



**Leino Park Water District (LPWD)
Annual Meeting – June 4, 2022**

1. **Call to Order** on June 4, 2022 at 10:02am
 - Board members: Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB), Josef Monette (JM); Water System Operator: Dave Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - Other members present: 33

2. **Introductions and Announcements:**
 - Chairperson Elizabeth Williams (EW) welcomed everyone and thanked all for attending. EW introduced herself and asked the additional Board members to introduce themselves.
 - All other members present took a moment to introduce themselves.
 - The Board members welcome those who have moved into the community over the past year. All Leino Park residents are encouraged to attend the monthly District meetings, which are scheduled at 7pm on the first Wednesday of each month, and held at Derek Knerr's house: 11 Old Oak Ave.

3. **Review and Approve Minutes:**
 - The draft of the LPWD [June 19, 2021 Annual Meeting](#) were distributed for final review, comments and approval. A motion was made to accept the minutes as distributed; motion 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 (3-year term currently held by Bob Brown), and Clerk-Moderator (1-year term currently held by Amie Robillard).
 - EW announced these open positions and asked guests if they would like to volunteer for one of these open board positions.
 - A motion was made to re-elect the Board members: Elizabeth Williams as Chairperson; Derek Knerr as Treasurer; Amie Robillard as Clerk-Moderator; and Bob Brown as Commissioner. 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 through December 31, 2021 was distributed to all attendees. DK reviewed the Total Assets from the Balance Sheet and explained some of the estimations on the 2022 column of the Income Statement.
 - **Billing** – LPWD currently bills residents for water twice annually. At this time, payments have been received by all residents – thank you!
 - A motion was made to accept the financial report as presented; motion was seconded and passed unanimously.

 - B. **Water Commissioner Report:**
 - **Maintenance of lines and meters** - DC reported that there are no current problems with our water lines or water meters.
 - All hydrants are scheduled to be inspected, lubricated, flushed this summer/fall.
 - Reminder: before paving a driveway, please contact the LPWD water system operator to be sure curb stops are located prior to construction.

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- **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 to ensure quality and safety.
 - 1.73 million gallons of water was used between June 2021 – June 2022.
 - The Board is actively seeking a new back up water system operator. Mike Carpenter, Sr. and Sean Wiita have volunteered to work together for this position.
- A motion was made to accept the water commissioner report as presented; motion seconded and passed unanimously

C. Maintenance Report:

- **Bridge** – The Board issued a special thanks to Bob Brown, Bob Marien, and all neighborhood volunteers who have helped in the bridge repair efforts. There were some major bridge repairs needed in the past year, including the installation of a large steel plate and lots of patch, for additional support. The patching and repairs were essential to our continued use, until replacement began in April.
- **Roads** – BB reports road conditions around Leino Park are currently OK. Patching was recently done on N. Shore Rd.
- Street sweeping did not occur again this year.
- Discussion and concerns about a possible vehicle collision on Pine St due to lack of vision; possibly add a mirror.
- Discussion and concerns were raised about the vehicle speed on Old Oak Ave.
 - A motion was made to purchase and install a new speed bump on Old Oak Ave after the Pine Street intersection; motion seconded and passed unanimously.
- When traveling on Honeybee Lane please go slow, be cautious of one-lane sections, and do not tailgate.
- Yielding to the oncoming traffic on Worcester Road (Rte. 140) is a challenge.
 - LPWD will follow up with the Town to see if they can assist with visual assistance, like a mirror.
- A motion was made to accept the maintenance report as presented; motion was seconded and passed unanimously.

D. Bridge Report:

- **Replacement Updates** – The LPWD Board has been actively working towards a complete bridge replacement. The current bridge will be replaced with a 210 foot long, 16 foot wide timber structure.
- AR provided the following updates to the bridge replacement project –
 - June 2021 a “greenlight letter” was received from bond counsel which gave approval for the District to proceed with Interim financing through UniBank
 - Aug 2021 AR and DK met with Town administrator, the head of the DPW, Westminster Fire chief, and Westminster Police chief. Discussed at length the project, road closures, Honeybee lane access, property ownership and restrictions.
 - An extension to the Letter of Conditions was filed with the Agency – this was Approved in October with a project completion date no later than March 2023.

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- As part of the approved extension, additional requirements now had to be met: Debt Service Reserve (DSR) – explained by DK, this account will be a separate designated account and the District is required to deposit approximately \$5454.90 annually for 10 years.
- Bid documents were submitted to the Agency (USDA) in November – redline edits – with approval to bid given to the District in December.
- Permitting delays – October, November, December. Permitting complete in January 2022.
- The project went to bid on Jan 7. A required pre-bid conference was held onsite – 8 companies in attendance. Led by McCarty, lasted approximately 1.5 hours.
- Bids closed on Feb 7, 2022. 4 bids were received. Lowest bidder was BTT Marine. Construction Company; however, this bid was significantly over budget = \$1,296,400.83
- Total budget is \$1.2 million, however the construction budget = \$850,000.
- AR and DK met with McCarty Engineering, Tec Engineering, and BTT Marine for strategic planning and budget review. BTT remained positive and reiterated their desire to get this project. Discussed modifications to the project and ways to get ‘value engineering solutions’.
- March 2022 BTT Marine provided best and final bid for consideration = \$1,076,500. A difference of \$226,500 with construction budget. The Agency allowed the District to rework budget and reduce contingency money. The District will also need to provide additional funding from savings – the Board voted to provide additional \$133,000 applicant funding (from savings). This will be a total of \$253,000 that LPWD contributes outside of the loan.
- The Agency granted approval received to proceed with a construction contract. Contract needed to be approved in following order: legal, BTT Marine, LPWD, USDA. Sent to legal on April 1, 2022 – redline edits uncovered the requirement for prevailing wages to be paid which was not a USDA / bid packet requirement and therefore not included in original bid price.
- The Agency required a complete final submission of the executed construction contract which McCarty complied – over 300 pages total.
- An onsite construction conference with BTT Marine, Westminster Conservation, McCarty Engineering, and LPWD was held on April 25, 2022. Formal Agency approval still pending. A follow up video then held with the Agency which ended favorably and approval granted by the Agency / USDA.
- Bridge closed for construction, demo began same day.
- Since April 25 – More than 1/3 of the bridge has been demoed including the far abutment and the previously existing piles. A new abutment on the far side of the bridge is almost complete. New 40ft piles have been placed (approx. 20+/- total so far).
- The previous piles were noted to be approximately 18-20 ft long and thinned at the end like a toothpick. Very dangerous.
- At the end of May the first onsite meeting was held with BTT, USDA Rep. Joe Delbove and State Engineer Steve, TEC engineering, and McCarty Engineering. This meeting gave a brief overview of project status (ahead of schedule), a review of progress, and discussion of next steps: continue with demo and removal of piles, continue with adding new piles.

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- Larger(est) crane arrived Friday 6/3 which should get all the way across lake and not requiring the need for a crane to be brought into Leino Park roads.
- Current project substantial completion date is set for Oct 2022.
- **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”.
 - Prior to approval for Interim financing, the Department of Revenue (DOR) requested a zoom meeting with the District to review the financial statements from the previous 3 years and wanted to learn more about project status, the Agency Letter of Conditions/USDA requirements. AR and DK attended this meeting in March 2022. Final approval was received in April 2022.
 - UniBank prepared bids for the \$1.1 million financing – Original submission for bids was set as April 21 – question was raised about being tax exempt (or not). Uncertainty caused delays and the bid to be canceled. Clarification was received from bond counsel confirming LPWD can submit as tax exempt status. New bids went out to be received by April 28th. 2 banks submitted a bid at full price and Newburyport Bank was awarded the bid with a 1.64% interest rate.
 - There will be additional money that applied to all LPWD betterments: the money for the DSR and \$93,000 – 0% over 5 years to be paid to Scott Haggerty
 - The total amount owed by each resident: at the current 3.875% interest rate, each of the 61 households would be responsible for a 5 annual payments of approximately \$1288.54, then reduced to 5 annual payments of \$983.62, then 30 annual payments of \$894.20. Or residents could opt to pay off their entire obligation with a one-time payment of approximately \$21,150.35.
- **Questions/Answers/Discussions** –
 - There are 4 houses on Parkwood Ave, 1 on Pine Street and a few on Honeybee Lane that are not part of the District. A letter will be sent to these homes requesting payment towards the bridge replacement.
 - A question was asked about homes with wells, are they part of the District? Yes.
 - How long is the new bridge expected to last? 75+ years.
 - How will the annual payment be taken? Through your taxes via a betterment. This is a one time/year payment, in January. If you would like to split a payment, contact the Town of Westminster.
 - DK is going to try to reduce the annual payments needed by moving money from the Water System account to the Bridge Fund. A motion was made to allow the District Treasurer to move funds as needed, from the Water System savings account to the Bridge Fund account; this motion was seconded and passed unanimously.
 - Is Wyman Lake Association offering any financial assistance or contribution towards the bridge replacement? Nothing has been provided yet, however a few WLA board members have expressed interest in assisting and suggested a discussion in July.

E. Communication:

- **Facebook** – Please search for Leino Park and “like” our page. This can be one of the quickest

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ways to get up-to-date information on our neighborhood.

- **Website** - www.LeinoPark.org - The website content is up-to-date and maintained by DK.

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 Pine Street and Parkwood Lane.
- Please continue to drive slow when traveling throughout Leino Park. Remind all visitors and guests of the same.
- Fire hydrants are checked annually.

G. New Business:

- Be responsible and aware of your unleashed dog in your yard. There have been instances of dogs running after neighbors walking by.
- Congratulations to DK for receiving a grant for new billing software.
- Leino Park streetlights have been replaced with LED, resulting in a significant cost savings. However, modifications to the direction of the light can be made and shields can be added, if needed contact LPWD.
- Thank you to Mike Carpenter and Sean Wiita for offering to learn about the Water System Operations and assisting with the hydrant flushing process.
- Tree maintenance around Leino Park is a consideration for 2022/23. Quotes may be obtained and considered.

H. Adjournment - A motion to adjourn was made at 11:37am. All in favor. Thank you to all in attendance!

Respectively submitted,
Amie Robillard
Clerk/Moderator