

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
October 8, 2013**

The meeting commenced at 7:35 P.M. at the Leicester Police Department's Community Room.

In attendance: Paul Dufrense
Tommy Lee
Wayne Ridley
Richard Johnston, Clerk
Terence O'Coin, Treasurer

Minutes of Previous Meetings

Minutes of the previously distributed August 21, 2013 Management Committee meeting were offered for approval. A motion was made, seconded, and voted unanimously to accept the Minutes as written.

Clerk's Report

See attached memorandum dated October 8, 2013 for Clerk's communications for the period 8/22/13 through 10/8/13.

Mr. Johnston summarized and highlighted some of these communications including various communications concerning weed identification and mapping.

Treasurer's Report

Mr. O'Coin presented a Treasurer's Report dated 10/8/13 showing that the District had \$48,990.57 on deposit in the Spencer Savings Bank. This report included the deposit of \$270 in "Friends" donations and payment of a \$2,000 invoice to the ESS Group for weed identification and mapping.

Mr. O'Coin stated his plan to send the books to our auditor, Dan Haynes, along with questions regarding the proper manner of recording and accounting for betterments, provisions for bad debt, and the 1% betterment premium over USDA loan interest intended to ensure the ability to make timely loan repayment.

Old Business

Dam Repair Planning:

A meeting was conducted in the Auburn offices of Lenard engineering on 9/12/13 to introduce Scott Charpentier of Lenard Engineering to Mr. Dufresne and Mr. Lee and to establish lines of communications between the District, Lenard, and R. H. White Construction. Mr. Lee agreed to provide Mr. Charpentier with dam repair budget numbers and Mr. Charpentier agreed to facilitate communications regarding dam repairs with R. H. White on behalf of the District. November repairs would be limited to repairing and supplementing 50 to 75 feet of the core wall east of the gate house. This work is expected to result in stoppage of the leak that exits the dam approximately 25 feet east of the gate house. It was agreed that repairs would be targeted for the first or second week in November pending Office of Dam Safety approval of this year's repair plans.

Lake Level Management:

Mr. Dufresne, Mr. Lee, and Mr. Ridley agreed to meet on the dam on 10/13 to remove the flash boards and to open the low level outlet to start the Fall draw down.

Weed Identification and Mapping:

Mr. Johnston shared a report from the ESS Group dated 10/1/13 summarizing their efforts to identify weeds within the lake and to map the location of these weeds. The report identified 14 different weeds, 12 of which were native, non-invasive weeds. Two exotic invasive weeds, Fanwort and Variable Leaf Milfoil were also identified. The presence of weeds was categorized as being "dense," "patchy," or "sparse." Dense populations of Fanwort were found and mapped in the two northern coves and the swampy area north of the Rawson Street bridge. Patchy and Sparse populations of Fanwort were identified and mapped south of the northern coves and spreading into the main body of the lake. Patchy and Sparse populations of Fanwort were also identified and mapped in the south end of the lake from the shoreline of the Corby and Reis properties at 65 and 67 Fairview Drive to the dam. Sparse populations of Variable Leaf Milfoil were identified and mapped in the Rawson Street cove and in the northeast cove.

The lake bottom was found to be more than 75% covered with vegetation in all areas of the lake except the shallow areas impacted by annual draw downs. Biovolumes, the measure of the density of weeds in the water column, that would be a nuisance to boating activities were limited to the northern and southern areas of the lake as well as an area bordering the southern end of Rawson Drive.

The ESS report also summarized various forms of chemical and non-chemical weed control and the cost of same. This report will serve as a baseline against which future weed survey work can be compared to show the control or spread of weed populations throughout the lake. Member Jeremy Wooden accompanied the ESS personnel during their survey work and will make recommendations as to whether volunteers can accomplish follow-up surveys.

Purchase of Land Below the Dam:

Attorney Gorman made contact with Attorney Egan to learn that Mr. Shea had chosen to represent himself regarding the sale of land below the dam. Attorney Gorman plans to obtain an independent appraisal on this land and to reach out to Mr. Shea.

Open Meeting Law and Conflict of Interest Training:

Mr. Johnston shared conflict of interest documents provided by the State which Management Committee members will circulate among themselves to prepare for further action at the next meeting.

Succession Planning:

Mr. Johnston shared copies of a memorandum he prepared entitled "Draft Duties and Responsibilities of the District Clerk" for review by Management Committee. This document is intended to provide the successor Clerk with guidelines to follow in conducting the duties and responsibilities of the District Clerk. Mr. Lee agreed to review the document on behalf of the Management Committee and to provide feedback to Mr. Johnston. One Fairview Drive member has come forward to express interest in the District Clerk's position. The Management

Committee agreed that, ideally, the member that replaces Mr. Ridley on the Management Committee would own property on the Lakeview Drive side of the lake. Mr. Johnston agreed to

talk with potential candidates.

New Business

Record Retention:

Mr. Johnston reported that he conducted some preliminary research regarding the District's obligation to retain certain documents for specified periods of time. The Commonwealth's "Municipal Records Retention Manual" defines these requirements. Minutes of meetings, for instance, must be retained indefinitely while meeting and project preparation notes and e-mails must be retained only until their current use ends. He planned to review all the District's retained documents in detail and to summarize retention requirements with the Management Committee and Treasurer at a future meeting. He is in hopes of substantially reducing the current volume of retained District records.

Executive Session

There was no need to recess to hold an Executive Session.

Next Meeting

The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Tuesday, November 12, 2013 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 8:55 P.M..

A true Copy Attest:

Richard D. Johnston
District Clerk

**Cedar Meadow Lake Watershed
Memorandum**

Date: October 8, 2013
Subject: Clerk's Communications
To: Management Committee
From: District Clerk

District Clerk Richard Johnston reported the following communications for the period August 22, 2013 through October 8, 2013. This memorandum will be attached to the October 8, 2013 Management Committee Meeting minutes:

8/22 exchange of e-mails between Clerk and Attorney Michael Gorman regarding Management Committee approval of retaining him to represent District in efforts to acquire land below the dam

8/22 exchange of e-mails between Clerk and Lenard Engineering regarding Fall 2013 dam repairs

8/22 exchange of e-mails between Clerk and ESS Group regarding Management Committee approval of ESS proposal to identify and map weeds in lake

8/26 proposal from ESS Group to map weeds in lake

8/27 letter from Clerk to ESS Group covering signature page of proposal clarifying limit of authorized work to Phase 1

8/30 exchange of e-mails between Clerk and Braley and Wellington Insurance regarding outstanding insurance bill

8/31 e-mail from Treasurer to Clerk covering attached warrant and report

9/4 exchange of e-mails between Clerk and Mark Hobson regarding use of slalom water ski course and potential jet ski slalom course

9/6 exchange of e-mails between Clerk and Jack Lacroix seeking permission to launch ESS weed mapping boat from his ramp

9/7 e-mail from Clerk to Management Committee regarding planned weed mapping project and suggestion that 9/10 meeting be canceled.

9/7 e-mail from Clerk to ESS Group regarding boat launch point

9/8 e-mail from Clerk to Management Committee advising that Jeremy Wooden had volunteered to ride with ESS Group

9/8 e-mail from Clerk to ESS advising that Jeremy Wooden would ride as observer

9/8 exchange of e-mails between Clerk and Green Mountain Club regarding mail address

9/8 e-mail from Clerk to Jeremy Wooden describing planned weed mapping by ESS

9/9 exchange of e-mails between Clerk and Lenard Engineering seeking meeting date

9/10 e-mail from Clerk to Tommy Lee and Paul Dufresne announcing meeting date with Lenard Engineering

9/10 e-mail from Treasurer to Dr. Weintraub regarding bid to purchase 138 Charles Street

9/11 e-mail from Clerk to Dr. Weintraub seeking mail address to provide additional info regarding 138 Charles Street

9/11 exchange of e-mails between Clerk and Jeremy Wooden regarding weed mapping results

9/18 letter from Green Mountain Club covering \$150 donation

9/20 invoice from ESS Group to perform weed mapping and identification

9/23 e-mail to Clerk from Attorney Gorman in response to 9/4 e-mail from Clerk to Attorney Gorman regarding purchase of land below the dam

9/25 e-mail from Burncoat Pond district announcing planned start of annual draw down

9/25 mailing of 120 newsletters to members and "Friends" contributors

9/28 e-mail from Tommy Lee to Lenard Engineering providing dam repair budget

9/30 e-mail from Assessor's office providing names of new owners at 35 Lakeview

9/30 e-mail from Assessor's Office covering outstanding betterment for 35 Lakeview Drive

9/30 invoice from MA COLAP for annual dues

10/1 e-mail from Tommy Lee to Lenard Engineering providing dam repair budget

10/1 letter from ESS Group Covering weed mapping report and recommendations

10/4 exchange of e-mails between Clerk and ESS clarifying results of weed mapping

10/4 e-mail from Clerk to Treasurer providing invoice information for upcoming warrant

10/6 Thank You note from Clerk to Bonnie Milstead for Friends contribution

10/6 Thank You note from Clerk to Green Mountain Club for Friends contribution

10/6 Thank You note from Clerk to Richard and Linda Gregory for Friends contribution \$100

10/6 Welcome letter from Clerk to William and Pamela Keyes (25 Lakeview)

10/6 Welcome letter from Clerk to John and Carol Cavanaugh (35 Lakeview)

10/7 exchange of e-mails between from Jeremy Wooden and ESS regarding weed identification