

**CEDAR MEADOW LAKE WATERSHED DISTRICT**  
**Annual Meeting**  
May 22, 2024

The 2024 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 22, 2024. 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](http://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: "CMLWDAnnualMeeting2024" 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 \$37,597,828 assessed valuation of property within the District, currently \$12,405,838, was required to establish a quorum. Owners of property within the District totaling \$16,691,600 (44.9%) 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. 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 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 2023-2024 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. This was completed by the Management Committee with assistance of qualified contractors using funds contained in the Annual Budget
- GOAL 2. ENGINEERING SERVICES - complete. The District maintained a professional relationship with an engineering firm 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 to continue to monitor and manage the proliferation of Fanwort (Cabomba) and other INVASIVE weeds. This was completed by the Management Committee using funds contained in the Annual Budget and volunteer hours.
- GOAL 6. 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 7. COMMUNICATIONS - complete. Communicate information regarding happenings on and around the lake through periodic newsletters and the District's web site [www.cedarmeadow.org](http://www.cedarmeadow.org). Continue to move the distribution of newsletters from 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 explained that she is in the process of updating all contact information for the district to move to exclusively electronic communication means for day-to-day operations. The Members were asked to complete a form to update their contact information. A QR Code was provided. The Form to update contact information can be found at:

<https://forms.gle/vDrzq8UJ4DFVctrz6>

A Member asked whether or not additional weed treatment would be conducted through herbicidal means. Mr. Lee explained that the District's Order of Conditions have expired, and thus the District is not able to perform a herbicidal treatment this year; however, the District will be pursuing further lake mapping in pursuant of a Notice of Intent with the Conversation Commission. Mr. Lee explained that this would be further discussed in Article 7.

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

**Article 3:** 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, explained to the members that the district is in mourning and in a period of transition following the sudden passing of our long-time District Treasurer, Mr. Terence O'Coin of 6 Lake Shore Drive. Mr. O'Coin served as the District Treasurer for 28-years. In summary, the district was able to budget more than what was spent over the past fiscal year. Mr. Carr also explained that the District has opened a Massachusetts Municipal Depository Trust (MMDT) account for the purpose of obtaining a more competitive interest rate than currently offered by Cornerstone Bank on monies held by the District.

**Article 4:** The Moderator read the Article. Mr. Waterman of 29 Lakeview 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. Carr 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 5:** The Moderator read the Article. Mr. Waterman of 29 Lakeview 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 6:** The Moderator read the Article. Mr. Carr moved that the District votes 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. Lee nominated Mr. Waterman of 29 Lakeview 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. Waterman was voted as a member of the Management Committee to hold office for three years.

In addition to the 3-year Management Committee Seat, a 2-year seat became available to fill Mr. Carr's Management Committee Seat, when voted in as District Treasurer. Mr. Lee nominated Mr. Camden Dacey of 35 Fairview Drive. There were no other nominations. The Moderator explained the voting procedure would be done by a second ballot. The voting then proceeded as described and Mr. Dacey was voted as a member of the Management Committee to hold office for two years.

**Article 7:** The Moderator read the Article. Mr. Carr moved that the District vote to accept the Cedar Meadow Lake 2024-2025 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 2024-2025 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. TREE REMOVAL - Cut large trees and brush within 25 feet of the dam structure as ordered by the Office of Dam Safety. This would be the responsibility of the Management Committee with assistance of qualified contractors 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. 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 7. COMMUNICATIONS - Communicate information regarding happenings on and around the lake through periodic newsletters and the District's web site [www.cedarmeadow.org](http://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.

A member asked if the District continued to be limited to the 3-feet draw down of the lake by the Department of Environment Protection (DEP). Mr. Lee responded stating that the DEP is resistant to drawdown and we must maintain what is stated in our current Order of Conditions. Mr. Lee stated that in the past the District was able to draw down to 5-feet in the winter. Mr. Waterman explained that more dramatic drawdowns potentially impacts shellfish, crayfish and other fish populations in the lake. A member asked a follow up question wondering if the lack of more dramatic drawdown cycling has led to an influx of more invasive species. Mr. Waterman further explained that the increase of more invasive species is likely explainable by failing septic systems and runoff, large watershed drainage areas, recent heavy rainfalls leading to higher water levels, and increase in temperatures.

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

**Article 8:** 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 stated that the budget that he would discuss in the next article called for carrying \$16, 600.00 forward in the Repair and Maintenance Account for the purposes of Herbicide / Tree Cutting expenses. This was good news for the members because it represented unspent money in the

current budget that could be carried forward to avoid the need to collect new tax revenue in the Fiscal Year 2025 budget. The motion was voted unanimously.

**Article 9:** The Moderator read the Article. Mr. Lee moved that the District votes to approve the Fiscal 2025 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 referred to a hand out entitled "Proposed Budget and Appropriation of Monies Fiscal Year July 1, 2024 - June 30, 2025 (FY2025)" that was shared in hard copy and on screen with the Members. He explained that the left hand column showed the annual Budget Amounts totaling \$116,079.13. The next column showed the \$16,600.00 voted on the last article as being carried forward from FY2024. The next column, entitled "From FY2025 Tax Revenues" represented the amount, \$32,085.00, to be raised through taxation. The next column to the right represented the amount, \$6,000.00, to be taken from Free Cash. He explained the process of the MA DOR DLS certifying the amount of available free cash, following the annual audit by the District auditor and submission of financial reports. The next column on the right entitled "From Issuance of Debt" showed \$0.00, showing that no funds will be borrowed from the line-of-credit. The next column to the right entitled "From Betterments" totaled \$61,394.13; of that amount, \$54,557.88 represents the expected eleventh payment on the USDA loan, \$1,367.25 for loan administration expenses, and \$5,469.00 represents USDA Loan reserves. The next column to the right entitled "From Stabilization Account" did not include any activity.

He discussed the current budget in detail. \$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 totaled \$5,469.00. The Dam Stabilization account totaled \$0.00. The Moderator asked if there were any questions or if there was any other discussion.

A member asked whether or not the COLAP Subscription continued to exist and if so was it still of a benefit to the district. Mr. Lee explained that the Coalition of Lakes and Ponds continued to be a good resource for the Management Committee.

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

**Article 10:** The Moderator read the Article. Mr. Carr 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. There was no discussion. The Moderator asked for a vote and the motion was approved unanimously. Mr. Waterman explained to the audience that this was their opportunity to bring up questions not previously answered during the meeting or to raise new subjects for discussion.

Mr. Shane Schimke of 45 Lake View Drive, Leicester challenged the vote for the 2-year Management Committee seat voted on in Article 6. Mr. Lee moved to take a vote of reconsideration to elect a member of the Management Committee for a term of 2 years or take any action thereon. This became **Article 11.** After discussion ended, the Moderator asked for a vote on the motion. Based on a show of hands of members in attendance, the motion was denied with 5 votes for and 13 against.

Mr. Waterman reviewed the boater safety reminders and reviewed rationales for not feeding wildlife in the pond.

Mr. Forseberg informed the members of Beech Tree Leaf disease that he has been observing the beech trees on his property.

Mrs. Parke informed the members that Hemlock disease is no longer progressing. The Hemlocks along the shore line provide a cooling effect.

Miss Emma O'Coin announced the Cedar Meadow Lake Social Club will be hosting a variety of events this summer. Events are posted to the Social Club website.

Mr. Mosian announced that the Cedar Meadow Skiers will continue to run this year. Please contact him directly if interested.

Mrs. Mary O'Coin informed the District of the Calling Hours for Mr. Terence O'Coin being held on May 24th, 2024 from 4-7pm and a Celebration of Life being held on June 15, 2024 at Old Sturbridge Village. She respectfully asked members to RSVP if they will be attending.

Adjournment

The Moderator stated that she would entertain a motion for adjournment. This motion was made by Mr. Lee and seconded and approved unanimously. The meeting adjourned at 8:38 P.M.

A True Copy Attest:

A handwritten signature in cursive script, appearing to read "Jillian Spratt".

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Jillian Spratt  
District Clerk