

**VILLAGE DISTRICT OF EIDELWEISS**  
**Commissioner's Meeting**  
**Tuesday, March 18<sup>th</sup>, 2025**

The Board of Commissioners met at 9:00am on March 18, 2025. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, Treasurer Dinah Riess, Clerk Doug Prescott, Foreman 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 3/18/25 Agenda. Nancy Cole 2nds and Mark Graffam informs of the addition of an 91A – Non-public Session and that this public meeting will recess and resume at the Reinach Pump House this afternoon for a viewing. The motion is passed 3-0-0, with amendments.**

**2. Approval of Minutes**

- Mark Graffam makes a motion to approve the meeting minutes of 3/11/25. Nancy Cole 2nds. Nancy Cole & Wooda McNiven advise of a few amendments. The motion is passed 3-0-0, with amendments.**

**3. Approval of the Manifest @ 9:03am**

- Operations & Payroll – Mark Graffam makes a motion to approve the Operations & Payroll Manifest of \$17,875.32. Nancy Cole 2nds, and the motion is passed 3-0-0.**
- Water - Mark Graffam makes a motion to approve the Water Manifest of \$7,399.76. Nancy Cole 2nds and the motion is passed 3-0-0.**

Mark Graffam will reach out to the Attorney to provide the Tax Anticipation Letter.

**4. Jeff DeMartino – DPW @ 9:12am**

- Mark Graffam asks Jeff to search for 20mph signs for at least two spots in the Village to post.**
- There are existing signs that need replacement, new poles or pole repairs. Sign on Winnegon needs to be addressed.**
- Frozen culvert on Huttwil was released and water drainage caused some wash out on the road and Jeff will use ¾ stone and ¾ gravel to repair it. Mark Graffam makes a motion to allow Jeff to order 2 truck loads each of the stone and gravel. Nancy 2nds and the motion is passed 3-0-0.**
- 2018 Dodge's Hydraulic Valve box is leaking. Jeff is waiting for pricing from Albany Service.**
- 2019 Dodge will be going in for the routine service this coming Monday.**

- Nancy Cole advises that there is \$71,000.00 in the CRF that could be utilized if repairs continue to be costly and we require additional funds.
- New rubber edges on the plows do get some wear and Jeff would like to inform the drivers, in the Village, that they stay away from driving on the road edges and try and stay in the middle, where it is dryer.
- Potential use of a vacuum truck/company that can assist in cleaning out the culverts. Mark Graffam will reach out to a company for a quote. Where the debris will be deposited will have to be discussed and planned. Some of the debris could be used on Class VI road – Reinach but it depends on the type of material being pulled out of the culverts.

#### **5. Administrator’s Report @ 9:41am**

- Senate Bill 297 – passed through the Senate. Non-profit risk pools such as HealthTrust is requiring HealthTrust Member Groups such as municipalities to create their own non-lapsing capital reserve to be utilized to fund any assessments. HealthTrust requires a letter from each Member Group agreeing that we are responsible for any potential losses incurred while participating in an NH RSA 5-B risk pool, such as HealthTrust. Jennifer will prepare the letter and will be signed by the Commissioners later today sometime.

#### **6. Old Business/Tabled Items @ 9:51am**

- SCADA & Ian, from Simply Water, access is due or has expired. This will be discussed in the Non-Public session along with other SCADA issues.
- Notification to PayChex to cancel payroll services. Jennifer will complete a letter for Mark Graffam to sign at the next Commissioner’s meeting.
- Auditors will visit the office this coming Friday to begin our audit. Nancy will plan to come to the office for a few hours to assist.

#### **7. Signature Items @ 9:58am**

- **Mark Graffam makes a motion to close the Water Project Bank Account with Bank of New Hampshire. The balance of this account, in the amount of \$17,669.70, will be deposited in the Northway Operations Account and will be used as part of the payment for the Reinach Tank Bond Loan. We will inform the DRA that this amount should only be used to offset taxes.**
- **Mark Graffam makes a motion to sign the ADP Sales Order Contract and Jennifer will have them update our address and phone number. We will opt out of any referral program they offer. Nancy Cole 2nds and the motion is passed 3-0-0.**
- **Mark Graffam makes a motion to sign the DRA MS-232. Nancy Cole 2nds and the motion is passed 3-0-0.**
- Oath of Office for Nancy Cole, Commissioners and Doug Prescott, Deputy have been signed.

**8. Commissioner’s Concerns/Reports @ 10:15am**

Mark Graffam

- Mark Graffam has communicated with the Engineer’s Office of the Water Operators’ request for the Como Zone PRV.
- A telephone conference with the new FEMA Team occurred last week. FEMA advises that work on the 6 projects should start this year. Grison Culvert Project Mitigation appears to show cost estimates for the permitted state approved box culvert and FEMA advises that this estimate is not cost justified. They will not entertain a cost estimate for the arch culvert because it does not have a permit and has not been approved by the state. Prioritizing the engineering of the arch culvert may be an option for FEMA to advance money but this is not a guarantee FEMA will approve reimbursement. Asking Nick Sceggell, Engineer, for a quote of the arch culvert will give us a better idea if we should pursue.
- 2023 Storm repair documentation for the Burgdorf and Barden Culvert repairs have not yet been justified to submit for reimbursement.

Nancy Cole

- Nancy requests that a letter of notification be sent to the Town of Carroll County (Sheriff’s Office) advising them of our intent to modify the Tower Agreement and our request for monetary compensation. We will then approach the Town of Conway, and based on the response, create the new Tower Agreement for them.
- Jennifer to be sure that the office is signed up to receive the legislator’s bulletins from NHMA.

**9. Public Appearance @ 10:47am – Doug Prescott**

- Doug advises he is working on the 2025 Annual Meeting Minutes.

**10. Non-public Session at @ 10:49am**

- **Mark Graffam makes a motion to move into Non-public Session citing 91-A:3, II(c). Nancy Cole 2nds and the motion is passed 3-0-0.**

<b>Roll Call:</b>	<b>Mark Graffam</b>	-	<b>yes</b>
	<b>Nancy Cole</b>	-	<b>yes</b>
	<b>Wooda McNiven</b>	-	<b>yes</b>

To view the meeting on video, please click on the following link:  
[VDOE Commissioners Meeting, Madison, NH 03/18/25 - YouTube](#)