

**TOWN CLERK/FRONT OFFICE REPORT
SEPTEMBER 2016**



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Meetings:

Ms. Griffin handled invitations and logistics for the luncheon meeting with Sec'y Gill, Maryland Department of Commerce, local officials and the business community.

Ms. McAuley met with members of the Aman Trust, and University of Maryland Preservation Program to write a grant application to Prince George's Historical Preservation Commission for restoration of the South Buttress at Bostwick.

Ms. McAuley met with Mr. Hall and the owner of Adirondack Trees to discuss removal of dead/dying ash trees at Bostwick.

Ms. Griffin attended meetings of the Port Towns' Day planning committee. The event was September 17th.

Ms. McAuley attended weekly management team meetings with the Town Administrator and other Department Heads.

The Front office met with the Town Administrator and Treasurer to discuss Front Office/Administrative Office safety in consideration in a changing climate with regards to threats to persons in public facilities.

Town Records Management

Ms. McAuley and Ms. Dodson, Financial Assistant, went to the off site Town storage room, to mark boxes designated for removal and destruction according to State records laws. With the assistance of the Town Treasurer, they had more records moved to the off-site storage

to make room for office space for the new Marketing Coordinator. Ms. McAuley is currently researching alternatives for scanning and storing most all Town records electronically, whether through a private firm or the Maryland State Archives in Annapolis.

Community Development Block Grants

PY 39, Improvements to 53rd Place, I is complete. PY 42, the second part of 53rd Place is going through Environmental Review.

Ms. McAuley is now preparing the grant application for PY 43, Sidewalk Improvements. The location(s) will not be determined until later in the grant process. This is allowable according to staff at PGCDHCD.

PY39R, the Town Park Improvements, is still going through the pavilion contractor agreement process and will be starting as soon as that is complete. The new fence will be installed shortly.

Port Towns' Day

The event was exciting and well planned. Ms. Griffin checked in the vendors early on the day of the event, registered volunteers, assisted with questions about set-ups, enjoyed the great music and variety of food options. The event went smoothly with no incidents.

Bostwick

The next critical project in securing the "envelope" of the house, is restoration of the South Buttress. This will mandate a steel brace installed from the east side of the projection to the retaining wall at the back of the house, scaffolding around the buttress, removal and documentation of the "filling". The Aman Trust is the lead party of obtaining grant funds for this first phase. They are being assisted by

Professor Linebaugh and Ms. McAuley in writing the grant, getting support letters and estimates for the work. The Trust plans on asking for a Bond Bill that will fund the reconstruction of the buttress as the second phase.

This group also met with Dan Sams from the PGCHPC to get his take on the probability of getting funds for this. He was very favorable.

Town Hall Maps and Pictures

Ms. McAuley had the Town Maps, obtained by Mr. Weitz from MNCPPC, framed and Public Works hung them. Ms. Griffin arranged for Mr. Miller, photographer, to take individual pictures of the Mayor and Council, that will also be hung in Town Hall between the maps.

Patriotic Committee

Ms. Griffin met with Ms. Hoffman to assist her in handing over materials to the new Chair Renee Green.



