

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
April 22, 2015**

The meeting commenced at 7:41 P.M. at the Leicester Town Hall in Meeting Room #3.

In attendance: Tommy Lee, Chairman
Paul Dufresne, Vice-Chairman
Thomas Forsberg
Michele Cosper, Clerk

Minutes of Previous Meetings

The previously distributed minutes of the March 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 April 22, 2015 for Clerk's report of communications for the period 3/20/15 through 4/22/15.

Treasurer's Report

A Treasurer's Report dated 4/22/15 showed that the District had \$282,557.06 on deposit in the Spencer Savings Bank. Of this amount, \$249,738.33 was deposited in the money market account containing betterment payments. Of the remained, \$31,694.44 was in a general funds checking account, and \$1,109.71 was in the stabilization account. This report showed one voided check (#167) to Worcester Telegram & Gazette within the general checking account. This payment was made by ESS Group and will be invoiced to the District. This report showed one deposit of \$3,786.12 from FY15 tax collections. This report showed one payment to Scanlon & Associates, Inc. for the annual audit for \$2,250.00. In the Betterment Money Market account, there were two deposits of \$1,638.16 and \$5,195.45 and interest of \$95.87 were shown on the 4/22/15 report. The report shows no activity in the Stabilization Account. On Mr. O'Coins behalf, Mrs. Cosper requested and was granted the approval for Warrant number 184.

Due to the fact that the District's insurance premium was over budget by \$2,464.00, a transfer of funds from reserve will be needed. A motion was made, seconded, and voted unanimously to transfer \$2,500.00 from the Reserve account into the Administration account (5006).

Tax Payment Update

As of April 4, 2015, the District received a check for \$3,786.12 in FY15 tax collections. This represents 9.5% of the tax revenue due. 9 of 92 proprietors have paid in full, and 5 of 92 have paid half.

FY2015 Betterments Update

For betterment collections from August & November 2014, 69 of 77 proprietors have paid in full for a total of \$108,798.46. 3 of 77 (3.9%) proprietors have paid 1/2 for a total of 4,003.38. 5 of 77 (5.7%) have paid nothing, which represents owed betterments of \$4,218.27.

Mr. O'Coin has contacted the Town of Leicester regarding the funds of \$20,606.28 generated from the sale of 63 Fairview Drive. The town has still not responded to his repeated inquiries.

Old Business

Weed Control & Permitting Process Update

Mr. Lee will contact ESS Group to determine what the next steps in the weed treatment process are and what role the Management Committee will have in these processes.

Fall 2014 Draw Down / Lake Level Management Update

On October 15, 2014, Mr. Lee opened the lower gate valve 100%. On October 25, the surface channel channel was opened. On February 6, 2015, Mr. Lee closed the lower gate valve. The water in the lake is rising due to melting snow. Mr. Lee watched the lake level and opened the lower gate halfway for 1 week to prevent shoreline and dock damage during ice-out. The lake was free of ice on April 13, and the lower gate will be closed on April 25.

Use of Social Media for Lake / District News & Reminders

Mr. O'Coin suggested using Twitter to distribute District news in addition to the Newsletters and has set up a Twitter account, @CMLWD.

Care of Dam Crest

Mrs. Cosper will touch base with Eric Bonin of Brick and Block Landscaping to determine if he will continue to mow the dam crest.

Repair and Replacement of Floats and Signage at the Rawson Street Bridge

Mr. Lee met with Proprietor Phil Stiles regarding the replacement of floats, cable and signage for the Rawson Street Bridge area. Mr. Lee will order the supplies needed for repair and replacement. A work party will be scheduled to complete the replacement and installation of the floats, cable and signage.

Preparation for Annual Meeting in May

A date of Thursday, May 21, 2015 has been selected for the Annual Meeting and a room at the Leicester Knights of Columbus has been reserved. Mr. Lee contacted ESS group, and Mr. Carl Neilson will be attending the District Annual Meeting to summarize the weed control treatment process and answer proprietors' questions. Mr. Richard Johnston has graciously agreed to act as moderator.

FY16 Draft Budget

Mr. O'Coin supplied a FY16 draft budget for review at the April 22, 2015 meeting. In the line item of dam repairs, \$4,000 was carried over for FY15. The District used \$2,443.78 in dam repairs in FY15, and the balance of \$1,556.22 will be carried over to FY16, which assumes that no funds will be used in the remainder of FY15. The amounts in line items dam inspection and land behind the dam will also be carried over to FY16. The amount from free cash was raised slightly to keep the revenue generated from tax collections in FY16 nearly the same the amount in FY15.

Mr. Lee suggested that cost to repair and replace the floats and signage at the Rawson Street Bridge area be placed into the FY16 budget. Mr. Lee suggested that the line item siphon installation be changed to siphon installation / repair of Rawson Street Bridge floats, cable and signage. The siphons need repair because of ice damaged the siphons. The siphons were originally needed to lower the lake to a level needed for dam repairs and to unclog the lower gate valve. The siphons could be used if there was ever a need to lower the lake more quickly than what the opening the dam to 100% could achieve.

The following documents were reviewed & revised:

- April Newsletter
- 2015 - 2016 Action Plan

- Proxy Form
- Voting Cards & Ballots
- Official Warrant
- Individual Motions
- 2014 - 2015 Action Plan - Status Report

Executive Session

The meeting was not recessed 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, May 14, 2015 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 8:46 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: April 22, 2015
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period March 20, 2015 - April 22, 2015. This memorandum will be attached to the March 19, 2015 Management Committee Meeting minutes:

3/19 The District Treasurer emailed the Town of Leicester as to the location of our Management Committee Meeting Minutes.

3/19 The District Treasurer contact Proprietor Wayne Ridley regarding water testing results.

3/23 The District Clerk contacted Thomas Forsberg regarding his availability for the Annual Meeting.

3/23 The District Clerk called Leicester Knights of Columbus regarding rental of their hall for the annual meeting.

3/23 The District Clerk contact Mr. Richard Johnston requesting the location of the 2014 Knight of Columbus rental contract.

3/23 The District Clerk spoke with Mr. Erickson about the future sale of his late father's home at 45 Fairview Drive. Mr. Erickson asked for the betterment payoff information and District taxes. The District Clerk obtained this information from the District Treasurer and passed it onto Mr. Erickson.

3/24 The District Clerk requested that Tommy Lee inquire about ESS Group's availability for speaking at the Annual Meeting.

3/26 A letter was received at 68 Fairview Drive, the home address of Michele Cospers - District Clerk, from Mark Twombly Lee, Counsellor at Law PC, regarding representing Raymond E. Shea, Jr. The office requested that we send a copy of the certified mailing sent to Central Water Districts regarding the Conservation Commission hearing to their office as counsel for Mr. Shea. Their letter was copied and sent back with the two certified letters addressed to Mr. Shea and Central Water Districts.

3/26 Order of Conditions (DEP#197-0579) relative to Notice of Intent filed with Leicester Conservation Commission on March 18, 2015 via ESS Group was received by USPS. The document was placed with the District files as W01 - OC - 0315 - 17. The document was sent to ESS Group to carbon-copied (cc'ed) to the District.

3/28 Three documents were renumbered by the Clerk when the document retention system was understood. The following documents were originally filed incorrectly in November 2014. Town Charges is filed as R79a - TC - 1204 - 14; Slide Gate is filed as D28a - DSG - 0406 - 8; and Estimated Draw Down Rates is filed as D23a - DDS - E03 - 1. The document inventory listing was corrected to reflect the renumbering and refileing.

3/28 District Clerk reserved room at Leicester Knights of Columbus for the Annual Meeting on Thursday, May 21, 2015 from 7:00 - 9:30.

3/28 District Treasurer sent via email auditor's report for FY2014 to Steven Quink at Spencer Saving Bank.

3/28 District Treasurer sent via email (1) auditor's report and (2) management letter for FY2014 to District Officials.

3/28 District Treasurer sent via email the annual audit requirements to Steven Bonavita at the USDA. The information was sent due a notice/request we receive from him on February 23, 2015.

4/4 District Treasurer sent an update of betterment and tax collections to District Officials.

4/12 Phil Stiles sent a reminder to Mr. Lee regarding signage and floats for the area near Rawson Street Bridge.

4/13 District Clerk notified District Officials that next management committee meeting would be changed to April 22.

4/18 Mr. O'Coin set up a District Twitter Account.

4/18 Mr O'Coin sent meeting materials related to his position as District Treasurer to the District Clerk for the April 22nd meeting. Mr. O'Coin will not be present.