

**PLAINFIELD VILLAGE WATER DISTRICT**  
**Commissioners' Annual Report January 2007**

This year presented the commissioners with the opportunity to finish some things left undone in previous years. While some of the things got done, some remain as challenges as we head into 2007. The commissioners were able to complete most of the project authorized in 2005 to add a fire hydrant and two flush points. The fire hydrant now stands on Whitey Rd., near the intersection of Stage Rd. and Route 12-A. We did purchase the parts to add the flush points and expect to do so this year, under our general system improvements budget. After considerable research and discussion of various options, we plan to complete the 2006 project to fix distribution on the west side of 12-A in the village, where four units share a single, undersized feed. Even with these projects, we are proposing a smaller budget than last year.

Completion of the well portion of the project allowed us to apply for the state grant to offset the cost of replacing gallery well systems (our old well off Hayward Road was a gallery well). This program funds up to 30% of the capital costs of replacing the well. Because our system design required the use of a large storage tank to allow the use of relatively low-yield wells (though the new wells yield far more, and far better water than the old gallery), the state certified 99% of our \$450,000 bond issue as eligible for reimbursement. This will give us a significant cash infusion over the next two years as the state makes up for the years between 2000 and 2006 when we were making bond payments but could not apply for reimbursement. We expect the annual payments toward the bond to begin this year as well. To this end, we are asking to set aside some of the money in capital reserve funds at the annual meeting, and at the same time reducing rates to reflect the reimbursement.

More maintenance was completed this year. We were able to add a valve that "should have been there" on Westgate Rd. while the town was working on the road, so that we did not have to tear up (and restore) any pavement. We have located all of the system valves, and operated all that were accessible (One is under the pavement on Peterson Rd.) We plan to repair one fire hydrant and raise the height of another this year as we continue to bring our system up to a state of good repair. We also plan to convert the pump controls to fully automatic operation.

Collections remain a challenge. Our "accounts receivable" number represents about half "old debt" (more than 180 days) and about half accounts that are one billing period overdue. We have seen some payment on all but a very few of the "old debt" accounts this year.

Large scale flushing operations seem to have brought our long-time sediment problem somewhat more under control. More flushing is planned for 2007.

There is plenty of work for anyone interested in helping. Please contact one of the commissioners if you're looking for opportunities.

The commissioners

Robert Drye  
Henry Ingham  
Ralph Patalano

**THE STATE OF NEW HAMPSHIRE  
PLAINFIELD VILLAGE WATER DISTRICT  
TOWN OF PLAINFIELD**

**SULLIVAN. SS.**

To the inhabitants of the town of Plainfield in the said county of Sullivan in the said State, who are legal voters residing in the Plainfield Village Water District, and qualified to vote in said district affairs.

You are hereby notified to meet at the Plainfield Town Hall in said Plainfield Village Water District on Saturday the 24<sup>th</sup> of March 2006 at 10:00 a.m., to act upon the following subjects.

**ARTICLE I.** To choose the necessary District Officers for the ensuing year or otherwise.

1. A moderator for one year.
2. A clerk for one year
3. A commissioner for three years
4. A treasurer for one year

**ARTICLE II.** To see what action the district will take with regard to the reports of the district officers.

**ARTICLE III.** To see if the District will vote to raise and appropriate the sum of **\$71,043** to defray district expenses, and to authorize the Commissioners to direct disbursements of funds by the District Treasurer in accordance with the District's Administrative Guidelines. Said sum does not include special warrant articles assessed. (Majority vote required for passage.) (The Commissioners recommend passage of this article.)

**ARTICLE IV.** To see if the district will vote to raise and appropriate the sum of **\$5,000** for the purpose  
Of establishing an expendable trust fund pursuant to RSA31:19-a to be known as the System Maintenance Fund to be used for maintenance and repairs on the source, treatment, storage and distribution system owned by the district, with the commissioners named as agents to expend. (Majority vote required for passage.) (The Commissioners recommend passage of this article.)

**ARTICLE V.** To transact any other business that may legally come before this meeting.

Given under our hands and seal this 20<sup>th</sup> day of January in the year of our Lord, Two Thousand and Seven.

At true copy attest:

Robert Drye  
Henry Ingham  
Ralph Patalano

**MINUTES OF THE ANNUAL MEETING OF THE PLAINFIELD  
VILLAGE WATER DISTRICT March 25, 2006**

The meeting was called to order at 10:09 am.  
Attendance was 13 voters, plus two non-voting visitors.

Moderator Jeff Moore declared that the warrant had been properly posted.

Rob Drye made a motion to dispense with a reading of the warrant. Sarah Gillens seconded. The motion was approved by a voice vote.

**ARTICLE I**

Rob Drye offered the following motion and it was seconded:  
To choose the necessary District Officers for the ensuing years or otherwise:

1. A moderator for one year
2. A clerk for one year
3. A commissioner for three years
4. A treasurer for one year.

The following votes were taken:

For moderator -

Rob Drye nominated Jeff Moore. Ralph Patalano seconded.

Rob Drye moved that the clerk cast one ballot for Jeff Moore and Ralph Patalano seconded.

The clerk cast one vote and Jeff Moore was declared elected.

For clerk -

Sarah Gillens nominated Margaret Drye and Ralph Patalano seconded.

Rob Drye moved that the clerk cast one ballot for Margaret Drye. Henry Ingham seconded.

The clerk cast one vote and Margaret Drye declared elected.

For commissioner – 3 year term

Brad Atwater nominated Henry Ingham and Rob Drye seconded.

Rob Drye moved that the clerk cast one ballot for Henry Ingham. Sarah Gillens seconded.

The clerk cast one vote and Henry Ingham was declared elected.

For treasurer –

Ralph Patalano nominated Sarah Gillens and Henry Ingham seconded.

Rob Drye moved that the clerk cast one ballot for Sarah Gillens.

The clerk cast one vote and Sarah Gillens was declared elected.

**ARTICLE II**

Rob Drye moved that the district accept the reports of the district officers as printed in the Plainfield New Hampshire 2005 Town Report on pages 99 through 104 be accepted.

Ralph Patalano seconded the motion. George Adams noted that the Accounts Receivable page was missing from the town report. Rob Drye moved to amend the record with the cash flow statement that was not included in the town report, and then withdrew the motion.

Brad Atwater motioned that we recess for 10 minutes to get the report. Ralph Patalano seconded. The moderator declared the meeting recessed 10 minutes. Rob Drye returned with copies of the missing part of the report.

Moderator called an end to the recess.

Brad Atwater moved that we accept the reports of the officers of the District as proposed in Article II and incorporate the Statement of Financial Position as of December 31, 2005. Henry Ingham seconded.

Discussion centered on what was currently due as opposed to uncollected from last year and if it would be possible next year to submit "aged" receivables.

The moderator called for a voice vote.

The motion was declared passed.

### **ARTICLE III**

Rob Drye made the following motion:

Resolved, that the District raise and appropriate the sum of \$71,292.48 to defray district expenses, and to authorize the Commissioners to direct disbursements of funds by the District Treasurer in accordance with the District's administrative guidelines. Said sum does not include special warrant articles assessed.

Ralph Patalano seconded the motion.

The moderator called for a written ballot.

YES 12 NO 0

The article was declared passed.

### **ARTICLE IV**

Ralph Patalano made the following motion:

Resolved, that the District will vote to raise and appropriate the sum of \$5000 for the purpose of replacing distribution pipes servicing four buildings on Route 12-A. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the pipes are installed or December 31, 2007, whichever is sooner.

Rob Drye seconded the motion.

The moderator called for a written ballot.

YES 10 NO 0

The article was declared passed.

### **ARTICLE V**

To transact any other business that may legally come before the meeting.

George Koehler has come across some equipment, including some water meters, belonging to his father, former commissioner from 1981-1988. He offered the equipment to the District. The Commissioners agreed to accept the items with thanks.

George Adams made a motion that the Commissioners include, in the next billing, the Accounts Receivable figure in a prominent place. Brad Atwater seconded.

The motion was declared passed by a voice vote.

Sarah motioned to adjourn the meeting. Rob Drye seconded.

Meeting was adjourned by voice vote at 11:16 am.

Respectfully submitted,

Margaret Drye, clerk

**Plainfield Water District  
Proposed 2007 Budget**

	2006	2006	2007
	<b>Proposed</b>	<b>Actual</b>	<b>Proposed</b>
<b>INCOME</b>			
Water Rent	82,000.00	78,096.26	72,000.00
District Tax	0.00	0.00	0.00
Hydrant Service	1,750.00	1,250.00	1,750.00
Interest Income	50.00	133.88	50.00
Other Income			8,000.00
Transfer from Expendible			
Starting cash balance	3,546.77	3,456.77	10,212.63
	<u>87,346.77</u>	<u>82,936.91</u>	<u>92,012.63</u>
<b>OPERATING EXPENSES</b>			
Administrative			
Officers Salaries	520.00	520.00	520.00
Officer Expenses	500.00	23.15	500.00
Clerical Salaries	450.00	100.00	450.00
Payroll Taxes	760.00	624.47	760.00
Postage	300.00	282.60	300.00
Office Expenses	1,500.00	1,272.90	1,500.00
Administrative/Legal	500.00	0.00	500.00
Insurance/Bonding	4,000.00	3,884.00	4,000.00
Total Administrative	<u>8,530.00</u>	<u>6,707.12</u>	<u>8,530.00</u>
Operations			
Maintenance-Labor	8,000.00	7,435.00	8,000.00
Maintenance-Supplies	2,500.00	2,384.31	2,500.00
Maintenance-Service	2,000.00	3,268.34	2,500.00
Utilities-Electricity	2,000.00	1,646.33	2,000.00
Utilities-Propane	1,200.00	671.43	1,200.00
Utilities-Telephone	1,000.00	870.63	1,000.00
Water Sample Tests	2,000.00	3,715.00	2,500.00
System Improvements	3,500.00	1,018.80	3,500.00
Total Operations	<u>22,200.00</u>	<u>21,009.84</u>	<u>23,200.00</u>
<b>DEBT</b>			
Principal	25,000.00	25,000.00	25,000.00
Interest	15,562.48	15,562.48	14,312.50
Tax Anticipation Notes repayment	0.00	0.00	0.00

Tax Anticipation Interest	0.00	79.11	0.00
Total Debt Service	40,562.48	40,641.59	39,312.50
<b>TOTAL EXPENSES</b>	71,292.48	68,358.55	71,042.50
Article IV (2005 Warrant)	5,500.00	4,365.73	0.00
Article IV (2006 Warrant)	5,000.00	0.00	5,000.00
Article IV (2007 Warrant)			5,000.00
	81,792.48	72,724.28	81,042.50

**Plainfield Village Water District**  
**Statement of Cash Flow for the year 2006**

<b>Opening Cash position</b>	<b>3,456.77</b>
Water Rent	78,096.26
Other Income	1,383.88
<b>Total Income</b>	<b>79,480.14</b>
Admin Expenses	6,707.12
Operations	21,009.84
Bond Debt - Principal Reduction	25,000.00
Bond Debt - Interest	15,562.48
TAN notes - interest	79.11
<b>Total operating disbursements</b>	<b>68,358.55</b>
<b>Capital Projects</b>	
2005 Article 4	4,365.73
<b>Net cash flow before TAN borrowings</b>	<b>6,755.86</b>
Net TAN borrowings	0.00
<b>Net change in cash balance</b>	<b>6,755.86</b>
<b>Ending Cash position</b>	<b>10,212.63</b>

**PLAINFIELD VILLAGE WATER DISTRICT**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2006**

**ASSETS**

Cash	10,213
Accounts receivable	20,923
Machinery and equipment	124,288
Buildings	10,000
Land and improvements	70,000
Tank/Well project	450,000
Total assets	<u>\$ 685,424</u>

**LIABILITIES AND NET ASSETS**

**Liabilities**

Accounts payable and accrued expenses	\$	0
Tax Anticipation Notes		0
Bond payable –NHMBB		275,000
Total liabilities		275,000

**Net Assets**

Unrestricted assets	410,424
Total liabilities and net assets	<u>\$ 685,424</u>