

Kent Sewer Commission
Monthly Meeting

February 13, 2018
4:30 P.M. Town Hall

RECEIVED FOR RECORD
KENT TOWN CLERK

2018 FEB 15 A 9:10

BY *John Brady*
TOWN CLERK

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

Public and Invited Guests: Bart Clark, Debbie Devaux, Barbara Herbst, Rick Osborne, Lyle Sommers.

Chairman Elissa Potts called the monthly meeting of the Kent Sewer Commission to order at 4:30 p.m. The Pledge of Allegiance was recited.

Amend agenda/approve agenda:

Mr. Casey made a motion to accept the agenda as presented. Mr. Jennings seconded the motion, and the motion was approved unanimously.

Approval of Minutes:

Ms. Voorhees made a motion to approve the minutes of the January 9, 2018 Regular Meeting as presented. Mr. Casey seconded the motion, and the motion was approved unanimously.

Public Communication:

Oral: Mr. Grant thanked Mr. Clark and Mr. Somers for going "above and beyond" during the recent ice jam.

Written: None.

Report of Chairman:

Ms. Potts recommended compensating Mr. Sommers for the over-time hours he put in during the recent ice jam. Mr. Casey made a motion to compensate Lyle Sommers a one-time bonus in the amount of \$1,000 for the over-time hours worked during the ice jam. Mr. Grant seconded the motion, and the motion was approved unanimously.

Ms. Potts recommended doing a study on the water coming from the Kent School. Mr. Clark noted Kent School typically uses between 40,000 and 60,000 gallons of water daily, based on meter readings. The water usage January 13 was 174,000 gallons and 360,000 gallons on January 18. Mr. Clark said these numbers don't agree with the numbers at the waste water plant. Mr. Clark suggested doing a smoke study, which he said should take about two days to do Kent School and about a week total for the whole system. He added that the commission first would need to get permission from property owners.

Ms. Potts reported a letter about grease not be dumped at the Sewer Plant has gone out to companies.

Report of Superintendent:

Mr. Sommers provided a written report (attached). He reported 5.5 million gallons went through the plant.

Report of Treasurer:

Ms. Herbst presented the following reports: Balance Sheet dated January 2018; Actual v. Budget through January 2018 and Operating Account Ledger, dated January 2018 (attached). Ms. Herbst noted

septage fees are down about \$10,000 and user fees about \$17,000 compared to last year. Mr. Grant made a motion to accept the Operating Account Ledger, dated January 2018, as presented. Mr. Jennings seconded the motion, and the motion was approved unanimously.

Report of Collector:

Ms. Devaux presented a Grand Ratebook Balance Sheet Report, dated February 13, 2018. (attached).

Report of Consulting Engineer:

Mr. Clark read his report (attached). There was discussion about looking into a grease transfer station. Ms. Potts said she knows haulers are livid they can't drop off grease anymore, adding this could be another form of income. She suggested talking to the restaurants to see if this would be worthwhile. Mr. Clark said there could be significant costs associated with it, and he will provide more information. Mr. Clark said there will be a paving project at Templeton Farms, noting the manhole covers would have to be raised, and one cover is cracked and would need to be repaired or replaced.

New Business: New Equipment:

Mr. Somers shared his research on the proposed purchase of a tractor. Mr. Casey made a motion to authorize expenditure of \$52,138 to purchase the John Deere 4066R Compact Utility Tractor with loader/spreader. Mr. Jennings seconded the motion, and the motion was approved unanimously.

Grease Trap – 28 Maple Street:

Ms. Potts reported the back of the Kent Volunteer Fire Department is the new location for Stosh's Kettle Corn, based on an email received from Land Use Administrator Donna Hayes (attached). Ms. Potts noted this would require KVFD to install a grease trap. Mr. Jennings made a motion to have Kent Volunteer Fire Department install an in-ground grease trap at 28 Maple Street for Stosh's Kettle Corn. Ms. Voorhees seconded the motion, and the motion was approved unanimously.

Discussion of Employee Manual:

Ms. Potts reported Joyce Kearns put together a proposed employee manual and suggested putting this on next month's meeting agenda. Mr. Grant questioned having the manual reviewed by a labor lawyer? Ms. Potts suggested whoever reviewed the town's manual could review the commission's manual.

Approval of either pump repair or new purchase:

Mr. Sommers reviewed the options for the pump, noting the costs range from \$17,000 for a new pump and priming system to \$43,000 for a whole new system. Mr. Nelson volunteered to look for another opinion. Ms. Potts asked Mr. Nelson to have another price within a week at which time the commission could hold a special meeting to approve a proposal.

Old Business: Work schedule Calendar for Plant:

There was no new discussion.

Capital Plan:

There was no new discussion.

Ms. Potts adjourned the meeting at 5:48 p.m.

**Lesly Ferris
Acting Clerk**

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.

Superintendents report for January 2018

Good afternoon everyone:

5.5 million gallons total
177,000 gallons per day average
3.53 million gallons came from Kent school
Average BOD removal rate 79%
Average TSS removal rate 79%

Jesse Warner our new employee seems to be working out well. He started on February 5th.

The ice jam crisis is past and the plant is recovering. I was able to save enough solids so that re-seeding the plant was not required. During the flooding we were in violation but since then we are not.

Water continues to come into the plant at high levels whenever it rains. I spoke to Joe Walinsky about whole leaves in the bar rack. Not ground leaves, whole leaves. That means they did not come out of the KCSPS or the Kent School pump station for that matter because the pumps grind. The only possible sources are the house they use for offices, the apartments, the maintenance building or the red building by the athletic fields.

Godwin pump was sent out for repair estimate. I have a rental pump at the plant in case of future flooding.

Quarterly samples were taken. We had the sampling equipment part of an extra day due to groundwater running into the sample wells, so the bill is slightly higher.

The plant and the KCSPS generator have been refilled with diesel.

New computer and printer working out well.

We have begun cleanup and organization of the maintenance garage.

Effluent beds are keeping up with the plant flows.

The replacement valve for septage lagoon #2 is installed. The lagoon is online.

Gleeson installed new office building lights and quoted requested work.

Requested quotes from two companies for septage fence work.

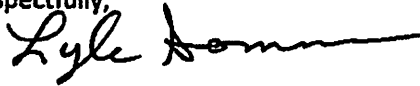
Bart and I are getting quotes on equipment for the plant headworks as well as replacing the cutter stack on the Muffin Monster at the KCSPS.

Bart and I have been working on the capital plan.

The DSL Internet is slow and crashes now that the cameras are using up bandwidth. Suggest revisiting cable Internet.

I revamped the timesheets for plant employees.

Respectfully,

A handwritten signature in black ink, appearing to read "Lyle Sommers", with a long horizontal flourish extending to the right.

Lyle Sommers
Superintendent
Kent WPCA

Income and Expense Actual vs. Budget

	<u>Jul -Jan 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	53,619	44,500	120.5%
Sewer User Charges	129,245	144,500	89.4%
Total Income	<u>182,864</u>	<u>189,000</u>	<u>96.8%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	3,850	3,850	100.0%
Audit	2,460	3,500	70.3%
Bank Service Charges	0		
Office Supplies	2,454	600	409.0%
Outside services-Admin	296	525	56.4%
Printing & Advertising	0		0.0%
Software/Licensing Fees	1,050	2,020	52.0%
Total General & Admin Expenses	<u>10,110</u>	<u>10,495</u>	<u>96.3%</u>
Operating Expenses			
Continuing Education	75	583	
Depreciation	0		
Electricity	15,900	16,300	97.5%
Fuel	2,275	1,150	197.9%
Insurance			
Dental Insurance	724	751	96.4%
Liab Auto Prop Insura	1,089	825	132.0%
Life Insurance	76	76	99.9%
Medical	14,526	15,040	96.6%
Workman's Comp	4,836	3,720	130.0%
Total Insurance	<u>21,251</u>	<u>20,412</u>	<u>104.1%</u>
Internet	1,183	124	954.3%
Lab exams	9,104	8,995	101.2%
Materials and supplies	15,592	590	2642.6%
Miscellaneous	0		0.0%
Outside Services-Operating	42,423	8,023	528.8%
Parts & Repairs	1,351	2,190	61.7%
Payroll Expenses	70,149	73,351	95.6%
Payroll taxes	5,284	5,611	94.2%
Pension	1,406	1,395	100.8%
Permit fees	2,011	2,300	87.4%
Postage	980	1,007	97.3%
Professional fees			
Engineering fees	33,691	8,160	412.9%
Legal fees	627		100.0%
Total Professional fees	<u>34,318</u>	<u>8,160</u>	<u>420.6%</u>

Income and Expense Actual vs. Budget

	<u>Jul -Jan 18</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,167	2,030	57.5%
Uniforms	603	750	80.4%
Total Operating Expenses	<u>225,072</u>	<u>152,971</u>	<u>147.1%</u>
Total Expense	<u>235,183</u>	<u>163,466</u>	<u>143.9%</u>
Investment income	250	280	89.3%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	18,052	16,625	108.6%
Short Term Asset Reserve	3,610	3,273	110.3%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected	1,871	1,900	
Total Maple Street Extension	<u>1,871</u>	<u>1,900</u>	98.4%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>27,365</u>	<u>27,728</u>	
Net Income and Expense	<u><u>-64,061</u></u>	<u><u>15,194</u></u>	<u><u>-421.6%</u></u>

Transfers to Capital and ST Asset Reserve of 21,663
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 -9,896

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 -64,061

Including amounts sequestered to Capital
the net income is actually -52,294

Balance Sheet as of Jan 2018

	<u>1/31/18</u>	<u>1/31/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	36,291	64,356	-28,065
2 USB Septage MMA #8052	182,722	206,883	-24,161
3 USB Capital #3880	681,029	637,883	43,147
5 Brookwoods	31,974	31,628	346
6 Kent Affordable Housing	23,983	23,917	66
7 Saddle Ridge Estates	163,204	163,086	118
Total Checking/Savings	<u>1,119,203</u>	<u>1,127,752</u>	<u>-8,549</u>
Accounts Receivable	<u>1,316</u>	<u>1,365</u>	<u>-49</u>
Due from General Fund	<u>0</u>	<u>30,341</u>	<u>-30,341</u>
Total Current Assets	<u>1,120,520</u>	<u>1,159,458</u>	<u>-38,939</u>
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	<u>3,410,896</u>	<u>3,519,530</u>	<u>-108,633</u>
TOTAL ASSETS	<u><u>4,531,416</u></u>	<u><u>4,678,988</u></u>	<u><u>-147,572</u></u>
LIABILITIES & EQUITY			
Accounts Payable	0	9,063	-9,063
Due To Brookwoods	31,974	31,628	346
Due To Kent Affordable Housing	23,983	23,917	66
Due to Saddle Ridge Estates	163,204	163,086	118
Federal Taxes Payable	0	3,559	-3,559
State Taxes Payable	0	519	-519
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
Total Liabilities	<u>1,605,081</u>	<u>1,638,638</u>	<u>-33,557</u>
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	-52,294	29,932	-82,227
Total Equity	<u>2,926,335</u>	<u>3,040,349</u>	<u>-114,015</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,531,416</u></u>	<u><u>4,678,988</u></u>	<u><u>-147,572</u></u>

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

02/09/18

Date	Num	Name	Memo	Amount	Balance
01/02/18	1/2/18	Sewer Customers		1,262.68	21,949.25
01/03/18				215.38	22,164.63
01/03/18		QuickBooks Payroll Service	Created by Payroll Service on 11/29/2017	-1,502.91	21,824.40
01/05/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	21,824.40
01/05/18	DirDep	Sommers, Lyle R	Holiday hours for Christmas and New Year's Day	0.00	21,824.40
01/08/18	10461	Louwre, Lyle R	11/1 - 11/30 (1.5 hrs labor)	21,824.40	21,824.40
01/09/18	10463	Tunxis	January Insurance	-1,091.44	20,539.96
01/09/18	E-pay	United States Treasury	06-1354645 Q8 Tracking # 401333552	-225.99	20,225.46
01/09/18	E-pay	United States Treasury	06-1354645 Q8 Tracking # 401333552	-1,546.64	18,496.64
01/10/18	10465	Sewer Customers	4th QTR Pension Kent Sewer	243.41	18,496.64
01/10/18	DirDep	Souls Jr, Mildred L	Created by Payroll Service on 01/09/2018	-2,634.27	17,830.95
01/19/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	17,830.95
01/19/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	17,830.95
01/19/18	E-pay	Administrator Unemployment ...	00-022-02 Q8 Tracking # 550859317	0.00	17,830.95
01/24/18	E-pay	United States Treasury	06-1354645 Q8 Tracking # 413709292	-263.99	17,566.96
01/24/18	E-pay	United States Treasury	06-1354645 Q8 Tracking # 413709292	-1,735.34	15,831.62
01/30/18	DirDep	QuickBooks Payroll Service	Created by Payroll Service on 01/24/2018	-504.90	15,326.72
01/31/18	10466	Town of Kent	Direct Deposit	0.00	15,326.72
01/31/18	10467	ABT	Payroll withholding for Roth 401k Emp.	-101.36	15,225.36
01/31/18	10468	ACE Hardware	January bookkeeping support	-550.00	14,675.36
01/31/18	10469	Atlantic States Rural Water B...	Wrench set, snow pusher/ice melter, issue ppr, ppr towels, extension cord, sawzall blades, arch...	-317.30	14,358.06
01/31/18	10470	Federex	Part: 12/31 - 1/23 (23 days) - Pump Station: 12/14 - 1/16 (33 days) - #50 Maple St - 12/13 ...	-3,066.12	11,291.94
01/31/18	10471	Federex	2432-7273-4	-111.35	11,180.59
01/31/18	10472	Frontier	Billing 1/1 - 1/31	-71.35	11,109.24
01/31/18	10473	Futura Design Controls Corpor...	two: chair thermal 50/box	-118.11	10,991.13
01/31/18	10474	Jack Farrel Design Company	1 4" dow flanged shear gate valve, 1 0" dow stop hook	-1,380.15	9,610.98
01/31/18	10475	Louwre, Lyle R	12/1 - 12/31 (1.5 hrs labor)	-82.50	9,528.48
01/31/18	10476	Cashwood Environmental Assoc...	Engineering services: 9/12 - 12/29 (190.5 hrs plus mileage)	-24,762.17	-17,996.96
01/31/18	10477	Postmaster	3 rolls of stamps	-150.00	-18,146.96
01/31/18	10478	Peta, Elisa	Reimbursement: FedEx cost	-36.04	-18,183.00
01/31/18	10479	Quill Corporation	one HP Pavilion 24 also (computer) - one Canon dr mfc34 color printer, Microsoft Office home/st...	-1,435.93	-19,618.93
01/31/18	10480	Sommers, Lyle R - Reimbursement...	Uniform Service 1/4 - 1/11	-26.00	-19,644.93
01/31/18	10481	Sommers, Lyle R - Reimbursement...	Telephone reimbursement - December	-80.00	-19,724.93
01/31/18	10482	Superior Plus Energy	428.1 gal heating fuel	-1,092.73	-20,817.66
01/31/18	10483	Tunxis	Lab exams: October 18 to January 31	-2,253.00	-23,070.66
01/31/18	10484	USA Blue Book	one settlement, four wire mesh element silencers, one numbered sticker set for CorePro, one Co...	-593.97	-23,664.63
01/31/18	10485	Widish Sanitation	Commercial service: December 2017	-44.67	-23,709.30
Total Operating - 8044					-45,558.55
Total 1 US\$					-45,558.55
TOTAL					-23,709.30

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2016

Year: 2001 To 2018, Pay Date: 02/13/2018, Time: 02/13/2018 03:06:43 pm All Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 06 SU										Page: 1		
YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L-FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
SU	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YR: 2011	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SU	2	912.37	0.00	0.00	912.37	0.00	297.87	160.85	24.00	482.72	0.00	614.50
YR: 2013	2	912.37	0.00	0.00	912.37	0.00	297.87	160.85	24.00	482.72	0.00	614.50
SU	3	1,242.35	0.00	0.00	1,242.35	0.00	399.09	263.36	0.00	662.45	0.00	843.26
YR: 2014	3	1,242.35	0.00	0.00	1,242.35	0.00	399.09	263.36	0.00	662.45	0.00	843.26
SU	314	1,230.57	0.00	0.00	1,230.57	0.00	286.27	95.42	48.00	429.69	0.00	944.30
YR: 2015	314	1,230.57	0.00	0.00	1,230.57	0.00	286.27	95.42	48.00	429.69	0.00	944.30
SU	315	3,374.98	0.00	0.00	3,374.98	0.00	1,823.13	210.59	221.53	2,255.25	0.00	1,551.85
YR: 2016	315	3,374.98	0.00	0.00	3,374.98	0.00	1,823.13	210.59	221.53	2,255.25	0.00	1,551.85
SU	316	205,339.37	0.00	-3,264.18	202,075.19	0.00	170,861.59	696.81	0.00	171,558.40	-261.92	31,213.60
YR: 2017	316	205,339.37	0.00	-3,264.18	202,075.19	0.00	170,861.59	696.81	0.00	171,558.40	-261.92	31,213.60
Grand Total	951	212,099.64	0.00	-3,264.18	208,835.46	0.00	173,667.95	1,427.03	293.53	175,388.51	-261.92	35,167.51

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

Year: 2001 To 2016, Pay Date: 02/13/2018, Time: 02/13/2018 03:07:53 pm All
Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 05 BENEFIT ASSESSMENT
Page: 1

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
BENEFIT AS	17	7,308.66	0.00	0.00	7,308.66	0.00	18,305.34 4,508.79	40.60	24.00	22,878.73	0.00	0.00
							15,505.47					
YR: 2016	17	7,308.66	0.00	0.00	7,308.66	0.00	18,305.34 4,508.79	40.60	24.00	22,878.73	0.00	0.00
							15,505.47					
BENEFIT AS	17	6,610.90	0.00	0.00	6,610.90	0.00	18,185.83 3,913.86	164.66	24.00	22,288.35	0.00	0.00
							15,488.79					
YR: 2017	17	6,610.90	0.00	0.00	6,610.90	0.00	18,185.83 3,913.86	164.66	24.00	22,288.35	0.00	0.00
							15,488.79					
BENEFIT AS	17	5,898.90	0.00	0.00	5,898.90	0.00	746.72 1,081.72	0.00	0.00	1,828.44	0.00	4,070.46
							746.72 1,081.72					
YR: 2018	17	5,898.90	0.00	0.00	5,898.90	0.00	746.72 1,081.72	0.00	0.00	1,828.44	0.00	4,070.46
Grand Total	17	19,818.46	0.00	0.00	19,818.46	0.00	37,237.89 9,504.37	205.26	48.00	46,995.52	0.00	4,070.46
							30,994.26					

Dunait & PE Corp
2 Paid In Full

11 Not Paid this year
4 Paid this year

Benefit Assessment

MEMORANDUM

From: Bart Clark
TO: Kent Sewer Commission
Re: Status Report February 2018

Date: February 8, 2018

N. Main St Sewer Inspection/Lane St Repair:

New England Pipe Cleaning Company has attempted to schedule this work, but, the weather did not cooperate. In support of this, we worked with the Aquarion Company to get permission to draw water from a hydrant and with the Superintendent to get the State Police involved with traffic control. NEPCC will try to schedule the work again in the next couple of weeks depending on the weather.

Asset Management Program (CUPSS):

No further discussion and review of using a computer program for asset management has been discussed.

In support of this, we have assisted with preparing a short term list of operation projects for the remainder of this year and for next year's budget and revised the list of capital projects.

Aeration Project

The materials supplier has finally provided a complete sales contract and this is attached.

The Commission's attorney reviewed the contract and has suggested several changes. We are working with him to finalize the contract.

Plant Grinder

The Grinder at the Plant has not been working for many years. We have set up a meeting with a manufacturer's representative to look at the installation and offer some options for replacement.

Maple St Sewer Inflow

During the Rain Storms in January, plant flows went up significantly with episodes of "dirt" colored influent. The most likely source of the "dirt" colored influent was the active construction site for Stuart Farms Phase 2. We investigated this with the contractor and found that the work he completed was not the source of the influent. We are going to do some spot smoke testing to determine if there is another source for influent in this area when weather permits.

Assistance During Ice Jams

We provided some limited assistance to help weather the elevated flows seen during the ice jams.

The flows at the plant exceeded design flows for several weeks. The flows from Town were mildly elevated; however, the flows from Kent School were significantly increased. I would suggest that the Commission send a letter to Kent School asking for a report concerning their operations during this event and to seek measures to minimize the impact of similar floods in the future on the system. This event also highlights the importance of performing smoke test on the sewers within the Kent School Campus to minimize the surface water entering the system.

Grease Receiving Station

The Commission has accepted that grease from grease traps should no longer be discharged to the septage lagoons. Many of the companies that service grease traps have complained about the additional costs involved. This cost will be passed on to the Customers. I was requested to look into the potential of providing a system that would allow the grease from grease traps to be collected at the plant in a container, remove much of the water and, then, hauled off-site to a disposal area. I contacted several hauling companies to determine if they would participate and they have all declined. They are concerned about removal of the grease from any container, odors while the container is on-site and other housekeeping issues.

Review of Septage Sludge Testing Results

We prepared a letter concerning our review of testing results of the Septage sludge. The Sludge had acceptable levels of contaminants; however, the grease content appears in the extractable Total Petroleum contents that was elevated.



Joyce Kearns <adminassist@townofkentct.org>

28 maple St.**Fire House**

1 message

Donna Hayes <landuseadmin@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>

Fri, Feb 2, 2018 at 12:09 PM

Hi,

Just as an FYI, the back of the fire house will be the new location for Stosh's Kettle Corn (<https://stoshskettlecorn.com/>). While they will not need zoning approval (because there is no change of use) or TAHD approval (because nothing is being sold at the site to the general public), they will still require Department of Consumer Protection approval.

TAHD has made the determination that they will need a grease trap. According to Cathy, the Fire House's grease trap was removed and the Sewer Commission had given them some time to reinstall it or to install a below ground GRU outside. It was her suggestion that the Sewer Commission review the plan to make sure that this is addressed.

If you need a copy of Cathy's letter, let me know and I'll get it to you.

Thanks!

*Donna M. Hayes, CZEO
Land Use Administrator
Town of Kent
Land Use Office
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
(860) 927-4625*



350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790
Phone (860) 489-0436 ♦ Fax (860) 496-8243 ♦ E-mail info@tahd.org ♦ Web www.tahd.org

"Promoting Health & Preventing Disease Since 1967"

Borough of Bantam

February 2, 2018

Bethlehem

William Jenks, Building Official

Town of Kent

Canaan

41 Kent Green Blvd.

P.O. Box 678

Cornwall

Kent, CT 06757

Goshen

Re: Popcorn Manufacturing, 28 Maple Street, Kent

Harwinton

Dear Bill,

Kent

It has come to my attention that a proposal has been made to build/convert an area behind the firehouse into a space for manufacturing of popcorn. That would require a sign off from the Dept. of Consumer Protection. If the popcorn comes out as a packaged product, NO food service will be conducted on site, and the new space does not interfere with the existing kitchen at the firehouse, T.A.H.D. has no involvement in the permitting process.

Borough of Litchfield

Litchfield

The grease removal unit was recently removed from the firehouse kitchen. The Kent Sewer Commission has given them some time to reinstall it or install a below ground GRU outside. The Sewer Commission should review the plan for the popcorn manufacturing to make sure that this is addressed.

Middlebury

Morris

If you have any questions, please do not hesitate to contact our office.

Norfolk

Sincerely,

North Canaan

Catherine Weber, R.S.

Plymouth

Salisbury

Torrington Area Health District

350 Main St., Suite A

Thomaston

Torrington, CT 06790

(860)489-0436 Ext. 308

Torrington

Cc Donna Hayes, ZEO

Warren

Watertown

Winsted

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