**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioner’s Meeting**

**Tuesday, October 24, 2023**

The Board of Commissioners met at 9:00am on Tuesday, October 24, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint – Administrator, Dinah Reiss – Treasurer, Jay Buckley and Doug Prescott.

Meeting videotaped by Carol 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 printed Ralph Lutjen 2nds, motion passed 3-0-0**
2. **Approval of Minutes**
3. **Mike Smith makes a motion to approve the 10/18/23 meeting minutes as printed, Ralph Lutjen 2nds, comment made that the other Commissioners should watch the video, motion passed 2-1-0**
4. **Mike Smith makes a motion to approve the Non Public RSA 91-A3, II (a) 10/18/23 meeting minutes as printed, Ralph Lutjen 2nds, motion passed 3-0-0**
5. **Approval of Manifest -**
6. **Ralph Lutjen makes a motion to approve the 10/24/2023 Water Assessment Fund Manifest for $12,929.95, Mike Smith 2nds, motion passed 3-0-0**

**Mike Smith makes a motion to approve Operating Account Manifest $27,559.16, Ralph Lutjen 2nds, comment on reimbursement for medical deductible, Katelyn explained that the VDOE reimburses employees up to the first $1,500 of their medical deductible, which is what is being submitted, Commissioner Mark Graffam requested that the insurance breakdown be included with the receipt, motion passed 2-1-0**

1. **DPW:**

Foreman Kelly Robitaille is out on workers compensation as of Monday October 2, 2023, return date to work of October 30, 2023.

1. **Administration Report:**
2. *N.R. Howard Construction, LLC*
* Is unable to work in the district to complete the outstanding water hook ups
1. *November 7, 2023 Meeting needs to be moved to Wednesday the 8th*

**Mike Smith makes a motion to move the November 7, 2023 meeting to November 8, 2023, Ralph Lutjen 2nds, motion passed 3-0-0**

1. **Old Business/Tabled Items**
2. *First Point Power – Commissioner Graffam made a presentation about another option of electrical power supply*
* Community Power – Community Power Coalition, NH established by the NH Legislature in 2019, also a Non-Profit
* Commissioner Mark Graffam would like to do more research on this program that he saw on WMUR <https://www.youtube.com/watch?v=3dyN2guu810>
* Residents within the community may be able to use the program
* .12203 cents per kwh is First Point Power rate
* .109 cents per kwh is Community Power rate

**Mark Graffam makes a motion for VDOE to research joining the NH Community Power Coalition and bring it to a vote at the annual meeting, Ralph Lutjen 2nds, motion passed 3-0-0**

**Mark Graffam makes a motion that we join First Point Power for a period ending March 21, 2024 at the rate that they are offering, Ralph Lutjen 2nds, comment on the term of the offer may not be accepted, Ralph Lutjen amends the motion to March 31, 2024, Mark Graffam 2nds, motion passed as amended 3-0-0**

1. **Signature Items**
2. *TAN Loan Request form*

**Ralph Lutjen makes a motion that we approve the $60,000 TAN Loan Request, Mike Smith 2nds, motion passed 3-0-0**

1. *Transfer Request Form*

**Ralph Lutjen makes a motion that we approve the transfer request form from the Water Project Account back to the Water Assessment Fund, Mike Smith 2nds, motion passed 3-0-0**

1. *Health Trust 2024 Rates*
* 15.6% increase on health insurance rate
* 4% increase on dental insurance rate

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

**Gloria Aspinal arrived at the meeting 9:18am**

1. *MS535*
* Notes from auditor have been approved by Michelle Clark

**Ralph Lutjen makes a motion to sign the MS535, Mike Smith 2nds, motion passed 3-0-0**

1. **Commissioner Reports**

**Mark Graffam:**

1. *Spoke about the Community Power Coalition under 7a*
2. *Changing of Annual Meeting Date*
* A citizen brought to his attention that they were concerned of the Annual Meeting Date being adjusted without it being approved at the last Annual Meeting
* Commissioner Graffam is going to have the citizen email the office their concern, for clarification from Michelle Clark at the NHDRA
1. *Office Repairs*
* Dan Brown has not notified the office of when he will be completing the repairs
* Katelyn will email him and get an update

**Mike Smith makes a motion that Katelyn contact Dan Brown to get a date, Ralph Lutjen 2nds, motion passed 3-0-0**

**Mike Smith:**

1. *CMA Meeting Upcoming*
* Hopeful for a meeting scheduled for November 14th

**Ralph Lutjen:**

1. *Storm Damage Analysis*
* $88,604.10 storm related costs vs. $80,000 operating budget line items which is as of October 1, 2023
* Year End analysis for the 4th quarter actual expenditures from 2021 & 2022
	+ Effectively it averages to $148,000, which is right around the $150,000 we estimated our year end expenditures for 4th quarter of 2023
* 2023-year end expenditures are presumably $768,362.72, with a total budget of $742,830 causing an overage of $25,532, but with our $30,000 from the CRF that was received we have a positive budget balance of $4,467.29
* The DRA did approve our $54,275.85, which if we don’t need it we don’t have to spend it
1. *Outstanding Water Hook Ups*
* DPW staff is capable of digging the trench which would result in renting of a mini excavator
* DPW staff cannot to do the connection of the water lines
* Further discussion with Ian Hayes about completing outstanding water hook ups
* Discussion on potential contractors to complete outstanding water hook ups
	+ R.L Heath & Sons
	+ Shawn’s Tree Service
* To resolve current VDOE contractor issues homeowners can use own contractor with Simply Water’s consent; however, the estimate needs to be sent to the VDOE for approval
1. **Correspondence**
2. *Electrical Installation, LLC Rate Changes*
* SCADA Engineering Company
* Effective November 1, 2023
* Comparison for next meeting from last year to this year rates
1. *NHDES Cybersecurity Information*
* Forward email to Simply Water
1. **Public Comments**
2. *Doug Prescott*
* Update on Absolute Data Destruction
1. *Jay Buckly*
* Once we receive the rate, forward to the BOC in case there is an issue, there is a 10 day window to fix this

**Ralph Lutjen makes a motion to enter into a Non-Public Session at 9:45 under 91-A:3, II (a), Mike Smith 2nds, motion passed 3-0-**

**Ralph Lutjen makes a motion to enter back into a Public Session at 9:55 Mike Smith 2nds, motion passed 3-0-0**

1. **Simply Water:**
2. *Thusis Project*
* Sunday there was a hairline crack in the new section of the pipe directly off the water main, which was isolated off of the cluster valve, which was fixed first thing Monday morning
* The pressure test for the new piping is set for Friday, which determine what will be done with that section on of main – which Ian is very hopeful for everyone that this goes well
* Water was turned off last Monday, which is why Muddy Beach numbers on the SCADA system are reading zero
	+ Eliminating a needed take down while completing the work
	+ No real change for what the VDOE has going on right now
1. *Outstanding Water Hook Ups*
* Clarification on the agreement between the VDOE and the outside contractors for water hook ups
* Suggestion made to draft a simple agreement which will state:
	+ Price
	+ Date of work to be completed
* Discussion on DPW completing the outstanding water hook ups
	+ Ian will have a conversation with Kelly
	+ Important to have knowledge of what is happening, define how the job is done, and Ian has to be on site at the time of hook up
	+ Minimum of 3 people required to complete the hook up
* VDOE major issue is that we no longer have a contractor to work in the District
	+ Ian expressed that this was out of his control
	+ Simply Water cannot do the manual labor in the ditches
	+ If a water main breaks in the middle of the winter, the VDOE is at a huge risk
	+ The VDOE is not in a good spot in an emergency situation
* Ian is in agreement to have R.L. Heath & Sons, Inc. complete these
	+ Don’t need to have a license to do a tap, but the knowledge and skillset is super helpful

**Mike Smith makes a motion for Katelyn to contact R.L Heath & Sons, Inc. to schedule him in to complete the outstanding water hook ups, Ralph Lutjen 2nds, motion passed 3-0-0**

**Mark Graffam makes a motion to see if R.L. Heath & Sons, Inc. are willing to be on call for emergency water excavation for the rest of the winter, Ralph Lutjen 2nds, discussion on offering a service contract, motion passed 3-0-0**

1. *CMA Meeting Update*
* Ian is going to try and get everyone to agree to November 14th meeting

1. *Water Leak Report*
* 5 Porridge Shore Drive in the water main near that property
* Upper Lake View is still leaking
1. *Seasonal Water Shut Off*
* VDOE will send a notice a week in advance, so that Simply Water can perform the list all in the same day
* Possibly around Veteran’s Day
1. *Flushing will happen hopefully next week*
2. *Water Main break on Thusis Rd Sunday evening*
* Shut tank off completely at Reinach to get down on gate valve
	+ Tank was shut off around 8:30pm to 9:00pm
* Sheriff’s department notified Simply Water around 8:00pm
* Low tank alarm soon after, which indicated the alarm system was working properly, roughly around 70 inches (not exact), however that is something that can be adjusted
* Graph is available on the SCADA system
1. *Dawson’s Excavation*
* Coming in the first week in November to complete the PRV-Upper Lake View project
* Ian has offered to ask Dawson’s to come back to work in the VDOE

**Mike Smith makes a motion to have Ian contact Dawson’s Excavation to see if he would consider coming back, Ralph Lutjen 2nds, discussion on As-Built from PRV pit, sketch from Nick Sceggell with no coordinates, abandoned pipes and knowledge of where they are, Andy from Dawson’s has documented all of the pipes, motion passed 3-0-0**

**Ralph Lutjen makes a motion to make an inquiry to Dawson’s about the information that is available for As-Builts, Mike Smith 2nds motion passed 3-0-0**

1. *Leak Detection*
* Grant for Granite State Rural Water Association – great staff
	+ Focused on Upper Lake View leak
* Would be beneficial to know where all the water mains are located and make use of the dousers
* Lots of useful knowledge
* Looking for a report from when they were here
* New England Leak Detection is the company that the state sent
1. *Bleeders – Beat the frost*

**Mike Smith makes a motion to extend the water hook up date to the end of November depending on the weather, Ralph Lutjen 2nds, motion passed 3-0-0**

1. *Ride along with Mark and Dave will meet at the office at 10am on Monday October 30th*

**Ralph Lutjen makes a motion to adjourn the meeting at 10:49am, Mike Smith 2nds, motion passed 3-0-0**

Respectfully submitted,

Katelyn Quint, Administrator.