

Crystal Pond Park Commission
Minutes from Meeting on August 3, 2022
Location: Crystal Pond Park - 6 pm
Submitted by David Barlow, Chairman

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

Members absent: John Cimochowski, (open position from Eastford)

1. The Meeting was Called to Order at 6:15 pm

2. Citizen Participation: None

3. Approval of Minutes of the July 6, 2022 Meeting: Lee made a motion to accept the minutes as written. Seconded by Griffin. Passed unanimously.

4. Financial Report: Thienel reviewed the details of July's revenues and expenses. July was another near record month for receipt of disc golf donations. Torgeson made a motion to accept the Treasurer's report. Seconded by Lee. The motion passed unanimously.

5. Rental Update: Jette reported there were 2 rental events in July: A wedding and a baby shower. Five events are scheduled for August. Torgeson led a discussion regarding the management of parking at large events.

6. Maintenance and Management: Work completed in July included: 1) Torgeson power washed the three porches on the Dining Hall and the exterior of the Maintenance Shed. He also replaced a broken window in the Dining Hall. 2) Barlow relocated the aluminum frames for the dock structure from the Maintenance Building to the Arts & Crafts Building, and raked out erosions in the driveway. 2) Oleszewski and Barlow cut up and disposed of a large branch that had fallen near the Caretaker's Cabin, and disposed of a rotted wooden porch structure located near the Boat House. 3) Signs were printed up to indicate "Reserved Parking" and "Reserved Area" for rental events. 4) Woodstock Valley Electric installed an automated louvered exhaust fan in the gable peak of the Dining Hall. 5) The Commission purchased 6 additional pedestal fans to provide some additional comfort to guests during the current heat wave. 6) The screening at the top of the Dining Hall chimney was secured to keep out rodents and birds.

STEAP GRANT: The Chairman reported that the Eastford First Selectman believes the Eastford BOS would consider submitting a STEAP Grant application to fund capital improvements at Crystal Pond Park. Barlow and Torgeson created a list of needed capital improvements from our Capital Plan including: The installation of new windows in the Dining Hall, the installation of an HVAC system and ceiling fans in the Dining Hall, building new structures to replace the badly deteriorated Maintenance Shed and Pump House, and some needed repair work on the driveway and eroded beach. The estimated cost for all proposed improvements totaled \$125,000. The Chairman reported that the State prioritizes STEAP Grant applications in which the applicant pays for at least 20% of the total cost.

After discussion, Griffin made a motion that the Chairman work with the Eastford BOS to finalize a STEAP Grant application for capital improvements at the Park totaling \$125,000, that \$25,000 from CPPC's account (managed by the Town of Woodstock) be applied towards these projects, leaving a total of \$100,000 to be reimbursed by STEAP funding. (This funding structure would not require the expenditure of any funds from the Town of Eastford.) The motion also authorized the Chairman to modify the list of planned projects and the amount of CPPC funding, if necessary to meet the requirements of the Eastford BOS. The motion was seconded by Torgeson. It passed unanimously. Barlow and Torgeson will assist the BOS in completing the STEAP Grant application. The deadline for submitting the application to the CT Office of Policy and Management is August 15th.

7. New Business: None

8. Motion to Adjourn: Lee made a motion to adjourn. Seconded by Griffin. The motion passed unanimously at 7:25 pm.