

MINUTES OF MEETING

CHRISTMAS PARADE COMMITTEE

DAGSBORO POLICE DEPARTMENT-33134 MAIN STREET

TUESDAY –APRIL 29, 2014

Call Meeting to Order: The meeting of the Christmas Parade Committee was called to order at 6p.m. by Stacey Long, Town Administrator. Those in attendance were Stacey Long, Town Administrator; Councilman Brian Baull, Chief Toomey of Dagsboro PD, Brian and Melissa Townsend of the Dagsboro Volunteer Fire Department.

New Business:

1. **Appoint Committee Chairperson:** A motion was made by Chief Toomey to appoint Councilman Baull as Committee Chairperson and seconded by Stacey Long. Mr. Baull accepted and is now the Committee Chairperson
2. **General discussions regarding activities, fees, route, date and time of a Town of Dagsboro Christmas Parade for 2014:** Stacey has made a packet of information that she has collected from towns throughout the state. The 1st question that needs to be addressed by the committee is whether or not this will be a once a year event or if we want to open the door to the possibility of having other parades throughout the year. It was decided that a good place to start with would be the Town's Christmas Parade for the first few years.

Chief Toomey commented that the first thing that needs to be done is to establish the route for the parade and this will require DeIDOT approval. The original suggestion that the parade start at the high school move down Armory Road onto Vines Creek Road, turn onto Main Street and then turn onto Clayton Street ending at the new Dagsboro Volunteer Fire Department would not allow for a satisfactory alternate route around the town. The parade could still begin at the high school but at the rear entrance, which would provide an ample staging area. Staging would begin between 5:30 or 6 p.m. and move along Main Street from the South and then turn onto Clayton at the traffic light in front of Town Hall, the alternate route would be much easier and more likely for DeIDOT to approve. Chief Toomey will be filing the permits with DeIDOT to get this approved.

The date chosen for the parade is 7 p.m. on Thursday, December 11, 2014, which is the day before the Millsboro parade and since a lot of floats are ready from the night before that should give us a good deal of participation. A rain date would be the next day Friday, December 12, 2014 at 7 p.m. and if the weather was bad on the rain date the parade would just be cancelled. Ideas about entrance fees, judging and awards were discussed and it was decided that there would be no judging for prizes, but that everyone who participates would receive an award which would be presented in front of Town Hall where the announcer will be positioned. This will also eliminate or at least cut down on the traffic bottleneck at the end of the parade route at the Fire Department. There will not be an entrance fee.

Rules and Regulations for the parade were discussed. It was determined that there should be a limit of 75 on the number of entries. Out of town fire departments would be

limited to 3 pieces of equipment, clubs such as go-carts, 4 wheelers, motorcycles, corvettes etc. would be limited to 5 pieces per entry. It will also be made clear to these groups over and over again that any unsafe driving and or excessive noise will be cause for immediate removal from the parade regardless of when or where it occurs along the route. Commercial entries, Thoro-goods, Perdue, Mountaire, would be limited to 1 vehicle per company with a size limit of 53' on the trailer or overall length of 65' including tractor. At this time there is no limit on the number of floats allowed as long as we stay within the 75 entry limit. There will be no throwing of candy, all candy must be handed to individuals alongside the parade route.

The possibility of Street Vendors was addressed and it was determined that the streets in town along the parade route were wide enough for this. The typical type of item sold on this cart is candy, pretzels, balloons, light sticks and rings etc., and there would be a \$25.00 permit fee for this type of operation.

Chief Toomey commented that an organization to serve as Color Guard for the parade needs to be determined as the official starting group of the parade and it should be the ROTC unit from the high school but if they are unavailable we could invite the American Legion Post #28 to participate and also ask the Delaware Army National Guard, on Armory road to have a piece or 2 of equipment follow behind the Color Guard.

The issue of expenses was discussed with the need for 6 additional porta potties, 2 at the staging area, 2 between the Bank and Post Office in the parking lot and 2 at the Dagsboro Volunteer Fire Department. Extra trash cans for rubbish along the route can possibly be obtained from another town. The need for radios for communications between all the areas was addressed and most felt that texting would be adequate but Chief Toomey will check with the Indian River High School about the radios they use for events and Brian Townsend will check with the Fire Department about using their equipment.

Brian & Melissa Townsend suggested that we use the services of Doug Hornberger who is the Santa for the fire department and also at the Berlin, Maryland Christmas Parade. He will not charge for this service however the members discussed giving him a donation for doing this. She will speak with him also about being the Santa for the Tree Lighting Ceremony which will be held on Saturday, November 29, 2014 at 7 p.m. The town will provide the candy canes for Santa to give the children at both of these events.

Brian Townsend commented that the Dagsboro Volunteer Fire Departments Ladies Auxiliary should be having a refreshment concession of hot dogs and hot chocolate at the Fire Hall following the parade, but he will hopefully have more information at the next meeting.

Brian Baull will get a Sponsor Packet ready to help promote for the event in hope to obtain contributions from businesses in the area to help with the expenses, plaques, rental equipment etc.

Set up and Clean up issues were addressed, since the Town of Dagsboro has no Public Works Department, it was suggested that maybe we could get assistance from some groups who do Community Service projects, like some of the school organizations, FFA, ROTC, KEY Club, etc. Stacey will also check with Sussex Community Corrections to see if the inmates can be scheduled to come out and assist Bob Flowers the next day with the cleanup around town. Brian Townsend will also check in to obtaining a small roll back dumpster to be placed at Town Hall for all the cans to be emptied into following the event. The Santa house will also

need to be moved from the Park to the Dagsboro Volunteer Fire Department soon after the Annual Tree Lighting Ceremony, in order for Santa to use following the parade and then moved again.

Chief Toomey will also contact Bunting's garage about obtaining a rollback to use for the platform in from of Town Hall.

The responsibilities as there are now are for Stacey to coordinate the cleanup, contacting the inmates, trash cans, and dumpster and porta potties. Brian Townsend will coordinate with the fire police for the road closures. Chief Toomey will be handling the DelDOT permitting and working with other jurisdictions to provide security for the event and coverage in the event of an emergency, contacting IRHS for use of their communications equipment, ROTC Color Guard and the National Guard. Brian Baull will be the announcer for the parade and working on a sponsor packet to promote the event and provide funding for some of the expenses

Melissa Townsend will be confirming Santa for the Tree Lighting and the Christmas Parade.

There will be monthly meetings during the planning of this event as this is new territory so that the Town can stay ahead of any circumstance that might arise. The Dagsboro Volunteer Fire Department meets next on May 12th, in order for Brian Townsend to have more information the committee meeting should be following that date and it was decide to have the next meeting on Tuesday, May 20, 2014 at 6 p.m. which is also the night following the Dagsboro Town Council Meeting.

Adjournment: At 7:02 p.m. the meeting was adjourned by Stacey Long.

Respectfully Submitted

Duane Kenton

Town Clerk