



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of October 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
0.00	0.00	0.00	0.00	697.57	10.00	0.00	707.57	112.00	0.00	-32.00	80.00	94.00	18.00	-1.00	111.00

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	111.00	0.00	-22.00	89.00	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	242.00	10.00	0.00	252.00	86.00	0.00	0.00	86.00	67.50	60.00	-24.00	103.50

Yeo, Anne-Marie

4/14/2005

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
23.00	0.00	0.00	23.00	148.00	10.00	0.00	158.00	148.00	0.00	-16.00	132.00	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	860.00	0.00	0.00	860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Per Union contract,

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

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

Wednesday, November 01, 2017



Town of Topsfield

Task Sheet Report - Water Department

October 2017

Category	Anne-Marie Yeo	Ben Reuell	Gary Wildes	Gregory Krom	Paul Wise	Travis Fontaine	Total
Accrued Time							
Comp		8					8
Holidays	6			8		8	22
Vacation	12			14		40	66
	18	8		22		48	96
Administrative							
Accrual Tracking	5						5
Charts		42				56	98
Correspondence	21						21
File Maintenance	7						7
Inspections		2					2
Meeting Prep.	2			4			6
Meetings				6			6
Purchasing/Procurement				6			6
	35	44		16		56	151
Billing							
Bill Prep.				2			2
Collections				6			6
Meter Problems		2					2
Meter Reading				3			3
		2		11			13
Computer Systems							
Networking				8			8
Website				1			1
				9			9
Cross Connections							
Testing Administration				4			4
				4			4
Customer Service							
Billing Questions		4					4
Customer Complaints		6					6
Dispute Resolution						1	1
Lien Requests	8						8
Pressure Questions						2	2
Title 5 Requests	5						5
Valve Replacement		2					2



Town of Topsfield

Task Sheet Report - Water Department

October 2017

Category	Anne-Marie Yeo	Ben Reuell	Gary Wildes	Gregory Krom	Paul Wise	Travis Fontaine	Total
Water Quality Questions		2				2	4
Water Service Flushing						3	3
	13	14				8	35
DEP Projects							
Lead & Copper Rule Administration				4			4
				4			4
Equipment Maintenance							
Other						11	11
						11	11
Financials							
Other				4			4
Payment Processing	25						25
Payroll/Bills	19						19
Rate Modelling				2			2
	44			6			50
Fire Department							
Fire Call						3	3
						3	3
Mapping							
CAD/Maps				6			6
				6			6
Planning							
Water Main Replacement				2			2
				2			2
Public Service							
Citizen Concerns				4			4
Markouts/DigSafe		16				3	19
		16		4		3	23
Quality Control							
Bacteria Sampling		8				9	17
Fluoride Testing		50				8	58
In-house Testing		4					4
Manganese Testing		12				4	16
Other						2	2
pH Testing		4				6	10
Phosphates		4				2	6

Town of Topsfield

Task Sheet Report - Water Department

October 2017

Category	Anne-Marie Yeo	Ben Reuell	Gary Wildes	Gregory Krom	Paul Wise	Travis Fontaine	Total
		82				31	113
Road Maintenance							
Patching			8				8
			8				8
Special Projects							
Andrews Farm				2		1	3
Water Use Application				24			24
				26		1	27
Treatment Plant Project							
Plant Construction				20		3	23
Water Main Construction				34		3	37
				54		6	60
Tree Work							
Removal		8					8
		8					8
Vehicle Maintenance							
Annual						2	2
Preventive		2			2		4
		2			2	2	6
Water Controls							
Alarms				1		3	4
SCADA System				4		3	7
				5		6	11
Water Distribution							
Hydrant Flushing						40	40
Leak Detection						1	1
Meter Testing				4			4
Private Property Repairs				3			3
Tanks						3	3
Valve						10	10
				7		54	61
Water Supply							
Dam Management						1	1
Generator				7			7
				7		1	8
Water Treatment							



Town of Topsfield

Task Sheet Report - Water Department

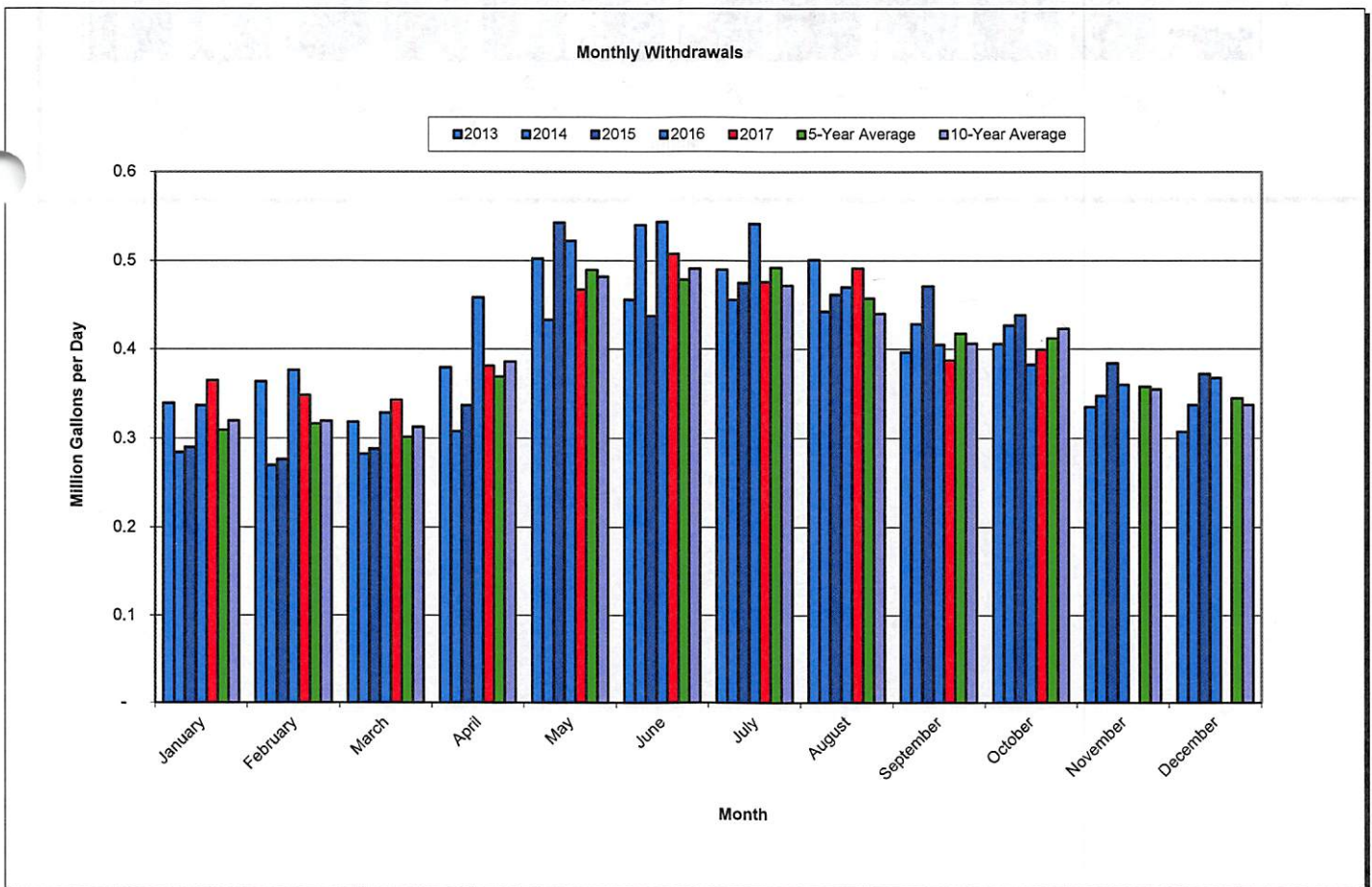
October 2017

Category	Anne-Marie Yeo	Ben Reuell	Gary Wildes	Gregory Krom	Paul Wise	Travis Fontaine	Total
Analyzer Calibration						2	2
Analyzer Maintenance						2	2
Chlorine						4	4
Fluoride						1	1
Sequestrant						5	5
						14	14
Grand Total	110	176	8	183	2	244	723
Total Monthly Work Hours (40 hrs/wk)	176						

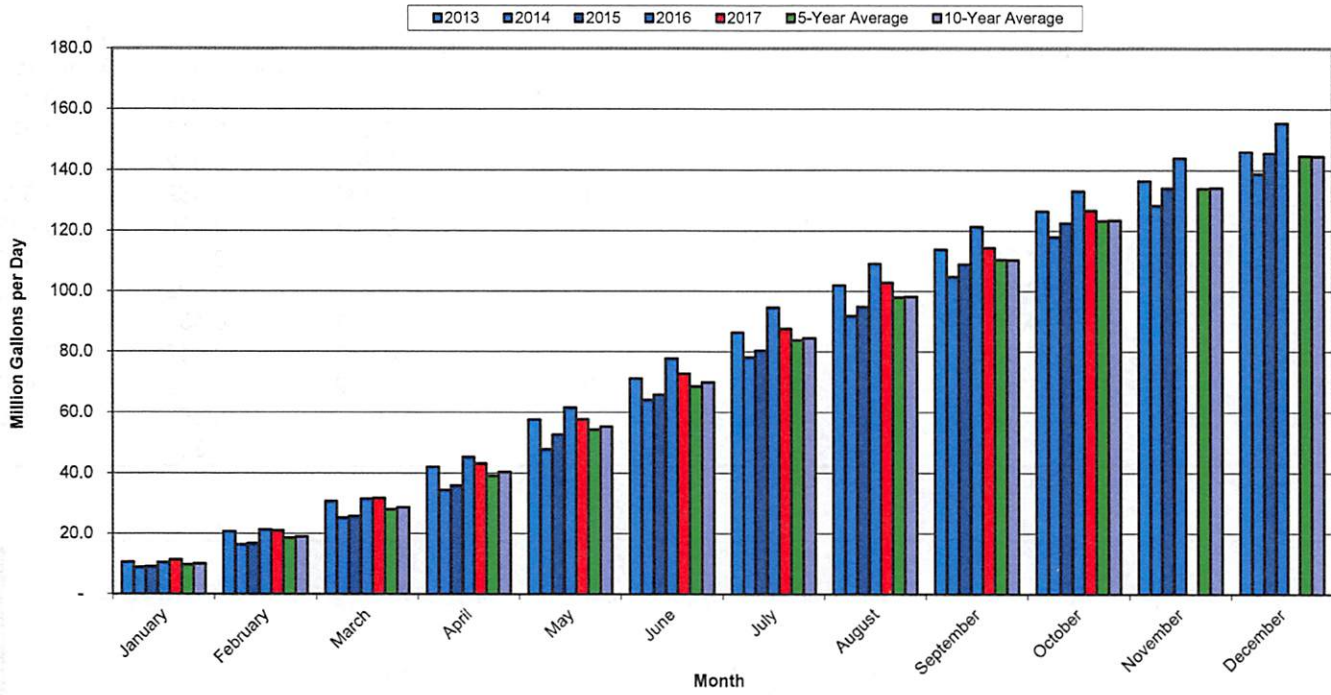
Topsfield Water Department
Annual Withdrawal Report
 Calendar Year

2017

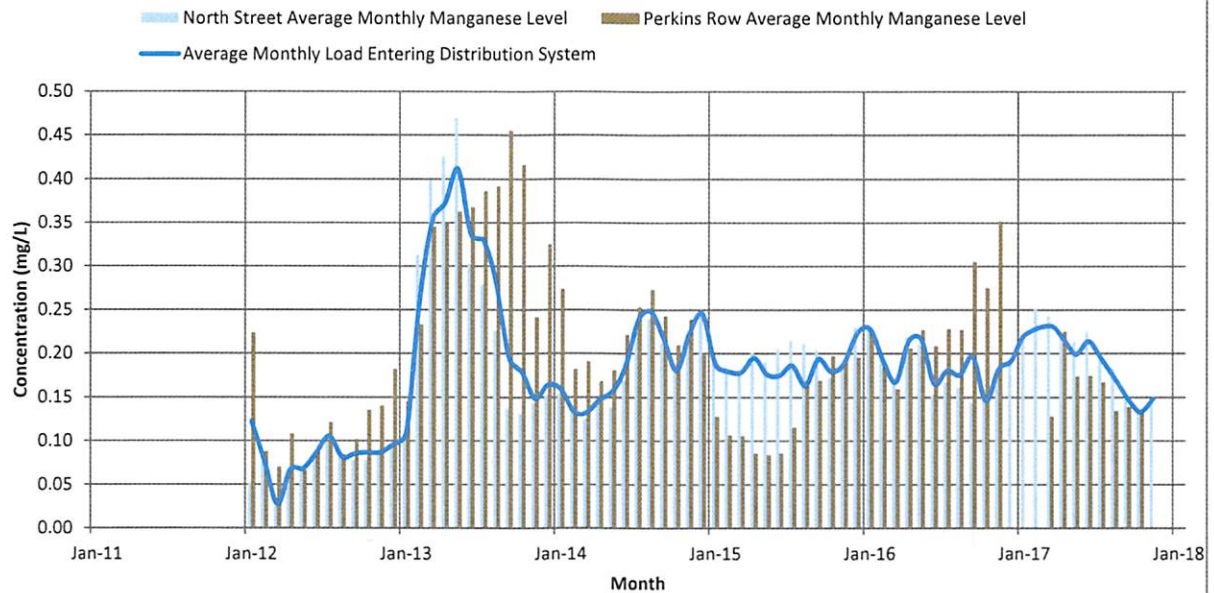
Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average
January	11.311	-	11.311	0.365	0.310	0.320
February	9.711	0.041	9.752	0.348	0.317	0.320
March	10.565	0.063	10.628	0.343	0.302	0.313
April	11.397	0.041	11.438	0.381	0.369	0.386
May	14.095	0.390	14.485	0.467	0.490	0.482
June	14.218	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	10.536	1.077	11.613	0.387	0.417	0.406
October	11.521	0.858	12.379	0.399	0.412	0.423
November	-	-	-	#N/A	0.358	0.355
December	-	-	-	#N/A	0.345	0.338
Total	121.064	5.746	126.810			



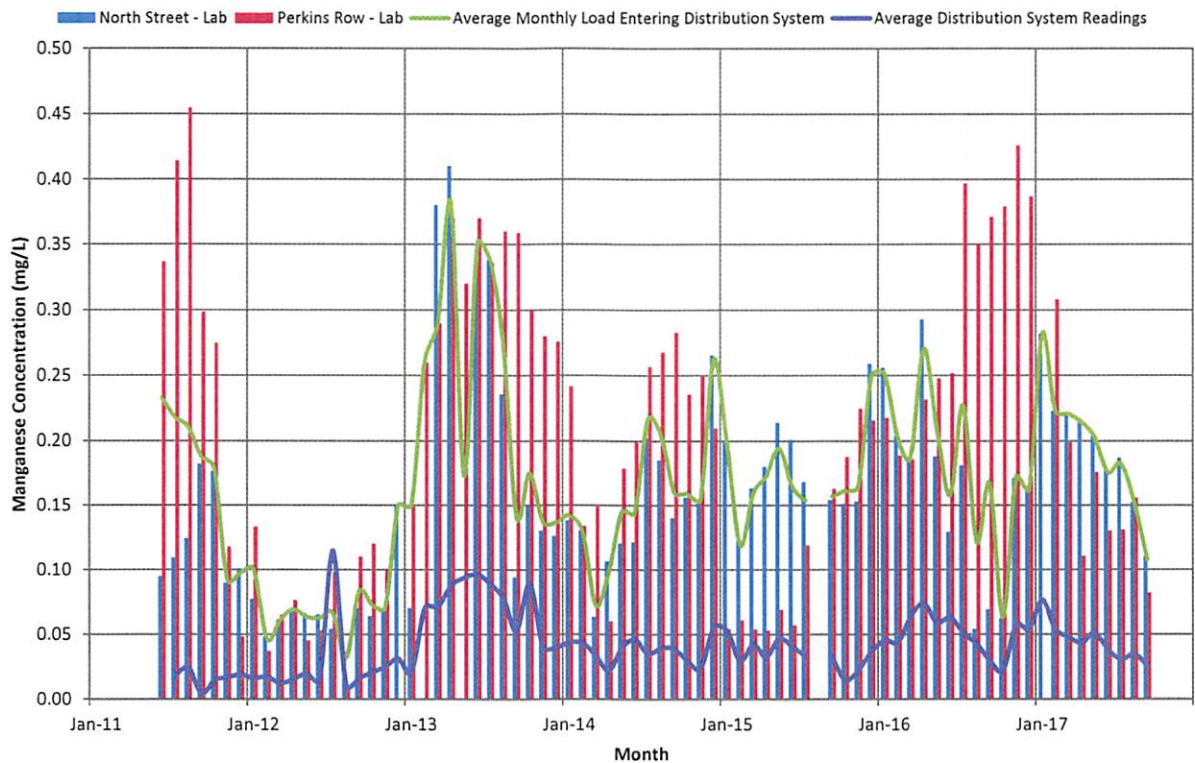
Monthly Cumulative Withdrawals



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



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



Water Department Expense Budget for FY2018

08-Nov-17

Expended Period 10/19/2017 2:55:43 PM - 11/8/2017

Budget Month 5

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	93,982	93,982	5,416.80	33,584.16	60,397.84	64%
51490	Longevity, Superintendent	1,500	1,500	1,500.00	1,500.00	0.00	0%
Sub Total Salary		95,482	95,482	6,916.80	35,084.16	60,397.84	63%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	6,495.12	40,269.74	72,746.26	64%
51131	Clerical, Full Time	34,395	34,395	1,984.32	12,302.78	22,092.22	64%
51141	Seasonal Wages	7,000	7,000	0.00	0.00	7,000.00	100%
51200	Outside Help, Labor	2,933	2,933	138.02	218.94	2,714.06	93%
51310	Overtime, Labor	42,398	42,398	4,925.49	13,490.92	28,907.08	68%
51490	Longevity	988	988	987.50	987.50	0.50	0%
Sub Total Wages		200,730	200,730	14,530.45	67,269.88	133,460.12	66%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	210.00	330.00	1,070.00	76%
52100	Electricity	40,000	40,000	4,323.47	15,572.89	24,427.11	61%
52106	PWB Electricity	3,200	3,200	319.54	1,141.30	2,058.70	64%
52150	Gas	2,600	2,600	86.26	194.28	2,405.72	93%
52150	PWB Gas	2,200	2,200	21.45	88.62	2,111.38	96%
52400	Building Maintenance	1,500	1,500	0.00	89.96	1,410.04	94%
52406	PWB Building Maintenance	2,800	2,800	113.40	882.32	1,917.68	68%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	3,600.00	10,400.00	74%
52416	PWB Cleaning	1,000	1,000	46.00	138.00	862.00	86%
52420	Systems Maintenance	17,000	17,000	420.00	8,769.00	8,231.00	48%
52430	Systems Maintenance, Emerg	25,000	25,000	1,159.30	2,359.30	22,640.70	91%
52450	Vehicle Maintenance	2,000	2,000	0.00	948.00	1,052.00	53%
52510	Equipment Maintenance	500	500	0.00	179.00	321.00	64%
52520	Radio Maintenance	1,000	1,000	0.00	0.00	1,000.00	100%
52700	Equipment Rental	2,000	2,000	0.00	900.00	1,100.00	55%
52720	Street Paving, Contract.	4,000	4,000	0.00	0.00	4,000.00	100%
52750	Security, Contracted	4,500	4,500	0.00	2,132.70	2,367.30	53%
52940	Waste Disposal	2,000	2,000	0.00	681.95	1,318.05	66%
53050	Annual DEP Maintenance	10,000	10,000	0.00	2,622.00	7,378.00	74%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	0	0.00	1,418.30	-1,418.30	N/A
53120	Water Testing	22,000	22,000	1,829.58	6,432.80	15,567.20	71%
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	313.39	1,636.10	3,363.90	67%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	0.00	973.82	5,826.18	86%
53450	Advertising	1,800	1,800	0.00	466.90	1,333.10	74%
53800	DEP Volume Assessment	1,500	1,500	0.00	0.00	1,500.00	100%
53800	Lock Box	2,000	2,000	66.05	313.28	1,686.72	84%
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	336.00	2,352.00	-302.00	-15%

		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	0.00	3,031.12	168.88	5%
54210	Forms & Printing	6,800	6,800	0.00	1,226.69	5,573.31	82%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	0.00	165.84	484.16	74%
54800	Vehicular Supplies	2,000	2,000	0.00	48.97	1,951.03	98%
55300	Public Works Supplies	16,000	16,000	1,337.32	9,527.42	6,472.58	40%
55310	Meters	30,000	30,000	0.00	10,756.22	19,243.78	64%
55800	Water Treatment Supplies	75,000	75,000	5,915.64	26,339.72	48,660.28	65%
55820	Safety Gear	1,500	1,500	0.00	304.29	1,195.71	80%
55860	Computer Software	5,000	5,000	297.00	696.99	4,303.01	86%
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	200.00	1,725.33	2,274.67	57%
57800	Elem. School Educ. Expense	0	0	0.00	0.00	0.00	N/A
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	4,000	4,000	0.00	0.00	4,000.00	100%
58510	Computer	5,000	5,000	0.00	5,550.77	-550.77	-11%
58700	Replacement Equipment	5,000	5,000	0.00	2,717.00	2,283.00	46%
Sub Total Other		348,730	348,730	16,994.40	119,042.88	229,687.12	66%
Total Operating Budget		644,942	644,942	38,441.65	221,396.92	423,545.08	66%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	138,000	138,000	0.00	17,700.00	120,300.00	87%
Sub Total Unanticipated Emerge		138,000	138,000	0.00	17,700.00	120,300.00	87%
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	17,700.00	265,300.00	94%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	21,192	21,192	0.00	10,701.25	10,490.75	50%
Sub Total Multipurpose, Interest		21,192	21,192	0.00	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, Princip		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	0.00	10,701.25	319,842.75	97%
Grand Total		1,258,486.00	1,258,486.00	38,441.65	249,798.17	1,008,687.83	80%

Warrant Articles

Water Department

Fiscal Year: 2018

Period Start: 19-Oct-17

Period End: 08-Nov-17

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
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%

River Road Project

Water Treatment Plant Project

Water Department

Fiscal Year: 2018

Period Start: 19-Oct-17

Period End: 08-Nov-17

	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	5,062.74	5,062.74	5,062.74	253,937.26	98.0%
58310 Engineering	782,166.00	782,166.00	42,965.79	42,965.79	42,965.79	739,200.21	94.5%
58320 Transmission Mains	1,524,629.85	1,524,629.85	0.00	0.00	0.00	1,524,629.85	100.0%
58330 Plant Construction	7,246,000.00	7,246,000.00	0.00	663,967.03	663,967.03	6,582,032.97	90.8%
58380 Miscellaneous	588,204.15	588,204.15	0.00	6,729.28	6,729.28	581,474.87	98.9%
C3640 A34/14ATM Water Treatment Plant Design							
88000 Engineering	800,000.00	800,000.00	2,456.94	76,613.91	802,456.94	-2,456.94	-0.3%



Topsfield Water Department
Monthly Control Sheet
October 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		
														213,111.03
01-Oct-17	-	-	-	-	-	-	-	(820.20)	-	-	-	-	-	212,290.83
02-Oct-17	28.65	-	-	-	-	(1,141.97)	-	(625.61)	-	-	-	(17.79)	-	210,534.11
03-Oct-17	-	-	-	-	(3,389.40)	(2,267.53)	-	(655.80)	-	-	-	-	-	204,221.38
04-Oct-17	156.15	-	-	-	-	(2,977.91)	-	(129.30)	-	-	-	-	-	201,270.32
05-Oct-17	-	-	-	-	(389.55)	(3,141.89)	-	(1,738.59)	-	-	-	-	-	196,000.29
06-Oct-17	-	-	-	-	(8,477.33)	(1,044.79)	-	(317.95)	-	-	-	-	-	186,160.22
07-Oct-17	-	-	-	-	-	-	-	-	-	-	-	-	-	186,160.22
08-Oct-17	-	-	-	-	-	-	-	(201.63)	-	-	-	-	-	185,958.59
09-Oct-17	-	-	-	-	-	-	-	(1,544.75)	-	-	-	-	-	184,413.84
10-Oct-17	-	-	-	-	-	(6,372.61)	-	(1,390.23)	-	-	-	-	-	176,651.00
11-Oct-17	282.30	-	-	-	(13,736.28)	(527.56)	-	(1,201.66)	-	-	-	-	-	161,467.80
12-Oct-17	273.37	-	-	-	(17,171.35)	(3,971.09)	-	(189.15)	-	-	-	-	-	140,409.58
13-Oct-17	-	-	-	-	-	(3,218.75)	-	(831.03)	-	-	-	-	-	136,359.80
14-Oct-17	-	-	-	-	-	-	-	(899.57)	-	-	-	-	-	135,460.23
15-Oct-17	-	-	-	-	-	-	-	(463.90)	-	-	-	-	-	134,996.33
16-Oct-17	139,119.26	-	-	-	(22,075.55)	(11,523.24)	-	(1,170.80)	-	-	-	-	-	239,346.00
17-Oct-17	254.75	-	-	-	-	-	-	-	-	-	-	(446.45)	-	239,154.30
18-Oct-17	-	-	-	-	-	(4,130.94)	-	(1,423.83)	-	-	-	-	-	233,599.53
19-Oct-17	-	-	-	-	(8,955.79)	(453.71)	-	(294.49)	-	-	-	-	-	223,895.54
20-Oct-17	36.85	-	-	-	-	(984.25)	-	(888.24)	-	-	-	-	-	222,059.90
21-Oct-17	-	-	-	-	-	-	-	(349.30)	-	-	-	-	-	221,710.60
22-Oct-17	-	-	-	-	-	-	-	(115.30)	-	-	-	-	-	221,595.30
23-Oct-17	-	-	-	-	-	(8,243.61)	-	(650.66)	-	-	-	-	-	212,701.03
24-Oct-17	148.14	-	-	-	-	-	-	-	-	-	-	-	-	212,849.17
25-Oct-17	-	-	-	-	(15,243.34)	(3,503.09)	-	(53.85)	-	-	-	-	-	194,048.89
26-Oct-17	-	-	3,182.36	-	-	(4,403.00)	(149.50)	(160.30)	-	-	-	-	-	192,518.45
27-Oct-17	-	-	-	-	-	(3,004.89)	-	(254.00)	-	-	-	-	-	189,259.56
28-Oct-17	-	-	-	-	-	-	-	(38.85)	-	-	-	-	-	189,220.71
29-Oct-17	-	-	-	-	-	-	-	(254.94)	-	-	-	-	-	188,965.77
30-Oct-17	-	-	-	-	-	(7,483.22)	-	(259.50)	-	-	-	-	-	181,223.05
31-Oct-17	-	-	-	-	-	(481.80)	-	(1,116.86)	-	-	-	(50.00)	-	
Sub Totals	140,299.47	-	3,182.36	-	(89,438.59)	(68,875.85)	(149.50)	(18,040.29)	-	-	(514.24)		-	(33,536.64)
Totals	143,481.83				(176,504.23)					(514.24)			0.00	179,574.39



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	140,299.47	575,779.45
Connections	-	1,000.00
Misc. Charges	-	-
Penalties	3,182.36	10,497.84
TOTAL	143,481.83	587,277.29

INCOME	This Month	Fiscal Year to Date
Manual Payments	(89,438.59)	(250,533.39)
Lockbox Payments	(68,875.85)	(229,141.90)
Electronic Transfers	(149.50)	(274.60)
Unibank Payments	(18,040.29)	(58,104.15)
Bounced Checks	-	463.80
TOTAL	(176,504.23)	(537,590.24)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	1,655.25
Abatements	(514.24)	(706.65)
TOTAL	(514.24)	948.60

TAX LIENS
Tax Liens

NET TOTAL	(33,536.64)	50,635.65
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BALANCE FORWARD	213,111.03
THIS MONTH'S TRANSACTIONS	(33,536.64)
OUTSTANDING BALANCE	\$ 179,574.39

	<u>FY2018</u>	<u>FY2017</u>
ESTIMATED TOTAL INCOME	1,322,444.00	1,307,363.07
ACTUAL TOTAL INCOME	537,590.24	1,279,407.85
% REALIZED Y-T-D	40.7%	97.9%



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2018

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of October 2017 in the amount of \$143,481.83

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 October 2017 in the amount of -\$514.24

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
Superintendent's Report
November 8, 2017**

Old Business

1. Water Treatment Plant

Foundation work is nearly complete. The slab and all of the walls have been poured. Leak testing of the tanks is underway. Once the tanks are accepted then work then the foundation can be partially backfilled and work will begin on the first-floor deck. Water main is being installed from the lower parking lot to the plant.

Kinsmen is working on the cost of the bathroom and reported that the most sub-bidders have been convinced to honor their bid price. Gene is waiting for some quotes from the electrician and a grinder pump manufacturer. He expects to have a number by the middle of next week.

2. Transmission Mains

The Boston office of MassDOT is requiring all sorts of geotechnical information concerning the Route 1 directional drilling. As a result, it will actually be easier and faster to open cut the road. R+D is on board with this and would like to do the work at night. I have asked them to install an additional 12" main to replace an existing 8" AC main while the road is open.

3. River Road & Prospect Street

Stantec will be at the meeting on Wednesday to discuss the contract amendment. A copy of the original quote is attached for your review.

4. Leaks & Breaks

A private service leak was reported by the homeowner of 206 Perkins Row. They are obtaining quotes for the repair.

We had several main breaks this week. The first two were at 130 Ipswich Road and the second was at 52 Prospect Street.

5. Unaccounted for Water (UAW)

Water withdrawals for the month of October were well below normal. UAW has not been calculated for October yet as the software is being updated.

6. Hydrant Flushing

Flushing was delayed last week due to the storms and power outages. It's been postponed indefinitely due to the breaks this week.

New Business

1. Capital Planning

We haven't received the official request forms yet so I've updated the draft list to include the fire system upgrade for the Public Works Building (FY2019) and a meter reading system upgrade (FY2020). As reported earlier the radios that we currently use will be discontinued at the end of this year and the

new radios are not compatible with our reading system. I don't foresee installing a lot of radios in the next year or so but our existing radios are aging and will need to be replaced within the next 10 years.

2. Water Management Act Permit

The kick-off meeting has been moved to November 29th.

3. Andrews Farm Water Company

AFWC lost power during the storm last week and the operator was not able to leave his house due to downed trees, never mind get to the pump station to start the generator. Both MassDEP and Doug Conn contacted me to turn on the emergency connection so they could purchase water. They were on our system for a couple of days until initial bacteria test results were available.

They plan to purchase an automatic start generator and transfer switch but don't have the funds to do it at this time. They're hoping that they can purchase this equipment once the Department of Public Utilities approves their rate increase.

4. Skeffington Property

The parcel that our easement crosses is in the process of being permitted for development. The owner has until early December to submit a definitive plan that will likely include only one house lot, down from the 44 proposed. They will likely follow through on the permitting and subdivision of the developable lot which will top out around 10 acres. This leaves a much larger lot, probably close to 100 acres, that will not be developed.

The owner is unsure about what they'll do with the land and has considered a Donibristle type of arrangement with the Town and Greenbelt. If there is any interest in obtaining the parcel or part of it then we ought to consider it at the 2019 Annual Town Meeting.

Topsfield Water Department
FY2019 Capital Plan - Draft

Project	Fiscal Year	Cost	Cash	Bond	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Supply															
North Street Exploratory Drilling	2021	100,000	100,000	-				100,000							
Station Rehab Design	2022	250,000	250,000	-					250,000						
Station Rehab Construction	2024	1,500,000		1,500,000							1,500,000				
		1,850,000	350,000	1,500,000	-	-	-	100,000	250,000	-	1,500,000	-	-	-	-
Treatment															
Treatment Plant	2018	10,400,000	1,115,000	9,285,000	10,400,000										
		10,400,000	1,115,000	9,285,000	10,400,000	-	-	-	-	-	-	-	-	-	-
Distribution															
Meter Upgrades	2020	25,000	25,000	-			25,000								
Water Mains															
Water Main Improvement Design	2019	100,000	100,000	-		100,000									
Prospect St. & River Road	2018	1,600,000	100,000	1,500,000	1,600,000										
High, Central, Summer & Perkins	2027	2,300,000	500,000	1,800,000										2,300,000	
		1,700,000	200,000	1,500,000	1,600,000	100,000	25,000	-	-	-	-	-	-	2,300,000	-
Storage Tanks															
Inspection	2019	50,000	50,000	-		50,000					50,000				
Replacement	2024	1,000,000	150,000	850,000							1,000,000				
Repair	2020	150,000	150,000	-			150,000					75,000			
		1,200,000	350,000	850,000	-	50,000	150,000	-	-	-	1,050,000	75,000	-	-	-
Vehicles & Equipment															
Loader	2019	25,000	25,000	-		25,000									
Service Truck	2026	90,000	90,000	-									90,000		
Ranger #1	2021	35,000	35,000	-				35,000							
Ranger #2	2022	35,000	35,000	-					35,000						
		185,000	185,000	-	-	25,000	-	35,000	35,000	-	-	-	90,000	-	-
Public Works Building															
Fire System Upgrade	2019	35,000	35,000	-	-	35,000	-	-	-	-	-	-	-	-	-
Summary															
Supply		1,850,000	350,000	1,500,000	-	-	-	100,000	250,000	-	1,500,000	-	-	-	-
Treatment		10,400,000	1,115,000	9,285,000	10,400,000	-	-	-	-	-	-	-	-	-	-
Distribution		1,700,000	200,000	1,500,000	1,600,000	100,000	25,000	-	-	-	-	-	-	2,300,000	-
Storage		1,200,000	350,000	850,000	-	50,000	150,000	-	-	-	1,050,000	75,000	-	-	-
Public Works Building		35,000	35,000	-	-	35,000	-	-	-	-	-	-	-	-	-
Vehicles & Equipment		185,000	185,000	-	-	25,000	-	35,000	35,000	-	-	-	90,000	-	-
		15,370,000	2,235,000	13,135,000	12,000,000	210,000	175,000	135,000	285,000	-	2,550,000	75,000	90,000	2,300,000	-