



**Townsend Community Engagement Meeting
March 28th, 2023 @ 7:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

7:00 pm Community Engagement Committee Meeting

- I. Call to Order: 7:00 pm
- II. Opening Ceremonies
 - a. Roll Call: Councilwoman S. Rojas, Councilman J. Mertz, Mayor S. Lobdell, Councilman E. Clarke, Town Manager A. Tantillo, and Town Clerk M. Rivera.
 - b. Pledge of Allegiance: all recited
 - c. Recognition of Visitors: None.
 - d. Announcements: None.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Status of donor letters and Town Fair Fundraising
 - a. CW Rojas requested assistance from CM Mertz, CW Clarke, and TM Tantillo to follow-up with donors that have not responded to outreach.
 - b. TM Tantillo and Council Members have been assigned to follow-up with vendors. New vendors were added to the list.
 - c. CW Rojas advised the goal is to raise \$6,000.00 - \$7,000.00.
- VI. Discussion regarding Town Fair Vendors.
 - a. Private Vendor registrations is closed to tumbler vendors.
 - b. Food Vendor registration is full.
 - c. CW Rojas advised she will follow up with non-profits listed. CW Rojas advised Council members to feel free to reach out to any non-profits not listed and to notate the SharePoint file. TM Tantillo and Council Members have been assigned to follow-up with non-profit vendors. CW Rojas noted most of the non-profit vendors listed requested for follow-up in May due to scheduling and availability.
 - d. CW Rojas advised the committee is seeking to have 50 private vendors and based on the current discussion the Town is close to meeting the budget goal.
- VII. Discussion regarding Town Fair activities.
 - a. CW Rojas has until the end of April to confirm if there will be a concert.
- VIII. Discussion regarding Town Parade status.



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- a. TM Tantillo and Council Members Council Members have been assigned to follow-up with vendors.

IX. Adjournment.

- a. Meeting adjourned at 8:23 pm
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