

Kent Sewer Commission  
Regular Meeting

September 11, 2018  
4:30 P.M. Town Hall

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

Also present: Bart Clark, Debbie Devaux, Lyle Somers and Rick Osborne.

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

The pledge was recited.

**Approval of Minutes:**

Mr. Casey made a motion to approve the minutes of the July 10, 2018 Regular Sewer meeting, as submitted. Mr. Jennings seconded the motion and the motion carried.

**Public Communication:**

**Oral:**

Mr. Grant requested that Lyle Sommers provide a Disaster Action Plan for the plant.

**Written:**

Ms. Potts stated that she received a letter from Attorney Jeff Sienkiewicz regarding Connection Charges on Maple Street Extension. Based on Attorney Sienkiewicz recommendation, Mr. Casey made the following motion:

In order to assist Kent Affordable Housing, Inc., a not-for-profit entity, to provide moderate rental housing within the financial reach of families of low to moderate income at 15 Maple Street Extension, I moved that the Sewer Commission waive fifty percent (50%) of the applicable sewer connection fee for new units at that location, subject to the requirement that Kent Affordable Housing, Inc. provide the Commission with satisfactory evidence that the housing units are deed restricted as affordable housing units.

Mr. Jennings seconded the motion and the motion carried.

**Report of Chairman:**

Ms. Potts had nothing new to report.

**Report of Superintendent:**

Mr. Sommers provided a written report (attached).

Mr. Sommers asked the Commission if they were prepared to purchase a new press. He added that he provided two proposals. The proposal from BDP is a "soup to nuts" proposal and the Charter Machine Company, while less expensive, does not include the disconnecting of all plumbing, electrical and removing any obstructions and reinstating all of those components once the rebuilt press is returned. Mrs. Potts requested a revised proposal from Charter

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KENT TOWN CLERK

2018 SEP 17 P 3:49

BY  TOWN CLERK

Machine Company, which mirrors the BDP proposal. Mr. Clark agreed to contact Charter Machine Company.

Mr. Sommers asked if the Commission was prepared to approve the proposal from Concord Construction Incorporated for the lagoon restoration. Mr. Grant requested a second proposal be obtained for comparison. Mr. Clark expressed his concern with the availability of long reach excavators in the area. Ms. Potts made a motion to approve the September 6, 2018 proposal from Concord Construction Incorporated for the lagoon restoration, as submitted. Ms. Potts, Mr. Casey and Mr. Jennings voted yes. Mr. Grant abstained. The motion passed 3 to 1.

Mr. Sommers stated that Susan Unger from DEEP stopped by the plant and she stated she is thrilled with the way the plant is looking. He added that she will be stopping by at a later date for an official inspection.

**Report of Treasurer:**

Mrs. Herbst did not attend the meeting but provided the following reports:

- Balance Sheet as of July 2018
- Income and Expenses Actual vs. Budget as of July 2018
- Operating Account ledger as of July 31, 2018
- Materials and Supplies Detail as of July 2018
- Outside Services Detail as of July 2018
- Balance Sheet as of August 2018
- Income and Expenses Actual vs. Budget as of August 2018
- Operating Account ledger as of August 31, 2018
- Materials and Supplies Detail as of August 2018
- Outside Services Detail as of August 2018

Mr. Casey made a motion to approve the July 31, 2018 and the August 31, 2018 Operating Account Ledger, as submitted. Mr. Jennings seconded the motion and the motion carried.

**Report of Collector:**

Ms. Devaux provided the following reports:

- Grand Ratebook Balance Sheet Report as of September 11, 2018
- Kent Sewer Quarter #1 August 1, 2018

The Commission discussed reclassifying "restaurant" based on grease traps when the Ordinances are updated.

**Report of Consulting Engineer:**

Mr. Clark provided a written report (attached). Mr. Clark stated once the Commission receives the final results for the smoke test, letters with pictures will need to be sent out to the property owners who had inappropriate connections. He added that there is still the on going concern with the Kent School Pump Station.

**Don Cramer – 23 South Main Street:**

Mr. Clark indicated in his written report for 23 South Main – Information has been submitted concerning the existing lateral and proposed conversion of the building to apartments. The material provided were acceptable and no further action on engineering review is necessary.

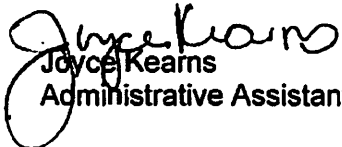
**The future of Grease Removal in Kent:**

Ms. Potts stated that she was advised that New Milford is no longer accepting grease. She asked Mr. Sommers to contact them and confirm the status. Mr. Sommers reported that the collection of grease in New Milford is suspended until they obtain a new hauler. The Commission discussed the possibility of Kent Sewer Plant duplicating the New Milford operation for the collection of grease. Mr. Clark advised the Commission that the collection of grease at the Sewer Plant would require a change to the permit.

Mr. Casey had to leave the meeting so the following agenda items were not discussed:

- Ordinances
- Kent Affordable Housing
- Club Getaway
- Employee Handbook/Paid Time Off (PTO)
- Job Descriptions
- Capital Plan

Mr. Jennings made a motion to adjourn the meeting at 5:45 p.m. Mr. Grant 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**

**SEPTEMBER 11, 2018  
4:30 P.M. TOWN HALL**

### **Regular Meeting**

1. Call to order and Pledge of Allegiance
2. Amend agenda/approve agenda
3. Approval of Minutes
  - a July 10, 2018 Regular meeting
4. Public Communication
  - a Oral
  - b Written
5. Report of Chairman
6. Report of Superintendent
7. Report of Treasurer
8. Report of Collector
9. Report of Consulting Engineer
10. New Business
  - a Don Cramer – 23 South Main Street
  - b The future of Grease Removal in Kent
  - c Ordinances
11. Old Business
  - a Kent Affordable Housing
  - b Club Get Away
  - c Employee Handbook/Paid Time Off (PTO)
  - d Job Descriptions
  - e Capital Plan
12. Adjourn

**"An equal opportunity employer and service provider**

# Allingham, Readyoff & Henry, LLC

Attorneys at Law  
54 Bridge Street  
New Milford, CT 06776

www.allinghamlaw.com  
Phone: 860-350-5454  
Fax: 860-350-5457

August 2, 2018

Ms. Elissa Potts, Chairman  
Kent Sewer Commission  
41 Kent Green Boulevard  
Kent, CT 06757

Re: Connection Charges, Maple Street Extension

Dear Elissa,

Kent Affordable Housing, Inc. has requested that the Kent Sewer Commission waive fifty (50%) of the connection fee for some new housing units built at 15 Maple Street Extension. The apparent basis for this request is that connection fee relief will be helpful in providing somewhat more affordable housing units.

The published connection fees are based on bedroom count and range from \$2,865.00 for a one bedroom unit to \$5,627.00 for a three bedroom unit. For larger units, an additional \$733.00 is charged per bedroom.

On October 14, 2014, the Sewer Commission adopted a resolution intended to encourage property owners with *existing* structures to promptly connect to the new sewer line. The resolution provided that if those property owners with *existing* structures made application to connect and completed the connection not later than October 30, 2015, fifty percent (50%) of the connection fee would be waived. This fifty percent (50%) waiver of the connection fee explicitly related to existing structures, not to new structures that would be constructed after October 14, 2015.

My recollection is that when the Commission was considering the issue in 2014, it was aware that Kent Affordable Housing would be converting the existing building to affordable housing units and that it would also be constructing new housing units. In fact, it is the presence of the sewer line that enables Kent Affordable Housing to add the new units. By limiting the connection fee reduction to existing structures, it is clear that the Commission then intended to charge the published connection fee to any new structures connecting to the Maple Street Extension sewer line.

Generally, a public sewer commission (WPCA) lacks the legal authority to waive or remit any portion of its published charges absent a legal basis for so doing. In *Ridgefield Housing Authority v. Ridgefield Water Pollution Control Authority*, docket DBD CV 084008478 S, however, the court recognized that

local housing authorities do not operate for a profit and that to minimize their expenses and to enable them to provide moderate rental housing within the financial reach of families of low income... a reduction in their property tax burdens (including special benefit assessments and sewage system use charges) was necessary while still balancing the municipality's need for revenue to provide services to the authority.

In *Ridgefield*, the Town and the Housing Authority had entered into a payment in lieu of taxes agreement pursuant to Section 8-119gg of the General Statutes that limited the collection of taxes, sewer charges and connection fees to 10% of the rent charged for the unit. The court enjoined the Water Pollution Control Authority from charging its standard "hook up" fee (\$114,000 for the project), finding it to be excessive in light of the Section 8-119gg payment in lieu of taxes agreement.

I don't know if Kent Affordable Housing, Inc. has a payment in lieu of taxes agreement with the Town, or if one exists, whether it extends to 15 Maple Street Extension or whether it applies to sewer charges. Regardless of that fact, the rationale for remitting a portion of the connection fee for the new affordable housing units remains. As noted by the court in *Ridgefield*, minimizing the financial burden of local housing authorities enables them to provide moderate rental housing within the financial reach of families of low income that they might not otherwise be able to provide.

Assuming that the Sewer Commission is willing to afford the relief requested, the question is whether a public hearing is necessary. Normally a public hearing is necessary to change the Sewer Commission's rates and charges. Waiver or remission of a portion of the published connection charge, however, does not rise to the level of establishing a new rate for the connection charge. A public hearing is not necessary.

Waiver / remission of a portion of the published connection, however, puts the Sewer Commission on a slippery slope. It opens the door for many other property owners to approach the Sewer Commission seeking similar adjustment. It establishes an unfortunate precedent. It will fall under the category of "no good deed goes unpunished".

To mitigate the future difficulties, and assuming that the Commission decides to grant relief, I recommend that the following resolution be passed:

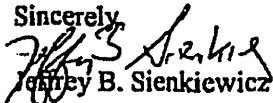
In order to assist Kent Affordable Housing, Inc., a not for profit entity, to provide moderate rental housing within the financial reach of families of low to moderate income at 15 Maple Street Extension, I move that the Sewer Commission waive fifty percent (50%) of the applicable sewer connection fee for new units at that location, subject to the requirement that Kent Affordable Housing, Inc. provide the Commission with satisfactory evidence that the housing units are deed restricted as affordable housing units.

Ms. Elissa Potts, Chairman

3

August 2, 2018

If you have any questions or require clarification, please feel free to call.

Sincerely,  
  
Jeffrey B. Sienkiewicz  
of Counsel

JBS/jbs

~~/clients/jc/Kent sewer/ Potts #1 - Maple Street~~

# Superintendents report for July/August 2018

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Good afternoon everyone. Since this is a 2-month meeting I will give the numbers from both months individually then a combined summary.

July	August
1.84 million gallons total	1.94 Million gallons total
60k gallons per day average	63k gallon per day average
607K gallons came from Kent school	526k gallons came from Kent school
Average BOD removal rate 99%	Average BOD removal rate 98%
Average TSS removal rate 98%	Average TSS removal rate 99%
Average influent PH 7.6	Average influent PH 7.5

Jesse failed his operator's exam. A score of 70 is required to pass, he scored 67. He started working on the second volume of the Sacramento Wastewater course. He will retest in January. (He is not eligible to receive his license till February even if he passed the test.)

Smoke testing was completed. Bart will elaborate on that.

The parts for the aeration project were received. Bart can elaborate on that.

I spoke at length again with BDP about the press. I also have spoken with New Milford which has one that they are very happy with. I feel that they have an excellent product and their quote is more expensive yes, but it is also soup to nuts so to speak. They will remove the old press and handle everything including elimination of the old sludge feed pump.

The #1 percolation bed was cleaned.

The #4 percolation bed was cleaned.

The #2 percolation bed was on online all summer. The plant was and is still running on one bed. In past years it has always required more than one bed to handle the flows.

The #3 bed is online currently with the #2 bed offline and drying for cleanout. It took one day for the water to completely drain from the bed when taken offline. The #3 bed was brought online to coincide with the start of the school year.

Filters were bought from Stanton Equipment for the John Deere tractor for the first scheduled maintenance.



# CONCORD CONSTRUCTION INCORPORATED

## ENVIRONMENTAL CONSTRUCTION SERVICES

P.O. BOX 829  
KENT, CONNECTICUT 06757  
Telephone 860.927.3507  
Facsimile 860.927.4750

### Proposal / Contract

September 6, 2018

Town of Kent  
41 Kent Green Blvd.  
Kent, CT 06757

E-18-940

Attention: Water Pollution Control Authority

Reference: Waste Water Treatment Plant  
Subject: Lagoon restoration

#### The following terms and conditions shall apply:

1. Concord shall provide labor, materials, tools & equipment required for performance and completion of the work.
2. Town of Kent WPCA (Client) represents that Lyle Sommers, Superintendent has the authority to delegate work, request services, render decisions and furnish information with respect to the execution of work under this agreement.
3. All work shall be conducted under the direct supervision of Lyle Sommers, Superintendent.
4. In the event that work is terminated or suspended for whatever reason prior to completion, Client agrees to pay for labor, equipment and other costs incurred by Concord at the agreed rates.
5. Concord shall comply with the applicable provisions of federal, state and local codes, and occupational health & safety laws.
6. Concord's insurance coverage is outlined on the attached "Certificate of Insurance". Concord will secure additional insurance coverage at Client's request and expense.

#### Scope of Work:

1. Mobilization & demobilization..
2. Excavate, load and transport sludge from lagoons to reuse area on site.

#### Exclusions:

1. Repairs to damaged underground structures not marked by Call Before You Dig.
2. Decontamination of trucks and excavation equipment.

#### Pricing:

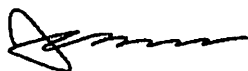
All work to be performed on a unit basis, the following rates are applicable:

Mobilization	900.00
Demobilization	900.00
Long reach excavator & operator per day	2,200.00
Tri axle dump truck and driver per hour	95.00

**Method of Payment:**

Payment for services and performance of work under this agreement are due and payable upon receipt of invoice. Failure to make payment within (30) days of the date of invoice shall cause interest to commence accruing at the rate of 1.5% per month, 18% per annum from the date of invoice until payment in full is rendered. In the event of default in payment you agree to pay all costs of collection including attorney's fees.

Concord Construction Inc.



John A. Nelson, President

Date of acceptance: \_\_\_\_\_

Authorized signature: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/07/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Collins-Morrow Insurance, Inc. 54 Main Street Danbury, CT 06810 Peter H. Collins		<b>203-744-2800</b>		<b>CONTACT</b> Peter H. Collins PHONE (A/C, No, Ext): 203-744-2800 FAX (A/C, No): 203-792-4186 E-MAIL: ADDRESS:	
<b>INSURER(S) AFFORDING COVERAGE</b>				<b>NAIC #</b>	
<b>INSURER A:</b> Capitol Specialty Ins. Corp.				10328	
<b>INSURER B:</b> Liberty Mutual				24066	
<b>INSURER C:</b>					
<b>INSURER D:</b>					
<b>INSURER E:</b>					
<b>INSURER F:</b>					

<b>INSURED</b> Concord Construction Inc P O Box 829 Kent, CT 06757	<b>INSURER A:</b> Capitol Specialty Ins. Corp. <b>INSURER B:</b> Liberty Mutual <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EV20182988	08/28/2018	08/28/2019	EACH OCCURRENCE \$ 4,000,01 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,01 MED EXP (Any one person) \$ 5,01 PERSONAL & ADV INJURY \$ 4,000,01 GENERAL AGGREGATE \$ 4,000,01 PRODUCTS - COMP/OP AGG \$ 4,000,01 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAW57990532	08/28/2018	08/28/2019	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,01 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10000			EX20182970-01	08/28/2018	08/28/2019	EACH OCCURRENCE \$ 2,000,0 AGGREGATE \$ 2,000,0 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWO57990532	08/28/2018	08/28/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,0 E.L. DISEASE - EA EMPLOYEE \$ 500,0 E.L. DISEASE - POLICY LIMIT \$ 500,0
A	<b>POLLUTION LIAB</b>			EV2018286801	08/28/2018	08/28/2019	CLAIMS MADE BASI \$ 1,000,0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Lagoon Restoration

**CERTIFICATE HOLDER****CANCELLATION**Town of Kent  
Water Pollution Control Author  
43 Kent Green Blvd  
Kent, CT 06757

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Balance Sheet as of July 2018

	<u>7/31/18</u>	<u>7/31/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	53,432	8,472	44,960
2 USB Septage MMA #8052	154,016	247,134	-93,117
3 USB Capital #3880	630,125	661,192	-31,067
5 Brookwoods	31,974	31,974	0
6 Kent Affordable Housing	24,055	23,959	96
7 Saddle Ridge Estates	163,204	163,204	0
Total Checking/Savings	<u>1,056,807</u>	<u>1,135,935</u>	<u>-79,128</u>
Accounts Receivable	<u>3,263</u>	<u>3,953</u>	<u>-690</u>
Due from General Fund			0
Total Current Assets	<u>1,060,070</u>	<u>1,139,888</u>	<u>-79,818</u>
Fixed Assets			
Accumulated Depreciation	-1,352,787	-1,352,787	0
Property and equipment	<u>4,763,684</u>	<u>4,763,684</u>	<u>0</u>
Total Fixed Assets	<u>3,410,896</u>	<u>3,410,896</u>	<u>0</u>
TOTAL ASSETS	<u><u>4,470,966</u></u>	<u><u>4,550,784</u></u>	<u><u>-79,818</u></u>
LIABILITIES & EQUITY			
Accounts Payable	2,966	7,308	-4,343
Due To Brookwoods	31,974	31,974	0
Due To Kent Affordable Housing	24,055	23,959	96
Due to Saddle Ridge Estates	163,204	163,204	0
Federal Taxes Payable	1,929	2,866	-937
State Taxes Payable	372	418	-46
USDA Loan 92-04	468,952	476,797	-7,845
USDA Loan 92-06	818,539	830,455	-11,916
USDA Loan 92-08	<u>77,360</u>	<u>78,668</u>	<u>-1,308</u>
Total Liabilities	<u>1,589,350</u>	<u>1,615,650</u>	<u>-26,300</u>
Equity			
*Retained Earnings	1,793,519	1,893,114	-99,595
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	<u>2,582</u>	<u>-43,593</u>	<u>46,175</u>
Total Equity	<u>2,881,616</u>	<u>2,935,036</u>	<u>-53,420</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,470,966</u></u>	<u><u>4,550,686</u></u>	<u><u>-79,719</u></u>

## Income and Expense Actual vs. Budget

	<u>Jul -July 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Septage Fees	6,285	10,500	59.9%
Sewer User Charges	7,037	1,055	667.1%
<b>Total Income</b>	<u>13,322</u>	<u>11,555</u>	<u>115.3%</u>
<b>Expense</b>			
<b>General &amp; Admin Expenses</b>			
Accounting/Bookkeeping Services	550	550	100.0%
Audit			0.0%
Bank Service Charges			
Office Supplies		175	0.0%
Outside services-Admin			0.0%
Printing & Advertising			0.0%
Software/Licensing Fees	1,955	2,220	88.1%
<b>Total General &amp; Admin Expenses</b>	<u>2,505</u>	<u>2,945</u>	<u>85.1%</u>
<b>Operating Expenses</b>			
Continuing Education			
Depreciation			
Electricity	3,075	2,200	139.8%
Fuel			0.0%
<b>Insurance</b>			
Dental Insurance	107	130	82.4%
Liab Auto Prop Insura		300	0.0%
Life Insurance	11	10	109.0%
Medical	2,768	2,267	122.1%
Workman's Comp	0	1,250	0.0%
<b>Total Insurance</b>	<u>2,886</u>	<u>3,957</u>	<u>72.9%</u>
Internet	22	60	36.7%
Lab exams	1,285	1,120	114.7%
Materials and supplies	7	125	5.3%
Miscellaneous			0.0%
Outside Services-Operating	476	5,075	9.4%
Parts & Repairs	47	2,350	2.0%
Payroll Expenses	9,162	9,754	93.9%
Payroll taxes	449	746	60.2%
Pension			0.0%
Permit fees	2,361	2,100	112.4%
Postage	179	165	108.7%
<b>Professional fees</b>			
Engineering fees		4,000	0.0%
Legal fees		1,250	0.0%
<b>Total Professional fees</b>	<u>0</u>	<u>5,250</u>	<u>0.0%</u>

## Income and Expense Actual vs. Budget

	<u>Jul -July 18</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	140	170	82.4%
Uniforms	103	129	80.0%
Total Operating Expenses	<u>20,191</u>	<u>33,201</u>	<u>60.8%</u>
Total Expense	<u>22,696</u>	<u>36,146</u>	<u>62.8%</u>
Investment income	40	50	79.3%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	1,332	809	164.7%
Short Term Asset Reserve	266	173	154.0%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected			
Total Maple Street Extension	<u>0</u>	<u>0</u>	<u>0.0%</u>
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,990</u>	<u>26,990</u>	
Net Income and Expense	<u><u>983</u></u>	<u><u>-13,607</u></u>	<u><u>-7.2%</u></u>

Budget is only for report period NOT  
full year

Transfers to Capital and ST Asset Reserve of 1,599  
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.

Capital Expenses pd w/ Capital Funds -7,502

by including these items  
the net income is actually -4,920

**Kent Sewer Commission  
Operating Account ledger**

08/10/18

As of July 31, 2018

Date	Num	Name	Memo	Amount	Balance
1 US\$					70,990.30
Operating - 8044					70,990.30
07/06/18	E-pay	United States Treasury	June payroll withholding and taxes Q8 Tracking # -523503082	-1,940.92	69,049.38
07/06/18	10609	CT DEEP	UIC annual fee, septic system annual permit fee (groundwater permits, schedule B) & WPCA permit ...	-2,360.50	66,688.88
07/06/18	10610	Tunis	6/28/18	-257.00	66,431.88
07/06/18	10611	Yucatatech Inc.	Google: 1 yr subscription, 9 users and Mail archiving subscription 9 users & Google: 1 yr subs...	-1,955.00	64,476.88
07/09/18		QuickBooks Payroll Service	Direct Deposit for 7/10/18	-3,076.73	61,399.75
07/10/18	DirDep	Sommers, Lyle R	16hrs vacation 6/28 & 6/29 - July 4th Holiday	0.00	61,399.75
07/10/18	DirDep	Warner, Jesse T	July 4th Holiday	0.00	61,399.75
07/10/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	61,399.75
07/12/18	07/12/18	Benefit Assessments		218.48	61,618.23
07/12/18	7/12/18	Sewer Customers		2,050.55	63,668.78
07/13/18	E-pay	CT Commissioner of Revenue ...	CT Payroll withholding for June Q8 Tracking # -523634082	-373.86	63,294.92
07/13/18	07/13/18	Sewer Customers		3,011.44	66,306.36
07/16/18	7/16/18	Sewer Customers		1,063.97	67,370.33
07/18/18	E-pay	Administrator Unemployment ...	00-022-82 Q8 Tracking # 616702918	0.00	67,370.33
07/18/18	10612	Aquarion	wpsa / SEWER BILLINGS (347 @ .43) - 2nd Qtr 2018	-149.21	67,221.12
07/18/18	10613	FedEx	to Averill lab 6/13, 6/20, 6/27 & 7/5	-117.44	67,103.68
07/18/18	10614	Frontier	860 927 4075	-82.13	67,021.55
07/18/18	10615	Oakwood Environmental Assoc...	Engineering Services: (10.75 hrs) 4/6 - 5/29 plus mileage (Aeration Construction Services) & En...	-3,636.38	63,385.17
07/18/18	10616	Town of Kent		-310.64	63,074.53
07/18/18	10617	Welsh Sanitation	Commercial service: June 2018	-44.67	63,029.86
07/19/18		QuickBooks Payroll Service	Direct Deposit for 7/20/18	-3,076.72	59,953.14
07/20/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	59,953.14
07/20/18	DirDep	Warner, Jesse T	Direct Deposit	0.00	59,953.14
07/20/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	59,953.14
07/25/18	10618	Postmaster	Three rolls of stamps	-150.00	59,803.14
07/26/18	10597	Town of Kent	Roth 401k employee withholding for July	-234.72	59,568.42
07/30/18		QuickBooks Payroll Service	Direct Deposit for 7/31/18	-841.72	58,726.70
07/31/18	DirDep	Soule Jr., Milard L	Includes 4 hrs from 6/4, 6/17 6/28 & 6/29 and 2 extra hrs on 7/4	0.00	58,726.70
07/31/18	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	58,726.70
07/31/18	07/31/18	Sewer Customers		700.00	59,426.70
07/31/18	10619	ABT	July bookkeeping support	-550.00	58,876.70
07/31/18	10620	ACE Hardware	rotary drill bit	-8.63	58,868.07
07/31/18	10621	Aramark	Uniform services 5/25,6/15,6/22,6/29,7/6,7/13,7/20	-435.19	58,432.88
07/31/18	10622	Eversource	Plant: 6/15 - 7/17 (32 days), #50 Maple St - 6/14 - 7/16 (32 days), Pump Station: 6/15 - ...	-3,074.50	55,358.38
07/31/18	10623	Quality Data Service Inc.	July 2018: printing and processing sewer/water billing (306 bills) & June 2018: final posted rol...	-431.36	54,927.02
07/31/18	10624	Sommers, Lyle - Reimbursement	Telephone reimbursement -July 2018	-60.00	54,867.02
07/31/18	10625	Stanton Equipment	collar nut/rider plate, thrust washer/brush knife & 2018 Athens disk harrow SN/D18170	-6,246.80	48,620.22
07/31/18	10626	Tunis	Lab exams 7/12, 7/24, 7/25, 7/31	-1,028.00	47,592.22
07/31/18	10627	Welsh Sanitation	Commercial service: July 2018	-44.57	47,547.65
Total Operating - 8044				-23,461.05	47,529.25
Total 1 US\$				-23,461.05	47,529.25
TOTAL				-23,461.05	47,529.25

08/10/18

Kent Sewer Commission  
Materials and Supplies Detail  
July 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Operating Expenses						
Materials and supplies						
Purchases & supplies						
07/24/18	111005	ACE Hardware	rotary drill bit	6.63		6.63
Total Purchases & supplies				6.63	0.00	6.63
Total Materials and supplies				6.63	0.00	6.63
Total Operating Expenses				6.63	0.00	6.63
TOTAL				<u>6.63</u>	<u>0.00</u>	<u>6.63</u>



08/10/18

Kent Sewer Commission  
Outside Services Detail  
July 2018

Date	Num	Name	Memo	Debit
Operating Expenses				
Outside Services-Operating				
07/23/18	2018...	Quality Data Servi...	June 2018: final posted ratebook, binding final posted bo...	150.00
07/24/18	2018...	Quality Data Servi...	July 2018: printing and processing sewer/water billing (3...	281.36
07/31/18	729570	Welsh Sanitation	Commercial service: July 2018	44.67
Total Outside Services-Operating				476.03
Total Operating Expenses				476.03
TOTAL				<u>476.03</u>

## Balance Sheet as of August 2018

	<u>8/31/18</u>	<u>8/31/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	140,767	124,502	16,265
2 USB Septage MMA #8052	162,588	209,633	-47,045
3 USB Capital #3880	577,948	670,371	-92,423
5 Brookwoods	32,324	31,974	350
6 Kent Affordable Housing	24,055	23,959	96
7 Saddle Ridge Estates	163,409	163,204	205
Total Checking/Savings	<u>1,101,093</u>	<u>1,223,644</u>	<u>-122,551</u>
Accounts Receivable	<u>2,895</u>	<u>1,870</u>	<u>1,025</u>
Due from General Fund			0
Total Current Assets	<u>1,103,988</u>	<u>1,225,514</u>	<u>-121,526</u>
Fixed Assets			
Accumulated Depreciation	-1,456,070	-1,352,787	-103,283
Property and equipment	<u>4,813,633</u>	<u>4,763,684</u>	<u>49,949</u>
Total Fixed Assets	<u>3,357,563</u>	<u>3,410,896</u>	<u>-53,334</u>
<b>TOTAL ASSETS</b>	<u><u>4,461,551</u></u>	<u><u>4,636,410</u></u>	<u><u>-174,860</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	62,942	10,203	52,740
Due To Brookwoods	32,324	31,974	350
Due To Kent Affordable Housing	24,055	23,959	96
Due to Saddle Ridge Estates	163,409	163,204	205
Federal Taxes Payable	2,781	-822	3,603
State Taxes Payable	547	418	128
USDA Loan 92-04	468,446	476,797	-8,351
USDA Loan 92-06	818,200	830,455	-12,255
USDA Loan 92-08	<u>76,794</u>	<u>78,668</u>	<u>-1,874</u>
Total Liabilities	<u>1,649,499</u>	<u>1,614,856</u>	<u>34,643</u>
Equity			
*Retained Earnings	1,746,316	1,893,114	-146,797
Opening Bal Equity	415,227	420,287	-5,060
Retained Earnings	665,228	665,228	0
Net Income	<u>-14,720</u>	<u>42,926</u>	<u>-57,646</u>
Total Equity	<u>2,812,052</u>	<u>3,021,555</u>	<u>-209,503</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,461,551</u></u>	<u><u>4,636,410</u></u>	<u><u>-174,860</u></u>

## Income and Expense Actual vs. Budget

	<u>Jul -August 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Rebates	64	-	
Septage Fees	14,413	17,500	82.4%
Sewer User Charges	65,472	56,598	115.7%
<b>Total Income</b>	<u>79,949</u>	<u>74,098</u>	<u>107.9%</u>
<b>Expense</b>			
General & Admin Expenses			
Accounting/Bookkeeping Services	1,100	1,100	100.0%
Audit			0.0%
Bank Service Charges			
Office Supplies		175	0.0%
Outside services-Admin		150	0.0%
Printing & Advertising			0.0%
Software/Licensing Fees	1,955	2,220	88.1%
<b>Total General &amp; Admin Expenses</b>	<u>3,055</u>	<u>3,645</u>	<u>83.8%</u>
Operating Expenses			
Continuing Education			
Depreciation			
Electricity	5,974	4,200	142.2%
Fuel			0.0%
Insurance			
Dental Insurance	212	255	83.1%
Liab Auto Prop Insura		300	0.0%
Life Insurance	22	21	103.8%
Medical	7,834	4,535	172.7%
Workman's Comp	-	1,250	0.0%
<b>Total Insurance</b>	<u>8,067</u>	<u>6,361</u>	<u>126.8%</u>
Internet	44	120	36.7%
Lab exams	2,056	2,240	91.8%
Materials and supplies	59	250	23.4%
Miscellaneous		600	0.0%
Outside Services-Operating	476	5,075	9.4%
Parts & Repairs	755	2,350	32.1%
Payroll Expenses	22,253	19,505	114.1%
Payroll taxes	1,073	1,492	71.9%
Pension			0.0%
Permit fees	2,361	2,100	112.4%
Postage	326	330	98.9%
Professional fees			
Engineering fees		7,000	0.0%
Legal fees		1,250	0.0%

## Income and Expense Actual vs. Budget

	<u>Jul -August 18</u>	<u>Budget</u>	<u>% of Budget</u>
Total Professional fees	-	8,250	0.0%
Telephone	272	340	80.0%
Uniforms	333	259	128.5%
Total Operating Expenses	<u>44,048</u>	<u>53,472</u>	<u>82.4%</u>
Total Expense	<u>47,103</u>	<u>57,117</u>	<u>82.5%</u>
Investment income	80	100	79.5%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	7,746	5,187	149.3%
Short Term Asset Reserve	1,549	1,111	139.4%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected			
Total Maple Street Extension	<u>-</u>	<u>-</u>	<u>0.0%</u>
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,651</u>	<u>26,990</u>	
Net Income and Expense	<u><u>35,885</u></u>	<u><u>22,699</u></u>	<u><u>158.1%</u></u>

Budget is only for report period NOT  
full year

Transfers to Capital and ST Asset Reserve of 9,295  
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.

Capital Expenses pd w/ Capital Funds -59,900 Aeration equipment

by including these items  
the net income is actually -14,720

09/04/18

**Kent Sewer Commission**  
**Operating Account ledger**  
As of August 31, 2018

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Date	Num	Name
1 USB		
Operating - 8044		
08/01/18	07/31...	Sewer Customers
08/02/18		QuickBooks Payroll Service
08/03/18	DirDep	Kearns, Joyce
08/03/18	DirDep	Sommers, Lyle R
08/03/18	DirDep	Warner, Jesse T
08/06/18	08/06...	Sewer Customers
08/08/18	08/08...	Sewer Customers
08/10/18	10628	Aramark
08/10/18	10629	Frontier
08/10/18	10630	Tunxis
08/15/18	E-pay	CT Commissioner of Revenu...
08/15/18	E-pay	United States Treasury
08/15/18	08/15...	Sewer Customers
08/16/18		QuickBooks Payroll Service
08/17/18	DirDep	Kearns, Joyce
08/17/18	DirDep	Sommers, Lyle R
08/17/18	DirDep	Warner, Jesse T
08/21/18	08/21...	Sewer Customers
08/24/18	10632	Aramark
08/24/18	10633	Eversource
08/24/18	10634	FedEx
08/24/18	10635	Sommers, Lyle - Reimburse...
08/24/18	10636	Stanton Equipment
08/24/18	10637	Town of Kent
08/24/18	10638	Tunxis
08/27/18	08/27...	Sewer Customers
08/29/18	08/29...	Sewer Customers
08/30/18		QuickBooks Payroll Service
08/31/18	DirDep	Kearns, Joyce
08/31/18	DirDep	Sommers, Lyle R
08/31/18	DirDep	Warner, Jesse T
08/31/18	DirDep	Soule Jr., Milard L
08/31/18	DirDep	Devaux, Deborah J.
08/31/18	10631	Town of Kent
08/31/18	10639	ACE Hardware
08/31/18	10640	Eversource
08/31/18	10641	Napa Auto Parts
08/31/18	10643	ABT
08/31/18	Trnsf	Kent Sewer Commission
08/31/18	Trnsf	Kent Sewer Commission
08/31/18	Trnsf	Kent Sewer Commission

Total Operating - 8044

Total 1 USB

TOTAL

09/04/18

Kent Sewer Commission  
Operating Account ledger  
As of August 31, 2018

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Memo

Direct Deposit Payroll  
Direct Deposit  
24 vacation hours 7/30, 7/31 & 8/1  
Direct Deposit

Uniform Services 8/3 & 8/10  
Telephone and Internet service: 8/1/18 - 8/31/18  
8/2/18  
CT payroll withholding July 2018 QB Tracking # -523028082  
payroll withholding and taxes July 2018 QB Tracking # -522875082

Direct Deposit Payroll  
Direct Deposit  
Direct Deposit  
Direct Deposit

Uniform services 7/27 & 8/17 & 8/24  
#50 Maple St - 7/15 - 8/15 (30 days) & Pump Station: 7/17 - 8/16 (30 days)  
shipping to Averill lab 7/11, 7/18, 7/25, 8/1, 8/8  
Telephone reimbursement -August 2018  
air filter/oil filter/hyd filter/fuel filter  
July Insurances & August Insurances  
Lab exams 8/15 & 8/22

Direct Deposit Payroll  
Direct Deposit  
Direct Deposit  
Direct Deposit  
Direct Deposit  
Direct Deposit  
Roth 401k withholding for Sommers  
Supplies : ppr towels, bath tissue, custom key, batteries  
Plant: 7/17 - 8/16 (30 days)  
35 ton service jack  
August bookkeeping support  
Transfer Capital Reserve and ST Asset reserve accruals to date  
Post online transfer to Capital Reserve and ST Asset reserve accruals to date  
Transfer from Capital Reserve to cover SSI Aeration Invoice

09/04/18

Kent Sewer Commission  
Operating Account ledger  
As of August 31, 2018

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Amount	Balance
	53,432.33
	53,432.33
3,137.42	56,569.75
-3,076.73	53,493.02
0.00	53,493.02
0.00	53,493.02
0.00	53,493.02
2,767.07	56,260.09
3,026.62	59,286.71
-68.76	59,217.95
-73.73	59,144.22
-257.00	58,887.22
-371.61	58,515.61
-1,929.46	56,586.15
38,782.93	95,369.08
-3,076.71	92,292.37
0.00	92,292.37
0.00	92,292.37
0.00	92,292.37
4,157.71	96,450.08
-118.69	96,331.39
-219.52	96,111.87
-146.94	95,964.93
-80.00	95,884.93
-508.20	95,376.73
-5,266.30	90,110.43
-514.00	89,596.43
5,560.50	95,156.93
1,002.60	96,159.53
-3,762.10	92,397.43
0.00	92,397.43
0.00	92,397.43
0.00	92,397.43
0.00	92,397.43
0.00	92,397.43
-352.08	92,045.35
-51.94	91,993.41
-2,679.83	89,313.58
-199.99	89,113.59
-550.00	88,563.59
0.00	88,563.59
-7,696.22	80,867.37
59,900.00	140,767.37
87,335.04	140,767.37
87,335.04	140,767.37
87,335.04	140,767.37

09/04/18

**Kent Sewer Commission**  
**Materials and Supplies Detail**  
July through August 2018

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Date	Num	Name	Memo	Debit
Operating Expenses				
Materials and supplies				
New Equipment				
08/13/18	2000...	Napa Auto Parts	35 ton service jack	199.99
Total New Equipment				199.99
Purchases & supplies				
07/24/18	111005	ACE Hardware	rotary drill bit	6.63
08/31/18	August	ACE Hardware	ppr towels, bath tissue, cust...	51.94
Total Purchases & supplies				58.57
Total Materials and supplies				258.56
Total Operating Expenses				258.56
TOTAL				<u>258.56</u>



09/04/18

Kent Sewer Commission  
Materials and Supplies Detail  
July through August 2018

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Credit	Balance
	199.99
0.00	199.99
	6.63
	58.57
0.00	58.57
0.00	258.56
0.00	258.56
<u>0.00</u>	<u>258.56</u>

09/04/18

Kent Sewer Commission  
Outside Services Detail  
July through August 2018

---

Date	Num	Name
Operating Expenses		
Outside Services-Operating		
07/23/18	2018...	Quality Data Servi...
07/24/18	2018...	Quality Data Servi...
07/31/18	729570	Welsh Sanitation
Total Outside Services-Operating		
Total Operating Expenses		
TOTAL		

09/04/18

Kent Sewer Commission  
Outside Services Detail  
July through August 2018

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Memo	Debit
June 2018: final posted ratebook, binding final posted books	150.00
July 2018: printing and processing sewer/water billing (30...	281.36
Commercial service: July 2018	44.67
	476.03
	476.03
	<u>476.03</u>

**GRAND RATEBOOK BALANCE SHEET REPORT**  
**KENT**  
**GRAND LIST YEAR 2017**

Page: 1

Year: 2002 To 2018, Pay Date: 09/11/2018, Time: 09/11/2018 03:34:47 pm All

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	LI 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	399.09	263.36	0.00	662.45	0.00	843.26
YR: 2014	3	1,242.35	0.00	0.00	1,242.35	0.00	399.09	263.36	0.00	662.45	0.00	843.26
SU	314	1,230.57	0.00	0.00	1,230.57	0.00	286.27	95.42	48.00	429.69	0.00	944.30
YR: 2015	314	1,230.57	0.00	0.00	1,230.57	0.00	286.27	95.42	48.00	429.69	0.00	944.30
SU	315	3,374.98	0.00	0.00	3,374.98	0.00	2,077.34	275.18	288.00	2,640.52	0.00	1,297.64
YR: 2016	315	3,374.98	0.00	0.00	3,374.98	0.00	2,077.34	275.18	288.00	2,640.52	0.00	1,297.64
SU	316	281,132.42	0.00	-3,879.88	277,252.54	0.00	274,496.33	2,087.96	0.00	276,584.29	0.00	2,756.21
YR: 2017	316	281,132.42	0.00	-3,879.88	277,252.54	0.00	274,496.33	2,087.96	0.00	276,584.29	0.00	2,756.21
SU	317	66,058.60	0.00	-228.15	65,830.45	0.00	59,162.75	2.00	0.00	59,164.75	-89.40	6,667.70
YR: 2018	317	66,058.60	0.00	-228.15	65,830.45	0.00	59,162.75	2.00	0.00	59,164.75	-89.40	6,667.70
Grand Total	1,268	353,951.29	0.00	-4,108.03	349,843.26	0.00	336,719.65	2,884.77	360.00	339,964.42	-89.40	13,123.61

1st 2 + R. - 11 2018

**KENT SEWER    QUARTER #1    AUGUST 1, 2018**

**QUANTITY    882,246CF X    \$.039    \$34,407.60**

**BASIC CHARGES**

<b>KENT SCHOOL</b>	<b>\$8,413.50</b>
<b>THE KENT</b>	<b>1,352.00</b>
<b>10 RESTAURANTS X \$87.50</b>	<b>875.00</b>
<b>124 COMMERCIAL X \$60.00</b>	<b>7,440.00</b>
<b>327 RESIDENTIAL X \$41.50</b>	<b>13, 570.00</b>
	<b>\$31,650.50</b>

**\$34,407.60**

**\$31,650.50**

**\$66,058.10**

## MEMORANDUM

From: Bart Clark

Date: September 10, 2018

TO: Kent Sewer Commission

Re: Status Report August/September 2018

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### **Aeration Project**

The Aeration Equipment Supplies have been delivered by the Equipment Manufacturer.

Alon Industries has yet to provide a schedule for the installation of the Equipment, but, we have reviewed the materials delivered.

**Plant Grinder** - The Commission will have to determine if and when the right time is to replace the grinder which no longer operates and consider a schedule to upgrade to automatic screening and grit removal.

**System wide Smoke Testing** - DIS/NEPCCO has completed smoke testing the entire collection system. The results of the testing are due in a report soon. The testing identified a small number of inappropriate connections. The most significant of all the connections is at the Foreign Cargo on Main Street. The roof drains are connected to the Sewers. The Commission should send a letter to the owners and have them disconnect the roof drains. When testing was done at Victorian Square Condominiums, we found that the existing pump station to have a significant accumulation of scum. While this is not related to inappropriate connections, the Commission should send a letter to the management of the condominiums to suggest that they clean-out the pump station before there is a problem with pump operation. Other correspondence to users will be needed after the final report has been completed by DIS.

**Ease Slopes around Infiltration Basins** - A proposal has been prepared to solicit bids for performing this work on Bed No. 1 only. No Bids were received as of August 31<sup>st</sup>. I am trying to work directly with contractor

**Filter Press** - The Commission was considering proposal from two suppliers to replace the existing unit with a new unit. There has been no discussion recently concerning the replacement.

### **Ordinance Update and New Application Form**

A draft of the updated Sewer Use Ordinance was reviewed and comments offered.

A preliminary draft of a new application form was prepared for discussion purposes.

A proposal for updating the Collection System map was obtained in order to help the Commission determine which properties are connected and which are not.

### **Miscellaneous Projects**

**Morrison Gallery** - The contractor and engineer have requested information concerning the location of the lateral to the property. What information the Commission has was provided to them. No further has been submitted to the Commission.

**Kent Mobile** - The owner has requested information concerning the location of the lateral which was provided to them. No further action has been taken.

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23 South Main - Information has been submitted concerning the existing lateral and proposed conversion of the building to apartments. The materials provided were acceptable and no further action on engineering review is necessary.

Grease blanket at Judd Ave Pump Station - Product literature and a quote for a device that helps minimize the grease blankets in pump stations was provided to the Commission Chair and Superintendent. It would appear that this device could help minimize the costs associated with managing the grease blanket at the station.

# Town of Kent Sewer Map Update Proposal

Computer Imagination LLC 90 Cornwall Rd Warren c:860-927-0110 e:visual3d@computerimagination.com

July 29, 2018

**To:** John Casey, Chairman and Members of the Sewer Commission

As requested, we are providing you with this proposal to update the Kent Waste Water Collection System Map in the Town of Kent.

**Objective:** Update Kent Waste Water Collection System Map

**Phase I:** This phase has been accomplished in 2013.

**Phase II:**

This update will include Maple Street Extension in the system. This will utilize and plot information on locations and sizes of sewer line and manholes from existing sources including aerial surveys, tax assessors mapping, road maps, engineering drawings of existing sewer lines, etc. Also this will add tax map coverage as visible property boundary lines with tax reference numbers to the Map. Also this update will correct any previous errors or omissions that may be found on the current Map due to the discovery of better information.

**Phase III:**

Use Phase I and Phase II existing maps for updates to actual connections to the system to show connected and non connected usage and an outer boundary of all properties connected or to be connected as identified by the Commission.

**Cost:**

The estimate, based on efforts required, is about \$1200-\$1500 for Phase II. The work will not exceed the estimate. Phase III is not included in the estimate. If the project warrants more work, over the maximum estimate, the Commission will be notified and no further work will continue unless approved by the Commission.

**Payment Schedule:** Payment will be due upon receipt of bill.

Thank you for your consideration and I look forward to working with you.

Sincerely  
Joshua Reynolds





## GridBee AP500 Air-Powered Mixer System (includes mixer, air unit, and accessories)

The GridBee AP500 air-powered mixer, the smallest mixer in the AP Series from Medora Corporation, features a non-clog design with no moving parts and no electricity in the water. Constructed of 316SS and polymer materials, it is portable, compact, and lightweight, and easy to install by plant personnel.

### Applications:

- Wet wells and lift stations - reduce grease buildup, reduce plugging from wipes and reduce H<sub>2</sub>S odor and corrosion
- Tanks - municipal and industrial tanks; mixing wastewater and most liquids found in an industrial facility
- Basins and ponds of all types, at the end of docks or wherever mixing is needed
- Standby mixer - can be used as backup wherever you need it

### Features:

- Fits through a 12" hatch
- Can be suspended from a retrieval chain or set on the bottom
- Mixes to depths of 100 feet or more
- Combines patented long-distance circulation technology with a clog-free air-powered mixer; can run dry without damage
- The smallest of five standard sizes; larger mixing systems available
- A weatherproof enclosure for the air unit is available as an option

### Specifications:

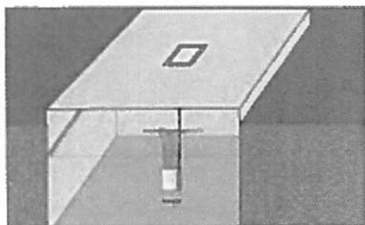
- Mixer dimensions: 12 inches (0.3 m) diameter, 14 inches (0.7 m) height
- Suspension arm adds 14 inches (0.7m) to height
- Mixer weight: 50 pounds (25 kg); air unit weight 50 pounds (25 kg)
- Electrical service required: 120v 1ph, 1/2 hp



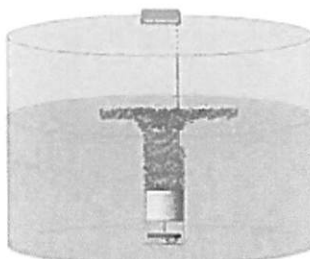
GridBee AP500 Mixer



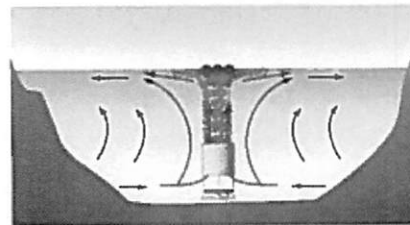
Compressor, air hose,  
retrieval chain



Wet Wells and Lift Stations



Industrial Tanks



Basins and Ponds

**Note:** Air-powered mixers should not be used in enclosed tanks or other areas where methane or other explosive gases may build up. Some gases may explode when combined with air.

*SolarBee® and GridBee® are brands of Medora Corporation*

*Locally Represented By:*

### Medora Corporation

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(607) 425-7784  
seniorvpagg@stny.rr.com

INVOICE 1998

DATE 07/24/2018

BILL TO

Kent Sewer Commission  
P.O. Box 144  
Kent, CT 06757

SHIP TO:

Water Pollution Control Facility  
125 Schaghticoke Rd.  
Kent, CT 06757

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	GRID BEE MIXER	\$2,980.00	\$2,980.00
1	Freight	210.00	210.00

SUBTOTAL	\$3,190.00
SALES TAX	0.00
SHIPPING & HANDLING	0.00
TOTAL DUE BY DATE	\$3,190.00

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 SEP 17 P 3:50

BY

TOWN CLERK