

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, January 20, 2021, 7:30 PM
Via Zoom.com

1. **CALL TO ORDER**

- A. Elizabeth Longworth called the regular meeting of the Candlewood Shores Tax District (CSTD) Board of Directors to order, at 7:30 pm, on January 20, 2021.
- B. 11 members of the Candlewood Shores Community were in attendance.

2. **ROLL CALL**

- A. The following directors were present:

- I. Alan Owen – Vice President
- II. Elizabeth Longworth – President
- III. Jon Lepler – Director
- IV. Kelly Lane – Director
- V. Kenneth Appley - Treasurer
- VI. Linda Wagner – Director
- VII. Lisa Maguire – Director
- VIII. Steven DeMichele – Secretary

- B. The following Scalzo staff were present:

- I. Lisa Daly – CSTD Office Manager
- II. Shawn Stillman – CSTD Compliance Officer
- III. Travis Hyatt – CSTD Community Manager

- C. The following directors were absent:

- I. None.

- D. The following guests were present:

- I. Paula Lathrop - CPA
- II. Adam Singer – CSTD Grounds Maintenance Contractor (CT Fence)

3. **HEARINGS**

- A. None.

4. **APPROVAL OF MINUTES**

- A. **A Motion** was made by Alan Owen, to approve the December 16, 2020 regular meeting minutes, which was seconded by Linda Wagner and unanimously approved.

5. **GUEST SPEAKER**

- A. Paula Lathrop - CPA Presentation on CSTD Year End 2020 Audit
 - I. There was a review of the highlights of the audit.
- B. Ken Appley explained that CSTD hires the firm to audit the financial books, which are maintained by Scalzo.

6. **FIRST PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Adam Dean, of 18 Mountainview Drive – asked if the CSTD board is considering reopening the playground. Elizabeth Longworth responded that the board is considering opening the playground in the spring. There was a brief discussion amongst board members on the subject.
 - I. **A Motion** was made by Kelly Lane, to open the playground once the appropriate signage is in place, which is pending review by CSTD’s attorney, which was seconded by Alan Owen and approved, with Jon Lepler, Kelly Lane, Kenneth Appley, Lisa McGuire and Linda Wagner voting to approve the motion and Alan Owen, Steven DeMichele and Elizabeth Longworth abstaining.

7. **TREASURER’S REPORT**

- A. Kenneth Appley presented the Treasurer’s Report.
- B. Candlewood Shores Tax District Balance - \$1,090,620.41
- C. Candlewood Shores Water District (CSWD) Balance – \$187,370.57

- D. Mr. Appley reported that CSTD is working to increase collections, to bring the community's accounts receivables down; an issue that was highlighted by the auditors in their presentation.

8. MANAGEMENT REPORT

- A. Travis Hyatt presented the Management Report.
- B. Mr. Hyatt provided a report of Scalzo's activities in the CSTD community since the last meeting of the CSTD Board of Directors
- C. Action List
 - I. North Lake Shore Water Main Replacement
 - i. The engineer has provided preliminary plans
 - II. Brookfield First Selectman was able to arrange a meeting between First Light and CSTD on January 21, 2021.
 - III. Charlie Baker reported that may be possible to place a speed bump on the crest of the hill but that they should generally be installed on relatively level roadways, with adequate sight distances.
 - IV. Adam Singer, of CT Fence, was notified to proceed with the catch basin work at 4 Berkshire Drive, which was approved at December 16, 2020 meeting of the CSTD Board of Directors.
- D. Work Order Report
 - I. The following items are on the work order report as ongoing reminders / place holders
 - i. Five-year plan
 - ii. Charter Updates
 - iii. Water Meter Upgrades
 - iv. CSTD 75th anniversary
 - v. Boat docks
- E. Compliance Officer Report – Shawn Stillman
 - I. Shawn Stillman presented the Compliance Officer Report.
 - II. Mr. Stillman provided a report of his activities in the CSTD community since the last meeting of the CSTD Board of Directors.

9. GUEST SPEAKER

- A. None.

10. COMMITTEE REPORTS

A. Safety Committee Report – Michael Bonamarte

- I. Michael Bonamarte presented the Safety Committee report.
- II. Alan Owen is reaching out to a camera vendor to arrange a Zoom presentation.
- III. Jon Lepler presented some costs associated with the installation of speed signs in CSTD. This was followed by a discussion.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. No new activities at this time.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. No new activities at this time.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Provided an update of activities since the last meeting of the CSTD Board of Directors.
- III. Revisions on ordinance 1988-2 are nearly complete.

E. Landscaping Report – Adam Singer (CT Fence)

- I. Adam Singer presented the landscape report.
- II. Provided an update of activities in the community since the last meeting of the CSTD Board of Directors.

11. ADMINISTRATION

- A. None.

12. NEW BUSINESS

A. Candlewood Lake Authority Zebra Mussel Search

- I. Kelly Lane reported that he is seeking volunteers to assist in the search and documentation of Zebra Mussels along the Candlewood Lake Shore line.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane reported that there was no new activity at this time.

B. Cove Clean Up Discussion

- I. Kelly Lane reported that there is a meeting between First Light and CSTD on this subject, on January 21, 2021.

C. Water Main Project Update

- I. Travis Hyatt reported that the engineer has provided preliminary plans.

D. Water Meter Retro Fit Update

- I. There was a discussion regarding a fee for Saturday installations.
- II. There was a discussion regarding concerns among residents in the CSTD community with the cellular retrofit option.

14. **SECOND PUBLIC COMMENT**

A. The following questions were asked and statements made, during this public comment period.

- B. Bert Coleman, of 37 Twilight Lane – reported that the tennis courts, located near the main entrance of the CSTD community are for sale, for \$300,000.00.

15. **EXECUTIVE SESSION**

- A. None.

16. **ADJOURMENT**

- A. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 8:43 pm, which was seconded by Kelly Lane and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary