

HILL WATER WORKS
COMMISSIONER MEETING MINUTES
January 9, 2008

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

In Attendance

Commissioner, Gerard Desrochers
Commissioner, Gerald Weinert
Secretary, Desiree L. Mahurin

Absent

Commissioner, Thomas Wallace

NEW BUSINESS:

Abatement Request – Reinert, Smart & Robie property located at Murray Hill Road known as the Robie Farm building requested water to be turned off and the December bill of \$82.00 be abated. Commissioners agreed to abate \$82.00 and will try to get water turned off. Due to weather restrictions they are unsure if turn off will be possible, but will still treat the location as turned off. A letter will be drafted to explain this to the owners and to request that they be honest and notify Hill Water Works when the use of the property changes.

Review of Reports – Commissioners reviewed the Disinfection By Product Results and the Chemical Monitoring Results from the State of NH - DES. All reports were compliant and require no further actions.

Commissioners reviewed the Pump house reports from Pump Systems.

Meeting date changes – The commissioners agreed to change the regularly scheduled meeting of March 12 to March 5th in lieu of the Town Elections and Town Meeting all falling within the same week. It was also agreed to cancel the February 27th meeting since they will be meeting on March 5th.

OLD BUSINESS:

USDA Rural Development grant – Commissioner, Desrochers confirmed that the required responses and information was sent to Scott Johnson at USDA Rural Development.

Delinquent Accounts – The commissioners would like to review the delinquent account list again. Since shut offs weren't done because of weather restrictions, additional procedures may need to be developed to ensure timely payment of accounts.

REGULAR BUSINESS:

Accepted minutes of December 26, 2007

Approved bills to be paid by Treasurer as follows:

Total Warrant = \$1,650.36

MOVED: Gerald Desrochers

SECONDED: Thomas Wallace

VOTED: PASSED as MOVED

Meeting adjourned 8:00 pm

Next meeting January 30, 2008

Respectfully submitted by: Desiree L. Mahurin, Secretary

HILL WATER WORKS (TX)

Balance Sheet

As of December 31, 2007

Accrual Basis

	<u>Dec 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
1100 · Checking	32,268.38
1101 · Emergency Repair Fund	20,000.00
Total Checking/Savings	<u>52,268.38</u>
Accounts Receivable	
1200 · Accounts Receivable	7,924.09
Total Accounts Receivable	<u>7,924.09</u>
Total Current Assets	<u>60,192.47</u>
TOTAL ASSETS	<u><u>60,192.47</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Interest/Fee Payable to State	81,231.65
State Rev Loan Prin(2006)	183,169.86
Total Long Term Liabilities	<u>264,401.51</u>
Total Liabilities	264,401.51
Equity	
3000 · Opening Bal Equity	-264,401.51
3900 · Retained Earnings	55,006.25
Net Income	5,186.22
Total Equity	<u>-204,209.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>60,192.47</u></u>

HILL WATER WORKS (TX)
Profit & Loss
January through December 2007

	Jan - Dec 07
Ordinary Income/Expense	
Income	
4000 · Interest on General Fund	460.60
4010 · Fees	
4011 · INTEREST INCOME	150.84
4012 · LIEN COSTS	104.75
4013 · CONNECTION FEES	250.00
4014 · DELINQUENT NOTICE FEES	161.00
4015 · MISC FEES	35.00
Total 4010 · Fees	701.59
4050 · Water Service Fees (Usage)	84,767.21
4060 · Hydrant Fees	500.00
Total Income	86,429.40
Expense	
ADVERTISING	61.76
HYDRANT FLUSHING	374.00
LEGAL FEES	465.05
MISC EXPENSES	
ASSOCIATION DUES	115.00
BANK FEES & ADJS	37.80
MILEAGE REIMBURSEMENT	156.80
MISC EXPENSE	33.45
TRAINING	25.00
Total MISC EXPENSES	368.05
NEW EQUIPMENT/TOOLS	
NEW EQUIPMENT	132.32
SMALL TOOLS	2,087.79
Total NEW EQUIPMENT/TOOLS	2,220.11
NH DES LOAN PMT	
Int/Fee pmt	8,587.34
Principal pmt expense	6,591.30
Total NH DES LOAN PMT	15,178.64
OFFICE SUPPLIES	
POSTAGE/ENVELOPES	1,560.57
SUPPLIES	60.86
Total OFFICE SUPPLIES	1,621.43
SUB-CONTRACTED SERVICES	
MISC CONTRACTORS	3,790.80
PUMP SYSTEMS	
Breaks & low pressure calls	2,234.05
CCR Reporting	150.00
Lab Fees	1,642.00
Pump House equipment	456.75
Pump House Monitoring	3,525.00
Water treatment-caustic,chlorin	7,317.65
Total PUMP SYSTEMS	15,325.45
RD EDMUNDS & SONS	14,193.00
TAX COLLECTOR	
Billing Service	2,600.00
Total TAX COLLECTOR	2,600.00
Total SUB-CONTRACTED SERVICES	35,909.25
SYSTEM UPGRADES	
ENGINEERING SERVICES	12,362.84
MISC UPGRADES	1,869.78
Total SYSTEM UPGRADES	14,232.62
UTILITIES	

01/30/08
Cash Basis

HILL WATER WORKS (TX)
Profit & Loss
January through December 2007

	<u>Jan - Dec 07</u>
Electric	5,973.34
Telephone	924.53
Total UTILITIES	<u>6,897.87</u>
WAGES	
COMMISSIONER WAGES	1,545.00
SECRETARY WAGES	612.60
TAX ON WAGES	241.47
TREASURER WAGES	625.00
Total WAGES	<u>3,024.07</u>
WATER TESTING	
NHDES	857.00
Total WATER TESTING	<u>857.00</u>
Total Expense	<u>81,209.85</u>
Net Ordinary Income	5,219.55
Other Income/Expense	
Other Income	
Lien entry (documentation only)	238.58
REIMBURSABLE DAMAGES	435.00
Total Other Income	<u>673.58</u>
Other Expense	
Abatements	198.85
4900 · Lien Transactions	
4901 · Delinquent Bal Liened	238.58
Total 4900 · Lien Transactions	<u>238.58</u>
Total Other Expense	<u>437.43</u>
Net Other Income	236.15
Net Income	<u><u>5,455.70</u></u>

HILL WATER WORKS (TX)
YTD BUDGET
 January through December 2007

	Jan - Dec 07	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Interest on General Fund	460.60		
4010 · Fees			
4011 · INTEREST INCOME	150.84		
4012 · LIEN COSTS	104.75		
4013 · CONNECTION FEES	250.00		
4014 · DELINQUENT NOTICE FEES	161.00		
4015 · MISC FEES	35.00		
4010 · Fees - Other	0.00	400.00	-400.00
Total 4010 · Fees	701.59	400.00	301.59
4050 · Water Service Fees (Usage)			
4051 · Lien \$ from Town(Cust balances)	0.00		
4050 · Water Service Fees (Usage) - Other	84,767.21	85,116.00	-348.79
Total 4050 · Water Service Fees (Usage)	84,767.21	85,116.00	-348.79
4060 · Hydrant Fees	500.00	500.00	0.00
4100 · NH-DES SRF GRANT	0.00		
Total Income	86,429.40	86,016.00	413.40
Expense			
ADVERTISING	61.76	700.00	-638.24
HYDRANT FLUSHING	374.00		
LEGAL FEES	465.05	1,000.00	-534.95
MISC EXPENSES			
ASSOCIATION DUES	115.00	100.00	15.00
BANK FEES & ADJS	37.80	20.00	17.80
MILEAGE REIMBURSEMENT	156.80	100.00	56.80
MISC EXPENSE	33.45		
TRAINING	25.00	100.00	-75.00
MISC EXPENSES - Other	0.00		
Total MISC EXPENSES	368.05	320.00	48.05
NEW EQUIPMENT/TOOLS			
NEW EQUIPMENT	132.32		
SMALL TOOLS	2,087.79		
NEW EQUIPMENT/TOOLS - Other	0.00	1,000.00	-1,000.00
Total NEW EQUIPMENT/TOOLS	2,220.11	1,000.00	1,220.11
NH DES LOAN PMT			
Int/Fee pmt	8,587.34		
Principal pmt expense	6,591.30		
NH DES LOAN PMT - Other	0.00	13,879.00	-13,879.00
Total NH DES LOAN PMT	15,178.64	13,879.00	1,299.64
OFFICE SUPPLIES			
BILLING SOFTWARE EXP & SUPPORT	0.00		
CHECK/DEP TKT ORDERS	0.00		
POSTAGE/ENVELOPES	1,560.57	1,295.00	265.57
SUPPLIES	60.86	75.00	-14.14
OFFICE SUPPLIES - Other	0.00	0.00	0.00
Total OFFICE SUPPLIES	1,621.43	1,370.00	251.43
SUB-CONTRACTED SERVICES			
MISC CONTRACTORS	3,790.80	500.00	3,290.80
PUMP SYSTEMS			
Breaks & low pressure calls	2,234.05	1,400.00	834.05
CCR Reporting	150.00	150.00	0.00
Lab Fees	1,642.00	1,415.00	227.00
Pump House equipment	456.75		
Pump House Monitoring	3,525.00	3,600.00	-75.00
Water treatment-caustic,chlorin	7,317.65	11,846.00	-4,528.35
PUMP SYSTEMS - Other	0.00		
Total PUMP SYSTEMS	15,325.45	18,411.00	-3,085.55

HILL WATER WORKS (TX)
YTD BUDGET
 January through December 2007

	Jan - Dec 07	Budget	\$ Over Budget
RD EDMUNDS & SONS	14,193.00	20,000.00	-5,807.00
TAX COLLECTOR			
Billing Service	2,600.00	2,600.00	0.00
TAX COLLECTOR - Other	0.00		
Total TAX COLLECTOR	2,600.00	2,600.00	0.00
SUB-CONTRACTED SERVICES - Other	0.00		
Total SUB-CONTRACTED SERVICES	35,909.25	41,511.00	-5,601.75
SYSTEM UPGRADES			
Emergency Catastrophic Repairs	0.00		
ENGINEERING SERVICES	12,362.84	5,523.00	6,839.84
MISC UPGRADES	1,869.78		
PUMP HOUSE IMPROVEMENTS	0.00		
SYSTEM UPGRADES - Other	0.00		
Total SYSTEM UPGRADES	14,232.62	5,523.00	8,709.62
UTILITIES			
Electric	5,973.34	11,008.00	-5,034.66
Telephone	924.53	760.00	164.53
UTILITIES - Other	0.00		
Total UTILITIES	6,897.87	11,768.00	-4,870.13
WAGES			
COMMISSIONER WAGES	1,545.00	2,100.00	-555.00
SECRETARY WAGES	612.60	2,010.00	-1,397.40
TAX ON WAGES	241.47	362.00	-120.53
TREASURER WAGES	625.00	625.00	0.00
WAGES - Other	0.00		
Total WAGES	3,024.07	5,097.00	-2,072.93
WATER TESTING			
NHDES	857.00	964.00	-107.00
WATER TESTING - Other	0.00		
Total WATER TESTING	857.00	964.00	-107.00
Total Expense	81,209.85	83,132.00	-1,922.15
Net Ordinary Income	5,219.55	2,884.00	2,335.55
Other Income/Expense			
Other Income			
BILLING SERVICE EXPENSE	0.00		
Lien entry (documentation only)	238.58		
PRIOR YR INCOME CORRECTION	0.00		
REIMBURSABLE DAMAGES	435.00		
Total Other Income	673.58		
Other Expense			
Abatements	198.85		
BACK-UP WELL/UNDERWOOD ENGR	0.00		
4900 - Lien Transactions			
4901 - Delinquent Bal Liened	238.58		
4902 - Costs	0.00		
4900 - Lien Transactions - Other	0.00		
Total 4900 - Lien Transactions	238.58		
Total Other Expense	437.43		
Net Other Income	236.15		
Net Income	5,455.70	2,884.00	2,571.70