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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, June 8, 2023
Time: 7:00 p.m.
Via Zoom

MINUTES

CALL TO ORDER: Chair, Richard Freedman called the meeting to order at 7:00 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, Elda Sinani, Lou DeRubeis, Tim Shaw, Trevor Roach, Miguel Robles, Al Cava, Frank Lagoe, Joe Gaudett, Kevin Murray, Erin McKenna, Anthony Romano, Chuck Williams, Frank Petise, Wareeya Sripa and Anita Carpenter.

PUBLIC PARTICIPATION: There was none.

SOME AGENDA ITEMS WERE TAKEN OUT OF ORDER

1. MINUTES (*Video 00:00:34*)

Request for approval of minutes of the following meeting:

05112023 Regular Monthly Meeting
05152023 Special Meeting

Submitted by: Clerk, Board of Finance

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

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:01:08)

Ryan Fealey, Director of Finance, Board of Education, provided a brief update on the BOE budget and reported that they are continuing to project no overall variance to the current budget.

3. APPROVAL OF A 4TH CONTRACT AMMENDMENT – ERP PROJECT – IMPLEMENTATION OF CITY FLEET MANAGEMENT, HUMAN RESOURCES AND PAYROLL SYSTEMS (Video 00:44:55)

This 4th Amendment increases the maximum allowable fees for additional services from \$516,400.00 to \$946,000, a net increase of \$429,600. Per C. Williams, this increase is necessary to extend the technical assistance needed for the City's ERP project and specifically to support the implementation of the City Fleet Management, Human Resources and Payroll systems. All other contract terms remain the same. Board approvals are required as this 4th Amendment increases the contract price by more than 15%.

Action Required:	Approval of Contract
Amount:	\$429,600
Submitted by:	Mayor Caroline Simmons
Attending:	Al Cava, Director of Human Resources Chuck Williams, ERP Consultant

Chuck Williams presented this item, and the Board requested more information. This item will be reviewed again at the July 13th BOF Regular Monthly Meeting.

Motion to HOLD this item by Geoff Alswanger, seconded by Dennis Mahoney. Vote to hold passed unanimously, 6-0-0.

4. DISCUSSION – CIVILIANIZING 911 EMERGENCY CENTER OPERATIONS (Video 00:58:38)

Attending:	Mayor Caroline Simmons Bridget Fox, Chief of Staff Lou DeRubeis, Director of Public Health, Safety and Welfare Joe Gaudett, Emergency Communications Director Elda Sinani, Director of OPM Tim Shaw, Police Chief Trevor Roach, Fire Chief Miguel Robles, Assistant Fire Chief Al Cava, Director of Human Resources Frank Lagoe, Public Safety Health Welfare Administration
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Motion by Richard Freedman to move the discussion into Executive Session, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

EXECUTIVE SESSION started at 8:02 p.m.

EXECUTIVE SESSION ended at 8:56 p.m.

No motions were made. No votes were taken.

The item will return for further review at the July 13, 2023, BOF Regular Monthly Meeting, as the Board would like a more careful cost analysis to discover potential areas of savings related to implementation of this item.

5. APPROVAL OF A NEW CONTRACT – NORTHEAST SERIES OF LOCKTON COMPANIES, LLC, (CITY RFP NO 884) – THE CITY’S HEALTH CARE ADVISORY CONSULTANT SERVICES (Video 01:20:20)

NE Lockton will assist the City in controlling or reducing the cost of the City’s health care insurance. This is a three-year contract with two, additional option years for a total possible Term of five years. NE Lockton’s fee for the first three years is \$125,000.00 per year. Fees for years four and five, if optioned, will be negotiated by the parties six months in advance of the then-current year. All fees will be renegotiated if the City leaves the State Partnership Plan.

Action Required:	Approval of Contract
Amount:	\$375,000 (three year contract) / \$125,000 per year
Submitted by:	Mayor Caroline Simmons
Attending:	Al Cava, Director of Human Resources

Al Cava presented this item for Contract approval. Lockton is the City’s current provider of this critical service and has performed excellently for the past three years.

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

6. REQUEST APPROVAL OF CONTRACT WITH FUSS & O’NEILL, INC. FOR ROUNDABOUT DESIGN AND INSPECTION SERVICES AT THE INTERSECTION OF SHIPPAN AVENUE, HARBOR DRIVE AND MAGEE AVENUE – RFP NO. 867 (Video 01:31:59)

Fuss & O’Neill will provide the design of a full-sized roundabout at the intersection of Shippan Avenue, Harbor Drive and Magee Avenue, based on the City’s approved LOTCIP concept plans, including all relevant surveys, permits, public meetings, and other associated design work at various progressing levels of the design process. The fee for these services is \$308,000.00, to be paid on a % of the work completed basis. Fuss & O’Neill may also be asked to perform construction inspection services as part of this project. The fees for which will be negotiated if/when the City decides those services are required.

Action Requested:	Approval of Contract
Amount:	\$308,000
Submitted by:	Mayor Caroline Simmons
Attending:	Frank Petise, Transportation Bureau Chief

Frank Petise presented this item for a Design Services Contract approval. Future construction of this item is 100% State grant funded.

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

7. APPROVAL OF EXISTING CONTRACT ADDITIONAL FEES OVER \$100,000 – SHOCK ELECTRICAL CONTRACTOR, INC. (CITY RFP NO 853) – STREET LIGHT MAINTENANCE AND ADMINISTRATION
The contract with Shock Electrical Contractors, Inc. for street light maintenance and administration now requires Board approvals because the fees have exceeded \$100,000 per year. Shock is paid hourly for maintenance work. Total annual fees were estimated at \$90,000.00 to \$95,000.00 per year when we entered this contract a little over a year ago. Fees for the first year were approximately \$108,000 and will likely be higher, with a limit of \$120,000, for the 2nd and 3rd year of this contract, because we are replacing more equipment than expected due to the age of the equipment and Eversource's replacement requirements. (Video 01:37:27)

Action Required:	Approval of Contract Additional Fees
Amount:	over \$100,000
Submitted by:	Mayor Caroline Simmons
Attending:	Louis Casolo, City Engineer Wayreeya Sripa, Admin Officer, Engineering

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

8. CAPITAL PROJECT (001345) APPROPRIATION REQUEST – FY 2022/2023 –HARBOR BOAT LODGE
Stamford Harbor Feasibility – The Stamford Harbor Management Commission has identified the need for a public boat launch in Stamford Harbor. The project will involve the evaluation of three identified sites based on visual (on-site) reconnaissance and “table-top” evaluations in accordance with the design standards and evaluation criteria and using existing data and including identification of opportunities and constraints for development of boat launching facilities. (Video 01:49:30)

Action Required:	Approval of appropriation
Amount:	\$20,000
Fund/Budget:	State Grant
Submitted by:	OPM Department
Attending:	Louis Casolo, City Engineer Erin McKenna, Associate Planner, Land Use Bureau

Erin McKenna presented this item and advised that grant funding will be sought for design and construction

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

9. CAPITAL PROJECT (CP0122) APPROPRIATION REQUEST – FY 2022/2023 –PARK AMENITIES UPGRADE (Video 01:47:33)***taken out of order***

The City of Stamford is the recipient of a private donation in the amount of \$25,000, facilitated by a representative from Terra Green LLC. Their representative indicated they seek to invest in one Stamford-based outdoor project every five years. The project identified includes a scope of work to remove the bleachers at Cubeta Stadium, and then power wash and paint the stadium seating.

Action Required:	Approval of appropriation
Amount:	\$25,000
Fund/Budget:	Private Contribution
Submitted by:	OPM Department
Attending:	Kevin Murray, Director of Parks & Recreation

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

10. CAPITAL PROJECT (CP3348) APPROPRIATION REQUEST – FY 2022/2023 – STATE GRANT -- CUMMINGS MARINA RESTORATION (Video 01:54:48)

The Cummings Marina was destroyed during Superstorm Sandy. A concept plan for a replacement marina was included in the 2015 master plan for Cummings and West Beach. The City of Stamford has been awarded SHIPP grant funding assistance for the Engineering Design and Regulatory Permitting of a replacement marina.

RACE Coastal Engineering (the same company that did the concept plan of the marina) provided the estimate for the final design & permitting. Their estimate was used as a basis for the grant request.

Action Required:	Approval of appropriation
Amount:	\$197,427.29
Fund/Budget:	State Grant - SHIPP
Submitted by:	OPM Department
Attending:	Louis Casolo, City Engineer Erin McKenna, Associate Planner, Land Use Bureau

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

11. CAPITAL PROJECT (CP0231) APPROPRIATION REQUEST – FY 2022/2023 – STATE GRANT – CITYWIDE DREDGING (Video 01:58:38)

The Cove Marina and channel require dredging, particularly after Superstorm Sandy, when the channel was substantially filled in and rendered bare navigable. Based on available grant and capital funding, the City ultimately split the dredging into two projects. Because of the nature of the dredge materials, each dredge requires different disposal protocols and permitting. The first dredge, funded with State Bonding money, was completed last winter. The SHIPP grant funding is approved and permitting is complete. The City seeks to bid the second dredge this year.

Action Required:	Approval of appropriation
Amount:	\$1,595,520
Fund/Budget:	State Grant - SHIPP
Submitted by:	OPM Department
Attending:	Louis Casolo, City Engineer Erin McKenna, Associate Planner, Land Use Bureau

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

******ITEM WAS WITHDRAWN PRIOR TO MEETING******

12. RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$1,564,818 FOR THE DAVENPORT RIDGE ELEMENTARY BATHROOM CODE COMPLIANCE PROJECT AND AUTHORIZING \$625,927 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Required:	Approval of Resolution
Amount:	\$1,564,818
Fund/Budget:	\$938,891 State/ \$625,927 City (Bonds)
Submitted by:	OPM Department
Attending:	Anthony Romano, Management Analyst, OPM

******ITEM WAS WITHDRAWN PRIOR TO MEETING******

13. RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$1,348,596 FOR THE SPRINGDALE ELEMENTARY ENERGY EFFICIENCY WINDOWS REPLACEMENT AND MASONRY REPAIR PROJECT AND AUTHORIZING \$539,438 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Required: Approval of Resolution
Amount: \$1,348,596
Fund/Budget: \$809,158 State/ \$539,438 City (Bonds)
Submitted by: OPM Department
Attending: Anthony Romano, Management Analyst, OPM

14. RESOLUTION WITH RESPECT TO THE EXPENDITURE OF BOND PROCEEDS FOR THE 2019 BONDS, 2020 BONDS, 2021 BONDS AND 2022 BONDS (Video 00:08:42) ***taken out of order***

Action Required: Approval of Resolution
Amount: \$83,488,703
(\$61,264/2019--\$12,025,978/2020
\$29,454,458/2021--\$41,947,003/2022)
Submitted by: OPM Department
Attending: Anthony Romano, Management Analyst, OPM
Sandra Dawson, Bond Counsel

Tony Romano presented this item requesting the authorization to reallocate previous year's unexpended bond proceeds from project specific to cash flow which would give the administration flexibility to move the funds around to new projects that have been advanced without additional Board of Finance approval. The Board requested to review greater detail on this item...a list of originally designated projects that weren't funded, and a list of the new projects that will advance using the unexpended funds.

Motion to HOLD this item by Richard Freedman, seconded by Mary Lou Rinaldi. Vote to hold passed unanimously, 6-0-0.

15. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – STATE GRANT FUNDS—LEGAL / IDEAS (INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY STRATEGIES) (Video 02:09:54)

The City of Stamford and specifically the Office of I.D.E.A.S (Inclusion, Diversity, Equity & Accessibility Strategies) is receiving an award for a paid internship program from State of CT Aging and Disability Services. As an ADA Coordinator, this person will be working under the direction of the Director of Diversity, Equity and Inclusion to focus on building a more equitable and accessible City for all. This is a very innovative program that will help advance the accessibility of City resources to all communities with a special emphasis on people with disabilities. There is a hope to identify other departments where this program can be replicated, and the scope of work can be broadened past ADA requirements.

Action Required: Approval of additional appropriation
Amount: \$15,000
Fund/Budget: 100% Grant Funded (State)
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.

16. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – FEDERAL EPA GRANT FUNDS—PUBLIC SAFETY AND PUBLIC HEALTH (Video 02:14:51)

The City of Stamford has been awarded a 31-month air quality monitoring grant from the EPA to promote wellness, prevent disease, and proactively protect the health and safety of its residents. Working with residents, the City of Stamford has developed plans for a comprehensive air quality monitoring program, focused on nitrogen dioxide (NO₂), particulate matter (PM_{2.5}), and ozone (O₃).

Air quality monitoring will benefit historically marginalized residents in Stamford's South End and West Side neighborhoods with goals of: (1) building the capacity to measure air pollution in real-time, (2) providing data to support strategies that mitigate air pollution, and (3) improving local health outcomes. Key outputs include the community meeting, the installation of air quality monitors, and the development of a public website. Outcomes include increasing resident awareness, affecting behavior change and reducing health disparities.

Action Required:	Approval of additional appropriation
Amount:	\$68,755 (\$37,755-Equipment, \$1,500-Program Supplies, \$27,500-Consultant/Contractual, \$2,000-other)
Fund/Budget:	100% Grant Funded (Federal - EPA)
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Anita Carpenter presented this item. The Board requested more information and input from the Health Department. This item will be reviewed again at the July 13th BOF Regular Monthly Meeting.

Motion to HOLD this item by Richard Freedman, seconded by Dennis Mahoney. Vote to hold passed unanimously, 6-0-0.

17. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – SPECIAL REVENUE (LOCAL SALES TAX) GRANT FUNDS (Video 02:21:10)

The City of Stamford has received the first portion of local sales tax revenue from the local cannabis retailers. The initial outlay of this revenue will be used to support local capital improvements related to climate resiliency and green infrastructure and includes a portion of the salary for the grants accounts analyst that will be responsible for administering and overseeing the financial management of the project.

Action Required:	Approval of additional appropriation
Amount:	\$77,553 \$77,553.17 (\$57,553-Contractual, \$57,553.17-Contractual \$16,000-Personnel, 4,000-FICA/Fringe)
Fund/Budget:	100% Grant Funded (local sales tax)
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

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

18. Q3 REVIEW (Video 02:29:35)

Review and discussion of 3rd Quarter.

Submitted by:

Elda Sinani, Director, OPM

Attending:

Elda Sinani

Elda Sinani presented an overview of the 3rd quarter. No motions were made. No votes were taken.

ADJOURNMENT: (Video 02:37:36)

Motion to adjourn by Dennis Mahoney, seconded by J.R. McMullen. The meeting was adjourned at 10:39 p.m.

[This meeting is on video.](#)

Tracy Donoghue

**Tracy Donoghue
Clerk of the Board**