

RECEIVED

By Kent Town Clerk at 2:39 pm, Jan 13, 2021



Kent Sewer Commission
Regular Meeting

January 12, 2021
4:00 P.M. via Zoom

Members: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza, Jack Nelson and Rick Osborne.

Also present: Bart Clark, Barbara Herbst and Lyle Sommers.

Ms. Potts called the meeting to order at 4:00 p.m.

Approval of Minutes of December 8, 2020 Meeting:

Ms. Mazza made a motion to approve the December 8, 2020 Regular Sewer Commission meeting minutes, as submitted. Mr. Grant seconded the motion and the motion carried.

Accept James Slaughter's Resignation:

Mr. Nelson made a motion to accept James Slaughter's resignation from the Sewer Commission. Ms. Mazza seconded the motion and the motion carried.

Elevate the alternate:

Ms. Mazza made a motion to elevate alternate Peter Gadiel to the unexpired term vacated by James Slaughter. Mr. Grant seconded the motion and the motion carried.

Report of Chairman:

Ms. Potts noted that it has been a very exciting month, watching the implementation of the new belt press. Ms. Potts asked the commission to start thinking about adding a second aeration tank and replacing the rag cutter. Mr. Clark confirmed that a new tank would take approximately six months to design and six months to one year to get DEEP approval. He agreed to meet with Ms. Potts to discuss the project.

Report of Superintendent:

Mr. Sommers provided a written report, attached.

Report of Treasurer:

Mrs. Herbst provided the following reports:

- Income and Expenses Actual vs. Budget
- Belt Press Costs
- Balance Sheet December 31, 2020
- Operating Account Ledger for December

Mr. Osborne made a motion to approve the Operating Account Ledger for December 2020, as submitted. Mr. Gadiel seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux did not attend the meeting and did not provide a written report.

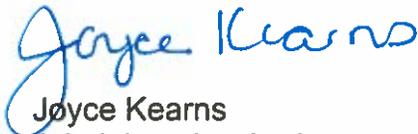
Report of Consulting Engineer:

Mr. Clark reported the following:

- Helped Mr. Sommers with the belt press
- Will meet with Ms. Potts to discuss the plants next big projects.

Adjourn:

Ms. Potts made a motion to adjourn the meeting at 4:24 p.m.



Joyce Kearns
Administrative Assistant

These are draft minutes and the Kent Sewer Commission at subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

RECEIVED

By Kent Town Clerk at 11:27 am, Jan 11, 2021



**WARNING
REGULAR MEETING OF THE KENT SEWER COMMISSION**

Tuesday, January 12, 2021
4:00 P.M.
VIA ZOOM

<https://us02web.zoom.us/j/84883739891>

Meeting ID: 848 8373 9891
One tap mobile; +16465588656,,84883739891# US (New York)

NOTICE OF SPECIAL MEETING:
(Must be filed no less than 24 hours prior to holding a meeting)

AGENDA:

1. Call to order
2. Approval of Minutes of December 8, 2020 Meeting
3. Accept Jim Slaughter's resignation
4. Elevate alternate to vacant position
5. Report of Chairman
6. Report of Superintendent
7. Report of Treasurer
8. Report of Collector
9. Report of Consulting Engineer
10. Adjourn

Joyce Kearns
Administrative Assistant

"An equal opportunity employer and service provider."



Joyce Kearns <jkearns@kentsewer.org>

Re: Sewer commission

4 messages

Elissa Potts <elissa@fifendrum.com>

Thu, Dec 10, 2020 at 3:14 PM

To: James Slaughter <jimslusa@netscape.net>

Cc: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, Potts Elissa <elissa@fifendrum.com>

Thank you for your reply...

Its quite simple what I need. If you would email Joyce Kearns, (cc'd above) the Admin Asst and myself a note stating you are resigning, that's it. Because you were voted in, we need that formality. Sorry for the trouble. I hope you are on the other side of this soon.

All my best,

Elissa

On 12/10/2020 8:43 AM, James Slaughter wrote:

Hi Elissa

How do I go about doing that? I was never sworn in by the Town Clerk, if that helps. I deeply apologize for not being able to attend as I had wanted to, but a health issue prevented me from going out for many months, and though not at all life threatening, I am still dealing with.

Let me know what you require

James Slaughter

—Original Message—

From: Elissa Potts <elissa@fifendrum.com>

To: jimslusa <jimslusa@netscape.net>

Cc: jkearns <jkearns@kentsewer.org>

Sent: Tue, Dec 8, 2020 03:42 PM

Subject: Sewer commission

Jim

I hate to bother you, but when you have a moment would you mind sending in a formal resignation for your position as board member on the sewer commission? We would like to elevate our alternate and cannot put him on the board until we get your resignation. I hope this note finds you well and thank you for your interest in the sewer commission.

Elissa Potts

Elissa G T Potts

Fife 'n Drum Restaurant and Inn

Fife 'n Drum Gift Shop

53 N Main St

P O Box 188

Kent, CT 06757

Restaurant 860-927-3509

Mobile 203-313-2626

Gift Shop 860-926-3618

www.fifendrum.com—
Elissa G T Potts |

Fife 'n Drum Restaurant and Inn |

P O Box 188 |

53 N Main Street |
Kent, CT 06757 |
860.927.3509 |
Restaurant is Closed Tuesday |
Inn Open 7 Days, Call ahead for Tuesday |
www.fifendrum.com |
www.kentct.com

James Slaughter <jimslusa@netscape.net>
Reply-To: James Slaughter <jimslusa@netscape.net>
To: "jkearns@kentsewer.org" <jkearns@kentsewer.org>

Fri, Dec 11, 2020 at 1:17 PM

Joyce

I have been informed that you need my resignation in order for another alternate can be sworn in. So I therefore, tender my resignation as a member of the sewer commission - 12/11/2020.
If you need anything else from me let me know.

Sincerely
James A. Slaughter

P.S. Please reply to this email so I know you got it. Thanks
[Quoted text hidden]

Joyce Kearns <jkearns@kentsewer.org>
To: James Slaughter <jimslusa@netscape.net>

Fri, Dec 11, 2020 at 3:51 PM

James

Thank you.
[Quoted text hidden]

—
Joyce Kearns
Administrative Assistant
Kent Sewer Commission
860-927-4627

Joyce Kearns <jkearns@kentsewer.org>
To: Town Clerk <townclerk@townofkentct.org>, Elissa Potts <EPotts@kentsewer.org>

Fri, Dec 11, 2020 at 3:51 PM

[Quoted text hidden]

Superintendents report for January 2021

Good afternoon everyone.

1.5 million gallons total
51k gallons per day average
453k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.4

Good afternoon everyone,

The press is installed and functional. We are in the process of working out some bugs and I made some changes that BDP is in the process of completing to fit our application better.

We received the John Deere 444H loader from the town.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>Dec-2020</u>	<u>Budget</u>	<u>% of Budget</u>	
Income				
Septage Fees	104,315	40,000	260.8%	
Sewer User Charges	131,428	124,000	106.0%	
Total Income	235,743	164,000	143.7%	71,743
Expense				
General & Admin Expenses				
Accounting/Bookkeeping Services	3,501	3,504	99.9%	
Audit	-	2,600	0.0%	
Bank Service Charges				
Office Supplies	268	400	66.9%	
Outside services-Admin	301	300	100.2%	
Printing & Advertising	-	-	0.0%	
Software/Licensing Fees	2,327	2,220	104.8%	
Total General & Admin Expenses	6,396	9,024	70.9%	
Operating Expenses				
Continuing Education	-	500	0.0%	
Depreciation			0.0%	
Electricity	12,209	12,200	100.1%	
Fuel	1,434	1,100	130.3%	
Insurance				
Dental Insurance	336	714	47.1%	
Liab Auto Prop Insura	533	600	88.9%	
Life Insurance	33	66	49.7%	
Medical	8,082	14,418	56.1%	
Workman's Comp	1,824	2,200	82.9%	
Total Insurance	10,808	17,998	60.1%	
Internet	165	240	69.0%	
Lab exams	6,445	6,762	95.3%	
Materials and supplies	3,071	741	414.4%	
Miscellaneous	133	-	100.0%	
Outside Services-Operating	4,978	3,000	165.9%	
Parts & Repairs	2,421	3,700	65.4%	
Payroll Expenses	57,297	65,880	87.0%	
Payroll taxes	4,313	5,040	85.6%	
Pension	1,354	4,262	31.8%	
Permit fees	2,011	2,400	83.8%	
Postage	1,351	990	136.5%	
Professional fees				
Engineering fees	-	10,200	0.0%	
Legal fees	57	2,500	2.3%	
Total Professional fees	57	12,700	0.4%	

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Dec-2020</u>	<u>Budget</u>	<u>% of Budget</u>	
Telephone	790	1,252	63.1%	
Uniforms	1,211	1,252	96.7%	
Total Operating Expenses	<u>110,049</u>	<u>140,017</u>	<u>78.6%</u>	
Total Expense	<u>116,445</u>	<u>149,041</u>	<u>78.1%</u>	-32,572
Investment income	187	222	84.4%	
Transfers In	<u>38,906</u>	<u>38,906</u>		
Other Expense				
Capital Reserve	11,506	8,200	140.3%	
Short Term Asset Reserve	3,452	2,462	140.2%	
Maple Street Extension				
100% of Connection Fees	5,627			
80% of User Fees Collected	-	1,750		
Total Maple Street Extension	<u>5,627</u>	<u>1,750</u>	321.5%	
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,603</u>	<u>26,990</u>		
Net Income and Expense	<u><u>111,204</u></u>	<u><u>14,685</u></u>	<u><u>757.3%</u></u>	

Budget is YTD

Transfers to Capital and ST Asset Reserve of 14,958 are only posted to show amounts sequestered. These amounts are not technically an expense and are included as part of the net income on the Balance Sheet.

Belt Press and Altoz XP610HDI 61" Aero Deck 28 -344,551 enter as a -
by including these items
the net income is actually -218,390

01/08/21

Kent Sewer Commission
Belt Press Costs

July 1, 2020 through January 8, 2021

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Operating Expenses			
Capital Projects			
07/01/20	BDP	2VP Belt Press syste	296,000.00
11/23/20	Forge Hill Plumbin...	plumbing for Sludge Pump Shed Pump	6,500.00
12/11/20	Casey Timothy	Invoice # 120920: M/L - construction of shed	22,003.05
12/29/20	Forge Hill Plumbin...	misc fittings to run new lines to new PSI switch, insta...	689.29
12/30/20	Gawel, William C.	Labor and materials to create Belt Press Shed Founda...	10,760.00
Total Capital Projects			<u>335,952.34</u>
Total Operating Expenses			<u>335,952.34</u>
TOTAL			<u><u>335,952.34</u></u>

Kent Sewer Commission

Balance Sheet Dec 2020

	<u>12/31/20</u>	<u>12/31/19</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	50,168	55,941	-5,774
2 USB Septage MMA #8052	157,516	75,591	81,925
3 USB Capital #3880	569,641	554,405	15,236
5 Brookwoods	33,037	32,679	358
6 Kent Affordable Housing	24,297	24,176	121
7 Saddle Ridge Estates	164,115	163,728	387
Total Checking/Savings	<u>998,773</u>	<u>906,519</u>	<u>92,255</u>
Accounts Receivable	<u>1,680</u>	<u>900</u>	<u>780</u>
Due from General Fund	<u>0</u>	<u>38,906</u>	<u>-38,906</u>
Total Current Assets	<u>1,000,453</u>	<u>946,325</u>	<u>54,129</u>
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,573,344	-120,547
Property and equipment	4,985,900	4,964,900	21,000
Total Fixed Assets	<u>3,292,008</u>	<u>3,391,555</u>	<u>-99,547</u>
TOTAL ASSETS	<u><u>4,292,462</u></u>	<u><u>4,337,880</u></u>	<u><u>-45,418</u></u>
LIABILITIES & EQUITY			
Accounts Payable	298,316	2,147	296,168
Due To Brookwoods	33,037	32,679	358
Due To Kent Affordable Housing	24,297	24,176	121
Due to Saddle Ridge Estates	164,115	163,728	387
Federal Taxes Payable	3,890	2,481	1,409
State Taxes Payable	544	383	161
USDA Loan 92-04	451,856	460,601	-8,745
USDA Loan 92-06	793,593	805,897	-12,303
USDA Loan 92-08	74,028	75,486	-1,458
Total Liabilities	<u>1,843,676</u>	<u>1,567,577</u>	<u>276,099</u>
Equity			
*Retained Earnings	2,246,888	2,302,319	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	-218,390	47,696	-266,085
Total Equity	<u>2,448,786</u>	<u>2,770,302</u>	<u>-321,516</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,292,462</u></u>	<u><u>4,337,879</u></u>	<u><u>-45,417</u></u>

Kent Sewer Commission
Operating Account ledger
December 2020

Date	Num	Name	Memo	Amount	Balance
1 USB					
Operating - 8044					
12/02/20	062187	Sewer Customers			97,994.99
12/03/20		QuickBooks Payroll Service	Direct Deposit for 12/4/20	1,189.44	97,994.99
12/04/20	DirDep	Kearns, Joyce	Direct Deposit	-3,048.63	99,184.43
12/04/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	96,135.80
12/04/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	96,135.80
12/04/20	11168	ABT	November Bookkeeping Support	0.00	96,135.80
12/07/20	062210	Sewer Customers		-583.50	95,552.30
12/08/20	062209	Sewer Customers		1,686.20	97,238.50
12/11/20	11173	Casey Timothy		1,309.10	98,547.60
12/15/20	CT EFTPS	CT Commissioner of Revenue ...	Invoice # 120920: M/L - construction of shed	-22,003.05	76,544.55
12/15/20	EFTPS	United States Treasury	CT payroll withholding for November	-364.11	76,180.44
12/16/20	062211	Sewer Customers	payroll withholding and taxes for November	-2,386.50	73,793.94
12/16/20		QuickBooks Payroll Service		243.38	74,037.32
12/17/20	DirDep	Kearns, Joyce	Direct Deposit for 12/18	-3,048.59	70,988.73
12/18/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	70,988.73
12/18/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	70,988.73
12/30/20	11172	Town of Kent	December Insurances	-3,808.83	67,179.90
12/30/20	062212	Sewer Customers		-1,214.45	65,965.45
12/30/20	11174	ACE Hardware	bathroom tissue, ppr towels, cleaning supplies, 18 Hillman, Optum attery (12pk), glass cleaner	474.55	66,440.00
12/30/20	11175	Aramark Uniform & Career (L...	Weekly uniform services 12/11 - 12/18 - 12/25	-54.61	66,385.39
12/30/20	11176	Crystal Rock	two 5gal bottles drinking water and six returns (includes fuel surcharge)	-166.55	66,218.84
12/30/20	11177	Electric Snake Sewer and Drain V	Sv call: snake toilet in office	-27.76	65,916.08
12/30/20	11178	Eversource	#50 Maple St - 5163 729 6070 (32 days), Plant: - 11/16 - 12/16	-2,370.11	63,545.97
12/30/20	11179	Fedex	shipping to Tunxis 10/21	-31.17	63,514.80
12/30/20	11180	Forge Hill Plumbing (Vendor)	plumbing for Sludge Pump Shed Pump	-3,250.00	60,264.80
12/30/20	11181	Frontier	Telephone service: November and December	-166.50	60,098.30
12/30/20	11182	Gawel, William C.	Labor and materials to create Belt Press Shed Foundation	-10,760.00	49,338.30
12/30/20	11183	Superior Plus Energy	114 gal heating fuel	-201.17	49,137.13
12/30/20	11184	Tunxis	Lab exams 12/5 - 12/16 - 12/18 - 12/23	-1,133.00	48,004.13
12/30/20	11185	Weish Sanitation	Rubbish removal: October and November	-356.27	47,647.86
12/30/20	11188	Eversource	HL80M filter screen	-167.85	47,480.01
12/30/20			Pump Station: 11/16 - 12/16 (30 days)	-281.75	47,198.26
12/31/20	DirDep	Soule Jr., Milard L.	Direct Deposit	0.00	47,198.26
12/31/20	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	47,198.26
12/31/20	DirDep	Kearns, Joyce	Direct Deposit	0.00	47,198.26
12/31/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	47,198.26
12/31/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	47,198.26
12/31/20	Tmsr	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-4,023.58	43,174.68
Total Operating - 8044				-54,820.31	43,174.68
Total 1 USB				-54,820.31	43,174.68
TOTAL				-54,820.31	43,174.68