

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

The meeting commenced at 7:38 P.M. at the Leicester Town Hall in Meeting Room #3.

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

**Minutes of Previous Meetings**

The previously distributed minutes of the November 13, 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 January 22, 2015 for Clerk's report of communications for the period 11/14/14 through 1/22/15.

**Treasurer's Report**

A Treasurer's Report dated 1/22/15 showed that the District had \$280,711.62 on deposit in the Spencer Savings Bank. Of this amount, \$242,635.31 was deposited in the money market account containing betterment payments. Of the remained, \$36,966.60 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 (1) a payments to Eric Bonin for 2 mows of the dam crest and (2) a reimbursement to Terence O'Coin for the payment of the renewal of the web domain through GoDaddy. In the Betterment Money Market account, there were deposits of \$49,651.27 and \$24,141.91 and interest of \$62.52 and 90.64 were shown on the 1/22/15 report. The report shows no activity in the Stabilization Account. Mr. O'Coin also requested and was granted the approval for Warrant numbers 181.

*Tax Payment Update*

Since the tax rate was approved, District tax bills will be sent out as scheduled.

*FY2015 Betterments Update*

A betterment payoff was received from the sale of Betty Lloyd's home. The payoff from 63 Fairview Drive has not been received as of 1/22/15. Betterment collections are going well.

*Tax Rate*

The tax rate was approved by the Massachusetts Department of Revenue

*Audit*

The audit has been completed, and the report preparation is underway.

**Old Business**

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

Mr. Lee 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*

Two forms (WPA Form 3 - Notice of Intent and Management Program - Notice of Intent) were sent to District Chairman Mr. Lee from Carl Neilson of ESS Group for filing with the Leicester Conservation Commission. After discussion, Mr. Lee will sign WPA Form 3 and return to ESS group.

Former District Clerk sent an email to the District Chairman regarding filing fees (see Clerk's Communications). Former District Clerk, Richard Johnston, reminded Barbara Knox, Secretary of the Conservation Committee, that the filing fees for the District should be waived because the District is a municipality. Mr. Johnston suggested that the Leicester Conservation Committee fees should be waived, but the state filing fees should be paid. The District agrees with the suggestion. Mr. Johnston also suggested waiting on filing the District draw down with the Conservation Committee so there would not be two issues before them at their March meeting.

#### *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. As of January 22, 2015, the lower gate valve is still 100% open and has stayed 100% open since October 15, 2014. Mr. Lee will continue to monitor the water level and will close the lower gate when the lower channel is empty.

#### *Rawson Street Bridge Area*

The District Clerk communicated our decision to replace the signage, floats and materials as requested by Mr. Stiles. Mr. Stiles was notified that Mr. Lee will visit him and determine what is needed for materials and replacement of signs.

#### **New Business**

#### *Care of the Dam Crest / Clean-up of Fallen Tree*

A tree had fallen from below the dam onto the dam and the gate house on November 26, 2014. The tree was cleaned up on December 27, 2014. Mr. Lee reported that the dam did not appear to sustain any damage. Pictures are attached of the fallen tree and subsequent clean up.

#### *Use of Social Media for Lake / District News & Reminders*

Mr. O'Coin suggested using Twitter to distribute District news in addition to the Newsletters. Mr. O'Coin will set up a Twitter account and provide an update at the next Management Committee.

#### *USDA Language on District Materials & Website*

An email on January 22, 2015 was received from Steven Bonavita of the USDA regarding the requisite civil rights language missing from all of our public documents. This was part of the requirements for offering financing to our organization from the USDA. Mr. O'Coin will follow up with Mr. Bonavita.

#### **Executive Session**

The meeting was recessed at 8:31 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 8:33 P.M.

**Next Meeting**

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Thursday, February 26, 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 8:35 P.M.

A True Copy Attest:

Michele M. Cospers  
District Clerk





**Cedar Meadow Lake Watershed District  
Memorandum**

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

District Clerk Michele Cospers reported the following communications for the period November 14, 2014 through January 22, 2015. This memorandum will be attached to the January 22, 2015 Management Committee Meeting minutes:

- 11/14 Thomas Forsberg sent listing of dates for Management Committee Meetings for 2015.
- 11/14 Terence O'Coin sent the betterment analysis spreadsheet to District Officials for review.
- 11/14 The District Clerk emailed Philip Stiles regarding replacement of signs, floats etc at the Rawson Street Bridge.
- 11/16 District Clerk sent the District Treasurer the 2014 - 2015 Action Plan and 2013 - 2014 Status Report for the District Website.
- 11/16 The District Treasurer created a new login for the District Clerk, Michele Cospers, at the Massachusetts Department of Revenue Division of Local Services website.
- 11/22 The District Treasurer sent a quick update regarding Betterment Collections to the District Officials.
- 12/8 District Clerk sent the District Treasurer the signed LA4 form.
- 12/12 The District Clerk sent the District Treasurer the 2014 Annual Meeting Warrant for the Tax Package.
- 12/15-12/21 ESS Proposal was sent to the District Treasurer for posting the District website. Several corrections were returned for ESS to incorporate into the Proposal. The Proposal was posted at the District website under a new "weed management" link.
- 12/18 The District Clerk and the District Treasurer completed and submitted the Tax Package via Conference Call.
- 12/27 The District Treasurer sent a quick update regarding Betterment Collections to the District Officials.
- 1/5 Email from District Chairman Tommy Lee showing a tree fallen on the dam and subsequent the clean up of the tree.
- 1/12 Emails messages between District Chairman Tommy Lee and ESS Group involving information needed for the permitting process.
- 1/12 District Treasurer renewed our domain with GoDaddy.
- 1/14 Dick Johnston emailed the District Chairman Tommy Lee regarding Conservation Commission filing fees and having multiple matters before the commission.

1/17 District Chairman Tommy Lee distributed documents from ESS for the review prior the the Management Committee meeting.

1/20 The District was informed that the tax rate was approved.

1/22 Email to the District from Steven Bonavita regarding the requisite civil rights language missing from all of our public documents. This was part of the requirements for offering financing to our organization from the USDA.