

Kent Sewer Commission
Regular Meeting

May 9, 2017
4:30 P.M. Town Hall

Present: Elissa Potts, John Casey, Sandy Jennings, Stan Jennings and Susi Williams.

Also present: Bart Clark, Debbie Devaux, John Grant, Barbara Herbst and Jack Nelson.

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

Ms. Potts made a motion to elevate Sandy Potts to member status. Mrs. Williams seconded the motion and the motion carried.

Amend agenda/Approve agenda:

Ms. Potts made a motion to add the following items to the agenda:

- 11.c. Add new commission member – Jack Nelson
- 11.d. Add new commission member - John Grant
- 11.e. Annie Bananie – Grease Trap

Mrs. Williams seconded the motion and the motion carried.

Ms. Potts made a motion to approve the amended agenda. Mrs. Williams seconded the motion and the motion carried.

Approval of Minutes:

Mr. Jennings made a motion to approve the Regular Sewer Commission meeting minutes of April 11, 2017, as submitted. Mrs. Williams seconded the motion and the motion carried.

Public Communication:

Oral: None.
Written: None.

Report of Chairman:

Ms. Potts reported the following:

- o Kent Visitor Center sewer connection should be completed today.
- o The screens have been ordered for the digesters.

Report of Superintendent:

Mr. Walsh was not the meeting.

Report of Treasurer:

Ms. Herbst provided the following reports:

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

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 MAY 11 P 1:51

BY *John Casey*
TOWN CLERK

- **Operating Account Ledger as of April 30, 2017**

Mrs. Williams made a motion to approve the Operating Account Ledgers, as submitted. Mr. Jennings seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux stated that the fourth quarter billings have been sent out, and she provided the Grand Ratebook Balance Sheet Report.

Report of Consulting Engineer:

Mr. Clark had nothing additional to add that is not on the agenda.

Accept Nicole Chase resignation:

Mr. Casey made a motion to accept Nicole Chase's resignation as a member of the Kent Sewer Commission with a term to expire on November 19, 2021, with regrets. Mrs. Williams seconded the motion and the motion carried.

Accept Matt Palumbo resignation:

Mr. Casey made a motion to accept Matt Palumbo's resignation as a member of the Kent Sewer Commission with a term to expire on November 19, 2017, with regrets. Mrs. Williams seconded the motion and the motion carried.

Add New Commission Member – Jack Nelson:

Mrs. Williams made a motion to appoint Jack Nelson to the Kent Sewer Commission as a member to an existing term that will expire on November 19, 2021. Mr. Jennings seconded the motion and the motion carried.

Add New Commission Member – John Grant:

Mrs. Williams made a motion to appoint John Grant to the Kent Sewer Commission as a member to an existing term that will expire on November 19, 2017. Mr. Jennings seconded the motion and the motion carried.

Annie Bananie – Grease Trap:

Ms. Potts stated that Anne McAndrews of Annie Bananie's submitted a letter to inform the Sewer Commission of the new menu changes. Ms. Potts and Mr. Casey stated that they would contact the State to obtain the specification to define "restaurants" and the need for grease traps.

Blower/Aeration project:

Mr. Clark stated that he has been working on obtaining quotes for the aeration project. He has developed a material list. He advised the commission would need to decide how to move forward with the materials and contractors to install.

"An equal opportunity employer and service provider."

KENT SEWER COMMISSION REGULAR MEETING MINUTES, MAY 9, 2017

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Mr. Nelson stated that he might know of a contractor who might be interested in bidding on the project. Mr. Clark stated that the commission would have to send out an RFP to multiple contractors.

Brookwoods:

Ms. Potts provided copies of reports from Brookwoods regarding the waste water system. Mr. Casey asked if Mr. Clark would review the reports and provide feedback to the commission at the next meeting.

Capital Plan:

Nothing new to report.

Website Update:

Nothing new to report.

Mrs. Williams made a motion to adjourn the meeting at 5:22 p.m. Mrs. Jennings seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Kent Sewer Commission at the subsequent regular meeting may make corrections. Please refer to subsequent regular meeting minutes for possible corrections and approval of these minutes.

AGENDA

**KENT SEWER COMMISSION
REGULAR MEETING**

**MAY 9, 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 April 11, 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 Accept Nicole Chase resignation
 - b Accept Matt Palumbo resignation
12. Old Business
 - a Blower project
 - b Brookwoods
 - c Capital Plan
 - d Website update
13. Adjourn

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Balance Sheet as of April 2017

	<u>4/30/17</u>	<u>4/30/16</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	83,511	121,621	-38,110
2 USB Septage MMA #8052	220,910	142,310	78,600
3 USB Capital #3880	650,196	625,633	24,563
4 USB Grant/Loan #8175	0	732	-732
5 Brookwoods	31,628	31,284	344
6 Kent Affordable Housing	23,932	23,809	123
7 Saddle Ridge Estates	163,086	162,878	208
Total Checking/Savings	<u>1,173,264</u>	<u>1,108,266</u>	<u>64,997</u>
Accounts Receivable	<u>2,113</u>	<u>1,575</u>	<u>538</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,175,376</u>	<u>1,109,841</u>	<u>65,535</u>
Fixed Assets			
Accumulated Depreciation	-1,244,154	-1,135,139	-109,015
Property and equipment	4,763,684	4,763,684	0
Total Fixed Assets	<u>3,519,530</u>	<u>3,628,545</u>	<u>-109,015</u>
TOTAL ASSETS	<u>4,694,906</u>	<u>4,738,386</u>	<u>-43,480</u>
 LIABILITIES & EQUITY			
Accounts Payable	0	4,380	-4,380
Due To Brookwoods	31,628	31,284	344
Due To Kent Affordable Housing	23,932	23,809	123
Due to Saddle Ridge Estates	163,086	162,878	208
Federal Taxes Payable	2,866	4,090	-1,224
State Taxes Payable	418	0	418
USDA Loan 92-04	484,858	492,703	-7,845
USDA Loan 92-06	841,996	0	841,996
USDA Loan 92-08	80,012	81,320	-1,308
Total Liabilities	<u>1,628,797</u>	<u>800,464</u>	<u>828,333</u>
Equity			
*Retained Earnings	1,924,902	1,927,584	-2,682
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	1,518,402	-853,174
Net Income	55,693	71,649	-15,956
Total Equity	<u>3,066,110</u>	<u>3,937,922</u>	<u>-871,813</u>
TOTAL LIABILITIES & EQUITY	<u>4,694,906</u>	<u>4,738,386</u>	<u>-43,480</u>

Income and Expense Actual vs. Budget

are through 4/30/17
not the total
annual budget

	<u>Jul - Apr 17</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	58,634	59,051	99.3%
Sewer User Charges	231,319	228,000	101.5%
Total Income	<u>289,953</u>	<u>287,051</u>	<u>101.0%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,500	5,500	100.0%
Audit	0	3,750	0.0%
Bank Service Charges	15		
Office Supplies	567	300	189.0%
Outside services-Admin	526	600	87.6%
Printing & Advertising	0	500	0.0%
Software/Licensing Fees	2,020	1,085	186.2%
Total General & Admin Expenses	<u>8,628</u>	<u>11,735</u>	<u>73.5%</u>
Operating Expenses			
Continuing Education	494		
Electricity	24,673	27,000	91.4%
Fuel	2,624	2,080	126.2%
Insurance			
Dental Insurance	1,073	974	110.1%
Liab Auto Prop Insura	1,089	1,089	100.0%
Life Insurance	119	109	109.2%
Medical	20,201	18,637	108.4%
Workman's Comp	4,946	4,946	100.0%
Total Insurance	<u>27,428</u>	<u>25,755</u>	<u>106.5%</u>
Internet	185	415	44.7%
Lab exams	11,428	10,534	108.5%
Materials and supplies	2,713	4,200	64.6%
Miscellaneous	0	100	0.0%
Outside Services-Operating	14,545	6,250	232.7%
Parts & Repairs	2,216	4,000	55.4%
Payroll Expenses	104,074	100,810	103.2%
Payroll taxes	7,817	7,712	101.4%
Pension	2,125	2,279	93.2%
Permit fees	2,278	2,279	100.0%
Postage	1,350	1,500	90.0%
Professional fees			
Engineering fees	11,621	15,000	77.5%
Legal fees	1,830	1,834	99.8%
Total Professional fees	<u>13,451</u>	<u>16,834</u>	<u>79.9%</u>
Telephone	2,333	2,500	93.3%

Income and Expense Actual vs. Budget

are through 4/30/17
not the total
annual budget

	<u>Jul - Apr 17</u>	<u>Budget</u>	<u>% of Budget</u>
Uniforms	1,000	1,075	93.0%
Total Operating Expenses	220,734	215,323	102.5%
Total Expense	229,362	227,058	101.0%
Investment income	392	300	130.7%
Transfers In	38,906		
Other Expense			
Capital Reserve	28,229	28,705	98.3%
Short Term Asset Reserve	5,646	5,741	98.3%
Maple Street Extension			
100% of Connection Fees	4,355		
80% of User Fees Collected	2,513		
Total Maple Street Extension	6,868		
USDA Loan Interest 92-06	27,728		
Net Income and Expense	31,418	25,847	121.6%

This is operating budget only, Engineering Capital Expense of \$9,600 was paid with Capital Funds and is only reflected on the Balance sheet

05/05/17

**Kent Sewer Commission
Operating Account ledger
As of April 30, 2017**

Date	Num	Name	Memo	Amount	Balance
1 USB					116,778.09
Operating - 8044					116,778.09
04/05/17	04/05/17	Sewer Customers		240.00	117,018.09
04/07/17	10264	Enviroshield, Inc.	Labor and Equipment to perform cathodic protection testing on thr...	-1,000.00	116,018.09
04/07/17	10265	Napa Auto Parts	gojo scrub wipes / high-freq charger, batteries, minus core deposit	-159.97	115,858.12
04/07/17	10266	Santoro's Commercial Laun...	Uniform Services 3/22, 3/29, 4/5	-75.00	115,783.12
04/07/17	E-pay	Administrator Unemploye...	00-022-82 QB Tracking # 442721437	0.00	115,783.12
04/13/17		QuickBooks Payroll Service	Direct Deposit payroll for 4/14/17	-3,093.61	112,689.51
04/14/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	112,689.51
04/14/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	112,689.51
04/14/17	DirDep	Walsh, John H.	Direct Deposit	0.00	112,689.51
04/14/17	E-pay	CT Commissioner of Revenu...	CT payroll withholding for March - 7268998-000 QB Tracking # 349...	-627.12	112,062.39
04/14/17	E-pay	United States Treasury	payroll withholding and taxes for March - 7268998-000 QB Trackin...	-4,238.15	107,824.24
04/20/17	4/20/17	Sewer Customers		1,295.39	109,119.63
04/27/17		QuickBooks Payroll Service	Direct Deposit payroll for 4/28	-3,573.06	105,546.57
04/28/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	105,546.57
04/28/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	105,546.57
04/28/17	DirDep	Walsh, John H.	Direct Deposit	0.00	105,546.57
04/28/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	105,546.57
04/28/17	10284	Kinsley Power Systems	Generator Service, maintenance and mileage	-645.00	104,901.57
04/28/17	10285	Loureiro - LEA	3/1 - 3/31 (1 hr labor)	-165.00	104,736.57
04/28/17	10286	Tunxis	Lab services: 4/17, 4/24 & 4/28	-771.00	103,965.57
04/30/17	10268	Town of Kent	Sommers: Roth 401k Emp. for April	-98.40	103,867.17
04/30/17	10269	ABT	April bookkeeping support	-550.00	103,317.17
04/30/17	10270	Eversource	#50 Maple St - 3/14 - 4/12 (29 days) - Pump Station: 3/15 - 4/13 ...	-2,638.13	100,679.04
04/30/17	10271	FedEx	2432-7273-4	-107.85	100,571.19
04/30/17	10272	Frontier	Billing 4/1/17 - 4/30/17	-69.96	100,501.23
04/30/17	10274	Oakwood Environmental As...	Engineering services and meeting attendance and mileage from 12...	-3,613.44	96,887.79
04/30/17	10275	Quality Data Service Inc.	July 2016: printing and processing sewer/water billing 299 bills	-168.87	96,718.92
04/30/17	10276	RACO Manufacturing & Engin...	Renewal: Alarm agent standard service - two years 6/1/17 - 6/1/19	-600.00	96,118.92
04/30/17	10277	Santoro's Commercial Laun...	Uniform services: April	-100.00	96,018.92
04/30/17	10278	Sommers, Lyle - Reimburse...	Telephone reimbursement - April	-80.00	95,938.92
04/30/17	10279	Town of Kent	December, January, February, March, April May Insurances and ga...	-11,030.96	84,907.96
04/30/17	10280	Tunxis	4/13/17	-257.00	84,650.96
04/30/17	10281	Walsh, John-Reimbursement	Telephone reimbursement - March	-80.00	84,570.96
04/30/17	10282	Welsh Sanitation	Commercial service: April 2017	-42.54	84,528.42
04/30/17	10287	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,017.95	83,510.47
Total Operating - 8044				-33,267.62	83,510.47
Total 1 USB				-33,267.62	83,510.47
TOTAL				-33,267.62	83,510.47

May 2017
4th quarter Billing

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2015

Year: 2000 To 2017, Pay Date: 05/09/2017, Time: 05/09/2017 02:20:43 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	0.00	0.00	0.00	0.00	0.00	912.37
YR: 2013	2	912.37	0.00	0.00	912.37	0.00	0.00	0.00	0.00	0.00	0.00	912.37
SU	3	1,242.35	0.00	0.00	1,242.35	0.00	0.00	0.00	0.00	0.00	0.00	1,242.35
YR: 2014	3	1,242.35	0.00	0.00	1,242.35	0.00	0.00	0.00	0.00	0.00	0.00	1,242.35
SU	314	6,322.96	0.00	0.00	6,322.96	0.00	5,022.96	396.94	0.00	5,419.90	0.00	1,300.00
YR: 2015	314	6,322.96	0.00	0.00	6,322.96	0.00	5,022.96	396.94	0.00	5,419.90	0.00	1,300.00
SU	315	291,117.61	0.00	-1,551.90	289,565.71	0.00	258,237.07	1,055.74	15.00	259,307.81	-98.00	31,328.64
YR: 2016	315	291,117.61	0.00	-1,551.90	289,565.71	0.00	258,237.07	1,055.74	15.00	259,307.81	-98.00	31,328.64
Grand Total	635	299,595.29	0.00	-1,551.90	298,043.39	0.00	263,260.03	1,452.68	15.00	264,727.71	-98.00	34,783.36

4th quarter \$ 62,580.72 -

Total current Collectable \$ 289,565.71 -

April 14, 2017

Re: Letter of Resignation

Please accept this as my letter of resignation from The Kent Sewer Commission Board. I am no longer a Kent Resident. Thank you for the opportunity to have served.

A handwritten signature in black ink, appearing to read "Nicole M Chase". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Nicole M Chase



Joyce Kearns <jkearns@kentsewer.org>

Matt Palumbo Kent Sewer Commission resignation

3 messages

Elissa Potts <egtpotts@snet.net>

Wed, Apr 19, 2017 at 8:51 AM

To: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, John <jcasey@kentsewer.org>, Kent Sewer Stan Jennings <stanjennings@sbcglobal.net>, Kent Sewer Bart Clark <oakwoodea@optonline.net>, Kent Sewer Butch Walsh <BWalsh@kentsewer.org>, Susi Williams <mcwilliams@snet.net>

Elissa G T Potts
Fife 'n Drum Restaurant and Inn
53 N Main St
P O Box 188
Kent, CT 06757
Restaurant 860-927-3509
Mobile 203-313-2626
www.fifendrum.com

Begin forwarded message:

From: Matthew Palumbo <mpal999@gmail.com>
Date: April 19, 2017 at 12:52:19 AM EDT
To: Elissa Potts <egtpotts@snet.net>
Subject: Re: Hi there

Good Evening:

Given an increase in family obligations, I can no longer attend sewer commission meetings on a regular basis. Please consider this my resignation from the Kent Sewer Commission.

Sincerely,

Matthew Palumbo

On Fri, Apr 14, 2017 at 12:06 PM, Elissa Potts <egtpotts@snet.net> wrote:

So a quick question for you ...

I have been told your personal schedule has taken on new proportions, which means your retirement from the Sewer Commission. With that said, I need to have an official letter of resignation for the town records. When you have a spare moment, if you could email me one I would be grateful.

With thanks.

I wish you a joyous Easter and regards to your mom.

Elissa

Elissa G T Potts
Fife 'n Drum Restaurant and Inn
53 N Main St
P O Box 188
Kent, CT 06757

KENT SEWER COMMISSION MEMBERS
(Meets the 2nd Tuesday of Every Month)

NAME	ADDRESS	PHONE	EMAIL	TITLE	TERM EXPIRATION DATE
Elissa Potts (D)			<u>epotts@kentsewer.org</u> <u>egtpotts@snet.net</u>	Chairman	11/19/2019
John Casey (D)		860-927-3781	jcasey@kentsewer.org	Member	11/19/2021
Nicole Chase (D) <i>Jack Wilson</i>			NMC122578@gmail.com	Member	11/19/2021
Stanley Jennings (U)			sjennings@kentsewer.org Stanjennings@sbcglobal.net	Member	11/19/2019
Mathew Palumbo (D) <i>(D) John Grant</i>			mpal999@aol.com	Member	11/19/2017
Mary (Susi) Williams (R)			swilliamswyman@kentsewer.org mcwilliams@snet.net	Member	11/19/2017
				Alternate	11/19/2021
<i>Sandy Jennings</i>				Alternate	11/19/2019
Jennifer Weigel <i>Barbara Herbst</i>			treasurer@kentsewer.org	Treasurer	
Debbie Devaux			taxcollector@townofkentct.org	Collector	

The meetings below are scheduled for 4:30 p.m. at Town Hall.

January 12, 2016
February 9, 2016
March 8, 2016

April 12, 2016
May 10, 2016
June 14, 2016

July 12, 2016
August 9, 2016
September 13, 2016

October 11, 2016
November 15, 2016
December 13, 2016

Scott Harvey (R)



May 5, 2017

Elissa,

Attached is our current menu with a few deletions. We are licensed to prepare all items that are listed on the menu as we have a Class 4 license. The purpose of this letter is to inform the Sewer Commission of our menu changes. Cathy Weber of Torrington Area Health didn't seem to think that you would require us to put in a grease trap but wanted us to run it up the flagpole.

As previously mentioned in our email exchange of 4/27/17 we are interested in servicing the grab n go customer and not interested in being a full service restaurant.

That being said, additions to the menu will include pre-made cold cut sandwiches and wraps to be sold out of a refrigerated grab n go display. Also, salad items such as sesame noodles, egg salad and garden salads will be available for purchase. Condiments will be provided in single-serve packets.

Items we make from scratch are our sesame noodles, egg salad and soups. Our soups are basic varieties that can be made in the crock pot.

We use pre-cooked bacon and hot dogs from Boar's Head.

Please don't hesitate to ask for further information, if needed.

Thank you.

Best regards,


Anne

Anne McAndrew
Annie Bananie Ice Cream
5 Bridge St.
Kent, CT 06757

Cold Drinks

Harney's Unsweetened Iced Tea

sm 2.75 lg 3.00

Fresh Squeezed Lemonade 4.00

Annie Bananie Cocktail (A.B.C.) 4.00

(1/2 lemonade, 1/2 iced tea)

Iced Coffee

sm 2.50 lg 3.00

Iced Latte 3.50

add a scoop of ice cream 1.00

Smoothies 4.60

Mango, strawberry, banana, lemonade,
and piña colada

Dairy free, all natural

Funky Monkey 4.50

Chocolate protein drink made with Arbonne
protein powder and a banana

Vegan

20 grams of vegan protein, 20 essential
vitamins & minerals

Fiber boost 0.75

12 grams vegan fiber

Coconut Water 3.00

Hot Drinks

all coffee drinks are made with double shots

Coffee

sm 1.40 med 1.85 lg 2.35

Espresso

single 1.50 double 2.50

Cappuccino

short 3.50 tall 4.50

Latte

short 3.50 tall 4.50

Cafe Americano

short 2.00 tall 2.50

Cafe Mocha

short 3.50 tall 4.00

add flavor shot 0.75

vanilla, hazelnut, caramel

Harney Tea

many flavors

sm 1.50 lg 2.00



**Gifts, Chocolate,
Candy and Balloons**

5 Bridge Street, Kent, CT 06757

860-927-3377

anniebananieicecream.com

**Annie Bananie is really
fantastic,
but check your wallet
because
we don't take plastic!**

Ice Cream

proudly scooping Jane's Ice Cream, Kingston, NY

Cups and Cones

peewee 3.70 med 4.65 lg 5.60

see box for toppings

Sundae School

1 Scoop Annie 5.50

Scoop of ice cream, one topping, whipped cream, cookie & cherry

2 Scoop Annie 7.00

Two scoops of ice cream, two toppings, whipped cream, cookie & cherry

Brownie Sundae 9.00

Fresh baked brownie, two scoops of ice cream, hot fudge, whipped cream, cherry & cookie

Milky Way 7.00

Scoop of vanilla and chocolate ice cream, caramel, whipped cream and a cherry

Lotsa Mint Tornado 7.00

Mint chocolate chip ice cream, Oreo, hot fudge, whipped cream and peppermint patty

S'mores Sundae 7.00

Two scoops of chocolate ice cream, marshmallow, crushed graham crackers and whipped cream

Dusty Road 7.50

Two scoops of ice cream, hot fudge, malt powder, whipped cream, cookie & cherry

Annie Bananie 9.95

Banana, three scoops of your choice, hot fudge, caramel, strawberries, whipped cream, cookie & cherry

Pints & Quarts

pint 5.95 quart 9.95

Fountain Drinks

Milkshake 6.00

Buzz Bomb 8.45

Milkshake with double shot of espresso

Ice Cream Soda 5.00

Egg Cream 3.50

Floats

Root Beer Float 5.00

The Creamside 5.00

Vanilla ice cream and Orange Fanta®

The Grape Escape 5.00

Vanilla ice cream and Grape Fanta®

Toppings

sprinkles (chocolate or rainbow) 0.50

crushed Oreo 0.75

peanuts 0.75

malt powder 0.75

hot fudge 1.00

caramel 1.00

peanut butter 1.00

strawberries 1.00

Ice Cream Cakes

6" 25.00 8" 35.00 9"x13" 45.00

2 flavors with chocolate crunchies

48 hours notice for custom cakes

grab n' go cakes also available

Hot Dogs

serving Boar's Head pork/beef franks
all served with popcorn

Naked Dog 3.00

Reuben Dog 4.50

Kraut, Thousand Island dressing, and Swiss

Woody's BBQ Dog 4.50

Bacon, BBQ sauce, and melted cheddar

Cassey's Crunchy Cheesy

Chipotle Dog 4.50

Fritos®, melted cheddar, house chipotle sauce and jalapenos

Chicago Dog 4.50

Yellow mustard, relish, chopped onion, pickle spear, banana peppers and celery salt

Grilled Cheese

all served with popcorn

Classic Grilled Cheese 4.00

American cheese

Annie's 3 Cheese Grilled Cheese 5.00

American, Finlandia Swiss & fresh mozzarella

Add bacon 1.00

Bacon Pizza Panini 7.00

Bacon, mozzarella and tomato sauce on parmesan-encrusted 7 grain bread

Egg in the Hole Panini 7.00

Three types of cheese, bacon and egg on multi-grain

BROOKWOODS II

P.O. Box 890
Kent, CT 06757
treasurer.brookwoods@gmail.com

George Bentley
H (860) 927-4966
M (203) 731-9389
gabentley4@gmail.com

April 25, 2017

Kent Sewer Commission
Elissa Potts, Chairman
41 Kent Green Blvd.
P.O. Box 144
Kent, CT 06757

RE : Brookwoods II waste water system

Dear Elissa,

Thank you for allowing Jack Nelson to provide the KSC with an overview of Brookwoods II's current wastewater system inspection, monitoring & maintenance schedule as outlined by the CT DEEP & CT DPH for the sub surface sewage disposal system located at 433 Kent Cornwall Road, permit ID: UI0000142 Minor.

Please find enclosed copies of Brookwoods II's most recent 2016 & 2017 discharge monitoring reports (DMRs) along with supporting documents, which are filed quarterly with the CT Department of Energy & Environmental Protection Bureau of Water Management.

In addition, when Brookwoods II files subsequent DMRs with CT DEEP Bureau of Water Management, the Kent Sewer Commission will also be mailed copies, as per your request.

If I can be of further assistance, please feel free to contact me.

Sincerely,



George A. Bentley IV
Treasurer & Water systems administrator
Brookwoods II Association

Pupper Septic Inc. d/b/a Mr. Septic

36 Lanesville Road
New Milford, CT 06776
860-350-3000

Invoice

Date	Invoice #
8/11/2016	48544

Bill To
Brookwoods II Condominiums Attn: George Bentley P. O. Box 890 Kent, CT 06757-0890

8.18.16
pd ck 1129
\$4001.42
GB

Property Serviced
Group A - Unit # 1,2,8,10,11,12,15,21, 22, 24, 25, 26, 29, 30, 31

P.O. Number	Terms Net 30	Due Date 9/10/2016	Senior Discount	Rental Property	Property For Sale	
Date	Description			Quantity	Rate	Amount
8/11/2016	We Pumped 15 Tanks in Group A Between Saturday 8/6/16 & Tuesday 8/9/16 @ \$175/1000g For a Total of 16,900 gallons			16.9	175.00	2,957.50T
	Inspected 9 D-Boxes @ \$45/each			9	45.00	405.00T
	Inspected 8 Outlet Baffles @ \$50/each			8	50.00	400.00T

HARTFORD CT 051.

12 AUG 2016 PM 1 L

ONE

HARTFORD CT 061

12 AUG 2016 PM 1 L

over →

We appreciate your prompt payment. Please reference the INVOICE NUMBER on your check. Thank you.

Sales Tax (6.35%) \$238.92

Total \$4,001.42



Pupper Septic, Inc.

36 Lanesville Road
New Milford, CT 06776

(860) 350-3000
(203) 743-5000
Toll Free - (800) 871-1391
Fax - (860) 350-3300

BROOKWOODS II - GROUP A

DATE PUMPED	CONDO UNIT #	GALLONS PUMPED	SOLIDS INCHES	SLUDGE INCHES
8/6/2016	1	1250	6	6
8/6/2016	2	1250	6	6
8/6/2016	8	1250	4	6
8/6/2016	10	1100	6	8
8/8/2016	11	1000	6	6
8/8/2016	12	1100	4	4
8/6/2016	15	1250	2	2
8/8/2016	21	1000	6	6
8/8/2016	22	1100	6	4
8/6/2016	24	1000	2	4
8/6/2016	25	1000	8	6
8/6/2016	26	1000	3	5
8/9/2016	29	1100	14	12
8/3/2016	30	1250	6	6
8/6/2016	31	1250	4	3

ALL 9 D-BOXES WERE INSPECTED AND ALL OPERATING PROPERLY

(800) 871-1391

24 Hour Emergency Service

Year: 2016

Facility: Brookwoods II	Contact: George Bensley	Facility ID: 068-407	Discharge Serial No: 301-2 Item 306-2										
Town: Kent	Phone #: 860-927-9566	Permit #: U70000142	Monitoring Location: B										
Inspection, monitoring or maintenance requirements	Monitoring Frequency	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Parameters													
Mechanical inspection of pump station	Quarterly		N						N			N	
Mechanical inspection of septic tank baffles	Pump-out					N			N				
Mechanical inspection of grease trap baffles	Pump-out								N				
Mechanical inspection of distribution chambers	Annually								N				
Visual inspection of distribution chambers	Annually								N				
Visual inspection of surface conditions of leach fields	Annually								N				
Visual inspection of surface conditions of leach fields	Pump-out								N				
Depth of sludge in septic tanks	Quarterly			372"					dry			dry	
Settlement of ground water level (Well MW1) (in inches)	Quarterly			319"					344"			dry	
Settlement of ground water level (Well MW2) (in inches)	Quarterly			4178					4874			4242	
Measurement of ground water level (Well MW2) (in inches)	Quarterly								N			N	
Water meter reading of water usage (Average gallons per day)	Quarterly			N					N			N	
Test run of fecalometer	2-years								N				
Pump-out (30) septic tanks (15-per year)	2-years					N			N				
Pump-out (1) pump chamber	5-years								N				
Depth of ponding in leachfields	Annually								N		N	N	
Flow rates over leachfields	3-year					N			N			N	

Note: Indicate completion of required activities with an "N" in the appropriate spaces or write in the value of the reading (e.g. water meter readings of water usage; Number of gallons per day (GPD) or ground water level in inches (")).

Note: The local Sanitarian shall be notified at least one week prior to pumping of septic tanks.

Verification of all pump-outs shall be attached to the monitoring and a copy of the report shall be sent to the Director of Health. Copy attached: Yes: No: N

Notes: 2016 Average Daily Water Usage was 4217 Gallons Per Day (4/1/16-12/31/16).

Groundwater Monitoring Report
Year: 2016

Facility: Brookwoods II Town: Kent		Contact: George Bentley Phone #: 860-927-4966		Facility ID: 068-007 Permit #: UI0000142				Discharge Serial No: 301A thru 305A Monitoring Location: W				
Parameters	Units	February MW 1	February MW 2		May MW 1	May MW 2		August MW 1	August MW 2		November MW 1	November MW 2
Coliform, Fecal	col/100 ml	ND	ND		ND	ND		dry	ND		dry	dry
Groundwater Depth	Ft/in	372"	319"		374"	418"		dry	344"		dry	dry
Nitrogen, Ammonia	mg/l	ND	ND		ND	ND		dry	ND		dry	dry
Nitrogen, Nitrate	mg/l	0.59	2.18		4.95	1.58		dry	1.70		dry	dry
Nitrogen, Nitrite	mg/l	<0.01	<0.01		<0.01	<0.01		dry	ND		dry	dry
Nitrogen, Total Kjeldahl	mg/l	ND	ND		<0.1	0.14		dry	ND		dry	dry
Nitrogen, Total	mg/l	0.61	2.18		4.95	1.72		dry	1.70		dry	dry
pH	S.U.	7.2	7.1		7.5	7.4		dry	7.35		dry	dry
Phosphorus, Total	mg/l	ND	ND		ND	ND		dry	ND		dry	dry

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Water, Wastewater
Soil and Air Testing
Sampling and Consulting

Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 11/8/2016 2:30 PM
Receipt Date: 11/8/2016 4:03 PM
Report Date: 11/10/2016
Site: Distribution System - 433 Kent Cornwall Rd., Kent (PWSID CT0688011)

Sample ID#: 214437
Sample Type: Drinking Water
Sample Source: Spigot
Sampler: CP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	ABSENT	P/A	0	11/8/2016	SM9223B	SC
E. coli	ABSENT	P/A	0	11/8/2016	SM9223B	SC
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	11/8/2016	SM4500CIG	CP
Physical						
Color, Apparent	2	CU	0	11/8/2016	SM2120B	SP
Odor	0	0-5 Scale	0	11/8/2016	SM2150B	SP
pH	7.7	SU	0	11/8/2016	150.1	SP
Turbidity	0.31	NTU	0.02	11/8/2016	SM2130B	SP

ND = Not Detected
* = Above Specified Limit
**Q = Data Qualifier

Results Certified by Hydro Technologies, Inc.:

S. Pasteris
Note: The test results are only valid for date sample was taken. We do not accept any liability for use of these results.

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Water, Wastewater
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Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 8/4/2016 11:25 PM
Receipt Date: 8/4/2016 5:48 PM
Report Date: 8/9/2016 11:05:56 AM
Site: Distribution System - 433 Kent Cornwall Rd., Kent (PWSID CT0688011)

Sample ID#: 211116
Sample Type: Drinking Water
Sample Source: BRO-2 Spigot
Sampler: CP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	ABSENT	P/A	0	8/4/2016	SM9223B	RB
E. coli	ABSENT	P/A	0	8/4/2016	SM9223B	RB
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	8/4/2016	SM4500CIG	CP
Physical						
Color, Apparent	4	CU	0	8/8/2016	SM2120B	LP
Odor	0	0-5 Scale	0	8/8/2016	SM2150B	LP
pH	7.76	SU	0	8/5/2016	150.1	LP
Turbidity	0.12	NTU	0.02	8/8/2016	SM2130B	LP

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Results Certified by Hydro Technologies, Inc.:

Note: The test results are only valid for date sample was taken. We do not accept any liability for use of these results.



Technologies Inc.
Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample ID#: 211156
Sample Type: Drinking Water
Sample Source: Distribution Samples
Sampler: MD Client
PWS ID: CT0688011
Sample Date: 8/7/2016 5:45 AM
Receipt Date: 8/8/2016 2:15 PM
Report Date: 8/23/2016 2:35:52 PM
Site: Distribution System - 433 Kent Cornwall Rd.,
Kent (PWSID CT0688011)

Sample Location	Lead Result mg/l	Rank	Copper Result mg/l	Rank
01 - BRO-06 - House #20	<0.001	1	0.1	5
05 - BRO-03 - House #3	<0.001	2	0.1	2
03 - BRO-04 - House #12	0.001	3	0.1	4
04 - BRO-05 - House #16	0.001	4	0.1	1
02 - BRO-07 - House #23	0.003	5	0.1	3

Action Level: Lead : 0.015 mg/l

Copper : 1.3 mg/l

Summary: 90th percentile Lead: 0.002 mg/l
90th percentile Copper: 0.1 mg/l
Comment: 90th percentile levels for Lead and Copper were within CT action Levels.

Results Certified by Hydra Technologies, Inc.:

Note: The test results are only valid for date sample was taken. We do not accept any liability for use of these results.

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Water, Wastewater
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Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 5/12/2016 1:45 PM
Receipt Date: 5/12/2016
Report Date: 5/13/2016
Site: Distribution System - 433 Kent Cornwall Rd., Kent (PWSID CT0688011)

Sample ID#: 207992
Sample Type: Drinking Water
Sample Source: Spigot outside Unit #20
Sampler: CP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	ABSENT	P/A	0	5/12/2016	SM9223B	SC
E. coli	ABSENT	P/A	0	5/12/2016	SM9223B	SC
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	5/12/2016	SM4500CIG	CP
Physical						
Color, Apparent	5	CU	0	5/12/2016	SM2120B	SP
Odor	0	0-5 Scale	0	5/12/2016	SM2150B	SP
pH	7.7	SU	0	5/12/2016	150.1	SP
Turbidity	0.31	NTU	0.02	5/12/2016	SM2130B	SP

ND = Not Detected
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**Q = Data Qualifier

Results Certified by Hydro Technologies, Inc.:

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Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 2/29/2016 10:25 AM
Receipt Date: 2/29/2016 3:25 PM
Report Date: 3/1/2016
Site: Distribution System - 433 Kent Cornwall Rd., Kent (PWSID CT0688011)

Sample ID#: 205618
Sample Type: Drinking Water
Sample Source: BRO-01-01
Sampler: EP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	PRESENT *	P/A	0	2/29/2016	SM9223B	SC
E. coli	ABSENT	P/A	0	2/29/2016	SM9223B	SC
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	2/29/2016	SM4500CIG	EP
Physical						
Color, Apparent	20 *	CU	0	2/29/2016	SM2120B	SP
Odor	0	0-5 Scale	0	2/29/2016	SM2150B	SP
pH	7.5	SU	0	2/29/2016	150.1	SP
Turbidity	2.84	NTU	0.02	2/29/2016	SM2130B	SP

ND = Not Detected
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Results Certified by Hydro Technologies, Inc.:

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Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 3/1/2016 2:45 PM
Receipt Date: 3/1/2016 4:45 PM
Report Date: 3/2/2016 1:00:40 PM
Site: Special Sample

Sample ID#: 205687
Sample Type: Drinking Water
Sample Source: Point of Entry tank
Sampler: CP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	<1	MPN/100ml	0	3/1/2016	SM9223B	SC
E. coli	<1	MPN/100ml	0	3/1/2016	SM9223B	SC
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	3/1/2016	SM4500CIG	CP

ND = Not Detected
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Results Certified by Hydra Technologies, Inc.:

Notes: The test results are only valid for date sample was taken. We do not accept any liability for use of these results.

Subsurface Treatment and Disposal System Report
Quarterly Monitoring Report
Year: 2017

Facility: Brookwoods II Town: Kent	Contact: George Bentley Phone #: 860-927-1966	Facility ID: 068-007 Permit #: U10000142	Discharge Serial No: 301-2 thru 306-2 Monitoring Location: B
---------------------------------------	--	---	---

Inspection, monitoring or maintenance requirements	Monitoring Frequency	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Parameters													
Mechanical inspection of pump station	Quarterly		X										
Mechanical inspection of septic tank baffles	Pump-out												
Mechanical inspection of grease trap baffles	Pump-out												
Visual inspection of distribution chambers	Annually												
Visual inspection of surface conditions of leach fields	Annually												
Depth of sludge in septic tanks	Pump-out												
Measurement of groundwater level (Well MW1) (in inches)	Quarterly		dry										
Measurement of groundwater level (Well MW2) (in inches)	Quarterly		324"										
Water meter reading of water usage (Average gallons per day)	Quarterly		3907										
Total run of generator	Quarterly		X										
Pump-out (30) septic tanks (15-per year)	2-years												
Pump-out (1) pump chamber	3-years												
Depth of ponding in leachfields	Annually												
Mow grass over leachfields	3x-year												

Note: Indicate completion of required activities with an "X" in the appropriate spaces or write in the value of the reading (e.g. water meter readings of water usage: Number of gallons per day (GPD) or groundwater level in inches (").

Note: The local Sanitarian shall be notified at least one week prior to pumping of septic tanks.

Verification of all pump-outs shall be attached to this monitoring and a copy of the report shall be sent to the Director of Health. Copy attached: Yes: No: X

Notes: 2016 Average Daily Water Usage was 4217 Gallons Per Day (1/1/16-12/31/16).

Groundwater Monitoring Report
Year: 2017

Groundwater Monitoring Report
Year: 2017

Facility: Brookwoods II	Contact: George Bentley	Facility ID: 068-007	Discharge Serial No: 301A thru 305A
Town: Kent	Phone #: 860-927-4966	Permit #: U10000142	Monitoring Location: W

Facility: Brookwoods II	Contact: George Bentley	Facility ID: 068-007	Discharge Serial No: 301A thru 305A
Town: Kent	Phone #: 860-927-4966	Permit #: U10000142	Monitoring Location: W

Facility: Brookwoods II	Contact: George Bentley	Facility ID: 068-007	Discharge Serial No: 301A thru 305A
Town: Kent	Phone #: 860-927-4966	Permit #: U10000142	Monitoring Location: W

Facility: Brookwoods II	Contact: George Bentley	Facility ID: 068-007	Discharge Serial No: 301A thru 305A
Town: Kent	Phone #: 860-927-4966	Permit #: U10000142	Monitoring Location: W

[illegible]

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Water, Wastewater
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Report of Analysis

Name: Brookwoods II
Attn: George Bentley
PO Box 890
Kent, CT 06757
Sample Date: 2/13/2017 2:15 PM
Receipt Date: 2/13/2017 4:38 PM
Report Date: 2/14/2017 4:41:57 PM
Site: Distribution System - 433 Kent Cornwall Rd., Kent (PWSID CT0688011)

Sample ID#: 217185
Sample Type: Drinking Water
Sample Source: 4 - Distribution System - Outside tap
Sampler: CP Lab Employee
PWS ID: CT0688011

Parameter	Sample Result	Units	MDL	Analysis Date	Method	Analyst
Biological						
Coliform Bacteria	ABSENT	P/A	0	2/13/2017	SM9223B	SC
E. coli	ABSENT	P/A	0	2/13/2017	SM9223B	SC
Inorganic Compounds						
Chlorine, residual	0	mg/L	0	2/13/2017	SM4500CIG	CP
Physical						
Color, Apparent	4	CU	0	2/13/2017	SM2120B	SP
Odor	0	0-5 Scale	0	2/13/2017	SM2150B	SP
pH	7.6	SU	0	2/13/2017	150.1	SP
Turbidity	0.39	NTU	0.02	2/13/2017	SM2130B	SP

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 MAY 11 P 1:51

BY *[Signature]*
TOWN CLERK

ND = Not Detected
* = Above Specified Limit
**Q = Data Qualifier

Results Certified by Hydro Technologies, Inc.:

[Signature]

Note: The test results are only valid for date sample was taken. We do not accept any liability for use of these results.