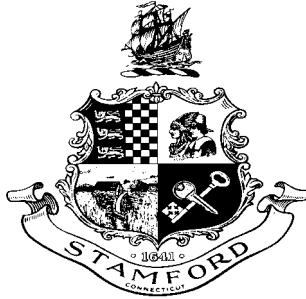


MAYOR
DAVID R. MARTIN



RICHARD FREEDMAN
CHAIR
MARY LOU T. RINALDI
VICE CHAIR
SAL GABRIELE
DAVID KOORIS
KIERAN M. RYAN
DUDLEY N. WILLIAMS

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

DRAFT MINUTES – BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, September 12, 2019 – 7 p.m.

Board of Finance Meeting Room, 4th Floor

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: *There was no public participation.*

Chair Freedman gave an update on Member Dudley Williams who recently underwent emergency surgery and wished him a speedy recovery.

1. **MINUTES:** *(Video: Part 1 – 00:01:40)*

Request for approval of minutes of the August 14, 2019 regular monthly meeting.

Submitted by: Clerk, Board of Finance

Motion to approve made by Mr. Gabriele, seconded by Ms. Rinaldi and passed 5-0-0.

2. POSSIBLE DISCUSSION – PENDING NEGOTIATIONS (Video: Part 1 – 00:01:59)

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

Mayor Martin stated he wished to address the Board of Finance on labor negotiations in executive session. A motion to approve an executive session to discuss labor strategy was made by Mr. Gabriele, seconded by Mr. Kooris and passed 5-0-0. (Video: Part 1 – 00:02:23)

EXECUTIVE SESSION

The meeting entered executive session at 7:08 p.m. Those present were: Board Chair Richard Freedman, Vice Chair Mary Lou Rinaldi, Members Salvatore Gabriele, David Kooris and Kieran Ryan; Mayor David Martin; Chief of Staff Michael Pollard; Director of Legal Affairs Kathryn Emmett; Director of Human Resources Al Cava; Labor Relations Specialist Ana Gonzalez; Superintendent of Schools Tamu Lucero; and Director of Administration Michael Handler (arrived at approximately 7:30 p.m.)

The Board came out of executive session at 8:01 with no votes taken and no actions taken. (Video: Part 2 – 00:00:00)

3. FISCAL UPDATE – SPED BUDGET (Video: Part 2 – 00:00:10)

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

Dr. Lucero gave an update on the special education budget and how it is now being tracked on a weekly basis. She said Out-of-District Placements and Contracted Services were driving up costs. She will continue to update the BOF on a monthly basis.

4. LEASE – TEMPORARY SPACE – TRAILBLAZERS, RISE AND LEAP (Video: Part 2 – 00:19:17)

Request for approval of an agreement between the City of Stamford and Waterfront Office Building, LP, for lease of space at 68 Southfield Avenue, Stamford, for school purposes.

Action Requested: Approval of Lease

Amount: \$25,076 base rent per month

Submitted by: Michael Handler, Director of Administration (Stamford Asset Management Group)

Attending: Mr. Handler; Kathryn Emmett, Esq.; and Stamford Public Schools staff members

This 15,000 sq. ft. space was formally used as a pre-school and is suited for the needs of the Board of Education at this time.

Motion to approve made by Mr. Gabriele, seconded by Mr. Kooris and passed 5-0-0.

At this time Chair Freedman asked that Items 7-11 be heard to expedite routine matters. (Video: Part 2 – 00:24:20)

ITEMS LISTED IN ORDER THEY WERE HEARD

(7) ADDITIONAL APPROPRIATION – MEDICAL RESERVE CORP. WWHD (GRANT-FUNDED)
(Video: Part 2 – 00:24:52)

Request for approval of an additional appropriation for support for a Medical Reserve Corp. and used to pay for supplies.

Action Requested: Approval of Appropriation
Amount: \$6,148 – 2018-19 (Project F39) – 100% Grant Funded
Fund/Budget: Grant-funded - Direct Services
Submitted by: Jennifer Calder, Director of Health
Attending: Jennifer Calder, Karen Cammarota, Grants Officer

One motion to approve Items 7 and 8 made by Ms. Rinaldi, seconded by Mr. Ryan and passed 5-0-0.

(8) ADDITIONAL APPROPRIATION – MEDICAL RESERVE CORP. WWHD (GRANT-FUNDED)
(Video: Part 2 – 00:25:20)

Request for approval of an additional appropriation for support for a Medical Reserve Corp. and used to pay for supplies.

Action Requested: Approval of Appropriation
Amount: \$6,500 – 2019-20 (Project F30) – 100% Grant Funded
Fund/Budget: Grant-funded - Direct Services
Submitted by: Jennifer Calder, Director of Health
Attending: Karen Cammarota, Grants Officer

One motion to approve Items 7 and 8 made by Ms. Rinaldi, seconded by Mr. Ryan and passed 5-0-0.

(9) TRANSFER – HEALTH DEPARTMENT PART-TIME NURSE (Video: Part 2 – 00:25:44)

Request for approval of a transfer to fund a part-time nurse position in lieu of a full-time position.

Action Requested: Approval of Budget Transfer
Amount: \$26,190
Fund/Budget: From: 01438221100
To: 01438221201
Submitted by: Jennifer Calder, Director of Health
Attending: Dr. Calder

Motion to approve made by Mr. Kooris, seconded by Mr. Gabriele and passed 5-0-0.

(10) ADDITIONAL APPROPRIATION – HISTORIC DOCUMENTS PRESERVATION (GRANT-FUNDED) (Video: Part 2 – 00:27:46)

Request for approval of an additional appropriation needed because the grant award, which is fully funded by the State, was increased by \$1,000.

Action Requested: Approval of increase in grant funding.
Amount: \$1,000
Fund/Budget: Grant-funded – Program Supplies
Submitted by: Lyda Ruijter, Town Clerk
Attending: Karen Cammarota

Motion to approve made by Mr. Kooris, seconded by Mr. Gabriele and passed 5-0-0.

- (11) TRANSFER – TOWN CLERK'S OFFICE SEASONAL WORK (Video: Part 2 – 00:28:10)
Request for approval of a transfer of funds to support seasonal work.

Action Requested: Approval of Budget Transfer
Amount: \$2,500
Fund/Budget From: 24401623601 (Consultant)
To: 24401621203 (Seasonal)
Submitted by: Lyda Ruijter, Town Clerk
Attending: Karen Cammarota

Motion to approve made by Mr. Gabriele, seconded by Mr. Kooris and passed 5-0-0.

5. EXTERNAL AUDITOR AGREEMENT – BLUM SHAPIRO (Video: Part 2 – 00:28:37)

Request for approval of an Agreement between the City of Stamford and Blum, Shapiro & Company, P.C. to provide professional auditing services for audits for Fiscal Years 2019, 2020 and 2021, which may be extended at the sole option of the City for audits of the Fiscal Years ended 2022 and 2023. *(This item was held at the August meeting due to the change of the meeting date.)*

Mr. Yanik presented the signed contract and noted the fees for the audit for the first year are the same as they were for the three (3) previous years. Both Mr. Yanik and Mr. Handler answered questions posed. Ms. Rinaldi handed out documents from previous CAFR's showing the balance in the Police Extra Duty account and questioned why Blum, Shapiro had not detected the fraud in this account. Mr. Yanik and Mr. Handler stated that Blum, Shapiro could not have detected fraud of the type that was perpetrated in that account.

Motion to Hold the item until next month made by Mr. Freedman, seconded by Mr. Gabriele and failed 2-3 with Ms. Rinaldi, Mr. Ryan and Mr. Kooris opposed.

Motion to approve made by Mr. Freedman, seconded by Mr. Kooris and passed 3-2 with Ms. Rinaldi and Mr. Ryan opposed.

6. 2019 AUDIT PLANNING COMMUNICATION MEMO – BLUM SHAPIRO (Video: Part 2 – 00:57:22)

Controller David Yanik will be in attendance to present External Auditor Blum Shapiro's 2019 Audit Communication Memorandum. Board members have been provided a copy of the memo. *This item was held at the August meeting due to the fact that the External Auditor's contract had not been signed.*

Submitted by: David Yanik, Comptroller
Attending: David Yanik

Mr. Yanik was present to discuss the 2019 Audit Planning Communication Memo, which had been discussed and made available to the Board of Finance at its August meeting. He advised that representatives of the Blum Shapiro firm were present and available to members of the Board should they have any questions. There were no further questions.

7. *Item heard earlier in the meeting.*

8. *Item heard earlier in the meeting.*

9. *Item heard earlier in the meeting.*

10. *Item heard earlier in the meeting.*

11. *Item heard earlier in the meeting.*

12. ADDITIONAL APPROPRIATION – POLICE HEADQUARTERS CUSTODIAL - HELD

(Video: Part 2 – 00:58:53)

This request for approval of additional appropriations to fund for the first fiscal year but can change as the years go on especially at the new Police Headquarters as major mechanical warranties expire and the City has to bring them on preventative maintenance contracts that are currently in existence.

(At the time of printing, back-up materials were not available.)

Action Requested: Approval of Additional Appropriation
Amount: \$300,000
Fund/Budget: Contingency
Submitted by: Mayor David Martin
Attending: Mark McGrath, Director of Operations; Kevin Murray

This item was held.

13. EXCHANGE OF PROPERTY – O&G INDUSTRIES, INC. – HELD *(Video: Part 2 – 00:58:56)*

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.

(At the time of printing, back-up materials were not available.)

Action Requested: Approval of Exchange of Property
Amount: None
Fund/Budget: -
Submitted by: Mayor's Office
Attending: James Travers, Transportation Bureau Chief; Garrett Bolella, Traffic Engineer

This item was held.

14. TRANSFER – TRANSPORTATION, TRAFFIC & PARKING DEPARTMENT INTERN

(Video: Part 2 – 00:58:59)

Request for approval of a transfer of funds to hire an intern to assist department operations.

Action Requested: Approval of Budget Transfer
Amount: \$20,000
Fund/Budget: From: 01422101100 To: 01422101203
Submitted by: Mark McGrath, Director of Operations
Attending: James Travers

Motion to approve made by Mr. Ryan, seconded by Mr. Kooris passed 4-0-0. Ms. Rinaldi was not on the floor during the vote.

15. CAPITAL PROJECT CPBM01 APPROPRIATION – ADMINISTRATION (Video: Part 2 – 01:01:40)

Request for approval of a Capital Project Appropriation for Administration.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

16. CAPITAL PROJECT CPBM09 APPROPRIATION – STRAWBERRY HILL SCHOOL – WITHDRAWN

Request for approval of a Capital Project Appropriation for Strawberry Hill School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

17. CAPITAL PROJECT CPBM10 APPROPRIATION – ROGERS INTERNATIONAL SCHOOL – AMENDED

Request for approval of a Capital Project Appropriation for Rogers International School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000 – REDUCED TO \$250,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

Mr. Handler clarified that 'Administration' was a misnomer and not administration but work done across many schools. He asked to address the Board of Finance on a real estate matter in executive session. A motion to approve was made by Mr. Kooris, seconded by Mr. Gabriele and passed 5-0-0.

(Video: Part 2 – 01:04:35)

The meeting entered executive session at 9:03 p.m.

EXECUTIVE SESSION

The Board came out of executive session at approximately 9:07 p.m. with no votes taken and no actions taken.

18. CAPITAL PROJECT CPBM11 APPROPRIATION – ROXBURY ELEMENTARY SCHOOL
Request for approval of a Capital Project Appropriation for Roxbury Elementary School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

19. CAPITAL PROJECT CPBM21 APPROPRIATION – CLOONAN MIDDLE SCHOOL
Request for approval of a Capital Project Appropriation for Cloonan Middle School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

20. CAPITAL PROJECT CPBM22 APPROPRIATION – DOLAN MIDDLE SCHOOL
Request for approval of a Capital Project Appropriation for Dolan Middle School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

21. CAPITAL PROJECT CPBM23 APPROPRIATION – TURN OF RIVER MIDDLE SCHOOL
Request for approval of a Capital Project Appropriation for Turn of River Middle School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

22. CAPITAL PROJECT CPBM24 APPROPRIATION – SCOFIELD MAGNET MIDDLE SCHOOL

Request for approval of a Capital Project Appropriation for Scofield Magnet Middle School.

Action Requested: Approval of Capital Project Appropriation
Amount: \$1,000,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Items 15-23 voted on in one vote.

23. CAPITAL PROJECT CPBM99 APPROPRIATION – CHILDREN’S LEARNING CENTER

Request for approval of a Capital Project Appropriation for the Children’s Learning Center.

Action Requested: Approval of Capital Project Appropriation
Amount: \$200,000
Fund/Budget: City Bond
Submitted by: Michael Handler, Director of Administration
Attending: Michael Handler

Mr. Handler was present to answer questions on Items 15-23.

Motion to approve Items 15-23 by Mr. Kooris, seconded by Mr. Ryan passed 5-0-0 with the following exception/change:

*Item 16 Withdrawn; and
Item 17 Approved with amended amount of \$250,000.*

24. BOND RESOLUTION - CAPITAL PROJECT CPBM01 – ADMINISTRATION *(Video: Part 2 – 01:10:38)*

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for Administration and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 15 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

**25. BOND RESOLUTION – CAPITAL PROJECT CPBM09 – STRAWBERRY HILL SCHOOL –
WITHDRAWN**

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Strawberry Hill School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 16 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

26. BOND RESOLUTION – CAPITAL PROJECT CPBM10 – ROGERS INTERNATIONAL SCHOOL – AMENDED

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Rogers International School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 17 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000 – *REDUCED TO \$250,000*
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

27. BOND RESOLUTION – CAPITAL PROJECT CPBM11 – ROXBURY ELEMENTARY SCHOOL

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Roxbury Elementary School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 18 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

28. BOND RESOLUTION – CAPITAL PROJECT CPBM21 – CLOONAN MIDDLE SCHOOL

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Cloonan Middle School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 19 for related appropriation.
(At the time of printing, back-up materials were not available.)

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

29. BOND RESOLUTION – CAPITAL PROJECT CPBM22 – DOLAN MIDDLE SCHOOL

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Dolan Middle School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 20 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

30. BOND RESOLUTION – CAPITAL PROJECT CPBM23 – TURN OF RIVER MIDDLE SCHOOL

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Turn of River Middle School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 21 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

31. BOND RESOLUTION – CAPITAL PROJECT CPBM24 – SCOFIELD MAGNET MIDDLE SCHOOL

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$1,000,000 for the Scofield Magnet Middle School and authorizing \$1,000,000 General Obligation Bonds of the City to meet said appropriation. See Item 22 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$1,000,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Items 24-32 voted on in one vote.

32. BOND RESOLUTION – CAPITAL PROJECT CPBM99 – CHILDREN'S LEARNING CENTER

Request for approval of a resolution amending the Capital Budget for Fiscal Year 2019/20 by adding an appropriation of \$200,000 for the Children's Learning Center and authorizing \$200,000 General Obligation Bonds of the City to meet said appropriation. See Item 23 for related appropriation.

Action Requested: Approval of Bond Resolution
Amount: \$200,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director of OPM
Attending: Michael Handler

Mr. Handler was present to answer questions posed on Items 24-32.

Motion to approve Items 24 through 32 by Mr. Freedman, seconded by Mr. Gabriele, was approved 5-0-0 with the following exception and changes:

*Item 25 Withdrawn;
Item 26 Approved with amended amount of \$250,000; and
Item 32 Approved with corrected wording in the request to read "authorizing \$200,000."*

33. AGREEMENT – STANTEC CONSULTING SERVICES (Video: Part 2 – 01:12:03)

Request for approval of an Agreement between the City of Stamford and Stantec Consulting for master plan and design services for Phase 1 Final Design for John Boccuzzi Park.

Action Requested: Approval of Agreement
Amount: \$153,700
Fund/Budget: -
Submitted by: Mayor David Martin
Attending: Erin McKenna, Senior Planner

Ms. McKenna gave a short presentation on this final design of Phase 1 of the plan for John Boccuzzi Park, which includes planning design and permitting.

Motion to approve by Mr. Gabriele, seconded by Mr. Kooris and passed 5-0-0.

34. ADDITIONAL APPROPRIATION – WOODSIDE FIRE HOUSE MOLD ASSESSMENT AND REMEDIATION – HELD (Video: Part 2 – 01:16:51)

(At the time of printing, back-up materials were not available.)

This item was held.

(Video: Part 2 – 01:16:58) 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 Mr. Kooris and approved 4-1 with Ms. Rinaldi opposed.

ITEM REQUESTED UNDER SUSPENSION OF THE RULES

35. CAPITAL PROJECT APPROPRIATION – WPCA – SLUDGE DRYER AND BUILDING REPAIRS (Video: Part 2 – 01:17:36)

Request for approval of a Capital Project Appropriation for sludge dryer and building repairs.

Action Requested: Approval of Capital Project Appropriation
Amount: \$10,000,000
Fund/Budget: \$9,000,000 Proceeds – Insurance Claims
\$1,000,000 WPCA Reserve Fund
Submitted by: Mayor David Martin
Attending: Michael Handler; William Brink, Executive Director

Mr. Handler explained the reason for this request on short notice was that the WPCA was incurring \$13,000 per day in sewage hauling costs and hence the need for immediate action. Mr. Brink was present to answer questions posed.

Motion to approve by Mr. Gabriele, seconded by Mr. Kooris and passed 5-0-0.

36. ADJOURNMENT (Video: Part 2 – 01:29:17) 9:30 p.m.

The next Regular Meeting of the Board: Thursday, October 10 at 7:00 p.m.

This meeting is on video:

[Part 1](#)

[Part 2](#)

Cynthia R. Winterle

***Cynthia R. Winterle
Clerk of the Board***