

Kent Sewer Commission
Regular Meeting

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

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

Also present: Jennifer Weigel.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:32 p.m.

The Pledge of Allegiance was recited.

Ms. Potts elevated alternate Nicole Chase to voting status.

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

Approval of minutes:

Ms. Potts made a motion to amend the minutes of November 10, 2015 regular Sewer Commission meeting as follows:

Report of Chairman:

Mr. Casey will advise Mr. Beach that the Sewer Commission has agreed to cancel the proposed project.

Mrs. Williams seconded the motion and the motion carried.

Mr. Jennings made a motion to approve the minutes of the November 10, 2015 regular Sewer Commission meeting, as amended. Mrs. Williams seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: None.

Report of Chairman:

Ms. Potts stated that she would provide a report on the manhole covers later in the meeting.

Report of Superintendent:

Mr. Walsh was not at the meeting but provided the report attached.

Report of Treasurer:

Mrs. Weigel stated that this would be her last meeting and introduced Barbara Herbst as her replacement.

Ms. Weigel provided the following reports:

- Check Detail for November 11 – December 8, 2015
- Balance Sheet as of November 30, 2015
- Profit & Loss Budget vs. Actuals July through November 2015

Mr. Palumbo made a motion to approve the Check Detail for November 11 – December 8, 2015, as submitted. Mrs. Williams seconded the motion and the motion carried.

Report of Collector:

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

Report of Consulting Engineer:

Mr. Clark stated that the aeration system report is not complete. He will have the report completed for the next meeting.

Kent Sewer Commission members:

Ms. Williams made a motion to appoint Nicole Chase as a member of the Kent Sewer Commission to an existing term that will expire on November 19, 2021. Mr. Casey seconded the motion and the motion carried.

Route 7 manholes:

Ms. Potts stated that she has met with Bill Gawel regarding the two manholes on Route 7 that the D.O.T. has identified as lower than they should be. Mr. Gawel has agreed to repair the two covers in question for \$1,320. The D.O.T. quoted a price of \$6,000. The D.O.T. has agreed to pay \$325 per manhole. Ms. Potts stated that she is working with D.O.T. to pay the full \$1,320. Mr. Clark stated Mr. Gawel should confirm that the State would allow the manhole rings to be raised. He added that Mr. Gawel's estimate would be increased due to traffic control.

Capital projects:

No action taken.

Website Update:

Ms. Potts stated that Ms. Bush-Suttman continues to work on updating the website.

Water Sampling:

No action taken.

Ms. William made a motion to adjourn the meeting at 5:00 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.

"An equal opportunity employer and service provider."

KENT SEWER COMMISSION REGULAR MEETING MINUTES, DECEMBER 8, 2015

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AGENDA

KENT SEWER COMMISSION
REGULAR MEETING

December 8, 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 November 10, 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 Kent Sewer Commission members
 - b Route 7 manholes
12. Old Business
 - a Capital project
 - b Website Update
 - c Water Sampling
13. Adjourn

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KENT TOWN CLERK

2015 DEC -7 A 9:01

BY *Donna Gray Jr*
TOWN CLERK

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

~~December~~ Dec. 8th Meeting

- ① 2.3 million gals went thru the plant.
- ② The valve rod and handle were fixed in septage lagoon # 1
- ③ The equipment was rented for the quarterly well testing and the testing was performed on Nov. 17th.
- ④ Met with the property manager for Riverview Apts. about septage problem. It was their responsibility. After talking to Bart I referred them to a person who had a map that might help them. Haven't heard anything else, so they must have been successful.
- ⑤ Checked the north Rt. 7 manholes with Chisa about possible raising.
- ⑥ Continued wrapping up things and getting ready for winter, if it comes! Hope not.

12/05/15

Kent Sewer Commission

Check Detail

November 11 through December 8, 2015

Date	Num	Name	Memo	Account	Paid Amo...
11/12/15		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...	-2,958.52
TOTAL					-2,963.82
11/12/15	9917	Crystal Rock	Account 50034792	Union Bank DDA	
10/31/15	October		October	Miscellaneous	-8.95
TOTAL					-8.95
11/12/15	9918	John Haskell	Roof Repair	Union Bank DDA	
11/03/15			2 coats silicone roofing coating	Parts & Repairs	-1,800.00
TOTAL					-1,800.00
11/12/15	9919	Kent True Value	77016	Union Bank DDA	
10/31/15			Account 77016	Purchases & supplies	-34.13
TOTAL					-34.13
11/12/15	9920	Quality Data Service ...	Inv. 032865-4858	Union Bank DDA	
11/09/15	03286...		Nov sewer bills	Software/Licensing F...	-158.61
TOTAL					-158.61
11/12/15	9921	Welsh Sanitation	Account 729570-000	Union Bank DDA	
10/31/15	October		October	Outside Services-Ope...	-63.81
TOTAL					-63.81
11/12/15	9922	US Postal Service	stamps	Union Bank DDA	
11/12/15			stamps	Miscellaneous Admi...	-49.00
TOTAL					-49.00
11/13/15	DD1123	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

Kent Sewer Commission

Check Detail

12/05/15

November 11 through December 8, 2015

Date	Num	Name	Memo	Account	Paid Amo...
			Direct Deposit	Medical	21.76
			Direct Deposit	Medical	15.63
			Direct Deposit	Payroll Liabilities	114.62
			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...	1,243.05
TOTAL					0.00
11/13/15	DD1124	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	Medical	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
11/13/15	DD1122	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
11/23/15	9923	Eversource	51041723065	Union Bank DDA	
11/15/15	10/15-...		pump station	Electricity	-119.88
TOTAL					-119.88

12/05/15

Kent Sewer Commission

Check Detail

November 11 through December 8, 2015

Date	Num	Name	Memo	Account	Paid Amo...
11/23/15	9924	FedEx	2432-7273-4	Union Bank DDA	
11/15/15	5-217-...		Account 2432-7273-4 Inv. 5-2...	Postage	-116.22
TOTAL					-116.22
11/23/15	9925	Kinsley Power Systems	Contract No. 022231	Union Bank DDA	
11/15/15	SCHE...		service Caterpillar generator	Parts & Repairs	-625.00
TOTAL					-625.00
11/23/15	9926	Tunxis Laboratories, ...		Union Bank DDA	
11/15/15	15297...		1529784.0	Lab exams	-243.10
11/15/15	15297...		1529767.0	Lab exams	-243.10
11/18/15	15298...		1529829.0	Lab exams	-243.10
TOTAL					-729.30
11/23/15	9927	Eversource	51637296070	Union Bank DDA	
11/15/15	10/14-...		MSE Pump station	Electricity	-49.82
TOTAL					-49.82
11/23/15	9928	Kinsley Power Systems	Contract No. 022230	Union Bank DDA	
11/15/15	SCHE...		Service Kohler generator	Parts & Repairs	-550.00
TOTAL					-550.00
11/23/15	9929	LEA	48KT3.04 - 26	Union Bank DDA	
10/31/15	48KT...		48KT3.04 - 26	Engineering fees	-181.50
TOTAL					-181.50
11/24/15	9930	Town of Kent	041-66-2249	Union Bank DDA	
			041-66-2249	Payroll Liabilities	-162.38
TOTAL					-162.38
11/25/15		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

Kent Sewer Commission

Check Detail

12/05/15

November 11 through December 8, 2015

Date	Num	Name	Memo	Account	Paid Amo...
		QuickBooks Payroll ...	Created by Payroll Service on ...	Direct Deposit Liabil...	-3,025.36
TOTAL					-3,030.66
11/27/15	DD1126	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	Medical	15.63
			Direct Deposit	Payroll Liabilities	47.76
			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	-27.12
			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...	1,309.90
TOTAL					0.00
11/27/15	DD1127	Walsh, John H.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-1,823.36
			Direct Deposit	Payroll Expenses	-455.84
			Direct Deposit	Dental Insurance	2.41
			Direct Deposit	Medical	21.76
			Direct Deposit	Medical	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
11/27/15	DD1125	Kearns, Joyce	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-143.28
			Direct Deposit	Payroll taxes	-8.89
			Direct Deposit	Federal Taxes Payable	8.89
			Direct Deposit	Federal Taxes Payable	8.89
			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...	132.31

Kent Sewer Commission

Check Detail

12/05/15

November 11 through December 8, 2015

Date	Num	Name	Memo	Account	Paid Amo...
TOTAL					0.00
11/27/15		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...	-464.69
TOTAL					-466.46
11/30/15	DD1128	Devaux, Deborah J.	Direct Deposit	Union Bank DDA	
			Direct Deposit	Payroll Expenses	-541.08
			Direct Deposit	Federal Taxes Payable	35.00
			Direct Deposit	Payroll taxes	-33.55
			Direct Deposit	Federal Taxes Payable	33.55
			Direct Deposit	Federal Taxes Payable	33.55
			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...	464.69
TOTAL					0.00
12/05/15	9931	Eversource	Account 51545723082	Union Bank DDA	
11/20/15	10/15 ...		Plant	Electricity	-1,945.28
TOTAL					-1,945.28
12/05/15	9932	Frontier Communicat...		Union Bank DDA	
11/21/15	11/21-...			Telephone	-120.19
TOTAL					-120.19
12/05/15	9933	Jennifer Weigel	November	Union Bank DDA	
11/30/15	441		November	Accounting/Bookkee...	-550.00
TOTAL					-550.00
12/05/15	9934	Santoro's Commercial...	November	Union Bank DDA	
11/30/15	Nove...		November	Uniforms	-100.00
TOTAL					-100.00
12/07/15			1/2 of budgeted capital allocat...	Union Bank DDA	

Kent Sewer Commission

Check Detail

12/05/15

November 11 through December 8, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
			1/2 of budgeted capital allocat...	Union Bank Capital ...	<u>-15,000.00</u>
TOTAL					-15,000.00
12/07/15			Short-term asset allocation	Union Bank DDA	
			Short-term asset allocation	Union Bank Capital ...	<u>-5,000.00</u>
TOTAL					-5,000.00

12/05/15

Kent Sewer Commission

Balance Sheet

As of November 30, 2015

	Nov 30, 15
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Capital MMA	
Short-lived Asset Reserve	29,000.00
Union Bank Capital MMA - Other	576,502.95
Total Union Bank Capital MMA	605,502.95
Union Bank DDA	134,542.65
Union Bank Septage MMA	114,078.17
USB Grant/Loan Construction Acc	732.00
Total Checking/Savings	854,855.77
Accounts Receivable	
Septage Accounts Receivable	843.75
Total Accounts Receivable	843.75
Other Current Assets	
Accounts Receivable	4,398.65
Undeposited Funds	1,320.00
Total Other Current Assets	5,718.65
Total Current Assets	861,418.17
Fixed Assets	
Accumulated Depreciation	-1,135,138.87
Property and equipment	4,763,683.56
Total Fixed Assets	3,628,544.69
TOTAL ASSETS	4,489,962.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,715.47
Other Current Liabilities	
Federal Taxes Payable	2,739.19
State Taxes Payable	389.56
Total Other Current Liabilities	3,128.75
Total Current Liabilities	5,844.22
Long Term Liabilities	
USDA Loan 92-04	492,703.41
USDA Loan 92-08	81,320.13
Total Long Term Liabilities	574,023.54
Total Liabilities	579,867.76

12/05/15

Kent Sewer Commission

Balance Sheet

As of November 30, 2015

	Nov 30, 15
Equity	<u>3,910,095.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,489,962.86</u></u>

Profit & Loss Budget vs. Actual

July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>	42%
Ordinary Income/Expense				
Income				
Septage Fees	31,260.00	70,000.00	44.66%	
Sewer User Charges				
Connection Fees	4,355.00			
User Charges	119,624.46	298,000.00	40.14%	
Total Sewer User Charges	<u>123,979.46</u>	<u>298,000.00</u>	<u>41.6%</u>	
Total Income	<u>155,239.46</u>	<u>368,000.00</u>	<u>42.19%</u>	
Expense				
General & Admin Expenses				
Accounting/Bookkeeping Services	2,750.00	7,000.00	39.29%	
Audit	0.00	3,500.00	0.0%	
Miscellaneous Admin Expense	99.00	500.00	19.8%	
Office Supplies	200.00	500.00	40.0%	
Outside services-Admin	294.12	750.00	39.22%	
Printing & Advertising	462.14	500.00	92.43%	
Software/Licensing Fees	<u>1,367.22</u>	<u>1,600.00</u>	<u>85.45%</u>	
Total General & Admin Expenses	<u>5,172.48</u>	<u>14,350.00</u>	<u>36.05%</u>	
Operating Expenses				
Electricity	9,891.11	35,000.00	28.26%	
Fuel	697.49	7,000.00	9.96%	
Insurance				
Dental Insurance	467.74	1,300.00	35.98%	
Liab Auto Prop Insura	1,248.00	7,500.00	16.64%	
Life Insurance	54.50	150.00	36.33%	
Medical	10,269.22	21,000.00	48.9%	
Workman's Comp	<u>5,054.00</u>			
Total Insurance	<u>17,093.46</u>	<u>29,950.00</u>	<u>57.07%</u>	
Lab exams	5,217.30	13,500.00	38.65%	
Materials and supplies				
New Equipment	0.00	1,500.00	0.0%	
Purchases & supplies	<u>1,947.96</u>	<u>6,000.00</u>	<u>32.47%</u>	
Total Materials and supplies	<u>1,947.96</u>	<u>7,500.00</u>	<u>25.97%</u>	
Miscellaneous	35.80	500.00	7.16%	
Outside Services-Operating	4,220.16	5,000.00	84.4%	
Parts & Repairs	3,493.41	10,000.00	34.93%	
Payroll Expenses	48,580.03	120,000.00	40.48%	
Payroll taxes	3,647.20	9,120.00	39.99%	
Pension	614.98	2,500.00	24.6%	
Permit fees	2,011.25	2,011.00	100.01%	
Postage	703.62	1,700.00	41.39%	
Professional fees				

Profit & Loss Budget vs. Actual

July through November 2015

	Jul - Nov 15	Budget	% of Budget	42%
Engineering fees	4,099.11	35,000.00	11.71%	
Legal fees	2,094.00	10,000.00	20.94%	
Total Professional fees	6,193.11	45,000.00	13.76%	
Telephone	1,323.30	3,000.00	44.11%	
Uniforms	500.00	1,300.00	38.46%	
Total Operating Expenses	106,170.18	293,081.00	36.23%	
Total Expense	111,342.66	307,431.00	36.22%	
Net Ordinary Income	43,896.80	60,569.00	72.47%	
Other Income/Expense				
Other Income				
Investment income	160.17	300.00	53.39%	
Total Other Income	160.17	300.00	53.39%	
Other Expense				
Transfer Out	5,211.37			
Short-term Asset Allocation	5,000.00	5,000.00		
Capital Allocation	15,000.00	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	24,590.16	60,000.00	40.98%	
Net Other Income	-24,429.99	-59,700.00	40.92%	
Net Income	19,466.81	869.00	2,240.14%	

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KENT TOWN CLERK

2015 DEC 17 P 3:45

BY *Donna Bradley*
TOWN CLERK