

Kent Sewer Commission
Regular Meeting

October 13, 2015
4:30 P.M. Town Hall

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

Also present: Bart Clark, Nicole Chase, Butch Walsh and Jennifer Weigel.

Mr. Casey called the regular meeting of the Kent Sewer Commission to order at 4:30 p.m.

Mr. Casey elevated alternate Virginia Bush-Suttman to voting status.

Mrs. Williams made a motion to add the following item to the agenda:

11c. Appointment – Nicole Chase

Mr. Jennings seconded the motion and the motion carried.

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

Approval of Minutes:

Ms. Potts made a motion to amend the minutes of the September 8, 2015 regular Sewer Commission meeting to read as follows:

Page 2, Superintendent Report, 2nd bullet point:

Ms. Bush-Suttman made a motion to approve the leasing of the testing equipment. Mr. Jennings seconded the motion and the motion carried.

Mr. Jennings seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the September 8, 2015 regular Sewer Commission meeting, as amended. Mr. Jennings seconded the motion and the motion carried.

Public Communication

Oral: None

Written: Mr. Casey stated that he sent a response to Mr. Starr's August 21, 2015 e-mail.

Report of Chairman:

Mr. Casey stated that he had nothing new to report.

Report of Superintendent:

Mr. Walsh reported the following:

- 2.5 million gallons passed through the plant during the month of September
- Obtained a quote from John Haskell in the amount of \$1,800 for labor and material to seal the office roof
- Need to purchase parts to repair the several joints in the gutter and three down spouts

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KENT TOWN CLERK

2015 OCT 20 A 9:09

BY *John Casey Jr*
TOWN CLERK

- Closing and locking the gate at night and on weekends.
- Did open the gate from 8 a.m. – 4 p.m. on Columbus Day, not a holiday for everyone
- Monitoring the video, will create a log

Mr. Jennings made a motion to approve John Haskell's \$1,800 proposal to seal the office roof. Mrs. Williams seconded the motion and the motion carried.

Ms. Weigel asked Mr. Walsh to talk to her about setting up an account with a local vendor to purchase supplies for repairs.

Report of Treasurer:

Ms. Weigel provided the following reports:

- Check Detail for September 9 – October 13, 2015
- Balance Sheet as of September 30, 2015
- Profit & Loss Budget vs. Actuals July through September 2015

Ms. Weigel did note that on page five of the check detail the Q3 user Fees due to Town amount should be \$856.37 not \$1,070.46. The amount paid to the Town is 80% not 100%.

Mr. Jennings made a motion to approve the Check Detail for September 9 through October 13, 2015, with the correction of the Q3 user Fees check to reflect the \$856.337 amount. Mrs. Williams seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux did not attend the meeting.

Report of Consulting Engineer:

Mr. Clark provided a memo he drafted: Information on septage disposal. Mr. Clark suggested that the commission review the material and be prepared to discuss at the next meeting.

Mr. Clark stated that he was involved in a conversation with Mike Beach, a HVAC contractor, regarding a proposed plan for the heating and air conditioning of the sewer plant building. Mr. Beach recommended a "mini split system" that would take heat already being generated by the blowers and use it to heat the whole building. Mr. Beach's estimate for labor and material is \$6,300. Mr. Clark suggested adding ductwork for an additional \$1,020. Ms. Potts made a motion to approve an amount of up to \$7,500, payable to Mike Beach, for the purchase and installation of the mini split system plus additional ductwork. Mrs. Williams seconded the motion and the motion carried.

Sal Lilienthal's Resignation:

Mrs. Williams made a motion to accept Sal Lilienthal's resignation from the Kent Sewer Commission with regret. Mr. Casey seconded the motion and the motion carried.

2016 Kent Sewer Commission Regular Meeting Schedule

Mr. Casey made a motion to approve the 2016 Kent Sewer Commission meeting schedule, as submitted. Mrs. Williams seconded the motion and the motion carried.

Appointment:

Mr. Casey stated that there is an alternate vacancy on the commission due to Sal Lilienthal's resignation. Nicole Chase expressed an interest in filling the vacancy.

Mrs. Williams made a motion to appoint Nicole Chase as an alternate of the Kent Sewer Commission to fill the unexpired term to expire on 11/19/2015. Mr. Jennings seconded the motion and the motion carried.

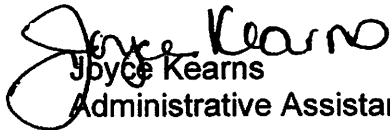
Capital projects:

Mr. Casey suggested that the Capital Projects' list be recirculated and put on the agenda for next month's meeting.

Smoke Testing:

Mr. Clark stated that the best time to conduct a smoke test is in the summer. No action taken.

Ms. William made a motion to adjourn the meeting at 5:45 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

October 13, 2015
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 8, 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. Report of Consulting Engineer
11. New Business
 - a Sal Lilienthal resignation
 - b 2016 Regular meeting schedule
12. Old Business
 - a Capital project
 - b Smoke Testing
13. Adjourn

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 OCT -9 A 11: 01

BY
TOWN CLERK

"An equal opportunity employer and service provider and employer."

Kent Sewer Commission
Regular Meeting

September 8, 2015
4:30 P.M. Town Hall

Present: John Casey, Virginia Bush-Suttman, Stan Jennings and Susi Williams.

Also present: Bart Clark, Debbie Devaux, Mathew Palumbo, Butch Walsh and Jennifer Weigel

Mr. Casey called the regular meeting of the Kent Sewer Commission to order at 4:45 p.m.

Mr. Casey elevated alternate Virginia Bush-Suttman to voting status.

Mrs. Williams made a motion to add the following item to the agenda:

11a. New Commission member(s)

Mr. Jennings seconded the motion and the motion carried.

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

Approval of Minutes:

Mrs. Williams made a motion to amend the minutes of the August 11, 2015 regular Sewer Commission meeting to read as follows:

Page 3, Old Business, 4th bullet point:

At present and per the resolution, there is a separate account for the Benefit Assessment payments. Atty. Sienkiewicz will advise on the possibility of the payments going into the Kent Sewer account.

Mr. Jennings seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the August 11, 2015 regular Sewer Commission meeting, as amended. Mr. Jennings seconded the motion and the motion carried.

Public Communication

Oral: None

Written: Mr. Casey read an August 21, 2015 attached e-mail from Mathew Starr. Mr. Casey stated that he would respond to the e-mail.

Report of Chairman:

Mr. Casey reported on the following items:

- There are two potential new Sewer Commission members:
 - Mathew Palumbo
 - Nicole Chase
- Mr. Casey will remain on the commission but will be stepping down as chairman
- Elissa Potts has expressed interest in becoming chairman
- The Kent closing within the next 90 days
 - \$33,000 loss of income

- The blowers at the sewer plant need to be replaced.
 - The USDA is willing to give the Sewer Commission a grant for 75%
 - Would like Oakwood Engineering to oversee the purchase and installation of the blowers

Mrs. Williams made a motion to authorize Oakwood Engineering to oversee the purchase and installation of new blowers at the sewer plant. Ms. Bush-Suttman seconded the motion and the motion carried.

Report of Superintendent:

Mr. Walsh reported the following:

- 1.85 Gallons passed through the plant during the month of August
- Obtained two quotes for testing equipment (attached)
 - Lease
 - Purchase
- Obtained a quote from John Haskell in the amount of \$1,200 for labor and material to repair the leaking roof
- Need to obtain a quote for the gutter repairs of several joints and three down spouts

Mr. Jennings made a motion to approve an amount not to exceed \$1,500 for material and labor to repair the leaking roof and repair the joints and three down spouts on the gutter system. Mrs. Williams seconded the motion and the motion carried.

Report of Treasurer:

Ms. Weigel provided the following reports:

- Check Detail for August 12 through September 8, 2015
- Balance Sheet as of August 31, 2015
- Profit & Loss Budget vs. Actuals July through August 2015

Ms. Weigel did note that the \$38,906 withdrawal on August 28, 2015 was supposed to be withdrawn from the Town of Kent's account. The Town will reimburse the Sewer Commission the \$38,906.

Mrs. Williams made a motion to approve the Check Detail for August 12 through September 8, 2015, as submitted. Ms. Bush-Suttman seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux reported the following:

- The Maple Street Ext. Benefit Assessment legal notice was published on August 28, 2015 in the Republican American.

Report of Consulting Engineer:

Mr. Clark reported the following:

- The floats at the pump station were replaced in August
- Issued an invoice to D.O.T. for the manholes
- Had a meeting with Mr. Walsh regarding Capital Projects
- A lateral inspection was completed on September 1, 2015 at Doug Week's property
- Two man hole covers need to be repaired
 - Templeton
 - Elizabeth Street

New Commission member(s):

Mr. Casey stated that there is a vacancy on the commission due to Bill Tobin's resignation. Mathew Palumbo expressed an interest in filling the vacancy.

There was a brief discussion regarding minority representation and confirming the political party of the current members. There was a general consensus that Mr. Palumbo is eligible to fill the vacancy. Mrs. Williams made a motion to appoint Mathew Palumbo (D) as a member of the Kent Sewer Commission to fill the unexpired term to expire on 11/19/2017. Mr. Jennings seconded the motion and the motion carried.

Capital projects:

Mr. Casey suggested that any new Capital Projects should be placed on hold until the budget is reviewed due to the loss of income from the closing of The Kent.

Smoke Testing:

Mr. Casey stated smoke testing will be discussed at the next meeting.

Ms. William made a motion to adjourn the meeting at 5:45 p.m. Mr. Jennings seconded the motion and the motion carried

Joyce Kearns
Administrative Assistant

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KENT TOWN CLERK
2015 SEP 11 A 9 20

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.

By *Joyce Kearns*
TOWN CLERK
472

10/08/15

Kent Sewer Commission

Check Detail

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
09/09/15	9866	Kent True Value	77016	Union Bank DDA	
09/08/15				Purchases & supplies	-12.99
TOTAL					-12.99
09/09/15	9867	Pine Plains Tractor	Customer Kent07	Union Bank DDA	
09/09/15	SI515...		Customer Kent07	Parts & Repairs	-47.78
TOTAL					-47.78
09/09/15	9868	Republican American	A/C #63753	Union Bank DDA	
09/09/15	8/1-8/...		Benefit Assessment Notice	Printing & Advertising	-462.14
TOTAL					-462.14
09/09/15	9869	Welsh Sanitation		Union Bank DDA	
09/09/15	August			Outside Services-Ope...	-63.81
TOTAL					-63.81
09/17/15		QuickBooks Payroll ...	Created by Payroll Service on ...	Union Bank DDA	
			Fee for 3 direct deposit(s) at \$...	Payroll Expenses	-5.25
			Sales Tax for CT	Payroll Expenses	-0.05
		QuickBooks Payroll ...	Created by Payroll Service on ...	Direct Deposit Liabil...	-3,034.93
TOTAL					-3,040.23
09/18/15	DD1109	Sommers, Lyle R	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,719.36
			Direct Deposit	Payroll Expenses	-191.04
			Direct Deposit	Dental Insurance	2.41
			Direct Deposit	Medical	21.76
			Direct Deposit	Payroll Liabilities	15.63
			Direct Deposit	Payroll Liabilities	38.21
			Direct Deposit	Federal Taxes Payable	284.00
			Direct Deposit	Payroll taxes	-115.97
			Direct Deposit	Federal Taxes Payable	115.97
			Direct Deposit	Federal Taxes Payable	115.97
			Direct Deposit	Payroll taxes	-27.12
			Direct Deposit	Federal Taxes Payable	27.12
			Direct Deposit	Federal Taxes Payable	27.12
			Direct Deposit	State Taxes Payable	85.84
			Direct Deposit	Direct Deposit Liabil...	1,319.46

10/08/15

Kent Sewer Commission

Check Detail

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
TOTAL					0.00
09/18/15	DD1110	Walsh, John H.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-2,051.28
			Direct Deposit	Payroll Expenses	-227.92
			Direct Deposit	Dental Insurance	2.41
			Direct Deposit	Medical	21.76
			Direct Deposit	Payroll Liabilities	15.63
			Direct Deposit	Federal Taxes Payable	376.00
			Direct Deposit	Payroll taxes	-138.84
			Direct Deposit	Federal Taxes Payable	138.84
			Direct Deposit	Federal Taxes Payable	138.84
			Direct Deposit	Payroll taxes	-32.47
			Direct Deposit	Federal Taxes Payable	32.47
			Direct Deposit	Federal Taxes Payable	32.47
			Direct Deposit	State Taxes Payable	108.94
			Direct Deposit	Direct Deposit Liabil...	1,583.15
TOTAL					0.00
09/18/15	DD1108	Kearns, Joyce	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-143.28
			Direct Deposit	Payroll taxes	-8.88
			Direct Deposit	Federal Taxes Payable	8.88
			Direct Deposit	Federal Taxes Payable	8.88
			Direct Deposit	Payroll taxes	-2.08
			Direct Deposit	Federal Taxes Payable	2.08
			Direct Deposit	Federal Taxes Payable	2.08
			Direct Deposit	Direct Deposit Liabil...	132.32
TOTAL					0.00
09/21/15		Frontier Communicat...	QuickBooks generated zero a...	Union Bank DDA	
08/21/15	8/21 - ...	Frontier Communicat...	8/21 - 9/20 to be paid by credit...	Accounts Payable	0.00
TOTAL					0.00
09/29/15		QuickBooks Payroll ...	Created by Payroll Service on ...	Union Bank DDA	
			Fee for 1 direct deposit(s) at \$...	Payroll Expenses	-1.75
			Sales Tax for CT	Payroll Expenses	-0.02
		QuickBooks Payroll ...	Created by Payroll Service on ...	Direct Deposit Liabil...	-464.70
TOTAL					-466.47
09/30/15	DD1111	Devaux, Deborah J.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-541.08

10/08/15

Kent Sewer Commission
Check Detail
 September 9 through October 13, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
			Direct Deposit	Federal Taxes Payable	35.00
			Direct Deposit	Payroll taxes	-33.54
			Direct Deposit	Federal Taxes Payable	33.54
			Direct Deposit	Federal Taxes Payable	33.54
			Direct Deposit	Payroll taxes	-7.84
			Direct Deposit	Federal Taxes Payable	7.84
			Direct Deposit	Federal Taxes Payable	7.84
			Direct Deposit	Direct Deposit Liabil...	464.70
TOTAL					0.00
09/30/15	9870	Town of Kent	041-66-2249	Union Bank DDA	
			041-66-2249	Payroll Liabilities	-152.83
TOTAL					-152.83
09/30/15	9871	Crystal Rock	August	Union Bank DDA	
09/14/15			August	Miscellaneous	-8.95
TOTAL					-8.95
09/30/15	9872	Jennifer Weigel	Inv. 422	Union Bank DDA	
09/30/15	422		Inv. 422	Accounting/Bookkee...	-550.00
TOTAL					-550.00
09/30/15	9873	John Walsh-Reimbur...	August	Union Bank DDA	
09/14/15	August		August	Telephone	-80.00
TOTAL					-80.00
09/30/15	9874	LEA	48KT3.04-24 August	Union Bank DDA	
09/15/15	48KT...		August	Engineering fees	-1,389.88
TOTAL					-1,389.88
09/30/15	9875	Oakwood Environme...	July expenses	Union Bank DDA	
09/14/15	2015-36		July expenses	Engineering fees	-1,028.42
TOTAL					-1,028.42
09/30/15	9876	Santoro's Commercial...	Deliveries 28337, 28516	Union Bank DDA	

10/08/15

Kent Sewer Commission

Check Detail

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
09/30/15	Septe...		Deliveries 28337, 28516	Uniforms	-125.00
TOTAL					-125.00
09/30/15	9877	Sienkiewicz & McKe...	Inv. 13237	Union Bank DDA	
09/14/15	13237		MSE Benefit Assessment	Legal fees	-627.00
TOTAL					-627.00
09/30/15	9878	Town of Kent	14-173 Insurance Q3	Union Bank DDA	
09/15/15	14-173		14-173 Insurance Q3	Medical	-4,853.46
			14-173 Insurance Q3	Dental Insurance	-312.12
			14-173 Insurance Q3	Life Insurance	-32.70
TOTAL					-5,198.28
09/30/15	9879	Tunxis Laboratories, ...		Union Bank DDA	
09/09/15	15293...		1529365.0	Lab exams	-243.10
09/09/15	15293...		1529300.0	Lab exams	-243.10
09/14/15	15293...		1529390.0	Lab exams	-243.10
09/14/15	15293...		1529389.0	Lab exams	-243.10
09/14/15	15293...		1529388.0	Lab exams	-243.10
TOTAL					-1,215.50
09/30/15	9880	Town of Kent	CIRMA 15-16	Union Bank DDA	
09/15/15	14-172		CIRMA 15-16	Workman's Comp	-5,054.00
			CIRMA 15-16	Liab Auto Prop Insura	-1,248.00
TOTAL					-6,302.00
09/30/15	9881	Frontier Communicat...	9/21-10/20	Union Bank DDA	
09/21/15	9/21-1...		9/21-10/20	Telephone	-120.03
TOTAL					-120.03
09/30/15		Town of Kent	Douglas Weeks Connection Fee	Union Bank DDA	
			Douglas Weeks Connection Fee	Due to General Fund	-2,177.50
TOTAL					-2,177.50
09/30/15		Town of Kent		Union Bank DDA	

Kent Sewer Commission

Check Detail

10/08/15

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
			Q3 user Fees due to Town	Due to General Fund	-1,070.46
TOTAL					-1,070.46
10/01/15		QuickBooks Payroll ...	Created by Payroll Service on ...	Union Bank DDA	
			Fee for 3 direct deposit(s) at \$...	Payroll Expenses	-5.25
			Sales Tax for CT	Payroll Expenses	-0.05
		QuickBooks Payroll ...	Created by Payroll Service on ...	Direct Deposit Liabil...	-3,034.91
TOTAL					-3,040.21
10/02/15	DD1113	Sommers, Lyle R	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,910.40
			Direct Deposit	Dental Insurance	2.41
			Direct Deposit	Medical	21.76
			Direct Deposit	Payroll Liabilities	15.63
			Direct Deposit	Payroll Liabilities	38.21
			Direct Deposit	Federal Taxes Payable	284.00
			Direct Deposit	Payroll taxes	-115.98
			Direct Deposit	Federal Taxes Payable	115.98
			Direct Deposit	Federal Taxes Payable	115.98
			Direct Deposit	Payroll taxes	-27.13
			Direct Deposit	Federal Taxes Payable	27.13
			Direct Deposit	Federal Taxes Payable	27.13
			Direct Deposit	State Taxes Payable	85.84
			Direct Deposit	Direct Deposit Liabil...	1,319.44
TOTAL					0.00
10/02/15	DD1114	Walsh, John H.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-2,279.20
			Direct Deposit	Dental Insurance	2.41
			Direct Deposit	Medical	21.76
			Direct Deposit	Payroll Liabilities	15.63
			Direct Deposit	Federal Taxes Payable	376.00
			Direct Deposit	Payroll taxes	-138.84
			Direct Deposit	Federal Taxes Payable	138.84
			Direct Deposit	Federal Taxes Payable	138.84
			Direct Deposit	Payroll taxes	-32.47
			Direct Deposit	Federal Taxes Payable	32.47
			Direct Deposit	Federal Taxes Payable	32.47
			Direct Deposit	State Taxes Payable	108.94
			Direct Deposit	Direct Deposit Liabil...	1,583.15
TOTAL					0.00
10/02/15	DD1112	Kearns, Joyce	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-143.28

10/08/15

Kent Sewer Commission

Check Detail

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
			Direct Deposit	Payroll taxes	-8.88
			Direct Deposit	Federal Taxes Payable	8.88
			Direct Deposit	Federal Taxes Payable	8.88
			Direct Deposit	Payroll taxes	-2.08
			Direct Deposit	Federal Taxes Payable	2.08
			Direct Deposit	Federal Taxes Payable	2.08
			Direct Deposit	Direct Deposit Liabil...	132.32
TOTAL					0.00
10/02/15		Eversource	51637296070	Union Bank DDA	
09/15/15	8/14-9...		Segar Mtn Pump Station	Electricity	-48.77
TOTAL					-48.77
10/02/15		FedEx	2432-7273-4	Union Bank DDA	
09/14/15	5-157-...			Postage	-187.11
TOTAL					-187.11
10/02/15		Lyle Sommers - Reim...		Union Bank DDA	
09/24/15				Telephone	-80.00
TOTAL					-80.00
10/02/15		Eversource	51041723065	Union Bank DDA	
09/16/15	8/17-9...		Pump Station	Electricity	-97.45
TOTAL					-97.45
10/02/15		Eversource	51545723082	Union Bank DDA	
09/23/15	8/17-9...		Plant	Electricity	-1,980.06
TOTAL					-1,980.06
10/06/15	E-pay	CT Commissioner of ...	7268998-000 QB Tracking # 2...	Union Bank DDA	
			7268998-000 QB Tracking # 2...	State Taxes Payable	-389.56
TOTAL					-389.56
10/06/15	E-pay	United States Treasury	06-1354645 QB Tracking # 28...	Union Bank DDA	
			06-1354645 QB Tracking # 28...	Federal Taxes Payable	-1,355.00
			06-1354645 QB Tracking # 28...	Federal Taxes Payable	-560.95

Kent Sewer Commission

Check Detail

10/08/15

September 9 through October 13, 2015

Date	Num	Name	Memo	Account	Paid Amo...
			06-1354645 QB Tracking # 28...	Federal Taxes Payable	-560.95
			06-1354645 QB Tracking # 28...	Federal Taxes Payable	-131.17
			06-1354645 QB Tracking # 28...	Federal Taxes Payable	-131.17
TOTAL					-2,739.24
10/06/15	E-pay	Administrator Unemp...	00-022-82 QB Tracking # 286...	Union Bank DDA	
TOTAL					0.00
10/08/15		Kent True Value	77016	Union Bank DDA	
09/30/15	Septe...		Account 77016	Purchases & supplies	-50.50
TOTAL					-50.50
10/08/15		Tunxis Laboratories, ...		Union Bank DDA	
09/23/15	15294...		1529434.0	Lab exams	-243.10
10/01/15	15295...		1529532.0	Lab exams	-243.10
TOTAL					-486.20
10/08/15		US Postal Service	PO Box 144	Union Bank DDA	
10/01/15			12 mo PO Box rental	Miscellaneous Admi...	-50.00
TOTAL					-50.00

10/08/15

Kent Sewer Commission
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Capital MMA	
Short-lived Asset Reserve	29,000.00
Union Bank Capital MMA - Other	<u>576,427.48</u>
Total Union Bank Capital MMA	605,427.48
Union Bank DDA	90,566.12
Union Bank Septage MMA	139,969.61
USB Grant/Loan Construction Acc	<u>732.00</u>
Total Checking/Savings	836,695.21
Accounts Receivable	
Septage Accounts Receivable	<u>4,098.75</u>
Total Accounts Receivable	4,098.75
Other Current Assets	
Accounts Receivable	<u>4,398.65</u>
Total Other Current Assets	<u>4,398.65</u>
Total Current Assets	845,192.61
Fixed Assets	<u>3,628,544.69</u>
TOTAL ASSETS	<u><u>4,473,737.30</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,686.99
Other Current Liabilities	
Federal Taxes Payable	2,739.17
Payroll Liabilities	125.04
State Taxes Payable	<u>389.56</u>
Total Other Current Liabilities	<u>3,253.77</u>
Total Current Liabilities	5,940.76
Long Term Liabilities	
USDA Loan 92-04	492,703.41
USDA Loan 92-08	<u>81,320.13</u>
Total Long Term Liabilities	<u>574,023.54</u>
Total Liabilities	579,964.30
Equity	<u>3,893,773.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,473,737.30</u></u>

Profit & Loss Budget vs. Actual

July through September 2015

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>% of Budget</u>	25%
Ordinary Income/Expense				
Income				
Investment income	58.89	300.00	19.63%	
Septage Fees	20,206.25	70,000.00	28.87%	
Sewer User Charges				
Connection Fees	4,355.00			
User Charges	70,860.23	298,000.00	23.78%	
Total Sewer User Charges	<u>75,215.23</u>	<u>298,000.00</u>	<u>25.24%</u>	
Total Income	<u>95,480.37</u>	<u>368,300.00</u>	<u>25.93%</u>	
Expense				
General & Admin Expenses				
Accounting/Bookkeeping Services	1,650.00	7,000.00	23.57%	
Audit	0.00	3,500.00	0.0%	
Miscellaneous Admin Expense	0.00	500.00	0.0%	
Office Supplies	0.00	500.00	0.0%	
Outside services-Admin	147.06	750.00	19.61%	
Printing & Advertising	462.14	500.00	92.43%	
Software/Licensing Fees	<u>1,208.61</u>	<u>1,600.00</u>	<u>75.54%</u>	
Total General & Admin Expenses	<u>3,467.81</u>	<u>14,350.00</u>	<u>24.17%</u>	
Operating Expenses				
Electricity	5,588.47	35,000.00	15.97%	
Fuel	452.03	7,000.00	6.46%	
Insurance				
Dental Insurance	283.76	1,300.00	21.83%	
Liab Auto Prop Insura	1,248.00	7,500.00	16.64%	
Life Insurance	32.70	150.00	21.8%	
Medical	7,532.52	21,000.00	35.87%	
Workman's Comp	<u>5,054.00</u>	<u></u>	<u></u>	
Total Insurance	<u>14,150.98</u>	<u>29,950.00</u>	<u>47.25%</u>	
Lab exams	2,656.10	13,500.00	19.68%	
Materials and supplies				
New Equipment	0.00	1,500.00	0.0%	
Purchases & supplies	<u>1,827.83</u>	<u>6,000.00</u>	<u>30.46%</u>	
Total Materials and supplies	<u>1,827.83</u>	<u>7,500.00</u>	<u>24.37%</u>	
Miscellaneous	17.90	500.00	3.58%	
Outside Services-Operating	2,935.08	5,000.00	58.7%	
Parts & Repairs	451.94	10,000.00	4.52%	
Payroll Expenses	25,803.43	120,000.00	21.5%	
Payroll taxes	1,937.53	9,120.00	21.25%	
Pension	0.00	2,500.00	0.0%	
Permit fees	2,011.25	2,011.00	100.01%	
Postage	470.84	1,700.00	27.7%	

Profit & Loss Budget vs. Actual

July through September 2015

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>% of Budget</u>	25%
Professional fees				
Engineering fees	2,418.30	35,000.00	6.91%	
Legal fees	2,094.00	10,000.00	20.94%	
Total Professional fees	<u>4,512.30</u>	<u>45,000.00</u>	<u>10.03%</u>	
Telephone	922.92	3,000.00	30.76%	
Uniforms	325.00	1,300.00	25.0%	
Total Operating Expenses	<u>64,063.60</u>	<u>293,081.00</u>	<u>21.86%</u>	
Total Expense	<u>67,531.41</u>	<u>307,431.00</u>	<u>21.97%</u>	
Net Ordinary Income	<u>27,948.96</u>	<u>60,869.00</u>	<u>45.92%</u>	
Other Income/Expense				
Other Expense				
Transfer Out	5,425.46			
Short-Term Asset Allocation		5,000.00		
Capital Allocation		30,000.00		
USDA Loan Interest 92-04	-555.47	25,000.00	-2.22%	
USDA Loan Interest 92-08	-65.74			
Total Other Expense	<u>4,804.25</u>	<u>60,000.00</u>	<u>8.01%</u>	
Net Other Income	<u>-4,804.25</u>	<u>-60,000.00</u>	<u>8.01%</u>	
Net Income	<u><u>23,144.71</u></u>	<u><u>869.00</u></u>	<u><u>2,663.37%</u></u>	

MEMORANDUM

From: Bart Clark

Date: October 12, 2015

TO: File

Re: (T)Kent – Sewer Commission
Information on Septage Disposal

Based on conversations at last months meeting, I have prepared the following summary of information concerning disposal of Septage at the Treatment Plant Lagoons.

First, Septage is defined as: *"Septage" – means any wastewater or material withdrawn from a septic tank which is used to treat sanitary sewage.*

This means that, regardless of whether it is at a residential, commercial, restaurant or industrial facility, if a treatment system is used primarily for toilet, bath or kitchen waste, then it is a sanitary sewage. Waste from a septic tank in that treatment system would be "septage."

The Towns permit states:

"(I) Industrial or commercial wastes, toxic chemicals, or other substance that will adversely affect the treatment and disposal system, or, which may pollute groundwater shall not be discharged."

The Commission has some loose guidelines concerning prohibiting this type of discharge. It is generally considered to be material from grease collection systems (grease traps) and anything that is not sanitary sewage. This could be from any tank that accepts waste other than sanitary sewage. Examples are floor drains, process water of any type, but, each case can be considered on its own merits to an extent.

The Town's permit also states that sludge disposal from the filter press or the septage lagoons shall be done in accordance with Federal Regulations. The Commission will have some trouble showing this; however, the DEEP has not expressed any concerns about current practices at past inspections.

Part of these Federal Regulations includes keeping records of: date, hauler name, the source of septage and volume discharged. These records should be available if requested by the DEEP or EPA.

The Commission should update its regulations and procedures concerning waste it accepts. This should include a permit process to register all haulers that discharge wastes and a copy of their license. (New Milford has a process like this.) The discharge form should include a certification from the hauler concerning where the waste was taken from and that the waste contains only waste from septic tank(s) used to treat sanitary waste, or, waste known not to impact the treatment and disposal system. No waste from a truck with state permit for hazardous waste should be allowed to discharge. Only licensed "Subsurface Sewage Disposal System" Cleaners shall be allowed to discharge. Some materials are attached for your consideration.

The Commission should also change operating procedures to have annual summaries/records of disposal at the septage lagoons

9 Bridge Street
P.O. Box 381
Kent, CT 06757
September 9, 2015

Town Clerk's Office
P.O. Box 843
Kent, CT 06757

To whom it may concern:

Over the past three years, it has been an honor serving on the Kent Sewer Commission. Due to unforeseen circumstances and scheduling conflicts for the 4:30 Tuesday meetings; I am no longer in a position to participate on the Committee.

Sincerely,

Sal Lilienthal

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KENT TOWN CLERK

2015 SEP -9 P 1:27

[Handwritten signature]
TOWN CLERK

MTZ.

From: "Explore" <Explore@RevolutionaryBattles.com>

Sent: Tuesday, September 08, 2015 6:47 PM

To: "John Casey" <jcasey@kentsewer.org>

Subject: Kent Sewer Commission Letter

Hi John,

This afternoon I received a voice mail from Joyce requesting me to submit a formal resignation letter from the Sewer Commission (please see attached). Thank you for including me on the Committee the past three years.

Warmest regards,

Sal

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KENT TOWN CLERK

2015 SEP -9 P 2:10

BY *John Casey*
TOWN CLERK

John Casey
777

SEWER COMMISSION

2016 Regular Meeting Schedule

Pursuant to CGS 1-225:

The Sewer Commission's regular monthly meetings will be held on the second Tuesday of each month at 4:30 p.m. at Kent's Town Hall, 41 Kent Green Boulevard, Kent, CT 06757. Meetings in addition to these listed below will be considered Special and will follow the State Mandated guidelines for posting a Special meeting.

At the October 13, 2015 Sewer Commission meeting, the following dates were approved as regular meeting dates for 2016:

Tuesday, January 12, 2016

Tuesday, February 9, 2016

Tuesday, March 8, 2016

Tuesday, April 12, 2016

Tuesday, May 10, 2016

Tuesday, June 14, 2016

Tuesday, July 12, 2016

Tuesday, August 9, 2016

Tuesday, September 13, 2016

Tuesday, October 11, 2016

Tuesday, November 15, 2016 – Nov. 8, 2016 - 2ND Tuesday is Election Day

Tuesday, December 13, 2016

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2015 OCT 20 A 9 09

BY

TOWN CLERK


Clerk