

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
January 14, 2009**

The meeting commenced at 7:35 P.M. at 1 Maple Glen Lane, Leicester.

In attendance: Tommy Lee
Wayne Ridley
Richard Johnston, Clerk
Terry O'Coin, Treasurer

Minutes of Previous Meetings

Previously distributed Minutes of the Management Committee meetings on November 12, 2008 and December 17, 2009 were offered for approval. A motion was made, seconded and voted unanimously to accept the Minutes as written.

Clerk's Report

Mr. Johnston reported the following correspondence since the last Management Committee meeting:

- 11/28 letter from Clerk to Blanchette
- 12/3 letter from Attorney Bachrach to DeSimone announcing plans to visit dams
- 12/4 letter from DeSimone to Bachrach
- 12/4 letter from Bachrach to DeSimone
- 12/5 note from Clerk to Management Committee regarding dam repair
- 12/8 clarifying e-mail from Clerk to DeSimone
- 12/9 letter from Clerk to DeSimone regarding tree cutting
- 12/11 letter from DeSimone to Bachrach regarding tree cutting
- 12/17 e-mail response from Bachrach to DeSimone
- 12/17 letter from DeSimone to Bachrach
- 12/20 letter from Clerk to Bob Dupuis covering EAP
- 12/22 e-mail from Clerk to DeSimone re: Bachrach e-mail
- 12/30 e-mail from DeSimone to Bachrach
- 12/30 FAX from Bachrach to DeSimone
- 1/5 e-mail from Bachrach to Justine Mahoney
- 1/6 FAX from Bachrach to Justine
- 1/14 letter from Clerk to DOR
- Friends contribution

Treasurer's Report

Mr. O'Coin presented a Treasurer's Report dated 1/14/09 that showed the District had \$43,297.24 on deposit with the Spencer Savings Bank. He went over the report and pointed out invoices he was prepared to pay that were included in the report. Noteworthy were payments for dam (\$3,687.00) and trash rack (\$560.00) repairs by R. H. White, \$1,000 for the annual audit, \$600 for cutting grass on the dam crest, and Clerk's expenses totaling \$361.60 for the first half of the Fiscal Year. Payments also included mortgage payment number 135, meaning that only 8 payments remain. He raised a concern that it might be necessary to move some funds out of CD's and into the general fund to pay upcoming expenses, depending on the timing of tax receipts.

Mr. O'Coin sought and received approval for Warrant number 125.

During the two months since the last full meeting of the Management Committee, Mr. O'Coin met personally, and talked by telephone, with Dan Haynes, the District's auditor, who has joined the firm of Thomas Scanlon and Associates. The annual audit has been completed and the District, again, received a very favorable review. The audit did not reveal any significant issues. Free cash has been certified and a letter from the DOR passed to Mr. Johnston for inclusion in the annual tax filing with DOR.

Mr. O'Coin, at the recommendation of the auditor, planned to prepare and mail a Form 1099 to Ernest DeSimone. Oakland Landscaping was another vendor that would ordinarily receive a 1099 but did not receive any reimbursements from the District during the calendar year.

Old Business

Dam Repair Update:

Mr. Johnston summarized his impressions of work performed by R. H. White construction to hand pack voids in the gunnite coating on the east side of the dam between 12/2 and 12/5. The dam surface was first power washed. Then a propane fired torch was used to melt ice, dry out excess moisture, and burn out debris before applying concrete. Three workers did a very thorough job of preparing the dam surface, then applying concrete by hand to every visible void in the existing coating. The concrete was brushed out to a smooth finish upon completion of each section. Particular attention was paid to the section of the dam between the poured wall east of the spillway and the gate house. Loose paint was also power washed off the exterior of the gate house.

Annual Draw Down:

Mr. Johnston reported that he left the lower gate closed following the dam repairs. It was necessary later in December, following heavy rain, to fully open the lower gate valve. On 1/8, the lake was down 31 inches below the spillway elevation. He also reported purchasing an 8 foot piece of threaded black iron pipe to extend the chisel used to gain access through the ice to adjust the lower gate valve. With this extension, it will be possible to cut a hole in the ice over the valve from the platform.

Mr. Johnston was not able to open the door to the gate house on 1/8. The inside lock on the door would turn but the latch would not release. He planned to apply heat to the lock area in hopes of freeing up the latch. If unable to do this, the Management Committee authorized the use of a locksmith to remedy the problem.

Friends Solicitation:

One additional "Friends" contribution in the amount of \$25 was received to bring the total to \$200 from the 2008 solicitation.

Tax Update:

Mr. Johnston reported that he picked up the approval documents from the Board of Assessors this morning and delivered the entire tax package to the DOR in Worcester this afternoon. The tax rate for Fiscal 2009 will be \$1.20 per \$1,000 as compared to \$1.16 last year because assessments were down slightly. He met the new Tax Collector who started this week.

Clerk's Expenses:

Mr. Johnston shared a copy of his District related expenses for the first half of the fiscal year with the Management Committee and highlighted the costs incurred on the experimental benthic barrier and dam maintenance items.

O & M Manual:

A previously distributed copy of the O & M Manual for the dam was discussed and approved subject to correction of a couple typographical errors and the addition of a distribution list, a paragraph devoted to a training discussion, and the addition of actual built drawings as suggested by Mr. Lee.

Emergency Action Plan:

A previously distributed draft of the District's EAP was discussed and approved subject to the correction of typographical errors and the addition of a map as requested by Bob Dupuis of the Town's Emergency Management group.

New Business

District Web Site:

Mr. O'Coin discussed the possibility of creating a web site for the District through the use of some inexpensive software. Mr. Johnston agreed to provide the addresses of a couple existing web sites for other lake groups.

Trash Rack Repair:

Prior to the arrival of the R. H. White crew, Mr. Johnston was unable to fully close the low level outlet valve. He asked the crew to investigate and they found a tree branch, approximately two inches in diameter, lodged partly through the valve opening. The branch flowed unrestricted into the valve opening because the aluminum screen on the trash rack was completely eroded away in front of the rack. The screen was removed to Worcester County welding where it was concluded that rapidly moving water containing small particles of dirt caused the erosion of the aluminum screen. On the recommendation of the rack fabricator at Worcester County Welding, it was decided to replace the aluminum screen with stainless steel material.

Executive Session:

The meeting was recessed to hold an executive session to discuss pending litigation.

Next Meeting

The next regular meeting of the Management Committee was scheduled for 7:30 P.M. on Wednesday, February 11, 2009 at 1 Maple Glen Lane, Leicester.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:50 P.M..

A True Copy Attest:

Richard D. Johnston
District Clerk