



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – January 3, 2024

1. **Call to Order:** January 3, 2024 at 7:03 pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioner: Bob Brown (BB); Water System Operator: David Crumbley; Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** none present
2. **Review and Approve Minutes:** Meeting minutes from December 2023 were approved as distributed.
3. **Reports -**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$79.17 received. Income includes interest (\$79.17).
 - **Expenditures** - \$550.63 paid out. Expenses include: salaries (\$110), park utilities (\$45.45), water testing (\$230), postage (\$79.20), license renewals (\$85.98).
 - **Billing** – Payments for the previous water billing cycle have been received from all residents. 58 water bills were sent out today for new billing cycle.
 - **Other** – A detailed review of the 2023 year-end treasurer report was provided including the actual income vs. estimated income.
 - Discussed changing the estimation for certain operating expenses such as road maintenance, water usage, and water system maintenance.
 - With more work needed to our roads, an increase was made to the 2024 estimate for road maintenance to \$6500 (from \$3500).
 - With the additional attention needed to the water system, an increase was made to the 2024 estimate for water system maintenance to \$1500 (from \$500).
 - Estimated water expenses were reduced to \$17, 000 (from \$18,000).
 - A bill was received from MA DEP for \$50 for our water system; approved for payment.
 - B. **Water System Report:**
 - **Maintenance of Lines and Meters** – An exterior water meter reader (button) was installed at 61B Old Oak.
 - Meters were read on Sunday, Dec 31, 2023
 - Old Oak 36 and 47 exterior buttons need to be replaced.
 - **Water Testing** - Water samples will be taken Tuesday, January 9th for bacteria and chlorine.
 - In response to a recent finding of high TTHMs, Derek spoke to Josh Hall at the Town DPW about the TTHM elevations and he recommended doing additional flushing's and test the chlorine at the hydrant to determine if there is a connection.
 - **Other** - Derek has applied for the water system operator license. License approval is still pending.
 - **Action Item:** Tom Hopkins has agreed to taking the VSS water system operator course that is offered this month.
 - The VSS course is being offered by Mass Rural Association in January 23, 25, 26 in Holden. This free course is what is needed for anyone interested in becoming a WSO. We strongly encourage and recommend anyone interested to attend this free course.

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- A water system Service Line Inventory (SLI) and a Lead Service Line Replacement Plan (LSLRP) needs to be submitted to DEP by October 16, 2024. DK is working on it.

C. Maintenance Report:

- **Roads and Bridge** – BB has done lots of road patching throughout the park.

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
 - December LPWD monthly meeting minutes have been posted.
 - A draft of the 2023 Annual LPWD board minutes are posted.
- **Mail and E-mail** LPWD@LeinoPark.org

4. New Business:

- It is noted there are personal vehicles parked on the rights-of-way(s). A letter will be sent to those homeowners who are connected to the ROWs asking them to keep ROW clear.
- Plowing will be completed by Despres Landscaping again this year.
- The Annual LPWD board meeting is tentatively scheduled for Saturday, June 8th.

5. Old Business:

- Board members met with a civil engineer last fall regarding the puddle build-up at the end of Old Oak Ave. One idea was to add a French drain, another was to build a trench up to raise the grading. Next step will be to contact someone for quotes to get drainage complete. This will remain an action item until Spring.
- Action Item: Some utility poles around the park still need replacing. Will wait until Spring and submit a new ticket with National Grid.
- Action Item: Draft and sent a letter to the residents of Parkwood Lane about the use of the bridge and contributing towards the repayment. A letter will include the history of the bridge, repayment terms, and requesting their contribution.
- Action Item: Board members will begin locating the exact markers for each rights-of-way and a stake will be placed as identifiers.

6. Adjournment: Meeting adjourned at 8:04pm

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: February 7th 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