

**Cedar Meadow Lake Watershed District
Minutes of Management Committee Meeting
November 12, 2013**

The meeting commenced at 7:40 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 October 8, 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 November 12, 2013 for Clerk's communications for the period 10/8/13 through 11/12/13. Mr. Johnston summarized and highlighted some of these communications.

Treasurer's Report

Mr. O'Coin presented a Treasurer's Report dated 11/12/13 showing that the District had \$49,090.57 on deposit in the Spencer Savings Bank. Financial account activity for the month was limited to one Friends contribution of \$100. There was no need for a warrant to pay bills.

Mr. O'Coin stated that, while both the first and second betterment payment due dates of August and November 1 had passed, the Tax Collector's office had not, as yet, issues any betterment revenue to the District. He planned to contact the Tax Collector's office during the next week.

Mr. O'Coin also summarized a conversation with auditor Dan Haynes regarding recording and accounting for betterment related revenue. Mr. Haynes stated that it is not necessary to keep betterment revenue in a separate account, but that it would be necessary to account for it separately. This would include provisions for betterment related 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:

Mr. Lee summarized conversations he had with John Kelley at R. H. White Construction and Roger Hurlbut of Lenard Engineering. Lenard was having a little difficulty adjusting to the departure of Scott Charpentier, but that Mr Hurlbut was on top of the project. A source of workable core wall material had been located and tested, and R. H. White was planning to start construction the first week in December. All agreed with Mr. Lee that it would be OK for him to sign a project proposal from Lenard, although the duration of some of the tasks were too high since Lenard would only bill for actual time. Mr. Kelley estimated that they could complete 120 feet of core wall repair and supplement for the \$18,000 the District's budget. In the interest of staying within the combined engineering and construction budget, construction footage could be

limited to approximately 80 feet. This would encompass the known seepage that exits the dam approximately 25 feet east of the gate house. Mr. Lee agreed to follow up with Lenard to ensure that the Office of Safety ("ODS") had approved the current repair plans. Mr. Johnston offered to contact ODS personnel if necessary.

Lake Level Management:

Mr. Johnston reported that, as of 11/11, the lake level was 48 inches below the spillway elevation. This was the level required by the ODS during the dam construction last year. It was also the level necessary to ensure that water was not flowing over the core wall during construction. Over the past month, Mr. Johnston observed the draw down and dam seepage to find that a small amount of seepage occurred when the lake was down 36 inches. This prompted his decision to continue to reduce to minus 48 inches. The low level outlet was closed 75% on 11/11.

Weed Identification and Mapping:

Mr. Johnston reported e-mail communications with member Jeremy Wooden regarding follow-up weed mapping. Mr. Wooden accompanied the ESS Group crew when they identified and mapped the existing weed population. He is of the opinion that volunteers from the District could map the weed population in the future to show expansion or reduction in relationship to the baseline information provided by ESS.

Purchase of Land Below the Dam:

Attorney Gorman reported that he made several attempts to reach Mr. Shea to discuss the purchase of the land below the dam without success.

Open Meeting Law and Conflict of Interest Training:

Since the last meeting, members of the Management Committee reviewed the required package of material concerning the Open Meeting and Conflict of Interest Laws, and signed the required acknowledgment and receipt forms. Mr. Johnston will add these documents to District records.

Succession Planning:

With respect to replacing Mr. Ridley when his term expires in May, Mr. Johnston reported that member Tom Forsberg had agreed to seek election to a three year term on the Management Committee. Mr. Forsberg and his family have owned a summer cottage on Lakeview Drive for more than 70 years. During the past month, Mr. Lee reviewed and agreed to the contents of Mr. Johnston's draft of the "Duties and Responsibilities of the District Clerk." Mr. Johnston added samples of documents produced by the Clerk and Mr. Lee presented this package to member Michelle Kasper in response to her interest in the District Clerk position. No other candidates have come forward in response to a newsletter section seeking volunteers to replace Mr. Ridley and Mr. Johnston.

Record Retention:

Mr. Johnston shared a memorandum entitled, "Record Retention Requirements" summarizing retention requirements associated with records and documents contained in the 2011 edition of the "Commonwealth of Massachusetts Municipal Records Retention Manual" germane to the operation of the District. The memorandum listed each record and the length of time required to retain each record. The retention period varies from the time until municipal use ceases, such as in the case of meeting notices, to permanent retention such as in the case of meeting minutes. Mr. Johnston agreed to prepare a list of documents to be discarded for review by the

Management Committee at their next meeting. This should result in a significant reduction in the records passed to the new Clerk in May.

New Business

There was no new business.

Executive Session

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

Next Meeting

Traditionally, the Management Committee does not meet in December. The next regularly scheduled meeting of the Management Committee was scheduled for 7:30 P.M. on Tuesday, January 14, 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 8:25 P.M..

A true Copy Attest:

Richard D. Johnston
District Clerk

**Cedar Meadow Lake Watershed
Memorandum**

Date: November 12, 2013
Subject: Clerk's Communications
To: Management Committee
From: District Clerk

District Clerk Richard Johnston reported the following communications for the period October 8, 2013 through November 12, 2013. This memorandum will be attached to the November 12, 2013 Management Committee Meeting minutes:

- 10/6 Abutters notice regarding 2 Lake Shore Drive and plans to build addition
- 10/11 exchange of e-mails between Clerk and member Jeremy Wooden regarding weed identification and mapping
- 10/16 exchange of e-mails between Clerk and member Mark Hobson regarding draw down
- 10/16 e-mail from Clerk to Mr. Lee regarding dam repair plans and changes in personnel at Lenard Engineering, and draw down status
- 10/16 Engineering services proposal from Lenard Engineering for 2013 dam repairs
- 10/21 e-mail from Clerk to Mr. Lee regarding draw down status and dam repair plans
- 10/24 exchange of e-mails between Treasurer, Clerk and Management Committee regarding 2013/14 budget for dam repairs
- 10/30 e-mail from Clerk to Management Committee regarding candidate to replace Mr. Ridley on Committee
- 11/1 exchange of e-mails between Clerk and Mr. Lee regarding status of draw down and seepage appearing below the dam
- 11/2 exchange of e-mails between Clerk and Mr. Lee regarding dam repair planning
- 11/6 e-mail from Clerk to Management Committee regarding draw down status and need to draw down to minus 48 inches
- 11/6 exchange of e-mails between Clerk and Attorney Gorman regarding land below dam and unsuccessful attempt to talk with Mr. Shea
- 11/8 exchange of e-mails between Clerk and Treasurer regarding auditor's request of USDA loan documents
- 11/10 e-mail from Clerk to Mr. Lee reporting that water elevation was at minus 48 inches and that low level outlet was closed 75%