



Topsfield Water Department
Monthly Control Sheet
January 2019

Date	Commitments				Payments					Miscellaneous Transactions			Tax Liens	Balance Forward
	User Fees	Conn. Fees	Penaties	Misc. Charges	Manual	Lockbox	Electronic	Unibank	Bounced Checks	Refunds	Abatements			
											BOWC	TWD		
														205,618.82
01-Jan-19	-	-	3,095.29	-	-	-	-	(52.86)	-	-	-	-	-	208,661.25
02-Jan-19	196.50	-	-	-	-	(14,294.79)	-	-	-	-	-	-	-	194,562.96
03-Jan-19	-	-	-	-	-	(101.70)	-	(717.63)	-	-	-	(1,814.05)	-	191,929.58
04-Jan-19	113.85	-	-	-	(12,375.39)	(3,976.35)	-	(1,513.45)	-	-	-	-	-	174,178.24
05-Jan-19	-	-	-	-	-	-	-	(374.52)	-	-	-	-	-	173,803.72
06-Jan-19	-	-	-	-	-	-	-	-	-	-	-	-	-	173,803.72
07-Jan-19	-	-	-	-	-	(3,310.64)	-	(778.52)	-	-	-	-	-	169,714.56
08-Jan-19	-	-	-	167.40	-	(5,639.35)	-	-	352.50	-	-	(8.39)	-	164,586.72
09-Jan-19	-	-	-	-	(7,710.44)	(4,891.49)	-	(1,193.98)	-	-	-	-	-	150,790.81
10-Jan-19	-	-	-	-	-	(3,390.57)	-	(1,211.74)	-	-	-	-	-	146,188.50
11-Jan-19	-	-	-	-	-	(2,650.49)	-	(765.46)	-	-	-	-	-	142,772.55
12-Jan-19	-	-	-	-	-	-	-	(1,092.30)	-	-	-	-	-	141,680.25
13-Jan-19	-	-	-	-	(700.00)	-	-	-	-	-	-	-	-	140,980.25
14-Jan-19	37.65	-	-	-	(19,519.34)	(1,398.92)	-	(203.40)	-	-	-	-	-	119,896.24
15-Jan-19	134,160.40	-	-	-	-	(3,763.56)	-	(2,920.84)	-	-	-	-	-	247,372.24
16-Jan-19	-	-	-	-	(9,174.96)	(5,905.51)	-	(212.10)	-	-	-	-	-	232,079.67
17-Jan-19	-	-	-	-	-	(2,965.75)	-	(274.50)	-	-	-	-	-	228,839.42
18-Jan-19	-	-	-	-	-	(1,063.50)	-	-	-	-	-	-	-	227,775.92
19-Jan-19	-	-	-	-	-	-	-	(621.90)	-	-	-	-	-	227,154.02
20-Jan-19	-	-	-	-	-	-	-	(653.38)	-	-	-	-	-	226,500.64
21-Jan-19	-	-	-	-	-	-	-	-	-	-	-	-	-	226,500.64
22-Jan-19	-	-	-	-	(113.85)	(737.00)	-	(490.20)	-	-	-	(52.81)	-	225,106.78
23-Jan-19	-	-	-	-	-	-	-	(335.40)	-	-	-	-	-	224,771.38
24-Jan-19	-	-	-	-	(15,674.50)	(12,750.88)	-	(711.77)	-	-	-	(32.52)	-	195,601.71
25-Jan-19	-	-	-	-	(480.60)	-	-	(129.30)	-	-	-	(11.39)	-	194,980.42
26-Jan-19	-	-	-	-	-	(4,653.92)	-	(1,214.12)	-	-	-	-	-	189,112.38
27-Jan-19	-	-	-	-	-	-	-	(204.37)	-	-	-	-	-	188,908.01
28-Jan-19	209.84	-	-	-	(10,063.05)	(2,831.10)	(137.40)	(233.40)	-	-	-	-	-	175,852.90
29-Jan-19	-	-	-	-	-	(4,493.64)	-	(212.10)	-	-	-	-	-	171,147.16
30-Jan-19	-	-	-	-	(3,998.84)	(7,271.12)	-	(269.40)	-	-	-	-	-	159,607.80
31-Jan-19	-	-	-	-	-	(4,867.29)	-	-	-	-	-	(548.00)	-	154,192.51
Sub Totals	134,718.24	-	3,095.29	167.40	(79,810.97)	(90,957.57)	(137.40)	(16,386.64)	352.50	-	(2,467.16)		-	(51,426.31)
Totals	137,980.93				(186,940.08)					(2,467.16)			0.00	154,192.51



Topsfield Water Department
Statement of Revenues and Commitments
As of the last day of: January 2019

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	134,718.24	1,059,168.79
Connections	-	4,000.00
Misc. Charges	167.40	5,467.40
Penalties	3,095.29	10,733.64
TOTAL	137,980.93	1,079,369.83

INCOME	This Month	Fiscal Year to Date
Manual Payments	(79,810.97)	(466,101.58)
Lockbox Payments	(90,957.57)	(468,756.00)
Electronic Transfers	(137.40)	(440.25)
Unibank Payments	(16,386.64)	(111,804.87)
Bounced Checks	352.50	1,924.07
TOTAL	(186,940.08)	(1,045,178.63)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	-
Abatements	(2,467.16)	(8,890.07)
TOTAL	(2,467.16)	(8,890.07)

TAX LIENS		
Tax Liens	-	(33,787.85)

NET TOTAL	(51,426.31)	25,301.13
------------------	--------------------	------------------

BALANCE FORWARD	205,618.82
THIS MONTH'S TRANSACTIONS	(51,426.31)
OUTSTANDING BALANCE	\$ 154,192.51

	<u>FY2019</u>	<u>FY2018</u>
ESTIMATED TOTAL INCOME	1,771,900.00	1,467,939.00
ACTUAL TOTAL INCOME	1,045,178.63	1,446,055.67
% REALIZED Y-T-D	59.0%	98.5%



TOPSFIELD WATER DEPARTMENT

MONTHLY COMMITMENTS

FY 2019

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of January 2019 in the amount of \$137,980.93

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 January 2019 in the amount of **-\$2,467.16**

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

19-Feb-19

Expended Period 1/20/2019 2:18:19 PM - 2/19/2019 2:18:19 PM

Budget Month 8

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	98,409	98,409	7,569.60	61,692.24	36,716.76	37%
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	63,442.24	36,716.76	37%
E4502 Wages							
51130	Laborers, Full Time	113,016	113,016	9,091.68	74,097.18	38,918.82	34%
51131	Clerical, Full Time	36,045	36,045	2,772.64	22,597.02	13,447.98	37%
51141	Seasonal Wages	7,000	7,000	0.00	4,454.04	2,545.96	36%
51200	Outside Help, Labor	2,933	2,933	1,412.34	3,716.77	-783.77	-27%
51310	Overtime, Labor	42,398	42,398	3,267.32	21,876.81	20,521.19	48%
51490	Longevity	988	988	0.00	987.50	0.50	0%
Sub Total Wages		202,380	202,380	16,543.98	127,729.32	74,650.68	37%
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	710.00	690.00	49%
52100	Electricity	41,500	41,500	2,757.58	23,395.33	18,104.67	44%
52106	PWB Electricity	3,200	3,200	1,047.18	5,811.17	-2,611.17	-82%
52150	Gas	2,600	2,600	411.70	1,642.54	957.46	37%
52156	PWB Gas	2,200	2,200	516.41	1,320.17	879.83	40%
52400	Building Maintenance	750	750	616.25	3,021.75	-2,271.75	-303%
52406	PWB Building Maintenance	2,800	2,800	223.80	4,309.80	-1,509.80	-54%
52415	Property Maintenance, Wellfi	14,000	14,000	981.75	981.75	13,018.25	93%
52416	PWB Cleaning	700	700	46.00	276.00	424.00	61%
52420	Systems Maintenance	16,000	16,000	1,916.38	19,133.97	-3,133.97	-20%
52430	Systems Maintenance, Emerg	25,000	25,000	1,222.00	4,690.72	20,309.28	81%
52450	Vehicle Maintenance	2,000	2,000	3,434.55	3,669.55	-1,669.55	-83%
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	2,585.51	-1,085.51	-72%
52720	Street Paving, Contract.	3,500	3,500	0.00	0.00	3,500.00	100%
52750	Security, Contracted	4,500	4,500	0.00	3,294.05	1,205.95	27%
52940	Waste Disposal	2,500	2,500	0.00	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	2,024.25	13,913.75	7,086.25	34%
53400	Telephone	5,000	5,000	486.33	2,776.68	2,223.32	44%
53430	Postage	6,800	6,800	256.41	2,081.89	4,718.11	69%
53450	Advertising	1,500	1,500	0.00	0.00	1,500.00	100%
53800	DEP Volume Assessment	1,500	1,500	0.00	1,302.97	197.03	13%
53801	Lock Box	1,800	1,800	66.69	592.84	1,207.16	67%
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	832.00	1,168.00	58%
54100	Gasoline	5,500	5,500	0.00	4,290.88	1,209.12	22%
54200	Office Supplies	3,500	3,500	2,394.62	4,433.48	-933.48	-27%
54210	Forms & Printing	7,500	7,500	188.44	2,655.92	4,844.08	65%
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	102.78	208.79	241.21	54%
54800	Vehicular Supplies	2,000	2,000	1,182.59	1,232.55	767.45	38%
55300	Public Works Supplies	18,000	18,000	9,418.88	29,725.11	-11,725.11	-65%
55310	Meters	30,000	30,000	8,182.30	15,689.41	14,310.59	48%
55800	Water Treatment Supplies	75,000	75,000	17,715.35	52,560.93	22,439.07	30%
55820	Safety Gear	1,500	1,500	1,151.95	1,442.23	57.77	4%
55860	Computer Software	5,000	5,000	1,434.25	1,907.02	3,092.98	62%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	3,750	3,750	0.00	1,652.33	2,097.67	56%
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	356.53	4,643.47	93%
58700	Replacement Equipment	5,000	5,000	0.00	1,534.83	3,465.17	69%
Sub Total Other		349,180	349,180	57,925.39	219,498.99	129,681.01	37%
Total Operating Budget		651,719	651,719	82,038.97	410,670.55	241,048.45	37%
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	82,038.97	420,078.05	1,192,062.95	74%

Warrant Articles

Water Department

Fiscal Year: 2019

Period Start: 20-Jan-19

Period End: 19-Feb-19

	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: 20-Jan-19

Period End: 19-Feb-19

	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	11,864.68	60,881.07	124,660.99	134,339.01	51.9%
58310 Engineering	782,166.00	782,166.00	71,779.36	290,178.30	657,323.97	124,842.03	16.0%
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	388,610.80	3,353,595.95	6,565,063.65	680,936.35	9.4%
58380 Miscellaneous	588,204.15	588,204.15	16,391.60	60,944.32	119,055.09	469,149.06	79.8%
	10,400,000.00	10,400,000.00	488,646.44	4,264,657.76	8,952,524.94	1,447,475.06	54.0%



Town of Topsfield

Task Sheet Report - Water Department

January 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Holidays	12		16	16	44
Sick	6				6
Vacation	16		8		24
	34		24	16	74
Administrative					
Accrual Tracking	3				3
Charts		58		57	115
Correspondence	17				17
File Maintenance	4				4
Meeting Prep.	1		4		5
Meetings	2		4		6
Other			9		9
Purchasing/Procurement			6		6
	27	58	23	57	165
Billing					
Bill Prep.			2		2
Meter Problems			2		2
Meter Reading				2	2
Meter Reading Radio			1		1
Other	3				3
	3		5	2	10
Building Maintenance					
Annual				1	1
				1	1
Computer Systems					
Repairs			2		2
			2		2
Customer Service					
Billing Questions	2		3	1	6
Dispute Resolution			3		3
Lien Requests	1				1
Title 5 Requests	1				1
Water Quality Questions				1	1
Water Service Flushing				2	2
	4		6	4	14



Town of Topsfield
Task Sheet Report - Water Department
January 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
DEP Projects					
Drop-in Meetings			2		2
Monthly Reports			2		2
			4		4
Equipment Maintenance					
Annual				1	1
				1	1
Financials					
Other			2		2
Payment Processing	19				19
Payroll/Bills	26				26
	45		2		47
Fire Department					
Fire Call				1	1
				1	1
Public Service					
Markouts/DigSafe		20	1	3	24
		20	1	3	24
Quality Control					
Bacteria Sampling		20		16	36
Fluoride Testing		46		19	65
Manganese Testing		4	2	5	11
Other			1	5	6
pH Testing		16		10	26
Phosphates				2	2
		86	3	57	146
Treatment Plant Project					
Altitude Valve				1	1
Operations Planning			6	3	9
Plant Construction			12	5	17
Startup			96		96
Training		32	8	23	63
		32	122	32	186
Vehicle Maintenance					
Annual				1	1
				1	1



Town of Topsfield

Task Sheet Report - Water Department

January 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Water Controls					
Alarms				1	1
				1	1
Water Distribution					
Leak Detection			1	2	3
Meter Replacements				1	1
Meter Testing				1	1
Private Property Repairs				2	2
Tanks				2	2
Water Main Repair			1		1
			2	8	10
Water Treatment					
Analyzer Calibration				1	1
Analyzer Maintenance				2	2
Chlorine				6	6
Fluoride				1	1
KOH		4			4
Sequestrant				5	5
		4		15	19
Grand Total					
	113	200	194	199	706
Total Monthly Work Hours (40 hrs/wk)					
	184				



Town of Topsfield

Monthly Report of Accrued Time
Water Department

For the month of January 2019

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	773.57	10.00	0.00	783.57	168.00	0.00	0.00	168.00	83.00	0.00	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	1,742.00	10.00	0.00	1,752.00	50.00	0.00	-8.00	42.00	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	-10.00	327.50	26.00	0.00	0.00	26.00	86.00	8.00	0.00	94.00

Yeo, Anne-Marie

4/14/2005

Personal Time (hours)				Sick Time (hours)				Vacation Time (hours)				Comp Time (hours)			
Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total	Previous	Added	Used	Total
15.50	0.00	0.00	15.50	226.00	10.00	-8.00	228.00	67.50	0.00	-20.00	47.50	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	1,196.00	0.00	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.

Topsfield Water Department

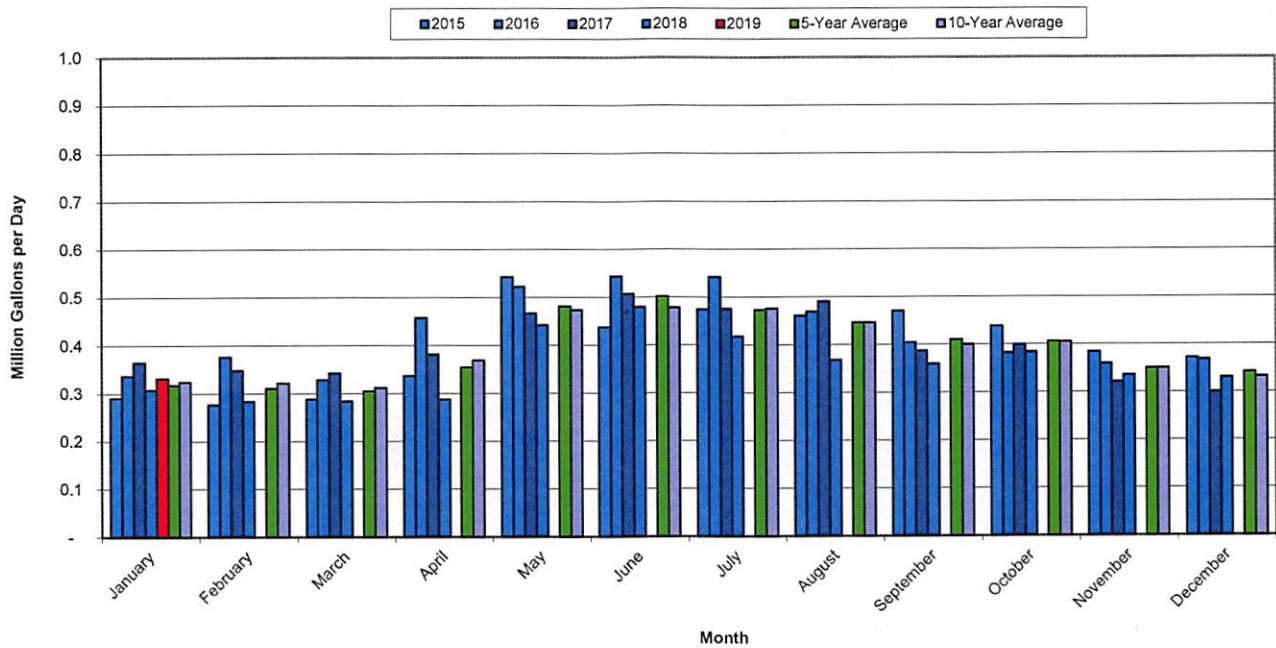
Annual Withdrawal Report

Calendar Year

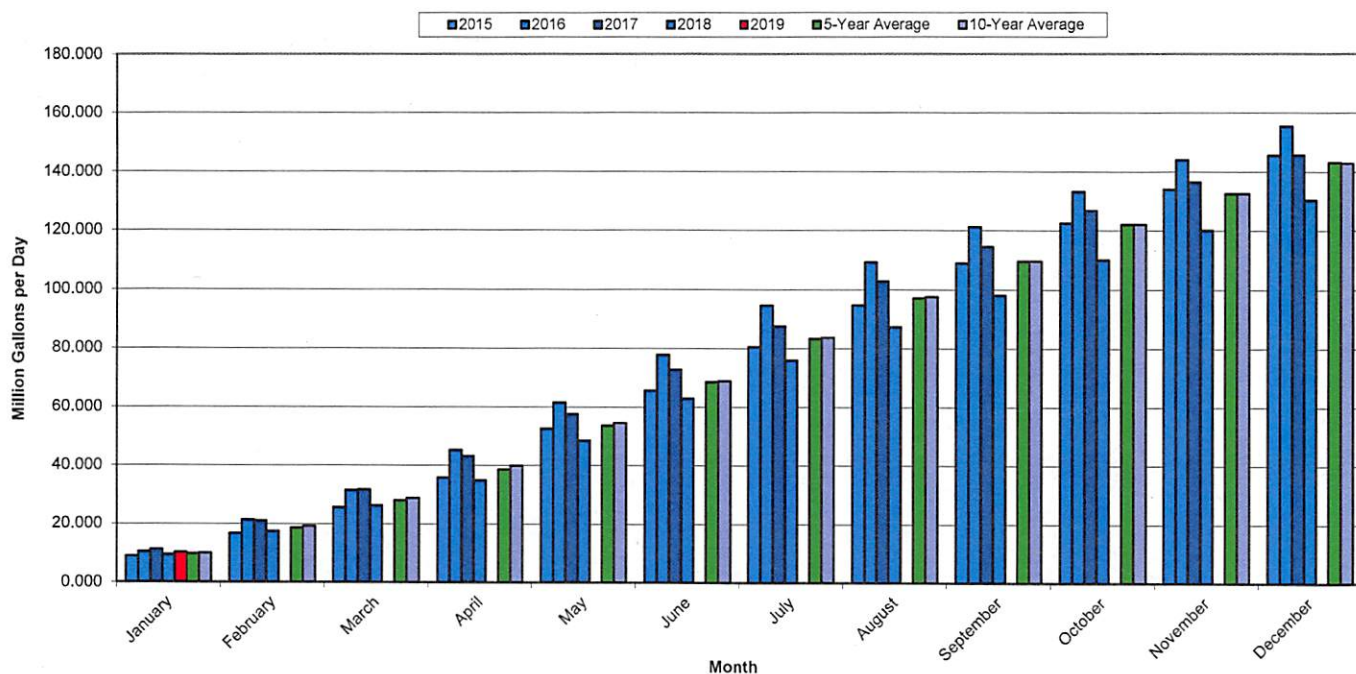
2019

Month	North Street	Perkins Row	Total	Month AGD	5-Year Average	10-Year Average	Running Average	Historical Rank
January	10.277	0.849	10.277	0.332	0.317	0.324	0.332	30%
February	-	-	-		0.311	0.322	0.210	
March	-	-	-		0.305	0.312	0.214	
April	-	-	-		0.354	0.369	0.214	
May	-	-	-		0.482	0.475	0.214	
June	-	-	-		0.502	0.479	0.214	
July	-	-	-		0.473	0.476	0.214	
August	-	-	-		0.447	0.446	0.214	
September	-	-	-		0.410	0.400	0.214	
October	-	-	-		0.406	0.405	0.214	
November	-	-	-		0.350	0.350	0.214	
December	-	-	-		0.341	0.332	0.210	
Total	10.277	0.849	10.277	0.332				

Monthly Withdrawals



Monthly Cumulative Withdrawals

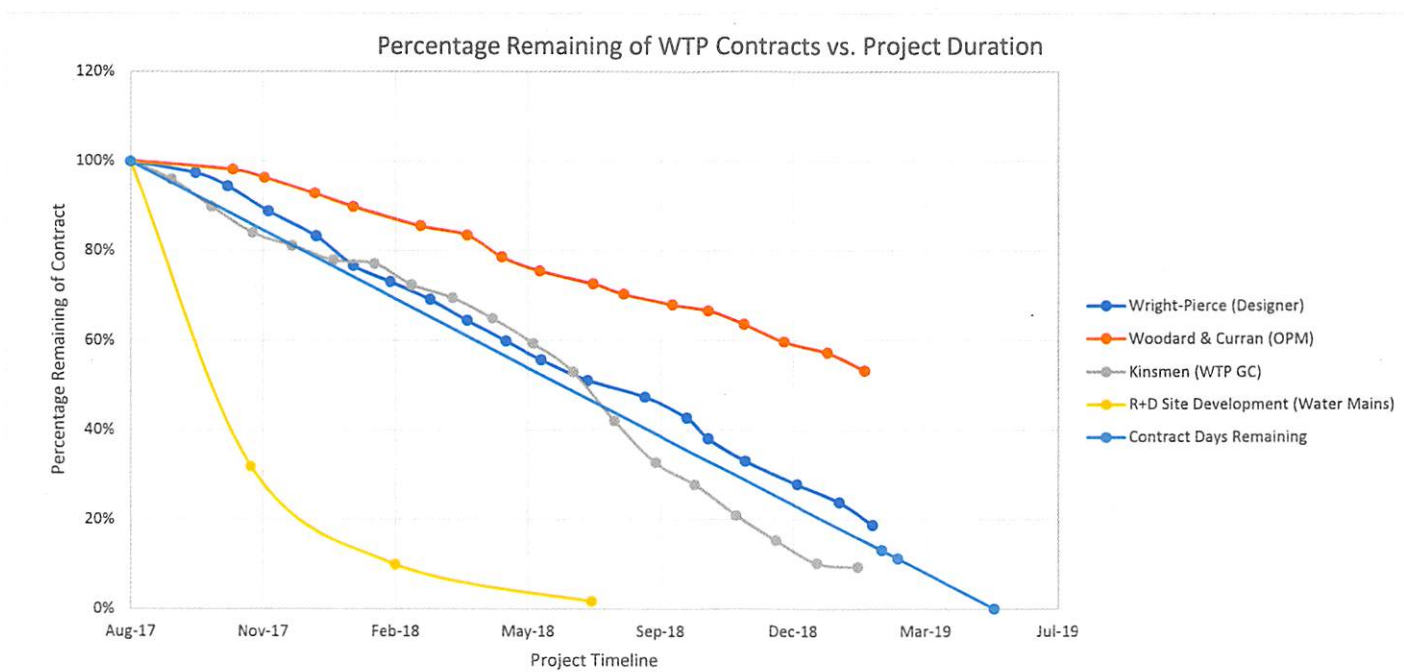


WTP Construction Progress
February 19, 2019

Contracts	Original	Adjustments		Total	Spent	Remaining		Total Adjustments Known To Date		
		Approved	Pending					Approved	Pending	Percentage
Kinsmen (WTP GC)	7.246	0.038	0.028	7.284	6.605	0.678	9%	0.038	0.028	0.9%
Wright-Pierce (Designer)	0.782	-	-	0.782	0.656	0.126	16%	-	-	0.0%
Woodard & Curran (OPM)	0.259	-	-	0.259	0.121	0.138	53%	-	-	0.0%
R+D Site Development (Water Mains)	1.525	-	-	1.525	1.499	0.025	2%	-	-	0.0%
Total	9.812	0.038	0.028	9.849	8.881	0.968	10%	0.038	0.028	0.4%

Funding	
Appropriated	10.400
Misc	(0.117) (SCADA, Paving, Public Works Supplies, etc.)
Funded	(9.849) Total contracted
Contingency	0.433 4.2%

Contract Days	Date	Duration	
		Percent	Days
Start Date	8/1/2017	100%	-
Current Date	2/19/2019	13%	567
Substantial Completion	3/3/2019	11%	579
Final Completion	5/15/2019	0%	652



**Topsfield Water Department
Superintendent's Report
February 20, 2019**

1. Water Treatment Plant Project

Plant

The plant is nearly complete. We've been performance testing the process systems for the past several weeks and by all indications the plant is doing very well. Manganese levels in the finished water have been below detectable limits and the chlorine residuals have been very stable. There are still some items to finish such as the security system, programming the automatic temperature control system and resolving some SCADA issues. MassDEP was in last week to do their final inspection and had a short list of items to wrap up. We plan on receiving notice from MassDEP that the plant can go online by the end of February.

Siding

The replacement panels for the remainder of the building arrived this week and we expect the installer will have them placed shortly.

Extension Request

Kinsmen missed the substantial completion date of 1/3/2019 and requested a 60-day contract extension. Substantial completion would be moved to early March. Wright-Pierce and Woodard & Curran have reviewed the request and have approved it. The signed change order from Kinsmen was received on 2/19 so I hope to have a copy approved by the OPM and ready for your signature in time for the meeting.

Change Order #6

This change order is a composite change including the rough work for the bathroom (\$3,720), revising small diameter piping on the chlorine chemical feed skid (\$2,931) and additional door closers (\$2,908). It originally included the extra work needed to install the altitude valve at the Boston Street Tank. The bid package included an alternate for installing a bathroom in the plant. The alternate was not selected but it made sense to do the rough plumbing work inside the plant such as installing cold and hot water supplies, drains and vents. The chlorine pump skid was constructed according to plan but additional valving is needed to allow one chlorine pump to add product pre-filter and another to add chlorine post-filter/pre-clearwell. This change makes the chlorination system much more useful. The majority of the doors in the building are equipped with automatic door closers. Closers were not specified for six of the doors, two of which are fire doors and require the closers. This cost covers the furnishing and installation of closers for the six remaining doors.

Change Order #7

This change order contains a sizable credit due to the rerouting of the electrical feed to the plant. The original design called for running a new service from Boston Street to the plant. This was altered to extend the existing service from the Public Works Building to the plant resulting in a \$21,000 credit. The second part of the change is due to the unusually deep water mains at the Boston Street Tank. The main that needed to be accessed to install the altitude valve was over 15 feet deep, well below the typical depth of six feet. The additional digging and shoring needed to safely access the main resulted in several days of added labor.

2. Water Withdrawals

Withdrawals were above historical levels for January. All of the water from Perkins Row, 849,000 gallons, was flushed to waste during the startup of the plant.

3. Leaks & Breaks

A low pressure call from 27 Haverhill Road led to the discovery of a service leak on private property that was repaired several days later. There was a severe water main break on Averill Street near Route 1 this past month. We lost 360,000 gallons of water during the break. One of the repair couplings leaked so it had to be dug up and repaired.

4. Budget

The final version of the budget is ready for approval. We had been waiting for the final debt schedule which is now in hand. The Town went to bond for \$3.734 million of the water treatment plant debt and received a 3% interest rate which was lower than the bond issued last fall. This is largely due to the Town's credit rating being upgraded to AAA. The remainder of the treatment plant and River Road debt will go to permanent bond this fall.

5. Rates

The rate model based on the latest numbers shows a rate increase of 20.9% in FY220 followed by a couple of years of 4-5% increases in FY2021 & FY2022. Rate increases beyond that are minimal, less than 1.5% each year with the last 3 years of the model showing 0%.

FY 2019 TOPSFIELD WATER ENTERPRISE FUND BUDGET

					FY15	FY16	FY17	FY18	FY19	FY19	FY20	FY20	FY20	FY20	
					EXPENSES	EXPENSES	EXPENSES	EXPENSES	APPROPRIATION	EXPENSES YTD 11/30/18	LEVEL FUNDED BUDGET	CHANGES/ GROWTH	PROPOSED DEPT BUDGET	% Change	
WATER ENTERPRISE FUND															
061	E4501	51120	SALARY	SUPERINTENDENT, APPOINTED	79,678.08	84,828.16	89,909.29	93,891.20	98,409.00	38,983.44	98,409.00	5,511.00	103,920.00	5.60%	
	E4501	51490	SALARY	LONGEVITY	1,500.00	1,500.00	1,500.00	1,500.00	1,750.00	1,750.00	1,750.00	-	1,750.00	0.00%	
					81,178.08	86,328.16	91,409.29	95,391.20	100,159.00	40,733.44	100,159.00	5,511.00	105,670.00	5.50%	
061	E4502	51130	WAGES	LABORERS, FULL TIME	100,145.70	108,271.89	113,015.10	115,354.72	113,016.00	46,822.16	113,016.00	9,536.00	122,552.00	8.44%	
	E4502	51131	WAGES	CLERICAL, FULL TIME	29,980.55	31,738.46	32,939.25	34,394.88	36,045.00	14,279.10	36,045.00	2,034.00	38,079.00	5.64%	
	E4502	51141	WAGES	SEASONAL WAGES	4,208.11	-	-	3,460.29	7,000.00	4,542.76	7,000.00	(1,000.00)	6,000.00	-14.29%	
	E4502	51200	WAGES	OUTSIDE HELP, LABOR	4,007.69	3,471.09	1,018.50	698.73	2,933.00	2,049.58	2,933.00	8,716.00	11,649.00	297.17%	
	E4502	51310	WAGES	OVERTIME	33,629.94	41,017.48	34,180.62	37,438.71	42,398.00	14,120.49	42,398.00	50,789.00	93,187.00	119.79%	
	E4502	51490	WAGES	LONGEVITY	-	987.50	987.50	987.50	988.00	987.50	988.00	262.00	1,250.00	26.52%	
				171,971.99	185,486.42	182,140.97	192,334.83	202,380.00	82,801.59	202,380.00	70,337.00	272,717.00	34.75%		
WATER SALARY & WAGES:					253,150.07	271,814.58	273,550.26	287,726.03	302,539.00	123,535.03	302,539.00	75,848.00	378,387.00	25.07%	
061	E4505	51920	EXPENSE	UNIFORM ALLOWANCE	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	-	2,730.00	0.00%	
	E4505	51970	EXPENSE	MEAL ALLOWANCE	1,160.00	1,360.00	740.00	900.00	1,400.00	550.00	1,400.00	-	1,400.00	0.00%	
	E4505	52100	EXPENSE	ELECTRICITY	31,880.72	43,169.01	42,337.97	41,066.65	41,500.00	13,730.12	41,500.00	73,500.00	115,000.00	177.11%	
	E4505	52106	EXPENSE	PUBLIC WORKS BLDG ELECTRICITY	2,823.67	2,999.09	3,041.15	8,396.87	3,200.00	2,843.10	3,200.00	(200.00)	3,000.00	-6.25%	
	E4505	52150	EXPENSE	GAS	2,185.92	2,585.04	2,709.44	1,825.63	2,600.00	319.80	2,600.00	-	2,600.00	0.00%	
	E4505	52156	EXPENSE	PUBLIC WORKS BLDG GAS	2,115.67	1,760.99	2,076.82	2,174.65	2,200.00	76.93	2,200.00	-	2,200.00	0.00%	
	E4505	52400	EXPENSE	BUILDING MAINTENANCE	83.58	2,414.12	329.00	2,604.85	750.00	1,101.56	750.00	-	750.00	0.00%	
	E4505	52406	EXPENSE	PUBLIC WORKS BLDG MAINT BUILD	1,912.62	5,039.73	4,334.49	5,117.36	2,800.00	3,649.50	2,800.00	-	2,800.00	0.00%	
	E4505	52415	EXPENSE	PROPERTY MAINTENANCE	1,161.50	13,197.94	8,566.01	13,397.60	14,000.00	-	14,000.00	-	14,000.00	0.00%	
	E4505	52416	EXPENSE	PUBLIC WORKS BLDG CLEANING SER	606.00	742.29	552.00	230.00	700.00	184.00	700.00	-	700.00	0.00%	
	E4505	52420	EXPENSE	SYSTEMS MAINTENANCE	14,783.62	11,129.24	14,062.02	30,527.95	16,000.00	11,255.97	16,000.00	-	16,000.00	0.00%	
	E4505	52430	EXPENSE	SYSTEMS EMERGENCY MAINTENANCE	30,172.95	24,333.25	10,585.53	20,250.97	25,000.00	3,468.72	25,000.00	-	25,000.00	0.00%	
	E4505	52450	EXPENSE	VEHICLE MAINTENANCE	1,324.00	1,101.47	570.79	2,072.54	2,000.00	35.00	2,000.00	-	2,000.00	0.00%	
	E4505	52510	EXPENSE	EQUIPMENT MAINTENANCE	617.77	363.50	-	534.72	500.00	-	500.00	-	500.00	0.00%	
	E4505	52520	EXPENSE	RADIO MAINTENANCE	2,337.50	-	-	-	1,000.00	-	1,000.00	-	1,000.00	0.00%	
	E4505	52700	EXPENSE	EQUIPMENT RENTAL	-	250.00	3,155.25	900.00	1,500.00	1,560.00	1,500.00	-	1,500.00	0.00%	
	E4505	52720	EXPENSE	STREET PAVING, CONT.	2,500.00	2,146.28	1,491.97	-	3,500.00	-	3,500.00	-	3,500.00	0.00%	
	E4505	52750	EXPENSE	SECURITY, CONTRACTED	4,265.40	4,265.40	4,265.40	5,005.47	4,500.00	2,227.70	4,500.00	2,594.00	7,094.00	57.64%	
	E4505	52940	EXPENSE	WASTE DISPOSAL	1,706.61	1,801.32	3,305.29	1,559.40	2,500.00	2,274.55	2,500.00	-	2,500.00	0.00%	
	E4505	53050	EXPENSE	ANNUAL D.E.P. MAINT.	9,624.00	10,688.00	8,383.50	9,838.67	10,000.00	-	10,000.00	-	10,000.00	0.00%	
	E4505	53110	EXPENSE	ENGINEERING	-	-	47,678.51	1,529.80	-	-	-	-	-	-	-
	E4505	53120	EXPENSE	WATER TESTING	15,496.30	11,886.10	17,048.96	17,723.43	21,000.00	9,176.00	21,000.00	5,000.00	26,000.00	23.81%	
	E4505	53400	EXPENSE	TELEPHONE	2,533.49	4,742.02	4,602.76	4,503.74	5,000.00	1,538.82	5,000.00	(200.00)	4,800.00	-4.00%	
	E4505	53430	EXPENSE	POSTAGE	6,025.93	5,281.97	6,141.78	4,563.93	6,800.00	184.80	6,800.00	(800.00)	6,000.00	-11.76%	
	E4505	53450	EXPENSE	ADVERTISING	3,149.44	867.12	1,376.59	1,496.40	1,500.00	1,026.26	1,500.00	(500.00)	1,000.00	-33.33%	
	E4505	53800	EXPENSE	DEP VOLUME ASSESSMENT	1,178.98	1,241.05	1,180.50	1,237.63	1,500.00	-	1,500.00	-	1,500.00	0.00%	
	E4505	53801	EXPENSE	LOCK BOX BANK SERVICES	1,427.84	1,359.14	1,537.43	1,371.92	1,800.00	268.54	1,800.00	(200.00)	1,600.00	-11.11%	
	E4505	53806	EXPENSE	PUBLIC WORKS BLDG TANK PUMPING	444.75	87.50	87.50	87.50	500.00	-	500.00	(250.00)	250.00	-50.00%	
	E4505	53810	EXPENSE	WATER TREATMENT SERVICES	-	-	-	-	2,000.00	-	2,000.00	(1,000.00)	1,000.00	-50.00%	
	E4505	53870	EXPENSE	POLICE SPECIAL DETAIL	3,759.00	1,575.00	1,176.00	2,856.00	2,000.00	416.00	2,000.00	-	2,000.00	0.00%	
E4505	54100	EXPENSE	GASOLINE	5,300.00	3,595.94	5,200.00	5,990.00	5,500.00	4,290.88	5,500.00	-	5,500.00	0.00%		
E4505	54200	EXPENSE	OFFICE SUPPLIES	1,868.10	5,234.19	3,714.34	3,371.18	3,500.00	1,892.41	3,500.00	-	3,500.00	0.00%		
E4505	54210	EXPENSE	FORMS & PRINTING	6,374.92	4,944.34	8,787.41	4,823.38	7,500.00	1,241.00	7,500.00	-	7,500.00	0.00%		
E4505	54300	EXPENSE	BUILDING SUPPLIES	-	-	-	-	1,500.00	-	1,500.00	(500.00)	1,000.00	-33.33%		
E4505	54506	EXPENSE	PUBLIC WORKS CUSTODIAL SUPPLIE	625.14	335.21	255.17	251.21	450.00	-	450.00	(50.00)	400.00	-11.11%		
E4505	54800	EXPENSE	VEHICULAR	1,095.43	2,370.10	649.24	569.52	2,000.00	49.96	2,000.00	(1,000.00)	1,000.00	-50.00%		
E4505	55300	EXPENSE	PUBLIC WORKS SUPPLIES	24,106.77	18,334.65	37,428.33	28,570.46	18,000.00	13,699.92	18,000.00	-	18,000.00	0.00%		

FY 2019 TOPSFIELD WATER ENTERPRISE FUND BUDGET

				FY15	FY16	FY17	FY18	FY19	FY19	FY20	FY20	FY20	FY20
				EXPENSES	EXPENSES	EXPENSES	EXPENSES	APPROPRIATION	EXPENSES YTD 11/30/18	LEVEL FUNDED BUDGET	CHANGES/ GROWTH	PROPOSED DEPT BUDGET	% Change
E4505	55310	EXPENSE	METERS	4,785.80	4,243.14	16,306.67	30,129.12	30,000.00	7,507.11	30,000.00	-	30,000.00	0.00%
E4505	55800	EXPENSE	WATER TREATMENT SUPPLIES	54,886.85	69,464.23	63,864.57	63,357.85	75,000.00	24,424.48	75,000.00	(10,000.00)	65,000.00	-13.33%
E4505	55820	EXPENSE	SAFETY GEAR	331.55	3,573.56	-	908.01	1,500.00	-	1,500.00	-	1,500.00	0.00%
E4505	55860	EXPENSE	COMPUTER SOFTWARE	6,812.00	7,045.02	5,567.97	5,414.92	5,000.00	472.77	5,000.00	-	5,000.00	0.00%
E4505	57100	EXPENSE	WAT TRAVEL, MTGS, CONF (IN)	-	-	-	-	-	-	-	-	-	-
E4505	57300	EXPENSE	WAT DUES, PUBL & MMBRSHPs	3,406.08	4,349.08	3,988.05	3,023.33	3,750.00	1,532.33	3,750.00	250.00	4,000.00	6.67%
E4505	57810	EXPENSE	WATER CONSERVATION PROGRAM	-	-	2,000.00	-	-	-	-	-	-	-
E4505	58500	EXPENSE	ADDITIONAL EQUIPMENT	7,546.50	2,708.33	6,089.98	491.38	5,000.00	461.99	5,000.00	-	5,000.00	0.00%
E4505	58510	EXPENSE	COMPUTER	4,039.49	3,321.68	1,596.38	6,747.93	5,000.00	55.79	5,000.00	-	5,000.00	0.00%
E4505	58700	EXPENSE	REPLACEMENT EQUIPMENT	4,312.57	1,671.32	9,828.06	6,349.92	5,000.00	939.84	5,000.00	-	5,000.00	0.00%
E4505	59600	EXPENSE	TRANSFER OUT	-	-	850,000.00	-	-	-	-	-	-	-
				273,498.46	290,307.36	1,209,342.83	344,501.89	349,180.00	115,185.85	349,180.00	66,644.00	415,824.00	19.09%
E4515	52730		UNANTICIPATED EMERGENCY	-	38,520.84	30,513.32	59,452.58	300,000.00	-	300,000.00	(200,000.00)	100,000.00	-66.67%
E4590	58800		ENTERPRISE RESERVE FUND	-	-	-	-	56,710.00	-	56,710.00	(6,710.00)	50,000.00	-11.83%
E4591	59195		DEBT INTEREST - WATER 2011	28,211.25	24,871.25	23,191.25	21,192.00	68,578.00	9,407.50	68,578.00	274,117.00	342,695.00	399.72%
E4593	59195		DEBT PRINCIPAL - WATER 2011	83,500.00	84,000.00	79,500.00	79,500.00	152,500.00	-	152,500.00	376,500.00	529,000.00	246.89%
E4594	59210		S/T DEBT PRINCIPAL	-	-	55,000.00	207,000.00	-	-	-	-	-	-
E4594	59250		DEBT SERVICE	-	-	-	-	5,000.00	-	5,000.00	-	5,000.00	0.00%
E4594	59251		BAN INTEREST	-	7,840.13	11,597.71	29,430.24	377,634.00	73,545.14	377,634.00	(262,259.00)	115,375.00	-69.45%
WATER EXPENSES:				385,209.71	445,539.58	1,409,145.11	741,076.71	1,309,602.00	198,138.49	1,309,602.00	248,292.00	1,557,894.00	18.96%
TOTAL WATER ENTERPRISE FUND:				638,359.78	717,354.16	1,682,695.37	1,028,802.74	1,612,141.00	321,673.52	1,612,141.00	324,140.00	1,936,281.00	20.11%

Topsfield Water Department Rate Analysis							
Equal Principal Option							
18-Feb-19							
	2018	2019	2020	2021	2022	2023	2024
	Completed	Active	Projected	Projected	Projected	Projected	Projected
Enterprise Rev. & Avail. Funds							
Other Projected Revenues	16,560	16,560	16,560	16,560	16,560	16,560	16,560
Water Rate Revenues							
Tier 1	750,295	934,368	1,137,964	1,227,980	1,281,924	1,338,239	1,366,977
Tier 2	242,860	291,200	349,717	380,762	397,489	414,950	424,633
Tier 3	272,325	366,425	442,207	484,111	505,378	527,579	540,489
Service Fee	162,900	164,250	164,700	165,600	165,870	166,050	166,230
Total Revenues	1,444,940	1,772,803	2,111,148	2,275,012	2,367,221	2,463,378	2,514,888
Warrant Articles (Cash Portion)	900,000	30,000	550,000	280,150	25,000	644,897	35,000
Warrant Articles (Bond Portion)	4,470,000	-	-	-	-	-	1,091,812
Bond Issues	(4,470,000)	-	-	-	-	-	(1,091,812)
Other Enterprise Funds							
Total Available Funds	2,344,940	1,802,803	2,661,148	2,555,162	2,392,221	3,108,274	2,549,888
Expenditures							
Salaries	95,391	100,159	105,670	108,840	112,105	115,468	118,933
Wages	200,730	202,380	272,717	244,849	252,194	259,760	267,553
Other	326,680	349,180	415,824	428,299	441,148	454,382	468,014
Sub Total Operating Budget	622,801	651,719	794,211	781,987	805,447	829,610	854,499
Capital Outlay	-	-	-	-	-	-	-
Unanticipated Emergency	190,000	300,000	100,000	150,000	150,000	150,000	150,000
Reserve Fund	145,000	56,710	50,000	69,000	112,000	100,000	177,000
Sub Total Reserves	335,000	356,710	150,000	219,000	262,000	250,000	327,000
Indirect Costs	143,377	159,760	174,867	176,553	178,335	180,220	182,214
Sub Total Other Expenditures	143,377	159,760	174,867	176,553	178,335	180,220	182,214
Debt							
Existing Debt	125,330	284,450	871,694	893,130	894,342	865,492	843,154
Future Debt	-	-	-	175,000	221,642	305,759	302,127
Short Term Debt - Principal	207,000	-	-	-	-	-	-
Debt Issuance Cost	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Short Term Debt - Interest	29,431	377,634	115,375	24,250	-	27,295	-
Sub Total Debt	366,761	667,084	992,069	1,097,380	1,120,984	1,203,546	1,150,281
Budgeted Amount	1,467,939	1,835,272	2,111,147	2,274,920	2,366,766	2,463,377	2,513,994
Cash Expenditures	900,000	30,000	550,000	280,150	25,000	644,897	35,000
Other Funds							
Total Expenditures	2,367,939	1,865,272	2,661,147	2,555,070	2,391,766	3,108,273	2,548,994
Budgeted Amount	1,467,939	1,835,272	2,111,147	2,274,920	2,366,766	2,463,377	2,513,994
Wages Expenses			378,387				
ATM Budget (minus IDC)			1,936,280				
Gain/Loss	(22,999)	(62,470)	1	93	455	1	895
Transfers from other Funds	-	-	-	-	-	-	-
Net Change in Free Cash	(922,999)	(92,470)	(549,999)	(280,057)	(24,545)	(644,896)	(34,105)
Free cash	593,493	927,249	569,750	535,243	834,598	502,202	853,747
Reserve Fund Saved	95%	95%	95%	95%	95%	95%	95%
Unanticipated Emergency Saved	50%	50%	25%	50%	50%	50%	50%
Annual Rate Increase	17.3%	26.1%	20.9%	4.4%	4.4%	4.4%	1.4%