**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Wednesday, September 6, 2023**

The Board of Commissioners met at 9:00am on Tuesday September 6, 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, Ian Hayes – Simply Water, John Difeo, Jay Buckley, Gloria Aspinall, Paula Doyle.

Meeting videotaped by Kasia of Madison TV

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

**Mike Smith makes a motion to approve the agenda Mark Graffam asked if we should add the DRA letter to the agenda, it was added Mark Graffam 2nd, passes 3-0**

**Public Meeting**

**Mike Smith makes a motion to approve the 8/15/23 meeting minutes, Mark Graffam 2nds, passes 3-0**

**Mike Smith makes a motion to approve the 8/15/2023 Non-Public RSA-91-A3-II-b meeting minutes, Ralph Lutjen 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 8/16/2023 Water Assessment Fund Manifest for Checks/Debits for a total of $9,140.03, Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 8/22/2023 Payroll Manifest for Checks/Debits for a total of $7,448.11, Mike Smith 2nds, passes 3-0**

Comment on 15 minutes of overtime, which was not discussed as it is violation of RSA-91-A:3, II (b).

**Ralph Lutjen makes a motion to approve the 8/29/2023 Operating Account Manifest for Checks/Debits for a total of $9,364.02, Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 8/29/2023 Water Assessment Account Manifest for Checks/Debits for a total of $15,047.51, Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 9/6/2023 Operating Account Manifest for Checks/Debits for a total of $7,685.95 Mike Smith 2nds, passes 3-0**

**Ralph Lutjen makes a motion to approve the 9/6/2023 Payroll Manifest for Checks/Debits for a total of $9,309.63, Mike Smith 2nds, passes 3-0**

**Public Appearance**

Paula Doyle discussed her concerns with DPW Foreman contract that was signed on August 15, 2023.

Dinah Reiss had a question on the amounts that were presented on the DRA letter and the DRA emergency public hearing we had.

Jay Buckley discussed the budget overage.

**DPW**

Discussion on the progress on the damage of flushing pipes out and cleaning culverts.

Discussion on truck 1 that is out of service at Crest, and they are going to start working on that next week.

Grison and Burgdorf are both back open to 2 lanes and have been for a bit. Katelyn contacted the Carroll County Sherrif’s department to inform them that.

Discussion on projects that need to be done with the rental of the excavator, hoping to use Coleman Rental, however it isn’t available we can use MB Tractor, which is a little more expensive.

**Mike Smtih makes a motion to approve Kelly for renting the excavator from Coleman Rental, Ralph Lutjen 2nds, passes 3-0**

Discussion on requesting monies from the CRF and accounting of how the CRF monies are being spent. All money has been spent out of the current operating budget. Discussion on the final numbers as the project isn’t completed yet, the money needs to replace what was spent in the Operating Budget that was used to fix the storm damage.

**Ralph Lutjen makes a motion to request $30,000 from the CRF Road Construction, Mike Smith 2nds, 3-0**

Discussion on emergency expenditures, and how they are going to be used. The purpose of this emergency meeting was to end the year within budget, and the ability to spend money which wasn’t contemplated originally. Discussion on the purpose of the emergency expenditures was to replenish what was spent, to allow the DPW to do their yearly maintenance, which will happen in 2023, the materials is what has held the DPW up to do what they must do. The roads need to be re-graveled in order to protect the roads from being damaged in the future.

**Mike Smith makes a motion to sign the letter to the DRA, Ralph Lutjen 2nds, Ralph makes an amendment that an update to the letter states “gravel expenses for Grison Rd and Burgdorf and other system wide roads in the district”, Mike Smith 2nds the amendment passes 3-0**

**Ralph Lutjen makes a motion to sign the DRA letter to sign out of session, Mike Smith 2nds, passes 2-1 Mark Graffam, No**

**Admin**

Discussion on office repairs and update on the quote coming from Dan Brown.

Discussion on meeting Bob Boyd on Driveway permit application permit for operations. It was explained that it is the homeowner’s responsibility that the recommendations given by Kelly are to be followed up with the VDOE that it was completed. Recommendations are to add a check box to our permit.

**Ralph Lutjen makes a motion to have Katelyn circulate the driveway ordinance to the BOC for review and to include Kelly on the distribution, Mike Smith 2nds, passes 3-0**

Discussion on camping issue on a lot on Appenvel Way. The Madison Police and Code Enforcement Officer is aware of what is going on. Kelly recommends it is something that we should keep an eye on.

Katelyn requested to attend the NHMA annual conference in Manchester. Get back to the board with the total cost.

Discussion on Labor Law posters, which have been ordered.

Jeff Demartino requested time off for some time in September.

**Ralph Lutjen makes a motion to approve and sign Jeff’s time off request, Mike Smith 2nds, passes 3-0**

Kelly Robitaille requested time off in September and October.

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

Discussion on Huttwil Dr parking permit from Larry Leonard.

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

Discussion on over-due water bills. Water will be scheduled to shut off on September 21, 2023.

**Ralph Lutjen makes a motion to sign the water shut off notices, Mike Smith 2nds, passes 3-0**

Discussion $5,053.53 reimbursement from Water Assessment fund to reimburse the Operating Budget.

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

Discussion on email from an invoice sent to a resident for a work order that was submitted, for service that Simply Water provided him. When a request comes in the Curbstop card of the property is free and anything on their property is the homeowner's responsibility. It is important that we make sure the resident knows that there is a fee for the service. Discussion on homeowner sending the Office Administrator an email acknowledging that they will be receiving a bill for the services rendered.

**Ralph Lutjen makes a motion that the policy is when the request comes in they understand that we will provide the Curbstop card for free, any other service done on the homeowner’s property they will be billed for, Mike Smtih 2nds, passes 3-0**

**Ralph Lutjen makes a motion that the VDOE pay the $75 invoice due to ambiguity, Mark Graffam 2nds, passes 3-0**

Discussion on electric supply from First Point Power, which would run from November 2023 through November 2026 of a rate of .12 cents and .12104 cents. The BOC would like to know what the current rate from Eversource, tabled until next weeks meeting.

**Mike Smith makes a motion to have Katelyn get the standard rate from Eversource, Ralph Lutjen 2nds passes 3-0**

**Simply Water**

Discussion on PRV pressure and communication with Nick Sceggell. The PSI is higher than they originally thought. Ian is going to get in touch with Nick Sceggell, indicating that we have significantly higher pressure in that zone then what Nick is assuming we have. We do have room in the PRV pit to install a meter, which Ian didn’t think was there.

**Mike Smith makes a motion to have Ian get a price on installing a meter at the Como PRV, Ralph Lutjen 2nds, passes 3-0**

Discussion on work order that was submitted to Simply Water, for putting the pressure transducers upstream and downstream of the properties, which is doable but would have to find homeowners that would allow Simply Water to access their homes. Ian doesn’t feel that it is necessary, knowing the pressure on the outlet side of the PRV and the overall pressure, but the overall view of the zone is enough information. Nick Sceggell has the pressure mapping of the zone, which was done about three weeks ago.

Discussion on outstanding water hook ups, and review of email received by Ed Mayo, which is on hold due to Nick Sceggell results.

Discussion on PVR installation and where that project is at. Jay Buckley is going to come to the office and find the file on As-Built Drawing and work with Katelyn. Discussion on cleaning up the As-Built Drawing issues, Ian indicated that the engineer that was contracted for this project owes the VDOE a drawing, which is where we should start.

Discussion on leak detection, Granite State Leak Detection will be here and Summit and Upper Lake View will be looked, and the grant to focus on that issue. New England Leak Detection is the company that will be performing the leak detection under the grant that was applied for.

**Mike Smith makes a motion to have Katelyn forward an email from New England Leak Detection to Ian to contact and have his schedule work with Ian’s, Ralph Lutjen 2nds, passes 3-0**

Discussion on project that Dawson Construction has been working on throughout the VDOE, they are currently working on Upper Lake View, a couple of water lines have been connected, at Grison Road and Appenvel Way. Working on gate valves and leaks that have been an issue for quiet some time now.

Discussion on approved water connections, and concern on Upper Lake View project, Ian believes that it is going to be tied in next week, Kelly indicated that the valve is all done below. Discussion on contractors installing water lines other than Dawson's on a matter of price and availability.

Discussion on amendment to the lot design needs to be approved by the VDOE. Important that homeowners know that they can't manipulate the lot design without approval.

Discussion on CMA meeting, Ian is working on setting a meeting up to get a list of projects together before the annual meeting.

**John DiFeo**

John DiFeo would like to have Dawson Excavation do the work, the quote from John was within $2,000. Discussion on the cost of the project. VDOE is responsible for an estimated $15,500 with some other costs that VDOE may incur.

**Mike Smith makes a motion that we take the $35,400 and add 20% contingency which will cover the valves, Ralph Lutjen 2nds, amendment is $16,000 is the appropriation for the Dawson contract portion of this work, passes 3-0**

Discussion on who is responsible for paying for the project, whether it is VDOE or John DiFeo, the paperwork needs to be correct.

**Mike Smith makes a motion for Katelyn to contact Dawson Construction to have Dawson send the contract back to the VDOE with VDOE address for $35,400 and a one-year warranty on the underground work and following the VDOE ordinance, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith makes a motion to not exceed $7,200 contingency on this project to purchase the valves for this project, which isn’t part of the estimate, and get three different quotes Ralph Lutjen 2nds, passes 3-0**

Discussion on John DiFeo’s payment to VDOE based on the estimate that was presented.

**Commissioner Reports**

**Mark Graffam**

Discussion on Rigi project exposed cement work and the valves that shut off the connection that is sticking 5" out of the ground, the raised the whole road up and then it drops off like a 4 to 1 slope not it looks like a gravel road, and afraid someone may turn down that road which is a class 6 road, which we can't block it off.

**Ralph Lutjen makes a motion to have Madison Police Department review the danger of Rigi Road, Mark Graffam 2nds, passes 2-1, No - Mike Smith**

**Mike Smith**

Mike Smith had nothing to report.

**Ralph Lutjen**

Discussion on a conversation with Kelly regarding all of the dead trees due to the moth issue, unsafe trees in a busy area. Kelly contact tree people to do a survey and decide how extensive it is, maybe complete this over time, to keep the VDOE safe. One area is Huttwil Dr by the mailboxes.

A compliment from Larry Leonard to the DPW for fixing the end of his driveway.

**Correspondence**

Discussion on Kelly attending a water class on Tuesday nights. Kelly will communicate with Katelyn about getting this set up.

Discussion on Town of Madison interior inspections and assessing of the building.

Discussion on the bill from Albany Service Center for the backhoe.

Discussion on removing Porta Pottys, believe the contract ends the 21st of September.

**Mike Smith makes a motion to have Katelyn call to have the porta pottys removed on September 21, 2023, Ralph Lutjen 2nds, passes 3-0**

Discussion daily water usage for the month of August.

**Ralph Lutjen makes a motion to adjourn at 11:15am, Mike Smith 2nds, passes 3-0**

Respectfully submitted,

Katelyn Quint, Administrator.