

TOWN OF CANAAN (FALLS VILLAGE)  
FALLS VILLAGE RECREATION COMMISSION - REGULAR MEETING MINUTES  
Wednesday, SEPTEMBER 10th, 2025 @ 7:00 PM  
Town Hall, 108 Main Street, Falls Village, CT 06031  
IN PERSON AND VIA ZOOM

Audio found here:

[municipal-documents.s3.amazonaws.com/uploads/canaan-falls-village-ct/recreation-commission/documents/minutes/140729/GMT20250910-225711\\_Recording.m4a](https://municipal-documents.s3.amazonaws.com/uploads/canaan-falls-village-ct/recreation-commission/documents/minutes/140729/GMT20250910-225711_Recording.m4a)

Present: Melissa Lopes, Emily Peterson, Chris Wadsworth, Dan Carr, Lauren Killawee, Matthew Gallagher, Catherine Wales, Selectman Chris Kinsella (via Zoom), and Eileen Kinsella (Community Member).

**I. Call to Order** - Chairperson Melissa Lopes called the meeting to order at 7:03 PM at the FV Town Hall.

**II. Public Comment** - No public comments were received in person or via Zoom.

**III. Amendments to Agenda** - Melissa made an Amendment to the Agenda under **VII. New Business B to B. Resignation and Membership**

**IV. Communications to the Commission (Written and Oral)**

**A. Request for Annual Report** - Discussed the due date of Oct 1st.

**B. Request for 2026 Meeting Schedule** - Discussion to be tabled to the next meeting

**V. Reports**

**A. Secretary's Report – Approval of Minutes**

**1. Special Meeting – August 20, 2025** - A motion was made by Chris to accept the minutes from the special meeting on August 20th as submitted. Catherine seconded. Unanimous.

**B. August Director's Report (attached)**- Recreation Director Emily provided an overview of recent programs and activities. Recap on Bike Bundle giveaway - many participants, winners thrilled. Box fort day was a success, thank you to Britta with COM. Fall Festival planning (Oct 18th) planning reviewed. Pie contest, pumpkin painting/carving, fire & s'mores.

**C. August Pool Supervisor's Report (attached)**- Updates were given on the pool season and the recent closing. 2025 saw 3043 visitors. Many maintenance items were reviewed for the coming year. Staff, events, budget items, and lesson planning schedule for the 2026 season.

**D. August Town Treasurer's Profit/Loss Report (attached)**- The August Profit and Loss report was reviewed with no objections. Lauren made a motion to receive the town treasurer's report P&L. Ted seconded. Unanimous.

## **VI. Old Business / Ongoing Business -**

### **A. Grant Opportunities – Status Updates**

1. **STEAP Grant Update** – Brief discussion of STEAP Grant status. Chris Kinsella clarified there was not a chosen spot for the pavilion but where it can't go due to septic, etc. Members of sub-committee would like to know more information and need the more details. Melissa to reach out to BOS and cc the sub-committee for additional clarification on job duties with request to set up meeting with sub-committee specifically. Chris Kinsella suggested that the Melissa make a request to First Selectman Dave Barger for a full grant recipient meeting and our sub committee can branch off from there.

### **B. Commission Finances**

1. **Request for Box Fort Day Event – \$50.00** - Box Fort Day funding (\$50) previously approved. Event was reported as a great success.
2. **Monthly Financial Review** - Discussed upcoming and current costs that we made motions on below in section **VIII**. Ted and Catherine to review spreadsheets for knowledge transfer.

- C. FVRC Logo Design – Update** - chosen logo was reviewed. Discussion on a horizontal version request. Lauren to work on variations for approval.

### **D. Pool Repairs**

1. **Coupolas on the Pool House** - Measurements were taken and shared by Melissa with Tim Downs, who is speaking with Lou Timolat. Copulas are 3x3. Need to review if “in memory of” note is appropriate. Matt to network with Eric.
2. **Cracks in Pool Deck** - Must be planned

- E. Commission Capital Plan - Walking Trails - On hold** Capital plan need to be finalized and is essential to walking trails, to any and all updates, and because we need the maintenance for any/all improvements after we make them.

- F. 2025 Pool Closing (9/1) – Update** - Reviewed above **V. C**.

- G. Review Maintenance Schedule and Responsibilities for the Town Farm Property** - Gantt chart in progress. Lauren is reviewing past minutes and Matt is speaking with Tim to gather timelines to create a yearly snapshot of due dates. Reminders to commission are be tied to this data.

## **VII. New Business**

- A. 2024–25 Annual Report** - Mentioned above in **IV**. Ted and Melissa to review and Melissa to submit by due date.
- B. (Amendment) Resignations and membership.** The commission recieved Emily Peterson's resignation as the Recreation Director. Melissa made a motion to accept Emily Peterson's resignation

as Falls Village Recreation Director, effective November 1st, 2025. Ted seconded. Unanimous. The Commission members expressed their gratitude for her contributions and dedication to the community, and discussed the process for filling the vacant position. The commission will work with Emily to document her responsibilities and create a job description for the new director.

**C. Nothing added.**

**VIII. Events**

**A. Box Fort Day – Collaboration with Center on Main (8/23) – Update** - Discussed in the director's report **V. B.**

**B. Falls Village Fall Festival – Saturday, 10/18** – Update provided in director's report. Lauren made a motion to reimburse Emily for awards purchased for the Fall Festival in the amount of \$37.77 to the special programs line of the budget. Dan seconded. Unanimous.

Lauren made a motion to pay Tim Kinsella in the amount \$200 for the hayride from special programs for the Falls Village Fall Festival. Matt seconds. Unanimous.

**C. Halloween Party – Friday, 10/31** -

Discussion held regarding location. Consensus leaned toward using the Town Hall front stoop and pop-up tents for pizza distribution and activities. Dan made a motion to request BOS permission for Rec Commission to use the Town Hall building for Halloween event for pizza and apple cider for the Halloween event. Catherine seconds. Unanimous.

Motion made by Ted to reimburse **\$1,473.72** to Lauren for purchase of shade structures, funded through FV CDC fund. Matt seconds. Unanimous.

**IX. Public Comment** - No public comment

**X. Adjournment** - Melissa made motion to adjourn at 9:20 PM. Lauren seconds. Unanimous.

Next Meeting is scheduled for October 8th, 2025

Respectfully Submitted,

Lauren Killawee - Secretary

**Attachments:**

Request for Annual Report

Request for 2026 Meeting Schedule

Directors Report

August Pool Supervisor's Report

August Town Treasurer's Profit/Loss Report

Invoice for Shade to be Refunded to Lauren Killawee



Melissa Lopes <mmlopes72@gmail.com> **Request for Annual Report**

**Assistant Clerk** <assistantclerk@canaanfallsvillage.org> Thu, Aug 28, 2025 at 9:31 AM To: Johanna Mann <townclerk@canaanfallsvillage.org>  
Bcc: mmlopes72@gmail.com

To: All Boards, Commissions and Organizaons

Town of Canaan/ Falls Village

Greengs,

The Town Clerk's office is now preparing the Annual Report for the fiscal year of July 1<sup>st</sup>, 2024 - June 30<sup>th</sup>, 2025. Please prepare your annual report (s) to be included in the Town of Canaan Annual Report.

Receipt of your material by Wednesday October 1<sup>st</sup>, 2025 would be much appreciated. The report should be emailed as an aachment in Word or Excel format. Please use Times New Roman, 12 pt. type, 1-inch margins, single-spaced. Please do your best to limit the report to one page.

You may email this informaon to townclerk@canaanfallsvillage.org and [assistantclerk@canaanfallsvillage.org](mailto:assistantclerk@canaanfallsvillage.org).

Sincerely,

Johanna M. Mann, Town Clerk

Emily E. Peterson, Assistant Town Clerk

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Emily E. Peterson  
Canaan Assistant Town Clerk

Town Hall  
108 Main Street, PO Box 47  
Falls Village, CT 06031

860-824-0707 ext 10

**TOWN of CANAAN**  
108 Main Street  
PO Box 47  
Falls Village, CT 06031-0047



**Telephone** 860-824-0707 x10  
**Fax** 860-824-4506  
**E-Mail** [townclerk@canaanfallsvillage.org](mailto:townclerk@canaanfallsvillage.org)  
**Website** [canaanfallsvillage.org](http://canaanfallsvillage.org)

September 9th, 2025

**SUBJECT: Request for 2026 Meeting Schedules – Due by January 31, 2026**

Greetings,

As we begin preparations for the upcoming calendar year, we kindly request that each board and commission submit its proposed meeting schedule for 2026 no later than **Friday, January 31, 2026**.

Please include the following in your submission:

- Regular meeting dates and times
- Location of meetings
- Any anticipated cancellations or variations from the usual schedule

This information is essential for our annual planning and to ensure timely posting of public meetings in compliance with open meeting requirements.

You may email this information to [townclerk@canaanfallsvillage.org](mailto:townclerk@canaanfallsvillage.org) and [assistantclerk@canaanfallsvillage.org](mailto:assistantclerk@canaanfallsvillage.org).

Thank you for your attention to this matter and for your continued service.

Sincerely,

Johanna M. Mann, CCTC  
Town of Canaan Town Clerk/ Registrar of Vital Statistics

Emily E. Peterson  
Town of Canaan Assistant Town Clerk / Registrar of Vital Statistics

## **Recreation Director Monthly Report**

**Date:** September 10th, 2025

**Prepared by:** Emily Peterson

### **Overview – Past Month Highlights**

The past month has been both productive and engaging, with a successful event and continued planning for our upcoming Fall Festival.

### **Bike Bundle Giveaway, Recap**

We were thrilled to announce and distribute the prizes for the Bike Bundle Giveaway. The community response was fantastic, with many children entering the drawing. The winners were overjoyed!

A special thank-you goes to First Selectman Dave, whose efforts in securing the grant made this giveaway possible.

### **Box Fort Day, Recap**

Box Fort Day was a huge success! Children and families came together to build an imaginative, large-scale fort using cardboard boxes collected from the transfer station. The event promoted creativity, teamwork, and plenty of fun!



Many thanks to Britta, Community Connections Manager at the Center on Main, for bringing this fun idea forward and partnering with us to make it happen.

[Lakeville Journal Article](#)

### **Fall Festival Planning**

Preparations for the upcoming Fall Festival (October 18th) are well underway. I've been collaborating closely with Meg Sher, Executive Director of the DM Hunt Library, to plan a festive and community-centered event. We look forward to sharing more details with the community in the coming weeks. (Up-to date information can be found on our website.)

New updates for the Fall Festival include:

- The purchase of prize ribbons and a trophy for the pie baking contest.
- Collaboration with the Falls Village Congregational Church for pumpkin painting (for the younger kids) and a pumpkin carving contest (for teens and adults.) We will need a Rec Commission volunteer to help with supervision of the pumpkin carving portion of the event.
- The Fire Department will make and control a fire and provide s'mores.



## Monthly Recreation Pool End of Season Report - September 2025

### Attendance

The attendance numbers are as follows:

- **Total visitors month of August 1 - September 1, 2025**

754 Residents, 76 Season Pass Holder Visits (ind and family), 150 Non Residents, 40 under age 5)

Overall 2025 season - served over 3058 visitors plus an additional 172 visitors among birthday parties, back to school event, Volleyball, FV Daycare Step Up Celebration, and Teacher Appreciation Week.

115 FV Residents on Grand List Verified Residency

**Compare to last year August 1 - September 1, 2024**

698 Residents, 198 Non Residents, 37 under age 5) Season PH were not split out from Residents last year.

Overall 2024 season served over 3043 visitors

### Maintenance/Housekeeping

- Chemical balance check: 3x Daily
- New Awning, off track again
- Sprinkler - Emily got working, but it continued to run funky, spraying beyond the pool all over the grass, pool deck etc.
- Jess has ideas for getting playground weeds cleaned up for next year, spray in the spring. Mulch for the flower beds.
- Next Year Consider Increasing Trash Pick Up 2x a week (stinky and bugs) • Consider a small tool box for the pool to have
- Will need to refill the First Aid Kit and Ice Packs for Summer 2026 • Jess was going to do a deep clean at the end of the season after we closed • Huge shout out to the 4 LG's that worked Labor Day, everything got cleaned up, put away, taken down. Thanks to the help from Rec getting the shade cover down, bringing up the pool sign from the road, taking down umbrellas and giving a hand
- Wasps and Bees remained away this year - wonder if last year's spray lasted into this year. Lots of nats though in sitting areas. Tons of bugs in pool and on pool deck entry as season came to an end.

## Suggestions

- Gift Cards for the LG's that not only worked Labor Day Holiday, but also got the pool items disassembled and put where they could go at the moment, as October Event will need to have access to the bathrooms.
- Reach out to current LG in April to see where they are at with returning to the pool, as we will most likely be losing some to internships as they begin their senior year of college \*unknown how many at this time.
- Have Life Guards/Swim Instructor reviewed and voted/hired by the May meeting for the Summer season.
- Town/Rec Consider paying or contributing towards **Town of Canaan Returning LG** re-certification for those that commit to working the 2026 season. Recertification ranges about \$200. Recert required for 4 LG's unknown if all 4 will return depends on future plans with internships. 1-2 will return out of 4. Up to 7 will need recert in 2027.
- Start Sign Ups for Swim Lessons during end of school year (get flyers out through school)
- Consider Increasing Swim Lessons to 5 weeks vs 4 weeks increasing price to \$50 (depending on Instructor Availability)
- Continue to provide fun community events at the pool, such as Book Mobile that Emily arranges, Summer Reading with DM Hunt Library, Back to School Celebration, Pool Volleyball, etc.

## Budget For/Supplies 2026

- Budget/Purchase for new Pool Toys (all broken and thrown out last day) • Budget/Purchase some new Life Guard Red Tubes, ours are showing wear, splits, etc. One



we tossed at the end of the season. Range \$55.00 each. (reference <https://www.originalwatermen.com/>)





- Budget/Purchase 2 Life Guard Umbrellas for the Life Guard Chairs (reference <https://www.originalwatermen.com/>) Range \$86-100 each
- Budget/Purchase new whistles for LG's (12-13)
- Increase Swim Instructor Pay
- Garbage Bags (will need to purchase)
- Sunscreen (will need to purchase)
- Should be able to start off 2026 with current supply of - Papertowels, Soap, Pool Passes, Water Test Supplies and Toiletpaper that remains)
- Small Compressor to inflate beach balls, pool items, etc.

**Town of Canaan**  
**Profit & Loss Budget vs. Actual**  
July through August 2025

	<u>Jul - Aug 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4001 Recreation Commission				
4001-101 Salaries - Pool	42,855.05	50,000.00	-7,144.95	85.71%
4001-102 Rec Director	2,054.50	12,387.00	-10,322.50	16.63%
4001-103 Creative Kids Club	0.00	1.00	-1.00	0.0%
4001-104 Secretary	80.00	1,020.00	-940.00	7.84%
4001-201 Chemicals/Supplies	6,247.60	12,000.00	-5,752.40	52.06%
4001-205 Equipment/Supplies	16.32	4,000.00	-3,983.68	0.41%
4001-211 Special Programs	84.07	2,000.00	-1,915.93	4.2%
4001-213 PWRG Programs	0.00	2,600.00	-2,600.00	0.0%
4001-301 Telephone	59.01	750.00	-690.99	7.87%
4001-302 Electric	1,256.32	5,600.00	-4,343.68	22.43%
4001-352 Maint & Repairs	0.00	4,500.00	-4,500.00	0.0%
4001-355 Ground Maint	0.00	3,500.00	-3,500.00	0.0%
4001-471 CYB	0.00	250.00	-250.00	0.0%
4001-472 Canaan Little League	0.00	250.00	-250.00	0.0%
4001-601 Insurance	241.38	1,000.00	-758.62	24.14%
4001-W6-213 Winter Program	0.00	3,000.00	-3,000.00	0.0%
<b>Total 4001 Recreation Commission</b>	<b>52,904.25</b>	<b>102,858.00</b>	<b>-49,953.75</b>	<b>51.43%</b>

# Order Summary

Order placed July 11, 2025    Order # 114-1576473-2077010

<b>Ship to</b> Lauren M Killawee 35 FACCHIN ST FALLS VILLAGE, CT 06031-1404 United States		<b>Payment method</b> American Express ending in 1002 <a href="#">View related transactions</a>	<b>Order Summary</b> Item(s) Subtotal: \$1,350.26 Shipping & Handling: \$0.00 Your Coupon Savings: -\$15.00 Exclusive Promotion: -\$17.62 Applied: Total before tax: \$1,317.64 Estimated tax to be collected: \$83.66 <b>Grand Total: \$1,401.30</b> <b>Refund Total: \$154.20</b>
<b>Delivered July 15</b> Your package was left near the front door or porch.		1247.10 after refund	
		DC America UBP18181-BR 18-Inch Cast Stone Umbrella Base, Made from Rust Free Composite Materials, Bronze Powder Coated Finish Sold by: Amazon.com Supplied by: Other Return window closed on August 14, 2025 \$19.35	
<b>Delivered July 18</b> Your package was delivered. It was handed directly to a resident.			
		Midtown Umbrellas Sunbrella Umbrella 9 Feet Outdoor Umbrella With Sunbrella Aruba Acrylic Fabric - Auto-Tilt Aluminum Frame Patio Umbrella For Backyard, Deck, Garden, Pool - Black Pole Sold by: Midtown Umbrellas Return window closed on August 16, 2025 \$176.17	
<b>Delivered July 17</b> Your package was delivered. It was handed directly to a resident.			
		Sun Shade Sail 2 Pole 9Ft Outdoor Sunshade Sail Post Support Awning Canopy Heavy Duty Metal Pole Kit for Patio Garden Deck (Ground-plugged 9FT, 2) Sold by: DeMeng US Return window closed on August 15, 2025 \$152.99	
<b>Delivered July 17</b> Your package was delivered. It was handed directly to a resident.			
		Midtown Umbrellas Sunbrella Umbrella 9 Feet Outdoor Umbrella With Sunbrella Aruba Acrylic Fabric - Auto-Tilt Aluminum Frame Patio Umbrella For Backyard, Deck, Garden, Pool - Black Pole Sold by: Midtown Umbrellas Return window closed on August 16, 2025 \$176.17	

**Delivered July 15**

Your package was left near the front door or porch.



DC America UBP18181-BR 18-Inch Cast Stone Umbrella Base, Made from Rust Free Composite Materials, Bronze Powder Coated Finish

Sold by: Amazon.com

Supplied by: Other

Return window closed on August 14, 2025

\$19.35

**Delivered July 17**

Yaheetech 10x10 Pop Up Canopy Tent with Vent, Easy Set Up Tent, Instant Sun Shelter Canopy with Wheeled Bag, 4 Sandbags, 12 Stakes & 4 Ropes, for Parties, Beach, Outdoor, White

Sold by: Amazon.com

Supplied by: Other

Return window closed on August 17, 2025

\$67.99

**Delivered July 18**

Your package was delivered. It was handed directly to a resident.



Midtown Umbrellas Sunbrella Umbrella 9 Feet Outdoor Umbrella With Sunbrella Aruba Acrylic Fabric - Auto-Tilt Aluminum Frame Patio Umbrella For Backyard, Deck, Garden, Pool - Black Pole

Sold by: Midtown Umbrellas

Return window closed on August 16, 2025

\$176.17

**Refunded**

Your return is in transit. Your refund has been issued.

When will I get my refund?



GarveeLife 10'x8' Retractable Awnings for Patio, Manual Patio Awning for Outside with Sturdy Aluminum Frame, Fade and Tear Resistant Fabric, Crank Handle, for Patio, Deck, Garden, Beige

Sold by: Amazon.com

Supplied by: Other

\$159.99

Too  
Small

**Delivered July 15**

Your package was delivered. It was handed directly to a resident.



Colegence 12'x16' Rectangle Sun Shade Sail, Permeable Shade Sails HDPE UV Block Sunshade Outdoor Patio Canopy Sun Cover for Backyard, Garden, Porch, Cream

Sold by: NJBSR-USA

Return window closed on August 14, 2025

\$30.39

**Delivered July 17**

Your package was delivered. It was handed directly to a resident.



Midtown Umbrellas Sunbrella Umbrella 9 Feet Outdoor Umbrella With Sunbrella Aruba Acrylic Fabric - Auto-Tilt Aluminum Frame Patio Umbrella For Backyard, Deck, Garden, Pool - Black Pole

Sold by: Midtown Umbrellas

Return window closed on August 16, 2025

\$176.17

9/28/25, 1:44 AM

Order Details

### Delivered July 15

Your package was left near the front door or porch.



[DC America UBP18181-BR 18-Inch Cast Stone Umbrella Base, Made from Rust Free Composite Materials, Bronze Powder Coated Finish](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on August 14, 2025

\$19.35

### Delivered July 17

Your package was delivered. It was handed directly to a resident.



[Midtown Umbrellas Sunbrella Umbrella 9 Feet Outdoor Umbrella With Sunbrella Aruba Acrylic Fabric - Auto-Tilt Aluminum Frame Patio Umbrella For Backyard, Deck, Garden, Pool - Black Pole](#)

Sold by: [Midtown Umbrellas](#)

Return window closed on August 16, 2025


\$176.17

# Order Summary

Order placed July 13, 2025    Order # 114-0202685-6311400

Ship to	Payment method	Order Summary
Lauren M Killawee 35 FACCHIN ST FALLS VILLAGE, CT 06031-1404 United States	American Express ending in 1002 <a href="#">View related transactions</a>	Item(s) Subtotal: \$233.09 Shipping & Handling: \$0.00 Your Coupon Savings: -\$20.00 Total before tax: \$213.09 Estimated tax to be collected: \$13.53 <b>Grand Total: \$226.62</b>

**Delivered July 18**



GarveeLife 13'x10' Retractable Awnings for Patio, Manual Patio Awning for Outside with Sturdy Aluminum Frame, Fade and Tear Resistant Fabric, Crank Handle, for Patio, Deck, Garden, Beige

Sold by: Amazon.com

Supplied by: Other

Return window closed on August 22, 2025

\$233.09

$$1247.10 + 226.62$$
$$= 1473.72$$

larger size