



Topsfield Water Department
Monthly Control Sheet
September 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			
															171,212.09
01-Sep-18	-	-	-	-	-	-	-	(335.71)	-	-	-	-	-	-	170,876.38
02-Sep-18	-	-	-	-	-	-	-	(64.30)	-	-	-	-	-	-	170,812.08
03-Sep-18	-	-	-	-	-	-	-	(158.90)	-	-	-	-	-	-	170,653.18
04-Sep-18	82.00	-	2,414.63	-	-	(5,151.97)	-	(422.97)	-	-	-	-	-	-	167,574.87
05-Sep-18	-	-	-	-	-	(222.30)	-	(224.13)	-	-	-	-	-	-	167,128.44
06-Sep-18	73.25	-	-	-	(6,430.51)	(1,890.36)	-	(1,145.24)	-	-	-	(727.90)	-	-	157,007.68
07-Sep-18	-	-	-	-	-	(1,884.30)	-	(360.00)	-	-	-	-	-	-	154,763.38
08-Sep-18	-	-	-	-	-	-	-	(376.93)	-	-	-	-	-	-	154,386.45
09-Sep-18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	154,386.45
10-Sep-18	-	-	-	-	(2,654.54)	(10,125.24)	-	(1,132.07)	-	-	-	(235.50)	-	-	140,239.10
11-Sep-18	-	-	-	-	-	(172.70)	-	(468.32)	-	-	-	(14.27)	-	-	139,583.81
12-Sep-18	-	-	-	-	-	(1,838.12)	-	(365.00)	-	-	-	-	-	-	137,380.69
13-Sep-18	-	-	-	-	-	(1,682.30)	-	(922.68)	-	-	-	-	-	-	134,775.71
14-Sep-18	185,775.67	-	-	-	-	(2,270.29)	-	(1,949.69)	-	-	-	(343.71)	-	-	315,987.69
15-Sep-18	-	-	-	-	-	-	-	(2,290.82)	-	-	-	-	-	-	313,696.87
16-Sep-18	-	-	-	-	-	-	-	(839.02)	-	-	-	-	-	-	312,857.85
17-Sep-18	-	-	-	-	(14,454.59)	(4,844.66)	-	(677.85)	-	-	-	-	-	-	292,880.75
18-Sep-18	-	-	-	-	-	-	-	(437.88)	-	-	-	-	-	-	292,442.87
19-Sep-18	38.40	-	-	-	(8,532.74)	(333.72)	-	(1,739.57)	265.33	-	-	(5.83)	-	-	282,134.74
20-Sep-18	515.60	1,000.00	-	-	-	(509.54)	-	(404.44)	-	-	-	-	-	-	282,736.36
21-Sep-18	-	-	-	-	-	(173.60)	-	(549.70)	-	-	-	-	-	-	282,013.06
22-Sep-18	-	-	-	-	-	-	-	(575.55)	-	-	-	-	-	-	281,437.51
23-Sep-18	-	-	-	-	-	-	-	(304.37)	-	-	-	-	-	-	281,133.14
24-Sep-18	88.50	-	-	-	(5,342.94)	(11,465.55)	-	(1,154.85)	-	-	-	-	-	-	263,258.30
25-Sep-18	-	-	-	-	-	-	-	(289.80)	67.50	-	-	-	-	-	263,036.00
26-Sep-18	59.30	-	-	-	-	(2,151.28)	-	(360.52)	-	-	-	(448.95)	-	-	260,134.55
27-Sep-18	-	-	-	-	-	(7,054.43)	-	(304.28)	-	-	-	-	-	-	252,775.84
28-Sep-18	-	-	-	-	(5,376.31)	(3,902.78)	-	(324.74)	-	-	-	-	-	-	243,172.01
29-Sep-18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	243,172.01
30-Sep-18	-	-	-	-	-	-	-	(168.32)	-	-	-	-	-	-	243,003.69
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Totals	186,632.72	1,000.00	2,414.63	-	(42,791.63)	(55,673.14)	-	(18,347.65)	332.83	-	(1,776.16)		-	-	71,791.60
Totals	190,047.35				(116,479.59)					(1,776.16)				0.00	243,003.69



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	186,632.72	465,807.76
Connections	1,000.00	4,000.00
Misc. Charges	-	2,000.00
Penalties	2,414.63	2,414.63
TOTAL	190,047.35	474,222.39

INCOME	This Month	Fiscal Year to Date
Manual Payments	(42,791.63)	(167,734.50)
Lockbox Payments	(55,673.14)	(182,830.63)
Electronic Transfers	-	(139.05)
Unibank Payments	(18,347.65)	(45,881.89)
Bounced Checks	265.33	675.97
TOTAL	(116,547.09)	(395,910.10)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(1,776.16)	(4,042.99)
TOTAL	(1,776.16)	(4,042.99)

TAX LIENS		
Tax Liens	-	-

NET TOTAL	71,724.10	74,269.30
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BALANCE FORWARD	171,212.09
THIS MONTH'S TRANSACTIONS	71,724.10
OUTSTANDING BALANCE	\$ 242,936.19

	<u>FY2019</u>	<u>FY2018</u>
ESTIMATED TOTAL INCOME	1,771,900.00	1,467,939.00
ACTUAL TOTAL INCOME	395,910.10	1,446,055.67
% REALIZED Y-T-D	22.3%	98.5%



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of September 2018 in the amount of \$190,047.35

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 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of September 2018 in the amount of -\$1,776.16

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?

Water Department
Expense Budget for FY2019

23-Oct-18

Expended Period 9/23/2018 1:13:52 PM - 10/23/2018 1:13:52 PM

Budget Month 4

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	98,409	98,409	7,569.60	29,521.44	68,887.56	70%
51490	Longevity, Superintendent	1,750	1,750	0.00	1,750.00	0.00	0%
Sub Total Salary		100,159	100,159	7,569.60	31,271.44	68,887.56	69%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,091.68	35,457.54	77,558.46	69%
51131	Clerical, Full Time	36,045	36,045	2,772.64	10,813.30	25,231.70	70%
51141	Seasonal Wages	7,000	7,000	0.00	4,454.04	2,545.96	36%
51200	Outside Help, Labor	2,933	2,933	271.41	271.41	2,661.59	91%
51310	Overtime, Labor	42,398	42,398	3,011.60	8,466.60	33,931.40	80%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		202,380	202,380	15,147.33	60,450.39	141,929.61	70%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	140.00	190.00	1,210.00	86%
52100	Electricity	41,500	41,500	3,536.19	10,498.23	31,001.77	75%
52106	PWB Electricity	3,200	3,200	710.25	2,273.42	926.58	29%
52150	Gas	2,600	2,600	82.32	415.50	2,184.50	84%
52156	PWB Gas	2,200	2,200	13.71	38.80	2,161.20	98%
52400	Building Maintenance	750	750	0.00	1,101.56	-351.56	-47%
52406	PWB Building Maintenance	2,800	2,800	429.56	3,543.25	-743.25	-27%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	0.00	14,000.00	100%
52416	PWB Cleaning	700	700	0.00	138.00	562.00	80%
52420	Systems Maintenance	16,000	16,000	6,014.50	7,910.98	8,089.02	51%
52430	Systems Maintenance, Emerg	25,000	25,000	0.00	3,468.72	21,531.28	86%
52450	Vehicle Maintenance	2,000	2,000	0.00	35.00	1,965.00	98%
52510	Equipment Maintainance	500	500	0.00	0.00	500.00	100%
52520	Radio Maintenance	1,000	1,000	0.00	0.00	1,000.00	100%
52700	Equipment Rental	1,500	1,500	1,208.00	1,560.00	-60.00	-4%
52720	Street Paving, Contract.	3,500	3,500	0.00	0.00	3,500.00	100%
52750	Security, Contracted	4,500	4,500	1,066.35	2,227.70	2,272.30	50%
52940	Waste Disposal	2,500	2,500	0.00	0.00	2,500.00	100%
53050	Annual DEP Maintainence	10,000	10,000	0.00	0.00	10,000.00	100%
53110	Engineering	0	0	0.00	0.00	0.00	N/A
53120	Water Testing	21,000	21,000	3,254.00	7,757.00	13,243.00	63%
53400	Telephone	5,000	5,000	295.64	1,312.99	3,687.01	74%
53430	Postage	6,800	6,800	241.17	1,010.64	5,789.36	85%
53450	Advertising	1,500	1,500	0.00	0.00	1,500.00	100%
53800	DEP Volume Assessment	1,500	1,500	0.00	0.00	1,500.00	100%
53801	Lock Box	1,800	1,800	82.18	199.99	1,600.01	89%
53806	PWB Tank Cleaning	500	500	0.00	0.00	500.00	100%
53810	Water Treatment Services	2,000	2,000	0.00	0.00	2,000.00	100%
53870	Police Detail	2,000	2,000	0.00	0.00	2,000.00	100%
54100	Gasoline	5,500	5,500	0.00	4,290.88	1,209.12	22%
54200	Office Supplies	3,500	3,500	0.00	1,873.18	1,626.82	46%
54210	Forms & Printing	7,500	7,500	177.24	1,414.32	6,085.68	81%
54300	Building Supplies	1,500	1,500	0.00	0.00	1,500.00	100%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
54506	PWB Custodial Supplies	450	450	0.00	0.00	450.00	100%
54800	Vehicular Supplies	2,000	2,000	0.00	49.96	1,950.04	98%
55300	Public Works Supplies	18,000	18,000	156.86	12,531.97	5,468.03	30%
55310	Meters	30,000	30,000	396.55	5,023.11	24,976.89	83%
55800	Water Treatment Supplies	75,000	75,000	2,100.84	18,460.65	56,539.35	75%
55820	Safety Gear	1,500	1,500	0.00	0.00	1,500.00	100%
55860	Computer Software	5,000	5,000	0.00	472.77	4,527.23	91%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	3,750	3,750	0.00	1,532.33	2,217.67	59%
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	5,000	5,000	0.00	461.99	4,538.01	91%
58510	Computer	5,000	5,000	17.99	48.84	4,951.16	99%
58700	Replacement Equipment	5,000	5,000	0.00	939.84	4,060.16	81%
Sub Total Other		349,180	349,180	19,923.35	93,511.62	255,668.38	73%
Total Operating Budget		651,719	651,719	42,640.28	185,233.45	466,485.55	72%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	300,000	300,000	0.00	0.00	300,000.00	100%
Sub Total Unanticipated Emerge		300,000	300,000	0.00	0.00	300,000.00	100%
E4590 Reserve Fund							
52730	Reserve Fund	56,710	56,710	0.00	0.00	56,710.00	100%
Sub Total Reserve Fund		56,710	56,710	0.00	0.00	56,710.00	100%
Total Reserves		356,710	356,710	0.00	0.00	356,710.00	100%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	68,578	68,578	0.00	9,407.50	59,170.50	86%
Sub Total Multipurpose, Interest		68,578	68,578	0.00	9,407.50	59,170.50	86%
E4593 Multipurpose, Principal							
59195	Principal	152,500	152,500	0.00	0.00	152,500.00	100%
Sub Total Multipurpose, Princip		152,500	152,500	0.00	0.00	152,500.00	100%
E4594 Short-Term Debt							
59210	Principal	0	0	0.00	0.00	0.00	N/A
59250	Debt Issuance Cost	5,000	5,000	0.00	0.00	5,000.00	100%
59251	Interest	377,634	377,634	0.00	0.00	377,634.00	100%
Sub Total Short-Term Debt		382,634	382,634	0.00	0.00	382,634.00	100%
Total Debt Service		603,712	603,712	0.00	9,407.50	594,304.50	98%
Grand Total		1,612,141.00	1,612,141.00	42,640.28	194,640.95	1,417,500.05	88%

Water Treatment Plant Project

Water Department

Fiscal Year: 2019

Period Start: 23-Sep-18

Period End: 23-Oct-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	4,955.04	24,821.31	88,601.23	170,398.77	65.8%
58310 Engineering	782,166.00	782,166.00	73,279.05	138,113.94	505,259.61	276,906.39	35.4%
58320 Transmission Mains	1,524,629.85	1,524,629.85	0.00	499,058.12	1,486,421.24	38,208.61	2.5%
58330 Plant Construction	7,246,000.00	7,246,000.00	343,935.15	1,742,257.25	4,953,724.95	2,292,275.05	31.6%
58380 Miscellaneous	588,204.15	588,204.15	1,050.49	37,498.19	95,608.96	492,595.19	83.7%
	10,400,000.00	10,400,000.00	423,219.73	2,441,748.81	7,129,615.99	3,270,384.01	63.1%

Warrant Articles

Water Department

Fiscal Year: 2019

Period Start: 23-Sep-18

Period End: 23-Oct-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	980.00	870,758.13	886,706.17	713,293.83	44.6%
	1,600,000.00	1,600,000.00	980.00	870,758.13	886,706.17	713,293.83	44.6%
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
Task Sheet Report - Water Department
September 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Holidays	6		8	8	22
Personal	8		7		15
Vacation	4	4	15		23
	18	4	30	8	60
Administrative					
Accrual Tracking	5				5
Charts		61		50	111
Correspondence	28				28
File Maintenance	5		2		7
Inspections			2		2
Meeting Prep.			6		6
Meetings			9		9
Minutes			2		2
Other				2	2
Purchasing/Procurement			1		1
Training				3	3
	38	61	22	55	176
Billing					
Bill Prep.			2		2
Collections	3				3
Meter Reading				2	2
	3		2	2	7
Building Maintenance					
Annual			6		6
Preventative		4			4
Security			13		13
		4	19		23
Computer Systems					
Networking			6		6
Website			2		2
			8		8
Customer Service					
Billing Questions			2	1	3
Customer Complaints		2			2
Dispute Resolution				2	2



Town of Topsfield
Task Sheet Report - Water Department
September 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Lien Requests	6				6
Title 5 Requests	4				4
Water Quality Questions		2			2
Water Service Flushing		4		3	7
	10	8	2	6	26
DEP Projects					
Lead & Copper Rule Administration			4		4
Lead & Copper Rule Sampling				5	5
Monthly Reports			2		2
			6	5	11
Equipment Maintenance					
Annual				3	3
Preventative		2			2
Repairs				2	2
		2		5	7
Financials					
Budget Prep.	2				2
Capital Plan			2		2
Other			5		5
Payment Processing	16				16
Payroll/Bills	20				20
Rate Modelling			6		6
	38		13		51
Fire Department					
Fire Call				3	3
				3	3
Mapping					
CAD/Maps			2		2
GPS Data Collection			2		2
			4		4
Public Service					
Citizen Concerns				1	1
Markouts/DigSafe		28		5	33
		28		6	34
Quality Control					
Bacteria Sampling		8		10	18



Town of Topsfield
Task Sheet Report - Water Department
September 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Fluoride Testing		38		15	53
In-house Testing		2			2
Manganese Testing		4		9	13
Other		4	2	3	9
pH Testing		6		10	16
Phosphates				2	2
		62	2	49	113
Special Projects					
Prospect St. and River Road Water Main Replacement			2		2
Water Quality Database			4		4
Water Use Application			2		2
			8		8
Treatment Plant Project					
Altitude Valve			1		1
Plant Construction			26	3	29
			27	3	30
Water Controls					
Alarms				1	1
				1	1
Water Distribution					
Hydrant Flushing			2		2
Hydrant Repair				2	2
Leak Detection		2			2
Meter Replacements				3	3
Meter Testing			2		2
Private Property Repairs				2	2
Service Repair		2			2
Tanks				3	3
		4	4	10	18
Water Management					
Ban Notification				1	1
				1	1
Water Supply					
Dam Management			2		2
Wellfield Maintenance				2	2
			2	2	4



Town of Topsfield
Task Sheet Report - Water Department
September 2018

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Water Treatment					
Analyzer Calibration				2	2
Analyzer Maintenance				2	2
Chlorine			6	5	11
Fluoride				1	1
KOH				1	1
Sequestrant				5	5
			6	16	22
Grand Total	107	173	155	172	607
Total Monthly Work Hours (40 hrs/wk)	160				



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of September 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	781.57	10.00	0.00	791.57	104.00	0.00	0.00	104.00	65.00	0.00	0.00	65.00

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
24.00	0.00	0.00	24.00	1,702.00	10.00	0.00	1,712.00	136.00	0.00	-8.00	128.00	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	327.50	10.00	0.00	337.50	46.00	0.00	-4.00	42.00	85.50	0.00	0.00	85.50

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	-8.00	16.00	199.00	10.00	-1.00	208.00	127.50	0.00	0.00	127.50	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	916.00	0.00	0.00	916.00	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 1600 hours
- Maximum of 14 working days (112 hours) of compensatory time allowed
- Starting with the July 2017 contract the total sick bank hours were reduced from 1760 to 1600 and the Parks Cemeteries joined the bargaining unit.

**Topsfield Water Department
Water Treatment Plant Change Order Report
October 24, 2018**

Below is a list of potential change orders for the water treatment plant.

1. PCO-1

This was for a change to the hatches that was not needed.

2. PCO-2

Relocation of the booster pump station. The station location had to be moved due to existing electrical service and grading conflicts. Total cost is to be determined on a time and materials basis but is expected to be minor.

3. PCO-3

The rough work for the installation of a bathroom in the plant including plumbing, etc. that was requested by the Town. We do not have a price for this yet and again it is based on time and materials.

4. PCO-4

A passive harmonics filter was installed in the booster pump station with the advice of Wright-Pierce and Woodard & Curran. The cost of this was \$9,316 and became Change Order #1.

5. PCO-5

This change involves additional steel reinforcement in the floor below the main filters. The floor design was based on filters manufactured by Hungerford & Terry which have 4 supports for each filter. The general contractor is providing filters made by Roberts which have six supports and required a change to the rebar in the floor valued at \$6,910.

6. PCO-6

The original plan called for installing a new electrical service from Route 1 to the plant. In an effort to reduce costs this has changed to extending the existing service for the Public Works Building to the plant. The savings is expected to be significant.

7. PCO-7

The issue with the masonry veneer is covered under this order which eventually was approved as Change Order #2 for \$8880.

8. PCO-8

The water mains near the Boston Street tank were much deeper than expected. This required the crew to spend a couple of extra days excavating and shoring the work area. The cost is based on time and materials and we expect it to be low since the crew consisted of two men, an excavator and a dump truck.

9. PCO-9

The lintels above the three main windows on the western side of the building were not specified correctly. This was not learned until the specified lintels were ordered and delivered. One of the lintels was used elsewhere in the building. Wright-Pierce has agreed to cover the cost of the two lintels that are not going to be used. The Town will cover the cost of the lintels that were actually installed at a cost

of \$6,704 which was approved as Change Order #3.

10. PCO-11

The exhaust duct work above the chemical rooms was originally specified as flexible metal duct which would deteriorate rather quickly given the corrosive fumes in these rooms. The design was changed to specify CPVC duct work. The general contractor has provided an initial price for this work at \$4,300 which is being reviewed.

11. PCO-14

This involves the lintel over the fluoride room door which required some modification. It is under review but currently valued at \$3,085.

12. PCO-16

The window jambs require some additional sheet metal and a detail for this was not included in the plans. The request is under review and currently valued at \$4,327.

Proposed Change Orders				Approved Change Orders			
Number	Reason	Status	Amount	Number	Reason	Status	Amount
PCO 01	Hatches	Cancelled		CO 1	Harmonics Filter	Approved	9,316.00
PCO 02	Booster Station Relocation	Pending	4,000.00	CO 2	Veneer	Approved	8,880.00
PCO 03	WTP Bathroom	Pending	8,000.00	CO 3	Lintel Change	Approved	6,704.00
PCO 04	Booster Station Harmonics	Approved					
PCO 05	Revised Steel for Filter	Pending	6,910.00				
PCO 06	Electrical Credit	Pending					
PCO 07	Masonry Veneer	Approved					
PCO 08	Altitude Valve	Pending	6,000.00				
PCO 09	Lintel Change	Approved					
PCO 11	Duct Work	Pending	4,300.00				
PCO 14	Fluoride lintel	Pending	3,085.00				
PCO 16	Window Jamb Metal	Pending	4,327.00				
			36,622.00				24,900.00

Topsfield Water Department

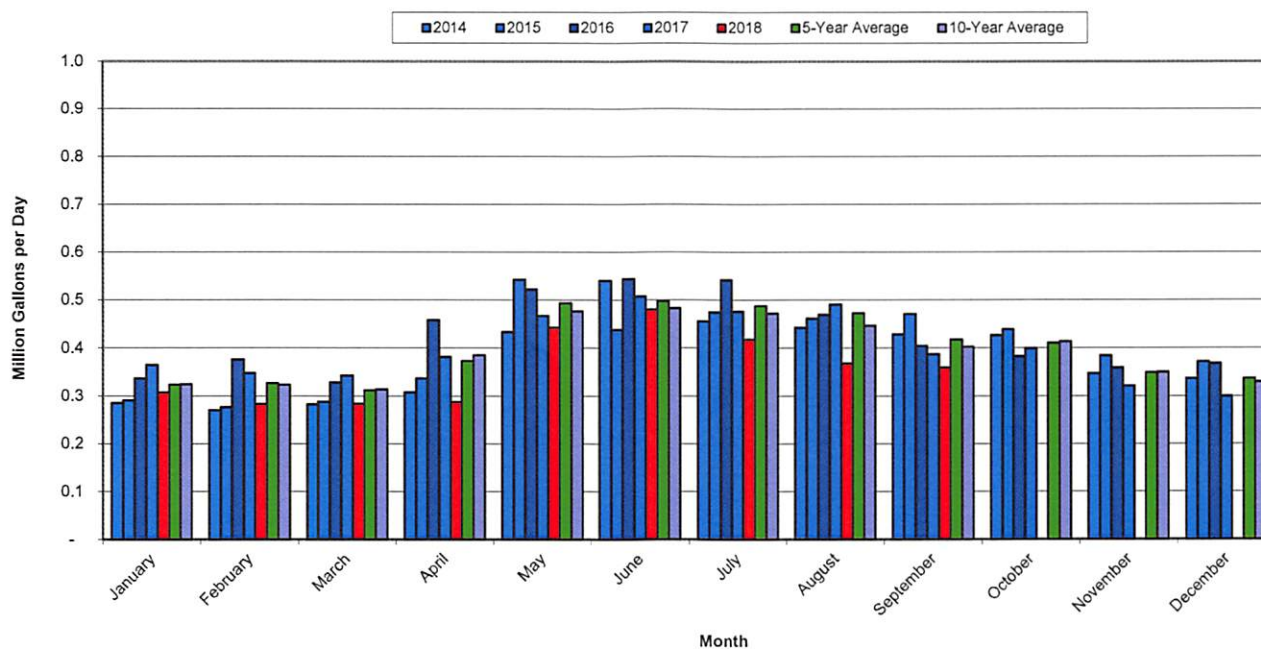
Annual Withdrawal Report

Calendar Year

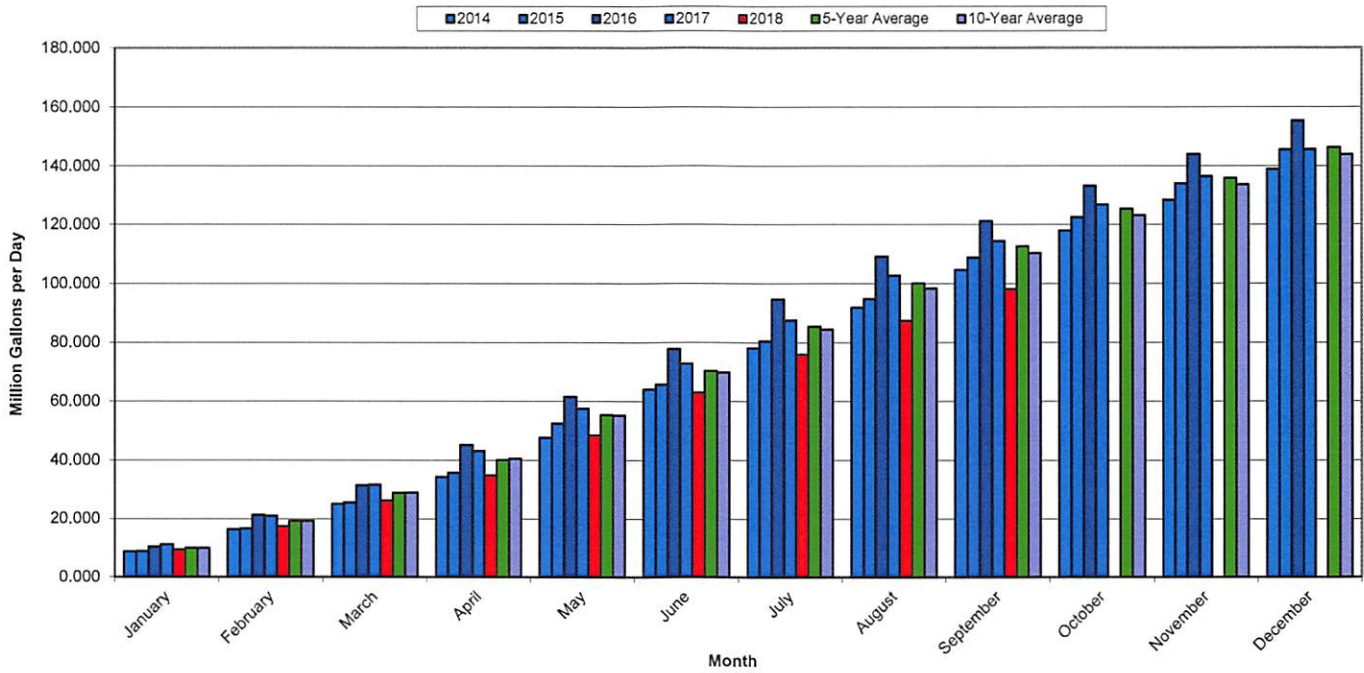
2018

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	11.807	1.165	12.972	0.418	0.488	0.472	0.358	11%
August	10.632	0.769	11.401	0.368	0.473	0.447	0.360	4%
September	10.074	0.708	10.782	0.359	0.418	0.403	0.360	12%
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	92.968	5.176	98.144	0.360				

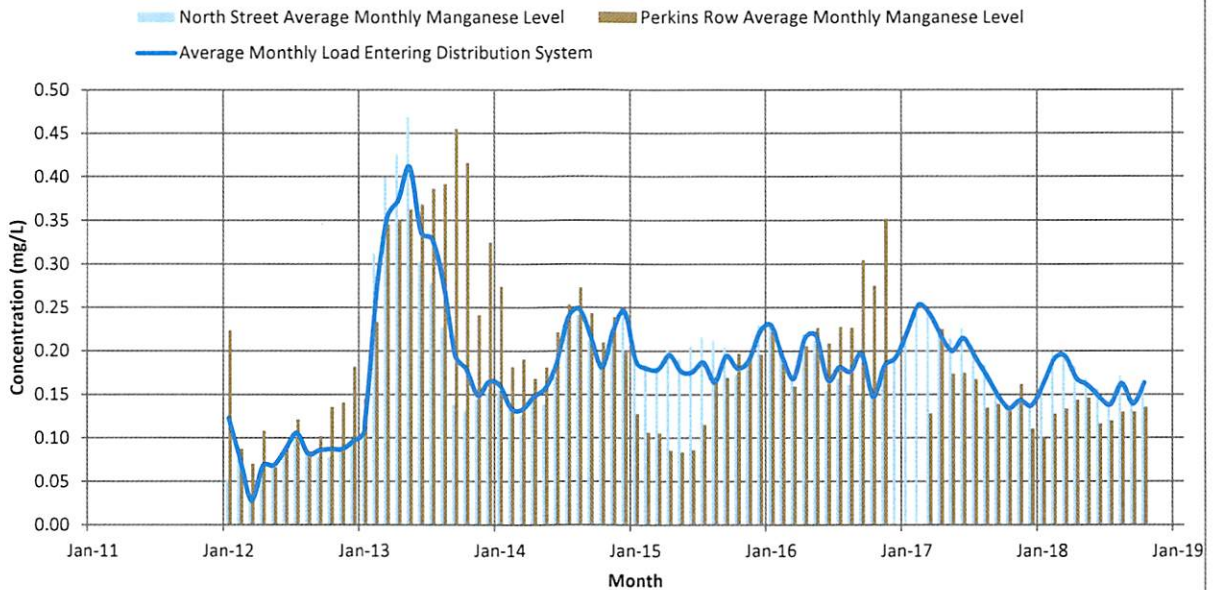
Monthly Withdrawals



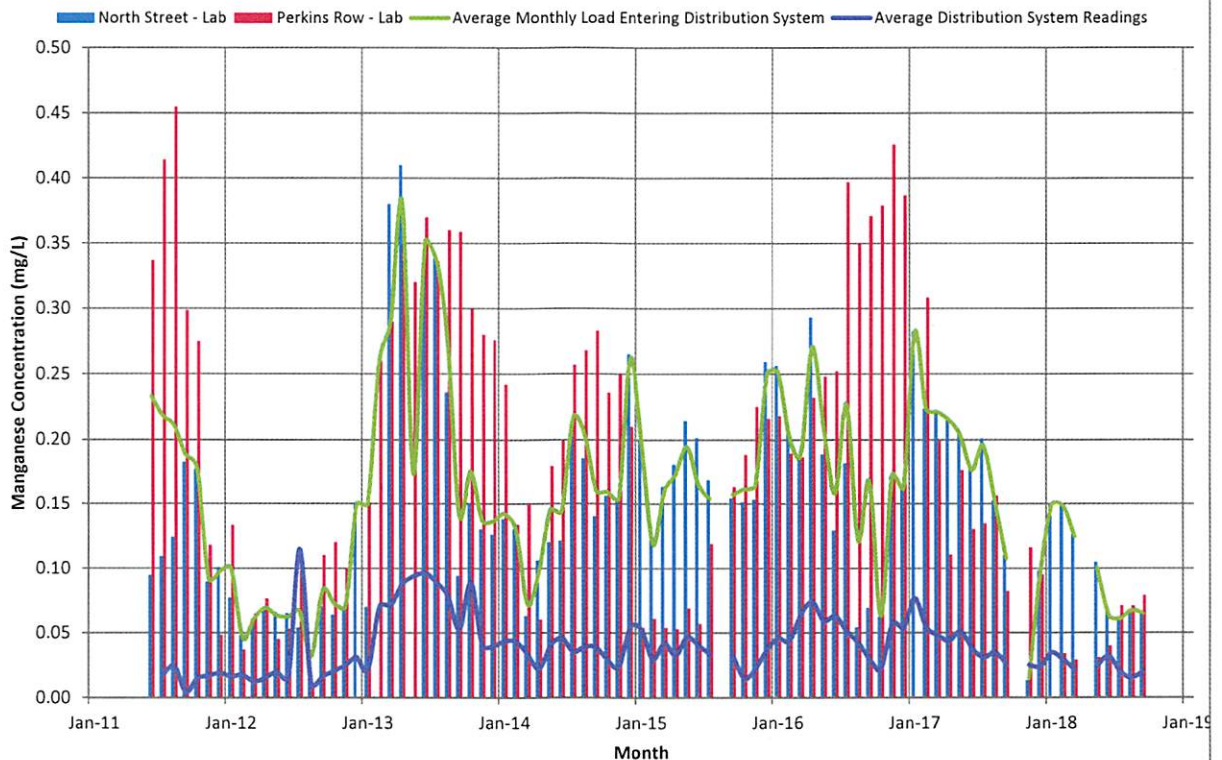
Monthly Cumulative Withdrawals



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

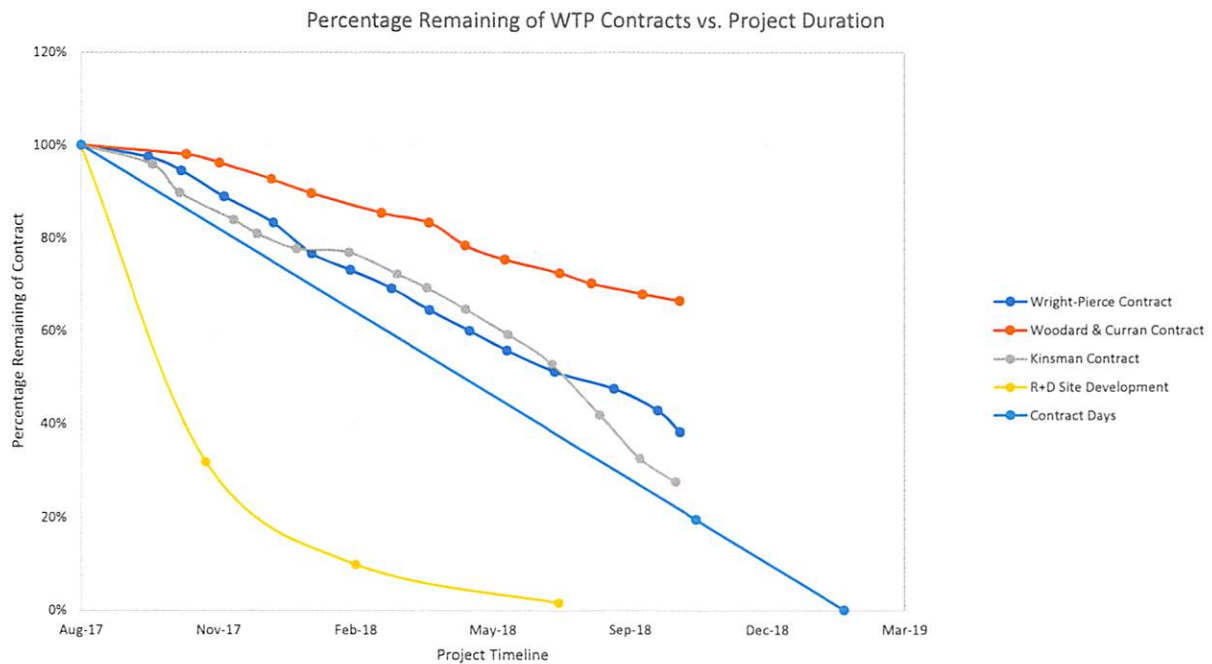


WTP Construction Progress
October 23, 2018

Contracts	Original	Adjusted	Total	Spent	Remaining	
Kinsmen	7.246	0.025	7.271	5.257	2.014	28%
Wright-Pierce	0.782	-	0.782	0.504	0.278	36%
Woodard & Curran	0.259	-	0.259	0.086	0.173	67%
R+D Site Development	1.525	-	1.525	1.499	0.025	2%
Total	9.812	0.025	9.837	7.346	2.490	25%

Funding	
Appropriated	10.400
Misc	(0.088) (SCADA, Paving, Public Works Supplies, etc.)
Funded	(9.837) Total appropriated
Contingency	0.476 4.6%

Contract Days	Duration
Start Date	8/1/2017 100%
Current Date	10/23/2018 19%
Completion	2/8/2019 0%



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			36,622.00				24,900.00



**Board of Water Commissioners
Town of Topsfield**

279 Boston Street
Topsfield, MA 01983

October 24, 2018

Mr. Duane LeVangie, Program Director
MassDEP Water Management Program
One Winter Street
Boston, MA 02108

Dear Mr. LeVangie:

The Topsfield Board of Water Commissioners voted, at a duly posted public meeting held on September 12, 2018, to withdraw the Town's application to renew its water management permit. Please contact feel free to contact Gregory Krom, Water Superintendent, at (978) 887-1517 or at gkrom@topsfield-ma.gov if you have any questions. Thank you.

Sincerely,

Philip Knowles, Chairman

Richard Stone, Clerk

Mark Gallagher, Member

58-2

WATER USE RESTRICTION BY-LAW

58-2.1 AUTHORITY.

This Bylaw is adopted by the Town under its police powers to protect public health and welfare and its powers under M.G.L. c.40, §21 *et seq* as amended from time to time and implements the Town's authority to regulate water use pursuant to M.G.L. c. 41, §69B. This Bylaw also implements the Town's authority under M.G.L. c. 40, §41A, conditioned upon a declaration of water supply emergency issued by the Department of Environmental Protection.

58-2.2 PURPOSE.

The purpose of this Bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a State of Water Supply Conservation or State of Water Supply Emergency providing for enforcement of any duly imposed restrictions, requirement, provisions or conditions imposed by the Town or by the Department of Environmental Protection and to comply with Water Management Act requirements as administered by the Department of Environmental Protection.

58-2.3 DEFINITIONS.

Conservation Measures shall mean restrictions on water use as defined in Section 58-2.5.

DEP shall mean the Massachusetts Department of Environmental Protection.

Essential Use shall include uses of water that have a health or safety impact, are required by regulation or are needed to meet the core functions of a business or other organization. All other uses shall be considered nonessential.

Nonessential Use shall include uses of water that are not essential uses.

Off-Peak Hours shall be between 5 P. M. and 9 A.M. the following day.

Outdoor Watering shall include watering of lawns, shrubbery, bushes or other outdoor vegetation.

Outdoor Water Use shall include but is not limited to outdoor watering, filling of swimming pools and the washing of automobiles, boats or other vehicles.

Peak Hours shall be between 9 A.M. and 5 P.M. each day.

Person shall mean any Individual, Corporation Trust, Partnership or Association, or other entity.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of Environmental Protection under M.G.L. c. 21G, §15-17.

State of Water Supply Conservation shall mean a State of Water Supply Conservation declared by the Town pursuant to Section 58-2.4 of this Bylaw.

Water Customers shall mean all users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular location.

Water Source shall mean the primary point of supply of water and shall include but is not limited to wells, ponds, streams, wetlands, and the public water system as well as secondary points of supply such as cisterns, irrigation ponds or other structures that are or can be refilled with water from a primary point of supply.

Water Users shall mean all persons, ~~regardless of their geographic location,~~ using water withdrawn from water sources located within the Town of Topsfield.

WMA shall mean the Water Management Act, M. G. L. c. 21G and any requirement or special condition imposed under the Town under said act.

58-2.4 DECLARATION OF A STATE OF WATER SUPPLY CONSERVATION.

The Town, through its Board of Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that one or more of the following conditions exist:

- a) A shortage of water exists. When a shortage exists, conservation measures will be imposed on water customers to ensure an adequate supply of water for all customers. A shortage of water may be caused by drought, loss of water storage, or other condition that impairs the Town's ability to meet water demand for its customers.
- b) Water use may exceed ~~permitted-allowable~~ limits. When the water system's use may exceed that which is ~~permitted-allowed by through~~ the WMA, conservation measures will be imposed on water customers in order to comply with WMA limits.
- c) Ipswich River streamflow is low. When Ipswich River streamflow falls below ~~limits specified through the WMA requiring 100 cubic feet per second as measured at the United States Geologic Survey's (USGS) Ipswich Gauge for three consecutive days between May 1st and September 30th of any given year~~ the implementation of the conservation measure specified as Outdoor Water Use Peak Hours Ban, ~~an Outdoor Water Use Peak Hours Ban~~ will be imposed on all water users ~~in order to comply with the WMA requirements.~~
- d) Ipswich River streamflow is very low. When Ipswich River streamflow falls below ~~limits specified through the WMA requiring 52.5 cubic feet per second as measured at the USGS's Ipswich Gauge for three consecutive days between May 1st and September 30th of any given year~~ the implementation of the conservation measure specified as Outdoor Water Use Restriction, ~~an Outdoor Water Use Restriction~~ will be imposed on all water users ~~in order to comply with the WMA requirements.~~

Public Notice of a State of Water Supply Conservation shall be given under Section 582.6 of this Bylaw before it can be enforced.

58-2.5 CONSERVATION MEASURES.

A declaration of a State of Water Supply Conservation shall specify one or more of the following conservation measures and shall specify whether the measure(s) are voluntary or mandatory and whether the measure(s) apply to water customers only or to all water users. The applicable restrictions, conditions, or requirements shall be included in the Public Notice required under Section 58-2.6 and shall not apply to essential uses.

Draft Water Restriction Bylaw

TWD MassDEP Permit Application Withdrawal Draft 20181024Topsfield Water Restriction Bylaw 20181022

10/24/2018 6:18 AM10/22/2018 7:56 AM

- a) Outdoor Watering Odd / Even Day Restriction: Outdoor watering odd numbered addresses is restricted to odd numbered days; outdoor watering at even numbered addresses is restricted to even numbered days.
- b) Outdoor Water Use Peak Hours Ban: Outdoor water use is prohibited during peak hours.
- c) Outdoor Water Use Restriction: Outdoor water use is prohibited during peak hours and outdoor water use during off-peak hours is limited to hand held hoses, buckets or watering cans.
- d) Total Outdoor Water Use Ban: Outdoor water use is prohibited.

58-2.6 PUBLIC NOTIFICATION OF A STATE OF WATER SUPPLY CONSERVATION.

Notification of any provision, restriction, or condition imposed by the Town as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by such means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under Section 58-2.5 shall not be effective until such notification is provided. Notification of the State of Water Supply Conservation may also be simultaneously provided to the Massachusetts Department of Environmental Protection.

58-2.7 TERMINATION OF A STATE OF WATER SUPPLY CONSERVATION.

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners, upon a determination that the conditions requiring the State of Water Supply Conservation no longer exists. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner required by Section 58-2.6.

All water usage restrictions issued by the Board pursuant to the Bylaw shall be superseded by water usage restrictions issued by the DEP under its declaration.

58-2.8 STATE OF WATER SUPPLY EMERGENCY.

Upon notification to the Public that a declaration of a State of Water Supply Emergency has been issued by the DEP, no person shall violate any provision, restriction, requirement, or condition of any order approved or issued by the DEP intended to bring about an end to the State of Emergency.

58-2.9 PENALTIES.

Any person violating any Section of this Bylaw shall be liable to the Town in the amount listed below:

- a) First Violation: Warning
- b) Second Violation: \$50.00
- c) Third Violation: \$100.00
- d) Fourth and subsequent Violations: \$300.00

The fines and charges shall inure to the Town. Fines shall be recovered by indictment or on complaint before the District Court, or by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. For purposes of non-criminal disposition, the enforcing person shall be any Police Officer of the Town or the Water Superintendent. Each day of violation within a declared State of Water Supply Conservation or State of Water Supply Emergency shall constitute a separate offense.

58-2.10 RIGHT OF ENTRY.

Draft Water Restriction Bylaw

~~TWD MassDEP Permit Application Withdrawal Draft 20181024Topsfield Water Restriction Bylaw~~
~~20181022~~

~~10/24/2018 6:18 AM~~~~10/22/2018 7:56 AM~~

Entrance to any Building, Dwelling or Business Property shall be restricted as follows:

- a) Public Buildings may only be entered during normal business hours and in areas normally available to the general public, or upon the order of a Court of Law having jurisdiction.
- b) Private property may be entered only with the advice and consent of the owner, or upon the order of a Court of Law having jurisdiction.

58-2.11 SEVERABILITY.

If any portion or provision of this bylaw is deemed invalid, the remaining portions and provisions shall remain binding.

10-09-2018

DEBT SERVICE SCHEDULE

Town of Topsfield, Massachusetts

ISSUE PURPOSE Water Treatment Facility (outside the debt limit)
 ISSUE AMOUNT\$ 3,465,000.00
 ISSUE DATE 10/19/18
 ISSUE TYPE General Obligation Bond
 EXEMPT No
 BANK QUALIFIED No
 STATE QUALIFIED No
 SELF-SUPPORTING Yes

FINANCIAL ADVISOR UniBank Fiscal Advisory Services
 PAYING AGENT U.S. Bank National
 REGISTRAR The Depository Trust
 LEGAL OPINION Locke Lord
 PURCHASER UBS Financial Services
 INSURER (none)
 CUSIP NUMBER 890788

Date	Principal Balance	Principal Payment	Interest Payment	Principal & Interest	Coupon Rate	Call Price	Cusip Number
10/19/18	\$ 3,465,000.00	\$	\$	\$	%	%	
04/15/19	3,465,000.00	0.00	63,372.22	63,372.22			
10/15/19	3,290,000.00	175,000.00	64,812.50	239,812.50	5.0000	NA	GN6
04/15/20	3,290,000.00	0.00	60,437.50	60,437.50			
10/15/20	3,115,000.00	175,000.00	60,437.50	235,437.50	5.0000	NA	GP1
04/15/21	3,115,000.00	0.00	56,062.50	56,062.50			
10/15/21	2,940,000.00	175,000.00	56,062.50	231,062.50	5.0000	NA	GQ9
04/15/22	2,940,000.00	0.00	51,687.50	51,687.50			
10/15/22	2,765,000.00	175,000.00	51,687.50	226,687.50	5.0000	NA	GR7
04/15/23	2,765,000.00	0.00	47,312.50	47,312.50			
10/15/23	2,590,000.00	175,000.00	47,312.50	222,312.50	3.0000	NA	GS5
04/15/24	2,590,000.00	0.00	44,687.50	44,687.50			
10/15/24	2,415,000.00	175,000.00	44,687.50	219,687.50	3.0000	NA	GT3
04/15/25	2,415,000.00	0.00	42,062.50	42,062.50			
10/15/25	2,240,000.00	175,000.00	42,062.50	217,062.50	3.0000	NA	GU0
04/15/26	2,240,000.00	0.00	39,437.50	39,437.50			
10/15/26	2,065,000.00	175,000.00	39,437.50	214,437.50	5.0000	NA	GV8
04/15/27	2,065,000.00	0.00	35,062.50	35,062.50			
10/15/27	1,890,000.00	175,000.00	35,062.50	210,062.50	4.0000	100.0000	GW6
04/15/28	1,890,000.00	0.00	31,562.50	31,562.50			
10/15/28	1,715,000.00	175,000.00	31,562.50	206,562.50	4.0000	100.0000	GX4
04/15/29	1,715,000.00	0.00	28,062.50	28,062.50			
10/15/29	1,540,000.00	175,000.00	28,062.50	203,062.50	3.0000	100.0000	GY2
04/15/30	1,540,000.00	0.00	25,437.50	25,437.50			
10/15/30	1,365,000.00	175,000.00	25,437.50	200,437.50	3.0000	100.0000	GZ9
04/15/31	1,365,000.00	0.00	22,812.50	22,812.50			
10/15/31	1,190,000.00	175,000.00	22,812.50	197,812.50	3.0000	100.0000	HA3
04/15/32	1,190,000.00	0.00	20,187.50	20,187.50			
10/15/32	1,020,000.00	170,000.00	20,187.50	190,187.50	3.1250	100.0000	HB1
04/15/33	1,020,000.00	0.00	17,531.25	17,531.25			
10/15/33	850,000.00	170,000.00	17,531.25	187,531.25	3.2500	100.0000	HC9
04/15/34	850,000.00	0.00	14,768.75	14,768.75			
10/15/34	680,000.00	170,000.00	14,768.75	184,768.75	3.3750	100.0000	HD7
04/15/35	680,000.00	0.00	11,900.00	11,900.00			
10/15/35	510,000.00	170,000.00	11,900.00	181,900.00	3.5000	100.0000	HE5
04/15/36	510,000.00	0.00	8,925.00	8,925.00			
10/15/36	340,000.00	170,000.00	8,925.00	178,925.00	3.5000	100.0000	HF2
04/15/37	340,000.00	0.00	5,950.00	5,950.00			
10/15/37	170,000.00	170,000.00	5,950.00	175,950.00	3.5000	100.0000	HG0
04/15/38	170,000.00	0.00	2,975.00	2,975.00			
10/15/38	0.00	170,000.00	2,975.00	172,975.00	3.5000	100.0000	HH8
Total	\$ 3,465,000.00	\$ 1,261,909.72	\$ 4,726,909.72				
Net Interest Cost					3.262978	(premium = 102.407974)	
True Interest Cost					3.222200		
Average Life					10.423232	years	