

**VILLAGE DISTRICT OF EIDELWEISS  
Commissioner's Meeting  
Thursday, January 18, 2024**

The Board of Commissioners met at 9:00am on Thursday, January 18, 2024. In attendance for the public meeting are Commissioner Ralph Lutjen, Katelyn Quint – Administrator, DPW-Foreman Kelly Robitaille, and Jay Buckley. Commissioner Mike Smith and Commissioner Mark Graffam attended by telephone. Meeting videotaped by Carol of Madison TV

**Public Meeting**

**At 9:00am Commissioner Ralph Lutjen calls the meeting to order. Role Call was completed for Commissioner Mike Smith – he stated that there was no one else in the room with him and Commissioner Mark Graffam – he also stated there was no one else in the room with him.**

- 1. Approval of Agenda – Mike Smith makes a motion to approve the 1-18-24 agenda as printed, Ralph Lutjen 2nds, Mike Smith – Yes, Mark Graffam – Yes, motion passed 3-0-0**
- 2. Approval of Minutes –**
  - a. Ralph Lutjen makes a motion to approve the 1-3-24 minutes as printed, no second motion fails**
  - b. Discussion that Mark Graffam would like to go over the minutes with Katelyn before approving them – going back to video regarding Manifests**
- 3. Approval of Manifest –**
  - a. Ralph Lutjen makes a motion to approve the 1-9-2024 Payroll Manifest for \$8,638.74 Mike Smith 2nds, Mike Smith – Yes, Mark Graffam - yes motion passed 3-0-0**
  - b. Mike Smith makes a motion to approve the 1-9-2024 Operating Manifest for \$18,505.06 Ralph Lutjen 2nds, Mike Smith – Yes, Mark Graffam - Yes, motion passed 3-0-0**
  - c. Mike Smith makes a motion to approve the 1-16-2024 Water Assessment Manifest for \$23,439.16 Ralph Lutjen 2nds, Mike Smith – Yes, Mark Graffam - Yes, motion passed 3-0-0**
  - d. Mike Smith makes a motion to approve the 1-16-24 Operating Account Manifest \$29,561.47 Ralph Lutjen 2nds, Mike Smith – Yes, Mark Graffam - Yes, motion passed 3-0-0**

E. Discussion on how the checks from the manifests that were approved are going to get signed by Mark, since he is not at the meeting. Ralph will sign the checks at the meeting, and we need another Commissioner and Treasurer to sign the checks. Mark will communicate with Katelyn regarding signing the checks, hopefully before Friday, since they are important to get out due to the year-end needing to be wrapped up.

#### 4. DPW:

- A. Kelly reported that the DPW has been concentrating on pushing back snowbanks, high winging, and cleaning up VDOE driveways to get ready for the next snowstorm.
- B. Kelly is meeting with Chadwick-BaRoss regarding the grader maintenance and upgrades. He will have a quote for next week's meeting, to determine if a Warrant Article should be created to pay for the repairs.
- C. Discussion on when the District transitioned from oil to propane. The old oil tank is leaking, and it can't be fixed without draining the tank. Kelly is looking for permission to give the waste oil away to someone who can use it.

**Ralph Lutjen makes a motion to approve Kelly to drain the tank Mike Smith 2nds, Ralph Lutjen amends motion to include giving Kelly the flexibility designate the waste oil to someone of his choice, Mark suggested the Town of Madison as they use recycled fuel to heat the garage, Ralph Lutjen 2nds amendment, Mike Smith – Yes, Mark Graffam – Yes amended motion passed 3-0-0**

**Ralph Lutjen makes a motion to have Kelly dispose of the tank in an appropriate environmental manner, Mike Smith 2nds, Mike Smith – Yes, Mark Graffam – Yes, motion passed 3-0-0**

- D. Kelly discussed his upcoming meeting with Nick Sceggell regarding the sink hole in Grison Road. The sink hole is about 10' deep and you can't see to the bottom of it. That meeting was scheduled for 11am on Thursday, January 18, 2024. Kelly will report at next week's meeting the recommendation made by Nick Sceggell. Kelly recommends that the road remains closed until the road is repaired to its pre-existing condition. Discussion regarding estimates that were sent to FEMA for mitigation on the upgrade of the culvert. There is a meeting scheduled with FEMA on Friday, January 19, 2024 to find out why the estimate presented for mitigation was too high in price.

#### 5. Simply Water: - Not Present

#### 6. Administration Report

- A. Dawson is currently still the VDOE working on the projects. All of the outstanding water hook ups have been completed with the exception of Eidelweiss Drive, which the homeowner is okay with waiting until next spring and Ian suggested

*that waiting is the best option. Dawson's is currently working on the leak that was reported on Porridge Shore Drive. Katelyn will have an update from Dawson's for next week when they have completed the outstanding projects.*

**Ralph Lutjen makes a motion to extend the dig date through Wednesday, January 24, 2024, Mike Smith 2nds, Commissioner Graffam asked why we have a policy that states there is no digging after November 1<sup>st</sup>, the remaining issue is to complete the PRV, also the cost incurred is more due to the amount of frost that is in the ground, Mike Smith – Yes, Mark Graffam – No, motion passed 2-1-0**

*B. At 9:18 Ralph Lutjen started a work session regarding the 2024 proposed budget. The draft budget numbers were recommendations by Katelyn the Office Administrator and the Board of Commissioners. The draft budget numbers were a recommendation based on 2023 actual numbers and calculations of salaries and employee benefits. The liability numbers were all known numbers from the updated rates that were provided to us in November. Please find attached the opening document that we worked with during the work session. TAN note rates were received from Bank of New Hampshire and Northway Bank, Northway Bank was the best rate of 4.5%.*

**Commissioner Mark Graffam left the meeting at 9:31am.**

**Mike Smith makes a motion accept the 4.5% interest rate offered by Northway Bank for the TAN loan for 2024 and to have Katelyn start the process on the paperwork for the TAN loan, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

**Mike Smith makes a motion to allow Katelyn to research the treatment line item and recommend a number to put into the 2024 budget, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

**Mike Smith makes a motion to have Katelyn send a draft of the water budget to Ian for his review, Ralph Smith 2nds, discussion on Katelyn meeting with Ian to go over the Water Ordinance for the WA, Mike Smith – Yes, motion passed 2-0-0**

*C. Discussion on draft Warrant Articles. Warrant Article 07 Pond Level Management Ordinance was presented by Commissioner Mark Graffam. Commissioner Graffam sent the draft Pond Level Management Ordinance to Katelyn; however, he also sent the draft to other residents in the VDOE. Jay Buckley sent the draft to Emergency Director Michael Brooks for review. A question was brought up to Jay Buckley on why he sent Michael Brooks. It was discussed that any communication needs to be sent to the Administration Office and residents shouldn't take it upon themselves. Katelyn will update the blanks in the draft Warrant Article and bring another draft to next week's meeting. Discussion on Warrant Article's that are the same as last year, Road*

*Construction CRF & Highway Equipment CRF, it was decided to wait to approve the Warrant Articles until we can approve all of them.*

**Ralph Lutjen makes a motion to accept Michael Brook's recommendation "the lowest pond level adjustment will not be lower than a minimum of 12" above the dry hydrant intake pipe opening on the bottom of Little Pea Porridge Pond" and adjust the draft accordingly, Mike Smith 2nds, Mike Smith – Yes, motion passed 2-0-0**

*D. Approval of February BOC meeting dates. Katelyn pointed out that the upcoming budget hearing is also listed in these dates.*

**Mike Smith makes a motion to accept the February meeting dates, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

**Mike Smith makes a motion to approve the MS-60a, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

*E. Discussion on the Investment Policy, which needs to be approved by the Board of Commissioners each year for our Audit.*

**Ralph Lutjen makes a motion that the Board of Commissioners have reviewed the policy and no changes need to be made to the policy, Mike Smith 2nds, discussion about a copy of the policy be distributed to the Treasurer as some of the duties are the Treasurers responsibility, Mike Smith amends the motion to include a copy of the policy be given to the Treasurer to review the duties, Ralph Lutjen 2nds the amendment, Mike Smith – Yes, motion passed 2-0-0**

## **7. Old Business/Tabled Items:**

*A. Asset Management Proposal which was tabled.*

**Mike Smith makes a motion to approve the Asset Management Proposal plan in the amount of \$37,300 and the money being withdrawn from the CRF, Ralph Lutjen 2nds for discussion, Mike Smith indicated that this proposal is going to allow the VDOE be a little more independent regarding the knowledge of the assets of our water system, however the issue is not all of the Commissioners are in agreement with the proposal, and it needs to be determined why Commissioner Graffam is against the proposal, there was a scheduled meeting with CMA Engineers to allow the Commissioner express there thoughts, motion rescinded by Mike Smith, motion tabled Mike Smith – Yes, motion tabled 2-0-0**

## **8. Signature Items**

*A. Town of Ossipee Letter – This letter was presented by Public Works Director TJ Eldridge. This letter represents the agreement between the VDOE and the Town*

*of Ossipee regarding a sander that the VDOE has, which is on loan from Ossipee. The letter states that everyone is aware of the “mutual aid” between the two municipalities and that if the VDOE doesn’t need the sander they will return it to the Town of Ossipee. It all states that the Town of Ossipee can’t ask for the sander back in the middle of the winter season.*

**Ralph Lutjen makes a motion to approve the agreement and sign the agreement, Mike Smith 2nds, Mike Smith – Yes, motion passed 2-0-0**

*B. Monthly Transfer form from Water Assessment Account to Operating – \$13,342.12 – The reason that the amount is much higher is due to administration health insurance not being allocated properly between the Operating Account and the Water Assessment Fund. All of the health insurance cost were allocated to only the operating account, however 15% of the cost should be coming from the Water Assessment Fund.*

**Ralph Lutjen makes a motion to sign the transfer, Mike Smith 2nds, Mike Smith – Yes, motion passed 2-0-0**

*C. Transfer from the Water Assessment Fund to the Water Line Extension CRF in the amount of \$10,000 for a new hook up application.*

**Mike Smith makes a motion to sign the transfer request form, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

*D. 91-A Policy – There is a recommendation from Katelyn regarding the current 91-A policy and concerning email correspondence request to the VDOE. The only change made in the policy “To the extent readily possible, the VDOE will provide the requested documentation by email, if requested” was removed. This has been tying up a lot of the Administrators time due to the number of 91-A requests received.*

**Mike Smith makes a motion to sign the updated 91-A policy, Ralph Lutjen 2nds, Mike Smith – Yes, motion passed 2-0-0**

## **9. Commissioner Reports**

**Mark Graffam: - No Present**

**Mike Smith: Already addressed his issue**

**Ralph Lutjen: - No Report**

## **10. Correspondence**

A. *Email from homeowner that requested that the DPW plow his personal driveway due to the water build up under the snow and his snowblower was struggling. The VDOE doesn't plow homeowners' driveways.*

**Kelly Robitaille leaves the meeting at 10:55am.**

### **11. Public Comments**

*Jay Buckley – Commissioner Mike Smith asked since Jay Buckley sold his house in the VDOE, where he was claiming residency. Mr. Buckley stated that his permanent residence was at 58 Eidelweiss Drive and that he was renting a room there.*

*He made a suggestion regarding tight tank and funding the CRF so when it is full we have the money to have it disposed of.*

*Question regarding the VDOE Board of Commissioner voting on a contractor in regard to someone to call in an emergency, budget line item and repairs.*

**Ralph Lutjen makes a motion to adjourn the meeting at 11:03am, Mike Smith 2nds, Mike Smith – Yes, motion passed 2-0-0**

Link for video of the meeting:

<https://www.youtube.com/watch?v=R1Ud-H86hY&t=6036s>

Respectfully submitted,  
Katelyn Quint, Administrator.