



Community Engagement (CE) Committee Meeting

October 16th, 2026 @ 10:00 am

VIA Conference Call & Town Hall

141 Main St, Townsend, DE 19734

10:00 a.m. 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 Meeting Minutes.
- VI. **ACTION ITEM:** Review and Discussion of DNERR Fall Tree Planting event.
- VII. **ACTION ITEM:** Review and Discussion of proposed Town Hall Library.
- VIII. **ACTION ITEM:** Review and Discussion of proposed Story Walk Boards.
- IX. **ACTION ITEM:** Review and Discussion of Spring Fling 5k.
- X. **ACTION ITEM:** Review and Discussion of Sports Tournament Fundraiser.
- XI. **ACTION ITEM:** Review and Discussion of upcoming Holiday Events.
- XII. **ACTION ITEM:** Review and discussion on the Community Center Project.
- XIII. Ongoing Business Updates.
- XIV. Recap of directives received at meeting & confirming assignments.
- XV. Discussion of future agenda items.
- XVI. Discussion regarding next meeting dates.
- XVII. Adjournment.

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.

Public Participation Procedures: Speakers shall state their name and place of residence for the record and address remarks to the Council or Commission as a whole. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.



Fall Tree Planting



by **DNREC, Delaware National Estuarine Research Reserve**

366 followers • 185 events • 6y hosting • 2.8k total attendees

📍 801 Blackbird Landing Rd · Townsend, DE

📅 Saturday, November 7 • 9 AM - 11 AM

Follow

Sold out
Sat, Nov 7 • 9 AM

Join Waitlist

Matthew Chapman, Councilman
Dylan K. Wiggins, Councilman
Syed Sharif, Councilman



Kelsey Gallagher, Town Clerk
Julie Abrams, Administrative Coordinator
Brian Miller, P.E., Town Engineer
Lisa Hatfield, Town Attorney

Town Hall Library

NEW TITLES | EASY ACCESS | NO FEES

**Looking for a *another* book to read? Check out
our new and improved Town Hall Library
catalog!**

If something catches your eye, you can check it out
for 3 weeks by stopping by Town Hall during open
hours (Monday to Friday, 8AM to 4PM) or request
bookmobile delivery to your address!

**No membership fees or late return fines.
Must be a resident of Town of Townsend.**

141 Main St, Townsend DE 19734



Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Dylan K. Wiggins, Councilman
Syed Sharif, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Julie Abrams, Administrative Coordinator
Brian Miller, P.E., Town Engineer
Lisa Hatfield, Town Attorney

Town Hall Library

NEW TITLES | EASY ACCESS | NO FEES

We're revamping our Town Hall Library, and we need your help!

To expand our catalog, we're accepting donations of new or gently used books--with special emphasis on teen and adult titles. All genres are welcome: fantasy, sci-fi, romance, thriller, historical, literary, nonfiction (except textbooks), and more!

Donations can be made at Townsend Town Hall during open hours.

Keep an eye on our website for more information about the launch of this new resource!

141 Main St, Townsend DE 19734
(302) 378-8082
townhall@townsend.delaware.gov





Barking Dog Interpretive Design
S12824 County Road U
Strum, WI 54770
United States of America
storywalk@bdexhibits.com

QUOTE # SW25164375

Quote expires 2026-09-19

To place your order,
visit:
bdexhibits.com/submit

Julie Abrams
Town of Townsend (Delaware)
141 Main St
Townsend, Delaware
196734
jabrams@townsend.delaware.gov

Ship to:

141 Main St
Townsend, Delaware
19734

Quote Date: **2026-08-20**
Payment Method: **Quote**
Shipping Estimate #: 26-497982

PRODUCT	UNIT	QTY	PRICE
Angled Aluminum Surface Mount (SWPWP-1824S-45B)	\$337.92	18	\$6,082.56
		Subtotal	\$6,082.56
		Volume Discount	\$-608.26
		Shipping	\$616.00
		Total	\$6,090.30

TEMPORARY PAGE DISPLAY SUGGESTION: Use 10 mil hot laminate to encase the book page/printed page, include an 1/8" edge of clear laminate on all 4 sides of the page. Place page and colored backer between the 2 sheets of acrylic, install into the frame. During seasons with high humidity or rain, condensation or moisture may occur inside the frame. Synthetic paper and permanent panels will offer greater durability than laminated pages.

Terms: With signed quote, 50% down at time of order, Net 10 after shipment. With purchase order, Net 30 after shipment.

Signature

Date



STORYWALK® FRAMES, BACKER PANELS, AND NATUREWALK SIGNS



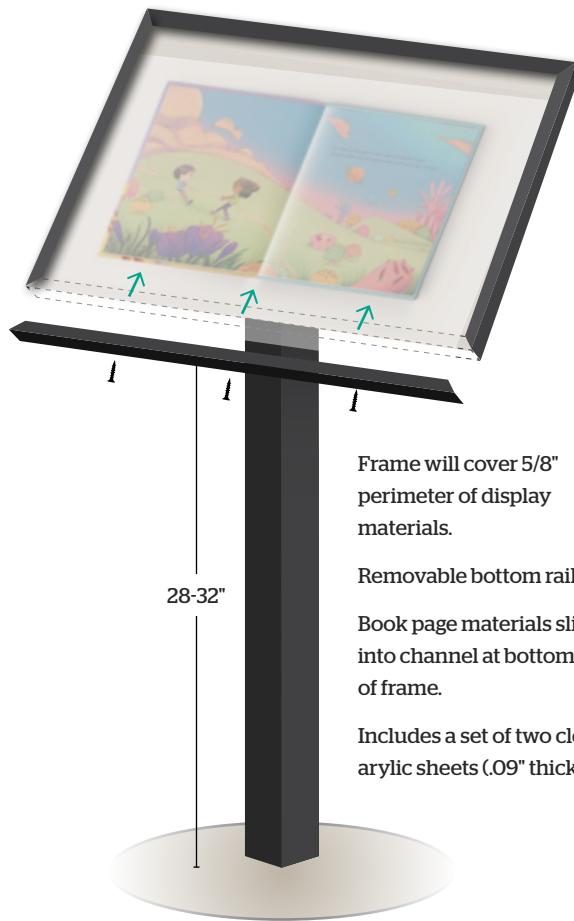


PRODUCT HIGHLIGHT

Angle mount StoryWalk® frame

STORYWALK® FRAMES (18"×24" ONLY)

For the display of an 18"×24" outdoor durable sign panel or the short term display of moisture resistant book materials up to .25" thick. **See page 15.**



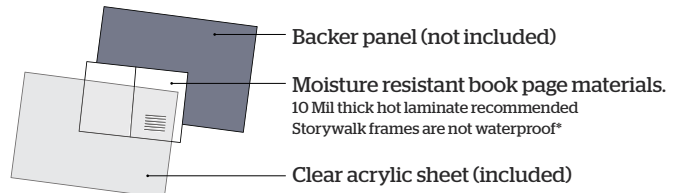
Frame will cover 5/8" perimeter of display materials.

Removable bottom rail.

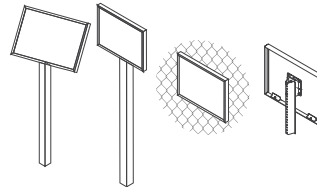
Book page materials slide into channel at bottom of frame.

Includes a set of two clear acrylic sheets (.09" thick).

TYPICAL STORYWALK DISPLAY



A RANGE OF INSTALLATION OPTIONS

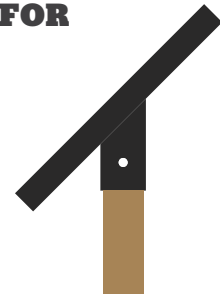


STORYWALK FRAME FOR WOOD POST

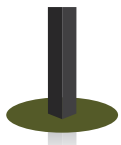
Removable bottom rail.

Frame gap for up to 1/4" thick display materials.

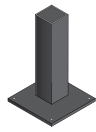
Frame slides over customer provided wood post.



ALUMINUM POST OPTIONS



Post length for direct bury.
Extended post length is available.



Post with surface mount base for attachment to concrete pad or footing.

Posts should be installed with post lengths per your geographical area recommendations.

AVAILABLE TEXTURE POWDER-COAT COLORS*



Standard Black



National Park Service Dark Brown



National Park Service Medium Brown



Custom colors available with set-up cost of \$285

Common styles and sizes stocked in black. Other colors can effect lead time.

STORYWALK® FRAMES (18"×24" ONLY)

Aluminum posts available in two options:

60" Post length for direct bury.

40" Post length with surface mount plate for surface mount installation.

Frame only options for:

Use with your own wood post.

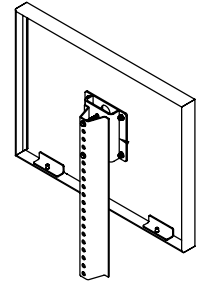
Use with your own U-channel or perforated steel post.

Chain link fence mount.

Removable bottom rail for changing out display content and enhanced drainage.

Frame gap for up to 1/4" thick book page materials and clear acrylic.

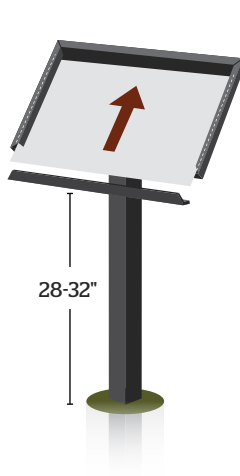
See our optional backer panels on page 5.



U-Channel Post Mount

\$220 each, Qty ≥ 16

\$245 each, Qty ≤ 15



Angled Aluminum Post Mount

\$285 each, Qty ≥ 16

\$317 each, Qty ≤ 15



Flush Aluminum Post Mount

\$299 each, Qty ≥ 16

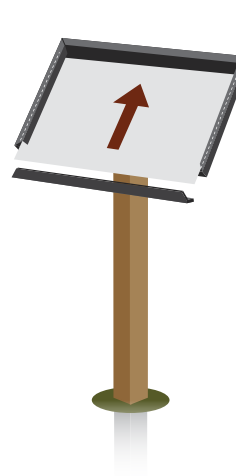
\$333 each, Qty ≤ 15



Chain Link Fence Mount

\$220 each, Qty ≥ 16

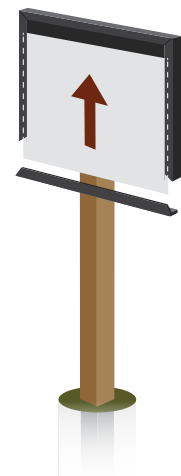
\$245 each, Qty ≤ 15



Angled Wood Post Mount

\$220 each, Qty ≥ 16

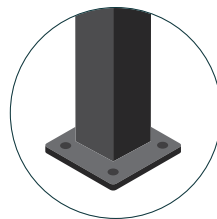
\$245 each, Qty ≤ 15



Flush Wood Post Mount

\$220 each, Qty ≥ 16

\$245 each, Qty ≤ 15



Optional Surface Mount Plate

\$22 each

Aluminum Post Powder Coat Colors*



Standard Black



National Park Service Dark Brown



National Park Service Medium Brown



Custom colors available with set-up cost of \$285

*Colors are approximate

Our Storywalk frames are intended for the display of an outdoor durable sign panel or the temporary display of laminated book page materials. Bare in mind that inks used in book pages have little UV resistance and by their nature, are not well suited for outdoor display. For best results, use a 10 mil hot laminate with a sealed border to help protect book page materials. The use of the provided clear acrylic sheets will provide some additional protection, but will NOT result in a waterproof display or provide any UV resistance.

STORYWALK® BACKER PANELS

Our 18"×24"×½" thick StoryWalk® backer panels are intended for the placement of your laminated book pages. The mid-section of the panel allows for the placement of two laminated pages up to 11"×11" in size. Most customers use mounting putty to hold book pages and utilize clear acrylic sheets to secure in place.



FLIP IT

**STORYWALK AND
NATUREWALK
BACK-TO-BACK**
\$98

STORYWALK® BACKER PANEL

	18"×24"	 18"×24" (Double-sided with NatureWalk Panel)
Minimum quantity: 16.	\$28	\$98



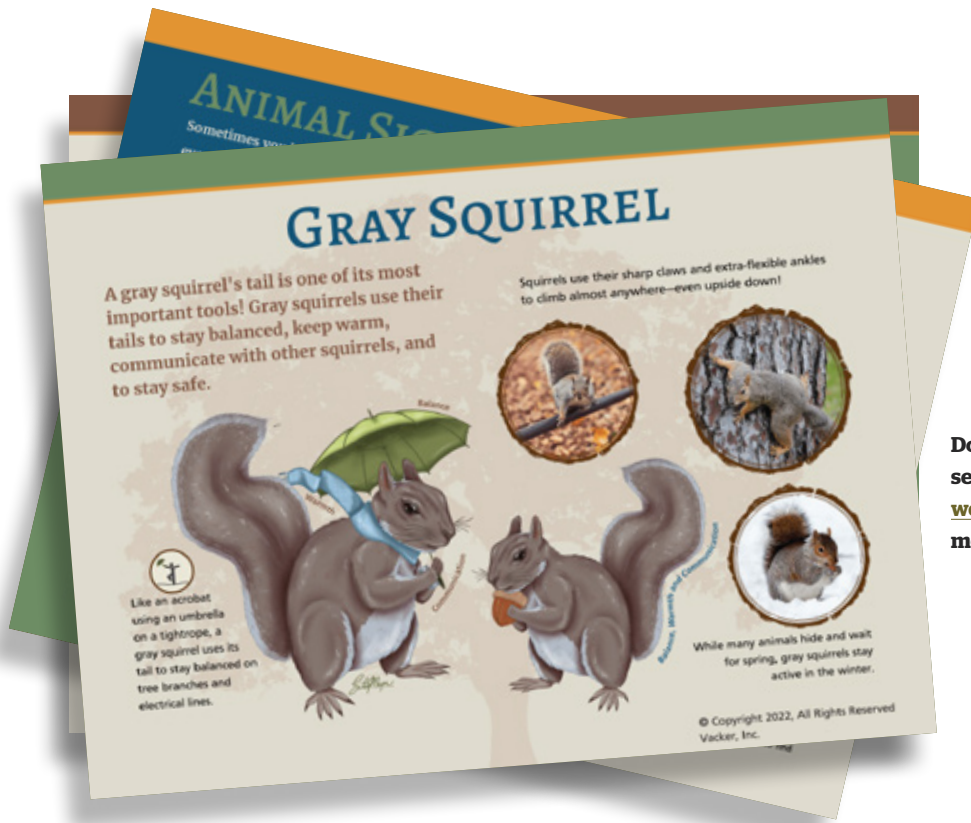
NatureWalk®

THEMED SIGNS

SIGNS ARE 18"×24" IN SIZE, AND DESIGNED WITH "BEST PRACTICES" FOR INTERPRETATION.

NatureWalk is an extensive series of standard nature themed interpretive signs developed for park and trail visitors of all ages. The sign panels are engaging, informative and particularly fun for kids!

All NW designs are available in three sign panel material options. High pressure laminate and Tuff Panel are intended for permanent displays while our "Seasons" panel is intended for seasonal or short term rotation displays like StoryWalks®. 1/2" Thick high pressure laminate panels can be mounted with a frameless pedestal. 1/8" Thick high pressure laminate and 1/8" thick Tuff Panel are intended for display in a frame.



Dozens of additional primary and secondary designs available. Visit [our website](#) or request a portfolio for the most up-to-date titles.

SEASONS PANEL

18"×24"



18"×24" (Double-sided with Backer Panel)

NatureWalk designs.

Minimum quantity: 8.

\$79

\$98

Please see our full catalog for Naturewalk designs fabricated in high pressure laminate and Tuff Panel material options.

From: Collins, Cooper D. <cdc@pannier.com>
Sent: Thursday, September 3, 2026 9:10 AM
To: jabrams@townsend.delaware.gov
Subject: Townsend StoryWalk



Caution: External (cdc@pannier.com)

First-Time Sender [Details](#)



[Safe](#) [Spam](#) [Phish](#) [More...](#) [FAQ](#) [Protection by INKY](#)

This message originated from outside the organization

Hi Julie,

Thanks for reaching out! Below are some product details and pricing information for Pannier's StoryWalk Exhibits and Backer Panels. After reviewing this information, please let me know if you have questions or need a formal quote.

Pannier StoryWalk Exhibits include a 24"w x 18"h aluminum frame and a post for in-ground installation. Our standard powder coat color is black, but other colors are available upon request. The exhibits come with two pieces of clear acrylic, which your laminated story slides between. While this exhibit is designed to be installed outdoors, we recommend laminating the story pages for best results. Pannier also offers customizable Backer Panels to add a colorful background to the story on display. You can see examples in the link below.

Pricing:

[StoryWalk Exhibit](#) (regardless of quantity) - \$280.00 each

[Backer Panel](#) (regardless of quantity) - \$35.00 each

I look forward to working with you!

Thank you,



Cooper Collins / Account Manager
345 Oak Road, Gibsonsia, PA 15044
(o) 724.265.4900 x 205 (f) 724.265.4300
www.PannierGraphics.com
Upload files to our [FTP Site!](#)

SUMMER HOURS: Pannier Graphics will close at 2:30 PM EST every Friday until Labor Day.

From: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Sent: Monday, August 31, 2026 8:35 AM
To: Christina Pouliot
Cc: Julie Abrams
Subject: Eagle Scout Project Opportunity – Story Boards at Town Park



Internal (jgoodyear@townsend.delaware.gov)



[Safe](#) [Spam](#) [Phish](#) [More...](#) [FAQ](#) [Protection by INKY](#)

Good Morning Christina,

I am reaching out to see if you are aware of any Scouts who are currently working toward their Eagle Scout rank and may be looking for a community service project.

The Town of Townsend is interested in bringing reading and literacy into one of our local parks through the installation of **Story Boards**. The idea would be to have a series of outdoor story boards constructed and installed along a walking path, allowing children and families to enjoy a story while spending time at the park.

We are hoping to have the story boards constructed as an Eagle Scout project and believe this could be a great opportunity for a Scout looking for a meaningful project that would directly benefit the Townsend community.

Below is a link showing an example of the type of story boards we have in mind:

<https://www.instructables.com/Library-Story-Stroll-Also-Called-Storywalk/>

If you know of an Eagle Scout candidate who may be interested, we would greatly appreciate it if you could either share their contact information with us or have them reach out to the Town directly. We would be happy to discuss the project, our vision, and what the Town could provide to support the Scout in completing the project.

Thank you so much for your continued support of the Town of Townsend and for all that you and the Scouts do for our community. We truly appreciate the opportunity to partner with our local Scouts on projects that make a lasting impact!

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

"Ah coffee. The sweet balm by which we shall accomplish today's tasks." - Holly Black



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.Townsend.Delaware.Gov

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Race Management and Timing

Races2Run Fees

Races2run Management / Timing Fee \$2,500.00

- Creating a registration website
- Manage registration
- Advertisement on Races2Run.com
- Submit / handle all necessary permits
- Assist in ordering / bringing shirts and medals to race
- Course equipment / course set up
- Start / finish line equipment / set up
- Timing services / timing equipment
- 3 person R2R team
- Results posted online
- Finish line arch (weather permitting)

Races2Run Timing ONLY \$1,525.00

- Advertisement on Races2Run.com
- Start / finish line
- Timing services / timing equipment
- 1-2 person R2R Timing team
- Results posted online

Bib / Chip per registrant Required for all racing services

- | | |
|------------------------|--------|
| • 1-250 Participants | \$1.50 |
| • 251-500 Participants | \$2.00 |
| • 501+ Participants | \$2.50 |

Finish line arch (timing only race price) \$175.00

TBD: Race Insurance \$375.00

Other costs to consider

- T-shirts ESTIMATE \$7.50-\$8.50 per shirt
- Medals ESTIMATE \$275 standard R2R medal package
- Police ESTIMATE \$98 per hour per officer (typically 2-3 hour minimum)
- Permits Dependent on race location
- Porta Pots ESTIMATE \$316 (2 porta pots)
- Water (water stop on the course and at the finish line)
- Post-race party refreshments (snacks, drinks, etc.)

Suggestions

- 4-8 volunteers (registration, water stop, course marshals, clean up)
- Race sponsors

Now Let's Get Racing!!!

Thank you,

Drew Gonser

Races2run

P.O. Box 24

Montchanin, DE 19710

Races2Run, Inc.

Service Agreement

WHEREAS, the [REDACTED] wish to enter into this Agreement in which Races2run ("R2R") will manage a 5k on ____ ; and

WHEREAS, the parties desire to set forth the responsibilities and undertakings to be performed by each party and associated costs: and

WHEREAS, the parties agree and stipulate that the tasks to be performed by R2R and the associated costs of such are as outlined and previously sent in the attached Estimate of Race Expenses, see Exhibit A;

AND NOW THEREFORE, the parties further agree as follows:

A. SPECIFIC TASKS TO BE PERFORMED BY "[REDACTED]"

1. Securing financial sponsors
2. Marketing event
3. Provide volunteers for event day
4. Provide refreshments for participants for post race
5. Provide tables for registration
6. Provide table, water, cups, trash bags for water stop and finish line
7. Provide tee shirts and / or premium plus awards for award winners

B. ENTIRE AGREEMENT

R2R and [REDACTED] further acknowledge that no representation, guarantee, agreement, promise or inducement has been made other than those set out in the Agreement. No representation, guarantees, promise, or inducement not contained in the Agreement shall be valid or binding. Any modification, waiver, or amendment of the Agreement will be effective only if in writing and signed by all Parties.

C. SEPARATE COUNSEL

The Parties have read this Agreement, have had the opportunity to have the Agreement reviewed by counsel, and are entering this Agreement voluntarily.

D. JURISDICTION

The Parties agree to submit to the jurisdiction of the Courts of the State of Delaware, New Castle County, in any action to interpret or enforce this Agreement.

E. GOVERNING LAW

The Parties agree that the laws of the State of Delaware govern the validity, construction, interpretation, and effect of this Agreement.

F. SEVERABILITY / PARTIAL INVALIDITY

If any provision of this Agreement is held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. EXECUTION IN COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same document.

H. ADDITIONAL ACTS

Each of the Parties agrees that it will promptly execute and deliver all such documents and instruments as may be necessary and appropriate to effectuate the terms of this Agreement.

I. FORCE MAJEURE

In the event of unforeseeable circumstances that prevent the event from taking place, [REDACTED] has the option to reschedule on a mutually agreed upon date.

J. PAYMENTS

By executing this Agreement, [REDACTED] grants authorization to R2R to complete work as specified and that all above prices, specifications, terms and conditions are satisfactory and hereby accepted.

Beginning 30 days after receipt of final invoice a service charge of 1.5% per month will be assessed on any balance due. All reasonable costs and fees incurred by R2R associated with the collection of any / all unpaid invoices shall be borne by [REDACTED], including but not limited to reasonable attorney's fees and court costs.

Either party may terminate this Agreement, upon thirty (30) days written notice. In the event of termination, R2R shall be entitled to compensation for work satisfactorily completed in accordance with this agreement.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement as of dates indicated below.

Races2run, Inc.:

_____ Date: _____

Andrew W. Gonser, President

Races2run

PO Box 24

Montchanin, DE 19710

_____ Date: _____

Tree Lighting Ceremony – Ideas

Returning

- Immanuel Church carolers
- EMMS and OHS bands
- Refreshments from the Boy and Girl Scouts
- Visit from Santa (Fire Dept)

New

- Ugly sweater contest
- Pet costume contest
- Scavenger hunt
- Storytime
 - reading of the Night Before Christmas?
- Rent the train from Jump On Over
- Toys for Tots or other gift drive
- Food drive for community pantry
- State Tree Ornaments for National Park Service
 - Could adapt to do a Townsend version — ornaments could be hung from the gazebo then showcased in Town Hall
- Partner with Filasky's/Coleman's to do a raffle for \$50ish off a tree purchase?
- Hot chocolate bar
- Letters to Santa mailbox
 - We could mail these to organizations that actually send letters or gifts back to the children
- Paper snowflake making / craft table
- Guess how many peppermints in the jar