

**VILLAGE DISTRICT OF EIDELWEISS**  
**2021 Annual Meeting Minutes**  
**Saturday May 22, 2021**

Moderator Bob Ingram opens the polls for Article 01, voting for officers, at 8:00 am. Supervisors of the checklist Cheryl Brooks, Emily Sheppard, and Jen Garside. Clerk Donna MacKinnon and Commissioners Jay Buckley, Kathy Koziell and Paula Doyle were also present for opening of the polls.

At 10:00 am Moderator Bob Ingram closes the polls for article 01.

At 11:02 am Moderator Bob Ingram calls the meeting to order.

Moderator Bob Ingram requests all persons to stand and leads the pledge of Allegiance.

Moderator Bob Ingram calls for a moment of silence to remember relatives, friends, and residents who have passed this year. The Moderator asks for people who have been affective by COVID to be remembered.

Moderator Bob Ingram introduces himself, Commissioners' Jay Buckley, Kathy Koziell, and Paula Doyle, DPW Kelly Robitaille, and Clerk Donna MacKinnon. Checklist Ladies Cheryl Brooks, Emily Shepard, Jen Garside, Dinah Reiss, Treasurer, and Officer James Hayford were also present.

Moderator Bob Ingram outlines and reviews the Rules and Procedures for the meeting.

**Jay Buckley Makes a motion to allow non-registered voters who are not taxpayers and guests to speak. Second by Tici Lutjen.**

**Vote: Moderator declares Motion Passed.**

Presentation of the Reinach Project.

Commissioner Kathy Koziell presents an overview and updates of the project. The pump house is pretty much complete, the operation manual is in progress and the roads will be last to be completed. Dawson will be given final punch list to address at end of project.

Discussion of the Upper Lakeview pressure zone-The zone will have to be split and two PRV pits will have to be installed to fix the problem.

Any monies that are left over from the Reinach project will determine what additional projects will be addressed.

Ralph Lutjen asks if the pumphouse is operational. Kathy Koziell states the target date is May 28,2021. Mike Smith asks the percentage of the project's completion vs. paid out; Kathy Koziell explains.

Ron Sandstrom asks if there will be any big changes for the District homeowners. Kathy Koziell states there will be some changes in pressure to the homeowners up at project site.

Ralph Lutjen asks how Dawson was overpaid for uncompleted work. Both Commissioners Kathy Koziell and Jay Buckley state Dawson was not overpaid. They stated Jones and Beach was overpaid for Contract #6 and that was corrected by Jones and Beach and was put into Contract #1. Ralph Lutjen questions why there was no "Clerk of the Works" for such a big project to oversee project costs.

**Article 01 Voting for Officers**

**Voting for the following offices for 2021**

**Commissioner – 3-year term**

**Treasurer – 2-year term**

**Clerk – 2-year term**

Results of Article 01; Election of Officers

Commissioners 3-year term Michael Smith

Treasurer 2-year term Dinah Reiss

Clerk 2-year term Donna MacKinnon

**Article 02 Operations and Highway Budget**

**To see if the Village District will vote to raise and appropriate the sum of \$564,695. for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately with \$30,000 to come from unassigned fund balance. (This represents excess funds appropriated in 2020 due to an error in the 2020 annual meeting minutes regarding Article #10.).**

**Recommended by Board of Commissioners 3-0.  
(Majority vote required)**

**Article read by Moderator Bob Ingram. Jay Buckley moved the Article to the floor. Kathy Koziell seconded.**

Paula Doyle discusses the Budget, what was spent last year vs this year's budget. Paula Doyle explains this year's budget will include an additional \$17,500 for the Reinach Tank Loan, The New Truck Loan payment, \$6,000 for Health Plan for employees for a family plan which use to be just for employee and spouse, \$8,000 for the Dam Emergency Plan, plus the impacts of the additional Warrants.

Paula Doyle explains that the \$30,000 error represents unappropriated funds raised in 2020 that will be used to offset this year's tax rate will come from the unassigned funds per the DRA.

Paula Doyle discusses Funding Summary-Money is raised by 3 Funds which are from taxation, unassigned fund, and the water usage bill.

Funding total for this year total is \$593,295 with an anticipated tax rate of 4.43 per thousand.

Paula Doyle discusses the tax history and comparisons for the last 5 years.

Paula Doyle discusses the CRF totals.

Paula Doyle discusses the Unassign Fund Balance-Money that was raised in the past that was not spent is put into the fund and the legislative body has to approve the BOC to spend it.

It is estimated that there will be around \$350,000 plus the \$30,000 at the end of this year with the completion of the 2020 Audit.

**Mike Smith makes a motion to amend Article 02 to the sum of \$597,695 an additional \$30,000 for the purpose to hire a full time Administrator and \$3,000 for the DPW to clean the beaches on the weekends and receive comp time during the week for beach cleanup. This funding is to come from the Unassigned Fund Balance. Ralph Lutjen seconded.** Kathy Koziell asks Mike Smith if he considered for salary, health insurance and New Hampshire retirement. Mike Smith explains his breakdown. Ron Sandstrom asks the Board of Commissioners their feelings of 2-person vs 1 person Admin position. Commissioners feel they still need 2 people. Mike Smith would like 1 Full time and 1 Part time Admin position. Susan Bush asks about keeping 2 part time with remote possibilities. Kathy Koziell explains why it is not possible. Jay Buckley explains that redundancy is needed so that the office can keep working in case of Admin vacation or personal time. So, what happened in the past does not happen again. Mike Smith states issues with revolving door and that the District has to make changes. Kathy Koziell asks what will happen to next year if the voters do not approve Admin budget. Doug Prescott states from a business continuity plan 2 people are needed. Paula Doyle explains not a great fit with previous employee. Paula Doyle makes the community aware of an employee that felt threaten and not safe from some people in the District. Moderator Bob Ingram explains the body is only responsible for the bottom line not each line item.

**Vote: Amendment passed**

**Dinah Reiss makes a second amendment to Article 02 to the sum of \$597,696 an additional \$1.00 for the purpose of funding the Tan Loan line item of the operating budget. This funding coming from taxation. Kathy Koziell seconded.**

Dinah Reiss, the Treasurer, explains that if the line item is kept at 0 the District could not take out a Tan Loan if needed.

**Vote: Moderator declares Amendment passed.**

**Vote: Moderator declares Article 02 Budget for \$597,696 Passed.**

### ***Article 03 Water System Budget***

***To see if the Village District will vote to raise and appropriate the sum of \$163,075. for the purpose of General Water System Operation. Funding for this appropriation will be raised by water usage fees.***

***Recommended by Board of Commissioners 3-0.  
(Majority vote required)***

**Article read by Moderator Bob Ingram. Jay Buckley moved the Article to the floor. Paula Doyle seconded.**

Kathy Koziell explains the upcoming 2018 Bond payment that is due this year. The District had paid interest only for 3 years and in 2021 will start paying back the principle and interest starting this year

**Vote: Moderator declares Article 03 Passed.**

**Article 04 Paving Chocorua View Drive**

**To see if the Village District will vote to raise and appropriate the sum of \$37,100 for the purpose of reclaiming and paving Chocorua View Drive. Funding for this appropriation will be raised by taxation.**

**Recommended by Board of Commissioners 3-0.  
(Majority vote required)**

**Article read by Moderator Bob Ingram. Jay Buckley moved the Article to the floor. Paula Doyle seconded.**

Jay Buckley Discusses the quality of Chocorua View Drive. The paving will consist of reconstruction and base coat with a wear coat to be done within 5 years.  
Kelly Robitaille discusses DPW plans for projected road projects to be done.  
Dinah Reiss asks if the paving projects go out to bid Kelly Robitaille states yes.

**Vote: Moderator declares Article 04 Passed.**

**Article 05 Brush & Tree Cutting**

**To see if the Village District will vote to raise and appropriate the sum of \$7,000. for the purpose of brush and tree cutting along roadways throughout the Village District Funds for this appropriation will be raised by taxation.**

**Recommended by Board of Commissioners 3-0.  
(Majority vote required)**

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley Discusses that this has to be done because the roadways are getting problematic for DPW's plowing of the roads.  
Kelly Robitaille discusses that this should be done on a yearly basis and it was a prior budget line item in the past. He will be starting on the Right side of Edelweiss.

**Vote: Moderator declares Article 05 Passed.**

**Article 06 Lodge Property Changes**

**To see if the Village District will vote to raise and appropriate the sum of \$6,000. for the Surveying and revisions to the property lot lines in anticipation of property sale in the future. Funds for this appropriation will be raised by taxation.**

**Recommended by Board of Commissioners 3-0.**

***(Majority vote required)***

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley discusses the sale of the lodge due to issues with known upcoming repairs needed and limit use of the lodge. Jay Buckley explains that the Lodge and Cabana building with the sheriff tower is on one lot. In order to sell the Lodge, the properties have to be split into two separate lots. Jay Buckley states there has been two estimates from surveying companies one was for \$10,500 and another was for \$6,000. Mike Smith states the septic for the Lodge has to be isolated and that the Board of Commissioners have the right to sell it and now would be a good time to put it on the market. Jay Buckley states that in the quotes the septic is covered. Kathy Koziell states for transparency that the Board of Commissioners would have a public hearing to give everyone a chance for their opinion for the sale of the Lodge. Holly Maudsley questions if the public parking up at the Lodge has been considered. Stan Wondalowski states that there was never public parking up at the Lodge. Ron Sandstrom fully supports the article. Mike Smith asks if the surveyor will need to go in front of the Madison Planning board, Jay Buckley states yes.

***Vote: Moderator declares Article 06 Passed.***

***Article 07 Leaf Blower***

***To see if the Village District will vote to raise and appropriate the sum of \$6,000 to purchase a new leaf blower which will be mounted on the backhoe. Funding for this appropriation will be raised by taxation.***

***Recommended by Board of Commissioners 0-3.  
(Majority vote required)***

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley explains the article.  
Kelly Robitaille explains that benefits the District would have if they owned the leaf blower. This year he ran into issues with renting one which limited days for the DPW to do their job. This blower will give the DPW better ways to clean out the culverts.

***Vote: Moderator declares Article 07 Passed.***

***Article 08 Tank Pumping Maint. CRF***

***To see if the Village District will vote to establish a "Waste Tank Maintenance CRF" for the purpose of the removal of hazardous waste from the DPW "Tight Tank" and further to appropriate the sum of \$2,500. To be placed in the fund and to name The Board of Commissioners as agents to expend these funds. Funding for this appropriation will be raised by taxation.***

***Recommended by Board of Commissioners 3-0.  
(Majority vote required)***

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley explains the article. The main water well is too close to the DPW I building. The Tight Tank in DPW 1 was installed last year, which collects the run off from the DPW trucks which is considered hazardous waste. The Tight Tank is now collecting the contaminated run off and will have to be emptied periodically. The reason to start the CRF is so the District will have the funds to have the Tight Tank emptied when needed.

***Vote: Moderator declares Article 08 Passed.***

***Article 09 Replenish Medical Insurance CRF***

***To see if the Village District will vote to raise and appropriate the sum of \$5,000. To be deposited into the "Medical Insurance CRF" for the purpose of mitigating the impact of health plan changes or unforeseen increases in our health care plan costs. Funding for this appropriation will be raised from the Unassigned Fund Balance.***

***Recommended by Board of Commissioners 3-0.  
(Majority vote required)***

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Paula Doyle explains this article. The fund was depleted and needs to be available for future health plan costs and employee needs. Ron Sandstrom states excellent need for fund.

***Vote: Moderator declares Article 09 Passed.***

***Article 10 Replenish Highway Equipment CRF***

***To see if the Village District will vote to raise and appropriate the sum of \$50,000. To be deposited into the "Highway Equipment CRF". Funding for this appropriation will be raised from the Unassigned Fund Balance.***

***Recommended by Board of Commissioners 3-0.  
(Majority vote required)***

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley explains the article. There is \$106.42 left in this CRF Fund. The Board of Commissioners are asking to replenish this fund goals of purchasing a new truck in 2022. Jay Buckley states a new truck will cost around \$200,000. Mike Smith thinks the cost would be \$300,000 for a new truck. Ron Sandstrom supports this article but is concerned about the Unassigned Fund Balance being dropped with all the funding of articles.

***Vote: Moderator declares Article 10 Passed.***

**Article 11 Replenish Equipment Repair CRF**

**To see if the Village District will vote to raise and appropriate the sum of \$10,000. to be deposited into the "Equipment Repair CRF". Funding for this appropriation will be raised from the Unassigned Fund Balance.**

**Recommended by Board of Commissioners 3-0.  
(Majority vote required)**

**Article read by Moderator Bob Ingram. Jay Buckley moved the Article to the floor. Kathy Koziell seconded.**

Jay Buckley explains this article. This fund needs to be replenished in case of if an incident occurs for a big truck repair and not have to the cost come out of the operating budget. Paula Doyle clarifies that this would be for a big, unexpected truck repair not an everyday truck repair.

**Vote: Moderator declares Article 11 Passed.**

**Article 12 Reclassify Section of Reinach Place**

**To see if the Village District will vote to reclassify to Class V a portion of the Class VI section of Reinach Place from the southerly corner of the driveway at #5 Reinach Place for a distance of 350 linear feet to just beyond the post gate for the Reinach Tank.**

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley explains this article is a legality matter and there is no money involved. This article is for the DPW to be able to maintain the road for plowing up to the Reinach Pump House.

**Vote: Moderator declares Article 12 Passed.**

**Article 13 Reclassify Section of Adelboden Way**

**To see if the Village District will vote to reclassify to Class V a portion of the Class VI section of Adelboden Way from the boundary line of Lots F97 and F98 to the boundary line of Lots F89 and F99 to accommodate snow removal**

**Article read by Moderator Bob Ingram. Kathy Koziell moved the Article to the floor. Jay Buckley seconded.**

Jay Buckley explains this article is a legality matter and there is no money involved. This article is for the DPW to be able to plow road. No road improvements have to be made.

**Vote: Moderator declares Article 13 Passed.**

**Other Business**

**Mike Smith makes a motion to see if the voters will vote to allow Mike Smith to control the water level at the Loon's nesting are from May 15<sup>th</sup> to July 15<sup>th</sup>. This vote is to allow the VDOE highway department to remove boards & install boards per the needs of the Loon's to nest. The removal of boards will not impede the fire department from doing its job. The Loon's are endangered species. This vote is to take effect immediately. Ron Sandstrom seconded.**

Mike Smith talks about the Loons and that he will work with the Highway Department. Mike Smith feels the Dam Management Policy needs to be readdressed. Paula Doyle discusses issues of past problems and that Big Pea has a different point of view from Small Pea. Paula Doyle feels that requests and opinions from all residents should be heard and taken into consideration. Paula Doyle supports to revisit issue. Kevin Flynn discusses his opinion of the Loons.

**Motion Passed.**

**Mike Smith makes a motion to see if the voters will vote to rescind the gag order the Commissioners installed on Nancy Cole. This vote will not affect the money the VDOE paid to Nancy Cole (\$10,000). The release of this information gag order will take effect immediately. Ralph Lutjen seconded.**

Mike Smith explains that the District never had a gag order in the past. Mike Smith feels that Nancy Cole can help straighten out the office. Kathy Koziell states that Attorney Mansfield provided the District with the document and that the Board of Commissioners never asked the attorney for the gag order. Dinah Reiss supports this motion. Mike Smith asks why only one Commissioner signed document.

**Motion Passed.**

**Moderator Bob Ingram stated that the motions that were made under Other Business are non-binding as they were not in the Warrant but will show the Commissioners the sense of the meeting.**

**Mike Smith makes a motion to adjourn the 2021 Annual Meeting at 1:21 pm. Ralph Lutjen Seconded.**

**Moderator declares meeting adjourned.**

Respectfully submitted,



Donna MacKinnon

VDOE Clerk



**Amendment to Article 13**

***To see if the Village District will vote to reclassify to Class V a portion of the Class VI section of Adelboden Way from the boundary line of Lots F97 (new Town of Madison Tax Lot #114 Map #53) and F98 (new Town of Madison Tax Lot #114 Map #52) to the boundary line of Lots F98 (new Town of Madison Tax Lot #114 Map #52) and F99 (new Town of Madison Tax Lot #114 Map #51) to accommodate snow removal***



Donna MacKinnon

VDOE Clerk 8/12/2021

**VILLAGE DISTRICT OF EIDELWEISS  
Commissioners Meeting  
Tuesday August 12th, 2021**

The Board of Commissioners met at 9am on Tuesday August 12th 2021. In attendance for the public meeting are Commissioners Kathy Koziell (KK), Commissioner Jay Buckley (JB), Commissioner Mike Smith (MS), Administrator Donna MacKinnon (DM), Dinah Reiss (DR). Ian Hays (IH) Water Operator joins at 9:30am The meeting was recorded by Madison TV

At 9am Commissioner JB calls the meeting to order. JB makes a motion to approve the agenda, MS 2nds, passes 3-0

JB makes a motion to enter non-public at 9:00am per RSA 91-A3:II (b) Employee Hiring

Re-convene public meeting at 9:05 Motion was made to Seal the minutes. JB makes a motion to unseal the minutes once the applicant accepts the position, MS 2nds, passes 3-0

DM explains that the annual meeting minutes needed to be amended and approved as the lot number in Article #13 was typed as F89 instead of F98. KK makes a motion to amend the 2021 Annual Meeting Minutes to reflect the lot # change from F89 to F98. JB 2nds, passes 2-0-1

**JB makes a motion to approve the minutes of 7/29.21, KK 2nds, passes 2-1. JB makes a motion to approve the Non-Public of 7/29. MS 2nds, passes 2-0-1**

**KK makes a motion to approve the minutes of 8/3, JB 2nds, passes 2-1-0**

JB discusses the white spray paint on Eidelweiss Dr. Determined that it was not the DPW. JB discusses the water hook-up applications that have been received after 8/1/2021. Habitat for Humanity request can wait until next year **MS makes a motion to accept the 18 Bristenstock application, Kk 2nds, JB questions weather or not we can accept after 8/1 per the ordinance. Motion passes 2-1**

JB discusses the hook-up for 5 Grandval Way – still need septic design and certified plot plan, **MS makes a motion that if septic design and certified plot plan are not received by Sept 1 hook-up check will be returned for 5 Grandval Way. JB 2nds, passes 2-1-0. MS makes a motion that if septic design and certified plot plan are not received by Sept 1 hook-up check will be returned for 17 Jungfrau (Habitat for Humanity property). JB 2nds, passes 2-1-0**

#### **ADMIN**

DM reads the email from resident asking to have the \$100 late fee waived and states she will pay the \$50. **MS makes a motion to waive the \$100, No 2<sup>nd</sup>.**

DM states that 6 residents paid their late water bill and fees. 2 certified letters came back with forwarding addresses.

**JB makes a motion to approve the manifest for \$21,301.59, KK 2nds, passes 3-0** DR asks if we can complete the bank signature cards while all 3 commissioners are present.

Discussion on the Neighborhood Energy contract, MS states that we would get a better rate if we committed for 3 years, **MS makes a motion to create a Warrant Article as it's a 3 year commitment. JB 2nds, passes 3-0.** JB discussion on Saturday nights public hearing, MS suggests making 15 sets of documents.

JB discussed 29 Grachen Rd survey, Ron Briggs is available Monday for a site visit. KK suggests 9:00am, JB can make it, MS doesn't know why we need all 3 present. Meeting will be posted for 9:am once confirmed with Ron Briggs.

Discussion on 8 Eidelweiss Drive culvert issue (on Bern Drive), contractor and his engineer (Burr Phillips) meet with Kelly to discuss options for a remediation. Burr Phillips will submit a proposal but asks for an extension until 8/24 before fines are levied. **JB makes the motion to waive the daily charge until 8/24, KK 2nds, passes 2-1.**

JB discusses rocks that were dumped onto Bristenstock by property owner at 42 Bristenstock. He signed for certified letter giving him until the end of July to remove them. Discussion on what we can legally do with these rocks, haul them away, dump them on his property etc. **JB makes a motion to contact Attorney Bolt regarding what actions we can take. KK 2nds, passes 2-1**

JB discusses the issues with the 105 acre lot in Madison that abuts Eidelweiss which includes a merged lot taken from Eidelweiss on Adelboden. There is also a ROW on Aspen that was deeded in 1979. The Town of Madison needs to address the taking of the lot out of the Village District of Eidelweiss zone incorrectly. **MS makes a motion to contact the District's attorney regarding this issue. No 2<sup>nd</sup>.** The Madison planning board also brought up the concern of a possible subdivision. JB states that as this was done by Madison it's "on them" to correct it.

Ian Hayes

IA discusses low pressure at 22 Bristenstock and consensus is that the home PRV was set too low and that the sediment was not the issue. Homeowner is to be billed for Ian's time.

KK states that 4 more keyed alike locks have been ordered. IH will order chem pump re-built kits, Spare pump from DPW well is approx. \$6000. Chem room safety sink is \$3000 plus installation. **MS makes a motion to allocate up to \$3300 for Chem room sink, JB 2nds, passes 3-0.** Discussion on moving the chem tank to a larger containment area so its safer to work on and around. **MS makes a motion to allocate up to \$1500 to move the Chem tank, JB 2nds passes 3-0.**

MS leaves at 10:40

19 E Bergamo Water Hook-up Complete, 13 E Bergamo started digging and hit ledge, based on #19 could be hard packed rock not ledge so will bring in larger equip next week.

JB discusses the DES 25' set-back from septic system and pressurized water line (main, service link, service line). Discussion on benefit of having the water lines/links sleeved regardless of distance from septic systems, requirement would change to 10' if line is sleeved. Water Operator can refuse water hook-up if the septic system is determined to be too close.

**JB makes a motion to accept Contract #7 from Jones & Beach in amount of \$3800, KK 2nds,** for the Upper Lakeview PRV pit(s) to provide GPS/lidar mapping, incorporate Dubois/King recommendation, create bid package, tabulate bids, select a contractor. This will come from the contingency fund as scope has increased since initial bid. **Passes 2-0.**

Ian discusses value of having Isolation valve clusters at intersections. JB states that towns and cities are getting ARRA funding and that Village District may apply thru the County for available funds. Ian will create a proposal with number of valves and costs and JB will include some of he alternative adds from the Reinach tank proposal.

Discussion on the Dawson payment rec with substantial completion of work certificate. This is to be tabled until next week.

Jones and Beach submitted a \$2000 increase for Contract #6 (O&M Manual and Oversight).

JB will contact J&B for clarification

**JB makes a motion to approve the RFP for asset management grant. KK 2nds, JB states giving 2 weeks for applicant response, KK amends to change to 3 weeks, JB 2nds amendment, passes 2-0, Amended motion passes 2-0.**

Discussion on Dubois & King proposal for engineering of Upper Lakeview PRV pit(s) - tabled for next week.

KK will be unavailable for the Sept 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup>. Commissioners' meetings.

**JB makes a motion to adjourn at 11:45, KK 2nds, passes 2-0**

Respectfully submitted,  
Kathy Koziell, Commissioner