

Town of River Bend  
Community Appearance Commission

May 21, 2025 DRAFT minutes

River Bend Municipal Building, 4:00 PM

51 Shoreline Drive, New Bern, NC 28562

Members present: Chairperson Brenda Hall, Donna Perry, Pat Lineback

Visitors present: Barbara Maurer

1. The meeting was called to order at 4:00 pm by Brenda Hall.
2. A motion to approve the March 19, 2025 minutes was made by Pat Lineback and seconded by Donna Perry. A motion to approve the April 22, 2025 special meeting minutes was made by Donna Perry and approved by Pat Lineback.
3. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2025:
  - a. CAC and Elena Hebert presented Plantation Median Project plans to the Town Council on April 17, 2025, and again to River Bend residents on April 22, 2025. No further action at this point. Approximately 30 people attended and the overall the response was overwhelmingly positive.
  - b. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden. Donna will prepare a weekly weeding and watering assignment schedule.
  - c. Programs
    - i. Festive Award
      1. Independence Day Festive Award
        - a. Nomination period 6/27-7/1/2025, judging 7/2/2025 and award 7/3/2025.
      2. Fall Festive Award
        - a. Nomination period 10/10-10/20/2025, judging 10/21/2025 and award 10/26/2025
      3. Christmas festive award
        - a. Nomination period 12/5-12/15/2025, judging 12/16-12/18/2025 and award 12/20/2025.
      4. Create flyer and post on social media sites and eNews
    - d. Beautification Award  
June beautification award nomination period is June 1-10. Winners are announced and yard signs will be displayed on 6/14/2025. Donna will provide the write up for Kristie and Mary Anne will post on social media. Donna will get the write up to Kristie by 2:30 on Wednesday so that she can post the e-news.
  - d. Events - All dates are tentative
    - i. Arbor Day
      1. The event was a success and will be repeated for 2026. We will provide more snacks. We will continue making bird houses and try to simplify the process.

- ii. Christmas Town ToursTown tour date of 12/19/2025 (tentative). 3 runs with two trolleys will be offered at 5:30, 6:30 and 7:30. Brenda will book with the trolley company.
  
- iii. Fall Festive Award and Town Tours
  - 1. Nomination period 10/1-10/15/2025, judging 10/16-10/18/2025, award 10/20/2025.
  - 2. Hayride and/or trolley tour 10/24/2025 with 10/25/2025 as a rain date (tentative). Brenda will investigate and book.
  
- e. Workshops
  - i. Crab Pot Christmas Globes/luminaries
    - 1. 11/8/2025 or 11/15/2025 based on room availability. We will offer a crab pot workshop at 10:00 AM followed by a luminary workshop at noon. Guests may sign up for one or the other but not both.
  
  - ii. Independence Day craft
    - 1. 6/21/2025 or 6/28/2025 based on availability with one workshop of 15 at 10:00 am and one workshop of 15 at noon. Pat will check with Mary Iorio about borrowing glue guns.
    - 2. Set budget at \$250
  
- 4. Volunteer hours will be updated by Brenda.
- 5. Recruitment for CAC Volunteers - no discussion
- 6. Budget discussion for FY 25/26 - no discussion
- 7. Updates from Town Council Liaison - none
- 8. Open Discussion and public comment period (limited to 3 minutes) - none

Submitted by Pat Lineback