

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:

Oral: Wes Wyrick came representing 3 Maple. He asked the commission 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.

Written: None.

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 through September 2016
- Operating Account Ledger as of September 30, 2016

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BY  TOWN CLERK

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.


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

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

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BY

J. Brady
TOWN CLERK

Balance Sheet

As of September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change
ASSETS			
1 USB	99,854.35	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	89.71
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	841,996.16
USDA Loan 92-08	80,012.07	81,320.13	-1,308.06
Equity	3,045,862.43	3,889,110.09	-843,247.66
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

	<u>Jul - Sep 16</u>	<u>Jul - Sep 15</u>	<u>\$ Change</u>
Septage Fees	18,611.25	20,206.25	-1,595.00
Sewer User Charges	78,548.62	70,816.58	7,732.04
Total Income	<u>97,159.87</u>	<u>91,022.83</u>	<u>6,137.04</u>
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	<u>4,153.67</u>	<u>3,309.20</u>	<u>844.47</u>
Operating Expenses			
Electricity	6,626.67	5,588.47	1,038.20
Fuel	295.43	452.03	-156.60
Insurance	7,614.23	14,025.94	-6,411.71
Internet	60.00	0.00	60.00
Lab exams	3,403.40	2,656.10	747.30
Materials and supplies	2,340.57	1,827.83	512.74
Miscellaneous	0.00	17.90	-17.90
Outside Services-Operating	4,654.47	3,114.96	1,539.51
Parts & Repairs	0.00	451.94	-451.94
Payroll Expenses	31,995.81	25,803.43	6,192.38
Payroll taxes	2,401.81	1,937.53	464.28
Pension	718.79	614.98	103.81
Permit fees	2,278.44	2,011.25	267.19
Postage	532.44	470.84	61.60
Professional fees	4,829.40	4,512.30	317.10
Telephone	807.50	922.92	-115.42
Uniforms	300.00	325.00	-25.00
Total Expense	<u>73,012.63</u>	<u>68,042.62</u>	<u>4,970.01</u>
Investment income	120.45	91.75	28.70
Transfers In	38,906.00	0.00	38,906.00
Transfer Out	0.00	5,211.37	-5,211.37
USDA Loan Interest 92-04	0.00	-555.47	555.47
USDA Loan Interest 92-06	27,728.16	0.00	27,728.16
USDA Loan Interest 92-08	0.00	-65.74	65.74
Net Income and Expense	<u>35,445.53</u>	<u>18,481.80</u>	<u>16,963.73</u>

10/07/16

Kent Sewer Commission Operating Account ledger

As of September 30, 2016

Date	Num	Name	Memo	Amount	Balance
1 USB					113,763.86
Operating - 8044					113,763.86
09/01/16		QuickBooks Payroll Service	Created by Payroll Service on 08/05/2016	-3,009.71	110,754.15
09/01/16		Town of Kent	August - ROTH 401K employee withholding	-95.52	110,658.63
09/02/16	10134	Kearns, Joyce	Direct Deposit	0.00	110,658.63
09/02/16	DirDep	Sommers, Lyle R	Direct Deposit	0.00	110,658.63
09/02/16	DirDep	Walsh, John H.	Direct Deposit	0.00	110,658.63
09/07/16	169.161	Sewer Customers		3,639.70	114,298.33
09/13/16	10132	Loureiro - LEA	8/1 - 8/31 (13 hrs labor) (334.80 supplies)	-1,338.80	112,959.53
09/13/16	10133	Superior Plus Energy	160.1 gal dyed diesel	-295.43	112,664.10
09/13/16	AWD	Frontier	Telephone and Internet	-59.99	112,604.11
09/14/16	169.162	Sewer Customers		121.39	112,725.50
09/15/16	E-pay	CT Commissioner of Revenue ...	August CT withholding - 7268998-000 Q8 Tracking # 287988052	-404.80	112,320.70
09/15/16	E-pay	United States Treasury	August payroll withholding and taxes 06-1354645 Q8 Tracking # 287988542	-2,765.96	109,554.74
09/15/16		QuickBooks Payroll Service	Created by Payroll Service for 9/15/16 payroll	-3,009.73	106,545.01
09/16/16	DirDep	Sommers, Lyle R	Direct Deposit	0.00	106,545.01
09/16/16	DirDep	Walsh, John H.	Vacation day 9/9/16	0.00	106,545.01
09/16/16	DirDep	Kearns, Joyce	Direct Deposit	0.00	106,545.01
09/21/16	169.163	Sewer Customers		1,434.41	107,979.42
09/23/16	10137	FedEx	to Averil lab 8/10, 8/17, 8/24, 8/31, 9/7	-151.20	107,828.22
09/23/16	10138	Frontier	860 927 4075	-69.91	107,758.31
09/23/16	10139	Napa Auto Parts	fuel filter, oil filter, 15W40 oil (twelve)	-67.88	107,690.43
09/23/16	10140	Oakwood Environmental Assoc...	Engineering Services: (24 hrs) 6/13/16 - 8/30/16 plus mileage (90 miles)	-2,928.60	104,761.83
09/23/16	10141	Santoro's Commercial Laundry ...	Uniform Services 8/24, 8/31, 9/7, 9/14	-100.00	104,661.83
09/23/16	10142	Sommers, Lyle - Reimbursement	Telephone reimbursement - August	-80.00	104,581.83
09/23/16	10143	Town of Kent	VOID:	0.00	104,581.83
09/23/16	10144	True Value, Kent	charmin,towels,ppr clips	-19.07	104,562.76
09/23/16	10145	Tunxis	lab testing services 8/31, 9/8, 9/14	-729.30	103,833.46
09/23/16	10146	Walsh, John-Reimbursement	Telephone reimbursement: July and August	-160.00	103,673.46
09/23/16	10147	Welsh Sanitation	Commercial service: August 2016	-42.54	103,630.92
09/28/16	169.182	Sewer Customers		433.71	104,064.63
09/28/16	AWD	Harland Clarke Checks	deposit tickets for tax collector	-54.04	104,010.59
09/28/16			close account pursuant to WPCA minutes 09/13/2016	732.00	104,742.59
09/29/16		QuickBooks Payroll Service	Created by Payroll Service for 9/29/16 payroll	-3,476.17	101,266.42
09/30/16	DirDep	Kearns, Joyce	Direct Deposit	0.00	101,266.42
09/30/16	DirDep	Sommers, Lyle R	Direct Deposit	0.00	101,266.42
09/30/16	DirDep	Walsh, John H.	Direct Deposit	0.00	101,266.42
09/30/16	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	101,266.42
09/30/16	10135	Town of Kent	September - Roth 401k Employee withholding	-143.28	101,123.14
09/30/16	10148	ABT	September bookkeeping support	-550.00	100,573.14
09/30/16	10149	Town of Kent	3rd QTR Pension contribution Kent Sewer	-718.79	99,854.35
Total Operating - 8044				-13,909.51	99,854.35
Total 1 USB				-13,909.51	99,854.35
TOTAL				-13,909.51	99,854.35

Proposed Budget

July 2016 through June 2017

	TOTAL Proposed for FY '17	Actual FY '16
Septage Fees	79,359	79,094
Sewer User Charges	314,000	310,610
Total Income	393,359	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
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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
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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
Payroll taxes	9,254	8,818
Pension	2,749	2,669
Permit fees	2,279	2,011
Postage	1,800	1,783

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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

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