Kent Sewer Commission Regular Meeting December 12, 2017 4:30 P.M. Town Hall

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

Also present: Bart Clark, Barbara Herbst, Rick Osborne and Lyle Sommers.

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. Casey made a motion to approve the Regular Sewer Commission meeting agenda of December 12, 2017, as submitted. Mr. Grant seconded the motion and the motion carried.

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

Public Communications:

Oral:

None.

Written:

None.

Report of the Chairman:

Ms. Potts reported the following:

- Advertised for the assistant position at the sewer plant.
- Received several applications, will not be able to review until January.
- Butch Soule has been hired to help on a part-time basis at the plant.
- Continuing to clean the lagoons.
- · Requesting guotes for new equipment: tractor, manure shredder.

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:

- Income and Expenses Actual vs. Budget July 2016 through November 2017
- Balance Sheet as of November 2017
- Operating Account Ledger as of December 6, 2017

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 QEC 18 P 2: 01

BY War Com Shaley
TOWN CLERK

Mr. Jennings made a motion to approve the Operating Account Ledger as of December 6, 2017, as submitted. Mr. Casey seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux was not at the meeting and did not provide a report.

Report of Consulting Engineer:

Mr. Clark reiterated 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 with the State permit.

Mr. Clark provided a revised Capital Plan (attached). The revised plan has several items listed as priorities. Mr. Clark stated that getting the aeration diffuser upgrade would help the d.o. in aeration. More diffusers are needed to insure the proper amount of air is being delivered in order to achieve the design capacity of the treatment system. He still is waiting on an updated contract to begin the work.

Mr. Clark stated that the section of Route 7 (north) should be videoed to confirm that the line is clear. Mr. Casey made a motion to authorize Berkshire to video the section of Route 7 (north) for an amount not to exceed \$3,000. Mr. Jennings seconded the motion and the motion carried. Mr. Clark confirmed that he would contact Berkshire.

New Equipment:

Ms. Potts reported that quotes where requested for a new tractor and a new spreader. After much discussion it was determined that the quotes received for the tractor where not for a tractor that would work at the plant. Mr. Nelson and Mr. Osborne volunteered to do some research and confirm how big of a tractor needs to be purchased to meet the needs of the plant.

Mr. Grant made a motion to authorize the purchase of a spreader that is compatible with the proposed tractor for an amount not to exceed \$13,000. Mr. Jennings seconded the motion and the motion carried.

Review of Job Applications for Assistant Position:

Ms. Potts stated that she received several applications for the assistant position. She added that she would like to run the ad again and create a sub-committee to review and interview the applicants. Mr. Casey made a motion to create a sub-committee to review and interview the applicants for the assistant plant position and bring a recommendation to the Sewer Commission. The Sub-committee members are Elissa Potts, Amy Voorhees and Jack Nelson. Mr. Nelson seconded the motion and the motion carried.

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:

See Report of Consulting Engineer.

Mr. Jennings made a motion to adjourn the meeting at 6:06 p.m. Mr. Grant seconded the motion and the motion carried.

Joyoe 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

December 12, 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 November 14, 2017 Regular meeting
- 5. Public Communication
 - a Oral
 - b Written
- 6. Report of Chairman
- 7. Report of Superintendent
- 8. Report of Treasurer
- 9. Report of Collector
- 10. Report of Consulting Engineer
- 11. New Business
 - a New Equipment
 - b Review of Job Applicants for Assistant Position
- 12. Old Business
 - a Work Schedule Calendar for Plant
 - b Capital Plan
- 13. Adjourn

[&]quot;An equal opportunity employer and service provider."

Superintendents report for November 2017

Good afternoon everyone:

1.93 million gallons total
64,000 gallons per day average
859,740 gallons of the 1.93 million was from Kent School
Average BOD removal rate 67.55%
Average TSS removal rate 74.86%
Rainfall total 1.25 inches

The plant process is still recovering but slowly. I had Morosky Septic bring 1 load and Pupper septic bring 1 load of Mixed Liquor to reseed the plant.

Influent samples were sent to Hydro Technologies for analysis.

Effluent lagoon # 2 has been cleaned with the assistance of Billy McAnn. I scarified and York raked it and it is handling rainfall. Bart Clark and I did a construction survey to determine how much sand is needed for state mandate

Septage lagoon #2 is in the process of being cleaned out. 1 load of liquid sludge was removed by Pupper septic and spread on the field

Blower # 2 has a new coupling and the air filters have been changed

Gleeson replaced breaker panel in the maintenance barn and repaired the electric outlet issues by septage lagoons and has been contacted in regards to the office building lights

DJ Hall quoting maintenance barn roof repair

I met with Warren Brown from Aqua Solutions. After the septage lagoon is cleaned. We are going pull the Muffin Monster out from the KCSPS and inspect the unit

Bart and I are implementing a new record keeping system. It will streamline things and reduce the time it takes to do my monthly state report

Butch Soule continues to help me a few hours a week

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Income and Expense Actual vs. Budget

	Jul -Nov 17	Budget	% of Budget
Income	-		
Septage Fees	43,438	34,000	127.8%
Sewer User Charges	123,676	136,000	90.9%
Total Income	167,114	170,000	98.3%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	2,750	2,750	100.0%
Audit	0	3,500	0.0%
Bank Service Charges	0	•	
Office Supplies	1,860	600	310.0%
Outside services-Admin	296	235	126.1%
Printing & Advertising	0		0.0%
Software/Licensing Fees	1,050	2,020	52.0%
Total General & Admin Expenses	5,956	9,105	65.4%
Operating Expenses			
Continuing Education	75	417	
Depreciation	0		
Electricity	8,476	11,000	77.1%
Fuel	586	500	117.2%
Insurance			
Dental Insurance	509	536	95.0%
Liab Auto Prop Insura	1,089	550	198.0%
Life Insurance	55	55	99.8%
Medical	11,800	11,600	101.7%
Workman's Comp	4,836	2,480	195.0%
Total Insurance	18,289	15,221	120.2%
Internet	1,143	84	1361.2%
Lab exams	5,309	6,425	82.6%
Materials and supplies	6,209	420	1478.4%
Miscellaneous	0		0.0%
Outside Services-Operating	22,611	7,588	298.0%
Parts & Repairs	7,733	852	907.4%
Payroll Expenses	58,212	53,791	108.2%
Payroll taxes	4,384	4,115	106.5%
Pension	740	745	99.4%
Permit fees	2,011	2,300	87.4%
Postage	574	798	72.0%
Professional fees			
Engineering fees	10,012	4,860	206.0%
Legal fees	627		100.0%
Total Professional fees	10,639	4,860	218.9%

Income and Expense Actual vs. Budget

	Jul -Nov 17	Budget	% of Budget
Telephone	973	1,450	67.1%
Uniforms	525	550	95.5%
Total Operating Expenses	148,491	111,115	133.6%
Total Expense	154,448	120,220	128.5%
Investment income	230	200	115.2%
Transfers In	38,906	38,906	•
Other Expense			
Capital Reserve	16,115	11,875	135.7%
Short Term Asset Reserve	3,223	2,338	137.9%
Maple Street Extension 100% of Connection Fees 80% of User Fees Collected		1 100	
Total Maple Street Extension		1,100	0.0%
·			0.078
USDA Loan Interest (92-06) (92-04) (92-08)	27,365	27,728	
Net Income and Expense	5,099	45,845	11.1%

Transfers to Capital and ST Asset Reserve of 19,338 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	5,099
Including amounts sequestered to Capital	
the net income is actually	24,438

Balance Sheet as of Nov 2017

	11/30/17	11/30/16	\$ Change
Checking/Savings			<u> </u>
1 USB	87,134	114,877	-27,743
2 USB Septage MMA #8052	233,145	194,635	38,510
3 USB Capital #3880	680,642	625,764	54,878
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
Total Checking/Savings	1,220,082	1,153,844	66,238
Accounts Receivable	2,268	2,305	-38
Due from General Fund	0	30,341	-30,341
Total Current Assets	1,222,349	1,186,490	35,860
Fixed Assets			
Accumulated Depreciation	-1,352,787	-1,244,154	-108,633
Property and equipment	4,763,684	4,763,684	0
Total Fixed Assets	3,410,896	3,519,530	-108,633
TOTAL ASSETS	4,633,246	4,706,019	-72,773
LIABILITIES & EQUITY			
Accounts Payable	20,342	511	19,831
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	4,055	2,838	1,217
State Taxes Payable	701	416	285
USDA Loan 92-04	476,797	484,858	-8,061
USDA Loan 92-06	830,455	841, 99 6	-11,541
USDA Loan 92-08	78,668	80,012	-1,344
Total Liabilities	1,630,180	1,629,199	980
Equity			
*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	24,438	66,403	-41,965
Total Equity	3,003,066	3,076,820	-73,754
TOTAL LIABILITIES & EQUITY	4,633,246	4,706,019	-72,773

Kent Sewer Commission Operating Account ledger

As of December 6, 2017

1.00/17	Date	Num	Name	Нето	Amount	Balance
1/2017 11/1/17 Sewer Customers 44.04 49,277.50	1 USB					49.277.50
1/09/17		044				
11/09/17 11/09/19/19/19/19/19/19/19/19/19/19/19/19/19		11/1/17				
11/99/17 11/99/17 19/99/17						
11/10/17 Dirbop Koarras, Joyce Direct Deposit 11/10/17 Dirbop Sommers, Iyle R Direct Deposit two weeks sick / 2.67 weeks severance / 144 hrs vacation paid out 0.00 54,581.26 11/14/17 Dirbop Walsh, John H. two weeks sick / 2.67 weeks severance / 144 hrs vacation paid out 0.00 54,581.26 11/14/17 11/15/17 11/15/17 Sever Customers 26,998.01 81,499.27 11/12/17 11/15/17 Sever Customers 642.05 82,491.32 11/12/17 11/12/17 Sever Customers 11/12/17 Dirbop Sever Customers 11/12/17 Dirbop Sever Customers Direct Deposit payroll 1,202.93 11/12/17 Dirbop Sever Customers Direct Deposit payroll 0.00 68,519.09 11/12/17 11/12/17 Sever Customers Direct Deposit 0.00 68,519.09 11/12/17 11/12/17 Sever Customers Direct Deposit 0.00 68,519.09 11/12/17 11/12/17 Sever Customers Direct Deposit Direct Deposit 0.00 68,519.09 11/12/17 11/12/17 Sever Customers Direct Deposit Direct Deposit 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 08,519.09 0.00 0.				Direct Deposit payroll		
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11/10/17 Dirbep						
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11/5/17 11/5/17 Sewer Customers 642.05 82,913.15 11/20/17 11/				two weeks sick / 2.67 weeks severance / 144 hrs vacation paid out		
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12/04/17 12/04/17 12/04/17 Sewer Customers 12/05/17 12/06/17 12/06/17 12/06/17 12/06/17 12/06/17 12/06/17 10413 ABT November bookkeeping support 63.90 91,141.57 12/06/17 10414 Allingham & Readyoff, LLC Legal: 3.3 hrs 10/24 - 11/3 General matters, employment -55.00 90,655.47 12/06/17 10415 D&S Auto Repair replace fist on tractor / install light bar and strobe lights on 2011 Chevy K -1,124.12 88,904.35 12/06/17 10416 Eversource #50 Maple S1 - 10/13 - 11/13 (31 dosys) - Pump Station: 10/16 - 11/14 490.25 88,414.05 12/06/17 10418 Frontier Frontier Telephonos Services of Corbob and November -153.51 88,124.09 12/06/17 10418 Frontier Telephonos Services of Corbob and November -153.51 88,124.09 12/06/17 10420 Harlem Valley Sand & Gravel, 29.68 ton 2" dy searched gravel / 19.31 ton 13/4* washed crushed gra -570.66 86,092.43 12/06/17 10421 HI Stone 26,000 gal vax studge loaded and unloaded (11/1 and 11/2) -3,350.00 82,732.43 12/06/17 10422 Loureiro - LEA 10/1 - 10/31 (.5 hrs labor) 12/06/17 10424 Pupper Septic Inc. 10/31 to 11/6: 22.5 hrs man and truck - pump studge pond and spread -3,875.00 77,395.94 12/06/17 10425 Quill Corporation -10/31 to 11/6: 22.5 hrs man and truck - pump studge pond and spread -3,875.00 77,395.94 12/06/17 10428 Town of Kent -10/30 Corbo		Trasf			•2,245.09	
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12/06/17 12/06/17 10413 ABT November bookkeeping support -550.00 90,555.47 12/06/17 10414 Allingham & Readyoff, LLC Legal: 3.3 hrs 10/24 - 11/8 General matters, employment -627.00 90,028.47 12/06/17 10416 Eversource #55 Maples St - 10/13 - 11/13 (3 days) - Pump Station: 10/16 - 11/14 -490.25 83,414.09 12/06/17 10416 Foots Frontier Telephone Services Cochoe and November -153.51 83,124.09 12/06/17 10418 Frontier Telephone Services Cochoe and November -153.51 83,124.09 12/06/17 10420 Rarlem Valley Sand & Gravel, 26,86 to 12 day screened gravel / 19.31 bot 1 3/4" washed crushed gra -670.66 86,092.43 12/06/17 10421 Louretro - LEA 10/11 - 10/31 (.5 hrs labor) 12/06/17 10422 Louretro - LEA 10/11 - 10/31 (.5 hrs labor) 10/12 10/25 Quill Corporation November 10/31 to 11/6: 22.5 hrs man and truck - pump studge pond and spread -3,875.00 -7,395.93 12/06/17 10426 Santoro's Commerculai Laundr 10/31 to 11/6: 22.5 hrs man and truck - pump studge pond and spread -3,875.00 -7,099 77,325.94 12/06/17 10428 Town of Kent November Nove				MI-ask Marrash		
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(860)868-1367

MEMORANDUM

Date: December 18, 2014, rev 1/12/15,3/3/17

TO: Kent Sewer Commission

From: Bart Clark

Re: Preliminary Capital Projects List

The Sewer Commission is developing a significant balance in its Short Lived Capital Assets and Capital Reserve Accounts. The Commission had an interest in understanding what large projects/equipment purchases are expected in the next 5 years, 5-10 yr, and more than 10 yr periods. This memo starts a list of projects for the Commission's consideration.

Once a list of potential capital projects has been assembled, the Commission can consider prioritizing the projects in the first five years and putting conceptual costs estimates on the project. The Capital Project Plan can be updated every year to take projects off that are completed and add new projects. All cost currently shown are conceptual "order of magnitude" and will have to be revised once more data is obtained to more closely estimate the project costs.

Some projects will not be able to be foreseen. The biggest question mark at the moment is what new requirements that a revised discharge permit will place on the plant operations and what improvements may be needed to meet these requirements.

1.0 Within 5 years

Priority No.	Title	Description	Anticipated Costs	Funding Source
0	Roof on Office/Lab building	Completed		
0	Roof Repairs Maintenance Barn	reeded Republic		
0	Video Inspection and repairs for Sewer Lines in Lane St and Schaghticoke Rd	Only gravity lines that haven't been inspected. Installed in 1970's. A repair in Lane Street needs to be completed.	3000	
0.1	Gutters on both Office and Maintenance Barn	Existing Gutters need repair/replacement. Down sponts are ready to be installed.	\$ 2 -3,000	

Priority No.	Title	Description	Anticipated Costs	Funding Source
1.01			\$10-20,000	
1.02	Sludge Pump Replacement	The Existing Sludge pump is 20 yrs old and is difficult to maintain. This pump should be replaced.	\$10-15,000	
1.03	New Filter Sand for Infiltration Basins	Sand is lost from surface every time it is cleaned. Sand may be needed to replace lost sand to meet requirements of DEEP for infiltration. Operator to check depth of sand	11,000	1 4
1.04	Aeration Diffuser Upgrade	Address low d.o. in aeration. More diffusers may be needed to insure the proper amount of air is being delivered in order to achieve the design capacity of the treatment system.	\$180,000	
1,05	Headworks upgrade for Grit removal and screenings removal	Rags are a significant problem in the treatment system. The existing manual screen and "grinder" are old and will need upgrading to minimize problems in treatment system an improve quality of sludge to allow land disposal to continue.	\$50,000- 80,000	
1.06		Tanks are getting older need painting. Anodes minimize corrosion in tanks should be replaced at regular intervals.	\$10,000?	

still required

Priority No.	Title	Description	Anticipated Costs	Funding Source
1.07	Slopes around infiltration basins	Reduce slope or create wall on edge of basins to minimize weed whacking and improve safety. WATER LEVEL GUAGES	25,000	
1.08	Septage Pit security fencing	Security fence surrounds only 3 sides with no gate on north side at septage drop-off.	\$2-3,000	
1.09	Smoke Testing Sewers to identify Inflow	Current flows show inflow during rain storm is a big problem. The system needs to be inspected to meet terms of permit. Only Sanitary wastewater is to be treated.	\$10-15,000	
1.10	Upgrade Heating and Air conditioning system		\$4 - 5,000	22.1
1.11	Tractor	Tractor is getting older may need replacement soon	\$25-30,000	
1.12	Manure Spreader	Repairs have been made to the manure spreader, but, it will need replacement soon. Place ATTACHE D	\$10,000	
1.13	Lawn Mower	Existing Mower is nearing end of useful life.	\$15-20,000	
1.14	Sludge/septage Stabilization system	Current Federal regs require sludge be stabilized to prevent odor and minimize chance of disease.	\$100,000	
1.15	Sewer User Billing System Upgrade	20 yr old system.	?	
1.16	Sampler Replacement	Automatic samplers are more than 10 yrs old. Replacement should be scheduled.	\$5,000	

SEPTAGE DEWATERING PUMP REPAIR &REBUILD #8000

2.0	Projects	for 5 to 1	0 1	vr period
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Item No.	Title	Description	Anticipated Costs	Funding Source
2.01	Septage Receiving Station Upgrade	The septage station should contain a screening mechanism to prevent large/visible objects from entering the septage pits and being disposed of on the land.	\$100,000	
2.02	Septage Pit refurbishment Septage Decant water Disposal System	The septage pits do not infiltrate the water in the discharge septage which requires the operators to pump the water to the fields. The septage pits should have adequate area and conditions to allow this water to be infiltrated into the ground or the practice of pumping onto the	\$100,000	
		fields needs to be changed to incorporate the water directly into the soil.		
2.03	Portable Generator Replacement	The generator is getting older and should be scheduled for replacement to maximize reliability.	\$25,000	
2.04	Aeration Blower Upgrade	The existing blowers could be upgraded to a more efficient system.	\$100,000	
2.05	Sampler Replacement	Automatic samplers are more than 10 yrs old. Replacement should be scheduled.	\$5,000	
2.06	Truck Replacement	The existing truck was used when bought, but, its age will make it a candidate for replacement to maximize reliability.	\$30,000	

3.0	Projects More than 10 yrs in fut			
Item No.	Title	Description	Anticipated Costs (today's dollars no adjustment for inflation)	Funding Source
3.01	Sludge dewatering equipment replacement	The existing equipment is 20 yrs old at the time of this memo. This equipment last a long time, but, it should be scheduled for replacement	\$150,000	
3.02	Judd Ave Pump Replacement/Rebuild	Pump replacement should be anticipated in 15 to 20 years from installation.	\$10,000	
3.03	Relining/Ice Pigging Force main Under Housatonic River	The sewer force main is approx. 45 yrs old. It should be expected to require some maintenance.	\$60,000	
3.04	Relining Schaghticoke Rd Sewer Line	The sewer main is approx, 45 yrs old, It should be expected to require some maintenance.	\$60,000 *	
3.05	Johnson Rd Sewer Line Extension	Several homes at the end of Johnson Rdsare in a flood zone and have minimal area for repairing existing septic systems. A sewer line extension should be planned for in this area.	\$200,000	
3.06	Relining Elizabeth and Lune St Sewer	Portions of these lines have not been relined.	\$70,000	
3.07	Relining sewer from Bridge St to Judd Ave Pump Station	Some repairs have never been made but full relining will be needed.	\$70,000	
3.08	Relining Sewers in Elizabeth St (south) and Judd Ave	Relining will be needed at some point in the future.	\$80,000	

RECEIVED FOR RECORD KENT TOWN CLERK

2017 DEC: 18 P 2: 01

Oakwood Environmental Associates 27 Reverie Lane

Warren, Connecticut 06754-1513