Water Department

Expense Budget for FY2017

30-Jun-17

Expended Period 7/1/2016 - 6/30/2017

Budget Month 12

			Duageti	violitii 12	e i dan kalama	Biskur Sui anie kreis	
		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operatin	g Budget						
E4501 Sa	lary						
51120	Superintendent	89,910	89,910	89,909.29	89,909.29	0.71	0%
51490	Longevity, Superintendent	1,500	1,500	1,500.00	1,500.00	0.00	0%
Sub Total		91,410	91,410	91,409.29	91,409.29	0.71	0%
E4502 W	ages						
51130	Laborers, Full Time	113,016	113,016	114,097.62	114,097.62	-1,081.62	-1%
51131	Clerical, Full Time	32,940	32,940	32,939.25	32,939.25	0.75	0%
51140	Laborers, Part Time W/E	0	0	0.00	0.00	0.00	N/A
51141	Seasonal Wages	7,000	7,000	0.00	0.00	7,000.00	100%
51200	Outside Help, Labor	2,933	2,933	1,018.50	1,018.50	1,914.50	65%
51310	Overtime, Labor	42,398	42,398	34,180.62	34,180.62	8,217.38	19%
51311	Overtime, Clerical	0	0	0.00	0.00	0.00	N/A
51314	Overtime, Part Time	0	0	0.00	0.00	0.00	N/A
51490	Longevity	988	988	987.50	987.50	0.50	0%
Sub Total	Wages	199,275	199,275	183,223.49	183,223.49	16,051.51	8%
E4505 Ot	her						
51920	Uniform Allowance	2,730	2,730	2,730.00	2,730.00	0.00	0%
51 230	Meal Allowance	1,200	1,200	740.00	740.00	460.00	38%
52	Electricity	40,000	40,000	42,337.97	42,337.97	-2,337.97	-6%
52106	PWB Electricity	3,800	3,800	3,041.15	3,041.15	758.85	20%
52150	Gas	2,500	2,500	2,660.20	2,660.20	-160.20	-6%
52156	PWB Gas	2,200	2,200	2,067.48	2,067.48	132.52	6%
52400	Building Maintenance	1,500	1,500	329.00	329.00	1,171.00	78%
52406	PWB Building Maintenance		2,800	4,541.24	4,541.24	-1,741.24	-62%
52415	Property Maintenance, We		14,000	11,566.01	11,566.01	2,433.99	17%
52416	PWB Cleaning	1,000	1,000	368.00	368.00	632.00	63%
52420	Systems Maintenance	17,000	17,000	13,986.02	13,986.02	3,013.98	18%
52430	Systems Maintenance, Eme		25,000	10,585.53	10,585.53	14,414.47	58%
52450	Vehicle Maintenance	3,000	3,000	570.79	570.79	2,429.21	81%
52510	Equipment Maintainance	500	500	0.00	0.00	500.00	100%
52520	Radio Maintenance	800	800	0.00	0.00	800.00	100%
52700	Equipment Rental	2,000	2,000	3,155.25	3,155.25	-1,155.25	-58%
52720	Street Paving, Contract.	4,000	4,000	856.30	856.30	3,143.70	79%
52750	Security, Contracted	4,000	4,000	4,265.40	4,265.40	-265.40	-7%
52940	Waste Disposal	2,000	2,000	3,305.29	3,305.29	-1,305.29	-65%
53050	Annual DEP Maintainence	9,000	9,000	8,383.50	8,383.50	616.50	7%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	50,000	47,678.51	47,678.51	2,321.49	5%
53120	Water Testing	22,000	22,000	16,973.97	16,973.97	5,026.03	23%
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	4,500	4,500	4,677.75	4,677.75	-177.75	-4%
53430	System Prints	0	0	0.00	0.00	0.00	N/A
5. \	Postage	6,750	6,750	6,141.78	6,141.78	608.22	9%
53450	Advertising	1,800	1,800	1,376.59	1,376.59	423.41	24%
53800	DEP Volume Assessment	1,500	1,500	1,180.50	1,180.50	319.50	21%
53801	Lock Box	1,800	1,800	1,465.31	1,465.31	334.69	19%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
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	2,000	2,000	1,176.00	1,176.00	824.00	41%
54100	Gasoline	6,500	6,500	5,200.00	5,200.00	1,300.00	()
54200	Office Supplies	3,100	3,100	3,539.07	3,539.07	-439.07	-14%
54210	Forms & Printing	6,500	6,500	8,962.69	8,962.69	-2,462.69	-38%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	255.17	255.17	394.83	61%
54800	Vehicular Supplies	2,000	2,000	649.24	649.24	1,350.76	68%
55300	Public Works Supplies	15,000	15,000	37,086.81	37,086.81	-22,086.81	-147%
55310	Meters	15,000	15,000	16,648.19	16,648.19	-1,648.19	-11%
55800	Water Treatment Supplies	67,500	67,500	63,864.57	63,864.57	3,635.43	5%
55820	Safety Gear	1,500	1,500	0.00	0.00	1,500.00	100%
55860	Computer Software	4,500	4,500	5,453.53	5,453.53	-953.53	-21%
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	3,500	3,500	3,988.04	3,988.04	-488.04	-14%
57800	Elem. School Educ. Expense	0	0	0.00	0.00	0.00	N/A
57810	Water Conservation Progra	m 2,000	2,000	2,000.00	2,000.00	0.00	0%
58500	Additional Equipment	3,500	3,500	3,089.98	3,089.98	410.02	12%
58510	Computer	4,500	4,500	1,596.38	1,596.38	2,903.62	65%
58700	Replacement Equipment	4,500	4,500	9,828.06	9,828.06	-5,328.06	-118%
Sub Tota	l Other	323,630	373,630	358,408.77	358,408.77	15,221.23	4%
Total Op	erating Budget	614,315	664,315	633,041.55	633,041.55	31,273.45	5%
Reserves							
	nanticipated Emergenci						
52730	Unanticipated Emerg.	52,000	52,000	31,313.32	31,313.32	20,686.68	
Sub Tota	l Unanticipated Emerge	52,000	52,000	31,313.32	31,313.32	20,686.68	: !
E4590 Re	eserve Fund						
52730	Reserve Fund	356,000	306,000	0.00	0.00	306,000.00	100%
Sub Tota	l Reserve Fund	356,000	306,000	0.00	0.00	306,000.00	100%
Total Res	serves	408,000	358,000	31,313.32	31,313.32	326,686.68	91%
Debt Ser	rvice						
E4591 M	lultipurpose, Interest						
59195	Interest	23,191	23,191	23,191.25	23,191.25	-0.25	0%
Sub Tota	l Multipurpose, Interest	23,191	23,191	23,191.25	23,191.25	-0.25	0%
E4593 M	lultipurpose, Principal						
59195	Principal	79,500	79,500	79,500.00	79,500.00	0.00	0%
Sub Tota	l Multipurpose, Princip	79,500	79,500	79,500.00	79,500.00	0.00	0%
E4594 Sh	nort-Term Debt						
59210	Principal	55,000	55,000	0.00	0.00	55,000.00	100%
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	11,598	11,598	0.00	0.00	11,598.00	100%
	l Short-Term Debt	71,598	71,598	0.00	0.00	71,598.00	100%
Total Del	bt Service	174,289	174,289	102,691.25	102,691.25	71,597.75	41%
Grand T	otal	1,196,604.00	1,196,604.00	767,046.12	767,046.12	429,557.88	3

Warran' irticle Report

Water Department

Fiscal Year:

2017

Period Start:

7/1/2016

Period End:

6/30/2017

Perioa Ena:	6/30/2017							
		Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
C3640 A34/14ATM 88000 Engineering	l Water Treatment Plant g	Design 800,000.00	800,000.00	566,343.06	566,343.06	754,188.53	45,811.47	5.7%
E4545 A39/13ATM 58000 General	Minor Water Main Repl	100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%
E4546 A40/13ATM 53000 General	Perkins Row Well Repla	250,000.00	250,000.00	0.00	0.00	24,734.65	225,265.35	90.1%
E4547 A32/14ATM 58000 Engineerin	l Perkins Row Design g	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.0%
E4580 Pump Statio 88019 North Stre	on Revovation A35/00ATI et Renovation	M , A22/03 177,000.00	177,000.00	2,699.90	2,699.90	146,311.31	30,688.69	17.3%

Tuesday, September 12, 2017 Page 1 of 1

Water Department

Expense Budget for FY2018

13-Sep-17

Expended Period 8/9/2017 - 9/13/2017

Budget Month 3

			Buaget	Month 3			
	E	Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operatir	ng Budget						
E4501 Sa	ılary						
51120	Superintendent	93,982	93,982	9,028.00	17,333.76	76,648.24	82%
51490	Longevity, Superintendent	1,500	1,500	0.00	0.00	1,500.00	100%
Sub Tota		95,482	95,482	9,028.00	17,333.76	78,148.24	82%
E4502 W	'ages						
51130	Laborers, Full Time	113,016	113,016	10,825.20	20,784.38	92,231.62	82%
51131	Clerical, Full Time	34,395	34,395	3,307.20	6,349.82	28,045.18	82%
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	1,921.47	3,788.81	38,609.19	91%
51490	Longevity	988	988	0.00	0.00	988.00	100%
Sub Tota		200,730	200,730	16,053.87	30,923.01	169,806.99	85%
E4505 O	ther						
51920	Uniform Allowance	2,730	2,730	0.00	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	3,857.02	8,225.32	31,774.68	79%
52106	PWB Electricity	3,200	3,200	256.17	496.40	2,703.60	84%
	Gas	2,600	2,600	109.36	109.36	2,490.64	96%
52 <u>150</u> 5.	PWB Gas	2,200	2,200	32.61	49.29	2,150.71	98%
52400	Building Maintenance	1,500	1,500	89.96	89.96	1,410.04	94%
52406	PWB Building Maintenance	2,800	2,800	418.16	515.51	2,284.49	82%
52415	Property Maintenance, Well		14,000	0.00	0.00	14,000.00	100%
52416	PWB Cleaning	1,000	1,000	0.00	46.00	954.00	95%
52420	Systems Maintenance	17,000	17,000	2,381.00	5,896.00	11,104.00	65%
52430	Systems Maintenance, Emer		25,000	0.00	0.00	25,000.00	100%
52450 52450	Vehicle Maintenance	2,000	2,000	913.00	913.00	1,087.00	54%
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	900.00	900.00	1,100.00	55%
	Street Paving, Contract.	4,000	4,000	0.00	0.00	4,000.00	100%
52720		4,500	4,500	0.00	1,066.35	3,433.65	76%
52750	Security, Contracted	2,000	2,000	681.95	681.95	1,318.05	66%
52940	Waste Disposal	10,000	10,000	0.00	0.00	10,000.00	100%
53050	Annual DEP Maintainence	10,000	10,000	0.00	0.00	0.00	N/A
53060	Deeds	0	0	0.00	1,418.30	-1,418.30	N/A
53110	Engineering Water Testing	22,000	22,000	1,934.79	3,413.72	18,586.28	84%
53120	Contract Clerical Service	22,000	22,000	0.00	0.00	0.00	N/A
53150		0	0	0.00	0.00	0.00	N/A
53200	Tuition Telephone	5,000	5,000	617.12	908.08	4,091.92	82%
53400	•	3,000	0,000	0.00	0.00	0.00	N/A
53420	System Prints	6,800	6,800	506.05	558.14	6,241.86	92%
53430	Postage Advertising	1,800	1,800	466.90	466.90	1,333.10	74%
53450	Advertising		1,500	0.00	0.00	1,500.00	100%
53800	DEP Volume Assessment	1,500 2,000	2,000	140.89	140.89	1,859.11	93%
5 .	Lock Box	2,000 500	500	0.00	0.00	500.00	100%
53806	PWB Tank Cleaning	2,000	2,000	0.00	0.00	2,000.00	100%
53810 53870	Water Treatment Services Police Detail	2,000 2,050	2,000	840.00	1,344.00	706.00	34%
23070	, once betain	_,555	2,000	3.0.00	•		

		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	2,801.23	3,031.12	168.88	5%
54210	Forms & Printing	6,800	6,800	352.16	352.16	6,447.84	95%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	10
54506	PWB Custodial Supplies	650	650	0.00	0.00	650.00	100.0
54800	Vehicular Supplies	2,000	2,000	48.97	48.97	1,951.03	98%
55300	Public Works Supplies	16,000	16,000	2,479.47	5,913.64	10,086.36	63%
55310	Meters	30,000	30,000	740.00	3,530.89	26,469.11	88%
55800	Water Treatment Supplies	75,000	75,000	5,454.32	7,620.18	67,379.82	90%
55820	Safety Gear	1,500	1,500	0.00	304.29	1,195.71	80%
55860	Computer Software	5,000	5,000	399.99	399.99	4,600.01	92%
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, License		4,000	913.33	1,525.33	2,474.67	62%
57800	Elem. School Educ. Expense	-	0	0.00	0.00	0.00	N/A
57810	Water Conservation Progra		0	0.00	0.00	0.00	N/A
58500	Additional Equipment	4,000	4,000	0.00	0.00	4,000.00	100%
58510	Computer	5,000	5,000	367.40	3,136.26	1,863.74	37%
58700	Replacement Equipment	5,000	5,000	2,717.00	2,717.00	2,283.00	46%
Sub Total		348,730	348,730	30,418.85	58,549.00	290,181.00	83%
		644,942	644,942	55,500.72	106,805.77	538,136.23	83%
Total Ope	erating Budget	044,342	044,342	33,300.72	100,803.77	330,130.23	0370
Reserves	;						
E4515 Ur	nanticipated Emergenci						
52730	Unanticipated Emerg.	138,000	138,000	17,700.00	17,700.00	120,300.00	87%
	Unanticipated Emerge	138,000	138,000	17,700.00	17,700.00	120,300.00	87%
	serve Fund			•	•	·	_
52730	Reserve Fund	145,000	145,000	0.00	0.00	145,000.00	1
	Reserve Fund	145,000	145,000	0.00	0.00	145,000.00	100%
Total Res		283,000	283,000	17,700.00	17,700.00	265,300.00	94%
		203,000	200,000	17,700.00	27,700.00	203,300.00	3 1,70
Debt Ser	vice						
E4591 M	ultipurpose, Interest						
59195	Interest	21,192	21,192	0.00	10,701.25	10,490.75	50%
Sub Tota	Multipurpose, Interest	21,192	21,192	0.00	10,701.25	10,490.75	50%
E4593 M	ultipurpose, Principal						
59195	Principal	79,500	79,500	0.00	0.00	79,500.00	100%
	Multipurpose, Princip	79,500	79,500	0.00	0.00	79,500.00	100%
	ort-Term Debt		,			•	
		227 222	207.000			207 202 22	100%
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%
	Short-Term Debt	229,852	229,852	0.00	0.00	229,852.00	100%
Total Deb	ot Service	330,544	330,544	0.00	10,701.25	319,842.75	97%
Grand T	otal	1,258,486.00	1,258,486.00	73,200.72	135,207.02	1,123,278.98	89%

Warrant Irticle Report

Water Department

Fiscal Year:

2018

Period Start:

8/9/2017

Period End:

9/13/2017

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
C3640 A34/14ATM Water Treatment Plant Desi 88000 Engineering	gn 800,000.00	800,000.00	10,608.79	28,345.50	754,188.53	45,811.47	5.7%
E4545 A39/13ATM Minor Water Main Replacen 58000 General	nent 100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%
E4546 A40/13ATM Perkins Row Well Replacement 53000 General	250,000.00	250,000.00	0.00	0.00	24,734.65	225,265.35	90.1%
E4547 A32/14ATM Perkins Row Design 58000 Engineering	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.0%
E4580 Pump Station Revovation A35/00ATM, A 88019 North Street Renovation	22/03 177,000.00	177,000.00	0.00	0.00	146,311.31	30,688.69	17.3%

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Topsfield Water Department
Monthly Control Short
August 2017

F I		Commit	ments			Pa	yments			Misco	ellaneous Transa	actions		
Data	User Fees	Conn. Fees	Penaties	Misc. Charges	Manual	Lockbox	Electronic	Unibank	Bounced	Refunds	Abateı	ments	Tax Liens	
Date	User rees	Conn. Fees	Penaties	iviisc. Charges	ivianuai	LOCKDOX	Electronic	Unibank	Checks	Relunus	BOWC	TWD		Balance Forward
														130,640.14
01-Aug-17	887.20	-	•	•	-	(4,056.95)	•	(27.02)	•	-	-	-	-	127,443.37
02-Aug-17	-	-	-	-	(4,951.26)	(3,634.24)	•	(181.51)	•	-	-	-	-	118,676.36
03-Aug-17	-		•		-	(5,709.82)	•	•	ı	-	-	-	-	112,966.54
04-Aug-17	-	-	2,286.15	•	-	(904.50)	•	•	•	-	-	-		114,348.19
05-Aug-17	-	•	-	-	-	-	•	(139.85)	•		•	-	-	114,208.34
06-Aug-17	-	•	-	-	-	-	•	(279.70)	•	•	•	-	-	113,928.64
07-Aug-17	-	-	-	-	(13,180.58)	(4,006.84)	•	(256.30)	•	•	-	-	-	96,484.92
08-Aug-17	50.80	•	•	•	-	-	•	(22.50)	•	-	-	-	-	96,513.22
09-Aug-17	-	•	•	•	(1,763.48)	(2,154.31)	-	•	•	-	-	-	-	92,595.43
10-Aug-17	88.17	-	•	•	-	(917.25)	-	(546.20)		-	-	-	_	91,220.15
11-Aug-17	-	•	-	-		(1,510.40)		(1,010.07)	•	-		-	-	88,699.68
12-Aug-17	-	•	-	-	-		•	(105.27)	•	-	•	-	-	88,594.41
13-Aug-17	-	•	_	-	- 1	•	•	(270.75)		-	•	-	-	88,323.66
14-Aug-17	261.15	•	-	-	(10,196.77)	(3,711.95)	•	(722.50)	•	-	•	-	-	73,953.59
15-Aug-17	121,091.59	-	-	-	-	(3,583.35)	•	(959.47)	•	-	•	-	-	190,502.36
16-Aug-17	-	•	-	-	•	(1,832.08)	•		•	-	•		-	188,670.28
17-Aug-17	108.25	•	-	•	-	(622.09)	-	•	-		-	-	-	188,156.44
18-Aug-17	74.20	•	•	•		(354.85)	-	(1,665.28)	-	- 1	-	-	-	186,210.51
19-Aug-17	•	•	•	-	-	-	-	(664.30)	-	-	-	-	-	185,546.21
20-Aug-17	•	•	•	-	-	-	-	•	•	•	-	-	-	185,546.21
21-Aug-17	547.45	•		-	(12,616.98)	(3,765.90)	-	(1,340.92)	•		(6.99)	-	-	168,362.87
22-Aug-17	-	•	-	-		(84.80)	<u> </u>	(231.90)	•		-			168,046.17
23-Aug-17	26.15	-	-	-	(5,162.87)	(3,579.45)	-	(594.75)	-	-	-	<u> </u>	<u>. </u>	158,735.25
24-Aug-17	279.70	-	•	-	(334.50)	(3,725.69)	-	(75.90)	-	-		<u></u>		154,878.86
25-Aug-17	•	-	•	•	-	(4,076.05)	-	(594.60)	-	-		-		150,208.21
26-Aug-17	•		•		•	•		-	-	-		-	-	150,208.21
27-Aug-17	•		•	-	•	•	-	(210.14)	-	-		•	•	149,998.07
28-Aug-17			•	•	-	(4,812.78)	-	(758.50)	-	- 1	- [-	-	144,426.79
29-Aug-17	-	-	•	•	(2,850.27)	-	-	(243.02)	-	-	-	-		141,333.50
30-Aug-17		-	-		•	(503.20)	-	(49.20)		-	-		•	140,781.10
31-Aug-17	•		2,112.31	-	•	(292.64)	-	(1,259.70)	•	-	-	•		141,341.07
Sub Totals	123,414.66	•	4,398.46		(51,056.71)	(53,839.14)	•	(12,209.35)	•	•		(6.99)	-	10,700.93
Totals		127,8	L3.12			(11	7,105.20)				(6.99)		0.00	141,341.07



Topsfield Water Department

Statement of Revenues and Commitments

As of the last day of:

August 2017

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	123,414.66	246,986.96
Connections	-	-
Misc. Charges	-	-
Penalties	4,398.46	4,398.46
TOTAL	127,813.12	251,385.42
INCOME	This Month	Fiscal Year to Date
Manual Payments	(51,056.71)	(106,719.27)
Lockbox Payments	(53,839.14)	(109,473.22)
Electronic Transfers	· · · · ·	(125.10)
Unibank Payments	(12,209.35)	(24,642.68)
Bounced Checks	*	,
TOTAL	(117,105.20)	(240,960.27)
ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(6.99)	(40.54)
TOTAL	(6.99)	(40.54)
TAX LIENS		
Tax Liens	-	-
NET TOTAL	10,700.93	10,384.61
BALANCE FORWARD	130,640.14	
THIS MONTH'S TRANSACTIONS	10,700.93	
OUTSTANDING BALANCE	\$ 141,341.07	
	FY2018	FY2017
ESTIMATED TOTAL INCOME	FY2018 1.322.444.00	<u>FY2017</u> 1.307.363.07
ESTIMATED TOTAL INCOME ACTUAL TOTAL INCOME	FY2018 1,322,444.00 240,960.27	<u>FY2017</u> 1,307,363.07 1,279,407.85



61000-1311	.0 User Charges &	Water Connection	ıs - Fees Recei	vable	
For the Mor	nth of	August 2017	in the amou	nt of	\$127,813.12
то:	Catherine Gabrie	l, Town Accountan	t		
	ater Commissione				his day been made by the ection fees, miscelaneou
DATE:					
Philip Know	les, Chairman				
Richard Sto	ne, Clerk				
Mark Gallag	gher			-	



	61000-131	10 User Charges &	& Water Connection	ıs - Fees Rece	ivable		
	For the Mo	onth of	<u>August 2017</u>	in the amou	nt of	<u>-\$6.99</u>	
	то:	Catherine Gabrie	el, Town Accountan	t			
			the <u>ABATEMENTS</u> i ded in this amount a				
	DATE:						
`							
	Philip Knov	vles, Chairman					
	Richard Sto	one, Clerk					
	Mark Galla #NAME?	gher			•		



Monthly Report of Accrued Time Water Department

For the month of August 2017

Date Reviewed:	
Signature:	Department Head

Fontaine,	, Travis													12	/2/2009
	Personal Ti	me (hours)			Sick Time	e (hours)			Vacation T	ime (hours)			Comp Tin	ne (hours)	
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
16.00	0.00	-16.00	0.00	677.57	10.00	0.00	687.57	120.00	0.00	-8.00	112.00	110.00	0.00	-8.00	102.00
Krom, Gr	egory													3/	12/1992
	Personal Ti	ime (hours)			Sick Time	e (hours)			Vacation T	ime (hours)			Comp Tin	ne (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	199.00	0.00	-64.00	135.00	0.00	0.00	0.00	0.00
Reuell, B	en													6	/2/2014
	Personal T	ime (hours)			Sick Time	e (hours)			Vacation T	ime (hours)			Comp Tin	ne (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	222.00	10.00	0.00	232.00	120.00	8.00	-42.00	86.00	74.00	10.50	-12.00	72.50
Yeo, Ann	e-Marie													4/	14/2005
	Personal T	ime (hours)			Sick Time	e (hours)			Vacation T	ime (hours)			Comp Tin	ne (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	133.00	10.00	-5.00	138.00	156.00	0.00	-8.00	148.00	0.00	0.00	0.00	0.00
Sick Banl	k, Union													7	/1/2013
	Personal T	ime (hours)			Sick Time	e (hours)			Vacation T	ime (hours)			Comp Tin	ne (hours)	

Previous

0.00

Added

0.00

Used

0.00

Total

0.00

Previous

0.00

Added

0.00

Used

0.00

Per Union contract,

Previous

0.00

Added

0.00

Previous

842.00

Added

0.00

Used

-200.00

Total

642.00

Total

0.00

Used

0.00

Total

0.00

^{- 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

Topsfield Water Department Superintendent's Report September 13, 2017

Old Business

1. Water Treatment Plant

Construction of the water treatment plant began on August 21st. They've removed all of the trees, stripped the loam, and are now finishing the foundation hole. They'll place the stone and geotextile fabric this week and being pouring concrete next week.

R+D has installed erosion controls along the pipe route and we expect them to start installing water lines next week. A couple of weeks ago we received a public records request from RFS Corp's attorney. They requested some minutes, votes and parts of the contract documents with R+D.

2. River Road & Prospect Street

The problem section of main was isolated so it is now limited to less than 100 gpm of flow. It will remain in this state until the water line is replaced. We are investigating one potential leak on this main. If it is leaking, it's probably a repair clamp.

3. Leaks & Breaks

No leaks or breaks to report although expensive road repairs from previous breaks were completed in the last month. The Highway Department deserves a special thank you for procuring and overseeing the repairs of Maple Street and High Street.

4. Unaccounted for Water (UAW)

The station venturi meters were recalibrated to match the meter testing results we obtained earlier in the summer. Water use in September has been well below the 5 and 10-year averages as a result. Unaccounted for water for the month of August increased from July but was still under 10%. We may do a mid-month read in September to see if UAW remains below 10%.

5. Manganese

Manganese levels at North Street decreased a bit and Perkins Row increased slightly. Both are well below the 0.3 mg/L limit.

6. Ipswich River Flow & Water Restrictions

A mandatory restriction was implemented on August 10, 2017 with the usual conditions. I expect stream flow to remain below the required level for the rest of September and easing the restriction to voluntary in early October ahead of hydrant flushing.

7. Lead & Copper

Our annual lead and copper testing is still underway. We have more than the required samples and are waiting for some of the results. More information will be available next month.

New Business

1. Hydrant Flushing

The next flushing round is scheduled to begin on October 9th. We're going to make some minor

adjustments to the routes this year. I expect flushing to take 4-5 weeks.

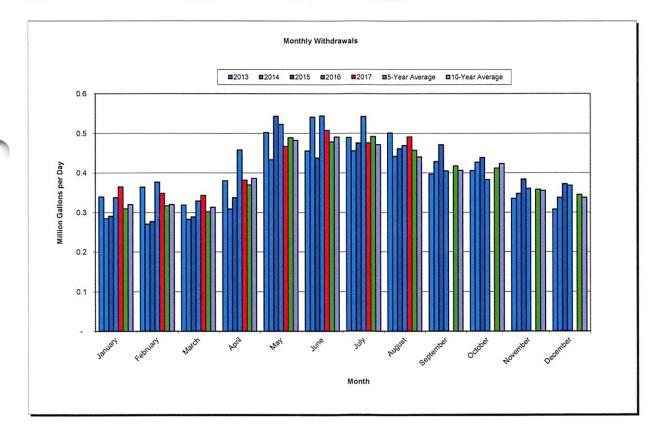
2. Email Addresses

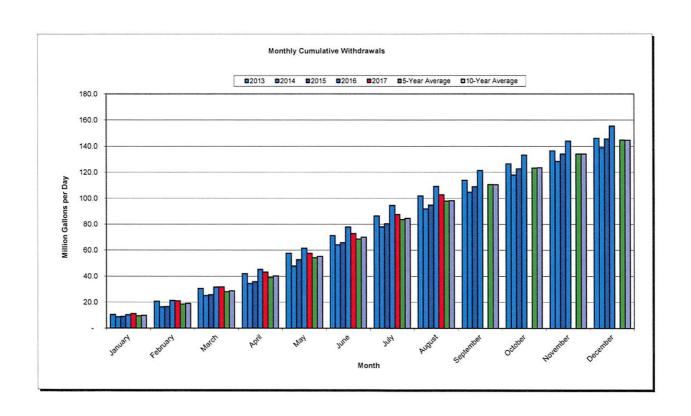
We recently switched our emails from the topsfieldpublicworks.org domain to the topsfield-ma.gov domain. We're now using a Microsoft cloud based system that corrects records retention and automated backup deficiencies in our old email system.

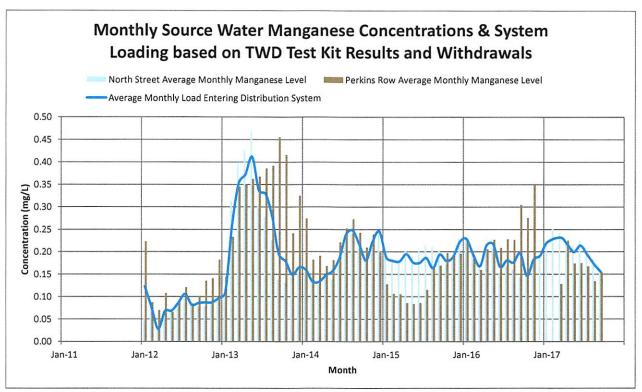
Topsfield Water Department Annual Withdrawal Report Calendar Year

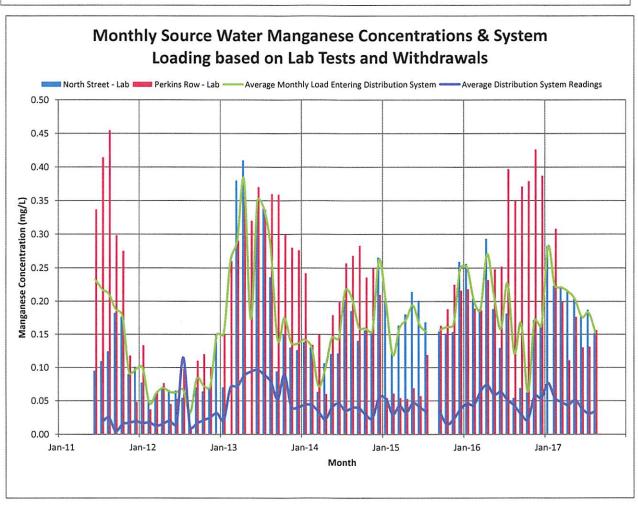
2017

Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average
January	11.311	-	11.311	0.365	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	14.101	1.123	15.224	0.491	0.457	0.440
September	-		-	#N/A	0.417	0.406
October	_	_	_	#N/A	0.412	0.423
November	I -		n=	#N/A	0.358	0.355
December	-	-	-	#N/A	0.345	0.338
Total	99.007	3.811	102.818			











Task Sheet Report - Water Department August 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Comp				8	8
Personal				16	16
Sick	1				1
Vacation	8	51	56	8	123
	9	51	56	32	148
Administrative					
Accrual Tracking	7				7
Charts		40		50	90
Correspondence	20				20
Data Tracking			2		2
File Maintenance	10		2		12
Meeting Prep.			2		2
Meetings	2		4		6
Minutes	2				2
Pher			8	2	10
. archasing/Procurement			4		4
System Review			1		1
	41	40	23	52	156
Billing					
Bill Prep.			2		2
Meter Problems			2		2
Meter Reading				2	2
Meter Reading Radio			4		4
			8	2	10
Building Maintenance					
Grounds				1	1
Security			39		39
			39	1	40
Computer Systems					
Networking			10		10
Other			2		2
Repairs			2		2
			14		14
Cross Connections					10.00
Testing Administration			2		2



Task Sheet Report - Water Department

August 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
			2		2
Customer Service					
Billing Questions			2	1	3
Customer Complaints				2	2
Dispute Resolution			2	1	3
Lien Requests	6				6
Pressure Questions				2	2
Title 5 Requests	4				4
Valve Replacement		2			2
Water Service Flushing		6		2	8
	10	8	4	8	30
DEP Projects					
Lead & Copper Rule Administration			2		2
Lead & Copper Rule Sampling			2	4	6
			4	4	8
Equipment Maintenance					
Annual				1	1
Repairs			2	2	4
			2	3	5
Financials					
Payment Processing	33				33
Payroll/Bills	18		2		20
	51		2		53
Fire Department					
Fire Call				4	4
				4	4
Grants					
MassDEP SWMI Withdrawal Permit and Planning			2		2
			2		2
Planning					
Water Main Replacement	500 100 100 100 100 100 100 100 100 100		2		2
		1	2		2
Public Service					
Citizen Concerns		T	2		2
Markouts/DigSafe		18		6	24
Public Records Request	1				1



Task Sheet Report - Water Department August 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
	1	18	2	6	27
Quality Control					
Bacteria Sampling		8		9	17
Fluoride Testing		28		13	41
In-house Testing		4			4
Manganese Testing		6		5	11
Other			2	8	10
pH Testing		6		6	12
Phosphates		6		2	8
		58	2	43	103
Road Maintenance					
Trench Repair				2	2
				2	2
Special Projects					
Water Quality Database			2		2
			2		2
Treatment Plant Project					
Plant Construction			10		10
			10		10
Water Controls					
Alarms				3	3
				3	3
Water Distribution					
Leak Detection			2		2
Meter Replacements				4	4
Tanks				2	2
Valve		5	1	1	7
Water Main Repair				5	5
		5	3	12	20
Water Management					
Ban Enforcement				2	2
Ban Notification				4	4
				6	6
Water Supply					
Dam Management				2	2
Master Meter Testing			5	2	7



Task Sheet Report - Water Department

August 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Pumps				1	1
Vacuum System				1	1
Wellfield Maintenance			2		2
			7	6	13
Water Treatment					
Analyzer Calibration				1	1
Analyzer Maintenance				2	2
Chlorine				4	4
Fluoride				1	1
КОН				1	1
Sequestrant				3	3
				12	12
Grand Total	112	180	184	196	672
Total Monthly Work Hours (40 hrs/wk)	184				