



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, January 10, 2024 - 7:00PM via ZOOM

ATTENDING:

P. Schaer	Sherman
M. O'Connor	Sherman
B. Licht	
J. Main (7:02pm)	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
B. Lohan	Brookfield

ABSENT:

D. Cushnie	Sherman
J. Archer	New Fairfield
E. Siergiej	Danbury
C. Robinson	Danbury
D. Rosemark	Danbury

S. Kluge	New Milford
J. Wodarski	New Milford

M. Toussaint	New Milford
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N. Stalter, Director of Ecology and Environmental Science
D. Wright, Administrative Coordinator
M. Gasperino, Operations Manager

Recorder: D. Wright

Guests: 2

Chairman, **Martin O'Connor**, called the meeting to order at 6:58pm.

PUBLIC COMMENT

none

CONSENT AGENDA

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

Guest joined at 7:00pm

Will discussed the financial reports. We are in a solid financial position, and ahead of where we thought we would be at this time. There is a significant return in interest because of the sweep accounts which we had not planned for and we've had a successful donation and business partnership campaign.

Jeff Main joined at 7:02pm

Will stated preparations for budget reviews with the five municipalities have begun and CLA's budget narrative, operating proposed plan and the ten-year revised capital budget have been distributed to them. If any delegates receive any questions regarding the budget, they can be directed to Will.

PUBLIC SAFETY (Bill Licht)

Bill did not have much new to report. Waiting to discuss the MOA with DEEP. DEEP needs to provide an update on training requirements and class dates. Interviews will happen once we have the needed training information from DEEP. In the next Public Safety meeting homeowner swim areas will be discussed.

Nick Mellas joined 7:04pm

EQUIPMENT & FACILITIES (Michael Gasperino)

Michael G. provided an update on equipment and facilities. Michael mentioned preparations for next season have begun and buoy letters are being replaced. There is work being done in the garage, but some flooding occurred from the recent storms. Michael is in communication with Don Lowe and the Highway Superintendent to resolve

PUBLIC AWARENESS (Neil Stalter)

Neil provided an update for Joan. We've received a good amount of donation letters following the annual appeal. Neil stated we've initiated a relationship regarding our video projects for social media, patrol and Science and he has started working on a webinar regarding the zebra mussels which will be presented at the next Public Awareness meeting.

WATERSHED MANAGEMENT (Neil Stalter)

Neil discussed the Lake Steward report and the useful information that the Lake Stewards have gathered. The report will be finalized and sent to the towns along with the patrol report and the water quality report once completed. Some highlights from the report: over 2,000 boats have been inspected by them over the past three years. Seven percent of the boats are categorized as high risk meaning they came from a lake with a known invasive species.

DEEP fisheries conducted a brief survey regarding plants in December, they found significant plant material in the lake which happened last year, however, it is more robust this year. The plant growth is indicative of the carp slowing their diet, giving plants a chance to grow.,

Will M. needed to review a capital administrative item with the board regarding a reclassification. Will stated in 2019 CLA received a generous donation from a family foundation to go toward a grass carp initiative. We reached out to the donors and asked if they would consider repurposing the donation as we are no longer procuring grass carp and have it go toward the science vessel. They agreed to reclassify and sent a letter to confirm.

Will Meikle made a motion to get the board's approval to reclassify \$8,000 from our restricted funds to our capital fund for use in the purchase of a research and education vessel in the future, Steve Kluge seconded, all in favor.

ADJOURN

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

The meeting adjourned at 7:23pm.

Respectfully submitted,

Joan Archer ^{DW}

Joan Archer, Secretary
Dee Wright, Administrative Coordinator



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TO: Town Clerks and CLA Delegates

FROM: Martin O'Connor, Chairman

DATE: January 8, 2024

SUBJECT: **CLA Meeting – January 10, 2024**

The Candlewood Lake Authority will hold a regular meeting on **Wednesday, January 10, 2024, at 7:00pm** via ZOOM. (*log-in information is below*)

AGENDA:

Call to Order:

1. Welcome Guests

- 2. Public Comment** - The Board welcomes public participation. Public may comment and/or participate in discussion when recognized by the Chair. Please limit to no more than three minutes per speaker. Please be concise.

3. Consent Agenda

Recommended motion: that the CLA Board approve all items on the Consent Agenda:

1. **Chairman's Report**
2. **Secretary's Report**
3. **Executive Director's Report**
4. **Director of Ecology's Report**
5. **Treasurer's Report**

- 4. Vote to add items to the agenda** – if required (items may be added to the agenda provided board approval is requested and approved by 2/3's prior to discussion and any vote).

5. Treasurer Update

- 6. Committee Reports:** Include discussion and updates on activities.

1. Public Safety
 - i. CLA Marine Patrol
2. Equipment / Facilities
3. Public Awareness
4. Watershed Management

7. New Business:

1. All business to come before the Candlewood Lake Authority.

Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/4727845265>

Meeting ID: 472 784 5265

One tap mobile +13126266799, 4727845265# US (Chicago) +19292056099,,4727845265# US (New York)

Find your local number: <https://us02web.zoom.us/u/kcsTlclP7H>



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Martin O'Connor, Chair
Candlewood Lake Authority
January 10, 2024

Year End & Transition

I'd like to take the opportunity to thank Marianne and Joan for all their support with my transition into the role of the Chair. 2023 was an enormous success under their direction and we are very proud of everything that was accomplished. I look forward to keeping the momentum going as we begin the calendar year 2024.

New Fairfield Office

The new office is now fully operational. I welcome all delegates to please stop in to visit the team, take a tour, and check out the great view of the lake.

Town Budget Reviews

The meetings are being set with the respective towns to review our budget request. I am requesting all delegates to please make every effort to attend their town meeting. I appreciate your support in advance in connecting with your town leaders.

Also, should any of the towns have questions or contact a Delegate regarding the proposed CLA budget /capital plan, for ease and consistency, please direct them to Will Meikle, our Treasurer to respond.

Freedom of Information Act [FOIA]

To ensure compliance, we plan to establish individual CLA email accounts for all staff, delegates, and marine patrol officers in early 2024.

Martin O'Connor

January 10, 2024

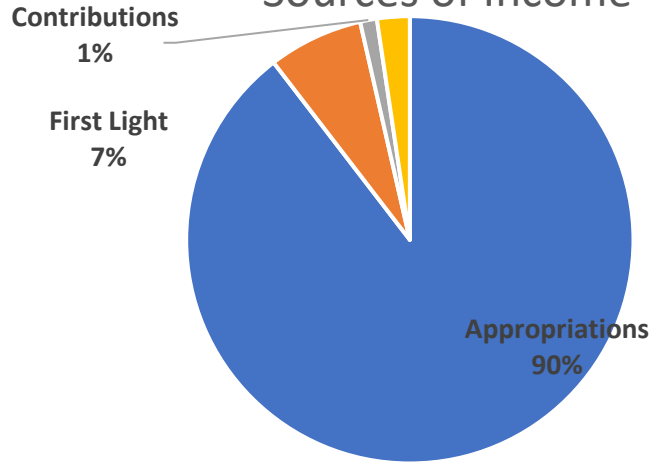
Finance Committee Financial Reporting December 2023



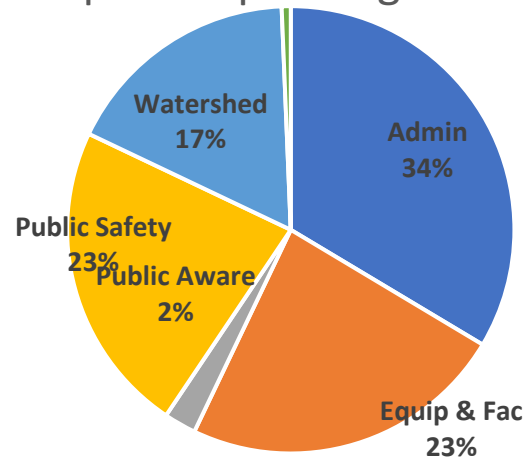
Income & Expense Overview

Results thru December 2023

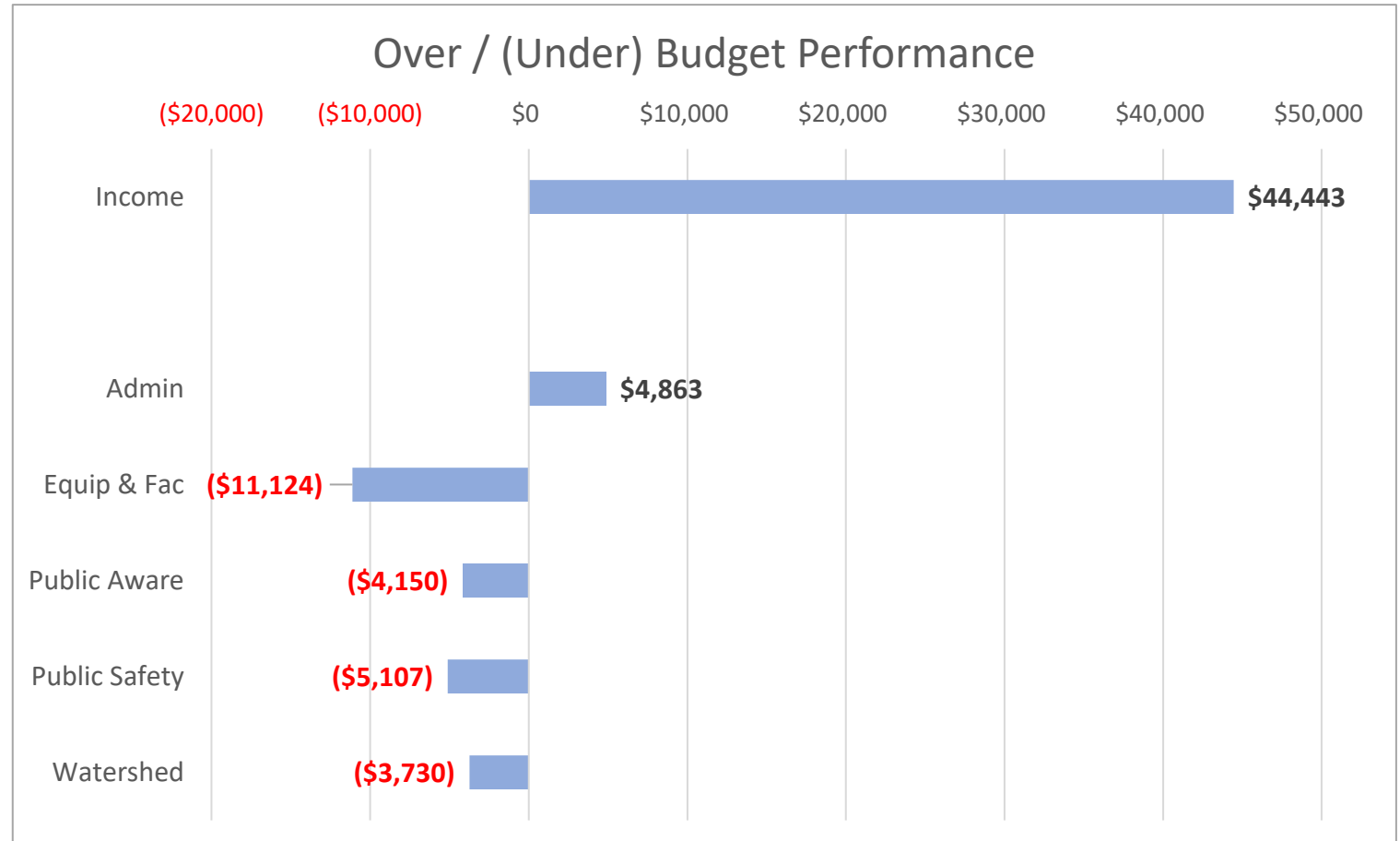
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Results thru December 2023

YTD December 2023	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$713,665	\$758,108	\$44,443	106%	\$754,595	\$799,038	\$44,443	106%
<u>Expenses</u>								
Administration	\$132,194	\$136,857	\$4,663	104%	\$256,773	\$261,436	\$4,663	102%
Equipment & Facilities	\$140,155	\$129,031	(\$11,124)	92%	\$179,782	\$168,658	(\$11,124)	94%
Public Awareness	\$9,950	\$5,800	(\$4,150)	58%	\$17,750	\$13,600	(\$4,150)	77%
Public Safety	\$108,897	\$103,790	(\$5,107)	95%	\$173,134	\$168,027	(\$5,107)	97%
Watershed Management	\$61,693	\$57,963	(\$3,730)	94%	\$132,156	\$128,426	(\$3,730)	97%
Total Expense	\$452,888	\$433,441	(\$19,447)	96%	\$759,595	\$740,148	(\$19,447)	97%
Other Income/Expense (net)	\$2,500	(\$12,275)	(\$14,775)		\$5,000	(\$9,775)	(\$14,775)	
Operating Surplus/(Deficit)	\$263,277	\$312,393	\$49,116	119%	\$0	\$49,116	\$49,116	-

* Accrual Basis Accounting

Key Drivers of the deltas to Budget



Income: Continues to exceed budget as Donations and Interest Income is tracking well ahead



Administration: Slightly over budget driven by higher Exec Director Wages, Insurance and Professional Services. Audit fees & fringe benefits are below budget due to timing.



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 and Gas & Oil cost



Watershed: Well below budget due to lower Fringe Benefits, and Professional Development cost.

Committee Details



Income Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Income						
901 · Appropriations	0.00	0.00	653,095.00	653,095.00	0.00	653,095.00
902 · Contribution from FirstLight	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00
903 · Interest	4,147.96	0.00	24,478.26	0.00	24,478.26	0.00
911 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
912 · Contributions and Donations	17,872.50	4,373.56	29,326.14	7,051.78	22,274.36	35,000.00
915 · Sponsorship -programs/activitie	0.00	1,561.98	0.00	2,518.48	-2,518.48	12,500.00
916 · Lake Patrol Services	0.00	0.00	1,200.00	0.00	1,200.00	2,000.00
917 · Buoy Contract	0.00	0.00	0.00	1,000.00	-1,000.00	2,000.00
921 · Grant Income - unrestricted	0.00	0.00	0.00	0.00	0.00	0.00
931 · Merchandise Sales	9.00		9.00		9.00	
Total Income	22,029.46	5,935.54	758,108.40	713,665.26	44,443.14	754,595.00



Administration Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Administration						
100 · Executive Director - Wages	7,800.00	7,163.75	46,800.00	42,982.50	3,817.50	85,965.00
101 · SS/Medi/CTUC	1,642.03	2,874.17	15,271.75	17,244.98	-1,973.23	34,490.00
101A · Workers Comp Insurance	2,214.00	375.00	4,428.00	2,250.00	2,178.00	4,500.00
102 · Exec Dir - Fringe Benefits	1,023.90	1,128.50	5,198.43	6,771.00	-1,572.57	13,542.00
110 · Admin. Coordinator - Wages	2,916.00	3,252.50	19,296.00	19,515.00	-219.00	39,030.00
112 · Admin Cor - Fringe Benefits	1,015.35	1,005.75	6,261.00	6,034.50	226.50	12,069.00
113 · Insurance	2,807.46	0.00	8,422.38	5,684.00	2,738.38	11,368.00
114 · Telephone	250.00	375.00	1,667.71	2,250.00	-582.29	4,500.00
115 · Office Supplies	531.68	491.67	2,472.04	2,949.98	-477.94	5,900.00
116 · Postage	2.07	83.33	47.10	500.02	-452.92	1,000.00
117 · Audit	0.00	7,500.00	0.00	7,500.00	-7,500.00	7,500.00
118 · Professional Services	159.00	850.00	8,122.50	5,215.00	2,907.50	10,315.00
119 · Bank and Service Fees	0.00	100.00	348.18	600.00	-251.82	1,200.00
121 · Expenses	101.22	83.33	525.62	500.02	25.60	1,000.00
122 · Internet Access	295.92	100.00	655.84	600.00	55.84	1,200.00
124 · Technology Hardware & Services	1,267.10	500.00	6,541.50	3,000.00	3,541.50	6,000.00
161 · Office Rent	1,432.86	1,432.83	10,799.39	8,597.02	2,202.37	17,194.00
Total Administration	23,458.59	27,315.83	136,857.44	132,194.02	4,663.42	256,773.00



Equipment & Facilities Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
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	2,395.75	3,600.00	21,320.51	21,465.00	-144.49	43,065.00
212 · Ops Mgr - Fringe Benefits	0.00	1,000.00	300.00	6,000.00	-5,700.00	12,217.00
221 · Sherman Base - Repairs/Maint	298.02	250.00	1,717.92	1,500.00	217.92	3,000.00
222 · Utilities - electric	509.63	375.00	1,209.66	2,250.00	-1,040.34	4,500.00
223 · Internet and Security Systems	13.81	125.00	423.32	750.00	-326.68	1,500.00
226 · Work Boats	1,180.39	500.00	3,447.87	3,000.00	447.87	6,000.00
227 · Vehicle	85.00	250.00	353.75	1,700.00	-1,346.25	3,500.00
228 · Dock and Trash Pick Up	0.00	85.00	0.00	490.00	-490.00	1,000.00
231 · Buoy Maintenance	258.00	0.00	258.00	1,000.00	-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	4,740.60	6,185.00	129,031.03	140,155.00	-11,123.97	179,782.00



Public Awareness Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Awareness						
413 · School Programs	0.00	0.00	0.00	550.00	-550.00	1,000.00
414 · Subscription services	92.89	333.37	546.14	1,999.78	-1,453.64	4,000.00
415 · Events and Displays	0.00	0.00	0.00	2,400.00	-2,400.00	4,000.00
417 · Fundraising	5,253.83	5,000.00	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	5,346.72	5,333.37	5,799.97	9,949.78	-4,149.81	17,750.00



Public Safety Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Safety					0.00	
300 · Lake Patrol Wages	0.00	288.50	43,827.35	49,315.60	-5,488.25	64,608.00
301 · CLAMP Chief Salary	3,333.34	3,333.33	20,000.04	20,000.02	0.02	40,000.00
311 · Boat Maintenance and Reimburse	3,844.50	8,000.00	11,137.92	11,590.00	-452.08	13,250.00
312 · Gas and Oil	252.00	0.00	19,768.26	21,935.39	-2,167.13	29,160.00
313 · Insurance	2,391.54	0.00	7,688.62	4,915.50	2,773.12	9,831.00
314 · Training	0.00	0.00	140.28	0.00	140.28	6,475.00
318 · Miscellaneous	0.00	0.00	519.76	400.00	119.76	1,000.00
321 · Radio & Equipment	0.00	0.00	180.66	100.00	80.66	1,810.00
322 · Uniforms	0.00	0.00	88.00	640.00	-552.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	438.84	0.00	438.84	2,000.00
Total Public Safety	9,821.38	11,621.83	103,789.73	108,896.51	-5,106.78	173,134.00



Watershed Management Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Watershed Management						
Total 500 · WM - Personnel Wages	5,782.72	5,761.67	34,635.27	34,569.98	65.29	69,140.00
502 · Dir. Ecology - Fringe	1,023.90	1,076.33	5,014.74	6,458.02	-1,443.28	12,916.00
511 · Lake and Stream Monitoring	4,241.20	0.00	9,122.36	9,300.00	-177.64	18,600.00
512 · E-Coli Bacteria Testing	0.00	0.00	3,000.00	1,100.00	1,900.00	2,000.00
513 · Cynobacteria testing (BG Algae)	0.00	0.00	0.00	1,100.00	-1,100.00	2,000.00
514 · Travel	0.00	250.00	1,834.18	1,500.00	334.18	3,000.00
515 · Equipment and Supplies	0.00	200.00	494.99	1,200.00	-705.01	2,500.00
531 · Professional Development	1,911.22	2,500.00	3,861.26	5,500.00	-1,638.74	5,500.00
532 · Engineering and Consulting	0.00	200.00	0.00	700.00	-700.00	16,000.00
599 · Miscellaneous	0.00	40.00	0.00	265.00	-265.00	500.00
Total Watershed Management	12,959.04	10,028.00	57,962.80	61,693.00	-3,730.20	132,156.00

Other (Restricted Grants) Income/Expense Details

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Total Miscellaneous	0.00	0.00	2,735.00	0.00	2,735.00	0.00
Other Income						
Income Restricted/Grants						
900-14A · CLERC _ Education	0.00	1,250.00	0.00	2,500.00	-2,500.00	5,000.00
9000 · Contributions - Restrict/Unbugt - Other	0.00		25,000.00		25,000.00	
900-21B · DEEP AIS (Lake Steward)	0.00	0.00	8,601.40	13,500.00	-4,898.60	18,000.00
900-20A · HMS Foundation Trust	0.00	0.00	0.00	0.00	0.00	0.00
Total Income Restricted/Grants	<u>0.00</u>	<u>1,250.00</u>	<u>33,601.40</u>	<u>16,000.00</u>	<u>17,601.40</u>	<u>23,000.00</u>
Total Other Income	0.00	1,250.00	33,601.40	16,000.00	17,601.40	23,000.00
Other Expense						
Expense Restricted/Grants						
800-14A · CLERC - Education	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00		294.55		294.55	
800-20A · HMS Foundation Trust	0.00	0.00	25,000.00	0.00	25,000.00	0.00
Total 8400 · Assigned Expense	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
Total Expense Restricted/Grants	<u>0.00</u>	<u>0.00</u>	<u>41,432.35</u>	<u>13,500.00</u>	<u>27,932.35</u>	<u>18,000.00</u>
Net Other Income	<u>0.00</u>	<u>1,250.00</u>	<u>-7,830.95</u>	<u>2,500.00</u>	<u>-10,330.95</u>	<u>5,000.00</u>

Capital Summary for Fiscal Year 2023/2024

Capital Summary for Fiscal Year 2023/2024			
Opening Balance as of July 1, 2023			\$387,714
Appropriations			
Annual Capital Appropriation	Aug		\$100,000
Donation - HMS Foundation	Nov		\$25,000
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)	
Total Expenditures			(\$120,545)
Closing Balance as of December 31, 2023			\$392,169

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



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January 10, 2024
Executive Director
Mark Howarth

Monthly Report

- We have been finishing up our relocation to the new office, including finalizing our IT transition. We are enjoying the new office and I am looking forward to the coming months and years there.
- We completed our budget presentation documents and have sent those over to the municipalities. We will be going through the budget process with each of our five municipalities in the next couple of months.
- We have been receiving contributions from our annual report and appeal. We are thankful for the support of the Candlewood community and look forward to being able to provide an update next month.
- I took some vacation time and have been enjoying the time away but I am looking forward to getting back and preparing for the 2024 season.



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J. Neil Stalter

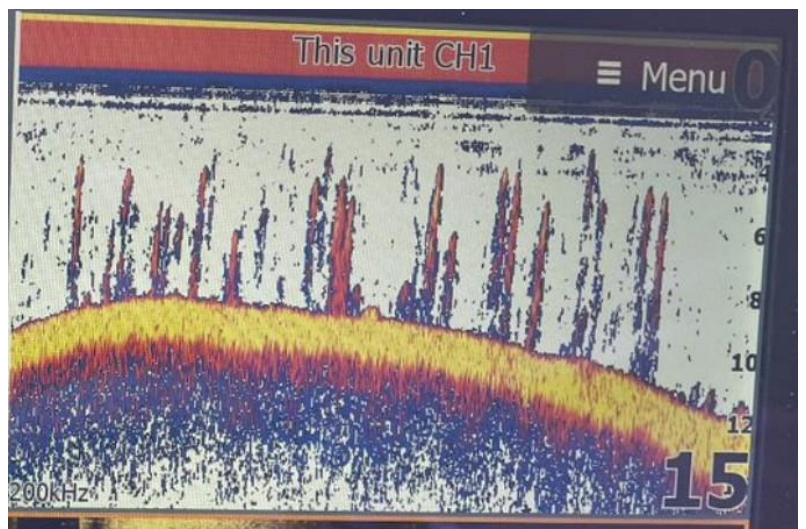
Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: January Monthly Report

Date: 1/10/2024

- We have completed our move to the new office in New Fairfield and it's great! We have our IT working as normal again, and the view can't be beat. Thanks so much for everyone who's work made the move possible. Looking forward to summer-time right on the water!
- I completed the Lake Steward Report, and that will be included in the materials sent to the board. This is the final draft, so it will go through one final edit, and then we will finalize and send to the towns and other stakeholders. Lots of really interesting and informative data from them, so a big thank you to our stewards who of course make the program possible.
 - If you have any questions, feel free to give me a call.
- I reviewed the nuisance plant report from FirstLight and I recommended to the watershed committee that we need not submit official comments to FL to publish with the report, as everything looked as expected. We will be having a the technical committee meeting in the coming months where we will go over the report as well as discuss the plans for next year.
- DEEP Fisheries made me aware of a small survey that was conducted to look for plants in the lake, and many plants were found! There were beds of milfoil



growing all the way up to 6ft tall all below the depth of 10ft, which is a pretty strong indication that the deep drawdown last year had an impact.

- This phenomenon was seen last year as well, but the growth is more robust this year. Hopefully the shallow drawdown and carp removals will help the plants begin to recover in the spring.
- I am now working on the water quality report and plan to have that finished for the board soon.
- I have begun preparing the materials for the grant submission for the Lake Steward funding for 2025! We are all set for 2024, and funded for the year. This grant submission is due at the end of the month, and I'm feeling confident that the good results of the program so far will help funding continue.
 - We are planning so far ahead to help workflow moving forward when getting award notifications and submitting reimbursements to DEEP.
- We will be submitting a RFP for the nutrient budget project this month to begin this summer! We look very forward to the project, as it will form the groundwork for a comprehensive lake management plan, including management of all nutrient sources.
- I hope everyone had a relaxing and happy holiday season with family and friends!