

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
November 13, 2014**

The meeting commenced at 7:42 P.M. at the Leicester Police Department's Community Room.

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

Minutes of Previous Meetings

The previously distributed minutes of the September 11, 2014 Management Committee Meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes.

The previously distributed minutes of the October 6, 2014 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 November 13, 2014 for Clerk's report of communications for the period 10/7/14 through 11/13/14. John Halpin communicated to Thomas Forsberg that the lake level was not down to level it was at in the Fall 2013. His concern was his permanent dock footings that are still submerged, but the District will inform him that this where the lake level will remain because the lower gate valve must remain free of ice to avoid damage. Bob Dursa informed the District Clerk that Burncoat Pond was slowly lowering their lake starting on October 13.

Treasurer's Report

A Treasurer's Report dated 11/13/14 showed that the District had \$207,194.89 on deposit in the Spencer Savings Bank. Of this amount, \$168,688.97 was deposited in the money market account containing betterment payments. Of the remained, \$37,396.21 was in a general funds checking account, and \$1,109.71 was in the stabilization account. This report showed no deposits within the general checking account. This report showed payments of (1) a reimbursement of \$168.19 to the District Clerk for Clerk expenses within the general checking account. In the Betterment Money Market account, there were no deposits interest of \$64.45 were shown on the 11/13/14 report. The report shows no activity in the Stabilization Account. Mr. O'Coin also requested and was granted the approval for Warrant numbers 180.

The books were closed on Fiscal Year 2014. Mr. O'Coin met with the auditor, Dan Haynes. The audit is currently underway.

Tax Payment Update

No update was given at the November 13, 2014 meeting.

FY2015 Betterments Update

No update was given at the November 13, 2014 meeting. Although the District was notified that betterments owed by 63 Fairview Drive and 59 Lake View Drive were paid in full due to home sales, the Town of Leicester has not sent the District the funds as yet.

Finance Committee

The District Clerk formed a Finance Committee, composed of the District Treasurer and District Proprietors Erika Rose and Rich Carr. The Finance Committee met on October 15, 2014. It was their opinion to leave the money in the saving account. Mr. O'Coin has prepared a model for repayment of the betterment loan, which will aide in modeling the effect of early betterment payoffs by individual proprietors.

Tax Rate

The process to set the tax rate is underway.

Old Business

Care of the Dam Crest

The grass seed planted by RH White has grown in well. Mr. Lee will be obtain documentation that Brick and Block is insured.

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

Mr. Lee will contacted Roger Hulbert and is waiting to hear from him to determine the status of the approval of the Fall 2013 dam repairs by the Office of Dam Safety.

Weed Control & Permitting Process Update

A formal proposal from ESS group was received and distributed to the Management Committee. The formal proposal will be posted to the District Website. Mr. Lee will sign and send the proposal back to ESS Group in the next week.

Fall 2014 Draw Down / Lake Level Management Update

On October 22, Mr. Lee opened the lower gate valve 100% in advance of an impending rain storm. October 26, Mr. Lee opened the surface channel. As of November 6, 6 inches of water was still flowing through the lower channel. Currently the lake water level is down about 3 feet, which is optimal level for the winter to minimize ice damage. On November 16, Mr. Lee will close the lower value and continue to monitor the lake level through out the winter.

New Business

Rawson Street Bridge Area

Phil Stiles communicated to the District Clerk that the buoys, signs, and cables near the Rawson Street Bridge. The District will replace the materials. The District Clerk will communicate this decision to Mr. Stiles and inform him that Mr. Lee will be contacting him. Mr. Lee will visit Mr. Stiles and determine what is needed for materials replacement of signs.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, January 22, 2014 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: November 13, 2014
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cosper reported the following communications for the period October 7, 2014 through November 13, 2014. This memorandum will be attached to the November 13, 2014 Management Committee Meeting minutes:

10/7 District Treasurer sent updated Treasurer Reports to the District Officials.

10/15 Mark Hobson emailed Chairman Tommy Lee regarding impending rainstorm and rising lake levels presumably due to Burncoat Pond's Fall drawdown process. Mr. Lee informed Mr. Hobson of his plan to open the lower gate.

10/15 Chairman Tommy Lee emailed the District Officials to inform them that he was fully opening to lower gate to account for the impending rain and rising water levels due to the Fall drawdown of Burncoat Pond.

10/20 Assessor Office informed the District Clerk of the Betterment Payoff by 59 Lake View Drive. Payoff was completed at the time of the sale of the property. The District Clerk forwarded this information to the District Treasurer.

10/20 District Clerk email to the District Treasurer about the Go Daddy Account regarding email setup.

10/21 Former Clerk Richard Johnson brought three documents to the Current Clerk for filing with the permanent records (Hydrology & Water Balance - Section 1 of Clerk's Manual; D48B-0309-9 - Cedar Meadow Lake and Dam Operations and Maintenance Manual - File D; D61A-0513-2 - Lower Gate and Spillway Channel Activity Log - File D). Files logged into "cmldocumentinventory" and placed into District Permanent Files.

10/26 Bill showing a zero balance from Mirick O'Connell detailing legal work performed and fee structure for services provided for the period of 9/18/14 - 9/24/14. Scanned copy sent by email to District Treasurer.

10/27 District Clerk emailed November 13 Management Committee Meeting materials to District Officials.

10/27 Email exchange between District and Phil Stiles regarding signage and notifications near Rawson Street Bridge area. Mr. Stiles concerns were added to the agenda and will be addressed at the November 13, 2014 Management Committee.

10/29 An email from Bob Dursa of BPWD report that he opened the Burncoat Pond dam 4 inches on October 13. He informed the District that, as in past years, Burncoat Pond will be lowered at a slow rate.

11/5 Assessor Office informed the District Clerk of the Betterment Payoff by 63 Fairview Drive. Payoff was completed at the time of the sale of the property. The District Clerk forwarded this information to the District Treasurer.