

**VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, February 6, 2024**

The Board of Commissioners met at 9:00am on Tuesday, February 6, 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, and Kerry McNiven. Meeting was not videotaped.

Public Meeting

At 9:08am Commissioner Mark Graffam calls the meeting to order.

Wooda McNiven makes a motion to appoint Commissioner Mark Graffam as chairman, Nancy Cole 2nds, motion passed 2-0-1

Commissioner Mark Graffam would like the time noted at the beginning of each section to allow viewers to search a discussion easily in the video.

- 1. Approval of Agenda – Mark Graffam makes a motion to approve the 2-6-24 at 9:09am, Nancy Cole 2nds, motion passed 3-0-0**
- 2. Approval of Minutes – No quorum to approve the outstanding minutes, so the draft minutes will be available on the website for viewing.**
- 3. Approval of Manifest –**
 - a. Mark Graffam makes a motion to approve the 2-6-2024 Payroll Manifest for \$9,380.32, Nancy Cole 2nds, discussion on the difference between payroll manifest and operating manifest, with an explanation of the payroll manifest includes all payroll expenses and the operating manifest excludes the deductions, motion passed 3-0-0**
 - b. Mark Graffam makes a motion to approve the 2-6-2024 Operating Manifest for \$7,405.75 Wooda McNiven 2nds, motion passed 3-0-0**
- 4. DPW – 9:13am Jeff DeMartino**
 - A. Jeff discussed Tony has been pushing the snow banks back with the grader. While doing that, Tony noticed that there was an issue with the wing going up and down, a bearing is broke, so that part has been ordered through Chadwick-BaRoss and Albany Service Center will fix it.*
 - B. 2019 Dodge Ram transmission issue. There is an appointment at Marc Motors in Sanford, ME as Crest doesn't have the technicians to fix the issue. That is scheduled to be brought on Thursday morning. Tony and Jeff are going to work on stripping it down to make sure that it is ready to go.*

- C. FEMA was here on Monday and did a site visit. They wanted to see damage to the asphalt, so Tony is going to use the backhoe and make sure all of the snow is pushed back.
- D. Jeff requested that we get a delivery of salt, and sand, however he would like the sand delivered after the salt.
- E. Potholes are forming throughout the district on the roads. Jeff requested to go to Lowes and get bags of patch in the asphalt, and gravel potholes will require 3/4 inch stone, which can be delivered by High Street Sand and Gravel.

Mark Graffam makes a motion to approve the purchase a load of salt, Nancy Cole 2nds, discussion it is about \$1800 which is a tri-axel truck load, motion passed 3-0-0

Mark Graffam makes a motion to allow DPW to purchase 12 bags of patch product from Lowes, Wooda McNiven 2nds, motion passed 3-0-0

Mark Graffam makes a motion to allow DPW to purchase a tri-axle load of 3/4 inch stone from either Coleman or Burke Quarry, Nancy Cole 2nds, motion passed 3-0-0

Wooda McNiven makes a motion that the Lowe's credit card remains in the office so that any DPW employee can use the card, Mark Graffam 2nds, motion passed 3-0-0

5. Simply Water – 9:24am Ian Hayes

Reminder that Ian has requested that any topics that the Commissioners would like to discuss during a meeting are sent to Simply Water ahead of time, so that he has time to prepare.

- A. *Update on the Upper Lake View project - finished the Rigi Pit the other day, and Ian's involvement has been minimum, due to no water being shut down. If there were a system shut down, then Simply Water would been on site. Simply Water checks in throughout the project to get updates, however with Dawson's being the VDOE back up operator it isn't necessary to double up the billing. Jake and a few other guys on the crew have their water license.*
 - a. *Rigi Pit is the pit that will feed lower Lake View/the second half of Upper Lake View and the cross country going down Rigi.*
 - b. *There is still work that needs to be down on the original Rigi pit to remove the first half of Upper Lake View from the low-pressure zone. The Upper Lake View PRV pit, the design plan is to have that feed only going down to Lower Lake View and the properties on Oak Ridge Road. And all of Upper Lake View will be on high pressure until it hits the PRV pit at which point it will reduce pressure on those dead ends.*
 - c. *Dawson will be back around April to complete any outstanding excavation, as it is too late in the season and to much risk for a shutdown.*

- B. *Water hook up on Eidelweiss will be completed next spring, the customer has no desire for water this winter and it doesn't make sense to incur extra excavation costs. All other water hook ups have been completed.*
- C. *Fixed the leak on Porridge Shore (tri cluster), however it was reported that there is no change in daily usage. It was gaged to be a leak of about 15 gallons a minute, it was a glued joint that blew apart and separated itself. The daily usage is still between 80,000 to 100,000 gallons a day. There is no clear occupancy, full-time, part-time, Air B&B, or rental. The system is very capable of keeping up with usage, however there is a still a significant loss of water throughout the system.*

6. Public Appearance – 9:43 Wes Smith from Horizon Engineering

- A. *Wes would like to discuss an email that was sent to the office regarding a boundary line adjustment for Bill & Lynn Oxford because he owns 3 lots side by side. The state is requiring a letter from the VDOE saying water is available to those lots. It was expressed that we don't have the pressure test to indicate there is adequate water pressure until the new water hook up application and fee is paid. The VDOE can confirm that there is a water line that runs in front of the lot.*

Mark Graffam makes a motion for the VDOE to write a letter to the State of NH and email to Wes Smith indicating that there is a water main in front of the lot, but without the engineering doing model we can't guarantee that we would do a water hook up, Wooda McNiven 2nds, motion passed 3-0-0

7. Administration Report – 9:50

- A. *Granite State Analytical Report – everything passed!*
- B. *Cash Flow Analysis – estimate, which is included in the month end reports, a brief description of the spreadsheet for the new commissioners so they understand why we do this.*
- C. *Review of the proposed draft budget – all the numbers were inputted from a previous meeting of recommendations; however, a complete review of the budget was done for the two new commissioners. This is for both the Operating Budget and Water Budget. Some of the important conversations that we had during the meeting were as followed;*
 - a. *Part time salary administration – Katelyn is going to come up with some tasks and hours needed per week for a better understanding of the proposed amount.*
 - b. *Clarification on Fin Admin/SRVC – this line is for our outside consultant Catherine Deyoe. She is very helpful, however it has been discussed that the budgeted number can come down as Katelyn can complete most of the tasks independently. It is important to keep Catherine in the loop especially during the audit and year end adjustments. Also, have a conversation with Catherine to see if she is willing to issue checks if needed in the Administrator absence.*
 - c. *Recommendation was made to increase the highway equipment/repair/supplies/trucks from \$35,00 to \$46,000*
 - d. *Discussion on increase in fuel, due to fluctuations in pricing*

- e. *Increase in Repair/Maintenance/Sup-Shop due to what was actually spent in 2023, same with Comm Equip/Repairs and Dust Control.*
 - f. *There will be an adjustment to the Full Time Highway salary, the 6% increase was decreased to 4%, which brings the recommended number down to \$122,075 and also the Overtime line will decrease to \$26,618*
 - g. *Discussion regarding contacting another porta-potty vendor, it was noted that residents were not happy with the cleanness last summer. Katelyn will get pricing and availability from Garland Waste Services.*
- D. *Vegetation Management Request Form – a form from Asplundh to approve them to come through and cut trees throughout the district on VDOE land that are dangerous to the powerlines.*

Nancy Cole makes a motion to sign the vegetation management request form, Mark Graffam 2nds, motion passed 3-0-0

E. Engagement Letter from Auditor for 2023 audit

Nancy Cole makes a motion to sign the engagement letter present by Plodzick & Sanderson, PA, Mark Graffam 2nds, motion passed 3-0-0

F. Asset Management Proposal from CMA Engineering

Nancy Cole makes a motion to deny the proposal presented by CMA Engineering, Mark Graffam 2nds, motion passed 3-0-0

8. Commissioner's Report

A. Mark Graffam – Annual Meeting

Mark Graffam makes a motion to allow Mark Graffam to contact the attorney to compose a two part Warrant Article, asking the voters to consider negating the terms of Nancy Cole's separation agreement all of the binding terms without any kind of reimbursement of severance payment, also to have the voters consider reimbursing Nancy for the pay that she is doing voluntarily between now and the March 23rd meeting, Wooda McNiven 2nds, motion passed 2-0-1

Mark Graffam makes a motion to not pay anyone to come to the annual meeting on March 23, 2024, which would be any employee, Simply Water, Attorney Chris Boldt, or Engineer, Nancy Cole 2nds, motion passed 3-0-0

Mark Graffam makes a motion to enter into a Non-Public Session under 91-A3:II (a) at 11:59am, Wooda McNiven 2nds, Role Call, Nancy Cole yes, Wooda McNiven yes, and Mark Graffam yes, motion passed

Respectfully submitted,
Katelyn Quint, Administrator.