



Town of Topsfield
Task Sheet Report - Water Department
July 2019

| Category | Anne-Marie Yeo | Ben Reuell | Gregory Krom | Ken Thompson | Travis Fontaine | Total |
|-----------------------------|----------------|------------|--------------|--------------|-----------------|-------|
| Accrued Time | | | | | | |
| Bereavement | | | | | 8 | 8 |
| Comp | | 4 | | | | 4 |
| Holidays | 6 | 8 | 8 | | 8 | 30 |
| Sick | | 4 | | | | 4 |
| Vacation | 6 | 40 | 8 | | 24 | 78 |
| | 12 | 56 | 16 | | 40 | 124 |
| Administrative | | | | | | |
| Charts | | | | | 17 | 17 |
| Correspondence | 40 | | | | | 40 |
| Data Tracking | | | 2 | | | 2 |
| Document Posting | | | 1 | | | 1 |
| Meeting Prep. | | | 4 | | | 4 |
| Meetings | | | 6 | | | 6 |
| Other | | | 3 | | 2 | 5 |
| Purchasing/Procurement | | | 4 | | | 4 |
| Training | | | | | 2 | 2 |
| | 40 | | 20 | | 21 | 81 |
| Billing | | | | | | |
| Bill Prep. | | | 2 | | | 2 |
| Meter Reading Radio | | | 4 | | | 4 |
| | | | 6 | | | 6 |
| Building Maintenance | | | | | | |
| Alarms | | | 2 | | | 2 |
| Grounds | | | | 48 | 2 | 50 |
| Preventative | | | | 5 | | 5 |
| | | | 2 | 53 | 2 | 57 |
| Computer Systems | | | | | | |
| Development | | | 8 | | | 8 |
| Repairs | | | 4 | | | 4 |
| Website | | | 2 | | | 2 |
| | | | 14 | | | 14 |
| Customer Service | | | | | | |
| Billing Questions | | | 4 | | 2 | 6 |
| Lien Requests | 12 | | | | | 12 |
| Title 5 Requests | 6 | | | | | 6 |



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|-----------------------------------|----------------|------------|--------------|--------------|-----------------|-------|
| Water Service Flushing | | | | | 5 | 5 |
| | 18 | | 4 | | 7 | 29 |
| DEP Projects | | | | | | |
| Lead & Copper Rule Administration | | | 6 | | | 6 |
| Lead & Copper Rule Sampling | | | | | 7 | 7 |
| Monthly Reports | | | 2 | | | 2 |
| | | | 8 | | 7 | 15 |
| Development Projects | | | | | | |
| Perkins Landing | | | 2 | | | 2 |
| | | | 2 | | | 2 |
| Equipment Maintenance | | | | | | |
| Annual | | | | | 4 | 4 |
| Repairs | | | | | 2 | 2 |
| | | | | | 6 | 6 |
| Financials | | | | | | |
| Other | | | 2 | | | 2 |
| Payment Processing | 20 | | | | | 20 |
| Payroll/Bills | 32 | | | | | 32 |
| | 52 | | 2 | | | 54 |
| Fire Department | | | | | | |
| Fire Call | | | | | 1 | 1 |
| | | | | | 1 | 1 |
| Mapping | | | | | | |
| CAD/Maps | | | 2 | | | 2 |
| | | | 2 | | | 2 |
| Public Service | | | | | | |
| Citizen Concerns | | | | | 1 | 1 |
| Markouts/DigSafe | | | | | 6 | 6 |
| Other | | | 3 | | | 3 |
| Private Flow Test | | | | | 2 | 2 |
| | | | 3 | | 9 | 12 |
| Quality Control | | | | | | |
| Bacteria Sampling | | | | | 10 | 10 |
| Fluoride Testing | | | | | 2 | 2 |
| Manganese Testing | | | | | 2 | 2 |
| Other | | | | | 8 | 8 |



Town of Topsfield
Task Sheet Report - Water Department
July 2019

| Category | Anne-Marie Yeo | Ben Reuell | Gregory Krom | Ken Thompson | Travis Fontaine | Total |
|------------------------------------|----------------|------------|--------------|--------------|-----------------|-------|
| pH Testing | | | | | 5 | 5 |
| Phosphates | | | | | 4 | 4 |
| Records Management | | | | | 3 | 3 |
| | | | | | 34 | 34 |
| Special Projects | | | | | | |
| North Street Wellfield Exploration | | | 2 | | | 2 |
| Skeffington Well | | | 1 | | | 1 |
| Water Quality Database | | | 2 | | | 2 |
| Water Use Application | | | 2 | | | 2 |
| | | | 7 | | | 7 |
| Treatment Plant Project | | | | | | |
| Startup | | | 2 | | | 2 |
| | | | 2 | | | 2 |
| Water Controls | | | | | | |
| SCADA System | | | | | 2 | 2 |
| | | | | | 2 | 2 |
| Water Distribution | | | | | | |
| Hydrant Brush Cutting | | | | | 5 | 5 |
| Hydrant Repair | | | | 3 | 6 | 9 |
| Leak Detection | | | | | 2 | 2 |
| Meter Replacements | | | | | 6 | 6 |
| Tanks | | | | | 2 | 2 |
| Valve | | | | | 1 | 1 |
| Water Main Repair | | 8 | 5 | | | 13 |
| | | 8 | 5 | 3 | 22 | 38 |
| Water Supply | | | | | | |
| Dam Management | | | | | 2 | 2 |
| Vacuum System | | | 2 | | 2 | 4 |
| Well Cleaning | | | 10 | | | 10 |
| Wellfield Maintenance | | | | 88 | | 88 |
| | | | 12 | 88 | 4 | 104 |
| Water Treatment | | | | | | |
| Analyzer Calibration | | | | | 1 | 1 |
| Analyzer Maintenance | | | | | 2 | 2 |
| Chlorine | | | | | 1 | 1 |
| Fluoride | | | 2 | | 2 | 4 |



Town of Topsfield
Task Sheet Report - Water Department
July 2019

| Category | Anne-Marie Yeo | Ben Reuell | Gregory Krom | Ken Thompson | Travis Fontaine | Total |
|--------------------------------------|----------------|------------|--------------|--------------|-----------------|-------|
| KOH | | | 2 | | | 2 |
| Sequestrant | | | 20 | | | 20 |
| WTP Staffing | | 183 | 61 | | 136 | 380 |
| | | 183 | 85 | | 142 | 410 |
| | | | | | | |
| Grand Total | 122 | 247 | 190 | 144 | 297 | 1000 |
| | | | | | | |
| Total Monthly Work Hours (40 hrs/wk) | 184 | | | | | |

Town of Topsfield

Task Sheet Report - Water Department

August 2019

[illegible]



Town of Topsfield

Task Sheet Report - Water Department

August 2019

| Category | Andy Woodbury | Anne-Marie Yeo | Ben Reuell | Gary Wildes | Gregory Krom | Ken Thompson | Travis Fontaine | Total |
|---|---------------|----------------|------------|-------------|--------------|--------------|-----------------|-------|
| Water Controls | | | | | | | | |
| Alarms | | | | | 6 | | | 6 |
| | | | | | 6 | | | 6 |
| Water Distribution | | | | | | | | |
| Hydrant Repair | | | | | | 8 | | 8 |
| Meter Replacements | | | | | | | 3 | 3 |
| Service Repair | | | | | 4 | | | 4 |
| Tanks | | | | | | | 4 | 4 |
| Water Main Repair | 7 | | | 1 | 9 | | | 17 |
| | 7 | | | 1 | 13 | 8 | 7 | 36 |
| Water Supply | | | | | | | | |
| Vacuum System | | | | | | | 1 | 1 |
| Well Cleaning | | | | | 34 | 96 | | 130 |
| Wellfield Maintenance | | | | | | 8 | 2 | 10 |
| | | | | | 34 | 104 | 3 | 141 |
| Water Treatment | | | | | | | | |
| Analyzer Maintenance | | | | | | | 1 | 1 |
| KOH | | | | | 2 | | | 2 |
| WTP Staffing | | | 193 | | 52 | | 141 | 386 |
| | | | 193 | | 54 | | 142 | 389 |
| Grand Total | | | | | | | | |
| | 7 | 121 | 249 | 12 | 196 | 136 | 280 | 1001 |
| Total Monthly Work Hours (40 hrs/wk) | | | | | | | | |
| | 176 | | | | | | | |



Topsfield Water Department
Monthly Control Sheet
August 2019

| 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 | | |
| | | | | | | | | | | | | | | 171,955.54 |
| 01-Aug-19 | - | - | - | - | - | (3,530.40) | - | (196.30) | - | - | - | - | - | 168,228.84 |
| 02-Aug-19 | - | - | - | - | - | (3,628.90) | - | (739.20) | - | - | - | - | - | 163,860.74 |
| 03-Aug-19 | - | - | - | - | - | - | - | - | - | - | - | - | - | 163,860.74 |
| 04-Aug-19 | - | - | - | - | - | - | - | (315.60) | - | - | - | - | - | 163,545.14 |
| 05-Aug-19 | 73.55 | - | - | - | (7,236.28) | (4,914.70) | - | (364.19) | - | - | - | - | - | 151,103.52 |
| 06-Aug-19 | 391.81 | - | 3,353.58 | - | - | (1,223.04) | - | (258.90) | - | - | - | - | - | 153,366.97 |
| 07-Aug-19 | - | - | - | - | (5,308.80) | (768.90) | - | (743.40) | - | - | - | - | - | 146,545.87 |
| 08-Aug-19 | 473.85 | - | - | - | - | (2,334.96) | - | (331.50) | - | - | - | - | - | 144,353.26 |
| 09-Aug-19 | 213.90 | - | - | - | - | (1,676.69) | - | (480.45) | - | - | - | - | - | 142,410.02 |
| 10-Aug-19 | - | - | - | - | - | - | - | (735.37) | - | - | - | - | - | 141,674.65 |
| 11-Aug-19 | - | - | - | - | - | - | - | (167.70) | - | - | - | - | - | 141,506.95 |
| 12-Aug-19 | - | - | - | - | - | (5,774.03) | - | (777.30) | - | - | - | - | - | 134,955.62 |
| 13-Aug-19 | - | - | - | - | - | - | - | (1,352.05) | - | - | - | - | - | 133,603.57 |
| 14-Aug-19 | - | - | - | - | - | (3,939.30) | - | (564.91) | - | - | - | - | - | 129,099.36 |
| 15-Aug-19 | 159,078.87 | - | - | - | - | (682.05) | - | (1,989.32) | - | - | - | (23.18) | - | 285,483.68 |
| 16-Aug-19 | - | - | - | - | - | (1,435.90) | - | (509.36) | - | - | - | - | - | 283,538.42 |
| 17-Aug-19 | - | - | - | - | - | - | - | - | - | - | - | - | - | 283,538.42 |
| 18-Aug-19 | - | - | - | - | - | - | - | - | - | - | - | - | - | 283,538.42 |
| 19-Aug-19 | - | - | - | - | - | (1,114.00) | - | - | - | - | - | (3,798.84) | - | 278,625.58 |
| 20-Aug-19 | - | - | - | - | (24,356.75) | (924.22) | - | - | - | - | - | (45.43) | - | 253,299.18 |
| 21-Aug-19 | - | - | - | - | - | (835.52) | - | - | - | - | - | - | - | 252,463.66 |
| 22-Aug-19 | 429.80 | - | - | - | (19,513.32) | (3,445.18) | - | (231.29) | - | - | - | (204.80) | - | 229,498.87 |
| 23-Aug-19 | - | - | - | - | - | - | - | (1,270.20) | - | - | - | - | - | 228,228.67 |
| 24-Aug-19 | - | - | - | - | - | - | - | (154.50) | - | - | - | - | - | 228,074.17 |
| 25-Aug-19 | - | - | - | - | - | - | - | (190.20) | - | - | - | - | - | 227,883.97 |
| 26-Aug-19 | - | - | - | - | (387.92) | (5,728.37) | - | (1,682.44) | - | - | - | - | - | 220,085.24 |
| 27-Aug-19 | 530.60 | - | - | - | (7,600.23) | (4,008.72) | - | (141.30) | - | - | - | (29.80) | - | 208,835.79 |
| 28-Aug-19 | - | - | - | - | - | (4,991.46) | - | (549.00) | - | - | - | - | - | 203,295.33 |
| 29-Aug-19 | - | - | - | - | (3,311.72) | (3,385.70) | - | - | 412.10 | - | - | - | - | 197,010.01 |
| 30-Aug-19 | - | - | - | - | - | (2,479.01) | - | - | - | - | - | - | - | 194,531.00 |
| 31-Aug-19 | - | - | - | - | - | - | - | - | - | - | - | - | - | 194,531.00 |
| Sub Totals | 161,192.38 | - | 3,353.58 | - | (67,715.02) | (56,821.05) | - | (13,744.48) | 412.10 | - | (4,102.05) | | - | 22,575.46 |
| Totals | 164,545.96 | | | | (137,868.45) | | | | | (4,102.05) | | | 0.00 | 194,531.00 |



Topsfield Water Department
Statement of Revenues and Commitments
As of the last day of: August 2019

| COMMITMENTS | This Month | Fiscal Year to Date |
|---------------|-------------------|---------------------|
| User Fees | 161,192.38 | 313,591.78 |
| Connections | - | - |
| Misc. Charges | - | - |
| Penalties | 3,353.58 | 3,353.58 |
| TOTAL | 164,545.96 | 316,945.36 |

| INCOME | This Month | Fiscal Year to Date |
|----------------------|---------------------|---------------------|
| Manual Payments | (67,715.02) | (156,963.58) |
| Lockbox Payments | (56,821.05) | (140,145.57) |
| Electronic Transfers | - | (190.20) |
| Unibank Payments | (13,744.48) | (28,072.54) |
| Bounced Checks | 412.10 | 683.48 |
| TOTAL | (137,868.45) | (324,688.41) |

| ADJUSTMENTS | This Month | Fiscal Year to Date |
|--------------|-------------------|---------------------|
| Refunds | - | 465.90 |
| Abatements | (4,102.05) | (4,820.41) |
| TOTAL | (4,102.05) | (4,354.51) |

| TAX LIENS | | |
|------------------|------------------|--------------------|
| Tax Liens | - | - |
| NET TOTAL | 22,575.46 | (12,097.56) |

| | |
|----------------------------|----------------------|
| BALANCE FORWARD | 171,955.54 |
| THIS MONTH'S TRANSACTIONS | 22,575.46 |
| OUTSTANDING BALANCE | \$ 194,531.00 |

| | <u>FY2020</u> | <u>FY2019</u> |
|-------------------------|---------------|---------------|
| ESTIMATED TOTAL INCOME | 2,111,147.00 | 1,835,272.00 |
| ACTUAL TOTAL INCOME | 324,688.41 | 1,669,095.00 |
| % REALIZED Y-T-D | 15.4% | 90.9% |



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of August 2019 in the amount of \$164,545.96

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 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of August 2019 in the amount of -\$4,102.05

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?



Topsfield Water Department
Monthly Control Sheet
July 2019

| | Commitments | | | | Payments | | | | | Miscellaneous Transactions | | | Tax Liens | Balance Forward |
|------------|-------------|------------|----------|---------------|--------------|-------------|------------|-------------|----------------|----------------------------|------------|----------|-----------|-----------------|
| Date | User Fees | Conn. Fees | Penaties | Misc. Charges | Manual | Lockbox | Electronic | Unibank | Bounced Checks | Refunds | Abatements | | | |
| | | | | | | | | | | | BOWC | TWD | | |
| | | | | | | | | | | | | | | 206,628.56 |
| 01-Jul-19 | - | - | - | - | - | (10,077.79) | - | - | - | - | - | (13.04) | - | 196,537.73 |
| 02-Jul-19 | - | - | - | - | (11,168.67) | (1,396.70) | - | (669.92) | - | - | - | - | - | 183,302.44 |
| 03-Jul-19 | 33.65 | - | - | - | - | (5,283.06) | - | (368.58) | - | - | - | - | - | 177,684.45 |
| 04-Jul-19 | - | - | - | - | - | - | - | (194.10) | - | - | - | - | - | 177,490.35 |
| 05-Jul-19 | 21.45 | - | - | - | - | (7,064.61) | - | (305.70) | - | - | - | - | - | 170,141.49 |
| 06-Jul-19 | - | - | - | - | - | - | - | (692.40) | - | - | - | - | - | 169,449.09 |
| 07-Jul-19 | 154.50 | - | - | - | - | - | - | (373.20) | - | - | - | - | - | 169,230.39 |
| 08-Jul-19 | 7.25 | - | - | - | - | (2,160.75) | - | (181.15) | - | - | - | - | - | 166,895.74 |
| 09-Jul-19 | 167.70 | - | - | - | (13,496.99) | - | - | (269.10) | - | - | - | - | - | 153,297.35 |
| 10-Jul-19 | - | - | - | - | (11,207.69) | (1,813.81) | - | - | - | - | - | - | - | 140,275.85 |
| 11-Jul-19 | - | - | - | - | (3,336.01) | (3,845.09) | - | (637.02) | - | - | - | (36.90) | - | 132,420.83 |
| 12-Jul-19 | - | - | - | - | - | (862.52) | - | (1,965.62) | - | - | - | - | - | 129,592.69 |
| 13-Jul-19 | - | - | - | - | - | - | - | - | - | - | - | - | - | 129,592.69 |
| 14-Jul-19 | - | - | - | - | - | - | - | (418.20) | - | - | - | - | - | 129,174.49 |
| 15-Jul-19 | 151,371.40 | - | - | - | - | (6,374.15) | - | (3,519.29) | - | - | - | (30.37) | - | 270,622.08 |
| 16-Jul-19 | 15.20 | - | - | - | (9,272.52) | (154.50) | - | (62.10) | - | - | - | - | - | 261,148.16 |
| 17-Jul-19 | 122.80 | - | - | - | (4,465.22) | (1,124.50) | - | - | - | - | - | - | - | 255,681.24 |
| 18-Jul-19 | - | - | - | - | (7,339.17) | (564.30) | - | (424.74) | - | - | - | (175.00) | - | 247,178.03 |
| 19-Jul-19 | - | - | - | - | - | (326.16) | - | (333.02) | - | - | - | (449.32) | - | 246,069.53 |
| 20-Jul-19 | 73.25 | - | - | - | - | - | - | - | - | - | - | - | - | 246,142.78 |
| 21-Jul-19 | - | - | - | - | - | - | - | (47.10) | - | - | - | - | - | 246,095.68 |
| 22-Jul-19 | - | - | - | - | - | (8,509.77) | - | (818.09) | - | - | - | - | - | 236,767.82 |
| 23-Jul-19 | - | - | - | - | - | (656.40) | (190.20) | (730.85) | 178.45 | - | - | - | - | 235,368.82 |
| 24-Jul-19 | 214.85 | - | - | - | - | (4,909.19) | - | (357.60) | - | - | - | - | - | 230,316.88 |
| 25-Jul-19 | 194.15 | - | - | - | (11,438.33) | - | - | - | - | - | - | (13.73) | - | 219,058.97 |
| 26-Jul-19 | - | - | - | - | - | (9,020.10) | - | (154.50) | - | 465.90 | - | - | - | 210,350.27 |
| 27-Jul-19 | - | - | - | - | - | - | - | (1,122.49) | - | - | - | - | - | 209,227.78 |
| 28-Jul-19 | - | - | - | - | - | - | - | (27.13) | - | - | - | - | - | 209,200.65 |
| 29-Jul-19 | 23.20 | - | - | - | - | (5,460.66) | - | (154.50) | 92.93 | - | - | - | - | 203,701.62 |
| 30-Jul-19 | - | - | - | - | (10,680.44) | (9,510.07) | - | (196.50) | - | - | - | - | - | 183,314.61 |
| 31-Jul-19 | - | - | - | - | (6,843.52) | (4,210.39) | - | (305.16) | - | - | - | - | - | 171,955.54 |
| Sub Totals | 152,399.40 | - | - | - | (89,248.56) | (83,324.52) | (190.20) | (14,328.06) | 271.38 | 465.90 | (718.36) | | - | (34,673.02) |
| Totals | 152,399.40 | | | | (186,819.96) | | | | | (252.46) | | | 0.00 | 171,955.54 |



Topsfield Water Department
Statement of Revenues and Commitments
As of the last day of: July 2019

| COMMITMENTS | This Month | Fiscal Year to Date |
|---------------|-------------------|---------------------|
| User Fees | 152,399.40 | 152,399.40 |
| Connections | - | - |
| Misc. Charges | - | - |
| Penalties | - | - |
| TOTAL | 152,399.40 | 152,399.40 |

| INCOME | This Month | Fiscal Year to Date |
|----------------------|---------------------|---------------------|
| Manual Payments | (89,248.56) | (89,248.56) |
| Lockbox Payments | (83,324.52) | (83,324.52) |
| Electronic Transfers | (190.20) | (190.20) |
| Unibank Payments | (14,328.06) | (14,328.06) |
| Bounced Checks | 271.38 | 271.38 |
| TOTAL | (186,819.96) | (186,819.96) |

| ADJUSTMENTS | This Month | Fiscal Year to Date |
|--------------|-----------------|---------------------|
| Refunds | 465.90 | 465.90 |
| Abatements | (718.36) | (718.36) |
| TOTAL | (252.46) | (252.46) |

| TAX LIENS | | |
|-----------|---|---|
| Tax Liens | - | - |

| | | |
|------------------|--------------------|--------------------|
| NET TOTAL | (34,673.02) | (34,673.02) |
|------------------|--------------------|--------------------|

| | |
|----------------------------|----------------------|
| BALANCE FORWARD | 206,628.56 |
| THIS MONTH'S TRANSACTIONS | (34,673.02) |
| OUTSTANDING BALANCE | \$ 171,955.54 |

| | <u>FY2020</u> | <u>FY2019</u> |
|-------------------------|---------------|---------------|
| ESTIMATED TOTAL INCOME | 2,111,147.00 | 1,835,272.00 |
| ACTUAL TOTAL INCOME | 186,819.96 | 1,669,095.00 |
| % REALIZED Y-T-D | 8.8% | 90.9% |



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2019 in the amount of \$152,399.40

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 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2019 in the amount of -\$718.36

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 FY2020

10-Sep-19

Expended Period 8/11/2019 10:38:36 AM - 9/10/2019 10:38:36 AM

Budget Month 3

| | | Budgeted | Revised | Expended This Period | Expended YTD | Available | Percent Remaining |
|-------------------------|------------------------------|----------|---------|----------------------|--------------|------------|-------------------|
| Operating Budget | | | | | | | |
| E4501 Salary | | | | | | | |
| 51120 | Superintendent | 103,920 | 103,920 | 7,932.80 | 19,832.00 | 84,088.00 | 81% |
| 51490 | Longevity, Superintendent | 1,750 | 1,750 | 0.00 | 1,750.00 | 0.00 | 0% |
| Sub Total Salary | | 105,670 | 105,670 | 7,932.80 | 21,582.00 | 84,088.00 | 80% |
| E4502 Wages | | | | | | | |
| 51130 | Laborers, Full Time | 122,552 | 122,552 | 9,355.08 | 23,387.70 | 99,164.30 | 81% |
| 51131 | Clerical, Full Time | 38,079 | 38,079 | 2,906.80 | 7,267.00 | 30,812.00 | 81% |
| 51140 | Laborers, Part Time W/E | -1 | -1 | 0.00 | 0.00 | -1.00 | N/A |
| 51141 | Seasonal Wages | 6,000 | 6,000 | 369.30 | 2,646.66 | 3,353.34 | 56% |
| 51200 | Outside Help, Labor | 11,649 | 11,649 | 0.00 | 306.75 | 11,342.25 | 97% |
| 51310 | Overtime, Labor | 93,187 | 93,187 | 9,223.52 | 22,393.71 | 70,793.29 | 76% |
| 51490 | Longevity | 1,250 | 1,250 | 0.00 | 1,737.50 | -487.50 | -39% |
| Sub Total Wages | | 272,716 | 272,716 | 21,854.70 | 57,739.32 | 214,976.68 | 79% |
| E4505 Other | | | | | | | |
| 51920 | Uniform Allowance | 2,730 | 2,730 | 0.00 | 2,730.00 | 0.00 | 0% |
| 51970 | Meal Allowance | 1,400 | 1,400 | 310.00 | 630.00 | 770.00 | 55% |
| 52100 | Electricity | 115,000 | 115,000 | 6,418.02 | 8,793.91 | 106,206.09 | 92% |
| 52106 | PWB Electricity | 3,000 | 3,000 | 304.86 | 687.16 | 2,312.84 | 77% |
| 52150 | Gas | 2,600 | 2,600 | 17.71 | 177.98 | 2,422.02 | 93% |
| 52156 | PWB Gas | 2,200 | 2,200 | 0.00 | 13.27 | 2,186.73 | 99% |
| 52400 | Building Maintenance | 750 | 750 | 0.00 | 137.62 | 612.38 | 82% |
| 52406 | PWB Building Maintenance | 2,800 | 2,800 | 277.99 | 277.99 | 2,522.01 | 90% |
| 52415 | Property Maintenance, Wellfi | 14,000 | 14,000 | 3,182.99 | 4,150.52 | 9,849.48 | 70% |
| 52416 | PWB Cleaning | 700 | 700 | 46.00 | 177.00 | 523.00 | 75% |
| 52420 | Systems Maintenance | 16,000 | 16,000 | 593.00 | 1,010.50 | 14,989.50 | 94% |
| 52430 | Systems Maintenance, Emerg | 25,000 | 25,000 | 4,839.65 | 4,839.65 | 20,160.35 | 81% |
| 52450 | Vehicle Maintenance | 2,000 | 2,000 | 0.00 | 0.00 | 2,000.00 | 100% |
| 52510 | Equipment Maintenance | 500 | 500 | 0.00 | 159.45 | 340.55 | 68% |
| 52520 | Radio Maintenance | 1,000 | 1,000 | 0.00 | 0.00 | 1,000.00 | 100% |
| 52700 | Equipment Rental | 1,500 | 1,500 | 1,516.88 | 1,516.88 | -16.88 | -1% |
| 52720 | Street Paving, Contract. | 3,500 | 3,500 | 0.00 | 0.00 | 3,500.00 | 100% |
| 52750 | Security, Contracted | 7,094 | 7,094 | 0.00 | 1,546.35 | 5,547.65 | 78% |
| 52940 | Waste Disposal | 2,500 | 2,500 | 0.00 | 1,440.00 | 1,060.00 | 42% |
| 53050 | Annual DEP Maintenance | 10,000 | 10,000 | 500.00 | 500.00 | 9,500.00 | 95% |
| 53110 | Engineering | 0 | 0 | 0.00 | 0.00 | 0.00 | N/A |
| 53120 | Water Testing | 26,000 | 26,000 | 4,807.00 | 5,444.00 | 20,556.00 | 79% |
| 53150 | Contract Clerical Service | 0 | 0 | 0.00 | 0.00 | 0.00 | N/A |
| 53400 | Telephone | 4,800 | 4,800 | 393.34 | 553.32 | 4,246.68 | 88% |
| 53430 | Postage | 6,000 | 6,000 | 259.84 | 259.84 | 5,740.16 | 96% |
| 53450 | Advertising | 1,000 | 1,000 | 0.00 | 0.00 | 1,000.00 | 100% |
| 53800 | DEP Volume Assessment | 1,500 | 1,500 | 0.00 | 0.00 | 1,500.00 | 100% |
| 53801 | Lock Box | 1,600 | 1,600 | 0.00 | 0.00 | 1,600.00 | 100% |
| 53806 | PWB Tank Cleaning | 250 | 250 | 0.00 | 0.00 | 250.00 | 100% |
| 53810 | Water Treatment Services | 1,000 | 1,000 | 0.00 | 0.00 | 1,000.00 | 100% |
| 53870 | Police Detail | 2,000 | 2,000 | 0.00 | 988.00 | 1,012.00 | 51% |
| 54100 | Gasoline | 5,500 | 5,500 | 0.00 | 0.00 | 5,500.00 | 100% |
| 54200 | Office Supplies | 3,500 | 3,500 | 286.72 | 548.96 | 2,951.04 | 84% |

| | | Budgeted | Revised | Expended This Period | Expended YTD | Available | Percent Remaining |
|--------------------------------------|-----------------------------|---------------------|---------------------|-------------------------|-------------------|---------------------|----------------------|
| 54210 | Forms & Printing | 7,500 | 7,500 | 190.96 | 190.96 | 7,309.04 | 97% |
| 54300 | Building Supplies | 1,000 | 1,000 | 0.00 | 1,755.23 | -755.23 | -76% |
| 54506 | PWB Custodial Supplies | 400 | 400 | 0.00 | 0.00 | 400.00 | 100% |
| 54800 | Vehicular Supplies | 1,000 | 1,000 | 0.00 | 0.00 | 1,000.00 | 100% |
| 55300 | Public Works Supplies | 18,000 | 18,000 | 5,868.28 | 9,973.40 | 8,026.60 | 45% |
| 55310 | Meters | 30,000 | 30,000 | 3,332.11 | 7,436.11 | 22,563.89 | 75% |
| 55800 | Water Treatment Supplies | 65,000 | 65,000 | 3,510.95 | 9,315.88 | 55,684.12 | 86% |
| 55820 | Safety Gear | 1,500 | 1,500 | 0.00 | 0.00 | 1,500.00 | 100% |
| 55860 | Computer Software | 5,000 | 5,000 | 0.00 | 0.00 | 5,000.00 | 100% |
| 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 | 0.00 | 610.00 | 3,390.00 | 85% |
| 57810 | Water Conservation Program | 0 | 0 | 0.00 | 0.00 | 0.00 | N/A |
| 58500 | Additional Equipment | 5,000 | 5,000 | 3,034.69 | 4,055.80 | 944.20 | 19% |
| 58510 | Computer | 5,000 | 5,000 | 1,687.81 | 1,687.81 | 3,312.19 | 66% |
| 58700 | Replacement Equipment | 5,000 | 5,000 | 0.00 | 859.00 | 4,141.00 | 83% |
| Sub Total Other | | 415,824 | 415,824 | 41,378.80 | 72,466.59 | 343,357.41 | 83% |
| Total Operating Budget | | 794,210 | 794,210 | 71,166.30 | 151,787.91 | 642,422.09 | 81% |
| Reserves | | | | | | | |
| E4515 Unanticipated Emergenci | | | | | | | |
| 52730 | Unanticipated Emerg. | 100,000 | 100,000 | 0.00 | 0.00 | 100,000.00 | 100% |
| Sub Total Unanticipated Emerge | | 100,000 | 100,000 | 0.00 | 0.00 | 100,000.00 | 100% |
| E4590 Reserve Fund | | | | | | | |
| 52730 | Reserve Fund | 50,000 | 50,000 | 0.00 | 0.00 | 50,000.00 | 100% |
| Sub Total Reserve Fund | | 50,000 | 50,000 | 0.00 | 0.00 | 50,000.00 | 100% |
| Total Reserves | | 150,000 | 150,000 | 0.00 | 0.00 | 150,000.00 | 100% |
| Debt Service | | | | | | | |
| E4591 Multipurpose, Interest | | | | | | | |
| 59195 | Interest | 342,695 | 342,695 | 0.00 | 8,507.50 | 334,187.50 | 98% |
| Sub Total Multipurpose, Interest | | 342,695 | 342,695 | 0.00 | 8,507.50 | 334,187.50 | 98% |
| E4593 Multipurpose, Principal | | | | | | | |
| 59195 | Principal | 529,000 | 529,000 | 0.00 | 0.00 | 529,000.00 | 100% |
| Sub Total Multipurpose, Princip | | 529,000 | 529,000 | 0.00 | 0.00 | 529,000.00 | 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 | 115,375 | 115,375 | 0.00 | 0.00 | 115,375.00 | 100% |
| Sub Total Short-Term Debt | | 120,375 | 120,375 | 0.00 | 0.00 | 120,375.00 | 100% |
| Total Debt Service | | 992,070 | 992,070 | 0.00 | 8,507.50 | 983,562.50 | 99% |
| Grand Total | | 1,936,280.00 | 1,936,280.00 | 71,166.30 | 160,295.41 | 1,775,984.59 | 92% |

Warrant Articles

Water Department

Fiscal Year: 2020

Period Start: 11-Aug-19

Period End: 10-Sep-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 | 1,070,000.00 | 4,696.25 | 4,696.25 | 891,402.42 | 178,597.58 | 16.7% |
| | 1,600,000.00 | 1,070,000.00 | 4,696.25 | 4,696.25 | 891,402.42 | 178,597.58 | 16.7% |
| E4580 Water Warrant Articles | | | | | | | |
| 88049 FY19STM/A9 Prospect Street/River Ro | 300,000.00 | 300,000.00 | 68,575.18 | 68,575.18 | 68,575.18 | 231,424.82 | 77.1% |
| 88050 FY20A15 Water System Improvements | 100,000.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | 100.0% |
| 88051 FY20/A16 Meter Reading System | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 100.0% |
| 88052 FY20/A17 North Street Drilling | 100,000.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | 100.0% |
| 88053 FY20/A18 Front End Loader | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 0.0% |
| | 540,000.00 | 540,000.00 | 83,575.18 | 83,575.18 | 83,575.18 | 456,424.82 | 95.0% |

Water Treatment Plant Project

Water Department

Fiscal Year: 2020

Period Start: 11-Aug-19

Period End: 10-Sep-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 | 295.25 | 3,452.52 | 147,686.97 | 111,313.03 | 43.0% |
| 58310 Engineering | 782,166.00 | 782,166.00 | 1,458.11 | 5,345.80 | 757,911.30 | 24,254.70 | 3.1% |
| 58320 Transmission Mains | 1,524,629.85 | 1,524,629.85 | 0.00 | 0.00 | 1,486,421.24 | 38,208.61 | 2.5% |
| 58330 Plant Construction | 7,246,000.00 | 7,246,000.00 | 0.00 | 170,634.37 | 7,164,009.18 | 81,990.82 | 1.1% |
| 58380 Miscellaneous | 588,204.15 | 588,204.15 | 1,728.13 | 3,639.58 | 163,115.52 | 425,088.63 | 72.3% |
| | 10,400,000.00 | 10,400,000.00 | 3,481.49 | 183,072.27 | 9,719,144.21 | 680,855.79 | 37.0% |



TOWN OF TOPSFIELD
Office of the Town Accountant

8 West Common Street ~ Topsfield, MA 01983

978-887-1500 ext 107
cgabriel@topsfeld-ma.gov

TO: Department Heads, Boards & Committees
FROM: Catherine Gabriel, Town Accountant
RE: Authorized Signatures for Payroll & Vendor (Accounts Payable) Warrants
DATE: May 16, 2019

Signatures must conform to laws and guidelines, one way or another. For a municipality, Massachusetts General Laws (MGL) dictate who has appropriate general permission to sign payroll and vendor warrants (accounts payable).

MGL c41 s41 governs signatory authorization for the payment of compensation (payroll)

MGL c41 s56 governs signatory authorization for the payment of bills

Revision effective 11/7/16

Payroll Authorization

For payroll, Mass General Laws (Ch.41 s41) allows that a board or commission may designate one of its members to sign for the department. It has to be one of the members as that statute does not provide for designation of a staff member or other employee.

Vendor Warrants (Accounts Payable)

Absent a charter or special act, boards and committees previously had to approve bills or payment warrants by majority vote at a meeting subject to the Open Meeting Law.

However, under the Municipal Modernization Acts of 2016 which went into effect on November 7, 2016, a board or committee heading a department may now delegate authority to review and approve bills or payment warrants to a member, with a report provided at the next meeting. This law also applies to a regional school committee.

**Please complete the Signature Authorization Form and return to the Accounting Office
no later than June 20, 2019**

TOWN OF TOPSFIELD
SIGNATURE AUTHORIZATION

BOARDS / COMMISSIONS

BOARD / COMMISSION NAME:

Name (please type or print)

Signature

Title

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

A vote was taken and affirmed at a duly posted meeting and the following member has been designated to sign PAYROLL Warrants on behalf of the Board / Commission.

Designated Person

Alternate (emergency only)

Date of meeting
when vote occurred

A vote was taken and affirmed at a duly posted meeting and the following member has been designated to sign VENDOR Warrants on behalf of the Board / Commission.

Designated Person

Alternate (emergency only)

Date of meeting
when vote occurred

PLEASE PROVIDE TOWN ACCOUNTANT WITH COPY OF APPROVED MINUTES WHEN THEY BECOME AVAILABLE.

TOWN DEPARTMENTS WITH NO BOARD / COMMISSION OTHER THAN THE BOARD OF SELECTMEN

A Department Head may delegate his/her signature authority to a key employee(s) to be able to incur obligations, make expenditures and conduct the day-to-day Department activities on behalf of the Department Head. The delegated authority should only be used during times when the Department Head is unavailable to fulfil this responsibility him/herself.

Department Heads are responsible for ensuring that the delegated designation is on file with the Town Accountant and that notification of designation changes are promptly communicated to the Town Accountant. A Department Head remains responsible for all activities conducted by the Department.

DEPARTMENT NAME:

Name (please type or print)

Title

DEPARTMENT HEAD

DESIGNATED SIGNER

| | |
|--|--|
| | |
| | |



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of August 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 | 843.57 | 10.00 | 0.00 | 853.57 | 112.00 | 0.00 | -48.00 | 64.00 | 92.50 | 0.00 | 0.00 | 92.50 |

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 |
| 4.00 | 0.00 | 0.00 | 4.00 | 1,760.00 | 0.00 | 0.00 | 1,760.00 | 183.50 | 0.00 | -24.00 | 159.50 | 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 |
| 24.00 | 0.00 | 0.00 | 24.00 | 349.50 | 10.00 | 0.00 | 359.50 | 114.00 | 0.00 | -48.00 | 66.00 | 92.00 | 6.00 | -8.00 | 90.00 |

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 |
| 20.00 | 0.00 | 0.00 | 20.00 | 280.00 | 10.00 | -8.00 | 282.00 | 155.50 | 0.00 | -16.00 | 139.50 | 7.50 | 0.00 | 0.00 | 7.50 |

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 | 1,459.00 | 0.00 | -341.00 | 1,118.00 | 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 1600 hours
- Maximum of 14 working days (112 hours) of compensatory time allowed
- Starting with the July 2017 contract the total sick bank hours were reduced from 1760 to 1600 and the Parks Cemeteries joined the bargaining unit.



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 | 833.57 | 10.00 | 0.00 | 843.57 | 112.00 | 0.00 | 0.00 | 112.00 | 110.50 | 6.00 | -24.00 | 92.50 |

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 |
| 4.00 | 0.00 | 0.00 | 4.00 | 1,760.00 | 0.00 | 0.00 | 1,760.00 | 191.50 | 0.00 | -8.00 | 183.50 | 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 |
| 24.00 | 0.00 | 0.00 | 24.00 | 343.50 | 10.00 | -4.00 | 349.50 | 114.00 | 0.00 | 0.00 | 114.00 | 88.00 | 8.00 | -4.00 | 92.00 |

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 |
| 20.00 | 0.00 | 0.00 | 20.00 | 270.00 | 10.00 | 0.00 | 280.00 | 163.50 | 0.00 | -8.00 | 155.50 | 7.50 | 0.00 | 0.00 | 7.50 |

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 | 1,297.00 | 162.00 | 0.00 | 1,459.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

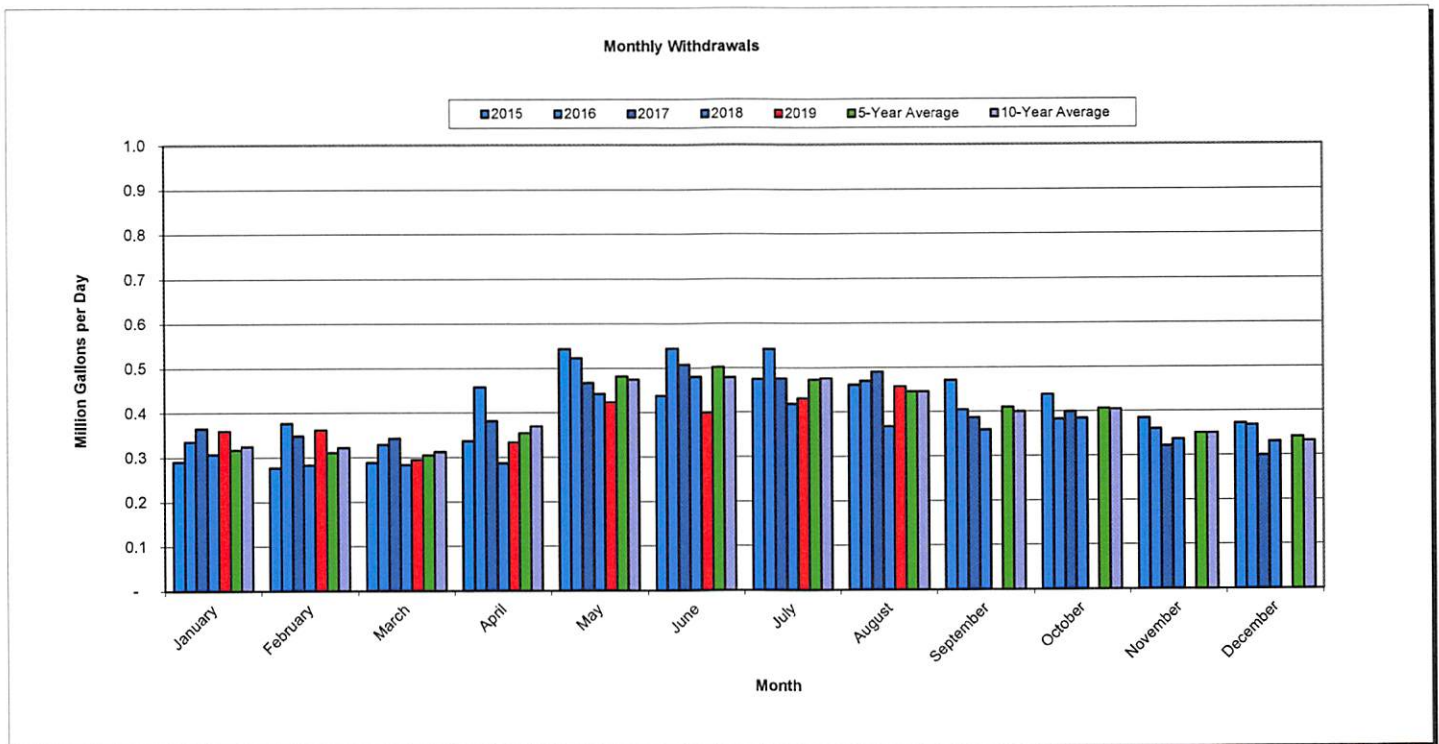
Per Union contract,

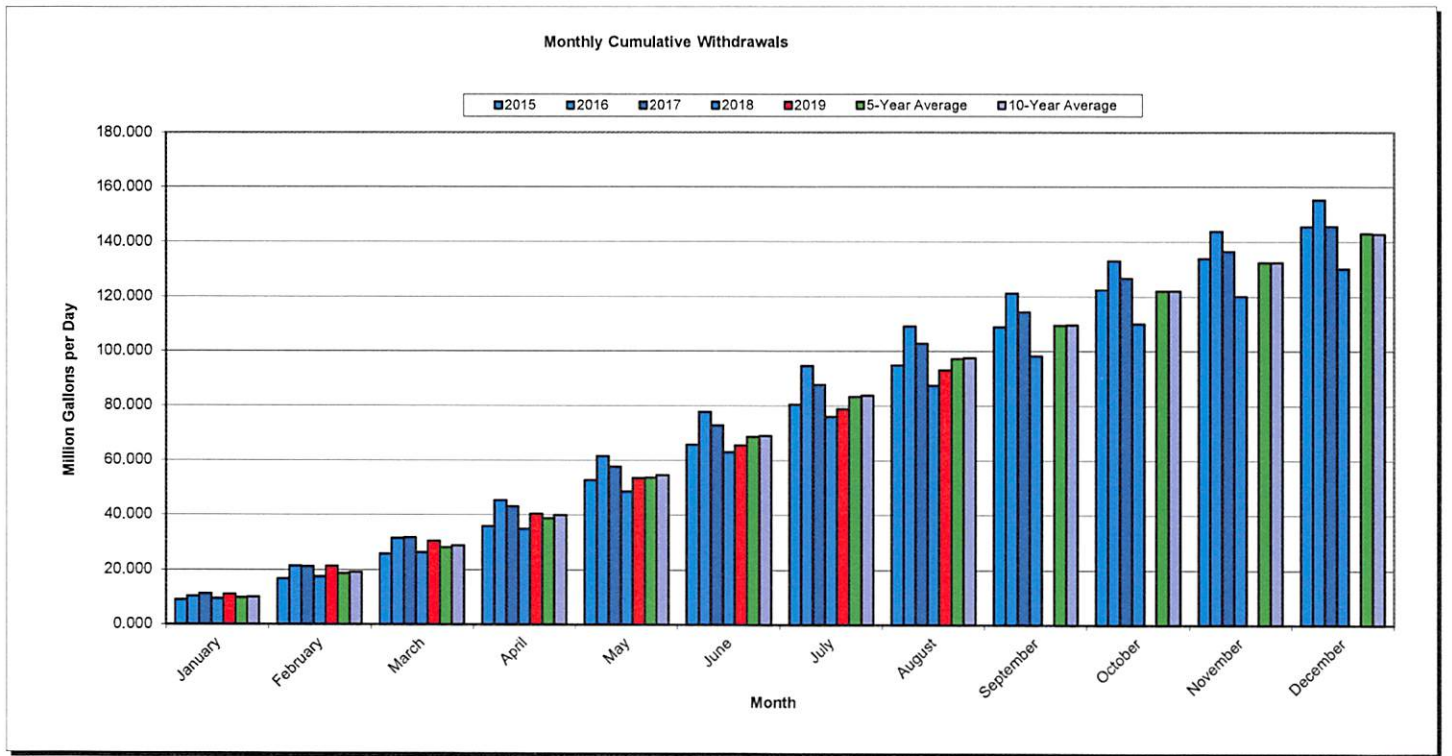
- 40 hours per employee put in sick bank July 1st with a maximum sick bank of 1600 hours
- Maximum of 14 working days (112 hours) of compensatory time allowed
- Starting with the July 2017 contract the total sick bank hours were reduced from 1760 to 1600 and the Parks Cemeteries joined the bargaining unit.

Topsfield Water Department
Annual Withdrawal Report
 Calendar Year

2019

| Month | North Street | Perkins Row | Total | Month AGD | 5-Year Average | 10-Year Average | Running Average | Historical Rank |
|--------------|---------------|---------------|---------------|--------------|----------------|-----------------|-----------------|-----------------|
| January | 10.277 | 0.849 | 10.277 | 0.332 | 0.317 | 0.324 | 0.332 | 30% |
| February | 8.439 | 1.671 | 10.110 | 0.361 | 0.311 | 0.322 | 0.340 | 52% |
| March | 5.544 | 3.571 | 9.115 | 0.294 | 0.305 | 0.312 | 0.328 | 16% |
| April | 5.950 | 4.055 | 10.005 | 0.334 | 0.354 | 0.369 | 0.329 | 19% |
| May | 7.915 | 5.218 | 13.133 | 0.424 | 0.482 | 0.475 | 0.349 | 24% |
| June | 7.277 | 4.695 | 11.972 | 0.399 | 0.502 | 0.479 | 0.357 | 9% |
| July | 8.027 | 5.340 | 13.367 | 0.431 | 0.473 | 0.476 | 0.368 | 12% |
| August | 8.581 | 5.593 | 14.174 | 0.457 | 0.447 | 0.446 | 0.379 | 30% |
| September | - | - | - | | 0.410 | 0.400 | 0.369 | |
| October | - | - | - | | 0.406 | 0.405 | 0.369 | |
| November | - | - | - | | 0.350 | 0.350 | 0.369 | |
| December | - | - | - | | 0.341 | 0.332 | 0.367 | |
| Total | 62.010 | 30.992 | 92.153 | 0.379 | | | | |





**Topsfield Water Department
Superintendent's Report
September 11, 2019**

1. Water Treatment Plant Project

The electrician replaced the outdoor lighting units that failed. We're still waiting for some final structural and architectural reports to be filed.

The plant has been operating for six months so we're in the window of switching to automated operations. We usually see a rise in manganese levels in the late summer or early fall so I plan to wait until October before approaching MassDEP about obtaining a waiver for unmanned operation of the plant.

2. Water Withdrawals

Withdrawals for August were much higher than normal. We've had a number of leaks and breaks that have contributed to the higher withdrawals. September use is lower but still above average. I may schedule a round of leak detection after hydrant flushing but before winter if use remains above average.

3. Water Quality

The first round of perchlorate and disinfection by-product tests since the plant opening were conducted this summer. Perchlorates and halo-acetic acids were not detected. Trihalomethanes were in the normal range. We're in the midst of the second round of lead and copper testing. We've collected the required number of samples and have received results for 10 out of 20 samples. All of the lead results received so far are below detectable limits.

4. Leaks & Breaks

There have been two water main breaks since we last met. The first was on High Street near Woodbrier Road and the second on Lockwood Lane. Several hundred thousand gallons of water was lost between the two breaks. A private service leak on Alderbrook Drive was repaired. Another private leak on Winsor Lane was located but has yet to be repaired.

5. Water Restrictions

Streamflow is above median levels for this time of year but dropped below 52.5 cubic feet per second for the third consecutive day on August 21st. This is when mandatory restrictions would be imposed as required by the withdrawal permit. Streamflow will likely remain below the threshold for the remainder of the month.

6. Skeffington Well

We're still waiting for quotes from two contractors and will contact several additional vendors for quotes.

7. Well Cleaning

We're about three quarters of the way through the Perkins Row wellfield. The well cleaning is going slowly but the results are better than expected. Capacity has risen from 240 gallons per minute to 285 gpm and vacuum pressure has dropped from 22 inches of mercury to 16 inches. This is the first time we've gradually cleaned the wellfield and it has been interesting to see how the cleaning of two wells per day affects the station's behavior. I don't expect much change in the flow rate once the remaining

wells are cleaned but would like the vacuum pressure drop to 10 inches or less. We'll move onto North Street once Perkins Row is completed.

8. Notice of Noncompliance

We received a NON for not taking source water samples following a positive total coliform bacteria test in the distribution system. A routine sample taken at Amberwood Farms in June tested positive for total coliform and negative for fecal coliform. The site was resampled and additional samples were taken from nearby taps. All of the samples tested negative.

We typically take source water samples as a precaution but did not this time. Taking source water samples is required by the Groundwater Rule so we received a NON. A public notice will be included in the consumer confidence report for 2020. Source water samples and distribution samples will be taken on the same day which will fulfill the Groundwater Rule requirement provided the source water tests negative.

9. FY2021 Capital Plan

Planning for FY2021 has started. A draft copy of this year's plan is attached. It looks like High Street and Lockwood Lane are developing into the next water main replacement projects but it's too early to take action. Both streets were recently resurfaced.

10. Prospect Street & River Road

All of Prospect Street and part of River Road were reclaimed, re-graded and paved this summer. The work was overseen by the Highway Department. The final milling and paving are expected to be done later this month.

11. Payroll Authorization

In order to approve payrolls with a single signature from a Board member, the Board needs to vote to authorize one member to serve as the dedicated signing authority and one member as an alternate for emergency use.

12. Hydrant Flushing

The next round of hydrant flushing is scheduled to start on Columbus Day. We'll follow the usual route.