

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, August 19, 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 7:30 pm, on August 19, 2020.
- B. Fourteen 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

- B. The following staff Scalzo staff were present:

- I. Travis Hyatt – Scalzo Community Manager
- II. Lisa Daly – CSTD Office Manager
- III. Shawn Stillman – CSTD Compliance Officer

- C. The following directors were absent:

- I. Lisa Maguire – Director
- II. Linda Wagner – Director
- III. Brigid Knauer – Director

- D. The following guests were present:

- I. None.

3. **HEARINGS**

A. None.

4. **APPROVAL OF MINUTES**

A. **A Motion** was made by Alan Owen, to approve the July 15, 2020 meeting minutes, which was seconded by Jon Lepler and unanimously approved.

5. **GUEST SPEAKER**

A. None.

6. **FIRST PUBLIC COMMENT**

A. None.

7. **TREASURER'S REPORT**

- A. Kenneth Appley presented the Treasurer's Report.
- B. Candlewood Shores Tax District Balance - \$1,154,113.84
- C. Candlewood Shores Water District (CSWD) Balance – \$298,914.59
- D. Mr. Appley stated that Scalzo has been working to get accounts receivable down and the CSWD has completed its payback.

8. **MANAGEMENT REPORT**

- A. Travis Hyatt presented the Management Report.
- B. Action List
  - I. Scalzo has located more blue and white flags for geese at the beach. Adam Singer already purchased the flags.
  - II. Scalzo is continues work on CSTD becoming a client of the cable company.
- C. 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
- iv. CSTD 75<sup>th</sup> anniversary
- v. Boat docks

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

A. Safety Committee Report – Michael Bonamarte

- I. Alan Owen presented the Safety Committee report in Michael Bonamarte’s absence.
- II. Mr. Bonamarte and Mr. Owen are working on issuing an RFP for cameras in the community, which will cover both entrances, the ball field and the beach and boat ramp area.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Fall flower replacements will commence soon.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. On Sunday August 23<sup>rd</sup>, the Still River Ramblers will be playing at the CSTD beach.
  - a. Elizabeth Longworth asked that Mr. Lepler follow up with band, to ensure everything is in order for the event.

D. Ordinance – Linda Wagner

- I. Elizabeth Longworth presented the Ordinance Committee report in Linda Wagner’s absence.
- II. The CSTD Board will be working on revising several ordinances.
- III. Kelly Lane asked that the old mooring ordinances be taken offline.
- IV. Kelly Lane asked for guidance on the “use it or lose it” requirement for the moorings. Kelly will send an email reminder to mooring owners, to let CSTD know if you are not going to use it.

E. Landscaping Report – Adam Singer (CT Fence)

- I. Elizabeth Longworth presented the landscape report in Adam Singer’s absence.
- II. Additional expenses were incurred for storm cleanup. CT Fence is actively working on storm cleanup.

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

- A. None.

13. **OLD BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. No update

B. Beach Discussion

- I. Elizabeth Longworth informed the board that beach security would be on later than Labor Day and would likely incur additional expenses than in years past.
- II. Travis Hyatt informed the group that he and Kenneth Appley are working to ensure that CSTD is not billed for missed lifeguard shifts.

C. Cove Clean Up Update

- I. Travis is working on the Frist Light application, which is necessary to execute this work.

D. Water Meeting Retrofit (Special Meeting – September 16<sup>th</sup>)

- I. On schedule for September special meeting.

14. **SECOND PUBLIC COMMENT**

- A. None.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Alan Owen, to enter executive session, at 7:48 pm, which was seconded by Kelly Lane and unanimously approved.

- B. **A Motion** was made by Alan Owen, to exit executive session, at 8:18 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 8:18 pm, which was seconded by Steven DeMichele and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary