**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioner’s Meeting**

**Wednesday, October 18, 2023**

The Board of Commissioners met at 9:00am on Wednesday October 18, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint – Administrator, Dinah Reiss – Treasurer, 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 – Ralph Lutjen makes a motion to approve the agenda as printed Mike Smith 2nds, Ralph Lutjen amends motion to add a Non-Public RSA91-A:3, II(a), motion passed as amended 3-0-0**
2. **Approval of Minutes**
3. **Mike Smith makes a motion to approve the 9/26/23 meeting minutes as printed, Ralph Lutjen 2nds, motion passed 2-1-0**
4. **Mike Smith makes a motion to approve the 10/3/23 meeting minutes as printed, Ralph Lutjen 2nds, motion passed 2-1-0**
5. **Approval of Manifest -**
6. **Ralph Lutjen makes a motion to approve the 10/18/2023 Payroll Manifest for $8,903.00, Mike Smith 2nds, comment on policy regarding paying an employee while out on workers compensation, motion passed 2-1-0 Ralph Lutjen makes a motion to approve the 10/18/23 Operating Account Manifest $7,275.27, Mike Smith 2nds, motion passed 3-0-0**
7. **Ralph Lutjen makes a motion to approve the 10/10/2023 Water Assessment Fund Manifest for $69,226.94, Mike Smith 2nds, comments regarding the checking to Dawson’s Excavation $26,894 was signed out of session on September 27, 2023, motion passed 3-0-0**

**Ralph Lutjen makes a motion to approve Operating Account Manifest $19,588.08, Mike Smith 2nds, comment regarding fixing the Volvo backhoe $5,237.63 and properly indicated to the amount of the sale to the State of NH, motion passed 3-0-0**

1. **DPW:**

Foreman Kelly Robitaille is out on workers compensation as of Monday October 2, 2023.

1. **Simply Water:**
2. *Ian communicated with Nate Howard to complete outstanding water hook ups*

* Katelyn will invite Nate to a meeting to speak with the BOC

1. **Administration Report:**
2. *Monthly Water Usage Report*

* Nothing unusual to report
* Weekend use continues to be higher

1. *Monthly Budget Report*

* Operating Budget
  + Breakdown of the accounts that have been overspent, Admin Supplies – 267.5%, Salary-PT – 101.1%, Winter Salt – 91% (we haven’t started Winter of 2023 yet), Gravel – 190.6%
  + The budget is approximately $12,221 in a deficit; however, we did receive $30,00 from Road Construction CRF, which gives us about $17,779 positive at the end of the year
  + CRF deposits need to be done before the end of the year – approximately $40,000 for Warrant Articles – which isn’t covered
* Issues with respect to cashflow
  + According to the schedule we will have a deficit of $74,000 which you can offset with the $30,00 deposit that accord in October

**Ralph Lutjen makes a motion to draw down on the TAN of $60,000, Mike Smith 2nds, comment on if that is enough money, if need be we can do an additional draw down, motion passed 3-0-0**

* DRA communication regarding Emergency Expenditures
* Amend the number we have requested due to offset expenses of reclaimed fill, and CRF deposit
* Need a more accurate number instead of estimate

**Mark Graffam makes a motion to communicate with the DRA and let them know we will have a hard revised lower number next week, Ralph Lutjen 2nds, motion passed 3-0-0**

1. *MS535*

* Informed of disconnect – which results in this being tabled until next week

1. *MS434*

* Needs to be initialed before submitting to DRA to remove the word draft
* After draft is removed, signatures required before uploading to the DRA

**Mike Smith makes a motion to sign the MS434, Ralph Lutjen 2nds, motion passed 3-0-0**

1. *Lead and Copper Testing*

* Completed within parameters
* Test doesn’t need to be done for another 3 years

1. *Rigi Project Grant*

* Reimbursement from Grant was approved of $14,824.56
* Discussion on where the reimbursement money goes due to the approved bond to be funded through taxes

**Mike Smith makes a motion for Katelyn to call Michelle Clark at the NHDRA and asked her where this reimbursement money should be appropriated towards, Mark Graffam 2nds, comment on how it should be all the grant reimbursement for this project, motion passed 3-0-0**

1. *Annual Meeting*

* Either March 9th or March 23rd

**Mike Smith makes a motion to hold the Annual Meeting on March 23, 2024, Ralph Lutjen 2nds, motion passed 3-0-0**

1. **Old Business/Tabled Items**
2. *Difeo Estimate*

* 13 Thusis Rd water extension
* Simply Water manpower on site during the project, discussion on who pays for that – VDOE or Difeo, Mark stated he believes the project is going very smoothly, however surprised to see how often Simply Water was present on the job site

1. **Signature Items**
2. *Time Off Request*

* Jeff DeMartino Friday October 24, 2023, personal day

**Mark Graffam makes a motion we approve Jeff’s time off request, Mike Smith 2nds, motion passed 3-0-0**

1. **Commissioner Reports**

**Mark Graffam:**

1. *As-Built for Upper Lake View – Rigi Project not included in the contract*

* Contract from Dawson’s didn’t include As-Built drawing

1. *Nonfactual information said by Commissioner Smith*

* If Mark Graffam didn’t resign from Office Ian Hayes would never come back as the water operator
* Commissioner Smith accused Mark Graffam of pulling dam boards in the middle of a hurricane
* Mark Graffam would like on the record that Mike Smith isn’t allowed upstairs at Town Hall per the Chief due to abuse

**Mike Smith:**

1. *Correction of misstatements by Commissioner Graffam*

* Boards in the dam were pulled by Bob Whirling during the hurricane
* Commissioner Smith admitted having misspoken regarding the As-Builts, Commissioner Smith spoke to Jay Buckley who spearheaded this project, Jay Buckley spoke to Nick Sceggell and Nick indicated that this project was too small, but Buckley would take pictures and submit them to Nick
* Commissioner Smith indicated that he isn’t bar from Town Hall because they can’t bar him

1. *Outstanding Water Hook Ups*

* DPW be a back up on the water hook ups

**Mike Smith makes a motion that if Nate Howard can’t complete the outstanding water hook ups, we have the DPW start the digging as a back-up, no other contractor wants to come to the VDOE because of Commissioner Graffam, there was no second**

**Ralph Lutjen:**

1. *First Point Power – review of Attorney suggestions*

* Late payment is 15 days before a 2% late charge, would like it changed to be 30 days before a 2% late charge
* Send agreement to Primex for review
* Agreement allow us to get a discount if the Scada System can pump in the office hours, confirm if the Scada System can do that, and would the agreement be the same if Eversource gave discounted rates
* No adjustments to this agreement – however the discount isn’t that significant with Eversource

**Ralph Lutjen makes a motion to have Katelyn send the agreement to Primex, Mike Smith 2nds, motion passed 3-0-0**

1. *Bond Bank*

* Rates and Terms – long live asset, ability to make a major capital investment
  + 10 YR = 2.99%
  + 15YR = 3.35%
  + 20 YR = 3.65%
  + 30 YR = 4.09%
* Bond Bank doesn’t follow a normal amortization schedule
* No ability to pre-pay the loan
* Priority list and estimate needs to be done first

**Ralph Lutjen makes a motion to follow up with CMA and Ian on the meeting that is supposed to happen in the near future, Mike Smith 2nds, motion passed 3-0-0**

1. **Correspondence**
2. *Absolute Data Destruction*

* Set up account before getting a pick up date
* The amount is based on the number of containers
* The group working on the project has completed about 32 boxes, which is equivalent to 50 or 60 boxes
* Protective measures are being used to protect the boxes

**Mike Smith makes a motion to appropriate $500 for files to be shredded by Absolute Data Destruction, Ralph Lutjen 2nds, discussion on what line item in the budget this money will be from, Mark Graffam made a comment that they money come from 4199.00 Other General Government, motion passed 3-0-0**

1. *NHMBB - Update*

* Covered this topic during Ralph Lutjen commissioners report

1. *Ride Along with Simply Water*

* Inventory room – updating inventory list

**Ralph Lutjen makes a motion for a specific request for examining the inventory, there was no second**

**Mark Graffam makes a motion to approve that Mark Graffam completes a ride along with Dave at Simply Water to all the facilities to do an inventory, Ralph Lutjen 2nds, motion passed 2-1-0**

1. *VDOE Property/Property Use Questions*

* Policy in place to better explain the green space – donated property to the village
* Mark Graffam will address this closer to warrant article time

**Mark Graffam makes a motion to create a policy that the village doesn’t sell property that has been donated, should stay green space and not sold, Ralph Lutjen 2nds, discussion on how many lots were donated, amended motion by Mark Graffam that all lots that VDOE owns will not be sold as they are green space, Ralph Lutjen 2nds, motion passed as amended 3-0-0**

1. **Public Appearance**
2. *Dinah Reiss*

* Dawson check that was issued out of the Water Assessment and needs to be reimbursed by the Water Project account.

**Ralph Lutjen makes a motion to transfer the money from the Water Project account back to repay the Water Assessment account, Mike Smith 2nds, check amount will be $26,894, motion passed 3-0-0**

**Ralph Lutjen makes a motion to enter into a Non-Public Session at 10:08 under 91-A:3, II (a), Mike Smith 2nds, motion passed 3-0-0**

**Ralph Lutjen makes a motion to adjourn at 10:12am, Mark Graffam 2nds, motion passed 3-0-0**

Respectfully submitted,

Katelyn Quint, Administrator.