



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – April 7, 2021**

**1. Call to Order:** April 7, 2021 at 7:05pm

- **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Dave Crumbley (DC), Bob Brown (BB); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
- **Guest(s):** Joe Abdo

**2. Review and Approve Minutes:** Meeting minutes from March 3, 2021 were approved as distributed.

**3. Reports:**

**A. Treasurer Report (Finance/Budget):**

- **Receipts** – \$132.91 received. Income includes paid water bills (\$30), late fee (\$70), and interest (\$32.91 total).
- **Expenditures** - \$462.36 paid out. Expenses include water testing (\$224), park utilities (\$65.80), salaries (\$83.34), mileage reimbursement (\$26.66), office supplies (\$32.71) and road maintenance (\$29.84).
- \$45,630.00 paid to McCarty Engineering, from the construction escrow account. Expenses include December and January invoicing (\$44,180) and NOI permitting (\$1450).
- **Budget** – Water payments have been received by all except 5 households.
- **Billing** – 1 invoice received from McCarty Engineering: February project invoice.
- **Other** – It was noted that interest rates are very low, currently \$0.05.

**B. Water System Operator's Report:**

- **Maintenance of lines and meters** – Nothing new.
- **DEP/Quality** – DC will be taking water samples on April 13<sup>th</sup>.
- **Water System Operator (WSO)** – A final draft of the Water System Fee Schedule was shared with all present. This fee schedule was unanimously approved, will be posted to the website, and will be in place for any future water system services needed.

**C. Maintenance Report:**

- **Bridge** – There are continuing issues and reoccurring weak spots on the bridge surface that required immediate attention. BB performed a quick patch job midweek.
- On Saturday, April 3, with the guidance from BB a larger crew of neighbors volunteered to perform several large repairs including a 10' I-beam inserted underneath for additional support and 4 steel plates put down, one being over 4x8' in size. This work took over 9 hours, from start to finish. LPWD is extremely thankful to all who volunteered their time, effort, resources, and energy. LPWD also wishes to extend a Thank You to Fitchburg Welding, specifically Paul Morin, for their ongoing support and supplies for the bridge repairs.
- **Roads** – BB requests to purchase graded base for Pine St and Parkwood Lane, estimated cost to be under \$1000 in total. Request approved.
- Question was asked about street sweeping. LPWD would need to hire a private contractor; this expense is not approved. Rather, we ask all residents to sweep and take care of their own

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street fronts.

- Davenport Paving will remove the bridge debris that remains at the end of the bridge.

**D. Bridge Report:** LPWD is working to replace the current structure with a 210 foot long, 16 foot wide timber structure. Updates and current status included below -

- **Replacement updates** – A response letter was sent to the USDA on March 9, 2021 with additional information/documentation as requested. Items include: a more detailed construction timeframe/schedule from the engineer, clarification of borrower contribution financials, verification of the Betterment collection, and follow up on the interim financing.
- AR has been in contact and communication with Lori Lombard, VP at UniBank Financial Services, Inc. for municipality financing advice. UniBank will guide, prepare, review bids, and assist in all communication as we apply for the State House Note Program (SHNP).
  - As requested, UniBank prepared a cost breakdown letter for LPWD to submit to the USDA. Letter submitted and approved by the USDA.
- USDA reports satisfaction with current project status. A revised Letter of Conditions may be reissued or amended. Discussions of a project extension will continue.
- Preliminary design and specs have been received by McCarty Engineering and will be used for Notice of Intent Permitting with both the Town of Westminster and the DEP.
- **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
- Two interest bearing escrow accounts are established with Rollstone Bank & Trust: one account is dedicated to construction expenses and was opened with \$120-thousand from the LPWD savings account. The second is for the repayment of our Agency loan; all bridge fund betterments/assessments collected starting in FY 2022 will be deposited into the agency loan account.
- The first Monthly Project Budget Report (MPBR) – March 2021 - was prepared and sent to the USDA for their review and approval. Approval was received and project invoices were paid (as referenced under Expenditures).

**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](http://www.LeinoPark.org)
- **Mail and E-mail** [LPWD@LeinoPark.org](mailto:LPWD@LeinoPark.org)

**4. New Business:**

- Yard Sale! When? Saturday, May 1 from 9am – 1pm. (Rain date Sunday, May 2). Signs advertising the LPWD Community Yard Sale were approved as distributed. The signs will be posted around the park and shared on social media. Any resident who would like to participate may do so; no registration needed.
- Annual Westminster Town Meeting is scheduled for May 1.
- Discussion about the LPWD annual meeting with preparations for mid-June. A final date to be determined at the May meeting.

**5. Old Business:**

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- 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 8:09pm.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of next month: May 5, 2021, 7:00 pm at Derek Knerr's house: 11 Old Oak Ave. All are welcome! Please bring your mask and respect social distancing.

Respectively submitted,  
Amie Robillard - Clerk/Moderator  
[AmieR@leinopark.org](mailto:AmieR@leinopark.org)