



Topsfield Water Department
Monthly Control Sheet
October 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		
														243,003.69
01-Oct-18	-	-	-	-	-	(4,103.39)	-	-	-	-	-	-	-	238,900.30
02-Oct-18	40.58	-	-	-	(8,447.91)	-	-	(283.65)	-	-	-	-	-	230,209.32
03-Oct-18	40.50	-	-	-	-	(7,464.17)	-	(389.36)	-	-	-	-	-	222,396.29
04-Oct-18	-	-	-	-	(10,300.45)	(8,143.18)	-	(80.30)	-	-	-	-	-	203,872.36
05-Oct-18	-	-	-	-	-	-	-	(47.60)	-	-	-	-	-	203,824.76
06-Oct-18	-	-	-	-	-	-	-	-	-	-	-	-	-	203,824.76
07-Oct-18	-	-	-	-	-	-	-	(43.01)	-	-	-	-	-	203,781.75
08-Oct-18	-	-	-	-	-	-	-	-	-	-	-	-	-	203,781.75
09-Oct-18	-	-	-	-	-	(11,380.01)	-	(234.70)	-	-	-	-	-	192,167.04
10-Oct-18	-	-	-	-	(5,315.90)	-	-	(268.40)	-	-	-	-	-	186,582.74
11-Oct-18	-	-	-	-	(15,327.86)	-	-	(766.05)	-	-	-	-	-	170,488.83
12-Oct-18	-	-	-	-	-	(5,877.05)	-	(692.00)	-	-	-	-	-	163,919.78
13-Oct-18	-	-	-	-	-	-	-	(100.00)	-	-	-	-	-	163,819.78
14-Oct-18	-	-	-	-	-	-	-	(730.95)	-	-	-	-	-	163,088.83
15-Oct-18	162,353.94	-	-	-	-	(4,990.91)	-	(5,004.36)	-	-	-	(101.67)	-	315,345.83
16-Oct-18	-	-	-	-	(7,166.57)	(46.60)	-	(768.35)	-	-	-	-	-	307,364.31
17-Oct-18	124.85	-	-	-	-	(6,659.43)	-	-	-	-	-	-	-	300,829.73
18-Oct-18	-	-	-	-	-	(457.30)	-	(465.80)	-	-	-	-	-	299,906.63
19-Oct-18	58.96	-	-	-	(460.90)	-	-	(943.94)	-	-	-	-	-	298,560.75
20-Oct-18	-	-	-	-	-	-	-	(594.00)	-	-	-	-	-	297,966.75
21-Oct-18	-	-	-	-	-	-	-	-	-	-	-	-	-	297,966.75
22-Oct-18	284.88	-	-	-	(13,313.92)	(10,694.90)	-	(574.20)	-	-	-	-	-	273,668.61
23-Oct-18	-	-	-	-	-	-	-	(442.80)	-	-	-	-	-	273,225.81
24-Oct-18	173.28	-	-	-	-	(13,378.45)	(163.80)	(321.89)	-	-	-	-	-	259,534.95
25-Oct-18	15.07	-	-	-	-	(3,565.20)	-	(192.48)	-	-	-	(244.20)	-	255,548.14
26-Oct-18	-	-	-	-	-	(2,968.72)	-	(325.32)	-	-	-	122.10	-	252,376.20
27-Oct-18	-	-	-	-	-	-	-	(855.00)	-	-	-	-	-	251,521.20
28-Oct-18	-	-	-	-	-	-	-	(351.00)	-	-	-	-	-	251,170.20
29-Oct-18	-	-	-	-	(19,217.81)	(8,595.12)	-	(1,224.37)	-	-	-	(105.80)	-	222,027.10
30-Oct-18	-	-	-	-	-	-	-	(523.50)	-	-	-	-	-	221,503.60
31-Oct-18	-	-	2,469.43	-	(7,482.01)	(6,442.29)	-	(416.04)	-	-	-	-	-	209,632.69
Sub Totals	163,092.06	-	2,469.43	-	(87,033.33)	(94,766.72)	(163.80)	(16,639.07)	-	-	(329.57)		-	(33,371.00)
Totals	165,561.49				(198,602.92)					(329.57)			0.00	209,632.69



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	163,092.06	628,899.82
Connections	-	4,000.00
Misc. Charges	-	2,000.00
Penalties	2,469.43	4,884.06
TOTAL	165,561.49	639,783.88

INCOME	This Month	Fiscal Year to Date
Manual Payments	(87,033.33)	(254,767.83)
Lockbox Payments	(94,766.72)	(277,597.35)
Electronic Transfers	(163.80)	(302.85)
Unibank Payments	(16,639.07)	(62,520.96)
Bounced Checks	-	743.47
TOTAL	(198,602.92)	(594,445.52)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(329.57)	(4,372.56)
TOTAL	(329.57)	(4,372.56)

TAX LIENS		
Tax Liens	-	-
NET TOTAL	(33,371.00)	40,965.80

BALANCE FORWARD	243,003.69
THIS MONTH'S TRANSACTIONS	(33,371.00)
OUTSTANDING BALANCE	\$ 209,632.69

	<u>FY2019</u>	<u>FY2018</u>
ESTIMATED TOTAL INCOME	1,771,900.00	1,467,939.00
ACTUAL TOTAL INCOME	594,445.52	1,446,055.67
% REALIZED Y-T-D	33.5%	98.5%



TOPSFIELD WATER DEPARTMENT

MONTHLY COMMITMENTS

FY 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of October 2018 in the amount of \$165,561.49

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 October 2018 in the amount of -\$329.57

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

13-Nov-18

Expended Period 10/14/2018 1:36:24 PM - 11/13/2018 1:36:24 PM

Budget Month 5

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	98,409	98,409	7,569.60	35,198.64	63,210.36	64%
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	36,948.64	63,210.36	63%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,091.68	42,276.30	70,739.70	63%
51131	Clerical, Full Time	36,045	36,045	2,772.64	12,892.78	23,152.22	64%
51141	Seasonal Wages	7,000	7,000	0.00	4,454.04	2,545.96	36%
51200	Outside Help, Labor	2,933	2,933	1,487.91	1,487.91	1,445.09	49%
51310	Overtime, Labor	42,398	42,398	5,810.13	12,557.85	29,840.15	70%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		202,380	202,380	19,162.36	74,656.38	127,723.62	63%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
51970	Meal Allowance	1,400	1,400	380.00	470.00	930.00	66%
52100	Electricity	41,500	41,500	3,231.89	13,730.12	27,769.88	67%
52106	PWB Electricity	3,200	3,200	569.68	2,843.10	356.90	11%
52150	Gas	2,600	2,600	94.49	477.69	2,122.31	82%
52156	PWB Gas	2,200	2,200	38.13	76.93	2,123.07	97%
52400	Building Maintenance	750	750	0.00	1,101.56	-351.56	-47%
52406	PWB Building Maintenance	2,800	2,800	0.00	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	46.00	184.00	516.00	74%
52420	Systems Maintenance	16,000	16,000	8,534.00	10,494.98	5,505.02	34%
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	0.00	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	2,274.55	2,274.55	225.45	9%
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	1,288.50	9,045.50	11,954.50	57%
53400	Telephone	5,000	5,000	375.81	1,538.82	3,461.18	69%
53430	Postage	6,800	6,800	252.60	1,263.24	5,536.76	81%
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	68.55	268.54	1,531.46	85%
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	19.23	1,892.41	1,607.59	46%
54210	Forms & Printing	7,500	7,500	185.64	1,599.96	5,900.04	79%
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	915.74	13,447.71	4,552.29	25%
55310	Meters	30,000	30,000	2,813.55	7,507.11	22,492.89	75%
55800	Water Treatment Supplies	75,000	75,000	5,963.83	24,424.48	50,575.52	67%
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	6.95	55.79	4,944.21	99%
58700	Replacement Equipment	5,000	5,000	0.00	939.84	4,060.16	81%
Sub Total Other		349,180	349,180	28,125.49	114,008.93	235,171.07	67%
Total Operating Budget		651,719	651,719	54,857.45	225,613.95	426,105.05	65%
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	54,857.45	235,021.45	1,377,119.55	85%

Warrant Articles

Water Department

Fiscal Year: 2019

Period Start: 14-Oct-18

Period End: 13-Nov-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	870,758.13	886,706.17	713,293.83	44.6%
	1,600,000.00	1,600,000.00	0.00	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%

Water Treatment Plant Project

Water Department

Fiscal Year: 2019

Period Start: 14-Oct-18

Period End: 13-Nov-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	12,898.95	32,765.22	96,545.14	162,454.86	62.7%
58310 Engineering	782,166.00	782,166.00	39,535.32	177,649.26	544,794.93	237,371.07	30.3%
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	479,324.40	2,221,581.65	5,433,049.35	1,812,950.65	25.0%
58380 Miscellaneous	588,204.15	588,204.15	0.00	37,498.19	95,608.96	492,595.19	83.7%
	10,400,000.00	10,400,000.00	531,758.67	2,968,552.44	7,656,419.62	2,743,580.38	63.1%



Town of Topsfield

Task Sheet Report - Water Department

October 2018

Category	Andy Woodbury	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Paul Wise	Travis Fontaine	Total
Accrued Time							
Bereavement				8			8
Holidays		6		8		8	22
Jury Duty			8				8
Sick		6					6
Vacation				32		40	72
		12	8	48		48	116
Administrative							
Accrual Tracking		6					6
Charts			56	2		46	104
Correspondence		29					29
File Maintenance		3		2			5
Inspections				3			3
Meeting Prep.		3		5			8
Meetings		2		8			10
Other				1			1
Plan Review				1			1
System Review				1			1
Training						2	2
		43	56	23		48	170
Billing							
Bill Prep.		2		1			3
Meter Reading Radio			2	5			7
		2	2	6			10
Building Maintenance							
Grounds			2				2
Security				2			2
			2	2			4
Computer Systems							
Development				3			3
				3			3
Customer Service							
Customer Complaints			4				4
Dispute Resolution						1	1
Lien Requests		9					9
Title 5 Requests		3					3



Town of Topsfield

Task Sheet Report - Water Department

October 2018

Category	Andy Woodbury	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Paul Wise	Travis Fontaine	Total
Water Service Flushing						5	5
		12	4			6	22
DEP Projects							
Other						2	2
						2	2
Development Projects							
Perkins Landing				5			5
				5			5
Equipment Maintenance							
Annual						1	1
Other						2	2
						3	3
Financials							
Capital Plan				3			3
Payment Processing		20					20
Payroll/Bills		26					26
Rate Modelling				7			7
		46		10			56
Fire Department							
Fire Call						3	3
						3	3
Mapping							
CAD/Maps				2			2
				2			2
Public Service							
Citizen Concerns		2		3			5
Markouts/DigSafe			16	1		6	23
Private Flow Test			2				2
		2	18	4		6	30
Quality Control							
Bacteria Sampling			20			9	29
Fluoride Testing			46			13	59
In-house Testing			2				2
Manganese Testing			4			4	8
Other				2		4	6
pH Testing			2			6	8



Town of Topsfield

Task Sheet Report - Water Department

October 2018

Category	Andy Woodbury	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Paul Wise	Travis Fontaine	Total
Phosphates						1	1
			74	2		37	113
Special Projects							
Water Quality Database				2			2
				2			2
Treatment Plant Project							
Altitude Valve				2			2
Operations Planning				2			2
Plant Construction				56		3	59
				60		3	63
Vehicle Maintenance							
Preventive			2				2
			2				2
Water Controls							
Alarms				3		1	4
				3		1	4
Water Distribution							
Hydrant Brush Cutting			4				4
Hydrant Flushing	8		52	2	12	56	130
Meter Replacements						3	3
Service Repair				3		3	6
Tanks						1	1
Valve						13	13
	8		56	5	12	76	157
Water Management							
Ban Notification				1			1
				1			1
Water Supply							
Dam Management				7			7
Wellfield Maintenance						2	2
				7		2	9
Water Treatment							
Analyzer Calibration						2	2
Analyzer Maintenance						2	2
Chlorine			4	3		7	14
Fluoride						1	1



Town of Topsfield

Task Sheet Report - Water Department

October 2018

Category	Andy Woodbury	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Paul Wise	Travis Fontaine	Total
KOH						1	1
Sequestrant						4	4
			4	3		17	24
Grand Total	8	117	226	186	12	252	801
Total Monthly Work Hours (40 hrs/wk)	184						



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of October 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	-8.00	16.00	791.57	10.00	-40.00	761.57	104.00	0.00	-32.00	72.00	65.00	18.00	0.00	83.00

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	1,712.00	10.00	0.00	1,722.00	128.00	0.00	-30.00	98.00	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	337.50	10.00	-40.00	307.50	42.00	0.00	0.00	42.00	85.50	14.00	-8.00	91.50

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
16.00	0.00	0.00	16.00	208.00	10.00	-12.00	206.00	127.50	0.00	0.00	127.50	0.00	0.00	0.00	0.00

Sick Bank, Union

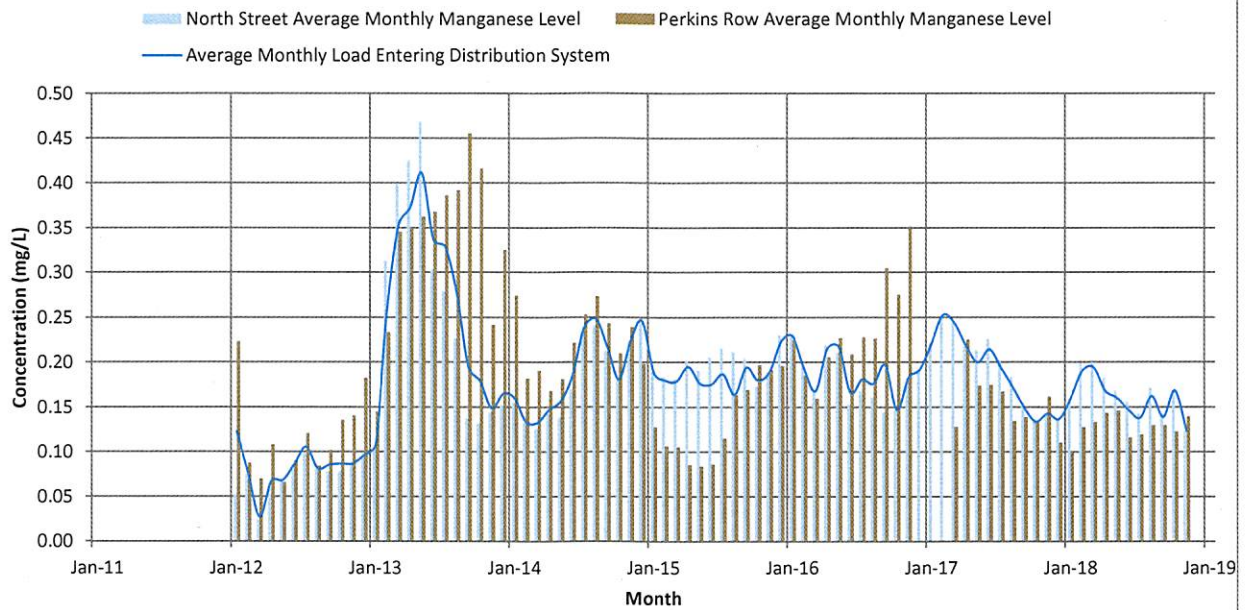
7/1/2013

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	280.00	0.00	1,196.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

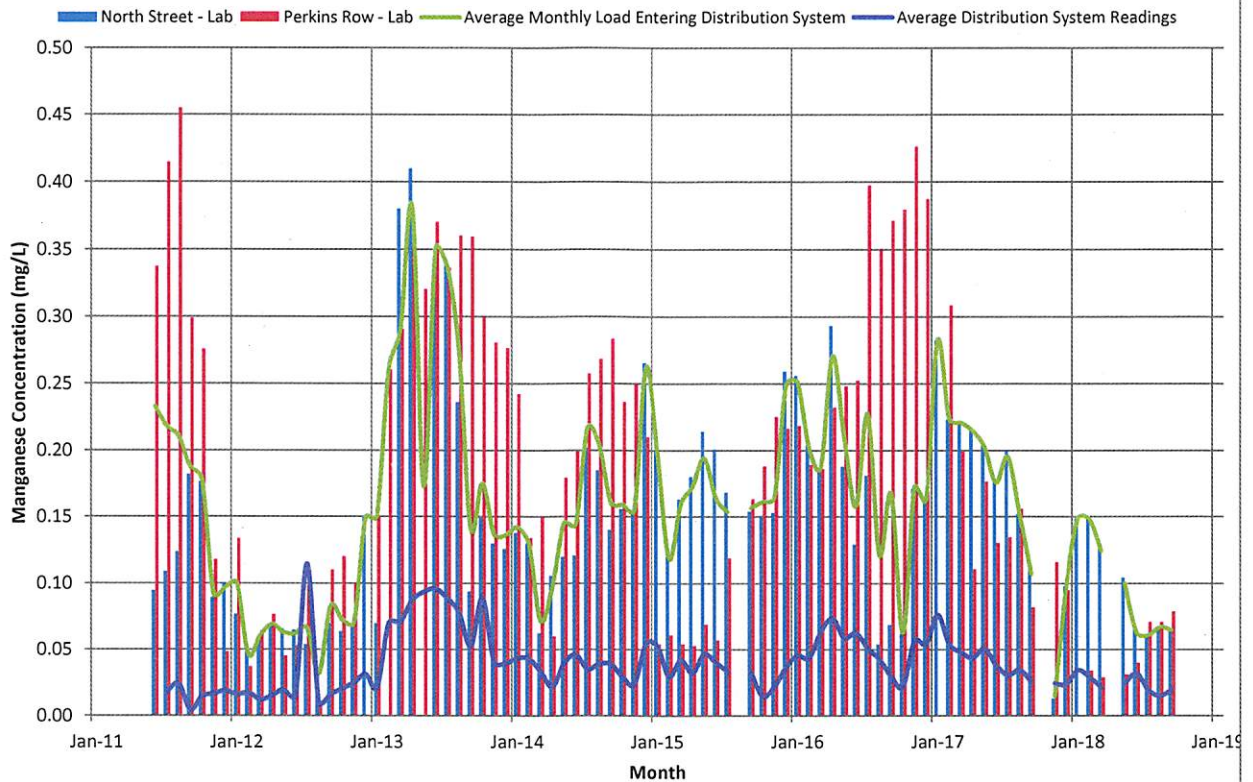
Per Union contract,

- 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.

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

279 Boston Street
Topsfield, MA 01983

November 14, 2018

Mr. Alfred Vax, Jr., Chairman
Board of Selectmen
Town of Boxford
7A Spofford Road
Boxford, MA 01921

Dear Mr. Vax:

It is our understanding that the Town of Boxford has initiated litigation against Mr. Douglass Conn regarding a series of issues related to the comprehensive permit for the construction of the Andrews Farm subdivision. There have been several discussions over the past few years pertaining to a long-term water supply solution for the development and this letter serves as the Board of Water Commissioner's official policy regarding water supply for the subdivision.

Around the time of construction, the Town of Topsfield agreed to provide fire protection to the subdivision and the developer extended our water mains to the town line and installed a fire hydrant that can be used to connect our main to the Andrews Farm fire lines. This long-standing arrangement shall continue unfettered.

A few years ago, Topsfield, through the Board of Water Commissioners, agreed to provide domestic water to the development on an emergency basis. The Andrews Farm Water Company installed a temporary overland connection and eventually a weather-proof underground connection to this end. Both services were used following the catastrophic loss of their pumping station in June 2016. Domestic water was provided by Topsfield while the Andrews Farm Water Company's pumping station was rebuilt through the spring of 2017. Domestic water was also provided earlier this year while their well, their sole source of supply, was rehabilitated. Topsfield has yet to be compensated for the latest domestic consumption, leaving an unpaid balance totaling nearly \$13,000.

Topsfield will continue to provide emergency domestic water to the Andrews Farm Water Company as long as the outstanding charges are paid in full, any future bills are paid within 30 days or service shall be terminated, and a payment bond be posted in the amount of \$25,000 to protect the Town of Topsfield against any future delinquency.

The availability and management of water resources in the Ipswich River Basin continues to be one of our primary concerns. Drinking water withdrawals in the basin have been cut over the past 10 years and further reductions over the next 10 years are expected. Our system currently serves 80% of the residents in Topsfield. It would be irresponsible to use the Town's limited resources to provide full-time domestic water service to residents of another town that already have a viable water supply. We will continue to provide water during emergencies but can not supply water on a permanent full-time basis.

Sincerely,

Topsfield Board of Water Commissioners

Philip Knowles, Chairman

Richard Stone, Clerk

Mark Gallagher, Member

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

1. Water Treatment Plant Project

Plant

Work on the electrical, mechanical, plumbing and process systems continues. National Grid set the transformer for the plant and installed the wiring. The electrician has nearly finished all of the conduit work for the plant and is now pulling cables. They expect to start testing equipment in December and will reach substantial completion by early February. The plant will be treating water by mid-January if the schedule holds.

Siding

There is an issue with the sheet metal siding on all sides of the plant. The siding has a wrinkled look to it which is commonly referred to as "oil canning". The installer and the manufacturer's representative were out to look at the product and their response is that it is common with this type of siding and is acceptable.

Clearly it is unacceptable. Wright-Pierce has countered that it wasn't installed properly and the installer didn't account for thermal expansion/contraction. Although this product can oil can, it shouldn't be to this degree. It has been used on a couple of Wright-Pierce projects elsewhere without any issues.

We're in the process of scheduling a site meeting with Wright-Pierce, Woodard & Curran, Kinsmen, the installer and the manufacturer to try and find a solution. To date we've paid for the material but not the labor. Personally, any solution short of removing the siding, starting over and installing it properly is unacceptable. In my opinion, throwing the installer off the job is a likely option. They also need to address some issues with the roof.

I'd like to get some direction from the Board regarding the potential solutions and liabilities. If the installer is thrown out then we'll have to hire another company to finish the roof and re-do the siding, possibly with a different product, certainly at greater expense.

Change Order #4

Two change orders are ready for your review. The first, Change Order #4 is a composite of the metal duct work change for the chemical room vents, re-routing of the analyzer drains, a lintel modification for the fluoride room and addition metal needed to cover the window jambs. The total cost for the change order is \$12,725. Wright-Pierce and Woodard & Curran have approved these changes.

Change Order #5

The second, Change Order #5, is to relocate a static mixer. There is a conflict in the design documents regarding the size of the mixer on the post-filter/pre-clearwell line. The drawings show it installed on a 12" main and the specifications call for an 8" mixer on this line but doesn't specify exactly where. The general contractor installed the 8" mixer on the aerator bypass line, not on the 12" line shown in the drawings. When questioned about this they say they didn't install it there knowing it was in the wrong place however once they realized the discrepancy decided to install it on the nearest 8" connection.

When asked why they didn't raise the issue and ask for clarification they said they're just the installer and are not privy to the design intent or the owner's treatment preferences and didn't realize it was an

issue. However, they did feel authorized to put the mixer someplace other than where the drawings specified. Woodard & Curran's opinion is this is an unauthorized change order and the Town shouldn't have to pay for the correction.

Kinsmen was notified of this and has refused to relocate the mixer, even under protest, and submitted a change order request for the work totaling \$6,254. They claim it's a design error and are not responsible for fixing it without compensation.

At the very most our exposure should have been an upcharge from an 8" mixer to a 12" mixer. It is not clear when Kinsman realized there was an error but clearly it was their choice to install it on the nearest 8" pipe. A decision has to be made on how to proceed and there are two poor options to choose from. The first is to pay Kinsmen to correct their mistake which ultimately is the easiest and likely the least expensive option. Alternatively, we could hire someone or do the work ourselves and deduct the costs from retainage at the end of the project. This would probably be more expensive because their quoted cost is less than a 12" static mixer alone. Also, any work done by others could provide an excuse for Kinsmen if any issues with the pipe integrity and supports arise down the road. I don't like either option but am recommending the Board approve the change order. This will factor into Kinsmen's Department of Capital Asset Management rating that is given at the end of the project.

Transmission Mains

R&D will be switching Perkins Row over to the raw water transmission main later this month or in early December. Also, MassDOT is planning to mill and pave Route 1 from South Main Street to Ipswich Road next year which will take care of the transmission main permanent patch near Averill Street.

2. Water Withdrawals

Withdrawals are back to normal.

3. Andrews Farm

The draft letter is available for your review.

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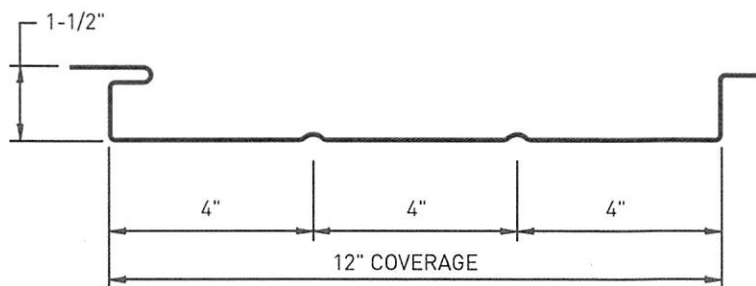
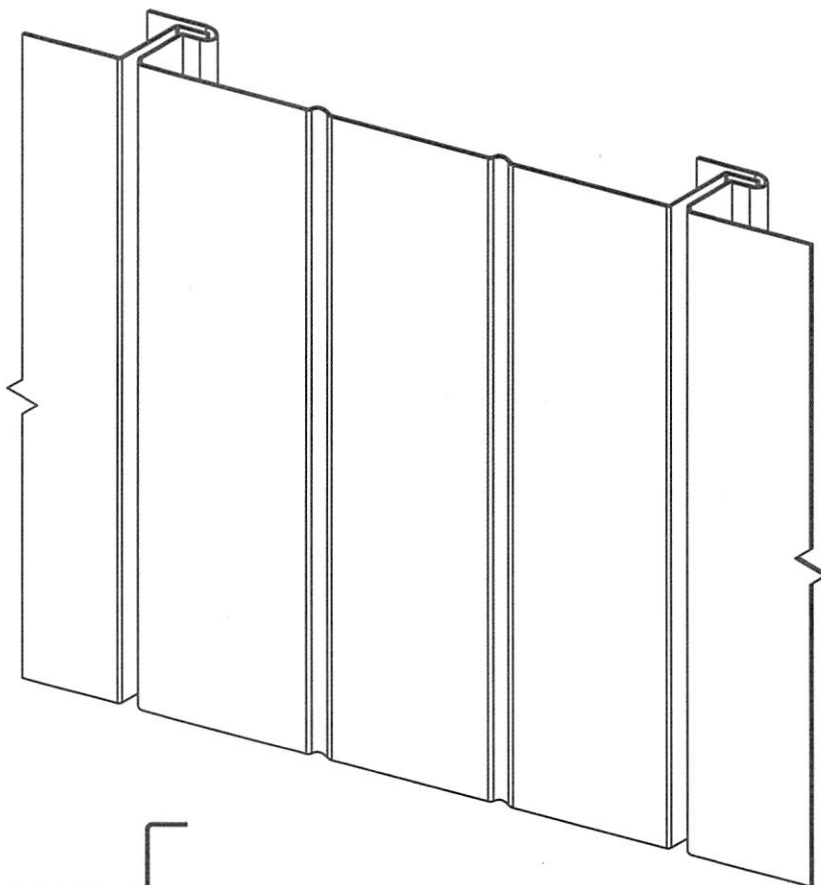
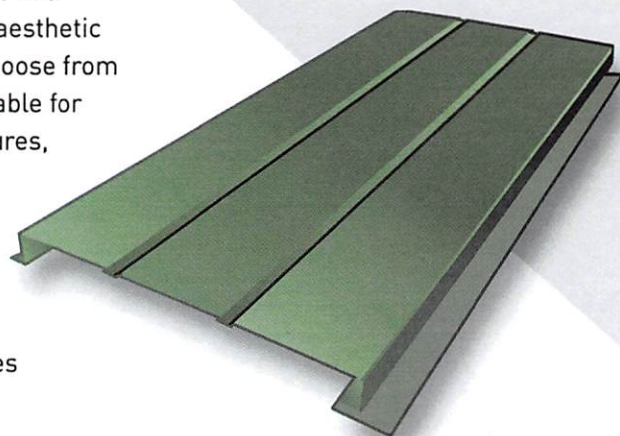
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All of the Englert Commercial/Industrial Wall Panels can be designed with either rigid board insulation, or liner panels and fiber glass batt insulation, to produce field assembled, insulated siding systems.







**Topsfield Water Department
Water Treatment Plant Change Order Report
November 14, 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, Approved CO #1

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, Approved CO #2

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, Approved CO #3

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, Draft CO #4

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 corrosion resistant duct work. The general contractor has provided an initial price for this work at \$4,303 which is ready for approval.

11. PCO-12, Draft CO #4

The analyzer drains in some areas are shown to connect to the waste pipe, discharging to the waste holding tank. The analyzers can drain to the raw water tanks saving thousands of gallons of water each year. The change requires a new core in the first-floor slab and an additional seal. The cost for this change is \$2,202.

12. PCO 13

A slop sink was supposed to be installed in the mechanical room but the fire sprinkler system used more space than planned so the sink will be installed in the aisle-way just outside the mechanical room. A cost for this has not been determined.

13. PCO-14, Draft CO #4

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

14. PCO-15

The plans do not show gas piping to the generator so this had to be added. Also, the piping near the meter had to be modified to accommodate two pressure reducers. A price for this has not been determined.

15. PCO-16, Draft CO #4

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 \$3,135.

16. PCO-17

There is a conflict in the plans and specifications regarding the size of the static mixer located on the post-filter/pre-clearwell line. The plans show it installed on a 12" line and the specifications call for an 8" mixer at the location. Kinsmen installed the mixer near the correct spot but on an 8" aerator bypass line, essentially a useless location so it needs to be removed and a 12" mixer needs to be installed in the proper location. The cost estimate from Kinsmen for this work is \$6,254.

17. PCO-18

The plans did not include a separate sodium hypochlorite conduit for the post-filter/pre-clearwell injection point. The conduit for the raw water injection point will carry two hypochlorite lines and extend to the secondary injection point.

18. PCO-19

Some changes were made to the site grading and paving near the building. The granite curbing was deleted and the paving was altered to make the aerator more accessible. These changes should result in a credit because there is no change in paving area, the final design is easier to build and doesn't include the curbing.

Proposed Change Orders			
Number	Reason	Status	Amount
PCO 01	Hatches	Cancelled	
PCO 02	Booster Station Relocation	Pending	6,910.00
PCO 03	WTP Bathroom	Pending	10,000.00
PCO 04	Booster Station Harmonics	Approved (1)	
PCO 05	Revised Steel for Filter	Pending	6,910.00
PCO 06	Electrical Credit	Pending	(25,000.00)
PCO 07	Masonry Veneer	Approved (2)	
PCO 08	Altitude Valve	Pending	6,000.00
PCO 09	Lintel Change	Approved (3)	
PCO 10			
PCO 11	Duct Work	Reviewed	4,303.00
PCO 12	Analyzer Drains	Reviewed	2,202.00
PCO 13	Slop sink relcoation	Pending	
PCO 14	Fluoride lintel	Reviewed	3,085.00
PCO 15	Gas piping mofifications	Pending	
PCO 16	Window Jamb Metal	Reviewed	3,135.00
PCO 17	Chenical Injection Point	Reviewed	6,254.00
PCO 18	Hypochlorite piping modifications	Pending	
PCO 19	Site grading/paving modifications	Pending	
			23,799.00

[illegible]

WTP Construction Progress
November 13, 2018

Contracts	Original	Adjusted	Total	Spent	Remaining	
Kinsmen	7.246	0.025	7.271	5.761	1.510	21%
Wright-Pierce	0.782	-	0.782	0.543	0.239	31%
Woodard & Curran	0.259	-	0.259	0.094	0.165	64%
R+D Site Development	1.525	-	1.525	1.499	0.025	2%
Total	9.812	0.025	9.837	7.898	1.938	20%

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	11/13/2018 17%
Substantial Completion	2/1/2019 2%
Final Completion	2/15/2019 0%

