

Town of River Bend
Community Appearance Commission
May 15, 2024 Meeting Minutes
River Bend Municipal Building, 4:00 PM
51 Shoreline Drive, New Bern, NC 28562

Attendees: Brenda Hall, Donna Perry, MaryAnn Taylor, Christine Soler

Absent: Pat Lineback, Meg Williams

Attending Liaison: Barbara Maurer

1. Call to order 4:07
2. Approval of March 20, 2024 minutes, Christine Soler made a motion to approve and Maryann Taylor seconded the motion. Minutes approved.
3. CAC to vote on creating Face Book for CAC to advertise events and updates on projects.
 - a. Reviewed Facebook page/group
 - i.100% Information and Advertising only
 - ii.No comments allowed
 - iii.Facebook Group is open to the public to follow (followers who self-select will be notified of any posts)
 - iv.Only CAC members will be allowed to post
 - v.If people reach out to the CAC Facebook moderators, it will come through the CAC gmail (cac.riverbend@gmail.com), which is monitored by CAC members, Administrators Maryann Taylor and Christine Soler. One member of Town Hall and Liaison will have moderator access.
 - vi.Posts will include events, activities, forms for nominations and general announcements
 - vii.CAC email will be on the front page for easy access
 - viii.Site Name: River Bend CAC
 - b. Reviewed Facebook page proposal for Town Hall
 - c. Members of CAC voted on approval of Facebook page proposal
 - i.In agreement: Brenda Hall, Donna Perry, MaryAnn Taylor, Christine Soler
 - ii.Opposed: None
4. Terms expiring June 30, 2024; voting for CAC officers at July, 2024 meeting.
 - a. Terms expiring:
 - i.Brenda Hall, 6/30/24
 - ii.Meg Williamson, 6/30/24
 - iii.Pat Linebeck, 6/30/24
 - iv.Christine Soler, 6/30/24
 - b. CAC Officers will be voted in at the July 2024 meeting
5. Updates on 2024 projects:
 - a. Beautification Awards for April-June
 - i.Review Beautification Awards
 1. Zone 5 needs to be reworked, some zones need to be redone before our next term as people are finding them confusing.
 - a. Christine will work on the zones
 - b. Brenda to provide Christine with color maps
 - c. Members may want to go out as teams
 2. Banner
 - a. Parks and Recs submitted a proposal for a digital sign

3. Social media advertising
 - a. We need more social media posts
4. Judging dates
 - a. Set, no changes
5. Photos
 - a. Took photos while judging
 - b. This worked and there was consistency and an easier process
6. Nomination forms for each nomination
 - a. Did not get many nomination forms
7. Identifying marks as we go around to houses
 - a. Car magnets?
 - b. T-shirts, we will check on options
 - c. CAC Badges?
- b. Plantation Drive Median Project
 - i. Barbara announced the Town Council had voted on a \$5,000 contingency fund added to the FY23/24 budget to start work on the Plantation Drive Median
 - ii. There is a section of Plantation that would be earmarked for the CAC to complete a section of the median
 1. From Shoreline and Plantation to the bridge will be the proposed first area
 2. \$5,000 earmarked is what is being proposed
 3. CAC to hold off for further instructions
 4. Passed out Plant This Instead from Coastal Landscapes Initiative with Eco-friendly alternatives to Harmful Ornamental Plants
- c. Crab Pot Christmas Globe Workshop for 2024
 - i. Set tentative dates for workshops
 1. Thursday 11/7/24, 9 AM – 12 PM
 2. Saturday 11/9/24, 9AM – 12 PM
 3. Brenda to check dates with Kristie Nobles/TORB
 4. After booked, we will add dates to the calendar
 5. Will ask Meg to lead the workshops
 - ii. The CAC will need to plan on a Christmas globe repair workshop in 2024
 1. Would like to plan for October to allow for the globes to be ready for hanging
 2. Maintenance will need to dig out the ones that need to be repaired in early October.
 3. Likely about 30 to repair
- d. Hanging of Globes
 - i. Will ask Delane if Brandon can supervise the installation
 - ii. All balls will need to be hung in 2024 (were not hung in 2023)
 - iii. Delane will ask for balls to be hung week before tree lighting
- e. Independence Day planning for 2024
 - i. Finalized plans for Independence Day craft décor project that CAC will offer
 - ii. Reviewed ribbon samples and plan for distribution at workshop
 - iii. Workshop

1. Number of Attendees: 18 for each, total of 36
2. Workshop to make bags with supplies for attendees
 - a. 6/4/24, 5PM-7PM
 - b. CAC invited via meeting request
3. Dates and times:
 - a. Thursday, June 20, 10 AM – 12 Noon
 - b. Saturday, June 22, 10 AM – 12 Noon
 - c. Meg was to check dates with Kristie Noble/TORB, Brenda will check
 - d. CAC to come at 9 to set up tables
4. Location: Community Center
5. Teacher: Donna Perry
- iv. Plan for CAC's entry into Independence Celebration parade and details of décor
 1. Brenda to talk to Kristie Noble/TORB regarding details
 - a. How to enter
 - b. Requirements for "float"
 2. Potential for "float" would be the skiff on the trailer and boat
 3. Date to decorate=July 3rd 9:30 AM-when we are done
 4. Brenda has decorations including Bunting and Misc.
 5. Christine has Bunting and Misc
 6. We will use banners and signs
 7. Maryann to reach out to Drone contact for the town
- f. Independence Day Festive Award
 - i. Nominations 6/22-7/1
 - ii. Vote 7/2/24
 - iii. Signs out 7/3/24
6. Updates on sidewalk planters and new opportunity to plant one of the raised bed planters by CAC; discuss signs for planters.
 - a. Girl scout sidewalk planter planted with lavender, rosemary and thyme is doing well
 - i. Discussion of adding a sign saying Touchy/Feely/Smelly Garden, committee unanimously agreed
 - b. Other planter next to dock with Pollinator garden
 - i. Discussion of adding a sign saying Pollinator Garden, committee unanimously agreed
 - c. Raised Bed Planter
 - i. Brenda will coordinate a day and time for workday
 - ii. Brenda will purchase plants from the budget
7. Volunteer hours updates from CAC members to be sent to Brenda via email or text
8. Updates on Budgets for FY 23/24 and budget additions for CAC
 - a. No change in budget from FY 22/23 budget amount
 - b. Potential earmarked for medians
 - c. No tax increases required
9. Updates from Town Council Liaison
 - a. Barbara reviewed the River Bend Parks and Rec Survey and recommendations
 - b. Barbara to send any additional updates as required
10. Open Discussion

- a. Donna discussed the idea of litter control in River Bend
 - i. Donna did research on other towns that do this and the theme is to be positive and not negative when pointing out the trash issues in the community. Ideas could include....
 - 1. Thank you for keeping our town beautiful by picking up your trash
 - 2. Signage
 - 3. Trash Cans
 - 4. Maybe a slogan competition for signage?
 - ii. Litter in River Bend is not bad, but keeping litter control in the community's mind can help so that it does not get bad.
 - iii. This is a topic to discuss in future meetings.

11. Adjournment at 5:49 PM

Minutes prepared by Christine Soler