LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING MINUTES
Litchfield Fire House 258 West Street, Litchfield CT 06759
Thursday, November 19, 2026, ~ 7:00 p.m.
MOTIONS ONLY.

MOTION: John Bongirono moved to approve the Regular, Special and Capital Planning Meeting minutes of July 9, 2026 and September 17, 2026, as corrected. Seconded by Kate Honan. The following discussion occurred. Add Patty Dauten to those present and correct the spelling of Peter Dauten's last name. There was no further discussion. All in favor; the motion carried unanimously.

MOTION: John Bongiorno moved that the FY26 bill for 493–503 Bantam Road be set at the property's original 14 EDUs at the FY26 rate, and that the amount the owner paid above that bill be rebated. Seconded by B. Buckley. All in favor; none opposed. The motion carried unanimously.

MOTION: John Bongiorno moved to accept the RFQ as presented at the public hearing and move forward to the next step. Seconded by Bill Buckley.

Discussion:

- The legal notice will be submitted on November 20 for publication on Sunday, November 22, 2026. Superintendent Donoghue will also send it to Nikki Yarrish for posting on the Town website.
- Responders must submit one signed original, seven copies and one electronic copy of their qualifications.
- Responses were initially scheduled to be opened on January 14, 2027. The deadline allows for the Thanksgiving and Christmas holidays. About 20 responses were received the last time the Authority issued a similar request.
- The project is estimated at $800,000 to $1.2 million, likely about $1 million. Clean Water Fund financing typically provides a 55% grant and a 45% loan at about 2% over 20 years.
- The project will be funded by the WPCA. Because of its size, members agreed the Capital Improvement Committee should be made aware of it. John Bongiorno, the WPCA's representative on that committee, will bring it to the committee. Members noted the WPCA ordinance may need updating by June or July 2027 to add a capital planning step to its process.

All in favor; the motion carried unanimously. (The response deadline was amended under Item 13.)

MOTION: John Bongiorno moved to adopt the 2027 regular meeting schedule, with meetings held on the second Thursday of each month. Seconded by B. Buckley. All in favor; the motion carried unanimously.

MOTION: John Bongiorno moved to amend the motion under Item 7 so that RFQ responses are due January 13, 2027, to be collected and reviewed at the January 14, 2027 WPCA meeting, with all other terms unchanged. Seconded by Bill Buckley. The following discussion took place.

Members asked that RFQ responses be due one day before the January meeting, so staff have time to receive and sort them. Responses are delivered to Town Hall. The Authority returned to Item 7 to amend the motion. All in favor; the motion carried unanimously.

MOTION: B. Buckley moved to adjourn, seconded by J. Bongiorno. All in favor; the motion carried unanimously. The meeting was adjourned at 7:38 PM.

Terrence Donoghue Interim Recording Secretary