LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Litchfield Fire House, 258 West Street, Litchfield, CT 06759
July 9, 2026, at 7:00 pm

1. CALL TO ORDER: Chris Levesque called the regular meeting of the Litchfield WPCA to order at 7:00 pm.

2. ROLL CALL

Present: Chris Levesque (Chairman), William Buckley, John Bongiorno (BOS Liaison), Keith Shortsleeve, Kate Honan, and Ted Donoghue, Plant Superintendent.

Absent: Raz Alexe (PW Director).

3. SEATING ALTERNATES (IF NECESSARY).

No alternates were seated.

4. PUBLIC COMMENTS FOR ITEMS ONLY ON THE AGENDA.

None presented.

5. APPROVAL OF PUBLIC HEARING AND SPECIAL MEETING MINUTES FROM 6/18/26.

Motion: W. Buckley put forth a motion to accept both the public hearing and WPCA special hearing minutes from 6/18/26. K. Honan seconded and there was no further discussion. All members voted "aye" and the motion carried.

6. REPORT FROM CHAIRMAN.

Chip Warback, President of Grounds and a member of the building committee at Litchfield Country Club (LCC), along with other LCC representatives, Chip Roraback, presented a proposal to relocate a section of the Authority's sewer line to accommodate a new maintenance shed. He explained that LCC's existing maintenance shed is undersized, unsafe (citing fire and OSHA concerns), and located in a highly constrained space, and that an existing sewer line currently runs through the footprint of the proposed new building.

Using site maps, T. Donoghue and LCC representatives walked the commission through the existing sewer alignment (running from the parking lot, under the paddle tennis courts, to a shallow manhole near the existing shed, then west through the golf course to an abandoned section of South Lake Street) and the concept for the relocation — intercepting the line at the south end of the paddle tennis courts and rerouting it southwest around the proposed building footprint, tying into the existing downstream line. Commissioners discussed pipe sizing, depth, easement requirements (including maintaining a minimum setback from the relocated line), and the need to coordinate the design with the Authority's standard developer permit agreement (DPA) process, including application fee, design review and approval, inspection during construction, an as-built survey, an easement to be filed on the land records, and a one-year maintenance period.

LCC representatives indicated they are working with Borghese Engineering (with survey support anticipated from All Seasons or a similar firm) and asked about the likely scope of the Authority's inspection/review costs; T. Donoghue indicated that would depend on the engineering scope and could not be estimated without further design detail. Commissioners noted the project is anticipated to be a design-build arrangement, and that LCC intends to fund all Authority costs, including engineering and inspection, associated with the relocation. No formal action was requested or taken; C. Levesque summarized that the Authority's role at this stage is to receive LCC's DPA application and have T. Donoghue proceed with design review through the standard process. The Authority thanked the LCC representatives, who then left the meeting.

C. Levesque reported that the Board of Selectmen presentation and related public hearing (regarding the capital planning/engineering RFP process) went well and were sparsely attended.

T. Donoghue reported that DEEP has issued a new general permit addressing PFAS discharges from significant and non-significant industrial users (SIUs); the Authority currently has one permitted SIU (Arethusa Dairy). He noted the plant could potentially become a PFAS "generator" under the new framework and that he intends to follow up with a local business (referenced as Litchfield Distillery) regarding its discharge. Commissioners discussed the history and water-quality classification of the Bantam River above and below the plant's discharge point (Class A above, Class B below) in this context.

7. DISCUSSION: REVIEW OF FY26 OPERATING BUDGET.

T. Donoghue reported that FY26 closed with a preliminary surplus/positive budget variance of approximately $144,000, subject to minor adjustment as final encumbrances are cleared. He attributed part of the surplus to reduced former debt payment obligations and noted that total FY26 claims associated with the FST (Frac Storage Tank) work, including the final invoice to Spectrum ($37,347), totaled approximately $183,000, the majority of which is expected to be reimbursed. He also noted approximately $300,000 in unanticipated revenue was recently received, including a delinquent usage payment from Arethusa Dairy with associated interest.

Commissioners reviewed the Munis fund balance report, noting a total fund balance of $860,931.40 and a Fund 66 (capital construction fund) balance of approximately $651,568. Discussion turned to the Authority's separate sewer assessment account (approximately $725,000), which reflects assessments levied on properties for past sewer construction projects (e.g., Old South Road, Meadow Street, Torrington Road, Northfield) financed originally through bonding, with property owners repaying via 15–20-year liens at their original contract interest rates. Commissioners raised questions — unresolved at this meeting — about where interest earned on the Authority's town-held funds is tracked, and about the original financing source for several of these older assessment districts.

7.a FUND BALANCE TRANSFER.

The commission discussed transferring surplus funds from the general fund balance to Fund 66 (the capital construction fund), retaining a minimum reserve in the fund balance consistent with roughly one year of average operating expenses (approximately $307,000, based on the prior three years). Commissioners agreed to retain $400,000 in the fund balance and transfer the remainder.

Motion: W. Buckley put forth a motion to transfer $460,931.43 from the Fund Balance account (Fund 31 Sewer Operation Fund) to Fund 66 (WPCA Fund Reserve). This would leave $400,000 remaining in the Fund Balance account. J. Bongiorno seconded and there was not further discussion. All members voted "aye" and the motion was carried.

8. REPORT: RE: PUBLIC WORKS / TREATMENT PLANT SUMMARY.

T. Donoghue reported that the plant is running well, with SVI (sludge volume index) down to approximately 100 ml/l. Septage receiving for May totaled approximately 80,000 gallons (averaging roughly 5,000–6,000 gallons per day), consistent with Woodard & Curran's prior recommendation, and plant loading has not been problematic; wasting rates have not needed to increase.

T. Donoghue reported that one of the plant operators was involved in a minor vehicle accident while driving a Town vehicle; the vehicles' driver side mirror made contact with a vehicle travel in the opposite lane and damage was limited. The employee was taken for post-accident drug screening per Town policy, and the matter has been referred to the Town's standard accident-review process.

8.a UPDATE ON PLANT OPERATOR POSITION.

No update.

8.b NEW VEHICLE.

No update.

8.c AERATION BLOWERS.

No update.

9. REPORT: RE: FINANCIAL REPORT SUMMARY.

T. Donoghue indicated the financial summary had been covered in the course of the operating budget and fund balance discussion above (Item 7).

10. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS.

None presented.

11. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS.

- T. Donoghue to follow up with the Town (Finance/Stacey, copying C. Levesque and J. Bongiorno) regarding where interest income on the Authority's town-held funds is tracked and the amounts reported.
- T. Donoghue to connect J. Bongiorno (and other commissioners as needed) with Sandy to review the history of the sewer assessment account, including the original financing source for older assessment districts.

12. ADJOURNMENT.

Motion: W. Buckley moved to adjourn the meeting at 8:07pm. J. Bongiorno seconded. All members voted “aye.” The meeting was adjourned.

Terrence Donoghue, Recording Secretary