

**PLAINFIELD VILLAGE WATER DISTRICT**  
**Commissioners' Annual Report January 2011**

The commissioners are pleased to report that 2011 came in under budget. Some of the savings resulted from lower costs, some from deferring maintenance, and some from payments being due at different times than in the past. While we always try to contain costs, we're not going to be able to come in as low in 2012.

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. The auditor's report will be available at the District meeting.

The district did not do a construction project during 2011. Instead the District took some time to get the District's paper drawings digitized, and to acquire the necessary equipment and software to view and update the drawing in the future. Some of the expenses for this project, which was authorized over two years, will be paid for in 2012.

Our pump controls caused us some problems during the year, with the first low pressure report in over 10 years due to a faulty telemetry transmitter. In the process of repairing the transmitter we also upgraded lightning protection. Recovering from the telemetry failure also allowed us to test simultaneous operation of both wells, something we hadn't tried since they were initially connected to the system. We are happy to report that we can pump at the full rate permitted for our well field. We completed installation of 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 \$5500 a year for the last two years was funded for the 2011 fiscal year. Since this program, which would normally be expected to yield about \$5500, has been funded despite state budget cuts, we are returning it to the projected income for 2012. On the other hand, our bond principal has dropped to \$20,000 annually for the remaining 9 years of the bond. Since the rates we reduced in January 2010 brought in more than sufficient funds to meet the district's expenses in 2011, we plan a further rate reduction in 2012..

Our proposed 2012 project involves repairing and replacing several fire hydrants and flush points that have either given us mechanical trouble in the past, or are poorly located either with respect to maintenance or traffic. We plan to fund most of this from the fund balance, since we ran a surplus in 2011.

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 2012.

There is plenty of work for anyone interested in helping. Please contact one of the commissioners if you're looking for opportunities. In particular, we are looking for someone willing to serve as a commissioner.

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 31st of March 2012 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 **\$55,560** 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 **\$10,000** for the purpose of moving and replacing two existing fire hydrants, and replacing two flushing valves with fire hydrants. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or December 31, 2013, 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 Twelve.

At true copy attest:

*Robert Drye*

*Henry Ingham*

*Ralph Patalano*

**Plainfield Village Water District  
Proposed 2012 Budget**

	<b>2011 Proposed</b>	<b>2011 Actual</b>	<b>2012 Proposed</b>
<b>INCOME</b>			
Water Rent	\$60,000	\$55,225	\$51,800
District Tax	\$0	\$0	\$0
Hydrant Service	\$0	\$0	\$0
Interest Income	\$50	\$33	\$40
Other Income	\$0	\$5,739	\$5,538
Transfer from Expendible	\$0	\$0	\$0
Starting cash balance	\$52,191	\$52,191	\$61,452
<b>TOTAL INCOME</b>	<b>\$112,241</b>	<b>\$113,187</b>	<b>\$118,829</b>

**Plainfield Village Water District Budget (continued)**

**OPERATING EXPENSES**

Administrative

Officers Salaries	\$1,290	\$1,040	\$1,290
Officer Expenses	\$250	\$0	\$250
Clerical Salaries	\$250	\$220	\$220
Payroll Taxes	\$500	\$466	\$600
Postage	\$400	\$583	\$200
Office Expenses	\$1,000	\$317	\$1,000
Administrative/Legal	\$500	\$0	\$500
Insurance/Bonding	\$1,500	\$0	\$1,500
<b>Total Administrative</b>	<b>\$5,690</b>	<b>\$2,626</b>	<b>\$5,560</b>

Operations

Maintenance-Labor	\$8,000	\$7,240	\$8,000
Maintenance-Supplies	\$2,500	\$614	\$2,000
Maintenance-Service	\$2,500	\$98	\$2,000
Utilities-Electricity	\$2,100	\$2,900	\$3,000
Utilities-Propane	\$750	\$843	\$900
Utilities-Telephone	\$1,100	\$1,039	\$1,000
Water Sample Tests	\$3,500	\$891	\$1,200
System Improvements	\$3,500	\$350	\$3,500
<b>Total Operations</b>	<b>\$23,950</b>	<b>\$13,975</b>	<b>\$21,600</b>

**DEBT**

Principal	\$20,000	\$20,000	\$20,000
Interest	\$9,450	\$9,450	\$8,400
Tax Anticipation Notes repayment	\$0	\$0	\$0
Tax Anticipation Interest	\$0	\$0	\$0
<b>Total Debt Service</b>	<b>\$29,450</b>	<b>\$29,450</b>	<b>\$28,400</b>

**TOTAL OPEARTING  
EXPENSES**

\$59,090      \$46,051      \$55,560

**Article IV (2011 Warrant)**

\$5,000      \$650      \$2,200

**Article IV (2012 Warrant)**

\$10,000

\$5,000      \$650      \$12,200

**TOTAL EXPENSES**

\$64,090      \$46,701      \$67,760

**Plainfield Village Water District**  
**Statement of Cash Flow for the year 2011**

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<b>Opening Cash position</b>	<b>52,190.93</b>
Water Rent	55,224.71
Other Income	5,970.44
<b>Total Income</b>	<b>61,195.15</b>
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Admin Expenses	2,625.71
Operations	13,975.27
Bond Debt - Principal Reduction	20,000.00
Bond Debt - Interest	9,450.00
TAN notes - interest	0.00
<b>Total operating disbursements</b>	<b>46,050.98</b>
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<b>Capital Projects</b>	
2011 Article IV	650.00
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<b>Transfers to Trust Funds</b>	
2009 Article 4	0.00
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<b>Transfers from Trust Funds</b>	
Transfer from System Maintenance Fund	0.00
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<b>Net cash flow before TAN borrowings</b>	<b>14,494.17</b>
Net TAN borrowings	0.00
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<b>Net change in cash balance</b>	<b>14,494.17</b>
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<b>Ending Cash position</b>	<b>66,685.10</b>

**PLAINFIELD VILLAGE WATER DISTRICT**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2011**

**ASSETS**

Cash		66,685
Accounts receivable		32,575
Machinery and equipment	124,288	
Buildings		10,000
Land and improvements	70,000	
Tank/Well project		<u>450,000</u>
Total assets		<u>\$ 753,548</u>

**LIABILITIES AND NET ASSETS**

**Liabilities**

Accounts payable and accrued expenses	\$	250
Tax Anticipation Notes		0
Bond payable –NHMBB		<u>160,000</u>
Total liabilities		160,000

**Net Assets**

Unrestricted assets		<u>593,298</u>
Total liabilities and net assets		<u>\$ 753,548</u>

**MEETING MINUTES  
THE STATE OF NEW HAMPSHIRE  
PLAINFIELD VILLAGE WATER DISTRICT  
TOWN OF PLAINFIELD  
March 26, 2011**

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 Sarah Gillens 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:

Rob Drye moved and Henry Ingham seconded a motion that Jeff Moore be nominated for moderator for one year. Rob Drye moved and Sarah Gillens seconded a motion that the clerk cast one ballot for Jeff Moore for moderator for one year. The motioned passed unanimously by voice vote.

Ralph Patalano moved and Sarah Gillens seconded a motion that Margaret Drye be nominated as clerk for one year. Ralph Patalano moved and Rob Drye seconded a motion that the clerk cast one ballot for Margaret Drye for clerk for one year. The motion passed by unanimous voice vote.

Rob Drye moved and Henry Ingham seconded a motion that Ralph Patalano be nominated as commissioner for three years. Rob Drye moved and Sarah Gillens seconded a motion that the clerk cast one ballot for Ralph Patalano for commissioner for three years. The motion passed by unanimous voice vote.

Robert Drye moved and Henry Ingham seconded a motion that Sarah Gillens be nominated as treasurer for one year. Rob Drye moved and Henry Ingham seconded a motion that the clerk cast one ballot for Sarah Gillens as treasurer for one year. The motion passed by unanimous voice vote.

Rob Drye moved and Ralph Patalano seconded a motion that Laurie Atwater be nominated as auditor for one year. Rob Drye moved and Henry Ingham seconded a motion that the clerk cast one ballot for Laurie Atwater for auditor for one year. The motion passed by unanimous voice vote.

Moderator Jeff Moore read Article II.

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

Resolved, that the District accept the reports of District officers as published in the Plainfield Town Report for 2010 on pages 92 through 102, subject to corrections.

Commissioner Drye pointed out that the position of auditor was not required in 2010. Because we missed the deadline for a waiver for this year, we will comply with the

requirement by having a locally elected auditor for one year. We meet the criteria for a waiver and will file for one for next year. We will have an audit for 2011.

NOTE: The trust fund balance is found on page 69 of the 2010 Annual Report.

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 **\$59,090** 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.

Commissioner Drye noted that the District has few changes in the budget this year and expects about the same income. We have dropped the hydrant fee to the town, and budgeted \$250 for the audit; all other budget items are flat. Some items were adjusted to reflect current costs (electricity, propane, phone) and our operations labor costs were lower while operations supplies were up. We will need to do radiologic and arsenic tests this year. We have \$180,000 left in our bond and do not plan to add to the maintenance fund this year.

The Moderator then called for a voice vote . The motion passed unanimously.

Moderator Jeff Moore read Article IV.

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 converting District construction drawings and records to electronic format, including purchase of software for reading said drawings. 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.

Rob Drye moved and Ralph Patalano seconded a motion to amend the article to add “and necessary hardware” after the word ‘software.’ The amendment passed unanimously by voice vote.

The Moderator asked for a voice vote on the main motion, as amended. The motion passed unanimously by voice vote.

Moderator Jeff Moore read Article V.

Moderator Jeff Moore swore in the elected officers.

A motion to adjourn was offered by Rob Drye 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, Clerk*

March 26, 2011