

Kent Sewer Commission
Regular Meeting

May 8, 2018
4:30 P.M. Town Hall

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

Also present: Virginia Bush-Suttman, Bart Clark, Barbara Herbst, Eric Kaminski, Rick Osborne, David Schreiber and Lyle Sommers.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:32 p.m.

The pledge was recited.

Approval of Minutes:

Mr. Casey made a motion to approve the minutes of the April 10, 2018 regular Sewer Commission Meeting, as submitted. Mr. Nelson seconded the motion and the motion carried.

Public Communication:

Oral: None.
Written: None.

Report of Chairman:

Ms. Potts reported the following:

- Requested field cards for the "fire district" from the assessor's office to determine who is and is not connected to the sewer.
- Plant has new garage doors.
- Plant belt press needs to be repaired or replaced – capital expense.
- Would like to implement an inventory system
- Work on the ordinances – hook-up fees.

RECEIVED FOR RECORD
KENT TOWN CLERK

2018 MAY 11 A 10:34

BY  TOWN CLERK

Report of Superintendent:

Mr. Sommers provided a written report (attached). In addition, Mr. Sommers provided estimates for the repair and/or replacement of the Belt Press and a sludge pump (attached).

Report of the Treasurer:

Mrs. Herbst provided the following reports:

- Income and expenses Actual vs. Budget July – April 2018
- Balance sheet as of April 2018
- Operating Account Ledger as of April 30, 2018

Mrs. Voorhees made a motion to approve the Operating Account Ledger as of April 30, 2018, as submitted. Mr. Nelson seconded the motion and the motion carried.

Mrs. Herbst provided a proposed FY 2018-2019 budget (attached). No action taken.

Report of the Collector:

Ms. Devaux provided the Grand Ratebook Balance Sheet Report as of May 8, 2018.

Report of Consulting Engineer:

Mr. Clark provided a written report (attached).

Kent Affordable Housing:

Virginia Bush-Suttman asked if the Sewer Commission would accept \$7,000 for the Sewer hook-up fees for Phase II, in lieu of the \$17,305 standard charges. Ms. Potts stated that the Sewer Commission would have to discuss the request with the Board of Selectmen and Board of Finance, as it was agreed upon during the financing to the Maple Street Ext. that all hook-up fees would be payable to the Town of Kent.

Club Getaway:

David Schreiber and Eric Kaminski from Club Getaway came before the Sewer Commission to explore the feasibility of Club Getaway connecting to the sewer instead of upgrading the current septic system. Ms. Potts stated that the Sewer Commission is very interested in having Club Getaway connect to the system and would work with them. Mr. Clark suggested that they send a conceptual plan and a letter to the State of CT DEEP to request a meeting and then come back before the Sewer Commission.

Sewer Rates Hook-up Fees:

Ms. Potts stated that the hook-up fees need to be discussed during the Ordinance update. She would like to see some type of incentive and/or mandate to have all the properties in the "Fire District" be connected to help increase revenues. No action taken.

Employee Handbook/Paid Time Off (PTO):

Ms. Potts stated that the draft Employee Handbook continues to be a work in progress.

Job Descriptions:

Ms. Potts stated that she needed to review the job description suggestion made by Mr. Clark.

Capital Plan:

Ms. Potts stated she had nothing new to report.

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KENT SEWER COMMISSION REGULAR MEETING MINUTES, MAY 8, 2018

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Mr. Jennings made a motion to adjourn the meeting at 5:45 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.

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KENT SEWER COMMISSION REGULAR MEETING MINUTES, MAY 8, 2018

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AGENDA

**KENT SEWER COMMISSION
REGULAR MEETING**

**May 8, 2018
4:30 P.M. TOWN HALL**

Regular Meeting

1. Call to order and Pledge of Allegiance
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a April 10, 2018 Regular meeting
4. Public Communication
 - a Oral
 - b Written
5. Report of Chairman
6. Report of Superintendent
7. Report of Treasurer
8. Report of Collector
9. Report of Consulting Engineer
10. New Business
 - a Kent Affordable Housing
 - b Club get Away
 - c Sewer Rates Hook-up Fees
11. Old Business
 - a Employee Handbook/Paid Time Off (PTO)
 - b Job Descriptions
 - c Capital Plan
12. Adjourn

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Superintendents report for April 2018

Good afternoon everyone:

2.02 million gallons total
68,000 gallons per day average
1.14 million gallons came from Kent school
Average BOD removal rate 96%
Average TSS removal rate 98%
Average influent PH 7.8

The PH is still elevated coming into the plant from Kent School. I have implemented a study taking multiple readings throughout the day to try and pin down a time and compare it to school activity.

Jesse Warner our new employee is doing fine and passed his Sacramento course. He will be taking his state certification exam July 11th. After passing his exam, he will have to wait for his 1-year anniversary to receive his certificate.

I enrolled Jesse in a class 1 license preparatory course. It starts May 30th which is a Wednesday and runs for 5 consecutive Wednesdays. The new hire at the Norfolk plant is also going to take it. I made arrangements for Jesse to ride with him in their truck to the class in East Windsor.

Charter Machine was at the plant on April 23rd to evaluate the press. Replacement is more cost effective than rebuild.

The new garage doors were installed.

The flow meter was calibrated

Our Goulds electric pump has failed under warranty and a claim is in process.

The pallet of quick lime was picked up and the sludge from the septage lagoons is being stabilized.

The number 2 percolation basin is drying nicely. Hope to have it cleaned out by the end of the week.

We don't currently don't have a Weed Wacker or chainsaw. The ones currently in use belong to me.

Respectfully,



Lyle Sommers
Superintendent
Kent WPCA



Dewatering Equipment Machines
Division

A GEC Subsidiary

DATE: May 5, 2018

TO: Fred Croy, Mahar Group

PROPOSAL: Charter Machine Company (CMC)
Proposal No – 180226-C2Rev2

PROJECT: Kent, CT

SUBJECT: Belt Filter Press Equipment with Auxiliary Equipment

We are pleased to offer the following equipment of our manufacture and supply for your consideration relative to the above subject project. The first part is a full factory rebuild of Kent's existing press. NOTE: a site rebuild is not available for this press due to the condition. There is also an offering for a NEW TWO belt Towerpress style (low gravity section and high cake discharge) skid system along with multiple options for all of the support equipment to meet or exceed the required performance as specified.

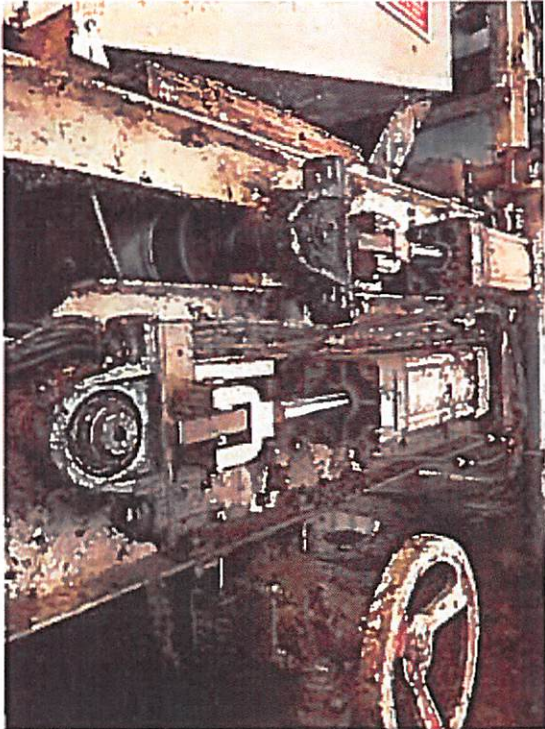


55 Wester Ave. Metuchen N.J. 08840 (732) 548-4400 Fax (732) 494-4596
WWW.CHARTERMACHINE.COM

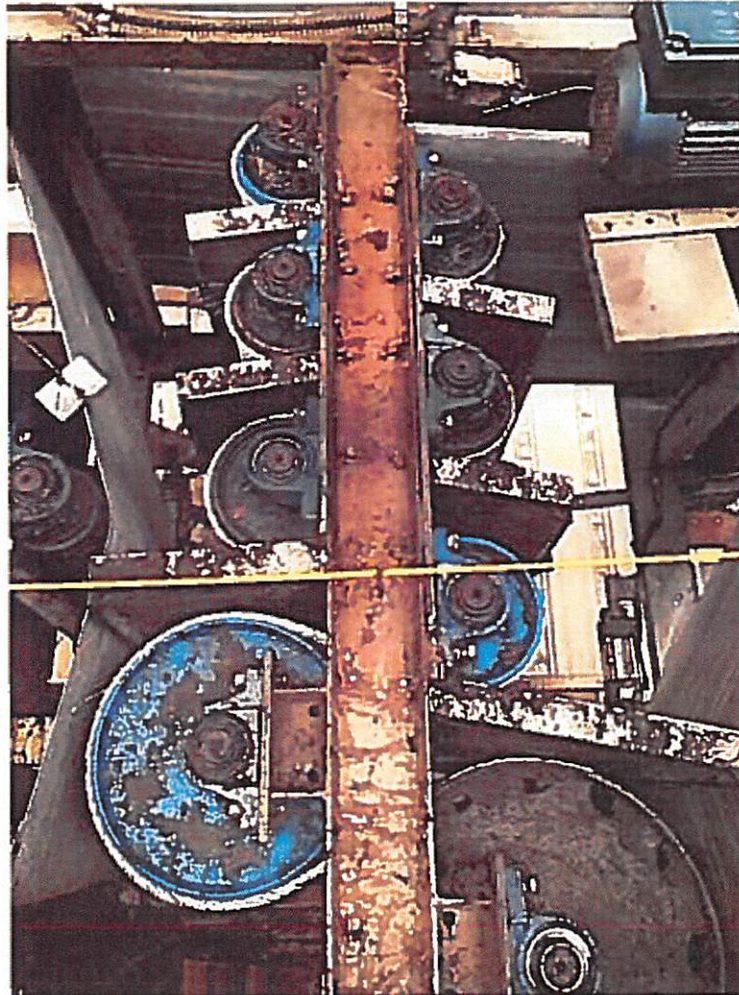
Item 1

One (1) Charter Machine Company Factory Rebuild of Customers Model TP7.4

We propose to remove the press*, place it on a flat bed truck, delivery it to the factory in NJ, completely strip press down to frame, fix everything that is needed, install all new parts as listed below and then delivery the rebuilt press back to Kent, reinstall press and start it up.



As you can see from the above pictures, the tensioning system is completely worn out and all of the components have to be replaced. The tracking system is no longer able to maintain belt alignment and destroying belts and not allowing for consistent and reliable performance. Also, note that the sump is degraded severely and is not able to be rebuilt or serviced. It must be replaced as part of the rebuild.



As can be seen from the above picture, all of the pressure section roller bearings and rollers need to be replaced. The drain pans are made from 304 SS and are in fine condition and would be reused.

*NOTE: the press is to be completely disconnected and cleaned by the owner prior to Charter arriving to pick it up. That includes: electrical, plumbing (including removing wash water booster pump), piping, platforms, air ducts and anything else that would be in the way to get the press out of the building.

The rebuild will encompass the following:

The press shall be power washed and cleaning PRIOR to the Charter employees arriving. Once the press is at the Charter factory, the press will be dismantled as needed for replacement of New parts:

- All pressure, driver, steering and idler rollers and bearings to be new. Old rollers will remain property of Charter.
- The dewatering drum and the thickening drum will be repair as needed but will not be replaced with new.
- all drain pans to be fully cleaned and replaced as needed
- all new pneumatic hosing
- new air control box with regulator, fittings and cylinders
- All wearables will be replaced with new including: the belts, side seals, scraper blades, gravity drum screen to be replaced, tracking guide bars, alignment switches, etc.
- wedge section UHMW supports

All belt press electrical functions will be factory wired to numbered terminals in a frame mounted 304 Stainless Steel, NEMA 4X junction box with all new flex conduit and fittings.

- All New hot dip galvanized sump/skid system.

The press will be rebuilt to a fully working condition and will include all warranties the same as a new press for only the components that were replaced by Charter. (1 year from start up not to exceed 18 months from installation) During the rebuild, Charter will be allowed to replace components that are no longer available and/or are not rebuildable with new versions to maintain and/or increase functionality and performance. This includes the rotating drum section and frame sections. Any and all new components shall be made to fit as close to original as possible so that reinstallation would only require minor piping changes and or anchor bolt relocation and some possible electrical changes to be done by owner.

NOTE: This would bring the press back to new condition for a 20+ year life again.

*: Charter will hire a rigger to remove press and place it on the Charter Flatbed truck and reinstall when needed. Customer is responsible for disconnecting all plumbing, electrical and removing any and all obstructions in order to slide the press out of the building prior to rigger arriving on site and reinstalling all those components once the rebuilt press is returned and mounted.



As you can see from above, the current polymer system is in need of complete replacement and therefore, Charter is not offering to rebuild it. Charter is offering a new complete L-2 Polymer as pictured below and is included in the new skid pricing below.



Final Information and Pricing for the Factory Rebuild and Items listed above:

We propose to furnish the above described equipment for the Total Lot Net Selling Price of **\$ 279,000.00** F.O.B. shipping point, with full truck freight allowed to job site.

Charter is offering up a complete new system that is a DIRECT REPLACEMENT to the current system with the same model number and size of equipment from the SAME manufacture. The new press does contain upgrades from the existing 25+ year old press design.

Item 2

One (1) Charter Machine Company Belt Filter Press, Model TP7.4 Skid System with a 0.7 meter total belt width and 8 pressure rolls to achieve the driest cake possible. The belt filter press will be supplied with a hot-dipped galvanized frame and perforated roll to a minimum of 5 mil. All belt press electrical functions will be factory wired to numbered terminals in a frame mounted 304 Stainless Steel, NEMA 4X junction box. The machine will be shipped totally assembled. Also included will be ***one (1) upstream conditioning device*** consisting of a 304 Stainless Steel in-line adjustable orifice venturi type mixer, complete with a polyethylene injection ring. The Belt Filter Press will be totally pre-plumbed, requiring one (1) sludge feed connection, one (1) polymer feed connection, one (1) plant water connection and one (1) electrical connection. This press will be ***hydraulically*** steered and tensioned. An air compressor system will NOT be supplied with this press. All of the components will be mounted on a new hot dip galvanized skid system with one main 6" drain line in the same location as the existing skid system.

Item 3

One (1) Belt Filter Press Electrical Control Panel, totally factory wired to numbered terminal strips and including all necessary components for the automatic operation of the belt filter press system. Components will include VFD's, pushbuttons, lights, relays, switches, transformers, fuses, alarms and starters to perform the necessary control functions. The control panel will be 304 Stainless Steel, hinged front access with PLC, completely factory assembled and tested.

Item 4

One (1) Roedos Model L – 2 Polymer Preparation/Feed Unit, capable of metering, diluting, and activating an emulsion polymer with water. This system shall be capable of controlling separately the water flow and the polymer injection dosage, and shall be furnished as a complete assembled unit.

The polymer system shall include one (1) polymer feed pump to provide mixed polymer solution to the polymer injection points. The pump will be a full range, end suction centrifugal type as manufactured by Goulds, and will be driven by an AC motor.

All polymer system controls will be located in a local control panel. The polymer system power shall be 15 amps, single phase and will be mounted directly on the new skid system.

Item 5

The services of a factory trained representative for the purposes of installation supervision, inspection, startup and operator training will be provided for the belt press, control panel, polymer system and belt conveyor for a period not to exceed **three(3) days on-site, and to be completed in one (1) trip.**

Final Information and Pricing for Items 2-5 listed above:

We propose to furnish the above described equipment for the Total Lot Net Selling Price of **\$ 151,000.00** F.O.B. shipping point, with full truck freight allowed to job site.

NOTE: Owner is responsible for removing existing belt press skid system and installing the new skid system. Charter is not offering any services to complete that task.

If the existing press can be disconnected and taken out of the building at the same time as new press is delivered, Charter will take away the old press at NO cost to the owner. Timing is very important as the new press will be delivered on a Charter truck so Charter would only want to make one round trip.

OPTIONAL ADDER:

Item 6

One (1) Lime Post Treatment Module, Model RM240, manufactured to perform the sludge mixing requirements as specified. The mixer body shall be constructed of carbon steel, welded construction, hot dip galvanized. The mixer shall be of the dual shaft design, connected by spur gears, with flanged bearings and adjustable paddles.

One (1) adjustable variable speed AC motor, rated at 5.0 hp, will be flange mounted to the mixer housing to drive the mixer shafts. The drive motor shall be TEFC, rated for continuous chemical service application. Drive motor power requirements will be 230/460V, 3 phase, 60 Hz. Controls for the mixer drive will be located in the belt filter press control panel.

Each mixer will be equipped with integral floor mountings and discharge chute, as required.

Item 7

One (1) Model LFS 600 Lime Storage Hopper and Feed System to provide lime storage and feed capabilities to the sludge mixer. The unit shall be carbon steel welded construction, hot dip galvanized and shall be capable of storing approximately 640 pounds of lime. Also included are a self-supporting cover, bag shelf and floor mounting legs.

One (1) horizontal and one (1) vertical lime feed screw will be provided for conveying lime from the storage hopper to the sludge mixer. Screws will be 3" in diameter with a minimum capacity of 500 lbs. per hour. The vertical screw will be driven by a 3/4-hp mechanically variable traction disc constant speed AC motor. The horizontal screw will be driven by an infinitely adjustable SCR drive using a 1-hp DC motor. Speed controls will be located in the belt filter press main control panel.

Final Information and Pricing for Items 6&7 ONLY listed above:

We propose to furnish the above described equipment for the Total Lot Net Selling Price of **\$ 55,000.00** F.O.B. shipping point, with full truck freight allowed to job site.

Additional service may be requested at a rate of \$120 per hour, plus all travel and living expenses.

Please Note:

Except as otherwise noted herein, the following are not included in our offering:

Installation or off-loading, local, state or federal taxes, permits, or other fees, duties, export paperwork, anchor bolts, local motor disconnects or lockouts, polymer for startup or operation, platforms, walkways, or handrails.

Warranty:

Our equipment shall be warranted against defects in workmanship and materials for a period of eighteen (18) months after delivery or twelve (12) months after start-up, whichever comes first. This warranty is based upon compliance with Charter Machine Company's handling, storage, installation, startup, operating and maintenance procedures.

Early shipments of embedded metal work can possibly be made however there will be an additional charge of the lowest ground freight rate available to the purchaser.

Early shipments and partial shipments will be invoiced as shipped on a prorated basis to be determined by CMC.

Unless otherwise specified this proposal is offered for acceptance for (180) one hundred eighty days and is subject to review thereafter. Pricing is firm based upon receipt of a Purchase Order within this (180) one hundred eighty-day period. Delays in shipments caused by slow return of submittals or other delays caused by the contractor, owner, owner's agents or engineer may result in additional charges of 1% per month.

Submittal Schedule:

Approval submittals can be forwarded no more than 2-4 weeks after our receipt and acceptance of your purchase order.

Delivery Schedule:

Shipment of the equipment can be made approximately **12-14 weeks** after our receipt of approval and your release to manufacture.

These lead times are based upon typical Engineering and Shop loading, which may vary to some degree.

Offering Basis:

Please note that our offering, as described herein, is based upon Charter Machine's standard model. Should the contents of any addenda (or other applicable documents) have an effect on our offering, we must reserve the right to modify that offering (and pricing) accordingly. We request your assistance in keeping us abreast of all changes to the contract documents.

We wish you success on this project and look forward to the opportunity of working with you.

Very truly yours,
Charter Machine Company

A handwritten signature in black ink, appearing to read 'C. Boyd', with a large, stylized loop at the end.

Christopher Boyd
Director of Sales

Rotary Lobe Pumps
Macerating Technology

BÖRGER®

The Maher Corporation
Frederick Croy
192 Pleasant St.
Rockland, MA 02370
USA

Quotation

No.: 30010252

Date: 05/08/2018

RFQ Reference	: Kent CT /BOERGER RL	Outside Sales	: Pete Masson
RFQ Date	: 11:03 05/08/2018	E-Mail	: pma@boerger.com
Recipient	: Frederick Croy	Phone	: 612-435-7324
E-Mail	: fcroy@themahercorp.com	Inside Sales	: James Connell
Phone	: (781) 421-2622	E-Mail	: jco@boerger.com
Customer No.	: 100425	Phone	: 612-435-7334
Payment Terms	: Net 30	Fax	: 612-435-7301
Std. Delivery ARO	: 10Week(s)	Prepared By	: JKCBJJ
	Inquire For Faster Delivery	Price Firm Until	: 08/06/2018
Shipping Type	: To Be Determined		
Terms of Delivery	: FOB (Free On Board Factory) /FOB		

Line Part / Label

Quantity

Conveying Product

Product: Sludge
Specific Product: -
Viscosity: 1 cp
Solid Content: 2 %
Solid Size: - in
Density/SG: 1.0 -
Product Temp.: Ambient °F
ph-value: Neutral
Addl Notes:

Operational Characteristics

Location: Closed Building, Dry
Specific Location: -
Hazardous Area: Not Classified
Ambient Temp.: Ambient °F
Operating Mode: Continuous -
Suction Pressure: up to 14' lift -
Discharge Pressure: - psi
Differ. Pressure: - psi
NPSHa: - ft
Addl Notes:

Performance Data

	GPM	PSI	RPM
Min. Capacity:	-	-	-
Nom. Capacity:	50	6.5	116
Max. Capacity:	60	10	142

Additional Notes

1.00	7510000004 PL 200 Assembly	1
1.05	PP2SARCFAAAADCCC14 Börger Rotary Lobe Pump PL200 Product series: BLUEline Version: Classic Casing: Cast Iron ASTM A48-40 B Axial/Radial casing protection liners from Hard Metal (MIP®) Rotor geometry: Tri-lobe, entirely elastomer coated, screw form, for almost pulsation-free operation	1

Boerger, LLC
2860 Water Tower Place
Chanhassen, MN 55317
USA

Phone: 612.435.7300
Fax: 612.435.7301

E-Mail: america@boerger.com
Website: www.boerger.com

Quotation
No. 30010252

Page: 2
Date: 05.08.2018

Line	Part / Label	Quantity
	Rotor coating: Buna-N Free ball entry D = 40 mm Displacement: 47.52 gal/100 rev Shaft seal: Maintenance free single acting mechanical seals, with quench and quench level control Seal rings from Duronit V / Duronit V Dynamic O-rings: Buna-N Stationary O-Rings: Buna-N	
1.10	1300000182 PL200 to 4in ANSI Flange B6 Configuration 001-004 Galvanized CS	2
1.15	5301000403 Nord SK22-180TC-10.89 Inline Reducer 1750rpm/161rpm	1
1.20	5110003174 Baldor VEM3665T 5hp,1750rpm,Premium Eff 3ph,60Hz,208-230/460V TEFC,184TC,1.15SF	1
1.25	2500000002 PL In-Line Assembly <=20 HP Galvanized Frame Flexible Coupling & Guard Galvanized Gearmotor Plate	1
Net Value		\$ 13,783.40
Total Amount (USD)		\$ 13,783.40

- Optional Item(s) not Included -

Notes:

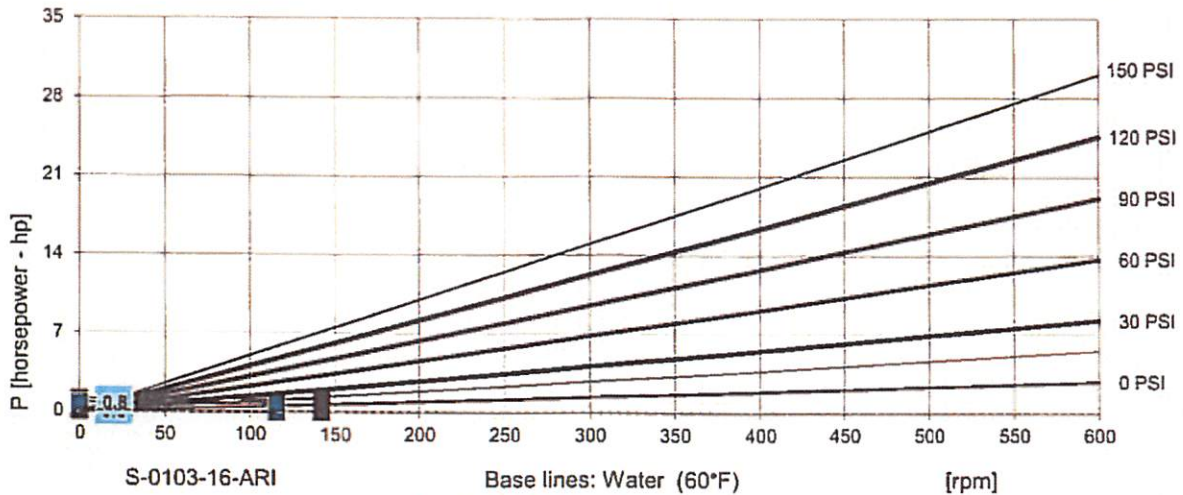
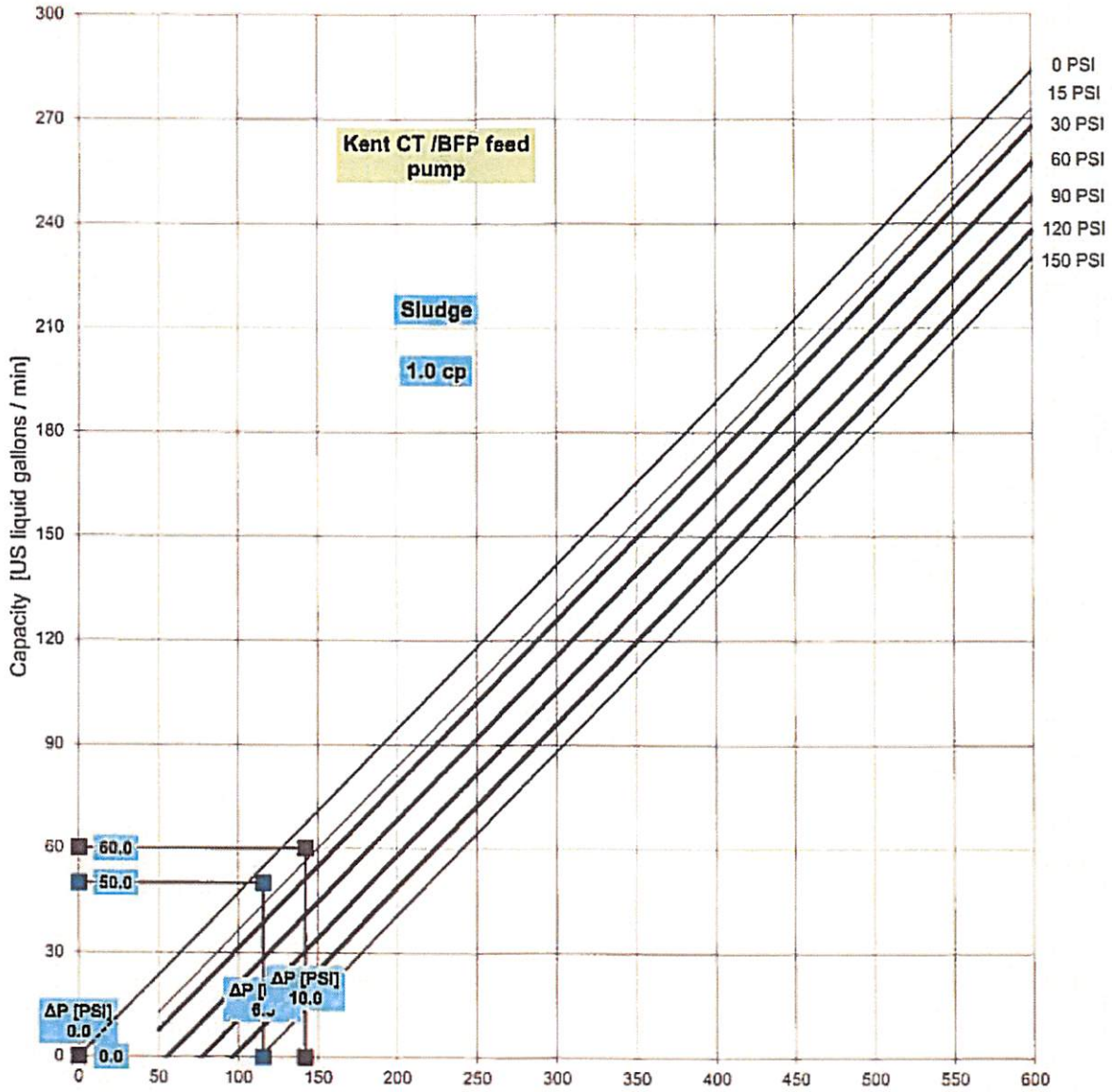
1. BOERGER, LLC's standard Terms and Conditions apply and are an integral part of this quotation unless specifically noted otherwise in this proposal.
2. Installation, wiring, field painting, start-up and instructional services are not included unless specifically noted otherwise in this proposal.
3. Anchor bolts, pressure gauges, valves, drainage piping, starters, variable frequency drives and control equipment or any other items are not included unless specifically noted otherwise in this proposal.
4. BOERGER, LLC will review plans and specifications and will offer technical assistance and certified pump drawings for construction. The responsibility for pump station layout, access, seismic calculations including local PE stamp, etc., shall be by others.
5. This proposal is offered as an acceptable pumping system based upon descriptive items listed above. Deviations from the equipment described could result in price adjustment.
6. A BOERGER, LLC field engineer may be provided, as noted above, in a supervisory capacity only. Any and all costs associated with labor, set-up, etc., for the tests are to be by contractor.

Boerger, LLC
2860 Water Tower Place
Chanhassen, MN 55317
USA

Phone: 612.435.7300
Fax: 612.435.7301

E-Mail: america@boerger.com
Website: www.boerger.com

Performance curve
PL 200 Lobe Type D



S-0103-16-ARI

Base lines: Water (60°F)
 printed in 5/8/2018 by Boerger LLC - USA

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Jul -Apr 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	67,491	61,500	109.7%
Sewer User Charges	195,687	211,000	92.7%
Total Income	<u>263,179</u>	<u>272,500</u>	<u>96.6%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,500	5,500	100.0%
Audit	2,460	3,500	70.3%
Bank Service Charges	0		
Office Supplies	2,843	600	473.8%
Outside services-Admin	508	525	96.8%
Printing & Advertising	64		100.0%
Software/Licensing Fees	2,070	2,020	102.5%
Total General & Admin Expenses	<u>13,444</u>	<u>12,145</u>	<u>110.7%</u>
Operating Expenses			
Continuing Education	567	833	
Depreciation	0		
Electricity	27,780	24,300	114.3%
Fuel	3,652	2,600	140.5%
Insurance			
Dental Insurance	931	1,073	86.8%
Liab Auto Prop Insura	1,125	1,100	102.3%
Life Insurance	98	109	89.9%
Medical	17,140	20,200	84.9%
Workman's Comp	4,836	4,960	97.5%
Total Insurance	<u>24,130</u>	<u>27,442</u>	<u>87.9%</u>
Internet	393	185	212.2%
Lab exams	12,442	12,850	96.8%
Materials and supplies	10,919	840	1299.9%
Miscellaneous	130		100.0%
Outside Services-Operating	51,643	10,930	472.5%
Parts & Repairs	5,982	2,190	273.2%
Payroll Expenses	100,761	107,582	93.7%
Payroll taxes	7,236	8,230	87.9%
Pension	2,320	2,195	105.7%
Permit fees	2,011	2,300	87.4%
Postage	1,670	1,357	123.1%
Professional fees			
Engineering fees	46,659	14,610	319.4%
Legal fees	1,862		100.0%
Total Professional fees	<u>48,521</u>	<u>14,610</u>	<u>332.1%</u>

Kent Sewer Commission Income and Expense Actual vs. Budget

Budget figures are "to date"

	<u>Jul -Apr 18</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,662	2,900	57.3%
Uniforms	882	1,050	84.0%
Total Operating Expenses	<u>302,702</u>	<u>222,394</u>	<u>136.1%</u>
Total Expense	<u>316,146</u>	<u>234,539</u>	<u>134.8%</u>
Investment income	448	400	112.1%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	26,131	23,750	110.0%
Short Term Asset Reserve	5,226	4,675	111.8%
Maple Street Extension			
100% of Connection Fees	0		
80% of User Fees Collected	<u>1,871</u>	<u>2,700</u>	
Total Maple Street Extension	<u>1,871</u>	<u>2,700</u>	69.3%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>27,365</u>	<u>27,728</u>	
Net Income and Expense	<u><u>-74,206</u></u>	<u><u>18,413</u></u>	<u><u>-403.0%</u></u>

Transfers to Capital and ST Asset Reserve of 31,357
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 -75,683

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 -74,206

Including amounts sequestered to Capital
the net income is actually -118,531

Kent Sewer Commission

Balance Sheet as of April 2018

	<u>04/30/18</u>	<u>04/30/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	67,330	83,510	-16,180
2 USB Sptage MMA #8052	136,695	220,910	-84,215
3 USB Capital #3880	631,609	650,223	-18,614
5 Brookwoods	31,974	31,628	346
6 Kent Affordable Housing	24,031	23,932	99
7 Saddle Ridge Estates	163,204	163,086	118
Total Checking/Savings	<u>1,054,844</u>	<u>1,173,290</u>	<u>-118,446</u>
Accounts Receivable	<u>1,275</u>	<u>2,113</u>	<u>-838</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,056,119</u>	<u>1,175,402</u>	<u>-119,283</u>
Fixed Assets			
Accumulated Depreciation	-1,352,787	-1,244,154	-108,633
Property and equipment	<u>4,763,684</u>	<u>4,763,684</u>	<u>0</u>
Total Fixed Assets	<u>3,410,896</u>	<u>3,519,530</u>	<u>-108,633</u>
TOTAL ASSETS	<u>4,467,016</u>	<u>4,694,932</u>	<u>-227,916</u>
LIABILITIES & EQUITY			
Accounts Payable	-526	0	-526
Due To Brookwoods	31,974	31,628	346
Due To Kent Affordable Housing	24,031	23,932	99
Due to Saddle Ridge Estates	163,204	163,086	118
Federal Taxes Payable	1,941	2,866	-925
State Taxes Payable	374	418	-44
USDA Loan 92-04	476,797	484,858	-8,061
USDA Loan 92-06	830,455	841,996	-11,541
USDA Loan 92-08	<u>78,668</u>	<u>80,012</u>	<u>-1,344</u>
Total Liabilities	<u>1,606,918</u>	<u>1,628,797</u>	<u>-21,878</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	<u>-118,531</u>	<u>55,718</u>	<u>-174,250</u>
Total Equity	<u>2,860,097</u>	<u>3,066,135</u>	<u>-206,038</u>
TOTAL LIABILITIES & EQUITY	<u>4,467,016</u>	<u>4,694,932</u>	<u>-227,916</u>

35/04/18

Kent Sewer Commission Operating Account ledger

As of April 30, 2018

Date	Num	Name	Memo	Amount	Balance
1 USD					103,751.14
Operating - 8044					103,751.14
04/04/18	04/04/18	Sewer Customers		364.54	104,115.68
04/05/18	E-pay	CT Commissioner of Revenue ...	7768998-000 QB Tracking # 1560356214	-542.79	103,572.89
04/05/18	E-pay	United States Treasury	06-1354645 QB Tracking # 1500413214	-2,762.15	100,810.74
04/09/18		QuickBooks Payroll Service	Direct Deposit	-202.81	100,607.93
04/10/18	DirDep	Soule Jr., Mildard L	Direct Deposit	0.00	100,607.93
04/12/18		QuickBooks Payroll Service	Direct Deposit	-3,076.72	97,531.21
04/13/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	97,531.21
04/13/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	97,531.21
04/13/18	DirDep	Warner, Jesse T	Direct Deposit	0.00	97,531.21
04/18/18	04/18/18	Sewer Customers		1,071.53	98,602.74
04/20/18	E-pay	Administrator Unemployment ...	00 027 82 QB Tracking # 1742639114	0.00	98,602.74
04/20/18	10542	Attingham & Readyoff, LLC	Legsl: 1.6 hrs 3/27 - 3/28 - The Kent- basis for sewer charge research	-304.00	98,298.74
04/20/18	10543	DL Gleason & Son	wiring for garage door, opener outlets	-1,065.00	97,233.74
04/20/18	10544	CIRMA	add tractor tank spreader to policy	-36.00	97,197.74
04/20/18	10545	FedEx	to Averzi lab 3/14, 3/21, 3/28, 4/4	-115.73	97,082.01
04/20/18	10546	Frontier	Billing 4/1/18 - 4/30/18	-82.15	96,999.86
04/20/18	10547	Hach Company	1 LDO probe, rugged w/5m cable, one 500ML bottle wash	-869.40	96,131.46
04/20/18	10548	Introl	annual recalibrated influent flow loop, provided calibration decals	-301.00	95,830.46
04/20/18	10549	Napa Auto Parts	towels, polish wax, pads, antifreeze, hose, safety goggles, gear oil	-83.00	95,747.46
04/20/18	10550	Oakwood Environmental Assoc...	Uniform services: 1/3 - 3/27 (105.5 hrs plus mileage and reimbursement for one ADP Diarral B ..	-13,348.80	82,398.66
04/20/18	10551	Santoro's Commercial Laundry...	Uniform services: 3/15, 3/22, 4/5, 4/12, 4/19	-65.00	82,333.66
04/20/18	10552	Sommers, Lyle - Reimbursement	boat reimbursement - 4/15/18	-108.99	82,224.67
04/20/18	10553	Stanton Equipment	tool box for tractor	-148.00	82,076.67
04/20/18	10554	Superior Plus Energy	211 gal heating fuel	-525.69	81,550.98
04/20/18	10555	Town of Kent	Apr: Insurances	-1,137.44	80,413.54
04/20/18	10556	Tunais	Lab exams: 4/11, 4/13, 4/17	-771.00	79,641.54
04/20/18	10557	Welsh Sanitation	Commercial service: March 2018	-44.67	79,596.87
04/20/18	10558	Iversource	#50 Maple St: 3/15 - 4/17 (33 days)	-94.43	79,502.44
04/20/18	10559	Quality Data Service Inc.	Jer- 2018: printing and processing sewer/water billing (313 bills)	-100.65	79,401.79
04/22/18	DirDep	QuickBooks Payroll Service	Direct Deposit	-3,076.72	76,325.07
04/22/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	76,325.07
04/22/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	76,325.07
04/22/18	DirDep	Warner, Jesse T	Direct Deposit	0.00	76,325.07
04/22/18	DirDep	QuickBooks Payroll Service	Direct Deposit	-707.70	75,617.37
04/30/18	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	75,617.37
04/30/18	DirDep	Soule Jr., Mildard L	Direct Deposit	0.00	75,617.37
04/30/18	10535	Town of Kent	L Sommers Roth withholding for April	0.00	75,617.37
04/30/18	4/30/18	Sewer Customers		-234.72	75,382.65
04/30/18	10561	Devaux, Deborah J.	reimbursement for roll of stamps	671.35	76,054.00
04/30/18	10562	AUT	April bookkeeping support	-550.00	75,504.00
04/30/18	10563	ACI: Hardware	11005	-132.27	75,371.73
04/30/18	10564	DIS - Diversified Infrastructure	420 LF of clean/TV 6" sewer and mobilization	-1,760.00	73,611.73
04/30/18	10565	Eversource	Plant: 3/23 - 4/25 (33 days) and Pump Station: 3/16 - 4/18 (33 days)	-4,139.92	69,471.81
04/30/18	10566	Quill Corporation	Wireless High-Speed Color Duplex Desktop Document Scanner with Touchscreen LCD	-329.99	69,141.82
04/30/18	10567	Sommers, Lyle - Reimbursement	Telephone reimbursement - April 2018	-80.00	68,961.82
04/30/18	10569	Pettis, I Lela	Reimbursement: cost class 1 wastewater exam	-370.00	68,591.82
04/30/18	10570	Tunais	Lab exams 4/24/18	-257.00	68,334.82
04/30/18	Transf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	0.00	68,334.82
04/30/18	Transf	Kent Sewer Commission	Post end-of transfer to Capital Reserve and ST Asset reserve accruals to date	-974.39	67,360.43
Total Operating - 8044				-36,420.71	67,360.43
Total 1 USD				-36,420.71	67,360.43
TOTAL				-36,420.71	67,360.43

	FY 19 Proposed Budget	FY 18 Full Year Budget	FY 18 Actual to date
Income			
Septage Fees	70,000	79,000	67,491
User Charges	277,298	280,500	195,687
Total Income	347,299	359,500	263,178

Expense

General & Admin Expenses			
Accounting/Bookkeeping Serv	6,600	6,600	5,500
Audit	2,500	3,500	2,460
Office Supplies	700	600	2,843
Outside services-Admin	600	675	508
Printing & Advertising	0	0	64
Software/Licensing Fees	2,220	2,020	2,070
Total General & Admin Expe	12,620	13,395	13,445
Operating Expenses			
Continuing Education	1,000	1,000	567
Electricity	30,800	29,000	27,780
Fuel	4,125	2,750	3,652
Insurance			
Dental Insurance	1,505	1,287	931
Liab Auto Prop Insura	1,200	1,100	1,125
Life Insurance	131	131	98
Medical	27,215	23,640	17,140
Workman's Comp	5,000	4,960	4,836
Total Insurance	35,051	31,118	24,130
Internet	720	208	393
Lab exams	13,440	15,420	12,442
Maintenance and Repairs	2,400		
Supplies	1,500	1,000	10,919
Miscellaneous	130		130
Outside Services-Operating	15,800	14,300	51,643
Parts & Repairs	4,000	3,800	5,982
Payroll Expenses	117,015	127,142	100,761
Payroll taxes	8,952	9,726	7,236
Pension	5,346	2,845	2,320
Permit fees	2,100	2,300	2,011
Postage	1,980	1,600	1,670
Professional fees			
Engineering fees	42,000	14,730	46,659
Legal fees	5,000	0	1,862
Total Professional fees	51,906	14,730	48,521
Rental	3,500		
Telephone	2,040	3,480	1,662
Uniforms	1,548	1,250	882
Total Operating Expenses	303,353	261,670	302,701

	FY 19 Proposed Budget	FY 18 Full Year Budget	FY 18 Actual to date
	31,326	84,435	-52,968
Other Income			
Investment Income	600	480	448
Transfers In (TOK)	38,906	38,906	38,906
Total Other Income	39,506	39,386	39,354
Other Expense			
Transfer Out			
Capital Reserve OP to CAP	24,311	28,500	26,131
Maple Street Ext (TOK)			
100% of Benefit Assessment	0	0	0
80% of User Fees Collected	3,025	2,700	1,871
Total Maple Street Ext (TOK)	3,025	2,700	1,871
ST Asset Reserve OP to CAP	5,209	5,610	5,226
Total Transfer Out	32,545	36,810	33,228
USDA Loan Interest	41,985	69,979	27,365
Net Income	-3,699	17,032	-74,207

JUL 2016

\$3,949.

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2016

Year: 2001 To 2016, Pay Date: 05/08/2016, Time: 05/08/2016 04:21:22 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	1,828.04	211.25	245.53	2,284.82	0.00	1,546.94
YR: 2016	315	3,374.98	0.00	0.00	3,374.98	0.00	1,828.04	211.25	245.53	2,284.82	0.00	1,546.94
SU	316	281,132.42	0.00	-3,838.38	277,294.04	0.00	195,719.34	946.52	0.00	196,665.86	-64.25	81,574.70
YR: 2017	316	281,132.42	0.00	-3,838.38	277,294.04	0.00	195,719.34	946.52	0.00	196,665.86	-64.25	81,574.70
Grand Total	951	287,892.69	0.00	-3,838.38	284,054.31	0.00	198,530.61	1,677.40	317.53	200,525.54	-64.25	85,523.70

David Moore

D. Moore B. Eng

D. Moore, B. Eng

C. Franks R. Jackson B. Casey

D. Moore, B. Eng

MEMORANDUM

From: Bart Clark

Date: May 8, 2018

TO: Kent Sewer Commission

Re: Status Report May 2018

N. Main St Sewer Inspection/Lane St Repair:

The inspection of North Main and the repair on Lane St was completed. The inspection Report for N. Main shows that the line is in need of lining or replacement.

Aeration Project

The Material Supplier SSI has responded that they are preparing final drawings for the project. We anticipate these soon. The contractor that will be installing the aeration system will be present at a preconstruction meeting on May 30th to review conditions and determine the schedule for completing the work.

Maple St Sewer Inflow

Smoke testing was done on Maple St and Schaghticoke Rd using a loaned by the Norfolk Sewer Authority. This testing did not show any significant areas where surface water would cause increased flows at the plant.

System wide Smoke Testing

DIS/NEPCCO has been notified of the Commission's acceptance of their smoke testing proposal. To date, I am only aware of Kent School giving permission to access their sewers for this testing.

Lyle and I also had some brief discussions concerning the smoke testing with Joe Wolenski of Kent School.

Proposal for Work on the Infiltration Beds

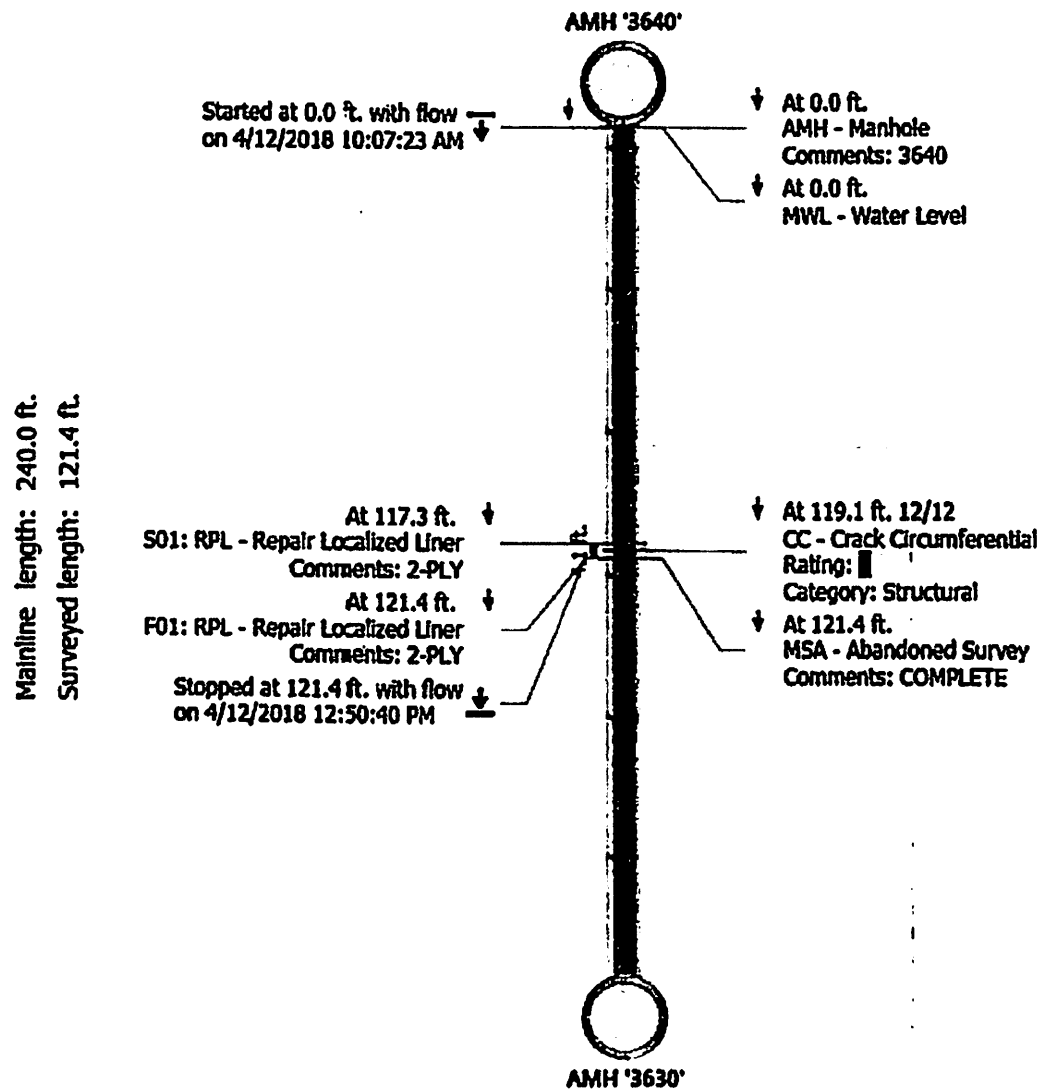
The Commission requested that I put together a proposal for the earth work and supply of concrete retaining blocks around the infiltration beds. I have been waiting on preparing this proposal until the next budget year.

Personnel Policies

I have reviewed the job descriptions as requested and provided some suggested revisions.

Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
	3540>3630	KENT CT	LANE ST
Start date/time:	Direction:	Weather:	Location code:
4/12/2018 10:07 AM	D	1	
Shape:	Material:	Height:	Width:
C	AC	8 in.	

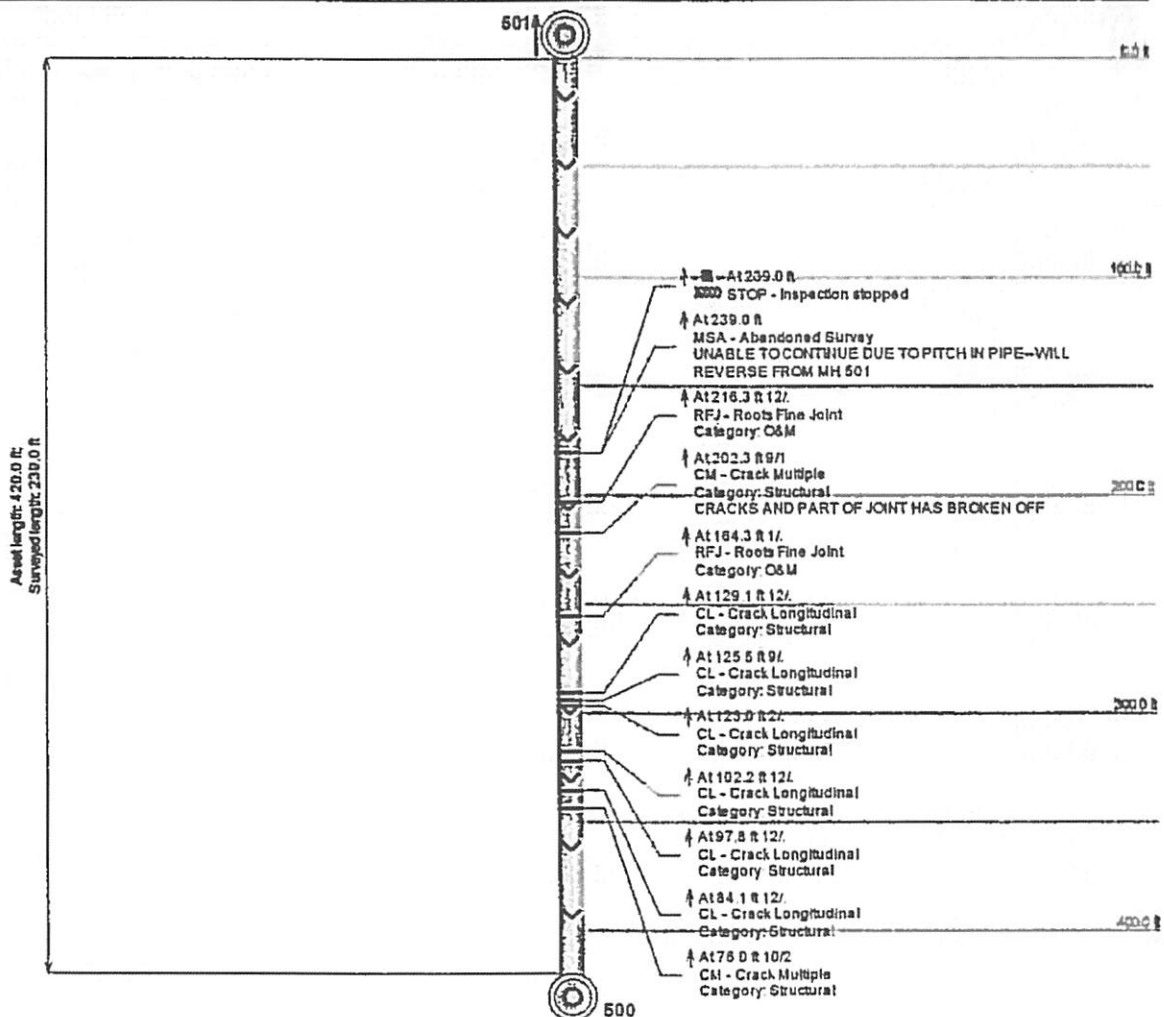


NEPCCO Division Diversified Infrastructure Services, Inc.
 1604 Thomaston Ave
 Waterbury, CT 06704
 Phone: (860) 274.5469

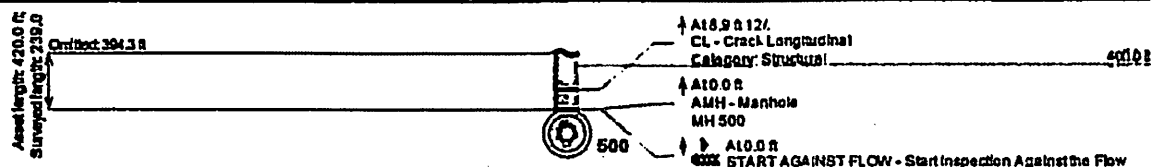


Main Inspection with Pipe-Run Graph

Project Name: KENT, CT.--78007		Pipeline segment ref: KENT-1		City: KENT, CT.		Street: US RTE. 7	
Start date/time: 3/20/2018		Width: 	Height: 6	Material: VCP	Location code: A		Weather: 1
Direction: UPSTREAM		Length surveyed: 239.0		Surveyed by: RICK SMITH		Additional Info: 	

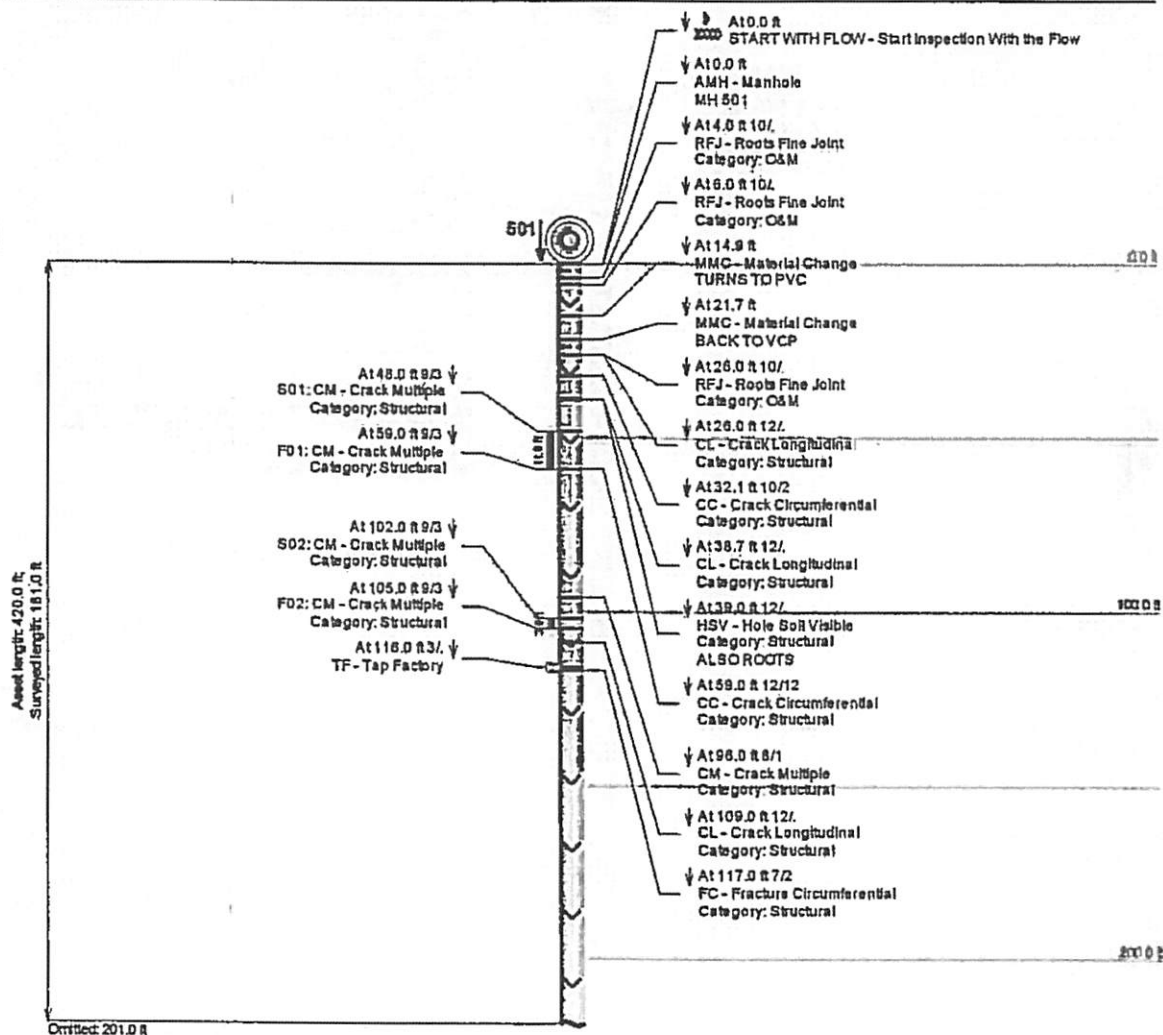


Project Name: KENT, CT.--78007		Pipeline segment ref: KENT-1		City: KENT, CT.		Street: US RTE. 7	
Start date/time: 3/20/2018		Width: 	Height: 6	Material: VCP	Location code: A	Weather: 1	
Direction: UPSTREAM		Length surveyed: 239.0		Surveyed by: RICK SMITH		Additional info: 	

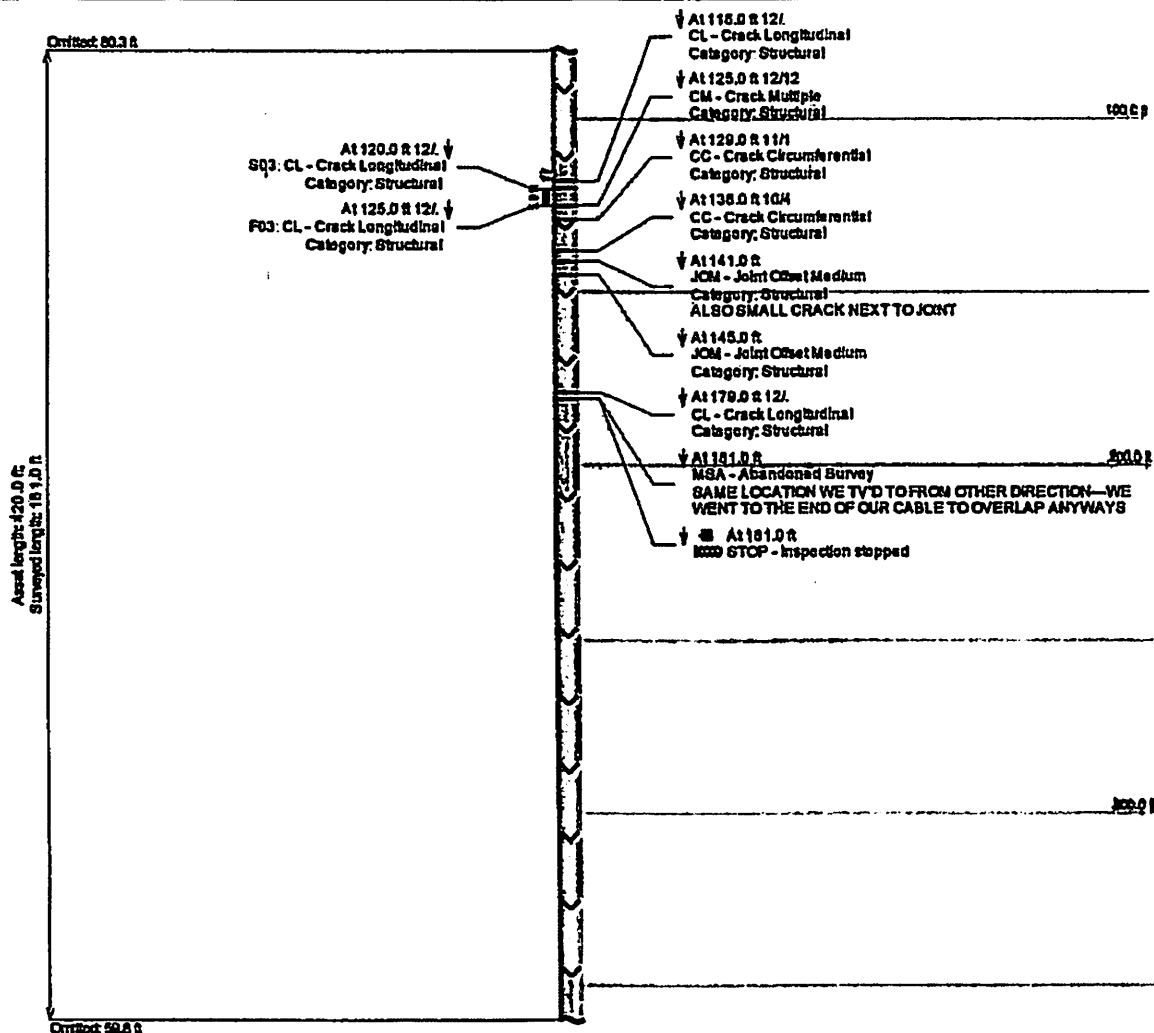


Main Inspection with Pipe-Run Graph

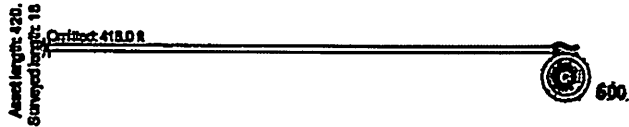
Project Name: KENT, CT.--78007		Pipeline segment ref: KENT-1		City: KENT, CT.		Street: US RTE. 7	
Start date/time: 3/20/2018		Width: 	Height: 6	Material: VCP	Location code: A	Weather: 6	
Direction: Downstream		Length surveyed: 181.0		Surveyed by: RICK SMITH		Additional Info: 	



Project Name: KENT, CT.-78007		Pipeline segment ref: KENT-1		City: KENT, CT.	Street: US RTE. 7	
Start date/time: 3/20/2018	Width:	Height: 6	Material: VCP	Location code: A	Weather: 6	
Direction: Downstream	Length surveyed: 181.0	Surveyed by: RICK SMITH		Additional info:		



Project Name: KENT, CT.--78007		Pipeline segment ref: KENT-1		City: KENT, CT.		Street: US RTE. 7	
Start date/time: 3/20/2018		Width: 	Height: 6	Material: VCP	Location code: A	Weather: 6	
Direction: Downstream		Length surveyed: 181.0		Surveyed by: RICK SMITH		Additional info: 	

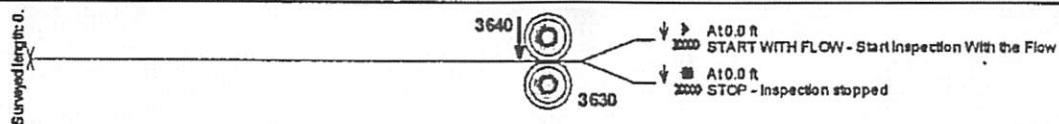


NEPCCO Division Diversified Infrastructure Services, Inc.
 1604 Thomaston Ave
 Waterbury, CT 06704
 Phone: (860) 274.5469



Main Inspection with Pipe-Run Graph

Project Name: KENT, CT.--78007		Pipeline segment ref: KENT-2		City: KENT, CT.		Street: LANE STREET	
Start date/time: 3/20/2018		Width:	Height: 8	Material: AC	Location code: C	Weather: 6	
Direction: Downstream		Length surveyed: 0.0	Surveyed by: RICK SMITH		Additional info:		



Kent Sewer smoke testing

Bart Clark, P.E.
Oakwood Environmental Associates
26 Apr 2018

Project Details

Name	Kent Sewer smoke testing	Client Name	No Reference
Summary	No Summary	Client Telephone	No Client Telephone
Reference	No Reference	Client Email	No Client Email
Description	Spot Smoke testing	Auditor Name	Bart Clark, P.E.
Status	New (24 Apr 2018)	Auditor Company	Oakwood Environmental Associates

Schaghticoke



Due Date: 24 Apr 2018

Priority: No Priority

Status: New

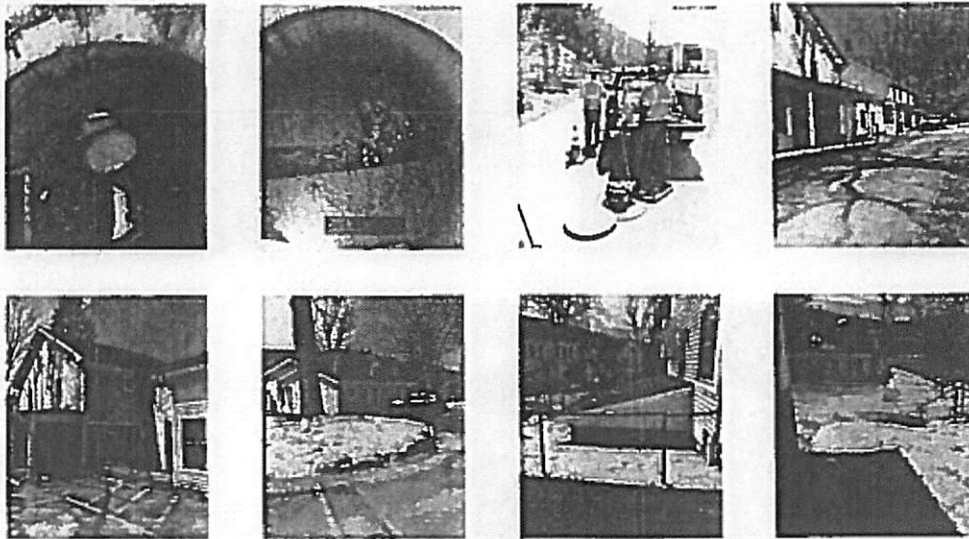
Description: No Description

Assigned To: Me

Comments: 24 Apr 2018 at 11:50 AM
No smoke from where there should not be
Units M and G? Had smoke alarms operating. Knocked on the doors of the units
involved, but, no one is home. Left note on doors.

Returned at 1:30pm and found both alarms had stopped.

Maple St ext.



Due Date: 24 Apr 2018

Priority: No Priority

Status: New

Description: No Description

Assigned To: Me

Comments: 24 Apr 2018 at 12:14 PM
Plugged manhole by railroad to prevent smoke from traveling toward rte 341.
Lyle knocked on doors at Stuart Farms to notify residents that smoke may enter the building from the drains.
After inspecting the four properties on that line, there was no smoke seen coming from places where it should not be coming from.
Virginia Bush was in building 3 and had smoke coming out the kitchen sink in one of the apartments. We filled the sink trap with water and opened the door and windows to air the unit out and things returned to normal.
No smoke was seen coming from the Duchacheck(sp?) property but did not go all the way up the driveway.



Board of Directors

May 7, 2018

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Betty Krasne
Gregg Sheridan
Donna Sommers

To: Kent Sewer Commission:

From: Virginia Bush Suttman, President, Kent Affordable Housing

In the next few weeks Kent Affordable Housing (KAH) will welcome new tenants to Stuart Farm Apartments, Phase II. The sewer lines from the five apartments have been connected and inspected. These units share the connection to the main in Maple Street Extension with the earlier five units in Phase I, as shown in the accompanying site plan.

The development of these five apartments was started soon after the first five were occupied. Planning, fundraising and construction have taken five years, and the apartments themselves are attractively designed, environmentally efficient and will be welcoming and comfortable.

Financing for the complex was obtained through CT Dept. of Housing, and the installation has been approved by that agency as well as the Kent Planning and Zoning commission and the town Building Department.

The budget for the development was extremely tight as the site on the wooded hillside proved difficult. Therefore I am petitioning the Sewer Commission for a discount on the usual fee for connecting to the town system. The standard charge for connecting three 1BR units and two 2BR units would be \$17,305. (There is also a half bath in an office provided for occasional use by a manager.)

When SFA Phase I opened, in the first year of the new sewer along Maple Street Extension, the Commission gave a 50% discount to new users, and KAH was able to obtain a Union Savings Bank grant for the \$9,397.50. It is worth noting that Phase I has been paying basic and use charges of about \$2,150 annually for over five years, on a property that was previously paying nothing because it had a (substandard) septic system. Phase II will add comparable revenue to the Sewer Commission.

The Dept. of Housing budget includes \$7,000 for utility expenses. KAH would propose to pay that amount for adding Phase II to the existing connection to the street main.

We would be pleased if the Commission can accept this proposal as their part in encouraging the efforts of KAH to provide increased housing options in Kent. I intend to attend your May 8th meeting to answer any questions.

Kent Affordable Housing, Inc.
P.O. Box 265 Kent, CT 06757-0265
info@kentaffordablehousing.org
860-927-3684



