



CANDLEWOOD LAKE AUTHORITY

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

Minutes of Regular Meeting

October 11, 2017

Attending:

P. Schaer	Sherman
G. Linkletter	Sherman
D. Cushnie	Sherman
J. Murphy	Brookfield
W. Lohan	Brookfield
B. Brown	Brookfield
C. Robinson	Danbury
D. Rosemark	Danbury
J. Hodge	New Fairfield
M. Toussaint	New Milford
J. Wodarski	New Milford

Absent:

P. Eng	New Milford
E. Siergiej	Danbury
J. Main	New Fairfield
J. Keating	New Fairfield

F. Frattini, CLA Administrative Coordinator
M. Howarth, CLA Public Education Director

Recorder: F. Frattini

Guests: S. Slater, Selectman, Brookfield (arrived 8:10 PM)
K. Gucker, Danbury
Mary and Kevin, Danbury
J. McCartney, New Fairfield
J. McAlister, New Fairfield
C. Rowan, New Fairfield, Candlewood Voices
G. Slomba – *Town Tribune*
S. Wodarski, New Milford
Two Boy Scouts from Troop 158

Chairman, Phyllis Schaer, called the regular meeting of the Candlewood Lake Authority to order at 7:32 P.M. at Brookfield Town Hall Brookfield, CT. She welcomed the guests.

Public Comment:

J. McCartney of New Fairfield read the following statement on the recent FOI request from John Hodge to the CLA Chairman on information concerning Public Safety and the Lake Patrol. “The *Connecticut Freedom of Information Act*, enacted in 1975, is a series of laws that guarantee the public access to public records of governmental bodies in *Connecticut*. They are important for public accountability and the equal treatment of all people under the rule of law. They are also important as an anti-corruption tool.

They were not intended to be a tool to damage a small organization with very limited staff like the CLA, and yet, in my opinion, that is what is being attempted.

The most recent FOIA request by Mr. Hodge is expansive (January 2016 to October 2017) and broad (all correspondence, emails, letters, notes from meetings, texts, etc. between the Chairman/Board and the Lake Patrol – officially known as the Marine Patrol). This request is from a member of this board. Because he is a member of this board he doesn't have to pay for the hundreds of pages of copies this will likely include and the significant amount of time it will waste to comply with this request. It shows no regard for the organization or its members. It shows no regard for the good members of the Marine Patrol, our first responders on the lake. It shows no willingness to try to work with the board or employees to look at the records at the CLA offices. It seems to be a witch hunt in October.

One is left wondering why?

This Board has much hard work to do in the months ahead. Unfortunately, Mr. Hodge's actions again distract it from the mission.

Do not let this take this board off course. Do not let this damage this organization, its board members who truly care, and its employees.

I can assure you that while Mr. Hodge is a delegate from New Fairfield, he does not speak for most people in New Fairfield who truly care about Candlewood Lake and the CLA.

I want to personally thank Phyllis and Mark and all the Board Members who work hard for and truly care about Candlewood Lake."

Mrs. Schaer thanked Mr. McCartney for his statement.

Boy Scout Toussaint thanked members of the CLA Staff (Mark, Nic and Frances) "We greatly appreciate all the time and support provided to ensure that our camping trip to Green Island was a success. Thanks for your efforts, we had a great time" and he presented a photo of the boys in their canoes on the Lake that was signed by the boys of the Troop.

Mary from Danbury asked if Committee meetings were listed on the website, she was advised that they are on file with each of the Town Clerks.

K. Gucker of Danbury understands organizations that rely on volunteers and cannot understand another FOIA request instead of doing what is needed for the lake. What is going on? Is this the best use of your limited budget? What did it cost the CLA to comply with the last FOIA request? Isn't this opposed to the mission of the CLA?

Secretary's Report: Jerry Murphy asked for any changes to the minutes of the September 13, 2017 meeting with none, *Jerry Murphy made a motion to approve the minutes of the September 13, 2017 meeting as written, seconded by Bill Lohan and voted with all in favor. Motion carried and minutes have been accepted as corrected*

Chairman's Report: Phyllis Schaer, Chairman noted that she and Mr. Howarth had met with First Light Power to discuss the drawdown and other issues. She advised that there will be a shallow drawdown this year, she noted that FLPR advised that they had a meeting in Hartford with Senator Murphy's aide regarding their working in a more collaborative manner with the Lake Authority. She also reported that FLPR indicated they would not issue any more grants for chemicals without consulting the CLA. They plan on having another follow up meeting with FLPR soon. The weed mapping has shown that the Grass Carp have been active in the coves as there was little or no evidence of weeds as compared to prior year. Mrs. Schaer reported that the shallow drawdown this year with a freeze could be effective; and FLPR indicated maybe once the Grass Carp are fully acclimated and managing the weed growth, a standardized drawdown of 6-7 feet each year maybe something that would be considered in the future. Phyllis and Mark indicated they would like to find common areas of interest that they can collaborate with on projects that would be beneficial for the Lake, such as Buffer Garden Awards for Excellence. FirstLight was asking what does the CLA want? We discussed considering additional areas we

can collaborate on and would like our Board to provide suggestions. Mr. Howarth discussed the Claim Capacity Audit that FLPR must perform with a full pond after two 32-degree days. He noted that they will hold the drawdown level longer for it to be more effective. FLPR would like to come to a CLA meeting to speak to and present to the delegates. A future meeting date would be suggested.

Mrs. Schaer advised that as she and Mr. Howarth will be at the NALMS conference the week of November 6th, the November CLA meeting has been rescheduled from November 8 to November 15th.

Mrs. Schaer noted that the memorial bench with plaque for Harold Mayer at Lynn Deming Town Park has been approved by New Milford Park and Recreation and so far \$575 of the required \$750 has been collected. She asked delegates to consider a donation and let her know.

Vice Chairman's Report and:

HR Committee: Mark Toussaint, Committee Chair, thanked the committee for their good work and positive efforts. He reported that upon completion of the survey and results, the committee turned its attention to the CLA organization structure using focus areas from the survey results and Executive Director Job Description with the survey's Executive Director attributes.

He noted that the survey indicated that the stakeholders would like the CLA to essentially "Stay the Course" with continued focus on the following areas:

1. Watershed and Water Quality and Invasives
2. Improved collaboration with Towns and FirstLight
3. Public Education and Community Outreach
4. Public Safety – User conflicts, over crowding, patrol hours

Also they clearly indicated a desire for a more "mobilized outreach" with more hands-on education and outreach programs.

Areas of expertise/experience for the Next Executive Director:

(top 7 in order of importance)

1. Lake Management/Lake Science
2. Understanding Invasives
3. Ability to form collaborative partnerships
4. Familiar with Candlewood Lake
5. Local Government
6. Regulatory Experience (ex. FERC)
7. Legislative experience

Recommended changes to the CLA organizational Structure

1. There are no significant changes to role or the CLA organizational structure recommended at this time
2. It is not a requirement that the next Executive Director conduct original scientific research
3. The CLA focus over the next 3 years should revolve around leveraging the CLA's substantial existing scientific knowledge, established by the previous Executive Director, into more "mobilized" education and outreach programs.
4. Water quality testing and reporting should be outsourced for the time being.
5. For the near term the CLA should utilize outside consultants as necessary in support of water quality initiatives.

6. Expand the role and responsibilities of the Education and Outreach Director role in support of expanded and more “mobilized outreach” programs.
7. The Executive Director and Education and Outreach Director’s roles can become “more equal” than previously with regard to responsibilities and salary. Although it is important that all staff report to the Executive Director.

Job description was presented and Mrs. Schaer advised that it will go to Newspaper, post to job boards and NALMS.

Executive Director – Candlewood Lake Authority

The Candlewood Lake Authority (CLA) is looking for a highly motivated and experienced Executive Director. This highly visible role will lead one of the most respected environmental organizations in New England providing lake management, water quality oversight and public safety for Candlewood Lake. Responsibilities will include managing, scheduling and budgeting of programs and projects that further the mission of the Candlewood Lake Authority and the Candlewood Lake Authority Marine Patrol (CLAMP). Candlewood Lake is the largest lake in CT and a FERC licensed hydropower facility.

Job Duties include: Work with support staff and Board of Delegates to implement and continue the CLA’s lake science and lake management, community outreach and public policy initiatives. Ability to form collaborative partnerships, act as strategic planner for water quality, watershed and aquatic invasive management initiatives, public education and community outreach development, monitor shoreline/land use regulations, legislative and FERC issues and coordinate oversight of the CLA Marine Patrol and equipment and facilities operations; act as liaison with community leaders, local elected officials, and First Light Power Resources (the FERC licensee / owner of this Hydro power facility). Supervise and prioritize work tasks and provide scientific guidance and program review. Provide monthly reports of Directors previous months activities to BOD. Represent CLA and programs with State and local agencies. Attend CLA scheduled meetings as required, community meetings, seminars, conferences and review scientific literature.

Ability to function in both administrative and “hands-on” water quality initiatives. The seasonal nature of this position will require ability to coordinate work both on and off site between Sherman base, administrative offices, lab facilities and “on lake” data collection as needed requiring a flexibility of schedule and hours.

Minimum qualifications: A college graduate or commensurate experience. Bachelor’s degree from an accredited college or university (biology, environmental studies, botany, public policy, chemistry, or related field, knowledge of Limnology a plus). 5 years’ experience in a related field preferred, one of which should be in a supervisory capacity, preferably in a public, governmental or educational organization a plus.

The candidate must be an independent self-starter who is able to excel without requiring day-to-day direction. Additional skills: excellent communicator (oral, written and people), strong researcher, experienced with computer technology with ability to apply knowledge to lake and watershed management a plus. Legislative and regulatory experience a plus. Responsibilities include budget development, financial management, fund-raising, and grant writing.

Physical Requirements: As this position requires on site field work on Candlewood Lake the successful candidate must possess the ability to swim, knowledge of water testing equipment (training provided), ability to take and pass CT Boater Safety Course and operate CLA vessels.

This is a full time position with Salary Commensurate with Experience.

EOE, No Phone Calls Please, Send or E-mail resume with cover letter and salary requirements/history to: hrchair@earthlink.net ; Human Resources, Candlewood Lake Authority, P.O. Box 37, Sherman, CT 06784

Jerry Murphy made a motion to approve the job description/advertisement as written above, seconded by Bill Lohan. Discussion followed. Mr. Hodge asked why does it not require a Master's Degree? It is because of the salary range – a Master's may be out of the range of the CLA. Mr. Hodge asked why is Limnology a plus and not required? It may limit candidates. A good candidate will need a variety of skill sets, and traits helpful for the position, the committee did not want to limit or prevent good applicants. Discussion continued – salary commensurate with experience. With no further discussion the motion was voted with all in favor, George Linkletter opposed and John Hodge abstained. Motion carried.

Treasurer's Report: Bill Lohan reported that for September income is 75% of budget. Balance of income is from \$59,600 from Danbury, \$42,000 from contributions/donations and \$10,000 from merchandise. Expenses year to date are Administration is at 17%, Equipment/Facilities 33%, Public Safety 49%, Public Awareness 22% and Watershed Management 39% making the total year to date expenditures 28% of the total. He reminded the delegates that the amounts on the Grants/Restricted page are for specific purposes.

Bill Lohan made a motion to accept the Treasurer's Report of Income and Expense, Budget vs. Actual for the month ended September 30, 2017 as presented, seconded by John Hodge and voted with all in favor. Treasurer's report has been accepted and filed for Audit.

Mr. Lohan reminded the committee Chairmen that their 2018/2019 proposed budgets need to be into the office by October 20th. The Finance Committee will meet to review the proposed budget and present to the Executive Committee on November 1, 2017 and then it will be brought to the full board at the November 15th monthly meeting. He added that if there are any major changes that the reason be noted on the worksheet.

Mr. Linkletter asked if the buffer garden restricted funds could be used for signs – That money is for the demonstration buffer garden at Sherman Town Park – plants, mulch, fence, etc. and signs at that garden.

Public Education Director/Public Awareness Committee:

Mark Howarth, Public Education Director, noted his report is attached to these minutes. A few of the highlights: The Annual Report of CLA Activities was prepared and sent to all Lake Towns, there was a third Safe Boating class in September, members of Lake Hopatcong, NJ will be visiting the CLA to discuss our Grass Carp Program on October 20. The CLA was notified of a single-family home in Candlewood Pines, this was approved over ten years ago but is presently up for approval again. He has been reviewing the plans with Gary Dufel who has given some comments; he will be putting the information together for the Watershed Management Committee before submitting to Danbury EIC. The drawdown has been announced to the Public on the CLA Website and Face Book page. He had a busy month with public outreach at the following

- New Fairfield Day with delegate Jeff Main
- New Milford Fire Safety Day with LPO Henry Dyson
- Still River Educational Day – the third graders liked the Enviroscope
- Green Island Camping Trip – Troop 158 of New Milford
- New Fairfield Senior Center Environmental Corps

(The group that collects our weekly water samples for e-coli bacteria testing)

Committee Reports:

Public Safety Committee: Joe Wodarski noted that the scheduled patrols are done for the season. The annual appreciation dinner for Lake Patrol, Staff and Delegates will be Friday, November 3 at the Candlewood Lake Club Clubhouse. He asked that the delegates please try to attend. The Lake Club will provide the main course and delegates are asked to bring an appetizer or dessert. Jerry Murphy advised that he had been out on patrol and it was a very enlightening experience and recommends it to all delegates.

It was noted that the signage on the new Patrol boat needs to be more visible as the present sign is hard to see – it will be looked into how to correct this problem.

Mr. Wodarski advised that the proposed buoys at Dike's Point had been discussed by the committee and recommend that they be approved, *Jerry Murphy made a motion that the CLA approve and apply for the two "No Wake" Buoys at Dikes' Point and further provided that they are paid for by Mary and Kevin of Danbury who brought this request to the CLA as outlined in the minutes of the August 9, 2017 CLA meeting, motion seconded by Chris Robinson and voted with all in favor. Motion carried and the CLA will start the application process.* Mary thanked the delegates for approving this request and asked to be advised when the permit has been received and she will forward her check. Mrs. Schaer thanked her for her efforts in this regard. Mr. Hodge asked if a Public Hearing will be required for these buoys – that will be up to the DEEP after the CLA submits the application. It is hoped that these will be in the water for the 2018 season.

Equipment/Facilities: Doug Cushnie, Committee Chair reported that he has been in touch with the previous Committee Chair and has met with the OPS Manager. All boats are out except ARK-II, which has begun buoy removal this week. An evaluation of the buoys will be made when they have all been removed as a number may need to be replaced. Mrs. Schaer suggested that money for buoy replacement should be included in the proposed budget.

Watershed Management Committee: Mark Toussaint, Committee Chairman noted that the Carp Tracking program is coming to an end as the batteries had only a two-year lifespan. Greg Bugbee of the Connecticut Ag Station has noted that the weed mapping was good; the Grass Carp are working and there was minimal weeds in many of the coves. Candlewood had a good summer only one Blue Green Algae sample early on was above toxic levels all others were below limits. The Blue Green Algae testing program will continue for next year – he will be speaking to WESCON – Dr Wong. Lake and Stream monitoring is done for the year and AER to report on Water Quality at the December meeting.

Public Awareness Committee: Chair George Linkletter advised that they are working on the Annual appeal, planning a drone video on Buffer Gardens –future planning and awareness considerations include the 90th anniversary of the lake, asked the Board if there were any ideas to celebrate this, just let the committee know. A boat parade was suggested.

HR Committee: Reported above.

Old Business: None

New Business: Mrs. Schaer read a recent email she received from John Hodge:
October 4, 2017

“Dear Phyllis:

Pursuant to the Freedom of Information Act, I am requesting a copy of any and all communications related to public safety and to the Candlewood Lake Patrol from January 1, 2016 to the present.

To be clear, by asking for all communications, I am seeking all emails, texts, letters, notes and Lake Patrol employee evaluations.

Please let me know when the request is fulfilled.

Thank you,

John Hodge”

Mrs. Schaer’s reply to this is attached, to which she received the following email from Mr.

Hodge: October 7, 2017

“Phyllis,

Thank you for this email, I’m not sure that this request involves CLA office staff at all. Despite your assertion that my request was voluminous. I truly believe, especially since the source of most of the materials are coming from the Lake Patrol Officers themselves, this could be relatively quick turnaround. It lessens the burden for you I would be happy to collect directly from the individual officers on my request. Quite frankly, although I included you on this request I can’t imagine that you have had much contact with the patrol directly. In any case please feel free to forward documents as they come in from the individual officers and not wait to compile them all at once.

John”

Mrs. Schaer reminded Mr. Hodge he is a delegate of the CLA and he need only visit the office and ask to see the documents. She advised that there is concern that these are Law Enforcement Officers and their personal information is not public. Also copies of the schedules could cause a problem – Mr. Hodge noted what I am asking for is already past and should cause no problem. Mrs. Schaer noted the request is overly broad and vague, and asked if Mr. Hodge could be more specific in his request. He declined to change his request.

Bill Brown asked Mr. Hodge “Why do you want this information?” Mr. Brown was told you cannot ask “Why” on an FOI request. Mrs. Schaer noted that this is counter productive but will comply and that the office is available for review of files and is compiling the requested data.

Public Comment: Carolyn Rowan noted this is horrendous, Jim McAlister commented it is absurd, a waste of time and energy. He also asked what did the first FOIA request cost the CLA? Mrs. Schaer advised she would figure it out.

Bill Lohan moved to adjourn the meeting. Seconded by Chris Robinson, Meeting adjourned at 9:10 P. M.

Respectfully submitted,

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

The next regular meeting of the Candlewood Lake Authority will be Wednesday November 15, 2017

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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October 11, 2017
Public Education
Mark Howarth

Consolidated Report:

- Wrote 2016/2017 CLA Annual Report for Municipalities
- Worked with CLAMP to promote and register people for Sept. Safe Boating Class
- Planning October visit from Lake Hopatcong representatives to discuss grass carp program
- Reviewing plans for Candlewood Pines single family development
- Had table top Enviroscape demonstration table at September 16th NF Day, attended with CLA Delegate Jeff Main
- CLA had table top booth at New Milford Home Depot Fire Safety Day on October 1st, attended with Henry Dyson from CLAMP
- Phyllis and I met with FirstLight Power to discuss drawdown, potential collaborative efforts, etc. September 19th
- Shallow drawdown announced via electronic and social media platforms
- Presenter at Still River Education Day for 3rd grade kids using Enviroscape on October 4th
- Presented to the New Fairfield Senior Center Environmental Corps October 10th
- Assisted Operations Dept. in removing Deer Island dock for winter and replace hazard buoy



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ANNUAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017

The Candlewood Lake Authority had another successful year which brought both equipment and functionality upgrades and improvements. **Below are some of the highlights from the year.**

LAKE & WATERSHED MANAGEMENT: The **CLA's Sterile Grass Carp Program**, which was implemented in 2015 to help manage the Eurasian watermilfoil, saw its second major stocking in June of 2017, when 4,450 carp were added to the existing population of over 3,800. The **radio transmitter carp tracking program** continued for a second year. It is a joint CLA / Western Connecticut State University (WCSU) initiative that tracks the movements of 48 radio transmitter-equipped carp to improve our understanding of their feeding habits and movements. We also attended **FLPR Technical Committee meetings**.

Both our **water quality and zebra mussel monitoring programs** continued, as did our **bacteria monitoring program** which is run with the help of the New Fairfield Senior Center volunteers. Last year, the CLA and WCSU implemented a **blue-green algae monitoring program**, where WCSU tested the town beaches, as well as several other sites, on a weekly basis. The samples were analyzed and next-day results were provided to the town health departments, as well as the CLA and others. We posted those weekly results on Facebook, Instagram and on our website for the public. In January, we held the first meeting of the **Regional Lakes Task Force**, which brought together 25 members from Candlewood and other area lakes and organizations, including local and state government department reps, to discuss invasive species and water quality concerns.

PUBLIC SAFETY & OPERATIONS: With the help of the five municipalities, and with Sherman's lead, the CLA got a **new Marine Patrol Boat**, with 60% of the funding coming from a State of CT ICE grant. This vessel improves the CLA Marine Patrol's capabilities and replaced another vessel which was permanently taken off the water due to structural issues. The **CLA Marine Patrol continued to operate professionally**, personally interacting with hundreds of boaters and enforcing boating law as needed. In addition, they held a **CT Safe Boating/PWC course** in the spring. Once again, in addition to maintaining our fleet of vessels and facilities, our operations department also deployed and removed approximately **80 hazard, speed and navigation buoys** throughout Candlewood Lake and conducted an **annual boat count** of every resident vessel on the lake, which has been done since 1978, to understand what types and how many boats are on the lake.

OUTREACH: We designed and produced coordinated **"Stop Aquatic Hitchhikers" trifold**s and **large metal public alert signs**. The 3,000 trifold are for distribution to users of the lake; **the signs are installed at all town and state ramps** along with coordinating messaging that the CLA re-stenciled on the boat ramps. We held our **4th Annual State of our Lake** event in April, this time at the Candlewood Inn, which welcomed a record crowd of around 120 residents and provided a forum for them to learn about what is happening on Candlewood, as well as, for us to hear their questions and concerns. We continue to interact with the public through Facebook, Instagram and email newsletters to provide them up to date Lake information.

We continue to participate with a **booth/table at community events** such as Village Fair Days, New Fairfield Day, Sherman Family Science Night and Bethel STEM Night and **presented at numerous community meetings** such as various boy scout and cub scout troops, Leadership Danbury, the New Fairfield Senior Center and the Danbury Men's Club. In September, we held a blue-green algae public information session at WCSU and in November we went to the **North American Lakes Management Society's annual symposium**, where we attended a one day workshop plus three days of lectures on topics ranging from lake management and lake science to public outreach. The annual CLA **Candlewood Lake Clean Up** which was held in May removed in excess of a 30-yard dumpster full of debris from the shores of the lake.

FINANCES: The CLA worked hard to **recreate their accounting practices** under the direction of their municipal auditor. We streamlined financial reporting, revised and simplified our chart of accounts and **ended the year net positive**. **The auditor found no deficiencies**. Additionally, we continued to do **our own fundraising** through grants, written and email appeals to the public, CLA sponsorship contributions and via merchandise sales through our online store and public outreach events.



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October 5, 2017

Mr. John Hodge
6 Charcoal Ridge Road West
New Fairfield, CT 06812

Dear John,

I am in receipt of your request dated October 4, 2017 for communications related to public safety and the Candlewood Lake Patrol.

We will do everything possible to collect all emails, text, letters, notes and Lake Patrol employee evaluations.

Due to the volume of the request we will do what we can as quickly as we can with our limited staff. Some documentation may take longer to comply.

Regards,

Candlewood Lake Authority

Phyllis Schaefer
Chairman

PS