

Kent Sewer Commission  
Regular Meeting

July 14, 2020  
4:00 P.M. via Zoom

Members Present: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza and Rick Osborne.

Also, present: Bart Clark, Debbie Devaux, Barbara Herbst and Lyle Sommers.

Ms. Potts called the meeting to order at 4:02 p.m.

**Approval of Agenda:**

Mr. Osborne made a motion to approve the agenda. Ms. Mazza seconded the motion and the motion carried.

**Approval of Minutes:**

Mr. Gadiel made a motion to approve the March 10, 2020 Regular Sewer Commission meeting minutes, as submitted. Ms. Mazza seconded the motion and the motion carried.

**Public Communications:**

Oral: None.

Written: None.

**Report of Chairman:**

Ms. Potts stated there is a lot going on at the plant.

**Report of Superintendent:**

Mr. Sommers provided a written report, attached.

**Report of Treasurer:**

Mrs. Herbst provided the following reports:

- Outside Services Detail July 2019 through June 2020
- Operating Account Ledger March, April, May and June 2020
- Balance Sheet as of June 30, 2020
- Income and Expenses Actual vs. Budget

Ms. Mazza made a motion to approve the Operating Account Ledger for March, April, May and June 2020, as submitted. Mr. Osborne seconded the motion and the motion carried.

Mrs. Herbst stated she has received two quotes for the financing of the belt press:

- Webster Bank 3% for 9 years
- National Iron Bank 2.5% for 10 years

She added Union Savings would provide a quote tomorrow. Mrs. Herbst had a telephone conversation with Municipal Lease and they think they can get 2.5%. Mrs. Herbst stated the Sewer Commission could also wait and roll the expense into the Streetscape funding. She agreed to have all the information to the Commission a few days prior to the next meeting.

**Report of Collector:**

Ms. Devaux confirmed the new bills would be mailed on August 1, 2020.

**Report of Consulting Engineer:**

Mr. Clark reported he has not reviewed the additional information submitted by High Watch yesterday for the proposed Café and grease trap.

**Plant Staff:**

Ms. Potts reported Jesse Warner accepted a position in Torrington and left the sewer plant several weeks ago. She noted several people have expressed interest in the position. Bart Clark, Peter Gadiel, Rick Osborne and Lyle Sommers agreed to be on a sub-committee to conduct interviews.

**2020/2021 Budget:**

Mrs. Herbst provided a draft 2020/2021 Budget. The proposed budget includes:

- 5% Capital reserves
- 1.5% Short-term Asset Reserves
- Increase in wages for the new hire
- Presents with a 7% surplus

Ms. Mazza made a motion to approve the 2020/2021 budget, as submitted. Mr. Gadiel seconded the motion and the motion carried.

**23 Maple Street:**

Julie Butler of 23 Maple Street sent a letter requesting that the property be reclassified as residential and not commercial. Ms. Potts noted that the business has been closed since February of 2020 and therefore the request should be granted. Ms. Devaux confirmed the August bill would be sent out reflecting 23 Maple Street as residential.

**Belt Press:**

See Treasurer's Report.

**Ordinances:**

Ms. Potts noted the ordinances are on hold until there can be a Town Meeting.

Mr. Osborne asked if the Sewer Commission would be interested in purchasing the town's old pay loader? He stated the Sewer Commission could purchase it for the trade-in price or even a little less. No action taken.

The meeting adjourned at 4:30 p.m.

  
Joyce Kearns  
Administrative Assistant

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

**KENT SEWER COMMISSION AGENDA**

**4:00 P.M. TOWN HALL**

**Regular Meeting**

**July 14, 2020**

Zoom: <https://us02web.zoom.us/j/86176999746>

Meeting ID: 861 7699 9746

One tap mobile: 1 646 558 8656 US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes  
a March 10, 2020 Special 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. Plant staff  
b. 2020/2021 Budget  
c. 23 Maple Street
11. Old Business  
a Belt Press  
b Ordinances
12. Adjourn

**"An equal opportunity employer and service provider"**

# Superintendents report for March thru July 2020

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Good afternoon everyone.

## March

1.66 million gallons total  
54k gallons per day average  
483k gallons came from Kent school  
Average BOD removal rate 99%  
Average TSS removal rate 99%  
Average influent PH 7.7

## April

2 million gallons total  
68k gallons per day average  
276k gallons came from Kent school  
Average BOD removal rate 99%  
Average TSS removal rate 99%  
Average influent PH 7.5

## May

2.8 million gallons total  
91k per day average  
319k gallons per day came from Kent school  
Average BOD removal rate 98%  
Average TSS removal rate 98%  
Average influent PH 7.5

## June

2.6 Million Gallons per day  
87k per day average  
304k gallons came from Kent school  
Average BOD removal rate 98%  
Average TSS removal rate 99%  
Average influent PH 7.5

All the effluent beds have been cleaned once and 2 are currently in use.

Jesse is no longer employed at the plant. He left for a job in Torrington citing decreased travel time and higher wages.

The water meter at 100 N. Main St. for irrigation is installed and inspected.

100% of the field was harrowed this year. It's the first time that's been accomplished due to the center section usually being wet.

Billy Mcann planted sorghum on the upper and part of the lower field.

I need to order some replacement discharge hoses for the Godwin pump estimated cost to be about \$500.

John Gleason is scheduling the replacement wire installation for blower number 2

Respectfully,

Lyle Sommers  
Superintendent  
Kent WPCA

07/10/20

Kent Sewer Commission  
**Outside Services Detail**  
 July 2019 through June 2020

Date	Num	Name	Memo	Debit
<b>Operating Expenses</b>				
<b>Outside Services-Operating</b>				
07/31/19	729570	Welsh Sanitation	Commercial service: July 2019	71.25
08/07/19	43333	US Environmental ...	7/31/19 - - Ysi 600XLM daily rental	288.83
08/13/19	2019-...	Quality Data Servic...	July 2019: printing and processing sewer/water billing (296 bills)	283.26
08/29/19	2019-...	Quality Data Servic...	Final posted ratebook 2018	150.00
08/31/19	729570	Welsh Sanitation	Commercial service: August 2019	71.25
09/30/19	728570	Welsh Sanitation	Commercial service: September 2019	71.25
10/04/19	0110...	Kinsley Power Syst...	Annual Level II generator service - Judd Avenue pump Station Kohler ...	550.00
10/04/19	0110...	Kinsley Power Syst...	Annual Level II generator service - Schaghticoke pump Station CAT 1...	625.00
10/11/19	14-296	Town of Kent	extinguishers inspected and tagged	11.85
10/28/19	2019-...	Quality Data Servic...	October 2019: printing and processing sewer/water billing (302 bills)	289.95
10/31/19	29570	Welsh Sanitation	Commercial service: October 2019	142.50
12/31/19	729570	Welsh Sanitation	Commercial service: December 2019	71.25
01/22/20	2019-...	Quality Data Servic...	October 2019: printing and processing sewer/water billing (302 bills)	193.07
01/31/20	729570	Welsh Sanitation	Commercial service: January 2020	71.25
02/28/20	729570	Welsh Sanitation	Commercial service: February 2020	71.25
03/31/20	729570	Welsh Sanitation	Commercial service: March 2020	71.25
04/17/20	840A...	RACO Manufaturin...	Annual Renewal - alarm monitoring and services H02264 (Segar Mtn ...	855.00
04/21/20	2019-...	Quality Data Servic...	April 2020: printing and processing sewer/water billing (320 bills)	200.60
04/24/20	729570	Welsh Sanitation	Commercial service: April 2020	71.25
05/31/20	729570	Welsh Sanitation	Commercial service: May 2020	71.25
06/30/20	729570	Welsh Sanitation	Commercial service: June 2020	71.25
<b>Total Outside Services-Operating</b>				<b>4,302.56</b>
<b>Total Operating Expenses</b>				<b>4,302.56</b>
<b>TOTAL</b>				<b>4,302.56</b>





# Kent Sewer Commission

## Balance Sheet June 2020

	6/30/20	6/30/19	\$ Change
Checking/Savings			
1 USB	83,459	38,817	44,642
2 USB Septage MMA #8052	59,351	122,224	-62,873
3 USB Capital #3880	593,448	527,366	66,083
5 Brookwoods	32,679	32,679	0
6 Kent Affordable Housing	24,248	24,151	97
7 Saddle Ridge Estates	163,728	163,728	0
Total Checking/Savings	956,913	908,965	47,948
Accounts Receivable	2,124	3,023	-899
Due from General Fund	0	0	0
Total Current Assets	959,037	911,987	47,050
Fixed Assets			
Accumulated Depreciation	-1,573,344	-1,573,344	0
Property and equipment	4,964,900	4,964,900	0
Total Fixed Assets	3,391,555	3,391,555	0
<b>TOTAL ASSETS</b>	<b>4,350,592</b>	<b>4,303,542</b>	<b>47,050</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	431	3,396	-2,965
Due To Brookwoods	32,679	32,679	0
Due To Kent Affordable Housing	24,248	24,151	97
Due to Saddle Ridge Estates	163,728	163,728	0
Federal Taxes Payable	2,244	2,342	-98
State Taxes Payable	348	353	-6
USDA Loan 92-04	451,856	460,601	-8,745
USDA Loan 92-06	805,897	818,200	-12,303
USDA Loan 92-08	74,028	75,486	-1,458
Total Liabilities	1,555,458	1,580,936	-25,478
Equity			
*Retained Earnings	1,637,091	1,741,256	-104,165
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	72,527	-104,165	176,692
Total Equity	2,795,134	2,722,606	72,527
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,350,592</b>	<b>4,303,542</b>	<b>47,050</b>



	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	FY 21 Proposed Budget	FY 20 Full Year Budget	FY 20 Actual to date
<b>Income</b>															
<b>Septage Fees</b>	10,500	7,000	7,000	7,000	3,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	70,000	70,000	78,277
<b>User Charges</b>	2,600	55,000	6,500	1,500	52,000	6,400	2,600	56,000	7,000	2,500	55,000	8,500	257,600	280,000	255,797
<b>Total Income</b>	13,100	62,000	13,500	8,500	55,500	11,400	7,600	63,000	12,000	7,500	60,000	13,500	327,681	350,000	334,074
<b>Expense</b>															
<b>General &amp; Admin Expenses</b>															
Accounting/Bookkeeping Ser	583	583	583	583	583	583	583	583	583	583	583	583	7,002	6,798	6,798
Audit						2,600							2,600	2,600	2,460
Office Supplies	200			200			200			200			800	700	758
Outside services-Admin		150		150			150			150			600	600	599
Printing & Advertising															306
Software/Licensing Fees	2,220												2,220	2,220	1,177
<b>Total General &amp; Admin Expense</b>	3,003	733	583	933	583	3,183	933	583	583	933	583	583	13,222	12,918	12,098
<b>Operating Expenses</b>															
Continuing Education			250			250						250	1,000	1,000	610
Electricity	2,100	2,000	2,000	2,000	2,000	2,100	2,200	2,300	2,300	2,100	2,100	2,100	25,300	34,200	25,316
Fuel		50	50	500	500	50	800	800	550	550			3,800	4,125	3,407
Insurance															
Dental Insurance	119	119	119	119	119	119	119	119	119	119	119	119	1,427	1,427	1,008
Liab Auto Prop Insura	300			300			300			300			1,200	1,200	1,066
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	98
Medical	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	28,836	28,836	21,683
Workman's Comp	1,100			1,100			1,100			1,100			4,400	4,400	3,755
<b>Total Insurance</b>	3,933	2,533	2,533	3,933	2,533	2,533	3,933	2,533	2,533	3,933	2,533	2,533	35,994	35,994	27,610
Internet	40	40	40	40	40	40	40	40	40	40	40	40	480	300	329
Lab exams	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	13,520	13,520	13,673
Maintenance and Repairs	600			600			600			600			2,400	2,400	2,494
Supplies	116	125	125	125	125	125	125	125	125	125	125	125	1,491	1,500	1,140
Miscellaneous							130						130	130	283
Outside Services-Operating	1,500			1,500			1,500			1,500			6,000	15,800	4,303
Parts & Repairs	500			500			500			500			2,000	4,000	225
Payroll Expenses	10,980	10,980	10,980	10,980	10,980	10,980	10,980	10,980	10,980	10,980	10,980	10,980	131,758	121,437	121,350
Payroll taxes	840	840	840	840	840	840	840	840	840	840	840	840	10,079	9,289	9,082
Pension		2,131				2,131						2,131	9,524	5,584	3,436
Permit fees	2,400												2,400	2,500	2,011
Postage	165	165	165	165	165	165	165	165	165	165	165	165	1,980	1,980	2,077
Professional fees															
Engineering fees	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,400	30,000	9,480
Legal fees	1,250			1,250			1,250			1,250			5,000	5,000	6,403
<b>Total Professional fees</b>	2,950	1,700	1,700	2,950	1,700	1,700	2,950	1,700	1,700	2,950	1,700	1,700	25,400	35,000	15,883
Rental	750			750			750			750			3,000	3,000	2,377
Telephone	208	208	208	208	208	208	208	208	208	208	208	208	2,500	1,800	2,447
Uniforms	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,000	2,530
<b>Total Operating Expenses</b>	28,417	19,926	22,357	26,426	20,436	22,457	27,056	21,026	23,157	26,026	20,576	22,407	280,256	295,559	240,583
<b>Total Expense</b>	31,420	20,659	22,940	27,359	21,009	25,640	27,989	21,609	23,740	26,959	21,159	22,990	293,476	308,477	252,682
<b>Preliminary Net I/E</b>	-18,320	41,341	-9,440	-18,859	34,491	-14,240	-20,389	41,391	-11,740	-19,459	38,841	-9,490	34,123	41,523	81,392

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	FY 21 Proposed Budget	FY 20 Full Year Budget	FY 20 Actual to date
Other Income															
Investment Income	38	38	38	38	38	38	38	38	38	38	38	38	450	450	337
Transfers In (TOK)		38,906											38,906	38,906	38,906
Total Other Income	38	38,944	38	38	38	38	38	38	38	38	38	38	39,356	39,356	39,243
Transfer Out															
Capital Reserve 5 %	655	3,100	675	425	2,775	570	380	3,150	600	375	3,000	675	16,380	24,269	22,157
MSE 80% of User Fees to Tok			775			975			600			675	3,025	3,025	6,782
ST Asset Reserve 1.5%	197	930	203	128	833	171	114	945	180	113	900	203	4,914	5,250	4,748
Total Transfer Out	852	4,030	1,653	553	3,608	1,716	494	4,095	1,380	488	3,900	1,553	24,319	32,544	33,687
USDA & Belt Press Loan Interest	26,990											14,995	41,985	41,984	41,325
Net Income	-46,124	76,254	-11,055	-19,374	30,921	-15,919	-20,846	37,333	-13,083	-19,909	34,978	-26,001	7,175	6,351	45,623

FY 21 Proposed  
BudgetFY 20  
Actual to date

Notes
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Three percent raise for all staff

Raise Joyce to 16 hrs per month vs 13 per request ~ raise Jesse replacement to to \$24

Belt Press debt service is considered. Timing of production, delivery and installation will most likely be completed by calendar year end

Income from "The Kent" is NOT considered, no indications as to when that will come back online.

FY 20  
Actual to date  
\$28,904 was  
transferred to  
the Capital  
reserve and IS  
included in this  
net figure

5/14/20

Dear Debbie,

As discussed, effective  
2/15/20 I closed my business.  
Therefore, since business is  
done, do not need to pay  
lower commercial rate. Please  
switch back to residential  
rate effective immediately  
as of 2/15/20.

Thank You!

Julia Guter, Box 633  
23 Maple St.  
Lent CT. 06757

PS.  
Please  
send  
confirmation  
of this change.

Thanks! J.

860-671-0002