



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – November 3, 2021**

1. **Call to Order:** November 3, 2021 at 7:03pm
  - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB); Water System Operator: David Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
  - **Guest(s):** Joe Abdo
2. **Review and Approve Minutes:** Meeting minutes from October 6, 2021 were approved as published.
3. **Reports:**
  - A. **Treasurer Report (Finance/Budget):**
    - **Receipts** – \$1420.55 received. Income includes payments from bridge fund receipt (\$800), maintenance fee receipt (\$350), water income (\$236.50), late fee (\$20), and interest (\$14.05).
    - **Expenditures** - \$190.73 paid out. Expenses include monthly water testing (\$24), park utilities (\$56.73), salaries (\$83.33), and mileage reimbursement (\$26.67).
    - **Budget** – Water payments have been received by all except 1 household.
    - **Billing** – Water bill was received from the Town of Westminster.
    - An invoice was received from the tar used.
  - B. **Water System Operator's Report:**
    - **Maintenance of lines and meters** – Maintenance and continuous flushing of the fire hydrants throughout the Park was discussed.
    - **DEP/Quality** – DC will be taking water samples on November 9<sup>th</sup>.
    - **Water System Operator (WSO)** – The DEP sanitary survey is due this month. This survey occurs every 3 years. A representative from the DEP will come test the water system and a final report will be provided to DC.
  - C. **Maintenance Report:**
    - **Bridge** – Major repairs to the bridge surface will happen on Saturday, Nov 6. There are 4 spots that need immediate attention and will likely require new steel plates to be added.
    - **Roads** – Speed bumps were removed on November 1.
    - It was noted that large appliances and electronics were found dumped on Honey Bee Lane.
  - 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 Chapter 91 waterway license will complete our permitting process. This application is submitted with an expected issuance of Nov 28 and a closing of the appeal period on Dec 19.
      - The Agency assigned additional requirements, as part of the 18-month extension approval. DK and AR had a conference call with the Agency to review and understand these new requirements –
        - LPWD is required to open a Debt Service Reserve (DSR) and must deposit an

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additional 1/10<sup>th</sup> of annual debt into this account, totaling approximately \$5454.90 annually

- A certification of the special assessments collected is to be provided to ensure repay-ability, including a narrative certifying the historic assessment/collection and plans for future collection. An updated board vote and bank account statements showing accrued assessments must be included.
- The final project bid documents were submitted to the Agency for review and approval prior to advertising, on Oct 7. On October 25, a response was received from the Agency engineer which included several red-line edits needed.
- **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
  - Agency approval was received for the September project expenses (\$0).
  - October Monthly Project Budget Report (MPBR) was prepared and sent to the Agency for their review and approval. Project expenses totaled \$9521.23 for the month and included the July and August invoicing from McCarty Engineering.

**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:**

- Wyman Lake Association began the Annual drawdown on Nov 1<sup>st</sup>.
- Discussion about our street lights and the utilities used. Lights are currently rented from National Grid and although the cost is not extreme, consideration was given to purchasing the lights, versus renting, or should we look into another electric company for rental quotes.

**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.

**6. Adjournment:** at 7:55pm.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of next month: December 1, 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)