

TOWN OF CANAAN (FALLS VILLAGE)
FALLS VILLAGE RECREATION COMMISSION - REGULAR MEETING
Wednesday, October 8th, 2025 @ 7:00 PM
Town Hall, 108 Main Street, Falls Village, CT 06031
IN PERSON AND VIA ZOOM

Audio found here:

https://municipal-documents.s3.amazonaws.com/uploads/canaan-falls-village-ct/recreation-commission/documents/minutes/143765/GMT20251008-230044_Recording%20%281%29.m4a

Present: Melissa Lopes, Emily Peterson (via Zoom), Dan Carr, Matt Gallagher, Ted Moy, Lauren Killawee, Chris Wadsworth, Catherine Wales, Selectmen David Barger & Judy Jacobs, Selectman Chris WadsworthKinsella (via Zoom), and Eileen Kinsella (Community Member via Zoom).

- I. **Call to Order:** Chairperson Melissa Lopes called the meeting to order at 7:01 PM.
- II. **Public Comment:** Selectman Jacobs reported that the Town has received a donated 14-passenger bus from the Hotchkiss School, which will be jointly utilized by the Recreation Commission and the Senior Center to support community transportation needs. Selectman Barger highlighted the following key points: • The vehicle will be registered as a municipal vehicle, resulting in minimal insurance and maintenance costs • It will be stored at the Town Garage and requires only minor repairs before being placed into service • Operation will require licensed CDL drivers, and several qualified residents have been identified • The Board of Selectmen will oversee scheduling and coordination of use • Fuel will be provided through the Town's existing diesel supply.
- III. **Amendments to Agenda:** Melissa Lopes made an Amendment to the Agenda by adding under VI Old Business/Ongoing Business: **A2. STEAP Grant Sub-committee Nomination** and adding under VII New Business: **B. 2026 Meeting Dates** and **C.Membership**
- IV. **Communications to the Commission (Written and Oral):**
 - A. **Follow-Up Email Correspondence: 2026 Meeting Schedule Submission (Now Due by November 30, 2025)**
 - B. **Email Correspondence from Eileen Kinsella re: STEAP Grant**
- V. **Reports**
 - A. **Secretary's Report – Approval of Minutes**
 1. **Regular Meeting, September 10th, 2025:** Motion by Lauren Killawee, seconded by Matt Gallagher, to approve September 10th, 2025, minutes. Unanimous.
 2. **Director's Report** (attached): Emily Peterson reported that Fall Festival preparations are nearly complete and is coordinating the last details with Meg Sher of DM Hunt. Volunteers are needed for setup (Friday) and during the event (Saturday). Judges have been determined for the pie-baking contest. Approval to use the sidewalk area in front of Town Hall to serve pizza and apple cider, and road closure of Main Street for Halloween Trunk or Treat is pending Selectmen's approval. Emily Peterson submitted documentation of her Recreation Director duties for transition support and job description.
 3. **Town Treasurer's Profit/Loss Report** (attached): The September Profit and Loss report was received and reviewed with no objections.

VI. Old Business / Ongoing Business:

- A. Grant Opportunities – Status Updates: STEAP Grant Update; STEAP Grant Sub-committee Report:** Catherine Wales and Chris WadsworthWadsworth visited the Recreation Center to assess potential pavilion locations, focusing on three sites at the top of the hill past the pool and playground. They considered accessibility, parking, restroom proximity, and septic system avoidance, and recommended having Tim Downs review utility concerns. Matt Gallagher stressed planning for future amenities. Melissa Lopes reported that the Board of Selectmen discussed the STEAP grant and an advisory group, with Chris WadsworthKinsella serving as liaison. Selectman Kinsella, via Zoom, recommended gathering community input on the pavilion location. The group agreed to conduct a site visit and develop a new survey for public feedback.
1. **(Amendment) STEAP Grant Sub-committee Nomination:** Chris WadsworthWadsworth was nominated and approved to become a member of the STEAP Grant Sub-committee. MOTION by Melissa Lopes, seconded by Catherine Wales, to nominate Christopher Wadsworth to be a member of the STEAP Grant Sub-committee. Unanimous.
- B. Commission Finances**
1. **JLJ Home & Garden - Invoice #1008 - Approved:** Invoice received, approved, and submitted to the treasurer for payment. This invoice should be the last one of the season.
 2. **Monthly Financial Review:** The commission reviewed financial reports, discussing budget projections and salary allocations, particularly for pool staff and the upcoming rec director position. They addressed concerns about chemical costs for the pool, noting a significant increase in the budget over the past five years. Ted Moy explained how to interpret the internal financial reports, particularly the "dollars left in budget" and "projected" columns. Chris WadsworthWadsworth reported that Tim Downs emphasized the need for adequate funding for pool chemicals in May/June. The Commission needs to monitor spending carefully, especially for pool operations.
- C. FVRC Logo Design – Update/Final Version (attached):** Discussion regarding a few changes and the version that is the final version. Version on a white background and a black background for comparison.
- D. Pool Repairs**
1. **Coupolas on the Pool House - Update:** At this point, Lou Timolat has been given the measurements of the coupolas (3'x3'). There was a question back to the commission regarding the vent design. Lou will be building them. Matt Gallagher and others will work with Lou regarding the design for the dedication, and Judy Jacobs will give the commission the name of the company that the Historical Society uses to have the plaques made.
- E. Commission Capital Plan:** Commission discussed the draft and the need to finalize in terms of budgeting, and suggested that the maintenance schedule and Gantt chart would really help build the capital plan.
- F. Maintenance Schedule and Responsibilities for the Town Farm Property - Update:** Matt Gallagher met with Time Downs about the maintenance schedule for the Town Farm Property and is documenting responsibilities and will type up and add to the Gantt chart.
- G. 2024–25 Annual Report:** Melissa Lopes submitted the annual report to the Town Clerk on September 24, 2025, and created a folder in the FVRC Google Drive to include/file past reports.

VII. New Business

- A. **FVRC Recreation Director Job Description:** The Recreation Commission plans to hire a new Recreation Director following Emily Peterson's resignation and will create or update the job description. Melissa Lopes located a preliminary version, and Matt Gallagher will draft a full job description using Emily Peterson's report and existing documents. The Commission also discussed the possibility of combining the Recreation Director position with the Pool Supervisor role and will review the Pool Supervisor job description for any overlap and confirm that the Pool Supervisor that is on file is current and up to date.
- B. **(Amendment) 2026 Meeting Dates:** Recreation Commission discussed and approved the 2026 Meeting Dates (attached) with meeting dates to remain on the second Wednesday of each month, changing the time from 7:00 PM to 6:30 PM. Melissa Lopes will submit the approved 2026 Dates to the Town Clerk before the deadline. MOTION by Matt Gallagher, seconded by Catherine Wales, to accept the 2026 Regular Meeting Dates as amended at today's meeting. Unanimous.
- C. **(Amendment) Membership Terms:** Commission discussed membership terms. Ted Moy announced he will not be serving another term when his current term expires on November 30, 2025.
- D. **Events**
1. **Falls Village Fall Festival – Saturday, 10/18 – Update:** In addition to the items in the Director's Report, Matt Gallagher will transport tables to the Rec Center on Friday. Chris Wadsworth and Lauren Killawee will assist with event support and cleanup, and Lauren will manage an activity table while taking event photos. Matt also noted he will operate an apple press at the Fall Festival and has secured a donation of three bushels of apples from a Bantam farm that wishes to remain anonymous. He will coordinate with the Friends of American Legion State Forest, who will host an educational booth featuring animal pelts.
 2. **Halloween Party – Friday, 10/31 - Update:** In addition to the information found in the Director's Report, Pizza will be ordered and apple cider purchased. Trunk or Treat information will be available on the town's website. With approval at the BOS upcoming meeting, the event will take place primarily outside.

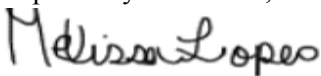
VIII. **Any other business to properly come before the Recreation Commission:** Melissa Lopes made a Clarification on special meetings: only listed agenda items may be discussed.

IX. **Public Comment:** None

X. **Adjournment:** With no further business, the meeting adjourned at 8:00 PM.

Next Meeting is scheduled for November 12th, 2025

Respectfully Submitted,



Melissa Lopes - Chairperson

On behalf of the Recreation Commission

Attachments:

Written Correspondence from Town Clerk

Written Correspondence from Eileen Kinsella

Directors Report

Treasurer's Report

2026 Regular Meeting Dates

FVRC Logos

9/17/25, 9:17 PM

Gmail - Follow-Up: 2026 Meeting Schedule Submission (Now Due by November 30, 2025)



Melissa Lopes <mmlopes72@gmail.com>

Follow-Up: 2026 Meeting Schedule Submission (Now Due by November 30, 2025)

Assistant Clerk <assistantclerk@canaanfallsvillage.org>

Mon, Sep 15, 2025 at 1:31 PM

To: tamireid211@gmail.com, BOF Canaan <bof@canaanfallsvillage.org>, fayaway@gmail.com, Zoning Officer <planningandzoning@canaanfallsvillage.org>, Melissa Lopes <mmlopes72@gmail.com>, First Selectman <FirstSelectman@canaanfallsvillage.org>, curtmechare@comcast.net, hazel06031@yahoo.com, Selectman Chris <SelectmanChris@canaanfallsvillage.org>
Cc: Johanna Mann <townclerk@canaanfallsvillage.org>

Dear Board and Commission Members,

I hope this message finds you well.

This is a follow-up regarding the request for your board or commission's proposed **2026 meeting schedule**. As part of our preparations for the upcoming calendar year, we kindly request that all schedules be submitted no later than **Friday, November 30, 2025**. (Please note the date change.)

If your schedule has already been submitted, thank you — no further action is required.

For additional information and resources, please visit: <https://law.justia.com/codes/connecticut/2019/title-1/chapter-14/section-1-225/>

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

Best regards,

Emily Peterson

--

Emily E. Peterson
Canaan Assistant Town Clerk

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

860-824-0707 ext 10



Melissa Lopes <mmlopes72@gmail.com>

STEAP

4 messages

Eileen Kinsella <emkinsella1965@gmail.com>

Fri, Sep 19, 2025 at 8:38 AM

To: Melissa Lopes <mmlopes72@gmail.com>

Cc: Catherine Wales <Cathwales@gmail.com>

Good morning Melissa!

I hope all is well with you. I'm sure you're quite busy with the festival and holiday season fast approaching. I remember from the Rec Comm. meeting earlier this month that you were going to ask the Board of Selectmen for a meeting to discuss the STEAP grant. Have they gotten back to you yet? I was heavily involved in gathering estimates and writing this portion of the grant and would love to help in any way I can.

Respectfully,
Eileen Kinsella

Recreation Director Monthly Report

Date: October 8th, 2025

Prepared by: Emily Peterson

Overview – Past Month Highlights

The past month has been productive with continued planning for our upcoming Fall Festival and the annual Halloween event.

Fall Festival Preparations

Preparations for the upcoming Fall Festival (October 18th) are complete. I've been collaborating with Meg Sher, Executive Director of the DM Hunt Library and met with her to finalize the details on September 30th.

Commission help for the festival is needed for the following tasks:

- ☐ Set up: on Friday October 17th at 4:00pm, meet at DM Hunt Library to transport tables to the Recreation Center.
- ☐ Beginning at 1:00 PM we will need to open the gates to let groups and guests set up.
- ☐ Clean up after 5PM we will need to clean up the property and bring the tables back to the DM Hunt Library.
- ☐ Greeting and checking-in attendees and providing information at the Pie Baking Contest table.
- ☐ Announcing the Pie contest winners after 3:30PM on the microphone.
- ☐ Supervising activity stations:
 - ☐ Pumpkin carving station (overseeing that safety standards are in place throughout the event)
 - ☐ Overseeing the hayride and making sure lines are forming appropriately.

Halloween

Friday October 31st, 2025 5:00PM : The Board of Selectmen should approve the written request (sent on Sept. 23) for use of the sidewalk and steps in front of the town hall for pizza distribution, as well as the closing of Main Street for trunk-or-treat use and Halloween trick-or-treaters.

Advertising: The event details have been added to the town's website including the trunk-or-treat registration form.

Other Report Items:

Additional Requested Information, Rec. Director Job Overview

Please see the below details of some of the responsibilities of the Recreation Director

- Continue to plan and host the town's annual events: Town Easter Egg Hunt, Halloween Celebration, Tree Lighting and Holiday Celebration.
- Develop and implement a range of recreational programs and special events for all age groups and interests. Some past examples include: Falls Village Fall Festival, Trunk-or-Treat on Halloween, adult volleyball nights at the pool, yoga classes, town block party, dive-in movie nights, Summer concert series, etc.
- Help the commission to supervise and train (if necessary) the pool supervisor, lifeguards, summer programming and aquatics instructors. And be an available contact person for emergency situations or vacations during the summer months.
- Help to manage and oversee the recreation facilities - pool and town farm property.
- Manage the program budget (specific lines in the Rec budget), and monitor expenditures, and seek opportunities for cost efficiency. Also working with the Town Treasurer as needed for reimbursements (anything over \$200 has to be placed on the town's credit card with prior approval from the commission and the treasurer.)
- Promote programs through community outreach- social media platforms (facebook and instagram), local newspaper, community calendars and manage the town's website page keeping it up to date with information of upcoming events.
- Continue partnerships with local organizations. Some of these include: the Center on Main, DM Hunt Library, Falls Village Volunteer Fire Department, Falls Village Congregational Church, etc.
- Prepare a monthly regular report for the Recreation Commission monthly meetings and attend the meetings.

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

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
4001 Recreation Commission				
4001-101 Salaries - Pool	46,561.70	50,000.00	-3,438.30	93.12%
4001-102 Rec Director	3,086.75	12,387.00	-9,290.25	25.0%
4001-103 Creative Kidz 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	7,754.36	12,000.00	-4,245.64	64.62%
4001-205 Equipment/Supplies	73.37	4,000.00	-3,926.63	1.83%
4001-211 Special Programs	278.34	2,000.00	-1,721.66	13.92%
4001-213 FVRC Programs	0.00	2,600.00	-2,600.00	0.0%
4001-301 Telephone	177.19	750.00	-572.81	23.63%
4001-302 Electric	2,390.83	5,600.00	-3,209.17	42.69%
4001-352 Maint & Repairs	1,560.00	4,500.00	-2,940.00	34.67%
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	482.76	1,000.00	-517.24	48.28%
4001-WI-213 Winter Program	0.00	3,000.00	-3,000.00	0.0%
Total 4001 Recreation Commission	62,455.30	102,858.00	-40,402.70	60.72%

The Recreation Commission's scheduled monthly meetings shall be held on the second Wednesday of each month at 6:30 PM, or at such other time as determined by the Commission.

Wednesday January 14th, 2026

Wednesday February 11th, 2026

Wednesday March 11th, 2026

Wednesday April 8th, 2026

Wednesday May 13th, 2026

Wednesday June 10th, 2026

Wednesday July 8th, 2026

Wednesday August 12th, 2026

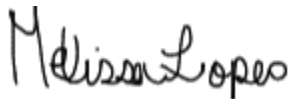
Wednesday September 9th, 2026

Wednesday October 14th, 2026

Wednesday November 4th, 2026

Wednesday December 9th, 2026

Respectfully submitted,

A handwritten signature in black ink that reads "Melissa Lopes". The signature is written in a cursive style with a large initial "M".

Melissa Lopes - Chairman
Recreation Commission

Logos

