

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
February 11, 2016**

The meeting commenced at 7:34 P.M. at the Leicester Town Hall in Meeting Room #3.

In attendance: Tommy Lee, District Chairman
Thomas Forsberg, District Vice-Chairman
Michele Cosper, Clerk
Terence O'Coin, Treasurer

Minutes of Previous Meetings

The previously distributed minutes of the January 14, 2016 Management Committee Meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

Clerk's Report

See attached memorandum dated February 11, 2016 for Clerk's report of communications for the period 1/14/16 through 2/11/16.

Treasurer's Report

A Treasurer's Report dated 2/11/16 showed that the District had \$304,426.52 on deposit in the Spencer Savings Bank. Of this amount, \$272,466.80 was deposited in the money market account containing betterment payments. Of the remained, \$30,834.30 was in a general funds checking account, and \$1,125.42 was in the stabilization account. This report showed no deposits to the general checking account. This report showed two payments with the general checking account: (1) a payment of \$1945.40 to Mirick O'Connell for legal fees; and (2) a payment of \$2,250 to Scanlon & Associates for FY15 audit. In the Betterment Money Market account, an interest payments of \$94.26 was shown on the 2/11/16 report. The report shows no activity in the Stabilization Account. Mr. O'Coin requested and was granted approval for Warrant number 192.

FY2015 Tax Payment Update

FY15 tax collections were due in Feb & May 2015. Currently 94.4% of the projected tax revenue has been collected; \$37,454.50 has been collected and only \$2251 remains uncollected. Of 92 proprietors owning taxes to the District, 82 have paid in full, 1 has paid half, and 9 have made no payments. Based upon past collections, the District Treasurer stated that the number of proprietors who have not paid is "fairly high." The District Treasurer did contact the Town of Leicester Tax Collector and did confirm that liens have been placed on these properties.

FY2016 Betterments Update

There has no update in the collection of FY2016 betterments. The current status: Of the \$113,329.97 expected, \$77,393,05 has been collected, which is about 68%.

FY2015 Audit

Terence O'Coin, District Treasurer, submitted relevant District information the Dan Haynes in early November to begin the audit. The audit has been completed, and filed with the District's Permanent Financial Files. As required, copies of the audit report were sent to the USDA and to the Savings Bank of Spencer. The free cash was certified b the MA DOR.

A motion was made to transfer \$2000.00 from the Reserve Account (5007) to the Legal Account (5004). The motion was seconded and voted unanimously.

Old Business

Weed Control & Treatment

The lake water has clarified due to declining levels of blue-green algae. ESS Group has not answered the District as to the propensity of the algae returning Summer 2016. Mr. Lee will contact ESS Group regarding the algae question. No weed treatment is scheduled for 2016. As a side note, ACT and Lycott have merged and become SOLitude Lake Management.

Lake Level Management Update & Fall Draw Down Extension Approval

The lower gate was opened 100% on October 15, 2015. At the time of the opening, the lake level was down 4 inches. A slow release of the water was maintained as specified in our Order of Conditions. On October 18, 2015, the flash boards were removed and the lower gate was closed. The lower channel still has three inches of water passing through and has been at that level since mid-October.

Dam Inspection

The District Chairman is in the process of scheduling a meeting at the dam with Lenard Engineering and RH White to start a plan of action & potential quote(s) regarding recommendation for dam maintenance that resulted from the dam inspection. The District received a Dam Safety Certification of Completion from the Office of Dam Safety. This certificate has been filed with the District Permanent Files as D68 - 0216 - 7.

Dam Crest Fencing & No Trespassing Signage

Mr. Lee contacted the Leicester Highway Department to determine the best way to protect newly installed Charles Street Gate from damage this winter. Markers will be placed on the gate poles. Just prior to the first significant snow fall, the gate will be opened to avoid damage from snow plowing. The gate has remained in its closed position due to the lack of snowfall.

New Business

Annual Meeting Preparation

The District officials agreed that the best dates for the Annual Meeting are Wednesday, May 18, 2016 (preferred) or Thursday, May 19, 2016. The District Clerk will contact Knight of Columbus in the coming weeks to secure a meeting room.

Executive Session

The meeting was recessed at 8:03 P.M. to go into Executive Session to discuss outstanding litigation in the form of a complaint from Raymond E. Shea, Jr. through the law firm of Army and Lee demanding payment of \$100,000 for flooding land below the dam.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, March 10, 2016 in Room 3 at the Leicester Town Hall.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:29 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: February 11, 2016
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period of January 15, 2016 to February 11, 2016. This memorandum will be attached to the February 11, 2016 Management Committee Meeting minutes:

- 1/20 District received an offer from Mr. Shea.
- 1/24 District officials had conference call regarding offer from Mr. Shea.
- 1/25 District Treasurer reviewed fund availability.
- 1/25 At request of District Treasurer, District Clerk reviewed and signed forms at the MA DOR gateway regarding free cash certification.
- 1/31 ACT has become a part of SOLitude Lake Management. A letter was sent giving their new address. Solitude also sent a Winter 2015 newsletter.
- 1/31 District Clerk sent District Treasurer an invoice from Mirick O'Connell and letter from Mirick O'Connell for auditors.
- 2/4 Free cash was certified by the MA DOR.
- 2/4 Email exchanged between District Officials regarding agenda items for February management committee meeting
- 2/7 Email exchange between District Clerk and District Treasurer regarding items for the February 2016 Warrant.
- 2/9 February 11 meeting materials were distributed to District Officials by District Clerk
- 2/10 - 2/11 Email exchange between District Proprietor Mark Hobson, District Clerk and District Treasurer regarding tax vs betterment payments and payment status.