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## BOARD OF FINANCE

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### BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, July 13, 2023

Time: 7:00 p.m.

Via Zoom

### MINUTES

CALL TO ORDER: Chair Freedman called the meeting to order at 7:02 p.m. (*Video 00:00:01*)

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

OTHERS PRESENT: Bridget Fox, Al Cava, Dr. Tamu Lucero, Ryan Fealey, Lou Casolo, Chris Dellaselva, Matt Quinones, Greg Stackpole, Tony Romano, Adrienne Tovar, Erin McKenna, Anita Carpenter, Jody Bishop-Pullan, Moira Bryson Lou DeRubeis, Joe Gaudett, Silas Redd and Josie Carpanzano, Lauren Meyer and Chuck Williams.

PUBLIC PARTICIPATION: There was none.

#### 1. MINUTES (*Video 00:01:04*)

Request for approval of Minutes of the following meetings:

05312023 Special Meeting  
06082023 Audit Committee Meeting  
06082023 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

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

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:01:45)

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

Mr. Fealey advised that the FY22/23 projected surplus will likely be just under \$200,000. J.R. McMullen asked how the new birthdate cutoff rules for kindergarten admission will decrease costs as the initial incoming class affected could be 30% smaller than usual. Dr. Lucero commented that the new rule won't affect Fall 2023, so it will be considered when developing the Fall 2024 budget. Chair Freedman noted that two accounts of concern in FY22/23 were long-term sick leave and custodial overtime, as they ran negative.

3. DISCUSSION OF EXPIRATION OF TRANSPORTATION (BUS) CONTRACT - BOARD OF EDUCATION

The Board of Education's contract for school busing for in-district regular and special education students with First Student expires on June 30, 2024. The current contract amount is \$19 million, and Ryan Fealey will discuss the BOE's renewal options. *Discussion of the contract will be in open session. The discussion will also include an executive session to discuss the potential purchase of real estate by the city. (Video 00:09:50)*

**Attending:** Ryan Fealey, Chief Financial Officer, BOE  
Dr. Tamu Lucero, Superintendent of School Administration

Chair Freedman advised that he added this item to the agenda after speaking to Mr. Fealey about the current First Student (outside vendor) School Bus Contract which will expire on July 30, 2024. Chair Freedman stated that the projected increase in the costs will "stop your heart" when you hear them, and because Stamford doesn't own an appropriate bus parking lot, it is not possible to competitively bid a new bus contract. Mr. Fealey mentioned that current negotiations include a 6% increase per year on a five-year contract compared to the current three year contract that increased 1% per year. Ryan added that the Board of Education spends approximately \$19,000,000 annually on in-district bus service. With a projected 6% increase, per year, over a five year contract, the additional cost for the duration of the proposed contract could be estimated at nearly \$20,000,000.

***Motion to move into Executive Session by Richard Freedman, seconded by Dennis Mahoney. The vote passed unanimously, 6-0-0.***

***The Board Members moved into Executive Session which also included: Dr. Tamu Lucero, Superintendent of Schools Administration; Ryan Fealey, Director of Finance, BOE; and Matt Quinones, Director of Operations.***

***Executive Session began at 7:26 p.m. Executive Session ended at 8:08 p.m. No motions were made. No votes were taken.***

Chair Freedman suggested setting up a work group including Matt Quinones, Director of Operations; Dr. Tamu Lucero, Superintendent (or her designee); the Board of Finance, the Board of Representatives, the Board of Education and the City Administration to look for potential bus depot sites to allow the Board of Education to competitively bid the bus contract.

4. APPROVAL OF AGREEMENT – FY2023/2024 – AGREEMENT BETWEEN THE CITY OF STAMFORD AND THE MUNICIPAL NURSES ASSOCIATION (Video 00:26:51)

The City and Nurses Association reached a three-year agreement covering the period July 1, 2023 through June 30, 2026. One of the main issues in negotiations was to improve on the City's competitiveness in recruiting and retaining public health nurses. To that end, in the first year of the contract we restructured the salary schedule eliminating the first step and creating a new top step. The restructuring of the salary schedule was in lieu of a general wage increase in the first year. A copy of the new salary schedule is attached as well as a Fairfield County survey of comparable salaries for unionized nurses, and by all school nurses, both union and nonunion. This is a request to issue an advisory opinion on the agreement to the Board of Representatives.

**Action Requested:** Approval of Agreement  
**Submitted by:** Al Cava, Director of Human Resources  
**Attending:** Al Cava

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

***\*\*\*Item #15 was taken out of order (here) as it is related to previous item #4 Agreement\*\*\*Refer to #15 for motions/vote.\*\*\**** (Video 00:43:42)

5. APPROVAL OF CONTRACT BETWEEN THE CITY AND RAUHAUS FREEDENFELD & ASSOCIATES LLP (RFA) FOR THE CITY'S NEW ANIMAL CONTROL CENTER—(RFP NO. 885) (Video 00:54:42)

RFA will produce construction documents and specifications for the City's new Animal Control Center to be located on the Stamford WPCA Magee Avenue property. RFA will design a fully operational building in accordance with the City's requirements and the requirements of the Animal Control Unit Connecticut Department of Agriculture. RFA's fee for these services will be \$320,300. RFA will also be reimbursed for certain expenses, not to exceed \$600 in aggregate.

**Action Requested:** Approval of Contract  
**Attending:** Louis Casolo, City Engineer

**Chair Freedman recused himself from this item and left the meeting. Vice Chair, Mary Lou Rinaldi led the meeting for this item.**

Lou Casolo presented this item for approval of architectural design fees for a new Animal Shelter which would meet all current standards and code requirements projected to be approximately 7,320 square feet in size. The existing shelter is approximately 2,400 square feet. Funding for this project was approved in the FY22/23 capital budget. Dennis Mahoney suggested that the new animal shelter should be value engineered to half the current proposed size. He stated he would vote against spending 5 million dollars for a new animal shelter and would be more comfortable with 2.5-3 million dollar budget for this project. J.R. McMullen supported the idea of downsizing the proposed new animal shelter to save capital dollars while still providing a brand new facility.

Vice Chair, Rinaldi stated that the current animal shelter conditions are abysmal; this project is long overdue and should be supported.

***Motion to approve by Geoff Alswanger, seconded by Mary Lou Rinaldi. The vote failed 2-2-1. Dennis Mahoney and J.R. McMullen voted against. Laura Burwick abstained.***

**Chair Freedman rejoined the meeting.**

6. APPROVAL OF A 4<sup>TH</sup> CONTRACT AMENDMENT – INTERNATIONAL CONSULTING ACQUISITION CORP (ISG) FOR ERP PROJECT (Video 01:18:03)

The 4<sup>th</sup> Amendment to the City's contract with International Consulting Acquisition Corp. (ISG) for ERP systems project manager services (RFP No. 806) was held by the Board of Finance at the June 8, 2023, Regular Monthly Meeting pending revision. This item is a revised 4<sup>th</sup> Amendment in response to the BOF's request. The previously submitted 4<sup>th</sup> Amendment increased the maximum allowable fees for additional services from \$516,400 to \$946,000, a net increase of \$429,600. The revised version increases those fees to \$577,200, a net increase of \$60,800. There were no other changes.

**\*\*COMPENSATION. Section 4, Compensation, shall be amended by deleting the final paragraph regarding additional value-added services in its entirety and replacing it with the following:**

Notwithstanding the foregoing, fees for additional services outside of those services contemplated in the Annual Fee shall not exceed Five Hundred Seventy Seven Thousand Two Hundred Dollars (\$577,200), in aggregate, for the entire Term of this Agreement, including any option years.

<b>Action Required:</b>	Approval of Contract Amendment
<b>Amount:</b>	\$60,800
<b>Submitted by:</b>	Mayor Caroline Simmons
<b>Attending:</b>	Matt Quinones, Director of Operations Chuck Williams, ERP Consultant

***Motion to approve by J.R. McMullen, seconded by Laura Burwick. The vote passed 5-1-0. Mary Lou Rinaldi voted against.***

7. APPROVAL OF CONTRACT BETWEEN THE CITY AND TAX MANAGEMENT ASSOCIATES INC. (TMA) FOR THE CITY'S PERSONAL PROPERTY TAX AUDIT SERVICES – (RFP NO. 890) (Video 01:35:14)

TMA will provide personal property tax audit services on the City's business personal property taxpayers. This is a three year agreement with two additional option years for a total possible term of five years. TMA's fee per audit ranges from \$550 to \$10,000, depending on the value of the property. Total fees for these services typically range from \$80,000 to \$100,000 per year, but may exceed \$100,000 over the next few years and so Board approvals are required.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	over \$100,000
<b>Attending:</b>	Greg Stackpole, Tax Assessor

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

8. APPROVAL OF CONTRACT BETWEEN THE CITY AND BSC GROUP, INC. FOR CITYWIDE PARKS INVASIVE PLANT SPECIES PLAN (RFP NO. 899) (Video 01:46:25)

BSC will provide a comprehensive evaluation and five-year maintenance plan for the City of Stamford's parks invasive plant species. This project will focus on 32 select City parks (32 is the number of parks > 1 acre) but will also serve as a demonstration project for our other City and private open space managers. Mapping of the invasive species should be completed by the end of the summer with the plan finalized by November. The fee for these services is \$139,100 to be paid on a percentage of the work completed basis.

<b>Action Required:</b>	Approval of Contract
<b>Amount:</b>	\$139,100
<b>Attending:</b>	Erin McKenna, Senior Planner, Planning Board

***Motion to approve by Richard Freedman, seconded by J.R. McMullen. The vote passed 5-0-1. Mary Lou Rinaldi abstained.***

9. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – FEDERAL EPA GRANT FUNDS—PUBLIC SAFETY AND PUBLIC HEALTH (Video 01:55:35)

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 (NO<sub>2</sub>), particulate matter (PM<sub>2.5</sub>), and ozone (O<sub>3</sub>). Air quality monitoring will benefit historically marginalized residents in Stamford's South End and West Side neighborhoods by: (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 a community meeting, installation of air quality monitors, and development of a public website. Outcomes include increasing resident awareness, affecting behavior change and reducing health disparities.

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

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

10. CAPITAL PROJECT (CP1457) APPROPRIATION REQUEST – FY 2022/2023 –RESILIENCY AND CLIMATE ADAPTATION IMPLEMENTATION (Video 02:09:18)

The project includes the West Side, Waterside, and Downtown neighborhoods. GIS-based tree inventories will be included for all three neighborhoods. The project includes extensive public outreach. The goal is to identify actionable next steps and potential funding mechanisms.

<b>Action Required:</b>	Approval of appropriation
<b>Amount:</b>	\$210,750
<b>Fund/Budget:</b>	State Grant
<b>Submitted by:</b>	OPM Department
<b>Attending:</b>	Louis Casolo, City Engineer

Lou Casolo and Erin McKenna presented this item which is related to item #11 and item #12. They presented all three “grant funded” items together and votes were taken separated.

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

11. CAPITAL PROJECT (001346) APPROPRIATION REQUEST – FY 2022/2023 – CUMMINGS POND AREA FLOOD & ECOLOGICAL RESILIENCE PLAN (Video 02:22:39)

There is a four-foot diameter stormwater outfall that empties into Cummings Pond. Installed in the 1930’s, the number of drainage structures attached to it has grown severely out of proportion to its capacity over the years. The goal is to do a hydrologic and hydraulic analysis as a basis for developing concept level plans, prioritizing nature-based solutions.

<b>Action Required:</b>	Approval of appropriation
<b>Amount:</b>	\$481,125
<b>Fund/Budget:</b>	State Grant
<b>Submitted by:</b>	OPM Department
<b>Attending:</b>	Louis Casolo, City Engineer

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

12. CAPITAL PROJECT (001347) APPROPRIATION REQUEST – FY 2022/2023 – TOILSOME BROOK FLOOD RESILIENCE PLAN (Video 02:22:54)

This project overlaps with the Engineering Bureau’s Citywide Drainage Assessment. It focuses on one of the most chronically flood prone places in the City which includes high-density residential areas where the drainage infrastructure is undersized. The goal is to a hydrologic and hydraulic analysis as a basis for developing concept level plans prioritizing nature-based solutions.

<b>Action Required:</b>	Approval of appropriation
<b>Amount:</b>	\$598,125
<b>Fund/Budget:</b>	State Grant
<b>Submitted by:</b>	OPM Department
<b>Attending:</b>	Louis Casolo, City Engineer

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

13. REQUEST FOR ADDITIONAL APPROPRIATION – FY 23/24 -- EMERGENCY COMMUNICATIONS CENTER (Video 02:23:20)

Request to create five (5) Civilian Dispatch Supervisor positions that will provide coverage to the ECC on a 24/7 basis. The allocation of supervisors would be identical to the way the five (5) police sergeants were deployed. Unlike the Sergeants, these Civilian Dispatch Supervisors will be State-certified Telecommunicators and will perform the functions of a Public Safety Dispatcher, should circumstances dictate. These Civilian Dispatch Supervisors would be represented by the MAA Union.

To provide redundancy for the five (5) Civilian Dispatch Supervisors, a Public Safety Dispatcher 2 (PSD2) position is to be created in the UAW. The PSD2 position will be promotional from the eligible group of PSDI's and have added responsibilities including being Communications Training Officers (CTOs), Subject Matter Experts (SMEs), and the ability to act as a Civilian Dispatch Supervisor in the absence of one. Finally, two additional Public Safety Dispatcher 1 positions will be filled in order to fully staff overnight shifts.

<b>Amount:</b>	\$510,394
<b>Fund/Budget:</b>	Contingency
<b>Submitted by:</b>	Caroline Simmons, Mayor
<b>Attending:</b>	Bridget Fox, Chief of Staff
	Lou DeRubeis, Director of Public Health, Safety and Welfare
	Joe Gaudett, Emergency Communications Director
	Al Cava, Director, Human Resources

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

14. APPROVAL OF TRANSFER REQUEST – FY 23/24 -- EMERGENCY COMMUNICATIONS CENTER

Request for approval of transfer of funds – FY23/24. The transferred funds will be used to support the operating costs of the proposed new Emergency Call Center. (Video 02:52:30)

<b>Amount:</b>	<b>\$300,000 Total</b>
<b>Fund/Budget:</b>	<b>From:</b> <del>Emer Comm/Overtime, \$185,000</del>
	<b>From:</b> Police Admin/Overtime \$185,000
	<b>From:</b> Econ Dev/Prof Consultant, \$50,000
	<b>From:</b> Emer Comm/Radio Maintenance, \$50,000
	<b>From:</b> OPM Salaries, \$15,000
	<b>To:</b> Emer Comm/Salaries, \$300,000
<b>Submitted by:</b>	Louis DeRubeis, Director, Public Health, Safety & Welfare
<b>Attending:</b>	Lou DeRubeis

During discussion of this item, it was clarified that the \$185,000 transfer amount was coming from Police Admin/Overtime (3300) rather than Emer Comm Overtime (3350).

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

15. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 -- NURSE'S WAGE PAYOUT (FY24)

This is a request to appropriate funds from contingency to pay current year wage settlements (FY24) that were recently agreed upon via a tentative agreement between the City and the Nurses Union.

(Video 00:43:42)

<b>Action Requested:</b>	Approval of appropriation
<b>Amount:</b>	\$179,517
<b>Fund/Budget:</b>	Contingency
<b>Submitted by:</b>	Al Cava, Director of Human Resources
<b>Attending:</b>	Al Cava

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

ADJOURNMENT: (Video 02:52:56)

Motion to adjourn by Dennis Mahoney, seconded by J.R. McMullen. The meeting was adjourned at 10:40 p.m.

[This meeting is on video.](#)

*Tracy Donoghue*  
**Tracy Donoghue**  
**Clerk of the Board**