**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY**
**CAPITAL PLANNING SPECIAL MEETING MINUTES**
**Litchfield Fire House, 258 West Street, Litchfield, CT 06759**
**July 9, 2026, at 6:15 pm**

**1. CALL TO ORDER:** C. Levesque called the Capital Planning Special Meeting of the Litchfield WPCA to order at 6:25 pm.

**2. ROLL CALL**

**Present:** Chris Levesque (Chairman), Kate Honan, Keith Shortsleeve, William Buckley, and Ted Donoghue, Plant Superintendent. John Bongionro arrived at 6:57 pm

**Absent:** Raz Alexe.

**3. PUBLIC COMMENTS FOR ITEMS ONLY ON THE AGENDA.**

No members of the public were present. None presented.

**4. DISCUSSION RE: RFP — REQUEST FOR PROPOSALS.**

T. Donoghue reviewed the status of the RFP for wastewater engineering services, explaining that the Authority must use a Quality-Based Selection (QBS) process to remain eligible for DEEP grant funding, consistent with the process used for the Woodard & Curran engagement approximately six years ago. He noted the RFP is substantially complete and will be recirculated to the full committee.

Commissioners discussed the selection and interview process, including having each commissioner independently rank a shortlist of firms and comparing results across the committee; structuring interviews with a presentation, a question-and-answer period, and a discussion period; using a standardized list of questions and a standardized scoring system; and requiring that firms send the staff who would actually perform the work, rather than sales or marketing personnel.

The RFP scope was discussed in detail, including GIS mapping and document management, sewer system capacity/hydraulic modeling, sewer inspection and condition assessment (including CCTV and manhole inspection), inflow/infiltration (I/I) investigation, and research and documentation of sewer easements. Commissioners discussed compatibility with the Town's existing GIS platform (Diamond Maps) and the value of consolidating easement documentation as part of the Authority's CMOM (Capacity, Management, Operation and Maintenance) program.

T. Donoghue reviewed the proposed submission requirements (one signed original and seven copies of written qualifications, plus one electronic PDF copy) and the planned legal advertisement. It was agreed that commissioner comments on the draft RFP should be routed individually to T. Donoghue and/or C. Levesque rather than circulated to the full committee by email, to avoid creating an online quorum discussion.

Commissioners discussed whether the Authority might ultimately qualify multiple firms (e.g., an on-call list) rather than a single firm, and agreed that the current approach — proceeding through the QBS/RFQ process for this scope — was the appropriate path forward. K. Shortsleeve requested that T. Donoghue ask DEEP whether any specific language or notice requirements apply to the advertisement.

**5. DISCUSSION RE: PEER REVIEW OF WOODARD & CURRAN ENGINEERING STUDY.**

C. Levesque noted that the prior Woodard & Curran engineering study had a narrower scope than the full plant, and that a peer review of that study is being incorporated as a task within the new RFP scope for the incoming engineering consultant.

**6. DISCUSSION RE: CAPITAL PLANNING.**

C. Levesque reviewed the capital planning approval process, which requires Board of Selectmen review and recommendation followed by Board of Finance approval. He noted the Authority has available reserve funds for the project and would not necessarily need to bond for it, and raised a question — to be directed to Town corporate counsel and bond counsel — as to whether bond counsel involvement is required for the internal appropriation needed to enter into a DEEP loan. He noted a public hearing on the expenditure is anticipated as part of the process.

It was clarified for the record that, notwithstanding the agenda title, this is a regularly scheduled Capital Planning subcommittee meeting rather than a special meeting; the prior such meeting held in April was the special meeting.

K. Shortsleeve asked whether commissioners would be obligated to anything by moving forward with the RFP. C. Levesque confirmed they would not, noting the Authority is only requesting qualifications and comments at this stage.

C. Levesque indicated that, pending resolution of the outstanding funding/bonding question, he intends to bring the RFP scope to the full Board for approval to proceed at the meeting following next month's regular meeting. He asked T. Donoghue to help finalize the schedule, define all funding sources including the balance in Fund 66, and project how that fund would be affected by debt service payments over the next 20 years absent additional contributions.

**7. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS.**

No members of the public were present. None presented.

**8. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS.**

K. Shortsleeve had none.

- T. Donoghue to recirculate the final RFP draft to the full committee for review and comment.
- T. Donoghue to confirm with DEEP whether specific advertisement language or notice requirements apply.
- C. Levesque and T. Donoghue to confirm with Town corporate counsel and bond counsel whether bond counsel involvement is required for the internal appropriation/DEEP loan process.
- T. Donoghue to define all funding sources, including the Fund 66 balance, and project the fund's 20-year outlook under anticipated debt service.
- C. Levesque to finalize schedule for bringing the RFP scope to the full Board for approval, targeting the meeting following next month's regular meeting.
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**9. ADJOURNMENT.**

**Motion:** C. Levesque moved to adjourn the meeting at 6:59 pm. W. Buckley put forth a motion and it was seconded by K. Honan, and there was no further discussion. All members voted “aye” and the motion was carried.

Terrence Donoghue, Recording Secretary