

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
PUBLIC HEARING MINUTES
258 West Street, Litchfield, CT 06759
June 18, 2026, ~ 6:45 pm**

1. CALL TO ORDER: C. Levesque called the public hearing of the Litchfield WPCA to order at 6:49 pm.

2. ROLL CALL

Present: Members present were Chris Levesque (Chairman), William Buckley, Kate Honan, Keith Shortsleeve, Raz Alexe PW Director, and Ted Donoghue, Plant Superintendent.

Absent: John Bongirone (BOS Liaison).

3. Seating Alternatives (If Necessary)

4. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS. None presented.

5. ADOPTION OF NEW POLICIES REGARDING SEWER FEE BILLING, COLLECTION, AND ENFORMENT THRESHOLDS.

a. Rules and Regulations Revisions:

- **Section X – Collection and Enforcement of WPCA Sewer User Charges. (NEW)**

Define the options for collection of outstanding sewer user charges.

The Board has also created a policy that will be utilized for editing thresholds as needed.

- **Section X – Capital Outlay and Capital Project Authorization. (NEW)**

Define the process for defining capital outlay items in the annual operating budget

Define the process for seeking and obtaining capital project authorizations.

- **Section X – Debt Service Fund. (NEW)**

Defines the debt service fund for the LWPCA and the process for payments related to capital debt.

b. Proposed Policies:

- **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.

- **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.

6. SEPTAGE TIPPING FEE INCREASE.

7. ADJOURNMENT.

Motion: W. Buckley moved to adjourn the public hearing at 6:53 pm. K. Honan seconded and there was no further discussion. All members voted “aye,” and the motion was carried.

Terrence Donoghue, Interim Recording Secretary