

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, May 8, 2024 - 7:00PM via ZOOM

ATTENDING:		ABSENT: P. Schaer	Sherman
D. Cushnie M. O'Connor	Sherman Sherman	1. Schael	Sherman
B. Licht J. Archer J. Main	New Fairfield New Fairfield New Fairfield		
M. Gaffey W. Meikle B. Lohan	Brookfield Brookfield Brookfield		
E. Siergiej C. Robinson D. Rosemark	Danbury Danbury Danbury		
M. Toussaint J. Wodarski	New Milford New Milford	S. Kluge	New Milford
M. Howarth, Executive Di D. Wright, Administrative M. Gasperino, Operations N. Mellas, Marine Patrol O	Coordinator Manager		

CHECK ON BILL LOHAN

Recorder: D. Wright

Guests:

Chairman, Martin O'Connor, called the meeting to order at 7:04pm.

PUBLIC COMMENT

none

CONSENT AGENDA

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

Will mentioned we continue to be in solid financial shape. Three key drivers are income earning from interest rates, donations from the public have been above budget, thanks to everyone who has donated, and we are under budget with expenses. We will close on June 30 and anticipate finishing favorably.

PUBLIC SAFETY (Bill Licht)

Bill discussed the MOA which expired on December 31, 2023, we continue to have discussions with DEEP. Mark discussed that we are on a three-year cycle with the MOA, which is revisited every three years. DEEP and CLA are trying to work out changes and updates in the MOA and in the meantime, DEEP has offered to extend our current MOA until July 1 as we work on those changes. The extension of the existing MOA should be sent by DEEP to the CLA in the next few days and Mark will sign it. Nick M. mentioned the two new hires just need to take a swim test. The two new hires are having background checks now, and a couple of returning officers are working on their recertification for criminal justice. Nick anticipates all appointments from DEEP will be ready in the next couple of weeks.

Bill Licht made a motion to have the board hire our marine patrol officers back for the 2024 boating season per the CLA employment policy manual pending the officers' appointment by DEEP. Seconded by **Martin O'Connor**, all in favor.

Mark T. asked if we need to vote to hire the two new officers waiting for a background check.

Bill Licht then made a second motion to include the new hires.

Bill Licht made a motion that the board hire returning Marine Patrol officers back for 2024 boating season as well as the new hire Marine Patrol officers pending their appointments by DEEP, **Marianne Gaffey** Seconded, all in favor.

Bill mentioned discussions have continued with First Light and DEEP about applications for swim areas and floating swim docks so we can have a cohesive plan for when homeowners make these types of requests.

EQUIPMENT & FACILITIES (Doug Cushnie)

Doug mentioned that SS1 is in the queue to be put in the water. Mark H. mentioned all buoys, hazard, speed, and navigation, are in water. Michael G. discussed all is moving smoothly, buoys are done, he verified the depths to ensure proper chain sizes. Robalo is in the water, the research boat is in the water and has been being used along with the Ark. There may be a slight leak in one of the pontoons,a welder will be coming by to check on that. Working two more carp exclosures and hope to have them finished by end of month.

Joan asked when the SS3 will be delivered, and Mark H. stated it is scheduled to arrive in the spring of 2025.

PUBLIC AWARENESS (Joan Archer)

Joan stated that clean up day is Saturday May 18 at 9am, and hoping all delegates can attend. Joan discussed the business partnership letters which she has been working on. Mark & Neil have been working on updates on our website and the video series work will begin as well. Mark mentioned that he & Phyllis attended the Sherman community expo and used the new CLA tent thanks to generous donation. Mark mentioned that the Sherman Memorial Day Parade will be soon and anyone who can join, please let him know. Neil has attended a few events at the Danbury High School which he was invited by the Danbury Aquatics & Biology teacher. He spent time with the students working on a storm water mitigation project which was a great time connecting with the students. Mark H. also joined Neil at a career fair at Danbury High School and they spoke about what the CLA does and Candlewood Lake to students interested in a career in environmental fields. Neil stated he will be returning for another event to help judge the projects.

WATERSHED MANAGEMENT (Neil Stalter)

Neil provided an update on the water quality monitoring and that 128 samples have already been taken which is the earliest monitoring has ever started and the most samples ever taken. These samples are to provide information for the nutrient budget which is part of the Lake Management Plan. Neil joined DEEP one of the two days DEEP removed carp from the lake. A total of around 200 carp were removed which is the same as last year with a total of around 400 for two years.. Exclosures will be going in next couple weeks, there is a Westcon student who would like to help monitor

exclosures. Neil mentioned he is hoping to present at the NAMLS Conference about the plant situation here. We were awarded the grant from the State AIS fund to fund the stewards through 2025. We are in the process of recruiting stewards for this season. A job posting is on the website under employment opportunities.

Neil was asked if he is pleased with UConn which he responded they have been great, very responsive and the cost is very reasonable.

ADJOURN

Martin O'Connor made a motion to adjourn the meeting, seconded by Doug Cushine, all voting in favor.

The meeting adjourned at 7:28pm.

Respectfully submitted,

Joan Archer

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 O'Connor, Chair **Candlewood Lake Authority** May 8, 2024

DEEP - MOA

Continue to support the team by providing input and feedback on the latest draft and regarding an extension of the existing agreement.

Delegate Initiative

Discussed the document with four of the five town leaders seeking input and concurrence. All were very pleased with the approach and the content of the document. Several leaders requested additional information such as delegate contacts and tenure. We were not able to connect with the fifth town due to their schedule. They agreed if they had any concerns, they would send an email but to date, no additional feedback has been received.

The next step is to advise all delegates in the May Board meeting that the document is complete and approved. Then to share the document and schedule meetings with the delegates. The intent is to discuss any concerns they may have with compliance and opportunities on standing committees as we rebalance those teams.

New Fairfield Office

The team and I both continue to enjoy the new location as we recently hosted State Representative Pat Callahan. We had an open discussion on our current projects from both an environmental and recreational perspective. We also discussed our finances and the larger items in our queue for funding which we agreed to share with Pat.

Financials

Pleased to say we remain in a positive position as we approach year-end. A big thank you to Will Meikle for all his efforts with our financials and working with our new bookkeeper.

Martin O'Connor May 8, 2024



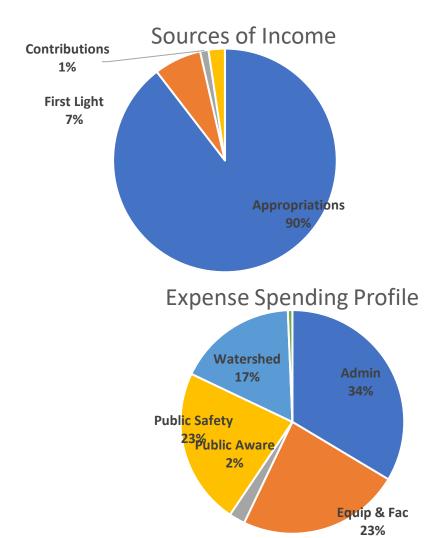
Finance Committee Financial Results April 2024

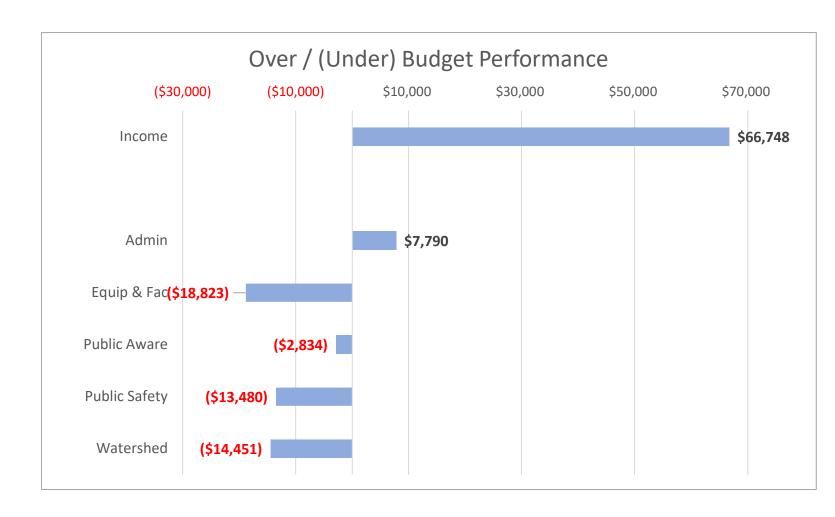




Income & Expense Overview

Results thru April 2024







Operational Income & Expense Summary

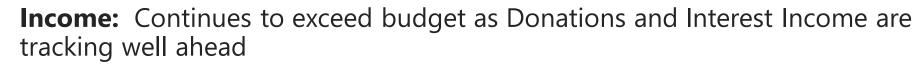
Results thru April 2024

YTD April 2024	YTD Budget	YTD Actual	O / (U)	% of YTD	FY Budget	FY Forecast	0 / (U)	% of FY
			YTD Budget	Budget			FY Budget	Budget
Income	\$737,673	\$804,421	\$66,748	109%	\$754,595	\$821,343	\$66,748	109%
Expenses								
Administration	\$217,141	\$224,931	\$7,790	104%	\$256,773	\$264,563	\$7,790	103%
Equipment & Facilities	\$166,095	\$147,272	(\$18,823)	89%	\$179,782	\$160,959	(\$18,823)	90%
Public Awareness	\$11,433	\$8,599	(\$2,834)	75%	\$17,750	\$14,916	(\$2,834)	84%
Public Safety	\$138,092	\$124,612	(\$13,480)	90%	\$173,134	\$159,654	(\$13,480)	92%
Watershed Management	\$104,080	\$89,629	(\$14,451)	86%	\$132,156	\$117,705	(\$14,451)	89%
Total Expense	\$636,842	\$595,043	(\$41,798)	93%	\$759,595	\$717,797	(\$41,798)	94%
Other Income/(Expense)	\$3,750	(\$2,551)	(\$6,301)		\$5,000	(\$1,301)	(\$6,301)	
Operating Surplus/(Deficit)	\$104,581	\$206,826	\$102,245	198%	\$0	\$102,245	\$102,245	_



Key Drivers of the deltas to Budget







Administration: Over budget driven by higher Exec Director Wages, Technology and Professional Services.



Equipment & Facilities: Below budget driven by lower Personnel Wages, Fringe Benefits and Vehicle Expenses.



Public Awareness: All line items well below budget YTD.



Public Safety: Below budget due to lower Lake Patrol Wages, Training, and Uniforms, offset by Boat Maintenance



Watershed: Well below budget due to lower Engineering Consulting, Professional Development cost, offset by higher lab testing.

Committee Details





Income Details

	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budg
<u>icome</u>					_	
901 · Appropriations	0.00	0.00	653,095.00	653,095.00	0.00	653,099
902 · Contribution from FirstLight	0.00	0.00	50,000.00	50,000.00	0.00	50,00
903 · Interest	3,619.01	0.00	39,860.78	0.00	39,860.78	ı
911 · Miscelleanous Income	0.00	0.00	46.17	0.00	46.17	ı
912 · Contributions and Donations	-592.10	2,420.48	51,218.57	24,004.61	27,213.96	35,00
915 · Sponsorship -programs/activitie	0.00	864.46	6,000.00	8,573.07	-2,573.07	12,50
916 · Lake Patrol Services	0.00	0.00	1,200.00	0.00	1,200.00	2,00
917 · Buoy Contract	0.00	1,000.00	3,000.00	2,000.00	1,000.00	2,00
otal Income	3,026.91	4,284.94	804,420.52	737,672.68	66,747.84	754,59





Administration Expense Details

_	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budge
Administration						
100 · Executive Director - Wages	7,800.00	7,163.75	78,000.00	71,637.50	6,362.50	85,965.0
101 · SS/Medi/CTUC	2,204.42	2,874.17	23,777.54	28,741.66	-4,964.12	34,490.0
101A · Workers Comp Insurance	0.00	375.00	4,428.00	3,750.00	678.00	4,500.0
102 · Exec Dir - Fringe Benefits	1,374.90	1,128.50	11,049.03	11,285.00	-235.97	13,542.0
110 · Admin. Coordinator - Wages	2,916.00	3,252.50	30,708.00	32,525.00	-1,817.00	39,030.0
112 · Admin Cor - Fringe Benefits	1,015.35	1,005.75	10,322.40	10,057.50	264.90	12,069.0
113 · Insurance	0.00	2,842.00	11,229.84	11,368.00	-138.16	11,368.0
114 · Telephone	250.00	375.00	2,667.71	3,750.00	-1,082.29	4,500.0
115 · Office Supplies	309.34	491.67	4,851.77	4,916.66	-64.89	5,900.0
116 · Postage	0.00	83.33	237.05	833.34	-596.29	1,000.0
117 · Audit	0.00	0.00	7,500.00	7,500.00	0.00	7,500.0
118 · Professional Services	226.25	850.00	12,906.10	8,615.00	4,291.10	10,315.0
119 · Bank and Service Fees	-398.95	100.00	724.13	1,000.00	-275.87	1,200.0
121 · Expenses	0.00	83.33	812.73	833.34	-20.61	1,000.0
122 · Internet Access	0.00	100.00	1,366.62	1,000.00	366.62	1,200.0
124 · Technology Hardware & Servi	835.67	500.00	11,183.61	5,000.00	6,183.61	6,000.0
161 · Office Rent	1,100.00	1,432.83	13,166.53	14,328.34	-1,161.81	17,194.0
Total Administration	17,632.98	22,657.83	224,931.06	217,141.34	7,789.72	256,773.0





Equipment & Facilities Expense Details

	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budget
Equipment and Facilities					_	
200 · Personnel - Wages	0.00	0.00	0.00	2,000.00	-2,000.00	3,000.00
210 · Operations Manager - Wages	3,391.92	3,600.00	32,923.16	35,865.00	-2,941.84	43,065.00
212 · Ops Mgr - Fringe Benefits	150.00	1,000.00	1,050.00	10,000.00	-8,950.00	12,217.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	3,479.58	2,500.00	979.58	3,000.00
222 · Utilities - eletric	341.27	375.00	3,202.84	3,750.00	-547.16	4,500.00
223 · Internet and Security Systems	0.00	125.00	586.54	1,250.00	-663.46	1,500.00
226 · Work Boats	0.00	500.00	4,704.87	5,000.00	-295.13	6,000.00
227 · Vehicle	373.12	300.00	1,066.80	2,900.00	-1,833.20	3,500.00
228 · Dock and Trash Pick Up	0.00	85.00	0.00	830.00	-830.00	1,000.00
231 · Buoy Maintenance	0.00	0.00	258.00	2,000.00	-1,742.00	2,000.00
261 · Capital Replacement Fund	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00
Total Equipment and Facilities	4,256.31	6,235.00	147,271.79	166,095.00	-18,823.21	179,782.00





Public Awareness Expense Details

	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budget
Public Awareness						
413 · School Programs	0.00	150.00	0.00	700.00	-700.00	1,000.00
414 · Subscription services	0.00	333.37	1,913.84	3,333.26	-1,419.42	4,000.00
415 · Events and Displays	1,431.73	0.00	1,431.73	2,400.00	-968.27	4,000.00
417 · Fundraising	0.00	0.00	5,253.83	5,000.00	253.83	5,000.00
421 · Shoreline Cleanup	0.00	0.00	0.00	0.00	0.00	3,750.00
Total Public Awareness	1,431.73	483.37	8,599.40	11,433.26	-2,833.86	17,750.00





Public Safety Expense Details

<u>_</u>						
<u> </u>	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budget
Public Safety						
300 · Lake Patrol Wages	0.00	577.00	43,910.24	51,335.10	-7,424.86	64,608.00
301 · CLAMP Chief Salary	3,333.34	3,333.33	33,333.40	33,333.34	0.06	40,000.00
311 · Boat Maintenance and Reimbu	0.00	0.00	14,265.92	11,790.00	2,475.92	13,250.00
312 · Gas and Oil	0.00	0.00	19,768.26	21,935.39	-2,167.13	29,160.00
313 · Insurance	0.00	0.00	10,080.16	7,373.25	2,706.91	9,831.00
314 · Training	1,686.30	4,190.00	2,026.98	5,515.00	-3,488.02	6,475.00
318 · Miscelleanous	0.00	100.00	519.76	800.00	-280.24	1,000.00
321 · Radio & Equipment	0.00	910.00	180.66	1,010.00	-829.34	1,810.00
322 · Uniforms	0.00	100.00	88.00	5,000.00	-4,912.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	438.84	0.00	438.84	2,000.00
Total Public Safety	5,019.64	9,210.33	124,612.22	138,092.08	-13,479.86	173,134.00





Watershed Management Expense Details

-	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budget
Watershed Managment						
500 · WM - Personnel Wages	5,761.66	5,761.67	57,616.60	57,616.66	-0.06	69,140.00
502 · Dir. Ecology - Fringe	1,283.16	1,076.33	10,195.83	10,763.34	-567.51	12,916.00
511 · Lake and Stream Monitoring	0.00	3,100.00	11,201.70	12,400.00	-1,198.30	18,600.00
512 · E-Coli Bacteria Testing	0.00	300.00	3,000.00	1,400.00	1,600.00	2,000.00
513 · Cynobacteria testing (BG Alga-	0.00	300.00	238.67	1,400.00	-1,161.33	2,000.00
514 · Travel	0.00	250.00	1,834.18	2,500.00	-665.82	3,000.00
515 · Equipment and Supplies	0.00	300.00	1,456.57	2,100.00	-643.43	2,500.00
531 · Professional Development	0.00	0.00	4,085.26	5,500.00	-1,414.74	5,500.00
532 · Engineering and Consulting	0.00	3,000.00	0.00	10,000.00	-10,000.00	16,000.00
599 · Miscellaneous	0.00	45.00	0.00	400.00	-400.00	500.00
Total Watershed Managment	7,044.82	14,133.00	89,628.81	104,080.00	-14,451.19	132,156.00



Other (Restricted Grants) Income/Expense Details

_	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Delta	Annual Budget
her Income/Expense						
Other Income						
900-14A · CLERC _ Education	0.00	0.00	0.00	3,750.00	-3,750.00	5,000.00
9000 · Contributions - Restrict/Unbu	0.00		25,000.00		25,000.00	
900-21B · DEEP AIS (Lake Steward)	950.00	0.00	18,350.40	13,500.00	4,850.40	18,000.00
Total Other Income	950.00	0.00	43,350.40	17,250.00	26,100.40	23,000.00
Other Expense						
Expense Restricted/Grants						
800-21B · DEEP AIS (Lake Steward)	0.00	0.00	16,137.80	13,500.00	2,637.80	18,000.00
8200 · Grants Expense - Other	1,645.49		1,940.04		1,940.04	
800-20A · HMS Foundation Trust	0.00	0.00	25,000.00	0.00	25,000.00	0.00
Total 8400 · Assigned Expense	0.00	0.00	25,000.00	0.00	25,000.00	0.00
Total Expense Restricted/Grants	1,645.49	0.00	43,077.84	13,500.00	29,577.84	18,000.00
Total Other Expense	1,645.49	0.00	43,077.84	13,500.00	29,577.84	18,000.00
et Other Income	-695.49	0.00	272.56	3,750.00	-3,477.44	5,000.00



Capital Summary Status

Opening Balance as of July 1, 2023			\$387,714
Appropriations			
Annual Capital Appropriation	Aug		\$100,000
Donation - HMS Foundation	Nov		\$25,000
Donation - KFF Foundation	Jan		\$8,000
Software Accrual Transfer	Apr		\$6,995
Capital Planned Expenditures			
Silver Ships 2 Final Payment	Aug	(\$31,223)	
Silver Ships 3 (\$250,000 - Sep 2023)	Nov	(\$45,722)	
Science Vessel (\$25,000 - Nov 2023)	Nov	(\$25,000)	
FLIR (\$15,000 - Feb 2023)	Aug	(\$14,041)	
Patrol Tablets (\$7,250 - Mar 2023)	Oct	(\$4,559)	
Sherman Base (\$3,500 - Apr)	Mar	(\$1,851)	
Total Expenditures			(\$122,396)
Closing Balance as of April 30, 2024			\$405,313



Balance Sheet Summary

	Apr 30, 24
ASSETS	
Current Assets	
1120 · USB Checking -0212	851,647.11
11000 · Accounts Receivable	19,395.90
Total Current Assets	871,043.01
TOTAL ASSETS	871,043.01

Current Liabilities	
2000 · Accounts Payable	-5,178.86
24000 · Payroll Liabilities	1,168.75
2500 · Accrued Expenses	
2700 · Deferred Grant Income	
2700A · DEEP CO2 Grant	13,418.06
2700B · Grass Carp	4,981.00
2700C · CLAMP Radios	1,189.00
2700D · Lake Steward	
Total 2700 · Deferred Grant Income	19,588.06
700 · Capital Project Fund	405,312.63
Total Other Current Liabilities	426,069.44
Total Current Liabilities	420,890.58
Total Liabilities	420,890.58

Equity	
3200 · Retained Earnings	30,090.07
3200B · Restricted	
3200B 1 · Education Programs	21,592.57
3200B 2 · Zebra Mussell	6,276.00
3200B 3 · Watershed Products	
Total 3200B · Restricted	27,868.57
3200D · Assigned	
3200D 1 · HMS Initiatives	5,245.06
3200D 2 · Lake Incentives	15,000.00
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	22,228.83
3200E · Unassigned	163,138.79
Net Income	206,826.17
Total Equity	450,152.43
OTAL LIABILITIES & EQUITY	871,043.01



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May 8, 2024 Executive Director Mark Howarth

Monthly Report

- Preparations for the Clean Up on May 18th continue. Boat captains and crews are signing up and we are hoping for another successful day and some sunny weather this year, after last year's somewhat wet conditions.
- We are continuing to work with DEEP on the MOA and will provide an update.
- On May 4th, I attended the Sherman Community Expo, where Phyllis joined me to talk to the public about the CLA our educational messaging. We were excited to show everyone our new booth set up, courtesy of a generous donation.





• I did a short presentation at the Coldwell Banker New Milford office and talked about the CLA and the Clean Up.

- We are in the process of working with our company to launch the new software for the Marine Patrol. They will be customizing this in the coming weeks and we look forward to rolling it out this year and realizing the benefits of this onboard system.
- Neil and I attended Danbury High School's Environmental Career Day where we got to speak with a lot of students about what we do here at the CLA. We enjoyed our day interacting with the students.
- Neil and I met with Courtney Knapp from the Brookfield Plan of Conservation and Development to share with her the projects and developments here since the last plan they issued as well as what we feel is important to include in the upcoming plan regarding Candlewood Lake.
- We have begun work with our website company to update our home page and information sharing capabilities.
- We have made progress with the video series. Our vendor has sent us back some draft scripts, and we are providing them with feedback and edits as we look to finalize those in preparation for filming.
- Thank you to Cathy, Marianne and Joan for their work on the business partnership letter. I will be visiting as many of our potential business partners in the coming weeks as possible.
- We are making final preparations to bring one of our patrol boats down to Danbury for the summer to use the dock space they created for us. We look forward to having a greater presence down there and continuing our collaboration with Danbury EMS, FD and PD.
- We are enjoying our new office space and look forward to our first summer "back on the water" in over 15 years!



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: May Monthly Report

Date: 5/9/2024

- The first 2 samplings of the expanded water quality Monitoring were completed in April and Early May very successfully!
 - This year will be the largest sampling events in the history of the CLA to help inform the Lake Management Plan. These 2 events included 128 total samples to be delivered to the new lab at UCONN!
- I had the pleasure of visiting Danbury Highschool and joining their aquatics class as a "visiting expert" to help student groups with their stormwater projects.
 - The following day Mark and I went back to Danbury HS to sit at their career fair and tell students about Candlewood Lake and what the CLA does.





• I joined DEEP for grass carp removal along with students from Sacred Heart University. They had two very successful removals, totaling just over 200 carp removed. We are now waiting to see if removals, along with the upcoming exclosure installations will have an impact on helping the plant community.

- I submitted an abstract to NALMS regarding the rapid plant loss patterns and recovery strategy in Candlewood to hopefully present at the upcoming Conference in the fall.
- We have received word that our grant application to fund the Lake Steward program in 2025 was accepted and we were awarded \$25,724. This means that funding for the stewards is taken care of for the next two years!
 - Recruitment has begun for the Stewards, and we hope to begin the program in early June this year – if you know any possible stewards (both college students or retired folks looking for a way to support the lake) let me know!
- We met with the Brookfield POCD Committee to discuss their upcoming updates to their plan of conservation and development, and what to include regarding Candlewood Lake.
- The lab space in the new office is great and has officially started use for filtering our chl-a samples in house.
- I am meeting with a potential intern this week to discuss a possible project looking into salt pollution around the lake and possible first steps to begin tackling such a complicated problem!
- We are continuing to make preparations for the Candlewood Lake Clean Up on May 18th!

