

New Hampshire Association of Village Districts

Guide for District Administrators Released

After many months the Guide for Village District Administrators is now available. It is free to current members otherwise it is \$25 plus postage.

Many moons ago it became very apparent that many village districts are very dependent on their administrators, a number of whom have limited access to resources and networking. Bob Anderson, now retired as a municipal auditor for the Department of Revenue Administration, and Carol Kenneson, recently retired after more than 27 years as the administrator for the Plymouth Water and Sewer District, put their heads together and produced the manual that we now have.

There are eight chapters, The first chapter provides an example of a typical organizational chart showing the relationship between the Board of Commissioners and the Administrator and other employees. The details will differ between different

districts depending on size and resources. For the larger districts, the administrator may have staff to help but many districts have only one person who is expected to fill a variety of operational functions.

After the introduction, Chapter 2 provides an example of an annual calendar with tasks to be addressed each month. The emphasis is on getting ready for the Annual Meeting and meeting statutory deadlines but other issues are covered, such as the Consumer Confidence Report that Water Districts have to distribute to their consumers by June 30th.

Chapter 3 provides general information on financial issues, the different kinds of meetings, meeting minutes, the right to know law and ordinances.

Chapter 4 deals with audits and management discussion and analysis.

Chapter 5 reviews all the reports required by the Department of Revenue Administration and when they need to be filed.

Chapter 6 discusses some practical problems associated with nonpublic sessions, details on capital reserve funds and schedules for bond payments.

Chapter 7 deals with a very important topic for district administrators, that of internal controls for financial transactions. It includes a checklist to assist a district in determining the internal control level.

Chapter 8 gives some samples of local policies, ordinances and job descriptions.

The manual comes in a three ringed binder to accommodate revisions and future additions.

It is free to current members or \$25 for non members.

Annual Symposium Well Attended

The Third Annual Symposium sponsored jointly by the Granite State Rural Water Association and the New Hampshire Association of Village Districts took place in December at the Primex training facility in Concord.

About 60 people attended with the audience consisting mainly of water system operators, administrators and commissioners of water districts.

The conference covered a wide range of topics. Dave MacLean of Geosight Inc. discussed the regulatory process for permitting large groundwater withdrawals, rule changes implemented in 2009 and further changes currently under discussion. Gary Lacasse of PSNH detailed the utility's efforts to persuade its customers to become more energy efficient. Heather Shaw of the Granite State Rural Water Association discussed sources of funding for major projects, the American Recovery and Reinvestment Act (ARRA) funding and what is needed for a successful application. Bob Anderson of New Hampshire Association of Village Districts followed with an account of the procedures and pitfalls of trying to get project funding through the Annual Meeting. And then



Bob Anderson speaking at the December Symposium

there was lunch after which Peter Schauer of Schauer Environmental Consulting discussed the Comprehensive Shoreland Protection Act, admirable in intent but confusing in execution. Finally, there was a roundtable discussion - sort of - since Primex does not appear to have any round tables but Sarah Pillsbury of the New Hampshire Department of Environmental Services updated everyone on regulatory changes, the total coliform rule and groundwater withdrawal issues, Paul Whittemore of Granite State Rural Water Association Board of Directors spoke about his experiences as a member of a working group on the

National Drinking Water Advisory Council. Bill Weber, the District Manager for the Village District of Eastman, spoke on their experiences on the permitting process for large groundwater withdrawals.

Upcoming Workshop for Administrators and District Officials

The Association will be holding a workshop for administrators and elected officials on Saturday morning September 25th at the Plymouth Water and Sewer District facility. It will run from 9 to 1 p.m. and should be particularly useful for administrators and newly elected officials.

Topics to be covered include RSA 52 - the statute that deals specifically with village districts; financial topics including budgets, capital reserve funds, trust funds, internal controls, end of year accounting; Annual Meetings and warrant articles. Financial strategies for small community will also be discussed and there will be a roundtable session on dealing with and communicating with the parent municipality.

There will be plenty of opportunity for networking and to address specific issues. Workshop is free to members. Save the Date.

Symposium In December 2010

The Fourth Joint Training Symposium between the New Hampshire Association of Village Districts and Granite State Rural Water Association will be held on Monday, December 6th, 2010 at the PRIMEX training Center in Concord. Registration at 8:30 a.m. - the meeting starts at 9 a.m. and finishes at 3 p.m.

Topics to be covered include; emergency planning and mutual aid, legislative update, the right to know law, the freedom of information law and what should be public about water systems, what Commissioners should know about their water system, regional projects and

cooperation, SCADA for small systems, and do's and don'ts concerning contracts.

What Should Commissioners Know About Their Water Systems

It has always been something of a debate on how much detail Commissioners should know about the service operations their Districts provide. Some feel that is what the hired help is expected to provide. Others feel that because the final authority often lies with the Commissioners and nowadays vast amounts of tax payer money is often at stake, they should know a great deal about them. So how many of the following questions can you - as a Commissioner - answer without consulting your water system operator, engineer, superintendent or administrator?

What is the source of your systems water? - (bedrock, gravel or surface)

Can you map the distribution?

Do you know what the storage capacity of the system is and where?

Do you know when the storage tanks were installed?

What is the expected life span of the storage tanks?

How many water connections?

What is the cost of a new water connection?

How many pump houses?

What is the water rate?

How often is the billing?

What grade of license is required to run the system?

What monthly tests are run?

What yearly tests are run?

What tests are run at three year intervals?

Does the District have any waivers? If so - what for?

Does the District have a well head protection program?

Do you have a watershed protection program?

Do you know the difference?

Does the District have an emergency plan?

Does the District have any long term bonds in effect for the water system?

And what are the interest rates?

How much is still owed?

Executive Board Meetings

Schedule of Board meetings for the year: Meetings during the winter months are held in Concord. During the summer month the Board likes to go on the road and visit different districts. If you are interested in hosting a (summer) meeting let us know.

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|--------|-------------------------------------------|---------------|-------------|
| Jan 11 | PRIMEX | Concord | 12:30 p.m. |
| Feb 8 | Granite State Rural Water Association | Penacook | 11:00 a.m. |
| Mar 15 | PRIMEX | Concord | 12:30 p.m. |
| Apr 12 | PRIMEX | Concord | 12:30 p.m. |
| May 12 | Annual Meeting - Mt Washington Hotel | Bretton Woods | 1:30 p.m. |
| Jun 14 | Plymouth Water and Sewer District | Plymouth | 12:30 p.m. |
| Jul 12 | Precinct of Haverhill Corners | Haverhill | 12:30 p.m. |
| Aug 9 | Department of Revenue Administration | Concord | 12:30 p.m. |
| Sep 25 | Workshop for Administrators and Officials | Plymouth | 9:00 -1 p.m |
| Oct 4 | Village District of Eidelweiss | Madison | 12:30 p.m. |
| Nov 8 | Hardy Road Village District | Loudon | 12:30 p.m. |

When was the last sanitary survey?

delinquency rate is for payment of water rates?

Is there a valve exercising program in effect?

Were there any deficiencies?

What is the procedure for dealing with non payment of water fees?

Have you completed a water audit?

Have they been corrected?

If not - why not?

Is the water treated in any way?

How did you do? Lots more to come next time.

Who is the water system's engineer?

If so - what treatment procedures are in place?

How much is he/she paid?

Who is the Department of Environmental Services Employee who oversees your water system?

If hazardous chemicals are involved do the personnel know about them and are they trained how to handle them?

Can you outline the District's response in the event of a contaminated test sample?

Do you have an emergency procedure in place in the event of a hazardous chemical spill?

What is the annual operating budget for the water system?

Is the analytical data from testing the water available for public inspection?

Do you know what the

Save the Dates

May 12 - Annual Meeting at Breton Woods - 1:30 p.m.

September 25 - Officials Workshop at Plymouth - 9 a.m.

December 6 - Joint Symposium with GSRWA - Concord - 9 a.m.

Free to members.

