

**VILLAGE DISTRICT OF EIDELWEISS
COMMISSIONERS MEETING**

June 14, 2010

The Board of Commissioners met on Monday, June 14th, 2010 in the District Office. Present were Commissioners Mike Smith(late arrival), Gloria Aspinall, and Art Tucker. Also present was Peter Craugh. The meeting was taped by videographer Tim Hughes.

At 9:00 am the meeting was called to order by Commissioner Gloria Aspinall.

1. Agenda

Art Tucker makes a motion to accept the agenda as presented, Gloria Aspinall seconds the motion and the motion passed.

2. Accounts Payable

3. Minutes

The minutes of June 7 were reviewed. **Gloria Aspinall makes a motion to accept the minutes as presented, Art Tucker seconds the motion and the motion passed.**

4. Highway Department

At 11:40am, the Highway Department was discussed with Wendell Dicey. Wendell is informed of the Capital Reserve Fund balances and will be looking around for a truck. Coleman will be used to haul the gravel that will be needed to fix the broken portion of Oak Ridge. Forclaz needs work. Class V and Class VI sections of roads are discussed with Wendell. Wendell advises that in organizing equipment and stock, he has noticed that additional culvert pipe will be needed. The culverts in the yard to be used are mostly too small. He states that he has discussed hot asphalt with Pike and will be using that in lieu of cold patch. It will work better in almost all instances and is more cost effective. He would like to order the half septic tanks needed for the establishment of a secondary containment system for the diesel fuel and magnesium chloride tanks. He also discusses the need for additional part time personnel to be used over the summer months on projects. Wendell discusses that leaves collected should be mulched and agrees that any downed tree should be cut into 4' lengths and left. Additional welding will be done in house and discussion on appropriation of oxygen and acetylene tanks will be looked into, as well as proper storage. Lockers were found at the cabana site and will be cleaned up and moved downstairs for personnel to use. Sanel's will complete a survey of the trucks and list standard parts so that a stock can be developed. Filters, fluids, wiper blades, etc. will be stored downstairs for use when needed. An area in the corner of the garage will be set up to be used as stock and an area set up to be used as an office.

5. Appearances

Peter Craugh discusses the Coleman Tower Site. The trees that were planted have not all taken. Some are completely brown on the Oak Ridge side. Gloria Aspinall states that a letter should be drafted to Ron Frizzel, site manager. Peter questions the wires attached to the Fairpoint pole. A letter will be sent to Fairpoint requesting the authorization to attach to this pole, as it is believed the District may own it.

6. Commissioners Reports

Gloria Aspinall reports that she has checked the area of the equipment garage on Edelweiss Drive at night, and agrees with the Public Hearing recommendation to not remove that light. It will be upgraded to a high pressure sodium light. Gloria turns in a draft of a letter to PSNH for establishment of the work order. Art Tucker reviews the letter and acknowledges it as alright. The letter will be drafted for signing by the Board next week. Gloria continues her report with the information that the regulations have been posted at the beaches, Thusis Beach needs a new sign, and there are a couple of broken picnic tables that need to be replaced. This will be done this week to allow time for painting of the tables prior to placement on the beaches.

Art Tucker advises that he is keeping watch of the water issue at the new equipment garage. He has reviewed the information discussed with Glen Builder's last week and was pleased to see they are attempting to reach the Cover-All engineer of record. Bergeron should be in to test and certify the soil for the foundation of the building as well as the block foundation itself. He suggests the Commissioners review the areas where the EPOA could place the new canoe racks they will build for the District. He states that the area in the back of the new equipment garage is looking good where Bob Wirling graded and cleaned the area. The retaining wall for protection of the wetlands has been done well. Gloria Aspinall adds that Wendell Dicey has also done some seeding in the area.

Mike Smith joined the meeting late and addresses his report. The door at the equipment garage was found open. Gloria Aspinall adds that she recently was there, had made sure the door was locked when she left, and the door was found open later that day. She questions if the door is closing properly. Art Tucker mentions that there are multiple persons who have keys to the building. Peter Craugh mentions that he will be installing combination locks on the doors, and it is advised that he wait until the site is complete and all construction personnel done prior to changing the locks. This will limit how many persons know the combination once set. Mike Smith then discusses the ICS contract for the SCADA installation. He would like to attach the emails as part of the contract to make sure all aspects are covered. Peter Craugh mentions that the contract does not mention documentation, and there should be a book at each pump house for the equipment installed. He questions if the matrix which has been developed should also be included. The matrix should be used as a discussion tool. Art Tucker questions if the contract covers optional items and Peter Craugh responds that those items have been taken care of. The alarm levels for the tanks still needs to be determined. Mike Smith mentions that an additional analog board is needed for Muddy Beach to supply connection points for the system. This would normally cost

\$880, however ICS will deliver for their cost of \$680. **Art Tucker makes a motion to approve up to \$700 for the purchase of the analog board, Gloria Aspinall seconds the motion and the motion passed.** The contract will have an addendum to include O & M documentation, substance of the email correspondence, and a copy of the software. A meeting will be set with Scott Hayes, Dominic Carelli, Peter Craugh and Mike Smith to discuss the installation and sign the contract documents. Gloria Aspinall questions if the check is still being held and is informed yes, it will be released once the contract is signed.

7. Signature Items

8. Correspondence

Jay Buckley has forwarded the results of an informal pole on his chat site as relates to the water system funding showing that the 21 respondents were unanimous in support of having “all who’s property can be served by the system” pay for the improvements.

Mark Graffam has forwarded a summary of the Public Hearing as posted on the same chat site.

The NH DOT has sent updated information on new procedures to be used at the gas pumps. They are moving to an E-Z pass/speed pass type of system. The information has been given to Wendell Dicey.

The auditors have completed the financials review. They have not yet completed the remaining portion of the audit. They have suggested accepting the financial review with the clarification that the District software is being updated to gain compliance with the standards required for a successful audit. As the District is non-compliant at this time, the completion of the full audit would result in an adverse opinion. Mike Smith questions if the adverse opinion is related fully to the software and is informed yes. **Gloria Aspinall makes a motion to accept the Financials Review of the audit, Art Tucker seconds the motion and the motion passed.**

9. Administration

The payroll report is reviewed and accepted.

At 9:40am Gloria Aspinall makes a motion to enter Non-Public Session pursuant to RSA 91-A:3, II (a) to discuss an employee issue, Art Tucker seconds the motion. Under roll call vote, Gloria Aspinall votes affirmative, Art Tucker votes affirmative, Mike Smith votes affirmative and the motion passed.

At 11:40am Gloria Aspinall makes a motion to re-enter Public session, Art Tucker seconds the motion and the motion passed. Highway report discussed at this time as shown above.

At 12:20pm Gloria Aspinall makes a motion to adjourn the meeting, Art Tucker seconds the motion and the motion passed.

Respectfully submitted,
Nancy E. Cole
Administrator