

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, September 10, 2024

The Board of Commissioners met at 9:00am on September 10, 2024. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Wooda McNiven, Commissioner Nancy Cole, DPW – Jeff DeMartino and Administrator Jennifer Scully.

The meeting was videotaped by Carol Dandeneau.

Public Meeting

At 9:00am Commissioner Mark Graffam calls the meeting to order.

1. Approval of Agenda

Mark Graffam makes a motion to approve the 9/10/24 Agenda adding that the Public Session will Recess to hold a Non-Public Session, citing 91-A:3IIC. Nancy Cole 2nds and the motion is passed 3-0-0.

2. Approval of Minutes @ 9:01am

- **Mark Graffam makes a motion to approve the meeting minutes of 9/4/24. Nancy Cole 2nds. For comment, Mark Graffam wishes to be added as a participant in the 9/4/24 Commissioners Meeting, wishes to add “Hardware” to the vendor’s name Silver Lake under #3 – Approval of Manifest, under #10 – Signature Items add 42 Bern Dr. address for the Water Hook up Application Results and correct spelling of Salins under #4 DPW. The motion is passed, with amendments, 3-0-0.**

3. Approval of Manifest @ 9:04am

- a. **Mark Graffam makes a motion to approve the 9/10/24 Operations Manifest of \$2,739.79. Nancy Cole 2nds and the motion and the motion is passed 3-0-0.**
- b. **Mark Graffam makes a motion to approve the 9/10/24 Water Assessment Manifest of \$3,216.08. Nancy Cole 2nds and the motion is passed 3-0-0.**

4. DPW - Jeff DeMartino @ 9:06am

- **Jeff expressing the need to contact Doug Prescott to arrange for the removal of the rafts at the end of the month. Wooda McNiven will provide Jeff with a contact phone for Doug.**
- **Jeff wants to be sure that Silver Lake Hardware has been updated with the current VDOE purchaser list. Jennifer will ensure this has been done.**
- **Jeff is obtaining paving quotes with Road One and will obtain another quote from Perma Pave.**

- Current Grader issues have halted its use. Two parts being delivered to the VDOE. One issue has to do with a magnetic coil. Jeff hopes that these issues will be fixed once parts come in.
- Jeff will use hot top to repair areas at 22 Aspen Dr and area at Chocorua.
- Cold Patch and gravel will be best to use on the areas at 78 Oak Ridge Rd.
- Areas of gravel road that meet paved have been smoothed out in anticipation of snow plowing.
- Ditching continues as well as some stone lining. Jeff is keeping track of materials used for FEMA reporting and data.
- Jeff notes that both trucks are due for their inspections this month.
- Jeff hopes that he will hold an interview with a potential applicant for the DPW position. Wooda McNiven also has an applicant lead and will supply Jeff with contact information.

5. Signature Items @ 9:25am

- **Mark Graffam makes a motion to sign the Como Zone PRV Proposal, submitted by Nick Sceggell of DuBois & King Engineering. The proposal of \$14,900.00 includes expenses but does not include permit application fees. Additional fees may apply if modifications are requested by the Board and any associated administrative costs. Wooda McNiven 2nds and the motion is passed 3-0-0. Mark Graffam adds that the Warrant Article is for \$25,000.00.**

6. Commissioner's Concerns/Reports @ 9:33am

Mark Graffam

- Next FEMA meeting is this Thursday. Mark to investigate more into mitigation opportunities. Specifically, for the Grison Project, that may end up as a Warrant Article to start the project.
- Mark would like to seek implementation of adding a 4" pipe at points on the water main starting on Aspen Dr. while installing isolation valves on Grison. Future discussion will occur with Ian from Simply Water and Nick Sceggell, Engineer. This project could possibly be funded by the Water Extension CRF.
- Mark Graffam advises that the listing of damage and stolen items from the DPW must be put in a list using Excel. Wooda McNiven advises he will take on this project and supply final listing by sometime next month.
- Response to Primex, under the Cyber Security Insurance renewal requirements, Mark provided an estimated calculation, using a total of both the 2022 Operation Budget (without including Warrant Articles) & General Fund Budget Calendar Year Fund amounts, totaling a little over \$1 Million, as Primex required this information by September 6th. This calculation did not include the Water Budget. We are still waiting for the Auditors to supply their report for 2023.

Wooda McNiven

- Requiring a status of the Credit Card Application to Northway Bank. Dinah Reiss is the one to supply a status. Wooda advises he would like the purchase of the new phones and new phone plan, through Spectrum, to be paid initially with the new credit card.
- Wooda advises that response from Larry Sodano was just received. Larry advises that he may have a few scans of the Curb Stop Data. Location data is in a spreadsheet and MS Access Database. He will review the information over the weekend and supply us with what he has. Data should be contained in Excel format.
- Curb Stop Data Books still need to be taken to Minute Man Press. Mark Graffam has this as an action item.

Nancy Cole

- **Changes to the draft letter to owner at 48 Adelboden will be made at the VDOE office. Mark makes a motion to sign the letter, with amendments. Nancy Cole 2nds and the motion is passed 3-0-0.**
- Driveway Permit Revocation Letter will be sent to owners Nancy will identify at the office. Letters will be dated and signed at the next scheduled Commissioners Meeting, Tuesday, September 17th.
- Inquiry from owner at 62 Oak Ridge Road will be responded to after the driveway is inspected, sometime this afternoon.
- 47 Huttwil & 2 Chocorua are scheduled for inspection to provide Permit for Operations today as well.
- Nancy to draft a letter to the owners of 2 Adelboden to bring to their attention gravel & debris movement during maintenance. Water needs to flow freely into the ditches.

7. Correspondence @ 10:02am

- **Notification from Madison Zoning Board of a variance case requested of owner at 1 Little Loop Rd requesting permit for 10' x 16' deck. Mark Graffam makes a motion that the VDOE has no abutter issues with this variance and will not attend the hearing on Wednesday, September 18th. Wooda McNiven 2nds the motion and the motion is passed 3-0-0.**

8. Public Session Recessed and move to Non-Public Session – citing reputation @ 10:04am

Mark Graffam makes a motion to recess out of Public Session into 91-A:311c Non-public.

**Roll Call vote: Mark Graffam – yes
Nancy Cole - yes
Wooda McNiven - yes**

9. Non-Public Session Adjourned @ 10:22am

**Roll Call vote: Mark Graffam – yes
Nancy Cole - yes
Wooda McNiven - yes**

10. Recessed Public Session continued at VDOE Office @ approximately 10:30am

- An updated letter to the owner at 48 Adelboden has been signed & will be mailed today.
- DuBois & King Engineer proposal for the Como Zone PRV has been signed by the Commissioners and emailed to Nick Sceggell.
- **Jennifer requests an update to the 8/27/24 Meeting Minutes to add more definition to #6 – Signature Items adding whom the Transfer Request is asked of, total amount requested and reason for the request of The Trust of the Trustees. Mark Graffam motions to allow this update to the 8/27/24 Meeting Minutes. Nancy Cole 2nds and the motion is passed 3-0-0.**

11. Public Session Recessed and will continue @ 2:15pm to complete driveway inspections, beginning at 47 Huttwil Drive.

To view the meeting on video, please click on the following link:
[VDOE Commissioners Meeting, Madison, NH 09/10/2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)