



**WATERFORD LONG RANGE FISCAL PLANNING COMMITTEE  
MEETING AGENDA  
WATERFORD TOWN HALL  
AUGUST 18 2022 AT 5:30 PM**

1. Establishment of a quorum and call to order by the Chair.
2. Pledge of Allegiance
3. Roll call and recognition of Staff, Board or Committee Members.
4. Public Comment
5. Consider and act upon the minutes of the 6 Jun 22 meeting.
6. Recap Discussion – Town Facilities
  - a. Review the updated report from the Director of Public Works and the Facilities Manager.
7. Begin Discussion on Board of Education facilities.
8. Confirm next meeting date in accordance with the approved schedule – October 20, 2022
9. New Business
10. Adjournment.

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TOWN OF WATERFORD

## **Long Range Fiscal Planning Committee**

The Long Range Fiscal Planning Committee (LRFPC) met on 16 June 2022 at Waterford Town Hall.

The Committee opened discussion with a status from Director of Public Works, Gary Schneider, and Building Maintenance Manager, Paul Koelle.

A general status of town buildings was discussed based on an "X/L" spread sheet provided to the Committee. In the course of the discussion it was noted that the Board of Education has a similar status. Mr. Joe Mancini, BoE representative, agreed to provide the committee with the appropriate information.

The next meeting will be conducted on 18 August 2022.

R. F. Muckle

Chair

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.

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