

CANDLEWOOD SHORES TAX DISTRICT
Board Meeting Minutes
June 20, 2018

I. CALL TO ORDER

Marwan Sayegh called the regular meeting of the Candlewood Shores Tax District to order at 7:35pm on June 20, 2018. Twenty (20) 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

III. APPROVAL OF MINUTES

Marwan requested a motion to approve the Budget meeting minutes from April 18, 2018.

Rebecca made a motion to approve the minutes.

Valerie seconded the motion.

The motion passed unanimously.

Marwan requested a motion to approve the Board meeting minutes from April 18, 2018.

Rebecca made a motion to approve the minutes.

Norah seconded the motion.

The motion passed unanimously.

Marwan requested a motion to approve the Budget meeting minutes from April 21, 2018.

Valerie made a motion to approve the minutes.

Brigid seconded the motion.

The motion passed unanimously.

Marwan requested a motion to approve the Playground meeting minutes from May 5, 2018.

Liz made a motion to approve the minutes.

Rebecca seconded the motion.

The motion passed unanimously.

IV. PUBLIC COMMENT

Loretta Donovan of 42 Candlewood Shores Rd. stated that a representative from FEMA called her to ask whom he should call from our Board. The representative said that CSTD will need to submit a FEMA application separate from the Town of Brookfield now that a

disaster has been declared. Our charter states that we will need a public meeting to discuss FEMA information, so why haven't we announced the meeting yet? Rebecca replied that CSTD can't apply for FEMA assistance until the President has declared a disaster, which has not happened yet. She cautioned that some of the information Loretta had been given was misleading. Travis also stated that he has been in contact with FEMA directly and has requested guidelines, so we are sure to comply with their rules. He was told by FEMA and a State of CT representative that a disaster declaration has not yet been made.

Carol Dores of 80 North Lake Shore Drive expressed her thanks to both the outgoing and incoming Board members for their work. She encouraged everyone in the community to work together. She expressed concern over the community waiting until the Fall to pick up storm debris and had several questions: Can our maintenance crew's work be reprioritized so that half of each day is spent doing brush pickup? Some residents have offered to rent trucks and chippers to move brush – is that a possibility? Can we hire a private company to pick up the brush now? Marwan replied that the Board has no intention of waiting until the Fall to start brush pickup. He also reiterated that Travis is trying to find out the proper procedures from FEMA. Marwan also stated that a dedicated email address is being created for the community to use when submitting storm damage photos and documentation, to assist us in the FEMA application.

Frank Costello of 49 North Lake Shore Drive expressed concern about the community spending funds on brush pickup. Marwan replied that we will have a community meeting and residents will have to approve the spending.

Art Apgar of 78 North Lake Shore Drive suggested that residents could bring storm brush to the curb for our crew to put in a chipper. Marwan stated that he would like our crew to pick up as much as they are able to in the next two weeks. Travis stated that he is waiting for one more bid from a tree service. Prices are based on yardage.

Loretta Donovan of 42 Candlewood Shores Rd asked if we need to use FEMA-approved contractors to pick up brush. Travis stated that we are receiving proposals from the same contractors as used by the Town.

Brian Reale of 9 Mountainview Drive expressed concern that residents have already brought brush from interior parts of their properties to the right-of-way (before we all knew about the FEMA restrictions) and that we may have already disqualified ourselves from FEMA funding. Marwan stated that we can't undo what's already been done, but we must be sure to not add any new cut brush to the right-of-way going forward. Rebecca and Travis also stated that we cannot put any brush in the former "disposal area" on the hill, per our water operator Tomascak. Loretta Donovan stated that the Town disposal lot is only open to the public on Saturdays. Travis stated that the contractors he has spoken to are estimating one and a half to three weeks to pick up the brush in our community.

Jon Lepler of 3 Longview Drive asked questions about how the brush will be measured.

Brigid Knauer of 7 Skyline Drive asked when the swim lines will be installed at the beach. Travis will follow up with the maintenance crew.

Frank Costello of 49 North Lake Shore Drive stated that he paid \$2500.00 on Monday to have a tree removed from his property and asked if he will be reimbursed by FEMA.

Travis stated he is not sure.

Linda Queiroz of 26 Clearview Drive expressed thanks to whomever sent the email regarding disaster relief. They cleared her property for free. Regarding the trees that were

removed from the beach, in their place can the community rent a tent for the summer? Liz Longworth suggested that maybe we replant trees at the beach instead. Justin Felton suggested poplars, which he said grow about eight feet per year.

Marwan stated that the public meeting regarding brush should be announced in the next one to two weeks. An email will be sent to the community regarding documenting damage. In the meantime, we will continue to follow up with FEMA. He also reminded everyone that we may not receive FEMA funds.

A resident suggested that we use the vacant land near the front entrance to store the brush. Marwan responded that we must be careful about wetlands in that area.

Jon Lepler of 3 Longview Drive suggested that we narrow Candlewood Shores Road, in light of Angel's accident.

Justin Felton of 22 Longview Drive suggested that a stop sign be placed on the Candlewood Shores Road hill.

Carol Dores of 80 North Lake Shore Drive suggested a round-about on Candlewood Shores Road.

Jeff Eccles of 40 Longview Drive expressed concern about a boat that came into the swim area at the beach this past weekend.

V. **TREASURER'S REPORT**

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

Tax District

Total Shared Expenses = 99.6% (a little over budget)

Total Community Expenses = 87.6%

Total Shared and Community Expenses = 95.9%

Total Capital Improvement = 48.1%

Water Budget

Total Water Dept. Expenses = 126.3% (over budget due to water main breaks)

Total Expenses = 129.6%

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

Playground RFP– Contractor bid analysis was provided to the Board on 5/11/18.

Cove Maintenance– Travis contacted First Light on 4/23/18, 5/3/18, 5/9/18, 5/10/18 and 5/11/18 regarding a meeting with them and Rene to discuss regular maintenance of the cove. He has not received a response from First Light regarding the meeting.

Boat Ramp Project– Scalzo has reached out to First Light to see if they can help with a barrier that will allow the work to be done now instead of waiting for next fall/winter. No response yet from First Light.

Obtain Signed Contracts for Lifeguard and Security Companies – Sent contracts to Marwan on 5/11/18.

Add Ordinance Discussion to Board Meeting Agenda – added on 5/3/18.

Follow up with Bryan and Angel regarding painting planters – Painting of planters completed on 5/10/18.

Send Adam the ordinance to review before June Ordinance meeting – Sent Adam the ordinance on 5/10/18 and he responded on 5/10/18 with a few minor wording changes.

Trees and Bushes in the Right of Way - Travis provided the right of way document to the Board.

Meeting with security company – Rebecca and Justin invited to meeting on 5/12/18 with security company and employees.

Work Order report – no changes to work orders

Valerie and Liz asked for the security schedule. They stated security was not on site the previous Saturday or Sunday but were here on Monday. Travis will speak with the security company and email the schedule to the Board.

VII. COMMITTEE REPORTS

1. Beautification Committee Report – Liz Longworth & Nancy Knorr

Liz suggested that we research replanting some of the trees at the beach. Travis stated that we will need to talk to the Town and First Light. Travis will send Nancy the list of First Light-approved plantings.

2. Recreation Committee Report – Dee Ciancio

Movie night is this Saturday, June 23.

July 4th is the Bike Parade.

Band Night will be July 14th.

Annual picnic will be July 28th.

3. Safety Committee Report – Justin Felton

Suggested a stop sign on Candlewood Shores Road, as well as sidewalks, in light of Angel's accident. Rebecca stated that sewer lines run on both side of that road, where we would want to put sidewalks. Justin asked if a median (similar to the one around the flag pole) could be installed going up the hill. Bob expressed concern that people just run stop signs, and that narrowing the road would cost approximately \$5000.00, per an earlier study. Suggested painting double lines on the road. Rebecca suggested adding a crosswalk to slow people down. Marwan asked Travis to request a quote from the company that installed the flag pole median to put a median up Candlewood Shores Road hill.

Regarding speed humps, Marwan asked Justin where he would like additional humps installed. Justin stated humps should be added to South Lake Shore Drive, and additional humps installed on North Lake Shore Drive. Brigid stated there is interest in having humps installed on Mountainview Drive. Also, the current humps need to be re-stripped; Travis will look into that. Jon Lepler asked Travis if we can get a spec on any new humps; some of the current ones are small.

4. Ordinance Committee Report – No report this month

VIII. ADMINISTRATION

No report.

IX. NEW BUSINESS

Tick Discussion – Travis hears that ticks are getting worse and asked if the Board would like to receive a proposal. No proposal requested.

X. OLD BUSINESS

Playground Discussion – Travis stated that we will need a public meeting for the fence and retaining wall proposal, since we are asking for a better product for the wall and that is putting us over budget. Our insurance carrier does not cover fencing replacement. Marwan asked when the current fence is scheduled to be demolished; Travis replied 7/2/18. Marwan asked Travis to double-check with Adam if we need a public meeting for the fence and wall proposal. If so, Marwan suggested we combine the playground overage meeting with the FEMA public meeting. No decisions made.

Liz asked if we can get reimbursed for the beach tree removal? Travis stated no.

Increasing Water Tax Discussion - Travis stated that the hand held for the water meter readings continues to be a problem. He ordered a new hand held just for parts to keep ours working.

Replace Aging Water Mains Discussion – Rebecca stated that this topic needs to be researched. How large of a section can be replaced at a time? Travis has spoken with the water operator, who will get us data soon. Travis will follow up with him. Marwan asked if a couple of Board members can look into the water rates and our upcoming expenses and collect some numbers. What kind of assessment for water meters will we do? How much are we currently collecting? How much are we in the negative? How much will we need to raise water rates? Travis has analysis of past few years to assist with this.

Code Compliance Officer – Travis stated there is a candidate that he would recommend but that person is requesting a salary of \$25,000 - \$30,000. Marwan suggested that Travis and a Board member meet with the candidate. Brigid requested the candidate’s resume and the job description; she and Valerie will meet with Travis and the candidate. Candidate would like to start beginning of July.

XI. PUBLIC HEARING

Frank Costello of 49 North Lake Shore Drive was asked to attend tonight’s meeting to discuss allegations that he has been walking his dog without a leash. Marwan asked Frank why he is not complying with the ordinance that states dogs must be leashed when off the owner’s property. Frank asked Marwan if we’ve called the police; laws need to be consistently enforced and if not, we should be calling the police. Marwan asked Frank if he will be putting his dog on a leash going forward. Frank stated that he has an electronic leash. Marwan replied that the electronic leash doesn’t go past 200 yards. Rebecca asked Frank if he could at least keep his dog away from young children or people who might seem scared of the dog. Frank replied that he won’t be walking his dog in the future. Marwan stated that if residents witness Frank walking his dog without a leash in the future, they should call the police.

XII. SECOND PUBLIC COMMENT

Brigid Knauer of 7 Skyline Drive asked about the boat and American Tree Service trucks parked at the ballfield. She stated that they should not be there since no overnight parking is allowed. She also inquired about the dumpster parked in one of our streets and contractor signs in yards. Travis replied that, due to what the community has gone through, he has instructed Nancy to hold off on tagging and violation letters until the beginning of July to give residents a chance to clean up after the storm. She also asked

about the red spray paint on Candlewood Shores Road and whether Bryan can pick up some of the light brush that remains in some of the streets.

Bob Fletcher of 35 South Lake Shore Drive had questions regarding Rene's response to Angel's accident. Travis explained that Rene has hired temporary help for Bryan, and Rene is scheduled to meet with Angel on Thursday, June 21.

Jon Lepler of 3 Longview Drive requested that we be able to choose/approve the color of the unilock retaining wall at the playground. He also asked about the work being done for the tax district by American Landscaping and Tree Service; Travis replied that they completed the last work for the District last Friday (6/15/18).

Liz Longworth of 1 South Lake Shore Drive asked residents to thank Bryan for all his hard work. She also stated that American Landscaping and Tree Service has been very helpful to this community and if we must look at their trucks a little longer, so be it.

Cherry Fletcher of 35 South Lake Shore Drive asked Travis to repeat the lawyer's comments regarding the ordinances:

"The second sentence of Section 3(I) should say, "No parking is permitted on the property of a private residence without its owner's express permission."

In the third sentence of Section 4(A), "should" should say "must". (It's not legally enforceable as a suggestion.)

"Jet skis" should be "Jet ski" in Sections 4(A) and 4(B)."

She also asked when the lawyer last made comments on the proposed ordinances. Travis replied that was done in an email to Katie on 5/10/18. Marwan stated that part of the lawyer's comments was not shared with the public tonight because they need to be clarified. The comments were included in the Board's May packet, sent by email before the storm.

Brian Reale of 9 Mountainview Drive asked if the light is working at the beach. He also stated that if other street lights are not working, Eversource should be notified. Travis mentioned the Eversource online tree trimming form.

Loretta Donovan of 42 Candlewood Shores Road suggested that the community have an informal discussion about purchasing trees at wholesale prices.

A resident asked about the trees planted at the corner of Bayview and Berkshire – it is difficult to see around them when pulling out of Bayview. Justin Felton reminded the Board that the homeowners there are new. Marwan stated that trees in the right-of-way need to be documented and letters sent to homeowners. Rebecca stated that we need to be careful when replanting trees after the storm.

XIII. ADJOURNMENT

Marwan requested a motion to adjourn the meeting at 9:18pm.

Valerie made a motion.

Norah seconded the motion.

The motion passed unanimously.

Minutes Taken By: Nancy Knorr

Minutes Submitted By: Dee Ciancio