

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



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# Agenda

## Long Range Fiscal Planning Committee

Town Hall Auditorium

Tuesday, January 14, 2025

6:00 – 7:30 pm

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WATERFORD, CT  
2024 DEC 19 P 3:11  
ATTEST: *R. J. L. [Signature]*  
TOWN CLERK

1. Call to Order
2. Pledge of Allegiance
3. Roll Call and Recognition of Staff and/or Board and/or Commission Members
4. Public Comment
5. Election of a Chair
6. Consider and Act Upon the Minutes of the June 16, 2022 Meeting
7. New Business
8. Adjournment

Long Range Fiscal Planning Committee  
Meeting Minutes

June 16, 2022  
5:30pm

Present: Chair Richard Muckle, Gregg Attanasio, Kevin Petchark, Glenn Patterson (5:50 pm), Michael Rocchetti, Marcia Benvenuti

Absent: Robert Brule, First Selectman; Cheryl Larder, Tom Giard

Staff: Joseph Mancini, Director of Operations/Finance Board of Education, Abbas Danesh, Treasurer, Kimberly Allen, Director of Finance, Gary Schneider, Director of Public Works, Paul Koelle, Facilities Manager

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 5:40 pm, June 16, 2022.

2. Pledge of Allegiance.

3. Roll call and recognition of Staff, Board or Commission Members by Chair Richard Muckle.

4. Public Comment – None.

5. Consider and act upon the minutes of the March 17, 2022, meeting.

**Motion** by Marcia Benvenuti and **seconded** by Mike Rocchetti to approve the meeting minutes of March 17, 2022.

**Vote: 5-0-1**   **Abstain: Benvenuti**

**Motion: Passed**

6. Recap Discussion:

New Fleet Management software will be purchased July 1, 2022. The Director of Finance will have a preliminary report on the implementation at the next meeting.

7. Town Facilities Discussion:

Gary Scheider and Paul Koelle presented a brief overview of the current status of the town facilities and presented recommendations that the town needs a master facilities plan and will be going out to bid for such services. The Director also recommended the town purchase a town-wide building management system.

Long Range Fiscal Planning Committee

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Committee members posed questions regarding the current status and how the data provided could be used to format a long-range plan for facilities. Members requested the Director of Public Works and Facilities Manager take the current status report and use it to create a document that includes long-term needs and cost estimates that would be updated regularly as a "working document." Members requested that a list of the life expectancies of all facilities items be created by the department. Committee members also requested that Recreation and Parks and Board of Education facilities be added to the current list. An updated list will be presented at the next meeting.

A RFP for a facilities study will be distributed by September 2022 with a potential contract being award by December 2022. Once the plan is complete, it will be combined with the working document to allow the committee to create and propose a long-term facilities plan.

8. Confirmed next meeting date: August 18, 2022, at 5:30 pm at the Waterford Town Hall Auditorium.
9. New Business: None
10. Adjournment:

**Motion by Marcia Benvenuti and seconded by Gregg Attanasio to adjourn the meeting at 6:50 p.m.**

**Vote: 7-0-0**

**Motion: Passed**

Respectfully submitted,

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Kimberly Allen, Secretary