



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – May 4, 2022

1. Call to Order: May 4, 2022 at 7:05pm

- **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):** Bryan Berube, Sean Wiita, Mike Carpenter, Sr.

2. Review and Approve Minutes: Meeting minutes from April 6, 2022 were approved as distributed.

3. Reports:

A. Treasurer Report (Finance/Budget):

- **Receipts** – \$309.53 received. Income includes water payments (\$289.90), late fee (\$10), and interest (\$9.63).
- **Expenditures** - \$659.76 paid out. Expenses include an Accountant invoice (\$450), road maintenance (\$35.34), park utilities (\$40.42), salaries (\$83.33), mileage reimbursement (\$26.67) and water testing (\$24).
- **Billing** – An invoice was received from McCarty Engineering for February and March. This will be submitted to the Agency for approval.
- Water payments have been received by all residents! Thank you.
- **Other** – During the finalization of the State House Note program it was brought to our attention that the District should be considered tax exempt. They timeline to submit for a tax exempt status has passed, so this is something DK will pursue.
- A new accountant will be used for future purposes.

B. Water System Operator's Report:

- **Maintenance of Line and Meters** – no maintenance needed at this time.
- The fire hydrant on N. Shore Rd was flushed in April.
- LPWD will look into getting proper flushing equipment, hoses/lines. If the Town cannot assist us with the equipment, then Mike Carpenter will assist with providing equipment.
- It is anticipated that all of the hydrants throughout Leino Park will be flushed in July.
- Sean Wiita and Mike Carpenter have volunteered to look into the requirements and coursework needed to become a backup Water System Operator for the district.
- **DEP / Quality** – DC will be taking samples for DEP on Tuesday, May 10.

C. Maintenance Report:

- **Bridge** – Closed for construction until Fall 2022.
- **Roads** – Road patching is planned for the streets, specifically on N. Shore Rd.
- The mailboxes that were located on Bridge St. have been relocated to Old Oak Ave.
- Discussion over repaving all of Leino Park roads. JM will request quotes for this job. This topic will be discussed at the Annual meeting.
- DK spoke with Westminster DPW regarding Honeybee Lane and wanted to explore options of creating a secondary road parallel to Honeybee, where there is currently gated access. Due to liability and land ownership, the Town will not assist and does not recommend creating any

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new roads alongside Honeybee Lane.

- Speed bumps will be installed in the coming weeks.

D. Bridge Report: LPWD is working to replace the current structure with a 210 foot long, 16 foot wide timber structure.

- **Replacement Project updates –**

- A Certification of LPWD Commissioners was sent to legal as requested.
- The contract for construction was reviewed and approved by legal counsel. The *Certificate of Owner's Attorney and Agency Concurrence* form (RUS Bulletin 1780-26 of the Letter of Conditions) was signed, then sent to USDA for their concurring signature.
- The Agency requested a complete submission of the contract, plus required documents, assembled and submitted as one packet.
 - McCarty Engineering prepared the complete packet (303 pages total) for submission
- A possible added requirement for prevailing wages caused a brief delay; however, after clarification between legal counsel, the Agency, McCarty Engineering, BTT Marine Construction, and the District, it is confirmed that prevailing wages are required and will be paid as such throughout the duration of this project.
- Onsite preconstruction conference was held on Monday, April 25 including McCarty Engineering, BTT Marine Construction, Westminster Conservation Commissioner, TEC Engineering, and board members AR, DK, and JM. Approval was granted to proceed, pending concurring Agency approval.
- A video conference was held, following the onsite meeting, which including the Agency, McCarty Engineering, BTT Marine Construction, and board members AR and DK. Agency approval was given.
- The bridge closed for construction: April 25, 2022.
- Estimated project timeline: April through September/October 2022.
- BTT began construction immediately with demolition and removal of some old piles.

- **Replacement funding –** LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.

- Department of Revenue (DOR) provided approval to LPWD to proceed with the request for funding.
- It was confirmed that the successful bidder, once awarded, will deposit the \$1.1 million directly into our account with RollStone Bank.
- UniBank sent out a request for bids (April 15) to be received by April 21.
 - 2 banks submitted a full bid
 - The question of tax-exempt status raised concerns and this bid was canceled on April 21, 2022.
- After legal clarification, it is confirmed the District can issue notes on a tax-exempt basis.
- UniBank sent out a second request for bids (April 25) to be received by April 28.
 - 2 banks submitted a full bid of \$1.1 million
- A bid was awarded to Newburyport Bank in the amount of \$1,100,000 at a \$1.64% interest rate.
- The April monthly project budget report (MPBR) was prepared and sent to the

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Agency for review and approval. There were \$5762.45 project expenses for April.

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:

- DK has been in communication with Wyman Lake Association regarding the bridge closure, water access, and their financial assistance/contribution and to the bridge replacement. Further discussion is planned for July.
- A financial request letter, which will be sent to the homeowners on Honeybee Lane and Parkwood Lane, continues in draft. The letter will include bridge replacement updates and a request to contribute financially towards the annual repayments. This letter will be finalized and sent in June.
- The bridge, and water surrounding, is an active construction site. Do not enter the construction area or attempt to go under/over the buoys.
- The speed at which cars are traveling throughout the Park is a concern, especially on Old Oak Ave. Please remind all guests and visitors to travel slowly and cautiously through Honeybee Lane and the Leino Park roads.

5. Old Business:

- The Annual Leino Park Water District Meeting is set for: Saturday, June 4 at 10am - to be held at 46 Old Oak Ave.
- Maintain a max speed of 10mph when traveling throughout the Park.

6. Adjournment: at 8:45pm.

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