

The Town of Smithfield Appearance Commission met in regular session on Tuesday, September 17, 2019, at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott – Chairperson
Robin Cook – Vice Chairperson
Connie Barbour
MaryFoy Ragsdale

Members Absent

Councilman David Steven
Perry Harris
Jeremy Pearce

Staff Present

Lawrence Davis – Public Works Superintendent
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Peggy Scott called the meeting to order at 5:10 pm

Invocation

Lawrence Davis offered the invocation

Approval of Meeting Minutes – August 20, 2019

Vice Chairperson Robin Cook made a motion, seconded by MaryFoy Ragsdale, to approve the August minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$8865.00 will be remaining after estimated funding for approved projects. Estimated total for approved projects is \$22,500.00

Donate-A-Tree Account Balance – \$644.09. One \$50.00 tree was donated during the month

J. B. George Fund Balance – \$2901.34

J.P. George Fund Balance – \$1117.53

DSDC Report

Due to the absence of Jeremy Pearce, this item was not discussed.

Wayfinding

Chairperson Peggy Scott informed the members of the Appearance Commission the wayfinding signs had been installed at the East, West and South entrances of Town. She explained the next step would be to install the river rock to each sign. Mrs. Scott questioned if the signs would be lighted. Lawrence Davis responded he was unsure, but Planning Director Stephen Wensman could provide that information. Mrs. Scott reminded the members that the Appearance Commission would be responsible for the landscaping around each sign.

Vice Chairperson Robin Cook asked if the wooden sign outside of the old federal building (405 East market Street) would be removed. Mrs. Scott responded she felt it would be removed once all the wayfinding signs were installed. Mrs. Cook questioned if there were any plans to replace or clean the Historic Brooklyn Neighborhood signs on South 4th Street. Mr. Davis responded he would speak with Public Works Director Lenny Branch about replacing or cleaning these signs.

Project Updates:

Boat Ramp

Chairperson Peggy Scott informed the members of the Appearance Commission that Parks and Recreation Director Gary Johnson provided her with the following estimates for the boat ramp project:

- Flag pole \$2,500
- 3 Picnic tables; 1 garbage receptacle \$2,500
- Wood shelter installed with concrete pad \$25,000
- Shade Sails shelter \$ unknown at this time

Mrs. Scott explained the cost of the flag pole did not include the cost of the flags. She reminded the members they had discussed displaying the American flag, the North Carolina flag and the Smithfield flag. She suggested the Commission could use the American flag, the Smithfield flag, and an additional flag with the Mountains to the Sea Trail emblem and the Neuse River Greenway. It was the consensus of the members to follow the recommendation of Chairperson Peggy Scott and purchase and install flagpole displaying the American flag, the Smithfield flag, and an additional flag with the Mountains to the Sea Trail emblem and the Neuse River Greenway.

Mrs. Scott informed the members t she questioned Mr. Johnson on how many picnic tables would be needed for the 16'x20' shelter space. Mr. Johnson explained to Mrs. Scott that three picnic tables and one trash receptacle would be needed for the shelter space. The total cost for the tables and the receptacle would be \$2,500. Mr. Johnson also informed Mrs. Scott that a concrete pad with a wooden shelter would cost approximately \$25,000. Mrs. Scott suggested the Commission investigate the cost of the shade sails since the wooden shelter was expensive. Mrs. Scott also stated she would like one of the shade sails to be installed over the bench on the greenway since that area is not shaded by nearby trees. Connie Barbour questioned the amount of the grant. Mrs. Scott responded the grant was a \$15,000 matching grant; therefore \$30,000 could be used for the total boat ramp project. Vice chairperson Robin Cook reminded the members they had discussed installing grills near the shelter area. Mrs. Scott questioned if the area where the shelter would be constructed had ever flooded. Lawrence Davis responded he had no knowledge that it ever flooded.

Mrs. Scott explained that after all approved projects were completed, the Appearance Commission would have \$8,865 remaining in its budget. That amount did not include the interest from the J.B. George and the J. P. George funds which could also be used; therefore, she felt there were sufficient funds to properly complete the boat ramp project. Connie Barbour questioned if there were any restrictions on how those funds could be used. Mrs. Scott stated there were restrictions, but other approved projects like the wayfinding landscape could utilize some of the J.B. George and the J. P. George funds. This would allow the Appearance Commission to use its general fund for the boat ramp. Mrs. Scott stated she would like to complete this project before moving to another project. She suggested also installing another grill near the gazebo on Front Street adjacent to the Boy Scout Hut

Vice Chairperson Robin Cook made a motion, seconded by Connie Barbour, to approve the purchase of the flag pole, the flags, three picnic tables, one garbage receptacle and for the installation of the concrete pad, shade sail shelter and grills not to exceed \$20,000 of the Appearance Commission's general funds. Unanimously approved.

Johnson Street / Front Street Revitalization

Chairperson Peggy Scott informed the members of the Appearance Commission that Public Works Director Lenny Branch assured her all trees had been ordered and would be planted in October.

Improve Old Well Cover

Vice Chairperson Robin Cook informed the members of the Appearance Commission that with the assistance of the Johnston County Heritage Center Executive Director Todd Johnson, she was able to obtain a photo of the Grantham well. In the 1970's it was rebuilt to its original condition. Mrs. Cook explained the contractor from My Old House Construction is working on an estimate to restore the well to its original state. Todd Johnson agreed to assist the Appearance Commission with the wording of the plaque. Mary Nell Ferguson of the Historic Properties Commission informed Mrs. Cook the Historic Properties Commission may be able to pay for the new sign. Lena Parks, granddaughter of the Grantham's, informed Mrs. Cook she was willing to fund the restoration of the well. It was the consensus of the Appearance Commission that the new sign should be similar to the one at the African American Memorial on Front Street.

Adjournment

Being no further business, Vice Chairperson Robin Cook made a motion, seconded by Connie Barbour, to adjourn the meeting. The meeting adjourned at approximately 5:51 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk