



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

1. **Call to Order:** July 7, 2021 at 7:02pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB), Joe Monette (JM); Water System Operator: David Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** none
2. **Review and Approve Minutes:** Meeting minutes from June 2, 2021 were approved, after review of one edit.
3. **Reports:**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$34,162.81 received. Income includes payments from Bridge Fund Receipts (\$23,600), Maintenance Fee Receipts (\$10,325), water income and late fee (\$222.75), and interest (\$15.06).
 - **Expenditures** - \$828.66 paid out. Expenses include water testing (\$254), park utilities (51.13), salaries (\$83.34), mileage reimbursement (\$26.66), dues/subscriptions (\$300), and road maintenance/miscellaneous business (\$113.53).
 - **Budget** – Water payments have been received by all except 3 households.
 - **Billing** – Invoices received from McCarty Engineering (\$8623.25), Locke Lord LLP, and Accounting/Tax preparation. Invoices approved for payments.
 - LPWD Taxes have been filed.
 - Water bills will be sent mid-July.
 - B. **Water System Operator's Report:**
 - **Maintenance of lines and meters** – WSO was contacted by the Town about not being able to access the main water meter because of a padlock. Upon inspection and consulting with nearby residents for any information about the lock, DC instructed the Town to cut the lock and gain access. LPWD has no association with the lock that was placed and will take steps to monitor access to the main meter.
 - The four LPWD fire hydrants have been greased, lubricated, tested and flushed to ensure ease of access. A regular maintenance plan will be implemented.
 - **DEP/Quality** – DC will be taking water samples on July 13th.
 - **Water System Operator (WSO)** – Water meter readings will take place on Monday, July 5th.
 - Continued 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 included in this maintenance plan.
 - C. **Maintenance Report:**
 - **Bridge** – The weak and soft spots are noted. The bridge is very bumpy. BB will gather a crew to repair the larger spots and reinforce the soft spots.
 - Any bridge closures will be posted on the Leino Park facebook page.
 - **Roads** – Street pothole repairs will continue around the Park.

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- Speed bumps were installed around the Park. Please continue to drive slowly.
- 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 -

- **Replacement updates –**
 - 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 prepared and submitted this request to the Agency on June 3.
 - Letter received from the Agency Engineer prompted a conference including AR, DK, and McCarty Engineering. Timeline was reviewed and McCarty Eng. will complete the USDA Rural Development forms then submit to the Agency for review and approval.
- **Replacement funding –** LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
 - June Monthly Project Budget Report (MPBR) was prepared and sent to the Agency for their review and approval. Received expenses include the McCarty Engineering invoice as noted under the Treasurers Report.

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:**

- Wyman Lake Association Meeting to be held July 13, 2021 at the Westminster Senior Center. DK to provide a bridge report and update.
- DK and AR are working with the Town Administrator to set up a meeting to discuss the bridge replacement project, the finances association with it, and the assistance needed with Honey Bee Lane during the bridge project.

5. **Old Business:**

- Thank you for attending the Annual District meeting in June! A draft of the 2021 meeting minutes can be found [here](#).
- The boat ramp at the end of North Shore Road is locked. For the lock code, contact any board member.
- All residents are asked to their own street fronts; no professional street sweeping will happen this year.
- 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.

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6. Adjournment: at 7:58pm.

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: August 4, 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