

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**January 15, 2020**

**I. CALL TO ORDER**

Elizabeth Longworth called the regular meeting of the Candlewood Shores Tax District to order at 7:30 pm on January 15, 2020. 16 members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Elizabeth Longworth - President  
Ken Appley-Treasurer  
Lisa Maguire-Secretary  
Jon Lepler-Director  
Kelly Lane – Director  
Linda Wagner – Director  
Alan Owen – Vice President  
Travis Hyatt - Scalzo Community Manager  
Lisa Daly – CTSD Office Manager

**III. HEARINGS**

No hearings.

**IV. APPROVAL OF MINUTES**

Amendments to minutes from December 18, 2019 meeting:

Amend Liz to Elizabeth when referring to Elizabeth Longworth, President.

Amend Andy to Andrew when referring to Andrew Fries, community member.

Amend the Committee Beautification minutes to state that Elizabeth will help Adam Singer with wreath placement next year.

Amend page 9 first paragraph to state \$7,100 instead of \$71,00.

Amend page 9 to state “ fits into existing fittings”.

Jon motioned to approve the December minutes with amendments

Alan<sup>2<sup>nd</sup></sup>

All in favor

Motion passes

**V. GUEST SPEAKERS**

None

**VI. 1<sup>st</sup> PUBLIC COMMENT**

Amy Palogonia, 21 Longview – States that the unresolved water bill situation drove her to attend this meeting. The Board explains that they are aware of the situation and will discuss adjustments during Old Business.

Loretta Donovan, 42 Candlewood Shores – States an ordinance for no parking on Candlewood Shores was passed this summer, but the community was not notified. Request signage on road.

Jeff Edwards, 40 Longview – Asks if anyone has addressed the double utility poles in the community. Alan states he has followed up with Eversource and is awaiting response. Travis recommends community members contact Eversource themselves. Alan also suggests lodging a complaint with the Department of Public Utilities. Adam suggests contacting cable carriers to connect to the Eversource poles.

**VII. TREASURER’S REPORT**

Ken Appley - Treasurer

Tax District Balance  
\$661,128

Water District Balance  
\$547,026

Ken reminds the community if they have issues paying bills they can call and arrange a payment plan. For any billing issues please contact Liz Finneran at [lfinneran@scalzoproperty.com](mailto:lfinneran@scalzoproperty.com)

**VIII. MANAGEMENT REPORT**

Travis Hyatt reviews Action List from Scalzo.

- Travis has contacted the USDA for potential grants in relation to the replacement of the water lines on North Lakeshore. Explains the state petition for grants is very involved and that the contracted engineers for the job should be involved in the process of applying.
- Attorney has been notified that Linda Wagner will now chair the Ordinance Committee.
- The pumphouse was included in the electrical work estimate received from JK Energy.

- There was one resume received for the open position of Secretary.
- The due date hasn't hit yet for the irrigation. Single estimate received covers from the beach wall to the fence and for the front entrance of the community. A second estimate will be obtained. We will need a special meeting for this to pass.
- There will be orange reflective signs placed out when the snow parking ban is in effect.
- Contract has been created and sent to ALS Water for an alarm for low water pressure, stated target date January 27 or 28.

**IX. GUEST SPEAKER**

None

**X. COMMITTEE REPORTS**

1. Safety Committee Report – Michael Bonamarte
  - Is the sole member of the Safety Committee; asks for community reach out to get others involved.
  - Speed bumps will be installed in the spring. Is awaiting response on increase in price.
  - Would like to research cameras throughout the community. Elizabeth suggests solar and requests estimates. Alan states that an infrastructure must be in place to support a camera system.
  - The police department offered to lend us flashing signs. Adam installed poles. Travis will follow up with the police department.
  - Requests a key fob system for beach area fence entrances. Adam explains that First Light must be able to access the beach because of the 440 line and that fobs would not be permitted.

2. Beautification Committee Report - Elizabeth Longworth  
New flower boxes are being made.

3. Recreation Committee Report – Jon Lepler  
The Recreation Committee asks that they not be part of the Tag Sale anymore; the office sends out emails and posts signs.

January 26<sup>th</sup> is the Chili Cookoff. Need participants.

4. Ordinance – Linda Wagner  
Linda has visited Brookfield Town Hall and introduced herself. She will be comparing town ordinances to CSTD ordinances.

**XI. ADMINISTRATION**

**XII. NEW BUSINESS**

Travis suggest putting special meetings on the calendar 6 months apart in order to capture all projects that require them. Notifications must be published 10 days in advance. Lisa Daly, Office Manager, will put on calendar.

Adam opens subject of time sensitive project. Before the docks can be done, the wall must be replaced. Adam spoke with First Light and it was stated that they would approve the replacement of the wall while the water level is down. First Light requires boulders and natural plantings; the dock attaches to solid concrete. Kelly notes that the water level will be raised on April 15<sup>th</sup>. Travis makes point that the board can only review at the February 19<sup>th</sup> meeting.

Elizabeth thanks Kelly and Adam for their work on the community vehicles. Kelly fixed, researched and sold excess CSTD vehicles for \$52,030, which is 106% higher than original estimates. This also saves the community \$2000 in insurance per year. Kelly notes the blue truck is still available if anyone is interested.

Software proposal for the water meters will be part of the special meeting and voted on at that time. The software can be installed now in preparation for when the new meters are installed, the software will work with new equipment. Analog is outside of house.

Kayak removal deadline was December 15<sup>th</sup>; was extended to January 15<sup>th</sup>. The kayaks will be removed in the next couple of days. When ordinances are revisited there will be a fine added for all watercraft not removed by stated date.

Kelly would like to add 10 more moorings and have all moorings installed at same time in March or April. Elizabeth stated there should be no cost to CSTD.

**XIII. OLD BUSINESS**

Steve DeMichele, 63 Candlewood Shores – speaks on resume; would like to be considered for role of Secretary.

Jon makes a motion for the board to vote Steven DeMichele in for the role of Secretary for the remainder of the term.

Alan seconds

All in favor

Motion Passes

Water main replacement – one vendor came and presented to the Board; Travis will try to have another vendor present in February. To be discussed and voted upon at special meeting.

Water bill discrepancy- Board is aware of error. Ken explains that the handheld meter reader broke, so some people's readings were 19 days more. Elizabeth explains that an

average amount of the last three water bills before November will replace the incorrect billing. Late charges will be dropped.

Ken makes a motion to average the three previous water bills before the high invoice and have any late charges removed from these accounts.

Alan seconds

All in favor

Motion passes

Loretta Donovan volunteered to be part of the Ordinance Committee.

Driveway Repair- Travis asked Adam to clean the pavers so residents can park. Elizabeth believes in past minutes the owner was told not to place pavers because they would be in ROW, subject to removal if there was a water main break and CSTD would not be responsible. Lisa will go through old minutes to see if this is the case.

Dock proposal – Travis will ask for bids using comparable materials. Will be discussed and voted on at the special meeting.

#### **XIV. SECOND PUBLIC COMMENT**

John Donovan, 42 Candlewood Shores Rd – commends the new maintenance company on snow removal and Christmas tree removal.

Loretta Donovan, 42 Candlewood Shores Rd - Would like to bring attention to the community that the Water Pollution Control surveys should be filled out and returned. The panel is collecting samples of septic drainage and water. There will be a meeting for sewers and drinking water in February or March.

Pam Owen-28 Longview Drive- Suggests that the board only have one or two items on the agenda for a special meeting, to not lose sight of projects. Travis and the board agree.

February special meeting – docks and water meter software

March special meeting – water engineer and landscape project

#### **XV. EXECUTIVE SESSION**

Motion to go into Executive session for the purpose of discussing contracts at 8:47pm by

Elizabeth

Alan - 2<sup>nd</sup>

All in favor

Motion passes

Motion to exit Executive session at 9:29pm by Elizabeth

Ken – 2<sup>nd</sup>

All in favor

Motion passes

Delinquent water bills- 4 notices, then shut off. Follow procedure: turn off water, lien on property, follow up on legal process with attorney.

## **XVI. ADJOURNMENT**

Elizabeth motions to adjourn 9:51pm

Ken – 2<sup>nd</sup>

All in favor

Motion passes

### **Minutes Submitted By:**

Lisa Maguire