



**Leino Park Water District (LPWD)  
Annual Meeting – August 8, 2020**

1. **Call to Order** on August 8, 2020 at 10:02am
  - Board members: Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Dave Crumbley (DC), Bob Brown (BB); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
  - Other members present: 24                      Guests present: 1
  
2. **Introductions and Announcements:**
  - Elizabeth (EW) welcomed everyone and gave a “thank you” to all for attending. EW introduced herself as the acting Chairperson since January 2020. The previous Chairperson Sue Miller, relocated in October of last year. The additional Board members introduced themselves.
  - All other members and guests present introduced themselves.
  - Welcome to the neighborhood those who have moved in over the past year. Everyone is encouraged to attend the monthly board meetings, which are scheduled at 7pm on the first Wednesday of each month, and held at 11 Old Oak Ave.
  
3. **Review and Approve Minutes:**
  - The draft meeting minutes from the LPWD [June 8, 2019 Annual Meeting](#) were distributed for final review, comments and approval. A motion was made to accept the minutes as distributed. This motion was then seconded and passed unanimously.
  - The meeting minutes from LPWD [Special District meeting](#), held December 7, 2019, were reviewed and the motion was read aloud by AR. A motion was made to accept the minutes as read aloud. This motion was then seconded and passed unanimously.
  
4. **Election of Officers:** Open positions are: Chairperson (1 year term currently held by Elizabeth Williams), Treasurer (1 year term currently held by Derek Knerr), Commissioner (1 year term currently held by Bob Marien), and Clerk-Moderator (1 year term currently held by Amie Robillard).
  - EW asked if anyone else would like to volunteer to hold one of these open positions on the board. No further volunteers were presented.
  - A motion was then made to re-elect the Board as it currently stands. This motion was seconded and passed unanimously.
  
5. **Reports:**
  - A. **Treasurer Report (Finance/Budget):**
    - **Financial Presentation** - The Financial Balance Sheet and Income Statement, covering the period from January 1, 2019 through December 31, 2019, was distributed to all attendees. DK reviewed the Total Assets from the Balance Sheet and explained some of the estimations on the 2020 column of the Income Statement.
    - **Billing** – LPWD currently bills residents for water twice annually. At this time, payments have been received by almost all residents – thank you! However, approximately 5 households are currently behind on payments.
    - DK reminded everyone of the Dec 2019 notice that went out about a \$200 increase to our annual LPWD Bridge Fund payment. This increase is reflected in the 2020 real estate tax bills.
      - A motion was made to accept the financial report as presented. The motion was seconded and passed unanimously.

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**B. Water Commissioner Report:**

- **Maintenance of lines and meters** - DC reported that there are no current problems with our water lines or water meters. The master meter calibration performs at nearly perfect according to a July 2020 test.
- **Water Quality** - DC also reported that our drinking water is safe and within acceptable levels according to Massachusetts Department of Environmental Protection (DEP) and United States Environmental Protection Agency (EPA). DC tests water samples monthly.
  - A motion was made to accept the water commissioner report as presented. The motion was seconded and passed unanimously

**C. Maintenance Report:**

- **Bridge** - EW issued a special thanks to Bob Brown, Bob Marien, and everyone else that has helped in the never-ending repair effort. BB and BM report that there have been some major bridge repairs in the past year, including the installation of some large steel plates to the bridge surface, for additional support. The patching and repairs will continue as needed, until replacement begins.
- **Roads** – BB reported on a recent road repair done on Ridge Ave and Pine St. This large repair job was done as a necessity to homeowners at the end of Ridge Ave as the heavy rain water caused excessive runoff into their property. Davenport Paving was hired to repair the road, allow for proper water drainage, and create a curb.
- The speed bumps were put down this year by BB, despite the roads being professionally swept.
  - A motion was made to accept the maintenance report as presented. The motion was seconded and passed unanimously

**D. Bridge Report:**

- **Replacement Options** – LPWD is continuing to work towards a complete bridge replacement. We are seeking to replace the current structure 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). However, funding will not be provided until the completion of the bridge replacement project. Therefore, interim financing must be secured.
- Much of this past year has been spent working towards meeting the requirements of the USDA loan. This includes, but is not limited to the following:
  - The Legal Agreement, from Attorney Stephen Madaus, was sent to the USDA and has been approved as meeting all USDA requirements. This item is now marked as complete.
  - A Title Report has been provided, from Gould Title Company.
  - UniBank has been identified as a source of Interim Financing and assisted with the Statehouse Note Program application.
  - DK was provided with a Municipal Advisory Agreement (UniBank), which was reviewed/edited by legal, and executed.
  - Bond Council has been secured, however not USDA approved until an Engineer Agreement is completed and provided.
  - A certified copy of the December LPWD Special District Meeting voting results was sent to

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UniBank, as required.

- In April, McCarty Engineering submitted their completed 100+ page Engineer Agreement to DK and therefore the USDA, for review and approval.
  - COVID-19 delayed further movement of this application until an anticipated Sept/Oct timeframe.
  - In July, the USDA responded to the Engineering Agreement with just a few minor edits needed.
  - Next steps of securing our bonds, then preparing the paperwork necessary to go out to bid, is expected to begin upon receiving approval of the Engineering Agreement.
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- Discussion was had about the total amount owed by each resident; at the current 2.375% interest rate, each of 65 households would be responsible for 40 annual payments of approximately \$660, or could opt to payoff their entire obligation with a one-time payment of approximately \$17,325.
  - A question was asked about what Engineer Firm has LPWD been working with – McCarty Engineering, Leominster MA: <https://mccartydb.com/>
  - A question was asked about their level of involvement in the project. DK clarified McCarty will provide the design, will assist with the bid and bidding process, and then LPWD will select the best bidder for build of the new structure. McCarty will assist with some of the demo and clean up as well.
  - The new bridge structure will be HS20 rated and strong enough to allow all emergency personnel the ability to cross.
  - The total time for construction is expected to be between 3 – 6 months from start to finish.
  - It was asked if Honeybee Lane will undergo any roadwork in preparation for all LPWD residents to use the road while our bridge is under construction. DK explained that although it is not the intention to spend money on that road, it is understood that some prep work may be needed. However it is also the plan to contact the Town for road safety assistance. In the past, the current owner of Honeybee Lane has expressed wanting to keep the road as rural as possible.
  - A question was raised asking if LPWD had ever considered becoming a municipality, as more money is easily available to municipalities. No, it has not been explored and therefore will be looked into. The member asking the question volunteered to investigate the process and length of time it would take if LPWD were able to become a municipality.
  - A question was asked on ownership of the lake. It is understood that Fitchburg has water rights. However, LPWD has ownership of the right-of-way under the bridge.
  - It was asked if permitting is expected to be an issue at all – none are foreseen. McCarty Engineering will assist with all necessary permits for this replacement project.
  - Clarification was asked about the current wood beams and if they would be reused. The current beams will not be reused. New beams will be placed and they will be more spaced out to allow for greater access when traveling under the bridge. The old (current) beams will be removed during demo.

### **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.

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- **Website** - [www.LeinoPark.org](http://www.LeinoPark.org) - The website content is up-to-date.

**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 does not enforce dumping regulations. We would like to remind all members to refrain from dumping lawn waste into the wetlands by Parkwood Lane.
- Please continue to go as slow as possible when crossing the bridge. Remind all visitors and guests to travel slowly around the park and only 1 car on the bridge per crossing.

**G. New Business:**

- Matt Hollows took the Small System Operator exam and has submitted all the necessary paperwork to become a Water System Operator. Matt will be the backup WSO for Leino Park and will work alongside DC when needed. Thank you, Matt!
- It was asked if there is a current rooster bylaw or if one had ever been considered due to the noise levels. Although there is not a current bylaw about roosters, the LPWD board will take this consideration as an action item to possibly grandfather the current rooster(s) but not allow any future.
- It was proposed that a Draft of all monthly LPWD meeting minutes are shared prior to their approval. This will allow residents to have the most recent and up-to-date meeting information. The board approved this proposal.

**H. Adjournment** - A motion to adjourn was made at 10:50 am. All in favor.

Respectively submitted,  
Amie Robillard  
Clerk/Moderator