



CANDLEWOOD LAKE AUTHORITY

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

Minutes of Regular Meeting May 8, 2019

Attending:

P. Schaer	Sherman
C. Robinson	Danbury
J. Archer	New Fairfield
D. Cushnie	Sherman
J. Wodarski	New Milford
M. Toussaint	New Milford
J. Main	New Fairfield
D. Rosemark	Danbury (electronic)
J. Murphy	Brookfield
W. Lohan	Brookfield

Absent:

G. Linkletter	Sherman
B. Licht	New Fairfield
S. Kluge	New Milford
E. Siergiej	Danbury
B. Brown	Brookfield

M. Howarth, Executive Director
J. Neil Stalter, Director of Ecology and Environmental Education
F. Frattini, CLA Administrative Coordinator (electronic)
R. Barnard – CLAMP Chief of Marine Enforcement

Recorder: J. Neil Stalter

Guests: Four members of the public

Chairman, Phyllis Schaer, called the regular meeting of the Candlewood Lake Authority to order at 7:33 P.M. at Brookfield Town Hall Brookfield, CT. She welcomed the guests and introduced the new delegate for the Town of New Fairfield; Joan Archer noting that she is the President of the Candlewood Isle Tax Assoc. Mrs. Archer added that she is a 16-year resident of CI, her Grandparents had a home there which she grew up in, she loves the lake and looks forward to working on the Authority. She noted that she is an engineer and attorney. Mrs. Schaer asked the delegates to introduce themselves and they did.

Pubic Comment: Mark Propper asked about the sale of the Lake – it was noted that it is just a request to transfer to an LLC, it is the same group who still owns the lake; it is a business process.

Secretary's Report: *Jerry Murphy made a motion to accept the minutes of the April 10, 2019 meeting as written, seconded by Joe Wodarski; motion was voted with all in favor, Joan Archer abstained. Motion carried, and minutes have been accepted as written.*

Candlewood Lake Authority Marine Patrol: Chief Ron Barnard advised that training for the LPO's has been completed and paperwork is in to the office. Scheduled patrol will begin on Saturday May 25th. He recently met with the new Resident Trooper of Sherman and then with Joe Wodarski, he met with the new Police Chief in New Milford to talk about the Lake Patrol. For delegate rides with an officer contact Ron directly, he would like to start his after June 1st. He advised they are ready for the season.

Chairman's Report: Chairman Phyllis Schaer reported that she had contacted two attorneys with FERC experience regarding a review of the SMP and it was noted that one attorney had a conflict and the other was willing to do the review. This will be brought up again under the Treasurer's Report. Mrs. Schaer advised that the CLA has not yet learned who FirstLight has chosen to do the weed mapping for this season – she advised that she had spoken to Greg Bugbee and he would be willing to do just Candlewood and Squantz since he was the preferred vendor of the CLA.

Vice-Chairman's Report: Vice Chairman, Mark Toussaint, noted he had nothing at this time.

Treasurer's Report: Treasurer Bill Lohan advised that we have completed ten months of the fiscal year and Profit and Loss Budget vs. Actual for April 30, 2019 has income at 93% of budget and expenses year to date are Admin at 76% of budget, Equipment/Facilities 75% of budget, Public Safety 77% of budget, Public Awareness 66% of budget, and Watershed Management 61% of budget, making overall expenses 73% of budget. *Mr. Lohan reported that there are three line item transfers totaling \$7,331.21 as of 4/30/2019 all within the same accounts #1 - from Line #200 Equip/Facil – Wage \$4,107.00 to Line #226 Equip/Facil – Work Boats, #2 - from Line #321 Public Safety/Radio Exp \$1,000.00 to Line #311 PS /Boat Maintenance, #3 -from Line #324 \$2,000.00 PS/CLAMP Services to Line #311 PS /Boat Maintenance and #4 from Line #417 PA/Fundraising \$224.63 to Line #4 PA/Subscription Services. Mr. Lohan moved to approve these transfers/adjustments totaling \$7,331.21; Mark Toussaint seconded and voted with all in favor.*

Mr. Lohan made a motion to accept the report of Profit and Loss Budget vs. Actual for the month ended April 30, 2019 be accepted as presented, seconded by Jerry Murphy and voted with all in favor. Motion carried, and report has been filed for audit.

Mrs. Schaer spoke about the attorney with FERC experience that will review the CLA comments on the SMP that were sent to FERC. Mrs. Schaer noted that this attorney has worked for the CT. River Conservancy and has experience with FERC. Neil Stalter had written a letter to the attorney outlining what the CLA would like done and he responded that he would take a look. Mrs. Schaer noted that funds are in the budget and she was just advising the board that we are moving forward with the attorney's review.

Executive Director's Report: Mark Howarth advised his report is attached to these minutes and then noted the highlights.

- Clean – Up May 18th, still need a few volunteers
- Boating Class – May 10th & 11th sponsored by Sherman Park and Recreation, sold out

- MOA Addendum has been received
- Table Cloth received *
- Whistles received* – Thank you to the Women’s Club of Danbury/New Fairfield for their grants to cover these two items*.
- Boat Wash Station - Mrs. Schaer thought a meeting of all five towns to discuss this program would be very helpful in moving it forward. Discussion on locations, transporting, storage and operation followed.
- Sponsors
- State of the Lake – July 13th Company A Firehouse – New Fairfield
- Homeowner’s Guide – need help to distribute

Director of Ecology and Environmental Education: Neil Stalter noted his report is attached to these minutes. Highlights from his report are:

- Clean Up
- Water Quality Monitoring 2019
 - Working on standardized protocols
- Scheduling Outreach with local schools
- Boat Wash Station program
- Drone Video
- Creatures of Candlewood – Brown Bullhead
- New Fairfield SEE Student scheduled to start later this month
- Congratulations to Neil on his engagement.

Committee Reports:

Public Safety Committee: Joe Wodarski noted that the Public Safety Committee had approved a number of items at their April meeting: Starting with a number of CLA Buoys that are being reviewed by DEEP – *Mr. Wodarski made a motion to approve the buoys with final language to be determined with DEEP (these will replace some of the Slow No Wake buoys) and that Joe Wodarski can sign off on the permit applications, seconded by Bill Lohan and voted wit all in favor.*

Mr. Wodarski advised that the Public Safety Committee approved an additional shift for our CLAMP officers and made a motion to require each CLAMP officer work a 5th shift per month which must be a C-shift on a weekend or holiday to meet staffing requirements, seconded by Chris Robinson, motion voted with all in favor.

Mr. Wodarski made a motion that the CLA approve a candlewoodlakeauthority.org email address for the Chief and Assistant Chief, seconded by Jerry Murphy and voted with all in favor.

Mr. Wodarski made a motion that the board accept the recommendation of the Public Safety Committee to approve a Hazard Buoy Permit application for a Hazard Buoy off the dock of the MeJean residence on Candlewood Isle, seconded by Jerry Murphy and voted with all in favor.

Equipment/Facilities Committee: Doug Cushnie reported that all hazard buoys re in, docks are in, boats in, all is on or ahead of schedule.

Pubic Awareness Committee: Mr. Howarth noted that the committee did not meet this month and it was all covered in the Executive Director and Director of Ecology and Environmental Education Reports. Some asked about the billboard – Mr. Howarth noted more ideas and language on broader invasive species would be good. Mrs. Schaer asked about sprucing up the Sherman Base Buffer Garden – Jeff Main noted that he is already working on a plan – he would like to plant pollinators and make it low profile, as some of the shrubs are overgrown, this will also make it more attractive and appealing. Discussion followed and it was agreed that this is a good idea.

Watershed Management Committee: Mark Toussaint Committee Chairman advised that Larry and Nic Marsicano’s Mom had passed away and there will be celebration of her life on Saturday May 25th – 9 AM to Noon at Our Lady of the Lake in New Milford.

Mr. Toussaint noted that the committee had met to select a vendor for the 2019 Water Quality Program adding that this year pieces have been taken back in house and only the final report will be outsourced. Bids went to Princeton Hydro and AER – Princeton declined to bid and AER came in at eight thousand (\$8,000.00) dollars. *Mr. Toussaint made a motion to approve hiring AER for the 2019 Water Quality Monitoring Program as noted, seconded by Doug Cushnie and voted with all in favor.*

Mr. Toussaint added that the plan is for the whole program to be brought back in-house next year for the 2020 season.

Mrs. Schaer would like us to go out to see if the batteries in the Carp trackers are still working.

With no other business, *Joe Wodarski moved to adjourn the meeting. Seconded by Jerry Murphy. Meeting adjourned at 8:44 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.*



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May 8, 2019
Executive Director
Mark Howarth

Monthly Report:

- **Clean Up:** Neil and I are continuing to prepare for the Clean Up on May 18th. Registrations are coming in online and we are working on the many details to prepare for the day including:
 - Volunteer Recruitment
 - Boat Captain Recruitment
 - Food Donations
 - T-Shirt Design and Production
 - Site Needs
 - Buffer Garden Spring Enhancements
 - Coordination and Organization of Volunteers and Event Details
- **Boating Class:** The May 10th and 11th boating class, offered by Sherman Park and Rec and the CLA Marine Patrol, has sold out.
- **MOA:** The CLA has received the signed MOA Addendum from the CT DEEP.
- **Custom Table Cloth:** We decided on a final design for our table cloth to be used at events, particularly with the Enviroscape. We have received it and look forward to getting many years of use out of our beautiful table cloth!
- **Woman's Club of Danbury & New Fairfield Grant:** On April 23rd we attended the Woman's Club of Danbury and New Fairfield's Annual Celebration of Giving breakfast, where we were presented with a grant to launch the new Marine Patrol Safety Whistle handout program. The CLA Marine Patrol will distribute whistles to those who do not have a required sound producing device on board. We thank the Woman's Club for their hard work, continued community support and generosity!
- **Boat Wash Station:** We continue to work to see how we might implement a pilot boat wash station here on Candlewood Lake. With many areas to consider we are enlisting the help of our Equipment and Facilities Chairman for his expertise and others to help ensure we have considered the many aspects of running a successful boat wash program.
- **Buoys:** We have been reviewing our buoy permits with the CT DEEP and are working to make any changes required by DEEP.
- **Sponsors:** We are actively recruiting sponsors for the season! We have created a piece to promote our sponsor opportunities and we are visiting with and working to bring

sponsors in for this year. Anyone interested in sponsoring the CLA can call us or go online to become a sponsor.

- **Homeowner's Guide:** The guides that didn't get mailed directly to the waterfront residents arrived at the CLA offices and we have put them in table top stands. We have begun to distribute them locally and will look for assistance with this process.
- **SOTL Location:** We have visited the Company A Firehouse in New Fairfield, where we have reserved space for our State of the Lake event, planned for July 13th. We look forward to inviting the public to join us that morning to discuss Candlewood Lake!



CANDLEWOOD LAKE AUTHORITY

- Preserving and Protecting Candlewood Lake Since 1972 -

YOUR SPONSORSHIP MAKES A DIFFERENCE!

Join us as a 2019 sponsor and support the CLA's efforts to keep Candlewood Lake healthy and safe for everyone to enjoy!



Dear Business Neighbor,

Candlewood Lake means different things to different people. For some Candlewood Lake is home. For others, it's a place to visit during the sunny summer months. One thing they all share is that Candlewood lake is a place to create memories. Days on the Lake are often spent with family and friends...laughing, swimming, boating and enjoying some good food. We unplug and we reconnect with each other.

Candlewood is unique in many ways, but one thing that most lakes share, unfortunately, are threats to water quality. The challenge of ensuring Candlewood Lake will continue to be a place where future generations can continue to create memories is one we take seriously. It's not something one person or one organization can do on their own. We need the community to help pitch in and do their own small part, the cumulative effect of which will benefit the Lake far greater than anything anyone can do on their own.

The Lake means so much to so many people, including us here at the Candlewood Lake Authority - and we know that it means just as much to you. ***Will you join the Candlewood Lake Authority in their efforts to meet this ongoing challenge by becoming a sponsor this year?*** Your support for Candlewood Lake, the Candlewood Lake Authority and our Marine Patrol who works hard to keep everyone safe on the water, will be appreciated by all those who make Candlewood an important part of their lives.

In the face of increasing challenges, with mounting costs to match, your continued support of the Candlewood Lake Authority for the coming season will help ensure we can continue to do the work that the community has relied on us to do since 1972.

Sincerely,

Candlewood Lake Authority



CANDLEWOOD LAKE AUTHORITY

- Preserving and Protecting Candlewood Lake Since 1972 -

SPONSOR BENEFITS

Principal Sponsor: \$2,500

Principal Sponsors of the Candlewood Lake Authority and our events are the highest level of partnership and exposure. Not only do you get all of the benefits of a Major Sponsor, you will also receive premium logo placement and sizing in all available applications. Additionally, we can also customize your sponsorship if desired. We would love to talk to you further about this unique opportunity!

Major Sponsor: \$1,000

Company Logo-branded exposure at our planned events and through our range of electronic media channels - Candlewood Lake Clean Up, State of the Lake, website, newsletters, social media, as well as any other added events. Our goal is to bring your business directly into our audiences' awareness and provide them with a connection to your company, as a place that supports an organization that works to protect the lake they cherish.

Partnering Sponsor: \$500

Company Name-branded exposure at our planned events and through our range of electronic media channels - Candlewood Lake Clean Up, State of the Lake, website, newsletters, social media, as well as any other added events. We will put your company name in front of the eyes of our loyal followers, allowing them to see that you value the lake they love.

Supporting Sponsor: \$250

Company Name-brand exposure through our electronic media channels - website, newsletters and social media. As a supporting sponsor you have the opportunity to reach many thousands of Candlewood residents and users who depend upon the CLA for information and news about Candlewood Lake.

- Candlewood Lake Authority's Electronic Media Reach -

- Mobile-Friendly Website with frequent traffic from both residents and visitors.
- Over 3,000 Facebook and Instagram Followers
- Nearly 2,000 Regular eNewsletter Subscribers



2019 SPONSOR FORM

(Runs through April 2020)

COMPANY NAME (as it should appear) _____

CONTACT NAME _____

PHONE _____ EMAIL _____

COMPANY ADDRESS _____

Please check one:

- Principal Sponsor** - \$2,500
- Major Sponsor** - \$1,000
- Supporting Sponsor** - \$500
- Contributing Sponsor** - \$250

Sponsor online at www.candlewoodlakeauthority.org

(at the bottom right of the page click on the red [Become a Sponsor](#) button)

Or mail this form and payment to:

Candlewood Lake Authority
PO Box 37
Sherman, CT 06784

We are happy to have you join us at any time as a sponsor but if you wish to be included in the 2018 Candlewood Lake Clean Up event marketing please contact us by May 13th.

Questions? Mark Howarth / 860-354-6928 / mark@candlewoodlakeauthority.org



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: May Meeting: Monthly Report

Date: 5/8/19

- **Cleanup:** Mark and I are working together on organizing and managing the Cleanup, scheduled for the morning of Saturday May 18th!
- **WQ Monitoring 2019:** Continued organization and management in preparation of the water quality monitoring for 2019.
 - The Eureka probe has been mailed in for re-calibration and addition of the new Chlorophyll-a sensor. This work should be completed soon, and we will have the probe back to fully prepare for monitoring this year!
 - Writing standard protocols for monitoring moving forward – including methodology, data organization, and equipment storage and organization.
 - This also includes creating and managing our new invasive species monitoring and rapid response program, which I'm working with on with Mark.
- The boat wash station is an ongoing project that continues to evolve. Mark and I are continuing to work out the details in an effort to organize the program in a way that will be both successful and sustainable.
- **Public Awareness:** Working to have the CLA become a more active presence on Facebook and via email. Important notifications and events, as well as interesting educational stories and articles will continue to be distributed digitally to help reinforce our online presence.
 - Stay tuned to the Town Tribune for the next installment of Creatures of Candlewood – The Brown Bullhead!
 - Continuing to try to recruit a resident for our buffer garden drone video – let me know if you, or anyone you know, might be interested!
- Preparation of educational materials for school visits for classes that are too old for the Enviroscape.

- Creating an internal library of educational tools, resources, and presentations that can be used at school when needed is a priority to allow us to effectively visit classes and do presentations without significant planning and preparation beforehand.
- Preparing for our SEE student intern! Creating projects and plans for him to work with us on and teach him about the day-to-day of working in this industry, and with the Lake Authority.
- In personal news, I got engaged this past month! Very excited to begin checking out local venues for a wedding... let me know if anyone has any suggestions!