**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday April 25, 2023**

The Board of Commissioners met at 9:00am on Tuesday April 25, 2023.

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

Meeting videotaped by Carol of Madison TV

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

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

**Public Meeting**

**Ralph Lutjen makes a motion to approve the 4/19/23 Meeting Minutes, Ralph Lutjen 2nds, passes 2-0**

**Ralph Lutjen makes a motion to approve the 4/19/23 Non-Public RSA 91-A:3 (b) Meeting Minutes, Mike Smith 2nds, passes 2-0**

**Mike Smith makes a motion to approve the Operating Account Manifest for $7,310.57 Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to approve the Water Assessment Fund Manifest for $10,485.74 Ralph Lutjen 2nds, passes 2-0**

**DPW**

Discussion on the tight tank, the person Mark Graffam found came out to sample the tank and determined that he was unable to pump the contents of it. The tank at this point is full and overflowing in the DPW garage and DPW field.

Ralph Lutjen requests to have the office reach out to Mark Graffam to see if he has another alternative option.

**Ralph Lutjen makes a motion that if there is no alternative to move forward with Clean Harbors, Mike Smith 2nds, passes 2-0**

Discussion on where the difference of funds between the CRF and quote should come from. Ralph Lutjen suggests using the item line other under highways & roads.

Discussion on outhouse pumping, Kelly Robitaille had originally gotten a rough estimate of $1,5000

**Ralph Lutjen makes a motion to get the outhouses pumped with a not to exceed price of $1,500, Mike Smith 2nds, passes 2-0**

**Mike Smith makes a motion to have Kristen Quint clean the outhouses again this summer, Ralph Lutjen 2nds, passes 2-0**

**Ralph Lutjen makes a motion to sign the Clean Harbors agreement out of session if there is no alternative, Mike Smith 2nds, passes 2-0**

The 7400 International truck is still in thew shop, no new updates.

Kelly Robitaille mentions that all the boards have been put back in the dam and that the water is 4-6 inches over the top and water is spilling over. The Big Loop culvert is also about halfway full.

**Admin**

Discussion on the 2023 cash flow analysis that was updated to estimate the cash flow for the remainder of the 2023 year. It appears in October there will be a lack of funds and the TAN Note will have been expended. There is potential for a need to expand the TAN Note dollar amount. Will need to keep track of funds monthly.

**Ralph Lutjen makes a motion to transfer $10,000 from the Water Assessment Fund to the** **Water Line Extension CRF for a water hook-up application, Mike Smith 2nds, passes 2-0**

**Commissioner Reports**

Discussion on the water operator RFP that Mark Graffam put together.

**Ralph Lutjen makes a motion to accept the RFP as drafted and have Mark Graffam circulate it, Mike Smith 2nds, passes 2-0**

Mike Smith discusses requesting that Ian Hayes complete the two water hook-ups that are ready to go.

**Mike Smith makes a motion to get the two water hook-ups that are approved done before Ian Hayes leaves, Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to get all pressure testing for new water hook-ups done before Ian Hayes leaves, Ralph Lutjen 2nds, passes 2-0**

**Mike Smith makes a motion to have the leak at 18 Diessbach and the broken valve in the road of Geneva Place done before Ian Hayes leaves, Ralph Lutjen 2nds, passes 2-0**

Mike Smith discusses the EPOA yard sale last year and the motion the Commissioners had made for them to return any money that was collected as a fee for non-members.

Doug Prescott responds that they did not collect money last year and have decided to eliminate the fee completely moving forward.

Ralph Lutjen discusses the Highway Operations Plan. Eidelweiss Drive and the Grison Culvert are the two biggest items on the list and the most expensive will need to put money aside in the CRF and probably take out a loan.

**Water System Committee**

Doug Prescott discusses having 30 11”x17” maps converted from paper to digital. The office does not have the capability to do so, and the best price received was from UPS for $10.50

**Ralph Lutjen makes a motion for the approval for the Water System Committee to spend up to $55 on converting the maps to digital, Mike Smith 2nds, passes 2-0**

Discussion on the water operator RFP

Discussion on the leak detection grant. There is a list of things that need to be done prior to them coming out and doing the leak detection. Will need to determine who will be in charge of that.

Discussion on Ian Hayes coming out and providing information to the Water System Committee. They are looking to spend 2-4 hours with him to go over a number of things. The office will reach out to Ian and see what his schedule looks like to set up a meeting with the Water System Committee.

The Water System Committee is also looking at future grants for the upcoming year.

Discussion on the Water System Committee posting meetings and taking minutes.

Discussion on what the needs are of the Water System Committee to be engaged with the engineers. What questions they have for Horizons and also CMA

**Mike Smith makes a motion to have the Water System Committee submit questions to the office who will supply them to Horizons Engineering, no 2nd.**

Ralph Lutjen states that the first step will be having the Water System Committee have a conversation with Ian Hayes and then determine what the next steps will be from there.

**Correspondence**

Discussion on the email about a potential playground set for donation. Going to pass the information along to the EPOA who is responsible for the current playground equipment.

**Public Comment**

Dinah Reiss asked if the office had heard from Dawson regarding the PRV Pit, the answer was no.

Jay Buckley discusses the Culvert zoom meeting that happened last week. There is about 13 million available in grant money and Eidelweiss is on the list for potentially getting money for culverts.

Ralph Lutjen discusses the current design needing to be reevaluated by the engineer.

The office is going to provide the current drawing and information on the Grison Culvert to the Upper Saco River Watershed.

Jay Buckley questions the admin bonus on current P&L. It was a 2022 expense paid in 2023 which the auditor will adjust to be put back into the 2022 year.

Discussion on the inspection of the DPW vehicles.

**Mike Smith makes a motion to have Jay Buckley champion the culvert grants with Upper Saco River Watershed, No 2nd.**

Jay Buckley is to reach out and have the office cc’d on all correspondence.

**NON-PUBLIC MEETING**

**Ralph Lutjen makes a motion at 9:48am to go into Non-Public for RSA 91-A:3, II (a). Mike Smith seconded. Roll Call Vote: Lutjen-yes: Smith-yes: passes 2-0**

**Mike Smith makes a motion at 10:07am to leave Non-Public for RSA 91-A:3, II (a). Ralph Lutjen seconded. Roll Call Vote: Lutjen-yes: Smith-yes: passes 2-0**

**Mike Smith makes a motion to seal the minutes for 4/25/2023 Non-Public for RSA 91-A:3, II (a), Ralph Lutjen 2nds, passes 2-0**

Discussion on hydro model calibration

**Mike Smith makes a motion to have Ian Hayes do the pressure testing so the hydraulic model can be calibrated by CMA and mapping updated, Ralph Lutjen 2nds, passes 2-0**

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

Respectfully submitted,

Alexis Wagoner, Administrator.