

**Cedar Meadow Lake Watershed District  
Minutes of Management Committee Meeting  
February 7, 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  
Terence O'Coin, Treasurer  
Michele Cospers, District Clerk

**Minutes of Previous Meetings**

The previously distributed minutes of the November 8, 2018 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 February 7, 2019 for Clerk's report of communications for the period November 8, 2018 through February 7, 2019. Thomas Forsberg resigned from his position the management committee. Mr. Johnston will be kindly preparing and submitting the Emergency Action Plan for the District.

**Treasurer's Report**

A Treasurer's Report dated 2/7/19 showed that the District had \$582,818.30 on deposit in the Spencer Savings Bank. Of this amount, \$481,242.30 was deposited in the money market account containing betterment payments. The report shows three deposits of \$1627.83, \$23,812.57 and 9,016.81 from betterment payments, and three interest deposits in the amounts of \$200.10, \$213.21, and \$221.30. Of the remained, \$100,450.58 was in a general funds checking account. The report shows one payment for \$2,500.00 to the Scanlon & Associates for the annual audit. \$1,125.42 was in the stabilization account. Mr. O'Coin requested and was granted approval for Warrant 216.

*FY2018 Tax Payment Update*

92 proprietors pay tax to the District. 70 proprietors have paid in full (\$34,842.72 / 76 %), and 14 proprietors have paid half (\$3,525.84 / 15%). Therefore, 91 % of tax payments have been collected. 8 proprietors have paid none. Payments were in February and May, so this collection profile is inline with past years.

*FY2018 Betterments Update*

There were no further collections this month. 93 proprietors were assessed betterments by the District. 13 proprietors opted to prepay and 11 betterments have been paid off in full. Therefore, 69 proprietors are still making betterment payments. 60 proprietors have paid in full (\$93,142.93 / 87 %), and 3 proprietors have paid half (2,157.11 / 4.3%). Therefore, 91 % of betterment payments have been collected. 6 proprietors have paid none, which reflects 9% of the betterment payments expected. This payment profile is slightly high in comparison with past years.

*FY2018 Audit*

Scanlon and Associates finished the District Audit. The audit reports have been filed.

*FY2019 Tax Rate Approval*

The MADOR has approved the FY2019 District Tax Rate.

## **Old Business**

### *Lake Clarity & Level Management Update*

The commenced on October 21, 2018 following the District's OOC from the MADEP. On February 7, 2018, 6 inches of water still remains in the upper channel.

### *Dam Repairs and Maintenance*

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, (3) repairing the crack in one of the gate house walls, and (4) rebuilding the flash boards. The work would then be inspected by the Office of Dam Safety. Mr. Lee has been in contact with Daniel Craig of Liberty Construction.

Liberty Construction also provided the District with a quote for the repair and painting of the gate house. The crack in the gate will be repaired along with painting the exterior. Liberty Construction also provide the District with a quote to trim the brush at the dam to the vertical property line. The District accepted these proposals and quotes and was hoping to get these repairs completed before winter. Liberty Construction did not complete the work and has not returned calls from the District. Mr. Lee will contact to Ted Anatanavica about the possibility of completing these tasks. The District Management committee also plans to make new flashboards.

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.

## **New Business**

### *Annual Meeting Preparation*

The date for the Annual Meeting has been set for May 16, 2019 at 7:30 pm.

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

The District Clerk will follow up with the Leicester Conservation Commission regarding the renewal of the order of the conditions.

## **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, March 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 8:33 P.M.

A True Copy Attest:

Michele M. Cospers, District Clerk

**Cedar Meadow Lake Watershed District  
Memorandum**

**Date:** February 7, 2019  
**Subject:** District Communications  
**To:** Management Committee  
**From:** District Clerk

District Clerk Michele Cospers reported the following communications for the period of November 8, 2018 to February 7, 2019. This memorandum will be attached to the February 7, 2019 Management Committee Meeting minutes:

11/21 Mr Prescott mailed a hard copy of the LA-4.

11/25 Mr. Lee reported to Mr. Forsberg that Lake was down 12"

11/29-11/30 Lake Level discussion

11/30 Tax package submitted to MA DOR

12/4 Response to relator regarding lake assess for 351 Rawson Street

12/6 Tax Rate Approved

12/8 Richard Johnston requested access to District's files. He and Mr. Lee met and reviewed the documents that were needed.

1/2 District package submitted to MA DOR for certification of free cash

1/7 Mr. Forsberg resigned from his role on the management committee.

1/9 Financial summary from Mr. O'Coin was provided

1/15 Payoff notification for 23 Rawson Drive (Pratt)

1/20 Email exchange with Mark Hobson regarding OOC & Fall Draw Down

2/1 Copies of Audit Letter and report were provided

2/4 The District Clerk called Rosie Nicholes about a donation check to the District that was misplaced.

2/6 Financial summary from Mr. O'Coin was provided