



Townsend Community Engagement Meeting
May 9th, 2024 @ 12:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

12:00 pm Community Engagement Committee Meeting

- I. Call to Order: 12:03
- II. Opening Ceremonies
 - a. Roll Call: Financial Officer J. Helms, Public Works Supervisor P. DiMartino, . Chairman J. Mertz absence.
 - b. Recognition of Visitors: none.
 - c. Announcements:
 1. TC Rivera announced the Veterans Resource Expo next Friday from 6 to 8 pm.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Update regarding budget availability for the Town Fair.
 - a. FO Helms confirmed the Town has a remaining budget of \$1836. FO Helms explained this does not include vendors fees.
 1. FO Helms to determine how many vendor fees to use this year since the funds do not roll over.
 - b. All members review the following items that have been purchased and noted expense for insurance may go up due to the inflatables:
 1. Trophies – parade winners, to follow up with Josh
 2. T-shirts – 40 shirts and 40 hats
 - I. TC Rivera advised the proposed shirt and hat designs were created for free by the T-shirt Guy.
 - a. FO Helms suggested the design be burgundy shirts with the Town’s logo on the chest with a white outline.
 - b. PWS DiMartino suggested the design be gray shirts with the Town’s logo large in the middle. Also suggested having back and front with verbiage stating annual strawberry festival.
 3. Volunteer snacks and lunch



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- c. FO Helms noted there is no band. TC Rivera to follow-up with C Mertz to determine if there are any bands who are interested in performing for free. FO Helms advised there is no budget available for this.

VI. Discussion regarding scheduling of the Town Fair.

a. Contests need sponsors:

- 1. Pie Baking
- 2. Pie Eating
- 3. Lil' Miss & Mister Strawberry Contest

b. Proposed Schedule:

- 1. All members reviewed last year's schedule and determined the following:
 - I. Vendor setup is 9:30 am.
 - II. Inflatable 9 am – 3 pm.
 - III. Parade 10 am.
 - IV. Fair and Opening Ceremony 11 am.
 - V. Dunk Tank 11:30 am – 2:30pm
 - VI. Pie Baking 12 pm.
 - a. TC Rivera to make a registration flyer.
 - VII. Pie Eating 12:30 pm.
 - a. TC Rivera to make a registration flyer.
 - VIII. Lil' Miss & Mister Strawberry Contest 1:30 pm.
 - a. TC Rivera to make a registration flyer.
 - IX. Train 12 – 2 pm.

c. Volunteers:

- 1. All members agreed on the following shifts:
 - I. 9 – 11 am
 - II. 11 am – 1 pm.
 - III. 1 – 3 pm.
- 2. TC Rivera advised there is a need two for each inflatable shifts
- 3. FO Helms to determine if assistance is need for the Train.



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4. PWS DiMartino advised there is a need for 12, four per parking shift.
 - I. Parking volunteers to check on trash receptacles at the end of their shift.
 - II. PWS DiMartino to reach out to Casella and Austin & Bednash.
 5. TC Rivera proposed volunteer deadline of May 29th; however, to leave open.
 - I. TC Rivera advised she has reached out to the Appoquinimink School District for volunteers and has not received any responses.
 - d. TC Rivera advised there is a cost for the rock-climbing wall. Additionally, the Scouts will need to determine who will be available to run the rock-climbing wall.
 - e. C Mertz to determine the script.
 - f. TC Rivera confirmed judges are need for the contests:
 1. Pie Baking
 2. Pie Eating
 - I. Need sponsors
 3. Lil' Miss & Mister Strawberry Contest
 4. Parade
 - g. TC Rivera advised staff assignments will be determined at a later time dependent on the amount of volunteers.
 - h. TC Rivera advised when discussing the layout of the Town Fair at the next meeting, placement of the Security Cameras should be considered.
 - i. TC Rivera confirmed there are 25 nonprofit vendors, 54 commercial vendors, 7 food vendors, and 30 parade participants. TC Rivera noted registration for the parade may remain open until the day of the parade. Additionally, the registrations do not include the Town Council, Townsend PD, Townsend Fire Company, Cassella, antique Police vehicle, NCC Carter, and possibly Alan Emsley.
 - j. PWS DiMartino to reach out to Little Italy Pizza to sponsor pizzas.
- VII.** Recess Community Engagement Committee Meeting to Convene Executive Session.
- a. No motion made, nor action taken for this agenda item.
- VIII.** Convene Executive Session: The Community Engagement Committee may consider an Executive Session pursuant to 29 Del. C. §§10002(o)(5) providing that “intelligence files compiled for law-enforcement purposes, the disclosure of which could constitute an endangerment to the local, state or national welfare and security”; and §(17) et al providing that the “records, which, if copied or inspected, could jeopardize the security of any structure owned by the State or any of its political subdivisions, or



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could facilitate the planning of a terrorist attack, or could endanger the life or physical safety of an individual.”

- IX.** Close Executive Session & Re-convene Community Engagement Committee Meeting.
 - a.** No executive session was held.
 - X.** Adjournment.
 - a.** Meeting adjourned at 1:17 pm.
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