Town of Townsend Finance Committee Meeting
March 13th, 2026 @ 9:00am
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734

9:00am Finance Committee Meeting

I. Call to Order: Approximately 9:02am.

II. Opening Ceremonies

- **a.** Roll Call: Mayor Lobdell, CM Bangura, TM Goodyear, TC Gallagher, & FO Helms.
- **b.** Pledge of Allegiance: All participated in the Pledge of Allegiance.
- **c.** Recognition of Visitors: PWS Boyer, Chief McCloskey, CM Sharif (Via Zoom) CM Wiggins (Via Zoom), & CM Chapman (Via Zoom).
- **d.** Announcements: None.

III. Citizens Comments & Participation.

- **a.** None.

IV. Adoption of Agenda.

- **a.** *All agreed to adopt the agenda as written.*

V. **ACTION ITEM**- Discussion and Review of cash balances of Townsend Funds.

- **a.** FO Helms provided a summary of the cash balances of Townsend Funds.

VI. **ACTION ITEM**- Discussion and Review of "Operating Reserve" policy.

- **a.** TM Goodyear shared a formalized operating reserve policy. She explained that this is not her area of expertise, but this is what she commonly found in other operating reserves.
    1. CM Bangura thanks TM Goodyear for her consideration of the policy.
    2. TM Goodyear asked if a 3rd party should provide feedback.
        - **I.** FO Helms stated that she will send to Creative Financial and to the Auditors for their feedback.
            - *a. All agree with this.*

VII. **ACTION ITEM**- Discussion and Review of Budget Presentations from Each Committee. (15 minutes allotted time)

- **a.** **Public Works & Land Use Committee**:
    1. PWS Boyer shared his budget presentation. For this year, he has requested additional funds to put towards items like a salt spreader, a fleet vehicle that can handle a plow, a new trailer for lawn mowers, a UTV to move materials and or plowing/seeding, a set amount for new tools, bulk diesel to get discounted fuel, and a boom lift to assist with decorations and other projects needing such height. He also shared

that PW is working on the cost for a Pole Building and that cost will be determined at the next PW committee meeting.

- **I.** TM Goodyear asked FO Helms to add $20,000.00 for concrete at the park.
- **II.** Mayor Lobdell asks what PWS Boyer would prioritize, a boom lift or a new truck.
  a. PWS Boyer stated a new truck would be more beneficial.
  b. FO Helms shared that the cost of a new PW truck would average $62,310, totaling the PW budget at over $300,000.
  c. CM Bangura agrees he would like to have the items prioritized.
    i. CM Chapman requested to table the question until the PW committee determines this.
      1. *All agree with this.*

b. Public Safety Committee:

1. Chief McCloskey shared his budget presentation. He thanked Council for entertaining talk on new PD vehicles.
   - **I.** TM Goodyear asks why there is such an increase in PD equipment.
     a. Chief McCloskey stated it is to mostly outfit the new PD building with equipment. It also includes uniform; they do recycle them but can still be costly. This also includes copier maintenance.
     b. TM Goodyear suggested an increase to this section of the budget.
   - **II.** TM Goodyear asks why class budgets are increasing.
     a. Chief McCloskey shared that State requirements as of May 18th, will require 24 hours of training instead of 16 to stay compliant.
   - **III.** FO Helms asks if he would like to keep the overtime budget to $10,000.
     a. Chief McCloskey stated yes, he would like to keep overtime in the event of another snow emergency.
   - **IV.** TM Goodyear asks about the money set aside for the old PD building.

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a. Chief McCloskey stated he is fearful that the old PD building will require additional money during the new PD building so he would like it to remain.

c. Finance Committee:

1. FO Helms shared there will be a presentation at the next finance meeting.

d. Community Engagement Committee:

1. TM Goodyear shared the CE budget presentation. The committee has $500 of funds to assist or donate with local charities, She shared that there is money allotted to Town Events excluding Town Fair, Christmas event funds which supports the local band with a monetary donation and helps with treats for the kids, 40 for 40 holiday meals, and possible funding for the blessings box.
   I. CM Wiggins shared that the 40 for 40 Holiday Meal event was well received and was very helpful to the community. He would like to budget for next year. CM Wiggins also requested an additional $1200 to solicit the Boy Scouts to build an additional blessings box.

e. Human Resources Committee:

1. Nothing to present.

VIII. Ongoing Business Updates.

a. FO Helms would like to discuss at the next meeting a set rate for the FY27 taxes.

IX. New Business.

a. None.

X. Discussion regarding next meeting date.

a. *All agreed to meet Friday, March 27th, at 9am*.

XI. Adjourn.

a. *All agree to adjourn the meeting.*

1. Meeting adjourned approximately 10:18am.