

Kent Sewer Commission
Regular Meeting

July 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=K_d0UNwfsFY

Members: Elissa Potts, Peter Gadiel, Cathe Mazza, Rick Osborne, and Stephen Robey.

Alternates: Vince Roberti.

Also present: Barbara Herbst, Devon Mott and Lyle Sommers.

Elissa Potts called the meeting to order at 4:30 P.M.

Approval of the agenda:

Cathe Mazza made a motion to approve the agenda as submitted. Stephen Robey seconded the motion, and the motion carried.

Approval of Minutes:

Cathe Mazza made a motion to approve the following minutes:

June 13, 2023 Regular Sewer Commission meeting minutes

Peter Gadiel seconded the motion and the motion carried.

Application for 27 North Main Street – Kent Scoop:

Stephen Robey made a motion to approve the application for 27 North Main Street – Kent Scoop. Peter Gadiel seconded the motion and the motion carried.

88 North Main Street – Fire Fly Inn:

Elissa reported:

- Spoke with the General Contractor and they are still waiting for materials to complete the job.

Sewer Plant roof project:

Lyle reported:

- Pre-bid meeting on-site for contractors was held.
- The project went out to bid.
- A preliminary bid had \$300,000 just for labor.

Rick Osborne:

- Will be putting out a bid for the roof on the town garage.
- Perhaps they could both get a better rate if they bid them together.

Vince Roberti:

- Will provide Lyle with contact information for a local roof contractor.

Rate increases:

Nothing new to report.

Club Getaway:

Elissa Potts:

- David is still working with P&Z.
- David has set the end of the year as a start date target.

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 – 6/30/23
- Balance Sheet June 2023
- Operating Account Ledger for June 2023

Cathe Mazza made a motion to approve the Operating Account Ledger for June 2023 as submitted. Rick Osborne seconded the motion, and the motion carried.

Report of Collector:

Debbie Devaux:

- 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.

Public Comment:

None.

Adjournment:

Elissa Potts made a motion to adjourn the meeting at 4:48 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
July 11, 2023
4:30 P.M.
Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/88312842173>

Meeting ID: 883 1284 2173

One tap mobile: +13052241968,,88312842173# US

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/1p0ijVDLAer2IzolcyemF09_Dt4BdB4tX

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. June 13, 2023, Regular Sewer Commission meeting
4. New Business
5. Old Business
 - 5.1. 27 north Main Street – Kent Scoop
 - 5.2. 88 North main Street – Fire Fly Inn
 - 5.3. Sewer Plant Roof
 - 5.4. Rate Increase
 - 5.5. Club Getaway
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. Public comment.
12. Adjournment.

“An equal opportunity employer and service provider”

Kent Sewer Commission

Kent Town Hall

41 Kent Green Boulevard

Kent, Connecticut 06757

Phone: (860)927-3269

Application for Permit to Discharge

Applicant's Information			
Property Address	Street No. and Name	Town, State	Zip Code
	27 North Main Street, #1	Kent, CT	06757
<input type="checkbox"/> Property Address is to be used for billing Purposes			
Tax Parcel ID:	1990		
Owner's Name	Kerin and Jason Hempel		
Mailing Address (if Different)	Street No. and Name	Town, State	Zip Code
	PO Box 254	South Kent, CT	06785
Phone Number:	(212) 300-5687	e-mail address:	kerinhempel@gmail.com
<input checked="" type="checkbox"/> Mailing Address is to be used for billing Purposes			
If the contact person is different from the owner, the owner shall provide a letter with this application assigning the contact agent status. Agent Letter Attached: Yes <input checked="" type="checkbox"/> ; No <input type="checkbox"/>			
Agent Name	Devon Mott and Daniel Frisch of Daniel Frisch Architecture		
	Street No. and Name	Town, State	Zip Code
	127 W. 56th Street, Floor 1	New York, NY	10019
Phone Number:	(212) 489-8941	e-mail address:	dm@danielfrisch.com df@danielfrisch.com
For Change of Ownership complete section 1 and 5 only.			

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Application for Permit to Discharge

2.0	Description of Anticipated use. (Attach letter describing proposed use if additional space is needed, include menus if appropriate. This section should also be used for changes of use.)				Capital Recovery Fee
2.1	Residential Uses				
	Single Family	Number of Bedrooms:		\$2,865	
		1			
		2		\$4,355	
		3		\$5,627	
		Additional Bedrooms above 3		\$733	
	Multifamily	Total No. of new Units:		XXXXXXXXXX	
		Total No. of Bedrooms:		XXXXXXXXXX	
		First 3 Bedrooms		\$5,627	
		Additional Bedrooms:		\$733	
	Attached/detached Garages /shops/studios, etc	No. of Bedrooms:		\$733	
	Additions to existing Building with no changes in the lateral or number of units/bedrooms				\$0.00
	Replacement of Existing Lateral				\$0.00
2.2	Commercial Uses				
2.4	Office	Gross SF:	X 0.1 gpd/SF:	\$20/gpd	
		Number of Units:	Estimated Flow:		
	Small Retail	Gross SF:	X 0.1 gpd/SF	\$20/gpd	
		Number of Units:	Estimated Flow:		
	Vehicle Maintenance	Must Comply with CTDEEP General Permit: DEEP-WPED-GP-010 required. New owners require new registration.			
	Restaurants	Class III and IV Food Service Establishments	Must Comply with CTDEEP General Permit: DEEP-WATERP&S-GP-001. New owners require new registration. Submit plan with flow estimate for Restaurant.		
		No. of Seats:	30 gpd/seat	\$20/gpd	
		Class I and II	Compliance with General Permit may be waived on review of menu and operating practices		
		NO. of Seats: 11-15 Gross SF: 1,045	20 gpd/sf Estimated Flow:	\$20/gpd	

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Application for Permit to Discharge

2.5	Special Use Applications:	This form does not apply to these uses. All users in this category require an individual User Agreement to determine Capital Recovery and Engineering Review Fee, a detailed plan prepared by a professional Engineer.		
	Uses over 7,100 gpd	Registration with CTDEEP is Required. Pre-Application should be filed jointly by the Commission and proposed user.		
	Community Sewage Systems	Multi-family, multi-unit commercial and similar uses that has a sewage collection system that remains privately owned and managed. Must Comply with CTDEEP General Permit: DEEP-WPED-GP-018.		
	Manufacturing	Full description of what is being manufactured, materials being used, chemicals used during process, along with pollution prevention plan. Compliance with several State Regulations may be necessary prior to approvals.		
	Swimming Pool Discharge	Must Comply with CT DEEP General Permit DEEP-WPED-GP-005		
	Uses Not listed in 2.1 to 2.4 must be handled as a special use application			
3.0	Description of proposed Lateral Connection. Submit a sketch or a detailed plan as required. Refer to Sewer Use Regulations for full requirements and specifications.			
	Diameter	Diameter must be 4" minimum for single building under 5 residential units. Over 5 units, a detailed sewer design must be provided.		
	Slope	Measure slope from sewer invert to building sewer invert at the foundation wall. Any slope under 2% must have a detailed design including any lateral requiring an ejector pump.		
	Length	Any lateral more than 100 ft requires the submission of detailed plan.		
		No. of Clean-outs per building code.		
	Connection to Main	Use existing lateral connection to main. Provide inspection data to show the condition and materials of the existing pipe.	<input checked="" type="checkbox"/>	
		New connection.	<input type="checkbox"/>	
		No work may begin on the connection for new construction until the Building Department has approved the building's drainage system for use.		
4.0	Water Supply		Account Fee	
	Aquarion	Account No.	To Follow	\$0.00
	Private Well	Submit Plan for water meter installation and/or proof of existing installation		\$250?
		Meter Reading at time of Connection		

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Application for Permit to Discharge

5.0 For Commission Use Only			
Fee Summary			
New Account Admin Fee	\$500?		
Water Meter Fee	\$250?		
Capital Recovery Fee			
Plan Review Fee Internal review by staff	\$500		
Engineering Review:			
• Lateral Design			
• Restaurant with Grease Trap			
• Large Project Escrow			
Inspection Fee by Commission Staff			
Inspection by Engineer			
• Small Project			
• Large Project with Escrow			
Pump and/or Ejector Station Administrative Fee.			
Sewer Lateral Abandonment			
Change of Ownership	\$0.00	No Charge	

Application form was approved by the Commission on:

Notes:

1. Multifamily is defined as a single building having more than one independent living space with separate entrances, kitchens and bathrooms.
2. Multifamily with more than 3 units and having more than 2 buildings is considered a community system.
3. Garages with living space treated as additional, bedroom; with commercial activities involving employees is treated as Commercial.



Applicant's Signature (owner or agent only)

1.9.2021

Date

This Application is hereby approved:

Commission's Signature

Date

An Approval letter with Standard Conditions and Specific requirements will be issued with the approved application.

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Application for Permit to Discharge

After a discharge permit is approved, a Permit to connect must be filed if work is being done to any lateral or sewer.

Superintendents report for July 2023

Good afternoon,

1.9million gallons total
65k gallons per day average
490k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 98%

On bed is in use, 3 are ready for use.

Flow meter calibration was completed by Knapp Engineering.

Quarterly testing was done.

Maintenance building roof: Pre bid visit was done.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-6/30</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,859	2,500	74.4%
Uniforms	2,467	2,500	98.7%
Total Operating Expenses	<u>351,758</u>	<u>346,629</u>	<u>101.5%</u>
Total Expense	<u>366,113</u>	<u>360,887</u>	<u>101.4%</u>
Investment income	364	450	81.0%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	21,316	20,975	101.6%
Short Term Asset Reserve	6,444	6,293	102.4%
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)	40,985	38,781	
Net Income and Expense	<u><u>30,954</u></u>	<u><u>28,895</u></u>	<u><u>107.1%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 27,760
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 58,714

Kent Sewer Commission

Balance Sheet June 2023

	<u>06.30.23</u>	<u>06.30.22</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	35,729	65,566	-29,837
2 USB Septage MMA #8052	81,353	103,675	-22,322
3 USB Capital #3880	638,943	610,873	28,070
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>977,626</u>	<u>1,001,642</u>	<u>-24,016</u>
Accounts Receivable	<u>3,311</u>	<u>1,549</u>	<u>1,763</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>980,937</u>	<u>1,003,191</u>	<u>-22,253</u>
Fixed Assets			
Accumulated Depreciation	-1,950,192	-1,950,192	0
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>3,379,845</u>	<u>0</u>
TOTAL ASSETS	<u><u>4,360,782</u></u>	<u><u>4,383,035</u></u>	<u><u>-22,253</u></u>
LIABILITIES & EQUITY			
Accounts Payable	-88	6,752	-6,840
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	3,902	2,299	1,603
State Taxes Payable	666	413	253
Due to GF (Town of Kent)	113,725	166,936	-53,211
USDA Loan 92-04	426,933	434,779	-7,845
USDA Loan 92-06	766,508	780,051	-13,542
USDA Loan 92-08	69,573	71,031	-1,458
Total Liabilities	<u>1,602,820</u>	<u>1,683,788</u>	<u>-80,968</u>
Equity			
*Retained Earnings	2,278,960	2,274,489	4,471
Opening Bal Equity	420,287	420,287	0
Net Income	<u>58,714</u>	<u>4,471</u>	<u>54,243</u>
Total Equity	<u>2,757,962</u>	<u>2,699,248</u>	<u>58,714</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,360,782</u></u>	<u><u>4,383,035</u></u>	<u><u>-22,253</u></u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-6/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	141,667	162,300	87.3%
Sewer User Charges	<u>284,874</u>	<u>257,200</u>	<u>110.8%</u>
Total Income	426,542	419,500	101.7%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	7,428	7,428	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	558	800	69.8%
Outside services-Admin	1,067	1,080	98.8%
Printing & Advertising	214	-	100.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	14,355	14,258	100.7%
Operating Expenses			
Continuing Education	506	1,000	50.6%
Depreciation			0.0%
Electricity	46,722	34,500	135.4%
Fuel	7,579	7,050	107.5%
Insurance			
Dental Insurance	1,063	1,465	72.6%
Liab Auto Prop Insura	1,111	1,260	88.2%
Life Insurance	87	131	66.6%
Medical	22,405	55,593	40.3%
Workman's Comp	<u>3,466</u>	<u>4,620</u>	<u>75.0%</u>
Total Insurance	28,132	63,069	44.6%
Internet	315	480	65.6%
Lab exams	18,982	16,872	112.5%
Materials and supplies	67,172	31,491	213.3%
Miscellaneous	1,346	130	1035.5%
Outside Services-Operating	13,333	8,800	151.5%
Parts & Repairs	4,421	8,000	55.3%
Payroll Expenses	132,684	135,763	97.7%
Payroll taxes	10,018	10,386	96.5%
Pension	5,539	8,768	63.2%
Permit fees	2,011	2,400	83.8%
Postage	7,131	5,520	129.2%
Professional fees			
Engineering fees	-	2,400	0.0%
Legal fees	<u>1,539</u>	<u>5,000</u>	<u>30.8%</u>
Total Professional fees	1,539	7,400	20.8%

Kent Sewer Commission Operating Account ledger

June 2023

Date	Name	Memo	Amount	Balance
1 USB				49,743.46
Operating - 8044				49,743.46
06/01/23	QuickBooks Payroll Service	DirDep For 6/2/23	-3,485.11	46,258.35
06/01/23	Sewer Customers		640.00	46,898.35
06/02/23	Ducey, Grant	Direct Deposit	0.00	46,898.35
06/02/23	Kearns, Joyce	Direct Deposit	0.00	46,898.35
06/02/23	Sommers, Lyle R	Direct Deposit	0.00	46,898.35
06/02/23	Sewer Customers		3,617.17	50,515.52
06/02/23	Sewer Customers		3,529.36	54,044.88
06/02/23	Sewer Customers		28,396.85	82,441.73
06/02/23	Aramark Uniform & Career (...	Weekly uniform services	-113.50	82,328.23
06/02/23	Eversource	Pump Station, Plant, #50 Maple St: 4/15 - 5/16 (29 days)	-3,647.59	78,680.64
06/02/23	FedEx	To Averill lab 3/29/23, 4/5/23, 4/12/23, 5/10/23, 5/17/23,	-450.98	78,229.66
06/02/23	Tunxis	Lab exams	-2,413.60	75,816.06
06/02/23	ABT	May Bookkeeping Support	-619.00	75,197.06
06/02/23		Funds Transfer	25,000.00	100,197.06
06/06/23	Sewer Customers		408.40	100,605.46
06/07/23	Sewer Customers		1,328.49	101,933.95
06/12/23	Benefit Assessments		218.30	102,152.25
06/14/23		Offsetting Deposit	80.00	102,232.25
06/14/23	Sommers, Lyle - Reimburse...	Replacement check for check # 10707 uncleared as of 6/14/2...	-80.00	102,152.25
06/14/23	CT DEEP	Permit # SP0000424 - WPCA permit and annual fee, Permit #...	-2,011.25	100,141.00
06/14/23	FedEx	to Averill lab 5/24	-101.76	100,039.24
06/14/23	Frontier	Telephone and Internet service: 6/1 - 6/30/23	-114.42	99,924.82
06/14/23	Industrial Chem Labs Inc.	Lift station degreaser	-296.28	99,628.54
06/14/23	Napa Auto Parts	4 one gallon antifreeze	-6.72	99,621.82
06/14/23	Welsh Sanitation	Commercial service May 2023	-319.06	99,302.76
06/14/23	Sewer Customers		639.00	99,941.76
06/15/23	CT Commissioner of Revenue...	CT Withholding May 2023	-446.48	99,495.28
06/15/23	United States Treasury	Payroll Withholding and Taxes May 2023	-2,656.24	96,839.04
06/15/23	QuickBooks Payroll Service	DirDep For 6/16/23	-3,485.10	93,353.94
06/15/23	Town of Kent	FY '22 Audit, balance of payment on belt press, Jan-June Insu...	-25,928.83	67,425.11
06/16/23	Ducey, Grant	Direct Deposit	0.00	67,425.11
06/16/23	Kearns, Joyce	Direct Deposit	0.00	67,425.11
06/16/23	Sommers, Lyle R	Direct Deposit	0.00	67,425.11
06/20/23	ACE Hardware	Hinges, bowl cleaner, vinegar, safety glasses, towels, kitchen ...	-298.03	67,127.08
06/20/23	FedEx	to Averill lab 5.31.23	-109.99	67,017.09
06/20/23	New Milford Septic Services, ...	Pump stations pump out (2 men and truck time)	-1,000.00	66,017.09
06/21/23	Sewer Customers		1,838.07	67,855.16
06/26/23	Sewer Customers		263.78	68,118.94
06/27/23		Deposit	12.47	68,131.41
06/27/23	FedEx	QuickBooks generated zero amount transaction for bill payme...	0.00	68,131.41
06/28/23	USDA-Rural Development	Annual Debt Service pmt	-3,531.00	64,600.41
06/28/23	USDA-Rural Development	Annual Debt Service on # 92-04	-21,394.00	43,206.41
06/28/23	ACE Hardware	Green gobbler vinegar, nitrile gloves, line trimmer, oil	-187.11	43,019.30
06/28/23	Crystal Rock	One 5 gal bottle of drinking water and tw returns (includes fue...	-26.98	42,992.32
06/28/23	Eversource	Pump Station: 5/17 - 6/16 (29 days), #50 Maple St - 5/17 - ...	-355.32	42,637.00
06/28/23	FedEx	to Averill lab 6/7/23	-101.53	42,535.47
06/28/23	Haymore Services	Seed for planting and labor	-2,220.00	40,315.47
06/29/23	QuickBooks Payroll Service	DirDep For 6/30/23	-4,250.21	36,065.26
06/30/23	Ducey, Grant	Direct Deposit	0.00	36,065.26
06/30/23	Kearns, Joyce	Direct Deposit	0.00	36,065.26
06/30/23	Sommers, Lyle R	Direct Deposit	0.00	36,065.26
06/30/23	Soule Jr., Milard L.	Direct Deposit	0.00	36,065.26
06/30/23	Devaux, Deborah J.	Direct Deposit	0.00	36,065.26
06/30/23	Town of Kent	Sommers: Roth IRA Withholding June 2023	-410.16	35,655.10
06/30/23	Town of Kent	2nd Qtr 2023 - Pension Kent Sewer	-1,443.30	34,211.80
06/30/23	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-6,448.36	27,763.44
06/30/23	ACE Hardware	Bucket, wash&wax, lubricant, extension cord, towels, wasp an...	-60.41	27,703.03
06/30/23	Eversource	Plant: - 5/15 - 6/15 (30 days)	-2,976.20	24,726.83
06/30/23	FedEx	to Averill lab 6/22/23	-101.98	24,624.85
06/30/23	Napa Auto Parts	One gallon antifreeze	-13.99	24,610.86
06/30/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - May 23	-80.00	24,530.86
Total Operating - 8044			-25,212.60	24,530.86
Total 1 USB			-25,212.60	24,530.86
TOTAL			-25,212.60	24,530.86