

Water Department
Expense Budget for FY2018

12-Jun-18

Expended Period 5/13/2018 10:28:03 AM - 6/12/2018 10:28:03 AM

Budget Month 12

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	93,982	93,982	7,222.40	87,752.16	6,229.84	7%
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	89,252.16	6,229.84	7%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	11,154.20	107,778.30	5,237.70	5%
51131	Clerical, Full Time	34,395	34,395	2,645.76	32,145.98	2,249.02	7%
51141	Seasonal Wages	7,000	7,000	621.08	621.08	6,378.92	91%
51200	Outside Help, Labor	2,933	2,933	12.66	514.80	2,418.20	82%
51310	Overtime, Labor	42,398	42,398	5,448.60	34,249.37	8,148.63	19%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		200,730	200,730	19,882.30	176,297.03	24,432.97	12%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	290.00	820.00	580.00	41%
52100	Electricity	40,000	40,000	3,552.74	37,110.44	2,889.56	7%
52106	PWB Electricity	3,200	3,200	487.27	8,105.19	-4,905.19	-153%
52150	Gas	2,600	2,600	23.10	1,866.13	733.87	28%
52156	PWB Gas	2,200	2,200	24.21	2,165.32	34.68	2%
52400	Building Maintenance	1,500	1,500	0.00	2,604.85	-1,104.85	-74%
52406	PWB Building Maintenance	2,800	2,800	121.88	2,382.12	417.88	15%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	13,397.60	602.40	4%
52416	PWB Cleaning	1,000	1,000	0.00	230.00	770.00	77%
52420	Systems Maintenance	17,000	17,000	0.00	29,527.95	-12,527.95	-74%
52430	Systems Maintenance, Emerg	25,000	25,000	3,006.29	17,850.97	7,149.03	29%
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	5,005.47	-505.47	-11%
52940	Waste Disposal	2,000	2,000	877.45	1,559.40	440.60	22%
53050	Annual DEP Maintainence	10,000	10,000	0.00	8,812.67	1,187.33	12%
53060	Deeds	0	0	0.00	0.00	0.00	N/A
53110	Engineering	0	0	0.00	1,529.80	-1,529.80	N/A
53120	Water Testing	22,000	22,000	440.00	15,797.93	6,202.07	28%
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	429.84	4,298.55	701.45	14%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	1,512.93	4,015.93	2,784.07	41%
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	112.46	1,206.61	793.39	40%
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	0.00	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	686.48	4,749.46	-1,549.46	-48%
54210	Forms & Printing	6,800	6,800	1,053.45	4,022.67	2,777.33	41%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%
54506	PWB Custodial Supplies	650	650	0.00	340.10	309.90	48%
54800	Vehicular Supplies	2,000	2,000	0.00	496.55	1,503.45	75%
55300	Public Works Supplies	16,000	16,000	3,375.49	25,508.95	-9,508.95	-59%
55310	Meters	30,000	30,000	0.00	23,500.22	6,499.78	22%
55800	Water Treatment Supplies	75,000	75,000	6,864.67	56,563.13	18,436.87	25%
55820	Safety Gear	1,500	1,500	311.42	908.01	591.99	39%
55860	Computer Software	5,000	5,000	0.00	5,414.92	-414.92	-8%
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	0.00	3,023.33	976.67	24%
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	647.31	6,747.93	-1,747.93	-35%
58700	Replacement Equipment	5,000	5,000	1,020.17	3,737.17	1,262.83	25%
Sub Total Other		348,730	348,730	24,837.16	304,676.04	44,053.96	13%
Total Operating Budget		644,942	644,942	51,941.86	570,225.23	74,716.77	12%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	138,000	113,362	0.00	34,815.00	78,547.42	69%
Sub Total Unanticipated Emerge		138,000	113,362	0.00	34,815.00	78,547.42	69%
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	258,362	0.00	34,815.00	223,547.42	87%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	21,192	45,830	24,427.08	45,829.58	0.00	0%
Sub Total Multipurpose, Interest		21,192	45,830	24,427.08	45,829.58	0.00	0%
E4593 Multipurpose, Principal							
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%
E4594 Short-Term Debt							
59210	Principal	207,000	207,000	207,000.00	207,000.00	0.00	0%
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	29,450	29,450	29,430.24	29,430.24	19.76	0%
Sub Total Short-Term Debt		241,450	241,450	236,430.24	236,430.24	5,019.76	2%
Total Debt Service		342,142	366,780	260,857.32	361,759.82	5,019.76	1%
Grand Total		1,270,084.00	1,270,084.00	312,799.18	966,800.05	303,283.95	24%

Water Treatment Plant Project

Water Department

Fiscal Year: 2018

Period Start: 13-May-18

Period End: 12-Jun-18

	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	20,650.26	63,779.92	63,779.92	195,220.08	75.4%
58310 Engineering	782,166.00	782,166.00	68,848.37	367,145.67	367,145.67	415,020.33	53.1%
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	381,092.50	2,772,006.25	2,772,006.25	4,473,993.75	61.7%
58380 Miscellaneous	588,204.15	588,204.15	1,200.00	52,109.98	52,109.98	536,094.17	91.1%
	10,400,000.00	10,400,000.00	471,791.13	4,242,404.94	4,242,404.94	6,157,595.06	79.9%

Warrant Articles

Water Department

Fiscal Year: 2018

Period Start: 13-May-18

Period End: 12-Jun-18

	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
36000 Prospect Street & River Road Water Main Improvements							
88003 Construction	1,600,000.00	1,600,000.00	4,043.20	15,948.04	15,948.04	1,584,051.96	99.0%
	1,600,000.00	1,600,000.00	4,043.20	15,948.04	15,948.04	1,584,051.96	99.0%
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%
	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 May 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	767.57	10.00	0.00	777.57	128.00	0.00	-8.00	120.00	101.00	12.00	-16.00	97.00

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
30.00	0.00	0.00	30.00	1,662.00	10.00	0.00	1,672.00	245.00	0.00	-8.00	237.00	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	-16.00	0.00	287.50	10.00	0.00	297.50	46.00	0.00	0.00	46.00	82.50	22.50	-8.00	97.00

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
43.50	0.00	-19.50	24.00	204.00	10.00	-16.00	198.00	187.50	0.00	0.00	187.50	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, June 11, 2018



Town of Topsfield
Task Sheet Report - Water Department
May 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Travis Fontaine	Total
Accrued Time						
Holidays	6			8	8	22
Sick	12					12
Vacation				8	32	40
	18			16	40	74
Administrative						
Accrual Tracking	2					2
Charts		58			51	109
Correspondence	28					28
Data Tracking				2		2
File Maintenance	11					11
Meeting Prep.				6		6
Meetings				12		12
Training			3			3
	41	58	3	20	51	173
Billing						
Meter Reading Radio				7		7
				7		7
Building Maintenance						
Repairs					1	1
					1	1
Computer Systems						
Development				2		2
Website				10		10
				12		12
Cross Connections						
Testing Administration				2		2
				2		2
Customer Service						
Customer Complaints					1	1
Lien Requests	10					10
Title 5 Requests	4					4
Water Quality Questions				4	1	5
Water Service Flushing					4	4
	14			4	6	24
DEP Projects						



Town of Topsfield
Task Sheet Report - Water Department
May 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Travis Fontaine	Total
Annual Statistical Report				14		14
Consumer Confidence Report				4		4
Lead & Copper Rule Administration				8		8
Other				8		8
				34		34
Equipment Maintenance						
Annual					3	3
Repairs					2	2
					5	5
Financials						
Budget Prep.	2					2
Other				2		2
Payment Processing	20					20
Payroll/Bills	18					18
Rate Modelling				2		2
	40			4		44
Fire Department						
Fire Call					4	4
					4	4
Grants						
SWMI Round 2				4		4
				4		4
Public Service						
Markouts/DigSafe		16			4	20
		16			4	20
Quality Control						
Bacteria Sampling		20			13	33
Fluoride Testing		46			8	54
In-house Testing		16				16
Manganese Testing		12		2	5	19
Other					2	2
pH Testing		20			10	30
Phosphates					2	2
		114		2	40	156
Special Projects						
Andrews Farm				3		3



Town of Topsfield
Task Sheet Report - Water Department
May 2018

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Travis Fontaine	Total
Prospect St. and River Road Water Main Replacement				34	8	42
Town Hall Renovation				1		1
Water Quality Database				10		10
				48	8	56
Treatment Plant Project						
Altitude Valve				2		2
Plant Construction				24	2	26
Water Main Construction					1	1
				26	3	29
Water Controls						
Alarms					1	1
SCADA System				2		2
				2	1	3
Water Distribution						
Hydrant Brush Cutting					4	4
Hydrant Flushing		76			60	136
Meter Replacements		8			4	12
Tanks					2	2
Valve					12	12
Water Main Repair		6		9	9	24
		90		9	91	190
Water Supply						
Dam Management				2	1	3
Master Meter Testing			2			2
Vacuum System				2		2
Wellfield Maintenance			3			3
			5	4	1	10
Water Treatment						
Analyzer Calibration					4	4
Chlorine					5	5
Fluoride					1	1
KOH					1	1
Sequestrant					1	1
					12	12
Grand Total						
	113	278	8	194	267	860

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

Category	Anne-Marie Yeo	Ben Reuell	David Benneett	Gregory Krom	Travis Fontaine	Total
Total Monthly Work Hours (40 hrs/wk)	184					

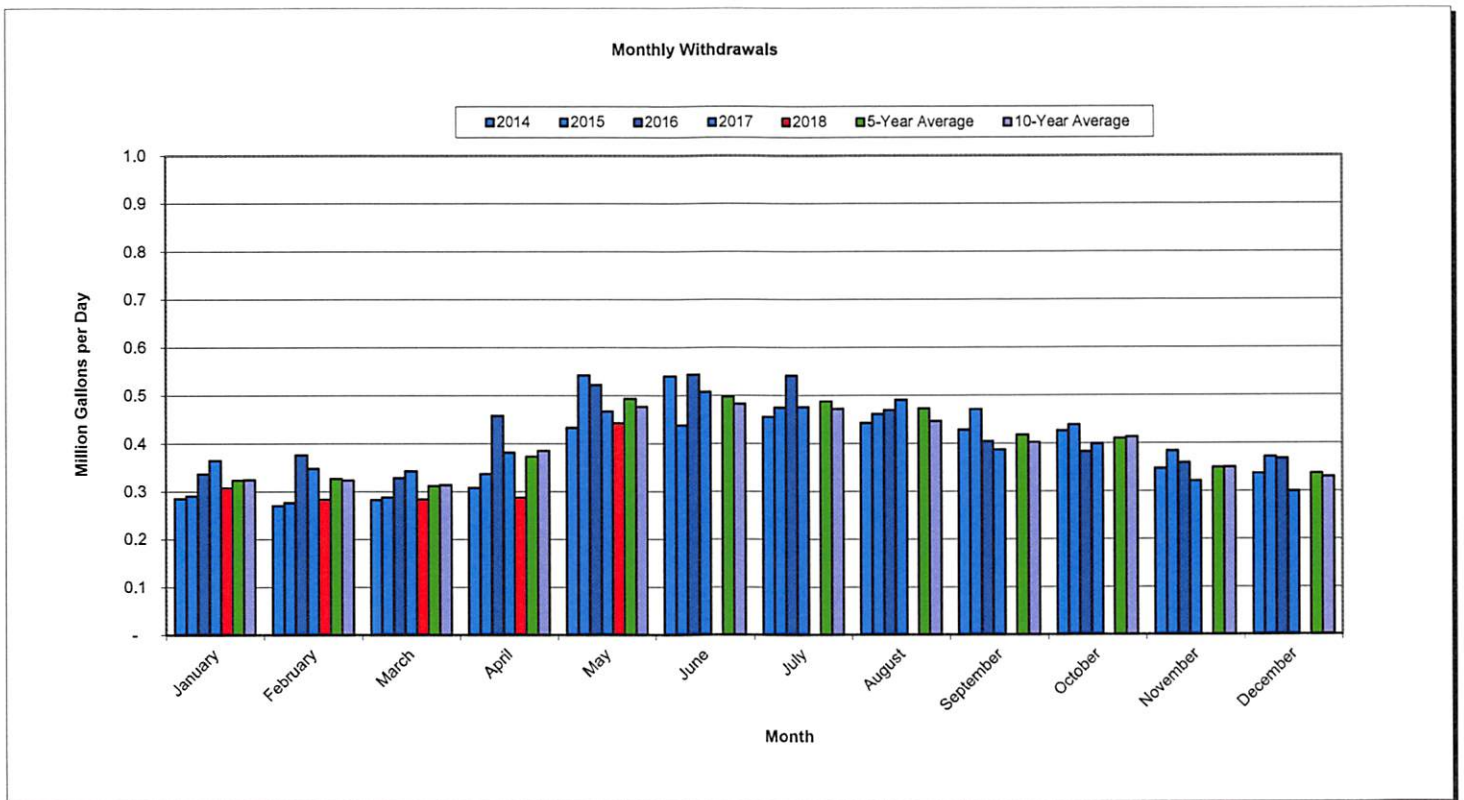
Topsfield Water Department

Annual Withdrawal Report

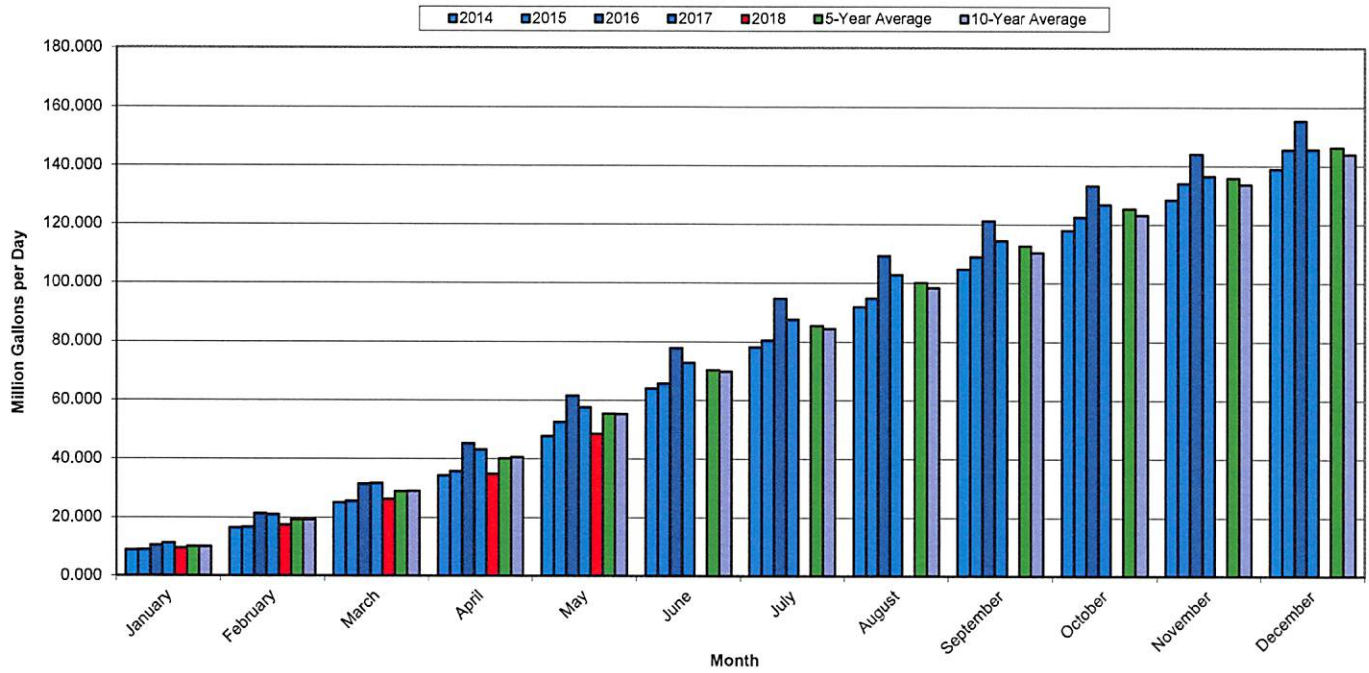
Calendar Year

2018

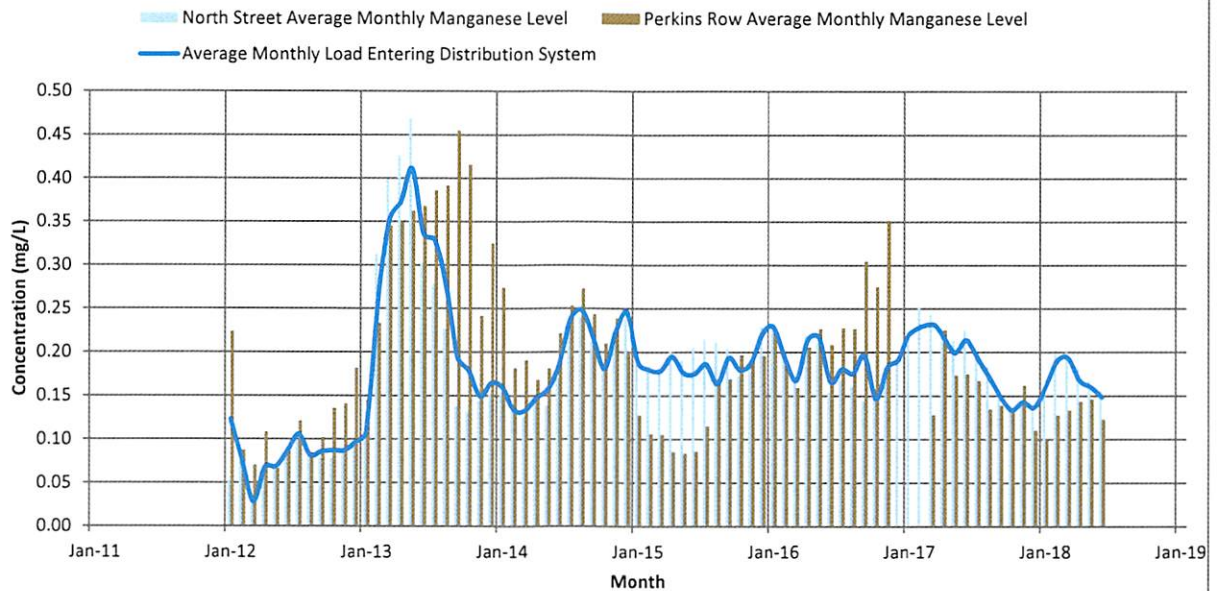
Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average	Running Average	Historical Rank
January	9.509	0.016	9.525	0.307	0.323	0.325	0.307	19%
February	7.814	0.113	7.927	0.283	0.327	0.324	0.291	12%
March	8.666	0.122	8.788	0.283	0.312	0.314	0.292	10%
April	8.499	0.121	8.620	0.287	0.373	0.385	0.291	8%
May	12.986	0.737	13.723	0.443	0.494	0.477	0.322	38%
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	
Total	47.474	1.109	48.583	0.322				



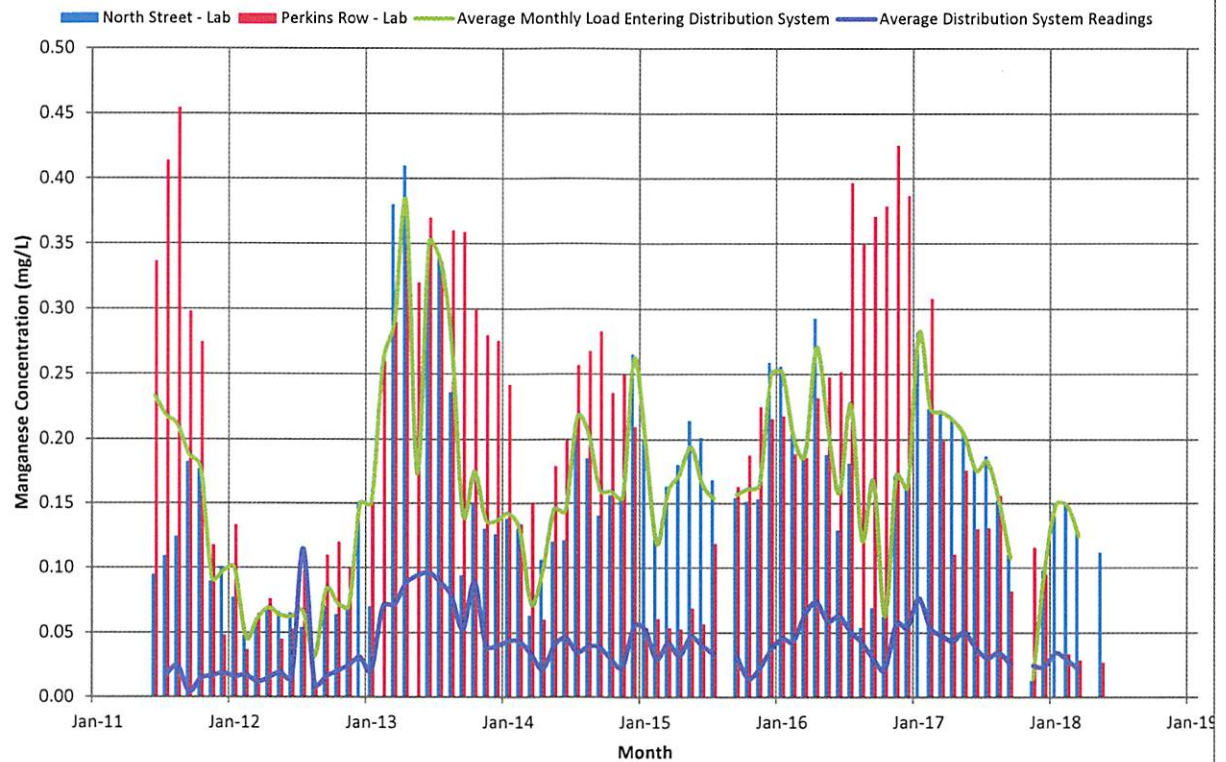
Monthly Cumulative Withdrawals



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



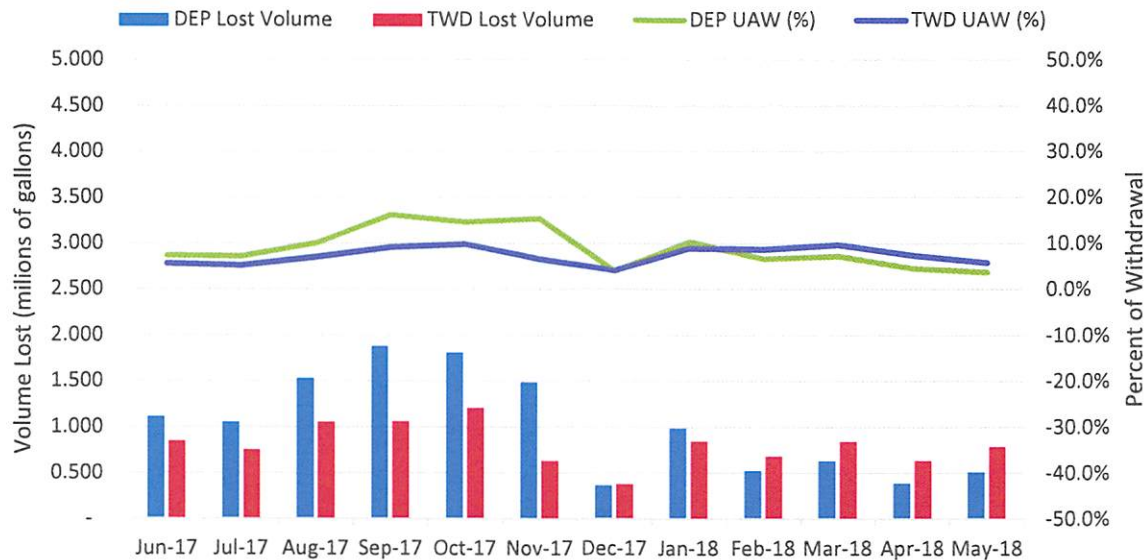
Monthly Source Water Manganese Concentrations & System Loading based on Lab Tests and Withdrawals



**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
Jun-17	15.226	12.474	0.104	12.578	1.537	1.111	7.3%	1.797	0.851	5.6%
Jul-17	14.754	12.729	0.061	12.790	0.913	1.051	7.1%	1.212	0.752	5.1%
Aug-17	15.224	12.444	0.078	12.522	1.181	1.521	10.0%	1.643	1.059	7.0%
Sep-17	11.613	9.532	0.072	9.604	0.131	1.878	16.2%	0.947	1.062	9.1%
Oct-17	12.379	8.905	0.056	8.961	1.610	1.808	14.6%	2.209	1.209	9.8%
Nov-17	9.650	7.971	0.083	8.054	0.114	1.483	15.4%	0.964	0.632	6.6%
Dec-17	9.295	8.740	0.076	8.816	0.118	0.361	3.9%	0.100	0.379	4.1%
Jan-18	9.525	8.319	0.094	8.413	0.128	0.984	10.3%	0.262	0.850	8.9%
Feb-18	7.927	7.221	0.104	7.325	0.079	0.523	6.6%	(0.084)	0.686	8.7%
Mar-18	8.788	7.900	0.150	8.050	0.108	0.630	7.2%	(0.109)	0.847	9.6%
Apr-18	8.620	7.541	0.357	7.898	0.336	0.386	4.5%	0.088	0.634	7.4%
May-18	13.723	10.369	0.764	11.133	2.083	0.507	3.7%	1.801	0.789	5.8%
Totals	136.72	114.15	2.00	116.14	8.34	12.24	9.0%	10.83	9.75	7.1%

Unaccounted for Water By Month

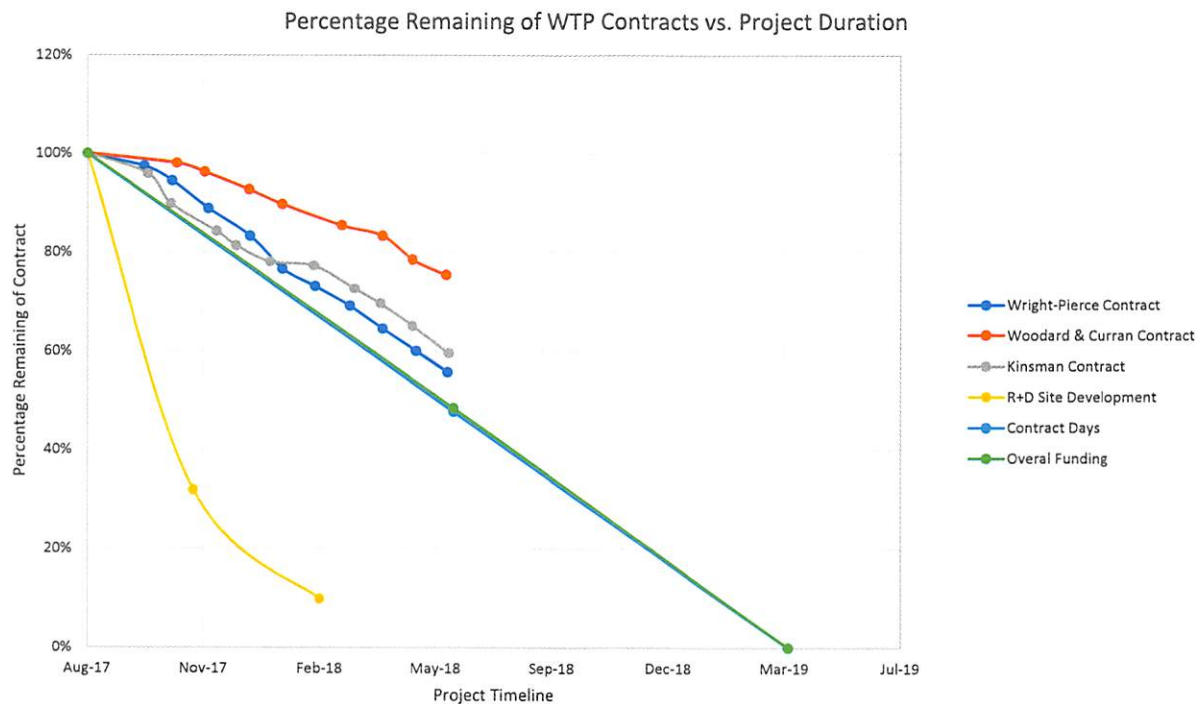


WTP Construction Progress
June 12, 2018

Contracts	Total	Spent	Remaining
Kinsmen	7.270	2.940	4.330 60%
Wright-Pierce	0.782	0.366	0.416 53%
Woodard & Curran	0.259	0.064	0.195 75%
R+D Site Development	1.525	1.374	0.151 10%
Total	9.835	4.743	5.092 52%

Misc	0.052	
Funded	10.400	
Contingency	0.513	5%

Contract Days			
Start Date	8/1/2017	100%	100%
Current Date	6/12/2018	48%	48%
Completion	3/27/2019	0%	0%



**Topsfield Water Department
Superintendent's Report
June 12, 2018**

**1. Water Treatment Plant Project
*Plant***

The roof trusses, plywood and most of the ice/water barrier were installed in the last month. The remainder of the ice/water barrier will be installed shortly and the roof will be weather tight. They've started interior work such as installing the basement stairs and rubbing/patching concrete. All of the equipment pads for tanks, pumps and electrical equipment are complete. Footings for the aerator tower were installed yesterday. Site work started up again and the plant is now connected to the raw water transmission main that was installed last year.

During the next month we expect to see the aerator tower foundation completed, the metal roofing and siding installed, interior painting to start, pump and piping work to begin, installation of the process waste tank and water proofing of the exterior masonry.

Transmission Mains

The Highway Department is in the process of milling and paving the transmission main trenches on North Street and Ipswich Road west of Route 1. We are splitting the cost of this with them. R&D Site Development will contract out the half-width milling and paving for the remainder of the project.

Boston Street Altitude Valve

No further progress was made at the tank. Remaining items include the installation of electrical conduit, connecting the valve to the SCADA system, pipe supports, a ladder in the vault and testing of the pipes.

Change Order Request #2

This involves the smooth face masonry veneer to the building and has gone through several iterations since the last meeting. As requested by the Board, Mark Gallagher & I met with Woodard & Curran to discuss the change request and the dollar amounts involved.

As a result of those discussions, an effort was made to reduce the cost of the change order by switching from the more labor intensive smooth face wall to a split faced wall of the same color. The mason updated the price and although the additional labor was eliminated, the cost of the block went up because the color selected was not available in split face and required more work by the manufacture to custom make the block.

We then selected a stock color from the samples provided and the price went up more. This was discussed at length during the last progress meeting held on June 8th. The designer, OPM and general contractor agree that by contract we have the ability to choose any color from the samples provided and the mason should have accounted for this in their bid. The bid doesn't contain any language about premium colors, etc., just that we make the choice. They also agreed that the most sensible way to resolve this is to have the mason purchase the new block and we'll pay for the excess brown split faced block even if it means the mason's work is done under protest.

2. Leaks, Breaks & UAW

The main on North Street broke near the 2nd entrance to Klock Park.

Three valves were replaced in the intersection of South Main Street and Prospect Street this past month. The packing on one of the valves failed and another was leaking by when R&D connected to the main on Prospect Street. The best estimate available is the packing leak was about 20 gpm.

I was concerned that the leak was due to the separating of the valve flange due to corroded bolts but this was not the case. The bolts look OK and I'll take a closer look at them this week. The main concern was that during the 1980's at least one valve manufacturer used plain steel bolts to hold the valve together and as the bolts corrode the valve will split in two. There are approximately 15 other gate valves on Main Street that were installed at the same time as the three we replaced.

The venturi meters at the pump stations were checked for accuracy this past month. We are required to do this on at least an annual basis. Perkins Row was almost perfect but North Street was under-registering by 3.9%. A result of this is the UAW value reported last month was about half of the actual value. An updated report is attached.

3. Prospect Street & River Road Water Main Project

R&D has installed virtually all of the 8" and 12" water mains. The only main work left is to tie-in Fox Run, Homestead and Washington Street. They're having some difficulty getting the Prospect Street main to pass the pressure test and are looking for a 1/6th of a gallon per minute leak which they may have located yesterday afternoon. The main on River Road (Prospect St. to Rowley Bridge) passed the pressure test and will be tested for bacteria today.

4. Withdrawal Permit Renewal

As discussed at the last meeting, we requested a 90-day extension to the Order to Complete due date. MassDEP issued a 30-day extension citing that they wanted to get through the process in a reasonable amount of time. We should decide on whether to proceed or to abandon the permit.

5. Sampling Notice of Noncompliance

The required public notice has been incorporated into the 2017 Water Quality Report. I've expanded the scheduling functionality of the water testing website to help track the sample schedule. We'll receive text messages reminding us to take the samples (day prior and day of) and notify us if samples are missed or incomplete (checked daily).

6. Consumer Confidence Report

The report is almost ready to go to the printer. I'm waiting for MassDEP to approve the public notice for the sampling violation noted above. A few years ago, EPA and MassDEP allowed systems to use electronic delivery of the CCR rather than mailing a printed version. This is the first year we're going to try the method. There are a couple variations we could use but settled on mailing a postcard to each service address, much like the flushing notice, that contains a direct link to the report on our website. Customers can request a hardcopy if they would like one and we'll still need some printed copies to distribute to certain locations in order to comply with the good-faith delivery requirements.

The format of the report has also changed. It is now entirely on letter-sized paper so customers can easily print it out if needed. This also reduces the printing costs on our end.

7. Rate Hearing

The next rate hearing is scheduled for June 28, 2018 at 4:30 PM.

8. Andrews Farm

No significant news on Andrews Farm except MassDEP is trying to get the residents and Doug Conn to agree to mediation. Press inquiries regarding Andrews Farm seem to have tailed off.

9. Summer Help

I've hired two seasonal laborers for the summer. It's been a few years since we had any summer help so there are a lot of hydrants to paint and brush to cut. Both are from Topsfield.

10. MassDEP Annual Statistical Report

The 2017 ASR was submitted this past month.