

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, September 16, 2020, 7:30 PM
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 7:33 pm, on September 16, 2020.
- B. Sixteen members of the Candlewood Shores Community 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 staff Scalzo staff were present:

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

- C. The following directors were absent:

- I. None.

- D. The following guests were present:

- I. 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 August 19, 2020 special meeting of the CSTD Board of Directors.

I. Elizabeth Longworth stated that Brigid Knauer was no longer a member of the CSTD board and that seat was and is currently vacant.

B. The following amendments were made to the minutes from the August 19, 2020 regular meeting of the CSTD Board of Directors.

I. Elizabeth Longworth stated that Brigid Knauer was no longer a member of the CSTD board and that seat was and is currently vacant.

II. Ms. Longworth stated that, on page seven of the minutes, under section "C", of Old Business, the word "First" is spelt wrong.

C. **A Motion** was made by Alan Owen, to approve the August 19, 2020 special and regular meeting minutes, as amended, which was seconded by Elizabeth Longworth and unanimously approved.

5. **GUEST SPEAKER**

B. None.

6. **FIRST PUBLIC COMMENT**

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

B. Loretta Donovan, of 42 Candlewood Shores Road – expressed concern about the overgrowth of vegetation on the former tennis court property, that it has become a blight and that the cost of cleanup should be paid by the property owner. Elizabeth Longworth indicated that CSTD is aware of this.

C. Howell Lunn, of 42 Longview Drive– asked if there will be a fall brush cleanup? Adam Singer replied that there would be. Mr. Lunn also asked if the playground will be opened at some point, Ms. Longworth replied that it was decided to keep the playground closed and that a decision on when to reopen it had not been made.

- D. Laurent Vernillet, of 108 North Lake Shore Drive– asked how decisions to open and close the CSTD amenities are made. Elizabeth Longworth responded that the CSTD board makes those decisions. Mr. Vernillet also asked when the fall leaf pickup will be scheduled for? Adam Singer replied that a schedule will be provided to the community once it is set.

7. TREASURER’S REPORT

- A. Kenneth Appley presented the Treasurer’s Report.
- B. Candlewood Shores Tax District Balance - \$1,165,031.42
- C. Candlewood Shores Water District (CSWD) Balance – \$291,135.32
- D. Mr. Appley thanked the community for approving the water meter retrofit, which he feels may resolve many of the recent water usage reading discrepancies
- E. Scalzo was able to assist CSTD in obtaining a credit card for the community, which will allow CSTD to make purchases on its own, without having to pay fees to Scalzo for assistance. The card is currently assigned to Kenneth Appley.

8. MANAGEMENT REPORT

- A. Travis Hyatt presented the Management Report.
- B. Action List
 - I. Travis is still following up with the cable company to see if they will accept CSTD as a client. There is no update at this time.
 - II. CCA, the firm contracted to assist CSTD with the North Lake Shore water main replacement, cannot provide a note to exceed number for hourly fees associated with obtaining grants or loans but any costs would need to be approved by the CSTD board before the contractor proceeds.
- 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 75th anniversary
 - v. Boat docks

D. Compliance Officer Report – Shawn Stillman

- I. Shawn Stillman presented the Compliance Officer Report.
- II. Communications reminding residents of CSTD ordinances have been sent out and will continue to be sent at regular intervals.
- III. Mr. Stillman continues to be in the neighborhood on a nearly daily basis.

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

A. Safety Committee Report – Michael Bonamarte

- I. Michael Bonamarte presented the Safety Committee report.
- II. Alan Owen and Mr. Bonamarte are still exploring security camera options for the CSTD common areas and entrances.
- III. Mr. Bonamarte reported that a speed bump sign has been damaged in the community, on either Mountainview Drive or Skyline Drive. Adam Singer will look into it.
- IV. Kenneth Appley asked the community to send proposed speed bump locations to the Safety Committee.
- V. Elizabeth Longworth reported that this weekend will be the last weekend for the security company at the beach.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth Longworth presented the Beautification Committee report.
- II. Mums will be planted at the CSTD front entrance and throughout the community.
- III. There is a tree that needs to be removed at the CSTD front entrance sign area.

C. Recreation Committee Report – Jon Lepler

- I. Jon Lepler presented the Recreation Committee report.
- II. No recreation activities are planned for the remainder of 2020, due to the COVID-19 pandemic.
- III. Elizabeth Longworth thanked Mr. Lepler for organizing the recent band night.
- IV. Ms. Longworth reminded meeting attendees that the CSTD clubhouse is still closed due to the COVID-19 pandemic and will remain so until further notice.

D. Ordinance – Linda Wagner

- I. Linda Wagner presented the Ordinance Committee report.
- II. Several ordinances are currently under review and need further review by an attorney.
- III. The CSTD website needs to be updated with the current ordinances.
- IV. Ms. Wagner would like to meet with Travis Hyatt and Shawn Stillman, to better understand Mr. Stillman’s role in the CSTD community.
- V. Elizabeth Longworth would like the ordinance review to be completed by November 2020. Ms. Longworth asked CSTD community members to volunteer their time to assist Ms. Wagner with this project.

E. Landscaping Report – Adam Singer (CT Fence)

- I. Adam Singer presented the landscape report.
- II. Catch basin cleaning is underway but was delayed due to recent storm cleanup.
- III. Twenty days of work was associated with storm cleanup, since the last meeting of the CSTD board.
- IV. Installation of a traffic mirror at the intersection of North Lake Shore Drive and Candlewood Shores Road, in the vicinity of the CSTD front entrance, is scheduled to be complete by September 18th.
- V. Prepping for leaf pickup and snow removal next.
- VI. Adam Singer is working with an electrician on a quote for the installation of a light on the boat CSTD dock.

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

- A. None.

13. **OLD BUSINESS**

- A. Security Discussion

- I. Discussed under Safety Committee Report section, no further discussion warranted.

B. Planting Plan for Boat Ramp Discussion

- I. Kelly Lane had no update to provide, he has not heard back from First Light in any of his recent attempts to communicate with them.

C. Cove Clean Up Discussion

- I. Discussed under Management Report section, no further discussion warranted.

D. Water Main Project Update

- I. Travis Hyatt reported that CCA has been given a notice to proceed.
- II. Mr. Hyatt will keep the CSTD board updated on project progress and costs that need approval
- III. Mr. Hyatt expects specifications to be drafted over the 2020 / 2021 winter months.

14. **SECOND PUBLIC COMMENT**

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

B. Barbara Hirsh, of 123 North Lake Shore Drive – asked if the CSTD community had reached out to Eversource to express displeasure with Eversource’s recent actions. Travis Hyatt responded that the best course of action was for CSTD homeowners to contact PURA.

C. Kevin O’Conner, of 28 Berkshire Drive – would like to see the ballfield turned into an “actual ballfield”. Mr. O’Conner also asked for posts to be added to the new CSTD boat dock. Mr. O’Connor suggested that the community seek the purchase of the tennis courts adjacent to Candlewood Shores Road, in the vicinity of the CSTD front entrance. Mr. O’Connor reported that there is a property in the vicinity of the intersection of Twilight Lane and North Lake Shore Drive that needs to be addressed as a blighted property. Finally, Mr. O’Connor suggested that sand around the swim platform be removed to make the surrounding water deeper.

D. Loretta Donovan, of 42 Candlewood Shores Road – stated that the tennis courts mentioned by Kevin O’Connor were previously sold and are not currently for sale. Ms. Donovan provided a history of the decision of the previous CSTD board not to purchase the tennis courts when they were last for sale.

E. Howell Lunn, of 42 Longview Drive– was pleased with the security firm contacted by CSTD this year.

- F. Lisa Daly, of 7 Bayview Drive– likes the idea of purchasing the tennis courts mentioned by Kevin O’Connor.

- G. Michael Bonamarte, of 24 Longview Drive – likes the idea of purchasing the tennis courts mentioned by Kevin O’Connor. Mr. Bonamarte also suggested the addition of a key fob system to the boat ramp gate and the implementation of a curfew for the boat ramp. Elizabeth Longworth asked Travis Hyatt to look into the purchase of the tennis courts.

- H. Sherril Traub, of 34 Lake Shore Drive – asked if funds were available for the purchase of the tennis courts. Elizabeth Longworth stated that funds were not currently available to make a purchase.

15. **EXECUTIVE SESSION**

- A. None.

16. **ADJOURMENT**

- A. **A Motion** was made by Elizabeth Longworth, to adjourn the meeting of the CSTD Board of Directors, at 8:20 pm, which was seconded by Alan Owen and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary