

**TOWN CLERK/FRONT OFFICE REPORT
SEPTEMBER 2014**



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Meetings & Events:

Ms. Griffin attended the final planning meetings for Port Towns' Day. The festival was a wonderful family day that drew a large crowd of participants.

Ms. Griffin and Ms. McAuley organized refreshments for the visit from the State Comptroller who presented to the Town with a certificate commemorating the Battle of Bladensburg.

Ms. Griffin attended a grant training meeting put on by the Prince George's County Historic Preservation Commission.

Community Development Block Grants

The Prince George's County DHCD has reallocated PY38 award for 58th Avenue street improvements to PY 40. Its legal office is in the process of drawing up the agreement with the Town. These repairs will take care of damaged concrete pads near bus stops.

Bostwick

A meeting has been scheduled with the National Park Service preservation work corp to discuss how they can be involved in restoration. They may be interested in tackling the porch repairs.

Anne Raines, MHT, recommended that we do not solicit bids for the windows until we meet with the NPS. The match is connected between the two.

A work request application has been sent to Maryland Historical Trust Easement Committee for approval to install five interpretive signs on the grounds. Archaeology must be taken into account as the sign posts will be deeper than the 12" or less that does require testing. Professor Linebaugh wrote a letter to the Trust explaining how he would monitor the installation and this was part of the application package.

Public Information Act Requests

Numerous written requests were channeled through Ms. McAuley as the Town Clerk. Most requests involved financial reporting. (Requests should be submitted in writing; this includes e mail requests).

Travel Policy

At Mr. Moss's request, Ms. McAuley obtained travel policies from various entities in the State and in the nation. She prepared a matrix comparing the policies and listed components that all or most of the policies had in common. This research will be used in an upcoming review of the Town's travel policy for possible revisions.

Notary Services

Ms. Griffin and Ms. McAuley are both Maryland Notaries and were called into service many times in the past month. There appears to be a shortage of this service in the area and people come from the larger community for this purpose.