

Board of Selectmen  
Special Meeting

March 4, 2020  
1:00 P.M.

RECEIVED FOR RECORD  
TOWN CLERK

2020 MAR -9 P 3:23

BY TOWN CLERK

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Henry Bietz, Ben Ferris, Lesly Ferris, Donna Hayes, Rick Osborne, Sienkiewicz and Elissa Potts.

Ms. Speck called the meeting to order at 1:06 p.m.

**Sewer Ordinance:**

Attorney Jeff Sienkiewicz provided an overview of the proposed Sewer Ordinance and Regulations. He reviewed the redlined copy and noted several grammatical changes suggested during the discussion. The Board of Selectmen made no changes to the content of either document. Mr. Sienkiewicz agreed to make the grammatical changes before the March 10, 2020 BOS meeting. Ms. Speck noted Mr. Sienkiewicz does not need to attend that meeting.

**Streetscape:**

Ms. Speck stated that we are still waiting for the engineer to arrange the walk around with the DOT. Mr. Matson agreed to contact the DOT directly to help facilitate the walk around.

The Board of Selectmen agreed the new Streetscape sub-committee should be made up of three members from the prior two sub-committees and have technical knowledge not esthetic knowledge. Ms. Speck agreed to contact the prior members to inquire if they would be interested and willing to serve on the newest Streetscape sub-committee. Mr. Garrity feels the new sub-committee will be charged with the following:

To oversee the buildout and recommend to the Board of Selectmen the best and most optimal plan within the budget.

**Budget:**

The Board of Selectmen agreed to review the budget minus the salary requests. The Board of Selectmen made the following changes to the budget:

Election Refreshments	013-404	from \$ 960	to \$ 500
ROV Conferences	013-451	from \$3,500	to \$2,500
Assessor Tax Mapping	016-423	from \$1,500	to \$1,000

Mr. Matson left the meeting at 3:00 p.m.

Snow related equipment	040-609	from \$7,000	to \$6,000
Public Works	040-613	from \$7,000	to \$3,500

Mr. Garrity asked that the updated budget document reflect 2% cost of living increase. Mr. Garrity stated the Board of Selectmen has to decide its feelings if they want to make things equitable and fair between the union, the school and the Town Hall employees. Mr. Garrity stated he does not want to jump into a policy on the pension until he has had time to decide how to move forward. Ms. Speck stated she feels the pension is out of line.

Ms. Speck made a motion to adjourn the meeting at 4:00 p.m.



Joyce Kearns  
Administrative Assistant

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

WARNING  
SPECIAL MEETING OF BOARD OF SELECTMEN

TOWN CLERK  
KENT, CONNECTICUT

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD


DATE: WEDNESDAY, MARCH 4, 2020  
TIME: 1:00 P.M.  
PLACE: TOWN HALL

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

**AGENDA:**

SEWER ORDINANCES AND REGULATIONS  
STREETSCAPE  
BUDGET

BOARD OF SELECTMEN



JOYCE KEARNS  
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"



Be and it is hereby Ordained that Chapter 15 of the Code of Ordinances is repealed and the following is adopted as Chapter 15 in lieu thereof:

## CHAPTER 15 SEWERS AND SEWAGE DISPOSAL

Secs. 15-1 - 15-3. Reserved

### Sec. 15-4. Establishment of Sewer Commission

(a) The Town of Kent hereby establishes and creates a Commission to be known as "The Sewer Commission of the Town of Kent." The Sewer Commission shall serve as the water pollution control authority of the Town of Kent and shall have all powers and duties of a water pollution control authority as provided in Sections 7-245 through 7-273a, inclusive, of the Connecticut General Statutes, as amended, and such other powers and duties as are prescribed by this Chapter.

(b) Said ~~e~~Commission shall consist of six members and two alternates who shall be electors of the Town and who shall serve without compensation. On or before December 1, 1967, the selectmen shall appoint six members of said ~~e~~Commission, two to hold office until the next biennial election, two to hold office until the second biennial election after such their date hereof, and two to hold office until the third biennial election after such the date hereof. At each subsequent biennial election ~~after the date hereof~~ there shall be elected two members of said commission to hold office for six years from the date of their election. ~~The commission shall have the right to elect members to fill vacancies in the membership of said commission for the unexpired terms of such vacancies.~~ Any member of the ~~e~~Commission may be removed for cause by vote of a majority of the remaining members. The initial appointments of alternates shall be made by the Board of Selectmen. One such alternate shall have a term that expires on November 3, 2015. Thereafter, each alternate shall be elected for a term of two years. ~~The eCommission shall have the right to elect alternates to fill vacancies in the membership of the alternates for the unexpired terms of such vacancies.~~ Said commission shall exercise all of the powers granted to the sewer authority under the provisions of Chapter 103 of General Statutes as amended.

(c) The Sewer Commission shall choose one of its members to be Chairman and shall appoint a Clerk, who need not be a member of the Commission, and such agents and employees as it may require and determine their qualifications, duties and compensation. At all meetings of the Commission, three members shall constitute a quorum, and the concurrence of three votes shall be necessary for the transaction of business. The Commission may hold such regular and special meetings as it deems advisable in conformance with the notice, minutes and other requirements of the Connecticut Freedom of Information Act, Section 1-200 et seq. of the Connecticut General Statutes, as amended.

(d) Alternates may participate fully in all meetings of the Commission, except that only seated alternates may vote on a particular matter. In the event of a vacancy, absence or disqualification of a member, the Chairman or other presiding officer shall seat and designate an



alternate to vote at the meeting or with respect to the particular item. Only when seated shall alternates be counted for purposes of establishing a quorum.

(e) Vacancies: Subject to the provisions of Conn. Gen. Stat., Section 9-221, any vacancy occurring in the membership of the Commission or in the alternates shall be filled by appointment by the Board of Selectmen until the next town election. At such election, the vacancy shall be filled for the remaining unexpired portion of the term of such vacancy.

(fe) Pursuant to and in accordance with the requirements of Sections 7-245 through 7-273a, inclusive, of the Connecticut General Statutes, as amended, the Commission shall have authority in the name and on behalf of the Town, to acquire, construct and operate a sewerage system or systems; to enter upon, take and hold by purchase, condemnation or otherwise the whole or any part of any real property or interest therein which it determines is necessary or desirable for use in connection with any sewerage system; to levy benefit assessments upon the lands and buildings in the Town that have been especially benefitted by any sewerage system or any portion thereof and upon the owners of such land and buildings; to establish and revise rules and regulations for the supervision, management, control and operation and use of the sewerage system, including rules and regulations prohibiting the discharge into the sewerage system of any sewage or any stormwater runoff which, in the opinion of the Commission, will adversely affect any part or any process of the sewerage system; to establish and revise fair and reasonable charges for connection to and for the use of the sewerage system; to enter into and to fulfill contracts with any person for any lawful services; and through its Chairman, and subject to proper authorization and appropriation of funds by the Town as necessary, to execute and file applications and agreements for state and federal grants and loans in aid of the sewerage system or any improvement or expansion thereof.

~~History—Adopted at a Journal Annual Town Meeting, October 3, 1967, effective October 25, 1967. Amending ordinance adopted at Town Meeting June 30, 2010.~~

#### **Sec. 15-5. Introduction-Repealed**

~~Introduction: This ordinance establishes the procedures for making connections to the public sewer in the Kent sanitary sewer system. It also establishes specific limits for pollutant discharges which by their nature or by their interaction with sewage will be detrimental to the public health, cause damage to the public sewer or the water pollution control facility, pollute the waters of the State, or otherwise create a public nuisance.~~

~~This ordinance is intended to:-~~

- ~~(a) — inform the public as to the technical and administrative procedures to be followed in obtaining connection to the Kent sanitary sewer system;~~
- ~~(b) — prevent the introduction of pollutants into the sanitary sewer system which will interfere with the collection and/or treatment system;~~



~~(c) — prevent the introduction of pollutants into the treatment system which will pass through the system, inadequately treated, into the waters of the State, or the atmosphere, or otherwise be incompatible with the system;~~

~~(d) improve the opportunity to recycle and reclaim wastewaters and sludges from the system.~~

~~This ordinance shall apply to the town of Kent and to persons outside the town of Kent who are users of the public sewer. Except as otherwise provided herein, the Superintendent shall otherwise implement and enforce the provisions of this ordinance. (As used throughout this model ordinance, the Superintendent refers to the authorized agent or representative of the Water Pollution Control Authority Commission, or Sanitary District who is responsible for the operation and management of the sewer collection system and/or the associated water pollution control facility.)~~

#### **Sec. 15-6. Definitions. Repealed**

~~*Act or "the Act".* The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251, et. seq.~~

~~*Biochemical Oxygen Demand (BOD)* is the amount of oxygen required by bacteria while stabilizing decomposable organic matter under aerobic conditions for five days. The determination of BOD shall be performed in accordance with the procedures prescribed in the latest edition of "Standard Methods for the Examination of Water and Wastewater."~~

~~*Building Drain* means that part of the lowest horizontal piping of a building plumbing which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.~~

~~*Building Sewer* means the extension from the building drain to the public sewer or other place of disposal. It may also be called a house connection.~~

~~*Categorical Standards.* National Categorical Pretreatment Standards or Pretreatment Standards.~~

~~*Combined Sewer* means a sewer intended to receive both sewage and storm or surface water.~~

~~*Commissioner* means the Commissioner of Environmental Protection for the State of Connecticut.~~

~~*Compatible Pollutant.* Biochemical oxygen demand, suspended solids, PHH and fecal coliform bacteria; plus any additional pollutants identified in the water pollution control facilities.~~



~~NPDES permit, where the water pollution control facility is designed to treat such pollutants and, in fact does treat such pollutants to the degree required by the NPDES permit.~~

~~*Composite Sample* means a mixture of aliquot samples obtained at regular intervals over a time period. The volume of each aliquot is proportional to the discharge flow rate for the sampling interval. The minimum time period for composite sampling shall be four (4) hours.~~

~~*Cooling Water* means process water in general used for cooling purposes to which the only pollutant added is heat and which has such characteristics that it may be discharged to a natural outlet in accordance with Federal and State laws and regulations.~~

~~*Domestic Sewage* means sewage that consists of water and human excretions or other waterborne wastes incidental to the occupancy of a residential building or non-residential building but not wastewater from water softening equipment, commercial laundry wastewater, and blowdown from heating and cooling equipment.~~

~~*Floatable Oil* is oil, fat, or grease in a physical state such that it will separate by gravity from sewage by treatment in an approved pretreatment facility.~~

~~*Garbage* means the animal or vegetable waste resulting from the handling, preparation, cooking or serving of foods.~~

~~*Grab Sample*. A sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.~~

~~*Holding Tank Waste*. Any waste from holding tanks such as vessels, chemical toilets, campers, trailers and septage hauling trucks.~~

~~*Incompatible Pollutant*. All pollutants other than compatible pollutants as defined herein.~~

~~*Industrial Wastewater* means all wastewater from industrial processes, trade, or business and is distinct from domestic sewage.~~

~~*May* is permissive (see "Shall").~~

~~*National Pollution Discharge Elimination System (NPDES) Permit*. A permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).~~

~~*pH* means the logarithm of the reciprocal of the hydrogen-ion concentrations. The concentration is the weight of hydrogen ions, in grams, per liter of solution.~~

~~*Person*. Any individual, partnership, copartnership, firm, company, corporation, association, joint stock trust, estate, governmental entity or any other legal entity, or their legal~~



~~representatives, agents, or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.~~

~~*Properly Shredded Garbage* shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.~~

~~*Pretreatment or treatment.* The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into a water pollution control facility. The reduction or alteration can be obtained by physical chemical or biological processes, except as prohibited by Title 40, Code of Federal Regulations, Section 403-6(d).~~

~~*Public Sewer* shall mean a common sanitary sewer controlled by a governmental agency or public utility.~~

~~*Sanitary Sewer* means a sewer which collects and conveys domestic sewage from residences, public buildings, commercial establishments, industries, and institutions. A sanitary sewer may also collect and convey permitted industrial wastewater and unintentionally admitted ground, storm, and surface waters.~~

~~*Septage* means the liquids and solids which are removed from a tank used to treat domestic sewage.~~

~~*Sewage* means human and animal excretions and all domestic and such manufacturing wastes as may tend to be detrimental to the public health.~~

~~*Sewage Collection System* means the structures and equipment required to collect and convey sewage to the Water Pollution Control Facility.~~

~~*Shall* is mandatory (See "May").~~

~~*Slug* means any sudden or excessive discharge which exceeds permitted levels either in terms of pollutant concentration or instantaneous flow rate in such a manner as to adversely affect the sewage collection system and/or the water pollution control facility.~~

~~*Soluble Oil* means oil which is of either mineral or vegetable origin and disperses in water or sewage at temperatures between 0 degrees C and 65 degrees C. For the purposes of this ordinance emulsified oil shall be considered as soluble oil.~~

~~*Storm Sewer* means a sewer which collects and conveys storm water or groundwater.~~



~~*Suspended Solids* means the solids matter, measured in mg/liter which may be in suspension, floatable, or settleable and is removable by laboratory filtering as prescribed in the latest edition of "Standard Methods for Examination of Water and Wastewater."~~

~~*Toxic Pollutant.* Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of Section 307(a) of the Act or other Acts.~~

~~*User.* Any person who contributes, causes or permits the contribution of sewage into the Town of Kent sewer system.~~

~~*Water Pollution Control Facility (WPCF)* means an arrangement of devices for the treatment of sewage and sludge.~~

~~*Watercourse* means a natural or artificial channel for the passage of water either continuously or intermittently.~~

#### **Sec. 15-7. Connection to the Use of Public Sewers**

~~1. a. In accordance with Section 7-256 of the Connecticut General Statutes, the Sewer Commission may order the owner of any building to which the public sewerage system is available to connect such building to the sewerage system. The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes situated within the Town of Kent (municipality) and abutting on any street, alley or right of way in which there is now located or may in the future be located a public sanitary or combined sewer of the Town of Kent may, at the option of the Town of Kent and at the owner(s) expense, be required to install a building sewer to connect their building drain to the public sewer in accordance with the provisions of this ordinance, within ninety (90) days after date of official notice to do so.~~

~~2.b. -No person shall It shall be unlawful for any person to construct or repair any sewage disposal facility, including septic system, privy, privy vault, septic tank, cesspool or other facility intended for the disposal of sewage if the public sewers are available. Public sewers are available, however, only when the Sewer Commission has determined that the public sewer system and existing sewage treatment capacity is capable of conveying and adequately treating the sewage to be discharged.~~

#### **Sec. 15-8. Permit Requirements - Building Sewers and Connections**

~~1. (a) No unauthorized person(s) shall uncover, make any connection with or opening into, use, alter, repair, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Sewer Commission.~~



(b) No person shall increase the volume of sewage, change the sewage discharge use category or change the character of pollutants discharged to the public sewer system without first obtaining a written permit from the Sewer Commission.

(c) All sewer connections, including the construction of all facilities necessary to such connection, and all sewer discharges shall comply with the administrative and technical rules and regulations adopted from time to time by the Sewer Commission.

~~2. Any person proposing a new discharge into the public sewer system or a substantial change in the volume or character of pollutants that are being discharged into the public sewer system shall notify the Superintendent at least forty five (45) days prior to the proposed change or connection.~~

~~(a) A person intending to connect a building drain from his property to the public sewer shall first obtain a permit to connect from the Sewer Commission. The application shall be made on forms provided by the Superintendent and it shall be accompanied by a sketch or plan showing the proposed installation in sufficient detail to enable the Commission to determine that the proposed installation meets the requirements of the regulation and other applicable specifications, codes, and laws. The application shall be signed by the owner of the premises to be served or his authorized agent and by the qualified contractor (see Section 13-8.2(k)) who has been chosen to perform the work of installing and connecting the building drain to the public sewer upon approval of the application and a plan, a permit shall be issued to have the work performed by the stated contractor. In the event the premises changes ownership before the work is completed, or if another contractor is chosen to perform or finish the work, the original permit becomes void, and a new permit must be obtained by the new parties in interest.~~

~~(b) A connection to the public sewer will be made only after the buildings plumbing has been approved by the Town/City Building Inspector in order to insure that minimum standards are met for the installation. A house trap and fresh air vent shall be required for the building and all plumbing shall be in good working order. No trench containing a building drain or connection to the sanitary sewer shall be backfilled until the Superintendent has completed air inspection of and approved the work. The water level in the trench shall be maintained at a level below the sewer connection before the cap is removed and while the connection is being made and until such time as it has been inspected, approved and backfilled. The contractor shall notify the Superintendent 24 hours before starting any work authorized under this permit.~~

(e)-(d) Sewer connection, use or discharge permits issued by the Sewer Commission  
Permits to connect to the public sewer may be revoked and annulled by the Sewer Commission  
following notice and right to be heard for any of the following reasons: nonpayment of  
application fees, assessments or charges; failure to comply with the conditions or technical  
requirements of the applicable sewer permit; failure to comply with the discharge requirements  
established by the Sewer Commission or with the requirements of the Commission's rules and  
regulations; and lapse or termination of any applicable DEEP discharge permit held by or issued  
to the property owner. Upon revocation of any such municipal permit, the Sewer Commission



~~may take such steps as are necessary to discontinue and terminate sewer service, for such cause and at such time as it may deem sufficient and as a consequence of said revocation or the cause thereof. All other parties in interest shall be held to have waived the right to claim damages from the Commission or its Agents on account of such revocation.~~

3. ~~(e)~~ All costs and expenses incidental to the installation and connection of the building to the public sewer shall be borne by the owners or, if not the owner, the applicant for sewer service. The owner(s) and/or applicant shall indemnify the Commission from any direct or indirect loss or damage that may directly or indirectly be sustained ~~occasioned~~ by reason of the the installation of the building sewer.

4. ~~(f)~~ A separate and independent building sewer shall be required ~~provided~~ for every building. Notwithstanding such requirement, except where one building stands at the rear of another on an interior lot and no separate building sewer ~~public sewer is available or~~ can be constructed from the to the rear building to the public sewer through an easement, adjoining alley, courtyard, or driveway, the Sewer Commission may permit the building sewer that provides service for the building which fronts on the public sewer to be ~~may~~ be extended to the rear building and the whole considered as one building sewer, subject to the payment of the applicable sewer connection and use charges for each separate building. ~~but The the~~ Commission shall not be ~~does not and will not assume liable for any obligation or responsibility for~~ damage caused by or resulting from any such ~~mentioned~~ connection.

5. ~~(g)~~ Existing building sewers may be used in connection with new buildings only when they are found, on examination and testing by the Commission to meet all requirements for building sewers as established by the Sewer Commission or as contained in the of this ordinance ~~the rules and regulations adopted by the Commission.~~

6. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling and trench and connection of the building sewer to the public sewer shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town of Kent. ~~In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply.~~

7. Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. Duplex lift systems shall be provided for commercial and industrial buildings.

8. No person(s) shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sewer.



~~9. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the municipality.~~

~~10. No building sewer shall be constructed within 25 feet of a water supply well. If a building sewer is constructed within 25, 75 feet of a water supply well it shall be constructed in accordance with all applicable guidelines promulgated by the Commissioner.~~

~~11. All building sewers shall be installed by a drain layer who possesses a valid license issued under Chapter 393 of the Connecticut General Statutes as amended.~~

**Sec. 15-9. Discharge Limitations Regarding the Use of Public Sewers Connection and Discharge of Surface Runoff and Unpolluted Waters Prohibited**

No person(s) shall discharge or cause to be discharged to the public sewer any stormwater, groundwater, roof runoff, subsurface drainage or cooling water nor make any connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer drain which is connected directly or indirectly to the public sewer.

~~1. No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, groundwater, roof runoff, subsurface drainage, or cooling water to any sanitary sewer.~~

~~2. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers and discharged to a watercourse in accordance with all applicable State and Federal laws and regulations.~~

~~3. No user shall contribute or cause to be contributed directly or indirectly, any pollutant or wastewater which will interfere with the operation or performance of the WPCF. These general prohibitions apply to all such users of a WPCF whether or not the user is subject to National Categorical Pretreatment Standards or any other Federal or State Pretreatment Standards or requirements. A user shall not contribute the following substances to any WPCF:~~

~~(a) Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the WPCF or to the operation of the WPCF. At no time, shall two successive readings on an explosion hazard meter, at the point of discharge into the sewage collection system (or at any point in the system) be more than five percent (5%) nor any single reading over ten percent (10%) of the Lower Explosive Limit (LEL) of the meter.~~



~~(b) Solids, fibrous materials or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the WPCF, including substances such as, but not limited to grease, garbage with particles greater than one half inch (1/2") in any dimension, diapers, adult diapers, cloth and fiber materials, sanitary napkins, animal guts or tissues, paunch, manure, bones, hair, hides or fleshing, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone, or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes.~~

~~(c) Any sewage having a PH lower than (5.5) or having any other corrosive properly capable of causing damage or hazard to structures, equipment, and personnel of the WPCF. The upper limit of PH for any industrial wastewater discharge shall be established under the dischargers State Discharge Permit.~~

~~(d) Any sewage containing toxic pollutants insufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, or plant life, create a toxic effect in the receiving waters of the WPCF, or to exceed the limitation set forth in a "Categorical Pretreatment Standard." A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act.~~

~~(e) Any noxious or malodorous sewage, gases, or solids, which enter singly or by interaction with other sewage, are sufficient to prevent entry into the public sewers for their maintenance and repair.~~

~~(f) Any sewage which, by interaction with other sewage in the public sewer releases obnoxious gases, forms suspended solids which interfere with the collection system, or creates a condition which may be deleterious to structures and treatment processes or which may cause the effluent limitations of the WPCF's NPDES Permit to be exceeded.~~

~~(g) Any substance which may cause the WPCF's effluent or any other product of the WPCF such as residues, sludges, or scums to be unsuitable for reclamation process where the WPCF is pursuing a reuse and reclamation program. In no case, shall a substance discharged to the WPCF cause the facility to be in non-compliance with sludge use or disposal criteria, guidelines, or regulations developed under Section 405 of the Act.~~

~~(h) Any substance which will cause a WPCF to violate its NPDES Permit or the receiving water quality standards.~~

~~(i) Sewage containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or are amenable to treatment~~



~~only to such degree that the water pollution control facility effluent cannot meet the limits stipulated in the Town of Kent's NPDES permit.~~

#### Sec. 15-10. Protection from Damage

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any sewer line, manhole, structure, appurtenance, or equipment which is a part of the sewage collection system or the water pollution control facility.

#### Sec. 15-11. Powers and Authority of Inspectors

~~(a)1. All The Superintendent and other~~ duty authorized agents or employees of the Sewer Commission bearing proper credentials and identification shall ~~ut~~ be permitted to enter any all property ~~ieserved or to be served by the public sewer system~~ for the purposes of inspection, observation, measurement, sampling, and testing. ~~in accordance with the provisions of this ordinance.~~

~~(b)2. While performing the necessary work in or upon private property as contemplated in ies referred to in Section 15-11(a) 13-11.1 above, such the Superintendent or duly authorized agents or employees of the Commission shall observe all safety rules applicable to the premises established by the owneruser or occupant. The owner and occupant user shall be held harmless for injury or death to the Commission's agents or employees and the Commission shall indemnify such owner and occupant the user against loss or damage to its property by Commission agents and employees and against liability claims and demands for personal injury or property damage asserted against such owner or occupant by reason of the user and the activities of the Commission's agents and employees growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the owner or occupant and their respective agents, servants, employees user to maintain the premises in reasonably safe condition for visitors and invitees. s as required in Section 13-9.10.~~

~~c. 3. The Superintendent and other d~~Duly authorized employees or agents of the Sewer Commission bearing proper credentials and identification shall have the right be permitted to enter any all private property ~~ies encumbered by a sewer easement held by the Town or by the Commission through which the Commission holds a duly negotiated easement for any proper sewer purpose within the scope of such easement. the purposes of repair and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property.~~

#### Sec. 15-12. Penalties and Enforcement

~~4. Any person found to be in violation of any provisions of this ordinance, except Section 15-1013-10, shall be served by the Commission with written notice stating the nature of the~~



~~violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.~~

~~2. Any person who continues any violation beyond the time limit provided for in Section 15-13.1+3-12.1, shall be guilty of a misdemeanor, and on conviction thereof shall be fined in the amount not exceeding (\$100.00) dollars for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.~~

~~3. Any person who is found to be in violation of any of the provisions of this Ordinance shall become liable to the Commission for any expense, loss or damage occasioned the Commission by reason of such violation.~~

~~4. Any person who is found to be in violation of section 25-54i-22a-430 of the Connecticut General Statutes as amended shall be subject to a monetary penalty or forfeiture under Section 25-54q-22a-438 of the General Statutes.~~

5. Any person who violates, and any property owner whose property gives rise to a violation of, any provision of this Chapter Ordinance, or any requirement of any sewer connection or sewer discharge permit, or sewer use rule or regulation adopted by the Sewer Commission shall be subject to a fine of \$250.00 for each day that such violation continues; and shall also be subject to any and all civil remedies, including temporary and permanent injunction, that may be available to the Commission or the Town to abate such violation. In addition, and without limitation, the Sewer Commission shall have all powers set forth in Section 15-8(d) 13.6 concerning the revocation of the applicable sewer permits and the termination of sewer service.

6. Sewer connection permits or sewer discharge permits issued by the Sewer Commission may be revoked by the Commission following notice to the property owner and a right to be heard for any of the following reasons: nonpayment of applicable fees, assessments or charges; failure to comply with the conditions of the applicable sewer connection or sewer discharge permit; failure to comply with the discharge requirements set forth in this Sewer Use Ordinance; lapse or termination of any applicable DEP / DEEP discharge permit issued to the property owner. Upon revocation of any such sewer connection or sewer discharge permit, the Sewer Commission may take such steps as are necessary to discontinue and terminate sewer service.

#### **Sec. 15-13. ~~Validity-Repealed~~**

~~1. All ordinances or parts of ordinances in conflict herewith are hereby repealed.~~

~~2. The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.~~

#### **Sec. 15-14. Ordinance in Force**



\_\_\_\_\_ This ~~Chapter ordinance~~ shall be in full force and effect from and after its passage, approval, recording and publication as provided by law. Any ordinance that is in conflict with this Chapter is hereby repealed. The invalidity of any section, clause, sentence, or provision of this Chapter shall not affect the validity of any other part of this Chapter which can be given effect without such invalid part or parts.

**Sec. 15-15. ~~Permit System Repealed~~**

~~1. It is accepted practice for the Permit System to consist of three classes:-~~

- ~~(a) for the installation of private sewage disposal facilities,~~
- ~~(b) for residential and commercial building sewers and,~~
- ~~(c) for industrial sewer connections.~~



# **Town of Kent Sewer Commission**

## **Sewer Use Regulations**

**Drafted 11/24/19**

**Reviewed at Public Hearing held on: \_\_\_\_\_**  
**Approved by Sewer Commission On: \_\_\_\_\_**

**Notes: These regulations were prepared as part of a process to separate the use regulations from Chapter 15 of the Town's Code of Ordinances. These changes were an effort to allow the Sewer Commission to revise the Sewer Use Regulations after a Public Hearing rather than having them approved at a Town Meeting. These regulations were prepared in conjunction with changes to Chapter 15 of Town Ordinances. Changes to Chapter 15 were approved at the XXX, XX 2020 Town Meeting.**

**Accepted for Filing by Town Clerk: \_\_\_\_\_**

**Date: \_\_\_\_\_**

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## **SECTION 1. Use of Public Sewers**

### **Section 1.01 Authorization for Regulations**

A. These Regulations shall be subject to the requirements of and the limitations imposed by the ordinances of the Town of Kent including primarily the Ordinance governing Sewers and Sewage Disposal, Chapter 15 of the Kent Code of Ordinances. These Regulations are further promulgated in accordance with Conn. Gen. Statutes, Chapter 103.

### **Section 1.02 Purpose and Enforcement of these Regulations**

- A. These regulations are intended to:
1. inform the public as to the technical and administrative procedures to be followed in obtaining connection to the Kent sanitary sewer system;
  2. prevent the introduction of pollutants into the sanitary sewer system which will interfere with the collection and/or treatment system;
  3. prevent the introduction of pollutants into the treatment system which will pass through the system, inadequately treated, into the waters of the State, or the atmosphere, or otherwise be incompatible with the system;
  4. improve the opportunity to recycle and reclaim wastewaters and sludges from the system.
  5. describe how bills for sewer use are calculated;
  6. provide for rules of operation for the Septage receiving Lagoons;
  7. describe the requirements for community systems connected to the sewer and those that maintain their own treatment system.
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B. This regulation shall apply to the town of Kent and to persons outside the town of Kent who are users of the Treatment System. Except as otherwise provided herein, the Superintendent shall otherwise implement and enforce the provisions of these regulations.

#### **Section 1.03 Required Permits.**

A. A Sewer Connection Permit is required prior to opening any manhole, uncover any public, private or building sewer for the purpose of making a connection to a sanitary sewer, altering or repairing, using or discharging to any public sewer or appurtenance. The connection permit is requested by the Contractor performing the work after a Discharge Permit has been approved.

B. A Sewer Discharge Permit is required prior to any Person increasing the volume of sewage, changing the character of the pollutants discharged, expanding or changing the use of any Residential, Commercial, Food Service, and/or Special Uses. A certificate of occupancy issued by the Building official shall not entitle the recipient to use or discharge to the public sewer in the absence of a Discharge Permit issued by the Commission. The Discharge Permit shall be subject to the requirements of and the limitations imposed by these Sewer Use Regulations and the ordinances of the Town of Kent.

C. Septage Hauler's Discharge Registration – Each Septage Hauler must register each truck that the firm operates and will be discharging to the Septage Treatment Facility. Registration is issued for a two year period. The requirements for obtaining the Permit are provided for in Section 7.01.

D. Septage Discharge Permit – Each source of Septage must apply for a Permit. The Septage Hauler must have a discharge Permit for each user that is contained in the truck and other requirements as further stated in these regulations in Section 7.02.

#### **Section 1.04 Procedure for Obtaining Connection and Discharge Permits**

A. Any property owner desiring to discharge sewage to the public sewer system, to

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increase the volume of sewage discharged to the public sewer system, to change the character of the pollutants being discharged to the public sewer system, or to change the use of any premises discharging to the sewer system shall file an application for a Sewer Connection Permit with the Commission on forms provided by the Commission and additional information as may be needed to properly review the proposed use and connection.

**B. Residential Uses** In the case of an application for a Sewer Discharge Permit for a single-family dwelling or a multi-family dwelling that is not a community system, the Applicant shall submit the following information in such form as may be required by the Commission:

1. Name and contact information;
2. Property identification information;
3. Number of separate dwelling units;
4. Estimated daily average sewage flows;
5. Water source and metering details;
6. Plans of the proposed sewerage facilities. Plans for multi-family residences shall be sealed by a licensed professional engineer;
7. For a multi-family dwelling, information on the planned future ownership of the complex, i.e., whether it will be an apartment complex in one ownership, or whether it will be owned in as a common interest ownership community (e.g., condominium);
8. Such other information as the Commission may require; and
9. Such fees as may be required by the Commission.

**C. Commercial Uses**

**In the case of an application for a Sewer Discharge Permit for commercial uses or Class I and**

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**II Food Service establishments that are not a community system, the Applicant shall submit the following information in such form as may be required by the Commission:**

- 1. Name and contact information;**
- 2. Property identification information;**
- 3. Type of sewage; if non-domestic, include complete listing of constituent chemicals and concentrations;**
- 4. Estimated daily peak and daily average sewage flows;**
- 5. Water source and metering details;**
- 6. Number of separate units in any complex;**
- 7. Type or types of business(es);**
- 8. Such other information as the Commission may require; and**
- 9. Such fees as may be required by the Commission.**

**D. Restaurant Uses. In the case of an application for a Sewer Discharge Permit for Food Service establishments, the Applicant shall submit the following information in such form as may be required by the Commission:**

- 1. Name and contact information;**
- 2. Property identification information;**
- 3. Type of sewage; if non-domestic, include complete listing of constituent chemicals and concentrations;**
- 4. Menus;**
- 5. Estimated daily peak and daily average sewage flows;**

6. Water source and metering details;
7. Number of separate units in any complex;
8. Type or types of business(es);
9. Nature, type and size of grease or oil producing facilities and expected quantity per day of grease or oil to be discharged;
10. Such other information as the Commission may require; and
11. Such fees as may be required by the Commission.

E. **Special Uses.** Special Users are those users that do not fall into the Residential, Commercial and Restaurant definitions due to volume of flow, character of the wastewater, conformance with general permits or other factors that do not allow it to be treated similar to those uses that fall in the three categories. Special Users require negotiated agreements and user rates.

1. The following sewage, waters or wastes, are considered Special Users:
  - a) having a five day biochemical oxygen demand (BOD) greater than three hundred (300) milligrams per liter; or
  - b) containing more than three hundred-fifty (350) milligrams per liter of suspended solids; or
  - c) containing any quantity of substances having the characteristics described in Section 10.0; or
  - d) having an average daily flow greater than one thousand gallons (1000); or
  - e) from any flow-equalizing or "off peak discharge" facility.

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2. In the case of an application for a Sewer Discharge Permit for Special Use



establishments, the Applicant shall submit the following information in such form as may be required by the Commission:

- a) Name and contact information;
- b) Property identification information;
- c) Copy of permits issued by the Department of Environmental Protection under the provisions of Section 22a-430 (Regulations, Section 22a-430-1 et seq.) of the General Statutes;
- d) Nature of industrial waste; if non-domestic, include complete listing of constituent chemicals and concentrations, waste characteristics, including temperature, toxicity, flammability, pH, radiation, solids content, and bio-chemical oxygen demand (BOD);
- e) Type or types of industrial use / business; include Standard Industrial Classification (SIC) codes and North American Industry Classification System (NAICS) codes;
- f) Estimated average and peak daily discharge of industrial wastes;
- g) Water source and metering details
- h) Nature, type and size of grease or oil producing facilities and expected quantity per day of grease or oil to be discharged;
- i) List of all chemicals to be used on premises, including safety data sheets (SDS);
- j) Site Plan, and plans of proposed sewerage facilities, sealed by a licensed professional engineer; and
- k) Such fees as may be required by the Commission.

**F. Additional Requirements**

- 1. **Building Sewer Plan.** All applications for a Sewer Connection Permit shall submit a detailed sketch or plan showing the proposed installation in sufficient detail to enable

the Commission to determine that the proposed installation meets the requirements of these regulations, the sewer ordinance and other applicable specifications, codes, and laws. In the case of applications for multifamily, commercial or special uses, such plan shall be prepared by a Connecticut licensed professional engineer.

2. **Building Plans.** All applications may be required to submit floor and plumbing plans for the building or Complex. This is necessary to confirm the number of units, the layout of facilities in the building, etc. Floor plans usually will need to be drawn by Licensed Professionals; however, the Commission may waive this requirement on a case by case basis.

3. **DEEP Permits:** Prior to the issuance of any Sewer Discharge Permit, applicants who propose a discharge requiring a Department of Energy and Environmental Protection (DEEP) individual permit or a DEEP general permit under the provisions of Section 22a-430 (Regulations, Section 22a-430--1 et seq.) of the General Statutes shall submit the information to the Commission to register such discharge as part of a Discharge Permit Application and prior to filing a copy with the DEEP. After Approval by the Commission, the applicant shall file a copy of such permit with the DEEP and submit proof of mailing to the Commission. Examples of such discharges include, but not limited to, domestic sewage in excess of 7,000 gallons per day, industrial waste, domestic sewerage from a community sewerage system (General Permit GP-028), food services establishments (General Permit GP-001), sewer compatible wastewater (General Permit GP-012), vehicle maintenance wastewater (General Permit GP-010) and swimming pool wastewater (General Permit GP-005).

G. **Sewer Connection Permit:** The Connection permit is intended to provide information concerning the contractor who will perform the work, their insurance information, the schedule they intend to follow, confirm that local zoning and building permits have been obtained, if needed, and confirm that the appropriate State and or local road opening permits have been obtained. Any contractor shall be licensed in the State of CT and shall show proof of insurance for general liability and workers compensation. Request for a connection permit shall be made on forms provided by Commission.



#### **H. Consideration of Permit Applications**

1. Sewer Discharge permits will be granted only when the Commission has determined that the public sewer system and existing sewage treatment capacity is capable of conveying and adequately treating the sewage to be discharged.

2. Applications for Sewer Discharge Permits which are incomplete or which are not accompanied by the items specified in these Regulations shall not be approved.

3. No Sewer Discharge or Connection Permit shall be issued with respect to any property for which sewer use, connection or other charges or assessments are delinquent. All delinquent sewer use, connection and other charges and assessments with respect to the property for which such permit is sought shall be paid prior to the issuance of any Sewer Connection Permit. Similarly, no Sewer Discharge Permit shall be issued with respect to any property for which sewer use, connection and other charges or assessments have become delinquent subsequent to issuance of a Sewer Connection Permit. Delinquency exists if such charges remain unpaid for thirty (30) days following issuance of a bill for same. Delinquency shall include all costs, including attorney's fees, incurred by the Commission in collecting such unpaid amounts.

#### **I. Lapse of Permits –**

1. The Sewer Discharge Permit shall automatically lapse two (2) years after the date of issuance unless a written extension is granted by the Commission prior to the expiration of said two (2) year period. Within such time, the permittee must complete the installation of the building sewer as approved; and obtain an inspection and approval of the connection by the Commission, upon which event a Sewer Discharge Permit may be issued.

2. The Sewer Connection Permit shall automatically lapse after (6) months. A new Sewer Connection Permit application will be required before further authorization to construct and connect the building sewer maybe granted. All work on the construction of the building sewer shall immediately cease whenever the Sewer Connection Permit under which it is being

performed has lapsed.

**J. Change of Ownership**

1. Sewer Discharge Permits are not transferable. Anyone purchasing a building with a connection to the Sanitary sewer system shall submit an application for a Discharge permit. The purpose of this is to obtain current billing information and determine if any change of use is planned by the new owners. All units that are metered must have the meter read at the meter head itself and any final bill to the existing owner will be based on this meter reading.

2. In the event the ownership of the premises changes before the work is completed, or if another contractor is chosen to perform or finish the work, the original permit becomes void, and a new discharge and connection permits must be obtained by the new parties in interest.

**Section 1.05 Discharge Permit**

A. No discharge to the sewer system shall be permitted until a Sewer Discharge Permit is issued by the Commission and only after the filing of "as-built" drawings depicting the building sewer in relationship to the public sewer line and other structures; and only after and all work, including the actual connection of the building sewer to the municipal sewer line, has been inspected and approved by the Commission.

**Section 1.06 Permit Revocation**

A. Sewer connection permits or sewer discharge permits may be revoked by the Commission following notice to the property owner and a right to be heard for any of the following reasons: nonpayment of applicable fees, assessments or charges; failure to comply with the conditions of the applicable sewer connection or sewer discharge permit; failure to comply with the discharge requirements set forth in the Sewer Ordinance or in these Sewer Use Regulations; lapse or termination of any applicable DEEP discharge permit respecting such discharge issued to the property owner. Upon revocation of any such sewer connection or sewer

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discharge permit, the Sewer Commission may take such steps as are necessary to discontinue and terminate sewer service.

## **SECTION 2. Orders To Connect**

### **Section 2.01 Connection of Existing Properties and Developments**

A. In accordance with the provisions of Section 7-257 of the General Statutes, the Commission may order the owner of any building to which a sewerage system is available to connect such building with the sewer system. No such order shall be issued until after a public hearing with respect thereto after due notice in writing to such property owner. Whenever an order to connect is issued against a property owner, such owner shall fully comply with the requirements of these Regulations in making the connection to and in the use of the sewer system.

B. Sewers are considered available when: there is sufficient capacity in the Sewer Treatment Plant and the Sewer Collection system, and the property is within the Sewer Service Area as shown on the latest version of the map as maintained by the Sewer Commission.

C. Hardships. The Commission may consider an appeal by property owners from the requirement to connect if the owner can show that the order imposes a hardship. Hardships cases must show how the connection is excessively expensive to connect based on a preliminary design for the connection, that other methods of sewage disposal meeting required codes are available and that the sewage disposal method will be properly maintained.

## **SECTION 3. Section 3.0 - Building Sewers and Connections**

### **Section 3.01 Ownership.**

A. Building Sewers remain the property of the property owner making the connection to the sewer from the building drain to the connection to the Sewage Collection System. All repairs and maintenance (including but not limited to pipe breaks, tree roots, etc) of the building sewer is the responsibility of the property owner. This applies even if the

Commission has provided a connection to the sewer main for the convenience of the property owner while constructing the sewer main

**Section 3.02 Inspection.**

A. No discharge into the public sewer shall be made until such time as the building sewer and connection have been inspected and approved by the Commission and until a Sewer Discharge Permit has been issued. The Applicant shall notify the Commission when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Commission or its authorized agent.

**Section 3.03 Standards of Construction**

A. Existing Building Sewers. Existing building sewers may be used in connection with existing buildings only when they are found, on examination and testing, to be satisfactory to the Commission. In general, a sewer is satisfactory when: shown to be not less than four inches (4") in diameter, be structurally sound; not likely to allow intrusion of water or roots through defects in the pipes or joints; and to meet the requirements of these Regulations. Discharge and connection permits are required for re-use of existing building sewers,

**B. Protection of Water Supplies**

1. No building sewer shall be constructed within 25 feet of a water supply well. If a building sewer is constructed within 75 feet of a water supply well having a required withdrawal rate of 10 gallons or less per minute it shall be constructed of a pipe material and in accordance with the requirements of Table 2-A of the Technical Standards of the Connecticut Public Health Code, revision of January 1, 2018, as amended. For water supply wells with a required withdrawal rate greater than 10 gallons per minute, minimum separating distances shall be determined in accordance with the requirements of Section 19-13-B51d of the Connecticut Public Health Code.

2. Any proposed installation showing a Sewer crossing or is located within 10 ft of

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the Public Water System operated by Aquarion Water Company or Community water system shall be submitted to the Water Company for review and comments.

**C. Trench Excavation, Building Code Compliance & Inspection**

1. **Construction Standards** The size, slope, alignment, materials of construction and location of accessible manholes and cleanouts of the building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench and the connection of the building sewer to the public sewer shall all conform to the requirements of the Technical Standards, Section III, of the Connecticut Public Health Code revision of January 1, 2018, as amended, and to such other applicable provisions of the building and plumbing codes enforced in the Town of Kent. In no event, however, shall the diameter of the building sewer be less than six (6) inches, except as provided in Section 3.0.B.1. as to existing building sewers. The slope of such six-inch pipe shall not be less than one-quarter inch per foot except as otherwise authorized by the Commission. In the absence of regulatory or code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the Water Pollution Control Facility Manual of Practice No. FD-5 and the New England Interstate Environmental Training Center (NEIETC) Guides for the Design of Wastewater Treatment Works TR-16 shall apply. Backwater valves shall be installed where required by Section 715 of the Plumbing Code.

2. **Trenching Standards.**

a) All excavations required for the installation of a building sewer shall be open trench work, unless otherwise approved by the Sewer Commission. The water level in the trench shall be maintained at a level below the building sewer during construction.

b) All Excavation shall be made safe for workers in the trench. Representatives of the Sewer Commission will not be obligated to enter the trench for inspection until the trench is made safe.

c) All excavations for building sewer installations shall be adequately guarded with ~~barricades and lighted so as to protect the public from hazard. Streets, sidewalks, parkways and~~

other public property may be disturbed in the course of the work only pursuant to a permit issued to the applicant by the applicable municipal or state highway department and shall be restored in a manner satisfactory to such department.

3.       **Inspection.** No trench containing a building sewer shall be backfilled until the Sewer Commission has completed an inspection of and approved the work. No discharge into the public sewer shall be made until such time as the building sewer and connection has been inspected and approved. The applicant or the applicant's licensed installer shall notify the Sewer Commission when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Sewer Commission or its authorized agent. Special fittings may be used for the connection of the building sewer to the public sewer only when approved by the Sewer Commission or its authorized agent.

4.       **Underground tanks removed from service.**

a)       Immediately after connecting any building to the municipal sewer system and after approval to discharge to the system, the owner shall abandon any existing septic tank, or other hollow leaching structure, in such a manner as to eliminate the danger of collapse or entry into such septic tank or leaching structure. Prior to abandonment, the septic tank or leaching structure shall be pumped of all septic wastes. The accepted methods of abandonment shall be to crush such tank or structure and backfill with clean soil or to fill the tank or structure with medium to coarse sand.

b)       In addition, the applicant shall comply with all requirements imposed by the Torrington Area Health District with respect to the abandonment of such septic tank.

c)       Grease Traps shall be treated as septic tanks when abandoned.

5.       **Sewer Lift Stations**

a)       In all buildings in which a building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by an approved artificial

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means and discharged to the building sewer. All lift stations design and installation must be approved by the Commission.

b) **Design and Construction Standards:** For buildings with up to 3 residential or low water use commercial units, Lift Stations shall:

- 1) be designed by an Engineer Licensed in Connecticut.
- 2) be located outdoors when for the building sewer
- 3) properly vented to the building vent.
- 4) use grinder pumps unless otherwise approved by the Commission.
- 5) Have a high level alarm that has a local beacon and audible alarm;
- 6) have a minimum of one-day's storage above the high level alarm.

c) **Design and Construction Standards for large multifamily, commercial, restaurant and Special users.** In addition to the requirements above, Lift Stations shall:

- 1) Have duplex pumping systems;
- 2) Be allowed eight hours of storage above the high level alarm if served with a stationary emergency generator;
- 3) Have an emergency alarm notification system known as the Alarm Agent manufactured by RACO manufacturing (This unit is required to be compatible with existing alarms systems in use by the Commission);
- 4) Have other requirements based on the specific conditions for each situation;
- 5) Designed with the requirements specified in TR-16, Guides for the Design of Wastewater Treatment Works.

## **SECTION 4. Water Meter Requirements**

### **Section 4.01 Water Meter Installation**

A. Approved meters for recording water consumption shall be required on the

~~incoming water service whether the building is connected to a public system, community water~~

supply or a well servicing a single residence. Except when the water supply is to be metered by a public service company for which meter readings are made available to the Commission, plans and specifications for meters must be submitted for review along with the application for Sewer Connection Permit. Such meters must be located in a frost proof environment and have a remote reading device that does not require entry into residences or other buildings. Water meters are required for all properties and for each individual residential, commercial or industrial unit that will be billed by the Commission. The Commission may allow multiple units to be served by one meter, if the bills will be delivered directly to one party and the costs of the use charge is paid by that one party.

B. Water meters shall meet the following requirements:

1. The minimum size water meter shall be 5/8 by 3/4.
2. Meters larger than 2" shall be approved based on a special review by the Commission;
3. Conform with AWWA requirements;
4. Master Meter Positive displacement Meters with Electrical output register IP-68+ and LCD Counter measuring in CF, or equal;

C. Sewer users are responsible for proper maintenance of meters and reading systems. Meters for users having water use greater than 2000 gallons per day must have its accuracy verified at least once every two years, or more frequently if the flow rates warrant it, as determined by the Commission. All other meters must be replaced or have their accuracy verified once every fifteen years.

## **SECTION 5. Fog Interceptors and Fog Management Equipment**

### **Section 5.01 Requirements for FOG Interceptors**

~~A. FOG Interceptors (also known as grease traps) shall be provided for Class III and~~



**IV Food Service Establishments in accordance with the Department of Energy and Environmental Protection General Permit for the Discharge of Wastewater Associated with Food Establishments, issued October 5, 2015, as amended. Fog Interceptors are tanks located outside of the building and buried underground. When, in the opinion of the Commission, they may be required for facilities other than those defined in the General Permit. Such interceptors shall not be required for private living quarters or dwelling units unless these facilities are shown to be producing excessive grease over what is normally associated with a residential unit. Alternate FOG Management Equipment conforming to the requirements of the General Permit may be approved by the Commission on a case by case basis.**

**B. A written Operation and Maintenance Plan shall be prepared by the Applicant and submitted to the Commission for approval with the application for Sewer Connection Permit. Such plan shall include a) a FOG Minimization Plan establishing procedures for all Food Preparation Establishment employees to minimize FOG entering the wastewater collection system; b) a description of a FOG Pretreatment Training Program for Food Preparation Establishment employees in FOG minimization procedures; c) the schedule for pumping, cleaning and maintenance of equipment; d) copies of maintenance log forms to be utilized by the owner; e) a list of spare parts to be maintained at the subject facility, and f) a list of contacts for the manufacturer and supplier. Following approval by the Commission, the Operation and Maintenance Plan shall be permanently maintained on the premises, shall be available on demand for inspection by the Commission and its designated agent and shall be adhered to by the property owner or other sewer user.**

**C. For pre-existing Food Preparation Establishments not served by a FOG Interceptor (grease trap) or alternate FOG Management Equipment approved by the Commission, the following procedures shall apply: Within six (6) months of issuance by the Commission of a notice to submit an application for approval of FOG Interceptor or FOG Management Equipment, a property owner shall submit a complete application for permission to install an external FOG Interceptor, or where that is not feasible, for permission to install internal FOG Management Equipment. The property owner shall promptly revise or alter such**

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application, including the proposed design for the FOG Interceptor or the design and equipment for the proposed FOG Management Equipment, as deemed necessary by the Commission or its engineer. Within twelve (12) months of approval of such application, the property owner shall complete the installation of the external FOG Interceptor or internal FOG Management Equipment as approved by the Commission. Failure to submit, revise or pursue such application to an approval or failure to complete the installation of approved facilities shall be grounds for termination of sewer service to the property.

## **SECTION 6. Oil and Sand Interceptors**

### **Section 6.01 Special oil and sand interceptors.**

A. shall be provided for non-domestic waste when required by CTDEEP General Permit for the Discharge of Vehicle Maintenance Wastewater, Issued January 23, 2011. They may be required for other facilities when such interceptors are, in the opinion of the Commission, necessary for the proper handling of liquid wastes containing oil, grease, any flammable waste, sand or any other harmful waste. All oil and sand interceptors shall be approved by the Commission or its designated agent.

B. Oil and Sand Interceptors shall be maintained by the owner, at its expense, in continuously efficient operation at all times. The owner shall cause each such interceptor to be pumped and cleaned not less than once every six months pursuant to a routine maintenance program. Such pumping and cleaning schedule may be modified by the Commission for functional oil and sand interceptors subject to abnormally light flows and for oil and sand interceptors subject to excessively heavy flows commensurate with the nature of such flows. In addition, the owner shall cause an inspection and pumping log, in a form approved by the Commission, to be maintained at the premises served by said interceptor which log shall be completed and certified by the contracted hauler to reflect the date and observations of each inspection and the date of each cleaning and pumping. All maintenance logs shall be maintained on the premises for not less than three years and shall be available for examination by the Commission or its designated agent at any time during normal business hours of said premises.

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## **SECTION 7. Septage Disposal**

### **Section 7.01 Septage Hauler Registration.**

A. Registration required to discharge. No licensed hauler shall deposit, unload, dump, or otherwise discharge septage to the sewerage disposal system or at the sewerage treatment facility until first registering with the Sewer Commission.

1. Application. Any septage hauler desiring to register shall file an application on a form provided by the Commission. Applications for Septage Hauler Registrations which are incomplete or which are not accompanied by items required by the Commission shall not be considered. The Fee for a Hauler Permit shall be listed on the schedule of fees.

2. Issuance. In order to be eligible for registration, the applicant a) must present a copy of the license issued by the State of Connecticut pursuant to Section 20-341 of the Connecticut General Statutes; b) must agree to comply with the rules, regulations and procedures established by the Commission relative to the disposal of septage at the municipal treatment facility; c) must have a record of past compliance with the Commission's rules, regulation and procedures applicable to the disposal of septage; and maintain his equipment in a serviceable condition including sight glasses, etc.

3. Revocation of Registration. The Commission may deny or revoke registration or place restrictions on a permit on the basis of any of the following reasons: (1) the septage hauler wishes to deposit septage of a quality incommensurate with the capacities and processing abilities of the treatment facility; (2) the septage hauler's licensed from the state is or has been suspended or revoked; (3) the septage hauler has been charged with violations of federal, state or local environmental laws, regulations or codes; (4) the septage hauler makes misrepresentations of fact on his application; and (5) the septage hauler has a record of non-compliance with the Commission's rules, regulation and procedures applicable to the disposal of septage.

### **Section 7.02 Septage Disposal Permit**



A. Each time waste is to be removed from a septic tank, holding tank or other facility, the owner of the property is to complete a permit form. Permits only apply to a one-time disposal. The fees for permits shall be set by the Commission as stated on the Fee Schedule.

B. Accepted Wastes. Waste shall be septage removed from septic tanks at residences and other facilities where the waste is generally Sewer Compatible Wastewater as defined in GP-012.

C. Prohibited wastes. No Waste incompatible with operation of the septage lagoons shall be disposed of. This includes, but is not limited to: any waste identified in Section 9 of these regulations except BOD and Suspended solids, other hazardous wastes, grease interceptor wastes, sand and oil separators, etc. If there is any question concerning whether the waste may be disposed of, the hauler should apply for a discharge permit prior to accepting the waste. The Commission may refuse any waste it feels will be harmful to the treatment system, or, cause the facility to be out of compliance with its permit. Waste will not be accepted from any truck that a hauler has licensed to dispose of hazardous wastes.

D. Waste Haulers shall provide each property with a copy of the Septage Disposal permit form to be completed and signed by the property owner or their representative. Every tank where waste is removed shall be identified separately on such form or separate forms. The forms will include information such as contact information for the owner, the location of the property, the nature of the waste discharged to the system, the volume of the tank where the waste is being removed. This and other information is to be provided on a form provided by the Commission. The property owners shall complete and sign the Septage Disposal Permit. The Commission shall provide a form. The Waste Hauler shall submit these forms and the associated fee to the Superintendent or his representative prior to discharging waste.

E. The Commission currently accepts waste from the following communities: Kent, New Milford, Sharon, Warren, Cornwall, Washington. Other Communities may be accepted if the Commission chooses.

### **Section 7.03 Regulations concerning discharge of Septage**

**A. The hauler discharging must do the following while discharging waste:**

- 1. Keep the discharge area clean;**
- 2. Monitor the discharge and keep the bar racks clean and prevent overflows;**
- 3. Clean the bar rack of any trash collected after the truck has finished discharging its load and place the waste in the dumpster provided by the Commission.**

**B. Actions Against Permit Holders.** If the Commission finds that the waste from any permit holder is not being correctly reported, the Commission can refuse to accept waste from the permit holder. The Commission will refuse trucks the ability to discharge waste to the Septage Lagoons even if a prohibited owner makes up one any portion of a load from a Waste Hauler. If any load is found to contain waste identified in Section 10, the Commission may pursue legal action against Permit Holders and Waste Haulers for restitution.

**C. Actions against Waste haulers.** If waste haulers do not conform with standard practice listed above, or, it is determined that the waste being discharged does not meet the requirements for Accepted wastes, then the Commission may choose to do one or more of the following:

- 1. Revoke the Haulers registration to discharge at the plant;**
- 2. Require restitution of the costs to perform cleaning or repair damages;**

## **SECTION 8. Community Sewerage Systems**

### **Section 8.01 Approval of Plan**

**A. Any person desiring to construct, enlarge, modify, or install a community**

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sewerage system as defined in Section 7-245 of the General Statutes, or any part thereof, shall, before such construction, enlargement, modification or installation, apply to the Commission for approval of the design and layout of such community sewerage system and for permission to construct said system. Community systems include those systems that include on-site treatment systems which are not connected to the sewage collection system and those that are connected to the collection system that may or may not have on-site treatment. No community sewerage system involving a subsurface septic system or leaching system shall be approved by the Commission when the proposed community has access to the Sewer System.

#### **Section 8.02 Application Requirements**

A. The application shall be a letter of Intent the Commission. The application shall include a complete set and five (5) copies of maps or plans depicting the proposed work prepared and sealed by a professional engineer licensed by the State of Connecticut showing:

1. all proposed sewer lines, trunks, laterals, connections and mains, pump station and sewage treatment facilities including any affected portions of the existing municipal sewage collection system;
2. all affected public or private roadways, rights of ways and private access ways;
3. property boundaries and dimensions and names of adjacent property owners;
4. location of all existing or planned utilities;
5. location of all existing or planned structures;
6. location and dimensions of all proposed easements. Sewer easements shall be not less than twenty-five feet (25') in width;

#### **Section 8.03 Common Interest Ownership Systems.**

A. If the Applicant proposes that the community sewerage system be owned and managed by a property owners association, including a common interest ownership community,



and if the Applicant wishes to be excused from the requirements of funding a permanent cash escrow with the Commission to insure proper management, maintenance and repair of such system, the Applicant shall provide the additional information required by Section 8.04.

B. The Applicant shall provide information on the number and type of dwellings and/or buildings contemplated for construction and the existing and proposed use of the property to be served by the proposed community sewage system. The Applicant shall provide information concerning the design criteria for any proposed pump station. The Applicant shall provide the Commission with permission for the Commission members, employees and agents to enter upon the subject property at all reasonable times to inspect the site before, during and after construction. The Commission may require such additional information as it deems necessary.

C. The application shall be accompanied by an application fee established by the Commission to meet the Commission's estimated expense for administration and for engineering and legal review and analysis. The minimum of such fee shall be set by the Commission as stated in its fee schedule. An amount to cover the expenses of application review shall be deposited in an escrow account and additional funds shall be deposited if the expenses are above the initial estimate.

#### **Section 8.04 Requirements for Systems Owned by Property Owner's Association**

A. If the Applicant proposes that the community sewerage system be owned and managed by a property owners association, including a common interest ownership community, the applicant shall provide specific evidence demonstrating that the ownership and management of the system shall meet the following requirements.

1. The owners of all properties to be served by the community sewerage system shall be members of a property owners' association which is organized and operated as a non-stock corporation in accordance with the provisions of Section 33-1000 et seq. of the Connecticut General Statutes and which shall exist as long as any property is served by the system;

2. The association shall have the responsibility to operate, maintain, repair and improve the system in accordance with all applicable requirements, and in a manner which will prevent pollution of the waters of the state. Such association shall have the power to borrow money to finance such activities, and to defray the cost of such activities by levying assessments against the properties served by the system. Unpaid assessment shall constitute a lien upon the property against which such assessment was levied. Each such lien may be continued, recorded and released in the manner provided by the General Statutes for continuing, recording and releasing property tax liens, and such lien may be foreclosed in the same manner as a lien for property taxes;

3. All of the properties to be served by the community sewerage system, and all other land upon which is located any part of the system, shall be owned in fee or shall be subject to a system of perpetual easements, held by the association or by the members thereof. Such title or easements shall be sufficient to allow such properties to be served by the system and to allow the association to operate, maintain, repair and improve the system as required under Section 8.04(A)(2) of these Regulations;

4. The applicant shall demonstrate that such association shall assure the availability of funds that are of actuarial adequacy for the continued operation, maintenance, repair and improvement of the system without pollution of the waters of the state;

5. prior to any discharge to the system, the following requirements shall be met:

a) The association shall be created and a document or documents establishing its duties and powers as provided in this section shall be filed on the land records and evidence thereof provided to the Commission. Such documentation shall specifically require that the association assure the availability of funds that are of actuarial adequacy as described in Section 8.06 for the continued operation, maintenance, repair and improvement of the system without pollution of the waters of the state;

b) the system shall be owned by the association as provided in this section and rights of any and all mortgagees or similar interest in the system shall be subordinated to the ownership

of association. Evidence satisfactory to the Commission that all mortgages and liens have been so subordinated shall be provided to the Commission;

c) the association shall obtain a permit to discharge as provided by Conn. Gen. Stat., Section 22a-430, and

d) the association shall certify to the Commission and the Building Official that a permit to discharge has been obtained

#### **Section 8.05 Approval of Community Sewerage System**

A. The Commission shall not consider an incomplete application. Before the Commission approves an application, the Commission shall find that the proposed work: (1) satisfies the requirements of Section 7-246f of the General Statutes and Section 8.04 of these Regulations if such system is to be owned and managed by a property owners association; (2) is consistent with the Commission's water pollution control plan, if any; (3) conforms to the design, easement and contract requirements of the Commission; (4) is to be performed by a contractor approved by the Commission; (5) is subject to inspection during construction by the Commission; (7) is secured by a Permanent Maintenance Agreement as specified in Section 8.06 of these Regulations; and (8) conforms to such other requirements established by the Commission to preserve the public health and safety and to preserve water quality.

#### **Section 8.06 Permanent Maintenance Agreement**

A. Prior to approval of a community sewerage system, the Applicant shall provide a fully executed Permanent Management, Maintenance and Escrow Agreement acceptable to the Commission ensuring the prompt and proper management, maintenance, repair and replacement of such community sewerage system. Such Agreement shall provide for a cash depreciation escrow account of actuarial adequacy as hereafter provided to be established with the Commission, or if the system is to be owned by a property owner's association pursuant to Section 8.04 of these Regulations, with the Association, to fund 100% of the replacement cost of such community sewerage system. ~~Such cash depreciation escrow account shall be funded with~~



an initial cash deposit in an amount to be established by the Commission which amount shall be not less than ten percent (10%) of the estimated installed cost of all mechanical, electrical and pump equipment plus not less than two percent (2%) of the estimated installed cost of all other system components; and shall be further funded in an amount equal to one hundred percent (100%) of the replacement cost of such system, as adjusted as deemed appropriate by the Commission, for changes in the cost of equipment, materials and construction, within the time or times specified by the Commission but within not more than fifty (50) years for sewer pipe, manholes, wet wells, valve chambers and clean outs, within not more than fifteen (15) years for pumps, electrical and mechanical equipment, and within not more than fifty (50) years for force mains, and other incidental types of non-mechanical equipment. Funding of the full replacement value shall be accomplished through annual budgeting by the property owners or the property owner's association until the full replacement value of each component has been accomplished. The existence of such cash depreciation escrow serves to protect the Town of Kent and shall not relieve the Applicant or its successors of separately funding operating, maintenance and depreciation expense of such community sewerage system. For any Permanent Maintenance Agreement involving a community sewerage system in which the cash depreciation escrow account is held by a property owner's association, the Agreement shall require annual accounting of funds deposited into such escrow and of the amount on hand, shall prohibit any expenditure of funds held in escrow in excess of \$5,000 in any calendar year without Commission approval, and shall provide the Commission with all of the rights and remedies specified in Section 7-246f(b) of the Connecticut General Statutes.

B. At the expense of the Applicant, the Commission shall record the Permanent Management, Maintenance and Escrow Agreement on the land records of the Town of Kent for the purposes of informing existing or future property owners of liability for future management, maintenance and depreciation escrow expense.

C. The Applicant shall provide the Commission with copies of all proposed manufacturer equipment warranties, contractor warranties and necessary easements in a form satisfactory to the Commission attorney before commencing any work on the community

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sewerage system. The Applicant shall provide the Commission with complete "as-built" plans and elevations of the system within thirty (30) days following the completion of such work and if the system is to be owned and managed by a property owner's association in accordance with Section 8.04 of these Regulations, all documents evidencing satisfaction of the requirements of Section 8.04. In addition, as a condition of approval, the Applicant, within thirty (30) days of billing, shall be required to reimburse the Commission for all expenses incurred by the Commission for oversight of the project and for engineering and legal review, document preparation, analysis and inspections.

#### **Section 8.07 Existing Community Systems**

A. All existing community systems that do not have Permanent Maintenance Agreement shall be required to enter into such Agreement with the Commission by December 31, 2021. The following systems are exempt from this requirement: Brookwoods, Clover Farms.

B. Existing Systems Served by on-site sewage disposal systems shall be required to provide the Commission with copies of all maintenance performed, discharge reports and other correspondence provided to the CTDEEP. The Existing systems requiring to comply with these requirements include: Brookwood, Clover Farms, Marvelwood School, Highwatch Farms, South Kent School and any other large disposal system having a discharge permit with the CTDEEP.

### **SECTION 9. Discharge Limitations Regarding the Use of Public Sewers**

#### **Section 9.01 Discharge Limitation Requirements**

A. No person shall discharge or cause to be discharged to any sanitary sewer any unpolluted waters such as storm water, groundwater, roof runoff or subsurface drainage. No person shall connect any roof down spout, foundation drain, area way drain or any other source of surface water runoff or groundwater to a building sewer or to a building drain which, in turn, is connected directly or indirectly to a public sewer.

B. No person shall dilute, by process water or otherwise, a discharge to the sewage

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system as a partial or complete substitute for adequate pretreatment to achieve compliance with specific pollutant limitations which may be established or imposed by the Commission.

C. No person shall discharge or cause to be discharged to the municipal sewer system any sewage, wastewater or pollutant which will interfere with the operation or performance of the sewage treatment plant.

D. No person shall discharge or cause to be discharged to the Town sewer system any of the following described waters or waste:

1. Any gasoline, benzene, naphtha, fuel oil or other inflammable or explosive liquid, solid or gas. The lower explosive limit reading on an explosion hazard meter, at the point of discharge into the sewer system or at any point in the system shall not exceed five percent (5%) for any two successive readings nor ten percent (10%) for any single reading;

2. Any solid, fibrous or viscous substance which is capable of causing an obstruction to the flow in the sewers or other interference with the proper operation of the sewerage system, including, but not limited to grease, garbage with particles greater than one-half inch (1/2") in any dimension, diapers, adult diapers, cloth and fiber materials, sanitary napkins, animal guts or tissues, paunch, manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes;

3. Any waters or wastes having a pH lower than five and five-tenths (5.5) or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewerage works. The upper limit of pH for any industrial wastewater discharge shall be established under the discharger's DEEP discharge permit.

4. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create a hazard in the sewerage facilities or the receiving waters of the sewage



treatment plant;

5. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant, or which cause the effluent limitations of the NPDES permit to be exceeded;

6. Objectionable poisons, cyanides, or any substance likely to generate poisonous fumes that may interfere with, constitute a hazard to, or be dangerous to human beings or animals or prevent entry into the public sewer for purposes of maintenance and repair;

7. Any sewage which exceeds the limitations set forth in an applicable "Categorical Pretreatment Standard"; or

E. Except as approved by the Commission, no person shall discharge or cause to be discharged to the Town sewer system any of the following described waters or wastes:

1. Any liquid or vapor having a temperature higher than one hundred fifty degrees (150) Fahrenheit;

2. Any waters or wastes which may contain more than one hundred (100) milligrams per liter of fat, wax, petroleum, oil or grease; or which may contain more than twenty (20) milligrams per liter of floatable oil; or which may contain substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty degrees (150) Fahrenheit;

3. Any garbage that has not been properly shredded to particle size of not greater than one-half inch (1/2") in any dimension;

4. Any sewage or waste containing odor producing substances which exceed limits established by the Department of Environmental Protection;

5. Any radioactive wastes or isotopes, or concentrations thereof, which exceed limits established by the Department of Energy and Environmental Protection;

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6. Any discharge of nitrogen or phosphates which will interfere with the operation or performance of the treatment plant; or

7. Any wastes or material which exerts or causes;

a) Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions);

b) Unusual concentrations of inert suspended solids (such as, but not limited to sodium chloride and sodium sulfate);

c) Unusual biochemical oxygen demand (BOD), chemical oxygen demand or chlorine demand and thereby constituting a significant load on the sewage treatment plant;

d) Unusual volume of flow or concentrations of wastes constituting a "slug" as defined in Section 13.0;

e) Overflow from holding tanks or other receptacles storing organic wastes; or

f) Sewage with a concentration of pollutants in excess of the following limits (note: All metals are to be measured as total metals):

POLLUTANT	CONCENTRATION: PARTS/MILLION mg/l
Arsenic as As	0.05
Barium as Ba	5.0
Boron as BO <sub>3</sub>	5.0
Cyanides as CN (amendable)	0.1
Fluoride as F	20.0
Chromium (Total)	1.0
Chromium (Cr plus 6)	0.1
Magnesium as Mg	100.0
Manganese as Mn	5.0
Copper as Cu	1.0
Zinc as Zn	1.0
Cadmium	0.1
Lead	0.1
Tin	2.0

Silver	0.1
Mercury	0.01
Nickel	1.0

F. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in these regulations, shall be made and determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association. Sampling methods, locations, times, duration, and frequencies may be determined by the Commission for individual users of the system. All costs incurred by the Commission in connection with such measurement tests and analyses shall be reimbursed to the Commission by the property owner; and if not sooner paid, may be added to and collected in the same manner as such property owner's sewer use charges.

## **SECTION 10. Penalties**

### **Section 10.01 Fines**

A. Any person who violates, and any property owner whose property gives rise to a violation of, any provision of these Regulations or the Ordinance governing Sewers and Sewage Disposal, Chapter 15 of the Kent Code of Ordinances, or any requirement of any sewer connection or sewer discharge permit shall be subject to a fine of \$250.00 for each day that such violation continues; and shall also be subject to any and all civil remedies, including temporary and permanent injunction, that may be available to the Commission or the Town to abate such violation. In addition, and without limitation, the Sewer Commission shall have all powers set forth in Section 15-8(d) of the Code of Ordinances concerning the revocation of the applicable sewer permits and the termination of sewer service.

### **Section 10.02 Revocation of Permits**

A. Pursuant to Section 15-8(d) of the Code of Ordinances, sewer connection, use or

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discharge permits (including septage hauler permits) may be revoked following notice and right to be heard for any of the following reasons: nonpayment of application fees, assessments or charges; failure to comply with the conditions or technical requirements of the applicable sewer permit; failure to comply with the discharge requirements established by the Sewer Commission or with the requirements of the Commission's rules and regulations; and lapse or termination of any applicable DEEP discharge permit held by or issued to the property owner. Upon revocation of any such municipal permit, the Sewer Commission may take such steps as are necessary to discontinue and terminate sewer service.

## **SECTION 11. Use Charges and Connection Fees**

### **Section 11.01 General**

A. Sewer use charges, sewer connection fees, septage dumping fees and other appropriate fees and charges shall be established to recover on a proportional basis from each user the costs anticipated by the Sewer Commission for the operation, rehabilitation and maintenance of the sanitary sewer system, including capital expenditures and borrowing costs not otherwise recovered through benefit assessments. Such charges and fees shall generate sufficient revenue to offset the cost of all treatment works, operation, rehabilitation and maintenance provided by the Commission. Shortfalls in revenue will be recouped in subsequent fiscal years. Revenue surplus, if any, may be used as a source of funds to offset use charges in subsequent fiscal years or reserved to fund future capital projects.

### **Section 11.02 User Charges.**

A. The Sewer Commission shall determine and establish such fees and charges following public hearing as required by Section 7-255 of the General Statutes. The Commission may prescribe a minimum annual use charge, or basic charge, based solely on the availability of sewer service, and may fix use charges based on any factor or combination of factors deemed relevant by the Commission including, but not limited to, (1) anticipated or actual costs of operation, rehabilitation and maintenance, (2) discharge types and volumes, (3) metered water

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usage, (4) "design flows" as set forth in Section IV. Design Flows of the Technical Standards for Subsurface Sewage Disposal, revision of January 1, 2018, as amended, of the Connecticut Public Health Code, (5) other local, state, or federal flow standards, and (6) the costs of bonds and other indebtedness incurred to finance the construction or improvement of the sewerage system or any part thereof. In determining all such fees and charges, the Commission may classify groups of users, and make reasonable estimations.

**B. The Current Sewer User Charge System:**

1. Each Unit served by the sewer system shall pay a user fee. User Charges are comprised of a basic charge and a Use Charge

2. The Basic Charge. A different basic charge is established for each class of user: Residential, Commercial, Restaurant and Special users. A separate basic charge is due from each unit in any Complex containing two or more separate Units. Basic charges for special users shall be based on the water use for the special user divided by the total water use calculated for all of the users connected to the Commission's collection system times the total income to be collected by the Commission for all users through basic charges.

3. The Use Charge. Use charges shall be based on metered water usage for each unit. Complexes shall have a separate water meter for each unit. Existing Complexes containing two or more separate Units with a common water source, the use charge for each Unit will be based upon the water usage for such Complex divided by the number of Units. If the owners or management of the complex feel that this arrangement results in unfair use charges, the owners may pay the entire use charge and determine an equitable method to divide the use charge to each unit. The owner is responsible for collecting fees from each unit. Please be aware that the owner may be responsible for applying for water use submetering from the CT Public Utilities Regulatory Authority.

4. Special Circumstances - The Commission may allow in special circumstances, for units not individually metered, to base the use charge on estimated water usage. This is

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generally reserved for small users. The Commission may allow the use charge to be based on “design flows” as set forth in Section IV. Design Flows of the Technical Standards for Subsurface Sewage Disposal, revision of January 1, 2018, as amended, of the Connecticut Public Health Code. The Commission may also allow a complex to be served by one meter if the use charge is paid by the owner for the entire building. Large users that have a single point of entry may be allowed to use actual sewage flow to be metered in place of water meter after a submission of a metering plan which includes installation and maintenance details.

5. Sewer use charges shall be assessed quarterly in September, December, March and June of each year, in advance, upon the record owner of property served by the sewer system and such owner shall be liable for the payment of such sewer use charge. Sewer use charges, together with interest thereon, and costs and fees incurred in the collection thereof, shall constitute a lien upon the property served by the sewer system and such lien may be foreclosed and such charges collected in the manner provided by the Connecticut General Statutes .

C. Connection Fees. Connection fees shall be payable upon application for a sewer connection permit and are not refundable.

1. A Sewer Connection Fee shall be paid to the Sewer Commission upon application for a sewer connection permit. Any property owner or person desiring to discharge sewage to the public sewer system, or to increase the volume of sewage discharged to the public sewer system, or to change the character of the pollutants being discharged to the public sewer system, or to expand or change the use or occupancy of any premises shall pay a sewer connection fee.

2. Escrow fees for Engineering plan review. The Commission shall establish an escrow account with an amount paid by the applicant for the purpose of paying for the services of an engineer to review the technical aspects of the application and for inspections required during the construction of the connection.

D. General Permit Processing Fees.

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~~1. Users Requiring coverage under one of the General Permits established by~~

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CTDEEP shall be charged a processing fee for the renewals and/or inspections required by the General Permit.

## **SECTION 12. Assessment of Benefits**

### **Section 12.01 Procedures for Assessments**

A. At any time after the expansion, improvement or construction of the sewerage system or any portion thereof, the Commission may levy benefit assessments upon the lands and buildings which, in its judgment, are especially benefited thereby, whether they abut on such sewerage system or not, and upon the owners of such land and buildings. No property shall be assessed in excess of the benefit accrued or accruing to it.

B. No assessment shall be made until after a public hearing before the Commission, at which time, the owner of the property to be assessed shall have an opportunity to be heard concerning the proposed assessment. Notice of the time, place and purpose of such hearing shall be published at least ten (10) days before the date thereof in a newspaper having a general circulation in the municipality, and a copy of such notice shall be mailed to the owner of any property to be affected thereby at such owner's address as shown on the last-completed grand list of the Town or at any later address of which the Commission may have knowledge. A copy of the proposed assessment shall be on file in the office of the Town Clerk and available for inspection by the public for at least ten (10) days before the date of such hearing. When the Commission has determined the amount of the assessment to be levied, it shall file a copy thereof in the office of the Town Clerk and, not later than five (5) days after such filing, shall cause the same to be published in a newspaper having a general circulation in the Town and shall mail a copy of such assessment to the owner of property affected thereby at such owner's address as shown on the last completed grand list of the Town or at any later address of which the Commission may have knowledge. Such publication and mailing shall state the date on which such assessment was filed and that any appeals from such assessment must be taken within twenty-one (21) days after such filing. Any person aggrieved by any assessment may appeal to the Superior Court for the Judicial District of Litchfield in accordance with the provisions of \_\_\_\_\_

**Section 7-250 of the Connecticut General Statutes.**

C. Benefit Assessments shall be due and payable at such time as fixed by the Commission. The Commission may provide for the payment of benefit assessments in not more than thirty (30) substantially equal annual installments, together with interest, all as provided for in Section 7-253 of the General Statutes; provided, however, that if any installment remains unpaid for thirty (30) days after the same shall become due and payable, then at the option of the Commission, the entire unpaid balance of such benefit assessment, together with all unpaid interest, shall become immediately due and payable.

**SECTION 13. Definitions.**

**Section 13.01 Words used in these regulations**

A. The following definitions shall apply in the interpretation of these Regulations except where inconsistent with the context in which the term or terms are used:

*Act* or "*the Act*". The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251, et. seq.

*Biochemical Oxygen Demand (BOD)* is the amount of oxygen required by bacteria while stabilizing decomposable organic matter under aerobic conditions for five days. The determination of BOD shall be performed in accordance with the procedures prescribed in the latest edition of "Standard Methods for the Examination of Water and Wastewater."

*Building Drain* means that part of the lowest horizontal piping of a building plumbing which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer. The drain ends five (5) feet (1.5 meters) outside the inner face of the building wall.

*Building Sewer* means the extension from the building drain to the public sewer or other place of disposal. It may also be called a house connection or sewer lateral.

*Categorical Standards*. National Categorical Pretreatment Standards or Pretreatment Standards.

*Combined Sewer* means a sewer intended to receive both sewage and storm or surface water.



**Commercial and industrial units** shall mean any structures or portion of structures not defined as a residential dwelling unit.

**Commercial designation** shall apply when the majority of the effluent discharged to the system is sanitary waste.

**Industrial designation** shall apply when the majority of the effluent discharged to the system is industrial waste.

**Major industrial** use shall mean when the industrial discharge averages a flow which exceeds the of 5,000 gallons per day on any one day over a year.

**Commissioner** means the Commissioner of Energy and Environmental Protection for the State of Connecticut.

**Compatible Pollutant**. Biochemical oxygen demand, suspended solids, PH and fecal coliform bacteria; plus any additional pollutants identified in the water pollution control facilities NPDES permit, where the water pollution control facility is designed to treat such pollutants and, in fact does treat such pollutants to the degree required by the NPDES permit.

**Complex or Complexes** shall mean a structure or structures or portions of structures containing two or more separate residential, commercial or industrial Units with a common water source or a common Building Sewer. A separate Unit in a Complex shall mean a residential unit and/or any fully partitioned area in which a distinct and specific enterprise is conducted, and from which sewage is discharged.

**Composite Sample** means taking a series of small samples of equal volume (aliquots) and combining them in equal or proportional volumes to make a single sample. The volume of each aliquot shall be proportional to the discharge flow rate for the sampling interval when determined necessary by the Commission. The minimum time period for composite sampling shall be four (4) hours.

**Cooling Water** means process water in general used for cooling purposes to which the only pollutant added is heat and which has such characteristics that it may discharged to a natural outlet in accordance with Federal and State laws and regulations.

**Domestic Sewage** means sewage that consists of water and human excretions or other waterborne wastes incidental to the occupancy of a residential building or non-residential building but not wastewater from water softening equipment, commercial laundry wastewater, and blowdown from heating and cooling equipment.

**Floatable Oil** is oil, fat, or grease in a physical state such that it will separate by gravity from sewage by treatment in an approved pretreatment facility.

**FOG - Fats, Oil and Grease** means animal and plant derived substances that may solidify or become viscous between the temperatures of 32°F and 150°F (0°C to 65°C), and that separate from wastewater by gravity, including any edible substance identified as grease pursuant to the most current EPA method as listed in 40CFR 136.3.

**FOG Interceptor** means a passive tank installed outside a building and designed to remove fats, oils, and grease from flowing wastewater while allowing wastewater to flow through it.

**FOG Management Equipment** means a FOG Recovery Unit or an Alternate FOG Pretreatment System designed to actively remove fats, oil and grease from wastewater.

**FOG Recovery Unit** means an active indoor mechanical system designed to remove fats, oil, and grease by physical separation from flowing wastewater. The term includes Type I Hydro Mechanical Grease Interceptors as defined by Standard PDI-G 101 of the Plumbing & Drainage Institute.

**Food Preparation Establishment** means a Class III and Class IV food service establishments or any other facility determined by the Commission to discharge FOG above the set limits in Section 5(b)(2) of the Department of Environmental Protection's General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments. Such facilities shall include but not be limited to restaurants, hotel kitchens, hospital kitchens, school kitchens, bars, factory cafeterias, and clubs. Class III and Class IV food service establishments shall be as defined under Section 19-13-B42 of the State of Connecticut Public Health Code.

**Garbage** means the animal or vegetable waste resulting from the handling, preparation, cooking or serving of foods.

**Grab Sample**. A sample that is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.

**Holding Tank Waste**. Any waste from holding tanks such as vessels, chemical toilets, campers, trailers and septage hauling trucks.

**Incompatible Pollutant**. All pollutants other than compatible pollutants as defined herein.

**Industrial Wastewater** means all wastewater from industrial processes, trade, or business and is distinct from domestic sewage.

**May** is permissive (see "Shall").

**National Pollution Discharge Elimination System (NPDES) Permit**. A permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).

*PH* means the logarithm of the reciprocal of the hydrogen-ion concentrations. The concentration is the weight of hydrogen ions, in grams, per liter of solution.

*Person.* Any individual, partnership, firm, company, corporation, limited liability company, limited liability partnership, association, joint stock trust, estate, governmental entity or any other legal entity, or their legal representatives agents, or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

*Properly Shredded Garbage* shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.

*Pretreatment or treatment.* The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into a water pollution control facility. The reduction or alteration can be obtained by physical chemical or biological processes, except as prohibited by Title 40, Code of Federal Regulations, Section 403 6(d).

*Public Sewer* shall mean a common sanitary sewer controlled by the Kent Sewer Commission.

*Regional FOG Disposal Facility* means a facility approved by the Connecticut Department of Environmental Protection for the collection and disposal of non-renderable FOG.

*Renderable Fats, Oils, And Grease* means material that can be recovered and sent to renderers for recycling into various usable products. Renderable grease is created from spent products collected at the source, such as frying oils and grease from restaurants. This material is also called yellow grease.

*Renderable Fats, Oils, And Grease Container* means a closed, leakproof container for the collection and storage of food grade fats, oil, and grease.

*Residential Dwelling Unit* shall mean a structure or portion of a structure which provides the ordinary comforts of living on a permanent or semi-permanent basis and shall specifically include single and multi-family dwelling units, apartment units, condominium units and mobile homes, and shall specifically exclude hotels, motels, and other forms of transient guest quarters.

*Sanitary Sewer* means a sewer that collects and conveys domestic sewage from residences, public buildings, commercial establishments, industries, and institutions. A sanitary sewer may also collect and convey permitted industrial wastewater and unintentionally admitted ground, storm, and surface waters.

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***Septage*** means the liquids and solids that are removed from a tank used to treat domestic sewage.

***Sewage*** means human and animal excretions and all domestic and such manufacturing wastes as may tend to be detrimental to the public health.

***Sewage Collection System*** means the pipes, structures and equipment required to collect and convey sewage to the Water Pollution Control Facility.

***Shall*** is mandatory (See "May")

***Slug*** means any sudden or excessive discharge which exceeds permitted levels either in terms of pollutant concentration or instantaneous flow rate in such a manner as to adversely affect the sewage collection system and/or the water pollution control facility.

***Soluble Oil*** means oil which is of either mineral or vegetable origin and disperses in water or sewage at temperatures between 0 degrees Centigrade and 65 degrees Centigrade. For the purposes of this ordinance emulsified oil shall be considered as soluble oil.

***Storm Sewer*** means a sewer which collects and conveys storm water or groundwater.

***Suspended Solids*** means the solids matter, measured in mg/liter which may be in suspension, floatable, or settleable form and is removable by laboratory filtering as prescribed in the latest edition of "Standard Methods for Examination of Water and Wastewater."

***Toxic Pollutant.*** Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of Section 307(a) of the Act or other Acts.

***Unit*** shall mean any residential dwelling unit, public government unit, commercial unit and/or industrial unit from which sewage is discharged or capable of being discharged. Each single family housekeeping unit in an apartment complex, duplex, condominium complex, hotel, motel or similar facility shall be considered a separate Unit. Separate commercial or industrial establishments that share common sanitary facilities shall each be considered a Unit. The Commission may rely on assessment records maintained by the Kent Tax Assessor for the purpose of determining the number of Units in a residential, commercial or industrial Complex.

***User.*** Any person who contributes, causes or permits the contribution of sewage into the Town of Kent sewer system.

***Water Pollution Control Facility (WPCF)*** means an arrangement of devices for the treatment of sewage and sludge.



*Watercourse means* a natural or artificial channel for the passage of water either continuously or intermittently.

**SECTION 14. Savings Clause**

The invalidity of any section, clause, sentence or provision of these Regulations shall not affect the validity of any other part of these Regulations.

\\SEAGATE-D2\Public\Land Projects\Kent Sewer - Misc projects\correspondence\Regs 10-22-19 amend 11-22-19 (js) 11-24-19(bc) doc

**TOWN OF KENT**  
**Summary of Proposed Budget**  
**Fiscal Year 2020 - 2021**

	Actuals	Actuals	Anticipated		Proposed	% of increase	Change from FY '20 Budget to Proposed FY '21	% of Total Budget
	Jul '17 Jun 18	Jul '18 Jun 19	Jul '19 Jun '20	Budget	Jul '20 Jun '21			
A • General Government	1,153,910	1,189,256	904,701	1,340,391	1,382,536	3.1%		21.4%
B • Public Safety	218,445	235,786	48,282	262,395	261,281	-0.4%		4.0%
C • Public Works	1,533,802	1,580,001	837,795	1,787,432	1,783,454	-0.2%		27.6%
D • Health and Welfare	98,001	105,525	67,636	118,709	117,901	-0.7%		1.8%
E • Recreation	196,874	176,666	107,787	192,156	211,815	10.2%		3.3%
F • Sanitation	106,563	115,069	60,621	136,695	143,837	5.2%		2.2%
<b>Total Bos Budget</b>	<b>3,307,595</b>	<b>3,402,302</b>	<b>2,026,822</b>	<b>3,837,778</b>	<b>3,900,824</b>	<b>1.6%</b>	<b>\$63,046</b>	<b>60.4%</b>
G • Board of Education	7,151,461	7,124,768	3,942,595	7,207,438	0	-100.0%	-\$7,207,438	0.0%
H • Debt Service	646,825	625,486	411,563	450,469	432,569	-4.0%	-\$17,901	6.7%
I • Transfer to Capital	746,000	758,700	831,847	831,847	1,026,094	23.4%	\$194,247	15.9%
J • Transfer to Dog Fund	7,500	7,500	7,500	7,500	7,500	0.0%	\$0	0.1%
L • State of CT - TRB					150,000			
<b>Total Tax Budget</b>	<b>11,859,381</b>	<b>11,918,756</b>	<b>7,220,327</b>	<b>12,335,032</b>	<b>5,516,986</b>	<b>-55.3%</b>	<b>-\$6,818,046</b>	<b>85.4%</b>
K • Current Year Capital Pro	692,500	636,500	535,000	535,000	945,000	76.6%	\$410,000	14.6%
<b>All Totals</b>	<b>12,551,881</b>	<b>12,555,256</b>	<b>7,755,327</b>	<b>12,870,032</b>	<b>6,461,986</b>	<b>-49.8%</b>	<b>-\$6,408,046</b>	

**"A" consists of:** Board of Selectmen  
 Probate  
 Elections  
 Board of Finance  
 Treasurer  
 Tax Assessor  
 Tax Collector  
 Board of Assessment Appeals  
 Conservation  
 Town Clerk  
 Planning and Zoning  
 ZBA  
 Inland Wetlands  
 Building Inspector  
 Town Hall  
 Attorney Fees  
 Grants  
 Associations  
 Insurance  
 Retiree Health  
 Contingency

**"B" consists of:** Fire Marshal  
 Resident Trooper  
 Litchfield County Dispatch

**"C" consists of** Town Garage Building  
 Highway Department  
 Roads

**"D" consists of** Social Services  
 Senior Center  
 Public Restrooms  
 Dir of Health/Hlt Dist

**"E" consists of** Park and Recreation  
 Community House  
 Swift House  
 KCS Ballfield Maintenance



## Proposed Budget Worksheet

Fiscal Year 2020 - 2021

1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
44	Expense						
45	A - General Government						
46	010-000 - Board of Selectmen						
48	010-101 - Salary - 3 Selectmen	80,083	80,083	46,426	80,359	82,770	3.00%
49	010-102 - Administrative Assistant	39,445	40,628	29,423	51,000	52,530	3.00%
60	010-101 (a) - HI OPT-OUT Stipend	15,473	17,272	7,500	15,000	15,000	0.00%
61	010-996 - Health	16,748	14,188	18,466	15,412	40,254	161.19%
62	010-997 - Pension	1,972	2,031	1,275	2,550	6,242	144.78%
63	010-998 - Social Security	10,328	10,456	6,376	11,204	11,505	2.69%
64	Total Compensation	164,049	164,659	109,466	175,525	208,302	18.67%
66	010-201 - Supplies	381	560	798	500	500	0.00%
67	010-202 - Postage	317	250	29	250	250	0.00%
68	010-203 - Notices	1,512	710	213	1,000	1,000	0.00%
69	010-204 - Mileage	978	858	406	1,000	1,000	0.00%
61	010-401 - Discretionary Expenditures	167	356	63	250	250	0.00%
62	010-405 - Newsletter	588	594	588	600	600	0.00%
66	010-451 - Conferences	85	85	278	100		-100.00%
	Total 010-000 - Board of Selectmen	170,988	176,429	111,842	179,225	211,902	18.23%
69	012-511 - Litchfield Probate Court	4,505	4,495	4,456	4,500	4,500	0.00%
72	013-000 - Registrar of Voters						
74	013-101 - Registrars & Deputies	11,396	15,507	6,499	15,671	16,141	3.00%
76	013-102 - Workers	2,066	5,783	2,186	3,949	4,069	3.03%
76	013-998 - Social Security	872	1,186	497	1,501	1,546	3.00%
77	Total Compensation	14,333	22,476	9,182	21,121	21,756	3.00%
79	013-201 - Supplies	3,581	5,108	2,992	3,500	6,225	77.86%
80	013-202 - Postage	1,379	315	724	500	500	0.00%
81	013-203 - Notices	-	-	-	65	65	0.00%
82	013-204 - Mileage	542	347	122	600	600	0.00%
83	013-404 - Election Refreshments	108	931	186	600	960	60.00%
87	013-450 - Dues	130	130	140	130	150	15.38%
88	013-451 - Conferences	1,804	1,654	920	2,500	3,500	40.00%
89	013-452 - Training	960	780	200	750		-100.00%
91	Total 013-000 - Registrar of Voters	22,837	31,740	14,465	29,766	33,756	13.40%
92	014-000 - Board of Finance						
93	Compensation						
94	014-102 - Clerk	1,708	1,239	521	2,357	2,412	2.32%
96	014-998 - Social Security	47	89	40	180	184	2.49%
96	Total Compensation	1,755	1,328	561	2,537	2,596	2.33%
98	014-201 - Supplies	82	66	-	50	50	0.00%
100	014-203 - Notices	111	111	-	115	115	0.00%
102	014-405 - Town Report	525	525	-	525	525	0.00%
103	050-000 - Auditors	21,296	18,920	19,040	22,000	22,000	0.00%
108	Total 014-000 - Board of Finance	23,769	20,950	19,601	25,227	25,286	0.23%
109	015-000 - Treasurer						
111	015-101 - Salary	27,718	30,218	20,111	34,860	35,906	3.00%
112	015-102 - Treasurer Clerk	9,462	9,422	4,811	12,193	12,560	3.01%
113	015-998 - Social Security	2,845	3,088	1,907	3,600	3,708	2.99%
114	Total Compensation	40,025	42,728	26,829	50,653	52,173	3.00%
116	015-201 - Supplies	882	1,203	692	1,500	1,200	-20.00%
117	015-202 - Postage	833	750	-	1,300	1,300	0.00%
118	015-204 - Mileage	150	-	-	150	150	0.00%

Insurance @ +9% and payroll @ +3%

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## Proposed Budget Worksheet

Fiscal Year 2020 - 2021

1			FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2			Actual	Actual	YTD 1/21/20	Budget	Proposed	
120		015-301 • Computer Services	1,389	3,902	1,003	1,200	1,200	0.00%
121		015-452 • Professional Devel./CPA	225	225	225	500	500	0.00%
124		Total 015-000 • Treasurer	43,503	48,821	28,750	55,303	56,523	2.21%
125		016-000 • Tax Assessor						
127		016-101 • Salary - Assessor	36,334	37,424	22,442	38,472	39,626	3.00%
128		016-102 • Assessor Assistants	21,092	22,012	12,273	28,688	33,547	16.94%
133		016-998 • Social Security	4,227	4,552	2,656	5,138	5,598	8.95%
134		Total Compensation	61,653	63,988	37,371	72,298	78,771	8.95%
136		016-201 • Supplies	1,590	1,048	664	1,000	1,000	0.00%
137		016-202 • Postage	608	509	718	900	900	0.00%
138		016-203 • Notices	-	63	89	100	100	0.00%
139		016-204 • Mileage	379	98	232	700	600	-14.29%
140		016-302 • Data Processing	12,066	11,685	8,089	14,662	16,990	15.88%
141		016-423 • Tax Mapping	560	320	-	1,500	1,500	0.00%
145		016-450 • Dues	15	-	-	60	60	0.00%
146		016-451 • Conferences	130	-	-	550	550	0.00%
148		Total 016-000 • Tax Assessor	77,001	77,711	47,163	91,770	100,471	9.48%
150		017-000 • Tax Collector						
152		017-101 • Salary	37,357	38,478	22,820	39,555	47,000	18.82%
153		017-102 • Assistant	10,962	11,392	6,775	13,632	14,038	2.98%
156		017-998 • Social Security	3,709	3,810	2,264	4,069	4,669	14.76%
157		Total Compensation	52,028	53,680	31,859	57,256	65,707	14.76%
159		017-201 • Supplies	1,740	2,264	345	1,800	2,000	11.11%
160		017-202 • Postage	3,869	2,894	-	3,500	3,500	0.00%
161		017-203 • Notices	473	446	330	400	450	12.50%
162		017-204 • Mileage	95	130	-	200	200	0.00%
163		017-302 • Data Processing	10,980	10,208	7,581	10,932	10,445	-4.45%
164		017-453 • Fees for Delinquents	250	334	503	250	250	0.00%
169		017-450 • Dues	175	175	-	250	250	0.00%
170		017-451 • Conferences	1,082	1,040	-	1,000	1,000	0.00%
172		Total 017-000 • Tax Collector	70,692	71,170	40,617	75,588	83,802	10.87%
173		018-000 • Board of Assessment Appeals						
175		018-101 • Salary	311	107	-	1,685	1,736	3.04%
176		018-102 • Clerk	-	-	-	449	463	3.08%
177		018-998 • Social Security	24	8	-	163	168	3.21%
180		018-202 • Postage	-	-	-	55	50	-9.09%
181		018-203 • Notices	67	-	-	75	75	0.00%
182		018-204 • Mileage	-	-	-	250	150	-40.00%
185		018-205 • Conferences	-	-	-	150	150	0.00%
187		Total 018-000 • B A A	402	115	-	2,827	2,517	-10.96%
188		021-000 • Conservation						
190		021-201 • Supplies	342	403	4,500	4,830	330	-93.17%
191		021-409 • Printing & Mapping	1,300	1,185	-	1,080	1,080	0.00%
192		021-451 • Conferences / Public Events	855	1,010	-	920	920	0.00%
195		021-450 • Dues	110	160	165	165	165	0.00%
197		Total 021-000 • Conservation	2,608	2,758	4,665	6,995	2,495	-64.33%
198		022-000 • Town Clerk						
200		022-101 • Salary	49,474	50,958	32,667	56,000	57,680	3.00%
201		022-102 • Assistant	15,962	17,691	9,914	20,358	20,969	3.00%
202		022-996 • Health	31,011	34,610	23,931	40,224	40,254	0.08%
203		022-997 • Pension	2,474	2,559	1,400	2,800	2,884	3.00%

Insurance @ +9% and payroll @ +3%

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1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
204	022-998 · Social Security	4,768	5,003	3,257	5,841	6,017	3.01%
205	Total Compensation	103,689	110,821	71,169	125,223	127,804	2.06%
207	022-201 · Supplies	226	106	441	200	200	0.00%
208	022-202 · Postage	198	327	14	200	200	0.00%
209	022-203 · Notices	240	189	129	200	300	50.00%
210	022-204 · Mileage	-	54	54	50	100	100.00%
211	022-402 · Record Maintenance	9,561	10,919	4,183	12,000	12,000	0.00%
216	022-450 · Dues	20	150	170	170	170	0.00%
217	022-451 · Conferences	385	343	125	750	750	0.00%
219	Total 022-000 · Town Clerk	114,318	122,909	76,285	138,818	141,524	1.95%
220	024-000 · Planning and Zoning						
222	024-101 · Zoning Enforce. Officer	36,290	37,379	23,625	40,950	43,518	6.27%
223	024-102 · Clerk	6,260	6,181	4,066	7,427	7,649	2.99%
225	024-996 · Health	15,208	17,031	11,069	19,034	19,285	1.32%
226	024-997 · Pension	1,849	1,911	1,030	2,048	2,176	6.24%
227	024-998 · Social Security	3,192	3,251	2,118	3,701	3,914	5.76%
228	Total Compensation	62,799	65,754	41,909	73,160	76,541	4.62%
229	Department Operations						
230	024-201 · Supplies	620	439	378	1,000	750	-25.00%
231	024-202 · Postage	358	422	133	500	400	-20.00%
232	024-203 · Notices	3,003	3,022	1,249	2,000	2,000	0.00%
233	024-204 · Mileage	112	328	69	200	200	0.00%
234	024-409 · Printing & Mapping	150	2,356	-	2,000	2,000	0.00%
236	024-411 · Engineering	381	-	-	1,000	1,000	0.00%
237	024-412 · Planning	2,750	-	-	2,750	2,750	0.00%
241	024-450 · Dues	270	160	-	270	250	-7.41%
242	024-451 · Conferences	30	115	-	150	125	-16.67%
243	024-452 · Training	-	-	-	250	250	0.00%
245	Total 024-000 · Planning and Zoning	70,474	72,597	43,737	83,280	86,266	3.59%
246	025-000 · Zoning Board of Appeals						
248	025-102 · Clerk	279	182	188	1,157	1,192	3.02%
249	025-998 · Social Security	6	-	-	89	91	2.46%
250	Total Compensation	285	182	188	1,246	1,283	2.98%
252	025-201 · Supplies	-	805	85	200	100	-50.00%
253	025-202 · Postage	181	422	133	200	150	-25.00%
254	025-203 · Notices	1,025	401	206	750	700	-6.67%
258	025-450 · Dues	-	110	-	110	110	0.00%
261	Total 025-000 · Zoning Board Of Appeals	1,491	1,922	612	2,506	2,343	-6.50%
262	026-000 · Inland/Wetlands						
264	026-101 · Enforce. Officer	18,708	19,269	12,721	22,050	23,432	6.27%
265	026-102 · Clerk	1,721	1,857	1,045	2,177	2,242	2.98%
266	026-996 · Health	7,616	8,316	7,089	10,249	10,384	1.32%
267	026-997 · Pension	914	941	636	1,103	1,172	6.22%
268	026-998 · Social Security	1,461	1,500	874	1,853	1,964	5.99%
269	Total Compensation	30,421	31,884	22,365	37,432	39,194	4.71%
271	026-201 · Supplies	200	81	212	700	600	-14.29%
272	026-202 · Postage	424	423	133	350	300	-14.29%
273	026-203 · Notices	949	633	241	1,000	750	-25.00%
274	026-204 · Mileage	64	82	-	200	200	0.00%
275	026-409 · Printing & Mapping	-	500	-	100	150	50.00%
279	026-451 · Conferences	120	120	-	150	150	0.00%
280	026-452 · Training	-	65	65	150	150	0.00%
282	Total 026-000 · Inland / Wetlands	32,177	33,788	23,016	40,082	41,494	3.52%



1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
283	<b>027-000 · BUILDING OFFICIAL</b>						
285	027-102 · Secretary	6,835	6,840	4,460	8,323	8,572	3.00%
286	027-998 · Social Security	605	554	322	637	656	2.95%
287	<b>Total Compensation</b>	7,440	7,394	4,782	8,960	9,228	2.99%
289	027-201 · Supplies	182	1,179	141	300	250	-16.67%
290	027-202 · Postage	424	422	133	400	400	0.00%
291	027-205 · State Education Fund	5,096	3,320	2,787	4,200	4,200	0.00%
295	027-450 · Dues	135	135	135	150	150	0.00%
297	<b>Total 027-000 · Building Official</b>	13,276	12,451	7,979	14,010	14,228	1.56%
298	<b>030-000 · TOWN HALL</b>						
299	030-201 · Supplies	1,719	1,184	336	2,000	2,000	0.00%
300	030-301 · Computer Services	23,956	23,039	24,827	20,000	25,000	25.00%
301	030-502 · Electric	10,126	10,506	6,282	11,000	11,000	0.00%
302	030-503 · Heating Fuel	5,041	5,260	2,518	6,000	6,000	0.00%
	030-513 · Internet			1,906	3,455	5,000	44.72%
303	030-504 · Water/Sewer	1,187	1,139	647	1,200	1,200	0.00%
304	030-505 · Maintenance	6,237	8,700	2,508	7,500	7,500	0.00%
305	030-506 · Building Supplies	1,527	1,687	1,766	1,500	1,500	0.00%
306	030-507 · Repairs	12,568	6,347	1,705	7,000	7,000	0.00%
	030-501 · Telephone			4,531	10,350	10,500	1.45%
307	030-508 · Equipment	11,095	9,629	4,891	10,000	12,500	25.00%
308	030-509 · Custodian	12,593	12,000	6,000	12,000	12,000	0.00%
309	030-512 · Pension Administration Expense	1,000	1,000	750	1,500	1,500	0.00%
310	<b>Total 030-000 · Town Hall</b>	87,048	80,491	58,667	93,505	102,700	9.83%
311	<b>051-000 · ATTORNEY FEES</b>						
312	051-410 · Legal	2,758	5,196	2,721	7,500	10,000	33.33%
313	051-413 · Litigation	7,284	9,503	6,109	15,000	12,500	-16.67%
314	051-414 · Legal - P&Z	5,114	3,015	1,603	5,000	5,000	0.00%
315	051-415 · Legal - ZBA	37	-	-	750	750	0.00%
316	051-416 · Legal - IWC	-	-	-	750	750	0.00%
317	<b>Total 051-000 · Attorney Fees</b>	15,192	17,714	10,432	29,000	29,000	0.00%
318	<b>060-000 · Grants</b>						
320	060-802 · Northwest Mental Health	316	310	-	308		-100.00%
321	060-804 · NW Conservation District, Inc	900	900	900	900	1,000	11.11%
322	060-807 · Kent Community Nursery School	15,000	15,000	15,000	15,000	15,000	0.00%
324	060-808 · Susan B Anthony	1,000	1,500	1,500	1,500	1,500	0.00%
325	060-809 · Women's Support Services	-	3,000	1,500	1,500	1,500	0.00%
326	060-810 · Youth Service Bureau	6,749	7,000	-	7,086	7,000	-1.21%
327	060-811 · Kent Library Association	100,500	100,500	140,500	140,500	110,000	-21.71%
328	060-812 · Fire Protection	84,000	84,000	86,500	86,500	86,500	0.00%
329	060-813 · Cemetery Association	35,000	36,000	36,000	36,000	36,000	0.00%
330	060-814 · NWC Chore Service	5,000	5,000	5,000	5,000	5,000	0.00%
331	060-817 · NWCT Regional Housing Council	100	100	100	100	100	0.00%
332	060-819 · Greenwoods	2,000	2,000	3,000	3,000	5,000	66.67%
334	060-820 · Literacy Volunteers	1,000	1,000	-	1,000	1,000	0.00%
335	060-821 · KVHE/Templeton Farms	5,000	5,000	-	5,000	5,000	0.00%
336	060-822 · Regional Hospice	-	-	-	-	-	
	<b>Total 060-000 · Grants</b>	256,555	261,310	290,000	303,394	274,600	-9.49%
337	<b>070-000 · Associations</b>						
340	070-851 · Rural Transit	1,096	1,096	1,096	1,096	1,096	0.00%
341	070-852 · NW Council of Govt's	2,295	2,255	2,965	2,240	3,595	60.49%
342	070-853 · Hous River Comm	350	350	350	350	350	0.00%

Insurance @ +9% and payroll @ +3%

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1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
343	070-854 · CT Conf Mun	2,074	2,074	2,074	2,100	2,100	0.00%
344	070-855 · COST (Council of Small Towns	725	725	-	725	725	0.00%
345	070-856 · Lake Waramaug Inter. Com	1,703	855	1,890	1,890	2,000	5.82%
346	070-857 · Lake Waramaug Auth	1,833	2,274	-	2,400	2,400	0.00%
347	070-858 · Paramedic	34,860	40,955	40,892	40,995	41,516	1.27%
348	070-859 · LH-NW Elderly Nutrition Prgm	1,665	1,382	1,353	1,353	880	-34.96%
349	070-860 · Housatonic Valley Assoc	250	250	-	250	250	0.00%
350	Total 070-000 · Associations	46,850	52,216	50,620	53,399	54,912	2.83%
351	074-000 · HISTORIC DISTRICT COMMIS	-	-	-	500	500	0.00%
352	075-000 · INSURANCE	100,213	99,671	71,795	100,696	103,717	3.00%
354	079-000 · CONTINGENCY	-	-	-	10,000	10,000	0.00%
355	Total A · GENERAL GOVERNMENT	1,153,910	1,189,256	904,701	1,340,391	1,382,536	3.14%
356	B · PUBLIC SAFETY						
357	028-000 · Fire Marshal						
359	028-101 · Fire Marshal	22,273	22,824	11,070	25,183	25,938	3.00%
360	028-102 · Clerical	540	570	360	500	600	20.00%
361	028-107 · Fire Inspections	1,199	1,835	-	4,000	3,000	-25.00%
362	028-109 · Deputy Fire Marshal	-	-	-	100	100	0.00%
366	028-201 · Supplies	392	226	264	400	400	0.00%
367	028-202 · Postage	-	50	-	55	55	0.00%
368	028-204 · Mileage	2,098	2,488	1,143	2,873	2,873	0.00%
369	028-501 · Telephone	764	892	213	460	460	0.00%
372	028-452 · Training	1,291	1,715	816	1,350	1,350	0.00%
374	Total 028-000 Fire Marshal	28,557	30,601	13,866	34,921	34,776	-0.42%
375	054-000 · Police Protection	156,064	169,867	1,389	190,480	190,000	-0.25%
376	055-000 · LITCHFIELD CNTY DISPATCH	31,071	32,165	32,284	32,284	31,555	-2.26%
377	056-000 · CIVIL PREPAREDNESS	2,753	3,153	743	4,710	4,950	5.10%
378	Total B · PUBLIC SAFETY	218,445	235,786	48,282	262,395	261,281	-0.42%
379	C · PUBLIC WORKS						
380	031-000 · Town Garage Building						
381	031-201 · Supplies	108	-	11	100	100	0.00%
382	031-202 · Postage	-	-	-	10	10	0.00%
384	031-502 · Electricity	4,239	4,079	3,733	4,500	7,000	55.56%
385	031-503 · Heating Fuel	3,884	3,743	1,396	4,500	4,500	0.00%
386	031-504 · Water	657	564	269	500	500	0.00%
387	031-505 · Maintenance	3,736	4,488	1,449	3,700	3,700	0.00%
388	031-506 · Building Supplies	664	72	127	500	500	0.00%
389	031-507 · Repairs	3,173	2,073	-	4,500	4,500	0.00%
390	Total 031-000 · Town Garage Building	16,460	15,019	6,985	18,310	20,810	13.65%
391	040-000 · Highway Department						
393	040-100 · Foreman Salary	89,199	91,793	54,440	94,363	97,194	3.00%
394	040-101 · Staff Salaries	298,668	296,193	198,564	402,473	411,592	2.27%
395	040-105 · Snow Removal Salaries	46,507	35,436	20,718	52,533	53,723	2.27%
396	040-996 · Health	118,217	124,557	77,372	186,365	135,086	-27.52%
397	040-997 · Pension	30,768	33,528	19,823	41,534	44,671	7.55%
398	040-998 · Social Security	33,109	32,841	18,434	43,176	45,204	4.70%
399	040-101 (a) · HI OPT-OUT Stipend	16,652	15,000	7,500	15,000	30,000	100.00%
	Total Compensation	633,120	629,348	396,852	835,444	817,469	-2.15%
401	040-204 · Mileage	-	-	60	-	-	
402	040-459 · Alcohol & Drug Test Program	400	400	601	500	500	0.00%

Insurance @ +9% and payroll @ +3%

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1			FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2			Actual	Actual	YTD 1/21/20	Budget	Proposed	
403		040-601 • Equipment Repair & Maintenance	83,443	102,546	23,828	70,000	70,000	0.00%
404		040-604 • Equipment Fuel	33,539	46,269	15,988	40,000	40,000	0.00%
405		040-605 • Hired Equipment	9,464	6,269	9,050	15,000	15,000	0.00%
406		040-607 • New Equipment	2,865	6,464	-	4,000	4,000	0.00%
407		040-609 • Snow Related Equipment	4,324	5,000	-	7,000	7,000	0.00%
408		040-613 • Public Works	750	-	-	7,000	7,000	0.00%
409		040-614 • Uniforms	3,669	4,128	1,733	4,000	4,000	0.00%
410		040-615 • Tools	292	126	10	1,000	1,000	0.00%
414		040-450 • Dues	50	50	50	100	100	0.00%
416		040-451 • Conferences	280	240	200	500	500	0.00%
418		040-602 • Road Supplies	3,658	7,143	80	5,000	5,000	0.00%
419		040-603 • Materials	1,517	32,304	10,560	20,000	20,000	0.00%
420		040-608 • Salt/Sand	135,914	157,948	67,027	140,000	140,000	0.00%
421		040-610 • Stone	15,000	-	-	15,000	15,000	0.00%
422		040-611 • Oil	54,000	45,794	22,484	50,000	50,000	0.00%
423		040-612 • Sweeping	29,892	20,240	10,835	28,000	28,000	0.00%
424		040-616 • Drainage	418	11,669	705	10,000	10,000	0.00%
425		040-617 • Bridges	1,193	81,348	-	1,500	10,000	566.67%
426		040-618 • Unimproved Roads	1,436	1,906	-	15,000	15,000	0.00%
427		040-619 • Town Roads - Asphalt	157,573	49,721	146,498	145,000	150,000	3.45%
429		<b>Total 040-000 • Highway Department</b>	<b>1,172,796</b>	<b>1,208,912</b>	<b>706,559</b>	<b>1,414,044</b>	<b>1,409,569</b>	<b>-0.32%</b>
430		041-000 • Town Aid Road	284,619	285,338	95,223	285,338	285,000	-0.12%
431		042-502 • Lighting - Town Utility	11,225	7,407	3,560	12,000	10,000	-16.67%
432		042-504 • Water - Town Utility	31,929	36,557	19,041	35,000	35,000	0.00%
433		045-680 • Tree Work	16,773	26,768	6,428	22,740	23,075	1.47%
434		<b>Total C • PUBLIC WORKS</b>	<b>1,533,802</b>	<b>1,580,001</b>	<b>837,795</b>	<b>1,787,432</b>	<b>1,783,454</b>	<b>-0.22%</b>
435		<b>D • HEALTH AND WELFARE</b>						
436		<b>029-000 • Social Services</b>						
438		029-101 • Administrator	40,694	41,915	24,859	43,089	44,381	3.00%
		029-101 • Assistant	-	-	1,856	9,366	13,505	
439		029-998 • Social Security	3,113	3,207	1,712	4,013	4,428	10.35%
440		<b>Total Compensation</b>	<b>43,807</b>	<b>45,122</b>	<b>28,427</b>	<b>56,468</b>	<b>62,314</b>	<b>10.35%</b>
442		029-201 • Supplies	735	639	231	800	800	0.00%
443		029-202 • Postage	980	1,200	907	1,700	1,700	0.00%
444		029-204 • Mileage	453	535	-	700	500	-28.57%
445		029-417 • Assistance	8,844	9,247	7,788	9,000	10,000	11.11%
447		029-510 • Senior Center Program	-	-	-	-	500	
450		029-450 • Dues	225	155	-	250	250	0.00%
451		029-451 • Conferences	-	-	-	250	-	-100.00%
454		<b>Total 029-000 • Social Services</b>	<b>55,044</b>	<b>56,897</b>	<b>37,352</b>	<b>69,163</b>	<b>76,064</b>	<b>9.97%</b>
455		<b>033-000 • Senior Center</b>						
456		033-502 • Electric	5,113	4,995	2,511	5,400	5,400	0.00%
457		033-503 • Fuel/Propane	2,953	4,376	1,434	4,000	4,000	0.00%
458		033-504 • Water/Sewer	228	218	117	225	225	0.00%
459		033-505 • Maintenance	2,787	4,769	1,291	2,160	3,000	38.89%
460		033-506 • Building Supplies	32	30	22	200	200	0.00%
461		033-507 • Repairs	1,901	2,050	718	8,500	3,500	-58.82%
462		033-509 • Custodian	1,443	1,443	762	1,500	1,500	0.00%
463		033-510 • Rent	1,240	1,240	-	1,250	1,250	0.00%
464		<b>Total 033-000 • Senior Center</b>	<b>15,697</b>	<b>19,119</b>	<b>6,856</b>	<b>23,235</b>	<b>19,075</b>	<b>-17.90%</b>
465		050-501 • Welcome Center/Public Restroom	8,076	10,599	4,623	7,500	7,500	0.00%
466		052-000 • Dir of Health/Hlt Dist.	19,184	18,910	18,806	18,806	15,262	-18.85%
467		<b>Total D • HEALTH AND WELFARE</b>	<b>98,001</b>	<b>105,525</b>	<b>67,636</b>	<b>118,709</b>	<b>117,901</b>	<b>-0.68%</b>

Insurance @ +9% and payroll @ +3%

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## Proposed Budget Worksheet

Fiscal Year 2020 - 2021

1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
468	<b>E · RECREATION</b>						
469	<b>023-000 · Park and Recreation Department</b>						
471	023-101 · Salary Director	49,041	50,512	29,957	51,926	53,484	3.00%
472	023-102 · Hourly Employees	38,628	36,114	24,690	45,454	46,058	1.33%
474	023-996 · Health	28,268	13,930	9,855	16,090	16,189	0.62%
475	023-997 · Pension	2,534	2,565	1,321	2,596	2,674	3.01%
476	023-998 · Social Security	6,487	6,502	3,758	7,450	7,615	2.21%
478	<b>Total Compensation</b>	<b>124,959</b>	<b>109,623</b>	<b>69,582</b>	<b>123,516</b>	<b>126,020</b>	<b>2.03%</b>
479	<b>Department Operations</b>						
480	023-201 · Supplies	360	403	145	400	400	0.00%
481	023-202 · Postage	294	300	336	385	385	0.00%
483	023-204 · Mileage	596	1,046	269	700	700	0.00%
484	023-419 · Park Maintenance	15,126	19,504	3,514	16,000	16,000	0.00%
485	023-422 · Fee Programs	13,487	11,913	9,107	13,000	14,000	7.69%
487	023-502 · Electric	1,216	1,252	702	900	900	0.00%
488	023-504 · Water/Sewer	1,371	1,341	1,418	1,350	1,500	11.11%
491	023-450 · Dues	99	99	105	100	105	5.00%
492	023-451 · Conferences	410	455	420	550	550	0.00%
493	023-452 · Training	-	-	-	100	100	0.00%
495	<b>Total 023-000 · Park &amp; Rec Department</b>	<b>159,092</b>	<b>146,825</b>	<b>85,654</b>	<b>157,001</b>	<b>160,660</b>	<b>2.33%</b>
496	<b>032-000 · Community House</b>						
497	032-202 · Postage	49	50	-	55	55	0.00%
499	032-502 · Electricity	7,838	7,363	4,583	7,500	7,500	0.00%
500	032-503 · Fuel/Propane	5,134	5,042	2,620	4,000	5,000	25.00%
501	032-504 · Water/Sewer	1,572	1,317	658	1,500	1,500	0.00%
502	032-505 · Maintenance	1,908	4,662	1,713	2,500	2,500	0.00%
503	032-506 · Building Supplies	622	544	410	800	800	0.00%
504	032-507 · Repairs	6,890	1,733	3,317	5,000	5,000	0.00%
505	032-509 · Custodian	2,563	1,925	606	2,500	2,500	0.00%
506	<b>Total 032-000 · Community House</b>	<b>26,576</b>	<b>22,636</b>	<b>13,907</b>	<b>23,855</b>	<b>24,855</b>	<b>4.19%</b>
507	<b>034-000 · Swift House</b>						
508	034-502 · Electric	873	1,205	342	1,000	1,000	0.00%
509	034-503 · Heating Fuel	2,071	1,866	711	2,500	2,500	0.00%
510	034-504 · Water/Sewer	259	177	90	250	300	20.00%
511	034-505 · Maintenance	299	119	412	600	500	-16.67%
512	034-506 · Building Supplies	142	11	18	500	500	0.00%
513	034-507 · Repairs	1,502	332	551	1,000	750	-25.00%
514	034-509 · Custodian	370	444	148	450	750	66.67%
515	<b>Total 034-000 · Swift House</b>	<b>5,516</b>	<b>4,155</b>	<b>2,270</b>	<b>6,300</b>	<b>6,300</b>	<b>0.00%</b>
516	<b>046-000 · KCS Ballfield Maintenance</b>	<b>5,690</b>	<b>3,050</b>	<b>5,955</b>	<b>5,000</b>	<b>20,000</b>	<b>300.00%</b>
517	<b>Total E · RECREATION</b>	<b>196,874</b>	<b>176,666</b>	<b>107,787</b>	<b>192,155</b>	<b>211,815</b>	<b>10.23%</b>
518	<b>F · SANITATION</b>						
519	<b>043-000 · Transfer Station</b>						
521	043-101 · Salary	29,668	34,234	21,574	50,622	52,147	3.01%
522	043-998 · Social Security	2,270	2,613	1,402	3,873	3,989	3.00%
523	<b>Total Compensation</b>	<b>31,937</b>	<b>36,846</b>	<b>22,976</b>	<b>54,495</b>	<b>56,137</b>	<b>3.01%</b>
525	043-201 · Supplies	1,603	1,959	653	1,000	2,000	100.00%
526	043-202 · Postage	500	951	-	500	1,000	100.00%
527	043-411 · Engineering	-	-	-	250	250	0.00%
529	043-502 · Electric	2,797	1,851	871	1,800	2,000	11.11%
530	043-507 · Repairs	20	172	-	500	500	0.00%
531	043-660 · Solid Waste Removal	35,491	36,624	18,507	36,000	40,000	11.11%

Insurance @ +9% and payroll @ +3%

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## Proposed Budget Worksheet

Fiscal Year 2020 - 2021

1		FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020		FY 2020 - 2021	Increase over current year budget
2		Actual	Actual	YTD 1/21/20	Budget	Proposed	
632	043-661 • Bulky Waste Removal	6,565	7,258	3,590	10,000	10,000	0.00%
634	043-665 • Container Rent & Tran	22,985	23,082	10,744	23,000	24,000	4.35%
635	043-666 • Testing	125	120	-	1,200	500	-58.33%
636	043-667 • Tipping Fees	273	1,497	801	3,000	2,000	-33.33%
637	043-668 • Hazardous Materials	1,709	2,150	1,680	2,000	2,500	25.00%
638	043-669 • Permitting	800	800	800	950	950	0.00%
640	Total 043-000 • Transfer Station	104,805	113,311	60,621	134,695	141,837	5.30%
641	044-000 • Landfill Monitoring	1,758	1,758	-	2,000	2,000	0.00%
642	Total F • SANITATION	106,563	115,069	60,621	136,695	143,837	5.22%
644	300-000 • BOE Operating	951,533	1,079,100	400,292	932,875		-100.00%
645	310-000 • BOE Payroll	3,555,902	3,442,602	1,714,906	3,663,996		-100.00%
646	320-000 • BOE Regional Budget	2,644,025	2,603,066	1,827,397	2,610,567		-100.00%
647	Total G • BOARD OF EDUCATION	7,151,461	7,124,768	3,942,595	7,207,438	-	-100.00%
648	H • Debt Service						
649	080-000 • Interest						
650	080-708 • KCS Renovation/Refunding	31,513	24,393	16,563	16,563	8,663	-47.70%
653	080-810 • Maple Street Ext	26,990	26,990	-	26,990	26,203	-2.92%
654	Total 080-000 • Interest	64,909	53,570	16,563	43,553	34,865	-19.95%
655	081-000 • Principal						
656	081-708 • KCS Renovation (exp 6.30.21)	445,000	435,000	395,000	395,000	385,000	-2.53%
659	081-810 • Maple Street Ext (exp 2054)	11,916	11,916	-	11,916	12,703	6.61%
660	Total 081-000 • Principal	581,916	571,916	395,000	406,916	397,703	-2.26%
661	Total H • DEBT SERVICE	646,825	625,486	411,563	450,469	432,569	-3.97%
664	I • Transfer to Capital	746,000	758,700	831,847	831,847	1,026,094	23.35%
668	J • Transf to Dog Fund	7,500	7,500	7,500	7,500	7,500	0.00%
669	K • CY Capital Projects	692,500	636,500	535,000	535,000	945,000	76.64%
670	L • Schaghticoke Legal	-	-	-	-	150,000	
671	Total Expense	12,551,881	12,555,256	7,755,327	12,870,032	6,461,986	-49.79%
672	Net Revenue and Expense	503,013	191,014	488,320	(0)		
	Calculates from elsewhere						
	DPW Union Contract						
	is 2.265% and Pension increase is 8.1356% - those employees receive this regardless of what others receive.						
		Union	Others	Total			
	1%	14,094	8,041	22,135			
	2%	14,094	15,430	29,524			
	3%	14,094	22,818	36,912			
	Tn Emp Pension Cost (6)	1%	3,982				
		5%	19,910				
		10%	39,820				
	Union Emp Pension Cost (6)		39,811				
	Annual EE Insurance cost	Union	Town	Disparity			
	Family	3,238	4,028	701			
	2 PPL	2,034	2,852	818			
	Single	579	1,577	998			



**TOWN OF KENT**  
**Assessor Actual vs Budget - 6 years**  
 July 1, 2013 through February 28, 2020

	Jul '13 - Jun 14	Budget	Jul '14 - Jun 15	Budget	Jul '15 - Jun 16	Budget	Jul '16 - Jun 17	Budget	Jul '17 - Jun 18	Budget
<b>016-000 - TAX ASSESSOR</b>										
Compensation										
016-101 - Salary - Assessor	32,283.00	32,283.00	33,251.04	33,251.00	34,248.96	34,249.00	35,276.04	35,276.00	36,333.96	36,334.00
016-102 - Assistants (combined)	25,303.38	31,799.00	20,060.39	29,069.00	24,535.42	28,363.00	24,709.01	29,213.00	21,092.50	30,083.00
016-998 - Pyl Taxes	4,367.74	4,902.00	4,082.73	4,767.00	4,498.81	4,790.00	4,587.12	4,933.00	4,226.70	5,081.00
Total Compensation	61,954.12	68,984.00	57,394.16	67,087.00	63,283.19	67,402.00	64,572.17	69,422.00	61,653.16	71,498.00
Department Operations										
016-201 - Supplies	648.97	1,000.00	2,344.20	1,000.00	1,175.74	1,000.00	1,434.67	1,000.00	1,590.42	1,000.00
016-202 - Postage	611.45	800.00	718.00	700.00	550.00	800.00	759.75	1,000.00	808.16	900.00
016-203 - Notices	0.00	150.00	0.00	150.00	0.00	100.00	52.80	100.00	0.00	100.00
016-204 - Mileage	266.24	600.00	360.42	600.00	279.52	600.00	289.97	700.00	379.22	700.00
016-302 - Data Processing	10,100.00	12,200.00	11,275.00	11,850.00	11,050.00	11,850.00	11,310.00	11,685.00	12,065.56	12,220.00
016-423 - Tax Mapping	1,366.00	3,000.00	1,262.00	2,000.00	700.00	4,500.00	480.00	2,500.00	560.00	2,500.00
016-501 - Telephone	694.67	600.00	531.62	600.00	534.21	600.00	546.13	600.00	487.12	600.00
016-450 - Dues	50.00	60.00	15.00	60.00	15.00	60.00	15.00	60.00	15.00	60.00
016-451 - Conferences	0.00	500.00	0.00	500.00	25.00	550.00	0.00	550.00	130.00	550.00
<b>Total 016-000 - TAX ASSESSOR</b>	<b>75,691.45</b>	<b>87,894.00</b>	<b>73,900.40</b>	<b>84,547.00</b>	<b>77,612.66</b>	<b>87,462.00</b>	<b>79,460.49</b>	<b>87,617.00</b>	<b>77,488.64</b>	<b>90,128.00</b>
Under Budget each year		12,202.55		10,646.6		9,849.34		8,157		12,639.36
61,565.83										

✓ signifies attached requests

**TOWN OF KENT**  
**Assessor Actual vs Budget - 6 years**  
 July 1, 2013 through February 28, 2020

	Jul '18 - Jun 19	Budget	Jul 1, '19 - Feb 28, 20	Budget
<b>016-000 • TAX ASSESSOR</b>				
Compensation				
016-101 • Salary - Assessor	37,424.04	37,424.00	25,648.00	38,472.00
016-102 • Assistants (combined)	22,012.21	25,411.00	15,730.27	28,688.00
016-898 • Pym Taxes	4,552.19	4,807.00	2,718.04	5,138.00
Total Compensation	63,988.44	67,642.00	44,096.31	72,298.00
Department Operations				
016-201 • Supplies	1,047.51	1,000.00	664.36	1,000.00
016-202 • Postage	509.17	900.00	717.90	900.00
016-203 • Notices	62.70	100.00	89.10	100.00
016-204 • Mileage	98.00	700.00	231.65	700.00
016-302 • Data Processing	11,885.00	12,335.00	12,142.05	14,682.00
016-423 • Tax Mapping	320.00	2,500.00	0.00	1,500.00
016-501 • Telephone	604.71	600.00	0.00	0.00
016-450 • Dues	0.00	60.00	0.00	60.00
016-451 • Conferences	0.00	550.00	0.00	550.00
<b>Total 016-000 • TAX ASSESSOR</b>	<b>78,315.53</b>	<b>86,387.00</b>	<b>57,941.37</b>	<b>91,770.00</b>
Under Budget each year		8,071.47		
61,565.83				

✓



# Budget Worksheet

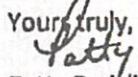
Fiscal year 2013-2014

	Actual FY 10	Budget FY 10	Actual FY 11	Budget FY 11	Actual FY 12	Budget FY 12	Actual FY 13 through 12/28/2012	Budget FY 13	Requested FY 2013 - 2014	% of Increase requested
016-101 - Assessor's Salary	28,965.00	28,965.00	29,544.36	29,544.00	30,578.00	30,578.35	15,671.52	31,343.00	TBD	
016-102 - Assessor's Assistant wages	16,747.53	24,055.00	15,096.01	20,500.00	19,509.00	21,217.56	9,008.03	21,757.00	TBD	
A new line Additional Office Support										see notes TBD
016-201 - Supplies	635.63	1,000.00	949.29	1,000.00	1,739.00	1,000.00	555.40	1,000.00	1,000.00	0.00%
016-202 - Postage	656.60	650.00	536.60	650.00	552.00	650.00	0.00	700.00	800.00	14.29%
016-203 - Notices	50.20	200.00	63.52	200.00	100.00	100.00	0.00	100.00	150.00	50.00%
016-204 - Mileage	258.90	500.00	671.16	500.00	538.00	550.00	228.83	550.00	600.00	9.09%
016-302 - Data Processing	10,295.00	9,425.00	8,125.00	9,775.00	11,375.00	12,180.00	9,900.00	10,800.00	12,200.00	qds 4,500- vis web 2,200 vis main- 5,500
016-423 - Tax Mapping	1,170.00	0.00	1,263.18	3,500.00	1,270.00	3,500.00	0.00	3,500.00	3,000.00	-14.29%
016-501 - Telephone	625.23	500.00	643.07	500.00	720.00	500.00	316.67	800.00	600.00	0.00%
016-450 - Dues	0.00	60.00	35.00	60.00	15.00	60.00	0.00	60.00	60.00	0.00%
016-451 - Conferences	506.91	400.00	600.50	400.00	581.00	400.00	0.00	500.00	500.00	0.00%
new line benefits										see notes TBD
new line. reval prep										see notes TBD
Total Assessor	59,911.00	65,755.00	57,547.69	66,629.00	66,977.00	70,735.91	35,680.45	70,910.00	18,910.00	-73.27%
<p>Assistant rate of pay for FY 12-13 is \$21.33</p> <p>currently budgeted for 1020 hrs 18 hrs wkly 12 holidays</p>										

FY Budget 13/14 Comments: ASSESSOR'S OFFICE 2-1-13

1. Additional Personnel Costs, Office Support Person and Technology upgrades:  
These changes allow for time to be formally open one more day per week for public access and would formalize what has been in place for many years, assessment records available five days per week and support for one day per week to allow for property reviews for future revaluations. This will also give back the work days lost when hourly part time employees started to be paid for days off. The Assessor's Office lost work time and the office budget was impacted with those days lost. This will be a shared position with some coordination and flexibility between Assessor's and Collector's offices to allow for the cyclical annual work flow of each department. Estimated allocation of time would be two additional days per week in Assessor's Office and three days per week in Collector's Office. This additional help will allow for proper evolution of the assessment/appraisal process providing more public access in addition implementing cost saving measures.
2. New line for inspections is for property reviews which will save on cost of future revaluations by eliminating the cost of an outside revaluation contractor to do inspections. The 2008 revaluation cost was \$130,000 with inspections. The 2013 cost is \$41,600 without inspections. Most of the difference is the cost of inspections and related clerical needs. This is the time to plan for future savings and in house work. I have done this before more than once with a positive result.
3. Additional costs for data processing: Is for additional users of existing programs and for a public access machine. With the additional office support there would be access to assessment records five days per week and taxpayers could pay on line.

The above changes have been on the back burner but due to many years of budgetary constraints these updates were put off. The assessment cycle is impacted by two fiscal years and the 5 yr. revaluation requirements makes budgeting a bit more challenging. If you have any questions or comments please contact me.

Yours truly,  
  
Patty Braslin, Assessor

Fy '13-'14



	A	B	C	D	E	F	G	H	I	J	K	L
1	Rate Increase	3.00%						5%				
2	Position	Salary Hourly	FY 12 - 13	Proposed FY 13 - 14 Salary	Proposed FY 13 - 14 hrly rate	SS Tax	M/C Tax	Pension 5%	Budgeted # of hours			
3	Animal Control Officer	S	6,063.00	6,245		387	91					
4	Assessor	S	31,343.00	32,283		2,002	468					
5	Assistant Assessor	H	21.33	22,849	21.97	1,417	331		1040			
6	Assessor, Office support	H	17.48	11,235	18.00	697	163		624			
7		H	0.00	0	0.00	0	0	0.00				
8	BAA Officers	H	17.85	3,000	18.39	186	43		163.15			
9	BAA Clerk	H	17.85	500	18.39	31	7		27.19			
10	BoF Clerk	H	94.37	1,555	97.20	96	23		16			
11	BoS - First Selectman	S	60,558.00	62,375		3,867	904		1560			
12	BoS - 2nd Selectman	S	4,260.00	4,388		272	64					
13	BoS - 3rd Selectman	S	4,260.00	4,388		272	64					
14	Bos - Secretary	S	34,026.00	35,047		2,173	508	1,752.34	1560			
15	Building Inspector Clerk	H	16.50	6,630	17.00	411	96		390.1			
16	FO - Treasurer	S	21,622.00	22,271		1,381	323		832			
17	FO - Treasurer's Clerk	H	19.10	8,184	19.67	507	119		416			
18	HWY Foreman	S	76,875.00	79,181		4,909	1,148	3,959.06	2080			
19	HWY Driver # 1 (JL)	H	22.51	48,225	23.19	2,990	699	3,868.80	2080			
20	Hwy Driver # 1 Reg OT		33.77	865	34.61	54	13		25			
21	HWY Driver # 1 Snow OT		33.77	6,922	34.61	429	100		200			
22	HWY Driver # 2 (PB)	H	25.73	55,145	26.51	3,419	800	3,868.80	2080			
23	Hwy Driver # 2 Reg OT		38.60	989	39.56	61	14		25			
24	HWY Driver # 2 Snow OT		38.60	7,912	39.56	491	115		200			
25	HWY Driver # 3 (MS)	H	25.73	55,145	26.51	3,419	800	3,868.80	2080			
26	Hwy Driver # 3 Reg OT		38.60	989	39.56	61	14		25			
27	HWY Driver # 3 Snow OT		38.60	7,912	39.56	491	115		200			
28	HWY Driver # 4 (TK)	H	25.73	55,145	26.51	3,419	800	3,868.80	2080			
29	Hwy Driver # 4 Reg OT		38.60	989	39.56	61	14		25			
30	HWY Driver # 4 Snow OT		38.60	7,912	39.56	491	115		200			
31	HWY Driver # 5 (JL)	H	22.51	48,225	23.19	2,990	699	3,868.80	2080			
32	Hwy Driver # 5 Reg OT		33.77	865	34.61	54	13		25			
33	HWY Driver # 5 Snow OT		33.77	6,922	34.61	429	100		200			
34	HWY Temp Snow Driver	H	25.73	3,579	26.51	222	52		135			
35	LU ZEO	S	30,333.50	32,244		1,999	468	1,612.18				
36	LU IWV	S	15,166.50	16,621		1,031	241	831.07				
37	LU P/Z Clerk	H	16.50	5,914	17.00	367	86		348			
38	LU IWV Clerk	H	16.50	1,733	17.00	107	25		102			
39	P/R Director	S	42,304.00	43,573		2,702	632	2,178.66				

3-22-13  
 Discussion w/ Patti -  
 Keep Jim @ 18 hrs per  
 week + 12 days of holiday

20 hrs per week (per PB 2.2A.13)

12 hrs per wk (NEW - position)

meetings - flat rate per meeting

30 hrs per week

30 hrs per week

7.5 hrs per week

16 hrs per week

8 hrs per week

40 hrs per week

40 hrs per week / pension per contract

40 hrs per week / pension per contract

40 hrs per week / pension per contract

40 hrs per week / pension per contract

40 hrs per week / pension per contract

SEE NOTE BELOW

SEE NOTE BELOW

6 hrs per week plus 36 hrs of meetings

1.5 hrs per week plus 24 hrs of meetings



**TOWN OF KENT - Assessor's Office**  
**Worksheet for proposed FY '14 - '15 budget**

	Jul '11 - Jun 12	Budget	Jul '12 - Jun 13	Budget	Jul '13 - Jun 14 YTD	Budget	Proposed Budget
<b>016-000 - TAX ASSESSOR</b>							
<b>Compensation</b>							
016-101 - Salary - Assessor	30,578.40	30,578.35	31,343.04	31,343.00	18,831.75	32,283.00	TBD
016-102 - Assessor Office Support	0.00		0.00		4,311.00	11,235.00	TBD
016-104 - Assistant Assessor	19,509.33	21,217.56	20,227.65	21,757.00	8,013.57	20,564.00	TBD
016-995 - Health	0.00		0.00		0.00	0.00	
016-997 - Pension	0.00		0.00		0.00	0.00	TBD
016-998 - Social Security	3,831.71	3,982.39	3,945.15	4,062.00	2,129.35	4,902.00	
<b>Total Compensation</b>	<b>53,919.44</b>	<b>55,758.30</b>	<b>55,515.84</b>	<b>57,162.00</b>	<b>33,285.67</b>	<b>68,984.00</b>	<b>0.00</b>
<b>Department Operations</b>							
016-201 - Supplies	1,739.15	1,000.00	1,012.34	1,000.00	378.97	1,000.00	1,000
016-202 - Postage	551.80	650.00	552.90	700.00	7.45	800.00	700
016-203 - Notices	99.78	100.00	0.00	100.00	0.00	150.00	150
016-204 - Mileage	538.28	550.00	288.27	550.00	54.80	600.00	600
016-302 - Data Processing	11,375.00	12,180.00	10,025.00	10,800.00	10,100.00	12,200.00	11,950
016-423 - Tax Mapping	1,270.00	3,500.00	660.00	3,500.00	0.00	3,000.00	3,000
016-501 - Telephone	719.74	500.00	722.58	600.00	427.88	600.00	600
<b>Total Department Operations</b>	<b>18,293.83</b>	<b>18,480.00</b>	<b>13,261.07</b>	<b>17,250.00</b>	<b>10,969.08</b>	<b>18,350.00</b>	<b>0.00</b>
<b>Professional Development</b>							
016-460 - Dues	15.00	60.00	0.00	60.00	15.00	60.00	60
016-451 - Conferences	580.60	400.00	0.00	500.00	0.00	500.00	500
<b>Total Professional Development</b>	<b>595.60</b>	<b>460.00</b>	<b>0.00</b>	<b>560.00</b>	<b>15.00</b>	<b>560.00</b>	<b>0.00</b>
<b>Total 016-000 - TAX ASSESSOR</b>	<b>70,808.87</b>	<b>74,698.30</b>	<b>68,776.91</b>	<b>74,972.00</b>	<b>44,269.75</b>	<b>87,894.00</b>	<b>0.00</b>

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2020 MAR -9 P 3: 23

BY

TOWN CLERK

Q.D.S. - 4650  
GIS - 1500  
Vg-Web 2200  
Visitation 3500

- Map access on line - considering for FY 14-15

FY '14-'15