



# CANDLEWOOD LAKE AUTHORITY

P.O. BOX 37 • SHERMAN, CONNECTICUT 06784-0037 • (860) 354-6928 • FAX (860) 350-5611

## Minutes of Regular Meeting December 11, 2019

### Attending:

P. Schaer Sherman  
D. Cushnie Sherman  
J. Main New Fairfield

M. Toussaint New Milford  
S. Kluge New Milford

W. Lohan Brookfield  
M. Gaffey Brookfield (arrived at 8pm)  
J. Archer New Fairfield  
D. Rosemark Danbury (via phone)

M. Howarth, Executive Director  
J. Neil Stalter, Director of Ecology and Environmental Education  
J. Usher, CLA Administrative Coordinator

Recorder: J. Usher

Guests: Khris Hall

Chairman, Phyllis Schaer called the regular meeting of the Candlewood Lake Authority to order at 7:40pm at Brookfield Town Hall Brookfield, CT.

### Public Comment:

Khris Hall spoke as a member of the Coves End Association, four homes directly across from a proposed 72-dock addition on Candlewood Isle.

### Secretary's Report

*Mark Toussaint made a motion to approve the November 20, 2019 meeting minutes, with Joan Archer seconding the motion, and voting all in favor.*

### Candlewood Lake Authority Marine Patrol:

Mark Howarth relayed an update from Chief Barnard regarding seasonal employment intent to return letters and upcoming interviews.

**Chairman's Report:**

The Executive Committee recommended sending out the approved funding request letter to CEOs for CAES Nuisance Plant Monitoring Report for 2018-19 and use funds from our Unassigned Account until Municipal funding is received.

*Bill Lohan made a motion to use unassigned funds for the CT Agricultural Experiment Station report covering 2018 / 2019. Any funds that are received from the towns towards this will be returned to the CLA'S fund. The amount in question is \$20,000. Mark Toussaint seconded the motion, with all in favor except for one delegate, Doug Cushnie, who opposed.*

Status of Decontamination /Boat Wash Unit Discussed. Letter to be drafted and sent to member Municipalities outlining unresolved requirements. Will be discussed further at Watershed. Neil will provide program details and projected costs.

**Vice-Chairman's Report:** Vice Chairman, Mark Toussaint.

*Refer to Watershed Committee report.*

**Treasurer's Report:**

Mr. Lohan walked through the ongoing edits/changes with the proposed 2020-2021 budget.

*Mr. Lohan made a motion to approve the proposed 2020-2021 budget. Mrs. Schaer seconded the motion, with all in favor except for one delegate, Doug Cushnie, who opposed.*

*Mr. Lohan made a motion to approve the Profit and Loss Budget vs Actual July through November 2019, seconded by Mark Toussaint with all voting in favor.*

Approval of board members expenses/reimbursements:

*Mr. Lohan made a motion to authorize reimbursement for Doug Cushnie's expenses for maintenance and supplies for a total of \$189.11, which was seconded by Dan Rosemark. All in favor.*

*Dan Rosemark made a motion to authorize reimbursement for Phyllis Schaer's expenses, for a total of \$1295.32, which included a Linked In ad for Admin position for \$165, and NALMS registration and hotel expenses for \$1,130.32. The motion was seconded by Mark Toussaint, with all voting in favor.*

**Executive Director's Report:**

*Please refer to written version attached.*

**Director of Ecology and Environmental Education:**

*Please refer to written version attached.*

The CLA discussed moving to a consent agenda format in the future.

**COMMITTEE REPORTS**

**Public Safety Committee:**

No update.

**Equipment/Facilities Committee:**

Doug Cushnie addressed the board regarding work being done on the Steiger and a potential used boat purchase.

**Public Awareness Committee:**

No report at this time.

**Watershed Management Committee:**

No updates at this time per Mr. Toussaint. Discussion of the nuisance plant report will take place at the Watershed Management Committee Meeting on December 18<sup>th</sup>

There was a brief discussion on the plan with the Decontamination Unit. Further discussion at next Watershed Meeting.

**OLD BUSINESS**

**Election of Officers:**

**VOTE TOTALS:**

Phyllis Schaer for Chairman: 7 Yes, D. Cushnie abstained

Mark Toussaint for Vice Chairman: 8 Yes

Marianne Gaffey for Secretary: 8 Yes

Bill Lohan for Treasurer: 8 Yes

A strategic planning session for the CLA is tentatively scheduled for January 11<sup>th</sup> at 9am, location to be determined.

**New Business**

*Mrs. Schaer made a motion to add to the agenda under new business, further discussion of the FERC proposal on adding 73 docks to Candlewood Isle, seconded by Dan Rosemark with all in favor, except for one abstention, Joan Archer.*

*Mrs. Schaer made the motion to authorize the Watershed Management Committee to respond to FERC on behalf of the board stating the concerns on this matter, as discussed, seconded by Marianne Gaffey, with all in favor, except for one abstention, Joan Archer.*

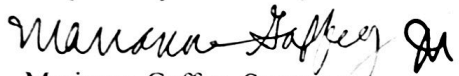
**ADJOURN**

*Mrs. Schaer made a motion to adjourn, seconded by Mark Toussaint with all voting in favor. The meeting adjourned at 9:22pm.*

**ACTION ITEMS:**

1. Jeannine Usher to cut checks for reimbursements for Doug Cushnie and Phyllis Schaer
2. Mark Howarth and Doug Cushnie will begin working on hiring a new Operations Director.
3. Mark Howarth to send an email inviting delegates to the Strategic Planning session on Jan. 11<sup>th</sup>

Respectfully submitted,



Marianne Gaffey, Secretary

Jeannine Usher, Administrative Coordinator

r/b/mh/ps

***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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December 10, 2019  
Executive Director  
Mark Howarth

## Monthly Report:

- **2020/2021 Budget:** Since the last CLA board meeting we have continued to work on the proposed 2020/2021 budget to be voted on and then submitted to the towns.
- **Danbury Budget Kickoff Meeting:** On December 5<sup>th</sup>, I attended the Danbury Budget Kickoff at Danbury Town Hall. Delegate Ed Siergiej joined me for the event.
- **Capital Item Replacement Schedule:** I created a preliminary draft replacement schedule with assistance from Delegate Doug Cushnie for of the items that would potentially be covered by our Capital Improvement Project Fund in order to help us understand the projected replacement dates and potential costs associated with those items.
- **Budget Narrative:** Each year we prepare a budget narrative document to accompany the budget we submit to the towns. I have begun working on that in anticipation of our first budget deadline on December 20<sup>th</sup>.
- **2019 Appeal Letter**
  - Our major fundraising initiative each year is our annual written appeal letter. That letter is now complete and is going to be hitting the mail soon. We will be sending this letter to the residents and hope to have a successful fundraising season.
  - We plan to compliment our written appeal with a digital campaign later this month.
- **Nuisance Plant Report:** We have received and reviewed the 2019 Nuisance Plant Report, submitted to us for review by First Light. Northeast Aquatic Research prepared the report and our comments are due by January 10<sup>th</sup>. Neil Stalter is preparing draft comments for the CLA Watershed Committee and Board to review and approve, prior to our submittal.



# CANDLEWOOD LAKE AUTHORITY

*Member Municipalities: Brookfield • Danbury • New Fairfield • New Milford • Sherman*

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**J. Neil Stalter**

**Director of Ecology and Environmental Education**

**Candlewood Lake Authority**

**Re: December Meeting: Monthly Report**

**Date: 12/11/19**

- **WQ Monitoring 2019:** Water Quality is finished for the year and all results have been sent to AER for their final analysis and report writing!
  - As of this writing, the summary for September and October is almost complete (we had to wait for a while on some results from hydrotech).
  - I ran a regression to compare all the results from the chl-a analysis done by hydrotech with our probe results, and the regression shows a statistically significant positive relationship between the two measurements. After crunching the numbers more, we can hopefully establish a corrective equation so that all future measurements can be directly compared to historical measurements in the past.
- The 2019 Nuisance Plant Monitoring draft from NEAR has been received from FirstLight for an initial 39-day comment period (extended for the holidays). I have begun my review and am drafting up comments for the board to review for submission to FirstLight.
  - We have created a letter to send to the towns regarding the request to fund the 2018-2019 nuisance plant reports from CAES as well.
- FirstLight filed an application to add a number of dock slips on behalf of the Candlewood Isle community.
  - I have conducted a review on the precedents surrounding similar requests, the role the CLA plays in the process, and all relevant documents. Based on that review, I have written a summary of the landscape surrounding this request.
- I had the pleasure of attending the third and final Regional Lakes Symposium hosted by WestConn. Every event was extremely informative and enjoyable, so thank you to WestConn, Dr. Pinou, and everyone who made these events possible.

- We passed along some educational materials to the Lake Housatonic Authority that they can hopefully use to help educate members of their community as well.
- I've written a short summary of these events and their value for all those interested!
- Creating a document, strategy, and (hopeful) timeline for the Lake Management Plan. I will be contacting delegates from each town individually to hopefully reach out to their selectman so that we can get representatives from each town and begin moving forward.
  - I have been in contact with FirstLight to schedule a meeting regarding our data sharing request, and that will hopefully be scheduled soon.
- I hope everyone had a happy and relaxing thanksgiving with family and friends, and I hope everyone also has a happy holiday season in December!