

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
June 12, 2014**

The meeting commenced at 7:40 P.M. at the Leicester Police Department's Community Room.

In attendance: Tommy Lee, Chairman
Paul Dufresne, Vice-Chairman
Thomas Forsberg
Michele Cospers, Clerk
Terence O'Coin, Treasurer (arrived 8:06 pm)

Richard Johnson, Former Clerk

Minutes of Previous Meetings

Minutes of the previously distributed May 8, 2014 Management Committee meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes as amended.

Minutes of the previously distributed May 8, 2014 Management Committee Executive Session were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes as amended.

Minutes of the May 22, 2014 Management Committee meeting held immediately following the Annual Meeting of the District were distributed for review and approval. A motion was made, seconded, and voted unanimously to accept the Minutes as written.

Copies of the Minutes of the May 22, 2013 Annual Meeting were distributed.

Clerk's Report

See attached memorandum dated June 12, 2014 for Clerk's communications for the period 5/9/14 through 6/12/14.

Mrs. Cospers summarized and highlighted some of these communications including an (1) an exchange email between the District Treasurer and Steve Quick at Spencer Saving Bank regarding the District's line of credit, letters to various organizations covering the annual update to the District Emergency Action Plan, (3) email messages to the USDA regarding the necessity of a surety bond for the District Clerk, and (4) letters to the Leicester Principle Assessor and the USDA informing each office of the 2014 - 2015 Elected District Officials.

Treasurer's Report

Upon arrival, Mr. O'Coin presented a Treasurer's Report dated 6/12/14 showing that the District had \$219,021.34 on deposit in the Spencer Savings Bank. Of this amount, \$181,150.30 was deposited in the money market account containing betterment payments. Of the remained, \$35,761.33 was in a general funds checking account, and \$1,109.71 was in the stabilization account. This report showed two deposits of \$1,694.38 and 15,854.48 in tax receipts from the Tax Collector and no payments within the general checking account. In the Betterment Money Market account, a deposit of \$720.42 and interest of \$67.08 was shown on the 6/12/14 report. The report shows no activity n the Stabilization Account. Mr. O'Coin also requested and received approval for Warrant number 176.

Mr. O'Coin discussed the need to transfer funds between accounts. First, there was the need to transfer \$1100 from the Reserve account to the Repair and Maintenance. A motion was made, seconded and voted unanimously to transfer \$3,000 from Reserve Account 5007 to Repair and Maintenance Account 5005.

There was also the need to transfer \$700.00 from the Reserve account to the Administration account to pay for reimbursements submitted by the Former Clerk. A motion was made, seconded and voted unanimously to transfer \$700.00 from Reserve Account 5007 to Administration Account 5006.

Old Business

Charles Street Gate

Mr. Lee plans to contact Morrison Gate Company to followup installing at gate in place of the guard rail.

Landscaping Dam Crest

Mr. Lee has contacted RH White in regards to the the removal of hay bails / stakes and clean-up of excess clay. RH White will also loom and seed areas in need. Mr. Lee and Mrs. Cospers will look into finding a company / person to mow and weed-whack this area as needed.

Herbicide Weed Control

District member, Jeremy Wooden, previously accompanied ESS personnel as they gathered weed population data. He volunteered to continue to be involved in weed management. Previously, ESS informed Mr. Johnston that good budget numbers for first year herbicide control of Fanwort would be \$5,500 for permitting and \$500 per acre for treatment. Questions were asked regarding (1) long term affects of treatment and (2) ease and timing of obtaining permits for weed treatment and (3) whether the Conservation Committee would need to be involved. Mr. Lee suggested that ESS to be invited to Management Committee meeting to inform the committee of a long range conservative plan. It was also suggested that Mr. Wooden to be informed and invited to such a meeting. Mr. Lee will followup with ESS. Mr Lee has observed that weed growth at this point into the Spring season appears to be at a minimum; possibly due to cool water temperatures and lake remaining at a maximum water depth through the entire Spring.

Liability Insurance

Mr. Johnston reported the receipt of liability insurance nonrenewal notices. This is something that typically takes place each year, apparently by regulation. This year, however, the stated reason was "Failure to provide/disclose information material to risk." Mr. Johnston contacted John Brissette at the Braley and Wellington Insurance Agency. John Brissette requested a letter stating that the "failure to disclose" was a misunderstanding. This letter was sent by Mr. Lee and will be presented to the underwriter. It is Mr. Lee's hope that this issue has been solved and the insurance will agree to renew the three policies.

Tax Payment Update

There was also discussion about the status of tax collections to date. Of the \$53,873 due in taxes, \$44,168 has been collected to date. This represents 82% of tax owed. The detail behind this number reveals that 64 of 92 tax bills were paid in full, 25 of 92 were paid just through the first half bill, and 5 of 92 had not, as yet, paid any District taxes in the current fiscal year.

Betterment Payment Update

There was also discussion about the status of betterment collections to date. To review, there are 93 proprietors involved in betterment collections. Of these 93 proprietors, 16 have paid in full, and 77 still are paying into betterment installments: 73 of 77 tax bills were paid in full, 1 of 77 were paid just through the first half bill, and 3 of 77 had not, as yet, paid any District taxes in the current fiscal year. Betterment payments that remain outstanding total approximately \$2,000 of the \$124,000 (< 2%) owed this year.

Mr. Johnson spoke informally with Mr. Ginkus, who may file for an abatement claiming hardships imposed due to making payment of District betterments and taxes.

New Business

Clerk Email Address

Mr. O'Coin will set-up clerk@cedar Meadow.org for Mrs. Cospers and future district clerks to use. This email address will be provided to proprietors in the June 2014 Newsletter.

District USPS Mailbox

To allow all District mail to go to one location, use of USPS box will be looked into by Mrs. Cospers.

June Newsletter

Mrs. Cospers will prepare the June 2014 District Newsletter. The draft newsletter will be distributed to the Management Committee for review prior to being sent to the District proprietors. The June 2014 Newsletter will address boating safety, awareness of weed growth, change in clerk email address, change in District mailing address, and remember to report anything unusual regarding the Cedar Meadow Lake to the District Officials.

Surety Bond for the District Clerk

Mr. Johnson emailed Steven Bonavita twice and Diane Inglot once regarding the need for a surety bond for the District Clerk. Mr. Johnson researched the bonding requirement and found that the signatories for the accounts containing greater than \$500,000 of USDA dollars must be bonded. District USDA accounts will no longer be holding excess of \$500,000. The Management committee unanimously agreed that a surety bond for the clerk was not necessary.

First Betterment Loan Payment to the USDA

On June 20, 2014, \$84,935 will be electronically deducted from the general checking account for the first USDA Betterment Loan payment. Funds have been placed into this account.

Signature Cards at Spencer Savings Bank

Mr. Johnson will need to be removed and Mrs. Cospers added to the Signature Cards at Spencer Bank. Mr. O'Coin will call the Bank, and he will arrange a time to meet at the bank with Mrs. Cospers.

Conservation Committee Draw Down Approval

Mr. Lee made a motion to elect Mr. Johnson to represent the District to obtain draw down approval from the Conservation Committee. The motion was seconded and voted unanimously.

Rawson Street Bridge

The MassDOT website states that the Rawson Street Bridge construction is planned for Winter 2019.

Emergency Action Plan

The Office of Dam Safety received and accepted the Emergency Action Plan.

Executive Session

The meeting was recessed at 8:34 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 8:44 P.M.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, August 13, 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 8:45 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed
Memorandum**

Date: June 12, 2014
Subject: Clerk's Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period May 9, 2014 through June 12, 2014. This memorandum will be attached to the June 12, 2014 Management Committee Meeting minutes:

5/13 exchange of e-mails between Treasurer and Steve Quink at Spencer Savings Bank regarding new line of credit

5/21 letter from Clerk to member Neil McDonough thanking him for support

5/22 e-mail from Clerk to Management Committee regarding future newsletters via e-mail

5/22 Letter from Clerk to Fire Chief Robert Wilson covering updated Emergency Action Plan

5/22 Letter from Clerk to Lenard Engineering covering updated Emergency Action Plan

5/22 Letter from Clerk to Office of Dam Safety covering updated Emergency Action Plan

5/22 Letter from Clerk to R. H. White covering updated Emergency Action Plan

5/23 e-mail from Clerk to Treasurer regarding surety bond for Clerk

5/23 Exchange of e-mails between Clerk and Management Committee Member, Thomas Forsberg, communicating schedule of Management Committee meetings for the remainder of 2014.

5/31 Exchange of emails between Clerk and Management Committee / District Treasurer regarding Agenda for the Management Committee on June 12, 2014 and Draft Minutes from May 22, 2014 Management Committee Meeting. (P. Dufrense was delivered a hard copy of the Agenda and Draft Minutes.)

6/8 Letter from Clerk to John Prescott, Principle Assessor Leicester, informing him of the 2014 - 2015 elected officers and their contact information

6/8 Letter from Clerk to Steven Bonavita, USDA, informing him of the 2014 - 2015 elected officers and their contact information