

## **Plainfield Village Water District Commissioners' Annual Report January 2009**

This year was originally expected by the commissioners to be a maintenance year. Instead, some new ground got covered.

An opportunity to take over the water service for the back section of Spruce Park was presented in early spring. After investigating costs, impacts and permit requirements the commissioners agreed to work with the park association, accepting a section of distribution piping constructed at the park's expense in lieu of the normal per-unit connection fees. This worked out to the advantage of both the park and the District, since the District would have required a special meeting to approve the project, and the Park could get other work done while the project was under way. In the process of construction, some District-owned valves and pipe sections were found to be in need of replacement. Cost of this work, along with a valve that "should have been there" when the system was installed, came out of the trust fund established in 2007. Our storage tank was cleaned this November, with good marks for condition and water quality. The sacrificial anodes, used to prevent corrosion, need to be replaced which we will contract for in 2009, again drawing from the maintenance fund. Future cleanings will be on a five year cycle.

Lightning damage to our chart recorder system happened in early 2008. The commissioners took the opportunity to rework the system slightly, and reinstalled automatic pump controls, ending the manual operation of pumps which had been in place since 2001. A fire hydrant used regularly for system flushing was replaced after we found that parts for a required repair were no longer available from normal sources. This particular hydrant was the only hydrant actually used during a fire in the village, though very little water was used.

Our 2008-2009 project is expected to be completed this year. A lot of questions came up during the design phase, and we missed the excavation permit window for 12-A in 2008.

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. While a closing eliminated one of our large overdue accounts, we have seen our receivable window for others stretch from 90 to 180 days or more. Despite this less than 5% of our billed amount was added to our overdue debt. News from Concord suggests that the DES grant program that has brought in about \$7500 a year for the last two years will be postponed for 2009. Prudent budgeting means that we will not expect to receive it this year. Due to this we expect to adjust rates up slightly, beginning with the April bills.

The ice storm in December brought home how much value the tank project has brought to the District. Water was available during the entire power outage, making the village habitable. Running the pumps on a generator during the last 36 hours of the outage kept the tank more than half full.

The commissioners are not proposing any new capital projects for 2009. We do ask that the District add \$5000 to the system maintenance fund, currently at about \$18,500.

Large scale flushing operations seem to have brought our long-time sediment problem somewhat more under control. More flushing is planned for 2009.

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**

**WARRANT  
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 28th of March 2009 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 **\$66,863** 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 **\$5000** to be placed in the System Maintenance Fund established in 2007 pursuant to RSA31:19-a, and to authorize funds for this purpose to come from the fund balance. (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 7th day of March in the year of our Lord, Two Thousand and Nine.

At true copy attest:

**Robert Drye  
Henry Ingham  
Ralph Patalano**

**Plainfield Water District  
Proposed 2009 Budget**

	<b>2008</b>	<b>2008</b>	<b>2009</b>
<b>INCOME</b>	<b>Proposed</b>	<b>Actual</b>	<b>Proposed</b>
Water Rent			
District Tax	\$72,000.00	\$58,837.06	\$67,000.00
Hydrant Service	\$0.00	\$0.00	\$0.00
Interest Income	\$1,800.00	\$1,250.00	\$1,250.00
Other Income	\$100.00	\$46.24	\$100.00

Transfer from Expendible	\$7,536.00	\$7,427.60	\$0.00
Starting cash balance		\$11,417.54	\$0.00
	<u>\$77,432.45</u>	<u>\$77,432.45</u>	<u>\$61,740.28</u>
	\$158,868.45	\$156,410.89	\$130,090.28

**OPERATING EXPENSES**

Administrative

Officers Salaries			
Officer Expenses	\$1,040.00	\$1,040.00	\$1,040.00
Clerical Salaries	\$500.00	\$0.00	\$250.00
Payroll Taxes	\$200.00	\$169.00	\$200.00
Postage	\$760.00	\$756.44	\$760.00
Office Expenses	\$300.00	\$332.24	\$300.00
Administrative/Legal	\$1,000.00	\$47.99	\$1,000.00
Insurance/Bonding	\$500.00	\$0.00	\$500.00
Total Administrative	<u>\$4,000.00</u>	<u>\$638.00</u>	<u>\$2,000.00</u>
	\$8,300.00	\$2,983.67	\$6,050.00

Operations

Maintenance-Labor			
Maintenance-Supplies	\$8,000.00	\$8,040.00	\$8,000.00
Maintenance-Service	\$2,500.00	\$4,366.80	\$2,500.00
Utilities-Electricity	\$2,500.00	\$4,764.35	\$2,500.00
Utilities-Propane	\$2,000.00	\$1,548.61	\$2,000.00
Utilities-Telephone	\$1,200.00	\$1,448.61	\$1,500.00
Water Sample Tests	\$1,000.00	\$843.75	\$1,000.00
System Improvements	\$2,500.00	\$5,550.00	\$3,000.00
Total Operations	<u>\$3,500.00</u>	<u>\$11,570.16</u>	<u>\$3,500.00</u>
	\$23,200.00	\$38,132.28	\$24,000.00

**DEBT**

Principal			
Interest	\$25,000.00	\$25,000.00	\$25,000.00
Tax Anticipation Notes repayment	\$13,062.50	\$13,062.50	\$11,812.50
Tax Anticipation Interest	\$0.00	\$0.00	
Total Debt Service	<u>\$0.00</u>	<u>\$0.00</u>	
	\$38,062.50	\$38,062.50	\$36,812.50

**TOTAL EXPENSES**

	<u>\$69,562.50</u>	<u>\$79,178.45</u>	<u>\$66,862.50</u>
<b>Article IV (2008 Warrant)</b>	\$25,000.00	\$25,000.00	\$0.00
<b>Article V (2008 Warrant)</b>	\$10,000.00	\$0.00	\$10,000.00
<b>Article IV (2009 Warrant)</b>			<u>\$5,000.00</u>
	\$104,562.50	\$104,178.45	\$81,862.50

**Plainfield Village Water District**  
**Statement of Cash Flow for the year 2008**

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<b>Opening Cash position</b>	<b>\$87,645.08</b>
Water Rent	\$58,837.06
Other Income	<u>\$8,723.85</u>
<b>Total Income</b>	<b>\$67,560.91</b>
Admin Expenses	\$2,983.67
Operations	\$38,132.28
Bond Debt - Principal Reduction	\$25,000.00
Bond Debt - Interest	\$13,062.50
TAN notes - interest	\$0.00
<b>Total operating disbursements</b>	<b>\$79,178.45</b>
<b>Capital Projects</b>	
2006 Article 4	\$0.00
<b>Transfers to Trust Funds</b>	
2008 Article 4	\$25,000.00
<b>Transfers from Trust Funds</b>	
Transfer from System Maintenance Fund	\$11,417.54
<b>Net cash flow before TAN borrowings</b>	<b>-\$25,200.00</b>
Net TAN borrowings	\$0.00
<b>Net change in cash balance</b>	<b><u>-\$25,200.00</u></b>
<b>Ending Cash position</b>	<b>\$62,445.08</b>

**PLAINFIELD VILLAGE WATER DISTRICT  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2008**

**ASSETS**

Cash	61,740
Accounts receivable	26,430
Machinery and equipment	124,288
Buildings	10,000
Land and improvements	70,000
Tank/Well project	<u>450,000</u>
Total assets	<u>\$ 742,458</u>

**LIABILITIES AND NET ASSETS**

**Liabilities**

Accounts payable and accrued expenses	\$ 0
Tax Anticipation Notes	0
Bond payable –NHMBB	<u>225,000</u>
Total liabilities	225,000

**Net Assets**

Unrestricted assets	<u>517,458</u>
Total liabilities and net assets	<u>\$ 742,458</u>

**MINUTES OF THE  
PLAINFIELD VILLAGE WATER DISTRICT  
ANNUAL MEETING**

**Saturday the 22<sup>nd</sup> of March 2008**

Moderator Jeff Moore opened the meeting at 10:08AM. A motion to dispense with the reading of the warrant was made by Rob Drye and seconded by Ralph Patalano. Approved by voice vote.

Moderator Jeff Moore read Article I from the warrant.

Robert Drye offered the following motion, seconded by Sarah Gillens.

Resolved, that the District 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

Rob Drye nominated Jeff Moore for moderator. Sarah Gillens seconded. Rob Drye moved that the Clerk be directed to cast one ballot for Jeff Moore for the office of moderator and declare him elected. Sarah Gillens seconded. Approved by voice vote.

Rob Drye nominated Margaret Drye for clerk. Sarah Gillens seconded. Rob Drye moved that the Clerk be directed to cast one ballot for Margaret Drye for the office of clerk and declare her elected. Sarah Gillens seconded. Approved by voice vote.

Ralph Patalano nominated Robert Drye for commissioner for three years. Henry Ingham seconded. Ralph Patalano moved that the Clerk be directed to cast one ballot for Robert Drye for the office of commissioner and declare him elected. Sarah Gillens seconded. Approved by voice vote.

Rob Drye nominated Sarah Gillens for treasurer. Henry Ingham seconded. Moderator Jeff Moore called for a voice vote and declared Sarah Gillens elected.

**Moderator Jeff Moore read Article II from the warrant.**

Ralph Patalano offered the following motion, seconded by Rob Drye.

Resolved, that the District accept the reports of the District officers printed in the 2007 Plainfield Town Report as amended, a copy to be filed with the District records.

Rob Drye corrected an error in the 2008 budget printed in the Plainfield Town Report, amending the "Other Income" line in the 2007 actual column from \$76,436.68 as printed to \$63,175.00.

Moderator Jeff Moore called for a voice vote, and the motion was adopted.

**Moderator Jeff Moore read Article III from the warrant.**

Ralph Patalano offered the following motion, seconded by Rob Drye.

Resolved, that the District raise and appropriate the sum of **\$69,563** 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.

Commissioner Drye gave a summary of budget items. Moderator Jeff Moore called for a paper ballot. Vote was 8 yes, 0 no. Moderator Moore declared the motion adopted.

**Moderator Jeff Moore read Article IV from the warrant.**

Henry Ingham offered the following motion, seconded by Ralph Patalano.

Resolved, that the District raise and appropriate the sum of **\$25,000** to be placed in the System Maintenance Fund established in 2007 pursuant to RSA31:19-a, and to authorize funds for this purpose to come from the fund balance. Commissioner Drye discussed the purpose of the fund, and answered questions from the floor about upcoming tank maintenance and other possible repair issues. Moderator Jeff Moore called for a paper ballot. Vote was 8 yes, 0 no. Moderator Moore declared the motion adopted.

**Moderator Jeff Moore read Article V from the warrant.**

Robert Drye offered the following motion, seconded by Ralph Patalano.

Resolved, that the District raise and appropriate the sum of **\$10,000** for the purpose of constructing new distribution piping serving four houses on the west side of NH route 12-A, along with a fire hydrant. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or December 31, 2009, whichever is sooner, and to authorize funds for this purpose to come from the fund balance.

Commissioner Drye noted that this was a new attempt to deal with the same location that a 2006 article had addressed, but that the 2006 project was not completed within the time period allowed for it. Moderator Jeff Moore called for a paper ballot. Vote was 9 yes, 0 no. Moderator Moore declared the motion adopted.

**Moderator Jeff Moore read Article VI from the warrant.**

Moderator Moore offered thanks to the commissioners, clerk, treasurer and meter reader for their service to the District. Commissioner Drye announced a rate hearing to follow the District meeting.

Ralph Patalano made a motion to adjourn, seconded by Henry Ingham. Moderator Moore called for a voice vote, and declared the meeting adjourned. Meeting adjourned at 10:39 AM.

Respectfully submitted,

**Margaret Drye**  
District Clerk

March 22, 2008