



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – April 2, 2025**

**1. Call to Order:** April 2, 2025 at 7:03pm

- **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Joe Monette (JM), Bob Marien (BM), Water System Operator and Treasurer: Derek Knerr (DK); Back-up Water System Operator: David Crumbley (DC); Clerk/Moderator: Amie Robillard (AR).
- **Members absent:** Water Commissioners: Bob Brown (BB)
- **Guests:** Matt Gould

**2. Review and Approve Minutes:** Meeting minutes from March 2025 were approved as posted.

**3. Reports -**

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

- **Receipts** – \$2154.74 received. Income includes water payments (\$2056.60), interest (\$10.35), and late fee (\$87.79).
- **Expenditures** - \$500.04 paid out. Expenses include park utilities (\$57.84), water testing (\$230), salaries (\$110), postage (\$102.20).
- **Billing** – Water payments have been received from all residents. Thank you!
- **Payments Approvals** – Nothing to be approved at this time.
- Derek has taken paperwork to the accountant for taxes to be prepared and submitted.

**B. Water System Report:**

- **Water Testing** – Water samples taken on Tuesday, April 8<sup>th</sup> for bacteria.
- Will talk to the town to start Spring hydrant flushing.
- DBPR was submitted to DEP. This is a disinfection bi-products rule which reads one year of average chlorine readings, 4 quarterly TTHMs, and 4 quarterly HAA5s.
- Annual statistical report was submitted to DEP.
- CCR (consumer confidence report) from Westminster was received. DK will prepare the LPWD CCR and submit by July.
- **Maintenance of Lines and Meters** – Nothing at this time.
- Action Item: Find a back-up water system operator. Would anyone like to consider learning this process?
- Action Item: Exercise and clean the one remaining blow-off valve at the end of Old Oak Ave near the boat ramp.

**C. Maintenance Report:**

- **Roads and Bridge** – Road patching was completed on Leino Park Road. Patching will continue to be done throughout the park as needed.
- A motion was made to stop all road patching on Leino Park Road. It is hoped that the paving committee will have some paving quotes for us to have an option to consider.
- When the weather warms up the board will discuss asking Joe Monette to get asphalt for better road maintenance. Volunteers will be needed at that time.
- Action Item: Locate a contractor who has graded base available to repair Pine Street.
  - Board has previously approved \$1200 for graded base/general road improvements to

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Pine Street.

- **Paving Committee** – Joe Monette. Absent: Andy Divoll, Brian Berube, Mike Champa
  - Action Item: Collect quotes from various paving companies.
  - Action Item: Consider increasing the maintenance fee to make paving repairs. This will be further considered when quotes are received.
- **Rights of Way Committee** – present: Matt Gould, Joe Monette; absent: Martha Sullivan, Darrel and Tom Hopkins, Andy Divoll.
  - Action Item: Locate and clearly identify all ROW throughout the park.
  - There is new concern in one of the ROW that a trench is being dug to divert water, but in the effort to divert from a house it is creating a muddy, marsh in the ROW.
    - a. Do we add stone, do we consider repaving a section to assist with the flow of the water. Members will get a visual of what happens during the next rain and this will continue to be discussed if necessary.

**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](http://www.LeinoPark.org)
  - January LPWD monthly meeting minutes have been posted.
- **Mail and E-mail** [LPWD@LeinoPark.org](mailto:LPWD@LeinoPark.org)

**4. New Business:**

- It is planned for the Annual District Meeting to be held on Saturday, June 14<sup>th</sup> pending availability.

**5. Announcement, continued from last month:**

- The next Westminster Special Town meeting is Saturday, May 3<sup>rd</sup> – it is anticipated that the Petition to get funding for the repaving of Leino Park Rd will be added to the agenda. *We all need to attend this meeting to support these efforts!*
  - In preparation for the town meeting, Derek and Elizabeth had a conversation with the DPW. It was explained that this petition is going to be on the warrant in May, however we need to be prepared for a negative outcome as the Town is not able to provide public money for private projects, such as this.
  - Elizabeth confirmed that by statute, Leino Park Rd is private property.

**6. Old Business:**

- Please keep all rights of way clear and accessible for all resident to access.
- Reminder to all who walk their dog(s) throughout Leino Park; please clean up after your pet! Bag up the waste and carry it out.
- The wood on our ‘Leino Park’ sign is beginning to rot. The sign should be replaced; this topic will be brought up at the Annual meeting in June.
- Action Item: Approach the residents of Parkwood Lane and invite them to monthly meetings, discuss the use of the bridge, and contribute towards the repayment.

**7. Adjournment:** Meeting adjourned at 8:00pm

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**Next Meeting:** The next LPWD Board meeting will be held on the first **Wednesday of next month: May 7<sup>th</sup>** at 7:00pm, lower level of the Knerr household: 11 Old Oak Ave. All are welcome!

Respectively submitted,  
Amie Robillard - Clerk/Moderator  
[AmieR@leinopark.org](mailto:AmieR@leinopark.org)