

Falls Village Recreation Commission  
Regular Meeting Minutes  
Wednesday, June 11th, 2025 at 7:00 PM  
The Falls Village Town Hall  
108 Main Street, Falls Village, CT 06031  
IN-PERSON & VIA ZOOM

Members Present: Dan Carr, Lauren Killawee (arrived after start of meeting), Melissa Lopes, Ted Moy, and Christopher Wadsworth

Members Absent: Matt Gallagher & Emily Peterson (Director)

Members of the public present in person: Eileen Kinsella, Catherine Wales, and Elizabeth Rhodes

- I. Nomination of Chair for this meeting: Due to the resignation of Emily Peterson as Interim Chairperson, the selection of an interim Chairperson for this meeting was necessary. Motion by Ted Moy to nominate Dan Carr as interim Chairperson. Melissa Lopes seconded the motion. The motion passed unanimously. Dan Carr was duly elected Interim Chairperson for this meeting.
- II. Call to order: Dan Carr called the meeting to order at 7:10 pm
- III. Public Comment:
  - Eileen Kinsella, a member of the public and Falls Village Grant Group, came to the meeting to inform the commission that the town received the STEAP Grant, and the pavilion project was approved as part of the grant request. The BOS is waiting for the contract and paperwork to find out what the guidelines are for each project. The “pavilion project” belongs to the FVRC. The FVRC will determine the location and design. The project must be completed in four years.
  - Elizabeth Rhodes, a member of the public, introduced herself and said that she had come to the meeting to observe and has an interest in joining the commission.
- IV. Agenda/ Amendments to Agenda: Motion made by Melissa Lopes, seconded by Lauren Killawee to amend the Agenda of the Wednesday, May 14th, 2025 Regular Meeting to add under New Business C. Directors Report and New Business D. Pool Supervisors Report. The Motion passed unanimously.
- V. Old Business & Updates
  - A. Approval of pending minutes
    - i. Regular Meeting - May 14, 2025: Motion by Ted Moy to approve the minutes for the Recreation Commission's Regular Meeting held on May 14th, 2025, as submitted, seconded by Lauren Killawee. The motion passed unanimously.
  - B. Communications to the commission- written and or oral
    - i. Letter of Resignation, Interim Chair, Emily Peterson: Emily Peterson submitted her resignation as Interim Chairman. Dan Carr read the letter aloud (copy is attached). The letter was also submitted to the Board of Selection (BOS), and the resignation was accepted.
    - ii. Letter from Louise Levy to Ted Moy dated June 11, 2025, regarding 2025 water fitness classes (copy is attached).
  - C. Proposed Spending Plan 2025-2026, status update: Melissa Lopes attended the Town Meeting, and the Proposed Spending Plan 2025-2026 that the Commission submitted was approved without changes.

## VI. New Business

- A. Recommendation of new member to fill vacancy:  
Motion by Dan Carr, seconded by Lauren Killawee, to recommend Catherine Wales to the Board of Selectmen for appointment as a regular member of the Recreation Commission to fill the vacancy on the Commission with a term ending on November 30, 2025. The Motion passed unanimously. Melissa Lopes will submit letter of recommendation for appointment to the Board of Selectmen.
- B. Nomination of Chair, 1-year term: Members of the Commission discussed nominating a member to be chairperson. - at this meeting, no member was nominated. Members discussed delegating certain tasks to other members of the commission to make sure that tasks are done promptly and will discuss the issue with the Board of Selectmen before the next meeting.
- C. Directors' Report: Directors' report submitted and read aloud (copy is attached). Commission members discussed report.
- D. Pool Supervisors Report: Pool Supervisor's report submitted and read aloud (copy is attached). Commission members discussed report.  
Motion by Ted Moy, seconded by Melissa Lopes, to recommend Zoe Morrison to the Board of Selectman to be rehired as the Swim Instructor for the 2025 Pool Season, The motion passed unanimously. Melissa Lopes will submit letter of recommendation for appointment to the Board of Selectmen.

## VII. Ongoing Business

- A. Pool opening (tentative opening date of June 20th) Update - There will be a slight delay in opening plans. Emily Peterson spoke with Tim Downes and it seems the Torrington Area Health Department is unavailable to conduct the inspection next week. We will now have to aim for the following week for the inspection and opening.
- B. Finances
  - i. Profit/Loss: Commission reviewed Treasurers Report. Since last meeting invoice from Mohawk Mountain for 2025 Ski Club has been received. Need to confirm that payment goes out before the end of current fiscal year.
  - ii. Use of remaining FVCDC funds (amount of \$2,000) for shade: Christopher Wadsworth is going to contact Nick Boyden to see where he ordered the shade for the shade structure. He will also re-measure so that the correct size of fabric is ordered, Once the information is gathered the shade will be ordered and funds left over will be used on umbrella's.
- C. FVRC logo design: Lauren Killawee gave an overview of the different logo designs. Catherine Wales would love to help out on this project. More to come.

## VIII. Public Comment: None

## IX. Any other business to properly come before the Recreation Commission: None

## X. Adjournment here being no further business to discuss, the meeting adjourned at 8:55 PM

The next meeting is scheduled for July 9th, 2025.

Respectfully submitted,

*Melissa Lopes*

Melissa Lopes

May 29th, 2025

Dear Board of Selectmen and Members of the Recreation Commission,

I am writing to formally step down as Interim Chair of the Recreation Commission, effective June 2025.

With the addition of new commission members, I believe this is an appropriate time for a leadership transition.

Moving forward, I intend to focus exclusively on the responsibilities outlined in my role as Recreation Director, and will continue to plan, organize, and oversee recreational programs and activities that benefit residents of Falls Village.

Sincerely,  
Emily Peterson

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**FV water fitness classes**

1 message

**Louise C. Levy** <lclevy@live.com>  
To: Edward Moy <tedamoy@gmail.com>

Wed, Jun 11, 2025 at 11:19 AM

Hi Ted, I hope this email finds you well and still involved with the FV Rec Dept. I'm sorry I never responded to your email last fall. I'm still hoping to connect with you and put out the possibility of continuing my classes at the pool. The ladies have been starting to inquire if and when we will be having them. I was on the fence about it due to the feedback from last year and certainly don't want to impede other people from using the pool. But I also appreciate the community that the class has created in years past. Would you consider allowing one class per week, on Thursdays at 6 pm? I would be grateful for the opportunity. Please let me know your thoughts.

Best wishes,

Louise Levy

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**From:** Edward Moy <tedamoy@gmail.com>  
**Sent:** Monday, October 28, 2024 3:18 PM  
**To:** Louise C. Levy <lclevy@live.com>  
**Subject:** Re: Confirming class dates

Hi Louise,  
I can make sometimes myself available for a call 11/4 between 10am and 4pm or on 11/5 before after 10am and before 3pm. Is there a time in those blocks that work well for you?

Ted

On Thu, Oct 24, 2024 at 10:10 AM Louise C. Levy <lclevy@live.com> wrote:

Thank you for that information, Ted. I have reached out to Michelle and left messages. Her voicemail message says she is out of the office until September 16<sup>th</sup> so I hope she meant 2024 and not 2025, and simply neglected to update it.

When can we talk about this past season? I'm fairly busy until the first week of November so am hoping we can schedule something then.

Louise

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**From:** Edward Moy <tedamoy@gmail.com>  
**Sent:** Wednesday, October 23, 2024 1:11 PM  
**To:** Louise C. Levy <lclevy@live.com>  
**Subject:** Re: Confirming class dates

Hi Louise,

I did send your invoice and approved that the payment be made to you back on October 11. I've written a follow up message to the treasurer to receive confirmation that the check has been written and sent. I will let you know if/when I hear back. If you would like more immediate information, I welcome you to reach out to the treasurer independently. Her name is Michelle and she can be reached at (860) 824-0707.

Best,  
Ted

On Oct 23, 2024, at 10:38 AM, Louise C. Levy <[lclevy@live.com](mailto:lclevy@live.com)> wrote:

Hello Ted,

I'm hoping to hear back from you about when we can meet and also if my hours have been submitted yet to town hall. I'm getting concerned about the lack of response. I hope all is well with you!

Louise Levy

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**From:** Louise C. Levy <[lclevy@live.com](mailto:lclevy@live.com)>  
**Sent:** Tuesday, October 22, 2024 8:13 AM  
**To:** Edward Moy <[tedamoy@gmail.com](mailto:tedamoy@gmail.com)>  
**Subject:** Re: Confirming class dates

Hi, have you had a chance to submit my invoice? I haven't received payment yet although I know it can take awhile on their end as the check needs three signatures.

Louise Levy

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**From:** Louise C. Levy <[lclevy@live.com](mailto:lclevy@live.com)>  
**Sent:** Thursday, October 10, 2024 10:50 AM  
**To:** Edward Moy <[tedamoy@gmail.com](mailto:tedamoy@gmail.com)>  
**Subject:** Re: Confirming class dates

Hello Ted, have you had a chance to submit my invoice? I just got back from my trip and can drop off a copy at town hall if not.

Louise

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**From:** Louise C. Levy <[lclevy@live.com](mailto:lclevy@live.com)>  
**Sent:** Thursday, October 3, 2024 4:00 PM  
**To:** Edward Moy <[tedamoy@gmail.com](mailto:tedamoy@gmail.com)>  
**Subject:** Re: Confirming class dates

Yes, I thought I had already done that as per Nikki's request but apparently resent the old one. My apologies for the confusion. I was planning on sending a copy to town hall as I have been doing for several years now, but am happy for you to do it for me as I am in Utah visiting my mom until next week. Last year I just submitted the invoice without a problem without itemization. But here are the dates.

## **Falls Village Recreation Commission**

### **Recreation Director's Report, June 11, 2025**

**Emily Peterson, Recreation Director**

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#### **Recent Events**

##### **Memorial Day Parade – May 27, 2025**

We successfully helped with the annual Memorial Day Parade, with strong community turnout and positive feedback. Many thanks to the volunteers, local organizations, and town staff who supported the event and helped honor our veterans. And I would like to extend a special thank you to Liz, owner of the Off the Trail Cafe for collaborating with us on the community gathering after the ceremony.

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#### **Program Discussion: Water Fitness Classes**

Last season's Water Fitness Classes had low attendance and some negative feedback regarding scheduling and instruction. At this time, the Commission should decide whether or not to offer the program again this summer. Please contact Nikki and let her know as soon as possible.

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#### **Community Partnerships**

- This summer, we're excited to partner with The David M. Hunt Library for another concert series. (Jonny Grusausaks on July 11th at 6 pm and the community open mic on August 8th at 6 pm.) More details will be shared in the coming weeks via our community calendar and flyers to the community.
  - On June 11th, I had the pleasure of meeting with Britta, the new Community Connections Manager for the Center on Main. The meeting served as an introductory conversation to learn more about her vision for community engagement, and opportunities for future collaboration. We discussed a partnership for a "box fort day" in July, and talked about how the CoM could help support our seasonal events (Fall Festival, Halloween and Town Tree Lighting.) During the discussion, we explored several shared goals and how we might align efforts to better serve the needs of residents.
  - I am firming up dates with The Roving Clover mobile book bus, to visit the pool again this summer.
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## **Communications**


No written or oral communications were received during this reporting period.

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## **Administrative Notes for Incoming Chairman and Recreation Commission members**

To support a smooth transition in leadership, please note the following responsibilities and ongoing arrangements:

### **Payroll Approval:**

- The chairman is responsible for signing off on pool supervisors' weekly paychecks. This is typically done in coordination with the town treasurer (via email) to ensure timely payment. (There have been 3 weeks of pay so far.)
  - The list of seasonal staff (lifeguards) has been submitted to the BOS for the season, it was approved on June 9th. Their pay rates have been submitted to the treasurer (June 10th.) Employment paperwork will need to be collected and given to the treasurer before they can begin.
  - Cleaning Services has been contracted to maintain restrooms and common areas throughout the summer (Nikki will help keep up and coordinate this) payroll will need to be approved for this as well, it is submitted and signed off on monthly.
  - Lawn Maintenance is scheduled regularly to ensure recreational grounds remain clean and safe. Payroll will need to be approved for this as well.
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# Monthly Recreation Pool Prep Report

Here is the monthly report on the recreation pool prep for this month.

## General Updates

- Fielding inquiries about opening dates, lessons, parties, rentals.
- Birthday party booked for 6/29/2025. Others are considering.
- Updated Facebook with opening dates and times.

## Life Guards

- Gathering Life Guard Availability, everyone has been responsive and excited to start.
- Currently scheduling out the first 2 weeks of pool opening.
- Life Guard T-Shirt Order to be placed.
- Life Guard Meeting prior to opening day, TBD (most likely week of opening date).

## Swimming Lesson Instructor

- Request to submit Zoe Morrison to be rehired as the Swim Instructor for the 2025 season.
- Zoe will be available for morning lessons throughout the summer.
- Further discussion/planning with Zoe on lessons and schedules.
- Swimming Lessons Announcements and Sign Ups to be posted soon.



## Maintenance

- Jess is on board for a deep cleaning prior to opening and a regular cleaning before opening day on 6/20
- A few items she could use, she has spoken to Tim about.

## Housekeeping

- Tax Forms and New Hire Forms discussed with Michelle as she will email them to me prior to the start date.
- Verify stock of paper towels, toilet paper, and necessary supplies.
- Gather Town of Canaan Grand List, for verification of residency.
- Road sign to be hung prior to 6/20.