

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**January 17, 2018**

**I. CALL TO ORDER**

Marwan Sayegh called the regular meeting of the Candlewood Shores Tax District to order at 7:32 pm on January 17, 2018. Ten (10) members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Marwan Sayegh – Vice President

Rebecca Schempp – Treasurer

Dee Ciancio - Secretary

Directors - Norah Lynch, Valerie Swatz, Bob Fletcher, Brigid Knauer

Travis Hyatt – Scalzo Community Manager

**III. APPROVAL OF MINUTES**

Marwan requested a motion to approve Board meeting minutes from December 20, 2017.

Valerie made a motion to approve the minutes.

Norah seconded the motion.

The motion passed unanimously.

**IV. PUBLIC COMMENT**

Kevin O'Connor of 28 Berkshire Dr. shared his concerns with the Board about a situation regarding his family's rental of the Community Room in December. He also had several questions about how much the Tax District is spending on outside vendors, as well as the potential responsibilities and compensation of a new Compliance Officer.

Carl Bailey of 12 South Lake Shore Dr. expressed concern that Candlewood Shores is not receiving a discount on property taxes from the Town of Brookfield, even though we maintain our own roads. Travis stated that, per our attorney and CT State Law, the Town is not obligated to offer us a discount. Carl offered to inquire further about this with the Town, on our behalf as a resident of The Shores, and the Board stated he is welcome to do so.

Linda Queiroz of 26 Clearview Dr. explained some of the issues that Candlewood Shores had many years ago with its management and water distribution, when it was still an "association". The best resolution was to form our own Tax District and working water company.

V. **TREASURER’S REPORT**

Marwan stated that Travis has done a draft of the FY’19 budget. The objective is to keep the budget flat to the current fiscal year. It should be ready to share with the community in next month’s Board meeting. Community input will be encouraged.

Rebecca provided the financial statements for the period July 2017 – December 2017.

She noted that property management fees are at 57% and seasonal items are over budget.

**Tax District**

Total Shared Expenses = 71.5%

Total Community Expenses = 53.2%

Total Expenses = 56.1%

**Water Budget**

Total Water Dept. Expenses = 40.5%

VI. **MANAGEMENT REPORT – Travis Hyatt**

Boat Dock Proposal – Travis has spoken again with Rich Tucker, who has contacted First Light. Tucker will provide us with a price range for the docks only. We may be required to do additional work, however: dredging and installation of a parking lot.

Badger System – Our Badger sales representative will attend the February Board meeting.

Review of Water Pooling and Forming Ice on Candlewood Shores Rd. – Travis spoke to Bryan about being cautious and putting extra salt on that area.

Discussion with Tomascak about Possible Issues with Chlorinator – Tomascak has turned down the chlorine and requests that we let him know if that reduced the chlorine smell in the water.

Email Bulletin Requesting Volunteers for the Board – Email was sent to the community on 1/11/18.

Work Order Report – The Five-Year Plan, Charter Updates, Badger system, Cleaning of the Cove, Candlewood Shores 75<sup>th</sup> Year Anniversary, and the Boat Docks all remain as open work items.

CDAR Rates – After the road work expenses, our CDAR balance is approximately \$400,000.00. It was not staggered as previously thought. Rebecca suggested that we look at some upcoming expenses before the Board makes a final decision on how to invest these funds.

VII. **COMMITTEE REPORTS**

1. **Safety Committee Report – No report**

2. **Beautification Committee Report – Nancy Knorr**

Budget for FY’19 to be provided.

3. **Recreation Committee Report – Dee Ciancio**

Next committee meeting is scheduled for Monday, January 22, at 7:30pm.

**4. Ordinance Committee Report – Bob Fletcher**

Bob requested that the Board review the ordinance drafts that were provided in the December meeting and email comments to him.

**VIII. ADMINISTRATION**

No report.

**IX. NEW BUSINESS**

Code Compliance – Travis has contacted surrounding towns to find out if anyone is retiring and would like to take the Compliance Officer position. At this time, he suggests that an ad be placed for the position. The Officer would work approximately 20 hours per week and would be responsible for all code compliance and ordinance violation issues, from start to finish, including speaking with homeowners and sending violation letters. The Board agreed to have an ad placed.

Board President Position – Marwan stated that Frank Cavalea sold his home in The Shores and has resigned as Board President. Options are to either keep the position vacant or fill it, until the May elections. Either way, that position will be on the slate in May. An email will be sent to the community asking if anyone is interested in filling the President position for the balance of the fiscal year, as well as being on the slate in May for the new term.

Solar Panel Discussion – A resident in the community has informed us that he will be installing solar panels on his home. Travis has checked with our attorney who confirmed that as long as the resident is complying with the Town’s zoning and building codes, the Tax District has no say in the matter.

Hearing Notices – Travis noted that there are some Second Notice ordinance violation letters in the Board’s January packet. He asked the Board to confirm that the next step is to send these residents Hearing Notices; they agreed. Going forward, Hearing Notices will be sent out after no reply to a Second Notice, without waiting for Board approval in a meeting. The Board will be provided with copies of all Hearing Notices.

**X. OLD BUSINESS**

Playground Discussion – Marwan requested a motion to spend \$1600.00 for the engineer to provide retaining wall specifications, so that Travis can complete the RFP. Rebecca made a motion, Valerie seconded the motion. The motion passed unanimously. Travis stated he will invite the playground equipment company suggested by the Playground Committee to attend next month’s meeting.

Tree Trimming – Travis stated there has been no movement on this project. Ralph Tedesco from the Town has said that he would not be doing the work in The Shores. Marwan stated we need to decide how we will address the ordinance regarding trees in the Right of Way, going forward.

Refuse Removal – The Board agreed that the rates provided by the refuse companies are not low enough. Marwan suggested that residents contact the companies on their own if they’d like to pursue lower rates for their individual homes.

Increasing Water Tax – Marwan stated that our water company is spending almost as much as it is taking in, and that we need to look at our water rates. He asked Travis to find out how much we have collected annually over the last five years, how much we have spent annually over the last five years (broken out by maintenance vs. repairs vs. upgrades), and what was our average expense on a water main break. Travis suggested that the conversation with our Badger sales rep will also help us decide how to move forward. We may not need to replace an entire meter, for example, but we need to keep in mind that many of the meters in the community are already beyond their life expectancy. The main issue with the meters now is reading them and being able to bill out for our water. Travis also confirmed that, per our attorney, we can raise our water rates, but we would need to have a public hearing with the residents first.

**XI. SECOND PUBLIC COMMENT**

Carl Bailey of 12 South Lake Shore Drive asked how many homes are in The Shores, and how much are we in arrears? Marwan replied that there are just over 500 homes, and we are currently only a few thousand dollars in arrears. Carl also asked, regarding the new playground, if we receive a proposal for less than \$95,000, would we still spend the full \$95,000 set aside for this project? Marwan replied no, we would not.

Kevin O'Connor of 28 Berkshire Drive asked about the outcome of the Hickory Hills water issue. Marwan replied that it was settled and Aquarion is now responsible for distributing water in Hickory Hills. Kevin also asked about the proposed compensation and hours for the new Compliance Officer.

Ken Appley of 21 Bayview Drive stated that he has not yet received his January tax bill. Travis will look into this and have the Accounting department call him.

**XII. ADJOURNMENT**

Marwan requested a motion for the meeting to adjourn at 8:58p.m.

Bob made a motion.

Valerie seconded the motion.

The motion passed unanimously.

**Minutes Taken By: Nancy Knorr**

**Minutes Submitted By: Dee Ciancio**