

BY-LAWS FOR THE WARNER VILLAGE WATER DISTRICT

Article I - Name

Section 1: The name of the District shall be, "THE WARNER VILLAGE WATER DISTRICT."

Article II - Object

Section 1: The District was duly laid out and the boundaries set by the Selectmen of the Town of Warner according to law for the following purposes: to furnish water and sewer service to the inhabitants of the District (Precinct). (5)

Section 2: As used in these By-Laws and Regulations, the word "Precinct" which has been in common use to indicate the area designated in Article II, Section 1, shall have the same meaning as the word "District."

Article III - Administration (9) of the District

Section 1: The Administration (9) of the District shall be the responsibility of the Commissioners and other Officers elected at the Annual Meeting.

Section 2: This District shall be governed by the provisions of Chapter 52, New Hampshire Revised Statutes Annotated and any amendments thereto pertaining to Village Districts.

Section 3: The Terms and Conditions of the District will govern the management of the affairs of the District pertaining to applications for service, charges, meters, service connections, line extensions, customers' premises, rates, and such other general conditions that may apply and require special rules or regulations in order to be properly administered by the District.

Article IV - Eligibility

Section 1: The services of the District shall be available only to the residents within the bounds of the Precinct according to the Terms and Conditions of the District.

Section 2: Residents outside the boundaries of the District, (Precinct) may be provided services because of special conditions but only under terms (17) approved by the Commissioners. Services so provided must also conform to the Terms and Conditions of the District.

All costs of construction, including labor, materials, permitting, and related costs incurred for the purpose of extending water and/or sewer lines to an entity outside the boundaries of the Precinct, as well as future repairs beyond its boundaries, shall be borne by the entity served by such extension(s). This includes the costs of upgrading any lines within the Precinct in terms of quality or capacity necessary to accommodate the extension(s). All workmanship and materials must meet the approval of the Commissioners and applicable specifications. (16)

Section 3: Only those legal voters residing in the District shall be permitted to vote in District affairs.

Article V - Meetings

Section 1: The Annual Meeting of the Warner Village Water District shall be held on the third Tuesday in March.

Section 2: Special meetings may be called as provided for in Chapter 52, New Hampshire Revised Statutes Annotated.

Section 3: Regular meetings of the District Commissioners shall be held at least bi-monthly and the time and place of such meetings shall be announced by the Commissioners. These meetings will be open to the public.

Article VI - Officers

Section 1: The officers of this District shall be: one Moderator, one Clerk, one Treasurer, & three Commissioners.

Section 2: The terms of office shall be for three years for the Moderator, and one year for the Clerk and Treasurer. The Commissioners shall be elected for three years, with one Commissioner's term expiring each year.

Section 3: The Commissioners shall fill vacancies in offices when they occur for the remainder of the term to the next Annual Meeting.

Article VII - Duties of Officers

Section 1: The Moderator, Clerk, Treasurer, and Commissioners shall severally qualify and possess the same powers and perform the same duties in respect to the Districts meetings and business affairs that the comparable officers of towns possess and perform in respect to like matters in towns.

Section 2: The principal duties and responsibilities of District Officers are herein listed as general information and a guide for the management of the affairs of the District.

A. Commissioners: Normally each Commissioner shall serve as Chairman during the third year of his term; however, if he declines, for any reason, one of the remaining members of the Board must be designated as Chairman for that year.

The Commissioners are responsible for the planning, operation and maintenance of the water and sewer systems. They may appoint agents, other representatives and committees to assist them. (5)

Some of the principal duties of Commissioners include the preparation of annual budgets to be submitted to the Town Budget Committee for approval; the preparation and posting of Warrants for the Annual or Special Meetings (the subject matter of all business to be acted upon at the District meeting shall be distinctly stated in the Warrant); making a report of the District activities and of plans and estimates of the needs of the District systems at the Annual meeting; publishing the budget, Commissioners' Annual Report and a tentative copy of the Warrant in the Annual Town Report; adopting revisions of Water and Sewer Rates and Regulations for the District; conducting or supervising studies for improvements to the systems; approving applications for service; disconnecting delinquent customers for nonpayment; holding regular meetings at least bimonthly(17) approving of payment vouchers and purchase orders by the agreement and signature of at least two Commissioners; ascertaining that proper invoices or payroll sheets are attached to payment vouchers before signing; supervising workers or contractors performing work for the District.

B. Treasurer: Principal duties include checking the records of expenditures of the District as maintained by the Administrative Assistant; providing to each Commissioner a monthly statement of District receipts, funds remaining unexpended and capital and other reserve account balances; arranging for temporary notes and other financing as authorized by vote of the District; assisting the Commissioners

in the preparation of annual budgets, the preparation of annual reports to the Department of Revenue Administration and to the Selectmen of the Town when required to raise money by taxation; and providing an annual financial statement to be published in the Annual Town Report.(7)

C. Clerk: Principal duties include recording the proceedings of all Annual and Special Meetings of the District; assisting the Commissioners in the preparation of Warrants for the Annual or Special Meetings and the posting in two public places within the District at least fifteen days before these meetings; keeping official minutes of the bi-monthly meetings of the District Commissioners; assisting the Commissioners with District correspondence and keeping files therefore; officially recording the proceedings and minutes of District and Commissioners' meetings within seven days of such meetings; responsibility for all records of the District and their proper safekeeping in fireproof files provided for this purpose; making a report to the State Tax Commission after the Annual meeting of the names and addresses of all District Officers.

Article VIII - Financial Transactions

Section 1: Prior authorization by the at least one of the Commissioners must be received for the purchase of equipment, supplies and services over \$200.00. Emergency spending and chemical purchases do not fall under the limitations of this section. (11)

Section 2: A payment voucher system will be used for all disbursements. The vouchers will be accompanied by original invoices or payroll sheets when presented to the Commissioners for approval and will require the signature of at least two Commissioners to be valid. Upon approval of the vouchers, the Treasurer and one Commissioner must sign all checks for payment. (10)

Article IX - Audits

Section 1: An audit of the Treasurer's accounts and finances of the District shall be conducted annually. (7)

Section 2: The Auditor shall carefully examine the accounts of the Treasurer and of any other Officer or agent handling funds of the District at the close of the fiscal year and at other times whenever necessary, and report to the District whether the same are correctly cast and well vouched. The Auditor's report shall also be published in the Annual Town Report and include a statement of the verification of the Treasurer's bond.

Article X - Amendments

Section 1: These By-Laws may be amended at any Annual Meeting or Special Meeting called for this purpose by a majority vote of the legal voters of the District present and voting at such meeting, provided an Article in the Warrant states that certain changes are to be considered at such meeting.

Section 2: The Terms and Conditions, Rates and Fees of the District may be amended in the same manner as for amending the By-Laws.