

**VILLAGE DISTRICT OF EIDELWEISS**  
**Commissioner's Meeting**  
**Wednesday, November 12<sup>th</sup> & Thursday, November 13<sup>th</sup>, 2025**

The Board of Commissioners met at 9:00am on Wednesday, November 12th, 2025. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, Clerk Doug Prescott, Deputy Treasurer Jane Gunn 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 November 12th agenda. Nancy Cole 2nds and Mark Graffam makes amendments to recess this public session, to continue at the VDOE Administration Office on Thursday, November 13<sup>th</sup> at 10:00am. This public session will also include a motion to hold a Non-Public Session, citing 91A:3,II (c & L) – for reputation & legal. The motion is passed 3-0, with amendments**

**2. Approval of Minutes @ 9:02am**

- Mark Graffam makes a motion to discuss & approve the meeting minutes of October 25th. Nancy Cole 2nds the motion. Nancy Cole and Wooda McNiven have a minor adjustment. The motion is passed 3-0, with amendments.**
- Mark Graffam makes a motion to discuss & approve the meeting minutes of November 4<sup>th</sup>. Nancy Cole 2nds and the motion is passed 3-0.**

**3. Approval of the Manifest @ 9:04am**

- Operations & Payroll - Mark Graffam makes a motion to discuss & approve the Operations and Payroll Manifest in the amount of \$17,203.67. 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 \$11,356.22. Nancy Cole 2nds and the motion is passed 3-0.**

**4. DPW @ 9:08am**

- Jeff DeMartino is not present at the meeting and Mark Graffam advises that the DPW staff is working on laying & rolling of gravel on Lugano and finishing work from the Aspen/Burgdorf project. There has been some grading on Eidelweiss Drive.**

**5. Swearing in of Jane M. Gunn as Deputy Treasurer by the District Clerk, Doug Prescott @ 9:14am**

- Jane Gunn has completed the Oath of Office for the position of Deputy Treasurer.**

## 6. Commissioner's Concerns/Reports @ 9:16am

### Mark Graffam

- Burnham Company, who completed the Aspen/Burgdorf Water Main, has removed the remaining piece of equipment from District property. The last remaining payment will be issued once we receive the water pressure test results.
- An excavator was delivered to 26 Middle Shore Dr. and in process the vendor dug into the newly laid down gravel, recently done by the DPW. It was also observed that a portion of the property's driveway was also dug up. Mark will try and investigate this occurrence further.
- It was also observed that someone lit a fire at Geneva Beach and pulled the picnic over to be placed near this fire. The burnt wood and debris were left, and some are now in the water. Fires at the beaches of prohibited.
- **Quote from Bryant Paving, for a FEMA Obligated project which includes the paving of six road shoulders, is approximately \$38,000.00. Mark Graffam makes a motion to approve and sign the proposal. Nancy Cole 2nds and the motion is passed 3-0.**
- Representatives from FEMA & the State of New Hampshire will hold a video conference call on Thursday, November 13<sup>th</sup> at 10:00am to discuss the transition of our "obligated" projects to the State of New Hampshire. Wooda McNiven wishes to attend, therefore this public session will be recessed.
- **Mark Graffam makes a motion to lift "non-meeting" legal conversation restraints regarding discussions of incidences that occurred in 2023. Nancy Cole 2nds and the motion is passed 3-0.**
- **Mark Graffam makes a motion of intent to request an increase in the Water Hook-up fees from \$10,000.00 to \$14,000.00. This will be presented as a Warrant Article. Nancy Cole 2nds and the motion is passed 3-0.**

### Wooda McNiven

- With further review of the NH Dept. of Environmental Services requests for a Lead Line mailing to all Eidelweiss water system customers. Wooda feels that a letter should accompany the mailing, for the purpose of explaining how a homeowner may test and document.
- Wooda will need further discussion with the DPW on their requested and required equipment to replace the International. Mark Graffam will forward correspondence he has with another grant program that is for diesel vehicles.

### Nancy Cole

- **Mark Graffam makes a motion to hold the Public Hearing for the proposed changes to the Driveway Ordinance. The date for the hearing is to be held Tuesday, December 2<sup>nd</sup> at 10:00am. Nancy Cole 2nds and the motion is passed 3-0. Nancy Cole makes a motion that the notice, for the public hearing, be posted and listed in the Conway Daily Sun no later than November 22<sup>nd</sup>. Mark Graffam 2nds and the motion is passed 3-0.**
- **Nancy Cole makes a motion to have Mark Graffam or Wooda McNiven draft an email to the Auditors regarding their delay in submitting the MS-535 to the DRA. This caused at least a 24hr delay in the Town of Madison, finalizing the tax rate. Mark Graffam 2nds and the motion is passed 3-0.**

- Correspondence from a resident indicates that a clarification of the ownership of Eidelweiss roads needs to be made. Whether an Eidelweiss road is a Class V or a Class VI, the roads are owned by the Village District of Eidelweiss but are also classified as “public roads”.
- We are still waiting for the memo, to be written by our lawyer, regarding the handling of Class VI “paper roads”. This document, when received, will be a public document and will be provided to the owner’s inquiry regarding the Vertex Cell Tower and road classification.

**7. Water @ 10:08am**

- Notification received from the water operator that during two recent curb valve turns on 9 W. Bergamo and 3 Porridge View Place, it is discovered that the valves are broken and need repair.

**8. Administrator’s Report @ 10:10am**

- **Mark Graffam makes the following motion:**
  - **Budget Hearing #1 – Friday, February 6, 2026**
  - **Budget Hearing #2 (if necessary) – February 13<sup>th</sup>, 2026**
  - **Annual Meeting: - Saturday, March 7<sup>th</sup>, 2026**
- **Nancy Cole 2nds and the motion is passed 3-0.**
- Review of proposed 2026 Warrant Articles. Revised draft will be updated and reviewed at this Saturday’s Special Meeting at the Madison Town Hall, Lower-Level Conference room, at 10:00am.

**9. Old Business/Tabled Items @ 10:45am**

- Draft changes to the Driveway Ordinance will be made at the office tomorrow, after resuming the public session.
- **Mark Graffam makes a motion to approve the phone system proposal from Bretton Woods Telephone Company. Nancy Cole 2nds and the motion is passed 3-0.**
- **Mark Graffam makes a motion to approve a six-month proposal through Neighborhood Energy. Wooda McNiven 2nds for discussion. The motion is voted down, 0-3.**
- Abandoned trailer, parked at the Huttwil Parking lot, remains parked there. Jennifer will reach out the Madison Police to arrange to have this trailer towed.

**10. Public Comments with Doug Prescott, VDOE Clerk @ 10:51am**

- The EPOA has made a \$100.00 contribution to the crest sign repair at the DPWII building.
- The EPOA would like to re-order the Neighborhood Watch signs.

**11. Non-Public Session, citing 91-A3,II (c) & (L) for reputation & Legal @ 10:57am**

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

<b>Roll-Call Vote for Non-Public Session:</b>	<b>Mark Graffam -</b>	<b>yes</b>
	<b>Nancy Cole -</b>	<b>yes</b>
	<b>Wooda McNiven -</b>	<b>yes</b>

**12. Public Session recessed @ 12:07pm**

- **Mark Graffam makes the motion. Public session will resume at the VDOE Administration Office at 10:00am on Thursday, November 13th. Nancy Cole 2nds and the motion is passed 3-0.**

**13. Public Session resumed @ 10:00am on Thursday, November 13<sup>th</sup> with Mark Graffam, Wooda McNiven and Jennifer Scully**

- Video conference call with FEMA and the State of NH.
- Updated illustrations have been added to the draft copy of the Driveway Ordinance.

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

[VDOE Commissioners Meeting, November 12, 2025](#)