

**Cedar Meadow Lake Watershed District  
Minutes of Management Committee Meeting  
April 9, 2020**

The meeting commenced at 7:30 PM on Zoom Conference Call (Meeting ID: 847 867 563; PW: 126054)

In attendance: Tommy Lee, District Chairman  
Brian Waterman, District Vice Chairman  
Ed Rose,  
Terry O'Coin, District Treasurer  
Michele Cospier, District Clerk

**Minutes of Previous Meetings**

The previously distributed minutes of the February 13, 2020 Management Committee Meetings were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

**Clerk's Report**

See attached memorandum dated April 9, 2020 for Clerk's report of communications for the period of February 14, 2020 to April 9, 2020. Sunshine sent mowing contract for 2020. District clerk will sent the Treasurer the contract to pay and sign. Mr. Lee and Mr. Rose need to complete conflict of interest training.

**Treasurer's Report**

A Treasurer's Report dated 4/9/20 showed that the District had \$633,126.83 on deposit at Cornerstone Bank. Of this amount, \$522,638.79 was deposited in the money market account containing betterment payments. The report shows one deposit of \$6,498.48 and 2 interest payments of \$277.86 and \$259.76. The general funds checking account contains \$78,992.60. The report shows no deposits. The report shows one payment: (1) \$2,500.00 to Lenard Engineering for the Emergency Action Plan. The dam stabilization account contains \$30,370.02. The report shows two interest deposits of \$40.43 and \$46.21. \$1,125.42 was in the stabilization account. Mr. O'Coin requested and was granted approval for Warrant 225.

*FY2019 Tax Payment Update*

92 proprietors pay tax to the District. 83 proprietors have paid in full (\$26,829.23 / 90 %), and 4 proprietors have paid half (\$1,352.38 / 7%). 5 proprietors have not paid (1,021.41 / 3%). Therefore, 94% of tax payments have been collected. Payments are due in February and May, so this collection profile is inline with past years.

*FY2019 Betterments Update*

Payments were due in the Fall of 2019. There were a couple additional payments received. 93 proprietors were assessed betterments by the District. 13 proprietors opted to prepay; 17 betterments were paid off due to early payoff or home sale; and 1 proprietor completed all payments on schedule. Therefore, 62 proprietors are still making betterment payments. 57 proprietors have paid in full (\$81,023.46 / 91.9 %), and 4 proprietors have paid half (\$4,240.06 / 6.5%). Therefore, 97.2 % of betterment payments have been collected. 1 proprietor has paid none, which reflects 2.8% of the betterment payments expected. This payment profile is better than past years.

*Free Cash Certification*

The Free cash was certified.

**Old Business**

### *Lake Clarity & Level Management Update*

Mr Lee found that the lower gate valve mechanism is broken, and it will need to be repaired. Currently the lake is +8 inches above the spillway. Water clarity is exception high. The committee is in discussion if there is any work or testing to e performed by ESS group in 2020 in terms of water clarity and invasive aquatic plant growth.

### *Dam Repairs and Maintenance*

The District is also still working to have the the cap stones replaced and small holes filled.

Mr. Lee had all siphons removed from the crest of the dam. He installed all no trespassing signs except for one. The mechanism that held the sign in place was vandalized and will need to be repaired before the sign can be installed.

### *Emergency Action Plan*

Emergency Action Plan was completed. A copy of the EAP is stored in the gate house, and a second copy is stored in the District Permanent Files.

### *Annual Meeting*

An annual meeting date of May 20, 2020 was picked by the Management Committee. The Annual Meeting with either by held in person or by Zoom depending on the COVID-19 guidelines and restrictions in place on May 20th.

Annual meeting documents were reviewed including the budget and action plans. Annual meeting documents will be posted to the District website prior to the annual meeting if the meeting is held virtually.

### **New Business**

Mr. Rose is planning to spend an increased amount of time in Florida. The Management Committee is contemplating whether Mr. Rose should be replaced by proprietor spending >50% time in Massachusetts.

### **Executive Session**

The meeting was recessed at 8:03 PM to go into executive session.

### **Next Meeting**

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, May 14, 2020 by Zoom Meeting.

### **Adjournment**

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:10 P.M.

A True Copy Attest:

Michele M. Cospers, District Clerk

**Cedar Meadow Lake Watershed District  
Memorandum**

**Date:** April 9, 2020  
**Subject:** District Communications  
**To:** Management Committee  
**From:** District Clerk

District Clerk Michele Cosper reported the following communications for the period of February 14, 2020 to April 9, 2020. This memorandum will be attached to the April 9, 2020 Management Committee Meeting minutes:

- 2/24 EAP was reviewed by Mr. Lee and return to Lenard Engineering
- 2/24 Mr. Waterman finished Conflict of Interest Training and sent certificate
- 3/8 Mr. O'Coin finished Conflict of Interest Training and sent certificate
- 3/9 Sent Email to Phil Cormier as he requested as was discussed at last Management Committee Meeting
- 3/12 March 12, 2020 monthly meeting was cancelled by phone due to COVID-19 guidelines.
- 3/16 District Treasurer sent tax collection update for March 2020 Newsletter.
- 3/18 Free Cash was certified
- 3/23 Plan to get Annual Meeting Warrant signed by mailing copy to each member
- 3/23 District Treasurer sent draft of FY2021 budget
- 4/1 March 2020 Newsletter & save the date was sent by email or mail depending on each proprietor's preference.
- 4/6 Sent Agenda to Leicester Town Clerk to post for April 9th meeting