LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
MINUTES

Litchfield Fire House, 258 West Street
Litchfield, Connecticut 06759
Thursday, September 17, 2026, 7:00 PM

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1. CALL TO ORDER

Chairman Chris Levesque called the Special Meeting of the Litchfield Water Pollution Control Authority ("Authority" or "WPCA") to order at 7:00 p.m. at the Litchfield Fire House, 258 West Street, Litchfield, Connecticut.

2. ROLL CALL

Present: Chris Levesque, Chairman; Kate Honan, Commissioner; Raz Alexe, Commissioner; John Bongiorno, Commissioner.

Also Present: Ted Donoghue, Superintendent.

Absent: Bill Buckley and Keith Shortsleeve.

A quorum was declared present.

3. SEATING ALTERNATES (IF NECESSARY)

No alternates were present or seated.

4. PUBLIC COMMENTS FOR ITEMS ONLY ON THE AGENDA

No members of the public offered comment on items listed on this agenda.

5. APPROVAL OF REGULAR & CAPITAL PLANNING MEETING MINUTES FROM 7/9/26

Commissioner K. Honan noted that Chip Rorabacks' name had been spelled inconsistently within the draft minutes of the July 9, 2026 Regular meeting and requested that it be corrected.

Motion: K. Honan put forth a motion to accept the 7/9/26 CIP Meeting Minutes, and the 7/9/26 Amended Regular Meeting Minutes. It was seconded by Commissioner J. Bongiorno, the Commission voted unanimously to approve the minutes of the July 9, 2026 Regular and Capital Planning meetings, as amended to correct the spelling of resident Chip Roraback's name.

6. REPORT FROM CHAIRMAN

Chairman Levesque reported that he had asked Superintendent Donoghue to review the billing notification and adjustment related to a leak reported by the customer at 495–503 Bantam Road, and stated that the Commission would review the Superintendent's findings and consider a proposed resolution at the next meeting.

Chairman Levesque also reported that the Connecticut Department of Transportation (DOT) has begun requiring utilities, including the WPCA, to co-sign encroachment permits for road-cut and repair work

performed by outside contractors near WPCA infrastructure, which would shift liability for contractor errors onto the Authority. He noted that a bill addressing this issue was introduced during the 2026 legislative session and was rejected following opposition from the Connecticut Conference of Municipalities and numerous municipalities and utilities statewide. Chairman Levesque recommended that the WPCA continue its practice of declining to co-sign encroachment permits for contractor work, citing a prior incident on South Street in which a DOT contractor damaged a WPCA manhole frame and DOT directed the Authority to resolve the matter directly with the contractor. He recommended that, going forward, the Authority bill the responsible contractor in full for any damage to WPCA infrastructure (copying DOT), and pursue liens where bills go unpaid.

7. 495-503 BANTAM ROAD FY 26 & FY 27 BILLING

This item was addressed as part of the Chairman's report above. The Commission will await the Superintendent's review and a proposed resolution at a future meeting.

8. DISCUSSION: REVIEW OF FY 26 EXPENSES & REVENUE

Commissioner Alexe reported that the Authority had received $64,015.90 in online sewer-use payments during the month of September to date. Commissioners credited the transition to online billing — and the work of billing staff member Marissa in implementing it — for the strong result, noting that earlier processing delays attributed to the Invoice Cloud and QBS payment platforms have since been resolved. Commissioner Alexe projected that online adoption could reach approximately 80–90% of accounts within the next year to eighteen months.

T. Donoghue reported that fiscal year 2026 has closed, with approximately $124,000 in balances remaining outstanding, compared to roughly $38,000 outstanding as of three years ago, reflecting progress in collections over that period.

Commissioner Bongiorno noted greater concern with multi-year delinquent accounts than with current-year balances, particularly given the Authority's lien position relative to other creditors in the event of a foreclosure. The Commission discussed engaging a state marshal to pursue collection on delinquent, liened accounts. Chairman Levesque noted that new liens for FY 2026 delinquencies are expected to be filed in November, and that accounts already liened and meeting the Commission's established policy thresholds could be pursued sooner. The Commission asked the Superintendent and billing staff to prepare, for the next meeting, a proposed list of accounts for referral to a marshal (approximately twenty accounts were discussed), including total balances, anticipated marshal fees, and expected net recovery, along with a recommendation on next steps and timing.

T. Donoghue noted that fiscal year 2027 revenue is tracking slightly ahead of fiscal year 2026 at the same point last year, and that laboratory expenses have decreased since the Superintendent assumed more direct oversight of the plant laboratory.

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

Superintendent Donoghue reported that plant operations continue to go well. Above-normal precipitation in July and August resulted in higher-than-typical summer base flows, and a rain event in early September produced a brief flow spike; nearly 1.4 MG on 9/3/26, and the plant experienced no operational issues due to favorable sludge volume index (SVI) conditions at the time. Nitrogen removal performance has continued to improve, and average daily flow in August was approximately 555,000 gallons per day.

The Superintendent has begun this year's fats, oil, and grease (FOG) inspection program. He also reported on septage receiving revenue for August, which he noted is helping offset other planned capital costs.

The Superintendent reported ongoing compliance work with the Town of Morris under the Authority's Intermunicipal Agreement (IMA), including completion of a required sewer inflow/infiltration assessment for the Connecticut Department of Energy and Environmental Protection (DEEP) and a related satellite-system survey. He is working to confirm the date of a historical amendment that raised Morris's contractual peak-flow threshold from 60,000 to 75,000 gallons per day, and will report back once confirmed.

A new hose was installed on the final settling tank (FST) pump, allowing plant staff to pump sludge independently rather than relying on a vacuum truck that had been unable to generate sufficient suction. The Superintendent also reported an unusually high delivery surcharge from an out-of-state vendor for a proprietary product and stated he is following up directly with the vendor to resolve it.

In response to a question from Commissioner Honan regarding filamentous bacteria control, the Superintendent explained that a revised, multi-day intermittent chlorination protocol implemented in the spring proved more effective than prior methods, and the plant has not required chlorination since. He noted that biological treatment performance typically begins to slow once tank temperatures drop below approximately 55 degrees Fahrenheit, usually in November.

10. UPDATE ON PLANT OPERATOR POSITION

The Superintendent reported that a new Class I operator, Marc Fusco, started on August 31 and is expected to be eligible to test for his Class II certification within three to four months. He also noted that another operator is preparing to test for a Class I certification.

The Commission discussed the absence of a policy requiring employees to remain with the Authority for a minimum period following Authority-funded training or certification (such as a commercial driver's license upgrade), given the cost of such training and the risk of losing staff shortly after completion. Commissioners noted that a retention requirement of this kind is not addressed in the current union contract but could potentially be adopted as a WPCA personnel policy independent of the contract, and discussed whether a similar policy might be pursued town-wide. No action was taken; the Commission agreed to continue developing the concept.

11. NEW VEHICLE

The Superintendent reported that the Authority's pickup truck is approaching 83,000 miles and has developed rust issues due to a lack of covered storage, though the frame remains sound following recent front-end repairs. The Commission discussed retaining the vehicle as a secondary/backup truck and acquiring a replacement as the primary vehicle.

The Superintendent explained that any replacement must remain in the F-250 weight class, as a larger F-350 would exceed towing weight limits when paired with the Authority's sewer jetter. He indicated a preference for a flatbed configuration with a winch, to allow lifting of manhole frames and general road-work use in addition to towing the jetter.

The Commission discussed the Authority's lack of covered vehicle storage, noting that a previous temporary prefabricated shelter was destroyed in a windstorm after approximately four years of use. Commissioners discussed the potential for a small, slab-on-grade prefabricated storage building (two to three bays) at the plant site to protect vehicles and equipment, noting that electrical service would be

needed but water service would not. The Superintendent was asked to evaluate potential locations and bring a proposal to a future meeting.

The Commission discussed purchasing a replacement vehicle through the State of Connecticut's vehicle purchasing contract or the Sourcewell cooperative purchasing program, both of which offer discounted pricing on Ford vehicles. The Superintendent was asked to obtain firm pricing through the applicable state or cooperative contract and bring a specific proposal, including cost, to a future meeting for consideration under the Authority's established capital expenditure approval process.

12. AERATION BLOWERS

The Superintendent reported that the plant has lost one of its two aeration blowers, both of which are approximately 50 years old, leaving only two operating units in a system that normally requires only one blower running at a time; he noted the resulting risk if the one or more of the remaining blowers were to fail. He has received four vendor proposals for updated aeration blower equipment and plans to review them with Commissioner Alexe.

The Superintendent noted that because the plant's overall treatment process and tank configuration are unlikely to change significantly as a result of the Authority's ongoing capital planning study, an investment in updated aeration equipment and controls now would likely carry forward into any future capital improvements and could extend useful service life by fifteen to twenty years. He noted that the plant's existing positive-displacement (rotary lobe) blowers have been equipped with variable-frequency drives (VFDs) integrated with the plant's SCADA system since 2014 and continue to perform well. Some vendors have proposed turbo-blower alternatives; the Commission expressed skepticism regarding the cost-effectiveness of one such proposal (approximately $230,000 for two units).

Chairman Levesque recommended that, regardless of which vendor is selected, the Superintendent inquire about available Eversource’s energy-efficiency rebates for blower upgrades, noting that such rebates are often substantial. The Superintendent stated he intends to finalize his review of the proposals with R. Alexe and coordinate with the Authority's capital-planning consultant (Woodard & Curran) before bringing a recommendation to a future meeting.

13. REPORT: RE: FINANCIAL REPORT SUMMARY

Discussion turned to the Authority's solar power purchase agreement (PPA). The Superintendent reported difficulty determining the Authority's actual savings under the agreement, noting that Eversource's billing does not clearly show the relationship between the solar array's generation (reported at approximately 44,000 kilowatt-hours in August) and the plant's actual electricity consumption. Commissioner Bongiorno offered to connect the Superintendent with a contact experienced in reviewing municipal solar PPAs across Connecticut to help evaluate whether the Authority is receiving good value under its agreement, noting that outcomes vary widely between towns and referencing the Town's separate, and reportedly less favorable, solar agreement for the high school.

The Commission discussed the general structure of the agreement, including an approximate supply rate of $0.1042 per kilowatt-hour under the PPA plus applicable transmission and distribution charges, a per-kilowatt-hour state charge on solar generation (reported as roughly 2.5 cents per kilowatt-hour for new installations in 2026), and Eversource distribution charges that have remained largely unchanged regardless of solar generation. The Superintendent will compile billing and generation data and provide it to the Commission for further review.

14. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No members of the public offered comment.

15. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS

The Commission took up a request carried over from Commissioner Shortsleeve (not present at this meeting) for a report on outstanding beneficiary sewer assessments. The Superintendent identified approximately $124,000 in outstanding beneficiary assessment balances across several improvement districts, including approximately $20,000 remaining on Contract 14 (Meadow Street) and outstanding balances on Contracts 17 and 18 (Historic District and portions of Torrington Road, Spencer Street, and Karl Street). Chairman Levesque explained that these assessments originated from sewer rehabilitation projects financed in the mid-1990s through low-interest state loans, which the Town has since refinanced several times; while the underlying Town debt has been paid off, the Authority continues to collect assessment payments from benefited property owners under the original assessment agreements.

Commissioner Bongiorno described personally discovering that a sewer assessment he believed had been paid off twelve to fourteen years earlier remained outstanding when he purchased his own home years ago, and expressed concern regarding the completeness of the Authority's historical assessment records. The Commission confirmed that all of the outstanding assessment contracts relate to new sewer line installations rather than replacement work, which the Chairman noted affirms the Authority's legal basis for continuing to collect on them.

The Commission asked the Superintendent, together with billing staff, to compile a full accounting of each outstanding beneficiary assessment contract — including the properties and customers involved, project scope, agreement terms (payment schedule and duration), and current payment status — for review at a future meeting.

Commissioner Bongiorno requested that a list of sewer accounts delinquent for three years or more be provided to the Town Building Inspector, noting that Town policy prohibits issuance of a building permit to a property owner with outstanding sewer or tax payments. The Superintendent confirmed that this policy is being actively enforced, citing two recent examples in which pending permit applications prompted payment of outstanding balances.

Chairman Levesque summarized that five items were identified for the next meeting's agenda: (1) the proposed resolution for the 495–503 Bantam Road billing adjustment; (2) a marshal collection proposal for delinquent, liened accounts; (3) a new vehicle and vehicle-storage proposal; (4) a recommendation on aeration blower replacement; and (5) an accounting of outstanding beneficiary sewer assessments.

16. ADJOURNMENT

Motion: C. Levesque moved to adjourn the meeting at 7:56pm. J. Bongiorno seconded. All members voted “aye.” The meeting was adjourned

Respectfully submitted,

Ted Donoghue, Superintendent and interim secretary.