

RECEIVED

By Darlene Brady at 9:50 am, Aug 15, 2023



Kent Sewer Commission
Regular Meeting

February 14, 2023
4:00 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=fxuheE3b9HQ>

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

Alternates: Vince Roberti.

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

Elissa Potts called the meeting to order at 4:00 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 December 13, 2022 Meeting:

Cathe Mazza made a motion to approve the minutes of the December 13, 2022, Regular Sewer Commission meeting, as submitted. Peter Gadiel seconded the motion and the motion carried.

Sewer Plant roof project:

Elissa Potts confirmed she has requested a new estimate to include the removal of the old roof and old insulation and replace with new insulation and new roof.

100 N Main Street application:

The commission agreed to accept the recommendation made in Bart Clark's January 30, 2023 Application Review, 100 N. Main Street, Resubmittal of application materials (attached), in which he confirmed the existing lateral is in acceptable condition and appears to have the capacity needed and the Architectural Sewer Plan appears to have the information necessary to show that the gravity flow is possible at the required slopes. Elissa Potts agreed to write a letter of approval from the Sewer Commission for the property owner to bring to Planning and Zoning.

Brookwood's Sewer CD:

Barbara Herbst memorialized a telephone conversation and emails (attached) with George Bentley of Brookwoods regarding the Brookwoods CD. Barbara clarified for the commission that the agreement stipulates that the Commission is the fiduciaries and they shall specify the name and the address of the depository of such funds. Elissa Potts made a motion to require Brookwoods to maintain their CD at a bank of their choice in Kent, CT. Cathe Mazza seconded the motion and the motion carried.

2023 Sewer Commission meeting start time:

Elissa Potts made a motion to change the start time of Regular Sewer Commission meetings from 4:00 p.m. to 4:30 p.m. starting with the March 14, 2023 meeting and the second Tuesday of the remaining months in 2023. Peter Gadiel seconded the motion and the motion carried.

Rate increases:

Elissa Potts:

- Confirmed sewer rates have not increased in over ten (10) years.
- Rates need to be raised.

Bart Clark:

- The Sewer Commission would need to demonstrate a need.
- The Sewer Commission would have to explain what the additional funds would be used for.
- The Sewer Commission would have to hold a public hearing.

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

Report of Chairman:

Elissa Potts had nothing additional to report.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Income vs. Expenses
- Balance Sheet January 2023
- Operating Account Ledger for January 2023

Barbara Herbst:

- For the rate increase discussion, going to need a very comprehensive list of projects and going to have to cost them out to be able to substantiate a rate increase.
- As well as talk about staffing.

Peter Gadiel made a motion to approve the Operating Account Ledger for January 2023, as submitted. Rick Osborne seconded the motion and the motion carried.

Report of Collector:

Debbie Devaux:

- Sent out the bills.
- Do not have a reading from the second meter at 100 N Main Street.
- What is the process for billing new connections, who is responsible to issue a bill?
- Specifically for connections to an already existing line.

Elissa Potts:

- Reviewed the connection rate for 100 N Main Street.
- Calculated based on the new application forms, \$6,321 to hook up the barn with two bedrooms and install a sewer line.
- Who has billed in the past?

Vince Roberti:

- Converted a space into two apartments and did not receive an invoice.
- Is the sewer commission leaving money on the table?

Barbara Herbst:

- The last connection fee posted was for Kent Affordable Housing in 2020.

Bart Clark:

- The new application, include fees.
- No one should get a sign off to connect until the Commission has collected the fees.
- Fees should be collected when the application is submitted.
- Need to review the regulations and confirm what you can bill for.

Elissa confirmed that the Commission should be charging a fee when there is a change of use from commercial to residential. Debbie admitted, she has dropped the ball on a lot of properties that have had change of uses. Elissa agreed there is some homework to be done.

Report of Consulting Engineer:

Bart Clark:

- Conversation with 88 N Main Street – request to install a new lateral.
- The contractor has been provided the new application forms.
- Continuing to work on the tank replacement project.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:49 p.m.

Joyce Kearns
Joyce Kearns
Administrative Assistant

These are draft minutes and the Kent Sewer Commission at 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

February 14, 2023

4:00 P.M.

Via Zoom

Zoom link:	https://us02web.zoom.us/j/84213345921
Meeting ID:	842 1334 5921
One tap mobile:	+16465588656,,84213345921# US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1Cv6limXx1x5d5jg4TLd5RqtWmrO8O8LH>

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. January 10, 2023
4. New Business
5. Old Business
 - 5.1. 100 N Main Street application
 - 5.2. Brookwood's Sewer CD
 - 5.3. 2023 Sewer Commission meeting time
 - 5.4. Rate increases
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. Adjourn

"An equal opportunity employer and service provider"

MEMORANDUM

Date: January 30, 2023

TO: Kent Sewer Commission

From: Bart Clark

Re: Application Review, 100 N. Main St
Resubmittal of application materials

The applicant submitted the following Materials in support of his request to connect to the Sewer and our 12/26/23 review memo :

1. Application for Permit to Discharge;
2. An Agent Letter;
3. Architectural Plans;
4. Inspection Videos of the existing sewer lateral;
5. Application for Permit to connect;
6. Contractor's Insurance Certificate;
7. Sewer Lateral Inspection form;

The Application Fees remain outstanding.

Comments from previous review:

1. The applicant reports that they intend to use the existing water line to the Barn to provide water to the new guest house. This existing meter was being used for the water to the irrigation system to allow this water use to be deducted from the water used by the main house. This offered a reduction in the sewer charge. I continue to recommend that Aquarion be requested to provide a new water service for the guest house. That allows the existing meter to remain in service for the irrigation system. If a second service is not provided, the irrigation use reduction may need to be removed the account.
2. As long as the pool discharge does not enter the sewer, the Commission has no authority to regulate the discharge. The applicant states that no discharge will be made to the sewer.
3. The Applicant wishes to use the existing lateral and has provided inspections of the lateral to the sewer in N. Main St. The lateral is in acceptable condition and appears to have the capacity needed. There is no sign of excessive infiltration.
4. The Architectural Sewer Plan appears to have the information necessary to show that gravity flow is possible at the required slopes. No further information is needed.

-
5. The applicant states that the existing house has a backwater valve. He states that this is on the water line. These are check valves and do not provide the protection to the house from sewer back-up in the sewer main. The need for a backwater valve should be investigated further as away to protect the existing house.
 6. The use of the existing meter was discussed previously.

Review of new items submitted:

7. The Applicant submitted an Application to Connect. This application is typically done just prior to installing the Sewer. The Insurance information should come from the plumber or excavation contractor. The inspection form the applicant used is typically used by the Commission's Inspector while inspecting the new lateral. There is no harm in using the inspection form as they did, but, one will have to be completed for the new lateral.

From: Barbara Herbst <treasurer@townofkentct.org>
Date: Fri, Jan 27, 2023 at 11:50 AM
Subject: Re: Brookwoods and Sewer Commission Agreement Depository
To: George Bentley <treasurer.brookwoods@gmail.com>, Elissa Potts
<EPotts@kentsewer.org>, Barbara Herbst <treasurer@kentsewer.org>

Hi George,

I am sending this email to memorialize our phone conversation this morning.

The ***Permanent Maintenance Agreement*** stipulates that the "the Commission shall specify the name and address of the depository of such funds" therefore, I want to make sure the Commission has the opportunity to act on this matter.

Because the Certificate of Deposit (CD) is rolling over and time is of the essence, we agreed that transitioning the term of the CD to a shorter term would provide ample time for the Commission to consider your request.

Please take the necessary steps to facilitate shortening the term of the CD and let me know if you need my assistance in that activity.

Best regards,

Barbara E Herbst

Treasurer, Town of Kent

860 927 0109 | treasurer@townofkentct.org

PO Box 678

Kent CT 06757

<https://www.townofkentct.org/>

[Click to schedule a meeting](#)

On Fri, Jan 27, 2023 at 8:03 AM George Bentley <treasurer.brookwoods@gmail.com> wrote:

Good morning Barbara,

As previously requested [your response will be needed today](#), at the grace period with Union Savings Bank for changing the depository of Brookwoods funds into a higher yielding account concludes tomorrow, January 28th.

Looking forward to hearing from you as soon as possible today!

Many thanks.

GAB IV

On Fri, Jan 20, 2023 at 9:26 PM George Bentley <treasurer.brookwoods@gmail.com> wrote:

Thank you Barbara. Enjoy your weekend.

Warm regards.

GAB IV

On Fri, Jan 20, 2023 at 8:12 PM Barbara Herbst <treasurer@townofkentct.org> wrote:
Hi George,

I did receive your email and will get back to you as soon as I can.

B

Barbara E Herbst

Treasurer, Town of Kent

860 927 0109 | treasurer@townofkentct.org

PO Box 678

Kent CT 06757

<https://www.townofkentct.org/>

On Fri, Jan 20, 2023 at 6:08 PM George Bentley <treasurer.brookwoods@gmail.com> wrote:

Good evening Barbara,

Thank you for reaching out to me this evening, it was nice speaking with you today.

I have attached the agreement document you requested, for your and the town attorney's review.

On page 4, section 3, I see the agreement states that ... "the Commission shall specify the name and address of the depository of such funds"; hence Brookwoods request to the Commission to locate the funds in a more favorable, higher interest bearing depository. Maximizing the growth (% APY) of these reserves, benefits both The Commission and Brookwoods II Association. The concern that the depository is outside of Kent proper, and would therefore pose restrictions accessing the funds is unsubstantiated, to the extent that both Brookwoods Treasurer and The Commission (Town of Kent) Treasurer would be co signers on any depository account.

Please let me know if Brookwoods is rightfully able to relocate these funds in a business 1st Internet Bank of Indiana CD - currently offering a business 12 month CD at 4.75% APY vs Union Savings Bank's current business promotional CD rate of 2.0% for an 8 month term or 0.55% APY for a 5 year term renewal.

As I had previously mentioned, the 10 day grace period with Union Savings Bank concludes January 28th, as the previous CD matured on 18 January 2023; so

Brookwoods would appreciate your reply at your earliest convenience. Looking forward to hearing from you early next week if possible.

If you would - please confirm the receipt of this email once received.

Many thanks.

Have a nice weekend.

GAB IV

George Bentley
Treasurer
Brookwoods II
h (860) 927-4966
m (203) 731-9389

Superintendents report for February 2023

Good afternoon,

2.1 million gallons total
69k gallons per day average
247k gallons came from Kent school
Average BOD removal rate 96%
Average TSS removal rate 95%
Average influent PH 7.4

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

New furnace is being installed on Thursday.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-1/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	71,286	104,300	68.3%
Sewer User Charges	<u>148,430</u>	<u>129,700</u>	<u>114.4%</u>
Total Income	219,717	234,000	93.9%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	3,714	4,333	85.7%
Audit	-	2,600	0.0%
Bank Service Charges			
Office Supplies	558	467	119.6%
Outside services-Admin	917	630	145.5%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	7,676	10,380	74.0%
Operating Expenses			
Continuing Education	199	500	39.8%
Depreciation			0.0%
Electricity	24,222	20,600	117.6%
Fuel	5,020	3,550	141.4%
Insurance			
Dental Insurance	727	855	85.1%
Liab Auto Prop Insura	833	945	88.2%
Life Insurance	55	76	71.7%
Medical	19,454	32,428	60.0%
Workman's Comp	<u>2,599</u>	<u>3,465</u>	<u>75.0%</u>
Total Insurance	23,668	37,769	62.7%
Internet	185	280	66.1%
Lab exams	11,517	9,842	117.0%
Materials and supplies	52,531	30,866	170.2%
Miscellaneous	1,276	130	981.7%
Outside Services-Operating	8,006	7,100	112.8%
Parts & Repairs	4,173	6,000	69.6%
Payroll Expenses	75,620	79,193	95.5%
Payroll taxes	5,699	6,061	94.0%
Pension	2,859	4,384	65.2%
Permit fees	2,011	2,400	83.8%
Postage	3,945	3,220	122.5%
Professional fees			
Engineering fees	-	1,400	0.0%
Legal fees	<u>1,178</u>	<u>3,750</u>	<u>31.4%</u>
Total Professional fees	1,178	5,150	22.9%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-1/31</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,053	1,460	72.1%
Uniforms	1,701	1,460	116.5%
Total Operating Expenses	224,864	219,965	102.2%
Total Expense	232,540	230,345	101.0%
Investment income	208	260	79.8%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	10,506	11,700	89.8%
Short Term Asset Reserve	3,201	3,509	91.2%
Maple Street Extension			
100% of Connection Fees	-	-	
80% of User Fees Collected	-	-	
Total Maple Street Extension	-	-	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	25,364	24,923	
Net Income and Expense	(12,780)	2,689	-475.3%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 13,707
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 926

Kent Sewer Commission

Balance Sheet January 2023

	01.31.23	01.31.22	\$ Change
Checking/Savings			
1 USB	12,426	55,994	-43,568
2 USB Septage MMA #8052	94,650	126,791	-32,141
3 USB Capital #3880	624,761	598,258	26,503
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	953,438	1,002,570	-49,132
Accounts Receivable	1,886	1,418	469
Due from General Fund	0	38,906	-38,906
Total Current Assets	955,324	1,042,894	-87,570
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
TOTAL ASSETS	4,335,169	4,553,090	-217,921
LIABILITIES & EQUITY			
Accounts Payable	6,214	5,207	1,006
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	2,712	2,386	327
State Taxes Payable	449	427	22
Due to GF (Town of Kent)	131,701	241,651	-109,949
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	1,634,995	1,767,829	-132,835
Equity			
*Retained Earnings	2,278,960	2,274,489	4,471
Opening Bal Equity	420,287	420,287	0
Net Income	926	90,484	-89,558
Total Equity	2,700,174	2,785,261	-85,087
TOTAL LIABILITIES & EQUITY	4,335,169	4,553,090	-217,921

Kent Sewer Commission
Operating Account ledger
December 2022

Date	Name	Memo	Amount	Balance
1 USB				31,577.51
Operating - 8044				31,577.51
01/03/23	Sewer Customers		1,210.75	32,788.26
01/04/23	Aramark Uniform & Career (...	Weekly uniform services 12/30	-52.07	32,736.19
01/04/23	Eversource	Plant: - 11/16 - 12/17 (30 days)	-4,491.77	28,244.42
01/04/23	M & H Equipment Service	Spark Plugs, Filters, Blades, Tube	-316.23	27,928.19
01/04/23	Sommers, Lyle - Reimburse...	Telephone December / Fuel Transfer Pump	-505.39	27,422.80
01/04/23	Tunxis	Lab exams 12/29, 30	-922.00	26,500.80
01/06/23	ABT	December Bookkeeping Support	-619.00	25,881.80
01/06/23	Allingham & Readyoff, LLC	Legal: Ordinances and Regulations 12.13.22 - 12.2/.22 (5.9 ...	-1,178.00	24,703.80
01/11/23	Sewer Customers		930.63	25,634.43
01/12/23	QuickBooks Payroll Service	Direct Deposit for 1/13	-3,398.82	22,235.61
01/13/23	Ducey, Grant	Direct Deposit	0.00	22,235.61
01/13/23	Kearns, Joyce	Direct Deposit	0.00	22,235.61
01/13/23	Sommers, Lyle R	Direct Deposit	0.00	22,235.61
01/15/23	CT Commissioner of Revenue...	CT Withholding Dec '22	-656.14	21,579.47
01/15/23	United States Treasury	Payroll Withholding and Taxes Dec '22	-3,928.57	17,650.90
01/20/23	FedEx	to Averill lab 12/28/22	-96.83	17,554.07
01/20/23	Frontier	Telephone and Internet service: 1/1/23 - 1/31/23	-113.61	17,440.46
01/20/23	Napa Auto Parts	Parts for repair and maintenance	-249.37	17,191.09
01/20/23	Superior Plus Energy	399.1 gal heating fuel	-1,511.67	15,679.42
01/20/23	Welsh Sanitation	Commercial service Dec 2022	-319.06	15,360.36
01/26/23	QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-1,989.74	13,370.62
01/26/23	QuickBooks Payroll Service	Direct Deposit for 1/27	-1,529.62	11,841.00
01/27/23	Ducey, Grant	VOID: Direct Deposit Payroll Service funds recovered	0.00	11,841.00
01/27/23	Kearns, Joyce	Direct Deposit	0.00	11,841.00
01/27/23	Sommers, Lyle R	Direct Deposit	0.00	11,841.00
01/27/23	Ducey, Grant	Includes \$1 raise retroactive to 1/10/23	0.00	11,841.00
01/27/23	Administrator Unemployment...	00-022-82 QB Tracking # 1804925182	0.00	11,841.00
01/27/23	Aramark Uniform & Career (...	Weekly uniform services 1/27	-221.49	11,619.51
01/27/23	BL Gleason & Son, Inc.	Replacement of exterior receptacle	-210.00	11,409.51
01/27/23	Eversource	#50 Maple St - 12/15 - 1/15 (30 days) & Pump Station: 12/1...	-261.72	11,147.79
01/27/23	FedEx	to Averill lab 1/4/23 & 1/11/23	-219.16	10,928.63
01/27/23	Tunxis	Lab exams 1/5/23 & 1/12/23	-1,530.80	9,397.83
01/30/23	QuickBooks Payroll Service	direct deposit for 1.31.23	-859.91	8,537.92
01/30/23	ACE Hardware	Super glue, glue sticks, bucket, utility tote, Diesel can, dischar...	-577.56	7,960.36
01/30/23	Napa Auto Parts	Oil filter, Belt, Glass cleaner, Antifreeze, Purple power, fuel filt...	-674.55	7,285.81
01/30/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - January 2023 and Toner cartridg...	-136.35	7,149.46
01/31/23	Soule Jr., Milard L	Direct Deposit	0.00	7,149.46
01/31/23	Devaux, Deborah J.	Direct Deposit	0.00	7,149.46
01/31/23	Town of Kent	Sommers: Roth IRA Withholding January 2023	-273.44	6,876.02
01/31/23	Town of Kent	4th Qtr 2022 - Pension Kent Sewer	-1,443.31	5,432.71
Total Operating - 8044			-26,144.80	5,432.71
Total 1 USB			-26,144.80	5,432.71
TOTAL			-26,144.80	5,432.71

Superintendents report for February 2023

Good afternoon,

2.1 million gallons total
69k gallons per day average
247k gallons came from Kent school
Average BOD removal rate 96%
Average TSS removal rate 95%
Average influent PH 7.4

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

New furnace is being installed on Thursday.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA