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KENT TOWN CLERK

2020 AUG 24 A 9:08

BY

TOWN CLERK

Kent Sewer Commission  
Special Meeting

August 18, 2020  
4:00 P.M. via Zoom

Members: Elissa Potts, Peter Gadiel, John Grant, Jack Nelson and Rick Osborne.

Also present: Bart Clark, Tom Chang, Barbara Herbst, Chris Lee, Roland Levesque, Tim Sneller, Lyle Sommers and Hiram Williams.

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

Ms. Potts made a motion to elevate Peter Gadiel to voting status to create a quorum. Mr. Osborne seconded the motion and the motion carried.

**Approval of Minutes of July 14, 2020 Meeting:**

Mr. Osborne made a motion to approve the July 14, 2020 Regular Sewer Commission meeting minutes, as submitted. Mr. Gadiel seconded the motion and the motion carried.

**23 Maple Street:**

Ms. Potts stated that the request made by the owner of 23 Maple Street was resolved at the July 14, 2020 meeting.

**Hauler – Rich Sabarese:**

Ms. Potts reported Rich Sabarese is a new hauler and has created a surplus in the revenue, which she would like to use to purchase a new mower. Mrs. Herbst confirmed that a motion made by the commission would appropriate the funds for the mower. Mr. Gadiel made a motion to use the funds from the new hauler, Rich Sabarese to purchase a new mower for the plant. Mr. Osborne seconded the motion and the motion carried.

**Campers – septage:**

Ms. Potts stated that during the recent power outage it came to her attention that there are campers being used in town and they need a place to dump gray and black water. Mr. Sommers confirmed that the average camper would not have more than 100 gallons of gray and black water and a fee of \$25.00 would be more of a convenience fee. Mr. Nelson asked about the liability of having general public dumping at the plant. Mrs. Herbst stated that the plant has the same liability insurance as the Town. Ms. Potts agreed to confirm proper coverage for the public to access the plant. Mr. Gadiel made a motion to allow campers to dump gray and black water at the plant for a fee of

\$25.00, pending confirmation of proper insurance coverage. Mr. Nelson seconded the motion and the motion carried.

**Report of Chairman:**

Ms. Potts reported the following:

- She will be attending a meeting on Friday, August 21, 2020 at 10:00 a.m. to discuss solar panels at town owned buildings, including the sewer plant.
- Jeff Fleet has been recommended a possible contractor for the pump house at the sewer plant.
- Belt press is on target for October.

**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 July 2020
- Operating Account Ledger

Mr. Gadiel made a motion to approve the Operating Account Ledger for July 2020, as submitted. Mr. Nelson seconded the motion and the motion carried.

**Report of Collector:**

Ms. Devaux did not attend the meeting and did not provide a report.

**Plant staff:**

Ms. Potts confirmed that six applications have been submitted, but one applicant withdrew. The sub-committee of Bart Clark, Rick Osborne, Peter Gadiel and Lyle Sommers need to set a date and time for the interviews within the next 10 days. Ms. Potts stated that there was some confusion on a closing date for the submission of applications and therefore all the application submitted prior to this meeting will be considered.

**Belt Press:**

Mr. Sommers confirmed the belt press is still on target for October. Ms. Potts confirmed that she and Mrs. Herbst are working on the financing.

**Report of Consulting Engineer:**

Mr. Clark confirmed needs additional time to review the material prior to recommending approval of the proposed project at 10 N. Main Street. There is still the issue of locating the Aquarian water line. Mr. Williams agreed to hire a surveying company to locate the water line. Mr. Clark would like the location of the water line added to the as-built plans. Mr. Clark stated he will take all the information under advisement and will let the commission know his recommendation.

**Adjourn:**

Ms. Potts made a motion to adjourn the meeting at 4:40 p.m.

  
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.*

**RECEIVED**

*By Darlene Brady at 10:37 am, Aug 14, 2020*



WARNING  
SPECIAL MEETING OF THE KENT SEWER COMMISSION

THURSDAY, AUGUST 18, 2020  
4:00 P.M.  
VIA ZOOM

Join Zoom Meeting: <https://us02web.zoom.us/j/87969376903>

Meeting ID: 879 6937 6903  
One tap mobile: 1-646-558-8656 # US (New York)

NOTICE OF SPECIAL MEETING:  
(Must be filed no less than 24 hours prior to holding a meeting)

AGENDA:

1. Call to order
2. Approval of Minutes of July 14, 2020 Meeting
3. 23 Maple Street
4. Hauler – Rich Sabarese
5. Campers – septage
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. Plant staff
12. Belt Press
13. Adjourn

Joyce Kearns  
Administrative Assistant

"An equal opportunity employer and service provider."

# Superintendents report for August

Good afternoon everyone.

2.4 million gallons total  
132k gallons per day average  
346k gallons came from Kent school  
Average BOD removal rate 98%  
Average TSS removal rate 97%  
Average influent PH 7.5

We came through storm pretty well. Used a lot of diesel in the generators but everything stayed running. Basically, business as usual do to my preparation for the heavy rains fortunately we did not get. There are two issues with the CAT generator at the plant. The thermostat needs replacing and the fuel gauge is broken.

The plant flowmeter was calibrated.

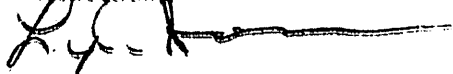
Air filters and couplings were replaced on the blowers.

The hoses were replaced that I brought up at the last meeting.

Billy McAnn harvested the first cutting of sorghum from the lower field.

Total Estate Management Was hired to help me with the weed whacking at the plant.

Respectfully,



Lyle Sommers  
Superintendent  
Kent WPCA

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>Jul -2020</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	9,975	10,500	95.0%
Sewer User Charges	9,754	2,600	375.1%
Total Income	19,729	13,100	150.6%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	584	589	99.1%
Audit	-	-	0.0%
Bank Service Charges			
Office Supplies	250	200	125.0%
Outside services-Admin	-	-	0.0%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	1,177	2,220	53.0%
Total General & Admin Expenses	2,010	3,009	66.8%
Operating Expenses			
Continuing Education	-	-	0.0%
Depreciation			0.0%
Electricity	1,686	2,100	80.3%
Fuel	-	-	0.0%
Insurance			
Dental Insurance	112	119	94.1%
Liab Auto Prop Insura	267	300	88.9%
Life Insurance	11	11	99.1%
Medical	4,932	2,403	205.2%
Workman's Comp	912	1,100	82.9%
Total Insurance	6,234	3,933	158.5%
Internet	28	40	69.0%
Lab exams	1,028	1,127	91.2%
Materials and supplies	759	116	654.7%
Miscellaneous	-	-	0.0%
Outside Services-Operating	2,300	1,500	153.3%
Parts & Repairs	331	1,850	17.9%
Payroll Expenses	10,764	10,980	98.0%
Payroll taxes	805	840	95.9%
Pension	-	-	0.0%
Permit fees	2,011	2,400	83.8%
Postage	409	165	247.6%
Professional fees			
Engineering fees	-	1,700	0.0%
Legal fees	-	1,250	0.0%
Total Professional fees	-	2,950	0.0%

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	Jul -2020	Budget	% of Budget
Telephone	130	212	61.2%
Uniforms	164	212	77.5%
Total Operating Expenses	26,648	28,425	93.7%
Total Expense	28,658	31,434	91.2%
Investment income	23	32	73.4%
Transfers In	38,906	-	
Other Expense			
Capital Reserve	986	655	150.6%
Short Term Asset Reserve	296	197	150.2%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-	775	
Total Maple Street Extension	-	775	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,990	
Net Income and Expense	2,115	(46,919)	-4.5%

Budget is Full year

Transfers to Capital and ST Asset Reserve of 1,282  
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.

Capital Expenses pd w/ Capital Funds 0

by including these items  
the net income is actually 3,397

# Kent Sewer Commission

## Balance Sheet July 2020

	<u>7/31/20</u>	<u>7/31/19</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	72,124	42,974	29,150
2 USB Septage MMA #8052	71,262	69,324	1,939
3 USB Capital #3880	555,848	527,388	28,460
5 Brookwoods	32,679	32,679	0
6 Kent Affordable Housing	24,248	24,151	97
7 Saddle Ridge Estates	163,728	163,728	0
Total Checking/Savings	<u>919,889</u>	<u>860,243</u>	<u>59,646</u>
Accounts Receivable	<u>188</u>	<u>2,059</u>	<u>-1,871</u>
Due from General Fund	<u>25,039</u>	<u>38,906</u>	<u>-13,867</u>
Total Current Assets	<u>945,116</u>	<u>901,208</u>	<u>43,908</u>
Fixed Assets			
Accumulated Depreciation	-1,573,344	-1,573,344	0
Property and equipment	<u>4,964,900</u>	<u>4,964,900</u>	<u>0</u>
Total Fixed Assets	<u>3,391,555</u>	<u>3,391,555</u>	<u>0</u>
<b>TOTAL ASSETS</b>	<u><u>4,336,671</u></u>	<u><u>4,292,763</u></u>	<u><u>43,908</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	2,030	10,494	-8,464
Due To Brookwoods	<u>32,679</u>	<u>32,679</u>	<u>0</u>
Due To Kent Affordable Housing	<u>24,248</u>	<u>24,151</u>	<u>97</u>
Due to Saddle Ridge Estates	<u>163,728</u>	<u>163,728</u>	<u>0</u>
Federal Taxes Payable	2,924	2,407	516
State Taxes Payable	466	364	102
USDA Loan 92-04	451,856	460,601	-8,745
USDA Loan 92-06	793,593	805,897	-12,303
USDA Loan 92-08	<u>74,028</u>	<u>75,486</u>	<u>-1,458</u>
Total Liabilities	<u>1,545,551</u>	<u>1,575,807</u>	<u>-30,255</u>
Equity			
*Retained Earnings	1,702,207	1,637,091	65,116
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	<u>3,397</u>	<u>-5,651</u>	<u>9,048</u>
Total Equity	<u>2,791,120</u>	<u>2,716,956</u>	<u>74,164</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,336,671</u></u>	<u><u>4,292,763</u></u>	<u><u>43,908</u></u>



08/17/20

# Kent Sewer Commission

## Operating Account ledger

July 2020

Date	Num	Name	Memo	Amount	Balance
USB					77,606.09
Operating - 8044					77,606.09
07/01/2020	062121	Sewer Customers		6,332.16	83,938.25
07/02/2020		QuickBooks Payroll Service	Direct Deposit for 7/3	-3,035.33	80,902.92
07/03/2020	DirDep	Sommers, Lyle R	Direct Deposit	0.00	80,902.92
07/03/2020	DirDep	Kearns, Joyce	Direct Deposit	0.00	80,902.92
07/03/2020	DirDep	Warner, Jesse T	vacation 5/22 and 5/29	0.00	80,902.92
07/10/2020	11075	ABT	June Bookkeeping Support	-566.50	80,336.42
07/10/2020	11076	Frontier	Telephone and Internet service: 7/1/20 - 7/31/20	-77.30	80,259.12
07/10/2020	11077	Haymore Services	disc entire runoff field and plant sorghum	-1,750.00	78,509.12
07/10/2020	11078	Yucatech Inc	Google: 1 yr subscription, 12 users and Mail	-1,177.00	77,332.12
07/13/2020	062137	Sewer Customers		238.60	77,570.72
07/15/2020	CT EFTPS	CT Commissioner of Revenue	CT payroll withholding for June	-244.04	77,326.68
07/15/2020	EFTPS	United States Treasury	payroll withholding and taxes for June	-1,644.46	75,682.22
07/15/2020	CT EFTPS	CT Commissioner of Revenue	CT payroll withholding for June, part II	-103.54	75,578.68
07/15/2020	EFTPS	United States Treasury	payroll withholding and taxes for June, part I	-599.92	74,978.76
07/15/2020	062138	Sewer Customers		523.92	75,502.68
07/16/2020		QuickBooks Payroll Service	Direct deposit for 7/17	-1,786.80	73,715.88
07/17/2020	DirDep	Kearns, Joyce	Direct Deposit	0.00	73,715.88
07/17/2020	DirDep	Sommers, Lyle R	Direct Deposit	0.00	73,715.88
07/24/2020	E-pay	Administrator Unemploymer	00-022-82 QB Tracking # 696502846	0.00	73,715.88
07/24/2020	062136	Sewer Customers		2,659.10	76,374.98
07/24/2020	AWD	USDA-Rural Development	Annual pmt on Loan 92-06	-38,906.00	37,468.98
07/30/2020		QuickBooks Payroll Service	Direct deposit for 7/31	-2,751.30	34,717.68
07/31/2020	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	34,717.68
07/31/2020	DirDep	Kearns, Joyce	includes raise and hours increase retroactive to 7/1	0.00	34,717.68
07/31/2020	DirDep	Sommers, Lyle R	includes raise retroactive to 7/1	0.00	34,717.68
07/31/2020	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	34,717.68
07/31/2020		Town of Kent	QuickBooks generated zero amount transaction	0.00	34,717.68
07/31/2020	11079	Postmaster	Tax Collector: 3 rolls of stamps for quarter	-165.00	34,552.68
07/31/2020	11080	Town of Kent	Sommers: Roth IRA Withholding July 2020	-384.76	34,167.92
07/31/2020	11081	Allingham & Readyoff, LLC	Legal: correspond regarding budget issues,	-57.00	34,110.92

# Kent Sewer Commission

## Operating Account ledger

July 2020

Date	Num	Name	Memo	Amount	Balance
07/31/2020	11082	Aramark Uniform & Career (	Weekly uniform services - July	-164.30	33,946.62
07/31/2020	11083	CT DEEP	Permit # UI000311, UIC annual fee, septic	-2,011.25	31,935.37
07/31/2020	11084	Eversource	Electric services: Plant: -6/16 - 7/17 ~ Pun	-1,685.70	30,249.67
07/31/2020	11085	FedEx	2432-7273-4	-243.50	30,006.17
07/31/2020	11086	Introl	annual recalibrated influent flow loop, provi	-331.00	29,675.17
07/31/2020	11087	Tunxis	Lab exams: 7/14 - 7/15 - 7/23 - 7/29	-1,028.00	28,647.17
07/31/2020	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset rese	-1,282.37	27,364.80
Total Operating - 8044				-50,241.29	27,364.80
Total 1 USB				-50,241.29	27,364.80
				-50,241.29	27,364.80