

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, April 21, 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 April 21, 2021.
- B. Sixteen 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:

- I. Steven Sullivan - CCA LLC
- II. 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 March 17, 2021 regular meeting of the CSTD Board of Directors.

I. **CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, March 17, 2021 ~~March 18, 2021~~, 7:30 PM**  
**Via Zoom**

II. Water Main Repair Vendor Discussion

- a. 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.
- ~~b. 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.~~
- c. **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.
- B. **A Motion** was made by Alan Owen, to approve the March 17, 2021 regular meeting minutes, as amended, which was seconded by Kelly Lane and unanimously approved.

5. GUEST SPEAKER

- A. Steven Sullivan of CCA LLC during Executive Session

6. **FIRST PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Josephine Mineo, of 142 North Lake Shore Drive – inquired as to the purpose of the CSTD Business Classifieds. There was a discussion that followed.

7. **TREASURER’S REPORT**

- A. Travis Hyatt presented the Treasurer’s Report.
- B. Candlewood Shores Tax District Balance - \$1,234,993.86
- C. Candlewood Shores Water District (CSWD) Balance – \$193,265.10
- D. Draft Budget Discussion
  - I. Kenneth Appley presented the proposed 2021 – 2022 budgets for CSTD and CSWD.
  - II. Elizabeth Longworth proposed adding the expense of paving the CSTD boat ramp to this budget.
  - III. There was a discussion on various line items in the proposed budget.
  - IV. Travis Hyatt reported that the minimum CSWD fee would be increased from \$50.00 to \$54.00. Mr. Hyatt will confirm that this increase will impact every home in the community.
  - V. Mr. Hyatt reported that CSWD continues to pursue homeowners who are in arrears.

8. **MANAGEMENT REPORT**

- A. Travis Hyatt presented the Management Report.
  - I. Mr. Hyatt provided a report of Scalzo’s activities in the CSTD community since the last meeting of the CSTD Board of Directors.
- B. 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. Brought to the Board’s attention that there is no parking signage in one parking lot by the CSTD ball field, that should have signage to aid in parking

enforcement. Travis Hyatt will contact the towing company to obtain more signage for this parking area.

- IV. Mr. Stillman will be sending out a community email, reiterating the need for homeowners to obtain permits for work on their properties.

## 9. **COMMITTEE REPORTS**

### A. Safety Committee Report – Michael Bonamarte

- I. Alan Owen presented the Safety Committee report.
- II. Provided an update of activities regarding cameras and speed bumps for the community.

### B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. The flower boxes and plantings will be out in the community prior to Memorial Day.

### C. Recreation Committee Report – Jon Lepler

- I. Meegan Lepler presented the Recreation Committee report.
- II. Provided an update of recent activities in the community.
- III. Presented to the Board new recreational activities for the community.
- IV. The CSTD 75<sup>th</sup> Anniversary event will need to be postponed one year due to difficulty planning around uncertain COVID-19 restrictions.
- V. There was a discussion regarding the community tag sale and the impact of COVID-19.

### D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Provided an update of activities in the community since the last meeting of the CSTD Board of Directors.
- III. Will be proceeding with the next committee meeting
- IV. Committee is ready to move forward with a Board vote on several ordinances at the May 2021 meeting of the CSTD Board.

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. Nearing the end of the water meter retrofits.
- IV. Thanked the community for its continued business.

10. **ADMINISTRATION**

- A. None.

11. **NEW BUSINESS**

A. Clubhouse Renovation

- I. Elizabeth Longworth reported that this project includes the installation of new carpeting and paint, among other improvements, in the CSTD office section of the club house.
- II. Travis Hyatt reported that CSTD has been setting aside funds for this project over the years.
- III. There was a discussion on the potential for additional improvements.

B. Beach Protocol

- I. Elizabeth Longworth and Travis Hyatt reported that for the time being, CSTD will be following the same COVID-19 protocols that were in place for the 2020 beach season.

12. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane and Travis Hyatt reported that First Light Power Resources has been unresponsive to their attempts to communicate.

B. Cove Clean Up Discussion

- I. Kelly Lane and Travis Hyatt reported that First Light Power Resources has been unresponsive to their attempts to communicate.

C. Water Main Project Update

- I. Will be discussed under Executive Session.

D. Water Meter Retro Fit Update

- I. Discussed under the Landscape Report.

E. Basketball Court Discussion

- I. Elizabeth Longworth reported that CSTD will be following the lead of the Town of Brookfield in regards to opening the Basketball and Volleyball courts, which are currently closed in the Town.

13. **SECOND PUBLIC COMMENT**

- A. None.

14. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 8:49 am, which was seconded by Kelly Lane and unanimously approved.
- B. **A Motion** was made by Steven DeMichele, to exit executive session, at 9:39 pm, which was seconded by Elizabeth Longworth and unanimously approved.

15. **ADJOURMENT**

- A. **A Motion** was made by Jon Lepler, to adjourn the meeting of the CSTD Board of Directors, at 9:39 pm, which was seconded by Elizabeth Longworth and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary