

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
February 26, 2015**

The meeting commenced at 7:40 P.M. at the Leicester Town Hall in Meeting Room #3.

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

Minutes of Previous Meetings

The previously distributed minutes of the January 22, 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 February 26, 2015 for Clerk's report of communications for the period 1/23/15 through 2/26/15.

Treasurer's Report

A Treasurer's Report dated 2/26/15 showed that the District had \$276,938.17 on deposit in the Spencer Savings Bank. Of this amount, \$242,725.06 was deposited in the money market account containing betterment payments. Of the remained, \$33,103.40 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 payment to ESS group for \$353.19, (2) a reimbursement to Terence O'Coin for \$60.32, (3) payment of \$46.00 to T&G for ad, and (4) a second payment to ESS group for \$3403.69. In the Betterment Money Market account, there were no deposits and interest of \$41.88 and \$47.87 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 182.

Tax Payment Update

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

FY2015 Betterments Update

No collections from late betterment payments were received.

Audit

The free cash was certified by the MA DOR. The free cash was ~\$25,000, which is the highest amount in recent year.

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

Old Business

Weed Control & Permitting Process Update

The notification of the Conservation Committee meeting on March 11, 2015 at 6:30pm were sent by certified mail to all abutters.

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.

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

Mr. O'Coin revised the District materials to include the language required by the USDA. A letter for the USDA was received stating that the District was in compliance.

New Business

Preparation for Annual Meeting in May

No preparation for the Annual Meeting is needed at this time. A meeting date will be picked at March 19, 2015 meeting of the Management Committee. Mr. O'Coin will bring a draft budget to the March 19, 2015. It was suggested that ESS group could come to the District Annual Meeting to summarize the weed control treatment process.

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, March 19, 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 8:14 P.M.

A True Copy Attest:

Michele M. Cospers
District Clerk

**Cedar Meadow Lake Watershed District
Memorandum**

Date: February 26, 2015
Subject: District Communications
To: Management Committee
From: District Clerk

District Clerk Michele Cospers reported the following communications for the period January 23, 2015 - February 26, 2015. This memorandum will be attached to the February 26, 2015 Management Committee Meeting minutes:

1/22 - 1/31 Email exchange between Mr. Terence O'Coin and Steven Bonavida of the USDA regarding required language / statements on the District's public documents and the District's addition of this language to our public documents.

1/25 Email from the District Treasurer Terence O'Coin to Andrew Nelson at the MA DOR regarding the District's audit of FY ending June 30, 2014 and the District Free Cash Certification.

1/27 Email from Mr. Tommy Lee to Peter Dawson at Mirick O'Connell requesting to close our file.

1/27 Email from Mr. Tommy Lee to Carl Nielson at ESS Group regarding the executed WPA form.

1/31 District Clerk sent District Treasurer an invoice (#44023) from ESS group for services rendered through December 13, 2014

1/28-2/6 Email exchanged between Mr. Tommy Lee and Alex Patterson regarding the sending of abutter letters and the signed Affidavit of Service.

2/4 Email exchange between Mr. Tommy Lee and Mr. Richard Johnston regarding John Brissette of Braley and Wellington

2/6 Email from Mr. Tommy Lee notifying the District Officer that he closed the lower gate on February 6, 2015.

2/9 - 2/13 Email exchange between District Clerk and Jan Parke regarding the abutter letters sent on February 6, 2015.

2/10 Email from District Clerk to District Treasurer requesting reimbursement for certified mailing of the abutter letters.

2/11 Letter received via Richard Johnston from Steven Bonavita of the USDA informing the District that we are found to be in compliance with the applicable civil rights requirements.

2/11 Email exchange between District Treasurer and Colleen Cooney, the Town the Leicester Assistant Tax Collector, regarding sending date of the District Tax Bills.

2/11 Kristen Garza from the Selectman's Office called the District Clerk concerned to the lack of Conservation Commission meeting on the calendar at the town office. The concern was passed to the ESS group via Mr. Tommy Lee. ESS Group confirmed the meeting for March 11 at 6:30 pm.

2/12 Email exchange regarding payment for the legal the Worcester T&G.

2/12 Call from Leicester Town Administrator, Kevin Musicar, to District Clerk requesting access though the gate by the Rawson Street bridge for hydraulic test for the bridge project. After consulting with Mr. Lee, the District Clerk informed him that the bridge was the private property of Mr. Stiles.

2/18 Email from the Andrew Nelson at the MA DOR to District Officers Terence O'Coin and Michele Cospes to certify the amount of available funds or "free cash" as of July 1, 2014.

2/24 Email from District Clerk to District Treasurer regarding invoice from ESS group for services rendered though 1/17/2015

2/26 Email exchange regarding the issuing of DEP file number