

**TOWN OF CANAAN (FALLS VILLAGE)
FALLS VILLAGE RECREATION COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 14, 2026 – 6:30 PM
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://municipaldocuments.s3.amazonaws.com/uploads/canaanfallsvillagect/recreationcommission/documents/minutes/146677/FVRC%2020260114%20Recording.m4a>

Present Members: Dan Carr (arrived during meeting @7:00 PM), Melissa Lopes, Matt Gallagher, Chris Wadsworth, and Catherine Wales. Absent Members: Lauren Killawee

I. Call to Order – Chairperson Melissa Lopes called the Regular Meeting of the Falls Village Recreation Commission to order at 6:33 PM.

II. Amendment to Agenda (if any) – The agenda was amended to include:

- **Invoice from C.A. Lindell & Son's Inc. for \$91.95 (tree lights), under VII.Commission Finances B. Invoice and Reimbursement Requests;**
- **Connecticut Maple Weekend / Maple Producer Promotion under Upcoming 2026 Events 1. Preliminary discussion of 2026 Calendar of Events;**
- **Easter (Spring 2026) under Upcoming 2026 Events 1. Preliminary discussion of 2026 Calendar of Events**
- **Memorial Day (Spring 2026)Upcoming 2026 Events 1. Preliminary discussion of 2026 Calendar of Events**

III. Public Comment – None

IV. Communications to the Commission (Written and Oral) – The Commission reviewed recent communications, including: Recreation Director applicant communications •Email from Mary T. Hart regarding the 2026 Visitor Map (renewals/ad space)(attached)• Email from Adam Bunce (Canaan Rec Director) requesting posting of Little League registration flyer (posted to Facebook) • Email from CivicPlus recreation management software outreach (Commission not pursuing at this time)(attached) • Ski Club related updates, including a conversation with Denise Cohn about the Spirit of Shea (501c3) as a potential future support option for Ski Club scholarships/financial needs •Transportation update from First Selectman Dave Barger re: DMV registration delay due to missing bus weight documentation; fuel costs to be charged to winter programs line.

V. Reports

A. Secretary's Report –

1. Approval of Minutes – Regular Meeting of December 10, 2025 Motion made by Matt Gallagher and seconded by Catherine Wales to approve the minutes as received. Unanimous.
2. Approval of Minutes – Special Meeting of December 23, 2025 Motion made by Matt Gallagher and seconded by Chris Wadsworth to approve the minutes as received. Unanimous.
3. Approval of Minutes – Special Meeting of January 4, 2026 Motion made by Chris Wadsworth and seconded by Matt Gallagher to approve the minutes as received. Unanimous.

B. Town Treasurer's Profit/Loss Report Motion made by Matt Gallagher and seconded by Catherine Wales to accept the Profit & Loss Report (July–December 2025) as received. Unanimous.

C. STEAP Grant SubCommittee Report Winter Progress Update – None

VI. Old Business / Ongoing Business -

A. Recreation Director Job Description & Job Posting – Update Melissa Lopes reported • Posting was submitted to Dave Barger for the Town website and later updated for improved clarity. • Job was posted on Indeed • The Lakeville Journal ran the posting for two weeks • The Commission received 10 applicants, and the response was strong

B. Executive Session: Discussion of applicants for employment of the Recreation Director pursuant to CGS § 1200(6) –

MOTION by Chris Wadsworth, seconded by Matt Gallagher to enter into an executive session at 7:56 PM to discuss applicants for employment of the Recreation Director position. Unanimous. The following were present: Members: Melissa Lopes, Dan Carr, Matt Gallagher, Chris Wadsworth, and Catherine Wales. Motion by Melissa Lopes to move out of Executive Session at 8:47 PM; second by Dan Carr. Unanimous.

Plan of action was determined during meeting and;

MOTION by Melissa Lopes, seconded by Dan Carr to establish a hiring subcommittee for the purpose of interviewing applicants for the Recreation Director position, consisting of Matt Gallagher, Catherine Wales, Christopher Wadsworth, and Dan Carr. Unanimous.

C. Ski Club – Update: Commission discussed Ski Club transportation costs and budgeting. Ski Club shares bus with North Canaan for most trips with total estimated bus cost at \$500. Expense will be split. Ski Club expenses including scholarships are expected to remain within the \$3,000 winter programs line. Commission discussed tracking participation and scholarship data to support future planning and potential outside support options (Spirit of Shea).

VII. Commission Finances –

A. Monthly Financial Review – Commission reviewed internal budget spreadsheet and discussed: Special Programs line and remaining balances, Planning carefully for expenses through July 1 (noting upcoming Easter and Memorial Day), Monitoring pool-related costs such as chemicals, supplies, and equipment needs, possible future purchases based on prior waterfront supervisor recommendations and facility needs, and coordination with STEAP process and understanding what is covered by grant vs. what may require Commission budgeted funds.

B. Invoice and Reimbursement Requests (if any) –

1. Invoice from Will Shutt \$200.00 Tree
2. Invoice from Pasteries by Hanna LLC \$287.15 Cookies
3. **Invoice from C.A. Lindell & Son's Inc. \$91.95 Tree Lights**

Motion by Dan Carr, seconded By Matt Gallagher to approve payment of invoices up to \$579.10 for the following invoices: 1. Will E. Schutt – Christmas Tree – \$200.00, Pasteries by Hanna LLC – Cookies – \$287.15 and Lindell's – Tree Lights – \$91.95. Unanimous.

VIII. Pool & Facilities –

A. Pool House Cupolas – Update – None

IX. Commission Capital Plan –

A. Town Farm Property

- 1, Maintenance schedule and responsibilities – update or discussion – None

X. New Business –

A. Membership

1. Consideration of Elizabeth Rhodes to fill the vacancy left by T. Moy – Commission discussed potential membership interest from Elizabeth Rhodes, who previously attended meetings and participated in discussion. Melissa Lopes will follow up with her regarding interest, level of participation, and next steps.
2. Alternate Vacancy – Commission encouraged members to identify additional potential candidates for vacancies, especially given current workload and ongoing projects.

XI. Events –

A. Review of December Events –

1. Holiday Tree Lighting & Holiday Party followup – Commission discussed successes and improvements for next year including: better transition/flow between indoor programming and outdoor tree lighting, improved coordination between groups (8th grade bake sale) to avoid duplicate food/dessert planning; noted cookies were excellent but ordered in excess, hot cocoa service worked but could be made more efficient, need for improved inventory awareness (candles, gifts, supplies), remaining gifts can be reused for next year. Discussion of replacing/repairing older equipment - lights for indoor trees and santa's gift sack and toy box.
2. Appreciation/thank you's – Melissa Lopes sent thank-you's to: The Center on Main (facility use), All Falls Village, Inc. (Outdoor decorating assistance), Michelle Hansen, Santa and Eli Sher (event set-up help/support).

B. Upcoming 2026 Events –

1. Preliminary discussions of 2026 Calendar of Events
 - **Connecticut Maple Weekend / Maple Producer Promotion (Early Spring 2026)**
 - **Easter (Spring 2026)**
 - **Memorial Day (Spring 2026)**

XII. Any Other Business Properly Come Before the Commission – None

XIII. Public Comment – None

XIV. Adjournment – Meeting adjourned at 8:49 PM

The next meeting is scheduled for Wednesday, February 11th, 2026

Respectfully submitted,



Melissa Lopes Chairperson
On Behalf of Recreation Commission

Attachments:

- Email from Mary T. Hart regarding the 2026 Visitor Map (renewals/ad space)
- Email from Adam Bunce (Canaan Rec Director)
- Email from CivicPlus recreation management software
- Profit & Loss Report (July–December 2025)

2026 Visitor Map renewals - reserve your spot NOW

Mary T Hart <marythart@gmail.com>

Fri, Jan 9, 2026 at 2:29 PM

Dear Map Friends,

Hello there! Happy New Year!

The **2026 Visitor Map** is open for renewals and ad space reservations. We have spaces already reserved by new clients. **Please reply right away to keep your spot on the Map or call me.**

The 2026 info/rates are attached. This will be our 19th year of bringing customers to your door.

Visitors who are in our towns and villages are delighted to find and pick up this Map.

The Map is a unique, useful, marketing tool - highlighting your local business in a way that nothing else can. It is the BEST value for your hard-earned marketing dollars.

- 2026 info/rate sheet attached.
- Printing/distributing 37,000 maps.
- Reserve your space on the Map now. Space is limited.
- Deposit required to participate.
- Going to press in March.

All the best for a prosperous 2026!

Best wishes,
Mary

Mary T. Hart, Publisher, CFO, O 413-298-3999, Cell/text 413-441-1702

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Divisions of Hart Marketing Enterprises, LLC, POB 403, Stockbridge, MA 01262

Little League Flyer

Adam Bunce <abuncencrecredir@hotmail.com>

Fri, Jan 9, 2026 at 10:03 AM

To: Park Recreation <park.recreation@cornwallct.gov>, Lisa McAuliffe <lmcauliffe@salisburyct.us>, Matthew Andrulis Mette <sharon.rec.ctr@snet.net>, Leslie Farris <parkandrec@townofkentct.org>, Emily Peterson <recreation@canaanfalls village.org>

Hi Everyone,

Would you please share this with your towns?

Thanks

Adam

Adam Bunce
North Canaan Recreation Director
100 Pease Street #12
North Canaan, CT 06018
abuncencrecredir@hotmail.com
860-248-0970

2 attachments



NWCTSBLL Registration 2026.jpg
200K



NWCTSBLL Registration 2026.pdf
101K



Emily, Failed Connection

Kelee Marcy <kelee.marcy@civicplus.com>
To: Emily Peterson <recreation@canaanfallsvector.org>

Mon, Jan 12, 2026 at 2:23 PM

Hey Emily,

I have tried to reach you but have been unsuccessful. If you are still interested in learning more about our Recreation Management software, please feel free to contact me at any time.

In the meantime, I would like to leave you with a resource that I think you can benefit from. [Check out this eBook](#) to learn why CivicPlus® Recreation Management software is the most powerful, time-saving tool available for park and recreation departments.

Hope to hear from you soon!

Kelee

If you'd like me to stop sending you emails, please [click here](#)

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

	<u>Jul - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4001 Recreation Commission				
4001-101 Salaries - Pool	46,561.70	50,000.00	-3,438.30	93.12%
4001-102 Rec Director	4,129.00	12,387.00	-8,258.00	33.33%
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	1,026.76	2,000.00	-973.24	51.34%
4001-213 FVRC Programs	0.00	2,600.00	-2,600.00	0.0%
4001-301 Telephone	385.88	750.00	-364.12	51.45%
4001-302 Electric	2,977.13	5,600.00	-2,622.87	53.16%
4001-352 Maint & Repairs	1,560.00	4,500.00	-2,940.00	34.67%
4001-355 Ground Maint	900.00	3,500.00	-2,600.00	25.71%
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	724.14	1,000.00	-275.86	72.41%
4001-WI-213 Winter Program	0.00	3,000.00	-3,000.00	0.0%
Total 4001 Recreation Commission	66,172.34	102,858.00	-36,685.66	64.33%