

Old Business

1. Water Treatment Plant

Kinsmen is scheduled to start construction of the plant on August 21st. The Notice of Award for the transmission mains was signed on August 7th and contracts are being prepared for signature. The scope of work for Wright-Pierce needs to be reviewed, voted and compiled in to a contract amendment.

2. River Road & Prospect Street

Work is underway to isolate the area of River Road that has the most frequent failures. Rather than abandoning this section of main I elected to repair an existing gate valve and install a second one to limit the flow of water through it. Abandoning this section of main complicates the installation of the new main so it will remain in service but at a much lower peak flow than normal.

3. Leaks & Breaks

A main line gate valve at the intersection of High Street and Central Street was replaced this past month. The valve began to leak when used to turn off the High Street break that occurred last month.

4. Unaccounted for Water (UAW)

The pump station meters were checked this past month. North Street was over-registering by 4.1% and Perkins Row by 5%. After correcting for this the UAW for July was 3.5%. This helps our UAW issue but raises concern about the capacity of the sources.

Andrews Farm

Andrews Farm Water Company switched over to our supply for a week while their well was fracked and cleaned. Their capacity increased from 18 gallons per minute to 30 gpm as a result of the work. They are now on their own supply.

6. Manganese

Manganese levels remained roughly the same for both stations.

7. Ipswich River Flow & Water Restrictions

A streamflow based voluntary restriction was implemented earlier this week. Flow has continued to drop so a mandatory restriction will be needed by Thursday.

8. Networking & Camera Upgrades

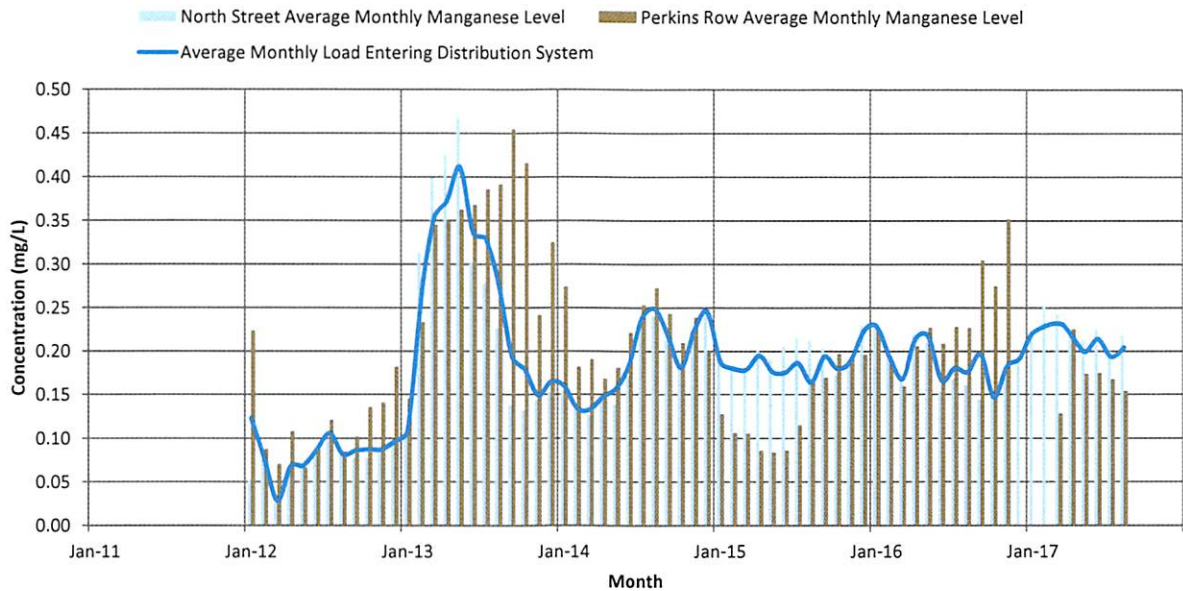
The networking and camera upgrades are partially complete. We have the equipment necessary to separate the networks and just need to configure a new computer and transfer files. Two of the four security cameras are installed and the other two are expected to be in operation by the middle of next week.

New Business

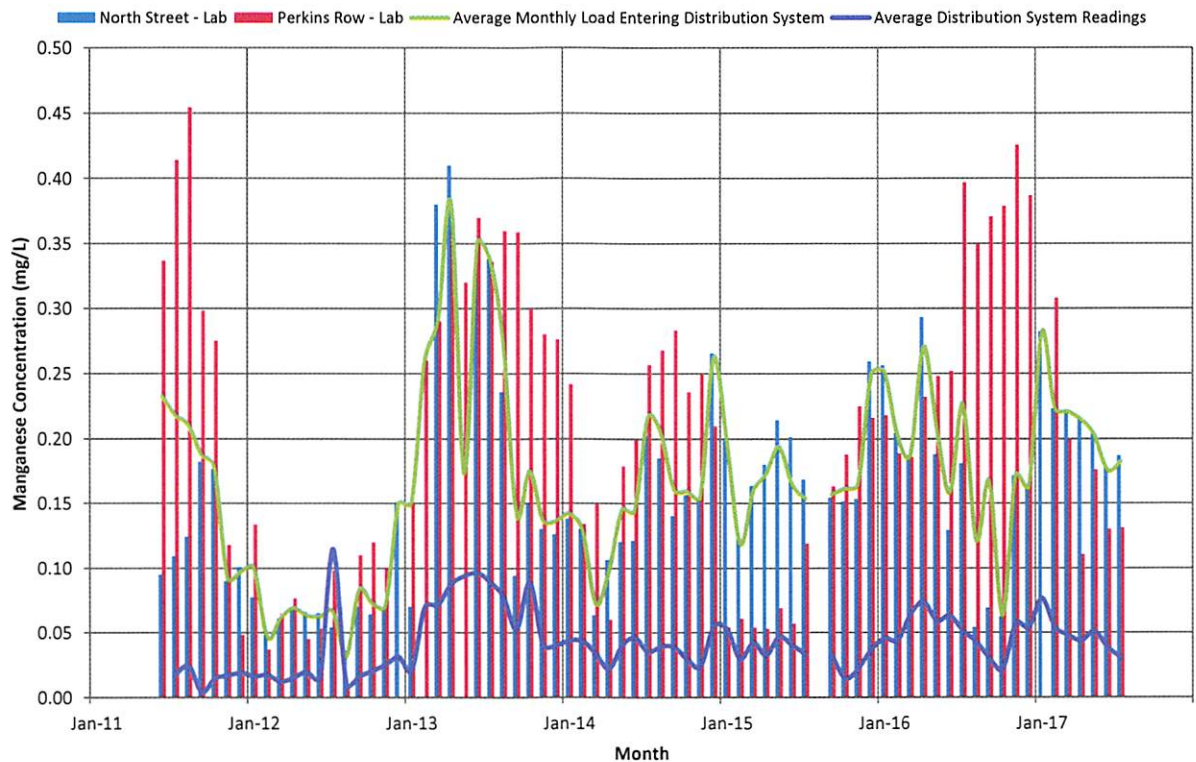
1. Lead & Copper

Our annual lead and copper testing is underway. We have 18 of the required 20 samples so far. Results are due in early October.

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



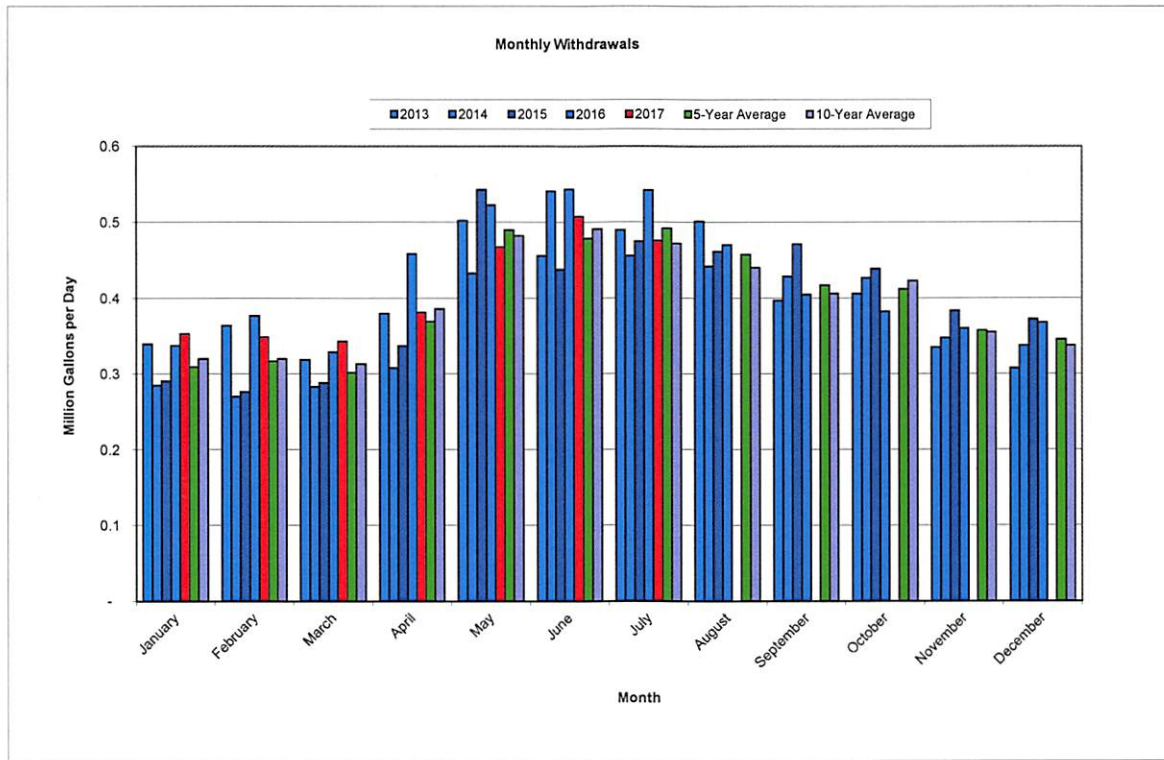
Monthly Source Water Manganese Concentrations & System Loading based on Lab Tests and Withdrawals

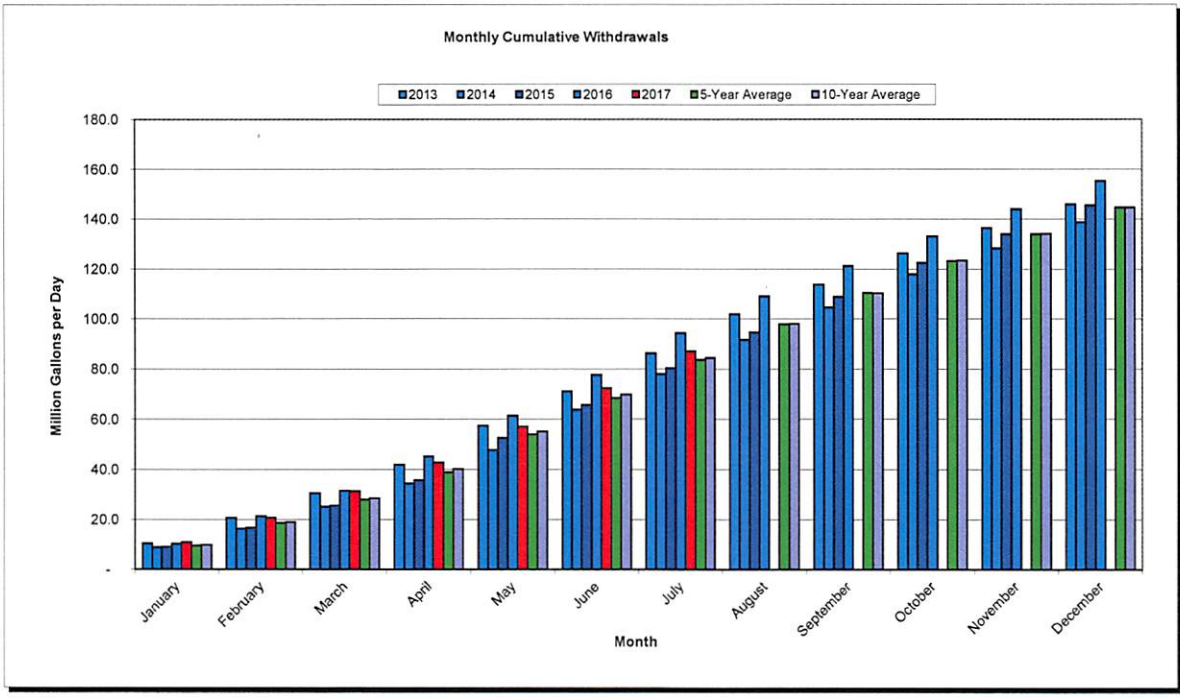


Topsfield Water Department
Annual Withdrawal Report
Calendar Year

2017

Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average
January	10.935	-	10.935	0.353	0.310	0.320
February	9.711	0.041	9.752	0.348	0.317	0.320
March	10.565	0.063	10.628	0.343	0.302	0.313
April	11.397	0.041	11.438	0.381	0.369	0.386
May	14.095	0.390	14.485	0.467	0.490	0.482
June	14.218	1.008	15.226	0.508	0.479	0.491
July	13.609	1.145	14.754	0.476	0.492	0.472
August	-	-	-	#N/A	0.457	0.440
September	-	-	-	#N/A	0.417	0.406
October	-	-	-	#N/A	0.412	0.423
November	-	-	-	#N/A	0.358	0.355
December	-	-	-	#N/A	0.345	0.338
Total	84.530	2.688	87.218			





Water Department
Expense Budget for FY2018

09-Aug-17

Expended Period 7/1/2017 - 8/9/2017

Budget Month 2

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	93,982	93,982	8,305.76	8,305.76	85,676.24	91%
51490	Longevity, Superintendent	1,500	1,500	0.00	0.00	1,500.00	100%
Sub Total Salary		95,482	95,482	8,305.76	8,305.76	87,176.24	91%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,959.18	9,959.18	103,056.82	91%
51131	Clerical, Full Time	34,395	34,395	3,042.62	3,042.62	31,352.38	91%
51141	Seasonal Wages	7,000	7,000	0.00	0.00	7,000.00	100%
51200	Outside Help, Labor	2,933	2,933	0.00	0.00	2,933.00	100%
51310	Overtime, Labor	42,398	42,398	1,867.34	1,867.34	40,530.66	96%
51490	Longevity	988	988	0.00	0.00	988.00	100%
Sub Total Wages		200,730	200,730	14,869.14	14,869.14	185,860.86	93%
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	0.00	0.00	1,400.00	100%
52100	Electricity	40,000	40,000	4,368.30	4,368.30	35,631.70	89%
52106	PWB Electricity	3,200	3,200	240.23	240.23	2,959.77	92%
52150	Gas	2,600	2,600	0.00	0.00	2,600.00	100%
52150	PWB Gas	2,200	2,200	16.68	16.68	2,183.32	99%
52400	Building Maintenance	1,500	1,500	0.00	0.00	1,500.00	100%
52406	PWB Building Maintenance	2,800	2,800	97.35	97.35	2,702.65	97%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	0.00	14,000.00	100%
52416	PWB Cleaning	1,000	1,000	46.00	46.00	954.00	95%
52420	Systems Maintenance	17,000	17,000	3,515.00	3,515.00	13,485.00	79%
52430	Systems Maintenance, Emerg	25,000	25,000	0.00	0.00	25,000.00	100%
52450	Vehicle Maintenance	2,000	2,000	0.00	0.00	2,000.00	100%
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	2,000	2,000	0.00	0.00	2,000.00	100%
52720	Street Paving, Contract.	4,000	4,000	0.00	0.00	4,000.00	100%
52750	Security, Contracted	4,500	4,500	1,066.35	1,066.35	3,433.65	76%
52940	Waste Disposal	2,000	2,000	0.00	0.00	2,000.00	100%
53050	Annual DEP Maintainence	10,000	10,000	0.00	0.00	10,000.00	100%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	0	1,418.30	1,418.30	-1,418.30	N/A
53120	Water Testing	22,000	22,000	1,478.93	1,478.93	20,521.07	93%
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	290.96	290.96	4,709.04	94%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	52.09	52.09	6,747.91	99%
53450	Advertising	1,800	1,800	0.00	0.00	1,800.00	100%
53800	DEP Volume Assessment	1,500	1,500	0.00	0.00	1,500.00	100%
53806	Lock Box	2,000	2,000	0.00	0.00	2,000.00	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	2,050	2,050	504.00	504.00	1,546.00	75%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
54100	Gasoline	6,000	6,000	0.00	0.00	6,000.00	100%
54200	Office Supplies	3,200	3,200	229.89	229.89	2,970.11	93%
54210	Forms & Printing	6,800	6,800	0.00	0.00	6,800.00	100%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	0.00	0.00	650.00	100%
54800	Vehicular Supplies	2,000	2,000	0.00	0.00	2,000.00	100%
55300	Public Works Supplies	16,000	16,000	3,502.55	3,502.55	12,497.45	78%
55310	Meters	30,000	30,000	2,790.89	2,790.89	27,209.11	91%
55800	Water Treatment Supplies	75,000	75,000	2,165.86	2,165.86	72,834.14	97%
55820	Safety Gear	1,500	1,500	304.29	304.29	1,195.71	80%
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	612.00	612.00	3,388.00	85%
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	500	500	0.00	0.00	500.00	100%
58510	Computer	500	500	2,768.86	2,768.86	-2,268.86	-454%
58700	Replacement Equipment	500	500	0.00	0.00	500.00	100%
Sub Total Other		336,230	336,230	28,198.53	28,198.53	308,031.47	92%
Total Operating Budget		632,442	632,442	51,373.43	51,373.43	581,068.57	92%
Reserves							
E4515 Unanticipated Emergencies							
52730	Unanticipated Emerg.	138,000	138,000	0.00	0.00	138,000.00	100%
Sub Total Unanticipated Emergencies		138,000	138,000	0.00	0.00	138,000.00	100%
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	283,000	0.00	0.00	283,000.00	100%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	21,192	21,192	10,701.25	10,701.25	10,490.75	50%
Sub Total Multipurpose, Interest		21,192	21,192	10,701.25	10,701.25	10,490.75	50%
E4593 Multipurpose, Principal							
59195	Principal	79,500	79,500	0.00	0.00	79,500.00	100%
Sub Total Multipurpose, Principal		79,500	79,500	0.00	0.00	79,500.00	100%
E4594 Short-Term Debt							
59210	Principal	207,000	207,000	0.00	0.00	207,000.00	100%
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	17,852	17,852	0.00	0.00	17,852.00	100%
Sub Total Short-Term Debt		229,852	229,852	0.00	0.00	229,852.00	100%
Total Debt Service		330,544	330,544	10,701.25	10,701.25	319,842.75	97%
Grand Total		1,245,986.00	1,245,986.00	62,074.68	62,074.68	1,183,911.32	95%



Topsfield Water Department
Monthly Control Sheet
July 2017

	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		
														131,386.11
01-Jul-17	-	-	-	-	-	-	-	-	-	-	-	-	-	131,386.11
02-Jul-17	-	-	-	-	-	-	-	(262.15)	-	-	-	-	-	131,123.96
03-Jul-17	-	-	-	-	-	(5,586.55)	-	(222.91)	-	-	-	-	-	125,314.50
04-Jul-17	-	-	-	-	-	-	-	(126.42)	-	-	-	-	-	125,188.08
05-Jul-17	-	-	-	-	(11,768.19)	(1,847.13)	-	(343.00)	-	-	-	-	-	111,229.76
06-Jul-17	-	-	-	-	(7,424.24)	-	-	(596.15)	-	-	-	-	-	103,209.37
07-Jul-17	-	-	-	-	-	(6,188.03)	-	(131.40)	-	-	-	-	-	96,889.94
08-Jul-17	-	-	-	-	-	-	-	(111.50)	-	-	-	-	-	96,778.44
09-Jul-17	-	-	-	-	-	-	-	(300.45)	-	-	-	-	-	96,477.99
10-Jul-17	-	-	-	-	-	(4,585.15)	-	(650.04)	-	-	(8.55)	-	-	91,234.25
11-Jul-17	71.15	-	-	-	-	(230.90)	-	(911.96)	-	-	-	-	-	90,162.54
12-Jul-17	-	-	-	-	(4,840.49)	(1,566.26)	-	-	-	-	-	-	-	83,755.79
13-Jul-17	63.50	-	-	-	-	(1,512.20)	-	(1,389.29)	-	-	-	-	-	80,917.80
14-Jul-17	121,736.51	-	-	-	-	(3,216.22)	-	(1,860.11)	-	-	-	-	-	197,577.98
15-Jul-17	-	-	-	-	-	-	-	(49.20)	-	-	-	-	-	197,528.78
16-Jul-17	-	-	-	-	-	-	-	-	-	-	-	-	-	197,528.78
17-Jul-17	24.40	-	-	-	(7,316.32)	(3,890.31)	-	(695.60)	-	-	-	-	-	185,650.95
18-Jul-17	-	-	-	-	(2,888.80)	(501.52)	-	(678.40)	-	-	-	-	-	181,582.23
19-Jul-17	-	-	-	-	-	(793.99)	-	(586.19)	-	-	-	-	-	180,202.05
20-Jul-17	627.45	-	-	-	-	-	-	(353.17)	-	-	-	-	-	180,476.33
21-Jul-17	963.07	-	-	-	-	(1,119.87)	-	(206.56)	-	-	(25.00)	-	-	180,087.97
22-Jul-17	-	-	-	-	-	-	-	(259.62)	-	-	-	-	-	179,828.35
23-Jul-17	-	-	-	-	-	-	-	(182.05)	-	-	-	-	-	179,646.30
24-Jul-17	36.60	-	-	-	-	(9,872.60)	-	(49.20)	-	-	-	-	-	169,761.10
25-Jul-17	-	-	-	-	-	(236.40)	-	(75.90)	-	-	-	-	-	169,448.80
26-Jul-17	-	-	-	-	-	(2,586.48)	(125.10)	(336.40)	-	-	-	-	-	166,400.82
27-Jul-17	-	-	-	-	(21,424.52)	(5,751.75)	-	(296.48)	-	-	-	-	-	138,928.07
28-Jul-17	49.62	-	-	-	-	(3,107.55)	-	(943.87)	-	-	-	-	-	134,926.27
29-Jul-17	-	-	-	-	-	-	-	(203.15)	-	-	-	-	-	134,723.12
30-Jul-17	-	-	-	-	-	-	-	(75.90)	-	-	-	-	-	134,647.22
31-Jul-17	-	-	-	-	-	(3,041.17)	-	(536.26)	-	-	-	-	-	131,069.79
Sub Totals	123,572.30	-	-	-	(55,662.56)	(55,634.08)	(125.10)	(12,433.33)	-	-	(33.55)		-	(316.32)
Totals	123,572.30				(123,855.07)					(33.55)			0.00	131,069.79



Topsfield Water Department
Statement of Revenues and Commitments
As of the last day of: July 2017

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	123,572.30	123,572.30
Connections	-	-
Misc. Charges	-	-
Penalties	-	-
TOTAL	123,572.30	123,572.30

INCOME	This Month	Fiscal Year to Date
Manual Payments	(55,662.56)	(55,662.56)
Lockbox Payments	(55,634.08)	(55,634.08)
Electronic Transfers	(125.10)	(125.10)
Unibank Payments	(12,433.33)	(12,433.33)
Bounced Checks	-	-
TOTAL	(123,855.07)	(123,855.07)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(33.55)	(33.55)
TOTAL	(33.55)	(33.55)

TAX LIENS		
Tax Liens	-	-
NET TOTAL	(316.32)	(316.32)

BALANCE FORWARD	131,386.11
THIS MONTH'S TRANSACTIONS	(316.32)
OUTSTANDING BALANCE	\$ 131,069.79

	<u>FY2018</u>	<u>FY2017</u>
ESTIMATED TOTAL INCOME	1,322,444.00	1,307,363.07
ACTUAL TOTAL INCOME	123,855.07	1,279,112.20
% REALIZED Y-T-D	9.4%	97.8%



TOPSFIELD WATER DEPARTMENT

MONTHLY COMMITMENTS

FY 2018

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2017 in the amount of \$123,572.30

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 2018

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of July 2017 in the amount of -\$33.55

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?



Town of Topsfield

Monthly Report of Accrued Time Water Department

For the month of July 2017

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	-8.00	16.00	715.57	10.00	-48.00	677.57	128.00	0.00	-8.00	120.00	110.00	0.00	0.00	110.00

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
26.00	0.00	0.00	26.00	1,760.00	0.00	0.00	1,760.00	200.00	0.00	-1.00	199.00	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	276.00	10.00	-64.00	222.00	120.00	0.00	0.00	120.00	68.00	6.00	0.00	74.00

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
23.00	0.00	0.00	23.00	177.00	10.00	-54.00	133.00	156.00	0.00	0.00	156.00	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	978.00	0.00	-136.00	842.00	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

Monday, August 07, 2017



Town of Topsfield
Task Sheet Report - Water Department
July 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Holidays	6	8	8	8	30
Personal				8	8
Sick	36				36
Vacation		24	5	24	53
	42	32	13	40	127
Administrative					
Accrual Tracking	3				3
Charts	2	55		44	101
Correspondence	15				15
File Maintenance	3				3
Meeting Prep.			8		8
Meetings			4		4
Minutes	1				1
Other			17		17
Purchasing/Procurement			11		11
System Review			10		10
Training				1	1
	24	55	50	45	174
Billing					
Bill Prep.			2		2
Meter Problems		4	4		8
Meter Reading				2	2
Meter Reading Radio			11		11
		4	17	2	23
Building Maintenance					
Preventative			2		2
			2		2
Computer Systems					
Networking			6		6
			6		6
Customer Service					
Billing Questions			3		3
Customer Complaints			3		3
Lien Requests	4				4
Title 5 Requests	3				3



Town of Topsfield
Task Sheet Report - Water Department
July 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Water Quality Questions			2	1	3
Water Service Flushing		6		2	8
	7	6	8	3	24
DEP Projects					
Lead & Copper Rule Administration			2		2
Lead & Copper Rule Sampling		6			6
		6	2		8
Equipment Maintenance					
Annual				2	2
Other				2	2
Repairs			2	1	3
			2	5	7
Financials					
Payment Processing	14		3		17
Payroll/Bills	21		2		23
	35		5		40
Fire Department					
Fire Call				3	3
				3	3
Public Service					
Citizen Concerns		4			4
Markouts/DigSafe		24		5	29
Other				1	1
		28		6	34
Quality Control					
Bacteria Sampling		6		11	17
Fluoride Testing		18		12	30
In-house Testing		2			2
Manganese Testing		2		9	11
Other		6		6	12
pH Testing		2		6	8
Phosphates		2		1	3
		38		45	83
Road Maintenance					
Trench Repair				1	1
				1	1



Town of Topsfield
Task Sheet Report - Water Department
July 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Special Projects					
Andrews Farm		2	1		3
Water Quality Database			6		6
		2	7		9
Treatment Plant Project					
Bidding			8		8
Construction			15		15
			23		23
Vehicle Maintenance					
Other		2		1	3
Preventive			2		2
		2	2	1	5
Water Controls					
Alarms				1	1
SCADA System			4		4
			4	1	5
Water Distribution					
Hydrant Repair				2	2
Meter Replacements		4		1	5
Tanks				3	3
Valve			10	1	11
Water Main Repair				4	4
		4	10	11	25
Water Management					
Ban Notification				2	2
Other		2			2
		2		2	4
Water Supply					
Dam Management		4	4		8
Master Meter Testing		4	11		15
Pumps				1	1
Vacuum System				2	2
		8	15	3	26
Water Treatment					
Analyzer Calibration				1	1
Analyzer Maintenance				1	1



Town of Topsfield
Task Sheet Report - Water Department
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Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Chlorine				6	6
Fluoride				1	1
KOH				1	1
Sequestrant			2	2	4
			2	12	14
Grand Total	108	187	168	180	643
Total Monthly Work Hours (40 hrs/wk)	168				