



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of June 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	777.57	10.00	-8.00	779.57	120.00	0.00	0.00	120.00	97.00	16.00	0.00	113.00

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	1,672.00	10.00	0.00	1,682.00	217.00	0.00	-4.00	213.00	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
0.00	16.00	0.00	16.00	297.50	10.00	0.00	307.50	46.00	80.00	0.00	126.00	97.00	16.50	0.00	113.50

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
24.00	0.00	0.00	24.00	198.00	10.00	-11.00	197.00	187.50	0.00	-8.00	179.50	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, July 09, 2018



Town of Topsfield

Task Sheet Report - Water Department

June 2018

Category	Andy Woodbury	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Accrued Time							
Comp						8	8
Personal				2			2
Vacation				12			12
				14		8	22
Administrative							
Charts		57				52	109
Data Tracking				2			2
Meeting Prep.				6			6
Meetings				3			3
Other				2		2	4
Training				2		2	4
		57		15		56	128
Billing							
Collections				4			4
Meter Problems						2	2
				4		2	6
Building Maintenance							
Annual						1	1
Preventative						1	1
Security				4			4
				4		2	6
Computer Systems							
Development				2			2
Website				2			2
				4			4
Customer Service							
Billing Questions				1		1	2
Water Service Flushing						4	4
				1		5	6
DEP Projects							
Consumer Confidence Report				20			20
Monthly Reports				2			2
Other						1	1
				22		1	23
Equipment Maintenance							



Town of Topsfield

Task Sheet Report - Water Department

June 2018

Category	Andy Woodbury	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Preventative						3	3
Repairs						2	2
						5	5
Financials							
Budget Prep.				2			2
Other				2			2
Payroll/Bills				4			4
Rate Modelling				8			8
				16			16
Fire Department							
Fire Call						3	3
						3	3
Grants							
SWMI Round 2				17			17
				17			17
Mapping							
CAD/Maps				3			3
				3			3
Public Service							
Citizen Concerns				3			3
Markouts/DigSafe		16				7	23
Other						1	1
		16		3		8	27
Quality Control							
Bacteria Sampling		16				12	28
Fluoride Testing		42				13	55
In-house Testing		8					8
Manganese Testing						7	7
Other						6	6
pH Testing		12				6	18
Phosphates		12				4	16
		90				48	138
Special Projects							
Prospect St. and River Road Water Main Replacement				47		13	60
				47		13	60



Town of Topsfield

Task Sheet Report - Water Department

June 2018

Category	Andy Woodbury	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
Treatment Plant Project							
Altitude Valve				3			3
Plant Construction				17		2	19
Water Main Construction				4			4
				24		2	26
Tree Work							
Removal	5						5
	5						5
Water Controls							
Alarm Testing						2	2
Alarms						1	1
						3	3
Water Distribution							
Hydrant Brush Cutting			48		24		72
Hydrant Flushing	4			2			6
Hydrant Painting			80		96		176
Hydrant Repair						3	3
Meter Replacements		20				1	21
Meter Testing				1			1
Tanks						2	2
	4	20	128	3	120	6	281
Water Management							
Ban Notification				2		2	4
				2		2	4
Water Supply							
Pumps				2			2
Vacuum System						1	1
Wellfield Maintenance			16		24	4	44
			16	2	24	5	47
Water Treatment							
Analyzer Calibration						1	1
Analyzer Maintenance						2	2
Chlorine						4	4
Fluoride						1	1
KOH						1	1
Sequestrant						2	2



Town of Topsfield

Task Sheet Report - Water Department

June 2018

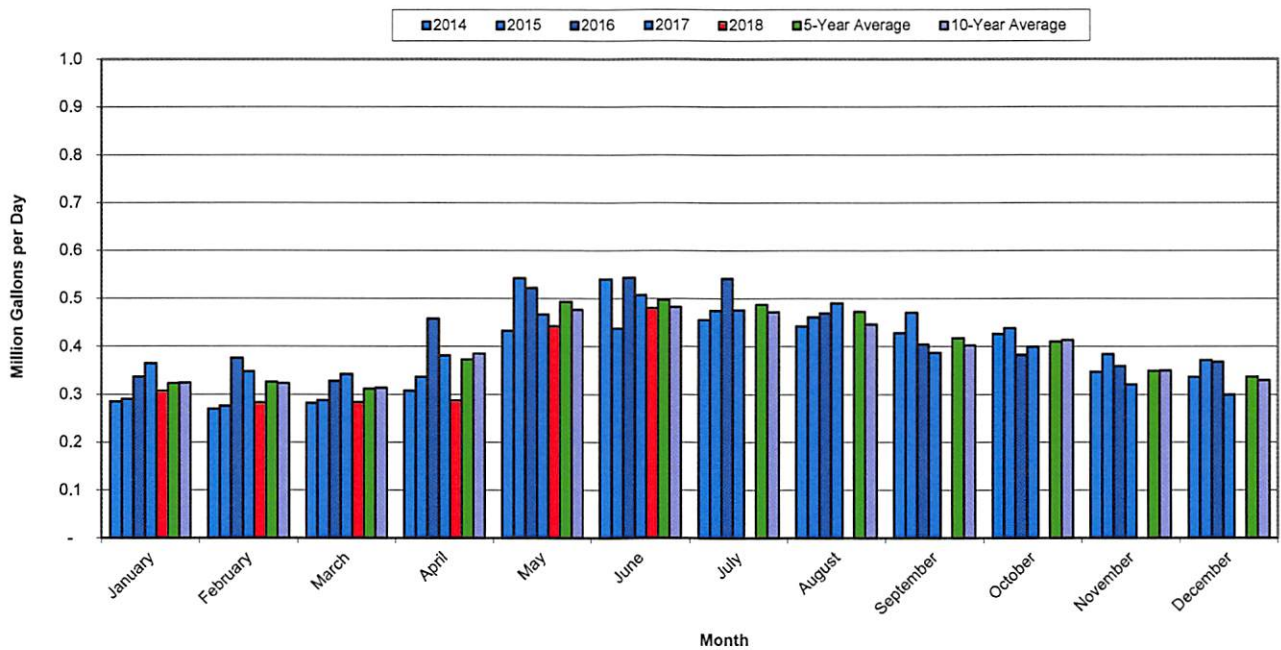
Category	Andy Woodbury	Ben Reuell	David Benneett	Gregory Krom	Griffin McNulty	Travis Fontaine	Total
						11	11
Grand Total	9	183	144	181	144	180	841
Total Monthly Work Hours (40 hrs/wk)	168						

Topsfield Water Department
Annual Withdrawal Report
Calendar Year

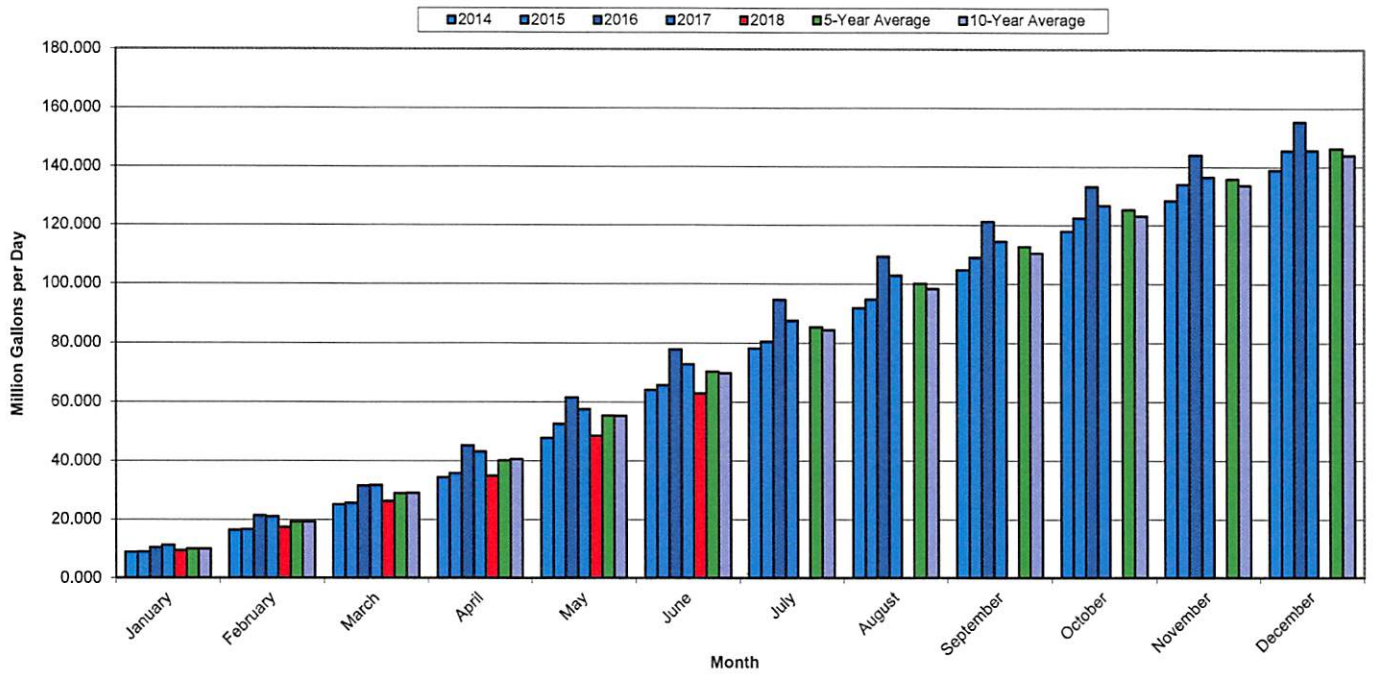
2018

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	12.981	1.425	14.406	0.480	0.497	0.483	0.348	31%
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	60.455	2.534	62.989	0.348				

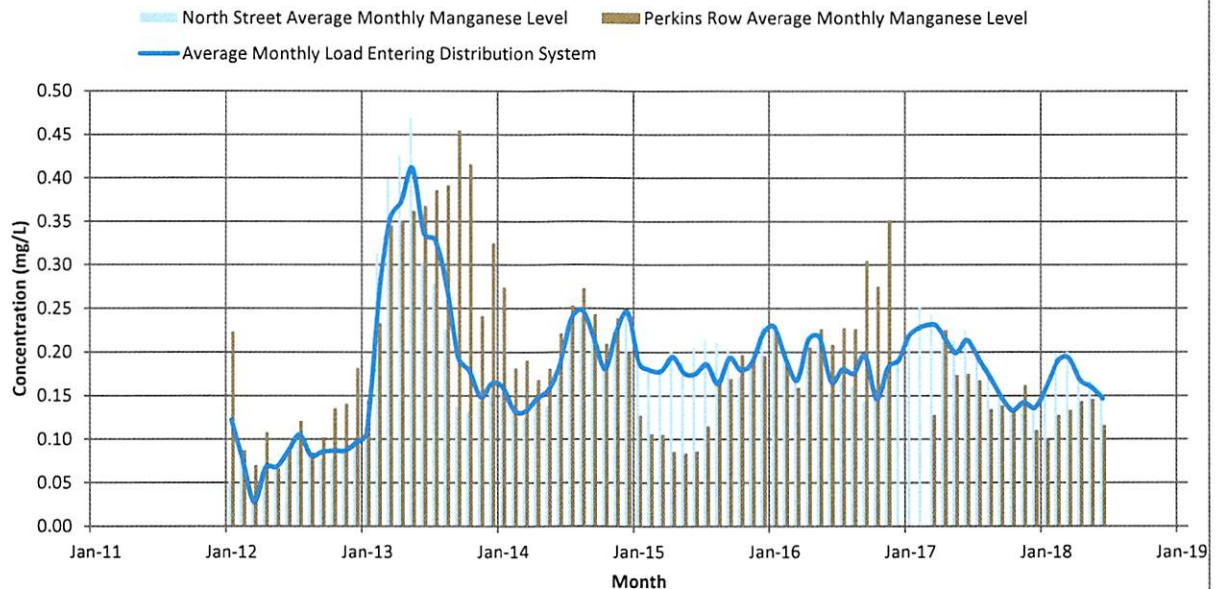
Monthly Withdrawals



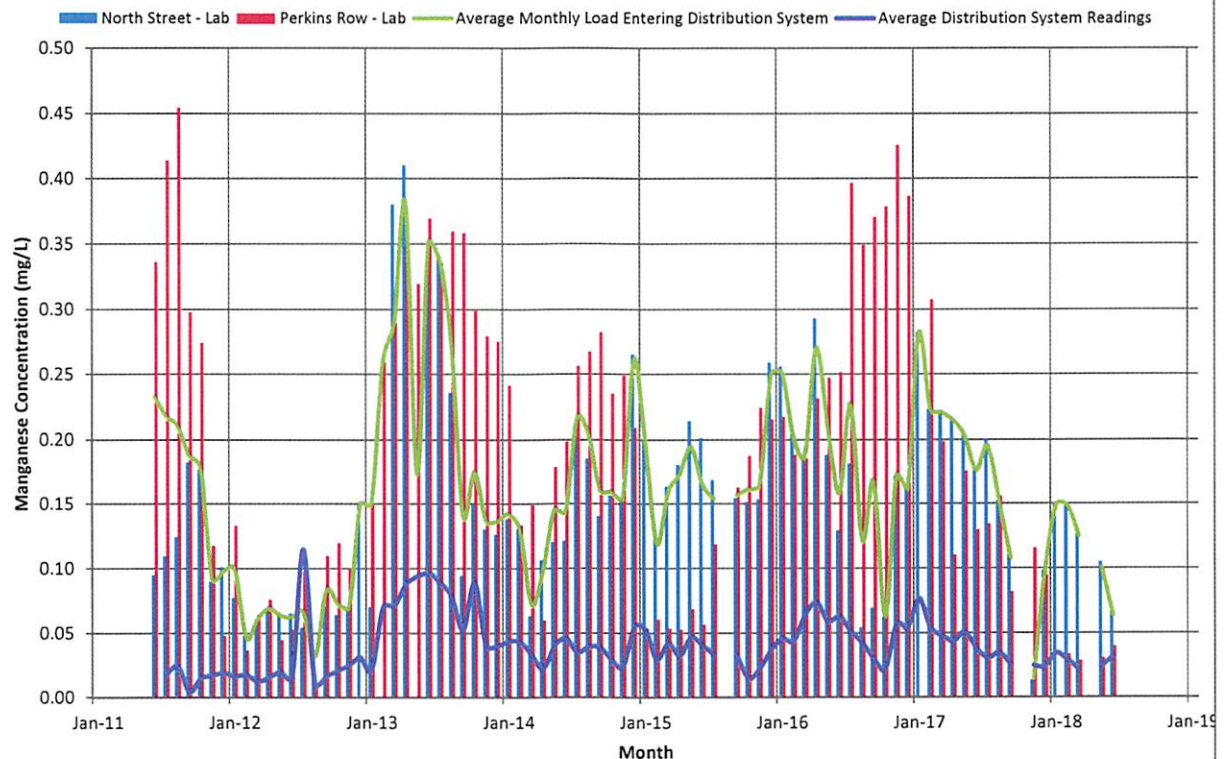
Monthly Cumulative Withdrawals



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

10-Jul-18

Expended Period 6/10/2018 2:35:46 PM - 7/10/2018 2:35:46 PM

		Previous Fiscal Year					
		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	93,892	93,892	6,139.04	93,891.20	0.80	0%
51490	Longevity, Superintendent	1,500	1,500	0.00	1,500.00	0.00	0%
Sub Total Salary		95,392	95,392	6,139.04	95,391.20	0.80	0%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	7,576.42	115,354.72	-2,338.72	-2%
51131	Clerical, Full Time	34,395	34,395	2,248.90	34,394.88	0.12	0%
51141	Seasonal Wages	7,000	7,000	2,839.18	3,460.26	3,539.74	51%
51200	Outside Help, Labor	2,933	2,933	183.92	698.72	2,234.28	76%
51310	Overtime, Labor	42,398	42,398	3,189.34	37,438.71	4,959.29	12%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		200,730	200,730	16,037.76	192,334.79	8,395.21	4%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	80.00	900.00	500.00	36%
52100	Electricity	40,000	40,000	3,929.13	41,039.57	-1,039.57	-3%
52106	PWB Electricity	3,200	3,200	584.70	8,689.89	-5,489.89	-172%
52150	Gas	2,600	2,600	106.18	1,972.31	627.69	24%
52156	PWB Gas	2,200	2,200	9.33	2,174.65	25.35	1%
52400	Building Maintenance	1,500	1,500	0.00	2,604.85	-1,104.85	-74%
52406	PWB Building Maintenance	2,800	2,800	2,735.23	5,117.35	-2,317.35	-83%
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	1,000.00	20,577.95	-3,577.95	-21%
52430	Systems Maintenance, Emerg	25,000	25,000	2,400.00	20,250.97	4,749.03	19%
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	0.00	1,559.40	440.60	22%
53050	Annual DEP Maintainence	10,000	10,000	2,660.00	11,472.67	-1,472.67	-15%
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	1,722.50	17,520.43	4,479.57	20%
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	375.68	4,674.23	325.77	7%
53420	System Prints	0	0	0.00	0.00	0.00	N/A
53430	Postage	6,800	6,800	600.00	4,615.93	2,184.07	32%
53450	Advertising	1,800	1,800	1,029.50	1,496.40	303.60	17%
53800	DEP Volume Assessment	1,500	1,500	0.00	1,237.63	262.37	17%
53801	Lock Box	2,000	2,000	165.31	1,371.92	628.08	31%
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	5,990.00	5,990.00	10.00	0%
54200	Office Supplies	3,200	3,200	244.75	4,994.21	-1,794.21	-56%
54210	Forms & Printing	6,800	6,800	800.91	4,823.58	1,976.42	29%
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	72.97	569.52	1,430.48	72%
55300	Public Works Supplies	16,000	16,000	1,066.73	26,575.68	-10,575.68	-66%
55310	Meters	30,000	30,000	6,628.90	30,129.12	-129.12	0%
55800	Water Treatment Supplies	75,000	75,000	8,462.24	65,025.37	9,974.63	13%
55820	Safety Gear	1,500	1,500	0.00	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	0.00	6,747.93	-1,747.93	-35%
58700	Replacement Equipment	5,000	5,000	2,612.75	6,349.92	-1,349.92	-27%
Sub Total Other		348,730	348,730	43,276.81	338,002.85	10,727.15	3%
Total Operating Budget		644,852	644,852	65,453.61	625,728.84	19,123.16	3%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	138,000	113,362	0.00	44,765.00	68,597.42	61%
Sub Total Unanticipated Emerge		138,000	113,362	0.00	44,765.00	68,597.42	61%
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	44,765.00	213,597.42	83%
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		1,269,994.00	1,269,994.00	326,310.93	1,032,253.66	237,740.34	19%

Water Treatment Plant Project

Water Department

Fiscal Year: 2018

Period Start: 10-Jun-18

Period End: 10-Jul-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	0.00	63,779.92	63,779.92	195,220.08	75.4%
58310 Engineering	782,166.00	782,166.00	0.00	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	439,461.45	3,211,467.70	3,211,467.70	4,034,532.30	55.7%
58380 Miscellaneous	588,204.15	588,204.15	6,000.79	58,110.77	58,110.77	530,093.38	90.1%
	10,400,000.00	10,400,000.00	445,462.24	4,687,867.18	4,687,867.18	5,712,132.82	77.6%

Warrant Articles

Water Department

Fiscal Year: 2018

Period Start: 10-Jun-18

Period End: 10-Jul-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	0.00	15,948.04	15,948.04	1,584,051.96	99.0%
	1,600,000.00	1,600,000.00	0.00	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%

**Topsfield Water Department
Superintendent's Report
July 11, 2018**

1. Water Treatment Plant Project

Plant

Work on the plant appears to be accelerating. Work during the last month includes:

- Water proofing of the exterior walls
- Installation of the process waste manhole and tank & sloped tank in fill
- Insulation underneath the exterior metal siding
- Roof insulation
- Started the interior piping in the pipe gallery and filter area
- Completed the installation of the basement stairs
- Interior block filler and first coat of paint
- Completed all of the blocking, bracing and strapping on the roof trusses
- Began to install conduits for lighting
- Started the installation of the fire protection system

Work is expected to continue in most of the areas listed above. The booster pump station is due to arrive on July 26th. Final completion is back on schedule (2/28/19) and Kinsmen expects to be done earlier, possibly by the end of this year.

Transmission Mains

The final paving work for the project is complete. The total quantities of paving are higher than anticipated but R&D's portion does not exceed their contract amount so a change order is not required. We have a couple of pay requisitions that will be paid in the next week or so once quantities and certified payrolls are checked.

Change Order Request #2

This change order includes two proposed change orders, the CMU block veneer (\$8,880) and a correction in the lintel design for the 3 south facing windows (\$6,704). The CMU block change has been discussed at length previously and has the approval of Wright-Pierce and Woodard & Curran.

Woodard & Curran has raised some questions about the lintel change order which includes the installation of the new lintels even though the original, incorrect version, were not installed so it looks like the change order double charges for installation. I hope to have these questions answered prior to the meeting and will remove the lintel portion of the change order if the concerns are not adequately addressed prior to the meeting. The design drawings specified a certain lintel design for the windows which the general contractor ordered. The parts arrived on site before the error was found.

2. Leaks, Breaks & UAW

UAW for June was up to 9.1%. No breaks or leaks to report.

3. Prospect Street & River Road Water Main Project

The pipe work is complete and R&D is working on the cleanup.

4. Withdrawal Permit Renewal

The Order to Complete is due on August 24th. We should discuss whether to pursue the permit or abandon it.

5. Consumer Confidence Report

Customers were notified that the report is available online. Only a few visited the office to get a hard copy.

6. Rate Hearing

The rate hearing was held and the new rates are posted.

7. Water Restrictions

Low streamflow required the implementation of mandatory outdoor water use restriction starting on June 18th. Recent rainfall has raised the stream flow level above the trigger point for more than ten days so restrictions could be relaxed to voluntary. However, streamflow is dropping at a fairly steep rate and will likely be back below the mandatory trigger within a week. We've issued approximately two dozen violation notices to date and will start another round of enforcement next week.



Topsfield Water Department
Monthly Control Sheet
June 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		
														132,012.93
01-Jun-18	-	-	-	-	-	(2,753.52)	-	(574.46)	-	-	-	-	-	128,684.95
02-Jun-18	-	-	-	-	-	-	-	(222.00)	-	-	-	-	-	128,462.95
03-Jun-18	-	-	-	-	-	-	-	(169.10)	-	-	-	-	-	128,293.85
04-Jun-18	-	-	2,325.08	-	-	(5,642.47)	-	(688.80)	-	-	-	-	-	124,287.66
05-Jun-18	-	-	-	-	(4,391.32)	-	-	(229.74)	307.45	-	-	(1,554.26)	-	118,419.79
06-Jun-18	301.95	-	-	-	-	(2,521.95)	-	(238.95)	-	-	-	-	-	115,960.84
07-Jun-18	-	-	-	-	(4,852.88)	(1,580.51)	-	(620.56)	-	-	-	-	-	108,906.89
08-Jun-18	-	-	-	-	-	(713.40)	-	(363.91)	-	-	-	(22.58)	-	107,807.00
09-Jun-18	-	-	-	-	-	-	-	(310.57)	-	-	-	-	-	107,496.43
10-Jun-18	-	-	-	-	-	-	-	(529.99)	-	-	-	-	-	106,966.44
11-Jun-18	-	-	-	-	-	(3,654.19)	-	(417.12)	-	-	-	(14.79)	-	102,880.34
12-Jun-18	-	-	-	-	(10,337.18)	-	-	(497.55)	-	-	-	-	-	92,045.61
13-Jun-18	111.85	-	-	-	-	(1,666.82)	-	(214.40)	-	-	-	(810.23)	-	89,466.01
14-Jun-18	507.10	-	-	-	(5,619.58)	(887.95)	-	(1,783.70)	-	-	-	-	-	81,681.88
15-Jun-18	125,141.20	-	-	-	-	(508.85)	-	(2,119.09)	-	-	-	(703.40)	-	203,491.74
16-Jun-18	-	-	-	-	-	-	-	-	-	-	-	(425.00)	-	203,066.74
17-Jun-18	-	-	-	-	-	-	-	-	-	-	-	-	-	203,066.74
18-Jun-18	-	-	-	-	-	(1,600.41)	-	-	-	-	-	-	-	201,466.33
19-Jun-18	145.94	-	-	-	(5,034.50)	-	-	(331.50)	-	-	-	-	-	196,246.27
20-Jun-18	-	-	-	-	(215.22)	(261.25)	-	-	-	-	-	-	-	195,769.80
21-Jun-18	-	-	-	-	(451.32)	(200.12)	-	(249.28)	-	-	-	-	-	194,869.08
22-Jun-18	-	-	-	-	-	(742.34)	-	(523.63)	-	-	-	-	-	193,603.11
23-Jun-18	-	-	-	-	-	-	-	-	-	-	-	-	-	193,603.11
24-Jun-18	-	-	-	-	-	-	-	(137.45)	-	-	-	-	-	193,465.66
25-Jun-18	563.14	-	-	-	-	(9,121.31)	-	-	-	-	-	-	-	184,907.49
26-Jun-18	297.90	-	-	-	(3,992.03)	-	-	(1,000.00)	-	-	-	(12.17)	-	180,201.19
27-Jun-18	79.90	-	2,863.48	-	-	(3,700.77)	-	(1,648.95)	-	-	-	(100.00)	-	177,694.85
28-Jun-18	74.75	-	-	-	(3,983.27)	(2,148.85)	-	-	-	-	-	-	-	171,637.48
29-Jun-18	-	-	-	-	-	(3,598.42)	-	(334.25)	-	-	-	-	-	167,704.81
30-Jun-18	-	-	-	-	-	-	-	(547.52)	-	-	-	-	-	167,157.29
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Totals	127,223.73	-	5,188.56	-	(38,877.30)	(41,303.13)	-	(13,752.52)	307.45	-	(3,642.43)		-	35,144.36
Totals	132,412.29				(93,625.50)					(3,642.43)			0.00	167,157.29



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	127,223.73	1,489,166.96
Connections	-	1,000.00
Misc. Charges	-	3,000.10
Penalties	5,188.56	27,983.33
TOTAL	132,412.29	1,521,150.39

INCOME	This Month	Fiscal Year to Date
Manual Payments	(38,877.30)	(636,885.97)
Lockbox Payments	(41,303.13)	(618,356.17)
Electronic Transfers	-	(479.55)
Unibank Payments	(13,752.52)	(186,711.61)
Bounced Checks	307.45	1,418.91
TOTAL	(93,625.50)	(1,441,014.39)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	1,655.25
Abatements	(3,642.43)	(14,759.51)
TOTAL	(3,642.43)	(13,104.26)

TAX LIENS		
Tax Liens	-	(27,208.54)

NET TOTAL	35,144.36	67,031.74
------------------	------------------	------------------

BALANCE FORWARD	132,012.93
THIS MONTH'S TRANSACTIONS	35,144.36
OUTSTANDING BALANCE	\$ 167,157.29

	<u>FY2018</u>	<u>FY2017</u>
ESTIMATED TOTAL INCOME	1,467,939.00	1,309,651.00
ACTUAL TOTAL INCOME	1,441,014.39	1,279,407.85
% REALIZED Y-T-D	98.2%	97.7%



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2018

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of June 2018 in the amount of \$132,412.29

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 June 2018 in the amount of **-\$3,642.43**

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?

SECTION 00842

CHANGE ORDER

Change Order No. **2A**

Date of Issuance: 7/10/18	Effective Date:
Owner: Topsfield Water Department	Owner's Contract No.:
Contractor: Kinsmen Corporation	Contractor's Project No.:
Engineer: Wright-Pierce	Engineer's Project No.: 13257D
Project: Topsfield Water Treatment Plant – Contract 1	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: **PCO 7R5** – Final Revision to CMU Split-Faced Veneer Color: Change due to wrong colors being ordered. Cost reflects price of original split-faced CMU purchased in wrong color. **PCO 9** – Lintel Change: Wrong lintel style shown on drawings in 3 locations discovered after lintels had been fabricated. Cost reflects fabrication of replacement lintels.

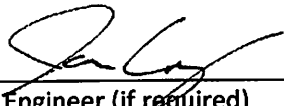
Attachments: Back-Up - PCO 7R5 Masonry CMU Block and PCO 9 – Lintel Change

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>7,246,000.00</u>	Original Contract Times: Substantial Completion: <u>1/3/19 (500 Days)</u> Ready for Final Payment: <u>2/22/19 (550 Days)</u> days or dates
Increase from previously approved Change Orders No. 1: \$ <u>9,316.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>7,255,316.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>1/3/19 (500 Days)</u> Ready for Final Payment: <u>2/22/19 (550 Days)</u> days or dates
Increase of this Change Order: \$ <u>15,584.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: \$ <u>7,270,900.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>1/3/19 (500 Days)</u> Ready for Final Payment: <u>2/22/19 (550 Days)</u> days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Lead Project Engineer</u>	Title: _____	Title: _____
Date: <u>7/10/18</u>	Date: _____	Date: _____

KINSMEN CORPORATION

TEL. 603-625-9199

CONTRACTORS • ENGINEERS

FAX 603-625-9399

June 27, 2018

Wright-Pierce
40 Shattuck Road, Suite 305
Andover, MA 01810

Attn: Mr. James E. Cray, P.E.

Re: Topsfield Water Treatment Plant
Contract 1
Topsfield, MA


Gentlemen:

Pursuant to the provisions of Article 11 of the General Conditions (EJCDC) and as amended in Supplementary General Conditions, we are submitting, herewith, our breakdown of costs for Proposed Change Order No. 007(R5) to Revise CMU Veneer Masonry at Filter Building, generally in accordance with Designer's verbal direction in telephone conversation on May 10, 2018 and subsequent email correspondence. This proposed change revises the veneer masonry scheme from smooth-face veneer with split-face accent band, to split-face veneer with smooth-face accent band per Owner's request and per the original Contract drawings. This revised PCO incorporates revisions to previous pricing and reflects final color and finish selections for the CMU veneer as was directed in Engineer's email dated June 12, 2018 and confirmed June 21, 2018.

Please issue a Contract Change Order at the earliest authorizing the scheduling and performance of this additional work.

Very truly yours,

KINSMEN CORPORATION



Eugene R. Connor, Jr., P.E.
President
ERC/kb

TOPSFIELD WTP PCO 007R5

KINSMEN CORPORATION
TOPSFIELD WATER TREATMENT PLANT
TOPSFIELD, MA

PROPOSED CHANGE ORDER NO. 007(R5)
REVISE CMU VENEER MASONRY

1.	<u>LABOR</u>			\$	0.00
	Foreman	0	MH @ \$70.00	\$	0.00
	Carpenter	0	MH @ \$67.68	\$	0.00
	Laborer	0	MH @ \$54.13	\$	0.00
2.	<u>DIRECT LABOR COST</u>			\$	0.00
	Payroll Taxes and Insurance (2018)		62.65 % (\$ 0.00)		
3.	<u>MATERIAL AND FREIGHT</u>			\$	0.00
	Foreman Expense	0	DYS	\$	0.00
4.	<u>EQUIPMENT</u>			\$	0.00
	No Additional GC Equipment Involved			\$	0.00
5.	<u>SUBCONTRACTED WORK</u>			\$	8,129.11
	Masonry FSB Subcontract	1	LS	\$	8,129.11
			Subtotal (Items 1-5)	\$	8,129.11
			OH & P – GC Work (15%)		0.00
			OH & P – Subcont. Work (5%)		406.46
			Subtotal Amount	\$	8,535.57
			Subcontract Bonds		203.22
			GC Bond		141.21
			TOTAL AMOUNT	\$	8,880.00

ADDITIONAL CONTRACT TIME REQUIRED: ADDITIONAL CONTRACT TIME MAY BE REQUIRED BUT IS NOT DETERMINABLE AT THIS TIME PENDING FINAL RESOLUTION AND MATERIAL PROCUREMENT. (EXCLUSIVE OF ALL OTHER PCO'S CONTRIBUTING TO CONTRACT TIME EXTENSIONS.)



CHANGE ORDER REQUEST

To: Gene Connors

COR No.: 3

Contractor: Kinsmen Corporation
35 Londonderry Turnpike #A
Hooksett, NH 03106

Project: Topsfield WWTP
279 Boston St.
Topsfield, MA 01983

Phone: 603 625 9199

Date: 6/22/2018

DESCRIPTION

COR# 3 - Cost for split face LT-13 block produced. See blow breakdown and attached quote with quantities released for clarification.

LABOR

Classification	No. of Workers	Total Hrs. Worked	Base Wage Rate	Total Wage Rate	Total Cost
Foreman	1	0	\$ 57.06	\$ 119.00	\$ -
Mason	1	0	\$ 52.06	\$ 107.37	\$ -
Operator	1	0	\$ 36.65	\$ 78.16	\$ -
Labor Foreman	1	0	\$ 36.65	\$ 78.16	\$ -
Laborer	1	0	\$ 32.65	\$ 69.49	\$ -
Road Supervisor	1	0	\$ 57.06	\$ 119.00	\$ -
Shop Labor	1	0	\$ 32.65	\$ 69.49	\$ -

Total Labor Cost

\$ -

MATERIALS

Type of Material	Qty.	Unit	Unit Price	Total Cost
4x8x8 Saw Cut LT-13 Split	200 ✓	Ea	\$ 1.97	\$ 394.00
4x8x16 LT-13 Split	2350 ✓	Ea	\$ 2.44	\$ 5,734.00
4x8x16x8 L-Corners LT-13 Split	75 ✓	Ea	\$ 13.82	\$ 1,036.50
				\$ -
4x8x16 5100 Smooth	160 ✓	Ea	\$ 4.08	\$ 652.80
4x8x8 Saw Cut 5100 Smooth	20 ✓	Ea	\$ 2.79	\$ 55.80
4x8x16 5100 Smooth	7 ✓	Ea	\$ 4.65	\$ 32.55
Set-Up Charge	1	Ea	\$ 750.00	\$ 750.00
				\$ -
4x8x8 Saw Cut LT-13 Split	20 ✓	Ea	\$ (1.97)	\$ (39.40)
4x8x16 LT-13 Split	160 ✓	Ea	\$ (2.44)	\$ (390.40)
4x8x16x8 L-Corners LT-13 Split	7 ✓	Ea	\$ (13.82)	\$ (96.74)
				\$ -
Taxes on Material	6.50%		\$ 964.61	\$ -

Total Material Cost

\$ 8,129.11

EQUIPMENT

Type of Equipment	Qty.	Unit	Price	Total Cost
			\$ -	\$ -
			\$ -	\$ -

Total Equipment Cost

\$ -

SUB TOTAL COST for Materials, Labor & Equipment

SUB TOTAL: \$ 8,129.11

MISC. LUMP SUM SERVICES PROVIDED

Type of Misc. Service	Qty.	Price	Total Cost
Consumables	-	3%	
Shop Burden	0	\$ 11.23	

\$ -

SUB TOTAL: \$ 8,129.11

Overhead & Profit 0.0%

\$ -

SUB TOTAL: \$ 8,129.11

Pollution Insurance 0.4179%

\$ -

P&P Bond 2.0%

\$ -

Textura Fee .18% + 6.25%

\$ -

TOTAL COST: \$ 8,129.11



**PROPOSAL AND ACCEPTANCE
CONTRACT AGREEMENT NO.**

6709

COMPANY: Costa Brothers		EMAIL: aaron@costamasonry.com		DATE: 02/23/18	PAGE: 1 of 1
SUBMITTED TO: Aaron Martel		PHONE: 508-991-7634 x215		TAX EXEMPT? Yes	
STREET 2 Lambeth Park Drive		JOB NAME: Topsfield WWTP		ARCHITECT: Wright Pierce	
CITY, STATE AND ZIP CODE Fairhaven, MA 02719		JOB LOCATION: 279 Boston St. Topsfield, MA 01983			
TERMS: Net 30 Days	CUSTOMER PO #	G.C. Kinsmen Corp.		JOB PHONE: Gene Connors 603-490-9953 or Ron - 603-498-5360	
QUANTITY	DESCRIPTION			UNIT PRICE	EXTENSION
LT-13 Split Face w/integral water repellent					
200	4x8x8 Saw Cut			1.97	
2350	4x8x16			2.44	
75	4x8x16x8 L-Corners (OR / Alternate - see next line)			13.82	
	4x8x12 Saw Cut			3.94	
5100 Smooth Face w/integral water repellent					
160	4x8x16			4.08	
20	4x8x8 Saw Cut			2.79	
7	4x8x16x8 L-Corners			4.65	
	Above line item will incur a set up charge to produce			750.00	
	(OR / Alternate - see next line)				
	7 4x8x12 Saw Cut			5.58	
SPECIAL NOTES:				SUB TOTAL	
				TAX	
APPROX. CONSTR. START DATE asap		TYPE OF PALLETS: West		TOTAL	
All material is guaranteed to be as specified. Any alteration or deviation From above specifications involving extra costs will be executed only Upon written orders and will become an extra charge over and above the estimate.				A. Jandris & Sons, Inc. by: TR	
ACCEPTANCE PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above, Net 30 days. I have read, and agree to the terms and conditions on the reverse side of this document as stated, which are specifically incorporated herein.					
Date of Acceptance: 3/1/18				Authorized Signature: Signed as a Sealed Instrument	
Company: Costa Brothers Masonry					

NEW ORDER ☒

ADD ORDER ☐

REVISED ORDER ☐

Est. 1920 | 202 High Street | Gardner, MA 01440 | p: 978-632-0089 | f: 978-632-6065 | www.ajandris.com

KF - 01/28/2015

Architectural CMU: Polished • Weathered Polished • Ground Face • Split Face • Smooth Face • Hi-R[®] Insulated Units | Grey Block

KINSMEN CORPORATION

TEL. 603-625-9199

CONTRACTORS • ENGINEERS

FAX 603-625-9399

April 12, 2018

Wright-Pierce
40 Shattuck Road, Suite 305
Andover, MA 01810

Attn: Mr. James E. Cray, P.E.

Re: Topsfield Water Treatment Plant
Contract 1
Topsfield, MA

Gentlemen:

Pursuant to the provisions of Article 11 of the General Conditions (EJCDC) and as amended in Supplementary General Conditions, we are submitting, herewith, our breakdown of costs for Proposed Change Order No. 009 to Revise Lintels at Filter Building, generally in accordance with Designer's direction in RFI 008 response dated March 19, 2018.

Please issue a Contract Change Order at the earliest authorizing the scheduling and performance of this additional work.

Very truly yours,

KINSMEN CORPORATION



Eugene R. Connor, Jr., P.E.
President
ERC/kb

TOPSFIELD WTP PCO 009

KINSMEN CORPORATION
TOPSFIELD WATER TREATMENT PLANT
TOPSFIELD, MA

PROPOSED CHANGE ORDER NO. 009
REVISE LINTELS PER RFI 008

1. **LABOR** \$ 0.00

Foreman	0	MH @ \$70.00	\$	0.00
Carpenter	0	MH @ \$67.68	\$	0.00
Laborer	0	MH @ \$54.13	\$	0.00

2. **DIRECT LABOR COST** \$ 0.00

Payroll Taxes and Insurance (2018) 62.65 % (\$ 0.00)

3. **MATERIAL AND FREIGHT** \$ 0.00

Foreman Expense 0 DYS \$ 0.00

4. **EQUIPMENT** \$ 0.00

No Additional GC Equipment Involved \$ 0.00

5. **SUBCONTRACTED WORK** \$ 6,309.30

Misc. Metals FSB Subcontract 1 LS \$ 6,309.30

Subtotal (Items 1-5)	\$ 6,309.30
OH & P – GC Work (10%)	0.00
OH & P – Subcont. Work (5%)	<u>286.79</u>
Subtotal Amount	\$ 6,596.09
Subcontract Bonds	0.00
GC Bond	<u>107.91</u>
TOTAL AMOUNT	\$ 6,704.00

ADDITIONAL CONTRACT TIME REQUIRED: ADDITIONAL CONTRACT TIME NOT REQUIRED. (EXCLUSIVE OF ALL OTHER PCO'S CONTRIBUTING TO CONTRACT TIME EXTENSIONS.)

QUINN BROTHERS OF ESSEX, INC.

239 Western Avenue, Essex, MA 01929

(978) 768-6929

FAX (978) 768-6148

PROPOSAL

TO:

KINSMEN CORPORATION

JOB NAME / LOCATION

TOPSFIELD WTP

DATE

3/23/2018

JOB NUMBER

5431 PCO #1 REV 1

We hereby submit specifications and estimates for:

EXTRA OVER CONTRACT

To furnish & install three (3) pcs of Type L-5 steel angle loose lintels per response to RFI #WVP-8 dated 3/16/18

Detailing:	(1) Man - 1 hr. @ \$91.69/hr.	\$ 91.69
Material:	(3) pcs L8 x 6 x 3/4 x 7'-4"	
	Total Material Weight = 818 lbs. @ \$1.25/lb.	\$1,022.50
Misc. Material:	(12) 1/2" dia x 6" epoxy anchors @ \$15.00/ea.	\$ 180.00
Fabrication:	(1) Man - 4 hrs. @ \$91.69/hr.	\$ 366.76
Primer Galv:	818 lbs. x 15% = 941 lbs. @ \$1.50/lb.	\$1,411.50
Trucking to Galvanizer:		\$ 500.00
Erection:	(1) IW Foreman - 4 hrs. @ \$138.72/hr.	\$ 554.88
	(1) IW Journeyman - 4 hrs. @ \$132.42/hr.	\$ 529.68
Equipment:	(1) Foreman's truck - 4 hrs. @ \$19.68/hr.	\$ 78.72
	(1) Crane Truck - 4 hrs. @ \$250.00/hr.	\$1,000.00
		\$5,735.73
10% Overhead / Profit:		\$ 573.57
		\$6,309.30

DUE TO RISING STEEL PRICES AND AVAILABILITY PROBLEMS, ALL ABOVE QUOTES ARE ONLY VALID FOR 10 DAYS FROM STATED DATE.

QUINN BROS., INC. STANDARD EXCLUSIONS (UNLESS OTHERWISE NOTED)

PERMITS
FIRE WATCH / DETAILS
POLICE DETAILS
BARRICADES
TOUCH-UP PAINTING
PERIMETER CABLE

HOT DIP GALVANIZING
SHORING/STAGING
PROTECTION OF BUILDING FINISH
PREMIUM TIME
REMOVAL OF OBSTRUCTIONS
PREVAILING WAGE
DEMOLITION

SITE PREPARATION
SITE ENGINEERING/SURVEYING
CONCRETE FILL
SETTING EMBEDDED ITEMS
ENGINEERS STAMP/CALCULATIONS
GROUTING

MA SALES TAX
COST OF BOND
COST OF INSPECTION
LIGHT GAUGE FRAMING
WOOD TO WOOD HARDWARE
REMOVAL OF STUD FERRULES
TESTING/INSPECTIONS

WE PROPOSE hereby to furnish material and labor complete in accordance with the above specifications, for the sum of **SIX THOUSAND THREE HUNDRED NINE AND 30/100** dollars (\$ **6,309.30**).

Payment to be made as follows:

90% OF MONTHLY REQUISITION WITH FINAL PAYMENT 90 DAYS AFTER SUBSTANTIAL COMPLETION OF THIS SUBCONTRACT.

All material is guaranteed to be as specified, all work to be completed according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized
Signature

KEVIN INMAN

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This proposal is to become an integral part of any contract and/or agreement and in the event of a conflict the terms and conditions of this proposal and any such contract agreement, the terms and conditions set forth herein shall govern.

Signature

Date of Acceptance: