

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**February 21, 2018**

**I. CALL TO ORDER**

Dee Ciancio called the regular meeting of the Candlewood Shores Tax District to order at 7:30 pm on February 21, 2018. Ten (10) members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Dee Ciancio - Secretary

Rebecca Schempp – Treasurer

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

Travis Hyatt – Scalzo Community Manager

**III. APPROVAL OF MINUTES**

Dee requested a motion to approve Board meeting minutes from January 17, 2018.

Valerie made a motion to approve the minutes.

Rebecca seconded the motion.

The motion passed unanimously.

**IV. PUBLIC COMMENT**

The first public comment session was skipped to allow time for presentations from the Brookfield Library Director, Stiles Co. Inc., and O'Brien & Sons. Details provided under New Business, Management Report, and Old Business.

**V. TREASURER'S REPORT**

Travis stated that he drafted the FY'19 budget. Copies were provided to the Board. The goal is to not raise taxes. He asked the Board to review the draft. He will keep it on the agenda for next month, when it can be discussed line by line.

Rebecca provided the financial statements for the period July 2017 – January 2018.

**Tax District**

Total Shared Expenses = 76.6%

Total Community Expenses = 53.6%

Total Shared & Community Expenses = 61.7%

Total Capital Improvements = 35.9%

Total Expenses = 60.2%

**Water Budget**

Total Water Dept. Expenses = 43.6%

Total Expenses = 42%

**VI. MANAGEMENT REPORT – Travis Hyatt**

Boat Dock Proposal – A proposal from Rich Tucker has been provided to the Board for their review.

Plowing Concerns – Travis has discussed residents’ concerns with our maintenance staff.

Ad for Compliance Officer – Ad was created, and position has been discussed with three candidates so far. The ad will be posted on Craigslist and emailed to the community.

Put CDAR funds into ICS account – Travis will follow up with Accounting to confirm that this was done.

Playground Wall Specs – Plans were submitted to the Town on 2/5/18. We received approval on 2/21/18.

Email Bulletin Requesting Volunteers for Board President – Email was sent on 2/15/18, no responses yet.

Last Five Years of Water Expenses – These have been provided to the Board for their review.

Investing in US Treasuries – Our attorney and CPA have both been asked if CSTD may invest in US Treasuries. The attorney has deferred to the CPA, and the CPA has deferred to the attorney.

Solar Unit Approval – Resident has been notified that the Board has no objection to the project.

Scott Fitzgerald – Stiles Co. Inc. provided information about our new Badger water meter choices. Benefits of the new meters would include state of the art technology, with no breakable parts inside. They would use a cellular-based transmitter that would allow for a water reading every day. Residents would be able to set up alerts to receive text messages if leaks occur inside the home. The new meters would also be able to detect reverse water flow, if a wire were cut, and if the temperature inside the home dropped to 38 degrees (the point at which the meter could start to freeze up). Travis asked if a new antenna could be used with an existing (old) meter, and Scott replied that it could. No decisions were made - scheduling concerns still need to be discussed and resolved. Scott will provide installation information to Travis.

**VII. COMMITTEE REPORTS**

- 1. Safety Committee Report – No report**
- 2. Beautification Committee Report – No report**
- 3. Recreation Committee Report – Melanie Shapiro**

The committee is currently on budget. They will submit same budget for the upcoming fiscal year. The February 11<sup>th</sup> Valentine’s Dance Party had to be cancelled due to illness.

The following events are being planned:

March 10 – Kids’ St. Patrick’s Dance

March 24 – Easter Egg Hunt

April 28 – Spring Tag Sale

May 5 – (if needed) Rain Date for Tag Sale

June 23 – Movie Night #1

July 4 – Kids’ Bike Parade

July 14 – Band Night #1 (Rain Date will be next day or not at all)

July 28 – Annual Picnic

August 11 – Band Night #2  
September 1 – Movie Night #2  
October 6 – Fall Tag Sale  
October 20 – Halloween Party

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

No comments have yet been received from the Board regarding the ordinance drafts. The Board committed to sending comments to Bob by March 7<sup>th</sup>.

**VIII. ADMINISTRATION**

No report.

**IX. NEW BUSINESS**

Yvonne Cech - Director of the Brookfield Public Library provided information and answered questions about the new library that is being proposed for the Town of Brookfield. A town-wide referendum will be held on Tuesday, February 27, 2018. Yvonne encouraged residents to look at the library website for additional information – [www.brookfieldlibrary.org](http://www.brookfieldlibrary.org).

Small Planter Boxes on the Hill – Nancy explained that two of the small wooden planter boxes along Candlewood Shores Road were destroyed during one of the snow storms. Apparently, a car skidded off the road and ran over them. They are dangerous to plant due to their location, so have not been planted for years. The Board agreed to have all the small planter boxes removed from the hill.

**X. OLD BUSINESS**

Peter Wallace from O’Brien & Sons (representing the manufacturer Landscape Structures) provided information on the equipment being proposed for the new playground, based on a site visit he made to The Shores last year. His understanding is that we want a more modern structure that will meet the needs of children two - twelve years old. He provided information on the “Play Shaper” line of equipment, designed for children two – five years old, and the “Jig Jag Climber”, designed for five – twelve year olds. There was discussion about the ground material proposed (engineered wood fiber, like mulch, 12 inches thick), the need for ADA compliance, how the equipment will be secured to the ground (concrete footers), warranties, time required for ordering and installation, and the need for more of the resources to go towards the older children. The proposal will be adjusted to reflect 70% of the resources for five – twelve year olds and 30% for the two- five year olds. The website for Landscape Structures is [www.playlsi.com](http://www.playlsi.com).

Cable Revenue Discussion – Travis will remove this item from the agenda until the Fall, when the representative will have more information to share with us.

Increasing Water Tax – This will be kept on the agenda for discussion next month.

Replace Aging Water Mains – This will be kept on the agenda for discussion next month.

**XI. SECOND PUBLIC COMMENT**

Frank Costello of 49 North Lake Shore Drive asked for a status update on the boat ramp. Travis replied that the contractor needs nightly temperatures of at least 40 degrees, for three days in a row, to do the work. We haven't had that yet.

Doug Fisher of 19 Berkshire Drive expressed concern about the water continuing to come out of Candlewood Shores Road, on the hill, causing icing. He asked if A & J (the contractor who re-paved that road) can take a look and advise why we are having this issue.

Liz Longworth of 1 South Lake Shore Drive expressed concern about a property that had excavation done in their front yard/ right of way, and no erosion control has been installed to prevent soil washing into the street. A letter will be sent to the homeowner.

**XII. ADJOURNMENT**

Dee requested a motion for the meeting to adjourn at 9:20 pm.

Valerie made a motion.

Liz seconded the motion.

The motion passed unanimously.

**Minutes Taken By: Nancy Knorr**

**Minutes Submitted By: Dee Ciancio**