

PLAINFIELD VILLAGE WATER DISTRICT Commissioners' Annual Report

The year 2019 marked a major milestone, when the District made the last payment on our Bond issue from 1999 for the storage tank and wells. The District budget will be reduced substantially by removing bonded debt, allowing us to reduce the overall budget while still maintaining a state of good repair.

System operation during 2019 was generally satisfactory. Our system operator Adam Lewis has done a good job keeping up with testing and reporting requirements, the result of which is that we have not had to send out any notices except the annual Consumer Confidence Report. The results of all of our tests were satisfactory, and well within the required limits. We went ahead with PFA sampling even though the rules requiring it were held off by the courts, giving us a baseline (uncontaminated) and removing the threat of further monitoring requirements.

A bill to reduce the violation level for arsenic to half of the current level passed the state legislature this year. While no action will be required by the District until 2021, the commissioners have elected to set aside some of this year's surplus, along with additional money, to create a cushion for the District in the face of unknown costs for additional testing and/or treatment. The State would be responsible for any required expenditures, as this would be a new mandate. The usual process for this involves the District expending the money and getting reimbursed.

Two new connections were completed last year at no cost to the District. We are planning to do some replacement work, most likely on the main 6" line along 12-A, but possibly including replacing a fire hydrant. Some customer curb stops and meters will also be replaced as necessary.

Collections, as always, are difficult. Our "accounts receivable" number still represents about half "old debt" (more than 180 days) and about half accounts that are one billing period overdue. We did recover some of our "old debt" when two residences were sold. Our policy of making settlement offers for delinquent customers has not been particularly fruitful, so we are also considering pursuing other options.

The DES grant program that is expected to bring in about \$4000 this year was funded for the 2019 fiscal year. The slight reduction in rates we were able to adopt in 2012 continues to yield enough revenue to meet our expenses, and we will be adjusting them further now that the bond has been retired.

The commissioners' greatest concern in the future of the District is our inability to replace our volunteer officers. Our longtime treasurer, Sarah Gillens, will be retiring at the end of her term at the District meeting. We are planning to offload much of the treasurer's job, and that of the billing clerk, by contracting for services.

There is plenty of work for anyone interested in helping. Please contact one of the commissioners if you're looking for opportunities. We are still looking for a billing clerk and a meter reader, both of which are paid positions. Our annual meeting is on March 30th at the Plainfield Library.

The commissioners
Robert Drye
Brad Atwater
Ron Bailey

**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 **Philip Read Memorial Library** in said Plainfield Village Water District on **Saturday the 28th of March 2020 at 9:00 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 **\$46,880** 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 \$15000 to be placed in The System Maintenance Fund established in 2007 pursuant to RSA 31:19a, with the amount to come from the fund balance. (Majority vote required for passage.) (The Commissioners recommend passage of this article.)

ARTICLE IV. To transact any other business that may legally come before this meeting.

Given under our hands and seal this Twenty Sixth Day of February in the year of our Lord, Two Thousand Twenty.

At true copy attest: Robert Drye
 Brad Atwater
 Ron Bailey

**PLAINFIELD VILLAGE WATER DISTRICT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019**

ASSETS

Cash	\$78,686
Accounts receivable	23,850
Machinery and equipment	124,288
Buildings	10,000
Land and improvements	70,000
Tank/Well project	<u>450,000</u>
Total assets	<u>\$ 756,824</u>

LIABILITIES AND NET ASSETS

Liabilities

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

Net Assets

Unrestricted assets	\$ <u>756,824</u>
Total liabilities and net assets	<u>\$ 756,824</u>

**Plainfield Village Water District
Statement of Cash Flow year 2019**

Opening Cash position	\$69,442
Water Rent	\$50,680
Other Income	<u>\$4,183</u>
Total Income	\$54,863
Admin Expenses	\$3,204
Operations	\$21,366
Bond Debt - Principal Reduction	\$20,000
Bond Debt - Interest	\$1,050
TAN notes - interest	<u>\$0</u>
Total operating disbursements	\$45,620
Capital Projects	
Transfers to Trust Funds	
System Maintenance Fund	\$0
Transfers from Trust Funds	
System Maintenance Fund	\$0
Net cash flow before TAN borrowings	\$9,243
Net TAN borrowings	\$0
Net change in cash balance	\$9,243
Ending Cash position	\$78,686

**PLAINFIELD VILLAGE DISTRICT
2020 BUDGET (DRA format)**

	2019 Proposed	2019 Actual	2020 Proposed
Executive	\$1,290	\$1,040	\$1,290
Financial Administration	\$0	\$0	\$0
Legal Expense	\$0	\$0	\$0
Personnel Administration	\$0	\$0	\$0
General Government Buildings	\$0	\$0	\$0
Insurance	\$1,200	\$1,172	\$1,200
Advertising & Regional Assoc.	\$0	\$0	\$0
Other General Government Administration	\$2,500	\$992	\$3,500
Water Services	\$18,000	\$16,461	\$18,000
Water Treatment	\$400	\$388	\$400
Water Conservation and Other	\$0	\$0	\$0
Princ. Long Term Bonds & Notes	\$20,000	\$20,000	\$0
Interest-Long Term Notes	\$1,050	\$1,050	\$0
Int. on Tax Anticipation Notes	\$0	\$0	\$0
Other Debt Service	\$0	\$0	\$0
Land and Improvements	\$0	\$0	\$0
Machinery, Vehicles & Equip. Buildings	\$0	\$0	\$0
Improvements other than Bldgs	\$1,000	\$0	\$2,500
Operating Budget Total	\$50,440	\$45,619	\$34,390
Improvements other than Bldgs To Capital Reserve Fund	\$5,000	\$4,518	\$7,500
	\$0	\$0	\$10,000
Revenues			
State of New Hampshire	\$4,000	\$4,172	\$3,800
Charges for Service			
Water Supply System Charges	\$46,430	\$50,680	\$43,080
Miscellaneous Revenues	\$0	\$0	\$0
Interest on Investments	\$10	\$7	\$10
From Capital Reserve Funds	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0
Amounts voted from FB	\$0	\$0	\$0
Total Revenues and Credits	\$50,440	\$54,893	\$46,890

**Minutes of Plainfield Village Water District
March 29 2019**

Moderator Jeff Moore opened the meeting at 9:10 am, declaring that the Warrant and MS-636 were posted as required. Mr. Moore then took up the Warrant. Rob Drye moved to dispense with the reading of the Warrant. Ron Bailey seconded. Motion passed by voice vote.

Mr. Moore read Article I. Brad Atwater made a motion under Article I:
Resolved, that the District 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

Seconded by Jeff Moore.

Rob Drye moved the nomination of the following slate:

Jeff Moore – moderator for one year

Margaret Drye – clerk for one year

Bradford Atwater – commissioner for three years

Sarah Gillens – treasurer for one year

Beverly Widger – auditor for one year

Jeff Moore seconded the motion.

Rob Drye moved that the Clerk cast one vote for the slate. Ron Bailey seconded the motion. Motion passed by voice vote. Mr. Moore declared the slate elected.

Mr. Moore proceeded to the reading of Article II.

Ron Bailey made a motion under Article II:

Resolved, that the District accept the reports of District officers as printed in the 2018 Plainfield Town Report on pages 94-98 as amended, a certified copy to be placed with the Plainfield Town Clerk.

Seconded by Rob Drye. Motion passed by voice vote.

Mr. Moore proceeded to the reading of Article III. Rob Drye made a motion under Article III:

Resolved, that the District raise and appropriate the sum of **\$50,440** 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. (Majority vote required for passage.) (The Commissioners recommend passage of this article.)

Seconded by Ron Bailey.

Vote on Article III was taken by tear-off ballot. Yes 7 No 0

Mr. Moore declared the motion passed.

Mr. Moore proceeded to the reading of Article IV – any other business that may legally come before this meeting. Mr. Moore then swore in new and returning officers. A motion to adjourn was made by Rob Drye, seconded by Ron Bailey. Passed by voice vote.

Meeting adjourned at 9:18 am. Margaret Drye Clerk