

**VILLAGE DISTRICT OF EIDELWEISS
COMMISSIONERS MEETING
November 29, 2011**

The Board of Commissioners met in the District Office on Tuesday, November 29, 2011. In attendance were Commissioners Mark Graffam and Ralph Lutjen. Also in attendance were Ken Kopec (Highway), Peter Craugh (Moderator), and residents Mike Stagliano, Mike Smith, and Mary Smith. The meeting was taped by Tim Hughes.

At 9:00 am the meeting was called to order by Chairman Mark Graffam.

1. Agenda

Ralph Lutjen makes a motion to accept the agenda. Mark Graffam seconds the motion and the motion passed 2-0.

2. Accounts Payable

3. Minutes

The minutes of 11/15 are reviewed. **Mark Graffam makes a motion to accept the minutes as presented. Ralph Lutjen seconds the motion and the motion passed 2-0.** The minutes of 11/17 are reviewed. Mark Graffam modifies wording to include a welcome to Jason Roache. **Mark Graffam makes a motion to accept the minutes as amended. Ralph Lutjen seconds the motion and the motion passed 2-0.** The minutes of 11/21 are reviewed. **Mark Graffam makes a motion to accept the minutes as presented. Ralph Lutjen seconds the motion and the motion passed 2-0.** The minutes of 11/22 are reviewed. Mark Graffam corrects a spelling error. **Mark Graffam makes a motion to accept the minutes as amended. Ralph Lutjen seconds the motion and the motion passed 2-0.**

4. Highway Department

Ken Kopec reports that the roads were pushed back and cleaned up yesterday. Today, the trucks are being cleaned. The International and the GMC TopKick will be moved to DPW II. The grader will be moved to DPW I. Mark Graffam outlines difficulty moving trucks around the grader during the recent storm. The trucks will be more properly located for plowing needs with this arrangement. The door of the pickup truck is creased and is now binding. Ken Kopec states that they can use a bar to bend the door back to stop the binding. Ken Kopec is informed to bring the truck to a local body shop for a complete repair. Ken Kopec reports that a bolt is needed for the plow pump. This will be obtained. Mark Graffam outlines the difficulty in plowing for the last storm. The roads are very soft. The International was difficult to move secondary to the soft ground. Aggressiveness of tires on the trucks was noted to make a difference between the trucks as to the ability to maneuver. The Town of Madison helped out by keeping Eidelweiss Dr open. The GMC TopKick needed to be in 4-wheel drive to maneuver. Burnham E. Quint III assisted with the plowing. Contractors were contacted, but no one had anyone available for additional assistance. Mark Graffam adds that Upper Lakeview Drive is very hard to plow. Forclaz and Barden Place were hard on the truck. Overall, the situation was not good. All paved roads were salted. Some contractors

plowed roads to gain access to driveways, which was appreciated. Part time snow plow operators to be sought as a priority. Mark Graffam would like to make the part time snow plow position more attractive. Ralph Lutjen states that \$16 per hour is a good wage for part time positions. Mark Graffam discusses the desire to increase the part time hourly rate secondary to the full time persons being guaranteed 40 hrs a week plus eligibility for benefits. In order to attract the best plow operators available, a higher hourly wage is warranted. **Mark Graffam makes a motion to assign a part time plow operator as “lead part time plow operator” at a rate of \$20 per hour. Ralph Lutjen seconds the motion and the motion passed 2-0.** The taxpayer sand pile has been established. Ken Kopec reports that he did not realize the side pile of sand was established as a taxpayer pile and has flattened it. The pile will be re-established. Ken Kopec reports that a load of salt has been ordered. Fred Gurley, the new full time employee for the department, started yesterday. Ken Kopec adds that some holes on Eidelweiss Dr will be filled later this week. AJ Coleman will be delivering gravel. Ralph Lutjen questions the status of a priority list for roads to be worked next year. Ken Kopec responds that he is working on this for both gravel roads and roads to be chip sealed.

5. Road Review

6. Scheduled Appearances

7. Warrant Articles

Capital Reserve Fund deposits are discussed. **Mark Graffam makes a motion to have the checks produced for the voted deposits into the CRFs on Tuesday, December 13. Ralph Lutjen seconds the motion and the motion passed 2-0.**

Revised information has been received on the Big Loop Culvert from the engineer. This project will be discussed with the engineer on December 13.

8. Water System Planning

Northeast System Controls, Inc. representative Jason Roache will be in the District on Thursday, December 8 at 10 am for the review of the telemetry system components. Mark Graffam has attempted to contact Rick Skarinka of NH DES. Mr. Skarinka is not available today. Mark Graffam will contact him again.

9. Commissioners Reports

Mark Graffam reports that during the recent visit, the auditor discussed fraud. Fraud policies have been reviewed and a draft for a VDOE Fraud Policy has been completed. The draft is reviewed. Minor modifications are needed. Ralph Lutjen makes a motion to approve and adopt the Fraud Policy as amended. Mark Graffam seconds the motion and the motion passed 2-0.

Ralph Lutjen discusses the meeting scheduled for tonight. Tax rate discussions can be anticipated. Historic information on water usage fees and tax rates will be made available for tonight. Mark Graffam states that he would like Ralph Lutjen to present his complete picture for the 2012 Warrant tonight. Recommendations of the Board are discussed. Should the Warrant include water system improvements funded through the State Revolving Loan Fund? Mark Graffam responds that 5 projects have already been

outlined to the engineer. The initial process of the projects will determine the course for continuing on the project. The costs associated with the bleeders and how to eliminate them is a high priority. Ledge and pipe locations still need to be determined. Additional information is needed before the actual extent of the projects can be outlined. Mark Graffam adds that he is unsure if the SRF is the proper course at this time. Ralph Lutjen outlines that a \$1 million loan would correlate to \$149 per water user if it was paid via the water usage fee. This is not a feasible recommendation to make. The recordings done over the summer on the system did not show significant decreases in pressure around the District during peak usage. The bleeders still remain as the biggest item. The needs of the telemetry system will not be known until after the review of Dec 8. The Board agrees that the VDOE is not at a point to recommend the SRF loan at this time. The road list turned in by Ken Kopec is reviewed. This is preliminary at this time, proposals for work and anticipated costs will be needed prior to the Warrant.

10. Signature Items

The acceptance sheet for the health insurance renewal is signed.

11. Correspondence

The FCC has acknowledged receipt of a license request to upgrade the radios to narrowband technology.

DES has sent information that the investigators have not found any evidence to support a cyber attack on a water system recently. They do recommend all systems be security conscious.

12. Administration

The payroll report is reviewed. **Mark Graffam makes a motion to approve the manifest at \$4,089.50. Ralph Lutjen seconds the motion and the motion passed 2-0.**

13. Old Business

14. Other Business

Rip rap stone is needed to control erosion at an area off Aspen Dr. A quote has been received for \$270. **Mark Graffam makes a motion to accept the quote for \$270 from Saco Valley Property Maintenance. Ralph Lutjen seconds the motion and the motion passed 2-0.** A safety meeting has been scheduled for December 16 at 10 am. The General Fund is discussed. 25% retainage will be the target for this year. Funds will be available for projects next year from the General Fund.

15. Public Comments

Peter Craugh thanks Mark Graffam for doing the plowing this last storm. Peter has taken pictures of the new location of the heater at the Summit Pump house. Peter adds that the small hole that allows the water monitor to read the sight glass could be

enlarged without compromising the deck. This would remove the need to go onto the platform. The ladder can be fastened at the bottom.

Mary Smith voices displeasure with the plowing this last storm. She states that she got stuck on Aspen and that it was icy.

Mike Smith questions if the branches from the trimming are going to be picked up. Mike Smith also voices complaints about the plowing this last storm.

At 10:50 am Mark Graffam makes a motion to enter Non-Public session pursuant to RSA 91-A:3, II (c) to discuss a legal matter. Ralph Lutjen seconds the motion. Motion is called via roll call vote; Mark Graffam, yes; Ralph Lutjen, yes; and the motion passed 2-0.

The Board of Commissioners will meet on Thursday, December 1 at 1 pm.

At 11:30 am Ralph Lutjen makes a motion to adjourn the meeting. Mark Graffam seconds the motion and the motion passed 2-0.

Respectfully submitted,

Nancy E. Cole
Administrator