



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – December 3, 2025**

1. **Call to Order:** December 3, 2025 at 7:04pm
  - **Members present:** Water Commissioners: 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:** Joe Monette (JM), Elizabeth Williams (EW), Bob Brown (BB)
2. **Review and Approve Minutes:** Meeting minutes from November 2025 were edited and approved.
3. **Reports -**
  - A. **Treasurer Report (Finance/Budget):**
    - **Receipts** – \$2810.13 collected, \$2579.65 in interest and \$230.48 water payment.
    - **Expenditures** - \$52245.40 paid out, which includes \$51,272 to the USDA for annual principal and interest payment, \$10 bank fee for wire transfer, \$150 bond insurance, \$42.88 towards WSO license renewal, \$581.25 road maintenance supplies, \$110.00 for salaries, \$49.27 for park utilities, and \$30.00 for water testing.
    - **Billing** – All water bills are currently paid; thank you!
    - **Payments Approvals** – Water bill received from the Town of Westminster \$6612.45; approved for payment.
    - Maki builders invoice received \$9.31, in addition to other small purchases totaling \$30; approved for reimbursement to Bob Brown.
    - **Other** – The water bill received was for 573,000 gallons used. This is high in comparison to previous usage, so the WSO will begin taking quarterly readings to gain data. Billing will remain 2 times/year.
    - Derek will transfer \$100,000 from the LPWD checking account into a 7 month CD, at 3.75% interest rate with IC Credit Union. The purpose is to gain financial interest; board approved.
    - Derek reached out to the town regarding the 2026 special assessment being taken in two payments – one in February and the other in May. This will be reflected in the 2026 fiscal real estate tax bill.
  - B. **Water System Report:**
    - **Water Testing** - Water samples will be taken on December 9<sup>th</sup> for bacteria and chlorine.
    - Derek attended a course to renew his water system operator license. His license has been renewed for another 2 years.
    - The TTHM report results were received; this report indicated the 47800 gallons of water flushed brought our TTHM reading down to 46, with an annual average of 66. This is very good for our system! One of the best readings to date and largely contributed to the additional flushing.
    - Derek is going to add an “Emergency Response Plan” tab to the System Maintenance Report.
    - A letter was received from Westminster Department of Public Works and is posted to the bulletin board.
    - **Action Item:** Find a back-up water system operator. Would anyone like to consider learning this process? Please volunteer! The commitment is no more than 1 hour/month.

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- DK has been in communication with Andy Divoll about taking on some of this role

**C. Maintenance Report: Roads and Bridge**

- Bob Brown made some repairs to Leino Park Road with hot patch, before the winter storms set in.
- Action Item: Maintain the potholes and roads throughout Leino Park with a hot patch. This will likely be completed by Joe Monette and team. Many volunteers will be needed.
- Action Item: Plan out how to get North Shore Road repaved. This is tabled until Spring.
- **Paving Committee** – Absent: Andy Divoll, Brian Berube, Mike Champa, Joe Monette
  - 1 paving quote was received, from D. Rhodes Paving.
- **Rights of Way Committee** – Absent: Martha Sullivan, Darrel and Tom Hopkins, Andy Divoll, Matt Gould, Joe Monette.
  - A letter to keep the Rights of Way clear is ready to be sent.
- Action Item: Locate and clearly identify all ROW throughout the park.

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

**4. New Business:**

- Leino Park has a new sign! We hope everyone notices the new Leino Park sign at the entrance; it is a beautiful addition. We are grateful for this generous donation. Thank you, also, to Bob Brown and Derek Knerr for assisting with the installation.

**5. Old Business:**

- Reminder to shovel around the fire hydrants during the snow storm to keep them clear and accessible.
- Please keep all rights of way clear and accessible for all residents 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.

**6. Adjournment:** Meeting adjourned at 7:36 p.m.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of next month, January 7<sup>th</sup>, 2026, at 7:00pm, lower level of the Knerr household: 11 Old Oak Ave. All are welcome!

Respectively submitted,

Amie Robillard, Clerk/Moderator  
[Amie.1206@gmail.com](mailto:Amie.1206@gmail.com)