

Kent Sewer Commission
Special Meeting

July 18, 2017
4:00 P.M. Town Hall

*Received & Filed
July 28, 2017
@ 9:00 AM
D. Brady*

Present: Elissa Potts, John Casey, John Grant, Stan Jennings and Susi Williams.

Also present: Butch Walsh.

Ms. Potts called the special meeting of the Kent Sewer Commission to order at 4:00 p.m.

Approval of Minutes:

Mr. Casey made a motion to approve the Regular Sewer Commission meeting minutes of June 13, 2017, as submitted. Mrs. Williams seconded the motion and the motion carried.

Report of Treasurer:

Ms. Herbst was not at the meeting but provided the following reports:

- o Balance Sheet as of June 2017
- o Income and Expenses Actual vs. Budget July 2016 through June 2017
- o Operating Account Ledger as of June 30, 2017

Mrs. Williams made a motion to approve the Operating Account Ledgers, as submitted. Mr. Jennings seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux was not at the meeting but provided the Grand Ratebook Balance Sheet Report.

Review and possible approval of Gleason property:

Ms. Potts reported that the Land Use Department has updated the Site Plan Application Departmental Checklist to include, "Sewer, if in the Village Center."

Mr. Casey made a motion to approve the request from John Gleason to add a bathroom and connect to the sewer at 26 South Main Street. Mr. Jennings seconded the motion and the motion carried.

Review and possible approval of proposed car detailing business

Ms. Potts stated that Rob Carbone has proposed a car detailing business in the Village Center, and Planning and Zoning is requesting the Sewer Commission sign off on the Site Plan Application Departmental Checklist. She stated that she would contact Mr. Carbone and request him to make a formal presentation at the next Sewer Commission meeting.

"Summer Project" list for plant:

Mr. Casey asked if additional signage has been installed yet. Mr. Walsh confirmed that he has three signs he will install. Mr. Casey stated that he would order some additional signs.

Surveillance Equipment

Ms. Potts stated that she just purchased surveillance cameras for the restaurant. They cost approximately \$300 per unit and are indoor/outdoor. Ms. Potts stated that she would contact Mr. Gleason for an estimate on cameras for the plant.

Aeration Project:

Ms. Potts stated that Mr. Clark has the information regarding the aeration system. Mr. Clark was not at the meeting. No action taken.

Mrs. Williams made a motion to adjourn the meeting at 4:24 p.m. Mr. Jennings seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistant

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

**WARNING
SPECIAL MEETING OF KENT SEWER COMMISSION**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE KENT SEWER COMMISSION WILL BE HELD

TUESDAY, JULY 18, 2017	4:00 P.M.	TOWN HALL
DATE	TIME	PLACE

NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

Discussion and possible action on the following item:

- **Approval of Minutes of June 13, 2017 - Regular meeting**
- **Report of Treasurer**
- **Report of Collector**
- **Review and possible approval of Gleason property**
- **Review and possible approval of proposed car detailing business**
- **"Summer Project" list for plant**
- **Surveillance Equipment**
- **Aeration Project**

KENT SEWER COMMISSION

**JOYCE KEARNS
ADMINISTRATIVE ASSISTANT**

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"

Balance Sheet as of June 2017

	<u>6/30/17</u>	<u>6/30/16</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	92,048	136,233	-44,186
2 USB Septage MMA #8052	236,148	156,612	79,536
3 USB Capital #3880	661,110	625,685	35,424
4 USB Grant/Loan #8175	0	732	-732
5 Brookwoods	31,628	31,628	0
6 Kent Affordable Housing	23,932	23,881	52
7 Saddle Ridge Estates	163,086	163,025	61
Total Checking/Savings	<u>1,207,952</u>	<u>1,137,797</u>	<u>70,155</u>
Accounts Receivable	<u>4,123</u>	<u>7,605</u>	<u>-3,483</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,212,074</u>	<u>1,145,402</u>	<u>66,673</u>
Fixed Assets			
Accumulated Depreciation	-1,244,154	-1,244,154	0
Property and equipment	4,763,684	4,763,684	0
Total Fixed Assets	<u>3,519,530</u>	<u>3,519,530</u>	<u>0</u>
TOTAL ASSETS	<u><u>4,731,604</u></u>	<u><u>4,664,931</u></u>	<u><u>66,673</u></u>
LIABILITIES & EQUITY			
Accounts Payable	61	14,766	-14,705
Due To Brookwoods	31,628	31,628	0
Due To Kent Affordable Housing	23,932	23,881	52
Due to Saddle Ridge Estates	163,086	163,025	61
Federal Taxes Payable	2,866	2,766	100
State Taxes Payable	418	405	13
USDA Loan 92-04	484,858	484,858	0
USDA Loan 92-06	841,996	0	841,996
USDA Loan 92-08	80,012	80,012	0
Total Liabilities	<u>1,628,857</u>	<u>801,340</u>	<u>827,517</u>
Equity			
*Retained Earnings	1,924,902	1,931,939	-7,037
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	1,518,402	-853,174
Net Income	92,330	-7,037	99,367
Total Equity	<u>3,102,746</u>	<u>3,863,591</u>	<u>-760,844</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,731,604</u></u>	<u><u>4,664,931</u></u>	<u><u>66,673</u></u>

Income and Expense Actual vs. Budget

	<u>Jul - May 17</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	75,881	79,359	95.6%
Sewer User Charges	301,619	314,000	96.1%
Total Income	<u>377,500</u>	<u>393,359</u>	<u>96.0%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,600	6,600	100.0%
Audit	0	3,750	0.0%
Bank Service Charges	15		
Office Supplies	567	400	141.8%
Outside services-Admin	674	600	112.3%
Printing & Advertising	0	500	0.0%
Software/Licensing Fees	2,020	1,150	175.7%
Total General & Admin Expenses	<u>9,876</u>	<u>13,000</u>	<u>76.0%</u>
Operating Expenses			
Continuing Education	494		
Electricity	29,551	32,400	91.2%
Fuel	2,822	2,500	112.9%
Insurance			
Dental Insurance	1,161	1,170	99.2%
Liab Auto Prop Insura	1,089	1,089	100.0%
Life Insurance	131	131	99.8%
Medical	21,615	21,765	99.3%
Workman's Comp	4,946	4,946	100.0%
Total Insurance	<u>28,941</u>	<u>29,101</u>	<u>99.5%</u>
Internet	208	455	45.8%
Lab exams	14,424	12,640	114.1%
Materials and supplies	2,750	5,040	54.6%
Miscellaneous	22	120	18.2%
Outside Services-Operating	27,258	7,500	363.4%
Parts & Repairs	3,827	4,800	79.7%
Payroll Expenses	123,064	120,972	101.7%
Payroll taxes	9,244	9,254	99.9%
Pension	2,759	2,749	100.4%
Permit fees	2,278	2,279	100.0%
Postage	1,593	1,800	88.5%
Professional fees			
Engineering fees	15,355	18,000	85.3%
Legal fees	1,830	2,200	83.2%
Total Professional fees	<u>17,185</u>	<u>20,200</u>	<u>85.1%</u>
Telephone	2,775	3,000	92.5%

Income and Expense Actual vs. Budget

	<u>Jul - May 17</u>	<u>Budget</u>	<u>% of Budget</u>
Uniforms	1,225	1,300	94.2%
Total Operating Expenses	270,423	256,110	105.6%
Total Expense	280,298	269,110	104.2%
Investment income	419	330	126.9%
Transfers In	38,906		
Other Expense			
Capital Reserve	37,063	36,985	100.2%
Short Term Asset Reserve	7,699	7,397	104.1%
Maple Street Extension			
100% of Connection Fees	4,355		
80% of User Fees Collected	2,513		
Total Maple Street Extension	6,868		
USDA Loan Interest 92-06	27,728		
Net Income and Expense	<u>57,168</u>	<u>80,197</u>	<u>71.3%</u>

This is operating budget only, Engineering Capital Expense of \$9,600 was paid with Capital Funds and is only reflected on the Balance sheet

Transfers to Capital and ST Asset Reserve of \$44,762 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.

07/07/17

Kent Sewer Commission Operating Account ledger

As of June 30, 2017

Date	Num	Name	Memo	Amount	Balance
1 USB					119,621.19
Operating - 8044					119,621.19
06/07/17	05/26/18	Benefit Assessments		483.23	120,104.42
06/07/17	153	Sewer Customers		1,055.16	121,159.58
06/08/17		QuickBooks Payroll Service	Direct Deposit payroll for 6/9/17	-3,093.61	118,065.97
06/09/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	118,065.97
06/09/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	118,065.97
06/09/17	DirDep	Walsh, John H.	Direct Deposit	0.00	118,065.97
06/14/17	155	Sewer Customers		2,346.57	120,412.54
06/15/17	E-pay	CT Commissioner of Revenue ...	7268998-000 Q8 Tracking # 464567057	-418.08	119,994.46
06/15/17	E-pay	United States Treasury	06-1354645 Q8 Tracking # 464567217	-2,866.14	117,128.32
06/21/17	156	Sewer Customers		1,262.36	118,390.68
06/22/17		QuickBooks Payroll Service	Direct Deposit payroll for 6/22/17	-3,093.61	115,297.07
06/22/17	157	Sewer Customers		412.62	115,709.69
06/23/17	DirDep	Kearns, Joyce	Direct Deposit	0.00	115,709.69
06/23/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	115,709.69
06/23/17	DirDep	Walsh, John H.	Direct Deposit	0.00	115,709.69
06/27/17	158	Sewer Customers		3,575.20	119,284.89
06/29/17		QuickBooks Payroll Service	Direct Deposit payroll for 6/29/17	-479.46	118,805.43
06/30/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	118,805.43
06/30/17	10304	Town of Kent	Sommers: Roth 401k Emp.	-98.40	118,707.03
06/30/17	10305	Town of Kent	2nd QTR Pension Kent Sewer	-634.68	118,072.35
06/30/17	10308	ABT	June bookkeeping support	-550.00	117,522.35
06/30/17	10309	All-State Scale Company	clean and calibrate scale - NIST traceable certificate	-185.00	117,337.35
06/30/17	10310	Aquarion	Kent reads 1st qtr 2017 - 344	-147.92	117,189.43
06/30/17	10311	Crystal Rock	two 5gal bottles drinking water and one return (includes fuel surcharge)	-21.85	117,167.58
06/30/17	10312	Enviroshield, Inc.	L/M - cathodic protection enhancement on three tanks	-13,675.00	103,492.58
06/30/17	10313	Eversource	Pump Station: 5/15 - 6/15 (31 days) - #50 Maple St - 5/12 - 6/14 (33 ...	-2,216.93	101,275.65
06/30/17	10314	FedEx	2432-7273-4	-134.45	101,141.20
06/30/17	10315	Frontier	telephone service: 6/1/17 - 6/30/17	-73.12	101,068.08
06/30/17	10316	Haymore Services	Disc entire runoff field and plant sorghum 5/30	-1,750.00	99,318.08
06/30/17	10317	Introl	recalibrated influent flow loop, provided calibration decals	-301.00	99,017.08
06/30/17	10318	Napa Auto Parts	Misc supplies	-37.44	98,979.64
06/30/17	10319	Santoro's Commercial Laundr...	Uniform Service: 6/7,6/14,6/21,6/28	-100.00	98,879.64
06/30/17	10320	Sommers, Lyle - Reimburse...	Telephone reimbursement - June	-80.00	98,799.64
06/30/17	10321	Town of Kent	100% of all Benefit Assessment fees collected 6/7/17 on MSE properties ...	-2,314.57	96,485.07
06/30/17	10322	Tunxis	Operating Expenses: Lab exams 6/12,6/20,6/23,6/28,6/30	-1,711.00	94,774.07
06/30/17	10323	US Environmental Rental Corp	rental of professional plus quatro, display, pump, purchase groundwater ...	-259.49	94,514.58
06/30/17	10324	Walsh, John-Reimbursement	Telephone reimbursement - May	-80.00	94,434.58
06/30/17	10325	Welsh Sanitation	Commercial service: May 2017	-42.54	94,392.04
06/30/17	10331	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-2,344.19	92,047.85
Total Operating - 8044				-27,573.34	92,047.85
Total 1 USB				-27,573.34	92,047.85
TOTAL				-27,573.34	92,047.85

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2016

Page: 1

Year: 2001 To 2017, Pay Date: 06/30/2017, Time: 07/11/2017 01:33:02 pm Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 06 SU YEAR/TYPE ACTS BEGINNING BALANCE INC. DEC. TAXES COLLECTABLE CURRENT SUSPENSE TAXES/BINT PAID INTEREST PAID L. FEES PAID TOTAL PAID OVER PAID UNCOLLECTED TAXES												
SU	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YR: 2011	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SU	2	912.37	0.00	0.00	912.37	0.00	0.00	0.00	0.00	0.00	0.00	912.37
YR: 2013	2	912.37	0.00	0.00	912.37	0.00	0.00	0.00	0.00	0.00	0.00	912.37
SU	3	1,242.35	0.00	0.00	1,242.35	0.00	0.00	0.00	0.00	0.00	0.00	1,242.35
YR: 2014	3	1,242.35	0.00	0.00	1,242.35	0.00	0.00	0.00	0.00	0.00	0.00	1,242.35
SU	314	6,322.96	0.00	0.00	6,322.96	0.00	5,092.39	412.21	0.00	5,504.60	0.00	1,230.57
YR: 2015	314	6,322.96	0.00	0.00	6,322.96	0.00	5,092.39	412.21	0.00	5,504.60	0.00	1,230.57
SU	315	291,117.61	0.00	-1,551.90	289,565.71	0.00	286,190.73	1,796.15	15.00	288,001.88	-232.99	3,374.98
YR: 2016	315	291,117.61	0.00	-1,551.90	289,565.71	0.00	286,190.73	1,796.15	15.00	288,001.88	-232.99	3,374.98
Grand Total	635	299,595.29	0.00	-1,551.90	298,043.39	0.00	291,283.12	2,208.36	15.00	293,506.48	-232.99	6,760.27

June 30, 2017
 End of year

SITE PLAN APPLICATION DEPARTMENTAL CHECKLIST

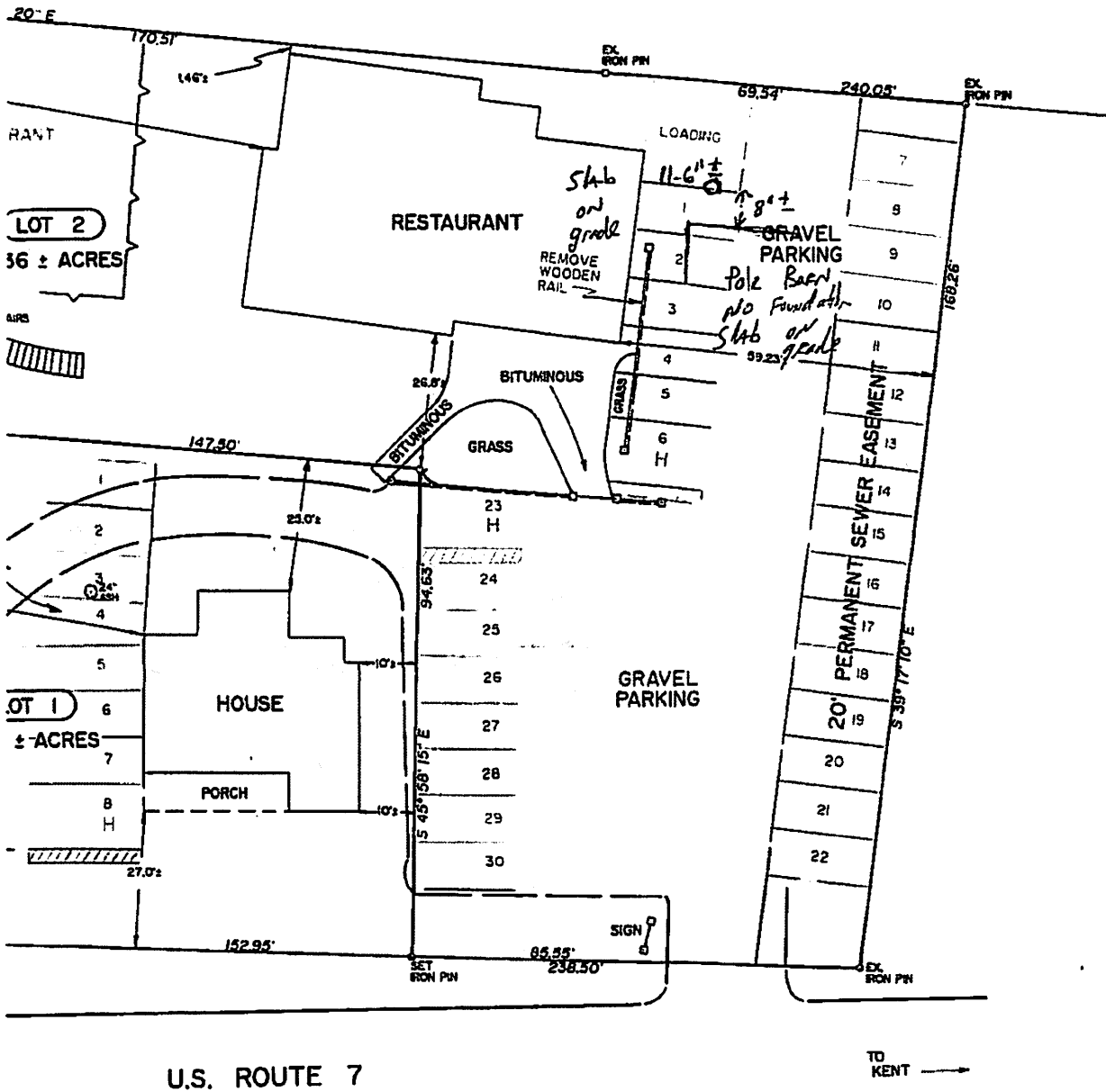
Applicant confirms the following permits have been obtained where applicable: ,

- | | | |
|--|--------------------------|--|
| Site Plan Application | <input type="checkbox"/> | Land Use Office Donna Hayes Monday – Friday 9am-4pm |
| Septic & Well | <input type="checkbox"/> | Torrington Area Health/ Cathy Weber) Tuesday 12pm |
| <i>if in Rural District</i> | | |
| Sewer | <input type="checkbox"/> | (or) |
| <i>if in Village Center</i> | | Contact Joyce Kearns in 1 st Selectman's Office |
| Inland Wetlands | <input type="checkbox"/> | Land Use Office Donna Hayes Monday – Friday 9am-4pm |
| <i>if applicable – see wetlands map</i> | | |
| Flood Hazard | <input type="checkbox"/> | Land Use Office Donna Hayes Monday – Friday 9am-4pm |
| <i>if applicable – see flood plain map</i> | | |
| Fire Marshall | <input type="checkbox"/> | Stan Mac Millian Tuesdays & Thursday 3pm-4pm |
| <i>all but 1& 2 family</i> | | |

Upon Site Plan approval the following requirements shall be met:

- | | |
|-----------------|---|
| Zoning Permit | Land Use Office Donna Hayes Monday – Friday 9am-4pm |
| Driveway Permit | Land Use Office Donna Hayes Monday – Friday 9am-4pm |
| Tax Collector | Deborah Devaux Mon, Tues, Wed 9am-12pm and 1pm-4pm |
| Building permit | Bill Jenks Tues, Wed, Thurs 3-4pm |

N/F
JOHN F. CASEY
GORDON E. CASEY
ALLAN McDOWELL, JR.



EARN!

SEWER EASEMENT TO THE
L. HOCK, L.L.S.

GRAPHIC SCALE



Received
Filed 7/24/17
@ 9:00 AM
J. Brady, TC