

Sherwood Greens Road Improvement & Maintenance District



Long Bow Lane West, January 2008

ANNUAL REPORT

2007-8

Sherwood Greens Road Improvement & Maintenance District

Becket, MA

(413-623-5776)

June 2007 – June 2008

PRUDENTIAL COMMITTEE

<u>Name</u>	<u>Term Expires</u>
Ken Einhorn, Chair	2009 (part or full-time resident)
Jaime Garanzuay	2010 (full-time resident)
Joseph Gaze	2008 (part or full-time resident)
Jeff Kotkin, Vice Chair	2010 (part-time resident)
Lynn Locke	2008 (part-time resident)
Richard Pryor	2010 (full-time resident) resigned Dec. 22, 2007
Vacancy	2008 (full-time resident)
Jeanne W. Pryor, Clerk/Treasurer	2009

Mailing Address: P.O. Box 631, Lee, MA 01238-0631

REPORT OF THE PRUDENTIAL COMMITTEE

Foresight Land Services is presently administrating the procurement of bids for the necessary and approved work for drainage improvement at Shuttle Cock Drive and Long Bow Lane East. Negotiations continue to secure the best rates from banks willing to loan us the approved funding.

In September, FEMA reimbursed the Sherwood Greens Road District \$21,086.96 for the immediate emergency repairs to our roads performed by Always Growing. Always Growing's response to repair the enormous damage to our roads, caused by the April Nor'Easter, was performed quickly and efficiently. While many communities had to wait to get their roads operational, Sherwood Greens had little inconvenience. It is with heartfelt gratitude I wish to thank Jeanne and Richard Pryor, who spent countless hours meeting with FEMA, while applying and securing the total reimbursement.

Throughout the winter our roads were maintained by Always Growing, snow plowing and sanding whenever necessary. There were several instances when they were asked to return to the Greens to sand after a freeze and did so willingly. They have shown to be reliable, dependable, and very accommodating when dealing with members of this committee.

In an effort to save this community several thousand dollars, the Prudential Committee has decided to operate without a paid Road Superintendent and take on that role as a committee. The minutes of each Sherwood Greens Road District Prudential Committee meeting are now available online at the Town of Becket Website (www.townofbecket.org).

I would like to thank the members of this committee for volunteering their time and input in securing a safe Sherwood Greens. Jeff Kotkin, Jaime Garanzuay, Joseph Gaze, and Lynn Locke are the elected members who meet throughout the entire year and give so much of their energy. Jeanne Pryor, who keeps this committee on track and insures our financial responsibilities are completed, is essential to our functioning as our Treasurer and Clerk. Thank you.

Finally, a special thank you goes to Richard Pryor for all your time and energy in helping this committee maintain the roads of Sherwood Greens.

Ken Einhorn

Chair, Prudential Committee

ROAD REPORT

May 2007-April 2008

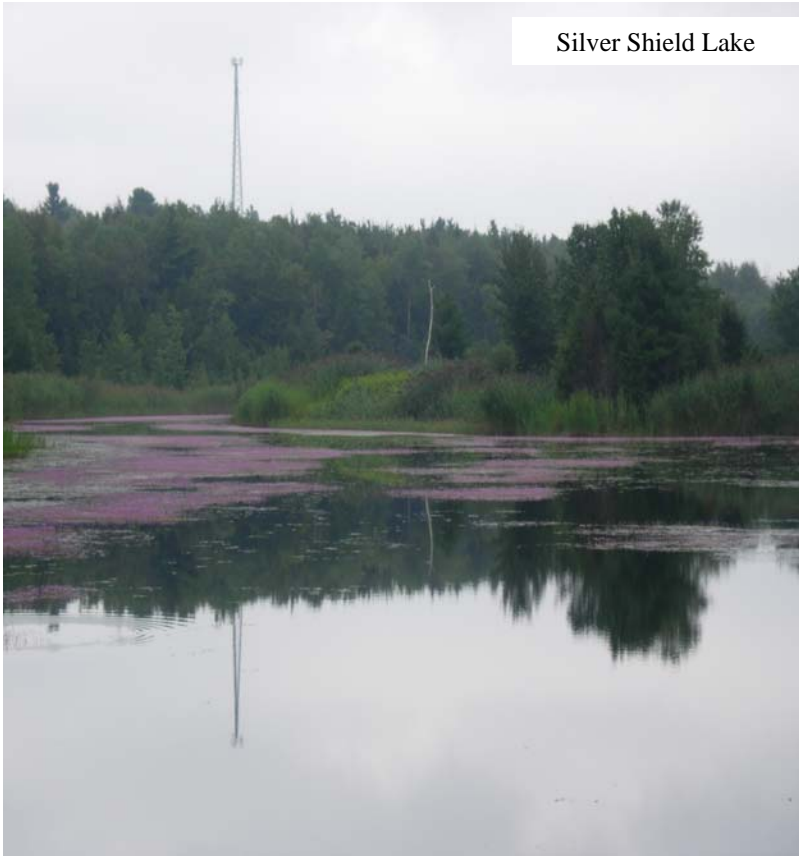
On December 22, 2007, Richard Pryor resigned as Road Superintendent. The Prudential Committee asked that our snowplow contractor respond to snow emergencies upon advice from the Chair of the Prudential Committee. In March, the Chair proposed that the Road Superintendent duties be performed by a subcommittee consisting of members of the Prudential Committee and interested residents advising the Prudential Committee in an effort to save \$3,000 or more on the Road Superintendent salary and to ensure district residents that the Prudential Committee is doing everything they can to address road issues. The Committee agreed that it was important to have a person on site to respond to emergency conditions and/or to advise the Prudential Committee of needed action. It was agreed that Prudential Committee members would be assigned to respond to calls and/or complaints to the Road District. A subcommittee was assigned to advise the Prudential Committee and to make sure that all road issues are taken care of and that phone calls would be referred by the District Clerk to the Prudential Committee chair.

The following road maintenance and related items were addressed:

- May
 - Consulted with Beaver Solutions about possible beaver dam on Longbow Lake; it was determined that it was not a dam but a food cache
 - Site visit with representatives from Conservation Commission and Foresight Land Services regarding NOI for projects on Long Bow LN E and Shuttle Cock
- June
 - Meetings with FEMA and submission of paperwork requesting reimbursement for damages to roads caused by April Nor'easter.
- July
 - grade/rake/roll was completed at the Entranceway
 - potholes were repaired in the oil & stone section of Long Bow LN W
 - Roadsides were mowed
 - Phragmite cutting on Longbow and Silver Shield Lakes was completed
 - Trimmed tree limbs blocking road signs; removed tree limbs from roads
- August
 - Truck caused damage to Entranceway (see photo); contacted company to expedite reimbursement for damages.
 - Emergency replacement of collapsed culvert on Long Bow LN W, including headwalls, backfill, compact, extra stone
 - Prepared listing of location and status of culverts under roads in the Greens
- September
 - Large rocks were dumped in the woods off Red Lion RD; they were relocated to the Entranceway
- October
 - Ditches and culverts were blown out to remove debris
 - Limbs/brush along roadsides were cut & removed
 - Road repairs: Old Abbey LN W, Long Bow LN E to Shuttle Cock, Entranceway, Silver Leaf Sec 2 (gravel added), Deer Trail (gravel added), Long Bow LN W from oil & stone to past S turn, Silver Shield (3" gravel added)
- November
 - A new message board was placed in the Entranceway
- December
 - Wire was down on Old Abbey; WMECO was contacted and Verizon did the repair.
 - Two calls were received regarding icy road conditions and the contractor responded with sand
 - Snowplow truck backed into mailboxes at Entrance; it took a few weeks to have them repaired.
- February
 - Received resident complaint about lack of sanding in the Greens. This was addressed by the Prudential Committee.
 - Phragmite cutting on Longbow and Silver Shield Lakes was completed
- April
 - Potholes in the Entranceway and a large hole on Robinwood W were repaired.



Silver Shield Lake



August 2007

Golden Fawn Lake



LAKES REPORT

In the summer of 2007 watershield (small lilypads) became a nuisance in the shallow water edges of Longbow and Silver Shield Lakes. In addition, about three quarters of Silver Shield Lake was covered with bladderwort (see photo). Due to a state-wide dry spell in August, the level of water in Golden Fawn Lake was very low and nuisance aquatic vegetation was noticeable.

On July 14, 2007, volunteers participated in the First Annual Pond Weed Harvesting Day on Longbow Lake followed by a picnic. This was a small beginning to our volunteer efforts to manage aquatic vegetation but it was a success. We hope that others will join our next harvesting day in 2008—look for the announcement to be posted on the message board at the Entrance.

As part of the District's continuing effort to control the growth of invasive phragmites without the use of chemicals, phragmites were cut and removed from the lake edges of homeowners property and the beach area on Longbow Lake and at the road edge and one property edge on Silver Shield Lake in both July 2007 and February 2008.

The Sherwood Greens Road Improvement & Maintenance District has been designated fee exempt by the Massachusetts Department of Environmental Protection and as such will not have to pay for permitting related to conservation projects on our lakes requiring a Notice of Intent.

The Prudential Committee has discussed a variety of options for managing aquatic vegetation on the lakes will a number of consultants. In April, the Committee approved a cost effective lake management plan for 2008 that will be presented to the Conservation Commission in May. The plan includes:

- Hydro-Raking on common areas of Longbow Lake
- Sonar herbicide treatment at Silver Shield and Golden Fawn Lakes

The treatment at Silver Shield and Golden Fawn Lakes is intended to be a one-time treatment as these lakes have never had a chemical treatment and are becoming overgrown with aquatic vegetation. The management plan for these lakes in the years following this treatment will be hydro-raking. If this plan is approved by the Conservation Commission and, if the District approves to fund it at our annual meeting on June 7, 2008, the work will be completed in the summer, 2008. Individual shoreline homeowners on Longbow Lake will have the opportunity to contract for work in front of their homes at the same time the hydro-raking of common areas takes place.

Although the District had applied for a propagators license to allow residents to fish in Sherwood Greens without a license, the DEP replied that the model of ownership by individuals is not structured to allow a free status. Individuals are required to have a Massachusetts fishing license or may be fined.

REPORT OF THE DISTRICT CLERK

* SPECIAL DISTRICT MEETING *

JUNE 2, 2007

Pursuant to the foregoing warrant, the Special District Meeting was called on June 2, 2007, 9:45 a.m. at Becket Town Hall, 557 Main Street, Becket. The meeting was called to order at 9:50 a.m. by Ken Einhorn, Chair of the Prudential Committee. District Clerk, Jeanne Pryor, was introduced. She noted that a quorum was present and read the call of the meeting and return of service, noting the warrant as having been duly mailed and posted. There were 11 voters present (Ken Einhorn, Jaime Garanzuay, Joe Gaze, Lynn Locke, David Neelon, Caroline Whitbeck, Richard & Jeanne Pryor, Margaret Rodriguez & Kathleen Post, Stephen & Mimi Stambler, Lee White and Dave Wood) and 2 proxies were received (Susan Aller and Jeff Kotkin).

The first order of business was the election of a Moderator. Following nominations, it was moved and seconded that the District Clerk cast one ballot for Ken Einhorn as Moderator. The motion passed. The District Clerk administered the oath of office to Mr. Einhorn. Mr. Einhorn noted that the meeting would be conducted in accordance with the requirements of our Special Act and District By-Laws and that voters will be asked to raise their voter card when voting on an article. The following articles were voted on:

ARTICLE 1.

To see if the District will vote to appropriate the sum of \$12,417.87 to the Winter Road Maintenance account and to fund this appropriation by transferring \$12,417.87 from Overlay Surplus.

Prudential Committee Recommends

Majority Vote Required

Article 1 was moved and seconded on the floor. In response to a question, Jeanne Pryor explained that each year funds are appropriated to the overlay account as part of the tax rate process and that the funds in this account are used, as needed, for tax abatements. This year, the Prudential Committee requested that the balance of overlay reserves be released to the road district for the years 1998, 2000, 2001, 2002, 2003 and 2004. This article will allow the overlay reserves to be transferred to the Winter Road Maintenance account. There was a brief discussion about the Stabilization account, what reserves were available to the road district, and the need to build up this account. A vote was taken and **Article 1 passed unanimously.**

ARTICLE 2.

To see if the District will vote to appropriate the sum of \$100.00 to the Superintendent's Expense account and to fund this appropriation by transferring \$100.00 from the Superintendent's Salary account.

Prudential Committee Recommends

Majority Vote Required

Article 2 was moved and seconded on the floor. There was no discussion. A vote was taken and **Article 2 passed unanimously.**

ARTICLE 3.

To see if the District will vote to appropriate the following sums to the following accounts:

Insurance, Bonding & Withholding	\$250.00
Superintendent's Expenses	\$100.00

and to fund this appropriation by transferring \$350.00 from the Attorney's Fee account.

Prudential Committee Recommends

Majority Vote Required

Article 3 was moved and seconded on the floor. In response to a question, Jeanne Pryor explained that this article was needed to move appropriations to accounts where appropriations had been expended. A vote was taken and **Article 3 passed unanimously.**

ARTICLE 4.

To see if the District will vote to appropriate the sum of \$8,800.00 to the Winter Road Maintenance account and to fund this appropriation by transferring the following sums from the following accounts:

Major Improvements	\$4,000.00
General Road Maintenance	\$4,500.00
District Office Expense	\$ 300.00

Prudential Committee Recommends

Majority Vote Required

Article 4 was moved and seconded on the floor. Mr. Gaze asked how much had been spent in the Winter Road Maintenance account to date and Jeanne responded that, as of April 30, \$23,537.95 had been expended. This transfer was needed due to the unanticipated expenses of the April Nor'easter. A vote was taken and **Article 4 passed unanimously.**

ARTICLE 5.

To see if the District will vote to appropriate the sum of \$3,000.00 to the Winter Road Maintenance account and to fund this appropriation by transferring \$3,000.00 from the Stabilization account.

Prudential Committee Recommends

2/3 Vote Required

Article 5 was moved and seconded on the floor. There was no discussion. A vote was taken and **Article 5 passed unanimously.**

There being no further business, it was moved and seconded to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 10:06 a.m.

Respectfully submitted,
Jeanne W. Pryor, District Clerk

*** ANNUAL DISTRICT MEETING ***

JUNE 2, 2007

Pursuant to the foregoing warrant, the Annual District Meeting was called on June 2, 2007, 10:00 a.m. at Becket Town Hall, 557 Main Street, Becket. The meeting was called to order at 10:07 a.m. by Ken Einhorn, Chair of the Prudential Committee. District Clerk, Jeanne Pryor, was introduced. She noted that a quorum was present and read the call of the meeting and return of service, noting the warrant as having been duly mailed and posted. There were 11 voters present (Ken Einhorn, Jaime Garanzuay, Joe Gaze, Lynn Locke, David Neelon, Caroline Whitbeck, Richard & Jeanne Pryor, Margaret Rodriguez & Kathleen Post, Stephen & Mimi Stambler, Lee White and Dave Wood) and 2 proxies were received (Susan Aller and Jeff Kotkin).

The first order of business was the election of a Moderator. Following nominations, it was moved and seconded that the District Clerk cast one ballot for Ken Einhorn as Moderator. The motion passed. The District Clerk administered the oath of office to Mr. Einhorn. Mr. Einhorn noted that the meeting would be conducted in accordance with the requirements of our Special Act and District By-Laws and that voters will be asked to raise their voter card when voting on an article. Mr. Einhorn introduced Marc Portieri, Sergeant in the Becket Police Department, who addressed the group to inform our community about what is going on in the Town of Becket. He discussed recent break-ins in town for which he asked for our assistance in apprehending the suspect. Ken Einhorn asked, if a resident in our community sees someone in Sherwood Greens that they do not feel belongs there, what should they do? Sergeant Portieri said that they should not confront the person but should try to get a description of the car and the license plate number and call the Becket Police Department. Informational material including Massachusetts Snowmobile Safety and Recreational Vehicle Laws were distributed. In response to a question, Sergeant Portieri indicated that the State Highway Department would handle traffic issues as part of their disaster plan. He offered to meet again with members of our community if there were specific issues that we wanted him to address.

The following articles were voted on:

Article 1: To see if the District will vote to raise and appropriate the sum of money as needed for the operating budget for FY 2007-2008 and to fix the salaries and compensation of all elected offices as follows:

<u>Account</u>	<u>Amount</u>
1 - Major Improvements	15,000
2 - General Road Maintenance	19,000
3 - Winter Road Maintenance	13,450
4 - Tax Collection	275
5 - Town Officials (compensation for Assessor, Tax Collector, Treasurer)	2,100
6 - Superintendent's Salary	50
7 - Superintendent's Expenses	450
8 - Clerk's Salary	1,500
9 - Treasurer's Salary	1,700
10 - District Office Expenses	1,130
11 - Prudential Committee Expenses	200
12 - Attorney's Fee	300
13 - General Reserve Account	2,000
14 - Stabilization Account	5,000
15 - Insurance, Bonding & Withholding	2,000
16 - Entranceway Maintenance	1,350
17 - Lake Maintenance	7,400
Total	\$ 72,905

Prudential Committee: Recommends

2/3 Vote Required

Article 1 was moved and seconded on the floor. Discussion followed on the operating budget request and how the amounts were determined. Jeanne Pryor gave an explanation of the various line items and explained the process that is used to set the tax rate. She gave examples of what the tax rate would be if this proposed budget was approved, and what the tax rates have been since the road district started in 1998. The request for borrowing in Article 3 was addressed. Richard Pryor noted that the Prudential Committee developed the budget based on the needs of the road district, noting that it is a balancing act to request the needed funds and still keep the tax rate at a reasonable cost to residents. In response to a question, Richard discussed the proposed projects estimated to cost up to \$100,000 on Long Bow Lane East and Shuttle Cock Drive that need to be address as Long Bow Lane East has washed out twice in 2 years and the culvert/dam on Shuttle Cock is corroding and needs to be replaced before it fails. He talked about lack of funds due to the road damage caused by the April Nor'easter totaling well over \$20,000. He said that we would like to do a generic notice of intent for all work in Sherwood Greens, discussed the need to replace aging culverts, and plans to oil and stone the entranceway if funds are available. Discussion followed on capital improvement projects and the need to build up the Stabilization fund so that we have reserves in the future for unanticipated expenses. Ken noted that Article 3 is a necessary improvement and that we have to balance what people can handle financially without overburdening them and keeping the roads safe first and then look at what

improvements we can make. Richard noted that the timing of the April Nor'easter caused a financial problem where we did not have the funds available to pay the contractor. He thanked Always Growing for his work to open our roads after this storm and for agreeing to defer payments for his work until we had the available funds. We learned only two weeks ago that we may be eligible to receive funds through MEMA/FEMA for this storm. There was a discussion of the tax title process and how many properties may be in tax title. In response to a question, Jeanne noted that there are 192 parcels in Sherwood Greens; about 20 are owned by the Town, for which we receive no tax returns, and about 15 are still owned by Sherwood Greens Development Corporation. Discussion followed on the road district's financial condition. Richard noted that, although Article 3 requests up to \$100,000, we expect to need only \$70,000 for the proposed projects and that the cost for the work will be less if they are done at the same time. Discussion followed on the Shuttle Cock project and the need to keep the hydraulics of the lake the same. The Notice of Intent for these projects has been approved by the Conservation Commission. In response to a question, Jeanne noted that the proposed budget for lake maintenance includes \$6,000 for phragmite removal in the winter and in July, \$1,000 for removal of aquatic vegetation and \$200 for mowing the beach area. She noted that Aquatic Control has recommended mechanical harvesting for aquatic vegetation removal with an approximate cost of \$10,000. It was noted that on 7/25/06 the road district obtained a 3-year permit from the Conservation Commission for hand pulling of nuisance vegetation, including weeds pulled out by the roots. We are exploring the cost of divers for pulling weeds. Caroline Whitbeck suggested a pondweed party. Ken asked if there were any questions on any of the line items in Article 1. It was stated that the Town Officials line item was 3% of our operating budget. A vote was taken on Article 1 and **Article 1 passed unanimously.**

Article 2: To entertain nominations and to cast their votes in the District election to fill vacancies of District officers as follows:

- Member, Prudential Committee, 3-Year Term (Full-time Resident)
- Member, Prudential Committee, 3-Year Term (Part-time Resident)
- Member, Prudential Committee, 3-year Term (Full-time Resident)
- Member, Prudential Committee, 1-year Term (Full-time Resident)
- Member, Prudential Committee, 1-year Term (Part-time Resident)

Majority Vote Required

It was moved and seconded to nominate Richard Pryor for Member, Prudential Committee, 3-Year Term (Full-time Resident) and it passed unanimously. There were no other nominations. It was moved and seconded to elect Richard Pryor to this position and it passed unanimously.

It was moved and seconded to nominate Jeff Kotkin for Member, Prudential Committee, 3-Year Term (Part-time Resident) and it passed unanimously. There were no other nominations. It was moved and seconded to elect Jeff Kotkin to this position and it passed unanimously.

It was moved and seconded to nominate Jaime Garanzuay for Member, Prudential Committee, 3-Year Term (Full-time Resident) and it passed unanimously. There were no other nominations. It was moved and seconded to elect Jaime Garanzuay to this position and it passed unanimously.

It was moved and seconded to nominate Lynn Locke for Member, Prudential Committee, 1-Year Term (Part-time Resident) and it passed unanimously. There were no other nominations. It was moved and seconded to elect Lynn Locke to this position and it passed unanimously.

There were no nominations for the Member, Prudential Committee, 1-year Term (Full-time Resident) position. If anyone is interested in this position, they should contact the Prudential Committee. It was noted that members of the Prudential Committee must make a commitment to attend the monthly meetings.

Article 3: To see if the district will vote to appropriate the sum of no more than \$100,000.00 for road improvement projects on Long Bow LN E and Shuttle Cock DR and to fund this appropriation by borrowing up to \$100,000.00.

Prudential Committee: Recommends

2/3 Vote Required

Article 3 was moved and seconded on the floor. It was noted that the Prudential Committee has been working with Foresight Land Services for over a year on the designs for these projects. As a condition of the MEMA/FEMA funds that the road district received for Long Bow Lane East after the October 2005 floods, we were required to follow conservation requirements and permitting when improving this road. These requirements increased the cost of both projects in Article 3. The Prudential Committee has received a proposal from Legacy Bank for a loan amount up to \$100,000 at a fixed interest rate at 6.30% with a term of 7 years and 6 months; interest only payments will be due monthly for the first 6 months based on the outstanding principal balance; after 6 months, principal and interest payments will be due on a quarterly basis to coincide with tax revenue receipts; there will be no prepayment penalty for this loan. It was noted that approval of this loan would cause a slight increase in our tax rate as the Prudential Committee does not anticipate that we will need to borrow the full \$100,000. Ken noted that the Prudential Committee did not take this proposal lightly but felt that these road improvements needed to be addressed in a timely manner. In response to a question, it was noted that we cannot impose assessments and so this loan is calculated into our tax rate. A vote was taken and **Article 3 passed unanimously.**

There being no further business, it was moved and seconded to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 11.21 a.m.

Respectfully submitted,
Jeanne W. Pryor, District Clerk

TREASURER'S FINANCIAL REPORT

Fiscal Year 2007

July 1, 2006 - June 30, 2007

Budget Appropriations FY2007	Previous Year's Balance	Budget Amount	Transfer to	Transfer From	Refunds/Receipts	Expended	Balance Closed to Revenue	Balance Forward
Major Improvements		16,500.00	258.42	4,000.00		12,758.42		(0.00)
General Road Maintenance		22,200.00		4,500.00	40.00	13,038.90	4,701.10	0.00
Winter Road Maintenance		13,000.00	25,432.95			38,432.95		0.00
Tax Collection		260.00	23.19			225.02		58.17
Town Officials		1,900.00				1,880.00	20.00	0.00
Superintendent's Salary		100.00					100.00	0.00
Superintendent's Expenses		700.00	200.00			877.54	22.46	0.00
Clerk's Salary		1,442.00				1,442.00		0.00
Treasurer's Salary		1,648.00				1,648.00		0.00
District Office Expenses		1,230.00		300.00		603.80		326.20
Prudential Committee Expenses		275.00				159.90	115.10	0.00
Attorney's Fee		600.00	77.17	350.00		174.00		153.17
General Reserve Account		3,500.00		3,500.00				0.00
Gift Account	6,932.92				50.00	3,815.49		3,167.43
Stabilization Fund	5,574.56	1,800.00		3,000.00	161.20	3.00		4,532.76
Ins., Bonding & Withholding	494.95	790.00	2,602.85		236.40	3,991.00	133.2	0.00
Entranceway Maintenance		1,025.00				784.09		240.91
FEMA 1614 Oct 2005 Floods	927.10					927.10		0.00
FEMA 1701 April 2007 Nor'easter				426.71				(426.71)
Totals	\$13,929.53	\$66,970.00	\$28,594.58	\$16,076.71	\$487.60	\$80,761.21	\$5,091.86	\$8,051.93

Cash	Receipts	Expenses	Balance
Beginning Balance	25,540.30		
Turnovers, Tax Title Receipts, etc	72,350.29		
Warrants, Banking Expenses		80,768.13	
Savings Account Interest	58.43		
Stabilization Account Interest	161.20		
	\$98,110.22	\$80,768.13	\$17,342.09
Bank Accounts			
Checking Account Balance	\$2,261.96		
Cash on hand	\$1,678.05		
Savings Account Balance	\$8,869.32		
Stabilization Account Balance	\$4,532.76		
Total Cash	\$17,342.09		

BALANCE SHEET, June 30, 2007

ASSETS

Cash	\$ 17,342.09
2007 Real Estate	\$ 10,148.06
2006 Real Estate	\$ 78.68
Tax Title and Possessions	\$ 62,483.86

Total Assets **\$ 90,052.69**

LIABILITIES

Overlay 2007	\$ 2,484.52
Overlay 2006	\$ 2,605.32
Overlay 2005	\$ 2,704.75
Tax Title Revenue	\$ 62,483.86
Surplus Revenue	\$ 11,722.31
Gift Account	\$ 3,167.43
Stabilization	\$ 4,532.76
FEMA 1701 April 2007 Noreaster	\$ (426.71)
Tax Collection	\$ 58.17
District Office Expenses	\$ 326.20
Attorney's Fee	\$ 153.17
Entranceway Maintenance	\$ 240.91

Total Liabilities **\$ 90,052.69**