

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

**I. CALL TO ORDER**

Rebecca Schempp called the regular meeting of the Candlewood Shores Tax District to order at 7:33pm on July 18, 2018. Twenty-three (23) members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Rebecca Schempp - President

Ken Appley – Treasurer

Dee Ciancio - Secretary

Directors – Justin Felton, Liz Longworth, Doug Fisher

Travis Hyatt – Scalzo Community Manager

**III. APPROVAL OF MINUTES**

Rebecca requested a motion to approve the meeting minutes from June 20, 2018.

Liz made a motion to approve the minutes.

Justin seconded the motion.

The motion passed unanimously.

**IV. PUBLIC COMMENT**

Kevin O'Connor of 28 Berkshire Drive stated that his most recent water bill was \$100 less than usual and he is concerned there might be a problem with the billing system.

Travis asked him to send the billing information to him, so he can look into it.

Kevin also asked if the first \$50 or \$80 of our water bills goes toward contingency, and what the average cost is to maintain the water department. He is concerned about water expenses.

Travis replied that water payments do go into a reserve account; there is currently \$439,293.99 in the water department account.

Rebecca stated that the Board has been discussing water main replacement and the costs; they need to research further before that project can move forward. Rebecca

asked Travis if we could start charging a sur-charge at any time of the year, or would we need to wait for the next fiscal year?

Travis replied that we could start at any time.

Rebecca stated that no one on the Board knows if the first \$50 of our water bills is an equipment fee or if it goes towards a contingency.

Linda Queiroz of 26 Clearview Drive stated that she believes the \$50 is the base fee, and charges after that are for usage.

John Leonard of 12 Berkshire Drive stated the \$50 is an equipment fee for rental of pump and meter.

Rebecca confirmed that funds from the water department and the Tax District cannot be moved back and forth.

Kevin restated that he would like confirmation of what the first \$50 of our water bills is for, and that his current water bill is correct.

Rebecca and Travis both replied that they can't confirm his bill without researching it.

Bert Coleman of 37 Twilight Lane asked if we have a financial statement.

Rebecca replied that we do have a financial statement and we can provide it. It was presented in the March Board meeting.

Heather Ehrhard of 44 Mountainview Drive expressed concern about the condition of the house next door to her – 42 Mountainview – that was hit by a tree in the May storm. She asked what the Board can do to rectify the situation.

Travis stated that Candlewood Shores needs a blight ordinance.

Rebecca stated that the property is currently bank-owned.

Travis also stated that he tried to reach the owners by phone in June; their phone is out of service.

Justin explained that this is an issue for several houses in the community. He explained the purpose of the Ordinance Committee and that they have been working on creating a blight ordinance. Justin will reach out to Bob to find out the status of the ordinance.

Rebecca explained to the resident that she must talk to the Town of Brookfield about the Town's blight ordinance, since we do not have our own at this time. Rebecca and Travis discussed and confirmed that the Candlewood Shores blight ordinance will need to be presented to and voted on by the community before it goes into effect.

## **V. TREASURER'S REPORT**

Ken provided the financial statements for the period July 2017 – June 2018 (end of the fiscal year).

### **Tax District**

Total Shared Expenses = 112% (due to the storm)

Total Community Expenses = 110% (general maintenance up due to storm, security is up

– seasonal increase)

**Water Budget**

Total Water Dept. Expenses = 162% (due to water testing)

**VI. MANAGEMENT REPORT – Travis Hyatt**

Swim Lines and Volleyball Net– Swim lines were installed the week of July 2.

Volleyball net was also installed.

Traffic Report – Report was added to the Board July Packet.

Ramp Project – Waiting for the Fall to conduct the work.

Security Schedule – Updated July schedule was emailed to the Board on July 3.

Speed Bump Painting – Notified Bryan on July 11 to paint.

Check the Warranty of the Current Speed Bumps - One-year warranty.

Get Report from Water Operator for Water Main Repair Report – Obtained on June 28. It is for North Lake Shore which is in the worst condition.

Code Compliance Officer - A candidate's resume and the job description were sent to the Board on June 28. Will be meeting with the candidate on July 22.

Remove Brush from Roads – Rene was notified that remaining brush needs to be cleared from the roads. Scheduled three days in the week of the 9<sup>th</sup> and three days in the week of the 16<sup>th</sup> for this.

Notification of Brush Pick-Up and Playground Special Meeting – Published in News Times on July 3 and an email was sent to the community on July 11.

Email Community Regarding No Additional Brush to be Added to Piles – Email was sent on June 29.

Follow Up on Storm Clean-Up in Cove Area – Work took place on July 7 and has to be reviewed.

**VII. COMMITTEE REPORTS 1. Beautification Committee Report – Liz Longworth & Nancy Knorr**

Scalzo has provided the list of First Light-approved trees. Liz and Nancy will review the list and talk to the Town and First Light. Planting will not take place before the Fall.

**2. Recreation Committee Report – Melanie Shapiro**

Annual Picnic will be July 28. Sign Up Genius went out today.

July 4<sup>th</sup> Bike Parade had double the attendance of last year's parade.

Will the Board approve the Roxanne Food Truck for random Sundays – July 22, August 19, and September 2?

Would like to have an Opening Party when the new playground opens.

Rebecca stated that the Board will discuss the food truck dates and get back to Melanie.

**3. Safety Committee Report – Justin Felton**

The committee hasn't reviewed the information provided in the packet yet. Will review and get back to the Board.

**4. Ordinance Committee Report – Doug Fisher**

Doug thinks that the new ordinances may be ready to present. He will check with Bob.

**~~VIII.~~ ADMINISTRATION**

No report.

**~~IX.~~ NEW BUSINESS**

No report.

**X. OLD BUSINESS**

**Replacing Aging Water Mains Discussion** – Travis stated that the previous Board considered putting money aside for this. He provided some documentation in this month's packet for the Board to review. Numbers and a plan need to be put together. The possibility of getting a commercial loan was discussed.

Travis stated that a loan over \$20,000 would need a community vote.

Rebecca stated that North Lake Shore Drive needs to get done, and we don't need to go into Candlewood Shores Road. Travis agreed that we could start with North Lake Shore.

Justin stated that it could cost \$10 million to replace all the water mains in the community. Should we consider borrowing the funds and getting all the work done at once? Travis suggested that we talk to multiple banks. He will also look at the ordinances to find out if we could float a bond.

Liz stated that Frank Cavalea may have already researched this. Need to look back at the minutes.

Rebecca stated that we need to figure out what our sur-charge would be.

Travis will get a complete list of the expected life of all our water mains from Tomascak.

**Traffic Study Discussion** - Travis stated that curb extensions in two locations in the community were estimated at \$5000. More narrow roads slow down traffic.

Rebecca asked Travis to get a price for new speed limit signs at the front entrance.

Justin explained that we are proposing islands be installed (like the flag pole island near the front entrance), starting at the intersection of North Lake Shore Drive and Candlewood Shores Road, going up the hill. We have budgeted money to add more speed humps in future years; we want 10 – 12 more.

Rebecca asked about the speed signs that flash your current speed.

A resident asked if she can buy a white "gate" for Mountainview to slow down the traffic. Travis replied that he would need to speak with the attorney.

A resident asked why we don't have lights on every street. Justin replied that we need to follow the current plan for slowing down traffic first, before we consider more street lights.

**Storm Damage Discussion** – Travis notified Rene that we want to move forward with his plan to remove the storm brush. Based on past community input, Travis switched the order of the roads to be cleaned up and gave them to Rene. Waiting on reply from Rene so we can email the community.

A resident from 14 Twilight Lane asked about a “widow-maker” tree located between his property and the ballfield. Travis stated he will ask an arborist to look at it. Liz asked Travis for clarification about the storm brush removal estimates. He confirmed that the original estimates of \$100,00 + were for the original cubic yardage. The cubic yardage within the community is much less now because many residents have already paid to have their brush removed. Those original estimates of \$100,000 + would be too high now.

**Water Meter Replacement Discussion** – Travis wants to be sure the new Board understands the options offered: we can retrofit the current meters or replace them with new PVC meters with leak detection and temperature warning features. The new meters would be cellular operated, no handheld needed to get readings. Board can decide to move forward with all new meters or let residents decide which option they want; probably beneficial for the Board to decide to go with all new meters, since the cost is not that much more.

Rebecca asked Travis to provide a documentation packet to all the Board members. He reiterated that the cellular PVC meter is recommended.

**Continuation of Earlier Speed Sign Discussion** –

Rebecca asked if we can add two slower-speed signs (15 MPH) near the beach? Travis replied that we can, since we are a private community. Liz stated that Brigid has already looked into the sign specs.

Liz stated that the boat trailer sign at the ballfield is missing and needs to be replaced. The security guards are having a difficult time enforcing the “no overnight” parking rules there without the sign. She also asked the community in attendance if anyone has the Beach sign (missing since the storm)? No one does.

Rebecca asked if we can get a solar speed sign that is moveable and lockable? Travis replied that there needs to be a vote for that – it's above our threshold.

Ken asked Travis about adding two stop signs at the intersection of Bayview and Berkshire Drives. After Board discussion, Justin stated that he will talk to Brigid and the Police about what we are able to enforce and will let Travis know which signs to purchase.

## **XI. SECOND PUBLIC COMMENT**

Liz Longworth of 1 South Lake Shore Drive asked if anyone owns the trailer that is parked at the ballfield. No one replied. Travis asked Nancy to tag it.

Linda Queiroz of 26 Clearview Drive stated that she rented the community room on a weekend and the lifeguards were parked there. Those spaces are needed for party guests. She also asked what should be done with new brush (post-storm). The Board replied we have to pick up what we have now from the storm, it cannot have new brush added to it. Linda also expressed concern that the first public comment session was cut short before everyone had a chance to speak. She suggested that if the Board wants to limit the public comment time, we need to have time limits for each speaker.

A resident of Clearview Drive expressed concern about blight and commercial vehicles parked in the community. She also asked if residents can store heating pellets in the street in the Winter? One of her neighbors does. Travis replied that is not allowed.

John Fiorenza of 4 Harvard Drive asked if there is a leash law in Candlewood Shores. He is concerned about aggressive dogs being off a leash.

Rebecca replied that we do have a leash ordinance. The security guards are told to videotape dogs off the leash. We need to know who the owner is. A discussion followed regarding the possibility of a dog park and the related maintenance and liability issues. A resident asked when the rules changed that we must have dogs leashed at the ballfield? He stated there was a vote recently to allow dogs off leash. Travis read the Candlewood Shores ordinance for the community that states that leashes are required. Discussion followed regarding the liability of not having dogs leashed. Travis will talk to our insurance company and lawyer about the leash ordinance. Residents asked for clarification if we do have a leash law currently and the Board agreed that Candlewood Shores is a leashed law neighborhood.

Tom Clarkson of 48 Mountainview Drive asked whether there is an easement between his property and his neighbor's. He also asked if we will be installing more speed humps.

Rebecca asked if he could provide a copy of his deed for the Board. He can get a copy from Town Hall and give it to the office. Regarding the speed humps, yes will have more, but we need to research water mains first.

George Reale of 35 Mountainview Drive asked about adding orange traffic cones to slow down traffic.

Travis replied that they were not addressed in the safety report.

Bert Coleman & Lisa Maguire of 37 Twilight Lane discussed the situation with the root ball on their right-of-way. They stated that they have more damage from the root ball being removed from the road. They also stated that Candlewood Shores hired American tree service to remove the root ball from the road; American tree service told them they would remove two root balls but did not.

Rebecca stated that Candlewood Shores only instructed American to remove the one root ball that was in the street. After discussion, the Board asked Travis to speak with Alex at American tree service again about this situation.

A resident from Mountainview Drive asked about a rock that rolled down into Mountainview Drive and if it will be removed.

Travis will look into it.

Bert Coleman of 37 Twilight Lane asked about cracked trees and if we take them down now, will that interfere with FEMA assistance.

The Board instructed him to take photos of the tree before he has any work done. Kevin O'Connor of 28 Berkshire Drive stated that there is a speeding enforcement request form on the Town website. He also stated that we generally don't allow profit-making vendors in the community. He also expressed concern about the community having to pay for repairs to the recent crack-filling of the roads.

Travis stated that we have a warranty for the crack-filling, so we shouldn't need to pay anything for repairs.

## **XII. EXECUTIVE SESSION**

Rebecca requested a motion to go into executive session at 9:37 pm.

Justin made a motion.

Liz seconded the motion.

All in favor; motion passes.

Rebecca made a motion to come out of executive session at 9:55 pm.

Liz made a motion.

Justin seconded the motion.

All in favor; the motion passes.

## **XIII. FOOD TRUCK VOTE**

The Board voted on whether to allow a food truck in Candlewood Shores on random Sundays:

All members voted against.

A food truck will be allowed on band nights and at the Tag Sale, however.

## **XIV. ADJOURNMENT**

Rebecca requested a motion to adjourn the meeting at 10:05 pm.

Justin made a motion.

Liz seconded the motion.

All in favor; the motion passes.

**Minutes Taken By: Nancy Knorr**  
**Minutes Submitted By: Dee Ciancio**