

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Wednesday, March 11th, 2026

The Board of Commissioners met at 9:00am on Wednesday, March 11, 2026. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, DPW Forman Jeff Demartino, Clerk Doug Prescott, Treasurer Jane Gunn, VDOE resident owner Richard Shore, his nephew Ronald Flip and Administrator Jennifer Scully.

The meeting was videotaped by **Evan Woss** with Madison TV.

Public Meeting

The meeting started with the swearing in of elected Mark Graffam, Commissioner & Jane M. Gunn, Treasurer. Oath of Office was taken by each and was signed.

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

At 9:06am Commissioner Wooda McNiven calls the meeting to order.

1. Approval of Agenda

Wooda McNiven makes a motion to discuss & approve the March 11th agenda. Nancy Cole 2nds and Mark Graffam makes a few amendments to the agenda that they address the boundary agreement between resident owner Richard Shore and the VDOE, under "Old Business/Tabled Items". Mark also wishes that the discussion of the draft complaint notification from Mitchell Municipal, Vertex (T-Mobile) Tower and the Carroll County Sheriff's Department Tower Agreement be a Non-public discussion related to Legal and Reputation. The motion to approve the modified agenda is passed 3-0.

2. Approval of Minutes @ 9:07am

- Wooda McNiven makes a motion to discuss and approve the meeting minutes of March 3rd. Mark Graffam 2nds and Wooda McNiven has two modifications. Motion is passed 2-0, with these modifications.

3. Approval of the Manifests @ 9:08am

- Operations – Wooda McNiven makes a motion to discuss & approve the Operations Manifest in the amount of \$4,825.48. Nancy Cole 2nds and Mark Graffam begins review of the manifest, advising that an incorrect line item was duplicated in a vendor charge. Jennifer Scully informs the Commissioners that Mark is looking at a past manifest and that this item, he addressing was discussed and resolved in a prior Commissioners Meeting. Wooda McNiven agrees and the review of the March 11th Operations Manifest continues. Motion to approve the manifest is passed 3-0.

- **Water – Wooda McNiven makes a motion to discuss & approve the Water Manifest in the amount of \$828.46. Mark Graffam 2nds and the motion is passed 3-0.**

4. DPW with the Foreman, Jeff DeMartino@ 9:24am

- Rubber edge has been purchased for the 2018 Dodge, and another will be purchased for the 2019 Dodge. DPW crew will install this week.
- Crew has been reviewing the culverts around the district and found one on Huttwil that needed to be freed up of ice so water flow could occur. All other culverts observed appear to be functioning properly. Crew also viewed the culvert on Grison, and this appears to be flowing well at this time.
- Water leak observed on Grison does not appear to be a water line issue.
- Road conditions look good, however there are some potholes that will need to be addressed, and the crew will begin working on these this week.
- DPW crew appreciated the positive feedback received from village residents at the annual meeting.
- First aid cabinets at the DPW1 and DPWII location have been updated and fully stocked. Mark Graffam attempted to get the old flashlight working but it does appear this flashlight is dead.

5. Commissioner's Concerns/Reports @ 9:21am

Nancy Cole

- Nancy states that the 2026 Annual Meeting was a success and that the Pond Ordinance and Water Hook-up Ordinance will have the changes made and updated for signatures.
- 2026 Budget will be updated in the QuickBooks System and specific line item will be modified and reflected in the next P&L report.
- Mark Graffam discusses the importance of documentation, specifically the Capitol Asset Management for the Water System and that an access database with excel spreadsheets existed and that this document should be reviewed for updates and implemented going forward for the purpose of Asset Management.

Mark Graffam

- Mark discusses the importance of vendor coordination with the water operator for such projects as Lugano and the Como PRV Project. Ideally, we will use our preferred vendors, when possible. For FEMA Reimbursement consideration we may have to consider obtaining bid packages, but this will be determined when the scheduling of the projects is upon us.
- NH DES, NH Emergency Management & our engineer, Nick Sceggell attended a conference call where the Grison Culvert Project was discussed. It was determined that the project may be modified to address the new culvert design and the engineer will begin to work on an estimate.
- Mark suggests the Cash Flow Report be updated and reviewed.

Wooda McNiven

- Warrant Articles for the new DPW truck purchases were passed and total approximately \$470,000. Wooda continues to obtain financing options, and those proposals will be discussed as he receives more information.
- NH DES is asking for data with regards to the Lead Line Inventory. Wooda will discuss this further when the water operator attends next week's meeting.

6. Old Business/Tabled Items @ 9:46am

- **Mark Graffam makes a motion to authorize a \$10,000.00 payment of the \$20,571.00 invoicing to EII for the new computer for the SCADA System. There have been potential issues with the alert system, reported by the water operator, that will need to be discussed. There also remains confirmation that all historical data from the old computer has been uploaded to the new. Nancy Cole 2nds the motion and the motion is passed 3-0.**
- **Mark Graffam makes a motion to allow for the lot line adjustment/exchange between Richard Shore (owner of 5 Grachen Drive) and the Village District of Eidelweiss. This was requested to fix the septic issue at 5 Grachen Dr. Wooda McNiven 2nds and the motion is passed 3-0.**
- Mark Graffam asked Doug Prescott if he would be interested in assisting the DPW in designing a perched beach on Thusis. Doug advises there may be other owners who would be interested in participating in this project along with the VDOE DPW. Doug will also assist, along with members of the EPOA, in the repairs and painting of the rafts as well.
- There will be a preliminary inspection, by the Commissioners, of the Summit Pump House. This will be scheduled tomorrow at 4:00pm.

7. Signature Items @ 10:03am

- **Wooda McNiven makes a motion to sign the Request for Absence for Andrew Manning. Nancy Cole 2nds and the motion is passed 3-0.**

8. Correspondence @10:05am

- 91A – Public Records Request received via email, to the VDOE Admin. Office, on March 5th. An email response will be sent by the office, to the requestor, requesting seven days to review and research for any documentation we may have to satisfy this request and provide response.

9. Public Appearance/Public Comments @ 10:11am

- Doug Prescott presented the MS123 – Report of Village Officials however it will now need to be updated to reflect that Wooda McNiven now holds the position of Commissioner/*Chair*.

10. Non-Agenda Items

Wooda McNiven makes a motion to obtain amount of what was paid to the Supervisors of the Checklist so review of an increase may be discussed. Nancy Cole 2nds and the motion is passed 3-0.

11. Non-Public Session@ 10:15am

- Wooda McNiven makes a motion to move into a Non-Public Session to discuss 91-A:3, II (c) – Reputation and 91-A:3, II (L). Nancy Cole 2nds and the motion is passed 3-0.

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

12. Public session recessed and to continue Thursday at 4:00pm at the Summit Pump House

- Wooda McNiven makes a motion to recess this public session. Nancy Cole 2nds and the motion is passed 3-0.

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

[Village District of Edelweiss March 11, 2026](#)