

**MAYOR
CAROLINE SIMMONS**

VICE CHAIR
GEOFF ALSWANGER
LAURA BURWICK
DENNIS MAHONEY
J.R. McMULLEN

**RICHARD FREEDMAN
CHAIR
MARY LOU T. RINALDI
BOARD OF FINANCE**

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BOARD OF FINANCE REGULAR MONTHLY MEETING

**Thursday, January 19, 2023
Time: 7:00 p.m.
Via Zoom**

MINUTES

CALL TO ORDER: Chairman Freedman called the meeting to order at 7:01p.m. *(Video 00:00:05)*

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

OTHERS PRESENT: Louis Casolo, Anita Carpenter, David Yanik, Elda Sinani, Anthony Romano, Kevin McCarthy, Chuck Williams, Loren Nadres, Bridget Fox, William Napoletano, Greg Stackpole, Joanne Noone, Leah Kagan, Emily Gordon and Nette Compton.

PUBLIC PARTICIPATION: Miss Jere C. Eaton, a longtime resident of Stamford, addressed the Board with her concerns regarding the City- issued RFP related to the ARP Grant money from the Federal Government designated to aid small businesses that suffered during the pandemic and continue suffer. Miss Eaton emphasized the need for further review of the Contract with the Women's Business Development Council, Inc. (agenda item #7), to allocate ARP (American Rescue Plan) Federal Funding for small business grants. *(Video 00:01:07)*

1. MINUTES *(Video 00:06:46)*

Request for approval of minutes of the following meeting:

12072022 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

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

*****ITEMS WERE TAKEN OUT OF ORDER---SEE VIDEO TIMESTAMPS FOR ORDER*****

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:08:24)

Ryan Fealey, Director of Finance, Board of Education, provided a brief update on the BOE budget.

3. ACFR UPDATE AND DISCUSSION (Video 00:35:41)

David Yanik, City Controller, provided an update on progress on the ACFR. Joanne Noone also spoke on this item. David Yanik noted that meetings have resumed (post-holiday) with the outside auditor RSM. He continues to work on outstanding items outside the Controller's Office, including the Tax Department, WPCA, Fire Pension and Police Pension. Joanne Noone commented on open items within the Controller's Office, including OTHRA, the Grants Department and the new GASB Lease item which are all contributing to the need for extra time in completing the audit.

Mary Lou Rinaldi, Audit Committee Chair, stated that she has had several conversations with Scott Bassett, Partner in Charge, RSM, regarding the progress of the audit. Mary Lou pointed out several issues that the auditor is having receiving the information needed from the City in completing the audit. She reported that the audit will not be completed by our current extension filing date of January 31, 2023. Mary Lou voiced her frustration with the City's process and stressed the importance of maintaining the AAA credit rating of the City by complying with audit deadlines.

4. APPROVAL – HOME-ARP ALLOCATION PLAN FOR YEAR 47: 07/01/2021 – 06/30/2022 AND HOME INVESTMENT PROGRAM FUNDS (Video 01:00:03)

Request for approval of the HOME-ARP Allocation Plan (Year 47: July 1, 2021 – June 30, 2022) for use of and HOME Investment Partnerships Program American Rescue Plan (HOME-ARP) funds totaling \$1,591,663.

Action Requested:	Approval of Plan
Amount:	\$1,591,663 (HOME-ARP)
Fund/Budget:	US Department of Housing and Urban Development: 100% Grant Funded
Submitted by:	Emily Gordon, Director of Housing and Community Development
Attending:	Emily Gordon

Motion to approve by Laura Burwick, seconded by Dennis Mahoney. Vote passed unanimously, 6-0-0.

5. APPROVAL OF CONTRACT – ERP PROJECT EXTENSION CHANGE ORDER (Video 01:04:13)

The original contract price for these services totaled \$3,500,000.00. Per Amendment One, 10 of the original interfaces were removed (-\$118,513) and 10 new interfaces were added (+\$277,513.00) for a net contract price increase of \$159,000.00. Amendment Two revises the Project Timeline and increase the contract price by \$1,150,000.00, bringing the total to \$4,809,000.00. Board approvals are required for Amendment Two because the contract price will increase by more than 15%.

Action Requested: Approval of Contract
Amount: \$1,150,000
Fund/Budget: Capital
Submitted by: Chuck Williams, ERP Consultant
Attending: Chuck Williams

Chuck Williams presented this item and clarified that amount of this change order amount is \$1,150,000. He highlighted the factors driving the need for additional services including changes needed to accommodate prior year purchase orders, extending the implementation schedule and preparing the project team.

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

6. APPROVAL OF CONTRACT – MUNICIPAL TAX SERVICES, LLC, FOR MOTOR VEHICLE TAX COMPLIANCE (Video 01:27:10)

This is a two-year contract with two, additional option years for a total possible Term of four years. MTS seeks out motor vehicles that are not registered in Stamford, but are owned by people who live in Stamford, and adds those vehicles to City's tax roll. MTS is paid 50% of taxes collected plus \$50.00/vehicle (paid by the vehicle owner).

Action Requested: Approval of Contract
Submitted by: Mayor Caroline Simmons
Attending: Greg Stackpole, Tax Assessor

Greg Stackpole presented this item. He advised that the current contract established in 2019 is expiring. MTS has added approximated 7,900 vehicles to the tax list since the start of their original contract in 2019, adding approximately \$35 million to the motor vehicle grand list.

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

7. ****HELD** APPROVAL OF CONTRACT – WOMEN’S BUSINESS DEVELOPMENT COUNCIL, INC.**
(Video 01:45:32)

The City has approved 1.5 million dollars from ARP (American Rescue Plan) Federal Funding to be allocated for small business grants in the amount of \$10,000 and technical support. The WBDC will provide operational support to manage an online grants application process, provide technical support to applicants, collect relevant business data on applicants, provide wrap-around business services, and monitoring and evaluation of grant recipients. At least 50% of the funding and services will be directed to businesses located in distressed municipalities and business owned by minorities, women, disabled person and veterans.

We anticipate this to be an 18-month project. The WBDC will make \$1,300,000.00 in sub-awards. The remaining \$200,000.00 of the approved ARP funding will be paid to WBDC to reimburse it for the City's portion of the operating expenses. The WBDC will cover the remaining \$250,000.00 in operating expenses. All as set forth in greater detail in WBDC's Financing Plan and Budget (Ex. B1).

Action Requested:	Approval of Contract
Amount:	\$200,000
Fund/Budget:	ARP Funding
Submitted by:	Leah Kagan, Special Assistant to the Mayor
Attending:	Leah Kagan Loren Nadres, Director, Economic Development

Motion to hold item until February 9th, 2023 BOF Regular Monthly Meeting by Richard Freedman, seconded by Laura Burwick. Vote passed 4-2-0. Dennis Mahoney and J.R. McMullen voted against.

8. **ADDITIONAL APPROPRIATION REQUEST – DUI ENFORCEMENT (Video 01:47:53)**

Additional appropriation is needed to match the actual award received. The amount in HTE is \$88,302. The actual award amount is \$111,132.

Action Requested:	Approval of appropriation
Amount:	\$22,830
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

9. CAPITAL PROJECT (001308) APPROPRIATION REQUEST – BOYS & GIRLS CLUB OF STAMFORD PLAYSCAPE (Video 00:18:18)

The Boys & Girls Club of Stamford operates the Yerwood Center, the site of the playscape that is being rehabilitated. Yerwood Center is owned by the City of Stamford. Boys & Girls Club of Stamford and the City of Stamford have entered into a long-term lease structure. Currently, the Yerwood Center and the playscape are primarily used by underserved youth in grades K-3. The playscape project involves:

- Design a new playscape - current playscape is estimated to more than double in size while improving safety and ADA compliance
- Solicit proposals and select a contractor
- Remove and dispose of existing playscape
- Level the ground allowing for new and larger playscape to be installed
- Install playscape

Action Requested:	Approval of appropriation
Amount:	\$166,666
Fund/Budget:	State Grant
Submitted by:	OPM
Attending:	Louis Casolo, City Engineer Rowena Track, CEO, Boys & Girls Club

*****see item 11. Items 9, 10 and 11 were voted on together*****

10. CAPITAL PROJECT (001309) APPROPRIATION REQUEST – CHILDREN'S LEARNING CENTER PLAYSCAPE

The Children's Learning Centers of Fairfield County (CLC) is planning to install a new playscape at its Hillandale Avenue location. Redniss and Mead are the site engineers of record and will prepare all site plans for the project. They will coordinate with the City of Stamford Engineering Bureau in filing applications and site plan approval.

The general contractor shall complete work related to site preparation, demolition of current play equipment and rubber surfaces, site drainage, and preparation for the installation of the new play equipment. All play surface preparation must meet or exceed ASTM safety standards and be ADA compliant.

Action Requested:	Approval of appropriation
Amount:	\$166.666
Fund/Budget:	State Grant
Submitted by:	OPM
Attending:	Louis Casolo, City Engineer Marc Jaffe, CEO, CLC

*****see item 11. Items 9, 10 and 11 were voted on together*****

11. CAPITAL PROJECT (001307) APPROPRIATION REQUEST – MILL RIVER PLAYScape

The Mill River Collaborative will create a uniquely designed Playscape area at the Mill River Park Carousel Pavilion. The installation will be an architecturally-distinctive, playful, and interactive structure. The project will be grounded in a holistic conceptual vision and will meet functional, aesthetic, and narrative requirements. Our carousel hosts families every weekend with many birthday parties and dozens of kids all summer and during school holidays as part of our camp offerings. The playscape will be an inclusive design that will engage kids, caregivers and the entire community. The exciting challenges and activities on an inclusive playscape area will provide increased play value and engagement to our varied park visitors. This money is being allocated for the design and construction of the playscape. Our current project timeline is as follows:

- Currently the project is in the conceptual phase and should last about two weeks
- Second Phase, Schematic Design - One Month
- Third Phase, Design Development - One Month
- Fourth Phase, Permitting -Four Months
- Fifth Phase, Construction Documents - One and Half Months
- Final Phase (May 2023) Construction -Two Months

Action Requested:	Approval of appropriation
Amount:	\$166,666
Fund/Budget:	State Grant
Submitted by:	OPM
Attending:	Louis Casolo, City Engineer Nette Compton, President and CEO, Mill River

Motion to approve items 9, 10 and 11 by Laura Burwick, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

12. CAPITAL PROJECT (C5B613) APPROPRIATION REQUEST – DISTRICT-WIDE BOILER & BURNER REPLACEMENT (Video 00:32:36)

The rebate check for \$47,952 associated with the Boiler Replacement project at Northeast Elementary is part of an energy efficiency incentive program offered by the utility company, Eversource. The new equipment installed at the school has a higher efficiency rating than the previous equipment and through this incentive program the utility company offers rebates based on their calculations for different efficiency measures. These measures take into account the heating capacity of the unit and the overall efficiency performance upgrades. Eversource reviewed the project design documents and presented the City with a letter of agreement, attached, for \$47,952 for the performance upgrades. The equipment was then verified after installation by the utility company and a rebate check was released.

Action Requested:	Approval of appropriation
Amount:	\$47,952
Fund/Budget:	Rebates
Submitted by:	OPM
Attending:	Louis Casolo, City Engineer

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

13. CAPITAL PROJECT (C56182) APPROPRIATION REQUEST – STREET PATCH & RESURFACING

Aquarion Water Company of Connecticut recently completed the Bargh Reservoir Replacement Raw Water Pipeline project in Stamford and Greenwich, Connecticut. Aquarion payment in the amount of \$153,318 is in lieu of Aquarion completing final milling and paving of Farms Road portion of the project in the area of work on that road. This amount is based on the breakdown of items included in their invoice to the City. (Video 00:33:25)

Action Requested:	Approval of appropriation
Amount:	\$153,318
Fund/Budget:	Private Contributions
Submitted by:	OPM
Attending:	Louis Casolo, City Engineer

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

14. CAPITAL PROJECT (001313) APPROPRIATION REQUEST – DISTRICT WIDE WINDOW AC UNIT PROJECT (Video 01:48:46)

Request for additional appropriation for window AC unit installations district wide at schools that do not have building wide AC systems. Total project cost is estimated at \$300,000 (split between City and BOE surplus) and is estimated to provide 200 window AC units installed.

Action Requested:	Approval of appropriation
Amount:	\$300,00
Fund/Budget:	Capital Non-Recurring (\$150,000 City/\$150,000 BOE Surplus)
Submitted by:	OPM
Attending:	Kevin McCarthy, Director of Facilities

Kevin McCarthy presented this item. The Board had questions as to whether AC window units are the most cost-effective way to address the problem of increased classroom temperatures at the beginning and end of the school year. The Board also had concerns regarding the continuing costs of operation and maintenance. The item was held until next month's meeting awaiting answers to questions from the Board.

Motion to hold item until February 9th, 2023 BOF Regular Monthly Meeting by Geoff Alswanger, seconded by J.R. McMullen. Vote passed unanimously, 6-0-0.

15. CAPITAL PROJECT (CPB092) APPROPRIATION REQUEST – DISTRICT-WIDE ROOFING REPLACEMENTS (Video 02:16:38)

Request for additional appropriation for Capital Project (CPB092) for grant reimbursement related to Stamford High 1927 Building Phase II Roofing Replacement Project. Total project cost is estimated at \$2,224,035 and grant reimbursement is estimated at \$1,334,421. \$2,500,000 was authorized and funded in FY 23-23 for roofing replacements at Stamford High School.

Action Requested:	Approval of appropriation
Amount:	\$1,334,421
Fund/Budget:	State Grant
Submitted by:	OPM
Attending:	Kevin McCarthy, Director of Facilities

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

16. RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 22-23 BY ADDING AN APPROPRIATION OF \$2,224,035 FOR THE STAMFORD HIGH SCHOOL ROOF PROJECT AND AUTHORIZING \$889,614 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION (Video 02:18:21)

Action Requested:	Approval of Resolution
Amount:	\$2,224,035 (\$1,334,421 State/\$889,614 City Bonds)
Fund/Budget:	State/City Bonds
Submitted by:	Anthony Romano, Management Analyst, OPM
Attending:	Tony Romano

Motion to approve by Geoff Alswanger, seconded by Mary Lou Rinaldi. Vote passed 5-0-1. J.R. McMullen abstained.

ADJOURNMENT (Video 02:35:02)

Motion to adjourn by J.R. McMullen, seconded by Mary Lou Rinaldi. The meeting was adjourned at 9:36 p.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board