

RECEIVED

By Darlene Brady at 9:43 am, Sep 30, 2021



Kent Sewer Commission
Regular Meeting

September 14, 2021
4:00 P.M. via Zoom

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

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

Ms. Potts called the meeting to order at 4:01 p.m.

Amend agenda/approve agenda:

Jack Nelson made a motion to approve the agenda, as submitted. Peter Gadiel seconded the motion and the motion carried.

Approval of Minutes:

Jack Nelson made a motion to approve the Sewer Commission Regular meeting minutes of July 13, 2021, as submitted. Peter Gadiel seconded the motion and the motion carried.

Regulations:

Elissa Potts stated no action has been taken on the regulations.

Public Communication:

Oral: None.

Written: September 8, 2021 letter from Arthur H. Howland regarding 227 North Main Street, CT (attached).

Report of Chairman:

Elissa Potts reported:

- The Commission needs to prepare for the future.
- Potential new customers: Club Getaway, 227 N Main Street development.
- Bart and Elissa meet with DEEP regarding permit.
 - Need to update the sludge spreading process.
- Replace the aeration tank.

Report of Superintendent:

Lyle Sommers' written report is attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Balance Sheet August 2021
- Income and Expenses Actual vs. Budget as of August 31, 2021
- Operating Account Ledger for July and August 2021

Peter Gadiel made a motion to approve the Operating Account Ledger for July and August 2021, as submitted. Jack Nelson seconded the motion and the motion carried.

Report of Collector:

Debbie Devaux was not at the meeting and did not submit a written report.

Report of Consulting Engineer:

Bart Clark

- The DEEP permit has not been renewed.
- Work to be done to get it renewed.
- Discouraging the spreading of sludge in the fields.

Adjourn

Elissa Potts made a motion to adjourn the meeting at 4:53 p.m.

Joyce Kearns
Administrative Assistant

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

RECEIVED

By Darlene Brady at 3:06 pm, Sep 09, 2021



KENT SEWER COMMISSION AGENDA

Regular Meeting
September 14, 2021 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/82056020073>

Meeting ID: 820 5602 0073

One tap mobile: +1 646 558 8656 US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. July 13, 2021 Regular Meeting
4. New Business
 - a.
5. Old Business
 - a. Regulations
6. Public Communication
 - a. Oral
 - b. Written
7. Report of Chairman
8. Report of Superintendent
9. Report of Treasurer
10. Report of Collector
11. Report of Consulting Engineer
12. Adjourn

"An equal opportunity employer and service provider"



CIVIL ENGINEERS
LAND SURVEYORS
SOIL SCIENTISTS
LAND PLANNERS

September 8, 2021

Kent Sewer Commission
125 Schaghticoke Road
Kent, Connecticut 06757

**Re: Proposed Residential Development at
227 North Main Street, Kent, Connecticut**

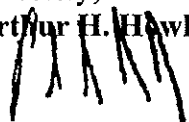
Dear Kent Sewer Commission,

This letter is meant to request confirmation of sewer capacity of the Kent sewage treatment facilities to allow for connection of a proposed 13 lot residential development located at 227 North Main Street in Kent, Connecticut. The proposed development will consist of thirteen 3–4-bedroom homes with a community accessory building and pool. The anticipated design flow for the development is 7,800 gallons per day. It is understood that the developer will be extending the sewer service to the subject property from the end of the existing service line located on North Main Street at the developer's expense.

Detailed sewer extension plans will be prepared and submitted to your commission for review and approval.

If you have additional questions, please do not hesitate to contact me at (860) 354-9346.

Sincerely,
Arthur H. Howland & Associates, P.C.



Paul Szymanski, P.E.
President

Superintendents report for August/September

July

1.82 million gallons total
59k gallons per day average
387k gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.3

August

1.84 million gallons total
60k per day average
289k gallons came from Kent School
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.3

Good afternoon everyone.

New Milford septic cleaned the pump stations and the return pump house at the plant.

2 effluent beds were cleaned. 1 is online and 2 are shut down for drying and 1 remains ready to go.

Blower #1 contactor failed. John Gleason has one on order.

The modems in 2 of the Raco Alarm Agents need to be upgraded. I believe we budgeted for this?

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet August 2021

	8/31/21	8/31/20	\$ Change
Checking/Savings			
1 USB	68,292	60,439	7,853
2 USB Septage MMA #8052	92,970	84,770	8,200
3 USB Capital #3880	588,534	561,459	27,075
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,297	24,248	49
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	971,245	928,068	43,177
Accounts Receivable	2,280	5,730	-3,450
Due from General Fund	0	65,945	-65,945
Total Current Assets	973,525	999,744	-26,218
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,693,891	0
Property and equipment	4,985,900	4,964,900	21,000
Total Fixed Assets	3,292,008	3,271,008	21,000
TOTAL ASSETS	4,265,534	4,270,752	-5,218
LIABILITIES & EQUITY			
Accounts Payable	5,544	297,430	-291,886
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,297	24,248	49
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,534	1,734	801
State Taxes Payable	402	273	129
Due to GF (Town of Kent)	239,760	0	239,760
USDA Loan 92-04	444,011	451,856	-7,845
USDA Loan 92-06	781,290	793,593	-12,303
USDA Loan 92-08	72,570	74,028	-1,458
Total Liabilities	1,767,560	1,840,314	-72,754
Equity			
*Retained Earnings	2,057,001	2,246,888	-189,887
Opening Bal Equity	420,287	420,287	0
Net Income	20,686	-236,738	257,424
Total Equity	2,497,974	2,430,438	67,536
TOTAL LIABILITIES & EQUITY	4,265,534	4,270,752	-5,218

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 8/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	35,628	34,500	103.3%
Sewer User Charges	<u>64,506</u>	<u>58,500</u>	<u>110.3%</u>
Total Income	100,134	93,000	107.7%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	1,190	1,190	100.0%
Audit	-	-	0.0%
Bank Service Charges			
Office Supplies	-	200	0.0%
Outside services-Admin	150	150	100.0%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,338</u>	<u>2,350</u>	<u>99.5%</u>
Total General & Admin Expenses	3,678	3,890	94.6%
Operating Expenses			
Continuing Education	-	-	0.0%
Depreciation			0.0%
Electricity	4,636	4,100	113.1%
Fuel	486	-	100.0%
Insurance			
Dental Insurance	112	110	101.8%
Liab Auto Prop Insura	265	300	88.2%
Life Insurance	11	22	49.5%
Medical	3,980	4,288	92.8%
Workman's Comp	<u>867</u>	<u>1,100</u>	<u>78.8%</u>
Total Insurance	5,234	5,820	89.9%
Internet	52	80	65.0%
Lab exams	3,144	2,400	131.0%
Materials and supplies	589	241	244.3%
Miscellaneous	92	-	100.0%
Outside Services-Operating	4,066	3,700	109.9%
Parts & Repairs	1,423	1,850	76.9%
Payroll Expenses	23,966	20,970	114.3%
Payroll taxes	1,809	1,604	112.8%
Pension	-	-	0.0%
Permit fees	2,011	2,400	83.8%
Postage	1,044	330	316.4%
Professional fees			
Engineering fees	-	3,400	0.0%
Legal fees	<u>-</u>	<u>1,250</u>	<u>0.0%</u>
Total Professional fees	-	4,650	0.0%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 8/31</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	292	416	70.2%
Uniforms	383	416	92.0%
Total Operating Expenses	<u>49,228</u>	<u>48,977</u>	<u>100.5%</u>
Total Expense	<u>52,906</u>	<u>52,867</u>	<u>100.1%</u>
Investment income	61	76	80.1%
Transfers In	-	38,906	
Other Expense			
Capital Reserve	4,878	4,650	104.9%
Short Term Asset Reserve	1,463	1,395	104.9%
Maple Street Extension			
100% of Connection Fees	-	-	
80% of User Fees Collected	-	-	
Total Maple Street Extension	<u>-</u>	<u>-</u>	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,603</u>	<u>26,990</u>	
Net Income and Expense	<u>14,345</u>	<u>46,080</u>	<u>31.1%</u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 6,341
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 0 enter as a -

by including these items
the net income is actually 20,686

09/14/21

Kent Sewer Commission Operating Account ledger July & August 2021

Date	Name	Memo	Amount	Balance
1 USB				
Operating - 8044				
07/01/21	QuickBooks Payroll Service	Direct Deposit for 7/2/21	-2,147.16	38,030.49
07/02/21	Kearns, Joyce	Direct Deposit	0.00	38,030.49
07/02/21	Palmer, Jordan	Direct Deposit	0.00	35,883.33
07/02/21	Sommers, Lyle R	Direct Deposit	0.00	35,883.33
07/07/21	Sommers, Lyle R	Direct Deposit	0.00	35,883.33
07/09/21	Aramark Uniform & Career (...)	balance of Shorted pay	-755.53	35,127.80
07/09/21	Frontier	weekly uniform services 7/2	-36.81	35,090.99
07/09/21	Quality Data Service Inc.	Telephone and Internet service: 7/1/21 - 7/31/21	-97.52	34,993.47
07/09/21	Town of Kent	annual software services: bupport fee - utility billing module	-1,150.00	33,843.47
07/09/21	Tunxis	Quarterly invoice for WC and LAP insurance premium	-1,131.06	32,712.41
07/09/21	Yucatech Inc	Lab exams 7/1	-306.00	32,406.41
07/10/21		google mail 1 year / mail archiving services for eleven each & domain renewal: 10 years	-1,420.87	30,985.54
07/13/21	Benefit Assessments	Funds Transfer	50,000.00	80,985.54
07/13/21	Sewer Customers		13.94	80,999.48
07/15/21	CT Commissioner of Revenue...	CT payroll withholding for June 2021	658.03	81,657.51
07/15/21	United States Treasury	payroll withholding and taxes for June 2021	-377.48	81,280.03
07/15/21	QuickBooks Payroll Service	Direct Deposit for 7/15	-2,418.18	78,861.85
07/16/21	Sommers, Lyle R	Direct Deposit	-2,781.47	76,080.38
07/16/21	Kearns, Joyce	Direct Deposit	0.00	76,080.38
07/16/21	Palmer, Jordan	Direct Deposit	0.00	76,080.38
07/21/21	Sewer Customers		0.00	76,080.38
07/23/21	Connecticut CCSPC		173.87	76,254.25
07/23/21	Eversource		-984.00	75,270.25
07/23/21	Eversource	Plant: - 6/16 - 7/16 (30 days)	-60.25	75,210.00
07/23/21	Crystal Rock	four 5gal bottles drinking water and four returns (includes fuel surcharge)	-1,931.69	73,278.31
07/23/21	FedEx	to Averill lab 6/7, 7/5, 7/12, 7/19	-50.91	73,227.40
07/23/21	Tunxis	Lab exams: 7/14 & 7/26	-341.75	72,885.65
07/23/21	Aquarion	WPCA / SEWER BILLINGS (349 @ .43) -3rd Qtr 2021	-612.00	72,273.65
07/23/21	Aramark Uniform & Career (...)	Weekly Uniform services - 5/14 - 7/9 - 7/16 - 7/23	-150.07	72,123.58
07/23/21	Knapp Engineering	annual calibrations for Badger Ultrasonic Flow meter	-181.17	71,942.41
07/23/21	Sommers, Lyle - Reimburse...	Telephone reimbursement - July 2021	-380.00	71,562.41
07/23/21	Town of Kent	Benefit Assessment / batch 100 - July Insurances - gasoline 6/6/20 - 6/30 (47.07 gal) and di...	-80.00	71,482.41
07/23/21	US Environmental Rental Corp		-1,561.12	69,921.29
07/23/21	Welsh Sanitation	Commercial service June 2021	-260.66	69,660.63
07/26/21	USDA-Rural Development	Annual pmt on Loan 92-06	-148.21	69,512.42
07/28/21	D&S Auto Repair	Replace starter: 201 chevy silverado	-38,906.00	30,606.42
07/29/21	QuickBooks Payroll Service	Direct Deposit for 7/30	-1,159.09	29,447.33
07/30/21	Kearns, Joyce	Direct Deposit	-3,724.36	25,722.97
07/30/21	Palmer, Jordan	Direct Deposit	0.00	25,722.97
07/30/21	Sommers, Lyle R	Direct Deposit	0.00	25,722.97
07/30/21	Soule Jr., Milard L	Direct Deposit	0.00	25,722.97
07/30/21	Devaux, Deborah J.	Direct Deposit	0.00	25,722.97
07/30/21	Town of Kent	Sommers: Roth IRA Withholding July 2021	-392.40	25,330.57
07/30/21	Administrator Unemployment...	00-022-82 QB Tracking # -201506338	0.00	25,330.57
07/31/21	Eversource	QuickBooks generated zero amount transaction for bill payment stub	0.00	25,330.57
08/02/21	Sewer Customers		1,164.04	26,494.61
08/04/21	Sewer Customers		2,867.79	29,362.40
08/10/21	Sewer Customers		2,336.50	31,698.90
08/10/21	Sewer Customers		6,587.17	38,286.07

Kent Sewer Commission Operating Account ledger

09/14/21

July & August 2021

Date	Name	Memo	Amount	Balance
08/10/21	Sewer Customers		3,211.34	41,497.41
08/10/21	Sewer Customers		4,757.77	46,255.18
08/10/21		nsf ck: Donald Cramer	-140.79	46,114.39
08/11/21	Sewer Customers		1,151.71	47,266.10
08/12/21	QuickBooks Payroll Service	Direct Deposit for 8/13	-2,837.24	44,428.86
08/13/21	Kearns, Joyce	Direct Deposit	0.00	44,428.86
08/13/21	Palmer, Jordan	sick time: 1/2 day on 8/5 and full days 8/6 - 8/8 - and 8/10	0.00	44,428.86
08/13/21	Sommers, Lyle R	vacation 7/27 - 7/30	0.00	44,428.86
08/13/21	CT Commissioner of Revenue...	CT Payroll withholding for July	-567.18	43,861.68
08/13/21	United States Treasury	Payroll withholding and taxes for July	-3,540.93	40,320.75
08/17/21	Sewer Customers		5,363.52	45,684.27
08/18/21	Sewer Customers		650.65	46,334.92
08/20/21	Connecticut CCSPC	09000003 - (remittance ID 049905158) - Case ID 721318-3	-656.00	45,678.92
08/23/21	Sewer Customers		27,937.65	73,616.57
08/25/21	Eversource	Pump Station: 7/16 - 8/17 (32 days)	-194.83	73,421.74
08/25/21	Eversource	#50 Maple St - 5163 729 6070 7/15 - 8/13 (29 days)	-82.73	73,339.01
08/25/21	ABT	July Bookkeeping Support	-595.16	72,743.85
08/25/21	Crystal Rock	three 5gal bottles drinking water and three returns (includes fuel surcharge)	-40.92	72,702.93
08/25/21	FedEx	to Averill lab 7/26 - 8/2 - 8/9 - 8/16	-343.24	72,359.69
08/25/21	Quality Data Service Inc.	July 2021: printing and processing sewer/water billing (293 bills)	-289.89	72,069.80
08/25/21	Tunxis	Lab exams 7/28 - 7/29 - 8/5 - 8/11 - 8/19 - 8/25	-2,190.00	69,879.80
08/25/21	ACE Hardware	tree pruner, gloves, camp dry, 2 cyc oil	-70.55	69,809.25
08/25/21	Aramark Uniform & Career (...)	Weekly Uniform services 7/30 - 8/6	-108.78	69,700.47
08/25/21	Frontier	Telephone and Internet service: 8/1/21 - 8/31/21	-86.58	69,613.89
08/25/21	Haymore Services	Tractor time for discing entire runoff field and plant sorghum, plant corn	-2,100.00	67,513.89
08/25/21	Town of Kent	August Insurances	-3,191.39	64,322.50
08/25/21	Welsh Sanitation	Commercial service July & August 2021	-296.42	64,026.08
08/25/21	Sewer Customers		2,306.25	66,332.33
08/26/21	QuickBooks Payroll Service	Direct Deposit for 8/27	-2,837.28	63,495.05
08/27/21	Sommers, Lyle R	Direct Deposit	0.00	63,495.05
08/27/21	Kearns, Joyce	Direct Deposit	0.00	63,495.05
08/27/21	Palmer, Jordan	Direct Deposit	0.00	63,495.05
08/30/21	QuickBooks Payroll Service	Direct Deposit for 8/31	-776.01	62,719.04
08/30/21	QuickBooks Payroll Service	Direct Deposit for 8/31	-297.97	62,421.07
08/30/21	Sewer Customers		4,998.83	67,419.90
08/31/21	Devaux, Deborah J.	Direct Deposit	0.00	67,419.90
08/31/21	Soule Jr., Milard L	additional hours worked 8/9 - 8/10 & 8/12	0.00	67,419.90
08/31/21	Soule Jr., Milard L	Direct Deposit	0.00	67,419.90
08/31/21	Sewer Customers		340.96	67,760.86
08/31/21	Town of Kent	Deposit	140.79	67,901.65
08/31/21	Kent Sewer Commission	Sommers: Roth IRA Withholding August 2021	-261.60	67,640.05
08/31/21		Transfer Capital Reserve and ST Asset reserve accruals to date	-6,340.92	61,299.13
Total Operating - 8044			23,268.64	61,299.13
Total 1 USB			23,268.64	61,299.13
TOTAL			23,268.64	61,299.13