



**Town of Townsend Community Engagement
Committee Meeting
May 9th, 2025 @ 2:00pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

2:00pm Community Engagement Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation.
- IV. Adoption of Agenda.
- V. Approval / Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from February 28th, 2025, meeting.
- VI. Discuss and Review of 2025 Town Fair Final Preparations with Staff.
- VII. Discussion and review of other Town Events.
- VIII. Ongoing Business Updates.
- IX. New Business.
- X. Discussion regarding next meeting date.
- XI. Adjourn.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827-6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

Town of Townsend
2025 Town Fair

	Budget	Actual
Revenue		
Donations	5,000.00	570.20
NCC Grant		500.00
Vendor Fees	2,000.00	4,550.00
Total Revenue	7,000.00	5,620.20

Expenses:

Community Event: Town Fair	7,000.00	3,438.10
Total Expenses	7,000.00	3,438.10

Potential Expenses

DJ/Photo Booth	900.00	paid
Photo booth props	5.31	paid
Jazz Band	800.00	paid
Dunk Tank	250.00	paid
Obstacle	345.00	paid
Pirate Bounce House	225.00	paid
Generator/fees -inflatables	135.41	paid
Savora Catering	750.00	paid \$250
Porta potties (one donated)	591.00	
T-shirts	128.55	paid
Signs/banners	148.83	paid
Face painters	500.00	paid \$250
	4,779.10	

Donations:

Bronze Craft Corporation	\$100.00
Clarks Pools	\$100.00
First State Inspection	\$100.00
Play Structure Plus	\$250.00
Misc cash in office	\$12.20
Ellen	\$8.00

Total \$570.20