



Town of Topsfield

Task Sheet Report - Water Department

December 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Comp		8			8
Holidays		8	8	8	24
Vacation	56		43	8	107
	56	16	51	16	139
Administrative					
Accrual Tracking	2				2
Charts		38		50	88
Correspondence	14				14
File Maintenance	2				2
Meeting Prep.	5		9		14
Meetings	2		8		10
Other			2		2
Purchasing/Procurement			3		3
Training		4		3	7
	25	42	22	53	142
Billing					
Bill Prep.			2		2
Meter Problems	2		2		4
Meter Reading				4	4
Meter Reading Radio			2	1	3
	2		6	5	13
Building Maintenance					
Alarms				2	2
Annual				2	2
Preventative			2		2
Security			6		6
			8	4	12
Computer Systems					
Setup			2		2
			2		2
Customer Service					
Customer Complaints		4	2		6
Lien Requests	4				4
Title 5 Requests	2				2
Water Quality Questions				2	2



Town of Topsfield

Task Sheet Report - Water Department

December 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Water Service Flushing				2	2
	6	4	2	4	16
DEP Projects					
Monthly Reports			2		2
			2		2
Equipment Maintenance					
Annual				2	2
Preventative				3	3
Repairs				2	2
				7	7
Financials					
Budget Prep.			2		2
Payment Processing	14				14
Payroll/Bills	23		2		25
	37		4		41
Fire Department					
Fire Call				2	2
				2	2
Public Service					
Markouts/DigSafe		12	2	2	16
Private Flow Test		4			4
		16	2	2	20
Quality Control					
Bacteria Sampling		12		12	24
Fluoride Testing		38		13	51
In-house Testing		4			4
Manganese Testing		8		9	17
Other				3	3
pH Testing				6	6
Phosphates				3	3
		62		46	108
Special Projects					
Water Quality Database			4		4
Water Use Application			4		4
			8		8
Treatment Plant Project					



Town of Topsfield
Task Sheet Report - Water Department
December 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Plant Construction			27	5	32
Startup			9		9
			36	5	41
Vehicle Maintenance					
Other				4	4
				4	4
Water Controls					
Alarms			2		2
SCADA System			25		25
			27		27
Water Distribution					
Hydrant Repair			2	3	5
Leak Detection		10	1	2	13
Meter Replacements		14		3	17
Meter Testing				1	1
Service Repair		4	5		9
Tanks			2	2	4
		28	10	11	49
Water Supply					
Vacuum System				2	2
				2	2
Water Treatment					
Analyzer Calibration				1	1
Analyzer Maintenance				3	3
Chlorine				5	5
Fluoride				4	4
KOH				2	2
Sequestrant				4	4
				19	19
Grand Total					
	126	168	180	180	654
Total Monthly Work Hours (40 hrs/wk)					
	168				

Topsfield Water Department

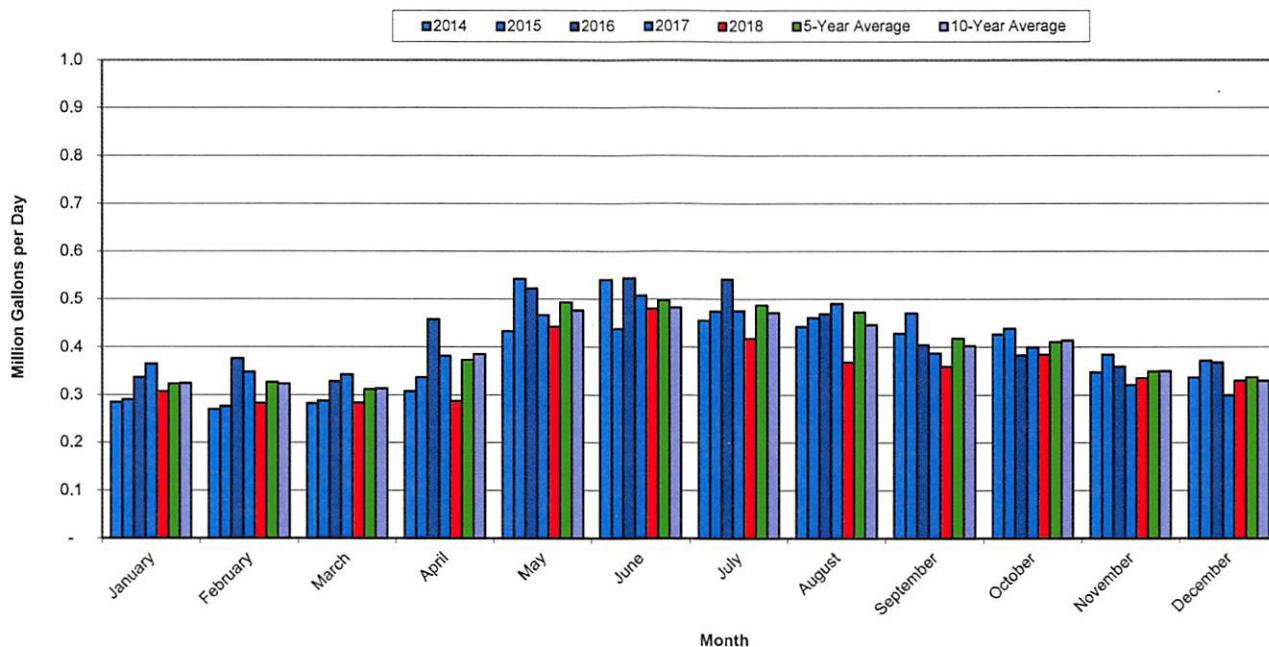
Annual Withdrawal Report

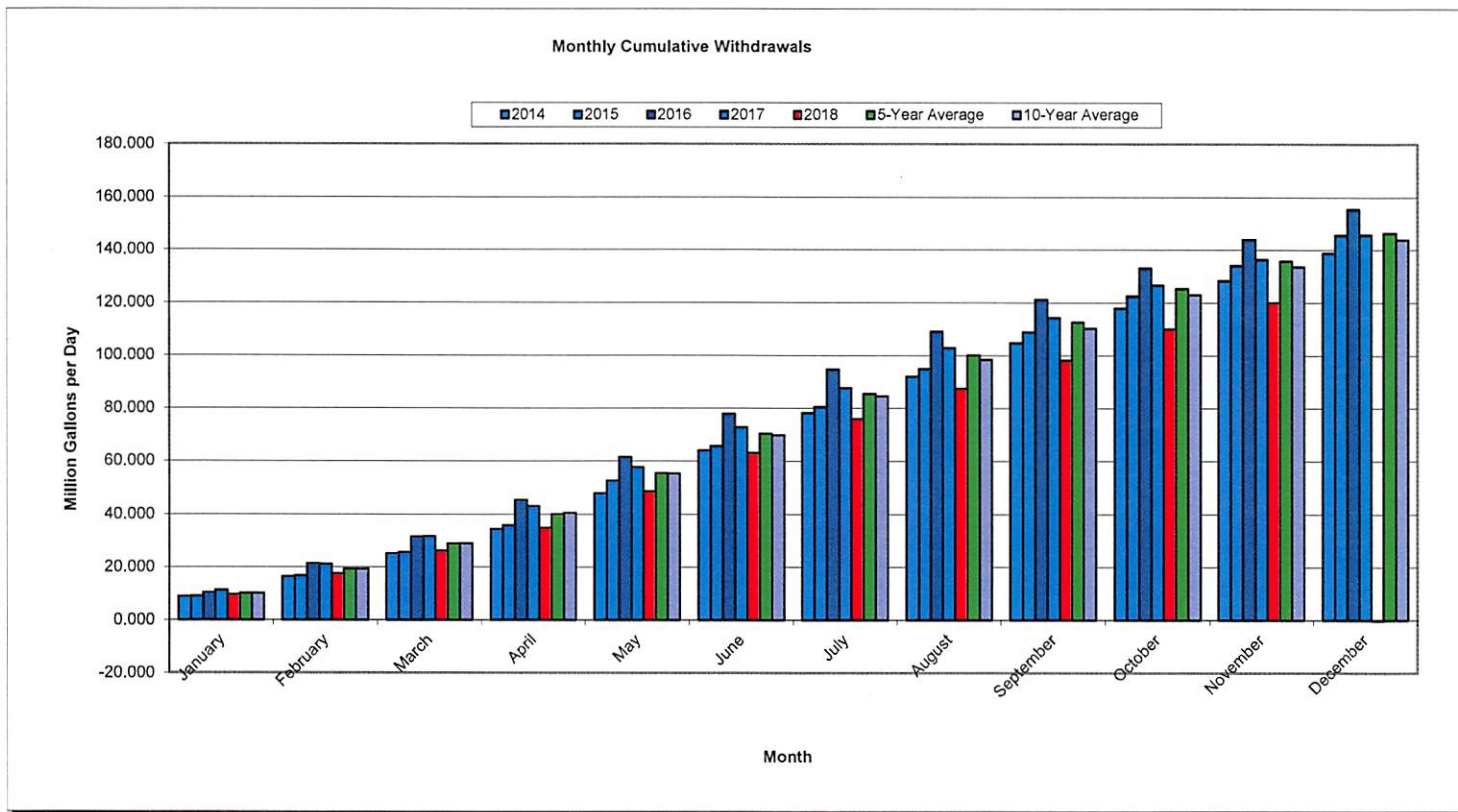
Calendar Year

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	10.632	0.769	11.401	0.368	0.473	0.447	0.360	4%
September	10.074	0.708	10.782	0.359	0.418	0.403	0.360	12%
October	11.015	0.887	11.902	0.384	0.411	0.413	0.362	27%
November	9.665	0.418	10.083	0.336	0.350	0.350	0.360	18%
December	9.563	0.659	10.222	0.330	0.337	0.330	0.357	22%
Total	123.211	7.140	130.351	0.357				9%

Monthly Withdrawals







Town of Topsfield

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Topsfield Water Department

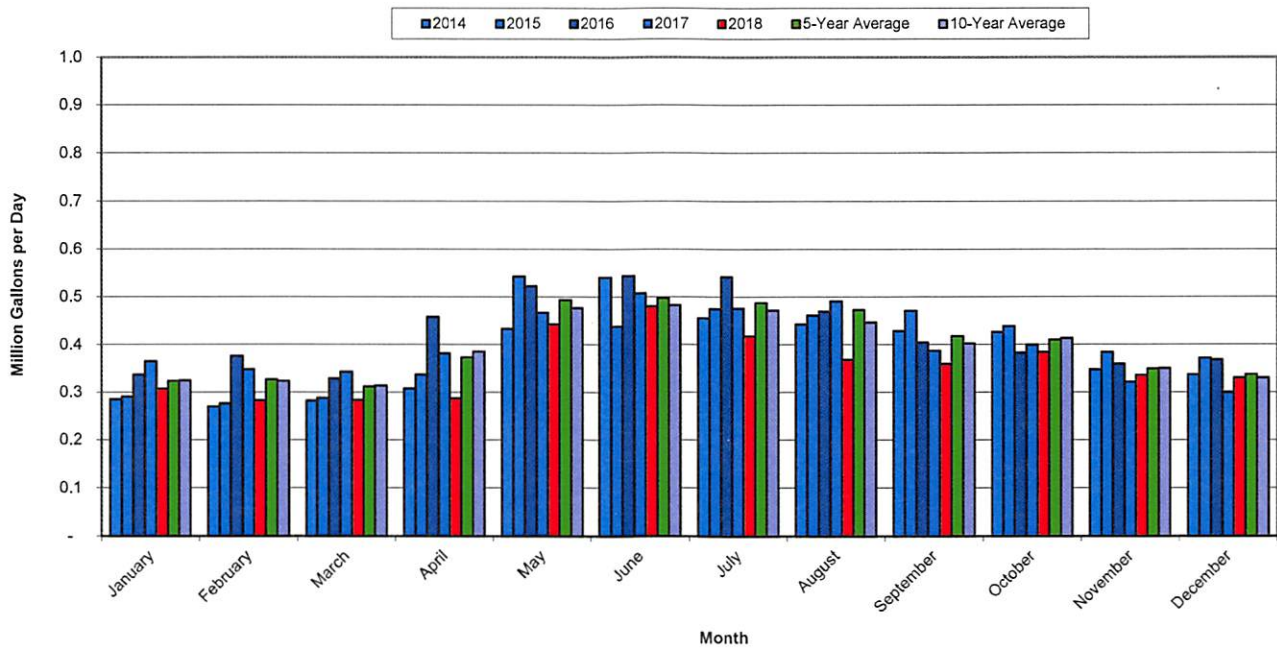
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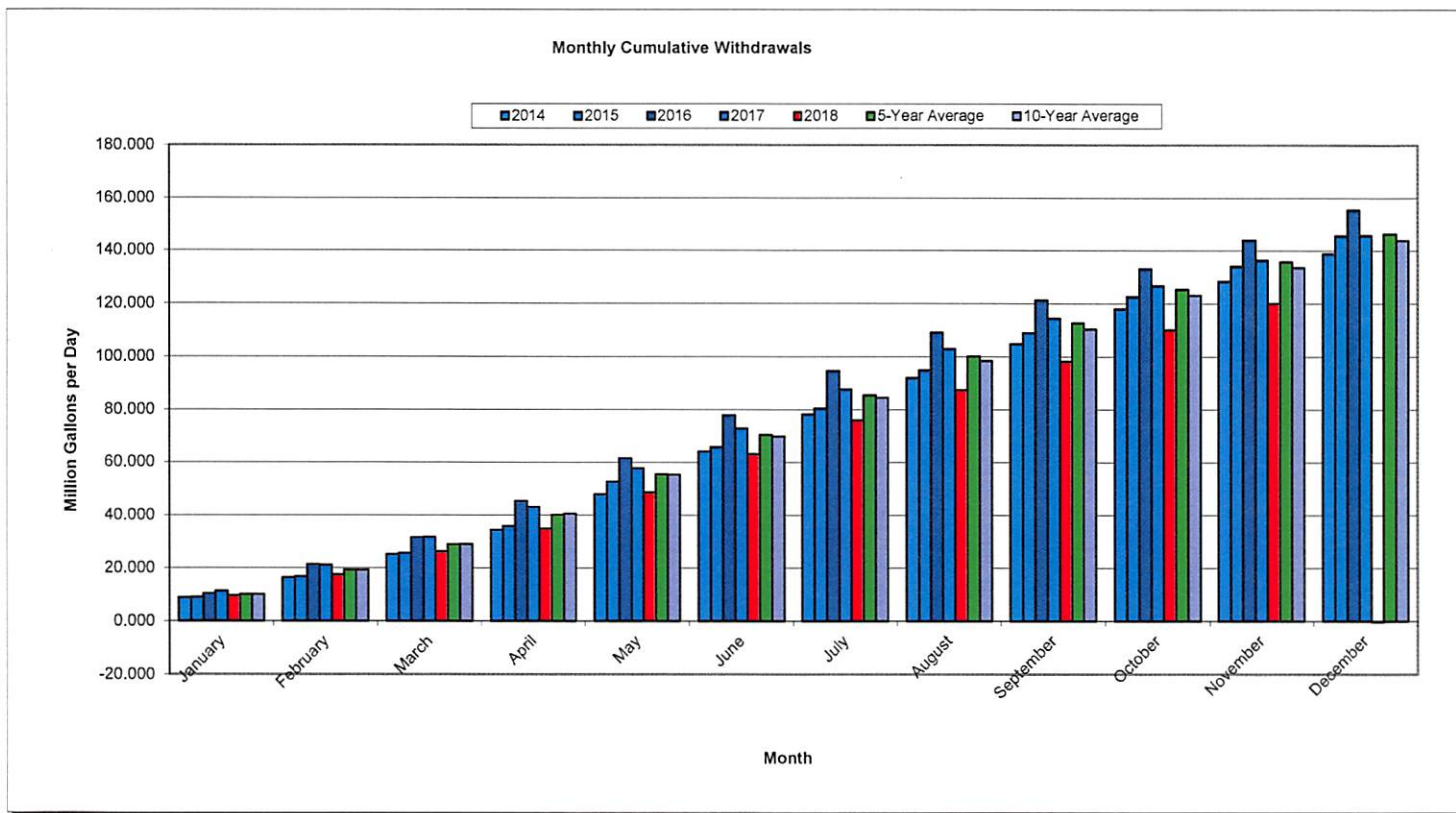
Calendar Year

2018

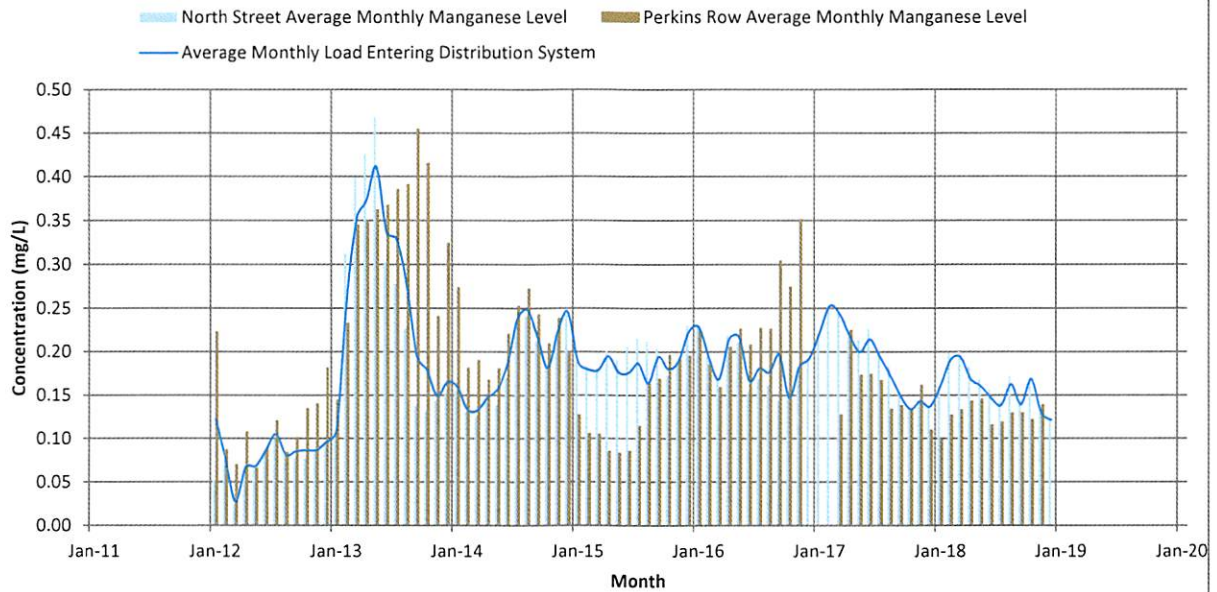
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Monthly Withdrawals

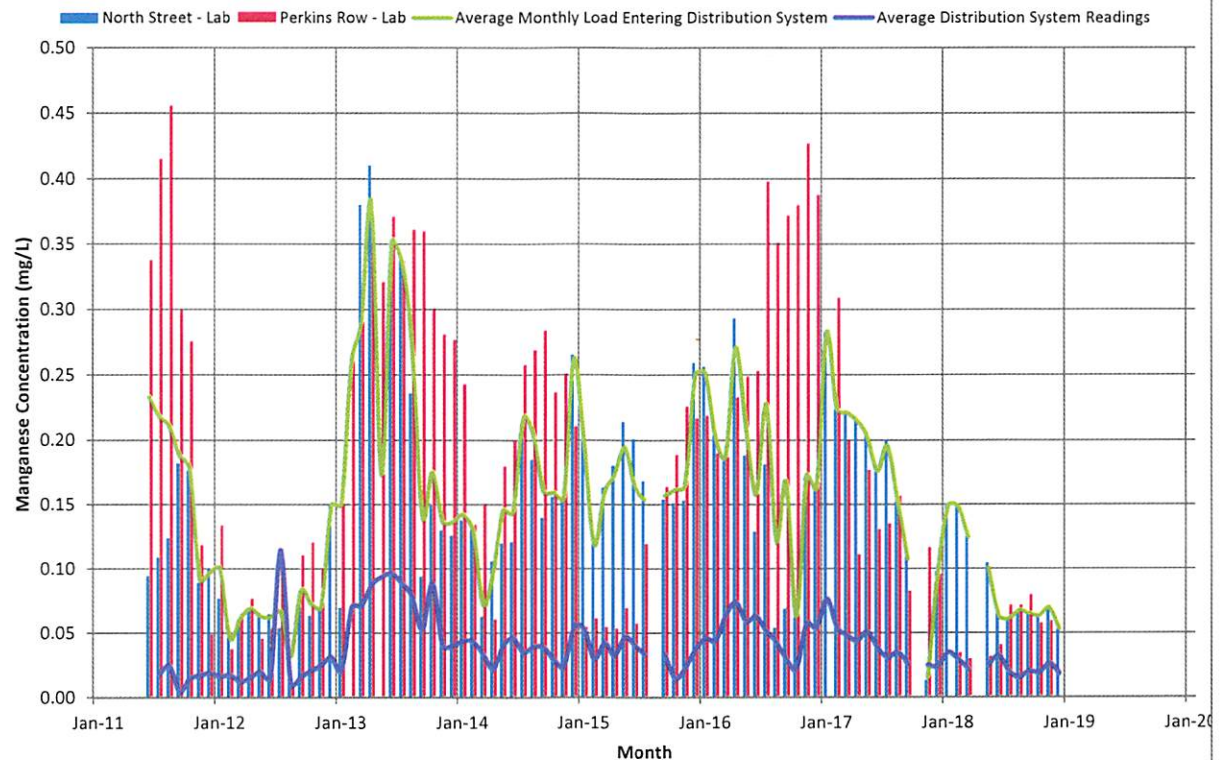




Monthly Source Water Manganese Concentrations & System Loading based on TWD Test Kit Results and Withdrawals



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



Water Department
Expense Budget for FY2019

08-Jan-19

Expended Period 12/9/2018 12:21:31 PM - 1/8/2019 12:21:31 PM

Budget Month 7

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	98,409	98,409	7,569.60	50,337.84	48,071.16	49%
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	52,087.84	48,071.16	48%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,091.68	60,459.66	52,556.34	47%
51131	Clerical, Full Time	36,045	36,045	2,772.64	18,438.06	17,606.94	49%
51141	Seasonal Wages	7,000	7,000	0.00	4,454.04	2,545.96	36%
51200	Outside Help, Labor	2,933	2,933	0.00	2,049.58	883.42	30%
51310	Overtime, Labor	42,398	42,398	2,429.18	17,657.71	24,740.29	58%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		202,380	202,380	14,293.50	104,046.55	98,333.45	49%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	20.00	570.00	830.00	59%
52100	Electricity	41,500	41,500	3,654.70	20,637.75	20,862.25	50%
52106	PWB Electricity	3,200	3,200	1,036.91	4,763.99	-1,563.99	-49%
52150	Gas	2,600	2,600	361.37	1,058.86	1,541.14	59%
52156	PWB Gas	2,200	2,200	419.45	803.76	1,396.24	63%
52400	Building Maintenance	750	750	97.95	2,405.50	-1,655.50	-221%
52406	PWB Building Maintenance	2,800	2,800	218.50	4,001.00	-1,201.00	-43%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	0.00	14,000.00	100%
52416	PWB Cleaning	700	700	0.00	230.00	470.00	67%
52420	Systems Maintenance	16,000	16,000	2,112.50	13,444.97	2,555.03	16%
52430	Systems Maintenance, Emerg	25,000	25,000	0.00	3,468.72	21,531.28	86%
52450	Vehicle Maintenance	2,000	2,000	0.00	235.00	1,765.00	88%
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	290.00	2,585.51	-1,085.51	-72%
52720	Street Paving, Contract.	3,500	3,500	0.00	0.00	3,500.00	100%
52750	Security, Contracted	4,500	4,500	0.00	2,227.70	2,272.30	50%
52940	Waste Disposal	2,500	2,500	0.00	2,274.55	225.45	9%
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	1,082.00	11,889.50	9,110.50	43%
53400	Telephone	5,000	5,000	375.72	2,290.35	2,709.65	54%
53430	Postage	6,800	6,800	0.00	1,502.13	5,297.87	78%
53450	Advertising	1,500	1,500	0.00	0.00	1,500.00	100%
53800	DEP Volume Assessment	1,500	1,500	1,302.97	1,302.97	197.03	13%
53801	Lock Box	1,800	1,800	78.99	526.15	1,273.85	71%
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	416.00	832.00	1,168.00	58%
54100	Gasoline	5,500	5,500	0.00	4,290.88	1,209.12	22%
54200	Office Supplies	3,500	3,500	62.91	1,966.90	1,533.10	44%
54210	Forms & Printing	7,500	7,500	0.00	2,290.52	5,209.48	69%
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	106.01	106.01	343.99	76%
54800	Vehicular Supplies	2,000	2,000	0.00	49.96	1,950.04	98%
55300	Public Works Supplies	18,000	18,000	1,998.70	18,100.44	-100.44	-1%
55310	Meters	30,000	30,000	0.00	7,507.11	22,492.89	75%
55800	Water Treatment Supplies	75,000	75,000	5,427.75	32,564.14	42,435.86	57%
55820	Safety Gear	1,500	1,500	0.00	290.28	1,209.72	81%
55860	Computer Software	5,000	5,000	0.00	472.77	4,527.23	91%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	3,750	3,750	120.00	1,652.33	2,097.67	56%
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	5,000	5,000	0.00	461.99	4,538.01	91%
58510	Computer	5,000	5,000	286.84	349.58	4,650.42	93%
58700	Replacement Equipment	5,000	5,000	594.99	1,534.83	3,465.17	69%
Sub Total Other		349,180	349,180	20,064.26	151,418.15	197,761.85	57%
Total Operating Budget		651,719	651,719	41,927.36	307,552.54	344,166.46	53%
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	0.00	9,407.50	59,170.50	86%
Sub Total Multipurpose, Interest		68,578	68,578	0.00	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	0.00	9,407.50	594,304.50	98%
Grand Total		1,612,141.00	1,612,141.00	41,927.36	316,960.04	1,295,180.96	80%

Warrant Articles

Water Department

Fiscal Year: 2019

Period Start: 09-Dec-18

Period End: 08-Jan-19

	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	0.00	870,758.13	886,706.17	713,293.83	44.6%
	1,600,000.00	1,600,000.00	0.00	870,758.13	886,706.17	713,293.83	44.6%
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%

Water Treatment Plant Project

Water Department

Fiscal Year: 2019

Period Start: 09-Dec-18

Period End: 08-Jan-19

	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	10,021.73	42,786.95	106,566.87	152,433.13	58.9%
58310 Engineering	782,166.00	782,166.00	40,749.68	218,398.94	585,544.61	196,621.39	25.1%
58320 Transmission Mains	1,524,629.85	1,524,629.85	0.00	499,058.12	1,486,421.24	38,208.61	2.5%
58330 Plant Construction	7,246,000.00	7,246,000.00	743,403.50	2,964,985.15	6,176,452.85	1,069,547.15	14.8%
58380 Miscellaneous	588,204.15	588,204.15	715.88	43,363.38	101,474.15	486,730.00	82.7%
	10,400,000.00	10,400,000.00	794,890.79	3,768,592.54	8,456,459.72	1,943,540.28	60.8%



Topsfield Water Department
Monthly Control Sheet
December 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		
														152,864.20
01-Dec-18	473.80	-	-	-	-	-	-	(383.11)	-	-	-	-	-	152,954.89
02-Dec-18	-	-	-	-	-	-	-	(154.50)	-	-	-	-	-	152,800.39
03-Dec-18	-	-	-	-	-	(9,043.36)	-	(2,224.80)	-	-	-	(4.97)	-	141,527.26
04-Dec-18	-	-	-	-	(6,574.69)	(128.10)	-	(372.44)	-	-	-	-	-	134,452.03
05-Dec-18	-	-	-	300.00	-	-	-	(652.46)	-	-	-	-	-	134,099.57
06-Dec-18	-	-	-	-	(8,742.13)	(4,094.37)	-	(295.80)	-	-	-	-	-	120,967.27
07-Dec-18	1,889.70	-	-	1,000.00	-	(965.03)	-	(372.06)	700.00	-	-	(1,159.04)	-	122,060.84
08-Dec-18	-	-	-	-	-	-	-	(311.55)	-	-	-	-	-	121,749.29
09-Dec-18	-	-	-	-	-	-	-	(544.09)	-	-	-	-	-	121,205.20
10-Dec-18	-	-	-	-	-	(5,658.17)	-	(943.08)	-	-	-	-	-	114,603.95
11-Dec-18	-	-	-	-	-	(167.70)	-	(533.08)	-	-	-	-	-	113,903.17
12-Dec-18	176.40	-	-	-	(12,235.80)	(1,977.15)	-	(345.30)	-	-	-	(732.71)	-	98,788.61
13-Dec-18	-	-	-	-	-	(514.69)	-	(842.55)	-	-	-	-	-	97,431.37
14-Dec-18	-	-	-	1,000.00	-	(1,654.30)	-	(2,447.80)	-	-	-	-	-	94,329.27
15-Dec-18	154,697.86	-	-	-	-	-	-	(1,643.30)	-	-	-	(6.81)	-	247,377.02
16-Dec-18	-	-	-	-	-	-	-	(126.78)	-	-	-	-	-	247,250.24
17-Dec-18	-	-	-	-	(15,285.93)	(743.22)	-	(751.40)	-	-	-	-	-	230,469.69
18-Dec-18	-	-	-	-	-	-	-	(583.16)	-	-	-	-	-	229,886.53
19-Dec-18	-	-	-	-	(318.30)	(1,102.08)	-	(177.00)	-	-	-	-	-	228,289.15
20-Dec-18	-	-	-	-	(182.75)	(481.04)	-	(375.80)	-	-	-	-	-	227,249.56
21-Dec-18	-	-	-	-	-	-	-	-	-	-	-	-	-	227,249.56
22-Dec-18	-	-	-	-	-	-	-	(424.20)	-	-	-	-	-	226,825.36
23-Dec-18	-	-	-	-	-	-	-	-	-	-	-	-	-	226,825.36
24-Dec-18	-	-	-	-	-	-	-	(167.70)	-	-	-	-	-	226,657.66
25-Dec-18	-	-	-	-	-	-	-	-	-	-	-	-	-	226,657.66
26-Dec-18	-	-	-	-	-	(3,634.50)	-	(177.00)	-	-	-	-	-	222,846.16
27-Dec-18	60.10	-	-	-	(9,862.04)	(61.84)	-	(1,627.40)	-	-	-	-	-	211,354.98
28-Dec-18	-	-	-	1,000.00	-	(4,887.68)	-	(626.36)	-	-	-	-	-	206,840.94
29-Dec-18	-	-	-	-	-	-	-	(275.87)	-	-	-	-	-	206,565.07
30-Dec-18	-	-	-	-	-	-	-	(290.70)	-	-	-	-	-	206,274.37
31-Dec-18	-	-	-	-	(655.56)	-	-	-	-	-	-	-	-	205,618.81
Sub Totals	157,297.86	-	-	3,300.00	(53,857.20)	(35,113.23)	-	(17,669.29)	700.00	-	(1,903.53)		-	52,754.61
Totals	160,597.86				(105,939.72)					(1,903.53)			0.00	205,618.81



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	157,297.86	924,450.55
Connections	-	4,000.00
Misc. Charges	3,300.00	5,300.00
Penalties	-	7,638.35
TOTAL	160,597.86	941,388.90

INCOME	This Month	Fiscal Year to Date
Manual Payments	(53,857.20)	(386,290.62)
Lockbox Payments	(35,113.23)	(383,786.09)
Electronic Transfers	-	(302.85)
Unibank Payments	(17,669.29)	(95,418.23)
Bounced Checks	700.00	1,571.57
TOTAL	(105,939.72)	(864,226.22)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(1,903.53)	(6,422.91)
TOTAL	(1,903.53)	(6,422.91)

TAX LIENS		
Tax Liens	-	(33,787.85)

NET TOTAL	52,754.61	70,739.77
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BALANCE FORWARD	152,864.20
THIS MONTH'S TRANSACTIONS	52,754.61
OUTSTANDING BALANCE	\$ 205,618.81

	<u>FY2019</u>	<u>FY2018</u>
ESTIMATED TOTAL INCOME	1,771,900.00	1,467,939.00
ACTUAL TOTAL INCOME	864,226.22	1,446,055.67
 % REALIZED Y-T-D	 48.8%	 98.5%

WTP Construction Progress
January 9, 2019

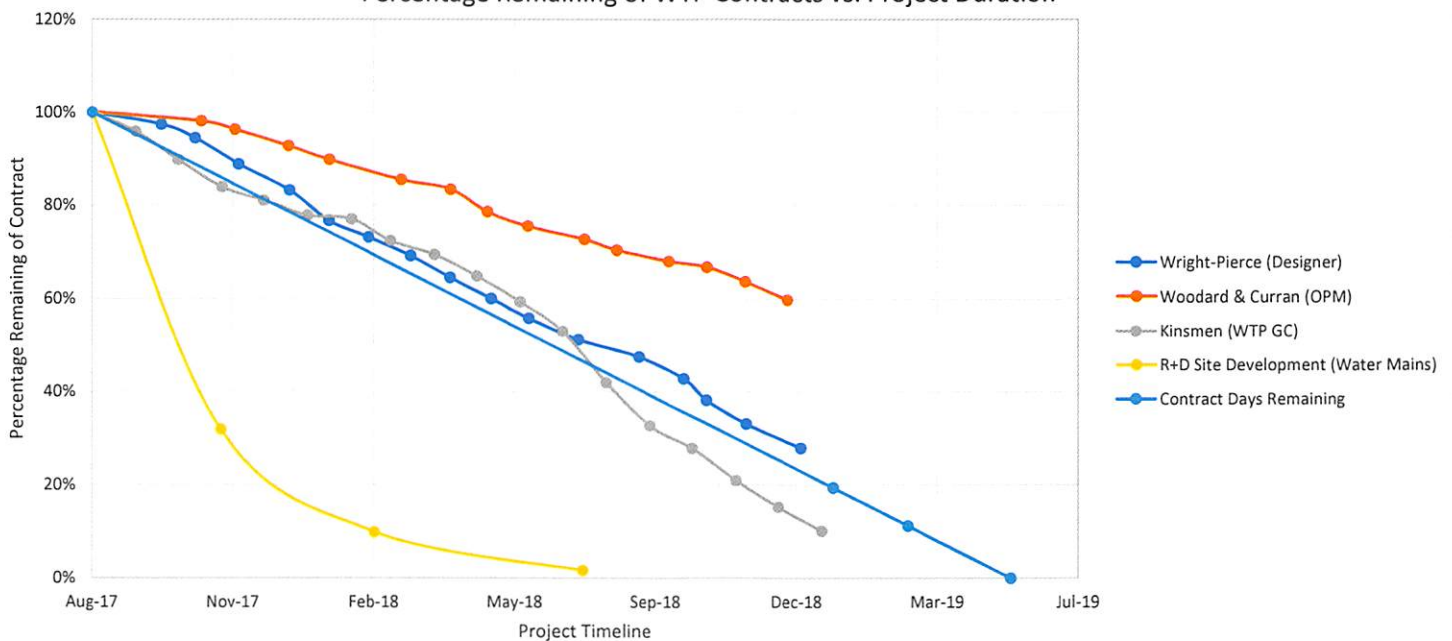
Contracts	Original	Adjustments		Total	Spent	Remaining	
		Approved	Pending				
Kinsmen (WTP GC)	7.246	0.038	0.025	7.284	6.544	0.740	10%
Wright-Pierce (Designer)	0.782	-	-	0.782	0.584	0.198	25%
Woodard & Curran (OPM)	0.259	-	-	0.259	0.104	0.155	60%
R+D Site Development (Water Mains)	1.525	-	-	1.525	1.499	0.025	2%
Total	9.812	0.038	0.025	9.849	8.732	1.118	11%

Total Adjustments Known To Date		
Approved	Pending	Percentage
0.038	0.025	0.9%
-	-	0.0%
-	-	0.0%
-	-	0.0%
0.038	0.025	0.4%

Funding	
Appropriated	10.400
Misc	(0.093) (SCADA, Paving, Public Works Supplies, etc.)
Funded	(9.849) Total contracted
Contingency	0.458 4.4%

Contract Days	Date	Duration	
		Percent	Days
Start Date	8/1/2017	100%	-
Current Date	1/9/2019	19%	526
Substantial Completion	3/3/2019	11%	579
Final Completion	5/15/2019	0%	652

Percentage Remaining of WTP Contracts vs. Project Duration



**Topsfield Water Department
Superintendent's Report
January 9, 2019**

1. Water Treatment Plant Project

Plant

The process systems are very close to completion. Both the plant and booster station now have electrical power. The generator for the plant is expected tomorrow. The pumps have been checked for rotation. Most of the concrete tanks have been filled, chlorinated and bacteria tested. A representative for the filter manufacturer is expected this week to start up the filter assemblies and controls. Kinsmen says the plant will be operational by February 8th. Most of the trades are very close to completion with the exception of the HVAC contractor. They haven't been onsite since early December and are not responding to directives issued by Kinsmen.

Siding

The installer has ordered some panels for the gable end facing the garage and the remaining pieces on the salt shed side. The panels are expected to arrive this week.

Extension Request

Kinsmen has missed the substantial completion date of 1/3/2019 and has requested a 60-day contract extension. Substantial completion would be moved to the early of March. A copy of the request is attached for your review.

Change Order #6

This change order is a composite change including the rough work for the bathroom (\$3,720), revising small diameter piping on the chlorine chemical feed skid (\$2,931) and additional door closers (\$2,908). It originally included the extra work needed to install the altitude valve at the Boston Street Tank. This was removed until the valve work is completed.

The bid package included an alternate for installing a bathroom in the plant. The alternate was not selected but it made sense to do the rough plumbing work inside the plant such as installing cold and hot water supplies, drains and vents.

The chlorine pump skid was constructed according to plan but additional valving is needed to allow one chlorine pump to add product pre-filter and another to add chlorine post-filter/pre-clearwell. This change makes the chlorination system much more useful.

The majority of the doors in the building are equipped with automatic door closers. Closers were not specified for six of the doors, two of which are fire doors and require the closers. This cost covers the furnishing and installation of closers for the six remaining doors.

1. WTP Staffing

I spoke with MassDEP concerning the operation of the plant. Once it opens the plant will have to be staffed whenever it runs for a period of six months to a year. Funds have been added to the FY2019 and FY2020 budget to cover this expense. However, it appears the plant will have to be staffed throughout the summer months. I plan to hire some part-time operators to help cover shifts. Also, new job descriptions for our existing employees are being developed to include higher licensing requirements and primary operator designations. Once the probation period ends, we're looking at one operator

being in the plant 4 hours per day during the week and brief visits on the weekend. All of these changes will have to be negotiated.

2. Water Withdrawals

Withdrawals were at normal levels of December.

3. Leaks & Breaks

Two service leaks were found this past month. A private leak at 28 Prospect Street will be repaired this week. Also, a leak was found at the tap for Trinity Church. R&D Site Development came in to make an emergency repair. The leak probably started off quite small but eventually wore through the copper line, creating a 45 gallon per minute leak.

4. Budget

A draft budget was submitted last month. Since then I've met with the treasurer, accountant and financial advisor to discuss bonding options. We are currently looking at going out to bond in March for \$4 million for the WTP and the balance along with River Road debt in November. This accelerates the payment schedule as the plan was to go out to bond for the entire sum in 2020 with the first payments due in FY2021. I have some additional rate modelling to do to evaluate this option.

5. Rates

The rate model, based on going to bond entirely in FY2020, requires 14% rate increased for the next two fiscal years. The initial model for the current plan requires a 21% increase followed by 2-3% annual increases thereafter.

6. SCADA Computer

The computer was replaced and software was upgraded to make it compatible with the WTP system.



Town of Topsfield

Monthly Report of Accrued Time
Water Department

For the month of December 2018

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
0.00	24.00	0.00	24.00	771.57	10.00	-8.00	773.57	40.00	136.00	-8.00	168.00	83.00	0.00	0.00	83.00

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
24.00	0.00	0.00	24.00	1,732.00	10.00	0.00	1,742.00	82.00	0.00	-32.00	50.00	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	317.50	10.00	0.00	327.50	42.00	0.00	-16.00	26.00	89.50	4.50	-8.00	86.00

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
15.50	0.00	0.00	15.50	216.00	10.00	0.00	226.00	111.50	0.00	-44.00	67.50	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	1,196.00	0.00	0.00	1,196.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00