

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, March 23, 2022, 7:30 PM**  
**Via Zoom**

**CALL TO ORDER**

- I. Elizabeth Longworth called the regular meeting of the Candlewood Shores Tax District (CSTD) Board of Directors to order, at 7:30 pm, on March 23, 2022.

**ROLL CALL** *(at the start of the meeting)*

- I. Directors Present
  - a. Alan Owen – Vice President
  - b. Elizabeth Longworth – President
  - c. Jon Lepler – Director
  - d. Kenneth Appley – Treasurer
  - e. Kelly Lane – Director
  - f. Linda Wagner – Director (~ 8:00 PM)
  - g. Lisa Maguire - Directory
  - h. Steven DeMichele – Secretary
  - i. Tammy Jeannine Foley – Director
  
- II. Twenty-five additional members of the Candlewood Shores Community were in attendance.
  
- III. Staff
  - a. Travis Hyatt – Scalzo Property Manager
  - b. Lisa Arconti – Scalzo / CSTD Office Manager
  - c. Adam Singer – CT Fence / CSTD Property Maintenance Contractor
  
- IV. Guests
  - a. Tom Beecher – Attorney for Mike and Jerry Smeriglio lots 90/90A Water Connection Request
  
- V. Directors Absent
  - a. None.

**HEARINGS**

- I. None.

## **APPROVAL OF MINUTES**

- I. **A Motion** was made by Kelly Lane, to approve the February 16, 2022 regular meeting minutes, which was seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Kelly Lane, Kenneth Appley, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor and Jon Lepler abstaining.

## **GUEST SPEAKER**

- I. **A Motion** was made by Elizabeth Longworth to approve the lot 90 South Lake Shore Drive property joining Candlewood Shores Tax District, which was seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kenneth Appley, Tammy Jeannine Foley voting in favor and Kelly Lane, Lisa Maguire, Steven DeMichele abstaining.

## **FIRST PUBLIC COMMENT**

- I. Michael Henry, of 27 Bayview Drive– expressed a complaint regarding improvements made by the adjacent property, 25 Bayview Drive, which traverse his own, without permission.

## **TREASURER’S REPORT**

- I. Kenneth Appley presented the Treasurer’s Report
- II. Candlewood Shores Tax District Balance - \$1,324,970.73
- III. Candlewood Shores Water District (CSWD) Balance – \$249,087.67
- IV. Travis Hyatt provided an update on the draft budget. There was a discussion on revenues versus expenses.

## **MANAGEMENT REPORT**

- I. Scalzo Property Management Report – Travis Hyatt
  - a. Mr. Hyatt provided a report of activities since the last Board of Directors meeting.
- II. Permit Requests
  - a. 24 Twilight Lane – permit for driveway paving.
  - b. 141 North Lake Shore Drive – permit for renovation of existing residence.
  - c. 19 Twilight Lane – permit for clearing land.

## **COMMITTEE REPORTS**

- I. Beautification Committee
  - a. Elizabeth Longworth presented the Beautification Committee Report

- II. Recreation Committee
  - a. Jon Lepler presented the Recreation Committee Report
  - b. The CSTD Easter Egg Hunt is scheduled for April 9<sup>th</sup>.
  - c. Three band nights are scheduled.
  - d. Planning moving nights, summer picknick and ladies' nights
  
- III. Safety Committee
  - a. Alan Owen and Adam Singer presented the Safety Committee Report.
  - b. Adam has identified about five potential locations for speed bump installations.
  - c. Jon Lepler commended Alan's work with the speed signs in the community.
  - d. There was a discussion on road striping.
  
- IV. Ordinance Committee
  - a. Linda Wagner presented the Ordinance Committee Report.
  - b. Work continues on 1988-3 – "Driveway and Rights of Way".
  - c. Next meeting will be via Zoom on March 28<sup>th</sup>.
  
- V. Landscaping Report
  - a. Adam Singer, presented the Landscape Report.
  
- VI. Cove Space
  - a. Elizabeth Longworth reported that the Committee is still awaiting authorization from First Light Power Resources to utilize this area.
  
- VII. Nominating Committee
  - a. Lisa Maguire presented the Nominating Committee Report.
  - b. The below seats are up for re-election
    - i. Elizabeth Longworth - President
    - ii. Linda Wagner – Director
    - iii. Steven DeMichele – Secretary
  - c. Voting will take place at the 2022 CSTD Annual Meeting

**ADMINISTRATION**

- I. None.

**NEW BUSINESS**

- I. Attorney Discussion
  - a. **A Motion** was made by Linda Wagner, to approve attorney Christopher Leonard, to represent Candlewood Shores Tax District, which was seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Linda Wagner, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor.

- II. Beach Wall Documentation
  - a. Scalzo received a concern regarding the CSTD beach wall.
  - b. Adam Singer provided a brief on the situation.
  
- III. Remote Monitoring for Water System
  - a. Travis Hyatt reported that this project would allow CSTD's water operator to remotely monitor the water system, which they cannot currently do.
  - b. **A Motion** was made by Steven DeMichele, to authorize the purchase of the remote access water system, through JBM Engineering, in an amount not to exceed \$3,000.00, which was seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Linda Wagner, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor.
  
- IV. Lifeguards Service Decision – Awaiting Proposal
  - a. There was a discussion of a “hybrid approach”, which would staff lifeguards on weekends and holidays and special events
  - b. **A Motion** was made by Alan Owen for the “hybrid approach,” which was seconded by Linda Wagner and approved, with Alan Owen, Elizabeth Longworth, Kenneth Appley, Linda Wagner, Lisa Maguire, Tammy Jeannine Foley voting in favor and Jon Lepler, Kelly Lane and Steven DeMichele abstaining.
  
- V. Mooring Fee Discussion
  - a. Kelly Lane reported that the current revenues from mooring fees does not cover the cost of realigning the mooring field every year. Mr. Lane proposed raising the mooring fee from \$100.00 to \$125.00.
  - b. **A Motion** was made by Alan Owen, to raise the mooring fee to \$125.00, which was seconded by Lisa Maguire and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Linda Wagner, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor.
  
- VI. Community Room Rental Fee Discussion
  - a. Elizabeth Longworth proposed an increase to the room rental fee. There was also a discussion regarding the security deposit.
  - b. **A Motion** was made by Elizabeth Longworth to increase the security deposit associated with the rental of CSTD club house to \$200, which was Seconded by Alan Owen and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Linda Wagner, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor.
  
- VII. Security Services
  - a. Elizabeth Longworth reported that the majority of the community is in favor of having a security service. Jon Lepler is currently working with Travis Hyatt to solicit proposals from security services.

- b. There was also a discussion about the possibility of a front gate for the community.

VIII. Property Maintenance Contract Renewal

- a. Kenneth Appley and Travis Hyatt reported that there is a modest increase this year in CT Fence's proposed fee of about 3%. Elizabeth Longworth reported that this new contract will include additional tasks.
- b. **A Motion** was made by Kelly Lane, to renew the CT Fence contract, beginning April 1, 2022, which was seconded by Elizabeth Longworth and approved, with Alan Owen, Elizabeth Longworth, Jon Lepler, Kelly Lane, Kenneth Appley, Linda Wagner, Lisa Maguire, Steven DeMichele, Tammy Jeannine Foley voting in favor.

**OLD BUSINESS**

I. Planting Plan for Boat Ramp Discussion

- a. Elizabeth Longworth reported that CSTD is still awaiting a response from First Light Power Resources on the permit application.

II. Cove Cleanup Discussion

- a. Covered under Committee Reports section above.

III. Water Connection Request

- a. Covered under Guest Speaker section above.

IV. Ballfield Proposals

- a. Elizabeth Longworth reported that the Community is looking for volunteers to maintain the field.

**SECOND PUBLIC COMMENT**

- I. Rebecca Newman, of 28 Twilight Lane – reported that the house being built on 141 North Lake Shore Drive is obstructing her view of the lake from her home and she is opposed to its construction.

**EXECUTIVE SESSION**

- I. None.

**ADJOURNMENT**

- I. **A Motion** was made by Alan Owen, to adjourn the meeting of the CSTD Board of Directors, at 10:58 pm, which was seconded by Elizabeth Longworth and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary