

BRAAC Meeting Minutes
May 7th, 2015

BRAAC Members Present: Bo Henderson, Melissa Picket, Anne Barnes, and Deborah McDowell

BRAAC Members Absent: Curt Andrews and Barbra Wright

Staff Members: Scott Fogleman, Jennifer Brown, Chris Pate and Erin Kegley.

The meeting was called to order by Bo at 5:20 p.m.

Approve April Minutes- Anne made a motion to approve the April minutes, Melissa seconded, and the minutes were unanimously approved.

BRAAC Long Term Vision and Goals- Melissa started the discussion with a prioritized list of what she feels BRAAC should focus on in the future. Melissa mentioned that BRAAC pledged \$5,000.00 for landscaping costs associated with the American Legion renovation project, and then she asked if the Committee will be able to make suggestions as to what to use for the landscaping in front of the building. Chris stated that the landscape plan for the American Legion is to plant color in the flower beds at the entrance and some kind of shrubs along the new sidewalk and retaining walls which eliminated the hand rails that would have been required otherwise. The other area that needs to be addressed at the American Legion is the bank underneath the new deck because that will become a main focal point for that building. Bo asked if there is more money besides the \$5,000.00 for the plants and Chris said there is not. Bo asked Chris if he has time to make a plan for what the American Legion Landscaping project will look like, and gauge what will be spent. Chris stated that he will have a plan for the whole area. Jennifer stated that Chris needs to focus on the Rotary Gazebo landscaping first and once that is complete he will focus on the American Legion landscaping. Bo stated that he would not support any landscaping at the American Legion until he sees a plan for the project. Jennifer stated that the grand opening of the facility is June 8th and we needed to get the landscaping completed before then. Bo and Anne stated that people will be there for the building and not for the landscaping, so if it is not completed that is ok. We could tell people that the landscaping is not done and it will be completed in the future. Bo stated he would like to be aware of what is going to be put there and BRAAC needs to approve the plan for the landscaping. He stated that the beds could be mulched for the grand opening. Chris stated that he would be more than happy to meet everyone during the week to show them the areas that will be landscaped and then create a plan. Chris stated that there are a lot of options to consider and he is open to suggestions as always. Melissa then asked if there are landscaping plans for the Rotary Gazebo in Memorial Park. Scott stated that the plan for the Gazebo has evolved due to a concern of a tripping hazard. The contractor and Scott discussed a plan to create a flower bed on each side of the entrance from Main St. The idea of the Gazebo was a performance space that will be very open. The plan now is to have two front flower beds facing Main Street and

perhaps longer term having portable planters in the other areas so during a performance they can be moved. There will be no fixed benches, so again this will allow more space for performances. Scott stated that BRAAC could go out to the Rotary Gazebo tonight once we were done to look at the beds and discuss options. Melissa stated next on her list is to do a joint meeting with the Garden Club to discuss the garden in front of Memorial Park. Her biggest concern is there is no color. Anne stated that she invited the Garden Club to this meeting, however it was short notice and Bo suggested we invite them to next month's meeting. Melissa stated the final item on her list is that BRAAC needs to stay involved in the 321 by-pass project. Scott stated that the Town will be responsible for the maintenance of the 321 bypass landscaping. Melissa also said BRAAC needs to focus on the entrances to the Town as well. Anne stated that if the Town is responsible for maintaining the landscaping on the bypass then we will have to hire more staff to help. Scott agreed with Anne but also said the Town could contract the work out. Bo asked the committee if there is anything else that needs to be discussed about BRAAC's goals and involvement. Deborah agreed with everything that had been discussed. Bo stated that he feels there needs to be more communication between BRAAC and Jennifer. He stated that the Chairman of BRAAC and BRAAC members should work with her and help create the agenda for the meetings. The communication should involve input and recommendations from the committee and help prioritize what needs to be discussed. Jennifer stated that she is open to receiving emails or phone calls from BRAAC members on items that need to be put on the agenda. Anne stated that she is seeing more respect and commitment from this committee since it was added as a Town board and if it stays this way, things will get better around Town. Anne also mentioned that BRAAC should not take on more than it can handle. Deborah asked what everyone would like to see from them. Chris stated it would be nice for the BRAAC board to see what he deals with on a daily basis. He also stated that he would like to informally meet with them to show what all the parks look like now and discuss what projects need to be done soon, what can wait, or what does not need to be taken on by the Town, so that the Parks and Recreation Department can focus on priorities. Scott stated the best advice from BRAAC to Chris would be to help Chris prioritize what needs to be focused on first and see if there needs to be additional resources to be able to complete the projects in a faster time frame than current resources can achieve. Deborah would like to see a list of all the projects that are going on now and what projects need to be on the list. Deborah stated that people need to see BRAAC out more around Town trying to help make it beautiful. Bo stated that BRAAC needs to put something together and meet with Chris to start creating plans for the future.

Budget Update- Jennifer stated that BRAAC's current revenue is \$25,480 with a yearend estimate of \$26,350. To date BRAAC is \$870 shy but the hanging baskets donation was just advertised so that will likely change. To date \$21,835 has been spent. Clean-up day spent more than we anticipated but not by much. The intern salary is going towards an

intern for Chris. \$9,514.97 is what is left and the expenditures do not show the flowers for spring planting or the repairs to the BRAAC truck. Scott mentioned that last fiscal year, BRAAC had an ending fund balance of \$22,324, and with the allocation of \$5,000 to the American Legion project, it will bring it down to \$17,324 and the \$8,000 for plants, the \$7,000 for Legacy Garden, BRAAC will be over budget. Deborah stated that she likes the idea of finding funding and matching it for the projects. Melissa stated that she is against the idea of maintaining Legacy Garden, a \$7,000 project out of BRAAC's budget for just maintenance. Anne stated that Legacy Garden is a focal point for the Town, and lots of residents and visitors of the Town love it. Scott stated that he is presenting the proposed budget for the upcoming fiscal year next week to Town Council. Bo asked if we could present the option of a \$30,000 budget request and talk about the budget in more detail at the next meeting. BRAAC can then decide on what projects they would like to see done and budget accordingly. The board agreed with this approach.

Clean-up day- Jennifer stated that clean-up day consisted of 10 people, not including Parks and Recreation staff, and all routes were cleaned.

Planting day- Jennifer stated that planting days are being advertised along with the information on who to contact if people want to help. Bo asked what time it starts and Jennifer stated that planting days will occur Wednesday, May 20th and Thursday, May 21st and times can be scheduled between 8am and 5pm. Deborah asked where the planting will take place. Chris stated that all the concrete planters and beds around Town will be on the list along with various other areas.

Hanging Basket Memorial- Jennifer stated that the advertisement has been put in the water bills. She mentioned that there will not be a kiosk in Memorial Park, due to a change in the Rotary Gazebo plan. Deborah stated that she will take care of the newspaper article for the advertisement with Jeff Eason.

Miscellaneous- Bo and Melissa have discussed a candidate for someone who will replace Myra. Scott stated that the possible participant needs to send a letter to Scott so Council can vote on the candidate's official appointment to BRAAC.

The meeting was adjourned at 6:45 p.m.

The next meeting is scheduled to be held Thursday, June 4th, 2015 at Town Hall at 5:30 p.m.