



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, March 9, 2022 - 7:00PM via ZOOM

ATTENDING:

P. Schaer
D. Cushnie
M. O'Connor

J. Main New Fairfield (*arrived 7:10*)

B. Licht New Fairfield

M. Gaffey
B. Lohan
W. Meikle

E. Siergiej Danbury

S. Kluge
M. Toussaint
J. Wodarski

M. Howarth, Executive Director

J. Usher, Administrative Coordinator
N. Mellas, Chief, CLAMP

Recorder: Jeannine Usher

Guests: 1

Chairman, Marianne Gaffey called the meeting to order at 7:01pm.

PUBLIC COMMENT

none

CONSENT AGENDA

Steve Kluge made a motion to approve all items on the consent agenda, seconded by Phyllis Schaer with all voting in favor.

ITEMS ADDED TO AGENDA

Will Meikle made a motion to add the following item to the agenda: a policy update for employee reviews and evaluations, seconded by Bill Lohan with all voting in favor.

The HR Committee, at the request of the Executive Committee, developed performance and development review forms for lake patrol employees and CLA staff.

Mr. Meikle made a motion to approve the modified policy section of the Personnel Manual, section 12 which relates to performance and development reviews and the associated form that would be used in those subsequent reviews, seconded by Bill Licht with all voting in favor.

TREASURER'S REPORT (Bill Lohan)

- Donations are up 200% year over year.
- The Lake Steward Program has been approved for the 2022 season.
- The search for a new auditor is in process.

CLAMP (Chief Nick Mellas)

There are 11 Lake Patrol Officer candidates who began training. One candidate has dropped out of the process. A former LPO has inquired about returning.

PUBLIC SAFETY (Joe Wodarski)

Bill Licht advised the team is presently reviewing the MOA. The new Silver Ships boat is delayed because of the motor.

EQUIPMENT & FACILITIES (Doug Cushnie)

Doug Cushnie also briefly discussed the Silver Ships delivery and the importance of getting the same engine as we have on the other boat. Mike Gasperino has been working on several projects at the base, and we are considering options for a new dock for the Ark.

Martin O'Connor provided an update on the efforts for a new CLA base.

PUBLIC AWARENESS (Mark Howarth)

A Spanish version of the 2022 Boaters Guide is now accessible on the CLA website. The annual Lake Clean Up Day is tentatively scheduled for Saturday, May 21st; the date still needs to be discussed with New Fairfield Park and Rec. Jeff Main is interested in joining the Public Awareness Committee. Neil Stalter is working with the area high schools to come up with a design for Invasive Species signage with Jeff Main.

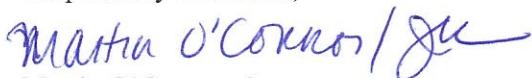
WATERSHED MANAGEMENT (Steve Kluge)

In February, the team went back to some areas which had zebra mussels last year and some were found again. Mark Howarth noted that we expect to meet with FirstLight and others in the near future.

ADJOURN

Mr. Kluge made a motion to adjourn, seconded by Mr. Meikle, with all voting in favor. The meeting adjourned at 7:35pm.

Respectfully submitted,



Martin O'Connor, Secretary
Jeannine Usher, Administrative Coordinator

These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Candlewood Lake Authority.



Chairman's Report

March 9, 2022

Budget

We presented our budget to Sherman on February 19 and to New Milford on March 1. We have met with all the towns and have not been asked back for additional questions.

Committee Minutes

Please remember that our By-Laws require that all committees submit summary of their minutes of their meetings

FirstLight

On Wednesday, Feb 16 during the Technical Committee zoom meeting, FL announced its intention to resume pumping up into Candlewood Lake this summer, foregoing previous voluntary restrictions. During the meeting, FL stated their belief that there is evidence of reproducing zebra mussels in Candlewood Lake. The CLA and DEEP representatives in the meeting disagreed asserting that there is no scientific evidence at this time of successful zebra mussel reproduction in Candlewood Lake.

Both the CLA and DEEP have responded to FL with questions and comments and have asked for a meeting with FL to further discuss this issue. At this time, we do not have a meeting on the calendar.

Marianne Gaffey
Chair, Candlewood Lake Authority



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March 9, 2022
Executive Director
Mark Howarth

Monthly Report

- We had two budget presentations since my last report. On the 19th of February we presented to the Town of Sherman and on March 1st we presented to the Town of New Milford.
- We were notified that Senate Bill 241, An Act Concerning Boating Safety, has a public hearing coming up on March 9th. We will be interested in the outcome of that and any effect it would have on Candlewood and with the Marine Patrol.
- With the Police Accountability Act coming into full effect on July 1st, the CLA has been looking into what, if any, portions of the Act would apply to our lake patrol officers. We expect to have more formal discussions with the CT DEEP and others to get a clear understanding of any requirements we may have to meet and any possible impact this would have on the CLA or our officers.
- We have reached out to our individual towns asking to work with each of them to determine a procedure to address issues beyond our jurisdiction. We look forward to those conversations and strengthening those relationships for the benefit of all who recreate here.
- Silver Ships has updated us on our 2nd vessel's supply chain issues. Suzuki does not yet know when the motor we ordered will ship. While we are still hopeful that we will receive the vessel in time to have it out on patrol this season, we will be preparing for the possibility of needing to use the oldest vessel in our fleet for an additional summer.
- The CLA's and DEEP's replacement buoys have come in and we will be deploying those along with the existing buoys we have, this spring.

- We attended a follow up meeting at the Danbury Police Department with Matt Cassavechia and other emergency services departments from around the lake to continue to improve the coordination of emergency response activities on the lake from the various departments within the towns that surround the lake, as well as the CLA and CT DEEP.
- We attended a day of meetings with FirstLight on February 16th that covered the Shoreline Management Plan, the Recreation Management Plan, Nuisance Species, and the Technical Committee also met. The CLA submitted comments to FirstLight for submission to FERC regarding the Recreation Management Plan and the Chairman's report covers the Technical Committee meeting.
- The CLA was notified that the practice that has handled their annual audit in recent years was going to be closing as of March 1st. We have started the process of looking for a new auditor.



Finance Committee Financial Reporting February 2022

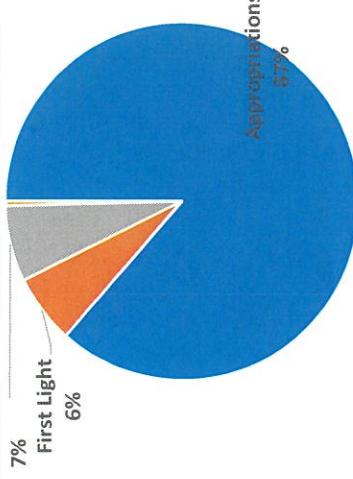




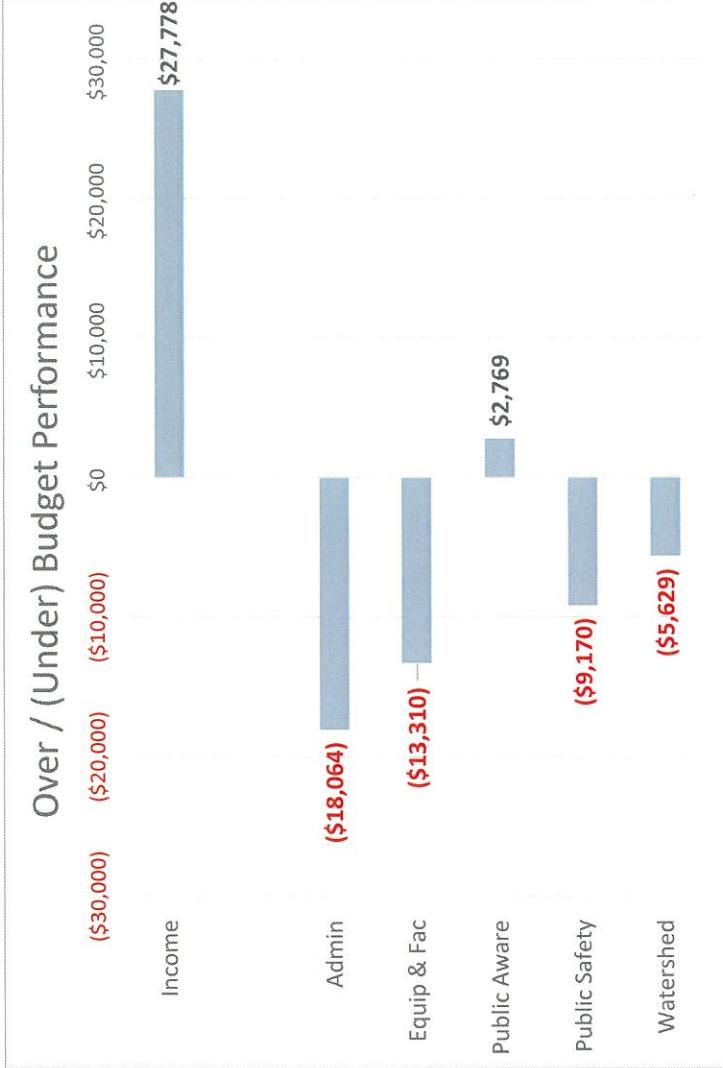
Income & Expense Overview

Results thru February 2022

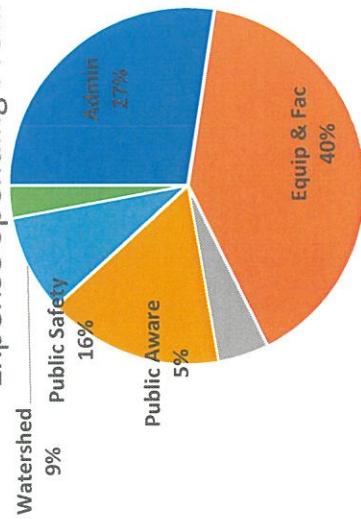
Contributions



Sources of Income



Expense Spending Profile





Operational Income & Expense Summary

Results thru February 2022

	YTD February 2022	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$780,405	\$808,183	\$27,778	104%		\$795,230	\$823,008	\$27,778	103%
Expenses									
Administration	\$180,717	\$162,653	(\$18,064)	90%		\$245,960	\$227,896	(\$18,064)	93%
Equipment & Facilities	\$250,889	\$237,579	(\$13,310)	95%		\$277,834	\$264,524	(\$13,310)	95%
Public Awareness	\$24,763	\$27,532	\$2,769	111%		\$43,144	\$45,913	\$2,769	106%
Public Safety	\$103,400	\$94,230	(\$9,170)	91%		\$161,317	\$152,147	(\$9,170)	94%
Watershed Management	\$58,011	\$52,382	(\$5,629)	90%		\$91,666	\$86,037	(\$5,629)	94%
Total Expense	\$617,780	\$574,376	(\$43,404)	93%		\$819,921	\$776,517	(\$43,404)	95%
Other Income/Expense (net)	(\$12,000)	(\$22,275)	(\$10,275)			(\$12,000)	(\$22,275)	(\$10,275)	
Operating Surplus/(Deficit)	\$150,625	\$211,532	\$60,907	-		(\$36,691)	\$24,216	\$60,907	-

* Accrual Basis Accounting

Key Drivers of the deltas to Budget

- Income: Total Income above budget based on Contributions/Donations.

- Administration: Overall under budget YTD. Payroll Taxes and Admin Wages above budget. Currently offset by lower Insurance payments

- Equipment & Facilities: Continues under budget based on lower Fringe Benefits, Work Boats and Vehicle expenses.

- Public Awareness: YTD currently over budget due to increased Fundraising expenses.

- Public Safety: YTD under budget driven by Patrol Wages partially offset by Insurance.

- Watershed Management: Continues under budget due to Professional Development, Travel and Equipment and Supplies.




Governmental Budgetary Summary

Results thru February 2022

Ordinary Income/Expense	Jul '21 - Feb 22	Annual Budget	\$ Over Budget	% of Budget
Income	<u>808,183.26</u>	<u>795,230.00</u>	<u>12,953.26</u>	<u>101.63%</u>
Gross Profit	<u>808,183.26</u>	<u>795,230.00</u>	<u>12,953.26</u>	<u>101.63%</u>
Expense				
Administration	162,653.20	245,960.06	-83,306.86	66.13%
Equipment and Facilities	237,578.81	277,834.05	-40,255.24	85.51%
Public Awareness	27,532.15	43,144.36	-15,612.21	63.81%
Public Safety	94,229.61	161,316.57	-67,086.96	58.41%
Watershed Management	52,382.13	91,666.53	-39,284.40	57.14%
Total Expense	<u>574,375.90</u>	<u>819,921.57</u>	<u>-245,545.67</u>	<u>70.05%</u>
Net Ordinary Income	<u>233,807.36</u>	<u>-24,691.57</u>	<u>258,498.93</u>	<u>-946.91%</u>
Other Income/Expense				
Other Income	-5,000.00	4,000.00	-9,000.00	-125.0%
Other Expense	<u>17,275.40</u>	<u>16,000.00</u>	<u>1,275.40</u>	<u>107.97%</u>
Net Other Income	<u>-22,275.40</u>	<u>-12,000.00</u>	<u>-10,275.40</u>	<u>185.63%</u>
Net Income	<u>211,531.96</u>	<u>-36,691.57</u>	<u>248,223.53</u>	<u>-576.51%</u>

Committee Details



Income Details

Ordinary Income/Expense	YTD Budget	Jul - Feb '22 Actuals	O/U YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/U FY Budget	% of FY Budget
Income								
901 · Appropriations	696,405.00	696,405.00	0.00	100.0%	696,405.00	696,405.00	0.00	100.0%
902 · Contribution from FirstLight	50,000.00	50,000.00	0.00	100.0%	50,000.00	50,000.00	0.00	100.0%
903 · Interest	150.00	158.26	8.26	105.51%	225.00	233.26	8.26	103.67%
911 · Miscellaneous Income	2,000.00	3,119.00	1,119.00	155.95%	2,000.00	3,119.00	1,119.00	155.95%
912 · Contributions and Donations	25,000.00	52,751.00	27,751.00	211.0%	25,000.00	52,751.00	27,751.00	211.0%
915 · Sponsorship -programs/activities	0.00	2,000.00	2,000.00	100.0%	12,500.00	14,500.00	2,000.00	116.0%
916 · Lake Patrol Services	2,000.00	0.00	-2,000.00	0.0%	2,000.00	0.00	-2,000.00	0.0%
917 · Buoy Contract	1,000.00	1,000.00	0.00	100.0%	2,000.00	2,000.00	0.00	100.0%
921 · Grant Income - unrestricted	3,750.00	2,750.00	-1,000.00	73.33%	5,000.00	4,000.00	-1,000.00	80.0%
931 · Merchandise Sales	100.00	0.00	-100.00	0.0%	100.00	0.00	-100.00	0.0%
Total Income	780,405.00	808,183.26	27,778.26	103.56%	795,230.00	823,008.26	27,778.26	103.49%



Administration Expense Details

	YTD Budget	Jul - Feb '22 Actuals	O/YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/FY Budget	% of FY Budget
Administration								
100 · Executive Director - Wages	53,242.00	53,242.08	0.08	100.0%	79,863.00	79,863.08	0.08	100.0%
101 · SS/Medi/CTUC	13,427.72	16,784.47	3,356.75	125.0%	20,141.60	23,498.35	3,356.75	116.67%
101A · Workers Comp Insurance	5,880.00	2,601.00	-3,279.00	44.24%	5,880.00	2,601.00	-3,279.00	44.24%
102 · Exec Dir - Fringe Benefits	8,666.61	8,466.45	-200.16	97.69%	12,999.89	12,799.73	-200.16	98.46%
110 · Admin. Coordinator - Wages	19,586.68	21,901.21	2,314.53	111.82%	29,380.00	31,694.53	2,314.53	107.88%
112 · Admin Cor - Fringe Benefits	7,656.92	7,539.26	-117.66	98.46%	11,485.40	11,367.74	-117.66	98.98%
113 · Insurance	36,750.00	20,254.86	-16,495.14	55.12%	36,750.00	20,254.86	-16,495.14	55.12%
114 · Telephone	2,333.32	1,361.71	-971.61	58.36%	3,500.00	2,528.39	-971.61	72.24%
115 · Office Supplies	2,333.32	1,506.83	-826.49	64.58%	3,500.00	2,673.51	-826.49	76.39%
116 · Postage	666.68	120.76	-545.92	18.11%	1,000.00	454.08	-545.92	45.41%
117 · Audit	7,600.00	6,900.00	-700.00	90.79%	7,600.00	6,900.00	-700.00	90.79%
118 · Professional Services	6,000.00	6,619.85	619.85	110.33%	9,000.00	9,619.85	619.85	106.89%
119 · Bank and Service Fees	800.00	1,049.49	249.49	131.19%	1,200.00	1,449.49	249.49	120.79%
121 · Expenses	668.47	658.52	-9.95	98.51%	1,002.71	992.76	-9.95	99.01%
122 · Internet Access	700.00	1,159.89	459.89	165.7%	1,050.00	1,509.89	459.89	143.8%
123 · Computer Hardware/Software	2,266.68	1,681.94	-584.74	74.2%	3,400.00	2,815.26	-584.74	82.8%
124 · Computer Services IT	666.68	0.00	-666.68	0.0%	1,000.00	333.32	-666.68	33.33%
151 · HR Expenses	666.68	0.00	-666.68	0.0%	1,000.00	333.32	-666.68	33.33%
161 · Office Rent	10,804.88	10,804.88	0.00	100.0%	16,207.46	0.00	0.00	100.0%
Total Administration	180,716.64	162,653.20	-18,063.44	90.01%	245,960.06	227,996.62	-18,063.44	92.66%



Equipment & Facilities Expense Details



	YTD Budget	Jul - Feb '22 Actuals	O/U YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/U FY Budget	% of FY Budget
200 · Personnel - Wages	2,666.68	0.00	-2,666.68	0.0%	4,000.00	1,333.32	-2,666.68	33.33%
210 · Operations Manager - Wages	26,556.68	25,612.50	-944.18	96.45%	39,835.00	38,890.82	-944.18	97.63%
212 · Ops Mgr - Fringe Benefits	7,866.05	0.00	-7,866.05	0.0%	11,799.05	3,933.00	-7,866.05	33.33%
221 · Sherman Base - Repairs/Maint	1,500.00	1,884.11	384.11	125.61%	2,250.00	2,634.11	384.11	117.07%
222 · Utilities - electric	2,800.00	2,586.00	-214.00	92.36%	4,200.00	3,986.00	-214.00	94.91%
223 · Alarm System	0.00	74.34	74.34	100.0%	0.00	74.34	74.34	100.0%
224 · Maintenance Supplies	233.32	485.77	252.45	208.2%	350.00	602.45	252.45	172.13%
225 · Office Equipment	1,600.00	1,594.08	-5.92	99.63%	2,400.00	2,394.08	-5.92	99.75%
226 · Work Boats	4,333.32	2,154.31	-2,179.01	49.72%	6,500.00	4,320.99	-2,179.01	66.48%
227 · Vehicle	2,333.32	625.58	-1,707.74	26.81%	3,500.00	1,792.26	-1,707.74	51.21%
228 · Dock and Trash Pick Up	1,000.00	772.12	-227.88	77.21%	1,000.00	772.12	-227.88	77.21%
231 · Buoy Maintenance	0.00	1,790.00	1,790.00	100.0%	2,000.00	3,790.00	1,790.00	189.5%
261 · Capital Replacement Fund	200,000.00	200,000.00	0.00	100.0%	200,000.00	200,000.00	0.00	100.0%
Total Equipment and Facilities	250,889.37	237,578.81	-13,310.56	94.7%	277,834.05	264,523.49	-13,310.56	95.21%



Preserving and Protecting Candlewood Lake Since 1972.



Public Awareness Expense Details

	YTD Budget	Jul - Feb '22 Actuals	O/U YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/U FY Budget	% of FY Budget
Public Awareness								
400 · Pub Ed Director Wages	15,794.68	16,128.04	333.36	102.11%	23,692.00	24,025.36	333.36	101.41%
402 · PE Dir - Fringe Benefits	3,301.56	3,270.42	-31.14	99.06%	4,952.36	4,921.22	-31.14	99.37%
412 · Educational Bulletins	0.00	0.00	0.00	0.0%	3,000.00	3,000.00	0.00	100.0%
413 · School Programs	0.00	0.00	0.00	0.0%	1,000.00	1,000.00	0.00	100.0%
414 · Subscription services	2,666.68	3,057.53	390.85	114.66%	4,000.00	4,390.85	390.85	109.77%
415 · Events and Displays	500.00	732.65	232.65	146.53%	1,500.00	1,732.65	232.65	115.51%
417 · Fundraising	2,500.00	4,343.51	1,843.51	173.74%	5,000.00	6,843.51	1,843.51	136.87%
Total Public Awareness	24,762.92	27,532.15	2,769.23	111.18%	43,144.36	45,913.59	2,769.23	106.42%



Public Safety Expense Details

	YTD Budget	Jul - Feb '22 Actuals	O/YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/U FY Budget	% of FY Budget
Public Safety								
300 · Lake Patrol Wages - on water	54,257.31	41,569.84	-12,687.47	76.62%	76,214.33	63,526.86	-12,687.47	83.35%
300A · Lake Patrol Wages - off lake	3,456.00	0.00	-3,456.00	0.0%	5,400.00	1,944.00	-3,456.00	36.0%
300B · Lake Patrol Wages - Admin	7,199.50	10,858.14	3,658.64	150.82%	11,999.50	15,658.14	3,658.64	130.49%
300C · Lake Patrol - Fringe Benefits	300.00	0.00	-300.00	0.0%	300.00	0.00	-300.00	0.0%
311 · Boat Maintenance and Reimbursements	7,470.00	8,298.61	828.61	111.09%	8,500.00	9,328.61	828.61	109.75%
312 · Gas and Oil	14,870.69	12,712.25	-2,158.44	85.49%	20,699.74	18,541.30	-2,158.44	89.57%
313 · Insurance	11,596.50	17,254.14	5,657.64	148.79%	23,193.00	28,850.64	5,657.64	124.39%
314 · Training	0.00	1,529.75	1,529.75	100.0%	5,200.00	6,729.75	1,529.75	129.42%
315 · Boating Course	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
318 · Miscellaneous	600.00	166.00	-434.00	27.67%	1,000.00	566.00	-434.00	56.6%
321 · Radio & Equipment	1,810.00	944.86	-865.14	52.2%	1,810.00	944.86	-865.14	52.2%
322 · Uniforms	1,840.00	896.02	-943.98	48.7%	5,000.00	4,056.02	-943.98	81.12%
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.0%	2,000.00	2,000.00	0.00	100.0%
Total Public Safety	103,400.00	94,229.61	-9,170.39	91.13%	161,316.57	152,146.18	-9,170.39	94.32%



Watershed Management Expense Details

	YTD Budget	Jul - Feb '22 Actuals	O/U YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O/U FY Budget	% of FY Budget
500 · WM - Personnel Wages								
500A · Director of Ecology Wage	23,692.00	24,192.00	500.00	102.11%	35,538.00	36,038.00	500.00	101.41%
500B · Personnel Wages - Ott	600.00	0.00	-600.00	0.0%	600.00	0.00	-600.00	0.0%
Total 500 · WM - Personnel Wages	24,292.00	24,192.00	-100.00	99.59%	36,138.00	36,038.00	-100.00	99.72%
502 · Dr. Ecology - Fringe	4,952.37	4,808.39	-143.98	97.09%	7,428.53	7,284.55	-143.98	98.06%
511 · Lake and Stream Monitoring	11,000.00	12,400.00	1,400.00	112.73%	17,000.00	18,400.00	1,400.00	108.24%
512 · E-Coli Bacteria Testing	2,600.00	2,960.00	360.00	113.85%	4,100.00	4,460.00	360.00	108.78%
513 · Cynobacteria testing (BG Algae)	1,500.00	0.00	-1,500.00	0.0%	1,500.00	0.00	-1,500.00	0.0%
514 · Travel	2,500.00	15.00	-2,485.00	0.6%	2,500.00	15.00	-2,485.00	0.6%
515 · Equipment and Supplies	1,666.68	11.04	-1,655.64	0.66%	2,500.00	844.36	-1,655.64	33.77%
521 · Shoreline Cleanup	0.00	0.00	0.00	0.0%	4,500.00	4,500.00	0.00	100.0%
531 · Professional Development	5,500.00	720.00	-4,780.00	13.09%	5,500.00	720.00	-4,780.00	13.09%
532 · Engineering and Consulting	3,000.00	2,775.70	-224.30	92.52%	6,000.00	5,775.70	-224.30	96.26%
542 · GIS - license	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%
551 · Triploid Grass Carp Program	0.00	3,500.00	3,500.00	100.0%	3,500.00	7,000.00	3,500.00	200.0%
Total Watershed Management	58,011.05	52,382.13	-5,628.92	90.3%	91,666.53	86,037.61	-5,628.92	93.86%



Other (Restricted Grants) Income/Expense Details



	YTD Budget	Jul - Feb '22 Actuals	Q1 YTD Budget	% of YTD Budget	FY Budget	FY Forecast	Q1 FY Budget	% of FY Budget
Other Income/Expense								
Other Income								
Income Restricted/Grants								
9000 · Contributions - Restrict/Unbudit								
900-14A · CLERC - Education	4,000.00	0.00	-4,000.00	0.0%	4,000.00	0.00	-4,000.00	0.0%
900-16I · Praxaire AIS Study	0.00	-5,000.00	-5,000.00	100.0%	0.00	-5,000.00	-5,000.00	100.0%
Total 9000 · Contributions - Restrict/Unbu	4,000.00	-5,000.00	-9,000.00	-125.0%	4,000.00	-5,000.00	-9,000.00	-125.0%
Total Income Restricted/Grants	4,000.00	-5,000.00	-9,000.00	-125.0%	4,000.00	-5,000.00	-9,000.00	-125.0%
Total Other Income	4,000.00	-5,000.00	-9,000.00	-125.0%	4,000.00	-5,000.00	-9,000.00	-125.0%
Other Expense								
Expense Restricted/Grants								
8000 · Restricted Expense								
800-14A · CLERC - Education	0.00	1,000.00	1,000.00	100.0%	0.00	1,000.00	1,000.00	100.0%
Total 8000 · Restricted Expense	0.00	1,000.00	1,000.00	100.0%	0.00	1,000.00	1,000.00	100.0%
8200 · Grants Expense								
800-21B · DEEP AIS (Lake Steward)	16,000.00	16,275.40	275.40	101.72%	16,000.00	16,275.40	275.40	101.72%
Total 8200 · Grants Expense	16,000.00	16,275.40	275.40	101.72%	16,000.00	16,275.40	275.40	101.72%
Total Expense Restricted/Grants	16,000.00	17,275.40	1,275.40	107.97%	16,000.00	17,275.40	1,275.40	107.97%
Total Other Expense	16,000.00	17,275.40	1,275.40	107.97%	16,000.00	17,275.40	1,275.40	107.97%
Net Other Income	-12,000.00	-22,275.40	-10,275.40	185.63%	-12,000.00	-22,275.40	-10,275.40	185.63%