

Present: John Casey, Nicole Chase, Stan Jennings, Matt Palumbo, Elissa Potts and Susi Williams.

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

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:31 p.m.

The Pledge of Allegiance was recited.

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

**Approval of minutes:**

Mrs. Williams made a motion to amend the minutes of January 12, 2016 regular Sewer Commission meeting as follows:

Mrs. Herbst requested that a current signer (not singer) on the bank account obtain a new signature card from the bank to add her as a signer on the account.

Mr. Jennings seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the January 12, 2016 regular Sewer Commission meeting, as amended. Mr. Palumbo seconded the motion and the motion carried.

**Public Communication:**

Oral: None.

Written: None.

**Report of Chairman:**

Ms. Potts reported the following:

- Reconnected the phone at the Sewer Plant.
- Mr. Money has not responded or removed the stones from the sewer easement. He will be contacted again.
- The State has agreed to pay \$325 per manhole for the three manholes that need to be raised (north end of Kent Green, in front of Fife-n-Drum driveway and by Lane Street).

**Report of Superintendent:**

Mr. Walsh reported the following:

- 1.9 million gallons passed through the plant in January
- Pump # 2 is currently in the repair shop – being repaired
- Pump #1 will be sent to the shop for refreshing when pump #2 is returned
- Kinsley Power System provided an estimate of \$875 to repair the Judd Ave. generator. Mr. Walsh authorized the repairs.
- New Milford lab provided a quote of \$240 per week for same lab work currently provided by Tunxis.

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**Report of Treasurer:**

Ms. Herbst provided the following reports:

- Disbursement Journal as of January 31, 2016
- Balance Sheet as of January 31, 2016
- Profit & Loss Budget vs. Actuals July through January 2016

Mrs. Williams made a motion to approve the Disbursement Journal as of January 31, 2016, as submitted. Mr. Casey seconded the motion and the motion carried.

Mr. Casey made a motion to authorize the Treasurer to sign the following monthly reoccurring invoices without Commission approval:

Fed-Ex	uniform company	payroll
All utility vendors	Quality	Superior Plus
True Value (up to \$300)	Tunxis	

Mrs. Williams seconded the motion and the motion carried.

**Report of Collector:**

Ms. Devaux provided the Grand Ratebook Balance Sheet.

**Report of Consulting Engineer:**

Mr. Clark stated that he was waiting for the Commission to confirm how to proceed with the proposed blower project. He also was assisting with the Judd Ave. generator issue.

**Town of Kent Sewer fees:**

Ms. Potts reported that the question, "Should the Town of Kent be exempt from sewer fees," has surfaced again. The following are the four Town entities that receive and pay sewer fees:

Town Hall	Community House
Town Garage	Kent Center School

The four locations generate approximately \$2,000 annually in revenue for the Sewer Commission. The proposed restroom would be an additional location which would be additional revenue. The commission agreed that the current fees and anticipated fees should not be exempt. The fees generated in public buildings should not become the responsibility of the approximately 439 users.

**Route 7 manholes:**

Addressed in the chairman's report.

**Capital projects:**

No action taken.

**Website Update:**

Ms. Potts stated that she and Mr. Casey will provide updated information for the Town website.

**Water Sampling:**

Addressed in the superintendent's report.

Mrs. Williams made a motion to adjourn the meeting at 5:17 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.*

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