

TOWN OF CANAAN

Falls Village Recreation Commission, REGULAR MEETING MINUTES

July 9, 2025 @ 7:00PM

Town Hall, 108 Main Street, Falls Village, CT

IN-PERSON, AND VIA ZOOM

For audio of the meeting, please go to the following link:

<https://municipal-documents.s3.amazonaws.com/uploads/canaan-falls-village-ct/recreation-commission/documents/minutes/135482/FVRC%20Meeting%20Jul%209%2C%202025%200706%20PM%20Eastern%20Time.m4a>

Members Present: Dan Carr, Lauren Killawee, Melissa Lopes, Ted Moy, Christopher

Wadsworth, Matt Gallagher (via Zoom) & Emily Peterson

Members of the public present via Zoom: Catherine Wales

Agenda

I. Nomination of Chair for this meeting. Motion by Dan Carr to nominate Melissa Lopes as Chairperson for this meeting. Ted Moy seconded the motion. The motion passed unanimously.

II. Call to order - Melissa Lopes called to order July 9th 7:10 PM.

III. Public Comment - None

IV. Agenda/ Amendments to Agenda - Melissa motion to amend agenda, from approval of bill **VIII. C. Approval of bill from JLJ Home & Garden** to approval of bills (multiples). Dan seconds. The motion passed unanimously.

Ted proposes to strike 5b from the agenda. Communication to the commission written and oral. Dan seconds. The motion passed unanimously.

V. Communications to the commission- written and oral

A. Assistant Town Clerk's response about membership terms – New member 3-year term on the date voted in. The motion made in the last meeting does not reflect this, it will need to be

corrected in next meeting before forwarding to the board of selectman. Dave suggests adding to July meeting agenda - so is added here.

~~B. Louise C. Levy response about water fitness classes~~ – Struck from agenda

VI. Reports

A. Secretary Reports

1. Regular Meeting - June 11, 2025. We discussed the motion made in the June 11th meeting with incorrect dates for Catherine Wales term as a regular member. We choose not to amend the minutes, but to make a new motion with the corrected terms in agenda item XI. Ted Moy made a motion to approve the meeting minutes as received. Lauren Killawee seconded the motion. Unanimous.

2. Special Meeting- June 26, 2025 – Lauren Killawee made a motion to amend the minutes to approve the use of funds for a cattle shade in the amount of 500.59 and to discuss remaining funds at the upcoming meeting. Ted motioned to approve, Matt seconds. Unanimous.

B. Director's Report

Emily Peterson met with Torrington area health 6/25 for 1st pool inspection. Bike bundle giveaway launched with the microgrant funding Connecticut Department of Transportation. There is a punch card for people who come and visit the pool and if they come at least 5 times, they can earn a ticket to put into the raffle for the end of the summer.

Summer Concert Series in partnership with the library again. First Friday the 11th, second August 8th – an open mic night, which was successful the previous year.

Box Fort Day at the Center on Main on August 23rd. The transfer station is kindly putting away very large boxes for this community event.

Lauren made the motion to approve the purchase of supplies for both events, drinks and box fort materials to include box cutters and tape in the amount of \$50.00 for each initiative to total \$100. Ted seconded the motion to include the funds would come from the special programs budget line. Unanimous.

Emily Peterson will be purchasing the items and she will also get back to us if we need to approve more for the box fort materials.

Director requested the committee to review the renter residency definitions/regulation for pool use.

Holiday bonus pay for the lifeguards was asked to be considered. This was discussed as coming from the pool salaries budget line. Ted made a motion to purchase five (5) \$50 prepaid

Visa gift cards to be used as tokens of staff appreciation. Lauren seconded the motion. Unanimous.

C. Pool Supervisor's Report

Clarifying the rules for pool pass issuance, emphasizing that only residents listed on the grand list can obtain a pass, regardless of their license address. It was agreed that individuals without proof of residency or a matching name on the grand list can still access the pool as a guest if a resident listed on the grand list obtains the pass. For those non-residents asking for discounted rates, the committee decided to maintain current policies while considering potential collaboration with other towns' recreation committees for subsidence programs.

D. Town Treasurers' Profit/Loss Report

VII. Old Business/Ongoing Business - They reviewed the town treasurer's report, noting that spending was at 90% of the budget plan with minor overages in salaries, kids club telephone, and grounds maintenance.

A. Grant Opportunities: Status Updates

1. STEAP Grant update - The board also addressed the STEAP grant, acknowledging that while it had been received, paperwork was still pending with the Board of Selectmen, and they agreed to make this a priority agenda item moving forward. We noted there will be four years to have this completed.

B. Commission Finances

1. Use of remaining FVCDC funds (amount of \$2,000) update – Ted made a motion for Lauren to purchase shade with the approved \$1,500 budget for 5 umbrellas, stands, and pop ups. Matt seconds. Unanimous.

C. FVRC logo design - The group discussed logo development, with a plan to create a simple two-color main logo that could be adapted for seasonal programs, with Catherine offering to assist.

D. Pool Repairs and maintenance plan for pool house and playscape - updates

1. Coupolas on the pool house – To be discussed at a later time.

2. Pest control – It's early season – this will be monitored.

3. Weeding: playscape and pollinator gardens - The group discussed garden maintenance needs and agreed to have Jess handle playground and flower bed care, and noted the need to monitor the ground maintenance budget due to past overspending. Motion made at agenda item XI.

E. Commission Capital Plan, working draft

1. Walking Trails for the Town Farm – Explore grant options with town leadership. Grants were mentioned when we were in the STEAP grant process. Consult with Eileen.

VIII. New Business

A. Nomination of Chair, 1 year term – A motion by Dan Carr was made to nominate Melissa Lopes as chairperson for a one-year term. Chris seconds. The motion passed unanimously.

B. Possible nomination of Secretary – Melissa Lopes nominated Lauren Killawee as secretary. Matt seconded. The motion passed unanimously.

C. ~~Approval of bill from JJJ Home & Garden~~ Approval of Bills. Dan moved to approve all the aforementioned bills for payment (please see list attached below). Lauren seconds. The motion passed unanimously.

D. Possible Nomination of Alternate Member – No discussion – Catherine invited to executive session to be witness but not participate.

E. Possible executive session: water fitness classes – Recording stopped

F. Action (if any) on executive session item(s) – Accept withdrawal of Louise C. Levy water fitness class instructor position, and we will respond to her letter.

IX. Events

A. Summer Concert Series: Collaboration with DM Hunt Library, 7/11 & 8/8 update – Reviewed above

B. Falls Village Fall Festival, Saturday, October 18th – Emily is collaborating with multiple organizations: the Falls Village Fire Department, the DM Hunt Library, the Center on Main.

X. Public Comment - None

XI. Any other business to properly come before the Recreation Commission.

Ted made a motion to recommend Catherine Wales as a new commissioner with a 3 year term starting July 15th, 2025. Melissa Seconds. The motion passed unanimously.

Ted made a motion to allow Jess to put this through necessary mulch, six (6) bags, to properly take care of the garden beds. This would be from the grounds maintenance budget. Lauren seconds. Unanimous.

XII. Adjournment – Ted motioned to end the meeting. Matt seconded. Unanimous.

The next meeting is scheduled for August 13th, 2025.

Respectfully submitted,

Lauren Killawee - Secretary



Corporate Offices 1395 John Fitch Blvd., South Windsor, CT 06074
Distribution Center 1440 Field of Dreams Way, Dyersville, IA 52040
1.866.643.1010 • Fax: 1.800.457.8887
Intl Fax: 860.760.0210 • www.ClearSpan.com

Customer ID: 8937182
Quote Number: 1158774

QUOTE

Page: 1 of 2

Quote To:

TOWN OF CANAAN
100 RAILROAD ST
FALLS VILLAGE CT 06031-1330
UNITED STATES

Phone: 8608247239

Sales Person: LOU LENTI
Office Phone: 800-327-6835 x1162
LLENTI@FARMTEK.COM

Ship To:

TOWN OF CANAAN
100 RAILROAD ST
FALLS VILLAGE, CT 06031-1330

Date: 6/16/2025 Valid for 10 Days

Quote Total 500.59

USD

Line	Part	Description	Qty	Price	Disc Price	Ext. Price
1	SHADECUS	SUNBLOCKER 80% CUSTOM	2.00	192.09	192.09	384.18
2	CC4595	TIE DOWN 8" SNUGGER/BALL	120.00	0.62	0.65	74.40

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	42.01

*Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment

Lines Total	458.58
Total Taxes	0.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	42.01

Quote Total 500.59

Quote Accepted By: Melissa Lopes Date: 6/9/25

Signature

note
please take
from FVCD grant funds

Savol Pools

91 Prestige Park Circle, Unit 1
East Hartford, CT 06108



Invoice

Date	Invoice No.
7/8/2025	87450

Ph 860-282-0878

Name / Address
Town of Canaan Recreation Commission P.O. Box 47 Falls Village, CT 06031

Ship To
Town of Canaan Falls Village Pool 108 Rt 63 Canaan, CT Tim cell 860 671-1226 Tim Town Garage 860-824-7239

Ship Date	Ship Via	Entered by	P.O. No.	Ordered by	Terms	S.O. No.
7/8/2025	Our Truck			Autofu	Net 30	45140
Qty	B/O	Item	Description	Rate	Total	
200	0	SH IBC	UN1791, 1 IBC HYPOCHLORITE SOLUTION, 8, PGIII (SODIUM HYPOCHLORITE) NAEG 154 APRX 15% AVBL CHLORINE- PER GALLON	7.99	1,598.00	
1		FUEL	FUEL SURCHARGE	35.00	35.00	

approved for payment

7/9/25
melissa Lopez

Service and Collection Charges: Overdue balances are subject to a late charge of 1.5% per month (or 18% per year). buyer will also be responsible for costs of collection including reasonable attorney's fees.

Subtotal	\$1,633.00
Sales Tax (6.35%)	\$0.00
Total	\$1,633.00

INVOICE

JLJ Home & Garden

21C Prospect St

Falls Village, CT 06031-1317

jljhomeandgarden@gmail.com

+1 (860) 480-2078



Bill to

ATTN: Recreation Commission

Town Of Canaan

PO Box 47

Falls Village, CT 06031

Ship to

ATTN: Recreation Commission

Town Of Canaan

PO Box 47

Falls Village, CT 06031

*approved for payment 7/9/25
Melissa Lopez*

Invoice details

Invoice no.: 1003

Terms: Net 30

Invoice date: 07/01/2025

Due date: 07/31/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Deep Clean Service	6/21/25 -Empty pool house -Sweep out -Remove cobwebs -Pressure wash/scrub: walls, floors, mats, equipment, and lounge chairs -Descal fixtures -Disinfect: Sinks, toilets, chairs, garbage cans, and table -Clean ice cream machine	10	\$45.00	\$450.00
2.	Clean Pool House/bathrooms	6/29/25 Clean/disinfect: sinks, toilets, chairs Remove garbage/recycling Sweep/Mop	2	\$40.00	\$80.00
Total					\$530.00

Melissa Lopes
56 Beebe Hill Rd
Falls Village, CT 06031

June 30, 2025

RECORDING SECRETARY INVOICE

June 11, 2025- Recreation Commission Regular Meeting &

June 24, 2025 - Recreation Commission Special Meeting

\$80.00

Total

\$80.00

Approved for
payment 7/9/25
Melissa Lopes

C.A. LINDELL & SON, INC.
59 CHURCH STREET
P.O. BOX 899
CANAAAN, CONNECTICUT 06018-0899
PHONE: (860) 824-5443
M - S 7.00 AM TO 5.00 PM
Sunday 10.00 AM TO 1.00 PM

PAGE NO 1

*upfront
on payment 7/9/25*
Melissa Lopez

CUST NO: 15795 JOB NO: 002 PURCHASE ORDER: REFERENCE: TERMS: CAPITALONE EXTENDED CLERK: AS DATE / TIME: 7/7/25 12:13

TERMINAL: 565

SOLD TO:

Town Of Canaan
108 Main St
PO Box 47
Falls Village

CT 06031-0047

SHIP TO:

Town Of Canaan/RECREATION DEP.
RECREATION DEPARTMENT
PO Box 47
Falls Village CT 06031-0047

SALESPERSON: 01 HOUSE SALES
TAX: 006 EXEMPT-MUNICIPAL AGEN

INVOICE: D71752

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	1	1	EA	VBMF95W	MULTI FOLD TOWELS	48.49	1	45.09 /EA	45.10 CN
2	1	1	EA	6033088	DRUM LINER CLR 55G 60PK	26.99	1	25.10 /EA	25.10 CN
3	2	2	EA	1064997	WINDEX ANTIBACTERIAL23OZ	4.59	2	4.26 /EA	8.54 CN
4	2	2	EA	11727	CLEANR BOWL LYSOL 24OZ	3.99	2	3.71 /EA	7.42 CN

** REMIT TO CAPITAL ONE **

86.16

TAXABLE 0.00
NON-TAXABLE 86.16
SUBTOTAL 86.16

(NIKKI BLASS)



TOT WT: 22.20
MID: ***6315

YOU SAVED: 6.48

APP: 798857

XR: 371752

** Capital One PAYMENT **

BKCRD# XXXXXXXXXXXXX6467

86.16

TAX AMOUNT 0.00

TOTAL 86.16

X
Received By