

Kent Sewer Commission  
Regular Meeting

October 10, 2017  
4:30 P.M. Town Hall

Present: Elissa Potts, John Casey, John Grant and Stan Jennings.

Also present: Bart Clark, Debbie Devaux and Barbara Herbst.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:30 p.m.

The pledge of allegiance was recited.

**Approval of Agenda:**

Mr. Jennings made a motion to approve the Regular Sewer Commission meeting agenda of October 10, 2017, as submitted. Mr. Casey seconded the motion and the motion carried.

**Approval of Minutes:**

Mr. Casey made a motion to approve the Special Sewer Commission meeting minutes of July 18, 2017, as submitted. Mr. Jennings seconded the motion and the motion carried.

**Public Communications:**

Oral: None.

Written: Ms. Potts reported that there was one written correspondence from Lesly Ferris of the Safety Committee (attached).

**Report of the Chairman:**

Ms. Potts reported the following:

- Mr. Walsh is out due to a medical issue.
- Safety issues are being addressed.
- The staff at the plant is continuing to do general maintenance: paint, weed eating, etc.
- The lagoons are being prepared for cleaning.
- D.J. Hall Roofing provided an estimate for gutters.

Mr. Grant made a motion to approve D.J. Hall Roofing LLC's estimate (attached) dated October 10, 2017, not to exceed \$5800, providing Mr. Clark approves the metal roof materials. Mr. Casey seconded the motion and the motion carried.

**Report of the Superintendent:**

Mr. Walsh did not attend the meeting. Mr. Sommers provided the attached written reported.

**Report of Treasurer:**

Ms. Herbst provided the following reports:

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2017 OCT 13 A 10:04

BY *Jill Hane*  
TOWN CLERK

- Income and Expenses Actual vs. Budget July 2017 through September 2017
- Balance Sheet as of September 2017
- Operating Account Ledger as of September 30, 2017

Mr. Casey made a motion to approve the Operating Account Ledger as of September 31, 2017, as submitted. Mr. Grant seconded the motion and the motion carried.

**Report of Collector:**

Ms. Devaux provided the attached Grand Ratebook Balance Report dated October 10, 2017. Ms. Devaux stated that there are three delinquent accounts: two properties are on the market and will pay when they get sold and the third property is making payments.

**Report of Consulting Engineer:**

Mr. Clark reported that the aeration project on hold due to the finalization of the agreement with the contractor. Mr. Clark stated that the agreement should be ready for the commission to review at the next meeting.

**Safety protocol:**

Ms. Potts stated that a manual is going to be created to outline procedures and protocol for the plant and emergency situations. She added that emergency lights are going to be put on the sewer truck.

**Stuart Farms Site:**

Mr. Clark reported that the new Stuart Farms housing has been connected to the existing sewer line. He will be inspecting the line this week. He does not anticipate any problems.

**Rte. 7 Site –Voorhees Property:**

Ms. Potts stated that stated that there was a blockage in the line near the Voorhees property a few weeks ago. Mr. Clark stated that Berkshire cleared the blockage. He recommends that the sewer plant staff clean the line and have Berkshire come back to take additional photos of the entire line.

Mrs. Potts reiterated that The Town of Kent Safety Committee expressed concerns with inadequate lighting, traffic control and staff foot wear at the site. Ms. Potts confirmed that the Commission is addressing the safety issues.

**USDA Report from 9/26/17 inspection:**

Ms. Potts stated that a representative from the USDA was at the Sewer Plant.

She stated that there are grant/loan opportunities for Capital project. Mr. Grant stated that he would like to pursue purchasing a flow meter and perhaps a shredder. He agreed to do some research on the current system and visit some plants that have a flow meter and report back to the commission. Mr. Jennings agreed to assist in the research and tour(s).

**"Summer Project" lists for plant:**

Ms. Potts stated that the sewer plant staff is continuing to get the plant ready for winter.

**Surveillance Equipment**

Ms. Potts stated that the surveillance system has been installed and is working.

**Capital Plan:**

Ms. Potts stated that there is nothing new to report on the Capital Plan at this time.

**Website:**

Ms. Potts stated that there have been some updates on the website. There are some additional changes that need to be made. Mr. Grant agreed to help update the website.

Mr. Jennings made a motion to adjourn the meeting at 5:21 p.m. Mr. Casey seconded the motion and the motion carried.

  
Joyce Kearns  
Administrative Assistant

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

## AGENDA

KENT SEWER COMMISSION  
REGULAR MEETING

OCTOBER 10, 2017  
4:30 P.M. TOWN HALL

### Regular Meeting

1. Call to order and Pledge of Allegiance
2. Elevate alternate
3. Amend agenda/approve agenda
4. Approval of Minutes
  - a September 12, 2017 Regular meeting
5. Public Communication
  - a Oral
  - b Written
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
  - a Aeration project
11. New Business
  - a Safety protocol
  - b Stuart Farms Site
  - c Rte. 7 Site - Voorhees Property
  - d NEIWPCC and DEEP 10/11/17 Training class
  - e USDA Report from 9/26/17 inspection
12. Old Business
  - a "Summer Project" list for plant
  - b Surveillance Equipment
  - c Capital Plan
  - d Website update
13. Adjourn

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KENT TOWN CLERK

"An equal opportunity employer and service provider"

2017 OCT -6 A 11: 27


BY



TOWN CLERK

**Town of Kent  
Kent Safety Committee  
P.O. Box 678  
Kent, CT 06757**

To: Kent Sewer Commission

From: Lesly Ferris 

Date: October 5, 2017

Re: Safety Concerns

The Town of Kent Safety Committee at its quarterly meeting today heard concerns about the reported lack of safety measures during a recent sewer line repair on Route 7 north of the village center. The concerns specifically involve lack of adequate lighting and traffic control measures. The committee also was told that a Sewer Commission employee was wearing open-toed shoes, which is a safety concern.

The Safety Committee wishes to remind the Kent Sewer Commission that appropriate safety protocols and measures should be in place in these situations. Additionally, the committee suggests that Sewer Commission consider having its employees follow the Town of Kent Policy and Procedure Manual, a copy of which is attached.

Please feel free to contact me should you have any questions or need additional information.

Thank you.

**D.J. HALL ROOFING, LLC**

*Quality Work at Competitive Prices*

69 Ginger Lane • Torrington, CT 06790

(860) 496-7003 Phone, (866) 496-7003 Toll Free

(860) 496-1048 Fax

djhallroofing@optonline.net

**Ask about our lowest  
price checklist and  
cash referrals for even  
more savings!**



State Lic. #HIC0523307

W.C. #30587510

GAF #ME24605

**PROPOSAL**

To: **Kent Sewer Plant**  
125 Schaghticoke Road  
Kent, CT 06757

Mailing: PO Box 144  
Cell Phone: 203-313-2626  
Email: egtpotts@snet.net

Date: October 10, 2017

We hereby submit specifications and estimates for: **Gutter work**

**Metal Building**

- Cut off the old metal gutters and install new
- Install approx. 120' of new White Oversized .032 gauge seamless gutters
- Install approx. 40' of new White Oversized .032-gauge seamless – total of 4 downspouts  
~ does not include any metal fabrication if necessary prior to new gutters being installed. If necessary additional charges will apply

**Total Price \$4,250**

**Brick Building**

- Remove existing gutter
- Install approx. 50' of new White Oversized .032 gauge seamless gutters
- Install approx. 1 new White Oversized .032-gauge seamless

**Total Price \$1,350**

\*We will be responsible for cleanup and removal of debris \*

*Note: If we do both areas at the same time, we will deduct \$250 from the total proposal price.*

*A 20% deposit will secure this price and the job will be completed as soon as possible.*

*Prices are good for thirty days from the date of this contract.*

*Please be sure your Roofer has Worker's Compensation Insurance as D.J. Hall Roofing, LLC does!*

**Did you know that workers' compensation not only protects our employees, it also protects you as the homeowner from any liability claims. (In case of an accident and/or injuries sustained while on their property.)**

We hereby propose to furnish material and labor, complete in accordance with the above specifications, for the sum of

**\$5,800.<sup>00</sup> (Five Thousand Eight Hundred Dollars)**

***Does not include sales tax. CT Sales Tax will be added if you are not tax exempt***

We try to give the lowest prices. Should you receive a lower written estimate, please call to compare.

When comparing estimates please be sure Worker's Compensation is included!

Payment to be made as follows:

**20% at acceptance / Balance upon completion / Ask about financing!**

***\*\*Please sign this proposal and return with down payment\*\****

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving will become an extra charge above and beyond the original estimate.

Our workers are fully covered by Workers Compensation Insurance.

***Please feel free to call me anytime. All my phone lines ring to my cell phone. I will respond promptly.***

***\*\*\*Price includes all taxes\*\*\****

***Acceptance of Proposal***

*The above prices, specifications and conditions are satisfactory and hereby accepted. D.J. Hall Roofing, LLC is authorized to do the work as specified. Payment will be made as outlined above.*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* If you have a lower estimate please give me a call. I will guarantee the lowest pricing on an estimate as long as we are comparing the other contractors in our area carry workers compensation and are a GAF Master Elite installer. I will match the price as long as you can provide to me a copy of their workers compensation coverage and a copy of their GAF Master Elite installer certificate. \***



Joyce Kearns <adminassist@townofkentct.org>

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## Assistant Superintendant Report

1 message

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**Lyle Sommers** <lylersommers@aol.com>  
To: adminassist@townofkentct.org

Tue, Oct 10, 2017 at 10:29 AM

Good afternoon everyone.

For the month of September:

2.07 million gallons total flow  
69,000 gallons per day average  
Average BOD removal rate 96.19%  
Average TSS removal rate 95.68%

I jetted the line from the head works of the plant approximately 185' up the line.

The garage door frames rusty bottoms have been sanded, primed and painted.

Boards have been removed as well as the brush from septage fence area.

Plant effluent is being discharged into lagoons 1 and 4. I am attempting to get lagoons 2 and 3 dry for cleaning before winter.

Grounds maintenance is ongoing. There is a large tree just before the entrance to the sorghum fields that is dead. It sheds branches regularly now and has become a hazard. The tree is on our side of the wall and a limb that broke off the cherry tree next to it, is stuck in it as well.

There are two 4X4 posts that hold the septage discharge hose for the haulers. They are snapped off, once again, from a driver backing into them. I don't believe 4X4's are the answer there and I do not know who broke them off this time.

I have not seen Gleeson for the pole light repair or additional lighting.

A small pin hole air leak has developed in the manifold supplying air to the digester by one of the down tubes. Not big by any means, but you can hear it whistle.

Lyle Sommers  
Assistant Superintendant  
Kent WPCA  
[lylersommers@aol.com](mailto:lylersommers@aol.com)

## Income and Expense Actual vs. Budget

	<u>Jul - Sept 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Septage Fees	30,043	19,500	154.1%
Sewer User Charges	63,572	75,000	84.8%
<b>Total Income</b>	<u>93,615</u>	<u>94,500</u>	<u>99.1%</u>
<b>Expense</b>			
<b>General &amp; Admin Expenses</b>			
Accounting/Bookkeeping Services	1,650	1,650	100.0%
Audit	0		0.0%
Bank Service Charges	0		
Office Supplies	248	250	99.2%
Outside services-Admin	148	235	62.9%
Printing & Advertising	0		0.0%
Software/Licensing Fees	<u>1,050</u>	<u>2,020</u>	<u>52.0%</u>
<b>Total General &amp; Admin Expenses</b>	<u>3,096</u>	<u>4,155</u>	<u>74.5%</u>
<b>Operating Expenses</b>			
Continuing Education	0	250	
Depreciation	0		
Electricity	6,070	6,600	92.0%
Fuel	22	300	7.3%
<b>Insurance</b>			
Dental Insurance	302	322	93.9%
Liab Auto Prop Insura	1,089	275	396.0%
Life Insurance	33	33	99.7%
Medical	8,228	8,160	100.8%
Workman's Comp	<u>4,836</u>	<u>1,240</u>	<u>390.0%</u>
<b>Total Insurance</b>	<u>14,488</u>	<u>10,030</u>	<u>144.5%</u>
Internet	1,082	60	1803.3%
Lab exams	4,024	3,855	104.4%
Materials and supplies	1,029	250	411.6%
Miscellaneous	0		0.0%
Outside Services-Operating	2,267	4,696	48.3%
Parts & Repairs	0		0.0%
Payroll Expenses	32,954	34,231	96.3%
Payroll taxes	2,475	2,619	94.5%
Pension	740	745	99.4%
Permit fees	2,011	2,300	87.4%
Postage	324	539	60.0%
<b>Professional fees</b>			
Engineering fees	9,891	4,200	235.5%
Legal fees	<u>0</u>		<u>0.0%</u>
<b>Total Professional fees</b>	<u>9,891</u>	<u>4,200</u>	<u>235.5%</u>

## Income and Expense Actual vs. Budget

	<u>Jul - Sept 17</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	709	870	81.5%
Uniforms	325	325	100.0%
Total Operating Expenses	<u>78,411</u>	<u>71,869</u>	<u>109.1%</u>
Total Expense	<u>81,507</u>	<u>76,024</u>	<u>107.2%</u>
Investment income	48	120	39.9%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	9,361	7,125	131.4%
Short Term Asset Reserve	1,872	1,403	133.5%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected			
Total Maple Street Extension	<u>0</u>		
USDA Loan Interest (92-06) (92-04) (92-08)	<u>27,365</u>	<u>27,728</u>	
Net Income and Expense	<u><u>12,463</u></u>	<u><u>21,246</u></u>	<u><u>58.7%</u></u>

Transfers to Capital and ST Asset Reserve of 11,234  
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.

For Fiscal year end, Depreciation Expense of 0  
has been booked however, that is an expense  
on paper only.  
By adding that back in the report net income is 12,463

Including amounts sequestered to Capital  
the net income is actually 23,697

## Balance Sheet as of Sept 2017

	<u>9/30/17</u>	<u>9/30/16</u>	<u>\$ Change</u>
<b>Checking/Savings</b>			
1 USB	90,029	99,854	-9,825
2 USB Septage MMA #8052	217,396	178,978	38,419
3 USB Capital #3880	672,426	625,764	46,662
5 Brookwoods	31,974	31,628	346
6 Kent Affordable Housing	23,959	23,899	60
7 Saddle Ridge Estates	163,204	163,041	163
<b>Total Checking/Savings</b>	<u>1,198,988</u>	<u>1,123,163</u>	<u>75,825</u>
<b>Accounts Receivable</b>	<u>2,975</u>	<u>2,093</u>	<u>883</u>
<b>Due from General Fund</b>	<u>0</u>	<u>40,706</u>	<u>-40,706</u>
<b>Total Current Assets</b>	<u>1,201,963</u>	<u>1,165,962</u>	<u>36,002</u>
<b>Fixed Assets</b>			
Accumulated Depreciation	-1,352,787	-1,244,154	-108,633
Property and equipment	4,763,684	4,763,684	0
<b>Total Fixed Assets</b>	<u>3,410,896</u>	<u>3,519,530</u>	<u>-108,633</u>
<b>TOTAL ASSETS</b>	<u>4,612,860</u>	<u>4,685,491</u>	<u>-72,632</u>
 <b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	5,036	11,372	-6,336
Due To Brookwoods	31,974	31,628	346
Due To Kent Affordable Housing	23,959	23,899	60
Due to Saddle Ridge Estates	163,204	163,041	163
Federal Taxes Payable	4,360	4,090	270
State Taxes Payable	627	607	20
USDA Loan 92-04	476,797	484,858	-8,061
USDA Loan 92-06	830,455	841,996	-11,541
USDA Loan 92-08	78,668	80,012	-1,344
<b>Total Liabilities</b>	<u>1,615,081</u>	<u>1,641,503</u>	<u>-26,422</u>
<b>Equity</b>			
*Retained Earnings	1,893,114	1,924,902	-31,788
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	19,151	33,572	-14,421
<b>Total Equity</b>	<u>2,997,779</u>	<u>3,043,989</u>	<u>-46,209</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>4,612,860</u>	<u>4,685,491</u>	<u>-72,632</u>

10/06/17

# Kent Sewer Commission Operating Account ledger

As of September 30, 2017

Date	Num	Name	Memo	Amount	Balance
1 USB					124,502.41
Operating - 8044					124,502.41
09/01/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	124,502.41
09/01/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	124,502.41
09/01/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	124,502.41
09/01/17	DirDep	Walsh, John H.	Direct Deposit	0.00	124,502.41
09/01/17	10360	Salisbury Bank & Trust	H.S.A. funding per email authorization 8/23/17	-3,000.00	121,502.41
09/06/17	09/06/17	Sewer Customers		6,109.71	127,612.12
09/12/17	09/12/17	Sewer Customers		254.70	127,866.82
09/13/17	09/13/17	Sewer Customers		507.10	128,373.92
09/14/17		QuickBooks Payroll Service	Direct Deposit for 9/15/17	-3,093.62	125,280.30
09/15/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	125,280.30
09/15/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	125,280.30
09/15/17	DirDep	Walsh, John H.	Direct Deposit	0.00	125,280.30
09/15/17	E-pay	CT Commissioner of Revenue ...	7268998-000 Q8 Tracking # 370212422	-418.08	124,862.22
09/15/17	E-pay	United States Treasury	06-1354645 Q8 Tracking # 370212522	-2,743.90	122,118.32
09/20/17	09/20/17	Sewer Customers		989.03	123,107.35
09/27/17	09/27/17	Sewer Customers		379.88	123,487.23
09/28/17		QuickBooks Payroll Service	Direct Deposit for 9/29	-3,573.07	119,914.16
09/29/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	119,914.16
09/29/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	119,914.16
09/29/17	DirDep	Walsh, John H.	Direct Deposit	0.00	119,914.16
09/29/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	119,914.16
09/29/17	10349	Town of Kent	Employee withholding for Roth 401k Emp.	-147.60	119,766.56
09/29/17	10363	ABT	September bookkeeping support	-550.00	119,216.56
09/29/17	10364	ACE Hardware	Misc supplies	-274.17	118,942.39
09/29/17	10365	Eversource	Pump Station: 8/16 - 9/15 (30 days)	-175.55	118,766.84
09/29/17	10366	FedEx	shipping to Averill lab 8/16 - 8/23 - 9/6	-81.30	118,685.54
09/29/17	10367	Frontier	Billing 8/1/17 - 8/31/17	-73.84	118,611.70
09/29/17	10368	Loureiro - LEA	7/1 - 7/31 (.5 hrs labor) and 8/1 - 8/31 (.5 hrs labor)	-143.00	118,468.70
09/29/17	10369	Oakwood Environmental Asso...	General Assistance: 4/5/2017 - 9/8/2017 (75.5 hrs plus mileage) and C...	-14,294.09	104,174.61
09/29/17	10370	Pupper Septic Inc.	9/22/2017: 2.5 hrs man and truck - cleaning sewer manhole N of Town...	-375.00	103,799.61
09/29/17	10371	Santoro's Commercial Laundr...	Uniform Services: 8/16 - 9/6 - 9/13 - 9/20 - 9/27	-125.00	103,674.61
09/29/17	10372	Sommers, Lyle - Reimbursem...	Telephone reimbursement - September	-80.00	103,594.61
09/29/17	10373	Town of Kent	July / August and September Insurances	-7,623.99	95,970.62
09/29/17	10374	Tunzels	Lab exams: 8/10 - 8/15 - 8/25 - 8/31 - 9/14 - 9/18 - 9/20 - 9/25 - 9/26	-2,814.00	93,156.62
09/29/17	10375	US Environmental Rental Corp	8/30/17 daily rental for YSI Professional Plus meter	-207.38	92,949.24
09/29/17	10376	Walsh, John-Reimbursement	Telephone reimbursement - August	-80.00	92,869.24
09/29/17	10377	Welsh Sanitation	Commercial service: August 2017	-44.67	92,824.57
09/30/17	10362	Town of Kent	3rd QTR Pension Kent Sewer	-740.46	92,084.11
09/30/17		Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-2,055.04	90,029.07
Total Operating - 8044				-34,473.34	90,029.07
Total 1 USB				-34,473.34	90,029.07
TOTAL				-34,473.34	90,029.07

**GRAND RATEBOOK BALANCE SHEET REPORT**  
**KENT**  
**GRAND LIST YEAR 2016**

Year: 2001 To 2017, Pay Date: 10/10/2017, Time: 10/10/2017 03:56:02 pm All

Page: 1

Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 06 SU

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
SU	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YR: 2011	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SU	2	912.37	0.00	0.00	912.37	0.00	297.87	160.85	24.00	482.72	0.00	614.50
YR: 2013	2	912.37	0.00	0.00	912.37	0.00	297.87	160.85	24.00	482.72	0.00	614.50
SU	3	1,242.35	0.00	0.00	1,242.35	0.00	7.04	192.96	0.00	200.00	0.00	1,235.31
YR: 2014	3	1,242.35	0.00	0.00	1,242.35	0.00	7.04	192.96	0.00	200.00	0.00	1,235.31
SU	314	1,230.57	0.00	0.00	1,230.57	0.00	0.00	0.00	0.00	0.00	0.00	1,230.57
YR: 2015	314	1,230.57	0.00	0.00	1,230.57	0.00	0.00	0.00	0.00	0.00	0.00	1,230.57
SU	315	3,374.98	0.00	0.00	3,374.98	0.00	903.00	89.15	101.53	1,093.68	0.00	2,471.98
YR: 2016	315	3,374.98	0.00	0.00	3,374.98	0.00	903.00	89.15	101.53	1,093.68	0.00	2,471.98
SU	316	67,409.09	0.00	-365.20	67,043.89	0.00	63,917.59	142.46	0.00	64,060.05	-463.17	3,126.30
YR: 2017	316	67,409.09	0.00	-365.20	67,043.89	0.00	63,917.59	142.46	0.00	64,060.05	-463.17	3,126.30
Grand Total	951	74,169.36	0.00	-365.20	73,804.16	0.00	65,125.50	585.42	125.53	65,836.45	-463.17	8,678.66

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