

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
April 13, 2017**

The meeting commenced at 7:35 P.M. at the Leicester Town Hall in Meeting Room #2.

In attendance: Tommy Lee, District Chairman
Tom Forsberg, District Management Committee Member
Terence O'Coin, Treasurer
Michele Cospers, District Clerk
Kristen Forsberg, Assistant to the Town Administrator, Town of Leicester
Richard Johnston, Former District Clerk
Paula Stiles, District Proprietor
Phillip Stiles, District Proprietor
Bruce Bartel, CDR Maguire, Design Project Manager for Rawson Street Bridge
Matt Hopkinson, MADOT, Project Manager for Rawson Street Bridge

Clerk's Report

See attached memorandum dated April 13, 2017 for Clerk's report of communications for the period 3/10/17 through 4/13/17. 26 Lake Shore Drive as withdrawn their request for a variance. Boating safety information will be given with the Summer Newsletter. It was suggested that the Clerk contact Douglas Blood who once was making a good brochure containing this information. Finally, there has been great communication with Burncoat pond regarding the lake filling process.

Treasurer's Report

A Treasurer's Report dated 4/13/17 showed that the District had \$399,142.83 on deposit in the Spencer Savings Bank. Of this amount, \$362,136.99 was deposited in the money market account containing betterment payments. The report shows no betterment collection deposits, and an interest deposit of \$169.06. Of the remained, \$35,880.42 was in a general funds checking account. The report shows one deposit of \$2,250.00 from stopped check #217. The report shows four payments: (1) \$25 for the stopped payment fee; (2) \$2,250.00 to Scanlon & Associates for the FY16 audit; (3) \$25.35 to the Clerk for a reimbursement for copying and sending the March Newsletter; and (4) \$648.00 for mowing the dam crest for 2017. \$1,125.42 was in the stabilization account. Mr. O'Coin requested and was granted approval for Warrant number 203.

FY2016 Tax Payment Update

No update was need at this time.

FY2017 Betterments Update

No update was provided at this time.

Old Business

Weed Control & Treatment

An email was received from ESS Group inquiring as to services required by the District. The Management is favoring to services or treatments this year. The Management Committee did request a quote for a weed

mapping of the lake in the Spring of 2018 for the FY18 budget. The estimated cost of the mapping in Spring 2018 is \$2,800. The Management Committee is planning to let the lake rest and equilibrate this summer with no planned treatment.

Lake Level Management Update

The Fall 2016 draw down was completed as directed in the OOC. In the upcoming year, the flash boards should be replaced with new pieces of plywood. The District will plan to work on this replacement. The lake is currently filling. Depending on rain and weather conditions, the flash boards will most likely be installed prior to the April 13 Management Committee Meeting. The flash boards are installed on April 8, 2017 following the District's OOC. As of today, April 13, the water level was 4 inches above the spillway.

Conflict of Interest Training

An email was received reminding the District about requiring Conflict of Interest Law training. Each member of the District Management committee was sent the message with a link to the online training program. The District members continue to complete the required training as specified.

Preparation for the Annual Meeting

The date of the annual meeting is May 18, 2017 from 7:30 - 9:30 pm. The District Clerk reserved the Knight of Columbus hall. The additional handouts are being prepared and will be reviewed at the upcoming meeting.

The Warrant will be finalized and sent out by May 1, 2017. Mr. O'Coin will finalize the budget for FY18. Mr. Johnston suggested creating a Dam Repair Reserve Account. Although the dam is not in need to immediate repairs, it is a reasonable idea for the District to be saving money for repairs that might be necessary at some future date.

New Business

Siphons

The District discussed proper off-site storage options or disposal options of the uninstalled siphons residing on the dam crest. Mr. Lee will contact Mike Saunders about removal of the siphons.

Dam Crest Maintenance and Mowing

Sunshine Landscaping sent an invoice that saves the District money if the mowing services are prepaid. A motion was made to accept Sunshine Landscaping offer for mowing the dam crest and the prepayment option. The motion was seconded and voted unanimously. The Management Committee requested and received a Certificate of Insurance for the District Records.

Rawson Street Bridge - Design and Easement

Although this meeting item is new business, it was covered as the first agenda item for convenience of the attendees.

Rawson Street Bridge Design Discussion

Over the past many years, many issues have been observed at the Rawson Street Bridge area. Some "fisherman" have been known to leave great amounts of litter, disturb the peace in the general area including use of lewd language, public nudity, and public intoxication. Proprietors residing in Rawson Street Bridge area and Proprietors boating in this area have reported issues over last many years. Due to the nature of the one lane bridge, the extra road area has been used to host barbecues allow boat / float launching. The Districts

has installed buoys and signage in this area, which has aided in deterring the worst of the above issues. The Town of Leicester has also installed signage that does not allow parking within 200 feet of the bridge. The District would like the new bridge design to continue to deter above types of nuisance behavior.

The current design of the bridge includes two lanes of traffic: one going west bound and one going east bound. On each side, the design shows a 2 foot wide breakdown lane and a 32" tall side barrier. The District requested that the No Parking signs be moved to exactly 200 feet of the new bridge. The District also requested that a fence be placed on top of the 32" tall side barriers to reach a total heights of 6 feet. The fence would extend approximately 75' on the north side of the bridge and 100' on the south of the bridge. The fence would be made of galvanized steel.

Rawson Street Bridge Easements

Temporary and permanent easements are necessary for the construction of the new Rawson Street Bridge. The town is asking for the District to consider donating the easements for the project. A map showing the easements is attached to the minutes. The easements were appraised at \$700.00. The District did look into granting the easements to the Town of Leicester, but all documents were silent as to the Managements Committees authority to donate the easements to the town. The granting of the easements will need to be voted upon the District's annual meeting on May 18, 2017. In the meantime, the Town of Leicester will begin the process of taking the easements by eminent domain because the project goes out for bid on April 29, 2017, which precedes our date of the District's annual meeting. A warrant item will be added to the annual meeting warrant.

Executive Session

The meeting was not recessed 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 11, 2017 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 9:17 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: April 13, 2017
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period of March 10, 2017 to April 13, 2017. This memorandum will be attached to the April 13, 2017 Management Committee Meeting minutes:

3/11 Reissue and stop payment of check for the District Audit

3/15 Received a hard copy of Certificate of Insurance from Sunshine Landscaping.

3/24 Retrieved a certified mail letter from Town of Leicester Zoning Board of Appeals regarding 26 Lake Shore Drive. The owners are requesting a variance from the 40 ft setback for an addition, porch and deck. The meeting was held on March 22, 2017.

3/20 - 3/24 Email exchange between District Clerk, Former District Clerk Dick Johnston, and Pamela Deming of Ferncroft Rd about the existence of a topical map of Cedar Meadow Pond.

3/21-3/24 Email exchange between the District Clerk, Former District Clerk Dick Johnston, Kristen Forsberg and Tommy Lee regarding Easement and the Rawson Street Bridge Project

3/22 Betterment Payoff of 25 Rawson Drive

3/23 Tom Forsberg will not be at the Annual Meeting due to his travel schedule

3/24 Nate Cospers sent the MA boat law summary. He suggested it be included in the next newsletter and posted on-line.

3/24 Sent March Newsletter to the District Proprietors and Friends.

3/27 Obtained owner listing with mailing addresses and assessed values from the Town of Leicester Assessor's office for the purpose of demonstrating a quorum at the Annual Meeting

3/27 Sent welcome to the District letters to Mr. & Mrs. David Sheehan (27 Rawson Drive) and Mr and Mrs Daniel Turgeon (26 Lake Shore Drive)

3/28 Terry's picture of the Lake was selected as the cover photo for the town report!

3/30 Email exchange between Mr. Lee and ESS Group regarding services in 2017.

3/30 Email exchange between Mr. Lee and Mirick O'Connell

4/4 Phone call to Dick Johnston regarding his attendance at the April 13 meeting of the Management Committee

4/4 Email exchange with Phil Stiles regarding attending the April 13 meeting of the Management Committee.

4/5 Appraisal of Easements around Rawson Street were forward to the District Clerk by Kristen Forsberg. The District Clerk distributed this information the Management Committee and Former District Clerk Dick Johnston

4/5 Email exchange with Bob Dirsra of Burncoat Pond regarding Burncoat opening their gate value due to heavy Spring rains.

4/6 Email exchange with Kristen Forsberg regarding appraisal of easements and attendance at April 13 meeting of the District Management Committee

4/6 Received registered mail dated 3/22 regarding our right to meet with Howard S. Dono & Associates, Appraisal Services, to discuss how the proposed Rawson Street Bridge project will affect District Property. He is appraising the property towards a taking by Eminent Domain.

4/9 Mr. Lee communicated that he installed the flash boards as specified in the OOC. The lower gate was not left open because the lake is considered full.

4/11 Kristen Forsberg sent by email "certificate of vote" document.

4/11 Kristen Forsberg sent by email "easement deed" document.

4/12 A letter from the Town of Leicester Zoning Board of Appeals sent a letter informing the District that the request to withdraw a variance petition for 26 Lake Shore Drive was granted unanimously.

