

**RECEIVED**

**By Darlene Brady at 7:46 am, Mar 08, 2024**

Kent Sewer Commission  
Special Meeting

February 27, 2024  
4:30 P.M. via Zoom

*The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting:*

<https://www.youtube.com/watch?v=iF9vL3AF9Ak>

Members: Elissa Potts, Jack Nelson, Rick Osborne, Ellie Place and Stephen Robey.  
Alternates: Vince Roberti.

Also present: Debbie Devaux and Andrea Schoeney.

**Call to order:**

Elissa Potts called the meeting to order at 4:00 P.M.

**Approve/amend agenda:**

Stephen Robey made a motion:

To approve the agenda of the February 27, 2024 Special Sewer Commission meeting.

Rick Osborne seconded the motion and the motion carried.

**Approval of Minutes:**

Stephen Robey made a motion:

To approve the December 12, 2023, Regular Sewer Commission meeting minutes, as submitted.

Ellie Place seconded the motion and the motion carried.

**18 South Main Street – request for Accessory Dwelling connection:**

Andrea Schoeney request approval for a sewer connection for accessory dwelling, a two-car garage with a two-bedroom apartment on the second floor at 18 South Main Street.

Elissa Potts requested a report from a certified plumber confirming the condition of the existing line. Approval of the connection would be contingent upon the results of the report.

**March 12, 2024 Regular Sewer Commission meeting:**

Elissa Potts requested the March 12, 2024 Regular Sewer Commission meeting be rescheduled to March 19, 2024.

Ellie Place made a motion:

To cancel the Regular Sewer Commission meeting on March 12, 2024 and warn a Special Sewer Commission meeting on March 19, 2024 at 4:30 p.m.

Stephen Robey seconded the motion and the motion carried.

**Report of Chairman:**

Elisa Potts had nothing additional to report.

**Report of Superintendent:**

Lyle Sommers did not attend the meeting but provided a written report, attached.

**Report of Treasurer:**

Barbara Herbst did not attend the meeting but provided the following reports, attached.

- Balance Sheet – December 2023 and January 2024.
- Actual vs. Budget 7/1 - 12/31/23 and 7/1/23 – 1/31/24.
- Operating Account Ledger December 2023 and January 2024.

Rick Osborne made a motion:

To approve the Operating Account Ledgers for December 2023 and January 2024.

Stephen Robey seconded the motion and the motion carried.

**Report of Collector:**

Debbie Devaux had nothing additional to report.

**Report of Consulting Engineer:**

Bart Clark did not attend the meeting.

**Public comment:**

None.

**Adjournment:**

Elissa Potts made a motion to adjourn the meeting at 4:18 p.m.

*Joyce Kearns*

Joyce Kearns  
Administrative Assistant

*These are draft minutes, and the Kent Sewer Commission, at a subsequent meeting, may make corrections. Please refer to subsequent meeting minutes for possible corrections, and approval of these minutes.*

## KENT SEWER COMMISSION AGENDA

Special Meeting  
February 27, 2024  
4:00 P.M.  
Hybrid

Join Zoom Meeting: <https://us02web.zoom.us/j/87237839242>

Meeting ID: 872 3783 9242

One tap mobile: +13092053325,,87237839242# US

Supporting documentation for this meeting:

[https://drive.google.com/drive/folders/1\\_SuVwbhq0QDgOUE6NNC6GNVpGpREJl2V](https://drive.google.com/drive/folders/1_SuVwbhq0QDgOUE6NNC6GNVpGpREJl2V)

1. Call to order.
2. Approve/amend agenda.
3. Approval of Minutes:
  - 3.1. December 12, 2023, Regular Sewer Commission meeting
4. New Business:
  - 4.1. 18 South Main Street – request for Accessor Dwelling connection
  - 4.2. March 12, 2024 Regular Sewer Commission meeting
5. Old Business:
6. Report of Chairman.
7. Report of Superintendent.
8. Report of Treasurer.
9. Report of Collector.
10. Report of Consulting Engineer.
11. Public comment.
12. Adjournment.

# Superintendents report for January and February 2024

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## December

2 million gallons total  
68k gallons per day average  
802k gallons from Kent school  
Average BOD removal rate 98%  
Average TSS removal rate 98%

## January

2.25 million gallons total  
73k gallons per day average  
1.24 million gallons from Kent School  
Average BOD removal rate 96%  
Average TSS removal rate 96%

One bed is in use, 3 are ready for use.

Maintenance building roof is leaking in 2 spots. Installer contacted and scheduling repair.

Garage furnace was cleaned again. Needs new fuel tank. Getting quotes for fuel tank replacement. New stronger pump and extra strainer installed to reduce urgency of replacement.

Plant generator was scheduled for load testing and maintenance on the 19<sup>th</sup>. A holiday which I worked for that purpose. Turns out the technician called in sick. Work was performed on Friday the 23<sup>rd</sup>.

Grant submitted all necessary paperwork for the Class 1 Operators exam. He is waiting for an appointment from the company that administers the test.

The plant truck continues to be an issue. A duplicate of the Ricks utility body truck that the town garage has would be ideal.

Respectfully,

Lyle Sommers  
Superintendent  
Kent WPCA



# Kent Sewer Commission

## Balance Sheet December 2023

	12.31.23	12.31.22	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1 USB	53,658	38,571	15,088
2 USB Septage MMA #8052	46,124	86,244	-40,120
3 USB Capital #3880	660,417	624,735	35,682
4 USB Grant/Loan #8175	0		0
5 Brookwoods	34,351	33,037	1,314
6 Kent Affordable Housing	24,492	24,449	43
7 Saddle Ridge Estates	164,881	164,115	766
Total Checking/Savings	983,922	971,150	12,772
Accounts Receivable			
Septage Accounts Receivable	6,686	2,824	3,863
Due from General Fund	38,906		38,906
Total Current Assets	1,029,514	973,974	55,541
Fixed Assets			
Accumulated Depreciation	-2,079,544	-1,950,192	-129,352
Property and equipment	5,330,037	5,330,037	0
Total Fixed Assets	3,250,493	3,379,845	-129,352
<b>TOTAL ASSETS</b>	<b>4,280,007</b>	<b>4,353,818</b>	<b>-73,811</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	-215	9,238	-9,453
Due To Brookwoods	34,351	33,037	1,314
Due To Kent Affordable Housing	24,492	24,449	43
Due to Saddle Ridge Estates	164,881	164,115	766
Federal Taxes Payable	4,109	3,929	180
State Taxes Payable	699	657	42
Due to GF (Town of Kent)	109,725	127,701	-17,976
USDA Loan 92-04	426,933	434,779	-7,845
USDA Loan 92-06	766,508	766,508	0
USDA Loan 92-08	69,573	71,031	-1,458
Total Liabilities	1,601,056	1,635,443	-34,387
Equity			
*Retained Earnings	2,200,642	2,278,960	-78,318
Opening Bal Equity	420,287	420,287	0
Net Income	58,022	19,128	38,895
Total Equity	2,678,952	2,718,376	-39,424
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,280,008</b>	<b>4,353,818</b>	<b>-73,811</b>

# Kent Sewer Commission

## Balance Sheet January 2024

	1.31.24	1.31.23	\$ Change	
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1 USB	40,095	14,619	25,475	profit to date
2 USB Septage MMA #8052	54,185	92,456	-38,271	
3 USB Capital #3880	660,444	624,761	35,683	
4 USB Grant/Loan #8175	0	0	0	
5 Brookwoods	34,351	33,037	1,314	
6 Kent Affordable Housing	24,492	24,449	43	
7 Saddle Ridge Estates	164,881	164,115	766	
Total Checking/Savings	978,448	953,438	25,010	
Accounts Receivable				
Septage Accounts Receivable	1,586	1,886	-300	
Due from General Fund	38,906		38,906	
Total Current Assets	1,018,940	955,324	63,616	
Fixed Assets				
Accumulated Depreciation	-2,079,544	-1,950,192	-129,352	
Property and equipment	5,330,037	5,330,037	0	
Total Fixed Assets	3,250,493	3,379,845	-129,352	
<b>TOTAL ASSETS</b>	<b>4,269,433</b>	<b>4,335,169</b>	<b>-65,736</b>	
<b>LIABILITIES &amp; EQUITY</b>				
Accounts Payable	8,939	7,385	1,554	
Due To Brookwoods	34,351	33,037	1,314	
Due To Kent Affordable Housing	24,492	24,449	43	
Due to Saddle Ridge Estates	164,881	164,115	766	
Federal Taxes Payable	2,767	2,712	54	
State Taxes Payable	446	449	-4	
Due to GF (Town of Kent)	109,725	127,701	-17,976	
USDA Loan 92-04	426,933	434,779	-7,845	
USDA Loan 92-06	766,508	766,508	0	
USDA Loan 92-08	69,573	71,031	-1,458	
Total Liabilities	1,608,614	1,632,166	-23,552	
Equity				
*Retained Earnings	2,193,649	2,278,960	-85,311	
Opening Bal Equity	420,287	420,287	0	
Net Income	46,883	3,755	43,128	
Total Equity	2,660,820	2,703,003	-42,183	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,269,434</b>	<b>4,335,169</b>	<b>-65,735</b>	

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-12/31</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
ARPA Funding	47,500		
Septage Fees	75,966	64,800	117.2%
Sewer User Charges	137,897	144,100	95.7%
<b>Total Income</b>	<b>261,363</b>	<b>208,900</b>	<b>125.1%</b>
<b>Expense</b>			
General & Admin Expenses			
Accounting/Bookkeeping Services	3,219	3,864	83.3%
Internet	156	240	65.0%
Audit		2,600	0.0%
Bank Service Charges			
Office Supplies/Expense	577	400	144.1%
Outside services-Admin	616	650	94.7%
Software/Licensing Fees	2,577	2,600	99.1%
Telephone	1,014	1,248	81.2%
Water	54	-	100.0%
<b>Total General &amp; Admin Expenses</b>	<b>8,211</b>	<b>11,602</b>	<b>70.8%</b>
Operating Expenses			
Continuing Education	380	500	76.0%
Depreciation			0.0%
Electricity	20,836	19,400	107.4%
Fuel	2,252	4,100	54.9%
Insurance			
Dental Insurance	336	708	47.5%
Liab Auto Prop Insura	986	632	156.1%
Life Insurance	33	66	49.5%
Medical	9,789	4,002	244.6%
Workman's Comp	2,460	2,316	106.2%
<b>Total Insurance</b>	<b>13,603</b>	<b>7,724</b>	<b>176.1%</b>
			0.0%
Lab exams	9,957	9,120	109.2%
Materials and supplies	3,013	741	406.6%
Maintenance and Repairs (OP)	1,892	1,100	172.0%
Maintenance and Repairs (CAPITAL)	47,500	30,000	158.3%
Security System	1,350		100.0%
Outside Services-Operating	5,422	7,200	75.3%
Parts & Repairs	1,715	1,500	114.3%
Payroll Expenses	70,334	70,158	100.3%
Payroll taxes	5,325	5,365	99.3%
Pension	3,726	4,528	82.3%
Permit fees	1,956	2,400	81.5%

# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-12/31</u>	<u>Budget</u>	<u>% of Budget</u>
Postage	3,594	2,760	130.2%
Professional fees			
Engineering fees	-	1,200	0.0%
Legal fees		2,500	0.0%
Total Professional fees	-	3,700	0.0%
			0.0%
Uniforms	2,461	1,500	164.1%
Total Operating Expenses	195,315	171,796	113.7%
Total Expense	203,527	183,398	111.0%
Investment income	187	228	81.9%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	16,356	10,446	156.6%
Short Term Asset Reserve	4,956	3,135	158.1%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected		1,750	
Total Maple Street Extension	-	1,750	0.0%
USDA Loan Int & Belt Press repayment	38,906	26,990	
Net Income and Expense	36,711	22,315	164.5%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 21,312  
are only posted to show amounts sequestered.

These amounts are not technically an expense and  
are included as part of the net income on the Balance Sheet.

Belt Press and Altoz XP610HDI 61" Aero Deck 28' 0 enter as a -

by including these items  
the net income is actually 58,022



# Kent Sewer Commission

## Income and Expense

### Actual vs. Budget

	<u>7/1-1/31/24</u>	<u>Budget</u>	<u>% of Budget</u>	
<b>Income</b>				
ARPA Funding	47,500			
Septage Fees	84,736	72,200	117.4%	Trending up
Sewer User Charges	143,630	146,100	98.3%	Trending near budget
<b>Total Income</b>	<b>275,866</b>	<b>218,300</b>	<b>126.4%</b>	
<b>Expense</b>				
General & Admin Expenses				
Accounting/Bookkeeping Services	3,863	4,508	85.7%	
Internet	182	280	65.0%	
Audit		2,600	0.0%	
Bank Service Charges				
Office Supplies/Expense	577	600	96.1%	
Outside services-Admin	616	975	63.2%	
Software/Licensing Fees	2,577	2,600	99.1%	
Telephone	1,183	1,456	81.3%	
Water	54	-	100.0%	
<b>Total General &amp; Admin Expenses</b>	<b>9,051</b>	<b>13,019</b>	<b>69.5%</b>	
Operating Expenses				
Continuing Education	380	500	76.0%	
Depreciation			0.0%	
Electricity	26,058	23,700	110.0%	higher than budget
Fuel	4,173	4,900	85.2%	
Insurance				
Dental Insurance	336	826	40.7%	
Liab Auto Prop Insura	986	948	104.1%	
Life Insurance	44	77	56.6%	
Medical	10,893	4,669	233.3%	trending high
Workman's Comp	2,460	3,474	70.8%	
<b>Total Insurance</b>	<b>14,719</b>	<b>9,994</b>	<b>147.3%</b>	
			0.0%	
Lab exams	11,299	10,640	106.2%	
Materials and supplies	3,396	866	392.2%	
Maintenance and Repairs (OP)	3,128	1,650	189.6%	
Maintenance and Repairs (CAPITAL)	47,500	30,130	157.7%	offset by ARPA funding
Security System	1,350		100.0%	
Outside Services-Operating	5,741	9,800	58.6%	
Parts & Repairs	2,141	2,250	95.2%	
Payroll Expenses	81,236	81,851	99.2%	trending on target
Payroll taxes	6,150	6,259	98.3%	
Pension	3,726	4,528	82.3%	
Permit fees	2,011	2,400	83.8%	

# Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>7/1-1/31/24</u>	<u>Budget</u>	<u>% of Budget</u>
Postage	4,282	3,220	133.0%
Professional fees			
Engineering fees	-	1,400	0.0%
Legal fees		3,750	0.0%
Total Professional fees	-	5,150	0.0%
			0.0%
Uniforms	2,859	1,750	163.4%
Total Operating Expenses	220,150	199,588	110.3%
Total Expense	229,201	212,607	107.8%
Investment income	219	266	82.2%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	16,356	10,916	149.8%
Short Term Asset Reserve	4,956	3,276	151.3%
Maple Street Extension			
100% of Connection Fees			
80% of User Fees Collected		1,750	
Total Maple Street Extension	-	1,750	0.0%
USDA Loan Int & Belt Press repayment	38,906	26,990	
Net Income and Expense	25,572	1,933	1323.0%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 21,312  
are only posted to show amounts sequestered.  
These amounts are not technically an expense and  
are included as part of the net income on the Balance Sheet.

Belt Press and Altoz XP610HDI 61" Aero Deck 28 0 enter as a -

by including these items  
the net income is actually 46,883

Kent Sewer Commission  
Operating Account ledger  
December 2023

Date	Name	Memo	Amount	Balance
1 USB				66,233.16
Operating - 8044				66,233.16
12/01/23	Ducey, Grant	Direct Deposit	0.00	66,233.16
12/01/23	Kearns, Joyce	Direct Deposit	0.00	66,233.16
12/01/23	Sommers, Lyle R	Direct Deposit	0.00	66,233.16
12/04/23	Sewer Customers		3,542.67	69,775.83
12/06/23	Sewer Customers		73.00	69,848.83
12/06/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - November '23	-80.00	69,768.83
12/06/23	US Environmental Rental Corp	rental Ysi Pro series / geotech pump	-323.64	69,445.19
12/08/23	Clean Waters, Inc.	160 pails Sludge dewatering polymer	-823.65	68,621.54
12/08/23	Aramark Uniform & Career ( ...	Weekly Uniform Service	-177.65	68,443.89
12/08/23	Welsh Sanitation	Commercial service November 2023	-319.06	68,124.83
12/08/23	ABT	November Bookkeeping Support	-643.75	67,481.08
12/13/23	Sewer Customers		595.90	68,076.98
12/14/23	QuickBooks Payroll Service	Direct Deposit for 12/15/23	-3,471.29	64,605.69
12/15/23	Ducey, Grant	Direct Deposit	0.00	64,605.69
12/15/23	Kearns, Joyce	Direct Deposit	0.00	64,605.69
12/15/23	Sommers, Lyle R	Direct Deposit	0.00	64,605.69
12/15/23	Town of Kent	Oct / Nov / Dec Insurances	-4,814.37	59,791.32
12/20/23	Sewer Customers		653.39	60,444.71
12/22/23	CT Commissioner of Revenue...	CT Withholding November 2023	-466.16	59,978.55
12/22/23	United States Treasury	Payroll Withholding & Taxes November 2023	-2,784.12	57,194.43
12/27/23	Sewer Customers		1,981.55	59,175.98
12/28/23	QuickBooks Payroll Service	Direct Deposit for 12/29/23	-4,339.78	54,836.20
12/29/23	Ducey, Grant	Direct Deposit	0.00	54,836.20
12/29/23	Kearns, Joyce	Direct Deposit	0.00	54,836.20
12/29/23	Sommers, Lyle R	Direct Deposit	0.00	54,836.20
12/29/23	Soule Jr., Milard L	Direct Deposit	0.00	54,836.20
12/29/23	Devaux, Deborah J.	Direct Deposit	0.00	54,836.20
12/31/23	Town of Kent	Roth 401 K December 2023	-853.20	53,983.00
12/31/23	Aquarion	WPCA / SEWER BILLINGS (698 @ .43) - 2nd & 3rd qtrs 2023	-300.14	53,682.86
12/31/23	Aramark Uniform & Career ( ...	Weekly Uniform Service	-233.61	53,449.25
12/31/23	FedEx	To Averill lab 11.1.23, 11.29.23, 12.13.23	-334.47	53,114.78
12/31/23	Frontier	Telephone and Internet service: 12/1 - 12/31/23	-115.53	52,999.25
12/31/23	Lakeville Journal	Legal notice # 655505	-77.55	52,921.70
12/31/23	Napa Auto Parts	Power servive diesel, motor tune up, absorbent	-125.97	52,795.73
12/31/23	Safeguard	300 Deposit tickets	-143.37	52,652.36
12/31/23	Sommers, Lyle - Reimburse...	Reimbursement for Pay Loader door, thermal chart refills, pho...	-590.83	52,061.53
12/31/23	Superior Plus Energy	193.4 gal heating fuel	-686.76	51,374.77
12/31/23	Tek Energy Service LLC	Heating repair labor and materials	-245.00	51,129.77
12/31/23	Town of Kent	Oct / Nov / Dec / Jan insurances, 4th Qtr 2023 - Pension Kent...	-4,971.94	46,157.83
12/31/23	ACE Hardware	Cultivator wood ace 4T and CM wrench 7pc, Ace rake handle a...	-256.44	45,901.39
12/31/23	Eversource	Electric Service	-3,859.48	42,041.91
12/31/23	Tunxis	11.30, 12.6, 12.14, 12.21, 12.28	-2,627.50	39,414.41
Total Operating - 8044			-26,818.75	39,414.41
Total 1 USB			-26,818.75	39,414.41
TOTAL			-26,818.75	39,414.41

Kent Sewer Commission  
Operating Account ledger  
January 2024

Date	Name	Memo	Amount	Balance
1 USB				44,559.77
Operating - 8044				44,559.77
01/02/24	Sewer Customers	Caralee	3,335.72	47,895.49
01/03/24	Administrator Unemployment...	00-022-82 QB Tracking # 75406898	0.00	47,895.49
01/04/24	Sewer Customers		2,277.67	50,173.16
01/05/24	ABT	December Bookkeeping Support	-643.75	49,529.41
01/09/24		Deposit	5,845.93	55,375.34
01/10/24	Sewer Customers		45.00	55,420.34
01/11/24	QuickBooks Payroll Service	Direct Deposit for 1.12.24	-3,471.30	51,949.04
01/11/24	Ducey, Grant	Grant Ducey reimbursement for wash water repair system The...	-152.10	51,796.94
01/12/24	Ducey, Grant	Direct Deposit	0.00	51,796.94
01/12/24	Kearns, Joyce	Direct Deposit	0.00	51,796.94
01/12/24	Sommers, Lyle R	Direct Deposit	0.00	51,796.94
01/16/24	CT Commissioner of Revenue...	CT Withholding December 2023	-698.41	51,098.53
01/16/24	United States Treasury	Payroll Withholding & Taxes December 2023	-4,109.05	46,989.48
01/18/24	Sewer Customers		74.65	47,064.13
01/25/24	QuickBooks Payroll Service	Direct Deposit for 1.26.24	-3,511.42	43,552.71
01/26/24	Ducey, Grant	Direct Deposit	0.00	43,552.71
01/26/24	Kearns, Joyce	Direct Deposit	0.00	43,552.71
01/26/24	Sommers, Lyle R	Direct Deposit	0.00	43,552.71
01/30/24	QuickBooks Payroll Service	Direct Deposit for 1.31.24	-852.61	42,700.10
01/30/24	Safeguard	300 Deposit tickets Pay conf # iny793	-143.37	42,556.73
01/30/24	ACE Hardware	Screwdrivers, hook rafter, tool storage hanger, Air filter, prim...	-432.79	42,123.94
01/30/24	Aramark Uniform & Career ( ...	Weekly uniform service	-107.40	42,016.54
01/30/24	Eversource	# 50 Maple St - 12/14 - 1/13 (30 days), Pump Station: 12/15...	-478.59	41,537.95
01/30/24	FedEx	to Averill lab 12.21.23, 12.27.23, 1.3.24, 1.10.24	-438.09	41,099.86
01/30/24	Frontier	Telephone and Internet service: 11/1 - 1/31/24	-115.45	40,984.41
01/30/24	Napa Auto Parts	Grease gun, grease, antifreeze, blade, sealer, wire wheel, oil, ...	-259.73	40,724.68
01/30/24	Sommers, Lyle - Reimburse...	Telephone reimbursement - January '24	-80.00	40,644.68
01/30/24	Superior Plus Energy	183.6 gal heating fuel	-613.40	40,031.28
01/30/24	Tek Energy Service LLC	Heating repair labor and materials	-15.00	40,016.28
01/30/24	Town of Kent	Jan/Feb insurances	-1,227.34	38,788.94
01/30/24	Welsh Sanitation	Commercial service December 2023	-319.06	38,469.88
01/30/24	void		0.00	38,469.88
01/31/24	Soule Jr., Milard L.	Direct Deposit	0.00	38,469.88
01/31/24	Devauux, Deborah J.	Direct Deposit	0.00	38,469.88
01/31/24	Town of Kent	Sommers: Roth IRA Withholding January 2024	-568.80	37,901.08
Total Operating - 8044			-6,658.69	37,901.08
Total 1 USB			-6,658.69	37,901.08
TOTAL			-6,658.69	37,901.08