

Kent Sewer Commission  
Special Meeting

March 27, 2018  
4:30 P.M. Town Hall

Present: Elissa Potts, John Casey, John Grant, Stan Jennings and Jack Nelson.

Also present: Bart Clark, Barbara Herbst, Rick Osborne and Lyle Sommers.

Ms. Potts called the special meeting of the Kent Sewer Commission to order at 4:32 p.m.

**Approval of Minutes:**

Mr. Jennings made a motion to approve the minutes of the January 31, 2018 Regular Sewer Meeting, as submitted. Mr. Nelson seconded the motion and the motion carried.

Mr. Jennings made a motion to approve the minutes of the February 13, 2018 Regular Sewer Meeting, as submitted. Mr. Nelson seconded the motion and the motion carried.

**Kent School storm water infiltration:**

Mr. Clark provided a memorandum, dated February 27, 2018 (attached), regarding the Kent Sewer Commission's meeting to discuss Storm Water Infiltration on the Kent School Campus.

**Smoke test:**

Ms. Potts stated that DIS; NEPCCO has provided an updated estimate. The commission agreed that the fee for the smoke test would be paid by the Sewer Commission and not billed to the users. Mr. Jennings made a motion to approve the \$15,650 estimate from DIS; NEPCCO and the additional associated fees for a total not to exceed \$20,000 for the smoke test to be conducted. Mr. Nelson seconded the motion and the motion carried. Ms. Potts added that a letter was sent to the following eight sewer users to request permission to access relevant manholes and structures on their property, where it is possible, for surface water to enter the system:

South Commons	Kent Riverview Commons
Kent Town Center	Kent Pizza Garden
Kent Green Shopping Center	Victorian Square Condos
Kent Hills Condos	Kent School

**Aeration project:**

Mr. Clark stated that the material supplier has provided a complete sales contract and a revised contract has been delivered to the Contractor. He added that he hopes to have the contract at the next Sewer Commission meeting for approval.

**Pump repair or replace:**

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 APR -2 P 12: 28

BY

TOWN CLERK

Ms. Potts confirmed that the pump was repaired and not replaced. Mr. Sommers was able to have the rental fee of \$2,095.00 for the temporary replacement pump taken off the repair bill, reducing it to \$14,592.77.

**New equipment:**

Ms. Potts stated that some new equipment and projects have been purchased/started, i.e. Tractor, spreader, pump repair. Ms. Potts referred to the Capital Project Budget for 2018-2019 Budget Year memo from Bart Clark dated March 12, 2018 (attached). Mr. Casey asked the commission about borrowing money from the U.S.D.A. to complete all the Capital Projects. The commission agreed that borrowing money would not be the most cost effective way to complete the projects at this time.

**Garage Door:**

Mr. Sommers presented two estimates for garage doors (attached). Mr. Jennings made a motion to approve the Torrington Overhead Door quote in the amount of \$6,389.00. Mr. Nelson seconded the motion and the motion carried.

**Report of Treasurer:**

Ms. Herbst provided the following reports:

- Income and Expenses Actual vs. Budget as of February 2018
- Balance Sheet as of February 2018
- Operating Account Ledger as of February 28, 2018

Mr. Casey made a motion to approve the Operating Account Ledger as of February 28, 2018, as submitted. Mr. Nelson seconded the motion and the motion carried.

**Report of Superintendent:**

Mr. Sommers provided a written report (attached).

Mr. Sommers requested the opportunity to clarify his use of the Sewer Treatment Plant truck for his personal use while his personal truck was being repaired. He stated that he owns one home in Goshen and resides in another. The Sewer truck was at both locations during the time in which he was using the truck. He stated that he used the sewer plant truck longer than originally requested due to additional repairs needed on his personal truck.

**Report of Consulting Engineer:**

Mr. Clark has no additional information to add.

**Employee Handbook:**

Ms. Potts stated that she will be reviewing the draft Employee Handbook and would have it to the Commission prior to the next meeting.

Mr. Jennings made a motion to adjourn the meeting at 5:28 p.m. Mr. Nelson 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**

<b><u>TUESDAY, MARCH 27, 2018</u></b>	<b><u>4:30 P.M.</u></b>	<b><u>TOWN HALL</u></b>
<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>

**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 January 31, 2018 minutes**
- Approval of February 13, 2018 minutes**
- Kent School storm water infiltration**
- Smoke test**
- Aeration project**
- Pump repair or replace**
- New equipment**
- Garage Door**
- Report of Treasurer**
- Report of Superintendent**
- Report of Consulting Engineer**
- Employee Handbook**

**KENT SEWER COMMISSION**

**JOYCE KEARNS  
ADMINISTRATIVE ASSISTANT**

**DATE OF TOWN CLERK NOTIFICATION**

**"An equal opportunity employer and service provider"**

**MEMORANDUM**

From: Bart Clark

Date: February 27, 2018

TO: File

Re: Kent Sewer Commission, Meeting to discuss Stormwater Infiltration on the Kent School Campus

The Sewer Commission experienced Flows exceeding 900,000 gpd at one point during the ice jam that started on 1/13/18 and was generally over by 1/20/18 with a second occurrence between 1/24 and 1/26. These flow rates required that the effluent be pumped into the fields below the treatment plant. This action made it necessary to notify the CTDEEP that the treatment system was exceeding the design capacity and that the treatment of the discharge was compromised.

On examination of the flow records, it was determined that the Kent School Campus was the source of the majority of the flow. The following table provides a summary of the flows in question:

Date	Sewage Flows, gpd/1000			Kent School Pump Station Meter, gpd/1000	Difference between estimate and reported amount
	Plant	Judd Ave Pump	Kent School Estimated Flow		
1/12/18	132	35.16	96.84	48.02	48.82
1/13	185	65.42	119.58	174.93	-55.35
1/14	380	50.95	329.05	174.93	154.12
1/15	886	68.88	817.12	174.93	642.19
1/16	953	71.16	881.84	484.08	397.76
1/17	454	67.34	386.66	360.41	26.25
1/18	210	55.79	154.21	360.41	-206.2
1/19	142	42.60	99.4	192.21	-93.51
1/23	156	32.08	123.92	68.29	55.63
1/24	213	61.64	151.36	97.66	53.7
1/25	191	57.50	133.5	170.92	-37.42
1/26	150	52.55	97.45	177.38	-79.93
1/27	120	35.90	84.81	91.11	-7.01

The table shows that Kent School Campus contributed significantly to flows at the Treatment Plant during the Ice Jam event. This isn't a surprise given the flooding that took place. However, it does show that there is significant potential for flood proofing the facilities at Kent School to help prevent this

The table also shows that a comparison between the estimated flow rate from the Kent School and the amount being reported varies widely but there appears to be a bias in the reported flows to be below the estimate. This means that the volume charge would be below the amount that should be charged.

The flow measuring device at the Judd Ave Pump Station is not a calibrated device. The meter at the plant is calibrated annually. So, the Kent School estimated flow is not a precise number, but, it should be accurate enough to offer a reasonable check to the flow numbers reported by Kent School. Unfortunately, they do not check very well suggesting that the meter may not be operating properly, or, the meter is not being read accurately, or, surface water is entering from the Kent School maintenance garage or staff housing, or, some other issue is preventing more accurate numbers from being provided.

These findings resulted in a meeting with Kent School representatives to discuss the inflow and metering issues. The meeting was held 2/27/18 at the Facilities Conference Room. The following people attended:

Joe Wolenski, Facilities Director, Kent School                      Mark North, Maintenance Supervisor, Kent School  
Elissa Potts, Chair Kent Sewer Commission                      John Casey, Vice Chair, Kent Sewer Commission  
Lyle Sommers, Superintendent, Kent Sewer Commission; Bart Clark, Oakwood Environmental Associates

Elissa started the meeting by saying that the Commission was trying to find information about the recent flooding, discuss ways to help prevent surface water from entering the system and discuss the current metering situation.

Joe indicated that the School understands that there is a problem with surface and groundwater entering the system. They have a problem in the Gym on Skiff Mtn Rd. The basement floods due to high groundwater when the River is high; many of the floor drains are connected to the sewer; and, most of the roof leaders may be connected to the building sewer. This water drains to a pump station in the basement of the Gym and is then discharged to the sewer.

We identified a number of manholes and the pump stations at the Hockey Arena and Headmasters house that appeared to have been flooded. Joe and Mark acknowledged these and indicated that they would investigate to determine if there were reasonable flood proofing methods. Some of the manholes discussed were potentially not in an area that was flooded. Joe and Mark agreed to look at our collection system map for the campus and see if it was current and accurate. They indicated that there were five pump stations on Campus.

We discussed the possibility of performing smoke testing on the Campus and Joe was concerned that if it was done that it would be scheduled to prevent any conflict with events on the campus. Joe felt that there could be some benefit and the best time to do the work was August 18th to 29th when there was a break in the event schedule. Joe asked about the cost of the testing and I reported that the Commission had obtained quotes 2 or 3 years ago and two bids were received, one for \$13,000 and one for \$40,000. The Commission is currently negotiating with the low bidder to update his price. We expect the updated price and other costs associated with the project to be on the order of \$15,000 to \$20,000. The low bidder was NEPCCO out of Watertown.

Joe was wondering if the Commission expected the school to participate in the cost of the testing. Elissa said that the Commission would discuss this and get back to him.

We discussed the accuracy of the sewage flow meter indicating our concerns. Mark indicated that the meter has not been calibrated in several years and they will have it calibrated and have it done on a regular schedule. We indicated that there may be other issues to consider in addition to the calibration.

Joe reported that the School is having its grease traps hauled to locations other than the septage lagoons.

We also discussed the troubles at the plant with the bacteriological growth being killed at the plant. Most recently this was experienced in October and November. Testing was performed that showed the discharge from Kent School Campus was 8.4 vs 7.2 from the Town. Lyle reported that we took samples and we were unable to find anything. Joe requested that if we take samples again, provide him with one also and they will test it also.

We indicated that we will be doing some spot smoke testing to try and find some larger problems on Schaghticoke Rd due to leaves being found in the treatment plant screens.

The meeting then ended.



**NEPCCO**  
NEW ENGLAND PIPE CLEANING CO.  
A DIVISION OF DIS



888-979-0940  
Diversified Infrastructure Services, Inc.  
46 Rolling Meadows Drive  
Fond du Lac, WI 54937

3/9/2018

Kent Sewer Commission  
PO Box 144  
41 Kent Green Blvd.  
Kent CT 06757

Subject: Smoke Testing - Kent Ct

First and foremost, I would like to thank you for the opportunity to provide pricing to you on this project. DIS provides survey services to the public and private sectors, services to the water/wastewater collection systems industry, energy and power delivery markets. Through acquisition of TRB & NEPCCO, we have been providing these services since 1982. We take pride in providing a turn-key approach to project management, while delivering high quality, cost effective results. We have what it takes to provide unparalleled services to our clients and will go above and beyond to get the job done right.

Based on DIS's understanding please find the Scope of Work & Assumptions in Attachment B. It is the responsibility of the client to specify the actual scope of work. If the attached Scope of Work aligns with the activities that the client agrees with, then there is no need to produce an additional scope of work.

**Professional Fees**

Our fees for the attached Scope of Work are the Estimated Project Total: 15,650.00  
Please see the Proposal Costing in Attachment A for pricing details. These prices are valid for 30 days. If the agreement is terminated for any reason, DIS, Inc. is to be paid for all work done up to the time of termination. The Client can pursue any balance of work as it deems necessary, but DIS Inc. is not responsible for costs of any kind incurred in completing the work after the termination date. The Client also agrees that in the event of default, the Client will pay reasonable collection charges, attorney's fees, and court costs where applicable.

We are looking forward to working with you and providing the services you requested for your upcoming project. We are prepared to initiate the work upon your authorization to proceed. Should you have any questions regarding our proposal or require further definition of the work to be performed, please do not hesitate to contact us.

Sincerely,

*Kennath Assard*

Area Manager  
Diversified Infrastructure Services, Inc.  
kassard@disinc.us  
475-235-4462  
1604 Thomaston Ave., Unit J  
Waterbury CT 06704  
CC: Jon Gruber/Amanda Gassner

**888-979-0940**  
**Diversified Infrastructure Services, Inc.**  
**46 Rolling Meadows Drive**  
**Fond du Lac, WI 54937**

Project Number: \_\_\_\_\_  
Client Number: \_\_\_\_\_  
Revision Date: 3/9/18

## Proposal Costing

**Project Name:** Smoke Testing - Kent Ct

**Location (City/State):** Kent CT

**Department:** Rehab

**Estimator:** Ken Assard

**Bid Due Date: 3/9/18**

Project Start Date: 7/9/18

Project End Date: 7/30/18

**Proposal Type:** Unit

Prevailing Wage: No

**Project Owner:** Kent Sewer Commission

OCIP\*: No

Retention to be Held: 0%

**Prime Contractor:** Kent Sewer Commission

**Withholding:** 0%

**Billing Address:** PO Box 144  
41 Kent Green Blvd.  
Kent CT 06757

**Contact Name:** \_\_\_\_\_

**Scope of Work:** Smoke Testing

**Phone Number:** 860-927-4625

**Email Address:** \_\_\_\_\_

Description	Quantity	UM	Unit Cost	Proposal
1. Mobilization/Demobilization	1	LS	\$ 5,750.00	\$ 5,750.00
2. Smoke Testing	33,000	LF	\$ 0.30	\$ 9,900.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
	0		\$ 0.00	\$ 0.00
Total			\$	15,650.00

**\*OCIP = Owner Controlled Insurance Program**

**Terms: Net 30 days**

3/9/2018

**CONFIDENTIAL PRICING - DO NOT DISTRIBUTE**

## Attachment B



888-979-0940  
Diversified Infrastructure Services, Inc.  
46 Rolling Meadows Drive  
Fond du Lac, WI 54937

### Assumptions & Scope of Work

*Project Name:* Smoke Testing - Kent Ct

**Assumptions:**

Any standby, delay time due to no fault of our own is billable at \$300.00 per hour.

**Assumptions:**

In order to complete this work we will need the following:

1. Access to all relevant manholes and structures.
2. Any permitting required.
3. Any police detail needed.
4. Our price(s) are predicated on providing our standard insurance.

*Signed:*

*Date:*

*Client Authorization*



Sold by:

# Invoice

Branch 005  
99 Stockhouse Road  
Bozrah, CT 06334-1121  
Tel: 860-889-2343  
Fax: 860-889-0873

Remit to: Xylem Dewatering Solutions, Inc.  
28611 Network Place  
Chicago, IL 60673-1286  
Phone: 856-467-3636

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Town of Kent  
Attn: Sewage Treatment Plant  
41 Kent Green Boulevard  
Kent CT 06757

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Town of Kent  
Attn: Sewage Treatment Plant  
41 Kent Green Boulevard  
Kent, CT 06757

Cust. No.	Invoice Date	Invoice No.
00008230	03-13-2018	400790067

Page 1 of 1

Customer PO	Ordered By	Contract Date	Completed Date	W/O Number	Sales Representative	Order Taken By	Payment Terms
	Lyle Sommers	01-23-2018	03-09-2018	705011456	Andrew M. Culver	Thomas W. Malone	Net 0
ITEM	DESCRIPTION				QUANTITY	UNIT AMOUNT	EXTENDED AMOUNT
	Repair On: 17644334-1 CD103M 4" 4024T RGT 60G Inspected customer owned Godwin CD103 Dewatering Pump. Upon inspection it was determined, pump wouldn't pull prime due to corrosion in pump end. Parts need to be cut out to be removed due to excessive rust. Pump end to be rebuilt.						
VLCK040F1C00	Godwin 4" Check Valve W/150#FL				1	467.50	467.50
VLBL002PTB00	1/4" Bronze Ball Valve W/NPT				2	8.58	17.15
AD002030PMPMS0	1/4" SS x 3" Nipple				1	7.70	7.70
AD002020PMPMS0	1/4" SS x 2" Nipple				1	2.10	2.10
COPUMP	Component Pumpend • Dri- Prime CD103M MA Cast Iron 4" S/N: 17644334-1				1	13,005.00	13,005.00
65HE10	JD4045, Cat CD150M Coupling Assembly				1	394.40	394.40
FF4	4" Full Face Gasket				1	8.92	8.92
LABOR	Labor Standard Rate				6.00	115.00	690.00

ALL PAST DUE INVOICES ARE SUBJECT TO  
1 1/2% PER MONTH SERVICE CHARGE

Merchandise	Labor	Shipping	Misc. Charges	Taxes
\$ 13,902.77	\$ 690.00	\$ 0.00	\$ 0.00	\$ 0.00

Important Information: Due to fraud attempts any communication for changes of bank account

Total Invoice

\$ 14,592.77

**MEMORANDUM**

From: Bart Clark

Date: March 12, 2018

TO: Kent Sewer Commission

Re: Capital Projects Budget for 2018 to 2019 Budget Year and remainder of this year.  
Kent Sewer Commission

This is a list of the Capital Projects to be undertaken in the next year.

Priority No.	Title	Description	Anticipated Costs	Schedule to complete
1.0	Video Inspection and repairs for Sewer Lines	6" North Main Sewer.  A repair in Lane Street needs to be completed.	\$4,100	Being Scheduled for completion by 6/30/18
2.0	Godwin Emergency Pump Repair/Replacement	Pump has been sent to manufacture for Service.	\$20,000	Being repaired now
3.0	New Filter Sand for Infiltration Basins	Replace Sand Bed #1	\$16,000	Summer of 2018
4.0	Ease Slopes around Infiltration Beds	Perform Earthwork around all 4 beds on 2 outside edges  Add Blocks to bed #1	\$4,000  \$7,000	Summer of 2018  Summer of 2018
5.0	Aeration Diffuser Upgrade	Address low d.o. in aeration. More diffusers are needed to insure the proper amount of air is being delivered in order to achieve the design capacity of the treatment system.	\$180,000	Summer of 2018
6.0	Tractor Manure Spreader and Harrow	Tractor is getting older may need replacement soon. Current manure spreader is out of operation.	\$52,000	Complete
7.0	New Fill in base of Septage Receiving Lagoons	The recently cleaned septage lagoon showed that the bottom of the lagoon is 4 to 6 ft lower than the required design level. Approximately 270 yards of fill are required for each lagoon.	\$8,000	Basin 2 Summer of 2018

Priority No.	Title	Description	Anticipated Costs	Schedule to complete
8.0	Smoke Testing Sewers to identify Inflow	Current flows show inflow during heavier rain storms is a big problem. The system needs to be inspected to meet terms of operating permit from the State. Only Sanitary wastewater should be treated.	\$20,000	Summer of 2018
Total			\$311,100	

**The Torrington Overhead Door Co. Inc.**

P.O. Box 1194  
133 Kinney Street  
Torrington, CT. 06790-1194  
Telephone: (860) 489-4090  
Fax: (860) 489-9465 License #544664

The Genuine. The Original.



Proposal #: 1-18385

DATE: 3/15/2018

**SUBMITTED TO:**

Town Of Kent-Sewer Department  
125 Schaghticoke Road  
Kent, CT 06757  
ATTN: Lyle Sommers

Job Name  
Replacement doors

Job Location  
Kent, CT

Job Phone  
(860) 927-4075

Phone Number  
(860) 927-4075

Fax Number  
lsommers@kentsewer.org>

ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
A	3	591	10'-2"	10'-1"	10'-0"	10'-0"	Elec./Man.	26"	Wood

**FURNISH AND INSTALL:**

The above sized 591 series "Thermacore" sectional doors, as manufactured by the Overhead Door Corporation. Door standard features to include the following:  
.016" thick roll-formed hot-dipped galvanized, ribbed face steel sections, with metal/foam/metal sandwich, foamed-in-place homogeneous CFC/HCFC free polyurethane insulation. Insulating values: R = 14.86, U = .067. Section thickness 1 5/8", all sections to be fitted with tube seals to weatherstrip each joint. Air infiltration of .08 cfm per sq. ft. of door at 15 mph, and class 26 sound transmission. End stiles will be 16 ga. steel; hinges and fixtures will be galvanized steel. EPDM thermal break to be provided between interior and exterior skins to prevent thermal transmission. Patented water channel is provided for a drip free opening. The polyurethane foam insulation is fully encapsulated in non-permeable materials for no loss of thermal efficiency. Limited 10-year warranty against panel delamination of foam and steel skins.

**PROPOSAL TO INCLUDE THE FOLLOWING:**

- Thermacore sections to be finished with white exterior and interior baked on polyester.
- No glass.
- Lock to be slide type on interior only.
- Operation to be manual push-up with pull down rope. (One door only).
- Operation to electrically operated. (Two doors only).
- Track to be sized for 2" full floating ball bearing rollers with hardened steel races.
- Tracks to be continuous angle-mounted.
- Bottom section to be sealed with bulb-type EPDM weatherseal.
- Header and jamb seal.
- Existing doors to be taken down by Overhead Door and left on site for customer's disposition.
- Two (2) electric door openers. 8500 LM - DC Motor Jackshaft Openers as manufactured by LiftMaster. Ultra-quiet, space-saving, wall mount designed for unique applications that don't allow for a traditional draw-bar installation. Meets all UL325 requirements for doors up to 14 feet high or 180 square feet. Features include: Motion-detecting control panel, one (1) designer burled walnut 3-button Security+remote control, remote light, power lock, safety photo cells, and manual release handle.

ALL ELECTRICAL WIRES SUPPLIED AND APPLIED BY OTHERS.

ALL LOW VOLTAGE WIRES AND WIRING BY OTHERS.

DELIVERY TIME TWO TO THREE WEEKS.

PRICE INCLUDES FREIGHT AND INSTALLATION, JOB TAX EXEMPT.

Price Proposal for Town Of Kent-Sewer Department by The Torrington Overhead Door Co. Inc.  
Proposal Number 1 - 18385  
Job Name: Replacement doors

ALTERNATE: Three (3) 625 series insulated rolling steel doors, chain hoist operated,  
\$14,097.00 installed.

We hereby propose to complete in accordance with above specification, for the sum of:

Six Thousand Three Hundred Eighty Nine Dollars and No Cents

\$6389.00

Signature

*Lee Williams*

Lee E Williams

General Manager

Direct Dial. (880) 489-4090

**TERMS AND CONDITIONS**

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) You have the right to cancel within three (3) days from date of contract.

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature

Title

Date of Acceptance

**From:** newmilfordohd@aol.com  
**Sent:** Tuesday, March 13, 2018 2:16 PM  
**To:** lsommers@kentsewer.org  
**Subject:** Garage Door Quote

Lyle,

I have two options for you. First one is a 2" thick r-19.4 door the second is an 1 3/8" R-6.5 door.

3- Amarr 2742 steel insulated sectional garage door installed with new tracks, springs and vinyl doorstop.  
\$1750.00 each  
2- Liftmaster ATS chain drive commercial motor with I-Rail, installed with two remotes and keypad. \$600.00 each  
Total: \$6,450.00 This price includes tax, installation and haul away.

<http://www.amarr.com/commercial/collection/2742>

3- Amarr 2731 steel insulated sectional garage door installed with new tracks, springs and vinyl doorstop.  
\$1450.00 each  
2- Liftmaster ATS chain drive commercial motor with I-Rail, installed with two remotes and keypad. \$600.00 each  
Total: \$5,550.00 This price includes tax, installation and haul away.

<http://www.amarr.com/commercial/collection/2731>

Thanks,  
Michael Jelenffy  
New Milford Overhead Doors, LLC  
50 Elm Street Ext.,  
New Milford, CT 06776  
(860)-354-0006

## Income and Expense Actual vs. Budget

	<u>Jul -Feb 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Septage Fees	56,636	48,500	116.8%
Sewer User Charges	183,727	197,500	93.0%
<b>Total Income</b>	<u>240,363</u>	<u>246,000</u>	<u>97.7%</u>
<b>Expense</b>			
<b>General &amp; Admin Expenses</b>			
Accounting/Bookkeeping Services	4,400	4,400	100.0%
Audit	2,460	3,500	70.3%
Bank Service Charges	0		
Office Supplies	2,454	600	409.0%
Outside services-Admin	508	525	96.8%
Printing & Advertising	64		100.0%
Software/Licensing Fees	1,050	2,020	52.0%
<b>Total General &amp; Admin Expenses</b>	<u>10,936</u>	<u>11,045</u>	<u>99.0%</u>
<b>Operating Expenses</b>			
Continuing Education	197	667	
Depreciation	0		
Electricity	19,819	19,300	102.7%
Fuel	3,053	2,000	152.6%
<b>Insurance</b>			
Dental Insurance	719	858	83.8%
Liab Auto Prop Insura	1,089	825	132.0%
Life Insurance	76	87	87.4%
Medical	14,451	16,760	86.2%
Workman's Comp	4,836	3,720	130.0%
<b>Total Insurance</b>	<u>21,172</u>	<u>22,250</u>	<u>95.2%</u>
Internet	1,373	145	945.0%
Lab exams	10,386	10,280	101.0%
Materials and supplies	15,044	680	2212.4%
Miscellaneous	130		100.0%
Outside Services-Operating	44,695	8,431	530.1%
Parts & Repairs	5,462	2,190	249.5%
Payroll Expenses	78,556	83,131	94.5%
Payroll taxes	6,167	6,360	97.0%
Pension	1,406	1,395	100.8%
Permit fees	2,011	2,300	87.4%
Postage	1,096	1,141	96.1%
<b>Professional fees</b>			
Engineering fees	33,774	10,160	332.4%
Legal fees	1,558		100.0%
<b>Total Professional fees</b>	<u>35,332</u>	<u>10,160</u>	<u>347.8%</u>

## Income and Expense Actual vs. Budget

	<u>Jul -Feb 18</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,389	2,320	59.9%
Uniforms	668	850	78.6%
Total Operating Expenses	<u>247,956</u>	<u>173,600</u>	<u>142.8%</u>
Total Expense	<u>258,892</u>	<u>184,645</u>	<u>140.2%</u>
Investment income	368	320	114.9%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	20,857	19,000	109.8%
Short Term Asset Reserve	4,770	3,740	127.5%
Maple Street Extension			
100% of Connection Fees	0		
80% of User Fees Collected	1,871	1,900	
Total Maple Street Extension	<u>1,871</u>	<u>1,900</u>	98.4%
USDA Loan Interest (92-06) (92-04) (92-08)	27,365	27,728	
Net Income and Expense	<u>-34,117</u>	<u>48,213</u>	<u>-70.8%</u>

Transfers to Capital and ST Asset Reserve of 25,627  
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 -9,896  
For Fiscal year end, Depreciation Expense of 0  
has been booked however, that is an expense  
on paper only.

By adding that back in, the report net income is -34,117

Including amounts sequestered to Capital  
the net income is actually -18,386

## Balance Sheet as of Feb 2018

	<u>02/28/18</u>	<u>02/28/17</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	71,297	104,434	-33,137
2 USB Septage MMA #8052	185,882	209,374	-23,492
3 USB Capital #3880	680,110	637,907	42,203
5 Brookwoods	31,974	31,628	346
6 Kent Affordable Housing	23,983	23,917	66
7 Saddle Ridge Estates	163,204	163,086	118
Total Checking/Savings	<u>1,156,451</u>	<u>1,170,345</u>	<u>-13,895</u>
Accounts Receivable	<u>1,208</u>	<u>1,605</u>	<u>-398</u>
Due from General Fund	<u>0</u>	<u>30,341</u>	<u>-30,341</u>
Total Current Assets	<u>1,157,658</u>	<u>1,202,291</u>	<u>-44,633</u>
Fixed Assets			
Accumulated Depreciation	-1,352,787	-1,244,154	-108,633
Property and equipment	<u>4,763,684</u>	<u>4,763,684</u>	<u>0</u>
Total Fixed Assets	<u>3,410,896</u>	<u>3,519,530</u>	<u>-108,633</u>
<b>TOTAL ASSETS</b>	<u><u>4,568,555</u></u>	<u><u>4,721,821</u></u>	<u><u>-153,266</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	797	5,010	-4,214
Due To Brookwoods	31,974	31,628	346
Due To Kent Affordable Housing	23,983	23,917	66
Due to Saddle Ridge Estates	163,204	163,086	118
Federal Taxes Payable	2,089	2,866	-777
State Taxes Payable	345	418	-73
USDA Loan 92-04	476,797	484,858	-8,061
USDA Loan 92-06	830,455	841,996	-11,541
USDA Loan 92-08	<u>78,668</u>	<u>80,012</u>	<u>-1,344</u>
Total Liabilities	<u>1,608,312</u>	<u>1,633,791</u>	<u>-25,479</u>
Equity			
*Retained Earnings	1,893,114	1,924,902	-31,788
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	<u>-18,386</u>	<u>77,612</u>	<u>-95,998</u>
Total Equity	<u>2,960,243</u>	<u>3,088,029</u>	<u>-127,787</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,568,555</u></u>	<u><u>4,721,821</u></u>	<u><u>-153,266</u></u>

03/09/18

Kent Sewer Commission  
Operating Account ledger  
As of February 28, 2018

Date	Num	Name	Memo	Amount	Balance
1 USB					-19,187.04
Operating - 8044					-19,187.04
02/01/18		QuickBooks Payroll Service	Created by Payroll Service on 01/24/2018	-2,016.58	-21,203.62
02/01/18	2/1/18	Benefit Assessments		1,210.67	-19,992.95
02/01/18	2/1/18	Sewer Customers		1,081.60	-18,911.35
02/01/18	2/1/18	Sewer Customers		533.40	-18,377.95
02/02/18	DirDep	Sommers, Lyle R	posts retroactive raise	0.00	-18,377.95
02/02/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	-18,377.95
02/02/18			Trnst funds to cover Jan 31 ap	60,000.00	41,622.05
02/06/18	2/6/18	Sewer Customers		5,765.75	47,387.80
02/06/18	2/6/18	Benefit Assessments		617.77	48,005.57
02/06/18	10501	USA Blue Book	one Goulds 38878F Sewage Pump	-1,264.18	46,741.39
02/06/18	10502	Yucattech Inc	two: Sewer emails, google support sewer email issue	-170.00	46,571.39
02/13/18	02/13/18	Sewer Customers		28,762.76	85,334.15
02/14/18	10486	United States Treasury	Payroll taxes 12/31/17	-317.56	85,016.59
02/14/18	10487	Potts, Elissa	Reimbursement: Minuteman Press - one 3 x 4 lamination encapsulated	-63.81	84,952.78
02/14/18	10488	Aquarion	wpcr / SEWER BILLINGS (345 @ .43) - 4th Qtr 2017	-148.35	84,804.43
02/14/18	10489	St Gleason & Son	replace office and lab lights	-1,381.00	83,423.43
02/14/18	10490	Commissioner of Revenue	payroll taxes 12/31/17	-27.05	83,396.38
02/14/18	10491	Ferris, Lesly	2.5 hrs: Clerk regular commission meeting 2/13/18	-63.35	83,332.23
02/14/18	10492	Frontier	Billing 2/1/18 - 2/28/18	-82.07	83,250.16
02/14/18	10493	Napa Auto Parts	1 QT syngear Oil 75-90	-13.99	83,236.17
02/14/18	10494	Sentoro's Commercial Laundry...	Uniform service: 1/25 - 2/1 - 2/8	-39.00	83,197.17
02/14/18	10495	Sommers, Lyle - Reimbursement	Telephone reimbursement - January 2018	-80.00	83,117.17
02/14/18	10496	Superior Plus Energy	311.7 gal heating fuel	-777.19	82,339.98
02/14/18	10497	Town of Kent	100% of all Benefit Assessment fees deposited from 2/1/18 - 2/6/18 on MSE properties	-1,828.44	80,511.54
02/14/18	10498	Tunais	Operating Expenses: Lab exams 2/1 - 2/8	-514.00	79,997.54
02/14/18	10499	US Environmental Rental Corp	2/5/18 through 2/7/18 - daily rental for YSI Professional Plus meter	-426.45	79,571.09
02/14/18	10500	Welsh Sanitation	Commercial service: January 2018	-44.67	79,526.41
02/14/18	02/14/18	Sewer Customers		397.60	79,924.01
02/14/18	02/14/18	Benefit Assessments		210.73	80,134.74
02/15/18		QuickBooks Payroll Service	2/16 Direct Deposits - regular payroll	-1,761.51	78,373.23
02/15/18		QuickBooks Payroll Service	2/16 Direct Deposits: Lyle Bonus, Jesse 1st pyrl and Butch	-2,021.09	76,351.34
02/15/18	DirDep	Kearns, Joyce	Direct Deposit	0.00	76,351.34
02/15/18	DirDep	Sommers, Lyle R	Direct Deposit	0.00	76,351.34
02/15/18	DirDep	Sommers, Lyle R	\$1,000 Bonus per commission minutes 2/13/18	0.00	76,351.34
02/15/18	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	76,351.34
02/15/18	DirDep	Warner, Jesse T	Direct Deposit	0.00	76,351.34
02/21/18	02/21/18	Sewer Customers		7,941.08	84,292.42
02/21/18	02/21/18	Benefit Assessments		1,517.28	85,809.70
02/27/18		QuickBooks Payroll Service	Direct Deposit - Devaux	-504.89	85,304.81
02/28/18	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	85,304.81
02/28/18	10503	Town of Kent	Roth 401k Emp withholding	-127.76	85,177.05
02/28/18	10504	ACE Hardware	rotary drill bit, siphon pump, keys, gloves, auger closet, tool holder, nozzle set, tote, hook s...	-134.29	85,042.76
02/28/18	10505	Ars Septic Service LLC	9,500 gal (sludge sediment, flushwater)	-375.00	84,667.76
02/28/18	10506	Allingham & Readyoff, LLC	Legal: 4.9 hrs 1/31 - 2/5 General matters, proposed contract	-931.00	83,736.76
02/28/18	10507	Eversource	Plant: 1/16 - 2/14 (29 days), Pump Station: 1/16 - 2/14 (29 days), #50 Maple St - 1/15 - 2/1...	-3,918.54	79,818.22
02/28/18	10508	FedEx	shipping to Avertis lab 1/10 - 1/24 - 1/31 - 2/7	-116.42	79,701.80
02/28/18	10509	Hach Company	1 water, deionized 4L, 1 PH storage soln, 500ML	-82.19	79,619.61
02/28/18	10510	Sentoro's Commercial Laundry...	Uniform Service 2/15, 2/22	-26.00	79,593.61
02/28/18	10511	Sommers, Lyle - Reimbursement	February telephone, PayPal books for Jesse	-202.00	79,391.61
02/28/18	10512	Town of Kent	100% of all Benefit Assessment fees collected from 2/14/218 - 2/21/18 on MSE properties	-1,728.01	77,663.60
02/28/18	10513	Welsh Sanitation	Commercial service: February 2018	-44.67	77,618.93
02/28/18	10514	Xylem Dewatering Solutions, L...	rental 1/22 - 2/18: CD100H 4" 3015D RGT 30G W/4 MCG suction, 3" MCG discharge	-2,095.00	75,523.93
02/28/18	10520	Tunais	Operating Expenses: Lab exams	-768.00	74,755.93
02/28/18	Trnst	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	0.00	74,755.93
02/28/18	Trnst	Kent Sewer Commission	Post online transfer to Capital Reserve and ST Asset reserve accruals to date	-3,459.15	71,296.78
Total Operating - 8044				90,483.82	71,296.78
Total 1 USB				90,483.82	71,296.78
TOTAL				90,483.82	71,296.78

\*UPDATES IN PEN  
Due To Rescheduled  
meeting

## Superintendents report for February 2018

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Good afternoon everyone:

1.84 million gallons total  
66,000 gallons per day average  
1.12 million gallons came from Kent school  
Average BOD removal rate 97%  
Average TSS removal rate 96%

Jesse Warner our new employee is doing fine. His first <sup>3</sup> tests in his Sacramento course book have been sent out for grading.

The tractor and spreader arrived and the tractor is working out excellent. We have not used the spreader yet. *SPREADER GEARBOX LEAKS - OUT FOR SERVICE*

Godwin pump is being repaired and the rental pump was returned. *OUR PUMP RETURNED TODAY*

We had heavy tree damage on the property during the snowstorm. Damage visible from the road is mostly cleaned up.

Continuing cleanup and organization of the maintenance garage.

Requested quotes from two companies for septage fence work. Still waiting *NOW HAVE ONE QUOTE*

Waiting on delivery of the "wipes ready" cutter stack for the Muffin Monster at the KCSPS. Turns out that we were owed a new one from a buy in program when the station was built saving us about \$8K. Weather issues the past two weeks prevented delivery *DELIVERED*

One of the garage doors is broken and the insulation inside is soaked with water. When the cables snapped it came down at a high velocity and is very heavy. Now we can't open it without using the loader and forks. Torrington Overhead Door and New Milford Overhead Door are quoting replacements on the three main doors. Those three are in the same condition. *QUOTES CIRCULATED TO THE BOARD*

The RACO alarm for Segar Mtn pump station is broken. The main board was sent out for repair estimate. A new one is \$1210. *REPAIRED & INSTALLED*

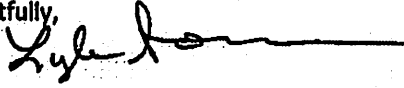
Rag dumpster was moved to the septage area of the driveway. Welsh buried the truck and I had to get the town crew to pull it out.

We should consider getting a credit card for purchases from vendors we don't have accounts with.

*HACH DO PROBE BAD REPLACEMENT \$805*

*KENT SCHOOL FLOWMETER TO BE CALIBRATED ON 3/30/18  
REMOVED WINDOW FOR JESSE'S OFFICE PUT IN ADECK & CHAIR*

Respectfully,

A handwritten signature in black ink, appearing to read "Lyle Sommers", with a long horizontal flourish extending to the right.

**Lyle Sommers  
Superintendent  
Kent WPCA**

Vetere II Construction, LLC DBA Clearview  
Fence  
419 Federal Rd  
Brookfield, CT 06804  
(203) 885-0025  
clearviewfence724@gmail.com  
www.clearviewfenceusa.com



## ESTIMATE

### ADDRESS

Lyle Sommers  
121 Schaghicoke Rd  
Kent, Ct 06757 Usa

### SHIP TO

Lyle Sommers  
121 Schaghicoke Rd  
Kent, Ct 06757 Usa

ESTIMATE # 1276

DATE 03/11/2018

ACTIVITY	QTY	RATE	AMOUNT
Services Install approximately 40' of 6' high galvanized chain link Fence to connect to 18' opening for 27' cantilever roll gate. Gate to be installed on 2- 4" SS40 galvanized pipe using offset cantilever latch to connect to 3" SS40 pipe. Install 14' double gate with 2 drop rods and latch at other corner. Hang one gate off existing 3" SS40 pipe and install new 3" SS40 pipe for other side of gate. Repair/install barb wire on entire back side. New Fence work to match existing	1	7,500.00	7,500.00
Services Dig existing 20' of chain link out of ground and tie back in place. No charge	1	0.00	0.00

Thank you and have a blessed day!

TOTAL

**\$7,500.00**

Accepted By

Accepted Date

### Conditions of Sale:

\*Retail Sales: The full net purchase price is due at the time of purchase.

\* Installations: 1/2 deposit is required for all jobs. Payment in full is required upon completion of job.  
Cash, check, Visa & MasterCard are accepted.

RETURNED CHECKS will be subject to a \$40.00 return check fee.

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 APR -2 P 12: 28

BY

TOWN CLERK