**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday March 21, 2023**

The Board of Commissioners met at 9:00am on Tuesday March 21, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Donna MacKinnon-Administrator, Alexis Wagoner-Administrator, Kelly Robitaille-DPW Forman, Dinah Reiss, Doug Prescott, Jay Buckley & Wooda McNiven.

Meeting videotaped by Kasia of Madison TV

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

**Public Meeting**

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

**Ralph Lutjen makes a motion to approve the 3/15/23 Minutes as adjusted by Mark Graffam, Mark Graffam 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the Payroll Manifest for $13,549.00, Mike Smith 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Operating Account Manifest for $11,083.32 Ralph Lutjen 2nds, passes 3-0**

**DPW**

Discussion on 22 Aspen Drive driveway permit application

**Ralph Lutjen makes a motion to approve the driveway permit for construction for 22 Aspen Drive, Mike Smith 2nds, passes 3-0**

Electrician is here today installing the lights in the DPW I garage that were approved.

The 7400 International is in the shop and ready for repairs.

There is snow coming this weekend.

Discussion on the new Highway & Parking Ordinance that passed at the annual meeting. The current speed limit is 25mph and the proposed is 20mph and even 15mph in some areas. Kelly Robitaille questions if this is enforceable? Mark Graffam does not think so, he is going to reach out to the Chief of Police and ask if it is or not.

**Ralph Lutjen makes a motion to start repairs on the 7400 International from the passed warrant article for $10,000, Mark Graffam 2nds for discussion, Motion passes 3-0**

Discussion on moving money into the CRF’s that were voted on at the annual meeting. The office puts together the money transfer requests which then come to the Board of Commissioners for approval and signatures.

**Admin**

**Mike Smith makes a motion to approve the April Meeting Schedule, Mark Graffam 2nds, passes 3-0**

Discussion on the 2023 operating budget line-item breakdown.

**Mark Graffam makes a motion to approve the adjusted budget, Mike Smith 2nds for discussion.**

Kelly Robitaille points out some adjustments that should be made:

Propane Heating is almost already at the budget line of $5,000.

Overtime is already almost at the budget line pf $13,000.

Engineering for roads no need take out the $2,500.

Fuel is already halfway spent from the budget of $22,500.

Salt keep at $15,000.

Culvert/Basin can be reduced to $1,000.

Asphalt not enough o do any big projects like Lugano can reduce to $10,000.

**Ralph Lutjen makes an amendment to change the budget line items to what was just discussed, Mark Graffam 2nds, motion passes as amended 3-0**

Discussion on the Uranium results from Granite State Analytical, office is going to send out notices to homeowners with the water bill next week.

Discussion on the PRV pits in the Reinach Tank contract. Two of the PRV’s were installed one at Jungfrau and one at Bristenstock/Adelboden. The VDOE only paid for the 2 PRV’s. Jay Buckley mentions that the proposed PRV tank at Upper Lakeview was not going to work due to the pressure in the District. It was determined by the engineers and water operator that an additional PRV would be needed. Went ahead with Dawson since it was the only bid they got and there was a rush to get it done before the grant expired. It is currently in the process of being extended.

Mark Graffam states that there was no engineering drawing or as-built done for the PRV on Bristenstock and there was also no paperwork on the PRV pit at Jungfrau. We need to get the as-builts for these projects. Were there any pictures taken for the Upper Lakeview PRV?

Jay Buckley responds that he has pictures and is compiling a file for the office.

Discussion on the Jungfrau PRV.

Mike Smith states that the District needs to have a Clerk of the works managing the projects that are being done.

Mark Graffam adds that the Upper Lakeview PRV drawing showed Styrofoam around the pipe since it did not meet the depth requirement. Is this allowed to prevent needing to blast ledge? There was $50,000 put aside for blasting ledge but it was never used.

Jay Buckley states that the new engineer of record for the VDOE at DES is Randall Souza.

**Mark Graffam makes a motion to send a letter to the new DES engineer asking if we can use styrofoam on the piping and send him the Reinach Tank design, Ralph Lutjen 2nds for discussion, Motion passes 2-1 Mike Smith votes against.**

Discussion on the CMA Grants

The HESM grant is a 50/50 matching grant for generators for the pump houses. We don’t know the cost of the generators so it’s hard to say what the cost would be to the District.

**Ralph Lutjen makes a motion to contact CMA for a cost estimate for doing the cost estimate for the generators for each pump house, Mark Graffam 2nds, passes 3-0**

Discussion on the PER grant which would be $30,000 and the District would be responsible for the total cost.

Discussion on records retention.

Wooda McNiven states that the Clerk, Treasurer, a Commissioner, and appointed designee make up the committee. They want to go and check out the records so they can come up with a plan to move them and go through them.

**Ralph Lutjen makes a motion that the retention committee has agreed to a 2 step process, 1st step is to review the documents and the 2nd step is to come to the Commissioners with a process, Mark Graffam 2nds, passes 3-0**

The committee will review the documents this Friday at 2pm.

**Ralph Lutjen makes a motion to sign the TAN Note documents with an interest rate of 4.50% for up to $250,000, Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to sign the Tax -Exempt Governmental Bonds form, Mark Graffam 2nds, passes 3-0**

**Ralph Lutjen makes a motion to sign the DES change of information, Mike Smith 2nds, passes 3-0**

**Commissioner Reports**

Mark Graffam mentions a letter from the auditor that he requested via 91-A Request back in November 2022 that the office did not have. Ralph Lutjen states he will look into it.

Discussion on redoing the office, Mark Graffam thinks the office should be closed during the renovation possibly while the admins are on vacation. Alexis Wagoner states she is able to work from home, so the office doesn’t have to be closed.

Discussion on getting quotes from a flooring company and also a detailed breakdown from Norm.

**Ralph Lutjen makes a motion to have the office obtain a detailed estimate on the office renovation from Norm and other companies, Mike Smith 2nds, passes 3-0**

Discussion on the office toilet

The Water Committee will be scheduling a meeting soon.

**Correspondence**

Granite State Analytical results came back with green checks, Mark Graffam mentions that the pH at Jungfrau is the highest he has ever seen. Office to communicate with Ian on it.

**Public Comment**

Jay Buckley questions the Uranium test and how it will proceed forward with testing and notifying long term renters. Alexis Wagoner replies that Granite State will do increased testing for the next 3 quarters and as for notification it would be up to the home owners to notify their renters.

Discussion on the accident with the DPW plow truck on February 26th.

**Ralph Lutjen makes a motion to have the office contact Primex and notify them of the accident, Mike Smith 2nds for discussion, motion passed 2-1 Mike Smith voted against.**

Jay Buckley asks if 2 administrators are needed at the meetings, Alexis Wagoner replies yes.

**NON-PUBLIC MEETING**

**Ralph Lutjen makes a motion at 10:28am to go into Non-Public for RSA 91-A:3, II (L). Mike Smith seconded. Roll Call Vote: Graffam-yes: Lutjen-yes: Smith-yes: passes 3-0**

**Ralph Lutjen makes a motion to come out of Non-Public meeting under RSA 91-A:3, II (L) and return to public meeting at 10:39am. Mike Smith seconded. Roll Call Vote: Graffam-yes: Lutjen-yes: Smith-yes: passes 3-0**

**Ralph Lutjen makes a motion to adjourn at 10:39am, Mike Smith 2nds, passes 3-0**

Respectfully submitted,

Alexis Wagoner, Administrator.