

MAYOR
DAVID R. MARTIN



RICHARD FREEDMAN
CHAIR

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

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

BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, February 13, 2020 – 7:00 p.m.

Board of Finance Meeting Room, 4th Floor

MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:15 p.m. (Video: Part 1 00:00:02)

PLEDGE OF ALLEGIANCE: Chair Richard Freedman (Part 1 Video: 00:00:15)

PUBLIC PARTICIPATION: There was none.

WELCOME TO NEWLY-APPOINTED MEMBER OF THE BOARD: (Video: Part 1 00:00:51)

Mr. Freedman took a moment to congratulate and welcome newly appointed member of the BOF David Mannis (who was initially sworn in by Director of Legal Affairs, Kathryn Emmett).

REPORTS TO THE BOARD: (Video: Part 1 00:01:13)

- a. Audit Committee Report – Final CAFR Y/E June 30, 2019
- b. Contingency Update – FY 19-20
- c. Board of Finance and Administration Transfer Report – FY 19-20

1. MINUTES: (Video: Part 1 00:01:28) Request for approval of minutes of the following January 2020 meetings:

- a. Regular Monthly Meeting – January 9, 2020
- b. Special Meeting – January 14, 2020 (6:45 p.m.)
- c. Joint BOF/BOR/PB Special Meeting – January 14, 2020 (7:30 p.m.) - *Corrected*
- d. Special Meeting – January 27, 2020

Submitted by: Clerk, Board of Finance

A motion to approve made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously 6-0-0.

2. UPDATE – CITY OF STAMFORD GENERAL LEDGER FINANCIAL SYSTEM (Video: Part 1 00:02:19)
The Mayor will give an update on the City's general ledger financial system.

Submitted by: Mayor David Martin
Attending: Mayor Martin and Special Assistant Julie Giglio

This item was placed on hold.

3. UPDATE – FORENSIC AUDIT OF THE STAMFORD POLICE DEPARTMENT CENTRAL HIRING OFFICE (Video: Part 1 00:02:24)

Director of Legal Affairs Kathryn Emmett will be present to update the Board on the forensic audit of the Stamford Police Department Central Hiring Office with a possible discussion in executive session.

Ms. Emmett indicated that at this time the cost of the forensic audit has reached \$77,000. It is anticipated the audit will be completed in about four (4) weeks. The initial work has been done and the group performing the audit believes the remaining portion will take significantly fewer hours than the first portion.

She then requested that the Board go into executive session as it involves pending claims and open criminal prosecutions.

Chair Freedman then called for a motion to go into executive session to discuss potential litigation.

OATH OF OFFICE - NEW BOARD MEMBER: (Video: Part 1 00:05:16)

At this time, upon the arrival of Mayor David Martin, and prior to executive session, the Mayor gave the Oath of Office to newly appointed member David Mannis who will be serving the remainder of David Kooris' term. Mr. Kooris retired effective January 6, 2020.

Board Chair Freedman congratulated Mr. Mannis and said it is a pleasure to have him as a member of the Board of Finance.

A motion to enter executive session made by Ms. Rinaldi seconded by Mr. Cerasoli passed unanimously (6-0-0).

The Board entered executive session at approximately 7:21 p.m. with the following present: Richard Freedman, Chair; Mary Lou Rinaldi, Vice-Chair; Members Geoff Alswanger, Frank Cerasoli, David Mannis and Kieran Ryan. Also present Ms. Emmett and Director of Public Safety, Health and Welfare Ted Jankowski.

EXECUTIVE SESSION

At approximately 7:46 p.m. the meeting re-convened in public session. Chair Freedman announced that no votes were taken and no actions were taken in executive session. (Video: Part 2 00:00:02)

ITEMS LISTED IN ORDER THEY WERE HEARD

Mr. Freedman announced that Item 4 will be heard later in the meeting due to a conflict in meeting schedules.

4. FISCAL UPDATE – SPED BUDGET (Video: Part 2 00:00:26) (This item was heard following Item 14 on the agenda.)

5. MOLD UPDATE – STAMFORD ASSET MANAGEMENT GROUP (Video: Part 2 00:00:28)
Director of Administration Michael Handler may give an update on activity relating to the mold project.
No update was given.

6. DISCUSSION – LAND USE BUREAU – CITYWIDE AFFORDABLE HOUSING STUDY (Video: Part 2 00:00:31) **WITHDRAWN**
Land Use Bureau Operations Chief Ralph Blessing will be present to discuss the funding required in order to conduct a Citywide Affordable Housing Study. Principal Planner David Woods will also be present. This item was withdrawn.

7. BID WAIVER – AVALON IT SYSTEMS (PINACOM INC.) – POLICE EXTRA DUTY PAYROLL (Video: Part 2 00:00:34)
Request for approval of a bid waiver allowing the City to extend the Agreement with Avalon IT Systems until an audit of extra duty is completed. (See related Item 8 below.)

Action Requested: Approval of bid waiver
Amount: \$124,000
Fund/Budget:
Submitted by: Ted Jankowski, Director of Public Safety, Health and Welfare
Attending: Mr. Jankowski

Items 7 and 8 were discussed together. There was lengthy discussion as to whether a bid waiver was needed and more information was requested. The Purchasing Manager was invited to either attend the next meeting or provide written background on this request.

A motion to hold Item 7 made by Mr. Ryan seconded by Ms. Rinaldi passed unanimously (6-0-0).

A further motion made by Mr. Freedman to amend the above motion to include Item 8 to hold both items 7 and 8, seconded by Ms. Rinaldi passed unanimously (6-0-0).

8. AMENDMENT TO AGREEMENT – AVALON IT, INC. - ADMINISTRATIVE SERVICES FOR POLICE DEPARTMENT EXTRA DUTY EMPLOYMENT (Video: Part 2 00:00:34)
Request for approval of an amendment to an Agreement with PINACOM INC, (d/b/a Avalon IT Systems) for administrative services for police department extra duty employment to extend the Agreement from March 10, 2020 through August 9, 2020, on a monthly basis, but not beyond August 9, 2020. (See related Item 7 above.)

Action Requested: Approval of amendment to agreement
Amount: \$20,625 per month
Fund/Budget:
Submitted by: Ted Jankowski
Attending: Mr. Jankowski

See Item 7 above.

9. ADDITIONAL APPROPRIATION – HEALTH RISK REDUCTION – GRANT FUNDED (Video: Part 2 00:07:56)
Request for an additional appropriation for a grant award that is higher than expected. The additional appropriation is needed to match the award.

Action Requested: Approval of additional appropriation
Amount: \$2,144
Fund/Budget: Grant funded (100%)
Submitted by: Jennifer Calder, Director of Health
Attending: Dr. Calder and Ms. Cammarota

A motion to approve made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously (6-0-0).

10. ADDITIONAL APPROPRIATION – STD CLINIC – GRANT FUNDED (Video: Part 2 00:08:48)
Request for an additional appropriation for a grant award that is higher than expected. The additional appropriation is needed to match the award.

Action Requested: Approval of additional appropriation
Amount: \$5,414
Fund/Budget: Grant funded (100%)
Submitted by: Jennifer Calder, Director of Health
Attending: Dr. Calder and Ms. Cammarota

A motion to approve made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously (6-0-0).

11. TRANSFER REQUEST – HEALTH RISK REDUCTION – HEALTH DEPARTMENT (Video: Part 2 00:09:05)
Request for a transfer for funding health risk reduction.

Action Requested: Approval of transfer
Amount: \$28,493
Fund/Budget: From: 24401521201 – Health Risk Reduction/Part-time (\$26,468)
24401522200 – Health Risk Reduction/FICA (\$2,025)
To: 24401523601 – Health Risk Reduction/Contracted Services (\$6,000)
24401525500 – Health Risk Reduction/Copying and Printing (\$3,990)
24401526120 – Health Risk Reduction/Program Supplies (\$6,833)
24401526100 – Health Risk Reduction/Office Supplies (\$11,670)
Submitted by: Jennifer Calder, Director of Health
Attending: Dr. Calder and Ms. Cammarota

Ms. Cammarota said the focus of this grant has shifted from the skin cancer prevention program to self-monitoring blood pressure program.

A motion to approve made by Mr. Alswanger seconded by Mr. Cerasoli passed unanimously (6-0-0).

12. TRANSFER REQUEST – COMMUNITY NURSING – HEALTH DEPARTMENT (Video: Part 2 00:10:42)

Request for a transfer of funds for the following Health Department codes:

Action Requested: Approval of transfer
Amount: \$118,597
Fund/Budget: From: 01438221100 – Community Nurse/Salaries (\$18,913)
01438221201 – Community Nurse/Part-time (\$30,564)
01438221100 – Community Nurse/Salaries (\$20,000)
01438301100 – Inspection Services/Salaries (\$49,120)
To: 01438201100 – Public School Health/Salaries (\$18,913)
01438103001 – Health Director/Professional Consultant (\$30,564)
01438221203 – Community Nurse/Seasonal (\$20,000)
01438101100 – Health Director/Salaries (\$49,120)
Submitted by: Jennifer Calder, Director of Health
Attending: Dr. Calder

A motion to approve made by Mr. Alswanger seconded by Mr. Mannis passed unanimously (6-0-0).

13. TRANSFER REQUEST – OPERATIONS (Video: Part 2 00:13:05)

Request for a transfer of funds for the following Operations codes:

Action Requested: Approval of transfer
Amount: \$57,150 (*updated amount*)
Fund/Budget: From: 01489992309 – City Support BOE/Teachers Retirement System
Contribution (\$57,150)
To: 01421333601 – Government Center/Contracted Services (\$25,000)
01421336603 – Government Center/Building Maintenance (\$10,000)
01421333622 – Government Center/Contracted Services – Custodial
(\$22,150)
Submitted by: Mark McGrath, Director of Operations
Attending: Jay Fountain, Director of OPM

A motion to approve an updated amount of \$57,150 made by Mr. Alswanger seconded by Mr. Freedman passed with a vote of 4-1-1 with Mr. Ryan opposed and Mr. Cerasoli abstaining.

14. APPROPRIATION – CAPITAL PROJECT (C65200) – CITYWIDE VEHICLE REPLACEMENT AND UPGRADE (Video: Part 2 00:19:58)

Request for Capital Project appropriation for replacing four (4) 1998 Class 6 utility trucks with 2020 International Maxforce vehicles.

Action Requested: Approval of Capital Project appropriation
Amount: \$131,856.77
Fund/Budget: Federal Grant
Submitted by: Anthony McCray, Fleet Manager
Attending: Mr. Fountain, Ms. Cammarota and Mr. McCray

A motion to approve made by Mr. Ryan seconded by Mr. Cerasoli passed unanimously (6-0-0).

4. FISCAL UPDATE – SPED BUDGET *(Video: Part 2 00:22:49)*
Superintendent of Schools Tamu Lucero will be present to give an update on the Special Education budget.

Dr. Lucero provided an update which indicated that nothing much had changed since the previous month.

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

SUSPENSION OF THE RULES

A motion to hear a request for the suspension of the rules for Item A made by Ms. Rinaldi seconded by Mr. Alswanger passed with a vote of 5-0-0.

Following this motion Mr. Ryan returned to the conference room.

- A. APPROPRIATION REQUEST – CAPITAL PROJECT 001215 – LONG-TERM FACILITIES IMPLEMENTATION – ASSESSMENT AND COMPARISON – BOARD OF EDUCATION
(Video: Part 2 00:26:33)

Superintendent of Schools Tamu Lucero requests an appropriation for Project Management Services for the City of Stamford to study maintenance costs and best practices in facilities management in nearby towns in comparison of Stamford's practices.

Action Requested: Approval of Capital Project 001215 appropriation
Amount: \$80,000
Fund/Budget: Capital Non-Recurring
Submitted by: Mayor David Martin
Attending: Superintendent of Schools Tamu Lucero, Director of OPM, Jay Fountain

At its February meeting, the Board of Representatives (BOR) held an appropriation request to investigate a possible public-private partnership for the construction and maintenance of school buildings previously approved by the Planning Board and the BOF. In response to concerns raised by the BOR, the Board of Education (BOE) has proposed two additional RFQ's to (1) study maintenance costs and best practices in facilities management in nearby towns and (2) study the efficacy of prefabricated construction of school buildings. The Planning Board gave its unanimous approval for these two appropriations (Items A and B).

A motion to approve an RFQ for construction and maintenance (item A) made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously (6-0-0).

A motion to hear a request for the suspension of the rules for Item B made by Mr. Cerasoli seconded by Ms. Rinaldi passed unanimously (6-0-0).

B. APPROPRIATION REQUEST – CAPITAL PROJECT 001214 – LONG-TERM FACILITIES IMPLEMENTATION – EFFICACY – BOARD OF EDUCATION (Video: Part 2 00:56:23)

Superintendent of Schools Tamu Lucero requests an appropriation for Project Management Services for the City of Stamford to evaluate the efficacy and potential cost savings of utilizing alternative construction methods, including pre-fabrication, in new Stamford Public Schools facility construction.

Action Requested: Approval of Capital Project 001214 appropriation
Amount: \$80,000
Fund/Budget: Capital Non-Recurring
Submitted by: Mayor David Martin
Attending: Dr. Lucero, Mr. Fountain

A motion to approve Item B made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously (6-0-0).

15. SECOND QUARTER (Q2) FINANCIAL PROJECTIONS: FY 19-20 (UPDATE) (Video: Part 2 00:56:56)

An update on the second quarter financial projections for fiscal year 19-20 will be given by Director of OPM Jay Fountain.

Mr. Fountain provided an update on draft Q2 Projections for fiscal year 2019-20. He said OPM is projecting the City will end the year with an excess of revenue over expenditures of about \$500,000.

Please view Video part 2 of this meeting for more detailed information.

Mayor Martin also participated in this discussion and then spoke briefly regarding Item 2, an update on the City of Stamford general ledger financial system and said he would be making a presentation on this item at a future meeting of the Board.

16. ADJOURNMENT (Video: Part 2 01:04:21)

A motion to adjourn made by Ms. Rinaldi seconded by Mr. Freedman passed unanimously (6-0-0).

The meeting was adjourned at 8:50 p.m.

This meeting is on video.

[Part 1](#)
[Part 2](#)

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

Cynthia R. Winterle

Cynthia R. Winterle

Clerk of the Board