**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Wednesday April 19, 2023**

The Board of Commissioners met at 9:00am on Wednesday April 19, 2023.

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

Meeting videotaped by Carol of Madison TV

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

**Mark Graffam makes a motion to add a Non-Public to the agenda for Water Operator RFPs, Ralph Lutjen 2nds, passes 3-0**

**Mark Graffam makes a motion to approve the amended agenda, Ralph Lutjen 2nds passes 3-0**

**Public Meeting**

**Mike Smith makes a motion to approve the 4/11/23 Meeting Minutes, Mark Graffam 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 4/11/23 Sealed Non-Public RSA 91-A:3 (L) Meeting Minutes, Mike Smith 2nds, passes 3-0**

**Mark Graffam makes a motion to approve the Payroll Manifest for $8,990.00, Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the Operating Account Manifest for $7,452.51 Mike Smith 2nds, passes 3-0**

**DPW**

Kelly Robitaille was not at the meeting.

Discussion on Tony Eldridge’s pay going toward the International Warrant Article if he works on the truck.

The road ban was lifted today.

**Admin**

Discussion on the Uranium level email from DES. DES provided the VDOE with three options for the Uranium levels. 1. Turn the pump off and not use it until prior to testing. 2. Keep running the pump and see if levels continue to come down. 3. Have the 2 wells tested individually. DES assumes the Uranium became a problem due to the well being shut down and water stagnant for an extended period of time back in December 2022.

Discussion on Muddy Beach well running more than the DPW I well. The office is going to contact Ian Hayes to find out how the SCADA system determines which well to pump first.

**Ralph Lutjen makes a motion to continue running the Muddy Beach pump, Mark Graffam 2nds, passes 3-0**

Discussion on Muddy Beach Well Pump 2 tripping.

**Mike Smith makes a motion to have Ian’s electrician check out the well at Muddy Beach pump 2 and determine why it keeps tripping, Ralph Lutjen 2nds, no vote.**

**Mike Smith makes a motion to have Ian and his electrician come out and diagnose and fix the issue at Muddy Beach Well Pump 2, Ralph Lutjen 2nds, passes 3-0**

Discussion on the May Meeting Schedule

**Ralph Lutjen makes a motion to move the meeting on May 23rd to May 24th, Mike Smith 2nds, passes 3-0**

Discussion on the cash flow analysis.

Office is going to update spreadsheet and put in remaining yearly estimates to review next week.

The estimated tax check for July is $157,749.

Brief review of MS-232R total budget for 2023 came to $1,035,396 which includes warrant articles, the operating budget, and the water budget.

Discussion on the tight tank. Received correspondence back from DEA and the EPA and we cannot dump directly into the catch basin it must be properly disposed of.

**Mark Graffam makes a motion to reach out to other companies to bring the disposal waste to the North Conway facility, Ralph Lutjen 2nds, passes 3-0**

**Commissioner Reports**

**Mark Graffam makes a motion to have the Volvo Backhoe put in front of the VDOE office angled at oncoming traffic with a for sale sign with a price listed of $38,500 and the office phone number, Ralph Lutjen 2nds, passes 3-0**

Mark discusses that this is step one in the selling process.

**Mark Graffam makes a motion to change the accounting for the $10,000 water hook up fee so that it is to be left in the Water Assessment Fund until the project is completed, and once expenses are paid, transfer the remaining funds into the Water Line Extension CRF, No 2nd.**

Discussion on the accounting aspect of the water hook ups. Office was instructed in the past that the money had to go straight to the CRF.

**Mark Graffam makes a motion to contact the DRA by email and cc the office in regard to the water hook up funding process, Ralph Lutjen 2nds, Ralph Lutjen makes amendment to have Mark Graffam compose the email and it will be sent out by the office, Mike Smith 2nds amendment, passes 3-0**

Mike Smith discusses the Water System Committee. He suggests telling the Committee that the Commissioners expect a short-term, midterm and long-term plan. If they have nothing by September then we dissolve the committee as they have not provided anything.

**Mike Smith makes a motion to give the Water System Committee until September to provide a short-, mid- and long-term plan for the water system, Ralph Lutjen 2nds, passes 2-1-Mark Graffam votes no**

Doug Prescott discuses that the Committee is currently working on the plan and their goal this year is to improve data quality to have the information needed to improve the 7-year plan that was already established. Put together estimates and timelines for each project will current pricing.

Jay Buckley questions the engineering stamp and if the BOC will be the ones who sign off on getting it. Ralph Lutjen replies yes you will need to bring the plan to the Board who will then determine to get the engineers to put together a stamped plan.

Ralph Lutjen discusses the Highway operations 5-year plan.

The first line covers Operating spending before warrant articles then included in the plan is the new John Deere Backhoe, the paving of Eidelweiss Drive and the Grison Culvert. We only have until 2028 to complete the Grison Culvert project but that project needs to be reengineered and evaluated with a new and updated price. Taxes will need to go up in the upcoming years so that CRFs and projects can be funded. Plan to start Eidelweiss Drive in 2026 but can defer if need be. Ralph Lutjen is going to continue working on the plan and will bring it back updated next week.

**Water System Committee**

The Water System Committee is meeting next Monday and going forward will have a schedule of meetings every 2nd and 4th Monday of each month.

Going to schedule a visit with the office to review records and possibly set up a time to meet with Ian Hayes to go over things before he leaves.

**Correspondence**

Discussion on the email from the Treasurer regarding VDOE funds and investments. The email reads ” The Village District of Eidelweiss has three Municipal Now accounts in two different local banks. All the funds are totally FDIC insured. All of the Capital Reserve Accounts are managed by the Madison Trustee of the Trust Funds.”

Dinah Reiss the Treasurer states that there is no Financial Risk to any of the Village District Accounts.

Mark Graffam discusses GASB 31 not applying to the VDOE as there are no external investments. Ralph Lutjen states that the auditor had requested it in a letter. The policies have been sent to the auditor for review.

**Ralph Lutjen makes a motion to send the auditors these minutes that reflect there is no financial risk, Mike Smith 2nds, passes 3-0**

Discussion on the Dam email from John Cancelarich regarding the boards

**Mark Graffam makes a motion to have the DPW put all boards back in the dam per the ordinance, Ralph Lutjen 2nds, passes 3-0**

**Public Comment**

Doug Prescott discusses the rafts and requests permissions to spend up to $100 to get a sample of the materials needed for the rafts to make sure everything will work prior to buying everything.

**Ralph Lutjen makes a motion to allow $100 to be expended for supplies for the raft mooring system and for funds to come from the warrant article, No 2nd, tabled.**

Doug Prescott states that currently only him and Wooda McNiven are volunteering for the raft construction group, but others will be volunteering as well.

**Mark Graffam makes a motion to approve the raft construction group and to have Doug Prescott and Wooda McNiven as heads and to enlist volunteers as need, Ralph Lutjen 2nds, passes 3-0**

**Mark Graffam makes a motion to have everyone sign a waiver prior to joining the construction group, Ralph Lutjen 2nds, passes 3-0**

**Ralph Lutjen makes a motion to allow $100 to be expended for supplies for the raft mooring system and for funds to come from the warrant article, Mark Graffam 2nds, passes 3-0**

**Mike Smith makes a motion to send the design to the insurance company for review and approval, Ralph Lutjen 2nds for discussion, motion passes 2-1 Mark Graffam votes no**

Doug Prescott mentions that tonight is the Culvert zoom webinar at 6pm if anyone is interested.

Mark Graffam states that he would like Jay Buckley to confirm in a public meeting that he had told Mark Graffam that Ian Hayes had told Jay Buckley that when the Reinach Tank project was completed he was going to resign. This was about two years ago.

**NON-PUBLIC MEETING**

**Ralph Lutjen makes a motion at 10:25am to go into Non-Public for RSA 91-A:3, II (b). Mike Smith seconded. Roll Call Vote: Lutjen-yes: Smith-yes: Graffam-yes: passes 3-0**

**Mike Smith makes a motion at 10:50am to leave Non-Public for RSA 91-A:3, II (b). Ralph Lutjen seconded. Roll Call Vote: Lutjen-yes: Smith-yes: Graffam-yes: passes 3-0**

**Mike Smith makes a motion to adjourn at 10:51am, Ralph Lutjen 2nds, passes 3-0**

Respectfully submitted,

Alexis Wagoner, Administrator.