

# VILLAGE DISTRICT OF EIDELWEISS

## Commissioner's Meeting

Wednesday, September 2, 2026

The Board of Commissioners Meeting was held at 9:00 am on Wednesday, September 2, 2026. In attendance at the public meeting are Commissioners; Mark Graffam, Nancy Cole. Also in attendance was homeowner Bob D'Ambra.

This meeting was held at the VDOE Office. No video is available.

### Public Meeting

At 9:01 am Commissioner, Wooda McNiven, calls the meeting to order.

- **Approval of Agenda:** @ 9:01

Wooda McNiven makes a motion to discuss and approve the agenda, Nancy Cole 2<sup>nd</sup> the motion. Motion passes 3-0.

Wooda McNiven makes a motion to move item #6; Ian Hayes, Simply Water on the agenda to item #2. Nancy Cole 2<sup>nd</sup>. The motion passes as modified 3-0.

Wooda McNiven makes a motion to move item #7; Andrea Libby, Libby Computer on the agenda to item #3. Nancy Cole 2<sup>nd</sup>. The motion passes 3-0.

- **Approval of Minutes:** August 26<sup>th</sup>, 2026 @ 10:50

Wooda McNiven makes a motion to discuss and approve the minutes from August 19<sup>th</sup>, 2026, Nancy Cole 2<sup>nd</sup>. Wooda points out corrections; in Mark's report "Reno" should be replaced with renovation and "Madison" should be replaced with "Town of Madison". Mark states in Approval of Agenda a change to "will return" should state "may return". Also, the forms noted in the minutes should all read "MS-" and the number associated with the report. Lastly, "required tax form" needs to be removed from signature items. 3-0 approved as amended.

- **Approval of Manifest:** @ 10:59

- Wooda McNiven makes a motion to discuss and approve the \$5,897.12 Operations Manifest. Nancy 2<sup>nd</sup>. Large invoices include Alvin J Coleman and Eversource. Motion passes 3-0.

- Wooda McNiven makes a motion to discuss and approve the \$1,202.32 Water Manifest. Nancy 2<sup>nd</sup>. Motion passes 3-0.

- Wooda McNiven makes a motion to discuss and approve the \$12,087.00 Payroll Manifest. Nancy 2<sup>nd</sup>. Motion passes 3-0.

- **DPW Report** @ 11:04

Jeff DeMartino was not in attendance.

- **Commissioner's Concerns/Reports** @ 11:04

**Mark Graffam:**

Mark looked at the Summit Station roof and insulation. The floor had water, but it didn't appear to be from the roof and was most likely from ground water. He will visit again when it rains on Thursday and inspect the ceiling to verify this. Mark suggested installing rigid Styrofoam to help with the heat during the winter months. He did notice some mold and said it would be removed prior to the installation of the insulation. He mentioned that a deposit came into the bank for \$119,251.95, this money will be set up in an account called FEMA Asphalt Restricted. The ditching will continue and the deadline has been extended to November 30<sup>th</sup>. A discussion took place among the commissioners regarding ditching, FEMA, and culverts. **Mark Graffam makes a motion to pay \$600 per month to Nancy Cole for the work training the new staff in the office. Wooda 2<sup>nd</sup>. The motion passes 2-0-1 (Nancy abstained)**

**Nancy Cole:** Nancy and Mark spend 14 hours over the weekend working on MS-535. It has not been completed and the work continues. Some concerning entries have been found. The items of concern are QuickBooks record keeping issues. Not banking issues. The bank accounts balance. This prompted a long discussion on the MS-535 report, its details, and how it's produced. The MS-434 report documents estimated revenue. Nancy goes on to explain the process in detail.

**Nancy Cole makes a motion to NOT reduce the tax rate in 2026 by using the unassigned fund balance. Mark 2<sup>nd</sup> and the motion passes 3-0.**

She discusses the Warrant Articles. #2 Medical Insurance Reserve; the funds will be moved to Highway Equipment by check from the Trustees. #12 Waste Tank; \$6,000 will be moved to Capitol Reserve. The move to Capitol Reserve will need to take place by the end of December 2026.

**Wooda McNiven:** Wooda will create a reference letter for Libby Computer to the Town of Madison. He asked the bookkeeper to get him a list of all water customers. The current list has 504 water customers. A letter will need to be sent by the end of September regarding the Uranium and the mitigation that will be done to the backup well (Muddy Beach). A discussion took place on the payment schedule for the new Ram truck and the Western Star. Wooda will investigate this further.

- **Water @ 9:02**

Ian Hayes, Simply Water came in to give an update on the repair list Simply Water is working on. At this time, he has 17 curb stop valves that will need work. There is a long discussion regarding the uranium water issue for well one and two of Muddy Beach.

**Mark Graffam makes a motion to approve the Jungfrau Pump proposal from Simply Water for \$37,739.27. Nancy 2<sup>nd</sup>. The motion passes 3-0.**

- **Libby Computer @ 10:03**

Andrea Libby, Libby Computer came in to explain what her company does for VDOE. Andrea explained how she provides many services which include security, managing accounts, managing passwords, backups, and Windows updates. She is available 24-7 for any issues the VDOE may have.

- **Administrator's Report @ 12:13**

**Mark Graffam makes a motion to give Nancy Cole authority to approve purchases needed for the office. Wooda 2<sup>nd</sup>. Motion passes 3-0.**

- **Old Business/Tabled Items @ 12:15**

Wooda McNiven will continue to work with the Auditor to provide all items requested.

- **Signature Items @ 12:16**

**Nancy Graffam makes a motion to reimburse Michelle Leahy, Office Manager for mileage \$59.63.**

**Wooda McNiven 2<sup>nd</sup>. Motion passes 3-0.**

Manifests and checks

- **Correspondence @ 12:18**

James Prieto, 22 Appenval Way. Mr. Prieto sent an email (attached) which was read aloud. Wooda McNiven will create a letter to address his concerns, and it will be emailed this week. The Commissioners will bring the list of homeowner issues regarding driveways and ditches to Jeff's attention this week.

- **Non-Agenda items @ 10:09**

Nothing to report.

- **Public Comments @ 12:43**

Bob D'Ambra suggested a ceiling fan could help with condensation in the Summit Pump House. He questioned the culvert issue in front of his home.

**@ 12:59 Wooda McNiven makes a motion to recess and move to the VDOE Office at 12:30 pm. Public Session will be held after the meeting is finished and we will go into Non-Public Session for discussion regarding employees and contracts. Nancy Cole 2<sup>nd</sup>. Motion voted by roll call Wooda McNiven, yes; Nancy Cole, yes; Mark Graffam, yes. Motion passes 3-0.**

After the recess:

**Wooda McNiven makes a motion to recess and at 6:30am meet with DPW personnel. Mark 2<sup>nd</sup>. The motion passes 3-0.**

Submitted by-Michelle Leahy