

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, February 19, 2020, 7:30 PM
Community Room
55 Longview Drive, Brookfield, CT

1. **CALL TO ORDER**

- A. Elizabeth called the regular meeting of the Candlewood Shores Tax District Board of Directors to order at 7:31 pm, on February 19, 2020.
- B. Seventeen members of the Candlewood Shores Community were in attendance.

2. **ROLL CALL**

- A. The following Directors were present:
 - I. Elizabeth Longworth – President
 - II. Alan Owen – Vice President
 - III. Kenneth Appley - Treasurer
 - IV. Steven DeMichele – Secretary
 - V. Jon Lepler – Director
 - VI. Kelly Lane – Director
 - VII. Lisa Maguire - Director
- B. The following Staff were present:
 - I. Travis Hyatt – Scalzo Community Manager
 - II. Lisa Daly – CSTD Office Manager
- C. The following Directors were absent:
 - I. Brigid Knauer – Director
 - II. Linda Wagner – Director

3. **HEARINGS**

- A. None.

4. **APPROVAL OF MINUTES**

- A. The following amendments were made to the minutes from the January 15, 2020 CSTD Board of Directors Meeting:
 - I. None.
- B. **A Motion** was made by Alan, to approve the January 15, 2020 meeting minutes, which was seconded by Kelly and approved with one abstention, from Steven, who was not present at the January 15, 2020 meeting.

5. **GUEST SPEAKERS**

- A. None.

6. **FIRST PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Loretta Donovan, of 42 Candlewood Shores Rd. - reminded the Directors that minutes of every meeting must be posted within seventy-two hours, on the CSTD website.
- C. Kevin O’Conner, of 28 Berkshire Dr. - asked if someone purchased the tennis court and if there is any interest from the board to purchase for the shores use? CSTD Board had reached out to the land owner but never heard back.
- D. Denise Preusse, of 149 North Lake Shore Dr. - would like to add an additional email address for Shores correspondence.
- E. John Donovan, of 42 Candlewood Shores Rd. - stated that people are driving on the “ball field”. CSTD Board encouraged “see something, say something”.
- F. Matthew Gioglio, of 1 North Lake Shore Dr., – wanted to direction from the CSTD Board on how he may or may not adjust his driveway. He has spoken to the Town of Brookfield Zoning Commissioner and was informed by same that this issue is entirely within CSTD Jurisdiction. There was a discussion between this resident and Directors but now decision was made by the CSTD Board. Elizabeth asked that Bob Dolan (CSTD Compliance Officer) take the photo to Town, so board can make an educated decision.

7. **TREASURER'S REPORT**

- A. Ken presented the Treasurer's Report.
- B. Tax District Balance - \$848,097.99
- C. Water District Balance – \$504,688.91
- D. Ken reminded Committee Chairs that budget requests need to be in soon, so work on the draft 2021 CSTD budget can begin.

8. **MANAGEMENT REPORT**

- A. Travis presented the Management Report.
- B. CSTD will need to engage an engineering firm, to assist the Community in an application(s), for Federal assistance grants, for the replacement of water mains, along North Lakeshore Drive. There will be a Special Meeting, of the CSTD Board of Directors in March, to discuss hiring an engineering firm for this project.
- C. Followed up with the Brookfield Police Department on the installation of a radar speed sign, at the intersection of Candlewood Shores Road and Berkshire Drive and was informed that the sign post needs to be turned around and that these signs are typically not installed in the winter months.
- D. The work on the planter boxes has not been completed yet.
- E. Adam Singer, of Connecticut Fence and Landscaping, LLC, presented a report of his activities in the Community, since the last meeting of the CSTD Board of Directors, which included property cleaning, vehicle maintenance, laying of gravel and removal of rocks at the beach.

9. **GUEST SPEAKER**

- A. None.

10. COMMITTEE REPORTS

A. Safety Committee Report – Michael Bonamarte

- I. Michael presented the Safety Committee Report.
- II. The Committee has been meeting to discuss safety at the docks, as well as the installation of a camera system at the entrance to the community as well as other public areas. Alan has been looking into pricing of various camera solutions. There was a brief discussion on camera system design.
- III. The Committee has also been discussing the installation of gates at community entrances. There was a discussion about gate system design, including the installation of a guard shack, at the main entrance to the Community. The discussion will be picked up at the next meeting of the Committee.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth presented the Beautification Committee Report.
- II. There was a discussion about the color and design of the flower boxes that are placed in the Community. The decision was made to keep the flower boxes white.

C. Recreation Committee Report – Jon Lepler

- I. Job presented the Recreation Committee Report.
- II. Tentative dates were given for Community events between May and August.
- III. There was a discussion regarding an increase to the Committee budget.
- IV. Jon was asked to give the CSTD Board a landscaping report each month.

D. Ordinance – Linda Wagner

- I. Travis presented the Ordinance Report.
- II. Linda is reviewing ordinances for the Tax District.

11. ADMINISTRATION

- A. None.

12. NEW BUSINESS

A. Irrigation Proposal

- I. Scalzo solicited bids from five companies for this project, to irrigate the section of lawn between the fence and the beach, as well as the entrance area. Three bids were received.
 - a. Greenacres Company - \$8,597.33
 - b. Aqua-Lawn, Inc. - \$16,740.00
 - c. National Lawn Sprinklers, Inc. - \$20,200.00
- II. The CSTD Board directed Travis to find out if the pump specified by Greenacres Company will be able to handle future expansion to the other side of the beach fence and if geese sensors could be utilized.

B. Kayak Discussion

- I. Kelly (CSTD Harbor Master) reported that all the Kayaks that were left behind, in the boat launch area have been removed and stored by CSTD.
- II. Kelly has crafted draft small vessel regulations and ordinances to address this issue moving forward. These draft documents are currently with CSTD's attorney for review.
- III. Kelly proposed that old locks, left behind on the kayak/small vessel racks be cut off as part of the spring 2020 cleaning. Adam, was directed by the CSTD Board to carry this proposal out.
- IV. Kelly reported on his research regarding the creation of new mooring ordinances and registration forms. He also reported that First Light has authorized CSTD up to twenty-six moorings in the cove but that CSTD only has eighteen in the water presently. Kelly proposed that the CSTD Board draft an agreement with First Light for twenty-six or more moorings in the event that CSTD wants to add additional moorings in the future.
- V. Glenn Zimmerer, of 166 North Lake Shore Dr. - urged the CSTD Board to get an agreement with First Light in writing, regarding the moorings.
- VI. Edward McGee, of 162 North Lake Shore Dr. - wanted to know the reasoning being the proposal to add new moorings and presented First Light's policy regarding the installation of moorings in the lake. McGee also expressed to the CSTD Board that the current mooring location present a safety hazard to him accessing his property by boat.
- VII. Charles Hutchinson, of 151 North Lake Shore Dr. – asked what CSTD is doing to secure pricing for moorings. Kelly indicated that this is covered in the draft regulations he is crafting.

13. OLD BUSINESS

A. Water Main Replacement Discussion

- I. Discussion covered in the Management Report.
- II. Steve Dwyer, of 22 North Lake Shore Dr. – asked if the funding for the replacement of water mains on N. Lake Shore Dr. would be funded through a grant, a special assessment or proceeds from liquidated assets? Ken indicated that it was too early in the process to know for sure how the project would be funded.

B. Boat Dock Wall Proposal

- I. Adam gave a report on this subject.
- II. Adam reported that the boat dock cannot be addressed until the “sea wall” has been repaired. He reported further that the wall is in need of urgent repair.
- III. Bruizzi Lawn and Landscape submitted a bid of \$9,900.00 to complete this project. This contractor is able to commence work right away as he is certified with First Light.
- IV. Scalzo is handling the permit process.
- V. **A Motion** was made by Joh, to award a contract to Bruizzi Lanw and Landscape, for emergency repairs to the “sea wall”, in the amount of \$9,900.00, which was seconded by Alan and approved unanimously.

C. Boat Dock Replacement

- I. Discussed under “Boat Dock Wall Proposal”

D. Water Meter Proposal

- I. Will be discussed at a Special Meeting of the CSTD Board of Directors.

14. SECOND PUBLIC COMMENT

- A. Loretta Donovan, of 42 Candlewood Shores Rd. – informed those in attendance that they should respond to a Brookfield WPCA mail-in survey, regarding their septic systems. She also mentioned that on March 31st, there would be a meeting to discuss findings from this study on the conditions of lake and drinking water.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Elizabeth, to enter executive session, for the purpose of discussing contracts, at 9:08 pm, which was seconded by Alan and unanimously approved.

- B. **A Motion** was made by Elizabeth, to enter executive session, for the purpose of discussing contracts, at 10:28 pm, which was seconded by Alan and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Elizabeth, to adjourn the meeting of the CSTD Board of Directors, at 10:28 pm, which was seconded by Alan and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary