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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, October 13, 2022

Time: 7:00 p.m.

Via Zoom

MINUTES

CALL TO ORDER: Chairman Richard Freedman called the meeting to order at 7:01p.m. (Video 00:00:14)

MEMBERS PRESENT: Chairman, Richard Freedman; Vice Chair, Mary Lou Rinaldi; Members, Laura Burwick, Dennis Mahoney and J.R. McMullen. Member Geoff Alswanger joined the meeting at 7:03 p.m.

OTHERS PRESENT: Sandy Dennies, Nette Compton, Anita Carpenter, David Yanik, Bill Napoletano, Lee Berta, Matt Quinones, Kevin Murray, Monica DiCostanzo, Mike Smith, Lyda Ruijter, Lou Casolo, Sue Halpern, Chris Dellaselva, Dan Colleluori, Elda Sinani, Frank Petise, Kevin Kelly, Erik Larson, Mike Robles, Terry Adams and Sue Halpern.

PUBLIC PARTICIPATION: There was none.

1. MINUTES (Video 00:01:00)

Request for approval of minutes of the following meetings:

09062022 Special Meeting
09082022 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

Motion to approve by Mary Lou Rinaldi, seconded by Dennis Mahoney.
09062022 Minutes approval vote passed 5-0-1. Laura Burwick abstained.
09082022 Minutes approval vote passed unanimously, 6-0-0.

2. ****ITEM WITHDRAWN****NO LONGER A PERMANENT MONTHLY ITEM ****

POSSIBLE DISCUSSION – MAYOR CAROLINE SIMMONS

~~Mayor Caroline Simmons may address the Board of Finance on pending issues.~~

3. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education, did not provide an update on the BOE budget.

4. ACFR UPDATE AND DISCUSSION (Video 00:03:12)

David Yanik, City Controller and Anita Carpenter, Grants Officer, provided a progress update on the ACFR.

Chairman Freedman requested FY22 outstanding pension fund return information as soon as possible.

5. MILL RIVER PARK TIF REVENUES AND LONG-TERM CAPITAL NEEDS (Video 00:12:00)

Nette Compton, President and CEO, Mill River Collaborative, provided information on TIF revenues and long-term capital needs.

The extensive presentation can be reviewed on the posted video.

6. APPROVAL OF THE SALE OF 384 ELM STREET (TRIENNIAL LIST PROPERTY) (Video 00:46:34)

Action Requested:	Approval of sale of 384 Elm Street
Amount:	\$1,275,000
Submitted by:	Mayor Caroline Simmons
Attending:	Chris Dellaselva, Assistant Corporation Counsel

Vote to approve items #6 and #7 together by Mary Lou Rinaldi, seconded by Dennis Mahoney. Vote passed unanimously, 6-0-0.

7. APPROVAL OF THE SALE OF 402 ELM STREET (TRIENNIAL LIST PROPERTY)

Action Requested:	Approval of sale of 402 Elm Street
Amount:	\$151,000
Submitted by:	Mayor Caroline Simmons
Attending:	Chris Dellaselva, Assistant Corporation Counsel

**See item #6 for vote.

8. ****WITHDRAWN****

~~1ST AMENDMENT TO THE CITY'S CONTRACT WITH BBS ARCHITECTS & ENGINEERS, PC TO ADD THE DESIGN OF THE TOILET ROOM RECONSTRUCTION AT SPRINGDALE ELEMENTARY SCHOOL (RFP No. 807).~~

~~The original construction cost estimates for the window and floor replacement project ranged from \$750,000 (City) to \$1,183,000 (BBS). The corresponding estimated BBS fee range was, therefore, \$65,625 to \$99,167. The current construction budget, including the new toilet room reconstruction, is now \$2,740,000. The corresponding estimated BBS fee is now, therefore, estimated at \$202,760 (7.4%).~~

_____	Action Requested:	Approval of 1st Amendment to Contract
_____	Amount:	over \$100,000
_____	Submitted by:	Mayor Caroline Simmons
_____	Attending:	Kevin McCarthy, Director of Facilities Operations
_____		Cindy Grafstein, Mike Smith; BOE

9. TRANSFER REQUEST – YEAR END FY21/22 BOF TRANSFERS – REVENUE SERVICES

FY22 Year End Transfer. Per 9/06/2022 BOF Meeting, this transfer was processed prior to authorization due to timing. (Video 00:58:05)

Action Requested:	Approval of transfer request
Amount:	\$36,084
Submitted by:	OPM
Attending:	Lee Berta, Assistant Director, OPM

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

10. TRANSFER REQUEST – YEAR END FY22/23 BOF TRANSFER – LEISURE SERVICES ADMINISTRATION (Video 01:02:02)

This is a request to transfer \$111,000 from Engineering salaries to fund the cost of a Director of Parks and Recreation. This position was redesigned following the retirement of the Recreation Services Supervisor to oversee the merger of the Parks & Recreation departments, following the approval of the Personnel Commission. As a result, the newly created Director of Parks & Recreation Services Supervisor position, and now supervises the Parks & Recreation department. The estimated start for this position is 10/17/2022.

Action Requested:	Approval of transfer requests
Amount:	\$111,000
Submitted by:	Matt Quinones, Director of Operations
Attending:	Matt Quinones
	Lee Berta, Assistant Director, OPM

Motion to approve by Dennis Mahoney, seconded by Richard Freedman. Vote passed unanimously, 6-0-0.

11. CAPITAL PROJECT (C63005) APPROPRIATION REQUEST – FIRE APPARATUS *(Video 01:24:46)*
This is a request needed to adjust for the market increase in the cost of apparatus.

Action Requested: Approval of appropriation
Amount: \$150,000
Fund/Budget: Bond (City)
Submitted by: Public Safety, Stamford Fire Department
Attending: Mike Robles, Assistant Fire Chief

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

12. RESOLUTION TO AMEND FY 22/23 CAPITAL BUDGET BY ADDING AN APPROPRIATION OF \$150,000 FOR THE FIRE APPARATUS PROJECT AND AUTHORIZING \$150,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION *(Video 01:28:58)*

Action Requested: Approval of Resolution
Amount: \$150,000
Submitted by: OPM
Attending: Anthony Romano, Management Analyst, OPM

Motion to approve by Geoff Alswanger, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

13. CAPITAL PROJECT (CP2351) APPROPRIATION REQUEST – EAST SIDE FIRE STATION
This is a request needed as costs of remodeling the co-ed bathroom have exceeded estimates.
(Video 01:29:17)

Action Requested: Approval of appropriation
Amount: \$100,000
Fund/Budget: Bond (City)
Submitted by: Public Safety, Stamford Fire Department
Attending: Mike Robles, Assistant Fire Chief

Motion to approve by Mary Lou Rinaldi, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

14. RESOLUTION TO AMEND FY 22/23 CAPITAL BUDGET BY ADDING AN APPROPRIATION OF \$100,000 FOR THE EAST SIDE FIRE STATION PROJECT AND AUTHORIZING \$100,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION *(Video 01:32:19)*

Action Requested: Approval of Resolution
Amount: \$100,000
Submitted by: OPM
Attending: Anthony Romano, Management Analyst, OPM

Motion to approve by Mary Lou Rinaldi, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

15. ****WITHDRAWN****

CAPITAL PROJECT (C16012) CLOSEOUT RECOMMENDATION

Pursuant to Stamford City Code Section 8-2, the partial closeout of the City Side Storm Drains is recommended.

_____ Action Requested:	Approval of appropriation
_____ Amount:	\$2,000,000
_____ Fund/Budget:	ARP
_____ Submitted by:	OPM
_____ Attending:	Anthony Romano, Management Analyst, OPM

16. ****WITHDRAWN****

CAPITAL PROJECT (C16012) APPROPRIATION REQUEST – CITY WIDE STORM DRAINS

This a request for reappropriation of ARP closeout funds for installation and replacement of storm drains, catch basins and curbs.

_____ Action Requested:	Approval of appropriation
_____ Amount:	\$2,000,000
_____ Fund/Budget:	Capital Non-Recurring
_____ Submitted by:	OPM
_____ Attending:	Anthony Romano, OPM Thomas Turk, Operations Supervisor, Road Maintenance

17. CAPITAL PROJECT (CP2755) APPROPRIATION REQUEST – GREENWICH AVENUE AT PULASKI STREET ROUNDABOUT (Video 01:32:39)

This request increases the project amount in order to accept the additional funds from DOT, 100% of the \$1,111,781.67 is being funded by the State, 0% is City funding. (see original submission document for more background detail)

Action Requested:	Approval of appropriation
Amount:	\$1,111,781.67
Fund/Budget:	State Grant
Submitted by:	Frank Petise, Transportation Bureau Chief
Attending:	Frank Petise

Motion to approve by Mary Lou Rinaldi, seconded by J.R. McMullen. Vote passed unanimously, 6-0-0.

18. CAPITAL PROJECT (CPBM14) ADDITIONAL APPROPRIATION REQUEST – JULIA STARK - MTF

This item is before the Board in order to receive and allocate an additional appropriation of a utility funded rebate associated with a roof top unit (RTU) replacement project at Stark Elementary School. This project will be reimbursed through a one-time rebate program offered by Eversource. This rebate is half of the qualified installed cost of \$330,000 for the installation of six (6), 142.5 ton high efficiency units (EER 15) with demand control ventilation (DCV) to supply heating, ventilation and air conditioning (HVAC) to several areas of the building. (Video 01:37:34)

Action Requested:	Approval of appropriation
Amount:	\$165,000
Fund/Budget:	Rebates
Submitted by:	Michael Smith, Director of Facilities
Attending:	Mike Smith

Motion to approve by Geoff Alswanger, seconded by Laura Burwick. Vote passed 5-1-0. Dennis Mahoney voted against.

19. REQUEST FOR ADDITIONAL APPROPRIATION – FY 22/23 OPERATING BUDGET - HAZARDOUS TOXIC WASTE SPILL (Video 01:45:18)

This is an additional appropriation request to cover the cost associated with a State mandated emergency cleanup and disposal of a hazardous toxic waste spill at the Facilities Maintenance Division located at 185 Magee Avenue, Building 6 in Stamford.

Action Requested:	Approval of appropriation
Amount:	\$36,492
Fund/Budget:	Contingency
Submitted by:	Mayor Caroline Simmons
Attending:	Kevin Murray, Operations Manager, Parks & Facilities

Motion to approve by J.R. McMullen, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

20. REQUEST FOR ADDITIONAL APPROPRIATION – FY 22/23 OPERATING BUDGET – BOE PROJECT ACCOUNTANT FOR SCHOOL CONSTRUCTION (Video 01:47:28)

An accountant position has been created by the Personnel Commission to focus solely on the funding of School Construction and supporting maximum reimbursement for the Board of Education's Long-Term Facilities Plan. This position will advise the Board of Finance and the Director of Administration on the status of funding from Bonds and the School Capital Non-Recurring Accounts to ensure that adequate funds are made available to support the program. The requested amount below assumes an estimated start date of 12/1/22.

Action Requested:	Approval of appropriation
Amount:	\$77,510
Fund/Budget:	Contingency
Submitted by:	Mayor Caroline Simmons
Attending:	Sandy Dennies, Director of Administration

Motion to approve by Laura Burwick, seconded by Geoff Alswanger. Vote passed unanimously 6-0-0.

21. REQUEST FOR ADDITIONAL APPROPRIATION – FY 22/23 OPERATING BUDGET – TO FUND CITY’S SHARE OF ADULT LEAGUES (Video 02:02:48)

This is to increase the contractual services line item under the Self-Sustaining Program (2535) for \$75,000 to fund the cost of the City’s portion of the adult leagues programs that take place throughout the year. The funds will allow Recreation Services to increase the number of programs and participants in each of the contracted programs listed on original submission document. (Peak Performance Sports Camps, \$25,000; Adult Pickleball Programs, \$25,000; Eagles Soccer, \$10,000; US Sports Network, \$5,000; US Sports Institute, \$5,000; and Skyhawks Camps, \$5,000.)

Action Requested:	Approval of appropriation
Amount:	\$75,000
Fund/Budget:	Revenue
Submitted by:	Mayor Caroline Simmons
Attending:	Matt Quinones, Director of Operations

Motion to approve by J.R. McMullen, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

22. REQUEST FOR ADDITIONAL APPROPRIATION – ELECTION FUNDING- GRANT (Video 02:06:42)

The City of Stamford has received election funding from the CT SOT Office. The Town Clerk will use this funding for the following expenses to support election activities: Website – sub-site dedicated to Town Clerk, Contractor as liaison with Granicus for layout; Divider wall to protect security and privacy of election space; Four (4) wall units to add shelving and storage; Dupont shelving system library style; Three (3) laptops; Printer for election room; Automatic envelope opener; and Supplies. This is 100% Grant funded.

Action Required:	Approval of appropriation
Amount:	\$34,750.92
Fund/Budget:	CT Secretary of State Grant
Submitted by:	Lyda Ruijter, City and Town Clerk
Attending:	Lyda Ruijter

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

23. REQUEST FOR ADDITIONAL APPROPRIATION – YOUTH SERVICES BUREAU – NATIONAL OPIOID SETTLEMENT (Video 02:08:13)

The City of Stamford has received funding from the National Opioid Settlement. Funds must be used for activities related to the prevention and reduction of opioid use. The City of Stamford Local Prevention Council, through the Youth Services Bureau, is in the process of applying for Drug Free Communities funding. The funding from the Opioid Settlement will be gap filling funding to support the hiring of a part-time temporary seasonal and purchase program supplies and materials to carry out prevention activities until the long-term grant funding is awarded in July 2023.

Action Required:	Approval of appropriation
Amount:	\$46,118
Fund/Budget:	National Opioid Settlement Funds
Submitted by:	Terry Drew, Director, Youth Services Bureau
Attending:	Anita Carpenter, Grants Officer

Motion to approve by Geoff Alswanger, seconded by Richard Freedman. Vote passed 5-1-0. Mary Lou Rinaldi voted against.

24. REQUEST FOR ADDITIONAL APPROPRIATION – SOLID WASTE AD RECYCLING -NIPS ENVIRONMENTAL FEE (Video 02:19:27)

The City of Stamford has received NIPS Surcharge funding. The funds are intended for environmental measures to reduce solid waste generation in the municipality or the impact of letter from solid waste. This represents funds collected from October 1, 2021 through March 31, 2022. Funds are distributed semi-annually to the City from the wholesaler surcharge revenue. Funds are to be used for a contracted partnership with a local community organization for litter cleanups.

Action Required:	Approval of appropriation
Amount:	\$36,007
Fund/Budget:	NIPS Surcharge Funds
Submitted by:	Dan Colleluori, Supervisor of Solid Waste & Recycling
Attending:	Dan Colleluori

Motion to approve by Mary Lou Rinaldi, seconded by J.R. McMullen. Vote passed unanimously, 6-0-0.

25. REQUEST FOR ADDITIONAL APPROPRIATION – PUBLIC HEALTH – PREVENTATIVE HEALTH AND HEALTH SERVICES BLOCK GRANT (Video 02:22:57)

The Stamford Department of Public Health receives annual funding through the Preventative Health and Health Services Block Grant to implement programming related to hypertension. Funds support: contractual services for blood pressure education, fitness, case management and nutrition. The funding will cover expenses related to outreach, awareness, staff development and participant assistance related to healthy food purchases. This request is an amendment to the current project to increase the funds and extend the project period to 9/30/2023. This program is 100% grant funded.

Action Required:	Approval of appropriation
Amount:	\$39,021
Fund/Budget:	100% Grant Funded
Submitted by:	Jody Bishop-Pullan, Director of Health
Attending:	Anita Carpenter, Grants Officer

Motion to approve by Geoff Alswanger, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

26. REQUEST FOR ADDITIONAL APPROPRIATION – HOMELAND SECURITY – GRANT (Video 02:24:23)

This Homeland Security funding is a sub award from the State for Region 1 with the City of Stamford serving as the fiduciary. Funds are 100% FEMA funded. The City of Stamford will receive \$50,000 to act as the fiduciary agent. *Total breakdown: \$376,556.15 Homeland Security/Noncapital Equip; \$54,400 Homeland Security/Education & Training; \$50,000 Fiduciary agent-Direct Services.*

Action Required:	Approval of appropriation
Amount:	\$480,956.15
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Laura Burwick, seconded by J.R. McMullen. Vote passed unanimously 6-0-0.

27. ADJOURNMENT *(Video 02:30:34)*

Motion to adjourn by J.R. McMullen, seconded by Mary Lou Rinaldi. The meeting was adjourned at 9:32 p.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board