



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 CLA Regular Meeting Wednesday, January 15, 2025 - 7:00PM via ZOOM

ATTENDING:

P. Schaer (7:07pm)	Sherman
D. Cushnie	Sherman
M. O'Connor	Sherman
B. Licht	New Fairfield
J. Archer	New Fairfield
J. Main	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
B. Lohan	Brookfield
E. Siergiej	Danbury
S. McColgan	Danbury
S. Kluge	New Milford
J. Wodarski	New Milford

ABSENT:

J. Laughinghouse	Danbury
M. Toussaint	New Milford

M. Howarth, Executive Director
N. Stalter, Director of Ecology
N. Mellas, Chief
M. Gasperino, Operations Manager
D. Wright, Administrative Coordinator

Recorder: D. Wright

Guests: 2

Chairman, Martin O'Connor, called the meeting to order at 7:01pm.

PUBLIC COMMENT

None

CONSENT AGENDA

Martin O'Connor made a motion to approve the consent agenda, seconded by Steve Kluge, all voting in favor.

TREASURER (Will Meikle)

Will noted that our financial position is similar to where it was last month. We're ahead in income, largely driven by interest, and we're also beginning to see donations from the annual appeal. We are slightly over on the expense side, due to some unforeseen expenses. We will work carefully with our committees to watch spending carefully for the next 6 months.

PUBLIC SAFETY (Bill Licht)

Bill L. discussed the LPO candidate interviews. Candidates have been interviewed and letters offering selected candidates to take the next step and attend training held by the CT DEEP will be sent. Bill stated that work is being done on the Policy and Procedure manual for the marine patrol and will be soliciting input from the senior leadership of the patrol. It will be ready for the 2025 season.

Phyliss S. joined (7:07pm)

EQUIPMENT & FACILITIES (Ed Siergiej)

Ed discussed that the committee had a brief meeting to discuss the replacement of the truck, we have good quotes, but they are going to regroup after a few questions come up before they go for approval on a decision. Mike and Ed will meet to discuss options for handling buoys. Ed welcomed two new Danbury delegates, Shaun McColgan and John Laughinghouse.

PUBLIC AWARENESS (Mark Howarth)

Mark mentioned the appeal went out mid-December and we are starting to see returns from that. Off-season work is being done on the video series project. Mark Rasmussen. has been spearheading this project. Mark stated that he and Neil have updated the website with a homeowner's section.

WATERSHED MANAGEMENT (Steve Kluge, Neil Stalter)

Steve spoke about the drawdown schedule and his observations. Neil discussed the Lake Steward report, which has metrics from the past year, which was another successful year. There were fewer invasive species trying to get into Candlewood and no species of concern. Neil noted that we had more people decline the voluntary inspection and that will be a focus going into next year's training. The reimbursement for the Lake Steward program was submitted to DEEP.

Neil stated he also included a summary regarding FirstLight's proposed changes to the shoreline management plan. We have reached the six-year review of the plan. Comments on the plan are due in late February and there will be a public hearing about the changes Feb 26th in Southbury.

Request for proposals for will be going out for the second phase of the nutrient budget project. The primary goal of that phase is to get an understanding of the nutrients entering the lake from ground water and from natural inflows which we will need contractor help with. Neil discussed a rapid response strategy that is being worked on should hydrilla be found in Candlewood Lake. Mark and Neil spoke about incorporating more robust monitoring of the public launches over the summer and the importance of early detection. The annual water quality report should be ready to present to the board next month or March.

ADJOURN

Martin O'Connor made a motion to adjourn the meeting, seconded by Steve Kluge, all voting in favor.

The meeting adjourned at 7:28 pm.

Respectfully submitted,

 ^{DW}

Joan Archer, Secretary
Dee Wright, Administrative Coordinator

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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**Martin W. O'Connor, Chair
Candlewood Lake Authority**

January 15, 2025

Municipalities

Budget review process has begun with the respective Municipalities. We presented to the town of New Fairfield on January 13th. Overall feedback was positive, noting that our improved level of communication, operations, and fiscal responsibility were much appreciated.

We plan to reconnect this month with all parties regarding addressing the issues on the islands. We intend to capitalize on the expertise of our new Danbury Delegate who has an extensive law enforcement background. In summary, there is still much work to be done by all before the start of the new season.

Committees and Delegates:

I was able to connect with our new Danbury Delegates Shaun McColgan, and John Laughinghouse. We discussed their respective backgrounds and level of interest in the committees. Shaun will be joining Public Awareness, and John will be joining Equipment and Facilities. Ed will continue as chair of the Facilities and Equipment Committee.

Financials

The independent auditor presented a clean audit report to the board on the 11th of December. The audit is now complete and filed. I want to thank Will for his support with the audit and respective budget presentations.

New Year

I hope all enjoyed the holidays and looking forward to 2025 and all it brings. We continue to make great progress as a team, and I personally look forward to working with each member of the team in 2025.

**Martin W. O'Connor -
January 15, 2025**

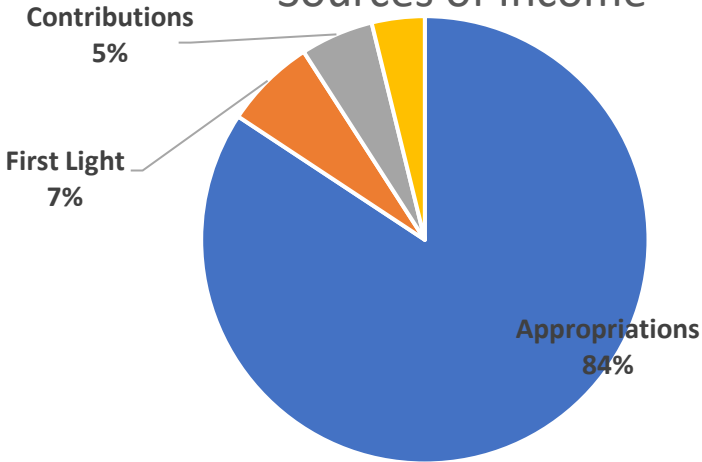
Finance Committee Financial Results December 2024



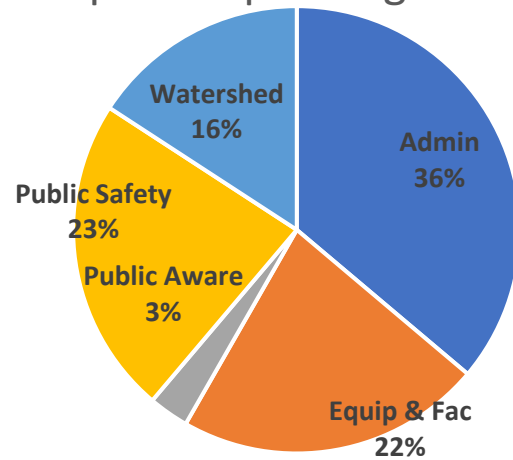
Income & Expense Overview

Financial Results thru December 2024

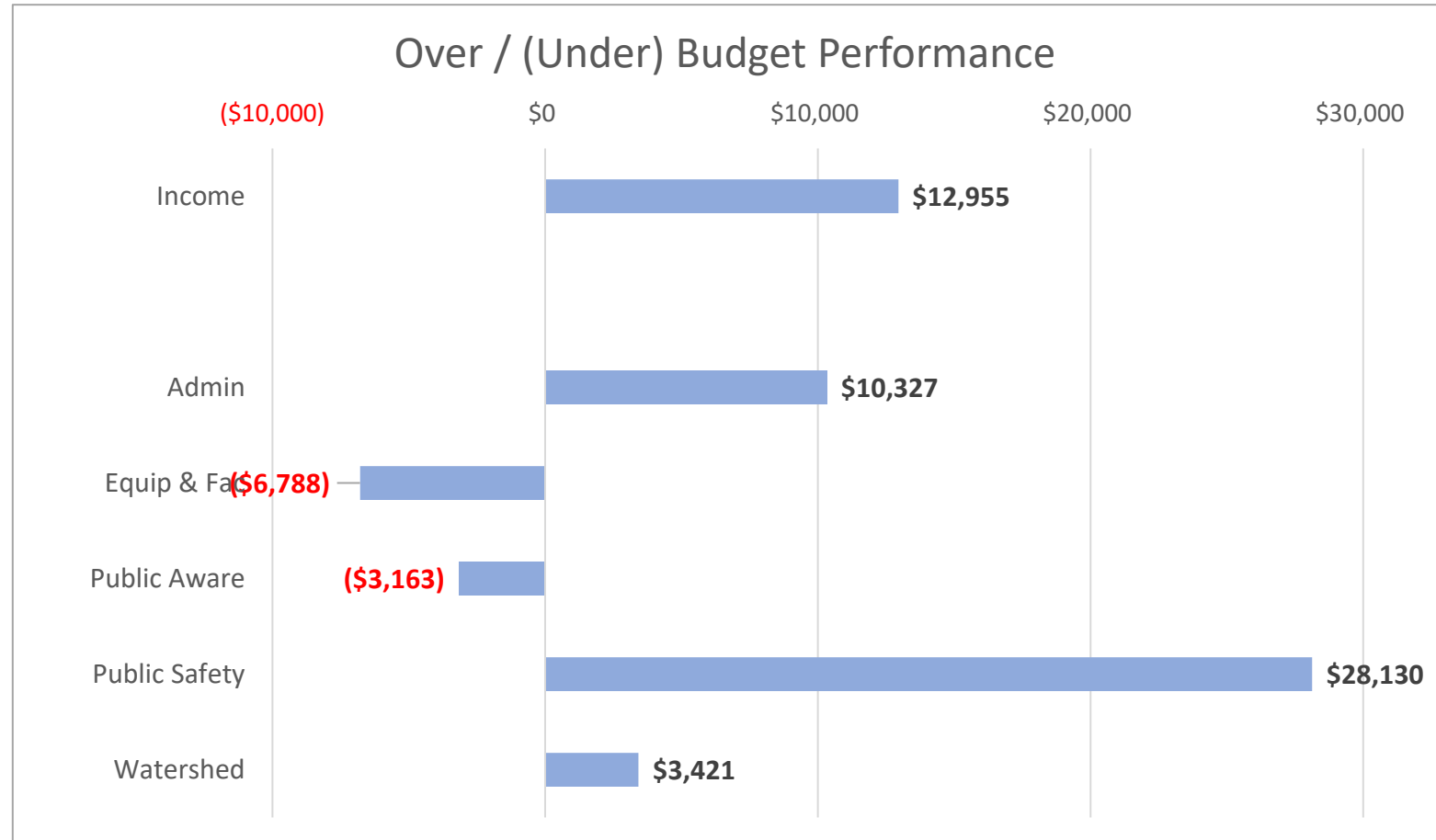
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Financial Results thru December 2024

December 2024 Results	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$720,000	\$732,955	\$12,955	102%	\$757,500	\$770,455	\$12,955	102%
Expenses								
Administration	\$143,605	\$153,932	\$10,327	107%	\$273,855	\$284,182	\$10,327	104%
Equipment & Facilities	\$135,295	\$128,507	(\$6,788)	95%	\$167,590	\$160,802	(\$6,788)	96%
Public Awareness	\$9,000	\$5,837	(\$3,163)	65%	\$22,000	\$18,837	(\$3,163)	86%
Public Safety	\$112,832	\$140,962	\$28,130	125%	\$174,280	\$202,410	\$28,130	116%
Watershed Management	\$59,828	\$63,248	\$3,421	106%	\$119,775	\$123,196	\$3,421	103%
Total Expense	\$460,559	\$492,487	\$31,927	107%	\$757,500	\$789,427	\$31,927	104%
Other Income/(Expense)	(\$13,500)	(\$14,257)	(\$757)		\$0	(\$757)	(\$757)	
Operating Surplus/(Deficit)	\$245,941	\$226,212	(\$19,728)	92%	\$0	(\$19,728)	(\$19,728)	-
* Accrual Basis Accounting								

Key Drivers of the deltas to Budget



Income: Exceeded budget driven by Interest Income and Donations from the community.



Administration: Over budget driven by higher Professional Services, Technology Services and Payroll taxes, offset by Rent.



Equipment & Facilities: Under Budget driven by Buoy expenses (correction needed), Utilities and Temporary Personnel wages .



Public Awareness: Under budget all line items except CLA 2024 Cleanup carry over expenses.



Public Safety: Over budget due to Lake Patrol Wages, Boat Maintenance and Fuel costs.



Watershed: Over budget due to Water Testing Fees.

Committee Details



Income Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Income						
901 · Appropriations	0.00	0.00	638,500.00	638,500.00	0.00	638,500.00
902 · Contribution from FirstLight	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00
903 · Interest	4,089.87	2,000.00	25,123.19	16,000.00	9,123.19	25,000.00
911 · Miscellaneous Income	0.00	0.00	568.63	0.00	568.63	0.00
912 · Contributions and Donations	11,796.47	7,500.00	15,263.64	12,500.00	2,763.64	30,000.00
915 · Sponsorship -programs/activitie	0.00	1,000.00	2,500.00	2,000.00	500.00	10,000.00
916 · Lake Patrol Services	0.00	0.00	0.00	0.00	0.00	2,000.00
917 · Buoy Contract	0.00	1,000.00	1,000.00	1,000.00	0.00	2,000.00
Total Income	15,886.34	11,500.00	732,955.46	720,000.00	12,955.46	757,500.00



Administration Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Administration						
100 · Executive Director - Wages	8,033.34	8,033.34	48,200.04	48,200.00	0.04	96,400.00
101 · SS/Medi/CTUC	2,685.40	2,566.25	17,179.12	15,397.50	1,781.62	30,795.00
101A · Workers Comp Insurance	2,108.00	0.00	4,217.00	2,317.50	1,899.50	4,635.00
102 · Exec Dir - Fringe Benefits	1,541.66	1,258.34	8,022.07	7,550.00	472.07	15,100.00
110 · Admin. Coordinator - Wages	3,238.32	2,987.09	18,675.96	17,922.50	753.46	35,845.00
112 · Admin Cor - Fringe Benefits	1,201.11	1,109.16	6,724.74	6,655.00	69.74	13,310.00
113 · Insurance	3,085.56	2,927.50	9,258.30	8,782.50	475.80	11,710.00
114 · Telephone	275.00	300.00	1,625.00	1,800.00	-175.00	3,600.00
115 · Office Supplies	402.40	491.66	3,632.06	2,950.00	682.06	5,900.00
116 · Postage	0.00	62.50	375.40	375.00	0.40	750.00
117 · Audit	7,500.00	7,500.00	7,500.00	7,500.00	0.00	7,500.00
118 · Professional Services	260.77	1,320.84	13,885.11	7,925.00	5,960.11	15,850.00
119 · Bank and Service Fees	190.00	100.00	1,745.60	600.00	1,145.60	1,200.00
121 · Expenses	0.00	83.34	90.62	500.00	-409.38	1,000.00
122 · Internet Access	0.00	100.00	531.74	600.00	-68.26	1,200.00
124 · Technology Hardware & Services	701.15	666.66	5,669.63	4,000.00	1,669.63	8,000.00
161 · Office Rent	1,100.00	1,755.00	6,600.00	10,530.00	-3,930.00	21,060.00
Total Administration	32,322.71	31,261.68	153,932.39	143,605.00	10,327.39	273,855.00



Equipment & Facilities Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Equipment and Facilities						
200 · Personnel - Wages	0.00	0.00	0.00	1,000.00	-1,000.00	2,000.00
210 · Operations Manager - Wages	3,438.52	3,700.00	21,989.89	22,200.00	-210.11	44,400.00
212 · Ops Mgr - Fringe Benefits	50.00	100.00	500.00	600.00	-100.00	1,200.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	857.95	1,500.00	-642.05	3,000.00
222 · Utilities - electric	0.00	520.00	452.79	3,120.00	-2,667.21	6,240.00
223 · Internet and Security Systems	0.00	20.84	782.15	125.00	657.15	250.00
226 · Work Boats	1,083.00	2,000.00	2,679.82	4,500.00	-1,820.18	6,000.00
227 · Vehicle	13.40	166.66	1,924.18	1,000.00	924.18	2,000.00
228 · Dock and Trash Pick Up	0.00	41.66	0.00	250.00	-250.00	500.00
231 · Buoy Maintenance	4,050.00	1,000.00	-680.00	1,000.00	-1,680.00	2,000.00
261 · Capital Replacement Fund	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00
Total Equipment and Facilities	8,634.92	7,799.16	128,506.78	135,295.00	-6,788.22	167,590.00



Public Awareness Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Awareness						
413 · School Programs	0.00	250.00	0.00	1,500.00	-1,500.00	3,000.00
414 · Subscription services	0.00	416.66	2,289.90	2,500.00	-210.10	5,000.00
415 · Events and Displays	0.00	333.34	692.68	2,000.00	-1,307.32	4,000.00
417 · Fundraising	1,758.40	3,000.00	1,758.40	3,000.00	-1,241.60	6,000.00
421 · Shoreline Cleanup	0.00	0.00	1,095.93	0.00	1,095.93	4,000.00
Total Public Awareness	1,758.40	4,000.00	5,836.91	9,000.00	-3,163.09	22,000.00



Public Safety Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Safety						
300 · Lake Patrol Wages	9,405.23	294.00	56,933.75	51,482.30	5,451.45	66,803.00
301 · CLAMP Chief Salary	3,433.34	3,433.34	20,600.04	20,600.00	0.04	41,200.00
311 · Boat Maintenance and Reimburse	0.00	8,300.00	26,420.36	11,750.00	14,670.36	13,250.00
312 · Gas and Oil	0.00	0.00	27,364.75	19,790.70	7,574.05	26,117.00
313 · Insurance	2,628.44	2,656.25	7,886.70	7,968.75	-82.05	10,625.00
314 · Training	0.00	0.00	0.00	0.00	0.00	6,475.00
318 · Miscellaneous	0.00	0.00	262.85	500.00	-237.15	1,000.00
321 · Radio & Equipment	0.00	0.00	-96.46	100.00	-196.46	1,810.00
322 · Uniforms	0.00	0.00	1,590.00	640.00	950.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Public Safety	15,467.01	14,683.59	140,961.99	112,831.75	28,130.24	174,280.00



Watershed Management Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Watershed Management						
500 · WM - Personnel Wages	5,934.58	5,934.59	35,607.48	35,607.50	-0.02	71,215.00
502 · Dir. Ecology - Fringe	1,415.74	1,196.66	7,644.05	7,180.00	464.05	14,360.00
511 · Lake and Stream Monitoring	0.00	0.00	11,392.69	7,600.00	3,792.69	15,200.00
512 · E-Coli Bacteria Testing	0.00	0.00	3,716.40	1,500.00	2,216.40	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	0.00	153.23	1,000.00	-846.77	2,000.00
514 · Travel	0.00	250.00	610.63	1,500.00	-889.37	3,000.00
515 · Equipment and Supplies	0.00	200.00	1,450.84	1,200.00	250.84	2,500.00
531 · Professional Development	0.00	0.00	2,673.12	3,500.00	-826.88	7,000.00
532 · Engineering and Consulting	0.00	83.34	0.00	500.00	-500.00	1,000.00
599 · Miscellaneous	0.00	30.00	0.00	240.00	-240.00	500.00
Total Watershed Management	7,350.32	7,694.59	63,248.44	59,827.50	3,420.94	119,775.00

Other (Restricted Grants) Income/Expense Details

	<u>Dec 24</u>	<u>Budget</u>	<u>Jul - Dec 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Other Income/Expense						
Other Income						
900-21B · DEEP AIS (Lake Steward)	0.00	0.00	0.00	0.00	0.00	18,000.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	18,000.00
Other Expense						
800-21B · DEEP AIS (Lake Steward)	0.00	0.00	14,776.60	13,500.00	1,276.60	18,000.00
Total Other Expense	0.00	0.00	14,776.60	13,500.00	1,276.60	18,000.00
Net Other Income/Other Expense	0.00	0.00	-14,776.60	-13,500.00	-1,276.60	0.00

Capital Summary Status

Capital Summary for Fiscal Year 2024/2025		Available
Opening Balance as of July 1, 2024	\$491,824	\$263,730
Appropriations		
Annual Capital Appropriation	\$100,000	\$100,000
Capital Planned Expenditures		
Ark Engine (\$15,600 - Jun 2024)	(\$15,600)	
Silver Ship Propeller (\$1,750 - Aug 2024)	(\$1,762)	(\$1,762)
Total Expenditures		
Closing Balance as of December 31, 2024	\$574,462	\$361,968

Items in () show amount & when CLA Board approved the expenditure

Balance Sheet Summary & Details

	Dec 31
ASSETS	
Current Assets	
1120 · USB Checking -0212	1,017,741.63
11000 · Accounts Receivable	63,850.00
Total Current Assets	1,081,591.63
TOTAL ASSETS	1,081,591.63

	Dec 31
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	57.10
Elan Financial Services	
24000 · Payroll Liabilities	1,425.44
2500 · Accrued Expenses	10,795.90
2700 · Deferred Grant Income	
2700A · DEEP CO2 Grant	13,418.06
2700B · Grass Carp	4,981.00
2700 · Deferred Grant Income	0.00
Total 2700 · Deferred Grant Income	18,399.06
700 · Due to/from CapitalProject Fund	574,461.83
Total Liabilities	605,139.33

	Dec 31
Equity	
3200 · Retained Earnings	0.68
3200B · Restricted	
3200B 1 · Education Programs	18,520.69
3200B 2 · Zebra Mussels	6,276.00
Total 3200B · Restricted	24,796.69
3200D · Assigned	
3200D 1 · HMS Initiatives	5,245.06
3200D 2 · Lake Incentives	23,317.23
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	30,546.06
3200E · Unassigned	196,830.90
Net Income	224,277.97
Total Equity	476,452.30
TOTAL LIABILITIES & EQUITY	1,081,591.63

Accounts Receivable			
Danbury Appropriation	Inv# 2223	July	\$63,850.00
Total Accounts Receivable			\$63,850.00

Accounts Payable			
Southridge Technologies	Inv# 88938	Nov	\$57.50
Marie Nugent		Aug	-\$0.40
Total Accounts Payable			\$57.10
Payroll Liabilities			
Simple IRA			\$1,425.44
Total Payroll Liabilities			\$1,425.44

Accrued Expenses	
Sinnamon & Associates	\$7,500.00
Website Refresh	\$2,320.00
IT Security Audit	\$975.90
Total Accrued Expenses	\$10,795.90



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January 15, 2025
Executive Director
Mark Howarth

Monthly Report

- The State of the Lake 2024 / Appeal was mailed out in December and was posted on our social media as well as on our website. Initial donations have been coming in via our online donation system in addition to the checks that are being sent via the mail.
- 2025/2026 Budget
 - We have sent the 2025/2026 proposed CLA Budget, 10-Year Capital Plan and Budget Summary to all five of our municipalities.
 - Thank you to Will for leading the presentation and discussion of the CLA proposed 25/26 budget during the New Fairfield budget workshop on January 13th and to the other delegates who were able to join us.
 - We will be meeting with our other municipalities in the coming weeks through their individual processes and we will report back on any noteworthy developments.
- We are currently in the interview process for new lake patrol officers for the 2025 season. We are seeking a new class of officers to complement our planned returning officers. Once those candidates have been selected, they will be offered the opportunity to go to training held by the CT DEEP EnCon Police.
- Silver Ships recently entered our final patrol boat into production, and they have begun the hull and tower construction. We will update you as the boat progresses through the process. Anticipated delivery is this May.
- We are currently conducting annual staff reviews and plan to conclude those shortly.

- When we came to an agreement on the current MOA with the CT DEEP this past summer, we noted that we would update our own Marine Patrol Policies and Procedures this off-season to account for areas that needed better definition and/or changes in preparation for the 2025 season.

Bill Licht and I met and went through the current policies and procedures manual and noted the changes that we needed to make. I am in the process of finalizing those edits for presentation to the Public Safety Committee.

- Neil and I met with members of FirstLight's land management team to discuss the proposed changes to the Shoreline Management Plan, as it is up for its 6-year renewal. Our conversation included changes we would like to see in this upcoming version. We also used the meeting as an opportunity to catch up with them on other lake-related topics.

The meeting was informative and productive, and we plan to continue to work with them on areas of overlap where we can make improvements to the lake's health and recreational safety and to assist homeowners looking to do the same.



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: January Monthly Report

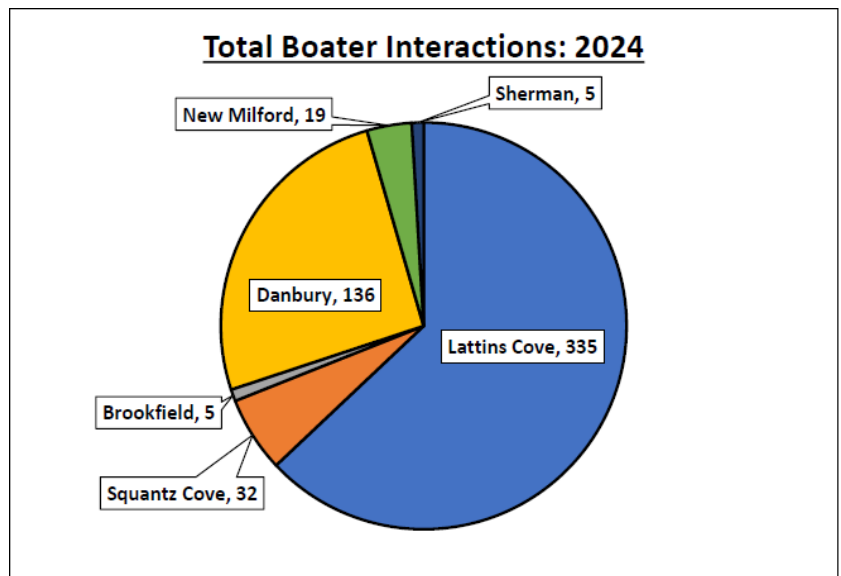
Date: 1/15/2025

- I have submitted the final lake steward report for 2024, which has been included along with the monthly reports for your review! It was another successful year, with over 500 boater interactions. There were fewer invasive species stopped this year, primarily due to the lack of plants in Candlewood. This means returning boats never had any milfoil. Thankfully there were no sightings of invasive species of concern.

- This year we had more people decline inspections than in the past, and this will be a point of emphasis in training for next year.
- Along with the final report, I have submitted the

reimbursement request for all expenses for the program, so hopefully that reimbursement will be fulfilled quickly, and we will be completely up-to-date financially with the Lake Steward Program.

- I have begun work on the RFP for the nutrient budget project second phase, and will be submitting that to prospective contractors over the next week.



Graph 1: Total Boater Interactions by Launch in 2024

- FirstLight has submitted the draft SMP changes to us, as well as the agenda for a stakeholder meeting occurring on January 23rd. That agenda along with a summary of the changes has also been included for your review. We will discuss the changes more in-depth once I'm able to thoroughly review before the watershed meeting next week. Final comments are due by February 24th.
- We are working on a rapid response strategy should hydrilla be discovered in the lake. Namely, a strategy in congress with both FirstLight and the CT DEEP that allows us to act quickly to eliminate any small amounts of hydrilla before they become too big to control.
- Work on the final water quality report is continuing, along with a review of the additional data collected for phase 1 of the nutrient budget. We are awaiting a few final results from the lab as well.
- The deep drawdown of Candlewood Lake has begun. We received a lot of questions about timing this year, so we had a final educational push to notify folks of the best practices for the drawdown each year and what to expect.
- The state of the lake year in review was sent out via mail, as well as via website and email. We have already gotten a few compliments of people who really appreciated the report this year.
- We submitted a brief comment based on the plant monitoring report from FirstLight this year simply stating that we are advocating for the full plant monitoring program for Candlewood to be undertaken again next year, especially with the nearby threats of both Hydrilla and Water Chestnut.