

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, March 18, 2021, 7:30 PM
Via Zoom

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 March 17, 2021.
- B. Five 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. Kelly Lane – Director
 - IV. Kenneth Appley - Treasurer
 - V. Lisa Maguire – Director
- B. The following Scalzo staff were present:
 - I. Shawn Stillman – CSTD Compliance Officer
 - II. Travis Hyatt – CSTD Community Manager
- C. The following directors were absent:
 - I. Jon Lepler – Director
 - II. Linda Wagner – Director
 - III. Steven DeMichele – Secretary
- 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 February 17, 2021 regular meeting minutes, which was seconded by Kelly Lane 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. Bob Fletcher, of 35 South Lake Shore Drive – inquired about the status of engaging an engineer on the reconfiguration of the intersection between Candlewood Shores Road and North Lake Shore Drive, to which Travis Hyatt responded. Mr. Fletcher provided further comments regarding speeding on Candlewood Shores Road, suggesting the use of “raised” painted on pavement markings to increase driver awareness on CSTD roadways.
- C. Linda Querioz, of 26 Clearview Drive – raised questions and complaints regarding blight, specifically on Clearview Drive. Shawn Stillman reported that he would investigate Ms. Querioz’s concerns. Mr. Querioz also inquired if CSTD could reach out to the Town of Brookfield, regarding blight at the apartment complex, located at 370 Candlewood Lake Road.

7. **TREASURER’S REPORT**

- A. Kenneth Appley presented the Treasurer’s Report.
- B. Candlewood Shores Tax District Balance - \$1,257,980.56
- C. Candlewood Shores Water District (CSWD) Balance – \$169,051.49

D. Budget Discussion

- I. Mr. Appley and Travis Hyatt have begun working on the CSTD budget for the upcoming fiscal year. Mr. Appley requested that committees with budget requests reach out to Mr. Hyatt with their requests within the next week and a half.
- E. Elizabeth Longworth inquired about “Shared Expenses” in the financials.
- F. Mr. Appley also provided an update regarding the status of the Candlewood Shores Water District financials.

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. Badger System representative, Ian, reported that the devices transmit minimal RF. The drive by radios do transmit every four seconds, while the cellular devices is up to four times a day.
 - i. Mr. Hyatt will look for documentation on this subject.
- II. Sent email to the community about looking out for communication from Lisa Daly, for water meter updates.
- III. Forwarded attorney communications regarding speeding to Linda Wagner
- IV. Asked CCA if payments for the water main replacement were private or prevailing, they reported that the payments are private.

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. Upgrades are progressing
 - iv. CSTD 75th 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. Reported on 42 Mountainview Drive status.

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

A. Safety Committee Report – Michael Bonamarte

- I. Michael Bonamarte presented the Safety Committee report.
- II. Speedbump planning has started.
- III. Provided an update on research regarding camera systems for the Community.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Has been discussing with Adam Singer, “sprucing up” the main CSTD entrance, on Candlewood Lake Road.

C. Recreation Committee Report – Jon Lepler

- I. None.

D. Ordinance – Linda Wagner

- I. Elizabeth Longworth presented the Ordinance Committee report.
- II. Ordinance revisions are continuing.

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. Elizabeth Longworth inquired on the status of the flower boxes.
- IV. Reported on the status of water meter retrofits, about 100 left to install.

11. ADMINISTRATION

- A. None.

12. NEW BUSINESS

A. Security

- I. There was a discussion regarding the need for security at the beach gate versus a life guard.
 - i. Travis Hyatt will reach out to the life guard company on this subject.
- II. Several CSTD board members expressed a preference to having a security guard at the gate, as opposed to a life guard.
 - i. This arrangement is already budgeted for.
- III. The Board would also like to add neighborhood patrols to the security contract.

B. CT Fence and Landscape

- I. Following a period of discussion in Executive Session
- II. **A Motion** was made by Elizabeth Longworth, to renew CT Fence and Landscape's contract, which is from April 1, 2021 – March 31 2022, provided he remove crack filing from the contract and add weekend beach cleanup, on Saturday's during beach season and the monitoring of building and blight issues in the CSTD community and refer same to the CSTD Compliance Officer, on a weekly basis and agree to a 1.5% fee increase, which was seconded by Alan Owen and approved unanimously.

C. Mooring Registration

- I. Kelly Lane reported that the CSTD Board, has to vote every year by the 15th, what the fee will be.
 - i. Small vessel / Kayak - \$50.00 (2019)
 - ii. Moorings - \$100.00 (2019)
 - iii. Mr. Lane recommended continuing with the current fee structure.
- II. **A Motion** was made by Kelly Lane, to set the fee for the small vessels at \$50.00 per boat and the mooring fee to \$100.00 per mooring, for the 2021 season, which was seconded by Alan Owen and unanimously approved.

D. Guard Rail Proposal

- I. Travis Hyatt presented the guard rail proposal, for Candlewood Shores Road.
- II. Following a period of discussion, the CSTD Board recommended that an engineering firm review the proposal, to assess its impact on speed on the roadway and its impact on safety.

E. Line Painting Proposal

- I. Travis Hyatt presented this proposal, to restripe the pavement markings, on Candlewood Shores Road.
- II. The proposal was tabled while the Safety Committee investigates the idea of installing raised painted on pavement markings, which was brought to the Board by Bob Fletcher earlier in the meeting.

F. Water Main Repair Vendor Discussion

- I. Travis Hyatt reported that he was informed by Tomascak plumbing that the firm would no longer be offering emergency repair services to the Community, as their current business model is unable to support the service. To that end Mr. Hyatt obtained three proposals for these services, which he presented to the Board.
- II. After a period of discussion, the CSTD Board determined that they would need until the next meeting, to select a replacement vendor for emergency repairs.
- III. **A Motion** was made by Elizabeth Longworth, to have David Tinker Excavating, LLC as our emergency watermain repair contractor, in place of Tomascak, which was seconded by Alan Owen and unanimously approved.

G. Basketball Court Discussion

- I. There was a discussion on the subject of opening the CSTD basket ball courts for community use.
- II. A decision was made to keep the CSTD basket ball courts closed until the Town of Brookfield opens their courts.
 - i. This decision also applies to the volleyball field.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Travis Hyatt reported that the check for the First Light Power Resources permit application fee, for this project, is in the process of being issued.
 - i. Kelly Lane asked that Mr. Hyatt notify him when the check is issued.

B. Cove Clean Up Discussion

- I. Travis Hyatt reported that the check for the First Light Power Resources permit application fee, for this project, is in the process of being issued.
 - i. Kelly Lane asked that Mr. Hyatt notify him when the check is issued.

C. Water Main Project Update

- I. Travis Hyatt reported that the CSTD board is in possession of the first proposal for this project, which needs to be reviewed by same.

D. Water Meter Retro Fit Update

- I. Discussed earlier in the meeting.

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 – commented that many of the replacement neighborhood utility poles did not have all of the wires move to them and they are adjacent to older poles that have wires that were never moved from them. Elizabeth Longworth asked that an email be sent to Frontier and Charter, to move their wires to the new utility poles in the Community.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 9:00 pm, which was seconded by Elizabeth Longworth and unanimously approved.
- B. **A Motion** was made by Alan Owen, to exit executive session, at 9:36 pm, which was seconded by Elizabeth Longworth and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 9:41 pm, which was seconded by Kelly Lane and unanimously approved.

Minutes Taken By:

Steven DeMichele – Secretary
Via Zoom recording

Minutes Submitted By:

Steven DeMichele - Secretary