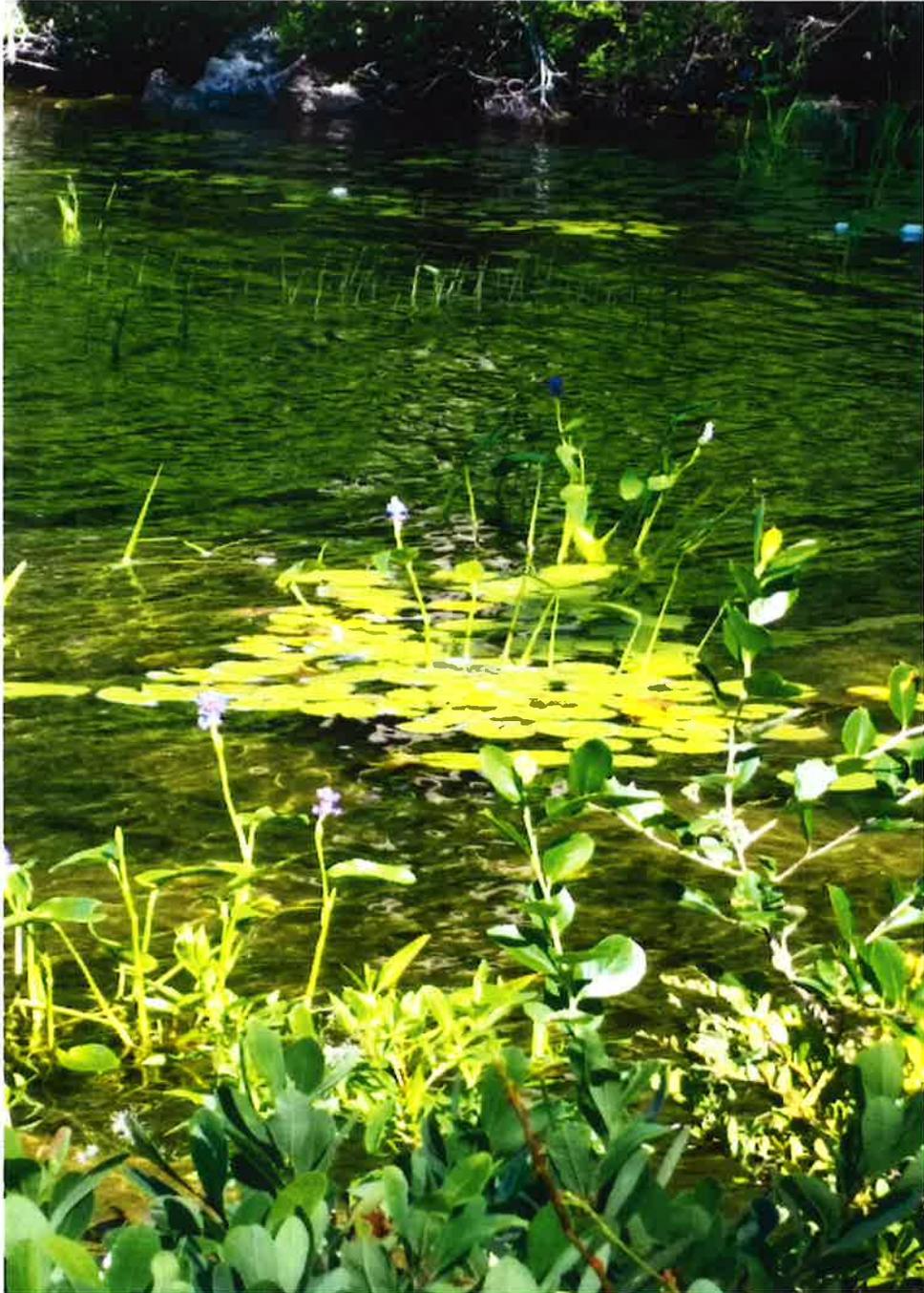


**TOWN CLERK/FRONT OFFICE REPORT
JULY/AUGUST 2016**



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Meetings and Events

Ms. McAuley attended weekly meetings with the rest of the Town Management Team to update on Department business and to discuss issues of general interest/concern to the Town, Staff and community.

Ms. Griffin attended weekly meetings of the Port Towns' Day Planning Committee. Ms. Griffin works on registering vendors for the event.

Ms. McAuley attended a required meeting for all PY 43 applicants for the Community Development Block Grant Funds. This meeting was with Prince George's County Department of Housing and Community Development.

Ms. McAuley attended a meeting with Town Administrator Sandlin and Representative from the Traffic Group to discuss modifications to the RFP that was put out for a parking study.

Ms. Griffin met with the Town Administrator and the Bladensburg Librarian to discuss the Hispanic Heritage event that the Library will host at Town Hall on October 8th.

Ms. McAuley met with the Town Administrator to develop a draft PIA request form based on policies/practices of other municipalities, in accordance with Maryland Law.

Ms. Griffin met with Kim Know and Dr. Mecha.

Ms. Griffin attended National Night Out.

Community Development Block Grants

PY 39, 53rd Place Phase I, sidewalks, curbs and gutters were completed in August. Milling and Paving will be complete in September.

53rd Place (PY 42) Tilden to Shepherd is undergoing Environmental Review.

PY 43 application will most likely be for sidewalk funding, location(s) to be determined.

Ms. McAuley went on a bus tour with PGCDHCD staff to showcase successful CDBG projects in the Town.

Ms. McAuley assisted Mr. Flynn with the coordination of PY39, further improvements to the Town Park at the rear of Town Hall. This park will also see funding through the State's Dept. of Natural Resources Playground grant program.

Bostwick

Ms. McAuley met with Professor Linebaugh to discuss the buttress and moving ahead to get the Phase I work for its restoration approved by the Maryland Historical Trust while pursuing funds for the project.

A number of trees are dead on the property and Adirondack Tree Company has provided a fair estimate for their removal.

The outside frames around the restored windows at the house have been painted. This was funded in part by a capital grant from Maryland Historical Trust.

The graduate students in the University of Maryland conducted a clean-up day of the grounds as part of their service to the property.

Ms. McAuley is working with the Aman Trust on new sources of funding for planning and capital projects at Bostwick.

Front Office Security

Ms. Griffin attended an all-day training seminar on this subject and we look forward to instituting a number of the recommendations/plans she brought back from the class.

Marketing Coordinator

Ms. McAuley assisted Ms. Sandlin in the search process by coordinating the advertising through various venues including the Washington Post, Maryland Municipal League, Prince George's Economic Development Corp., and various colleges and universities in the Metro region. She collected a large volume of resumes for Management review.