

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, October 21, 2020, 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 October 21, 2020.
- B. Fourteen 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. Kenneth Appley - Treasurer
- V. Kelly Lane – Director
- 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. 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 September 16, 2020 special and regular meeting minutes, as amended, which was seconded by Elizabeth Longworth and unanimously approved.

5. **GUEST SPEAKER**

- A. None.

6. **FIRST PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Lisa Maguire, of 37 Twilight Lane – has reached out to Shawn Stillman regarding 42 Mountain View Drive, as an unsightly property and asked for an update, which was provided by Mr. Stillman and Travis Hyatt.
- C. Stephen Murphy, of 5 Twilight Lane – asked about CSTD plans for Halloween. Elizabeth Longworth, stated that CT Governor Lemont indicated that it was up to each homeowner.
- D. Jon Lepler, of 3 Longview Drive – reported that people from outside of the CSTD neighborhood are trick or treating in Candlewood Shores and asked if it made sense to bring in a security company to “police” this. Elizabeth Longworth was unsure how CSTD could effectively prevent this but did ask that tick or treaters respect the lights off Halloween “policy”.

7. **TREASURER'S REPORT**

- A. Kenneth Appley presented the Treasurer's Report.
- B. Candlewood Shores Tax District Balance - \$1,157,762.20
- C. Candlewood Shores Water District (CSWD) Balance – \$269,292.65
- D. Mr. Appley reported that he and Travis Hyatt negotiated a 0.50 price decrease in heating fuel this year, for CSTD and that the community has a credit from last year.
- E. Elizabeth Longworth asked for Travis Hyatt to provide an update on the collection of past due tax and fee collections, for the next board of directors meeting.

8. **MANAGEMENT REPORT**

- A. Travis Hyatt presented the Management Report.
- B. Travis Hyatt reported that the Brookfield WCPA is in the CSTD community continuing their study of Candlewood Lake and asked homeowners to use caution when driving in the community.
- C. Action List
 - I. Engineering contract for the North Lake Shore water main replacement has been executed and the engineer will begin moving forward with their work.
 - II. Software security information has been provided, for the management software, used by Scalzo, for Candlewood Shores.
 - III. Scalzo confirmed that the Tennis courts, at the main CSTD entrance are not for sale
 - IV. Adam Singer, of CT Fence, reported that the lighting upgrades in CSTD have been completed.
 - V. Unsure if contracting with the cable company is viable based on how CSTD is set up as a tax district.
- 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 continues to meet with residents in the community.
- III. Currently working on CSTD ordinance revisions.
- IV. Will continue sending out community reminders in regards to CSTD ordinance compliance.
- V. There was a discussion on the posting of political signs in the community. Mr. Stillman will remove signs on CSTD property but not private property, unless the sign remains after election day, then he will contact that property owner for removal.
 - i. Alan Owen asked Mr. Stillman to notify the Brookfield police of this activity, incase someone makes a complaint.
- VI. Kelly Lane asked for an update on the issuance of ordinance violations in the community.

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

A. Safety Committee Report – Michael Bonamarte

- I. Michael Bonamarte presented the Safety Committee report.
- II. Mr. Bonamarte provided an update on Alan Owen and his continued work on the camera system.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Mums have been planted.
- III. Planting boxes will be removed soon.
- IV. Ms. Longworth asked for an update on the removal of trees at the front entrance. Travis Hyatt is awaiting a response from First Light.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. Suggested a sign at the entrance to the community that states that only residents are allowed to trick or treat in Candlewood Shores.

- III. CSTD Tag sale has been canceled. Elizabeth Longworth suggested that a community reminder be emailed out.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. The first public meeting was held on October 12th. The meetings moving forward will be held every other Monday, the next being October 26th.
- III. Work continues on the CSTD ordinance revisions.

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.
- III. Bruch pick-up is scheduled from October 15th to October 31st.
- IV. Leaf pick-up is scheduled from November 1st, until the leaves are done falling.
- V. Elizabeth Longworth asked Travis Hyatt, to find out from the Brookfield Fire Department, Candlewood Company, when they are planning to pull their boat out of the water.
 - i. Adam Owen reported that the boat and lift are scheduled for removal by November 1st.
- VI. Elizabeth Longworth reported that dock posts will be installed over the winter and asked Adam Singer to include solar lights on top of the posts.
- VII. Mr. Singer reported that catch basin cleaning should be completed by the end of December 2020.

11. **ADMINISTRATION**

- A. **A Motion** was made by Alan Owen, to approve driveway modifications, located at 46 Longview Drive, with the stipulation that Shawn Stillman, the CSTD Compliance Officer, follow up with the property owner, to ensure that the design is satisfactory, which was seconded by Steven DeMichele and unanimously approved.

12. NEW BUSINESS

A. Playground Discussion

- I. Travis Hyatt reported that approximately five inquiries have been received regarding the status of the playground opening.
 - i. Lisa Daly, Lisa Maguire and Jon Lepler reported that they have received several directly.
- II. Jon Lepler reported that the Brookfield town parks will be closed for the next week and a half.
- III. **A Motion** was made by Jon Lepler, to open the CSTD playground, with a sign that use of the playground is “at your own risk”, due to COVID-19, which was seconded by Lina Wagner and was not approved, with Jon Lepler, Linda Wagner and Kenneth Appley voting to approve the motion and Alan Owen, Kelly Lane, Steven DeMichele and Elizabeth Longworth, voting to oppose the motion.

13. OLD BUSINESS

A. Security Discussion

- I. Travis Hyatt confirmed that the security contractor will be onsite for “Mischief Night” and Halloween

B. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane has not received a response from First Light yet on the proposed plan.

C. Cove Cleanup Discussion

- I. Travis Hyatt reported earlier that he is still awaiting a response from First Light on the proposed plan.

D. Water Main Project Update

- I. Travis Hyatt reported earlier that the contract with the engineering consultant has been executed and the engineer will be moving forward with their work.

E. Water Meter Retro Fit Update

- I. Travis Hyatt reported that the water meter retrofit devices will take four to five weeks to be delivered. Mr. Hyatt is hoping to get about fifty, that the supplier has in stock, to begin installations sooner.
- II. Elizabeth Longworth reported that CT Fence will be installing the retrofit devices at no additional charge to CSTD.

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 – asked how CSTD intended to handle pavement cracks in CSTD roads, as winter approaches.
 - I. There was a discussion
 - II. Adam Singer, of CT Fence, reported his findings
 - III. Melanie Shapiro, of 27 Mountainview Drive offered her companies assistance in this matter.
 - IV. Elizabeth Longworth reported that the CSTD Board would continue discussing options on this matter moving forward.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 8:41 pm, which was seconded by Elizabeth Longworth and unanimously approved.
- B. **A Motion** was made by Alan Owen, to exit executive session, at 9:12 pm, which was seconded by Linda Wagner and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Elizabeth Longworth, to adjourn the meeting of the CSTD Board of Directors, at 9:15 pm, which was seconded by Linda Wagner and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary