



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, August 13, 2025 - 7:00PM via ZOOM

ATTENDING:

D. Cushnie	Sherman
M. O'Connor	Sherman
B. Lohan	Brookfield
E. Siergiej	Danbury
J. Laughinghouse	Danbury
S. Kluge	New Milford
M. Toussaint	New Milford
J. Wodarski	New Milford

M. Howarth, Executive Director
N. Mellas, Chief
M. Gasperino, Operations Manager

Recorder: D. Wright

Guests: 2

ABSENT:

P. Schaer	Sherman
B. Licht	New Fairfield
J. Archer	New Fairfield
J. Main	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
S. McColgan	Danbury

*Chairman, **Martin O'Connor**, called the meeting to order at 7:03pm.*

PUBLIC COMMENT

None

CONSENT AGENDA

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

TREASURER (Martin O'Connor)

Martin noted we are in one month into the new year and in good shape. Martin added that we ended FY25 with a surplus and Will is currently working on the audit.

PUBLIC SAFETY (Mark)

Mark discussed that it has been a busy recreational season, and the patrol has been very busy, especially this past weekend. We are working with various CEOs around the lake, First Light and DEEP to make changes to improve the recreational environment on the lake. The review of the policy and procedures manual with our attorney was completed and will be distributed soon. Mark noted after multiple delays, we are anticipating the delivery of SSIII next week. Binoculars were ordered for the patrol vessels, and a solution was discussed to improve boat-to-boat communication so officers on vessels do not need to use their personal cell phones. Nick provided an update on the season, stating that with the nice weather, it's been very busy. Software and tablets are working well and there have not been any major incidents. Mark noted he spent a day with the officers on the lake and was very impressed with their professionalism.

EQUIPMENT & FACILITIES (Ed Siergie)

Ed discussed the new truck and that Mike has been making the appropriate updates to make it work for his needs. He noted we had received three quotes for the roof replacement for the Sherman Base, which Martin presented to the Board. Because of the age of the building, there are concerns of unknown conditions once the roof is removed, so we believe we should be prepared for additional costs.

*Martin O'Connor made a motion for the Board to approve a not to exceed cost of \$10,000 to replace the roof on the Sherman base, seconded by **Bill Lohan**, all voting in favor.*

Mike discussed the new truck has been outfitted for our needs and everything is ready for SSIII's arrival. During our successful rescue of 6 people stranded on Sand Island at night this past weekend, we sustained damage to the prop and lower unit. The boat is currently out of commission, but we anticipate it will be ready for the weekend.

PUBLIC AWARENESS (Mark Howarth)

Mark discussed the final video shoot for the year is scheduled and we will be releasing the PWC safety video this week. The latest website draft was reviewed by Mark and Neil and a few final changes were made. Next phase will be adding content. An open house has been scheduled for September since the Annual Clean Up was canceled and the boat captains will be invited.

WATERSHED MANAGEMENT (Mark Howarth)

Steve discussed that the August water sampling was completed and they have been working with Irene, our intern, to gather more data. They discovered the pump up water from the Housatonic formed a layer about 18 feet below the surface of the lake.

ADJOURN

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

The meeting adjourned at 7:38 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joan Archer". To the upper right of the signature, the letters "dw" are written in a smaller, simpler script.

Joan Archer, Secretary
Dee Wright, Administrative Coordinator



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

August 13, 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.

MOU - Marine Patrol

We finalized the draft BUI and enforcement of such in relation to the existing MOU with DEEP, with the assistance of our Attorney. The draft has been sent to DEEP for final comments. Until we receive feedback from DEEP, we will operate under the draft as presented. A special Thank you to Bill Licht and Chief Mellas for all their input and time in drafting and meeting with DEEP on this policy.

Corporate Sponsors

Considering the new fiscal year, we will continue to reconnect in person with local business owners to discuss the various initiatives we have in progress and seek their support in the CLA.

Committees

All committees continue to meet regularly with no major concerns noted. The HR committee has advised that they are making good progress in updating our HR policies. The Equipment & facilities team accepted delivery of their new truck this month.



Financials:

The draft financial results for the fiscal year 2025 were shared by our Treasurer, reflecting a surplus for the fiscal year. A thank you to all for remaining fiscally responsible and to Will Meikle for doing a great job, which is truly appreciated.

Other:

The great work done by the CLA continues to resonate in the communities, which is evident by the recent number of volunteers looking to assist the team. We will continue to meet with and consider these individuals for opportunities where needed.

Martin W. O'Connor

August 13, 2025

WWW.CANDLEWOODLAKEAUTHORITY.ORG

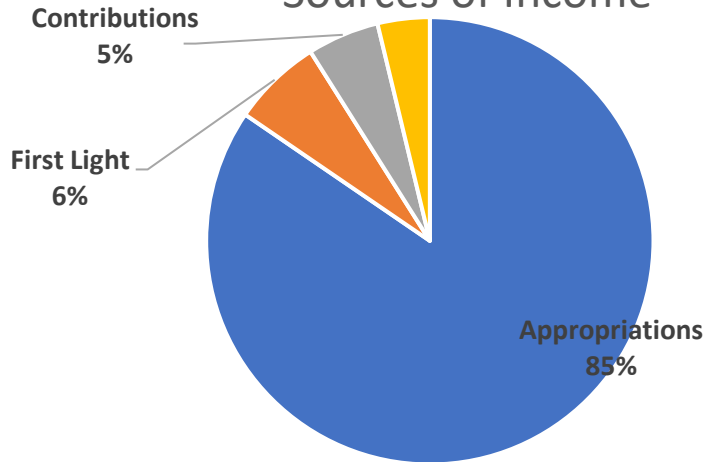
Finance Committee Financial Results July 2025



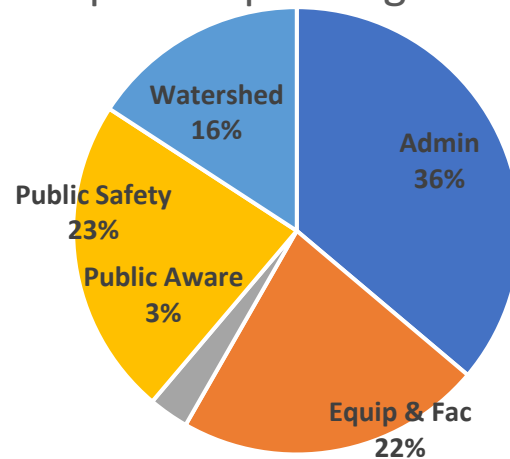
Income & Expense Overview

Financial Results thru July 2025

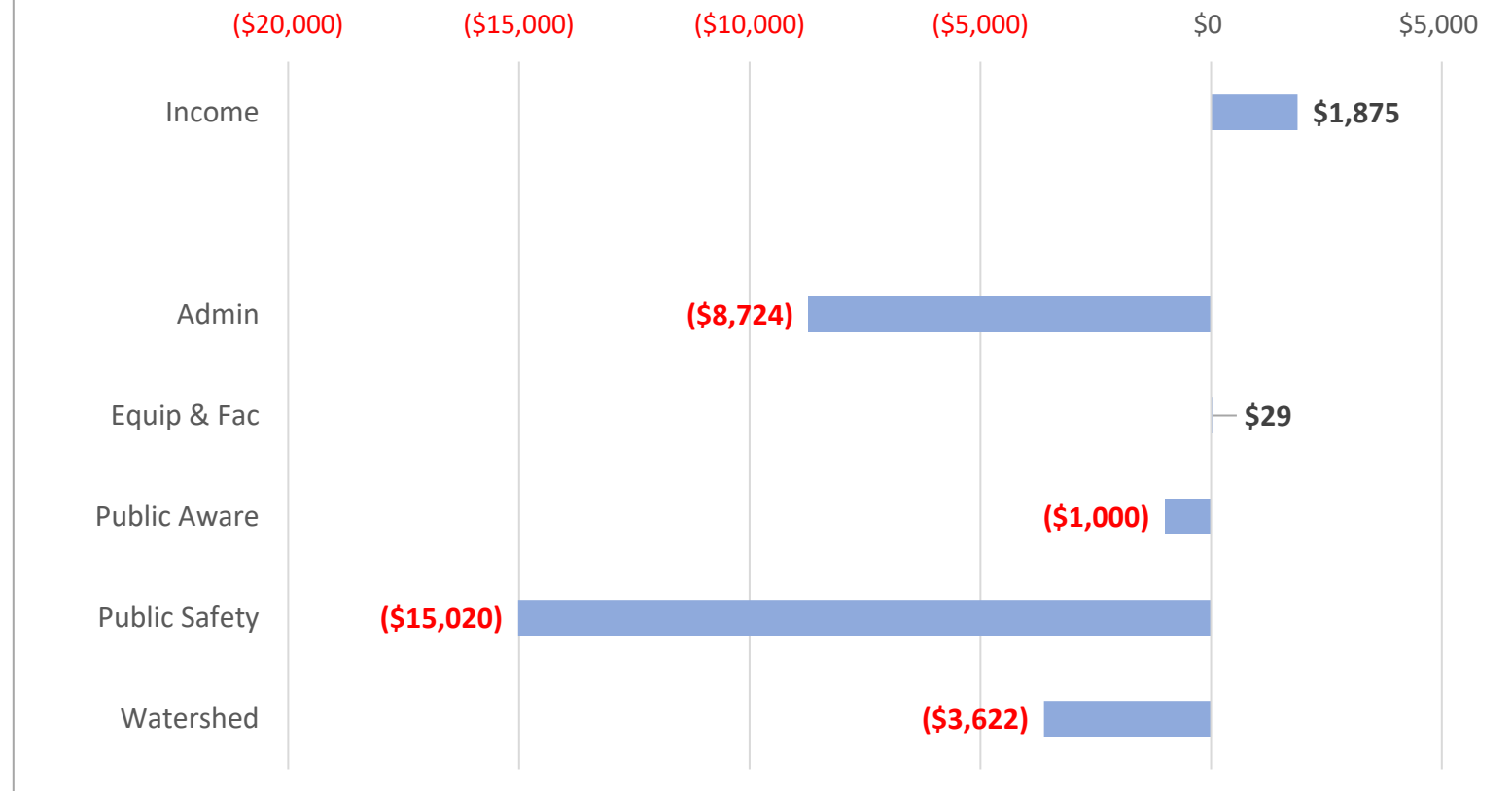
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Financial Results thru July 2025

July 2025 Results	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget		FY Budget	FY Forecast	O / (U) FY F'cst	% of FY Budget
Income	\$705,000	\$706,875	\$1,875	100%		\$757,500	\$759,375	\$1,875	100%
<u>Expenses</u>									
Administration	\$28,371	\$19,647	(\$8,724)	69%		\$273,855	\$265,131	(\$8,724)	97%
Equipment & Facilities	\$80,419	\$80,448	\$29	100%		\$167,590	\$167,619	\$29	100%
Public Awareness	\$1,000	\$0	(\$1,000)	0%		\$22,000	\$21,000	(\$1,000)	95%
Public Safety	\$32,467	\$17,447	(\$15,020)	54%		\$174,280	\$159,260	(\$15,020)	91%
Watershed Management	\$26,254	\$22,632	(\$3,622)	86%		\$119,775	\$116,153	(\$3,622)	97%
Total Expense	\$168,512	\$140,175	(\$28,337)	83%		\$757,500	\$729,163	(\$28,337)	96%
Other Income/(Expense)	\$0	(\$9,024)	(\$9,024)			\$0	(\$9,024)	(\$9,024)	
Operating Surplus/(Deficit)	\$536,488	\$557,676	\$21,188	-		\$0	\$21,188	\$21,188	-
* Accrual Basis Accounting									

Forecast = YTD actuals + (FY Budget - YTD Budget)

Key Drivers of the deltas to Budget



Income: Exceeded budget due to Business Sponsorships



Administration: Under budget driven by taxes, benefits and insurance. Some of this is due to timing only.



Equipment & Facilities: Right on budget.



Public Awareness: Under budget on all line items.



Public Safety: Below budget on all line items, some of which is merely due to invoice timing.



Watershed: Below budget due to Lake & Stream monitoring and employee benefits.

Committee Details



Income Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Income						
901 · Appropriations	651,000.00	651,000.00	651,000.00	651,000.00	0.00	651,000.00
902 · Contribution from FirstLight	50,000.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00
903 · Interest	3,210.71	3,000.00	3,210.71	3,000.00	210.71	25,000.00
911 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
912 · Contributions and Donations	414.65	1,000.00	414.65	1,000.00	-585.35	35,000.00
915 · Sponsorship -programs/activitie	2,250.00	0.00	2,250.00	0.00	2,250.00	12,000.00
916 · Lake Patrol Services	0.00	0.00	0.00	0.00	0.00	2,000.00
917 · Buoy Contract	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Income	706,875.36	705,000.00	706,875.36	705,000.00	1,875.36	777,000.00



Administration Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Administration						
100 · Executive Director - Wages	8,275.00	8,275.00	8,275.00	8,275.00	0.00	99,300.00
101 · SS/Medi/CTUC	4,391.28	3,666.30	4,391.28	3,666.30	724.98	31,500.00
101A · Workers Comp Insurance	0.00	2,417.50	0.00	2,417.50	-2,417.50	4,835.00
102 · Exec Dir - Fringe Benefits	249.93	1,347.92	249.93	1,347.92	-1,097.99	16,175.00
110 · Admin. Coordinator - Wages	2,850.40	3,081.25	2,850.40	3,081.25	-230.85	36,975.00
112 · Admin Cor - Fringe Benefits	-6.93	1,201.67	-6.93	1,201.67	-1,208.60	14,420.00
113 · Insurance	0.00	3,000.00	0.00	3,000.00	-3,000.00	12,000.00
114 · Telephone	300.00	300.00	300.00	300.00	0.00	3,600.00
115 · Office Supplies	130.41	491.67	130.41	491.67	-361.26	5,900.00
116 · Postage	13.52	62.50	13.52	62.50	-48.98	750.00
117 · Audit	0.00	0.00	0.00	0.00	0.00	8,000.00
118 · Professional Services	1,017.92	1,545.83	1,017.92	1,545.83	-527.91	18,550.00
119 · Bank and Service Fees	189.59	210.00	189.59	210.00	-20.41	2,500.00
121 · Expenses	492.59	83.33	492.59	83.33	409.26	1,000.00
122 · Internet Access	0.00	100.00	0.00	100.00	-100.00	1,200.00
124 · Technology Hardware & Services	643.65	833.33	643.65	833.33	-189.68	10,000.00
161 · Office Rent	1,100.00	1,755.00	1,100.00	1,755.00	-655.00	21,060.00
Total Administration	19,647.36	28,371.30	19,647.36	28,371.30	-8,723.94	287,765.00



Equipment & Facilities Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Equipment and Facilities						
200 · Personnel - Wages	0.00	0.00	0.00	0.00	0.00	2,000.00
210 · Operations Manager - Wages	5,084.00	3,820.00	5,084.00	3,820.00	1,264.00	45,730.00
212 · Ops Mgr - Fringe Benefits	100.00	100.00	100.00	100.00	0.00	1,200.00
221 · Sherman Base - Repairs/Maint	61.81	250.00	61.81	250.00	-188.19	3,000.00
222 · Utilities - electric	103.60	520.00	103.60	520.00	-416.40	6,240.00
223 · Internet and Security Systems	0.00	20.83	0.00	20.83	-20.83	250.00
226 · Work Boats	98.52	500.00	98.52	500.00	-401.48	6,000.00
227 · Vehicle	0.00	166.67	0.00	166.67	-166.67	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	41.67	-41.67	500.00
231 · Buoy Maintenance	0.00	0.00	0.00	0.00	0.00	2,675.00
261 · Capital Replacement Fund	75,000.00	75,000.00	75,000.00	75,000.00	0.00	75,000.00
Total Equipment and Facilities	80,447.93	80,419.17	80,447.93	80,419.17	28.76	144,595.00



Public Awareness Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Awareness						
414 · Subscription services	0.00	416.67	0.00	416.67	-416.67	5,000.00
415 · Events and Displays	0.00	583.33	0.00	583.33	-583.33	7,000.00
417 · Fundraising	0.00	0.00	0.00	0.00	0.00	6,000.00
421 · Shoreline Cleanup	0.00	0.00	0.00	0.00	0.00	4,000.00
Total Public Awareness	0.00	1,000.00	0.00	1,000.00	-1,000.00	22,000.00



Public Safety Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Safety						
300 · Lake Patrol Wages	14,002.82	17,558.72	14,002.82	17,558.72	-3,555.90	64,540.00
301 · CLAMP Chief Salary	3,537.50	3,537.50	3,537.50	3,537.50	0.00	42,450.00
311 · Boat Maintenance and Reimburse	0.00	1,560.00	0.00	1,560.00	-1,560.00	21,500.00
312 · Gas and Oil	-92.93	6,617.77	-92.93	6,617.77	-6,710.70	25,900.00
313 · Insurance	0.00	2,731.25	0.00	2,731.25	-2,731.25	10,925.00
314 · Training	0.00	0.00	0.00	0.00	0.00	5,610.00
318 · Miscellaneous	0.00	100.00	0.00	100.00	-100.00	1,000.00
320 · Technology HW & Services	0.00	362.00	0.00	362.00	-362.00	4,345.00
321 · Radio & Equipment	0.00	0.00	0.00	0.00	0.00	1,810.00
322 · Uniforms	0.00	0.00	0.00	0.00	0.00	2,920.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Public Safety	17,447.39	32,467.24	17,447.39	32,467.24	-15,019.85	183,000.00



Watershed Management Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Watershed Managment						
500 · WM - Personnel Wages	6,112.50	6,112.50	6,112.50	6,112.50	0.00	73,350.00
502 · Dir. Ecology - Fringe	177.15	1,280.00	177.15	1,280.00	-1,102.85	15,360.00
511 · Lake and Stream Monitoring	0.00	2,533.33	0.00	2,533.33	-2,533.33	15,200.00
512 · E-Coli Bacteria Testing	1,342.75	500.00	1,342.75	500.00	842.75	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	333.33	0.00	333.33	-333.33	2,000.00
514 · Travel	0.00	250.00	0.00	250.00	-250.00	3,000.00
515 · Equipment and Supplies	0.00	200.00	0.00	200.00	-200.00	2,500.00
517 · Science Boat	0.00		0.00		0.00	2,530.00
518 · Insurance	0.00		0.00		0.00	200.00
531 · Professional Development	0.00	0.00	0.00	0.00	0.00	7,000.00
532 · Engineering and Consulting	15,000.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00
599 · Miscellaneous	0.00	45.00	0.00	45.00	-45.00	500.00
Total Watershed Managment	22,632.40	26,254.16	22,632.40	26,254.16	-3,621.76	139,640.00

Other (Restricted Grants) Income/Expense Details

	<u>Jul 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Other Income/Expense						
900-21B · DEEP AIS (Lake Steward)	0.00	5,000.00	0.00	5,000.00	-5,000.00	20,000.00
Total Other Income	0.00	5,000.00	0.00	5,000.00	-5,000.00	20,000.00
Other Expense						
800-21B · DEEP AIS (Lake Steward)	8,829.20	5,000.00	8,829.20	5,000.00	3,829.20	20,000.00
80000 · Ask My Accountant	195.00		195.00		195.00	
Total Other Expense	9,024.20	5,000.00	9,024.20	5,000.00	4,024.20	20,000.00
Net Other Income / (Other Expense)	-9,024.20	0.00	-9,024.20	0.00	-9,024.20	0.00



Capital Summary Status

Capital Summary for Fiscal Year 2024/2025		Available
Opening Balance as of July 1, 2025	\$575,236	\$319,559
Appropriations		
Annual Capital Appropriation	\$75,000	\$75,000
Capital Planned Expenditures		
Closing Balance as of July 31, 2025	\$650,236	\$394,559

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

Balance Sheet Summary & Details

	July 31
ASSETS	
Current Assets	
1120 · USB Checking -0212	797,017.27
11000 · Accounts Receivable	653,000.00
Total Current Assets	1,450,017.27
Fixed Assets	45,655.35
TOTAL ASSETS	1,495,672.62

	July 31
Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,782.69
2500 · Accrued Expenses	4,020.00
2700 · Deferred Grant Income	
2700B · Grass Carp	4,981.00
2700 · Deferred Grant Income	0.00
Total 2700 · Deferred Grant Income	4,981.00
700 · CapitalProject Fund	650,236.09
Total Liabilities	667,019.78

	July 31
Equity	
3200 · Retained Earnings	14,393.97
3200B · Restricted	
3200B 1 · Education Programs	15,137.19
3200B 2 · Zebra Mussels	5,450.08
Total 3200B · Restricted	20,587.27
3200D · Assigned	
3200D 1 · HMS Initiatives	3,094.65
3200D 2 · Lake Incentives	34,085.52
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	39,163.94
3200E · Unassigned	196,831.58
Net Income	557,676.08
Total Equity	828,652.84
TOTAL LIABILITIES & EQUITY	1,495,672.62

Accounts Receivable		
Danbury Volunter Fire	Jun	\$2,000.00
Danbury	July	\$130,200.00
Brookfield	July	\$130,200.00
New Fairfield	July	\$130,200.00
New Milford	July	\$130,200.00
Sherman	July	\$130,200.00
Total Accounts Receivable		\$653,000.00

Accounts Payable		
Anthem Blue Cross & Blue Shield	July	\$409.65
AT&T First Net	Jun	\$69.21
Eversource 3075 SH	July	\$103.60
LEAF	July	\$111.43
Marie Nugent Temporary Services Inc	July	\$4,787.40
Organizationink, Inc.	July	\$225.00
Rose Kallor LLP	July	\$90.00
Southridge Technology	July	\$643.65
York Analytical Laboratories, Inc.	July	\$1,342.75
Total Accounts Payable		\$7,782.69

Accrued Expenses		
Website Refresh	July 2024	\$2,320.00
Accucom SW Upgrades	Jun	\$1,200.00
Intern Stipend	Jun	\$500.00
Total Accrued Expenses		\$4,020.00



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August 13, 2025
Executive Director
Mark Howarth

Monthly Report

- We have received the latest draft of our website home page layout revisions and sent the final edit requests back to our designer after which we will generate the content to fill the new areas of our site.
- Neil and I presented at Leadership Danbury on July 28th, which we have been able to do almost annually, and we enjoyed speaking with the attendees about the lake and about the work of the CLA. We thank Leadership Danbury for asking us to take part again this year and look forward to hopefully joining them again in the future.
- We just completed the updates to the Marine Patrol Policies and Procedures manual, with the help of Attorney Rose and look forward to distributing that.
- Thank you to Chief Mellas, the CLA Marine Patrol officers and all who were involved in providing an effective public safety presence at the July Light Parade in New Fairfield. We appreciate the fun event that the Parks and Rec department puts on and we are happy to be able to assist in providing on-water safety that day so that everyone could safely enjoy the event.
- Michael and I picked up the new CLA pickup truck and the dealership took the old one from us. After over 20 years, the old truck was no longer a usable vehicle, and we look forward to many years of reliable service from our new Chevy 2500.
- I recently spent time on the water with our officers during a weekend afternoon and plan to do so again soon as we work with all of our partners to improve public safety conditions and the enjoyment of all who wish to recreate and live here.
- I have been working with one of our volunteers on some of our HR policies, notably our employment policy manual. We have been making good progress, and I appreciate his work and expertise in the area.
- Silver Ships III has been delayed recently due to two successive collars that came in with defects (air leaks) from their supplier. They are anticipating the replacement collar in this week and assuming it arrives as planned and passes quality control, they then plan to ship us the boat next week.



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J. Neil Stalter

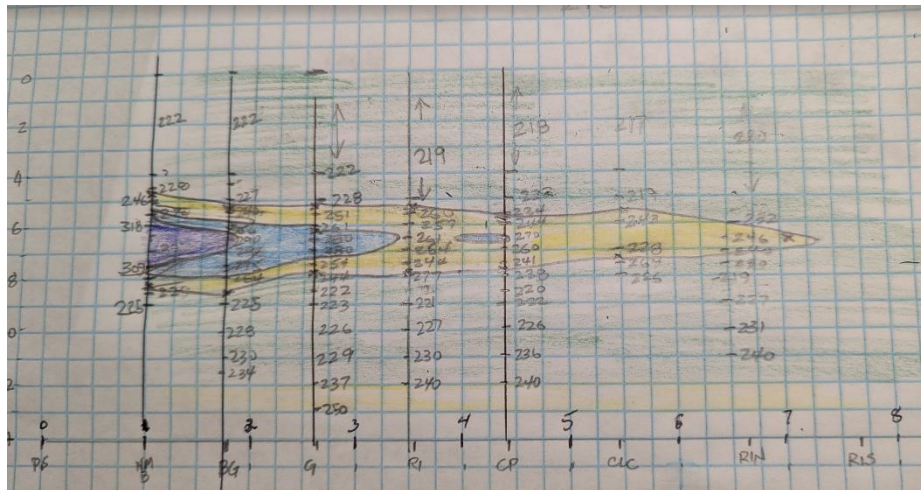
Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: August Monthly Report

Date: 8/13/2025

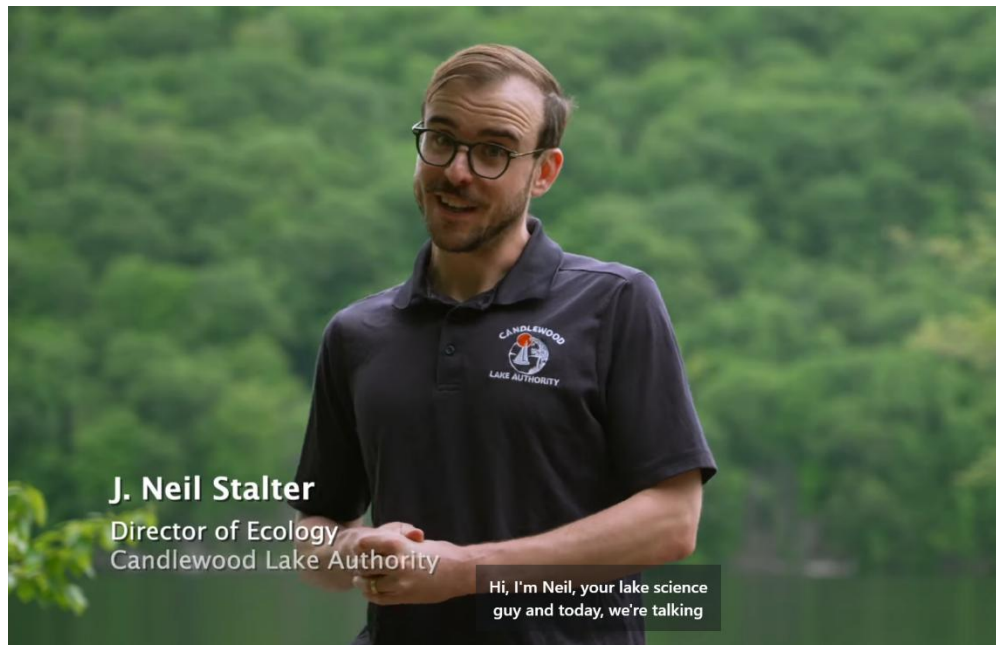
- Water quality monitoring is continuing for the 2025 season and everything is looking good. We have two more standard sampling events scheduled for September and October.
 - We have conducted extra sampling in July and August for our Intern, Irene's, research project. She is trying to decipher if the pump up has any measurable impact in the lake and has been taking samples from new areas of the lake, the Housatonic River, and a few from the dam after being escorted there by FirstLight.
 - Steve has also been very helpful with Irene's project and has conducted some sampling events to help inform her project as well! Big thanks to Steve as always for his help.
- We are still conducting stream sampling events with GEI and are moving forward with the well drilling. Wells will likely be drilled in September after getting the proper permissions from the towns. Following installation,



we will be able to take samples for the following year. After which, we will be able to contract for a final report and model building!

- The lake steward program is continuing comfortably, and we still have no cancelled shifts and very few call outs. Stewards have noticed more “first time” boaters who are nervous about inspections and decline them this year. It will be interesting to see the comparison to past years once the season is finished on Labor Day this year.
- I posted a Zebra Mussel FAQ video on Facebook, YouTube, and our website that goes over a lot of the information discussed before about Zebra Mussels, their impacts, and what people can do at home to minimize their impacts.

- Mark and I had the pleasure of meeting at Down the Hatch with the Leadership Danbury group, where we discussed the lake, the CLA, and recent changes in the ecosystem that people should be aware of.



- I have been contributing to a paper on the role of drawdowns and grass carp in managing the plants in Candlewood Lake primarily led by the folks at CAES. It is being submitted, after some revision, for potential inclusion in a scientific journal.
- We continue to have no elevated blue-green algae measurements, and very few elevated E. Coli measurements with the exception of a few after large storm. The recent lack of rain is likely helping with both of these.
- Mark and I have been going back and forth with MorWeb on edits for a new homepage for the website and are really happy now with the version we have. We will be adding our new content soon and should be able to decide when best to publish the new version.