

Crystal Pond Park Commission
Minutes from Meeting on November 2, 2022
Location: Eastford Town Office Building - 6 pm
Submitted by David Barlow, Chairman

Members present: David Barlow, Bill Bradley, John Cimoichowski, Brian Griffin, Jillian Jette, Chuck Lee, Molly Thienel, Rick Torgeson

Members absent: Paul Oleszewski, (open position from Eastford)

- 1. The Meeting was Called to Order at 6:06 pm**
- 2. Citizen's Participation:** None
- 3. Approval of Minutes of the Sept 7, 2022 Meeting:** Cimoichowski made a motion to accept the minutes as written. Seconded by Lee. Passed unanimously.
- 4. Financial Report:** An updated report was unavailable. The Commission greatly appreciates the generous donation received from Robert & Debby Kirk.
- 5. Rental Update:** Jette reported that the 2022 Rental Season included a total of 27 rental events (compared to 19 rental events in 2021). There were 3 weddings, 3 Boy Scout / Cub Scout campouts, 6 individual cabin rentals, 11 parties (showers, baby, birthday and graduation parties), 3 association meetings, and 1 family reunion. This was a record year for the number of events held. The Commission thanks Jette for her work for managing both the paperwork & scheduling for our rental program. The Commission also thanks Torgeson for the on-site management of these rental events.
- 6. Maintenance and Management:** Work completed in September and October included: 1) Barlow and Oleszewski cut up and removed two trees that had fallen across the driveway and disc golf parking lot. 2) Barlow blew leaves off the driveway and parking lots. 3) The Commission thanks Bruce Barlow for removing the leaves from the lawn around the Dining Hall. 4) A portable propane heater was purchased to help heat the Dining Hall for the last two events of the season.

The Commission will meet at 9 am on Nov 5th to drain the plumbing and winterize the Dining Hall, and to walk and check the condition of the disc golf course.
- 7. Meeting Dates for 2023:** The Chairman proposed changing the regular monthly meeting dates from the first Wednesday of each month to the second Wednesday of the month. This would place our meetings further from New Years Day and the 4th of July, and provide the Treasurer with more time to document and present the financial results of the previous month. Torgeson made a motion to accept the proposed dates for 2023. Thienel seconded the motion. The motion passed unanimously. The Chairman will forward the 2023 meeting schedule to town officials in Woodstock and Eastford.
- 8. STEAP GRANT:** Deb Richards (Eastford First Selectman) was informed on Sept 19th that the Town of Eastford was awarded a \$100,000 STEAP Grant to fund capital improvements at Crystal Pond Park. The Dept. of Economic & Community Development (DECD) will administer the award. The Chairman and Ms. Richards have already begun communications with the DECD regarding next steps. The CPPC capital improvement plan includes: The installation of new windows in the Dining Hall, the installation of an HVAC system in the Dining Hall, removing the badly deteriorated Maintenance Shed and Pump House and replacing them with new structures; plus, if money remains, the completion of some needed repair work on the driveway, lawn and eroded beach. The estimated cost of these proposed improvements totaled \$125,000. The CPPC will cover \$25,000 (20% of the cost) from its own funds. The Town of Eastford will be requesting reimbursement of the remaining \$100,000 from the STEAP program.

The Chairman has discussed how to manage funding these future projects with finance officials from Woodstock and Eastford, and it was agreed that the Woodstock Treasurer will continue to manage all CPPC financial transactions for normal revenue (donations, rental fees, etc.) and normal expenses (utilities, routine repairs and maintenance, etc.), but that the Town of Eastford will manage all expenses and requests for reimbursement for STEAP Grant projects.

Griffin made the following motion: "The Crystal Pond Park Commission requests that \$25,000 from the CPPC funds currently held by the Town of Woodstock be transferred to the Town of Eastford specifically for use in STEAP Grant Projects." Torgeson seconded the motion. It passed unanimously. The Chairman will so notify the Towns.

It was decided that replacing the windows and installing an HVAC system in the Dining Hall will be the first two projects attempted. The Chairman will collect information regarding contracting options and pricing.

9. New Business: None.

10. Motion to Adjourn: Cimoichowski made a motion to adjourn. Seconded by Lee. The motion passed unanimously at 7:20 pm.