



**Leino Park Water District (LPWD)  
Annual Meeting – June 24, 2023**

1. **Call to Order** on June 24, 2022 at 10:04am
  - Board members: Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB), Josef Monette (JM); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
  - Other members present: 17
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 4, 2022 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 Marien), 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 Marien 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, 2022 was distributed to all attendees.
    - DK reviewed the Total Assets from the Balance Sheet and explained some of the estimations on the 2023 column of the Income Statement.
    - The USDA loan has an annual interest rate of 3.5%.
    - A review of the USDA loan repayment was provided; roughly \$1,172,392 remains between the USDA loan and the prevailing wage loan.
    - The loan payment schedule was provided and reviewed. The cost for homeowner payoff prior to August 31, 2023 is \$19,014.80
    - While some homeowners have already expressed interest in the payoff, the USDA has declined our request to reamortize the loan if we pay down the principal. Instead, all payoff money will be deposited into a high interest savings account (3.5% or more) and used to make annual payments on behalf of the homeowners.
    - A single-audit is due this year, as part of the USDA loan requirement. The board has approved

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Roselli, Clark, and Associates to perform this audit on our behalf.

- **Billing** – LPWD currently bills residents for water twice annually.
- 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** - DK reported that there are no current problems with our water lines or water meters. The system is in good working order.
- All hydrants are on a schedule to be inspected, lubricated, flushed regularly or as needed.
  - Reminder: before paving a driveway, please contact the LPWD water system operator to be sure curb stops are located prior to construction.
- **Water Quality** - Leino Park drinking water is safe and within acceptable levels according to Massachusetts Department of Environmental Protection (DEP) and United States Environmental Protection Agency (EPA). Water samples are taken and submitted monthly to ensure quality and safety.
- 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](mailto:lpwd@leinopark.org)
  - 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.
  - DK has taken the classes and passed the exam for Small System Water System Operation. He currently holds a temporary license and is in training under DC. However, this is not a long-term solution.
- Water is purchased from the Town of Westminster.
- DK suggested we consider contacting the DPW about taking over our water system and operation.
- Thanks to Dave Crumbley for providing 40+ years of service to Leino Park and the Water System Operation. The board would like to recognize Dave with a monetary award and a zero gravity chair to relax.
- A motion was made to accept the water commissioner report as presented; motion seconded and passed unanimously

### C. Maintenance Report:

- **Bridge** – Construction of the new wooden bridge was completed in September 2022. The new bridge was reopened on Oct 2, 2023.
- **Roads** – Maintenance and patching is completed by BB and BM as needed. Most road conditions are currently OK.
- Ridge Ave is washing out and will need to be repaired. BB and JM will assess.
- Monette Property Solutions did street sweeping this year, in May.
- Speed bumps are out for the summer.

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- A motion was made to accept the maintenance report as presented; motion was seconded and passed unanimously.

- **Questions/Answers/Discussions –**

- Has there been any outside money received to assist with the repayment of the bridge? Yes, \$21,000 was received from Wyman Lake Association.
- The crossbar stubs under the bridge are sticking out about a foot and can affect the pass-through. Can they be cut down? This is something that can be asked of the builder, but not something we can tackle on our own.
- It is noticed a wooden board has popped up slightly on the top deck. This is expected and the builder will be made aware so they can repair.
- If a homeowner wants to payoff their portion of the loan, how do they go about making a payment? Contact Derek Knerr, treasurer.
- More notice is needed for meetings. Lindsay Monette and Nikki Wiita volunteer to assist with communications on the bulletin board, mailers, and with social media.
- There is a very large puddle at the end of Old Oak Ave. This is the result of paving done a few years ago. The company who paved should be contacted and asked to repair. In the meantime, home owners are attempting to pump out the water on their own. The excessive water is causing damage to driveways and the road.
- Should a sealant or stain be applied to the bridge? It should not be needed.
- Should we have liability insurance in the event of an accident on the bridge? It was not required or even recommended during the construction or loan application process. However, the board will look into this again to confirm.

- **D. Communication:**

- **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](http://www.LeinoPark.org) - The website content is up-to-date and maintained by DK.

- **E. Old Business:**

- We would like to remind everyone to keep the 7 right-of-ways clear of permanent personal items. There should be a clearance of 20ft. Rights of way should be open and accessible to all Leino Park residents.
  - Need to identify and mark each right of way with stakes.
  - A motion was made to direct the board to do something about the rights of way and make them clearly available to all residents. Motion was seconded and passed unanimously.
- There is no noise ordinance in the Town of Westminster.
- Jumping and fishing are not allowed on the bridge. Signs are posted.
- Please continue to drive slow when traveling throughout Leino Park. Remind all visitors and guests of the same.

- **F. New Business:**

- Be responsible and aware of your unleashed dog in your yard. There have been instances of

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dogs running after neighbors walking by.

- Please pick up after your pet and bring the bag with you rather than leaving it on the side of the street.
- Reflectors are needed for under the bridge to identify the openings.
- Wyman Lake Association is doing a treatment to the water June 27-28. No swimming or boating activities should occur during this time.

**G. Adjournment** - A motion to adjourn was made at 11:01am. All in favor. Thank you to all in attendance!

Respectively submitted,  
Amie Robillard  
Clerk/Moderator

DRAFT