



**Town of Townsend Community Engagement  
Committee Meeting  
February 28<sup>th</sup>, 2025 @ 3:00pm  
VIA Conference Call & Town Hall  
141 Main St. Townsend, DE 19734**

3:00pm Community Engagement Committee Meeting

- I. Call to Order: Approximately 3:00 pm
- II. Opening Ceremonies
  - a. Roll Call: CM D. Wiggins, TM J. Goodyear, PW Supervisor R. Boyer.
  - b. Pledge of Allegiance: All recited the Pledge of Allegiance.
  - c. Recognition of Visitors: S. Lobdell.
  - d. Announcements: None.
- III. Citizens Comments & Participation. None.
- IV. Adoption of Agenda.
  - a. *All agreed to adopt the agenda.*
- V. Approval / Rejection of Minutes:
  - a. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from the December 18<sup>th</sup>, 2024, meeting.
    1. *All agreed to approve December 18<sup>th</sup>, 2024, Community Engagement Committee Minutes.*
- VI. Discuss and Review 2025 Town Fair Updates.
  - a. Tm Goodyear shares a budget overview. Including donations, grants, vendor fees, and 2025 FY budget.
  - b. TM Goodyear shares an expenses overview. Including a DJ, photobooth, props, jazz band trio, dunk tank, bounce house, and porta-potties with hand washing stations.
    1. TM Goodyear also made mention of cutting down our clothing purchase to only t-shirts instead of t-shirts and hats.
    2. TM Goodyear shares that the only thing not on the list is the purchase of alcohol due to needing to have certain stipulations to serve alcohol at the Town Fair but TM wanted to get permission from CM Wiggins before pursuing.
      - I. CM Wiggins expresses that we could at least serve beer and wine through a vendor or caterer.
      - II. Visitor S. Lobdell mentioned getting wrist bands for those over 21 to cut down on ID time.



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- c. TM Goodyear shares the current vendor count. Including 59 commercial vendors, 12 nonprofits, and 20 food vendors.
    - 1. TM Goodyear and PW Boyer have created a map to place all the vendors, food trucks, inflatables, and parking.
      - I. CM Wiggins suggests setting up an emergency vehicle display at the baseball field to conserve parking for attendees.
      - II. TM Goodyear also suggested having a Town tent that will be supervised in shifts by Town Staff and Council.
      - III. PW R. Boyer suggested using the Firehall or school for parking and possibly getting a shuttle in lieu of parking at the park.
  - VII. Discussion and review of other Town Events.
    - a. PW Supervisor R. Boyer suggested having an event in the Fall since this is the only season there is not a Town event.
      - 1. Visitor Lobdell and TM Goodyear agreed and suggested having a fall festival.
  - VIII. Discussion and review of Committee Budget Requests.
    - 1. TM Goodyear suggested if there were more Town events, she would request more funding to be able to host them.
      - I. CM Wiggins and Visitor Lobdell agreed and suggested TM Goodyear request this in her FY 2026 Budget.
  - IX. Ongoing Business Updates.
    - a. None.
  - X. New Business.
    - a. None.
  - XI. Discussion regarding next meeting date.
    - a. All agreed to the month of April.
  - XII. Adjourn.
    - a. All agreed to adjourn the meeting.
      - 1. Adjourned at approximately 4:13 pm.
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