

CANDLEWOOD SHORES TAX DISTRICT

Agenda

April 15, 2020

Via Online Meeting at 7:30PM

HEARINGS

APPROVAL OF MINUTES

GUEST:

PUBLIC COMMENT:

TREASURER'S REPORT:

1. Draft Budget

MANAGEMENT REPORT:

1. Action List

2. Work Order Report

COMMITTEE REPORTS

1. Beautification

2. Recreation

3. Safety

4. Ordinance

5. Landscaping Report

ADMINISTRATION

NEW BUSINESS

1. Planting Plan for Boat Ramp Discussion

2. Radio Licensing Renewal

3. American Pool Agreement

4. Porta Potties & Foot Wash Discussion

5. Guard Shack & Gates Discussion

6. Beach Lighting & Cove Clean Up Discussion

7. Hotel Discussion

8. Nominating Committee Discussion

9. Kayak Rack Proposal

OLD BUSINESS

1. Irrigation Discussion

2. CT Fence & Landscaping Contract Discussion

3. Mooring Ordinance Revision and Fee Discussion

SECOND PUBLIC COMMENT

EXECUTIVE SESSION

1. Correspondence Received

2. Correspondence Sent

ADJOURNMENT

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors SPECIAL Meeting
Wednesday, February 19, 2020, 7:00 PM
Community Room
55 Longview Drive, Brookfield, CT

1. **CALL TO ORDER**

- A. Elizabeth called the special meeting of the Candlewood Shores Tax District Board of Directors to order, at 7:00 pm, on February 19, 2020, for the purpose of, the approval of bids, for the replacement of the boat dock and the purchase of water meter software, for the Candlewood Shores Water District.

- B. Fifteen 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. Jon Lepler – Director
 - V. Kelly Lane – Director
 - VI. 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. Steven DeMichele – Secretary
 - II. Brigid Knauer – Director
 - III. Linda Wagner – Director

3. **APPROVAL OF BIDS FOR THE REPLACEMENT OF THE BOAT DOCK**

- A. Travis asked Adam Singer, of Connecticut Fence and Landscaping, LLC, what the difference was between synthetic materials and pressure treated materials. Adam explained that the synthetic materials are darker in color and tend to get hotter in the sun. Adam will be using a lighter color, which compliments the surrounding area. He informed attendees that pressure treated materials need to be painted every two to three years and eventually will rot.
- B. Travis obtained four estimates for this project
 - I. D&D Power and Pleasure LLC - \$27,030.00
 - II. Rob Reiner - \$25,920.00
 - III. Harry T. Tucker and Sons, Inc. - \$41,445.00
 - IV. Connecticut Fence and Landscaping LLC - \$24,850.00
- C. Michael Bonamarte, of 24 Longview Dr. – would like to know if the docks were quoted with the same floatation material. Adam said yes.
- D. Kevin O’Conner, of 28 Berkshire Dr. – would like to know if the dock will be topped with a nonstick surface? Adam said yes.
- E. **A Motion** was made by Jon, to award a contract to Connecticut Fence and Landscaping, LLC, to replace the boat dock, in the amount of \$24,850.00, which was seconded by Alan and was approved unanimously by seventeen members of the community.

4. **APPROVAL OF THE PURCHASE OF WATER METER COMPUTER SOFTWARE**

- A. Travis explained that the new software will work with the old handheld meter reader and will work with the new meters when they are approved and installed.
- B. Styles Software Proposal - \$16,800.00
 - I. After year one - \$0.06 per month, per home
 - II. After year one - \$900.00 per year – mobile reader module
 - III. After year one - \$720.00 per year – user license
- C. Loretta Donovan, of 42 Candlewood Shores Rd. – asked if the software was compatible with any other equipment, made by other vendors or if it would only work with Styles products? Travis said that the Community would have to stay with Styles but that the software would be compatible with the new Badger retrofit meters that will be installed and will fix the problems we have been having with the readings.
- D. **A Motion** was made by Ken, to accept the Styles Software proposal, that will also work with the new retrofit meters, which was seconded by Lisa and was approved unanimously by twenty members of the community.

5. **ADJOURMENT**

- A. **A Motion** was made by Elizabeth, to adjourn the special meeting of the CSTD Board of Directors, at 7:22 pm, which was seconded by Ken and unanimously approved.

Minutes Taken By:

Lisa Daly – CSTD Office Manager

Minutes Submitted By:

Steven DeMichele - Secretary

CANDLEWOOD SHORES TAX DISTRICT
Board of Directors Meeting
Wednesday, February 19, 2020, 7:30 PM
Community Room
55 Longview Drive, Brookfield, CT

1. **CALL TO ORDER**

- A. Elizabeth called the regular meeting of the Candlewood Shores Tax District Board of Directors to order at 7:31 pm, on February 19, 2020.
- B. Seventeen 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
 - 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. Brigid Knauer – Director
 - II. Linda Wagner – Director

3. **HEARINGS**

- A. None.

4. **APPROVAL OF MINUTES**

A. The following amendments were made to the minutes from the January 15, 2020 CSTD Board of Directors Meeting:

I. None.

B. **A Motion** was made by Alan, to approve the January 15, 2020 meeting minutes, which was seconded by Kelly and approved with one abstention, from Steven, who was not present at the January 15, 2020 meeting.

5. **GUEST SPEAKERS**

A. 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 Rd. - reminded the Directors that minutes of every meeting must be posted within seventy-two hours, on the CSTD website.

C. Kevin O'Conner, of 28 Berkshire Dr. - asked if someone purchased the tennis court and if there is any interest from the board to purchase for the shores use? CSTD Board had reached out to the land owner but never heard back.

D. Denise Preusse, of 149 North Lake Shore Dr. - would like to add an additional email address for Shores correspondence.

E. John Donovan, of 42 Candlewood Shores Rd. - stated that people are driving on the "ball field". CSTD Board encouraged "see something, say something".

F. Matthew Gioglio, of 1 North Lake Shore Dr., – wanted to direction from the CSTD Board on how he may or may not adjust his driveway. He has spoken to the Town of Brookfield Zoning Commissioner and was informed by same that this issue is entirely within CSTD Jurisdiction. There was a discussion between this resident and Directors but now decision was made by the CSTD Board. Elizabeth asked that Bob Dolan (CSTD Compliance Officer) take the photo to Town, so board can make an educated decision.

7. **TREASURER'S REPORT**

- A. Ken presented the Treasurer's Report.
- B. Tax District Balance - \$848,097.99
- C. Water District Balance – \$504,688.91
- D. Ken reminded Committee Chairs that budget requests need to be in soon, so work on the draft 2021 CSTD budget can begin.

8. **MANAGEMENT REPORT**

- A. Travis presented the Management Report.
- B. CSTD will need to engage an engineering firm, to assist the Community in an application(s), for Federal assistance grants, for the replacement of water mains, along North Lakeshore Drive. There will be a Special Meeting, of the CSTD Board of Directors in March, to discuss hiring an engineering firm for this project.
- C. Followed up with the Brookfield Police Department on the installation of a radar speed sign, at the intersection of Candlewood Shores Road and Berkshire Drive and was informed that the sign post needs to be turned around and that these signs are typically not installed in the winter months.
- D. The work on the planter boxes has not been completed yet.
- E. Adam Singer, of Connecticut Fence and Landscaping, LLC, presented a report of his activities in the Community, since the last meeting of the CSTD Board of Directors, which included property cleaning, vehicle maintenance, laying of gravel and removal of rocks at the beach.

9. **GUEST SPEAKER**

- A. None.

10. COMMITTEE REPORTS

A. Safety Committee Report – Michael Bonamarte

- I. Michael presented the Safety Committee Report.
- II. The Committee has been meeting to discuss safety at the docks, as well as the installation of a camera system at the entrance to the community as well as other public areas. Alan has been looking into pricing of various camera solutions. There was a brief discussion on camera system design.
- III. The Committee has also been discussing the installation of gates at community entrances. There was a discussion about gate system design, including the installation of a guard shack, at the main entrance to the Community. The discussion will be picked up at the next meeting of the Committee.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth presented the Beautification Committee Report.
- II. There was a discussion about the color and design of the flower boxes that are placed in the Community. The decision was made to keep the flower boxes white.

C. Recreation Committee Report – Jon Lepler

- I. Job presented the Recreation Committee Report.
- II. Tentative dates were given for Community events between May and August.
- III. There was a discussion regarding an increase to the Committee budget.
- IV. Jon was asked to give the CSTD Board a landscaping report each month.

D. Ordinance – Linda Wagner

- I. Travis presented the Ordinance Report.
- II. Linda is reviewing ordinances for the Tax District.

11. ADMINISTRATION

- A. None.

12. NEW BUSINESS

A. Irrigation Proposal

- I. Scalzo solicited bids from five companies for this project, to irrigate the section of lawn between the fence and the beach, as well as the entrance area. Three bids were received.
 - a. Greenacres Company - \$8,597.33
 - b. Aqua-Lawn, Inc. - \$16,740.00
 - c. National Lawn Sprinklers, Inc. - \$20,200.00
- II. The CSTD Board directed Travis to find out if the pump specified by Greenacres Company will be able to handle future expansion to the other side of the beach fence and if geese sensors could be utilized.

B. Kayak Discussion

- I. Kelly (CSTD Harbor Master) reported that all the Kayaks that were left behind, in the boat launch area have been removed and stored by CSTD.
- II. Kelly has crafted draft small vessel regulations and ordinances to address this issue moving forward. These draft documents are currently with CSTD's attorney for review.
- III. Kelly proposed that old locks, left behind on the kayak/small vessel racks be cut off as part of the spring 2020 cleaning. Adam, was directed by the CSTD Board to carry this proposal out.
- IV. Kelly reported on his research regarding the creation of new mooring ordinances and registration forms. He also reported that First Light has authorized CSTD up to twenty-six moorings in the cove but that CSTD only has eighteen in the water presently. Kelly proposed that the CSTD Board draft an agreement with First Light for twenty-six or more moorings in the event that CSTD wants to add additional moorings in the future.
- V. Glenn Zimmerer, of 166 North Lake Shore Dr. - urged the CSTD Board to get an agreement with First Light in writing, regarding the moorings.
- VI. Edward McGee, of 162 North Lake Shore Dr. - wanted to know the reasoning being the proposal to add new moorings and presented First Light's policy regarding the installation of moorings in the lake. McGee also expressed to the CSTD Board that the current mooring location present a safety hazard to him accessing his property by boat.
- VII. Charles Hutchinson, of 151 North Lake Shore Dr. – asked what CSTD is doing to secure pricing for moorings. Kelly indicated that this is covered in the draft regulations he is crafting.

13. OLD BUSINESS

A. Water Main Replacement Discussion

- I. Discussion covered in the Management Report.
- II. Steve Dwyer, of 22 North Lake Shore Dr. – asked if the funding for the replacement of water mains on N. Lake Shore Dr. would be funded through a grant, a special assessment or proceeds from liquidated assets? Ken indicated that it was too early in the process to know for sure how the project would be funded.

B. Boat Dock Wall Proposal

- I. Adam gave a report on this subject.
- II. Adam reported that the boat dock cannot be addressed until the “sea wall” has been repaired. He reported further that the wall is in need of urgent repair.
- III. Bruizzi Lawn and Landscape submitted a bid of \$9,900.00 to complete this project. This contractor is able to commence work right away as he is certified with First Light.
- IV. Scalzo is handling the permit process.
- V. **A Motion** was made by Joh, to award a contract to Bruizzi Lanw and Landscape, for emergency repairs to the “sea wall”, in the amount of \$9,900.00, which was seconded by Alan and approved unanimously.

C. Boat Dock Replacement

- I. Discussed under “Boat Dock Wall Proposal”

D. Water Meter Proposal

- I. Will be discussed at a Special Meeting of the CSTD Board of Directors.

14. SECOND PUBLIC COMMENT

- A. Loretta Donovan, of 42 Candlewood Shores Rd. – informed those in attendance that they should respond to a Brookfield WPCA mail-in survey, regarding their septic systems. She also mentioned that on March 31st, there would be a meeting to discuss findings from this study on the conditions of lake and drinking water.

15. **EXECUTIVE SESSION**

- A. **A Motion** was made by Elizabeth, to enter executive session, for the purpose of discussing contracts, at 9:08 pm, which was seconded by Alan and unanimously approved.

- B. **A Motion** was made by Elizabeth, to enter executive session, for the purpose of discussing contracts, at 10:28 pm, which was seconded by Alan and unanimously approved.

16. **ADJOURMENT**

- A. **A Motion** was made by Elizabeth, to adjourn the meeting of the CSTD Board of Directors, at 10:28 pm, which was seconded by Alan and unanimously approved.

Minutes Taken By:

Steven DeMichele - Secretary

Minutes Submitted By:

Steven DeMichele - Secretary

BRUZZI LAWN & LANDSCAPE LLC

354 Litchfield Road
New Milford, CT 06776
860-355-1830 - Office
860-799-7260 - Fax



16-Mar-20

Connecticut Fence & Landscape
16 Valmar Road
New Milford, CT 06776

RE: Candlewood Shores Beach Area
Estimates Rain Garden, Planting beds,
and Scour hole

ESTIMATE

Rain Gardens:

- 1.) Excavate and grade rain gardens per plan.
Rake and re-seed disturbed areas
70 c.y. of fill removed off site
8,415 s.f. of seeding

Planting Beds:

- 17 Potentilla f. Abbotswood, 2 gal.
- 11 Cornus sericea Baileyi, 3 gal.
- 19 Aster n. Vibrant Dome, 1 gal.

Planting bed preparation & mulch
chop out grass, rototill beds, add
compost and soil, edge beds. Install
25 yards of mulch

Page Two.

Scour Hole:

Install scour hole per plan.

Excavate and install geotextile fabric.
Install 6 - 12" rip rap, 18" thick with some
larger boulders for energy disipation

BUSINESS RADIO LICENSING

FEB 24 2020

Renewals and Modifications

30251 Golden Lantern, Suite E #501, Laguna Niguel, CA 92677-5993

Phone: (949) 348-8510 (800) 783-9006 Fax: (949) 542-3576 E-Mail: info@businessradiolicensing.com

"FCC license renewal application"

Dear Patricia Lund;

We have reviewed FCC records and it shows that you or your company were granted an FCC license under call sign **WPRZ865** and now is scheduled to expire **20210319**. Your license was granted ten years ago and must be updated if you plan to continue operations of your communications system. If you do not update, (**renew/modify**) your existing FCC license it will expire along with your authorization to operate your communications system.

Your current FCC call sign **WPRZ865** is due to expire on **20210319**. If you still use the frequencies covered by the call sign that is shown, you will need to renew your license, or you will lose your authorization to operate. **Business Radio Licensing** has been filing new licenses, modifications and renewal applications with the FCC for over **30 years** and we can help you file your renewal or renewal/modification for you. **For assistance in the filing of your license renewal or renewal with modification follow the instructions below.**

- (A) Review license information contained below; Show any changes directly on form since last licensed.
- (B) **MUST** provide valid contact information (contact person, telephone number & fax number/email) so that appropriate documentation is forwarded correctly.
- (C) **Enclose a processing fee of \$95.00** made payable to: **Business Radio Licensing**. - Must include this information sheet with payment. Credit card request form enclosed is an optional form of payment.
***Additional FCC fees apply to non-governmental entities (as noted on back page) and will be billed once renewal request has been initiated*.**

Additional FCC filing fees will become necessary to complete your renewal application unless you are a Governmental entity. We will forward to you FCC form 601 for signature as well as bill you for any FCC filing fees should they apply to your license. Please see back page for current FCC fees depending on your frequency and radio service. Time is of the essence and all forms and fees must be received in our office 90 days prior to the expiration date to avoid additional late waiver fees or even termination of call sign.

Should you have any questions concerning your license you can call our office between the hours of 8:30AM and 3:30PM Pacific Time Monday through Friday **toll free at (800) 783-9006 or you can visit our website at businessradiolicensing.com**

Business Radio Licensing

Not Affiliated with US Government Agencies

**Cut Along Line
Partial License Information Sheet**

Call sign: WPRZ865	Radio Service: IG	Issue/Expiration Date: 20110114/20210319		
Transmitter Location: 55 LONGVIEW DR				
City: BROOKFIELD	St: CT	County: FAIRFIELD	Latitude: 412829	Longitude: 0732631
Ground Elevation: 141.0	Antenna Height: 9.0	Structure Height: 6.0		
Control Point Address: 55 Longview Dr				
Station Class: FB	Number of Units: 1	Type of Applicant: G		
Telephone: 2037751172	Contact: Patricia Lund	Frequency: 159.81		
Contact:	Fax:	E-Mail:		



CANDLEWOOD SHORES TAX DISTRICT
PATRICIA LUND
55 LONGVIEW DR
BROOKFIELD CT 06804-1414

PART 1 GENERAL SPECIFICATIONS

North Jersey Pool Management, LLC, operating as American Pool (CONTRACTOR) agrees to manage the Candlewood Shores swimming facility (OWNER), located at 55 Longview Drive; Brookfield, CT 06804, from Saturday, May 23, 2020 through Monday, September 7, 2020 in accordance with the following specifications:

A. POOL HOURS

Normal Operating Hours			Part Time Operating Hours		
	Open	Close		Open	Close
Monday	11:00 AM	06:00 PM	Monday	CLOSED	
Tuesday	11:00 AM	06:00 PM	Tuesday	CLOSED	
Wednesday	11:00 AM	06:00 PM	Wednesday	CLOSED	
Thursday	11:00 AM	06:00 PM	Thursday	CLOSED	
Friday	11:00 AM	06:00 PM	Friday	CLOSED	
Saturday	11:00 AM	06:00 PM	Saturday	11:00 AM	06:00 PM
Sunday	11:00 AM	06:00 PM	Sunday	11:00 AM	06:00 PM
Holiday	11:00 AM	06:00 PM	Holiday	11:00 AM	06:00 PM

B. PERSONNEL

Manager	37.50 hrs/wk
Lifeguard	37.50 hrs/wk
Lifeguard	37.50 hrs/wk
Lifeguard	36.25 hrs/wk

Total Hours/Week: **148.75** Projected Daily Peak Bather Load: 0

C. COMPENSATION

OWNER agrees to pay CONTRACTOR the amount of: \$41,250.00

The payments shall be due as follows:

June 1, 2019	\$6,187.50	September 1, 2019	\$8,250.00	February 1, 2020	\$0.00
June 1, 2019	\$8,250.00	October 1, 2019	\$2,062.50	March 1, 2020	\$0.00
July 1, 2019	\$8,250.00	December 1, 2019	\$0.00	April 1, 2020	\$0.00
August 1, 2019	\$8,250.00	January 1, 2020	\$0.00	May 1, 2020	\$0.00

D. SPECIAL NOTES

This is a lifeguard only agreement. The lifeguard schedule is as follows:

Monday-Friday:

1 lifeguard 11am-5pm, 1 lifeguard 11am-6pm, 1 lifeguard 12pm-6pm

Weekends and holidays:

1 lifeguard 11am-5pm, 1 lifeguard 11am-6pm, 1 lifeguard 12pm-6pm, 1 lifeguard 1pm-6pm

_____ Owner/Representative Initials



Connecticut Fence & Landscaping, LLC

27B Station Road; Brookfield, Connecticut 06804

Phone: 203-885-0251 Fax: 203-546-7480

www.ctfenceandlandscape.com

Name:	Candlewood Shores Tax District/Scalzo Property Management – Travis Hyatt				Date:	3/2/2020					
Address:	2 Stony Hill Road #201				Job Site Address:	Candlewood Shores					
City:	Bethel	State:	CT	Zip:	06801	City:	Brookfield	State:	CT	Zip:	
Phone:	203-790-6888	Email:	thyatt@scalzopropery.com								

Install one new kayak rack
 6x6 pt posts
 4x4 rails
 Recessed in post with 2x6 bracing

Payment by the customer is due and payable as stated. In the event your account is not settled by the due date outlined, we are required to assess your account monthly with a late payment fee of \$10.00 or 5% of the unpaid balance, whichever is higher and a finance charge of 1.5% until your account is paid in full.

Credit Card use and wire transfers will incur a processing/convenience fee subject to change

All material is guaranteed to be specific. All work is completed in a workman like manner per standard practices. Any alteration or deviation for the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon any delays beyond our control. Grass/shrubs/trees installations are not guaranteed without prior installation of professional irrigation system. All installations are not guaranteed due to any (Acts of God) rain, hurricanes, tornados, drought, floods, etc. Connecticut Fence and Landscaping carries all necessary insurances which includes Workers Compensation Insurance. All material is property of Connecticut Fence and Landscaping until paid in full. Connecticut Fence and Landscaping adheres to all local and state guidelines regarding pool fence installations.

Please make checks payable to Connecticut Fence and Landscaping LLC.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payments will be made as outlined as above.

Adam J. Singer 3/2/2020
 Connecticut Fence and Landscaping LLC Date

 Acceptance by Customer Date

HIC.0641310
HIC.0600400



Connecticut Fence & Landscaping, LLC

16 Valmar Drive; New Milford, CT 06776

Phone: 203-885-0251

www.ctfenceandlandscape.com

February 4, 2020

Proposal for 3 year contract at Candlewood Shores Tax District c/o Scalzo Property Management

Year 1 (3% increase):

Total price of contract: \$194,670.03

April 1, 2020 - October 1, 2020 (7 months): \$13,524.29 per month

November 1, 2020 - March 31, 2021 (5 months): \$20,000.00 per month

Year 2 (3% increase):

Total price of contract: \$200,510.13

April 1, 2021 - October 1, 2021 (7 months): \$13,930.02

November 1, 2021 - March 31, 2022 (5 months): \$20,600.00

Year 3 (3% increase):

Total price of contract: \$206,525.43

April 1, 2022 - October 1, 2023 (7 months): \$14,347.92

November 1, 2023 - March 31, 2024 (4 months): \$21,218.00



2020 Candlewood Shores Mooring Registration

Homeowner Name: _____

Homeowner Address: _____

Phone: Home (_____) _____ Mobile (_____) _____

Homeowner Email: _____

Current Mooring #

2020 Mooring #

Section A: Complete this section if you are renewing the above mooring for the 2020 boating season.

() I intend to moor a boat during the 2020 boating season (see mooring regulations – Section 7). I have enclosed the following required documents to complete my renewal for the 2020 boating season.

() I have enclosed a copy of my State Vessel Registration Form and proof of insurance. I understand that this is the only vessel I am permitted to moor on my assigned mooring during the 2020 boating season (with the exception of small craft used to reach the vessel on the water). I understand that the vessel must be registered to me, and I am not permitted to rent my mooring to anyone (including other residents of Candlewood Shores) and that doing so will result in a loss of my mooring privileges.

() I have enclosed the annual administration fee of \$100. This includes a spot for a small vessel. Please enclose a check or money order payable to Candlewood Shores Tax District. (Failure to pay the annual fee will result in a forfeit of mooring location, and the buoy, chain, and anchor will be removed per the CSTD mooring regulations).

Please provide accurate home and cell phone numbers as well as email above so that CSTD can ensure our records are current. If anything happens to your boat, for liability reasons we may not be able to directly assist you, and it is very important that we can reach you. If the Candlewood Lake Patrol calls for salvage, you may incur a large bill or face a claim for Third Party Damage. Any vessel or mooring hardware that CSTD is required to tow and/or remove will be at the homeowner's expense.

() I would like CSTD to repaint my mooring number (to be billed to me at a later date)

Section B: Complete this section if you DO NOT intend to use the above mooring in the foreseeable future and wish to forfeit mooring holder status.

() I do not intend to use the mooring noted above in the foreseeable future and wish to forfeit my mooring holder status. I would like to pass the mooring on and sell the hardware. I hereby grant permission for Candlewood Shores/Scalzo Property Management to provide my contact information to the next resident on the waiting list. Please arrange for me to be contacted by the next person on the waiting list.

Section C: I have read the CSTD Mooring Regulations, as well as all of the guidelines above, and agree to adhere to them. By submitting this application and using any mooring, vessel, or portion of Candlewood Lake or its related areas and facilities, I and every person who I authorize to do so release and hold harmless Candlewood Shores Tax District and its managers, officers, directors, and agents for all personal injury, death, property damage or other loss arising out of or in connection with such use.

Homeowner's Signature

Date



2020 SMALL VESSEL REGISTRATION

Homeowner Name: _____
 Homeowner Address: _____
 City: _____ State: _____ Zip: _____
 Phone: Home (_____) _____ Mobile (_____) _____
 Homeowner Email: _____

SMALL VESSEL DESCRIPTION

Kayak(s) Paddle Board(s) Rowboat(s) (No Motor)

Make: _____
 Color: _____
 Length: _____
 Phone: Home (_____) _____ Mobile (_____) _____
 Homeowner Email: _____
 Serial Number/Hull Number: _____
 Assigned Storage Location(s): _____

\$50.00 Annual Registration Fee (per boat)*: Paid _____
 Received by (CSTD Rep.)

*Fee waived if resident is also a mooring holder
 *Checks only, no cash or credit cards

***ADVISORY:**

- Cars or vessels blocking the boat ramp will be towed or removed at the owner’s expense.
- If your small vessel(s) are not removed from the storage racks by Nov 15th, CSTD will remove them in accordance with small vessel regulations.
- If your small vessel(s) is not claimed by March 15th of the following year, it will be considered abandoned.

The undersigned acknowledges that they have read and agree to adhere to the small vessel regulations, and that the Candlewood Shores Tax District is not responsible for the boat ramp area or for any damage done to any individual boats or locking equipment at the boat ramp area. By submitting this application and using any mooring, vessel, or portion of Candlewood Lake or its related areas and facilities, I and every person who I authorize to do so release and hold harmless Candlewood Shores Tax District and its managers, officers, directors, and agents for all personal injury, death, property damage or other loss arising out of or in connection with such use.

Signed: _____ Date: _____
 Homeowner’s Signature

Candlewood Shores Tax District
 55 Longview Drive
 Brookfield, Ct. 06804
 Phone: 203-775-1172
CSTDoffice@scalzoproperty.com

Scalzo Property Management
 2 Stony Hill Road, Suite 201
 Bethel, CT 06801
 Phone: 203-790-6888
CommunityManager@candlewoodshores.com

Harbor Master
 Kelly Lane
 Phone: 203-648-2305
Kelly@candlewoodshores.com

Section 7 Moorings & Small Vessels

Definitions:

Anchor: The word “anchor” shall mean to hold a boat in place by lowering a heavy weight into the water by chain.

Boating Season: The term “boating season” shall mean the period from April 15th to the following November 15th.

Buoy: The word “buoy” shall mean a white buoy with a blue band, not less than 15” in diameter, which is used to hold the chain up in the water and to mark the mooring location.

Chain: The word “chain” shall mean the galvanized chain connecting the anchor to the swivel or buoy if a swivel is not used. This term may also include shackles and swivels used to connect chain together.

Mooring: The word “mooring” shall mean a permanent anchorage installation, comprising of an anchor, chain, and mooring buoy. This may also be referred to as “mooring equipment”

Mooring Location(s): The term “mooring location(s)” shall mean the location of a mooring assigned by the Harbormaster.

Mooring Service Provider(s): The term “mooring service provider(s)” shall mean any person with the appropriate training and experience to install, service, and inspect moorings to ensure that they meet the town, First Light & CSTD regulations.

Mooring Regulations:

Moorings are a privilege, not a right. Moorings are strictly regulated by First Light on all CT waters.

A. There is an established waiting list, which is strictly followed, for Candlewood Shores Tax District “CSTD” resident homeowners who own a boat and request a mooring. Waiting list applicants cannot transfer a mooring waiting list position to another homeowner. Contact the CSTD Office Manager or Harbormaster to get your name on the list.

B. Boat registration must be in the name of the resident homeowner. Tenants are not permitted a mooring. Renting or lending a mooring to others is STRICTLY prohibited and will result in immediate forfeiture of the mooring. No homeowner shall moor, anchor or set any mooring or boat without first registering with the CSTD office and paying the required annual fees. All mooring locations will be determined and assigned by the Harbormaster. A current CT Vessel registration and proof of boat insurance must be provided to CSTD at the time of registration.

C. Resident homeowners must be in good standing and current on all taxes and fees. Mooring registration will not be permitted if the resident is not in good standing with CSTD.

D. All moorings must be inspected at least once every 3 years, by an approved mooring service provider, with chains replaced every seven years or as required by inspection. The Harbormaster will maintain a list of approved mooring service providers, which can be obtained at the CSTD office. Only these approved mooring service providers will be accepted by CSTD for the purposes of inspections or new mooring installations. Under no circumstances can a mooring be “self-inspected” or “self-installed” by the homeowner.

The inspection shall require a diver to inspect and determine the overall condition of the mooring and identify structural and non-structural deficiencies, if any, which may present a potential safety hazard or have a negative impact on routine use of the mooring.

The mooring service provider performing inspection must provide a written inspection report on their company letterhead, stating that the mooring is compliant with these regulations, or if necessary, which parts of the mooring are defective and require repair and/or replacement. The written report shall be dated and signed by the mooring service provider performing inspection and must include a complete description of the mooring and any deficiencies observed during inspection, if any. Description of the mooring must include quantity of anchor blocks, approximate weight of anchor, size and type (stainless or galvanized) of chain, swivels and shackles used, and size of buoy. The report must also state the condition of the mooring and whether or not it passed inspection or describe the deficiencies in detail and recommendations to remedy observed deficiencies. Any deficiencies noted on the written inspection report must be corrected immediately at the homeowner's expense with proof of repair provided to CSTD. Said inspection report and/or proof of repair must be provided to the Harbormaster.

Proof of inspection is due by June 15th of the boating season. If proof of inspection is not received and your mooring buoy is not clearly marked with your mooring number, you will forfeit your mooring location and your mooring equipment will be removed at the homeowner's expense.

The harbormaster and/or CSTD board, also reserves the right to perform periodic inspections on an as needed basis and will advise the homeowner of any defective or inadequate equipment. The defective part(s) must be corrected/replaced immediately, or the Harbormaster may remove or cause to be removed at the homeowner's expense, any mooring that fails to meet the provisions of these regulations.

Minimum Mooring Specifications:

- The anchor must be a minimum of three concrete blocks of 225 lb. each.
- Chain, which may include shackles and swivels, must be a minimum of 5/16" galvanized chain. If the depth of your mooring exceeds 30', then it is recommended to increase the size of your chain, shackles and swivels to 3/8" galvanized, unless the mooring service provider recommends otherwise (for instance, a smaller boat where 5/16" would be sufficient). Any shackles or swivels used in the mooring must be galvanized and of the same size as the chain or larger. Rope of any kind will not be permitted under any circumstances as a substitute for chain.
- Mooring buoys must be a white buoy with a blue horizontal band. Buoys shall not be less than 15" in diameter and may require a larger diameter depending on mooring location and size/length of chain.
- All boats must have two rope lines connecting it to the mooring to create redundancy in the event one of the lines fails. The homeowner is responsible for causing such boat to be tied & secured with proper care and equipment in such a manner to prevent breakaway and resulting damage to any property.

The mooring specifications outlined above are minimum standards and are not designed to meet severe conditions. If severe weather is predicted, the mooring holder should take additional measures including the removal of the boat from the water. The mooring holder can exceed these specifications except where it would be unsafe or hazardous to do so. Each mooring holder is encouraged to contact

their mooring service provider in such matters for advice as may relate to the particulars of their boat. It is the mooring owner's sole responsibility to ensure the mooring is properly sized for the boat and mooring location. Any boat or mooring that requires "CSTD" to tow and or remove the mooring due to unsafe or non-compliant conditions, will be at the homeowner's expense.

E. All authorized moorings must have mooring number clearly marked and maintained by the owner, have a "CSTD" brass tag (supplied by "CSTD" office manager) securely attached to the mooring in a location which can easily be viewed by the Harbormaster, and comply with state regulations. Any mooring not properly marked may be removed by the Harbormaster at the homeowner's expense and may result in forfeiture of the mooring location.

F. The Harbormaster assigns the mooring location in the water as permitted by First Light. Moorings shall not be moved from an approved location under any circumstances. Moorings MAY NOT be sold with the sale of a residence. If a residence is sold, mooring location is forfeited and offered to the next person on the waiting list.

G. A mooring holder who wants to transfer a mooring must contact the Office Manager or Harbormaster for the name of the next waiting resident. Transfer of mooring to a resident on the waiting list shall not have a profit motive. Only the depreciated value of mooring may be recovered by transferring holder (saving original receipts is strongly encouraged). A seller is transferring ONLY a buoy, chain and anchor to the buyer. A buyer must be reasonable and have good intent in their offer to the seller and is encouraged to inspect the mooring equipment prior to purchase. If the buyer and seller cannot reach mutual agreement, the mooring shall be removed by the homeowner and the new mooring holder must purchase their own mooring equipment and have installed by an approved mooring service provider.

H. Each mooring holder is required annually, to provide CSTD with a Mooring Registration form completely & accurately filled out, a copy of the current valid CT vessel registration, proof of vessel insurance, a completed Small Vessel Registration form and pay an annual fee to cover annual buoy field realignment and maintenance on the dock and storage area. Mooring fees are not refundable. Fees will be set each year on or before April 15th and will be indicated on the mooring registration form. Fees will be due on April 15th each boating season. Failure to pay the annual fee by June 15th of a boating season will result in a forfeiture of the mooring location and buoy, chain and anchor will be removed at the homeowner's expense. No boat may be attached to a mooring until the annual fee is paid. CSTD reserves the right to tow any boat which is not in compliance at the homeowner's expense.

I. Each year boat owners must provide a copy of the current valid CT Vessel Registration and proof of vessel insurance. Mooring registration will not be permitted without proof of registration and insurance.

J. Boat length is limited to twenty-four (24) feet maximum.

K. A change in boat registration must be provided in writing to Office Manager (Harbormaster) within 15 days of such change.

L. In the event that a mooring holder does not use his mooring location for 50% of the boating season, said mooring location may be deemed abandoned and/or reassigned, unless the permit owner has notified the Harbormaster, in advance, of his/her intent not to use the mooring location for a period not to exceed one boating season. If you are unable to use your mooring for a boating season, a letter of

hardship must be provided to the Harbormaster. If your reasons for non-use do not constitute a hardship, then the mooring will be considered abandoned and transferred to the next resident on the waiting list. Such notice must be received by June 1st of each boating season. In such event the Harbormaster may make the mooring location available for transient or temporary assignment. A temporary assignment will require the next waiting homeowner to pay the annual registration fee in full.

M. Dinghies used to row out to mooring must have mooring number clearly marked and must be registered at the CSTD Office. Mooring registrants will be guaranteed a small vessel space.

N. Boat repairs are not permitted at a mooring under any circumstances. If any mooring equipment requires repair and/or replacement, boats must be removed from assigned moorings while mooring equipment is being repaired or replaced.

O. Notwithstanding any of the provisions set forth in these mooring regulations, "CSTD" is not responsible and shall not be held liable for personal injury, death, or for any damage done to individual boats, dinghies, lines or moorings arising out of or in connection with any mooring compliant with the specifications set forth herein. Nothing in these mooring regulations shall be construed as a basis for imposing liability on CSTD. The mooring holder assumes all risk and liability of owning a mooring.

Small Vessel Regulations:

A. Each small vessel must be registered annually with CSTD, by completely and accurately submitting a Small Vessel Registration Form. Registration forms can be obtained at the CSTD office. An annual fee will be due at the time of registration. The fee will be set each boating season on or before April 15th and will be indicated on the small vessel registration form. No small vessel shall be placed on any CSTD small vessel rack until the vessel is registered and the fee is paid in full.

B. A rack location will be provided by the CSTD office and will be on a first come, first served basis. The homeowner's small vessel must only be placed in the assigned location.

C. Small vessels may be locked and secured to a rack using the homeowner's locking equipment. CSTD is not responsible for any lost, stolen or damaged equipment while stored on the small vessel racks.

D. All small vessels & locking equipment must be removed from CSTD small vessel racks no later than November 15th of each boating season. Any small vessel not removed by this deadline will be moved and stored by CSTD. The homeowner will incur a handling fee of \$50 if their small vessel must be moved by CSTD. Locking equipment may need to be cut to remove the small vessel from CSTD racks. CSTD is not responsible for any damaged locking equipment.

E. Any small vessel stored by CSTD must be claimed by March 15th of the following year, otherwise will be considered abandoned. The homeowner will incur a \$50 storage fee in addition to the above handling fee if the small vessel is stored by CSTD between the time from November 15th through March 15th of the following year.

F. Any small vessel found stored on CSTD small vessel racks, which has not been registered will be moved by CSTD. The small vessel owner will incur a \$100 fee for non-compliance with these regulations.

Section 9 – VIOLATIONS AND PENALTIES:

A. The penalty for violation of any provision of this Ordinance shall be a fine of not more than (\$30.00) Thirty Dollars for each offense unless otherwise stated above, except for the disposal of household garbage deposited in any trash receptacle maintained by the Tax District.

B. The disposal of household garbage shall be a fine of (\$75.00) Seventy-Five Dollars for each offense.

C. “ CSTD” reserves the right to exclude from the recreation areas any person who repeatedly and knowingly violates any provision of this Ordinance.