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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, February 9, 2023

Time: 7:00 p.m.

Via Zoom

MINUTES

CALL TO ORDER: Chairman Freedman called the meeting to order at 7:02 p.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: Mayor Caroline Simmons, Bridget Fox, Doug Dalena, Sandy Dennies, Jackie Heftman, Josie Carpanzano, Dr. Tamu Lucero, Ryan Fealey, Chris Soules, Cindy, Grafstein, Noemi Berkoff, Lyda Ruijter, Matt Quinones, Captain Scott Duckworth, Anita Carpenter, David Yanik, Joanne Noone, Elda Sinani, Kevin McCarthy, Bill Napoletano, Greg Stackpole, Joanne Noone, Andy George, Lee Hoffman, Tom Mooney and Christopher Whitman.

PUBLIC PARTICIPATION: There was none.

1. MINUTES (*Video 00:00:59*)

Request for approval of minutes of the following meeting:

01192023 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

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

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 01:42:17)

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

3. ACFR UPDATE AND DISCUSSION (Video 01:43:21)

David Yanik, City Controller; provided a brief update on progress on the ACFR. He advised that an additional extension has been filed with the State, and the outside audit deadline for submission is now February 28, 2023.

4. REQUEST FOR AN ADVISORY OPINION – TENTATIVE AGREEMENT BETWEEN STAMFORD BOARD OF EDUCATION AND THE UPSEU, LOCAL 24 – UNIT 133 (PARENT FACILITATORS

On December 15, 2022, the Board Negotiations Committee (Jackie Heftman, Andy George, Josh Esses, Tamu Lucero, Chris Soules, and legal counsel) reached a tentative agreement on an initial collective bargaining agreement with UPSEU, Local 424 – Unit 133, Parent Facilitators. This new contract will be effective upon ratification, approval and execution by the parties (with salary increases retroactive to July 1, 2022) for a term ending June 30, 2025. In accordance with **Section C6-20-7(c)** of the City Charter, the Board of Education presents this tentative agreement to the Board of Finance and requests “an advisory opinion to the Board of Education of the total cost and potential long-term burden of the proposed agreements.” (Video 00:01:36)

Action Requested:	Issuance of Advisory Opinion
Submitted by:	Christopher Soules, Director, BOE
Attending:	Thomas Mooney, Shipman & Goodwin, LLP

Thomas Mooney, Shipman & Goodwin, presented this item. This is a new agreement as the Parent Facilitator position has previously been a part time position. The parent facilitator supports families to connect with available resources. They also work with teachers and administrators for the benefit of families and their children enrolled in the school. The Board had concerns related to initial cost and continued cost maintaining the positions.

Motion to issue a positive advisory opinion by Geoff Alswanger, seconded by Richard Freedman. Vote passed 3-2-1. Dennis Mahoney and J.R. McMullen voted against. Mary Lou Rinaldi abstained.

5. APPROVAL OF CONTRACT – ALLCO RENEWABLE ENERGY LIMITED – CITY RFP NO. 802 FOR A VIRTUAL NET METERING SERVICES PROVIDER (Video 00:47:39)

Allco will provide up to 10Mws AC of virtual net metering offtake opportunities for solar projects in Eversource territory. Individual projects will range between 1 MW AC and 3 MWs AC.

Action Requested:	Approval of Contract
Amount:	over \$100,000
Submitted by:	Mayor Caroline Simmons
Attending:	Matt Quinones, Director of Operations Lee Hoffman, Pullman & Comley Christopher Whitman, Consultant

There was a detailed presentation and an extensive discussion on the details of this contract. Ultimately, this contract will provide reduced electricity costs for the City.

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

6. Q2 REVIEW (Video 01:46:27)

Review and discussion of 2nd Quarter.

Submitted by:	Elda Sinani, Director, OPM
Attending:	Elda Sinani

Elda Sunani, OPM Director, presented an overview of the 2nd Quarter projections.

7. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2022/2023 -- WINTER STORM ELLIOT

Request to appropriate funds from the Risk Fund Storm Damage Reserve account (9522554000) for Winter Storm Elliot damage. Risk Management will seek insurance claim proceedings depending on the total amount of loss, if above the insurance deductible. (Video 01:55:07)

Action Required:	Approval of appropriation
Amount:	\$250,000
Fund/Budget:	Fund Balance
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

8. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2022/2023 – YOUTH SERVICES CORP GRANT (Video 01:56:57)

The City of Stamford will contract with Domus Kids, Inc. to create a Youth Service Corps Program. The Program will employ disengaged youth ages 16-24 to work for the Office of Operations. All funds will be contracted to Domus to manage the program except for 10% indirect costs for the City.

Action Required:	Approval of appropriation
Amount:	\$460,000
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

9. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2023/2024 – MAYOR'S OFFICE – ARTS/ CT HUMANITIES SUPPORTING ARTS GRANT (Video 02:01:50)

The City of Stamford Arts Commission has been awarded operating funding to support website development and increased outreach to the arts community. This funding starts 12/21/2022 and terminates on 12/20/2023.

Action Required:	Approval of appropriation
Amount:	\$9,100
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

10. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2023/2024 – STAMFORD POLICE DEPARTMENT – AMERICAN RESCUE PLAN FUNDS – OVERTIME/FICA (Video 02:02:48)

The City of Stamford Police Department received ARP funding to support overtime and fringe related to auto theft. The purpose of these funds will be to reduce auto theft and other crimes related to auto theft in our communities. This is one-time funding from December 1, 2022 through December 31, 2023.

Action Required:	Approval of appropriation
Amount:	\$94,444
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

11. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2022/2023 – HISTORIC PRESERVATION

The Town Clerk's Office is requesting an additional appropriation from the Land Recording Fee – Historic Preservation Fund Account #0122211070 (approximate balance is \$169,000) -- in order to scan and upload books from the Land Records Vault currently not digitized nor available online for searches. The current digitized records go back to Mid-2001. This project will scan and load all documents from 1/2/1998 to 5/20/2001. (Video 02:07:53)

Action Required:	Approval of appropriation
Amount:	\$93,975
Fund/Budget:	Land Recording Fee – Historic Preservation Fund
Submitted by:	Lyda Ruijter, Town Clerk
Attending:	Lyda Ruijter, Town Clerk

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

12. REQUEST FOR ADDITIONAL APPROPRIATION – FY 2022/2023 – TOWN CLERK REORGANIZATION (Video 02:11:40)

This is a request to appropriate funds for continued reorganization of the office to allow for further cross-training and sharing of duties. The job description for Index Clerk was changed and updated to encompass both the current index clerks and the OSS positions. This appropriation allows for one promotion from OSS to Index Clerk, adding one new Index Clerk and removing the Permanent Part Time position.

Action Required:	Approval of appropriation
Amount:	\$7,853
Fund/Budget:	Contingency
Submitted by:	Lyda Ruijter, Town Clerk
Attending:	Lyda Ruijter, Town Clerk

Lyda Ruijter, Town Clerk, presented this item. The Board agreed that this item should not be considered at this time as a "contingency" item, and suggested it wait until the FY 23/24 Budget for reconsideration.

No Motion was made. No Vote was taken.

13. CAPITAL PROJECT (001313) APPROPRIATION REQUEST – DISTRICT WIDE WINDOW AC UNIT PROJECT ****This item was held by the Board at 1/9/2023 meeting.**** (Video 02:29:27)

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. Cindy Grafstein and Dr. Tamu Lucero also contributed. After the presentation, several members of the Board commented that there should have been a more thorough review answering existing questions from the prior month's meeting. Board members were asked to submit specific concerns and questions to aid the presenters in expanding the scope of the presentation for future consideration.

Motion to hold this item until the March 9, 2023, BOF Regular Monthly Meeting by Richard Freedman, seconded by J.R. McMullen. Vote passed 6-0-0.

14. ***WITHDRAWN***

CAPITAL PROJECT (CPB984) APPROPRIATION REQUEST – DAVENPORT TOILET ROOM RENOVATION PROJECT – FY 22/23

~~This is a four phase bathroom renovation project. It is currently designed and ready to go out to bid. Estimates performed by Trophy Point and issued in April 2022, have total project costs estimated at approximately \$3.8M which have been escalated to the start of construction. The project is being split into two parts. Part one includes "phase 1" and "phase 2" of the four phases outlined in the completed design and represents approximately \$2.1M of the total project cost. Part two would be scheduled for 2025 construction and is not part of this request. This project will be submitted as a non-priority code project in two phases. The majority of these costs should be eligible for reimbursement as the bathrooms will be made to comply with ADA requirements.~~

Action Requested:	Approval of appropriation
Amount:	\$145,568
Fund/Budget:	Bond (City)
Submitted by:	OPM
Attending:	Kevin McCarthy, Director of Facilities

15. *****WITHDRAWN*****

RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 22-23 BY ADDING AN APPROPRIATION OF \$1,364,359 FOR THE DAVENPORT TOILET ROOM RENOVATION PROJECT AND AUTHORIZING \$145,568 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: _____ Approval of Resolution
Amount: _____ \$1,364,359 (\$1,218,791 State/\$145,568 City Bonds)
Fund/Budget: _____ State Grant/City Bonds
Submitted by: _____ Anthony Romano, Management Analyst, OPM
Attending: _____ Tony Romano

16. *****WITHDRAWN*****

CAPITAL PROJECT (C31072) APPROPRIATION REQUEST — DISTRICT-WIDE ENERGY EFFICIENCY PROJECTS — FY 22/23

This project involves the demo and replacement of windows and flooring as well as exterior masonry repair on the ground, first and second floors of the old section of the building (1919 and 1929 construction). The preliminary estimate for the project cost escalated to a start of construction in 2024 is approximately \$3.9M. This project can be submitted to OSCGR as a non-priority code project and the majority of costs should be eligible for reimbursement.

Action Requested: _____ Approval of appropriation
Amount: _____ \$277,952
Fund/Budget: _____ Bond (City)
Submitted by: _____ OPM
Attending: _____ Kevin McCarthy, Director of Facilities

17. *****WITHDRAWN*****

RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 22-23 BY ADDING AN APPROPRIATION OF \$2,002,280 FOR THE SPRINGDALE PROJECT AND AUTHORIZING \$277,952 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: _____ Approval of Resolution
Amount: _____ \$2,002,280 (\$1,724,328 State/\$277,952 City Bonds)
Fund/Budget: _____ State Grant/City Bonds
Submitted by: _____ Anthony Romano, Management Analyst, OPM
Attending: _____ Tony Romano

18. ~~***WITHDRAWN***~~ ***** Reinstated as Board of Finance DISCUSSION ONLY Item***** (Video 03:03:10)

~~APPROVAL OF CONTRACT—WOMEN'S BUSINESS DEVELOPMENT COUNCIL, INC.~~

~~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). *****This item was held by the Board at 1/9/2023 meeting.*****~~

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

There was a brief review/discussion of this item.

ADJOURNMENT

Motion to adjourn by Mary Lou Rinaldi, seconded by J.R. McMullen. The meeting was adjourned at 10:04 p.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board