

Plainfield Village Water District Commissioners' Annual Report January 2009

This year marked the completion of some long-planned work, and also the formal acceptance of the final pieces of the tank and well project by the Department of Environmental Services. The project was started in the late 1990s and went through several design changes, leadership changes and engineering firm changes. Despite all of these changes the project was completed less than five percent over the original budget and has proven to be very workable and successful.

Our 2008 two-year project to upgrade distribution on the west side of 12-A just north of the Post Office took off this summer with a directional bore under 12-A, several new valves and yet another fire hydrant. The affected customers seem to be satisfied with the changes made.

A less noticeable change was the completion of the permitting process for our backup well, which we chose to upgrade by installing a larger pump to match the main well pump. We will be reworking the pump controls at some point to operate off of both wells.

Collections remain a challenge, though several of our delinquent accounts made considerable progress this year. Our "accounts receivable" number represents about half "old debt" (more than 180 days) and about half accounts that are one billing period overdue. Despite the economy we saw a small but significant decrease in accounts receivable in 2009.

The DES grant program that has brought in about \$7200 a year for the last two years was funded for the 2009 fiscal year. Again this year we are uncertain of the status of this program, which would normally be expected to yield about \$6300. Prudent budgeting means that we will not expect to receive it this year. On the other hand, our bond principal drops to \$20,000 annually for the remaining 10 years of the bond. Due to this we have adjusted the rates down slightly, beginning with the January bills.

The commissioners are proposing a new capital project for 2010 to replace some distribution pipes and district owned valves, as well as to add a fire hydrant on Westgate Road. The commissioners also ask that the District add \$5000 to the system maintenance fund, currently at about \$24,500. We will be tapping the fund to replace the anodes in the storage tank to prevent corrosion, a cost estimated at around \$9000.

Large scale flushing operations seem to have brought our long-time sediment problem somewhat more under control. More flushing is planned for 2010.

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 Droye
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 27th of March 2010 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 **\$60,270** 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 see if the district will vote to raise and appropriate the sum of **\$5000** for the purpose of reconstructing distribution piping serving twelve condominium units on Westgate Road, 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, 2011, whichever is sooner, 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 VI.** To transact any other business that may legally come before this meeting.

Given under our hands and seal this 28th day of February in the year of our Lord, Two
Thousand and Ten.

At true copy attest:

Robert Dwyer

Henry Ingham

Ralph Patalano

**Plainfield Water District
Proposed 2010 Budget**

	2009 Proposed	2009 Actual	2010 Proposed
INCOME			
Water Rent	\$67,000.00	\$63,257.37	\$60,000.00
District Tax	\$0.00	\$0.00	\$0.00
Hydrant Service	\$1,250.00	\$0.00	\$1,250.00
Interest Income	\$100.00	\$29.42	\$50.00
Other Income	\$0.00	\$8,173.40	\$0.00
Transfer from Expendible	\$0.00	\$0.00	\$0.00
Starting cash balance	\$62,542.79	\$62,542.79	\$54,780.41
	<u>\$130,892.79</u>	<u>\$134,002.98</u>	<u>\$116,080.41</u>

OPERATING EXPENSES

Administrative

Officers Salaries	\$1,040.00	\$1,040.00	\$1,040.00
Officer Expenses	\$250.00	\$0.00	\$250.00
Clerical Salaries	\$200.00	\$225.00	\$220.00
Payroll Taxes	\$760.00	\$544.68	\$760.00
Postage	\$300.00	\$382.67	\$300.00
Office Expenses	\$1,000.00	\$25.00	\$1,000.00
Administrative/Legal	\$500.00	\$0.00	\$500.00
Insurance/Bonding	\$2,000.00	\$863.00	\$1,500.00
Total Administrative	\$6,050.00	\$3,080.35	\$5,570.00

Operations

Maintenance-Labor	\$8,000.00	\$7,120.00	\$8,000.00
Maintenance-Supplies	\$2,500.00	\$2,233.81	\$2,500.00
Maintenance-Service	\$2,500.00	\$2,845.00	\$2,500.00
Utilities-Electricity	\$2,000.00	\$1,960.98	\$2,000.00
Utilities-Propane	\$1,500.00	\$716.24	\$1,200.00
Utilities-Telephone	\$1,000.00	\$1,078.57	\$1,000.00
Water Sample Tests	\$3,000.00	\$3,725.00	\$3,500.00
System Improvements	\$3,500.00	\$3,742.61	\$3,500.00
Total Operations	\$24,000.00	\$23,422.21	\$24,200.00

DEBT

Principal	\$25,000.00	\$25,000.00	\$20,000.00
Interest	\$11,812.50	\$11,812.50	\$10,500.00
Tax Anticipation Notes repayment	\$0.00	\$0.00	\$0.00
Tax Anticipation Interest	\$0.00	\$0.00	\$0.00
Total Debt Service	\$36,812.50	\$36,812.50	\$30,500.00

TOTAL EXPENSES

\$66,862.50	\$63,315.06	\$60,270.00
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Plainfield Village Water District
Statement of Cash Flow for the year 2009

Opening Cash position	\$62,542.79
Water Rent	\$63,257.37
Other Income	\$8,202.82
Total Income	\$71,460.19
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Admin Expenses	\$3,080.35
Operations	\$23,422.21
Bond Debt - Principal Reduction	\$25,000.00
Bond Debt - Interest	\$11,812.50
TAN notes - interest	\$0.00
Total operating disbursements	\$63,315.06
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Capital Projects	
2008 Article 5	\$10,000.00
Transfers to Trust Funds	
2009 Article 4	\$5,000.00
Transfers from Trust Funds	
Transfer from System Maintenance Fund	\$0.00
Net cash flow before TAN borrowings	-\$6,854.87
Net TAN borrowings	\$0.00
Net change in cash balance	-\$6,854.87
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Ending Cash position	\$55,687.92

PLAINFIELD VILLAGE WATER DISTRICT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2009

ASSETS		
Cash		55,688
Accounts receivable		22,430
Machinery and equipment	124,288	
Buildings		10,000
Land and improvements	70,000	
Tank/Well project		<u>450,000</u>
Total assets		<u>\$ 723,406</u>

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable and accrued expenses	\$ 0	
Tax Anticipation Notes		0
Bond payable –NHMBB		<u>200,000</u>
Total liabilities		<u>200,000</u>
Net Assets		
Unrestricted assets		<u>523,406</u>
Total liabilities and net assets		<u>\$ 723,406</u>

MEETING MINUTES
THE STATE OF NEW HAMPSHIRE
PLAINFIELD VILLAGE WATER DISTRICT
TOWN OF PLAINFIELD
March 28, 2009

Moderator Jeff Moore opened the meeting at 10:02am. He stated that the required warning and forms had been posted to allow for a legal meeting. A motion to dispense with the reading of the warrant was offered by Rob Drye and seconded by Henry Ingham. A voice vote was taken and the motion to dispense with the reading of the warrant passed.

Moderator Jeff Moore read Article I . He then called for the election of officers as prescribed in the warrant.

Resolved, that the district elect the necessary District Officers for the ensuing year or otherwise.

A moderator for one year.

A clerk for one year
A commissioner for three years
A treasurer for one year

Moderator Jeff Moore conducted each election in turn.

Robert Drye nominated Jeffrey Moore for the position of Moderator for one year, seconded by Ralph Patalano. Since there were no more nominations, Robert Drye moved that the clerk be directed to cast one ballot for Jeffrey Moore as moderator and that he be declared elected. The motion was seconded by Ralph Patalano. The motion passed unanimously by voice vote.

Robert Drye nominated Margaret Drye for the position of Clerk for one year, seconded by Henry Ingham. Since there were no more nominations, Robert Drye moved that the clerk be directed to cast one ballot for Margaret Drye as Clerk and that she be declared elected. The motion was seconded by Henry Ingham. The motion passed unanimously by voice vote.

Ralph Patalano nominated Henry Ingham for the position of Commissioner for three years seconded by Robert Drye. Since there were no more nominations, Robert Drye moved that the clerk be directed to cast one ballot for Henry Ingham as Commissioner for three years and that he be declared elected. The motion passed unanimously by voice vote.

Robert Drye nominated Sarah Gillens for the position of Treasurer for one year, seconded by Henry Ingham. Since there were no more nominations, Robert Drye moved that the clerk be directed to cast one ballot for Sarah Gillens as treasurer and that she be declared elected. The motion was seconded by Henry Ingham. The motion passed unanimously by voice vote.

Moderator Jeff Moore read Article II.

The following motion was offered by Ralph Patalano and seconded by Henry Ingham :

Resolved, that the District accept the reports of District officers as published in the Town of Plainfield 2008 Annual Report on pages 92 through 99, as amended and corrected.

Sarah Gillens noted that some of the columns in the report on pp.94-95 were shifted down by one position relative to the text. Robert Drye stated that the original table would be placed with the town report in the district records.

The motion passed by voice vote.

Moderator Jeff Moore read Article III.

The following motion was offered by Ralph Patalano and seconded by Henry Ingham:

Resolved, that the District 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.

Robert Drye noted that the District was not expecting any income from state on grant for well fund (deferred by state budget process.) Water sample test costs are expected to be somewhat higher in 2009. The commissioners are not anticipating a need to issue Tax Anticipation notes.

Motion vote: YES – 6 NO – 0 Declared passed.

Moderator Jeff Moore read Article IV.

The following motion was offered by Robert Drye and seconded by Ralph Patalano

:

Resolved, that the District 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.

Commissioner Robert Drye noted that this will not affect what we have to raise and simply redistributes our cash on hand.

Robert Drye moved to vote by show of hands seconded by Sarah Gillens. Vote on the motion was by show of hands. Passed 6 – 0.

Motion vote: YES – 6 No – 0 Declared passed.

Moderator Jeff Moore read Article V.

Thanks were offered to Ben Drye for reading meters through snow banks.

A motion to adjourn was offered by Ralph Patalano and seconded by Sarah Gillens. A voice vote was taken. Moderator Jeff Moore declared the meeting adjourned at 10:17.

Respectfully submitted,

Margaret Drye
District Clerk

March 28, 2009