

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
May 4, 2012**

The meeting commenced at 7:35 P.M. at 1 Maple Glen Lane, Leicester.

In attendance: Paul Dufresne
Wayne Ridley
Richard Johnston, Clerk
Terence O'Coin, Treasurer

Minutes of Previous Meetings

The previously distributed Minutes of the Management Committee meeting on April 25, 2012 were offered for approval. A motion was made, seconded and voted unanimously to accept the Minutes as written.

Clerk's Report

Mr. Johnston reported the following communications since the last Management Committee meeting:

- 4/24 letter from Clerk to USDA
- 4/27 letter from USDA to Clerk
- 5/1 exchange of e-mails with Mark Hobson
- 5/3 letter from Clerk to USDA
- Burncoat Pond Watershed District newsletter

Old Business

Draw Down Update:

Mr. Johnston reported that it will be necessary to hold water levels down approximately 15 inches below the spillway elevation in order to complete repairs to the leak that caused the sinkhole in August 2011. He opened the low level outlet 50% on 5/1 when the lake level reached 11 inches below the spillway elevation. At that time water could be seen weeping through the bottom of the downstream dam wall just west of the gatehouse. He opened the low level outlet 100% on 5/4 when the lake level reached 10 inches below the spillway elevation. Water was observed flowing in small quantities from the base of the downstream wall at the same location. He announced his intentions to temporarily pull the flash boards if necessary to hold water levels down until dam repairs can be made.

Engineering Plan Update:

Mr. Johnston shared a set of preliminary plans and specification produced by Lenard Engineering ahead of schedule. Final drawings, including changes and adjustments requested by Mr. Johnston were expected in a few days.

Dam Repair Plan:

Mr. Johnston stated that he planned to meet with John Kelley of R. H. White construction as soon as final plans and specification became available and would ask R. H. White to provide repair cost estimates and scheduling. This information will allow Lenard Engineering to file a Chapter 253 dam repair permit request on behalf of the District.

Line-of-credit Approval:

Mr. O'Coin reported that he and Mr. Johnston signed loan documents at the Spencer Savings Bank on 4/27. Mr. O'Coin also reported opening two accounts at the Spencer Savings Bank the same date, a stabilization account in a Certificate of Deposit, and a checking account. He plans to move the remainder of the Districts cash from the Commerce Bank to Spencer Savings.

USDA Loan Application:

Mr. Dufresne reported that he and Mr. Johnston signed commitment documents to secure a \$1.8 million loan with the USDA on 4/27. James Fritz of the USDA Rural Development program described a six day reservation period that would follow and an expected official obligation date of 5/7.

Mr. Johnston described the need for a vote by the Management Committee authorizing the USDA loan indebtedness and completion of a "Loan Resolution" form. A motion was made, seconded and voted unanimously, to authorize and provide for the incurrence of indebtedness for the purpose of providing the cost of land acquisition, specifically the Cedar Meadow lake dam and land under Cedar Meadow Lake, in an amount not to exceed \$1,800,000.

An additional motion was made, seconded and voted unanimously, to authorize Mr. Dufresne to sign the USDA Loan Resolution form on behalf of the Management Committee.

Mr. Johnston shared a copy of a bond counsel engagement letter from Richard Manley, Esq. of the law firm Edwards, Wildman describing the services that Attorney Manley will provide with respect to acquiring long term USDA financing and the issuance of associated bonding. The use of bond counsel is a requirement of such long term financing and is expected to cost approximately \$6,000. A motion was made, seconded and voted unanimously to authorize Mr. Johnston to signed this bond counsel engagement letter on behalf of the Management Committee.

Betterments:

There was extensive discussion regarding the use of betterments to pay off the USDA loan. Mr. O'Coin shared a schedule he prepared showing each members share of a \$1.8 million loan at 3.375% interest over 40 years. There was discussion about the need to incorporate operating budget tax projects to show members the entire cost picture at the Annual Meeting. Mr. O'Coin agreed to incorporate this information and would assume an ongoing operating budget of \$25,000 annually.

Annual Meeting Preparation:

A draft Action Plan Status Report for distribution at the Annual Meeting was approved.

A draft Action Plan for the 2012-2013 period was modified at Mr. Ridley's suggestion to exclude the formation of a volunteer storm water management committee to work to control erosion and resultant siltation on the Lakeview Drive side of the lake as being too ambitious considering all the other issues facing the District in the upcoming fiscal year.

Responsibilities associated with introducing motions to be considered at the Annual Meeting were distributed among the elected officials. Responsibility for contacting as many members as possible to encourage attendance at the Annual Meeting were also distributed among the elected officials.

New Business

There was no new business discussed.

Executive Session

An executive session was not conducted

Next Meeting

The next meeting of the Management Committee was schedule for Wednesday, May 16, 2012, at the Knights of Columbus hall immediately following the Annual Meeting.

Adjournment

A motion was made, seconded and voted unanimously to adjourn the meeting. The meeting adjourned at 9:25 P.M..

A True Copy Attest:

Richard D. Johnston
District Clerk