



Chairman
Ed Lynch

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Water Pollution Control Authority

~ AGENDA ~

Regular Meeting

Tuesday, August 26, 2025

6:30 PM

Council Chambers - Hybrid

REMOTE MEETING INFORMATION

Zoom Meeting Link:

<https://us06web.zoom.us/j/86516374199?pwd=sddaNlGDFZCfuB9EdO0oyayjhXRTpv.1>

Meeting ID: 865 1637 4199

Passcode: 659020

One tap mobile

+13052241968,,86516374199#,,,,*659020# US

I. CALL TO ORDER

II. ROLL CALL

III. APPOINTMENT OF ALTERNATES

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS & PROPERTY OWNERS COMMENTS

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from July 22, 2025.

Attachments: [WPCA minutes 7-22-25](#)

VII. COMMUNICATIONS AND CORRESPONDENCE

1. Operations Report.
2. Service Correspondence.
3. Aged Reports/Finance.
4. Year to Date Water/Sewer Report.
5. PSR - Steve Banks.

VIII. OLD BUSINESS

1. WPCA Handbook continued - Miscellaneous Charges Table updates.

Attachments: [Ledyard WPCA Rules and Regulations v3](#)
[Couple Questions Thoughts_GU](#)
[MISC CHARGES](#)

2. Fox Run billing and leak discussion continued.

Background:

From July 22, 2025:

Tina Daniels, Groton Utilities Customer Service General Manager, provided normal sewer averages for Fox Run and suggested sewer service credit. Mr. Jones questioned the credit calculations. The communication stated the averages charges for Fox Run equate to \$7,687.21 and the suggested credit of \$38,475.65 would be around three months credit. Yet, three months credit (\$7,687.21 x 3) does not equal the suggested credit of \$38,475.65. Chairman Lynch said he would ask for clarification from Ms. Daniels.

Department Comment/Recommendation:

(type text here)

Attachments: [Fox Run normal sewer cost](#)
[Letter Fox Run 06.10.2025](#)

3. SCWA/WPCA Exclusive Service Area Agreement - Fire Station Meter.
4. Lead Survey Status continued. Waiting for Finance Response.

Attachments: [Ledyard LSLR Draft RFQ - February 2025 \(002\)](#)
[Ledyard WPCA DWSRF Eligibility Application 2026 FINAL](#)
[Authorization to Award Professional Services Agreement Application Checklist](#)

5. Any Other Old Business to Come Before the Commission.

IX. NEW BUSINESS

1. Any Other New Business to Come Before the Commission.

X. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2361

Agenda Date: 8/26/2025

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE the Regular Meeting Minutes from July 22, 2025.



Chairman
Ed Lynch

TOWN OF LEDYARD

Water Pollution Control Authority

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Regular Meeting

Tuesday, July 22, 2025

6:30 PM

Council Chambers - Hybrid

I. CALL TO ORDER

Chairman Lynch called the Regular Meeting to order at 6:30 p.m.

II. ROLL CALL

Present Board Member Terry Jones
Board Member Stanley Juber
Board Member Monir Tewfik
Board Member Sharon Wadecki
Board Member Edmond Lynch
Excused Alternate Member Jeremy Norris
Alternate Member Tony Capon
Alternate Alternate Member James A. Ball

Also in attendance;
Mauricio Duarte, Groton Utilities General Foreman Water Operations.

III. APPOINTMENT OF ALTERNATES

Not required.

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS AND PROPERTY OWNER COMMENTS

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from June 24, 2025.

Motion to APPROVE the Regular Meeting Minutes as amended:

Change mover to Chairman Lynch and seconder to Stan Juber.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 4 Jones Juber Tewfik Lynch

EXCUSED 1 Capon

ABSTAIN 1 Wadecki

VII. COMMUNICATIONS AND CORRESPONDENCE

1. Operations Report. Discuss Hydraulic Modeling and Holmberg Fire Pump repair.

Chairman Lynch said it should be noted that the Holmberg Fire pump has failed and needs to be replaced which will cost approximately a cost of \$12,000. There is no effect on customers' water pressure. A reimbursement can be applied for.

Chairman Lynch told Mauricio Duarte, Groton Utilities General Foreman Water Operations that the WPCA needs to get a new contract with Groton Utilities. The WPCA is currently on a three-year extension.

RESULT: DISCUSSED

2. Service Correspondence. Town Council Approved Water/Sewer Rates Table.

None.

3. Aged Reports/Finance.

No comments.

4. Year to Date Water/Sewer Report.

Chairman Lynch said the report has some positives, such as more water being sold than what was budgeted for.

RESULT: DISCUSSED

5. PSR - Steve Banks.

The thickening sludge mixer will need repairing. Chairman Lynch said the issue was not due to the mixer's motor but rather due to operator error since it was left running overnight.

RESULT: DISCUSSED

VIII. OLD BUSINESS

1. WPCA Handbook continued.

Mr. Jones said the handbook attachment on the agenda includes the changes discussed during the June meeting.

A few additional changes were discussed.

Mr. Jones referred to 3.3 DELINQUENT ACCOUNTS -

"(b) Ledyard WPCA brochure, "Notice of Customer Rights", a copy of which Ledyard WPCA

will provide in person or by certified mail to a residential Customer prior to any termination of service, "

Mr. Jones said Groton Utilities prints this information on the back of customer invoices/shut off notices and not on a separate brochure. Tina Daniels, Groton Utilities Customer Service General Manager suggested that the WPCA does the same to be consistent with GU.

3.6 DISPUTED BILLS -

"Any Customer who has a question or complaint or who disputes all or part of his/her bill after receiving a termination notice (Final Notice) may contact any Customer Service Representative handling credit matters who will answer the Customer's inquiry. If the Customer remains unsatisfied, they may have a Review Officer (General Manager - Customer Service) review the dispute. Any such request must be made within thirteen (13) days. If the dispute remains unresolved after the review by the Review Officer, the Customer may request in writing a further investigation and hearing by the Ledyard WPCA Utility Commission or as required by law"

Mr. Jones asked if the Authority should remain with the current Review Officer Concept or remove it and consider only the WPCA Chairman as the Review Officer. Ms. Daniels suggested that the Authority keeps the verbiage as is otherwise there will be many more reviews for the WPCA than the current one to three a year. Mr. Jones said he agrees that the Review Officer should remain as the GU General Manager of Customer Service and if the customer feels mistreated, they could contact the WPCA Chairman.

CHARGE ADJUSTMENTS -

Applicability.

"f) High usage is due to pool fill, unless the Customer meters the water used. (See Section 8.12.)"

Mr. Jones recommended adding "(see Section 8.12)". He added that a distinction should be made between adding makeup water (topping off a pool) and filling a pool completely. For a complete pool filling, a meter can be obtained from GU.

During the August meeting the WPCA will discuss the Miscellaneous charge table sent by GU.

Motion to APPROVE the changes Mr. Jones recommended in version 3 of the Ledyard WPCA Rules and Regulations.

RESULT: APPROVED AND SO DECLARED

MOVER: Terry Jones

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 1 Capon

2. Fox Run billing and leak discussion.

Chairman Lynch said that a letter and the dollar figures regarding water leak forgiveness was received from Fox Run's Attorney.

Tina Daniels, Groton Utilities Customer Service General Manager, provided normal sewer averages for Fox Run and suggested sewer service credit. Mr. Jones questioned the credit calculations. The communication stated the averages charges for Fox Run equate to \$7,687.21 and the suggested credit of \$38,475.65 would be around three months credit. Yet, three months credit ($\$7,687.21 \times 3$) does not equal the suggested credit of \$38,475.65. Chairman Lynch said he would ask for clarification from Ms. Daniels.

ACTION ITEM:

Ask Tina Daniels, Groton Utilities Customer Service General Manager, for clarification on the credit calculations provided for the Fox Run water leak.

RESULT: DISCUSSED

3. SCWA/WPCA Exclusive Service Area Agreement Adjustments.
Discussion and possible vote.

Chairman Lynch reported that SCWA complied to the WPCA-SCWA swap agreement that the WPCA suggested.

Now that the Fire Station will be the WPCA's service area Chairman Lynch suggested putting on an 8-inch meter. Mauricio Duarte, Groton Utilities General Foreman Water Operations, will investigate the cost.

ACTION ITEM:

Ask Mauricio Duarte, Groton Utilities General Foreman Water Operations, for an estimated cost for putting in an 8-inch meter at the Fire Station on 11 Fairway Drive.

RESULT: DISCUSSED

4. Lead Survey Status continued. Waiting for Finance Response.

Chairman Lynch reported that he spoke with Matt Bonin, Finance Director and was told that the Lead Survey Grant documents were given to Mayor Allyn III.

RESULT: DISCUSSED

5. Any Other Old Business to Come Before the Commission.
None.

IX. NEW BUSINESS

1. Motion to APPROVE payment to Groton Utilities invoice #0028363, dated June 30, 2025, in the amount of \$470.00, for diversion permits.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 2 Norris Capon

2. Motion to APPROVE payment to Groton Utilities invoice #0028363, dated June 30, 2025, in the amount of \$235.00, for diversion permits.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 2 Norris Capon

3. Motion to APPROVE payment to Groton Utilities invoice #0028386, dated June 30, 2025, in the amount of \$1,276.14, for Ledyard Emergencies.

Chairman Lynch asked Mr. Duarte what specific emergencies this invoice was for. He answered that technically this invoice is covered under the maintenance contract and the WPCA should not have received the invoice.

RESULT: TABLED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

4. Motion to APPROVE payment to Groton Utilities invoice #0028388, dated June 30, 2025, in the amount of \$267.07, for lead inventory.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 2 Norris Capon

5. Sweet Meadow Sewer Development Request.

Chairman Lynch said the DEEP regulation requires the Town to sign the application. The Town would then be required to own and manage the proposed on-site wastewater renovation system.

Brian Smith, an Attorney for Robinson and Cole, was present representing Sweet Hill Farms. Richard Ross and Megan Thomas from Epiccleantec were present via Zoom to share their engineering report for the treatment and dispersal of wastewater for the Sweet Hill Acres application.

Mr. Smith said on average the system would process 22,000 gallons per day.

Chairman Lynch asked if the solids are sent to an incinerator. Mr. Smith answered that the

primary solids would go to a landfill.

Chairman Lynch asked how the system would be monitored. Mr. Smith answered that there are various instruments in line, and it runs semi-autonomously which means it has a PLC control system, a SCADA system, an alarm system, and an operator oversees the systems on a regular basis. The operators can log in remotely to operate the biological treatment system as if they were standing in front of the equipment. An operator is required to keep an eye on the system and to perform periodic testing.

Chairman Lynch asked if there is odor control Mr. Smith answered that there is foul air treatment within the building which is granulated activated carbon used in all areas with potential for odor.

Mr. Smith added that there is expansion space to add additional equipment or address any potential future expansion.

The system will use leaching field with drip tubing placed below the frost line for controlled leaching. A good portion of the leaching field is centered around paved areas relying on percolation and rainwater is less of a concern. Mr. Ball asked if the leaching field will be under a parking lot, it was answered that a portion of it will be. The site will have 100% reserve area, if the dispersal area fails there will be an area on site that is earmarked for a switchover.

Liability was discussed. Mr. Ball suggested regular reports even a yearly report would do. Mr. Smith said the WPCA could be involved as little or as much as wanted and the involvement details can be spelled out in the agreement.

Chairman Lynch read the intent letter-

"This letter will acknowledge that the town of Ledyard Water Pollution Control Authority is aware of the above referenced project and system. It is the intent of the town of Ledyard Water Pollution Control Authority to enter into an agreement with the developer requiring that the system be owned and managed as provided in section 7-246f of the Connecticut General Statutes"

The intent letter would be signed by Chairman Lynch not Steve Banks.

Motion to ENTER into an agreement with Sweet Meadows' Sewer Request.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 2 Norris Capon

6. Any Other New Business to Come Before the Commission.

None.

X. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 7:25 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Sharon Wadecki

SECONDER: Edmond Lynch

AYE 5 Jones Juber Tewfik Wadecki Lynch

EXCUSED 2 Norris Capon

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2356

Agenda Date: 8/26/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Operations Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2367

Agenda Date: 8/26/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Service Correspondence.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2355

Agenda Date: 8/26/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Aged Reports/Finance.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2357

Agenda Date: 8/26/2025

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Year to Date Water/Sewer Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2363

Agenda Date: 8/26/2025

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

PSR - Steve Banks.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2354

Agenda Date: 8/26/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

WPCA Handbook continued - Miscellaneous Charges Table updates.

Background:

On July 22, 2025, the WPCA approved changes to the handbook but wanted to review and discuss the charge table sent by Groton Utilities during the August meeting.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2369

Agenda Date: 8/26/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Fox Run billing and leak discussion continued.

Background:

From July 22, 2025:

Tina Daniels, Groton Utilities Customer Service General Manager, provided normal sewer averages for Fox Run and suggested sewer service credit. Mr. Jones questioned the credit calculations. The communication stated the averages charges for Fox Run equate to \$7,687.21 and the suggested credit of \$38,475.65 would be around three months credit. Yet, three months credit ($\$7,687.21 \times 3$) does not equal the suggested credit of \$38,475.65. Chairman Lynch said he would ask for clarification from Ms. Daniels.

Department Comment/Recommendation:

(type text here)

June 10, 2025

Tina Daniels
Council Chambers
741 Colonel Ledyard Hwy
Ledyard, CT 06339

(by e-mail and US mail)
danielst@grotonutilities.com

Re: Fox Run Apartments Water Leak

Dear Ms. Daniels:

On May 27, 2025, a representative of Fox Run Apartments appealed for water forgiveness for the water and sewage bills dated March 31, 2025, and April 30, 2025. Subsequent to the in-person appeal, Mr. Linefsky, the representative present at the hearing, was instructed to write a formal appeal. Henceforth is the timeline of events.

On March 31, 2025, Fox Run Apartments was advised by a neighboring property owner of a significant leak plaguing the adjacent property. The water usage, however, was measured on the meter assigned to Fox Run Apartments' property. The meter, which is monitored hourly by Groton Utilities, recorded excessive water and sewage usage in two locations. The first location, identified as MIU# 1549878826, a nine-inch water line, recorded a continuous leak beginning on February 28, 2025, and ending on April 2, 2025. The second location, identified as MIU# 1564577656, a two-inch residential water line, recorded a continuous leak beginning on January 8, 2025, and ending after April 14, 2025.

When Fox Run Apartments management was informed of the leak on March 31, 2025, they contacted Ledyard Water Control Authority. On the same day, Groton Utilities made repairs to the leak, which to date are the only repairs that were made for presumably both lines at issue. Fox Run Apartments received a bill on March 31, 2025, reflecting water usage of **2,115,384** gallons between February 21, 2025, and March 21, 2025, resulting in a water charge of \$23, 801.39 and a sewer charge of \$32, 913.28, a total of \$56,714.67, which was paid in full.

On April 30, 2025, Fox Run Apartments received a bill for water and sewer use between March 21, 2025, and April 21, 2025, which reflected usage of **1,449,445** gallons. The water and sewer charges totaled \$36, 077.33 which were also paid in full. On May 23, 2025, Fox Run Apartments management contacted Mr. Cormack Buchman to formally raise an issue pertaining to the billing. On May 31, 2025, the bill reflected a typical charge of \$13,246.25.

NEUBERT,
PEPE &
MONTEITH, P.C.

Attorneys At Law

195 Church Street, 13th Floor
New Haven, CT 06510
Tel: (203) 821-2000
Fax: (203) 821-2009
www.npmlaw.com

Additional Locations:
Fairfield, CT and White Plains, NY

Fox Run Apartments' requests forgiveness of or, at the very least, financial relief for the excessive charges that resulted from water line breaks off their immediate property. Due to Groton Utilities' hourly monitoring, the increase in usage could have been remedied much sooner had Groton Utilities acted more quickly to remedy the water leak. It is reasonable that due to Groton Utilities' hourly reads, and the readings noting a leak, Fox Run Apartments could have been notified sooner, avoiding some, if not most, of the excess water use and resulting cost. Moreover, the line breaks occurred in a location off of Fox Run Apartments' property and hence could not have been reasonably discovered by Fox Run Apartments. Had the adjacent property owners not experienced excessive water runoff and notified Fox Run Apartments, it is uncertain whether the leaks would have been discovered. Further, the breaks were not the result of any accidental or intentional actions by Fox Run. Therefore, there was no contributable cause to the break by Fox Run Apartments.

It is understood that any and all repairs that Groton Utilities made to the broken lines were not billed to Fox Run Apartments, however, due to the scale of water and sewer charges, Fox Run Apartments appeals to Groton Utilities for forgiveness or financial relief for the aforementioned water and sewer charges in their entirety over the typical utility usage bills.

We look forward to receiving your proposal for relief of the charges and extend our appreciation in advance. Should you have any questions, please contact the signatory below.

Thank you.

Very truly yours,

James S. Brownstein, Esq.

Kaila C. Coleman, Law Clerk

CC: Andrew Abramson (by email only)
Jack Linefsky (by email only)
Matthew Mirman (by email only)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2360

Agenda Date: 8/26/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

SCWA/WPCA Exclusive Service Area Agreement - Fire Station Meter.

Background:

From July 22, 2025 -

Now that the Fire Station will be the WPCA's service area Chairman Lynch suggested putting on an 8-inch meter. Mauricio Duarte, Groton Utilities General Foreman Water Operations, will investigate the cost.

Ask Mauricio Duarte, Groton Utilities General Foreman Water Operations, for an estimated cost for putting in an 8-inch meter at the Fire Station on 11 Fairway Drive.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2368

Agenda Date: 8/26/2025

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Lead Survey Status continued. Waiting for Finance Response.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

State Fiscal Year 2026

Public Water System (PWS) Name _____

PWSID (CTXXXXXXX) _____

State of Connecticut – Department of Public Health Drinking Water State Revolving Fund (DWSRF) – Project Eligibility Application

Please note this is not an application for a loan.

Name/title of the project:		DWSRF Project #:
Full Legal Name of Loan Recipient (if different from PWS name)		Unique Entity ID (via SAM.gov) Federal Employer ID Number (FEIN)
Authorized PWS Representative		
Name:	Title:	
Mailing Address:		
Phone (w/ ext.):	Cell:	
Email:		
Project Contact Person (If different than the Authorized Representative)		
Name:	Title:	
Mailing Address:		
Phone (w/ ext.):	Cell:	
Email:		

WATER SYSTEM TYPE AND SERVICING

System Type: <input type="checkbox"/> Community PWS <input type="checkbox"/> Non-Profit Non-Community PWS <input type="checkbox"/> Other (explain) _____
Is this PWS a Not-for-Profit water company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach the completed form
Is this a municipality-owned PWS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the Municipal Plan of Conservation and Development current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total population served by water system: _____
Population to be served by the affected area of the proposed project (see instructions): _____
Total number of service connections supplied by the water system: _____
Number of service connections supplied by the affected area of the proposed project (see instructions): _____
Will this project provide water service to additional service connections not already being supplied by this PWS? <input type="checkbox"/> Yes (answer questions below) <input type="checkbox"/> No (move on to PURA question) <div style="margin-left: 20px;"> a) Will this project consolidate or interconnect an existing PWS? <input type="checkbox"/> Yes (complete Public Water System Consolidation Form) <input type="checkbox"/> No b) Will this project serve homes with private wells that have water quality (approach/exceed MCL or Action Level) or quantity issues? <input type="checkbox"/> Yes (complete Private Well Consolidation Form) <input type="checkbox"/> No c) Other situation not covered by a) or b): <input type="checkbox"/> Yes (please attach explanation) <input type="checkbox"/> No </div>
Is the PWS regulated by the DEEP Public Utilities Regulatory Authority (PURA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please note that you may be required to submit the appropriate financial and Construction Work in Progress (CWIP) documentation prior to a funding award.

PROJECT COSTS - AMOUNT OF DWSRF REQUEST

Estimated Total project cost:		\$
Estimated Total amount requested from DWSRF:		\$
Estimated amount from other sources:		\$
Identify other funding sources:		
Basis of Estimate:		
Breakdown of DWSRF request: (check all that apply)	Anticipated Procurement Date (month & year)	Anticipated Contract Execution Date (month & year)
<input type="checkbox"/> Feasibility Study/Preliminary Engineering or Other Planning		\$
<input type="checkbox"/> Final Design		\$
<input type="checkbox"/> Construction		\$
Does this amount include: <input type="checkbox"/> Construction Oversight <input type="checkbox"/> Land Purchase or Easement		
If requesting DWSRF funding for multiple phases, do you want a separate loan(s) prior to construction phase? Yes No		
Have you retained an engineering firm or consultant for any work associated with this project? If yes, list services: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Any contract or amendment executed without prior DPH approval is not eligible for DWSRF funding.		

Describe the project clearly, focusing on the scope of the proposed work to be funded and how it aligns with the ranking points requested (pages 6-9). Include the project's impact this project on the water system, and if possible, the approximate age of the current infrastructure to be impacted. (Attach a separate sheet if necessary):

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

PROJECT LOCATION & ENVIRONMENTAL CONSIDERATIONS

Please identify the physical location or address of the project. **Attach a scaled map showing the project location, and other pertinent environmental information (i.e. Flood ways, 100 and 500 year flood areas, DEEP's Natural Diversity Database, etc.)** If available, please provide the GPS coordinates of the project location. For a water main, provide the start and end points.

Identify any known potential obstacles that could prevent or delay this project from moving forward, including environmental considerations or any coordination or agreement(s) with another public water system.

PROJECT BENEFITS AND AREA OF IMPACT

Attach a scaled map to show the water service area served by the PWS that will be directly impacted by the water system improvement proposed in this project application (i.e. service areas, street maps, etc.).

Attach a map showing the census tracts that the project area impacts using the US Census Bureau's American Community Survey 5-Year Estimate for the years 2015-2019. Include a separate list of the census tract identification numbers. [The Disadvantaged Community Index GIS mapping tool is available on the DWSRF website.](#)

These maps and information will be used by the DWSRF program to verify the project's qualification for the Disadvantaged Community Assistance Program (DCAP) as identified in the current DWSRF Annual Intended Use Plan.

Describe the public health and environmental benefits that would be achieved with this project. (attach a separate sheet if necessary).

ASSET AND FISCAL MANAGEMENT PLANS

Public Act No. 18-168 §61 requires Asset and Fiscal Management Plans for small community water systems. These plans must be in place by January 1, 2021. Refer to Circular Letter 2019-01 and the Capacity Development web-page for more information. These plans are recommended for all community water systems.

In order for a small water system to be eligible for federal subsidy with a DWSRF loan, the system must have an Asset Management Plan currently in place or agree to submit one to the DPH prior to entering into a loan agreement.

Does this public water system have an Asset Management Plan? ☐ Yes ☐ No Anticipated date: _____

Does this public water system have a Fiscal Management Plan? ☐ Yes ☐ No Anticipated date: _____

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

PROJECT READINESS INFORMATION

Only those elements (planning, design, construction) of eligible projects that can result in executed contracts and DWSRF loan agreements within a state fiscal year funding cycle may receive funding. Elements of eligible projects that cannot result in executed contracts and DWSRF loan agreements will be eligible to receive funding in future funding cycles. **This section must be completed in order for the DPH to determine those elements of a project that can be funded during this funding cycle.**

PROJECT READINESS

Indicate type(s) of local funding authorization(s) (i.e. town council, referendum, local board, etc.) necessary for this project:

Provide a list showing any that have been obtained with the date, and those that still need to be obtained and the date those are expected to be obtained.

What phase(s) of the project do these local funding authorization(s) cover? (check all that apply)

☐ Planning ☐ Design ☐ Construction

Has a Preliminary Engineering Report, or equivalent project planning report, been prepared for this project?

☐ Yes Date report was completed: _____. (Submit report with this EA if not done prior)
☐ No Anticipated date the report will be completed: _____.

Is the final design of the project complete?

☐ Yes Date final design was completed: _____.
☐ No Anticipated date the design will be completed: _____.

Have bid specifications been prepared for this project?

☐ Yes (Submit DWSRF Pre-Bid Checklist with bid specifications if not previously submitted)

Anticipated date it will be ready for competitive bidding: _____.

☐ No Anticipated date bid specifications will be available: _____.

Have all sites, easements or rights-of-way necessary to assure undisturbed construction and operation and maintenance of the proposed project been acquired?

☐ Yes Submit a list of those sites, easements and rights-of-way.
☐ No Submit a list of those sites, easements, or rights-of-way that are necessary, their status, and when they are anticipated to be acquired.
☐ Not determined yet.

Has the project obtained **all** required local approvals to proceed (e.g. planning & zoning, inland wetlands, etc.)?

☐ Yes Submit a list of all necessary local approvals and/or permits for this project, the local issuing entity, and date at which the approval or permit was obtained.
☐ No Submit a list of all necessary local permits or approvals for this project, the local issuing entity, their status and when they are anticipated to be acquired.
☐ Not determined yet

Has the project obtained **all** State permits or approvals needed for this project (i.e. DEEP diversion permits, DOT permits, DPH change of use permits, etc.)? **** See note below ****

☐ Yes Submit a list of all necessary state agency approvals and/or permits for this project, the state issuing entity, and date at which the approval or permit was obtained.
☐ No Submit a list of all necessary state agency approvals and/or permits for this project, the state issuing entity and a status for each
☐ Not determined yet

What is the anticipated start date for construction of this project? _____.

Please ensure that time to obtain all authorization and approvals noted above, along with necessary DWSRF Program approvals, has been taken into consideration in determining this anticipated date.

NOTE: For purposes of answering the question regarding permits, state permits include permits issued by the DPH (i.e. Sale of Excess Water, Water Company Land, etc.); however, state approvals DO NOT include any approvals that are associated with the DPH DWSRF review process (technical project review & approval, pre-bid document review & approval, authorization to award contract).

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

SIGNATORY SHEET

PLEASE SIGN AND DATE THE FOLLOWING STATEMENT:

As the duly authorized representative of the applicant, I understand that in evaluating this application, the State of Connecticut has relied upon the information provided to evaluate the enclosed project proposal. If such information subsequently proves to be incomplete, inaccurate, false and/or deceptive, this application may be modified, suspended or revoked.

Further, I understand that this application may also be suspended or revoked if it is found that any conditions(s) set forth by the State of Connecticut have been violated or if such an action is necessary to maintain the purity or adequacy of the water supply or public health.

I hereby agree to comply with all applicable requirements of other State and Federal laws, Executive Orders, regulations and policies governing this program and am fully aware that any modifications to the proposed project plan once it has been approved and priority ranked may significantly affect our eligibility ranking and/or opportunity to secure DWSRF financing.

I understand that this application (including any attachments thereto) and any other documents, records or information that I submit to the State of Connecticut in connection with the DWSRF program shall be public records, except as otherwise provided by any federal law or state statute. I further understand that third parties may have access to such public records as required under the Connecticut Freedom of Information Act, Connecticut General Statutes, Section 1-7 through Section 1-211, as amended.

I understand that entering into any contracts or agreements for this project without receiving prior written approval from the Department may prevent a particular service from being funded by the DWSRF.

I understand that this is not an application for a loan, but only to provide information to enable the Department of Public Health to evaluate the project for funding eligibility under the DWSRF program. Submittal of this application is necessary in order to be eligible for a loan.

Signature of Authorized Representative
of Public Water System (PWS)

Date

Print Name of Person Signing

Print Title of Person Signing

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

PROJECT RANKING POINT SELECTION

Check all that apply. To qualify for points, the application must include appropriate documentation or justification and align with the project description on page 2. Refer to the Instructions for additional information of each item.

Check below **Category 1: Water Quality**

	Activity #	a. Immediate Action	Points	Exclusions ¹
	1	Surface Water Treatment Rule Violation	50	None
	2	Microbiological MCL Violation (E. Coli)	50	1
	3	Nitrate MCL Violation	50	None
	4	Nitrite MCL Violation	50	None
	5	Lead Action Level Exceedance ²	50	None
	6	DPH Determination of Acute Health Risk for Other Contaminants	50	None
	7	Arsenic	40	None
	Activity #	b. Non-Acute MCL Violations	Points	Exclusions ¹
	8	Radioactivity MCL Violations	30	None
	9	Inorganic Chemical MCL Violations	30	3-7
	10	Organic Chemical MCL Violations (excluding total trihalomethanes)	30	None
	11	Pesticides, Herbicides and PCBs MCL Violations	30	None
	12	Disinfection By-Product MCL Violations	30	None
	Activity #	c. Emerging Contaminants	Points	Exclusions ¹
	13	PFAS Exceeding the EPA MCL	30	14
	14	PFAS at or Below the EPA MCL	20	13
	15	Other Emerging Contaminant on an EPA Contaminant Candidate List (CCL) Exceeding an Established Action Level	25	None
	16	Other Emerging Contaminant on an EPA Contaminant Candidate List (CCL) at or Below an Established Action Level	15	None
	17	Other Emerging Contaminant on an EPA Contaminant Candidate List (CCL) which does not have as Established Action Level	10	None
	Activity #	d. Other Contaminants of Health Concern	Points	Exclusions ¹
	18	DPH Action Level Exceedance (excluding lead and copper)	25	5, 13-17, 20
	19	Contaminant Exceeds 50% of MCL	20	1-12
	20	Copper Action Level Exceedance	20	5, 13-18
	Activity #	e. Physical	Points	Exclusions ¹
	21	Turbidity Limit Exceedance	10	1
	22	Odor Limit Exceedance	10	None
	23	Color Limit Exceedance	10	None
	24	pH Outside Range of 6.4 - 10	10	None
	25	EPA Secondary MCL Exceedance	10	9,13-19,22-24

^[1] Exclusion column indicates activity #'s that would be ineligible for additional points if the activities associated with those points are the same. Where 2 or more activities conflict the higher point activity shall be assigned to the project. These potential exclusions are typically displayed with the lower point value activity.

^[2] Eligible schools and child care facilities with lead levels at or above 75% of the lead action level would qualify for this activity.

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

Check below **Category 1: Water Quality (continued)**

	Activity #	e. Private Wells (complete Private/Non-Public Well Consolidation Form)	Points	Exclusions¹
	26	Water Main Extension to Serve Private Wells with MCL Violations	30	1-25, 27-29
	27	Water Main Extension to Serve Private Wells with Action Level Exceedances	25	1-26, 28-29
	28	Creation of New PWS to Serve Private Wells with MCL Violations	30	1-27, 29
	29	Creation of New PWS to Serve Private Wells with Action Level Exceedances	25	1-28

Category 2: Water Supply /Conservation

	Activity #	a. Source Water Deficits (Maximum 40 pts from this subcategory)	Points	Exclusions¹
	30	New Groundwater Well Development	40	None
	31	Rehabilitation of Existing Groundwater Wells	40	None
	32	Interconnection to Purchase Water from Another Community PWS	40	None
	Activity #	b. System Capacity Deficits	Points	Exclusions¹
	33	System Capacity Deficit	20	None
	Activity #	c. Source Development (Maximum 10 pts from this subcategory)	Points	Exclusions¹
	34	New Groundwater Well Development	10	30
	35	Rehabilitation of Existing Groundwater Wells	10	31
	Activity #	d. Conservation/Water Loss Reduction	Points	Exclusions¹
	36	Installation of Source Water Meters (previously unmetered) ³	25	30-32, 34-35
	37	Installation of Distribution Meters (previously unmetered) ³	25	None
	38	Replacement of Source or Distribution Meters ³	15	None
	39	Incorporation of Advance Metering Infrastructure (AMI) technology (real-time metering) ³	10	None
	40	Water Transmission Main Rehabilitation or Replacement	15	None
	41	Water Distribution Main Rehabilitation or Replacement	10	None
	42	Project Will Significantly Reduce Water Loss (i.e. Unaccounted-for or Non-Revenue Losses)	10	36-39
	Activity #	e. Water Main Extension to Replace Private Wells with Inadequate Supply	Points	Exclusions¹
	43	Water Main Extension (complete Private/Non-Public Well Consolidation Form)	30	1-25, 28-29

^[3] The primary purpose of the project must be for the installation or replacement of meters to qualify for these points.

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

Check below **Category 3: Infrastructure Violations/Deficiencies/Safety Hazards/Failures**

	Activity #	Elements	Points	Exclusions¹
	44	Infrastructure Violation/Deficiency/Safety Hazard/Failure (Source to Curb Stop)	10	36
	45	Hydropneumatic Storage Tank Replacement/Elimination	50	None

Category 4: Consolidation (Maximum 20 pts from Activities 47 and 48 combined)

	Activity #	Elements (complete a separate Public Water System Consolidation Form for each PWS proposed)	Points	Exclusions¹
	46	Consolidation of a Community PWS	15 each	None
	47	Consolidation of a Non-Transient Non-Community PWS	10 each	None
	48	Consolidation of a Transient Non-Community PWS	5 each	None

Category 5: Resiliency/Security

	Activity #	a. Resiliency	Points	Exclusions¹
	49	Regional Interconnection with Another Community PWS	15	32
	50	Relocation of Critical Facilities ⁴	10	None
	51	Redundancy of Critical Facilities ⁴	10	None
	Activity #	b. Planning (Maximum 50 pts from this subcategory) ⁵	Points	Exclusions¹
	52	Climate Change/Drought Planning	50	1-51, 53-75
	53	Asset Management Planning	50	1-52, 54-75
	54	Cybersecurity Assessment/Planning	50	1-53, 55-75
	Activity #	c. Security ⁶	Points	Exclusions¹
	55	Security Fencing, Alarms, Surveillance Systems or Other Security Measures	5	52-54, 75
	56	Project includes a cybersecurity improvement based on a cyber assessment	10	52-54, 75
	Activity #	d. Emergency Power Provisions for Existing Critical Facilities	Points	Exclusions¹
	57	New (does not currently exist) ⁷	50	1-55, 58-75
	58	Replacement or Upgrades ⁷	20	1-55, 59-75
	59	Included as Part of a Larger Project	5	None

^[4] Project must be supported by a formal resiliency or climate change plan to qualify for these points.

^[5] Points are only awarded for the creation of an initial plan.

^[6] Security points may awarded to projects with existing security provisions or for the installation of new security provisions.

^[7] Project must be only an emergency power project to qualify for these points.

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

Check below **Category 6: Other Capital Improvements**

	Activity #	Elements	Points	Exclusions¹
	60	Treatment Facilities	10	None
	61	Pumping Facilities	5	None
	62	Storage Facilities	5	45
	63	Transmission or Distribution System	5	40-41
	64	Facility Automation (SCADA)	5	None
	65	Internal Building Piping Replacement (as part of Lead or Copper remediation) (only for those PWS which owns all internal plumbing, e.g. school which is also a PWS)	10	None
	66	Other Eligible Capital Improvements	5	All except: 44, 50, 51, 55, 59, 67, 72-74, 76-78
	67	Project is a result of AWOP (Area-Wide Optimization Program)	10	None

Category 7: Lead Service Line Inventory & Replacement

	Activity #	Elements	Points	Exclusions¹
	68	Lead Service Line Inventory (planning)	50	1-4, 6-67, 69-75
	69	Lead Service Line Replacement (Design/Construction)	50	1-4, 6-68, 70-75
	70	Lead gooseneck, pigtails, connectors only (removal/replacement)	40	1-4, 6-69, 71-75

Category 8: Sustainability/Statewide Planning Recognition

	Activity #	Elements	Points	Exclusions¹
	71	Acquisition/Transfer of a Community PWS (complete the Public Water System Consolidation Form)	10	None
	72	Project is supported by an on-going Asset Management Program	10	73
	73	Project is supported in a PWS's Water Supply Plan pursuant to RCSA Section 25-32d-3	5	72
	74	Project Identified in a Statewide or Regional Water Planning Document under DPH oversight	10	None

Category 9: Individual Planning Projects

	Activity #	Elements	Points	Exclusions¹
	75	Broad-Based Drinking Water Infrastructure Planning	50	1-74

Category 10: Affordability

	Activity #	Elements	Points	Exclusions¹
	76	Greater than 50% of the Project Benefits Directed to Census Tracts within a Distressed Municipality	10	77, 78
	77	Median Disadvantaged Community Index > 0.5000	10	76, 78
	78	Meets both affordability conditions (76 and 77)	15	76, 77

Appendices

Appendix A. FEMA 100-Year and 500-Year Flood Plain Map of Ledyard, CT

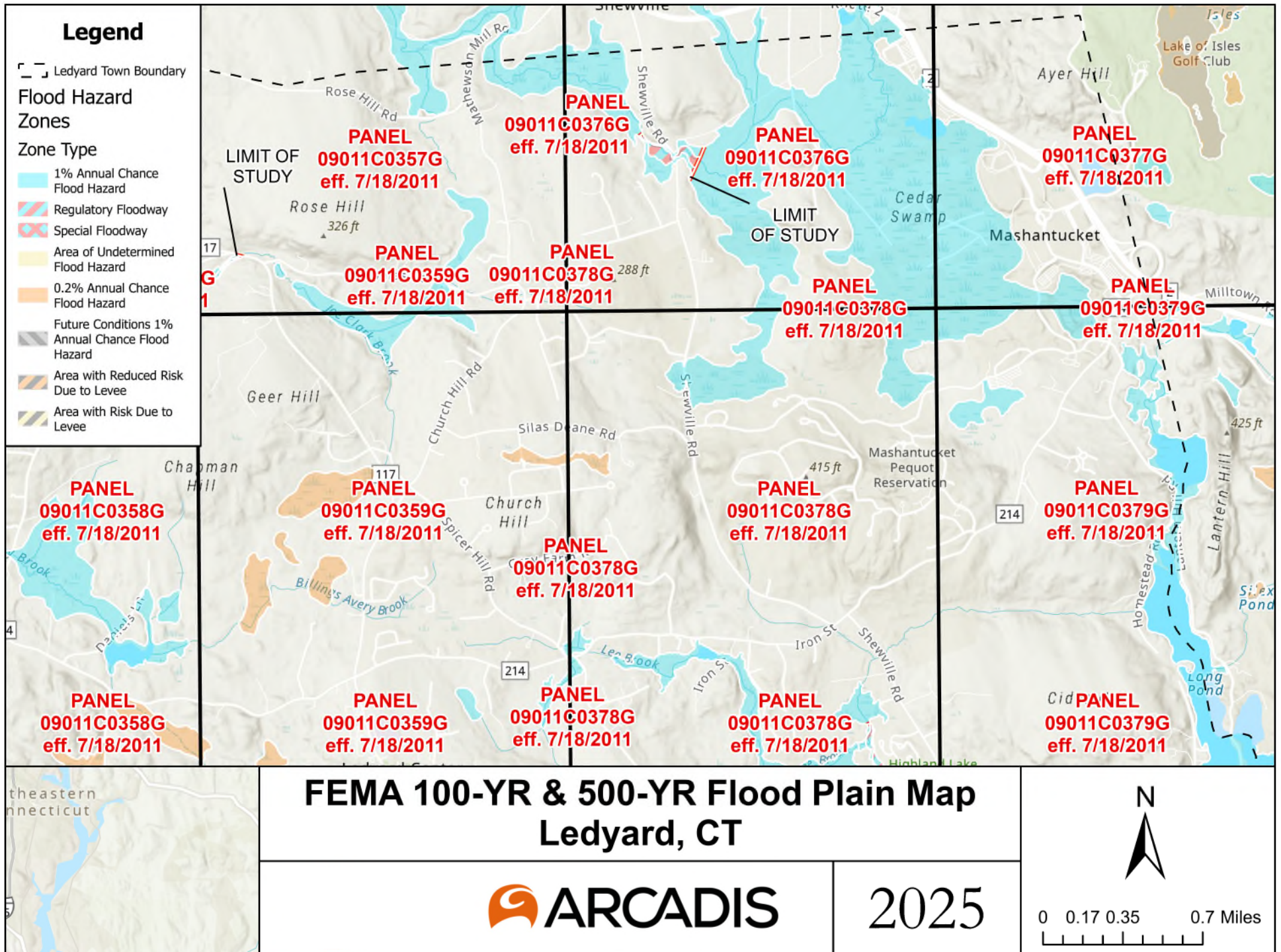
Appendix B. DEEP Natural Diversity Data Base Area Map of Ledyard, CT

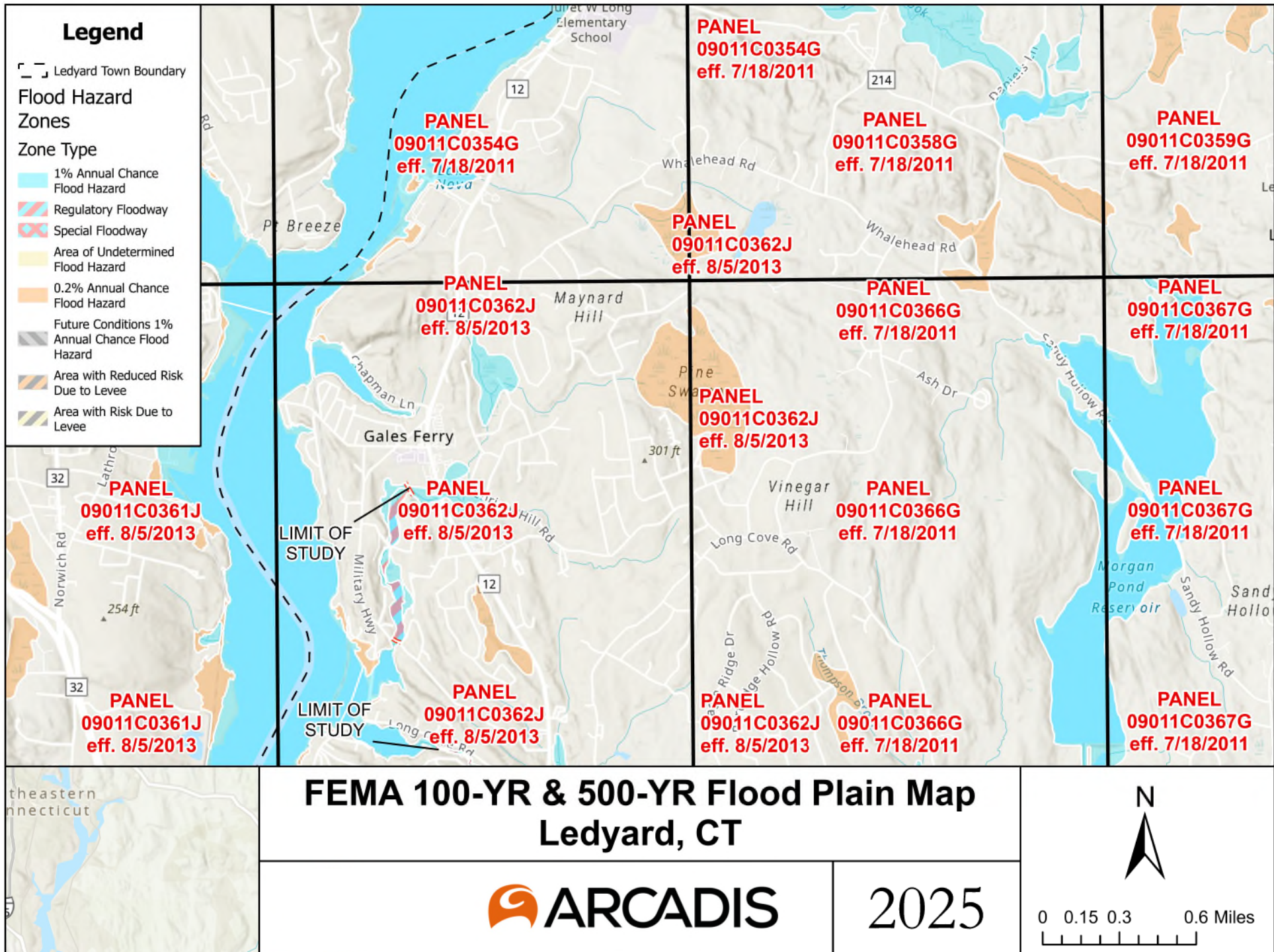
Appendix C. Ledyard, CT Project Map

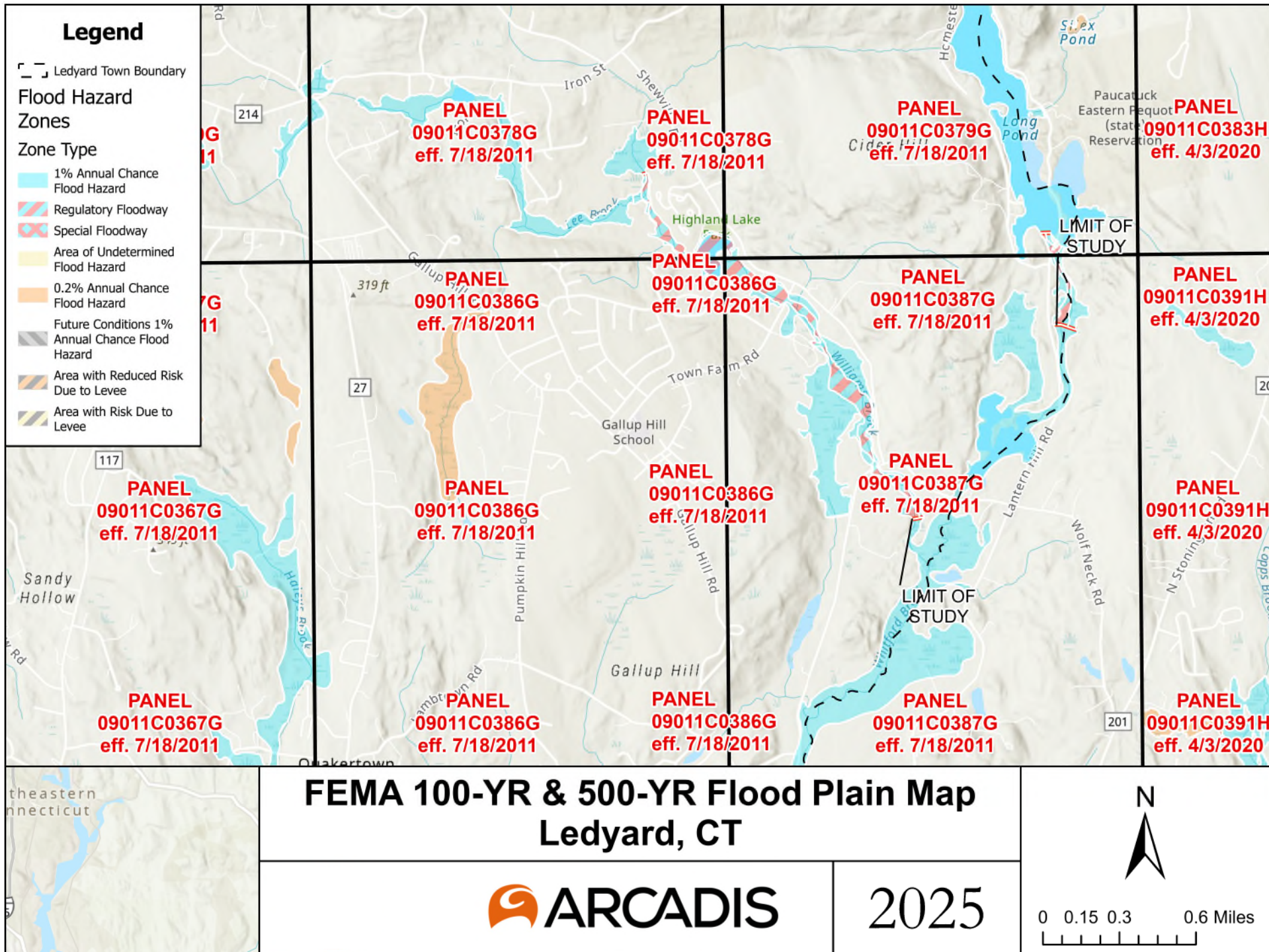
Appendix D. Disadvantaged Community Index Census Tract Map

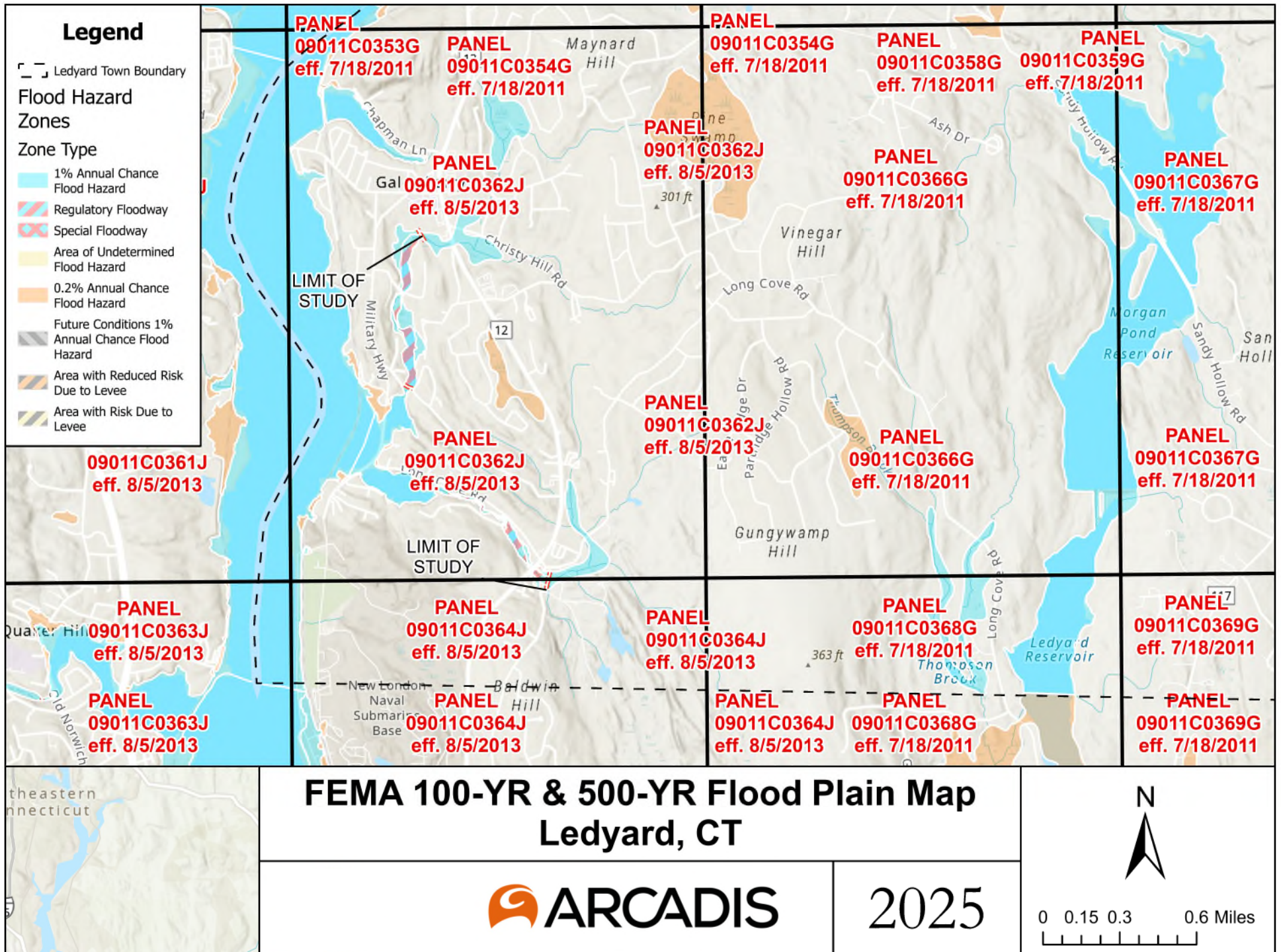
Appendix A

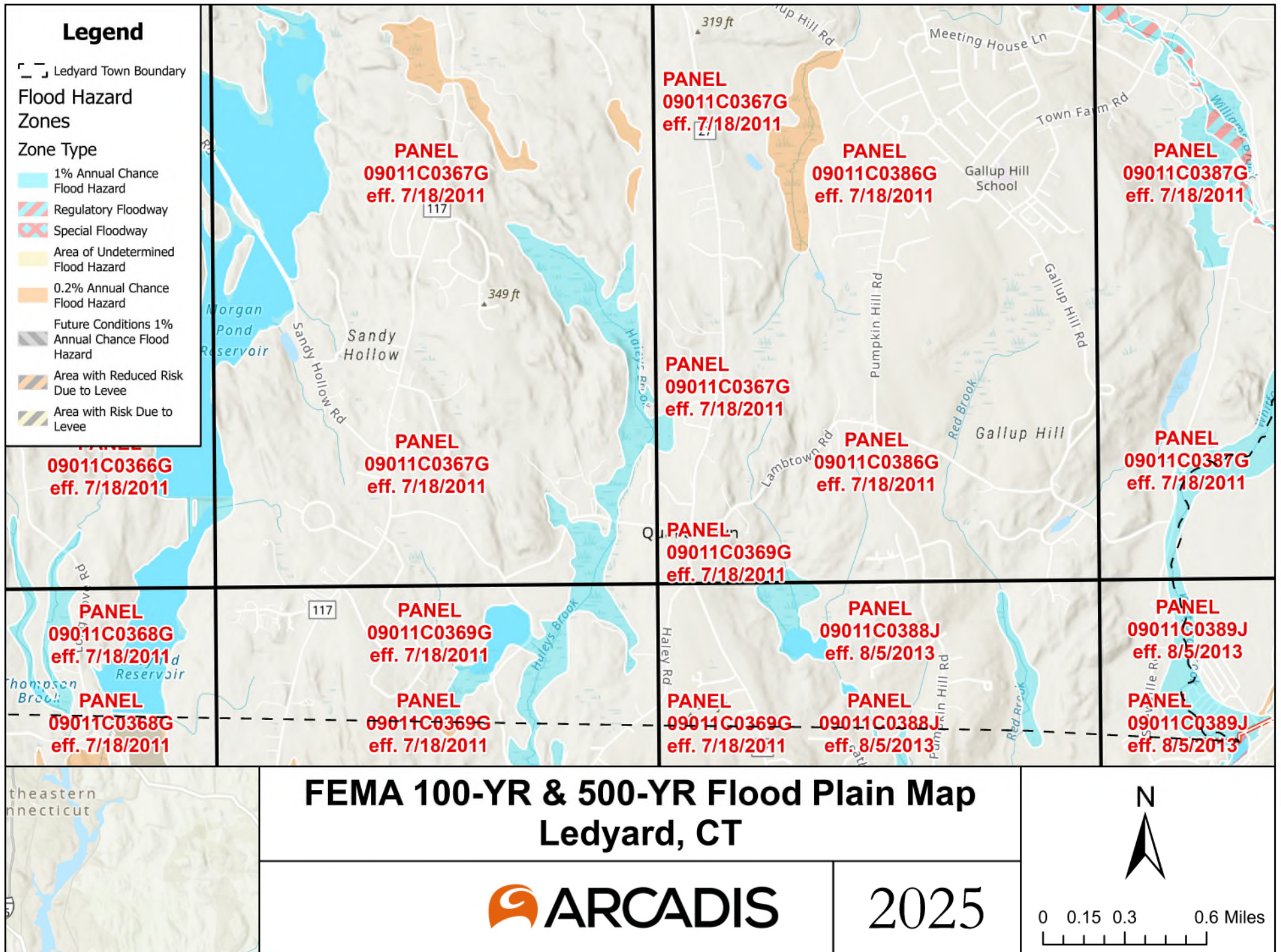
FEMA 100-Year and 500-Year Flood Plain Map of Ledyard, CT











Appendix B

DEEP Natural Diversity Data Base Area Map of Ledyard, CT




Natural Diversity Database Area Map of Ledyard, CT

•Natural Diversity Data Base

•Areas

•LEDYARD, CT

•December 2024

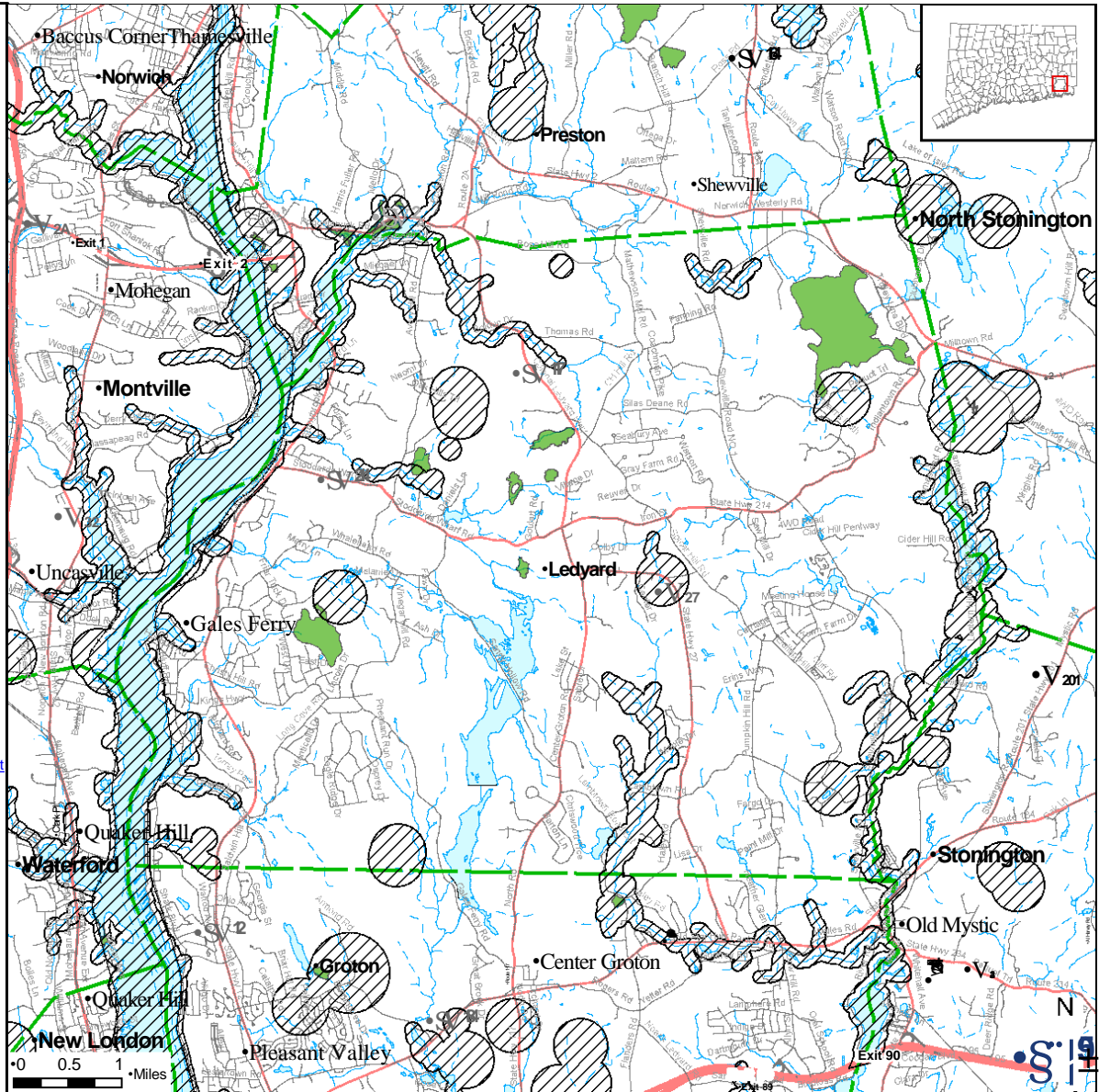
-  •State and Federal Listed Species
-  •Critical Habitat
-  •Town Boundary

•NOTE: This map shows known locations of State and Federal Listed Species and Critical Habitats. Information on listed species is collected and compiled by the Natural Diversity Data Base (NDDDB) from a variety of data sources. Exact locations of species have been buffered to produce the generalized locations.

•This map is intended for use as a preliminary screening tool for conducting a Natural Diversity Data Base Review Request. To use the map, locate the project boundaries and any additional affected areas. If the project is within a hatched area there may be a potential conflict with a listed species. For more information, use DEEP ezFile <https://filings.deep.ct.gov/DEEPPortal/> to submit a Request for Natural Diversity Data Base State Listed Species Review or Site Assessment. More detailed instructions are provided along with the request form on our website. <https://portal.ct.gov/deep-nddbrequest>

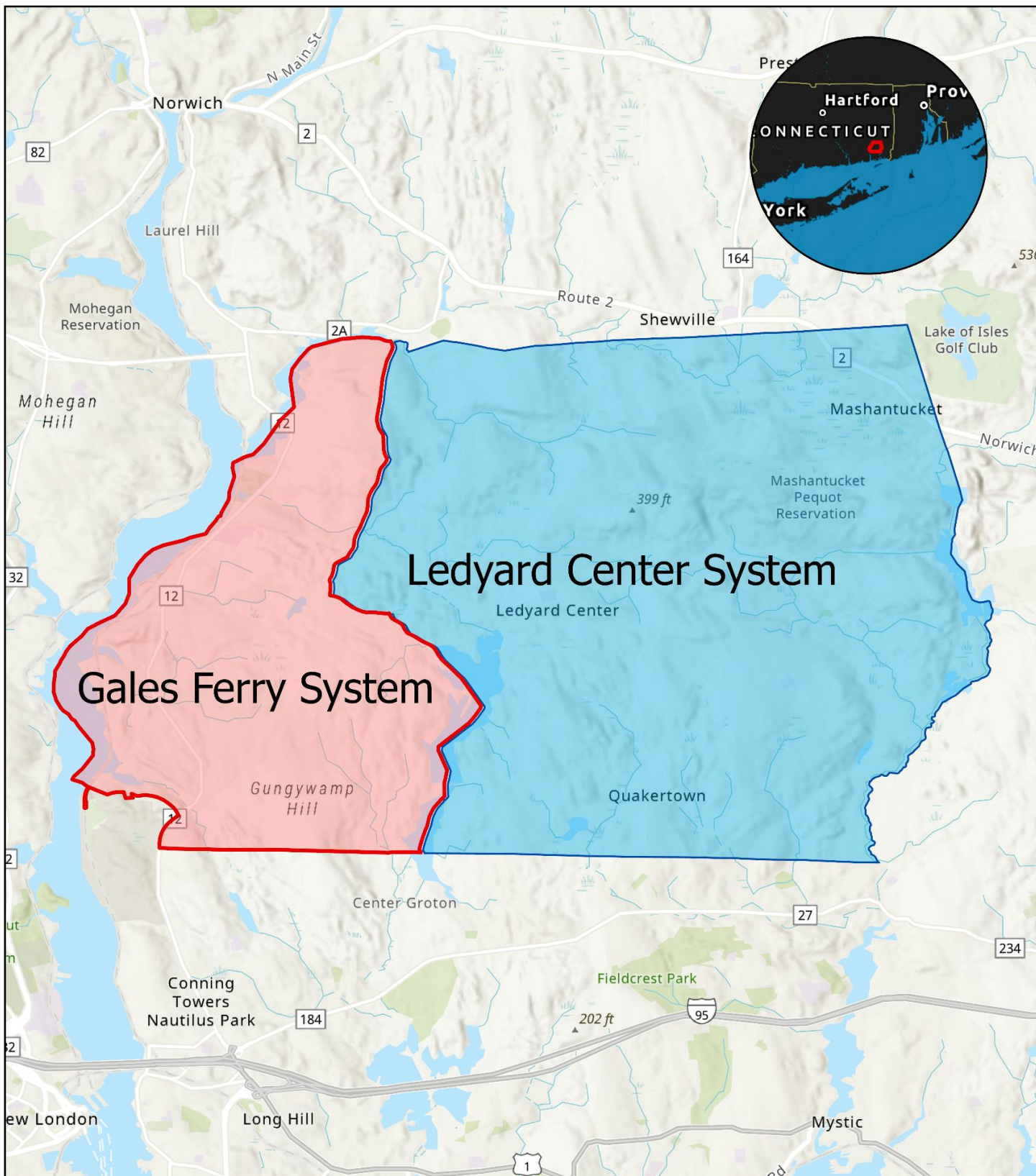
•Use the CTECO Interactive Map Viewers at <http://cteco.uconn.edu> to more precisely search for and locate a site and to view aerial imagery with NDDB Areas.

•QUESTIONS: Department of Energy and Environmental Protection (DEEP)
 •79 Elm St, Hartford, CT 06106
 •email: deep.nddbrequest@ct.gov
 •Phone: (860) 424-3011



Appendix C

Ledyard, CT Project Map

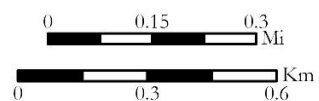


Ledyard Center & Gales Ferry System Project Area Map

Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS, Esri Community Maps Contributors, Esri, TomTom, Garmin, Foursquare, GeoTechnologies, Inc, METI/NASA, USGS, Esri, NASA, NGA, USGS, FEMA, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS

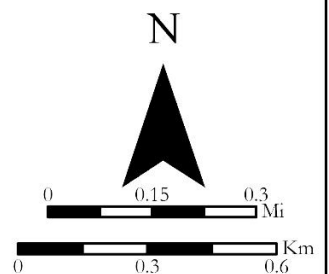
2025

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere



Appendix D

Disadvantaged Community Index Census Tract Map



**State of Connecticut Department of Public Health
Drinking Water Section
Drinking Water State Revolving Fund Program**

Authorization to Award Professional Services Agreement Application Checklist

Introduction

This document was developed to assist an applicant seeking funds from the Drinking Water State Revolving Fund (DWSRF) for professional services comprising planning, design and/or construction oversight activities to be carried out under an Engineering/Architectural Agreement. In order for the Department of Public Health (DPH) to consider an Engineering/Architectural Agreement as eligible for Authorization to Award and to determine compliance with DWSRF requirements, an applicant as a minimum must satisfactorily implement all applicable items identified in Tables I and II under this application, complete and submit this application checklist to the DPH along with a copy of the proposed Engineering/Architectural Agreement, and any other supporting documentation as warranted. **For projects having a total projected building cost of \$10 million or more an applicant must conduct a Value Engineering (VE) process, submit the VE proposal, and complete the VE checklist (separate).**

Notes:

- An applicant must obtain a written “**Authorization to Award**” an Engineering/Architectural Agreement from the DPH prior to entering into an agreement in order for the work to be eligible for funding.
- An applicant must read and adhere to procurement requirements as stated in Section 22a-482-4(h) of the Regulations of Connecticut State Agencies (RCSA).
- An agreement must be negotiated in accordance with applicable requirements stated in Subdivisions (5) through (11) of Section 22a-482-4(i) and of the RCSA.
- An applicant and their consultant(s) are advised to review and be familiar with Sections 22a-482-2 through 22a-482-4 of the RCSA and other Statutory and/or requirements that may be applicable for a specific Public Water System or project, which may not be included within this application.
- Pursuant to Section 22a-482-3(d)3 of the RCSA, rejection of any VE recommendations shall be on the basis of cost-effectiveness, reliability, and other factors that may be critical to the treatment process, the environmental impact of the project and the extent of project delays.

Public Water System and Applicant Information

PWS Name: Ledyard WPCA - Ledyard Center and Gales Ferry System

Project Name/Description: LCRR Compliance

Project Address: 295 Meridian Street, Groton, CT 06340

Town: Town of Ledyard, CT

PWSID Number: CT0727091 & CT0727051 DWS Project Number: SFY 25-28

Print Name of PWS Representative: Ed Lynch, PE

Title: Chairperson, Ledyard WPCA

Address: 295 Meridian Street, Groton, CT 06340

Phone Number: 646-732-9224

Fax Number: _____

E-mail Address: catalyst05@comcast.net

Signature of PWS Representative

Date

**State of Connecticut Department of Public Health
Drinking Water Section
Drinking Water State Revolving Fund Program**

Authorization to Award Professional Services Agreement Application Checklist

<p style="text-align: center;">Table I Procurement of Engineering Firm Professional Services/ Qualification Based Selection (QBS) Process</p>		
Item:	Applicable State Regulation:¹	Has item been submitted and is complete as required? (Yes or No)
A. Copy of Public Notice (advertisement) for a request of qualifications, which must include a deadline and place for the submission of qualifications, and verification of where published.	RCSA Sections 22a-482-4(i)2(A) & 4(i)6(B)i	
B. Requests for qualifications and/or proposals include the following statement or equivalent thereof: Any contract awarded under this request for qualifications or professional proposals is expected to be funded by a loan from the State of Connecticut Drinking Water State Revolving Fund and will be subject to requirements of Subsections (h), (i) and (o) of Section 22a-482-4 of the RCSA. The State of Connecticut will not be a party to this request or any resulting contract.	RCSA Sections 22a-482- 4(i)9(A) & 4(i)6(B)i	
C. A description and/or copy of criteria used in conducting objective evaluation of qualifications ² . Criteria which should be considered is identified as follows: i. experience and technical competence. ii. past record of performance. iii. capacity to perform work. iv. familiarity with type of project. v. avoidance of personal and organizational conflicts of interest Note: familiarity with processing Clean Water Fund and/or DWSRF projects is highly recommended as evaluation criterion.	RCSA Sections 22a-482-4(i)3 & 4(i)6(B)i	
D. Copy of written request for engineering/professional services proposal and list of candidates that were sent the request. Request must: i. be sent to no fewer than three candidates, unless fewer responded to advertisement. ii. contain the information necessary to enable a prospective candidate to prepare a proposal properly (description of project), include a solicitation statement and contain evaluation criteria. iii. include a deadline and place of submission of proposals.	RCSA Sections 22a-482-4(i)4(A) & 4(i)6(B)i	
E. Documentation of evaluation of proposals ² . Proposals must be evaluated: i. uniformly and taking into account method of accomplishing the work required. ii. objectively and confidentially iii. based on criteria stated in the request for proposals. Note: an evaluation form with a weighted point rating system is typically used.	RCSA Sections 22a-482-4(i)4(B) & 4(i)6(B)i	

1. Regulations of Connecticut State Agencies (RCSA) and/or Connecticut General Statutes (CGS).

2. Board or Committee conducting evaluation, to the extent practicable, should include persons of technical skills for the type of project to be pursued.

**State of Connecticut Department of Public Health
Drinking Water Section
Drinking Water State Revolving Fund Program**

Authorization to Award Professional Services Agreement Application Checklist

Table II Content of Engineering Agreement		
Item : A copy of the proposed agreement, containing the necessary items as identified in Table II and attachments to it as identified, must be submitted to the DPH. Note: These items are applicable for any professional services agreement.	Applicable State Regulation:¹	a. Has item been included in agreement? (Yes or No) b. If applicable, location of Item within Agreement:
A. Scope and extent of work to be performed.	RCSA Section 22a-482-4(f)2(A)i	
B. Time frame for performance.	RCSA Section 22a-482-4(f)2(A)ii	
C. Type of Contract/Agreement: (Please check as applicable.) <input type="checkbox"/> Cost Reimbursement with an established cost ceiling. <input type="checkbox"/> Fixed Price with guaranteed maximum price. Cost reimbursement or fixed price which use a multiplier for compensation must be in adherence to Section 22a-482-4(i)(1)(D) of RCSA. <input type="checkbox"/> Per Diem (only if Cost Reimbursement & Fixed price are proven not appropriate and as use per Section 22a-482-4(i)(1)(E) of RCSA)	RCSA Section 22a-482-4(i)1	
D. Total cost of Agreement.	RCSA Section 22a-482-4(f)2(A)iii	
E. Payment provisions.	RCSA Section 22a-482-4(f)2(A)iv	
F. Inclusion of subparagraphs (A) through (L) of Section 22a-482-4(f)3 of the RCSA.	RCSA Section 22a-482-4(f)3	
G. Compliance with State and Federal equal opportunity and affirmative action laws and regulations.	RCSA Sections 22a-482-2(d)25 & 4(f)2(B) CGS 46a-77 4a-60	
I. Signed copy of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Clean Water Memo 2016-002 dated May 25, 2016, Subcontractor Verification Form, and MBE/WBE certificates.	RCSA Section 22a-482-4(h)9	
H. Costs presented on EPA Form 5700-41, and which identifies profit separately.	RCSA Section 22a-482-4(i)6(D)	

1. Regulations of Connecticut State Agencies (RCSA) and/or Connecticut General Statutes (CGS)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2359

Agenda Date: 8/26/2025

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other Old Business to Come Before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2362

Agenda Date: 8/26/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other New Business to Come Before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)