



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – Oct 4 2023

1. **Call to Order:** October 4, 2023 at 7:02 pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioner: Bob Marien (BM), Bob Brown (BB), Josef Monette (JM); Water System Operator: David Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** Sean Wiita, Matt Gould, Martha Sullivan
2. **Review and Approve Minutes:** Meeting minutes from September 2023 were approved as distributed.
3. **Reports -**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$820.01 received. Income includes water income and late fee (\$789.35), interest (\$30.66).
 - **Expenditures** - \$21,280.79 paid out. Expenses include: salaries (\$110), park utilities (\$40.79), water testing (\$380), water system repair (\$7950), Davenport Paving invoice (\$4800), Roselli & Clark accountant invoice (\$8000).
 - **Billing** – Payments for water have been received from all but 1 resident. Late fees will be assessed.
 - Discussions of adding interest to late fees to those households that carry late fees in excess of 1+ year. This topic will continue to be discussed.
 - \$18,400 payment due to Scott Haggerty for year 1-of 5-year promissory note; a motion was made to pay the invoice, unanimously approved.
 - The board needs to review and approve the Annual LPWD Maintenance Fee. In the past this fee was \$175/household; in 2023 this fee was reduced to \$75/household.
 - A motion was made to set the 2023 water maintenance fee to \$125/household; motion unanimously approved.
 - This is a \$75 increase from the 2022 water maintenance fee
 - The additional money will be kept as a backup reserve for future maintenance to the water system and to supplement additional costs as needed
 - **Other** – USDA has received and approved the required single audit. There has been no onsite inspection.
 - SAM (system award management) is due for renewal; this is a requirement by the USDA. DK will renew this for one more year.
 - The idea of using a “Framework Agreement”, which would involve an annual agreement with a vendor guaranteeing a certain amount of money to be spent with them per year has been tabled until there is a need for future paving projects.
 - Sept 2023 (¾ year-end) financial report was reviewed in comparison to the annual budget.
 - B. **Water System Report:**
 - **Maintenance of Lines and Meters** – Water samples will be taken Tuesday, October 10th for bacteria and chlorine.
 - Next water hydrant flushing will be at the end of October or the beginning of November. We would like to coordinate this with the Town flushing.

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- An exterior meter reader will need to be installed at 61B Old Oak; homeowner has granted permission to add this meter.
- Derek's water system 'operator in training' license is set to expire and is not renewable. He must apply for a full water system operator license.
- 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
 - Derek will follow up with Tom Hopkins who has inquired and expressed interest in this position. We are hopeful that he continues with pursuing this license.
 - Discussion of alternate water system operator solutions – contact the Town to see if they would do it on our behalf; contact other water districts and/or the brewery to see who they use.
 - 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 Town of Westminster provided reflective aluminum for the bridge openings. Bob Brown has installed these reflectors.
- A meter has been removed from 50 Old Oak, for winterizing.
- The utility poles around the park still need replacing; waiting on National Grid. Martha Sullivan recommended contacting Verizon as recommended by National Grid. Martha will follow up
- The puddle build-up at the end of Old Oak Ave continues to be 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 has been in recent contact with Gary Streeter and will continue to follow up for proper quotes. Other companies will be contacted for quotes and work ideas.

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 water rate increase.
 - A letter was received from Martha Sullivan, 19 Old Oak Ave, regarding the rights-of-way

4. New Business:

- Martha Sullivan was in attendance and shared concerns she is having regarding the pitch of the road, the rights-of-way, and the drainage towards her property. There has been flooding issues on her property and is interested in landscaping referrals for work ideas and quotes. This will also impact the rights-of-way that runs along her property. She is interested in working with the board to find a solution and to provide financial support for the project.
- BB and JM 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

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owner will be contacted. Thank you to all who have cleared and assisted in ensuring all rights-of-way are accessible.

- 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 8:28pm

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