



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – Sept. 13 2023

1. Call to Order: September 13, 2023 at 7:01 pm

- **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioner: Bob Marien (BM), Josef Monette (JM); Water System Operator: David Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
- **Guest(s):** Sean Wiita, Matt Gould, Mark Marien

2. Review and Approve Minutes: Meeting minutes from August 2023 were approved as distributed.

3. Reports -

A. Treasurer Report (Finance/Budget):

- **Receipts** – \$20,683.51 received. Income includes 1 household bridge fund payoff (\$19,014.80), water income and late fee (\$1,640.45), interest (\$28.26).
- **Expenditures** - \$5250.97 paid out. Expenses include: salaries (\$110), park utilities (\$42.76), water testing (\$30), water purchased from Westminster (\$4770.50), road maintenance supplies (\$47.71), and Insurance renewal for hydrants (\$250).
- **Billing** – Payments for water have been received from all but 3 residents. Late fees will be assessed.
- Invoice from HydroTech received from water main break \$7950
- Davenport Paving invoice received \$4800
- **Other** – The town of Westminster has raised water rates; therefore, the rate increase will be reflected to Leino Park water rates. New rate will be \$11.56 retroactive July 1, 2023.
 - Motion to raise the rates; all in favor.
 - A letter will be sent to all residents notifying of this price increase.
- The USDA requirement for a single audit is due Sept 30, 2023. Roselli, Clark & Associates has worked with DK for the past several months to complete this process. A draft was sent to LPWD for review and approval was given for Roselli, Clark & Associates to submit the final audit to the Agency.
- Findings from audit: LPWD Treasurer has all control over funds and there is a need for more checks and balances, specifically for any “large” park projects such as paving or road work, quotes must be received, reviewed and approved by the board moving forward.
- The board spent a great deal of time discussing ways to maintain control of the funds and not offend the current vendors that have worked with LPWD for many years. An idea of using a “Framework Agreement” was shared and explained designed to the board, which would involve an annual agreement with a vendor guaranteeing a certain amount of money to be spent with them per year. This topic will continue to be explored and considered.

B. Water System Report:

- **Maintenance of Lines and Meters** – Last month’s water testing results showed elevated TTHMs, though there was no violation. The Town’s water test results were also reported to have high TTHMs. This often happens in the month of August when the temperatures are hottest. Our results for HAA5s, lead, copper, chlorine, and bacteria were all normal.
- Water samples were taken Tuesday, September 12th for chlorine and bacteria.

Leino Park Water District (LPWD)
Board of Commissioners' Meeting – Sept 13, 2023

- Next water hydrant flushing will be at the end of October.
- Derek's water system 'operator in training' license is set to expire. Additionally, Dave Crumbley's water system operator license is also set to expire. Both licenses will be renewed.
- The board is seeking a new Water System Operator. This is a paid position. Anyone with interest in this role should please contact Dave Crumbley, any member of the board, or lpwd@leinopark.org
 - Tom Hopkins has inquired about the requirements needed to become a water system operator for the district. Information was shared with him and we are hopeful that he continues with pursuing this license.
 - If a water system operator is not secured, Leino Park will have to hire an independent contractor to perform this task. The cost of an independent contractor is unknown at this time, but expected to be costly.

C. Maintenance Report:

- **Roads and Bridge** – The puddle build-up at the end of Old Oak Ave is still a topic of discussion and concern. Proper drainage and puddle buildup is a big concern especially with winter months coming. A suggestion was provided that to dig a trench at the end of the affected driveways, add the proper drains, pipes, etc. JM will contact Gary Streeter and other companies for quotes and work ideas.
- The utility poles around the park still need replacing; waiting on National Grid.
- A transformer on N. Shore Rd will be replaced by National Grid.
- We are approaching one year with the bridge! There is a one-year contractor's warranty which is set to expire, so the board will spend time assessing the boards, the surface wear, and will also invite Scott Haggerty/builder to come assess the bridge prior to the Agency inspection.
- The USDA will be inspecting the bridge on or around Oct 3, 2023.

D. 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
 - A letter was sent to all residents regarding the Rights of Way (ROW) throughout Leino Park. The board has been instructed to request all residents with abutting properties to clear the ROW by Sept. 30, 2023.

4. New Business:

- BB and BM will assess and begin locating the markers for each rights-of-way and a stake will be placed as identifiers. If any personal items restrict usage or access to the rights-of-way, the owner will be contacted.
- It is time to start planning for plowing, specifically for the bridge. Contact will be made with the town to determine their level of assistance this season.

5. Adjournment: Meeting adjourned at 8:05pm

Leino Park Water District (LPWD)
Board of Commissioners' Meeting – Sept 13, 2023

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: October 4nd at 7:00 pm, lower level of the Knerr household: 11 Old Oak Ave. All are welcome!

Respectively submitted,

Amie Robillard - Clerk/Moderator

AmieR@leinopark.org