



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 13, 2024 - 7:00PM via ZOOM

ATTENDING:

M. O'Connor Sherman
J. Archer New Fairfield
J. Main (7:01pm) New Fairfield
M. Gaffey Brookfield
W. Meikle Brookfield
B. Lohan Brookfield
C. Robinson Danbury
D. Rosemark (7:02pm) Danbury
M. Toussaint New Milford
J. Wodarski New Milford

ABSENT:

P. Schaer Sherman
D. Cushnie Sherman
B. Licht New Fairfield
E. Siergiej Danbury
S. Kluge New Milford

M. Howarth, Executive Director
N. Stalter, Director of Ecology and Environmental Science
D. Wright, Administrative Coordinator
N. Mellas, Chief

Recorder: D. Wright

Guests: 1

Chairman, **Martin O'Connor**, called the meeting to order at 7:00pm.

PUBLIC COMMENT

none

CONSENT AGENDA

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

Will stated we are tracking ahead of budget for February primarily due to increased income from donations, the business partnership program and interest income.

Jeff Main 7:01pm

Will stated we are slightly below expense spending, but we anticipate seasonal budget inflationary pressures, fuel, oil will be a factor as we finish out the year.

Dan Rosemark joined 7:02pm

PUBLIC SAFETY (Mark Howarth and Nick Mellas)

Mark mentioned we are working with DEEP to update the MOA for the beginning of the season. Prep has begun for the patrol season. Nick mentioned that training for new officers and returning officers has begun including additional online courses that DEEP suggested our officers take. We have dates for DEEP training. Nick stated meetings on software for the patrol tablets have been taking place.

EQUIPMENT & FACILITIES (Mark Howarth)

Mark stated Michael completed the new floor in the Serman base and the bathroom has been painted and is ready for the season. The only thing outstanding in the base is a new roof but the inside and outside have been painted, base is looking good. Mike posted the new zebra mussel signs at the town and state ramps which updates the language and design. Buoys will be going in next month.

PUBLIC AWARENESS (Joan Archer)

Neil and Mark presented to Danbury High School on careers in environmental science. Neil is doing a webinar on zebra mussels. May 18 is planned for clean-up day. A vendor has been engaged to make short video clips for public safety and environmental topics. Sending out letters soon to business partners, magnets are being worked on but fine-tuning the color.

WATERSHED MANAGEMENT (Neil Stalter)

Neil stated webinar on Tuesday the 19th will be about informing people about the current status of the zebra mussels and what to expect. It will be recorded and available on YouTube the day after. We've begun receiving bids for the nutrient budget project and we will go over the bids next week in the watershed meeting. We will have four primary pushes this season: the nutrient budget, working with the State to expand the enclosure project sustainably, the lake steward program, education and monitoring the zebra mussels.

ADJOURN

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

The meeting adjourned at 7:17pm.

Respectfully submitted,

Joan Archer ^{DW}

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.



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

Martin O'Connor, Chair
Candlewood Lake Authority

March 11, 2024

Meetings with Municipal Leaders

All required meetings with the respective towns have been completed. I enjoyed attending each of the town meetings and connecting with the representatives as the CLA Chair.

We were informed on March 11th that the Town of Danbury has completed several staff changes. Specifically, the Finance Director we presented to in February has been replaced. We will meet with the new contact if required with regard to our budget.

Delegate Initiative

I plan to have a small team [one delegate from each town] to assist with developing a level of expectations document. The intent is to ensure a consistent and appropriate level of engagement from all delegates. I look forward to updating you all in our April meeting.

New Fairfield Office

The recently elected New Fairfield Selectman, Melissa Lindsey, visited the team and toured our new offices on February 20th. Melissa expressed her pleasure with the entire CLA team and that we were back on the lake in New Fairfield. A special thank you from me to our New Fairfield Delegates for joining the meeting.

DEEP Meeting

Positive progress continues as we work together on providing feedback to the draft MOA.

Martin O'Connor

March 11, 2024

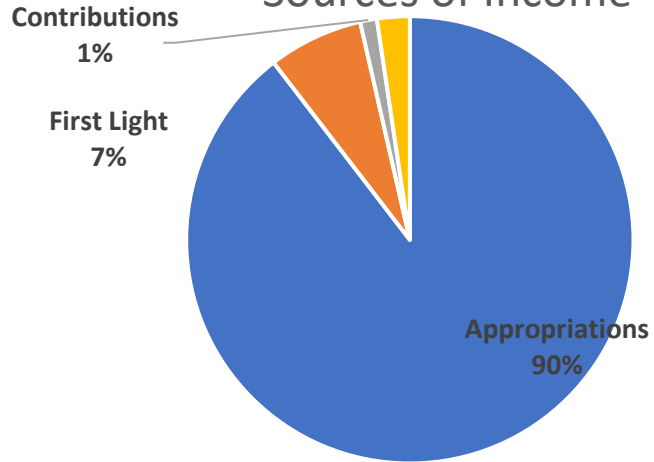
Finance Committee Financial Results February 2024



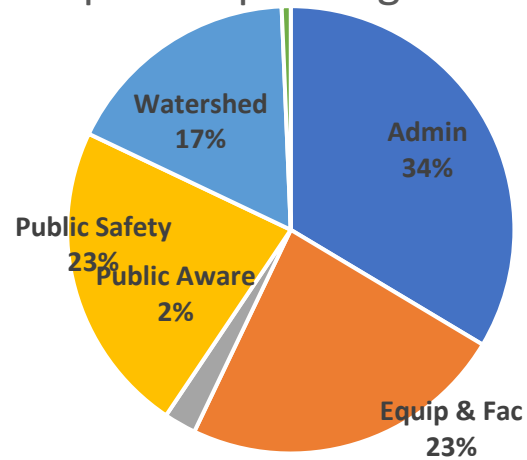
Income & Expense Overview

Results thru January 2024

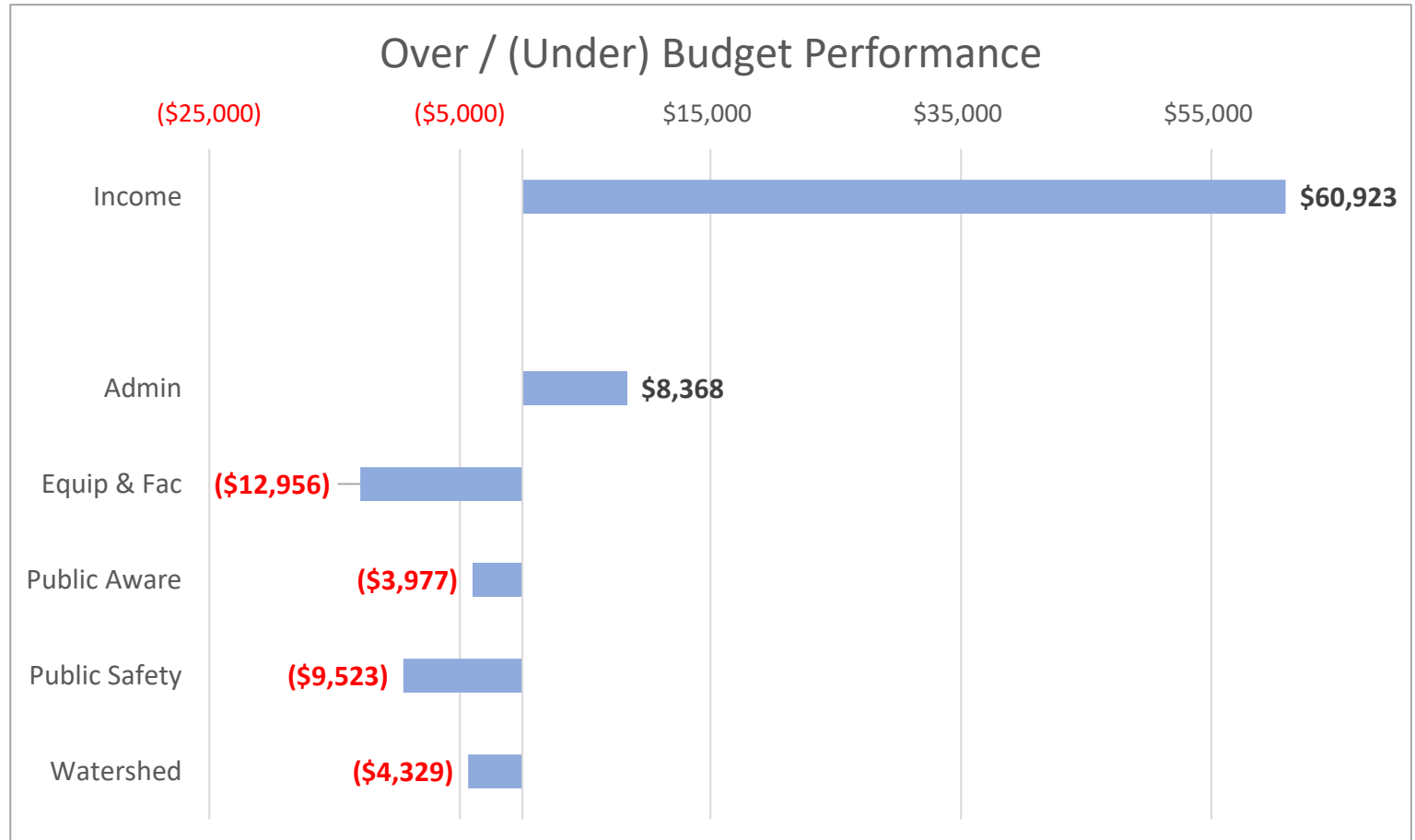
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Results thru January 2024

YTD February 2024	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$733,380	\$794,303	\$60,923	108%	\$754,595	\$815,518	\$60,923	108%
Expenses								
Administration	\$174,668	\$183,036	\$8,368	105%	\$256,773	\$265,141	\$8,368	103%
Equipment & Facilities	\$152,625	\$139,669	(\$12,956)	92%	\$179,782	\$166,826	(\$12,956)	93%
Public Awareness	\$10,617	\$6,640	(\$3,977)	63%	\$17,750	\$13,773	(\$3,977)	78%
Public Safety	\$123,146	\$113,624	(\$9,523)	92%	\$173,134	\$163,611	(\$9,523)	94%
Watershed Management	\$79,629	\$75,300	(\$4,329)	95%	\$132,156	\$127,827	(\$4,329)	97%
Total Expense	\$540,685	\$518,269	(\$22,416)	96%	\$759,595	\$737,179	(\$22,416)	97%
Other Income/(Expense)	\$2,500	(\$2,513)	(\$5,013)		\$5,000	(\$13)	(\$5,013)	
Operating Surplus/(Deficit)	\$195,195	\$273,521	\$78,326	140%	\$0	\$78,326	\$78,326	-

* Accrual Basis Accounting

Key Drivers of the deltas to Budget



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



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, Gas & Oil cost, and Uniforms



Watershed: Well below budget due to lower Fringe Benefits, and Professional Development cost, offset by higher lab testing.

Committee Details



Income Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</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	7,848.64	0.00	32,326.90	0.00	32,326.90	0.00
911 · Miscellaneous Income	46.17	0.00	46.17	0.00	46.17	0.00
912 · Contributions and Donations	11,996.92	13,384.55	56,634.61	21,578.19	35,056.42	35,000.00
915 · Sponsorship -programs/activitie	0.00	4,780.20	0.00	7,706.49	-7,706.49	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	1,000.00	1,000.00	0.00	2,000.00
Total Income	19,891.73	18,164.75	794,302.68	733,379.68	60,923.00	754,595.00



Administration Expense Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Administration						
100 · Executive Director - Wages	7,800.00	7,163.75	62,400.00	57,310.00	5,090.00	85,965.00
101 · SS/Medi/CTUC	2,052.49	2,874.17	19,502.58	22,993.32	-3,490.74	34,490.00
101A · Workers Comp Insurance	0.00	375.00	4,428.00	3,000.00	1,428.00	4,500.00
102 · Exec Dir - Fringe Benefits	977.82	1,128.50	8,019.15	9,028.00	-1,008.85	13,542.00
110 · Admin. Coordinator - Wages	2,652.00	3,252.50	25,044.00	26,020.00	-976.00	39,030.00
112 · Admin Cor - Fringe Benefits	969.27	1,005.75	8,245.62	8,046.00	199.62	12,069.00
113 · Insurance	0.00	0.00	8,422.38	8,526.00	-103.62	11,368.00
114 · Telephone	250.00	375.00	2,167.71	3,000.00	-832.29	4,500.00
115 · Office Supplies	759.21	491.67	3,928.23	3,933.32	-5.09	5,900.00
116 · Postage	2.69	83.33	49.79	666.68	-616.89	1,000.00
117 · Audit	0.00	0.00	7,500.00	7,500.00	0.00	7,500.00
118 · Professional Services	169.20	850.00	11,230.95	6,915.00	4,315.95	10,315.00
119 · Bank and Service Fees	0.00	100.00	734.22	800.00	-65.78	1,200.00
121 · Expenses	153.70	83.33	685.76	666.68	19.08	1,000.00
122 · Internet Access	89.98	100.00	835.80	800.00	35.80	1,200.00
124 · Technology Hardware & Services	501.40	500.00	8,875.37	4,000.00	4,875.37	6,000.00
161 · Office Rent	1,100.00	1,432.83	10,966.53	11,462.68	-496.15	17,194.00
Total Administration	17,477.76	19,815.83	183,036.09	174,667.68	8,368.41	256,773.00



Equipment & Facilities Expense Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</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	2,315.12	3,600.00	27,000.76	28,665.00	-1,664.24	43,065.00
212 · Ops Mgr - Fringe Benefits	0.00	1,000.00	650.00	8,000.00	-7,350.00	12,217.00
221 · Sherman Base - Repairs/Maint	2,181.78	250.00	4,954.54	2,000.00	2,954.54	3,000.00
222 · Utilities - electric	0.00	375.00	2,220.87	3,000.00	-779.13	4,500.00
223 · Internet and Security Systems	13.81	125.00	558.92	1,000.00	-441.08	1,500.00
226 · Work Boats	0.00	500.00	3,447.87	4,000.00	-552.13	6,000.00
227 · Vehicle	124.38	300.00	578.13	2,300.00	-1,721.87	3,500.00
228 · Dock and Trash Pick Up	0.00	85.00	0.00	660.00	-660.00	1,000.00
231 · Buoy Maintenance	0.00	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	4,635.09	6,235.00	139,669.09	152,625.00	-12,955.91	179,782.00



Public Awareness Expense Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</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	68.89	333.37	1,385.70	2,666.52	-1,280.82	4,000.00
415 · Events and Displays	0.00	0.00	0.00	2,400.00	-2,400.00	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	68.89	333.37	6,639.53	10,616.52	-3,976.99	17,750.00



Public Safety Expense Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Safety						
300 • Lake Patrol Wages	82.89	577.00	43,910.24	50,181.10	-6,270.86	64,608.00
301 • CLAMP Chief Salary	3,333.34	3,333.33	26,666.72	26,666.68	0.04	40,000.00
311 • Boat Maintenance and Reimburse	2,964.50	0.00	14,102.42	11,590.00	2,512.42	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	7,688.62	7,373.25	315.37	9,831.00
314 • Training	120.00	0.00	260.28	0.00	260.28	6,475.00
318 • Miscellaneous	0.00	100.00	519.76	600.00	-80.24	1,000.00
321 • Radio & Equipment	0.00	0.00	180.66	100.00	80.66	1,810.00
322 • Uniforms	0.00	1,600.00	88.00	4,700.00	-4,612.00	5,000.00
324 • CLAMP Services - Fireworks	0.00	0.00	438.84	0.00	438.84	2,000.00
Total Public Safety	6,500.73	5,610.33	113,623.80	123,146.42	-9,522.62	173,134.00



Watershed Management Expense Details

	<u>Feb 24</u>	<u>Budget</u>	<u>YTD Feb Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Watershed Management						
500 · WM - Personnel Wages						
500A · Dir. Ecology - Wages	5,761.66	5,761.67	46,093.28	46,093.32	-0.04	69,140.00
Total 500 · WM - Personnel Wages	5,761.66	5,761.67	46,093.28	46,093.32	-0.04	69,140.00
502 · Dir. Ecology - Fringe	985.62	1,076.33	7,629.20	8,610.68	-981.48	12,916.00
511 · Lake and Stream Monitoring	0.00	0.00	11,201.70	9,300.00	1,901.70	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	2,000.00	-165.82	3,000.00
515 · Equipment and Supplies	886.21	200.00	1,456.57	1,600.00	-143.43	2,500.00
531 · Professional Development	224.00	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	4,000.00	-4,000.00	16,000.00
599 · Miscellaneous	0.00	30.00	0.00	325.00	-325.00	500.00
Total Watershed Management	7,857.49	10,318.00	75,300.19	79,629.00	-4,328.81	132,156.00

Other (Restricted Grants) Income/Expense Details

Other Income/Expense						
Other Income						
900-14A · CLERC _ Education	0.00	0.00	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)	17,400.40	0.00	17,400.40	13,500.00	3,900.40	18,000.00
Total Other Income	17,400.40	0.00	42,400.40	16,000.00	26,400.40	23,000.00
Other Expense						
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 Other Expense	0.00	0.00	41,432.35	13,500.00	27,932.35	18,000.00
Net Other Income	17,400.40	0.00	968.05	2,500.00	-1,531.95	5,000.00

Capital Summary Status

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
Donation - KFF Foundation	Jan		\$8,000
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 February 29, 2024			\$400,169

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



Balance Sheet Summary

				Feb 29, 24
ASSETS				
Current Assets				
		1120 · USB Checking -0212		901,109.75
		11000 · Accounts Receivable		51,055.15
Total Current Assets				952,164.90
TOTAL ASSETS				952,164.90

				Feb 29, 24
LIABILITIES & EQUITY				
Current Liabilities				
		2000 · Accounts Payable		6,447.32
		24000 · Payroll Liabilities		1,168.75
		2500 · Accrued Expenses		6,995.00
		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		950.00
		Total 2700 · Deferred Grant Income		20,538.06
		700 · Due to/from CapitalProject Fund		400,168.31
Total Current Liabilities				435,317.44
Total Liabilities				435,317.44

				Feb 29, 24
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		0.00
		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		273,521.20
Total Equity				516,847.46
TOTAL LIABILITIES & EQUITY				952,164.90



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

March 11, 2024
Executive Director
Mark Howarth

Monthly Report

- We completed the budget presentation process with our municipalities, our final two presentations to Sherman and New Milford. We thank the municipalities for the opportunity to present our proposed 2024/2025 budget and discuss the lake and we look forward to another season on the water.
- I have been spending a lot of time working with DEEP and our delegates and staff on the upcoming revised MOA between the DEEP and the CLA. We have been having productive conversations with DEEP and anticipate the cooperation to continue throughout this process as we work to finalize an agreement for the coming 3-year period.

Many thanks to everyone who has been involved in this process, both staff and delegates.

- We met with our video production company in the office and developed a strategy and timeline to begin production on our boating safety and ecology-themed educational short video series.
 - This year we anticipate producing around 10 short videos (15-30 seconds each) this season, with the majority this year related to public safety to be distributed on social media and hosted on our website in a video library.
 - We will have a list of topics and talking points ready shortly and anticipate having scripts ready a month later.
 - We plan to begin shooting in mid-May once the leaves are on the trees and we have our boats in the water.
 - We are excited for this project, which we hope will help reach our boaters and residents more effectively with educational messaging.

- I joined Neil in a meeting with two members from the DEEP fisheries department at the CLA office to discuss in more detail their plans for additional exclosures to study and promote vegetation regrowth in the lake. Neil goes into more detail in this in his report.
- We welcomed New Fairfield First Selectwoman, Melissa Lindsey, for a visit to our new office in New Fairfield. CLA Staff and several delegates were on hand to discuss the lake and the CLA with the new First Selectwoman. We thank her for coming and thanks to those who were able to be on hand to join in the conversation.
- Neil and I went to Danbury High School to present to some students about a career in environmental science. Neil spoke about that in depth with them about what he does and how he got to this position while I shared my path to working in an organization that is involved in the environment and explained my current position with the CLA.
- We have been invited to the Sherman Community Expo on May 4th. Martin and Phyllis attended a similar event last year in Sherman on behalf of the CLA and we hope that we are able to attend again this year.



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

J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: March Monthly Report

Date: 3/13/2024

- The water quality report is done, and has been posted on our website! Mark is working on sending this, along with the other reports, to get printed and bound for delivery to the towns.
- We had a meeting with CT DEEP Fisheries to continue planning the plant management strategy for this year. We're working on an expanded exclosure project, and we are working to have a new exclosure design that will make installing, placing, and moving them easier.
- I have sent out the RFP to multiple water monitoring/engineering agencies for the nutrient budget project. We have interest from a few different options – and we plan on choosing one of the options at the watershed meeting next week.
 - I have had several conversations with different vendors about the specifics of the project, so they know exactly what our goals are.
 - We have also begun planning for the nutrient budget project internally, as this will be a significant effort of additional sampling this year.
- I have begun work on the zebra mussel webinar presentation, which is scheduled for the evening of Tuesday March 19th at 7pm via ZOOM. We posted a save the date on our social media and will be sending out an official notification with login information once this week and once directly before the event.
- I have begun work to prepare for the Lake Steward program this year, and recruitment of stewards will begin soon.

- Mark and I visited Danbury High School to give a presentation on Candlewood Lake, the CLA, and some information about how to enter a career in environmental science/management.

- I will be joining their classes later in April to function as an expert judge for one of their upcoming stormwater management projects.



- Big thank you to Mike who went to all the boat launches and replaced the old signage with the new, less text-heavy signage reflecting the existence of zebra mussels in the lake.
- We met the company to begin planning the upcoming video project for public education on both the patrol and ecological sides of our organization, and I look very forward to the project and opportunity to reach more people!