

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, June 17, 2020, 7:30 PM
Web Meeting, via Zoom.com

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 June 17, 2020.
- B. Thirty-seven 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. Steven DeMichele – Secretary
- IV. Kelly Lane – Director
- V. Jon Lepler – Director
- VI. Kenneth Appley – Treasurer
- 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. Linda Wagner – Director
- II. Brigid Knauer – Director

- 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 May 20, 2020 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. Linda Querioz, of 26 Clearview Drive – asked if residents could contact a CSTD security officer directly for help. Alan Owen answered that residents should dial 911 if they need assistance. Ms. Querioz also asked about the status of the CSTD beach opening.
- C. Casey Clarkson, 48 Mountainview Drive – thanked the CSTD board and the CSTD Safety Committee for the placement of speed bumps on Mountainview Drive. Ms. Clarkson inquired about further speed bumps, gates and signage in the community, particularly on Mountainview Drive and Candlewood Shores Road. Travis Hyatt stated that he will look into these requests.
- D. Jeffery Pike, 28 North Lake Shore Drive – expressed concern about the use of fireworks by private parties within the CSTD community. Elizabeth Longworth invited Mr. Pike to submit an idea for an ordinance to the CSTD board. Mr. Pike also inquired about the installation of another dog waste receptacle near the intersection of North Lake Shore Drive and Candlewood Shores Road. Mr. Pike inquired about a possible speed bump on Candlewood Shores Road, on the side of the hill heading toward North lake Shore Drive and the community entrance. Ken Appley remarked that, according to a speed study done in the community, speed bumps cannot be placed on hills, it is a hazard.
- E. Steven Dwyer, 22 North lake Shore Drive – followed on to Mr. Pike’s comments and remarked that a mirror, to view the speed bump on the candlewood shores road may help to mitigate that hazard.

7. **TREASURER'S REPORT**

- A. Kenneth Appley presented the Treasurer's Report.
- B. Candlewood Shores Tax District Balance - \$1,013,336.95
- C. Candlewood Shores Water District (CSWD) Balance – \$311,097.22
- D. CSTD is almost completely paid back by the Candlewood Shores Water Department
- E. CSTD balance is up because of the increase of homes in the community.

8. **MANAGEMENT REPORT**

- A. Travis presented the Management Report.
- B. Action List
 - I. Scalzo has hired a new compliance officer for CSTD and is working out the administrative tasks before notifying the community.
- C. Work Order Report
 - I. Reviewed open workorders
 - i. Five Year Plan
 - ii. Charter Updates
 - iii. Badger System Upgrades
 - iv. The Candlewood Shores 75th Year Anniversary
 - v. Boat Docks

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

- A. Safety Committee Report – Michael Bonamarte
 - I. Kenneth Appley presented the Safety Committee report, in Michael Bonamarte's absence.
 - II. Mr. Appley stated that speed bumps have been installed and encouraged suggestions for locations of ten more speed bumps next year.
 - III. The committee will review mirror idea from Steve Dwyer

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Updates on plantings throughout the community.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. Mr. Lepler asked if unused recreation funds would be carried over into the next fiscal year? Travis Hyatt reported that they would
- III. Updated the community on recreation ideas from the committee
 - a. Ball field family field day in place of annual picknick, social distancing, bring our own food.
 - b. Independence Day bike parade for kids of all ages.
 - c. Drive in movie on the ball field. The community will look into this further.
 - d. Sunday afternoon small band at the beach.
- IV. Asked if we are allowed to do band nights?

D. Ordinance – Linda Wagner

- I. Travis Hyatt stated that Scalzo contacted CSTD's attorney, in regards to language, which could be used to enforce a board member attendance policy. The attorney stated that board members could not be removed for poor attendance but that the board could censure any officer or director. The attorney did provide language, which was forwarded to the board by Mr. Hyatt.
- II. Elizabeth Longworth presented the idea of revising the parking ordinance to eliminate the provision of requiring a warning before towing a car. This was followed by a discussion amongst the board.

E. Nominating Committee

- I. Lisa McGuire presented the Nominating Committee report.
- II. No interest forms received as of this meeting
- III. Information is posted to the CSTD website.
- IV. Vote meeting will be held on June 29th, via Zoom.com

F. Landscaping Report – Adam Singer (CT Fence)

- I. Adam Singer presented the landscape report.
- II. The latest activities of the landscape crew since the last meeting of the CSTD board include:
 - I. Painting dock and lifeguard chairs
 - II. Beach grooming and waste removal
 - III. Maintaining walking trail
 - IV. Vegetation management
 - V. Would like to enact monthly street sweeping
 - VI. Started catch basin cleaning in the community
 - VII. Cleaning PVC street sign posts
 - VIII. Put out a new swim rope
 - IX. Anchored swim dock

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

- A. Mooring Modifications
 - I. Kelly is asking for board approval to make some minor changes
 - i. Change definition of mooring service provider
 - ii. Allow basic repairs to be done by the owner of the mooring, so long as they have the knowledge and skills to do so, with the approved parts.
 - II. Travis Hyatt will send the revisions to the CSTD attorney for review.

13. **OLD BUSINESS**

- A. Planting Plan for Boat Ramp Discussion
 - I. Neither Travis Hyatt or the CSTD board has received further communication from First Light on this issue. Kelly Lane has made several unanswered attempts to contact First Light.

B. Cove Clean Up Discussion

- I. There was a discussion and a decision was made to move forward
- II. **A Motion** was made by Job Lepler, to award a contract to Emmons Tree and Landscape Services, LLC, in the amounts of \$815.00 and \$4,815.00, which was seconded by Elizabeth Longworth and unanimously approved.

C. Beach Opening and Security Discussion

- I. Jon Lepler presented the CSTD Boards efforts to open the beach.
 - i. The CSTD Board is currently refining a beach opening policy, which Mr. Lepler provided a preview of.
 - ii. Final guidelines will be mailed and/or emailed to residents.
 - iii. Steven DeMichele asked that the language “these guidelines shall not be construed as a guarantee of safety of any kind, that there is a certain level of inherent risk in going to the beach or another community area and that beach goers are entering at their own risk”, be reviewed by the CSTD attorney, to ensure that the language is legally proper.
- II. Elizabeth Longworth outlined the reasons why the CSTD beach gate has remained unlocked, despite the beach being closed.
 - i. Elizabeth Longworth and Kelly Lane asked that the community please abide by the notice that the CSTD beach is closed.
- III. There was a discussion about voting to open CSTD beach during this meeting, so that after certain safety conditions are met, the beach could be opened immediately, rather than having to wait for the regularly scheduled July meeting of the CSTD Board of Directors.
 - i. Steven DeMichele was opposed to this idea and suggested that when the beach is ready to be opened, that a special meeting be held, to review the safety measures that had been implemented and to ultimately vote for the beach to be opened or remain closed at that time.
 - ii. **A Motion** was made by Jon Lepler, for the preliminary opening of the CSTD beach, contingent upon having guidelines posted and distributed, safety measures in place, security, life guards, towing and all guidelines having been reviewed by the CSTD attorney and the majority of the CSTD Board members in agreement, which was seconded by Alan Owen and approved, with Jon Lepler, Alan Owen, Kelly Lane, Ken Appley, and Elizabeth Longworth voting to approve the motion, Steven DeMichele voting to oppose the motion and Lisa McGuire abstaining.

D. Proposed Charter Update – Board Member Attendance Discussion

- I. See Travis Hyatt’s comments under the Ordinance Committee report

- E. Water Main (Reschedule Special Meeting)
 - I. The CSTD Board directed Travis Hyatt to proceed with scheduling a special meeting for this project in July.
- F. Water Meter Retrofit Discussion
 - I. The CSTD Board directed Travis Hyatt to proceed with scheduling a special meeting for this project in August.

14. **SECOND PUBLIC COMMENT**

- A. The following questions were asked and statements made, during this public comment period.
- B. Melanie Shapiro, of 27 Mountainview Drive – suggested that CSTD hire a person specifically to attend the beach gate, to enforce CSTD beach regulations.
- C. Steven Dwyer, of 22 North Lake Shore Drive - asked if the insurance company would cover CSTD in the event of a Covid-19 related judgement, if CSTD opens the beach. Mr. Hyatt reported that the insurance company would not cover Covid-19 related claims.
- D. Linda Querioz, of 26 Clearview Drive – commented, in reference to the CSTD beach opening, people assume risk every day.
- E. Andrea McCurry, 7 Mountainview Drive – suggested that a band night be held in the middle of the ball field, with social distancing.
- F. Steven Dwyer, of 22 North Lake Shore Drive - indicated that he appreciates the CSTD Board’s sense of fiscal responsibility, in terms of liability costs, when considering whether or not to open the CSTD beach.
- G. Ronnie Shepard, of 147 North Lake Shore Drive - asked if the CSTD beach could be open to residents only? Mr. Shepard also suggested that guards be placed at the community entrances and further, that the fence be taken down behind the beach, to promote social distancing.
- H. Lisa Daly, of 7 Bayview Drive - commented that if the beach is closed, people should not be at the beach.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Elizabeth Longworth, to enter executive session, at 9:41 pm, which was seconded by Kelly Lane and unanimously approved.
- B. **A Motion** was made by Kelly Lane, to exit executive session, at 10:13 pm, which was seconded by Elizabeth Longworth and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Kelly Lane, to adjourn the meeting of the CSTD Board of Directors, at 10:13 pm, which was seconded by Elizabeth Longworth and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary