

PLAINFIELD VILLAGE WATER DISTRICT
Commissioners' Annual Report January 2010

The commissioners are pleased to report that 2010 came in under budget, despite our doing some expensive maintenance work. We have been fortunate in controlling our expenses, and hope to put some of that to work in the 2011 budget.

Thanks to a new rule adopted by the Department of Revenue Administration the District is now required to have an auditor. The commissioners felt it was prudent to elect an auditor at the annual district meeting, even though we are under the limit where an elected auditor would be required. The position does not require a CPA, again due to the relatively small amount of money involved. In the interim, the commissioners have appointed an interim auditor until the District meeting. The auditor's report will be available at the annual meeting.

Our 2010 two-year project to fix a variety of issues on Westgate Road was successfully completed in 2010. We replaced what turned out to be a very degraded building connection for 12 customers with larger, more easily operable valves, and continued our policy of adding fire hydrants where they make sense both for fire protection and system flushing. Our other project was replacing the anodes in the storage tank to protect it from corrosion. We had originally anticipated funding this work from our expendable trust fund, but other savings made it possible to fund it out of normal income. As a result, we will not be adding to the expendable fund this year, while still leaving it with a healthy balance. One leak repair that indirectly resulted from our 2008-2009 project showed the necessity of upgrading our system drawings, on which more will be said below. In the process of the repair we noted the presence of "drainback" valves which are a source of future potential issues and leaks. While we don't have any plans to replace them systematically, we do plan to replace them as we encounter them in our future projects.

We have completed the work on the pump controls to permit automatic operation of either well. Remaining work in that area is mostly fine adjustment. We also installed better lightning protection for the automatic control components. This year we will install a transfer switch to allow operation of the system from a generator. Our experience in 2008 showed that with a full tank we could survive a six day power outage without pumping, but we can't count on either the initial tank level, or on the length of a possible future outage.

Collections, as always, are difficult. We received payment this year on almost all of our delinquent accounts that are still active water users. Our "accounts receivable" number represents about half "old debt" (more than 180 days) and about half accounts that are one billing period overdue. We will be looking to place our non-user delinquent accounts in line for property liens this year. An unexpected issue this year was the foreclosure of some properties. The District will receive payment for those when they are sold.

The DES grant program that has brought in about \$6500 a year for the last two years was funded for the 2010 fiscal year. Again this year we are uncertain of the status of this program, which would normally be expected to yield about \$5500. Prudent budgeting means that we will not expect to receive it this year. On the other hand, our bond principal has dropped to \$20,000 annually for the remaining 9 years of the bond. The rates we reduced in January 2010 brought in sufficient funds to meet the district's expenses.

Our proposed 2011-2012 project involves hiring someone with CAD experience to prepare a set of digital drawings of the water system. Our current roll of prints, with 35 years of hand sketched additions is an interesting historical document, but increasingly difficult to work with. We are also considering the purchase of better pipeline locating tools.

Large scale flushing operations seem to have brought our long-time sediment problem somewhat more under control, though we still see more of it than we would like to. More flushing is planned for 2011.

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 Dwyer
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 26th of March 2011 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
5. An auditor 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. 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** for the purpose of converting District construction drawings and records to electronic format. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or December 31, 2012, 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 V. 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 Eleven.

At true copy attest:

Robert Drye

Henry Ingham

Ralph Patalano

**Plainfield Water District
Proposed 2011 Budget**

	2010 Proposed	2010 Actual	2011 Proposed
INCOME			
Water Rent	\$60,000	\$59,037	\$60,000
District Tax	\$0	\$0	\$0
Hydrant Service	\$1,250	\$0	\$0
Interest Income	\$50	\$23	\$50
Other Income	\$0	\$5,947	\$0
Transfer from Expendible	\$0	\$0	\$0
Starting cash balance	\$54,780	\$55,382	\$52,191
	<u>\$116,080</u>	<u>\$120,389</u>	<u>\$112,241</u>

Plainfield Village Water District Budget (continued)

OPERATING EXPENSES

Administrative

Officers Salaries	\$1,040	\$1,040	\$1,290
Officer Expenses	\$250	\$0	\$250
Clerical Salaries	\$220	\$225	\$250
Payroll Taxes	\$760	\$236	\$500
Postage	\$300	\$366	\$400
Office Expenses	\$1,000	\$0	\$1,000
Administrative/Legal	\$500	\$0	\$500
Insurance/Bonding	\$1,500	\$1,397	\$1,500
Total Administrative	\$5,570	\$3,263	\$5,690

Operations

Maintenance-Labor	\$8,000	\$6,720	\$8,000
Maintenance-Supplies	\$2,500	\$7,599	\$2,500
Maintenance-Service	\$2,500	\$3,905	\$2,500
Utilities-Electricity	\$2,000	\$2,099	\$2,100
Utilities-Propane	\$1,200	\$525	\$750
Utilities-Telephone	\$1,000	\$1,077	\$1,100
Water Sample Tests	\$3,500	\$798	\$3,500
System Improvements	\$3,500	\$1,692	\$3,500
Total Operations	\$24,200	\$24,414	\$23,950

DEBT

Principal	\$20,000	\$20,000	\$20,000
Interest	\$10,500	\$10,500	\$9,450
Tax Anticipation Notes repayment	\$0	\$0	\$0
Tax Anticipation Interest	\$0	\$0	\$0
Total Debt Service	\$30,500	\$30,500	\$29,450

TOTAL EXPENSES

	\$60,270	\$58,177	\$59,090
Article IV (2010 Warrant)	\$5,000	\$5,000	\$0
Article V (2010 Warrant)	\$5,000	\$5,000	\$0
Article IV (2011 Warrant)			\$5,000
	\$10,000	\$10,000	\$5,000

Plainfield Village Water District
Statement of Cash Flow for the year 2010

Opening Cash position	\$55,381.69
Water Rent	\$59,015.55
Other Income	\$5,970.44
Total Income	\$64,985.99
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Admin Expenses	\$3,263.22
Operations	\$24,413.53
Bond Debt - Principal Reduction	\$20,000.00
Bond Debt - Interest	\$10,500.00
TAN notes - interest	\$0.00
Total Operating Disbursements	\$58,176.75
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Capital Projects	
2010 Article 5	\$5,000.00
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Transfers to Trust Funds	
2009 Article 4	\$5,000.00
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Transfers from Trust Funds	
Transfer from System Maintenance Fund	\$0.00
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Net cash flow before TAN borrowings	-\$3,190.76
Net TAN borrowings	\$0.00
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Net change in cash balance	-\$3,190.76
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Ending Cash Position	\$52,190.93

PLAINFIELD VILLAGE WATER DISTRICT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2010

ASSETS	
Cash	52,190
Accounts receivable	27,285
Machinery and equipment	124,288
Buildings	10,000
Land and improvements	70,000
Tank/Well project	<u>450,000</u>
Total assets	<u>\$ 733,763</u>

LIABILITIES AND NET ASSETS

LIABILITIES	
Accounts payable and accrued expenses	\$ 0
Tax Anticipation Notes	0
Bond payable –NHMBB	<u>180,000</u>
Total liabilities	180,000
Net Assets	
Unrestricted assets	<u>553,763</u>
Total liabilities and net assets	<u>\$ 733,763</u>

**MEETING MINUTES
THE STATE OF NEW HAMPSHIRE
PLAINFIELD VILLAGE WATER DISTRICT
TOWN OF PLAINFIELD
March 27, 2010**

Moderator Jeff Moore opened the meeting at 10:00 a.m.. 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 Ralph Patalano. 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:

Ralph Patalano moved and Rob Drye seconded a motion that the following slate of officers be elected:

Jeffrey Moore as moderator for one year.
Margaret Drye as clerk for one year
Robert Drye as commissioner for three years
Sarah Gillens as treasurer for one year

The motion passed 7-0 on a show of hands.

Moderator Jeff Moore read Article II.

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

Resolved, that the District accept the reports of District officers as published in the Town of Plainfield 2009 Annual Report on pages 92 through 99.

The motion passed unanimously by voice vote.

Moderator Jeff Moore read Article III.

The following motion was offered by Rob Drye and seconded by Ralph Patalano:

Resolved, that the District 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.

Rob Drye noted that the District earned less this year, but it also spent less. The biggest change was a reduction in the bond principal payment from \$25,000 to \$20,000.

Rob Drye moved and Henry Ingham seconded a motion to vote by a show of hands. That motion passed unanimously by voice vote.

The Moderator then called for a show of hands .

Motion vote: YES – 7, NO – 0 Declared passed.

Moderator Jeff Moore read Article IV.

The following motion was offered by Rob 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.

Rob Drye noted that there will be some money expended from this fund in the upcoming year for tank maintenance.

Motion vote: YES – 7, NO – 0 Declared passed.

Moderator Jeff Moore read Article V.

The following motion was offered by Ralph Patalano and seconded by Rob Drye.

:

Resolved, that the District 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.

Motion vote: YES – 7, NO – 0 Declared passed.

Moderator Jeff Moore read Article VI.

A motion to adjourn was offered by Ron Bailey and seconded by Sarah Gillens. A voice vote was taken. Moderator Jeff Moore declared the meeting adjourned at 10:24 a.m.

Respectfully submitted,

Margaret Drye
District Clerk

March 27, 2010