

TOWN OF BAYBORO
STEP Grant Steering Committee
September 2, 2008 @ 6:00PM

The regular meeting of the STEP Grant Steering Committee was held Tuesday, September 2, 2008, at 6:00pm., at the Bayboro Town Hall.

Members Present: Joseph Himbry, Ben Hollowell, Gus McDonald, Emmy Casey, J.L. Caraway, J.E. Tripp, Mark Howell, Sheila Howell, and Aileen Lewis

Members Absent: Evelyn Scott

Others Present: None

Mr. Himbry called the meeting to order.

The agenda was discussed and there were no revisions or amendments.

Approval of Minutes:

Old Business: Regarding the designing and purchasing of a step banner, Mr. Hollowell inquired as to what kind of design the committee has for the step banner. Mr. Himbry responded that the town had already received a generic step banner from the NC Rural Center, but that each town is developing their own individual banner depicting their own areas. The Mayor has suggested that the committee uses the Town's logo. Various designs were discussed.

Mr. Hollowell asked what would be the purpose of this banner. Mr. Himbry responded that it would show the Town's individuality. This banner is something the Rural Center wants, which would identify what the Town is doing and/or stands for.

Mr. Hollowell introduced the idea of having a sailboat on the banner to emphasis the Town's waterways. Concerns were brought out that the Town would be confused with Oriental. The majority of the committee was in favor of using the sailboat on the banner. Mr. McDonald did not care for the using of the sailboat, in that it would not really distinguish Bayboro. Other possible boat designs were discussed. Mr. Himbry stated that if people identify the banner with towns like Oriental than that would still be beneficial for Bayboro.

Mr. Hollowell stated that the committee needs to come up with a better banner design. He has agreed to research other possible designs and the costs for the banner. Mr. Hollowell was given a two week time line and will keep the committee informed.

New Business: Mr. Himbry informed the committee that there is a need for a coordinator and contact person other than a town official. He suggested the new Deputy Town Clerk, Barbara Baker. Ben Hollowell made a motion to make Barbara Baker designated coordinator, central contact, and point person. Mark Howell seconded. All ayes. Motion passed.

Mr. Himbry directed the committee's attention to the schedule of start-up events and timelines. He gave a brief review of how the Town received the Step Grant by using a regional approach. This being that whatever improvements that Bayboro makes, would impact upon other municipalities and Pamlico County as a whole. Mr. Himbry emphasized the need to make every effort to involve other municipalities as well as residents of Bayboro. The committee needs to keep other towns informed as to what Bayboro is doing. By doing this, other towns would become more interested in coming together to improve not only Bayboro but their own towns as well.

It was noted that it is the desire of the STEP Committee to have all towns join together and have representatives attend the meetings. Some of the items discussed that would be beneficial to all towns was the possibility of having a county wide garbage rate with GDS, the sharing of a street paver to have town streets paved, and sharing a town policeman. Mr. Himbry stated that this coming together and sharing costs would save money all around.

Mr. Himbry expressed the desire to have all towns apply next year for the STEP Grant, thereby making all communities; step communities. He also stated that Bayboro is not going to use the Step Grant just for Bayboro, because if that happens then Bayboro will lose its grant purpose. The emphasis needs to be placed on improvements in Bayboro that would impact on other towns. Building projects in Bayboro needs to be compatible to other towns, because tourism is the County's biggest dollar maker and Bayboro needs to capitalize on that.

Mr. Hollowell raised the question of purchasing a bill board to advertise Bayboro. Mr. Himbry responded that a billboard was an excellent idea. He also said that a Step coach was coming to help the committee come up with various ideas.

Mr. Himbry re-emphasized the need for everyone to think up ideas of improvement and that everyone's idea was important. Mr. McDonald suggested having a poster listing the timeline to show progress not only to the committee, but the town as well. Mr. Himbry responded that at the next Town Council meeting, the committee should ask for a designated wall to put up a listing.

The budget for the STEP Grant was discussed. Mr. Howell made a motion to approve the budget. Ms. Casey seconded. All ayes. Motion passed.

Mr. Himbry stated that the next thing the steering committee needs to accomplish is to complete a community profile. This profile contains a list of things that look good in the town and a list of things that look bad. The things that look good, we need to build on to make better and the things that look bad, we need to fix to look good. We need to improve Bayboro's image. Each member is charged with bringing a list of 4 things good and 4 things bad to the next meeting.

Mr. Himbry also said that the steering committee needs to arrange a "Kick Off" event that includes the press. Mr. Himbry informed the committee of an upcoming reopening of the Town Park, this would be an ideal time and place to announce the kick off of the STEP Grant in that all Town officials, residents, and news media are invited to attend. This event will be held the 2nd or 3rd week in October.

Per Mr. Himbry, the next item on the timeline is to recruit a leadership team. Each member is charged with bringing 1 or 2 people to the next meeting. The inducement would be if ever you wanted to improve your town, now is the time to get involved. Mr. McDonald questioned whether or not the steering committee and leadership team was the same. Mr. Himbry responded that initially it was, but that it would be better to involve enough town residents to enable creating a separate "leadership team". This would eliminate any Town Official's involvement and it would be strictly town residents leading the way.

Mr. McDonald questioned whether it would be possible to put an ad in the paper stating what Bayboro is trying to do. Mr. Himbry thought that was a good idea. He proposes that the committee put a 4 X 8 ad in the paper telling the whole of Pamlico County about Bayboro's STEP Grant and invite them to come to our meetings to give input since this would impact greatly on the County. Mr. Howell commented that he was already speaking with the residents of Bayboro. Mr. Himbry made a motion to have Barbara Baker research and put together an ad to show the committee with a time frame of 2 weeks. All ayes. Motion passed.

It was noted that the committee is awaiting the arrival of the Rural Center Community Coach, who would help the steering committee achieve its goals. The steering committee needs to apply a "SWOT" analysis towards the town listing the town's strengths, weakness, opportunities, and threats.

It was agreed that the next steering committee meeting will be held on October 7, 2008 @ 6:00pm.

There being no further business the meeting was adjourned.

Respectfully submitted,

Barbara Baker