

CANDLEWOOD SHORES TAX DISTRICT
Board Meeting Minutes
December 18, 2019

I. CALL TO ORDER

Elizabeth Longworth called the regular meeting of the Candlewood Shores Tax District to order at 7:30 pm on December 18, 2019. Six members of the Candlewood Shores Community were in attendance.

II. ROLL CALL

The following persons were present:

Elizabeth Longworth - President
Ken Appley-Treasurer
Lisa Maguire-Secretary
Brigid Knauer - Director
Jon Lepler-Director
Kelly Lane – Director
Linda Wagner – Director
Alan Owen – Vice President
Travis Hyatt - Scalzo Community Manager
Lisa Daly – CTSD Office Manager
Andrea Scalzo
Emily Westlake – Assistant Scalzo Community Manager

III. HEARINGS

No hearings.

IV. APPROVAL OF MINUTES

Amendments to minutes for 11/20/2019 meeting:

Brigid Knauer was not listed on roll call

Tax District Balance should be \$624,061 not \$24,061

Committee Reports- Nancy and Doug Johnson and New Milford Print Works have donated new sandwich board signs to the community

Ordinance Committee-Add: The new ordinances were voted on by the board on May 15, 2019. They did not need to be voted on by the community.

Brigid motioned to approve the November minutes with amendments

Ken 2nd

All in favor

Motion passes

V. GUEST SPEAKERS

Joy Lupler CPA- Audit Presentation

Recommendations for Scalzo:

Obtain corrected tax assessments

Perform a reconciliation prior to sending bills

Controls need to be in place, i.e., check sent out with only 1 signature

There should be increased collection efforts on past due balances prior to placing a lien on a home

Brigid asked what % of money has gone into legal to collect late fees.

Auditor states the board should avoid writing off overdue amounts; suggests putting lien on house first. The board will decide whether to foreclose on a house.

The delinquency report keeps a history of communications.

Brigid – requests a break-out of current vs. past delinquency

Jon – requests the delinquency report

Adam – states he goes to the house and speaks to the homeowner letting them know their water is going to be turned off; they usually pay.

Auditor warns to be consistent in practices.

From CSTD Meeting notes:

Susan Nolan:

Property tax assessments are done and implemented

Susan went over the process of Collections- The collections are followed by legal protocol

CSTD needs to implement a process to put a home in foreclosure for unpaid water/taxes and it needs to be strictly followed.

VI. 1st PUBLIC COMMENT

Linda Queiroz, 26 Clearview- Commented that the cookie swap was a great success; commended CT fence for doing a good job snowplowing and sanding

Andrew Fries, 79 North Lake Shore – Commended CT fence for an excellent job on the landscaping

Bob Fletcher, 35 South Lake Shore – Commented that current parking and blight ordinances help with addressing issues. The process to establish them which was as follows: Community was notified of meetings in advance; drafted ordinances were sent to attorney; ordinances were corrected in line with attorney's guidance; a public hearing was called to share the ordinances with the community; ordinances were posted in local paper; Board voted on them.

- The previous board spent a lot of time on the ordinances in order to improve the community

- Sees there are issues with parking on the grass. Even if this is a boating community, it looks bad and effects the community.
- If the board wants to re-visit that is fine, but there must be a public hearing and vote on it.
- Urges the board not to change the current ordinances

VII. TREASURER’S REPORT

Ken Appley - Treasurer

Tax District Balance
\$586, 835

Water District Balance
\$598, 098

Ken reminds the community if they have issues paying bills they can call and arrange a payment plan. For any billing issues please contact Liz Finneran at lfinneran@scalzoproperty.com

VIII. MANAGEMENT REPORT

Travis Hyatt reviews Action List from Scalzo (attached).

Communications with owners regarding hearings.

Email complaint; email is active in the system.

Eligibility application for water main repair form is in progress.

Alan asks if there is any state assistance.

Travis will check.

Travis met with Green Acres about irrigation to see what First Light allows; will be done concurrently with Phase 2 of the boat ramp installation; application and map are submitted.

Will be a decision for the Board.

Area at 130 NLS needs to be made safe and cleaned up for use

2 driveways are completed; 1 more after winter.

IX. GUEST SPEAKER

Steve from CCA – Engineering company bidding for NLS water main replacement job. Brought in to meet new board.

Elizabeth asks if there is a possibility to get a grant. Steve states there is; offers to assist with eligibility applications. States the key is to get the application in early.

Most recent break was about 1 month ago.

Jon asks how service is switched over. Steve explains how it connects and the testing that follows. Jon asks if there will be underground mapping in advance. Steve stated they will not map out for proposal but would get another company in to map it before they begin the job. Jon asks how long it will take to design. Steve responds that it will take a few months with GPR.

X. COMMITTEE REPORTS

1. Safety Committee Report

It is established that we still have a Safety Committee. Travis states speed bump installation will begin in the spring. The company is not guaranteeing the price will be the same as quoted. Kelly asks if we could go to another company in that case; asks what kind of cap there is on the price. Jon feels there will not be a price increase as the price of oil has gone down.

2. Beautification Committee Report - Elizabeth Longworth

Elizabeth will assist Adam in the placement of wreaths at front entrance next year.

3. Recreation Committee Report – Jon Lepler

The recreation committee is recognized for doing a great job. All events have gone very well.

A request was made to allow tweens to do a polar plunge at the beach. It was decided it would be too much of a liability.

A request was made a second time for a donation to the Fire Department.

Elizabeth motions to donate \$100 to the Fire Department.

Alan 2nd

All in favor

Motion passes

4. Ordinance

A Board member needs to sit on committee; Linda Wagner volunteered. Travis will supply information and processes. Elizabeth reminds everyone that we will need a public hearing.

XI. ADMINISTRATION

XII. NEW BUSINESS

Energy Study was completed by inspection company approved by Eversource. The preferred contractor is JK Energy. The cost is \$7,100 * 48 months at 0% interest; plus

\$20 per month for five years – pays for itself after 5 years. Annual savings will be \$1500 per year.

Linda asks if we can have a company look at previous bills. Travis explains it is primarily replacing bulbs and fixtures. All information is included in meeting package. Includes:

Clubhouse
Office
Garage
Shop (basement of clubhouse)

Elizabeth asks if there is follow up work. Travis states everything should fit into existing fixtures; explains that sales tax has been removed and the conservation incentive has been applied.

Adam suggests pumphouse be included. Travis feels the pumphouse is not feasible. Adam and Ken feel that the pumphouse uses the most energy and should be included.

Jon motions to change all lighting out including the pump house as described by Travis.
Alan – 2nd
Brigid and Kelly opposed
Majority rules
Motion passes

Appointment to Board discussion and vote. 1 Director position open for 6 months.

2 residents submitted resumes; not in attendance.
Lisa Maguire resigned position as Secretary; requests consideration to be appointed Director.

Jon – motion for Lisa Maguire to take over Director position.
Linda – 2nd
All in favor
Motion passes

Travis will notify the community that the position of Secretary is open. Travis will contact the two other applicants and let them know which position is open and that Ordinance Committee positions are open. He will note in his email that if someone is interested in a position, they should attend next meeting.

XIII. OLD BUSINESS

Water meter installation: Travis is waiting for the company to finish the website to monitor the water meters and make sure it is running successfully with the trial meters before moving forward. Follow up will be soon. We should judge the software functionality before deciding.

XIV. SECOND PUBLIC COMMENT

Jon asks about the oil bill. Ken states that it has begun to level out.

Jon suggests better doors and windows to save money- plus for safety and security.

Would like to see an estimate.

XV. EXECUTIVE SESSION

Motion to go into Executive session at 8:41pm by Elizabeth

Brigid - 2nd

All in favor

Motion passes

Motion to exit Executive session at 9:28pm by Jon

Lisa- 2nd

All in favor

Motion passes

Suggestions for snow parking:

- Snow emergency parking in effect sign
- At entrance
- Put orange flag out so it is noticeable
- Follow up with email blast and letter offering parking at ball field
- Also, seasonal sign

XVI. ADJOURNMENT

Jon motions to adjourn 9:38pm

Ken – 2nd

All in favor

Motion passes

Minutes Submitted By:

Lisa Maguire