



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, September 10, 2025 - 7:00PM via ZOOM

ATTENDING:

D. Cushnie (7:07pm)	Sherman
M. O'Connor	Sherman
J. Archer	New Fairfield
J. Main	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
B. Lohan	Brookfield
J. Laughinghouse	Danbury
S. Kluge	New Milford
M. Toussaint	New Milford
J. Wodarski	New Milford

Staff
N. Mellas, Chief
N. Stalter, Director of Ecology
D. Wright, Administrative Coordinator

Recorder: D. Wright

Guests: 3

ABSENT:

P. Schaer	Sherman
B. Licht	New Fairfield
E. Siergiej	Danbury
S. McColgan	Danbury

*Chairman, **Martin O'Connor**, called the meeting to order at 7:02pm.*

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 (Will Meikle)

Will stated that for the fiscal year 2025, the audit is officially underway, all documents have been provided, and Will estimates that an update will likely be provided in our November meeting. Will stated that fiscal year 2026 has had a great start with no issues or concerns.

D.Cushnie joined

Will Meikle made a motion to reimburse Steve Kluge for mileage he incurred during various activities he performs for the CLA for a total of \$365.40, **Bill Lohan** seconded, all voting in favor.

PUBLIC SAFETY (Nick Mellas)

Nick provided an update on the season with a total of 1756 contacts. There have been eight applicants for the Marine Patrol position for next season, and patrols will continue as long as the weather cooperates.

EQUIPMENT & FACILITIES (Steve Kluge)

Steve K. provided an update that they finished the boat count, and a full report will be issued shortly, and the dock on Deer Island was repaired.

PUBLIC AWARENESS (Joan Archer)

Joan stated that the new CLA videos can be seen on the website and social media. They have also been working on updating the website, which should be completed soon.

Guest joined.

WATERSHED MANAGEMENT (Neil Stalter)

Neil noted that it's been a very good water quality year. Expect to see regrowth in the fall as seen in past years. The State is planning another grass carp removal next week. Our intern will present her research project on pump-up water in New Milford at Watershed next week. The Blue-green algae and E. coli monitoring programs have ended and were very successful. Neil, Mark and Steve are registered for NALMs which is in November, Neil will be presenting results from the Lake Steward program from past five years, and Steve has some posters he's presenting on the pump water in New Milford as well as equipment upgrades developed over the past couple of years.

New Business - Bill Lohan asked for an update from Martin on the islands.

Martin mentioned that after the towns made the decision to close the islands based on Health and Safety concerns, the feedback was that the overall lake was much quieter and calmer. A follow-up meeting is being scheduled with the respective town leaders regarding lessons learned and how we move forward.

ADJOURN

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

The meeting adjourned at 7:24 pm.

Respectfully submitted,

Joan Archer^{dw}

Joan Archer, Secretary
Dee Wright, Administrative Coordinator



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

September 10, 2025

Municipalities

Attended a meeting in New Milford on August 22nd, requested by New Milford Mayor Bass, which included leadership from Brookfield, Danbury, New Fairfield, Sherman, DEEP, and Encon. The meeting's focus was on noise levels, Health & Safety on the Islands, 911 calls for assistance from the Islands, and dangerous boating operators on the lake. It was very productive, as all five towns agreed to close their Islands starting the Friday of Labor Day weekend due to health and safety concerns. The CLA, Encon, and DEEP agreed to provide their respective support for this action.

A follow-up meeting with the above-noted parties is being targeted for October 3rd. The intent is to review the results of the Island closing and appropriate next steps.

Committees:

The Equipment & Facility team accepted delivery of the third Silvership this month. Chief Mellas, staff members, and Delegates were on hand for the launch and inaugural test run. The ad hoc HR committee team met with a third-party supplier to review services with regard to both federal and state compliance requirements.

All other committees continue to meet regularly with no major concerns noted.

Financials:

We have initiated the process for next fiscal year's budget. A timeline and template of requirements has been sent to the respective Committee Chairs. We [Chair, Treasurer, Executive Director] are targeting to hold a 30-minute meeting with each Committee Chair the week of Oct 29th to review their strategic goals, budget, and capex requirements.

Other: Continue to review existing operating legislation, considering the current challenges facing the CLA and on the lake.

Martin W. O'Connor

September 10, 2025

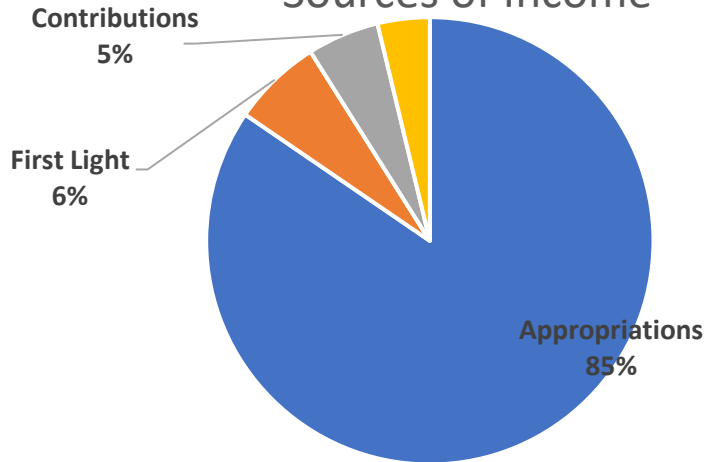
Finance Committee Financial Results August 2025



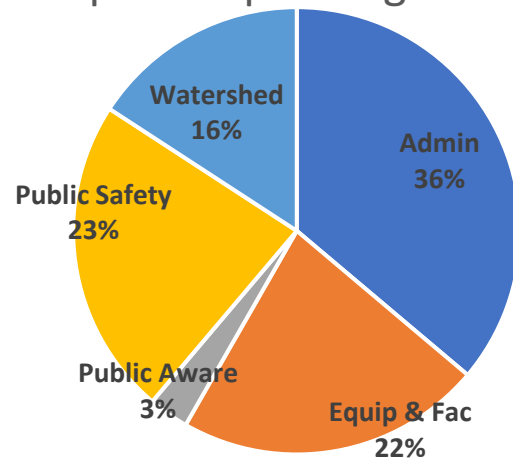
Income & Expense Overview

Financial Results thru August 2025

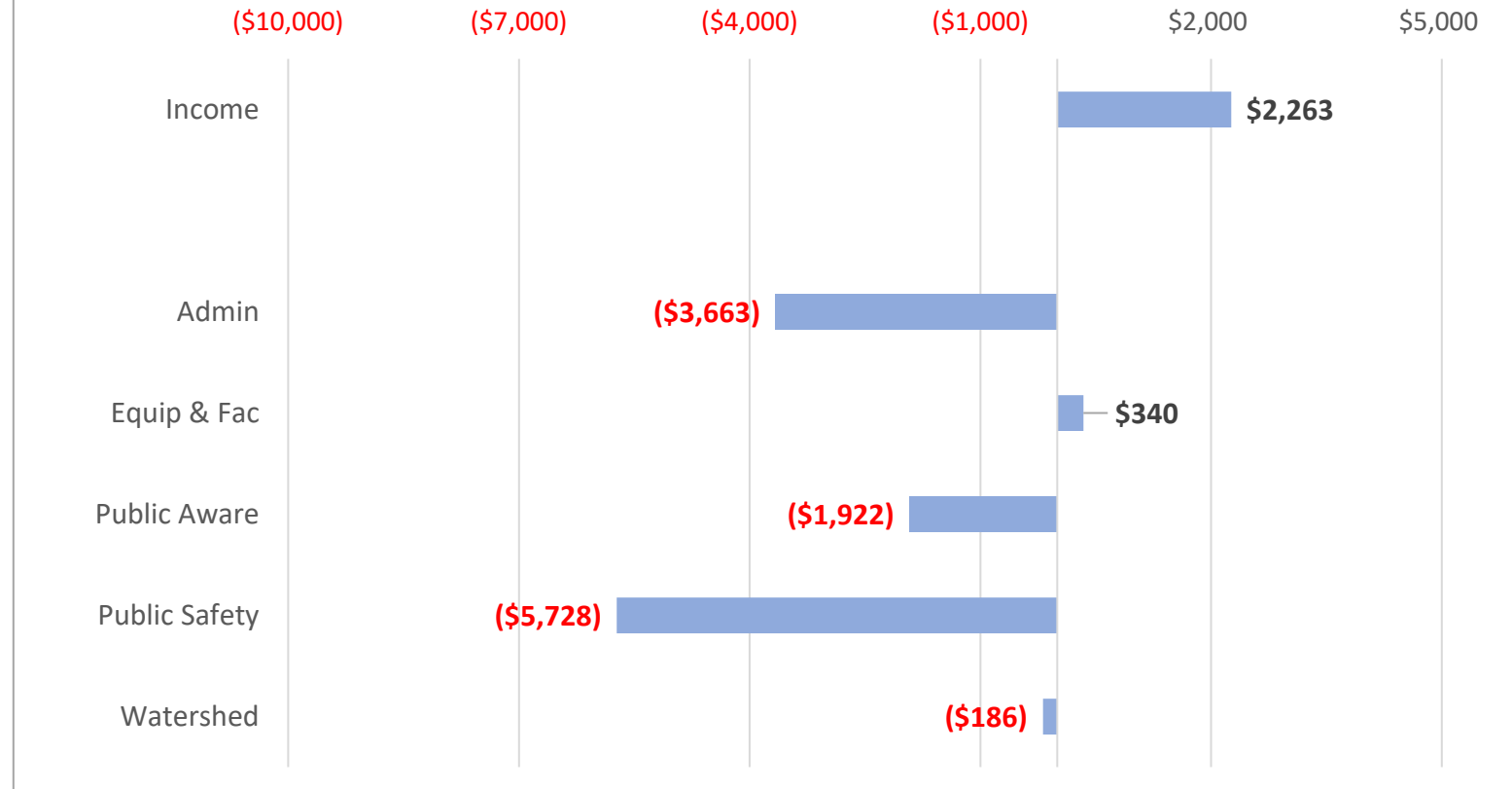
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Financial Results thru August 2025

August 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	\$709,000	\$711,263	\$2,263	100%		\$757,500	\$759,763	\$2,263	100%
<u>Expenses</u>									
Administration	\$51,516	\$47,852	(\$3,663)	93%		\$273,855	\$270,192	(\$3,663)	99%
Equipment & Facilities	\$85,828	\$86,168	\$340	100%		\$167,590	\$167,930	\$340	100%
Public Awareness	\$2,000	\$78	(\$1,922)	4%		\$22,000	\$20,078	(\$1,922)	91%
Public Safety	\$65,013	\$59,285	(\$5,728)	91%		\$174,280	\$168,552	(\$5,728)	97%
Watershed Management	\$37,508	\$37,322	(\$186)	100%		\$119,775	\$119,589	(\$186)	100%
Total Expense	\$241,865	\$230,706	(\$11,159)	95%		\$757,500	\$746,341	(\$11,159)	99%
Other Income/(Expense)	\$0	(\$16,807)	(\$16,807)			\$0	(\$16,807)	(\$16,807)	
Operating Surplus/(Deficit)	\$467,135	\$463,750	(\$3,385)	-		\$0	(\$3,385)	(\$3,385)	-
* Accrual Basis Accounting									

Key Drivers of the deltas to Budget



Income: Exceeded budget due to Business Sponsorships & CIRMA rebate



Administration: Under budget driven by employee benefits and rent.



Equipment & Facilities: Right on budget.



Public Awareness: Under budget on all line items.



Public Safety: Below budget on all line items except Maintenance (lower unit repair) and Equipment (tablet docking stations).



Watershed: Right on budget.

Committee Details



Income Details

	<u>Aug 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	651,000.00	651,000.00	0.00	651,000.00
902 · Contribution from FirstLight	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00
903 · Interest	2,952.37	3,000.00	6,163.08	6,000.00	163.08	25,000.00
911 · Miscellaneous Income	1,426.00	0.00	1,426.00	0.00	1,426.00	0.00
912 · Contributions and Donations	9.65	1,000.00	424.30	2,000.00	-1,575.70	35,000.00
915 · Sponsorship -programs/activitie	0.00	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	4,388.02	4,000.00	711,263.38	709,000.00	2,263.38	777,000.00



Administration Expense Details

	<u>Aug 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	16,550.00	16,550.00	0.00	99,300.00
101 · SS/Medi/CTUC	3,542.11	3,857.00	7,933.39	7,523.30	410.09	31,500.00
101A · Workers Comp Insurance	0.00	0.00	2,070.00	2,417.50	-347.50	4,835.00
102 · Exec Dir - Fringe Benefits	1,353.81	1,347.92	1,603.74	2,695.84	-1,092.10	16,175.00
110 · Admin. Coordinator - Wages	2,850.40	3,081.25	5,700.80	6,162.50	-461.70	36,975.00
112 · Admin Cor - Fringe Benefits	1,220.68	1,201.67	1,213.75	2,403.34	-1,189.59	14,420.00
113 · Insurance	0.00	0.00	3,093.66	3,000.00	93.66	12,000.00
114 · Telephone	250.00	300.00	550.00	600.00	-50.00	3,600.00
115 · Office Supplies	179.89	491.67	405.36	983.34	-577.98	5,900.00
116 · Postage	0.00	62.50	15.86	125.00	-109.14	750.00
117 · Audit	0.00	0.00	0.00	0.00	0.00	8,000.00
118 · Professional Services	2,428.66	1,545.83	4,271.58	3,091.66	1,179.92	18,550.00
119 · Bank and Service Fees	188.23	210.00	377.82	420.00	-42.18	2,500.00
121 · Expenses	128.10	83.33	622.84	166.66	456.18	1,000.00
122 · Internet Access	0.00	100.00	139.98	200.00	-60.02	1,200.00
124 · Technology Hardware & Services	0.00	833.33	1,103.65	1,666.66	-563.01	10,000.00
161 · Office Rent	1,100.00	1,755.00	2,200.00	3,510.00	-1,310.00	21,060.00
Total Administration	21,516.88	23,144.50	47,852.43	51,515.80	-3,663.37	287,765.00



Equipment & Facilities Expense Details

	<u>Aug 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Equipment and Facilities					0.00	
200 · Personnel - Wages	0.00	0.00	0.00	0.00	0.00	2,000.00
210 · Operations Manager - Wages	4,867.00	3,810.00	9,951.00	7,630.00	2,321.00	45,730.00
212 · Ops Mgr - Fringe Benefits	50.00	100.00	150.00	200.00	-50.00	1,200.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	294.26	500.00	-205.74	3,000.00
222 · Utilities - electric	127.28	520.00	230.88	1,040.00	-809.12	6,240.00
223 · Internet and Security Systems	0.00	20.83	131.26	41.66	89.60	250.00
226 · Work Boats	0.00	500.00	400.31	1,000.00	-599.69	6,000.00
227 · Vehicle	0.00	166.67	0.00	333.34	-333.34	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	83.34	-83.34	500.00
231 · Buoy Maintenance	0.00	0.00	10.43	0.00	10.43	2,675.00
261 · Capital Replacement Fund	0.00	0.00	75,000.00	75,000.00	0.00	75,000.00
Total Equipment and Facilities	5,044.28	5,409.17	86,168.14	85,828.34	339.80	144,595.00



Public Awareness Expense Details

	<u>Aug 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	-28.00	416.67	77.97	833.34	-755.37	5,000.00
415 · Events and Displays	0.00	583.33	0.00	1,166.66	-1,166.66	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	-28.00	1,000.00	77.97	2,000.00	-1,922.03	22,000.00



Public Safety Expense Details

	<u>Aug 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	15,818.26	19,773.36	29,821.08	37,332.08	-7,511.00	64,540.00
301 · CLAMP Chief Salary	3,537.50	3,537.50	7,075.00	7,075.00	0.00	42,450.00
311 · Boat Maintenance and Reimburse	10,829.70	1,560.00	11,167.71	3,120.00	8,047.71	21,500.00
312 · Gas and Oil	1,050.44	7,212.52	6,422.17	13,830.29	-7,408.12	25,900.00
313 · Insurance	0.00	0.00	2,635.34	2,731.25	-95.91	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	200.00	-200.00	1,000.00
320 · Technology HW & Services	0.00	362.00	114.69	724.00	-609.31	4,345.00
321 · Radio & Equipment	1,570.00	0.00	1,570.00	0.00	1,570.00	1,810.00
322 · Uniforms	0.00	0.00	479.00	0.00	479.00	2,920.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Public Safety	32,805.90	32,545.38	59,284.99	65,012.62	-5,727.63	183,000.00



Watershed Management Expense Details

	<u>Aug 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	12,225.00	12,225.00	0.00	73,350.00
502 · Dir. Ecology - Fringe	1,322.88	1,280.00	1,500.03	2,560.00	-1,059.97	15,360.00
511 · Lake and Stream Monitoring	7,221.82	2,533.33	7,221.82	5,066.66	2,155.16	15,200.00
512 · E-Coli Bacteria Testing	327.50	500.00	1,670.25	1,000.00	670.25	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	333.33	0.00	666.66	-666.66	2,000.00
514 · Travel	0.00	250.00	0.00	500.00	-500.00	3,000.00
515 · Equipment and Supplies	0.00	200.00	160.31	400.00	-239.69	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	45.00	0.00	45.00	7,000.00
532 · Engineering and Consulting	0.00	0.00	15,000.00	15,000.00	0.00	15,000.00
599 · Miscellaneous	-500.00	45.00	-500.00	90.00	-590.00	500.00
Total Watershed Managment	14,484.70	11,254.16	37,322.41	37,508.32	-185.91	139,640.00

Other (Restricted Grants) Income/Expense Details

	<u>Aug 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Other Income						
900-21B · DEEP AIS (Lake Steward)	0.00	5,000.00	0.00	10,000.00	-10,000.00	20,000.00
900-20A · HMS Foundation Trust	0.00	0.00	-101.02	0.00	-101.02	0.00
Total Other Income	<u>0.00</u>	<u>5,000.00</u>	<u>-101.02</u>	<u>10,000.00</u>	<u>-10,101.02</u>	<u>20,000.00</u>
Other Expense						
800-21B · DEEP AIS (Lake Steward)	6,416.20	5,000.00	15,245.40	10,000.00	5,245.40	20,000.00
80000 · Ask My Accountant	1,000.00		1,195.00		1,195.00	
Total Other Expense	<u>7,416.20</u>	<u>5,000.00</u>	<u>16,440.40</u>	<u>10,000.00</u>	<u>6,440.40</u>	<u>20,000.00</u>
Net Other Income / (Other Expense)	<u>-7,416.20</u>	<u>0.00</u>	<u>-16,541.42</u>	<u>0.00</u>	<u>-16,541.42</u>	<u>0.00</u>

Capital Summary Status

Capital Summary for Fiscal Year 2025/2026		Available
Opening Balance as of July 1, 2025	\$575,236	\$323,302
Appropriations		
Annual Capital Appropriation	\$75,000	\$75,000
Capital Planned Expenditures		
Truck (\$48,000 - Apr 2025)	(\$45,655)	
Sherman Base Roof (\$10,000 - Aug 2025)		(\$10,000)
Closing Balance as of August 30, 2025	\$604,581	\$388,302
Items is () show amount & when CLA Board approved the expenditure		

Balance Sheet Summary & Details

	Aug 30
ASSETS	
Current Assets	
1120 · USB Checking -0212	894,191.89
11000 · Accounts Receivable	490,250.00
Total Current Assets	1,384,441.89
TOTAL ASSETS	1,384,441.89

	Aug 30
Liabilities	
Accounts Payable	
2000 · Accounts Payable	39,607.93
2500 · Accrued Expenses	3,520.00
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	604,580.74
Total Liabilities	652,689.67

	Aug 30
Equity	
3200B · Restricted	
3200B 1 · Education Programs	14,074.19
3200B 2 · Zebra Mussels	5,450.08
Total 3200B · Restricted	19,524.27
3200D · Assigned	
3200D 1 · HMS Initiatives	3,094.65
3200D 2 · Lake Incentives	32,173.78
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	37,252.20
3200E · Unassigned	196,831.58
Net Income	463,750.20
Total Equity	731,752.22
TOTAL LIABILITIES & EQUITY	1,384,441.89

Accounts Receivable		
Danbury Volunter Fire	Jun	\$2,000.00
Danbury	July	\$97,650.00
Brookfield	July	\$130,200.00
New Milford	July	\$130,200.00
Sherman	July	\$130,200.00
Total Accounts Receivable		\$490,250.00

Accounts Payable		
Echo Bay Marina	Aug	\$10,797.55
CIRMA	Jun	\$7,799.00
UCONN	Aug	\$7,221.82
Marie Nugent Temporary Services	Aug	\$4,734.00
GEI Consultants Inc	Aug	\$1,911.74
McGovern MHQ, Inc	Aug	\$1,570.00
Organizationink	Aug	\$1,475.00
Pocono Point Marina	Aug	\$1,050.44
Blue Water Marine	Aug	\$712.00
Irene Chen	Aug	\$500.00
New England Uniform	Aug	\$479.00
Southridge Technology	Aug	\$460.00
York Analytical Labs	Aug	\$327.50
Cigna Dental	Aug	\$135.60
Eversource	Aug	\$127.28
Silver Ships	Aug	\$126.41
LEAF	Aug	\$111.43
AT&T First Net	Jun	\$69.21
Total Accounts Payable		\$39,607.93

Accrued Expenses		
Website Refresh	July 2024	\$2,320.00
Accucom SW Upgrades	Jun	\$1,200.00
Total Accrued Expenses		\$3,520.00



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: September Monthly Report

Date: 9/10/2025

- Water quality monitoring continues for the 2025 season, and everything is still looking good. We've had good clarity, and no surprising results. Anecdotally, residents have been reporting that they are very happy with the water quality this year, and we have been receiving very few Blue Green Algae Bloom reports.
 - We have one more remaining "normal" sampling event scheduled in October.
- We have completed the work with the intern, assisting her with gathering data for her project about the potential influences of the pump-up. Irene also helped us a great deal with many of our normal water quality sampling outings.
 - She will be presenting her findings at the watershed meeting next week. If you're free, I encourage you to join us Wednesday Night 9/17 at 7pm for that.
 - She will also be providing a written final report, which should be ready soon.
- We have conducted multiple additional stream sampling events with GEI, and that project is going well. We suspect stream sampling to continue potentially through December to get a full picture.



- The lake steward program has been completed for the year! It was the most successful year with staffing and lack of cancellations. However, we had some issues with stewards potentially not approaching boaters to offer inspections as actively as we'd like. We plan to increase oversight of the steward teams while they're out there moving forward.
- We have officially registered for the NALMS conference in Myrtle Beach in early November. I look forward to giving a talk about the Lake Steward Plan, the trends we're seeing, and the lessons learned from managing a volunteer AIS monitoring program.
 - Steve will also be presenting two posters about his research into the pump-up water, as well as the new equipment designs, we're using for water quality monitoring to improve our workflow.
- We have a number of educational videos for ecology that we've finalized, as well as taped some more. We currently have 4 videos that have been recorded, and 2 that are completely finished and ready to go.
 - I have also been assisting where I can with filming and planning public safety videos, as well as posting them on Facebook and the Website.
- Mark and I are continuing to work with Morweb on the website updates and feel very good about the final version we have created. Morweb will be finalizing that this week, and then we can begin adding content to get it ready for launch.
- We have been conducting plant surveys intermittently throughout the season. While we have found a few stray plants here and there, we once again have a season with very little growth. I expect additional growth through October and November as we've seen in the past.
 - DEEP is planning additional carp removal events in the usual places on 9/15 & 9/16.
- We have the necessary supplies for PFAS monitoring on Candlewood and will be taking three samples to establish baseline measurements in September. These are expensive and complex samples to take, which is why we have to be limited in the number we can do.
- The E. Coli and Blue Green algae monitoring programs have finished for the year! Thanks to WCSU and the New Fairfield Senior Center for making those programs possible!