



**Leino Park Water District (LPWD)  
Annual Meeting – June 8, 2024**

**1. Call to Order** on June 8, 2024 at 10:03am

- Board members: Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB), Josef Monette (JM); Treasurer & Water System Operator: Derek Knerr (DK); Back-up Water System Operator: David Crumbley (DC); Clerk/Moderator: Amie Robillard (AR).
- Other members present: 20

**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 members in attendance 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 typically 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 [2023 LPWD Annual Meeting minutes](#) were distributed for final review, comments and approval. An edit was needed to the year, under Call to Order (2023 rather than 2022). A motion was made to accept the minutes as edited; 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 Joe Monette), 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.
- AR gave a quick description of the duties associated with the Clerk Moderator position: note keeping at meetings, communication as needed.
- DK gave a quick description of duties associated with the Treasurer position: tracking money incoming and outgoing, preparing financial statements, bank deposits, etc; anyone with minimal accounting background will be able to do this.
- DK explained in addition to Treasurer he is also the current Water System Operator. We are in great need for a backup water system operator and/or someone to volunteer to alleviate some of these duties.
  - There were no volunteers for any of the open 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 Josef Monette as Commissioner. This motion was seconded and passed unanimously.

**5. Reports:**

**A. Treasurer Report (Finance/Budget):**

## Leino Park Water District Annual Meeting – June 8, 2024

- **Financial Presentation** - The Financial Balance Sheet and Income Statement, covering the period from January 1 through December 31, 2023 was distributed to all attendees.
- DK reviewed the Total Assets from the Balance Sheet and explained some of the estimations on the 2024 column of the Income Statement.
- Financial reports show a total revenue of \$134,328.53 and a total operating expense of \$117,868.36 for the year.
- Some homeowners have paid their portion of the USDA loan repayment back in full. This money is deposited into a high interest savings account.
- The USDA loan has an annual interest rate of 3.5%.
- A question was asked about there being liens on properties because of the bridge debt. DK explained this is not applicable and there are no liens because the cost is taken via betterment through our taxes.
- Once the loan is paid off the only tax betterment remaining will be the maintenance fee of \$125 annually.
- DK explained that our water system is getting older and could be in need of repairs. Our finances have been focused on the bridge but it may be time to shift thinking and start putting money into other areas such as the water system and roads.
- **Billing** – LPWD currently bills residents twice annually for water usage.

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 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 Consumer Confidence Report (CCR) explains what is tested for each month: bacteria, chlorine, iron, magnesium,
- TTHMs are a recent problem with our water readings. DK explained the water samples are taken quarterly (Feb, May, Aug, Nov) and it is the average of these readings that is used. The average must be less than 80, our average is coming in too high. August is historically the highest month for readings.
- What can we do to stay safe? Nothing for now. It is not necessary to filter water or buy anything special. Please remember, we buy our water from the Town of Westminster. We are in communication with the Town DEP and doing more regular and aggressive flushing of the hydrants.

A motion was made to accept the water commissioner report as presented; motion seconded and passed unanimously

## Leino Park Water District Annual Meeting – June 8, 2024

### C. Maintenance Report:

- **Road Maintenance** - Road maintenance and patching is completed by BB and BM as needed.
- Paving is needed throughout the Park.
  - North Shore Road is a priority. The road presents with a “ripple” or a “wave” which can be corrected by either -
    1. Filling the rippled road section and top coat. This is not guaranteed because there is no telling the condition of the road underneath. Approximate quote = \$40,000
    2. Grind the whole road and start fresh with repaving. Approximate quote = \$70,000
  - Leino Park Road is in need of a complete repaving. Approximate quote = \$70,000
- The water/puddle build up at the end of Old Oak has been a growing concern. The board has been exploring ways to tackle this project for much of the year. Any option will require extensive engineering and approval from conservation. JM has met with several project managers/engineers and have presented a few solutions to be considered and discussed -
  - Add a culvert (tunnel carrying an open drain under the road). This may or may not be an option due to the extensive work involved and approvals needed; water would drain into the lake; will require long term maintenance; unknown expenses.
  - Repave and regrade to allow water to naturally find its way. There is currently an approximate 12-inch difference in the grade from puddle area to boat ramp. This work would affect all of the homeowners/driveways at the end of Old Oak wrapping around to North Shore Rd.
- Monette Property Solutions will plan to do street sweeping late June/July. If everyone could please sweep their driveway dirt and sand into the street, it would be helpful.
- Speed bumps are out for the summer.
- **Bridge Maintenance** - Reflectors have been added under the bridge to identify the openings. Signage has also been added indicating no wake zones and speed restrictions.
- **Rights of Way (ROW) Maintenance** - We would like to remind everyone to keep the 7 rights-of-way 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 from end to end.
  - Members expressed a desire for proper signage identifying the ROW - something such as “Leino Park residents and guests only”.
  - A motion was made for a ROW committee to be formed to address these concerns, to identify the locations, find appropriate signage and to present such information to the board. This committee shall include the following members: Matt Gould, Joe Monette, Martha Sullivan, Mary Dike, Tom Hopkins, Andy Divoll, and Steve Peterson. This motion was seconded and passed unanimously.

### 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. All monthly and annual meeting minutes are posted to the website.
- **Questions/Comments/Discussion** -

## Leino Park Water District Annual Meeting – June 8, 2024

- The board asked all members in attendance for their feedback regarding road conditions and the repair work needed. Members agreed repairs are needed. For discussion today, if repaving totals approximately \$160,000 and the cost was divided among all Leino Park residents (61 homes) the cost would be roughly \$2600 per household.
  - A motion was made for a Paving Committee to be formed to include the following members: Bryan Berube, Joe Monette, Mike Champa, and Andy Divoll. This motion was seconded and passed unanimously.
  - This committee will gather concrete estimates to be presented to the Board for review.
  - Consideration will be taken for the timing of completion (would the work be completed in 2024 or 2025?), price changes based on project fluctuations and year to year inflation.
  - A special meeting will be called with all district members to review the information gathered and to discuss next steps.
- The two committees formed today (Paving and ROW) should attend the next monthly board meeting in July to exchange contact information and to come up with a plan.

### **E. Old Business:**

- 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 slowly when traveling throughout Leino Park. Remind all visitors and guests of the same.
- Please pick up after your pet and bring the bag with you rather than leaving it on the side of the street.
- If a homeowner wants to pay off their portion of the loan, how do they go about making a payment? Contact Derek Knerr, treasurer.

### **F. New Business:**

- The Westminster Town Wide yard sale is Saturday June 15. Please participate if you are interested.
- Tree work is needed in some locations. A concern was raised about a tree that is half on the ROW and half on personal property. Once the ROWs are properly identified, the board can speak to any concerns and involvement.
- Wyman Lake Association is doing a treatment to the water June 25th. No swimming or boating activities should occur during this time.
- Thank you to Skip Borque for maintaining the paint and plants at the Leino Park sign.
- Thank you to the Sokols for the bridge decorations.
- Thank you to those who assist in distributing flyers and mailers: the Wiitas and Lindsay Monette.

### **G. Adjournment** - A motion to adjourn was made at 11:40am. All in favor. Thank you to all in attendance!

Respectively submitted,

**Leino Park Water District  
Annual Meeting – June 8, 2024**

Amie Robillard  
Clerk/Moderator

DRAFT