



CANDLEWOOD LAKE AUTHORITY

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

Minutes of Regular Meeting February 10, 2016

Attending:

P. Schaer	Sherman
H. Berger	Sherman
J. Murphy	Brookfield
J. Wodarski	New Milford
M. Toussaint	New Milford
B. Brown	Brookfield
W. Lohan	Brookfield
D. Rosemark	Danbury
B. Kemble	New Fairfield
J. Hodge	New Fairfield

Absent:

P. Eng	New Milford
G. Linkletter	Sherman
C. Robinson	Danbury
E. Siergiej	Danbury
J. Keating	New Fairfield
L. Marsicano, Executive Director	

F. Frattini, CLA Administrative Coordinator
M. Howarth, CLA Public Education Director
D. Vane, CLAMP-CMO

Recorder: F. Frattini

Guests: Sandra Welwood, CPA
Sui Wodarski, New Milford

Phyllis Schaer, Chairman, called the regular meeting of the Candlewood Lake Authority to order at 7:37 P.M. at Brookfield Town Hall, Brookfield, CT. She welcomed the guests. Mrs. Schaer introduced Sandra Welwood, thanked her for an excellent job on the audit and clarity of the report, she then asked Ms. Welwood to give an overview of the Audit for the Year ended June 30, 2015.

Ms. Welwood thanked the Authority Board for having her at the meeting. She began by noting that it went very well for a first time audit, there was good cooperation, everything was in order and requests for copies were timely. She did advise that for such a small entity she would like to see the CLA transition its Chart of Accounts. Presently there is too much detail, too many line items; she believes that it is a good opportunity to streamline the reporting. She would like to see accounts set up to isolate each Grant in a different way than it is done presently. There are numbers left from previous years that should be cleaned up, it has no effect on the numbers but these items need to be fixed to make QuickBooks more efficient, streamlined and easier to audit. CLA needs to simplify, "you are a small entity no need to run it like a big one". She noted that statistical testing on internal control removes judgment and found no errors and basic controls are good. Moving forward she would like to see crosschecks on the sale of merchandise, the way it is presently done is confusing. This was a good first year audit, it usually takes three years to implement suggestions to make it more efficient, effective and reduce risk.

Ms. Welwood then asked for any questions.

Howie Berger asked who does the CLA look like? Ms. Welwood responded “Regional Animal Control or Water Authority but most like a Regional School District. She noted it is extremely important to have a “Rainy Day Fund” and gave an example of a Town needing such a fund for normal expenses. The Authority needs to decide what services they provide, which are required and how much these services cost. A “contingency fund” should be a dollar amount not a percentage.

Mr. Berger advised that over his time, as a delegate he has seen a number of audits and Ms. Welwood’s words were extremely helpful to understating the audit.

Ms. Welwood noted there are a number of ways to accomplish funding a Contingency Fund – create a line one year and over the years add funds to it, or as in Governmental Accounting per State Statute set up a “Capital Fund” where you book it and keep it completely separate from the operating fund. It can be “Capital Non-Recurring” as the Towns have. To use these funds they must be voted on by the Board, if money is left i.e. \$10,000 for item which cost \$9,000 then the \$1,000 can transfer to a new Capital Fund or give back to General Fund on a vote of the delegates. Discussion on when bids are required followed and it was decided that the CLA Procurement Policy needs to be reviewed and updated, Mr. Hodge noted that it is public money and does need bids but making bids required for items over ten thousand dollars same as the Towns could be acceptable. Professional Services or experience is not included in the bid process.

Mr. Hodge asked if the negative 55,000 fund balance was from overspending over the years, where did it come from. Ms. Welwood advised it is “unassigned”, so hard to answer one dollar is the same as any other dollar. It shows that the CLA expended more than was taken in but it was cash and cash is not restricted, you can use the cash. It is part of the Fund Balance; it is the unassigned portion and a negative balance and needs to be paid back. So moving forward the Authority should have a plan on how to do that. There are a lot of different ways to do that but suggests that it be done sooner than later. There are different Funds in the General Fund – *Non Spendable Fund* which included inventory and prepaid, *Restricted Fund* third party outside CLA gives cash and says “restrict this to a particular thing” you cannot spend it for anything else. *Committed Fund* normally in a Town this is used by the Board of Finance – CLA has none. *Assigned Fund* CLA Board sets assigned money for a specific purpose. *Unassigned Fund* is everything else. In Government Accounting there are different versions: the *Budgetary Basis* – current only no long term items, *Fund Financials* are the next tier up on a modified accrual basis no long-term assets – basically these two are the same. Finally the General *Fund* which is the highest version, it is the soup to nuts, all assets, all liabilities, cash and all with full accruals. Capital assets include depreciation.

Dan Rosemark asked how do you put the money back? The cash is already used but you need to find it to spend it. Mrs. Schaer added that the Budget presented to the Towns now includes the actual costs and would need to begin a dialogue to structure repayment of the “Unassigned fund balance”. She advised that it was suggested that an additional amount of \$5,000 per Town for two years could cover the unassigned balance. This is one possibility. Ms. Welwood noted that as a number of grants received had not been fully spent there was a large amount of “deferred” income, which is not reflected on the Cash Basis. It was suggested that a percentage of the donations could be earmarked to pay down the “unassigned” number. Right now the CLA is cash positive. Would reducing the restricted funds reduce the unassigned? Yes and no, if the restricted funds covered operating expenses then the balance could be used to pay down the unassigned but only if you have money left. Going forward there should be a “Contingency Line” in the budget. Ms. Welwood suggested that the CLA develop a protocol, establish a policy to identify in detail and where everyone agrees to items and dollar amount and good internal controls in this situation. This will be discussed in Committee and brought back to the delegates at a future meeting.

So if the expenses in the operating budget can be charged against the restricted fund then the restricted fund will reduce and the money from the budget can reduce the unassigned.

Ms. Welwood added that the monthly report needs to be streamlined to give a better picture of income and expenses.

With no further questions or discussion, Mrs. Schaer thanked Ms Welwood and she left the meeting.

Mr. Hodge made a motion to adjourn, seconded by Jerry Murphy and voted with all opposed. The meeting continued.

Secretary's Report: In the absence of the Secretary, Frances Frattini noted that there was an addition to the minutes of the January 13, 2016 regular meeting as suggested by Mr. Hodge. Mr. Hodge withdrew his addition to the January minutes and *he then made a motion to accept the minutes of the January 13, 2016 regular meeting as written, seconded by Bill Lohan and voted with all in favor. Minutes have been accepted as written.*

Chairman's Report: Mrs. Schaer noted that the Executive Committee had discussed the Lake Advisory Committee meeting minutes and comments by the CLA and others that were not included in the fillings, it was suggested that the CLA meet with First Light to discuss these concerns before going to FERC. There was some concern that FLPR has requested that the LAC not have any meetings for six years as they believe they have met their obligations under the license. The CLA would like FERC to grant an extension of the comment period but would like to discuss this with FLPR first to move in a positive direction to work with them such as the flyover data helps the CLA with Public Safety issues.

Mrs. Schaer reported that she attended the Sherman Town Meeting where it was voted to allow Sherman to take the lead on the I.C.E. Grant, they are now working on the inter-municipal agreement for the Towns and the State is drafting an MOU on how the CLA can use the boat as agent of the five towns. Should hear later this month if it has been approved.

She advised the delegates that she will be having surgery at the end of the month and probably will miss the March meeting and asked if the April meeting could be scheduled in Sherman.

Vice Chairman's Report: Mark Toussaint, Vice Chairman, noted that he had nothing to report that was not already covered.

Treasurer's Report: Bill Lohan, Treasurer, reported that 88% receipts have been received, that is 94% from the Towns and all other is 74%. Donations received to date are just over \$52,000 of this amount \$5,600 is restricted to use in Aquatic Invasive Species programs. Expenditures are in good shape with Administration at 67%, Equipment/Facilities 52%, Public Safety 56%, Public Awareness 80%, Watershed Management 64% and overall expenditures at 65% of budget. *Mr. Lohan moved that the Treasurer's Report of Income and Expenses for the month ended January 31, 2016 be approved as presented, seconded by Bill Brown and voted with all in favor and John Hodge abstaining. Motion passed and the Treasurer's Report of Income and Expenses for the month ended January 31, 2016 has been approved and filed for audit.*

Mr. Lohan advised that the CLA will be looking into changing banks.

Executive Director: In the absence of the Executive Director, his report is attached to these minutes.

Public Education Director/Public Awareness: Mark Howarth noted his report is attached to these minutes. He reported that April 2nd is the date for the 2016 State of the Lake – he

visited Sail Harbour Clubhouse and it looks like it will work. The CLA will again be at New Milford Village Fair days (July 29-30) and are looking into participating in “Taste of Danbury” in September. The Committee discussed topics to increase the awareness of buffers – how to do it simply and plan on making a video to show how to create a buffer with examples. Promote this on social media.

Public Safety Committee/CLAMP: Jerry Murphy noted their main focus is the new patrol Boat.

Doug Vane reported that he would like to create a program for the new hires and create a “Probationary” period of two seasons before they are considered hired as full officers. Mrs. Schaer asked him to write a proposal for the Public Safety Committee who will then bring it to the delegates for approval.

Joe Wodarski asked if Chief Vane could be asked to report earlier in the meeting so he would not have to stay through unrelated topics – Discussion followed and *Dan Rosemark moved that the Public Safety Committee/Chief of Marine Enforcement Report be moved to after the Secretary’s Report near the beginning of the meeting. Seconded by Jerry Murphy and voted with all in favor.* The Agenda will have this change beginning with the March, 2016 meeting.

Equipment/Facilities: In the absence of the Committee Chairman Bruce Kemble reported that Chairman Ed Siergiej has been speaking to DEEP regarding the larger buoys that were deployed in Squantz Cove this season and the possibility of using smaller anchors. Also he is looking into the proposal to install and retrieve the DEEP buoys in both Squantz Cove and Lattins Landing to include any added costs that these new larger buoys have incurred.

Mrs. Schaer noted that she will be submitting a grant application to First Light for ten new buoys – this is based on replacing all the buoys with the new type purchased last season.

Watershed Management Committee: Mark Toussaint, the Committee Chair, reported that the committee has discussed the benefits of using satellite imagery to determine phosphorus in the water overlapped with GIS gives the ability to look at levels and see algae blooms, and possible septic problems, etc. It can be a valuable asset to Town Health Departments. The committee will continue looking for solutions and formulating strategy.

Old Business/New Business: Mrs. Schaer noted that if the new Patrol Boat is not ready for the start of the season New Fairfield had offered the use of their Fireboat – Chief Vane added that the boat is marked as a Fireboat with fire lights and markings a Police Boat needs blue lights and Police markings and this could be an enforcement problem. But the Patrol will have to pass with thanks for the offer.

Mrs. Schaer asked the delegates to be sure to contact their CEO’s regarding the I.C.E. Grant and the Inter-municipal Agreement from Sherman. If a Town Meeting is needed for them to approve it is something that would need to be scheduled.

Jerry Murphy advised the delegates that at the last Clean Up his boat had two pair of waders and his boat had much more trash than some of the others, he suggests that if you have waders they are a big help.

Mrs. Schaer advised that she would appreciate any suggestions from the delegates regarding items that the CLA might apply for from the FLPR Grant program. She noted a few items:

- A homeowners Guide (based on one from Lake George)
- Ten buoys
- Annual Clean Up

- Educational materials
- Project CLEAR
- Educational Boat
- Billboards - AIS

Any and All Business:

With no further business to come before the Candlewood Lake Authority, *Jerry Murphy moved to adjourn the meeting seconded by John Hodge.*

Meeting adjourned at 9:48 P. M.

Respectfully submitted,

George Linkletter, Secretary
Frances Frattini, Administrative Coordinator

r/b/mt & ljm

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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Executive Director's Report February 4, 2016 Larry Marsicano

The following report summarizes Executive Director activities from January 8, 2016 to February 4, 2016

FERC / FirstLight Related

Last month I reported that on December 2, 2015 we received from FirstLight the draft minutes of the meeting and were provided 30 days to comment on those and that comments were prepared and submitted on December 29th. Those comments were attached to my January report.

On January 29th FirstLight filed with FERC on the reports distributed at the November 5, 2015 Lake Advisory Committee meeting and minutes of that meeting. An extension on their filing of a Buffer Progress Report was also requested. Written comments prepared by CLA and others on the reports and the minutes were not included in the filings and many of the stakeholder comments were not addressed, or addressed but not in the context of the comments in their entirety submitted to FirstLight, or requests were not addressed in FirstLight's submittals. This was taken up at the February 3rd Executive Committee meeting.

Budget / Audit

On January 12th Phyllis Schaer, Jerry Murphy, Bill Lohan, and I met with Brookfield First Selectman Steve Dunn to discuss our budget request. Likewise on February 2nd Mark Toussaint, Joe Wodarski, and I met with Mayor David Gronbach of New Milford and some of the Town Hall Finance Department staff to discuss our budget. The new detailed budget format has made discussing the budget much easier.

At the February 3rd Executive Committee meeting, John Hodge informed the Committee that following his and Jack Keating's discussion with First Selectman Susan Chapman about concerns they have with our FY 2014/2015 audit, the First Selectman has decided to have the New Fairfield auditor review the last three CLA audits (2012/13, 2013/14, 2014/15). It is worth noting that the CLA's current auditor, Sandra Welwood, is the auditor for the Town of Sherman and other municipalities and is scheduled to appear at the February CLA board meeting.

Collaboration with WCSU on Cyanotoxin Testing

On Tuesday, January 12th I met with Dr. Ed Wong regarding his research of isolating cyanobacteria genes for cyanotoxin production and detecting signals that those genes were expressed, i.e. toxins were produced, in samples we collected for him last summer. I also discussed the concept of expanding the research next season to include testing of cyanotoxins with ELISA (enzyme-linked immunosorbent assay), the same method used last summer to measure toxin levels in samples we collected and delivered to the commercial lab in Berlin, CT. Dr. Wong was very receptive of the idea. On Saturday, January 16th Phyllis and I met with WCSU Dean of Arts and Sciences, Missy

Alexander, to discuss the concept with her. She too was supportive. I was asked to develop a concept proposal with budget which I did and submitted to Dean Alexander. She has since met with Dr. Wong who recently shared with me that the Dean *is very excited about our collaboration*. I have also discussed the concept with NF Health Director Tim Simpkins and Newtown Land Use Director George Benson, both of whom are very supportive. Newtown has already pledged start-up support and will help in developing support in the other towns. On January 25th I hosted a conference call with Dr. Wong from WCSU and Chris Belucci and Tracy Lizotte of CT DEEP who have been testing similar cyanotoxin detection methods. Also in late January I contacted Dr. Jennifer Graham of the USGS who is doing cyanotoxin research as well as Dr. Jen Klug at Fairfield University to discuss their experiences with ELISA. In our March 2nd meeting in New Milford Mayor Gronbach also expressed support. We will need to approach the other Town CEOs and Directors for their support.

Vaughn's Neck / Candlewood Mountain

On January 10th I was invited to speak to the New Milford Farmland and Forest Preservation Committee on the night of Wednesday, January 27th. At that meeting I provided some history and protective efforts of the approximately 710 acres of contiguous open space, with approximately 260 of those acres in New Milford. The Committee will work to include the New Milford lands in the Towns Plan of Conservation and Development.

Aquatic Invasive Species Grant Proposal / Praxair

A conference call is being scheduled by Praxair with CLA and Dr. Kevin Kelly of the Bureau of Reclamation. I have also contacted other partners in this endeavour including the Housatonic Valley Association and Mr. Roger Scheurer who owns the lake, dam and infrastructure down to and including the abandoned paper mill on the Housatonic River.



I met with the Lake Lillinonah Authority on the night of Tuesday, February 2nd to provide them an update. Phyllis suggested that I request from them pictures of conditions at Lillinonah. I have provided some of those below.



Land Use Regulations and Shoreland Protection Acts

I continue to work with WCSU students Christina Alvarez who is reviewing local land use changes since the 2002 ACTION PLAN and Matt Busse who is investigating the Shoreland Protection Acts in the States of VT, ME, NH and WI. These Acts contain language protective of the vegetation in shoreline areas (see Attachment 1). I have shared Matt's research thus far with State Sen. Chapin who requested similar research through the Office of Legislative Research with a suggestion that he share with the staff in the OLR doing this research.

Monitoring Data

Last month I reported that we had received requests from FirstLight and Dr. George Knoecklein for our monitoring data from 2011 thru 2015. We compiled and provided that data

We began a preliminary examination of changes in stratifications patterns, particularly the strength of stratification in the lake over time. Preliminary data suggest that stratification has become much stronger in recent years. These kinds of thermal stratification changes have been linked to more frequent and intense cyanobacteria blooms. I will be discussing these preliminary findings as a presenter on March 2nd at the Climate Change Lecture Series sponsored by the Jane Goodall Center at WCSU. There I will attempt to recruit a student to compile and begin analyses on all of the temperature profile data collected in the now 30 year old database.

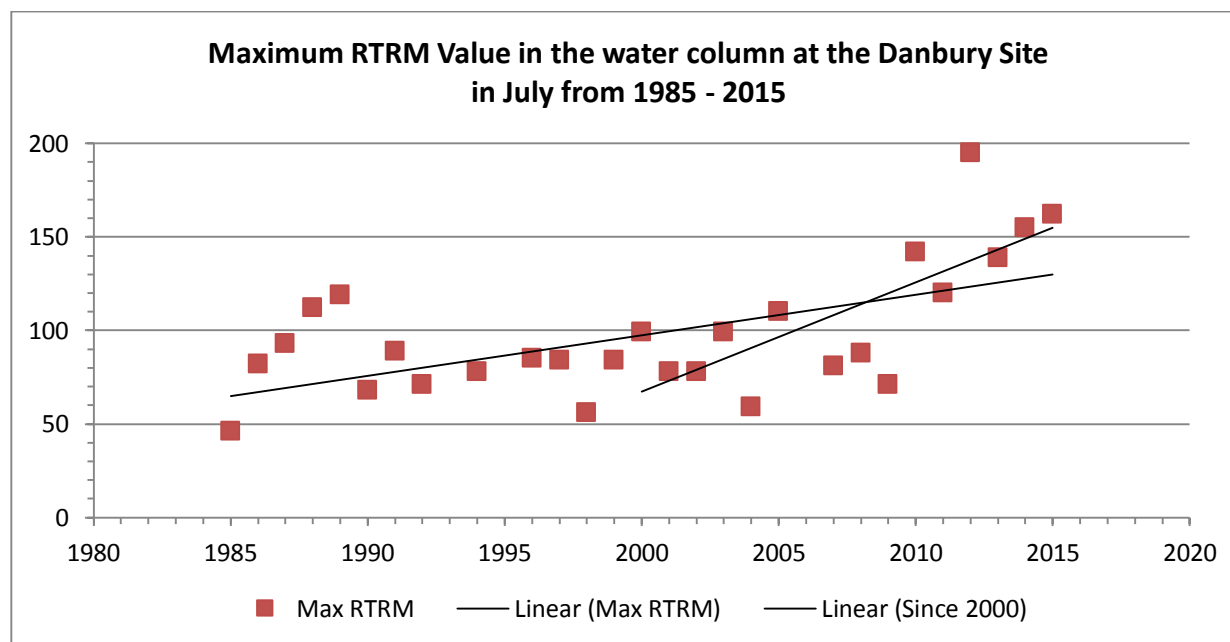


Figure 1. Maximum relative thermal resistance to mixing (RTRM) values in the water column at the Danbury site in July from 1985 thru 2015. *RTRM is a simple and informative index for quantifying thermal stratification in lakes and reservoirs* (Dr. Bob Kortman at <http://science.kennesaw.edu/~jdirnber/limno/LecApplied/RTRM.pdf>).

CT Federation of Lakes Conference

The CFL is holding a State Lakes Conference on Saturday, March 12 at Woodridge Lake in Goshen, CT. This conference will be of value to lake associations and tax districts not only for

the information on lake health, but also because of legal health of homeowners associations and tax districts. Presentations and presenters will include:

- Lake Community By-Laws (development, goals, do/don't's, revising, etc.) by Attorney Ed Spinella from Reid and Reige (Hartford, CT)
- Tax Districts and Homeowners Associations by Attorney Tom Beecher of Collins Hannafin (Danbury, CT)
- Keeping Your Lake (Financially)Afloat by Randy Miller of the East Haddam Lakes Association
- Legislative, Regulatory, Invasive Plant Council Update by State Sen. Clark Chapin, CT DEEP's Chuck Lee and Invasive Plant Council Member Tom McGowan
- UCONN CLEAR LID Study and LID Ideas for Lakes by Mike Deitz of CT NEMO (Nonpoint Education for Municipal Officials)
- "Dream it - and do it! by Wynn Muller of the Maine Lakes Society and Friends of Wilson Lake

In addition, State Senator Clark Chapin will be honored for his efforts on behalf of CT Lakes. For more information, go to www.ctlakes.org.

Attachment 1. Research on Shoreland Management Acts focusing on vegetation management in shoreland areas. These areas were generally those within 250 feet from mean high water on lakes greater than 10 acres except in Wisconsin where it was 75 feet from navigable water.

State	Date Enacted	Vegetation management section	Key facts from vegetation management section	Point System for plant removal
Vermont	1-Jul-14	Present, must be managed within 100' of mean water level	Cannot remove plants shorter than 3', required 12 points per 25' x 25' square within 100' of the high water mark, and removal of sick and diseased vegetation allowed	Yes, need at least 12 points per lot.
Maine	1980, updated in 2007	Present, prohibits the removal of vegetation within 75' of the high water line	Present, buffer zone requirement for every 25' x 50' lot and only 40% of vegetation can be removed if the plot is between 75'-150' of the normal high water line	Yes, need 24 points with 5 saplings, half the trees cannot exceed 1' diameter, and cannot have more than half of the species be the same. As well, canopy openings cannot exceed 250' sq.
New Hampshire	1-Jul-08	Present, can only be done if the score of the vegetation on the property is brought down below 25 points	A sketch and photograph of the removal of saplings and trees is required. Stumps are required to remain in the ground post removal of the tree, and 25% of property between 50' - 150' of the ordinary high water mark must remain unaltered	Yes, need at least 25 points per lot. Diameters of the trees and saplings for the points are measured at 4.5' off the ground. Plants and shrubs are weighed in as points.
Wisconsin	1-Aug-80	Present	States that there are and there is a written act to protect soils and forests.	Not present



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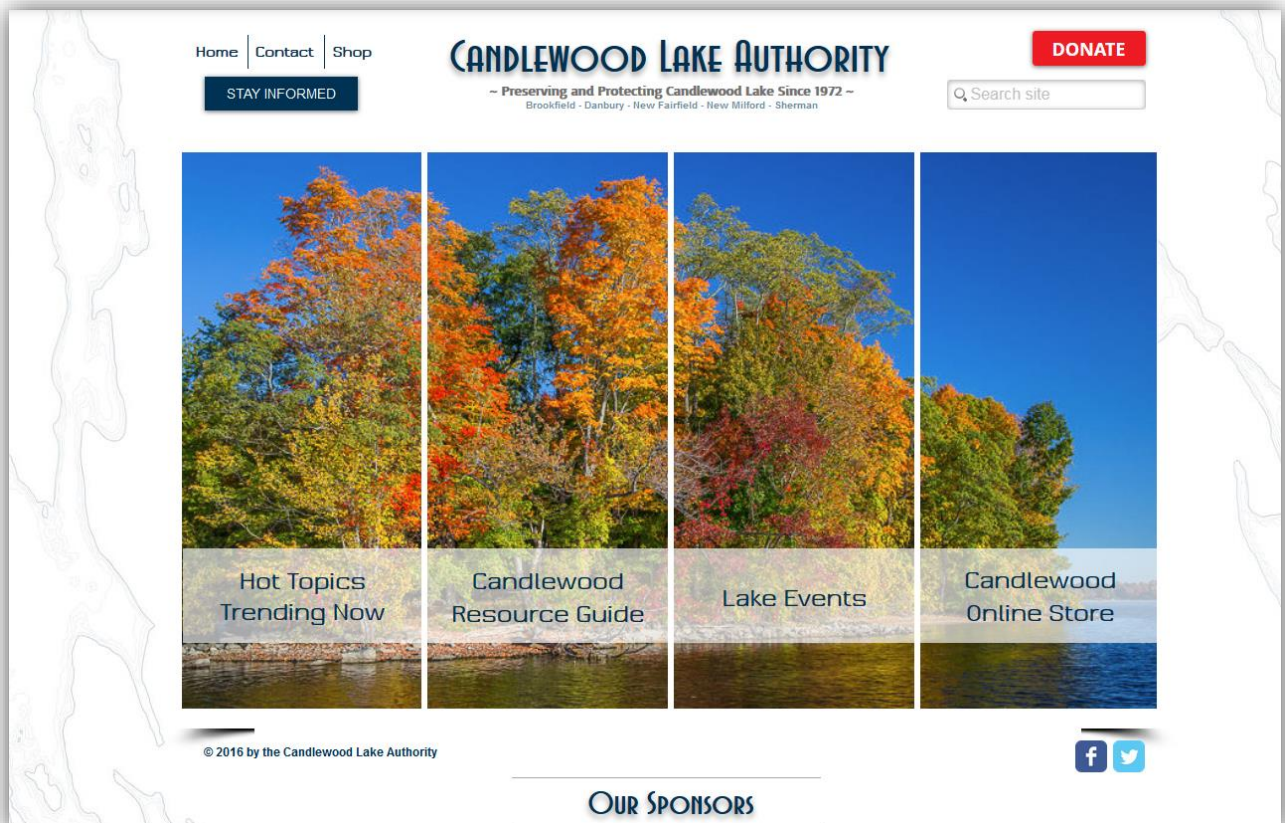
February 10, 2016
Public Education
Mark Howarth

Grant Submission:

We submitted a written grant proposal to the Danbury/New Fairfield Women's Club. Our proposal was for funding to redesign print our zebra mussel prevention tri-fold, which was first printed in 2011.

Since that time we have distributed nearly 9,000 of these educational initiatives, however the design needs updating and we are out of inventory.

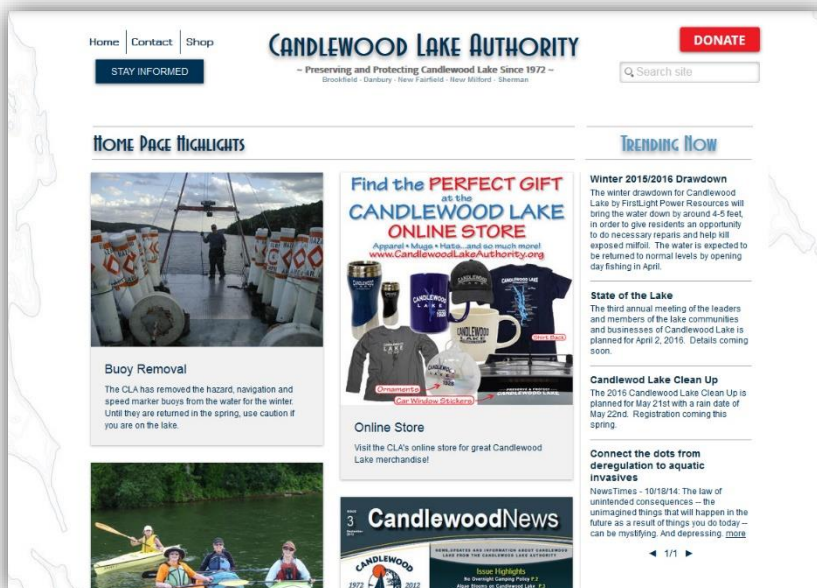
New Website:



We are in the final stages of the new website. In the coming days, after some final additions and changes as well as a thorough testing of the site, we should be ready to go live with the new HTML 5 (and smartphone friendly) site.

The site was built new from the ground up, with a new format and new navigational strategy. Howie was a big help in assisting with the effort to come up with a format that would be easy enough to navigate on a computer or mobile device, without having to create a “mobile-specific” website.

The new site uses more photos and larger navigational cues, to allow easier mobile platform tough navigation with a finger.



Our hope is that this site will not only have a more updated look, with increased functionality on mobile platforms, but also allow for easier use and navigation for all users.

Sponsor Thank You Kits:

We have been sending a “thank you kit” to our sponsors for the 2015 season. Included in those kits were personalized letters thanking them for their support and recapping some of the major highlights and challenges the Lake saw for the past year. Additionally, to the sponsors who were at a sponsor level which included their logo or business name on the event shirts, we included samples of those t-shirts for them.

2016 State of the Lake:

We spoke with Nick Mellas of the Sail Harbour Club (Sherman/New Fairfield) about the possibility of them hosting the 2016 State of the Lake. The past two years we have held it in rotating venues, first in Candlewood Isle’s Clubhouse and then last year in the Candlewood Lake Club’s Clubhouse.

They offered the use of the clubhouse for our event and it is available on the April 2nd date we are looking to hold the event.

We went for a visit to the clubhouse to check it out and it has good space for our needs. There are a few details the Public Awareness committee will need to discuss before making a final decision.