



**Public Works & Land Use Development Committee
Meeting**

**March 20th, 2026 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

3:00 pm Public Works & Land Use Development Committee Meeting

- I. Call to Order: Approximately 3:00pm
- II. Opening Ceremonies
 - a. Roll Call: CM Chapman, CM Sharif (Via Zoom), TM Goodyear, & PWS Boyer.
 - b. Pledge of Allegiance: None.
 - c. Recognition of Visitors: S. Lobdell (Via Zoom)
 - d. Announcements: None.
- III. Citizens Comments & Participation
 - a. None.
- IV. Adoption of Agenda.
 - a. *All agree to adopt the agenda as written.*
- V. Approval/ Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from July 11th, 2025.
 1. *All agree to approve the PWLUD Committee Meeting Minutes from July 11th, 2025.*
 - b. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from August 13th, 2025.
 1. *All agree to approve the PWLUD Committee Meeting Minutes from August 13th, 2025.*
 - c. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from September 19th, 2025.
 1. *All agree to approve the PWLUD Committee Meeting Minutes from September 19th, 2025.*
 - d. **ACTION ITEM:** Approval/Rejection of PWLUD Committee Meeting Minutes from October 22nd, 2025.



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1. *All agree to approve the PWLUD Committee Meeting Minutes from October 22nd, 2025.*

e. ACTION ITEM: Approval/Rejection of PWLUD Committee Meeting Minutes from November 21st, 2025.

1. *All agree to approve the PWLUD Committee Meeting Minutes from November 21st, 2025.*

VI. ACTION ITEM: Continued discussion and review of lighting improvements throughout Town.

a. TM Goodyear shared where the Town stands with the lighting improvements throughout Town.

1. CM Chapman asked PWS Boyer if estimates had been received on the conduit for the park.

I. PWS Boyer stated yes and that they all agree that conduit exists.

2. CM Chapman suggested they start getting estimates to provide more lighting at the park. Once more grant money is received, they can finish their other lighting suggestions

I. *All agree to maintain park lighting as their priority.*

VII. ACTION ITEM: Discussion and Review of Smaller Park revamp plan.

a. PWS Boyer provided an update on the smaller park revamp plan. He shared that he had received quotes for fencing upwards of \$11,000. He did some research and realized that the Public Works Department could rent the equipment and replace the fence for about \$3,500 total.

1. CM Chapman asked if it would be worth it to buy an auger vs. renting.

I. PWS Boyer shared that the rental cost is \$150 per day and that he won't know until he starts.

VIII. ACTION ITEM: Discussion and Review of PW facility RFP proposals received with scoring.

a. CM Chapman shared that there was only one RFP submitted and the amount was too high for their target budget.



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- b. *CM Chapman proposed presenting the project to the Finance Committee for FY27 and then opening another RFP. CM Sharif agreed.*

IX. ACTION ITEM: Discussion and Review of TVI Sidewalk Prioritization.

- a. PWS Boyer shared his list of TVI sidewalk prioritization from worst to best.
 - 1. *CM Chapman suggested a plan of getting quotes for each area listed and then doing as many as possible with the allotted budget. All agree with this.*

X. ACTION ITEM: Discussion and Review of Upgrades to the Side Lot of Town Hall.

- a. PWS Boyer shared his vision for the side lot next to Town Hall, making it a green space that could become a market from time to time.
 - 1. *All agree to making the side lot next to Town Hall a green space and propose adding the discussion to the Council Agenda.*

XI. ACTION ITEM: Discussion and Review of Downtown Development Districts Program.

- a. TM Goodyear provided information regarding the Town being a Downtown Development District. She believes the Town is not quite there yet but will be in the future.
 - 1. *All agree with not pursuing a Downtown Development District.*

XII. ACTION ITEM: Discussion and review of S&M paving proposals received for road repaving & repairs.

- a. PWS Boyer shared that he received paving proposals from S&M Paving.
 - 1. TM Goodyear reminded PWS Boyer and the Committee that any cost over \$50,000 requires an RFP.
 - 2. *CM Chapman suggested that the Committee present the proposals to Council for approval. All agree with this.*

XIII. Ongoing Business Updates.

- a. TM Goodyear shared a report of items that need to be corrected at the park. She stated that the items could be a potential danger so the Town will be spending money to replace or repair.



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1. CM Chapman requested putting the items needing repaired on a map with the next report as well as having the report quarterly.

XIV. Discussion of future agenda items.

- a. None.

XV. Discussion regarding next meeting dates.

- a. *All agreed to meet on May 7th at 3pm.*

XVI. Adjournment.

- a. *All agreed to adjourn the meeting.*

1. *Meeting adjourned at approximately 4:01pm.*