

Present meeting

Proposed Table of Responsibilities  
Ledyard WPCA Sewer & Force Sewer

Sewer Work To Be Done	By	Cost
Customer phone calls requesting sewer information	WPCA via Groton Utilities	
	GU PM routes the customer to Ledyard WPCA Superintendent. (Future task for WPCA Administrator?)	
Review of customer's request to determine availability of sewer	Ledyard WPCA Chair	?
Sewer Call Before You Dig (CBYD) Tickets & Mark out of the underground facilities	Ledyard WPCA	-
Sewer Commitment Letter	Ledyard WPCA	-
Sewer Permit Application & Fee Assessment	Ledyard WPCA	
Collection of Sewer Fees	Ledyard WPCA	
Design for Construction	Customers contractor	Customer
Review of Customer Design	Ledyard WPCA	
Connection to existing main/force main	Customer	Customer
Construction	Customer	Customer
Construction Inspection	WPCA's Engineer	
Testing	WPCA's Engineer	
Supervision of Testing	WPCA's Engineer	
Field Sketch of infrastructure (typically during Inspection)	Ledyard WPCA	
Communication by WPCA to Groton Utilities to commence sewer billing	Ledyard WPCA	

Other Information:

Ledyard WPCA Commission Chair: Ed Lynch

Phone: (860) XXX-XXXX

Ledyard WPCA Superintendent: Steve Banks  
WPCA Engineer sewer communications via Steve Banks

Phone: (860) XXX-XXXX

Ledyard WPCA contract operator:  
Groton Utilities Billing & Customer Care

Phone: (860) 446-4000