



Kent Sewer Commission
Regular Meeting

April 13, 2021
4:00 P.M. via Zoom

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

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

Ms. Potts called the meeting to order at 4:03 p.m.

Approval of Minutes of December 8, 2020 Meeting:

Ms. Mazza made a motion to approve the March 9, 2021 Regular Sewer Commission meeting minutes, as submitted. Mr. Grant seconded the motion and the motion carried.

HVA System at Plant:

Ms. Potts confirmed receiving three quotes for proposed HVAC system at the plant.

- | | |
|---------------------------------|---------|
| • J.P. Dunn Heating and Cooling | \$6,962 |
| • VRF Solutions | \$8,613 |
| • L&L Mechanicals | \$6,775 |

Ms. Potts made a motion to approve the quote from L&L Mechanicals, in the amount of \$6,962, to install two Mitsubishi units at the plant. Mr. Osborne seconded the motion and the motion carried.

Kent Town Center:

Ms. Potts provided Ms. Devaux a copy of the water readings from Jane Jackson. Based on Ms. Devaux's audit, Jane Jackson is due a \$19.06 credit on the balance due. Attorney Jeff Sienkiewicz confirmed an audit can only go back three years. Ms. Potts made the following motion:

To approve the water consumption report from Jane Jackson and the audit conducted by Debbie Devaux and issue Jane Jackson a \$19.06 credit on the balance due. A payment demand letter will be issued requiring the account be paid in full by April 30, 2021 or the account will be turned over to legal.

Mr. Osborne seconded the motion and the motion carried.

13 Locus Lane:

Mr. and Mrs. Valdes did not obtain the engineer drawings and did not attend the meeting. No action taken.

21 Bridge Street:

Mr. Mauri did not attend the meeting. No action taken.

Ordinances:

No action taken.

Report of Chairman:

Ms. Potts had nothing additional to report.

Report of Superintendent:

Mr. Sommers provided a written report, attached.

Report of Treasurer:

Mrs. Herbst provided the following reports:

- Income and Expenses Actual vs. Budget
- Balance Sheet March 2021
- Operating Account Ledger for March 2021

Ms. Mazza made a motion to approve the Operating Account Ledger for March 2021, as submitted. Mr. Grant seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux reported the 4th quarter bills will be sent out in May.

Report of Consulting Engineer:

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

Ms. Potts made a motion to adjourn the meeting at 4:23 p.m.



Joyce Kearns

Administrative Assistant

RECEIVED

By Darlene Brady at 9:11 am, Apr 08, 2021



KENT SEWER COMMISSION AGENDA

Regular Meeting

April 13, 2021 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/86403006713>

Meeting ID: 864 0300 6713

One tap mobile: +16465588656,,86403006713# US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. March 9, 2021 Regular Meeting
4. New Business
5. Old Business
 - a. Kent Town Center
 - b. 21 Bridge Street – Guy Mauri
 - c. 13 Locus Lane – Michael Valdes
 - d. Regulations
6. Public Communication
 - a. Oral
 - b. Written
7. Report of Chairman
8. Report of Superintendent
9. Report of Treasurer
10. Report of Collector
11. Report of Consulting Engineer
12. Adjourn

"An equal opportunity employer and service provider"

Superintendents report for April 2021

Good afternoon everyone.

2.3 million gallons total
76k gallons per day average
1.2m gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.3

Jordan has enough CEU's to test when the DEEP has their next licensing exam.

I received a quote from L & L Mechanical for the new HVAC system at the plant. It's the 3rd quote and also the best one.

We have begun cleanout of the effluent beds. One is cleaned already, two are in use and the fourth is drying.

The quarterly samples were done last month. No results back as of yet.

The garage slop sink and water heater were installed and awaiting electric hookup of the water heater.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	Mar - 2021	Budget	% of Budget
Income			
Septage Fees	124,494	55,000	226.4%
Sewer User Charges	201,544	191,600	105.2%
Total Income	326,038	246,600	132.2%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,252	5,253	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	303	600	50.4%
Outside services-Admin	451	450	100.1%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	2,327	2,220	104.8%
Total General & Admin Expenses	10,932	11,123	98.3%
Operating Expenses			
Continuing Education	-	750	0.0%
Depreciation			0.0%
Electricity	21,489	19,000	113.1%
Fuel	4,123	3,250	126.9%
Insurance			
Dental Insurance	560	1,071	52.3%
Liab Auto Prop Insura	533	900	59.3%
Life Insurance	55	99	55.1%
Medical	12,359	21,627	57.1%
Workman's Comp	1,824	3,300	55.3%
Total Insurance	15,331	26,997	56.8%
Internet	247	360	68.5%
Lab exams	10,385	10,143	102.4%
Materials and supplies	5,366	1,800	298.1%
Miscellaneous	189	130	145.0%
Outside Services-Operating	5,613	4,500	124.7%
Parts & Repairs	6,568	5,550	118.3%
Payroll Expenses	85,190	98,820	86.2%
Payroll taxes	6,518	7,560	86.2%
Pension	1,354	4,262	31.8%
Permit fees	2,011	2,400	83.8%
Postage	2,490	1,485	167.7%
Professional fees			
Engineering fees	-	15,300	0.0%
Legal fees	988	3,750	26.3%
Total Professional fees	988	19,050	5.2%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	Mar - 2021	Budget	% of Budget
Telephone	1,207	1,876	64.3%
Uniforms	2,101	1,876	112.0%
Total Operating Expenses	171,169	209,809	81.6%
Total Expense	182,100	220,932	82.4%
Investment income	283	336	84.3%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	15,744	12,330	127.7%
Short Term Asset Reserve	4,723	3,701	127.6%
Maple Street Extension			
100% of Connection Fees	5,627		
80% of User Fees Collected	7,157	2,350	
Total Maple Street Extension	12,784	2,350	544.0%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,990	
Net Income and Expense	123,273	19,539	630.9%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 20,468
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 -352,272 enter as a -

by including these items
the net income is actually -208,532

Kent Sewer Commission

Balance Sheet March 2021

	03/31/21	03/31/20	\$ Change
Checking/Savings			
1 USB	52,897	90,068	-37,171
2 USB Septage MMA #8052	108,734	42,903	65,831
3 USB Capital #3880	575,221	554,474	20,748
5 Brookwoods	33,037	32,679	358
6 Kent Affordable Housing	24,297	24,224	73
7 Saddle Ridge Estates	164,115	163,728	387
Total Checking/Savings	958,301	908,074	50,227
Accounts Receivable	593	375	218
Due from General Fund	0	38,906	-38,906
Total Current Assets	958,894	947,355	11,538
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,573,344	-120,547
Property and equipment	4,985,900	4,964,900	21,000
Total Fixed Assets	3,292,008	3,391,555	-99,547
TOTAL ASSETS	4,250,902	4,338,911	-88,008
LIABILITIES & EQUITY			
Accounts Payable	8,806	512	8,293
Due To Brookwoods	33,037	32,679	358
Due To Kent Affordable Housing	24,297	24,224	73
Due to Saddle Ridge Estates	164,115	163,728	387
Federal Taxes Payable	2,396	2,477	-81
State Taxes Payable	370	384	-13
Due to GF (Town of Kent)	239,760	0	239,760
USDA Loan 92-04	451,856	460,601	-8,745
USDA Loan 92-06	793,593	805,897	-12,303
USDA Loan 92-08	74,028	75,486	-1,458
Total Liabilities	1,792,258	1,565,987	226,271
Equity			
*Retained Earnings	1,581,660	1,637,091	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	-208,532	50,317	-258,849
Total Equity	1,793,416	2,107,696	-314,280
TOTAL LIABILITIES & EQUITY	3,585,674	3,673,683	-88,008

Kent Sewer Commission
Operating Account ledger

04/09/21

March 2021

Date	Num	Name	Memo	Amount	Balance
1 USB					106,278.55
Operating - 8044					106,278.55
03/01/21	062241	Sewer Customers		3,338.43	109,616.98
03/02/21	062237	Benefit Assessments		617.77	110,234.75
03/02/21	062238	Sewer Customers		2,373.50	112,608.25
03/03/21	062239	Sewer Customers		1,629.52	114,237.77
03/03/21	062240	Benefit Assessments		311.54	114,549.31
03/05/21	11227	BDP	2VP Belt Press syste	-56,240.00	58,309.31
03/05/21	11228	ABT	February Bookkeeping Support	-583.50	57,725.81
03/05/21	11229	Eversource	#50 Maple St - 5163 729 6070 1/15 - 2/12 (28days)	-89.35	57,636.46
03/05/21	11230	Town of Kent	100% of all Benefit Assessment fees collected on MSE properties - batch 41 & 50 & 54 & 57	-2,822.74	54,813.72
03/05/21	11231	Tunxis	2/25/21	-306.00	54,507.72
03/08/21	062262	Sewer Customers		803.70	55,311.42
03/08/21	062263	Sewer Customers		210.73	55,522.15
03/10/21	062261	Sewer Customers		941.50	56,463.65
03/11/21		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-1,873.79	54,589.86
03/11/21		QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.75 each	3.50	54,593.36
03/11/21		QuickBooks Payroll Service	Sales Tax for CT	0.04	54,593.40
03/11/21		QuickBooks Payroll Service	direct deposit for 3/12/21	-850.85	53,742.55
03/12/21	DirDep	Keams, Joyce	Direct Deposit	0.00	53,742.55
03/12/21	DirDep	Palmer, Jordan	VOID: Direct Deposit Payroll Service funds recovered	0.00	53,742.55
03/12/21	DirDep	Sommers, Lyle R	Direct Deposit	0.00	53,742.55
03/12/21	DirDep	Palmer, Jordan	Includes 1st regular deduction for Support Order from Child support Services	0.00	53,742.55
03/15/21	CT EFTPS	CT Commissioner of Revenue ...	CT payroll withholding February 2021	-364.11	53,378.44
03/15/21	EFTPS	United States Treasury	payroll withholding and taxes February 2021	-2,377.52	51,000.92
03/17/21	062264	Sewer Customers		2,417.03	53,417.95
03/22/21	062265	Benefit Assessments	Batch 62	993.39	54,411.34
03/23/21	11233	Forge Hill Plumbing (Vendor)	supply and install 50 gal electric hot water heater, install and plumb donated used sink	-1,800.00	52,611.34
03/24/21	062260	Sewer Customers		1,066.75	53,678.09
03/24/21	062266	Benefit Assessments		213.57	53,891.66
03/25/21		QuickBooks Payroll Service	Direct deposit for 3/26	-2,781.47	51,110.19
03/26/21	DirDep	Keams, Joyce	Direct Deposit	0.00	51,110.19
03/26/21	DirDep	Palmer, Jordan	includes raise to \$19 per 6 month review	0.00	51,110.19
03/26/21	DirDep	Sommers, Lyle R	Direct Deposit	0.00	51,110.19
03/26/21	11238	ACE Hardware	turtle wax, paint, steel brush, atteries, drill and bits, microwave, bath tissue, rope cleat, di...	-314.60	50,795.59
03/26/21	11239	Aquarion	WPCA / SEWER BILLINGS (349 @ .43) -1st Qtr 2021	-150.07	50,645.52
03/26/21	11240	Aramark Uniform & Career (I...	weely uniform service 3/5, 3/12, 3/19, 3/26	-194.72	50,450.80
03/26/21	11241	Clean Waters Inc.	charge-pack 275 sludge dewatering polymer(pall)	-552.60	49,898.20
03/26/21	11242	Crystal Rock	two 5gal bottles drinking water and six returns (includes fuel surcharge)	-27.76	49,870.44
03/26/21	11243	Eversource	#50 Maple St - 5163 729 6070 2/12 - 3/16 (32days) & Plant: - 2/16 - 3/17 & Pump Station: 2/16...	-3,063.26	46,807.18
03/26/21	11244	FedEx	to Averill lab 2/25, 3/4, 3/11, 3/18	-326.55	46,480.63
03/26/21	11245	Forge Hill Plumbing (Vendor)	balance to supply and install 50 gal electric hot water heater, install and plumb donated used sink	-1,800.00	44,680.63
03/26/21	11246	Frontier	Telephone and Internet service: 3/1/21 - 3/31/21	-77.52	44,603.11
03/26/21	11247	Napa Auto Parts	fuel filter, oil filter, 15W40_oil	-120.07	44,483.04
03/26/21	11248	Quill Corporation	logitech wireless combo	-34.99	44,448.05
03/26/21	11249	Sommers, Lyle - Reimbursement	Telephone reimbursement - February 2021	-80.00	44,368.05
03/26/21	11250	Superior Plus Energy	218.1 gal heating fuel	-496.83	43,871.22
03/26/21	11251	Town of Kent	Audit cost share and March insurances	-3,875.90	39,995.32
03/26/21	11252	Tunxis	Lab exams 3/10 - 3/19 - 3/24	-918.00	39,077.32
03/26/21	11253	US Environmental Rental Corp	Y51 pro plus quatro and geotech geopump and solinst model rental	-232.07	38,845.25
03/26/21	11254	Welsh Sanitation	Commercial service: February 2021	-148.21	38,697.04
03/30/21		QuickBooks Payroll Service	Direct deposit for 3/31	-716.61	37,980.43
03/31/21	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	37,980.43
03/31/21	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	37,980.43
03/31/21	11232	Connecticut CCSPC	0900003 - (remittance ID 049905158) - Case ID 721318-3	-656.00	37,324.43
03/31/21	11237	Town of Kent	Sommers Roth IRA Withholding March 2021	-256.48	37,067.95
03/31/21			Deposit	10,073.75	47,141.70
03/31/21	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,237.80	45,903.90
Total Operating - 8044				-60,374.65	45,903.90
Total 1 USB				-60,374.65	45,903.90
TOTAL				-60,374.65	45,903.90