

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, May 20th, 2025

The Board of Commissioners met at 9:00am on May 20, 2025. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, Forman Jeff DeMartino, Clerk Doug Prescott & Administrator Jennifer Scully.

The meeting was videotaped by Carol Dandeneau with Madison TV.

Public Meeting

At 9:00am Commissioner Mark Graffam calls the meeting to order,

1. Approval of Agenda

Mark Graffam makes a motion to approve May 20th agenda, adding that this meeting will be recessed for a driveway inspection and will hold a Non-public session, citing 91-A:3,II(a) and 91-A:3,II(c). Nancy Cole 2nds and the motion is passed 3-0.

2. Approval of Minutes

- **Mark Graffam makes a motion to approve the meeting minutes of 5/13/25. Nancy Cole 2nds and both Nancy Cole and Mark Graffam have amendments. The motion is passed 3-0, with amendments.**

3. Approval of the Manifest

- **Operations – Mark Graffam makes a motion to approve the Operations Manifest in the amount of \$691.27. Nancy Cole 2nds and the motion is passed 3-0.**
- **Water – Mark Graffam makes a motion to approve the Water Manifest in the amount of \$2,190.23. Nancy 2nds and the motion is passed 3-0.**

4. DPW – Jeff DeMartino @ 9:08am

- **Swale on Grison has been completed. Jeff's concern is foot traffic and the potential damage that may be done to the fabric that has been installed.**
- **Jeff has placed the board back at the dam. Monitoring the water level relies on the DPW and Wooda McNiven. With the recent policy update, the DPW may use their judgement when removing and placing back the boards, in accordance with the Pond Level Ordinance.**
- **Jeff will purchase the new picnic table for the Summit today or tomorrow.**
- **Jeff has been asked to assist the Water Operator, Ian Hayes with Simply Water, to haul off material &/or provide fill.**
- **Mark Graffam makes a motion to be allowed to purchase two 20mph signs and one road sign for Upper Lake View Drive, from Build a Sign. Nancy Cole 2nds and the motion is passed 3-0.**

- There may be consideration to change the structure of the Commissioner's Meeting to allow for the Commissioner's Reports to be done right after the DPW report. This will allow discussion of the FEMA Projects, which DPW will be involved in.
- Mark Graffam reminds Jeff to keep in mind the equipment he purchases for the district that must be a part of the Inventory list.
- FEMA data shows 100's of cubic yards of ditching material. Mark Graffam will discuss the identified roads that need ditching and then require installation of culverts. This may outline where contractors may be utilized in completing this work. Cash Flow is an imperative item to coordinate project scheduling. Capital Reserve and Warrant Articles must also be considered.
- Big Pea Porridge Watershed Grant has been approved by DES to improve runoff from Rockhouse going into Big Pea Pond. A portion of the cost that VDOE DPW road work, which includes gravel, calcium chloride and man hours, from the Big Pea Porridge Pond's parallel portion of Eidelwiess Dr., may be used as a credit to this grant. Mark Graffam will determine the measurement in feet.
- New tree growth on the Old Town Road sign must be cut.
- **Mark Graffam makes a motion to meet with Jeff, at the VDOE Administrative Office, for a Non-public session citing 91-A:3II(a) on Thursday, May 29th at 9:30am. Nancy Cole 2nds and the motion is passed 3-0.**
- Contract for Bellemore Septic & Sewer, to complete catch basin and culvert vacuuming and cleaning, remains to be signed. Jeff will further narrow down dates and may not need the full three days. We should have finalized dates for next week's meeting.
- DPW2 building needs to have the snow guards installed on the roof. Mark would like the Eidelweiss Crest sign taken down to be refreshed. Will require a roofing contractor to complete.
- V-ditching on Appenval Way was waiting for the road shoulders to firm up a bit more. We may consider contracting a loader for assistance. This will allow this type of ditching work to move faster and more efficiently.
- Rafts will be put in tomorrow.

5. Water @ 9:50am

- 2025 Consumer Confidence Report will again be completed by the water operator, Simply Water. This year has a requirement for the Lead Line Service Inventory.

6. Administrator's Report @ 9:54am

- Driveway Application for 11 Burgdorf has documented their \$200.00 payment. Driveway inspection to be completed tomorrow at 9:30am.
 - This public session will recess at end.

7. Old Business/Tabled Items @ 9:55am

- **Draft letter to owner at 24 Chocorua View regarding recent work on their driveway. Mark Graffam makes a motion to discuss & approve this letter. Nancy Cole 2nds. Wooda McNiven adds a modification. Motion approved 3-0 and will be signed out of session.**

- Continued review for modifications of the Highway and Parking Ordinance. Consideration of increasing fines for using steel track vehicles. Nancy Cole will consult with the Madison Police Chief for his thoughts. The commissioners will review again at next week's meeting.
- Unpaid water usage customers. Review of the Delinquency Notice/Letter. Additional modifications and final review will be done at next week's meeting.

8. Commissioner's Concerns/Reports @ 11:17am

Mark Graffam

- The conference call with FEMA will take place on Thursday, May 22nd at 10:00am.
- Letters will go out to the abutters of 20 Bristenstock today, in accordance with the Greenspace Ordinance.
- Regarding obtaining generator costs for the Jungfrau Pump House, Mark asks if he should continue to email the engineer and include the office in his response or should we consider starting video conference calls with him.
- Permanent generator installation should occur at the new DPW Well-B Pump House. A portable generator is sufficient for Jungfrau.
- We need to review the Water Assessment budget and Water Capital Reserves to begin prioritizing projects such as the Burgdorf Water Main and the installation of isolation valves & adaptors. We need to determine as soon as possible who is doing the work, whether it is the water operator or a contractor that subcontracts. Consideration of completing the ditching work in the area while pipe installation occurs.
- Summit Pump House roof needs attention and blow in insulation, replacing the fiberglass.
- Uranium treatment system should be considered as a project to complete this year.

Nancy Cole

- Nancy has updated the Motions Log Spreadsheet and has distributed.
- Nancy will reach out to the Sheriff's Office regarding the Tower Rental Contract modification and advise of the vote that occurred at the annual meeting.

9. Public Appearance/Public Comments – Doug Prescott @ 10:35am

- There is a duck in the loon nest, but Doug has been told this is normal
- Rafts will go in the water tomorrow.
- Kayak racks will have repairs done by a few new EPOA volunteers.
- Next month Doug will begin cleaning out the records room at the Cabana. There are specific documents we need to obtain.

10. Recess Public Session @ 10:37am

Mark Graffam makes a motion to recess the public session and will re-convene tomorrow at 9:30am for a driveway inspection at 11 Burgdorf and now move into a Non-Public Session citing 91-A:3,II(a) and 91-A:3,II(c). Nancy Cole 2nds.

11. Non-Public Session @ 10:37am

Roll Call Vote:	Mark Graffam	-	yes
	Nancy Cole	-	yes
	Wooda McNiven	-	yes

12 Resume Public Session on Wednesday, May 21st @ 9:30am

- Completed driveway inspection at 11 Burgdorf. Driveway Permit for Construction is not approved. Requirements will be a ditch cut in by the DPW and owner will be required to install an 18' culvert at the base of his driveway.
- **Full-time DPW Position offer letter drafted and approved. Mark Graffam makes a motion to approve the offer letter. Nancy Cole 2nds and the motion is passed 3-0.**
- **Mark Graffam motions to buy the \$234.00 Camera Security System. Nancy Cole 2nds and the motion is passed 3-0.**
- **Mark Graffam motions to provide a Lead Line Service link on the VDOE website where all related information will be contained and available to the public. Nancy Cole 2nds and the motion is passed 3-0.**

13. Adjourn Public Session @ 10:15am

- **Mark Graffam makes a motion to adjourn the public session. Nancy Cole 2nds and the motion is passed 3-0.**

To view the meeting on video, please click on the following link:

[VDOE Commissioners Meeting , Madison, NH 05/20/25](#)