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## BOARD OF FINANCE

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### BOARD OF FINANCE REGULAR MONTHLY MEETING

**Thursday, March 14, 2024**

**Time: 7:00 p.m.**

***Via Zoom***

### MINUTES

CALL TO ORDER: Chairman Freedman called the meeting to order at 7:03 p.m. *(Video 00:00:15)*

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

OTHERS PRESENT: Elda Sinani, Tony Romano, Dr. Tamu Lucero, Ryan Fealey, Lyda Ruijter, Matt Quinones, Josie Carpanzano, Lou Casolo, Katherine LoBalbo, Anita Carpenter, Adam Silverstone and Leah Kagan. Chuck Warrington, Colliers; and Rick Robertson, Pullman & Comley; also attended.

PUBLIC PARTICIPATION: There was none.

#### 1. MINUTES *(Video 00:00:50)*

Request for approval of Minutes of the following meeting:

02082024 Regular Monthly Meeting  
03062024 Special Budget Meeting

Submitted by: Clerk, Board of Finance

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

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:01:43)

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

Mr. Fealey stated that projections continue to be “on budget” for the FY23/24 Budget period.

3. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND DIMEO-BISMARK – (RFP 2024.0122) -- CONSTRUCTION MANAGER FOR WESTHILL HIGH SCHOOL (Video 00:25:13)

This is a request for approval of a contract with Dimeo-Bismark to provide construction manager (CM) at risk services for the new Westhill High School located at 125 Roxbury Road. The existing Westhill High School will remain occupied for the length of the construction and then demolished upon substantial completion of the new building. The fee for preconstruction phase services shall be a lump sum of \$669,506.95. Pre-construction phase services include, but are not limited to, design document review, cost estimating, value management and reconciliation for three phases of design - Schematic Design, Design Development, and Construction Documents. Other services included in this lump sum are attendance at meetings, coordination with consultants, pre-bidding and bidding, and the development of the Guaranteed Maximum Price (GMP) proposal.

This contract does not yet include an accepted Guaranteed Maximum Price. A proposed Guaranteed Maximum Price Amendment shall be provided to the City after completion of construction documents and Dimeo-Bismark's public bidding for trade packages. Dimeo-Bismark shall prepare the Guaranteed Maximum Price proposal for the City's and Architect's review, and the City's acceptance. The City and Dimeo-Bismark will execute a GMP Amendment to this contract once the City accepts the GMP proposal and the fee for the Construction Phase will be 1.95% of the Cost of the Work based upon the Construction Budget of \$257,696,058. This contract shall terminate if the parties fail to agree upon a Guaranteed Maximum Price.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$669,506.95
<b>Submitted by:</b>	Katherine LoBalbo, Director of School Construction
<b>Attending:</b>	Katherine LoBalbo; Chuck Warrington, Colliers Engineering Rick Robinson, Outside Legal Counsel, Pullman & Comley

Katherine LoBalbo presented this item with assistance from Chuck Warrington. The contract is the result of a four month selection process beginning with the City issuing an RFQ for the construction manager position for the Westhill High School Project; and choosing Dimeo-Bismark as the best qualified candidate. The Board was concerned about granting final approvals before the project's final pricing is known and required amending certain language in the contract in conjunction with its approval.

***Motion to approve contract with a modification that the guaranteed maximum price be approved by the Board before the city can proceed with the project. Specific modification language will be provided by legal for approval by Chair Freedman. The motion was seconded by Dennis Mahoney. The vote passed 5-1-0. Mary Lou Rinaldi voted against the motion.***

4. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND BVH INTEGRATIVE SERVICES, A SALAS O'BRIEN COMPANY – (RFP 2024.0194) --COMMISSIONING AGENT SERVICES FOR WESTHILL HIGH SCHOOL (Video 02:34:46)

This is a request for approval of a contract with BVH Integrated Services, Inc., a Salas O'Brien Company, for commissioning agent services for the new Westhill High School project. BVH will provide commissioning agent services for the new Westhill High School, located at 125 Roxbury Road. Commissioning involves systematic processes to provide documented confirmation that building systems perform according to the criteria set forth in the design intent and satisfy the owner's operational needs. This is achieved by beginning in the design phase and documenting design intent and continuing through construction, acceptance and the warranty period with actual verification of performance.

The commissioning process shall encompass and coordinate the traditionally separate functions of system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. The existing Westhill High School will remain occupied for the length of the construction and be demolished upon substantial completion of the new building. The fee for these services is a lump sum of \$409,195 and an allowance totaling \$60,000 for additional systems testing during functional testing, peer reviews that require change to a system, and City directed additional services.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$409,195
<b>Submitted by:</b>	Katherine LoBalbo, Director of School Construction
<b>Attending:</b>	Katherine LoBalbo; Chuck Warrington, Colliers Engineering

Katherine LoBalbo presented this item, again, with assistance from Chuck Warrington. A brief discussion with the Board followed.

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

5. REQUEST FOR APPROVAL OF A 1<sup>ST</sup> AMENDMENT TO THE CONTRACT BETWEEN THE CITY AND INFO QUICK SOLUTIONS, INC. – (RFP 859) (Video 02:47:02)

The City entered the original contract with IQS in September 2022. The fee for the land records and vital statistics recording system was \$5,150 per month. No Board approvals were required at that time. This 1st Amendment adds the service of backfile conversion of lands records (scanning). The estimated fee for this service is \$93,975, based on 313,250 units. A bid wavier was executed for this additional service because IQS eliminates the need to interface with a third party vendor. Board approvals are now required for the original contract and the 1st Amendment because fees will exceed \$100,000

<b>Action Requested:</b>	Approval of Contract and 1st Amendment
<b>Amount:</b>	over \$100,000
<b>Submitted by:</b>	Lyda Ruijter, City and Town Clerk
<b>Attending:</b>	Lyda Ruijter

Lyda Ruijter presented this item. The history of this item's funding process was unclear and the Board asked a number of questions. Mr. Mahoney noted that the city's standard approval process was not followed and voted against the approval of this item.

***Motion to approve by Laura Burwick, seconded by Mary Lou Rinaldi. The vote passed 5-1-0. Dennis Mahoney voted against the motion.***

6. REQUEST FOR ADDITIONAL APPROPRIATION –FY23/24 – GRANT – FEDERAL (FEMA EMPG-HAZMAT GRANT) – FIRE DEPARTMENT EDUCATION & TRAINING/NON-CAPITAL EQUIPMENT/INDIRECT COSTS

The Region 1 Emergency Management Performance Grant (EMPG) will expend funding on activities to meet the needs of the local region that will improve preparedness and safety in response to hazards and emergencies. Funding will be used for equipment, training, and administrative support. The activities to be implemented through the Region 1 EMPG funding will align with the national priorities and address the unique need of the region in relation to equity, climate resilience and readiness. This grant starts 10/01/2023 and ends 09/30/2025. (Video 03:01:35)

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$76,500
<b>Fund/Budget:</b>	Grant (Federal - FEMA)
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Anita Carpenter; Adam Silverstone, Fire Captain

Anita Carpenter and Adam Silverstone presented this item. Anita pointed out that \$1500 of the grant is a stipend to cover the administration costs and fiduciary responsibility for this grant.

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

7. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – GRANT – STATE (CONNECTICUT SUPPORTING ARTS GRANT) – MAYOR’S OFFICE -- CONTRACTED SERVICES -- MEDIA CONSULTANT / ADVERTISING (Video 03:05:30)

The City of Stamford Arts & Culture Commission has been awarded a CT Supporting Arts Grant. This grant provides general operating support to help CT's arts organizations. The Arts & Culture Commission will use this grant for marketing including, but not limited to:

- Hire a media consultant to develop and improve the Commission's social media presence, as well as promote the events of recipients of the Arts and Culture Grant, and
- Print advertising materials for distribution at City events.

This funding starts 10/01/2023 and ends 09/30/2024.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$4,358
<b>Fund/Budget:</b>	Grant (State)
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Leah Kagan, Director of Economic Development

Anita Carpenter and Leah Kagan presented this grant item that will be used to assist with operating expenses and a consultant to create some print advertising materials for city events to promote the Arts & Culture Commission.

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

8. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – MAYOR’S OFFICE – SUPPORT TO THE STAMFORD ARTS AND CULTURE COMMISSION (Video 03:06:28)

The CT Humanities Supporting Arts Grant is an operating grant awarded to the City of Stamford to support the work of the Stamford Arts Culture Commission. Funding for this award is in the amount of \$9,100 and was for expenses incurred during the calendar year 2023. The initial request in the award was to support basic operating expenses such as office supplies and technology. The basic operating expenses for the Commission were covered under another grant program. This is a request to transfer funding to personnel supporting the Arts and Culture Commission; ~~a seasonal employee to develop an online Arts & Culture Directory on the City’s website in the amount of \$3,000, and the remaining \$6,100 will be allocated to support a portion of Aaron Miller’s salary.~~ Aaron Miller is the Program Manager for Arts and Culture.

<b>Action Requested:</b>	Approval of transfer
<b>Amount:</b>	<del>\$9,100</del> <b>\$6,100</b>
<b>Fund/Budget:</b>	Mayor’s Office
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Leah Kagan, Director of Economic Development

Anita Carpenter presented this item. The requested amount was modified from \$9,100 to \$6,100. *The additional \$3000 will come back at the April 10<sup>th</sup> BOF Regular Monthly Meeting for separate approval.*

***Motion to approve by Laura Burwick, seconded by Geoff Alswanger.***

***Motion to amend the amount of the transfer to \$6100 from supplies to salary by Richard Freedman, seconded by Mary Lou Rinaldi. The vote passed unanimously, 6-0-0.***

ADJOURNMENT: (Video 03:16:03)

Motion to adjourn by Laura Burwick, seconded by Dennis Mahoney. The meeting was adjourned at 10:19 p.m.

[This meeting is on video.](#)

*Tracy Donoghue*  
Tracy Donoghue  
Clerk of the Board