

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Wednesday, October 16, 2024

The Board of Commissioners met at 9:00am on October 16, 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 10/16/24 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 10/8/24. Nancy Cole 2nds and comments for amendments were made Wooda McNiven. The motion is passed 3-0-0, with amendments.**
- **Mark Graffam makes a motion to approve the meeting minutes of 10/11/24. Nancy Cole 2nds and the motion is passed 3-0-0.**

3. Approval of Manifest @ 9:06am

- a. **Mark Graffam makes a motion to approve the 10/16/24 Operations and payroll manifests of \$10,583,53. Nancy Cole 2nds the motion and the motion is passed 3-0-0.**
- b. **Mark Graffam makes a motion to approve the 10/16/24 Water Assessment Manifest of \$2,181.69. Nancy Cole 2nds and the motion is passed 3-0-0.**

4. DPW - Jeff DeMartino @ 9:10am

- **Jeff to reach out to John Deere to discuss the continued issues with the stabilizers. Commissioners were not able to coordinate a phone call with the manager at John Deere as he was going on vacation. Mark Graffam will draft a memo to submit to John Deere.**
- **Pump house at Muddy Beach and the tank filled by Amerigas. The technician was able to fill but it is believed he was not able to get into the pump house as Jeff's attempt to reach him failed. Need to verify if the heater needs to be reset.**
- **Regarding the ditch line and culvert at 26 Diessbach, Commissioner's feel there is no need to reach out to this owner as the letter sent outlined what he needed to do to allow DPW to finish ditching and ensure clear culvert flow. Jeff anticipates completing the clearing of this culvert in**

approximately two weeks. Mark Graffam agrees that at least one or two of the Commissioners will be present when the work begins.

- Eidelweiss Drive has been graded and prepped for winter.
- Tree work on Lucerne/Class V-Alpenhof has left tree debris by the roadway and may cause issues for DPW when plowing this winter. Jeff would like this owner contacted to advise that this debris needs to be removed as it has been there for two weeks now.
- Pothole where the gravel meets pavement on Oak Ridge has been filled and ditching has been completed.
- Presidential View has had ditching completed but does need gravel.
- Mark Graffam inquires if Jeff has reached out to vendors for hydraulic breakers/jackhammer work. Mark is assessing if this work may be part of the mitigation program with FEMA. Jeff has at least 3 contractors he will reach out to. Jeff will provide the vendor list to Mark.
- Ditching and gravel work continue Bern & Huttwil.
- Culvert installation on 3 Reinach is complete, and Jeff advises he would like to continue with the rip wrapping and reshaping for the winter.
- Bottom on Klausen will need to have some reshaping done.
- Forclaz has had gravel added.
- New American flag has been installed but there may be an issue with the rope. Jeff will check it out. Mark Graffam will arrange to retire the old flag.

5. Administrator's Report

- a. **Water turn-off notice to post on doors will have minor adjustment and Mark Graffam makes a motion to post these notices at 9am on Friday, October 18th. Nancy Cole 2nds and the motion is passed 3-0-0.**
- b. Porta potties will be removed on Friday, October 18th.
- c. Budget – Profit & Loss report was reviewed.

6. Old Business/Tabled Items

- **The current water ordinance currently does not allow for water main extension on a Class VI Road. Owner of 48 Adelboden may request such an extension and Mark Graffam advises that the Commissioners are hoping he will reach out to discuss the items he is in violation of. Mark Graffam makes a motion to sign the letter to the owner of 48 Adelboden and for the office to send the letter via email, to this owner as well. Nancy Cole 2nds and the motion is passed 3-0-0.**

7. Signature Items

- **Mark Graffam makes a motion to approve and sign the letters to the owners at 53 Bern and 29 Grison. Nancy Cole 2nds and the motion is passed 3-0-0.**

8. Commissioner's Concerns/Reports @ 11:18am

Mark Graffam

- Draft of the 2023 Audit was received. Unassigned Fund is increased by approximately \$60,000 from 2022. An additional review of this audit will be done.
- FEMA had a project entered that Mark signed off on. He believes this was a project started or continued by the prior Administrator in March. Mark hopes to clarify this with FEMA. This project will be important in mediation and the amount we would receive. The roads referenced in this project will have to be reviewed with DPW.
- Grison Culvert estimates, and GPS locations will have to be provided to FEMA.
- Installation of isolation valves on Grison and the potential of expanding the water main will be discussed with FEMA tomorrow.
- Intersection of Jungfrau and Aspen where landscaping rock was used, and some has imbedded into the roadway. Draft letter to this owner on Jungfrau will be done.
- The order of the YubiKey has finally been received. This was the recommendation of Primex for Cyber Security.

Wooda McNiven

- Wooda is receiving the requested invoicing data from the Vendors and will then have to review with DPW.
- Lead Line Service notification that needs to be sent to owners by November 15th per NHDES. Wooda's plan is to engage Minute Man Press to get these notices out.

9. Correspondence

- **Inquiry from owner of 21 Upper Lake View regarding property access from Rigi and if there are any plans to make Rigi a Class V Road. Mark Graffam makes a motion for the office to respond to the owner's inquiry that there are no plans to change the classification of Rigi and that driveway access to the property from Rigi will require a Driveway Permit Application. Nancy Cole 2nds and the motion is passed 3-0-0.**

10. Public Session recessed @ 12:06am and will re-convene at the VDOE Office at 9:00am on Friday, October 18th, 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 10/16/2024 \(youtube.com\)](#)