

Water Department
Expense Budget for FY2020

10-Oct-19

Expended Period 9/10/2019 7:01:36 AM - 10/10/2019 7:01:36 AM

Budget Month 4

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
Operating Budget							
E4501 Salary							
51120	Superintendent	103,920	103,920	7,932.80	27,764.80	76,155.20	73%
51490	Longevity, Superintendent	1,750	1,750	0.00	1,750.00	0.00	0%
Sub Total Salary		105,670	105,670	7,932.80	29,514.80	76,155.20	72%
E4502 Wages							
51130	Laborers, Full Time	122,552	122,552	9,355.08	32,742.78	89,809.22	73%
51131	Clerical, Full Time	38,079	38,079	2,906.80	10,173.80	27,905.20	73%
51140	Laborers, Part Time W/E	-1	-1	0.00	0.00	-1.00	N/A
51141	Seasonal Wages	6,000	6,000	0.00	2,646.66	3,353.34	56%
51200	Outside Help, Labor	11,649	11,649	74.78	381.53	11,267.47	97%
51310	Overtime, Labor	93,187	93,187	8,097.98	30,491.69	62,695.31	67%
51490	Longevity	1,250	1,250	0.00	1,737.50	-487.50	-39%
51970	Meal Allowance	1,400	1,400	210.00	840.00	560.00	40%
Sub Total Wages		274,116	274,116	20,644.64	79,013.96	195,102.04	71%
E4505 Other							
51920	Uniform Allowance	2,730	2,730	0.00	2,730.00	0.00	0%
52100	Electricity	115,000	115,000	8,047.20	17,155.87	97,844.13	85%
52106	PWB Electricity	3,000	3,000	267.38	954.54	2,045.46	68%
52150	Gas	2,600	2,600	508.30	686.28	1,913.72	74%
52156	PWB Gas	2,200	2,200	28.88	42.15	2,157.85	98%
52400	Building Maintenance	750	750	0.00	137.62	612.38	82%
52406	PWB Building Maintenance	2,800	2,800	152.87	794.86	2,005.14	72%
52415	Property Maintenance, Wellfi	14,000	14,000	0.00	4,150.52	9,849.48	70%
52416	PWB Cleaning	700	700	46.00	223.00	477.00	68%
52420	Systems Maintenance	16,000	16,000	3,523.18	4,728.57	11,271.43	70%
52430	Systems Maintenance, Emerg	25,000	25,000	6,836.83	11,676.48	13,323.52	53%
52450	Vehicle Maintenance	2,000	2,000	0.00	0.00	2,000.00	100%
52510	Equipment Maintainance	500	500	0.00	159.45	340.55	68%
52520	Radio Maintenance	1,000	1,000	0.00	0.00	1,000.00	100%
52700	Equipment Rental	1,500	1,500	0.00	1,516.88	-16.88	-1%
52720	Street Paving, Contract.	3,500	3,500	125.00	125.00	3,375.00	96%
52750	Security, Contracted	7,094	7,094	1,336.35	2,882.70	4,211.30	59%
52940	Waste Disposal	2,500	2,500	806.00	2,246.00	254.00	10%
53050	Annual DEP Maintainence	10,000	10,000	550.00	1,050.00	8,950.00	90%
53110	Engineering	0	0	0.00	0.00	0.00	N/A
53120	Water Testing	26,000	26,000	1,022.50	6,466.50	19,533.50	75%
53150	Contract Clerical Service	0	0	0.00	0.00	0.00	N/A
53400	Telephone	4,800	4,800	716.15	1,269.47	3,530.53	74%
53430	Postage	6,000	6,000	2,290.08	2,549.92	3,450.08	58%
53450	Advertising	1,000	1,000	0.00	0.00	1,000.00	100%
53800	DEP Volume Assessment	1,500	1,500	0.00	0.00	1,500.00	100%
53801	Lock Box	1,600	1,600	84.90	201.60	1,398.40	87%
53806	PWB Tank Cleaning	250	250	0.00	0.00	250.00	100%
53810	Water Treatment Services	1,000	1,000	0.00	0.00	1,000.00	100%
53870	Police Detail	2,000	2,000	416.00	1,404.00	596.00	30%
54100	Gasoline	5,500	5,500	0.00	0.00	5,500.00	100%
54200	Office Supplies	3,500	3,500	62.06	676.58	2,823.42	81%

		Budgeted	Revised	Expended This Period	Expended YTD	Available	Percent Remaining
54210	Forms & Printing	7,500	7,500	828.77	1,019.73	6,480.27	86%
54300	Building Supplies	1,000	1,000	0.00	1,755.23	-755.23	-76%
54506	PWB Custodial Supplies	400	400	172.22	172.22	227.78	57%
54800	Vehicular Supplies	1,000	1,000	0.00	0.00	1,000.00	100%
55300	Public Works Supplies	18,000	18,000	1,852.61	11,826.01	6,173.99	34%
55310	Meters	30,000	30,000	2,921.74	10,357.85	19,642.15	65%
55800	Water Treatment Supplies	65,000	65,000	2,419.12	11,735.00	53,265.00	82%
55820	Safety Gear	1,500	1,500	0.00	796.51	703.49	47%
55860	Computer Software	5,000	5,000	0.00	94.05	4,905.95	98%
57100	In State Travel	0	0	0.00	0.00	0.00	N/A
57200	Out of State Travel	0	0	0.00	0.00	0.00	N/A
57300	Dues, Conferences, Licenses	4,000	4,000	380.00	990.00	3,010.00	75%
57810	Water Conservation Program	0	0	0.00	0.00	0.00	N/A
58500	Additional Equipment	5,000	5,000	97.50	4,153.30	846.70	17%
58510	Computer	5,000	5,000	17.99	3,747.79	1,252.21	25%
58700	Replacement Equipment	5,000	5,000	0.00	859.00	4,141.00	83%
Sub Total Other		414,424	414,424	35,509.63	111,334.68	303,089.32	73%
Total Operating Budget		794,210	794,210	64,087.07	219,863.44	574,346.56	72%
Reserves							
E4515 Unanticipated Emergenci							
52730	Unanticipated Emerg.	100,000	100,000	0.00	0.00	100,000.00	100%
Sub Total Unanticipated Emerge		100,000	100,000	0.00	0.00	100,000.00	100%
E4590 Reserve Fund							
52730	Reserve Fund	50,000	50,000	0.00	0.00	50,000.00	100%
Sub Total Reserve Fund		50,000	50,000	0.00	0.00	50,000.00	100%
Total Reserves		150,000	150,000	0.00	0.00	150,000.00	100%
Debt Service							
E4591 Multipurpose, Interest							
59195	Interest	342,695	342,695	88,850.00	97,357.50	245,337.50	72%
Sub Total Multipurpose, Interest		342,695	342,695	88,850.00	97,357.50	245,337.50	72%
E4593 Multipurpose, Principal							
59195	Principal	529,000	529,000	260,000.00	260,000.00	269,000.00	51%
Sub Total Multipurpose, Princip		529,000	529,000	260,000.00	260,000.00	269,000.00	51%
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	115,375	115,375	0.00	0.00	115,375.00	100%
Sub Total Short-Term Debt		120,375	120,375	0.00	0.00	120,375.00	100%
Total Debt Service		992,070	992,070	348,850.00	357,357.50	634,712.50	64%
Grand Total		1,936,280.00	1,936,280.00	412,937.07	577,220.94	1,359,059.06	70%

Water Treatment Plant Project

Water Department

Fiscal Year: 2020

Period Start: 10-Sep-19

Period End: 10-Oct-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	0.00	3,452.52	147,686.97	111,313.03	43.0%
58310 Engineering	782,166.00	782,166.00	1,706.40	7,052.20	759,617.70	22,548.30	2.9%
58320 Transmission Mains	1,524,629.85	1,524,629.85	0.00	0.00	1,486,421.24	38,208.61	2.5%
58330 Plant Construction	7,246,000.00	7,246,000.00	0.00	170,634.37	7,164,009.18	81,990.82	1.1%
58380 Miscellaneous	588,204.15	588,204.15	4,383.57	8,023.15	167,499.09	420,705.06	71.5%
	10,400,000.00	10,400,000.00	6,089.97	189,162.24	9,725,234.18	674,765.82	35.3%

Warrant Articles

Water Department

Fiscal Year: 2020

Period Start: 10-Sep-19

Period End: 10-Oct-19

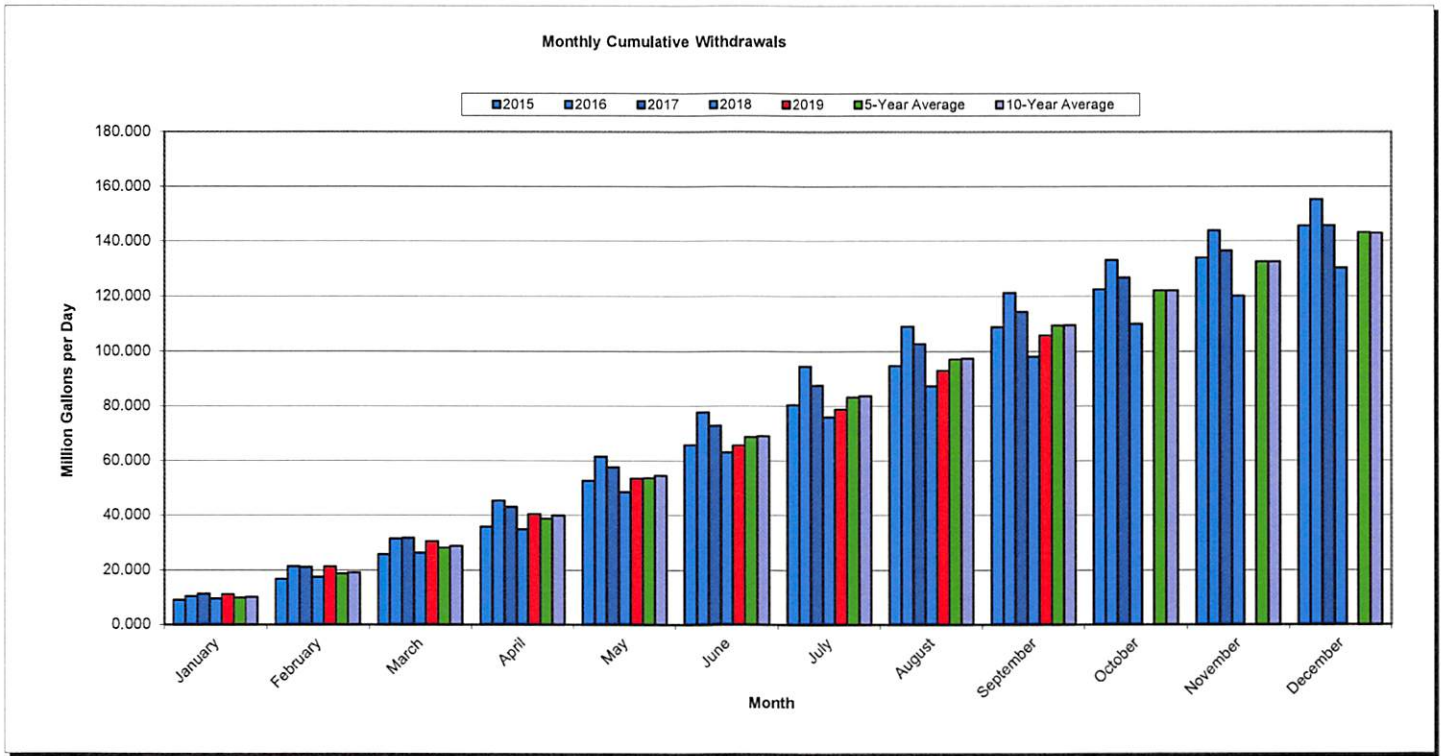
	Appropriation	Revised	Period Total	Fiscal Total	Total Spent	Remainder	Percent
36000 Prospect Street & River Road Water Main Improvements							
88003 Construction	1,600,000.00	1,070,000.00	3,796.94	8,493.19	895,199.36	174,800.64	16.3%
	1,600,000.00	1,070,000.00	3,796.94	8,493.19	895,199.36	174,800.64	16.3%
E4580 Water Warrant Articles							
88049 FY19STM/A9 Prospect Street/River Ro	300,000.00	300,000.00	0.00	68,575.18	68,575.18	231,424.82	77.1%
88050 FY20A15 Water System Improvements	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.0%
88051 FY20/A16 Meter Reading System	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	100.0%
88052 FY20/A17 North Street Drilling	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.0%
88053 FY20/A18 Front End Loader	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00	0.0%
	540,000.00	540,000.00	0.00	83,575.18	83,575.18	456,424.82	95.0%

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	8.439	1.671	10.110	0.361	0.311	0.322	0.340	52%
March	5.544	3.571	9.115	0.294	0.305	0.312	0.328	16%
April	5.950	4.055	10.005	0.334	0.354	0.369	0.329	19%
May	7.915	5.218	13.133	0.424	0.482	0.475	0.349	24%
June	7.277	4.695	11.972	0.399	0.502	0.479	0.357	9%
July	8.027	5.340	13.367	0.431	0.473	0.476	0.368	12%
August	8.581	5.593	14.174	0.457	0.447	0.446	0.379	30%
September	7.537	5.330	12.867	0.429	0.410	0.400	0.385	48%
October	-	-	-		0.406	0.405	0.375	
November	-	-	-		0.350	0.350	0.375	
December	-	-	-		0.341	0.332	0.374	
Total	69.547	36.322	105.020	0.385				







Topsfield Water Department
Monthly Control Sheet
September 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		
														193,641.40
01-Sep-19	-	-	-	-	-	-	-	(224.27)	-	-	-	-	-	193,417.13
02-Sep-19	1,183.80	-	-	-	-	-	-	(246.95)	-	-	-	-	-	194,353.98
03-Sep-19	72.30	-	-	-	-	(2,726.96)	-	-	-	-	-	-	-	191,699.32
04-Sep-19	-	-	-	-	(11,395.87)	(4,049.15)	-	(196.50)	-	-	-	-	-	176,057.80
05-Sep-19	-	-	-	-	-	(4,029.61)	-	(331.20)	-	-	-	-	-	171,696.99
06-Sep-19	-	-	-	-	(4,667.19)	(3,044.11)	-	(88.50)	-	-	-	-	-	163,897.19
07-Sep-19	-	-	-	-	-	-	-	-	-	-	-	-	-	163,897.19
08-Sep-19	-	-	-	-	-	-	-	(390.60)	-	-	-	-	-	163,506.59
09-Sep-19	-	-	2,681.81	-	-	(5,166.69)	-	(424.32)	-	-	-	-	-	160,597.39
10-Sep-19	-	-	-	-	(5,459.92)	-	-	(1,695.00)	-	-	-	-	-	153,442.47
11-Sep-19	42.40	-	-	-	-	(3,765.32)	-	(674.12)	-	-	-	(49.76)	-	148,995.67
12-Sep-19	-	-	-	-	(2,389.80)	(2,093.89)	-	(1,305.42)	212.20	-	-	(1,540.00)	-	141,878.76
13-Sep-19	-	-	-	-	-	(1,400.83)	-	(2,467.04)	-	-	-	-	-	138,010.89
14-Sep-19	-	-	-	-	-	-	-	(2,290.30)	-	-	-	-	-	135,720.59
15-Sep-19	171.75	-	-	-	-	-	-	(2,147.50)	-	-	-	-	-	133,744.84
16-Sep-19	225,616.48	-	-	-	(13,058.15)	-	-	(792.30)	-	-	-	-	-	345,510.87
17-Sep-19	261.30	-	-	1,000.00	(162.12)	(5,410.47)	-	(809.01)	-	-	-	-	-	340,390.57
18-Sep-19	136.35	-	-	-	-	(714.10)	-	(212.10)	-	-	-	(166.52)	-	339,434.20
19-Sep-19	-	-	-	-	(9,138.79)	(899.50)	-	(1,300.50)	-	-	-	-	-	328,095.41
20-Sep-19	-	-	-	-	-	(1,423.19)	-	(499.63)	-	-	-	-	-	326,172.59
21-Sep-19	-	-	-	-	-	-	-	(2,276.36)	-	-	-	-	-	323,896.23
22-Sep-19	-	-	-	-	-	-	-	(167.70)	-	-	-	-	-	323,728.53
23-Sep-19	-	-	-	-	-	(4,579.66)	-	(898.81)	-	-	-	(344.76)	-	317,905.30
24-Sep-19	294.50	-	-	-	(10,195.07)	-	-	(111.95)	-	-	-	-	-	307,892.78
25-Sep-19	124.40	-	3,666.43	-	-	(9,424.78)	-	-	-	-	-	(81.00)	-	302,177.83
26-Sep-19	-	-	-	-	(4,034.16)	(2,997.39)	-	(2,606.83)	300.00	-	-	-	-	292,839.45
27-Sep-19	-	-	-	-	(282.40)	(3,201.54)	-	(394.68)	-	-	-	-	-	288,960.83
28-Sep-19	-	-	-	-	-	-	-	(283.20)	-	-	-	-	-	288,677.63
29-Sep-19	-	-	-	-	-	-	-	(390.10)	-	-	-	-	-	288,287.53
30-Sep-19	-	-	-	-	(11,096.95)	(9,558.96)	-	(939.76)	-	-	-	-	-	266,691.86
#N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Totals	227,903.28	-	6,348.24	1,000.00	(71,880.42)	(64,486.15)	-	(24,164.65)	512.20	-	(2,182.04)		-	73,050.46
Totals	235,251.52				(160,019.02)					(2,182.04)			0.00	266,691.86



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	227,903.28	541,495.06
Connections	-	-
Misc. Charges	1,000.00	1,000.00
Penalties	6,348.24	9,701.82
TOTAL	235,251.52	552,196.88

INCOME	This Month	Fiscal Year to Date
Manual Payments	(71,880.42)	(228,844.00)
Lockbox Payments	(64,486.15)	(202,267.23)
Electronic Transfers	-	(190.20)
Unibank Payments	(24,164.65)	(53,126.79)
Bounced Checks	512.20	1,195.68
TOTAL	(160,019.02)	(483,232.54)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	465.90
Abatements	(2,182.04)	(7,002.45)
TOTAL	(2,182.04)	(6,536.55)

TAX LIENS		
Tax Liens	-	-

NET TOTAL	73,050.46	62,427.79
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BALANCE FORWARD	193,641.40
THIS MONTH'S TRANSACTIONS	73,050.46
OUTSTANDING BALANCE	\$ 266,691.86

	FY2020	FY2019
ESTIMATED TOTAL INCOME	2,111,147.00	1,835,272.00
ACTUAL TOTAL INCOME	483,232.54	1,669,095.00

% REALIZED Y-T-D	22.9%	90.9%
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TOPSFIELD WATER DEPARTMENT

MONTHLY COMMITMENTS

FY 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of September 2019 in the amount of \$235,251.52

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 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of September 2019 in the amount of -\$2,182.04

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?



Town of Topsfield
Task Sheet Report - Water Department
September 2019

Category	Andrew Dwinell	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time						
Holidays		6	8	8	8	30
Personal					8	8
Sick		12				12
Vacation		6		48		54
		24	8	56	16	104
Administrative						
Accrual Tracking		1				1
Charts					34	34
Correspondence		19				19
Data Tracking				2		2
File Maintenance		10		1		11
Inspections				2		2
Meeting Prep.				6		6
Meetings		2		8		10
Other				5	2	7
Training					3	3
		32		24	39	95
Billing						
Bill Prep.				2		2
Collections		4		2		6
Meter Problems					2	2
Meter Reading Radio				9		9
		4		13	2	19
Building Maintenance						
Annual					2	2
					2	2
Computer Systems						
Assistance				1		1
Setup				1		1
				2		2
Customer Service						
Billing Questions		4		7	4	15
Dispute Resolution				4		4
High Use Investigation				2	2	4
Lien Requests		4				4



Town of Topsfield
Task Sheet Report - Water Department
September 2019

Category	Andrew Dwinell	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
		8		13	6	27
DEP Projects						
Lead & Copper Rule Administration				8		8
WMA Permit Requirements				1		1
				9		9
Development Projects						
Perkins Row, 333				2	2	4
				2	2	4
Equipment Maintenance						
Repairs					2	2
					2	2
Financials						
Payment Processing		25				25
Payroll/Bills		24				24
		49				49
Mapping						
CAD/Maps				3		3
				3		3
Public Service						
Citizen Concerns					2	2
Markouts/DigSafe					10	10
					12	12
Quality Control						
Bacteria Sampling					22	22
Fluoride Testing					2	2
Manganese Testing					7	7
Other				1		1
				1	31	32
Road Maintenance						
Trench Repair					2	2
					2	2
Special Projects						
Composite Use Database				2		2
North Street Wellfield Exploration				1		1
Prospect St. and River Road Water Main Replacement					22	22
Water Quality Database				6		6



Town of Topsfield

Task Sheet Report - Water Department

September 2019

Category	Andrew Dwinell	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Water Use Application				3		3
				12	22	34
Treatment Plant Project						
Plant Construction				1		1
Startup				3		3
				4		4
Water Controls						
Alarms				5		5
SCADA System				4		4
				9		9
Water Distribution						
Hydrant Flushing				2		2
Leak Detection					4	4
Meter Replacements				2	8	10
PWB Booster Station				1	2	3
Service Repair					2	2
Tanks					7	7
Water Main Repair	10					10
	10			5	23	38
Water Supply						
Vacuum System					2	2
Wellfield Maintenance					2	2
					4	4
Water Treatment						
Analyzer Calibration			32	2		34
Fluoride				2		2
WTP Staffing			217	18	99	334
			249	22	99	370
Grand Total						
	10	117	257	175	262	821
Total Monthly Work Hours (40 hrs/wk)						
	168					



Town of Topsfield

Monthly Report of Accrued Time
Water Department

For the month of September 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	853.57	10.00	0.00	863.57	64.00	0.00	-8.00	56.00	92.50	0.00	0.00	92.50

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
8.00	0.00	0.00	8.00	1,760.00	0.00	0.00	1,760.00	120.50	0.00	-46.00	74.50	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
24.00	0.00	0.00	24.00	359.50	10.00	0.00	369.50	66.00	0.00	0.00	66.00	90.00	0.00	-24.00	66.00

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
24.00	0.00	0.00	24.00	282.00	10.00	-16.00	276.00	139.50	0.00	-8.00	131.50	7.50	0.00	0.00	7.50

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	1,118.00	0.00	0.00	1,118.00	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
Superintendent's Report
October 10, 2019**

1. Water Treatment Plant Project

Work is slowing down but there are still a few punch list items remaining. The booster pump station vendor corrected a programming error in the last month. Water quality remains excellent. I'll be reviewing the transmission main route and treatment plant site with the Conservation Commission Administrator this Friday. We are running phone lines in the plant so four extensions of the Public Works Building's phone system can be installed.

2. Water Withdrawals

Withdrawals were above normal for the second month in a row during September. It's too early to tell if the trend will continue in October. We'll have a better idea of the trend once the Fair ends and irrigation season is over. Lots of sprinkler systems are being winterized and most will be turned off within a couple of weeks.

3. Leaks & Breaks

Unaccounted for water has also increased with the higher withdrawals. A leak detection vendor was in for part of a day checking recent repairs and problem areas but didn't find any leaks. We may need to do a full system leak survey if usage, particularly early morning use, doesn't drop significantly in the next few weeks.

4. Water Restrictions

The voluntary water restriction was removed.

5. Well Cleaning

We haven't cleaned any wells since the last meeting. Five wells remain at Perkins Row and all 40 at North Street.

6. FY2021 Capital Plan

A copy of the capital planning forms that will be submitted are attached. Please review them and let me know if you have any edits. The only change from the plan reviewed last month is that I removed the water main design request scheduled for 2024. It didn't seem to make sense to plan on requesting additional funds until the existing monies are expended. The Board should vote on the plan.

The Town Administrator has added a ranking system for capital requests. The ranking is based on the impact of the project such as life/safety, risk to property, federal/state mandates, etc. A copy of the ranking system is attached.

7. Prospect Street & River Road

The final milling and paving of the project were completed by the Highway Department last month. I'd like to thank Dave Bond and his crew for overseeing the work.

8. Hydrant Flushing

The next round of hydrant flushing is scheduled to begin on October 14th. There will be some slight changes to the routes in the River Road area but it will be mostly the same as the last round.

9. Vacation Approval

The Town Administrator recently circulated a form to be used by non-union employees when requesting time off. The form needs to be signed by the employee's supervisor or in my case, the Chairman of the Board of Water Commissioners. The original is to be sent to the Town Hall and copies are to be stored in our office as well. My requests for time off through the end of the year will be available for review after the meeting.