**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday January 10, 2023**

The Board of Commissioners met at 9:00am on Tuesday January 10, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Jay Buckley, Commissioner Mike Smith, Donna MacKinnon-Administrator, Alexis Wagoner-Administrator & Kelly Robitaille-DPW Forman.

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

**Public Meeting**

**Mike Smith makes a motion to approve the agenda, Jay Buckley 2nds, passes 3-0**

**Mike Smith makes a motion to approve the 1/4/23 Minutes, Ralph Lutjen 2nds, Jay Buckley makes amendment, passes 3-0**

**Mike Smith makes a motion to approve the 1/4/23 Sealed Non-Public RSA 91-A:3 (d) Minutes, Jay Buckley 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Payroll Manifest for $9,862.48, Jay Buckley 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Operating Account Manifest for $807.90 Jay Buckley 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Operating Account Manifest for $22,709.93, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Water Assessment Fund Manifest for $15,897.67, Jay Buckley 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Water Assessment Fund Manifest for $1,027.55, Jay Buckley 2nds, passes 3-0**

**Discussion on the 2023 Budgets**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Operations/Hwy Budget** | |  | **Water Budget** | |  |
|  | **Budget 2022** | **Budget**  **2023** |  | **Budget 2022** | **Budget**  **2023** |  |
| **EXECUTIVE** |  |  |  |  |  |  |
| Salaries -Officers | **12,200** | **12,200** |  | **2,500** | **2,500** | Remain the same |
| **ADMINISTRATION** |  |  |  |  |  |  |
| Salary Full Time | 44,500 | 47,170 |  | 7,500 | 7,950 | Increase by 6% |
| Salary Part Time | 17,000 | 18,020 |  | 3,000 | 3,180 | Increase by 6% |
| Audit | 4,450 | 4,450 |  | 4,450 | 3,000 | Keep OP the same lower Water |
| Supplies/Merc Fees | 600 | 650 |  | 600 | 650 | Increase by $50 |
| Printing/Dues/Ads | 3,200 | 2,000 |  | 650 | 400 | Decrease - items in the wrong categories |
| Travel/Conference | 500 | 500 |  | 100 | 100 | Remain the same |
| Equipment & Maint. | 650 | 2,500 |  | 120 | 450 | Increase - items in the wrong categories  & Computer software’s |
| Telecom | - | - |  | 1 | - | Delete Line item |
| Safety | 200 | 200 |  | 100 | 100 | Remain the same |
| Admin Bonus | 850 | 2,000 |  | 150 | 350 | Increase to reflect 2022 actual bonus paid |
| Fin Admin Payroll/SRVC | 2,500 | 2,500 |  | 1,000 | 1,000 | Remain the same |
| **Subtotals** | **74,450** | **79,990** |  | **17,671** | **17,180** |  |
| **LEGAL EXPENSE** | **5,000** | **5,200** |  | **750** | **750** | Increase OP legal by $200 |
| **EMPLOYEE BENEFITS** |  |  |  |  |  |  |
| Social Security/FICA | 16,300 | 18,379 |  | 810 | 1,043 | Increase to reflect pay increase |
| Workers Comp | 5,000 | 3,948 |  | 405 | 697 | Decrease |
| Unemployment Insurance | 1,600 | 1,083 |  | 300 | 191 | Decrease |
| NH Retirement | 23,250 | 32,690 |  | 1,050 | 1,641 | Increase to reflect pay increase |
| Med/Disability Insurance | 54,390 | 67,057 |  | 3,160 | 3,925 | Increase to reflect dental insurance addition  & 50% of deductible |
| **Subtotals** | **100,540** | **123,157** |  | **5,725** | **7,497** |  |
| **GEN GOV BLDGS** |  |  |  |  |  |  |
| Bldgs. & Grounds | 10,000 | 12,000 |  | 1,200 | 1,200 | Increase OP by $200 |
| Heating (Propane) | 5,000 | 10,000 |  | 1,200 | 2,000 | Increase to reflect Inflation |
| Electricity | 2,900 | 4,000 |  | 2,100 | 3,000 | Increase to reflect Inflation |
| Telephone | 450 | 600 |  | 85 | 85 | Increase OP by $150 |
| Engineering | 2,000 | 2,000 |  | 2,000 | 2,000 | Remain the same |
| **Subtotals** | **20,350** | **28,600** |  | **6,585** | **8,285** |  |
| **INSURANCE** |  |  |  |  |  |  |
| Prop- Liability Ins | 46,000 | 47,469 |  | 8,000 | 8,377 | Fixed Number |
| Prop Damage Ded | 850 | 850 |  | 150 | 150 | Fixed Number |
| **Subtotals** | **46,850** | **48,319** |  | **8,150** | **8,527** |  |
| **REGION ASSOC** | **1,200** | **650** |  | **100** | **100** | Decrease Op by 50% |
| **MISC/TRNG/CKLIST** | **1,000** | **1,000** |  | **350** | **350** | Remain the same |
| **Other General Gov't** | **750** | **-** |  | **100** | **0** | Delete line item |
| **HWYS & STREETS** |  |  |  |  |  |  |
| Full Time Staff | 104,000 | 110,240 |  | - | - | Increase by 6% |
| Part Time Staff | 25,000 | 35,000 |  | 500 | 500 | Increase more work for Part-time Employee |
| On Call Comp | 3,000 | 3,900 |  | - | - | Increase on call to $75 per week |
| Overtime | 15,000 | 22,000 |  | - | - | Increase to reflect pay increase |
| Bonus | 3,500 | 4,600 |  | - | - | Increase to reflect 2022 bonus paid |
| Hwy-Roads Engineering | 5,000 | 5,000 |  | - | - | Remain the same |
| Hwy Trucks Other |  |  |  | 2,000 | 2,000 | Remain the same |
| **Trucks Subtotal** | **25,000** | **25,000** |  | - | **-** | Remain the same |
| Fuel | 20,000 | 30,000 |  | - | - | Increase to reflect Inflation |
| Repairs/Maint/Sup-Shop | 9,000 | 9,000 |  | - | - | Remain the same |
| Salt | 15,000 | 15,000 |  | - | - | Remain the same |
| Sand | 9,000 | 10,000 |  | - | - | Increase to reflect Inflation |
| Culverts/Basin | 4,000 | 2,000 |  | - | - | Decrease amount |
| Gravel | 15,000 | 15,000 |  | 300 | 300 | Remain the same |
| Comm Equip/Repairs | 1,000 | 1,000 |  | - | - | Remain the same |
| Dust Control/Other | 4,400 | 4,400 |  | - | - | Remain the same |
| Line Painting | 100 | 0 |  | - | - | Delete Line Item |
| Subcontract Equipment | 3,000 | 3,000 |  | - | - | Remain the same |
| Asphalt | 17,000 | 30,000 |  | - | - | Increase for more paving |
| **Subtotals** | **278,000** | **327,140** |  | **2,800** | **2,800** |  |
| **Street Lighting** | **1,200** | **1,500** |  | **0** | **-** | Increase to reflect Inflation |
| **Parks & Recreation** | **8,000** | **8,000** |  | **0** | **-** | Remain the same |
| **Asset Management** | **2,000** | **2,000** |  | **10,000** | **10,000** | Remain the same |
| **BONDS -Principle** |  |  |  |  |  |  |
| Grader Lease | 26,850 | 28,378 |  | - | - | Fixed Number |
| Oak Ridge | 31,000 | 16,608 |  | - | - | Fixed Number |
| 2019 RAM-5500 | 21,000 | 21,789 |  | - | - | Fixed Number |
| Reinach Tank | 50,000 | 50,000 |  | - | - | Fixed Number |
| 2018-Water Tank Loan |  | - |  | 13,000 | 12,003 | Fixed Number |
| Backhoe-John Deere |  | 15,804 |  |  |  | Fixed Number |
| **Subtotals** | **128,850** | **132,579** |  | **13,000** | **12,003** |  |
| **BONDS -Interest** |  |  |  |  |  |  |
| Grader Lease | 2,400 | 848 |  | - | - | Fixed Number |
| Oak Ridge | 2,000 | 231 |  | - | - | Fixed Number |
| 2019 RAM-5500 | 2,000 | 1,211 |  | - | - | Fixed Number |
| Reinach Tank | 29,490 | 26,940 |  | - | - | Fixed Number |
| 2018-Water Tank Loan |  | - |  | 5,500 | 6,277 | Fixed Number |
| Backhoe-John Deere |  | 7,168 |  |  |  | Fixed Number |
| **Subtotals** | **35,890** | **36,398** |  | **5,500** | **6,277** |  |
| **TAN** | **400** | **4000** |  | **0** |  | Increase to reflect actual interest potential |
| **Water Services** |  |  |  |  |  |  |
| PH Electricity | 0 | - |  | 27,500 | 42,500 | Increase to reflect Inflation |
| PH Testing | 0 | - |  | 5,500 | 7,025 | Increase to reflect contract increase |
| Repairs | 0 | - |  | 45,000 | 45,000 | Remain the same |
| Treatment | 0 | - |  | 8,000 | 10000 | Increase to reflect Inflation |
| PH Engineering | 0 | - |  | 2,500 | 2,500 | Remain the same |
| Water Monitoring | 0 | - |  | 19,800 | 19,800 | Remain the same |
| PH Heat (propane) | 0 | - |  | 850 | 1,000 | Increase to reflect Inflation |
| Telemetry SCADA | 0 | - |  | 6,000 | 6,000 | Remain the same |
| **Subtotals** | **0** | **0** |  | **115,150** | **133,825** |  |
|  | **GRAND TOTALS** | | | | |  |
|  | **Operating Budget** | |  | **Water** | **Budget** |  |
|  | **Budget 2022** | **Proposed 2023** |  | **Budget 2022** | **Proposed2023** |  |
|  | **716,680** | **810,734** |  | **188,381** | **210,094** |  |

Discussion on Engineering costs

**Ralph Lutjen makes a motion to sign the CMA Master Agreement for Engineering Services, Jay Buckley 2nds, passes 3-0**

**Ralph Lutjen makes a motion to delete the General other Gov’t Line in the budget, Jay Buckley 2nds, passes 3-0**

**Ralph Lutjen makes a motion to delete the Line Painting Line in the budget, Jay Buckley 2nds, passes 3-0**

**Ralph Lutjen makes a motion to delete the Telecom Line in the budget, Jay Buckley 2nds, passes 3-0**

**Discussion on Warrant Articles**

Mike Smith questions if we should have specific articles for engineering for Interlaken and the Bern/Huttwil connector

Ralph Lutjen replies that we need to determine the risk factors and what the priorities are based on what could shut the lights off for the water system. The Water Committee is not producing lists that are needed to focus on priorities and getting started on plans.

**Jay Buckley makes a motion to revisit the Altdorf Warrant Article for $60,927, Ralph Lutjen 2nds for discussion**. Jay Buckley comments that this year there were two separate leaks on Altdorf. Mike Smith replies we need to give this whole project to the engineer and get their input and put them in charge. Jay Buckley states that Luis Ardorno puts the water system at a price tag of 23 million. He adds that we should still do this project this year. Mike Smith responds that we need to get a plan in order first. **Motion fails 1-2 Mike Smith and Ralph Lutjen voted against.**

Ralph Lutjen states we need a year to get the analytical work done.

**Ralph Lutjen makes a motion to put together a warrant article for $60,000 to get an engineering study done and to put together a 5-year strategic plan with a risk assessment for the water system, Mike Smith 2nds, Motion passes 2-1 Jay Buckley voted against.**

Ralph Lutjen comments on how we will pay for the engineering study. Funds are to be taken from the Water Line Extension CRF.

Ralph Lutjen also adds that we cannot increase the water fee enough over the next few years to cover the cost of these water projects. We will need to go into debt with a loan to cover the costs and spend the year putting together a concrete plan.

Discussion on changing the date of the water bill payments. Will need to hold a public hearing since the ordinance wording would be changed to reflect the water bill due date.

**Mike Smith makes a motion to put any excess money from the Water Assessment fund from the previous year into the Water Line Extension Fund CRF once we have enough money in the bank to make it through the following year, Jay Buckley 2nds passes 3-0**

Discussion on generators

Ralph Lutjen questions if a warrant article is needed for the generators. Jay Buckley replies that no we don’t need an article. If the Reinach Tank Project is extended we can use that for the generators. There is currently $29,266 remaining to be taken out of the CRF and with 24% back from the DES reimbursement that would give us an additional $7,023.84 to work with. Correspond with CMA that we want to move forward with the generators even if we do not get the grant. Jay Buckley goes over his list of other potential projects to use up the remaining grant money.

**Ralph Lutjen makes a motion to put a warrant article together to put $50,000 toward the Office/Meeting building CRF funding is from taxation, Jay Buckley 2nds, passes 3-0**

Ralph Lutjen discusses possible finance routes: could either save up the entire lump sum and pay in cash or save up a portion and finance the rest.

**Mike Smith makes a motion to put together a warrant article for $25,000 for the purchase of new rafts for the ponds funding is from taxation, Ralph Lutjen 2nds, passes 2-1 Jay Buckley votes against.**

**Mike Smith makes a motion to put together a warrant article that allows the Commissioners to negotiate an electrical rate for up to a 3-year contract, Ralph Lutjen 2nds, passes 3-0**

Warrant Articles from the Road Committee that were previously discussed were raising $10,000 for repairs on the International 7400, raising $20,000 to put into the CRF for the Grison Culvert project and raising $20,000 to put into the CRF for the paving of Eidelweiss Drive, all articles were to be raised by taxation.

**Ralph Lutjen makes a motion to transfer $9,513.87 from the Water Assessment Fund to the Operating Account for the expenses paid by the operating account in December 2022, Mike Smith 2nds, passes 3-0**

**Mike Smith makes a motion to put together a warrant article to replenish the Highway Equipment CRF $25,000 to come from taxes and the rest would be the proceeds from the sale of the Volvo Backhoe, Ralph Lutjen 2nds, passes 3-0**

Discussion on the Road Construction CRF there is only $7,2710.37 in there now, will this be enough if there is a major road event.

**Mike Smith makes a motion to replenish the Road Construction CRF for $10,000 funding to come from taxation, Ralph Lutjen 2nds, passes 3-0**

**Commissioner Reports/Correspondence**

**Mike Smith makes a motion to move the weekly meetings to the VDOE office, No 2nd.**

Mike Smith discusses the Water committee sending emails to CMA, they do not have the authority to spend money and emailing CMA could result in them charging us.

**Mike Smith makes a motion that all correspondence should go to the office then the Commissioners and then to the vendors, the Water Committee cannot directly communicate with CMA or any other vendors, Ralph Lutjen 2nds, passes 3-0**

Overview of Granite State Analytical results, the Uranium came back as failed for the Muddy Beach pump house.

**Mike Smith makes a motion to reach out to Ian regarding the test results, Ralph Lutjen 2nds, passes 3-0**

**Ralph Lutjen makes a motion to adjourn at 12:01pm, Jay Buckley 2nds, passes 3-0**

Respectfully submitted,

Alexis Wagoner, Administrator.