

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, December 16, 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 December 16, 2020.
- B. Eight 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. None.

3. **HEARINGS**

A. After Executive Session

- I. **A Motion** was made by Alan Owen, to move forward with fines and towing, at 58 North Lake Shores Drive, at Shawn Stillman's discretion, which was seconded by Linda Wagner and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Lisa Maguire and Linda Wagner voting to approve the motion, Steven DeMichele abstaining (call dropped).

4. **APPROVAL OF MINUTES**

- A. **A Motion** was made by Alan Owen, to approve the November 18, 2020 regular meeting minutes, which was seconded by Lisa Maguire 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 - \$1,150,904.73
- C. Candlewood Shores Water District (CSWD) Balance – \$269,239.12

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. CCA has shared preliminary plans for the replacement of the North Lake Shore watermain with Mr. Hyatt.

- II. Mr. Hyatt has been in touch with the Connecticut Public Utilities Regulatory Authority (PURA), regarding the unresponsiveness of First Light Power Resources to CSTD inquiries.
- III. **A Motion** was made by Alan, to award a contract, to Connecticut Fence and Landscaping, for the replacement of two undersized catch basins, in the area of 4 Berkshire Drive, in the amount of \$8,680.00, which was seconded by Elizabeth Longworth and unanimously approved.

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
    - 1. Mr. Hyatt reported that the meters have arrived and Lisa Daly and Adam Singer are working to schedule installations.
  - iv. CSTD 75<sup>th</sup> 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. Reported that the committee is still working on camera and speeding issues in the CSTD community.
- III. There was a discussion on potential measures to reduce speeding on Candlewood Shores Road.
  - a. Elizabeth Longworth asked for the Safety Committee to reengage VHB on this issue.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Ms. Longworth thanked Nancy for her recent efforts.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. Thanked the Brookfield Volunteer Fire Department - Candlewood Company for transporting Santa on one of their fire trucks through the CSTD community last weekend.
- III. Thanked the CSTD community effort with Christmas lights and other decorations this year.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Ms. Wagner reported that work on ordinances continues and that the committee's next meeting will be January 4<sup>th</sup>, 2021

E. Landscaping Report – Adam Singer (CT Fence)

- I. Adam Singer was out plowing at the time of this meeting and was unable to provide a landscaping report.

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

- A. None.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Travis Hyatt has been in touch with the Connecticut Public Utilities Regulatory Authority (PURA), regarding the unresponsiveness of First Light Power Resources to CSTD inquiries.

B. Cove Clean Up Discussion

- I. Travis Hyatt is working to complete the permit application for this project.

C. Water Main Project Update

- I. Travis Hyatt report that CCA\_has shared preliminary plans, for the replacement of the North Lake Shore watermain with Mr. Hyatt.

D. Water Meter Retro Fit Update

- I. Travis Hyatt reported that the meters have arrived and Lisa Daly and Adam Singer are working to schedule installations.

14. **SECOND PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Michael Bonamarte, of 24 Longview Drive – noticed off-road vehicles traveling at high rates of speed throughout the CSTD community last weekend. Elizabeth Longworth reported that CSTD is working to address this with the owner of the vehicles.
- C. Kelly Lane, of 23 Skyline Drive – thanked the CSTD community for the timely removal of kayaks at the end of this year’s boating season.
- D. Bert Coleman, of 37 Twilight Lane – expressed concern regarding the use of rat poison by homeowners.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 8:14 pm, which was seconded by Elizabeth Longworth and unanimously approved.
- B. **A Motion** was made by Alan Owen, to exit executive session, at 8:19 pm, which was seconded by Elizabeth Longworth and unanimously approved.

16. **ADJOURMENT**

A. **A Motion** was made by Jon Lepler, to adjourn the meeting of the CSTD Board of Directors, at 8:20 pm, which was seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Lisa Maguire and Linda Wagner voting to approve the motion, Steven DeMichele abstaining (call dropped).

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary