

**Cedar Meadow Lake Watershed District  
Minutes of Management Committee Meeting  
October 15, 2015**

The meeting commenced at 7:37 P.M. at the Leicester Town Hall in Meeting Room #3.

In attendance: Paul Dufresne  
Michele Cospers, Clerk  
Terence O'Coin, Treasurer

**Minutes of Previous Meetings**

The previously distributed minutes of the September 17, 2015 Management Committee Meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

**Clerk's Report**

See attached memorandum dated October 15, 2015 for Clerk's report of communications for the period 9/18/15 through 10/15/15.

**Treasurer's Report**

A Treasurer's Report dated 10/15/15 showed that the District had \$262,196.40 on deposit in the Spencer Savings Bank. Of this amount, \$221,106.99 was deposited in the money market account containing betterment payments. Of the remained, \$39,965.12 was in a general funds checking account, and \$1,124.29 was in the stabilization account. This report showed no deposits to the general checking account. This report showed five payments with the general checking account: (1) a payment of \$5058.00 for the liability insurance premium; (2) a second payment to Lenard Engineering for the dam inspection of \$1,319.50; (3&4) reimbursements of \$126.21 and \$170.43 to District Clerk for WTAG legal ad, filing of OOC deed, and newsletter expenses, and (5) a payment to Sunshine Landscaping in the amount of \$400.00 of mowing the dam crest. In the Betterment Money Market account, an interest payment of \$80.45 was shown on the 10/15/15 report. The report shows no activity in the Stabilization Account. Mr. O'Coin requested and was granted approval for Warrant number 189.

*Tax Payment Update*

FY15 tax collections were due in Feb & May 2015. Currently 94.3% of the projected tax revenue has been collected; only \$2251 remains uncollected. Of 92 proprietors owning taxes to the District, 82 have paid in full, 1 has paid half, and 9 have made no payments.

*FY2016 Betterments Update*

Betterment collections have commenced. 75 proprietors are making betterment payments. 29 proprietors have paid half, and 2 proprietors have paid in full.

*FY2015 Audit*

Terence O'Coin, District Treasurer, will contact Dan Haynes to start the FY2015 audit.

## **Old Business**

### *Weed Control & Treatment*

The District received a report for ACT regarding the June 2015 treatment. The report is included in the Clerk's Communication section and has been filed in the District's Permanent Records as W02 - 1015 - 4. The report stated that ACT applied herbicides to four areas of the lake (totaling 22.7 acres) as specified by the weed mapping performed by ESS Group. The four areas treated were (1) 3.0 acres north of the Rawson Street Bridge, (2) 9.2 acres south of the Rawson Street Bridge, (3) 4.0 acres in the northeastern cove, and (4) 6.5 acres on the south side of the lake by the dam. The boundaries of the four areas specified for weed treatment were loaded into a GPS to guide the application. Using ACT's airboat, a total of 22 gallons of Reward and 45 pounds of Clipper were applied, which equates to approximately 1 gallon of Reward per acre and 2 pounds of Clipper per acre.

### *Lake Level Management Update & Fall Draw Down Extension Approval*

Mr. Johnston represented at the District at the September 16, 2015 Leicester Conservation Commission meeting to gain approval for the Lake Draw Down Program. Complaints were made against the District that the dam was completely closed in Spring 2015 after ice-out. The District was reminded that, in the spring, they must leave a minimal flow through the dam to mimic natural conditions in the brook behind the dam when the lake is coming up to capacity. In the Fall, the District also must open the lower valve for two weeks before the lower gate is fully opened to mimic natural conditions. The Leicester Conservation Commission will write the NOI with input from the DEP. When the District receives the NOI, it must be filed with the Registry of Deeds in Worcester. The draw down must occur at least 21 days after issuance the NOI. At the Conservation Commission meeting, the Conservation Commission requested the contact information of District officials. The District Clerk will write a letter to the Conservation Committee containing the requested information. The NOI was filed in the District Permanent Records as R94 - 1015 - 40, and the Order of Conditions will be filed in the Regulatory section of the District's Permanent Files as R95 - 1015 - 19. The lower gate was opened 100% on October 15. At the time of the opening, the lake level was down 4 inches. The flash boards will be removed within the week.

### *Dam Inspection*

The District Chairman is in the process of scheduling a meeting at the dam with Lenard Engineering and RH White to start a plan of action & potential quote(s) regarding recommendation for dam maintenance that resulted from the dam inspection. The District has not heard from the Office of Dam Safety regarding the review of the dam inspection report filed by Lenard Engineering.

### *Dam Crest Fencing & No Trespassing Signage*

Mr. Lee still needs to contact the Leicester Highway Department to determine the best to protect newly installed Charles Street Gate from damage this winter.

### *Fall Newsletter / Electronic Distribution of District News*

The fall newsletter was prepared and sent on October 12 by email and October 13 by USPS. The District officials included information regarding the fall draw down, dam inspection, weed mapping / herbicidal weed treatment effectiveness, algae testing, boat safety and boat etiquette. Along with the fall newsletter, a postcard was sent to all proprietors asking them to choose their preference as to how they wish to receive of the District news and mailings. District Friends were also sent a similar card informing them of the how they can receive news about the District. Of the 86 proprietors, 51% (43/85) have elected to receive newsletters electronically via email, 12% (10/85) have elected to continue to receive newsletter by USPS, and 37% (32/85) have yet to respond. Of the 75 District Friends, 16% (12/75) have elected to receive the newsletter electronically, 1% (1/75) elected to check the District website for newsletters, and 4% (3/75) elected not to receive District

newsletters. Many (~75%) District Friends have not responded, and they will be removed from District newsletter distribution.

### **Executive Session**

The meeting was not recessed to go into Executive Session to discuss outstanding litigation in the form of a complaint from Raymond E. Shea, Jr. through the law firm of Army and Lee demanding payment of \$100,000 for flooding land below the dam.

### **Next Meeting**

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, November 19, 2015 in Room 3 at the Leicester Town Hall.

### **Adjournment**

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:07 P.M.

A True Copy Attest:

Michele M. Cospers  
District Clerk

**Cedar Meadow Lake Watershed District  
Memorandum**

**Date:** October 15, 2015  
**Subject:** District Communications  
**To:** Management Committee  
**From:** District Clerk

District Clerk Michele Cospers reported the following communications for the period of September 18, 2015 to October 15, 2015. This memorandum will be attached to the October 15, 2015 Management Committee Meeting minutes:

- 9/20 District Clerk informed District Treasurer the date of publication of the Legal Notice regarding the tax classification hearing for FY16
- 9/20 District Clerk asked District Treasurer for Tax and Betterment information for 65 Lakeview Drive.
- 9/20 As requested, District Clerk sent by USPS a letter to the Leicester Conservation Commission listing District Officials and their contact information.
- 9/21 District Documents R85 to R91 were refiled with the District Permanent files upon receipt from Richard Johnston. The files were borrowed for the Annual Draw Down Program Renewal.
- 9/21 Relator letter sent regarding 65 Lakeview Drive to ERA Key Realty Services in Leicester
- 9/24 Received Order of Conditions for the Annual Draw Program. The order of Condition will be filed in the regulatory section of the District's Permanent Files.
- 9/28 District Clerk Sent District Treasurer second invoice from Lenard Engineering for dam inspection performed in June 2015
- 9/29 email exchange regarding request by Leicester ConCom for pdf copy of Draw Down NOI request
- 10/1 - 10/9 email exchange regarding tax classification hearing notification and LA-4 form between District Clerk and District Treasurer
- 10/4 email exchange between District Clerk and District Proprietor Deb Turcotte regarding Fall 2015 draw down schedule.
- 10/4 email exchange between District Officials regarding draw down schedule
- 10/6 District Chairman forwarded District Clerk Post-Treatment Report from ACT
- 10/11 Oct 15, 2015 monthly meeting materials sent to District Officials from District Clerk
- 10/12 Fall Newsletter was sent to District Proprietors and District Friends. The newsletter was uploaded to the District website and a Tweet was sent out regarding the newsletter and draw down schedule.
- 10/12 email exchange between District Clerk and District Treasurer regarding Clerk Reimbursement
- 10/12 District Clerk sent District Treasurer invoice from Sunshine Landscaping for mowing of dam crest

10/12 email exchange between District Clerk and District Proprietor Mark Hobson regarding newsletter text size and boating safety reminder.

10/13 email from Kathleen Asquith at the Leicester Assessor's Office regarding a tax payment and betterment payoff of 45 Fairview Drive due to sale of home

10/13 District Proprietor Tom Frisinger requested that his wife, Marta, be added to email distribution list.

10/13 email exchange between District Clerk and District Proprietor Joanne Rose regarding Fall 2015 draw down schedule.

10/14 As requested a pdf copy of Draw Down CMLWS District NOI was sent to Barbara Knox of Leicester Conservation Commission