



**BOARD OF WATER COMMISSIONERS  
MEETING AGENDA**

**Meeting Date:** September 11, 2019  
**Meeting Time:** 7:30 AM  
**Location:** Conference Room  
Public Works Facility  
279 Boston Street  
Topsfield, MA 01983  
**Reason:** Regular Monthly Meeting  
**Date Printed:** 9/4/2019 1:37 PM

1. Correspondence
2. Appointments
3. Approval of Minutes
4. Payroll & Warrant Authorization
5. 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
6. Review of Resource Reports
  - a. Water Withdrawals
  - b. Task Sheets
  - c. Employee Accrued Time Report
7. Review of Superintendent's Report
  - a. Leaks & Breaks
  - b. Unaccounted for Water
  - c. Operations Update
  - d. Massachusetts Department of Environmental Protection Projects
8. Projects
  - a. Water Treatment Plant
  - b. Water Storage Tanks
  - c. Prospect Street / River Road
9. FY2021 Capital Plan
10. Payroll Authorization Form
11. Water Restrictions – Discussion & possible vote
12. Superintendent Appointment FY2020 – FY2022