

RECEIVED

By Darlene Brady at 9:13 am, May 13, 2022



Kent Sewer Commission
Regular Meeting

May 10, 2022
4:00 P.M. via Zoom

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting.

<https://www.youtube.com/watch?v=hxfkuPU0Vd0>

Members: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza, and Stephen Robey.

Alternates: Rick Osborne and Vince Roberti.

Also present: Barbara Herbst.

Call the meeting to order:

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

Approval of the agenda:

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

Approval of Minutes of April 12, 2022 Meeting:

Cathe Mazza made a motion to approve the April 12, 2022 Regular Sewer Commission meeting minutes, as submitted. Stephen Robey seconded the motion and the motion carried.

2022/2023 Budget:

Barbara Herbst will circulate a copy of the draft 2022/2023 budget to be discussed at the next meeting (attached).

Swift House Sewer Connection:

The Town of Kent Administrative Assistant Joyce Kearns informed the Sewer Commission that the Town will be connecting the Swift House to the sewer system and asked if the Sewer Commission would waive the connection fee? Elissa Potts requested a three-year look back for water usage to calculate the connection fee prior to making any decision.

Report of Chairman:

Elissa Potts:

- Submitted a request to the ARPA committee for \$57,783. The request includes the bearings that need to be replaced, lighting in the garage, alarm system and new roof on the garage.
- Continue to work on a proposal for rate increases, need additional information on costs for plant improvements to support the rate increases.

Report of Superintendent:

Lyle Sommers did not attend the meeting and did not provide a report.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Account vs. Budget July 1, 2021 – April 30, 2022
- Balance Sheet April 2022
- Operating Account Ledger for April 2022

Stephen Robey made a motion to approve the Operating Account Ledger for April 2022, as submitted. John Grant 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 did not attend the meeting and did not provide a report.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:27 p.m.

Joyce Kearns

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 Darlene Brady at 10:00 am, May 06, 2022



KENT SEWER COMMISSION AGENDA

Regular Meeting

May 10, 2022

4:00 P.M.

Zoom: <https://us02web.zoom.us/j/84991943412>

Meeting ID: 849 9194 3412

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

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/1O_CVqvoFyaLN3jwOZwHHole4FAp0Sce3

-
1. Call to order
 2. Approve agenda
 3. Approval of Minutes
April 12, 2022
 4. New Business
 - 4.1. 2022/2023 Budget
 - 4.2. Swift House Sewer Connection
 5. Old business
 6. Report of Chairman
 7. Report of Superintendent
 8. Report of Treasurer
 9. Report of Collector
 10. Report of Consulting Engineer
 11. Adjourn

	Jul 22	Aug 22	Sep 21	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	FY 23 Proposed Budget	FY 22 Full Year Budget	FY 22 Actual to date
Income															
Septage Fees	12,500	22,000	22,000	19,000	11,000	12,000	5,800	5,000	10,500	12,500	16,000	14,000	162,300	162,300	132,145
User Charges	10,500	48,000	5,500	2,200	55,000	5,000	3,500	55,000	12,000	2,000	50,000	8,500	257,200	257,200	219,512
Total Income	23,000	70,000	27,500	21,200	66,000	17,000	9,300	60,000	22,500	14,500	66,000	22,500	419,501	419,500	351,657
Expense															
General & Admin Expenses															
Accounting/Bookkeep	619	619	619	619	619	619	619	619	619	619	619	619	7,428	7,142	5,952
Audit						2,600							2,600	2,600	2,600
Office Supplies	200			200			200		200		200		800	800	737
Outside services-Admin		270		270			270		270		270		1,080	600	1,026
Printing & Advertising													-		-
Software/Licensing F	2,350												2,350	2,350	2,338
Total General & Admin	3,169	889	619	1,089	619	3,219	1,089	619	619	1,089	619	619	14,258	13,492	12,653
Operating Expenses															
Continuing Education			250			250			250			250	1,000	1,000	-
Electricity	2,100	2,000	7,500	2,000	2,000	2,400	2,200	2,300	2,800	2,800	2,800	4,100	34,500	34,500	29,536
Fuel			200	500	500	200	900	900	650		550		4,400	4,400	4,813
Insurance															
Dental Insurance	122	122	122	122	122	122	122	122	122	122	122	122	1,465	659	1,175
Liab Auto Prop Insu	315			315			315			315			1,260	1,200	794
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	87
Medical	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	55,593	25,723	23,646
Workman's Comp	1,155		1,155				1,155			1,155			4,620	4,400	2,600
Total Insurance	6,236	4,766	6,236	4,766	4,766	4,766	6,236	4,766	4,766	6,236	4,766	4,766	63,069	32,113	28,301
Internet	40	40	40	40	40	40	40	40	40	40	40	40	480	480	274
Lab exams	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	16,872	14,400	13,370
Maintenance and Rep	600		600				600			600			2,400	2,400	23,073
Supplies	116	125	30,125	125	125	125	125	125	125	125	125	125	31,491	31,491	3,084
Miscellaneous						130							130	130	177
Outside Services-Ope	3,700			1,700			1,700			1,700			8,800	8,800	7,390
Parts & Repairs	500			500			500			500			2,000	2,000	1,129
Payroll Expenses	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	135,763	125,822	106,075
Payroll taxes	865	865	865	865	865	865	865	865	865	865	865	865	10,386	9,625	7,996
Pension			2,192			2,192			2,192			2,192	8,768	8,100	3,947
Permit fees	2,400												2,400	2,400	2,011
Postage	460	460	460	460	460	460	460	460	460	460	460	460	5,520	3,980	4,866
Professional fees															
Engineering fees	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	20,400	1,380
Legal fees	1,250		1,250			1,250			1,250				5,000	5,000	2,090
Total Professional fee	2,250	1,000	2,250	1,000	1,000	1,000	2,250	1,000	1,000	2,250	1,000	1,000	17,000	25,400	3,470
Rental	900			900			900			900			3,600	3,000	4,094
Telephone	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,500	1,477

	Jul 22	Aug 22	Sep 21	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	FY 23 Proposed Budget	FY 22 Full Year Budget	FY 22 Actual to date
Uniforms	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,500	1,627
Total Operating Expense	33,304	22,393	60,534	29,313	22,893	25,434	30,043	23,593	25,784	29,613	23,743	26,934	353,579	315,041	246,711
Total Expense	36,473	23,282	61,153	30,402	23,512	28,653	31,132	24,212	26,403	30,702	24,362	27,553	367,837	328,533	259,364
Preliminary Net I/E	-13,472	46,719	-33,653	-9,201	42,489	-11,653	-21,831	35,789	-3,903	-16,201	41,639	-5,053	51,664	90,967	92,293
Other Income															
Investment income	38	38	38	38	38	38	38	38	38	38	38	38	450	450	319
Transfers In (TOK)		38,906											38,906	38,906	38,906
Total Other Income	38	38,944	38	38	38	38	38	38	38	38	38	38	39,356	39,356	39,225
Transfer Out															
Capital Reserve 5 %	1,150	3,500	1,375	1,060	3,300	850	465	3,000	1,125	725	3,300	1,125	20,975	20,975	17,395
MSE 80% of User Fees to TOK			775			975			600			675	3,025	3,025	-
ST Asset Reserve 1.5%	345	1,050	413	318	990	255	140	900	338	218	990	338	6,293	6,293	5,219
Total Transfer Out	1,495	4,550	2,563	1,378	4,290	2,080	605	3,900	2,063	943	4,290	2,138	30,293	30,293	22,614
USDA & Belt Press Loan	26,990												96,776	96,776	38,906
Net Income	-41,920	81,112	-36,178	-10,542	38,236	-13,696	-22,398	31,926	-5,928	-17,106	-12,614	-26,940	(36,049)	3,254	69,999

FY 23 Proposed
BudgetFY 22
Actual to date

Notes

Four percent raise for all staff

Debt Service includes a \$50,000 payment in May to the Town to continue paydown the Belt Press balance of \$240,000 (see below)

For FY '23 proposal, driving variances from FY '22 Budget are as follows:

- 30,676 Health and Dental insurances for new employee, prior employee did not take health insurance, new employee is 2 person plan
- 2,472 increase cost for processing lab exams
- 9,941 Payroll includes increase for Peter C to be certified and \$1 raise at 6 month mark
- 8,400 Reduction is engineering fees based on current year actual
- 1,540 Postage based on current year actuals
- 600 Equipment rental based on current year actuals
- 1,429 Payroll taxes and Pension costs directly tied to wage increases
- 280 LAP and WC insurance increases per CIRMA

38,538

Will owe the Town of Kent at FYE

189,760 BDP, 2VP Belt Press syste ~ 90% due on delivery of equipment

22,613 was
transferred to
the Capital
reserve and IS
included in this
net figure

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 4/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	132,145	132,300	99.9%
Sewer User Charges	<u>215,757</u>	<u>198,700</u>	<u>108.6%</u>
Total Income	347,902	331,000	105.1%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,952	5,952	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	737	800	92.2%
Outside services-Admin	1,026	600	170.9%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,338</u>	<u>2,350</u>	<u>99.5%</u>
Total General & Admin Expenses	12,653	12,302	102.9%
Operating Expenses			
Continuing Education	-	750	0.0%
Depreciation			0.0%
Electricity	29,536	27,600	107.0%
Fuel	4,813	3,850	125.0%
Insurance			
Dental Insurance	1,175	549	213.9%
Liab Auto Prop Insura	794	1,200	66.1%
Life Insurance	87	109	79.9%
Medical	23,758	21,436	110.8%
Workman's Comp	<u>2,600</u>	<u>4,400</u>	<u>59.1%</u>
Total Insurance	28,413	27,694	102.6%
Internet	274	400	68.5%
Lab exams	13,370	12,000	111.4%
Materials and supplies	3,084	31,241	9.9%
Miscellaneous	178	-	100.0%
Outside Services-Operating	7,390	8,800	84.0%
Parts & Repairs	28,296	7,400	382.4%
Payroll Expenses	101,651	104,852	96.9%
Payroll taxes	7,666	8,021	95.6%
Pension	3,947	6,075	65.0%
Permit fees	2,011	2,400	83.8%
Postage	4,866	3,650	133.3%
Professional fees			
Engineering fees	1,380	17,000	8.1%
Legal fees	<u>2,090</u>	<u>5,000</u>	<u>41.8%</u>
Total Professional fees	3,470	22,000	15.8%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 4/30</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,477	2,084	70.9%
Uniforms	1,627	2,084	78.1%
Total Operating Expenses	<u>242,070</u>	<u>270,901</u>	<u>89.4%</u>
Total Expense	<u>254,722</u>	<u>283,202</u>	<u>89.9%</u>
Investment income	319	374	85.4%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	17,395	16,550	105.1%
Short Term Asset Reserve	5,219	4,965	105.1%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-	2,350	
Total Maple Street Extension	<u>-</u>	<u>2,350</u>	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>38,906</u>	<u>26,990</u>	
Net Income and Expense	<u><u>70,885</u></u>	<u><u>36,223</u></u>	<u><u>195.7%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 22,614
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 93,499

Kent Sewer Commission

Balance Sheet April 2022

	4/30/22	4/30/21	\$ Change
Checking/Savings			
1 USB	41,249	25,856	15,393
2 USB Septage MMA #8052	153,646	108,743	44,903
3 USB Capital #3880	605,004	575,802	29,202
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,297	24,297	0
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	1,021,349	931,850	89,498
Accounts Receivable	1,046	1,324	-278
Due from General Fund	0	0	0
Total Current Assets	1,022,395	933,174	89,220
Fixed Assets			
Accumulated Depreciation	-1,819,840	-1,693,891	-125,949
Property and equipment	5,330,037	5,297,274	32,763
Total Fixed Assets	3,510,196	3,603,382	-93,186
TOTAL ASSETS	4,532,591	4,536,557	-3,966
LIABILITIES & EQUITY			
Accounts Payable	636	1,846	-1,210
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,297	24,297	0
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,337	2,422	-85
State Taxes Payable	421	378	43
Due to GF (Town of Kent)	209,299	239,760	-30,461
USDA Loan 92-04	444,011	451,856	-7,845
USDA Loan 92-06	793,593	793,593	0
USDA Loan 92-08	72,570	74,028	-1,458
Total Liabilities	1,744,315	1,785,333	-41,017
Equity			
*Retained Earnings	2,274,489	2,246,888	27,601
Opening Bal Equity	420,287	420,287	0
Net Income	93,499	84,048	9,450
Total Equity	2,788,275	2,751,224	37,052
TOTAL LIABILITIES & EQUITY	4,532,591	4,536,557	-3,966

Kent Sewer Commission

Operating Account ledger

April 2022

Date	Name	Memo	Amount	Balance
1 USB				53,511.96
Operating - 8044				53,511.96
04/01/2022	ABT	March Bookkeeping Support	-595.16	52,916.80
04/01/2022	ACE Hardware	gloves, hammer, rubber mallet, hammer ballpeen	-92.34	52,824.46
04/01/2022	Eversource	#50 Maple St - 2/14 - 3/15 (29 days)	-96.87	52,727.59
04/01/2022	Superior Plus Energy	variance of delivery slip and invoice on 330 gal heating fuel	-3.37	52,724.22
04/01/2022	Town of Kent	April Insurances & 100% of all Benefit Assessment fees collecte	-3,298.94	49,425.28
04/01/2022	Welsh Sanitation	Commercial service March 2022	-154.13	49,271.15
04/01/2022	Sommers, Lyle - Reimbursement	Telephone reimbursement - March 2022	-80.00	49,191.15
04/06/2022	Sewer Customers		162.29	49,353.44
04/07/2022	QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-1,912.09	47,441.35
04/07/2022	QuickBooks Payroll Service	Direct deposit for 4/8/22	-1,303.24	46,138.11
04/08/2022	Kearns, Joyce	Direct Deposit	0.00	46,138.11
04/08/2022	Sommers, Lyle R	Direct Deposit	0.00	46,138.11
04/08/2022	Crockett, Peter W	Direct Deposit	0.00	46,138.11
04/13/2022	Sewer Customers		1,344.41	47,482.52
04/15/2022	CT Commissioner of Revenue Sen	CT payroll withholding for March 2022	-420.94	47,061.58
04/15/2022	United States Treasury	payroll withholding and taxes for March 2022	-2,338.44	44,723.14
04/21/2022	QuickBooks Payroll Service	Direct deposit for 4/22/22	-3,218.86	41,504.28
04/22/2022	Crockett, Peter W	Direct Deposit	0.00	41,504.28
04/22/2022	Kearns, Joyce	Direct Deposit	0.00	41,504.28
04/22/2022	Sommers, Lyle R	Direct Deposit	0.00	41,504.28
04/25/2022	Sewer Customers		0.00	41,504.28
04/26/2022	ACE Hardware	tape measure, keys, gloves, kitchen bags, ppr toweld, split ring	2,026.56	43,530.84
04/26/2022	ASRWWA	voting membership renewal	-220.18	43,310.66
04/26/2022	Eversource	Plant: - 3/16 - 4/14 (29 days) & #50 Maple St - 3/15 - 4/16	-165.00	43,145.66
04/26/2022	FedEx	shipping to Averill lab 2/21, 3/28, 4/4, 4/11	-3,100.36	40,045.30
04/26/2022	Frontier	Telephone and Internet service: 4/1 - 4/30	-405.12	39,640.18
04/26/2022	Superior Plus Energy	113.5 gal heating fuel	-97.19	39,542.99
04/26/2022	Surpass	1 pallet of hydrated lyme	-498.84	39,044.15
			-460.00	38,584.15

Kent Sewer Commission Operating Account ledger April 2022

Date	Name	Memo	Amount	Balance
04/26/2022	Tunxis	Lab exams 4/13, 4/28, 4/29	-1,274.00	37,310.15
04/26/2022	US Environmental Rental Corp	geotech geopump model li, heron dipper, Ysi Pro series display	-234.36	37,075.79
04/26/2022	Welsh Sanitation	Commercial service April 2022	-154.13	36,921.66
04/26/2022	Xylem Dewatering Solutions, Inc.	rental 12/10 - 12/19 - CD100M 4" 3015D RGY 30G w/4' mcg su	-1,799.53	35,122.13
04/28/2022	QuickBooks Payroll Service	Direct Deposit for 4/29	-801.78	34,320.35
04/29/2022	Soule Jr., Milard L	Direct Deposit	0.00	34,320.35
04/29/2022	Devaux, Deborah J.	Direct Deposit	0.00	34,320.35
04/29/2022	Administrator Unemployment Con	00-022-82 QB Tracking # -683192226	0.00	34,320.35
04/29/2022	Town of Kent	Sommers: Roth IRA Withholding April 2022	-261.60	34,058.75
04/30/2022	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,064.26	32,994.49
04/30/2022			-3.54	32,990.95
Total Operating - 8044			-20,521.01	32,990.95
Total 1 USB			-20,521.01	32,990.95
TOTAL			-20,521.01	32,990.95