

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, August 12, 2025

The Board of Commissioners met at 9:00am on August 12th, 2025. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, DPW Foreman Jeff DeMartino and 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 discuss & approve the August 12th agenda. Nancy Cole 2nds and Mark Graffam made an amendment to hold a Non-Public Session at the end of this meeting, citing 91A:3,II (c) - to protect reputation. The motion is passed 3-0.

2. Approval of Minutes

- **Mark Graffam makes a motion to discuss & approve the meeting minutes of August 5th. Nancy Cole 2nds and both Wooda McNiven and Mark Graffam made a few amendments. The motion is passed 3-0, with amendments.**

3. Approval of the Manifest @ 9:03am

- **Operations– Mark Graffam makes a motion to discuss & approve the Operations Manifest in the amount of \$5,097.56. Nancy Cole 2nds and the motion is passed 3-0.**
- **Water - Mark Graffam makes a motion to discuss & approve the Water Manifest in the amount of \$7,977.61. Nancy Cole 2nds and the motion is passed 3-0.**

4. DPW – Jeff DeMartino, Foreman @ 9:06am

- **Welding fix of the raft ladder for Little Pea is taking longer than expected so Jeff will move forward with the purchase of a new ladder per Commissioners vote previously.**
- **Jeff was informed that the 2018 Dodge should be ready tomorrow or Thursday of this week.**
- **The hydraulic line on the 2019 Dodge failed and was repaired, returned and is back in use.**
- **The paved driveways on Appenvel will be cut back this week and gravel will be added.**
- **Mark Graffam makes a motion to approve a cost of \$125 per hour to bring in a 10-wheeler to assist in laying down gravel. Nancy Cole 2nds and the motion is passed 3-0. Calcium chloride will be added to the road after.**
- **Jennifer will pull the DPW timecards from May to June 2024 for Mark Graffam to submit for project reimbursement from FEMA.**

- **Mark Graffam reviews his thoughts of installing a culvert overflow on Burgdorf during the water line installation and makes a motion to add a purchase a 24" culvert to the Burgdorf Water Project. Nancy Cole 2nds and the motion is passed 3-0.**
- **A fill request was received. Nancy Cole makes a motion to approve and sign the fill request. Wooda McNiven 2nds and the motion is passed 3-0.**
- Brush left by the ditch line on Biasca has been removed.
- Grading and treatment on Eidelweiss Drive is helping to keep down the dust.
- Gravel application on W. Bergamo & Little Shore will continue & finish this week.
- Spot ditching on Grachen will finish up this week as well.
- Remainder of the new "No Parking" signs will go up on existing posts and trees. Wooda McNiven adds that there may be additional areas in the district where these signs should go up.
- Commercial vehicles GVW and the new signs should be delivered this week and will replace the older signs, and additional signs will be put up.
- Enforcement of the changes to the Highway & Parking Ordinance will begin on Monday, August 18th.
- Mark Graffam believes it would be beneficial for Jeff and another DPW employee to attend a T2 training session on the Grader. Jennifer will research for any courses that may be offered through the University of New Hampshire.
- Rear tires on the Grader will need to be replaced before winter. Estimated cost will be around \$3,700.00.

5. Water - with Ian and Noah of Simply Water @ 9:30am

- Review and discussion of the specs for the Burgdorf water line project so Mark Graffam may obtain the additional information required to submit requests to vendors for bid packages.
- Nancy Cole reminds all that the need for documenting projects for outlining standards and procedures for future projects.
- There is a leak on Lugano and exploratory procedures will be needed to pinpoint the area to repair. Ian advised that this may potentially be a system wide shut down of water distribution but will inform once the exploration of cause is determined. Repairs may be done after Labor Day as water loss does not appear to be significant for immediate attention.
- Ian has submitted the required information needed regarding the Muddy Beach Pump House Uranium Mediation System, and the data has been submitted to the engineer for review.
- Ian advised that an order for Caustic Soda will be needed. Jennifer will place the order and inform Simply Water when delivery date is given.
- Ian and crew plan to clean up and do some maintenance at the Pump Houses, in preparation for the winter months.
- Ian will follow up with EII for the finalization of the new computer for the Scada System.

6. Commissioner's Concerns/Reports @ 10:40am

Mark Graffam

- Mark continues to work on FEMA Projects and hopefully will be able to finalize the projects submitted from 2024.
- Mark will begin working on the specifications required to obtain vendor bid packages for the Burgdorf Project.
- Mark wants a review of the signage at DPW service roads. They are old and do need to be replaced.
- Mark hopes to reach out to some contractors to address the painting that is needed.
- Mark mentions the possibility of holding a community discussion to determine if there is any more need for the Huttwil Parking Lot Bus Stop building.
- Mark found a grant opportunity for municipalities called "Clean Fleet" and the purpose would be for up to 90% reimbursement for the purchase of new more fuel-efficient vehicles. Mark wants additional review of the program and discuss further. This may be pursued via a Warrant Article.

Nancy Cole

- Nancy advises that any overages spent on a Warrant Article must be covered by an approved budget item.
- Class VI road inquiries and questions to the office now have a standard, high level response we can provide. Any inquiries that require specifics will be referred to the property owner's realtor for answers.

7. Administrator's Report @ 11:02am

- Driveway permit application from 47 Huttwil will be reviewed and discussed in the non-public session.
- Documents from the attorney's office are not yet a priority for Commissioners review before storage.
- Nancy Cole reminds us that there are remaining documents and boxes, at the records storage area, that need to be reviewed. Wooda McNiven will touch base with the Clerk to move some boxes from the office and into storage.
- Jennifer will obtain a digital copy of the 2023 Audit report and upload it to the website as well as try and obtain the status of the 2024 Audit.

8. Old Business/Tabled Items @ 11:06am

- **Motion to send a letter to the Carroll County Commissioner's office regarding the failed response of our numerous requests to the Sheriff's Office to discuss the Tower Agreement. Nancy Cole 2nds and the motion is passed 3-0.**
- Commissioners still need to review the ditch line condition on Chocorua View, intersecting Basil.
- **Motion to hold and post a Public Hearing to make the GVW, on commercial vehicles, from 10 tons to 13 tons, on the Highway and Parking Ordinance. Public Hearing session will be on Tuesday, August 26th at 10:00am. Nancy Cole 2nds and the motion is passed 3-0.**

- Nancy Cole makes a motion to adopt and sign the updated Unassigned Fund Retainage Policy, effective August 12, 2025. Wooda McNiven 2nds and the motion is passed 3-0.
- Wooda McNiven makes a motion to grant the EPOA parking waivers for their upcoming events. Mark Graffam 2nds and the motion is passed 3-0. Jennifer will be sure that the Madison Police Chief is informed.

9. Non-Public Session, citing 91A:3II (c) @ 11:24am

- Mark Graffam makes a motion to move into a Non-Public Session. Nancy Cole 2nds and the motion is passed 3-0.

Non-Public Roll-call Vote:	Mark Graffam -	yes
	Nancy Cole -	yes
	Wooda McNiven -	yes

10. Non-Public Session Adjourned @ 12:26pm

- Mark Graffam makes a motion to adjourn the Non-Public Session. Nancy Cole 2nds and the motion is passed 3-0.

11. Public Session Adjourned @ 12:26pm

- Mark Graffam makes a motion to adjourn the Non-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, 8/12/2025](#)