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BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
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SPECIAL MEETING OF THE BOARD OF FINANCE Monday, November 28, 2022 @ 9:30a.m.

Via Zoom

MINUTES

CALL TO ORDER: Chairman Freedman called the meeting to order at 9:33 a.m. (*Video 00:00:02*)

MEMBERS PRESENT: Chair, Richard Freedman; Vice Chair, Mary Lou Rinaldi; Members, Geoff Alswanger, Laura Burwick, Dennis Mahoney and J.R. McMullen.

OTHERS PRESENT: Bridget Fox, Sandy Dennies, David Yanik, Chuck Williams, Elda Sinani, Dr. Tamu Lucero, Ryan Fealey, Cindy Grafstein, Anita Carpenter, Kevin McCarthy, Anthony Romano, Lee Berta, Adrienne Tovar, Brandon Bush and Lindsey Miller.

PUBLIC PARTICIPATION: There was none.

1. REQUEST FOR ADDITIONAL APPROPRIATION – ADDITIONAL SPENDING AUTHORITY FOR PRIOR YEAR PURCHASE ORDERS (Video 00:00:45)

In the new Oracle system, prior year purchase orders are treated differently than was the case in H.T.E, now, carry forward purchase orders require corresponding carryover spending authority.

Action Requested:	Approval of Appropriation
Amount:	\$7,537,493 \$6,473,475
Fund/Budget:	Use of Fund Balance “bucket” (see reference below)
Submitted by:	Mayor Caroline Simmons
Attending:	Chuck Williams, ERP Sandy Dennies, Director of Administration

Chuck Williams and Sandy Dennies presented this item. Amount of original submission changed to **\$6,473,475** during presentation due to current year purchase order cancellations. This appropriation amount needs approval from the Board to move it forward into the new fiscal year – FY23/24. This large amount is a onetime request to accommodate the initial transition from HTE to Oracle.

Sandy explained the current accounting system (HTE) numbers were not converting into the new Oracle (ERP) system properly. It was determined that HTE and Oracle treat encumbrances differently. As the City uses Encumbrance Accounting, HTE brought encumbrances forward when the prior fiscal year closed out. These encumbrances were then contained in a separate “bucket”. The Oracle system handles it differently. It brings the encumbrances along with the spending authority (if you have it) into the new budget year and affects the budget’s numbers by increasing them.

Chuck Williams pointed out that going forward, all prior year purchase orders received by June 30th can be paid by August 15th in the new budget year. Purchase orders not received by June 30th will be cancelled as a rule. In some cases, purchase orders could be justified for non-cancellation by a department as an exception to the rule.

Motion to approve by Laura Burwick, seconded by Geoff Alswanger. Vote passed 5-1-0. J.R. McMullen voted against.

2. REQUEST FOR CAPITAL PROJECT (001304) APPROPRIATION – NEWFIELD FRESH AIR
Request for additional appropriation for Capital Project (001304) to replace HVAC Mechanical Equipment at Newfield Elementary School, including the Fresh Air Systems that service the auditorium and cafeteria. The Project is being submitted through the competitive State of Connecticut HVAC Indoor Air Quality Reimbursement Program. If the Project is approved by the State of Connecticut, reimbursement of 60% of cost on eligible items is anticipated. (Video 00:35:35)

Action Requested: Approval of Appropriation
Amount: \$8,000,000
(\$4,800,000 State Grant/\$3,200,000 City Bond)
Fund/Budget: Board of Education: Capital
Submitted by: OPM
Attending: Anita Carpenter, Grants Officer

see item #7 – items 2 through 7 considered together

3. RESOLUTION TO AMEND FY 22/23 CAPITAL BUDGET BY ADDING AN APPROPRIATION OF \$8,000,000 FOR THE NEWFIELD FRESH AIR PROJECT AND AUTHORIZING \$3,200,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION.

Action Requested: Approval of Resolution
Amount: \$8,000,000
Submitted by: Anthony Romano, Management Analyst, OPM
Attending: Tony Romano

see item #7 – items 2 through 7 considered together

4. REQUEST FOR CAPITAL PROJECT (001305) APPROPRIATION – RIPPOWAM MECHANICAL IMPROVEMENTS

Request for additional appropriation for Capital Project (001305) to replace HVAC Mechanical Equipment at Rippowam Middle School and Apples Pre-K, including the Air Handler Units that service the Rippowam auditorium and gymnasium and Apples Pre-K gymnasium. Work also includes adding the Mechanical Equipment to the Apples Pre-K Administration and Support Service areas. The Project is being submitted through the competitive State of Connecticut HVAC Indoor Air Quality Reimbursement Program. If the Project is selected by the State of Connecticut, reimbursement of 60% of cost on eligible items is anticipated.

Action Requested: Approval of Appropriation
Amount: \$4,000,000
(\$2,400,000 State Grant/\$1,600,000 City Bond)
Fund/Budget: Board of Education: Capital
Submitted by: OPM
Attending: Anita Carpenter, Grants Officer

see item #7 – items 2 through 7 considered together

5. RESOLUTION TO AMEND FY 22/23 CAPITAL BUDGET BY ADDING AN APPROPRIATION OF \$4,000,000 FOR THE RIPPOWAM MECHANICAL IMPROVEMENTS PROJECT AND AUTHORIZING \$1,600,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION.

Action Requested: Approval of Resolution
Amount: \$4,000,000
Submitted by: Anthony Romano, Management Analyst, OPM
Attending: Tony Romano

see item #7 – items 2 through 7 considered together

6. REQUEST FOR CAPITAL PROJECT (001306) APPROPRIATION – STAMFORD HIGH SCHOOL MECHANICAL IMPROVEMENTS

Request for additional appropriation for Capital Project (001306) to replace HVAC Mechanical Equipment at Stamford High School, including the Air Handler Units that service the 3rd floor, limited areas of the 1st and 2nd floors and the auditorium. The Project is being submitted through the competitive State of Connecticut HVAC Indoor Air Quality Reimbursement Program. If the Project is selected by the State of Connecticut, reimbursement of 60% of cost on eligible items is anticipated.

Action Requested: Approval of Appropriation
Amount: \$3,000,000
(\$1,800,000 State Grant/\$1,200,000 City Bond)
Fund/Budget: Board of Education: Capital
Submitted by: OPM
Attending: Anita Carpenter, Grants Officer

see item #7 – items 2 through 7 considered together

7. RESOLUTION TO AMEND FY 22/23 CAPITAL BUDGET BY ADDING AN APPROPRIATION OF \$3,000,000 FOR STAMFORD HIGH SCHOOL MECHANICAL IMPROVEMENTS PROJECT AND AUTHORIZING \$1,200,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION.

Action Requested: Approval of Resolution
Amount: \$3,000,000
Submitted by: Anthony Romano, Management Analyst, OPM
Attending: Tony Romano

Motion to approve items #2 through #7 by Geoff Alswanger, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

8. REQUEST FOR POSITIVE “APPROVAL” ADVISORY OPINION OF BOARD OF EDUCATION GRANT SUBMISSIONS – FOR PREVIOUSLY COMPLETED PROJECTS. (Video 01:05:05)

Projects for authorization under the HVAC Indoor Air Quality Reimbursement Program. Filings of the HVAC Indoor Air Quality Reimbursement Program grant applications as required by the Office of School Construction Grants and Review (OSCGR) as follows:

A. CLOONAN ELEMENTARY SCHOOL – UNIT VENTILATOR CONTROLS IMPROVEMENT PROJECT - \$341,073.

Unit Ventilator Control upgrade project conducted on equipment installed in 2020.

B. DAVENPORT ELEMENTARY SCHOOL – ROOF TOP UNIT REPLACEMENT PROJECT - \$1,494,387.

Replacement of eleven (11) roof top units circa 2000s construction replaced with higher efficiency units utilizing additional Energy Conservation Measures (ECM) control strategies.

C. JULIA STARK ELEMENTARY SCHOOL – ROOFTOP UNIT REPLACEMENT PROJECT - \$1,024,964.

Replacement of seven (7) end of useful life units to increase energy efficiency.

D. NORTHEAST ELEMENTARY SCHOOL – BOILER PLANT UPGRADE PROJECT - \$820,285.41.

Replacement of end of useful life boiler equipment including boilers and pumps with high efficiency equipment. Additional work included Building Management System controls work to integrate new equipment.

E. RIPPOWAM MIDDLE SCHOOL – BOILER PLANT UPGRADE PROJECT - \$1,667,625.54.

Replacement of end of useful life boiler equipment including boilers, pumps, domestic hot water heaters and water storage tanks with high efficiency equipment. Additional work included replacement of a dewatering pump and sewer ejector pump as well as Building Management System controls work to integrate new equipment.

F. STAMFORD HIGH SCHOOL – BOILER PLANT UPGRADE & VALVE REPLACEMENT PROJECT - \$2,458,584.78.

Replacement of end of useful life boiler equipment including steam boilers, pumps, steam to hot water converter, domestic hot water heaters, and water storage tanks with high efficiency equipment and eliminated steam heat generation and hot water conversion in the building. Additional work included replacement of hot water actuator valves as well as Building Management System controls work to integrate new equipment.

G. WESTOVER MAGNET ELEMENTARY SCHOOL – DEPARTMENT OF ADMINISTRATIVE SERVICES – DEDICATED OUTDOOR AIR SYSTEM PROJECT - \$2,845,445.77.

The DOAS project was a single phased project conducted to provide temperature and humidity controlled fresh air to the classroom portion of the building. The intent of the project was a response to alleviate condensation encountered on a chilled water piping which served unit ventilators in the building.

Motion for positive “approval” advisory opinion on Item #8 (A through G) and to approve the filing of grant applications for each project under the State HVAC Indoor Air Quality Reimbursement Program made by Richard Freedman, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

ADJOURNMENT:

Motion to adjourn by J.R. McMullen, seconded by Mary Lou Rinaldi. The meeting was adjourned at 10:41 a.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board