**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday May 9, 2023**

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

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

Meeting videotaped by Carol of Madison TV

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

Ralph Lutjen wants to add a nonpublic under RSA 91-A:3 (a) Employee Matters.

**Mark Graffam makes a motion to approve the agenda with the non-public added, Ralph Lutjen 2nds, passes 2-0**

**Public Meeting**

Hold off on 5/2/2023 meeting minutes Mark Graffam has some adjustments.

**Ralph Lutjen makes a motion to approve the Operating Account Manifest for $12,073.54 Mark Graffam 2nds, passes 2-0**

**Mark Graffam makes a motion to approve the Water Assessment Fund Manifest for $6.867.65, Ralph Lutjen 2nds, passes 2-0**

**DPW**

Discussion on 9 Lucerne Drive driveway permit application.

**Ralph Lutjen makes a motion to approve the driveway permit application for 9 Lucerne Drive, Mark Graffam 2nds, passes 2-0**

Clean Harbors came and pumped the tight tank the gauge was at 3962 gallons when they came. They had only given an estimate for 3500 gallons so it may have cost more because we waited so long to have it pumped out.

The dam is 2” above the concrete, other towns have a date of May 15th to have the boards put back in. Kelly Robitaille asks for permission to replace all the boards by May 15th.

Wooda McNiven comments that he suggests only putting in an 11” board and seeing how the water levels are affected by that.

**Mark Graffam makes a motion to put an 11” and a 5” board back in on or before May 15th, Ralph Lutjen 2nds, passes 2-0**

Kelly Robitaille met with the homeowners at 6 Little Loop to discuss their beach. The DPW is going to rake the beach and pull what sand they can out of the pond to fill in the holes, they cannot add sand from elsewhere to the beach.

The DPW is grading, dusting, and ditching this week.

**Admin**

Overview of the April cash flow

Discussion on the Operating Profit & Loss vs. Actual

-A few lines are already overspent, and some are about 50% spent. The total budget spent is 36.5%

Discussion on the Water Assessment Fund Profit & Loss vs. Actual

-Nothing major budget is 23% spent

Discussion on the CRF accounts, the Waste Tank CRF will be expended as a result of the tight tank being pumped.

Discussion on actual expenses month to month. Ralph Lutjen suggests having a conversation with the bank in a few months to get an increased TAN Line.

Discussion on policies, still under review

**Ralph Lutjen makes a motion to transfer $5,468.37 from the Water Assessment Fund to the Operating Account for April expenses, Mark Graffam 2nds, passes 2-0**

**Ralph Lutjen makes a motion to approve the Huttwil parking lot request from Kathy Koziell, Mark Graffam 2nds, passes 2-0**

Alexis Wagoner states that the office was painted and looks good, Kelly Robitaille comments how the office is in shambles and cannot be put back together until the flooring is done.

**Ralph Lutjen makes a motion to proceed with the quotes from Lowe’s for the flooring, Mark Graffam 2nds, passes 2-0**

**Commissioner Reports**

Mark Graffam discusses employee personal time needing to be approved ahead of time.

Ralph Lutjen states that instances happen, and employees need to leave early. As long as employees inform us I see no problem.

Discussion on water operator RFP’s, the office sent out 6 RFPs to various water operators in the area.

Discussion on North Conway Water Precinct employee Jason Gagnon who is a water operator of interest and has communicated with the office.

**Ralph Lutjen makes a motion to continue communication with Jason Gagnon, Mark Graffam 2nds, passes 2-0**

**Correspondence**

Review of Eversource usage and expenses for April.

**Public Comment**

Wooda McNiven discusses the records retention committee. Went up to the Cabana last week and there was no water leaking. Need to clean it out and have the crack sealer removed. Move around the objects in there and clean everything out. We will also need to purchase a lock with pin pad and some cleaning supplies. We are requesting to spend money on a new lock and some cleaning supplies.

**Ralph Lutjen makes a motion to appropriate up to $20 for a new lock, Mark Graffam 2nds, Ralph Lutjen makes amendment to $50 for lock and cleaning supplies, Mark Graffam 2nds amendment, passes 2-0**

Dinah Reiss questions if the markers are still placed around the ponds, Kelly Robitaille responds that the markers are still there and taking measurements.

Jay Buckley questions where the recordings of the measurements are? Kelly Robitaille states that they are in his folder in the DPW garage.

Jay Buckley questions what happened with the insurance claim for the DPW truck. Alexis Wagoner responds that nothing happened, a statement was submitted. Jay Buckley then states that the trucks should have insurance cards in them.

Discussion on the culvert grants and funding that Jay Buckley provided to the office.

Discussion on the PRV pit Jay Buckley asks for an update on the status. Ralph Lutjen states that it will be a non-public matter at this point.

**NON-PUBLIC MEETING**

**Ralph Lutjen makes a motion at 9:34am to go into Non-Public for RSA 91-A:3, II (a). Mark Graffam seconded. Roll Call Vote: Lutjen-yes: Graffam-yes: passes 2-0**

**Ralph Lutjen makes a motion at 9:55am to leave Non-Public for RSA 91-A:3, II (a). Mark Graffam seconded. Roll Call Vote: Lutjen-yes: Graffam-yes: passes 2-0**

**Ralph Lutjen makes a motion to adjourn at 9:55am, Mark Graffam 2nds, passes 2-0**

Respectfully submitted,

Alexis Wagoner, Administrator.