

RECEIVED

By Darlene Brady at 4:44 pm, Jul 14, 2021



Kent Sewer Commission
Regular Meeting

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

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

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

Ms. Potts called the meeting to order at 4:02 p.m.

Amend agenda/approve agenda:

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

Approval of Minutes:

Rick Osborne made a motion to approve the Sewer Commission Regular meeting minutes of June 8, 2021, as submitted. Cathe Mazza seconded the motion and the motion carried.

August meeting:

The Commission agreed to cancel the August meeting.

FY 21/22 Budget:

Jack Nelson made a motion to approve the submitted budget (attached) with the following amendments:

- Increase the electric line by \$5,000
- Increase the postage line by \$2,000

Cathe Mazza seconded the motion and the motion carried.

Regulations:

Elissa Potts stated no action has been taken on the regulations.

Public Communication:

Oral: None.

Written: Email from Craig Motasky – odor complaint at sewer plant
Laura Sentementes filed a complaint with Craig Motasky of DEEP regarding odors. Craig Motasky responded to her via email (attached).

Report of Chairman:

Elissa Potts reported:

- She did not meet with Jane Jackson.
- Asked Tax Collector to indicate on the sewer which months of water bills were used to create each sewer bill.

Report of Superintendent:

Lyle Sommers' written report is attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Balance Sheet June 2021
- Income and Expenses Actual vs. Budget as of June 2021
- Operating Account Ledger for June 2021

Rick Osborne made a motion to approve the Operating Account Ledger for June 2021, as submitted. Cathe Mazza seconded the motion and the motion carried.

Report of Collector:

Debbie Devaux had nothing additional to add.

Report of Consulting Engineer:

Bart Clark stated he has been waiting for the Commission to determine their level of interest in the million dollars of improvements at the plant that he had discussed a few months ago. The Commission agreed to be proactive rather than reactive and get started on a needs assessment to include costs and timeframes. The report will be presented to the Town for assistance with the funding in addition to grants. Bart Clark agreed to start the assessment and report back to the Commission at the next meeting.

Adjourn

Elissa Potts made a motion to adjourn the meeting at 4:41 p.m.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Sewer Commission at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

RECEIVED

By Darlene Brady at 12:05 pm, Jul 09, 2021



KENT SEWER COMMISSION AGENDA

Regular Meeting
July 13, 2021 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/84958264403>

Meeting ID: 849 5826 4403
One tap mobile: +16465588656,,84958264403# US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. June 8, 2021 Regular Meeting
4. New Business
 - a. August meeting
5. Old Business
 - a. FY 21/22 Budget
 - b. Regulations
6. Public Communication
 - a. Oral
 - b. Written
 1. Email from Craig Motasky – odor complaint at sewer plant
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"

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	FY 22 Proposed Budget	FY 21 Full Year Budget	FY 21 Actual to date
Income															
Septage Fees	12,500	22,000	22,000	19,000	11,000	12,000	5,800	5,000	10,500	10,500	16,000	12,000	158,300	70,000	168,215
User Charges	10,500	48,000	5,500	2,200	55,000	5,000	3,500	55,000	12,000	2,000	50,000	8,500	257,200	280,000	259,227
Total Income	23,000	70,000	27,500	21,200	66,000	17,000	9,300	60,000	22,500	12,500	66,000	20,500	415,501	350,000	427,442
Expense															
General & Admin Expenses															
Accounting/Bookkeeping	595	595	595	595	595	595	595	595	595	595	595	595	7,142	6,798	7,002
Audit						2,600							2,600	2,600	2,600
Office Supplies	200									200			800	700	525
Outside services-Admin		150					150			150			600	600	601
Printing & Advertising													-		-
Software/Licensing Fees	2,350												2,350	2,220	2,327
Total General & Admin	3,145	745	595	945	595	3,195	945	595	595	945	595	595	13,492	12,918	13,055
Operating Expenses															
Continuing Education			250			250			250			250	1,000	1,000	-
Electricity	2,100	2,000	2,500	2,000	2,000	2,400	2,200	2,300	2,100	2,100	2,100	2,100	26,100	34,200	29,336
Fuel			200	500	500	200	900	900	650		550		4,400	4,125	4,397
Insurance															
Dental Insurance	55	55	55	55	55	55	55	55	55	55	55	55	659	1,427	672
Liab Auto Prop Insur	300			300			300			300			1,200	1,200	1,067
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	65
Medical	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,144	25,723	28,836	14,329
Workman's Comp	1,100		1,100			1,100			1,100				4,400	4,400	3,648
Total Insurance	3,609	2,209	2,209	3,609	2,209	2,209	3,609	2,209	2,209	3,609	2,209	2,209	32,113	35,994	19,782
Internet	40	40	40	40	40	40	40	40	40	40	40	40	480	300	557
Lab exams	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	13,520	15,215
Maintenance and Rep	600		600	600		600	600		600				2,400	2,400	8,926
Supplies	116	125	30,125	125	125	125	125	125	125	125	125	125	31,491	1,500	4,592
Miscellaneous							130						130	130	307
Outside Services-Oper	3,700			1,700			1,700			1,700			8,800	15,800	8,712
Parts & Repairs	500		500				500			500			2,000	4,000	663
Payroll Expenses	10,485	10,485	10,485	10,485	10,485	10,485	10,485	10,485	10,485	10,485	10,485	10,485	125,822	121,437	113,466
Payroll taxes	802	802	802	802	802	802	802	802	802	802	802	802	9,625	9,289	8,593
Pension		2,025				2,025					2,025		8,100	5,584	5,030
Permit fees	2,400												2,400	2,500	2,011
Postage	165	165	165	165	165	165	165	165	165	165	165	165	1,980	1,980	4,065
Professional fees															
Engineering fees	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,400	30,000	-
Legal fees	1,250		1,250			1,250			1,250				5,000	5,000	988
Total Professional fees	2,950	1,700	1,700	2,950	1,700	1,700	2,950	1,700	1,700	2,950	1,700	1,700	25,400	35,000	988
Rental	750		750			750			750				3,000	3,000	539
Telephone	208	208	208	208	208	208	208	208	208	208	208	208	2,500	1,800	1,641
Uniforms	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,000	2,677
Total Operating Expenses	29,834	19,143	52,118	25,843	19,643	22,018	26,573	20,343	22,368	25,443	19,793	21,518	304,641	295,559	231,497
Total Expense	32,980	19,889	52,714	26,789	20,239	25,214	27,519	20,939	22,964	26,389	20,389	22,114	318,134	308,477	244,553

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	FY 22 Proposed Budget	FY 21 Full Year Budget	FY 21 Actual to date
Preliminary Net I/E	-9,979	50,112	-25,214	-5,589	45,762	-8,214	-18,219	39,062	-464	-13,888	45,612	-1,614	97,368	41,523	182,889
Other Income															
Investment income	38	38	38	38	38	38	38	38	38	38	38	38	450	450	382
Transfers In (TOK)		38,906											38,906	38,906	38,906
Total Other Income	38	38,944	38	38	38	38	38	38	38	38	38	38	39,356	39,356	39,288
Transfer Out															
Capital Reserve 5 %	1,150	3,500	1,375	1,060	3,300	850	465	3,000	1,125	625	3,300	1,025	20,775	24,269	21,014
MSE 80% of User Fees to TOK			775			975			600			675	3,025	3,025	7,157
ST Asset Reserve 1.5%	345	1,050	413	318	990	255	140	900	338	188	990	308	6,233	5,250	6,304
Total Transfer Out	1,495	4,550	2,563	1,378	4,290	2,080	605	3,900	2,063	813	4,290	2,008	30,033	32,544	34,475
USDA & Belt Press Loan	26,990										50,000	19,786	96,776	41,984	42,224
Net Income	-38,427	84,505	-27,739	-6,929	41,509	-10,256	-18,786	35,199	-2,489	-14,663	-8,641	-23,370	9,915	6,351	145,478

FY 21
Actual to date

FY 22 Proposed
Budget

Notes

Two percent raise for all staff
Debt Service includes a \$50,000 payment in May to the Town to start to paydown the Belt Press balance of \$240,000 (see below)

For FY '21, the following items were Purchased or paid for with operating funds are not reflected in the YTD actuals above

- 8,600 Altoz XP610HDI 61" Aero Deck 28HP Vanguard (pursuant to Board minutes 8.18.20)
- 941 hatch IntelliCal rugged LDO probe and one 4' ashcroft liquid filled gauge
- 56,240 balanced owed on 2VP Belt Press syste
- 6,500 plumbing for Sludge Pump Shed Pump
- 22,003 Invoice # 120920: M/L - construction of shed
- 10,760 Labor and materials to create Belt Press Shed Foundation
- 7,700 wiring for belt press to date (labor and materials)
- 6,775 furnish and install air conditioning(warranty 12 years)

119,519

Currently owe the Town of Kent
239,760 BDP, 2VP Belt Press syste ~ 90% due on delivery of equipment

27,318 was transferred to the Capital reserve and IS included in this net figure



Joyce Kearns <jkearns@kentsewer.org>

Fwd: FW: Kent Water Pollution Control Facility

1 message

Elissa Potts <elissa@fifendrum.com>

Tue, Jul 6, 2021 at 4:16 PM

To: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>

----- Forwarded Message -----

Subject:FW: Kent Water Pollution Control Facility**Date:**Fri, 2 Jul 2021 12:31:08 -0400**From:**Lyle Sommers <lsommers@kentsewer.org>**To:**Elissa Potts <epotts@kentsewer.org>

Here is the message sent back to the complainant.

Lyle Sommers

Superintendent

Kent WPCA

Sent from [Mail](#) for Windows 10

From: [Lyle Sommers](#)**Sent:** Friday, July 2, 2021 10:02 AM**To:** [Lyle Sommers](#)**Subject:** Fwd: Kent Water Pollution Control Facility

Sent from my iPhone

Begin forwarded message:

From: "Motasky, Craig" <Craig.Motasky@ct.gov>**Date:** July 2, 2021 at 9:57:57 AM EDT**To:** Lylersommers@aol.com**Subject:** FW: Kent Water Pollution Control Facility

Hello Lyle,

Here is the email I sent to the complainant.

I reached out to the facility's chief operator, and as I suspected, the source of the odors is the septage lagoons. Septic trucks empty their loads in two lagoons located at the edge of the field near the road. Depending on the time of year and the current state of the septage, the area has the propensity to create odors of differing degrees.

When a lagoon becomes full of solids, the operators at the facility will decant the water so they can dry the solids prior to removal. When this happens odors can be more significant. Also, odors will become greater with increases in temperature. Currently the facility is drying the solids in one of the lagoons and temperatures have been very warm. Therefore a situation is occurring where two things are happening at the same time that can create more significant odors than normal.

The process noted above is normal and it's how the plant has been operating since its inception. The nature of the process is that some odors will be created. However, I will ask the operator to apply some additional lime to the lagoons which should help reduce some of the odors while the sludge is being dried.

Thank you for passing along your concerns regarding the Kent Water Pollution Control Facility. Please let us know if you have any other questions or concerns.

Sincerely,

Craig Motasky

Craig Motasky

Environmental Analyst II, Operator Certification Coordinator

Municipal Wastewater Section

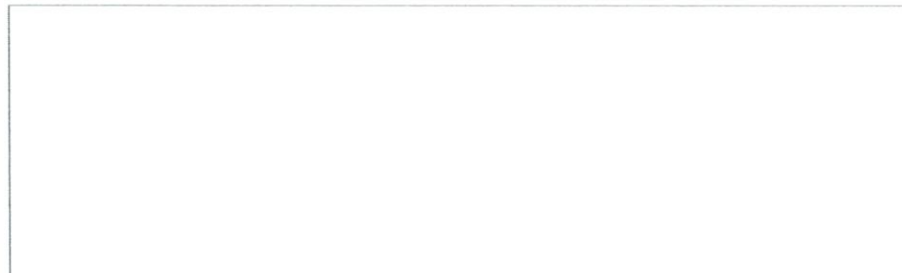
Water Planning and Management Division

Bureau of Water Protection and Land Reuse

Connecticut Department of Energy and Environmental Protection

79 Elm Street, Hartford, CT 06106-5127

P: 860.424.3815 F: 860.424.4067 E: craig.motasky@ct.gov



www.ct.gov/deep

Conserving, improving and protecting our natural resources and environment;

Ensuring a clean, affordable, reliable, and sustainable energy supply.

Superintendents report for July 2021

Good afternoon everyone.

1.6 million gallons total
54k gallons per day average
256k gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.3

We continue the cleanout of the effluent beds. We are on the 5th cleanout this season.

I am in the process of getting estimates for adding sand to the effluent beds. I am planning on doing 2 this year and 2 next year. Estimated cost approximately \$30K.

DEEP inspector Susan Unger stopped in the plant and looked around after the Craig Motasky email. The DEEP was satisfied with their findings and consider the case closed.

Knapp Engineering calibrated the flowmeter.

The quarterly tests were done. Waiting on results.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet June 2021

	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	46,689	83,459	-36,770
2 USB Septage MMA #8052	108,761	59,351	49,410
3 USB Capital #3880	582,144	554,542	27,602
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,297	24,248	49
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	<u>959,043</u>	<u>918,753</u>	<u>40,291</u>
Accounts Receivable	<u>1,230</u>	<u>2,124</u>	<u>-894</u>
Due from General Fund	<u>0</u>	<u>31,494</u>	<u>-31,494</u>
Total Current Assets	<u>960,273</u>	<u>952,371</u>	<u>7,902</u>
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,693,891	0
Property and equipment	4,985,900	4,964,900	21,000
Total Fixed Assets	<u>3,292,008</u>	<u>3,271,008</u>	<u>21,000</u>
TOTAL ASSETS	<u>4,252,282</u>	<u>4,223,379</u>	<u>28,902</u>
LIABILITIES & EQUITY			
Accounts Payable	-137	431	-568
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,297	24,248	49
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,418	2,244	174
State Taxes Payable	377	348	30
Due to GF (Town of Kent)	239,760	0	239,760
USDA Loan 92-04	444,011	451,856	-7,845
USDA Loan 92-06	793,593	805,897	-12,303
USDA Loan 92-08	72,570	74,028	-1,458
Total Liabilities	<u>1,774,042</u>	<u>1,556,204</u>	<u>217,838</u>
Equity			
*Retained Earnings	2,246,888	2,302,319	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	-188,935	-55,431	-133,504
Total Equity	<u>2,478,240</u>	<u>2,667,176</u>	<u>-188,935</u>
TOTAL LIABILITIES & EQUITY	<u>4,252,282</u>	<u>4,223,379</u>	<u>28,902</u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>June - 2021</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	168,215	70,000	240.3%
Sewer User Charges	<u>264,854</u>	<u>257,601</u>	<u>102.8%</u>
Total Income	433,069	327,601	132.2%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	7,002	7,002	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	525	800	65.7%
Outside services-Admin	601	600	100.2%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,327</u>	<u>2,220</u>	<u>104.8%</u>
Total General & Admin Expenses	13,055	13,222	98.7%
Operating Expenses			
Continuing Education	-	1,000	0.0%
Depreciation			0.0%
Electricity	29,336	25,300	116.0%
Fuel	4,397	3,800	115.7%
Insurance			
Dental Insurance	672	1,427	47.1%
Liab Auto Prop Insura	1,067	1,200	88.9%
Life Insurance	65	131	49.9%
Medical	14,329	28,836	49.7%
Workman's Comp	<u>3,648</u>	<u>4,400</u>	<u>82.9%</u>
Total Insurance	19,782	35,994	55.0%
Internet	557	480	116.1%
Lab exams	15,215	13,520	112.5%
Materials and supplies	4,592	1,491	308.0%
Miscellaneous	307	130	236.0%
Outside Services-Operating	8,712	6,000	145.2%
Parts & Repairs	11,861	7,400	160.3%
Payroll Expenses	113,466	131,758	86.1%
Payroll taxes	8,593	10,079	85.3%
Pension	5,030	8,524	59.0%
Permit fees	2,011	2,400	83.8%
Postage	4,065	1,980	205.3%
Professional fees			
Engineering fees	-	20,400	0.0%
Legal fees	<u>988</u>	<u>5,000</u>	<u>19.8%</u>
Total Professional fees	988	25,400	3.9%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	June - 2021	Budget	% of Budget
Telephone	1,641	2,500	65.6%
Uniforms	2,677	2,500	107.1%
Total Operating Expenses	233,230	280,256	83.2%
Total Expense	246,285	293,478	83.9%
Investment income	382	450	84.9%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	21,014	16,380	128.3%
Short Term Asset Reserve	6,304	4,914	128.3%
Maple Street Extension			
100% of Connection Fees	5,627		
80% of User Fees Collected	7,157	3,025	
Total Maple Street Extension	12,784	3,025	422.6%
USDA Loan Interest (92-06) (92-04) (92-08)	42,224	41,985	
Net Income and Expense	143,745	7,175	2003.5%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 27,319

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 -359,999 enter as a -

by including these items

the net income is actually -188,935

07/10/21

Kent Sewer Commission Operating Account ledger

June 2021

Date	Name	Memo	Amount	Balance
1 USB				59,627.63
Operating - 8044				59,627.63
06/01/21	Sewer Customers		7,430.46	67,058.09
06/02/21	Sewer Customers		354.70	67,412.79
06/03/21	QuickBooks Payroll Service	Direct deposit payroll for 6/3	-2,781.44	64,631.35
06/04/21	Kearns, Joyce	Direct Deposit	0.00	64,631.35
06/04/21	Palmer, Jordan	Direct Deposit	0.00	64,631.35
06/04/21	Sommers, Lyle R	Direct Deposit	0.00	64,631.35
06/08/21	Sewer Customers		271.47	64,902.82
06/09/21	CT DEEP	Annual renewal: UIC subsurface permit - groundwater - Sch B & Industrial pre-treatment per...	-2,011.25	62,891.57
06/09/21	Sewer Customers		135.70	63,027.27
06/15/21	CT Commissioner of Revenue...	CT payroll withholding - May 2021	-379.73	62,647.54
06/15/21	United States Treasury	payroll withholding and taxes - May 2021	-2,429.62	60,217.92
06/16/21	Sewer Customers		384.77	60,602.69
06/17/21	QuickBooks Payroll Service	Direct deposit payroll for 6/18	-2,781.46	57,821.23
06/18/21	Sommers, Lyle R	Direct Deposit	0.00	57,821.23
06/18/21	Kearns, Joyce	Direct Deposit	0.00	57,821.23
06/18/21	Palmer, Jordan	Direct Deposit	0.00	57,821.23
06/25/21	Town of Kent	Sommers: Roth IRA Withholding June 2021	-256.48	57,564.75
06/25/21	Connecticut CCSPC	0900003 - (remittance ID 049905158) - Case ID 721318-3	-656.00	56,908.75
06/25/21	Town of Kent	2nd Qtr 2021 - Pension Kent Sewer	-1,160.80	55,747.95
06/25/21	Sewer Customers		955.10	56,703.05
06/28/21	Sewer Customers		2,256.92	58,959.97
06/28/21	USDA-Rural Development	Annual Debt Service pmt	-3,531.00	55,428.97
06/28/21	USDA-Rural Development	Annual Debt Service on # 92-04	-21,394.00	34,034.97
06/29/21	QuickBooks Payroll Service	Direct deposit payroll for 6/30	-716.62	33,318.35
06/30/21	Soule Jr., Millard L	Direct Deposit	0.00	33,318.35
06/30/21	Devaux, Deborah J.	Direct Deposit	0.00	33,318.35
06/30/21	ABT	June Bookkeeping Support	-583.50	32,734.85
06/30/21	ACE Hardware	keycrafter, ppr towels, ace rake / measuring wheel	-77.20	32,657.65
06/30/21	Aramark Uniform & Career (...)	weekly uniform services: 6/4 - 6/11 - 6/18 - 6/25	-153.78	32,503.87
06/30/21	Clean Waters Inc.	160 charge-pack 275 sludge dewatering polymer	-768.80	31,735.07
06/30/21	Crystal Rock	6/14: delivery of four 5 gal water jugs, return four empty	-57.73	31,677.34
06/30/21	Eversource	Pump Station: 5/17 - 6/16 (30 days) & Plant: - 4/16 - 5/17 & #50 Maple St - 5163 729 6070 ...	-4,751.72	26,925.62
06/30/21	FedEx	shipping 5/31 - 6/7 - 6/14 - 6/21	-328.65	26,596.97
06/30/21	Frontier	Telephone and Internet service: 6/1/21 - 6/30/21	-86.29	26,510.68
06/30/21	Sommers, Lyle - Reimburse...	Telephone reimbursement - June 2021	-80.00	26,430.68
06/30/21	Town of Kent	Insurances	-3,627.95	22,802.73
06/30/21	Tunxis	lab exams: 6/4 - 6/10 - 6/16 - 6/23 - 6/30	-1,530.00	21,272.73
06/30/21		Savarese	12,075.00	33,347.73
06/30/21		Septage fees	6,595.00	39,942.73
06/30/21	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,877.59	38,065.14
Total Operating - 8044			-21,562.49	38,065.14
Total 1 USB			-21,562.49	38,065.14
TOTAL			-21,562.49	38,065.14