

Minutes of Meeting  
Christmas Parade Meeting  
Tuesday, November 17, 2015  
Dagsboro Town Hall  
33134 Main Street

Call meeting to order: Chairman Baull called the Christmas Parade Meeting to order at 6:00 p.m. Those in attendance were Chairman Brian Baull, Town Administrator Stacey Long, Chief Toomey of the Dagsboro Police Department and Brian and Melissa Townsend of the Dagsboro Volunteer Fire Department.

New Business:

1. Approval of Minutes: Brian Townsend made a motion to approve the October 27, 2015 minutes. It was seconded by Melissa Townsend. All were in favor. Motion carried.
2. Review revisions of the rules & regulations: Melissa Townsend suggested reminding participants at the staging area to not beep their horns or use their sirens from Swamp Road to Hazzard Street so everyone can hear the announcer. The Town has received 4 entries so far. Chairman Baull informs the Committee that calls will be made to participants who were in the parade last year. Chairman Baull said the Indian River Band will be performing at the parade.
3. Sponsor & donation information: Chairman Baull will contact Mediacom & Dagsboro Paint & Wallpaper. Jayne's Reliable is already signed up as a sponsor. The Committee has enough funds for supplies because of the gracious donations that were given last year.
4. Update on Certificates & items purchased: Stacey scheduled Clean DE to drop off one porta potty at the Town Hall the day before the parade. Blue Hen will deliver three additional trash receptacles. The Town has received Deldot's estimate of approximately \$267.00 for a dual light and two signs. Cookies, sodas and pizza will be served at the Fire Hall for volunteers. The auxiliary members of the Dagsboro Fire Company want to provide cookies and hot chocolate at the end of the parade for free.
5. Update from Chief regarding detour signs, lighting, fire police and other volunteers for event: Chief Toomey informs the Committee that the town will be provided with 1 sign for two days and an additional manual sign on Armory Road. A dual light will be placed on the access road to the high school. The dual light is approximately \$70.00, the light package is \$77.00 and the labor is \$120.00. Brian Townsend states he talked with the Fire Police and they will be present at the parade. AECOM would like to set up a photo booth for families. Their purpose for participating is because it's a community event. The Town is establishing a Downtown Development District, They will hand out pamphlets on this project. Buntings will be delivering the rollback between 5:30 p.m. and 6:00 p.m. in front of the Town Hall. Brian Townsend has 5 volunteers to help with the lineup. Maintenance will setup the stakes at staging area. Frankford's Chief will be in charge of road control for the parade. Stacey will order the certificates, folders and ink on Thursday.

Stacey still needs name magnets for both cars and also a Grand Marshal. Ms. Margaret is not able to be grand marshal at this time. Brian Townsend suggested honoring his son Justin Townsend or Herb Cary. Mr. Carey is a 50 year member of the Fire Hall. He is also a retired Chief of Police of Bethany. Melissa Townsend suggests a paramedic or an outstanding business. The press release has gone out to news stations, papers, town website and Facebook.

The next Christmas meeting will be on December 1, 2015 at the Fire Hall at 6:00p.m. The volunteers will be invited to the meeting for a run through of the parade procedures.

Adjournment: Stacey made a motion to adjourn the meeting at 6:30 p.m. it was seconded by Brian Townsend. All were in favor. Motion carried.

Respectfully Submitted,

Autumn Gardner, Town Clerk