

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

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 requested and received a waiver from the requirement as permitted by law.

The district originally planned to complete a major construction project during 2013. The original plan was to replace the valves under the intersection of Route 12-A and Westgate Rd which were showing signs of leaking. Operation of the valves during other required maintenance showed that the valves had been improperly opened, and sealed when opened properly. We continue to track the behavior of valves and other fixtures carefully. The District also replaced and moved a fire hydrant that had been hit several times in its life since installed in 2000. At the request of the New Hampshire Department of Environmental services the District also completed modifications to the treatment house and well fields to comply with rule changes that were made after they were installed.

Although the District completed the 2011 project of getting the District's drawings digitized, NHDES has requested that we update and validate them. We will be doing this, along with getting some CAD training to allow drawing maintenance, as 2014's capital project. We also plan to install some valves to correct some operational issues that appeared during the year.

System operation during 2013 was entirely satisfactory. Other than some minor maintenance operations planned for the treatment building, we expect this to continue. We are working on plans to update our telemetry and alarm capability.

Collections, as always, are difficult. Once again we received payment this year on some properties that had been sold. Our "accounts receivable" number still 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 \$5100 this year was funded for the 2013 fiscal year. Our bond principal has dropped to \$20,000 annually for the remaining 6 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. We are specifically looking for a billing clerk and a meter reader, both of which are paid positions.

The commissioners

**Robert D rye
Ralph Patalano
Gordon Gillens**

**WARRANT
THE STATE OF NEW HAMPSHIRE
PLAINFIELD VILLAGE WATER DISTRICT
TOWN OF PLAINFIELD**

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 29th of March 2014 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 **\$54,960** 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 completing the conversion of 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, 2015, 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 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 VI. To transact any other business that may legally come before this meeting.

Given under our hands and seal this fifth day of February in the year of our Lord, Two Thousand Fourteen.

At true copy attest:

Robert D rye
Ralph Patalano
Gordon Gillens

**Plainfield Village Water District
Proposed Budget 2014**

	2013 Proposed	2013 Actual	2014 Proposed
INCOME			
Water Rent	\$53,000	\$53,523	\$53,000
District Tax		\$0	\$0
Hydrant Service		\$0	\$0
Interest Income	\$35	\$9	\$25
Other Income	\$5,322	\$5,322	\$5,118
Transfer from Expendable			
Starting cash balance	\$60,831	\$61,061	\$67,787
	<u>\$119,188</u>	<u>\$119,916</u>	<u>\$125,929</u>
 OPERATING EXPENSES			
Administrative			
Officers Salaries	\$1,290	\$1,040	\$1,290
Officer Expenses	\$250	\$0	\$250
Clerical Salaries	\$275	\$275	\$275
Payroll Taxes	\$1,100	\$800	\$600
Postage	\$250	\$320	\$250
Office Expenses	\$500	\$417	\$1,000
Administrative/Legal	\$500	\$0	\$500
Insurance/Bonding	\$1,295	\$1,085	\$1,295
Total Administrative	<u>\$5,460</u>	<u>\$3,938</u>	<u>\$5,460</u>
 Operations			
Maintenance-Labor	\$7,500	\$7,160	\$7,500
Maintenance-Supplies	\$1,000	\$1,651	\$2,000
Maintenance-Service	\$2,000	\$1,556	\$2,000
Utilities-Electricity	\$2,000	\$2,300	\$2,400
Utilities-Propane	\$900	\$584	\$700
Utilities-Telephone	\$1,100	\$1,097	\$1,100
Water Sample Tests	\$2,500	\$2,779	\$2,500
System Improvements	\$3,500	\$3,715	\$5,000
Total Operations	<u>\$20,500</u>	<u>\$20,841</u>	<u>\$23,200</u>

DEBT			
Principal	\$20,000	\$20,000	\$20,000
Interest	\$7,350	\$7,350	\$6,300
Tax Anticipation Notes repayment			\$0
Tax Anticipation Interest			\$0
Total Debt Service	\$27,350	\$27,350	\$26,300
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TOTAL EXPENSES	\$53,310	\$52,129	\$54,960
Article IV (2013 Warrant)	\$10,000	\$0	
Article IV (2014 Warrant)			\$5,000
Article V (2014 Warrant)			\$5,000
	\$10,000	\$0	\$10,000
Grand Total	\$63,310	\$52,129	\$64,960

**Plainfield Village Water District
Statement of Cash Flow for the year 2013**

Opening Cash position	\$61,061
Water Rent	\$53,523
Other Income	\$5,331
Total Income	\$58,855
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Admin Expenses	\$3,394
Operations	\$21,385
Bond Debt - Principal Reduction	\$20,000
Bond Debt - Interest	\$7,350
TAN notes - interest	\$0
Total operating disbursements	\$52,129
Capital Projects	
2011 Article IV	\$0
2012 Article IV	\$0
Transfers to Trust Funds	
2009 Article 4	\$0
Transfers from Trust Funds	
Transfer from System Maintenance Fund	\$0
Net cash flow before TAN borrowings	\$6,726
Net TAN borrowings	\$0
Net change in cash balance	\$6,726
Ending Cash position	\$67,786

PLAINFIELD VILLAGE WATER DISTRICT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2013

ASSETS	
Cash	67,787
Accounts receivable	23,452
Machinery and equipment	124,288
Buildings	10,000
Land and improvements	70,000
Tank/Well project	<u>450,000</u>
Total assets	<u>\$ 745,527</u>

LIABILITIES AND NET ASSETS	
Liabilities	
Accounts payable and accrued expenses	\$ 0
Tax Anticipation Notes	0
Bond payable –NHMBB	<u>120,000</u>
Total liabilities	120,000
Net Assets	
Unrestricted assets	<u>725,527</u>
Total liabilities and net assets	<u>\$ 745,527</u>

PLAINFIELD VILLAGE WATER DISTRICT
TOWN OF PLAINFIELD
March 30, 2013

Moderator Jeff Moore opened the meeting at 10:12 a.m. Mr. Moore opened the meeting by reading an affidavit 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 Commissioner Rob Drye and seconded by Commissioner Gordon Gillens. 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 Sarah Gillens seconded the following slate of officers be nominated: Jeff Moore for moderator for one year; Margaret Drye for clerk for one year; Ralph Patalano for commissioner for three years; and Sarah Gillens for treasurer for one year.

Rob Drye moved and Ron Bailey seconded a motion that the clerk cast one ballot. The motion passed unanimously by voice vote.

Moderator Jeff Moore read Article II. The following motion was offered by Gordon Gillens and seconded by Rob Drye: Resolved, that the District accept the reports of District officers as published in the Plainfield Town Report for 2012 on pages 12 through 98, along with the auditor's report, subject to corrections. The auditor's report will be posted. Commissioner Drye reported that there was a slight surplus last year. Two construction projects (Peterson Rd., Stage Rd.) were completed successfully. The motion passed unanimously by voice vote.

Moderator Jeff Moore read Article III. The following motion was offered by Rob Drye and seconded by Ron Bailey: Resolved, that the District raise and appropriate the sum of **\$52,310** to defray district expenses, and 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 \$140,000 left in our bond and does 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. The treatment house basically heats itself – propane costs have been adjusted accordingly. The vote was taken by tear off ballot. 7 in favor, 0 opposed. Moderator Moore declared the motion passed.

Moderator Jeff Moore read Article IV. The following motion was offered by Gordon Gillens and seconded by Rob Drye: Resolved, that the district 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. Discussion centered on solids in water, flushing, and chlorination. The vote was taken by tear off ballot. 7 in favor, 0 opposed. Moderator Moore declared the motion passed.

Moderator Jeff Moore read Article V. The following motion was offered by Rob Drye and seconded by Jeff Moore. Resolved, that the District name the water treatment building located on Peterson Road the George Adams Water Treatment Building in honor of his leadership in developing the Water District and his many years of service as commissioner and system operator.

The motion was passed by unanimous voice vote

Moderator Jeff Moore swore in the elected officers. A motion to adjourn was offered by Sarah Gillens and seconded by Ron Bailey. A voice vote was taken. Moderator Jeff Moore declared the meeting adjourned at 10:37 a.m.

Respectfully submitted,

Margaret Drye, Clerk
March 31, 2013