

MAYOR  
CAROLINE SIMMONS



RICHARD FREEDMAN  
CHAIR  
MARY LOU T. RINALDI  
VICE CHAIR  
GEOFF ALSWANGER  
LAURA BURWICK  
DENNIS MAHONEY  
J.R. MCMULLEN

TEL: (203) 977-4699  
FAX: (203) 977-5030

**BOARD OF FINANCE**

STAMFORD GOVERNMENT CENTER  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

**BOARD OF FINANCE REGULAR MONTHLY MEETING**

**WEDNESDAY, April 10, 2024**

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

***Via Zoom***

Please join the Board of Finance Webinar from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/87093471557>

or by telephone at 1-646-558-8656 – Meeting ID: 870 9347 1557

**AGENDA**

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

1. **MINUTES**

Request for approval of Minutes of the following meetings:

03142024 Regular Monthly Meeting  
03182024 Special Budget Meeting  
03192024 Special Budget Meeting  
03212024 Special Budget Meeting  
03262024 Special Budget Meeting

03272024 Special Budget Meeting  
04022024 Special Budget Meeting  
04032024 Special Budget Meeting  
04042024 Special Budget Meeting  
04082024 Special Budget Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

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

3. REVIEW: UPDATE OF THE CITY’S CASH FLOW PROJECTION RELATED TO SPS LONG TERM FACILITY PLAN

**Submitted by:** Matt Quinones, Director of Operations  
**Attending:** Matt Quinones  
Katherine LoBalbo, Director of School Construction

4. DIRECTOR OF ADMINISTRATION DISCUSSION ITEM – CITY CONTROLLER

**Submitted by:** Ben Barnes, Director of Administration  
**Attending:** Ben Barnes

5. REQUEST FOR APPROVAL OF NEW CITY CONTROLLER BY DIRECTOR OF ADMINISTRATION –

**Submitted by:** Ben Barnes, Director of Administration  
**Attending:** Ben Barnes

6. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND TSKP STUDIO, LLC. FOR ARCHITECTURAL AND ENGINEERING SERVICES – NEW ROXBURY SCHOOL

TSKP will provide architectural and engineering services for the New Roxbury K-8 School, located at 751 Westhill Road, Stamford, CT, 06902, State Project No. 135-281N. The property is approximately 13.73 acres sloping gently downward from the west side of the property toward the east property line with landscaping consisting of trees, shrubs, grasses and play areas covered with a wood chip surface.

The fees for services are:

\$4,010,000 for design and construction of new school and logistics plans

\$100,000 for survey, testing and design of HAZMAT abatement and demolition plans for existing buildings

\$265,000 for construction bid documents for fields and site

-----  
\$4,375,000 Total

*60% of these fees are reimbursable by the State.*

**Action Requested:** Approval of Contract  
**Amount:** \$4,375,000  
**Submitted by:** Katherine LoBalbo, Director of School Construction  
**Attending:** Katherine LoBalbo

7. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND SASAKI ASSOCIATES, INC. – (RFP NO. 2024.0137) – TO PREPARE THE 10 YEAR CITY OF STAMFORD COMPREHENSIVE PLAN – (2025 – 2035)

Sasaki will prepare the City's 10-year Comprehensive Plan in compliance with C.G.S. Sec. 8-23. The Comprehensive Plan will include: (1) an update to the Stamford Affordable Housing Plan, as required by C.G.S. Sec. 8-23 and City of Stamford Ordinances Sec. 146-74; (2) data collection for the City's Community Development Department to update the Consolidated Plan; and (3) An Equity Action Plan as required by the United States Department of Housing and Urban Development.

Sasaki will complete this Comprehensive Plan within sixteen (16) months of contract execution. The fees for these services will be \$461,260 payable by monthly invoice, on a percentage of the work completed bases pursuant to a schedule of tasks.

Please note that the City's current Comprehensive Plan expires on December 16, 2024. C.G.S. Sec. 8-23 requires a Comprehensive Plan be amended decennially. Therefore, the City must notify the Connecticut Office of Policy and Management of the reasons for the delay . A waiver request may also be required if there is a need to apply for discretionary state funding during the period between December 16, 2024, and adoption of the new Comprehensive Plan.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$461,260
<b>Submitted by:</b>	Lindsey Cohen, Associate Planner
<b>Attending:</b>	Lindsey Cohen

8. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – MAYOR'S OFFICE – SUPPORT TO THE STAMFORD ARTS AND CULTURE COMMISSION – **\*\*LATE REQUEST TO HOLD UNTIL 5/9/2024 BOF REGULAR MONTHLY MEETING\*\***

~~The CT Humanities Grant supports any operating expenses of the awarded organization. It was awarded to the Stamford Arts and Culture Commission (SAC) for calendar year 2023. The approved budget includes \$3,000 for Office Supplies and Expenses, however, the \$3,000 was used to pay seasonal part time employees to develop an online Arts & Culture Directory on the City's website.~~

~~\*This request was presented at the March meeting and incorrectly changed by the Grants Officer during the discussion.~~

<del><b>Action Requested:</b></del>	<del>Approval of transfer</del>
<del><b>Amount:</b></del>	<del>\$3,000</del>
<del><b>Fund/Budget:</b></del>	<del>Mayor's Office</del>
<del><b>Submitted by:</b></del>	<del>Anita Carpenter, Grants Officer</del>
<del><b>Attending:</b></del>	<del>Anita Carpenter</del>

9. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – STAMFORD POLICE DEPARTMENT – JUSTICE ASSISTANCE GRANT (JAG)

The City of Stamford modified its FY21 Justice Assistance Grant (JAG) Award to transfer funds to address the growing issue of pedestrian vs. motor vehicle accidents. Funds will be utilized for overtime for extra police walking posts at high risk intersections. Officers will educate the public on obeying traffic laws, and pedestrian safety. Funds will also be utilized to purchase informational brochures and "slap" bracelets as part of the outreach campaign. No City funds are required

<b>Action Requested:</b>	Approval of transfer
<b>Amount:</b>	\$39,747 (Federal)
<b>Fund/Budget:</b>	Justice Assistance Grant/Police Dept.
<b>Submitted by:</b>	Tim Shaw, Chief of Police
<b>Attending:</b>	Tim Shaw, Anita Carpenter

10. REQUEST FOR A CAPITAL PROJECT APPROPRIATION– (C56182) – FY 23/24 – STREET PATCH & RESURFACING

Patch and resurface Stamford’s roadway infrastructure using accepted engineering standards. This includes milling, overlay, reconstruction, associated fixes to public streets and associated subsurface replacements for drainage system.

**Action Requested:** Approval of Appropriation  
**Amount:** \$2,500,000  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Thomas Turk, Operations Supervisor, Road Maintenance

11. REQUEST TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$2,500,000 FOR THE STREET PATCH & RESURFACING PROJECT AND AUTHORIZING \$2,500,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$2,500,000  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Anthony Romano, OPM Analyst

12. TRANSFER REQUEST – FY 23 YEAR END BOF TRANSFER – GENERAL FUND

This is a request to approve FY23 yearend salary transfers.

**Action Requested:** Approval of transfer requests  
**Amount:** \$384,828  
**Fund/Budget:** Dept. 1010 – Director of Administration  
**Submitted by:** Ben Barnes, Director of Administration  
**Attending:** Ben Barnes, Director of Administration

Anyone requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this meeting should contact the ADA Coordinator as soon as possible: Carmen Hughes, Diversity, Equity and Inclusion Officer, City of Stamford, 888 Washington Boulevard, Stamford, CT 06901 (203) 977-7993.

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