

Kent Sewer Commission
Regular Meeting

February 10, 2015
4:30 P.M. Town Hall

Present: John Casey, Elissa Potts, Stan Jennings, Susi Williams, Virginia Bush-Suttman and Sal Lilenthal.

Also present: Bart Clark, Debbie Devaux, Butch Walsh and Jennifer Weiger

Mr. Casey called the regular meeting of the Kent Sewer Commission to order at 4:36 p.m.

Mr. Casey elevated alternates Virginia Bush-Suttman and Sal Lilenthal to voting status.

Amend Agenda: Mr. Casey confirmed that there were no amendments to the agenda.

Approval of Minutes:

Mr. Casey postponed the approval of the January 13, 2015 minutes until the next meeting.

Public Communication

Oral: None.

Written: None.

Report of Chairman:

Mr. Casey reported on the following:

- Need to update all e-mail addresses. Current e-mail addresses should be provided to the clerk and a list would be distributed to all.
- Do we want to record all of the laterals (from the sewer main to an individual property) on the Waste Water Collection Map?
 - Mr. Casey feels this could be valuable information.
 - Mr. Clark stated that each property receives a card that reflects that information directly.
 - Putting all of the laterals on the map would create too much clutter.
 - Ms. Devaux stated that she created a list of all sewer users.
 - Mr. Casey and Ms. Devaux will access the information and make recommendations about inventory and catalog information to put into a more useful fashion.

Report of Superintendent:

Mr. Walsh reported the following:

- 1,900,000 gallons went through the plant last month.
- L.E.A. has set-up plant computer for DMRs (Daily Monitor Reports).
- Mr. Sommers has been trained and is currently entering the data each morning.

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BY

J. Brady TC
TOWN CLERK

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- Monthly reports also are being generated by Mr. Sommers.

Report of Treasurer:

Ms. Weigel provided the following reports:

- Check Detail January 14 through February 10, 2015.
- Profit and Loss Report through January 2015.
- Balance Sheet as of February 10, 2015.

Ms. Weigel noted the following regarding the Check Detail

- She is working with CL&P regarding irregular billings.
- There was a check issued for Mr. Sommers pension that started on 8/1/14.
- A check in the amount of \$306.16 was issued to the Town of Kent for the first payment of 80% of the user fees paid for the new Maple Street Extension connections.
- The report should include a new invoice from L.E.A. in the amount of \$2,932.17.

Mrs. Williams made a motion to approve the Check Detail for January 14 through February 10, 2015, as submitted, with the addition of the L.E.A. invoice in the amount of \$2,932.17. Ms. Potts seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux provided a current balance sheet. She stated that income will be tight, but the projected budget should be met.

Ordinances:

Mr. Casey stated that a creation of an Ordinance Committee should be postponed until the Benefit Assessments and Capital Project Report are completed.

Benefit Assessments:

Mr. Casey reported that Commission members Elissa Potts and Susi Williams have met several times with Attorney Jeff Sienkiewicz and Bart Clark from Oakwood Engineering regarding benefit assessments for the properties on Maple Street Ext. Ms. Potts reported the following:

- The group has met twice.
- Property values on MSE range from \$200,000 to \$500,000.
- Four different classifications of properties.
- Assessments need to be fair and equitable for all property owners.
- Mr. Sienkiewicz and Mr. Clark both provided formularies.
- Group plans to meet again in next ten (10) days.
- Commission members will report back to full Commission.

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KENT SEWER COMMISSION REGULAR MEETING MINUTES, FEBRUARY 10, 2015

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Ms. Devaux stated that she does not want to be involved in the assessment process, but she does require specific information once the assessments have been determined. She stated that she sent an e-mail to Mr. Clark outlining what information she, as the collector, needs.

Capital Projects:

Mr. Clark, Mr. Lilienthal and Mr. Walsh reviewed the Preliminary Capital Projects List and prioritized the projects. Mr. Clark will update the list. Mr. Walsh stated that once the weather breaks, he would obtain estimates for several of the priority projects to be reviewed by the Commission and determine what projects can be executed in this fiscal year.

Maple Street Ext:

Mr. Casey stated there was nothing new to report.

Ms. Potts made a motion to adjourn the meeting at 5:41 p.m. Mrs. Williams 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

February 10, 2015
4:30 P.M. TOWN HALL

Regular Meeting

1. Call to order and Pledge of Allegiance
2. Elevate alternate
3. Amend agenda
4. Approval of Minutes
a January 13, 2015 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. New Business
a Ordinances
11. Old Business
a Benefit Assessments
b Capital Projects
c Maple Street Ext
12. Adjourn

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J. Brady TC
TOWN CLERK

02/08/15

Kent Sewer Commission
Check Detail
 January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
01/14/15		Frontier Communicati...	Internet	Union Bank DDA	
12/31/14	December		Internet	Telephone	-30.00
TOTAL					-30.00
01/21/15	E-pay	Administrator Unempl...	00-022-82 QB Tracking # 230...	Union Bank DDA	
TOTAL					0.00
01/22/15		QuickBooks Payroll S...	Created by Payroll Service on ...	Union Bank DDA	
			Fee for 3 direct deposit(s) at \$1...	Payroll Expenses	-4.80
			Sales Tax for CT	Payroll Expenses	-0.05
		QuickBooks Payroll S...	Created by Payroll Service on ...	Direct Deposit Liabilit...	-2,946.02
TOTAL					-2,950.87
01/23/15	DD1050	Sommers, Lyle R	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,668.96
			Direct Deposit	Payroll Expenses	-185.44
			Direct Deposit	Dental Insurance	2.27
			Direct Deposit	Medical	36.04
			Direct Deposit	Federal Taxes Payable	270.00
			Direct Deposit	Payroll taxes	-112.60
			Direct Deposit	Federal Taxes Payable	112.60
			Direct Deposit	Federal Taxes Payable	112.60
			Direct Deposit	Payroll taxes	-26.34
			Direct Deposit	Federal Taxes Payable	26.34
			Direct Deposit	Federal Taxes Payable	26.34
			Direct Deposit	State Taxes Payable	133.11
			Direct Deposit	Direct Deposit Liabilit...	1,274.04
TOTAL					0.00
01/23/15	DD1051	Walsh, John H.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,991.52
			Direct Deposit	Payroll Expenses	-221.28
			Direct Deposit	Dental Insurance	2.27
			Direct Deposit	Medical	36.04
			Direct Deposit	Federal Taxes Payable	360.00
			Direct Deposit	Payroll taxes	-134.82
			Direct Deposit	Federal Taxes Payable	134.82
			Direct Deposit	Federal Taxes Payable	134.82
			Direct Deposit	Payroll taxes	-31.53
			Direct Deposit	Federal Taxes Payable	31.53
			Direct Deposit	Federal Taxes Payable	31.53
			Direct Deposit	State Taxes Payable	104.60

Kent Sewer Commission

Check Detail

02/08/15

January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	Direct Deposit Liabilit...	1,543.54
TOTAL					0.00
01/23/15	DD1049	Kearns, Joyce	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-139.08
			Direct Deposit	Payroll taxes	-8.63
			Direct Deposit	Federal Taxes Payable	8.63
			Direct Deposit	Federal Taxes Payable	8.63
			Direct Deposit	Payroll taxes	-2.01
			Direct Deposit	Federal Taxes Payable	2.01
			Direct Deposit	Federal Taxes Payable	2.01
			Direct Deposit	Direct Deposit Liabilit...	128.44
TOTAL					0.00
01/23/15	9713	CL&P-Plant	51545723082	Union Bank DDA	
01/23/15	11/14-12/16		51545723082	Electricity	-5,098.55
TOTAL					-5,098.55
01/23/15	9714	Quality Data Service I...	Inv. 032865-3331	Union Bank DDA	
01/28/15	032865-3331		Printing of sewer bills	Outside services-Admin	-148.50
TOTAL					-148.50
01/23/15	9715	Santoro's Commercial ...	21781, 21947, 22735, 22905, 2...	Union Bank DDA	
01/31/15	12/3-1/28		21781, 21947, 22735, 22905, 2...	Uniforms	-100.00
TOTAL					-100.00
01/23/15	9716	Tunxis Laboratories, L...		Union Bank DDA	
01/31/15	1528154.0		1528154.0	Lab exams	-243.10
01/31/15	1528158.0		1528158.0	Lab exams	-243.10
01/31/15	1528157.0		1528157.0	Lab exams	-243.10
TOTAL					-729.30
01/27/15	9703	CL&P-Pump	51041723065	Union Bank DDA	
01/15/15	12/16-1/16		51041723065	Electricity	-304.28
TOTAL					-304.28
01/27/15	9704	CL&P - Maple Street ...	51637296070	Union Bank DDA	

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Kent Sewer Commission
Check Detail
 January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
01/15/15	12/15-1/15		51637296070	Electricity	-70.45
TOTAL					-70.45
01/27/15	9705	Crystal Rock	December	Union Bank DDA	
12/31/14	December		December	Purchases & supplies	-16.60
TOTAL					-16.60
01/27/15	9706	FedEx	2432-7273-4	Union Bank DDA	
01/12/15	2-903-31272			Postage	-144.09
TOTAL					-144.09
01/27/15	9707	John Walsh-Reimburs...	cell phone reimbursement	Union Bank DDA	
01/20/15	January		cell phone reimbursement	Telephone	-80.00
TOTAL					-80.00
01/27/15	9708	LEA	48KT0.04-46	Union Bank DDA	
01/20/15	48KT0.04-46		48KT0.04-46	Engineering fees	-15,363.80
TOTAL					-15,363.80
01/27/15	9709	Lyle Sommers - Reim...	Cell phone reimbursement	Union Bank DDA	
01/20/15	January		Cell phone reimbursement	Telephone	-80.00
TOTAL					-80.00
01/27/15	9710	Tunxis Laboratories, L...		Union Bank DDA	
01/12/15	1528059.0		1528059.0	Lab exams	-243.10
01/12/15	1427994.1		1427994.1	Lab exams	-491.25
01/12/15	1528064.0		1528064.0	Lab exams	-243.10
TOTAL					-977.45
01/27/15	9711	Welsh Sanitation		Union Bank DDA	
12/31/14	December			Outside Services-Oper...	-63.81
TOTAL					-63.81
01/27/15	9712	Frontier Communicati...	860-927-4075-102208-5	Union Bank DDA	

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Kent Sewer Commission
Check Detail
 January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
01/21/15	01/21-2/20		860-927-4075-102208-5	Telephone	-172.96
TOTAL					-172.96
02/02/15	E-pay	CT Commissioner of ...	7268998-000 QB Tracking # 2...	Union Bank DDA	
			7268998-000 QB Tracking # 2...	State Taxes Payable	-475.42
TOTAL					-475.42
02/02/15	E-pay	United States Treasury	06-1354645 QB Tracking # 23...	Union Bank DDA	
			06-1354645 QB Tracking # 23...	Federal Taxes Payable	-1,260.00
			06-1354645 QB Tracking # 23...	Federal Taxes Payable	-512.09
			06-1354645 QB Tracking # 23...	Federal Taxes Payable	-512.09
			06-1354645 QB Tracking # 23...	Federal Taxes Payable	-119.76
			06-1354645 QB Tracking # 23...	Federal Taxes Payable	-119.76
TOTAL					-2,523.70
02/05/15		QuickBooks Payroll S...	Created by Payroll Service on ...	Union Bank DDA	
			Fee for 4 direct deposit(s) at \$1...	Payroll Expenses	-6.40
			Sales Tax for CT	Payroll Expenses	-0.06
		QuickBooks Payroll S...	Created by Payroll Service on ...	Direct Deposit Liabilit...	-3,398.18
TOTAL					-3,404.64
02/06/15	DD1052	Devaux, Deborah J.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-525.33
			Direct Deposit	Federal Taxes Payable	33.00
			Direct Deposit	Payroll taxes	-32.57
			Direct Deposit	Federal Taxes Payable	32.57
			Direct Deposit	Federal Taxes Payable	32.57
			Direct Deposit	Payroll taxes	-7.62
			Direct Deposit	Federal Taxes Payable	7.62
			Direct Deposit	Federal Taxes Payable	7.62
			Direct Deposit	Direct Deposit Liabilit...	452.14
TOTAL					0.00
02/06/15	DD1054	Sommers, Lyle R	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,854.40
			Direct Deposit	Dental Insurance	2.27
			Direct Deposit	Medical	36.04
			Direct Deposit	Federal Taxes Payable	270.00
			Direct Deposit	Payroll taxes	-112.59
			Direct Deposit	Federal Taxes Payable	112.59
			Direct Deposit	Federal Taxes Payable	112.59

Kent Sewer Commission

Check Detail

02/08/15

January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	Payroll taxes	-26.33
			Direct Deposit	Federal Taxes Payable	26.33
			Direct Deposit	Federal Taxes Payable	26.33
			Direct Deposit	State Taxes Payable	133.11
			Direct Deposit	Direct Deposit Liabilit...	1,274.06
TOTAL					0.00
02/06/15	DD1055	Walsh, John H.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-2,212.80
			Direct Deposit	Dental Insurance	2.27
			Direct Deposit	Medical	36.04
			Direct Deposit	Federal Taxes Payable	360.00
			Direct Deposit	Payroll taxes	-134.82
			Direct Deposit	Federal Taxes Payable	134.82
			Direct Deposit	Federal Taxes Payable	134.82
			Direct Deposit	Payroll taxes	-31.53
			Direct Deposit	Federal Taxes Payable	31.53
			Direct Deposit	Federal Taxes Payable	31.53
			Direct Deposit	State Taxes Payable	104.60
			Direct Deposit	Direct Deposit Liabilit...	1,543.54
TOTAL					0.00
02/06/15	DD1053	Kearns, Joyce	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-139.08
			Direct Deposit	Payroll taxes	-8.62
			Direct Deposit	Federal Taxes Payable	8.62
			Direct Deposit	Federal Taxes Payable	8.62
			Direct Deposit	Payroll taxes	-2.02
			Direct Deposit	Federal Taxes Payable	2.02
			Direct Deposit	Federal Taxes Payable	2.02
			Direct Deposit	Direct Deposit Liabilit...	128.44
TOTAL					0.00
02/06/15	9717	Jennifer Weigel	January	Union Bank DDA	
01/31/15	356		January	Accounting/Bookkeep...	-550.00
TOTAL					-550.00
02/06/15	9718	Town of Kent	Pension Lyle Sommers	Union Bank DDA	
01/31/15	2014		5% 2014	Pension	-1,019.92 ²
TOTAL					-1,019.92
02/06/15	9719	Town of Kent	Insurance Jan - Feb	Union Bank DDA	

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Kent Sewer Commission
Check Detail
 January 14 through February 10, 2015

Date	Num	Name	Memo	Account	Paid Amount
02/01/15	14-153		Insurance Jan - Feb	Medical	-3,123.20
			Insurance Jan - Feb	Life Insurance	-21.80
			Insurance Jan - Feb	Dental Insurance	-206.44
TOTAL					-3,351.44
02/06/15	9720	Town of Kent	Gasoline usage 6/21/14 - 12/29...	Union Bank DDA	
02/01/15	14-154		Gasoline usage 6/21/14 - 12/29...	Fuel	-310.86
TOTAL					-310.86
02/06/15	9721	Town of Kent	80% User fees on new MSE us...	Union Bank DDA	
12/31/14	User Fees		80% User charges	User Charges	-306.16 ³
TOTAL					-306.16

02/08/15

Kent Sewer Commission
Check Detail
January 14 through February 10, 2015

1. This number seems very high—more than twice the usual. I need to speak with CL&P during business hours to confirm this amount.
2. This is an annual payment. Lyle first became eligible on 8/1/14, so this is the 5% payment for that portion of 2014 for which he was eligible.
3. This is the first payment of 80% of user fees paid during the period for new MSE connections.

						Jul '14 - Jan 15	Budget	% of Budget
					Ordinary Income/Expense			
					Income			
					Investment income	183.70	300.00	61.23%
					Septage Fees	44,705.47	74,000.00	60.41%
					Sewer User Charges			
					Connection Fees	0.00		
					User Charges	144,199.95	298,000.00	48.39%
					Sewer User Charges - Other	0.00	0.00	0.0%
					Total Sewer User Charges	144,199.95	298,000.00	48.39%
					Total Income	189,089.12	372,300.00	50.79%
					Expense			
					General & Admin Expenses			
					Accounting/Bookkeeping Services	3,850.00	7,000.00	55.0%
					Audit	3,169.00	3,500.00	90.54%
					Miscellaneous Admin Expense	379.75	500.00	75.95%
					Office Supplies	200.00	500.00	40.0%
					Outside services-Admin	294.70	750.00	39.29%
					Printing & Advertising	0.00	500.00	0.0%
					Software/Licensing Fees	1,096.00	1,450.00	75.59%
					Total General & Admin Expenses	8,989.45	14,200.00	63.31%
					Operating Expenses			
					Electricity	19,238.71	35,000.00	54.97%
					Fuel	1,398.32	7,000.00	19.98%
					Insurance			
					Dental Insurance	551.22		
					Liab Auto Prop Insura	0.00	7,250.00	0.0%
					Life Insurance	65.40	150.00	43.6%
					Medical	11,288.40	20,000.00	56.44%
					Total Insurance	11,905.02	27,400.00	43.45%

					Jul '14 - Jan 15	Budget	% of Budget
				Lab exams	7,784.25	13,500.00	57.66%
				Materials and supplies			
				New Equipment	7,024.99	1,500.00	468.33%
				Purchases & supplies	3,388.80	6,000.00	56.48%
				Total Materials and supplies	10,413.79	7,500.00	138.85%
				Miscellaneous	120.00	500.00	24.0%
				Outside Services-Operating	2,105.86	5,000.00	42.12%
				Parts & Repairs	5,946.89	10,000.00	59.47%
				Payroll Expenses	63,976.93	117,000.00	54.68%
				Payroll taxes	4,885.71	8,900.00	54.9%
				Pension	1,019.92		
				Permit fees	2,011.25	2,200.00	91.42%
				Postage	838.33	1,700.00	49.31%
				Professional fees			
				Engineering fees	30,754.15	36,000.00	85.43%
				Legal fees	0.00	10,000.00	0.0%
				Total Professional fees	30,754.15	46,000.00	66.86%
				Telephone	1,649.42	3,000.00	54.98%
				Uniforms	1,295.50	1,300.00	99.65%
				Total Operating Expenses	165,344.05	286,000.00	57.81%
				Short-Lived Asset Reserve		7,000.00	
				Capital Reserve	20,000.00	40,000.00	
				Debt Service Sewer Rehab		25,000.00	
				Total Expense	194,333.50	372,200.00	52.21%
				Net Ordinary Income	-5,244.38	100.00	-5,244.38%
				Maple Street Extension Expenses	271,439.86		
				Net Income including Maple Street Ext expense	-276,684.24		

02/08/15

Kent Sewer Commission

Balance Sheet

As of February 10, 2015

	Feb 10, 15
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Capital MMA	
Short-lived Asset Reserve	22,000.00
Union Bank Capital MMA - Other	426,290.41
Total Union Bank Capital MMA	448,290.41
Union Bank DDA	27,294.23
Union Bank Septage MMA	82,109.27
USB Grant/Loan Construction Acc	2,473.00
Total Checking/Savings	560,166.91
Accounts Receivable	
Septage Accounts Receivable	975.00
Total Accounts Receivable	975.00
Other Current Assets	
Accounts Receivable	9,110.41
Total Other Current Assets	9,110.41
Total Current Assets	570,252.32
Fixed Assets	
Accumulated Depreciation	-1,040,088.41
Construction in Progress	
Maple Street Extension	1,223,925.86
Total Construction in Progress	1,223,925.86
Property and equipment	3,252,954.04
Total Fixed Assets	3,436,791.49
TOTAL ASSETS	4,007,043.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Federal Taxes Payable	1,375.13
State Taxes Payable	237.71
Total Other Current Liabilities	1,612.84
Total Current Liabilities	1,612.84
Long Term Liabilities	
USDA Loan 92-04	500,895.32
USDA Loan 92-06	864,000.00
USDA Loan 92-08	82,659.09

02/08/15

Kent Sewer Commission

Balance Sheet

As of February 10, 2015

	Feb 10, 15
Total Long Term Liabilities	<u>1,447,554.41</u>
Total Liabilities	<u>1,449,167.25</u>
Equity	<u>2,557,876.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,007,043.81</u></u>

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF KENT
GRAND LIST YEAR 2013

Year: 1998 To 2014, Pay Date: 02/10/2015, Time: 02/10/2015 03:47:56 pm All

Page: 1

Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 06 SU

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
SU	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YR: 2011	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SU	307	318.10	0.00	0.00	318.10	0.00	0.00	0.00	0.00	0.00	0.00	318.10
YR: 2012	307	318.10	0.00	0.00	318.10	0.00	0.00	0.00	0.00	0.00	0.00	318.10
SU	307	8,792.31	0.00	0.00	8,792.31	0.00	7,388.89	1,331.37	360.00	9,080.26	0.00	1,403.42
YR: 2013	307	8,792.31	0.00	0.00	8,792.31	0.00	7,388.89	1,331.37	360.00	9,080.26	0.00	1,403.42
SU	312	220,438.79	628.10	-350.70	220,716.19	0.00	143,762.21	667.16	0.00	144,429.37	-199.90	76,953.98
YR: 2014	312	220,438.79	628.10	-350.70	220,716.19	0.00	143,762.21	667.16	0.00	144,429.37	-199.90	76,953.98
Grand Total	1,231	229,549.20	628.10	-350.70	229,826.60	0.00	151,151.10	1,998.53	360.00	153,509.63	-199.90	78,675.50

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 BY *J. Brady Jr*
 TOWN CLERK