

## Blowing Rock Appearance Advisory Commission

### Minutes

April 26, 2023

Members Present: Whitney Brown, Carol Knapp, & Chris Wetmore

Staff Present: Jennifer Brown, Cory Cathcart, & Shane Fox

Town Council Member: Melissa Pickett

Begin: 9:05 AM

End: 10:40 AM

**April 26, 2023, Minutes** – Whitney Brown made a motion to approve as written. Ms. Knapp seconded, and there was a unanimous vote to approve.

**Budget Update** – Mrs. Brown stated that she will send an updated budget after May 1<sup>st</sup>.

**Broyhill Park (Broyhill Family Foundation)** – Mrs. Brown reported that she and Mr. Andrews have been working on a grant request to the Broyhill Family Foundation. They are waiting for the Finance Director to send the audit and the budget information that are needed for submission. Mr. Cathcart recommended that Tyler Simes' name be identified as the rock wall contractor.

Noting that updating Broyhill Park's sidewalks is one of the two elements of this grant request, Whitney Brown asked why it was not required of the Village Foundation to repair the sidewalks that were damaged while installing the historical pillars around the park. It was noted that this project had bypassed BRAAC's review. Mr. Fox explained that Town Council did not require damage repairs when it had approved the project. Mrs. Knapp stated that similar projects should include such contingencies that occur during construction as well as impacts from inadequate planning or execution that present during a specified period after completion to not burden taxpayers.

**BRAAC** – Mrs. Brown explained that BRAAC requested to be included on the May Town Council agenda to seek clarification of its role as a Town appointed commission. Mr. Fox advised that accomplishments be presented first and be followed by projects that have bypassed BRACC and gone directly to Town Council that have burdened the Town with maintenance issues that were deemed to have been avoidable. It was agreed that BRAAC will explain that it is requesting that all projects, not just some projects, for public properties be consistently vetted by BRAAC for its recommendation to Town Council as has been historically intended. The following will be suggested to Town Council that BRAAC will expect applicant to:

- Show that it has worked with Town staff and can demonstrate that the proposed project complements Town needs.
- Present a project vision statement that describes how the finished project will benefit the Town.
- Include a line-by-line cost estimate with at least a 10% contingency fund for deferred maintenance.
- Formally bid according to Town policy all projects over \$100,000 that will ultimately be administered by the Town.
- Identify a Project Manager.

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- Lead a pre-construction meeting with all involved stakeholders involved, including Town Manager, Town Engineer, and a BRAAC Commissioner
- Follow similar procedures and requirements that would be followed for private properties per Planning Board policies.
- Schedule periodic meetings with BRAAC or with a specified BRAAC Commissioner to ensure project is being implemented according to approved proposal.
- Be actively involved in the project from start to finish.