

Kent Sewer Commission
Regular Meeting

May 10, 2016
4:30 P.M. Town Hall

Present: Elissa Potts, John Casey, Matt Palumbo and Susi Williams.

Also present: Bart Clark, Debbie Devaux and Barbara Herbst.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order 4:33 p.m.

The Pledge of Allegiance was recited.

Amend agenda/Approve agenda:

Ms. Potts made a motion to add the following item to the agenda:

4c March 8, 2016 Regular meeting

Mr. Casey seconded the motion and the motion carried.

Approval of minutes:

Mr. Casey made a motion to amend the Special Sewer Commission meeting minutes of April 11, 2016, to read as follows:

Ms. Songal stated that she intended on installing under sink interceptors but then considered a system called "Big Dipper". Mr. Casey said that he would welcome any alternative to consider. He asked for copies of a cut sheet so the consulting engineer could review it.

Mrs. Williams seconded the motion and the motion carried.

Mr. Palumbo made a motion to approve the Special Sewer Commission meeting minutes of April 11, 2016, as amended. Mrs. William seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the Special Sewer Commission meeting minutes of April 25, 2016, as submitted. Mr. Palumbo seconded the motion and the motion carried.

Mr. Casey made a motion to approve the Regular Sewer Commission meeting minutes of March 8, 2016, as submitted. Mr. Palumbo seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: Ms. Potts read the following written correspondences:

- May 5, 2016 e-mail to Cathe Mazza from Elissa Potts
- May 6, 2016 e-mail to Elissa Potts from Cathe Mazza
- May 6, 2016 e-mail to Cathe Mazza from Elissa Potts
- May 9, 2016 e-mail to Elissa Potts from Cathe Mazza
- May 9, 2016 e-mail from Ed Raftery to Elissa Potts
-

Mr. Clark stated that the sewer lines on Lane and Elizabeth Street have not been inspected in approximately twenty years. He added that Mr. Walsh has a root

RECEIVED FOR RECORD
KENT TOWN CLERK

2016 MAY 12 P 1:31

BY *Donna Brady*
TOWN CLERK

saw that could remove the roots from the pipe in question but Mr. Walsh does not have the tools to obtain a visual in the pipes. Mr. Clark recommended hiring New England Pipe Cleaning Company of Watertown (NEPCC) to get a visual of the lines on Lane and Elizabeth Streets.

Ms. Potts made the following motion:

Mr. Walsh will use the root saw to remove the roots from the main between manholes 3640 and 3650 and hire NEPCC to photograph the lines on Lane and Elizabeth Streets for a cost not to exceed \$5,000.

Mrs. William seconded the motion and the motion carried.

Report of Chairman:

Ms. Potts reported the following:

- Sent another letter to Justin Money – requesting all the rock and building material be removed from the Permanent Easement.
- Will send a certified letter of non compliance and then the matter will be turned over to the attorney.

Report of Superintendent:

Mr. Walsh was not at the meeting but provided the following:

- 1.9 million gallons were processed thru the plant in the month of April.
- Wood and hinges were purchased and the cover for the septage cover was replaced.
- Septage revenue has increased due to the spring weather.
- Purchases have to be made for the mower deck, spindle bearings and pulleys and also two lengths of hoses for the lagoon pumping.
- Billy McCann has been contacted for the harrowing and spring planting.

Report of Treasurer:

Ms. Herbst provided the following reports:

- Disbursement Journal as of March 31, 2016
- Disbursement Journal as of April 30, 2016
- Balance Sheet as of April 30, 2016
- Profit & Loss Budget vs. Actuals July through April 2016

Mrs. Williams made a motion to approve the Disbursement Journals as of March 31, 2016 and as of April 30, 2016, as submitted. Mr. Palumbo 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 provided a written report (attached).

Billy Morrison:

Mr. Morrison was not present. The commission discussed the connection fee for Mr. Morrison's proposed building. The commission confirmed that because the lot has been excavated and vacant for over ten years, the prior lateral will be difficult to locate and probably not useable. Mrs. Williams made a motion to charge Billy Morrison a new connection fee for his proposed building. Mr. Palumbo seconded the motion and the motion carried.

Repair of Pump #1:

Mrs. Williams made a motion to repair pump number one for approximately \$5,000. Mr. Casey seconded the motion and the motion carried.

Website Update:

Mr. Casey stated that the current website needs to be updated and have additional supporting information: regulations, connection fees, and emergency contact phone numbers.

Mrs. Williams made a motion to adjourn the meeting at 5:44 p.m. Mr. Palumbo seconded the motion and the motion carried.


Joyce Keams
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**

**May 10, 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 April 11, 2016 Special 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
12. Old Business
 - a Blower project
 - b Repair of Pump #1
 - c Website Update
13. Adjourn

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



Joyce Kearns <jkearns@kentsewer.org>

Sewer Easement - Cathe Mazza

4 messages

Elissa Potts <egtpotts@snet.net>

Thu, May 5, 2016 at 12:58 PM

To: mazzac@kent-school.edu, Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, John <jecasey2@gmail.com>, Kent Sewer Bart Clark <oakwoodea@optonline.net>

Cathe,

I am sending Jeff Sienkiewicz a copy of all our correspondence regarding your Sewer Easement. He will have to modify the easement with changes you have requested to be made to your original document.

I will have him invoice you directly.

If you have any questions, just let me know.

Thank you,

Elissa Potts

Chair, Kent Sewer Commission

Elissa G T Potts

Fife 'n Drum Restaurant and Inn

53 N Main St

P O Box 188

Kent, CT 06757

Restaurant 860-927-3509

Mobile 203-313-2626

Mazza, Cathe <MazzaC@kent-school.edu>

Fri, May 6, 2016 at 10:10 AM

To: Elissa Potts <egtpotts@snet.net>, Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, John <jecasey2@gmail.com>, Kent Sewer Bart Clark <oakwoodea@optonline.net>

Dear Elissa,

I'm wondering why this cost is my responsibility please? The easement is fine by me. The Sewer Commission wants to make the language change not me? I'm confused.

Sincerely,

Cathe

[Quoted text hidden]

Elissa Potts <egtpotts@snet.net>

Fri, May 6, 2016 at 10:50 AM

To: "Mazza, Cathe" <MazzaC@kent-school.edu>

Cc: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, John <jecasey2@gmail.com>, Kent Sewer Bart Clark <oakwoodea@optonline.net>

Dear Cathe,

The reason this cost would go to you is because you are the one requesting the change to the Easement. If the porch were shortened by 3 feet and did not cantilever over the Sewer Easement, there would be no need to change the wording.

If there ever was a problem, the Sewer Commission would need complete access to the Sewer Line. If your 3 foot section of the porch had to be removed to accommodate the repair, that cost would be your expense. I just want to make sure it is legally spelled out in case of any emergency.

If you change your mind regarding the size of the porch so it does not cantilever over the Sewer Easement, just let me

know before I send all the paperwork to the attorney for the Kent Sewer Commission.

Thank you,

Elissa

[Quoted text hidden]

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Elissa G T Potts |

Fife 'n Drum Restaurant and Inn |

P O Box 188 |

53 N Main Street |

Kent, CT 06757 |

860.927.3509 |

Restaurant is Closed Tuesday |

Inn Open 7 Days, Call ahead for Tuesday |

www.fifendrum.com |

www.kentct.com

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This email has been checked for viruses by Avast antivirus software.

<https://www.avast.com/antivirus>

Mazza, Cathe <MazzaC@kent-school.edu>

Mon, May 9, 2016 at 3:10 PM

To: Elissa Potts <egtpotts@snet.net>

Cc: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>, John <jecasey2@gmail.com>, Kent Sewer Bart Clark <oakwoodea@optonline.net>

Dear Elissa,

Thank you for the clarification as I was confused after our second meeting. I had thought the sewer commission was changing the language in all easements to include cantilevering but now I understand that the only change occurring is in mine, so the cost is mine. I understand now. Thanks, Cathe

-----Original Message-----

From: Elissa Potts [<mailto:egtpotts@snet.net>]

[Quoted text hidden]



Joyce Kearns <jkearns@kentsewer.org>

Re: Sewer line question

1 message

Elissa Potts <egtpotts@snet.net>
To: Ed Raftery <ed@trailheads.com>
Cc: Kent Sewer Joyce Kearns <jkearns@kentsewer.org>

Mon, May 9, 2016 at 8:39 AM

Ed

I have a Board meeting tomorrow and I will read your letter into our minutes and then open it up for discussion.
I will let you know the outcome this week.

Elissa

Elissa G T Potts
Fife 'n Drum Restaurant and Inn
53 N Main St
P O Box 188
Kent, CT 06757
Restaurant 860-927-3509
Mobile 203-313-2626

On May 6, 2016, at 3:15 PM, Ed Raftery <ed@trailheads.com> wrote:

Hi Elissa – I have a question regarding responsibility for sewer line repairs that I wanted to run by you.

Tree roots are growing into and clogging the sewer line that runs from our house at 9 Lane Street. I had a guy from Clogmaster come out and run a camera through the line earlier today – he identified the location of the root clogged section as being directly under Lane Street (about 6' into the road) and he pointed to a large

tree on the other side of Lane Street as being the likely source of the roots.

I understand that the sewer line is our responsibility up until the point where it meets the town sewer line – so from that perspective, this section is our responsibility. However, there are additional considerations that make this less clear. Specifically, we have an outside force, i.e. tree roots from a neighboring property, that has caused damage to the sewer line. Are we responsible for repairing that damage? I can understand how we would be responsible if a tree from our property damaged the sewer line. But, I don't feel that we should be held responsible when a tree from a neighboring property damages the sewer line.

Let me throw in a hypothetical situation for your consideration – if a town crew was working on Lane Street making road repairs and if their actions (another “outside

force") crushed our section of the sewer line, would we be responsible for the repair to the damaged section? I wouldn't think so.

I look forward to hearing your thoughts.

Thanks,

Ed Raftery

860-592-0088

5/10/2016

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05/06/16

Kent Sewer Commission
Operating Account ledger
 As of March 31, 2016

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
1 USB						149,265.09
Operating						149,265.09
	03/02/2016	4572	Sewer Customers		1,197.60	150,462.69
	03/02/2016	4573	Benefit Assessments		1,300.53	151,763.22
	03/03/2016		QuickBooks Payroll Service	Created by Payroll Service on	-3,009.70	148,753.52
	03/04/2016	DirDep	Kearns, Joyce	Direct Deposit	0.00	148,753.52
	03/04/2016	DirDep	Sommers, Lyle R	Direct Deposit	0.00	148,753.52
	03/04/2016	DirDep	Walsh, John H.	Direct Deposit	0.00	148,753.52
	03/10/2016	2831	Sewer Customers		12,910.82	161,664.34
	03/17/2016		QuickBooks Payroll Service	Created by Payroll Service on	-3,009.72	158,654.62
	03/18/2016	DirDep	Kearns, Joyce	Direct Deposit	0.00	158,654.62
	03/18/2016	DirDep	Sommers, Lyle R	Direct Deposit	0.00	158,654.62
	03/18/2016	DirDep	Walsh, John H.	Direct Deposit	0.00	158,654.62
	03/21/2016	2834	Benefit Assessments		477.45	159,132.07
	03/22/2016	2833	Benefit Assessments		697.76	159,829.83
	03/22/2016			Deposit	63.90	159,893.73
	03/22/2016	9996	A1 Janitorial Supply	Fifty dissolve sewer and lift sta	-544.77	159,348.96
	03/22/2016	9997	Crystal Rock	One 5gal bottle drinking water	-10.45	159,338.51
	03/22/2016	9998	Eversource	2/16 - 3/16 - Pump Sta and #	-430.95	158,907.56
	03/22/2016	9999	FedEx	2432-7273-4	-148.53	158,759.03
	03/22/2016	10000	Frontier	860-927-4075-020416-5	-206.54	158,552.49
	03/22/2016	10001	Loureiro - LEA	1/1-1/31 (1.5 hrs labor) (-0-	-1,877.80	156,674.69
	03/22/2016	10002	Superior Plus Energy	386.9 gal heating fuel	-604.38	156,070.31
	03/22/2016	10003	Town of Kent	December/January/February/A	-7,050.08	149,020.23
	03/22/2016	10004	Tunxis	Operating Expenses: Lab exam	-947.40	148,072.83
	03/22/2016	9971	Welsh Sanitation	Commercial service: February	-42.54	148,030.29
	03/23/2016	2835	Sewer Customers		82.39	148,112.68
	03/29/2016	10005	Capital One	USPS. Com - 500 window env	-305.00	147,807.68
	03/29/2016	10006	Eversource	2/16 - 3/16	-2,796.66	145,011.02
	03/29/2016		Town of Kent	QuickBooks generated zero an	0.00	145,011.02

05/06/16

Kent Sewer Commission

Operating Account ledger

As of March 31, 2016

Date	Num	Name	Memo	Amount	Balance
03/29/2016	10007	Tunxis	Operating Expenses:Lab exam	-243.10	144,767.92
03/29/2016	10008	Town of Kent	Sommers: Roth IRA Withholdi	-95.52	144,672.40
03/30/2016		QuickBooks Payroll Service	Created by Payroll Service on	-466.45	144,205.95
03/30/2016	2836	Benefit Assessments		8.02	144,213.97
03/31/2016	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	144,213.97
03/31/2016	E-pay	CT Commissioner of Revenue	Pyrl taxes:7268998-000 QB Tr	-404.80	143,809.17
03/31/2016	E-pay	United States Treasury	Pyrl taxes: 06-1354645 QB Tr	-2,765.98	141,043.19
03/31/2016	10009	ABT	March bookkeeping support	-550.00	140,493.19
03/31/2016	10010	Town of Kent	Q1 Pension Kent Sewer	-616.10	139,877.09
03/31/2016	10017	Santoro's Commercial Laundry	March uniform service # KEN	-200.00	139,677.09
03/31/2016	10018	Sommers, Lyle - Reimburseme	Telephone reimbursement - M.	-80.00	139,597.09
03/31/2016	10019	Walsh, John-Reimbursement	Telephone reimbursement - M.	-80.00	139,517.09
03/31/2016	10014	void		0.00	139,517.09
03/31/2016	10015	void		0.00	139,517.09
03/31/2016	10016	void		0.00	139,517.09
TOTAL				<u>-9,748.00</u>	<u>139,517.09</u>

Note: This disbursement journal is being resubmitted, it was not approved at the April meeting.

The check to Santoro's is for 5 weeks in March and three weeks in March

The April remittance to Santoro's is for one week only.

05/06/16

Kent Sewer Commission
Operating Account ledger
 As of April 30, 2016

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
1 USB						139,517.09
Operating						139,517.09
	04/01/2016	10011	Kearns, Joyce	payroll - direct deposit unavail	-110.38	139,406.71
	04/01/2016	10012	Sommers, Lyle R	payroll - direct deposit unavail	-1,310.89	138,095.82
	04/01/2016	10013	Walsh, John H.	payroll - direct deposit unavail	-1,583.15	136,512.67
	04/04/2016	10020	Oakwood Environmental Assoc	Engineering Services: 1/4 thro	-5,091.62	131,421.05
	04/04/2016	10021	Town of Kent	80% of all User fees collected	-10,312.97	121,108.08
	04/06/2016	2848	Sewer Customers		1,208.65	122,316.73
	04/13/2016	2847	Benefit Assessments		214.36	122,531.09
	04/13/2016	2849	Sewer Customers		100.00	122,631.09
	04/14/2016		QuickBooks Payroll Service	Created by Payroll Service on	-3,009.71	119,621.38
	04/15/2016	DirDep	Kearns, Joyce	Direct Deposit	0.00	119,621.38
	04/15/2016	DirDep	Sommers, Lyle R	Direct Deposit	0.00	119,621.38
	04/15/2016	DirDep	Walsh, John H.	Direct Deposit	0.00	119,621.38
	04/18/2016	2850	Sewer Customers		1,022.78	120,644.16
	04/18/2016	2851	Sewer Customers		1,254.04	121,898.20
	04/21/2016	2852	Sewer Customers		104.50	122,002.70
	04/21/2016	2853	Sewer Customers		126.95	122,129.65
	04/28/2016		QuickBooks Payroll Service	Created by Payroll Service on	-3,009.72	119,119.93
	04/28/2016		QuickBooks Payroll Service	Created by Payroll Service on	-466.46	118,653.47
	04/28/2016	169.89	Sewer Customers		377.58	119,031.05
	04/28/2016	169.90	Benefit Assessments		457.96	119,489.01
	04/29/2016	DirDep	Kearns, Joyce	Direct Deposit	0.00	119,489.01
	04/29/2016	DirDep	Sommers, Lyle R	Direct Deposit	0.00	119,489.01
	04/29/2016	DirDep	Walsh, John H.	Direct Deposit	0.00	119,489.01
	04/29/2016	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	119,489.01
	04/29/2016	E-pay	Administrator Unemployment	00-022-82 QB Tracking # 345	0.00	119,489.01
	04/29/2016	10022	Town of Kent	041-66-2249	-143.28	119,345.73
	04/29/2016	E-pay	CT Commissioner of Revenue	7268998-000 QB Tracking # 3	-607.20	118,738.53
	04/29/2016	10023	A1 Janitorial Supply	50 "powdered drain sewer ope	-542.86	118,195.67

05/06/16

Kent Sewer Commission
Operating Account ledger
As of April 30, 2016

Date	Num	Name	Memo	Amount	Balance
04/29/2016	10024	ABT	April bookkeeping support	-550.00	117,645.67
04/29/2016	10025	Aquarion	wpcas / SEWER BILLINGS (341	-146.63	117,499.04
04/29/2016	10026	Crystal Rock	One 5gal bottle drinking water	-9.70	117,489.34
04/29/2016	10027	Eversource	#50 Maple St - 3/15 - 4/15 , F	-397.58	117,091.76
04/29/2016	10028	FedEx	2432-7273-4	-118.12	116,973.64
04/29/2016	10029	Frontier		-68.17	116,905.47
04/29/2016	10030	Loureiro - LEA	3/1 - 3/31 (4 hrs labor) (two s	-1,123.25	115,782.22
04/29/2016	10031	Santoro's Commercial Laundry	VOID: 4/6/16	0.00	115,782.22
04/29/2016	10032	Tunxis		-729.30	115,052.92
04/29/2016	10033	Welsh Sanitation	commercial service 3/1/16 - 3.	-42.54	115,010.38
Total Operating				-24,506.71	115,010.38
Total 1 USB				-24,506.71	115,010.38
TOTAL				-24,506.71	115,010.38

05/06/16

Kent Sewer Commission

Balance Sheet

As of April 30, 2016

	Apr 30, 16	Apr 30, 15	\$ Change
Checking/Savings			
1 USB	115,010.38	43,222.88	71,787.50
2 USB Septage MMA #8052	142,299.24	93,251.51	49,047.73
3 USB Capital #3880	625,580.75	448,345.60	177,235.15
4 USB Grant/Loan #8175	732.00	2,473.00	-1,741.00
Total Checking/Savings	883,622.37	587,292.99	296,329.38
Septage Accounts Receivable	1,650.00	2,463.75	-813.75
Undeposited Funds	0.00	75.00	-75.00
Total Current Assets	885,272.37	589,831.74	295,440.63
Fixed Assets			
Accumulated Depreciation	-1,135,138.87	-1,040,088.41	-95,050.46
Construction in Progress	0.00	-286,803.66	286,803.66
Property and equipment	4,763,683.56	4,763,683.56	0.00
Total Fixed Assets	3,628,544.69	3,436,791.49	191,753.20
TOTAL ASSETS	4,513,817.06	4,026,623.23	487,193.83
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	2,391.83	3,902.69	-1,510.86
Total Accounts Payable	2,391.83	3,902.69	-1,510.86
Other Current Liabilities			
Direct Deposit Liabilities	0.00	-2,996.02	2,996.02
Federal Taxes Payable	4,089.94	2,636.97	1,452.97
State Taxes Payable	0.00	375.42	-375.42
Total Other Current Liabilities	4,089.94	16.37	4,073.57
Total Current Liabilities	6,481.77	3,919.06	2,562.71
Long Term Liabilities			
USDA Loan 92-04	492,703.41	500,895.32	-8,191.91
USDA Loan 92-06	0.00	864,000.00	-864,000.00
USDA Loan 92-08	81,320.13	82,659.09	-1,338.96
Total Long Term Liabilities	574,023.54	1,447,554.41	-873,530.87
Total Liabilities	580,505.31	1,451,473.47	-870,968.16
Equity			
*Retained Earnings	1,931,939.21	883,531.57	1,048,407.64
Opening Bal Equity	420,287.36	420,287.36	0.00
Retained Earnings	1,518,401.72	1,518,401.72	0.00
Net Income	62,683.46	-247,070.89	309,754.35
Total Equity	3,933,311.75	2,575,149.76	1,358,161.99
TOTAL LIABILITIES & EQUITY	4,513,817.06	4,026,623.23	487,193.83

CASH ACCOUNTS

05/06/16

Kent Sewer Commission
Profit & Loss Budget vs. Actual
 July 2015 through April 2016

	<u>Jul '15 - Apr 16</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Benefit Assessments	9,440.09		
Septage Fees	58,861.25	70,000.00	84.09%
Sewer User Charges			
Connection Fees	4,355.00		
User Charges	228,625.03	298,000.00	76.72%
Total Sewer User Charges	<u>232,980.03</u>	<u>298,000.00</u>	<u>78.18%</u>
Total Income	<u>301,281.37</u>	<u>368,000.00</u>	<u>81.87%</u>
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,500.00	7,000.00	78.57%
Audit	3,750.00	3,500.00	107.14%
Miscellaneous Admin Expense	99.00	500.00	19.8%
Office Supplies	524.98	500.00	105.0%
Outside services-Admin	587.38	750.00	78.32%
Printing & Advertising	805.18	500.00	161.04%
Software/Licensing Fees	1,550.57	1,600.00	96.91%
Total General & Admin Expenses	<u>12,817.11</u>	<u>14,350.00</u>	<u>89.32%</u>
Operating Expenses			
Electricity	24,170.23	35,000.00	69.06%
Fuel	1,869.85	7,000.00	26.71%
Insurance			
Dental Insurance	830.88	1,300.00	63.91%
Liab Auto Prop Insura	1,248.00	7,500.00	16.64%
Life Insurance	98.10	150.00	65.4%
Medical	15,917.92	21,000.00	75.8%
Workman's Comp	5,054.00		
Total Insurance	<u>23,148.90</u>	<u>29,950.00</u>	<u>77.29%</u>
Internet	79.99		
Lab exams	11,269.80	13,500.00	83.48%
Materials and supplies			
New Equipment	65.98	1,500.00	4.4%
Purchases & supplies	3,206.56	6,000.00	53.44%
Total Materials and supplies	<u>3,272.54</u>	<u>7,500.00</u>	<u>43.63%</u>
Miscellaneous	55.95	500.00	11.19%
Operating expenses	36.27		
Outside Services-Operating	5,034.39	5,000.00	100.69%
Parts & Repairs	10,058.07	10,000.00	100.58%
Payroll Expenses	99,008.96	120,000.00	82.51%
Payroll taxes	7,433.29	9,120.00	81.51%
Pension	1,949.87	2,500.00	78.0%
Permit fees	2,011.25	2,011.00	100.01%

05/06/16

Kent Sewer Commission

Profit & Loss Budget vs. Actual

July 2015 through April 2016

	<u>Jul '15 - Apr 16</u>	<u>Budget</u>	<u>% of Budget</u>
Postage	1,503.22	1,700.00	88.43%
Professional fees			
Engineering fees	14,641.03	35,000.00	41.83%
Legal fees	2,094.00	10,000.00	20.94%
Total Professional fees	16,735.03	45,000.00	37.19%
Telephone	2,469.44	3,000.00	82.32%
Uniforms	1,050.00	1,300.00	80.77%
Total Operating Expenses	211,157.05	293,081.00	72.05%
Total Expense	223,974.16	307,431.00	72.85%
Other Income			
Investment income	279.38	300.00	93.13%
Other Expense			
Maple Street Extension			
100% of all Connection Fees	4,355.00		
100% of Benefit Assessment Fees	8,767.77		
80% of User Fees Collected	2,401.57		
Total Maple Street Extension	15,524.34		
USDA Loan Interest 92-04	-555.47	25,000.00	-2.22%
USDA Loan Interest 92-08	-65.74		
Net Income and Expense	62,683.46	35,869.00	174.76%

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2014

Year: 1999 To 2016, Pay Date: 05/10/2016, Time: 05/10/2016 04:19:06 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	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YR: 2011	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SU	5	318.10	0.00	0.00	318.10	0.00	318.10	165.55	0.00	483.65	0.00	0.00
YR: 2012	5	318.10	0.00	0.00	318.10	0.00	318.10	165.55	0.00	483.65	0.00	0.00
SU	307	1,403.42	0.00	0.00	1,403.42	0.00	491.05	136.16	48.00	675.21	0.00	912.37
YR: 2013	307	1,403.42	0.00	0.00	1,403.42	0.00	491.05	136.16	48.00	675.21	0.00	912.37
SU	312	2,677.13	0.00	0.00	2,677.13	0.00	1,434.78	222.60	0.00	1,657.38	0.00	1,242.35
YR: 2014	312	2,677.13	0.00	0.00	2,677.13	0.00	1,434.78	222.60	0.00	1,657.38	0.00	1,242.35
SU	314	320,083.59	0.00	-624.00	319,459.59	0.00	282,790.33	1,420.04	0.00	284,210.37	-127.80	36,669.26
YR: 2015	314	320,083.59	0.00	-624.00	319,459.59	0.00	282,790.33	1,420.04	0.00	284,210.37	-127.80	36,669.26
Grand Total	939	324,482.24	0.00	-624.00	323,858.24	0.00	285,034.26	1,944.35	48.00	287,026.61	-127.80	38,823.98

MEMORANDUM

From: Bart Clark
TO: Sewer Commissioners
Re: Kent Sewer Commission, Monthly Status Report

Date: May 10, 2016

This is a brief review of efforts made in the past Month:

1. Operations Assistance

Mazza Easement - Reviewed request by landowner to perform work in Sewer Commission's Easement and provided some guidance to Commission.

Kent Coffee and Chocolate - Reviewed plans for the installation of a grease trap and met with contractor to confirm. A review of the interior plumbing is needed so, effort will continue as work progresses.

Judd Ave Pump Station - Obtained quote concerning an alternative pump manufacturer for pumps at this station. The Commission never reviewed this or made a decision on whether to have the third pump repaired or not.

The first pump failed after 770 hours. The second pump failed after 1700 hours. The first pump that was repaired has been operating for 790 hours without problems.

Given the cost and the amount of effort needed to change the pump to a different manufacturer, the Commission should proceed in one of two ways:

- the Commission can have the pump repaired for roughly \$5,000 and have it on hand for the next time a problem occurs;
- The Commission can spend roughly \$20,000 and have the pump on hand and ready for installation the next time a problem occurs.

The Commission could do nothing; however, I would recommend preparing for the next time a problem occurs is the best course of action.

2. Aeration upgrade project

The project has been on hold in the past month due to work load issues.

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KENT TOWN CLERK

2016 MAY 12 P 1:31

BY 
TOWN CLERK