

RECEIVED

By Darlene Brady at 9:33 am, Dec 17, 2021



Kent Sewer Commission
Regular Meeting

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

Members: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza, Rick Osborne, Vince Roberti and Steve Robey.

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

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

Approve agenda:

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

Approval of the Minutes:

Cathe Mazza made a motion to approve the minutes of the November 16, 2021 Special Sewer Commission meeting, as submitted. Peter Gadiel seconded the motion and the motion carried.

Sewer Plant Assistant:

Lyle Sommers introduced new Sewer Plant Assistant Peter Crockett. Peter started on December 6, 2021.

227 N Main Street:

Elissa Potts reported Planning and Zoning approved the application for 227 N Main Street at their December 9, 2021 meeting. The applicant will be coming back to the Sewer Commission in the next couple of months to present the plan.

Crew Design:

Elissa Potts reported that Crew Design's project has been delayed and they will not be connecting to the sewer until next spring or summer.

Report of Chairman:

Elissa Potts reported Club Getaway has found an engineer and will be moving forward with connecting to the sewer.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Balance Sheet November 2021
- Income and Expense Actual vs. Budget as of November 30, 2021 Operating Account Ledger for October and November 2021

Peter Gadiel made a motion to approve the October and November 2021 Operating Account Ledgers, as submitted. Cathe Mazza seconded the motion and the motion carried.

Report of Collector:

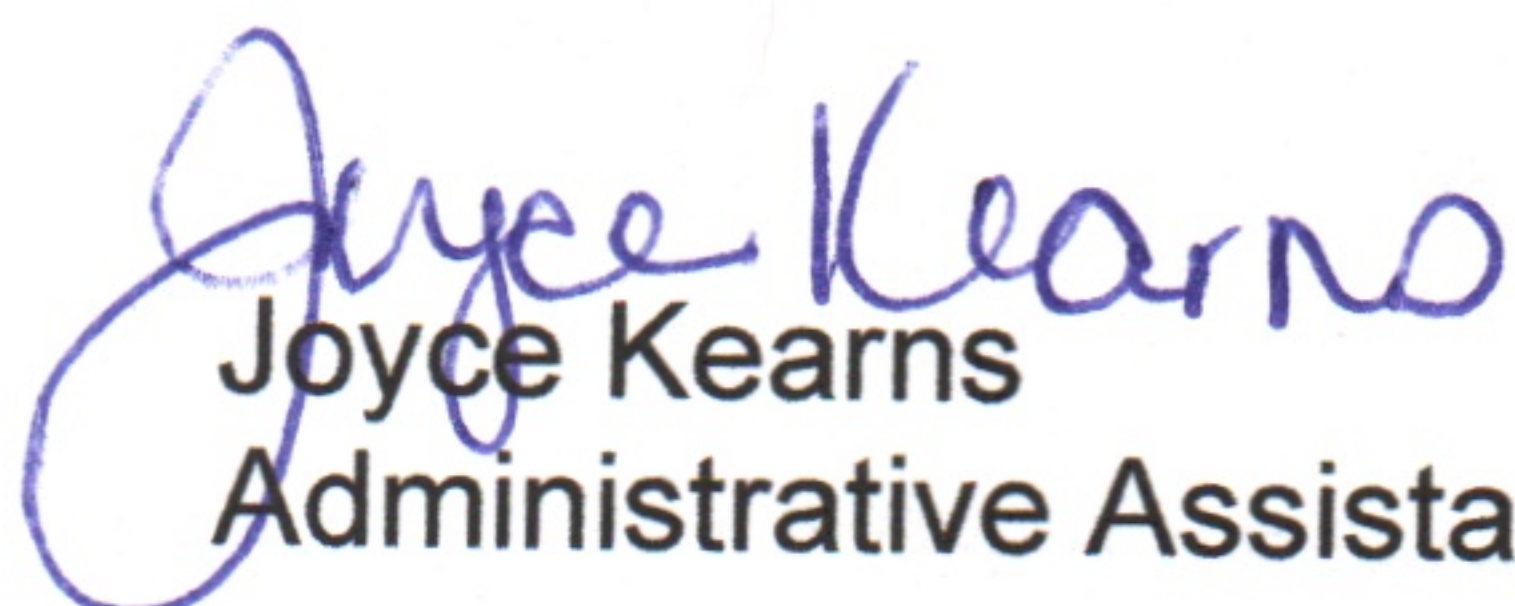
Debbie Devaux did not attend the meeting and did not provide a report.

Report of Consulting Engineer:

Bart Clark provided a written report, attached.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:26 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 9:49 am, Dec 10, 2021



KENT SEWER COMMISSION AGENDA

Regular Meeting
December 14, 2021
4:00 P.M.

Zoom: <https://us02web.zoom.us/j/89828014883>

Meeting ID: 898 2801 4883

One tap mobile: +16465588656,,89828014883# US (New York)

-
1. Call to order
 2. Approve agenda
 3. Approval of Minutes
November 16, 2021
 4. New Business
 - a. Sewer Plant Assistant
 5. Old business
 - a. 227 N Main Street
 - b. Crew Design
 6. Report of Chairman
 7. Report of Superintendent
 8. Report of Treasurer
 9. Report of Collector
 10. Report of Consulting Engineer
 11. Adjourn

"An equal opportunity employer and service provider"

Superintendents report for December 2021

Good afternoon,

1.9 million gallons total
64k gallons per day average
783k gallons came from Kent school
Average BOD removal rate 95%
Average TSS removal rate 87%
Average influent PH 7.8

The plant process continues to recover from the upset.

New employee Peter Crockett is working out well.

The Godwin pump we use for the septage lagoons is still being repaired.

The sewer line from the plant building has roots in it will need to be dug up and repaired at some point.

One effluent bed is drying, one is cleaned and ready and two are currently in use.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet Nov 2021

	11/30/21	11/30/20	\$ Change
Checking/Savings			
1 USB	128,165	104,988	23,177
2 USB Septage MMA #8052	126,774	144,652	-17,877
3 USB Capital #3880	596,792	565,593	31,198
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,297	24,273	24
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	1,073,180	1,036,658	36,522
Accounts Receivable	2,561	2,880	-319
Due from General Fund	0	0	0
Total Current Assets	1,075,741	1,039,538	36,204
Fixed Assets			
Accumulated Depreciation	-1,819,840	-1,693,891	-125,949
Property and equipment	5,330,037	5,290,499	39,538
Total Fixed Assets	3,510,196	3,596,607	-86,411
TOTAL ASSETS	4,585,938	4,636,145	-50,207
LIABILITIES & EQUITY			
Accounts Payable	1,317	300,468	-299,150
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,297	24,273	24
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	1,855	2,386	-532
State Taxes Payable	-90	364	-454
Due to GF (Town of Kent)	240,459	0	240,459
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	1,762,860	1,844,120	-81,260
Equity			
*Retained Earnings	2,274,489	2,246,888	27,601
Opening Bal Equity	420,287	420,287	0
Net Income	128,300	124,849	3,451
Total Equity	2,823,077	2,792,025	31,052
TOTAL LIABILITIES & EQUITY	4,585,938	4,636,145	-50,207

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 11/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	88,022	86,500	101.8%
Sewer User Charges	135,436	121,200	111.7%
Total Income	223,458	207,700	107.6%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	2,976	2,976	100.0%
Audit	-	-	0.0%
Bank Service Charges			
Office Supplies	65	400	16.2%
Outside services-Admin	301	300	100.2%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	2,338	2,350	99.5%
Total General & Admin Expenses	5,679	6,026	94.2%
Operating Expenses			
Continuing Education	-	250	0.0%
Depreciation			0.0%
Electricity	10,461	15,600	67.1%
Fuel	822	1,200	68.5%
Insurance			
Dental Insurance	280	275	102.0%
Liab Auto Prop Insura	529	600	88.2%
Life Insurance	27	55	49.9%
Medical	7,060	10,718	65.9%
Workman's Comp	1,733	2,200	78.8%
Total Insurance	9,630	13,847	69.5%
Internet	135	200	67.6%
Lab exams	7,392	6,000	123.2%
Materials and supplies	1,358	30,616	4.4%
Miscellaneous	130	-	100.0%
Outside Services-Operating	6,348	5,400	117.6%
Parts & Repairs	2,698	3,700	72.9%
Payroll Expenses	50,048	52,426	95.5%
Payroll taxes	3,777	4,010	94.2%
Pension	1,381	2,025	68.2%
Permit fees	2,011	2,400	83.8%
Postage	2,344	2,825	83.0%
Professional fees			
Engineering fees	-	8,500	0.0%
Legal fees	1,786	2,500	71.4%
Total Professional fees	1,786	11,000	16.2%

Kent Sewer Commission
Income and Expense
Actual vs. Budget

	7/1 - 11/30	Budget	% of Budget
Telephone	729	1,044	69.8%
Uniforms	887	1,044	85.0%
Total Operating Expenses	101,938	153,587	66.4%
Total Expense	107,618	159,613	67.4%
Investment income	157	184	85.2%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	11,173	10,385	107.6%
Short Term Asset Reserve	3,352	3,114	107.6%
Maple Street Extension			
100% of Connection Fees	-	-	
80% of User Fees Collected	-	-	
Total Maple Street Extension	-	-	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,990	
Net Income and Expense	113,776	46,688	243.7%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 14,525
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 128,300

Kent Sewer Commission

Operating Account ledger

October and November 2021

Date	Name	Memo	Amount	Balance
10/01/2021	ABT	September Bookkeeping Support		57,326.37
10/01/2021	Aramark Uniform & Career (Inc.)	weekly uniform service 11/19 & 11/26	-595.16	57,326.37
10/01/2021	Eversource	#50 Maple St - 5163 729 6070 8/13 - 9/15 (33 days)	-61.13	56,731.21
10/07/2021	QuickBooks Payroll Service	Direct Deposit for 10/8	-92.95	56,670.08
10/08/2021	Kearns, Joyce	Direct Deposit	-2,837.26	56,577.13
10/08/2021	Palmer, Jordan	Direct Deposit	0.00	53,739.87
10/08/2021	Sommers, Lyle R	Direct Deposit	0.00	53,739.87
10/08/2021	Sommers, Lyle R	Vacation 9/23 - 9/24	0.00	53,739.87
10/13/2021	Sewer Customers		0.00	53,739.87
10/15/2021	United States Treasury	payroll withholding & taxes / September	238.88	53,978.75
10/15/2021	CT Commissioner of Revenue Serv	CT payroll withholding / September	-2,479.80	51,498.95
10/21/2021	QuickBooks Payroll Service	Direct Deposit for 10/22	-391.73	51,107.22
10/21/2021	QuickBooks Payroll Service	Direct Deposit for 10/22 (Palmer final)	-1,907.63	49,199.59
10/21/2021	QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.75 each	-1,157.13	48,042.46
10/21/2021	QuickBooks Payroll Service	Sales Tax for CT	3.50	48,045.96
10/22/2021	Kearns, Joyce	Direct Deposit	0.04	48,046.00
10/22/2021	Sommers, Lyle R	Direct Deposit	0.00	48,046.00
10/22/2021	Connecticut CCSPC	Wage garnishment	0.00	48,046.00
10/22/2021	Palmer, Jordan	Includes payment through final day of employment 10/22/21	-328.00	47,718.00
10/22/2021	ACE Hardware	Paint, hose, pipe, wheelbarrow	0.00	47,718.00
10/22/2021	Allingham & Readyoff, LLC	9.4 hrs 10/8 - 10/27 (Ordinances and Regulations)	-272.70	47,445.30
10/22/2021	Aquarion	WPCA / SEWER BILLINGS (350 @ .43) -3rd Qtr 2021	-1,786.00	45,659.30
10/22/2021	Aramark Uniform & Career (Inc.)	Weekly Uniform services 10/1 - 10/8 - 10/15 - 10/22	-150.50	45,508.80
10/22/2021	Eversource	Plant: - 9/16 - 10/15 (29 days) & Pump Station:9/16 - 10/15	-168.92	45,339.88
10/22/2021	FedEx	to Averill lab 10/11 - 10/18 - 10/25	-2,720.44	42,619.44
10/22/2021	Frontier	Telephone and Internet service: 10/1/21 -10/30/21	-267.96	42,351.48
10/22/2021	Napa Auto Parts	B fluid DOT and PB penetrant	-86.03	42,265.45
10/22/2021	Quality Data Service Inc.	Nov 2021: printing and processing sewer/water billing (306 bills)	-20.67	42,244.78
10/22/2021	Sommers, Lyle - Reimbursement	Telephone reimbursement - October 2021	-297.43	41,947.35
10/22/2021	Town of Kent	October and November Insurances	-80.00	41,867.35
			-2,408.17	39,459.18

Kent Sewer Commission

Operating Account ledger

October and November 2021

10/22/2021	Tunxis	Lab exams 10/8 & 10/20	-1,272.00	38,187.18
10/22/2021	Welsh Sanitation	Commercial service Sept 2021	-148.21	38,038.97
10/22/2021	Sewer Customers		579.53	38,618.50
10/25/2021	Town of Kent	Sommers: Roth IRA Withholding	-261.60	38,356.90
10/28/2021	QuickBooks Payroll Service	Direct Deposit for 10/29	-798.78	37,558.12
10/29/2021	Soule Jr., Milard L	Direct Deposit	0.00	37,558.12
10/29/2021	Devaux, Deborah J.	Direct Deposit	0.00	37,558.12
10/29/2021	CT Commissioner of Revenue Ser	CT payroll withholding	-959.00	36,599.12
11/03/2021	Sewer Customers		1,451.00	38,050.12
11/04/2021	QuickBooks Payroll Service	Direct Deposit for 10/5	-1,907.60	36,142.52
11/04/2021	QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.75 each	3.50	36,146.02
11/04/2021	QuickBooks Payroll Service	Sales Tax for CT	0.04	36,146.06
11/05/2021	Kearns, Joyce	Direct Deposit	0.00	36,146.06
11/05/2021	Sommers, Lyle R	Direct Deposit	0.00	36,146.06
11/08/2021	Sewer Customers		6,047.60	42,193.66
11/08/2021	Sewer Customers		4,024.25	46,217.91
11/09/2021	Sewer Customers		5,836.71	52,054.62
11/10/2021	Sewer Customers		1,408.15	53,462.77
11/12/2021	ABT	October Bookkeeping Support	-595.16	52,867.61
11/12/2021	Aramark Uniform & Career (Inc.)	Weekly uniform services: 10/29 - 11/5	-84.46	52,783.15
11/12/2021	Crystal Rock	three 5gal bottles drinking water and three returns (includes fuel	-37.92	52,745.23
11/12/2021	Eversource	#50 Maple St - 9/15 - 10/14 (29 days) & Pump Station:10/:	-397.97	52,347.26
11/12/2021	FedEx	shipping to to Averill lab 11/1 - 11/8	-171.42	52,175.84
11/12/2021	Frontier	Telephone and Internet service: 11/1/21 -11/30/21	-96.97	52,078.87
11/12/2021	Kinsley Power Systems	annual level 2 service, schaghticoke pump station CAT 100KW u	-625.00	51,453.87
11/12/2021	Pupper Septic Inc.	trnsp full truckload of bugs from New Milford Sewer	-640.00	50,813.87
11/12/2021	Superior Plus Energy	115.3 gal heating fuel	-336.80	50,477.07
11/12/2021	Tunxis	Lab exams 9/23	-306.00	50,171.07
11/12/2021	Welsh Sanitation	Commercial service Oct 2021	-148.21	50,022.86
11/12/2021	Tunxis	Lab exams 10/27	-612.00	49,410.86
11/15/2021	CT Commissioner of Revenue Ser	CT payroll withholding for October 2021	-393.26	49,017.60
11/15/2021	United States Treasury	payroll withholding for October 2021	-2,487.52	46,530.08

Kent Sewer Commission

Operating Account ledger

October and November 2021

11/15/2021	Sewer Customers		11,825.85	58,355.93
11/16/2021	Sewer Customers		2,607.34	60,963.27
11/17/2021	Sewer Customers		958.70	61,921.97
11/18/2021	QuickBooks Payroll Service	Direct Deposit for 11/19	-1,907.64	60,014.33
11/18/2021	QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.75 each	3.50	60,017.83
11/18/2021	QuickBooks Payroll Service	Sales Tax for CT	0.04	60,017.87
11/19/2021	Kearns, Joyce	Direct Deposit	0.00	60,017.87
11/19/2021	Sommers, Lyle R	Direct Deposit	0.00	60,017.87
11/23/2021	Sewer Customers		5,096.08	65,113.95
11/23/2021	Sewer Customers		22,691.46	87,805.41
11/24/2021	Sewer Customers		1,101.31	88,906.72
11/26/2021	ACE Hardware	pliers, hose, drill bit, tape, toggle switch	-142.19	88,764.53
11/26/2021	Aramark Uniform & Career (Inc.)	weekly uniform service 11/19 & 11/26	-63.40	88,701.13
11/26/2021	Eversource	#50 Maple St - 5163 729 6070 10/14 - 11/12 (29 days)	-86.42	88,614.71
11/26/2021	FedEx	sipping to to Averill lab 11/15 & 11/22	-182.27	88,432.44
11/26/2021	Sommers, Lyle - Reimbursement	Telephone reimbursement - November 2021	-80.00	88,352.44
11/26/2021	Welsh Sanitation	Commercial service Nov 2021	-148.21	88,204.23
11/26/2021	Kinsley Power Systems	Annual Generaor Service contract	-550.00	87,654.23
11/26/2021	Tunxis	Lab exams 11/4 - 11/11 - 11/19 - 11/29	-1,224.00	86,430.23
11/29/2021	QuickBooks Payroll Service	Direct Deposit for 11/30	-776.01	85,654.22
11/30/2021	Soule Jr., Milard L	Direct Deposit	0.00	85,654.22
11/30/2021	Devaux, Deborah J.	Direct Deposit	0.00	85,654.22
11/30/2021	Town of Kent	Sommers: Roth IRA Withholding November2021	-261.60	85,392.62
11/30/2021	Sewer Customers		3,536.71	88,929.33
11/30/2021	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-6,663.62	82,265.71
			24,939.34	82,265.71
			24,939.34	82,265.71
			24,939.34	82,265.71

Emergency Management Proposal:

Updated Local Emergency Operations Plan (LEOP): to be completed by EMD and Deputy

Pandemic Insert: to be completed by EMD and Deputy

Incident Command Training: (CERT, Town Employees, Boards, Commissions)

Office Upgrades: (Counters, Chairs, Office Equipment)

Ring Central phone system: currently forwarded to cell phone

Desktop PC or Lap top:

Three (3) Status Monitors: Web EOC, Veoci, LCD, DAK Builder, etc.

CERT:

Deployment Expenses:

\$ 10,000.00
\$ 5,000.00
\$ 900.00
\$ 800.00
\$ 360.00
\$ 800.00
\$ 1,500.00
\$ 2,000.00
<u>\$2,500.00</u>
\$ 23,860.00

Emergency Management Performance Grant (EMPG) Reimbursement:

- Pandemic Insert is 100% reimbursable once updated LEOP is submitted
- \$ 2500 per quarter spent is ½ reimbursable each month, once updated LEOP is submitted

Emergency Management Timeline:

BOS Approval

December 14, 2021

Office Upgrades completed:

February 2022 (pending material supply delivery)

LEOP Completed Draft with Pandemic Insert:

April 1, 2022

Comment Period:

May 1, 2022

Submission, Review, File- Region 5DEMHS and Town of Kent:

May 15, 2022

MEMORANDUM

From: Bart Clark

Date: December 13, 2021

TO: Kent Sewer Commission

Re: Status Report on Preliminary Engineer's Report for Redundant Treatment Tank

The Commission has requested that I prepare a Preliminary Engineer's Report to identify the specific improvements needed to provide a redundant treatment tank at the Wastewater Treatment Plant. This memo is meant to provide a summary of the progress made on completion of the report.

One of the first task associated with being able to prepare a preliminary report was to have a discussion with the CTDEEP concerning reissuing the Plant's operating Permit. The Permit expired back in 1990's and a new permit has not been reissued since that time. Most other plants in the area have had permit renewals which required higher levels treatment. This higher level of treatment typically would require more extensive improvements to the treatment system. Additionally, the old permit did not specifically allow the operation of a Septage receiving facility.

In late August, we were able to arrange a Zoom meeting with the DEEP. Below are brief highlights from the meeting:

1. If the design flow rate resulting from the improvements did not exceed the current capacity of 142,000 gallons per day, a simple permit reissuance could be pursued with limited changes to permit requirements.
2. If the Commission sought to increase the capacity of the Plant, then a new Permit would have to be applied for. This means that all aspect of the plant would need to be reconsidered and studies would have to be provided to assure DEEP that the Groundwater Discharge would remain viable. If the Groundwater discharge did not remain viable, then the treatment requirements would be increase substantially to meet current surface water discharge requirements. This would require major changes at the plant.
3. The Septage Receiving (DEEP now calls this receiving trucked waste) and treatment. The discharge of the decant water onto the field below the Plant would not be allowed under any reissued permit. This waste would have to be treated before discharge. Treatment would be in the Treatment Plant or in some other way, or, if uneconomical, discontinued.
4. The disposal of solids, either from the Belt Press or the Septage lagoons, on to the field below the Plant would likely have to stop with a reissued permit. Land Application is not considered a viable option by the DEEP and is allowed only in a few select circumstances.
5. The monitoring wells and piezometers for the groundwater discharge must all be in working order. The information must be reported with the quarterly reports as required by the current permit.
6. The results of the Total Nitrogen (TN) in Monitoring Well No. 5 show that TN is occasionally high. The treatment system will likely be required to be improved to require removal of nitrogen to below 10 mg/l to prevent groundwater levels higher than 10 mg/l.
7. The DEEP will allow the addition of large users without a new permit as long as the Plant capacity is not exceeded.

The efforts to date have been to collect data needed to provide the information needed to understand how current operations will meet DEEP's expectations for an upgraded plant. Primarily, this is how to provide removal of TN, how to provide treatment of the septage decant water and disposal of solids.

Removal of Total Nitrogen (TN) would involve changes to the operation of the treatment plant. The most feasible are implementation of recirculation of the sludge and creation of anoxic zones, or, providing a tertiary treatment with a carbon based media such as wood chips.

If the Commission chose to continue with septage operations, then the decant water would need to be treated. Treatment could be provided in the Treatment Plant, but reserve capacity would be sacrificed. The original septage receiving system discharge to decant water to ground water. This configuration never worked and was abandoned soon after it was opened. This groundwater discharge could be resurrected if the Commission wanted to reserve treatment capacity. The volume of waste being received is evaluated, but, it is much higher than the original design flows.

The land disposal of sludge may no longer be permitted; however, I think it is worth trying to find ways to continue it. Hauling sludge to incineration units or land fills is expensive and not environmentally sound long term disposal. It is likely that getting land disposal permitted will take a significant effort that may ultimately be unsuccessful.

Some further development of the options available needs to be performed in order to give the Commission some costs. With the cost information, the Commission may be able to make some of the choices that need to be made prior to proceeding with final design and soliciting funding for any improvements.