

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
January 14, 2016**

The meeting commenced at 7:36 P.M. at the Leicester Town Hall in Meeting Room #3.

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

Minutes of Previous Meetings

The previously distributed minutes of the November 19, 2015 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 January 14, 2016 for Clerk's report of communications for the period 11/20/15 through 1/14/16.

Treasurer's Report

A Treasurer's Report dated 1/14/16 showed that the District had \$308,536.66 on deposit in the Spencer Savings Bank. Of this amount, \$272,372.54 was deposited in the money market account containing betterment payments. Of the remained, \$35,038.70 was in a general funds checking account, and \$1,125.42 was in the stabilization account. This report showed two deposits to the general checking account: \$45.87 and \$341.68 from FY15 tax collections. This report showed two payments with the general checking account: (1) a payment of \$26.75 to Spencer Savings Bank for checks; and (2) a payment of \$1,180 to Mirick O'Connell for legal fees. In the Betterment Money Market account, two deposits of \$3,394.26 and \$33,288.11 from FY16 betterment collections and interest payments of \$90.45 and \$91.36 were shown on the 1/14/16 report. The report shows an interest payment of \$1.13 in the Stabilization Account. Mr. O'Coin requested and was granted approval for Warrant number 191.

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 is going to contact the Town of Leicester Tax Collector to determine if liens have been placed on these properties.

FY2016 Betterments Update

93 proprietors owed betterment payment (Green Mountain Club is included). 13 propreitors have pre-paid, 6 have been paid off in full. So, 74 proprietors are making betterment payments: 37 proprietors have paid in full, 24 proprietors have paid half, and 13 proprietors have paid none. The payment profile is in line with the timing of collections. 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 District's package has been submitted to the state for free cash approval. It was suggested that the Betterment money collected for bad debt and processing fees be tracking in a separate account to the general betterment collections. As separate accounts, it would be more easily determined if monies collected for bad debt are currently being used to make our yearly payments to the USDA.

Old Business

Weed Control & Treatment

The lake water as 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.

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 remained 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 though and has been at that level since mid-October.

Dam Inspection

The District Chairman is 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 has not heard from the Office of Dam Safety regarding the review of the dam inspection report filed by Lenard Engineering.

Dam Crest Fencing & No Trespassing Signage

Mr. Lee contacted the Leicester Highway Department to determine the best 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.

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 8:05 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, February 11, 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 8:43 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: January 14, 2016
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period of November 20, 2015 to January 14, 2016. This memorandum will be attached to the January 14, 2016 Management Committee Meeting minutes:

11/20 District Treasurer provided update on Betterment and Tax Collections

11/20 District Clerk sent retainer to Mirick O'Connell

11/21 District Treasurer paid a visit to Spencer Bank and enrolled the Stabilization Account (CD) into a new term expiring 11/22/2016 with an interest rate of 0.5%.

12/2 Spencer Bank notified the District of a change of address from Mr. Johnston's address to the District's PO Box.

12/4 District Clerk and District Treasurer coordinated via email to submit the District's tax package.

12/7 The **FY2016** Tax Recap and related forms for tax package were created, signed and submitted to MA DOR via the DOR DLS Gateway. The supporting documents were sent via email to Andrew Nelson of the MA DOR.

12/9 The District as notified by email that the Fiscal Year 2016 tax rate has been certified by the Bureau of Accounts.

12/14 Mirick O'Connell sent an invoice for November 2015 legal work. The District Clerk called the District Treasurer to notify him of the invoice.

12/30 Dan Haynes completed the FY2015 audit. The state was sent the necessary documents to certify the free cash.

2016

1/6 District Clerk verified amount of the invoice from Mirick O'Connell and forwarded that information to the District Treasurer.

1/6 District received Q3 and Q4 tax invoice from Leicester. It reflects our tax at \$0.00.