VILLAGE DISTRICT OF EIDELWEISS
COMMISSIONERS MEETING
December 28, 2011

The Board of Commissioners met in the District Office on Wednesday, December 28, 2011. In attendance were Commissioners Mark Graffam and Ralph Lutjen. Also in attendance were Ken Kopec (Highway) and Peter Craugh (Moderator). 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. Mark Graffam adds lot donation and appointment of a third Commissioner to Other Business. **Motion is called to a vote and the motion passed 2-0.**

2. Accounts Payable

12 checks for $4,517.17 are presented for review. Checks and invoices are reviewed. The need to track purchase orders is discussed. **Mark Graffam makes a motion to approve 12 checks for a total of $4,517.17. Ralph Lutjen seconds the motion and the motion passed 2-0.**

3. Minutes

The minutes of 12/16 are reviewed. **Ralph Lutjen makes a motion to accept the minutes as presented. Mark Graffam seconds the motion and the motion passed 2-0.**

The minutes of 12/20 are reviewed. A motion on page 1 is to be bold typeface. **Ralph Lutjen makes a motion to accept the minutes as amended. Mark Graffam seconds the motion and the motion passed 2-0.**

4. Highway Department

Ken Kopec reports that plowing, sanding and salting were done last week. Part time employee Steve Gallo is in today sanding roads. Ken Kopec reports that a load of salt is needed. Use of salt is questioned, and Ken Kopec states that salt is being applied to all roads, including the gravel roads. Mark Graffam informs Ken Kopec that sand only is to be applied to gravel roads. Salt is to be applied to paved areas only. It is alright to use salt mix on the section of upper Oak Ridge where the pavement was removed and for the hill on St. Moritz where the pavement was removed. Use of salt on gravel roads is not effective. Salt usage should be minimized to where necessary for safety for best protection of the ponds. Ken Kopec would like to add this information to the Snow Plow Policy. The information will be reviewed for incorporation into the Policy. Discussion turns to how much snow should fall prior to plowing. One inch of snow would activate plowing of the hills; the flat sections can wait for two inches of snow to fall. Mark Graffam advises that roads should be plowed from edge to edge early in the season to

allow the roads to continue to be wide enough once snow banks exist along the edges. Mark Graffam questions why the International does not have the wing plow attached and is informed that the wing is attached when needed for use. Ken Kopec adds that the wing plow makes the truck difficult to maneuver on some of the narrow roads. Ralph Lutjen will work on the updated draft of the Snow Plow Policy. A purchase order for salt is signed.

5. Road Review

Mark Graffam asks if the culvert has been checked on Burgdorf. Ken Kopec reports that the culvert has been cleared. The drainage for Oak Ridge Rd at the intersection with St Moritz is discussed. The survey that the engineer is coordinating will include the St Moritz area. Engineers Paul Fluet and Scott Bourcier will view the area during the survey. This will not affect the $4,000 price for the survey.

There is a bent metal rebar stake off the edge of Huttwil near the paved valve cover apron. Placing stakes in areas where they will be hit by plows needs to be avoided. It is unknown who placed the stake there, but it is believed to have marked the now paved water valves.

6. Scheduled Appearances
7. Warrant Articles

The Big Loop culvert documents received from engineer Erin Darrow have been reviewed by Attorney Dan Crean. The Attorney is recommending a performance bond be required. A payment bond can be handled via a dual check system where any sub contractor is listed on the check with the primary contractor. Payment schedule wording and retainage wording are lacking in the documents. Some general contractual wording is also lacking. The site walk is scheduled for next week, January 4th at 10:30 am. Contract wording will need to be developed following receipt of the bids. Mark Graffam will continue to work on the documents. The invited contractors will need to be notified by Friday for the site walk next Wednesday. Mark Graffam will get the documents to the invited contractors.

8. Water System Planning

Mark Graffam has come across information on power suppliers. Distribution of power and production of power are separate items on the bills. Suppliers are available from which power can be purchased directly. This will continue to be looked into. Engineer Paul Fluet has sent the specifications for the work needed to complete the contract for the restoration of the Bridal Path.

Projects for the water system are discussed. The testing and lining of the tanks will not be covered by the State Revolving Loan Fund. The telemetry system review is being done by Northeast System Controls. Bleeders will need to be looked at individually for feasibility of removal. The existing designs for the pump upgrades and cost estimates will be used. Costs for engineering and projected construction costs are expected to be received from the engineer for the 2012 Warrant. Electrical use and the possibility of off peak pumping from the wells is also a project. In order to calculate actual costs of the

bleeders, the electric heating system in the pump houses must be removed from the electric charges. The winter increase in electric use cannot be related entirely to the bleeder system.

9. Commissioners Reports

Mark Graffam outlines the need for ongoing communication regarding snow plowing operations. Mark Graffam offers to donate a lot to the VDOE. The lot is located at the end of Forclaz. **Ralph Lutjen makes a motion to accept the donation of the lot located at 21 Forclaz; Map 206, Lot 208. Mark Graffam seconds the motion and the motion passed 2-0.** Mark Graffam reports that he has had a discussion with Ron Sandstrom regarding appointment to the Board. Ron Sandstrom has stated that he is willing to help out with what he can for preparation for the Annual Meeting. **Mark Graffam makes a motion to appoint Ron Sandstrom to the vacant seat on the Board of Commissioners. Ralph Lutjen seconds the motion and the motion passed 2-0.** The Clerk will be contacted to accept the Oath of Office from Ron Sandstrom.

Ralph Lutjen reports that he has begun working on the Management Discussion & Analysis Statement. A draft has been developed for review. Mark Graffam discusses additional information that could be included in the Statement. The work to begin bringing the District into compliance with Government Accounting Standards, including the development of policies and procedures, should be included. Ralph Lutjen adds that showing improvement as a result of the adoption of the policies and procedures can be emphasized in the Statement. Compliance will be beneficial for the long term.

10. Signature Items
11. Correspondence

The curb stop valve for 49 Oak Ridge Rd is scheduled to be replaced next Wednesday, January 4. It is unknown why this repair was delayed. The water system operators will be informed that the District's backhoe can be used in certain situations so as to facilitate more timely repairs. **Ralph Lutjen makes a motion to send a letter to the water system operators outlining concerns related to this delayed repair. Mark Graffam seconds the motion and the motion passed 2-0.**

Wright Communications has scheduled the radio upgrades for FCC compliance for December 29.

Monson Companies, water system chemical suppliers, have sent notification of a rate increase effective January 1, 2012. The rate for Sodium Bicarbonate will go from .5 to .515 per pound.

The NH Municipal Association Legislative Bulletin is reviewed. A bill will be considered this year to allow Village Districts to be eligible for road funds from the State.

12. Administration

The payroll report is reviewed. **Mark Graffam makes a motion to approve payroll at $6,253.50. Ralph Lutjen seconds the motion and the motion passed 2-0.**

13. Old Business
14. Other Business

Budgets and format of budgets is discussed. Ralph Lutjen would like to add the encumbered funds numbers to the budgets as a 2011 expense. The Auditor will be questioned on how encumbered funds are to be correctly reported.

Ralph Lutjen states that he will work on the fuel log data. Snow Log data reporting is discussed. The Highway Department will be requested to log all treating of roads in the snow log, not just plowing operations.

Information has been received from engineer Paul Fluet on what remains to be done to complete the contract for the Bridal Path forced main construction. The information will be sent to the Attorney for review.

15. Public Comments

Peter Craugh reports that the ladder at the Reinach station has been secured. The hole in which the site tube is viewed has been expanded for better visibility. Mark Graffam asks if the sump pump at Reinach is still cycling. Peter Craugh responds that it was cycling this morning; however, it seemed to be from the rain. Mark Graffam outlines that the vents do not leave the building as they should. This should be corrected. It is unknown if the vents were considered when the new 6" forced main was installed. Peter Craugh informs the Board that no issues have been noted. Discussion turns to filling and replenishing the tanks in the water system chemical room. Peter Craugh states that the checking the chemical levels and refilling the tanks is the primary focus for continuing to monitor the water stations. The chemical tanks are filled twice a week. Mark Graffam questions the levels in which the bleeders are spraying, adding that the bleeders seem to be spraying more water than normal. Peter Craugh states that he is unsure how the bleeders are set.

At 11:03 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