

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
April 10, 2014**

The meeting commenced at 7:41 P.M. at the Leicester Police Department's Community Room.

In attendance: Paul Dufresne Michele Cosper, District Member
 Tommy Lee
 Wayne Ridley
 Richard Johnston, Clerk
 Terence O'Coin, Treasurer

Minutes of Previous Meetings

Minutes of the previously distributed March 13, 2014 Management Committee meeting were offered for approval. Two errors were noted and corrected. A motion was made, seconded, and voted unanimously to accept the Minutes as amended.

Clerk's Report

See attached memorandum dated March 13, 2014 for Clerk's communications for the period 3/13/14 through 4/10/13/14. Mr. Johnston summarized and highlighted some of these communications.

Treasurer's Report

Mr. O'Coin presented a Treasurer's Report dated 4/10/14 showing that the District had \$200,617.93 on deposit in the Spencer Savings Bank. Of this amount, \$181,295.75 was deposited in a newly established money market account containing betterment payments. Of the remained, \$18,212.47 was in a general funds checking account, and \$1,109.71 was in the stabilization account.

This report showed the receipt of \$17,776.04 in additional betterment payments, and \$8,343.85 in District tax revenue. Mr. O'Coin sought and received approval for Warrant #175 that included just two payments, one in the amount of \$200 to reimburse the Clerk for Knight Columbus hall rental and one in the amount of \$77.69 to reimburse the Treasurer for out-of-pocket District expenses. He also sought and received approval to transfer \$100 from the Reserve Account to the Administration Account. Mr. O'Coin reported that betterment collections were going very well with only three Proprietors not making betterment payments to date. Tax collections were also on target as compared to previous years at this time. He lauded the Tax Collector's office for continuing to do a good job.

Mr. O'Coin discussed a concern raised by Auditor Dan Haynes regarding the effect of betterment pre-payments on the District's ability to repay the USDA loan in the long run. Specifically, the loan repayment plan currently assumes that all members make betterment payments over the 40 year term of the USDA loan. When a betterment is pre-paid, the assumed interest payments end. The Treasurer and Management Committee plan to invest pre-payments that, when combined with the 1% interest premium, will yield a rate of return equal to the USDA loan interest rate. Mr. Haynes would like to see this plan modeled.

Mr. O'Coin also discussed a meeting, and follow-up e-mail communications with, VP of Commercial Lending Steve Quink at the Spencer Savings Bank. The District is seeking a \$30,000 line-of-credit in anticipation of tax revenue that would be guaranteed by District deposits in the bank. The District's current lineof-credit is guaranteed by a \$30,000 deposit by an anonymous benefactor.

Old Business

Lake Level Management:

Mr. Johnston reported that he fully opened the low level outlet on 3/29 when the water level was 25 inches below the spillway elevation in anticipation of heavy rain and melting. Four days later, on 4/2, with both the low level outlet and channel wide open, the ice cap was still present on the lake and the water level had risen 17 inches to 8 inches below the spillway elevation. Ice out occurred on 4/5. By 4/6, the water level dropped to -15 inches. On 4/10, with the water level down to -21 inches, Mr. Johnston placed the channel stop across the face of the spillway channel and closed the low level outlet 90%. He noted that he took the bottom flash board to his home for repair. Mr. Lee and Mr. Johnston agreed to re-install the flash boards on 4/12.

Annual Meeting Preparation:

Mr. O'Coin presented a first draft of the FY15 budget and led a budget discussion. In the interest of keeping District taxes as low as possible while attending to important matters such as dam maintenance and weed control, funds will be carried forward from the current budget in several categories. It was decided not to fund dam repairs in FY15 in favor of starting a multi-year weed control program. Several line items were reduced from prior year expense levels, and Mr. O'Coin agreed to rethink the need for any line-of-credit borrowing. He will present a revised draft budget at the next Management Committee meeting.

A draft Warrant for the Annual Meeting was approved and signed by the Management Committee.

A draft Action Plan Status Report was reviewed and modified and approved for Distribution in its revised form at the Annual Meeting.

A draft 2014 - 2015 Action Plan was discussed and modified. A final draft of this Plan will be reviewed and approved at the next Management Committee meeting.

A draft newsletter, announcing the upcoming Annual Meeting was reviewed. Mr. Lee agreed to draft an additional paragraph and it was agreed this newsletter would be mailed approximately four weeks before the Annual Meeting.

Record Retention Update:

Mr. Johnston brought in two file boxes containing the documents that the District was either required to retain by regulation, or that should, in his opinion, be retained by the District. He also brought in a box containing material that should be retained by the District Treasurer. The remaining material from his District files has been discarded.

He presented a revised index for the Clerk's Document Inventory System showing the location of various District documents, and recommended that this system be maintained in future.

Lastly, he presented the index of a new category of documents in the Clerk's Document Inventory System. New Category "E," containing brief explanations behind important Management Committee decisions and actions for use by successor Committees. These included a study showing that there was no correlation between lake draw downs and shallow well water elevations, the reasons that the community beaches are not included in the District, information the District's ability to prevent non-proprietors from installing docks and mooring boats, the many problems experienced at the Rawson Street bridge until no parking signs were approved by the Selectmen, and several other matters.

Succession Planning:

Mr. Johnston presented a binder entitled "Clerk's Reference Manual" containing material the next District Clerk, and those that follow, can use to perform many of the functions of the Clerk position. This Manual was approximately 90% complete.

Emergency Action Plan:

Mr. Johnston reported that the EAP was nearly complete. Mr. O'Coin updated and produced a revised flow chart, references to the District Clerk's performance of various dam related functions were removed, and contact information for downstream residents was updated.

New Business

O&M Manual:

Mr. Johnston distributed updated copies of the District's dam Operations and Maintenance (O&M) Manual. This, like the EAP, shifts some dam related responsibilities from the District Clerk to the Management Committee.

Weed Control:

There was extensive discussion about the need for a herbicide weed control program to supplement the annual draw down program. A herbicide program is necessary to stop the spread of Fanwort throughout the lake. This prolific, and difficult to control, weed has infested the two northern coves and a significant population was detected along the west shoreline near the dam during the weed mapping efforts of the ESS Group last year. Mr. Johnston reported that ESS estimated that the permitting process would cost about \$5,500 and that, at about \$500 per acre, \$10,000 would fund a good first year effort in a multi-year program. Mr. Johnston agreed to collect more information for presentation at the next Management Committee meeting.

Rawson Street Bridge Replacement:

Mr. Johnston expressed concern about the absence of specific information regarding the design of the Rawson Street bridge replacement. The State has not shared any information with the Leicester Highway Superintendent. He suggested that, given the history of problems around the existing bridge, the Management Committee follow this matter closely to help ensure that the new design does not encourage unwanted swimming, boating, and fishing. Mr. Johnston agreed to bring the new Town Administrator up to date on the subject.

Charles Street Guardrail Replacement:

Mr. Johnston reported that he and Highway Superintendent Tom Wood would meet soon to review the damaged guardrail at the right-of-way to the dam off Charles Street to see if approval of a swing gate in place of the guardrail could be secured.

Notice of Intent:

Mr. Johnston noted that Conservation Commission approval of the dam draw down and maintenance program was due for renewal. It was agreed that he would complete the necessary paperwork and make the necessary verbal presentation to the ConCom.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30

P.M. on Thursday, May 8, 2014 in the Leicester Police Department's Community Room.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 9:31 P.M..

A true Copy Attest:

Richard D. Johnston
District Clerk

**Cedar Meadow Lake Watershed
Memorandum**

Date: April 10, 2014
Subject: Clerk's Communications
To: Management Committee
From: District Clerk

District Clerk Richard Johnston reported the following communications for the period March 14, 2014 through April 10, 2014. This memorandum will be attached to the April 10, 2014 Management Committee Meeting minutes:

- 3/21 Realtor letter from Clerk to ERA Realty regarding 63 Fairview Drive
- 3/21 Betterment spreadsheet from Clerk to member Hobson
- 3/28 e-mail from Treasurer to Management Committee advising that separate betterment account had been set up at the Spencer Savings Bank, and highlighting meeting with Steve Quink regarding line-of-credit
- 3/28 e-mail from Treasurer to Steve Quink at Spencer Savings Bank providing requested information concerning USDA loan and providing additional information regarding line-of-credit
- 3/29 e-mail from Treasurer to Management Committee providing update on betterment and District tax payments to date
- 3/29 e-mail from Clerk to Management Committee advising that he opened low level outlet and advising that Antanavica construction was willing to access and operate low level outlet on request in the future
- 3/30 e-mail from Clerk to members George and Lisa Carpenter asking if George's computer science students at Bay Path would be interested in designing a template to e-mail future newsletters
- 3/31 exchange of e-mails between Clerk and member Forsberg regarding plans to raise water level following ice out
- 3/31 exchange of e-mails between Clerk and member Hobson regarding minor error found in betterment distribution schedule
- 4/2 exchange of e-mails between Clerk and Selectman Doug Belanger in which he agrees to moderate Annual Meeting
- 4/2 e-mail from Clerk to Lenard Engineering providing lake water level and dam status updates

- 4/4 exchange of e-mails between Clerk and Highway Superintendent Tom Wood regarding Rawson Street bridge replacement
- 4/4 exchange of e-mails between Clerk and Highway Superintendent Tom Wood regarding swing gate off Charles Street to access dam
- 4/4 exchange of e-mails between Clerk and Lenard Engineering regarding Phased 1 dam inspection update
- 4/4 Draft minutes of 3/13 Management Committee meeting from Clerk to Management Committee
- 4/5 exchange of e-mails between Clerk and Treasurer regarding budgeting of engineering service and dam inspection
- 4/5 letter from Clerk to USDA covering completed insurance and Management Committee update information forms
- 4/5 e-mail from Treasurer to Spencer Bank providing answers to questions regarding the USDA loan and line-of-credit request
- 4/8 exchange of e-mails between Clerk and member Hobson regarding water levels
- 4/8 e-mail from Clerk to Steve Bonavita at USDA asking if bond on Clerk was still necessary
- 4/8 e-mail from Treasurer to Clerk covering revised Emergency Action Plan flowchart
- 4/9 exchange of e-mails between Clerk and ESS Group seeking Fanwort treatment budget information