



VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Wednesday, May 29, 2024

The Board of Commissioners met at 9:00am on May 29, 2024. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Administrator Jennifer Scully, DPW – Jeff DeMartino, Treasurer Dinah Reiss and Village Clerk Doug Prescott.

The meeting was videotaped by Aysia Morency.

Public Meeting

At 9:02am Commissioner Mark Graffam calls the meeting to order.

- 1. Approval of Agenda – Mark Graffam makes a motion to approve the May 29, 2024, agenda. Motion is 2nd by Nancy Cole and the motion is passed 2-0.**
- 2. Approval of Minutes – Mark Graffam makes a motion to approve the Commissioners Meeting Minutes of May 21, 2024. Nancy 2nds the motion and the motion is passed 2.0. Mark makes a motion to approve the Commissioners Meeting Minutes for May 24, 2024. Nancy 2nds the motion and the motion is passed 2.0.**
- 3. Approval of Manifest @ 9:05am**
 - 1. Operation Manifest of \$16,636.64. Mark makes motion to approve. Nancy 2nds and the motion is passed 2-0.**
 - 2. Water Manifest of \$486.13. Mark makes a motion to approve. Nancy 2nds the motion and the motion is passed 2.0.**
- 4. DPW @ 9:09am Jeff DeMartino**
 - Jeff spoke w/EPOA's Kerry McNiven advising that he still is awaiting a firmer date on when we will get the grader back. Looks like the end of June would be closer to scheduling the 'Meet your DPW Workers'. Also advised that scheduling on a Sunday morning would work for him and for Tony.
 - Continues to keep a log for fuel and will turn in each month. Mark Graffam says this will be used to track the rate of fuel consumption, summer vs winter.
 - Still need the downloaded application to be assigned and ID number. This number is required to obtain fuel at the State Fuel Transfer Stations.
 - Trees removed from Appenvel and Huttwel.
 - Jeff reports that the DPW cellular phone is old and does not keep a charge for very long. He also reports that he was never given an access code to set up voice mail and as far as he knows, voice mail was never set up on it.
 - Beaches have been raked and signage has been put in place.



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- Big Loop has Beaver activity, and a dam has been built. The price to trap is \$150.00 per Beaver. **Mark Graffam makes a motion to hire this trapper. Nancy 2nds the motion and the motion is passed 2-0.**
- 2018 Ram is back from the shop however the linking for the tailgate had snapped and was brought to Albany Services to fix. Albany Service also changed the tires.
- 2019 Ram is in the dealership for the required maintenance and the estimate for the repairs to the exhaust system (heat shield) will be done. Shifting issues have been resolved with software updates.
- International will have the work done necessary to pass inspection.
- Mark Graffam makes note of another culvert replacement needed on a class 6 road.
- Surveyors have been staking Bern Drive. They have also been marking Sarnen.
- Stakes have been put in place to mark where the Porta Potties should be placed. Mark Graffam will take pictures to provide to Mr. Portable Restrooms. Delivery should occur June 15th.
- Mark Graffam had a conversation with an owner at 100 Oak Ridge Road who is in need of road signage as no one can find his house. Deliveries are not being made and even his friends cannot find his home when attempting to visit. **Mark Graffam makes a motion to allow for signage if the owner obtains and pays for the sign. Nancy 2nds the motion and the motion is passed 2-0.** Mark also notes that there are several signs that are simply missing or damaged and should be replaced.
- Pictures of the damaged fence at the playground have been submitted to the fence company (TDK Enterprises) for a quote.
- Dam water level stayed below the marker during the heavy rain earlier this week.
- The driveway on Appenval Way does not appear to have a negative grade applied in construction. Mark Graffam will investigate further as to what approvals were given from the VDOE. DPW Office has a stack of Driveway Applications/Documents that will be reviewed.
- Mark Graffam announces that Jeff DeMartino has accepted the position of Forman for the VDOE DPW. The Commissioners Meeting held on May 24th had an approved motion to draft an ad for the position of Full Time Entry Level DPW. This position will have an hourly rate of between \$21.00 to \$24.00 and will include benefits.

5. Administrator's Report @ 9:41am

- a. TAN Loan opinion letter, documents and answers provided to Northway Bank. Will provide meeting minutes of Feb. 21, 2024, where it states the TAN Loan amount will increase from \$250,000.00 to \$400,000.00. Interest rate will



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- b. remain the same. **Mark Graffam makes a motion to approve and sign the TAN documents, if they are ready, and Wooda McNiven is not yet back from vacation. Nancy 2nds the motion and the motion is passed 2-0.**
- c. Still waiting for Cat's Bookkeeping Contract update for review.
- d. Provide potential Dam Inspection dates to NHDES once Wooda McNevin returns from vacation.
- e. Work order to Simply Water for Curb Stop shut off for leak repair at 2 Little Loop for Thursday morning.
- f. Dinah Reiss advises that the application for a Northway Credit Card has been completed and submitted.

6. Commissioner's Concerns/Reports @ 9:48am

Mark Graffam

- Inquiry regarding the Low Interest Loan option, mentioned by Maggie Hassen when she visited after the July 2023 storm, has not yet been responded to.
- FEMA conference call meetings will continue weekly at the VDOE Office every Thursday at 11:00am. Estimates will go against the budget for this year.
- Primex cyber security suggestion of adding .gov domain as our email address as it would be considered a US based government or public sector organization and should add more security. **Mark makes a motion to move towards this suggestion, adding more security. Nancy 2nds the motion and the motion is passed 2-0.**
- Owners request to interview VDOE's Administrator and DPW for the purpose of his newsletter was declined. The DPW and Administrator are still working through recovery of prior year storm damage, clean up and damage from this past season and the cyber security breach that occurred at the VDOE Office in March.

Nancy Cole

- Nancy and Mark Graffam will continue with the driveway inspections on Thursday, May 30th. Identified two driveways thus far that, with the assistance of Mark Graffam, will have letters drafted advising of what was found during the inspection.
- Additional documents to be pulled for the Auditors.
- Draft of the Motions Log and other draft documents will be worked on to finalize.



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- Nancy will request from Madison Town Office a draft of the letter they use to notify owners that their driveways are non-compliant.
- Need to reach out again to Simply Water to at least identify the Water Hookup Workorders they have as we may not be aware of or have a copy of.
- Jennifer Scully reminds Nancy that we have not heard back from the DRA for assistance on portal access and updates to the NHDES regarding water use data still needs to occur.
- Copy of the voted officers need to have the signature of the clerk. Nancy will provide a copy to Doug for signature.

7. Adjourn @ 10:02am

Mark Graffam makes a motion to Adjourn the meeting. Nancy Cole 2nds and the motion is passes 2-0.

To view meeting on video, please click on the following link:

[Village District of Eidelweiss - May 29, 2024 \(telvue.com\)](https://telvue.com/Village-District-of-Eidelweiss-May-29-2024)