



CANDLEWOOD LAKE AUTHORITY

Member Municipalities: Brookfield • Danbury • New Fairfield • New Milford • Sherman

PO BOX 37 • SHERMAN, CT 06784 • P (860) 354-6928 • F (860) 350-5611

Minutes of Regular Meeting

April 15, 2020, 7:30PM

via ZOOM due to COVID-19

Attending:

P. Schaer	Sherman
J. Main	New Fairfield
B. Licht	New Fairfield
M. Gaffey	Brookfield
W. Lohan	Brookfield
C. Robinson	Danbury
D. Rosemark	Danbury
M. Toussaint	New Milford
J. Wodarski	New Milford

Absent:

J. Archer	New Fairfield
J. Murphy	Brookfield
E. Siergiej	Danbury
S. Kluge	New Milford

M. Howarth, Executive Director
 J. Neil Stalter, Director of Ecology and Environmental Education
 J. Usher, CLA Administrative Coordinator
 R. Barnard, Chief, CLAMP
 N. Mellas, Asst Chief, CLAMP
 H. Dyson, Captain, CLAMP
 J. Scalzo, Operations Manager

Recorder: J. Usher

Guests: none

Chairman, Phyllis Schaer called the regular meeting of the Candlewood Lake Authority to order at 7:39PM. This meeting took place via Zoom video conference due to the COVID-19 pandemic.

Welcome to New Operations Manager. Jonathan Scalzo

Phyllis Schaer welcomed new CLA Operations Manager, Jonathan Scalzo.

Public Comment:

No guests were present.

Consent Agenda

Ms. Schaer made a motion to approve all items on the consent agenda (except the Chairman's report which hasn't been sent out), seconded by Bill Licht with all voting in favor.

CANDLEWOOD LAKE AUTHORITY MARINE PATROL

Chief Ron Barnard updated the delegates. Due to COVID-19, DEEP has postponed defensive tactics training for the new hires and training for the returning officers has been waived. Instead of the usual operation of two officers per boat the officers will go out one per boat, with boats patrolling in tandem. To run overlapping shifts with this setup, additional boats will be needed. There was a discussion about purchasing a used boat from Echo Bay.

Mr. Licht made a motion to authorize Doug Cushnie to negotiate a purchase of a boat at Echo Bay if still available not to exceed a preset amount, seconded by Marianne Gaffey with all voting in favor.

The Board discussed and approved a plan to keep all the boats in a single location, that will help avoid contamination and proximity to the public.

Captain Henry Dyson has requested donations for N95 masks from State Rep from the Governor's office. New cleaning protocols will be put in place.

Chief Barnard will send a letter to the Patrol instructing all officers not to go to the Sherman base prior to the season. Assistant Chief CLAMP, Nick Mellas advised us to follow the CDC's guidelines for COVID-19.

Recapping CLAMP Action Items:

- One LPO per boat
- Boats operate in tandem with line of sight operation
- Sanitizing equipment 'kits' on each vessel.
- Follow CT DEEP distancing guidelines

CLA will purchase additional PFDs to ensure sharing of PFDs is not required due to COVID-19..

Vice-Chairman's Report: Vice Chairman, Mark Toussaint
Nothing to report.

Treasurer's Report:

- Income side is at 90% of budget. The 4th Quarter payment was received from Danbury.
- Admin - 76% of budget.
- E&F – 22% of budget.
- PA – 61% of budget
- PS – 82% of budget
- WM - 64% of budget.
- Overall - 67% of budget YTD

Expenses and Budget adjustments were discussed and reviewed by Treasurer with input from Committee Chairmen. Noted adjusted increase cost for fringe benefits. Savings in other areas due to program adjustments will offset some anticipated lack of revenue. Concern was voiced that the current health concerns has affected both our anticipated revenue and expenses for this year's budget.

Estimated income is expected to be \$20,000 below budget.

Total Committee Expenses for 2020 is expected to deviate as follows:

- Admin: +\$5,000
- PA: -\$13,000
- PS: +\$10,000
- E&F: -\$10,000
- WM: -\$11,000

Total Estimated Change: \$19,000

Mr. Howarth will be sending a letter to the Town CEOs within the next week or two informing them of the situation and preparation being done for upcoming public safety season.

Bill Lohan made a motion that we approve funding for extra costs required to meet the additional increased Covid-19 concerns for public safety. The costs included spending up to \$9,000 for additional wages to increase patrol hours, \$3,000 on additional maintenance for the patrol boats and an additional \$2,000 on COVID-19 supplies from the current budget; if these costs exceed our current budget, we will use funds from undesignated surplus. The motion was seconded by Mr. Licht, with voting all in favor.

The March 2020 treasurer's report was not approved at this meeting since bank statements have not been reconciled yet.

COMMITTEE REPORTS

Public Safety Committee:

Concerns were addressed in CLAMP above.

Equipment/Facilities Committee:

Doug Cushnie welcome to new Operations Manager, John Scalzo again.

Public Awareness Committee:

The PA committee will be approaching board members to assist with continued support from sponsors.

Watershed Management Committee:

Nothing to report currently. The next meeting is scheduled for April 22nd.

OTHER

Mr. Howarth and Ms. Schaer both thanked Doug Cushnie for all his help this season.

OLD BUSINESS

Overcrowding and Docks Update:

nothing new to report

Discuss need for increased patrol presence. Increased recreational safety requirements:

This will be monitored regarding changing uses on the Lake this summer.

Discuss and vote on the letter regarding Sand Island:

Mr. Howarth spoke to Mike Lambert at DEEP and will send a letter about subject and to request a remote meeting.

NEW BUSINESS

Plan of activities for 2 weeks ... 4 weeks:

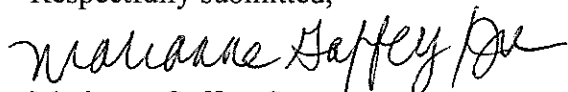
Mr. Howarth, Neil Stalter and Ms. Schaer will check in. CLA will remain fluid and communicate with each other.

ADJOURN

Mr. Lohan made a motion to adjourn, seconded by Mr. Licht, with all voting in favor.

The meeting ended at 9:44pm.

Respectfully submitted,



Marianne Gaffey, Secretary

Jeannine Usher, Administrative Coordinator

r/b/mh/ps

These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Candlewood Lake Authority.



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April 15, 2020
Executive Director
Mark Howarth

Monthly Report

- **COVID-19**

The COVID-19 pandemic has changed the way we, like most, are able to operate. Our staff is working off-site when possible, and we have been working through the transition to operating remotely. This has required us to establish new ways to effectively communicate, access and share information, and accomplish work tasks.

- We have been using video conferencing to replace in-office staff communication.
- We have been implementing office procedures and workflow using remote capabilities to ensure we are still able to function effectively
- We have been working to stay on top of the changes to in-person board meeting requirements which now allow us to hold board meetings remotely. After some research and testing, we have found a remote meeting service that has been working well for us so far. Call-in information for our board meetings during this time can be found on our website www.candlewoodlakeauthority.org/meetings-and-minutes.
- We have contacted our local health departments and are utilizing information found on the Connecticut Department of Public Health's website for guidance on best practices during the pandemic. We realize guidance is changing and we are working to stay up to date on any new information that is pertinent to us.
- We are working internally, and with the CT DEEP, to prepare for the upcoming Marine Patrol season amid this public health crisis and any challenges that may be associated with it.
- We have closed our Online Store until we are back in the office to be able to ship orders.

- **Operations Manager**

I would like to welcome Jon as our new Operations Manager. I am looking forward to his contributions in keeping our equipment and facilities running smoothly and in good condition.

- Doug and I have been working with Jon to teach him the spring processes and requirements in Operations.
- We have begun the process of deploying the roughly 80 marker buoys on Candlewood Lake.

- **Events**

The below events have been canceled due to COVID-19 and will be rescheduled if possible when conditions change.

- 2020 Candlewood Lake Clean Up
- CLA-Sponsored Boating Classes
- 2020 State of the Lake

- **2020 FirstLight Technical Committee Meeting**

- I attended this annual meeting remotely with Neil and Phyllis. Neil's report covers this in detail, so as not to duplicate information, please refer to his report.

- **"Not Wanted" Campaign**

- Neil and I are working on a catchy new invasive species prevention campaign for boaters that we are excited about and plan to roll out this season. Please see Neil's report for additional details.



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: April Meeting: Monthly Report

Date: 4/15/2020

- Starting on Monday March 16th, due to the Coronavirus outbreak, I have been working 100% remotely and have not gone to the office. Instead, I have focused my efforts on tasks I can do remotely, and developing new remote initiatives for the CLA to pursue in the wake of the pandemic.
- Mark and I have begun work developing the “Not Wanted” public awareness campaign to educate boaters on spreading invasive species.
 - We have provided species information and a general point of view to the design team at KatArt and they are working on a design for the first species (hydrilla) which we will perfect with them and then add the following two species (zebra mussel and water chestnut).
- Mark, Phyllis, and I all attended (remotely) the 2020 Technical Committee meeting that was organized by FirstLight and also included representatives from DEEP and Lillinonah. This is the meeting where we discuss the annual nuisance plant monitoring (conducted by NEAR) and the upcoming 2020-2021 drawdown plans.
 - We had a productive conversation regarding the 2019 nuisance plant monitoring, and have since received the final draft of that report (as well as the zebra mussel monitoring report). Some additions to the results were made in response to our comments that I am pleased to see, and better illustrate possible grass carp effects.
 - There is some evolving discussion about a consistent (middle) drawdown depth for us and DEEP to better isolate the effect of the grass carp, but it was decided that for the 2020-2021 season, we would still plan on moving forward with a deep drawdown, and revisit changes after better understanding potential littoral zone effects.
 - We should be receiving the 2018/19 monitoring reports from the CAES soon, based on recent correspondence with Greg Bugbee.

- We developed a “Spring Newsletter” which included a number of informational points regarding:
 - Buoy deployment, Paddling Safety, the newly lengthened fishing season, the indefinite delay of our normal events, lake friendly lawn care, and the new creatures of candlewood article on the hooded merganser!
 - This was sent to our email list and posted on our Facebook.
 - I have also developed an article on Eutrophication that is currently being edited and will likely be a standalone piece.

- Mark and I are working on an appeal letter for our sponsors reflecting the unique time we find ourselves in. That is being developed as of the writing of this report.

- I am working on a remote lecture/class on our Grass Carp aimed at elementary school aged students whose parents are looking for educational activities for them to do! This will be on Zoom, and I will share my screen and use whiteboard software to draw and add to prepared drawings (Think Kahn Academy).
 - The week of 4/13 is Spring Break in this area, so we will plan to schedule the lecture for the week of 4/20. I will do a dry test-run the week of 4/13 to iron out any hiccups and technical difficulties.

- I wrote a brief overview of our plankton monitoring program/plan that I am happy to share with any curious delegates. It was sent to the watershed committee initially.

- Working with our committees to re-evaluate our plans based on the COVID-19 pandemic and create new initiatives we can deploy remotely.

- LMP creation and prep continues! We should have a version ready for the board to review of the initial sections we can take care of internally by the May meeting. I will likely get in touch with Larry Marsicano and a few other folks to ensure I have all of the management/action plans and scientific publications created for Candlewood Lake in our document review section.

- I hope everyone is staying healthy and safe and helping to “flatten the curve!”