

**VILLAGE DISTRICT OF EIDELWEISS**  
**Commissioner's Meeting**  
**Tuesday, August 27, 2024**

The Board of Commissioners met at 9:00am on August 27, 2024. In attendance for the public meeting are Commissioner Wooda McNiven, Commissioner Nancy Cole and Administrator Jennifer Scully

The meeting was videotaped by Carol Dandeneau.

**Public Meeting**

**At 9:00am Commissioner Nancy Cole calls the meeting to order.**

**1. Approval of Agenda**

**Nancy Cole makes a motion to approve the 8/27/24 Agenda. Wooda McNiven 2nds and the motion is passed 2-0.**

**2. Approval of Minutes**

- **Nancy Cole makes a motion to approve the meeting minutes of 8/20/24 adding to correct spelling error. Wooda McNiven 2nds the motion and the motion is passed 2-0, with amendment.**

**3. Approval of Manifest**

- a. **Nancy Cole makes a motion to approve the 8/27/24 Operations Manifest of \$4,187.77. Wooda McNiven 2nds and the motion is passed 2-0.**
- b. **Nancy Cole makes a motion to approve the 8/27/24 Water Assessment Manifest of \$10,000.00 which comes from \$10,000 Water Hook-up for 22 Huttwil which was deposited into the Water Assessment Account and now should be transferred to the new Water Hook-up Account. Wooda McNiven 2nds the motion the motion is passed 2-0.**
- c. **Last week's payment to Dawson from the BNH Water Project was voided as this account was cancelled March 7, 2024. A new BNH Account was opened and called Water Project 2020, but this new account information was never updated in QuickBooks. Nancy Cole makes a motion to issue a replacement payment to Dawsons in the amount of \$4,500.00 from the Water Assessment Account. Wooda McNiven 2nds and the motion is passed 2-0. Transfer of this payment from the Water Project 2020 account back to Water Assessment will occur at a later date.**

**4. DPW - Jeff DeMartino @ 9:13am**

- **Jungfrau PRV Pit will be filled this week. The cover was placed on so there was no safety concerns.**
- **Stakes put in place to indicate the tree debris to be removed by Asplundh Tree Service.**

- Jeff continues to update the fuel log. This log only records Deisel purchases, which have decreased due to the activation of the NHDOT Fuel Distribution Program. Jeff asks that the invoicing from NHDOT be included in the binder, for additional tracking. Jennifer advises she has had no response from the NHDOT Fuel Distribution Dept. after numerous follow-up requests on application for purchasing unleaded fuel.
- **Disposal Agreements for 10 Bern & 1324 Conway Rd are approved. Nancy makes a motion to sign the agreements. Wooda McNiven 2nds and the motion is passed 2-0.**
- Grader is back and work is progressing. Jeff has noted that the stabilizers will again need to be addressed and will reach out to Chadwick-BaRoss.
- 2019 Dodge's Exhaust and the plow light wiring issues have been addressed by Albany Service Center.
- DPW's air compressor needs service. Jeff will reach out to arrange for service and obtain costs. Does know that the hose needs replacement. Jeff will also obtain a replacement cost for the air compressor itself.
- "Meet & Greet with the DPW" still needs to be scheduled. Jeff will have a better idea of dates next week. Plow for the grader is currently at Albany Service Center.
- Rafts and speed bumps will be removed on schedule after the Labor Day Holiday.
- Wooda McNiven adds that the raft at Thusis Beach was put in by unauthorized individuals and really was not installed correctly. Inquiry to Jeff if there is any possibility to store rafts at the DPW. Jeff advises the best they could do is investigate chaining the rafts with a lock.

#### 5. Administrator's Report @ 9:32am

- a) 32 Bern Dr., 42 Bern Dr. & 2 Chocorua View driveways will be inspected this Thursday, at 3pm. Jennifer will post this additional August Commissioner Meeting.
- b) **Nancy Cole makes a motion to complete letter to the owner at 25 W. Bergamo Rd advising to close the driveway curb cut and for the office to issue him a reimbursement for the \$200.00 Driveway Application fee.**

#### 6. Signature Items @ 9:45am

- Nancy Coles makes a motion to sign the Transfer of Funds request of the Trustees of the Trust Fund \$7,200.00 from the Water Line Extension CRF. Wooda McNiven 2nds and the motion is passed 2-0. This will reimburse the Water Assessment Fund checking account for payments made regarding Water Hook-ups and Testing.
- Nancy Cole makes a motion to sign the Water Hook-up Permit – Application Results for 22 Huttwil Dr. Wooda McNiven 2nds and the motion is passed 2-0.
- Finalized letter for the VDOE's participation in the BPPWPA 319 Grant, previously motioned and passed, has been signed.

#### 7. Commissioner's Concern/Reports @ 9:48am

Mark Graffam

- Nancy Cole was informed by Mark Graffam that he will continue to be the contact for FEMA and does plan on attending the upcoming conference call this Thursday.

#### Wooda McNiven

- New Doors have been installed at the Cabana and the work being completed by a company called A Perfect. They should be wrapping up sometime today. Space in the Cabana has really shaped up to becoming a much better space for storage and older items in storage requiring records review may be accomplished with more efficiency. Nancy Cole informs that an action such as records review, that include two or more Commissioners, would have to be posted prior to the records review occurring.
- Wooda was given a possible lead on a potential to fill the position at the DPW. Jennifer to provide print out of the position, that was posted on Indeed, to provide to Wooda.
- Wooda still working on obtaining finalized quoting for new DPW cel phones and service through Spectrum.
- Wooda attended the August VLAP pond testing that occurred this past Sunday.
- EPOA's Ice Cream social, held this past weekend, was a success. More events will be coming and will be posted.

#### Nancy Cole

- Preliminary Motion's Log has been completed. Nancy Cole has noticed there were items discussed in past meetings that should have had a motion vote, and items voted granting permission to pay, should have specified what account those expenses should come from. The VDOE will try and do a better job in items that should have a vote and notation of naming line-item expenses.
- **Nancy Cole makes a motion to obtain checks for the new Water Hook up account. Wooda McNiven 2nds and the motion is passed 2-0.**
- **Primex inquiry regarding inspection on boiler. Nancy Cole makes a motion to provide response to Primex that the VDOE no longer has a boiler, and an inspection would not be required. Wooda McNiven 2nds the motion and the motion is passed 2-0.**
- Regarding the Primex inquiry for a copy of our Current Year 2024 or Fiscal Year 2025 Operating Budget. Nancy Cole asks that this request is reviewed by the Treasurer, Dinah Reiss.
- **Nancy makes a motion to sign the letter for owner at 16 Grison Rd. Wooda McNiven 2nds and the motion is passed 2-0.**
- Jennifer to follow up with the Auditors to be sure they have all required to complete the 2023 Audit.
- The Sheriff's Agreement will be reviewed with Sheriff Richardi. Not aware of any changes required on their side. Conway does have equipment at the Cabana, and we currently do not have any active agreement on file with Conway. VDOE should investigate drafting an agreement with Conway, which will be reviewed by council before it is presented to the voters. Wooda McNiven adds that there is a space at the Cabana

that holds electronic equipment, and it needs to be determined what type of equipment this is and who owns this equipment.

- **Nancy Cole made a motion to contact corporate offices for Napa, Lowes and Coleman to obtain purchase receipt data. Wooda 2nds the motion and the motion is passed 2-0.**
- **With ongoing review of Driveway Inspections and the application of the current Ordinances, there are to be some changes to be drafted and of course, any draft will be reviewed by council before being presented. Wooda McNiven hopes that a possible “round table” focus group meeting be held with the Commissioners to allow for citizens comments that focus on specific items, such as the Driveway Ordinances and Water Hook-up Ordinances. Wooda McNiven motions to hold a “round table” meeting, inviting citizens of Eidelweiss to provide thoughts and feedback. Nancy Cole 2nds the motion and the motion is passed 2-0. Hope to conduct this meeting for later half of September 2024.**

#### **8. Correspondence**

- Inquiry from Madison Town office – Trust of the Trustees (Kathy Moore) question if original article for Highway Equipment was listed as an expendable trust fund. Nancy Cole advises that this should be listed as a Capital Reserve Fund.
- NH Municipal Bond Bank will be provided the 2022 Audit report and will be provided the 2023 Audit report, when completed.

#### **9. Adjourn**

**Nancy Cole makes a motion to Adjourn the meeting. Wood McNiven 2nds the motion and the motion is passed. 2-0.**

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

[VDOE Commissioners Meeting, Madison, NH 08/27/2024 \(youtube.com\)](https://www.youtube.com/watch?v=VDOECommissionersMeetingMadisonNH08272024)