

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, February 17, 2021, 7:30 PM**  
**Via Zoom.com**

1. **CALL TO ORDER**

- A. Alan Owen called the regular meeting of the Candlewood Shores Tax District (CSTD) Board of Directors to order, at 7:31 pm, on February 17, 2021.
- B. Nine members of the Candlewood Shores Community, not included in the below roll call, 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:

- II. None.

3. **HEARINGS**

- A. None.

4. **APPROVAL OF MINUTES**

- A. The following amendments were made to the minutes from the January 20, 2021 regular meeting of the CSTD Board of Directors.

- I. ~~Brookfield First Selectman~~ Kelly Lane, Travis Hyatt and Elizabeth Longworth ~~was~~ where able to arrange a meeting between First Light and CSTD on January 21, 2021.

- B. **A Motion** was made by Kelly Lane, to approve the January 20, 2021 regular meeting minutes, as amended, which was seconded by Linda Wagner 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. Steven Dwyer, of 22 North Lake Shore Drive – asked if he could ask questions when the North Lake Shore watermain replacement project was discussed. Alan Owen responded that he could under second public comment.

7. **TREASURER’S REPORT**

- A. Kenneth Appley presented the Treasurer’s Report.
- B. Candlewood Shores Tax District Balance - \$1,251,360.71
- C. Candlewood Shores Water District (CSWD) Balance – \$179,808.42

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. Playground was opened on 1/22 – Covid-19 signage was installed and a corresponding email was sent to residents in advance of the opening.
  - II. CSTD's attorney reported that CSTD could impose speeding fines if an ordinance was in place, which set a speed limit and imposed a fine.
  - III. In regards to having a non-cellular meter retrofit option, the product salesman reported that it was possible. Mr. Hyatt laid out the options.
- 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 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.
  - III. Reminded residents who attended the meeting not to park in the roadway during snow events.

9. **GUEST SPEAKER**

- A. None.

## 10. COMMITTEE REPORTS

### A. Safety Committee Report – Michael Bonamarte

- I. Alan Owen presented the Safety Committee report.
- II. The committee is still exploring camera options for security and speed purposes.
- III. There was a discussion regarding redoing striping on Candlewood Shores Road, to narrow the travel lanes in an effort to reduce speed.
  - a. Kenneth Appley expressed that he wanted to pursue restriping in the spring.
- IV. There was a discussion regarding the purchase of speed signs, with or without cameras.

### B. Beautification Committee Report – Elizabeth Longworth

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

### C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. Has begun planning for future CSTD events.

### D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Reported on the committee's progress with ordinance revisions since the last meeting of the CSTD Board of Directors.

### E. Landscaping Report – Adam Singer (CT Fence)

- I. None.

## 11. ADMINISTRATION

- A. **A Motion** was made by Elizabeth Longworth, to increase the hourly rate for Lisa Daly, from \$17.00 to \$20.00 per hour, which includes both market and merit-based increases, which was seconded by Kenneth Appley and unanimously approved.

12. **NEW BUSINESS**

- A. None.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Travis Hyatt reported that he, Elizabeth Longworth and Kelly Lane had a conference call with First Light Power Resources, which was productive.
- II. Elizabeth Longworth reported that CSTD would meet with a landscape architect, to revisit the details of the plan.

B. Cove Clean Up Discussion

- I. Travis Hyatt reported that First Light Power Resources asked for CSTD to resubmit the application, which was transmitted and he is awaiting a response.

C. Water Main Project Update

- I. Travis Hyatt anticipates having a cost estimate from the engineering firm by the March meeting of the CSTD Board of Directors.
- II. Mr. Hyatt confirmed that the engineering firm was able to assist CSTD in seeking outside funding for the project.

D. Water Meter Retro Fit Update

- I. Travis Hyatt reported that the project is progressing.
- II. Lisa Daly reported that she is having some trouble getting in touch with some residents who have been unresponsive.

14. **SECOND PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Steven Dwyer, of 22 North Lake Shore Drive – asked if there was a date certain as to when CSTD would have a cost estimate. Travis Hyatt reported that he anticipates having a number for CSTD Board discussion at the March meeting. Mr. Dwyer inquired as to the status of the mirror on Candlewood Shores Road and suggested the installation of rumble strips on same, to slow drivers down.

- C. Kelly Lane, of 23 Skyline Drive – reported that he is seeking volunteers to assist in the search and documentation of Zebra Mussels along the Candlewood Lake shore line.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 8:22 pm, which was seconded by Elizabeth Longworth and unanimously approved.
- B. **A Motion** was made by Alan Owen, to exit executive session, at 8:37 pm, which was seconded by Steven DeMichele and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 8:39 pm, which was seconded by Linda Wagner and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary