

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, September 17, 2024

The Board of Commissioners met at 9:00am on September 17, 2024. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Wooda McNiven, Commissioner Nancy Cole, DPW – Jeff DeMartino, Dinah Reiss – Treasurer 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 9/17/24 Agenda. Nancy Cole 2nds and the motion is passed 3-0-0.

2. Approval of Minutes @ 9:00am

- **Mark Graffam makes a motion to approve the meeting minutes of 9/10/24. Nancy Cole 2nds and the motion is passed 3-0-0.**

3. Approval of Manifest @ 9:01am

- a. **Mark Graffam makes a motion to approve the 9/17/24 Operations and Payroll Manifest of \$9,219.93. Nancy Cole 2nds and the motion and the motion is passed 3-0-0.**
- b. **Mark Graffam makes a motion to approve the 9/17/24 Water Hook-up Manifest of \$32.00. Nancy Cole 2nds and the motion is passed 3-0-0.**

4. DPW - Jeff DeMartino @ 9:07am

- Grader has been in use and appears past issues have been resolved but will monitor. Presidential View is next on the priority list that is in need of work using the grader.
- The purchase of 3 tons total of Hot Top has been used on Chocorua View and Aspen Drive.
- One-ton Cold Patch and 1 ½" gravel was used on Oak Ridge.
- Mark Graffam adds that there are areas where the ledge is forcing the water to run into the roadway and to try and remedy, we would potentially need a Warrant Article to contract a vendor who would be able to use a jackhammer on an excavator to chip away at the ledge and assist in creating ditch lines.
- Jeff advises that the stabilizers on the Backhoe appear to still have an issue. Will be in contact with John Deere to discuss as this should be covered under warranty.
- Some tree limbs, hanging over the roadway, require trimming and cutting and will be addressed this week.

- **Regarding 22 Huttwil and driveway entry from Bern Dr. and 24" culvert size requirement. Jeff spoke with the contractor and there to be enough cover over the culvert, it makes sense to use an 18" culvert size instead of a 24". Mark Graffam makes a motion to allow the installation of an 18" culvert. Nancy Cole 2nds the motion and the motion is passed 3-0-0.**
- DPW assisted Simply Water in Water Connection at 5 Huttwil Dr.
- Mark Graffam makes a comment that when able, road material taken out when addressing water leak repairs, should try and be used when back filling.
- May need to assist Simply Water today regarding the water leak repair on Little Shore Dr.
- Mark Graffam asks that VDOE Administration use Mail Chimp to send notifications of water disruptions.
- DPW continues with road grading & ditching.
- Vendor contracted by Eversource has not yet returned to Eidelweiss to remove debris. They assured Jeff it would be removed before winter.
- DPW will follow-up on two potential candidates for the open DPW position. The lead Wooda McNiven provided does not seem to be panning out. DPW's Tony Eldridge was informed that the Town of Tamworth had about 6 applicants for their DPW position and Tony may be able to obtain those leads on those applicants that were not offered the position. **Mark Graffam makes a motion for the VDOE Administrator to reach out to the Town of Tamworth to ask if they would agree to provide us with information on those applicants. Nancy 2nds and the motion is passed 3-0-0.**
- Jeff to reach out to Doug Prescott to arrange for raft removals.

5. Old Business/Tabled Items @ 9:37am

- **Mark Graffam makes a motion to email neighboring Town District Offices/Administrators to find out what vendors they use for IT Services. Nancy 2nds the motion and the motion is passed 3-0-0.**

6. Signature Items

- **Permit for Driveway Operations to 47 Huttwil Dr., 5 Huttwil Dr. & 2 Chocorua View. Mark Graffam makes a motion to sign. Nancy Cole 2nds and the motion is passed 3-0-0.**
- **Expired Permit for Driveway Construction Letters to new owners of 32 Upper Lake View & 33 Grison Rd. Mark Graffam makes a motion to sign. Nancy Cole 2nds and the motion is passed 3-0-0.**
- **Revoke Driveway Construction Permit Letters to owners of 12 Klausen Rd, 4 Forclaz Rd, 8 Presidential View, 12 Dorfli Rd, 29 Grison Rd, 41 Huttwil Dr, 23 Bristenstock Dr, 53 Bern Dr, 21 Little Loop Rd, 7A Jungfrau Rd & 65 Huttwil Dr. Mark Graffam makes a motion to sign. Nancy Cole 2nds and the motion is passed 3-0-0.**

7. Commissioner's Concerns/Reports @ 9:49am

Mark Graffam

- FEMA meeting last week was cancelled. (PDMG) Leader of the FEMA Projects will be out on leave till the meetings resume sometime in October. Our projects are now moved to their program that will itemize and estimate the costs as they found their system provides for a better calculation that will benefit us. Mark Graffam's management time cannot be used with this system and based on what can be calculated, this will be a very minimal amount. DPW's time will most certainly be used.
- Audit data requested also required a questionnaire to be completed. Question asked if we were going to exceed the \$750,000.00 threshold. Based on the recently reviewed profit & loss data that answer is no. They also asked us to provide an audit report for this year. Mark advised we will not be able to provide an audit for 2024 till around November of 2025.
- Larry Sodano was in the VDOE office this past weekend and he loaded the digital data he had regarding Water Hookup, Curb Stop Data and up to 280 GPS Culvert locations on to the computer. The Curb Stop Data contained in the black binders were taken to Staples for photocopy duplication and digital scanning onto a flash drive. There are approximately 300 pages, and the cost is approximately \$1.00 per page. Anticipation for completion is this Thursday. Loose data in these books need to be reviewed to determine if it is necessary to keep. Protectors and possibly additional binders will need to be purchased.

Wooda McNiven

- Inquiring on status of the Credit Card Application to Northway Bank. Dinah Reiss advises that she believes this is held up due to the requirement of a credit review on an individual holding a position at the VDOE. Nancy Cole volunteers to be that individual should it be necessary.

Nancy Cole

- Potentially four locations to have driveway inspections for Permit of Operations. Today's Public Meeting to recess and continue at 2:30pm at 3 Reinach Pl.
- Nancy notes that the data Larry Sodano was able upload, especially the culvert data, will be very beneficial to us moving forward.

8. Correspondence @ 10:15am

- Tower Lease Agreement – Verified there is equipment, owned by the Town of Conway, is stored at the Cabana. A separate agreement will have to be drafted to The Town of Conway. An additional review of the current Lease Agreement will need to be done to assess the addition of service fees to be added to the new Lease Agreements. Drafts should be reviewed by the end of October or early November 2024.
- VLAP Pond Testing in August will be posted to the website.

9. **Public Session Recessed @ 10:26am**

Mark Graffam makes a motion to recess Public Session and to resume at 2:30pm at 3 Reinach Pl. to complete driveway inspections. Nancy Cole 2nds the motion and the motion is passed 3-0-0.

To view the meeting on video, please click on the following link:
[VDOE Commissioners Meeting , Madison, NH 09/17/2024 \(youtube.com\)](#)