



**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: Approximately 2:05 pm.
- II. Opening Ceremonies
 - a. Roll Call: CM D. Wiggins, TM J. Goodyear, FO J. Helms, TC K. Gallagher, AA J. Abrams, PWS R. Boyer, PW G. Hargrove, and Chief R. Longo (Via Zoom).
 - b. Pledge of Allegiance: All participated in the pledge of allegiance.
 - c. Recognition of Visitors: Mayor S. Lobdell, Mariaelena Rivera (Via Zoom).
 - d. Announcements: None.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. *CM Wiggins agreed to adopt the agenda.*
- V. Approval / Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from February 28th, 2025, meeting.
 1. *CM Wiggins approved the Community Engagement Committee Minutes from February 28th, 2025, meeting.*
- VI. Discuss and Review of 2025 Town Fair Final Preparations with Staff.
 - a. FO Helms shared a breakdown of the Town Fair budget so far. All is on track for the budget with money left over.
 1. TM Goodyear adds that with the budget a few goodies were ordered to give away at the Townsend Booth along with comment cards for fair feedback.
 - b. TM Goodyear showed signs that were created to advertise for the Town Fair which will be posted locally. She also shared the Town Fair t-shirts for staff and volunteers which can be collected after the meeting.
 - c. TM Goodyear shares we are running out of space for vendor spots and explains we cannot accept any more vendor applications.
 - d. Discussion regarding placement of food vendors and alcohol section was discussed.
 1. CM Wiggins asked about getting cocktail tables with overhead covering for shade such as the pavilion.



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- I. TM Goodyear requested that the eating area in the pavilion and the drinking section not be mixed.
 - a. Chief Longo agrees and states that drinking area should be roped off.
 - b. CM Wiggins asked if we could rent a tent and chairs and have it near the pavilion with the caterer in the tent so that way people will have the option to eat or drink where they would like.
 - c. PWS Boyer stated we can still hold the drinking area in the tennis court if need be. PW confirmed they can remove the net before the event for safety.
 - e. TM Goodyear asks the attending staff to be assigned tasks so we can be prepared for the day.
 - 1. PWS Boyer, his son, and a volunteer are going to be assigned to parking.
 - 2. TC Gallagher and husband are going to man the dunk tank booth.
 - 3. CM Wiggins and TC Gallagher are going to direct hired vendors to their assigned spots.
 - 4. FO Helms will be monitoring the alcohol area.
 - 5. CM Chapman volunteered to be in the dunk tank. Other volunteers for this are pending.
 - f. TM Goodyear asks in preparation of the fair if PW can have the grass cut and tended to a day or two prior to the fair.
 - 1. PW agrees and will prepare the park as requested.
 - 2. Volunteers will also assist with spreading trash cans that are dropped off and collection of trash cans.
 - g. TM Goodyear confirms that Townhall will be closed the Monday after the Town Fair since all staff will be working a full day for the fair.
- VII. Discussion and review of other Town Events.
 - a. None.
- VIII. Ongoing Business Updates.
 - a. None.
- IX. New Business.
 - a. TM Goodyear would like to speak on having a fall festival sometime during the next meeting.
- X. Discussion regarding next meeting date.
 - a. *All agreed on meeting in July after the Town Fair.*
- XI. Adjourn.
 - a. *All agreed to adjourn the meeting.*



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1. *Meeting adjourned at approximately 3:36 pm.*
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