

CEDAR MEADOW LAKE WATERSHED DISTRICT
Annual Meeting
May 14, 2025

The 2025 Annual Meeting of the District was held at the Leicester Fire/EMS Headquarters at 3 Paxton Street in Leicester at 7:30 P.M. on May 14, 2025. The Proprietors of the District were notified of the in person meeting by First Class mail more than 14 days in advance of the meeting. Information and documents for the meeting were posted to the District website, www.cedarmeadow.org and provided to the proprietors in person.

Meeting Minutes

The District Clerk, Jillian Spratt of 68 Fairview Drive, Leicester, registered Proprietors, also referred to as members. Members were provided with materials prior to the start of the meeting. For those members attending in person, a slide show presentation containing all article items titled: "CMLWDAAnnualMeeting2025" was presented on screen. After being assured that a quorum existed, the meeting was convened at 7:32 P.M. by Ms. Michele Cosper of 7 Marlboro Drive, Leicester, who conducted the meeting until a Moderator was elected.

Representation constituting one-third of the \$44,418,097.00 assessed valuation of property within the District, currently \$14,668,511.00 was required to establish a quorum. Owners of property within the District totaling \$22,154,300.00 (50.4%) in assessed valuation were represented at the meeting in-person or by proxy.

Article 1: Mr. Carr of 2 Lake Shore Drive read the Article and moved that the District votes to elect a moderator to preside for the duration of the meeting. The motion was seconded. Mr. Carr asked for nominations.

Mr. Lee nominated Ms. Michele Cosper to moderate the Annual Meeting of the District and noted that Ms. Cosper served as Cedar Meadow Lake Watershed District Clerk for many years and had been moderator for the 2024 Annual Meeting. There were no other nominations. Mr. Lee asked for a vote on the nomination. Ms. Michele Cosper was voted as Moderator unanimously.

Article 2: The Moderator read the article. Mr. Waterman of 29 Lakeview Drive read the Article moved that the District votes to hear a report from TRC Environmental, or to take any action thereon. The motion was seconded. Ms. Anna Chase from TRC Environmental reported directly on the "Cedar Meadow Lake Aquatic Plant Management". A copy of TRC reports can be found on the district website, along with a copy of the presentation reported out to proprietors at the Annual Meeting. Options for herbicide treatments to combat the two invasive aquatic plant species established in Cedar Meadow Lake: Fanwort and Variable-Leaf Milfoil were also presented to proprietors.

Proprietors in attendance engaged in a Question & Answer session with Ms. Chase regarding herbicidal efficacy, impact, maintenance and cost. In summary, Fanwort is present throughout the pond, with varying levels of density. Past treatments have been limited, taking place in 2013 and 2022. Effectively managing invasives would require treating the entire lake, though regrowth remains a possibility. Any treatment option, including contact or systemic herbicides are strictly regulated by the EPA, state, and conservation commission and applications may only be performed by licensed professionals. Unlike native plants, which spread by seed, invasives such as fanwort propagate through fragments, making long-term control more challenging. Systemic application is considered cost-prohibitive, and any systemic or contract treatment can impact recreational water quality.

Article 3. The Moderator read the article. Mr. Dacey of 35 Fairview Drive read the Article moved that the District votes to hear a report from the Management Committee summarizing their activities since the last Annual Meeting of the District. The motion was seconded. The Moderator read the motion and asked for a vote. The motion was voted unanimously.

Management Committee Chairman, Mr. Tommy Lee stated that the Management Committee met 9 times during the year. He then took the members through a summary of the Management Committee's activities since the last Annual Meeting and used the provided document entitled "Cedar Meadow Lake 2024-2025 Action Plan Status Report" as a guide.

- GOAL 1. DAM MAINTENANCE - complete. The district maintained the dam in good condition and provided the ability to engage in periodic draw downs or other actions to maintain the lake in good condition. Routine maintenance included periodic mowing of the upper dam surface during the growing season. This was performed by the management Committee with assistance of qualified contractors, using funds continued in the Annual Budget
- GOAL 2. ENGINEERING SERVICES - complete. The District maintained a professional relationship with the engineering firm, Haley Ward, to provide expertise and guidance with respect to the maintenance and repair of the dam. This was completed by the Management Committee using funds contained in the Annual Budget
- GOAL 3. OFFICE OF DAM SAFETY COMPLIANCE - complete. The District complied with the office of dam safety guidelines by keeping our records current as set forth in the standards and procedures. This was completed by the Management Committee using funds contained in the Annual Budget.
- GOAL 4. WEED CONTROL - DRAW DOWN - complete. The District drew down the lake in accordance with our order of conditions, minus 3ft, and maintained this water elevation until the lake bottom freezes for weed control purposes. Thereafter, endeavor to maintain these lake levels during that portion of the winter when the lake is covered with ice to minimize ice damage to shoreline structures by use of the upper channel in the winter months as described in our order. This was completed by the Management Committee using volunteer hours and minor administrative expenses.
- GOAL 5. WEED CONTROL – HERBICIDES - complete. The District maintained a professional relationship with and retained the services of a lake management

organization, TRC Environmental, to continue to monitor and manage the proliferation of Fanwort (Cabomba), Variable-Leaf Milfoil and other invasives. This was completed by the Management Committee using funds contained in the Annual Budget and volunteer hours.

- GOAL 6. TREE/BRUSH REMOVAL at DAM – incomplete. The District has not yet been able to clear brush on the south side of the dam, 20 feet of the dam structure, as ordered by the Office of Dam Safety as further recommendations contained in the inspection report (see full report at www.cedarmeadow.org) required further reflection. The District has attained a new order of conditions for this purpose. Funds contained in the Annual Budget will continue to be allocated for the completion of this goal.
- GOAL 7. FINANCING - complete. The District collected betterments through the Town of Leicester Tax Collector's office and made annual payments on long term USDA Rural Development loan. Maintain betterment pre-payments in safe investment vehicles to realize a rate of return. This was completed by the Management Committee with the assistance of the Finance Committee using volunteer hours and minimal administrative expenses.
- GOAL 8. COMMUNICATIONS - complete. Communicate information regarding happenings on and around the lake through periodic newsletters and the District's web site www.cedarmeadow.org. The website was revamped during the 2024-25 year. Continue to move the distribution of newsletters from the U. S. Mail to e-mail. This was completed by the District Clerk and District Treasurer using funds contained in the Annual Budget.

The Moderator read the motion and asked if there was any further discussion.

The District Clerk, Mrs. Spratt explained that she continues to update all contact information for the district to move to exclusively electronic communication means for day-to-day operations.

After discussion ended, the Moderator read the Article and asked for a vote. The motion was voted unanimously.

Article 4: The Moderator read the Article. Mr. Lee of 61 Fairview Drive moved that the District vote to hear a report from the Treasurer. The motion was seconded. The Moderator read the motion and asked for a vote. The motion was voted unanimously.

Mr. Rich Carr of 2 Lake Shore Drive, presented "Treasurer Annual Meeting Report FY26" to the proprietors.

He discussed the current budget in detail. The district budgeted a total of \$128,646.92 for operating and maintenance costs. \$1,000 was budgeted for legal expenses. The Repair and Maintenance Account totaled \$32,300.00, including \$800 for grass mowing on the dam, \$1,500 for dam repair and maintenance, \$3,500.00 for Water Monitoring/Management. On Call Services, \$9,900 for Wetlands Permitting-NOI Vegetation Mgmt Program, and \$16,600 for

Herbicide Application and/or Tree Cutting. The Administrative Account totalled \$11,385 including \$200 for communications/admin expenses, and \$2,500 for auditing, \$525 for the Treasurer's Bond, \$7,500 for the liability insurance premium, \$50 for the COLAP dues, \$100 for Treasurer's Expenses, \$200 for Annual Meeting Expenses, \$140 for the post office box, and \$170 for a Zoom subscription. \$10,000 was included in the Reserve Account to cover unexpected expenses. The \$55,925.13 shown in the USDA Loan Payment-Long Term Debt Account is the same amount to be collected from betterments and contains \$54,557.88, the eleventh annual loan payment, and \$1,367.25 loan administration expenses. The USDA Loan Payment Reserve Account totalled \$5,469.00. The Dam Stabilization account totalled \$0.00

Actual expenditures for FY2024-25 totalled \$78,903.15. The district expended a total of \$9,064.00 Insurance (Liability + Treasurer Bond); \$210.00 for Legal Fees; \$12.95 for Bank Service Charges; \$251.87 for Dues & Subscriptions; \$411.07 for Office Supplies; \$4,494.31 for – Dam Grass/Brush Cutting; \$9,901.08 for Repairs & Maintenance – H₂O Testing/Treatment/Permitting; and \$54,557.87 in USDA Loan Repayment.

The Moderator asked if there were any questions or if there was any other discussion.

Article 5: The Moderator read the Article. Mr. Dacey of 35 Fairview Drive moved that the District voted to elect a District Clerk to hold office for a term of one year or until the next Annual Meeting.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. Waterman nominated Jillian Spratt of 68 Fairview Drive, Leicester. There were no other nominations. The District voted to elect Mrs. Spratt. Mrs. Spratt was, thus, voted District Clerk unanimously.

Article 6: The Moderator read the Article. Mr. Dacey of 35 Fairview Drive moved that the District vote to elect a District Treasurer to hold office for a term of one year or until the next Annual Meeting.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. Lee nominated Rich Carr. There were no other nominations. The district voted to elect Mr. Carr. Mr. Carr was, thus, voted District Treasurer unanimously.

Article 7: The Moderator read the Article. Mr. Waterman of 29 Lakeview Drive moved that the District vote to elect a member to the Management Committee for a term of three (3) years.

The motion was seconded. The Moderator read the motion and asked for nominations. Mr. Carr nominated Mr. Lee of 61 Fairview Drive. There were no other nominations. The Moderator explained the voting procedure would be done by ballot. The voting then proceeded as described and Mr. Lee was voted as a member of the Management Committee to hold office for three years.

Article 8: The Moderator read the Article. Mr. Dacey moved that the District vote to accept the Cedar Meadow Lake 2025-2026 Action Plan as presented to the Proprietors.

The motion was seconded. The Moderator read the motion and asked for discussion. Mr. Lee referred the Proprietors to the Cedar Meadow Lake 2025-2026 Action Plan.

With respect to:

- GOAL 1. DAM MAINTENANCE - Maintain the dam in good condition and provide the ability to engage in periodic draw downs or other actions to maintain the lake in good condition. Routine maintenance will include periodic mowing of the upper dam surface. This would be the responsibility of the Management Committee with assistance of qualified contractors using funds contained in the Annual Budget.
- GOAL 2. ENGINEERING SERVICES - Maintain a professional relationship with an engineering firm to provide expertise and guidance with respect to the maintenance and repair of the dam. This would be the responsibility of the Management Committee using funds contained in the Annual Budget
- GOAL 3. OFFICE OF DAM SAFETY COMPLIANCE - Comply with the office of dam safety guidelines by keeping our records current as set forth in the standards and procedures. This would be the responsibility of the Management Committee using funds contained in the Annual Budget.
- GOAL 4. WEED CONTROL - DRAW DOWN - Draw down the lake in accordance with our order of conditions and maintain this water elevation until the lake bottom freezes for weed control purposes. Thereafter, endeavor to maintain these lake levels during that portion of the winter when the lake is covered with ice to minimize ice damage to shoreline structures by use of the upper channel in the winter months as described in our order. This would be the responsibility of the Management Committee with assistance of qualified contractors using volunteer hours and minor administrative expenses.
- GOAL 5. WEED CONTROL - HERBICIDES - Maintain a professional relationship with and retain the services of a lake management organization to continue to monitor and manage the proliferation of Fanwort (Cabomba) and other weeds. This would be the responsibility of the Management Committee with assistance of qualified contractors using funds contained in the Annual Budget and volunteer hours.
- GOAL 6. MUNICIPAL ACCOUNTING - Search and retain a professional relationship with an accounting firm with a focus on municipal accounting and finance compliance. This would be the responsibility of the Management Committee using funds contained in the Annual Budget.
- GOAL 7. FINANCING - Collect betterments through the Town of Leicester Tax Collector's office and make annual payments on long term USDA Rural Development loan. Maintain betterment pre-payments in safe investment vehicles to realize a rate of

return. This would be the responsibility of the Management Committee with assistance of the Finance Committee using volunteer hours and minimal administrative expenses.

- **GOAL 8. COMMUNICATIONS** - Communicate information regarding happenings on and around the lake through periodic newsletters and the District's web site www.cedarmeadow.org. Continue to move the distribution of newsletters from U. S. Mail to e-mail. This would be the responsibility of the District Clerk and District Treasurer using funds contained in the Annual Budget.

The Moderator read the motion and asked if there was any further discussion.

Members were reminded that reports and monthly minutes can be found on the district website. Furthermore, monthly meetings are public and posted with the town.

The Moderator read the Article and asked for a vote. The motion was voted unanimously.

Article 9: The Moderator read the Article. Mr. Waterman moved that the District votes to carry forward and/or transfer funds as described in a document in the hands of the Proprietors.

The motion was seconded. The Moderator read the motion and asked for discussion.

Mr. Carr reported on the FY26 Annual Financial Update. Although \$16,000 had been budgeted for weed treatment in prior years, those funds were not always used and those funds would be carried forward in the FY2025-26 Budget and continue to be allocated for weed treatment.

The motion was voted unanimously.

Article 10: The Moderator read the Article. Mr. Dacey moved that the District votes to approve the Fiscal 2026 budget as presented to the Proprietors, the appropriation of monies to be raised by assessment upon the Proprietors in support thereof.

The motion was seconded. The Moderator read the motion and asked for discussion.

Mr. Carr reported on the FY26 Annual Financial Update. Although \$16,000 had been budgeted for weed treatment in prior years, those funds were not always used; in the current cycle, expenditures included weed treatment along with an additional \$3,500 for accounting services.

The Treasurer noted that the District comprised 86 taxable residential properties with an average assessed value of \$531,743. Tax rates from FY22 through FY26 were reviewed and have remained stable, supported by consistent property values within the District.

Mr. Carr reviewed budget scenarios based on 2 weed treatment options: 1) contact herbicides, 2) systemic herbicides; highlighting that the tax rate would need to triple should a systemic treatment be required.

An update was provided on the betterment loan obligation. The original USDA loan of \$1,441,289.14, at an interest rate of 4.67%, entered its 12th year of repayment in 2025. Following a \$500,000 principal paydown in FY23, the remaining balance stood at \$557,924. Of the 93 original proprietors assessed, 39 continued to make payments, some under 40-year schedules. Semi-annual payments remained in effect. The Treasurer provided an example illustrating that a proprietor originally assessed approximately \$18,670 would ultimately pay a total of about \$44,576 over 40 years, with the option to settle the outstanding balance early at a reduced amount. It was further noted that all betterments must be paid in full prior to the sale of a property.

After discussion ended, the Moderator asked for a vote on the motion. The motion was approved unanimously.

Article 11: The Moderator read the Article. Mr. Dacey moved that the District votes to discuss any other business that may properly come before this meeting.

The motion was seconded. The Moderator read the motion and asked for discussion.

Mr. Waterman reviewed the boater safety reminders and reviewed rationales for not feeding wildlife in the pond. Proprietors were also reminded of fertilizer and pesticide use and the impact on water quality and pond life.

Proprietors were reminded that the purpose of the Management Committee is to maintain the health and safety of the pond through management of the dam and water monitoring. The District has no authority over boats or the behavior of others. Proprietors are encouraged to reach out to local authorities regarding any illegal or suspicious behavior.

Mrs. Mary O'Coin announced, on behalf of Emma O'Coin, the Cedar Meadow Lake Social Club will be hosting a variety of events this summer. Events are posted to the Social Club website and socials.

Adjournment

The Moderator stated that she would entertain a motion for adjournment. This motion was made by Mr. Dacey and seconded and approved unanimously. The meeting adjourned at 9:45 P.M.

A True Copy Attest:

A handwritten signature in black ink, appearing to read 'Jillian Spratt', with a stylized, cursive script.

Jillian Spratt
District Clerk