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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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### BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, December 12, 2019 – 7:10 p.m.

Board of Finance Meeting Room, 4<sup>th</sup> Floor

### AGENDA

CALL TO ORDER: Chair Richard Freedman

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION

#### REPORTS TO THE BOARD:

- A. Audit Committee Meeting report on Workers' Compensation Claims Audit
- B. Contingency Update – FY 19-20
- C. Board of Finance and Administration Transfer Report – FY 19-20

#### 1. MINUTES: Request for approval of minutes of the following November 2019 meetings:

Audit Committee Meeting – November 14, 2019;  
Regular Monthly Meeting – November 14, 2019; and  
Special Meeting – November 26, 2019.

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

2. POSSIBLE DISCUSSION – PENDING NEGOTIATIONS

The Mayor may address the Board of Finance in executive session on any pending contract negotiations.

3. FISCAL UPDATE – SPED BUDGET

Dr. Tamu Lucero, Superintendent of Schools, will be present to give an update on the Special Education budget.

4. TRANSFER OF FUNDS – ELECTRONIC MEDICAL RECORD SYSTEM FOR CLINIC – DEPARTMENT OF HEALTH

Request for a Transfer of Funds for the procurement of an electronic medical record system for the clinic.

**Action Requested:** Approval of Transfer

**Amount:** \$48,870

**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contrib.  
To: 01438226610 – Community Nursing/Software Maintenance

**Submitted by:** Jennifer Calder, Director of Health

**Attending:** Dr. Calder (TBC)

5. EXCHANGE OF PROPERTY – O&G INDUSTRIES, INC.

Request for approval of an exchange of property between O&G Industries, Inc. and the City of Stamford related to FST CV 09-5012574 S. It is made in connection with roadway improvements in the Pulaski/Davenport Street area initiated by the City of Stamford Engineering Department. This item was held at the July 11 and August 14 meetings of the Board. In addition to the exchange, it is requested ancillary approvals of Roadway Completion Agreement, Temporary Construction Easement, and Permanent Pump Station Access Easement from O&G to the City of Stamford. *(At the time of printing, back-up materials were not available.)*

**Action Requested:** Approval of Exchange of Property and ancillary approvals.

**Amount:** None

**Fund/Budget:** -

**Submitted by:** Mayor's Office

**Attending:** James Travers, Transportation Bureau Chief; or Garrett Bolella, Traffic Engineer;  
Representatives of O&G Industries, Inc.

6. APPROVAL OF AGREEMENT (RFP No. 776) – CITY-WIDE PARKING PLAN – BUCKHURST FISH & JACQUEMART, Inc.

Request for approval of an agreement between the City and Buckhurst Fish & Jacquemart, Inc. (BFJ) to develop a City-Wide Parking Plan for the City of Stamford.

**Action Requested:** Approval of Agreement

**Amount:** Not to exceed \$150,000

**Fund/Budget:**

**Submitted by:** Mayor David Martin

**Attending:** Ralph Blessing, Land Use Operations Chief; James Travers; Vikki Cooper,  
Deputy Corporation Counsel

7. CAPITAL PROJECT (CP56182) APPROPRIATION – STREET PATCH AND RESURFACING – TRAFFIC AND ROAD MAINTENANCE

This request is for an appropriation for work done on Capital Project 56182 as part of the Zoning Board conditions. The amount of \$314,494.77 has been received from the Aquarion Water Company.

**Action Requested:** Approval of Capital Project (CP56182) Appropriation  
**Amount:** \$314,494.77  
(Woodway Road, Dorset Lane and Regent Court - \$66,969.79 and Gaymore Drive area - \$247,524.98)  
**Fund/Budget:** Private Contributions  
**Submitted by:** Lou Casolo, City Engineer  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

8. CAPITAL PROJECT (CP56182) APPROPRIATION – STREET PATCH AND RESURFACING - TRAFFIC AND ROAD MAINTENANCE

This request is for an appropriation for work done on Capital Project 56182 as part of the Zoning Board conditions. The amount of \$336,605.65 has been received from the Yankee Gas Services Company DBA Eversource Energy.

**Action Requested:** Approval of Capital Project (CP56182) Appropriation  
**Amount:** \$336,605.65  
(Travis Avenue - \$114,440.09 and Weed Avenue - \$222,165.56)  
**Fund/Budget:** Private Contributions  
**Submitted by:** Lou Casolo, City Engineer  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

9. TRANSFER OF FUNDS – ADDITIONAL ASPHALT – TRAFFIC AND ROAD MAINTENANCE

Request for Transfer of Funds for additional asphalt supply for the newly-procured hot box.

**Action Requested:** Approval of Transfer  
**Amount:** \$50,000  
**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contrib.  
To: 01421116501 – Road Maintenance/Supplies - Land  
**Submitted by:** Mark McGrath, Director of Operations  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

10. AGREEMENT – WORKERS’ COMPENSATION AND HEART AND HYPERTENSION CLAIMS ADMINISTRATION - PMA MANAGEMENT CORP. OF NEW ENGLAND (RFP 731)

Request for approval of an agreement between the City of Stamford and PMA Management Corp. of New England for the administration of the City’s Workers’ Compensation and Heart and Hypertension claims.

**Action Requested:** Approval of Agreement  
**Amount:** \$217,500 per year flat rate plus allocated expenses and assessed a fee each quarter year in which the indemnity adjuster’s case load exceeds 165 claims, as noted in the Agreement.  
**Submitted by:** Mayor David Martin  
**Attending:** David Villalva, Risk Manager; Chris Dellaselva, Corporation Counsel

11. DISCUSSION – FUND 15 ACTIVITY – MILL RIVER PARK

Director of OPM Jay Fountain has reviewed the Mill River activity accounted for in Fund 15 and will report to the Board of Finance on this activity.

12. APPROVAL OF BOF REGULAR MEETING SCHEDULE FOR THE CALENDAR YEAR 2020

This request is for approval of the BOF Regular Meeting Calendar for 2020.

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

13. DISCUSSION – BUDGET PRESENTATION CALENDAR 2020-21

Draft Budget Presentation Calendar for the 2020-21 fiscal year. (Discussion Only)

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

The next Regular Meeting of the Board: Thursday, January 9 at 7:00 p.m.

14. ADJOURNMENT

**Cynthia R. Winterle**

**Cynthia R. Winterle**

**Clerk of the Board**