



CANDLEWOOD LAKE AUTHORITY

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

Minutes of Regular Meeting November 20, 2019

Attending:

P. Schaer	Sherman
J. Wodarski	New Milford
M. Toussaint	New Milford
S. Kluge	New Milford
W. Lohan	Brookfield
M. Gaffey	Brookfield
J. Archer	New Fairfield
D. Rosemark	Danbury
C. Robinson	Danbury

Absent:

J. Murphy	Brookfield
G. Linkletter	Sherman
D. Cushnie	Sherman
E. Siergiej	Danbury
B. Licht	New Fairfield
J. Main	New Fairfield

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

Recorder: J. Usher

Guests: There were two members of the public.

Chairman, Phyllis Schaer, called the regular meeting of the Candlewood Lake Authority to order at 7:40PM. at Brookfield Town Hall Brookfield, CT. Mrs. Schaer welcomed new Administrative Coordinator, Jeannine Usher.

Public Comment:

none

Secretary's Report

Joan Archer has concerns about the October 2, 2019 minutes where Khris Hall commented on the annual weed mapping. She noted that Khris used the word continuity instead of balance and will forward Khris Hall's comments.

Joan Archer made a motion to amend the October 2, 2019 minutes as follows below, seconded by Marianne Gaffey, and voted with all in favor.

Mrs. Archer's recommendation to change the Oct. 2, 2019 minutes as follows:
Khris Hall, Selectman from New Fairfield spoke to the delegates of the importance of maintaining continuity with the weed mapping of Candlewood Lake and how New

Fairfield supports the weed mapping report from the consultant who had done the mapping for over ten years i.e. Connecticut Agricultural Experiment Station (CAES). She stated, in order to make sure interests are balanced, there needs to be a voice outside of FirstLight on the issue of weed mapping. To ensure continuity of scientific approach and maintain a balance of interests, the New Fairfield Board of Selectmen has allocated \$7,000 to continue the work of CAES in weed mapping, contingent upon the CLA and two other member towns contributing to the cost.

Phyllis Schaer made a motion to include notice that Marianne Gaffey was appointed as Co-Chair of Public Awareness, seconded by Mark Toussaint, and voted with all in favor.

Mark Toussaint made a motion to approve the changes for the October 2, 2019 minutes, seconded by Joan Archer, and voted with all in favor.

Candlewood Lake Authority Marine Patrol:

Update will be given during Public Safety Committee Report.

Chairman's Report:

Mrs. Schaer updated the members on her report. The CLAMP reviews were reviewed. She attended the NALMS conference last week with Mark Howarth, Neil Stalter and Steve Kluge. She would like to share the highlights of the courses they attended. She enjoyed the aquatic plants identification workshop. Several talks focused on proper application of road salts and its effect on water quality. Mrs. Schaer suggested the CLA may want to provide the towns with a white paper with more detailed information on this topic.

Mark Howarth and Neil Stalter attended a workshop at NALMS on storm water management. Neil Stalter attended a watershed management workshop and Mr. Howarth also attended a harmful algal bloom workshop.

Mrs. Schaer attended a session on U.S. National Lake Assessment Program by the EPA. She noted that they now have software in the beta stage which can be used to input water quality data for a specific lake you care about. You can then see how it compares and ranks on a National, regional and state level with data collected by National Lakes Assessment program. CT DEEP recently received a test copy and we may be able utilize it for Candlewood Lake. We will be in touch with DEEP Environmental Analyst Tracy Lizotte to investigate further.

Mrs. Schaer discussed her letter to the CEOs requesting funds for Nuisance Plant Weed mapping. The CLA approved a minimum of \$3500 from the current watershed committee budget. The Town of New Fairfield is willing to provide \$7,000. Mrs. Schaer can bring the request back to Sherman. The CLA is requesting \$2,400 per municipality. (\$9,400 divided by 4). Mrs. Gaffey will assist with the editing of the CEO letter. The letter will request a response be returned to the CLA by the end of February 2020. Mr. Stalter will work with Mrs. Gaffey and Mrs. Schaer and send a revised letter to the delegates.

There was a discussion on hiring Greg Bugbee of CAES to continue Nuisance Plant Weed Mapping for Candlewood Lake next summer. The CLA will approach First Light and the technical committee to see if a mutual agreement can be reached to work together.

Mrs. Schaer reminded all the delegates of the Annual Dinner on Nov 22nd. All the town CEO's have been invited. Mayor Boughton is not available.

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

Refer to Watershed Committee report.

Treasurer's Report:

The report was not approved in September. Both September 2019 and October 2019 will be voted on. Bill Lohan went through the report with the delegates. There are two items that we need to transfer.

Mr. Lohan made a motion to approve the following two line transfers for a total amount of \$1099.53, seconded by Chris Robinson with all in favor.

1. Bank Services Fee, line 119 for \$477 to HR Expenses, Line 151.
2. Lake Patrol Wages – Amin, Line 300B for \$622.53 to Lake Patrol Wages – on water, Line 300.

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

Mr. Lohan reviewed the budget worksheet with the delegates. He discussed the last page in yellow, highlighting the increase in the budget. In Equipment and Facilities, the Capital Item Replacement Fund line was increased by \$8,500. Mr. Howarth discussed the reason increased funding was necessary. This fund is for any single non-recurring purchases that are not already in the budget, and would include Patrol Boats, Work Boats, CLA Pick up Truck, PWCs Docks, etc.

Mrs. Schaer suggested forming an ad hoc committee with Chris Robinson, Doug Cushnie and Joe Wodarski to look into the used boat at Echo Bay.

Public Safety has requested an increase in their on and off water wages, line 300 which is partially offset in a reduction of the Admin Line 300A. The proposed net increase is \$7,000 on and off water wages.

The proposed budget has increases in Public Safety, Watershed, Admin, Equipment/Facilities.

Mrs. Archer suggested the CLA request more money from First Light as operating cost have increased and there has been no increase in funds provided by First Light. Mrs. Gaffey agreed with Mrs. Archer and suggests this be discussed further. Steve Kluge discussed his point of view regarding the weed mapping study. Mr. Toussaint noted that

some of the Weed Mapping cost are projected to be offset in our Watershed budget by cost savings in other line items. Is this 33% of the budgeted increase that the CLA is asking from the towns the best use of that money?

Neil Stalter provided the board with the background of the reporting of the weed mapping. Mr. Salter stated that the 2018/2019 reports from Greg Bugbee would be of value to the CLA.

Executive Director's Report:

Mark Howarth presented his report to the delegates. Doug Cushnie has been a big help keeping the operations department on track during the season. Mr. Howarth is working on the appeal letter, and hoping to get it out in early December. Mr. Howarth welcomed Ms. Usher to the CLA. Mr. Howarth is working on getting new merchandise in for the CLA store.

Director of Ecology and Environmental Education:

Mr. Stalter presented his monthly report to the delegates. Water quality is good. AER sent in the plankton analysis. Mr. Stalter reached out to delegates of each town for a Lake Management Plan. He recently spoke at the Danbury Garden Club and attended NALMS conference in Vermont. He presented at the AP Science class at New Fairfield High School.

Administrative Coordinator Update

Jeannine Usher is working on the following:

- Ms. Usher is grateful for the warm welcome and is happy to be part of the CLA Team.
- Purging, moving, organizing files.
- Ms. Usher set up a shared staff calendar
- Securing a new copier lease
- Outsourcing Payroll
- Other possible office improvements: water, cleaning service, paint, new carpet
- Ms. Usher is focusing on getting familiar with all the CLA processes including deadlines for agendas, minutes and the committees.
- Ms. Usher wishes to attend a Quick Books training in late 2019/early 2020.

Committee Reports

Public Safety Committee:

Mr. Wodarski said we received applications for CLAMP new hires. The process is moving forward and will move into the interview process.

Equipment/Facilities Committee:

No update, all provided in Executive Director's Report
Candlewood Lake Authority

Public Awareness Committee:

No update, all provided in Executive Director and Director of Ecology's reports.

Watershed Management Committee:

Mark Toussaint discussed water quality monitor program which is coming back in-house. There may be a few items that he asked Neil Stalter to possibly outsource. There are a lot of obstacles with a boat wash station program here that we have been unable to resolve.

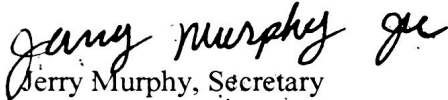
The lake management plan was discussed. Mr. Stalter offered to create a presentation for December. Mr. Stalter will request a year-end report and presentation from AER to be done in January.

Old/New Business:

Marianne Gaffey suggested a strategic planning session on Sat, January 11, 2020.

Joe Wodarski made a motion to adjourn, seconded by Joan Archer, with all voting in favor. The meeting adjourned at 9:56pm.

Respectfully submitted,



Jerry Murphy, 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***



CANDLEWOOD LAKE AUTHORITY

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November 20, 2019
Executive Director
Mark Howarth

Monthly Report:

- **Budget:** Work continued on preparing a draft budget for the 2020/2021 fiscal year and we went through all of the budget lines and descriptions.
 - We worked to create a Capital Improvement Project Fund line amount based on our capital item replacement projected needs. We plan to create a draft replacement schedule as well.
 - We did additional work with Public Safety to revise their proposed budget based on the expenses and projected needs of the Patrol.

- **North American Lakes Management Society Conference:** From November 11th through the 15th Neil Stalter, Phyllis Schaer, Steve Kluge and I attended the NALMS conference, held this year in Burlington, VT. It was extremely informative, and we learned a lot that week.



On Monday and Friday of the conference week I attended two half-day workshops, both of which expanded my knowledge base on their respective topics. One was titled "Understanding Harmful Algal Blooms" and the other was "Stormwater Management for Lake Managers".

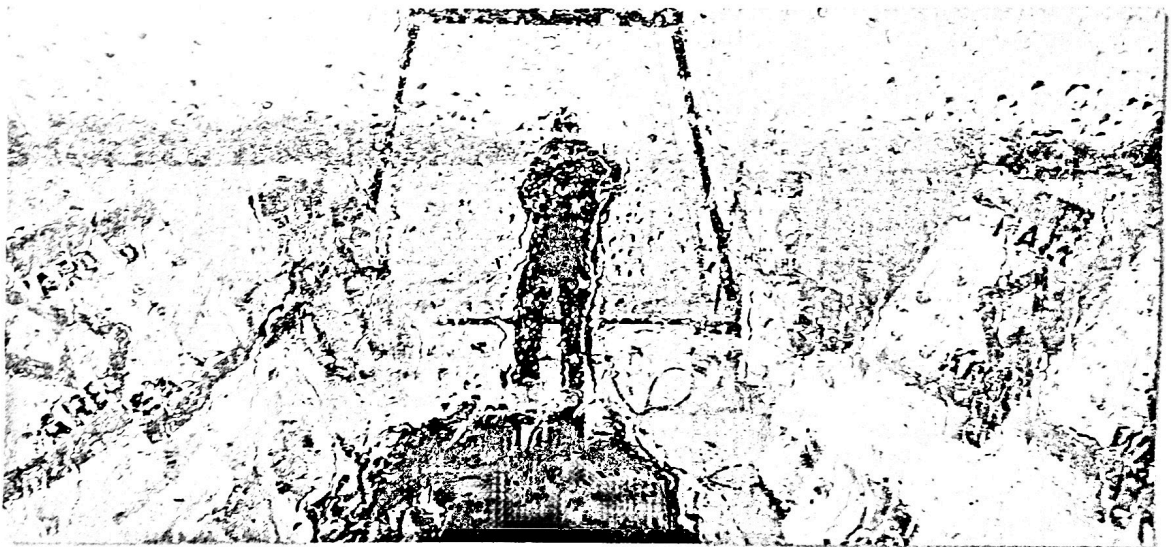
In addition to the workshops, I attended numerous 25 minute talks from various presenters including...

- Dogs vs. Veligers
- A Multi-Criteria Analysis Tool to Guide Rehabilitation of Lake Chatauqua, NY
- Lake Smart: Evolution of a Model for Lake Protection

- The Vermont Lake Wise Program – How It's Working to Improve Shoreland Development Practices
- Managing and Restoring Lakes: An Integrated Approach
- Awareness and Perceptions of Cyanobacteria and Their Health Risks: A Survey of Vermonters
- A Reduction in Spring Mixing Due to Road Salt Runoff Entering Mirror Lake, Lake Placid, NY
- Telling the Story of Indiana Lake Water Quality with Interactive Web-based Mapping and Data Visualization
- Introduction to Lakes Online: A New Approach to Increasing Public Understanding of Lake Ecology and Management
- Invasive Species Detection in Northeast Regional Lakes Using Environmental DNA

....and many more!

- **Operations:** In the absence of an operations manager, Doug Cushnie and I have been working closely to ensure that the work of the operations department is done for the fall season in preparation for winter.
 - **Buoys:** I spent a number of days on the water with Doug removing, cleaning and storing the hazard, speed and navigation buoys.
 - **Boats and Docks:** I worked with Doug to get some of the boats and docks ready for winter prior to leaving for NALMS. Doug completed the remainder of the work on the boats and Sherman base docks.



- **Appeal Letter:** We are working on writing and designing the end-of-year appeal letter and preparing the information necessary to mail that appeal. This letter is planned to go out in December for those who wish to donate to the CLA. We are working with the printer and mailing service to complete this task.
- **New Administrative Coordinator:** We have welcomed Jeannine to our office and it's hard to believe it's already been four weeks since she arrived. After some training time with Frances, she and our staff are working hard to ensure the CLA continues on track.

- **Online Store:** We are looking forward to holiday sales at our online store. We are producing some new items that we will be offering for this season.
- **Boat Count Procedure:** I have written a "Boat Count Procedure" so that we have that document on file. It includes detailed directions on how we conduct the annual boat count.
- **IT/Website Updates:** We are looking into how we can best update our information storage and access capabilities. Dan Rosemark is assisting in this process as we look at various options.
- **Strategy Session:** We would like to schedule a CLA strategy session on the morning of January 11th.



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: November Meeting: Monthly Report

Date: 11/20/19

- **WQ Monitoring 2019:** The sixth and final water quality monitoring trips were conducted on Monday October 28th for Candlewood, and Tuesday October 29th for Squantz. As of this writing we are awaiting final lab results from HydroTech for September and October monitoring. Once those are received, all results will be forwarded to AER so that they can begin writing the year end report and analysis, as well as prepare a presentation for the board early next year. There will still be water quality summaries written for September and October that we will post on the website.
 - I wrote a joint water quality summary for July and August which has been posted on the website and advertised on a fall newsletter sent to our email contacts.
 - Reflecting on 2019 water quality wise, it was a good season with lots of indications of the public making progress to preserve and protect the lake. Water clarity remained good throughout the year, nutrient levels were normal, if indicative of substantial internal loading, there were very few significant blue-green algae blooms (so far), and we received multiple reports that the public was really pleased with the state of the plant community in the lake this year.
 - Thank you to AER for doing the monthly plankton analysis! All of those monthly reports are available upon request.
 - All of these findings will be put in more context once we get a chance to fully analyze them and compare them to historical measurements.

- Work has begun on the lake management plan, as a document is beginning to take form. Steve and I will begin work in earnest now that the season is coming to a close.
 - I wrote a public notification about the LMP that was posted on our website, Facebook, and emailed to our email list.
 - Learned lots of valuable information and insight from NALMS this year about creating a LMP and engaging the community and stakeholders to ensure the document is robust and sustainable!

- I've reached out to certain delegates to reach back out to their CEOs about appointing an LMP Subcommittee representative for their town. If you have any questions, feel free to touch base with me.
- I visited the Danbury Garden Club to speak at their monthly meeting and discuss some of the projects that the CLA is working on, and answer any of their questions about the lake and the organization.
 - It was a great morning, and everyone loved learning more about the CLA and Candlewood Lake! Thank you to the Danbury Garden Club for having me, and for a very generous donation to the CLA.
- I attended the second session of the Lakes Symposium that WestConn is hosting about our local lakes and the threats facing them. October's was about harmful algal blooms, and featured speakers from DEEP as well as Dr. Wong from WestConn.
 - Thank you to Dr. Pinou and WestConn for organizing and hosting these events!
- Mark H., Phyllis, Steve, and I attended NALMS in Burlington VT this year. It was a great week where I learned a lot about new research that is occurring about lakes around the country and world, as well as a great number of things that can be adapted for Candlewood.
 - We also had the pleasure of meeting and networking with other lake professionals and lake managers whose insights were great to answer some of our questions.
 - I will take what we've learned at NALMS this year and be able to drill down while here at the office to really be able to apply it to Candlewood.
- I wrote a letter, as voted on in October's board meeting, to request funding for the CAES report of the plant community in Candlewood Lake from the five towns around the lake.
- I made a new PowerPoint about invasive species and their effects on lake ecosystems (particularly Candlewood Lake) and will be presenting that to the New Fairfield High School AP Environmental Science class on Wednesday Nov. 20th.
 - We will be able to repurpose this (and any other educational presentations) for future events and speaking engagements!
- I'm continuing to add to historical data organization in quiet moments.
- Mark and I created a program proposal/plan for the new ARK community education program we plan to launch next year.
- We welcomed our new Administrative Coordinator, Jeannine, to the office this month and she's fit in great! I can't wait to continue to work with her.