



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – August 14, 2024

1. **Call to Order:** August 14, 2024 at 7:02 pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioner: Bob Brown (BB); Bob Marien (BM); Joe Monette (JM); Water System Operator and Treasurer: Derek Knerr (DK); Back-up Water System Operator: David Crumbley (DC); Clerk/Moderator: Amie Robillard (AR).
 - **Guests:** Tom & Darrel Hopkins, Mary Dike, Brian Berube, Sean Wiita, Mike Champa, Matt Gould, and Martha Sullivan.

2. **Review and Approve Minutes:** Meeting minutes from July 2024 were approved as distributed.

3. **Reports -**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$5804.51 received. Income includes Water Income (\$5547.52), donation (\$165), and interest (\$88.02).
 - **Expenditures** - \$1205.77 paid out. Expenses include salaries (\$1100), park utilities (\$44.66), water testing (\$91.11), supplies (\$31.11).
 - **Billing** – Water meters were read on July 1st and bills have been sent to all residents – all but 5 residents have paid.
 - Invoice received for hydrant insurance (\$250); approved for payment
 - Invoice received from the Town of Westminster for water (\$4540.80). This does not include the refund for flushing so this bill will be corrected (\$4308.48); approved for payment.

 - B. **Water System Report:**
 - **Water Testing** - Water samples will be taken Tuesday, August 20th for bacteria, Haa5s, TTHMs, chlorine.
 - DK has submitted all necessary paperwork for the high TTHM readings.
 - **Maintenance of Lines and Meters** – Hydrant flushing will occur on Friday, Aug 16th
 - 2 of the 3 blow-off valves have been cleaned and exercised with a flushing to ensure proper usage. The one remaining valve to be cleaned and exercised is at the end of North Shore Rd by the boat ramp.
 - Low water pressure was reported throughout the park in mid-July. DK investigated this with the Town to discover they were calibrating the water meter for flow rates at that time.
 - Action Item: Find a back-up water system operator

 - C. **Maintenance Report:**
 - **Roads and Bridge** – A motion was presented to provide \$1200 to the repairs Pine Street with graded base; motion was seconded and approved unanimously.
 - Action Item: Quotes for repair work on Pine Street.
 - JM made a few outreaches to his contacts regarding these road repairs and the material needed for Pine Street.
 - Street sweeping was completed around the whole park. Thank you, Joe and Monette Property Solutions.

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Board of Commissioners' Meeting – August 14, 2024

- EW drafted a proposal for discussion and consideration. If all are in favor, this proposal would be added to the Westminster Town Meeting. This purpose of the proposal is to request the Town to fund the repaving of Leino Park Road.
 - To get this proposal added to an Annual meeting, 10 signatures would be needed
 - To get this proposal added to a Special meeting, 100 signatures would be needed. It is unsure if there is a Special meeting on the agenda for Fall, but will be followed up on.
 - To get a proposal added to a meeting specifically for Leino Park, 200 signatures would be needed.
- Action Item: AR to email the Town to inquire about presenting the paving proposal
- **Paving Committee** – Joe Monette, Brian Berube, Mike Champa were present. Absent: Andy Divoll (out of town).
 - Brian Berube is in the process of collecting quotes from various paving companies.
 - Action Item: The need to increase the maintenance fee to make paving repairs. This will be reviewed with the board when quotes are ready to present at a Special Meeting for approval.
- **Rights of Way Committee** – present: Martha Sullivan, Joe Monette, Matt Gould, Tom and Deryl Hopkins, Mary Dike. Absent: Andy Divoll (out of town).
 - Committee members met on 8/14/2024.
 - Committee members used the metal detector to locate the markers. This proved to be a tougher task than anticipated as many markers have been a challenge to locate.
 - Decided to do away with posting signs because it encourages guests to access the area. Rather it was decided to add posts as a visual marker for Leino Park residents.

D. Communication Report:

- **Facebook** – Please search for Leino Park and “like” our page. This can be one of the fastest ways to get up-to-date information on our neighborhood.
- **Website** - www.LeinoPark.org
 - July LPWD monthly meeting minutes have been posted.
- **Mail and E-mail** LPWD@LeinoPark.org

4. New Business:

- Mary Dike presented a letter to the board requesting clarification on her standing of the bridge repayment. DK will write a letter confirming payment and will provide it to Mary. This will be a practice in place moving forward.

5. Old Business:

- Keeping the rights of way clear: the houses that abut the rights of way must respect the area and not put their personal belongings in the ROW.
- Action Item: Approach the residents of Parkwood Lane and invite them to monthly meetings, discuss the use of the bridge, and contributing towards the repayment.

Leino Park Water District (LPWD)
Board of Commissioners' Meeting – August 14, 2024

6. Adjournment: Meeting adjourned at 8:10pm

Next Meeting: The next LPWD Board meeting will be held on the first **Wednesday of next month: September 4th** 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