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TEL: (203) 977-4699  
FAX: (203) 977-5030

## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

## BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, October 14, 2021

Time: 7:00 p.m.

### MINUTES

\*\*\*\*\* *Agenda Items were taken in the following order during meeting:*

**#1,#2,#24,#11,#10,#3,#4-#6,#25,#7-#8,#9,#12,#13,#14,#15,#16,#17,#18,#19-#22,#23,#24,#26,#27**

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:04pm

MEMBERS PRESENT: Richard Freedman, Mary Lou Rinaldi, David Mannis, Frank Cerasoli and Geoff Alswanger. Kieran Ryan was not present.

OTHERS PRESENT: Mayor David Martin, Sandy Dennies, Chuck Williams, Jay Fountain, Laura Burwick, Alfred Cava, Mark McGrath, Burt Rosenberg, Jody Bishop-Pullan, John Varamo, Vin Tufo, Ellen Bromley, Anita Carpenter, Ted Jankowski, Chris Weed, Ryan Fealey, Jackie Figueroa, Michael Pollard, J.R. McMullen, Mike Robles, Isadore Sobdowski, Lee Berta, Mike Pensiero and Scott Duckworth.

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD:

#### 1. MINUTES

Request for approval of minutes of the following meeting:

Regular Monthly Meeting – September 9, 2021

**Submitted by:** Tracy Donoghue, Clerk, Board of Finance

Motion to approve by Mary Lou Rinaldi, seconded by David Mannis. Vote passed unanimously, 5-0-0.

2. POSSIBLE DISCUSSION – MAYOR DAVID MARTIN

(Video 00:00:15)

Mayor David Martin may address the Board of Finance on pending issues. The Mayor was in attendance to support the presentation of several items.

3. BUDGET UPDATE – BOARD OF EDUCATION (Video 01:30:18)

Ryan Fealey, Director of Finance, Board of Education, will provide a brief update on the BOE budget. Ryan Fealey had no update.

4. APPROVAL OF CONTRACT – ORACLE – FOR THE LICENSING AND PERMITTING MODULE OF THE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM (Video 01:31:18)

Requesting approval of a contract exceeding \$100,000 between Oracle America, Inc. and the City for implementation of licensing and permitting system.

**Action Requested:** Approval of Contract  
**Amount:** \$979,000 (Fixed Price Services)  
**Fund:** Capital Budget  
**Submitted by:** Sandy Dennies, Director of Administration  
**Attending:** Sandy Dennies, Chuck Williams

Action – see item # 6

5. APPROVAL OF CONTRACT – CAN/AM TECHNOLOGIES (PARTNER OF ORACLE) – FOR THE IMPLEMENTATION OF CASHING MODULE, “TELLER”.

Requesting approval of a contract exceeding \$100,000 between CAN/AM Technologies (Oracle’s partner) to implement

**Action Requested:** Approval of Contract  
**Amount:** \$499,460  
\$332,700 Subscription fees over five years/\$66,540 annually  
\$141,760 Implementation Fee  
\$25,000 Travel Cost  
**Fund:** Capital Budget  
**Submitted by:** Sandy Dennies, Director of Administration  
**Attending:** Sandy Dennies, Chuck Williams

Action – see item #6

6. APPROVAL OF 1<sup>ST</sup> AMENDMENT TO AGREEMENT WITH INTERNATIONAL CONSULTING ACQUISITION CORP.D/B/A ISG PUBLIC SECTOR FOR PROJECT MANAGER – ERP SYSTEMS IDENTIFICATION AND IMPLEMENTATION

Due to the updated timeline and phasing of the ERP project, with the final phase including Licensing and Permitting, and Cashiering, the ISG Project Management Contract which currently runs through October 1, 2023 will be extended on a month-to-month basis.

**Action Requested:** Approval of 5% increase in cost  
**Amount:** \$33,250 per month to \$34,912.50 per month  
**Fund:** Capital Budget  
**Submitted by:** Sandy Dennies, Director of Administration  
**Attending:** Sandy Dennies, Chuck Williams

Sandy Dennies introduced Isadore Sabdowski, the newly hired Chief Information Officer (CIO) for the City of Stamford.

Items #4 - #6 were presented by Sandy Dennies and Chuck Williams.

Motion to approve items #4 - #6 by Geoff Alswanger, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

7. REQUEST FOR ADDITIONAL APPROPRIATION – UAW WAGE RETRO PAYOUT (Video 01:59:12)

Request to appropriate to fund the UAW Retro wage increase obligation for FY20/21 per a recent contract settlement.

**Action Requested:** Approval of appropriation  
**Amount:** \$393,037  
**Fund/Budget:** Fund Balance  
**Submitted by:** David Martin, Mayor  
**Attending:** Alfred Cava, Director of Human Resources  
Jay Fountain, Director, OPM

*Action – see item #8*

8. REQUEST FOR ADDITIONAL APPROPRIATION – UAW WAGE INCREASE FY20/21 AND FY 21/22

Request to appropriate funds per the increased obligations for FY20/21 and FY21/22 per a recent contract settlement.

**Action Requested:** Approval of appropriation  
**Amount:** \$928,060  
**Fund/Budget:** Contingency  
**Submitted by:** David Martin, Mayor  
**Attending:** Alfred Cava, Director of Human Resources  
Jay Fountain, Director, OPM

Motion to approve items #7 and #8 by David Mannis, seconded by Geoff Alswanger. Vote passed unanimously, 5-0-0.

9. REQUEST FOR APPROPRIATION – STORM LOSS REIMBURSEMENT FUND BALANCE  
(Video 02:03:02)

This appropriation would serve to transfer funds from the General Fund to the Risk Management Fund to establish a reserve help fund for storm related costs for city facilities such as those associated with Storm Ida.

<b>Action Requested:</b>	Approval of appropriation
<b>Amount:</b>	\$1,612,449
<b>Fund/Budget:</b>	General Fund
<b>Submitted by:</b>	David Martin, Mayor; Sandy Dennies, Director of Administration
<b>Attending:</b>	Jay Fountain, Director, OPM

Motion to approve by Mary Lou Rinaldi, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

10. REQUEST FOR ADDITIONAL APPROPRIATION – EARLY CHILDHOOD – AMERICAN RESCUE PLAN FUNDS – EARLY CHILDHOOD SCHOLARSHIPS (Video 01:14:20)

This request is 100% eligible as an ARP project and would be completely funded through ARP dollars. Quality daycare is critical to Stamford's workforce and early childhood education helps children gain the Necessary academic, emotional and social skills to prosper in elementary school and beyond. \$500,000.00 would provide scholarship to between 15 – 100 Stamford children ages 0 – 5 depending tuition. This will be available to Stamford children enrolled in any Stamford licensed center-based daycare. The sliding fee scale ranges from \$8/week to \$270/week. Stamford does not offer many subsidized or State funded spots for children that are 0-3 years old. Stamford only has 48 available Early Head Start spaces for children 0 – 3 that are offered by CLC. 100% of the funds would support Low-income families with childcare scholarships. The application process would be conducted similar to the established process, supported through the ongoing monitoring of sites conducted by the School Readiness Liaison.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$500,000.00
<b>Fund/Budget:</b>	100% Grant Funded
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Anita Carpenter

Motion to hold item by Richard Freedman, seconded by Geoff Alswanger. Vote to hold item passed 3-0-2.

Mary Lou Rinaldi and Frank Cerasoli voted against holding the item.

11. REQUEST FOR ADDITIONAL APPROPRIATION – OFFICE OF ECONOMIC DEVELOPMENT – AMERICAN RESCUE PLAN FUNDS – PUBLIC MURAL CONNECTIVITY PROGRAM (Video 01:00:52)

As requested by numerous individuals to set aside 1% of ARP funding for arts projects. This proposal is 100% funded through the ARP funds. The project will stimulate the arts and tourism sector by creating a largescale public art project consisting of murals and lighting. The project will focus on the infrastructure corridor between Downtown and South End with art and creative place making. By enhancing the streetscape around the Stamford Transportation Center, which is a connector between two lively and diverse neighborhoods, all retailers would benefit from increased activity by pedestrians. This project is a partnership with the Stamford Downtown and will support engagement with the local arts community. Use of funds includes an estimated breakdown: \$50,000 for Law Enforcement; \$20,000 for permits and fees; \$300,000 for materials and supplies; \$120,000 for contractual/consultant expenses.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$490,000
<b>Fund/Budget:</b>	100% Grant Funded
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Anita Carpenter

Mayor David Martin presented item. John Varamo, Program Manager, Arts & Culture, Department of Economic Development added further details to presentation.

Motion to approve by Geoff Alswanger, seconded by Mary Lou Rinaldi. Vote failed unanimously, 0-0-5.

12. REQUEST FOR ADDITIONAL APPROPRIATION - HOMELAND SECURITY (Video 02:13:15)

Allocation of FY21-22 Homeland Security Award for Equipment and Maintenance of Assets to enhance the preparedness and response capabilities of first Responders throughout Lower Fairfield County. Stamford to receive \$50,000.00 to act as fiduciary.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$675,524
<b>Fund/Budget:</b>	100% Grant Funded
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Anita Carpenter

Motion to approve by David Mannis, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

13. TRANSFER REQUEST – HOMELAND SECURITY FUNDING (Video 02:14:42)

Transfer Homeland Security Funding from the General Funds to Grants to pay for Stamford's share of the UASI Radio maintenance.

<b>Action Requested:</b>	Transfer of Funds
<b>Amount:</b>	\$30,148
<b>Fund:</b>	General Funds
<b>Submitted by:</b>	Anita Carpenter, Department Director
<b>Attending:</b>	Anita Carpenter, Jay Fountain, Director, OPM

Motion to approve by Mary Lou Rinaldi, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

14. DISCUSSION – YEAR END FY20/21 EXCESS OF REVENUE OVER EXPENDITURES (Video 02:16:00)

The OPM department has completed its estimate for year-end excess of revenue over expenditures for FY21. Final audit adjustments could result in some changes to the estimates.

**Submitted by:** Jay Fountain, Director, OPM  
**Attending:** Jay Fountain

15. REQUEST FOR APPROPRIATION OF A PORTION OF PRIOR YEAR GENERAL FUND BALANCE (FY20/21) - \$19,500,000 (Video 02:24:20)

The General Fund of the City of Stamford is estimated to end FY20/21 with a surplus of approximately \$19,500,000. This request is to appropriate this amount to the purposes outlined below:

**Action Requested:** Approval of Appropriation  
**Amount:** \$19,500,000  
**Fund/Budget:** General Fund  
**Submitted by:** Sandy Dennies, Director of Administration  
**Attending:** Sandy Dennies, Jay Fountain

a) Rainy Day Purposes - \$500,000

In accordance with Sec C8-30-3 subsection (b) of the City Charter, it is requested that the Board approve the assignment of \$500,000 from the FY20/21 excess of revenues over expenditures for Rainy Day purposes.

b) Risk Management Fund - \$1,000,000

This appropriation would serve to fund the transfer of funds from the General Fund to the Risk Management Fund for use in continuing to fund the deficit related to the City's Heart and Hypertension future claims estimate and an increase in estimated claims and judgments.

c) Risk Management Fund - \$2,400,000

This appropriation is to establish a reserve in the Risk Management Fund to help fund storm related costs for city facilities such as those associated with Storm Ida.

d) Board of Education – Capital Non-Recurring - \$4,187,486

This appropriation would serve to fund the transfer of funds from the General Fund toward BOE short term capital projects.

e) City – Capital Non-Recurring - \$11,412,514

This appropriation would serve to fund the transfer of funds from the General Fund to the Capital Non-Recurring Fund for use in funding board approved capital projects that may be more appropriately funded with short term capital thereby reducing the interest expense associated with the use of bond funding.

Motion to approve by Frank Cerasoli, seconded by Geoff Alswanger. Vote passed unanimously, 5-0-0.

16. TRANSFER REQUEST – OLD TOWN HALL-SEASONAL JANITORIAL HELP (Video 02:04:24)

Soon after taking over the Old Town Hall, it was determined that the level of custodial services in the building were less than originally anticipated. Instead of using our contracted service company (Affenico) to perform these duties, we would instead use seasonal workers which would provide for less hours at a lesser cost. This request is to move \$44,000.00 for Contracted Services/Custodial Services to Old Town Hall/Seasonal to cover the cost of seasonal through the end of FY22.

<b>Action Requested:</b>	Transfer of Funds
<b>Amount:</b>	\$44,000.00
<b>Fund/Budget:</b>	Old Town Hall
<b>Submitted by:</b>	Mark McGrath, Department Director
<b>Attending:</b>	Mark McGrath

Motion to approve by Mary Lou Rinaldi, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

17. TRANSFER REQUEST – TRANSFER OF COMMUNITY SOCIAL SERVICES FUNDS (Video 02:38:47)

These funds are overseen by the Department of Social Services. This account is used for one-time expenses for social-service related needs. For example, funds from this account were recently used to pay for a night in a hotel for a recently discharged hospital patient. The transfer is being requested to allow social services department staff to readily access the funds because the line item reside in the outside agencies grouping.

<b>Action Requested:</b>	Transfer of Funds
<b>Amount:</b>	\$15,500.00
<b>Fund/Budget:</b>	Community Social Services Funds
<b>Submitted by:</b>	Ellen Bromley, Department Director
<b>Attending:</b>	Ellen Bromley

Motion to approve by Geoff Alswanger, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

18. TRANSFER REQUEST – OLD TOWN HALL (OTHRA) RESERVE BALANCE – CURRENTLY \$2,735,268.79 (Video 02:40:21)

Request to approve the transfer of the OTHRA reserve balance in Capital Projects Fund 10. The operations of Old Town Hall was recently transferred from the OTHRA back to the City. A reserve was set up in 2007 to secure bonds and has a balance of \$2,735,268.79 as of 8/31/2021. It is being requested that the Board approve a transfer of the current reserve balance of \$2,735,268.78 (subject to a slight change based on daily market movement) from Capital Projects Fund 10 to Capital Non Recurring Fund 12 so these funds can be used to fund capital projects that have been appropriated or will be appropriated in the future.

<b>Action Requested:</b>	Transfer of Funds
<b>Amount:</b>	\$2,735,268.79
<b>Fund:</b>	Capital Projects Fund 10
<b>Submitted by:</b>	David Martin, Mayor; Sandy Dennies, Director of Administration
<b>Attending:</b>	Jay Fountain, Director, OPM

Motion to approve by David Mannis, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.

19. TRANSFER REQUEST – YEAR END FY20/21 BOF TRANSFERS – COVID RELATED ELECTION EXPENSES (Video 02:42:01)

Transfer total amount of \$173,951 to Grant Fund (01480809024) to cover COVID related expenses.

**Action Requested:** Transfer of Funds  
**Amount:** \$173,951  
**Fund:** (\$151,687 from Empl Ben/Labor Contract Est.01483018911)  
(\$ 22,264 from Empl Ben/Unemployment Comp – 01483012500)  
**Submitted by:** Anita Carpenter, Department Director  
**Attending:** Jay Fountain, Director, OPM

*Action – see Item #22*

20. TRANSFER REQUEST – YEAR END FY20/21 BOF TRANSFERS – TERRY CONNORS ICE RINK

Transfer \$9,400 to Ice Rink/Social Security (45421462200)

**Action Requested:** Transfer of Funds  
**Amount:** \$9,400  
**Fund:** Ice Rink/Salaries (45421461100)  
**Submitted by:** Mark McGrath, Department Director  
**Attending:** Jay Fountain, Director, OPM

*Action – see Item #22*

21. TRANSFER REQUEST – YEAR END FY20/21 BOF TRANSFERS – COMMUNITY NURSING

Transfer \$92,669 to Comm Nurse/Seasonal (01438221203)

**Action Requested:** Transfer of Funds  
**Amount:** \$92,669  
**Fund:** Comm/Nurse/Salaries (01438221100)  
**Submitted by:** Jody Bishop-Pullan, Acting Department Director  
**Attending:** Jay Fountain, Director, OPM

*Action – see Item #22*

22. TRANSFER REQUEST – YEAR END FY20/21 BOF TRANSFERS – TOWN CLERK

Transfer \$31,380 to Town Clerk/Permanent Part-Time (01450501202) and \$3,833 to Town Clerk/Seasonal (01450501203)

**Action Requested:** Transfer of Funds  
**Amount:** \$35,213  
**Fund:** Town Clerk/ Salaries (01450501100)  
**Submitted by:** David Martin, Mayor  
**Attending:** Jay Fountain, Director, OPM

Motion to approve Items #19 - #22 by Richard Freedman, seconded by Frank Cerasoli. Vote passed unanimously, 5-0-0.



**23. RESUBMISSION FOR APPROVAL OF LEASE AGREEMENT – 83 LOCKWOOD AVENUE STAMFORD – DOMUS KIDS, INC.** *(Video 02:47:35)*

This request is for approval of a lease agreement between the City of Stamford and Domus, Inc. with an initial term of three (3) years commencing retroactively on July 1, 2019, and terminating June 30, 2022. The term will automatically renew for one year every year thereafter unless terminated by either party.

<b>Action Requested:</b>	Approval of lease agreement
<b>Amount:</b>	\$55,008.00 per year in monthly installments of \$4,584.00
<b>Submitted by:</b>	David Martin, Mayor
<b>Attending:</b>	Cindy Grafstein, Special Assistant to the Mayor (TBC)

Motion to hold item by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote to hold item passed unanimously, 5-0-0.

**24. REQUEST FOR APPROVAL OF AMENDED AND RESTATED LEASE FOR THE SMITH HOUSE SKILLED NURSING FACILITY AND SCOFIELD MANOR THE RESIDENTIAL CARE HOME AT 88 ROCK RIMMON ROAD, CITY OF STAMFORD, STATE OF CONNECTICUT** *(Video 00:00:56)*

Approval of The Amended and Restated Lease is requested to enable Charter Oak Communities to transfer the operations of Scofield Manor to Center Management. This amends the original Lease for the Smith House Skilled Nursing Facility which became effective on May 2, 2017.

<b>Action Requested:</b>	Approval of Amended and Restated Lease
<b>Submitted by:</b>	David Martin, Mayor
<b>Attending:</b>	David Martin, Mayor; Laura Burwick

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger.

Motion to approve withdrawn by Mary Lou Rinaldi.

Motion to hold item by Mary Lou Rinaldi, seconded by Richard Freedman. Vote to hold item passed unanimously, 5-0-0.

**25. REQUEST FOR APPROVAL OF TENTATIVE AGREEMENT BETWEEN THE CITY OF STAMFORD AND THE UAW** *(Video 01:53:40)*

Requesting approval of tentative agreement for FY20/21 and FY21/22.

<b>Action Requested:</b>	Approval of tentative agreement
<b>Submitted by:</b>	Alfred Cava, Director of Human Resources
<b>Attending:</b>	Al Cava

Motion to approve by Geoff Alswanger, seconded by David Mannis. Vote passed unanimously, 5-0-0.

26. BID WAIVER #(PENDING) – CENTRAL SQUARE TECHNOLOGIES, LLC – SOFTWARE PROGRAM FOR POLICE DEPARTMENT AND 911 EMERGENCY COMMUNICATIONS-INCLUDES SOFTWARE SUPPORT AGREEMENT, SUBSCRIPTION SERVICE & USE AGREEMENT AND SYSTEM PURCHASE AGREEMENT (Video 02:50:42)

Request for approval of a bid waiver under Purchasing Ordinance Section 23-18.3B(1)(a) (*Only one reasonable or qualified source can be identified*).

<b>Action Requested:</b>	Approval of Bid Waiver
<b>Amount:</b>	\$1,350,000
<b>Fund/Budget:</b>	General Fund
<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety
<b>Attending:</b>	Ted Jankowski

Motion to approve by Geoff Alswanger, seconded by David Mannis. Vote passed unanimously, 5-0-0.

27. ADJOURNMENT (Video 03:04:13)

Motion to adjourn by Mary Lou Rinaldi, seconded by Richard Freedman. The meeting was adjourned at 10:10pm.

**Tracy Donoghue**

**Tracy Donoghue  
Clerk of the Board**

***This meeting is on video.***