**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday April 11, 2023**

The Board of Commissioners met at 9:00am on Tuesday April 11, 2023.

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

Meeting videotaped by Carol of Madison TV

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

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

**Public Meeting**

**Mike Smith makes a motion to approve the 4/4/23 Minutes, Ralph Lutjen 2nds, passes 2-1-0 Mark Graffam Abstained**

**Ralph Lutjen makes a motion to approve the 4/4/23 Non-Public RSA 91-A:3 (d) Minutes, Mike Smith 2nds, passes 2-1-0 Mark Graffam Abstained**

**Ralph Lutjen makes a motion to approve the 4/4/23 Sealed Non-Public RSA 91-A:3 (c) Minutes, Mike Smith 2nds, passes 2-1-0 Mark Graffam Abstained**

**Ralph Lutjen makes a motion to approve the 4/4/23 Sealed Non-Public RSA 91-A:3 (L) Minutes, Mike Smith 2nds, passes 2-1-0 Mark Graffam Abstained**

**Ralph Lutjen makes a motion to approve the 4/4/23 Non-Public RSA 91-A:3 (d) Minutes, Mike Smith 2nds, passes 2-1-0 Mark Graffam Abstained**

**Ralph Lutjen makes a motion to approve the Operating Account Manifest for $15,262.18 Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the Water Assessment Fund Manifest for $9,068.39, Mike Smith 2nds, passes 3-0**

**DPW**

Discussion on 29 Grison Road Driveway Permit Application

**Ralph Lutjen makes a motion to approve the driveway permit for construction at 29 Grison Road, Mike Smith 2nds, passes 2-1-0 Mark Graffam abstained.**

Discussion on 65 Huttwil Drive Driveway Permit Application- Kelly Robitaille states he would prefer the homeowner provide them with a culvert drawing due to the steep road and driveway.

**Mike Smith makes a motion to tell the homeowner that we would like an engineer’s drawing for the driveway before approval, Mark Graffam 2nds, passes 3-0**

DPW is clearing the sand off the roads this week.

**Admin**

Discussion on the March monthly financial review:

The Operating Account had $31,812.12 in deposits and $95,432.63 in withdrawals and an ending balance of $60,570.00.

The Water Assessment Fund had $302.33 in deposits and $11,478.50 in withdrawals and an ending balance of $45,214.39.

The Water Project Account had no deposits or withdrawals, and an ending balance of $38,733.34.

Discussion on the Operating Profit & Loss

Financial admin supplies are already spent at 102.1%

Admin bonuses are already spent from a bonus that was from 2022.

Heating is already spent at 53.2%

Salt is already spent at 91%

Total spent from the Operating budget as of March 31st is 32.2%

Discussion on the Water Assessment Find Profit & Loss

Building and grounds is already overspent at 151.7% this is from the shoveling of the pump houses.

Total spent from the Water Assessment budget as of March 31st is 22.5%

Discussion on the Tight Tank quote

Quote is for $6,284.13 and there is $5,071.32 in the Waste Tank CRF

Mark Graffam explains there was a catch basin installed somewhere between 113 and the DPW garage that was paid for by a state grant. Could we pump the liquid from the tank into the catch basin and maintain that basin verse having to pay for the tank to get pumped periodically.

Mike Smith raises concern if that is even allowed. Discussion on who to contact to see if this is allowed.

**Ralph Lutjen makes a motion to inquire with DES on if we can pump the tight tank into the catch basin, Mark Graffam 2nds, passes 2-1 Mike Smith votes against**

Jay Buckley comments that the fire department does this, and that DES had required the VDOE to install the tank but didn’t specify how they had to dispose of the contents inside.

Mike Smith also suggests contacting the Federal government.

**Ralph Lutjen makes a motion to contact the Federal Government on the matter as well, Mike Smith 2nds, passes 3-0**

The tank alarm will go off when the tank is 80% so there should be about 20% remaining before the tank overflows.

Further discussion on the disposal of liquids in the tight tank.

Brief discussion on the email from DES regarding the Pond Level Management Ordinance and the guidelines around drawdowns.

Discussion on the office painting and flooring quote.

**Mark Graffam makes a motion to approve the painting quote for the office, Ralph Lutjen 2nds, passes 3-0**

**Mark Graffam makes a motion to spend $25.00 to get a quote from Home Depot for the flooring, Ralph Lutjen 2nds, passes 3-0**

Alexis Wagoner is going to work out the schedule with the painters.

Discussion on the proposed financial policies. Mark Graffam questions if these need to be put into policies and if the auditor requested them. Ralph Lutjen explains why the policies should be added and that the auditor in the past has stated that the District does not have these policies.

**Ralph Lutjen makes a motion to sign the Financial Duties Policy and the Investment Policy, Mike Smith 2nds, discussion on the matter, Ralph Lutjen defers motion until he can communicate with the auditor on the matter.**

Mark Graffam discusses how the Commissioners need to be more transparent about matters.

**Ralph Lutjen makes a motion to approve the transfer of $5,701.49 from the Water Assessment Fund to the Operating Account, Mike Smith 2nds, passes 3-0**

**Commissioner Reports**

Mark Graffam discusses the anticipated tax check that comes in July, does the office have an idea on how much that check is going to be for?

The July 2022 tax check was for $296,927 and the January 2023 tax check was for $18,571 this came to a total of $315,498 so I think that in July 2023 the tax check would be half of $315,498 which would be $157,749.

The office is going to reach out to Linda at Madison to see if they can get a number for how the tax checks are calculated.

We have already drawn out $75,000 of $250,000 from the TAN Note.

Mark Graffam questions if we can request a larger amount of money from Madison in July.

Discussion on determining the monthly cash flow, Dinah Reiss is going to work with the office to create a spreadsheet with a breakdown.

Discussion on the speed limit proposed in the new Highway & Parking Ordinance. Mark Graffam is going to speak to the police chief to see if 15mph is enforceable.

Discussion on the sale of the Volvo Backhoe. Kelly Robitaille doesn’t have an update at the moment and is having a hard time getting someone to answer questions.

**Ralph Lutjen makes a motion to have Mark Graffam take over the sale of the Volvo, Mark Graffam 2nds, passes 3-0**

Discussion on Simply Water, Ian Hayes has given his letter of resignation to the District and will no longer be the water operator in 60 days. The District will need to find a new water operator.

**Ralph Lutjen makes a motion to have Mark Graffam be responsible for the RFP’s and incidentals of finding a new water operator for the VDOE, Mark Graffam 2nds, passes 3-0**

Mike Smith comments that loosing Simply Water is a blow to the District as Ian Hayes has a lot of knowledge about our system, this is very unfortunate.

Mark Graffam responds that the District has spent hundreds of thousands of dollars on trying to prevent one individual from having the soul knowledge of the water system. This is the VDOE’s chance to get it right.

Ralph Lutjen mentions that he is having a meeting with Kelly Robitaille after the meeting to discuss the roads 5-year plan.

Mark Graffam responds that this should be done in a public meeting.

Ralph Lutjen explains that this is only an exploratory discussion, and no decisions are to be made until the annual meeting where it is voted on. The plan will be discussed in full with the Board.

**Water System Committee**

Doug Prescott states that the Water System Committee met last week and is requesting that the committee be referred to as the Water System Committee. Doug Prescott is now the new Chairman of the committee. They are currently working on finding another member for the committee and producing a regular meeting schedule.

Their main focus right now is on improvement and quality/quantity of records.

Doug Prescott requests that the Water System Committee be able to come to the office and review water records.

**Mark Graffam makes a motion to have the Water System Committee make an appointment to go into the office and review water records, Ralph Lutjen 2nds, passes 2-1 Mike Smith objects.**

**Correspondence**

Discussion on EPOA annual meeting: Mark Graffam is going to attend on behalf of the BOC.

Review of the daily and quarterly water usage reports.

Discussion on Valley Pride flyers, office is to post them on the bulletin boards.

Discussion on the Uranium reports, the levels have decreased but are still not within the allowed range.

**Mark Graffam makes a motion to have Alexis Wagoner contact the woman at DES to see if its better to keep using the Muddy Beach well or not, Ralph Lutjen 2nds, passes 3-0**

Brief pass by of the Adam Leiser email, no discussion.

Doug Prescott brings up that there is a virtual presentation tomorrow on culverts and bridges if anyone is interested.

Jay Buckley states that Ian Hayes has a tremendous amount of knowledge and questions if the Water System Committee could sit with Ian and obtain any and all information they can before he leaves.

Ralph Lutjen responds to have Jay Buckley supply a list of questions for Ian Hayes.

Mark Graffam discusses the PRV project, there is supposed to be a riser installed on the lid of the PRV vault which was not done and is in the contract. He also questions if we should send a letter to Dawson about completing the project, going to discuss in non-public.

**NON-PUBLIC MEETING**

**Ralph Lutjen makes a motion at 10:20am to go into Non-Public for RSA 91-A:3, II (L). Mike Smith seconded. Roll Call Vote: Lutjen-yes: Smith-yes: Graffam-yes: passes 3-0**

**Mike Smith makes a motion at 11:00am to leave Non-Public for RSA 91-A:3, II (L). Ralph Lutjen seconded. Roll Call Vote: Lutjen-yes: Smith-yes: Graffam-yes: passes 3-0**

**Mike Smith makes a motion to adjourn at 11:01am, Ralph Lutjen 2nds, passes 3-0**

Respectfully submitted,

Alexis Wagoner, Administrator.