



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

1. **Call to Order:** October 6, 2021 at 7:07pm
  - **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):** Angela Jackson
2. **Review and Approve Minutes:** Meeting minutes from Sept 1, 2021 were approved as published.
3. **Reports:**
  - A. **Treasurer Report (Finance/Budget):**
    - **Receipts** – \$770.70 received. Income includes payments from water income (\$666.50), late fee (\$90), and interest (\$14.20).
    - **Expenditures** - \$389.93 paid out. Expenses include quarterly water testing (\$224), park utilities (\$55.93), salaries (\$83.34), and mileage reimbursement (\$26.66).
    - **Budget** – Water payments have been received by all except 1 household.
    - **Billing** – An abatement was approved from the water used during the fire on Old Oak Ave. A credit will be given during the next billing cycle.
  - B. **Water System Operator's Report:**
    - **Maintenance of lines and meters** – Maintenance and continuous flushing of the fire hydrants throughout the Park was discussed. Consideration and approval was given for the borrow, purchase or rental of a fire hose for faster and more efficient flushing.
    - Reminder of well maintenance – all homeowners with private wells for drinking water need to get their well tested 1x/year.
    - **DEP/Quality** – DC will be taking water samples on October 12<sup>th</sup>.
    - **Water System Operator (WSO)** – DK contacted the DPW about our master meter calibration to find out the calibration has been performed and is complete.
  - C. **Maintenance Report:**
    - **Bridge** – It is noticed a few holes are beginning to appear as the bridge surface wears.
    - **Roads** – BB reported patching was done to the roads around the Park in early September.
    - Speed bumps will remain in place until early November; please continue to drive slowly.
    - Lengthy discussion about repairs to Honey Bee Lane; what can we residents do to repair and/or maintain the road. EW and JM to do some research.
  - 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** –
      - The final stages of permitting are underway. After an extended review process, a MEPA (MA Environmental Policy Act) certificate was issued at the end of September. This allows the Project Engineer to proceed with the Chapter 91 waterway license.

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- It was noted that the Chapter 91 waterway license is anticipated to take 3 months with a completion date of Dec 2021. Therefore, a request was presented to the Agency which would allow the project bidding process to coincide with the Chapter 91 permitting process. The Agency approved this request, with the understanding that LPWD would not enter into contract until all permitting is complete.
- An updated project timeline was presented to the Agency, as requested, as part of the final extension to the loan application. An 18-month extension request was presented, which would allow until March 2023.
  - It is anticipated that review and selection of project bids will occur in November 2021
  - Once permitting is complete, contracts may be entered and finalized; mid-January 2022
  - Pre-construction will take place from January – April 2022
  - Construction is estimated at 20 weeks occurring from late April/May – September 2022
- The Agency approved the 18-month request – subject to additional requirements. *(As of meeting date, the additional requirements had not been provided).*
- The project engineer provided bid documents and plans for review. These documents were forwarded to the Agency for their review and approval. *(As of meeting date, the bid documents had not yet been reviewed by the Agency).*
- **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
  - Agency approval was received for the August project expenses (\$0).
  - September Monthly Project Budget Report (MPBR) was prepared and sent to the Agency for their review and approval. There were zero (\$0) project expenses for the month.

**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:**

- DK is looking into a Grant for billing software and is requesting the Town apply on our behalf.
- Wyman Lake Association will be announcing the Annual drawdown to begin around Nov 1.

**5. Old Business:**

- There is consideration for a neighborhood BBQ in 2022. If any neighbor is interested in planning this event, please contact a board member.
- 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.
- No dumping! Please respect our land and remind your guests/visitors to do the same. No dumping signs have been put up on Pine St.

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**6. Adjournment:** at 8:22pm.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of next month: November 3, 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](mailto:AmieR@leinopark.org)