

Town of River Bend
Community Appearance Commission
August 7, 2024 **Draft** Special Meeting Minutes
River Bend Municipal Building, 4:00 PM
51 Shoreline Drive, New Bern, NC 28562

Attendees: Brenda Hall, Donna Perry, Maryann Taylor

Absent: Pat Lineback

Attending Liaison: Barbara Maurer

Guest: Delane Jackson, Town Manager

1. Call to order 4:10 pm

2. Approval of May 15, 2024 minutes, Maryann Taylor motioned for approval. Donna Perry second. Unanimously approved.

3. Barbara Maurer held nominations for new CAC officers

Chair: Donna Perry nominated Brenda Hall. Maryann Taylor second.

Unanimous approval

Vice Chair: Brenda Hall nominated Donna Perry, Maryann Taylor second.

Unanimous approval

Secretary: Donna Perry nominated Pat Lineback. Brenda Hall second. Unanimous approval

4. Updates on 2024 projects

Beautification Awards and Festive Awards

Review of second year success and improvements

a. Beautification Awards April, May and June .

- April: 9 total nominations, May 9 total nominations and June :12 total nominations.
- Donna Perry made a suggestion to remove April and just do May and June.
- Discussion

Vote For 2025 to eliminate April from Beautification and just do May and June.

Donna Perry made a motion. Maryann Taylor seconded.

Unanimously approved

- Zones for Beautification and Festive Awards that were redone by Christine are working better. We will continue to use for 2025.
- Banners: Donna Perry made a suggestion: If you nominate someone in your zone, you should be the person to give the banners out and pick up banners, take photos, and obtain nomination form. You will communicate with that person. Discussion and agreed to.
- Social Media:

- CAC Facebook page gives CAC the opportunity to post more. We should post when we have something to show, show what can be participated in, not just for the sake of posting.
- Postings for recruiting need to be concise and specific.
- Posting pictures to show Beautification and Festive Award efforts and examples is appropriate.
- Reminder to make sure when posting to turn off commenting.
- Two to three weeks out before each Beautification and Festive Award period start sending out weekly reminders and examples.
- Judging dates: Independence Day Festive Award has a small window of opportunity. This year there were not a lot of homes decorated. CAC tabled discussion until the next meeting.
- Nomination form and pictures . Should be sent to CAC email. In the subject line put the address of the nominated home. Give Donna the forms to update the nomination spreadsheet. Mark those houses that have refused or do not want to participate so they are not bothered.
- Fall Festive and Christmas are working well. More decorated homes this year.
- Donna made a chart to show zone assignments for the remainder of 2025. Two people will have to take an extra zone.
- Discussion

b.Plantation Drive Median Project

- Discussion with Delane Jackson , Town Manager and Barbara Maurer, CAC Liaison July 16 to discuss what CAC is permitted to do with the approved \$5,000 from Town Council to initiate the Plantation Median Project.
- CAC had a project kickoff August 6 to discuss CAC's role and talk about project scope, timelines, ideas, engaging professional Arborist etc. Will need 3D renderings of ideas to present to Town Council. Also noted pine tree #5 recently died while surveying the median near Town Hall.
- Delane provided two names for CAC to contact. One from the Forestry and Mr. Maddox that completed the original report.
- Brenda will be in touch with each of them and report back.
- Barbara suggested the dead pine tree should be removed outside of the project monies approved and Delane agreed.

c. Crab Pot Christmas Globe Workshop for 2024

Dates: November 7, 2024 10A-12P and November 9, 2024 10A-12P

Meg and Christine said they would help with class. Brenda will speak with them closer to the time.

Globe repair date workshop:

- December 3rd 3PM at Brenda's house

Bag preps for Crab Pot Workshop

- Wednesday, November 6th 4PM at Brenda's house

d. Independence Day Celebration and Festive Award 2024

Craft project got good feedback.

CAC Turned in, to River Bend Town, \$180 for Independence Day workshops, and \$380 for Christmas Globe workshops.

CAC will plan to schedule Independence Day wreath workshops again for June, 2025.

CAC will plan to enter the parade again next year.

5. Updates on CAC sidewalk planters and raised bed planter by CAC

1. All CAC sidewalk planters, raised bed garden, and Memorial Stone garden are looking good, except for the shade garden where a few plants have died. Significant run off in that bed so will adjust plantings accordingly. Discussed using deer repellent in raised bed garden.

6. Volunteer hours updates from CAC members

1. Update on hours from last meeting. Composite of hours by month sent to Chair.

7. Updates on Budgets for FY23/24 and budget additions for CAC

1. Brenda will review the budget regularly to ensure CAC stays within budget approved dollars.

8. Recruitment for CAC positions

1. CAC has three open positions.
2. Plan is to start recruiting in September. Brenda will draft up recruitment advertising and send it to CAC for final review before posting.
3. Use workshops to discuss CAC opportunities.

9. Updates from town Council Liaison

1. Barbara sends report monthly . No questions.

10. Open discussion

- Delegation of duties for Festive and Beautification Award Programs

Donna will keep a spreadsheet of all nominee and winner addresses.

Maryann will continue to do Youtube videos and compile addresses and pictures from CAC email for judging.

Brenda will send the nominations and winners to Kristie for posting in River Bend eNews. CAC will also include link of Youtube videos for residents to see all of the nominees and winners for each award results.

11. Adjournment 5:13PM

Respectfully submitted: Maryann Taylor