



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of July 2019

Date Reviewed: _____

Signature: _____

Department Head

Fontaine, Travis

12/2/2009

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
24.00	0.00	0.00	24.00	789.57	0.00	0.00	789.57	112.00	0.00	0.00	112.00	113.00	0.00	0.00	113.00

Krom, Gregory

3/12/1992

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
30.00	0.00	0.00	30.00	1,702.00	0.00	0.00	1,702.00	188.00	0.00	0.00	188.00	0.00	0.00	0.00	0.00

Reuell, Ben

6/2/2014

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
16.00	0.00	0.00	16.00	327.50	0.00	0.00	327.50	86.00	0.00	0.00	86.00	101.50	0.00	0.00	101.50

Yeo, Anne-Marie

4/14/2005

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
24.00	0.00	0.00	24.00	199.00	0.00	0.00	199.00	171.50	0.00	0.00	171.50	0.00	0.00	0.00	0.00

Sick Bank, Union

7/1/2013

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
0.00	0.00	0.00	0.00	860.00	0.00	0.00	860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Per Union contract,

- 40 hours per employee put in sick bank July 1st with a maximum sick bank of 1760 hours

- Maximum of 14 working days (112 hours) of compensatory time allowed

Tuesday, August 07, 2018

Page 1 of 1



Town of Topsfield

Task Sheet Report - Water Department

July 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Accrued Time							
Holidays	6			8		8	22
Vacation		56		21		16	93
	6	56		29		24	115
Administrative							
Accrual Tracking	4						4
Charts		36		3		53	92
Correspondence	5						5
File Maintenance				2			2
Meeting Prep.	4			6			10
Meetings	2			3			5
	15	36		14		53	118
Billing							
Bill Prep.				2			2
Meter Problems						4	4
Meter Reading Radio				5			5
				7		4	11
Building Maintenance							
Grounds						2	2
Repairs				2			2
Security				2			2
				4		2	6
Computer Systems							
Networking				2			2
Setup				2			2
Website				16			16
				20			20
Customer Service							
Billing Questions	2					1	3
Customer Complaints						2	2
Lien Requests	7					1	8
Title 5 Requests	2						2
Water Service Flushing						3	3
	11					7	18
DEP Projects							
Lead & Copper Rule Administration				2			2



Town of Topsfield

Task Sheet Report - Water Department

July 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Lead & Copper Rule Sampling				4			4
Manganese Requirements				10			10
Monthly Reports				2			2
Other						2	2
				18		2	20
Equipment Maintenance							
Annual						3	3
						3	3
Financials							
Other				4			4
Payment Processing	13						13
Payroll/Bills	16			4			20
	29			8			37
Fire Department							
Fire Call						2	2
						2	2
Mapping							
CAD/Maps				2			2
Hydraulic Modeling				2			2
				4			4
Public Service							
Citizen Concerns				2			2
Markouts/DigSafe		12				7	19
		12		2		7	21
Quality Control							
Bacteria Sampling		8				17	25
Fluoride Testing		34				15	49
Manganese Testing		4				5	9
Other						4	4
pH Testing		10				5	15
Phosphates		4				2	6
		60				48	108
Special Projects							
Prospect St. and River Road Water Main Replacement				6			6
Water Quality Database				8			8



Town of Topsfield

Task Sheet Report - Water Department

July 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Water Use Application				4			4
				18			18
Treatment Plant Project							
Altitude Valve				4		1	5
Plant Construction				26		2	28
Water Main Construction						2	2
				30		5	35
Vehicle Maintenance							
Other				2			2
				2			2
Water Controls							
Alarms						1	1
SCADA System				4			4
				4		1	5
Water Distribution							
Hydrant Brush Cutting			5		8		13
Hydrant Painting			148		152		300
Hydrant Repair						2	2
Leak Detection						2	2
Meter Replacements		18				3	21
Meter Testing				1			1
Water Main Repair				7			7
		18	153	8	160	7	346
Water Management							
Ban Enforcement				6			6
Ban Notification						1	1
				6		1	7
Water Supply							
Dam Management						1	1
Wellfield Maintenance						7	7
						8	8
Water Treatment							
Analyzer Calibration						6	6
Analyzer Maintenance						4	4
Chlorine						4	4
Fluoride						1	1



Town of Topsfield

Task Sheet Report - Water Department

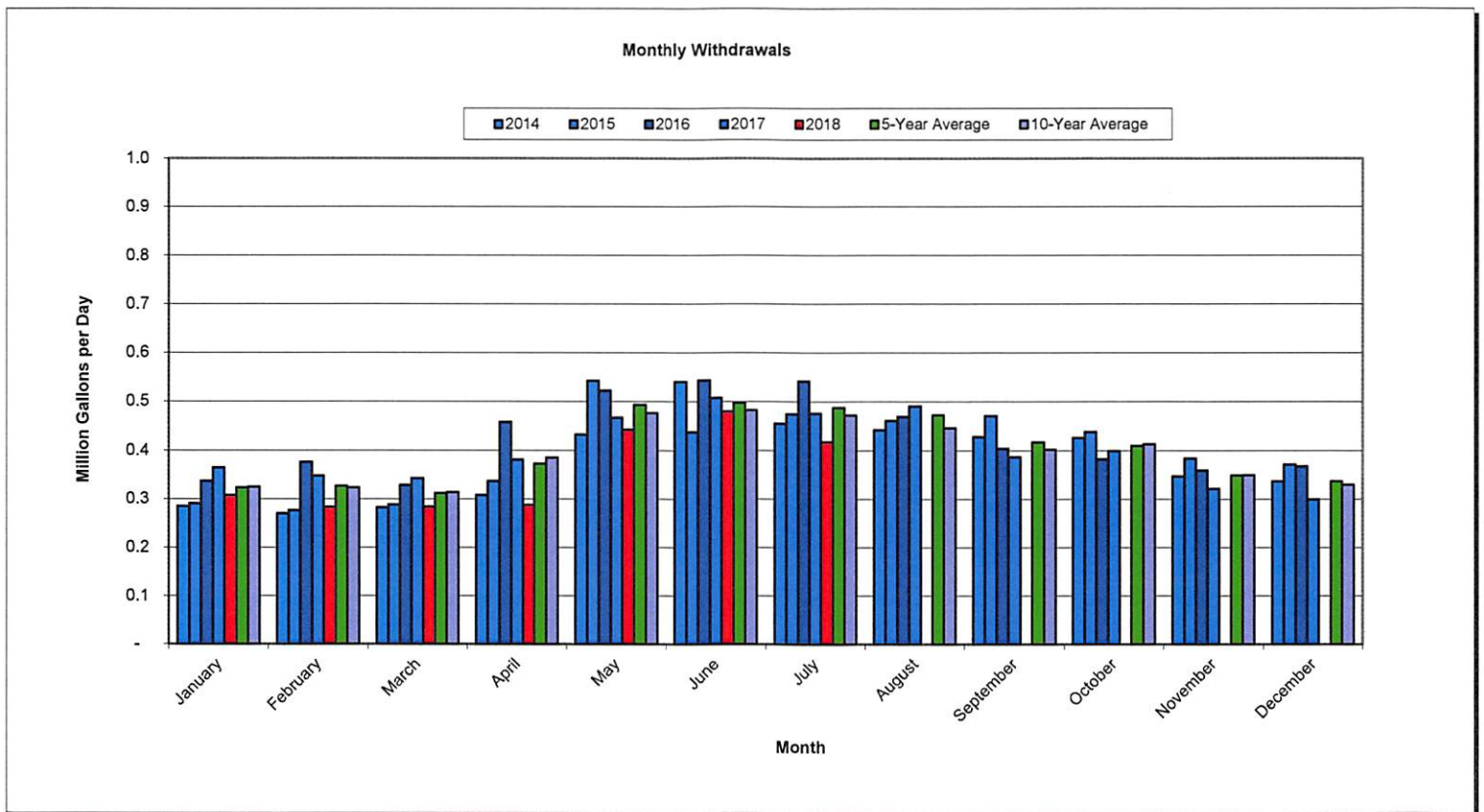
July 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
KOH						1	1
Sequestrant						1	1
						17	17
Grand Total	61	182	153	174	160	191	921
Total Monthly Work Hours (40 hrs/wk)	176						

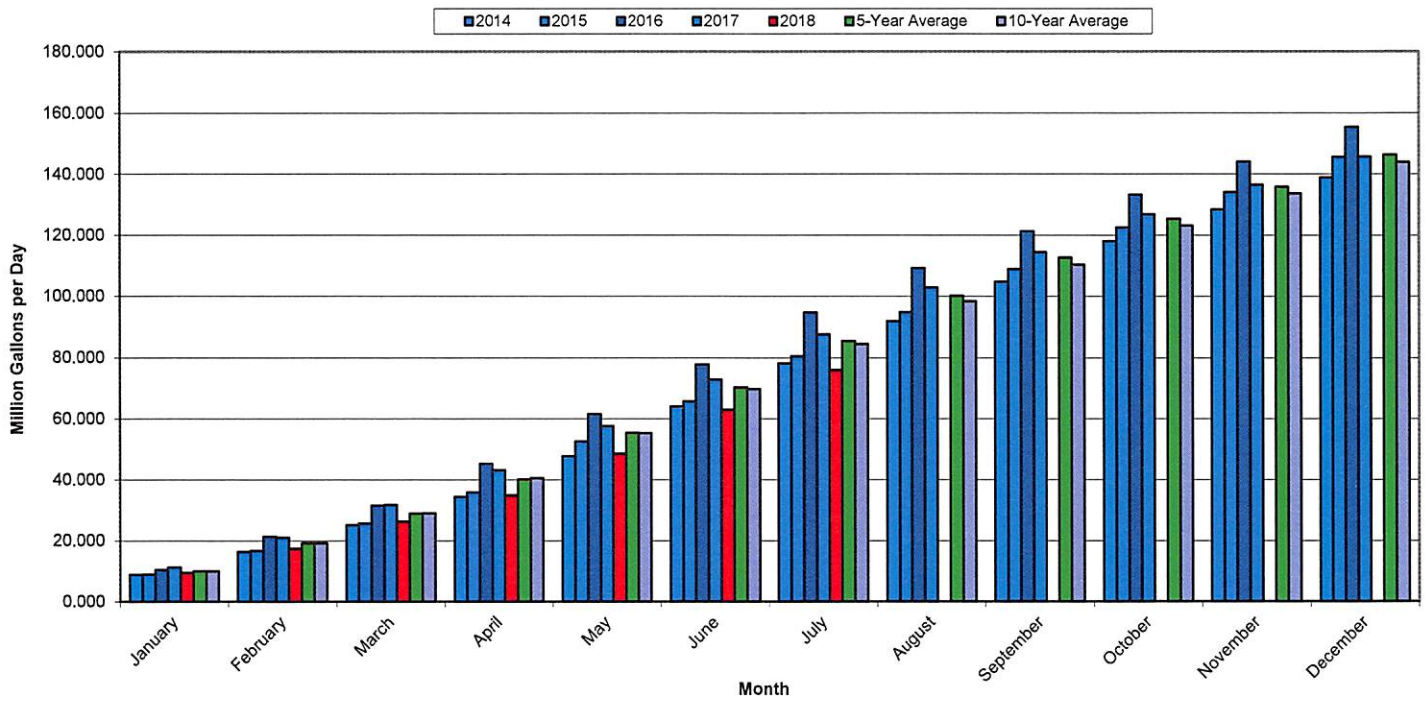
Topsfield Water Department
Annual Withdrawal Report
 Calendar Year

2018

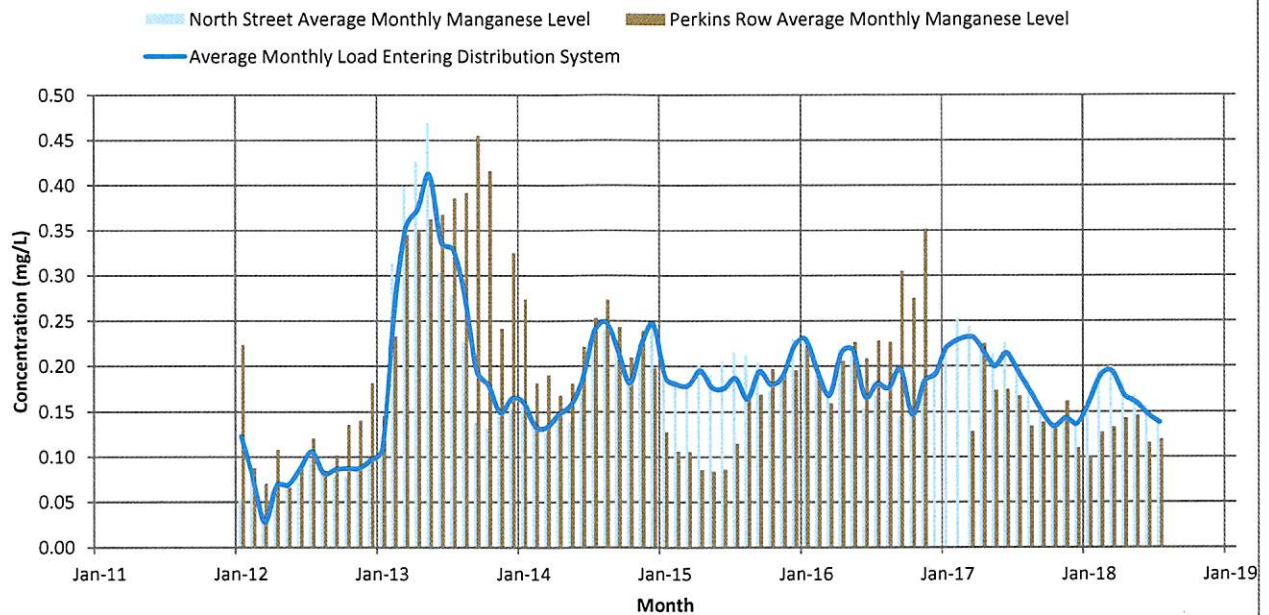
Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average	Running Average	Historical Rank
January	9.509	0.016	9.525	0.307	0.323	0.325	0.307	19%
February	7.814	0.113	7.927	0.283	0.327	0.324	0.291	12%
March	8.666	0.122	8.788	0.283	0.312	0.314	0.292	10%
April	8.499	0.121	8.620	0.287	0.373	0.385	0.291	8%
May	12.986	0.737	13.723	0.443	0.494	0.477	0.322	38%
June	12.981	1.425	14.406	0.480	0.497	0.483	0.348	31%
July	11.807	1.165	12.972	0.418	0.488	0.472	0.358	11%
August	-	-	-	#N/A	0.473	0.447	#N/A	
September	-	-	-	#N/A	0.418	0.403	#N/A	
October	-	-	-	#N/A	0.411	0.413	#N/A	
November	-	-	-	#N/A	0.350	0.350	#N/A	
December	-	-	-	#N/A	0.337	0.330	#N/A	
Total	72.262	3.699	75.961	0.358				



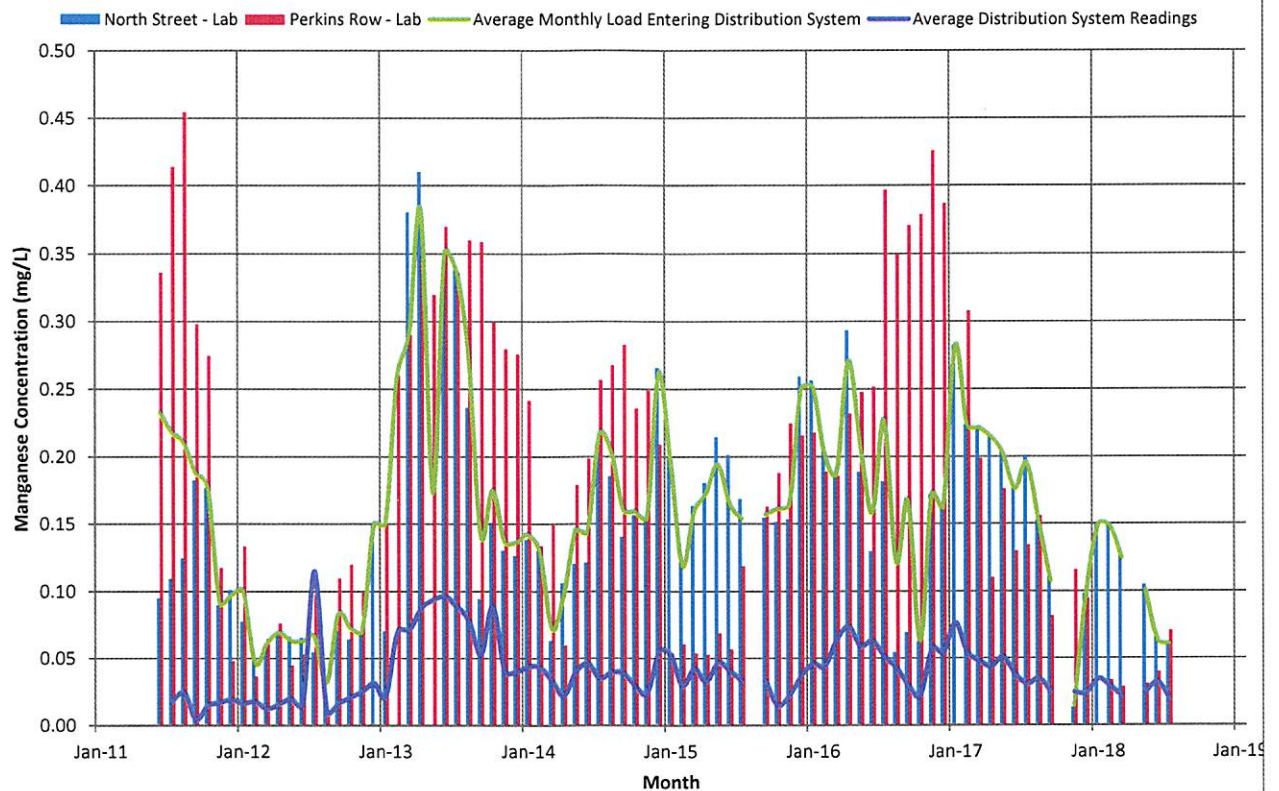
Monthly Cumulative Withdrawals



Monthly Source Water Manganese Concentrations & System Loading based on TWD Test Kit Results and Withdrawals



Monthly Source Water Manganese Concentrations & System Loading based on Lab Tests and Withdrawals





Topsfield Water Department
Monthly Central Sheet
July 2018

Date	Commitments				Payments					Miscellaneous Transactions			Tax Liens	Balance Forward
	User Fees	Conn. Fees	Penaties	Misc. Charges	Manual	Lockbox	Electronic	Unibank	Bounced Checks	Refunds	Abatements			
											BOWC	TWD		
														167,157.29
01-Jul-18	-	-	-	-	-	-	-	(568.96)	400.00	-	-	-	-	166,988.33
02-Jul-18	67.75	-	-	-	-	(4,477.52)	-	-	-	-	-	-	-	162,578.56
03-Jul-18	-	-	-	-	-	(185.10)	-	(160.30)	-	-	-	-	-	162,233.16
04-Jul-18	-	-	-	-	-	-	-	-	-	-	-	-	-	162,233.16
05-Jul-18	-	-	-	-	(247.10)	(7,707.12)	-	(350.28)	-	-	-	(228.80)	-	153,699.86
06-Jul-18	-	-	-	-	-	(230.15)	-	(172.70)	-	-	-	-	-	153,297.01
07-Jul-18	-	-	-	-	-	-	-	(215.34)	-	-	-	-	-	153,081.67
08-Jul-18	-	-	-	-	-	-	-	-	-	-	-	-	-	153,081.67
09-Jul-18	1,098.30	-	-	-	(17,725.96)	(4,681.48)	-	(608.12)	-	-	-	-	-	131,164.41
10-Jul-18	-	-	-	-	(5,273.94)	(64.30)	-	(470.76)	-	-	-	-	-	125,355.41
11-Jul-18	440.00	-	-	-	(142.45)	(3,327.91)	-	(181.34)	-	-	-	-	-	122,143.71
12-Jul-18	-	-	-	-	(3,884.78)	(1,241.47)	-	(2,151.20)	-	-	-	-	-	114,866.26
13-Jul-18	242.60	-	-	-	-	(3,173.23)	-	(1,621.32)	-	-	-	(515.40)	-	109,798.91
14-Jul-18	-	-	-	-	-	-	-	(464.60)	-	-	-	-	-	109,334.31
15-Jul-18	-	-	-	-	-	-	-	(947.05)	-	-	-	-	-	108,387.26
16-Jul-18	142,536.85	3,000.00	-	-	-	(5,971.77)	-	-	-	-	-	-	-	247,952.34
17-Jul-18	-	-	-	-	(7,085.61)	(899.33)	-	(160.30)	-	-	-	-	-	239,807.10
18-Jul-18	-	-	-	-	(7,805.46)	(1,497.74)	-	(172.84)	-	-	-	-	-	230,331.06
19-Jul-18	209.05	-	-	-	-	(168.88)	-	(300.00)	-	-	-	-	-	230,071.23
20-Jul-18	-	-	-	-	-	(411.62)	-	(262.73)	-	-	-	-	-	229,396.88
21-Jul-18	-	-	-	-	-	-	-	(165.45)	-	-	-	-	-	229,231.43
22-Jul-18	-	-	-	-	-	-	-	(707.54)	-	-	-	-	-	228,523.89
23-Jul-18	124.24	-	-	-	-	(5,088.44)	-	(420.21)	-	-	-	(30.53)	-	223,108.95
24-Jul-18	-	-	-	-	-	(2,109.00)	-	(588.35)	-	-	-	-	-	220,411.60
25-Jul-18	-	-	-	-	-	(5,418.52)	-	(95.65)	-	-	-	-	-	214,897.43
26-Jul-18	-	-	-	-	-	(3,517.42)	-	(374.34)	-	-	-	(86.40)	-	210,919.27
27-Jul-18	363.71	-	-	-	-	(2,840.54)	-	-	-	-	-	-	-	208,442.44
28-Jul-18	-	-	-	-	-	-	-	(127.00)	-	-	-	-	-	208,315.44
29-Jul-18	-	-	-	-	(15,126.59)	-	-	-	-	-	-	-	-	193,188.85
30-Jul-18	74.75	-	-	-	-	(7,624.41)	-	(463.17)	-	-	-	-	-	185,176.02
31-Jul-18	69.55	-	-	-	(11,561.90)	(595.10)	-	(231.39)	-	-	-	(926.00)	-	171,931.18
Sub Totals	145,226.80	3,000.00	-	-	(68,853.79)	(61,231.05)	-	(11,980.94)	400.00	-	(1,787.13)		-	4,773.89
Totals	148,226.80				(141,665.78)					(1,787.13)			0.00	171,931.18



Topsfield Water Department
Statement of Revenues and Commitments
As of the last day of: July 2018

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	145,226.80	145,226.80
Connections	3,000.00	3,000.00
Misc. Charges	-	-
Penalties	-	-
TOTAL	148,226.80	148,226.80

INCOME	This Month	Fiscal Year to Date
Manual Payments	(68,853.79)	(68,853.79)
Lockbox Payments	(61,231.05)	(61,231.05)
Electronic Transfers	-	-
Unibank Payments	(11,980.94)	(11,980.94)
Bounced Checks	400.00	400.00
TOTAL	(141,665.78)	(141,665.78)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(1,787.13)	(1,787.13)
TOTAL	(1,787.13)	(1,787.13)

TAX LIENS		
Tax Liens	-	-

NET TOTAL	4,773.89	4,773.89
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BALANCE FORWARD	167,157.29
THIS MONTH'S TRANSACTIONS	4,773.89
OUTSTANDING BALANCE	\$ 171,931.18

	<u>FY2019</u>	<u>FY2018</u>
ESTIMATED TOTAL INCOME	1,771,900.00	1,467,939.00
ACTUAL TOTAL INCOME	141,665.78	1,446,055.67
% REALIZED Y-T-D	8.0%	98.5%



TOPSFIELD WATER DEPARTMENT

MONTHLY COMMITMENTS

FY 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2018 in the amount of \$148,226.80

TO: Catherine Gabriel, Town Accountant

You are hereby notified that the COMMITMENTS in the amount shown above have this day been made by the Board of Water Commissioners. Included in this amount are water rates & fees, connection fees, miscellaneous charges and penalties.

DATE:

Philip Knowles, Chairman

Richard Stone, Clerk

Mark Gallagher



TOPSFIELD WATER DEPARTMENT
MONTHLY ABATEMENTS
FY 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2018 in the amount of -\$1,787.13

TO: Catherine Gabriel, Town Accountant

You are hereby notified that the **ABATEMENTS** in the amount shown above have this day been made by the Board of Water Commissioners. Included in this amount are all abatements, refunds, bounced checks and other adjustments.

DATE:

Philip Knowles, Chairman

Richard Stone, Clerk

Mark Gallagher
#NAME?

Water Department
Expense Budget for FY2018

01-Jul-18

Expended Period 7/1/2017 - 7/1/2018

		Previous Fiscal Year					
		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	93,892	93,892	93,891.20	93,891.20	0.80	0%
51490	Longevity, Superintendent	1,500	1,500	1,500.00	1,500.00	0.00	0%
Sub Total Salary		95,392	95,392	95,391.20	95,391.20	0.80	0%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	115,354.72	115,354.72	-2,338.72	-2%
51131	Clerical, Full Time	34,395	34,395	34,394.88	34,394.88	0.12	0%
51141	Seasonal Wages	7,000	7,000	3,460.31	3,460.31	3,539.69	51%
51200	Outside Help, Labor	2,933	2,933	698.72	698.72	2,234.28	76%
51310	Overtime, Labor	42,398	42,398	37,438.71	37,438.71	4,959.29	12%
51490	Longevity	988	988	987.50	987.50	0.50	0%
Sub Total Wages		200,730	200,730	192,334.84	192,334.84	8,395.16	4%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	2,730.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	900.00	900.00	500.00	36%
52100	Electricity	40,000	40,000	41,039.57	41,039.57	-1,039.57	-3%
52106	PWB Electricity	3,200	3,200	8,689.89	8,689.89	-5,489.89	-172%
52150	Gas	2,600	2,600	1,972.31	1,972.31	627.69	24%
52156	PWB Gas	2,200	2,200	2,174.65	2,174.65	25.35	1%
52400	Building Maintenance	1,500	1,500	2,604.85	2,604.85	-1,104.85	-74%
52406	PWB Building Maintenance	2,800	2,800	5,117.35	5,117.35	-2,317.35	-83%
52415	Property Maintenance, Wellfi	14,000	14,000	13,397.60	13,397.60	602.40	4%
52416	PWB Cleaning	1,000	1,000	230.00	230.00	770.00	77%
52420	Systems Maintenance	17,000	17,000	20,577.95	20,577.95	-3,577.95	-21%
52430	Systems Maintenance, Emerg	25,000	25,000	20,250.97	20,250.97	4,749.03	19%
52450	Vehicle Maintenance	2,000	2,000	2,072.54	2,072.54	-72.54	-4%
52510	Equipment Maintainance	500	500	534.72	534.72	-34.72	-7%
52520	Radio Maintenance	1,000	1,000	0.00	0.00	1,000.00	100%
52700	Equipment Rental	2,000	2,000	900.00	900.00	1,100.00	55%
52720	Street Paving, Contract.	4,000	4,000	0.00	0.00	4,000.00	100%
52750	Security, Contracted	4,500	4,500	5,005.47	5,005.47	-505.47	-11%
52940	Waste Disposal	2,000	2,000	1,559.40	1,559.40	440.60	22%
53050	Annual DEP Maintainence	10,000	10,000	11,472.67	11,472.67	-1,472.67	-15%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	0	1,529.80	1,529.80	-1,529.80	N/A
53120	Water Testing	22,000	22,000	17,520.43	17,520.43	4,479.57	20%
53150	Contract Clerical Service	0	0	0.00	0.00	0.00	N/A
53200	Tuition	0	0	0.00	0.00	0.00	N/A
53400	Telephone	5,000	5,000	4,584.24	4,584.24	415.76	8%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	4,615.93	4,615.93	2,184.07	32%
53450	Advertising	1,800	1,800	1,496.40	1,496.40	303.60	17%
53800	DEP Volume Assessment	1,500	1,500	1,237.63	1,237.63	262.37	17%
53801	Lock Box	2,000	2,000	1,371.92	1,371.92	628.08	31%
53806	PWB Tank Cleaning	500	500	87.50	87.50	412.50	83%
53810	Water Treatment Services	2,000	2,000	0.00	0.00	2,000.00	100%
53870	Police Detail	2,050	2,050	2,856.00	2,856.00	-806.00	-39%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
54100	Gasoline	6,000	6,000	5,990.00	5,990.00	10.00	0%
54200	Office Supplies	3,200	3,200	4,994.21	4,994.21	-1,794.21	-56%
54210	Forms & Printing	6,800	6,800	4,823.58	4,823.58	1,976.42	29%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	340.10	340.10	309.90	48%
54800	Vehicular Supplies	2,000	2,000	569.52	569.52	1,430.48	72%
55300	Public Works Supplies	16,000	16,000	26,880.47	26,880.47	-10,880.47	-68%
55310	Meters	30,000	30,000	30,129.12	30,129.12	-129.12	0%
55800	Water Treatment Supplies	75,000	75,000	65,025.37	65,025.37	9,974.63	13%
55820	Safety Gear	1,500	1,500	908.01	908.01	591.99	39%
55860	Computer Software	5,000	5,000	5,414.92	5,414.92	-414.92	-8%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57200	Out of State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	4,000	4,000	3,023.33	3,023.33	976.67	24%
57800	Elem. School Educ. Expense	0	0	0.00	0.00	0.00	N/A
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	4,000	4,000	491.38	491.38	3,508.62	88%
58510	Computer	5,000	5,000	6,747.93	6,747.93	-1,747.93	-35%
58700	Replacement Equipment	5,000	5,000	6,349.92	6,349.92	-1,349.92	-27%
Sub Total Other		348,730	348,730	338,217.65	338,217.65	10,512.35	3%
Total Operating Budget		644,852	644,852	625,943.69	625,943.69	18,908.31	3%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	138,000	113,362	44,765.00	44,765.00	68,597.42	61%
Sub Total Unanticipated Emerge		138,000	113,362	44,765.00	44,765.00	68,597.42	61%
E4590 Reserve Fund							
52730	Reserve Fund	145,000	145,000	0.00	0.00	145,000.00	100%
Sub Total Reserve Fund		145,000	145,000	0.00	0.00	145,000.00	100%
Total Reserves		283,000	258,362	44,765.00	44,765.00	213,597.42	83%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	21,192	45,830	45,829.58	45,829.58	0.00	0%
Sub Total Multipurpose, Interest		21,192	45,830	45,829.58	45,829.58	0.00	0%
E4593 Multipurpose, Principal							
59195	Principal	79,500	79,500	79,500.00	79,500.00	0.00	0%
Sub Total Multipurpose, Princip		79,500	79,500	79,500.00	79,500.00	0.00	0%
E4594 Short-Term Debt							
59210	Principal	207,000	207,000	207,000.00	207,000.00	0.00	0%
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	29,450	29,450	29,430.24	29,430.24	19.76	0%
Sub Total Short-Term Debt		241,450	241,450	236,430.24	236,430.24	5,019.76	2%
Total Debt Service		342,142	366,780	361,759.82	361,759.82	5,019.76	1%
Grand Total		1,269,994.00	1,269,994.00	1,032,468.51	1,032,468.51	237,525.49	19%

Water Department
Expense Budget for FY2019

07-Aug-18

Expended Period 7/8/2018 1:14:06 PM - 8/7/2018 1:14:06 PM

Budget Month 2

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	98,409	98,409	7,569.60	8,705.04	89,703.96	91%
51490	Longevity, Superintendent	1,750	1,750	0.00	1,750.00	0.00	0%
Sub Total Salary		100,159	100,159	7,569.60	10,455.04	89,703.96	90%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,091.68	10,455.42	102,560.58	91%
51131	Clerical, Full Time	36,045	36,045	2,772.64	3,188.54	32,856.46	91%
51141	Seasonal Wages	7,000	7,000	2,945.70	3,300.60	3,699.40	53%
51200	Outside Help, Labor	2,933	2,933	0.00	0.00	2,933.00	100%
51310	Overtime, Labor	42,398	42,398	1,875.15	2,983.20	39,414.80	93%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		202,380	202,380	16,685.17	20,915.26	181,464.74	90%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	30.00	50.00	1,350.00	96%
52100	Electricity	41,500	41,500	3,688.34	3,688.34	37,811.66	91%
52106	PWB Electricity	3,200	3,200	0.00	0.00	3,200.00	100%
52150	Gas	2,600	2,600	0.00	0.00	2,600.00	100%
52156	PWB Gas	2,200	2,200	9.93	9.93	2,190.07	100%
52400	Building Maintenance	750	750	0.00	0.00	750.00	100%
52406	PWB Building Maintenance	2,800	2,800	85.00	85.00	2,715.00	97%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	0.00	14,000.00	100%
52416	PWB Cleaning	700	700	46.00	46.00	654.00	93%
52420	Systems Maintenance	16,000	16,000	542.48	542.48	15,457.52	97%
52430	Systems Maintenance, Emerg	25,000	25,000	3,468.72	3,468.72	21,531.28	86%
52450	Vehicle Maintenance	2,000	2,000	35.00	35.00	1,965.00	98%
52510	Equipment Maintainance	500	500	0.00	0.00	500.00	100%
52520	Radio Maintenance	1,000	1,000	0.00	0.00	1,000.00	100%
52700	Equipment Rental	1,500	1,500	0.00	0.00	1,500.00	100%
52720	Street Paving, Contract.	3,500	3,500	0.00	0.00	3,500.00	100%
52750	Security, Contracted	4,500	4,500	1,066.35	1,066.35	3,433.65	76%
52940	Waste Disposal	2,500	2,500	0.00	0.00	2,500.00	100%
53050	Annual DEP Maintainence	10,000	10,000	0.00	0.00	10,000.00	100%
53110	Engineering	0	0	0.00	0.00	0.00	N/A
53120	Water Testing	21,000	21,000	2,070.00	2,070.00	18,930.00	90%
53400	Telephone	5,000	5,000	319.96	319.96	4,680.04	94%
53430	Postage	6,800	6,800	0.00	0.00	6,800.00	100%
53450	Advertising	1,500	1,500	0.00	0.00	1,500.00	100%
53800	DEP Volume Assessment	1,500	1,500	0.00	0.00	1,500.00	100%
53801	Lock Box	1,800	1,800	0.00	0.00	1,800.00	100%
53806	PWB Tank Cleaning	500	500	0.00	0.00	500.00	100%
53810	Water Treatment Services	2,000	2,000	0.00	0.00	2,000.00	100%
53870	Police Detail	2,000	2,000	0.00	0.00	2,000.00	100%
54100	Gasoline	5,500	5,500	0.00	0.00	5,500.00	100%
54200	Office Supplies	3,500	3,500	0.00	0.00	3,500.00	100%
54210	Forms & Printing	7,500	7,500	0.00	0.00	7,500.00	100%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
54506	PWB Custodial Supplies	450	450	0.00	0.00	450.00	100%
54800	Vehicular Supplies	2,000	2,000	31.97	31.97	1,968.03	98%
55300	Public Works Supplies	18,000	18,000	6,613.32	6,613.32	11,386.68	63%
55310	Meters	30,000	30,000	118.00	118.00	29,882.00	100%
55800	Water Treatment Supplies	75,000	75,000	5,633.63	5,633.63	69,366.37	92%
55820	Safety Gear	1,500	1,500	0.00	0.00	1,500.00	100%
55860	Computer Software	5,000	5,000	322.77	322.77	4,677.23	94%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	3,750	3,750	619.00	619.00	3,131.00	83%
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	5,000	5,000	0.00	0.00	5,000.00	100%
58510	Computer	5,000	5,000	6.95	6.95	4,993.05	100%
58700	Replacement Equipment	5,000	5,000	0.00	0.00	5,000.00	100%
Sub Total Other		349,180	349,180	24,707.42	27,457.42	321,722.58	92%
Total Operating Budget		651,719	651,719	48,962.19	58,827.72	592,891.28	91%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	300,000	300,000	0.00	0.00	300,000.00	100%
Sub Total Unanticipated Emerge		300,000	300,000	0.00	0.00	300,000.00	100%
E4590 Reserve Fund							
52730	Reserve Fund	56,710	56,710	0.00	0.00	56,710.00	100%
Sub Total Reserve Fund		56,710	56,710	0.00	0.00	56,710.00	100%
Total Reserves		356,710	356,710	0.00	0.00	356,710.00	100%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	68,578	68,578	9,407.50	9,407.50	59,170.50	86%
Sub Total Multipurpose, Interest		68,578	68,578	9,407.50	9,407.50	59,170.50	86%
E4593 Multipurpose, Principal							
59195	Principal	152,500	152,500	0.00	0.00	152,500.00	100%
Sub Total Multipurpose, Princip		152,500	152,500	0.00	0.00	152,500.00	100%
E4594 Short-Term Debt							
59210	Principal	0	0	0.00	0.00	0.00	N/A
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	377,634	377,634	0.00	0.00	377,634.00	100%
Sub Total Short-Term Debt		382,634	382,634	0.00	0.00	382,634.00	100%
Total Debt Service		603,712	603,712	9,407.50	9,407.50	594,304.50	98%
Grand Total		1,612,141.00	1,612,141.00	58,369.69	68,235.22	1,543,905.78	96%

Water Treatment Plant Project

Water Department

Fiscal Year: 2019

Period Start: 09-Jul-18

Period End: 08-Aug-18

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
38600 A3/17STM Water Treatment Plant Construction							
58300 Owner's Project Manager	259,000.00	259,000.00	7,314.38	7,314.38	71,094.30	187,905.70	72.6%
58310 Engineering	782,166.00	782,166.00	35,796.00	35,796.00	402,941.67	379,224.33	48.5%
58320 Transmission Mains	1,524,629.85	1,524,629.85	372,894.50	372,894.50	1,360,257.62	164,372.23	10.8%
58330 Plant Construction	7,246,000.00	7,246,000.00	0.00	0.00	3,211,467.70	4,034,532.30	55.7%
58380 Miscellaneous	588,204.15	588,204.15	1,636.53	1,636.53	59,747.30	528,456.85	89.8%
	10,400,000.00	10,400,000.00	417,641.41	417,641.41	5,105,508.59	5,294,491.41	76.9%

Warrant Articles

Water Department

Fiscal Year: 2019

Period Start: 09-Jul-18

Period End: 08-Aug-18

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
36000 Prospect Street & River Road Water Main Improvements							
88003 Construction	1,600,000.00	1,600,000.00	564.00	564.00	16,512.04	1,583,487.96	99.0%
	1,600,000.00	1,600,000.00	564.00	564.00	16,512.04	1,583,487.96	99.0%
E4545 A39/13ATM Minor Water Main Replacement							
58000 General	100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%
	100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%

Topsfield Water Department

Monthly Billing Candidates

Water Use Statistics from July 2016 through June 2018

<i>Service Id</i>		<i>Street Address</i>	<i>Avg. Use Month</i>	<i>Total Use</i>	<i>Monthly Rank</i>	<i>Annual Rank</i>	<i>Total Rank</i>
096023901	239	BOSTON STREET	43,804	1,533,157	0.876	1.000	0.938
216000301	3	COPPERMINE ROAD	36,296	1,270,375	0.726	1.000	0.863
584000401	4	NORTH COMMON STRE	31,948	1,118,178	0.639	1.000	0.819
216008201	82	COPPERMINE ROAD	28,631	1,002,089	0.573	1.000	0.786
216007801	78	COPPERMINE ROAD	28,520	998,188	0.570	1.000	0.785
096037601	376	BOSTON STREET	27,428	959,985	0.549	1.000	0.774
096045801	458	BOSTON STREET	25,779	902,282	0.516	1.000	0.758
216006001	60	COPPERMINE ROAD	24,962	873,657	0.499	1.000	0.750
640027701	277	PERKINS ROW	24,798	867,940	0.496	1.000	0.748
216006701	67	COPPERMINE ROAD	24,452	855,803	0.489	1.000	0.745
160004801	48	CANDLEWOOD DRIVE	23,802	833,060	0.476	1.000	0.738
216005501	55	COPPERMINE ROAD	23,398	818,933	0.468	1.000	0.734
744021201	212	ROWLEY BRIDGE STREE	22,450	785,742	0.449	1.000	0.724
096036701	367	BOSTON STREET	22,218	777,619	0.444	1.000	0.722
368000501	5	HIGH RIDGE ROAD	22,193	776,739	0.444	1.000	0.722
216006301	63	COPPERMINE ROAD	21,978	769,237	0.440	1.000	0.720
384010501	105	HILL STREET	21,902	766,564	0.438	1.000	0.719
224000301	3	COVENTRY LANE	18,775	657,113	0.375	1.000	0.688
096020713	207	BOSTON STREET	18,524	648,339	0.370	1.000	0.685
152003001	30	CAMPMEETING ROAD	17,884	608,056	0.358	1.000	0.679
488006003	60	MAIN STREET	17,826	623,908	0.357	1.000	0.678
160002901	29	CANDLEWOOD DRIVE	17,818	623,630	0.356	1.000	0.678
096024901	249	BOSTON STREET	17,254	603,900	0.345	1.000	0.673
384011901	119	HILL STREET	16,744	586,047	0.335	1.000	0.667
368001901	19	HIGH RIDGE ROAD	16,503	577,616	0.330	1.000	0.665
560000701	7	NEW MEADOW LANE	16,480	576,803	0.330	1.000	0.665
704006401	64	PROSPECT STREET	15,593	545,741	0.312	1.000	0.656
384012801	128	HILL STREET	15,380	538,297	0.308	1.000	0.654
364001701	17	HICKORY LANE	14,417	504,581	0.288	1.000	0.644
480002401	24	LOCKWOOD LANE	14,370	502,955	0.287	1.000	0.644
096001222	12	BOSTON STREET	14,338	501,836	0.287	1.000	0.643
288001601	16	FOX RUN ROAD	14,305	500,672	0.286	1.000	0.643
704004901	49	PROSPECT STREET	14,111	493,876	0.282	0.988	0.635
376023101	231	HIGH STREET	14,061	492,152	0.281	0.984	0.633
296000601	6	FULLER FARMS ROAD	13,949	488,216	0.279	0.976	0.628
364001001	10	HICKORY LANE	13,829	484,021	0.277	0.968	0.622
096042701	427	BOSTON STREET	13,828	483,971	0.277	0.968	0.622
296000101	1	FULLER FARMS ROAD	13,772	482,014	0.275	0.964	0.620
336001901	19	GLEN ROAD	13,652	477,808	0.273	0.956	0.614
296000501	5	FULLER FARMS ROAD	13,491	472,170	0.270	0.944	0.607
276001801	18	EVERGREEN LANE	13,434	470,193	0.269	0.940	0.605
376008801	88	HIGH STREET	13,425	469,882	0.269	0.940	0.604
744003001	30	ROWLEY BRIDGE STREE	13,414	469,480	0.268	0.939	0.604

Topsfield Water Department

Monthly Billing Candidates

Water Use Statistics from July 2016 through June 2018

<i>Service Id</i>		<i>Street Address</i>	<i>Avg. Use Month</i>	<i>Total Use</i>	<i>Monthly Rank</i>	<i>Annual Rank</i>	<i>Total Rank</i>
488002402	24	MAIN STREET	13,394	468,790	0.268	0.938	0.603
552001501	15	MORNINGSIDE DRIVE	13,164	460,738	0.263	0.921	0.592
728000601	6	ROBERT ROAD	12,999	454,981	0.260	0.910	0.585
224000801	8	COVENTRY LANE	12,910	451,851	0.258	0.904	0.581
216000801	8	COPPERMINE ROAD	12,897	451,396	0.258	0.903	0.580
552001801	18	MORNINGSIDE DRIVE	12,883	450,914	0.258	0.902	0.580
276001501	15	EVERGREEN LANE	12,875	450,609	0.257	0.901	0.579
160005201	52	CANDLEWOOD DRIVE	12,835	449,215	0.257	0.898	0.578
640011601	116	PERKINS ROW	12,714	444,986	0.254	0.890	0.572
744028103	281	ROWLEY BRIDGE STREE	12,577	440,190	0.252	0.880	0.566
864010701	107	WASHINGTON STREET	12,417	434,602	0.248	0.869	0.559
744028105	281	ROWLEY BRIDGE STREE	12,284	429,950	0.246	0.860	0.553
760013201	132	SALEM ROAD	12,280	429,795	0.246	0.860	0.553
096001202	12	BOSTON STREET	12,231	428,079	0.245	0.856	0.550
552002501	25	MORNINGSIDE DRIVE	12,202	427,087	0.244	0.854	0.549
344000801	8	GROVE STREET	12,200	427,014	0.244	0.854	0.549
744028101	281	ROWLEY BRIDGE STREE	12,114	423,975	0.242	0.848	0.545
096046102	461	BOSTON STREET	11,694	409,293	0.234	0.819	0.526
096001221	12	BOSTON STREET	11,657	408,010	0.233	0.816	0.525
008000801	8	AARON DRIVE	11,539	403,878	0.231	0.808	0.519
096001211	12	BOSTON STREET	11,427	399,931	0.229	0.800	0.514
096001207	12	BOSTON STREET	11,373	398,052	0.227	0.796	0.512
216001101	11	COPPERMINE ROAD	11,370	397,967	0.227	0.796	0.512
088001001	10	BOARDMAN LANE	11,340	396,887	0.227	0.794	0.510
136005401	54	BROOKSIDE ROAD	11,251	393,784	0.225	0.788	0.506
488012501	125	MAIN STREET	11,209	392,310	0.224	0.785	0.504
408007301	73	HOWLETT STREET	11,183	391,389	0.224	0.783	0.503
376017301	173	HIGH STREET	11,174	391,077	0.223	0.782	0.503
096036801	368	BOSTON STREET	11,030	386,053	0.221	0.772	0.496
376006201	62	HIGH STREET	10,943	383,009	0.219	0.766	0.492
256000501	5	EAST COMMON STREET	10,914	381,986	0.218	0.764	0.491
216005201	52	COPPERMINE ROAD	10,816	378,571	0.216	0.757	0.487
552000201	2	MORNINGSIDE DRIVE	10,704	374,636	0.214	0.749	0.482
276001201	12	EVERGREEN LANE	10,688	374,063	0.214	0.748	0.481
184019801	198	CENTRAL STREET	10,683	373,890	0.214	0.748	0.481
416018501	185	IPSWICH ROAD	10,663	373,211	0.213	0.746	0.480
528001501	15	MEADOWVIEW ROAD	10,657	373,009	0.213	0.746	0.480
096043501	435	BOSTON STREET	10,619	371,677	0.212	0.743	0.478
328004601	46	GARDEN STREET	10,603	371,112	0.212	0.742	0.477
160001801	18	CANDLEWOOD DRIVE	10,596	370,846	0.212	0.742	0.477
216008101	81	COPPERMINE ROAD	10,571	369,975	0.211	0.740	0.476
864021501	215	WASHINGTON STREET	10,570	369,937	0.211	0.740	0.476
088001501	15	BOARDMAN LANE	10,524	368,323	0.210	0.737	0.474

Topsfield Water Department

Monthly Billing Candidates

Water Use Statistics from July 2016 through June 2018

<i>Service Id</i>		<i>Street Address</i>	<i>Avg. Use Month</i>	<i>Total Use</i>	<i>Monthly Rank</i>	<i>Annual Rank</i>	<i>Total Rank</i>
364000401	4	HICKORY LANE	10,429	365,005	0.209	0.730	0.469
416024201	242	IPSWICH ROAD	10,426	364,910	0.209	0.730	0.469
096024801	248	BOSTON STREET	10,371	362,970	0.207	0.726	0.467
152004501	45	CAMPMEETING ROAD	10,345	362,091	0.207	0.724	0.466
136002701	27	BROOKSIDE ROAD	10,344	362,025	0.207	0.724	0.465
096001203	12	BOSTON STREET	10,343	362,006	0.207	0.724	0.465
088000701	7	BOARDMAN LANE	10,343	362,002	0.207	0.724	0.465
488001701	17	MAIN STREET	10,317	361,098	0.206	0.722	0.464
744021601	216	ROWLEY BRIDGE STREE	10,317	361,088	0.206	0.722	0.464
384008801	88	HILL STREET	10,280	359,807	0.206	0.720	0.463
384011501	115	HILL STREET	10,274	359,605	0.205	0.719	0.462
040002701	27	ASBURY STREET	10,179	356,272	0.204	0.713	0.458
552000101	1	MORNINGSIDE DRIVE	10,171	355,974	0.203	0.712	0.458
384012101	121	HILL STREET	10,123	354,309	0.202	0.709	0.456

**Topsfield Water Department
Superintendent's Report
August 8, 2018**

1. Water Treatment Plant Project

Plant

Work continues at the plant with multiple trades working simultaneously. This past month the aeration tower and booster pump station arrived. The roof is nearly complete along with the metal studs on the façade. A crew is working inside to sheetrock the ceiling in the filter room. Piping work, fire suppression and electrical work are ongoing. All of the pumps are installed and anchored.

This month we expect the roof to be completed, the metal siding and concrete veneer installed. The chemical feed equipment will arrive and the filter piping should be completed. The progress meeting is scheduled for next week so I do not have a schedule update but it seems the schedule hasn't slipped and they may actually be ahead of schedule.

Lintel Change Order Request

I've spoken with Wright-Pierce about the lintel change order discussed at last month's Board meeting. They would like to meet with the Board to discuss the topic in person and to determine how any future errors or omissions are handled.

2. Leaks, Breaks & UAW

UAW for July dropped to 6.6% from 9.1% in June. There was a main break on Ross Road in July.

3. Withdrawal Permit Renewal

Mark & I met to discuss the permit and we can give you the highlights at the meeting. Attached is a short document summarizing the changes that we'll need to make and decisions that will have to be made to live without a permit. The biggest issue is how to control summer irrigation use and whether to include private wells.

Some of the questions in the Order to Complete deserve a response even if the permit application is withdrawn. Would you like to review my responses before they are submitted?

4. Water Restrictions

River flow remains below the mandatory threshold despite recent precipitation. I mistakenly issued fines to 14 residents this past month when a violation report from earlier in the month was intermingled with the current reports. The mistake was found the day after the fines were issued and a letter was sent to the residents rescinding the fine.

Mr. Coughlin contacted me about the water restriction. He has installed wells, ponds and cisterns for irrigation use and doesn't believe the restriction should apply to private sources of water. The by-law is clear concerning private wells but combination systems could present a problem, especially if a well and rain water is used to fill a cistern. With the water withdrawal permit potentially ending this could be a moot point

5. Lead & Copper Testing

We're in the middle of lead and copper sampling season. We've collected 18 samples so far and need two more to get the minimum 20 samples needed. Also, all of the taps and water fountains at Masco,

Steward and Proctor were tested for lead and copper in June, just prior to the end of school. Overall the results look very good. There were some lead exceedances but these were exceptions.

6. Vehicle GPS

David and I have been discussing installing GPS units in some vehicles. Typically, these plans require a minimum number of units. The last time I looked into it the minimum number was 5 vehicles. I would place one in each of the water trucks and 2 would be used on highway vehicles. The rough cost at this point is around \$35 per vehicle per month. I'd like to know the Board's opinion on this type of product.

7. Customer Service Portal

Our billing software vendor is now offering an online customer portal that allows customers to view their water use and billing history and pay bills online. We currently use a bank service to allow customers to pay online and it is a bit cumbersome uploading the bill files and posting the results. The customer can only see what was owed at the time of the last upload. The proposed system will be much more customer friendly and will automatically synchronize with the billing system once per day. If this product sounds amenable then I'll investigate it further and get a cost estimate that will likely include a setup fee and annual maintenance fees. The current system doesn't cost us anything as the transaction costs are paid by the customer.

8. Monthly Billing Candidates

I've reviewed water use records for the past 2 years and have compiled a list of accounts that could be switched over to monthly billing based on the volumes used. The attached list contains the top 100 water users that are currently being billed quarterly. Once switched to monthly, their bills will range from approximately \$200 to \$700 on average. Bills for customers that irrigate will be much more variable, perhaps as low as \$100 in the winter and over \$1000 per month in the summer.

**Topsfield Water Department
Registered Volume Options
August 8, 2018**

The current water withdrawal permit issued by MassDEP contains a number of special conditions that have allowed the Town to reduce water consumption and keep usage below the registered volume of 0.43 million gallons per day (MGD).

The current permit allows for an additional 0.17 MGD. The next permit would allow only 0.05 MGD and will carry a number of new conditions. Consumption has been approximately 0.40 MGD since the last permit review which introduced streamflow-based water restrictions. The same restriction or some other policy with the same effects would be needed to keep consumption below registered volume levels.

At some point in the future, whether it be applying for a new withdrawal permit or an interbasin transfer permit to connect to the MWRA, the permitting authorities will look at how our water resources are managed so approaching this in a thoughtful way will postpone when those permits are needed and will also provide a good track record for future permitting processes. There will also be an effort on the part of the watershed groups to add conditions to the registered volumes.

Below is a summary of the conditions and policies that are a direct result of the water withdrawal permit and a description of how the items could be changed or replaced if the withdrawal permit is abandoned.

Tasks to continue:

1. Control Unaccounted for Water – Keeping UAW below 10% will make more water available for growth by reducing the amount lost and generally saves money. As water resources become tighter, there will likely be some economic pressure to further improve or enhance leak detection efforts.
2. Residential per capita water use - The permit requires us to keep the average daily residential per person use below 65 gallons per person per day. We're currently at 52 gallons per day per person. This should be continued and should be calculated more than once per year to make sure it stays on track.
3. Maintain meter accuracy – The new permit would require us to meet AWWA meter accuracy standards which ought to be done anyway, especially with the rates that will be in place once the treatment plant is constructed.
4. Wellhead protection
5. Annual master meter calibration
6. Streamflow-based water restrictions – This is the primary reason for reductions in consumption. It has proven to be very effective albeit is a blunt force approach. Changing this requirement would be very tricky and would require a great deal of discussion.

Items to be altered:

1. Annual leak detection – The permit requires annual leak detection surveys which are sometimes not needed. We did not monitor UAW as closely when this condition was added but are now able to calculate UAW on a monthly basis. Calling a vendor in when needed is a much better

option as it costs \$5000 per round. As water resources become tighter there could be some pressure to improve leak detection efforts conducting surveys more frequently or placing sensors in the system to monitor for leaks in real time.

2. Leak Repair – Leaks need to be repaired in a timely manner by may not need to be fixed within 10 days of obtaining a digsafeticket.
3. Summer cap – We never came close to tripping this requirement which caps the amount of water used from May – September. It seems it was intended to restrict water use in the event there was a wet summer or river flow stayed above the streamflow-based restriction triggers.

Other items:

1. Regulation of irrigation wells – This restriction was completely driven by the permit and will not need to be continued. However, it is already in place and despite its unpopular nature it is high on the list of things to watch according to IRWA and MassDEP. IRWA claims there has been an explosion in private well installations in the basin. It is a double-edged sword. Irrigation demands off loaded to unregulated private wells will reduce our income temporarily and make water more expensive for non-irrigators but will also free up water for growth. A change to unregulated irrigation through private wells would likely be viewed poorly the next time we apply for a permit.

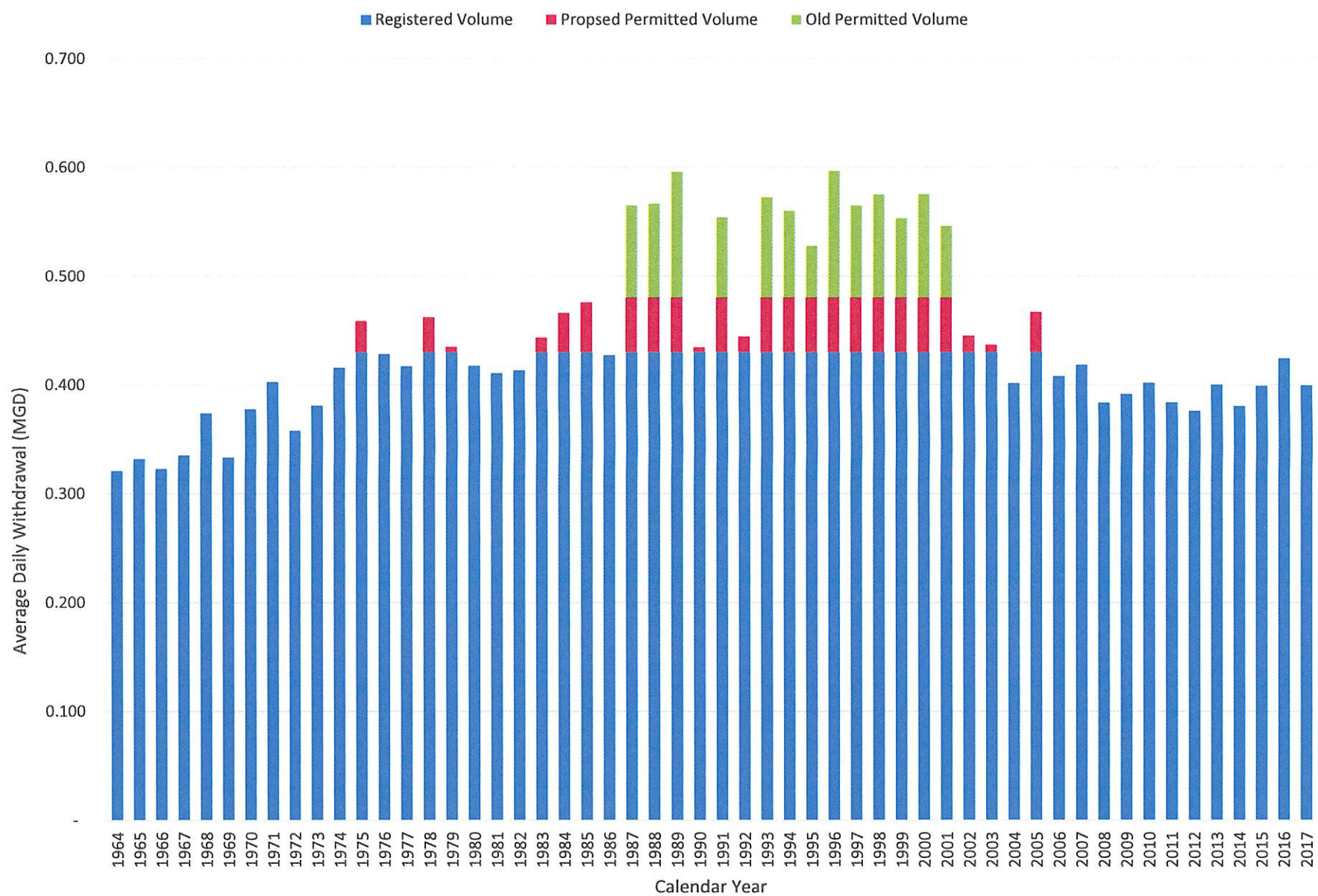
Bylaw Changes / Additions

1. The Water Restriction Bylaw will need to be overhauled if the permit application is withdrawn. Areas in need of change are the definitions, the mechanism as to how restrictions are implemented, notification of the restrictions, and removal of references to the permit throughout the bylaw.
2. The Automatic Lawn Sprinkler By-law has been in effect for several decades and not a single system has registered according to my knowledge. Taking some action on this, possibly repealing it, certainly should be discussed.
3. A Water Bank bylaw could be added that would create a fund for system improvements/conservation projects. New demands would be charged a fee, based on the size of the new demand created. that could be used to fund projects that would lessen demand somewhere else in the system.

Policy Changes

1. Create a rebate-based conservation program to promote higher efficiency indoor plumbing fixtures.

Historical Registered and Permitted Volume Use



WTP Construction Progress
August 7, 2018

Contracts	Total	Spent	Remaining	
Kinsmen	7.264	3.403	3.862	53%
Wright-Pierce	0.782	0.402	0.381	49%
Woodard & Curran	0.259	0.071	0.188	73%
R+D Site Development	1.525	1.499	0.025	2%
Total	9.830	5.375	4.455	45%

Misc	0.052		
Funded	10.400		
Contingency	0.518	5%	

Contract Days			
Start Date	8/1/2017	100%	100%
Current Date	8/7/2018	33%	42%
Completion	2/2/2019	0%	0%

