



**Townsend Community Engagement Meeting**  
**March 8<sup>th</sup>, 2023 @ 6:00 pm**  
**VIA Conference Call & Town Hall**  
**141 Main St, Townsend, DE 19734**

6:00 pm Community Engagement Committee Meeting

- I.** Call to Order: 6 pm
  - a. No formalities. Councilwoman S. Rojas, Councilman J. Mertz, Town Manager A. Tantillo, and Town Clerk M. Rivera.
  - b. No visitors.
- II.** Opening Ceremonies
  - a. Roll Call: None.
  - b. Pledge of Allegiance: None.
  - c. Recognition of Visitors: None.
  - d. Announcements: None.
- III.** Citizens Comments & Participation.
  - a. None.
- IV.** Adoption of Agenda.
  - a. None.
- V.** Status of donor letters
  - a. CW Rojas confirmed all donor letters have been mailed. CW Rojas advised she will be emailing for follow-up personally. TM Tantillo confirmed she will send CW Rojas the email list.
  - b. CW Rojas confirmed she has reached out to additional vendors for donations.
  - c. Community Engagement Committee discussed the funding budget. TM Tantillo confirmed any funds remaining will not be rolled over to the next fiscal year budget.
- VI.** Discussion regarding Town Fair Vendors.
  - a. CW Rojas advised she would like to have at least 50 vendors. Additionally, will follow-up with vendors. TM Tantillo and CM Mertz to assist with reaching out and/or following up with vendors.
- VII.** Discussion regarding Town Fair activities.
  - a. CW Rojas advised there is no sponsor for the Pet Contest.
  - b. CW Rojas requested to have anyone who sponsors a contest be in charge of judging and providing prizes.
  - c. YMCA is a possible sponsor for games such as the free throw contest. TM Tantillo to reach out for additional game sponsors. CW Rojas advised any vendors running



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games should be the sponsor for prizes. CW Rojas is looking to have the following games:

1. Pancake Race for fun.
2. Pie in the face fundraiser

**VIII.** Discussion regarding Town Parade status.

- a. CW Rojas advised she will follow up with vendors already contacted. CM Mertz advised he will assist.
- b. Discussed Council float.
- c. Discussed parade performance procedure and placement.
- d. CW Rojas advised if the Town obtains enough funding for the concert it will be taking place.

**IX.** Adjournment.

- a. CW Rojas requested to hold a Town Council Special Meeting for 3/28/2023 at 7 pm.
  - b. Meeting adjourned at 7:28 pm.
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