FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

AGENDA
FINANCE, WAGE & PERSONNEL STANDING COMMITTEE OF THE RTM
Special Meeting
Wednesday, August 20, 2025
6:00 P.M. - Waterford Town Hall
Louise Appleby Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Comment**
5. **To Consider and act upon the minutes of the January 27, 2025 meeting.**
6. **Consideration of and possible action on items referred to committee:**
   A. Review of Ordinance 3.17 Fleet Management. RTC 08/04/2025
   B. New Veteran's Tax Exemption for Disabled Veterans, RTC 08/04/2025
7. **Adjournment**

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TOWN CLERK

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8/4/25

[redacted]

Moderator Goldstien,

Sir, as you know the manner in which we the Town of Waterford fund our fleet is markedly different from many of our neighboring communities. Bourne from recommendations made after the deregulation of power, it is one that if administered correctly fully funds our fleet without the use of traditional methods such as bonding. This method is fair to both the departments requesting the vehicles and the taxpayer as it provides a known funding level fiscal years in advance. To no fault of any particular board or individual the plan is faltering and in need of some alterations if we deem this model worthy of continuing. Without adjustment at its current trajectory our fleet will become unaffordable in just a few budget cycles. This coupled with the rate at which the RTM is able to review and pass an ordinance is on average over a year, making now the time to act if we wish impact the fleet plan for FY 27-28. Some items recommended for consideration would be,

> 3.17.050- Include alternative funding methods such as lease purchase to be available to be requested as a variance for vehicles over a certain price point.
>
> 3.17.060- Charge the Ad Hoc Committee with the development of a funding level to be submitted to the First Selectman. Similar to a request made by any other departments.
>
> Add the ability for the RTM to recommend a 0 sum back to the Board of Selectman the same as the Board of Finance.
>
> Add transparency to the funding level by requiring out year budget impacts at current funding requests along with calculations as backup materials.
>
> Add the ability for the Fleet Ad Hoc to issue a variance itself without a request from a department head on issues of funding.

These are but a few changes that if implemented would bring sustainability along with greater transparency and understanding of how our fleet plan is funded and functions. Therefore, I am requesting that ordinance 3.17 Fleet Management Plan and Reserve Account Fund be sent into committee for review and possible alteration.

Respectfully Submitted,

Timothy R. Condon

District 1

Representative Town Meeting

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Chapter 3.17

FLEET MANAGEMENT PLAN AND RESERVE ACCOUNT FUND

Sections:

3.17.010 Establishment.

WHEREAS, The first selectman, acting pursuant to this authority under the Town Charter Section 3.2.3 is authorized to develop a capital spending plan, which is then ratified by the board of selectmen and board of finance and forwarded to the representative town meeting;

WHEREAS, "Capital items" include capital expenditures that exceed ten thousand dollars in cost, such as vehicles and other apparatus;

WHEREAS, the finance director, acting under the first selectman and board of finance, has proposed that the capital spending plan include a component entitled, "Fleet Management Plan" to properly manage the capital expenses of said vehicles and apparatus and account for those specific town funds;

NOW, THEREFORE, a fleet management plan and reserve account ordinance is hereby established to be known as the fleet management plan.

(Amend. of 6-1-09)

3.17.020 Applicability.

This chapter shall apply to all town boards, commissions, agencies and departments, including the town board of education.

(Amend. of 6-1-09)

3.17.030 Intent of plan.

In recognition of the budgetary burden to maintain its fleet, the Town of Waterford shall prospectively recognize the annual costs associated with fleet replacement based upon defined life-cycle parameters and establish a segregated reserve fund to account for timely asset replacement, using a combination of proceeds derived from an equalized rate of annual appropriation complemented by residual value proceeds and fund investment income.

It is the intent to level the budgeting requirement of fleet replacements over an extended period of time and to that end it is recognized that the annual budget requirement will not be equal to the defined costs of replacement. The plan is structured using the full replacement value of the fleet as a base and spreading the cost over a number of years to provide a constant level of budget annually and allow the residual resale values of the replaced vehicles and the fund performance (investment income) to equalize the annual cost differentials.

(Amend. of 6-1-09)

3.17.040 Implementation.

The first selectman, under the authority of Charter Section 3.2.3, capital spending plan, through the town finance director, shall supervise and implement a "fleet management and 5-year capital improvement plan guideline" to effectuate the administration of the fleet management plan.
(Amend. of 6-1-09)

3.17.050 Definitions.

Variance. Any change that involves a substitution in equipment, change in the replacement year called for in the plan, or expenditure for a budgeted acquisition in excess of ten percent of the amount noted in the plan, or twenty-five thousand dollars, whichever is less.
(Amend. of 2-6-17(1); Amend. of 6-1-09)

3.17.060 Reserve account agreement.

Procedures:

1. The first selectman, with the advice of the finance director, will develop a funding level for the asset replacement schedule for the current year capital budget. As part of the annual capital improvement budgetary process, departments will be provided with a list of assets within its department scheduled to be replaced in the upcoming fiscal year. If the department heads have recommendations other than that defined by the plan, they must justify in writing each change to the first selectman.

2. During the budgetary process, once the department heads agree with the vehicles/equipment due for replacement in the budgetary period as defined by "the plan," the value of all departmental replacements is to be noted on the project consolidation form under the project name of fleet management in the current year capital budget.

3. The first selectman will provide the board of selectmen with a list of assets due for replacement in that fiscal year (the "plan") together with a summarization of the departmental requests and put forth a recommendation on the funding level of fleet management in the current year capital budget. This recommendation will be calculated by using an average of the next seven years' funding requirements. This level of budget will remain constant throughout that period only if the plan is not amended to eliminate or increase the number of assets from the prior year.

4. Any town official or board who/which seeks to challenge the first selectman's asset replacement list shall bring their challenges directly to the board of selectman for its consideration as part of its recommendation to the board of finance for current year capital budget. Moreover, all town boards, commissions, and officials may appeal the plan's total budget before the RTM at its annual budget meeting each fiscal year.

5. The board of finance through its budget review process will make a recommendation to the representative town meeting on the first selectman's fleet management plan, as part of the current year capital budget.

6. The board of finance can recommend approval of the first selectman's plan or return the fleet management plan to the board of selectmen with a zero dollar recommendation for the board of selectmen to reconsider the plan as a whole or to reconsider the appropriation originally put forth by the board of selectmen.

7. The representative town meeting will take final appropriation action.

8. In the event of a variance requested by a department after the budget process has been completed, the first selectman shall commence a meeting of the fleet management ad hoc committee, consisting of the first selectman or his/her designee, RTM moderator or designee, board of finance chairperson or designee,

and finance director to consider the plan variance request. A quorum of three-fourths of the committee is required for business to be transacted. A unanimous vote of the committee present and voting is required for any fleet plan variance to be approved. It is recognized that the process is not static and priorities will change due to service outsourcing, downsizing or technology advancements.

9. If an emergency requiring a mid-year replacement outside the defined schedule should occur (i.e., replacement of a vehicle damaged in an accident), the department head shall request a meeting of the fleet management ad hoc committee to determine if such vehicle will be replaced out of cycle. The committee shall report to the board of finance on any approvals granted through this process.

(Amend. of 2-6-17(1); Amend. of 6-1-09)

3.17.070 Fleet management reserve fund.

The Town of Waterford will maintain a segregated account entitled, "fleet management reserve fund" and all assets maintained in this account shall be invested in a manner to satisfy the anticipated liquidity needs to replace assets. Any assets being held in reserve beyond that required for current year replacements, may be invested in securities or other appropriate instruments in which liquidity is not a consideration in order to maximize investment earnings. All investment earnings shall be redeposited in the account for the purpose of offsetting the expense of providing fleet replacement funds.

The major source of funding will be provided through an annual operating transfer in from the current year capital fleet management line item.

Residual values from sale of replaced equipment shall also be deposited into this account for the purpose of offsetting the expense of providing fleet replacement funds. The fund may also accept revenue from other sources such as rental of equipment or vehicles, grants, gifts or donations.

Funds may be expended from the fleet management reserve fund if they have previously been appropriated by the representative town meeting or an exception from the fleet management plan has been approved by the board of finance expenditure authorization committee.

An annual reconciliation/accounting shall be completed by the finance department and subject to audit to verify the expenses of the account.

(Amend. of 6-1-09)

3.17.080 Effective date.

This chapter shall take effect fifteen days from date of passage, and shall remain in effect until otherwise amended, pursuant to Section 3.1.13 of the Waterford Charter.

(Amend. of 6-1-09)

6B

Town of Waterford

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE: 860-442-0553
www.waterfordct.org

July 31, 2025

RE: New Veteran's Tax Exemption for Disabled Veterans

Dear Mr. Goldstein:

As Moderator of the RTM, please find attached a memo from Paige Walton regarding a new benefit for 100% disabled veterans in Waterford for a real estate tax exemption. I support this additional exemption on behalf of the eligible veterans who have served our country with honor and distinction. In order for this exemption to be offered to our disabled veterans, it is necessary to move quickly to have the benefit available for the next tax year commencing October 1, 2025.

Please refer this matter to the appropriate standing committee of the RTM and have the standing committee work closely with the Town Attorneys to effectuate the ordinance changes necessary by October 1, 2025.

Your assistance and cooperation are appreciated.

Very truly yours,

Robert J. Brule

Robert Brule

Attachment

cc: Paige Walton, Tax Assessor
David Campo, Town Clerk
Nicholas Kepple, Town Attorney
Robert Avena, Town Attorney

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WATERFORD, CT
2025 JUL 31 P 3:35
ATTEST: [signature]
TOWN CLERK

INTERDEPARTMENTAL MEMORANDUM

Date:	July 10, 2025
To:	Robert Avena, Town Attorney
	Robert Brule, First Selectman
From:	Paige Walton, Assessor
Subject:	PA 25-168

PA 25-168, which includes language amending prior Senate Bill 1276, was signed by the Governor on June 30th and is effective as of October 1, 2025.

PA 25-168 makes changes to and clarifies the existing tax exemption for qualifying veterans with a 100% Permanent and Totally Disabled service connected VA rating. As passed, the bill allows a town to either expand or limit the existing dwelling exemption for P&T veterans. Municipalities can choose to exempt up to two acres of the qualifying veteran's lot; extend the exemption to unmarried surviving spouses of veterans who died prior to the original bill's inception date of 10/1/2024; or limit the exemption amount to the median assessed value of residential real property.

Additionally, under sections 240 & 241, the bill allows for any municipality, by vote of its legislative body to extend the dwelling exemption to qualifying Gold Star spouses and veterans with a rating of TDIU (Total Disability based on Individual Unemployability).

Currently there are six veterans with a TDIU rating that did not receive the dwelling exemption under the veteran's bill that was passed last year. There is also one Gold Star surviving spouse that has recently applied for the existing $20,000 exemption, who would qualify for the dwelling exemption if the municipal option were in place.

If the Town of Waterford chooses to adopt the expanded TDIU and Gold Star exemptions the estimated tax loss in FY 26-27 based on current applications is approximately $30,000.

Att. : PA25-168