



# 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, May 14, 2025 - 7:00PM via ZOOM

### ATTENDING:

P. Schaer (7:15pm)	Sherman
D. Cushnie	Sherman
B. Licht (7:08pm)	New Fairfield
J. Archer	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
B. Lohan	Brookfield
E. Siergiej	Danbury
S. McColgan (7:09pm)	Danbury
S. Kluge	New Milford

### ABSENT:

M. O'Connor	Sherman
J. Main	New Fairfield
J. Laughinghouse	Danbury
M. Toussaint	New Milford
J. Wodarski	New Milford

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

Recorder: D. Wright

Guests: 1

*Chairman, Marianne Gaffey, called the meeting to order at 7:07pm.*

### PUBLIC COMMENT

None

(Bill Licht joined 7:08pm)

### CONSENT AGENDA

*Marianne Gaffey made a motion to approve the consent agenda, seconded by **Bill Lohan**, all voting in favor.*

### TREASURER (Will Meikle)

Will mentioned that three of the municipalities have approved budgets, New Fairfield, Sherman and Danbury and next week New Milford and Brookfield will vote.

(S. McColgan joined at 7:09pm)

#### **PUBLIC SAFETY (Mark Howarth)**

Mark discussed that the Officers completed training, and we are awaiting final appointments from DEEP. We are working on finalizing the upgrades to the boats with tablets, modems and we are training officers to use the new equipment this season. Both patrol boats are in the water and third boat should arrive shortly. Will mentioned the officers need to be formally appointed and hired for the season.

(Phyllis Schaer joined 7:15pm)

*Will Meikle made a motion that the board hire all 16 returning Marine Patrol Officers back for the 2025 boating season, and to include the two new hire Marine Patrol Officers pending their appointments by DEEP later this month, seconded by Marianne Gaffey, all voting in favor.*

#### **EQUIPMENT & FACILITIES (Ed Siergiej)**

Ed discussed that the new truck is on order, expected delivery in July. Mike discussed that buoys have been deployed, and debris needed to be cleaned up in the lake. Work is being done on the Patrol boats, modems, a new blue light is being added to SSI, and SSII is in water already. Comms programmed scanners on the boats. All is on schedule and ready for clean-up day on Saturday.

#### **PUBLIC AWARENESS (Mark Howarth)**

Mark noted the Clean-up is on Saturday, rain or shine, unless weather is hazardous. Mark has been visiting business partners. Mark discussed that new videos will be filmed and we will be releasing a few videos that were completed last year. Neil and Mark are working with MorWeb on new home page design. Magnets are in.

#### **WATERSHED MANAGEMENT (Steve Kluge, Neil Stalter)**

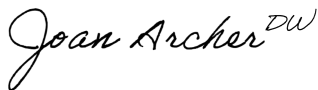
Steve mentioned that the first water quality monitoring was completed. Neil, Steve and GEI set up the stream gauge station in Ball Pond Brook. Neil discussed that the Steward program is fully staffed with eleven lake stewards. Also, the contract for the 2026 Lake Steward program has been executed. Neil noted we are waiting to hear from DEEP regarding our hydrilla rapid response permit, and the first of the monthly plant monitoring will take place next week as well as more stream gauge installations.

#### **ADJOURN**

*Phyllis Schaer made a motion to adjourn the meeting, seconded by Joan Archer, all voting in favor.*

The meeting adjourned at 7:30pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joan Archer" followed by a small "DW" monogram.

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**

**May 15, 2025**

## **Municipalities**

All – we continue to follow up with all the Municipalities with regards to the Islands. As previously stated, we have agreed to remain the first level of contact and will escalate as required.

Danbury – attended final budget review meeting with the Danbury Delegates. The Mayor and the finance team were in attendance. We fielded questions with regard to operations and the quality of the lake's water.

New Fairfield - advised that their budget was approved as presented.

Sherman - budget vote was taking place on the 3<sup>rd</sup> of May. We also attended the Sherman Community Expo with Mark and the Sherman Delegates.

## **Committees:**

All committees continue to meet regularly with no major concerns noted. PA announced the annual "Clean Up Day" and shirts have been ordered for the day.

We have finalized the adhoc HR committee. Our consultant is presently reviewing all our benefits, policies and guidelines. We expect to regroup and discuss his findings at the end of the month. Any required updates will be brought forward as necessary.

## **Financials**

Overall financial position remains strong with no major concerns noted.

**Martin W. O'Connor**

**May 15, 2025**

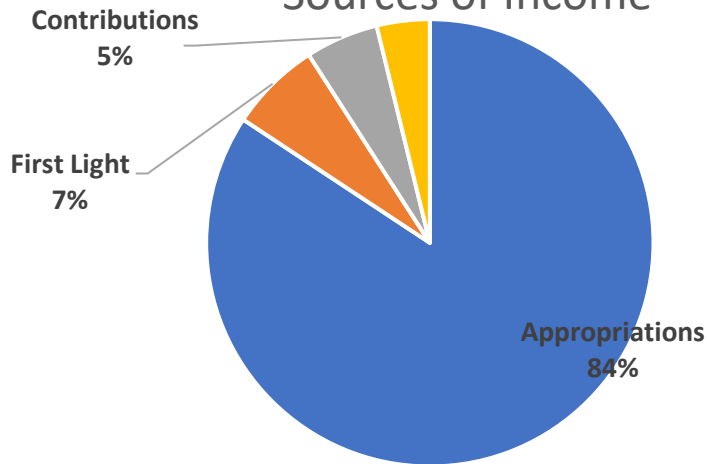
# Finance Committee Financial Results April 2025



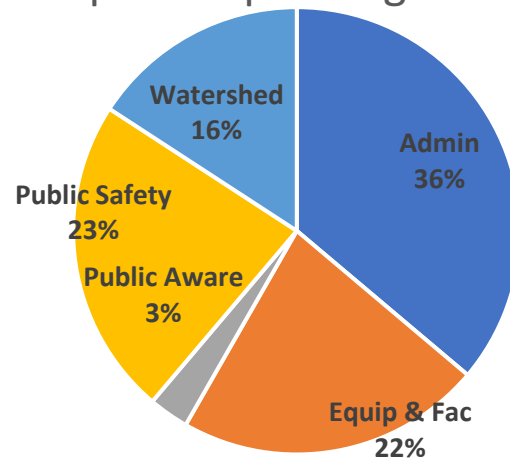
# Income & Expense Overview

Financial Results thru April 2025

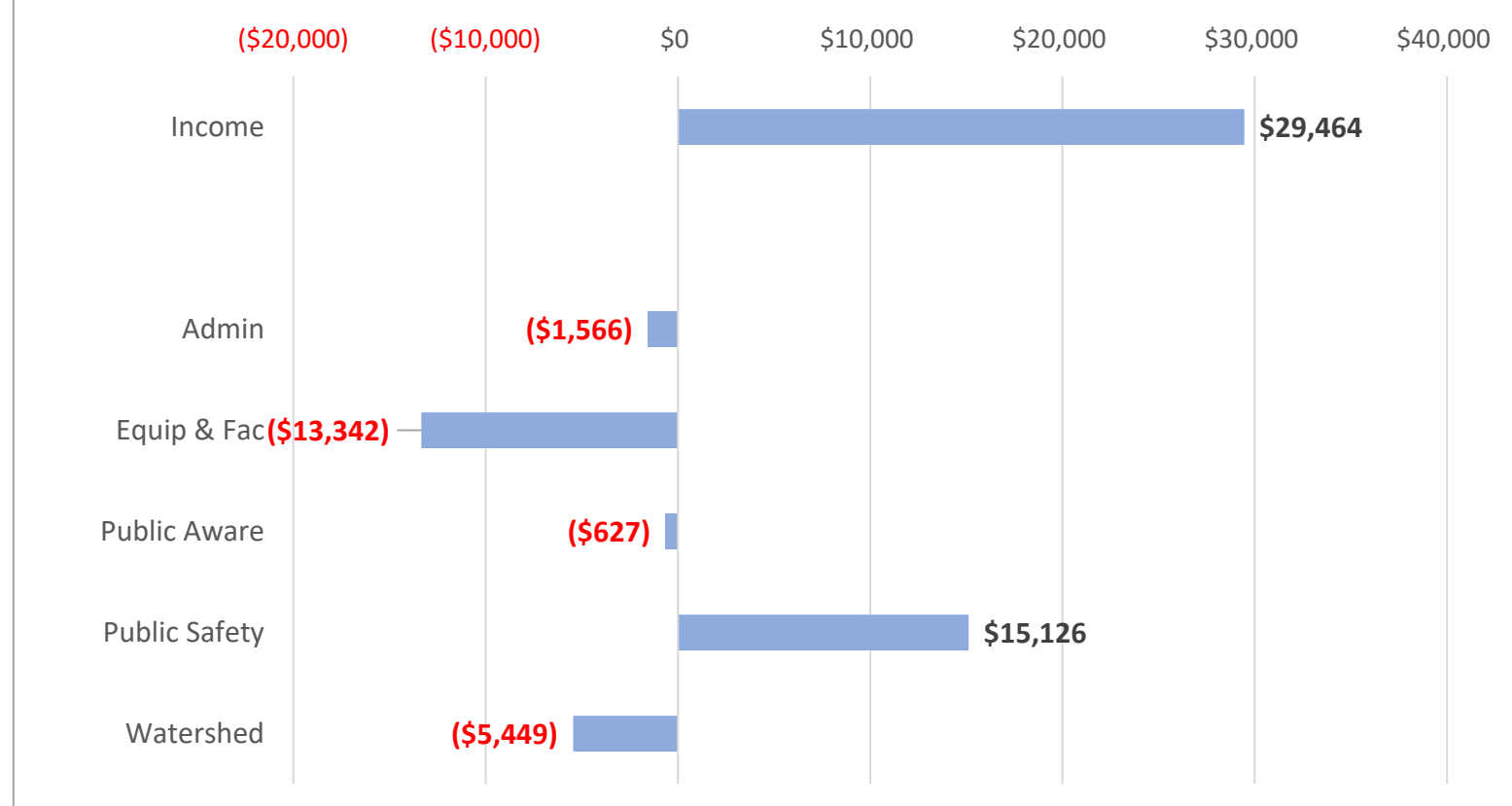
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



# Operational Income & Expense Summary

Financial Results thru April 2025

April 2025 Results	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget		FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
<b>Income</b>	\$745,500	\$774,964	\$29,464	104%		\$757,500	\$793,100	\$35,600	105%
<b><u>Expenses</u></b>									
Administration	\$232,187	\$230,621	(\$1,566)	99%		\$273,855	\$276,055	\$2,200	101%
Equipment & Facilities	\$156,992	\$143,649	(\$13,342)	92%		\$167,590	\$161,990	(\$5,600)	97%
Public Awareness	\$13,000	\$12,373	(\$627)	95%		\$22,000	\$22,000	\$0	100%
Public Safety	\$141,984	\$157,110	\$15,126	111%		\$174,280	\$192,880	\$18,600	111%
Watershed Management	\$97,607	\$92,158	(\$5,449)	94%		\$119,775	\$117,275	(\$2,500)	98%
<b>Total Expense</b>	\$641,770	\$635,911	(\$5,859)	99%		\$757,500	\$770,200	\$12,700	102%
<b>Other Income/(Expense)</b>	\$4,500	\$3,825	(\$675)			\$0	(\$400)	(\$400)	
<b>Operating Surplus/(Deficit)</b>	\$108,230	\$142,878	\$34,648	132%		\$0	\$22,500	\$22,500	-
* Accrual Basis Accounting									

# Key Drivers of the deltas to Budget



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



**Administration:** Slightly under budget driven by higher Professional Services, Technology Services and Bank Fees, offset by Rent cost.



**Equipment & Facilities:** Under Budget driven by Utilities, Wages and Buoy Expenses.



**Public Awareness:** On budget overall



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



**Watershed:** Under budget due to higher Lake Testing costs, offset by Professional Development.

# Committee Details





## Income Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</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	3,337.90	1,000.00	39,106.58	23,000.00	16,106.58	25,000.00
911 · Miscellaneous Income	0.00	0.00	568.63	0.00	568.63	0.00
912 · Contributions and Donations	2,119.47	500.00	43,288.69	29,000.00	14,288.69	30,000.00
915 · Sponsorship -programs/activitie	0.00	0.00	2,500.00	3,000.00	-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	2,000.00	-1,000.00	2,000.00
<b>Total Income</b>	<b>5,457.37</b>	<b>2,500.00</b>	<b>774,963.90</b>	<b>745,500.00</b>	<b>29,463.90</b>	<b>757,500.00</b>



# Administration Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
<b>Administration</b>						
100 · Executive Director - Wages	8,033.34	8,033.33	80,333.40	80,333.33	0.07	96,400.00
101 · SS/Medi/CTUC	2,141.30	2,566.25	25,229.21	25,662.50	-433.29	30,795.00
101A · Workers Comp Insurance	0.00	0.00	4,217.00	4,635.00	-418.00	4,635.00
102 · Exec Dir - Fringe Benefits	1,132.55	1,258.33	11,691.57	12,583.33	-891.76	15,100.00
110 · Admin. Coordinator - Wages	3,238.32	2,987.08	30,875.28	29,870.83	1,004.45	35,845.00
112 · Admin Cor - Fringe Benefits	1,053.50	1,109.17	9,936.99	11,091.67	-1,154.68	13,310.00
113 · Insurance	0.00	0.00	12,397.86	11,710.00	687.86	11,710.00
114 · Telephone	43.74	300.00	2,418.74	3,000.00	-581.26	3,600.00
115 · Office Supplies	213.10	491.67	5,010.13	4,916.67	93.46	5,900.00
116 · Postage	2.31	62.50	377.71	625.00	-247.29	750.00
117 · Audit	-7,500.00		7,500.00	7,500.00	0.00	7,500.00
118 · Professional Services	504.97	1,320.83	18,720.94	13,208.33	5,512.61	15,850.00
119 · Bank and Service Fees	187.60	100.00	2,517.20	1,000.00	1,517.20	1,200.00
121 · Expenses	0.00	83.33	172.25	833.33	-661.08	1,000.00
122 · Internet Access	139.97	100.00	1,051.62	1,000.00	51.62	1,200.00
124 · Technology Hardware & Services	57.50	666.67	7,170.93	6,666.67	504.26	8,000.00
161 · Office Rent	1,100.00	1,755.00	11,000.00	17,550.00	-6,550.00	21,060.00
<b>Total Administration</b>	<b>10,348.20</b>	<b>20,834.16</b>	<b>230,620.83</b>	<b>232,186.66</b>	<b>-1,565.83</b>	<b>273,855.00</b>



## Equipment & Facilities Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
<b>Equipment and Facilities</b>						
200 · Personnel - Wages	0.00	1,000.00	0.00	2,000.00	-2,000.00	2,000.00
210 · Operations Manager - Wages	3,493.98	3,700.00	33,359.19	37,000.00	-3,640.81	44,400.00
212 · Ops Mgr - Fringe Benefits	0.00	100.00	500.00	1,000.00	-500.00	1,200.00
221 · Sherman Base - Repairs/Maint	31.27	250.00	1,048.73	2,500.00	-1,451.27	3,000.00
222 · Utilities - electric	143.29	520.00	2,106.81	5,200.00	-3,093.19	6,240.00
223 · Internet and Security Systems	131.26	20.83	1,292.26	208.33	1,083.93	250.00
226 · Work Boats	0.00	500.00	3,876.32	5,000.00	-1,123.68	6,000.00
227 · Vehicle	0.00	166.67	2,145.95	1,666.67	479.28	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	416.67	-416.67	500.00
231 · Buoy Maintenance	0.00	1,000.00	-680.00	2,000.00	-2,680.00	2,000.00
261 · Capital Replacement Fund	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00
<b>Total Equipment and Facilities</b>	<b>3,799.80</b>	<b>7,299.17</b>	<b>143,649.26</b>	<b>156,991.67</b>	<b>-13,342.41</b>	<b>167,590.00</b>



## Public Awareness Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Awareness						
413 · School Programs	0.00	250.00	0.00	2,500.00	-2,500.00	3,000.00
414 · Subscription services	85.78	416.67	3,722.66	4,166.67	-444.01	5,000.00
415 · Events and Displays	0.00	333.33	692.68	3,333.33	-2,640.65	4,000.00
417 · Fundraising	0.00	0.00	6,861.80	3,000.00	3,861.80	6,000.00
421 · Shoreline Cleanup	0.00	0.00	1,095.93	0.00	1,095.93	4,000.00
<b>Total Public Awareness</b>	<b>85.78</b>	<b>1,000.00</b>	<b>12,373.07</b>	<b>13,000.00</b>	<b>-626.93</b>	<b>22,000.00</b>



## Public Safety Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
<b>Public Safety</b>						
300 · Lake Patrol Wages	62.08	588.00	57,215.35	53,540.30	3,675.05	66,803.00
301 · CLAMP Chief Salary	3,433.34	3,433.33	34,333.40	34,333.33	0.07	41,200.00
311 · Boat Maintenance and Reimburse	477.13	0.00	25,707.76	11,950.00	13,757.76	13,250.00
312 · Gas and Oil	0.00	0.00	27,363.76	19,790.70	7,573.06	26,117.00
313 · Insurance	0.00	0.00	10,515.14	10,625.00	-109.86	10,625.00
314 · Training	0.00	3,890.00	0.00	5,435.00	-5,435.00	6,475.00
318 · Miscellaneous	0.00	100.00	456.98	800.00	-343.02	1,000.00
321 · Radio & Equipment	0.00	710.00	-72.46	810.00	-882.46	1,810.00
322 · Uniforms	0.00	1,600.00	1,590.00	4,700.00	-3,110.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
<b>Total Public Safety</b>	<b>3,972.55</b>	<b>10,321.33</b>	<b>157,109.93</b>	<b>141,984.33</b>	<b>15,125.60</b>	<b>174,280.00</b>



# Watershed Management Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
<b>Watershed Managment</b>						
500A · Director of Ecology Wage	5,934.58	5,934.58	59,345.80	59,345.83	-0.03	71,215.00
502 · Dir. Ecology - Fringe	1,108.87	1,196.67	11,132.37	11,966.67	-834.30	14,360.00
511 · Lake and Stream Monitoring	0.00	2,533.33	11,392.69	10,133.33	1,259.36	15,200.00
512 · E-Coli Bacteria Testing	0.00	500.00	3,716.40	2,000.00	1,716.40	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	333.33	153.23	1,333.33	-1,180.10	2,000.00
514 · Travel	833.24	250.00	1,913.36	2,500.00	-586.64	3,000.00
515 · Equipment and Supplies	0.00	300.00	1,607.03	2,100.00	-492.97	2,500.00
531 · Professional Development	0.00	0.00	2,897.12	7,000.00	-4,102.88	7,000.00
532 · Engineering and Consulting	0.00	83.33	0.00	833.33	-833.33	1,000.00
599 · Miscellaneous	0.00	45.00	0.00	395.00	-395.00	500.00
<b>Total Watershed Managment</b>	<b>7,876.69</b>	<b>11,176.24</b>	<b>92,158.00</b>	<b>97,607.49</b>	<b>-5,449.49</b>	<b>119,775.00</b>



## Other Income/Expense Details

	<u>Apr 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Other Income/Expense						
Other Income						
900-21B · DEEP AIS (Lake Steward)	<u>0.00</u>	<u>0.00</u>	<u>17,594.00</u>	<u>18,000.00</u>	<u>-406.00</u>	<u>18,000.00</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>17,594.00</u>	<u>18,000.00</u>	<u>-406.00</u>	<u>18,000.00</u>
Other Expense						
800-21B · DEEP AIS (Lake Steward)	<u>0.00</u>	<u>0.00</u>	<u>14,777.00</u>	<u>13,500.00</u>	<u>1,277.00</u>	<u>18,000.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>14,777.00</u>	<u>13,500.00</u>	<u>1,277.00</u>	<u>18,000.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>2,817.00</u>	<u>4,500.00</u>	<u>-1,683.00</u>	<u>0.00</u>

# Capital Summary Status

Capital Summary for Fiscal Year 2024/2025		Available
Opening Balance as of July 1, 2024	\$491,824	\$265,321
Appropriations		
Annual Capital Appropriation	\$100,000	\$100,000
Capital Planned Expenditures		
Truck (\$48,000 - Apr 2025)		(\$48,000)
Ark Engine (\$15,600 - Jun 2024)	(\$15,600)	
Silver Ship Propeller (\$1,750 - Aug 2024)	(\$1,762)	(\$1,762)
Modem/Antennaes (\$6,000 - Dec 2024)		(\$6,000)
CLAMP Radio (\$5,715 - Jun 2024)	(\$5,425)	
Hoist (\$2,000 - Apr 2025)		(\$2,000)
SS1 Light Bar	(\$1,200)	
Total Expenditures		
Closing Balance as of April 30, 2025	\$567,837	\$307,559
Items is ( ) show amount & when CLA Board approved the expenditure		



# Balance Sheet Summary & Details

	Apr 30
<b>ASSETS</b>	
Current Assets	
1120 · USB Checking -0212	941,918.37
11000 · Accounts Receivable	17,594.00
Total Current Assets	959,512.37
<b>TOTAL ASSETS</b>	<b>959,512.37</b>

	Apr 30
<b>Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	1,327.87
24000 · Payroll Liabilities	0.00
2500 · Accrued Expenses	2,320.00
2700 · Deferred Grant Income	
2700A · DEEP CO2 Grant	0.00
2700B · Grass Carp	4,981.00
Total 2700 · Deferred Grant Income	4,981.00
700 · Due to/from CapitalProject Fund	567,837.04
<b>Total Liabilities</b>	<b>576,465.91</b>

	Apr 30
<b>Equity</b>	
3200B · Restricted	
3200B 1 · Education Programs	18,027.19
3200B 2 · Zebra Mussels	6,276.00
Total 3200B · Restricted	24,303.19
3200D · Assigned	
3200D 1 · HMS Initiatives	3,019.32
3200D 2 · Lake Incentives	14,031.06
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	19,034.15
3200E · Unassigned	196,831.58
Net Income	142,877.54
Total Equity	383,046.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>959,512.37</b>

<b>Accounts Receivable</b>			
DEEP Lake Stewards	Inv# 2227	Jan	\$17,594.00
Total Accounts Receivable			\$17,594.00

<b>Accounts Payable</b>			
Cage Creations LLC	Mar	\$1,434.24	
Other Small Items	Mar	-\$106.37	
Total Accounts Payable			\$1,327.87

<b>Accrued Expenses</b>	
Website Refresh	\$2,320.00
Total Accrued Expenses	\$2,320.00



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**May 14, 2025**  
**Executive Director**  
**Mark Howarth**

## **Monthly Report**

- We are busy preparing for Saturday's Annual Lake Clean Up. We are looking forward to another great day with many volunteers helping to remove trash and debris from the lake in advance of another boating season. CLA volunteer Mark R has taken on the task of coordinating the preparation for the event to make sure we all stay on track – thank you Mark and thanks to all of the CLA staff and delegates who are helping out.
- We have been working hard to upgrade our patrol with a more efficient and effective IT-based system, including both hardware and software, to improve their capabilities to record and recall information on the water during their shifts. I would like to thank Nick, Matt S, Dee and Mike G for helping to make this improvement for the Patrol, including installing the necessary hardware and training our officers on the new system.
- Neil and I attended an event at Danbury High School in celebration of Earth Day, where we got to meet many students who stopped by our table to learn what we do here at the CLA. This is the second year we have participated in the event and we enjoy being able to interact with the students.
- The replacement CLA pick up truck is on order and it is scheduled to be built in the second week of June for July delivery. We are excited to have a truck available again for the many uses for it here at the CLA.
- We are in the process of doing a full review of our HR policies and documents with a volunteer consultant. I met with him following our initial meeting and we look forward to having a first draft for review in the coming weeks.
- I have been visiting our business partners to help with our fundraising efforts this year and am looking forward welcoming those who join us as CLA Partners this year.

- Our new 2025 magnets are in – you can pick them up at various locations around the lake - look for them on cars driving by!

- We participated in the Sherman Community Expo on Saturday, May 3<sup>rd</sup>. It was a great event again this year and we got to interact with a number of people at our CLA booth. Thank you to Sherman for inviting us again this year and many thanks to Martin and Phyllis for joining me at the booth for the day!



- Neil and I worked on upgrades for our new homepage and sent the request off to MorWeb for them to build. We are eagerly awaiting what they send us so that we can complete the changes by adding content.
- We will be filming new educational videos again at the end of this month, covering both boating safety and environmental topics – so watch for their release!



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**J. Neil Stalter**

**Director of Ecology and Environmental Education**

**Candlewood Lake Authority**

**Re: May Monthly Report**

**Date: 5/14/2025**

- Water quality monitoring has begun for the 2025 season, and everything is working great! Thanks to Mike for getting the boat in the water and ready to go for us.
- I have been working on preparations for the nutrient budget project, and 2 stream gauges will be installed this week. We are still making arrangements for the wells but feel confident that they will be able to be installed successfully for the project!
- We have successfully recruited for the Lake Steward Program and have plenty of stewards for the year. Many of them are returning from last year, so I'm looking forward to a smooth and successful year.
- I had the pleasure of spending 3 days at Danbury High School this month, two of which were helping advise student groups on their Stormwater mitigation projects, and one to celebrate earth day and tell them about Candlewood Lake and the CLA.
- We've had discussions with the HR committee regarding the needs for a potential intern this year, and feel comfortable moving forward with recruiting, which will begin after the clean-up.
- We are continuing preparations for the new science boat and have put together a list of some of the things we could potentially add to the design of the boat, including costs and priority. This gives us an easy base to potentially fundraise from.

- I am waiting to receive word from DEEP about the hydrilla rapid response permit but look forward to having that ready to go for the season, and our new monthly plant-monitoring plan for this year.
- We have submitted the proposed nuisance plant monitoring plan comments to FirstLight for their review. They have acknowledged their receipt but have not submitted anything to FERC yet regarding the changes.
- I am making arrangements with the UCONN lab to set us up for 3 testing events for PFAS chemicals in the lake to inform any future educational efforts.
- I am helping with preparations for the clean-up and look forward to joining everyone on the 17<sup>th</sup>! Hoping for good weather!
- Mark and I have worked on the potential website homepage updates and have a strong draft that we have sent back to MorWeb. We have also been working with a volunteer on strategies to improve our social media engagement and efforts.