



**BOARD OF WATER COMMISSIONERS  
MEETING AGENDA**

**Meeting Date:** December 12, 2018  
**Meeting Time:** 7:30 AM  
**Location:** Conference Room  
Public Works Facility  
279 Boston Street  
Topsfield, MA 01983  
**Reason:** Regular Monthly Meeting  
**Date Printed:** 12/10/2018 8:09 AM

1. Correspondence
2. Appointments
  - a. Mr. John Wood, 7 New Meadow Lane
3. Approval of Minutes
  - a. October 24, 2018
  - b. November 14, 2018
  - c. November 20, 2018
4. Review of Financial Reports
  - a. Monthly Control Sheet
  - b. Revenue & Commitments
  - c. Aged Receivables Report
  - d. Year to Date Budget Reports
  - e. Warrant Article Report
5. Review of Resource Reports
  - a. Water Withdrawals
  - b. Task Sheets
  - c. Manganese Levels
  - d. Employee Accrued Time Report
6. Review of Superintendent's Report
  - a. Leaks & Breaks
  - b. Unaccounted for Water
  - c. Operations Update
  - d. Massachusetts Department of Environmental Protection Projects
    - i. Lead & Copper
  - e. Ipswich River Water Suppliers
7. Projects
  - a. Water Treatment Plant
    - i. Construction Update
    - ii. Proposed Change Orders
    - iii. Staffing Requirements
  - b. Water Storage Tanks
8. FY2020 Budget Cycle
  - a. Budget
  - b. Capital Plan
  - c. Rate Impacts
9. Overdue water charges
  - a. Review list
  - b. Vote to transfer to taxes