

Crystal Pond Park Commission

Minutes from March 3, 2021 Special Meeting

Location: Eastford Town Office Building, 6 pm

Submitted by David Barlow, Chairman

Members present: David Barlow, Beach Baywood (via phone), Bill Bradley (via phone), John Cimochoowski, Brian Griffin, Chuck Lee, Chris Mayhew, Paul Oleszewski, Rick Torgeson (via phone), Jim Trowbridge

Members absent: None

1. **Called to order:** Meeting was called to order at 6:00 pm. The Commission welcomed John Cimochoowski as a newly appointed commissioner from Woodstock.
2. **Citizen participation:** None
3. **Minutes from Feb 3, 2020 Meeting:** Lee made a motion to accept the minutes as written. Seconded by Cimochoowski. Passed unanimously.
4. **Financial report:** Torgeson reported on the expenses and deposits for the past month. The CPPC Fund balance is currently \$18,109.57. Trowbridge made a motion to accept the Treasurer's report. Seconded by Cimochoowski. Passed unanimously.
5. **Rental update:** Griffin announced that we currently have nine events on this year's rental schedule. Griffin and Barlow announced that a new on-line Rental Application Form is now up and running. It is designed to collect and summarize all required information from potential renters in one place, cutting down the back and forth via telephone and email. Renters are already making use of this new on-line system. Barlow announced that the Commission also has created an on-line spreadsheet that will summarize all of the year's rentals and will be available for all Commission members to see at all times. Barlow reported that CIRMA's easy to use on-line portal (TULIP) for purchasing event insurance is also up and running. The cost of event insurance ranges from \$103 - \$140, depending on the type of event and number of attendees. Renters have now begun to use this system as well. One new renter, who was not aware of the Park's availability for weddings, reported she found the Park through a Google search. The recent changes that we made in order to increase the Park's visibility to those seeking an event venue appear to be working. The Commission reviewed sample wedding costs for both small and large weddings based on the previously established 2021 Rental Rates. The Commission is satisfied that our rates are right for our market niche. Sample costs for other events, such as use of the Park for family reunions, were also reviewed. It was decided not to make any changes to our current rental rate structure.
6. **Maintenance and Management:**
 - a. **Restoration of Power to the Upper Park:** On February 25th, Woodstock Valley Electric removed all side branching overhead wires (e.g., to the Arts & Craft Building, Trading Post, etc.) and restored power to the Caretaker's Cabin.
 - b. **Power to Lakeside Cabin:** Last Fall the Commission accepted a bid from Chaput Electric to repair the broken overhead wire and bent mast on the Lakeside Cottage. Due to their workload, Chaput has not yet started this work. Woodstock Valley Electric recently examined the project and will provide us with a quote for doing not just this work, but also changing out the electrical panel.
 - c. **Tree Removal:** Lindon Tree Service has been hired to remove a large tree overhanging the Caretaker's Cabin. The Commission approved approaching Lindon to also address a broken and

hanging tree along our property line with Viada's. Lindon will wait until snow and mud abate to start their work in order to prevent putting ruts in the lawn. Trowbridge has identified several dead/dying trees on the Dinning Hall lawn and along the drive that should also be taken down. A Commission workday will be set up to take down and remove these trees. Lee suggested that we should develop a tree-planting plan for the area around the Dining Hall. He will attempt to contact some UCONN landscape architectural students.

- d. **Building Demolition:** On February 6, the Chairman sent a request to the First Selectmen of Woodstock and Eastford for permission to demolish and remove several unsightly, unsafe and unused structures in the Park. The Commission is awaiting their response.
 - e. **Updating the Exterior of the Caretaker's Cabin:** This work will start when the warm weather arrives.
7. **Chairman's Comments:**
- a. **LoCIP – Trout Pond Dam:** The Chairman was informed by the First Selectmen, that Eastford and Woodstock have each added \$20,000 to their LoCIP plan for the coming year to begin the Trout Pond Dam project.
8. **Motion to Adjourn:** Lee made a motion to adjourn. Oleszewski seconded. The motion passed unanimously at 8:00 pm.