



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – January 6, 2021

1. **Call to Order:** January 6, 2021 at 7:07pm
 - **Members present:** Chairperson: Elizabeth Williams; Water Commissioners: Bob Marien (BM), Dave Crumbley (DC), Bob Brown (BB); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** None
2. **Review and Approve Minutes:** Meeting minutes from Dec 2, 2020 were approved as distributed.
3. **Reports:**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$404.32 received. Income includes paid water bills (\$129), late fee (\$40), and interest.
 - **Expenditures** - \$2837.53. Expenses include water testing (\$224), park utilities (\$59.49), salaries (\$83.34), mileage reimbursement (\$26.67), and bridge replacement expenses (\$2444.04).
 - **Budget** – The annual year-end balance sheet was reviewed and discussed.
 - **Billing** – Water bills will be prepared and sent by the end of January.
 - **Other** – None.
 - B. **Water System Operator's Report:**
 - **Maintenance of lines and meters** – Nothing new.
 - **DEP/Quality** – DC will be taking water samples on Jan 12th.
 - **Water System Operator (WSO)** – DC is developing a Fee Schedule proposal, similar to the Town of Westminster's. This proposal will be considered for any future water Installation and Connection services needed. It is anticipated that this proposal will be available for review and consideration at the next meeting.
 - C. **Maintenance Report:**
 - **Bridge** – Additional repair work was needed and performed on Sunday, Jan 2, thanks to the organization of Mr. Bob Brown. Several holes needed patching. Additional supplies were purchased for more extensive future repairs, when the weather is more conducive. The LPWD board extends a very big “thank you” to everyone who played a role in this repair job, and great appreciation is given to Mr. Morin for the incredible generosity of the steel plates.
 - **Roads** – Nothing new.
 - D. **Bridge Report:** LPWD is seeking to replace the current structure with a 210 foot long, 16 foot wide timber structure. Updates and current status included below -
 - **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
 - Interim financing is in process with UniBank.
 - Payment was sent to McCarty Company for engineering costs.
 - **Replacement updates** – Engineer wetland and soil surveying was completed on Dec 31st.

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- Email received on 12/16/2020 from the USDA stating LPWD should expect “...a more formal letter in the near term... to include a consolidated list of information to be submitted by certain date (TBD).”
- Reply email was sent acknowledging receipt and anticipated fulfillment of the formal requests.
- An updated engineering timeline has been requested, per the USDA.
- Discussion about next steps regarding the USDA email; AR plans to call contact at USDA and will provide the board with a follow up email regarding the conversation.
- Design work to begin; a bridge design and preliminary permitting walk through is scheduled for Friday, Jan 9.
- A review of the current timeline of the replacement project; it is anticipated that the bridge design and bidding process will begin, then continue through the winter months.

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 – DK has kept the website content current and up-to-date
- **Mail and E-mail** LPWD@LeinoPark.org – If you haven’t done so already, please send your current email address to amier@leinopark.org to get on our mailing list.

4. New Business:

- Reminder about idling and temporarily parking at the entrance of Leino Park. When waiting for the bus in the morning, please use the dirt area to the side, and keep several feet back, free and clear of the street.

5. Old Business:

- LPWD is planning to contact the Nashua River Watershed Council in regards to the rights and ownership of the property around the edge of Wyman Pond, specifically for the rights-of-ways located throughout Leino Park. EW will follow up on this in the coming weeks.
- Travel slowly when crossing the bridge (max 5 mph) to avoid rattling or vibrations. Maintain a slow speed when traveling throughout the Park as well.
- Please remind visitors and guests to travel slowly and no more than one car on the bridge, per crossing.

6. Adjournment: at 7:52pm.

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: February 3, 2021, 7:00 pm at Derek Knerr’s house: 11 Old Oak Ave. Please bring your mask and respect social distancing.

Respectively submitted,
Amie Robillard - Clerk/Moderator
AmieR@leinopark.org