



**Leino Park Water District (LPWD)
Annual Meeting – June 8, 2019**

1. **Call to Order** on June 8, 2019 at 10:04 am
 - Board members: Sue Miller (SM), Dave Crumbley (DC), Bob Brown (BB), Bob Marien (BM), Derek Knerr (DK), and Amie Robillard (AR).
 - Other members present: 13 Guests present: 2

2. **Introductions and Announcements:**
 - SM welcomed everyone and thanked them for attending. The Board members introduced themselves.
 - Welcome to the neighborhood those who have moved in over the past year. We encourage everyone to attend the monthly board meetings which are scheduled on the first Wednesday of each month.

3. **Review and Approve Minutes:** Minutes from our last annual meeting (June 30, 2018) were handed out (and had been posted on our website) for review, comments and approval. A motion was made to accept the minutes as distributed. The motion was then seconded and passed unanimously.

4. **Election of Officers:** Open positions are: Chairperson (1 year term currently held by Sue Miller), Treasurer (1 year term currently held by Derek Knerr), Commissioner (1 year term currently held by Bob Brown), and Clerk-Moderator (1 year term currently held by Amie Robillard).
 - SM asked if anyone else would like to volunteer to hold one of these open positions on the board. No further volunteers were presented, so a motion was then made to elect the Board as it currently stands. That motion was seconded and passed unanimously.

5. **Reports:**
 - A. **Treasurer Report (Finance/Budget):**
 - **Financial Presentation** - The 2018 Balance Sheet and Income Statement, (both covering the period from January 1, 2018 through December 31, 2018), were distributed to all attendees before the meeting. DK reviewed the Total Assets from the Balance Sheet, then reviewed some specific details included on the Income Statement. There were some questions and clarification regarding bridge maintenance and some discussion regarding the road maintenance for 2018. A motion was made to accept the financial report as presented. The motion was seconded and passed unanimously.
 - **Billing** - DK announced that water meters will be ready in the month of June and bills will then be sent. Clarification was provided on our billing system – LPWD bills for water only 2 times/year, however the town of Westminster bills us quarterly. At some point LPWD may change the billing cycle, but at this time we remain at 2 times/year.
 - Only 1 resident is currently in arrears for their water bill and collection actions are in place.

 - B. **Water Commissioner Report:**
 - **Maintenance of lines and meters** - DC reported that there are no current problems with our water lines or water meters. There was one freeze up this past winter and 1 broken line was repaired.
 - **Water Quality** - DC also reported that our water is still safe and within acceptable Massachusetts Department of Environmental Protection (DEP) and United States

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Environmental Protection Agency (EPA) levels.

- There was a question about the Lake Association's notice about water treatment and it was explained that this is not related to our drinking water quality.
- Another resident commented that they had an issue with their water pressure being much stronger than it should have (120lbs/square inch, compared to 40lbs/square inch). It was found that there was no regulator on the intake valve. This was repaired, and noted that all homes should have a pressure reducer to alleviate this issue.
- A few new septic systems have been installed in the past year.
- DC reported that flushing of the fire hydrants is done quarterly to clean the lines. Approximately 50,000 gallons of water is flushed into the lake, and this is consistent with the town flushing system.

C. **Maintenance Report:**

- **Bridge** - SM issued a special thanks to Bob Brown, Bob Marien, and everyone else that has helped in the never-ending repair effort. There have been some major bridge repairs in the past year, including the installation of new I-beams underneath and a large steel plate for additional support. The repairs will continue as needed, until replacement begins.
- **Roads** – DK reported that some large sections of road repair was done this past spring as a result of heavy wear and tear over the winter months. Information was shared around the decision for repairing only sections versus a total road replacement.
- The speed bumps will be put down after the roads are swept, hopefully within the next few weeks.

D. **Bridge Report:** DK and AR shared that they have taken the role of regularly meeting to research, compile the necessary documents, communicate with officials, and exchange communication to continue and move this process forward.

- **Replacement Options** – LPWD is continuing towards a complete bridge replacement. We are seeking to replace with a 210 foot long, 16 foot wide timber structure.
- **Replacement Funding** – As of October 28, 2018 LPWD has been approved for a \$1.1million, 40 year Rural Housing Service (RHS) loan, through the United States Department of Agriculture (USDA).
- Much of this past year has been spent working towards meeting the requirements of this loan. This includes, but is not limited to the following:
 - Section 106 letters, which requests approval from the Native American Tribes, were sent out from the USDA and returned as approved; this step is now considered complete and closed.
 - DK and AR began working towards a Design-Build construction application to learn several months later through legal advice, and after a government shutdown, that our project does not qualify for the Design-Build method because it is less than a 5 million dollar project.
 - It was March when DK and AR began with the traditional Design-Bid-Build method of application. This triggered us to begin securing an engineer.
 - Due to the time lost in pursuit of Design-Build approval, LPWD then needed to request an extension to meet the requirements of the USDA loan. An extension was requested until October, but granted until September 2019.
 - DK maintained frequent contact and communication with a bridge construction company

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- for an official design proposal. A timber vehicular bridge design proposal was received from York Bridge Concepts. This proposal was forwarded to our attorney for review and feedback was provided to secure some additional information, plus interim financing before proceeding.
- DK also maintained frequent contact and communication with an engineering firm to provide a quote for services needed for the bridge design. A proposal for engineering services was received from McCarty Engineer, Inc. This proposal was forwarded to the attorney for review and approval was given to proceed once interim financing has been secured.
 - AR explained that interim financing is needed because although the USDA has approved a \$1.1 million Rural Housing Service loan, funding will not be provided until the completion of the project. Therefore, obtaining interim financing became a top priority. Legal advised we look into the Statehouse Note Program. Conversations and exchange of information has led us to be confirmed by the USDA that this program is not recommended, rather we should pursue commercial financing. DK worked with several commercial lenders who denied to provide financing due to the nature of our loan. USDA contacts began working on an alternate funding option, which could result in further applications and approvals; at the time of meeting, no further information was available.
 - A Legal Agreement was received from attorney Stephen Madaus, it was signed by all board members and submitted for USDA review; approval was granted; this step is now considered complete.
 - AR and DK provided an update on the Grants discussion which was presented at the 2018 meeting. AR and DK looked into the Baker Polito Act and found that this bill is applicable only to bridges with a 10-20ft span; our bridge is 200+ feet.
 - After additional research on Department of Transportation Grants, it was discovered we could apply for a Grant called BUILD which is awarded to larger bridge repair and replacement, however there is not a current open application.
 - It was reported that in March, AR was in contact with Senator Dean Tran's office and he then attended the LPWD April 2019 board meeting with Councilor Nathan Boudreau. They inquired on the history of Leino Park becoming a Water District and what services and benefits LPWD receives from the town of Westminster. It was confirmed that there is a safety hazard in the amount of time it would take any emergency personnel to reach a resident in Leino Park and a letter was sent to the Town of Westminster in support of their funding. However, since we are private entity, there is nothing Senator or the town of Westminster can do to provide financial aide.
 - Discussion was had about the total amount owed by each resident; at the 3.875% interest rate, each of 65 households would be responsible for 40 annual payments of approximately \$825, or could opt to payoff their entire obligation with a one-time payment of approximately \$17,600.
 - A question was raised about the possibility to secure a private investor, rather than interim bank financing. AR stated that they will inquire with the USDA if that is a possible option, as it has not been presented as a possibility before.
 - A question was raised about the conflict between Wyman Lake Association, the town of Fitchburg, and whether or not this would affect our rights in any way. We do not foresee their conflict to have anything to do with our project.

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E. Communication Report:

- **Facebook** – Please search for Leino Park and “like” our page. This can be one of the quickest ways to get up-to-date information on our neighborhood.
- **Website** - www.LeinoPark.org - The website content is up-to-date however, we are interested in having someone design a new website for us. If you are interested please contact us through facebook or email.

F. Old Business:

- We would like to remind everyone to keep the 7 right-of-ways clear of personal items and open to all Leino Park residents
- The Town of Westminster owns the property at the corner of Pine Street and Parkwood Lane but refuses to enforce dumping regulations. We would like to remind all members to refrain from dumping lawn waste into the wetlands by Parkwood Lane.
- It was discussed that the morning parking while waiting for the school bus has improved since last year’s meeting. We thank everyone for observing the posted signs and pulling far off the side of the road while waiting for the school bus.
- SM reiterated the need to go as slow as possible over the bridge. We may need to use this bridge for at least another year.

G. New Business:

- A sign for ‘one car at a time’ will be posted on the Leino Park side of the bridge. AR commented, and several members agree, that we constantly see multiple cars traveling across the bridge at the same time. We ask all members to please remind guests to travel slowly and only one car on the bridge per crossing.

H. Adjournment - A motion to adjourn was made at 11:15 am. All in favor.

Respectively submitted,
Amie Robillard
Clerk/Moderator