

# CANDLEWOOD SHORES TAX DISTRICT

## Agenda

May 20, 2020

Via Online Meeting at 7:30PM

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3. Porta Potties & Foot Wash Discussion
4. Guard Shack & Gates Discussion
5. Beach Lighting & Cove Clean Up Discussion
6. Hotel Discussion
7. 2020-2021 Budget Discussion and Vote
8. Beach Opening and Security Discussion
9. Proposed Charter Update –Board Member Attendance Discussion

OLD BUSINESS

SECOND PUBLIC COMMENT

EXECUTIVE SESSION

1. Correspondence Received
2. Correspondence Sent

ADJOURNMENT

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board of Directors Meeting**  
**Wednesday, April 15, 2020, 7:30 PM**  
**Web Meeting, via Zoom.com**

1. **CALL TO ORDER**

- A. Elizabeth called the regular meeting of the Candlewood Shores Tax District (CSTD) Board of Directors to order at 7:32 pm, on April 15, 2020.
- B. Thirty-one members of the Candlewood Shores Community were in attendance.

2. **ROLL CALL**

- A. The following directors were present:

- I. Elizabeth Longworth – President
- II. Alan Owen – Vice President
- III. Kenneth Appley - Treasurer
- IV. Steven DeMichele – Secretary
- V. Jon Lepler – Director
- VI. Kelly Lane – Director
- VII. Lisa Maguire – Director
- VIII. Linda Wagner – Director

- B. The following staff were present:

- I. Travis Hyatt – Scalzo Community Manager
- II. Lisa Daly – CSTD Office Manager

- C. The following directors were absent:

- I. Brigid Knauer – Director

- D. The following guests were present:

- I. Adam Cohen – CSTD Attorney
- II. Adam Singer – CSTD Grounds Maintenance Contractor (CT Fence)

3. **HEARINGS**

A. None.

4. **APPROVAL OF MINUTES**

A. The following amendments were made to the minutes from the February 19, 2020 CSTD Board of Directors Meeting:

I. Kelly Lane reported that the February minutes indicated CSTD had approval for twenty-six moorings, from First Light. This is incorrect; there is no approval from First Light at this time.

B. **A Motion** was made by Alan, to approve the February 19, 2020 meeting minutes, which was seconded by Kelly and unanimously approved.

5. **GUEST SPEAKERS**

A. None.

6. **FIRST PUBLIC COMMENT**

A. The following questions were asked and statements made, during this public comment period.

B. Steven Dwyer, of 22 North Lakeshore Drive – inquired as to the status of the water main replacement project on North Lake Shore Drive and why the CSTD board is considering other projects and not making this project a priority. Travis responded that there is currently no update from the February CSTD board meeting. Elizabeth furthered that this project is a top priority for the CSTD board but that there has been some delay, as a special meeting will be required to hire an engineering consultant, which has also been delayed due to the COVID-19 outbreak in the area.

I. After some further discussion, Adam Cohen, clarified that there is no legal reason why CSTD cannot move money between CSTD and Candlewood Shores Water District.

C. Loretta Donovan, of 42 Candlewood Shores Road – commented that the Candlewood Shores Water District is not really a separate company from CSTD and that funds can be moved between the two entities. However, she does not recommend it. Loretta commented further, that she is concerned that COVID-19 is creating situations, where residents will be unable to pay their CSTD tax and water bills; she recommended that

the CSTD board create a subcommittee, to address this concern. Elizabeth and Ken indicated that the CSTD board would work directly with any resident who has trouble paying their CSTD property or water bills. Adam Cohen informed the CSTD board that CSTD was obligated to follow whatever tax relief plan the Town of Brookfield adopts.

- D. Kevin O’Conner, of 28 Berkshire Drive – asked if there is any impact of COVID-19 on the CSTD budget. Ken replied that there was no effect at this time.
- E. Carol Does, 80 North Lakeshore Drive – recommended that the annual community survey be put on hold until COVID-19 passes. There was a discussion and Travis recommended that a decision to move forward with the survey and what questions would be part of the survey be tabled until a more thorough conversation can be had in the future.

## 7. **TREASURER’S REPORT**

- A. Ken presented the Treasurer’s Report.
- B. Tax District Balance - \$971,880.88
- C. Water District Balance – \$401,646.90
- D. Ken reminded residents attending the meeting, that if they are having trouble paying their CSTD tax or water bills, to contact Scalzo Property Management, to work out a payment plan.
- E. Ken and Travis crafted a draft 2020-2021 CSTD budget.
  - I. The CSTD 2020-2021 draft budget will likely be the same as the current CSTD 2019-2020 budget.
  - II. Travis and Ken have been successful in getting vendors to hold their prices.
- F. The Candlewood Shores Water District budget 2020-2021 will also likely remain the same as the 2019-2020 budget, at least until the COVID-19 outbreak passes.
  - I. Ken reported that by July 2020, the Candlewood Shores Water District will have paid CSTD back in full.
- G. Elizabeth asked for an update on the status of Certificates of Deposit, held by CSTD.

8. **MANAGEMENT REPORT**

- A. Travis presented the Management Report.
- B. Work to identify grants, to assist in funding the water main replacement on North Lake Shore Drive continues but an engineer needs to be engaged to assist.
- C. A. Silvero reported that CSTD is still on the schedule for April, for speed bump installation. Travis cautioned that the COVID-19 outbreak may ultimately delay this project.
- D. CT Fence has corrected the speed sign post, at the intersection of Candlewood Shores Road and Twilight Lane. Brookfield PD needs to be engaged to install the sign itself. Need to follow up with Brookfield PD on speed sign
- E. The replacement of the dock and planters boxes was completed by CT Fence.
- F. The First Light permit, required for the replacement of the dock wall has been completed.
- G. There was a review of open work orders.

9. **GUEST SPEAKER**

- A. None.

10. **COMMITTEE REPORTS**

- A. Safety Committee Report – Michael Bonamarte
  - I. Michael presented the Safety Committee Report.
  - II. No meetings since the last meeting.
  - III. Michael asked about beach closures in the wake of COVID-19 and social distancing. The CSTD board reported that no decision was made at this time. Adam Cohen informed the board that CSTD has the authority to close the beach, dock and other common areas if it chooses to.
  - IV. Lisa asked if the small boat registration should move forward Saturday. Elizabeth answered that it should.

B. Radio Licensing Renewal

- I. No action needed at this time.

C. American Pool Agreement

- I. This contract is for the continuation of lifeguards at the CSTD beach in 2020.
- II. Elizabeth requested that American Pool provide different life guard staff for the 2020 beach season.
- III. **A Motion** was made by Elizabeth, to award the life guard contract, to American Pool, in the amount of \$41,250.00, for the summer 2020 beach season, which was seconded by Alan and unanimously approved.

D. Porta Potties and Foot Wash Discussion

- I. There was a discussion around renting a single larger porta pottie, to replace the three that are normally rented and moving the single unit away from the water pipe.
- II. There was also a discussion about installing a foot wash, at the present location of the water pipe.

E. Guard Shack and Gates Discussion

- I. There was a discussion on obtaining costs and ideas for a guard shack and gates, to provide additional security to the community.

F. Beach Lighting and Cove Clean Up Discussion

- I. There was a discussion on obtaining costs and ideas for lighting improvements at the beach, to reduce light pollution and improve security.

G. Hotel Discussion

- I. There was a discussion as to whether the "hotel", at 370 Candlewood Lake Road, was receiving free water from the Candlewood Shores Water District. Travis confirmed that this was not the case.

H. Nominating Committee Discussion

- I. Steven Dwyer, Lisa McGuire and Nancy Johnson volunteered to be on the CSTD nominating committee for the 2020 CSTD board elections at the 2020 annual meeting.

B. Beautification Committee Report – Elizabeth Longworth

- I. Elizabeth presented the Beautification Committee Report.
- II. New boxes are in and flowers will be planted prior to Memorial Day.
- III. Flowers have been installed at CSTD front entrance.

C. Recreation Committee Report – Jon Lepler

- I. Jon presented the Recreation Committee Report.
- II. Jon asked if funds from current CSTD 2019 – 2020 budget could be held and put toward the CSTD 75<sup>th</sup> anniversary party later in 2020.
- III. All other recreation events are currently on hold.

D. Ordinance – Linda Wagner

- I. Linda had no updates, the committee has not met.

E. Landscaping Report – Adam Singer (CT Fence)

- I. Adam Singer presented the landscape report.
- II. Travis has received requests to extend the leaf and brush pickup end date in the wake of the April 13<sup>th</sup> storm. The CSTD board agreed to extend the date to April 24<sup>th</sup>. Travis will send an email notification to the community.

11. **ADMINISTRATION**

- A. None.

12. **NEW BUSINESS**

A. Planting Plan for Boat Ramp Discussion

- I. There was a discussion regarding First Light requirements for plantings below the 440 line. The CSTD board was provided with proposals for the completion of this work.
- II. Adam Cohen clarified that if funds were approved by the residents at a previous budget meeting, no special meeting is required to spend those funds at a later date.
- III. The CSTD board is looking into simplifying the planting plan, to reduce the project cost.

I. Kayak Rack Proposal

- I. Adam Singer proposed the installation of an additional kayak rack inside of the beach fence, to hold up to six kayaks.
- II. **A Motion** was made by Alan, to award the kayak rack contract, to CT Fence, in the amount of \$3,000.00, which was seconded by Kelly and unanimously approved.

13. **OLD BUSINESS**

A. Irrigation Discussion

- I. Tabled.

B. CT Fence and Landscaping Contract Discussion

- I. **A Motion** was made by Elizabeth, to award a one year contract, to CT Fence and Landscaping, in an amount not to exceed \$194,670.03, which was seconded by Alan and unanimously approved.

C. Mooring Ordinance Revision and Fee Discussion

- I. Kelly has made revisions to this document, which consisted of added definitions, expansions on maintenance and inspection requirements, as well as requirements for the abandonment or sale of moorings. The revisions also require proof of insurance on the moored vessel.
- II. Revisions to the small boat vessel section include the requirement to remove all small vessels from the kayak racks by November 15<sup>th</sup>, each year and fees for a failure to do so.
- III. **A Motion** was made by Alan, to increase the mooring fee up to \$150.00, to become effective with the 2020 boating season, which was seconded by Elizabeth and approved, with one opposed vote, from Linda Wagner.

14. **SECOND PUBLIC COMMENT**

- A. Steven Dwyer, of 22 North Lakeshore Drive – asked for clarification on the life guard contract and on the landscape contract that were awarded at this meeting.

- B. Bert Coleman, of 37 Twilight Lane – complimented the community cleanup effort and noted that on North Lakeshore Drive, the pavement is coming up. Adam Singer responded that he would look into it. Mr. Coleman also commented that, in regards to the beach, CSTD should follow what the Town of Brookfield does at its beach and finally that the mooring fee should cover maintenance work related the dock and moorings themselves.
- C. Loretta Donovan, of 42 Candlewood Shores Road – provided history on Candlewood Shores Water District service to the “hotel”, at 370 Candlewood Lake Road.
- D. Laura Boullianne, of 50 Mountainview Drive – expressed concerned about the lack of speed bumps on Mountain View Drive.
- E. Ronnie Shepard, of 147 North Lake Shore Drive – suggested the community remove a section of fence between the beach and field, to allow residents more room to socially distance, instead of closing the beach outright.
- F. Mike Bonamarte, of 24 Longview Drive– asked where the new kayak rack that Adam is working on was located.

15. **EXECUTIVE SESSION**

- A. None.

16. **ADJOURMENT**

- A. **A Motion** was made by Alan, to adjourn the meeting of the CSTD Board of Directors, at 9:35 pm, which was seconded by Elizabeth and unanimously approved.

**Minutes Taken By:**

Steven DeMichele - Secretary

**Minutes Submitted By:**

Steven DeMichele - Secretary

2020-2021

**CANDLEWOOD SHORES TAX BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	Actuals	Budget	Current	Projected	Budget 2020-2021	INCREASE OR DECREASE	Notes
		2018-2019	2018-2019	Budget 2019-2020	Actuals 2019-2020			
<b>SHARED EXPENSES</b>								
503	MAINTENANCE CONTRACT	\$199,029	\$206,000	\$206,000	\$189,000	\$200,600	-\$5,400	
520	PROPERTY MANAGEMENT	\$93,030	\$68,000	\$69,286	\$69,288	\$71,365	\$2,079	
521	ON-SITE OFFICE STAFF	\$0	\$26,900	\$22,000	\$21,445	\$22,000	\$0	
522	COMPLIANCE OFFICER	\$0	\$26,000	\$32,240	\$34,200	\$40,560	\$8,320	
531	INSURANCE BINDER	\$31,719	\$39,226	\$39,480	\$38,330	\$36,674	-\$2,806	Reduction due to equipment sale.
540	TELEPHONE	\$2,601	\$2,500	\$2,650	\$1,858	\$1,200	-\$1,450	Reduction due to removal of line.
541	HEATING	\$2,796	\$4,000	\$4,800	\$7,080	\$7,080	\$2,280	2019-2020 - vendor underestimated cost.
542	ELECTRICITY	\$6,947	\$7,000	\$8,000	\$6,331	\$7,000	-\$1,000	
545	OFFICE SUPPLIES	\$8,015	\$6,500	\$2,000	\$2,933	\$3,000	\$1,000	
5460	ADMIN. ADDITIONAL	\$0	\$0	\$5,000	\$7,293	\$7,500	\$2,500	Includes consulting/meeting OT and mailings.
549	CLEANING	\$3,616	\$4,000	\$4,000	\$3,782	\$2,500	-\$1,500	Going to monthly cleaning.
550	BUILDING MAINTENANCE	\$2,425	\$3,000	\$3,500	\$1,873	\$3,500	\$0	
552	TOOLS	\$1,123	\$1,000	\$500	\$0	\$0	-\$500	Remove line item in 2021-2022 budget. 2019-2020 includes payment (\$9,271) to auto company for repair reimbursed through insurance. 2020-2021 - sold most of equipment so budget will be less.
553	EQUIP OPERATION	\$10,273	\$7,500	\$7,500	\$14,016	\$2,000	-\$5,500	
555	SOFTWARE	\$2,080	\$2,000	\$2,000	\$0	\$1,000	-\$1,000	
556	PC MAINTENANCE	\$0	\$1,500	\$1,500	\$1,476	\$1,500	\$0	
565	WEB SITE	\$199	\$1,000	\$1,000	\$855	\$1,000	\$0	
575	ACCOUNTING	\$9,870	\$10,000	\$10,197	\$9,900	\$10,200	\$3	
580	CONTINGENCY	\$0	\$3,000	\$3,000	\$0	\$3,000	\$0	
595	CLOTHING	\$93	\$500	\$250	\$312	\$300	\$50	
<b>TOTAL SHARED</b>		<b>\$373,816</b>	<b>\$419,626</b>	<b>\$424,903</b>	<b>\$409,972</b>	<b>\$421,979</b>	<b>-\$2,924</b>	
ACCOUNT NUMBER	ACCOUNT TITLE	Actuals	Current	Budget	Projected	Budget 2020-2021	INCREASE OR DECREASE	
		2018-2019	Budget 2018-2019	Budget 2019-2020	Actuals 2019-2020			
590	SHARE PORTION (75%)	\$281,262	\$314,720	\$318,487	\$294,445	\$316,484	-\$2,003	
610	LIFEGUARDS	\$41,268	\$39,655	\$40,000	\$40,000	\$41,250	\$1,250	
615	SNOW/BEACH OT	\$384	\$3,000	\$1,500	\$0	\$1,500	\$0	
614	SECURITY	\$26,984	\$20,000	\$27,000	\$15,183	\$20,000	-\$7,000	2019-2020 was conducted by police department.
614A	ALARM	\$0	\$0	\$2,000	\$2,201	\$2,500	\$500	
620	BKFL R.E. TAXES	\$15,054	\$15,000	\$15,500	\$15,719	\$16,000	\$500	
630	ROAD MAINTENANCE	\$0	\$3,000	\$5,000	\$4,625	\$8,889	\$3,889	

2020-2021

**CANDLEWOOD SHORES TAX BUDGET**

632 SAFETY	\$0	\$2,000	\$20,000	\$14,000	\$20,000	\$0	
640 RECREATION	\$11,301	\$13,700	\$13,700	\$13,700	\$14,000	\$300	
650 LAWN MAINTENANCE	\$3,231	\$4,000	\$1,500	\$0	\$0	-\$1,500	Remove line item in 2021-2022 budget.
651 TRASH	\$2,400	\$2,400	\$2,400	\$2,649	\$2,750	\$350	Additional beach pickup during summer
660 LEGAL	\$2,948	\$8,000	\$8,000	\$2,856	\$8,000	\$0	Keeping budget flat for ordinance.
671 BEACH MAINTENANCE	\$4,185	\$7,000	\$7,000	\$2,521	\$5,000	-\$2,000	Beach water testing and waste services.
674 MOORING/BOAT RAMP	\$810	\$750	\$750	\$0	\$750	\$0	
675 GENERAL MAINT	\$2,908	\$10,000	\$8,500	\$17,433	\$17,000	\$8,500	2019-2020 includes tree work (\$4,194), signage (\$2595), pit cleanup (\$5,100).
688 DONATION		\$500	\$500	\$600	\$600	\$100	
6910 STORM DAMAGE	\$22,428	\$0	\$0	\$0	\$0	\$0	Remove line item in 2021-2022 budget.
699 BANK EXPENSE	\$1,335	\$1,500	\$2,000	\$783	\$0	-\$2,000	Negotiated with bank removal of bank charges with portal. Remove line item in 2021-2022 budget.
<b>TOTAL OPERATING EXPENSES</b>	<b>\$416,498</b>	<b>\$445,225</b>	<b>\$473,837</b>	<b>\$426,715</b>	<b>\$474,723</b>	<b>\$886</b>	

2020-2021

**CANDLEWOOD SHORES TAX BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	Actuals 2018-2019	Current Budget 2018-2019	Budget 2019-2020	Projected Actuals 2019-2020	Budget 2020-2021	INCREASE OR DECREASE
<b>CAPITAL EXPENSES</b>							
785	COMPUTER ACQUISITION	\$0	\$0	\$0	\$515	\$0	\$0
800	CLUBHOUSE UPGRADE	\$8,300	\$30,287	\$10,000	\$10,000	\$10,000	\$0
940	75TH ANNIVERSARY FUND	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
845	BEAUTIFICATION	\$936	\$2,000	\$2,000	\$2,000	\$2,500	\$500
860	ROADS EXPENSE	\$39,323	\$41,532	\$80,439	\$80,439	\$80,553	\$114
863	ROAD DRAINAGE	\$1,000	\$0	\$0	\$0	\$500	\$500
875	PLAYGROUND FUND	\$42,881	\$0	\$0	\$0	\$1,000	\$1,000
880	BOAT RAMP UPGRADE	\$5,835	\$40,000	\$10,000	\$23,350	\$1,000	-\$9,000
881	BEACH RETAINING WALL	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$0
883	SIDEWALK TO BEACH	\$0	\$0	\$0	\$0	\$5,000	\$5,000
884	BEACH FENCE	\$0	\$5,000	\$0	\$0	\$1,000	\$1,000
<b>TOTAL CAPITAL EXPENSES</b>		\$105,275	\$123,819	\$109,439	\$123,304	\$108,553	-\$886
<b>TOTAL TAX EXPENSE</b>		\$521,773	\$569,044	\$583,276	\$550,019	\$583,276	\$0

2019-2020 - Moved \$10,000 to capital expense fund as no work was done.  
 2019-2020 - Moved \$5,000 to capital expense fund as no work was done.  
 2019-2020 - Moved \$80,439 to capital expense fund as no work was done.  
 2019-2020 includes brand new dock.  
 2019-2020 - Moved \$2,000 to capital expense fund as no work was done.

ACCOUNT NUMBER	ACCOUNT TITLE	Actuals 2018-2019	Current Budget 2018-2019	Budget 2019-2020	Projected Actuals 2019-2020	Budget 2020-2021	INCREASE OR DECREASE
	GRAND LIST		\$152,010	\$155,810		\$155,810	
	MIL RATE		3.7435	3.7435		3.7435	
	TOTAL TAXES		\$569,044	\$583,276		\$583,276	
	FROM SURPLUS		\$0	\$0		\$0	
	BUDGET TOTAL		\$569,044	\$583,276		\$583,276	
			\$569,044	\$583,276		\$583,276	

\*All surplus funds; from 2020-2021 budget to be reallocated to capital improvement funds 960 Roads.

2020-2021 Water Budget

Account Number	Account Title	Current	Projected	Draft
		Budget 2019-20	Budget 2019-20	Budget 2020-21
	Income from Usage	\$ 195,000	\$195,000	\$ 195,000
	Income from Meter Replacement	\$ -	\$ -	\$ 119,000
		\$ 195,000	\$195,000	\$ 314,000
<b>Expenses</b>				
	500 Shared	\$ 104,000	\$102,493	\$ 105,495
	600 Maintenance	\$ 50,000	\$51,404	\$ 52,000
	Water Main Repairs	\$ -	\$30,816	\$ -
	613 Chlorination Maint	\$ 2,000	\$2,030	\$ 2,175
	623 Electricity	\$ 17,000	\$15,261	\$ 17,000
	643 Water Testing	\$ 7,250	\$6,434	\$ 7,000
	723 Legal Water	\$ 2,500	\$ -	\$ 2,500
	729 Service Contract	\$ -	\$325	\$ 325
	740 Professional Training	\$ 1,500	\$ -	\$ -
	750 Engineering Service	\$ 2,500	\$ -	\$ -
	755 Permits	\$ 1,000	\$ -	\$ -
<b>Capital Expenses</b>		\$187,750	\$208,761	\$186,495
	892 Captial Improv Meter	\$0	\$0	\$119,000
	896 Maintenance Fund	\$ 2,500	\$2,500	\$ 2,500
	898 System Upgrade	\$0	\$7,369	\$0
	899 Capital Improvements	\$5,000	\$0	\$6,005
		\$7,500	\$9,869	\$127,505
<b>Total Budget</b>		\$ 195,250	\$218,630	\$ 314,000