

VILLAGE DISTRICT OF EIDELWEISS

Commissioner's Meeting

Wednesday, October 7, 2026

The Board of Commissioners Meeting was held at 9:00 am on Wednesday, October 7, 2026. In attendance at the public meeting are Commissioners; Mark Graffam and Nancy Cole; DPW Foreman, Jeff DeMartino. Also in attendance were Treasurer, Jane Gunn; Office Manager, Michelle Leahy, and homeowner, Bob D'Ambra.

Aysia Wellinghurst, from Madison TV, videotaped this meeting.

Public Meeting

At 9:01 am Commissioner, Nancy Cole, called the meeting to order.

- **Approval of Agenda:** @ Nancy Cole made a motion to discuss and approve the agenda, Mark Graffam 2nd. A non-public session will be needed. It will be held today at the VDOE Office. Following the non-public, inspection of properties 33 Middle Shore Drive, 22 Appenvel Way, and 105 Eidelweiss Drive will take place. **Motion passed 2-0.**
- **Approval of Minutes:** September 30th, 2026 @ 9:03
Nancy Cole made a motion to discuss and approve the minutes from September 30th, 2026, Mark Graffam 2nd. Corrections needed are as follows; Remove Doug Prescott, VDOE Clerk and add Michelle Leahy, VDOE Office Manager. Correct a sentence in Approval of Manifests to "Town of Madison Trustees of the Trust Fund for \$11,385.00". In the DPW report, Clarify the "hole at Grison Road" to say, "damage from the June storm". **Motions passed as amended. 2-0**
- **Approval of Manifest:** @ 9:05
Nancy Cole made a motion to discuss and approve the \$17,934.45 Operations Manifest. Mark Graffam 2nd. Large payments include Eastern Fuel, Eversource Electric, and a large payment for the 2026 RAM Truck in the amount of \$13,295.14. **Motion passed 2-0.**
Nancy Cole made a motion to discuss and approve the \$18,132.03 Water Manifest, Mark Graffam 2nd. A large invoice is from DR Paving for \$16,500.00. **Motions passed 2-0.**
- **DPW Report** @ 9:11
Jeff said the DPW has been laying gravel on the following roads; Adelboden Way, Jungfrau Road, Aspen Drive, Grandval Way, Burgdorf Drive, Upper Lake View Drive, West Bergamo Road, Oak Ridge Road, Old Town Road, Presidential View Drive, Forclaz Road, Little Loop Road, this will be done before winter. They are laying magnesium down in trouble spots and smoothing it out with the roller. Mowing will begin this week around Geneva Place, Middle Shore Drive, and Interlaken Circle. DPW is removing high limbs so the trucks will not hit them. Mark added we should get the roads ready for the winter and plowing. Nancy said the P&L has FEMA showing \$250,000 available in Road Expenses. She feels we are good to continue with FEMA roads. With 75% of submitted costs coming back to the VDOE quickly, Mark felt it was okay to use the \$250,000 FEMA funds available. A medium sized roller will be rented next week to help get the roads ready for the plows. Jeff mentioned he looked into the cost of a pole saw and power pruner. Online they

range from \$800 to \$1,000. He also looked into the cost to purchase a steam cleaner. The cost is around \$6,500. Jeff asked the contractor working at the Summit about fixing the Cabana garage door. The contractor will look into this and get back to Jeff. Mark added it takes two people to open the Cabana garage door, and since the Cabana will be used to store the insulation for the Pump House, Mark would like to see if it may be repaired prior to the delivery of the insulation. Mark mentioned there is a sign from the EPOA on the Cabana door. Mark suggested to Bob D'Ambra it should be removed. Bob D'Ambra said he would bring it up at the next EPOA meeting. Mark mentioned a request from 15 Big Loop Road for a culvert. He added their driveway is over the maximum 20 feet. Nancy mentioned this property did not get a driveway permit to regrade or resurface it which is in violation of the Driveway Ordinance. Nancy suggested sending him a letter stating he did this work without a driveway permit and he will need to submit one. Once he has, the Commissioners will go out and inspect the driveway. They will determine if a culvert it needed. This would be a new culvert, and it would be the responsibility of the homeowner to buy and install it.

Mark Graffam made a motion that we need a driveway application for a permit from the owner of 15 Big Loop. Nancy 2nd. Motion passed 2-0. Nancy said the Commissioners will create and send the letter to the homeowner when they are back in the office later today. Ian Hayes and Mark Graffam spoke about moving a Bleeder on Lucerne Drive. Ian would like to set it back. Jeff agreed. Mark said we need to talk to the property owner as he is objecting to Simply Water being there. Mark feels we should communicate with the homeowner and keep Simply Water from engaging until with them. Nancy mentioned a motion from this past May. A contractor was approved to lay gravel on Barden Place which is a FEMA road. This work has not been completed. Jeff said he will add Barden Place to his list of roads to lay gravel. Mark brought up the draw down at the dam. This needs to be completed by October 15th.

Mark Graffam made a motion to discuss the drawdown happening Friday afternoon the 9th. Nancy 2nd. A discussion took place to start the draw down on Friday October 9th. Jeff agreed to start the draw down on Friday the 9th of October. Mark added once the water is lowered, we can see the fault in the concrete. They will be able to take measurements and mark it off. They will see the hole and how far it is below the pond bottom. At this time he would like to evaluate the metalwork of the safety rails. Mark added, there should be an evaluation of the wooden bridge that goes over the spillway. Jeff agreed.

- **Commissioner's Concerns/Reports @ 9:35**

Mark Graffam: Mark has looked into other software to replace QuickBooks desktop which costs \$1,000 per year. One of them being MRI. MRI charges \$27,000 per year with additional modules costing \$3,000 each. Training is Just in Time training, not a class you can take. He feels QuickBooks will be moving to online use only. Mark mentioned it is his understanding people do not like using QuickBooks online, this includes our Bookkeeper. The VDOE will continue to look into other financial software. Mark asked if we have heard back from the Department of Revenue about our submittal of the MS-535 form. Nancy said she looked at the portal and said the MS-535 was still waiting for review. This means the Town of Madison has not set the tax rate yet. Mark said the Town of Madison will be auctioning off 12-13 lots. He mentioned one of the lots in particular, 2 Jungfrau. This lot has water connection; this has a value of \$18,000. It has a septic system although it will need to be inspected to see if it can be used. This home has a potential view as well. His point is that this property is high value. He wants to be sure the Town of Madison will get the minimum needed to cover the expenses owed, including over \$6,000 of water fees due to the VDOE. Mark also mentioned the trucking companies used for work in the VDOE have run into large increases for diesel fuel.

They have increased their hourly rate by \$5 per hour. Both Mark and Nancy felt this was reasonable. Mark has been working on cleaning up the VDOE Website. He has removed widgets that are no longer working. The VDOE will be starting a campaign of people giving us their email address, name, phone number, and address in Eidelweiss. We want to be able to communicate to property owners when there is a situation such as road work or work in front of their house. Mark mentioned the meeting notices on the VDOE website should include the Saturday, November 14th meeting at 10:00am for the Taxpayer Budget Preview Feedback. This will be held at the Madison Town Hall. Mark is continuing to try and fix any issues on the website. Nancy asked if the VDOE should create the current year financial page were we could put Profit & Loss, Budget vs Actual? Mark felt we should start a page for the 2027 meeting. This will be discussed further when Wooda McNiven is present.

Nancy Cole:

Nancy brought up ADP, our payroll system. They are adding additional security and asking for the VDOE to go in and verify the users. The office should be the primary user. Michelle Leahy added she is now the primary user, and it is no longer Wooda McNiven. Both her and Nancy have credentials to access the VDOE payroll in ADP. Nancy brought up an error on the September 2nd, 2026, Meeting Minutes. Her name is incorrect under signature items.

Nancy Cole made a motion to correct signature items of September 2nd, 2026. Mark Graffam 2nd.

Motion passed 2-0.

Nancy updated the motion log. She already brought up that we need to lay gravel on Barden Place since it was voted on back in May 2026. This is a FEMA reimbursement road, and we should be able to get 75% reimbursement on the laying of the gravel. She mentioned older motions. One being the bridge to the dam. There is a list of items that have not been completed. This is because the original contractor did not complete them. Nancy suggested Sam take a look at the list and get pricing to complete the items on the list. During September, ten homeowners were given containers to provide samples for Lead and Copper Testing. This is done every three years. All the results from October 1st passed. Letters have been sent to all homeowners who submitted the sample.

Nancy made a motion to sign the Certification of Consumer Notice of Lead Water Monitoring Results.

Mark 2nd. Motion passed 2-0. The office will email the letter to the NH DES.

- **Water @ 10:07**
Nothing to report.
- **Administrator's Report @ 10:07**
Emails from 33 Middle Shore Drive; Jeff will look into the erosion happening in front of 33 Middle Shore Drive. Driveway permits from 22 Appenval Way and 105 Eidelweiss Drive. There was a discussion about both driveways and the permit process. An inspection will take place on 22 Appenval Way and also 105 Eidelweiss Drive at 1:30pm today after the non-public session. Michelle Leahy asked if she could request Simply Water to add "Simply Water" to the purchase order when ordering for supplies directly for the VDOE. This will help the bookkeeper charge invoices to the correct account. Michelle also asked Mark if he could help her with correctly putting the link to the VDOE Meeting on the Minutes.
- **Old Business/Tabled Items @ 10:18**
Nothing to report.

- **Signature Items @ 10:18**
- **Correspondence @ 10:18**
Nothing to report.
- **Non-Agenda items @ 10:18**
Nothing to report. Bob D'Ambra asked when the boats need to be taken off the racks. Nancy Cole said it was November 11th. Mark added Veterans Weekend.
- **Public Comments @ 10:19**

@10:19 Mark Graffam made a motion that we recess the meeting and do a field inspection, and reconvene at the Office, go into non-public session, come out of non-public session, do two driveway inspections. Maybe three if Middle Shore. You might want to see Middle Shore while we are traveling around too. Nancy 2nd. Mark Graffam, yes; Nancy Cole, yes; The motion passed 2-0.

Submitted by-Michelle Leahy

To view this video, follow the link below.

<https://www.youtube.com/watch?v=-NxJ-w19-6Y&t=334s>