

Kent Sewer Commission
Regular Meeting

April 11, 2017
4:30 P.M. Town Hall

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

Also present: Bart Clark, Barbara Herbst, Sandy Jennings, Jack Nelson and Butch Walsh.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:30 p.m. The Pledge of Allegiance was recited.

Amend agenda/Approve agenda:

Mrs. Williams made a motion to add agenda item 11b:

11. b. Add new commission member

Mr. Casey seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the amended agenda. Mr. Casey seconded the motion and the motion carried.

Approval of Minutes:

Mr. Casey made a motion to approve the Regular Sewer Commission meeting minutes of February 14, 2017, as submitted. Mrs. Williams seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: None.

Report of Chairman:

Ms. Potts reported that she received e-mail from Zanne Charity requesting additional information regarding the vacant positions on the Sewer Commission.

Ms. Potts stated that Lyle Sommers is in the process of attending some continuing educational classes and asked that Butch Walsh look into taking a few classes to keep up with the continuing education.

Report of Superintendent:

Mr. Walsh reported the following:

- 1.5 million gallons passed through the plant.
- Rags have been making their way into the "system".
- Mr. Walsh recommended screens be placed on the digester.
- It was suggested that signage be provided to the Town for the Public Restrooms to help prevent items from being "flushed" into the system.

Mrs. Williams made a motion to approve an amount not to exceed \$1,500 for the purchase of screens for the digester, to be installed by Mr. Walsh and Mr. Sommers. Mr. Casey seconded the motion and the motion carried.

Report of Treasurer:

Ms. Herbst provided the following reports:

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 APR 13 P 3:09

BY *[Signature]*
TOWN CLERK

- Balance Sheet as of March 2017
- Income and Expenses Actual vs. Budget July 2016 through March 2017
- Operating Account Ledger as of February 28, 2017
- Operating Account Ledger as of March 31, 2017

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

Report of Collector:

Ms. Devaux did not attend the meeting and did not provide any reports.

Report of Consulting Engineer:

Mr. Clark provided a status report.

Mr. Casey made a motion to approve the Cathodic Protection Upgrade Proposal submitted by Enviro Shield, dated April 7, 2017 for an amount not to exceed \$15,000. Mrs. Williams seconded the motion and the motion carried.

Mr. Casey made a motion for Oakwood Environmental Associates to commence the preparation of the Aeration Project as submitted to CTDEEP for an amount not to exceed \$180,000. Mr. Jennings seconded the motion and the motion carried.

Aeration System Upgrade:

See report of Consulting Engineer.

Add New Commission Member:

Ms. Potts stated that Nicole Chase has not submitted an official letter of resignation to either the Commission or the Town Clerk. Ms. Potts agreed to contact Ms. Chase.

Mr. Casey made a motion to appoint Sandy Jennings to the existing alternate position with a term date of November 11, 2019. Mrs. Williams seconded the motion and the motion carried.

Blower project:

See Report of Consulting Engineer.

Brookwoods:

Mr. Nelson, who came to represent Brookwoods, stated that Brookwoods already provides quarterly, bi-annual and annual reports to the State of Connecticut. He asked if Brookwoods could send the same reports to the Sewer Commission. Ms. Potts stated that the Commission would look at the reports to confirm that they contain all the necessary information to satisfy the agreement between Brookwoods and the Sewer Commission. Mr. Nelson agreed to send copies of the reports to the commission.

Capital Plan:

See engineer report.

Website Update:
Nothing new to report.

Mrs. Williams made a motion to adjourn the meeting at 5:18 p.m. Mr. Jennings seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistant

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

AGENDA

**KENT SEWER COMMISSION
REGULAR MEETING**

**APRIL 11, 2017
4:30 P.M. TOWN HALL**

Regular Meeting

1. Call to order and Pledge of Allegiance
2. Elevate alternate
3. Amend agenda/approve agenda
4. Approval of Minutes
 - a February 14, 2017 Special meeting
5. Public Communication
 - a Oral
 - b Written
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. New Business
 - a Aeration System Upgrade
12. Old Business
 - a Blower project
 - b Brookwoods
 - c Capital Plan
 - d Website update
13. Adjourn

"An equal opportunity employer and service provider."

Sewer Commission

Subject: Sewer Commission

From: Suzanne Charity <zanne.charity@gmail.com>

Date: 4/11/2017 12:10 PM

To: Elissa Potts <egtpotts@snet.net>

Hi, Elissa -

Good to talk to you yesterday about the Sewer Commission vacancies, and thanks so much for agreeing to come to speak briefly at our prospective candidate information gathering the evening of May 4th. We're hoping to make standing for election and working on the various town boards and commissions seem less intimidating and get some on the fence more committed to taking the leap and running for office. Will send you and email invite with the details as soon as it's ready.

I believe you said the Commission had appointed Chris Jordan to fill the vacancy created when Nicole Chase moved. I assume you meant Christopher Jordan (who lives at 80 North Main St., on the sewer system), not Christine Jordan-Miller (who lives on Stony Brook Road)? If so, there may be a technicality that will need to be addressed if he's to stand for election in November to complete the unexpired term.

We need to follow state statutes regarding minority party representation, so after we talked I checked the voter registration lists to see what Chris Jordan's party affiliation is. Alas, I couldn't find him on any of the lists, unless there was some sort of oversight. Unfortunately, in order to run for elected office in the State of Connecticut one must be a registered voter in the town where one is seeking office. So perhaps you could inquire about Chris' registration status and let him know that he would need to register if, in fact, it's Christopher Jordan that you were talking about, not Christine, who is a registered voter.

I look forward to working with you on filling the requisite number of Democratic seats on the Sewer Commission, and maybe suggesting some Republican possibilities, too, if any come to mind - knowing, of course, that the work you do really has nothing to do with political persuasion, but that we nevertheless need to comply with the law. Hope we can be of help in finding good people!

Zanne

zanne.charity@gmail.com

H: (860) 927-4147

C: (917) 806-1187

EP 11/2019
Nicole 11/2021
John 11/2021
Stan 11/2019
Susi 11/2017
Matt alt.

Kent Sewer Commission

Balance Sheet as of March 2017

	<u>3/31/17</u>	<u>3/31/16</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	115,985	139,472	-23,487
2 USB Septage MMA #8052	213,018	132,399	80,619
3 USB Capital #3880	649,127	625,581	23,546
4 USB Grant/Loan #8175	0	732	-732
5 Brookwoods	31,628	31,284	344
6 Kent Affordable Housing	23,917	23,809	108
7 Saddle Ridge Estates	163,086	162,878	208
Total Checking/Savings	<u>1,196,761</u>	<u>1,116,155</u>	<u>80,606</u>
Accounts Receivable	<u>3,008</u>	<u>1,710</u>	<u>1,298</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,199,768</u>	<u>1,117,865</u>	<u>81,903</u>
Fixed Assets			
Accumulated Depreciation	-1,244,154	-1,135,139	-109,015
Property and equipment	4,763,684	4,763,684	0
Total Fixed Assets	<u>3,519,530</u>	<u>3,628,545</u>	<u>-109,015</u>
TOTAL ASSETS	<u>4,719,298</u>	<u>4,746,409</u>	<u>-27,112</u>
LIABILITIES & EQUITY			
Accounts Payable	6,027	15,636	-9,610
Due To Brookwoods	31,628	31,284	344
Due To Kent Affordable Housing	23,917	23,809	108
Due to Saddle Ridge Estates	163,086	162,878	208
Federal Taxes Payable	4,238	0	4,238
State Taxes Payable	627	0	627
USDA Loan 92-04	484,858	492,703	-7,845
USDA Loan 92-06	841,996	0	841,996
USDA Loan 92-08	80,012	81,320	-1,308
Total Liabilities	<u>1,636,388</u>	<u>807,630</u>	<u>828,758</u>
Equity			
*Retained Earnings	1,924,902	1,927,584	-2,682
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	1,518,402	-853,174
Net Income	72,492	72,506	-13
Total Equity	<u>3,082,909</u>	<u>3,938,779</u>	<u>-855,870</u>
TOTAL LIABILITIES & EQUITY	<u>4,719,298</u>	<u>4,746,409</u>	<u>-27,112</u>

July through March 2017

Kent Sewer Commission Income and Expense Actual vs. Budget

Budget amounts
are through 3/31/17
not the total
annual budget

	<u>Jul - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	51,686	53,656	96.3%
Sewer User Charges	228,991	225,000	101.8%
Total Income	<u>280,677</u>	<u>278,656</u>	<u>100.7%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	4,950	4,950	100.0%
Audit	0	3,750	0.0%
Bank Service Charges	15		
Office Supplies	567	300	189.0%
Outside services-Admin	526	450	116.8%
Printing & Advertising	0	500	0.0%
Software/Licensing Fees	2,020	1,085	186.2%
Total General & Admin Expenses	<u>8,078</u>	<u>11,035</u>	<u>73.2%</u>
Operating Expenses			
Continuing Education	494		
Electricity	22,035	24,300	90.7%
Fuel	2,581	1,872	137.9%
Insurance			
Dental Insurance	868	876	99.1%
Liab Auto Prop Insura	817	817	100.0%
Life Insurance	98	98	100.1%
Medical	16,924	17,073	99.1%
Workman's Comp	3,710	3,709	100.0%
Total Insurance	<u>22,416</u>	<u>22,573</u>	<u>99.3%</u>
Internet	165	395	41.9%
Lab exams	10,400	9,481	109.7%
Materials and supplies	2,713	3,780	71.8%
Miscellaneous	0	90	0.0%
Outside Services-Operating	8,475	5,625	150.7%
Parts & Repairs	2,216	3,600	61.6%
Payroll Expenses	94,579	90,729	104.2%
Payroll taxes	7,104	6,941	102.4%
Pension	2,125	2,062	103.0%
Permit fees	2,278	2,279	100.0%
Postage	1,243	1,350	92.0%
Professional fees			
Engineering fees	11,456	13,500	84.9%
Legal fees	1,830	1,651	110.8%
Total Professional fees	<u>13,286</u>	<u>15,151</u>	<u>87.7%</u>
Telephone	2,123	2,250	94.4%

July through March 2017

Kent Sewer Commission Income and Expense Actual vs. Budget

Budget amounts
are through 3/31/17
not the total
annual budget

	<u>Jul - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
Uniforms	875	975	89.7%
Total Operating Expenses	195,107	193,453	100.9%
Total Expense	203,185	204,488	99.4%
Investment income	291	270	107.7%
Transfers In	38,906		
Other Expense			
Capital Reserve	27,381	27,865	98.3%
Short Term Asset Reserve	5,476	5,573	98.3%
Maple Street Extension			
100% of Connection Fees	4,355		
80% of User Fees Collected	2,513		
Total Maple Street Extension	6,868		
USDA Loan Interest 92-06	27,728		
Net Income and Expense	49,235	41,000	120.1%

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

03/03/17

Kent Sewer Commission
Operating Account ledger
 As of February 28, 2017

Date	Num	Name	Memo	Amount	Balance
1 USB					65,515.90
Operating - 8044					65,515.90
02/01/17	02/01/17	Sewer Customers		3,000.00	68,515.90
02/01/17	02/01/17	Sewer Customers		113.21	68,629.11
02/02/17	ACH	QuickBooks Payroll Service	Direct deposit for 2/3/2017	-3,093.62	65,535.49
02/03/17	DirDep	Keams, Joyce	Direct Deposit	0.00	65,535.49
02/03/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	65,535.49
02/03/17	DirDep	Walsh, John H.	Direct Deposit	0.00	65,535.49
02/08/17	02/08/17	Sewer Customers		5,090.21	70,625.70
02/08/17	02/08/17	Sewer Customers		522.98	71,148.68
02/10/17	10225	ABT	January bookkeeping support	-550.00	70,598.68
02/10/17	10226	Aquarion	wpcw / SEWER BILLINGS (343 @ .43) - 4th Qtr 2016	-147.49	70,451.19
02/10/17	10227	Eversource	#50 Maple St - 12/14 - 1/16, Pump Station: 12/15 - 1/17, Mant: 12/15...	-3,175.71	67,275.48
02/10/17	10228	Frontier	Billing 2/1/17 - 1/28/17	-71.31	67,204.17
02/10/17	10229	Loureiro - LEA	12/1 - 12/31 (1.5 hrs labor) (632.26 sample analysis)	-803.76	66,400.41
02/10/17	10230	Napa Auto Parts	NCB: power service diesel	-19.49	66,380.92
02/10/17	10231	Quality Data Service Inc.	January 2017: printing and processing sewer/water billing 297 bills	-168.44	66,212.48
02/10/17	10232	Santora's Commercial Laundr...	Uniform Service 1/18 - 1/25 - 2/1	-75.00	66,137.48
02/10/17	10233	Sommers, Lyle - Reimburse...	Telephone reimbursement - January	-80.00	66,057.48
02/10/17	10234	Town of Kent	80% of fees collected from 10/1/2016 - 12/31/2016 on MSE properties...	-4,297.96	61,759.52
02/10/17	10235	Tunxis	Operating Expenses: Lab exams 1/10 - 1/12 - 1/23 - 1/26 - 1/31 - 2/8	-1,542.00	60,217.52
02/10/17	10236	Welsh Sanitation	Commercial service: January 2017	-42.54	60,174.98
02/13/17	02/13/17	Sewer Customers		8,544.29	68,719.27
02/13/17	02/13/17(a)	Sewer Customers		36,122.38	104,841.65
02/15/17	E-pay	CT Commissioner of Revenue ...	January CT payroll withholding - 7268998-000 QB Tracking # 310862872	-519.00	104,322.65
02/15/17	E-pay	United States Treasury	January withholding and taxes - 06-1354645 QB Tracking # 310863852	-3,559.40	100,763.25
02/15/17	02/15/17	Sewer Customers		2,191.55	102,954.80
02/15/17	02/15/17	Sewer Customers		210.73	103,165.53
02/16/17		QuickBooks Payroll Service	Direct Deposit for Payroll on 02/17/2017	-3,093.62	100,071.91
02/16/17	2/16/17	Sewer Customers		951.05	101,022.96
02/17/17	DirDep	Keams, Joyce	Direct Deposit	0.00	101,022.96
02/17/17	DirDep	Sommers, Lyle R	Direct Deposit	0.00	101,022.96
02/17/17	DirDep	Walsh, John H.	Direct Deposit	0.00	101,022.96
02/23/17	02/23/17	Sewer Customers		3,834.51	104,857.47
02/23/17	02/23/17	Sewer Customers		472.03	105,329.50
02/27/17		QuickBooks Payroll Service	Direct Deposit for Payroll 02/28/2017	-479.45	104,850.05
02/28/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	104,850.05
02/28/17	10237	Town of Kent	Sommers ROTH IRA withholding for February	-98.40	104,751.65
02/28/17	02/28/17	Benefit Assessments		733.00	105,484.65
02/28/17	02/28/17(b)	Sewer Customers		7,018.33	112,502.98
02/28/17	10238	Eversource	Plant: 1/17 - 2/14 (28 days) - Pump Station: 1/17 - 2/14 (28 days) - # ...	-2,805.32	109,696.66
02/28/17	10239	FedEx	2432-7273-4	-134.32	109,562.34
02/28/17	10240	Loureiro - LEA	1/1 - 1/31 (15 hrs labor)	-2,082.00	107,480.34
02/28/17	10241	Superior Plus Energy	427.3 gal heating fuel	-692.18	106,788.16
02/28/17	10242	Town of Kent	100% of all Benefit Assessment fees collected 2/15 23 & 28 on MSE pro...	-1,415.76	105,372.40
02/28/17	10243	Tunxis	Lab exams	-514.00	104,858.40
02/28/17	10244	USA Blue Book	one Berries UT17 sump/Utility pump 115V	-144.79	104,713.61
02/28/17	10245	Walsh, John-Reimbursement	Telephone reimbursement - January	-80.00	104,633.61
Total Operating - 8044				28,917.73	104,433.63
Total 1 USB				38,917.73	104,433.63
TOTAL				38,917.73	104,433.63

04/07/17

Kent Sewer Commission
Operating Account ledger
 As of March 31, 2017

Date	Num	Name	Memo	Amount	Balance
1 US\$					104,433.63
Operating - 8044					104,433.63
03/01/17	10246	ABT	February bookkeeping support	-550.00	103,883.63
03/01/17	03/01/17	Sewer Customers		1,209.70	105,093.33
03/02/17		QuickBooks Payroll Service	Direct Deposit Payroll for 03/3/2017	-3,093.62	101,999.71
03/03/17	DirDep	Keams, Joyce	Direct Deposit	0.00	101,999.71
03/03/17	DirDep	Sommers, Lyle R.	Holiday - Presidents Day	0.00	101,999.71
03/03/17	DirDep	Walsh, John H.	Holiday - Presidents Day	0.00	101,999.71
03/06/17	03/06/17	Sewer Customers		815.38	102,815.09
03/06/17	03/06/17	Benefit Assessments		1,089.80	103,904.89
03/08/17	03/08/17	Sewer Customers		446.19	104,351.08
03/13/17	03/13/17	Sewer Customers		5,929.65	110,280.73
03/15/17	E-pay	CT Commissioner of Revenue ...	CT payroll withholding for February	-418.08	109,862.65
03/15/17	E-pay	United States Treasury	Payroll withholding and taxes for February	-2,866.18	106,996.47
03/16/17		QuickBooks Payroll Service	Created by Payroll Service on 03/15/2017	-3,093.61	103,902.86
03/17/17	DirDep	Keams, Joyce	Direct Deposit	0.00	103,902.86
03/17/17	DirDep	Sommers, Lyle R.	Direct Deposit	0.00	103,902.86
03/17/17	DirDep	Walsh, John H.	Direct Deposit	0.00	103,902.86
03/21/17	03/21/17	Sewer Customers		601.01	104,503.87
03/28/17	10247	Town of Kent	Roth 401k Emp withholding for L Sommers	-147.60	104,356.27
03/29/17	03/29/17	Benefit Assessments		1,067.24	105,423.51
03/29/17	03/29/17	Sewer Customers		2,614.66	108,038.17
03/30/17		QuickBooks Payroll Service	Created by Payroll Service on 03/15/2017	-3,573.07	104,465.10
03/31/17	DirDep	Keams, Joyce	Direct Deposit	0.00	104,465.10
03/31/17	DirDep	Sommers, Lyle R.	Direct Deposit	0.00	104,465.10
03/31/17	DirDep	Walsh, John H.	16 hrs Vacation 3/24 & 3/27	0.00	104,465.10
03/31/17	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	104,465.10
03/31/17	10248	Town of Kent	1st Qtr Pension Kent Sewer	-780.78	103,684.32
03/31/17	10249	ABT	March Bookkeeping support	-550.00	103,134.32
03/31/17	10250	Eversource	Pump Station: 2/14 - 3/15 (29 days), #50 Maple St - 2/13 - 3/14/17 (2...	-2,770.23	100,364.09
03/31/17	10251	FedEx	to Averill lab 2/15, 2/22, 3/1, 3/8	-108.44	100,255.65
03/31/17	10252	Frontier	Billing 3/1/17 - 3/31/17	-68.91	100,186.74
03/31/17	10253	Santoro's Commercial Laundr...	Uniform Services: 2/15, 2/22, 3/1, 3/15	-100.00	100,086.74
03/31/17	10254	Sommers, Lyle - Reimbursem...	Telephone reimbursement - February and March	-160.00	99,926.74
03/31/17	10255	Superior Plus Energy	282 gal heating fuel	-555.23	99,371.51
03/31/17	10256	Town of Kent	100% of all Benefit Assessment fees collected from 3/6/17 & 3/29/17 on...	-2,157.04	97,214.47
03/31/17	10257	US Environmental Rental Corp	Rental 2/15 - 2/23/17	-197.60	97,016.87
03/31/17	10258	Walsh, John-Reimbursement	Telephone reimbursement - February	-60.00	96,956.87
03/31/17	10259	Walsh Sanitation	Commercial service: February and March 2017	-85.08	96,871.79
03/31/17			Deposit - Balance of USDA ACH that is deducted from Kent Sewer for M...	30,340.84	127,192.63
03/31/17	10260	Laureiro - LEA	2/1 - 2/28 (5 hrs labor)	-660.68	126,532.63
03/31/17	10261	Tunxis	Lab exams: 3/9, 3/13, 3/13, 3/20, 3/31	-1,452.00	125,080.63
03/31/17	10262	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-10,543.88	114,536.75
03/31/17			Deposit - Railroad Street: Kent Visitor Center - connection fee per 2/14/...	2,865.00	117,401.75
03/31/17	10263	Town of Kent	80% of all User fees collected from 1/1/17 - 3/31/17 on MSE properties	-716.28	116,685.47
03/31/17	10267	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-700.20	115,985.27
Total Operating - 8044				11,551.64	115,985.27
Total 1 US\$				11,551.64	115,985.27
TOTAL				11,551.64	115,985.27

MEMORANDUM

From: Bart Clark

Date: April 11, 2017

TO: Kent Sewer Commission

Re: April Status Report on Projects

1.0 Operations Assistance

Kent Welcome Center - The Contractor Installing the sewer lateral had a few questions concerning the connection to the existing Main.

Letter concerning toxic discharges - provided draft copies to Commission's Secretary.

List of Capital Projects - Prepared Revised list of projects and discussed with Operators and Commission members to assign priorities. The Commission should review this list and determine which projects it wishes to move forward with.

Treatment Tank Corrosion Evaluation - Obtained a quote to perform initial inspection, attend initial inspection, reviewed and evaluated results and obtained proposal for improvements to the corrosion protection equipment. The Commission should discuss the proposal and determine if it wishes to move ahead with the work.

2.0 Aeration Project Upgrade

The CTDEEP finally responded to my inquiries concerning the status of the project. They have given a verbal approval to the upgrade project. The next stage should be to obtain quotes for major pieces of equipment (i.e. diffusers, diffuser grids, etc), contractors to perform additional work (i.e. - welding new supports and pipe connections, grit removal, etc), then schedule the purchases and work after formal written approval has been received.



Joyce Kearns <adminassist@townofkentct.org>

Aeration System Upgrade

1 message

Bart Clark <oakwoodea@optonline.net>

Wed, Apr 5, 2017 at 1:47 PM

To: Elissa Potts <EPotts@kentsewer.org>, Butch Walsh <BWalsh@kentsewer.org>

Cc: Lyle Sommers <lylersommers@aol.com>, John <jcasey@kentsewer.org>, Joyce Kearns

<adminassist@townofkentct.org>, Stan Jennings <SJennings@kentsewer.org>, Susi Williams <mcwilliams@snet.net>,

Matt Palumbo <MPalumbo@kentsewer.org>

Hi:

I have finally heard from the CTDEEP concerning the plans we submitted to them relative to the Aeration System Upgrade and a little news about the Plant Discharge Permit Renewal.

The DEEP has verbally approved the aeration upgrade as submitted. They have promised that a formal written approval will be delivered soon. This means that we can begin the process of purchasing the parts and supplies needed and contacting contractors to assist with the installation for pricing. We will have to wait to schedule work until the formal approval comes to be safe.

The DEEP indicates that they are not going to renew the permit until after the upgrade is complete and the plant performance known. They hope to issue a draft permit renewal in Fall of this year, but, that is very tentative.

WE can talk more about this at next week's meeting, but, I just wanted to let you know that I finally heard from the DEEP.

Thanks,

Bart Clark, P.E.

Oakwood Environmental Associates

27 Reverie Lane

Warren, CT 06754-1513

phone: 860-868-1367

MEMORANDUM

Date: December 18, 2014, rev 1/12/15,3/3/17

TO: Kent Sewer Commission

From: Bart Clark

Re: Preliminary Capital Projects List

The Sewer Commission is developing a significant balance in its Short Lived Capital Assets and Capital Reserve Accounts. The Commission had an interest in understanding what large projects/equipment purchases are expected in the next 5 years, 5-10 yr, and more than 10 yr periods. This memo starts a list of projects for the Commission's consideration.

Once a list of potential capital projects has been assembled, the Commission can consider prioritizing the projects in the first five years and putting conceptual costs estimates on the project. The Capital Project Plan can be updated every year to take projects off that are completed and add new projects. All cost currently shown are conceptual "order of magnitude" and will have to be revised once more data is obtained to more closely estimate the project costs.

Some projects will not be able to be foreseen. The biggest question mark at the moment is what new requirements that a revised discharge permit will place on the plant operations and what improvements may be needed to meet these requirements.

1.0 Within 5 years

Priority No.	Title	Description	Anticipated Costs	Funding Source
0	Roof on Office/Lab building	Completed		
0	Roof Repairs Maintenance Barn	Completed		
0	Video Inspection and repairs for Sewer Lines in Lane St and Schaghticoke Rd	Only gravity lines that haven't been inspected. Installed in 1970's. A repair in Lane Street needs to be completed.	3-4,000	
0.1	Gutters on both Office and Maintenance Barn	Existing Gutters need repair/replacement. Down spouts are ready to be installed.	\$2 - 3,000	

Priority No.	Title	Description	Anticipated Costs	Funding Source
1.01	Sludge Pump Pit Access	Sludge pump is in an underground chamber. The check valves need to be cleaned regularly. The access is through a hatch to a small underground tank. This arrangement is difficult because: it is difficult to work in, it is a confined space which means that safety precautions should be used; the electrical components are no longer operational; and it frequently floods. The proposed improvement is to remove the top of the tank put a framed shed above it with electrical out of the flooding zone.	\$10-20,000	
1.02	Sludge Pump Replacement	The Existing Sludge pump is 20 yrs old and is difficult to maintain. This pump should be replaced.	\$10-15,000	
1.03	New Filter Sand for Infiltration Basins	Sand is lost from surface every time it is cleaned. Sand may be needed to replace lost sand to meet requirements of DEEP for infiltration. Operator to check depth of sand.	\$5-10,000	
1.04	Aeration Diffuser Upgrade	Address low d.o. in aeration. More diffusers may be needed to insure the proper amount of air is being delivered in order to achieve the design capacity of the treatment system.	\$180,000	
1.05	Headworks upgrade for Grit removal and screenings removal	Rags are a significant problem in the treatment system. The existing manual screen and "grinder" are old and will need upgrading to minimize problems in treatment system an improve quality of sludge to allow land disposal to continue.	\$50,000-80,000	
1.06	Tank Painting and Anode Replacement	Tanks are getting older need painting. Anodes minimize corrosion in tanks should be replaced at regular intervals.	\$10,000?	

Priority No.	Title	Description	Anticipated Costs	Funding Source
1.07	Slopes around infiltration basins	Reduce slope or create wall on edge of basins to minimize weed whacking and improve safety.	\$3-4,000	
1.08	Septage Pit security fencing	Security fence surrounds only 3 sides with no gate on north side at septage drop-off.	\$2-3,000	
1.09	Smoke Testing Sewers to identify Inflow	Current flows show inflow during rain storm is a big problem. The system needs to be inspected to meet terms of permit. Only Sanitary wastewater is to be treated.	\$10-15,000	
1.10	Upgrade Heating and Air conditioning system		\$4 - 5,000	
1.11	Tractor	Tractor is getting older may need replacement soon.	\$25-30,000	
1.12	Manure Spreader	Repairs have been made to the manure spreader, but, it will need replacement soon.	\$10,000	
1.13	Lawn Mower	Existing Mower is nearing end of useful life.	\$15-20,000	
1.14	Sludge/septage Stabilization system	Current Federal regs require sludge be stabilized to prevent odor and minimize chance of disease.	\$100,000	
1.15	Sewer User Billing System Upgrade	20 yr old system.	?	
1.16	Sampler Replacement	Automatic samplers are more than 10 yrs old. Replacement should be scheduled.	\$5,000	

2.0 Projects for 5 to 10 yr period

Item No.	Title	Description	Anticipated Costs	Funding Source
2.01	Septage Receiving Station Upgrade	The septage station should contain a screening mechanism to prevent large/visible objects from entering the septage pits and being disposed of on the land.	\$100,000	
2.02	Septage Pit refurbishment Septage Decant water Disposal System	The septage pits do not infiltrate the water in the discharge septage which requires the operators to pump the water to the fields. The septage pits should have adequate area and conditions to allow this water to be infiltrated into the ground or the practice of pumping onto the fields needs to be changed to incorporate the water directly into the soil.	\$100,000	
2.03	Portable Generator Replacement	The generator is getting older and should be scheduled for replacement to maximize reliability.	\$25,000	
2.04	Aeration Blower Upgrade	The existing blowers could be upgraded to a more efficient system.	\$100,000	
2.05	Sampler Replacement	Automatic samplers are more than 10 yrs old. Replacement should be scheduled.	\$5,000	
2.06	Truck Replacement	The existing truck was used when bought, but, its age will make it a candidate for replacement to maximize reliability.	\$30,000	

3.0 Projects More than 10 yrs in future

Item No.	Title	Description	Anticipated Costs (today's dollars no adjustment for inflation)	Funding Source
3.01	Sludge dewatering equipment replacement	The existing equipment is 20 yrs old at the time of this memo. This equipment last a long time, but, it should be scheduled for replacement	\$150,000	
3.02	Judd Ave Pump Replacement/Rebuild	Pump replacement should be anticipated in 15 to 20 years from installation.	\$10,000	
3.03	Relining/Ice Pigging Force main Under Housatonic River	The sewer force main is approx. 45 yrs old. It should be expected to require some maintenance.	\$60,000	
3.04	Relining Schaghticoke Rd Sewer Line	The sewer main is approx. 45 yrs old. It should be expected to require some maintenance.	\$60,000	
3.05	Johnson Rd Sewer Line Extension	Several homes at the end of Johnson Rd are in a flood zone and have minimal area for repairing existing septic systems. A sewer line extension should be planned for in this area.	\$200,000	
3.06	Relining Elizabeth and Lane St Sewer	Portions of these lines have not been relined.	\$70,000	
3.07	Relining sewer from Bridge St to Judd Ave Pump Station	Some repairs have never been made but full relining will be needed.	\$70,000	
3.08	Relining Sewers in Elizabeth St (south) and Judd Ave	Relining will be needed at some point in the future.	\$80,000	



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Environmental Specialists

PROPOSAL

Specifications and Estimate

Proposal # CPUKentSewer

Page 1 of 3

Date: April 7, 2017

Ms. Elissa Potts
Town of Kent Sewer Commission
PO Box 144
Kent, CT 06754

Subject: Cathodic Protection Upgrade Proposal

Location: Town of Kent Wastewater Treatment Plant, 125 Schaghticoke Road, Kent, Ct

Dear Ms. Potts:

Introduction:

On 4/5/2017 Enviroshield Inc. performed diagnostic testing on the Cathodic Protection (CP) systems, testing was performed by STI certified Enviroshield, Inc. personnel at the above-referenced facility. The results and conclusions of the prior CP system testing have been provided under a separate cover. Based on the testing results and conclusions, Enviroshield, Inc. offers the following recommendations to correct and upgrade the CP deficiencies discovered.

Scope of Work:

Based on the results of the CP testing performed, Enviroshield recommends the following work be performed:

1. Using a vacuum excavator and machine excavator to install additional anodes as appropriate, accounting for current system requirements and remaining life expectancy.
2. Up to 30 anode bags are needed on all three tanks.
3. Trench for lead wires to connect to the applicable tanks.
4. Backfill all areas after the trench and anode installation is completed.
5. Perform confirming CP testing on each system.
6. Provide report of all work performed.

Cost Estimate:

The recommended work would be performed on a time and materials basis using the illustration and estimated total below as a guide. The estimated total figure can also be used as a "not-to-exceed" figure without prior authorization. A change in job scope or cost may be necessary based on site-specific obstacles (rock, water, contamination) or additional system deficiencies (leaking pipes, fittings, electrical short circuits) discovered while performing the work. No additional work that would result in exceeding the estimated total would be performed without prior authorization from the client.

Price Schedule:

\$ 13,675.00*

Terms: 30 days at the conclusion of all site work.

Warranty: The system upgrade is designed to (at a minimum) provide Cathodic Protection on the protected components for the remaining life of the system (based on DEEP guidance). Enviroshield guarantees that the proposed system upgrade will maintain Cathodic Protection on the system for a minimum of five (5) years from date of upgrade.

Notes:

1. All work is to be done in accordance with and in cooperation with the CT-DEEP Underground Storage Tank division to all codes, ordinances and industry standards.
2. The work proposed is based on Enviroshield's past experience and may require change based on field conditions.
3. Repair or replacement of items affected by the upgrade work (repair or replacement of asphalt, concrete or landscaping) is not included in this proposal unless otherwise specified.
4. Enviroshield will ascertain information from the owner or authorized agent regarding the location of underground facilities such as wells, septic tanks, leach fields or underground utilities. Call Before You Dig will also be notified. If any damage occurs as a result of our authorized work due to misinformation supplied by the owner, their agent or Call Before You Dig, Enviroshield will not be held liable.
5. Enviroshield may use certified or qualified subcontractors to complete portions of the proposed work.
6. Some piping repairs or retrofits may require that precision leak testing be performed at the conclusion. If precision testing is required, the client will be advised.

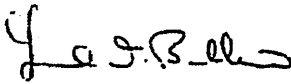


Acceptance:

This proposal for services may be accepted by signing in the appropriate spaces below and returning one copy via U S Mail or fax to Enviroshield, Inc. This proposal for services shall constitute the entire agreement between the parties. No other terms, conditions, collateral, prior understandings or agreements shall apply.

If you have any questions regarding this proposal, please feel free to call Enviroshield, Inc. at (800) 394-2268.

Sincerely,
Enviroshield, Inc.



Leonard Bochicchio
Senior Project Manager

LB/lb:CPUKentSewer

This proposal for services is hereby accepted and executed by a duly authorized signatory, who by execution hereof warrants that he/she has full authority to act for, in the name, and on behalf of The Kent Sewer Commission in Kent, Connecticut.

In the event that payment in full is not received upon completion of the proposed services, outstanding balances will incur interest charges at the rate of 1.5% per month. In addition, the party responsible for payment will be responsible for all costs and fees incurred for collection including reasonable attorney fees.

If at any time during the work the said owner decides to cancel this contract with Enviroshield, for any reason, the responsible party will be liable for all costs incurred up to the time of cancellation. This proposal is valid for only thirty days unless otherwise agreed upon by both parties

Print Name:

Elissa G.T. Potts

Signature:



Date:

4-11-17





Clean, Preserve...Protect
Environmental Specialists

Proposal

Cathodic Protection System Testing

Date: March 8, 2017

Kent Sewer Commission Treatment
125 Schaghticoke Road
Kent, CT 06757

Dear Mr. Clark:

Enviroshield is pleased to perform Cathodic Protection (CP) system testing of the underground storage tanks and connected piping in accordance with state regulations. If failures occur during the testing, perform diagnostic testing on all failing tanks to furnish pricing on enhancing the tanks.

All commercial underground storage tanks, regardless of volumetric capacity, fall under Sections 22a-449(d)-a or 22a-449 (d)-101 through 113 of the Regulations of Connecticut State Agencies if containing motor fuels, heating fuels, waste oils or CERCLA-listed chemicals.

Pricing:

Tank Systems	Cost per system	Total Cost
3		\$ 1000.00

- All reports and related papers will be forwarded upon receipt of full invoice payment.
- Terms: Net Due upon completion of site work.

If you have any questions regarding this proposal, please feel free to contact my office at (800) 394-2268. This proposal may be accepted by signing in the appropriate spaces below and returning a copy (fax: 203-378-8736) to Enviroshield, Inc.

Sincerely,

Leonard Bochicchio
Senior Project Manager

Acceptance:

This proposal for services is hereby accepted and executed by a duly authorized signatory, who by execution hereof warrants that he/she has full authority to act for, in the name, and on behalf of the owner of Kent Sewer Commission on 125 Schaghticoke Road in Kent, Connecticut.

If at any time during the job, the said owner or designated agent decides to cancel this contract with Enviroshield for any reason, the responsible party will be liable for all costs incurred up to the time of cancellation.

Print Name: Elissa G. T. Potts Title: Owner
Signature: [Handwritten Signature] Date: 3/30/17