Present: Elissa Potts, John Casey, Nicole Chase and Susi Williams.

Also present: Bart Clark, Barbara Herbst, Butch Walsh and Wes Wyrick.

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 amend item 12 Old Business to read as follows:

- 12c Brookwoods
- 12d Justin Money
- 12e Manhole covers

Mr. Casey seconded the motion and the motion carried.

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

Approval of Minutes:

Mrs. Williams made a motion to approve the Regular Sewer Commission meeting minutes of September 13, 2016 minutes, as submitted. Mr. Casey seconded the motion and the motion carried.

Public Communication:

Wes Wyrick came representing 3 Maple. He asked the commission Oral: what is required for a grease trap. The Commission advised Mr. Wyrick that as a Class 4, a 1,000 underground grease interceptor unit would be required. Ms. Potts suggested that Mr. Wyrick bring a plan to the next Sewer Commission meeting for approval. None.

Written:

Report of Chairman:

Ms. Potts stated that she had nothing to report.

Report of Superintendent:

Mr. Walsh reported the following:

- 2.4 million gallons passed through the plant.
- Bill Gawel has ordered parts to repair the manholes on Rt. 7 and Rt. 341, the incorrect covers were sent to him. He has ordered the correct covers.
- Lyle Sommers attended a workshop and incurred five hours of overtime. The commission agreed to pay him overtime for those hours.
- Purchased polymer

Report of Treasurer:

Ms. Herbst provided the following reports:

- Balance Sheet as of September 30, 2016
- Income and Expense July though September 2016
- Operating Account Ledger as of September 30, 2016

RECEIVED FOR RECORD KENT TOWN CLERK

2016 OCT 14 A 10: 14

BY D. Brady TOWN CLEPK

Mr. Casey made a motion to approve the Operating Account Ledger as of September 2016, as submitted. Mrs. Williams seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux did not attend the meeting or provide a report.

Report of Consulting Engineer:

Mr. Clark reported the following:

- Working with Bill Gawel on a new sewer connection on Maple Street Ext.
- Working on getting a quote on new aerators and diffusers

2016/2017 Budget:

Ms. Herbst provided a condensed draft 2016/2017 budget. Mr. Casey made a motion to delay the review of the proposed 2016/2017 budget pending an un-condensed version that it includes a line for capital and a line for short-lived assets. Ms. Chase seconded the motion and the motion carried.

Blower Project:

See Report of Consulting Engineer.

Website Update:

Nothing new to report.

Brookwoods:

Mr. Casey stated that he wrote a letter to John Rorke of Brookwoods on May 31, 2016 in which he requested a copy of annual inspection report from Brookwoods. Mr. Casey stated that he has not heard back from Mr. Rorke and has not received a copy of the report. Mr. Casey has drafted a letter for Mr. Rorke requesting a copy of the inspection report.

Justin Money:

Ms. Potts stated that Mr. Money has removed some of the material from the easement. Attorney Jeff Sienkiewicz issued a Civil Summons for the continuing violations and to avoid recurring violations.

Manhole covers:

See Report of Superintendent.

Mrs. Williams made a motion to adjourn the meeting at 5:35 p.m. Ms. Chase seconded the motion and the motion carried.

delKearn's

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.

> "An equal opportunity employer and service provider." KENT SEWER COMMISSION REGULAR MEETING MINUTES, OCTOBER 11, 2016 PAGE 2

AGENDA

KENT SEWER COMMISSION REGULAR MEETING

October 11, 2016 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 September 13, 2016 Regular 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 2016/2017 Budget
- 12. Old Business
 - a Blower project
 - b Website Update
- 13. Adjourn

RECEIVED FOR RECORD KENT TOWN CLERM "An equal opportunity employer and service provider."

BY

Balance Sheet

As of September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change
ASSETS			
1 USB	99,8 54.35	129,686.21	-29,831.86
2 USB Septage MMA #8052	178,977.52	101,071.59	77,905.93
3 USB Capital #3880	625,764.13	605,452.36	20,311.77
4 USB Grant/Loan #8175	0.00	732.00	-732.00
5 Brookwoods	31,627.79	31,284.20	343.59
6 Kent Affordable Housing	23,898.59	23,808.88	89.7 1
7 Saddle Ridge Estates	163,040.97	162,877.56	163.41
Total Checking/Savings	1,123,163.35	1,054,912.80	68,250.55
Accounts Receivable	2,092.50	4,098.75	-2,006.25
Due from General Fund	38,906.00	0.00	38,906.00
Undeposited Funds	1,800.00	0.00	1,800.00
Fixed Assets	3,519, 529 .51	3,628,544.69	-109,015.18
TOTAL ASSETS	4,685,491.36	4,687,556.24	-2,064.88
LIABILITIES & EQUITY			
Accounts Payable	9,498.16	3,323.24	6,174.92
Due To Brookwoods	31,627.79	31,284.20	343.59
Due To Kent Affordable Housing	23,898.59	23,808.88	89.71
Due to Saddle Ridge Estates	163,040.97	162,877.56	163.41
Federal Taxes Payable	4,089.94	2,739.17	1,350.77
State Taxes Payable	607.20	389.56	217.64
USDA Loan 92-04	484,858.05	492,703.41	-7,845.36
USDA Loan 92-06	841,996.16	0.00	-
USDA Loan 92-08	80,012.07		-1,308.06
Equity	3,045,862.43	3,889,110.09	•
TOTAL LIABILITIES & EQUITY	4,685,491.36	4,687,556.24	-2,064.88

Income & Expense With The Prev Year Comparison July through September 2016

	J		
	Jul - Sep 16	Jul - Sep 15	\$ Change
Septage Fees	18,611.25	20,206.25	-1,595.00
Sewer User Charges	78,548.62	70,816.58	7,732.04
fotal Income	97,159.87	91,022.83	6,137.04
	·	·	
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	1,650.00	1,650.00	0.00
Bank Service Charges	15.00	0.00	15.00
Office Supplies	237.04	0.00	237.04
Outside services-Admin	231.63	147.06	84.57
Printing & Advertising	0.00	462.14	-462.14
Software/Licensing Fees	2,020.00	1,050.00	970.00
Total General & Admin Expenses	4,153.67	3,309.20	844.47
Operating Exposes			
Operating Expenses	6,626.67	5,588.47	1,038.20
Electricity Fuel	295.43	452.03	-156.60
Insurance	7,614.23	14,025.94	-6,411.71
	60.00	0.00	60.00
Internet		2,656.10	747.30
Lab exams	3,403.40 2,340.57	1,827.83	512.74
Materials and supplies	0.00	17.90	-17.90
Miscellaneous	4,654.47	3,114.96	1,539.51
Outside Services-Operating	4,054.47	451.94	-451.94
Parts & Repairs	31,995.81	25,803.43	6,192.38
Payroll Expenses	2,401.81	1,937.53	464.28
Payroll taxes	718.79	614.98	103.81
Pension Permit fees	2,278.44		267.19
Postage	532,44	-	61.60
Professional fees	4,829.40		317.10
Telephone	807.50	•	-115.42
Uniforms	300.00		-25.00
Total Expense	73,012.63		4,970.01
•	120.45		28.70
Investment income Transfers In	38,906.00		38,906.00
	•		
Transfer Out	0.00	•	-5,211.37 555.47
USDA Loan Interest 92-04	0.00		
USDA Loan Interest 92-06	27,728.16		
USDA Loan Interest 92-08	0.00	-05./4	
Net Income and Expense	35,445.53	18,481.80	16,963.73

Kent Sewer Commission Operating Account ledger

As of September 30, 2016

Total Operating - 8044 -13,909.51 99,854.35 Total 1 USB -13,909.51 99,854.35	Date	Num	Name	Memo	Amount	Balance
Descriting - 8044 (11)765 (11)765 (11)765 99/01/16 10134 Town of Kent August - ROTH 401K employee withholding -3.009.7.1 110,758.15 99/02/16 Dirber Sammers, Lyle R Direct Deposit 0.00 110,658.63 99/02/16 Dirber Sammers, Lyle R Direct Deposit 0.00 110,658.63 99/02/16 Dirber Sammer Tau-LEA / - 0/21 (11) hrs labor) (34.60 supplies) 3.60.207 110,658.63 99/02/16 Dirber Deposit 3.60.207 110,658.63 110,658.63 110,658.63 99/02/16 Dirber Deposit 150.1 ad theyd desel -235.43 112,654.51 99/13/16 160.153 Sever Customers 4ugust CT withholding - 726998-000 QB Tracking # 287988052 -404.80 112,229.73 99/13/16 E-pay CT commissioner of Revenue	1 USB					113,763,86
99/01/16 Quickbooks Payroll Service Created by Payroll Service 008/05/2016 -3.009.71 110,754.15 99/02/16 D170ep Keams, Joyce Direct Deposit 0.00 110,658.63 99/02/16 D170ep Keams, Joyce Direct Deposit 0.00 110,658.63 99/02/16 D170ep Walsh, John H. Direct Deposit 0.00 110,658.63 99/02/16 D170ep Walsh, John H. Direct Deposit 0.00 110,658.63 99/02/16 D170ep Walsh, John H. Direct Deposit 0.00 110,658.63 99/02/16 D170ep Walsh, John H. Direct Deposit 0.00 110,658.63 99/13/16 D133 Laurentor Ustomers 12,339 112,725.56 112,725.56 99/13/16 E-pay United States Treasury August Treatment -309.57,71 116,545.01 99/13/16 D170ep Samer Suproll Service Ort J51,56 payroll Service -300.97,71 116,545.01 99/13/16 D170ep Keams, Jayre Direct Deposit 0.00 106,54	Operating • 8	344				
09/01/16 10134 Town of Kent. August - fOTH 401K employee withholding -95.52 110.658.63 09/02/16 Dirber Deposit 0.00 110.658.63 09/02/16 Dirber Deposit 0.01 112.202.01 09/13/16 Horber Trause Trause 4237588052 -404.80 09/13/16 Dirber Deposit 0.00 105.545.01 09/13/16 Dirber Deposit 0.00 105.545.01 09/13/16 Dirber Deposit 0.00 105.545.01 09/13/16 Di			OulckBooks Payroll Service	Created by Payroli Service on 08/05/2016	-3,009.71	110.754.15
Obj/02/16 Dirber Dirber Walsh, John H, Direct Deposit Direct Deposit 0.00 110,658.63 09/07/16 159.161 Sever Customers 3,639.70 114,228.33 09/17/16 10133 Superior Plus Energy 160.1 gal dyed diesel -255.43 112,659.16 09/13/16 10133 Superior Plus Energy 160.1 gal dyed diesel -255.43 112,659.13 09/13/16 1059.15 Ever Customers Tedephone and Intermet -255.43 112,259.33 09/13/16 E-pay United States Treasury August CT withholding on duses 06-31544461 20 Tracking # 28798852 -2,468.95 110,658.63 09/16/16 Dirbep Walsh, John H, Yagust payrall withholding on duses 06-31544461 20 Tracking # 28798852 -2,468.97 100.3556.01 09/16/16 Dirbep Walsh, John H, Yagust payrall withholding on duses 06-3154461 20 Tracking # 28798852 -2,468.97 100.3556.50 09/16/16 Dirbep Kearm, ayora Direct Deposit 0.00 106,546.3 09/23/16 101.35 FredEx to Averill lab 2/10, pl/17,6724, g/31, 97.97 1-51.20 100.7778.3		10134			-95.52	110,658.63
Obj/02/16 Dirber Dirber Walsh, John H, Direct Deposit Direct Deposit 0.00 110,658.63 09/07/16 159.161 Sever Customers 3,639.70 114,228.33 09/17/16 10133 Superior Plus Energy 160.1 gal dyed diesel -255.43 112,659.16 09/13/16 10133 Superior Plus Energy 160.1 gal dyed diesel -255.43 112,659.13 09/13/16 1059.15 Ever Customers Tedephone and Intermet -255.43 112,259.33 09/13/16 E-pay United States Treasury August CT withholding on duses 06-31544461 20 Tracking # 28798852 -2,468.95 110,658.63 09/16/16 Dirbep Walsh, John H, Yagust payrall withholding on duses 06-31544461 20 Tracking # 28798852 -2,468.97 100.3556.01 09/16/16 Dirbep Walsh, John H, Yagust payrall withholding on duses 06-3154461 20 Tracking # 28798852 -2,468.97 100.3556.50 09/16/16 Dirbep Kearm, ayora Direct Deposit 0.00 106,546.3 09/23/16 101.35 FredEx to Averill lab 2/10, pl/17,6724, g/31, 97.97 1-51.20 100.7778.3			Kearns, Joyce		0.00	110,658,63
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09/07/16 169.161 Sewer Customers 3,639.70 114,296.33 09/13/16 10133 Superior Plus Energy 160.1 gal dyed diesel -235.60 112,295.53 09/13/16 10133 Superior Plus Energy 160.1 gal dyed diesel -235.60 112,295.53 09/13/16 165.1 52 Sewer Customers -259.99 112,206.11 -235.96 112,220.70 09/13/16 E-pay United States Treasury August CT withholding - 7268998-000 QB Tracking # 287988052 -2765.56 109,554.41 09/15/16 Dirbet Sommers, Lyle R Direct Deposit -000.77 106,545.01 09/16/16 Dirbet Walsh, John N. Vacuation day 99/16 0.00 106,545.01 09/21/16 10513 Somer Duro Dirbet Deposit -000 106,545.01 09/221/16 10138 Frontier binext Deposit -001.77,6724, 8/31,9/7 143.41 1107,798.32 09/221/16 10138 Frontier binext Deposit -001.01,768.32 107,768.33 09/221/16 101013 Sommers, Lyle - Relinbursement - August		DirDep		Direct Deposit	0.00	110,658,63
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Op/13/16 AWD Frantite -59.99 112,604.11 09/13/16 162 Sever Customers 121.39 112,725.50 09/15/16 E-pay CT Commissioner of Revenue August CT withholding - 726699-000 Q8 Tracking # 287988542 -2,765.56 103,554.74 09/15/16 Frapu QuickBooks Payroll Service Direct Deposit -2,765.56 103,545.01 09/16/16 Dirbep Samer Customers Direct Deposit -0.00 106,545.01 09/16/16 Dirbep Walsh, John H. Vacation day 9/9/16 0.00 105,545.01 09/12/16 169.163 Samer Customers Direct Deposit 0.00 105,545.01 09/22/16 10138 Fronticr 560 927 4075 -58.107,758.31 107,758.32 09/22/16 10138 Fronticr 560 927 4075 -59.10 -57.58 107,758.32 09/22/16 10138 Fronticr 560 927 4075 -51.3764.65 -59.10 104,561.83 09/22/16 10140 Santoro's Connneerotal Laundry Editber, of fitter, 15W40 oll (twe	09/13/16			8/1 - 8/31 (13 hrs labor) (334.80 supplies)		
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09/15/16 Dirbep GuidaBoia: Payroll Service Created by Payroll Service for 9/15/16 payroll -3,009,73 106,545.01 09/16/16 Dirbep Walsh, John H. Vacation day 9/9/16 0.00 106,545.01 09/16/16 Dirbep Keams, Joyce Direct Deposit 0.00 106,545.01 09/12/16 103.35 Service Customers 0.00 106,545.01 09/23/16 101.37 FedEx to Averil lab 8/10, 8/17, 8/24, 8/31, 9/7 -151.20 107,528.31 09/23/16 101.38 Frontier 660 927 4075 two of Rivinommental Associ. -67.88 107,690.43 09/23/16 101.41 Santoro's Commercial Laundry Uniform Services 1/24 x, 8/31, 9/7, 9/14 -100.00 104,661.83 09/23/16 101.44 True value, Kent charmin,towels,por clips -49.00 104,661.83 09/23/16 101.44 True value, Kent charmin,towels,por clips -100.00 104,661.83 09/23/16 101.44 True value, Kent charmin,towels,por clips -150.00 103,673.46 09/23/16		E-pay	CT Commissioner of Revenue			112,320.70
09/16/16 Dirbep Sommers, Lyle R Direct Deposit 0.00 106545.01 09/16/16 Dirbep Weatlon day 9/9/16 0.00 106545.01 09/16/16 Dirbep Kearns, Joyce 0.00 106545.01 09/16/16 Dirbep Kearns, Joyce 0.00 106545.01 09/23/16 10137 redEx to Averill lab 8/10, 8/17, 8/24, 8/31, 9/7 -151.20 107,728.31 09/23/16 10138 fronter b60 927.4075 -65.28 107,728.31 09/23/16 10140 Dakwood Environmental Assod Unal filter, 15W40 oil (twelve) -67.28 107,728.31 09/23/16 10141 Sommers, Lyle - Reimbursement -100.00 104,661.83 09/23/16 10143 Town of Kent -100.00 104,661.83 09/23/16 10144 True Value, Kent -100.00 104,661.83 09/23/16 10144 True Value, Kent -19.07 04,562.76 09/23/16 10145 Trunk for -19.07 104,562.76 09/23/16	09/15/16	E-pay				
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09/16/16 Direct Deposit 0.00 105,545,01 09/21/16 169.163 Semer Sustamers 1,434,41 107,923,22 09/21/16 10137 FedEx to Averill lab B/10, B/17, B/24, B/31, 9/7 151,20 107,923,22 09/23/16 10138 Knap Auto Parts to Averill lab B/10, B/17, B/24, B/31, 9/7 151,20 107,923,22 09/23/16 10140 Oakwood Environmental Associ Engineering Services: (24 hrs) 6/13/16 - 10/30/16 plus mileage (90 miles) -2,928,60 104,676,183 09/23/16 10141 Sommers, Lyle - Reimbursement Uniform Services 8/24, 8/31, 9/7, 9/14 -100,00 104,661,83 09/23/16 10144 True Value, Kent Uniform Services 8/24, 8/31, 9/7, 9/14 -80,00 104,581,83 09/23/16 10146 Walsh, John-Reimbursement - Magust -160,00 103,653,46 09/23/16 10147 Weish Senitation Commercial service: August 2016 -32,00 103,833,46 09/23/16 10146 Walsh, John-Reimbursement -Unigorn for tax collector -32,00 103,833,46 09/23/16 <td< td=""><td>09/16/16</td><td>DirDep</td><td>Sommers, Lyle R</td><td>Direct Deposit</td><td></td><td>106,545.01</td></td<>	09/16/16	DirDep	Sommers, Lyle R	Direct Deposit		106,545.01
09/21/16 169.163 Somer Customers 1,434.41 107.979.42 09/23/16 10137 FedEx to Avertil lab B/10, B/17, B/24, B/31, 9/7 -151.20 107,828.23 09/23/16 10138 Frontler 860 927 4075 -69.91 107,7828.23 09/23/16 10139 Napa Auto Parts fuel filter, all filter, 15W40 all (twelve) -67.88 107,690.43 09/23/16 10140 Contwood Environmental Associ Engineening Services: (24 hrs) 6/13/16 - 0/30/16 plus mileage (90 miles) -2,928.60 104,661.83 09/23/16 10141 Santor's Commercial Laundry Telephone reimbursement - August -80.00 104,661.83 09/23/16 10143 Town of Kent Charmin,towels,por clips -19.07 104,661.83 09/23/16 10144 True Value, Kent Charmin,towels,por clips -19.07 104,667.74 09/23/16 10147 Welsh Sanitation Commercial services 4/31, 9/8, 9/14 -729.33 103,673.46 09/23/16 10147 Welsh Sanitation Commercial services for 9/29/16 plus -34,76.17 104,604.63 <tr< td=""><td></td><td>DirDep</td><td>Walsh, John H.</td><td>Vacation day 9/9/16</td><td></td><td>106,545.01</td></tr<>		DirDep	Walsh, John H.	Vacation day 9/9/16		106,545.01
09/23/16 10137 FedEx to Averifi Ibb Q10, Q17, Q24, Q31, 9/7 -151, 20 107, B28, 22 09/23/16 10138 Frontier 869 927 4075 -69, 91 107, F88, 31 09/23/16 10140 Dakwood Environmental Associ Engineering Services: (24 hrs) G13/15 Plus mileage (90 miles) -2, 928, 60 104, 761, 83 09/23/16 10141 Sartor's Cammercial Laurofy universital Laurofy Universit				Direct Deposit		106,545.01
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	TOTAL				-13,909.51	99,854.35

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Proposed Budget July 2016 through June 2017

	TOTAL		
	Proposed for FY '17	Actual FY '16	
Septage Fees			
Sewer User Charges	79,359 314,000	79,094	
Total Income	393,359	<u>310,610</u> 389,704	
	293,359	389,704	
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,600	6,600	
Audit	3,750	3,750	
Office Supplies	400	721	
Outside services-(Aquarion)	600	587	
Printing & Advertising	500	805	
Software/Licensing Fees	1,150	1,149	
Total General & Admin Expenses	13,000	13,612	
Operating Expenses	•	•	
Electricity	32,400	29,628	
Fuel	2,500	2,334	
Insurance	·		
Dental Insurance	1,170	1,124	
Liab Auto Prop Insura	1,089	1,248	
Life Insurance	131	131	
Medical	21,765	20,472	
Workman's Comp	4,946	5,054	
Total Insurance	29,101	28,029	
Internet	455	481	
Lab exams	12,640	12,972	
Materials and supplies			
New Equipment		66	
Purchases & supplies	5,040	4,491	
Total Materials and supplies	5,040	4,557	
Miscellaneous	120	56	
Outside Services-(Quality,Welsh)	7,500	7,542	
Parts & Repairs	4,800	15,018	
Payroll Expenses (3% raise across the board)	120,972	117,447	0.03001
Payroll taxes	9,254	8,818	
Pension	2,749	2,669	
Permit fees	2,279	2,011	
Postage	1,800	1,783	

Proposed Budget July 2016 through June 2017

	TOTAL	
	Proposed for	
	FY '17	Actual FY '16
Professional fees		
Engineering fees	18,000	19,405
Legal fees	2,200	2,227
Total Professional fees	20,200	21,632
Telephone	3,000	3,192
Uniforms	1,300	1,275
Total Operating Expenses	256,110	259,443
Investment income	360	394
USDA Loan Interest 92-04	13,323	12,933
USDA Loan Interest 92-08	1,786	2,157_
Net Income and Expense	109,500	101,952

RECEIVED FOR RECORD KENT TOWN CLERK