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TOWN CLERK

Long Range Fiscal Planning Committee
Regular Meeting Minutes

Tuesday, June 10, 2025
BOE Conference Room

1. Establishment of a quorum and call to order

A quorum was established and the Regular Meeting of the Long Range Fiscal Planning Committee was called to order at 6:02 p.m. on June 10, 2025.

2. Roll Call/Attendance

Members Present

- Ursula Morshead (RTM), Lindsey Khan (RTM), Harry Colonis (RTM), Marcia Benvenuti (BOE) Ron Fedor (BOF), Glenn Patterson (BOF), Kim Allen (Finance Director)

Members Absent

- Christina Jessuck (RTM), Mark Campo (RTM), Rob Brule (First Selectman), Thomas Giard (Superintendent of Schools)

Others Present: Abbas Danesh (Town Treasurer)

3. Public Comment: None

4. Approval and acceptance of minutes from the Regular Meeting on February 25, 2025

Motion by Marcia Benvenuti and seconded by Ursula Moreshead to correct and approve the February 25th minutes to reflect Marcia Benvenuti was in attendance.

Vote: 7-0-0

Motion: Passed

5. To consideration and act potential action to correct the date for the 4th quarter LRFPC meeting. The published date (December 10, 2025) conflicts with the monthly Board of Finance Meeting.

Motion by Marcia Benvenuti and seconded by Lindsey Khan to reschedule the 4th Quarter Meeting from Wednesday December 10, 2025 to Tuesday, December 9, 2025.

Vote: 7-0-0

Motion: Passed

6. Follow-up discussion related to the Town-wide Building Maintenance Plan presented at the February meeting.

There was no discussion specific to the buildings presented by the DPW director at the last meeting.

Members again noted the absence of the Fire Stations on the Town Buildings list. See item 8a. for additional information.

There was extensive discussion regarding a list of 99 buildings and “infrastructure” items provided by the Finance Director that are currently insured by the Town of Waterford. (List attached to these minutes.)

The group discussed how to best categorize the items on the list, their dollar value, and whether they should be included in a long-range facilities plan. The group determined the following:

- a. The items on the list are best categorized by the responsible town department, as the cognizant department is best suited to provide an estimated value for the item. To expedite Department Head action on the list. Members Morshead and Khan will make their best *determination as to Department responsibility and the committee will ask the Department Heads to review this pre-sorted list.* (This approach is in lieu of forwarding an uncategorized list to each Department Head and asking them to extract their responsible items.)
- b. The replacement dollar value for these infrastructure items is a key factor in determining their inclusion on a long-range facilities plan to extend the life of the asset.
- c. Part of the inquiry to the Department Heads will be to ask if there are any issues they foresee as significant infrastructure items that should be on a long-range maintenance plan.

Also, several group members felt that a Facilities Management plan should include (but not be limited to) the following categories:

- Buildings/Facilities (Existing lists provided by DPW and Waterford Schools)
- Physical Infrastructure (Based on review of the Insured Items List)
- Roads/Sidewalks
- WUC Facilities
- IT Infrastructure

This discussion will continue at the next LRFP meeting.

7. Review and discussion of current documents comprising the current Board of Education Building Maintenance Plan.

The group acknowledged receipt of updated documents and deferred discussion to the next meeting with the Superintendent of Schools in attendance.

8. Continue discussion of the following items discussed at the February meeting.

a. Incorporating Fire Station Maintenance into the Town Facilities Plan

There was discussion around an appropriate time to discuss the Fire Department's facilities with the new Fire Director. Finance Director Allen noted that based on the Fire Director's current workload, the 4th Quarter meeting would be the earliest the LRFPC should have him attend a meeting.

b. Results of the comparison of the Fleet Size in 2009 vs today.

Finance Director Allen provided a Fleet Totals History comparison sheet noting that the fleet is reduced by 33 vehicles since 2009.

The group discussed a wide variety of Fleet-related topics for developing a long range plan including:

- A potential change of purchasing policy to get better pricing on vehicles.
- Understanding whether outfitting town vehicles with GPS would help the Town's insurance rates. Finance Director Allen noted that adding GPS is expensive and like would not help with insurance rates.
- Looking at vehicle standardization (where possible) across Town Departments and Waterford Schools
- The Finance Director noted that the Town is obtaining an Analysis Module for the Town's Fleetio Fleet Management software. The software will analyze repair and maintenance data the DPW Garage has been feeding into the Fleetio System for over a year. It will (hopefully) help identify trends, help predict problems, and aid in vehicle replacement decisions.
- There was discussion of ways to encourage vehicle users to reduce wear and tear on the vehicles ie assigning a car to a person to provide accountability.
- The group discussed the heavy impact that the costs Fire Apparatus have on funding driving potential funding for the Fleet Plan in the yearly budgets.

This discussion will continue at the next LRFPC meeting.

9. New Business

- a. Finance Director Allen provided a chart listing Town of Waterford Fund Investment Revenue for the last ten years. The chart was provided for information purposes to help the LRFPC understand that the "Rainy Day" dollars available in these Funds are invested by the Town Treasurer to receive the maximum possible return to the taxpayers.
- b. The investment revenue accumulates within these funds, increasing the "rainy day" dollars available to the town to address extraordinary emergent issues.
- c. Town Treasurer Danesh noted a significant decrease in investment revenue due to fund balances being reduced by funding used for capital projects (less money to invest) and lower interest rates on the invested dollars.

10. Adjournment

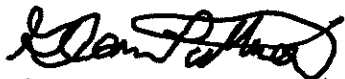
Motion by Ron Fedor and seconded Harry Colonis to adjourn the meeting.

Vote: 7-0-0

Motion: Passed

The meeting adjourned at 7:32 pm.

Respectfully submitted,



Glenn Patterson LRFPC Chair

Town Insured Property

BuildingName	Street
Town Hall	15 Rope Ferry Road
Youth Services Bureau	200 Boston Post Road
Public Safety Complex	204 Boston Post Road
POLICE RADIO TOWER	R204 Boston Post Road - Rear
DOG POUND	R200 Boston Post Road - Rear
GAZEBO	170 Boston Post Road
Public Library	49 Rope Ferry Road
JORDON PARK HOUSE - RECREATION BLDG.	65 Rope Ferry Road
Municipal Complex Building	1000 Hartford Turnpike
Utility Building 1	1000 Hartford Turnpike
SAND SPREADER HANGER	1000 Hartford Turnpike - Rear
PUBLIC WORKS SALT SHED	1000 Hartford Turnpike - Rear
MAINTENANCE BUILDING	305 Great Neck Road
COMFORT STATION (2)	301 Great Neck Road
FIRST AID	301 Great Neck Road
Waterford High School	20 Rope Ferry Road
Synthetic Turf Field	20 Rope Ferry Road
HIGH SCHOOL MAINTENANCE DEPT.	20 Rope Ferry Road
HIGH SCHOOL TICKET BOOTHS	20 Rope Ferry Road - rear
DUGOUTS (2)	20 Rope Ferry Road - rear
HIGH SCHOOL BLEACHER AND PRESS BOOTH	20 Rope Ferry Road - rear
Cohanzie School	48 Dayton Road
Southwest Language and Arts Magnet School	51 Daniels Avenue
SOUTHWEST SCHOOL SITE	51 Daniels Avenue
Clark Lane Middle School	105 Clark Avenue
BOARD OF EDUCATION OFFICE	15 Rope Ferry Road
SPECIAL SERVICES BOARD OF EDUCATION	15 Rope Ferry Road
Evergreen Avenue Pump Station	52R Miner Lane
Blue Hills Pump Station	35 Harvey Road
Old Norwich Road Pump Station	38 Old Norwich Road
STORAGE & COMFORT STATIONS	739 Vauxhall Street Extension
Bolles Court Pump Station	528 Mohegan Avenue Parkway

Property Values

Town Insured Property

BuildingName	Street
SCOREBOARD VETERANS FIELD	174 Boston Post Road
OUTDOOR LIGHTING - VETERANS FIELD	174 Boston Post Road
EMERGENCY COMMUNICATIONS CENTER	204 Boston Post Road
FIRE COMMISSION RADIO TOWER	204 Boston Post Road
Mago Point Pump Station	12 4th Street
STORAGE BUILDING	85 Miner Lane
STORAGE BUILDING	85 Miner Lane
Crossroads Pump Station	205 Parkway North
Shore Road Pump Station	2 Shore Road
COLONIAL DRIVE PUMP STATION	47R Colonial Drive
Old Barry Road Pump Station	33 Old Barry Road
Briarwood Road Pump Station	14 Briarwood Road
Police Station	41 Avery Lane
EDP - CAMERA SYSTEM - INTERIOR AND EXTERIOR CAMERAS	41 Avery Lane
GARDINERS WOOD RD. PUMP STATION	302 Millstone Road East
MARILYN RD. PUMP STATION	26 Marilyn Road
CRYSTAL MALL PUMP STATION	840 Hartford Turnpike
STONE BROOK PUMP STATION	1 Brook Street
RICHARDS GROVE RD. PUMP STATION	503 Mohegan Avenue Pkwy.
WEIMES CT. PUMP STATION	13 Weimes Court
QUINLEY WAY PUMP STATION	35 Quinley Way
NANTIC RIVER RD. PUMP STATION	236A Niantic River Road
Quaker Hill Water Booster Station	9 Old Colchester Road - Rear
OIL MILL RD. PUMP STATION	25A Oil Mill Road
TOWN HALL AREA PARKS & REC OUTBUILDINGS	184 Boston Post Road
Eugene O'Neill Theater Center	305-309 Great Neck Road
Cottage 1	305-309 Great Neck Road
Cottage 2	305-309 Great Neck Road
Cottage 3	305-309 Great Neck Road
Production Cottage	305-309 Great Neck Road
Cottage 4	305-309 Great Neck Road
Cottage 5	305-309 Great Neck Road

Property Values

Town Insured Property

BuildingName	Street
Cottage 6	305-309 Great Neck Road
Cottage 7	305-309 Great Neck Road
Iron Sides Mansion Dormitory	305-309 Great Neck Road
Farm House - Theater Extension	305-309 Great Neck Road
Eugene O'Neill Barn - Theater	305-309 Great Neck Road
Henson Rehearsal Hall	305-309 Great Neck Road
E. O'NEILL - LAUNDRY COTTAGE	305-309 Great Neck Road
E. O'NEILL - MAINTENANCE/THEATRE/STAGE SHOP	305-309 Great Neck Road
E. O'NEILL - LOG CABIN/CAFETERIA	305-309 Great Neck Log Cabin
(9) PORTABLE CLASSROOMS (SOUTHWEST SCHOOL)	51 Daniels Avenue
DUGOUTS - CLARK LANE JR HIGH	105 Clark Lane
Friendship School and Community Center	24 Rope Ferry Road
Portable Classroom 1	51 Daniels Avenue
Portable Classroom 2	51 Daniels Avenue
New Quaker Hill Elementary School	285 Bloomingdale Road
COMPUTERS - DISPATCH	No Address Listed
New Oswegatchie Elementary School	470 Boston Post Road
Great Neck School	165 Great Neck Road
Fargo Road Water Tower	45 Fargo Road - Rear
FARGO ROAD SITE - RADIO	45 Fargo Road - Rear
ROGER'S HILL SITE	35 South Bartlett Road
Roger's Hill Water Tower	35 South Bartlett Road
YOUTH FOOTBALL FIELD SHED	175 Gardiner Wood Road
OSWEGATCHIE RD. PUMP STATION	46A Oswegatchie Road
EAST NECK RD. PUMP STATION	10 East Neck Road
GRANITEVILLE PUMP STATION	314 Rope Ferry Road
SEASIDE PUMP STATION	36 Shore Road
SHORE ROAD PUMP STATION	253A Shore Road
THAMES LANDING PUMP STATION	64 Scotch Cap Road
EDP INFRASTRUCTURE	Various Locations
PRINTING/COPY EDP	Various Locations
Vauxhall Water Tower	861 Vauxhall Street

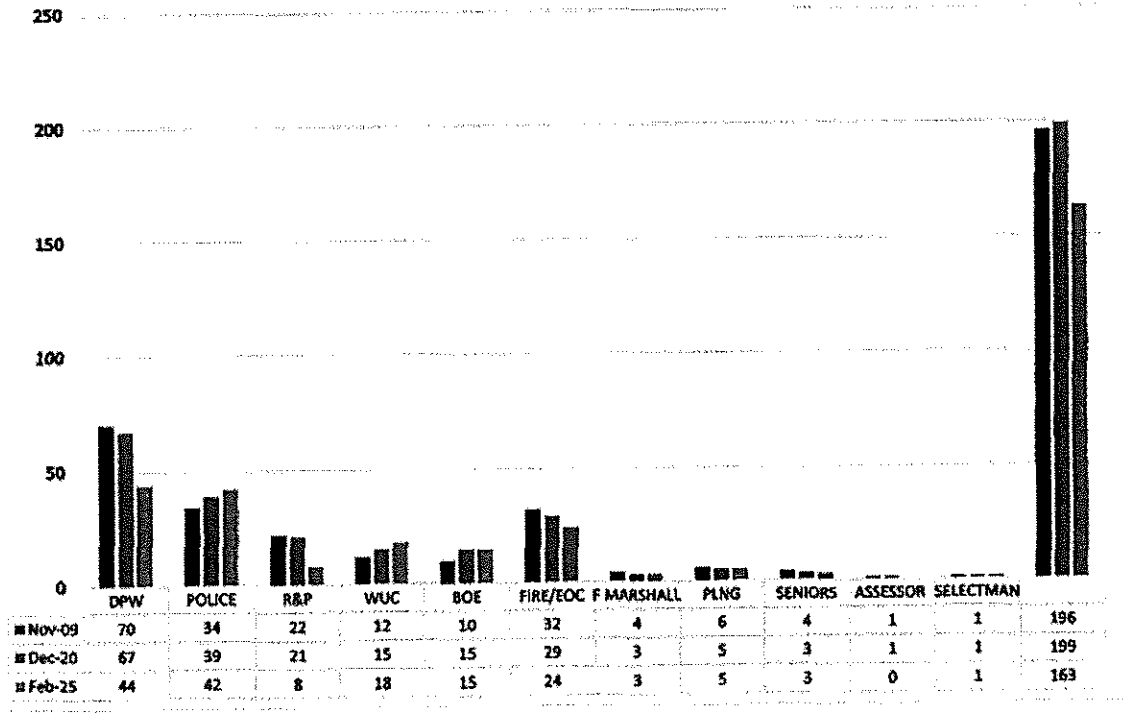
Property Values

Town Insured Property

<u>BuildingName</u>	<u>Street</u>
Industrial Drive Water Booster Station	1043 Hartford Road
DAYTON RD. WATER BOOSTER STATION	40 Dayton Road
HARRISON LANDING PUMP STATION	51 Benham Avenue

Property Values

FLEET TOTALS HISTORY



FUND INVESTMENT REVENUE

	GENERAL FUND (101)	CNR FUND (205)	FLEET FUND (242)	INSURANCE FUND (605)	SEWER MAINTENANCE (244)	GENERAL UTILITY (601)
2015	105,427.94	41,267.79	5,326.99	2,016.67	1,148.96	9.48
2016	132,554.30	47,019.98	8,508.42	3,548.36	1,170.08	10.38
2017	191,886.76	63,478.80	12,858.56	12,740.71	2,197.59	1,562.50
2018	538,220.36	74,531.93	26,636.67	27,537.98	6,307.65	36,928.82
2019	1,048,633.94	136,077.15	50,892.10	43,199.21	11,205.56	70,049.52
2020	872,628.08	119,635.64	29,135.05	62,558.82	5,932.48	47,264.59
2021	86,326.93	11,472.93	2,770.59	5,069.29	502.28	2,580.75
2022	179,842.40	28,518.77	9,469.00	19,993.83	1,175.23	12,309.64
2023	2,034,123.33	413,659.01	138,827.00	230,691.19	26,784.21	183,589.00
2024	3,091,635.18	611,559.12	231,580.00	310,698.20	41,635.95	327,757.00
2025 (YTD)	1,734,816.43	358,904.21	120,757.07	101,560.27	25,187.40	179,220.87
	10,016,095.65	1,906,125.33	636,761.45	819,634.53	123,247.39	861,282.55