

MAYOR
DAVID R. MARTIN



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GEOFF ALSWANGER
FRANK CERASOLI
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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, August 13, 2020 – 7:00 p.m.

This meeting was held via webinar.

MINUTES

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: (Video: 00:01:15) 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 (Video: 00:01:50)

Mayor Martin was present to discuss budget matters including COVID-related expenses, CARES Act grant funds, and storm-related funds (FEMA). A substantial portion of CARES Act funds were retained by the State, anticipated for the opening of school expenses. We anticipate reimbursement expenses will continue through December 1 but have not been reimbursed for everything requested. Mayor Martin believes we are getting a reimbursement as we continue to do some free testing and anticipate being reimbursed for that.

The State has not committed a time estimate on when we will be able to receive funds through December 30. They have given us \$2.2 through June 30 based on our expenditures. When asked if she felt we were getting our fair share, Ms. Dennies responded “absolutely not.”

The Mayor spoke about storm-related expenses. He said the Governor declared an emergency for Storm Isais and the President declared it an emergency but it also has to be declared a disaster before we can receive FEMA funds. At this time we don’t know if we will receive disaster funding. The City does not have the resources – personnel or funding - to provide storm cleanup.

Mr. Mannis thanked the Mayor for taking the time to update us.

3. *This item was heard following Item 4.*

4. APPOINTMENT OF TAX COLLECTOR

Per the City Charter, the Board of Finance must confirm 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

Mayor Martin indicated his full support for Mr. Napoletano’s appointment and the consolidation of cash collection activities. Ms. Dennies explained the search process and said Mr. Napoletano was unanimously supported as the City’s new Tax Collector. She added her support of his appointment.

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

Mr. Napolitano thanked the Board for its approval of his appointment.

3. BUDGET UPDATE – BOARD OF EDUCATION
Superintendent of Schools, Dr. Tamu Lucero was present to give an update on the Board of Education (BOE) budget. She introduced Ryan Fealey, BOE Director of Finance who is working with her to set the groundwork for going forward. She said the fiscal boards expect issues and expenses related to COVID.

5. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT’S RESPONSES AND REMEDIATION (Video: 00:34:10)

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

Mr. Napoletano spoke of recommendations made in the Management Advisory Letter and his response to them. He indicated he will implement those recommendations. Mr. Napoletano was asked to draw up a timeline in which these recommendations are implemented.

6. STATUS OF TAX REVENUE 2020-21 (Video: 00:36:21)

Mr. Napoletano compared tax collections during July 2019 and July 2020. Current collections are up \$6 million. In addition, not included in that figure is \$3,079,732 in second-half taxes paid in advance. He also said deferment applications, mostly for real estate taxes, had been approved for a total of \$9 million. Ms. Dennies and several board members expressed their concern about the economic impact of the pandemic on January 2021 tax collections.

7. AGREEMENT - RFP #799 – WORKERS’ COMPENSATION AND HEART AND HYPERTENSION CLAIMS ADMINISTRATION (Video: 00:47:22)

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

Mr. Villalva gave a short history on this RFP, stating that it is the second time the RFP has been issued due to a third-party review of the program. The second RFP resulted in substantial savings and better management of the program. He said the savings are anticipated to be between \$200,000 and \$300,000 per year. Mr. Villalva will be invited back later in the year to give a report benchmarking the actual savings.

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

8. ADDITIONAL APPROPRIATION - COVID-19 ELECTION – GRANT-FUNDED (Video: 00:55:47)
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

Ms. Ruijter was present to answer questions posed by members of the Board. She said that costs to date are slightly lower than expected, but she is seeking more funds in anticipation of the large costs associated with the Presidential election in November both in the Town Clerk's Office and the City Registrars.

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

9. TRANSFER OF FUNDS – TOWN CLERK'S OFFICE (Video: 01:01:52)
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	<u>\$1,788</u>
		<u>\$2,944</u>
Submitted by:	Lyda Ruijter	
Attending:	Ms. Ruijter	

There was no discussion on this item.

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

10. ADDITIONAL APPROPRIATION – MIMECASST SOFTWARE PURCHASE – TECHNOLOGY
(Video: 01:02:30)
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

Mr. Pensiero said discussions were held with the Health and Law Departments and Human Resources related to needing a HIPA- and HERPA-compliant secure email service, which is required by the State. This will be an annual expense. The software comes with a filter that will reduce spam, which is a benefit to the entire email system.

Mr. Albanese was also in attendance for any questions how this will work.

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

11. ADDITIONAL APPROPRIATION – FOOD SCRAP COMPOSTING – SOLID WASTE – GRANT

(Video: 01:09:06)

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

Ms. Cammarota said the City is raising \$7,500 from private sources and the State has agreed to provide matching funds. Erin McKenna said that surrounding communities are already conducting food scrap recycling successfully.

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

17. CAPITAL PROJECT CLOSEOUT RECOMMENDATION (Video: 01:12:41)

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	\$ 69,642.68 (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	

Mr. Romano provided information on the individual closeouts listed. There were no objections to these closeout recommendations. There was a short discussion on the distribution of these rebates.

12. CAPITAL PROJECT C65202 APPROPRIATION – CITYWIDE EQUIPMENT REPLACEMENT AND UPGRADE (Video: 01:20:23)

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

Continued...

Mr. McGrath said this expenditure is to be used to refurbish two street sweepers which remove debris that would otherwise enter catch basins and contribute to local flooding. It will also be used to refurbish two bucket trucks that are 20 years old. A new truck will cost around \$120,000.

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

13. CAPITAL PROJECT C56129 APPROPRIATION – CITYWIDE MANHOLE AND BASIN

(Video: 01:24:10)

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

Mr. Tyler said this request for funds is to repair damaged and failing catchbasins. There are over 200 in need of repair. He said the work is done by contractors on behalf of the City.

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

14. RESOLUTION (Video: 01:29:01)

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)

(Video: 01:29:37)

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

Following a short discussion on rebates, Mr. Freedman called for a motion.

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 (Video: (01:31:09)

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

Mr. Romano and Ms. Dennies said the City owns many buildings and they need to be inspected to provide a comprehensive summary, amounts and timelines, of needed capital repairs.

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

17. (This item was heard earlier in the meeting.)

18. YEAR-END BUDGET TRANSFERS (Video: 01:36:39)

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

Mr. Fountain was present to answer questions posed by the Board.

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).

Mr. Fountain asked that the following addendum be made to this motion:

**Approval for OPM to make transfers of up to \$10,000 for any deficits in accounts created by accruals that are identified during the fiscal year-end audit. OPM will then report any transfers to the Board of Finance.*

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
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Clerk of the Board