



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – June 2, 2021

1. **Call to Order:** June 2, 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, Matt Hollows
2. **Review and Approve Minutes:** Meeting minutes from May 5, 2021 were approved as distributed.
3. **Reports:**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$16.52 received. Income includes paid interest (\$16.52 total).
 - **Expenditures** - \$4185.35 paid out. Expenses include water testing (\$24), park utilities (\$63.59), salaries (\$83.33), mileage reimbursement (\$26.67), and water from Westminster (\$3987.76).
 - **Budget** – Water payments have been received by all except 4 households.
 - **Billing** – Up to date.
 - B. **Water System Operator's Report:**
 - **Maintenance of lines and meters** – WSO received a concern of chlorine smell from one of the household lines. DC verified all readings are accurate and within range. Discussion about line locations and possibly flushing a curb stop.
 - **DEP/Quality** – DC will be taking water samples on June 8th.
 - **Water System Operator (WSO)** – DC was contacted regarding a tight tank being added to 61A Old Oak; MA water resources will be consulted.
 - A draft of the Water Department Fee Schedule was approved with a proposed amendment to add underground line detection service.
 - Discussion about exercising a curb stop maintenance program. DC and Matt Hollows will develop a plan to have all household shutoff valves located and tested. All hydrants throughout LPWD will be tested and flushed as well.
 - If you are planning to have a driveway repaved, please contact our WSO, Dave Crumbley.
 - C. **Maintenance Report:**
 - **Bridge** – It is noted that some weak and soft spots are appearing. Work will be done to correct and reinforce these holes.
 - **Roads** – Road and pothole repairs will continue around the park.
 - Gravel on Pine Street was spread in May.
 - Speed bumps will go in before July 4th.
 - Davenport Paving is planning to 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 -

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- **Replacement updates –**
 - AR received confirmation that a debt statement is not needed and received approval with a “Greenlight Letter” from bond counsel regarding the requirements letter.
 - This greenlight letter was forwarded to the USDA. Upon receipt, the engineer plans/specs and confirmation of a construction account were requested and provided.
 - A Notice of Intent hearing with the Town of Westminster Conservation Committee was held on Thurs, May 20; approval was granted and a file number was issued.
 - Attorney Stephen Madaus will be consulted regarding a letter received from the City of Fitchburg requesting additional steps be taken to ensure liability and protection.
 - Under the current USDA Letter of Conditions, the obligated funds will be 3 years old on 9/24/21, therefore an extension request must be submitted to the Agency. AR will prepare and submit this request.
 - USDA confirmed and approved our Financial Advisory Agreement and interim financing plan.
- **Replacement funding –** LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
 - May Monthly Project Budget Report (MPBR) - was prepared and sent to the USDA for their review and approval. There were zero (\$0) received expenses for the month of May.

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
- **Mail and E-mail** LPWD@LeinoPark.org

4. New Business:

- **Reminder:** LPWD Annual District Meeting will be held Saturday, June 19th starting at 10am, at the Brown Residence: 46 Old Oak Ave.

5. Old Business:

- We ask all residents to sweep and take care of their own street fronts.
- 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.
- No dumping! Please respect our land and remind your guests/visitors to do the same. No dumping signs will be put up on Pine St.

6. Adjournment: at 8:04pm.

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: July 7, 2021, 7:00 pm at Derek Knerr’s house: 11 Old Oak Ave. All are welcome!

Respectively submitted,

Amie Robillard - Clerk/Moderator

AmieR@leinopark.org