

MAYOR  
DAVID R. MARTIN



RICHARD FREEDMAN  
CHAIR

MARY LOU T. RINALDI  
VICE CHAIR  
GEOFF ALSWANGER  
FRANK CERASOLI  
DAVID MANNIS  
KIERAN M. RYAN

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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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## BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, August 26, 2021  
Time: 7:00 p.m.

### MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:01 p.m.

MEMBERS PRESENT: RICHARD FREEDMAN; MARY LOU RINALDI; GEOFF ALSWANGER (arrived at 7:03 p.m.); FRANK CERASOLI; DAVID MANNIS; AND KIERAN RYAN

OTHERS PRESENT: ANITA CARPENTER; LOU CASOLO; RYAN FEALEY; JAY FOUNTAIN; CINDY GRAFSTEIN; ANTHONY ROMANO; DAVID YANIK; AND HARRY DAY (Stamford Land Conservation Trust)

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD: Ms. Rinaldi reported on an Audit Committee Meeting held prior to the regular monthly meeting. She said that there was one item on the agenda: *Parks and Recreation Internal Audit Report*; that the informative discussion was held in Executive Session; and that there was no action taken nor votes taken.

### 1. MINUTES

Request for approval of minutes of the following meeting:

Regular Monthly Meeting – July 8, 2021

**Submitted by:** Clerk, Board of Finance

Motion to approve by Mr. Cerasoli, seconded by Ms. Rinaldi, passed unanimously (6-0-0).

2. POSSIBLE DISCUSSION – MAYOR DAVID MARTIN

Mayor David Martin may address the Board of Finance on pending issues. The Mayor was not present.

3. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education, provided a brief update on the BOE budget. He also gave an accounting of the American Rescue Plan (ARP) and the Elementary & Secondary School Emergency Relief Fund (ESSER) grant projections.

4. RECEIPT OF AUDITING STANDARD NO. 114, “THE AUDITOR’S COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE” REGARDING AUDIT OF CITY OF STAMFORD, CONNECTICUT

Controller David Yanik was present to assure that Board members have been provided a copy of External Auditor Clifton Larson Allen LLP’s Audit Communication Memorandum dated July 7, 2021.

5. REQUEST FOR CAPITAL PROJECT 001237 ADDITIONAL APPROPRIATION – OPEN SPACE ACQUISITION (Acquisition of Parcels 2B – 1 and 2a for \$3 million.)

The City of Stamford is supporting The Stamford Land Conservation Trust in the purchase of 64 acres for the preservation of open space and protection of the Mianus River Watershed. The City has committed to fund up to \$1 million. The remaining amount, up to \$2 million, required to preserve the property is being privately financed through the efforts of Stamford Land Conservation Trust.

<b>Action Requested:</b>	Approval of appropriation
<b>Amount:</b>	\$1,500,000
<b>Fund/Budget:</b>	\$1,000,000 Capital Non-Recurring \$ 500,000 State Grant
<b>Submitted by:</b>	Mayor David Martin
<b>Attending:</b>	Mayor Martin; David Woods; Harry Day, President, Stamford Land Conservation Trust; Anita Carpenter, Grants Officer

Tony Romano, Management Analyst, OPM, introduced Mr. Day who provided background information on the Open Space Acquisition and answered questions posed by members of the Board. Members thanked Mr. Day for his hard work, spoke in support of this acquisition and indicated that it is wonderful for the City.

Motion to approve by Ms. Rinaldi, seconded by Mr. Cerasoli, passed unanimously (6-0-0).

6. APPROVAL OF LEASE AGREEMENT – 83 LOCKWOOD AVENUE STAMFORD – DOMUS KIDS, INC.

This request is for approval of a lease agreement between the City of Stamford and Domus Kids, Inc. with an initial term of three (3) years commencing retroactively on July 1, 2019 and terminating June 30, 2022. The term will automatically renew for one year every year thereafter unless terminated by either party.

<b>Action Requested:</b>	Approval of lease agreement
<b>Amount:</b>	\$55,008 per year in monthly installments of \$4,584
<b>Submitted by:</b>	Mayor David Martin
<b>Attending:</b>	Cindy Grafstein, Special Assistant to the Mayor

Ms. Grafstein gave a short history of Domus’ involvement with this property in the past and the plan going forward. Domus Kids, Inc. will have its office in the building, will manage custodial services and collect rent from the Childhood Learning Center (CLC), which also occupies the building.

Motion to approve by Mr. Alswanger, seconded by Mr. Mannis, passed with a vote of 5-1-0, with Ms. Rinaldi opposed.

7. REQUEST FOR ADDITIONAL APPROPRIATION – HOMELAND SECURITY – GRANT FUNDED

The City of Stamford has been the fiduciary agent for the regional Homeland Security Grant since 2014. Each year the City receives a \$50,000 fee for administering the grant (with the exception of FY 16 when the amount was \$40,000). This will consolidate all the fees not yet appropriated into a single account for expenses to be approved by the Office of Administration.

<b>Action Requested:</b>	Approval of Capital Project appropriation
<b>Amount:</b>	\$ 50,000 Seasonal <u>\$150,000</u> Direct Services \$200,000
<b>Fund/Budget:</b>	100% grant funded
<b>Submitted by:</b>	Anita Carpenter
<b>Attending:</b>	Ms. Carpenter

Ms. Carpenter was present to answer any questions by the members of the Board.

Motion to approve by Mr. Cerasoli, seconded by Ms. Rinaldi, passed unanimously (6-0-0).

8. APPROVAL OF AGREEMENT – RFP 824 – STAMFORD HIGH SCHOOL ROOF REPLACEMENT – KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC (KGD)

This request is for approval of an agreement for architectural/engineering services of Stamford High School roof replacement (RFP 824). The fee for these services is \$188,000 plus reimbursable expenses not to exceed \$11,800 payable on a services-performed basis as set forth in greater detail in the Architect's Fee Proposal as Exhibit B Appendix A.

<b>Action Requested:</b>	Approval of agreement
<b>Amount:</b>	\$188,000 plus reimbursable expenses not to exceed \$11,800
<b>Fund/Budget:</b>	
<b>Submitted by:</b>	Mayor David Martin
<b>Attending:</b>	Lou Casolo

Mr. Casolo gave a brief overview of the partial roof replacement project and answered questions from the Board.

Motion to approve by Mr. Alswanger, seconded by Mr. Mannis, passed unanimously (6-0-0).

9. REQUEST FOR CAPITAL PROJECT C5B613 ADDITIONAL APPROPRIATION – DISTRICT-WIDE BOILER AND BURNER REPLACEMENT – BOARD OF EDUCATION (See related Item 10 below.)

There are ongoing heating plant upgrade projects underway at Northeast Elementary School and Rippowam Middle School. As there are insufficient funds in the project to rent temporary heating and hot water systems needed while construction is underway it is requested that these funds be appropriated to cover the 3-month rental period until both projects are completed.

<b>Action Requested:</b>	Approval of Capital Project appropriation
<b>Amount:</b>	\$300,000
<b>Fund/Budget:</b>	City Bond
<b>Submitted by:</b>	Lou Casolo, City Engineer
<b>Attending:</b>	Mr. Casolo

Mr. Casolo provided information on this project and said the boiler replacement at Westover went without problems

Motion to approve by Mr. Mannis, seconded by Mr. Freedman, passed unanimously (6-0-0).

10. RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 20-21 BY ADDING AN APPROPRIATION OF \$300,000 FOR THE DISTRICT-WIDE BOILER & BURNER REPLACEMENT PROJECT AND AUTHORIZING \$300,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION (See related Item 9 above.)

**Action Requested:** Issuance of resolution  
**Amount:** \$300,000  
**Fund/Budget:** City bond  
**Submitted by:** Anthony Romano, Management Analyst, OPM  
**Attending:** Mr. Romano

Motion to approve by Ms. Rinaldi, seconded by Mr. Alswanger, passed unanimously (6-0-0).

11. REQUEST FOR APPROVAL OF CAPITAL PROJECT #CP5602 CHANGE ORDER #2 – VETERANS MEMORIAL PARK IMPROVEMENTS

Change Order #1 was approved by the Board of Finance at its August 14, 2019 meeting. Change Order #2 (contract sum net increase of \$307,658.66) is for additional work items not scoped in Change Order #1 as the equipment selected for the AV towers included in Change Order #1 was still being designed by the project architect. Change Order #2 includes a contractor credit based on the use of a shielded power cable which reduced the quantity of conduit called for on the contract documents by \$91,789.34. The contract sum for Change Order #2 will be increased a net total of \$215,869.32.

The City of Stamford has received a grant from the State Department of Energy and Environmental Protection in the amount of \$2,000,000 to pay for improvements in Veterans Park encompassed by the bid contract. The receipt of these funds defrays the cost of the bid contract thus enabling the City to construct additional VPAC-requested improvements.

**Action Requested:** Approval of Change Order #2  
**Amount:** \$215,869.32  
**Fund/Budget:** Capital Project #CP5602  
**Submitted by:** Louis Casolo, City Engineer  
**Attending:** Lou Casolo; Burt Rosenberg, Assistant Corporation Counsel (TBC)

Motion to approve by Mr. Alswanger, seconded by Ms. Rinaldi, passed unanimously (6-0-0).

12. REQUEST FOR APPROVAL OF END-OF-YEAR TRANSFERS

In accordance with the City Charter Section C8-30-11, Control of Appropriations, recommendation of approval for transfers to cover projected year-end budget shortfalls identified in OPM's Q4 Review.

**Action Requested:** Approval of Transfers  
**Amount:** \$2,184,002  
**Fund/Budget:** Various  
**Submitted by:** Jay Fountain, Director of OPM  
**Attending:** Mr. Fountain

Mr. Fountain provided information on these end-of-year transfers and the accounts from which the funds were transferred.

Motion to approve by Mr. Cerasoli, seconded by Mr. Mannis, passed unanimously (6-0-0).

## **SUSPENSION OF THE RULES**

At this point in the meeting, Chair Freedman asked for a motion to suspend the rules to hear a request from OPM Director Jay Fountain for approval for OPM to make administrative transfers under \$15,000 without Board of Finance consent and indicated he will report back to the Board on those line items.

Motion to Suspend the Rules made by Ms. Rinaldi seconded by Mr. Cerasoli passed unanimously (6-0-0).

Mr. Freedman then called for a motion to approve Mr. Fountain's request.

A motion to approve the request for OPM to make administrative transfers under \$15,000 without Board of Finance consent and the Office of Policy and Management will then report any transfers to the BOF was made by Mr. Cerasoli, seconded by Ms. Rinaldi passed unanimously (6-0-0).

## 13. ADJOURNMENT

Chair Richard Freedman asked for a motion to adjourn.

On a motion by Ms. Rinaldi, seconded by Mr. Mannis, the meeting was adjourned at 8:30 p.m.

The next regular monthly meeting is being held on Thursday, September 9, 2021

[This meeting is on video.](#)

**Cynthia R. Winterle**

**Cynthia R. Winterle  
Clerk of the Board**