

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
October 10, 2019**

The meeting commenced at 7:36 P.M. at the Leicester Town Hall in Meeting Room #2.

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

Minutes of Previous Meetings

The previously distributed minutes of the August 8, 2019 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 October 10, 2019 for Clerk's report of communications for the period August 9, 2019 through October 10, 2019. A call was received to the District Clerk regarding the betterment at 29 Fairview Drive. The USDA concluded their 3 year review of the District. Mr. Lee signed the binder for the liability insurance.

Treasurer's Report

A Treasurer's Report dated 10/10/19 showed that the District had \$553,144.11 on deposit at Cornerstone Bank. Of this amount, \$434,391.76 was deposited in the money market account containing betterment payments. The report shows two deposits of \$16,013.61 and 3,094.09 in betterment collections, and two interest payments of \$201.56 and \$187.80. The general funds checking account contains \$102,480.63. The report shows one deposit of \$2,850.75 from tax receipts. The report also shows two payments: (1) \$54.00 for the legal notice and (2) \$5,237.00 for liability insurance premium. The dam stabilization account contains \$15,146.30. The report shows two interest deposit of \$24.66 and \$25.48. \$1,125.42 was in the stabilization account. Mr. O'Coin requested and was granted approval for Warrant 222.

When the 8 month CD matures, the funds allocated to the dam stabilization account will be transferred as voted on at the annual meeting.

FY2019 Tax Payment Update

92 proprietors pay tax to the District. 69 proprietors have paid in full (\$22,115.82 / 73 %), and 15 proprietors have paid half (\$2,967.12 / 19%). 8 proprietors have not paid (2,241.02 / 7%). Therefore, 83% 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 2018. There were a couple additional payments received. 93 proprietors were assessed betterments by the District. 13 proprietors opted to prepay; 14 betterments were paid off due to early payoff or home sale; and 1 proprietor completed all payments on schedule. Therefore, 65 proprietors are still making betterment payments. 60 proprietors have paid in full (\$88,792.71 / 92.3 %), and 1 proprietor has paid half (\$738.75 / 1.5%). Therefore, 93.8 % of betterment payments have been collected. 4 proprietors have paid none, which reflects 6.2% of the betterment payments expected. This payment profile is in-line with past years.

FY2020 Tax Rate

Mr. O'Coin will contact auditor Dan Hayes to start the FY19 audit process.

FY2020 Tax Rate

The tax classification hearing was held prior to the start of the monthly meeting. The District Treasurer will begin to complete online forms for the tax package. The District Clerk will obtain the LA-4 form from the Leicester Tax Assessor's office.

Old Business

Lake Clarity & Level Management Update

The lake is currently is currently at currently over full by normal fall standards. Burncoat has begun their drawdown in order to do repairs and maintenance. Mr Lee found that the lower gate valve mechanism is broken, and it will need to be repaired. The repair of this valve mechanism is not emergent, but the repair should be put on the District's work list to RW White. Much algae has been noted in lakes in the state of MA, and algae has been noted in the Cedar Meadow Lake. Given the abundant algae in other area lakes, it is not a surprise to find it in our lake.

Dam Repairs and Maintenance

The District Management Committee has noted the roof of the gate house is leaking and will need to be repaired. The roof is not overhanging the exterior walls and allowing moisture to enter the gate house. The District is working to get a quote for fixing the gatehouse roof. The District is also still working to have the the cap stones replaced and small holes filled.

Mr. Lee has also been in contact with Mike Saunders regarding the removal of the siphons from the crest of the dam and removal of the old floats and signage from Phil Stiles property that was used at the Rawson Street Bridge. There are bees in the pipes. When the bees leave the pipes in the late fall, they will be cleared from the dam crest. The dam crest is being mowed, and branches were removed that had fallen in the general area.

Emergency Action Plan

Emergency Action Plan is due in December 2019. Mr. Richard Johnston is helping the District to get this plan submitted with the help of Lenard Engineering by the end of the calendar year.

Renewal of Order of Conditions DEP File #: 197-0579 & 197-0584

The District is working towards a renewal of OOC 197-0584. A request for extension was filed with Leicester Conservation Commission on April 8, 2019 and denied by Leicester Conservation Commission. The District worked with Mr. Richard Johnston to file a new application by August 28. The District attended the Leicester Conservation Commission meeting on September 11 and is in the process of responding to questions from the MA DEP. Our next meeting with Leicester Conservation Commission is on October 16th.

Fall Newsletter

The Fall newsletter was sent out the last week of September to all District proprietors by US mail or by email. For the Spring newsletter remember to include to not feed ducks and greese. The feces cause high nutrient levels in the lake and make algae growth more likely.

New Business

No new business was brought forth.

Executive Session

The meeting was not recessed to go into an executive session.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, November 14, 2019 in Room 2 at the Leicester Town Hall.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:23 P.M.

A True Copy Attest:

Michele M. Cospers, District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: October 10, 2019
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period of August 9, 2019 to October 10, 2019. This memorandum will be attached to the October 10, 2019 Management Committee Meeting minutes:

- 8/12 Contract for Emergency Action Plan
- 8/21 Email exchange between Ed Rose and Tommy Lee regarding entry to the gate house
- 8/28 Email communications regarding NOI filing
- 8/30 Email regarding check for \$54 legal notice to the Leicester Conservation Commission
- 9/2 Inquiry from District Treasurer to Town of Leicester Tax collector regarding checks for betterment payoffs
- 9/10 Confirmation that agenda was posted for 9/12/19 meeting
- 9/23 Liability Insurance Binder was signed
- 9/24 communication from Bob Dursa at Burncoat informing CMLWD of Burncoat's drawdown plan
- 10/2 Tax Classification ad was collected from paper by Mr. O'Coin
- 10/7 Email exchange between Mr. O'Coin and USDA Rep Gary Gingras regarding our 3 year audit.
- 10/7 Update from Mr. Lee regarding drawdown and trees behind the dam
- 10/7 Confirmation that agenda was posted for 10/10/19 meeting
- 10/8 Phone call from 29 Fairview Drive regarding the betterment
- 10/8 Email from the Leicester Assessor's Office regarding the betterment at 29 Fairview Drive.
- 10/8 Communication from Mr. O'Coin that the USDA completed their 3 year review of the District.

