

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, March 11th, 2025

The Board of Commissioners met at 9:00am on March 4, 2025. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, Clerk Doug Prescott, Foreman Jeff DeMartino and Administrator Jennifer Scully.

The meeting was videotaped by Carol Dandeneau.

Public Meeting

At 9:04am Commissioner Mark Graffam calls the meeting to order with the swearing in of elected officers: Nancy Cole, Commissioner and Doug Prescott, Clerk.

Nancy Cole makes a motion to appoint Mark Graffam as Chair for 2025. Wooda McNiven 2nds and the motion is passed 3-0-0.

1. Approval of Agenda

Mark Graffam makes a motion to approve the 3/11/25 Agenda. Nancy Cole 2nds and the motion is passed 3-0-0.

2. Approval of Minutes

- **Mark Graffam makes a motion to approve the meeting minutes of 3/4/25. Nancy Cole 2nds. Nancy Cole & Wooda McNiven advise of a few amendments. The motion is passed 3-0-0, with amendments.**
- **Mark Graffam makes a motion to approve the meeting minutes of 3/6/25. Nancy Cole 2nds and the motion is passed 3-0-0.**

3. Approval of the Manifest

- **Operations – Mark Graffam makes a motion to approve the Operations Manifest of \$4,369.83. Nancy Cole 2nds, and the motion is passed 3-0-0.**
- **Water – Mark Graffam makes a motion to approve the Water Manifest of \$5,020.59. Nancy Cole 2nds, and the motion is passed 3-0-0.**

4. Jeff DeMartino – DPW @ 9:09am

- **Jeff requested weight limit postings on roads. Mark Graffam makes a motion to allow Jeff to post roads anytime he feels it is necessary and in conjunction when he sees that Madison or Conway has posted. Nancy Cole 2nds and the motion is passed 3-0-0.**
- **Rubber edges for the plow blades need replacement. 2019 Dodge cutting edge is broken and needs to be replaced.**
- **Multiple road treatments had to occur from the rain event last week. Total of 26 Winter Events Jeff has recorded.**

- Completed a bit more of the high winging.
- New chains purchased from BB Chains were the wrong ones and they broke when attempting to use them. BB Chains recognized the error and replaced.
- Grader had to be serviced by Albany service to weld the bracket for the radiator. Jeff will reach out to Volvo to check if they are required to service under the warranty.
- Mark Graffam mentions that a future plan to expand the Foreman duties will include assisting the Water Operator in capturing data, such as water main locations, curb stop locations, measurements, pictures, and materials used. Jeff would work with the Administrative Office to develop a method to capture data.

5. Scheduled Public Appearance – Ian Hays with Simply Water @ 9:30am

- Warrant Article #10 – Engineering of the Water lines from Aspen to Burgdorf- has passed. Ian wants to remind us that there will be inventory requirements including fix strategies for the fusing of 4” HDP water line pipe, such as the couplings.
- Updated drawings from the Engineer on the Como Zone-PRV. Ian mentions the requirement for the PRV for the bypass line.
- Roof at Summitt Pump House continues to leak and should be fixed, including spray foaming for insulation. Ian recommends a dehumidifier installed after the roof is repaired. Ian advises there is also a continued rodent issue there too that needs to be addressed.
- **At least a 25% power increase in usage, from last year, at the Reinach Pump House is determined to stem from the water line break at 1 Bristenstock. That is about 2,000 gallons a day loss of water. Wooda McNiven makes a motion to turn off the curb stop for this home as soon as possible. Nancy 2nds and the motion is passed 3-0-0. Mark Graffam makes a motion for Jennifer to send an email notification letter to the owner, including link to the Water Ordinance. Nancy 2nds and the motion is passed 3-0-0.**
- Report from an owner on Blinden inquiring about water loss at his home. An inquiry will be made to the Simply Water office to obtain information.
- Calls made to the office reporting water loss this past Saturday. Ian was notified by the Sheriff’s Office and was informed, by the call center operator, that they are not happy that calls are coming in to them with regards to these types of issues. The issue was an over amp. trip at the DPW1 Well. Ian again reminds us that he is not receiving the system alerts, which used to come from the system via a phone call & email. The log in access to SCADA still functions but he is not alerted to review information until he is informed manually by VDOE Office inquiry or by the Sheriff’s Office notification.
- **Replacing the pump at DPW Well A will require a pump installer and will be scheduled after shutting down the bleeders. This will also require the use of Muddy Beach as a back-up for about 3 days. Muddy Beach wells should be tested after flushing. This will be coordinated with Granite State Analytical. Nancy Cole makes a motion to allow Ian to run MB minimally to complete the testing. There will be no water released into the system during this testing. Wooda 2nds and the motion is passed 3-0-0.**
- LAN Cable from the Administrator’s office down to DPW will be reviewed.

6. Administrator's Report @ 10:47am

- **Closing of the old Operating Account with BNH. Mark Graffam makes a motion to have Dinah Reiss, the Treasurer, close the Operating Account and deposit the remaining funds into the active Operating Account with Northway. Mark Graffam also authorized Dinah Reiss to close the old Water Assessment Account with BNH and deposit remaining funds into the active Water Assessment Account with Northway. Wooda McNiven 2nds and the motion is passed 3-0-0.**
- Reimbursement received from Primex on the Cyber theft claim was deposited. However, we believe there may have been an overpayment, and a portion of the amount must go back to Primex, once they confirm.
- **Mark Graffam makes a motion to set the Annual 2025 Water Fees to \$525.00. Nancy 2nds the motion and the motion is passed 3-0-0.**
- **Mark Graffam makes a motion to begin with the payroll company called ADP to begin with 2nd quarter filing. Nancy 2nds and the motion is passed 3-0-0.**
- Greenspace Ordinance – VDOE selling of the lots to be merged with an existing owner's lot. Mark Graffam will work with Jennifer, but it is not the top priority right now.
- Warrant Article #7 for IT Services has passed. Jennifer will notify Libby Computer to obtain contract agreements to be signed.
- Jennifer will inform Porter Office Equipment that the Warrant Article #8 has passed and will ask for any agreement/contract that requires signature.
- **The old printer at the VDOE Administrator Office must be destroyed. Mark Graffam makes a motion that he will destroy the memory on the old printer and dispose at the transfer station. Nancy Cole 2nds and the motion is passed 3-0-0.**

7. Commissioner's Concerns/Reports @ 11:03am

Mark Graffam

- Greenspace Ordinance – VDOE selling of the lots to be merged with an existing owner's lot. Mark Graffam will work with Jennifer but is not the top priority right now.
- Mark Graffam will reach out to Nick Sceggell, Engineer regarding engineering and bid package for the Burgdorf Pipe, feedback for the Como Zone PRV drawing and the DPW-B and testing of the Muddy Beach wells.
- Thursday afternoon is the first video conference with the new FEMA team. Data found at the office regarding 2023 Storms is on Mark's agenda to discuss with them.
- Working on updating the locks at DPW1 & DPW2 and reinstalling.

Nancy Cole

- Nancy Cole will visit the office this week to assist in updating the DRA Portal and QuickBooks 2025 Budget line items and Warrant Articles. There will be forms generated that will require signatures.

8. Adjourn @ 11:12am

- **Mark Graffam makes a motion to adjourn the meeting. 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 03/11/25](#)