

**RECEIVED**

By Darlene Brady at 10:31 am, May 18, 2023

Kent Sewer Commission  
Regular Meeting

May 9, 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=wkYpy4tbOjQ>

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

Alternates: Rick Osborne and Vince Roberti.

Also present: Debbie Devaux 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 April 11, 2023, Regular Meeting:**

Cathe Mazza made a motion to approve the Sewer Commission meeting minutes of April 11, 2023, as submitted. Stephen Robey seconded the motion, and the motion carried.

**Set a date for Public Hearing for regulation update:**

Cathe Mazza made a motion to set May 16, 2023, at 4:00 p.m. for the date and time of the Public Hearing for the regulation updates. Peter Gadiel seconded the motion, and the motion carried.

**100 North Main Street:**

Elissa reported:

- Nothing new to report.

**88 North Main Street:**

Elissa reported:

- Bart has sent the applicant some new specs for the proposed project, which include a new lateral.

**14 North Main Street:**

Elissa reported:

- Nothing new to report.

**Sewer Plant roof project:**

Lyle reported:

- The engineer has completed the drawings.
- In the next week or so the engineer should stamp the drawings.
- Then the project will go out to bid.

**Rate increases:**

Elissa has been working with Barbara to figure out expenses and will bring additional information back to the Commission.

**Club Getaway:**

Elissa reported:

- David Schreiber is working with P&Z on some permitting issues and will then focus on the application to connect to the sewer.

**Report of Chairman:**

Elissa Potts:

- Nothing additional to report.

**Report of Superintendent:**

Lyle Sommers provided a written report, attached.

**Report of Treasurer:**

Barbara Herbst provided the following reports:

- Actual vs. Budget 7/1/22 – 4/30/23
- Balance Sheet April 2023
- Operating Account Ledger for April 2023
- FY '24 Proposed Budget

Peter Gadiel made a motion to approve the Operating Account Ledger for April 2023 as submitted. Cathe Mazza seconded the motion, and the motion carried.

Cathe Mazza made a motion to approve the Fiscal Year 24 budget as submitted. Peter Gadiel seconded the motion, and the motion carried.

**Report of Collector:**

Debbie did not attend the meeting and did not provide a report.

**Report of Consulting Engineer:**

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

John Grant asked if the Commission would be reviewing the solar options for the sewer plant. Elissa asked John if he would like to take on that project. John agreed to look into the solar options for the sewer plant and bring them back to the commission at the next meeting.

**Adjournment:**

Elissa Potts made a motion to adjourn the meeting at 5:00 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  
May 9, 2023  
4:30 P.M.  
Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/83550168210>

Meeting ID: 835 5016 8210

One tap mobile: +13052241968,,83550168210# US

Supporting documentation for this meeting:

[https://drive.google.com/drive/folders/1bv\\_S911MFxLaSq3JvM8lsUeDmdtK1ImC](https://drive.google.com/drive/folders/1bv_S911MFxLaSq3JvM8lsUeDmdtK1ImC)

1. Call to order
2. Approve agenda
3. Approval of Minutes
  - 3.1. April 11, 2023, Regular Sewer Commission meeting
4. New Business
  - 4.1. Set date for Public Hearing for regulation update
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"

# Superintendents report for May 2023

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Good afternoon,

2.3 million gallons total  
78k gallons per day average  
1.1M gallons came from Kent school  
Average BOD removal rate 99%  
Average TSS removal rate 98%  
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 93 on his latest test from the Sacramento Wastewater course.

The push mower is shot and needs to be replaced.

Blower motor #2 was replaced and runs much more efficiently than the old one. It draws about 10 amps less than the old one, ramps up to speed much faster and generates far less heat than the old one did.

Respectfully,

Lyle Sommers  
Superintendent  
Kent WPCA

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-4/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	102,000	132,300	77.1%
Sewer User Charges	<u>225,111</u>	<u>198,700</u>	<u>113.3%</u>
Total Income	327,111	331,000	98.8%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,571	6,190	90.0%
Audit	-	2,600	0.0%
Bank Service Charges			
Office Supplies	558	667	83.7%
Outside services-Admin	1,067	900	118.5%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	9,683	12,707	76.2%
Operating Expenses			
Continuing Education	199	750	26.5%
Depreciation			0.0%
Electricity	39,743	29,200	136.1%
Fuel	7,579	6,500	116.6%
Insurance			
Dental Insurance	727	1,221	59.6%
Liab Auto Prop Insura	833	1,260	66.1%
Life Insurance	55	109	50.0%
Medical	19,119	46,327	41.3%
Workman's Comp	<u>2,599</u>	<u>4,620</u>	<u>56.3%</u>
Total Insurance	23,333	53,537	43.6%
Internet	263	400	65.8%
Lab exams	16,153	14,060	114.9%
Materials and supplies	65,058	31,241	208.2%
Miscellaneous	1,276	130	981.7%
Outside Services-Operating	8,963	8,800	101.9%
Parts & Repairs	4,421	8,000	55.3%
Payroll Expenses	107,014	113,135	94.6%
Payroll taxes	8,075	8,656	93.3%
Pension	4,096	6,576	62.3%
Permit fees	2,011	2,400	83.8%
Postage	5,773	4,600	125.5%
Professional fees			
Engineering fees	-	2,000	0.0%
Legal fees	<u>1,539</u>	<u>5,000</u>	<u>30.8%</u>
Total Professional fees	1,539	7,000	22.0%

Kent Sewer Commission  
Income and Expense  
Actual vs. Budget

	<u>7/1-4/30</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,523	2,084	73.1%
Uniforms	2,297	2,084	110.2%
Total Operating Expenses	<u>299,317</u>	<u>299,153</u>	<u>100.1%</u>
Total Expense	<u>309,001</u>	<u>311,860</u>	<u>99.1%</u>
Investment income	297	374	79.5%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	16,356	16,550	98.8%
Short Term Asset Reserve	4,956	4,965	99.8%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-	3,025	
Total Maple Street Extension	<u>-</u>	<u>3,025</u>	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	25,364	24,923	
Net Income and Expense	<u>10,639</u>	<u>8,957</u>	<u>118.8%</u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 21,312  
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 31,950

# Kent Sewer Commission

## Balance Sheet April 2023

	04.30.23	04.30.22	\$ Change
Checking/Savings			
1 USB	36,663	41,249	-4,586
2 USB Septage MMA #8052	92,323	153,646	-61,323
3 USB Capital #3880	632,442	605,004	27,438
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	983,029	1,021,427	-38,398
Accounts Receivable	2,205	1,046	1,159
Due from General Fund	0		0
Total Current Assets	985,234	1,022,473	-37,239
Fixed Assets			
Accumulated Depreciation	-1,950,192	-1,819,840	-130,352
Property and equipment	5,330,037	5,330,037	0
Total Fixed Assets	3,379,845	3,510,196	-130,352
<b>TOTAL ASSETS</b>	<b>4,365,079</b>	<b>4,532,669</b>	<b>-167,591</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	5,143	4,604	539
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	2,668	2,337	332
State Taxes Payable	450	421	28
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	1,633,881	1,734,641	-100,760
Equity			
*Retained Earnings	2,278,960	2,274,489	4,471
Opening Bal Equity	420,287	420,287	0
Net Income	31,950	103,252	-71,302
Total Equity	2,731,198	2,798,029	-66,830
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,365,079</b>	<b>4,532,669</b>	<b>-167,591</b>

# Kent Sewer Commission Operating Account ledger

April 2023

Date	Name	Memo	Amount	Balance
1 USB				49,508.76
Operating - 8044				49,508.76
04/01/23	FedEx		-654.96	48,853.80
04/03/23	ACE Hardware	111005	-232.33	48,621.47
04/03/23	Eversource	Plant: - 2/17 - 3/16 (30 days)	-4,644.52	43,976.95
04/03/23	Superior Plus Energy	3878330	-451.52	43,525.43
04/03/23	Town of Kent	VOID:	0.00	43,525.43
04/03/23	Tunxis		-1,046.70	42,478.73
04/06/23	QuickBooks Payroll Service	Direct Deposit for 4/7/23	-3,485.11	38,993.62
04/06/23	Administrator Unemployment...	00-022-82 QB Tracking # 238045490	0.00	38,993.62
04/07/23	Ducey, Grant	Direct Deposit	0.00	38,993.62
04/07/23	Kearns, Joyce	Direct Deposit	0.00	38,993.62
04/07/23	Sommers, Lyle R	Direct Deposit	0.00	38,993.62
04/07/23	ABT	March Bookkeeping Support	-619.00	38,374.62
04/10/23	Sewer Customers		478.82	38,853.44
04/12/23	FedEx		-16.79	38,836.65
04/12/23	Aramark Uniform & Career ( ...	860075607	-351.94	38,484.71
04/12/23	Eversource		-525.09	37,959.62
04/12/23	Town of Kent	100% of all Benefit Assessment fees collected on MSE properti...	-213.76	37,745.86
04/12/23	Sewer Customers		478.81	38,224.67
04/12/23	Sewer Customers		857.29	39,081.96
04/14/23	CT Commissioner of Revenue...	CT payroll withholding	-445.69	38,636.27
04/14/23	United States Treasury	Payroll withholding and taxes	-2,652.28	35,983.99
04/19/23	Sewer Customers		2,656.73	38,640.72
04/20/23	QuickBooks Payroll Service	Direct Deposit for 4/21/23	-3,485.10	35,155.62
04/21/23	Ducey, Grant	Direct Deposit	0.00	35,155.62
04/21/23	Kearns, Joyce	Direct Deposit	0.00	35,155.62
04/21/23	Sommers, Lyle R	Direct Deposit	0.00	35,155.62
04/25/23	Postmaster	4 rolls of stamps @ \$63.00/roll	-252.00	34,903.62
04/25/23		Deposit	101.78	35,005.40
04/25/23	FedEx	QuickBooks generated zero amount transaction for bill payme...	0.00	35,005.40
04/25/23	US Environmental Rental Corp	Horiba U-52 day rental, Geotech Geopump, Solinst	-248.37	34,757.03
04/27/23	QuickBooks Payroll Service	Created by Payroll Service on 03/17/2023	-859.91	33,897.12
04/27/23	Eversource	Pump Station: 3/14 - 4/15 (29 days) & #50 Maple St - 3/13 ...	-581.51	33,315.61
04/27/23	Frontier	Telephone and Internet service: 4/1 - 4/30/23	-96.90	33,218.71
04/27/23	Tunxis	3/22, 3/30, 4/6	-1,527.80	31,690.91
04/27/23	Welsh Sanitation	Commercial service March 2023	-319.06	31,371.85
04/28/23	Soule Jr., Milard L.	Direct Deposit	0.00	31,371.85
04/28/23	Devaux, Deborah J.	Direct Deposit	0.00	31,371.85
04/28/23	ACE Hardware	Paint, garage door lube, weed grass killer, screwdriving set, si...	-282.92	31,088.93
04/28/23	FedEx	VOID:	0.00	31,088.93
04/28/23	Napa Auto Parts	VOID:	0.00	31,088.93
04/28/23	Quill Corporation	Logitech wireless combo	-27.99	31,060.94
04/28/23	Sienkiewicz & McKenna, P.C.	Preparation of amendment to Grease Trap Regulation and Pub...	-361.00	30,699.94
04/28/23	Sommers, Lyle - Reimburse...	Reimbursement for Plywood sheet & Telephone - March '23	-150.35	30,549.59
04/28/23	Superior Plus Energy	231.3 gal heating fuel	-716.17	29,833.42
04/28/23	Tunxis	4/13, 4/20	-717.80	29,115.62
04/30/23	FedEx	To Averill Lab	-119.51	28,996.11
04/30/23	Napa Auto Parts	Wires, ring terminal and kit, T-Tap connector, windshield wash...	-92.68	28,903.43
04/30/23	Northeast Builders Supply	2 Plywood sheets	-140.71	28,762.72
04/30/23	Town of Kent	Sommers: Roth IRA Withholding April 2023	-273.44	28,489.28
04/30/23	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,281.27	27,208.01
Total Operating - 8044			-22,300.75	27,208.01
Total 1 USB			-22,300.75	27,208.01
TOTAL			-22,300.75	27,208.01

FY '24 Proposed Budget

Kent Sewer Commission

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 23	FY 24 Proposed Budget	FY 23 Full Year Budget	FY 23 Actual to 4.28.23
Income	12,300	10,250	10,250	11,000	12,000	9,000	7,400	3,500	12,000	10,000	10,000	12,300	120,000	162,300	87,071
<b>Septage Fees</b>	800	60,000	12,500	4,500	61,300	5,000	2,000	61,000	6,000	2,000	61,000	2,500	278,600	257,200	219,239
<b>User Charges</b>															
Total Income	13,100	70,250	22,750	15,500	73,300	14,000	9,400	64,500	18,000	12,000	71,000	14,800	398,601	419,500	306,310
Expense															
<b>General &amp; Admin Expenses</b>															
Accounting/Bookkeep	644	644	644	644	644	644	644	644	644	644	644	644	7,725	7,428	5,571
Audit						2,600							2,600	2,600	2,600
Office Supplies	200			200			200			200			800	800	558
Outside services-Admin				325			325			325			1,300	1,080	1,067
Printing & Advertising													-		-
Software/Licensing F	2,600												2,600	2,350	2,488
<b>Total General &amp; Admin</b>	<b>3,444</b>	<b>969</b>	<b>644</b>	<b>1,169</b>	<b>644</b>	<b>3,244</b>	<b>1,169</b>	<b>644</b>	<b>644</b>	<b>1,169</b>	<b>644</b>	<b>644</b>	<b>15,025</b>	<b>14,258</b>	<b>12,283</b>
<b>Operating Expenses</b>															
Continuing Education			250			250			250			250	1,000	1,000	199
Electricity	2,700	2,700	3,000	3,000	3,700	4,300	4,300	4,300	4,300	3,700	2,700	2,700	41,400	34,500	35,634
Fuel		700	0	1,000	800	1,600	800	1,600	500	500	500		8,000	7,050	6,863
Insurance															
Dental Insurance	118	118	118	118	118	118	118	118	118	118	118	118	1,411	1,465	727
Liab Auto Prop Insu	316			316			316			316			1,263	1,260	833
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	55
Medical	667	667	667	667	667	667	667	667	667	667	667	667	8,000	55,593	19,119
Workman's Comp	1,158			1,158			1,158			1,158			4,631	4,620	2,599
<b>Total Insurance</b>	<b>2,269</b>	<b>795</b>	<b>795</b>	<b>2,269</b>	<b>795</b>	<b>795</b>	<b>2,269</b>	<b>795</b>	<b>795</b>	<b>2,269</b>	<b>795</b>	<b>795</b>	<b>15,436</b>	<b>63,069</b>	<b>23,333</b>
Internet	40	40	40	40	40	40	40	40	40	40	40	40	480	480	263
Lab exams	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	18,240	16,872	15,496
Maintenance and Rep	550			550			550			550			2,200	2,400	5,285
Supplies	116	125	125	125	125	125	125	125	125	125	125	125	1,491	31,491	63,624
Capital			30,000				130						30,130	130	166
<b>Outside Services-Ope</b>	<b>3,700</b>			<b>1,700</b>			<b>1,700</b>			<b>1,700</b>			<b>8,800</b>	<b>8,800</b>	<b>8,963</b>
Parts & Repairs	750			750			750			750			3,000	2,000	1,394
<b>Payroll Expenses</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>140,319</b>	<b>135,763</b>	<b>107,014</b>
Payroll taxes	895	895	895	895	895	895	895	895	895	895	895	895	10,734	10,386	8,075
<b>Pension</b>			2,264			2,264			2,264			2,264	9,057	8,768	4,096

## Kent Sewer Commission

[illegible]

## Notes

40.901 Four percent raise for all staff  
Debt Service includes a payment in May to the Town to continue paydown the Belt Press cost of \$240,000