



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – April 6, 2022**

**1. Call to Order:** April 6, 2022 at 7:03pm

- **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB); Water System Operator: Dave Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
- **Guest(s):** Paul Clifford, George Anastis, Mike Carpenter, Jr., Mike Carpenter, Sr., Joe Abdo

**2. Review and Approve Minutes:** Meeting minutes from March 2, 2022 were approved as distributed.

**3. Reports:**

**A. Treasurer Report (Finance/Budget):**

- **Receipts** – \$461.43 received. Income includes water payments (\$401.40), late fee (\$50), and interest (\$10.03).
- **Expenditures** - \$6212.82 paid out. Expenses include Engineering invoice (\$5574.98), road maintenance (\$250), park utilities (\$53.84), salaries (\$83.34), mileage reimbursement (\$26.66) and water testing (\$224).
- **Billing** – Water payments have been received by all residents! Thank you.
- Legal bill received and marked as paid under legal retainer.
- **Other** – Taxes have been finalized; \$0 owed.

**B. Water System Operator's Report:**

- **Maintenance of Line and Meters** – no maintenance needed at this time.
- **DEP / Quality** – DC will be taking samples for DEP on Tuesday, April 12.
- Annual State Report (ASR) filed. This measures water usage and water consumed.
- We are actively seeking a backup Water System Operator for the district. Must have a high school diploma and pass a water systems operator exam. Support, training, and any course expenses would be provided by the district. This position requires approximately 2 hours/month. Anyone interested or for more information, please talk to Water System Operator Dave Crumbley or inquire with any board member.

**C. Maintenance Report:**

- **Bridge** – Small, soft spots are appearing on the bridge surface. No repairs have been needed recently. Patch is available and will be used as needed.
- **Roads** – Road patching is planned for the streets, specifically on N. Shore Rd.

**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 Project updates** –
  - DK and AR met with McCarty Engineering and lowest bidder (BTT Marine Construction, LLC) to discuss options and next steps to keep this project active. Discussion included options of project design modifications, exclusions, and competitive negotiation.
  - BTT Marine provided an updated, best and final bid for consideration.

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- DK and AR met with The Agency (USDA) to discuss funding options and solutions considering the received bid is above the budget for construction. A request for additional Agency funding was denied. A request to waive the requirement for a bond was denied. A request to waive the required debt service reserve (DSR) was also denied. Consideration was given to reallocate dedicated funds and move some into the construction budget.
  - A mid-month board meeting included review of the Bid, the LPWD budget and financial accounts. Board granted approval to provide additional applicant funding of \$133,000.
  - Agency approval was received to revise the budget by decreasing the contingency, reallocate those funds into the construction budget, and include the additional applicant contribution. Agency approval was granted to award the bid to BTT Marine Construction, LLC.
  - The contract was received and shared with legal counsel for review and approval. Legal must certify the review/approval of the contract prior to execution. As of meeting date, contract is still under review with legal.
  - Estimated project timeline: April through September 2022.
  - The lake water level will not need to be lowered at any time during this project, however shielding will be under the bridge and across the project area to prevent anything from entering the water and barriers will be on both sides of the bridge during construction with no access to cross.
- **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
    - Agency approval was received for the February project expenses (\$5,547.98).
    - Applicant funding has been increased to \$253,000 (\$133,000 increase).
    - The monthly project budget report template was updated to include the budget revisions.
    - AR contacted UniBank to begin Statehouse Note Program; Lori Lumbard will prepare a summary page on LPWD that will be included with bid package for the bidding of payment bond.
    - As requested by UniBank, AR and DK met with the Department of Revenue (DOR), as well as the UniBank team. The DOR wanted a better understanding of the bridge replacement project, a review of LPWD finances over the past several years, the Agency funding and the Letter of Conditions.
    - Audited financials will be required by the end of 2022.
    - The March monthly project budget report (MPBR) was prepared and sent to the Agency for review and approval. There were \$0 project expenses for March.

**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)

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**4. New Business:**

- DK requested National Grid to put a shield around the streetlights to deflect the light away from nearby homes. We are hopeful this will solve the reported problems of light shining in resident windows. However, the shields are adjustable and can be moved if needed. Please reach out to DK or any board member if the lighting is a concern.
- A financial request letter, which will be sent to the homeowners on Honeybee Lane and Parkwood Lane, is still in draft. The letter will include bridge replacement updates and request to contribute financially towards the annual repayments.
- EW plans to meet with Westminster Town Administrator to discuss the bridge replacement project and the need for assistance with Honeybee Lane during the bridge closure.
- The mailboxes on Bridge Street will be moved to Old Oak Ave.
- Thank you to whomever put the fresh potter flowers at the Leino Park sign!
- A date has been set for the Annual Leino Park Water District Meeting: Saturday, June 4 at 10am to be held at 46 Old Oak Ave.

**5. Old Business:**

- One car at a time on the bridge. Please remind your friends, family members, and anyone else who may be traveling across the bridge.
- Maintain a slow speed when traveling throughout the Park.
- Travel slowly when crossing the bridge (max of 5 mph) to avoid rattling or vibrations.

**6. Adjournment:** at 8:15pm.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of next month: May 4<sup>th</sup>, 2022, 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)