

Crystal Pond Park Commission
Minutes from November 11, 2020 Special Meeting

Location: Crystal Pond Park, 5 pm

Submitted by David Barlow, Chairman

Members present: David Barlow, Bill Bradley, Brian Griffin, Chris Mayhew, Dave Mullen, Paul Oleszewski, Rick Torgeson, Jim Trowbridge

Members absent: Chuck Lee, Beach Baywood

1. **Called to order:** Meeting was called to order at 5:04 pm
2. **Citizen participation:** None present
3. **Minutes from October 14, 2020 meeting:** Motion by Torgeson to accept the minutes as written. Seconded by Mullen. Passed unanimously.
4. **Financial report:** Current account balance was not reported by Mullen, however \$584 and \$95 were collected from disc golf course and recycling, respectively. Mullen suggested that asking the Town of Woodstock to provide us with a detailed financial report only every other month would involve less work for all involved.
5. **Rental update:** Griffin reported that we currently have one potential rental for May, two for July, and one for August 2021.
6. **Maintenance and management:**
 - a. **Trout Pond Dam:** Barlow reported that the paperwork explaining the Commission's recommendation to breach the Trout Pond Dam was delivered to both the Woodstock and Eastford Select Boards.
 - b. **Annual Report:** Barlow reported that the CPPC Annual Report for 2019-2020 was sent to both Woodstock and Eastford Select Boards.
 - c. **Winterization of Dining Hall & Pump House:** Prep for the winter was completed on Oct 24th. It took approximately 2 hours. Thank you to those involved in this yearly process.
 - d. **Downed Tree on Tee #1:** Thanks to Bruce Barlow who helped several Commission members who cut up and remove a large tree brought down by a recent storm. They also cleaned up branches and leaves along the driveway and lakefront.
 - e. **Review of Rental Policy, Rates & Insurance:** After review of rental rates by other local venues, and our current fee structure, the Commission decided to make substantial increases to rates charged for large events. A chart with a new fee structure for 2021 was constructed. Rental guidelines were enumerated. Griffin moved to accept the new fee structure. Mullen seconded. It passed unanimously. Changes to the current rental contract were also discussed. Several clarifications were added, and non-applicable sections removed. Mullen moved to accept the edited rental contract. Oleszewski seconded. It passed unanimously. A new, simpler rental contract was created for renting the Lakeside Cabin and/or Upper Ball Field and Pavilion. It excluded the need for insurance and a security deposit, but required prepayment of fees. Torgeson moved to accept the new draft rental agreement. Trowbridge seconded. It passed unanimously. These new legal agreements will be sent to the Town Select Boards for approval prior to implementation.

- f. **Repair of Downed Wires:** Chaput Electrical provided a quote to repair the downed wire to the Lakeside Cabin and to repair the downed wire to the Arts & Crafts Building, either by repairing the downed overhead wire or by putting in a new underground wire. After discussing the options, Mayhew moved to approve spending \$820 to restore power to the Lakeside Cabin. Mullen seconded. It passed unanimously. The decision whether and how to restore power to the upper portion of the park was postponed until the next meeting.
 - g. **2021 Budget & Capital Plan:** Trowbridge presented a CPP Budget for 2021 and a Capital Improvement Plan for the next several years. Mayhew moved to accept the two proposals. Bradley seconded. It passed unanimously with thanks to those who worked on preparing these documents. Barlow will forward copies to both Town Select Boards.
7. **Chairman's Comments:**
- a. **Prevention of Sexual Harassment Training:** This training is required of all Woodstock Commissioners. Barlow has circulated a link to acceptable on-line training via email. He urged those who have not completed training to do so.
 - b. **Upcoming Meetings:** The next scheduled meeting will be on Dec 2nd at the Eastford TOB at 5 pm. Prior to that, interested commissioners will met at CPP on Dec 2nd at 3:30 pm to survey the electrical situation at the upper section of the park.
8. **Motion to Adjourn:** Trowbridge made a motion to adjourn, Torgeson seconded. The motion passed unanimously at 7:06 pm.