

VILLAGE DISTRICT OF EIDELWEISS
Commissioner's Meeting
Tuesday, March 24th, 2026

The Board of Commissioners met at 9:00am on Tuesday, March 24, 2026. In attendance for the public meeting are Commissioner Mark Graffam, Commissioner Nancy Cole, Commissioner Wooda McNiven, DPW Forman Jeff Demartino, Treasurer Jane Gunn and Administrator Jennifer Scully.

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

Public Meeting

At 9:00am Commissioner Wooda McNiven calls the meeting to order.

1. Approval of Agenda

Wooda McNiven makes a motion to discuss & approve the March 24th agenda. Nancy Cole 2nds and Wooda McNiven adds that a Non-public session should be held to discuss an employee issue. The motion to approve the modified agenda is passed 3-0.

2. Approval of Minutes @ 9:01am

- **Wooda McNiven makes a motion to discuss and approve the meeting minutes of March 18th. Nancy Cole 2nds and both Nancy Cole and Wooda McNiven have clarifications and spelling corrections. Motion is passed 3-0, with these modifications.**

3. Approval of the Manifests @ 9:08am

- **Operations & Payroll – Wooda McNiven makes a motion to discuss & approve the Operations and Payroll Manifest in the amount of \$17,073.39. Mark Graffam 2nds and the motion is passed 3-0.**
- **Water – Wooda McNiven makes a motion to discuss & approve the Water Manifest in the amount of \$14,492.96. Nancy Cole 2nds and the motion is passed 3-0.**

4. DPW with the Foreman, Jeff DeMartino@ 9:08am

- **Crew handled this past weekend storm and now cleaning up after some snow last night.**
- **Crew will begin the striping down of the 7400, grader and backhoe.**
- **There is a metal culvert across Barden that appears to be damaged and is rusting. The current condition is causing a continued pothole to form and needs to be addressed.**
- **The 2018 Dodge has an issue with the power steering function and will have to take the vehicle to Albany Service Center to assess. It may need a new pump and lines.**
- **Jeff would like to meet with the Commissioner's this afternoon at 2:00pm, at the DPW1 Garage. Public Meeting will recess after the Non-public session.**
- **Purchase of salt will be discussed later today.**

- Mark updated Jeff DeMartino on the current water line issues on Lugano and that the Water Operator will not fully assess the issue till the road thaws. This issue impacts timing on starting the Lugano Water Line project.
- Mark will work with Jeff in fully cleaning and disinfecting the Eye Wash Stations at the DPW Garages.
- Jeff will continue the research in CDL Training and Licensing. Town of Conway may have information to assist.

5. Commissioner's Concerns/Reports @ 9:26am

Mark Graffam

- Mark has started some research on the type of accounts for the retention money, 10% of a vendor's contract warranty that includes interest. Camden Bank may have CD options for this purpose. Jane Gunn will reach out to Camden Bank sometime next week.
- **Mark Graffam makes a motion that the subject of "Audit" be placed on the weekly Commissioner's Meeting Agenda under 'Old Business/Tabled Items'. Wooda McNiven 2nds says he continues to research but agrees this item should be on the agenda to discuss weekly. Mark adds that we also need to verify any of our 2025 & any future loan agreements may contain wording that we may be obligated to be audited by a CPA. Motion passes 3-0.**
- Mark voices his thoughts on the timing of signing a loan agreement for the Western Star prior to receiving approval of the Clean Fleets Grant. Wooda McNiven will try and obtain a status of the Grant approval. Nancy agrees to hold off on signing the loan agreement until we know the status of the Grant.
- Holly Evens from NH Homeland Security is still working on the additional reimbursements and advises that it is required for the District to hold these submitted documents for up to three years. The Administration office advises that those e-mail records, if the office e-mail was included for those reimbursement submissions, are held in a separate FEMA file at the office. A hard copy file may be completed from those documents.
- **Mark Graffam makes a motion to allow the Commissioners to submit requests for reimbursements, with digital copies of receipts, by email to the VDOE office. No hard copies or wet ink signatures are required. Motion is passed 3-0.**
- Discussion about Commissioner reimbursements clarifies that the motion passed is for VDOE Commissioners only. VDOE employees seeking reimbursements must use the paper form request.*
- **Mark Graffam makes a motion to request reimbursement for the purchases he made to replenish and stock the DPW's first aid cabinets at the DPW1 and DPW2 Garages*. Nancy Cole 2nds and the motion is passed 3-0.**

Wooda McNiven

- Wooda expects to receive two separate loan agreements from Tax Exempt Leasing. One for the Western Star and the other for the 2025 Dodge Ram. Wooda recommends that the purchase agreements be signed and upon review of the loan agreements by the lawyer, Commissioners review signing off on the loan agreements.

6. Water @ 10:01am

- Wooda McNiven makes a motion to invoice the homeowner on 8 Little Shore for the work the Water Operator had completed. Nancy Cole 2nds and the motion is passed 3-0.

7. Old Business/Tabled Items @ 10:04am

- Nancy Cole makes a motion to release the email responses to Mitchell Municipal. Wooda McNiven 2nds and the motion is passed 3-0.

8. Signature Items @ 10:05am

- The Water Ordinance & Pond Ordinance will be signed this afternoon, during the recessed public session, at the VDOE Administration Office.

9. Correspondence @ 10:07am

- Correspondence regarding Article #8-Pond Level Ordinance, approved at the 2026 Annual Meeting, does not require a response as the presentation of this Article was handled correctly at the Annual Meeting and the Article was voted and passed.
- Letter received from RockHouse Mountain Property Owner's Association regarding use of the VDOE beaches will be scanned and sent to the Commissioners for further discussion and response next week. Nancy Cole comments that any covenants have expired since 1986 and Wooda McNiven adds that residences of RockHouse Mountain do not have access to the Village District of Eidelweiss ponds or beaches.

10. Public Appearance/Public Comments @ 10:14am

- Oath of Office was given to Lawrence S. Sodano, Village District Moderator, by Wooda McNiven beginning for the year of 2027. Alternate Oath of Office was signed.

11. Non-Public Session @ 11:18am

- Wooda McNiven makes a motion to move into a Non-Public Session to discuss 91-A:3, II (a) – Employee issues. 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 recesses and will reconvene at the DPW1 Garage today, at 2:00 pm.

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

[Village District of Eidelweiss March 24, 2026](#)

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- **Mark Graffam makes a motion to allow the Commissioners to submit an e-mail request to the Administration Office when requesting a reimbursement. Nancy Cole 2nds. The email request will include receipts and proof of purchase and will no longer require the Request for Reimbursement Form. This will only apply to the Commissioners. All other employees must complete the Request for Reimbursement Form when submitting their requests. Motion is passed 3-0.**
- **Mark Graffam makes a motion to allow a policy for the Commissioners to submit an e-mail request to the Administration Office when requesting reimbursements. Nancy Cole 2nds. The email requests will include receipts and proof of purchase and will no longer require the Request for Reimbursement Form. This will only apply to the Commissioners. All other employees must complete the Request for Reimbursement Form when submitting their requests. Motion is passed 3-0.**

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