



Topsfield Water Department
Monthly Control Sheet
October 2019

Date	Commitments				Payments					Miscellaneous Transactions			Tax Liens	Balance Forward
	User Fees	Conn. Fees	Penalties	Misc. Charges	Manual	Lockbox	Electronic	Unibank	Bounced Checks	Refunds	Abatements			
											BOWC	TWD		
														266,691.86
01-Oct-19	63.70	-	-	-	-	(83.95)	-	(2,194.96)	-	-	-	-	-	264,476.65
02-Oct-19	-	-	-	-	(3,190.60)	(3,798.25)	-	-	-	-	-	-	-	257,487.80
03-Oct-19	-	-	-	-	-	(8,709.50)	-	-	-	-	-	-	-	248,778.30
04-Oct-19	-	-	-	-	-	(1,370.68)	-	(196.50)	-	-	-	-	-	247,211.12
05-Oct-19	-	-	-	-	-	-	-	(689.80)	-	-	-	-	-	246,521.32
06-Oct-19	-	-	-	-	-	-	-	(466.57)	-	-	-	-	-	246,054.75
07-Oct-19	-	-	-	-	(17,559.56)	(7,374.31)	-	(205.66)	-	-	-	-	-	220,915.22
08-Oct-19	-	-	-	-	(7,357.55)	-	-	(68.76)	-	-	-	-	-	213,488.91
09-Oct-19	-	-	-	-	-	(2,912.15)	-	(212.10)	-	-	-	22.50	-	210,387.16
10-Oct-19	187.25	-	-	-	(13,762.99)	(5,330.67)	-	(933.92)	-	-	-	-	-	190,546.83
11-Oct-19	-	-	-	-	-	(1,992.68)	-	(69.55)	-	-	-	-	-	188,484.60
12-Oct-19	-	-	-	-	-	-	-	(632.27)	-	-	-	-	-	187,852.33
13-Oct-19	-	-	-	-	-	-	-	(453.23)	-	-	-	-	-	187,399.10
14-Oct-19	-	-	-	-	-	-	-	(2,484.34)	-	-	-	-	-	184,914.76
15-Oct-19	2,191.05	-	-	-	(187.25)	(8,408.38)	-	(845.20)	-	-	-	-	-	177,664.98
16-Oct-19	260,128.38	-	-	-	(10,257.78)	-	-	(4,120.40)	-	-	-	-	-	423,415.18
17-Oct-19	-	-	-	-	(25,763.26)	(2,356.77)	-	(5,179.82)	-	-	-	-	-	390,115.33
18-Oct-19	-	-	-	-	(515.45)	(5,624.29)	-	(397.41)	150.00	-	-	-	-	383,728.18
19-Oct-19	-	-	-	-	-	-	-	-	-	-	-	-	-	383,728.18
20-Oct-19	-	-	-	-	-	-	-	-	-	-	-	-	-	383,728.18
21-Oct-19	-	-	-	-	-	(10,986.31)	-	(1,022.68)	-	-	-	(46.00)	-	371,673.19
22-Oct-19	-	-	-	-	-	-	-	(2,760.93)	-	-	-	-	-	368,912.26
23-Oct-19	-	-	-	-	(2,212.57)	(8,250.68)	(223.20)	(2,665.69)	-	-	-	(17.24)	-	355,542.88
24-Oct-19	21.20	-	-	-	-	(8,820.28)	-	(622.40)	-	-	-	(1,960.53)	-	344,160.87
25-Oct-19	-	-	-	-	-	(4,334.61)	-	-	-	-	-	-	-	339,826.26
26-Oct-19	-	-	-	-	-	-	-	(436.70)	-	-	-	-	-	339,389.56
27-Oct-19	-	-	-	-	-	-	-	(312.40)	-	-	-	-	-	339,077.16
28-Oct-19	501.30	-	-	-	-	(12,338.45)	-	(273.00)	-	-	-	(81.00)	-	326,886.01
29-Oct-19	224.35	-	-	-	(12,230.30)	(103.50)	-	(486.75)	-	-	-	-	-	314,289.81
30-Oct-19	538.45	-	-	-	(847.98)	(4,775.09)	-	(255.10)	-	-	-	-	-	308,950.09
31-Oct-19	-	-	3,440.95	-	(12,706.82)	(8,346.25)	-	(2,621.65)	-	-	-	-	-	288,716.32
Sub Totals	263,855.68	-	3,440.95	-	(106,592.11)	(105,916.80)	(223.20)	(30,607.79)	150.00	-	(2,082.27)		-	22,024.46
Totals	267,296.63				(243,189.90)					(2,082.27)			0.00	288,716.32



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

COMMITMENTS	This Month	Fiscal Year to Date
User Fees	263,855.68	805,350.74
Connections	-	-
Misc. Charges	-	1,000.00
Penalties	3,440.95	13,142.77
TOTAL	267,296.63	819,493.51

INCOME	This Month	Fiscal Year to Date
Manual Payments	(106,592.11)	(335,436.11)
Lockbox Payments	(105,916.80)	(308,184.03)
Electronic Transfers	(223.20)	(413.40)
Unibank Payments	(30,607.79)	(83,734.58)
Bounced Checks	150.00	1,345.68
TOTAL	(243,189.90)	(726,422.44)

ADJUSTMENTS	This Month	Fiscal Year to Date
Refunds	-	465.90
Abatements	(2,082.27)	(9,084.72)
TOTAL	(2,082.27)	(8,618.82)

TAX LIENS		
Tax Liens	-	-

NET TOTAL	22,024.46	84,452.25
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BALANCE FORWARD	266,691.86
THIS MONTH'S TRANSACTIONS	22,024.46
OUTSTANDING BALANCE	\$ 288,716.32

	<u>FY2020</u>	<u>FY2019</u>
ESTIMATED TOTAL INCOME	2,111,147.00	1,835,272.00
ACTUAL TOTAL INCOME	726,422.44	1,669,095.00
% REALIZED Y-T-D	34.4%	90.9%



TOPSFIELD WATER DEPARTMENT
MONTHLY COMMITMENTS
FY 2020

61000-13110 User Charges & Water Connections - Fees Receivable

For the Month of October 2019 in the amount of \$267,296.63

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 October 2019 in the amount of -\$2,082.27

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
October 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Accrued Time					
Bereavement	10				10
Holidays	6	8	8	16	38
Personal				20	20
Sick			13		13
Vacation			14	16	30
	16	8	35	52	111
Administrative					
Accrual Tracking	5				5
Charts			2	4	6
Correspondence	15		1		16
File Maintenance	13				13
Meeting Prep.	3		2		5
Meetings	2		8		10
Other			9	5	14
Purchasing/Procurement			7		7
System Review			1		1
Training				4	4
	38		30	13	81
Billing					
Collections			2		2
Meter Problems				1	1
Meter Reading Radio			5		5
Other			3		3
			10	1	11
Building Maintenance					
Annual				3	3
				3	3
Computer Systems					
Assistance			1		1
Networking			4		4
			5		5
Customer Service					
Billing Questions	10		5	2	17
Dispute Resolution			3	1	4
High Use Investigation				8	8



Town of Topsfield
Task Sheet Report - Water Department
October 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
Lien Requests	9			2	11
Title 5 Requests	4				4
Water Service Flushing				2	2
	23		8	15	46
DEP Projects					
Lead & Copper Rule Administration			4		4
Monthly Reports			2		2
			6		6
Development Projects					
Perkins Row, 333				2	2
				2	2
Equipment Maintenance					
Annual				3	3
Repairs				1	1
				4	4
Financials					
Budget Prep.	2				2
Capital Plan			2		2
Payment Processing	26				26
Payroll/Bills	29		1		30
	57		3		60
Mapping					
CAD/Maps			2		2
Hydraulic Modeling			5		5
			7		7
Public Service					
Markouts/DigSafe				8	8
Other				1	1
				9	9
Quality Control					
Bacteria Sampling				19	19
Manganese Testing				3	3
Other				8	8
pH Testing				2	2
Phosphates				3	3
Records Management				3	3



Town of Topsfield
Task Sheet Report - Water Department
October 2019

Category	Anne-Marie Yeo	Ben Reuell	Gregory Krom	Travis Fontaine	Total
				38	38
Special Projects					
Digsafe Ticket Manager			3		3
			3		3
Treatment Plant Project					
Plant Construction			4		4
			4		4
Vehicle Maintenance					
Other			2	2	4
			2	2	4
Water Controls					
SCADA System			1		1
			1		1
Water Distribution					
Hydrant Flushing			1		1
Hydrant Repair				6	6
Leak Detection			2	1	3
Meter Replacements				4	4
Service Repair			2		2
Tanks				2	2
Valve			2		2
			7	13	20
Water Supply					
Dam Management				2	2
Vacuum System				2	2
				4	4
Water Treatment					
Analyzer Maintenance				2	2
Chlorine				1	1
WTP Staffing		256	65	91	412
		256	65	94	415
Grand Total					
	134	264	186	250	834
Total Monthly Work Hours (40 hrs/wk)					
	184				



Town of Topsfield

Monthly Report of Accrued Time

Water Department

For the month of October 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	-20.00	4.00	863.57	10.00	0.00	873.57	56.00	0.00	-16.00	40.00	100.50	0.00	-8.00	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	-13.00	1,747.00	74.50	0.00	-16.00	58.50	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	369.50	10.00	-19.00	360.50	66.00	0.00	-4.00	62.00	66.00	0.00	0.00	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	276.00	10.00	0.00	286.00	131.50	0.00	0.00	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

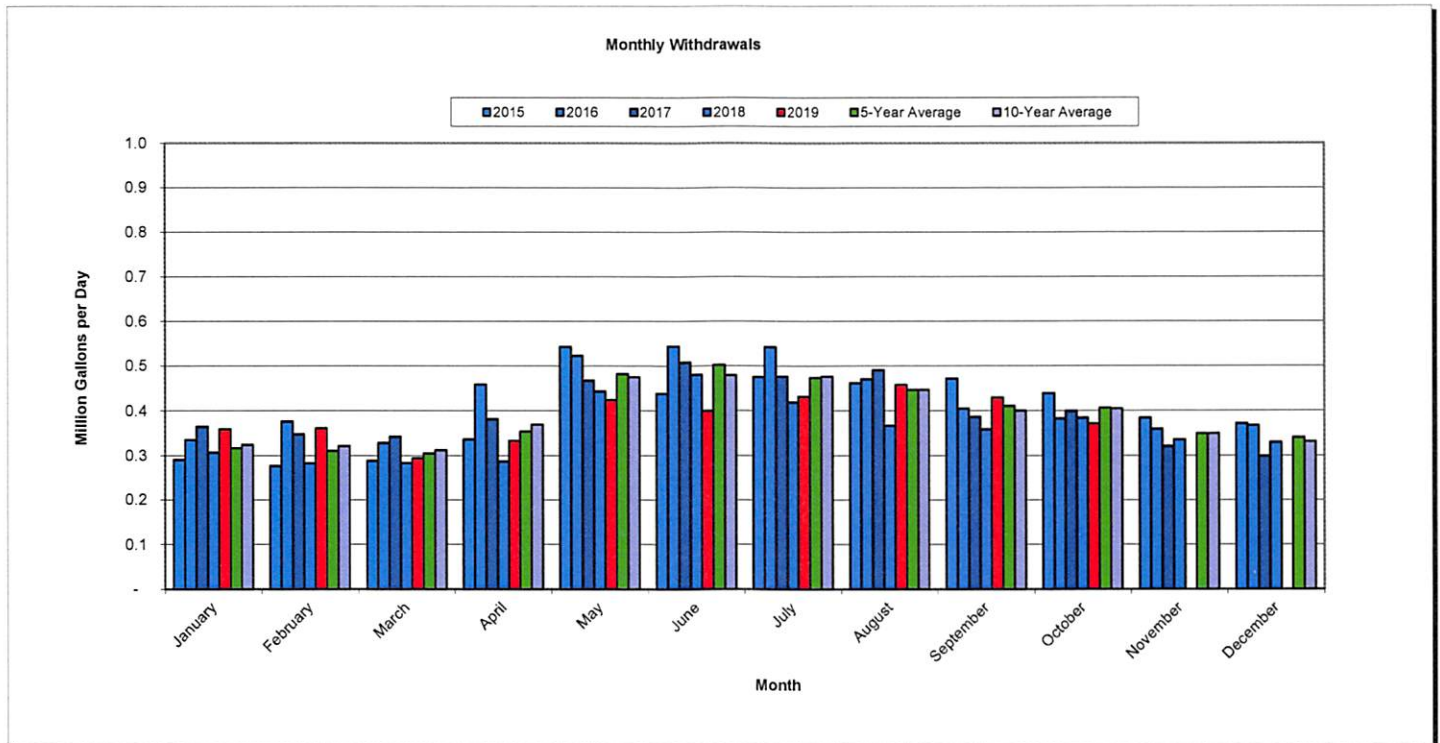
Per Union contract,

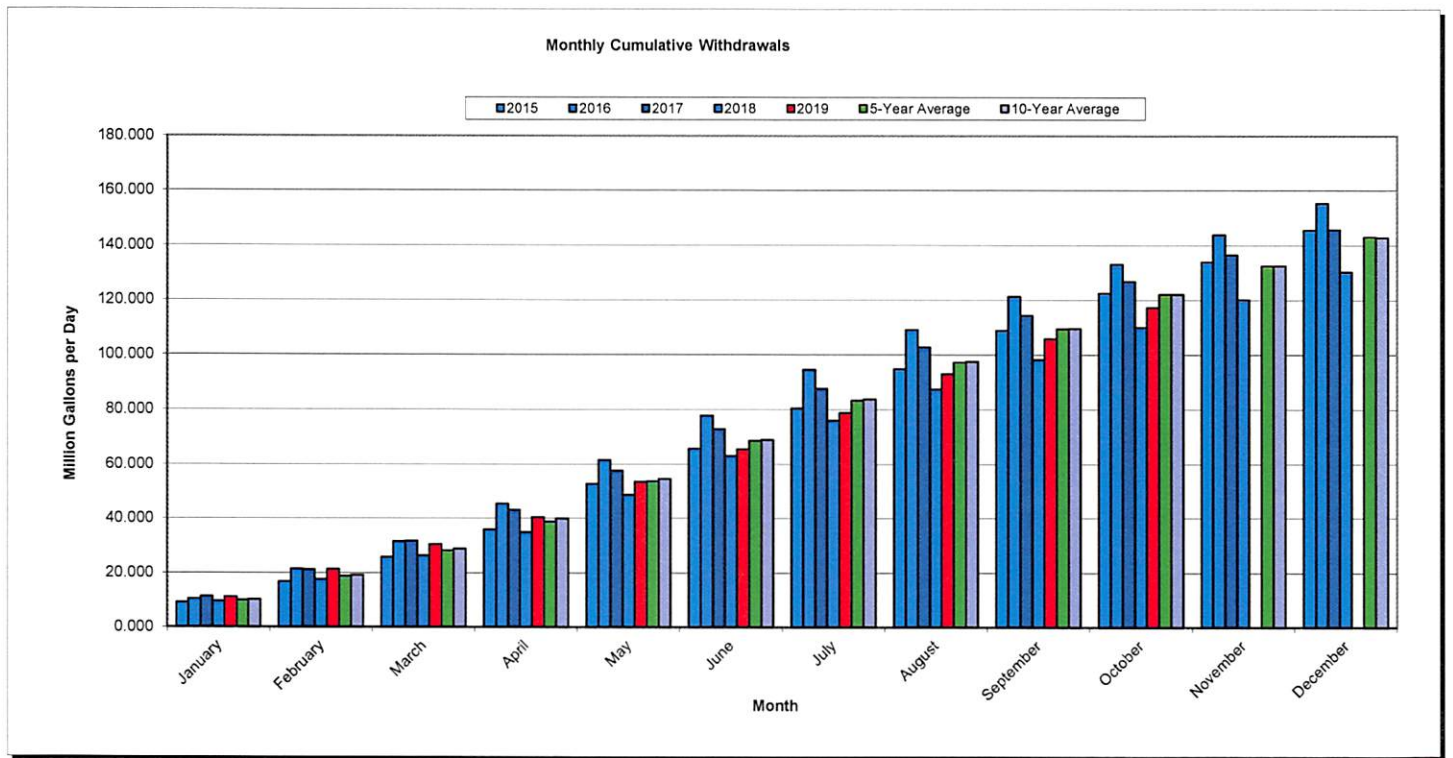
- 40 hours per employee put in sick bank July 1st with a maximum sick bank of 1600 hours
- Maximum of 14 working days (112 hours) of compensatory time allowed
- Starting with the July 2017 contract the total sick bank hours were reduced from 1760 to 1600 and the Parks Cemeteries joined the bargaining unit.

Topsfield Water Department
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	6.895	4.627	11.522	0.372	0.406	0.405	0.383	22%
November	-	-	-	-	0.350	0.350	0.371	
December	-	-	-	-	0.341	0.332	0.370	
Total	76.442	40.949	116.542	0.383				





**Topsfield Water Department
Superintendent's Report
November 13, 2019**

1. Water Treatment Plant Project

I contacted MassDEP about obtaining a waiver for automated operation of the plant. The head of the Northeast Region's drinking water chief recently retired which will likely delay the process. The response to my request was that this is the first request since the transition and they weren't sure how to handle it. They recommend the plant be staffed whenever it runs.

The Building Inspector has all of the controlled construction forms from Wright-Pierce and is going to do a walkthrough of the plant before signing off on the occupancy permit.

There are two change orders available for your review. Change Order #8 is for an increase of \$10,844.00 and covers additional gas generator piping and an automated aeration tower drain for cold weather operations. Change Order #9 is a net decrease in the contract of \$5,173.00 and covers additional slab reinforcement for the filter pedestals, relocation of a slop sink and deletion of final paving.

This week the Town is receiving bids for permanent bonds that will convert the remainder of short-term debt for the treatment plant, Prospect Street & River Road main replacement, Town Hall and the school roofs. We had a conference call with S&P on October 31st as part of a bond rating review. The Town maintained its AAA status. This coupled with lower interest rates should lower our borrowing cost for the remaining debt.

2. Water Withdrawals

October's water withdrawals were slightly below normal. Postponing the start of flushing suppressed the withdrawals for October.

3. Leaks & Breaks

Unaccounted for water remains higher than it should be. A private service leak was located by a homeowner this past month. The line was replaced and we were not able to see source of the leak so a reliable estimate of the flow cannot be made. We plan to replace a leaking gate valve on High Street early next week. A determination will be made concerning a full leak detection round following that repair.

4. Well Cleaning

This project has been put on hold for now. I'm looking at alternatives to finish the work including shutting down the plant during part of the workday to facilitate the cleaning and then making up production by running the plant after normal work hours.

5. FY2021 Capital Plan

The capital plan was submitted.

6. Hydrant Flushing

The fall round of hydrant flushing has been cancelled. A butterfly valve located near our driveway is broken in the off position and needs to be replaced. This work is scheduled for early next week but it will probably be too late in the season to make any flushing progress. We'll flush again in the spring and may switch to an annual flushing program if water quality is maintained over the winter.

7. MassDEP Sanitary Survey

MassDEP makes a site visit every 3 years to review our records and inspect our facilities. They're scheduled to spend a couple of days here in early December to do the survey. They vary the inspectors from time to time and the one that is coming is very thorough.

8. Topsfield Stream Team Mini-Symposium

The symposium was held on November 2nd and was well attended. It lasted about an hour and a half and residents asked a lot of good questions.

9. Monthly Billing

We've received a lot of calls about high bills from quarterly customers following the September and October bills. These bills tend to be the largest of the year. Due to the call volume and the bill amounts, some of which were over \$3000, I've switched several dozen customers to monthly billing. Part of this is to accentuate the variability in their water use but also to improve our cash flow and keep the disputed amounts lower.

One more round of quarterly bills is due for review so there will be another couple of dozen customers switched from quarterly to monthly. We saw a drastic reduction in billing disputes when switching from semi-annual to quarterly and I suspect a similar pattern will follow this change. Approximately 130 customers are billed monthly which includes our largest users and customers that have requested monthly billing for better tracking of their water use.

10. FY2021 Budget

The FY2021 budget cycle will begin in the next month. Our Finance Committee liaison is Lou Ross who has been worked with us for several years. We have eight months of experience operating the plant so a much better estimate of annual costs can be made for this budget cycle. A quick review of the budget report shows electricity can be substantially reduced and waste disposal will have to be increased. Labor expenses should go down once we get approval to operate automatically.

11. Tax-Liens

It's almost time to transfer overdue water charges to the tax side. A draft list of the liens is attached. Typically, the list is sent to the Treasurer-Collector on December 1st for inclusion in the January 1st tax bill. The transfer requires a vote of the Board which is usually done at the December meeting once the final list is known. At this point we just need to know the minimum amount to transfer which has been \$50 or \$100 in the past.

12. Retirements/Personnel Changes

The Town has hired a new Town Administrator - Kevin Harutunian. He plans to meet with department heads over the next couple of weeks and will start on December 9th. I'd like to invite him to the December or January Board meeting.

Barbara Michalowski, the Treasurer-Collector, is retiring at the end of this month and the Town has already hired her replacement.

David Bond, the Highway Superintendent, is retiring at the end of December. He will stay on as Stormwater Coordinator and Tree Warden.