

Town of River Bend

Community Appearance Commission

Meeting Minutes for March 16, 2022

Attendees: Brenda Hall, Lona Farula, Nancy Dellaria, Meg Williams, Barbara Maurer

Absent: Jack Mehan

Guest: Donna Perry

1. Call to order - 4pm
2. Jack Mehan tendered his resignation from CAC.
3. Guest introduction - Donna Perry, potential candidate for CAC.
4. Approval of January 19, 2022 minutes. Motion made by Lona. Seconded by Nancy. All approved.
5. Current CAC Project List including:

Crab Pot Balls - To increase Christmas decor at the entrance of River Bend.

Assigned to: Brenda, Nancy, Lona, Meg

- Plan to work with RB Parks & Rec to hold a few workshops with attendees creating a Christmas Light crab pot ball for themselves and one for River Bend.
- Hopefully, CAC and Parks & Rec could host 4 workshops. Attendees would supply (and self-label) their own tools. A fee would be charged.
- Nancy reported on the prices and availability of supplies needed for a potential 100 Crab Pot Balls, 50 of which we would like for the town Christmas Display.
- Nancy is authorized to get the supplies needed from existing CAC funds, excluding light strings. Brenda will get the light strings.

River Bend Beautification and/or Festive Awards - Create a program to engage and recognize River Bend residents for their beautification efforts of their landscapes as well as their festive decor for certain holidays. Not to compete with RB Parks & Rec activities.

Assigned to: Brenda, Meg, Donna

- Investigate other Beautification Award Programs for ideas on how to structure program and criteria to apply. Brenda, Meg, Donna
- Determine River Bend Beautification Program parameters, including appropriate holidays to celebrate with Festive Awards.
- Aim for potential Festive Award program to be set for 4th of July start up.
- Planning meeting April 21st at 2pm in Municipal Bldg. to discuss Beautification/Festive Award research compiled.

Plantation Median - To assess and recommend improvements for medians on Plantation Drive and Anchor Way to determine appropriate landscape and land use. A multi-year plan for consultation, design and implementation will be required.

Assigned to: Brenda, Meg, Nancy

- A preliminary assessment was made by local expert, Tom Glasgow, Director of the Craven County Cooperative Extension Service, of the condition of the plantings in the Plantation Drive median. Many trees and shrubs were found to be diseased and/or damaged. He will provide us with a report.
- More consultation will be needed to determine a plan for removal or mitigation of plant problem areas. An Arborist may be required.
- Will need Town council and Manager approval to move forward.

6. FY 22/23 Budget:

Use existing 21/22 Funds for Christmas Light Crab Pot Balls supplies.

Crab Pot Balls requested budget for FY22/23 was \$1500.

Beautification/Holiday Festive Awards, planning, advertising, award requested budget for FY 22/23 was \$500.

Plantation Median Arborist requested budget for 22/23 was \$1500.

Plantation Median Landscape Architect requested budget for FY 22/23 was \$4000.

Total request - \$7,500 for FY 22/23 CAC budget.

7. Volunteer hours updates from CAC members still needed.

8. CAC member recruitment is still ongoing. Jack Mehan has asked to step down from CAC due to personal reasons. Resignation letter will be sent to Barbara to submit to Town Council. Donna Perry has submitted an application for appointment to CAC and is awaiting Town Council review. Current CAC members support the appointment of Donna Perry to CAC.

9. Updates from Town Council Liaison, Barbara.

10. Next CAC meeting will be a Special Meeting due to changing the date and time to May 10 at 2:30 at the Municipal Building.

11. Adjournment - 6:02pm

Minutes approved on May 10th.

A handwritten signature in blue ink that reads "Meg Williams". The signature is written in a cursive style with a long, sweeping tail on the "s".