

**VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, September 26, 2023**

The Board of Commissioners met at 9:00am on Tuesday September 26, 2023. In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint-Administrator, Dinah Reiss – Treasurer, Gloria Aspinall, Jay Buckley, and Doug Prescott. Meeting videotaped by Kasia of Madison TV

Public Meeting

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

- 1. Approval of Agenda - Mike Smith makes a motion to approve the agenda as presented Ralph Lutjen 2nds, motion passed 3-0-0**
- 2. Approval of Minutes - Mike Smith makes a motion to approve the 9/19/23 meeting minutes as printed, Ralph Lutjen 2nds, motion passed 2-1-0**
- 3. Approval of Manifest - Ralph Lutjen makes a motion to approve the 9/26/2023 Operating Account Manifest for \$6,072.83, Mike Smith 2nds, motion passed 3-0-0
Ralph Lutjen makes a motion to approve the 9/26/2023 Water Assessment Manifest for \$1,758.02, Mike Smith 2nds, motion passed 3-0-0**

4. DPW:

Foreman Kelly Robitaille is on vacation this week.

5. Simply Water:

Not present

6. Administration Report:

A. Discussion on letter presented by Gloria Aspinall regarding the dam boards.

- Server weather
- Adopting a plan needed
- Being proactive on heavy rain
- Madison's ordinance
- Creating a warrant article to modify current ordinance for Annual Meeting

7. Old Business/Tabled Items

A. Discussion on Rigi/Upper Lake View Project

- Billing on completion of work
- Difficulty with communication from Dawson's on billing
- Timely submission to DES
- Estimate of what's outstanding

Ralph Lutjen makes a motion to be authorized to sign the state letter out of session, Mike Smith 2nds discussion on the deposit that was made to Dawson's in the amount of \$39,000, discussion on when the project will be completed, and how much the final project is going to cost at the end, motion passed 2-1-0

Ralph Lutjen makes a motion to prepare a check for disbursement before September 30, 2023, to be eligible for the DES grant, Mike Smith 2nds, discussion on percentage of work completed at this point, motion passed 2-1-0

Mike Smtih makes a motion to notify the Attorney of what is going on with regards to difficulty with contractor and to put him on notice in case we must engage him, Ralph Lutjen 2nds, discussion regarding the labeling of the invoice that we received, motion failed 1-2-0

B. Discussion on Estimate received from Dan Brown

- Capital Reserve account balances
- Warrant article account balances
- Tabled until next week

Mike Smith makes a motion to formally hire Mr. Brown to complete the work, Ralph Lutjen 2nds, Mark Graffam states that this is just estimate, so he may charge more or may charge less, motion passed 3-0-0

8. Signature Items

A. Eidelweiss Electric Supply

- Contract from First Point Power

Ralph Lutjen makes a motion that we sign the agreement, Mike Smith 2nds, Mark Graffam would like to amend the motion to send the contract to the Attorney before signing, motion passed as amended 3-0-0

B. CRF Transfer Request

Ralph Lutjen makes a motion to sign the CRF Transfer Request from the Water Assessment Fund to the Water Line Extension Fund for \$10,000, Mike Smith 2nds, motion passed 3-0-0

C. Approved Water Hook Ups for 47 Huttwil, 56 Huttwil, 40 Huttwil and 2 Adelboden

Ralph Lutjen makes a motion we approve all the water hook ups that have been waiting, Mark Graffam 2nds, motion passes 3-0-0

D. Water Shut Off Notice

- Katelyn to hand deliver
- Payment must be made in full by September 30, 2023

Ralph Lutjen makes a motion we sign this letter, Mark Graffam 2nds, motion passed 3-0-0

9. Commissioner Reports

Mark Graffam:

A. Meeting minutes errors

- Non-Public Session error
- Grammer errors

B. Approval of meeting minutes

C. Reports to NH DRA

D. Annual meeting date – reserve Noyes Gym

- Date of meeting

E. Bill from CMA

- Breakdown of bill

Mark Graffam makes a motion to cancel the meeting with CMA, Ralph Lutjen 2nds, comments were this would be disservice to the VDOE if we cancel this meeting and including the engineer and not getting project prioritize, motion failed 1-2-0

Mike Smith:

A. Damn board removal

Mike Smith makes a motion to have Kelly pull a dam board to start the process of the draw down before October 15th, which is the drop-dead date for the pulling of the dam boards, Ralph Lutjen 2nds, motion passed 3-0-0

Mike Smith makes a motion to have Kelly pull the second dam board the following week, leaving the determination up to DPW-Foreman Kelly by the October 15th, Ralph Lutjen 2nds, motion passed 2-1-0

B. Discussion Rigi/Upper Lake View Project

- Change orders

- As-Builts

Ralph Lutjen:

A. No report

10. Correspondence

A. Water testing results

- Both locations passed

B. Audit update

- Email received from auditor
- DRA forms and hard deadlines
- Response unacceptable

Ralph Lutjen makes a motion to correspond with Auditor about the response is unacceptable, we need the audit promptly, and demand a completion, Mike Smith 2nds, comment on motion was about the DRA, its mandated we do these audits, how costly they are, pointing at the labor work force for the accounting auditing, and how there are alternative ways to comply with the law that don't involve accounting firms which are failing us, start date is April 15th, motion passed 3-0-0

C. Record retention update

- Report was well done

Mark Graffam makes a motion that Katelyn sends a message to the Clerk to thank him for a well written report, Ralph Lutjen 2nds, motion passed 3-0-0

D. Homeland Security presentation

- July 9 through July 17, 2023 declared disaster
- Size of the project – Small \$3,800 to \$1,000,000
- Categories of work
 - C & D – Roads/Bridges & Water Control Facilities
 - Some A & B – Debris Removal & Emergency Protective Measures
- Emergency work must be completed by March 14, 2024
- Permanent work must be completed by March 14, 2025

11. Public Appearance

A. Gloria Aspinall

- Confirmation that the beaches were tested and passed

B. Doug Prescott

- Cybersecurity Grant
 - In progress
- Leak Detection Grant
 - In progress

C. Jay Buckley

- Comment on video sent to Attorney regarding chaos at previous meeting
- Cost from Attorney for watching video & expense
- VDOE has not heard back from Attorney

Mike Smith makes a motion to adjourn at 9:59am, Ralph Lutjen 2nds, motion passed 3-0-0

Respectfully submitted,
Katelyn Quint, Administrator.

From: Wooda H. McNiven, VDOE Clerk
To: VDOE Board of Commissioners
Subj: Status of VDOE Boxed Records
Date: 25SEP23

Per your request, made by motion at BOC meeting held on 19SEP23, the following information is submitted.

Wednesday, July 26th

Doug Prescott procures packing boxes and packaging tape at Lowes in N. Conway. The Packing Boxes are needed to repackage documents in wet and/or damaged original boxes.

Manhours = 1.5

Thursday AM, July 27th

Wooda McNiven, Doug Prescott and Brian Cronin inspect, repackage where needed, and then load the boxed records in storage at DPW into the rented trailer. Of the 110 to 120 boxes (approximate count) at DWP, 37 boxes need to be repackaged. 16 of the repackaged boxes contain those documents most severely affected by water damage. Another 21 boxes are repackaged because the original boxes are too damaged and are no longer serviceable. The water damaged documents are segregated from the rest to prevent moisture from creeping into unaffected documents and to facilitate drying of the affected documents.

Manhours = 12

Thursday PM, July 27th

Wooda McNiven and Doug Prescott carefully lay out all wet documents onto pallets to air out. Fans are employed to help expedite the drying process.

Manhours = 4

Tuesday, August 1st

Wooda McNiven contacts Ashley Miller, New Hampshire State Archivist (Archives and Records Management) to report the water damage to VDOE records. This includes informing her that at this time it is unknown if any important documents are unsalvageable, but a plan is in place to rescue the water damaged documents and

inspect these as soon as they are dry enough to handle safely. She is satisfied with this and offers drying tips if needed.

Manhours = .5

Wednesday, August 16th

Wooda McNiven and Doug Prescott commence clean-up of Cabana space earmarked for records storage.

Donning medical grade protective cover all suits with hoods and elastic seals at the cuffs and ankles plus full-face respirator masks with N95 filters (rated for organic vapors, dust, formaldehyde, spray painting, sanding, among others), we remove all the old insulation, dropped ceiling tiles, and other debris in the overhead spaces. The insulation was saturated with rodent excrement and their unconsumed stockpiles of old seeds and nuts.

The debris we remove requires over thirty 55-gallon garbage bags, which we seal tightly to ensure safety for when the DPW crew will pick them up for disposal at the Madison Transfer Station.

Manhours = 8



Thursday AM, August 17th

Wooda McNiven and Doug Prescott continue cleaning work on Cabana Space. We air blast the overhead spaces to remove all remaining insulation debris, dirt, grit, cobwebs, seeds, nuts, rodent droppings, and other detritus. We then sweep and vacuum the floors and walls to remove, to the greatest extent possible, the many years of build-up of all this dirt and grime.

Manhours = 6

Thursday PM, August 17th

Doug Prescott and Jay Buckley travel to Intervale to pick up a storage cabinet specifically for maps and blueprints. The storage cabinet was donated by Horizons Engineering. The cabinet is disassembled into 13 separate pieces, which are then carried down from the second floor of the Intervale Office and loaded into Jay's truck for transportation to the Cabana. Doug and Jay reassemble the storage cabinet inside the Cabana and place it in the most logical position for easy access.

Manhours = 9

Thursday AM, August 24th

DPW (Tony and Jeff) deliver trailer to Cabana for unloading. Wooda McNiven, Doug Prescott and Mark Graffam unload over 100 boxes from the trailer and place them into the designated storage area in the Cabana.

Manhours = 10.5

Monday, August 28th

Wooda McNiven, Doug Prescott, Mark Graffam, Nancy Cole, Dinah Riess and David Maudsley meet at the Cabana. The reason for this meeting is two-fold, to show Nancy, Dinah and David that the Cabana is now clean enough to commence the long process of sorting through *decades* worth of VDOE documents. Everyone agrees the space is in excellent condition, relative to what it was prior to the clean-up. No one has any issues working there now. The second reason is to review RSA 33-A:3 requirements on records retention and to get expert advice and feedback from former Administrators, David and Nancy, on how best to proceed.

Manhours = 6

Tuesday, September 5th

Wooda McNiven and Doug Prescott eliminate all RSA 33-A:3 requirements that are not applicable to the VDOE. We then segment the document descriptions into five broad categories for our initial sort:

1. Financial
2. Infrastructure (roads, water system, capital equipment)
3. Governance and Legal
4. Licenses & Permits
5. Employees

This list is distributed to all the volunteers.

Manhours = 5

Thursday, September 7th

The sorting process kicks off with Wooda McNiven, Doug Prescott, Mark Graffam, Nancy Cole, and David Maudsley. The focus is on the 16 boxes of water damaged records. Each individual document is inspected and, as luck would have it, less than 5% of these water damaged records are ones that need to be retained. There are approximately six documents that are too damaged to read and there is no way of determining if they are important or not but judging by the amount of documents that we pored through already, and found not required to be retained, we suspect these are not either. We keep all documents that are questionable as to whether or not they should be retained. These documents, among all the others retained in the initial sort, will be looked at again when we reach the archiving phase.

Manhours = 15

Thursday, September 14th

Wooda McNiven, Mark Graffam and Nancy Cole sort through several more boxes of documents.

Manhours = 6

Thursday, September 21st

Wooda McNiven, Doug Prescott, Mark Graffam, Nancy Cole and Dinah Reiss continue sorting through more boxes. By the time we finish, we estimate that there

is still about another 70 boxes to be inspected. It's impossible to get an exact count without unstacking and repositioning all the remaining boxes, which would be a time-consuming and pointless task. However, we're confident that our estimate of remaining boxes is close, and *this means we have already inspected about **one-third** of all the boxes* that were formerly stored at the Club House and then relocated to DPW before the sale of the Club House. The vast majority of these boxes have been untouched for decades.

Manhours = 15 manhours

Total Manhours expended to date = 98.5

GOING FORWARD

The Records Retention Team will continue to inspect each remaining box, document by document, and determine which documents go to the shredder, which documents must be retained and, for the present, keep those that are in doubt as to whether they should be retained or not.

When the team has completed the initial inspection, all retained documents will get a second look, with permanent documents filed in their appropriate category and scanned to have a digital backup. All other documents that still must be retained but have an end point where they can then be discarded will be filed by discard year and category.

Another objective of the project is to create an easy to implement process and policy that future VDOE clerks, Administrators, and Commissioners can follow to preclude another 40+ years accumulation of records. This is something that should have been done long ago, when the VDOE was first established, but because it wasn't, and because of the enormity of the records retained to date, and still yet to be inspected, this project will take many more months to complete. The upcoming winter will undoubtedly require a suspension of records inspection because the Cabana is not heated. Given this, it's reasonable to assume that the entire project will take all of 2024 to complete.

Submitted, respectfully,

Wooda H. McNiven, Village Clerk