**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday August 15, 2023**

The Board of Commissioners met at 9:00am on Tuesday August 15, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint-Administrator, Kelly Robitaille-DPW Foreman, Dinah Reiss - Treasurer.

Meeting videotaped by Kasis of Madison TV

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

**Mark Graffam makes a motion to approve the agenda with a note that we are going into public comments at 10:40am and we are going to into non-public session at 10:45am, due to Ralph traveling, Mike Smith 2nd, passes 3-0**

**Public Meeting**

**Ralph Lutjen makes a motion to approve the 8/7/23 meeting minutes, Mark Graffam 2nds, Mike Smith abstains, motion passes 2-0**

**Mike Smith makes a motion to approve the 8/8/23 meeting minutes, Ralph Lutjen 2nds, Mark Graffam requested an addition that needs to be added to the minutes, which is very important, the section where we are talking about taking the readings in the pump houses and the question was asked how much water was leaking between Chocorua and the Summit, Ian’s answer was an estimate of 20,000 to 30,000 gallons a day, motion passes 3-0**

**Mike Smith makes a motion to approve the 8/12/23 meeting minutes, Ralph Lutjen 2nds, Mark Graffam requested an addendum to the minutes from “to hold the meeting” to “to open the hearing”, passes 3-0**

**Mike Smith makes a motion to approve the Operating Manifest for $26,219.47, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith makes a motion to approve the Water Assessment Fund Manifest for $4,965.05, Ralph Lutjen 2nds, passes 3-0**

**Public Appearance**

Discussion regarding Dinah Reiss and Katelyn Quint having a meeting to go over the water hook spreadsheet to be sure that the water hook fees have been collected and deposited into the water assessment account and then transferred to the capital reserve account.

**DPW**

Discussion regarding driveway permit for 34 Appenval Way.

**Ralph Lutjen makes a motion to approve 34 Appenval Way driveway permit for operations, Mike Smith 2nds, passes 3-0**

Discussion regarding the check box on the driveway permit for construction “The VDOE may or may not have a Public Water System distribution capabilities to your property”. Do you plan on installing your well on your property for a water supply, the box is checked no. Do you plan on applying for a hook up to the VDOE Public Water System, the box is checked yes.

**Mark Graffam makes a motion to have the office send the homeowner an email saying we have no water main there, he should read the ordinance, and he will have to pay the cost to get the water main to that lot, Ralph Lutjen 2nds, passes 3-0**

Discussion regarding 41 Bristenstock Drive driveway permit for construction.

**Ralph Lutjen makes a motion to approve 41 Bristenstock Drive driveway permit for construction, Mike Smith 2nds, passes 2-1 Mark Graffam, No**

Discussion regarding 65 Huttwil Drive driveway permit for construction. Kelly will oversee the project to be sure that this doesn’t affect the VDOE road. Discussion regarding an engineer design to be attached to the permit.

**Mark Graffam makes a motion that we reject this application and go back to the homeowner and requiring engineer design for this driveway, Ralph Lutjen 2nds, passes 3-0**

Discussion regarding ongoing issue with the permit of operation, which is a disconnect between the Town of Madison and the VDOE. The VDOE doesn’t know when the Town of Madison will issue an occupancy permit to the homeowner, which doesn’t allow Kelly to go back and inspect the conditions of the driveway permit.

**Mike Smith makes a motion that Katelyn sends and email or letter to the homeowner that he needs an engineering drawing on his driveway, Mark Graffam 2nds, passes 3-0**

Discuss on one side of both Grison and Burgdorf being open, and an update on the usage of material to repair both roads.

**Mike Smith makes a motion that Katelyn notify the police department, fire department and the sheriff's office to notify them that both roads are open to one lane, Ralph Lutjen 2nds, passes 3-0**

Discussion on the Thusis rafts being repaired and that the volunteers need to be notified that they are ready to be put back in the water. An email to Doug will need to happen.

Discussion on the ability to submit the information to the DRA for the emergency expenditures.

**Ralph Smith makes a motion to submit the meeting minutes, PowerPoint presentation and the form to the DRA, Mike Smith 2nds, Mark Graffam had some questions regarding the numbers presented on the PowerPoint presentation, Ralph Lutjen answered the questions, passes 3-0**

Discussion regarding calcium shortage and when road repairs are being made the dust is going to become a problem, however we must wait for the DRA approval.

**Ralph Lutjen makes a motion to request Katelyn to communicate with the DRA and ask for an expedite consideration, Mike Smith 2nds, passes 3-0**

**Admin**

Discussion on the leak detection company that the state is using, which is New England Water Distribution Services, LLC.

**Mark Graffam makes a motion that Katelyn contacts New England Water Distribution Services, LLC and get pricing from them and availability, Ralph Lutjen 2nds, passes 3-0**

Katelyn stated that she is meeting with Catherine Deyoe Wednesday morning at 9am to enter the adjusting journal entries from our audit results. Ralph was looking for the hard copy of the audit report and when we might expect it.

**Ralph Lutjen makes a motion to contact the auditors about the completion of the draft audit for the commissioner’s review, Mike Smith 2nds, passes 3-0**

Discussion on the meeting with CMA.

Discussion on the prices that were required by Ian and John Difeo, still waiting for those.

Discussion on parking lot permit from December 1, 2023, through May 1, 2024. Discussion on the ordinance of the 30-day rule.

**Ralph Lutjen makes a motion that we reject the parking permit due to the timetable, which is an excess of 30 days, Mike Smith 2nds, passes 3-0**

Discussion on water hook up spreadsheet and Katelyn is going to meet with Ian to go over the spreadsheet and the folder with the pending water hook ups. Mark Graffam had requested the spreadsheet so that he can get a handle on the outstanding water hooks. Mark Graffam is looking to match where the applications are to the excel spreadsheet. Mike Smith indicated that Alexis was waiting for the results from Nick Sceggell on the pressure tests.

**Mike Smith makes a motion for Katelyn to send Nick Sceggell an email to find out what water hooks up he has that need to be approved, so that the commissioners can get a handle on it, Ralph Lutjen 2nds, passes 3-0**

Discussion on the water hook up presented to the BOC.

Discussion on PRV issue, leak up on the summit project, and other projects that need to be completed in the VDOE. The leak is an issue that should be addressed right away. Discussion on emails from Nick Sceggell on PSI for water hook up approvals.

**Mark Graffam makes a motion that we do a work order to have Ian install a temporary meter into the Como PRV for Nick Sceggell to start to analyze the volume requirements for the Como zone, Ralph Lutjen 2nds, Mike Smith – no, passes 2-1**

**Ralph Lutjen makes a motion to hold off on both water hook ups until we get more information from Ian, Mark Graffam 2nds, passes 3-0**

**Mike Smith makes a motion that Ian put transduces on both sides of these houses to gather readings and leave them on for 7 days, which would help determine the pressure in this area, Ralph Lutjen 2nds, passes 3-0**

**Commissioner Reports**

**Mark Graffam**

**Mark Graffam makes a motion to have Katelyn find a contractor to reinstall the office door, which is a fire door, the bottom needs to be cut, the door should be put back in place to prevent the a/c from going down the stairs and it is a fire door, Ralph Lutjen 2nds, passes 3-0**

Discussion on Big Pea Association to see if we can find a volunteer for that committee, a new resident Rachel Smith who has experience in that field.

**Mike Smith makes a motion to have Katelyn contact Rachel Smith to see if she is interested in sitting on the board as a representative for the VDOE, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith**

Discussion on communication with the Town of Madison and the VDOE. The issue is that the Town of Madison is signing off on CO’s and the VDOE isn’t aware to make sure that the recommendations on the driveway permit were completed.

**Mike Smith makes a motion that Katelyn send an email letter to the Town of Madison to find out why the driveway permit is not on the CO and that the VDOE should be signing off on that, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith makes a motion that Katelyn contact DES to enroll Kelly Robitaille into the water class, which was previously voted on, Ralph Lutjen 2nds, passes 3-0**

Discussion Mike not being able to make the next two commissioner’s meetings.

Discussion on residents sending email directly to the VDOE attorney.

**Mike Smith makes a motion to email VDOE attorney Chris to not pay any attention to the residents as he works for the VDOE and not the residence, Ralph Lutjen 2nds, Ralph Lutjen makes a modification to the motion that we communicate with Chris that any voter, taxpayer or interested party get forwarded to the BOC for determination at no charge, Mark Graffam 2nds, passes 3-0**

Discussion on parking permit from Larry Leonard, Katelyn will look for the permit that goes with the registration.

**Ralph Lutjen**

Discussion on how we deal with two weeks of no meetings, due to having checks that need to be signed, and how we sign those checks out of session.

**Mike Smith makes a motion to have Mark and Mike sign out of session regarding any important information or checks, Ralph Lutjen 2nds, Ralph Lutjen makes a recommendation that a brief meeting be held to sign necessary documents, and the business to be limited to pertinent information, at least one meeting is required, passes 3-0**

**Mike Smith makes a motion to have Katelyn contact NHMA to see how we sign out of session if no quorum is available, Ralph Lutjen 2nds, passes 3-0**

**Mikes Smith makes a motion if we can sign out of session how do we do that, Ralph Lutjen 2nds, passes 3-0**

**Correspondence**

Discussion on the dam boards and if it is safe for VDOE to put one board back in.

**Mark Graffam makes a motion to re-insert the board to the dam, Ralph Lutjen 2nds, Mike Smith recommends that we wait until the rain holds off as the water level is still high, DPW foreman Kelly Robitaille indicated the water level is still at grate but still above concrete, Mark Graffam commented on the ordinance and how the ordinance states the board needs to be put back in, Ralph Lutjen makes a recommendation that we need an accurate reading, Mike Smith – No passes 2-1**

Discussion on email from the Electric Supply and the quotes provided to the VDOE, the quote is for 36 or 48 months. This discussion was tabled until next meeting.

**Ralph Lutjen makes a motion to go into Non-Public session for RSA 91-A:3, II (b) at 10:29am, Mark Graffam 2nds, passes 3-0**

Respectfully submitted,

Katelyn Quint, Administrator.