

Kent Sewer Commission
Special Meeting

June 13, 2016
9:00 A.M. Town Hall

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TOWN CLERK

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

Also present: Bart Clark and Butch Walsh.

Ms. Potts called the special meeting of the Kent Sewer Commission to order at 9:20 a.m.

Roots in lines on Lane Street, Elizabeth Street and Judd Avenue:

Mr. Walsh confirmed that he ran the root saw down the main from manhole 3640 and 3650 and found no obstructions. Ms. Potts and Mr. Casey will draft a letter to Mr. Raftery and explain that the main is clear and any costs associated with the removal of any obstructions in his lateral will be his responsibility.

At the May 10, 2016 meeting the following motion was made:

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.

Mrs. Williams made a motion to amend that motion to include Judd Ave. and Schaghticoke Road. Mr. Casey seconded the motion and the motion carried.

Manholes:

Ms. Potts confirmed that Bill Gawel will be repairing the three manholes on Route 7 with reimbursement from the state. Mr. Casey made a motion to have the three manholes on Route 341 repaired by Mr. Gawel at the same time. Mrs. Williams seconded the motion and the motion carried.

Maples Street Ext. - Kent Craft Village LLC:

Ms. Potts stated that Mr. Money has not removed the materials stock piled from the easement to date. Ms. Potts stated that she will have Attorney Sienkiewicz draft a letter.

Approval of May 10, 2016 Regular meeting minutes:

Mr. Casey made a motion to approve the Regular Sewer Commission meeting minutes of May 10, 2016, as submitted. Mr. Palumbo seconded the motion and the motion carried.

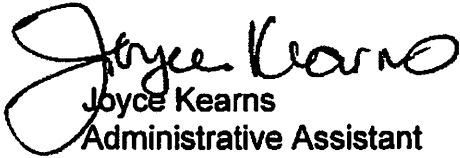
Approval of the financials:

Ms. Herbst provided the following reports:

- Operating Account ledger as of May 31, 2016
- Balance Sheet as of May 31, 2016
- Profit & Loss Budget vs. Actuals July through May 2016

Ms. Potts had several questions regarding the May 31, 2016 Operating Account Ledger. No action taken.

Mrs. Williams made a motion to adjourn the meeting at 9:50 a.m. Mr. Palumbo 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.

Kent Sewer Commission

Balance Sheet

As of May 31, 2016

	May 31, 16	May 31, 15	\$ Change
Checking/Savings			
1 USB	183,813.12	91,969.49	91,843.63
2 USB Septage MMA #8052	148,537.51	99,191.51	49,346.00
3 USB Capital #3880	625,633.01	448,364.63	177,268.38
4 USB Grant/Loan #8175	732.00	2,473.00	-1,741.00
Total Checking/Savings	958,715.64	641,998.63	316,717.01
Septage Accounts Receivable	3,162.50	975.00	2,187.50
Undeposited Funds	0.00	1,850.00	-1,850.00
Total Current Assets	961,878.14	644,823.63	317,054.51
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	4,590,422.83	4,081,615.12	508,807.71
LIABILITIES & EQUITY			
Accounts Payable	205.64	15,398.64	-15,193.00
Federal Taxes Payable	2,765.87	3,898.81	-1,132.94
State Taxes Payable	404.80	563.13	-158.33
Total Current Liabilities	3,376.31	19,860.58	-16,484.27
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	577,399.85	1,467,414.99	-890,015.14
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	142,394.69	-208,020.52	350,415.21
Total Equity	4,013,022.98	2,614,200.13	1,398,822.85
TOTAL LIABILITIES & EQUITY	4,590,422.83	4,081,615.12	508,807.71

CASH ACCOUNTS

Kent Sewer Commission

Profit & Loss Budget vs. Actual

July 2015 through May 2016

	<u>Jul '15 - May 16</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Benefit Assessments	22,878.73		
Septage Fees	66,588.75	70,000.00	95.13%
Sewer User Charges			
Connection Fees	4,355.00		
User Charges	303,503.79	298,000.00	101.85%
Total Sewer User Charges	<u>307,858.79</u>	<u>298,000.00</u>	<u>103.31%</u>
Total Income	397,326.27	368,000.00	107.97%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,050.00	7,000.00	86.43%
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	<u>1,614.62</u>	<u>1,600.00</u>	<u>100.91%</u>
Total General & Admin Expenses	13,431.16	14,350.00	93.6%
Operating Expenses			
Electricity	26,954.54	35,000.00	77.01%
Fuel	1,869.85	7,000.00	26.71%
Insurance			
Dental Insurance	1,029.32	1,300.00	79.18%
Liab Auto Prop Insura	1,248.00	7,500.00	16.64%
Life Insurance	119.90	150.00	79.93%
Medical	19,004.00	21,000.00	90.5%
Workman's Comp	<u>5,054.00</u>		
Total Insurance	26,455.22	29,950.00	88.33%
Internet	461.20		
Lab exams	12,242.20	13,500.00	90.68%
Materials and supplies			
New Equipment	65.98	1,500.00	4.4%
Purchases & supplies	<u>4,314.12</u>	<u>6,000.00</u>	<u>71.9%</u>
Total Materials and supplies	4,380.10	7,500.00	58.4%
Crystal Rock	55.95	500.00	11.19%
Outside Services-Operating	5,119.47	5,000.00	102.39%
Parts & Repairs	10,094.34	10,000.00	100.94%

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

	<u>Jul '15 - May 16</u>	<u>Budget</u>	<u>% of Budget</u>
Payroll Expenses	108,228.17	120,000.00	90.19%
Payroll taxes	8,125.43	9,120.00	89.1%
Pension	1,949.87	2,500.00	78.0%
Permit fees	2,011.25	2,011.00	100.01%
Postage	1,621.49	1,700.00	95.38%
Professional fees			
Engineering fees	14,762.03	35,000.00	42.18%
Legal fees	2,094.00	10,000.00	20.94%
Total Professional fees	<u>16,856.03</u>	<u>45,000.00</u>	<u>37.46%</u>
Telephone	2,842.61	3,000.00	94.75%
Uniforms	<u>1,150.00</u>	<u>1,300.00</u>	<u>88.46%</u>
Total Operating Expenses	<u>230,417.72</u>	<u>293,081.00</u>	<u>78.62%</u>
Total Expense	<u>243,848.88</u>	<u>307,431.00</u>	<u>79.32%</u>
Investment income	354.91	300.00	118.3%
Maple Street Extension			
100% of all Connection Fees	4,355.00		
100% of Benefit Assessment Fees	8,767.77		
80% of User Fees Collected	<u>2,401.57</u>		
Total Maple Street Extension	<u>15,524.34</u>		
USDA Loan Interest 92-04	-555.47	25,000.00	-2.22%
USDA Loan Interest 92-08	<u>-65.74</u>		
Net Income and Expense	<u>138,929.17</u>	<u>35,869.00</u>	<u>387.32%</u>

06/10/16

Kent Sewer Commission Operating Account ledger

		As of May 31, 2016			Amount	Balance
Date	Num	Name	Memo			
1 USB						125,975.71
Operating - 8044						125,975.71
05/03/2016	Deposit	Sewer Customers			1,326.28	127,301.99
05/04/2016	Deposit	Sewer Customers			1,437.85	128,739.84
05/06/2016	10022	Eversource	51545723082		-1,663.14	127,076.70
05/06/2016	10035	Introl	recalibrated the influent flow loop and rescaled the new flow recorder		-301.00	126,775.70
05/06/2016	10036	Santoro's Commercial Laundry	Uniform Service		-25.00	126,750.70
05/06/2016	10037	Sommers, Lyle - Reimbursement	Telephone reimbursement - March		-80.00	126,670.70
05/06/2016	10038	True Value, Kent	77016		-56.25	126,614.45
05/06/2016	10039	Tunxis			-729.30	125,885.15
05/06/2016	10040	Walsh, John-Reimbursement	Telephone reimbursement - April		-80.00	125,805.15
05/09/2016	Deposit	Sewer Customers			10,042.95	135,848.10
05/10/2016	Deposit	Sewer Customers			42,593.68	178,441.78
05/11/2016	Deposit	Sewer Customers			1,210.80	179,652.58
05/12/2016		QuickBooks Payroll Service	Created by Payroll Service		-5.30	179,647.28
05/13/2016	DirDep	Kearns, Joyce	Payroll		-110.37	179,536.91
05/13/2016	DirDep	Sommers, Lyle R	Payroll		-1,310.90	178,226.01
05/13/2016	DirDep	Walsh, John H.	Payroll		-1,583.15	176,642.86
05/13/2016	E-pay	United States Treasury	Payroll taxes		-4,090.01	172,552.85
05/16/2016	Deposit	Sewer Customers			6,705.40	179,258.25
05/16/2016	Deposit	Benefit Assessments			891.60	180,149.85
05/16/2016	AWD	Frontier	Telephone and internet		-59.99	180,089.86
05/18/2016	Deposit	Sewer Customers			1,000.30	181,090.16
05/23/2016	Deposit	Sewer Customers			3,561.16	184,651.32
05/25/2016	Deposit	Sewer Customers			1,453.35	186,104.67
05/26/2016		QuickBooks Payroll Service	Created by Payroll Service		-5.30	186,099.37
05/27/2016	DirDep	Kearns, Joyce	Payroll		-110.37	185,989.00
05/27/2016	DirDep	Sommers, Lyle R	Payroll		-1,310.90	184,678.10

06/10/16

Kent Sewer Commission Operating Account ledger

Date	Num	Name	As of May 31, 2016	Memo	Amount	Balance
05/27/2016	DirDep	Walsh, John H.	Payroll		-1,583.15	183,094.95
05/27/2016		QuickBooks Payroll Service	Created by Payroll Service		-1.77	183,093.18
05/31/2016	DirDep	Devaux, Deborah J.	Payroll		-464.69	182,628.49
05/31/2016	10042	Town of Kent	Sommers: Roth IRA Withholding		-95.52	182,532.97
05/31/2016	10043	A1 Janitorial Supply	May 2016			
			Fifty Powdered drain sewer opener		-545.12	181,987.85
05/31/2016	10044	ABT	Bookkeeping support - May 2016		-550.00	181,437.85
05/31/2016	10045	Eversource			-2,784.31	178,653.54
05/31/2016	10046	FedEx	2432-7273-4		-118.27	178,535.27
05/31/2016	10047	Frontier			-69.30	178,465.97
05/31/2016	10048	Loureiro - LEA	4/1 - 4/30 (1 hrs labor, quarterly sampling and analysis services)		-121.00	178,344.97
05/31/2016	10049	Quality Data Service Inc.	April 2016 - printing and processing sewer / water billing 296 bills		-64.05	178,280.92
05/31/2016	10050	Santoro's Commercial Laundry	Uniform service - May		-100.00	178,180.92
05/31/2016	10051	Sommers, Lyle - Reimbursement	Telephone reimbursement - May		-80.00	178,100.92
05/31/2016	10052	True Value, Kent	77016		-19.58	178,081.34
05/31/2016	10053	Tunxis			-729.30	177,352.04
05/31/2016	10054	Walsh, John-Reimbursement	Telephone reimbursement - April		-80.00	177,272.04
05/31/2016	10055	Welsh Sanitation	Commercial service: April 2016		-42.54	177,229.50
05/31/2016	10056	Yucatech Inc	IT Support		-361.21	176,868.29
05/31/2016	10041	void			0.00	176,868.29
05/31/2016	169.99	Sewer Customers			6,944.82	183,813.11
TOTAL					<u>57,837.40</u>	<u>183,813.11</u>

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