



CANDLEWOOD LAKE AUTHORITY

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

PO BOX 37 • SHERMAN, CT 06784 • P (860) 354-6928 • F (860) 350-5611

Minutes of CLA Regular Meeting Wednesday, March 12, 2025 - 7:00PM via ZOOM

ATTENDING:

P. Schaer	Sherman
D. Cushnie	Sherman
J. Main	New Fairfield
M. Gaffey	Brookfield
W. Meikle	Brookfield
B. Lohan	Brookfield
S. McColgan	Danbury
J. Laughinghouse	Danbury
S. Kluge	New Milford
M. Toussaint	New Milford
J. Wodarski	New Milford

ABSENT:

M. O'Connor	Sherman
B. Licht	New Fairfield
J. Archer	New Fairfield
E. Siergiej	Danbury

M. Howarth, Executive Director
N. Stalter, Director of Ecology
M. Gasperino, Operations Manager
D. Wright, Administrative Coordinator

Recorder: D. Wright

Guests: 2

Vice Chairman, Marianne Gaffey, called the meeting to order at 7:00pm.

PUBLIC COMMENT

None

CONSENT AGENDA

Marianne removed the minutes from last month's meeting from the consent agenda.

*Marianne Gaffey made a motion to approve the consent agenda, seconded by **Bill Lohan**, all voting in favor.*

Mark H. provided an update that last month's minutes should have shown that Phyllis S. and Doug C. joined the meeting at 7:05pm.

*Marianne Gaffey made a motion to amend the minutes to show that Phyllis and Doug joined the meeting just prior to the equipment and facilities presentation, seconded by **Mark Toussaint**, all voting in favor.*

TREASURER (Will Meikle)

Will stated that we are on budget year to date, running over in revenue and slightly over in expenses. We had a strong month of revenue thanks to donations from the community.

*Will Meikle made a motion that the board authorize CLA to approve the contract with Vendor A for \$37,000 to complete Phase II of the Lake Management Plan, and that we will fund this from the CLA Board Approved budget. If for any unforeseen reason, the municipalities do not approve our budget we'll use the Unassigned Account to fund this. seconded by **Bill Lohan**, all voting in favor.*

PUBLIC SAFETY (Mark Howarth)

Mark H. discussed that the two Patrol recruits are going through training with DEEP and if all goes well they will be joining the Patrol this season. Mark stated he has been working with Chief Mellas and the senior officers to review processes and procedures, along with IT upgrades.

EQUIPMENT & FACILITIES (Mark Howarth)

Mark H. noted that Mike identified a replacement used truck, unfortunately, it sold quickly, so we may need to move more quickly on good opportunities. Work is being done to identify and get quotes on repairing one of the PWCs that has a leak. Mark added that Mike has been preparing for the upcoming season.

PUBLIC AWARENESS (Mark Howarth)

Mark H. stated that they completed the final filming of the "About the CLA" video which should be released in the next month or so. Mark noted that we have a postgraduate volunteer who will be reviewing our website, and she will help with our project of updating the home page design.

WATERSHED MANAGEMENT (Steve Kluge, Neil Stalter)

Steve K. provided an update on the pump up and the lake is up about 2 feet from his calculations. Neil discussed a letter that appoints him the executor of the AIS grant program which is for the Lake Stewart program.

*Phyllis Schear made a motion to approve the letter authorizing Neil as the agent of the AIS grant program, seconded by **Marianne Gaffey**, all voting in favor.*

Neil provided an update on the Lake Management Plan, including project costs and the sources of funding.

*Will Meikle made a motion that the board authorize CLA to approve the contract with Vendor A for up to \$38,000 to complete Phase II of the Lake Management Plan, and that we will fund this from the CLA Board Approved budget. If for any unforeseen reason, the municipalities do not approve our budget we'll use the Unassigned Account to fund this, seconded by **Phyllis Schaer**, all voting in favor.*

Neil provided water quality highlights from the 2024 season. His full report will be done shortly and made available.

Neil mentioned we will attend First Light's technical committee meeting next week to discuss the plan for the drawdown for next winter and the nuisance plant monitoring plan for this summer, which will include our efforts to increase monitoring on Candlewood to help look for invasive species, notably hydrilla.

Mark H. gave a brief overview of the hearing for the shoreline management plan that happened at the end of February noting we submitted our comments in writing.

ADJOURN

Marianne Gaffey made a motion to adjourn the meeting, seconded by **Steve Kluge**, all voting in favor.

The meeting adjourned at 7:52 pm.

Respectfully submitted,

Joan Archer^{DW}

Joan Archer, Secretary

Dee Wright, Administrative Coordinator

These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Candlewood Lake Authority.



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**Martin W. O'Connor, Chair
Candlewood Lake Authority**

March 12, 2025

Municipalities

The budget review process is now complete for all the respective municipalities. While not a concern, Brookfield was the only one who did not require a meeting or presentation. A big thank you to Will and Mark for their time, especially with the late evening presentations.

Committees

All committees continue to meet regularly with no major concerns noted. In addition, we are refreshing our Human Resource (HR) Committee. This team will focus on updating our HR policies and guidelines and assist with any HR concerns or issues raised to the Board.

Financials

The overall financial position remains strong, and no major concerns have been noted.

Other

Videos - We completed the last of the video shoots this past Monday with both the Vice Chair and me. The videos will now be edited and posted on our website. This completes the initial phases of videos planned.

Volunteers – I am pleased to note our volunteer base continues to grow. We have two individuals joining the team this month to provide support. The CLA could not do without the support of its delegates and these volunteers. A huge thank you to all.

**Martin W. O'Connor
March 12, 2025**

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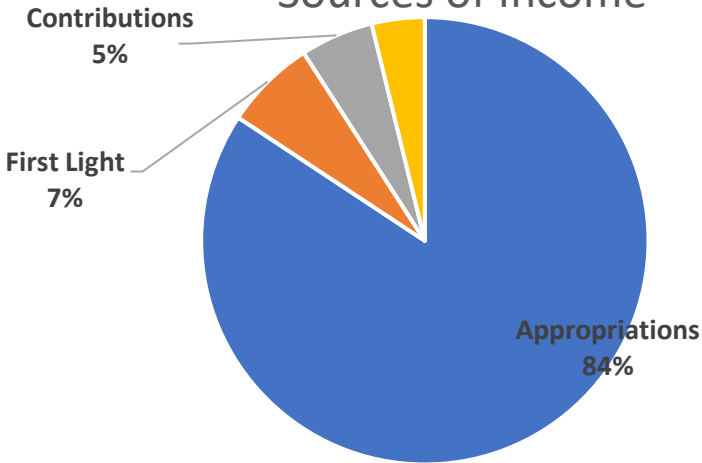
Finance Committee Financial Results February 2025



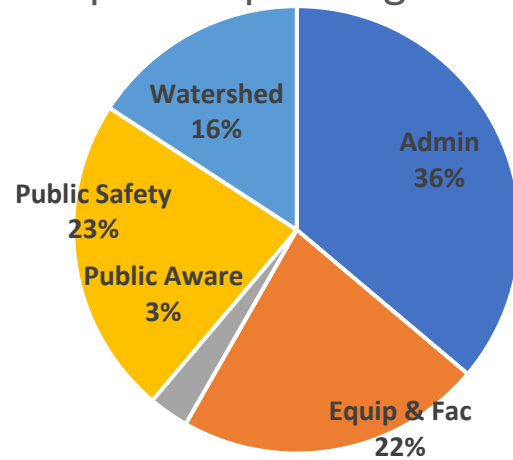
Income & Expense Overview

Financial Results thru February 2025

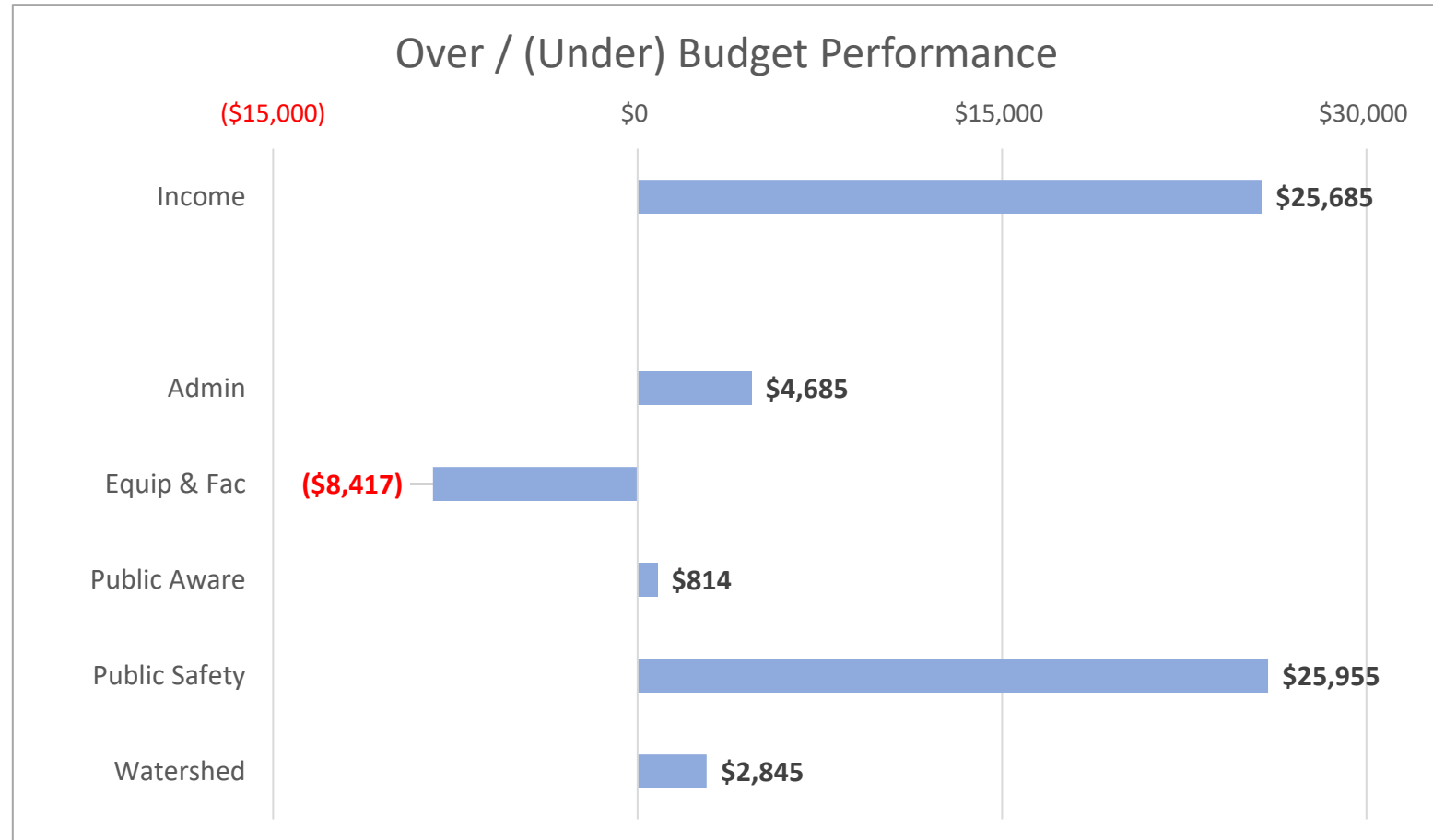
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Financial Results thru February 2025

February 2025 Results	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$739,000	\$764,685	\$25,685	103%	\$757,500	\$783,185	\$25,685	103%
Expenses								
Administration	\$187,591	\$192,276	\$4,685	102%	\$273,855	\$278,540	\$4,685	102%
Equipment & Facilities	\$144,893	\$136,476	(\$8,417)	94%	\$167,590	\$159,173	(\$8,417)	95%
Public Awareness	\$11,000	\$11,814	\$814	107%	\$22,000	\$22,814	\$814	104%
Public Safety	\$120,680	\$146,635	\$25,955	122%	\$174,280	\$200,235	\$25,955	115%
Watershed Management	\$78,727	\$81,572	\$2,845	104%	\$119,775	\$122,620	\$2,845	102%
Total Expense	\$542,891	\$568,773	\$25,881	105%	\$757,500	\$783,381	\$25,881	103%
Other Income/(Expense)	\$4,500	\$2,946	(\$1,554)		\$0	(\$1,554)	(\$1,554)	
Operating Surplus/(Deficit)	\$200,609	\$198,859	(\$1,750)	99%	\$0	(\$1,750)	(\$1,750)	-
<i>* Accrual Basis Accounting</i>								

Key Drivers of the deltas to Budget



Income: Exceeded budget driven by Interest Income and Donations from the community.



Administration: Over budget driven by higher Professional Services, Technology Services and Payroll taxes, offset by Rent.



Equipment & Facilities: Under Budget driven by Utilities, Wages and Temporary Personnel wages .



Public Awareness: Over budget driven by Fundraising expenses and CLA 2024 Cleanup carry over expenses.



Public Safety: Over budget due to Lake Patrol Wages, Boat Maintenance and Fuel costs.



Watershed: Over budget due to Lake Testing, offset by Professional Development costs.

Committee Details



Income Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Income						
901 · Appropriations	0.00		638,500.00	638,500.00	0.00	638,500.00
902 · Contribution from FirstLight	0.00		50,000.00	50,000.00	0.00	50,000.00
903 · Interest	3,322.09	2,000.00	32,191.02	20,000.00	12,191.02	25,000.00
911 · Miscellaneous Income	0.00	0.00	568.63	0.00	568.63	0.00
912 · Contributions and Donations	7,354.96	7,500.00	39,925.70	27,500.00	12,425.70	30,000.00
915 · Sponsorship -programs/activitie	0.00	0.00	2,500.00	2,000.00	500.00	10,000.00
916 · Lake Patrol Services	0.00	0.00	0.00	0.00	0.00	2,000.00
917 · Buoy Contract	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
Total Income	10,677.05	9,500.00	764,685.35	739,000.00	25,685.35	757,500.00



Administration Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Administration						
100 · Executive Director - Wages	8,033.34	8,033.33	64,266.72	64,266.66	0.06	96,400.00
101 · SS/Medi/CTUC	2,138.13	2,566.25	20,941.83	20,530.00	411.83	30,795.00
101A · Workers Comp Insurance	0.00	0.00	4,217.00	4,635.00	-418.00	4,635.00
102 · Exec Dir - Fringe Benefits	1,300.66	1,258.33	10,502.94	10,066.66	436.28	15,100.00
110 · Admin. Coordinator - Wages	2,954.04	2,987.08	24,818.88	23,896.66	922.22	35,845.00
112 · Admin Cor - Fringe Benefits	1,151.11	1,109.17	8,976.96	8,873.34	103.62	13,310.00
113 · Insurance	0.00	0.00	9,312.30	8,782.50	529.80	11,710.00
114 · Telephone	250.00	300.00	2,125.00	2,400.00	-275.00	3,600.00
115 · Office Supplies	264.44	491.67	4,272.92	3,933.34	339.58	5,900.00
116 · Postage	0.00	62.50	375.40	500.00	-124.60	750.00
117 · Audit	0.00	0.00	7,500.00	7,500.00	0.00	7,500.00
118 · Professional Services	217.72	1,320.83	17,182.67	10,566.66	6,616.01	15,850.00
119 · Bank and Service Fees	201.29	100.00	2,139.67	800.00	1,339.67	1,200.00
121 · Expenses	0.00	83.33	90.62	666.66	-576.04	1,000.00
122 · Internet Access	0.00	100.00	771.68	800.00	-28.32	1,200.00
124 · Technology Hardware & Services	643.65	666.67	5,981.03	5,333.34	647.69	8,000.00
161 · Office Rent	1,100.00	1,755.00	8,800.00	14,040.00	-5,240.00	21,060.00
Total Administration	18,254.38	20,834.16	192,275.62	187,590.82	4,684.80	273,855.00



Equipment & Facilities Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Equipment and Facilities						
200 · Personnel - Wages	0.00	0.00	0.00	1,000.00	-1,000.00	2,000.00
210 · Operations Manager - Wages	2,606.62	3,700.00	27,147.67	29,600.00	-2,452.33	44,400.00
212 · Ops Mgr - Fringe Benefits	0.00	100.00	500.00	800.00	-300.00	1,200.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	917.89	2,000.00	-1,082.11	3,000.00
222 · Utilities - electric	394.61	520.00	1,715.03	4,160.00	-2,444.97	6,240.00
223 · Internet and Security Systems	0.00	20.83	1,029.75	166.66	863.09	250.00
226 · Work Boats	0.00	0.00	3,793.82	4,500.00	-706.18	6,000.00
227 · Vehicle	127.97	166.67	2,052.15	1,333.34	718.81	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	333.34	-333.34	500.00
231 · Buoy Maintenance	0.00	0.00	-680.00	1,000.00	-1,680.00	2,000.00
261 · Capital Replacement Fund	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00
Total Equipment and Facilities	3,129.20	4,799.17	136,476.31	144,893.34	-8,417.03	167,590.00



Public Awareness Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Awareness						
413 · School Programs	0.00	250.00	0.00	2,000.00	-2,000.00	3,000.00
414 · Subscription services	0.00	416.67	3,163.24	3,333.34	-170.10	5,000.00
415 · Events and Displays	0.00	333.33	692.68	2,666.66	-1,973.98	4,000.00
417 · Fundraising	0.00	0.00	6,861.80	3,000.00	3,861.80	6,000.00
421 · Shoreline Cleanup	0.00	0.00	1,095.93	0.00	1,095.93	4,000.00
Total Public Awareness	0.00	1,000.00	11,813.65	11,000.00	813.65	22,000.00



Public Safety Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Public Safety						
300 · Lake Patrol Wages	0.00	588.00	57,044.63	52,364.30	4,680.33	66,803.00
301 · CLAMP Chief Salary	3,433.34	3,433.33	27,466.72	27,466.66	0.06	41,200.00
311 · Boat Maintenance and Reimburse	0.00	0.00	24,898.63	11,750.00	13,148.63	13,250.00
312 · Gas and Oil	0.00	0.00	27,363.76	19,790.70	7,573.06	26,117.00
313 · Insurance	0.00	0.00	7,886.70	7,968.75	-82.05	10,625.00
314 · Training	0.00	0.00	0.00	0.00	0.00	6,475.00
318 · Miscellaneous	0.00	100.00	456.98	600.00	-143.02	1,000.00
321 · Radio & Equipment	0.00	0.00	-72.46	100.00	-172.46	1,810.00
322 · Uniforms	0.00	0.00	1,590.00	640.00	950.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Public Safety	3,433.34	4,121.33	146,634.96	120,680.41	25,954.55	174,280.00



Watershed Management Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Watershed Management						
500A · Director of Ecology Wage	5,934.58	5,934.58	47,476.64	47,476.66	-0.02	71,215.00
502 · Dir. Ecology - Fringe	1,237.70	1,196.67	10,030.38	9,573.34	457.04	14,360.00
511 · Lake and Stream Monitoring	3,236.31	0.00	14,629.00	7,600.00	7,029.00	15,200.00
512 · E-Coli Bacteria Testing	0.00	0.00	3,716.40	1,500.00	2,216.40	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	0.00	153.23	1,000.00	-846.77	2,000.00
514 · Travel	0.00	250.00	1,080.12	2,000.00	-919.88	3,000.00
515 · Equipment and Supplies	0.00	200.00	1,589.08	1,600.00	-10.92	2,500.00
531 · Professional Development	0.00	0.00	2,897.12	7,000.00	-4,102.88	7,000.00
532 · Engineering and Consulting	0.00	83.33	0.00	666.66	-666.66	1,000.00
599 · Miscellaneous	0.00	40.00	0.00	310.00	-310.00	500.00
Total Watershed Management	10,408.59	7,704.58	81,571.97	78,726.66	2,845.31	119,775.00

Other Income/Expense Details

	<u>Feb 25</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>FY Budget</u>
Other Income/Expense						
Other Income						
900-21B · DEEP AIS (Lake Steward)	0.00	0.00	17,594.00	18,000.00	-406.00	18,000.00
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>17,594.00</u>	<u>18,000.00</u>	<u>-406.00</u>	<u>18,000.00</u>
Other Expense						
Total Expense Restricted/Grants	0.00	0.00	14,777.00	13,500.00	1,277.00	18,000.00
80000 · Ask My Accountant	0.00		130.63		130.63	
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>14,907.63</u>	<u>13,500.00</u>	<u>1,407.63</u>	<u>18,000.00</u>
Net Other Income / (Other Expense)	<u>0.00</u>	<u>0.00</u>	<u>2,686.37</u>	<u>4,500.00</u>	<u>-1,813.63</u>	<u>0.00</u>

Capital Summary Status

Capital Summary for Fiscal Year 2024/2025		Available
Opening Balance as of July 1, 2024	\$491,824	\$265,030
Appropriations		
Annual Capital Appropriation	\$100,000	\$100,000
Capital Planned Expenditures		
Ark Engine (\$15,600 - Jun 2024)	(\$15,600)	
Silver Ship Propeller (\$1,750 - Aug 2024)	(\$1,762)	(\$1,762)
Modem/Antennaes (\$6,000 - Dec 2024)		(\$6,000)
SS1 Light Bar	(\$1,200)	
Total Expenditures		
Closing Balance as of February 28, 2025	\$573,262	\$357,268
Items in () show amount & when CLA Board approved the expenditure		



Balance Sheet Summary & Details

	Feb 28
ASSETS	
Current Assets	
1120 · USB Checking -0212	1,003,265.33
11000 · Accounts Receivable	49,519.00
Total Current Assets	1,052,784.33
TOTAL ASSETS	1,052,784.33

	Feb 28
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
Elan Financial Services	
24000 · Payroll Liabilities	2,606.15
2500 · Accrued Expenses	9,820.00
2700 · Deferred Grant Income	
2700A · DEEP CO2 Grant	13,418.06
2700B · Grass Carp	4,981.00
Total 2700 · Deferred Grant Income	18,399.06
700 · Due to/from CapitalProject Fund	573,261.60
Total Liabilities	604,086.81

	Feb 28
Equity	
3200B · Restricted	
3200B 1 · Education Programs	18,520.69
3200B 2 · Zebra Mussels	6,276.00
Total 3200B · Restricted	24,796.69
3200D · Assigned	
3200D 1 · HMS Initiatives	5,245.06
3200D 2 · Lake Incentives	20,981.67
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	28,210.50
3200E · Unassigned	196,831.58
Net Income	198,858.75
Total Equity	448,697.52
TOTAL LIABILITIES & EQUITY	1,052,784.33

Accounts Receivable			
Danbury Appropriation	Inv# 2223	July	\$31,925.00
DEEP Lake Stewards	Inv# 2227	Jan	\$17,594.00
Total Accounts Receivable			\$49,519.00

Payroll Liabilities		
Simple IRA	Feb	\$2,606.15
Total Payroll Liabilities		\$2,606.15

Accrued Expenses	
Sinnamon & Associates	\$7,500.00
Website Refresh	\$2,320.00
Total Accrued Expenses	\$9,820.00



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: March Monthly Report

Date: 3/12/2025

- We submitted our final comments on the SMP to FirstLight. They will include those comments, as well as their responses, with their final submitted SMP to FERC. We should be seeing those responses, and the filing to FERC, toward the end of March.
 - We have already heard from them that they plan to reinstate the 6-year review period and the public hearing.
 - We also attended the public hearing for this round and heard some very interesting comments from the community. There were many comments specifically about other lakes, but one thing that was brought up a few times for Candlewood was erosion concerns.
- We have received final bids for the groundwater and streamflow portions of the nutrient budget sampling project for this summer. After sending an RFP to three contractors, we have reasonable options from two of them. I will go over these bids at the meeting for the board to vote on the project for this year!
- I'm putting the finishing touches on the 2024 water quality report and will share that when finished with the board. I'll go briefly over some highlights at the board meeting as well – but in general 2024 was a largely uneventful year water quality wise (in many cases, no news is good news).
- I had a great time visiting WCSU and presenting on the CLA, what I do, and some career development advice for students as part of their LSAMP student development grant program, which I sit on the advisory board of.

- The CAES is working on a paper regarding the changes in the plant community over time at multiple transect locations they've sampled for a number of years. This includes the changes in light of the drawdown and grass carp impacts as well. I have the honor of being included in the research and have been helping to review and edit the paper for submission & hopeful publication.
- Recruitment for the Lake Steward program has already begun, and we have engaged the temp agency again for this year. They have expressed they're already getting some interest in the positions! If you know anyone who might be interested in being a steward, please feel free to send them my way.
- FirstLight submitted their annual report of the significant activities (a specific definition of projects done on the shoreline deemed significant per the SMP) that occurred on all the impoundments. I have reviewed this report and find no issue with it. It will be discussed further at the technical committee meeting, along with the drawdown and nuisance plant monitoring, which will be on Tuesday March 18.

- We have set up multiple meetings with DEEP to learn more about the fishing tournaments that happen each year on Candlewood Lake, as well as a separate discussion on setting up a rapid response plan should hydrilla ever be discovered in the lake.



- We have begun the development of a possible internship program for a college student in a relevant major to join us for a few months this year and help with our nutrient budget monitoring project, as well as work on and develop an independent research project as well.



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March 12, 2025
Executive Director
Mark Howarth

Monthly Report

- We completed the proposed FY 25/26 budget presentation process with our final three municipalities: New Milford, Sherman and Danbury. We welcomed the opportunity to speak with the leaders in our municipalities about our budget and the lake and appreciated their interest in what we are working on and issues concerning Candlewood. We look forward to the results of the town votes on their individual budgets to set our budget starting July 1st.
- We are actively planning for the coming summer season covering all core functions of the CLA: public safety, water quality, operations and education.
 - Public Safety: I have been working with Chief Mellas and some of the senior officers of the Patrol to fine-tune processes and procedures that we will implement this season.

We have been working on developing technology solutions to improve the functionality and efficiency of the Patrol and are looking forward to taking delivery of the third, and final, Silver Ships Patrol boat this May. That process is on schedule with the boat going into the “rigging” phase of its construction in the coming weeks.

We are reviewing equipment for the season and ensuring our equipment is in working order prior to the start of the season and we are proceeding with the spring training and hiring process.

- Water Quality: Neil and I have been working together on his plans for the summer season as well. We are looking forward to Phase 2 of the nutrient budget study for the Lake Management Plan as well as completing our Invasive Species Early Detection and Rapid Response Plan.

We will continue to work with DEEP to restore a balance to our lake's ecosystem by returning some plant life to the lake and we will be meeting with DEEP Fisheries to better understand the sport fishing tournament process used to regulate tournaments in the State of CT and here on Candlewood Lake.

- Operations: Michael and I have been working on plans for the start of the summer season and beyond, including buoy deployment, vessel and equipment preparation, and maintenance and repairs, especially as it relates to our most heavily used Patrol boats.

We are also continuing to work on sourcing a used truck to replace the CLA truck that we had to take out of service and hope to get that done as soon as we identify the right vehicle.

- Education: We completed filming for our "About the CLA" video, with Martin and Marianne both filming their sections earlier this month, and I added a few talking points to what I had filmed before. Neil, Nick and I had filmed a good portion of the video last October. We are excited to see the finished product to include on our upcoming refreshed website. We are also looking forward to releasing the three boating safety videos this spring. Those are already completed and we are working on the next batch of educational videos to be filmed, with our volunteer Mark R taking the lead on this project. We also have a new volunteer who will assist us in developing our website redesign and content refresh and social media presence.
- Neil, Marianne, Joan, Doug and I were present at the Shoreline Management Plan public meeting that FirstLight hosted in Southbury at the end of February. While we did not speak at the meeting, as we had submitted our comments for FERC in writing, we were interested in what others had to say. A majority of those present seemed to be from Lake Zoar as there were changes in the document that affected them in particular.