

**2013**

**Annual Meeting**

**Lake Todd Village District**

**Annual Report for Calendar Year 2012**

## **Annual Report of the Lake Todd Village District for Calendar Year 2012**

The District commissioners held two meetings during the last year exclusive of the budget hearing. Subjects for action at these meetings included passing resolutions in connection with our liability insurance and voting to continue the Sponsor-A-Highway program. The second meeting was called to discuss the District's responsibilities for safety in the vicinity of the dam. The result was agreement to hire a lawyer to research the matter. Also the matter of the Bradford lake access for Fire Dept. water being used as a boat launch was brought up. Commissioner Snyder said he would look into it.

### Dam Safety:

Ten years ago, the littoral owners decided to act on their concerns about personal liability for injury and property damage in connection with the dam. The result was the creation of the village district and the purchase of low cost insurance.

After the dam improvements were completed, it became clear there was an increased risk of injury around the dam because of the higher training walls. Also the fence on the Harris property was removed and the access was improved. This raised the question whether it was enough just to have insurance or whether there was need to prevent harm in the first place.

The first attempt to answer this question was to contact the District's insurance carrier and request a loss prevention review. A risk assessment letter was received, which recommended erecting signs on or near the water to warn of the dam and that fencing be erected on the walls. The basis for these recommendations seem to be that some other dam owners were doing these things. There was no mention of regulations or of legal liability.

The second attempt to answer this question was to contact the District's lawyer for a legal review. While New Hampshire law limits the amount of damages that can be recovered in a lawsuit and does provide protections for the District's officers and employees, the District is held to a legal standard of "reasonable care" under all the circumstances in the maintenance and operation of its dam. The lawyer's letter goes on to say that the District is: "subject to liability for harm caused to entrants on the premises if the harm results either from: (1) the Commissioners failure to carry out the activities with reasonable care; or (2) the Commissioners failure to remedy or give warning of a dangerous condition of which the Commissioners know or should know." The letter also says that the District: "must take some reasonable steps to protect any user, even trespassers, by ensuring that the dam premises are safe and by warning potential users of the dangerous condition. When the users are children, the District is charged with a greater responsibility due to the children's inability to understand the danger or read posted warnings."

Finally the letter recommends fencing to prevent access to all the walls. Also it recommends that buoys and warning signs be floated upstream of the spillway to keep users back 100 feet.

Following receipt of this information, the commissioners decided to ask the voters at the 2013 annual meeting to provide \$4,500 for fencing.

### Financial Matters

The Treasurer reports that we took in about \$193,000 and spent about \$195,000. We ended the year with about \$18,000. These figures reflect \$170,000 in spending for the dam improvements completed in 2011. The Treasurer has prepared a simplified financial statement which is appended. In addition, the Treasurer has prepared a chart showing the total expenditures for the dam improvements, which is appended at the end of this report.

### Audit

An audit was performed on the 2012 books. The Auditor found that our financial records were in order and our procedures meet requirements. The audit summary letter is appended.

### Water Quality Testing

The water was sampled three times last summer. A regional report was received this year which had a one page summary for Newbury. The bottom line is that the health of the lake remains the same despite minor variations in the numbers. You can see the report on the web site at [http://www.laketoddvillagedistrict.us/Information\\_files/Archive/2012\\_water\\_quality\\_report.pdf](http://www.laketoddvillagedistrict.us/Information_files/Archive/2012_water_quality_report.pdf)

### 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. Be sure to check it out when you can.

[www.laketoddvillagedistrict.us](http://www.laketoddvillagedistrict.us)

**Lake Todd Village District  
Treasurer's Report  
for the Calendar Year 2012**

		GENERAL FUND
<b>1/1/2012</b>	<b>Beginning Balance:</b>	<u>\$20,111.36</u>
<b>Income:</b>		
	Tax Income Bradford	8,449.00
	Tax Income Newbury	19,110.00
	Loan	164,850.00
	Received from Commissioners	447.00
	<b>Total Income:</b>	<u>\$192,856.00</u>
<b>Expenses:</b>		
	Commissioners' Orders Paid	<u>195,204.33</u>
	<b>Total Expenses:</b>	<u>\$195,204.33</u>
<b>12/31/12</b>	<b>Ending Balance:</b>	<u>\$17,763.03</u>

Respectfully submitted,

Margaret Weiler, Treasurer	Date
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Friday, May 10, 2013

Lake Todd Village District  
PO Box 169  
Bradford, NH 03221

Re: Summary of Annual Audit

To Whom It May Concern:

An audit of the Lake Todd Village District General Ledger/Financial Records was conducted on, Wednesday, March 27, 2013, accordance with Form MS 60. The audit was performed by Peter Carl and was assisted by Margie Wieller "Treasurer of the Lake Todd Village District".

The audit was conducted by utilizing form MS 60. The audit consisted of analyzing and comparing the Lake Todd Village District General Ledger, bookkeeping and balance sheet to the various bank statements. Form MS 60 led the auditor through a litmus test of questions comparing random deposits and written checks shown in the bookkeeping to the actual bank statements verifying that the transactions were properly documented.

Form MS60 also required that information verifying the authority of parties who sign checks and maintain the bookkeeping. The form also requires the verification of periodic reconciliations.

The audit showed that all transactions that were compared in the bookkeeping to the bank statements were verified. It also showed general ledger year end balances that matched the year end bank statement.

The only suggestion for improvement would be to upgrade the bookkeeping process from an Excel spreadsheet to a more industry accepted accounting software such as a QuickBooks.

Prepared by:

Peter Carl  
Auditor

**Lake Todd Village District**  
**TOWNS OF BRADFORD and NEWBURY, NEW HAMPSHIRE**  
**Saturday, June 30, 2012**

The Moderator, Carol Tonkin, called the meeting to order at 9:00 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. Hard copies of all reports discussed were available for all.

The Moderator, Carol Tonkin asked to waive the reading of the Secretaries Report. John Warren moved to waive the reading. Deb Fuchs seconds. A vote was taken. All in favor, the reading was waived.

The Moderator, Carol Tonkin asked the Treasurer, Margie Weiler to review the 2011 LTVD Treasurers report summary. The summary is read. The Moderator, Carol Tonkin asks if we will accept the report.

Frederico Monanari moves to accept the report. Joyce Singra seconds. With no questions a vote was taken. All in favor, the Treasures report is accepted.

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

<b>Commissioner</b>	<b>- 3 year term - June 2011 to June 2015</b>
<b>Moderator</b>	<b>- 1 year term - June 2011 to June 2013</b>
<b>Clerk</b>	<b>- 1 year term - June 2011 to June 2013</b>
<b>Treasurer</b>	<b>- 1 year term - June 2011 to June 2013</b>
<b>Auditor</b>	<b>- 1 year term - June 2011 to June 2013</b>

The moderator read article one. Steve Snyder moved for the article. Margie Weiler Seconds. Nominations began.

- Commissioner, three year term. Steve Snyder nominated Bill Weiler, Cyn Snyder seconds. Nomination is closed. The Moderator called for the vote. Bill Weiler was elected.
- Moderator, one year term. Cyn Snyder nominated Carol Tonkin. Steve Snyder seconds. Nomination is closed. The Moderator called for the vote. Carol Tonkin was elected.

- Clerk, one year term. Elaine Warren nominated Cindy Snyder. Carol Tonkin seconds. Nomination is closed. The Moderator called for the vote. Cindy Snyder was elected.
- Treasurer, one year term. Cindy Snyder nominated Margie Weiler, Steve Snyder seconds. Nomination is closed. Moderator called for the vote. Margie Weiler was elected.
- Auditor, one year term. Margie Weiler nominated Peter Carl, Cindy Snyder seconds. Nomination is closed. Moderator called for the vote. Peter Carl was elected.

**ARTICLE 2 . To see if the Village District will raise and appropriate the sum of \$27,980.00 for general operations.**

The moderator read article two. Margie Weiler moved for the article, Cindy Snyder seconds. Commissioner Weiler reviewed the article and all line items on the formal budget.

Commissioner Weiler asked if there were any questions.

With no further questions, Commissioner Weiler moved to vote. John Warren Seconds. A vote was taken. The motion was passed.

The Moderator asked for a motion to waive the reading of the previous years ( 2011 ) secretary's report as it was written and available in hard copy for review. John Warren seconds. The motion was passed.

**Other Business:**

The Moderator asked John Warren to speak about the water quality report.

John explained we would be training new volunteers to take over the water quality testing and to work with the State and State Biologist. The water quality results are available at the LTVD web site.

Weed watchers . Commissioner Weiler asked who would be interested in taking over or joining the weed watchers. It was noted that Commissioner Snyder & Cyn Snyder have the extra educational books available for anyone interested. Please call Clerk Cyn Snyder for copies and interest.

Commissioner Weiler made note of the following special dates: Flare night is Fri July 6th 9:00 p.m.

The LTVD Social is August 4<sup>th</sup> at 12:00 p.m. at Bill & Margie Weilers, ( #192 Gillingham Dr) Rain date Sunday August 5th at 12:00

Deb Fuchs noted a concern about heavy boat traffic coming from out of town visitors at the small inlet by the bridge. She was also concerned that there is no way for them to clean the boats. Commissioner Snyder was asked to look into ways to either limit access or provide a way for folks to clean boats going into the water.

The Moderator asked for a motion to adjourn the meeting. Steve Snyder motioned to adjourn the meeting. Margie Weiler seconds. The motion was accepted and the meeting was adjourned at 10:15 a.m.

Respectfully submitted by:

Cynthia Snyder  
Lake Todd Village District Clerk

Lake Todd Village District  
Dam Improvement Project

Calendar Year	Engineering	Legal	Permits & Fees	Easement	Inspections	Daniels Construction	Penstock Work	Totals
2007	3,200.00							3,200.00
2008	484.04		4,000.00					4,484.04
2009	8,429.00	400.00						8,829.00
2010	3,548.35	1,684.50	504.12					5,736.97
2011	5,520.40	2,955.88	578.00	6,000.00	12,000.00	79,650.00		106,704.28
2012	552.75				6,400.00	162,850.00	605.48	170,408.23
Totals	21,734.54	5,040.38	5,082.12	6,000.00	18,400.00	242,500.00	605.48	299,362.52

Current Loan Balance 177,331.26