**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday March 28, 2023**

The Board of Commissioners met at 9:00am on Tuesday March 28, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, 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 2-0**

**Mike Smith makes a motion to approve the 3/21/23 Minutes, Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to approve the Operating Account Manifest for $79,321.37, Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to approve the Water Assessment Fund Manifest for $8,224.60, Ralph Lutjen 2nds, passes 2-0**

**DPW**

Discussion on the 7400 International Truck. Kelly Robitaille states that while the truck was in the shop to get work done for the warrant article the mechanic found an issue with the motor. They are fixing the issue now but are not sure the cost could be between $3,000 and $4,000. This would not be part of the warrant article money. Once a bill is received I will bring it to the Commissioners to determine if you want that to come from the Equipment Repair CRF. This was an unforeseen issue.

The Tight Tank alarm went off and needs to be pumped out. There is a CRF established just for this reason.

**Ralph Lutjen makes a motion to have the tank pumped but not to exceed $5,000, No 2nd.**

Mike Smith explains whatever the cost is the cost we are not going to have them pump half the tank. Ralph Lutjen says ok to get a price.

Discussion on a driveway permit application for 41 Huttwil Drive. Kelly Robitaille states that a smaller culvert will be needed.

**Ralph Lutjen makes a motion to approve the driveway permit application at 41 Huttwil Drive for Construction, Mike Smith 2nds, passes 2-0**

**Admin**

Discussion on office repairs, Lowes is coming in tomorrow to give a flooring quote and 2 painters will be coming within the next week to also give painting and patching hole quotes.

**Records Retention**

The Committee met on 3/24 and reviewed the current state of the records. Wooda McNiven requests that the Commissioners allow the use of the Cabana to store and sort through the file. They will need to do a walkthrough of the Cabana and also clean it out.

**Signature Items**

**Mike Smith makes a motion to sign the MS-232, Ralph Lutjen 2nds, passes 2-0**

**Ralph Lutjen makes a motion to Transfer $25,000 into the Road Construction CRF and $15,000 into the Highway Equipment CRF from the Unassigned Fund Balance, Mike Smith 2nds, passes 2-0**

Discussion on the new proposed Financial Duties Policy and updated Investment Policy, going to table until next week when Mark Graffam can review.

Dinah Reiss is going to send a note into the office stating that she has reviewed all financial transactions for all accounts and that the statements are fair and correct.

Ralph Lutjen explains the policies the auditor stated we did not have but indeed did have plus the IT policy that is being worked on with the grant money.

Discussion on the TAN Note request for money.

**Ralph Lutjen makes a motion to request a disbursement of $25,000 Mike Smith 2nds for discussion, motion passes 2-0**

**Mike Smith makes a motion to sign the bank signature cards, Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to have Mark Graffam sign the bank signature cards out of session, Ralph Lutjen 2nds, passes 2-0**

**Commissioner Reports**

Mike Smith requests we put a nonpublic on the agenda next week for real estate.

The Water Committee is having a meeting next Wednesday.

**Correspondence**

Granite State Analytical results came back with green checks.

Post pone the EPOA email until next week.

Discussion on Mark Graffam’s email about the PRV Pit access hatch. Jay Buckley states that the aluminum hatch was out 8 months so they switched to the other material so they could get it done sooner. Jay Buckley is to send information to the office and the office is going to find an email regarding the material.

**Public Comment**

Jay Buckley questions how the ZBA meeting went for the variance, Ralph Lutjen states that it was postponed because an abutter did not receive the notification.

Jay Buckley questions what is happening with increasing the pump house security. The office is going to reach out to Ian and come up with a plan for the passcodes.

Jay Buckley questions the repairs for the 7400 International: what work is going to be done and does the warrant cover labor from the DPW and materials? Kelly Robitaille responds that the Labor done by Tony will be taken from the article along with materials. Do not have paperwork for the bodywork that will be done.

Jay Buckley questions the answering system for the office phone. The office will look into it.

**Mike Smith makes a motion to adjourn at 9:37am Ralph Lutjen 2nds, passes 2-0**

Respectfully submitted,

Alexis Wagoner, Administrator.