



Town of Topsfield

Monthly Report of Accrued Time Water Department

For the month of November 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	707.57	10.00	0.00	717.57	80.00	0.00	-40.00	40.00	111.00	0.00	0.00	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
18.00	0.00	0.00	18.00	1,760.00	0.00	0.00	1,760.00	89.00	0.00	-6.00	83.00	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	252.00	10.00	0.00	262.00	86.00	0.00	0.00	86.00	103.50	6.00	0.00	109.50

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	-2.00	21.00	158.00	10.00	0.00	168.00	132.00	0.00	-8.00	124.00	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

Tuesday, January 09, 2018

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For the month of December 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	24.00	0.00	24.00	717.57	10.00	0.00	727.57	40.00	128.00	0.00	168.00	111.00	0.00	-8.00	103.00

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
18.00	0.00	-8.00	10.00	1,760.00	0.00	0.00	1,760.00	83.00	0.00	-12.00	71.00	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	262.00	10.00	-12.50	259.50	86.00	0.00	-8.00	78.00	109.50	15.00	0.00	124.50

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
21.00	0.00	0.00	21.00	168.00	10.00	-1.00	177.00	124.00	0.00	-12.00	112.00	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

Tuesday, January 09, 2018

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Topsfield Water Department
Monthly Control Sheet
December 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		
														164,810.25
01-Dec-17	38.85	-	865.20	-	-	(6,070.52)	-	-	-	-	-	-	-	159,643.78
02-Dec-17	-	-	-	-	-	-	-	(93.56)	-	-	-	-	-	159,550.22
03-Dec-17	-	-	-	-	-	-	-	-	-	-	-	(1,642.40)	-	157,907.82
04-Dec-17	104.65	-	-	-	-	(2,886.05)	-	(679.49)	-	-	-	-	-	154,446.93
05-Dec-17	-	-	-	-	(3,581.71)	(1,260.51)	-	(1,993.47)	-	-	-	-	-	147,611.24
06-Dec-17	-	-	-	-	-	(3,181.62)	-	(787.63)	-	-	-	-	(217.35)	143,424.64
07-Dec-17	-	-	-	-	(2,833.85)	(1,363.28)	-	(957.99)	-	-	-	-	-	138,269.52
08-Dec-17	-	-	-	-	(1,037.02)	(1,694.15)	-	(266.40)	-	-	-	-	-	135,271.95
09-Dec-17	-	-	-	-	-	-	-	(259.67)	-	-	-	-	-	135,012.28
10-Dec-17	-	-	-	-	-	-	-	(185.10)	-	-	-	-	-	134,827.18
11-Dec-17	-	-	-	-	(4,838.20)	(2,580.60)	-	(601.75)	-	-	-	-	-	126,806.63
12-Dec-17	-	-	-	-	-	-	-	(340.80)	-	-	-	-	-	126,465.83
13-Dec-17	-	-	-	-	-	(1,022.98)	-	(640.70)	-	-	-	-	-	124,802.15
14-Dec-17	230.70	-	-	-	-	(4,826.54)	-	(1,952.13)	-	-	-	-	-	118,254.18
15-Dec-17	139,007.23	-	-	-	(14,798.80)	(2,171.55)	-	(1,897.52)	-	-	-	-	-	238,393.54
16-Dec-17	-	-	-	-	-	-	-	(259.85)	-	-	-	-	-	238,133.69
17-Dec-17	-	-	-	-	-	-	-	(137.80)	-	-	-	-	-	237,995.89
18-Dec-17	-	-	-	-	(15,449.48)	(366.47)	-	(1,884.44)	-	-	-	-	-	220,295.50
19-Dec-17	-	-	-	-	-	(274.90)	-	(460.00)	-	-	-	-	-	219,560.60
20-Dec-17	-	-	-	-	-	-	-	(116.55)	-	-	-	(1,202.95)	-	218,241.10
21-Dec-17	70.05	-	-	-	-	(3,917.61)	-	(1,318.97)	-	-	-	-	-	213,074.57
22-Dec-17	-	-	-	-	-	(4,995.62)	-	(2,137.17)	-	-	-	-	-	205,941.78
23-Dec-17	-	-	-	-	-	-	-	(670.40)	-	-	-	-	-	205,271.38
24-Dec-17	-	-	-	-	-	-	-	-	-	-	-	-	-	205,271.38
25-Dec-17	-	-	-	-	-	-	-	-	-	-	-	-	-	205,271.38
26-Dec-17	-	-	-	-	-	(6,809.85)	-	(147.90)	-	-	-	-	-	198,313.63
27-Dec-17	-	-	-	-	(7,412.31)	-	-	(159.95)	-	-	-	-	-	190,741.37
28-Dec-17	-	-	2,446.96	-	-	(2,692.00)	-	(324.20)	-	-	-	-	-	190,172.13
29-Dec-17	-	-	-	-	-	(2,607.58)	-	(442.35)	-	-	-	-	-	187,122.20
30-Dec-17	-	-	-	-	-	-	-	(326.35)	-	-	-	-	-	186,795.85
31-Dec-17	-	-	-	-	-	-	-	(362.47)	-	-	-	-	-	186,433.38
Sub Totals	139,451.48	-	3,312.16	-	(49,951.37)	(48,721.83)	-	(19,404.61)	-	-	(3,062.70)		-	21,623.13
Totals	142,763.64				(118,077.81)					(3,062.70)			0.00	186,433.38



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	139,451.48	836,307.96
Connections	-	1,000.00
Misc. Charges	-	-
Penalties	3,312.16	13,810.00
TOTAL	142,763.64	851,117.96

INCOME	This Month	Fiscal Year to Date
Manual Payments	(49,951.37)	(362,314.45)
Lockbox Payments	(48,721.83)	(330,636.29)
Electronic Transfers	-	(274.60)
Unibank Payments	(19,404.61)	(97,920.07)
Bounced Checks	-	463.80
TOTAL	(118,077.81)	(790,681.61)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	1,655.25
Abatements	(3,062.70)	(4,596.96)
TOTAL	(3,062.70)	(2,941.71)

TAX LIENS		
Tax Liens	-	-

NET TOTAL	21,623.13	57,494.64
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BALANCE FORWARD	164,810.25
THIS MONTH'S TRANSACTIONS	21,623.13
OUTSTANDING BALANCE	\$ 186,433.38

	<u>FY2018</u>	<u>FY2017</u>
ESTIMATED TOTAL INCOME	1,322,444.00	1,307,363.07
ACTUAL TOTAL INCOME	790,681.61	1,279,407.85
% REALIZED Y-T-D	59.8%	97.9%



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2018

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of December 2017 in the amount of \$142,763.64

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 December 2017 in the amount of -\$3,062.70

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
January 10, 2018**

Old Business

1. Water Treatment Plant

Work on the plant has slowed due to the holidays, cold weather and snow. Kinsmen plans to erect a tent over the foundation so they can start working on the 1st floor deck. The bathroom cost will be \$77,010. The additional cost is due to extra excavator time and venting options for the pump chamber. - *lumber is here should start pour*

2. Transmission Mains

Much like the plant, not a lot has been accomplished in the past few weeks. They're about three quarters complete in the easement and have not started the Perkins Row section yet.

3. Leaks & Breaks

A service leak at 60 Willowdale Road was repaired this past month. The water loss was estimated at 3 gallons per minute. *Warner*

The domestic service to the Congregational Church froze and split at some point during the last week. The leak is on the church side of the curb stop and they plan to repair the leak this week. The fire sprinkler system servicing the church also froze and split and filled the basement with several feet of water.

The fire hydrant at 27 Lockwood Lane was hit by a Highway Department truck during snow removal operations. It was turned off and will be replaced in the next week or so.

4. Unaccounted for Water (UAW)

Our estimate of lost water dropped to 5.8% for December, 6.8% according to MassDEP's methods.

5. Andrews Farm Water Company

AFWC is having trouble with their well again and are asking about the possibility of purchasing water while it is repaired. They don't have any specifics like when or for how long.

6. FY2019 Budget

The latest draft of the FY2019 budget is available for review.

Topsfield Water Department

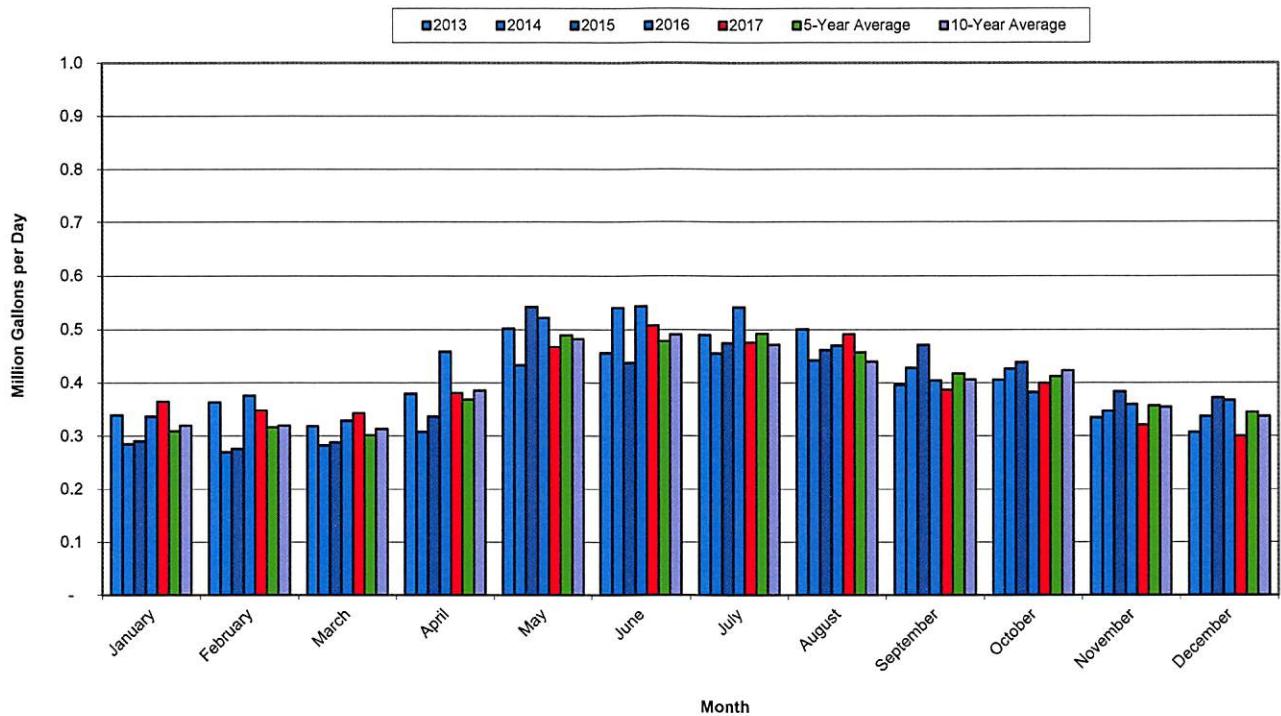
Annual Withdrawal Report

Calendar Year

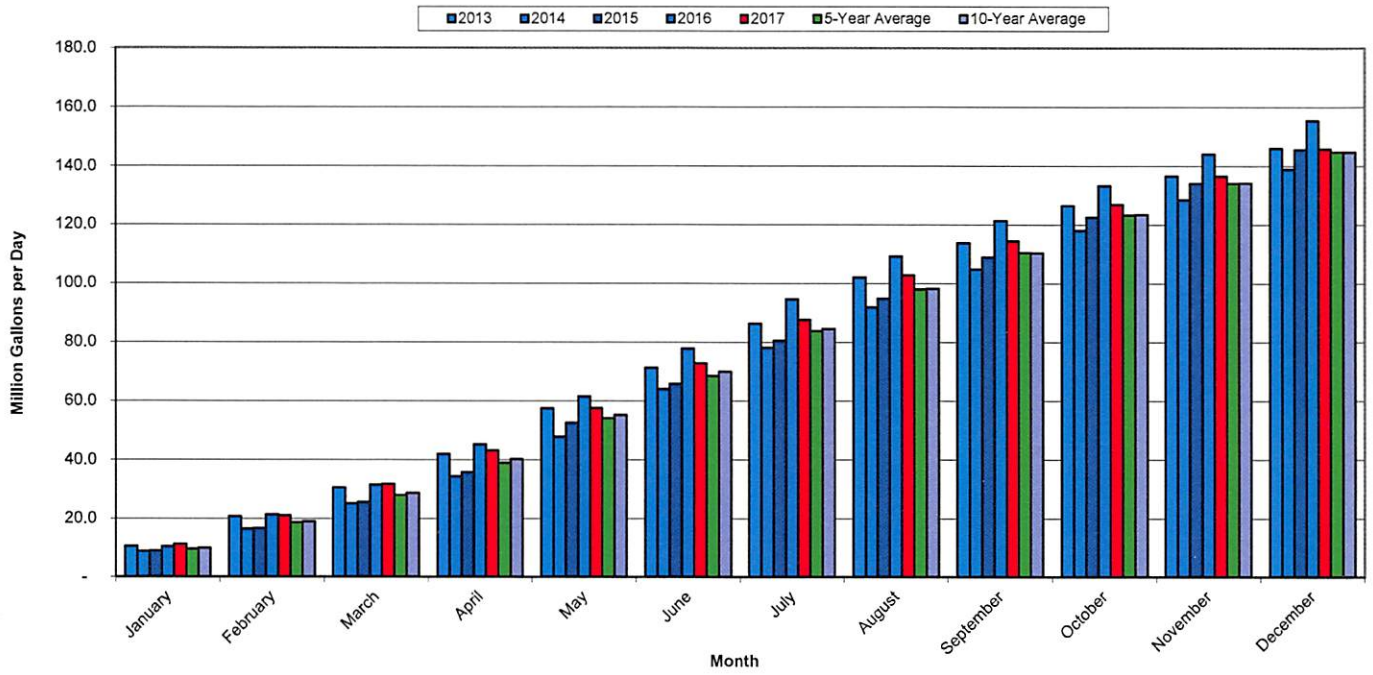
2017

Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average	Running Average	Historical Rank
January	11.311	-	11.311	0.365	0.310	0.320	0.365	60%
February	9.711	0.041	9.752	0.315	0.317	0.320	0.357	25%
March	10.565	0.063	10.628	0.380	0.302	0.313	0.352	65%
April	11.397	0.041	11.438	0.369	0.369	0.386	0.359	40%
May	14.095	0.390	14.485	0.483	0.490	0.482	0.382	66%
June	14.218	1.008	15.226	0.491	0.479	0.491	0.402	34%
July	13.609	1.145	14.754	0.492	0.492	0.472	0.413	30%
August	14.101	1.123	15.224	0.491	0.457	0.440	0.423	45%
September	10.536	1.077	11.613	0.375	0.417	0.406	0.419	14%
October	11.521	0.858	12.379	0.413	0.412	0.423	0.417	50%
November	9.479	0.171	9.650	0.311	0.358	0.355	0.409	10%
December	9.104	0.191	9.295	0.310	0.345	0.338	0.399	17%
Total	139.647	6.108	145.755	0.399				

Monthly Withdrawals



Monthly Cumulative Withdrawals





Town of Topsfield
Task Sheet Report - Water Department
December 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Comp		8		8	16
Holidays	6	8	8	8	30
Personal			8		8
Vacation			14		14
	6	16	30	16	68
Administrative					
Accrual Tracking	4				4
Charts		56		44	100
Correspondence	13				13
Data Tracking			8		8
File Maintenance	2		2		4
Meeting Prep.	3		10		13
Meetings	2		4		6
Other			6	10	16
Plan Review			6		6
Training			5	6	11
	24	56	41	60	181
Billing					
Bill Prep.			2		2
Meter Problems				3	3
Meter Reading				2	2
Meter Reading Radio			9		9
			11	5	16
Building Maintenance					
Alarms			2		2
Grounds				2	2
Security			2		2
			4	2	6
Customer Service					
Lien Requests	5				5
Pressure Questions				2	2
Title 5 Requests	2				2
Water Quality Questions			2	1	3
Water Service Flushing				3	3
	7		2	6	15



Town of Topsfield
Task Sheet Report - Water Department
December 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Equipment Maintenance					
Annual				2	2
Repairs				3	3
				5	5
Financials					
Budget Prep.			8		8
Payment Processing	16				16
Payroll/Bills	12				12
	28		8		36
Fire Department					
Fire Call				3	3
				3	3
Public Service					
Markouts/DigSafe		20	2	4	26
Other				2	2
		20	2	6	28
Quality Control					
Bacteria Sampling		12		6	18
Fluoride Testing		38		12	50
In-house Testing		6			6
Manganese Testing		8		8	16
Other				2	2
pH Testing		8		4	12
Phosphates				3	3
		72		35	107
Road Maintenance					
Patching				2	2
				2	2
Special Projects					
Andrews Farm			2		2
Prospect St. and River Road Water Main Replacement			2		2
Water Use Application			42		42
			46		46
Treatment Plant Project					
Plant Construction			8	2	10
Water Main Construction			13	3	16



Town of Topsfield
Task Sheet Report - Water Department
December 2017

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
			21	5	26
Vehicle Maintenance					
Other				1	1
				1	1
Water Controls					
Alarms			2	1	3
SCADA System				2	2
			2	3	5
Water Distribution					
Hydrant Repair				3	3
Meter Replacements		22		2	24
Meter Testing			1	2	3
Pressure Monitoring			2		2
Private Property Repairs			1		1
Tanks				2	2
Thawing				5	5
		22	4	14	40
Water Supply					
Dam Management				2	2
				2	2
Water Treatment					
Analyzer Calibration				1	1
Analyzer Maintenance				4	4
Chlorine				7	7
Fluoride				2	2
Sequestrant				4	4
				18	18
Grand Total					
	65	186	171	183	605
Total Monthly Work Hours (40 hrs/wk)					
	168				