



**Leino Park Water District (LPWD)
Annual Meeting – June 19, 2021**

1. Call to Order on June 19, 2021 at 10:04am

- Board members: Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Dave Crumbley (DC), Bob Brown (BB); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
- Other members present: 27 Guests present: 0

2. Introductions and Announcements:

- Elizabeth (EW) welcomed everyone and gave a “thank you” to all for attending. EW introduced herself as the Chairperson. The additional Board members introduced themselves.
- All other members present introduced themselves.
- Welcome to the neighborhood those who have moved in over the past year. Everyone is encouraged to attend the monthly board meetings, which are scheduled at 7pm on the first Wednesday of each month, and held at 11 Old Oak Ave.

3. Review and Approve Minutes:

- The draft meeting minutes from the LPWD [August 8, 2020 Annual Meeting](#) were distributed for final review, comments and approval. A motion was made to accept the minutes as distributed. This motion was then seconded and passed unanimously.

4. Election of Officers: Open positions are: Chairperson (1 year term currently held by Elizabeth Williams), Treasurer (1 year term currently held by Derek Knerr), Commissioner (1 year term currently held by David Crumbley), and Clerk-Moderator (1 year term currently held by Amie Robillard).

- EW asked if anyone else would like to volunteer to hold one of these open positions on the board.
 - Joe Monette volunteered to take the Commissioner position.
 - A motion was made to elect Joe as the Commissioner. This motion was seconded and passed unanimously.
 - A second motion was then made to re-elect the additional Board members: Elizabeth Williams as Chairperson; Derek Knerr as Treasurer; Amie Robillard as Clerk-Moderator. David Crumbley will remain Water System Operator, with Matt Hollows (not present) as back up Water System Operator. This motion was seconded and passed unanimously.

5. Reports:

A. Treasurer Report (Finance/Budget):

- **Financial Presentation** - The Financial Balance Sheet and Income Statement, covering the period from January 1, 2020 through December 31, 2020, was distributed to all attendees. DK reviewed the Total Assets from the Balance Sheet and explained some of the estimations on the 2021 column of the Income Statement.
- **Billing** – LPWD currently bills residents for water twice annually. At this time, payments have been received by almost all residents – thank you! However, approximately 4 households are currently behind on payments.
 - A motion was made to accept the financial report as presented. The motion was seconded and passed unanimously.

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B. Water Commissioner Report:

- **Maintenance of lines and meters** - DC reported that there are no current problems with our water lines or water meters.
 - Following the fire on Old Oak Lane, all hydrants have been inspected, lubricated, and are found to be in working order.
 - A maintenance plan is in place for the summer 2021 – all curb stops will be checked to ensure accessibility and working order.
 - Reminder: before paving a driveway, please contact the WSO to be sure curb stops are located prior to construction.
- **Water Quality** - DC reported that our drinking water is safe and within acceptable levels according to Massachusetts Department of Environmental Protection (DEP) and United States Environmental Protection Agency (EPA). DC tests water samples monthly.
 - A motion was made to accept the water commissioner report as presented. The motion was seconded and passed unanimously

C. Maintenance Report:

- **Bridge** - EW issued a special thanks to Bob Brown, Bob Marien, and all volunteers who have helped in the continuing bridge repair effort. BB and BM report that there have been some major bridge repairs in the past year, including the installation of a large steel beam, for additional support. The patching and repairs will continue as needed, until replacement begins.
 - Discussion about adding 'no wake zone' signs at the bridge.
- **Roads** – BB reports road conditions are OK. Street sweeping will not occur this year due to additional expense incurred and the previous company used is no longer available.
- A vote was taken regarding whether or not speed bumps should be placed throughout the park; it was unanimously agreed to put the speed bumps, preferably prior to July 4th.
 - A motion was made to accept the maintenance report as presented. The motion was seconded and passed unanimously.

D. Bridge Report:

- **Replacement Updates** – LPWD is continuing to work towards a complete bridge replacement. The current structure will be replaced with a 210 foot long, 16 foot wide timber structure. Updates and current status included below –
 - The Engineering Agreement prepared by McCarty Engineering, Inc. was approved by USDA (the Agency) in Oct. 2020; wetland scientist and surveying was performed Nov. 2020.
 - A notification letter of Agency concerns was received mid-Jan 2021. This letter included 9 action items to be resolved within a 30 day deadline. Items include: cost updates with line items breakdowns, revised construction timeline, revised engineer agreement, licensing/certification, interim financing, FY 2020 financials, FY 2021 budget, projected first year project budget, and a certification of special assessments collected to date.
 - DK, AR, and EW met frequently to fulfill the items requested and provided a written response by the mid-Feb deadline.
 - March 2021 the Agency replied with additional information/documentation 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.

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- Richard Manley at Locke Lord, LLP was been secured as bond counsel for the project.
- April 2021 - UniBank prepared and submitted a cost breakdown letter for LPWD to submit to the Agency; letter approved.
 - The Agency reports satisfaction with current project status. A revised 'Letter of Conditions' may be issued or amended. Discussions of a project extension will continue.
- MassDEP has issued a NOI file number with the Dept of Environmental Wetlands Protection.
- A Notice of Intent hearing with the Town of Westminster Conservation Committee was held in May 2021; approval was granted and a file number was issued.
- June 2021 a "Greenlight Letter" from bond counsel, regarding the requirements letter, was received which will approve Interim financing.
- **Replacement Funding** – As of October 28, 2018, LPWD is approved for a \$1.1million, 40 year Rural Housing Service (RHS) loan, through the United States Department of Agriculture (USDA) "the Agency".
 - Two interest bearing escrow accounts have been 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.
 - Beginning March 2021 Monthly Project Budget Reports (MPBR) are prepared and sent to the Agency for their review and approval.
- Discussion was had about the total amount owed by each resident; at the current 2.25% interest rate, each of the 61 households would be responsible for 40 annual payments of approximately \$689, or could opt to payoff their entire obligation with a one-time payment of approximately \$18,500.
- Discussion was had about the recent house fire on Old Oak Ave. and the additional destruction caused due to the lack of accessibility for the emergency vehicles. Is there anything the Town can do for us? Has anyone spoken to the Town Administrator for help? Discussion about repairing Honey Bee Lane road during bridge repair and also for emergency situations.
- Discussion about a neighborhood petition requesting Town assistance for money towards bridge replacement. Include all neighborhood signatures; present at Fall Town meeting. This topic of discussion will continue at monthly LPWD board meetings and petition would be pending board approval.
- A question was asked regarding whether or not there would be property taxes as a result of ownership of the bridge. No, as a water district, we are a governmental entity.
- A question was raised about having money provided to us after the bridge construction has started – if this were to happen, the money received would be applied to the loan and would help offset the final repayment costs.
- A reminder that the new bridge structure will be HS20 rated and strong enough to allow all emergency personnel the ability to cross.
- The total time for construction is expected to be between 3 – 6 months from start to finish.

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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 - The website content is up-to-date.

F. Old Business:

- We would like to remind everyone to keep the 7 right-of-ways clear of permanent personal items and open to all Leino Park residents.
- The Town of Westminster owns the property at the corner of Pine Street and Parkwood Lane but does not enforce dumping regulations. We would like to remind all members to refrain from dumping lawn waste into the wetlands by Parkwood Lane.
- Please continue to go as slow as possible when crossing the bridge. Remind all visitors and guests to travel slowly around the park and only 1 car on the bridge per crossing.

G. New Business:

- Derek Knerr made all present aware of the bridge replacement plans and invited all to review.
- There have been bear sightings in the sandpit area.
- Neighbors are accepting donations for the Russ family – gift cards are most helpful.
- Welcome Joe Monette to the board of water commissioners.

H. Adjournment - A motion to adjourn was made at 11:13 am. All in favor.

Respectively submitted,
Amie Robillard
Clerk/Moderator