

**MAYOR
DAVID R. MARTIN**



**RICHARD FREEDMAN
CHAIR**

MARY LOU T. RINALDI

VICE CHAIR

SAL GABRIELE

DAVID KOORIS

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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, November 14, 2019 – 7 p.m.

Board of Finance Meeting Room, 4th Floor

MINUTES

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

MEMBERS PRESENT: RICHARD FREEDMAN, MARY LOU RINALDI, SAL GABRIELE, DAVID KOORIS (arrived at 7:38), KIERAN RYAN AND DUDLEY WILLIAMS. BOARD MEMBER-ELECT GEOFF ALSWANGER WAS ALSO IN ATTENDANCE.

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: *(Video: 00:00:32)*

Resident Robert Tyska Chairman of the Golf Commission that oversees operation of the E. Gaynor Brennan Municipal Golf Course spoke on Item 10. He proposed that both golf courses in the City be placed under the Golf Authority where they could share equipment and personnel, which would benefit both.

REPORTS TO THE BOARD: (Video: 00:04:04)

- A. Audit Committee Meeting report on (1) **draft** CAFR and (2) Internal Audit Review
Mr. Freedman reported that the Audit Committee heard a report on the CAFR and an Internal Audit Review of the Federal/State Grants Capital Project Receivable Process. These items were discussed at some length and will be reflected in the minutes of the Audit Committee meeting.
- B. Contingency Update – FY 19-20
- C. Board of Finance and Administration Transfer Report – FY 19-20

1. MINUTES: (Video: 00:04:36) Request for approval of minutes of the following October 10, 2019 meetings:

Audit Committee Meeting; and
Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

Motion to approve made by Mr. Gabriele, seconded by Mr. Williams and passed unanimously (5-0-0).

RECOGNITION (Video: 00:04:58)

Mr. Freedman took a few minutes to recognize the following three individuals:

Geoff Alswanger - member-elect to the Board of Finance. *Mr. Freedman congratulated Mr. Alswanger on his election and said the members are looking forward to him joining the Board at the next meeting being held in December.*

Mr. Freedman spoke for the members of the Board saying they all feel sad to say goodbye to the following two members:

Sal Gabriele - *He said Mr. Gabriele is a 'short-timer' having only 12 years in public service, six on the Board of Representatives 2007-2013 and serving on the Board of Finance since 2013, bringing unique perspective to our discussions and will be sorely missed. He added he hoped Sal would be back in public service in the future.*

Dudley Williams - *Dudley spent nine (9) years on the Board of Education from 1995 to 2004, serving as its president twice. He spent three and a half years on the Planning Board and was on the Board of Finance for six years. Mr. Freedman said Dudley is very considerate, very wise and patient and will also be sorely missed.*

He recognized and thanked both Sal and Dudley for their long service.

2. POSSIBLE DISCUSSION – PENDING NEGOTIATIONS (Video: 00:07:22)

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

Mayor Martin was not in attendance.

ITEM REQUESTED UNDER SUSPENSION OF THE RULES (Video: 00:07:23)

- A. *At this point in the meeting Chair Freedman asked that the Board consider taking up an item under Suspension of the Rules. A motion to approve this request to proceed was made by Mr. Gabriele seconded by Ms. Rinaldi and unanimously approved 5-0-0.*

DISCUSSION OF LONG-TERM PLAN FOR STAMFORD PUBLIC SCHOOL FACILITIES

Submitted by: Mike Handler, Director of Administration
Attending: Mike Handler

Mr. Handler gave a presentation on the Long-Term School Facilities Plan. This plan can be viewed online at Stamford Public Schools by searching Long Term School Facilities Presentation or utilizing the video of the meeting linked at the end of these minutes. Mr. Handler indicated he is in the process of putting together an RFP committee to review this plan.

Board Member David Kooris arrived at the meeting at 7:38 p.m. during this discussion.

3. **FISCAL UPDATE – SPED BUDGET** (Video: 00:54:18)

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

Dr. Lucero was present and updated the Board on the SPED budget. She provided an updated cost estimate/comparison for special education specialized programs and estimates the department will be \$2.1 million over budget. She will attend the December meeting of the Board to present updated numbers.

4. **BID WAIVER #1099 – VIKING CONSTRUCTION, INC. - PLAYGROUND SAFETY INSPECTION AND REPAIR** (Video:01:04:41)

Request for Bid Waiver to allow the City of Stamford to proceed with repairs to thirteen (13) schools.

Action Requested: Approval of Bid Waiver
Amount: \$435,152.21
Fund/Budget: Contingency
Submitted by: Mayor David Martin
Attending: Michael Handler

Mr. Handler indicated that most of the work on repairing the playgrounds has been done and some specialty parts are waiting on delivery. The Board asked why this work had not been put out to bid, indicating that the inspections were completed in April (6 schools), May (3 schools), September (3 schools), October (1 school).

*A motion to approve was made by Mr. Williams seconded by Mr. Freedman but **failed** on a vote of 2-2-2 with Messrs. Kooris and Ryan opposed and Ms. Rinaldi and Mr. Gabriele abstaining.*

5. BID WAIVER #1105 – VIKING CONSTRUCTION, INC. – TOILET ROOM RENOVATIONS AT SPRINGDALE ELEMENTARY SCHOOL (Video: 01:15:24)

Request for Bid Waiver for Viking Construction, Inc. to complete the balance of work specified in Bid S-6621, Toilet Room Renovations at Springdale Elementary School.

Action Requested: Approval of Bid Waiver
Amount: \$549,036
Fund/Budget:
Submitted by: Mayor David Martin
Attending: Michael Handler

Mr. Handler said that there have been a number of setbacks in the bathroom repair work at Springdale School, including a contractor who began work and then walked off the job; re-bidding of the work and a contractor not completing the work. The City then asked the bidders to refresh their prices and for additional bids. Viking Construction was the lowest bidder. Viking has been doing work in the school and is able to repair the bathrooms now.

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

6. ADDITIONAL APPROPRIATION – PORT SECURITY – GRANT FUNDED (Video: 01:20:30)

Request for approval of an additional appropriation for grant funds to be utilized to replace a FLIR Camera and Display Unit for a fire vessel. (See Item 7 below)

Action Requested: Approval of Additional Appropriation
Amount: \$39,196 – 75% grant funds (FEMA), 25% City of Stamford
Fund/Budget: Grant Funded/Contingency
Submitted by: Trevor Roach, Fire Chief
Attending: Karen Cammarota, Grants Officer

Prior to the vote, Mr. Gabriele left the room and missed the vote.

Motion to approve made by Ms. Rinaldi seconded by Mr. Williams and passed unanimously (5-0-0)

7. ADDITIONAL APPROPRIATION – PORT SECURITY (Video: 01:20:30)

Request for port security which requires 25% of City share to replace FLIR Camera and Display Unit for a fire vessel to ensure interoperability with the Coast Guard. (See Item 6 above)

Action Requested: Approval of Additional Appropriation
Amount: \$9,799
Fund/Budget: Contingency
Submitted by: Mark McGrath, Director of Operations
Attending: Karen Cammarota

Motion to approve made by Ms. Rinaldi seconded by Mr. Williams and passed unanimously (5-0-0).

At this point in the meeting Mr. Gabriele returned to the meeting room.

8. TRANSFER – LAND USE ADMINISTRATION – CLERICAL SUPPORT AND GIS ANALYST

(Video: 01:22:33)

Request for approval of a transfer to increase hours of clerical support to improve EPB Customer Service and improve overall Land Use operations.

Action Requested: Approval of Transfer
Amount: \$97,827
Fund/Budget: Various
Submitted by: Mark McGrath, Director of Operations
Attending: Ralph Blessing, Land Use Operations Chief

Mr. Blessing explained the need for increasing hours of clerical support to improve EPB customer service and the need for a new GIS analyst to assist in mapping City infrastructure, 5G implementation, addressing and support of planning.

Motion to approve made by Mr. Kooris seconded by Mr. Williams and passed with a vote of 3-2-1 with Messrs. Gabriele and Ryan opposed and Ms. Rinaldi abstaining.

9. TRANSFER – 2020 CENSUS (Video: 01:44:27)

Request for approval of a transfer to provide for the development and printing of promotional materials for the 2020 Census outreach.

Action Requested: Approval of Budget Transfer
Amount: \$5,000
Fund/Budget: From: 01423001203 – Land Use/Seasonal
To: 01423006100 – Land Use/Office Supplies and Expenses
Submitted by: Mark McGrath, Director of Operations
Attending: Jay Fountain, Director of OPM

Motion to approve made by Mr. Kooris seconded by Mr. Gabriele and passed with a vote of 5-0-1 with Mr. Ryan abstaining.

10. AGREEMENT – LEASE MODIFICATION - STAMFORD GOLF AUTHORITY/STERLING FARMS

(Video: 01:45:55)

Request for approval of a lease modification agreement with Stamford Golf Authority/Sterling Farms for the period beginning on the date this lease is executed and terminate on June 30, 2034.

Action Requested: Approval of Lease Modification Agreement
Amount:
Submitted by: Mayor David Martin
Attending: Chris Dellaselva, Mark McGrath

Mr. Dellaselva provided conditions of the lease. There was discussion on a Golf Commission compared to a Golf Authority.

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

At this point in the meeting Mr. Williams left the conference room.

11. AGREEMENT – LEASE – CONGRESSMAN HIMES (Video: 01:53:00)

Request for approval of a lease agreement with Congressman Himes for 966 square feet of office space on the 10th floor of the Government Center. The term of the lease will run through January 2, 2021.

Action Requested: Approval of Lease Agreement
Amount: \$1,796.47 per month
Submitted by: Mayor David Martin
Attending: Chris Dellaselva; Mark McGrath

Motion to approve made by Ms. Rinaldi seconded by Mr. Kooris and passed with a vote of 4-1-0 with Mr. Ryan opposed.

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

(Video: 01:56:06)

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 (TBC); Chris Dellaselva

This item was HELD.

13. AGREEMENT – HEALTH CARE ADVISORY CONSULTANT SERVICES – LOCKTON COMPANIES, LLC (RFP 748) (Video: 01:56:09)

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

Action Requested: Approval of Agreement
Amount: Year 1 - \$125,000
Year 2 – (Optional) - \$125,000
Year 3 – (Optional) - \$125,000
Fund/Budget: -
Submitted by: Mayor David Martin
Attending: Alfred Cava, Director Human Resources; David Villalva (TBC); and Chris Dellaselva

Mr. Dellaselva outlined the awarding of this RFP and Mr. Cava added some background on the company, saying that Lockton represents 30 municipalities in CT, is a local company of high quality which will serve the City well.

During the discussion of this item, Mr. Williams returned to the room.

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

14. CAPITAL PROJECT (CP8219) APPROPRIATION – TRANSPORTATION – TRAFFIC CALMING IMPLEMENTATION (Video: 02:01:04)

The Transportation Department is requesting additional funds for the installation of a rectangular rapid flashing beacon on Atlantic Street, as part of the Zoning Board conditions for the approval of 245 Atlantic Street in the amount of \$13,000, which has been received by the City from True North Stamford LLC.

Action Requested: Approval of Capital Project (CP8219) Appropriation
Amount: \$13,000 (FY 2019/20)
Fund/Budget: Private Contributions
Submitted by: James Travers, Transportation Bureau Chief
Attending: James Travers or Garrett Bolella, Traffic Engineer

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

15. FIRST QUARTER FINANCIAL PROJECTIONS: FY 2019-20 (Video: 02:02:39)

Jay Fountain, Director of OPM, will review the FY 2019-20 first-quarter financial results and projections.

Action Requested: Update
Fund/Budget: FY 2019-20
Submitted by: Jay Fountain

Mr. Fountain provided an overview of the General Fund's revenue and expenditures year-to-date actuals along with first quarter projections. He said as of the end of the first quarter of FY2019-20, the Office of Policy and Management is projecting estimated year-end revenue of \$1,170,140 less than expenditures. Mr. Fountain said overall, revenue is projected to be (\$79,354) less than budgeted and added that City operations are anticipating expenditures, including contingency, to come in under budget by \$1,673,547. He said the Board of Education is projecting to come in with expenditures greater than budgeted of \$2,986,000 for the year because of increased expenditures for special education and facilities. Board of Education Support Services are projected to be \$221,667 less than budgeted.

The next Regular Meeting of the Board: Thursday, December 12 at 7:00 p.m.

16. ADJOURNMENT (Video: 02:09:31)

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

[This Meeting is on Video](#)

Cynthia R. Winterle

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Clerk of the Board