

TOWN OF CANAAN (FALLS VILLAGE)
FALLS VILLAGE RECREATION COMMISSION - REGULAR MEETING
Wednesday, November 12th, 2025 @ 7:00 PM
Town Hall, 108 Main Street, Falls Village, CT 06031
IN PERSON AND VIA ZOOM
[Audio Recording of Meeting](#)

Present: Melissa Lopes, Dan Carr, Chris Wadsworth, Catherine Wales, Selectmen Judy Jacobs (via Zoom), and Elizabeth Rhoades (Community Member). Absent: Matthew Gallagher, Lauren Killawee

- I. Call to Order -Melissa Lopes called the meeting to order at 7:10 PM (after having difficulties starting the Zoom recording.

During opening remarks and via email, the Commission offered a special acknowledgment of Ted Moy's dedicated service to the Commission and the town of Falls Village.

- II. Amendment to Agenda - None
- III. Public Comment - None
- IV. Communications to the Commission (Written and Oral) - None
- V. Reports
- A. Secretary's Report
1. Minutes Regular Meeting, October 8th, 2025
 2. Minutes Special Meeting, October 14th, 2025

Motion made by Dan Carr, seconded by Chris Wadsworth, to approve the Minutes of the Regular Meeting held on October 8th, 2025, and the Minutes of the Special Meeting held on October 14th, 2025. Unanimous.

- B. Town Treasurer's Profit/Loss Report (attached) - The October Profit and Loss report was received and reviewed with no objections.

Motion made by Melissa Lopes, seconded by Dan Carr, to receive the October Profit & Loss Report. Unanimous.

- C. STEAP Grant Sub-Committee Report - Catherine Wales reports that the implementation committee is having its first meeting with Dave Barger on 11/13. (Implementation committee is Greg Marlow, Catherine Wales, Chris Wadsworth, Eileen Kinsella, with Chris Kinsella as the liaison to the BOS)
- VI. Old Business / Ongoing Business
- A. Grant Opportunities Received – Status Updates
1. STEAP Grant - Nothing to report
- VII. Commission Finances
- A. Monthly Financial Review - No update
- B. Invoice & Reimbursement Requests -No invoices; a pending reimbursement for Halloween expenses will be brought to the December meeting.

VIII. FVRC Logo Design – Update/Final Version - The logo is now on the Rec Committee emails and on the Facebook profile.

IX. Pool Repairs

A. Coupolas on the Pool House - Update - No update, Matt Gallagher and Judy Jacobs continue to work with Lou Timolat on this. They are also working on the dedication plaque.

X. Commission Capital Plan

A. Maintenance Schedule and Responsibilities for the Town Farm Property - Update - No update, Matt Gallagher continues to update the Gantt chart for regular maintenance.

XI. FVRC Recreation Director Job Description - Update - Lauren Killawee and Matt Gallagher have put together a first draft of the Job Description. Catherine Wales is working on some language around the level of commitment vs. compensation. Chris Wadsworth suggests making an interview script. Melissa Lopes will create a Google Doc out of the draft that Matt Gallagher and Lauren Killawee built, and everybody will add comments and suggestions. Catherine Wales also suggests creating an onboarding document to help ease the transition.

XII. New Business

A. Ski Club

1. Moving to Tuesdays this year, as Fridays are getting too crowded and Tuesdays are more expensive. Current dates: Tuesday 1/6, 1/13, 1/20, (skip 1/27 for winter concert), 2/3, and have a make-up day 2/10
2. Working with Judy Jacobs and Eileen Kinsella on finding a driver for the town bus for bringing kids to Mohawk, it does have a capacity of 14 so we may need some parents to drive as well. John Matthews and Eileen Kinsella are both potential drivers
3. Dan Carr is just waiting to hear from the school about the basketball schedule (as two regular participants.)
4. Hoping to open the portal this week and get an idea of the scholarship needs. The deadline for signing up will be December 4th.
5. If scholarship requests exceed our budget, then Dan Carr will put in an appeal to the Salisbury Winter Sports Association.
6. Dan Carr should ask in the initial email about who will be on the bus.

B. Grant Opportunities Reviewed

1. DEEP CT Recreational Trails Grant Program - huge amount of money and a huge amount of work to complete the grant. Due date this year is December 15th which is too short to complete this year, but would like to consider for next year. Catherine Wales suggests asking the grant team to research the grant for next year, and if we fit the criteria, and if so to follow up with past year awardees to see what is needed for a successful application and project in preparation for applying next year.

C. FVRC Logo Use - tabled.

D. FVRC Recreation Director Job Posting/Interviewing - already covered in section XI.
FVRC Recreation Director Job Description above.

XIII. Events

A. Falls Village Fall Festival – Saturday, 10/18 – Final Update -There was a great turnout! No major problems, people seemed to have a great time! Chris Wadsworth suggests adding more vendors, like craft vendors. Suggestion to have some sort of an open flag or event banner at the entrance might help attract more people.

B. Halloween – Friday, 10/31 - Update -Went smoothly. It was good having it in the Center on Main. We should do that again next year. Perfect amount of pizza. People asked for hot cider.

C. December Cookie Exchange – 12/11- Center on Main and the DM Hunt Library are organizing a cookie exchange, and request FVRC to share on social media. FVRC will assist with decorating the Center on Main for the Cookie Exchange and Community Holiday Party after the tree lighting, potentially on the weekend of December 6th.

D. Holiday Tree Lighting & Holiday Party – 12/13 - DM Hunt Library, FVRC, and the Center on Main are organizing the Falls Village Holiday Extravaganza, which will run from 4 PM to 6 PM. FVRC is planning the community tree lighting on the Town Green and the holiday party inside the Center on Main. Santa will arrive on a fire truck, we'll sing carols, and then head inside for cookies, hot chocolate, and gifts with Santa. Melissa Lopes contacted and confirmed that Santa will be able to attend, and also confirmed that Tim Downs will get the tree. We still need to complete an inventory of gifts and/or purchase additional gifts. Catherine Wales recommends decorating the Center on Main and Town Hall, and Melissa Lopes will follow up with the Center on Main. Need to determine the plan for cookies and hot chocolate. Melissa Lopes will check with Michelle Hansen about where cookies and hot chocolate were purchased last year. Dan Carr can take care of the hot chocolate for 2025.

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

XV. Public Comment - Melissa Lopes introduced Elizabeth “Sis” Rhoades to the commission. She is interested in potentially joining the commission.

XVI. Adjournment - There being no further business, Melissa Lopes moved to adjourn the meeting at 9:22 PM, seconded by Catherine Wales. Unanimous.

Next Meeting is scheduled for December 10th, 2025

Respectfully Submitted,

Dan Carr - Member

On behalf of the Recreation Commission

2:31 PM
11/12/25
Accrual Basis

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

	<u>Jul - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
4001 Recreation Commission			
4001-101 Salaries - Pool	46,561.70	50,000.00	-3,438.30
4001-102 Rec Director	4,129.00	12,387.00	-8,258.00
4001-103 Creative Kidz Club	0.00	1.00	-1.00
4001-104 Secretary	80.00	1,020.00	-940.00
4001-201 Chemicals/Supplies	7,754.36	12,000.00	-4,245.64
4001-205 Equipment/Supplies	73.37	4,000.00	-3,926.63
4001-211 Special Programs	536.29	2,000.00	-1,463.71
4001-213 FVRC Programs	0.00	2,600.00	-2,600.00
4001-301 Telephone	177.19	750.00	-572.81
4001-302 Electric	2,864.56	5,600.00	-2,735.44
4001-352 Maint & Repairs	1,560.00	4,500.00	-2,940.00
4001-355 Ground Maint	0.00	3,500.00	-3,500.00
4001-471 CYB	0.00	250.00	-250.00
4001-472 Canaan Little League	0.00	250.00	-250.00
4001-601 Insurance	482.76	1,000.00	-517.24
4001-WI-213 Winter Program	0.00	3,000.00	-3,000.00
Total 4001 Recreation Commission	<u>64,219.23</u>	<u>102,858.00</u>	<u>-38,638.77</u>

2:31 PM
11/12/25
Accrual Basis

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

	<u>% of Budget</u>
4001 Recreation Commission	
4001-101 Salaries - Pool	93.12%
4001-102 Rec Director	33.33%
4001-103 Creative Kidz Club	0.0%
4001-104 Secretary	7.84%
4001-201 Chemicals/Supplies	64.62%
4001-205 Equipment/Supplies	1.83%
4001-211 Special Programs	26.82%
4001-213 FVRC Programs	0.0%
4001-301 Telephone	23.63%
4001-302 Electric	51.15%
4001-352 Maint & Repairs	34.67%
4001-355 Ground Maint	0.0%
4001-471 CYB	0.0%
4001-472 Canaan Little League	0.0%
4001-601 Insurance	48.28%
4001-WI-213 Winter Program	0.0%
Total 4001 Recreation Commission	<u>62.44%</u>