

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, May 19, 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 7:31 pm, on May 19, 2021.
- B. Nineteen 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. 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 April 21, 2021 regular meeting minutes, which was seconded by Elizabeth Longworth and unanimously approved.

B. Kelly Lane joined the meeting after this motion was passed.

5. **GUEST SPEAKER**

A. None.

6. **FIRST PUBLIC COMMENT**

A. The following questions were asked and statements made, during this public comment period.

B. Casey Clarkson, of 48 Mountainview Drive – inquired as to the status of their request to install an additional speed bump on Mountainview Drive and expressed concern regarding the speed of vehicles on Mountainview Drive. Ms. Clarkson also expressed concern regarding the safety of school bus stops on Candlewood Shores Road. Elizabeth Longworth reported that the Safety Committee will look into the addition of this speed bump.

C. Linda Querioz, of 26 Clearview Drive – inquired as to the reasoning of ending the CSTD business classifieds. Elizabeth Longworth responded that the community will look into this.

7. **TREASURER’S REPORT**

A. Kenneth Appley presented the Treasurer’s Report.

B. Candlewood Shores Tax District Balance - \$1,200,244.06

C. Candlewood Shores Water District (CSWD) Balance – \$216,429.05

- D. Mr. Appley reported that the draft budgets were presented at the April meeting of the Board, that there would be no change in the mill rate this year. However, CSWD is looking for a small increase in the minimum water rate.

## 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.
- II. Additional towing signage will be placed along the parking spaces at the ball field.

### 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.

## 9. **COMMITTEE REPORTS**

### A. Safety Committee Report – Michael Bonamarte

- I. Alan Owen presented the Safety Committee report.
- II. Investigating possible speed bump locations.
- III. Also investigating cameras that can read license plates at the community entrances, as well as radar system cameras for the ball field.
- IV. Committee is also seeking pricing for speed signs for Candlewood Shores Road.

### B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Flower boxes have been put out in the community.

### C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. The CSTD tag sale is scheduled for June 5<sup>th</sup>, with a rain date of June 6<sup>th</sup>.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Reported on the activities of the Committee since the last meeting of the CSTD Board of Directors.

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.

10. **ADMINISTRATION**

- A. None.

11. **NEW BUSINESS**

A. Annual Meeting Discussion

- I. Travis Hyatt reported that Lisa Maguire is taking the lead in organizing the meeting.
- II. June 23, 2021, at 7:30pm, was set as the date for the meeting.

- B. **A Motion** was made by, Alan Owen, directing Shawn Stillman, CSTD Compliance Officer, to issue a hearing letter to the owner of 57 Candlewood Shores Road, regarding their recent unpermitted driveway improvement, which was seconded by Linda Wagner and unanimously approved.

12. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane reported that First Light Power Resources has not responded to attempted communications regarding this plan.

B. Cove Clean Up Discussion

- I. Kelly Lane reported that First Light Power Resources has not responded to attempted communications regarding this project.

C. Water Main Project Update

- I. Travis Hyatt reported that the Board and the engineering firm discussed this project and its cost, in executive session, at the April meeting of the CSTD Board.

D. Water Meter Retro Fit Update

- I. Lisa Daly reported that the retrofit of the buried meters has been completed and that there are only a few meters are left in the community to retrofit.
- II. There was a discussion on how to address meter retrofits on the outside of a home.

E. Basketball Court Discussion

- I. Elizabeth Longworth reported that the Town of Brookfield has opened up their basketball courts.
- II. **A Motion** was made by Alan Owen, to open up the CSTD basketball and volleyball courts effective immediately, which was seconded by Jon Lepler and unanimously approved.

F. Beach Protocol

- I. Travis Hyatt reported that he is seeking recommendations on how to proceed from legal and health authorities.
- II. Elizabeth Longworth reported that CSTD will follow the lead of the Town of Brookfield because they are well informed by health authorities.
- III. It was agreed that a community email would be sent with the required beach protocols by Memorial Day.

13. **SECOND PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Tammy Sullivan, of 35 Twilight Lane, inquired as to the minimum charge for CSWD water service. Elizabeth Longworth reported that the minimum charge is \$50 and CSWD is looking to increase the rate to \$54.00.
- C. Bert Coleman, of 37 Twilight Lane – asked if there was “residents only” signage in the community. Elizabeth Longworth reported that there was and that it is generally enforced by the security company.

- D. Barbara Gallo, of 1 Mountainview Drive – asked when residents could meet within the CSTD club house. Elizabeth Longworth reported that the Board would be discussing how to move forward.

14. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 8:32 pm, which was seconded by Kelly Lane and unanimously approved.
- B. **A Motion** was made by Alan, to exit executive session, at 9:52 pm, which was seconded by Linda Wagner and unanimously approved.

15. **ADJOURMENT**

- A. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 9:52 pm, which was seconded by Steven DeMichele and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary