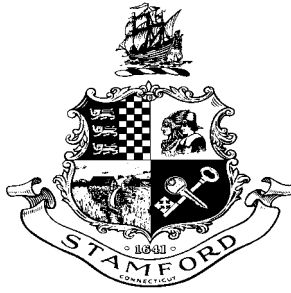


**MAYOR
DAVID R. MARTIN**



**RICHARD FREEDMAN
CHAIR
MARY LOU T. RINALDI
VICE CHAIR
GEOFF ALSWANGER
FRANK CERASOLI
DAVID MANNIS
KIERAN M. RYAN**

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BOARD OF FINANCE

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

BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, August 13, 2020 – 7:00 p.m.

This meeting was held via webinar.

ACTION REPORT

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:19 p.m.

MEMBERS PRESENT: CHAIR RICHARD FREEDMAN, VICE CHAIR MARY LOU RINALDI AND MEMBERS GEOFF ALSWANGER, FRANK CERASOLI, DAVID MANNIS AND KIERAN RYAN

OTHERS PRESENT: MAYOR DAVID MARTIN, KATHRYN EMMETT, ESQ., AL CAVA AND SANDY DENNIES, JAY FOUNTAIN, TAMU LUCERO, DAVID YANIK, BILL NAPOLETANO, DAVID VILLALVA, LYDA RUIJTER, LUCY CORELLI, RON MOLLOY, MIKE PENSIERO, MIKE ALBANESE, MARK MCGRATH, KAREN CAMMAROTA, TYLER THEDER AND ANTHONY ROMERO

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD:

- A. Contingency Update – FY 19-20

ITEMS LISTED IN ORDER THEY WERE HEARD

1. MINUTES: Request for approval of minutes of the following July 2020 meeting:

Regular Monthly Meeting – July 9, 2020

Submitted by: Clerk, Board of Finance

Motion by Ms. Rinaldi, second by Mr. Cerasoli passed unanimously (6-0-0).

2. DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

Mayor Martin was present to discuss budget matters.

4. APPOINTMENT OF TAX COLLECTOR

Request for approval of the appointment of Bill Napoletano to the position of Director of Tax and Revenue Collection.

Action Requested: Approval of appointment

Submitted by: Mayor David Martin

Attending: Mayor Martin

Motion to approve by Mr. Cerasoli, second by Mr. Alswanger passed with a vote of 5-1-0 with Ms. Rinaldi opposed.

3. BUDGET UPDATE – BOARD OF EDUCATION

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

5. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT'S RESPONSES AND REMEDIATION

Former Tax Collector William Forker was unable to attend the June 11, 2020 regular monthly meeting to discuss the Management Advisory Letter with responses and remediation plans, including providing the tax collector's report - with all supporting documentation - and the reconciliation between the report and the HTE general ledger system at the commencement of year-end audit fieldwork. As Mr. Forker has subsequently retired, Bill Napoletano will discuss this matter.

Submitted by: David Yanik, Controller

Attending: David Yanik; Bill Napoletano

6. STATUS OF TAX REVENUE 2020-21

Mr. Napoletano gave a presentation on Tax Collections.

7. AGREEMENT - RFP #799 – WORKERS’ COMPENSATION AND HEART AND HYPERTENSION CLAIMS ADMINISTRATION

Request for approval of agreement for Workers’ Compensation and Heart and Hypertension Claims Administration between the City and PMA Management Corp. of New England, Inc.

Action Requested: Approval of Agreement
Amount: \$18,125 monthly flat rate plus expenses indicated in Section 3 of the Agreement
Submitted by: David Villalva, Risk Manager
Attending: Mr. Villalva

Motion to approve by Mr. Cerasoli, second by Mr. Alswanger passed unanimously (6-0-0).

8. ADDITIONAL APPROPRIATION - COVID-19 ELECTION – GRANT-FUNDED

Request for an additional appropriation to cover the election costs associated with the COVID pandemic.

Action Requested: Approval of additional appropriation
Amount: \$183,095
Fund/Budget: Grant funded (State)
Submitted by: Lyda Ruijter, Town and City Clerk
Attending: Ms. Ruijter

Motion to approve by Ms. Rinaldi, second by Mr. Mannis passed unanimously (6-0-0).

9. TRANSFER OF FUNDS – TOWN CLERK’S OFFICE

Request for a transfer of funds to be allocated to a seasonal employee and to contractual services to purchase a fire-secure vault to store historical documents.

Action Requested: Transfer of funds
Amount:
From: Seasonal 24401621203
To: Program Supplies 24401626120 \$1,156
From: Contractual Services 24401623601
To: Program Supplies 24401626120 \$1,788
\$2,944
Submitted by: Lyda Ruijter
Attending: Ms. Ruijter

Motion to approve by Ms. Rinaldi, second by Mr. Alswanger passed unanimously (6-0-0).

10. ADDITIONAL APPROPRIATION – MIMICAST SOFTWARE PURCHASE – TECHNOLOGY

Request for additional appropriation (2020-21) for the purchase of Mimecast’s secure messaging, base platform for mail routing and secure messaging along with 55 licenses.

Action Requested: Approval of additional appropriation
Amount: \$48,074
Fund/Budget: Contingency
Submitted by: Mike Pensiero, Information Services Director
Attending: Mr. Pensiero and Mike Albanese, Manager of Application Support

Motion to approve by Mr. Alswanger, second by Mr. Freedman passed unanimously (6-0-0).

11. ADDITIONAL APPROPRIATION – FOOD SCRAP COMPOSTING – SOLID WASTE - GRANT
Request for additional appropriation (2020-21) for the development of a pilot food scrap recycling project.

Action Requested: Approval of additional appropriation
Amount: \$15,000
Fund/Budget: 100% grant-funded
Submitted by: Mark McGrath, Director of Operations
Attending: Mr. McGrath, Karen Cammarota, Grants Officer

Motion to approve by Mr. Ryan, second by Mr. Cerasoli passed unanimously (6-0-0).

17. CAPITAL PROJECT CLOSEOUT RECOMMENDATION
Pursuant to Stamford City Code Section 8-2 request for the partial closeout of Capital Projects.

Action Requested:	Partial closeout of Capital Projects	
Amount:	CP7209 Energy Improvement Project	\$657,411.27 (CNR)
	CP9053 Innovate Stamford-Branding and Market (\$224,000)	\$112,000.00 (CNR)
		\$112,000.00 (Grant)
	CP8500 Parking Improvements	\$250,000.00 (Bond)
	C07352 Czescik Home Demolition	\$153,183.00 (Bond)
	CP7912 Specialty Police Vehicles	\$250,000.00 (Bond)
	CP5215 Cove Island Barn Restoration	\$ 69,295.84 (Bond)
	CP7043 Barrett Park Building Replacement	\$ 95,766.61 (Bond)
	CP6811 Cove Island Beach Resiliency Project	\$350,001.00 (Bond)
	C56201 Glenbrook Building Addition-New Hope	<u>\$ 69,642.68</u> (Bond)
		\$2,119,300.40
Fund/Budget:	Various – as indicated	
Submitted by:	Anthony Romano, Management Analyst, OPM	
Attending:	Jay Fountain, Director of OPM, Mr. Romano	

There were no objections to these closeout recommendations.

12. CAPITAL PROJECT C65202 APPROPRIATION – CITYWIDE EQUIPMENT REPLACEMENT AND UPGRADE
Request for Capital Project appropriation for FY 19/20 to replace and upgrade miscellaneous equipment and other items with a useful life in excess of 5 years and which are non-recurring.

Action Requested: Approval of Capital Project C65202 appropriation
Amount: \$250,000
Fund/Budget: Capital Non-Recurring
Submitted by: Mark McGrath
Attending: Mr. McGrath

Motion to approve by Ms. Rinaldi, second by Mr. Ryan passed unanimously (6-0-0).

13. CAPITAL PROJECT C56129 APPROPRIATION – CITYWIDE MANHOLE AND BASIN
Request for Capital Project appropriation for FY 19/20 for citywide manhole and basins work. The City’s road network contains more than 12,000 manholes and basins. These structures require periodic reconstruction and adjustment at an average cost between \$8,000 per basin. This work is critical to protect the safety of the public and to maintain the City’s investment in the infrastructure.

Action Requested: Approval of Capital Project C56129 appropriation
Amount: \$500,000
Fund/Budget: City Bond
Submitted by: Thomas Turk, Traffic and Road Maintenance Supervisor
Attending: Tyler Theder, Regulatory Compliance and Administrative Officer

Motion to approve by Mr. Alswanger, second by Mr. Ryan passed unanimously (6-0-0).

14. RESOLUTION
Request for a resolution to amend the Capital Budget for Fiscal Year 2019-2020 by adding an appropriation of \$500,000 for Citywide Manhole and Basin and Authorizing \$500,000 General Obligation Bonds of the City to meet said appropriation.

Action Requested: Issuance of resolution
Amount: \$500,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director, OPM
Attending: Mr. Fountain

Motion to approve by Mr. Mannis, second by Mr. Alswanger passed unanimously (6-0-0).

15. CAPITAL PROJECT CP7209 APPROPRIATION – ENERGY IMPROVEMENT PROJECT (EID)
Request for Capital Project appropriation FY 19/20 for building lighting replacement. The City received more rebates than anticipated. This appropriation is offset by a reduction to capital non-recurring.

Action Requested: Approval of Capital Project CP7209 appropriation
Amount: \$657,411.27
Fund/Budget: Rebates
Submitted by: Laura Burwick, Special Assistant to the Mayor
Attending: Jay Fountain

Motion to approve by Mr. Freedman, second by Ms. Rinaldi passed unanimously (6-0-0).

16. CAPITAL PROJECT 001218 APPROPRIATION – INSPECTION AND ASSESSMENT OF CITY PROPERTY
Request for Capital Project appropriation for FY 19/20 to provide assessments and property condition reports to inspect and assess the conditions of city property to determine deficiencies, immediate repairs and create a replacement reserve table.

Action Requested: Approval of Capital Project 001218 appropriation
Amount: \$150,000
Fund/Budget: Capital Non-Recurring
Submitted by: Jennifer Williams, Bureau Chief of Parks and Recreation
Attending: Mr. Romano

Motion to approve by Mr. Alswanger, second by Mr. Mannis passed unanimously (6-0-0).

18. YEAR-END BUDGET TRANSFERS

In accordance with the City Charter Section C8-30-11, Control of Appropriations, recommendation of approval for transfers to cover projected year-end budget shortfalls identified in OPM's Q4 Review.

Action Requested: Approval of Transfers
Amount: \$333,820
Fund/Budget: Various – General Fund
Submitted by: Jay Fountain, Director of OPM
Attending: Anthony Romano

Motion by Mr. Cerasoli, second by Ms. Rinaldi to approve the above amount, plus two extra transfers: (1) Parking Management Fund in the amount of \$11,311; and (2) Marina Fund in the amount of \$18.00 passed unanimously (6-0-0).

19. ADJOURNMENT: A motion was made by Ms. Rinaldi, seconded by Mr. Alswanger to adjourn the meeting at 8:59 p.m.

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

[This meeting is on video.](#)

Cynthia R. Winterle

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