

TOWN OF CANAAN (FALLS VILLAGE)
FALLS VILLAGE RECREATION COMMISSION - SPECIAL MEETING
Tuesday, December 23, 2026 @ 6:00 PM
Falls Village Town Hall
108 Main Street, Falls Village, CT 06031
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/146373/GMT20251223-230049_Recording.m4a

Present: Melissa Lopes, Matthew Gallagher (Via Zoom), Christopher Wadsworth, and Catherine Wales (Via Zoom)
Absent: Dan Carr and Lauren Killawee

- I. Call to order: Once a quorum was established, the meeting was called to order by Melissa Lopes at 6:20 PM.
- II. Action on Proposed Director Job Description and Director Job Posting:

Director Job Description:

The Commission reviewed the proposed Recreation Director job description, which incorporated feedback from Dan and guidance from First Selectman Dave Barger. Discussion included: confirmation that the position is part-time, with no specific hours listed. Schedule described as flexible, with autonomy in planning, programming, and seasonal workflow. Compensation is included in the job description. On-site location listed as Falls Village, reflecting job duties at the pool and other facilities. Clarification that the job description is an internal, living document and may be updated as responsibilities and compensation evolve

Motion to approve the final version of the Recreation Director job description with amendments discussed at the meeting was moved by Matthew Gallagher, seconded by Christopher Wadsworth. A roll call vote was taken: Matt Gallagher – Aye, Christopher Wadsworth – Aye, Catherine Wales – Aye, and Melissa Lopes – Aye. **Motion carries (4-0) passed.**

Recreation Director Job Posting:

The Commission reviewed the proposed job posting, which will be a condensed version of the job description appropriate for print and online distribution. The posting will include: Position summary, Salary information, Qualifications statement encouraging applicants who are interested in the position to apply, and “How to Apply” section. Letter of Interest and resume deadline set for January 16. The commission discussed locations to post the job. Approved posting locations: Town of Falls Village website, Lakeville Journal, Conservation Job Board, Indeed (free posting), and Social media and word-of-mouth outreach. Posting to remain on the town website until the position is filled. Connecticut minimum wage increase, effective January 2026, was noted. Commission agreed to consider wage impacts during upcoming budget discussions

Motion to approve the Recreation Director job posting as discussed was moved by Melissa Lopes, seconded by Christopher Wadsworth. A roll call vote was taken: Matt Gallagher – Aye, Christopher Wadsworth – Aye, Catherine Wales – Aye, and Melissa Lopes – Aye. **Motion carries (4-0) passed.**

- III. Adjournment **Motion to adjourn** was made and approved. The meeting adjourned at **7:08 PM**.

The next meeting is scheduled for Wednesday, January 12th, 2026

Respectfully submitted,



Melissa Lopes - Chairperson
On Behalf of Recreation Commission