

**HILL WATER WORKS**  
**COMMISSIONER MEETING MINUTES**  
May 30, 2007

Called to order by Gerard Desrochers @ 7:00pm.

**In Attendance**

Commissioner, Gerard Desrochers  
Commissioner, William J. Marland (BJ)  
Commissioner, Thomas Wallace

Secretary, Desiree L. Mahurin  
Guest, Andy Sharpe, Provan & Lorber

**NEW BUSINESS:**

Recessed meeting to inspect an exposed pipe in the brook behind Bernasconi property on Shop Road identified as V-134. Commissioners requested Secretary, Desiree Mahurin to research and get a copy of the easement through this property.

**Archeological Assessment** – Approved and signed contract with Victoria Bunker, Historical Consultant, for the archeological assessment needed for the USDA Rural Development grant. Ms. Bunker had looked around the village and tank site on the morning of May 30, 2007 and has determined that it does not appear that the planned system improvement project will have any impact on any historical or archeological sites.

Motion made to accept contract with Victoria Bunker for the fee of \$1,350.00.

MOVED: Gerard Desrochers                      SECONDED: William Marland

**VOTED: PASSED as MOVED**

**CCR Report** – Approved Consumer Confidence Report prepared by Pump Systems to be sent to all customers as required by the State of NH DES.

MOVED: Gerard Desrochers                      SECONDED: Thomas Wallace

**VOTED: PASSED as MOVED**

**Commissioner Compensation** – The Commissioners discussed and approved the rate that each commissioner will be paid for time spent on system maintenance & repair work as well as hydrant flushing.

Motion made to approve the rate of \$17.00 per hour to compensate Commissioners for time spent on system maintenance & repair work as well as hydrant flushing.

MOVED: Gerard Desrochers                      SECONDED: Thomas Wallace

**VOTED: PASSED as MOVED**

**OLD BUSINESS:**

**Provan & Lorber** – Andy presented updated Commissioners on progress of Environmental Report, Preliminary Engineering Report & Supplemental Information to be used for grant applications to USDA Rural Development. He will have completed for June 13<sup>th</sup> meeting.

**REGULAR BUSINESS:**

Accepted minutes of May 9, 2007.

**MOVED:** Gerard Desrochers

**SECONDED:** Thomas Wallace

**VOTED: PASSED as MOVED**

Approved bills to be paid by Treasurer as follows:

Total warrant = \$12,485.77

**MOVED:** Gerard Desrochers

**SECONDED:** Thomas Wallace

**VOTED: PASSED as MOVED**

Meeting adjourned 9:21 pm

**Next meeting June 13, 2007**

Respectfully submitted by:  
Desiree L. Mahurin, Secretary

**HILL WATER WORKS (TX)**  
**YTD BUDGET**  
 January through April 2007

	Jan - Apr 07	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Interest on General Fund	163.08		
<b>4010 · Fees</b>			
4011 · INTEREST INCOME	32.85		
4013 · CONNECTION FEES	50.00		
4014 · DELINQUENT NOTICE FEES	60.00		
4010 · Fees - Other	0.00	400.00	-400.00
<b>Total 4010 · Fees</b>	<b>142.85</b>	<b>400.00</b>	<b>-257.15</b>
4050 · Water Service Fees (Usage)	27,833.55	85,116.00	-57,282.45
4060 · Hydrant Fees	0.00	500.00	-500.00
<b>Total Income</b>	<b>28,139.48</b>	<b>86,016.00</b>	<b>-57,876.52</b>
<b>Expense</b>			
ADVERTISING	0.00	700.00	-700.00
LEGAL FEES	0.00	1,000.00	-1,000.00
<b>MISC EXPENSES</b>			
ASSOCIATION DUES	0.00	100.00	-100.00
BANK FEES & ADJS	0.00	20.00	-20.00
MILEAGE REIMBURSEMENT	0.00	100.00	-100.00
TRAINING	0.00	100.00	-100.00
<b>Total MISC EXPENSES</b>	<b>0.00</b>	<b>320.00</b>	<b>-320.00</b>
NEW EQUIPMENT/TOOLS	0.00	1,000.00	-1,000.00
NH DES LOAN PMT	15,178.64	13,879.00	1,299.64
<b>OFFICE SUPPLIES</b>			
POSTAGE/ENVELOPES	494.05	1,295.00	-800.95
SUPPLIES	47.78	75.00	-27.22
OFFICE SUPPLIES - Other	0.00	0.00	0.00
<b>Total OFFICE SUPPLIES</b>	<b>541.83</b>	<b>1,370.00</b>	<b>-828.17</b>
<b>SUB-CONTRACTED SERVICES</b>			
MISC CONTRACTORS	1,665.80	500.00	1,165.80
<b>PUMP SYSTEMS</b>			
Breaks & low pressure calls	925.05	1,400.00	-474.95
CCR Reporting	0.00	150.00	-150.00
Lab Fees	544.00	1,415.00	-871.00
Pump House equipment	188.40		
Pump House Monitoring	1,125.00	3,600.00	-2,475.00
Water treatment-caustic,chlorin	2,618.15	11,846.00	-9,227.85
<b>Total PUMP SYSTEMS</b>	<b>5,400.60</b>	<b>18,411.00</b>	<b>-13,010.40</b>
RD EDMUNDS & SONS	2,030.00	20,000.00	-17,970.00
<b>TAX COLLECTOR</b>			
Billing Service	600.00	2,600.00	-2,000.00
<b>Total TAX COLLECTOR</b>	<b>600.00</b>	<b>2,600.00</b>	<b>-2,000.00</b>
<b>Total SUB-CONTRACTED SERVICES</b>	<b>9,696.40</b>	<b>41,511.00</b>	<b>-31,814.60</b>
<b>SYSTEM UPGRADES</b>			
ENGINEERING SERVICES	4,175.82	5,523.00	-1,347.18
MISC UPGRADES	136.19		
<b>Total SYSTEM UPGRADES</b>	<b>4,312.01</b>	<b>5,523.00</b>	<b>-1,210.99</b>
<b>UTILITIES</b>			
Electric	2,898.88	11,008.00	-8,109.12
Telephone	294.86	760.00	-465.14
<b>Total UTILITIES</b>	<b>3,193.74</b>	<b>11,768.00</b>	<b>-8,574.26</b>
<b>WAGES</b>			
COMMISSIONER WAGES	700.00	2,100.00	-1,400.00
SECRETARY WAGES	127.21	2,010.00	-1,882.79
TAX ON WAGES	87.20	362.00	-274.80
TREASURER WAGES	312.50	625.00	-312.50

**TREASURER HILL WATER WORKS**

**Balance Sheet**

As of April 30, 2007

	<u>Apr 30, 07</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING ACCOUNT	40,608.63
Total Checking/Savings	<u>40,608.63</u>
Total Current Assets	<u>40,608.63</u>
<b>TOTAL ASSETS</b>	<u><u>40,608.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	-32,740.88
Retained Earnings	79,485.85
Net Income	<u>-6,136.34</u>
Total Equity	<u>40,608.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>40,608.63</u></u>

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Accrual Basis

**TREASURER HILL WATER WORKS**  
**Profit & Loss Detail**  
**April 2007**

Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>WATER USAGE FEES</b>				
4/4/2007	W23			2,442.00
4/6/2007	W24			592.00
4/9/2007	W25			689.00
4/18/2007	W26			1,043.00
4/25/2007	W27			902.00
Total WATER USAGE FEES				5,668.00
Total Income				5,668.00
Gross Profit				5,668.00
<b>Expense</b>				
<b>OFFICE SUPPLIES</b>				
<b>Postage &amp; envelopes</b>				
4/26/2007	2124	HILL POSTMASTER	postage/envelopes	11.25
Total Postage & envelopes				11.25
<b>Supplies</b>				
4/14/2007	2123	TOWN OF HILL	supplies	47.78
Total Supplies				47.78
Total OFFICE SUPPLIES				59.03
<b>SUB-CONTRACTED SERV</b>				
<b>PUMP SYSTEMS</b>				
<b>Breaks &amp; low pressure calls</b>				
4/14/2007	2121	PUMP SYSTEMS INC	breaks and low pressure calls	659.90
Total Breaks & low pressure calls				659.90
<b>Lab Fees</b>				
4/14/2007	2121	PUMP SYSTEMS INC	lab fees	20.00
Total Lab Fees				20.00
<b>Pump House Maintenance</b>				
4/14/2007	2121	PUMP SYSTEMS INC	monitoring	300.00
Total Pump House Maintenance				300.00
<b>Water treatment</b>				
4/26/2007	2126	PUMP SYSTEMS INC	Inv. 37058	722.00
Total Water treatment				722.00
Total PUMP SYSTEMS				1,701.90
<b>TAX COLLECTOR-Billing Service</b>				
4/14/2007	2122	Town of Hill Tax Collector	Jan. - Mar. billing service	600.00
Total TAX COLLECTOR-Billing Service				600.00
Total SUB-CONTRACTED SERV				2,301.90
<b>SYSTEM UPGRADES</b>				
<b>Engineering Services</b>				
4/26/2007	2125	Provan & Lorber Inc.	Inv. 7057A	391.51
Total Engineering Services				391.51
Total SYSTEM UPGRADES				391.51
<b>UTILITIES</b>				
<b>ELECTRIC</b>				
4/14/2007	2120	NH Electric Co-operative	April statement	704.45
Total ELECTRIC				704.45

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**TREASURER HILL WATER WORKS**  
**Reconciliation Detail**  
**CHECKING ACCOUNT, Period Ending 04/30/2007**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						57,905.08
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	3/30/2007	2119	State of NH-DES	X	-15,178.64	-15,178.64
Check	3/30/2007	2118	R.D. EDMUNDS &S...	X	-1,670.00	-16,848.64
Check	4/14/2007	2121	PUMP SYSTEMS INC	X	-979.90	-17,828.54
Check	3/30/2007	2117	PUMP SYSTEMS INC	X	-824.75	-18,653.29
Check	4/14/2007	2120	NH Electric Co-oper...	X	-704.45	-19,357.74
Check	4/14/2007	2122	Town of Hill Tax Coll...	X	-600.00	-19,957.74
Check	3/30/2007	2116	Provan & Lorber Inc.	X	-533.45	-20,491.19
<b>Total Checks and Payments</b>					<u>-20,491.19</u>	<u>-20,491.19</u>
<b>Deposits and Credits - 5 items</b>						
General Journal	4/6/2007	W24		X	592.00	592.00
General Journal	4/9/2007	W25		X	689.00	1,281.00
General Journal	4/25/2007	W27		X	902.00	2,183.00
General Journal	4/18/2007	W26		X	1,043.00	3,226.00
General Journal	4/4/2007	W23		X	2,442.00	5,668.00
<b>Total Deposits and Credits</b>					<u>5,668.00</u>	<u>5,668.00</u>
<b>Total Cleared Transactions</b>					<u>-14,823.19</u>	<u>-14,823.19</u>
<b>Cleared Balance</b>					-14,823.19	43,081.89
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	4/14/2007	2123	TOWN OF HILL		-1,274.69	-1,274.69
Check	4/26/2007	2126	PUMP SYSTEMS INC		-722.00	-1,996.69
Check	4/26/2007	2125	Provan & Lorber Inc.		-391.51	-2,388.20
Check	4/26/2007	2127	VERIZON		-73.81	-2,462.01
Check	4/26/2007	2124	HILL POSTMASTER		-11.25	-2,473.26
<b>Total Checks and Payments</b>					<u>-2,473.26</u>	<u>-2,473.26</u>
<b>Total Uncleared Transactions</b>					<u>-2,473.26</u>	<u>-2,473.26</u>
<b>Register Balance as of 04/30/2007</b>					-17,296.45	40,608.63
<b>New Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
General Journal	5/4/2007	W30			464.00	464.00
General Journal	5/3/2007	W29			738.00	1,202.00
General Journal	5/1/2007	W28			1,804.00	3,006.00
<b>Total Deposits and Credits</b>					<u>3,006.00</u>	<u>3,006.00</u>
<b>Total New Transactions</b>					<u>3,006.00</u>	<u>3,006.00</u>
<b>Ending Balance</b>					<u><u>-14,290.45</u></u>	<u><u>43,614.63</u></u>