

Kent Sewer Commission  
Regular Meeting

November 14, 2017  
4:30 P.M. Town Hall

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

Also present: Bart Clark, Rick Osborne, Jeff Parkin, Lyle Sommers and Susie Rundall.

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

The pledge of allegiance was recited.

**Approval of Agenda/Minutes:**

Mr. Grant made a motion to approve the Regular Sewer Commission meeting agenda of November 14, 2017, as submitted. Mr. Jennings seconded the motion and the motion carried.

Mr. Grant made a motion to approve the Regular Sewer Commission meeting minutes of October 10, 2017, as submitted. Mr. Nelson seconded the motion and the motion carried.

Mr. Grant made a motion to approve the Special Sewer Commission meeting minutes of October 25, 2017, as submitted. Mr. Jennings seconded the motion and the motion carried.

**Public Communications:**

Oral: None.

Written: None.

**Report of the Chairman:**

Ms. Potts stated that she and the commission want to thank Susie Williams for her years of service on the Sewer Commission.

Ms. Potts reported the following:

- Continuing to clean out lagoons
- The southwest lagoon has been cleaned out
- Some sludge has been spread on the field, most had to be trucked away
- The bugs at the plant have died, reseeded three times
- Looking into what is killing the bugs
- New signage is being ordered, which will list what is accepted and what is not
- Butch Walsh resigned, effective November 10, 2017
- Butch Soule has been helping at the plant on a part-time basis

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KENT TOWN CLERK

2017 NOV 17 A 11:18

BY

TOWN CLERK

**Report of the Superintendent:**

Mr. Sommers provided a report (attached).

**Report of Treasurer:**

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

- Balance Sheet as of October 2017
- Income and Expenses Actual vs. Budget July 2016 through October 2017
- Income and Expense Actual vs. Budget July through August 2017

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

**Report of Collector:**

Ms. Devaux was not at the meeting but provided a report (attached).

Ms. Devaux also provided a letter from Dan Brennwald, the Director of Physical Plant – Apple Rehab, in which he asked the sewer commission to consider adjusting the \$8,282.30 balance to reflect the average normal usage fee. Mr. Casey made a motion to adjust the invoice to 2/3 or \$5,466.32. Mr. Nelson seconded the motion and the motion carried.

**Report of Consulting Engineer:**

Mr. Clark stated that getting the plant up and operating correctly is a priority and he will continue to work with the commission and staff to ensure the plant is in compliance.

**2018 Sewer meeting schedule:**

Mr. Casey made a motion to approve the proposed 2018 Regular Meeting Schedule, as submitted. Mr. Nelson seconded the motion and the motion carried.

**KVFD - new business regarding grease trap:**

Ms. Potts stated that KVFD requested that the Kent Sewer Commission grant a waiver of the state laws regarding mitigation of fats, oils and grease. Susie Rundall of the KVFD attended the meeting and presented a letter from Caralee Rochovansky, Secretary/Treasurer of the KVFD (attached). Ms. Potts made a motion to allow the KVFD to continue with the scheduled events with the fats, oils and grease to be monitored by Susie Rundall and the installation of an outside grease trap in 2018. Mr. Grant seconded the motion and the motion carried.

**Sewer Plant Staff:**

Ms. Potts stated that she would be advertising for additional staff at the treatment

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KENT SEWER COMMISSION REGULAR MEETING MINUTES, NOVEMBER 14, 2017

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plant. Mr. Sommers expressed interest in applying for the superintendent position. Ms. Potts stated that he would need to complete an application to be considered for the position.

**Flow Meter:**

Mr. Grant had provided information regarding a flow meter system for the treatment plant. The commission agreed that the purchase and installation of a flow meter is something that should be looked at in the future.

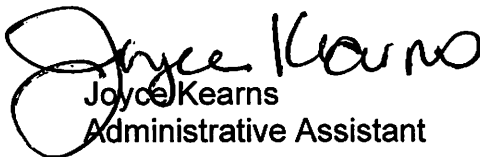
**Work Schedule Calendar for Plant:**

Ms. Potts stated that she would be meeting in the next few weeks with Mr. Clark and Mr. Sommers to complete a work schedule for the plant.

**Capital Plan:**

Ms. Potts stated that there have been many items at the plant that need to be repaired and/or replaced. Mr. Casey stated that this is the time to replace to ensure that the plant is a safe and efficient work place. Ms. Potts stated that the Capital Plan will continue to be reviewed and updated.

Mr. Jennings made a motion to adjourn the meeting at 6:00 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

NOVEMBER 14, 2017  
4:30 P.M. TOWN HALL

### Regular Meeting

1. Call to order and Pledge of Allegiance
2. Elevate alternate
3. Amend agenda/approve agenda
4. Approval of Minutes
  - a October 10, 2017 Regular meeting
  - b October 25, 2017 Special meeting
5. Public Communication
  - a Oral
  - b Written
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. New Business
  - a 2018 Sewer meeting schedule
  - b KVFD - new business regarding grease trap
  - c Sewer Plant Staff
  - d Flow Meter
12. Old Business
  - a Work Schedule Calendar for Plant
  - b Capital Plan
13. Adjourn

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2017 NOV 13 A 9:22

TOWN CLERK

BY

## SEVERANCE AGREEMENT

**AGREEMENT** made as of this 10<sup>th</sup> day of November, 2016 by and between **Kent Sewer Commission**, an agency of the Town of Kent, a Connecticut municipal corporation having an office at 41 Kent Green Boulevard, Kent, Connecticut 06757, hereinafter referred to as "Commission", and **John H. Walsh**, having a mailing address of P.O. Box 531, Kent, Connecticut 06757, hereinafter referred to as "Employee".

In consideration of the covenants, conditions and agreements contained herein, the Commission and the Employee agree as follows:

1. Employee hereby resigns his employment with the Kent Sewer Commission effective on November 10, 2017. Commission hereby accepts such resignation on the basis that Employee is unable, and for a long period of time has been unable, to properly perform the duties of his employment as a result of non-work-related injury.

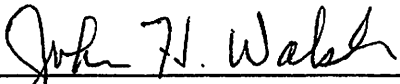
2. In consideration of said resignation and this Agreement, Commission agrees that it will pay Employee, and Employee agrees that he will accept as consideration for the agreements and release contained herein, severance pay in the gross amount of \$3,231.02. The payment of severance pay will be included in Employee's final direct deposit pay deposited to Employee's account on November 10, 2017. That final payment will also include the gross sum of \$2,417.60 sick pay for the period ending November 10, 2017 and accrued vacation pay in the gross amount of \$4,351.68. The total gross sum of these payments is \$10,000.30. Normal payroll deductions (taxes, Social Security, Medicare, and dental, health insurance and health savings account) shall be withheld from said amount

3. In consideration of said resignation and this Agreement, Commission also agrees to continue Employee's customary insurance coverage benefits for dental insurance and health care insurance through December 31, 2017.

4. In consideration of such severance pay and continuation of benefits through December 31, 2017, Employee hereby releases and forever discharges the Commission and the Town of Kent, and its and their agencies, Commissions, departments, commissioners, officers, agents, servants and employees, of and from any and all obligations, promises, covenants, agreements, contracts, causes of actions, damages, claims or demands of any kind whatsoever, in law or in equity, which the Employee ever had, now has or hereafter can, shall or may have against the Commission or the Town of Kent arising by reason of, or arising out of, his employment with the Commission or the Town.

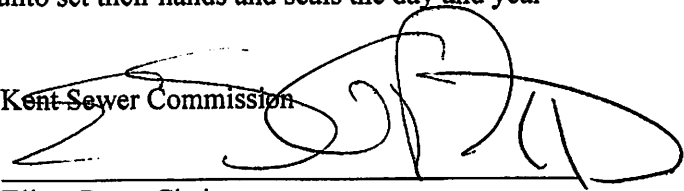
5. The terms of this Severance Agreement shall apply and bind the heirs, executors, administrators, successors and assigns of the respective parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

  
\_\_\_\_\_  
John H. Walsh  
11-10-17

By:

Kent Sewer Commission

  
\_\_\_\_\_  
Elissa Potts, Chairman  
11-10-17

# Superintendents report for October 2017

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Good afternoon everyone:

2.42 million gallons total  
78,000 gallons per day average  
107.7 million gallons of the 2.4 million was from Kent School  
Average BOD removal rate 79.3%  
Average TSS removal rate 65.79%  
Rainfall total 5 inches

The plant process is still recovering but very slow. I spoke to the Chief Operator at the Litchfield plant to verify their plant condition and had Morosky Septic bring 3 loads of their Mixed Liquor to reseed the plant. The daily tests are slowly moving in a positive direction but you have to wonder if something is continually being introduced to the process causing issues. Bart and I discussed sending out a sample for analysis and process options.

We seem to be having flow spikes regularly. Raco Alarm Agent reports appear to be normal. I plan on doing a flow study from Kent schools pump station to determine how much is coming into the plant from each pump cycle.

During one storm, 4 ½" of rain fell. The plant experienced a spike in flow. We took in 186,000 gallons in a 24hr period. The day before the rain it was 64,000 gallons and the day after was 68,000 gallons. The rain came in somewhere. Spikes like that are detrimental to the plant process. Especially when trying to recover from an upset. I suggest we revisit the smoke testing idea.

Sludge cleaned out of lagoon 3. Refer to engineers report.

Strobe lights installed on the plant truck at D&S auto. Front bulbs needed and on order

Safety equipment arrived. We now have new cones, vests and signage. Any future safety purchases will be consulted with Rick Osborne first for possible cost savings.

The sludge from lagoon 3 removed by Pupper Septic has been harrowed into the fields.

Rick Osborn put stone in the percolation bed to prepare for septage lagoon cleanout. Tentative berm removal dates November 15<sup>th</sup> or 16<sup>th</sup>. If that happens, lagoon cleanout starts Monday November 20<sup>th</sup>.

Septage receiving area barrier is installed. 2 steel angle beams put in a 40 gallon garbage can and filled with concrete.

Rag islands in the aeration zone were removed using an excavator. They filled the plant tractor bucket completely.

A sump has been installed in the percolation bed to aid in water removal from the area.

I went to a traffic safety class in Norfolk.

The check valve for blower #1 has been replaced. The coupling between the electric motor and the blower unit was also changed.

The generator at Judd Ave. has 5/8 of a tank of diesel. The plant generator has about the same. Both Generators were serviced. The Kinsley generator technician says they both need thermostats. One runs cool and the other runs warm. They will be contacting us with a quote.

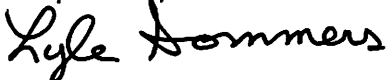
John Gleeson has been contacted to correct the issues with the electric receptacles at the septage lagoons. Currently they are not usable due to the wiring and most likely the cause of the twist lock extension cords being ruined as well as the old electric pumps. We now have a new electric pump that can be used for multiple things like the septage lagoon pumping or a collection system blockage bypass.

Past roof issues in the maintenance barn has caused an electric breaker panel to deteriorate. It's still functional but needs replacement. Gleeson quoting.

Godwin diesel pump needs service. See engineers report

Butch Soule has been helping me a few hours a week and has been instructed to see Barbara Herbst for paperwork.

Respectfully,

A handwritten signature in black ink that reads "Lyle Sommers". The signature is written in a cursive, flowing style.

Lyle Sommers  
Superintendent  
Kent WPCA

## Balance Sheet as of Oct 2017

	<u>10/31/17</u>	<u>10/31/16</u>	<u>\$ Change</u>
<b>Checking/Savings</b>			
1 USB	50,189	80,129	-29,939
2 USB Septage MMA #8052	225,224	190,275	34,949
3 USB Capital #3880	678,341	625,764	52,577
5 Brookwoods	31,974	31,628	346
6 Kent Affordable Housing	23,983	23,899	84
7 Saddle Ridge Estates	163,204	163,041	163
<b>Total Checking/Savings</b>	<u>1,172,915</u>	<u>1,114,735</u>	<u>58,180</u>
<b>Accounts Receivable</b>	<u>1,633</u>	<u>1,320</u>	<u>313</u>
<b>Due from General Fund</b>	<u>0</u>	<u>38,906</u>	<u>-38,906</u>
<b>Total Current Assets</b>	<u>1,174,548</u>	<u>1,154,961</u>	<u>19,587</u>
<b>Fixed Assets</b>			
Accumulated Depreciation	-1,352,787	-1,244,154	-108,633
Property and equipment	4,763,684	4,763,684	0
<b>Total Fixed Assets</b>	<u>3,410,896</u>	<u>3,519,530</u>	<u>-108,633</u>
<b>TOTAL ASSETS</b>	<u><u>4,585,444</u></u>	<u><u>4,674,491</u></u>	<u><u>-89,046</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	2,926	15,875	-12,949
Due To Brookwoods	31,974	31,628	346
Due To Kent Affordable Housing	23,983	23,899	84
Due to Saddle Ridge Estates	163,204	163,041	163
Federal Taxes Payable	3,176	2,766	410
State Taxes Payable	464	405	59
USDA Loan 92-04	476,797	484,858	-8,061
USDA Loan 92-06	830,455	841,996	-11,541
USDA Loan 92-08	78,668	80,012	-1,344
<b>Total Liabilities</b>	<u>1,611,647</u>	<u>1,644,479</u>	<u>-32,832</u>
<b>Equity</b>			
*Retained Earnings	1,893,114	1,924,902	-31,788
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	-4,832	19,594	-24,426
<b>Total Equity</b>	<u>2,973,797</u>	<u>3,030,011</u>	<u>-56,214</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,585,444</u></u>	<u><u>4,674,491</u></u>	<u><u>-89,046</u></u>



# Income and Expense

## Actual vs. Budget

	<u>Jul - Oct 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Septage Fees	36,490	28,000	130.3%
Sewer User Charges	68,071	76,000	89.6%
<b>Total Income</b>	<u>104,561</u>	<u>104,000</u>	<u>100.5%</u>
<b>Expense</b>			
<b>General &amp; Admin Expenses</b>			
Accounting/Bookkeeping Services	2,200	2,200	100.0%
Audit	0	3,500	0.0%
Bank Service Charges	0		
Office Supplies	1,789	300	596.3%
Outside services-Admin	296	235	126.1%
Printing & Advertising	0		0.0%
Software/Licensing Fees	1,050	2,020	52.0%
<b>Total General &amp; Admin Expenses</b>	<u>5,335</u>	<u>8,255</u>	<u>64.6%</u>
<b>Operating Expenses</b>			
Continuing Education	0	333	
Depreciation	0		
Electricity	7,986	8,800	90.7%
Fuel	586	300	195.4%
<b>Insurance</b>			
Dental Insurance	405	429	94.3%
Liab Auto Prop Insura	1,089	550	198.0%
Life Insurance	44	44	99.8%
Medical	9,995	9,880	101.2%
Workman's Comp	4,836	2,480	195.0%
<b>Total Insurance</b>	<u>16,369</u>	<u>13,383</u>	<u>122.3%</u>
Internet	1,102	64	1722.1%
Lab exams	4,538	5,140	88.3%
Materials and supplies	5,137	340	1510.9%
Miscellaneous	0		0.0%
Outside Services-Operating	12,570	7,545	166.6%
Parts & Repairs	6,609	852	775.5%
Payroll Expenses	43,269	44,011	98.3%
Payroll taxes	3,251	3,367	96.6%
Pension	740	745	99.4%
Permit fees	2,011	2,300	87.4%
Postage	438	660	66.4%
<b>Professional fees</b>			
Engineering fees	9,891	4,800	206.1%
Legal fees	0		0.0%
<b>Total Professional fees</b>	<u>9,891</u>	<u>4,800</u>	<u>206.1%</u>

# Income and Expense

## Actual vs. Budget

	<u>Jul - Oct 17</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	842	1,160	72.6%
Uniforms	400	425	94.1%
Total Operating Expenses	<u>115,739</u>	<u>94,225</u>	<u>122.8%</u>
Total Expense	<u>121,074</u>	<u>102,480</u>	<u>118.1%</u>
Investment income	141	160	88.1%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	10,456	9,500	110.1%
Short Term Asset Reserve	2,091	1,870	111.8%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected		1,100	
Total Maple Street Extension	<u>0</u>	<u>1,100</u>	<u>0.0%</u>
USDA Loan Interest (92-06) (92-04) (92-08)	<u>27,365</u>	<u>27,728</u>	
Net Income and Expense	<u><u>-17,379</u></u>	<u><u>388</u></u>	<u><u>-4479.9%</u></u>

Transfers to Capital and ST Asset Reserve of 12,547  
are only posted to show amounts sequestered.  
These amounts are not technically an expense and  
are included as part of the net income on the Balance Sheet.

For Fiscal year end, Depreciation Expense of 0  
has been booked however, that is an expense  
on paper only.  
By adding that back in the report net income is -17,379

Including amounts sequestered to Capital  
the net income is actually -4,832

11/08/17

# Kent Sewer Commission Operating Account ledger

As of October 31, 2017

Date	Num	Name	Memo	Amount	Balance
1 USB					90,029.07
Operating - 8044					90,029.07
10/01/17	10/18/17	Sewer Customers		996.30	91,025.37
10/04/17	10/4/17	Sewer Customers		2,131.15	93,156.52
10/10/17	10379	BL Gleason & Son	service call: cameras, labor and material	-3,605.00	89,551.52
10/10/17	10380	Eversource	Plant: 9/15 - 8/16 - (30 days)	-1,840.25	87,711.27
10/10/17	10381	Frontier	Billing 10/1 - 10/31	-72.58	87,638.69
10/10/17	10382	Kearns, Joyce ~	Laptop purchase reimbursement	-1,541.02	86,097.67
10/10/17	10383	Postmaster	PO Box 144 Renewal	-52.00	86,045.67
10/10/17	10384	Tunxis	Lab exams 9/25 and 10/4	-439.00	85,606.67
10/10/17	10385	Welsh Sanitation	Commercial service: September 2017	-44.67	85,562.00
10/10/17	10/10/17	Sewer Customers		133.03	85,695.03
10/11/17	10/11/17	Sewer Customers		66.78	85,761.81
10/12/17		QuickBooks Payroll Service	Created by Payroll Service on 09/27/2017	-3,474.89	82,286.92
10/13/17	E-pay	CT Commissioner of Revenue ...	7268998-000 QB Tracking # 370214002	-627.12	81,659.80
10/13/17	E-pay	United States Treasury	Payroll withholding and taxes for September	-4,360.39	77,299.41
10/13/17	DirDep	Kearns, Joyce	includes retroactive raise of 3% pursuant approved budget passed at the...	0.00	77,299.41
10/13/17	DirDep	Sommers, Lyle R	includes retroactive raise of 3% pursuant approved budget passed at the...	0.00	77,299.41
10/13/17	DirDep	Walsh, John H.	includes retroactive raise of 3% pursuant approved budget passed at the...	0.00	77,299.41
10/17/17	10386	DJ Hall Roofing, LLC	Metal and Brick Buildings, gutter removal and installation	-1,070.00	76,229.41
10/17/17	10388	Berkshire Environmental Servi...	VOID: 9/23/17: provide vacuum / Jetter truck with operator to clear obs...	0.00	76,229.41
10/17/17	10387	void		0.00	76,229.41
10/24/17	10389	Town of Kent	Sommers: Roth IRA Withholding October 2017	-106.54	76,122.87
10/24/17	E-pay	Administrator Unemployment ...	00-022-82 QB Tracking # 518804657	0.00	76,122.87
10/25/17	10/25/17	Sewer Customers		921.00	77,043.87
10/26/17		QuickBooks Payroll Service	Direct deposit payroll for 10/27/17	-3,175.24	73,868.63
10/27/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	73,868.63
10/27/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	73,868.63
10/27/17	DirDep	Walsh, John H.	Direct Deposit	0.00	73,868.63
10/30/17		QuickBooks Payroll Service	Direct deposit payroll for 10/31	-535.21	73,333.42
10/31/17	DirDep	Devauux, Deborah J.	includes retroactive raise of 3% pursuant approved budget passed at the...	0.00	73,333.42
10/31/17	10390	Berkshire Industrial Services, ...	9/23/17: provide vacuum / Jetter truck with operator to clear obstructio...	-3,840.00	69,493.42
10/31/17	10/31/17	Sewer Customers		250.00	69,743.42
10/31/17	10391	ABT	October bookkeeping support	-550.00	69,193.42
10/31/17	10392	ACE Hardware	111005	-124.39	69,069.03
10/31/17	10393	Aquarion	wpc / SEWER BILLINGS (345 @ .43) - 3rd Qtr 2017	-148.35	68,920.68
10/31/17	10394	BL Gleason & Son	service call: add exterior flood lights (m/l)	-725.00	68,195.68
10/31/17	10395	DJ Hall Roofing, LLC	Metal and Brick Buildings, gutter removal and installation	-4,280.00	63,915.68
10/31/17	10396	Eversource	Pump Station: 9/15 - 10/16 (31 days) - #50 Maple St - 9/14 - 10/13 (...)	-1,916.24	61,999.44
10/31/17	10397	FedEx	Courier services to Averill lab 9/12, 9/20, 9/27, 10/4	-114.23	61,885.21
10/31/17	10398	Kinsley Power Systems	Level II generator service on both generators	-1,175.00	60,710.21
10/31/17	10399	Loureiro - LEA	10/1 - 10/31 (.5 hrs labor)	-60.50	60,649.71
10/31/17	10400	Morosky Septic Service	hauled sludge from Litchfield to Kent (2.5 hrs)	-440.00	60,209.71
10/31/17	10401	Potts, Elissa	Reimbursement: 4-strobe system with switch, clear screw-in	-1,258.96	58,950.75
10/31/17	10402	Pupper Septic Inc.	10/19/17: 2 hrs man and truck - sludge house and sludge pond at Kent...	-300.00	58,650.75
10/31/17	10403	Quality Data Service Inc.	Oct 2017: printing and processing sewer/water billing (301 bills)	-173.07	58,477.68
10/31/17	10404	Santoro's Commercial Laundr...	Uniform services: 10/4 - 10/11 - 10/25	-50.00	58,427.68
10/31/17	10405	Sommers, Lyle - Reimbursem...	Telephone reimbursement - October	-80.00	58,347.68
10/31/17	10406	Superior Plus Energy	263.3 gal heating fuel	-564.30	57,783.38
10/31/17	10407	Tunxis	10/13/17	-257.00	57,526.38
10/31/17	10408	USA Blue Book	four 3' x 50' pvc discharge hoses, four all weather suction hoses 4' - Clas...	-3,983.62	53,542.76
10/31/17	10409	Town of Kent	October Insurance: Health and Dental	-2,039.98	51,502.78
Total Operating - 8044				-38,526.29	51,502.78
Total 1 USB				-38,526.29	51,502.78
TOTAL				-38,526.29	51,502.78



## GENERAL DATA SEWER

AS OF 11/14/2017

BILL NO: 2017-06-6126499  
UNIQUE ID: 00127500  
LIEN VOL/PAGE: 0/0  
BANK:  
DISTRICT:  
PLAN CODE: TK  
SEWER CODE:  
QUANTITY: 177700.00  
METER #:

NAME: FOLEY BRIAN J  
CO NAME: THE KENT  
ADDRESS: 21 WATERVILLE ROAD  
ADDRESS2:  
CITY ST ZIP: AVON CT 06001-2097  
COUNTRY:  
PROP LOC.: 46 MAPLE ST

BANK

UTIL#1: 0600149286

\*\*\* BILLED \*\*\*

TYPE	INST 1	INST 2	INST 3	INST 4	TOTAL	PAID
TOWN	1,355.90	8,282.30	0.00	0.00	9,638.20	1,300.91
ADJUST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,355.90	8,282.30	0.00	0.00	9,638.20	1,300.91

\*\*\* LAST BILLED \*\*\*

Date: 11/1/2017  
Principal: \$8,282.30  
Arrears: \$0.00  
Credit: \$0.00  
Interest: \$0.00  
Lien: \$0.00  
Fee: \$0.00

\*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	TERM/BATCH	SEQ	INST	AMOUNT	INTEREST	BINT	LIENS	FEES	TOTALS	DEF	OVR
Pmt	4	10/02/2017	88/19	3		1,166.92	54.99	0.00	0.00	0.00	1,221.91	P	
Pmt	1	07/18/2017	88/3	10		133.99	0.00	0.00	0.00	0.00	133.99	P	

TOTAL PAYMENTS: 1,300.91 54.99 0.00 0.00 0.00 1,355.90

TOTAL BALANCE DUE AS OF 11/14/2017

TYPE	PRINC DUE	INT DUE	LIEN DUE	FEE DUE	TOTAL	BALANCE
TOWN	8,337.29	0.82	0.00	0.00	8,338.11	8,338.11
TOTAL	8,337.29	0.82	0.00	0.00	8,338.11	8,338.11

\*\*\* FLAGS \*\*\*

Warrant Flag: NO  
Bankrupt: No  
Suspense Flag: No  
Invalid Address Flag: No

Basic Charge

\$5408.00

yearly

\$1352.00

quarterly



*Corporate*

Dan Brennwald  
Director of Physical Plant  
860-678-9755  
Apple Rehab Corporate  
21 Waterville Rd  
Avon, CT 06001

November 9, 2017

Kent Sewer Commission  
PO Box 144  
Kent CT 060757

RE: 46 Maple Street Kent CT acc# 2017 66126499-00127500

Dear Kent Sewer Commission:

Apple Rehab Corporate, received the latest sewer invoice from 11/1/17, for our vacant Kent facility located at 46 Maple Street in Kent CT.

The bill was \$8,282.30, far above our normal reoccurring sewer assessment bills for the past year. After inquiring with our facilities manager for the site, it was determined that we had a leak emanating from the cooling tower's, underground supply loop, on the exterior of the building during this past summer / cooling period. The tower has since been shut down for the winter.

Water from the exterior under ground supply pipe, was finding its way to the surface and running off onto the surrounding ground area.

Most of the interior water supplies were, and are shut off inside the facility. No leaks where found to be entering the Kent sewer system at any time during the last sewer assessment period.

At this time, I would respectfully ask that the sewer commission please consider adjusting the current invoice to reflect the average normal usage fee that we have been incurring as the building sits vacant. Any consideration on the commission's part would be greatly appreciated.

Sincerely,

Dan Brennwald  
Director of Physical Plant- Apple Rehab  
860-678-9755 ext 581

TOWN OF KENT  
Kent Sewer Commission  
41 Kent Green Boulevard  
P.O. Box 144  
Kent, CT 06757

2018 Regular Meeting Schedule

Pursuant to CGS 1-225:

The Town of Kent Sewer Commission's regular monthly meetings will be held on the second Tuesday of each month at 4:30 p.m. at Kent's Town Hall, 41 Kent Green Boulevard, Kent, CT 06757. Meetings in addition to these listed below will be considered Special and will follow the State Mandated guidelines for posting a Special meeting.

At the November 14, 2017 Regular Sewer Commission meeting, the following dates were approved as regular meeting dates for 2018:

Tuesday, January 9, 2018

Tuesday, February 13, 2018

Tuesday, March 13, 2018

Tuesday, April 10, 2018

Tuesday, May 8, 2018

Tuesday, June 12, 2018

Tuesday, July 10, 2018

Tuesday, August 14, 2018

Tuesday, September 11, 2018

Tuesday, October 9, 2018

Tuesday, November 13, 2018

Tuesday, December 11, 2018

  
Administrative Assistant

Received + Filed  
11/17/17 @ 11:18 AM  
J. Brady

\* Meeting Name Corrected

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

November 1, 2017

Ms. Susi Rundall  
C/O Kent Volunteer Fire Department  
P.O. Box 355  
Kent, CT 06757

Dear Susi:

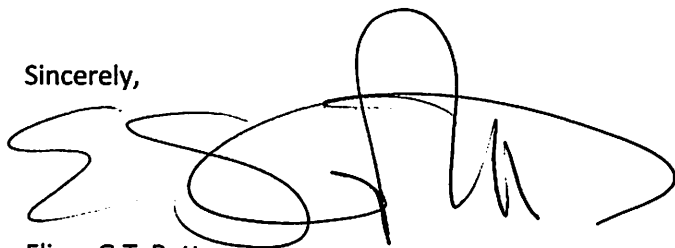
Regarding your request of the Kent Sewer Commission on behalf of the Kent Volunteer Fire Department to potentially grant a waiver of the state laws regarding mitigation of fats, oils and grease is a matter that will have to be considered by the Commission. It would be helpful to have the following information before your request is presented at the meeting on November 14, 2017.

1. How many events does the Kent Volunteer Fire Department conduct each year which involves food preparation for provision to membership or the general public?
2. At each event, how many meals are served?
3. What type of food is typically served?
4. Please describe what has been done in previous years.
5. Why does the Kent Volunteer Fire Department require a waiver of state law?

Please give me the answers to these questions in a written format and I will take it up at the November 14 meeting.

Thanks.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elissa G.T. Potts', written over a horizontal line.

Elissa G.T. Potts  
Chair, Kent Sewer Commission



## Kent Volunteer Fire Department, Inc.

P.O. Box 355  
Kent, CT 06757

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

November 14, 2017

Dear Commission Members:

We have, through Susie Rundall, had recent communications with Elissa concerning the grease trap issues at the fire department. Following the breakdown of the grease trap under the sink in the kitchen the department has been looking into replacing it with an in ground grease trap. The cost of this has been put into our 2018 budget.

To follow-up a recent letter to Susie from Elissa we have answered the 5 posed questions as honestly as possible.

1. Each year the department hosts approximately 3-5 events involving the general public, i.e. Night of a Thousand Pies, Kent Presents dinner, during which use of the kitchen is primarily used for the preparation of food. Approximately 3-10 events involving members, i.e. baby shower, birthday party, firemen's ball, however, usage changes to mostly a buffet service of pre prepared trays of food, with reheating in the ovens as the primary use, however clean-up is often, but not always, done on site in the kitchen.
2. During any of these events meals served has ranged from approximately 20 to 600.
3. Food preparation has ranged from simple sandwiches and trays of baked ziti to full course breakfasts (the occasional pancake breakfast) or dinners.
4. These larger events are usually request usage on an annual basis.
5. The department is requesting a waiver until we are able to install the in ground grease trap in 2018.

I hope this helps clarify the usage of the kitchen at 28 Maple Street. As Susie might explain, we are fully able to "station" a fire department member in the kitchen during events to make sure everyone is following any prescribed grease rules.

Sincerely,

*Caralee Rochovansky*

Caralee Rochovansky,  
Secretary/Treasurer  
Kent Volunteer Fire Department

RECEIVED FOR RECORD  
KENT TOWN CLERK

2017 NOV 17 A 11:18

BY

*[Signature]*  
TOWN CLERK