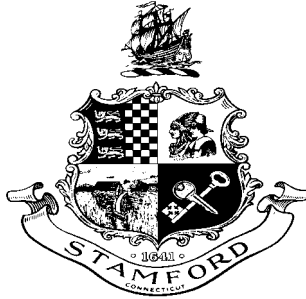


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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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STAMFORD, CONNECTICUT 06904-2152

### MINUTES

Thursday, October 10, 2019 – 7 p.m.

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

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:10 p.m. (Video Part 1: 00:00:00)

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: *There was no public participation*

1. MINUTES: Request for approval of minutes of the September 12, 2019 regular monthly meeting.  
(Video Part 1: 00:00:43)

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

*Motion to approve made by Mr. Kooris, seconded by Mr. Gabriele and passed 5-0-1 with Mr. Williams abstaining as he was not present at the meeting.*

### REPORTS TO THE BOARD (Video Part 1: 00:01:06)

*Audit Committee Chair David Kooris updated the Board on an Audit Committee Meeting held prior to this meeting. He said there was a discussion in executive session on a forensic audit of the Stamford Police Department Central Hiring Office and there was a motion made - and approved - to add this item to the October regular monthly meeting agenda this evening. (See Item 8)*

*Mr. Kooris said there was an internal audit limited review of Stamford Public Schools purchasing credit card (P-Card) usage and travel and reimbursement given by Internal Auditor Teresa Viscariello. He said while no significant findings were identified, the auditor had noted some lack of procedures. The BOE concurred with the auditor's findings and would be implementing revised procedures.*

2. POSSIBLE DISCUSSION – PENDING NEGOTIATIONS (Video Part 1: 00:02:00)

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

*There was no discussion on pending negotiations.*

3. TRANSFER – HEALTH DEPARTMENT – SUPPORT FOR ASTHMA EDUCATION AND SUPPLIES – GRANT FUNDED (Video Part 1: 00:02:05)

Request for approval of a transfer to the following funds to support asthma education and for supplies for the program.

**Action Requested:** Approval of Budget Transfer

**Amount:** \$30,778.73 – Grant funded

**Fund/Budget:** From: 24401651100 – Stamford Hospital Asthma Salaries (\$28,591.74)  
To: 24401656100 – Stamford Hospital Office Supplies (\$28,029.63); and  
From: 24401652200 – Stamford Hospital Asthma FICA (\$2,186.99)  
To: 24401652100 – Stamford Hospital Asthma Med & Life (\$2,749.10)

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

**Attending:** Karen Cammarota, Grants Officer

*Motion to approve made by Ms. Rinaldi, seconded by Mr. William and passed unanimously (6-0-0).*

4. FISCAL UPDATE – SPED BUDGET (Video Part 1: 00:03:22)

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

*Dr. Lucero updated the Board on the SPED budget, concentrating on out-of-district tuition and contracted services. She outlined ways the BOE is trying to hold down costs while providing needed services. She said it was unlikely the BOE would be able to cover a projected full-year shortfall of \$1.5 million in the SPED budget.*

5. ADVISORY OPINION – TENTATIVE AGREEMENT – STAMFORD ADMINISTRATIVE UNIT (SAU) – BOARD OF EDUCATION (Video Part 1: 00:19:11)

The Board of Education (BOE) is requesting an Advisory Opinion be issued by the Board of Finance on the Tentative Agreement between the BOE and the Stamford Administrative Unit (SAU).

**Action Requested:** Issuance of Advisory Opinion

**Submitted by:** Robert Stacy, Executive Director of Human Resources

**Attending:** Mr. Stacy; Dr. Lucero; Mr. George, BOE President; Ms. Heftman, Board Member

*Messrs. Stacy and George provided information on the negotiations and answered questions posed by members of the Board.*

*When the motion to provide a positive opinion was being discussed, the following comments were to be included as part of the opinion:*

- The Board disagreed as to the efficacy of paying to extend the work year by three additional days*
- The Board notes that over the three-year term, the total compounded GWI is approximately .25% higher than the State average for comparable three-year settlements*

*Motion to approve a positive Advisory Opinion, with comments, made by Mr. Williams, seconded by Mr. Freedman passed (5-1-0) with Mr. Ryan opposed.*

6. CAPITAL PROJECT C56182 APPROPRIATION – STREET PATCH AND RESURFACING – GRANT FUNDED (Video Part 1: 00:43:46)

Request for approval of a Capital Project Appropriation for funding secured by the Transportation, Traffic and Parking Department from the Connecticut Department of Transportation for the restoration of Old Long Ridge Road due to traffic diverted to local roads because of the Long Ridge Road bridge replacement project.

**Action Requested:** Approval of Capital Project C56182 Appropriation  
**Amount:** \$250,000  
**Fund/Budget:** State Grant  
**Submitted by:** James Travers, Transportation Bureau Chief  
**Attending:** Mr. Travers

*Motion to approve by Mr. Gabriele, seconded by Ms. Rinaldi passed unanimously (6-0-0).*

7. AGREEMENT – MANAGEMENT PARKING GARAGES – LAZ PARKING LTD, LLC (RFP 761)  
(Video Part 1: 00:47:06)

Request for approval of an agreement between the City of Stamford and LAZ Parking Ltd., LLC, to provide management of the Bedford Street, Bell Street and Summer Street garages.

**Action Requested:** Approval of Agreement  
**Amount:** Year 1 - \$629,100  
Year 2 - \$635,391  
Year 3 - \$641,745  
**Submitted by:** Erik Larson, Purchasing Manager  
**Attending:** Frank Petise, Traffic Engineer and Chris Dellaselva, Assistant Corporation Counsel

Mr. Petise provided information on the bid process and the selection of Laz Parking Ltd. Four bids were received, three companies interviewed and Laz was the lowest bidder meeting bid requirements.

*Motion to approve made by Mr. Williams, seconded by Mr. Kooris passed unanimously (6-0-0).*

8. DISCUSSION – FORENSIC AUDIT OF THE STAMFORD POLICE DEPARTMENT CENTRAL HIRING OFFICE (Video Part 1: 00:49:45)

Director of Administration Michael Handler and Director of Legal Affairs Kathryn Emmett will be present to have a possible discussion in executive session regarding a forensic audit of the Stamford Police Department Central Hiring Office.

*This item was discussed in Executive Session by the Audit Committee at its 6 p.m. meeting.*

*A motion to approve an amount not to exceed \$175,000, with a requirement that the BOF receive a report as to the scope of the audit and as the cost approaches \$50,000, and thereafter with every \$50,000 increment, was made by Mr. Freedman, seconded by Ms. Rinaldi and passed unanimously (6-0-0).*

9. ADDITIONAL APPROPRIATION – FY14/15-18/19 OBLIGATION RE ATTORNEY'S ARBITRATION AWARD (Video Part 1: 00:54:08)

Request for approval of an additional appropriation to fund the Attorney's retro wage increase obligations from FY14/15 – FY18/19 per a recent binding, interest arbitration award.

**Action Requested:** Approval of Additional Appropriation  
**Amount:** \$266,445  
**Fund/Budget:** Fund Balance  
**Submitted by:** Kathryn Emmett, Director of Legal Affairs  
**Attending:** Ms. Emmett and Mr. Handler

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. These adjustments, which do not affect the amount to be approved, should be as follows:*

<u>Reference #</u>	<u>Revised Budget</u>	<u>Balance in Account</u>	<u>Projected Exp.</u>
01483018911	-0-	-0-	\$266,445

*Motion to approve Items 9 and 10 made by Mr. Williams, seconded by Mr. Ryan and passed unanimously (6-0-0).*

10. ADDITIONAL APPROPRIATION – FY19-20 OBLIGATION RE ATTORNEY'S ARBITRATION AWARD (Video Part 1: 00:54:08)

Request for approval of an additional appropriation to fund the Attorney's wage increase obligation for FY19/20 per the recent binding, interest arbitration award.

**Action Requested:** Approval of Additional Appropriation  
**Amount:** \$135,819  
**Fund/Budget:** Contingency  
**Submitted by:** Kathryn Emmett, Director of Legal Affairs  
**Attending:** Ms. Emmett and Mr. Handler

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. These adjustments, which do not affect the amount to be approved, should be as follows:*

<u>Reference #</u>	<u>Revised Budget</u>	<u>Balance in Account</u>	<u>Projected Exp.</u>
01440101100	\$1,445,600	\$1,081,425	\$1,581,425

*Motion to approve Items 9 and 10 made by Mr. Williams, seconded by Mr. Ryan and passed unanimously (6-0-0).*

**11. TRANSFER – ECONOMIC DEVELOPMENT – SUPPORTING ARTS GRANT** (Video Part 1: 00:58:13 )  
(See related Item 12 below.)

Request for approval of a transfer to the following fund for the City's match of the following Supporting Arts grant.

**Action Requested:** Approval of Budget Transfer  
**Amount:** \$5,950  
**Fund/Budget:** From: 01412003001 – Economic Development/Professional Consultant  
To: 01480809024 – Grant Fund  
**Submitted by:** Thomas Madden, Director, Economic Development  
**Attending:** Ms. Cammarota

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. The modification does not affect the amount to be approved and should be as follows:*

<u>Reference</u>	<u>Revised Budget</u>	<u>Projected Exp.</u>
Economic Dev/Prof. Consultant	\$250,000	\$244,500
Transfer to Grant Fund	\$599,079	\$605,029

*Motion to approve Items 11 and 12 made by Mr. Gabriele, seconded by Mr. Williams and passed (5-0-1). Mr. Kooris recused himself for these two items.*

**12. ADDITIONAL APPROPRIATION – ECONOMIC DEVELOPMENT – SUPPORTING ARTS GRANT**  
(See related item 11 above.) (Video Part 1: 00:58:13)

Request for approval of an Additional Appropriation to develop and implement a strategic plan to promote the arts community in Stamford.

**Action Requested:** Approval of Additional Appropriation  
**Amount:** \$11,900 (\$5,950 grant-funded)  
**Fund/Budget:** Transfer from General Fund – Economic Development  
**Submitted by:** Thomas Madden, Director, Economic Development  
**Attending:** Ms. Cammarota

*Motion to approve Items 11 and 12 made by Mr. Gabriele, seconded by Mr. Williams and passed (5-0-1). Mr. Kooris recused himself for these two items.*

**13. CAPITAL PROJECT C56182 APPROPRIATION – STREET PATCH AND RESURFACING**

*(Video Part 1: 01:00:32 )*

Request for approval of a Capital Project Appropriation for funding patching and resurfacing Stamford's roadway infrastructure.

**Action Requested:** Approval of Capital Project C56182 Appropriation  
**Amount:** \$1,600,000  
**Fund/Budget:** Capital Non-Recurring  
**Submitted by:** Mark McGrath, Director of Operations  
**Attending:** Mr. McGrath and Thomas Turk, Traffic and Road Maintenance Supervisor

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. This appropriation request capital forecast detail adjustment, which does not affect the amount to be approved, should be as follows:*

<u>Reference</u>	<u>FY 24/25</u>	<u>Total</u>
Capital Non Recurring	\$6,000,000	\$37,600,000

*Motion to approve made by Ms. Rinaldi, seconded by Mr. Kooris passed unanimously (6-0-0).*

**14. TRANSFER – WOODSIDE FIRE STATION WATER REPAIR** *(Video Part 1: 01:09:40)*

Request for approval of a transfer for water damage, repair and monitoring on/of roof and walls of the Woodside Fire House.

**Action Requested:** Approval of Budget Transfer  
**Amount:** \$38,000  
**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contribution  
To: 01421353626 – Facilities Maintenance/Contract Services-Remediation  
**Submitted by:** Mark McGrath, Director of Operations  
**Attending:** Mr. McGrath and Kevin Murray, Building Manager

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. This account information, which does not affect the amount to be approved, should be as follows:*

<u>Reference</u>	<u>Revised Budget</u>	<u>Projected Exp.</u>
City Support BOE/Teachers Retirement System Contribution	\$4,100,000	\$1,362,000

*Motion to approve made by Mr. Williams, seconded by Ms. Rinaldi passed unanimously (6-0-0).*

**15. TRANSFER – POLICE HEADQUARTERS – UNANTICIPATED EXPENSES** (Video Part 1: 01:12:30)

Request for approval of a transfer for unanticipated expenses for the new Police Headquarters, including additional USA contractual costs, miscellaneous supplies, equipment maintenance and other third party services.

**Action Requested:** Approval of Budget Transfer

**Amount:** \$340,440

**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contribution

To: 01421303622 – Police HQ/Contracted Services-Custodial (\$98,835)  
 01421303601 – Police HQ/Contracted Services (\$46,085)  
 01421306506 – Police HQ/OSHA Safety (\$2,500)  
 01421306603 – Police HQ/Building Maintenance (\$44,000)  
 01421301301 – Police HQ/Overtime (\$4,020)  
 01433006204 – Police Administration/Electric-Utility (\$145,000)

**Submitted by:** Mark McGrath, Director of Operations

**Attending:** Mr. McGrath; Laura Burwick, Special Assistant to the Mayor; and Kevin Murray, Building Manager

*OPM Director Jay Fountain informed the BOF of adjustments to be made to the exhibit provided in this request. This adjustment, which does not affect the amount to be approved, should be as follows:*

<u>Reference</u>	<u>Revised Budget</u>	<u>Projected Exp.</u>
Police Headquarters - Contracted Services – Custodial	\$380,000	\$478,835
Police Admin/Electric Utility	\$140,000	\$285,000
Teacher Retirement System Contrib.	\$1,400,000	\$1,057,560

*Motion to approve made by Mr. Gabriele, seconded by Mr. Williams passed unanimously (6-0-0).*

**16. CAPITAL PROJECT C65200 APPROPRIATION – CITYWIDE VEHICLE REPLACEMENT AND UPGRADE** (Video Part 1: 01:29:46)

Request for approval of a Capital Project Appropriation for Stamford's clean diesel refuse trucks replacement.

**Action Requested:** Approval of Capital Project C65200 Appropriation

**Amount:** \$1,476,000

**Fund/Budget:** Federal Grant - \$568,750  
 Capital Non Recurring - \$907,250

**Submitted by:** Mark McGrath, Director of Operations

**Attending:** Mr. McGrath and Daniel Colleluori, Supervisor of Solid Waste

*Motion to approve made by Mr. Kooris, seconded by Mr. Williams passed unanimously (6-0-0).*

**17. LEASE AGREEMENT – 888 WASHINGTON BOULEVARD - STAMFORD FEDERAL CREDIT UNION**  
(Video Part 1: 01:35:20)

Request for approval of a lease agreement between the City of Stamford and Stamford Federal Credit Union, Inc., for approximately 3,193 square feet of space located in the Government Center on the sixth floor and space in the lobby for an ATM machine.

**Action Requested:** Approval of Lease

**Amount:** \$41,413.21 for the first year with increases over the next five years, as noted in the lease.

**Submitted by:** Mark McGrath, Director of Operations

**Attending:** Mr. McGrath and Mr. Dellaselva

*Mr. Dellaselva was present to provide background on the 5-year lease, which includes a 5-year extension by mutual agreement, and answered questions posed by the Board.*

*Motion to approve by Ms. Rinaldi, seconded by Mr. Kooris passed with a vote of (5-0-1) with Mr. Ryan abstaining.*

**18. AGREEMENT – ADMINISTRATIVE SERVICES FOR STAMFORD POLICE DEPARTMENT – HART HALSEY, LLC (RFP 777) (HELD)** (Video Part 2: 0001:16)

Request for approval of an agreement with Hart Halsey LLC, d/b/a Extra Duty Solutions and the City of Stamford for administrative services for Police Department Extra Duty Employment.

**Action Requested:** Approval of Agreement

**Amount:** \$945,000 per year

**Submitted by:** Lieutenant Scott Duckworth

**Attending:** Lieutenant Duckworth and Mr. Dellaselva

*This item was held.*

**19. AGREEMENT – HEALTH CARE ADVISORY SERVICES – LOCKTON COMPANIES, LLC (RFP 748) (HELD)** (Video Part 2: 00:01:19)

Request for approval of an agreement between the City of Stamford and Lockton Companies, LLC, to provide health care advisory services.

**Action Requested:** Approval of Agreement

**Amount:** \$125,000 Year 1, \$125,000 Year 2, TBD Year 3

**Submitted by:** Erik Larson, Purchasing Manager

*This item was held.*



20. AGREEMENT – INSURANCE BROKERAGE SERVICES TO CITY RISK MANAGEMENT – ARTHUR GALLAGHER RISK MANAGEMENT SERVICES (RFP 724) (Video Part 2: 00:01:32)

Request for approval of an agreement for comprehensive insurance brokerage services to the City's Risk Management Department.

**Action Requested:** Approval of Agreement  
**Amount:** \$125,000 per year  
**Submitted by:** David Villalva, Risk Manager  
**Attending:** Mr. Villalva and Mr. Dellaselva

*Messrs. Dellaselva and Villalva provided information on the selection of the Arthur Gallagher bid, noting that it was based on it being the 4<sup>th</sup> largest insurance brokerage firm worldwide, the second lowest bid, and market knowledge.*

*Motion to approve made by Mr. Ryan, seconded by Mr. Kooris passed (5-0-1) with Ms. Rinaldi abstaining.*

*Mr. Freedman gave a warm welcome back to member Dudley Williams following his recent illness.*

The next Regular Meeting of the Board: Thursday, November 14 at 7:00 p.m.

21. ADJOURNMENT *Motion to adjourn made by Mr. Williams, seconded by Ms. Rinaldi passed unanimously (6-0-0). The meeting adjourned at 8:56 p.m. (Video Part 2: 00:11:06)*

**This meeting is on video.**

[Part 1](#)

[Part 2](#)

**Cynthia R. Winterle**

**Cynthia R. Winterle**

**Clerk of the Board**