

Crystal Pond Park Commission
Minutes from December 2, 2020 Special Meeting
Location: Eastford Town Office Building, 5 pm
Submitted by David Barlow, Chairman

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

Members absent: Beach Baywood

1. **Called to order:** Meeting was called to order at 5:08 pm.
2. **Citizen participation:** None present
3. **Minutes from November 11, 2020 meeting:** Motion by Mayhew to accept the minutes as written. Seconded by Oleszewski. Passed unanimously. Subsequent to the Nov 11th meeting it was discovered that the reported \$584 collected last month for disc golf donations was erroneous - it was actually \$547.93.
4. **Financial report:** The current account balance was not reported. \$615.80 in disc golf donations was collected since last month's meeting.
5. **Rental update:** Griffin reported that we currently have five potential rentals for 2021. Griffin also reviewed the current process for refunding money for cancelled events.
6. **Maintenance and Management:**
 - a. **Election of Treasurer:** Dave Mullen submitted his resignation as CPPC Treasurer, and his resignation from the Commission. Torgeson moved to accept Mullen's resignation with regret and to express the Commission's thanks for Mullen's years of service to the CPPC. Trowbridge seconded the motion. It passed unanimously. Trowbridge moved to elect Torgeson as CPPC's interim Treasurer. Mayhew seconded the motion. A discussion ensued to clarify the Treasurer's duties, policies and practices used to collect rental documents and funds, refund money for security deposits and cancellations, and approve and pay the expenses of the Commission. After this discussion, the motion to elect Torgeson as interim Treasurer was approved unanimously.
 - b. **Rental Agreements:** Barlow reported that the draft "standard" and "simple" Rental Agreements approved at last month's CPPC meeting were sent to both the Woodstock and the Eastford Select Boards for review.
 - c. **Review of Rental Policy, Rates & Insurance:** Barlow reported that on Dec 1st, Barlow and Trowbridge participated in a joint ZOOM meeting with the 1st Selectmen of Woodstock and Eastford, and their CIRMA insurance representatives. The requirement that Renters obtain their own insurance coverage for their rental events was discussed. Barlow represented the Commission's view that the time and money required to obtain insurance coverage for low risk events was a big disincentive for Renters to proceed with the rental. No conclusions were reached during the joint meeting. The CPPC will await a final decision from the Select Boards.
 - d. **Update to Rental Website:** Barlow reported that the CPPC website has been updated with the new Rental Fees for 2021 which were approved at last month's meeting.
 - e. **Restoration of Electrical Service:** Chaput has been notified that the Commission has accepted their quote for repairing the downed wire to the Lakeside Cabin. Chaput will complete this work

sometime after Christmas. The Commission has received estimates from Chaput and from Woodstock Valley Electric to repair the downed wire to the Arts & Crafts Building, to disconnect unused overhead wires, to trench for new underground wires, and to replace certain overhead wires with underground wires. The Commission is leaning towards not restoring power to the Community Pavilion and the Arts & Crafts Building at this time. No final decision was made regarding which of the many remaining options to pursue. Quotations on the cost of pulling underground wires through the existing conduit along the main driveway will be investigated for the next meeting.

7. **Chairman's Comments:**

- a. **Prevention of Sexual Harassment Training:** Woodstock Commission members were reminded of the requirement for this training. Barlow will re-circulate the link to the on-line training module.
 - b. **Budget & Capital Plan:** The Operating Budget and Capital Plan approved at last month's meeting have been sent to the Select Boards of both Woodstock and Eastford.
 - c. **Opening for new Commissioner from Woodstock:** The resignation of Dave Mullen opens up a vacancy on the CPPC for a new Commission member from Woodstock. Commission members were encouraged to think of possible candidates.
 - d. **Old CT Path Trail:** Barlow reported that at the request of the ECHPC, he marked trees along the proposed trail for subsequent blazing by the ECHPC.
 - e. **Beaver:** The Commission agreed that steps should be taken to relocate the beaver that has built a lodge in the cove.
 - f. **Upcoming Meeting:** The next scheduled meeting of the CPPC will be on Jan 6, 2021 at the Eastford TOB at 6 pm.
8. **Motion to Adjourn:** Trowbridge made a motion to adjourn. Torgeson seconded. The motion passed unanimously at 6:45 pm.