

Annual Report of the Lake Todd Village District

2010-2011

The District commissioners held ten meetings during the last eleven months. At the first meeting, the officers were sworn in, the Clerk's duties were discussed, and the commissioner responsibilities were discussed. The commissioners reviewed and discussed the some of the many laws and regulations that they must abide by since we are a municipality. One of the first was to post notices of each commissioner meeting at least 24 hours before its occurrence.

A recurring subject at many of the meetings was the progress of the dam improvement project. The progress report is discussed below.

The commissioners worked to plan the continuation of the annual meeting in September. At this meeting, the voters voted additional money for the dam improvements. Following the meeting, the commissioners filed the many required reports with the Department of Revenue of Administration.

Commissioner Beaton warned his fellow commissioners several times that he would have to resign because he was moving out of the District. There was much discussion concerning his successor. Finally it was agreed to approach Federico Montanari. He agreed and was sworn in September 29th to serve until the next election.

In September the commissioners were confronted with a discrepancy in procedure by the Department of Revenue of Administration, the State bureau that oversees the District's activities. Because the budget form MS-36 was not posted with the warrant for the June annual meeting, the commissioners had to call a special meeting to have the voters ratify the decisions of the annual meeting. The commissioners planned and successfully carried out the meeting in October.

Last September State law was changed to require every municipality to have a yearly audit performed to Department of Revenue of Administration (DRA) standards. In February DRA informed us we had the choice of hiring a CPA firm or having a locally elected auditor. Since we had never elected an auditor the office was vacant. The commissioners met in March and appointed Peter Carl to be our auditor. He completed his audit of the 2010 financials by the end of the month.

Dam Improvement Project:

Following the annual meeting last June, getting plans from the engineer continued to be a slow and painful process. Finally after several delays, the revised plans were delivered to the Dam Bureau in early November. In late December, the Dam Bureau responded with a new list of deficiencies. About this time, work started on the Wetlands permit application.

The first three months of the new year were spent waiting again. In late March the revised plans went to the Dam Bureau and they responded a week later with a few more issues. Eckman Engineering responded relatively quickly and submitted the final revision in late April. On May 19th we received full approval of the plans.

While the remaining issues were being worked out, Eckman Engineering was putting the project out to bid in early May. We received and opened five bids on the 16 of May. As soon as we had selected a contractor, we called several of the local banks about getting a loan. The attendees at

the bond hearing on May 28th selected the bank, term, and the payment plan. While there are still a few more issues to resolve, we look forward to starting construction September 6. The lake will be drawn down immediately following the holiday weekend.

Financial Matters

The Treasurer reports that we took in about \$35,000 and spent about \$11,000. With the money left over from last year, we ended the year with about \$64,000. The Treasurer has prepared a simplified financial statement which is appended.

Audit

As mentioned above, an audit was performed on the 2010 books. The Auditor found that our financial records were in order, but did find a deficiency in procedures. There is supposed to be a wall between the commissioners and the treasurer, i.e. the commissioners are not supposed to write checks and the treasurer is not supposed to write a check without a written order signed by at least two commissioners. Starting the first of 2011, a check request form is used to inform the treasurer of the need to make payments. The parts of the audit required for this report are appended.

District Meetings

Three district meetings were held during 2010. The regular annual meeting was held in June and was continued to September 4th. That was done in the hope that we would know the cost of the dam improvements by that time. It was not to be and voters voted to appropriate an amount equal to the previous year's appropriation. Following that, a meeting was held the 16th of October to clear up the discrepancy in procedure mentioned above. The minutes of these meetings are appended.

Water Quality Testing

The water was sampled several times last summer. An interim report was received and is posted on the District web site. We now receive full reports only every other year. Several of the results were far out of the normal range. The report suggests that there may have been a problem with the sampling procedures on one of the testing dates.

Sponsor A Highway

In cooperation with the State Department of Transportation, the District cleans up about two miles of Route 103 from Main Street, Bradford to Fowler Mill Road. We have a clean-up three times a year, usually the first Saturday in May, the last Saturday in August, and the first Saturday in November. Please come and join us in this satisfying public service.

Web Site

The web site has been kept up to date with the latest information throughout the year. Recently the site was redesigned to make it easier to maintain. Be sure to check it out when you can.
www.laketoddvillagedistrict.us

Lake Todd Village District Income and Expense Statement for the Calendar Year 2010

	GENERAL FUND	NON- CAPITAL RESERVE ACCOUNT
1/1/10	Beginning Balance:	
	<u>\$40,472.11</u>	<u>\$9,578.50</u>
Income:		
Misc. Income (flares, interest)	378.00	20.11
Tax Income Bradford	11382.00	
Tax Income Newbury	23111.00	
	Total Income:	
	<u>\$34,871.00</u>	<u>\$20.11</u>
Expenses:		
4199 Supplies, BCC donation	418.11	
4197 Advertising, LCC Dues	203.25	
4196 Insurance	500.00	
4332 Dam Reg. Fee	750.00	
4338 Water Testing	438.00	
4589 Culture (web site,, flares loon ass'n)	513.00	
4909 Dam Improvements	8036.97	
	Total Expenses:	
	<u>\$10,859.33</u>	<u>\$0.00</u>
12/31/10	Ending Balance:	
	<u>\$64,483.78</u>	<u>\$9,598.61</u>

REPORT OF LOCALLY ELECTED AUDITOR(S)

RSA 41:31-d

Municipality: Lake Todd Village District Audit Fiscal Year: 2010

Type of Municipality (Town, School or Village District): Village District

Mailing Address: PO Box 169 Bradford, NH 03221

Phone #: 603.938.2892 Fax #: N/A E-Mail: ltvd@iamnow.net

Contact: _____ Phone #: _____ E-Mail: _____

Under RSA 41:31-c I, all municipalities shall annually, or more often as necessary, conduct an audit of the accounts of any officer or agent handling funds of the municipality. Elected auditors conducting such audits shall follow audit procedures outlined in NH Code of Administrative Rules, REV 1904 and REV 1907.

This form shall be used by the locally elected auditor to conduct and report the audit required under RSA 41:31-c and 41:31-d.

- Part 1. Financial Records
- Part 2. Treasurer
- Part 3. Tax Collector
- Part 4. Trustees
- Part 5. Town Clerk
- Part 6. Library

In the boxes, indicate date the sections of the form were completed.

Locally Elected Auditor or Board of Locally Elected Auditors - Please Sign in Ink.

Under penalties of perjury, I declare that I have completed this form and to the best of my belief the information is true, correct and complete.

Date: 3.29.11
Peter Carl

Auditor

FOR DRA USE ONLY

Observations - Part 1. General Ledger & Financial Records

Comments on procedures or areas of weakness:

Recommendations:

General ledger section completed by:

Rebecca
Auditor

Date: 3.29.11

Observations - Part 2. Treasurer

Comments on procedures or areas of weakness:

Section 8 does not appear to have a signed majority of the governing body for disbursements

Recommendations:

A document has been created for use in 2011

Treasurer section completed by:

Date: 3.29.11

Peter Carl
Auditor

Lake Todd Village District
TOWNS OF BRADFORD and NEWBURY, NEW HAMPSHIRE
Saturday, June 26, 2010

Annual District Meeting

The Moderator, Carol Tonkin, called the meeting to order at 9:35 a.m. Officers of the Lake Todd Village District were introduced. It was explained that in order to vote or to call a motion, you must be a registered voter in the LTVD. The moderator explained that the warrant articles would be voted on by a show of voting cards issued by the supervisors of the check lists from Bradford and Newbury. The moderator also explained all people present can ask questions or make comments.

ARTICLE 1. To see if the Village District will vote to elect by unofficial ballot the following:

Commissioner - 3 year term - June 2010 to June 2013
Moderator - 1 year term - June 2010 to June 2011
Clerk - 1 year term - June 2010 to June 2011
Treasurer - 1 year term - June 2010 to June 2011

Motion to adopt Article 1 was made and seconded. Elections followed.

- Commissioner, three-year term: John Warren nominated Stephen Snyder, Michael Beaton seconded. Stephen Snyder was elected.
- Moderator, one-year term: Elaine Warren nominated Carol Tonkin, Margaret Weiler seconded. Carol Tonkin was elected.
- Clerk, one-year term: John Warren nominated Cynthia Snyder, Elaine Warren seconded. Cynthia Snyder was elected .
- Treasurer, one-year term: Elaine Warren nominated Margaret Weiler, Steve Snyder seconded. Margaret Weiler was elected.

ARTICLE 2. To see if the Village District will raise and appropriate the sum of \$3740 for the following:

- 1. General Government Expenses - Administrative \$3740**

Motion to adopt Article 2 was made and seconded. Discussion followed.

John Warren Reviewed the Article and itemized the costs and noted the increase in the cost of the Dam registration.

VOTE: All in favor. Article 2 was adopted as read.

ARTICLE 3 . To see if the Village District will raise the additional sum of \$80,000 to complete the proposed work to bring the dam into compliance with state regulations and the 100 year flood requirements. This article will not lapse until the project is complete or until December 31st 2015, whichever is earlier.

Motion to adopt Article 3 was made and seconded. Discussion followed.

Bill Weiler reviewed the article and gave an update to the progress of the project. He noted that because the permit had not been granted, the District had no estimate of the cost.

Weiler made a motion to table article 3 and continue the annual meeting to September 4th at 9:30 a.m. at the Bradford Community Center.

Motion was seconded. Discussion followed.

Frederico Montanari asked for a bit more information as to what was causing the start of the project to be delayed. He was concerned it was taking so long. Commissioner Mike Beaton explained that the scope of the project had not changed but that on the last inspection, the state had pointed out some additional erosion on the west side that needed to be taken care of. Commissioners John Warren and Bill Weiler added that continued delay by the engineer has prevented the commissioners from securing the permit. Mike Beaton continued reviewing all of the delays over the last year.

VOTE on motion to table and continue the annual meeting to September 4th at 9:30 a.m. at the Bradford Community Center: All in favor. Article 3 was tabled.

Motion to waive the reading of the previous year's (2009) secretary's report was made and seconded.

VOTE: All in favor.

Motion to waive the reading of the previous year's (2009) treasurer's report was made and seconded.

Carol Tonkin noted that she audited the report and the taxes and that the books were well organized and there were no discrepancies. Frederico Montanari asked what the administrative costs were. Elaine answered that it was all expenses relating to the dam, permits, paperwork etc.

VOTE: All in favor.

Other Business:

The Moderator asked Mike Beaton to give an update on the weed watchers. Mike said we had a class with Amy from the state and we found no invasive species. It was noted that Mike Beaton put a report he obtained from the state on the web site that showed what weeds were in Lake Todd and where they were. If anyone has a weed they are not sure of we can collect samples and he could submit to the state. Mike can set up another visit and training with Amy if anyone was interested.

Discussion came up about what can be done to prevent public access to boats for folks NOT living on the lake. There is a concern about weeds being brought in. It was noted by John Warren that this is not really an issue for LTVD as it is private property. It was suggested that the property owner can put up a sign and should notify the police to take notice. Mike Beaton said he could provide a sign that shows the danger of invasive weeds for posting.

The moderator asked for an update on the water quality report. John Warren gave the update, no issues currently, and we did add one additional test site near Gillingham Drive due to a timber harvest on nearby land. John noted that anyone looking for the specifics of the water test results could go to the state web site and all the results were listed there. It was suggested John add the address or a link to the web site.

Bill Weiler thanked the outgoing members of the LTVD team: John Warren, Elaine Warren and Sue Carl.

John Warren made note the following special dates: Flare night is Fri July 2nd
The LTVD Social is August 7th at 1:00 pm at Peter and Sue Carl's house, (#57 route 103)

Motion to adjourn was made and seconded. All in favor. Meeting adjourned at 10:15 a.m.

Lake Todd Village District

Continuation of June 26, 2010 Meeting

September 4, 2010 at 9:30 a.m., met according to adjournment.

The Moderator, Carol Tonkin, called the meeting to order at 9:30 a.m. . Officers of the Lake Todd Village District were introduced. It was explained that in order to vote or to call a motion, you must be a registered voter in the LTVD. The moderator explained that the warrant articles would be voted on by a show of voting cards issued by the supervisors of the check lists from Bradford and Newbury. The moderator also explained all people present can ask questions or make comments.

ARTICLE 3 . To see if the Village District will raise the additional sum of \$80,000 to complete the proposed work to bring the dam into compliance with state regulations and the 100 year flood requirements. This article will not lapse until the project is complete or until December 31st 2015, whichever is earlier.

Motion to adopt Article 3 was made and seconded. Discussion followed.

Margaret Weiler made a motion to amend Article 3 to replace the first sentence with the following: “To see if the Village District will appropriate the sum of \$61,856 for the dam improvements project with \$30,928 to come from the 2009 surplus and \$30,928 to be raised by taxation.”

Motion was seconded. Discussion followed.

Frederico Montanari wanted to know what was left to do and asked if we had a start date for the project. Commissioner Weiler gave an update to the progress of the project noting that continued delinquency of documentation being provided by the contracted engineer are delaying the permit approval process.

Tracy Quigley asked how much money LTVD currently had set aside for the project. Commissioner Weiler reviewed the transaction costs to date and noted that \$30,928 was available from the 2009 taxes. Tracy Quigley asked how much more it was going to cost. She wanted to know if the \$61,856 would cover the repairs required and also if the \$30,928 included the June Taxes collected. Commissioner Weiler explained that the \$61,856 was the projection of collections that should include the 2010 tax bill plus the \$30,928 already collected. Commissioner Weiler went on to say that the final cost could not be given until the permits were in place and bids were accepted.

Frederico Montanari asked what would happen if there was too much money collected or the costs went OVER \$61,856.00. Commissioner Weiler responded that voters would have to vote on any additional money spent on the project and that money not used would be discussed and

voted on for return to the property owners. Commissioner Weiler noted that there would be further discussion at the next Annual Meeting and hopefully a final number would be available then.

**VOTE: Majority in favor. The amendment was adopted. Article 3 as amended read as follows:
ARTICLE 3: To See if the Village District will appropriate the sum of \$61,856 for the dam improvements project with \$30,928 to come from the 2009 surplus and \$30,928 to be raised by taxation. This Article will not lapse until the project is complete or until December 31, 2015, whichever is earlier.**

Discussion of Article 3 as amended continued.

VOTE: Majority in favor. Article 3 as amended was adopted.

Motion to adjourn was made and seconded. All in favor. Meeting adjourned at 10:05 a.m.

Respectfully submitted by:

Cynthia Snyder
Lake Todd Village District Clerk

Lake Todd Village District
Special Meeting
October 16, 2010
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Lake Todd Village District
TOWNS OF BRADFORD and NEWBURY, NEW HAMPSHIRE
Saturday, October 16, 2010

Special District Meeting

The Moderator, Carol Tonkin, called the meeting to order at 9:05 a.m. The moderator explained that the warrant article would be voted on by a show of voting cards issued by the supervisors of the check lists from Bradford and Newbury. The moderator also explained all people present can ask questions or make comments.

ARTICLE 1. To see if the Village District will ratify the results of the Annual Meeting even though the statutory requirement of posting the completed MS-36 was not met.

Motion to adopt Article 1 was made and seconded.

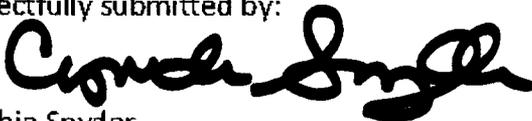
Commissioner Weiler reviewed the reason for the special meeting and vote.

Vote was called: All in favor. Article 1 was adopted.

Motion to adjourn was made and seconded. All in favor.

Meeting adjourned at 9:20 a.m.

respectfully submitted by:



Cynthia Snyder
Lake Todd Village District Clerk