

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**April 18, 2018**

**I. CALL TO ORDER**

Marwan Sayegh called the regular meeting of the Candlewood Shores Tax District to order at 7:40 pm on April 18, 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, Liz Longworth, Valerie Swatz, Bob Fletcher, Brigid Knauer

Travis Hyatt – Scalzo Community Manager

Katie Book – Scalzo Assistant Community Manager

Andrea Scalzo – President, Scalzo Property Management

Susan Nolan – Controller, Scalzo Property Management

**III. APPROVAL OF MINUTES**

Marwan requested a motion to approve Board meeting minutes from March 27, 2018.

Liz made a motion to approve the minutes.

Valerie seconded the motion.

The motion passed unanimously.

**IV. PUBLIC COMMENT**

Frank Costello of 49 North Lake Shore Dr. had questions about the maintenance crew salaries and whether the Board was considering selling any of our Cove property.

Marwan responded that there has been no discussion of selling Cove property. Our crew has been clearing it, being careful about the wetlands.

**V. TREASURER'S REPORT**

Accountants from Fiorita, Kornhaas & Company reviewed the audited financial statement highlights and recommended bookkeeping procedural changes.

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

**Tax District**

Total Shared Expenses = 86.9%

Total Community Expenses = 66.2%

Total Shared and Community Expenses = 80.5%

Total Capital Improvement = 37.0%

Total Expenses = 75.7%

## **Water Budget**

Total Water Dept. Expenses = 75.0%

Total Expenses = 59.7%

## **VI. MANAGEMENT REPORT – Travis Hyatt**

Current Rates for Water Usage – Rates were obtained and provided to the Board.

Playground RFP– Waiting for the engineer to provide the RFP with the handicap ramp; the last RFP did not include that information.

Boat Ramp Project– Contractor told Travis on April 4 that he would not be able to do the boat ramp now due to the water being too high (even with a barrier). Travis asked Katie to follow up to see if anything can be done to move the project along.

Review of Water Pooling on Candlewood Shores Rd. – Travis met with A&J at the site but there was no pooling at that time. Travis asked Nancy to take photos of the area to see if pooling is occurring.

Obtain Signed Contracts for Lifeguard and Security Companies – Travis has contacted the companies that were used last year. The Board asked Travis to confirm that the security company will not be allowed to sub-contract out guards, as happened last year. Travis will also notify the security company that the Safety Committee will be involved in the guards' interviews. Travis will email the security company contact information to Justin Felton and Mike Bonamarte. Rebecca is the Board's Safety Committee liaison.

Compliance Officer Ad on Craigslist – Ad was reposted on 4/4/18.

Fire Department Contact Information for Rebecca (for new rescue boat discussion)– Information was emailed on 4/2/18.

Notify Community About House Number Town Ordinance – Email sent on 4/12/18.

Contact WPCA Regarding Plans for CSTD – Contacted WPCA on 4/4/18. They stated there are no actual plans for CSTD at this time.

Check why Tax Financials had Water Expenses – Spoke with Accounting on 4/5/18. Water expenses were accidentally put in the tax financials; these have been adjusted for April.

CLA Check Request – Check request for \$500.00 was submitted to Accounting on 4/4/18.

Obtain Proposal for Additional Speed Humps – Tabled until next month.

Ask Bryan about Speed Hump Concerns – Bryan told Travis there would be no snow plowing concerns if additional humps are installed.

Notify Lions Club that June Race is approved – Notified them on 4/2/18, reiterated no paint on the roads and they must take out what they bring in.

Send Breakdown of Water Expenses to Marwan – Emailed on 4/2/18.

Review the Roadway Contract Warranty – Contacted Gorman on 4/4/18. They will send their Quality Control team to inspect the work and the cracking. They will inform us of the results. We will contact the Town once results are received from Gorman.

Badger System - Travis received two quotes for installation. USI quoted \$115 per household for the full installation option and \$80 for the “cellular radio retrofit to existing meter” installation. Capital quoted \$130 per installation. USI would do a visual inspection before touching a meter. The full replacement option includes leak and heat detection and a longer warranty. The Board asked Travis for the cost per household, for

both the meter and the installation: approximately \$355.00. It would take approximately 30 – 40 days to complete the installation for most of the community. Expecting a late 2018 installation timeframe. Seasonal residents would need to coordinate their installations with the contractor. The Board asked Travis to find out the worst-case scenario pricing, for reference, if problems are encountered during installation. That cost would need to be paid by the homeowner. Marwan confirmed that once the Board approves a contractor and price, the Water Department can bill a homeowner. The Water Department will pay the cost up front, then bill homeowners for reimbursement. The Board is leaning towards the full replacement option, but asked Travis to confirm if a homeowner with a brand-new meter can opt for the retrofit instead. No motion made.

## **VII. COMMITTEE REPORTS**

### **1. Safety Committee Report – Justin Felton**

Three security camera companies will be coming in the Spring to evaluate our needs. Justin will keep Travis in the loop on this project. Speed humps and other methods to slow down traffic, as well as security guards, were discussed with the Board. Justin will speak with Echo Bay Marina about the security company they use, as CSTD used that company in the past and we were happy with them. Justin also asked if there is a handbook for the lifeguards.

Marwan stated to Katie that trees and shrubs growing into/over the roads and into power lines are a concern.

Rebecca asked Katie to check with Travis about the status of the “tree trimming over the roads” issue.

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

Requested that maintenance crew take a look at the street planters for needed maintenance (painting, etc.). Planting scheduled for mid-May.

### **3. Recreation Committee Report – No Report**

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

The committee has reviewed the notes from the Board. The changes will be sent to our attorney for his review. Marwan asked Katie to share the attorney’s comments once received. The ordinances will be put on the June agenda to discuss with the community.

## **VIII. ADMINISTRATION**

No report.

## **IX. NEW BUSINESS**

**Board Slate** – Marwan stated that we do not have a slate for the May election. One resident has submitted their name to Travis, but we have five positions to fill. Marwan reviewed the term status of each Board position: the President position is open; Vice President will be vacant as Marwan is currently fulfilling a one-year term and will not be running again; Rebecca will be running for Treasurer; Secretary will not be vacant; Bob is fulfilling a two-year term and will remain on the Board; Brigid is fulfilling a three-year term and will stay; Liz is fulfilling a three-year term and will stay; Valerie is fulfilling a one-year term and will not run again; Norah is fulfilling a one-year term and will not run

again. Andrea will confirm how far in advance we need to advertise the slate. Marwan asked Katie to send another email to the community asking for Board volunteers, and to ask our attorney what protocol we must follow if we have no slate to give to the community.

**X. OLD BUSINESS**

Playground Discussion – Liz discussed a swing design that might fit better into the playground space; she will send photos to Travis for reference. Travis stated that the engineer did not include a handicapped ramp on the updated map. He is waiting for that to send out the RFP. In order to get the project started, the Board discussed sending out the RFP for the playground section installation only, and then having a special community to approve the contractor for that installation. The special meeting will be Saturday, May 5, at 9am at the playground. If the weather is bad the meeting will be held at the Office. A legal notice will need to be posted at least ten days prior to the meeting.

**XI. SECOND PUBLIC COMMENT**

Doug Fisher of 19 Berkshire Drive asked if a resident had been chosen for flag duty. Marwan stated that the Board received a few emails about the position. After discussion, Bob Fletcher made a motion for Doug Fisher to be responsible for the flag at the front entrance and to coordinate with the back-ups. Rebecca seconded the motion. The motion passed unanimously.

Justin Felton of 22 Longview Drive stated that some residents are not receiving CSTD emails and discussed with the Board the possibility of a “closed” Facebook page, that would not allow sharing, being used to help provide information to the community.

**XII. ADJOURNMENT**

Marwan requested a motion to go into Executive Session to discuss legal matters at 9:34pm.

Rebecca made a motion.

Norah seconded the motion.

The motion passed unanimously.

**XIII. EXECUTIVE SESSION**

Based on the information gathered, Dee made a motion to authorize Scalzo Property Management to negotiate the 140 North Lake Shore Drive settlement with sign off.

Norah seconded the motion. The motion passed unanimously.

Valerie made a motion to come out of executive session at 10:28 pm.

Liz seconded the motion.

The motion passed unanimously.

**Minutes Taken By: Nancy Knorr**

**Minutes Submitted By: Dee Ciancio**