

**Cedar Meadow Lake Watershed District  
Annual Meeting  
May 18, 2022**

The 2022 Annual Meeting of the District was scheduled to be held at the Knights of Columbus Hall in Leicester at 7:30 P.M. on May 18, 2022. Due to COVID-19 restrictions, the 2022 Annual Meeting was held as a Zoom Virtual Meeting (Join Zoom Meeting: <https://us02web.zoom.us/j/3937363578?pwd=TTZDaUdGOFI4RWpGd1dhc1FRreEJjZz09; Meeting ID: 393 736 3578 & Passcode: 736431>). The Proprietors of the District were notified of the virtual meeting by First Class mail more than 14 days in advance of the meeting. Information and documents for the meeting were posted to the District website, [www.cedarmeadow.org](http://www.cedarmeadow.org).

**Meeting Minutes**

The District Clerk, Michele Cospes of 7 Marlboro Drive, Leicester, registered Proprietors, also referred to as members. Members were pointed to the website to obtain materials prior to the start of the meeting. After being assured that a quorum existed, the meeting was convened at 7:37 P.M. by District Management Committee Chairman, Mr. Tommy Lee of 61 Fairview Drive, Leicester.

Representation constituting one-third of the \$37,036,400 assessed valuation of property within the District, currently \$12,370,158, was required to establish a quorum. Owners of property within the District totaling 14,721,600 (39.7%) in assessed valuation were represented at the meeting in-person or by proxy.

Article 1

Mr. Lee of 61 Fairview Drive read the Article and moved that the District votes to elect a moderator to preside for the duration of the meeting. The motion was seconded. Mr. Lee asked for nominations.

Mr. Lee nominated Richard Johnston to moderate the Annual Meeting of the District and noted that Mr. Johnston served as Cedar Meadow Lake Watershed District Clerk for many years. There were no other nominations. Mr. Lee asked for a vote on the nomination. Richard Johnston was voted as Moderator unanimously.

Article 2

The Moderator read the Article. Mr. Lee moved that the District votes to hear a report from the Management Committee summarizing their activities since the last Annual Meeting of the District.

The motion was seconded. The Moderator read the motion and asked for a vote. The motion was voted unanimously. Management Committee President Tommy Lee stated that the Management Committee met eight times during the year. He then took the members through a summary of the Management Committee's activities since the last Annual Meeting and used the attached document entitled "Cedar Meadow Lake 2021-2022 Action Plan Status Report" as a guide.

This winter was relatively normal with precipitation and temperature. A brief warm-up was experienced in February which caused an early ice-out date of late February. The upper channel flash boards were installed on March 29th when the lake elevation was at -30" with approximately 6" of water flowing through the upper channel. Due to the spring rainfall, the lake filled in approximately 12 days. The lake has remained at or slightly above normal levels since. As of today, the lake is maintaining a normal elevation.

On December 20, 2021, the District officially acquired the land behind the dam and the land under the body of water on the north side of the Rawson Street bridge. These parcels were both acquired by eminent domain from the estate of Raymond Shea Sr, and Center Water District, respectively.

The dam is in fair condition as considered by the Massachusetts Office of Dam Safety, primarily due to the presence of large diameter trees within 25 feet of the downstream toe of the dam. The Office of Dam Safety is concerned that the integrity of the dam could be damaged if these trees were uprooted during heavy rain and wind conditions, and they suggest these trees be removed.

The district engaged the services of WDA Design Group to perform land surveying and pinning of the property behind the dam that was recently acquired. In addition, WDA has been retained by the district to perform all required design and permitting services required to proceed with cutting the trees behind the dam consistent with our Action Plan Goal #3. This includes compliance with the wetland protection act, filing plans with Leicester Conservation Commission and MassDEP. We are thankful to Brian Waterman for all his expertise and guidance through this process. We are targeting tree removal in FY 2022-23.

On June 30, 2021 ESS Group performed an abbreviated vegetation survey of our lake. During this survey there was noted presence of variable leaf milfoil and fanwort. Given the lateness of the season, the district elected not to treat these species in 2021. As recommended by ESS Group, the district renewed its on-call agreement with and contracted with ESS Group to perform a full vegetation survey in early June 2022 followed by a potential treatment for the invasive species at the optimal time in the growing season for best results. The full report can be found on our website at [www.cedarmeadow.org](http://www.cedarmeadow.org).

We encourage all to review the Lake Assessment and Management Recommendations dated October 2020 as prepared by ESS Group. This publication is very informative, and we ask all proprietors to do your part in preserving our lake. This can be found on our website [cedarMeadow.org](http://cedar Meadow.org).

On April 14, 2020 the Leicester Conservation Commission granted us an order of conditions extension for herbicidal treatments as managed by TRC Environmental Group. This is good thru March of 2024 when the District shall be required to file a new notice of intent.

As a reminder from last year, thanks to our treasurer, Terry O'coin, you can now connect with our District via Twitter & Facebook. On a routine basis, Terry posts monthly meeting minutes, newsletters, and other important messages. Also of note, the photo used on our webpage was selected by the Town to be used on the Towns annual report! Michele Cosper has done an excellent job with our "electronic mailing" list and significantly reduced our hard copy mailings over the last several years. If you would like to be added to the email list please send an email to [cedarMeadowclerk@yahoo.com](mailto:cedarMeadowclerk@yahoo.com) or contact anyone of the management committee members.

If any proprietors see suspicious activity or trespassers on the dam, please feel free to contact the Leicester Police department non-emergency phone number.

Members of the District are continuing to pay off the USDA loan taken to pay the \$1,714,000 judgment against the district via betterments.

With respect to

Goal 1 - Dam Maintenance was completed. Mr. Lee stated that the routine maintenance on the dam was completed including the cutting of the grass on the dam crest.

Goal 2 - Engineering Services was complete. The District did continue the good working relationship with Lenard Engineering.

Goal 3 - Tree Removal. The land behind the dam was acquired, and a plan has been put in place to remove the trees in FY2023.

Goal 4 - Weed Control Draw Down was completed. Mr. Lee stated that a successful draw down had been completed as specified by the Order of Conditions (OOC).

Goal 5 - Weed Control - The District did continue the good working relationship with ESS Group.

Goal 6 - Financing was completed. Betterment collections have gone very well and the eighth payment to the USDA was made. The ninth payment is scheduled for June 2022.

Goal 7 - Communications was complete with newsletters being sent to members and the District's website being updated by Mr. O'Coin. The District has made a move to electronic distribution of newsletters to half the Proprietors. The District also continues to use its Facebook and Twitter accounts.

Article 3

The Moderator read the Article. Mr Lee moved that the District votes to hear a report from the Treasurer.

The motion was seconded. The Moderator read the motion and asked for a vote. The motion was voted unanimously.

Mr. Terence O'Coin of 6 Lake Shore Drive, the District Treasurer, referred the members to table (attached) comparing budgeted versus actual expenses that was posted to the District website prior to the start of the meeting. The documents showed that \$399.73 was transferred from the Reserve Account to the Administration Account. He discussed each of eight accounts. There was no need to fund the Stabilization Account, but \$15,000 was added to the Dam Stabilization Account. Of the \$10,000 in the legal account, \$5,5266.75 was spent and \$1.47450 of expenditures is pending in the Legal Account. Of the \$38,884.39 in the Repair and Maintenance Account, \$23,547.34 was spent and \$34.93 of expenditure is pending. Funds were used to pay for the August 2021 weed survey, surveys of the land behind the dam, plans for tree removal, and dam crest mowing. Of the \$9,195.00 in the Administrative Account, \$9,215.15 had been spent. Nothing was spent in the Debt Repayment Account because nothing was borrowed from the line-of-credit. The eighth USDA loan payment would be made from the Betterment Loan USDA Account in June 2021. Lastly, \$1,500 of the \$10,000 in the Reserve Account was spent. The pie charts on separate handout illustrate the percentage differences between budgeted and actual spending.

#### Article 4

The Moderator read the Article. Mr. Waterman moved that the District voted to elect a District Clerk to hold office for a term of one year or until the next Annual Meeting.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. Waterman nominated Jillian Spratt of 68 Fairview Drive, Leicester. There were no other nominations. The District voted to elect Mrs. Spratt. Mrs. Spratt was, thus, voted District Clerk unanimously.

#### Article 5

The Moderator read the Article. Mr. Lee moved that the District votes to elect a District Treasurer to hold office for a term of one year or until the next Annual Meeting.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. Carr nominated Terence O'Coin. There were no other nominations. The district voted to elect Mr. O'Coin . Mr. O'Coin was, thus, voted District Treasurer unanimously.

## Article 6

The Moderator read the Article. Mr. O'Coin moved that the District votes to elect a member to the Management Committee for a term of three (3) years.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. O'Coin nominated Mr. Tommy Lee of 61 Fairview Dr. There were no other nominations. The Moderator explained the virtual voting procedure would be done by a simple raising of your hand. The voting then proceeded as described and Mr. Lee was voted as a member of the Management Committee to hold office for three years.

## Article 7

The Moderator read the Article. Mr. Waterman moved that the District votes to accept the Cedar Meadow Lake 2022-2023 Action Plan in the hands of the Proprietors.

The motion was seconded. The Moderator read the motion and asked for discussion. Mr. Lee referred the Proprietors to the Cedar Meadow Lake 2022-2023 Action Plan (attached) that had been posted to the website prior to the start of the meeting.

With respect to

Goal 1, Dam Maintenance, Mr. Lee stated that this goal dealt with routine maintenance including mowing the dam surface.

Goal 2, Engineering Services, calls for maintaining a professional relationship with an engineering firm to provide expertise and guidance with respect to maintaining and repairing the dam. This relationship already exists with Lenard Engineering.

Goal 3, Tree Removal, calls for acquiring the land below the dam and cutting large trees within 15 feet of the downstream side of the dam.

Goal 4, Weed Control - Draw Down, will continue through the annual draw down program according the OOC.

Goal 5, Weed Control - Herbicides, calls for the maintaining and retaining the services of a lake management organization to continue to monitor and manage the proliferation of Fanwort (Cabomda) and other weeds.

Goal 6, Financing, calls for collecting betterments and repaying the USDA loan, and maintaining betterment pre-payments in safe investment vehicles to realize a rate of return.

Goal 7, Communications, the Management Committee will continue to communicate with the members via newsletters and the District's website.

The Moderator read the motion and asked if there was any further discussion.

After discussion ended, the Moderator read the Article and asked for a vote. The motion was voted unanimously.

## Article 8

The Moderator read the Article. Mr. Waterman moved that the District votes to carry forward and/or transfer funds as described in a document in the hands of the Proprietors.

The motion was seconded. The Moderator read the motion and asked for discussion. Mr. O'Coin stated that the budget that he would discuss in the next article called for carrying \$5,500.00 forward in the Legal Account and Repair and Maintenance Account. This was good news for the members because it represented unspent money in the current budget that could be carried forward to avoid the need to collect \$5,500.00 in new tax revenue in the Fiscal Year 2023 budget. \$2,500 was appropriated to Legal Account, and \$3,000.00 was appropriated to Dam Repair and Maintenance in FY2023. The motion was voted unanimously.

## Article 9

The Moderator read the Article. Mr. Carr moved that the District votes to approve the Fiscal 2023 budget in the hands of the Proprietors, the appropriation of monies to be raised by assessment upon the Proprietors in support thereof.

The motion was seconded. The Moderator read the motion and asked for discussion. Mr. O'Coin referred to a hand out entitled "Proposed Budget and Appropriation of Monies Fiscal Year July 1, 2022 - June 30, 2023 (FY2023)" that had been distributed prior to the start of the meeting and described each item. He explained that the left hand column showed the annual Budget Amounts totaling \$648,732.38. The next column showed the \$5,500.00 voted on the last article as being carried forward from FY2022. The next column, entitled "From FY2023 Tax Revenues" represented the amount, \$30,374.00, to be raised through taxation. The next column to the right represented the amount, \$25,000.00, to be taken from Free Cash. He explained the process of the MA DOR DLS certifying the amount of available free cash, following the annual audit by the District auditor and submission of financial reports. The next column on the right entitled "From Issuance of Debt" showed \$0.00, showing that no funds will be borrowed from the line-of-credit. The next column to the right entitled "From Betterments" totaled \$87,858.38; of that amount, \$76,667.38 represents the expected tenth payment on the USDA loan, \$2,797.75 for loan administration expenses, and \$11,191.00 represents USDA Loan reserves. The next column to the right entitled "From Stabilization Account" did not include any activity. The last column entitled "From USDA Loan in Betterment" totaled \$500,000.00 representing money to be used to pay down the USDA loan.

He discussed the current budget in detail. \$2,500 was budgeted for legal expenses. The Repair and Maintenance Account totaled \$39,300.00, including \$800 for grass mowing on the dam, \$2,500 for dam repair and maintenance, \$25,000.00 for tree cutting on the land behind the dam, and \$11,000 for water sample testing. The Administrative Account totaled \$9,074 including \$200 for communications, and \$2,500 for auditing, \$525 for the Treasurer's Bond, \$5,400 for the

liability insurance premium, \$50 for the COLAP dues, \$100 for Treasurer's Expenses, \$114 for the post office box, \$160 for a Zoom subscription, and \$25 for the annual meeting. \$10,000 was included in the Reserve Account to cover unexpected expenses. The \$576,667.38 shown in the USDA Loan Payment-Long Term Debt Account is the same amount to be collected from betterments and contains \$73,869.63, the tenth annual loan payment, \$2,797.75 loan administration expenses, and \$500,000.00 for loan principal pre-payment. The USDA Loan Payment Reserve Account totaled \$11,191.00. The Dam Stabilization account totaled \$0.00. The Moderator asked if there were any questions or if there was any other discussion.

Mr. Carr discussed the advantages and disadvantages of making a loan principal prepayment. A prepayment of \$500,000 shortens the loan length from 40 years to 27 years and the District a significant amount of money on interest payments.

Mr. Corby asked how the budget compared to past years. Mr. O'Coin replied that the legal budget and tree cutting budget were increased, but revenue from taxes is only \$400 higher than last year because most additional money has come from free cash or from the betterment account.

Mrs. Reis of 69 Fairview Drive was happy with the Management Committee's administration for the USDA loan payment collections and payments of the loan.

After discussion ended, the Moderator asked for a vote on the motion. The motion was approved unanimously.

#### Article 10

The Moderator read the Article. Mr. Lee moved that the District votes to discuss any other business that may properly come before this meeting.

The motion was seconded. The Moderator read the motion and asked for discussion. There was no discussion. The Moderator asked for a vote and the motion was approved unanimously. Mr. Carr explained to the audience that this was their opportunity to bring up questions not previously answered during the meeting or to raise new subject for discussion.

Mr Carr reviewed the boater safety reminders.

There was interest in forming a separate social committee for those interested in more community events within the District. The committee would not be part of the Management Committee. Any member of the District who is interested in joining this separate group should let a committee know, and those volunteers can begin working together to plan events and communications.

Adjournment

The Moderator stated that he would entertain a motion for adjournment. This motion was made and seconded and approved unanimously. The meeting adjourned at 9:01 P.M.

A True Copy Attest:

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Michele M. Cospers  
District Clerk