

Kent Sewer Commission
Regular Meeting

April 10, 2018
4:30 P.M. Town Hall

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

Approval of Minutes:

Mr. Casey made a motion to approve the minutes of the March 27, 2018 regular Sewer Commission Meeting, as submitted. Mr. Jennings seconded the motion and the motion carried.

Public Communication:

Oral: None.
Written: None.

Report of Chairman:

Ms. Potts stated she had nothing new to report.

Report of Superintendent:

Mr. Sommers provided a written report (attached).

Mr. Nelson asked if the Commission should contact the South Kent Brewery and ask what is in the loads they are dumping and confirm with DEEP that that material is within the parameters of the permit.

Mr. Nelson asked if the Commission would consider requiring the haulers to register and charging them by the size of the truck. Mr. Nelson suggested installing a scale as opposed to a flow meter as a more cost effective option. Mr. Clark stating that adding a scale would be a rate change and that requires a public hearing. Mr. Casey agreed he also is worried about revenue but not sure how to fix it.

Report of the Treasurer:

Mrs. Herbst provided the following reports:

- Income and expenses Actual vs. Budget July – March 2018
- Balance sheet as of February 2018
- Operating Account Ledger as of February 28, 2018

Mr. Casey made a motion to approve the Operating Account Ledger as of February 28, 2018, as submitted. Mr. Nelson seconded the motion and the motion carried.

Report of the Collector:

Ms. Devaux did not attend the meeting and did not provide a report.

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2018 APR 16 A 9:02

BY  TOWN CLERK

Report of Consulting Engineer:

Mr. Clark provided a written report (attached).

Mr. Jennings made a motion to authorize Sewer Commission Chairman Elissa Potts to sign the contractor's contract and the material contract for the aeration project. Mr. Nelson seconded the motion and the motion carried.

Hot Tubs and Pools:

The Commission agreed there is no need to be notified when permits are pulled in the Land Use Department for hot tubs.

Field Card Project:

Ms. Potts stated that she will be asking the Assessor's office to pull field cards for the properties in the "old Fire District" to identify any property that is not currently connected to the sewer line. Ms. Potts stated that she had been informed that Patco is not currently connected, but it is in the process of being sold and perhaps there may be an opportunity to get the new owner to connect to the sewer line. Mr. Nelson also stated that Club Getaway is not currently connected, and they too are looking into a major upgrade in the septic system.

Employee Handbook:

Ms. Potts asked for input on the draft Employee Handbook. There were several suggestions and grammatical correction. Ms. Potts asked the Commission members to review the sick time and vacation time policy and be prepared to update the draft Employee Handbook and approve it at the next regular meeting.

Capital Plan:

Ms. Potts stated she had nothing new to report.

Mr. Jennings made a motion to adjourn the meeting at 5:51 p.m. Mr. Nelson 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.

"An equal opportunity employer and service provider."

KENT SEWER COMMISSION REGULAR MEETING MINUTES, APRIL 10, 2018

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AGENDA

**KENT SEWER COMMISSION
REGULAR MEETING**

**April 10, 2018
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 March 27, 2018 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 Hot tubs – does the Sewer Commission need to sign off on permit
 - b Field card project
 - c Employee Handbook
12. Old Business
 - a Capital Plan
13. Adjourn

"An equal opportunity employer and service provider."

Superintendents report for March 2018

Good afternoon everyone:

**1.29 million gallons total
42,000 gallons per day average
7 million gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%**

Jesse Warner our new employee is doing fine. His first four tests in his Sacramento course book have been sent out for grading.

The spreader warranty repair is completed.

Charter Machine will be at the plant to work on and evaluate the sludge press on April 23rd

Godwin pump is working well

Continuing cleanup and organization of the maintenance garage.

The "wipes ready" cutter stack for the Muffin Monster arrived. Warmer weather project since the current stack is still working.

The garage doors are on order.

Gleason installed the electric outlets for the openers and the sockets on the outside of the office building and Jesse's office have been repaired.

Flow meter calibration will be done this Friday.

We need to get a pallet of quick lime to stabilize the septage placed out in the field. I need a check for \$287.50 made out to:

Supplier: Old Castle Stone Products

Location: 110 Marble St, Lee, Mass.

Contact: Denise Kelly - 413-243-0055

We should consider getting a credit card for purchases from vendors we don't have accounts with.

I need to get a business card.

Respectfully,

A handwritten signature in black ink, appearing to read "Lyle Sommers", followed by a long horizontal line.

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

Budget figures are "to date"

	<u>Jul -Feb 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	56,636	48,500	116.8%
Sewer User Charges	183,727	197,500	93.0%
Total Income	<u>240,363</u>	<u>246,000</u>	<u>97.7%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	4,400	4,400	100.0%
Audit	2,460	3,500	70.3%
Bank Service Charges	0		
Office Supplies	2,454	600	409.0%
Outside services-Admin	508	525	96.8%
Printing & Advertising	64		100.0%
Software/Licensing Fees	1,050	2,020	52.0%
Total General & Admin Expenses	<u>10,936</u>	<u>11,045</u>	<u>99.0%</u>
Operating Expenses			
Continuing Education	197	667	
Depreciation	0		
Electricity	19,819	19,300	102.7%
Fuel	3,053	2,000	152.6%
Insurance			
Dental Insurance	719	858	83.8%
Liab Auto Prop Insura	1,089	825	132.0%
Life Insurance	76	87	87.4%
Medical	14,451	16,760	86.2%
Workman's Comp	4,836	3,720	130.0%
Total Insurance	<u>21,172</u>	<u>22,250</u>	<u>95.2%</u>
Internet	1,373	145	945.0%
Lab exams	10,386	10,280	101.0%
Materials and supplies	15,044	680	2212.4%
Miscellaneous	130		100.0%
Outside Services-Operating	44,695	8,431	530.1%
Parts & Repairs	5,462	2,190	249.5%
Payroll Expenses	78,556	83,131	94.5%
Payroll taxes	6,167	6,360	97.0%
Pension	1,406	1,395	100.8%
Permit fees	2,011	2,300	87.4%
Postage	1,096	1,141	96.1%
Professional fees			
Engineering fees	33,774	10,160	332.4%
Legal fees	1,558		100.0%
Total Professional fees	<u>35,332</u>	<u>10,160</u>	<u>347.8%</u>

July through February 2018

Kent Sewer Commission Income and Expense Actual vs. Budget

Budget figures are "to date"

	<u>Jul -Feb 18</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,389	2,320	59.9%
Uniforms	668	850	78.6%
Total Operating Expenses	<u>247,956</u>	<u>173,600</u>	<u>142.8%</u>
Total Expense	<u>258,892</u>	<u>184,645</u>	<u>140.2%</u>
Investment income	368	320	114.9%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	20,857	19,000	109.8%
Short Term Asset Reserve	4,770	3,740	127.5%
Maple Street Extension			
100% of Connection Fees	0		
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>-34,117</u></u>	<u><u>48,213</u></u>	<u><u>-70.8%</u></u>

Transfers to Capital and ST Asset Reserve of 25,627
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 -34,117

Including amounts sequestered to Capital
the net income is actually -18,386

Kent Sewer Commission

Balance Sheet as of Feb 2018

	<u>02/28/18</u>	<u>02/28/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	71,297	104,434	-33,137
2 USB Septage MMA #8052	185,882	209,374	-23,492
3 USB Capital #3880	680,110	637,907	42,203
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>1,156,451</u>	<u>1,170,345</u>	<u>-13,895</u>
Accounts Receivable	<u>1,208</u>	<u>1,605</u>	<u>-398</u>
Due from General Fund	<u>0</u>	<u>30,341</u>	<u>-30,341</u>
Total Current Assets	<u>1,157,658</u>	<u>1,202,291</u>	<u>-44,633</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>4,568,555</u>	<u>4,721,821</u>	<u>-153,266</u>
LIABILITIES & EQUITY			
Accounts Payable	797	5,010	-4,214
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	2,089	2,866	-777
State Taxes Payable	345	418	-73
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>1,608,312</u>	<u>1,633,791</u>	<u>-25,479</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	-18,386	77,612	-95,998
Total Equity	<u>2,960,243</u>	<u>3,088,029</u>	<u>-127,787</u>
TOTAL LIABILITIES & EQUITY	<u>4,568,555</u>	<u>4,721,821</u>	<u>-153,266</u>

**Kent Sewer Commission
Operating Account ledger**

03/09/18

As of February 28, 2018

Date	Num	Name	Memo	Amount	Balance
1 US\$					-19,187.04
Operating - 8044					-19,187.04
02/01/18		QuickBooks Payroll Service	Created by Payroll Service on 01/24/2018	-2,016.58	-21,203.62
02/01/18	2/1/18	Benefit Assessments		1,210.67	-19,992.95
02/01/18	2/1/18	Sewer Customers		1,031.66	-18,961.29
02/01/18	2/1/18	Sewer Customers		533.40	-18,427.89
02/02/18	DirDep	Sommers, Lyle R	posts retroactive raise	0.00	-18,427.89
02/02/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	-18,427.89
02/02/18			Transf funds to cover Jan 31 ap	60,000.00	41,572.11
02/06/18	2/6/18	Sewer Customers		5,765.75	47,337.86
02/06/18	2/6/18	Benefit Assessments		617.77	48,955.63
02/06/18	10501	USA Blue Book	one Goulds 36875F Sewage Pump	-1,264.18	47,691.45
02/06/18	10502	Yucatech Inc	two: Sewer emails, google support sewer email issue	-170.00	46,521.45
02/13/18	02/13/18	Sewer Customers		38,762.76	85,284.21
02/14/18	10486	United States Treasury	Payroll taxes 12/31/17	-317.54	85,016.67
02/14/18	10487	Porta, Elissa	Reimbursement: Minuteman Press - one 3 x 4 lamination encapsulated	-63.81	84,952.86
02/14/18	10488	Aquation	wpcas / SEWER BILLINGS (345 @ .43) - 4th Qtr 2017	-148.35	84,804.51
02/14/18	10489	Dr. Gleason & Son	replace office and lab lights	-1,381.00	83,423.51
02/14/18	10490	Commissioner of Revenue	payroll taxes 12/31/17	-27.85	83,395.66
02/14/18	10491	Ferris, Lesly	2.5 hrs: Clerk regular commission meeting 2/13/18	-63.35	83,332.31
02/14/18	10492	Frontier	Billing 2/1/18 - 2/28/18	-82.07	83,250.24
02/14/18	10493	Map & Auto Parts	1 QT syngear Oil 75-90	-13.99	83,236.25
02/14/18	10494	Santor's Commercial Laundry...	Uniform services: 1/25 - 2/1 - 2/8	-39.00	83,197.25
02/14/18	10495	Sommers, Lyle - Reimbursement	Telephone reimbursement - January 2018	-80.00	83,117.25
02/14/18	10496	Superior Plus Energy	311.7 gal heating fuel	-777.19	82,339.98
02/14/18	10497	Town of Kent	100% of all Benefit Assessment fees deposited from 2/1/18 - 2/6/18 on MSE properties	-1,828.44	80,511.54
02/14/18	10498	Tunxis	Operating Expenses:Lab exams 2/1 - 2/8	-514.00	79,997.54
02/14/18	10499	US Environmental Rental Corp	2/5/18 through 2/7/18 - daily rental for YSI Professional Plus meter	-426.46	79,571.08
02/14/18	10500	Welsh Sanitation	Commercial service: January 2018	-44.67	79,526.41
02/14/18	02/14/18	Sewer Customers		297.60	79,924.01
02/14/18	02/14/18	Benefit Assessments		310.73	80,234.74
02/15/18		QuickBooks Payroll Service	2/16 Direct Deposits - regular payroll	-1,761.51	78,473.23
02/15/18		QuickBooks Payroll Service	2/16 Direct Deposits: Lyle Bonus, Jesse 1st pyrl and Butch	-2,021.89	76,451.34
02/16/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	76,451.34
02/16/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	76,451.34
02/16/18	DirDep	Sommers, Lyle R	81,000 Bonus per commission minutes 2/13/18	0.00	76,451.34
02/16/18	DirDep	Soule Jr., Micael L	Direct Deposit	0.00	76,451.34
02/16/18	DirDep	Warner, Jesse T	Direct Deposit	0.00	76,451.34
02/21/18	02/21/18	Sewer Customers		7,941.00	84,392.34
02/21/18	02/21/18	Benefit Assessments		1,517.28	85,909.62
02/27/18		QuickBooks Payroll Service	Direct Deposit - Devaux	-504.89	85,404.73
02/28/18	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	85,404.73
02/28/18	10503	Town of Kent	Roth 401k Emp withholding	-127.76	85,276.97
02/28/18	10504	ACE Hardware	rotary drill bit, siphon pump, keys, gloves, auger closet, tool holder, nozzle set, tote, hook s...	-134.29	85,142.68
02/28/18	10505	Air Septic Service LLC	9,500 gal (sludge sediment, flushwater)	-375.00	84,767.68
02/28/18	10506	Alingham & Readyoff, LLC	Legal: 4.0 hrs 1/31 - 2/5 General matters, proposed contract	-931.00	83,836.68
02/28/18	10507	Eversource	Plant: 1/16 - 2/14 (29 days), Pump Station: 1/16 - 2/14 (29 days), #50 Maple St - 1/15 - 2/1...	-3,918.54	79,918.14
02/28/18	10508	FedEx	shipping to Averdil lab 1/10 - 1/24 - 1/31 - 2/7	-116.42	79,801.72
02/28/18	10509	Hach Company	1 water, deionized 4L, 1 PH storage soln, 500ML	-82.19	79,719.53
02/28/18	10510	Santor's Commercial Laundry...	Uniform Service 2/15, 2/22	-26.00	79,693.53
02/28/18	10511	Sommers, Lyle - Reimbursement	February telephone, PayPal books for Jesse	-202.00	79,491.53
02/28/18	10512	Town of Kent	100% of all Benefit Assessment fees collected from 2/14/218 - 2/21/18 on MSE properties	-1,728.01	77,763.52
02/28/18	10513	Welsh Sanitation	Commercial service: February 2018	-44.67	77,718.85
02/28/18	10514	Xylem Dewatering Solutions, L...	rental 1/22 - 2/18: CD100M 4" 3015D RGT 30G W/4 MCG suction, 3" MCG discharge	-2,095.50	75,623.35
02/28/18	10520	Tunxis	Operating Expenses:Lab exams	-768.00	74,855.35
02/28/18	Transf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	0.00	74,855.35
02/28/18	Transf	Kent Sewer Commission	Post online transfer to Capital Reserve and ST Asset reserve accruals to date	-3,459.15	71,396.20
Total Operating - 8044				90,483.82	71,396.78
Total 1 US\$				90,483.82	71,396.78
TOTAL				90,483.82	71,396.78

MEMORANDUM

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

Date: April 10, 2018

N. Main St Sewer Inspection/Lane St Repair:

New England Pipe Cleaning Company completed the inspections on N. Main St; however, the repair on Lane St has not been due to the contractor's equipment failure. The inspection videos are expected shortly. The inspection video will show some significant breaks and pipe cracking that need to be resolved.

Aeration Project

The materials supplier has finally provided a complete sales contract and this is attached. If the Commission wishes it can approve the sales contract for signatures by the Chair after the contract with the contractor has been signed.

The Contractor has provided an updated quote and a final contract has been prepared. If the Commission wishes, it can approved the contract for signature after the contractor has signed and provide the appropriate insurance information. A copy is attached.

Maple St Sewer Inflow

The weather has prevented any smoke testing.

System wide Smoke Testing

DIS/ NEPCCO has been verbally notified of the acceptance of the smoke testing proposal. I have been waiting to send the proposal to them until their other obligations are completed.

RECEIVED FOR RECORD
KENT TOWN CLERK
2018 APR 16 A 9:03
BY *S. Brady*
TOWN CLERK