**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday October 4, 2022**

The Board of Commissioners met at 9:00am on Tuesday October 4, 2022.

In attendance for the public meeting are Commissioner Mike Smith, Commissioner Ralph Lutjen, Commissioner Jay Buckley, Donna MacKinnon-Administrator, Alexis Wagoner-Administrator, Kelly Robitaille-DPW Forman, James Nyman, Ian Hayes, Kathy Koziell & Mike Brooks-Madison Fire Department.

Meeting videotaped by Carol of Madison TV

At 9:00am Commissioner Ralph Lutjen calls the meeting to order

**Public Meeting**

**Jay Buckley makes a motion to approve the agenda, Ralph Lutjen 2nds, passes 3-0.**

**Mike Smith makes a motion to approve the Minutes of 9/27/22, Ralph Lutjen 2nds, passes 2-0-1 Jay Buckley abstained.**

**Mike Smith makes a motion to approve the 9/27/22 Sealed Non-Public Minutes RSA 91-A:3 II (a), Ralph Lutjen 2nds, passes 2-0-1 Jay Buckley abstained.**

**Mike Smith makes a motion to approve the 9/27/22 Sealed Non-Public Minutes RSA 91-A:3 II (d), Ralph Lutjen 2nds, passes 2-0-1 Jay Buckley abstained.**

**Jay Buckley makes a motion to approve the Payroll Manifest for $8,888.80, Ralph Lutjen 2nds, passes unanimously 3-0**

**Mike Smith makes a motion to approve the Operating Account manifest for $12,172.22, Jay Buckley 2nds, passes unanimously 3-0**

**DPW**

Kelly Robitaille- The DPW has been out ditching Little Shore Drive and Big Loop. The left side of Lugano Road was shimmed, next year a warrant article will need to be put together to do an overlay to the entire road. Some of the money in the asphalt budget will go to filling potholes but there will still be some money left in there this year.

Mike Smith- Questions adding some hours to Kelly Robitailles schedule to make up for Jeff DeMartino being out.

Kelly Robitaille- It would help to have an hour here and an hour there. It’s good for when we are ditching and must stay an hour later to clean up rather than leaving it for the next day.

**Mike Smith makes a motion to allow Kelly Robitaille a cap of 4 hours of overtime per week until Jeff DeMartino is back, Ralph Lutjen 2nds for discussion,**

Mike Smith- Only two people are working right now as were missing a 40-hour week employee and only have 1 full time person working.

Jay Buckley- Is Jeff DeMartino being paid by workers comp or are we paying him? Where would the overtime money come from?

Kelly Robitaille- Yes worker comp kicked in, the office spoke to Jeff DeMartino, and he mentioned he hopes to be back on Tuesday.

Mike Smith- The money would come from the regular budget line since we are not paying Jeff DeMartino there is extra in there.

**Motion passes unanimously 3-0**

**Administration**

Discussion on setting up a meeting with CMA Engineers to review immediate items.

Ralph Lutjen- Send them the Asset Management Plan for review and Warrant Articles once those have been put together.

**Ralph Lutjen makes a motion to send the Asset Management Plan to CMA Engineers, Jay Buckley 2nds, passes unanimously 3-0**

**Ralph Lutjen makes a motion to have CMA Engineers come to a Water Committee meeting, Jay Buckley 2nds, passes unanimously 3-0**

Jay Buckley- The Water committee is doing a walkthrough of the pump stations with Ian Hayes on October 14th, possibly CMA can attend that. Give them the option of attending the tour as well as setting up a full meeting on November 2nd at 9:30am here at Madison Town Hall.

Discussion on the rafts.

Alexis Wagoner- Found out through New Hampshire Municipal that the Board of Commissioners have the authority to sell the rafts as they wish and do not have to have an auction. The money will go into the unassigned fund balance. An email was also received from Primex regarding the increased risk of exposure from wooden rafts.

Mike Smith- Have Kelly Robitaille get pricing for plastic and aluminum rafts.

**Ralph Lutjen makes a motion to put together a warrant article for new rafts, Mike Smith 2nds makes an amendment to get pricing for individual rafts as well in case the voters do not want 4 new rafts, Ralph Lutjen 2nds the amendment, motion passes unanimously with amendment 3-0**

Jay Buckley- Will the new rafts decrease our insurance premium? The office is to check

Discussion on Neighborhood Energy supply agreement. The current agreement ends in November 2022, need to put something in place our we will be paying Eversource full price.

The current electric rate through Eversource is $0.2256

The 36-month agreement rate would be $0.1579

At the annual meeting, the voters voted in favor of signing an agreement with Neighborhood Energy for long term. The office is going to investigate the wording of the annual meeting and whether we can sign the 36-month agreement. Will table until next week.

The cybersecurity grant application was submitted.

Discussion on the 2021 Audit, Donna MacKinnon is working with Catherine and the Auditor to get the MS-535 finalized. Hoping to have that soon so the Commissioners can sign it out of session.

**Jay Buckley makes a motion to sign the MS-535 out of session once it is complete, Ralph Lutjen 2nds, passes unanimously 3-0**

Discussion on G.W Brooks consultation:

-Review of possible options with NHDES by phone 2 - 4 Hours

-Site Visit of the proposed Dry Hydrant site and possible Cofferdam site 1 - 2 Hours

-Prepare cost estimate 4 – 8 hours

-Hourly Rate for Consultations $98.00 / Hour

-Per the request of the Board, we will not exceed a $2,000 limit

**Ralph Lutjen makes a motion to sign the consultation agreement with G.W Brooks, Mike Smith 2nds for discussion**

Chief Mike Brooks enters the meeting. Jay Buckley asks him to comment on the air leak in the pipe at the Little Loop dry hydrant.

Mike Brooks- In May during the testing of the dry hydrants both hydrants were able to sustain water flow and were tested on two different engines. The hydrants are considered to be functional. We used engines 2 and 3, neither had issues with testing.

Mike Smith- We have sent multiple letters with questions and have had no response. Linda Shackford had told us that you were working on communicating back but we didn’t hear.

Ralph Lutjen- The first question was regarding extending the waterline to ensure we would have enough coverage above the pipe for the hydrant to function and another question was regarding the testing of the hydrants to ensure they are functional. There were a few other questions too.

Mike Brooks- All hydrants are tested asap in the spring. This year they were done in May, possibly the 17th. Jay Buckley was there when we did the testing.

Kelly Robitaille- Could you get us an exact date so we can check what the water height was that day. Also, what are the water level requirements for the hydrant?

Mike Brooks- According to the NFP Standard there needs to be 1ft of water above the pipe and 2ft of water underneath the pipe.

Jay Buckley- At the time of the testing the water level was a hair below the red line. The former chief had told us he wanted the water 4” below the concrete at the red line, this is on video from a meeting that was held up at the Lodge.

Kelly Robitaille- We just want to ensure we are covered in case the hydrants need to be used. The Big Loop hydrant pipe has no water underneath it.

Mike Brooks- Yes, I am not sure who installed that hydrant, but it is functioning the way it is.

Kathy Koziell- The water is below the red line because we manually lower the water levels.

Kelly Robitaille- Do we not do the winter draw down because the water will be below the red line?

Ralph Lutjen- No, do the draw down the snow and moisture will recoup the water that is drained. We also do not want to run into the same issue that we had last year.

Jay Buckley- Steve Doyon had suggested we change the grate to a box grate instead of the flat one to help with debris.

Further discussion on the winter drawdown, the drawdown will be done right before October 15th.

Mike Brooks- Comments again that the NFP Standard is 1ft above the pipe and 2ft underneath the pipe.

**Motion is tabled.** No need to engage with G.W Brooks if the hydrant is functional and there is enough water above the pipe.

**Mike Smith makes a motion to rescind the vote from last week to pursue G.W Brooks, Ralph Lutjen 2nds, passes unanimously 3-0**

Send a letter to G.W Brooks saying that we spoke with the Fire Chief and both hydrants are functional.

**Jay Buckley makes a motion to investigate the price of a box grate to go over the spill grate, Ralph Lutjen 2nds, passes unanimously 3-0**

**Ralph Lutjen makes a motion to approve the water hook-up at 19 Little Shore Drive, Jay Buckley 2nds, passes unanimously 3-0**

Kelly Robitaille mentions two homes owned by the same person who are seeking to have a joint driveway. Chris Albert is doing the engineering and just wants to make sure it is ok. He did not find anywhere stating it was not allowed.

Ralph Lutjen- The homeowners would have shared responsibility for the driveway.

Jay Buckley- There is another driveway like this at the end of Huttwil. It is up to the homeowners and has nothing to do with us.

**Simply Water**

Ian Hayes discussed the leak on Altdorf. The leak progressed quickly. This was addressed in the spring. We followed the water line to 9 Altdorf where the bleeder was and cut and replaced the line where it was leaking. 7 Altdorf was tied into 9 and had no water so we had to replace that other water main end, when we dug the 2” pipe gave way and we had to shut the system down. All the pipes are fixed, and water is restored. Unfortunately, this was substantial leek which was unavoidable. In the future we may preemptively shut down the water main. To clarify, the service line was replaced not main. 7 and 9 Altdorf are now separated, 9 still shares a line with the bleeder.

Mike Smith- Where are we on water hook-ups?

Ian Hayes- They should all be done in the next few weeks.

Alexis Wagoner- Are you not digging 2 Chocorua today?

Ian Hayes- Not digging 2 Chocorua today since we did not receive payment yet. The water will be shut down at a later date. Unfortunately, we do not always know when we will be shutting the water down.

James Nyman- Wondering when the water at 5 Grandval will be hooked up. I spoke with Alexis, and she stated it would be a few weeks.

Ian Hayes- It will be done it is on the list to be done. When we have a date we will give it to the office for them to contact you.

November 7th will be the day for seasonal shut offs in the morning.

Ian Hayes emphasizes that someone needs to be home when the shut offs and turn on are being done.

Discussion on setting up a meeting with simply water, the water committee, and the engineer. Will coordinate with the office.

The state sanitary survey will be coming to do a walk-through October 23rd at 11:30am.

Ian Hayes discussion on the DPW bringing sand and materials to them. Kelly Robitaille mentions that they have been so busy and short staffed but if they can they will. Ian Hayes responds that they will make an inquiry and if Kelly can do it great if not he will have Dawson bring in the materials.

Discussion on the PRV pit, it was approved last week. Jay Buckley has sent a letter to Rick Skarinka to extend the grant so we can still get the money. Dawson will be shooting for the end of November, there were issues securing the door for the vault.

Jay Buckley- Big Loop, Interlaken and Altdorf connecting that water main is the #1 priority in Warrant Articles for the Water Board. Ian Hayes agrees that area is one of the biggest issue areas.

Ian Hayes- Water usage is down about 75,000 gallons since all the people left.

**Commissioner’s Concerns/Reports**

Jay Buckley gives an overview of the rate setting seminar, it was highly informative and really dialed back into the asset management plan. One main point was adding a budget line item to the water budget for depreciation of assets. Once an asset is complete it will depreciate over the years so having funds put aside to cover when it needs to be replaced in the future is critical.

Ralph Lutjen- The audit supplies us with a number for the fixed asset depreciation.

Mike Smith- We need to worry about pipe depreciation now and getting new pipes.

Ralph Lutjen- we need to start putting away money for asset depreciation and for replenishing the CRF funds.

Mike Smith discusses the parking lot ordinance revision and including proof of insurance. There is an argument that auto insurance is not required in the state of NH so we should not be requiring that.

**Ralph Lutjen makes a motion to amend the parking lot ordinance proposal to state that the** **VDOE has no responsibility and that to park at your own risk, Jay Buckley 2nds, passes unanimously 3-0**

Discussion on the building committee, Ralph Lutjen reached out to Nick Borelli, Don Deems and Ron Sandstrom. We need an accessible office for people to come into. The committee will focus on using the funds from the Lodge sale and determine location, size and other features that work for the VDOE.

**Ralph Lutjen makes a motion to form the Building Committee with Nick Borelli, Don Deems, Ron Sandstrom and myself, Jay Buckley 2nds, passes unanimously 3-0**

Jay Buckley states that the water committee met yesterday and has most of the warrant articles already written. If grants are not given then the funds will come from the CRF, and the rest of the funding will come from the water bill.

The Highway Committee is meeting tomorrow at 2pm to go over Warrant Articles.

Overview of Wetlands Abutter letter 49 Little Shore Drive

Overview of water usage, usage is still high but seems to be going down a bit.

Jay Buckley mentions that a member of the VDOE has published a newsletter called The Village Advocate.

**Non-Public Meeting**

**Mike Smith makes a motion at 10:35am to go into Non-Public for RSA 91-A:3, II (m).** **Jay Buckley seconded. Roll Call Vote: Buckley-yes; Lutjen-yes: Smith-yes: passes unanimously 3-0**

**Jay Buckley makes a motion to come out of Non-Public meeting under RSA 91-A:3, II (m) and return to public meeting at 10:37am. Ralph Lutjen seconded. passes unanimously 3-0**

**Jay Buckley makes a motion at 10:37am to go into Non-Public for RSA 91-A:3, II (a). Ralph Lutjen seconded. Roll Call Vote: Buckley-yes; Lutjen-yes: Smith-yes: passes unanimously 3-0**

**Jay Buckley makes a motion to come out of Non-Public meeting under RSA 91-A:3, II (a) and return to public meeting at 10:50am. Mike Smith seconded. passes unanimously 3-0**

**Jay Buckley makes a motion at 10:50am to go into Non-Public for RSA 91-A:3, II (d). Mike Smith seconded. Roll Call Vote: Buckley-yes; Lutjen-yes: Smith-yes: passes unanimously 3-0**

**Mike Smith makes a motion to come out of Non-Public meeting under** **RSA 91-A:3, II (d) and return to public meeting at 11:03am. Ralph Lutjen seconded. passes unanimously 3-0**

**Mike Smith makes a motion at 11:03am to go into Non-Public for RSA 91-A:3, II (m). Jay Buckley seconded. Roll Call Vote: Buckley-yes; Lutjen-yes: Smith-yes: passes unanimously 3-0**

**Mike Smith makes a motion to come out of Non-Public meeting under RSA 91-A:3, II (m) and return to public meeting at 11:08am. Jay Buckley seconded. passes unanimously 3-0**

**Public Meeting**

**Mike Smith makes a motion to unseal the minutes of 5/10/22, 6/22/22, 6/28/22, 7/6/22, 7/12/22, 7/13/22, 7/19/22, 7/26/22, 7/26/22 & 8/3/22 under RSA 91-A:3, II (d), Jay Buckley 2nds, passes unanimously 3-0.**

**Jay Buckley makes a motion to unseal the minutes from 2/24/22 under RSA 91-A:3, II (c), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 3/15/22 under RSA 91-A:3, II (L), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 5/5/22 under RSA 91-A:3, II (L), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 7/6/22 under RSA 91-A:3, II (b), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 7/13/22 under RSA 91-A:3, II (b), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 8/2/22 under RSA 91-A:3, II (b), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to unseal the minutes from 9/20/22 under RSA 91-A:3, II (a), Ralph Lutjen 2nds, passes unanimously 3-0**

**Jay Buckley makes a motion to rescind the Trespass notice against Dinah Reiss and have the Police Chief send correspondence to her, Ralph Lutjen 2nds, passes 2-1 Mike Smith voted against.**

**Jay Buckley makes a motion to adjourn at 11:15am, Ralph Lutjen 2nds, passes unanimously 3-0**

Respectfully submitted,

Alexis Wagoner, Administrator.