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By Darlene Brady at 9:08 am, Sep 15, 2023

Kent Sewer Commission
Regular Meeting

September 12, 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=IV1Qnr6kWmk>

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

Also present: Bart Clark, Debbie Devaux, Barbara Herbst, 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 add the following item to the agenda:

4.3. John Casey – 4 Pastures Lane

Stephen Robey seconded the motion, and the motion carried.

Approval of Minutes:

Peter Gadiel made a motion to approve the following minutes:

July 11, 2023 Regular Sewer Commission meeting minutes

Cathe Mazza seconded the motion and the motion carried.

24 Main Street – Cozzy Application:

Elissa Potts:

- Reached out to Cathy Weber of Torrington Area Health, have not heard back to date.
- Waiting for Bart Clark's review of the application and plan.
- Table until next month.

111 North Main Street Application:

Elissa Potts:

- Property owner submitted an application for the addition of a bathroom, no change to the property footprint.
- Application for records only.
- No action from the Sewer Commission needed.

John Casey – 4 Pastures Lane:

Elissa Potts:

- John Casey requested relief on the sewer bill for 4 Pastures Lane retroactive back to December of 2022, as one of the four units has been empty since then.

Cathe Mazza made the following motion:

To approve relief on the sewer bill for 4 Pastures Lane of \$60 charge per quarter retroactive back to December 2022.

Peter Gadiel seconded the motion and the motion carried.

Application for 27 North Main Street – Kent Scoop:

Elissa Potts:

- The Applicant, Karen Hempel is looking for someone to operate the ice cream shop.
- No action required by the Commission.

88 North Main Street – Fire Fly Inn:

Bart Clark:

- Advised the applicant:
 - The only work they have permission to move forward on is the replacement of the 4" Orangeburg with 4" PVC.
 - The proposed grease trap must be a new application with information clarifying the need for a grease trap.

Sewer Plant roof project:

Elissa Potts:

- Three quotes
 - Garland for \$194,810
 - Bruce Morrissey did not submit a formal proposal
 - Advanced Construction for \$43,000
- Bart Clark reviewed Advanced Construction's proposal and requested additional information.
- Keep on the agenda, Commission will make a motion at the next meeting.

Club Getaway:

Nothing new to report.

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 7/1/23 – 8/31/23
- Balance Sheet August 2023
- Operating Account Ledger for July 2023 and, August 2023

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

Report of Collector:

Debbie Devaux had nothing additional to report.

Report of Consulting Engineer:

Bart Clark had nothing additional to report.

Public Comment:

None.

Adjournment:

Elissa Potts made a motion to adjourn the meeting at 5:04 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

September 12, 2023

4:30 P.M.

Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/85331596231>

Meeting ID: 853 3159 6231

One tap mobile: +16469313860,,85331596231# US

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/1pfQ3T_L0xLu8kntrG7hIYCs9BB3P1oPr

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. July 11, 2023, Regular Sewer Commission meeting
4. New Business
 - 4.1. 24 Main Street – Cozzy Application
 - 4.2. 111 North Main Street Application
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. 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”

Superintendents report for July and August 2023

Good afternoon,

July

1.9 million gallons total
64k gallons per day average
491k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 98%

August

1.74 million gallons total
60k per day average
425k gallons came from Kent school
Average BOD 98%
Average TSS removal rate 97%

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

A spring broke on the garage door. Overhead door replaced it.

Float failed at Judd Ave pump station and needed to be replaced.

A fuse blew in the blower electrical panel. John Gleason thinks it was a connection that overheated.

Grant started his Level 1 preparatory course today at the Torrington plant.

Will Gawell is digging up the sewer line to finally get that repair done at the plant next week.

We need to seriously start thinking about plant truck replacement. It's plagued by electrical and mechanical issues. Not to mention the rust and rot.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-8/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	29,664	22,550	131.5%
Sewer User Charges	<u>62,871</u>	<u>60,800</u>	<u>103.4%</u>
Total Income	92,534	83,350	111.0%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	644	1,288	50.0%
Audit			0.0%
Bank Service Charges	-		
Office Supplies	36	200	18.0%
Outside services-Admin	150	325	46.2%
Printing & Advertising		-	0.0%
Software/Licensing Fees	<u>1,327</u>	<u>2,600</u>	<u>51.0%</u>
Total General & Admin Expenses	<u>2,156</u>	<u>4,413</u>	<u>48.9%</u>
Operating Expenses			
Continuing Education	380		100.0%
Depreciation			0.0%
Electricity	3,634	5,400	67.3%
Fuel	435	700	62.2%
Insurance			
Dental Insurance	112	236	47.5%
Liab Auto Prop Insura	329	316	104.1%
Life Insurance	11	22	49.5%
Medical	209	1,334	15.7%
Workman's Comp	<u>820</u>	<u>1,158</u>	<u>70.8%</u>
Total Insurance	<u>1,481</u>	<u>3,066</u>	<u>48.3%</u>
Internet	52	80	65.0%
Lab exams	3,128	3,040	102.9%
Materials and supplies	1,929	241	800.3%
Miscellaneous	54		100.0%
Outside Services-Operating	3,204	3,700	86.6%
Parts & Repairs	1,177	2,200	53.5%
Payroll Expenses	21,776	23,386	93.1%
Payroll taxes	1,649	1,788	92.2%
Pension			0.0%
Permit fees	1,956	2,400	81.5%
Postage	992	920	107.8%
Professional fees			
Engineering fees	-	400	0.0%
Legal fees		<u>1,250</u>	<u>0.0%</u>
Total Professional fees	<u>-</u>	<u>1,650</u>	<u>0.0%</u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-8/31</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	337	416	81.0%
Uniforms	1,020	500	204.0%
Total Operating Expenses	<u>43,204</u>	<u>49,487</u>	<u>87.3%</u>
Total Expense	<u>45,361</u>	<u>53,900</u>	<u>84.2%</u>
Investment income	34	76	44.3%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve		4,168	0.0%
Short Term Asset Reserve		1,251	0.0%
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 Int & Belt Press repayment	<u>38,906</u>	<u>26,990</u>	
Net Income and Expense	<u><u>47,207</u></u>	<u><u>36,023</u></u>	<u><u>131.0%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 0
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

47,207

Kent Sewer Commission

Balance Sheet August 2023

	<u>08.31.23</u>	<u>08.31.22</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	53,741	99,092	-45,351
2 USB Septage MMA #8052	52,982	43,365	9,617
3 USB Capital #3880	638,970	614,637	24,333
5 Brookwoods	34,351	33,037	1,314
6 Kent Affordable Housing	24,492	24,375	116
7 Saddle Ridge Estates	164,598	164,115	483
Total Checking/Savings	<u>969,133</u>	<u>978,622</u>	<u>-9,488</u>
Accounts Receivable	<u>4,905</u>	<u>443</u>	<u>4,463</u>
Due from General Fund	<u>38,906</u>	<u>38,943</u>	<u>-37</u>
Total Current Assets	<u>1,012,944</u>	<u>1,018,008</u>	<u>-5,063</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>4,392,789</u></u>	<u><u>4,397,852</u></u>	<u><u>-5,063</u></u>
LIABILITIES & EQUITY			
Accounts Payable	-130	6,358	-6,488
Due To Brookwoods	34,351	33,037	1,314
Due To Kent Affordable Housing	24,492	24,375	116
Due to Saddle Ridge Estates	164,598	164,115	483
Federal Taxes Payable	2,784	2,169	615
State Taxes Payable	467	371	95
Due to GF (Town of Kent)	105,725	166,405	-60,680
USDA Loan 92-04	426,933	434,779	-7,845
USDA Loan 92-06	766,508	766,508	0
USDA Loan 92-08	69,573	71,031	-1,458
Total Liabilities	<u>1,595,301</u>	<u>1,669,149</u>	<u>-73,848</u>
Equity			
*Retained Earnings	2,329,994	2,278,960	51,034
Opening Bal Equity	420,287	420,287	0
Net Income	47,207	29,456	17,751
Total Equity	<u>2,797,488</u>	<u>2,728,704</u>	<u>68,785</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,392,789</u></u>	<u><u>4,397,852</u></u>	<u><u>-5,063</u></u>

Kent Sewer Commission Operating Account ledger July 2023

Date	Name	Memo	Amount	Balance
1 USB				19,806.45
Operating - 8044				19,806.45
07/01/2023	RACO Manufacturing & Engineering AlarmAgent service	8/1/23 - 8/1/24	-1,350.00	18,456.45
07/01/2023	Quality Data Service Inc.	Annual Software Support Fee	-1,250.00	17,206.45
07/01/2023	Town of Kent	Quarterly invoice for WC and LAP insurance p	-3,148.88	14,057.57
07/07/2023	Administrator Unemployment Con	00-022-82 QB Tracking # -355611806	0.00	14,057.57
07/12/2023	Sewer Customers		43.50	14,101.07
07/13/2023	QuickBooks Payroll Service	Direct Deposit for 7.14.23	-3,613.48	10,487.59
07/14/2023	CT Commissioner of Revenue Ser	CT Payroll Withholding	-665.35	9,822.24
07/14/2023	United States Treasury	Payroll Withholding and taxes June 2023	-3,902.21	5,920.03
07/14/2023	Ducey, Grant	Direct Deposit	0.00	5,920.03
07/14/2023	Kearns, Joyce	Direct Deposit	0.00	5,920.03
07/14/2023	Sommers, Lyle R	Direct Deposit	0.00	5,920.03
07/17/2023	Frontier	Telephone and Internet service: 7/1 - 7/31/2	-114.47	5,805.56
07/17/2023	Industrial Chem Labs Inc.	Lift station degreaser	-297.82	5,507.74
07/18/2023	Sewer Customers		1,509.94	7,017.68
07/21/2023		Funds Transfer	50,000.00	57,017.68
07/24/2023			-36.00	56,981.68
07/25/2023	Crystal Rock	one 5gal bottle of drinking water and tw retu	-26.98	56,954.70
07/25/2023	FedEx	to Averill lab 7/5/23	-110.12	56,844.58
07/25/2023	Napa Auto Parts	Powered belt, brake cleaner, drain pan; Oil	-190.55	56,654.03
07/25/2023	Sommers, Lyle - Reimbursement	Telephone reimbursement - June 2023	-80.00	56,574.03
07/26/2023	Eversource	#50 Maple St - 6/17 - 7/16 (29 days); Pump	-379.35	56,194.68
07/26/2023	FedEx	to Averill lab 7/12/23	-109.88	56,084.80
07/26/2023	Garland Company Inc	Eagle View	-250.00	55,834.80
07/26/2023	Knapp Engineering	Annual Flow Meter and Chart Recorder Calibr.	-285.00	55,549.80
07/27/2023	QuickBooks Payroll Service	Created by Payroll Service on 06/20/2023	-3,613.51	51,936.29
07/27/2023		TLR 49, BR 90 Debit memo (Bank Error)	-500.00	51,436.29
07/28/2023	Ducey, Grant	Direct Deposit	0.00	51,436.29
07/28/2023	Kearns, Joyce	Direct Deposit	0.00	51,436.29
07/28/2023	Sommers, Lyle R	Direct Deposit	0.00	51,436.29

Kent Sewer Commission
Operating Account ledger
July 2023

Date	Name	Memo	Amount	Balance
07/28/2023	QuickBooks Payroll Service	Direct Deposit for 7.29.23	-868.49	50,567.80
07/31/2023	ABT	July Bookkeeping Support	-643.75	49,924.05
07/31/2023	Soule Jr., Milard L	Direct Deposit	0.00	49,924.05
07/31/2023	Devaux, Deborah J.	Direct Deposit	0.00	49,924.05
07/31/2023	Town of Kent	Sommers: Roth IRA Withholding July 2023	-284.40	49,639.65
07/31/2023	Town of Kent	July Insurances	-1,277.89	48,361.76
Total Operating - 8044			28,555.31	48,361.76
Total 1 USB			28,555.31	48,361.76
TOTAL			28,555.31	48,361.76

1 USB

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Kent Sewer Commission
Operating Account ledger
August 2023

Date	Name	Memo	Amount	Balance
08/31/23	Devaux, Deborah J.	Direct Deposit	0.00	88,213.07
08/31/23	Town of Kent	Sommers: Roth IRA Withholding August 2023	-284.40	87,928.67
08/31/23	ACE Hardware	Contractor bags, oil, gloves, lopper, shears, batteries, vinega...	-569.62	87,359.05
08/31/23	Aramark Uniform & Career (...)	Weekly uniform service	-239.59	87,119.46
08/31/23	Eversource	#50 Maple St - 7/17 - 8/16 (29 days); Pump Station: 7/17 ...	-217.43	86,902.03
08/31/23	FedEx	to Averill lab 5/24, 8/9, 8/16	-224.72	86,677.31
08/31/23	Napa Auto Parts	Antifreeze, clamp, purple power	-37.47	86,639.84
08/31/23	Overhead Door	Parts and labor to replace springs on door	-1,159.00	85,480.84
08/31/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - July 2023	-80.00	85,400.84
08/31/23	Town of Kent	August Insurances	-1,277.89	84,122.95
08/31/23	Tunxis	Lab Testing 8/3, 8/10	-717.80	83,405.15
Total Operating - 8044			35,043.39	83,405.15
Total 1 USB			35,043.39	83,405.15
TOTAL			35,043.39	83,405.15