

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
September 11, 2014**

The meeting commenced at 7:41 P.M. at the Leicester Police Department's Community Room.

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

Minutes of Previous Meetings

The previously distributed minutes of the August 14, 2014 Management Committee meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

Minutes of the August 14, 2014 Management Committee Executive Session were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

Clerk's Report

See attached memorandum dated September 12, 2014 for Clerk's communications for the period 8/15/14 through 9/11/14.

Treasurer's Report

A Treasurer's Report dated 9/11/14 showed that the District had \$172,369.33 on deposit in the Spencer Savings Bank. Of this amount, \$127,640.33 was deposited in the money market account containing betterment payments. Of the remained, \$43,619.29 was in a general funds checking account, and \$1,109.71 was in the stabilization account. This report showed two deposits of \$2,000.82 and and \$752.92 in tax receipts from the Tax Collector within the general checking account. This report showed payments of (1) an invoice of \$1,425.00 to RH White for looming and seeding the dam crest, (2) of an invoice of \$160.00 to Brick & Block Landscaping for mowing of the dam crest, (3) of a reimbursement of \$271.58 to Michele M Cosper for District Clerk expenses, and (4) of a reimbursement of \$66.57 to Terrence O'Coin for District Treasurer expenses within the general checking account. In the Betterment Money Market account, deposits of \$693.30, 804.62, and 28,055.38 and interest of \$56.46 were shown on the 9/11/14 report. The report shows no activity in the Stabilization Account. Mr. O'Coin also requested and was granted the approval for Warrant numbers 177 and 178.

The books will be closed on Fiscal Year 2014. Mr. O'Coin will schedule as appointment with the auditor, Dan Haynes in early October.

Tax Payment Update

We received an additional \$725.92 in FY2014 district tax collections. That brings the District to 99% complete on FY2014 collections with only 2 proprietors partially paid and 1 not paid. This will close the books on FY2014 collections, as the other amounts are now liened by the town. If these late payments are made, they will be in FY2015.

FY2014 Betterments Update

We received an additional \$804.62 in FY2014 Betterment collections. The total collected for FY2014 was \$126,043.53. Collections hit 99% complete with only 1 of the 77 proprietors unpaid. Please note that 77

proprietors is the total after removing those proprietors that have already been fully paid off. Only \$211.95 remains outstanding. This will close the books on FY2014 Betterment collections.

FY2015 Betterments Update

We received \$28,055.38 in FY2015 Betterment collections which just began in August.

Old Business

Landscaping Dam Crest

Eric Bonin of Brick and Block Landscaping has mowed the dam crest three times. The grass seed planted by RH White appears to be growing.

Liability Insurance

Mr Lee has continued his communications with John Brissette at the Braley and Wellington Insurance Agency regarding renewal of liability insurance policy. John Brissette found a policy that covers municipal watershed districts. The premium of the District's last policy, which expired on August 1, 2014, was approximately \$2600. The quoted premium for the new policy is about \$5000, nearly double the cost. A motion was made, seconded and voted unanimously to bind the policy with the caveat that the District Officials would continue to search for more cost-efficient policy that would be suitable for the CMLWS District. Mr. O'Coin will provide the FY 2013 audit to Mr. Lee for the purpose of binding the liability insurance policy.

Approval of Fall 2013 Dam Repairs by the Office of Dam Safety

Mr. Lee will contact Lenard Engineering to determine the status of the approval of the Fall 2013 dam repairs by the Office of Dam Safety.

Clerk Email Address

Mr. O'Coin established clerk@cedar Meadow.org for Mrs. Cospers and future district clerks to use. This email address was provided to proprietors in the Fall 2014 Newsletter.

District USPS Mailbox

Mrs. Cospers rented a USPS mailbox at the Post Office on Main Street in Leicester, Massachusetts for delivery of all district mail. The District's new address is: Cedar Meadow Lake Watershed District, P.O. 320, Leicester, MA 01524. This address will be distributed and given to all Proprietors in the Fall 2014 Newsletter.

Weed Control

The District Management Officials agreed that Mr. Carl Neilson of ESS Group was informative and did an excellent job explaining our options regarding weed control. District Officials agreed that Mr. Neilson will consult and coordinate regarding herbicidal weed control on the District's behalf. The first step in herbicidal treatment of Cedar Meadow Pond is to obtain the necessary permits. A motion was made to employ ESS group for the permitting process and wherever possible District Officials will assist with all mailings and notifications to abutters / proprietors. This motion was seconded and voted unanimously. Mr. Lee will call Mr. Neilson of ESS Group to inform him of our vote and our desire to start the permitting process. The Fall 2014 newsletter will include a section on weed control.

New Business

Fall Draw Down Planning / Lake Level Management

This year the annual draw down will start on October 25. The District will, again, coordinate our draw down with the draw down at Burncoat Pond. If Burncoat Pond begins their draw down earlier, Mr. Lee will allow for the increase in water by adjusting the water flow through the dam.

Fall Newsletter

The Fall 2014 District Newsletter was reviewed at the September 11, 2014 management committee meeting. The newsletter will include a plea for recipients of the Newsletter to opt for an electronic version to assist in saving the District money.

Tax Classification Hearing

The tax classification hearing will be scheduled to coincide with the October meeting of the Management Committee. Mrs. Cospers will place the required advertisement in the Telegram and Gazette prior to the October Meeting.

Executive Session

The meeting was recessed at 8:47 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. The Executive Session concluded at 8:53 P.M.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Monday, October 6, 2014 in the Leicester Police Department's Community Room.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 8:54 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: September 11, 2014
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period August 15, 2014 through September 11, 2014. This memorandum will be attached to the September 11, 2014 Management Committee Meeting minutes:

8/15 email from the District Clerk Michele Cospers to District Chairman Tommy Lee containing a draft of the Fall Newsletter

8/15 email from District Clerk to Management Committee forwarding Treasurer Report and Warrant from the District Treasurer.

8/18 exchange of emails between Management Committee Chairman Tommy Lee and Proprietor Mark Hobson, who noted a sewer smell near the foundation for sale on Fairview Drive.

8/20 a P.O. Box was rented at the Leicester Post Office. An email was sent informing the Management Committee and District Treasurer of the new mailing address for the District.

8/20 email for District Clerk, clerk@cedar Meadow.org was created. Only one email can be set for the price of the domain

8/22 exchange of information between District Clerk, Former District Clerk Richard Johnson, and Lake Proprietor Corey Lee regarding gathering of documents. Tommy and Corey Lee are in possession of liability insurance policy in effect at the time of Shea's current complaint and the eminent domain taking map.

8/25 email between John Brissette and Tommy Lee regarding Liability Insurance. Tommy Lee forwarded message and insurance quote to the Management Committee, District Clerk, Former District Clerk and District Treasurer.

8/30 District Treasurer sent an email to the Management Committee and District Clerk with a summary of District Tax & Betterment Collections.

9/1 exchanged of emails between Management Committee Chairman Tommy Lee and the District Treasurer regarding invoice received from RH White and Brick & Block Landscaping.

9/2 The District Clerk sent a draft of the Fall 2014 Newsletter, minutes of the August 14, 2014 Management Committee Meeting, and the Agenda of the September 11 Management Committee meeting were sent to District Officials for review.

9/7 The District Clerk emailed the District Treasurer a reimbursement request.

9/8 The District Clerk received notification of that the owners of 16 Lake View Drive paid off the Betterment in Full. The Clerk forwarded this notification to the District Treasurer.