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By Darlene Brady at 10:10 am, Mar 24, 2023



Kent Sewer Commission
Special Meeting

March 21, 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=X2OOptFJS50>

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

Alternates: None.

Also present: Bart Clark, Barbara Herbst, Ed Matson, and Lyle Sommers.

Elissa Potts called the meeting to order at 4:30 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 February 14, 2023, Regular Meeting:

Peter Gadiel made a motion to approve the minutes of the February 14, 2023, Regular Sewer Commission meeting as submitted. Rick Osborne seconded the motion, and the motion carried.

Kingsley Tavern – 14 North Main Street:

An application was submitted for 14 North Main Street to add a "Big Dipper" grease trap. The applicant has been advised that she must comply with the terms of the general permit. It has been the commission's preference to have outdoor grease interceptors. Elissa has asked Bart Clark to review the application and inspect the site. A follow-up meeting will be scheduled once Bart provides his recommendation.

Club Getaway:

David Schreiber is reviewing his engineer's report.

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 replacement with new insulation and a new roof.

Rate increases:

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:

- Actual vs. Budget 7/1/22 – 2/28/23
- Balance Sheet February 2023
- Operating Account Ledger for February 2023

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

Report of Collector:

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

Report of Consulting Engineer:

Bart Clark:

- Will schedule an inspection for 14 North Main Street within the next few days.
- The applicant should be prepared to provide an engineer's report justifying a hardship to request an exception from the regulations.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:58 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

Special Meeting

March 21, 2023

4:30 P.M.

Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/87411184438>

Meeting ID: 874 1118 4438

One tap mobile: +13092053325,,87411184438# US

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1SrA2DdyxRpr7trRAVUnAGWby6RT86J2J>

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. February 14, 2023
4. New Business
 - 4.1. Kingsley Tavern – 14 North main Street
5. Old Business
 - 5.1. Club Getaway
 - 5.2. Plant roof project
 - 5.3. 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”

Superintendents report for March 2023

Good afternoon,

1.9 million gallons total
69k gallons per day average
841k gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.4

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

Blower number 2 motor failed and could not be fixed. A new one was purchased. It is installed and waiting for John Gleason to hook up the wiring.

Grant continues with his studies. He received a 94 and a 96 on his first two tests from the Sacramento Wastewater course.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-2/28</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,221	1,668	73.2%
Uniforms	1,904	1,668	114.2%
Total Operating Expenses	<u>256,764</u>	<u>243,757</u>	<u>105.3%</u>
Total Expense	<u>265,209</u>	<u>254,912</u>	<u>104.0%</u>
Investment income	235	298	78.9%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	10,506	14,700	71.5%
Short Term Asset Reserve	3,201	4,409	72.6%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-	2,350	
Total Maple Street Extension	<u>-</u>	<u>2,350</u>	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>25,364</u>	<u>24,923</u>	
Net Income and Expense	<u><u>21,043</u></u>	<u><u>31,909</u></u>	<u><u>65.9%</u></u>

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 34,750

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-2/28</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	74,814	109,300	68.4%
Sewer User Charges	<u>211,368</u>	<u>184,700</u>	<u>114.4%</u>
Total Income	286,182	294,000	97.3%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	4,333	4,952	87.5%
Audit	-	2,600	0.0%
Bank Service Charges			
Office Supplies	558	533	104.6%
Outside services-Admin	1,067	720	148.2%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	8,445	11,155	75.7%
Operating Expenses			
Continuing Education	199	500	39.8%
Depreciation			0.0%
Electricity	29,883	23,600	126.6%
Fuel	6,411	4,750	135.0%
Insurance			
Dental Insurance	727	977	74.4%
Liab Auto Prop Insura	833	945	88.2%
Life Insurance	55	87	62.6%
Medical	19,342	37,061	52.2%
Workman's Comp	<u>2,599</u>	<u>3,465</u>	<u>75.0%</u>
Total Insurance	23,557	42,535	55.4%
Internet	211	320	65.9%
Lab exams	12,952	11,248	115.2%
Materials and supplies	63,251	30,991	204.1%
Miscellaneous	1,276	130	981.7%
Outside Services-Operating	8,644	7,100	121.7%
Parts & Repairs	4,173	6,000	69.6%
Payroll Expenses	86,049	90,507	95.1%
Payroll taxes	6,489	6,926	93.7%
Pension	2,859	4,384	65.2%
Permit fees	2,011	2,400	83.8%
Postage	4,496	3,680	122.2%
Professional fees			
Engineering fees	-	1,600	0.0%
Legal fees	<u>1,178</u>	<u>3,750</u>	<u>31.4%</u>
Total Professional fees	1,178	5,350	22.0%

Kent Sewer Commission

Balance Sheet February 2023

	02.28.23	02.28.22	\$ Change
Checking/Savings			
1 USB	78,082	114,488	-36,406
2 USB Septage MMA #8052	68,106	135,357	-67,251
3 USB Capital #3880	624,785	598,258	26,527
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	992,574	1,069,631	-77,056
Accounts Receivable	1,961	1,061	900
Due from General Fund	0		0
Total Current Assets	994,535	1,070,692	-76,156
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	4,374,380	4,580,888	-206,508
LIABILITIES & EQUITY			
Accounts Payable	11,348	16,962	-5,614
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	2,961	2,356	606
State Taxes Payable	453	425	28
Due to GF (Town of Kent)	131,701	207,120	-75,419
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	1,640,382	1,745,022	-104,640
Equity			
*Retained Earnings	2,278,960	2,274,489	4,471
Opening Bal Equity	420,287	420,287	0
Net Income	34,750	141,089	-106,339
Total Equity	2,733,998	2,835,866	-101,868
TOTAL LIABILITIES & EQUITY	4,374,380	4,580,888	-206,509

Kent Sewer Commission Operating Account ledger

December 2022

Date	Name	Memo	Amount	Balance
1 USB				5,432.71
Operating - 8044				5,432.71
02/01/23	Sewer Customers		1,032.28	6,464.99
02/01/23	ACE Hardware	VOID: 111005	0.00	6,464.99
02/01/23	Aramark Uniform & Career (...	Weekly uniform services	-50.80	6,414.19
02/01/23	Eversource	Plant: - 12/18 - 1/16 (30 days)	-4,120.37	2,293.82
02/01/23	FedEx	to Averill lab 1/18/23	-105.77	2,188.05
02/01/23	Quality Data Service Inc.	February 2023: printing and processing sewer/water billing (3...	-228.08	1,959.97
02/01/23	Superior Plus Energy	157.7 gal heating fuel	-586.71	1,373.26
02/01/23	Tunxis	1/19 & 1/26/2023	-717.80	655.46
02/01/23	US Environmental Rental Corp	Equipment rentals	-256.43	399.03
02/06/23	Sewer Customers		4,588.76	4,987.79
02/07/23	ABT	January Bookkeeping Support	-619.00	4,368.79
02/07/23		Funds Transfer	30,000.00	34,368.79
02/07/23	Sewer Customers		1,593.63	35,962.42
02/08/23	Sewer Customers		1,595.19	37,557.61
02/09/23	QuickBooks Payroll Service	Direct Deposit for 2/10/23	-2,009.75	35,547.86
02/09/23	QuickBooks Payroll Service	Direct Deposit for 2/10/2023	-1,475.36	34,072.50
02/10/23	Ducey, Grant	VOID: Direct Deposit Payroll Service funds recovered	0.00	34,072.50
02/10/23	Kearns, Joyce	Direct Deposit	0.00	34,072.50
02/10/23	Sommers, Lyle R	Direct Deposit	0.00	34,072.50
02/10/23	Ducey, Grant	Direct Deposit	0.00	34,072.50
02/10/23	Aquarion	WPCA / SEWER BILLINGS (349 @ .43) 4th Qtr 2022	-150.07	33,922.43
02/10/23	FedEx	to Averill lab 1/31	-107.34	33,815.09
02/10/23	Napa Auto Parts	VOID:	0.00	33,815.09
02/10/23	Superior Plus Energy	Balance due	-594.11	33,220.98
02/10/23	Welsh Sanitation	Commercial service January 2023	-319.06	32,901.92
02/13/23	Sewer Customers		5,604.05	38,505.97
02/13/23	Sewer Customers		1,805.50	40,311.47
02/13/23	Sewer Customers		4,604.30	44,915.77
02/14/23	Napa Auto Parts	Jet trailer	-33.24	44,882.53
02/14/23	Sewer Customers		3,549.86	48,432.39
02/15/23	CT Commissioner of Revenue...	CT Payroll Withholding	-441.67	47,990.72
02/15/23	United States Treasury	Payroll Withholding and taxes	-2,675.98	45,314.74
02/15/23	FedEx	to Averill lab 2/6/23	-115.98	45,198.76
02/15/23	Frontier	Telephone and Internet service: 2/1 - 2/28/23	-113.89	45,084.87
02/15/23	Superior Plus Energy	214.2 gal diesel & 8.3 gal heating fuel	-797.25	44,287.62
02/21/23	Tek Energy Service LLC	New Thermopride OT16-125 oil fired furnace installation	-7,465.00	36,822.62
02/21/23	Tunxis	2/2	-358.90	36,463.72
02/21/23	Benefit Assessments		999.94	37,463.66
02/21/23	Benefit Assessments		421.46	37,885.12
02/21/23	Sewer Customers		30,353.81	68,238.93
02/22/23	Town of Kent	100% of all Benefit Assessment fees collected on MSE properti...	-1,421.40	66,817.53
02/22/23	Sewer Customers		3,002.56	69,820.09
02/23/23	QuickBooks Payroll Service	Direct Deposit for 2/24/2023	-3,485.11	66,334.98
02/24/23	Ducey, Grant	Direct Deposit	0.00	66,334.98
02/24/23	Kearns, Joyce	Direct Deposit	0.00	66,334.98
02/24/23	Sommers, Lyle R	Direct Deposit	0.00	66,334.98
02/27/23	QuickBooks Payroll Service	Direct Deposit for 2/28/2023	-765.13	65,569.85
02/27/23	Benefit Assessments		311.54	65,881.39
02/27/23	Sewer Customers		5,207.47	71,088.86
02/28/23	Soule Jr., Milard L	Direct Deposit	0.00	71,088.86
02/28/23	Devaux, Deborah J.	Direct Deposit	0.00	71,088.86
Total Operating - 8044			65,656.15	71,088.86
Total 1 USB			65,656.15	71,088.86
TOTAL			65,656.15	71,088.86