

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
CAPITAL PLANNING SPECIAL MEETING MINUTES**

Litchfield Firehouse, 258 West Street, Litchfield, CT 06759

March 12, 2026, at 6:15 pm

1. CALL TO ORDER: C. Levesque called the special meeting of the Litchfield WPCA to order at 6:15 pm.

2. ROLL CALL

Present: Members present were Chris Levesque (Chairman), John Bongiorno (BOS Liaison), Kate Honan, Raz Alexe PW Director, and Ted Donoghue, Plant Superintendent.

Absent: Keith Shortsleeve and Bill Buckley.

3. DISCUSSION RE: RFP- REQUEST FRO PROPOSALS. (RFP)

C. Levesque opened discussion on the single agenda item: the Request for Qualifications and Proposals (RFQ/P) for grant-eligible engineering services. He reported that he had reached out to Connecticut DEEP and identified Chris Falk as the Authority's state contact for the grant process. DEEP has provided a process checklist and confirmed that grant funding is available at up to 55% of eligible project costs, on a first-come, first-served basis. A low-interest loan component (approximately 2%, 20-year term) is also available, allowing up to 100% of project costs to be covered.

RFQ/P Scope Review

- The RFQ/P document was reviewed. Members praised the scope as comprehensive yet concise and well-structured.
- Task 1 covers project administration, DEP coordination, and reporting.
- Task 2 covers GIS and sewer mapping updates using RTK GPS to survey-grade accuracy. Members agreed to add digitization of sewer lateral locations to the scope, as this data currently exists only in paper record drawings.
- Task 3 covers easement documentation. The default approach will be a 20-foot corridor (10 feet each side of pipe). The consultant will be responsible for all owner outreach, exhibit preparation, and legal descriptions; LWPCA staff will serve as signatories on final easement documents. Approximately 100 unrecorded easements are stored in the office safe and will be digitized and linked in Diamond Maps as part of this task.
- Task 4 covers CMOM program development including system characterization and flow monitoring during fall and spring periods.
- Task 5 covers rainfall-dependent I&I investigation, including smoke testing, flow isolation studies, and dye testing. Sub-areas will be scored and prioritized for further investigation.

- Task 6 covers development of a hydraulic capacity model to evaluate development impacts on downstream system segments; model to be recalibrated following improvements.
- Task 7 covers preparation of a long-term CMOM program document to guide future staff and commission.
- Task 8 covers sewer inspection and condition assessment of manholes and pipes to identify priority rehabilitation candidates.
- Task 9 covers conceptual and preliminary design (30-60% level) including layout drawings and identification of rehab/repair scope for grant submission.
- Task 10 covers work plan and schedule. Members emphasized the requirement for a milestone document — not just a work plan — with specific completion dates for each deliverable. Adherence to milestones is the consultant's responsibility.
- Tasks 11 and 12 (Final Design and Construction Administration) are listed as optional tasks, included to avoid the need for a second QBS process if construction-phase services are needed.
- Task 13 covers a peer review and facility assessment of the treatment plant, to reassess prior findings in the context of collection system results.

Consultant Selection Criteria

- Members agreed that staff continuity is a key selection criterion. Firms should demonstrate a stable, experienced project team. It was discussed that at least two-thirds of the starting team should remain through project completion.
- Firms must present their actual project team during interviews. Personnel changes require LWPCA review and approval to prevent bait-and-switch.
- Reference checks will be conducted specifically for schedule adherence and quality of deliverables.
- An evaluation committee of three members will be formed. C. Levesque stated he will recuse himself from evaluation due to professional relationships with likely proposers. Committee composition to be finalized at the next meeting.
- C. Levesque to share QBS scoring sheets, interview question templates, and staff qualification examples with R. Alexe and T. Donoghue prior to the next meeting.

Project Timeline

- Most planning-phase tasks are expected to be completed within 12 to 18 months. The system is approximately 29 miles; a qualified, well-staffed firm should complete the work efficiently.
- Remediation and construction will follow in a subsequent phase, subject to separate capital funding.

DISCUSSION RE: CAPITAL GOVERNANCE AND FUNDING AUTHORIZATION.

C. Levesque raised the need to establish a clearer process for capital authorization within the WPCA. Discussion addressed the distinction between capital outlay and formal capital appropriations. Members agreed that a board-approved appropriation will be required before proceeding with the RFQ/P, as DEEP will expect to see this documentation. J. Bongiorno noted that the WPCA's current account structure may not fully support this and agreed to follow up with Town Finance Director Stacey to confirm the proper account setup and debt service process. For any loan component, the obligation would run against the good faith of the Town of Litchfield and would require Town Meeting approval.

4. PUBLIC COMMENTS FOR ITEMS ONLY ON THE AGENDA. None presented.

5. APPROVAL OF SPECIAL MEETING MINUTES — February 12, 2026.

C. Levesque moved to add approval of the February 12, 2026 Special Meeting Minutes as agenda item 6. There was no discussion. J. Bongiorno seconded, and there was no further discussion. All members voted “aye” and the motion was carried.

6. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS.

- Review and finalize redlined RFQ/P scope prior to next meeting; circulate one working redline copy to all members.
- Financial discussion: capital authorization process, fund balance availability, appropriations, and debt service structure.
- QBS evaluation committee formation; finalize scoring criteria and interview question format.
- Review of capital outlay vs. capital appropriation distinctions; coordinate with Town Finance Director.
- T. Donoghue to present a GIS and field conditions update in spring, including wetlands and sealed manhole work.
- Confirm status of Woodward & Curren engagement and communicate next steps to their representative.
- Confirm stormwater grant resolutions for Litchfield Town Beach project are properly included in capital budgeting.

9. ADJOURNMENT.

Motion: C. Levesque moved to adjourn the meeting at 7:08 pm. K. Honan seconded and there was no further discussion. All members voted "aye" and the motion was carried.

Terrence Donoghue, Interim Recording Secretary