

**First Selectman**

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**From:** Cheryl Garofola  
**Sent:** Monday, April 17, 2023 12:39 PM  
**To:** Andreas Bisbikos  
**Subject:** meeting on 2/15/23  
**Attachments:** DOC041723-04172023121647.pdf

Andreas, this is the documentation regarding the meeting with Steve Coyle when he wanted to talk privately to me. Let me know if you need anything else.

Thanks,

Cheryl

-----Original Message-----

From: Scan <scan@colchesterct.gov>  
Sent: Monday, April 17, 2023 12:17 PM  
To: Cheryl Garofola <cgarofola@colchesterct.gov>  
Subject: Send data from MFP13855003 04/17/2023 12:16

Scanned from MFP13855003  
Date:04/17/2023 12:16  
Pages:2  
Resolution:200x200 DPI  
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**Cheryl Garofola**

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**From:** Cheryl Garofola  
**Sent:** Wednesday, February 15, 2023 1:46 PM  
**To:** Stephen Coyle  
**Subject:** FW: Colchester water & sewer use reports

Hi Steve,

Just so there is no question as to my integrity, this is the request made by the auditor earlier this month. It really bothers me that Pam would think I was lying about the auditors. This is just the standard request made by the auditors on a yearly basis. Most of this stuff Pam already has at her disposal, so I didn't think it was necessary to send her everything that I had sent over to the auditors. Again, Jim never requested that from me, and instead left the auditors for me to deal with as that is my job as the financial manager. Let me know if you have any other questions or concerns.

Thanks,

Cheryl

**From:** Katherine M. Patnaude <kpatnaude@pkfod.com>  
**Sent:** Thursday, February 2, 2023 10:47 AM  
**To:** Cheryl Garofola <cgarofola@colchesterct.gov>  
**Subject:** Colchester water & sewer use reports

Hi Cheryl,

We are working on the Town's audit. Could you please provide the following reports? I believe you were the one who provided these to Morgan in last year's audit.

- 1 Sewer & Water Commission (CUSI) Accounts receivable Summary as of June 30, 2022
- 2 Sewer & Water Commission Aged Receivables detailed report as of June 30, 2022
- 3 Sewer & Water Commission Aged Receivables detailed report - negative balances (credit balances report) as of June 30, 2022
- 4 Invoice letters sent to Hebron WPCA and end of year letter with summary of billings for FY22
- 5 Approved billing rates schedule for FY22
- 6 Quarterly billing reports "Billing Edit lists"

Thanks,  
Katherine

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Katherine M. Patnaude, CPA, MSA  
*She/Her/Hers*  
Partner

On February 15, 2023, Steve Coyle had come into my office where I was working alone as Heide had an appointment in the morning. He asked if we could meet privately. Being that we always leave our office door open, I closed the door so that our conversation wouldn't be heard from the hallway. The door was locked as we never unlock it since, again, we always leave our door open. But at any time if a customer came to the door, I would see them and be able to help them. Steve proceeded to talk about Pam and the issues I was having with her. He said he doesn't like to get involved in personnel issues but knew that something was not right between Pam and I. I told him that ever since Pam took over as interim supervisor, she is constantly micromanaging me, questioning everything, making it hard for me to concentrate on my job, along with texting me when I was home with questions that could wait till I got back. I told him that I also didn't appreciate all her lies and rumors that she is spreading about me. Steve told me that Pam accused me of lying about the auditors asking for their annual information from me, simply because she was asking for so many reports and I told her that I don't have the time to get these reports to her as I am working with the auditors at the moment. The next day she demanded that I forward her all the information that I sent to the auditors. This was done verbally as she was in the office. I told her that Jim Paggioli never got involved with the auditors and left that for me to take care of as that is part of my job, and I did not see any reason for her to have a copy of all those reports that I give to the auditors. I also told her that the reports are the normal reports that they look for each year, i.e., billing registers which Pam has access to. For some reason she did not believe me and told Steve that I was lying to her. I sent Steve the email which I had gotten from the auditors as proof. I am attaching that email with this letter.

Steve also brought up the plan that he and Pam have been working on which was to make her the Sewer and Water Director. I told Steve that if that ever happens, I would quit my job immediately as that would mean that Pam would be my direct supervisor and that I would have to take orders from her. I proceeded to tell Steve that I have been looking for other jobs ever since Pam took over as the interim supervisor as she was making my job very difficult. Steve replied that if I need a reference, he would be happy to give me one.

I also brought up the rate increases that he and Pam had proposed. He justified every one of them and said when customers complain as they most definitely will, we are just to forward them to Pam as she can explain the reasoning.

Essentially that was the gist of the conversation. Steve had, several days before, called Heide to talk to her about the situation with Pam and I. Heide told him as much as she knew but said he really should be speaking to me directly as Heide does not have the same dealings with Pam as I do regarding financial side of water and sewer.

## First Selectman

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**From:** Stephen Coyle  
**Sent:** Friday, February 10, 2023 9:17 AM  
**To:** Pam Minella  
**Subject:** Re: today

Sounds good, Pam.

Take some time off.  
You worked all last weekend so you are entitled to it.

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**From:** Pam Minella <pminella@colchesterct.gov>  
**Sent:** Friday, February 10, 2023 8:36 AM  
**To:** Stephen Coyle <scoyle@colchesterct.gov>  
**Subject:** today

Steve,

I'm working from home today.

I want to complete the capital budgeting and review of the engineering report for the tanks

Can we setup a mtg for Monday (my schedule is open all day) or Tuesday afternoon to go over a few items:  
computer network upgrade, software upgrade - CUSI, Beacon, staffing proposal  
sewer items

Thanks  
Pam Minella  
Town of Colchester  
Water & Sewer Supervisor  
860 608 5763



HOW DO I?

FORMS & DOCUMENTS

REGISTER

Sewer & Water Commission

# Sewer & Water Commission Agenda

HELD ON MARCH 15, 2023 - 1:04PM

Upload file:

3-22-23 sewer-03152023130238.pdf

Date: Wednesday, March 22, 2023 - 7:00pm

Related Event: Sewer & Water Commission: Regular Meeting





## First Selectman

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**From:** Stephen Coyle  
**Sent:** Thursday, March 23, 2023 7:44 PM  
**To:** Pam Minella; Robert Peter  
**Subject:** Re: Question on Last Night's Meeting - Andreas email

Hi Pam,

You are correct in that the rates and fees are proposed numbers that the commission is sending to the public hearing on April 26th. After that, the commission will make any modifications and finalize the recommended rates and fees. At that point, the commission will send the recommended fees and rates to the Board of Selectmen.

You can tell Andreas that on April 26, 2023, he will receive the commission's recommendations. However, he has to be aware that the Board of Selectmen, as the designated WPCA for Colchester, is the final authority for setting the water and sewer budget, rates and fees. Once they make any modifications and adopt the fees, budgets and rates, then the information will become known and available.

Regards,  
Steve

**From:** Pam Minella <pminella@colchesterct.gov>  
**Sent:** Thursday, March 23, 2023 6:28 PM  
**To:** Stephen Coyle <scoyle@colchesterct.gov>; Robert Peter <rnppeter@sbcglobal.net>  
**Subject:** Fw: Question on Last Night's Meeting - Andreas email

Steve and Rob,

Please see the email below from Andreas.

Please advise.

I'd prefer to email Andreas and let him know the rates will be disclosed at the public hearing and posted in the paper for the April 26, 2023.

Thanks

Pam Minella  
Town of Colchester  
Water & Sewer Supervisor  
860 608 5763

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**From:** First Selectman <selectman@colchesterct.gov>  
**Sent:** Thursday, March 23, 2023 2:29 PM  
**To:** Pam Minella <pminella@colchesterct.gov>  
**Subject:** RE: Question on Last Night's Meeting

Hi Pam,

Thanks for that info. If you don't already have it, I would like to see a spreadsheet with what costs are going up.

I know the rate hike was being proposed but also some "fees" were being considered for increases. I'd like a spreadsheet showing exactly "everything" that is increasing.

For example, on the left have "connection fee", and then columns that shows what it was last year and what it is being proposed for next year. I want EVERY increase listed and do NOT omit anything. You know that I am all about transparency and I don't want you omitting something merely because I didn't state it by name.

If you are changing rates for commercial differently than residential, I want that included. I wanted this completed asap.

Do you have any questions?

Sincerely,

Andreas



**First Selectman**

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**From:** Stephen Coyle  
**Sent:** Monday, February 27, 2023 2:09 PM  
**To:** Pam Minella  
**Subject:** Fw: Something to consider

I think this would be a bad idea. In my 15 years on the commission, only one rate payer has come to a meeting to speak under citizens comments.

Cheryl pointed out to me that some people complain about their bill because there is a human being to complain to.

If someone wants to address the commission. They can contact us any time or come to a meeting and speak under citizens' comments.

They do not need to wait for the annual hearing.

We could put the town website link in the mailing but I don't think it is necessary.

**From:** Heide Perham <HeidePerham@colchesterct.gov>  
**Sent:** Monday, February 27, 2023 1:57 PM  
**To:** Stephen Coyle <scoyle@colchesterct.gov>; Pam Minella <pminella@colchesterct.gov>  
**Cc:** Cheryl Garofola <cgarofola@colchesterct.gov>  
**Subject:** RE: Something to consider

I meant more to alert people of the public hearing, so they could understand the reasoning the commission wants to raise the rates. I think October it's too late and they feel they missed the process. Again, just feedback from what I have heard customers say.

**From:** Stephen Coyle <scoyle@colchesterct.gov>  
**Sent:** Monday, February 27, 2023 1:37 PM  
**To:** Heide Perham <HeidePerham@colchesterct.gov>; Pam Minella <pminella@colchesterct.gov>  
**Cc:** Cheryl Garofola <cgarofola@colchesterct.gov>  
**Subject:** Re: Something to consider

We should put it into the October billing.  
 The July billing is based on the same rates that are in effect now.  
 Good idea, Heide

**From:** Heide Perham <HeidePerham@colchesterct.gov>  
**Sent:** Monday, February 27, 2023 11:34 AM  
**To:** Pam Minella <pminella@colchesterct.gov>  
**Cc:** Cheryl Garofola <cgarofola@colchesterct.gov>; Stephen Coyle <scoyle@colchesterct.gov>  
**Subject:** RE: Something to consider

Just going through old emails, and saw this...any outcome?  
 Thanks,  
 Heide

**From:** Pam Minella <[pminella@colchesterct.gov](mailto:pminella@colchesterct.gov)>  
**Sent:** Wednesday, February 22, 2023 12:24 PM  
**To:** Heide Perham <[HeidePerham@colchesterct.gov](mailto:HeidePerham@colchesterct.gov)>  
**Cc:** Cheryl Garofola <[cgarofola@colchesterct.gov](mailto:cgarofola@colchesterct.gov)>; Stephen Coyle <[scoyle@colchesterct.gov](mailto:scoyle@colchesterct.gov)>  
**Subject:** Re: Something to consider

Heide,

Thanks for the email. I'm meeting with Steve Coyle later today. I will discuss this with him and then I'll let you know the outcome.

Pam Minella  
Town of Colchester  
Water & Sewer Supervisor  
860 608 5763

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**From:** Heide Perham <[HeidePerham@colchesterct.gov](mailto:HeidePerham@colchesterct.gov)>  
**Sent:** Wednesday, February 22, 2023 11:16 AM  
**To:** Pam Minella <[pminella@colchesterct.gov](mailto:pminella@colchesterct.gov)>  
**Cc:** Cheryl Garofola <[cgarofola@colchesterct.gov](mailto:cgarofola@colchesterct.gov)>; Stephen Coyle <[scoyle@colchesterct.gov](mailto:scoyle@colchesterct.gov)>  
**Subject:** Something to consider

Hi there,

You are always asking if I have any thoughts on things we could do differently. With the proposed increases to rates and fees, I'm thinking it would be a very good idea to include the proposed changes with the April bill. When the rates went up this past October some people referred to it as being sneaky since they didn't feel they were aware the rates were going up. This provides transparency for the department and may eliminate some of the anger we have encountered with some residents on our system. I know we are required to put a legal notice in the paper and then there is a public hearing, but it's so easy to miss those things unless you know to look for them. It wouldn't change the postage amount, so it would really only be that one extra piece of paper per account. Just a thought.

Thanks

Heide

Heide Perham  
Administrative Assistant  
Public Works  
127 Norwich Ave.  
Colchester, CT 06415  
860-537-7288

**First Selectman**

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**From:** Stephen Coyle  
**Sent:** Thursday, February 23, 2023 1:39 PM  
**To:** Ron Silberman  
**Subject:** Re: Request for Emergency Board of Selectmen action

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**From:** Ron Silberman <ron@aslockco.com>  
**Sent:** Thursday, February 23, 2023 7:06 AM  
**To:** Stephen Coyle <scoyle@colchesterct.gov>  
**Subject:** Re: Request for Emergency Board of Selectmen action

Steve,

I am very unhappy with your methods to elevate Pam's status. I would support her role as Supervisor but never Administrator, she is vastly unqualified at this time. There should be a better written job description already on hand for the Water/sewer Supervisor. The proposed Administrator's job description is poorly written and should be debated by the entire Board,

I like her as a person, but if she is offered an Administrator position elsewhere, I would wish her good luck.

Additionally, this is something we should all discuss as a board, not pushing this thru the BoS without any of our input! We are an advisory board of seven not of one.

Ron Silberman  
 Action Services "Lock" Company  
 860-537-1932  
 ron@aslockco.com  
 www.aslockco.com

On Feb 22, 2023, at 7:43 PM, Stephen Coyle <scoyle@colchesterct.gov> wrote:

Attached is the Job Description as developed by the Interim Public Works Director and myself.

---

**From:** Stephen Coyle <scoyle@colchesterct.gov>  
**Sent:** Wednesday, February 22, 2023 9:12 AM  
**To:** First Selectman <selectman@colchesterct.gov>  
**Cc:** Deborah Bates <dBates@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>; Rosemary Coyle <rcoyle@colchesterct.gov>; Jason LaChapelle <jLaChapelle@colchesterct.gov>; ron@aslockco.com <ron@aslockco.com>; Robert Peter <rnpeter@sbcglobal.net>; ronnysegura17@gmail.com <ronnysegura17@gmail.com>; sped1018@yahoo.com <sped1018@yahoo.com>; lepage119@comcast.net <lepage119@comcast.net>  
**Subject:** Request for Emergency Board of Selectmen action

Andreas,

On February 16th, we had a meeting scheduled to discuss a new job description re-titled Utilities Supervisor (Supervisor of Sewer and Water), approved by John Jones, Acting Public Works Director. This position, since September of 2021, is being held by Pam Minella as an interim not permanent administrator of the Sewer and Water systems. I had hoped to get the job description and the permanent status of the position resolved. Your reply was to delay a decision on this matter.

I informed Pam of yet another delay in changing her to a permanent status. Pam then shared with me that she has been offered a utilities administrator position in another town. She also said that she would like to stay in Colchester but she has been doing the job in Colchester for well over a year in an interim capacity and not a permanent capacity.

Pam has done an excellent job of addressing many longstanding deficiencies in both the water and sewer systems. Losing Pam would be a huge loss to Colchester. I have persuaded her to give me two weeks before departing.

Please consider:

1. She and the two other operators work as a team and if Pam leaves, there is a strong likelihood they will join her.
2. There will be no impact to Colchester taxpayers. Sewer and Water is fully paid for by the rate payers.
3. There is little or no impact to the rate payers because Pam is receiving a stipend for performing the utilities administration duties at the current time.
4. The CT Department of Public Health requires that any town with a water treatment facility to designate an employee in charge of it. This employee must possess a Class 4 Operators certificate. Pam has this certification. Individuals with this classification are scarce in Connecticut.

Please add this item to the next Board of Selectmen agenda. Time is of the essence.

Regards,  
Stephen Coyle, Chairman,  
Colchester Sewer and Water commission

<Colchester Water and Sewer Supervisor Job Description.docx>

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Are you aware that \$2.65 per hour raise that you received when Steve K resigned was supposed to be taken away as soon as Jim Paggioli stopped working for the town?

Yes

Are you aware that I still have not removed that \$2.65 per hour stipend?

Yes

Are you aware that Stephen Coyle is trying to force me to approve a new supervisory job description for Pam that would give her a 30% pay increase, pay her for all overtime worked (which we do not do for any supervisors), and also provide her with a town vehicle in order to travel back and forth to work?

No

Are you aware that Stephen Coyle has also stated that, if we do not do this for Pam, she will resign and both Phil and Guthrie will also resign?

No

Is there any truth to that allegation? Will you resign if Pam leaves?

- No job is final

- No guarantee he will leave if Pam leaves

Are you a Class 4 Water Operator (is this the correct name? Check Stephen's job description)

Yes

I have to tell you. I do not like being blackmailed and if you ever have any issues or concerns, I would appreciate it if you brought those directly to me, man to man.

yes - would bring issues of concern forward

Is there anything that you would like to share with me or make me aware of?

No

Phil

Item 4B

Are you aware that \$2.65 per hour raise that you received when Steve K resigned was supposed to be taken away as soon as Jim Paggioli stopped working for the town?

No was not aware

Are you aware that I still have not removed that \$2.65 per hour stipend?

Yes

Are you aware that Stephen Coyle is trying to force me to approve a new supervisory job description for Pam that would give her a 30% pay increase, pay her for all overtime worked (which we do not do for any supervisors), and also provide her with a town vehicle in order to travel back and forth to work?

No

Are you aware that Stephen Coyle has also stated that, if we do not do this for Pam, she will resign and both Phil and Guthrie will also resign?

No

Is there any truth to that allegation? Will you resign if Pam leaves?

- Loves the Town no plan to leave.
- 10 more years

Are you a Class 4 Water Operator (is this the correct name? Check Stephen's job description)

Yes

I have to tell you. I do not like being blackmailed and if you ever have any issues or concerns, I would appreciate it if you brought those directly to me, man to man.

- Would bring issues of concerns forward

Is there anything that you would like to share with me or make me aware of?

~~None~~

- Came with an understanding that certain responsibilities come with the \$2.65 & those obligations are still in effect

## First Selectman

---

**From:** First Selectman  
**Sent:** Friday, February 24, 2023 1:09 PM  
**To:** Stephen Coyle  
**Cc:** Deborah Bates; Denise Turner; Rosemary Coyle; Jason LaChapelle; ron@aslockco.com; Robert Peter; ronnysegura17@gmail.com; sped1018@yahoo.com; lepage119@comcast.net  
**Subject:** RE: Request for Emergency Board of Selectmen action

Stephen,

I have multiple issues with the "prospective job description" that you sent to my attention and take exception to the fact that you are trying to present this when this duty and responsibility lies with the First Selectman. Your email on Wednesday was the first time I saw your proposed job description.

If a job description is going to be changed, it is my responsibility to create the new job description based on what I have determined is required. I stated to you in our recent meeting that I did not want to work on updating the job description until after the Public Works director was hired. Depending on the new PWD's experience and qualifications it could factory into what goes into the updated water supervisor position. Additionally, I want to obtain the new PWD's opinion and allow for their input on a position in which they supervise.

Additionally, the town has a format for all our job descriptions and what you have proposed violates some of those. Some examples are:

1. Under "SUPERVISOR" you have the employee reporting to the First Selectman or their designee but then add a contradictory statement "the water department operates as a self-supporting enterprise" adding confusion. Your last sentence "Town taxes are not associated involved" not only makes no sense it has nothing to do with who an employee reports to.
2. Nowhere in there does it say that this is a UNION POSITION. This is not a new position as the position of "WATER DEPARTMENT SUPERVISOR" has existed for decades. When the last WDS left, our PWD took on some of those responsibilities as did all three of the Water Department Employees. The Union MOU that allowed that substitution, stated that when the PWD left, we would revert to the prior method and fill the WDS position. I have agreed to update that WDS position, however, it must remain a UNION position.
3. You called the position hourly/full time but failed to indicate that this is already a 40-hour per week position with hours of 8:30 – 4:30 with a half hour unpaid lunch.
4. You are offering a salary of \$114,000- \$136,000 PLUS OVERTIME. We do not pay overtime for management positions as they are salary positions expected to work additional hours. The assessor worked hundreds of additional hours during revaluation and received no overtime. This would create Union grievances. Furthermore, I have yet to determine the salary for the updated position however, the last time we had a WDS, the salary was in the 80's and employees in that same bargaining unit who were making more than the WDS at that time, do not make \$114,000 today. I would argue that all of those employees are currently below market and below the prevailing wages of similar towns. Whatever the salary is will have to be negotiated with the Union. FYI, currently the Union Contract has the WDS salary range maxes out at \$99,621. A 14-36% increase would likely be very difficult without addressing salary deficiencies for other positions.
5. You are suggesting providing the employee with a vehicle to take home? This is an additional "salary benefit" of more than \$16,000 per year and I find it completely unacceptable. This would also subject us to Union grievances and this position is the least justifiable. Should there be an emergency, the entire water and sewer district is in the middle of the town (which is exactly where the Water Department Vehicles are located. It couldn't add more than 5-10 to the arrival time for those rare emergencies where the supervisor is required to report in. The current WDS position does not

include a take home vehicle and when the Sewer & Water Commission implemented a 6% increase last year and I am hearing you are proposing a similar rate hike this year along with numerous other fees being increased, this sound excessive to me.

6. Creating a job description that requires the applicant to already possess a “thorough knowledge. Of the work methods & practices used in the maintenance and improvement of the Colchester Water and Sewer system” would limit us to only being able to hire an existing employee. Even if we did hire an existing employee, if they left, we would be unable to fill position with this strict requirement in place.

7. While knowledge of MUNIS is a “plus”, once again, this cannot be a “requirement”.

What you have essentially done is attempted to turn a “job description” into a combination of a job description/union contract/offer of employment.

None of our town Job Descriptions are so restrictive that they may only be filled by one person. While there may be a current town employee who is interested in this position, once the job description has been revised, and signed off on the Union, it will be advertised and awarded to the best applicant with no favoritism being given.

Once our new PWD is on board, we will tackle revising the WDS Job Description and negotiate approval by the Union.

On a completely separate issue, it has come to my attention that you have been entering the Public Works Office in Town Hall and directing employees to have one-on-one meetings with yourself. In one instance, I was informed that you ordered the office to be closed during normal business hours and placed a sign on the door stating the office was closed when one of the Assistants was actually in office being paid by the town to staff that office.

Please be advised that only the First Selectman may approve the closing of a town office during normal business hours and only with prior approval. Furthermore, neither of those two employees report to you and you absolutely zero supervisory authority over them. To instruct one of my employees to close an office during normal operating hours was completely out of line.

In the future, should you wish to schedule a meeting with any town employees as the Chairman of the Sewer & Water Commission, please do so through my office so that I can assure this does not impact regular town services we provide to the public.

I will be issuing an all-staff email reminding town employee that only the First Selectman may close an office during regular business hours.

Sincerely,

Andreas Bisbikos  
First Selectman

**From:** Stephen Coyle <[scoyle@colchesterct.gov](mailto:scoyle@colchesterct.gov)>

**Sent:** Wednesday, February 22, 2023 7:44 PM

**To:** First Selectman <[selectman@colchesterct.gov](mailto:selectman@colchesterct.gov)>

**Cc:** Deborah Bates <[dBates@colchesterct.gov](mailto:dBates@colchesterct.gov)>; Denise Turner <[dturner@colchesterct.gov](mailto:dturner@colchesterct.gov)>; Rosemary Coyle <[rcoyle@colchesterct.gov](mailto:rcoyle@colchesterct.gov)>; Jason LaChapelle <[jLaChapelle@colchesterct.gov](mailto:jLaChapelle@colchesterct.gov)>; ron@aslockco.com; Robert Peter <[rnppeter@sbcglobal.net](mailto:rnppeter@sbcglobal.net)>; ronnysegura17@gmail.com; sped1018@yahoo.com; lepage119@comcast.net

**Subject:** Re: Request for Emergency Board of Selectmen action

Attached is the Job Description as developed by the Interim Public Works Director and myself.

---

**From:** Stephen Coyle <[scoyle@colchesterct.gov](mailto:scoyle@colchesterct.gov)>

**Sent:** Wednesday, February 22, 2023 9:12 AM



## First Selectman

---

**From:** Stephen Coyle  
**Sent:** Wednesday, February 22, 2023 9:51 AM  
**To:** Pam Minella  
**Subject:** Fw: Request for Emergency Board of Selectmen action

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**From:** Stephen Coyle <scoyle@colchesterct.gov>  
**Sent:** Wednesday, February 22, 2023 9:12 AM  
**To:** First Selectman <selectman@colchesterct.gov>  
**Cc:** Deborah Bates <dBates@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>; Rosemary Coyle <rcoyle@colchesterct.gov>; Jason LaChapelle <jLaChapelle@colchesterct.gov>; ron@aslockco.com <ron@aslockco.com>; Robert Peter <rnppeter@sbcglobal.net>; ronnysegura17@gmail.com <ronnysegura17@gmail.com>; sped1018@yahoo.com <sped1018@yahoo.com>; lepage119@comcast.net <lepage119@comcast.net>  
**Subject:** Request for Emergency Board of Selectmen action

Andreas,

On February 16th, we had a meeting scheduled to discuss a new job description re-titled Utilities Supervisor (Supervisor of Sewer and Water), approved by John Jones, Acting Public Works Director. This position, since September of 2021, is being held by Pam Minella as an interim not permanent administrator of the Sewer and Water systems. I had hoped to get the job description and the permanent status of the position resolved. Your reply was to delay a decision on this matter.

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Pam has done an excellent job of addressing many longstanding deficiencies in both the water and sewer systems. Losing Pam would be a huge loss to Colchester. I have persuaded her to give me two weeks before departing.

Please consider:

1. She and the two other operators work as a team and if Pam leaves, there is a strong likelihood they will join her.
2. There will be no impact to Colchester taxpayers. Sewer and Water is fully paid for by the rate payers.
3. There is little or no impact to the rate payers because Pam is receiving a stipend for performing the utilities administration duties at the current time.
4. The CT Department of Public Health requires that any town with a water treatment facility to designate an employee in charge of it. This employee must possess a Class 4 Operators certificate. Pam has this certification. Individuals with this classification are scarce in Connecticut.

Please add this item to the next Board of Selectmen agenda. Time is of the essence.

Regards,  
Stephen Coyle, Chairman,  
Colchester Sewer and Water commission

Town of Colchester

## Job Description

### Public Utility Administrator for Water & Sewer

#### Global Statement of Duties:

This position is responsible for managing the operations of both the water system, including the water treatment plant, and the Colchester portion of the sewer system. The specialized training needed for the utilities is an overriding part of the position. Managing the response to emergencies is an essential component of the position.

**Work Hours:** Hourly/full-time plus overtime as assigned/required.

**Salary:** \$114,000 - \$136,000 based on background, experience, and prevailing wages of surrounding towns. The Public Utility Administrator will be assigned a take home vehicle.

**Supervisor:** Work under the supervision of the First Selectman or designated representative. The Colchester Water and Sewer department operates as a self-supporting enterprise. Revenues collected from water and sewer customers support all expenditures. Town taxes are not associated involved.

**Supervision:** This position supervises the Water department employees, Sewer department employees and contractors.

#### Essential Duties:

1. Plans, organizes, and directs all phases of the water treatment process, including disinfection, coagulation, filtration, and distribution.
2. Supervises the maintenance of all sewer pumping stations within Colchester as well as the odor control station in East Hampton.
3. Directs and supervises the work of personnel involved in maintaining and repairing water treatment equipment and testing, instructing, and training of personnel.
4. Ensures that workers follow safe practices and follow department policies and procedures.
5. Inspects or contracts to inspect the operation of the plant, wells, pump stations, and tanks.
6. Responsible for submitting required reports to the Connecticut DPH and fulfilling DPH requirements along with all requirements from DEEP.
7. Responsible for creating both water and sewer operating and capital budgets.
8. Responsible for establishing financial control over both water and sewer budgets including both operating budgets and capital budgets.
9. Responsible for maintaining the water pressurization plant including all pumps, heating and building.
10. Responsible for overseeing the Sewer Pump Stations, heating, odor control
11. Prepare project plans for bringing both the water system and the sewer system back to a state of good repair. Identify engineering resources needed for the effort.

12. Develop maintenance procedures for ensuring that all valves in both the water and sewer systems are kept in a state of good repair.
13. Represent Colchester to the upstream and downstream partners (Hebron and East Hampton).
14. Comply with the Town of Colchester Personnel Policies

### **Required Skills, and Abilities:**

1. A thorough knowledge of tools, equipment materials, and work methods and practices used in the general maintenance and improvement of the Colchester Water system and the Colchester portion of the Sewer system.
2. Possess a State of Connecticut Department of Public Health Class IV Water Treatment Plant Operator certification, Backflow Inspectors License, Backflow testers License, RTCR level 2, 40 Hazmat Technician Certification with Hazardous Duty.
3. Ability to safely and legally operate vehicles and equipment used in the water and sewer systems.
4. Ability to work, develop and maintain cooperative and professional relationships with employees and all levels of management including representatives from other departments.
5. A thorough knowledge of safety practices and requirements as they apply to the water and sewer systems.
6. Ability to schedule, assign, supervise, and review the work of utility employees and contractors; proven management skills.
7. Excellent customer service skills, including the ability to receive criticism and respond in a professional manner.
8. Ability to meet the physical requirements of the job and perform essential functions of the job.

### **Required Knowledge:**

1. **Water Utility and Distribution management** Extensive knowledge of water utility organization and operations as well as the principles, practices and methods utilized in the treatment and distribution of service water in a public water supply system. This includes plans and specifications.
2. **Critical Thinking** Use logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify strengths and weaknesses of alternate solutions and approaches to a situation.
3. **Technology** Ability to utilize personal computer applications to include word processing, spreadsheets, and utility specific software – COSI and MUNIS.
4. **Financial Management** Ability to develop and defend budgets, adhere to public accounting principles and implement good financial processes where needed.
5. **Control Systems for Water Plant Processing** Understand, apply, and utilize Systems Control and Data Acquisition (SCADA) system principles.

6. **Control System for Sewer Operations** Understand, apply, and utilize MISSION CONTROL SYSTEM process control software.
7. **Bachelor's Degree** or equivalent combination of education and experience

## **Work Environment:**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents, and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes both OSHA and Town of Colchester safety policies.

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

A pre-employment physical and drug testing as well as random drug and alcohol testing are a condition of employment after hire.

## **Schedule:**

As defined in the Town Administrators union contract.

Full-time; union; hourly; non-exempt

*This job description is not all-inclusive and is subject to change*

*By the Board of Selectmen at any time.*











