

**Cedar Meadow Lake Watershed District  
Minutes of Management Committee Meeting  
October 26, 2017**

The meeting commenced at 7:36 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

**Minutes of Previous Meetings**

The previously distributed minutes of the September 14, 2017 Management Committee Meetings were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes. A welcome letter will need to be sent to the new owner of 19 Rawson Drive.

**Clerk's Report**

See attached memorandum dated October 26, 2017 for Clerk's report of communications for the period 9/15/17 through 10/26/17.

**Treasurer's Report**

A Treasurer's Report dated 10/26/17 showed that the District had \$447,939.03 on deposit in the Spencer Savings Bank. Of this amount, \$372,292.02 was deposited in the money market account containing betterment payments. The report shows one betterment receipts were deposited in the amount of \$20,774.47, and the reports shows one interest deposit in the amount of \$138.86. Of the remained, \$74,521.89 was in a general funds checking account. The report shows one deposit from tax receipts in the amount of \$789.49. The report shows two payment: (1) \$51.21 as reimbursement to the Clerk for the legal notice in the T&G for the tax classification hearing; and (2) \$5058.00 to Bradley and Wellington for the insurance premium. \$1,125.42 was in the stabilization account. Mr. O'Coin requested and was granted approval for Warrant number 207.

*FY2017 Tax Payment Update*

92 proprietors pay tax to the District. 81 proprietors (88%) have paid in full, which reflects 90% of the tax revenue expected. 6 proprietors (7%) have paid half, which reflects 6.5% of the tax revenue expected. 5 proprietors (5.5%) have paid none, which reflects 3% of the tax revenue expected. This payment profile is in line with past years.

*FY2018 Betterments Update*

FY18 Betterment collections have just begun. The District has collected approximately 45% of the expected amount. This payment profile is in line with past years.

*FY2017 Audit*

The books for FY17 have been closed. Mr. O'Coin met with auditor, Dan Haynes, on October 24 to hand over the book to start the audit process.

## *FY2018 Tax Rate*

The process to set the tax rate for FY2017 has been started. The tax classification hearing was held prior this meeting. The LA-4 form was obtained from the Town of Leicester Assessor office. The District Treasurer and District Clerk will coordinate to submit forms through the MA DOR portal.

## **Old Business**

### *Weed Control & Treatment*

The clarity of the lake is exceptional at greater than 6 feet. The green floating weeds were identified as “duck weed” and not algae. The lake is scheduled to be surveyed for plant growth in Spring 2018.

### *Lake Level Management Update*

The Fall 2017 draw down is underway. The lower gate valve was opened to 100% on October 18, 2017. The boards will be removed depending on weather conditions.

### *Conflict of Interest Training*

All members of the management committee have completed their conflict of interest training.

### *Dam Repairs and Maintenance*

Mr. Lee will contact and set up a meeting with Lenard Engineering to determine a scope of work / work order to address issues cited in the Dam Inspection Report. The District Management Committee is interested in having (1) the cap stones replaced and small holes filled, (2) trimming brush to the District’s property line that is overhanging the dam and dam crest, and (3) repairing the crack in one of the gate house walls. Mr. Lee will then contact R.H. White regarding the work to be performed. Morrison Fence will be contacted to obtain a quote to repair the fence and gate around the dam spillway. The work would then be inspected by the Office of Dam Safety.

The District Clerk obtained a quote for getting new No Trespassing signs. The signs will be ordered for they are ready for installation next Spring.

### *Moderator for 2018 Annual Meeting*

The District’s current annual meeting moderator, Mr. Richard Johnston, is retiring for his duties. The District will be looking for a new moderator.

## **New Business**

### *Opening on the District Management Committee*

Mr. Paul Dufrense resigned from his position on October 26, 2017. The position will be filled at the next Annual Meeting in May 2018 as specified in the District by-laws (Section 5.3).

## **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, November 9, 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 8:24 P.M.

A True Copy Attest:

Michele M. Cospers  
District Clerk

## Memorandum

**Date:** October 26, 2017  
**Subject:** District Communications  
**To:** Management Committee  
**From:** District Clerk

District Clerk Michele Cospers reported the following communications for the period of September 14, 2017 to October 26, 2017. This memorandum will be attached to the October 26, 2017 Management Committee Meeting minutes:

- 9/15 District Clerk noticed that 19 Rawson Drive is in foreclosure based on information at [zillow.com](http://zillow.com)
- 9/15 Sent FA2017 newsletter to District proprietors and District friends.
- 9/17 Tom Forsberg sent email regarding weeds in lake.
- 9/18 Clerk changed the October meeting date with the Town of Leicester Selectman's office.
- 9/19 Sent email to Kate Campanale regarding interested in serving as moderator to our annual meeting.
- 9/18 Payoff of betterment received from 19 Rawson Drive
- 9/18 Legal notice for tax classification hearing was placed and scheduled to run in T&G on Oct 9
- 9/19 Email exchange with Leicester Assessor's office regarding 19 Rawson Drive payoff amount
- 9/19 Email exchange with Leicester Assessor's office regarding betterment owed on Sheehan property
- 9/19 Proprietor Richard Carr asked Mr. O'Coin for clarification as to the District's authority on building projects abutting the lake. Mr. O'Coin sent the forward the request to District Management Committee. Tommy Lee called Mr. Carr, and Mr. Lee's response to Mr. Carr is included in the email response with Mr. O'Coin.
- 9/20 Request to change Mr. Ridley's email. Clerk changed in official listings.
- 9/24 District Clerk chatted in person with Mark Hobson during a walk around the lake. He also followed up with an email showing a person on top of the gate house fishing.
- 9/24 District Clerk chatted in person with Vinny Tiscone during a walk around the lake. He can give the District on quote on new signs for the Dam.
- 10/4 Email exchange with Bob Dirsa of Burncoat Watershed District regarding respective drawdowns
- 10/4 Received a letter from ConComm regarding building project at Lilystrom Drive. This property abuts the lake.
- 10/9 Received a letter from ConComm regarding building project at 26 Lakeview Drive (Turgeon)
- 10/9 Received a Invoice from Braley & Wellington for District insurance

10/9 District Clerk photographed No Trespassing Sign at the Dam and sent to Vinny Tiscione for a quote to make new signs for installation next Spring. Quote was received and be discussed at Oct 26th meeting.

10/25 Received a letter from ConComm regarding (1) installation of new septic to repair existing septic and (2) installation of concrete retaining wall to replace stone and railroad tie retaining wall at 31 Lakeview Drive (Ajemian). This project was reviewed at the Oct 11 Leicester ConCom meeting.