

TOWN CLERK/FRONT OFFICE REPORT
MAY 2016



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Meetings

Ms. McAuley attended weekly management team meetings to pull together agenda topics, here updates from all departments, and brainstorm on Town projects.

Ms. Griffin attended Port Towns' Day planning meetings. Representatives from all four Towns collaborate on this all day festival in September.

Ms. Griffin attended MML Convention Booth meetings, in preparation to promote the Port Towns to all the Maryland municipalities and other State wide officials who attend this conference in Ocean City in late June.

Ms. McAuley and Ms. Griffin attended a Meeting with the Mayor and Town Administrator to clarify the role of the Front Office with outside organizations.

Events

Ms. Griffin assisted Mrs. Hoffman in the planning and logistics for the Memorial Day Remembrance.

Ms. Griffin assisted Mrs. Hoffman in the planning and logistics for "What the Flag means to Me" essay contest. This relies on multiple calls to all four elementary schools, visits, certificates and gift cards.

Community Communications

Anyone interested in receiving timely e blast announcements From the Town should send their e mail addresses to pmcauley@bladensburg.net

Front Office Staff coordinated the mailings for the Strategic Planning residents' survey (a version in Spanish, was later distributed to key Latino community spots in June).

The Website was updated with past meeting minutes, staff reports and budget updates. We are working to correct some deficiencies that do not allow us to make specific changes on the current website.

E Blasts were sent concerning Town sponsored events and notifications.

Advertisement for the part time Communications Coordinator was posted on the MML website and at a number of colleges in the Metropolitan area.

Community Development Block Grants

Ms. McAuley had a number of meetings with the Town Engineer concerning PY 39, 53rd Street Improvements, and with Mr. Wu and Mr. Flynn to ensure HUD compliance with PY 39 R, Park Improvements at the Town Green.

Bids were opened for PY 39 on May 26 and VMP Construction in Lanham was the low bid. Mr. Wu reviewed all bids to ensure all quantities bid on were correct and verified that the low bid was in compliance with the specs.

A preconstruction meeting with the contractor is being scheduled for the very near future.

Bostwick

There are leftover funds from the Window Restoration grant from Maryland Historical Trust. The Trust will allow the Town to use the money to paint the frames and sill on the windows (\$6000). Ms. McAuley coordinated with Mr. Hall to meet with and obtain proposals from three painting contractors.

The proposal that best suited the project was from Colossal, who has down the majority of painting projects at Bostwick in recent years. With some modifications to the proposal to include oil based primer and the lead abatement license number, it will be sent to the MHT Easement Committee for approval.

Ms. McAuley has scheduled a meeting with Professor Linebaugh to discuss next steps in funding for the Phase I of the South Buttress reconstruction project.

2016 Maryland General Assembly Report

Maryland Municipal League, of which the Town is a member, has generated a Legislative wrap-up of legislation that affects the State's municipalities. Copies are available electronically from the Town Clerk, pmcauley@bladensburg.net

Bladensburg Cares

Ms. Griffin enjoyed fellowship with the Senior Club and enjoyed the "Birthday" lunch the ladies brought in.

Ms. Griffin visited Mr. Herndon, who is recovering from a long stretch of illness.

Flowers were sent for the death of District Heights Mayor Walls.