



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, September 11, 2024 - 7:00PM via ZOOM

ATTENDING:

M. O'Connor Sherman
B. Licht New Fairfield
J. Main New Fairfield (7:26pm)
M. Gaffey Brookfield
W. Meikle Brookfield
B. Lohan Brookfield
D. Rosemark Danbury
S. Kluge New Milford
M. Toussaint New Milford
J. Wodarski New Milford

ABSENT:

P. Schaer Sherman
D. Cushnie Sherman
J. Archer New Fairfield
E. Siergiej Danbury
C. Robinson Danbury

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

Recorder: D. Wright

Guests: 3

Chairman, **Martin O'Connor**, called the meeting to order at 7:02pm.

PUBLIC COMMENT

None

CONSENT AGENDA

Martin O'Connor made a motion to approve the consent agenda, seconded by **Bill Licht**, all voting in favor, **Marianne Gaffey** abstained since she did not review the agenda.

Martin O'Connor made a motion to enter an Executive Session with our attorney regarding a pending claim, seconded by **Bill Lohan**, all voting in favor.

At 7:06pm, Board Members Martin O'Connor, Bill Licht, Steve Kluge, Joe Wodarski, Will Meikle, Bill Lohan, Marianne Gaffey, Mark Toussaint, Dan Rosemark, along with Attorney Rose and Mark Howarth joined an Executive Session.

Executive Session ended at 7:25pm and no motions or actions were taken in the Executive Session.

Jeff Main joined at 7:26pm

TREASURER (Will Meikle)

Will noted while we are only two months into the fiscal year, everything is on track, we are in a solid financial position as the summer wraps up. We have kicked off the next budget cycle for the 25/26 fiscal year, working with committees, which will come back to Will at the end of October, and budgets will be brought to the Board in November.

PUBLIC SAFETY (Bill Licht)

Bill L. thanked Chief Mellas for his excellent leadership of the Marine Patrol and that all shifts were covered. Chief Mellas is preparing a synopsis of the season. We are looking to hire some additional LPOs and are confirming if DEEP will be conducting a training class. The Public Safety Committee has had almost full attendance by the members this past fiscal year for all of their meetings. A draft document has been created to educate the public on swim area applications and other information for homeowners. Public Awareness will review the document, and it will be added to our website to spread awareness to homeowners on how these applications are handled.

Jeff M. complimented the Marine Patrol for efficiently helping him on the lake when he had engine issues on the lake.

The low-flying helicopter that has been seen on the lake was mentioned and Bill L. stated the FAA was notified and handling the situation.

EQUIPMENT & FACILITIES (Mark Howarth, Michael Gasperino)

Mark H. stated that everything was going well, and we are gearing up for the end of the season. We will be removing buoys in October. Mike G. discussed they are moving forward with preparing for Fall and Winter projects. Steve K. worked with Michael to mark all buoys with metal tags which include the permit numbers.

PUBLIC AWARENESS (Mark Howarth)

Mark H. spoke about Public Awareness in Joan's absence. There was no Public Awareness meeting this month. The video series is the major project in process. A second environmental video regarding plant life and exclosures will be released to the public shortly. A patrol video will be completed soon, and there is one more planned filming day this month for a few more Public Safety videos related to end-of-season boating. We will have more videos set and ready for next Spring.

WATERSHED MANAGEMENT (Neil Stalter)

Neil S. discussed that the water quality testing is going well, water clarity is high, and the lake overall has been pleasant this year. It's been a very good year for the expanded water sampling. The exclosures are out and have been up for over a month, no obvious signs of regrowth inside yet but we'll keep monitoring. There has been some plant growth outside of exclosures, but it is modest. DEEP is planning an additional removal of about 200 carp, and we will see if there's any regrowth in the Fall. The Lake Stewards are done for the season as they inspected over 500 boats. E.coli and blue-green algae sampling has ended for the year, with no elevated measurements of blue-green algae and very few elevated E.coli levels only around post-rain events.

ADJOURN

Martin O'Connor made a motion to adjourn the meeting, seconded by Marianne Gaffey, all voting in favor.

The meeting adjourned at 7:40 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 O'Connor, Chair
Candlewood Lake Authority**

September 11, 2024

Municipalities

Mid-Year Report – We have completed all five in-person meetings with the local municipality leaders over a two-week period. The meetings were very positive with all leaders being pleased with the level of support and the direction of the CLA. Several requested updates with regards to the Marine Patrol statistics which will be provided after our season closes.

The topic of the islands remains a concern for all including the ability to patrol, protect, and the proper level of legal enforcement. All agreed to attend an in-person meeting that will include all five leaders, First Light, DEEP, and the CLA to address this concern. The CLA will prepare a draft agenda and host the meeting in mid to late October. The objective is to keep the focus on the islands and the proper level of support by all parties.

The possible in-person meeting dates have been shared, and we hope to confirm a date shortly with all as noted.

Committee's and Delegates: Based on the feedback received last month from the Delegates and the Executive Committee this month, we have rebalanced the committee members. I am pleased that we are almost complete and will bring this revised list back to the board shortly for confirmation.

Financials

In conjunction with our Treasurer, I have issued a timeline to all the committee chairs with regard to developing the FY 25/26 budget. Our objective is to bring forward a budget with a reasonable increase year over year to the municipalities. We are also working on updating our Capital outlook plan.

Martin O'Connor

September 11, 2024

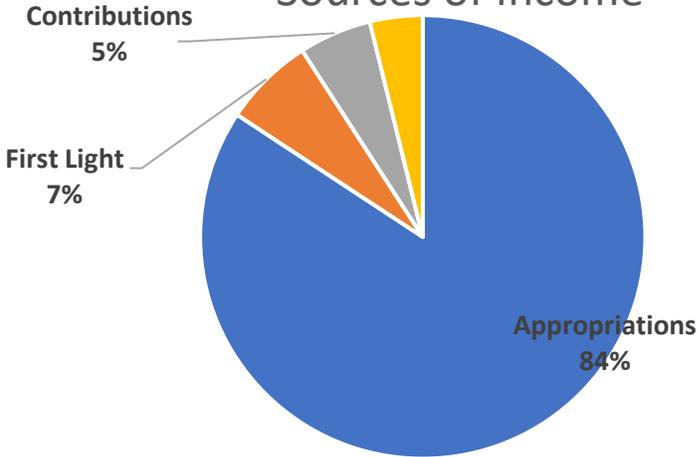
Finance Committee Financial Results August 2024



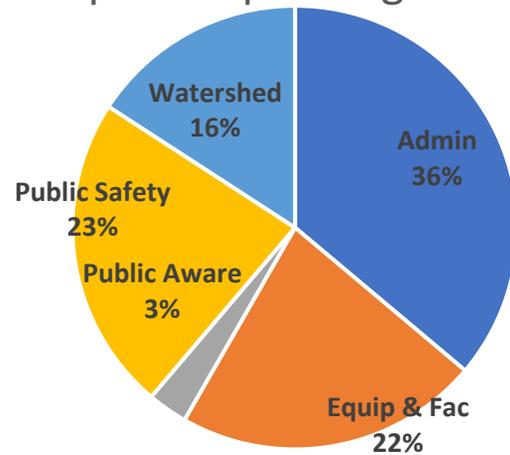
Income & Expense Overview

Financial Results thru August 2024

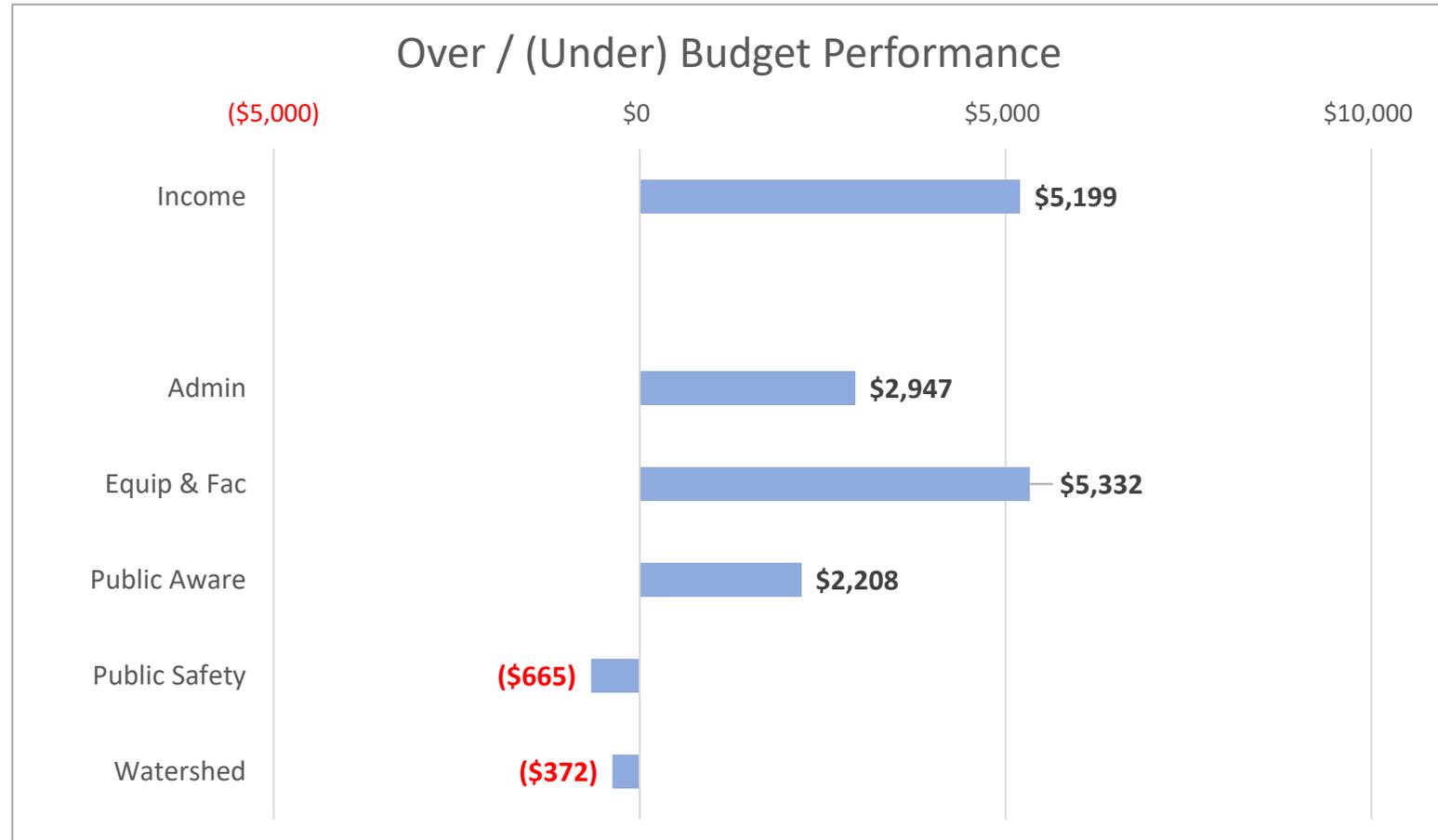
Sources of Income



Expense Spending Profile



Over / (Under) Budget Performance



Operational Income & Expense Summary

Financial Results thru August 2024

August 2024 Results	YTD Budget	YTD Actual	O / (U) YTD Budget	% of YTD Budget	FY Budget	FY Forecast	O / (U) FY Budget	% of FY Budget
Income	\$696,500	\$701,699	\$5,199	101%	\$757,500	\$762,699	\$5,199	101%
Expenses								
Administration	\$46,913	\$49,860	\$2,947	106%	\$273,855	\$276,802	\$2,947	101%
Equipment & Facilities	\$110,598	\$115,930	\$5,332	105%	\$167,590	\$172,922	\$5,332	103%
Public Awareness	\$2,000	\$4,208	\$2,208	210%	\$22,000	\$24,208	\$2,208	110%
Public Safety	\$62,210	\$61,546	(\$665)	99%	\$174,280	\$173,615	(\$665)	100%
Watershed Management	\$22,152	\$21,781	(\$372)	98%	\$119,775	\$119,403	(\$372)	100%
Total Expense	\$243,874	\$253,324	\$9,450	104%	\$757,500	\$766,950	\$9,450	101%
Other Income/(Expense)	(\$9,000)	(\$17,060)	(\$8,060)		\$0	(\$8,060)	(\$8,060)	
Operating Surplus/(Deficit)	\$443,626	\$431,315	(\$12,311)	97%	\$0	(\$12,311)	(\$12,311)	-
* Accrual Basis Accounting								

Key Drivers of the deltas to Budget



Income: Exceeded budget in Donations/Sponsorships and Interest Income



Administration: Over budget driven by higher Professional Services and payroll taxes, offset by rent.



Equipment & Facilities: Over Budget driven by Buoy expenses and repairs to Sherman Base (timing issues only).



Public Awareness: Over budget driven by Website expenses and CLA 2024 Cleanup expenses.



Public Safety: Below budget due to lower Lake Patrol Wages and offset by Boat Maintenance



Watershed: Below budget due to Testing Fees.

Committee Details



Income Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Income						
901 · Appropriations	0.00	0.00	638,500.00	638,500.00	0.00	638,500.00
902 · Contribution from FirstLight	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00
903 · Interest	3,573.95	3,000.00	7,088.84	6,000.00	1,088.84	25,000.00
911 · Miscellaneous Income	568.63	0.00	568.63	0.00	568.63	0.00
912 · Contributions and Donations	1,450.30	1,000.00	3,041.55	2,000.00	1,041.55	30,000.00
915 · Sponsorship -programs/activitie	0.00	0.00	2,500.00	0.00	2,500.00	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	0.00	0.00	0.00	2,000.00
921 · Grant Income - unrestricted	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	5,592.88	4,000.00	701,699.02	696,500.00	5,199.02	757,500.00



Administration Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Administration						
100 - Executive Director - Wages	8,033.34	8,033.33	16,066.68	16,066.66	0.02	96,400.00
101 - SS/Medi/CTUC	3,259.24	2,566.25	7,007.16	5,132.50	1,874.66	30,795.00
101A - Workers Comp Insurance	0.00	0.00	2,109.00	2,317.50	-208.50	4,635.00
102 - Exec Dir - Fringe Benefits	1,253.05	1,258.33	2,601.32	2,516.66	84.66	15,100.00
110 - Admin. Coordinator - Wages	3,040.56	2,987.08	6,130.56	5,974.16	156.40	35,845.00
112 - Admin Cor - Fringe Benefits	1,003.50	1,109.17	2,302.16	2,218.34	83.82	13,310.00
113 - Insurance	0.00	0.00	3,087.18	2,927.50	159.68	11,710.00
114 - Telephone	275.00	300.00	550.00	600.00	-50.00	3,600.00
115 - Office Supplies	268.21	491.67	1,507.87	983.34	524.53	5,900.00
116 - Postage	0.00	62.50	368.65	125.00	243.65	750.00
117 - Audit	0.00	0.00	0.00	0.00	0.00	7,500.00
118 - Professional Services	748.10	1,320.83	4,578.29	2,641.66	1,936.63	15,850.00
119 - Bank and Service Fees	190.12	100.00	803.08	200.00	603.08	1,200.00
121 - Expenses	0.00	83.33	0.00	166.66	-166.66	1,000.00
122 - Internet Access	0.00	100.00	0.00	200.00	-200.00	1,200.00
124 - Technology Hardware & Services	-125.54	666.67	547.88	1,333.34	-785.46	8,000.00
161 - Office Rent	1,100.00	1,755.00	2,200.00	3,510.00	-1,310.00	21,060.00
Total Administration	19,045.58	20,834.16	49,859.83	46,913.32	2,946.51	273,855.00



Equipment & Facilities Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Equipment and Facilities					0.00	
200 · Personnel - Wages	0.00	0.00	0.00	0.00	0.00	2,000.00
210 · Operations Manager - Wages	3,993.12	3,700.00	7,903.05	7,400.00	503.05	44,400.00
212 · Ops Mgr - Fringe Benefits	100.00	100.00	200.00	200.00	0.00	1,200.00
221 · Sherman Base - Repairs/Maint	0.00	250.00	1,822.67	500.00	1,322.67	3,000.00
222 · Utilities - eletric	0.00	520.00	70.82	1,040.00	-969.18	6,240.00
223 · Internet and Security Systems	0.00	20.83	286.95	41.66	245.29	250.00
226 · Work Boats	0.00	500.00	828.93	1,000.00	-171.07	6,000.00
227 · Vehicle	91.12	166.67	567.96	333.34	234.62	2,000.00
228 · Dock and Trash Pick Up	0.00	41.67	0.00	83.34	-83.34	500.00
231 · Buoy Maintenance	4,250.00	0.00	4,250.00	0.00	4,250.00	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	8,434.24	5,299.17	115,930.38	110,598.34	5,332.04	167,590.00



Public Awareness Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Awareness						
412 · Educational Bulletins	0.00		493.50		493.50	
413 · School Programs	0.00	250.00	0.00	500.00	-500.00	3,000.00
414 · Subscription services	0.00	416.67	1,951.04	833.34	1,117.70	5,000.00
415 · Events and Displays	0.00	333.33	667.18	666.66	0.52	4,000.00
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	4,207.65	2,000.00	2,207.65	22,000.00



Public Safety Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Public Safety						
300 · Lake Patrol Wages	7,385.76	18,816.70	25,582.16	37,204.85	-11,622.69	66,803.00
301 · CLAMP Chief Salary	3,433.34	3,433.33	6,866.68	6,866.66	0.02	41,200.00
311 · Boat Maintenance and Reimburse	2,595.66	650.00	12,418.92	1,300.00	11,118.92	13,250.00
312 · Gas and Oil	712.66	6,814.00	14,073.81	13,542.50	531.31	26,117.00
313 · Insurance	0.00	0.00	2,629.82	2,656.25	-26.43	10,625.00
314 · Training	0.00	0.00	0.00	0.00	0.00	6,475.00
318 · Miscellaneous	0.00	100.00	0.00	200.00	-200.00	1,000.00
321 · Radio & Equipment	-1,615.82	0.00	-1,615.82	0.00	-1,615.82	1,810.00
322 · Uniforms	552.00	100.00	1,590.00	440.00	1,150.00	5,000.00
324 · CLAMP Services - Fireworks	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Public Safety	13,063.60	29,914.03	61,545.57	62,210.26	-664.69	174,280.00



Watershed Management Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Watershed Managment						
500A · Director of Ecology Wage	5,934.58	5,934.58	11,869.16	11,869.16	0.00	71,215.00
502 · Dir. Ecology - Fringe	1,197.89	1,196.67	2,475.40	2,393.34	82.06	14,360.00
511 · Lake and Stream Monitoring	5,285.23	2,533.33	6,525.43	5,066.66	1,458.77	15,200.00
512 · E-Coli Bacteria Testing	0.00	500.00	0.00	1,000.00	-1,000.00	3,000.00
513 · Cynobacteria testing (BG Algae)	0.00	333.33	153.23	666.66	-513.43	2,000.00
514 · Travel	26.13	250.00	26.13	500.00	-473.87	3,000.00
515 · Equipment and Supplies	0.00	200.00	731.20	400.00	331.20	2,500.00
531 · Professional Development	0.00	0.00	0.00	0.00	0.00	7,000.00
532 · Engineering and Consulting	0.00	83.33	0.00	166.66	-166.66	1,000.00
599 · Miscellaneous	0.00	45.00	0.00	90.00	-90.00	500.00
Total Watershed Managment	12,443.83	11,076.24	21,780.55	22,152.48	-371.93	119,775.00

Other (Restricted Grants) Income/Expense Details

	<u>Aug 24</u>	<u>Budget</u>	<u>Jul - Aug 24</u>	<u>YTD Budget</u>	<u>Delta</u>	<u>Annual Budget</u>
Other Income/Expense						
Other Income						
Income Restricted/Grants						
900-21B · DEEP AIS (Lake Steward)	0.00	0.00	0.00	0.00	0.00	18,000.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	18,000.00
Other Expense						
Expense Restricted/Grants						
8200 · Grants Expense					0.00	
800-21B · DEEP AIS (Lake Steward)	4,378.40	4,500.00	11,899.80	9,000.00	2,899.80	18,000.00
80000 · Ask My Accountant	5,000.00		5,160.32		5,160.32	
Total Other Expense	9,378.40	4,500.00	17,060.12	9,000.00	8,060.12	18,000.00
Net Other Income / (Other Expense)	-9,378.40	-4,500.00	-17,060.12	-9,000.00	-8,060.12	0.00

Capital Summary Status

Capital Summary for Fiscal Year 2024/2025	
Opening Balance as of July 1, 2024	\$491,824
Appropriations	
Annual Capital Appropriation	\$100,000
Capital Planned Expenditures	
Ark Engine (\$15,600 - Jun 2024)	(\$15,600)
Silver Ship Propeller (\$1,750 - Aug 2024)	
Total Expenditures	
Closing Balance as of August 30, 2024	\$576,224
Items in () show amount & when CLA Board approved the expenditure	

Balance Sheet Summary & Details

	Aug 30, 24
ASSETS	
Current Assets	
1120 · USB Checking -0212	1,106,519.36
11000 · Accounts Receivable	227,475.00
Total Current Assets	1,333,994.36
TOTAL ASSETS	1,333,994.36

	Aug 30, 24
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,378.87
Total Accounts Payable	37,378.87
Other Current Liabilities	
24000 · Payroll Liabilities	2,843.53
2500 · Accrued Expenses	8,225.60
2700 · Deferred Grant Income	
2700A · DEEP CO2 Grant	13,418.06
2700B · Grass Carp	4,981.00
2700 · Deferred Grant Income	1,000.00
Total 2700 · Deferred Grant Income	19,399.06
700 · Due to/from CapitalProject Fund	576,223.77
Total Other Current Liabilities	606,691.96
Total Liabilities	644,070.83

	Aug 30, 24
Equity	
3200 · Retained Earnings	3,602.72
3200B · Restricted	
3200B 1 · Education Programs	21,592.57
3200B 2 · Zebra Mussels	6,276.00
Total 3200B · Restricted	27,868.57
3200D · Assigned	
3200D 1 · HMS Initiatives	5,245.06
3200D 2 · Lake Incentives	26,679.63
3200D 3 · Buffer Garden	1,983.77
Total 3200D · Assigned	33,908.46
3200E · Unassigned	193,228.86
Net Income	431,314.92
Total Equity	689,923.53
TOTAL LIABILITIES & EQUITY	1,333,994.36

Accounts Receivable			
Danbury Appropriation	Inv# 2223	July	\$95,775.00
New Fairfield Appropriation	Inv# 2224	July	\$127,700.00
DEEP Buoy - 2024 Invoice 2221		Feb	\$2,000.00
Danbury Volunteer Fire - 2024 Fireworks		June	\$2,000.00
Total Accounts Receivable			\$227,475.00

Payroll Liabilities	
Simple IRA - 7/15/24	\$1,418.09
Simple IRA - 7/31/24	\$1,425.44
Total Payroll Liabilities	\$2,843.53

Accounts Payable				
AccuCom Consulting - Tablet SW	J/E 24-17BC	June		\$6,000.00
Echo Bay Marina	Suzuki	Aug		\$15,600.00
Echo Bay Marina	Order# R31525	Aug		\$2,360.29
Gilman	Inv# 2024-309	Aug		\$4,250.00
Elan Financial		July		\$4,999.01
Eversource	5110 862 3075	July		\$70.82
Cigna	48745	Aug		-\$135.03
Marie Nugent	Inv# 31973	Aug		\$1,047.40
Morweb CMS Inc.	Inv# 10602	July		\$1,788.00
Pocono Point Marina		Aug		\$158.58
York Analytical Labs	Inv# NH40286	Aug		\$318.00
York Analytical Labs	Inv# NH40526	Aug		\$318.00
York Analytical Labs	Inv# NH40852	Aug		\$318.00
York Analytical Labs	Inv# NF41023	July		\$286.20
Other?				-\$0.40
Total Accounts Payable				\$37,378.87

Accrued Expenses	
Buoy Purchase	\$4,930.00
Website Refresh	\$2,320.00
IT Security Audit	\$975.90
Total Accrued Expenses	\$8,225.90



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September 11, 2024
Executive Director
Mark Howarth

Monthly Report

- We have met with all five of our municipal leaders to provide them with a mid-season update and get feedback and hear any concerns they may have. We appreciate everyone's time and look forward to working together with our municipalities and stakeholders to resolve the challenges we discussed. Thank you to Martin and Marianne for taking this on as I was unable to attend the initial meetings due to a commitment.
- We are in the process of updating our Marine Patrol PWCs with blue lights and sirens to assist our officers and make them more visible while out on patrol.
- We have filmed several more educational videos, including the first public safety videos. We have received the draft of the second environmental video which we hope to share with the public soon, followed by the public safety videos.
 - We are planning to do one more day of filming to have videos in the pipeline for the spring 2025 boating season.
- Sgt. Soicher has been a great help, assisting me and Chief Mellas to determine which IT components would work best for our vessels to operate the new onboard software system, while providing compatibility and functionality for possible future needs.
- We have begun preparations for the 24/25 budget. Many thanks to Will for taking the lead on this and getting us off to an early start.



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J. Neil Stalter

Director of Ecology and Environmental Education

Candlewood Lake Authority

Re: September Monthly Report

Date: 9/11/2024

- The water quality monitoring program is continuing smoothly, including now 2 extensive profile sampling days for the Lake Management Plan, as well as an additional monthly sampling site. The program will also continue into November to help inform the LMP.
 - High clarity and low algae concentrations have continued throughout the year – possibly due to a variety of factors including summertime refresh from the Housatonic and strong stratification. These will become clearer once all the results are collected through the end of the year.
- All 5 exclosures have been deployed in Candlewood and are marked with hazard buoys. We have gone out twice to monitor them and have not yet seen significant regrowth but will continue monitoring through November.
 - We have however seen some modest plant growth of eelgrass as well as a rare instance of milfoil.
 - WestConn is conducting an experiment hoping to monitor grass carp behavior using the exclosures, so we have been out to support that project a number of times as well.



- The lake stewards have finished for the year and had a very successful year! While they experienced very few plants, and no invasive species of concern come through, they conducted over 500 boat inspections and educated many boaters. I look forward to

processing the data in the year-end report to see any trends beginning to form over the past 4 years of the program.

- I have begun work on the presentation for NALMS this year and am excited to continue to present our findings regarding the grass carp and plant recovery in Candlewood Lake.
- Both the E. Coli sampling and Blue-Green algae sampling have concluded for the summer. Thank you to our NF Senior Center volunteers as well as the WestConn Researchers for their work to make those programs possible!
 - We had 0 instances of elevated microcystin (Blue-green algae Toxin) during the sampling, and only a few short-term elevated E. Coli measurements pretty tightly correlated to rain events.

- We had an extremely successful day filming Lake Patrol and Ecology videos for our educational video series, and it was my pleasure to help the patrol film theirs and add another Ecology video to the collection.

- We have received the draft of the ecology video (on the plant community in the lake) and are working on editing it before finalizing.



- I had breakfast at the NF Senior Center's Men's Club and presented some updated information on the CLA and Lake.
- Mark, Jeff, and I met with the NF POCD Update to discuss some zoning regulations in New Fairfield.