

**RECEIVED**

By Darlene Brady at 10:28 am, Apr 18, 2023



Kent Sewer Commission  
Regular Meeting

April 11, 2023  
4:30 P.M. via Zoom

*The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting:*

<https://www.youtube.com/watch?v=ODpNOzciaSM>.

Members: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza, and Stephen Robey.

Alternates: Vince Roberti.

Also present: Debbie Devaux, Ed Matson and Lyle Sommers.

Elissa Potts called the meeting to order at 4:30 p.m.

**Approval of the agenda:**

Peter Gadiel made a motion to approve the agenda as submitted. Cathe Mazza seconded the motion and the motion carried.

**Approval of Minutes of March 21, 2023, Regular Meeting:**

Cathe Mazza made a motion to approve the Sewer Commission meeting minutes of March 21, 2023 as submitted. Stephen Robey seconded the motion and the motion carried.

**Review and approve updated Regulations:**

Attorney Jeff Sienkiewicz drafted an amendment to the Kent Sewer Use Rules and Regulations, Section 5.01(A) and 5.01(C) of the Sewer Use Regulations dealing with FOG Interceptors and FOG Management Equipment (attached).

Stephen Robey made a motion to approve the amendment to the Kent Sewer Use Rules and Regulations, Section 5.01(A) and 5.01(C) of the Sewer Use Regulations dealing with FOG Interceptors and FOG Management Equipment and to hold a Public Hearing on May 2, 2023 at 4:00 p.m. via Zoom to receive public comment on the proposed amendment. Cathe Mazza seconded the motion and the motion carried.

**100 North Main Street:**

Elissa reported:

- There is a large outstanding bill.
- Lyle has read the meter and there is no problem with the meter.

- The Commission agreed if the property owner does not pay the outstanding invoice, the approval for the proposed construction/renovation will be revoked.

#### **88 North Main Street:**

Elissa reported:

- An application has been submitted.
- Waiting for inspection.

#### **14 North Main Street:**

Elissa reported:

- An application was submitted.
- There was an issue with the inspection.
- The applicant withdrew the request for the under-sink grease trap to obtain approval to be able to open.
- The revised application was approved.
- The applicant may come back before the Commission for the grease trap.

#### **Sewer Plant roof project:**

Lyle reported:

- Waiting on a new estimate to include the removal of the old roof and old insulation and replacement with new insulation and a new roof.
- The roof will not support the weight of solar panels, any solar panels would have to be free standing.

#### **Rate increases:**

Elissa will work with Barbara to figure out expenses and bring additional information back to the commission.

#### **Club Getaway:**

Elissa reported:

- David Schreiber is reviewing his engineer's report and P&Z.

#### **Report of Chairman:**

Elissa Potts reported:

- Received an email regarding opening an ice cream parlor at 27 North Main Street requesting clarification on the Sewer permitting process.
- Elissa and Joyce will respond.
- Received an email regarding opening a juice bar at 25 North Main Street Unit 4 requesting clarification on the Sewer permitting process.
- Elissa and Joyce will respond.

#### **Report of Superintendent:**

Lyle Sommers provided a written report, attached.

Due to the Danbury shutting down their septage receiving location temporarily at the end of April, the Commission empowered Lyle to allow Putnam and any other haulers effected by the shut-down to dump at the Kent Sewer Plant for the 10 days.

Elissa Potts made a motion to approve up to \$1,800 to dig up the lines and remove the roots at the plant. Cathe Mazza seconded the motion and the motion carried.

**Report of Treasurer:**

Barbara Herbst did not attend the meeting but provided the following reports:

- Actual vs. Budget 7/1/22 – 3/31/23
- Balance Sheet March 2023
- Operating Account Ledger for March 2023

Cathe Mazza made a motion to approve the Operating Account Ledger for March 2023, as submitted. Stephen Robey seconded the motion and the motion carried.

**Report of Collector:**

Debbie reported:

- Fourth quarter invoices will be going out in May.

**Report of Consulting Engineer:**

Bart Clark did not attend the meeting and did not provide a report:

**Adjournment:**

Elissa Potts made a motion to adjourn the meeting at 4:57 p.m.

*Joyce Kearns*

Joyce Kearns

Administrative Assistant

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



## KENT SEWER COMMISSION AGENDA

Regular Meeting

April 11, 2023

4:30 P.M.

Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/85453627624>

Meeting ID: 854 5362 7624

One tap mobile: +13092053325,,85453627624# US

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1D8ZGhU620isHwnzoC2Vt3-UMj4pM9XsO>

1. Call to order
2. Approve agenda
3. Approval of Minutes
  - 3.1. March 21, 2023
4. New Business
  - 4.1. Review and approve update regulations
5. Old Business
  - 5.1. 100 North Main Street
  - 5.2. 88 North main Street
  - 5.3. 14 North Main Street
  - 5.4. Sewer Plant Roof
  - 5.5. Rate Increase
  - 5.6. Club Getaway
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. Adjournment.

"An equal opportunity employer and service provider"





Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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**27 N. Main Unit 1 Potential Ice Cream Store**

1 message

**Devon Mott** <dm@danielfrisch.com>

Fri, Apr 7, 2023 at 12:43 PM

To: adminassist@townofkentct.org

Cc: Grace Littlefield &lt;gl@danielfrisch.com&gt;

Hi Joyce,

My name is Devon, I am an architect at Daniel Frisch Architecture. We had spoken briefly about 2 weeks ago about the filling process for a ice cream parlor at 27 North Main Street, Unit 1 in Kent, and you had directed me to speak with Cathy Weber about the specifics of obtaining a food and beverage license.

The general plan for the ice cream parlor is to serve ice cream (pre-packaged not made on premises) and coffee, and it would be a counter service establishment with approximately 12 seats. It is my understanding that the Application for permit to Discharge with the Sewer Commission, along with the Application for Food and Beverage License with Torrington Health are our first steps. The unit does have an existing sewer connection, but since the unit was previously used for retail, no existing grease trap is present and I am unclear on the process to determine whether or not one is necessary based on the described class I or II use case. Cathy had indicated that whether or not a grease trap is needed is up to the discretion of the Sewer Commission. is this something that the sewer department determines as part of the initial Application for Permit to Discharge? Or is there a separate process necessary?

I also have a few general questions regarding the Application for Permits to Discharge process:

- What is the process for review for these applications? Is this something that would need to be reviewed during a regular meeting of the Sewer commission, and if so, what is the deadline for submission for the May 9th meeting?
- How long does it typically take the Commission to review an application?
- Other than the description of proposed use, what additional supporting documentation such as a floor plan, menu, inspections etc. would be needed for the commission's review?

Thanks and best,  
Devon

Devon Elizabeth Mott, AIA  
Daniel Frisch Architecture  
[127 West 56th Street](#)  
[New York, NY 10019](#)  
(212) 489-8941



Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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**25 main st. Unit 4. Kent CT**

1 message

**Nicholas Ngo** <nicholas92116@yahoo.com>

Thu, Apr 6, 2023 at 3:19 PM

To: "Adminassist@townofkentct.org" &lt;adminassist@townofkentct.org&gt;

Hi Joyce, My name is Nicky and I am interesting in purchasing 25 main St. #4 kent Ct 06757. I would like to confirm all the proper document to support opening up a Juice bar, smoothie, spring rolls (Pre pack), boba tea, shushi rolls (Pre pack). I would like to heave an instruction of step by step how to get there. Attached are the drawings that I drew on my PC, please let me know what is the next step.

*Sincerely,*  
**Nicholas Ngo**

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**2 attachments****25 main St layout.pdf**  
20K**25 main St a Model (1).pdf**  
103K

# Superintendents report for April 2023

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Good afternoon,

1.6 million gallons total  
53k gallons per day average  
593k gallons came from Kent school  
Average BOD removal rate 98%  
Average TSS removal rate 97%  
Average influent PH 7.4

One effluent bed is drying, one in use and two are ready for use.

Grant continues with his studies. He received a 92 and a 94 on his next two tests from the Sacramento Wastewater course.

I was approached by Putnam Septic to dump at the plant for approximately 10 days at the end of the month due to Danbury shutting down septage receiving temporarily.

The sewer line for the office building has roots in the line and needs to be dug up. I have a quote from Will Gawel for \$1800. I would like to get approval for this repair.

Respectfully,

Lyle Sommers  
Superintendent  
Kent WPCA

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-3/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	87,071	119,800	72.7%
Sewer User Charges	<u>220,640</u>	<u>196,700</u>	<u>112.2%</u>
Total Income	307,711	316,500	97.2%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	4,952	5,571	88.9%
Audit	-	2,600	0.0%
Bank Service Charges			
Office Supplies	558	600	93.0%
Outside services-Admin	1,067	810	131.7%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	9,064	11,931	76.0%
Operating Expenses			
Continuing Education	199	750	26.5%
Depreciation			0.0%
Electricity	34,527	26,400	130.8%
Fuel	6,863	5,950	115.3%
Insurance			
Dental Insurance	727	1,099	66.2%
Liab Auto Prop Insura	833	945	88.2%
Life Insurance	55	98	55.6%
Medical	19,230	41,694	46.1%
Workman's Comp	<u>2,599</u>	<u>3,465</u>	<u>75.0%</u>
Total Insurance	23,445	47,301	49.6%
Internet	237	360	65.8%
Lab exams	14,028	12,654	110.9%
Materials and supplies	63,624	31,116	204.5%
Miscellaneous	1,276	130	981.7%
Outside Services-Operating	8,644	7,100	121.7%
Parts & Repairs	4,173	6,000	69.6%
Payroll Expenses	96,478	101,821	94.8%
Payroll taxes	7,278	7,791	93.4%
Pension	4,096	6,576	62.3%
Permit fees	2,011	2,400	83.8%
Postage	5,153	4,140	124.5%
Professional fees			
Engineering fees	-	1,800	0.0%
Legal fees	<u>1,178</u>	<u>3,750</u>	<u>31.4%</u>
Total Professional fees	1,178	5,550	21.2%



# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-3/31</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,372	1,876	73.1%
Uniforms	2,107	1,876	112.3%
Total Operating Expenses	<u>276,690</u>	<u>269,791</u>	<u>102.6%</u>
Total Expense	<u>285,755</u>	<u>281,722</u>	<u>101.4%</u>
Investment income	266	336	79.1%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	15,370	15,825	97.1%
Short Term Asset Reserve	4,660	4,747	98.2%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-		
Total Maple Street Extension	<u>-</u>	<u>-</u>	<u>0.0%</u>
USDA Loan Interest (92-06) (92-04) (92-08)	<u>25,364</u>	<u>24,923</u>	
Net Income and Expense	<u><u>15,734</u></u>	<u><u>28,525</u></u>	<u><u>55.2%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 20,030

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.

Belt Press and Altoz XP610HDI 61" Aero Deck 28 0 enter as a -

by including these items

the net income is actually 35,764

**Balance Sheet March 2023**

	<u>03.31.23</u>	<u>03.31.22</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	56,814	61,770	-4,956
2 USB Septage MMA #8052	80,217	140,783	-60,566
3 USB Capital #3880	631,136	603,915	27,220
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,449	24,375	73
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	<u>989,768</u>	<u>1,027,996</u>	<u>-38,228</u>
Accounts Receivable	<u>2,111</u>	<u>2,524</u>	<u>-413</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>991,879</u>	<u>1,030,520</u>	<u>-38,641</u>
Fixed Assets			
Accumulated Depreciation	-1,950,192	-1,819,840	-130,352
Property and equipment	<u>5,330,037</u>	<u>5,330,037</u>	<u>0</u>
Total Fixed Assets	<u>3,379,845</u>	<u>3,510,196</u>	<u>-130,352</u>
TOTAL ASSETS	<u><u>4,371,723</u></u>	<u><u>4,540,716</u></u>	<u><u>-168,992</u></u>
LIABILITIES & EQUITY			
Accounts Payable	7,720	8,440	-721
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,449	24,375	73
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,926	2,338	587
State Taxes Payable	446	422	25
Due to GF (Town of Kent)	131,701	209,120	-77,419
USDA Loan 92-04	434,779	444,011	-9,232
USDA Loan 92-06	766,508	780,051	-13,542
USDA Loan 92-08	71,031	72,570	-1,539
Total Liabilities	<u>1,636,711</u>	<u>1,738,480</u>	<u>-101,769</u>
Equity			
*Retained Earnings	2,278,960	2,274,489	4,471
Opening Bal Equity	420,287	420,287	0
Net Income	35,764	107,459	-71,695
Total Equity	<u>2,735,012</u>	<u>2,802,236</u>	<u>-67,224</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,371,723</u></u>	<u><u>4,540,716</u></u>	<u><u>-168,992</u></u>

# Kent Sewer Commission Operating Account ledger

March 2023

Date	Name	Memo	Amount	Balance
1 USB				70,815.42
Operating - 8044				70,815.42
03/01/23	Sewer Customers		2,343.94	73,159.36
03/07/23	Benefit Assessments		368.91	73,528.27
03/07/23	Sewer Customers		1,383.52	74,911.79
03/09/23	QuickBooks Payroll Service	Direct Deposit for 3/10/23	-3,485.09	71,426.70
03/10/23	Ducey, Grant	Direct Deposit	0.00	71,426.70
03/10/23	Kearns, Joyce	Direct Deposit	0.00	71,426.70
03/10/23	Sommers, Lyle R	Direct Deposit	0.00	71,426.70
03/10/23		100 N Main Connection Fee	3,216.00	74,642.70
03/10/23	Town of Kent	100% of all Benefit Assessment fees collected on MSE properti...	-680.45	73,962.25
03/10/23	ABT	February Bookkeeping Support	-619.00	73,343.25
03/10/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - January '23 & February '23	-160.00	73,183.25
03/13/23	ACE Hardware	Kerosene heater, Vinyl tubing, 2.5 gallon jug Kerosene, Keros...	-586.83	72,596.42
03/13/23	Eversource	Pump Station: 1/17 - 2/18 (30 days), #50 Maple St - 1/16 - ...	-5,660.39	66,936.03
03/13/23	Frontier	Telephone and Internet service: 3/1 - 3/31/23	-97.18	66,838.85
03/13/23	Industrial Electric Motors	Teco / Westinghouse and freight charge	-3,025.00	63,813.85
03/13/23	Tunxis	Lab testing: 2/9/23, 2/16/23, 2/23/23, 3/2/23	-1,435.60	62,378.25
03/13/23	Welsh Sanitation	Commercial service February 2023	-319.06	62,059.19
03/15/23	CT Commissioner of Revenue...	February CT Withholding	-452.53	61,606.66
03/15/23	United States Treasury	Payroll Withholding and Taxes February 2023 (including Ducey...	-2,688.42	58,918.24
03/15/23	Northeast Builders Supply	4x8 Plywood	-140.71	58,777.53
03/15/23	Benefit Assessments		213.76	58,991.29
03/15/23	Sewer Customers		530.39	59,521.68
03/23/23	QuickBooks Payroll Service	Direct Deposit for 3/24/23	-3,485.10	56,036.58
03/24/23	Ducey, Grant	Direct Deposit	0.00	56,036.58
03/24/23	Kearns, Joyce	Direct Deposit	0.00	56,036.58
03/24/23	Sommers, Lyle R	Direct Deposit	0.00	56,036.58
03/29/23	Sewer Customers		1,798.12	57,834.70
03/30/23	QuickBooks Payroll Service	Direct Deposit for 3/31/23	-765.11	57,069.59
03/31/23	Devaux, Deborah J.	Direct Deposit	0.00	57,069.59
03/31/23	Soule Jr., Milard L	Direct Deposit	0.00	57,069.59
03/31/23	Town of Kent	1 St Qtr 2023 - Pension Kent Sewer	-1,237.12	55,832.47
03/31/23	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-6,323.71	49,508.76
Total Operating - 8044			-21,306.66	49,508.76
Total 1 USB			-21,306.66	49,508.76
TOTAL			-21,306.66	49,508.76