

**VILLAGE DISTRICT OF EIDELWEISS**  
**Commissioner's Meeting**  
**Tuesday, October 8, 2024**

The Board of Commissioners met at 9:00am on October 8, 2024. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Wooda McNiven, Commissioner Nancy Cole, DPW – Jeff DeMartino, Dinah Reiss, Treasurer, Doug Prescott - Clerk 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 10/8/24 Agenda. 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 10/01/24. Nancy Cole 2nds and comments for amendments were made by both Wooda McNiven & Mark Graffam. The motion is passed 3-0-0, with amendments.**

**3. Approval of Manifest @ 9:06am**

- a. **Mark Graffam makes a motion to approve the 10/8/24 Operations of \$27,485.78. Nancy Cole 2nds the motion and the motion is passed 3-0-0.**
- b. **Mark Graffam makes a motion to approve the 10/8/24 Water Assessment Manifest of \$1,239.44. Nancy Cole 2nds and the motion is passed 3-0-0.**

**4. DPW - Jeff DeMartino @ 9:10am**

- **Review of the invoice, from United Construction & Forestry, for work completed on the John Deere has been reviewed. They included the 1,000 hr service maintenance as well. Jeff advises that he is again experiencing issues with the stabilizers. Charges apply when a technician comes to the DPW when addressing repairs, even if the issue is covered under warranty. Mark Graffam expresses that contact should be made with the service Manager at United Construction to discuss the continuing issues and the additional charges they assess when addressing warranted issues on a leased piece of equipment. Jennifer will call United Construction's service manager to arrange for the Commissioner's to have a conference tomorrow at 1:30pm**
- **Doug Prescott has presented a new American Flag, and a new POW MIA Flag purchased by the EPOA. Jeff will install these new flags.**
- **Jeff and Doug Prescott coordinated and removed the rafts and are now stored and secured.**

- The owner on Reinach is currently installing the culvert and working on the driveway.
- Ditching and grading continue, and work will commence on Presidential and Oak Ridge.
- Some grading on Eidelweiss will need to be done.
- 2019 Dodge Ram service has been completed and has a new inspection sticker. 2018 Dodge Ram is now to go in for service and sticker this Thursday. Springs for the plow will need to be replaced.
- Huttwil Parking Ban notices will need to go up. November 1<sup>st</sup> is when the ban goes into effect. Jeff advises that there needs to be some clean-up work done in this area and the equipment stored over there by owners is preventing this. Mark Graffam suggests that a paper notice be taped to each piece of equipment parked in this area
- The Lakeview sign has been repaired and put back in place.
- The travel use of large overweight construction type vehicles, such as excavators, on Village District roads could be assessed fined according to the ordinances. Mark Graffam suggests that a review of potential changes to the ordinance regarding fines should be done.
- Property on Jungfrau has had some landscaping rock/stone put in place by the roadway and some of this rock/stone has imbedded into the roadway and will be a problem when plowing this winter. Jeff suggests contacting the owner to discuss. Mark Graffam will visit this location to observe the issue.

#### 5. **Administrator's Report @ 9:37am**

- Porta-potties will be removed October 18<sup>th</sup>.
- There are approximately seven owners that still have not paid the water usage bills. Jennifer will review the Water System Ordinance and discuss further next steps with the Commissioners. At this point notices may be posted at these homes/lots, indicating a Water Shut Off is scheduled and may occur at any time.

#### 6. **Scheduled Public Appearance @ 9:48am w/Ian Hayes @ Simply Water**

- Mark Graffam inquired as to the accuracy of the GPS coordinates indicated on the curb stop location cards. Ian does find value in this data but advises that trilateral readings and engineered surveying supply much more efficient data.
- Curb Stop books have been digitalized and saved on thumb drives. A CD Rom of engineer drawings of water main locations have been saved digitally as well.
- Regarding the Grison Project, Mark Graffam inquired about the use of a 4" pipe. Ian believes that the use of 2" pipe would be sufficient. Ian also says there is value in incasing in concrete when thinking about potential for wash outs.
- There will be work to continue with regard to the Oak Ridge leak. Ian will inform the DPW and anticipates he will begin the week of October 20<sup>th</sup>.
- Ian recommends Granite State Rural Water for leak detection projects, but the state provided program is beneficial.
- Ian will also continue with the remaining flushing, blow-offs and repairs to damaged curb stops.

- Regarding the NHDES and the Lead Service Line Inventory verification request, Ian recommends reaching out to Arcadis NHDES to obtain the particulars on what they are looking for and how we should provide the required information.
- Ian advises that he believes the old piping and related water equipment, stored at the Cabana, would not be salvageable and would be of no use to him.

#### 7. Signature Items @ 10:52am

- **Jeff DeMartino's Vacation Request for 10/21/24 – 10/25/24. Mark Graffam makes a motion to approve the request. Nancy Cole 2nds and the motion is passed 3-0-0.**

#### 8. Old Business/Tabled Items @ 10:53am

- **2024 Budget vs Actual (Profit/Loss) report was reviewed by the Commissioners and Mark Graffam makes a motion for Jennifer to question the Audit Company on how we should account for the Cyber Theft of stolen money from the Bank of New Hampshire Account that occurred earlier this year. Nancy 2nds the motion and the motion is passed 3-0-0.**
- Some line items appear to be missing the budgeted amounts. Review of Budget entries will be done at the office and the Profit/Loss report will be reviewed at a later date.

#### 9. Commissioner's Concerns/Reports @ 11:16am

##### Mark Graffam

- Inquiry made, for status regarding the Como Zone, to the Engineer, Nick Sceggell. He is on vacation.
- FEMA meeting scheduled for this coming Thursday has been cancelled by FEMA.

##### Wooda McNiven

- **The estimate to complete maintenance on the mini split at the VDOE Office has been completed. Routine maintenance cost is approximately \$300.00. During the inspection the vendor found that the mini split does not appear to be installed correctly and is not secured property. To remove and re-install the unit, the cost is \$750.00. Wooda makes a motion to have the vendor re-install the unit correctly and complete the maintenance. Mark Graffam 2nds the motion and the motion is passed 3-0-0.**
- Wooda advises he is meeting with the DPW to review the list of stolen/missing items.

##### Nancy Cole

- Nancy will re-work the draft letters for 53 Bern and 29 Grison and re-submit for review.
- Nancy has distributed a list of potential changes to the Driveway Ordinance.

#### 10. Correspondence @ 11:29am

- **Driveway Application received for 25 Bern Drive for paving with \$75.00 fee. Mark makes a motion to approve the application. Nancy Cole 2nds and the motion is passed 3-0-0.**
- Driveway Application for expired construction permit at 4 Forclaz Road with proof of active insurance bond has been provided.

**11. Public Appearance/Comments @ 11:32am w/Doug Prescott, Clerk**

- Request to install a mail lock box below the EPOA bulletin board. Mark Graffam makes a motion to approve this installation. Nancy Cole 2nds and the motion is passed 3-0-0.
- EPOA Event this Saturday at 10am to 12pm. Free coffee and donuts at the Big Loop Bridge.

**12. Public Session recessed @ 11:36am and will re-convene at the VDOE Office at 1:30pm on Wednesday, October 9th, 2024.**

Mark Graffam makes a motion to recess the Public Session. Nancy Cole 2nds 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 10/08/2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)