



CANDLEWOOD LAKE AUTHORITY

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

Minutes of Regular Meeting April 11, 2018

Attending:

P. Schaer	Sherman
G. Linkletter	Sherman
D. Cushnie	Sherman
B. Licht	New Fairfield
J. Keating	New Fairfield
J. Murphy	Brookfield
W. Lohan	Brookfield (electronic)
B. Brown	Brookfield (electronic)
C. Robinson	Danbury
D. Rosemark	Danbury
M. Toussaint	New Milford
J. Wodarski	New Milford
S. Kluge	New Milford

Absent:

E. Siergiej	Danbury
J. Main	New Fairfield
J. Hodge	New Fairfield

F. Frattini, CLA Administrative Coordinator
M. Howarth, CLA Public Education Director
Members of the CLA Marine Patrol – Chief D. Vane, Capt R. Barnard, Lieut N. Mellas

Recorder: F. Frattini

Guests: Approximately eight members of the public.

Prior to the regular business meeting, Gary Predalski spoke to the delegates about his efforts to start a Sea Scout group on Candlewood. He spoke of the Sea Scout groups in the Connecticut Yankee Council and added that most of them are on the Sound but they could partner and work together having activities both on the Sound and on the Lake. He asked if the Lake Authority could write a letter of support, endorsement and recommendation for such a group on Candlewood Lake. Mrs. Schaer asked him to send her the particulars and that such a group would be welcome on the Lake. Mrs. Schaer thanked Mr. Predalski for his time and informative presentation.

Chairman, Phyllis Schaer, called the regular meeting of the Candlewood Lake Authority to order at 7:53 P.M. at Brookfield Town Hall Brookfield, CT. She welcomed the guests and introduced the new delegate from New Fairfield Bill Licht and asked him to say a few words. Mr. Licht lives on the lake, was a former CLAMP officer and is looking forward to working with the CLA.

Pubic Comment: Mrs. Schaer asked that anyone wishing to speak keep their comments to no more than three minutes.

Mary from Danbury asked if there was any word on the Dike's Point Buoy application - still waiting for a boat to go out to measure the area. Discussion followed and it was suggested that she call Mr. Payton at the DEEP for clarification.

Secretary's Report: Jerry Murphy, Secretary, noted there were no changes and *made a motion to accept the minutes of the March 14, 2018 meeting as written, seconded by Dan Rosemark, motion was voted with all in favor. Motion carried and minutes have been accepted as written.*

Chairman's Report: Chairman Phyllis Schaer reminded the delegates that the FOIA class will be in Brookfield Town Hall Room 133 next Wednesday April 18th at 6:30 PM – this should be convenient and asked the delegates to attend.

Mrs. Schaer reported that the MOA was sent to DEEP and should be back for CLA signature shortly.

She reported that at the Executive Committee meeting last week they approved an Ad-Hoc Committee to review and update the Personnel Policy that had been suggested by the attorney. Everyone is aware that the present Personnel Policy is in conflict with the MOA. She advised that the CLA will abide by the wording of the MOA changes that were approved at the March 14, 2018 CLA meeting while the Personnel Policy is under review. Mrs. Schaer asked for volunteers – Joe Wodarski, Jerry Murphy and Bill Licht will begin the review. Feedback will be sought from the attorney for any gaps and/or omissions in the Personnel Policy and it was suggested that the delegates should review the policies of the five towns as well.

Mrs. Schaer asked about having Boating Classes earlier in the season. She spoke about locations for the Clean/Drain/Dry Billboard noting that the Billboard on Route 7 opposite the Cookhouse going north is available; discussion followed and it was noted that maybe a better location could be found.

The Authority has filed grant applications with FLPR Grant Program for buoys and the Clean Up. The Town of Brookfield has filed for the Decontamination Station project. She thanked Jim McAlister for the groundwork he has done, she is not sure if the grant will be funded but the project needs to be ready to go if it is. It may be just a pilot program this year and she asked for two delegates to organize and oversee the program – Steve Kluge volunteered. Lake George will be asked to provide additional training for the pilot program. *Phyllis Schaer made a motion that the CLA will work to support the Town of Brookfield on the decontamination station with two delegates, seconded by Joe Wodarski and voted with all in favor. Motion carried.*

Public Safety Committee/CLAMP: Welcome back to Chief Vane who reported that the new recruits will complete their training next week, the returning officers will be attending training over the next two weeks and then they will be ready to go for the season. Jerry Murphy encouraged the delegates to go out on a CLAMP patrol because it will be very informative to see all that is done by these officers, invite your CEO's to go along with you. Arrangements can be made with Chief Vane.

Vice Chairman's Report: Vice Chairman, Mark Toussaint spoke on the **HR Committee** – he gave a thank you to the committee members who participated in the search for the new Executive Director; the final decision was unanimous, the whole committee worked well, it was a collaborative and very positive experience. This past Monday night the HR committee met to finalize the job function of the new position to complement the Executive Director – the new position will be **Director of Ecology and Environmental Education**. Science will be a function of this position. Interviews will be conducted by staff with the final recommendations to the HR committee for a decision on recommendation to the board.

Mark Toussaint moved to accept the job functions of the Director of Ecology and Environmental Education as written (attached to these minutes) seconded by Chris Robinson and voted with all in favor. Deadline for applicants for his position will be May 9, 2018. Discussion on relocation expenses if the applicant who is hired must relocate. Dan Rosemark made a motion to authorize up to five thousand (\$5,000.00) dollars for relocation expenses for the new Director of Ecology and Environmental Education if relocation is necessary. Seconded by Jerry Murphy and voted with all in favor. Motion passed.

Treasurer's Report: Treasurer Bill Lohan reported that we are 3/4 through the year and there are three transfers – *he made a motion to approve the funds transfers \$75.39 from Line #119 Bank and Service Fees to Line #123 Computer HD/SW, \$154.29 From Line #321 Radio Expenses to Line #318 Maint/Misc and \$305.99 from Line #411 Newsletter to Line #414 Subscriptions, seconded by Dan Rosemark and voted with all in favor. Motion carried, transfers will be made on the books as of March 31st.* Mrs. Fratini called

attention to a *correction to a previous transfer* from 1/31/2018 that was approved at the 2/14/2018 meeting it was mistakenly transferred from Line #541 but should have been *from Line #542 to Line #531*. This will be corrected.

Mr. Lohan noted that year-to-date income is 92% of budget. He reported Danbury owes \$20,200 and should be paid in the next week. Expenses year to date are Administration (without an Executive Director) is at 47%, Equipment/Facilities 71%, Public Safety 64%, Public Awareness 67% and Watershed Management 69% making the total year to date expenditures 59% of the total.

Mr. Lohan moved that the Report of Profit and Loss Budget vs. Actual for the month ended March 31, 2018 be accepted as presented, motion seconded by Mark Toussaint and voted with all in favor. The report has been accepted and filed for audit.

Mr. Lohan noted he has been checking on fuel costs for this season which appear to be going up. Discussion followed and delegates will speak to local marinas and report back to the treasurer.

Executive Director's Report: Mark Howarth advised his report is attached to these minutes and then noted the highlights. State of the Lake will be Sunday, April 22 at Sherman Volunteer Fire Dept – EMF Charter Hall. There will be presenters on the Grass Carp Tracking, Blue Green Algae testing among others. He with Doug Cushnie attended the FLPR Nuisance Plant Monitoring Committee and Technical Committee meetings, Mrs. Schaer attended by phone. He spoke about the AER report of the FLPR reports from CAES (CT Agriculture Experiment Station) and BioDrawiversity. The CAES report noted that they found slightly less acres of milfoil this past season, fewer surface patches. Lower milfoil was found in quiet coves and native coontail in those spots had gone up. BioDrawiversity found Zebra Mussels in the river and again a few near the pump house. FLPR will shift their monitoring from areas where they know Zebra Mussels are established to Candlewood where they will monitor the tailrace, canal, dam and sites diving throughout the Lake. He reported that the Technical Committee reported that FLPR plans to file for a Deep Drawdown this next winter but the Technical Committee will revisit that decision in June. Mr. Toussaint advised that June may be too soon to determine the extent of Milfoil this season, and that was noted.

Thank you to Jim McAlister for his work on the Decontamination Station Program and on the Annual Soil Test Day – Saturday April 21st at Stop and Shop in New Fairfield 8:30 AM to 1PM and at Sherman IGA from 9AM to 1PM. CLA website has info how to collect samples for drop off at those sites.

The CLA will have two New Fairfield High School SEE interns for three weeks in May. He and Steve Kluge attended and presented the Enviroscape at the Sherman School Science Night last week it was an exhausting and fun evening.

Committee Reports:

Public Safety Committee: covered earlier in the meeting.

Public Awareness Committee: Committee Chairman George Linkletter reported volunteers are needed for State of the Lake – set up, breakdown, refreshments, greeters, parking, etc. Please advise the office if you can help – Sunday April 22nd. A local brewer would like to help the CLA financially – the committee needs to explore this further. The CLA will be at Village Fair Days this year – mark your calendars July 27 and 28. Delegates please also call your CEO's about attending State of the Lake. The Committee discussed a radio station program with public safety parameters, the 90th anniversary of the lake planning is beginning, and the annual Clean up will be May 19th rain date May 20th.

Watershed Management Committee: Committee Chairman, Mark Toussaint advised that they have prepared a RFP for the 2018 Water Quality Monitoring. Mr. Howarth added that Temperature was missing from the Parameters.

Mr. Toussaint made a motion to approve the RFP for the 2018 Monthly Water Quality Monitoring as prepared, adding Temperature to the parameters, seconded by Phyllis Schaer and vote with all in favor.

Mr. Toussaint reported that AER had been contracted to review the Invasive Aquatic Plant Report and the Zebra Mussel Detection Project Report and provide comments. AER's report was reviewed by the Watershed Management Committee and noted it did not identify any errors or omissions in the reports. The AER Report does validate that the CLA is making progress on the management techniques of Triploid

Grass Carp and drawdown. He advised that the committee would like to submit this review of the reports to FERC. *Mr. Toussaint made a motion to submit the Report of the review of the Invasive Aquatic Plant Report and the Zebra Mussel Detection Project Report by AER to FERC as comments on the original reports to be on record, Jerry Murphy seconded and voted with all in favor.* This will be submitted to FERC in a timely manner.

Old/New Business

Mrs. Schaer advised that no changes have been made to the Committee Chairmen for 2018 and that the new delegate, Bill Licht will be officially appointed to the Public Safety Committee at the next Executive Committee meeting but he can attend this month's Public Safety meeting if available.

Chris Robinson moved to adjourn the meeting, seconded by Jerry Murphy, meeting adjourned at 9:28 P.M.

Respectfully submitted,

Jerry Murphy, Secretary
Frances Frattini, Administrative Coordinator
r/b/mh

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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April 11, 2018
Executive Director
Mark Howarth

Monthly Report:

- The 2018 State of the Lake will be held on April 22nd, at the Sherman Fire Department.
 - We currently have over 60 people registered for the event. Registration ends on April 19th.
 - The CLA will present and we will welcome some guest speakers to present that day as well.
 - This program will give those in attendance an opportunity to learn what's happening on and with the lake, as well as ask questions of the CLA and our presenters.
 - We are looking for volunteers to assist us as we prepare for that program including set up/break down of chairs and tables, coffee/snack pick up and prep, parking assistance etc.

2018
STATE OF THE LAKE
April 22nd
Sherman Volunteer Fire Department
ESF Charter Hall
12:30 PM - 2:30 PM
1 CT-Rt. 39 North - Sherman, CT

— **A DISCUSSION WITH THE CLA** —

Please join the Candlewood Lake Authority as we lead a discussion with you about Candlewood Lake and Squantz Pond. **RSVP REQUIRED**

Presented By
 **CANDLEWOOD LAKE AUTHORITY**
- Preserving and Protecting Candlewood Lake Since 1972 -

- On March 29th, Delegate Doug Cushnie and I attended FirstLight’s Nuisance Plant Monitoring Committee meeting at their offices, and Chairman Phyllis Schaer attended via phone. At this meeting Greg Bugbee, from the Connecticut Agricultural Experiment Station, presented his 2017 mapping of Candlewood Lake for vegetation. Also at that meeting Brian Wood of FirstLight presented the results of the annual zebra mussel monitoring that Ethan Nadeau does for them. Following that meeting was the Technical Committee meeting.
- We have submitted two grant applications to FirstLight’s Housatonic River Project Fund. We will let you know if we are successful in our efforts.
- A few years back the Town of Brookfield purchased a decontamination unit, like those used up at Lake George. In an effort to get that pilot program running, some local residents have been working on putting the pieces together in order to keep this moving forward. We are working with them to identify items that require resolution to further their efforts. Additionally, the Town of Brookfield has applied for a grant to help partially fund this pilot program.



- The CLA will welcome two New Fairfield SEE Project Interns at the end of May. They will spend about 3 weeks with us learning about what we do, as well as working to help the CLA on some projects.
- Soil Testing Day will be held on April 21st. As in the past the CLA is partnering with CWI on this long-running program, which has drop off locations in the towns of New Fairfield and Sherman. Instructions on how to participate in this free program are located on the CLA’s website at www.candlewoodlakeauthority.org/soiltesting
- We are in discussions with vendors to determine a location, costs, dates etc. where we might put a “Clean Drain Dry” billboard up for Aquatic Invasive Species / Zebra Mussel awareness as we have in the past. We are in the process of identifying potential funding sources for this boater awareness/education program.

- We had a great night at the Sherman School's Science Night on April 5th. Delegate Steve Kluge came with me and we got to teach the kids about our watershed using the Enviroscope. We were never short of an audience that night – in fact, it was tough just to find time to clean the Enviroscope between demonstrations because the kids were lined up ready to see it again.



Director of Ecology and Environmental Education

Ecology

- Develop and implement comprehensive lake management plan in conjunction with the Executive Director.
- Work closely with Executive Director and Watershed Management Committee on water quality initiatives.
- Coordinate and oversee monthly water quality testing program.

Education

- Develop lake ecology program that increases lake awareness to the students and residents in the five towns.
- Work in conjunction with, and supplement the efforts of, both the Public Awareness and Watershed Management committees.
- Work with the executive director to increase awareness of environmental lake issues through various media outlets such as Facebook, print, newsletters, Instagram etc.
- Engage with the community on environmental topics through various in-person outreach efforts.

Other

- Investigate, seek and obtain federal, state or private grant program opportunities to supplement the efforts of the CLA.
- Position requires flexibility of schedule to perform in-office work, field work, attend 3-4 monthly evening board/committee meetings and be available to attend community and public outreach events held outside of normal business hours/days.
- This is a hands-on position that requires the ability to wear many hats.
- Field work will require additional skills: ability to swim, CT Boater's Certification (can be obtained after employment).
- Ability to work with and organize volunteers.
- Perform other duties as assigned by the CLA Chairman or Executive Director.
- This position reports directly to the Executive Director.

Qualifications

- College Graduate, minimum bachelor's degree in environmental science or related field.
- Knowledge and minimum 3-5 years' experience in freshwater ecology and/or limnology.
- Computer Skills: Word, Excel, PowerPoint. GIS a plus.

Candlewood Lake Authority approved at 4/11/2018 meeting



CANDLEWOOD LAKE AUTHORITY

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

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Request for Proposals For 2018 Monthly Water Quality Monitoring

The Candlewood Lake Authority is accepting proposals for conducting the annual Water Quality Monitoring on Candlewood Lake and Squantz Pond.

Sealed Proposals must be submitted no later than 10AM on April 30, 2018 by mail to P.O. Box 37, Sherman, CT 06784 or in person at 30 Bridge Street, Suite 104, New Milford, CT. **Reference “ANNUAL WATER QUALITY MONITORING PROPOSAL” on the envelope** when submitting the proposal. Proposals must be received by the Candlewood Lake Authority by the specified time.

All firms are required to submit a qualifying statement consisting of their experience, and their organization structure and capacity to perform the work described in this RFP. All firms must identify any/all sub-consultants that they plan to use to meet the requirement of this RFP.

General Information: The Candlewood Lake Authority conducts annual water quality sampling of four sites on Candlewood Lake and one site on Squantz Pond monthly from May through October to cover the Parameters outlined below. The Candlewood Lake Authority will supply transportation (vessel) and driver for each month of sampling.

The Candlewood Lake Authority shall not be held responsible for any costs incurred by the consultant for any work performed in the preparation for submitting the proposal. The Candlewood Lake Authority reserves the right to reject any and all proposals.

Program Phase 1 - 2018 Water Quality Monitoring

Lakes Included in Program

- Candlewood Lake – samples taken and variables measured at four pre-determined sampling sites (site locations provided by CLA)
- Squantz Pond – samples taken and variables measured at one pre-determined sampling site (site location provided by CLA)

Water Sample Timing

- Once a month for six months (May, June, July, August, September and October). The CLA may elect to specify the week in a month that is preferred for sample taking.

Water Quality Test Parameters

Test Parameters	
Class 1	<ul style="list-style-type: none"> • Secchi Depth
Class 2	<ul style="list-style-type: none"> • Dissolved oxygen • Specific conductance • pH • Temperature • Relative cyanobacteria cell concentrations
Class 3	<ul style="list-style-type: none"> • Total Phosphorus ($\mu\text{g/L}$) • Total Nitrogen ($\mu\text{g/L}$) • Total Kjeldahl Nitrogen ($\mu\text{g/L}$) • Nitrate ($\mu\text{g/L}$) • Nitrite ($\mu\text{g/L}$) • Ammonia ($\mu\text{g/L}$) • Alkalinity (mg/L) • Chlorophyll-a ($\mu\text{g/L}$)
Class 4	<ul style="list-style-type: none"> • Calcium (mg/L) • Magnesium (mg/L) • Sodium (mg/L) • Potassium (mg/L) • Chloride (mg/L)

Sampling Protocols

Sampling Protocols	
Class 1	<ul style="list-style-type: none"> • Variables will be measured at the four predetermined sampling sites on Candlewood and one site on Squantz Pond. • Secchi depth will be measured using a standard Secchi Disk.
Class 2	<ul style="list-style-type: none"> • Variables will be measured at the predetermined sampling sites and assessed at the surface and every meter to the bottom.
Class 3	<ul style="list-style-type: none"> • Variables will be measured from water samples collected for analyses at each site during each visit from one meter below the surface (epilimnion), from one meter above the bottom (hypolimnion), and from the thermocline as determined from temperature profiles.

	<ul style="list-style-type: none"> • Samples will be collected using CLA provided Van Dorn horizontal water sampling bottles. • Water samples will be delivered to the CLA’s laboratory vendor, HydroTechnologies, in New Milford, CT for analyses.
Class 4	<ul style="list-style-type: none"> • Variables will be will be measured from water samples collected at each site during the July and September sampling events from one meter below the surface (epilimnion) using CLA provided Van Dorn horizontal water sampling bottle. • Water samples will be delivered to the CLA’s laboratory vendor, HydroTechnologies, in New Milford, CT for analyses.

Program Phase 2 – Phytoplankton Analyses

- Vendor will perform microscopic analyses on whole water samples collected at all sites on Candlewood Lake and one site on Squantz Pond from the one meter below the surface in during each visit described above in Phase 1. A plankton net tow sample will also be collected at each lake each month.
- Plankton net tow samples will be used to identify species comprising the phytoplankton community each month. Whole water samples will be prepared using standard methods to provide genus level cell concentrations and relative abundance data.

Program Phase 3 – Zebra Mussel Veliger Analyses

- Vendor will perform analyses on twelve samples collected at the boat barrier in the New Milford arm of Candlewood Lake for presence or absence of zebra mussel veligers using cross polarization microscopy. Two sets of samples will be collected in each month of June, July and August. Note: CLA will collect samples for zebra mussel veliger analyses during weeks that vendor is not at Candlewood Lake performing water quality monitoring.

Program Phase 4 – Reporting

- Monthly written feedback will be sent to the CLA within a week of the testing date. This will not consist of data analysis, rather it should be a short (paragraph or two, more if needed) correspondence which serves to keep the CLA informed of any observations or concerns that were produced while out monitoring.
- A full report of the water quality monitoring initiative will be developed. The report will include summary graphics, data tables, professional interpretation, and recommendations. It will also include results from phytoplankton and zebra mussel veliger analyses. The report will be written to conform to requirements in the CLA’s triploid grass carp permit from CT DEEP, specifically

conditions related to reporting on water quality for five years following release of triploid grass carp.

- Data collected during the season will be compiled into an excel database and delivered to the CLA.
- The vendor will present the report findings (in-person) at a CLA Monthly board meeting in Q4 2018 or Q1 2019. Exact date to be agreed upon by CLA and vendor.

SUBMITTAL OF PROPOSAL: A hard copy of the proposal must be submitted no later than 10AM on April 30, 2018. All proposals will be evaluated by the Candlewood Lake Watershed Management Committee with recommendation to the Board of the Candlewood Lake Authority at their meeting on May 9, 2018. Their decision will be final.

FEE PROPOSAL: All firm must provide a straightforward lump sum fee proposal to perform the work in this RFP. This fee proposal must include all direct costs associated with the performance of the work required in the RFP. No additional compensation will be considered. The fees will be paid monthly upon invoicing to the CLA.

CONTRACT: A response to the RFP is an offer to contract with The Candlewood Lake Authority based upon terms, conditions and specifications contained in this RFP. Proposals do not become a contract unless and until executed by the CLA. Contract will cover sample taking from May to October and preparation of a written report by December 1, 2018 for presentation at the CLA December meeting (12/12/2018).

INSURANCE: The successful firm agrees to maintain in enforce and in compliance General Liability, professional Liability and Worker’s Compensation Insurance and shall provide the CLA with a Certificate OF Insurance acknowledging this insurance coverage.

OWNERSHIP OF DOCUMENTS: All documents pursuant to this RFP shall become the property of the Candlewood Lake Authority.

KEY DATES:

Submission of Sealed Bid	April 30, 2018 (10AM)
Review by WMC	May 2, 2018
Award	May 9, 2018
Start date	Week of May 21, 2108
Completion	Presentation at December 12, 2018 CLA meeting

Any questions regarding this RFP can be directed to our Executive Director, Mark Howarth at 860-345-6928 or mark@candlewoodlakeauthority.org.