

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, November 18, 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 7:31 pm, on November 18, 2020.
  
- B. Twenty-two 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 guests were present:

- I. Adam Singer – CSTD Grounds Maintenance Contractor (CT Fence)

3. **HEARINGS**

- A. None.

4. **APPROVAL OF MINUTES**

A. The following amendments were made to the minutes from the October 21, 2020 regular meeting of the CSTD Board of Directors.

I. Alan Owen, stated that under the “Landscaping Report” section, “Alan Owen”, not “Adam Owen”, reported that the boat and lift are scheduled for removal by November 1<sup>st</sup>.

B. **A Motion** was made by Alan Owen, to approve the October 21, 2020 regular meeting minutes, as amended, which was seconded by Kelly Lane and unanimously approved.

5. **GUEST SPEAKER**

A. None.

6. **FIRST PUBLIC COMMENT**

A. None.

7. **TREASURER’S REPORT**

A. Kenneth Appley presented the Treasurer’s Report.

B. Candlewood Shores Tax District Balance - \$1,178,297.29

C. Candlewood Shores Water District (CSWD) Balance – \$241,053.22

8. **MANAGEMENT REPORT**

A. Travis Hyatt presented the Management Report.

B. Action List

I. Update on Delinquencies

i. Mr. Hyatt is working on this.

II. North Lake Shores Water Main Replacement

i. The selected engineering firm has begun work on this project.

ii. Elizabeth Longworth suggested that the CSTD community be notified that the engineers will be in the community conducting work.

C. 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 75<sup>th</sup> anniversary
  - v. Boat docks

D. 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.
- III. Mr. Stillman continues work on updating CSTD ordinances.
- IV. Mr. Stillman will be checking to ensure boats are stored properly over the winter months.
- V. Elizabeth Longworth suggested that the CSTD community be notified that the deadline for kayak removal was last weekend.

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

A. Safety Committee Report – Michael Bonamarte

- I. Alan Owen presented the Safety Committee report.
- II. Mr. Owen is still collecting quotes on cameras for CSTD property.
- III. Mr. Owen and Adam Singer provided an update on the mirror located at the intersection of North Lake Shore Drive and Candlewood Shores Road.
  - a. Travis Hyatt will provide a report to the Board, from the engineering firm who formally studied the intersection.
  - b. Elizabeth Longworth asked Mr. Hyatt to have the engineer revisit the intersection.
  - c. Steven DeMichele suggested that the mirror be removed, after Adam Singer expressed some concerns about its utility, until its use is validated by a traffic engineer, which was seconded by Alan Owen and Jon Lepler.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Flower beds have been cleaned for the season and flower boxes have been removed.
- III. Ms. Longworth noted that the speed of vehicles in the CSTD community is excessive and implored drivers to slow down.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. Mr. Lepler is working on getting Santa Clause to appear in the CSTD community on a fire truck as in years past.
- III. There will be no Thanksgiving events this year.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Ms. Wagner reported on her work with Shawn Stillman on the revision of CSTD ordinances.

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.
  - i. Leaf collection in the CSTD community will continue until the last day of November.
  - ii. After leaf collection, CT Fence will move on to installing meter retrofits in CSTD homes.

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

- A. None.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane has received no update from First Light on the planting plan.

B. Cove Clean Up Discussion

- I. Travis Hyatt has received no update from First Light on the cove cleanup.

C. Water Main Project Update

- I. Travis Hyatt reported on this under the Management Report section.

D. Water Meter Retro Fit Update

- I. Adam Singer reported on this under the Landscape Report section.
- II. Elizabeth Longworth reported that CSTD is saving \$50,000 by using CT Fence staff for meter retrofit installations.

14. **SECOND PUBLIC COMMENT**

- A. None.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Elizabeth Longworth, to enter executive session, at 8:05 pm, which was seconded by Alan Owen and unanimously approved.
- B. **A Motion** was made by Alan Owen, to exit executive session, at 8:44 pm, which was seconded by Linda Wagner and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 8:44 pm, which was seconded by Jon Lepler and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary