

PLAINFIELD VILLAGE WATER DISTRICT
Commissioners' Annual Report January 2012

The first item to mention is the retirement of Commissioner Henry Ingham, who stepped down at the 2012 Annual Meeting after 9 years of excellent service. Henry provided sound thinking and hard work on all of the District projects during his time as commissioner, and was instrumental in working with the Spruce Park Association in their project to connect to the District's water system. We welcome Gordon Gillens as his successor.

The commissioners also note the passing of long-time commissioner and system operator George Adams. George was the person most responsible for setting the well and tank project in motion. His vision allowed us to build a smooth-working, reliable water system within a reasonable budget. His hands-on approach resulted in savings on the original project, and has been adopted by the present commissioners as a model for containing expense while still getting good value.

Thanks to a new rule adopted by the Department of Revenue Administration the District is now required to audit accounts annually. In the last two years the commissioners felt it was prudent to elect an auditor at the annual district meeting, even though we are under both the population and budget limits where an elected auditor would be required. In 2013 the Commissioners have requested a waiver from the requirement as permitted by law.

The district originally planned to complete four construction projects during 2012. Two of the projects were completed. The system was reworked around the treatment house to allow better control and flushing. A deteriorated (and leaking) flush point on Stage Road was replaced by a fire hydrant that will allow better flushing and be subject to less damage than the flush point. Those two projects were completed at somewhat greater expense than planned, but with very satisfactory results. The replacement of two other fire hydrants, while still desirable, was left to the future. The District also completed the 2011 project of getting the District's drawings digitized, at a lower cost than originally expected.

System operation during 2012 was entirely satisfactory. Other than some minor maintenance operations planned for the treatment building, we expect this to continue.

This year we will be repairing a leaking valve, unfortunately located under the middle of Westgate road where it meets Route 12-A. The amount of work required for this repair makes it prudent to replace all three valves under the street. We also plan to add a fire hydrant on the corner, which will bring the system up to standard spacing of hydrants, and will let us flush what we believe has been a problem spot for sedimentation. We have placed a \$10,000 capital article in the warrant to do the project which, together with budgeted system improvement funds, should get us a fair start. The System Repair Fund which was established several years ago is also available if we need it. Because of the difficulty of this project, we are not planning any others for 2013.

Collections, as always, are difficult. We received payment this year on some properties that had been foreclosed and sold. Our "accounts receivable" number represents about half "old debt" (more than 180 days) and about half accounts that are one billing period overdue.

The DES grant program that is expected to bring in about \$5300 this year was funded for the 2012 fiscal year. Our bond principal has dropped to \$20,000 annually for the remaining 8 years of the bond. The slight reduction in rates we were able to adopt in 2012 still yielded enough revenue to meet our expenses.

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 D rye
Ralph Patalano
Gordon Gillens

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 30th of March 2013 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 **\$52,310** 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 replacing valves and pipeline at the intersection of Route 12-A and Westgate Road, including installing a fire hydrant on the southeast corner of the intersection.

(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 sixteenth day of January in the year of our Lord, Two Thousand Thirteen.

At true copy attest:

Robert Dye
Ralph Patalano
Gordon Gillens

**Plainfield Village Water District
Proposed Budget 2013**

	2012 Proposed	2012 Actual	2013 Proposed
INCOME			
Water Rent	\$51,800	\$56,459	\$53,000
District Tax	\$0		
Hydrant Service	\$0		
Interest Income	\$40	\$24	\$35
Other Income	\$5,538	\$5,530	\$5,322
Transfer from Expendible	\$0		
Starting Cash Balance	\$61,452	\$61,452	\$60,831
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	\$118,829	\$123,465	\$119,188

Plainfield Village Water District Budget (continued)

	2012	2012	2013
OPERATING EXPENSES	Proposed	Actual	Proposed
Administrative			
Officers Salaries	\$1,290	\$1,290	\$1,290
Officer Expenses	\$250	\$0	\$250
Clerical Salaries	\$220	\$275	\$275
Payroll Taxes	\$600	\$2,055	\$1,100
Postage	\$200	\$242	\$250
Office Expenses	\$1,000	\$95	\$500
Administrative/Legal	\$500	\$0	\$500
Insurance/Bonding	\$1,500	\$1,295	\$1,295
Total Administrative	<u>\$5,560</u>	<u>\$5,251</u>	<u>\$5,460</u>
Operations			
Maintenance-Labor	\$8,000	\$6,590	\$7,500
Maintenance-Supplies	\$2,000	\$572	\$1,000
Maintenance-Service	\$2,000	\$0	\$2,000
Utilities-Electricity	\$3,000	\$1,860	\$2,000
Utilities-Propane	\$900	\$646	\$900
Utilities-Telephone	\$1,000	\$1,089	\$1,100
Water Sample Tests	\$1,200	\$2,375	\$2,500
System Improvements	\$3,500	\$3,879	\$3,500
Total Operations	<u>\$21,600</u>	<u>\$17,010</u>	<u>\$20,500</u>
DEBT			
Principal	\$20,000	\$20,000	\$20,000
Interest	\$8,400	\$8,400	\$7,350
Tax Anticipation Notes repayment	\$0		
Tax Anticipation Interest	\$0		
Total Debt Service	<u>\$28,400</u>	<u>\$28,400</u>	<u>\$27,350</u>
TOTAL EXPENSES	<u>\$55,560</u>	<u>\$50,661</u>	<u>\$53,310</u>
Article IV (2011 Warrant)	\$2,200	\$2,226	
Article IV (2012 Warrant)	\$10,000	\$10,000	
Article IV (2013 Warrant)			\$10,000
	<u>\$12,200</u>	<u>\$12,226</u>	<u>\$10,000</u>
Total	\$67,760	\$62,887	\$63,310

Plainfield Village Water District
Statement of Cash Flow for the year 2012

Opening Cash position	61,451.57
Water Rent	56459.11
Other Income	5,807.26
Total Income	62,266.37
Admin Expenses	5,251.36
Operations	17,009.68
Bond Debt - Principal Reduction	20,000.00
Bond Debt - Interest	8,400.00
TAN notes - interest	0.00
Total operating disbursements	50,661.04
Capital Projects	
2011 Article IV	2225.79
2012 Article IV	10000.00
Transfers to Trust Funds	
2009 Article 4	0.00
Transfers from Trust Funds	
Transfer from System Maintenance Fund	0.00
Net cash flow before TAN borrowings	-620.46
Net TAN borrowings	0.00
Net change in cash balance	-620.46
Ending Cash position	60,831.11

PLAINFIELD VILLAGE WATER DISTRICT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2012

ASSETS

Cash	60,831.11
Accounts receivable	26,542
Machinery and equipment	124,288
Buildings	10,000
Land and Improvements	70,000
Tank/Well project	<u>450,000</u>
Total assets	<u>\$ 741,611</u>

LIABILITIES AND NET ASSETS

Liabilities

Accounts payable and accrued expenses	\$ 0
Tax Anticipation Notes	0
Bond payable –NHMBB	<u>140,000</u>
Total liabilities	140,000

Net Assets

Unrestricted assets	<u>601,408</u>
Total liabilities and net assets	<u>\$ 741,611</u>

**MEETING MINUTES
THE STATE OF NEW HAMPSHIRE
PLAINFIELD VILLAGE WATER DISTRICT
TOWN OF PLAINFIELD
March 31, 2012**

Moderator Jeff Moore opened the meeting at 10:13 a.m. Annette Moore served as Deputy Clerk in place of Clerk Margaret Drye. Mr Moore opened the meeting by stating 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 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:

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

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

Rob Drye moved and Ralph Patalano seconded a motion that Laurie Atwater be nominated as auditor for one year. Rob Drye moved and Ralph Patalano 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 2011 on pages 92 through 97, along with the auditor's report, subject to corrections.

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 **\$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.

Commissioner Drye noted that the District has a 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 \$160,000 left in our bond and do not plan to add to the maintenance fund this year. Since the State has paid its bond reimbursement for the last two years, we have budgeted the payment as income, and dropped the water rates by \$1.00 per thousand.

The vote was taken by tear off ballot. Five in favor, zero opposed.
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 **\$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.

The vote was taken by tear off ballot. Five in favor, zero opposed.

Moderator Jeff Moore read Article V.

Rob Drye offered a resolution to thank Henry Ingham for his nine years that he served as the commissioner. Ralph Patalano seconded and motion was voted in the affirmative.
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 10:32 a.m.

Respectfully submitted,

Annette Moore, Deputy Clerk

Margaret Drye, Clerk

March 31, 2012