

CANDLEWOOD SHORES TAX DISTRICT
Board Meeting Minutes
March 27, 2018

I. CALL TO ORDER

Marwan Sayegh called the regular meeting of the Candlewood Shores Tax District to order at 7:32 pm on March 27, 2018. Nine (9) members of the Candlewood Shores Community were in attendance.

II. ROLL CALL

The following persons were present:

Dee Ciancio - Secretary

Rebecca Schempp – Treasurer

Directors - Valerie Swatz, Liz Longworth, Bob Fletcher

Travis Hyatt – Scalzo Community Manager

Katie Book – Assistant Scalzo Community Manager

III. APPROVAL OF MINUTES

Marwan requested a motion to approve Board meeting minutes from February 21, 2018.

Valerie made a motion to approve the minutes.

Liz seconded the motion.

The motion passed unanimously.

IV. NEW BUSINESS #1

Fire/Rescue Boat Discussion - Gary Gramling (Fire Chief) and Jeff Dunkerton (Assistant Fire Chief) from Candlewood Company provided a brief history of the fire department and discussed their ideas for a new fire/rescue boat that they would like to purchase within the next year. The new boat would have a fire pump and would be heavier than their current boat. To eliminate strain on our dock, the fire department would purchase and install (at their own expense) a lift next to the dock, to store the boat. This would be in the same location as where the current boat has been tied up. In the Winter, they would arrange for Tucker to remove the lift and store it on the grass. The fire department is seeking approval of these plans from Candlewood Shores before they purchase the boat. They believe our dock is an ideal location as it is close to the Fire Station and allows them to get out to the center of the lake quickly. The Board shared their concerns about potential vandalism and the space that the current boat has been taking up at our dock. They agreed to form a committee, comprised of fire department members and a member of the Board (Rebecca), to discuss the options, including the possibility of moving the boat to a new site.

Marwan adjourned the meeting at 7:55pm and reconvened the meeting at 8:03pm.

V. **PUBLIC COMMENT**

Doug Fisher of 19 Berkshire Drive expressed concern that many houses in Candlewood Shores do not have street numbers displayed and suggested that an email be sent to the community. He asked for a status update on the boat ramp; Travis will ask the contractor if a barrier can be installed to hold back the water and allow the work to be done this Spring. Doug mentioned that the Brookfield WPCA (Water Pollution Control Authority) has been discussing building a pumping station that would serve our community; Travis will speak with WPCA to get more information. Doug also asked about the funds set aside in the new budget for the Compliance Officer position.

Ginny Bonamarte of 22 Bayview Drive (in response to the discussion with Candlewood Company) stated that keeping the location of the fire boat close to the Fire Station was important and she felt we should be supportive of their efforts.

VI. **TREASURER'S REPORT**

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

Tax District

Total Shared Expenses = 82.5%

Total Community Expenses = 64.1%

Total Shared & Community Expenses = 76.8%

Total Capital Improvements = 35.9%

Water Budget

Total Expenses = 42%

The draft budget was reviewed line by line and discussed by the Board. It will be presented to the community in April. Marwan reiterated that the community will be voting on the mill rate and the total budget at the Annual Meeting, not individual line items.

VII. **MANAGEMENT REPORT – Travis Hyatt**

Ad for Compliance Officer – Ad was posted on Craigslist and emailed to the community on 3/9/18. Two replies have been received so far. Ad will be posted again.

Playground RFP – The Board was provided with the updated proposal from the playground company on 2/26/18. The second option given will be put into the RFP and sent to the contractors, based on feedback from the Board. Contractors will have two weeks to submit sealed bids. The Board should have those bids for the April meeting.

Cove Maintenance – Meeting with Brian Wood of First Light and Rene has been put on hold until the weather improves.

Discuss Icing on Candlewood Shores Road hill with A&J – A&J has been contacted, waiting for response.

Snow Removal – Relayed positive feedback from resident regarding plowing to the snow removal company.

Brookfield Library Website link – Confirmed with Nancy that the link was provided in the February minutes.

Planter Boxes – Sent request to maintenance staff on 2/26/18 to remove the small wooden planter boxes from the Candlewood Shores Rd. hill, due to damage.

Badger system – Travis reviewed the options given to the Board in the February meeting: replace our current water meters with a PVC/Leak Detection option or retrofit our existing models. He will ask Scott Fitzgerald from Stiles Company for estimated labor charges to help the Board decide on the best option for the community.

VIII. COMMITTEE REPORTS

- 1. Safety Committee Report – No report**
- 2. Beautification Committee Report – No report**
- 3. Recreation Committee Report – Dee Ciancio**

The Easter Egg Hunt was a great success. The next committee meeting will be Tuesday, April 10th at 7:30pm.

- 4. Ordinance Committee Report – Bob Fletcher**

Two responses received from the Board so far regarding the proposed ordinances. The Board reviewed both ordinances in detail in the meeting. Rebecca will consolidate all of their comments and send them to Bob for the committee to review.

IX. ADMINISTRATION

No report.

X. NEW BUSINESS #2

Brookfield Lions Club Race – The Lions Club requested permission to hold their annual road race partially in Candlewood Shores. Written details of the race and proof of liability insurance were provided. The Board approved the request. The race will be held Sunday, June 10th, starting at 9:00am.

XI. OLD BUSINESS

Playground – Discussed in Management Report.

Increasing Water Tax – Tabled until next meeting.

Replace Aging Water Mains – Tabled until next meeting.

Code Compliance – Discussed in Management Report.

Slate for Board of Directors – Marwan stated that we do not have a slate for the upcoming election and we need to have that by next month. Travis stated that he has requested a resume from one interested resident.

XII. SECOND PUBLIC COMMENT

Ken Appley of 21 Bayview Drive expressed concern about cracks in the newly-resurfaced roads and asked if there is a warranty on that work. Travis will find out.

Linda Queiroz of 26 Clearview Drive asked if the new meter options could be discussed in the Annual Meeting. Marwan stated that we should decide which option is best for the residents overall, first.

John Knauer of 7 Skyline Drive asked for some clarification regarding the potential water rate increase.

XIII. ADJOURNMENT

Marwan requested a motion for the meeting to adjourn at 10:18p.m.

Valerie made a motion.

Liz seconded the motion.

The motion passed unanimously.

Minutes Taken By: Nancy Knorr

Minutes Submitted By: Dee Ciancio