



**Topsfield Water Department**  
Monthly Control Sheet  
February 2018

	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		
														116,025.87
01-Feb-18	-	-	2,349.75	-	-	(1,833.54)	-	(458.15)	-	-	-	-	-	116,083.93
02-Feb-18	-	-	-	-	(1,975.33)	(1,106.17)	-	(826.23)	-	-	-	-	-	112,176.20
03-Feb-18	-	-	-	-	-	-	-	(1,860.27)	-	-	-	-	-	110,315.93
04-Feb-18	-	-	-	-	-	-	-	(333.00)	-	-	-	-	-	109,982.93
05-Feb-18	-	-	-	-	-	(4,672.30)	-	(558.77)	-	-	-	-	-	104,751.86
06-Feb-18	-	-	-	-	-	(401.40)	-	(1,073.38)	-	-	-	-	-	103,277.08
07-Feb-18	-	-	-	-	-	(9,303.56)	-	(597.81)	-	-	-	-	-	93,375.71
08-Feb-18	-	-	-	-	(7,038.59)	(539.49)	-	(670.85)	209.90	-	-	-	-	85,336.68
09-Feb-18	806.65	-	-	-	-	-	-	(1,055.01)	-	-	-	-	-	85,088.32
10-Feb-18	-	-	-	-	-	-	-	(340.50)	-	-	-	-	-	84,747.82
11-Feb-18	-	-	-	-	-	-	-	(357.80)	-	-	-	-	-	84,390.02
12-Feb-18	-	-	-	-	(4,665.71)	(3,354.46)	-	(738.90)	-	-	-	-	-	75,630.95
13-Feb-18	20.95	-	-	-	-	(2,078.55)	-	(809.30)	-	-	-	-	-	72,764.05
14-Feb-18	201.70	-	-	-	-	(3,655.91)	-	(155.40)	-	-	-	-	-	69,154.44
15-Feb-18	103,122.87	-	-	-	(6,542.74)	(2,192.53)	-	(807.84)	-	-	-	-	-	162,734.20
16-Feb-18	-	-	-	-	(1,240.10)	(991.14)	-	(1,233.19)	-	-	-	-	-	159,269.77
17-Feb-18	-	-	-	-	-	-	-	-	-	-	-	-	-	159,269.77
18-Feb-18	-	-	-	-	-	-	-	(172.70)	-	-	-	-	-	159,097.07
19-Feb-18	-	-	-	-	-	-	-	(22.50)	-	-	-	-	-	159,074.57
20-Feb-18	-	-	-	-	-	(2,165.28)	-	(387.62)	-	-	-	-	-	156,521.67
21-Feb-18	25.65	-	-	-	(9,807.06)	(170.84)	-	(467.87)	-	-	-	-	-	146,101.55
22-Feb-18	52.30	-	-	-	-	(715.10)	-	(1,222.51)	-	-	-	-	-	144,216.24
23-Feb-18	-	-	-	-	-	(3,128.25)	-	(945.21)	-	-	-	-	-	140,142.78
24-Feb-18	-	-	-	-	-	-	-	(212.20)	-	-	-	-	-	139,930.58
25-Feb-18	-	-	-	-	-	-	-	(719.58)	-	-	-	-	-	139,211.00
26-Feb-18	-	-	-	-	(3,701.24)	(3,536.50)	-	-	-	-	(46.42)	-	-	131,926.84
27-Feb-18	27.40	-	-	-	(180.85)	(3,374.18)	-	(446.90)	-	-	-	-	-	127,952.31
28-Feb-18	-	-	1,996.34	-	-	(3,504.49)	-	(248.57)	-	-	-	-	-	126,195.59
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Totals	104,257.52	-	4,346.09	-	(35,151.62)	(46,723.69)	-	(16,722.06)	209.90	-	(46.42)		-	10,169.72
Totals	108,603.61				(98,387.47)					(46.42)			0.00	126,195.59



**Topsfield Water Department**  
**Statement of Revenues and Commitments**  
As of the last day of: February 2018

<b>COMMITMENTS</b>	<b>This Month</b>	<b>Fiscal Year to Date</b>
User Fees	104,257.52	1,043,675.91
Connections	-	1,000.00
Misc. Charges	-	-
Penalties	4,346.09	18,156.09
<b>TOTAL</b>	<b>108,603.61</b>	<b>1,062,832.00</b>

<b>INCOME</b>	<b>This Month</b>	<b>Fiscal Year to Date</b>
Manual Payments	(35,151.62)	(461,446.13)
Lockbox Payments	(46,723.69)	(443,879.79)
Electronic Transfers	-	(371.85)
Unibank Payments	(16,722.06)	(130,398.91)
Bounced Checks	209.90	673.70
<b>TOTAL</b>	<b>(98,387.47)</b>	<b>(1,035,422.98)</b>

<b>ADJUSTMENTS</b>	<b>This Month</b>	<b>Fiscal Year to Date</b>
Refunds	-	1,655.25
Abatements	(46.42)	(4,777.43)
<b>TOTAL</b>	<b>(46.42)</b>	<b>(3,122.18)</b>

<b>TAX LIENS</b>		
Tax Liens	-	(27,208.54)

<b>NET TOTAL</b>	<b>10,169.72</b>	<b>24,286.84</b>
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BALANCE FORWARD	116,025.87
THIS MONTH'S TRANSACTIONS	10,169.72
<b>OUTSTANDING BALANCE</b>	<b>\$ 126,195.59</b>

	<b><u>FY2018</u></b>	<b><u>FY2017</u></b>
ESTIMATED TOTAL INCOME	1,322,444.00	1,307,363.07
ACTUAL TOTAL INCOME	1,035,422.98	1,279,407.85
<b>% REALIZED Y-T-D</b>	<b>78.3%</b>	<b>97.9%</b>



**TOPSFIELD WATER DEPARTMENT**  
**MONTHLY COMMITMENTS**  
**FY 2018**

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of February 2018 in the amount of \$108,603.61

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:**

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Philip Knowles, Chairman

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Richard Stone, Clerk

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Mark Gallagher



**TOPSFIELD WATER DEPARTMENT**

**MONTHLY ABATEMENTS**

**FY 2018**

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of **February 2018** in the amount of **-\$46.42**

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:**

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Philip Knowles, Chairman

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Richard Stone, Clerk

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Mark Gallagher  
#NAME?

**Water Department  
Expense Budget for FY2018**

**12-Mar-18**

Expended Period 2/10/2018 1:43:17 PM - 3/12/2018 1:43:17 PM

**Budget Month 9**

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
<b>Operating Budget</b>							
<b>E4501 Salary</b>							
51120	Superintendent	93,982	93,982	7,222.40	64,279.36	29,702.64	32%
51490	Longevity, Superintendent	1,500	1,500	0.00	1,500.00	0.00	0%
Sub Total Salary		95,482	95,482	7,222.40	65,779.36	29,702.64	31%
<b>E4502 Wages</b>							
51130	Laborers, Full Time	113,016	113,016	8,660.16	77,075.42	35,940.58	32%
51131	Clerical, Full Time	34,395	34,395	2,645.76	23,547.26	10,847.74	32%
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	218.94	2,714.06	93%
51310	Overtime, Labor	42,398	42,398	2,124.44	24,492.05	17,905.95	42%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		200,730	200,730	13,430.36	126,321.17	74,408.83	37%
<b>E4505 Other</b>							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	20.00	450.00	950.00	68%
52100	Electricity	40,000	40,000	2,849.81	28,058.49	11,941.51	30%
52106	PWB Electricity	3,200	3,200	1,480.45	5,632.49	-2,432.49	-76%
52150	Gas	2,600	2,600	204.07	1,314.21	1,285.79	49%
52156	PWB Gas	2,200	2,200	339.67	1,573.96	626.04	28%
52400	Building Maintenance	1,500	1,500	1,558.47	2,604.85	-1,104.85	-74%
52406	PWB Building Maintenance	2,800	2,800	410.66	1,997.37	802.63	29%
52415	Property Maintenance, Wellfi	14,000	14,000	8,575.00	12,873.25	1,126.75	8%
52416	PWB Cleaning	1,000	1,000	0.00	230.00	770.00	77%
52420	Systems Maintenance	17,000	17,000	11,025.00	27,839.59	-10,839.59	-64%
52430	Systems Maintenance, Emerg	25,000	25,000	0.00	14,844.68	10,155.32	41%
52450	Vehicle Maintenance	2,000	2,000	0.00	2,072.54	-72.54	-4%
52510	Equipment Maintainance	500	500	0.00	534.72	-34.72	-7%
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	3,814.12	685.88	15%
52940	Waste Disposal	2,000	2,000	0.00	681.95	1,318.05	66%
53050	Annual DEP Maintainence	10,000	10,000	6,190.67	8,812.67	1,187.33	12%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	0	111.50	1,529.80	-1,529.80	N/A
53120	Water Testing	22,000	22,000	817.50	12,001.93	9,998.07	45%
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	319.98	3,119.29	1,880.71	38%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	261.61	2,228.74	4,571.26	67%
53450	Advertising	1,800	1,800	0.00	466.90	1,333.10	74%
53800	DEP Volume Assessment	1,500	1,500	0.00	1,237.63	262.37	17%
53801	Lock Box	2,000	2,000	116.22	770.91	1,229.09	61%
53806	PWB Tank Cleaning	500	500	0.00	87.50	412.50	83%
53810	Water Treatment Services	2,000	2,000	0.00	0.00	2,000.00	100%
53870	Police Detail	2,050	2,050	336.00	2,856.00	-806.00	-39%

		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	130.91	4,038.64	-838.64	-26%
54210	Forms & Printing	6,800	6,800	171.08	2,098.33	4,701.67	69%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	34.99	340.10	309.90	48%
54800	Vehicular Supplies	2,000	2,000	0.00	164.01	1,835.99	92%
55300	Public Works Supplies	16,000	16,000	1,110.76	21,040.39	-5,040.39	-32%
55310	Meters	30,000	30,000	7,992.00	23,500.22	6,499.78	22%
55800	Water Treatment Supplies	75,000	75,000	5,975.74	45,350.54	29,649.46	40%
55820	Safety Gear	1,500	1,500	292.30	596.59	903.41	60%
55860	Computer Software	5,000	5,000	1,715.95	3,953.93	1,046.07	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	4,000	4,000	125.00	2,903.33	1,096.67	27%
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	491.38	3,508.62	88%
58510	Computer	5,000	5,000	0.00	5,874.38	-874.38	-17%
58700	Replacement Equipment	5,000	5,000	0.00	2,717.00	2,283.00	46%
Sub Total Other		348,730	348,730	52,165.34	254,332.43	94,397.57	27%
Total Operating Budget		644,942	644,942	72,818.10	446,432.96	198,509.04	31%
<b>Reserves</b>							
<b>E4515 Unanticipated Emergenci</b>							
52730	Unanticipated Emerg.	138,000	138,000	0.00	34,815.00	103,185.00	75%
Sub Total Unanticipated Emerge		138,000	138,000	0.00	34,815.00	103,185.00	75%
<b>E4590 Reserve Fund</b>							
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	34,815.00	248,185.00	88%
<b>Debt Service</b>							
<b>E4591 Multipurpose, Interest</b>							
59195	Interest	21,192	21,192	0.00	21,402.50	-210.50	-1%
Sub Total Multipurpose, Interest		21,192	21,192	0.00	21,402.50	-210.50	-1%
<b>E4593 Multipurpose, Principal</b>							
59195	Principal	79,500	79,500	0.00	79,500.00	0.00	0%
Sub Total Multipurpose, Princip		79,500	79,500	0.00	79,500.00	0.00	0%
<b>E4594 Short-Term Debt</b>							
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	100,902.50	229,641.50	69%
<b>Grand Total</b>		<b>1,258,486.00</b>	<b>1,258,486.00</b>	<b>72,818.10</b>	<b>582,150.46</b>	<b>676,335.54</b>	<b>54%</b>

# Water Treatment Plant Project

Water Department

Fiscal Year: 2018

Period Start: 10-Feb-18

Period End: 12-Mar-18

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
<b>38600 A3/17STM Water Treatment Plant Construction</b>							
58300 Owner's Project Manager	259,000.00	259,000.00	0.00	26,725.67	26,725.67	232,274.33	89.7%
58310 Engineering	782,166.00	782,166.00	27,640.13	230,065.99	230,065.99	552,100.01	70.6%
58320 Transmission Mains	1,524,629.85	1,524,629.85	0.00	987,363.12	987,363.12	537,266.73	35.2%
58330 Plant Construction	7,246,000.00	7,246,000.00	55,195.00	1,549,213.13	1,549,213.13	5,696,786.87	78.6%
58380 Miscellaneous	588,204.15	588,204.15	0.00	44,108.78	44,108.78	544,095.37	92.5%
	10,400,000.00	10,400,000.00	82,835.13	2,837,476.69	2,837,476.69	7,562,523.31	83.0%

# Warrant Articles

Water Department

Fiscal Year: 2018

Period Start: 10-Feb-18

Period End: 12-Mar-18

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
<b>E0000 Prospect Street &amp; River Road Water Main Improvements</b>							
00001 Administration	0.00	0.00	4,915.00	4,915.00	4,915.00	-4,915.00	N/A
00002 Construction	1,600,000.00	1,600,000.00	0.00	0.00	0.00	1,600,000.00	100.0%
	1,600,000.00	1,600,000.00	4,915.00	4,915.00	4,915.00	1,595,085.00	100.0%
<b>E4545 A39/13ATM Minor Water Main Replacement</b>							
58000 General	100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%
	100,000.00	100,000.00	0.00	0.00	79,079.76	20,920.24	20.9%





## Town of Topsfield

Monthly Report of Accrued Time  
Water Department

For the month of February 2018

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	737.57	10.00	0.00	747.57	168.00	0.00	0.00	168.00	109.00	0.00	0.00	109.00

### 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
10.00	0.00	-4.00	6.00	1,660.00	10.00	-16.00	1,654.00	48.00	0.00	-3.00	45.00	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	265.50	10.00	0.00	275.50	62.00	0.00	-16.00	46.00	124.50	0.00	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	187.00	10.00	-5.00	192.00	96.00	0.00	-3.50	92.50	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

Monday, March 12, 2018



**Town of Topsfield**  
**Task Sheet Report - Water Department**  
**February 2018**

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
<b>Accrued Time</b>					
Holidays	6		8	8	22
Personal			7		7
Sick			16		16
Vacation			3		3
	6		34	8	48
<b>Administrative</b>					
Accrual Tracking	1				1
Charts		50		53	103
Correspondence	4				4
Data Tracking			5		5
File Maintenance			2		2
Meeting Prep.			8		8
Meetings			10		10
Other				2	2
Purchasing/Procurement			8		8
System Review			4		4
Training				2	2
	5	50	37	57	149
<b>Billing</b>					
Bill Prep.			2		2
Collections			2		2
Meter Problems		8	6	2	16
Meter Reading Radio		8		1	9
Other			2		2
		16	12	3	31
<b>Building Maintenance</b>					
Grounds				4	4
Security			2		2
			2	4	6
<b>Cross Connections</b>					
Testing Administration			2		2
			2		2
<b>Customer Service</b>					
Dispute Resolution				2	2
Lien Requests	1				1



**Town of Topsfield**  
**Task Sheet Report - Water Department**  
**February 2018**

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Pressure Questions				1	1
Water Service Flushing		12		3	15
	1	12		6	19
<b>DEP Projects</b>					
Monthly Reports			6		6
Other				1	1
			6	1	7
<b>Equipment Maintenance</b>					
Annual				3	3
Other				1	1
Repairs				3	3
				7	7
<b>Financials</b>					
Budget Prep.			2		2
Payment Processing	4				4
Payroll/Bills	1				1
Rate Modelling			2		2
	5		4		9
<b>Fire Department</b>					
Fire Call				2	2
				2	2
<b>Grants</b>					
SWMI Round 2			11		11
			11		11
<b>Mapping</b>					
CAD/Maps			3		3
			3		3
<b>Public Service</b>					
Markouts/DigSafe		16		3	19
		16		3	19
<b>Quality Control</b>					
Bacteria Sampling		16		12	28
Fluoride Testing		38		10	48
Manganese Testing		12		5	17
Other				2	2
pH Testing				8	8



**Town of Topsfield**  
**Task Sheet Report - Water Department**  
**February 2018**

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Phosphates				4	4
		66		41	107
<b>Special Projects</b>					
Andrews Farm			2	1	3
Water Use Application			3		3
			5	1	6
<b>Treatment Plant Project</b>					
Plant Construction			15	4	19
Water Main Construction			16		16
			31	4	35
<b>Vehicle Maintenance</b>					
Annual				1	1
				1	1
<b>Water Controls</b>					
Alarms				1	1
SCADA System			4		4
			4	1	5
<b>Water Distribution</b>					
Hydrant Flushing				1	1
Hydrant Repair			4	6	10
Meter Replacements		12		4	16
Private Property Repairs			2		2
Tanks				2	2
		12	6	13	31
<b>Water Management</b>					
Other			2		2
			2		2
<b>Water Supply</b>					
Pumps				1	1
Vacuum System				3	3
				4	4
<b>Water Treatment</b>					
Analyzer Calibration				2	2
Chlorine			2	5	7
Fluoride				1	1
KOH				2	2



## Town of Topsfield

### Task Sheet Report - Water Department

February 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Sequestrant				4	4
			2	14	16
Grand Total	17	172	161	170	520
Total Monthly Work Hours (40 hrs/wk)	160				

**Topsfield Water Department  
Superintendent's Report  
March 14, 2018**

**Old Business**

**1. Water Treatment Plant**

Kinsmen has completed the first-floor deck including all curbs for the walls and tank hatches. The major concrete work is now complete and they're stripping all of the forms. They'll be removing the tent this week and the site will be ready for masonry work to begin.

We're having an onsite meeting with National Grid to finalize the location of the transformers and meters so the requested easement can be adjusted.

**2. Transmission Mains**

All of the transmission mains have been pressure tested. The mains, except those on the easement, have also been flushed and bacteria tested. R+D and Henniker Drilling cleaned the slurry that was deposited in the lower part of the easement during the drilling operation.

**3. Leaks & Breaks**

Nothing to report.

**4. Andrews Farm Water Company**

AFWC is still purchasing water from us even though their well is ready to go back online. It appears MassDEP is preventing them from operating and is looking for ways to make AFWC to go away. Doug claims AFWC has only \$160 per month to purchase water from us. They have a balance of just over \$2000 and typically use \$3000 to \$3500 per month of water. MassDEP is interested in having a meeting to discuss Topsfield taking over service to Andrews Farm.

**5. Capital Plan & Budget**

Following discussions with the treasurer and administrator the River Road permanent bond will be delayed a year which gives us more time to apply free cash to the project. As a result, the \$300,000 that was planned to be applied at this year's town meeting will be delayed until next year. This leaves a single request for FY2019 - \$30,000 for tank inspections. It also requires the FY2019 budget be adjusted to show the needed change in the reserve fund. Copies of the budget and rate model are attached.



# Topsfield Water Department

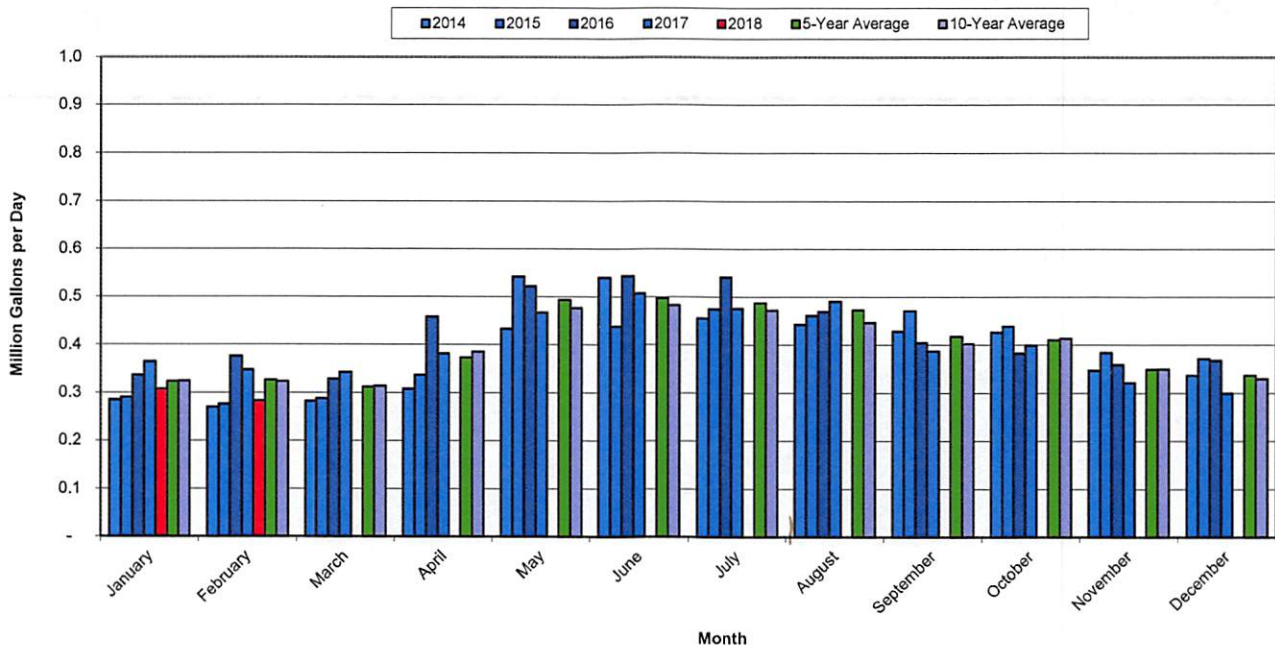
## Annual Withdrawal Report

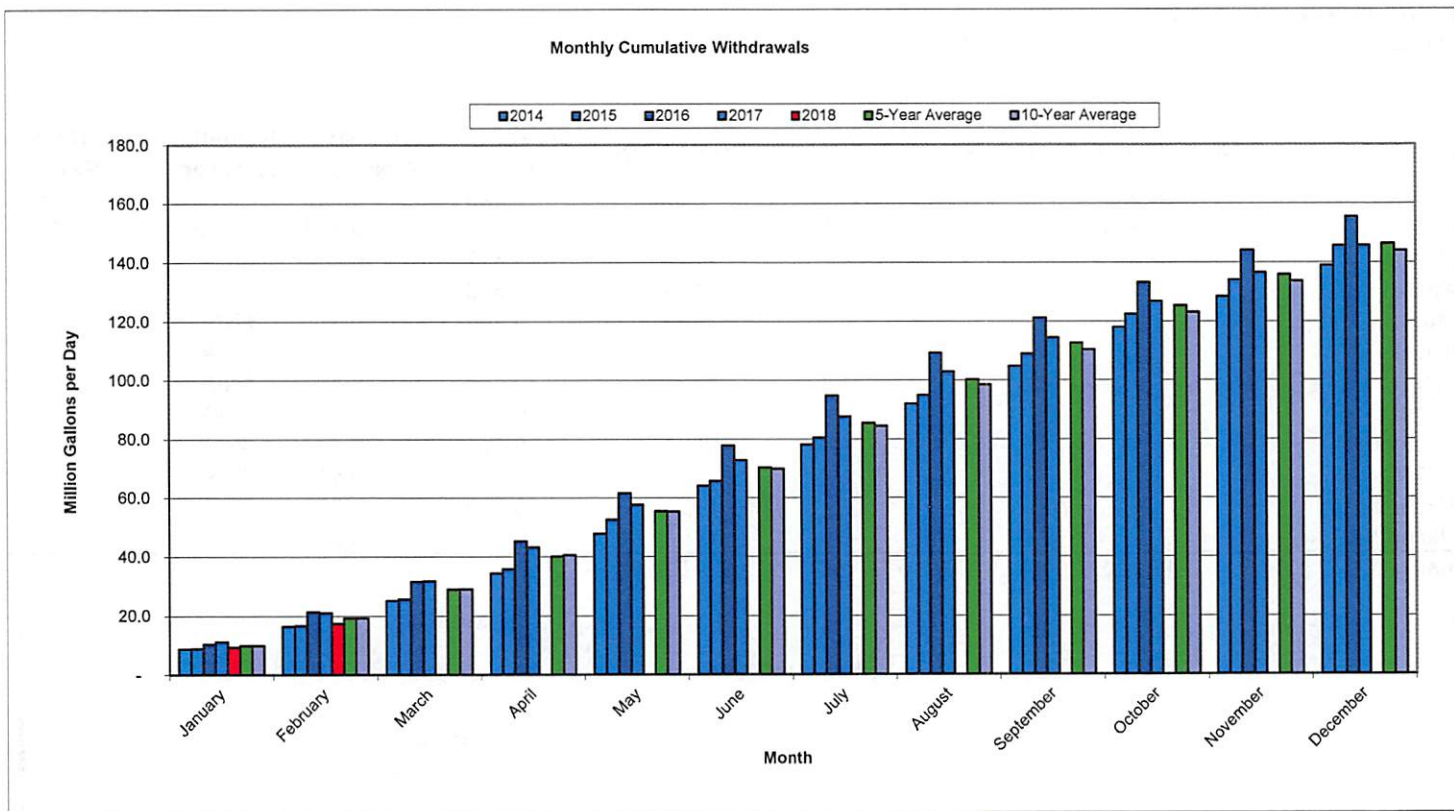
Calendar Year

2018

Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average	Running Average	Historical Rank
January	9.509	0.016	9.525	0.307	0.323	0.325	0.307	19%
February	7.814	0.113	7.927	0.283	0.327	0.324	0.291	12%
March	-	-	-	#N/A	0.312	0.314	#N/A	
April	-	-	-	#N/A	0.373	0.385	#N/A	
May	-	-	-	#N/A	0.494	0.477	#N/A	
June	-	-	-	#N/A	0.497	0.483	#N/A	
July	-	-	-	#N/A	0.488	0.472	#N/A	
August	-	-	-	#N/A	0.473	0.447	#N/A	
September	-	-	-	#N/A	0.418	0.403	#N/A	
October	-	-	-	#N/A	0.411	0.413	#N/A	
November	-	-	-	#N/A	0.350	0.350	#N/A	
December	-	-	-	#N/A	0.337	0.330	#N/A	
<b>Total</b>	17.323	0.129	17.452	0.296				

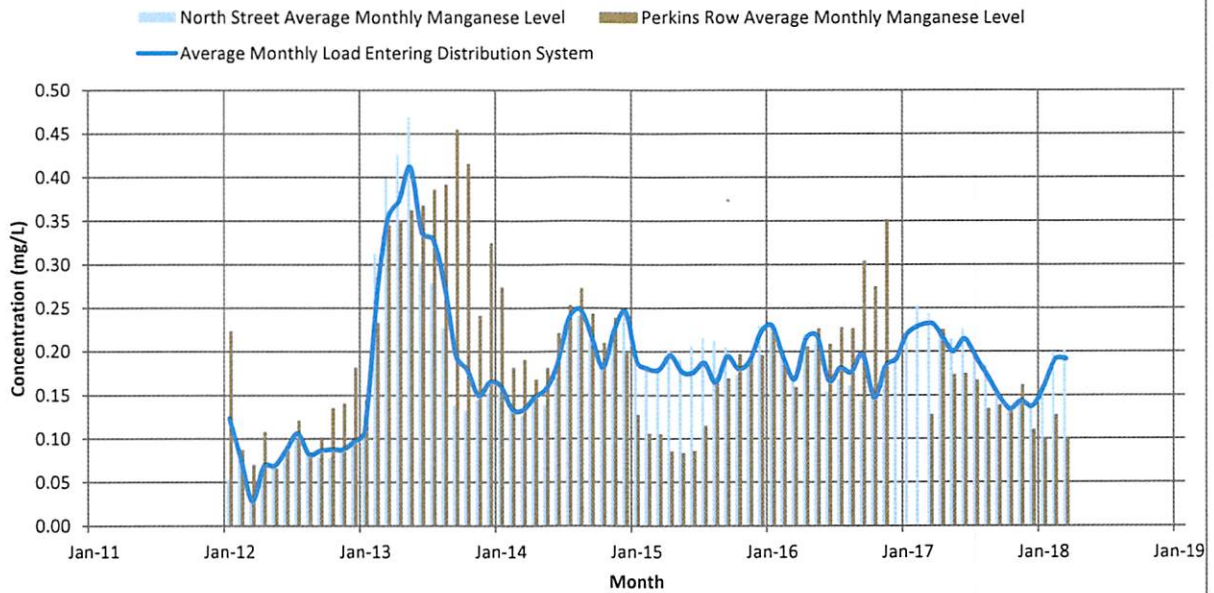
Monthly Withdrawals



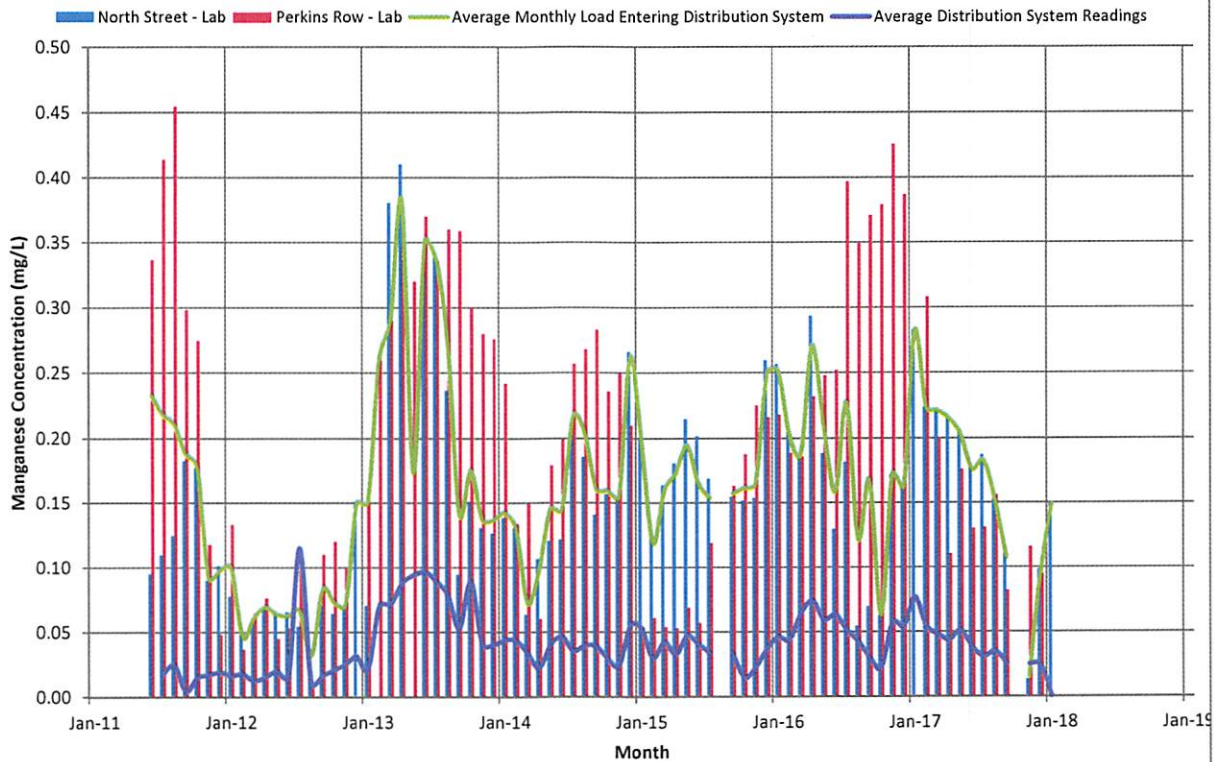




## Monthly Source Water Manganese Concentrations & System Loading based on TWD Test Kit Results and Withdrawals



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



**Topsfield Water Department  
Unaccounted for Water Report**

Month	Total Pumped	Water Used			DEP UAW			TWD UAW		
		Metered	Meter Estimates	Total Metered	DEP CEU	Lost Volume	Percent	TWD CEU	Lost Volume	UAW
Mar-17	10.628	8.307	0.069	8.376	0.530	1.722	16.2%	0.876	1.376	12.9%
Apr-17	11.438	8.441	0.072	8.513	1.477	1.449	12.7%	1.424	1.502	13.1%
May-17	14.485	10.645	0.133	10.778	2.486	1.221	8.4%	2.678	1.029	7.1%
Jun-17	15.226	12.461	0.140	12.601	1.192	1.433	9.4%	1.586	1.039	6.8%
Jul-17	14.754	12.703	0.108	12.811	0.387	1.556	10.5%	1.114	0.829	5.6%
Aug-17	15.224	12.412	0.121	12.533	0.416	2.275	14.9%	1.643	1.048	6.9%
Sep-17	11.613	9.482	0.150	9.632	0.131	1.850	15.9%	0.947	1.034	8.9%
Oct-17	12.379	8.843	0.151	8.994	1.610	1.775	14.3%	2.257	1.128	9.1%
Nov-17	9.650	7.902	0.177	8.079	0.114	1.457	15.1%	1.043	0.528	5.5%
Dec-17	9.295	8.650	0.182	8.832	0.118	0.345	3.7%	0.214	0.249	2.7%
Jan-18	9.525	8.208	0.222	8.430	0.128	0.967	10.1%	0.421	0.674	7.1%
Feb-18	7.927	7.103	0.266	7.369	0.079	0.478	6.0%	0.079	0.478	6.0%
	142.14	115.16	1.79	116.95	8.67	16.53	11.6%	14.28	10.91	7.7%

