

**VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, February 13, 2024**

The Board of Commissioners met at 9:00am on Tuesday, February 13, 2024. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Wooda McNiven, Commissioner Nancy Cole, Katelyn Quint – Administrator, DPW-Jeff DeMartino, Treasurer – Dinah Reiss, John Difeo and Chloe Morrissey - DCPM. The meeting was videotaped by Carol.

Public Meeting

At 9:01am Commissioner Mark Graffam calls the meeting to order.

- 1. Approval of Agenda – Mark Graffam makes a motion to approve the 2-13-24 at 9:01am with the change of the date from Tuesday, February 20, 2024 to Wednesday, February 21, 2024, Wooda McNiven 2nds, motion passed 3-0-0**
- 2. Approval of Minutes - @ 9:02am**
 - a. 1-31-2024 No quorum to approve the outstanding minutes, so the draft minutes will be available on the website for viewing.**
 - b. Mark Graffam makes a motion to approve the minutes of 2-6-2024, Wooda McNiven 2nds, motion passed 3-0-0**
- 3. Approval of Manifest – @ 9:04am**
 - a. Mark Graffam makes a motion to approve the 2-13-2024 Water Assessment Fund Manifest for \$11,874.86, Nancy Cole 2nds, motion passed 3-0-0**
 - b. Mark Graffam makes a motion to approve the 2-13-2024 Operating Manifest for \$245,326.80, Nancy Cole 2nds, motion passed 3-0-0**
- 4. DPW – @ 9:06am Jeff DeMartino**
 - A. Jeff discussed the patching of the throughout the district has been started. Stone has been also distributed throughout the district due to the warm weather and the road becoming soft. Jeff asked for permission to allow him to order some stone when needed, especially when spring comes along it will be the only way that the DPW will get the roads hardened up. The stone is held by DPW II and they can use the backhoe bucket to move the stone to keep the roads firmed up. Jungfrau was very soft this past weekend.*

Mark Graffam makes a motion to allow Jeff to order a tri-axle load if it can't be pre-approved at a BOC meeting, Wooda McNiven 2nds, motion passed 3-0-0

- B. Jeff indicated that taxpayers have been helping themselves to the sand and salt in the shed. He put “No Trespassing” signs up to try and let people know that they aren’t allowed to help themselves. They are taking more than just a bucket, but not from the “taxpayer” pile of sand. Jeff suggested that we put up a sign that states where the “taxpayer” sand is. Discussion on informing the Madison PD to keep an eye on it, when traveling through the District.
- C. Bearing for the wing arm of the grader came in, so hopefully that be done today, so that finished up. The piston for the big truck is done and will be put back on today.
- D. Discussion on the purchase of weatherstripping for the doors in DPW I, they 10 ft sections and we need 7 of them at \$19 apiece, along with a box of screws and can of spray foam. Roughly \$130 dollars for the purchase.

Mark Graffam makes a motion to approve \$160 for the purchase of weatherstripping and supplies for the garage door, Nancy Cole 2nds, motion passed 3-0-0

- E. John Deere backhoe – discussion on the flashers that came on the machine, Jeff is suggesting that the machine should have strobes on the machine. Jeff is going to get a price and find out if it is wired for strobes.
- F. The 2019 Dodge Ram is still at Marc Motors, and Jeff is waiting for a call back on an update of the truck.

5. Simply Water – Not Present

6. Administration Report – @ 9:15am

- A. *Proposed Budget – Discussion on the budget as it will be presented Friday, February 16, 2024, for the VDOE budget hearing. Discussion on the bottom line – the voters kept the bottom line flat last year passed on being told what the under spendings from 2022. The actual unaudited number for 2023 is \$680,196, which makes the budget under spent by \$36,584. \$30,000 was withdrawn from the CRF due to the storm causing damage to 13 roads, which brings the actual down by that amount. The bottom line for 2024 seems like a big jump from 2023 to 2024. One of the big expenses from 2023 to 2024 is the John Deere payment, overall inflation was 3.35% for 2024, truck subtotal is going to \$46,000 from \$34,871 spent in 2023, and fuel is being increased due to the uncertainty of future pricing. There was a brief discussion on the grader estimate that was provided by Chadwick BaRoss and that the cost of hauling the machine to and from the dealership needs to be taken into consideration. Katelyn will get pricing from Todd Bryant for trucking. Nancy suggested that we get a cost from Chadwick BaRoss on having the mechanic come on site. A price will be coming on the catch basin at the intersection of Oak Ridge and Eidelweiss Dr needing some attention.*
- B. *Water Budget - @ 10:22am Discussion on the water budget being overspent by \$8,900. The BOC needs to explain why there is an increase in the budget from \$213,546 to \$243,229. The increase in Water Monitoring is significant in the amount of \$45,600. The monthly stipend for Simply Water went from \$1,650 to \$3,800 a month. 15% of the administrative salary is paid out of the*

Water Budget along with the taxes associated with the salary. The liability insurance increased from \$8,527 to \$9,775, which is 14.9%. Discussion on how many paying homes are within the district, and it the year water fee currently being \$550. In a previous conversation between Katelyn and Ian, it was suggested by Ian that the yearly water fee increase for 2024. Commissioner Graffam thanked Ian for his suggestions, however that probably won't happen this year. The money that is left in the Water Assessment Fund will be transferred to the CRF according to Treasurer Dinah Reiss. Discussion on recommendations from Ian at Simply Water were as followed – the VDOE go up on the 2024 water bill, due to the increase in cost across the board, to complete the outstanding projects and future repairs to the water system, we need to have the funds available in our budget, it is a huge must for the VDOE to approve the Asset Management proposal, which includes data collection and mapping, add \$5,500 to the repair line of the budget, due to construction cost going up over %100 in the last year, and make the PH-Engineering line in the budget a total of \$25,000, which will give the district a good start with the Asset Management and needed field visits. The BOC didn't accept his recommendations unless Ian created a zero-based budget. The BOC did thank Ian for his time with this.

C. Warrant Articles - @ 10:35

- i. Discussion on WA 02 – John Deere Lease Agreement: it was determined that this payment can be listed as a line item in the operating budget and a warrant article is not necessary.*

Mark Graffam makes a motion to add article #2 and this is paid for through a line item in the budget, Wooda McNiven 2nds, motion failed 0-3-0

- ii. Discussion on WA 03 - To see if the Village District will vote to raise and appropriate the sum of \$779,362 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. Funding for this appropriation will be raised by taxation.*

Mark Graffam makes a motion to put warrant article #3 on the warrant, Nancy Cole 2nds, motion passed 3-0-0

- iii. Discussion on WA 04 - To see if the Village District will vote to raise and appropriate the sum of \$243,229 for General Water System Operations. Funding for this appropriation will be raised by water usage fees.*

Mark Graffam makes a motion to put this on the warrant, Nancy Cole 2nds, motion passed 3-0-0

- iv. Discussion on WA 05 - To see if the Village District will vote to raise and appropriate the sum of \$50,000 (Fifty thousand) to be deposited into the "Road Construction CRF". Funding for this appropriation will be \$25,000 (Twenty-Five thousand) raised from*

taxation and \$25,000 (Twenty-five thousand) coming from the Unassigned Fund Balance.

Mark Graffam makes a motion to put this on the warrant, Nancy Cole 2nds, motion fails 0-3-0

- v. Discussion on WA 06 - To see if the Village District will vote to raise and appropriate the sum of \$15,000 (Fifteen Thousand) to be deposited into the "Highway Equipment CRF".*

Mark Graffam makes a motion to put this on the warrant, Nancy Cole 2nds, motion fails 0-3-0

- vi. Discussion on WA 07 - To see if the Village District will vote to transfer the (remaining funds) \$1.04, in the "Office/Meeting Building CRF" to the unassigned/general fund and to dissolve the "Office/Meeting Building CRF".*

Mark Graffam makes a motion to put this on the warrant, Nancy Cole 2nds, motion passes 3-0-0

- vii. Discussion on WA 08 - To see if the Village District will rescind and repeal sections 4 and 5 of the "Separation and General Release Agreement" dated December 18, 2019, as a mutual agreement with Nancy Cole. Also, by approving this article, the voters signify their wish to pay Nancy Cole retroactively for her commissioner term from February 6, 2024, to March 23, 2024. By approving this article, the voters also signify their wish to pay Nancy Cole if she is elected to any paid position in the VDOE. This article does not raise any additional tax money, as it is already a line item in the General Government Budget.*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion passed 2-0-1

- viii. Discussion on WA 09 - To see if the Village District will vote to accept the proposed modifications to the Pond Level Management Ordinance (see attached).*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion passed 3-0-0

- ix. Discussion on WA 10 - To see if the Village District will raise and appropriate the sum of \$_____ to establish a Roadside and Tree Maintenance CRF for a plan of removal of trees that involve damage to highway equipment and dangerous dead trees over the*

period of 3 years. The appropriation will be expedited evenly over a 3-year period.

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion failed 0-3-0

- x. Discussion on WA 11 To see if the Village District will raise and appropriate the sum of \$_____ to replace and upgrade the existing failed culvert on Grison Road per engineered designed to permit re-opening of Grison Road.*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, discussion on the amount that should be included with the warrant article as a solution to get the road re-opened, Mark Graffam amends motion to include the amount of \$70,000, Wooda McNiven 2nds, amended motion passes 3-0-0

- xi. Discussion on WA 12 – To see if the Village District will vote to accept the proposed modifications to the Water Ordinance to _____. To fill in the blanks would be to suggested by Simply Water.*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion failed 0-3-0

- xii. Discussion on WA 13 - To see if the Village District will raise and appropriate the sum of \$_____ to complete the highest priority repairs to the water system, suggested by Simply Water. These repairs and upgrades are as follows, cluster valving and isolation, installation of generators at DPW and Jungfrau pump houses, switching from blowoffs to yard hydrants, and building improvements at Oak Ridge and Summit pump houses.*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion failed 0-3-0

- xiii. Discussion on WA 14 - To see if the Village District will raise and appropriate \$25,000 for an engineering study, design, and bid package for an upgrade to the Como Pressure Zone. This appropriation is to be funded by water user fees.*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion passes 3-0-0

- xiv. Discussion on WA 15 - To see if the Village District will vote to raise and appropriate the sum of \$7,500 to repair the section of the old summit cabana building at 98 Oak Ridge Road now used for VDOE records storage, sorting, and retention of all official documents as*

mandated by state of New Hampshire regulations. These funds will be used specifically to replace the electrical wiring that is over 50 years old and to bring it up to code. The current electrical wiring poses a potential fire hazard to the building and an electrical shock hazard to village officials and volunteers working on records management. The funds will also be used to replace one exterior door and two interior doors that are also over 50 years old and, in their current condition, are a security risk for an official VDOE work and storage space.

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion passes 3-0-0

- xv. *Discussion on WA 16 - To see if the VDOE Legislative Body will adopt the following as the VDOE Greenspace Ordinance (see attached).*

Mark Graffam makes a motion to put this on the warrant, Wooda McNiven 2nds, motion passes 3-0-0

Mark Graffam makes a motion to put WA 01 on the warrant as presented, Wooda McNiven 2nds, motion passed 3-0-0

D. January Monthly Budget - @ 11:13am

- a. *Discussion on Cash Report for January 2024 – there was an error in the placement of numbers which was corrected and ending balance for Water Assessment Fund is \$114,529.08.*
- b. *Discussion on the Cash Flow Spreadsheet, Mark is going to update the spreadsheet so that it prints better. Fix the naming of cash flow and income.*

Mark Graffam makes a motion to apply to Northway Bank to increase the TAN loan up to \$400,000, Nancy Cole 2nds, motion passed 3-0-0

- c. *Capital Reserve Accounts – Discussion if this is something that should be handed out at Friday’s budget hearing. Nancy stated that they wouldn’t be necessary for the budget hearing, however, would need them available for the Annual Meeting.*

- E. *Email from the EPOA – discussion on the form that submitted to the school, will print form if needed.*

Mark Graffam makes a motion to approve the EPOA having refreshments and offering swag for sale, Nancy Cole 2nds, motion passed 3-0-0

F. March Meeting Schedule

Mark Graffam makes a motion to approve this schedule, Nancy Cole 2nds, motion passed 3-0-0

G. NHDES Form – looking for updated forms with new BOC and their mailing addresses and phone numbers. Nancy indicated to use the office mailing address, with the office phone as primary contact and commissioner cell phone numbers as a backup.

a. Discussion on an email received, and not sure if it is a legit survey etc. Wanted to confirm what should be done and what shouldn't be done.

Nancy Cole makes a motion to give allow access to NHDES representatives to perform required water samples, Wooda McNiven 2nds, discussion on costs that will be incurred during the sampling, motion passed 3-0-0

7. Commissioner's Report

A. Mark Graffam – DPW are requesting to lend the Town of Ossipee our used rubber cutting edge that we use when the roads are soft, however we didn't get any snow, so they didn't need to borrow it.

Mark Graffam makes a motion to allow the DPW to lend the Town of Ossipee one of our used rubber-cutting edges to see if it works for them when the gravel roads are soft, Nancy Cole 2nds, motion passed 3-0-0

B. Wooda McNiven – Discussion on receiving the BOC folder earlier than Monday, what can come earlier to allow more time to prepare for Tuesday's meeting. Manifests cannot be sent any earlier than Monday, but most documents are sent ahead of time via email. Meeting minutes will be sent out by Friday. Naming file names match the agenda.

C. Nancy Cole – No Report

8. Public Appearance - @ 9:32am

A. John Difeo and his Office Manager Chloe Morrissey have requested the payment that is owed to them from the 13 Thusis Rd project that was completed in December. There was lengthy discussion between John Difeo and the BOC due to two of the members being new and not knowing the details of the original contract between Difeo and VDOE. This was a project that started back in October of 2021. The water was originally supposed to be hooked up in June of 2023, however that project never started until October of 2023. Difeo took the project over, due to complications with the contractor, so the board allowed Difeo to become the contractor. The agreement was that the VDOE would be responsible for the updating of the original infrastructure from Eidelweiss Drive to #4 Thusis 165 ft, and Difeo's responsibility was from #4 Thusis to his property at #13 Thusis

minus the cost of the material. Difeo is looking for a payment on his invoice of \$13,300, however the VDO E had an invoice of \$14,336.72. However, that was not in the original agreement, as Simply Water indicated that the project should have taken 2 days to complete. The additional charges on the invoice from VDOE to Difeo were for the delays in the project and extra costs incurred from Simply Water. Some of the hold up was the failed bacteria test, however that was on the first 165 feet of the water line, which is VDOE responsibilities. Difeo didn't adjust his bill to include extra costs incurred due to the delays. The \$14,336.72 is the combination of the materials and what Ian states is Difeo's portion of the Simply Water bill. The original agreement was to take the \$6,960.47, which was materials and subtract it from Difeo bill of \$13,3000, which would have been a payment from the VDOE to Difeo in the amount of \$6,339.53. \$7,376.25 is the difference between what the project should have cost vs what was actually paid, the Simply Water bill was \$9,251.25. It was previously stated at a meeting that there will be adjustments to any bills when this project is created. Discussion on the two bills being a wash, however it was misunderstood, because if the VDOE is going to charge Difeo for the overage, then Difeo is going to adjust his bill for his cost of the delays, which is going to be much larger than it currently is. Difeo agreed that VDOE picks up 75% of the overage cost and 25% of the cost can be added to the invoice from the VDOE to Difeo totaling \$1844.06. This would make the total payment from VDOE to Difeo Construction in the amount of \$4,495.47.

The final agreement from Difeo Construction as the contractor for the project is \$4,495.47. Mark Graffam makes a motion to pay Difeo Construction \$4,495.47 for the Thusis project, Wooda McNiven 2nds, motion passed 3-0-0

9. Non-Public Session

Mark Graffam makes a motion to enter into a Non-Public Session under 91-A 3:II (a), Nancy Cole 2nds, motion passed by roll call 3-0-0

The public session and meeting reconvened at 12:36pm.

Mark Graffam made a motion to adjourn the meeting at 12:36pm, Nancy Cole 2nds, motion passed 3-0-0

To view the meeting on video please click on the following link:
<https://www.youtube.com/watch?v=tpPRe-Slos>

Respectfully submitted,
Katelyn Quint, Administrator.