

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY  
SPECIAL MEETING MINUTES  
Litchfield Fire House 258 West Street, Litchfield CT 06759  
Thursday, June 18, 2026, ~ 7:00 p.m.  
MOTIONS ONLY.**

**Motion:** K. Honan put forth a motion in favor of approving the special meeting minutes from May 13, 2026. W. Buckley seconded, and there was no further discussion. All members voted “aye” and the motion carried.

**Motion– Rules and Regulation Revisions- Section X.:** W. Buckley moved to approve the Collection and Enforcement of WPCA Sewer User Charges. (NEW) Define the options for collection of outstanding sewer user charges. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion– Rules and Regulation Revisions- Section X.:** W. Buckley moved to approve the – Capital Outlay and Capital Project Authorization. (NEW) Define the process for defining capital outlay items in the annual operating budget. The following discussion took place, K. Shortsleeve asked if these purchases will be used from the operating budget. C. Levesque answered, “yes”, and clarified that Capital Projects that require either, a grant or loan would need to be approved by the BOS and Capital Improvement Committee. W. Buckley mentioned that we should have a WPCA member on that committee, as in the past we once did. There was no further discussion. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion– Rules and Regulation Revisions- Section X.:** W. Buckley moved to approve the Debt Service Fund. (NEW) Defines the debt service fund for the LWPCA and the process for payments related to capital debt. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion– Proposed Policies.:** W. Buckley moved to approve the Collection and Enforcement of WPCA Sewer User Charges. Mirrors the Rule and Regulations section, but allows the Board to modify the monetary thresholds for enforcement action as needed. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion– Proposed Policies.:** W. Buckley moved to approve the Fund Balance and Capital Reserve Policy Establish adequate operating fund balance reserves to ensure financial stability, liquidity, and continuity of operations. Establish dedicated Capital Construction Reserve Fund to support the long-term repair, replacement, rehabilitation, and improvement of wastewater infrastructure and related assets. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion – Septage Rate Increase:** W. Buckley moved to adjust the septage gallonage disposal rate from nine cents to nine and one-half cents per gallon, effective July 1, 2026. W, Buckley then amended his motion to increase the septage disposal rate from nine and one-half cents to ten cents per gallon. K. Honan seconded. All members voted “aye” and the motion carried.

**Motion:** W. Buckley moved to adjourn the meeting at 8:32pm. K. Honan seconded. All members voted “aye.” The meeting was adjourned.

Terrence Donoghue Interim Recording Secretary