



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – Nov 1, 2023

1. **Call to Order:** November 1, 2023 at 7:06 pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioner: Bob Marien (BM), Bob Brown (BB), Josef Monette (JM); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** Sean Wiita, Darrel and Tom Hopkins
2. **Review and Approve Minutes:** Meeting minutes from October 2023 were approved as distributed.
3. **Reports -**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$115.01 received. Income includes water income and late fee (\$76.69), interest (\$28.11).
 - **Expenditures** - \$18,803.79 paid out. Expenses include: salaries (\$110), park utilities (\$40.37), water testing (\$30), prevailing wage payment (\$18,400), road maintenance supplies (\$33.85), licensing (\$71.65), and miscellaneous (\$117.92).
 - **Billing** – Payments for water have been received from all but 1 resident. Late fees will be assessed.
 - Further discussion about households that carry a past due bill and when to assess further late fees. A suggestion was made to assess any very past due late fees (excess of 1 year) on their taxes.
 - An invoice has been received from the Town of Westminster for water used in the amount of \$4815.36; approved for payment
 - An invoice received for bond insurance in the amount of \$150; approved for payment.
 - B. **Water System Report:**
 - **Maintenance of Lines and Meters** – Water samples will be taken Tuesday, November 14th for bacteria, TTHMs, HAA5, and chlorine.
 - Next water hydrant flushing will be done on Saturday, November 4th. DK has coordinated with the town DPW; they have provided hoses and will be onsite to provide a diffuser and assist with the flushing process.
 - An exterior water meter reader will need to be installed at 61B Old Oak; homeowner has granted permission to add this meter but this has not yet been done. This remains an action item to be completed in the coming weeks.
 - Derek has applied for the water system operator license. It is hopeful the license will be issued in December.
 - Tom Hopkins has expressed interest in taking the VSS water system operator course. This course is only offered at certain points of the year, so he will get the research and sign up accordingly.
 - C. **Maintenance Report:**
 - **Roads and Bridge** – BB has done some road patching on Leino Park Road.

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- Speed bumps were removed today November 1. Thank you Bob!
- 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 – this remains an action item for follow up.
- The puddle build-up at the end of Old Oak Ave continues to be a topic of discussion and concern. Lots of discussion continues about the drainage concerns and who to contact to provide solutions. Initially the idea was to contact Gary Streeter as he knows the park water system best, further ideas include contacting an engineer, or other local contractors for quotes and ideas. Sean Wiita will contact a civil engineer to evaluate the area and assist with initial ideas for next steps.

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
 - October LPWD monthly meeting minutes have been posted.
 - A draft of the 2023 Annual LPWD board minutes have been posted.
- **Mail and E-mail** LPWD@LeinoPark.org
 - A letter was received from homeowner on Parkwood Lane with an updated mailing address for billing. This homeowner is currently renting the property.
 - Martha Sullivan emailed with a request for financial contribution from LPWD towards tree removals that overlap with the rights-of-way. This will be addressed under New Business.

4. New Business:

- A discussion about the homes on Parkwood Lane and their contribution towards repayment of the bridge. Residents of Parkwood Lane use the bridge just as much as the residents in Leino Park. How can we get them to contribute? The board would like to invite all homeowners to the LPWD monthly meetings. A flyer will be sent to new homeowners inviting them to a monthly meeting to discuss ways they can assist in the repayment towards their use of the bridge. A letter will be drafted reviewing the history of the bridge, and repayment terms, requesting their contribution.
- Martha Sullivan has provided the board a quote from Princeton Tree Service for tree removals. These trees are abutting the rights-of-way so she is asking for financial assistance in the cost of removal of one tree. The board has decided to request a second quote and assessment of other trees throughout Leino Park to determine the level of need. Skyline Tree Service will be contacted for a quote.
- Derek has pulled up the rights-of-way plan showing any trees that interfere with the rights of way. It is important that we find exact locations of each property line along the ROW.
- BB and JM will assess and begin locating the exact markers for each rights-of-way and a stake will be placed as identifiers. BB will get the metal detector from Dave Crumbley.
- Thank you to all who have cleared and ensured that all rights-of-way are accessible. It is noted

that there is one property at the end of N. Shore Rd with a storage container obstructing the ROW. The owners will be contacted directly and asked to have it moved prior to snow and any

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plowing.

- 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 8:35pm

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: December 6th 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