

**Kent Sewer Commission
Regular Meeting**

**May 14, 2019
4:30 P.M. Town Hall**

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

Also present: Bart Clark and Lyle Somers.

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

The pledge was recited.

Mr. Casey made a motion to approve the agenda, as submitted. Mr. Jennings seconded the motion and the motion carried.

Mr. Casey made a motion to approve the Sewer Commission Regular meeting minutes of April 9, 2019, as submitted. Mr. Nelson seconded the motion and the motion carried.

Public Communication:

Oral: Ms. Potts noted that she received a phone call from Roland Levesque inquiring about a grease trap at the old chocolate shop location. Ms. Potts advised Mr. Levesque to submit an application for a grease trap to the Sewer Commission prior to installation.

Written: May 1, 2019 letter from Steven Abbate confirming the septic at 81 North Main Street has been pumped out (attached).

Report of Chairman:

Ms. Potts reported on the following:

- **Attended the May 7, 2019 BOS meeting with Attorney Sienkiewicz to discuss the following:**
 - Requested and received approval to split the current Sewer ordinance into new ordinance and regulation.
 - Requested the BOS's approval to apply for funding for the belt press.
 - BOS supported the concept and advised that the request has to go to the BOF and a Town Meeting.
- **Spoke with Billy Gawel, and he noted that the proposed mafia blocks around the basins at the plant do not need to be done. Mr. Clark suggested perhaps the angle of the slopes could be eased to help improve the safety around the basins.**

Report of Superintendent:

Mr. Sommers' report is attached.

Mr. Sommers' present a quote from RACO for an AlarmAgent Digital WRTU with indoor enclosure and a Digital RM3 N with antenna with 10" extension cable upgrade for \$2,340.00. He explained that there have been two incidences at the

plant within the past two months that caused the TSS to be in violation. Mr. Sommers stated that the proposed equipment would prevent that from happening in the future. Mr. Nelson made a motion to approve the purchase of the proposed alarm and incidentals from RACO for an amount not to exceed \$2,500. Mr. Casey seconded the motion and the motion carried.

Mr. Sommers reported that the plant would be testing some septage receiving equipment that have flow meters. He added that the equipment should be in place for a couple of weeks, and he will provide the Commission with a report and a possible quote.

Mr. Sommers stated that the pump has been received but not installed to date. Mr. Clark added that they would be obtaining several quotes for the construction of the shed.

Report of Treasurer:

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

- Balance sheet as of April 2019
- Operating Account Ledger as of April 30, 2019
- Actual vs. Budget as of April 2019

Mr. Casey made a motion to approve the Operating Account Ledger as of April 30, 2019. Mr. Nelson seconded the motion and the motion carried.

Mr. Clark asked if the installation of the new blower reduced the electric bill? Ms. Potts stated that she would ask the treasurer to prepare a three-month electrical usage comparison spreadsheet for the next meeting.

Report of Collector:

Ms. Devaux did not attend the meeting but provided the attached report. Mr. Casey asked for clarification on the \$27,536.36. He questioned if that amount was from last year? Mr. Casey also asked for clarification on the breakdown of users provided; he stated that he believes there are 450 users?

Report of Consulting Engineer:

Mr. Clark stated that he did obtain quotes for alternative equipment to replace the belt press. He noted that the alternatives seem to be more expensive and asked the commission which options should be pursued. The commission agreed to move forward with the proposal from BDP. Mr. Clark agreed to fine-tune the proposal for submission of funding requests.

Mr. Clark stated that he was contacted by KVFD to inspect a grease trap. He added that he was unaware of a permit for a grease trap at KVFD. Ms. Potts added that this is an example supporting the need for the proposed regulations.

Mr. Clark asked if Foreign Cargo or Heron Gallery responded to the letters sent as a result of the smoke test. Ms. Potts confirmed that they have not responded to date.

Mr. Clark stated he was unable to determine if in fact grease was dumped into the drain behind Gifford's.

Sewer Commission Members:

Mr. Casey made a motion to appoint Jim Slaughter to the vacant member position with a term to expire on November 19, 2023. Mr. Nelson seconded the motion and the motion carried.

Belt Press:

Mr. Casey provided a spreadsheet outlining some funding options for the proposed belt press (attached). Mr. Casey favored the USDA option until Mr. Clark asked about the requirements of bid packages and upfront processes with high dollar costs. Mr. Casey stated he would contact the USDA and report back on the upfront costs. The Commission agreed that Mr. Clark should continue to fine-tune the bid package to bring to the Board of Finance and eventually a Town Meeting.

Kent School:

Mr. Clark confirmed that the school has agreed to follow-up, during the summer months, on the finding of the smoke test.

Ordinances:

Ms. Potts reiterated that Attorney Sienkiewicz would continue to create ordinances and regulations to present to the Sewer Commission.

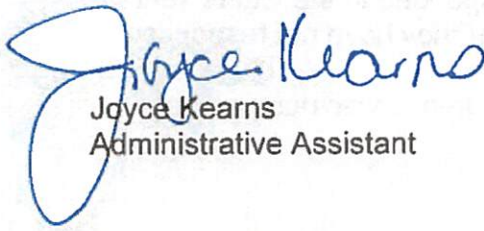
Employee Handbook/Paid Time Off (PTO)/Job Descriptions:

Ms. Potts asked Mr. Sommers to put together the responsibilities for the part-time position so that a job description can be created. Mr. Casey made a motion to approve the Employee Handbook and Plant Superintendent and Assistant Plant Superintendent job descriptions, as submitted. Mr. Nelson seconded the motion and the motion carried.

Capital Plan:

Nothing new to report.

Mr. Casey made a motion to adjourn the meeting at 5:22 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**

**May 14, 2019
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 April 9, 2019 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 Sewer Commission Members
11. Old Business
 - a Belt Press
 - b Kent School
 - c Ordinances
 - d Employee Handbook/Paid Time Off (PTO)
 - e Job Descriptions
 - f Capital Plan
12. Adjourn

"An equal opportunity employer and service provider."

May 1, 2019

Kent Sewer Commission
41 Kent Green Blvd.
PO Box 144
Kent, CT 06757

Re: Victorian Square Condominiums

I am writing to inform you that on April 30, 2019 Nick Grammatico from AI's Septic Service pumped out our pump station at 81 N. Main Street. If you have any questions, Mr. Grammatico can be reached at 860-488-1437. Thank you!



Steven Abbate

RECEIVED

MAY - 7 2019

**TREASURER'S OFFICE
TOWN OF KENT, CT**

emailed to SP, JL & BC 5.7.19

Superintendents report for April 2019

Good afternoon everyone.

1.87 million gallons total
63k gallons per day average
986k gallons came from Kent school
Average BOD removal rate 92%
Average TSS removal rate 82%
Average influent PH 8.1

TSS removal average for the month was in violation due to a coupling failure on blower #1 and no alarm point for air pressure. That caused the air to be off to the plant for a prolonged period causing bacteria die off. The plant was in recovery and starting to turn the corner when a power glitch shut off the blowers and a safety feature of the soft starter prevented them from restarting. Once again with no alarm point for air pressure. More bacteria were killed off reducing removal rates even further. We are now recovered and back in compliance at 97%. I have a proposal to add another RACO unit.

Blower timers are finished and working well.

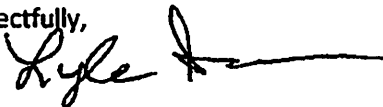
Two effluent beds are online, 2 are still drying for cleanout.

The #1 septage lagoon will have to wait till summer for cleanout. With the water table so high, its causing issues with the 3rd area.

Pump for the press was delivered.

Sagging white birch trees in the front yard are cut down.

Respectfully,



Lyle Sommers
Superintendent
Kent WPCA



Like

FOLLOW US:



SHARE



Welcome to Raco Manufacturing and Engineering Co., Inc.



Registered Users - [Sign In](#)

RFQ Negotiator

[Buy Now](#) [Respond](#) [Cancel RFQ](#) [Send Email](#)

RFQ Number: 23116

Quote Expires: 4/23/2020

Model Number	Items Per Package	Package Type	Price	Quantity	Total
 900AA-402ILTE , AlarmAgent Digital WRTU with Indoor Enclosure	1	Each	\$1,695.00	Qty: 1	\$1,695.00
Power Supply					
811AA-AC AlarmAgent 120 VAC to 12VDC Power Supply			\$50.00		\$50.00
Service Plan (Must select a service plan to complete purchase)					
840AA-S1yr One Year			\$360.00		\$360.00
Item Total:			\$2,105.00		\$2,105.00
 820AA-10UC10 , Digital RM3 N antenna with 10' extension cable upgrade	1	Each	\$180.00	Qty: 1	\$180.00
Item Total:			\$180.00		\$180.00
Subtotal					\$2,285.00
Calculate Shipping Zip Code: 06757					\$40.00
Handling					\$15.00
Shipping:					\$55.00
Tax:					\$0.00
Total Price:					\$2,340.00

04/23/2019 12:18:14 PM - Supplier Lyle, Thank you for your interest in RACO's alarm monitoring and reporting systems. This quote is as we discussed by telephone today. Standard time to ship is 2 weeks ARO by UPS Ground. 5 days transit time. FOB Emeryville, CA. Terms Net 30 days. Sincerely, Gene Cottom Senior Sales Manager RACO Mfg and Eng. Co. 1400 62nd Street Emeryville, CA 94608 P 800-722-6999 x223 F 510-658-3153 Mail to quotes@racoman.com <http://www.racoman.com> This email and any files transmitted with it are confidential and intended solely for the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

[Buy Now](#) [Respond](#) [Cancel RFQ](#) [Send Email](#)

Kent Sewer Commission

Balance Sheet as of April 2019

	<u>4/30/19</u>	<u>4/30/18</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	71,579	67,700	3,879
2 USB Septage MMA #8052	110,785	136,695	-25,910
3 USB Capital #3880	518,106	631,609	-113,504
5 Brookwoods	32,324	31,974	350
6 Kent Affordable Housing	24,127	24,039	88
7 Saddle Ridge Estates	163,409	163,204	205
Total Checking/Savings	<u>920,332</u>	<u>1,055,222</u>	<u>-134,891</u>
Accounts Receivable	<u>1,193</u>	<u>1,275</u>	<u>-83</u>
Due from General Fund			<u>0</u>
Total Current Assets	<u>921,524</u>	<u>1,056,497</u>	<u>-134,973</u>
Fixed Assets			
Accumulated Depreciation	-1,456,070	-1,352,787	-103,283
Property and equipment	4,813,633	4,820,083	-6,450
Total Fixed Assets	<u>3,357,563</u>	<u>3,467,295</u>	<u>-109,733</u>
TOTAL ASSETS	<u>4,279,087</u>	<u>4,523,793</u>	<u>-244,706</u>
LIABILITIES & EQUITY			
Accounts Payable	532	6,710	-6,178
Due To Brookwoods	32,324	31,974	350
Due To Kent Affordable Housing	24,127	24,039	88
Due to Saddle Ridge Estates	163,409	163,204	205
Federal Taxes Payable	2,334	1,941	393
State Taxes Payable	352	374	-22
USDA Loan 92-04	468,446	476,797	-8,351
USDA Loan 92-06	818,200	830,455	-12,255
USDA Loan 92-08	76,794	78,668	-1,874
Total Liabilities	<u>1,586,519</u>	<u>1,614,162</u>	<u>-27,643</u>
Equity			
*Retained Earnings	1,741,256	1,893,114	-151,857
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	-134,204	-68,998	-65,206
Total Equity	<u>2,692,568</u>	<u>2,909,631</u>	<u>-217,063</u>
TOTAL LIABILITIES & EQUITY	<u>4,279,087</u>	<u>4,523,793</u>	<u>-244,706</u>

05/10/19

Kent Sewer Commission Operating Account ledger

As of April 30, 2019

Date	Num	Name	Memo	Amount	Balance
1 USB					41,617.62
Operating - 8044					41,617.62
04/03/19	04/03/19	Sewer Customers		238.52	41,856.14
04/03/19	AWD	Harland Clarke Checks	deposit tickets for tax collector	-59.94	41,796.20
04/05/19	10786	ABT	March bookkeeping support	-550.00	41,246.20
04/05/19	10787	Aramark Uniform & Career (I...	weekly uniform services	-38.42	41,207.78
04/05/19	10788	Fenyas Plumbing & Heating LLC	2" IPS swing check (part for wash water pump, install)	-122.55	41,085.23
04/05/19	10789	Town of Kent	4th of four installments for W/C and LAP coverage	-1,200.25	39,884.98
04/05/19	10790	Tunxis	Lab exams: 3/27 & 4/3	-514.00	39,370.98
04/09/19	10794	void		0.00	39,370.98
04/09/19	10795	Town of Kent	1st Qtr 2019 - Pension Kent Sewer	-874.73	38,496.25
04/10/19	32925	Benefit Assessments		214.73	38,710.98
04/10/19	32926	Sewer Customers		322.54	39,033.52
04/10/19	32927	Sewer Customers		404.72	39,438.24
04/11/19		QuickBooks Payroll Service	Direct deposit for 4/12	-2,802.27	36,635.97
04/12/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	36,635.97
04/12/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	36,635.97
04/12/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	36,635.97
04/15/19	CTEFTPS	CT Commissioner of Revenue ...	CT payroll withholding for March 2019	-526.17	36,109.80
04/15/19	EFTPS	United States Treasury	payroll withholding and taxes for March 2019	-3,436.91	32,672.89
04/17/19	32928	Sewer Customers		50.00	32,722.89
04/24/19	32929	Sewer Customers		2,003.56	34,726.45
04/25/19		QuickBooks Payroll Service	Direct deposit for 4/26	-2,802.28	31,924.17
04/26/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	31,924.17
04/26/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	31,924.17
04/26/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	31,924.17
04/26/19	10796	Allingham & Readyoff, LLC	Legal: general matters, 3/13 - 3/21 (1.9 hrs) (lease renewal and zone of influence)	-361.00	31,563.17
04/26/19	10797	Aquarion	wpcsa / SEWER BILLINGS (349 @ .43) - 1st Qtr 2019	-150.07	31,413.10
04/26/19	10798	Aramark Uniform & Career (I...	weekly uniform service	-43.03	31,370.07
04/26/19	10799	Eversource	#50 Maple St - 3/14 - 4/12 & Pump Station: 3/15 - 416 (32 days)	-336.20	31,033.87
04/26/19	10800	FedEx	Shipping to Averill lab 3/13, 3/20, 3/27, 4/3	-124.14	30,909.73
04/26/19	10801	Frontier	Telephone and Internet service: 4/1 - 4/30	-87.47	30,822.26
04/26/19	10802	Oakwood Environmental Asso...	Engineering Services: (43.5 hrs) 11/5/19 - 12/20/18 plus mileage (Aeration Construction Servic...	-10,557.41	20,264.85
04/26/19	10803	Overhead Door	Sv Call: reset cables on counter balance assy, added spring tension, reset electric door opener...	-209.00	20,055.85
04/26/19	10804	Quality Data Service Inc.	Apr/May 2019: printing and processing sewer/water billing (306 bills)	-181.66	19,874.19
04/26/19	10805	Town of Kent	gasoline fuel used 6/23/18 - 9/11/18 (25.409 gal)	-46.15	19,828.04
04/26/19	10806	Tunxis	Lab exams 4/10, 4/17, 4/25	-771.00	19,057.04
04/26/19	10807	Welsh Sanitation	Commercial service: March 2019	-71.25	18,985.79
04/26/19	10808	Town of Kent	100% of all Benefit Assessment fees collected 4/9/19 on MSE properties	-214.73	18,771.06
04/26/19	E-pay	Administrator Unemployment ...	00-022-82 QB Tracking # -1759475070	0.00	18,771.06
04/26/19			Funds Transfer	50,000.00	68,771.06
04/29/19		QuickBooks Payroll Service	Direct deposit for 4/30/19	-686.37	68,084.69
04/30/19	DirDep	Soule Jr., Millard L	Direct Deposit	0.00	68,084.69
04/30/19	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	68,084.69
04/30/19	10793	Town of Kent	Roth 401k Emp.	-234.72	67,849.97
04/30/19	32938	Sewer Customers		415.71	68,265.68
04/30/19	32939	Benefit Assessments		673.38	68,939.06
04/30/19	10810	Aramark Uniform & Career (I...	weekly uniform services 4/5 & 4/12	-86.06	68,853.00
04/30/19	10811	Eversource	Plant: 3/15 - 4/16 (32 days)	-2,365.87	66,487.13
04/30/19	10812	Town of Kent	VOID: 100% of all Benefit Assessment fees collected 4/30/19 on MSE properties	0.00	66,487.13
04/30/19	10813	US Environmental Rental Corp	4/23/19 - - pegasus alexis peri pump, solinist , Ysl Professional	-237.74	66,249.39
04/30/19	10814	Welsh Sanitation	Commercial service: April 2019	-71.25	66,178.14
04/30/19	10822	Town of Kent	100% of all Benefit Assessment fees collected 04/30/19 on MSE properties	-673.38	65,504.76
04/30/19	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,088.40	64,416.36
04/30/19	Trnsf		Trnsf Funds to cover Engineering for capital projects paid in April	5,397.41	69,813.77

05/10/19

Kent Sewer Commission
Operating Account ledger
As of April 30, 2019

Date	Num	Name	Memo	Amount	Balance
Total Operating - 8044				28,196.15	69,813.77
Total 1 USB				28,196.15	69,813.77
TOTAL				<u>28,196.15</u>	<u>69,813.77</u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>Jul -April 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	51,861	60,000	86.4%
Sewer User Charges	219,101	216,570	101.2%
Total Income	270,962	276,570	98.0%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	4,950	5,500	90.0%
Audit	2,580	2,500	103.2%
Bank Service Charges			
Office Supplies	576	700	82.2%
Outside services-Admin	450	600	75.0%
Printing & Advertising			0.0%
Software/Licensing Fees	3,005	2,220	135.4%
Total General & Admin Expenses	11,561	11,520	100.4%
Operating Expenses			
Continuing Education		750	
Depreciation			
Electricity	30,761	26,100	117.9%
Fuel	3,824	3,575	107.0%
Insurance			
Dental Insurance	996	1,255	79.4%
Liab Auto Prop Insura	1,145	1,200	95.4%
Life Insurance	98	109	90.0%
Medical	21,015	22,679	92.7%
Workman's Comp	3,656	5,000	73.1%
Total Insurance	26,910	30,243	89.0%
Internet	207	600	34.5%
Lab exams	11,993	11,200	107.1%
Materials and supplies	4,591	1,250	367.3%
Miscellaneous	232	130	178.4%
Outside Services-Operating	30,559	15,800	193.4%
Parts & Repairs	8,297	9,900	83.8%
Payroll Expenses	98,801	97,513	101.3%
Payroll taxes	8,377	7,460	112.3%
Pension	2,499	4,009	62.3%
Permit fees	2,361	2,100	112.4%
Postage	1,370	1,650	83.0%
Professional fees			
Engineering fees	15,035	39,906	37.7%
Legal fees	4,568	5,000	91.4%
Total Professional fees	19,602	44,906	43.7%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

Budget figures are "to date"

	<u>Jul -April 19</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,252	1,700	73.6%
Uniforms	1,559	1,290	120.9%
Total Operating Expenses	253,195	260,176	97.3%
Total Expense	264,755	271,696	97.4%
Investment income	365	500	73.0%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	26,019	19,360	134.4%
Short Term Asset Reserve	5,204	4,148	125.5%
Maple Street Extension			
100% of Connection Fees	8,653		
80% of User Fees Collected	2,120	2,350	
Total Maple Street Extension	10,773	2,350	458.4%
USDA Loan Interest (92-06) (92-04) (92-08)	26,651	26,990	
Net Income and Expense	<u>(23,169)</u>	<u>(8,568)</u>	<u>270.4%</u>

Budget is only for report period NOT
full year

Transfers to Capital and ST Asset Reserve of 31,223
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 -142,258 Aeration equipment and Aeration System upgrade
Engineering Costs for Aeration project

by including these items
the net income is actually -134,204

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2017

Year: 2002 To 2019, Pay Date: 05/14/2019, Time: 05/14/2019 03:27:39 pm All

Page: 1

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL CORRECTIONS INC.	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	1	614.50	0.00	0.00	614.50	0.00	614.50	575.47	24.00	1,213.97	0.00	0.00
YR: 2013	1	614.50	0.00	0.00	614.50	0.00	614.50	575.47	24.00	1,213.97	0.00	0.00
SU	2	843.26	0.00	0.00	843.26	0.00	843.26	582.34	0.00	1,425.60	0.00	0.00
YR: 2014	2	843.26	0.00	0.00	843.26	0.00	843.26	582.34	0.00	1,425.60	0.00	0.00
SU	2	944.30	0.00	0.00	944.30	0.00	944.30	541.29	48.00	1,533.59	0.00	0.00
YR: 2015	2	944.30	0.00	0.00	944.30	0.00	944.30	541.29	48.00	1,533.59	0.00	0.00
SU	5	1,297.64	0.00	0.00	1,297.64	0.00	1,227.30	483.94	216.47	1,927.71	0.00	70.34
YR: 2016	5	1,297.64	0.00	0.00	1,297.64	0.00	1,227.30	483.94	216.47	1,927.71	0.00	70.34
SU	316	11,176.04	0.00	0.00	11,176.04	0.00	10,185.88	988.68	0.00	11,174.56	0.00	990.16
YR: 2017	316	11,176.04	0.00	0.00	11,176.04	0.00	10,185.88	988.68	0.00	11,174.56	0.00	990.16
SU	318	260,085.58	124.50	-518.65	259,691.43	0.00	232,154.80	774.71	801.50	233,731.01	-2,217.11	27,536.63
YR: 2018	318	260,085.58	124.50	-518.65	259,691.43	0.00	232,154.80	774.71	801.50	233,731.01	-2,217.11	27,536.63
Grand Total	645	274,961.32	124.50	-518.65	274,567.17	0.00	245,970.04	3,946.43	1,089.97	251,006.44	-2,217.11	28,597.13

May 2019 Billing \$63,256.54 | Kent + School
 10 - Restaurants
 240 Residential
 104 Commercial

FINANCING OPTIONS - BELT PRESS

USDA

Possible 20% Grant

RATE	TERM	AMOUNT	ANNUAL PMT
3.375%	10	500,000	\$59,742.50
3.375%	10	400,000	\$47,794.00
3.375%	10	350,000	\$41,819.75

RATE	TERM	AMOUNT	ANNUAL PMT
3.375%	15	500,000	\$43,027.50
3.375%	15	400,000	\$34,422.01
3.375%	15	350,000	\$30,119.26

MLC

RATE	TERM	AMOUNT	ANNUAL PMT
3.390%	10	500,000	\$59,787.82
3.390%	10	400,000	\$47,839.25
3.390%	10	350,000	\$41,851.47

RATE	TERM	AMOUNT	ANNUAL PMT
3.490%	12	500,000	\$51,711.53
3.490%	12	400,000	\$41,369.22
3.490%	12	350,000	\$36,198.07

TEL

RATE	TERM	AMOUNT	ANNUAL PMT
3.480%	10	500,000	\$60,060.09
3.480%	10	400,000	\$48,048.08
3.480%	10	350,000	\$42,042.06

KENT SEWER PLANT EMPLOYEE HANDBOOK

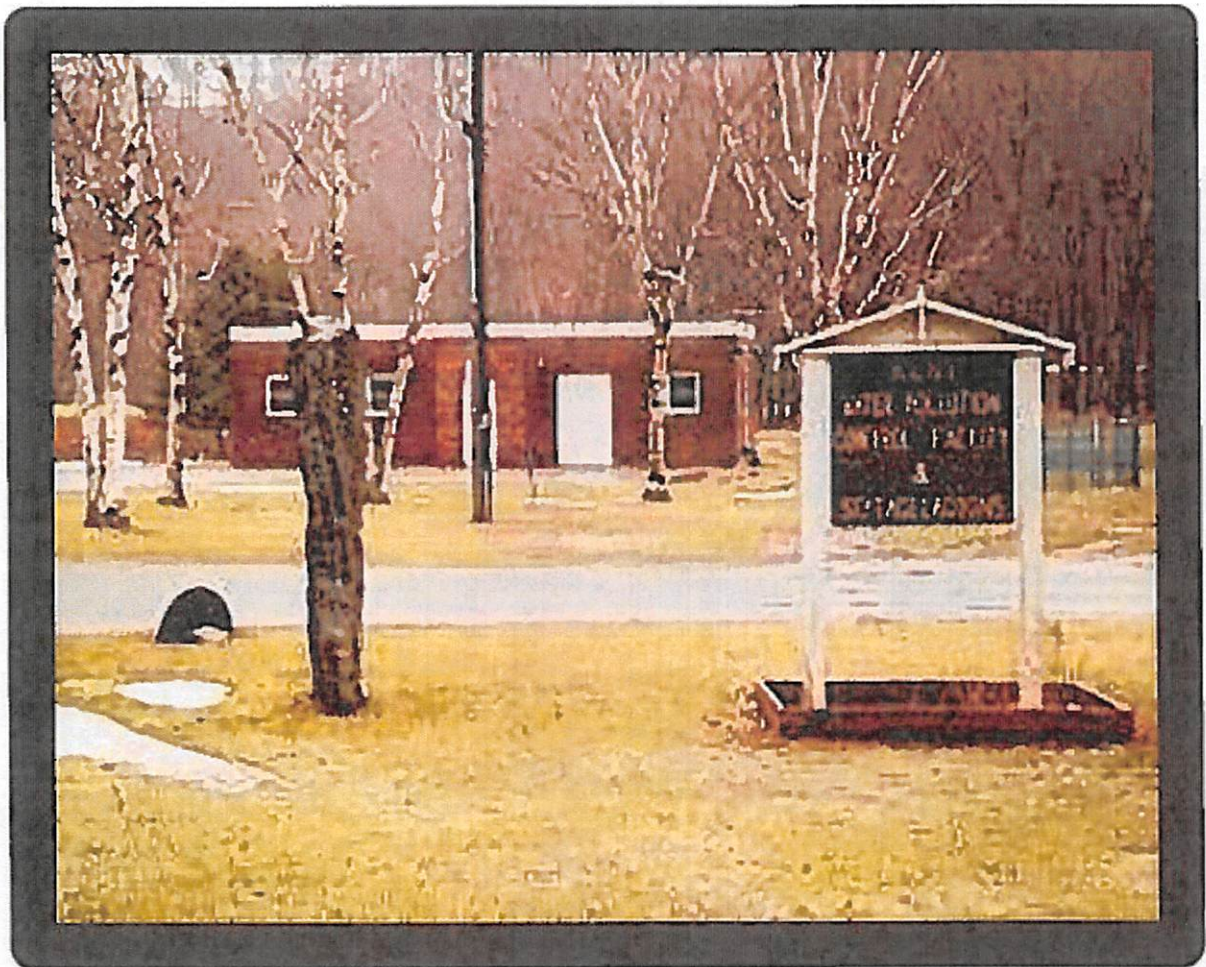


TABLE OF CONTENTS

APPLICABILITY GENERAL.....	3
EMPLOYMENT PLAN	3
PERFORMANCE REVIEWS	3
WAGES	3
UNIFORMS	3
CELL PHONES	3
PLANT EQUIPMENT	3
HOURS	3
TIMECARDS	4
PAYCHECKS	4
BENEFITS	4
LIFE INSURANCE	4
MEDICAL INSURANCE	5
DENTAL INSURANCE	5
RETIREMENT PLAN	5
PAID TIME OFF (PTO)	5
HOLIDAYS	7
PERFORMANCE AND SAFETY STANDARDS	7
CONTINUING EDUCATION AND TRAINING	7
LICENSES AND CERTIFICATIONS	7
PROFESSIONAL ORGANIZATION MEMBERSHIP	8
APPENDIX A: TIME CARD	9
APPENDIX B: PAID TIME OFF (PTO) FORM	10

Record of Revisions

Adopted	May 14, 2019

The Kent Sewer Commission is an agency of the Town of Kent. The Commission's operations are held separate from the general operations of the Town of Kent. The purpose of this document is to set out general practices so employees can plan accordingly; policies are subject to change at the sole discretion of the Commission. Where practice deviates from the Town of Kent employment practices, this document overrides.

EMPLOYMENT

The Sewer Commission shall determine the appropriate rate of pay for each non-contractual position, subject to budgetary approval. Job descriptions shall be developed and jobs will be filled in accordance with the provisions set forth herein.

PERFORMANCE REVIEWS

To assist the Commission with determining the abilities and performance of employees, the Commission will perform an evaluation at least once per year generally at the start of the fourth quarter of the fiscal year. The Commission will use this performance evaluation to determine if adjustments to the employees terms of employment are warranted.

WAGES

Wages will be discussed at the time of hire and are determined by experience and accomplishments (licenses, certificates, schooling, etc.), as well as performance.

UNIFORMS

The Sewer Commission will provide and pay for uniforms for each full-time employee.

CELL PHONES

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally owned cell phones. The stipend will be considered fringe benefit to the employee.

PERMISSIBLE USE OF PLANT/COMMISSION EQUIPMENT:

All equipment is the sole property of the Kent Sewer Commission. Any employee requesting the use of any piece of equipment, for non-work related job, must always obtain written permission from the Commission. This policy excludes the use of any vehicles, as vehicles are not subject to use outside of work hours.

HOURS

Regular plant hours are Monday thru Friday, 7:00 a.m. – 5:00 p.m. Full-time employees work forty (40) hours per week. Monday through Friday, eight (8) hours per day. Lunch break is thirty (30) minutes unpaid. The Plant Superintendent is an on-call position 24/7. The Commission may establish other

hours, as may be a benefit to plant operations. Overtime occasionally will be required. Positions paid on an hourly basis will be paid overtime only with prior approval from the Commission.

TIMECARDS

Accurately recording time worked is the responsibility of every employee. Each employee must complete a time record form. All records will be kept on a form provided by the Commission. Employees must complete a time record form at the end of each day and verify that all necessary information regarding the date and hours worked are correct and legible (which should include some brief description of the activities during the period worked.). Time sheets must be completed to record PTO (Paid Time Off) as provided by the Commission's policy. All employees must sign his or her own time record. Any errors in a time record must be brought to the attention of the Treasurer in order to be corrected. All entries are in ink. (Appendix A)

PAYCHECKS

Paychecks are issued bi-weekly. The pay period is from 12:00 a.m. Sunday - 11:59 p.m. on Saturday. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay the prior business day.

BENEFIT YEAR

The Kent Sewer Commission budgets and keeps its records on a fiscal year basis, July 1st to June 30th.

BENEFITS

The policies and benefits offered by the Kent Sewer Commission may be modified, changed or eliminated at any time by action of the Kent Sewer Commission. The Commission, or its designee, retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. In addition, the Kent Sewer Commission may increase the cost to employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement not subject to third party coverage or contractual arrangement. Termination of full-time status, for whatever reason, will terminate such individual's participation in such benefit programs.

The Kent Sewer Commission's Administrative Assistant can answer any questions concerning benefit levels or coverage.

LIFE INSURANCE

At the election of full-time Kent Sewer Plant employee, such full-time employee will be enrolled as participants in whatever life insurance program is being offered by the Town. Employee may be required to participate in the cost of this insurance.

MEDICAL INSURANCE

The Kent Sewer Commission provides medical insurance coverage to its eligible employees through the policy managed by the Town of Kent for its employees. Anyone enrolled in the Kent Sewer 's employee health plan must meet all eligibility requirements including, without limitation, hours worked. Health insurance coverage is also available for the spouse and dependents of an employee at the premium cost-sharing schedule set by the Kent Sewer Commission, as deemed by the Town of Kent.

Federal law, known as COBRA, may allow employees and their dependents, who are covered by the Kent Sewer Commission's health insurance program, to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separate information employees receive at enrollment in the health insurance program. For additional information, please contact the Kent Sewer Commission.

DENTAL INSURANCE

The Kent Sewer Commission provides dental coverage on a cost share basis to its eligible full-time Sewer employees through the policy managed by the Town of Kent for its employees.

RETIREMENT PLAN

Full-time Kent Sewer employees who, as of January 1 or July 1 of any year:

- Have completed at least one year of continuous full-time Kent Sewer service,
- Have not reached age sixty (60) are eligible to enroll as participants in whatever Kent Sewer retirement plans that currently are being offered by the Kent Sewer Commission, subject to the terms and conditions of the plans.

Participants in Kent Sewer pension plans may continue participation therein until the earlier of the following:

- Termination of status as a full-time Kent Sewer employee (for whatever reason,
- Including but not limited to death, retirement, disability, reduction in work schedule below minimum hourly requirements, or other termination of full-time Kent Sewer status,
- Attainment of age seventy (70).

Termination of status as participants in Kent Sewer pension plans does not affect entitlements to vested benefits there under, all in accord with the plan's term and conditions. Vesting shall be determined by the plan terms and conditions.

PAID TIME OFF (PTO)

Employees may be entitled to Time-Off benefits as defined and outlined below, provided that they give the Sewer Commission Chairman two (2) weeks advance written notice (Appendix B) of their intent to be absent, that such Paid Time-Off is approved, and that they promptly report their absence to the Administrative Assistant. The Sewer Commission Chairman may waive the advance notice requirement in the event of a medical or other emergency, provided that they are contacted by the Employee on the first day of his/her absence, kept informed as to the likely duration of the absence, and receive completed copies of all necessary forms upon the Employee's return to service. Employees who fail to meet these provisions shall be deemed to be taking an Unexplained Absence and will be subject to termination if the absence lasts three (3) days or more. Full-time Employees shall be entitled to a set number of Paid Time-Off days each fiscal year, based upon their length of service as of June 30 of the previous fiscal year. Paid Time Off may be used for any purpose, including vacations, sickness, bereavement or family issues and the Employee is not obligated to explain their purpose, but no additional days will be awarded for any purpose beyond the schedule, as follows:

Years of service	Eligible PTO
Less than 1 year	1 day for every 10 weeks worked maximum of 5 business days)
1 – 5 years	2 weeks (10 business days)
5 years	3 weeks (15 business days)

When an Employee reaches an anniversary date that would entitle them to additional Paid Time Off, the number of additional days awarded shall be prorated for the remaining time in that fiscal year, rounded up to the nearest half-day. Paid Time Off must be used in half or full day increments and in the fiscal year they are awarded. Any days not used will be forfeited. Employees are not entitled to pay in lieu of unused PTO. Payment in lieu of PTO (Paid Time Off) shall not be permitted except that, upon termination of employment, the employee shall be paid for all unused Paid Time Off.

Full-time Employees will not be charged a Paid Time-Off for absences caused by either a jury summons or a two-week military reserve commitment, but shall only be paid the difference between their Regular Hourly Pay Rate and their juror or military pay for each day absent. To avoid being charged Paid Time-Off, the Employee must provide the Administrative Assistant a copy of either the jury summons or reserve duty notification and a copy of all paychecks received from the Federal or State government for their service. Full-time Employees who are eligible and receive Worker's Compensation for a work- related injury that causes them to miss work will not be charged Paid Time-Off or receive any additional compensation while on Worker's Compensation. Worker's Compensation benefits are subject to statutory requirements and limitations and the terms, provisions and conditions of any insuring agreement between the Town and its

Worker's Compensation insurer(s). Employees who sustain proven work-related injuries should be entitled to Worker's Compensation benefits required by state law.

HOLIDAYS

Full-time employees who work year-round shall be entitled to the following approved holidays at their regular hourly pay rate. Temporary, seasonal or per diem employees shall not be so entitled.

Martin Luther King Day
Good Friday
4th of July
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day

President's Day
Columbus Day
Memorial Day
Veteran's Day
Day after Thanksgiving
½ day on Christmas Eve
½ day on New Year's Eve

Holidays falling on Saturday or Sunday shall be observed on the preceding Friday or succeeding Monday respectively, except when Christmas Eve and New Years Eve falls on Saturday or Sunday, no holiday shall be observed.

PERFORMANCE AND SAFETY STANDARDS

Work standard rules are designed to protect the rights and safety of all and to ensure effective and efficient performance results. Since the Kent Sewer Commission cannot create a list that addresses all situations, it should be considered that conduct, which is immoral, unsafe, unethical, or illegal, would not be tolerated.

All employees shall perform the work assigned to them in a safe, competent and efficient manner and shall follow the lawful directives and instructions of Kent Sewer Commission. All employees shall comply with and abide by any additional rules and standards specific to the Kent Sewer Commission.

CONTINUING EDUCATION AND TRAINING

All employees are required to continue their training in professional and safety subjects directly related to their positions. All full time employees are required to attend and obtain certification from two accredited classes/course per fiscal year. This training time is considered time worked and is paid accordingly.

All operation employees must attend a 10-hour OSHA Basic Safety Training Class.

LICENSES AND CERTIFICATIONS

The position of Treatment Plant Operator requires that the employees in those positions possess the appropriate grade of license issues by the State of Connecticut. The employee must maintain these licenses. Copies of licenses

should be provided to the Commission when they are earned and at each renewal.

The Commission will reimburse the employee for the cost of the license and its renewal. Late fees or reinstatement fees will not be reimbursed.

The following positions must maintain the minimum licensing indicated:

Chief Plant Operator	Class II, Treatment and the NEWEA voluntary collection system certification,
Assistant Plant Operator I	Class II, flagger certification
Assistant Plant Operator II	Class 1,

Personnel hired with no license or a lower license than required must work to obtain the license for the position in the period specified at the time of hire.

All operation employees must possess a CT driver's license.

Employees that do not obtain or maintain the appropriate license(s) are subject to dismissal if the lapse of licensing is not resolved in a reasonable period.

PROFESSIONAL ORGANIZATION MEMBERSHIPS

The Commission encourages its employees to participate in professional organizations such as NEWEA and CWPAA. The Commission may choose to reimburse the employee the cost of membership if in its opinion the membership is a benefit to the Commission. The Commission, in general, will not pay for performance of volunteer duties as part of membership in these organizations.

Appendix A – Employee Time Record Form

KENT SEWER PLANT

Weekly time sheet for week ending: _____

Employee Name Department:

PTO Time: _____

Overtime: _____

Regular Time: _____

Total Time: _____

	IN	OUT	IN	OUT	TOTAL
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

TOTAL HOURS: _____

Employee Signature: _____

Supervisor Approval: _____

Appendix B –PAID TIME OFF (PTO)Form

REQUEST FOR PAID TIME OFF

NAME:

TODAY'S DATE:

PAID TIME OFF (P.T.O.)

DATE (S) REQUESTED:

APPROVED BY:

DEPARTMENT HEAD:

(DATE)

COMMISSION CHAIRMAN:

(DATE)

Kent Sewer Commission
People ■ Health ■ Environment

Plant Superintendent

Job Title: Plant Superintendent

Classification: Salary

Supervisor: Sewer Commission

General Description

In conjunction with Sewer Commission, the Plant Superintendent's primary responsibility is to maintain health and safety of the community through sound operating practices at the Wastewater Treatment Plant and Sewage Collection System. This is to be accomplished by ensuring that wastewater treatment is performed in accordance with municipal, state and federal standards and regulations. The Plant Superintendent shall regularly inspect and maintain systems and use good judgment in the safe operation of the plant. The Plant Superintendent shall communicate with and inform the Sewer Commission concerning plant operations and need for change or adjustments

Primary Duties

Supervises Assistant Plant Superintendent

Assist with the training of the Assistant Plant Superintendent.

Performs operation and maintenance tasks in the treatment of wastewater including:

Operation and maintenance of the Sewage collection system

Operates these facilities in accordance with the State Discharge Permit and other regulations that apply

Ensures that equipment is maintained on a regularly scheduled basis and keeps appropriate records for maintenance activities

Performs test and assembles and testing data. Prepares reports for submittal to regulatory agencies. Maintains historical records of reporting.

Maintains historical mapping and design for the Treatment Plant and collection system

Performs or oversees the inspection of new or rebuilt connections from users facilities/home to the collection system.

Grounds keeping activities at the treatment plant pump stations and sewer easements as necessary.

Be on-call in the event of emergencies.

Oversees septage operation, collects fees, maintains records and prepares reports as required for operation of the septage business.

Performs other duties as required.

Interfaces with sewer users, engineers, vendors and agents of regulatory agencies.

Knowledge and Skills

Knowledge of the functions and mechanics of wastewater treatment equipment such as pumps, generators, gauges and valves. Knowledge of method, practice, equipment and materials used in the collection treatment and disposal of sewage.

Ability to read simple meters and charts accurately.

Ability to supervise other employees.

Ability to anticipate and troubleshoot equipment and operational problems.

Advise the Kent Sewer Commission on best practices.

Ability to use software on a personal computer for word processing, spreadsheets, e-mail, internet and other software specific to the operation of the plant.

Participate in on-going continuing education classes related to the operations of the plant and safety.

Certification and Licenses

Must have Class II certification by the Department of Environmental Protection as an operator of a Wastewater facility or equivalent level of certification satisfactory to the Department of Environmental Protection.

The voluntary Collection Systems certification must be obtained.

Maintains a 10-hour OSHA general industry safety training or better.

Certification as a traffic flagger is desired.

Reviewed and approved by the Sewer Commission
Reviewed and revised by the Sewer Commission

7/10/14
5/14/19

Kent Sewer Commission
People ■ Health ■ Environment

Assistant Plant Superintendent

Job Title: Assistant Plant Superintendent

Classification: Hourly

Supervisor: Plant Supervisor

General Description

In conjunction with Sewer Commission and under the Plant Superintendent, the Assistant Plant Superintendent's primary responsibility is to maintain health and safety of the community through sound sanitation operating practices at the Wastewater Treatment Plant and Sewage Collection System and to assist the Plant Superintendent in accomplishing the goals which the Plant Superintendent establishes. This is to be accomplished by ensuring that wastewater treatment is performed in accordance with municipal, state and federal standards and regulations. The Assistant Plant Superintendent shall assist the Plant Superintendent in regularly inspecting and maintaining systems and using good judgment in the safe operation of the plant. The Assistant Plant Superintendent shall communicate with and inform the Plant Superintendent of plant operations and need for change or adjustments

Primary Duties

Reports to the Plant Superintendent

Performs plant operations in the treatment of wastewater which include:

Maintaining equipment on a regularly scheduled basis.

Assisting in the collection of data.

Assisting with completing tests and preparing reports from such testing for submittal to regulatory agencies.

Assisting with septage lagoon operations, collects fees, maintains records and preparation of reports as required for operation of the septage lagoons.

Assisting with the spreading of sludge through the operation of tractors and manure spreaders.

Performs grounds keeping activities.

Performs other duties as required.

Knowledge and Skills

Knowledge of the functions and mechanics of wastewater treatment equipment such as pumps, generators, belt presses, chemical addition, gauges and valves. Knowledge of methods and practices for equipment and materials used in the treatment and disposal of sewage, sludge and septage.

Ability to read simple meters and charts accurately.

Ability to anticipate and troubleshoot equipment and operational problems.

Ability to use software on a personal computer for word processing, spreadsheets, e-mail, internet and other software or applications specific to the operation of the plant.

Participate in on-going continuing education classes related to the operations of the plant and safety.

Advise the Kent Sewer Commission on best practices.

Certification and Licenses

Must have Class I certification by the Department of Environmental Protection as an operator of a Wastewater facility or equivalent level of certification satisfactory to the Department of Environmental Protection.

Must work toward obtaining A Class IIA license and the voluntary Collection Systems certification.

Maintain a 10-hour OSHA general industry safety training or better.

Reviewed and approved by the Sewer Commission
Reviewed and revised by the Sewer Commission

7/10/14

5/14/19

"An equal opportunity employer and service provider"

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 MAY 17 A 9:33

BY



TOWN CLERK