



**Town of Townsend Community Engagement
Committee Meeting
December 18th, 2024 @ 10:00 am
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

10:00 am Community Engagement Committee Meeting

- I. Call to Order: approximately 10:01 am.
- II. Opening Ceremonies
 - a. Roll Call: CM D. Wiggins, TM J. Goodyear, FO J. Helms, AA K. Gallagher
 - b. Pledge of Allegiance: All present recited the pledge of allegiance.
 - c. Recognition of Visitors: Scott Lobdell
 - d. Announcements:
 1. TM Goodyear and CM Wiggins complimented the Tree Lighting Ceremony that was held at the Town Park.
 - I. Tm Goodyear listed various feedback on how the event could be better for next year.
- III. Citizens Comments & Participation.
 - a. CM D. Wiggins stated that a resident suggested to him a community garden.
 1. TM Goodyear suggested the resident reach out to further discuss the idea.
- IV. Adoption of Agenda.
 - a. *CM Wiggins agrees to adopt the agenda.*
- V. Approval / Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from October 30th, 2024, meeting.
 1. *CM Wiggins made a motion to approve the Minutes from October 30th, 2024, meeting.*
 - b. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from November 12th, 2024, meeting
 1. *CM Wiggins made a motion to approve the Minutes from November 12th, 2024, meeting.*
- VI. Discuss and Review 2025 Town Fair Flyers, registration forms and additional planning docs for final approval before posting to public.
 - a. TM Goodyear states she would like to add a “save the date” to our website which should help make people and businesses aware. This will circulate on social media and in person. TM Goodyear presented a flyer in the packet.



**Town of Townsend Community Engagement
Committee Meeting
December 18th, 2024 @ 10:00 am
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

1. CM D. Wiggins agreed not including "strawberry festival" and including verbiage like "Food, music, fun".
- b. TM Goodyear presented sign up paperwork in the packet for vendors, food vendors, volunteers, Etc.
 1. TM Goodyear suggested we should put an age limit on volunteers to 16. If under 16, a parent would need to be present or sign a waiver.
 2. TM Goodyear also states that there will be window times for volunteers vs. volunteering all day.
- c. TM Goodyear presented stipulations on Food Vendors applications.
 1. The Town will be requesting a menu, how much space will be needed, if a generator is needed. Disclosures are listed that they must agree to arrive by 9:30am, be there for the entirety of the event, have a valid business license, insurance, and vendor fee.
 - I. TM Goodyear, FO Helms, and CM Wiggins discussed the changes in Vendor Fees and agreed on a vendor fee of \$100.00 per food vendor.
- d. TM Goodyear presented stipulations on Commercial Vendor applications.
 1. TM Goodyear states the application is standard and should be kept the same, however the vendor fee should be changed.
 - I. All agreed on a \$50.00 commercial vendor fee.
 2. TM Goodyear would also like to filter applications and ensure vendors are family friendly.
 - I. AA Gallagher mentioned in past applications we have asked what products will be sold.
- e. TM Goodyear presented the option of not having a parade and focusing solely on the fair.
 1. TM Goodyear explained that it is too much to do both at one time while it's so hot and vendors are still setting up while the parade is happening. If teams or groups would like to perform at the fair, they are welcome to do so.
 - I. CM Wiggins was in agreeance to not hold the Town parade this year.
- f. TM Goodyear presented the registration links that will be posted to the Town's website and social media.



**Town of Townsend Community Engagement
Committee Meeting
December 18th, 2024 @ 10:00 am
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

1. FO Helms asked what the official hours will be for the fair.

- I. TM Goodyear states the hours are 11am-3pm. The vendors can start setting up from 8am-10am. 10am-11am is volunteer registration.

- g. TM Goodyear presented support letters for local companies to support the Town fair in exchange for advertising at the fair.

- h. CM Wiggins presented some jazz options as entertainment at the Town Fair.

1. CM Wiggins also suggested an MC and a Jazz band that could split up their time between one another.
2. TM Goodyear suggested cutting the cost of decorations by doing them ourselves so we can use more money for entertainment.
3. FO Helms advised there is \$7,000 in the Town Fair Budget to use.

- i. Tm Goodyear asked what other spending the Town will need to include.

1. FO Helms said there is an additional cost for extra porta-potties, inflatables, dunk tank, banners, yard signs, volunteer food, etc.
2. TM Goodyear states there are games in the basement that can also be used for kids for the fair.
3. TM Goodyear would like to ensure that staff and volunteers receive a shirt and hat for their participation and that all staff are expected to be present.

- j. Takeaways

1. FO Helms will reach out to insurance and inflatable companies for pricing.
2. TM Goodyear will be reaching out to Boy scouts for rock climbing wall.

VII. Ongoing Business Updates.

- a. TM Goodyear shares that she has applied for tree grants and the Town has been awarded them.

1. TM proposes we use these funds for a community event either for our butterfly garden or arbor day.
2. CM Wiggins recommends reaching out to the elementary school for a possible event.



**Town of Townsend Community Engagement
Committee Meeting
December 18th, 2024 @ 10:00 am
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

3. TM states the grant must be used by spring which will align with Earth Day and Arbor Day.

VIII. New Business.

- a. None.

IX. Discussion regarding next meeting date.

- a. TM Goodyear suggests another meeting in February to re-convene fair discussion.

X. Adjourn.

- a. MC Wiggins makes a motion to adjourn the meeting.

1. *Meeting adjourned at approximately 12:00 pm.*
-