



# 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, June 11, 2025 - 7:00PM via ZOOM

### ATTENDING:

P. Schaer	Sherman
D. Cushnie	Sherman
M. O'Connor	Sherman
B. Licht	New Fairfield
J. Main	New Fairfield
W. Meikle	Brookfield
B. Lohan	Brookfield
S. McColgan	Danbury
J. Laughinghouse	Danbury
J. Wodarski	New Milford
M. Howarth, Executive Director	
N. Mellas, Chief	
M. Gasperino, Operations Manager	
D. Wright, Administrative Coordinator	
Recorder:	D. Wright
Guests:	1

### ABSENT:

J. Archer	New Fairfield
M. Gaffey	Brookfield
E. Siergiej	Danbury
S. Kluge	New Milford
M. Toussaint	New Milford

*Chairman, **Martin O'Connor**, called the meeting to order at 7:00pm.*

### PUBLIC COMMENT

None

### CONSENT AGENDA

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

### TREASURER (Will Meikle)

Will stated that with one month left to go in our fiscal year we are in solid shape. Our business partnership campaign is in process and we are finalizing expenses. Four municipalities have approved the budget, with one municipality still to complete their budget process. This officially means our proposed budget is approved for next fiscal year.

### **PUBLIC SAFETY (Bill Licht)**

Bill discussed that we have been working with our attorney for guidance on collaboration with DEEP and the municipalities regarding concerns about limitations of LPOs. The committee is finalizing the policy and procedure manual with help from the attorney. Nick M. discussed the start of the season and that marine permits for the Danbury Fireworks and the New Fairfield Light Parade have been approved. The LPOs have been using the new software and technology that replaced the paper Daily Activity Reports, and the transition has been smooth and time-saving. The modems are on the boats and connectivity has been working very well. The weather has kept the volume on the lake low for the start of the season. Mark H. mentioned that the fireworks are scheduled for June 28<sup>th</sup>, rain date the 29<sup>th</sup> and the light parade is scheduled for July 11<sup>th</sup>.

### **EQUIPMENT & FACILITIES (Mark Howarth)**

Mark noted that it's been a good start to the season, Mike G. and Matt S. installed the modems and antennas on the vessels and a new lightbar to provide additional visibility. Mike G. added that the jet skis are in the water with new lights, sirens and PA systems along with an improved battery shut off system. Mike has been monitoring the lake after storms for debris. The truck is on order and scheduled to be built this week.

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

Mark discussed the business partnership campaign. Filming for the zebra mussel and the nutrient budget videos has been completed, with more filming planned for later this month. Video views on Facebook have been significant, which is positive. The website vendor is making changes to the site and Mark has reached out for a status update.

### **WATERSHED MANAGEMENT (Mark Howarth)**

Mark noted that the water quality monitoring is going well and that, with the assistance of GEI, three out of the six stream gauges have been installed, and monitoring has begun. Lake Stewards are out despite the weather. Mark noted that our new invasive species monitoring program, part of our Early Detection and Rapid Response Plan, has begun and will continue on a monthly basis. DEEP removed a total of 150 grass carp this spring, for a total of approximately 650 carp removed over three years. Neil S. wrote a letter requesting a restoration of funding for the hydrilla detection and research program on the CT River.


***Martin O'Connor** made a motion to issue the letter as presented by Neil Stalter to our State Representatives, seconded by **Bill Lohan**, all voting favor.*

### **ADJOURN**

***Martin O'Connor** made a motion to adjourn the meeting, seconded by **Will Meikle**, all voting in favor.*

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Handwritten signature of Joan Archer in cursive script, with the initials "DW" written in the upper right corner of the signature.

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**

**June 11, 2025**

## **Municipalities**

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

We have been advised that three of the Municipalities have approved their budgets for the next fiscal year. This now allows us to consider our budget as presented and approved for the coming fiscal year.

We were once again invited to participate in the Sherman Memorial Day Parade. We presented our Marine Patrol Silver Ship One vessel in the parade. The team members also marched and handed out CLA stickers to the attendees. A special thank you to Chief Mellas and his team and to Doug Cushnie for towing the boat.

## **Committees:**

All committees continue to meet regularly with no major concerns noted. Unfortunately, the annual "Clean Up Day" had to be canceled due to the threat of severe weather.

The HR committee continues to make good progress with Dan Cox who is presently reviewing all our benefits, policies and guidelines. Any required updates will be brought forward as necessary.

## **Financials**

Overall financial position remains on track as we close out the fiscal year ending June 30<sup>th</sup>.

**Martin W. O'Connor**

**June 11, 2025**

[WWW.CANDLEWOODLAKEAUTHORITY.ORG](http://WWW.CANDLEWOODLAKEAUTHORITY.ORG)

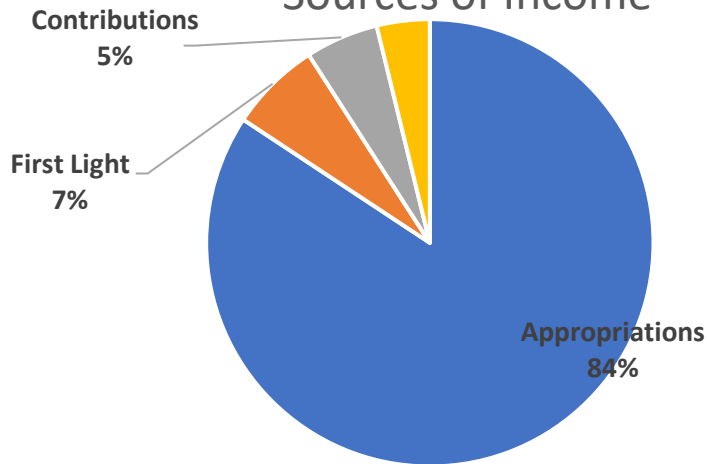
# Finance Committee Financial Results May 2025



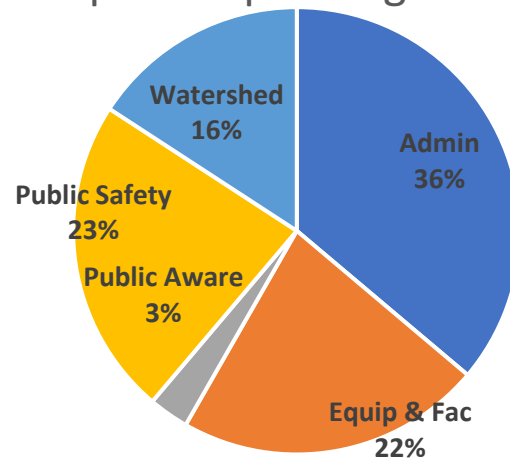
# Income & Expense Overview

Financial Results thru May 2025

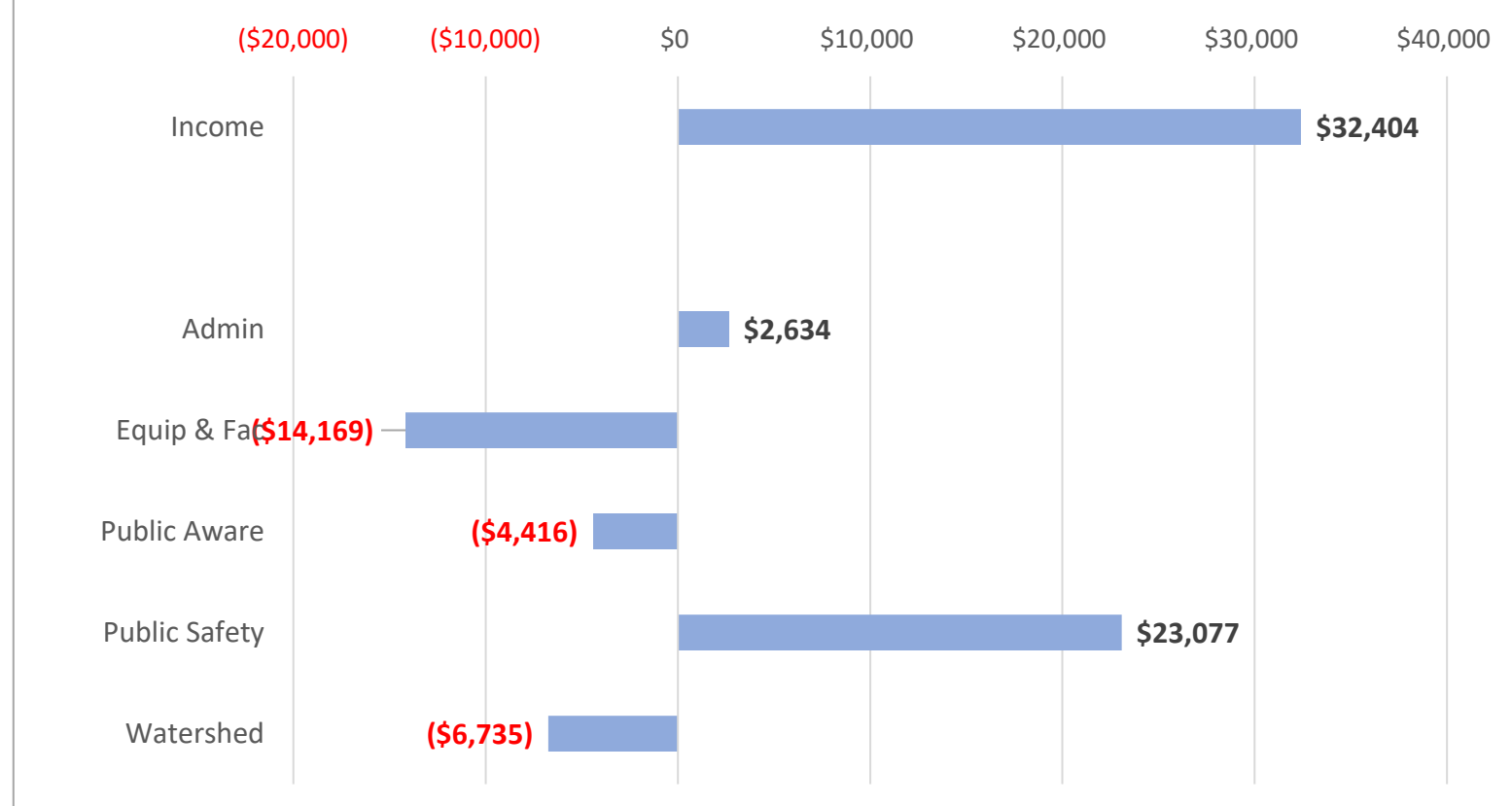
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



# Operational Income & Expense Summary

Financial Results thru May 2025

May 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>	\$747,000	\$779,404	\$32,404	104%		\$757,500	\$793,100	\$35,600	105%
<b>Expenses</b>									
Administration	\$253,021	\$255,655	\$2,634	101%		\$273,855	\$275,855	\$2,000	101%
Equipment & Facilities	\$162,291	\$148,122	(\$14,169)	91%		\$167,590	\$160,240	(\$7,350)	96%
Public Awareness	\$20,000	\$15,584	(\$4,416)	78%		\$22,000	\$22,000	\$0	100%
Public Safety	\$156,089	\$179,166	\$23,077	115%		\$174,280	\$204,280	\$30,000	117%
Watershed Management	\$108,684	\$101,948	(\$6,735)	94%		\$119,775	\$117,275	(\$2,500)	98%
<b>Total Expense</b>	\$700,084	\$700,474	\$390	100%		\$757,500	\$779,650	\$22,150	103%
<b>Other Income/(Expense)</b>	\$4,500	\$3,035	(\$1,465)			\$0	(\$400)	(\$400)	
<b>Operating Surplus/(Deficit)</b>	\$51,416	\$81,965	\$30,549	159%		\$0	\$13,050	\$13,050	-
* Accrual Basis Accounting									

# Key Drivers of the deltas to Budget



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



**Administration:** Slightly over 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:** Under budget for all line items except fundraising



**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>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
<b>Income</b>						
901 · Appropriations	0.00		638,500.00	638,500.00	0.00	638,500.00
902 · Contribution from FirstLight	0.00		50,000.00	50,000.00	0.00	50,000.00
903 · Interest	3,326.51	1,000.00	42,433.09	24,000.00	18,433.09	25,000.00
911 · Miscellaneous Income	0.00	0.00	568.63	0.00	568.63	0.00
912 · Contributions and Donations	113.70	500.00	43,402.39	29,500.00	13,902.39	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	1,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00
<b>Total Income</b>	<b>4,440.21</b>	<b>1,500.00</b>	<b>779,404.11</b>	<b>747,000.00</b>	<b>32,404.11</b>	<b>757,500.00</b>



# Administration Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
<b>Administration</b>						
100 · Executive Director - Wages	8,033.34	8,033.33	88,366.74	88,366.66	0.08	96,400.00
101 · SS/Medi/CTUC	2,565.60	2,566.25	26,745.43	28,228.75	-1,483.32	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	3,837.43	1,258.33	15,649.50	13,841.66	1,807.84	15,100.00
110 · Admin. Coordinator - Wages	3,238.32	2,987.08	34,113.60	32,857.91	1,255.69	35,845.00
112 · Admin Cor - Fringe Benefits	3,687.88	1,109.17	13,674.87	12,200.84	1,474.03	13,310.00
113 · Insurance	0.00	0.00	12,397.86	11,710.00	687.86	11,710.00
114 · Telephone	275.00	300.00	2,693.74	3,300.00	-606.26	3,600.00
115 · Office Supplies	134.93	491.67	5,419.56	5,408.34	11.22	5,900.00
116 · Postage	0.00	62.50	377.71	687.50	-309.79	750.00
117 · Audit	0.00		7,500.00	7,500.00	0.00	7,500.00
118 · Professional Services	522.49	1,320.83	19,555.93	14,529.16	5,026.77	15,850.00
119 · Bank and Service Fees	191.84	100.00	2,709.04	1,100.00	1,609.04	1,200.00
121 · Expenses	311.84	83.33	484.09	916.66	-432.57	1,000.00
122 · Internet Access	0.00	100.00	1,191.60	1,100.00	91.60	1,200.00
124 · Technology Hardware & Services	643.65	666.67	8,458.23	7,333.34	1,124.89	8,000.00
161 · Office Rent	1,100.00	1,755.00	12,100.00	19,305.00	-7,205.00	21,060.00
<b>Total Administration</b>	<b>24,542.32</b>	<b>20,834.16</b>	<b>255,654.90</b>	<b>253,020.82</b>	<b>2,634.08</b>	<b>273,855.00</b>



## Equipment & Facilities Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
<b>Equipment and Facilities</b>						
200 · Personnel - Wages	0.00	0.00	0.00	2,000.00	-2,000.00	2,000.00
210 · Operations Manager - Wages	3,937.66	3,700.00	37,296.85	40,700.00	-3,403.15	44,400.00
212 · Ops Mgr - Fringe Benefits	0.00	100.00	500.00	1,100.00	-600.00	1,200.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	1,084.97	2,750.00	-1,665.03	3,000.00
222 · Utilities - electric	112.40	520.00	2,219.21	5,720.00	-3,500.79	6,240.00
223 · Internet and Security Systems	0.00	20.83	1,423.52	229.16	1,194.36	250.00
226 · Work Boats	0.00	500.00	4,053.81	5,500.00	-1,446.19	6,000.00
227 · Vehicle	77.72	166.67	2,223.67	1,833.34	390.33	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	458.34	-458.34	500.00
231 · Buoy Maintenance	0.00	0.00	-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>4,127.78</b>	<b>5,299.17</b>	<b>148,122.03</b>	<b>162,290.84</b>	<b>-14,168.81</b>	<b>167,590.00</b>



## Public Awareness Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Awareness						
413 · School Programs	0.00	250.00	0.00	2,750.00	-2,750.00	3,000.00
414 · Subscription services	0.00	416.67	3,822.25	4,583.34	-761.09	5,000.00
415 · Events and Displays	0.00	333.33	2,126.92	3,666.66	-1,539.74	4,000.00
417 · Fundraising	0.00	2,000.00	6,861.80	5,000.00	1,861.80	6,000.00
421 · Shoreline Cleanup	2,502.70	4,000.00	2,772.71	4,000.00	-1,227.29	4,000.00
Total Public Awareness	2,502.70	7,000.00	15,583.68	20,000.00	-4,416.32	22,000.00



# Public Safety Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
<b>Public Safety</b>						
300 · Lake Patrol Wages	5,170.36	5,294.20	62,385.71	58,834.50	3,551.21	66,803.00
301 · CLAMP Chief Salary	3,433.33	3,433.33	37,766.74	37,766.66	0.08	41,200.00
311 · Boat Maintenance and Reimburse	0.00	650.00	25,882.76	12,600.00	13,282.76	13,250.00
312 · Gas and Oil	0.00	2,387.15	27,363.76	22,177.85	5,185.91	26,117.00
313 · Insurance	0.00	0.00	10,515.14	10,625.00	-109.86	10,625.00
314 · Training	0.00	1,040.00	0.00	6,475.00	-6,475.00	6,475.00
318 · Miscellaneous	0.00	100.00	456.98	900.00	-443.02	1,000.00
320 · Technology Hardware & Services	12,000.00	0.00	12,000.00	0.00	12,000.00	0.00
321 · Radio & Equipment	300.00	1,000.00	227.54	1,810.00	-1,582.46	1,810.00
322 · Uniforms	792.00	200.00	2,566.95	4,900.00	-2,333.05	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>21,695.70</b>	<b>14,104.68</b>	<b>179,165.58</b>	<b>156,089.01</b>	<b>23,076.57</b>	<b>174,280.00</b>



# Watershed Management Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
<b>Watershed Managment</b>						
500A · Director of Ecology Wage	5,934.58	5,934.58	65,280.38	65,280.41	-0.03	71,215.00
502 · Dir. Ecology - Fringe	3,766.67	1,196.67	14,988.06	13,163.34	1,824.72	14,360.00
511 · Lake and Stream Monitoring	0.00	2,533.33	11,392.69	12,666.66	-1,273.97	15,200.00
512 · E-Coli Bacteria Testing	0.00	500.00	3,716.40	2,500.00	1,216.40	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	333.33	153.23	1,666.66	-1,513.43	2,000.00
514 · Travel	0.00	250.00	1,913.36	2,750.00	-836.64	3,000.00
515 · Equipment and Supplies	0.00	200.00	1,607.03	2,300.00	-692.97	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	916.66	-916.66	1,000.00
599 · Miscellaneous	0.00	45.00	0.00	440.00	-440.00	500.00
<b>Total Watershed Managment</b>	<b>9,701.25</b>	<b>11,076.24</b>	<b>101,948.27</b>	<b>108,683.73</b>	<b>-6,735.46</b>	<b>119,775.00</b>



## Other Income/Expense Details

	<u>May 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY 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	0.00	0.00	17,594.00	18,000.00	-406.00	18,000.00
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	0.00	0.00	14,777.00	13,500.00	1,277.00	18,000.00
Net Other Income / (Other Expense)	<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)	(\$4,601)	(\$6,000)
CLAMP Radio (\$5,715 - Jun 2024)	(\$5,425)	
Hoist (\$2,000 - Apr 2025)		(\$2,000)
SS1 Light Bar	(\$1,200)	
Reclass CLAMP Software to Expense	\$12,000	\$12,000
Closing Balance as of May 31, 2025	\$575,236	\$319,559
Items is ( ) show amount & when CLA Board approved the expenditure		



# Balance Sheet Summary & Details

	May 31
<b>ASSETS</b>	
Current Assets	
1120 · USB Checking -0212	886,183.65
11000 · Accounts Receivable	18,594.00
Total Current Assets	904,777.65
<b>TOTAL ASSETS</b>	<b>904,777.65</b>

	May 31
<b>Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	4,600.86
Elan Financial Services	
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 · CapitalProject Fund	575,236.09
<b>Total Liabilities</b>	<b>587,137.95</b>

	May 31
<b>Equity</b>	
3200B · Restricted	
3200B 1 · Education Programs	18,027.19
3200B 2 · Zebra Mussels	5,450.08
Total 3200B · Restricted	23,477.27
3200D · Assigned	
3200D 1 · HMS Initiatives	3,094.74
3200D 2 · Lake Incentives	10,287.82
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	15,366.33
3200E · Unassigned	196,831.58
Net Income	81,964.52
Total Equity	317,639.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>904,777.65</b>

<b>Accounts Receivable</b>			
DEEP Lake Stewards	Inv# 2227	Jan	\$17,594.00
DEEP Buoys		May	\$1,000.00
<b>Total Accounts Receivable</b>			<b>\$18,594.00</b>

<b>Accounts Payable</b>		
CDW Government	Mar	\$4,600.95
Other Small Items	Mar	-\$0.09
<b>Total Accounts Payable</b>		<b>\$4,600.86</b>

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



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**June 11, 2025**  
**Executive Director**  
**Mark Howarth**

## Monthly Report

- The Annual Lake Clean Up, scheduled for May 17<sup>th</sup>, was canceled that morning due to thunderstorms in the forecast. While the event is “rain or shine”, we do cancel if the weather forecast predicts thunderstorms or other severe weather. While we don’t like to have to cancel the event, the safety of our volunteers is our primary concern. Due to the narrow window in which the event can occur due to logistics, there is no makeup date for the Clean Up; however, we will be encouraging people to keep the lake clean throughout the summer.
- The Marine Patrol has been using the new on-board tablets and software that was customized this off-season to eliminate the paper daily activity reports we used to do and provide additional on-board information and a more efficient workflow. Feedback has been positive from the officers and so far we are very pleased with this upgrade and modernization effort for our Patrol.
- Once again, we had the pleasure of being a part of Sherman’s Memorial Day Parade. As in the past we towed one of our Patrol boats in the parade and Martin, Chief Mellas, Asst Chief Dyson and Officer Bray joined me that day. Martin and I walked in front of the boat with our officers in it and were towed by Doug (thanks Doug!) handing CLA stickers out to the kids who were all excited for their stickers.



- Chief Mellas and I attended the Danbury Fireworks meeting with Danbury FD, PD and other leaders in preparation for the June 28<sup>th</sup> (rain date 29<sup>th</sup>) fireworks display in Danbury Bay. We are looking forward to what we hope will be another enjoyable, safe evening and we are once again working closely with Danbury FD, PD and EMS, CT DEEP and other area agencies to help ensure the safety of those in attendance.
- I have completed my initial visits to potential 2025 area business partners and we have started to see some of those contributions come in. I will likely revisit some of those potential partners in the coming weeks.
- I joined Neil at the end of May to film two educational ecology videos – one about living with zebra mussels and the other about this summer’s work for the lake management plan’s “nutrient budget” to determine the sources of nutrient pollution. For that video, we focused on the stream monitoring that we are doing this summer. In the process we also came up with a few other ideas for future videos. Unfortunately, we did not get to film the public safety videos the following day due to rain. We have additional filming dates coming up in about 3 weeks.
  - We have released two safe boating videos that we filmed last season. The first was what you need to have on your boat and the second was about proper life vests. The first video was especially popular, and we are encouraged by the views our safety videos are receiving.

