

**MAYOR
DAVID R. MARTIN**



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

**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

**Thursday, September 9, 2021
Time: 7:00 p.m.**

MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:02 p.m. *(Video 00:00:06)*

MEMBERS PRESENT: Richard Freedman, Mary Lou Rinaldi, Geoff Alswanger, David Mannis and Kieran Ryan. Frank Cerasoli was excused.

OTHERS PRESENT: Lyda Ruijter, Frank Petise, Tony Romano, Burt Rosenberg, Anita Carpenter, Chuck Williams, David Yanik, David Villalva, Lee Berta, Jonathan Singen and Sandy Dennies.

PUBLIC PARTICIPATION: There was no public participation.

REPORTS TO THE BOARD:

MINUTES *(Video 00:01:10)*

Request for approval of minutes of the following meetings:

Audit Committee Meeting – August 26, 2021

Regular Monthly Meeting – August 26, 2021

Submitted by: Cynthia Winterle, Clerk, Board of Finance

Motion to approve by Mary Lou Rinaldi, seconded by David Mannis. Vote was 4-0-1. Geoff Alswanger abstained.

2. POSSIBLE DISCUSSION – MAYOR DAVID MARTIN

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

SUSPENSION OF THE RULES (Video 00:02:17)

At this point in the meeting, Chair Freedman asked for a motion to suspend the rules to discuss an item of an emergency appropriation for the Board of Education that he signed earlier in the day.

Motion to Suspend the Rules by David Mannis, seconded by Geoff Alswanger passed unanimously (5-0-0).

In accordance with Section C8-30-113, if the Director of Administration receives the written approval from the Chairman of the Board of Finance for emergency spending in accordance with public health and safety, expenditures can be made that have not been appropriated through the routine appropriation process. Because of the Storm Ida, there was significant damage to several schools, with Strawberry Hill School suffering the most severe damage. The Chairman authorized \$1M in emergency spending. Insurance adjusters are involved with walking thorough the structures with City Staff to assess the damage to determine the amount needed for repairs. Repairs must be done immediately. The City expects payment from the insurance company of \$750,000.00 in excess of a \$250,000.00 deductible, and is awaiting a declaration of emergency from FEMA in order to apply for FEMA reimbursement of the \$250,000.00 deductible.

3. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:07:59)

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

Ryan Fealey, Director of Finance, Board of Education summarized the surplus from last fiscal year. He highlighted that special education out-of-district tuition costs were lower than expected and the State reimbursement for those costs was higher than expected. Those two factors allow surplus funds to be rolled over and used for future special education out-of-district costs.

4. REQUEST FOR ADDITIONAL APPROPRIATION (Video 00:09:41)

Request for additional funding for the Municipal Primaries on September 14th and the Municipal Elections on November 2nd. Due to the continued COVID-19 regulations, an increased share of the voting will occur via the Absentee Balloting process, requiring additional ballots and postage.

Action Requested:	Approval of appropriation
Amount:	\$20,550.00
Fund/Budget:	Contingency
Submitted by:	Lyda Ruijter, Town Clerk
Attending:	Lyda Ruijter

Motion to approve by Geoff Alswanger, seconded by David Mann, passed unanimously (5-0-0).

Lyda Ruijter explained that continued COVID regulations require the Town Clerk’s office to process a significantly greater amount of absentee ballots than were expected when creating original budget.

5. REQUEST FOR CAPITAL PROJECT C56174 APPROPRIATION – CITYWIDE SIGNALS *Video (00:11:33)*

Traffic, Transportation and Parking Bureau (TTP) recommended the Applicant contribute \$12,000.00 to pedestrian signal upgrades at the intersection of West Avenue and Grenhart Road in order to increase pedestrian safety at the intersection.

Action Requested:	Approval of appropriation
Amount:	\$12,000.00
Fund/Budget:	Private Contributions
Submitted by:	Frank Petise
Attending:	Frank Petise

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger, passed unanimously (5-0-0).

Frank Petise outlined the Zoning Board's review of intersection which required a private contribution from the developer for pedestrian signal upgrades.

6. REQUEST FOR CAPITAL PROJECT C56802 APPROPRIATION – KOSCIUSZKO PARK *Video (00:12:58)*

TTP Department recommended the Applicant contribute \$75,000.00 for improvements to Kosciuszko Park which would include regrading and replenishing the gravel parking areas, improved pedestrian access and pathways through the park and improved park signage.

Action Requested:	Approval of appropriation
Amount:	\$75,000.00
Fund/Budget:	Private Contributions
Submitted by:	Frank Petise
Attending:	Frank Petise

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger passed unanimously (5-0-0).

Frank Petise outlined the Zoning Board's review requiring private donation for pedestrian and general Improvements to Kosciuszko Park.

7. REQUEST FOR CAPITAL PROJECT CP0056 APPROPRIATION – TRAFFIC SIGNALS, LIGHTING & SAFETY IMPROVEMENTS *Video (00:14:44 – items 7, 8 and 9)*

The original appropriation was included in the FY 10/11 capital budget in anticipation of federal grant funds being available for several traffic improvement projects. The grants did not materialize and/or were appropriated elsewhere. Funds were still required for normal City operations and were expended from this account.

Action Requested:	Approval of appropriation
Amount:	\$762,699.95
Fund/Budget:	Bond (City)
Submitted by:	Jay Fountain, Director of OPM
Attending:	Frank Petise, Tony Romano, David Yanik

Motion to approve by David Mannis, seconded by Geoff Alswanger, passed (4-1-0), with Mary Lou Rinaldi opposed.

Necessary projects were completed in 2010/11 with appropriated funds in anticipation of State Grant Fund reimbursement. The grant was approved, but ultimately not awarded. David Yanik noted that from a control standpoint, he is confident that the factors that led to this oversight have been addressed.

8. RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2020-21 BY ADDING AN APPROPRIATION OF \$762,699.95 FOR TRAFFIC SIGNALS, LIGHTING & SAFETY IMPROVEMENTS

Action Requested:	Issuance of resolution
Amount:	\$762,699.25
Fund/Budget:	Bond (City)
Submitted by:	Jay Fountain, Director of OPM
Attending:	Frank Petise, Tony Romano

Motion to approve by Richard Freedman, seconded by Geoff Alswanger, passed (4-1-0), with Mary Lou Rinaldi opposed.

Bond (City) was approved to amend the Capital Budget, although current projects will be put on hold to offset the amount.

9. REQUEST FOR CAPITAL PROJECT CP0056 CLOSEOUT RECOMMENDATION

Pursuant to Stamford City Code 8-2, the closeout of this Capital Project is recommended.

Action Requested:	Capital Project Closeout
Amount:	\$3,500,000.00
Fund/Budget:	Federal Grant
Submitted by:	David R. Martin, Mayor; Tony Romano, OPM
Attending:	Tony Romano, OPM

No vote was taken on this item.

10. REQUEST FOR APPROVAL OF 2ND LEASE AMENDMENT – BELLTOWN ELDERLY HOUSING

Video (00:40:23)

The City has been party to a long-term lease with New Neighborhoods of the Belltown Elderly Housing complex since 1991. The Lease was amended in 2008 to extend its term. This Second Amendment is necessary because New Neighborhoods is refinancing with the U.S. Department of Housing and Urban Development (HUD)

Action Requested: Approval of 2nd Lease Amendment
Submitted by: Burt Rosenberg, Asst. Corporation Counsel
Attending: Burt Rosenberg, Jonathan Singsen

Motion to approve by Richard Freedman, seconded by David Mannis, passed unanimously (5-0-0).

Jonathan Singsen represented New Neighborhoods, a 501C3, which manages and runs the property on a long term lease with the City. They are looking to extend the lease to meet a requirement allowing them to refinance the mortgage through HUD.

11. REQUEST FOR ADDITIONAL APPROPRIATION – FEMA COVID REIMBURSEMENT *Video (00:46:48)*

The City of Stamford is continuing to incur expenses related to COVID-19 and is continuing to submit requests for reimbursement to FEMA. The requests for reimbursements in this additional appropriation are related to force labor and overtime expenses for personnel to assist with testing activities, PPE supplies such as masks, gowns, hand sanitizer, face shields, respirators, sneeze guards and contractual services related to security and sanitizing services. The City has the need to continue addressing the contagion in this pandemic and must request the approval of an additional appropriation in FEMA funding to cover expenses through October 2020.

Action Requested: Approval of appropriation
Amount: \$1,116,163
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Officer
Attending: Anita Carpenter

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger, passed unanimously (5-0-0).

Anita Carpenter requested additional appropriation of Grant Funds from FEMA.

12. REQUEST FOR ADDITIONAL APPROPRIATION – CHC CONTRIBUTION *Video (00:48:24)*

On Tuesday, 8/24/2021, the Community Health Center (CHC) donated a check for \$2,500.00 to Stamford's CERT team, in appreciation of the work the CERT volunteers had done to support CHC, and the City as a whole, during the COVID-19 crisis. The CERT team expects to use the money to purchase supplies (for example, reflective vests, shirts, hats and badges – yet to be decided). The Office of Public Safety is grateful to the CHC and join in their recognition of, and thanks to, the CERT Team for their efforts for the residents of Stamford.

Action Requested:	Approval of appropriation
Amount:	\$2,500.00
Fund/Budget:	CHC Contribution
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Geoff Alswanger, seconded by David Mannis, passed unanimously (5-0-0).

Anita Carpenter requested additional appropriation of \$2,500.00 CHC Contribution for CERT team expenses.

13. REQUEST FOR ADDITIONAL APPROPRIATION-COVID RELIEF FUNDS-GRANT FUNDED
Video (00:49:27)

Grant funds will be used by the Police Department on an overtime basis in the following areas: Lower Fairfield County Auto Theft Task Force, Police Activities League, and a Community Mental Health/COVID Outreach campaign. No local funds are required for these three initiatives.

Action Requested:	Approval of Appropriation
Amount:	\$119,848.00
Fund/Budget:	100% Grant Funded
Submitted by:	Timothy Shaw, Police Chief
Attending:	Anita Carpenter

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger, passed unanimously (5-0-0).

Anita Carpenter requested additional appropriation of \$119,848.00 State Grant Funds to be used by Police Department in Auto Theft Task Force, Police Activities League and Community Mental Health/COVID Outreach.

14. REQUEST FOR ADDITIONAL APPROPRIATION *Video (00:52:15)*

Office of Early Childhood Required School Readiness Councils shall allocate a portion of the Supplemental/Administrative Funds (25%) to be paid directly to the Liaison as compensation for increased responsibilities during the COVID-19 pandemic and recovery period. Including, but is not limited to, PPE procurement pickup, delivery, distribution, liaising with the health department for community guidance, available testing, vaccine availability and increased and after-hour contact, use of personal vehicle, phone, technology, etc. Classroom observation/monitoring focused on trauma informed practice and phonemic awareness due to mask wearing. Checklist and monitoring tool provided for continued use by the School Readiness Liaison and staff for continued program quality.

Action Requested: Approval of Appropriation
Amount: \$62,737
(\$15,684 – School Readiness/Salaries)
(\$47,053 – School Readiness/Professional Consultant)
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Officer
Attending: Anita Carpenter

Motion to approve by Richard Freedman, seconded by Geoff Alswanger passed unanimously (5-0-0).

Anita Carpenter requested additional appropriation of \$62,737.00 to School Readiness.

15. REQUEST FOR APPROVAL OF ORACLE CONTRACT *Video (00:54:19))*

Requesting approval of a contract exceeding \$100,000.00 between Oracle America, Inc. and the City for software and services to implement the ERP system. Changes requested by the City to Oracle's standard-form contract have not yet been approved by Oracle and are shown in red-line in the document titled "PUBLIC SECTOR AGREEMENT FOR ORACLE CLOUD SERVICES.

Action Requested: Approval of Contract
Amount: \$3,400,000.00
Fund/Budget: Capital Budget
Submitted by: Sandy Dennies, Director of Administration
Attending: Sandy Dennies, Director of Administration
Chuck Williams, ERP Project Manager, Office of Administration

Motion to approve by Kieran Ryan, seconded by Richard Freedman passed unanimously (5-0-0).

Sandy Dennies outlined the process by which Oracle was awarded a conditional award on 7/22/21 for the Enterprise Resource Planning (ERP) Project. She explained the four contracts being submitted are in "almost final form". Request was made for approval of contracts as presented. Final contracts will be presented to Board at a later date.

Chuck Williams gave a detailed presentation on the (ERP) Project and Oracle.

An additional \$100,000.00 contingency was added if needed at any time during implementation or after.

16. ADJOURNMENT *Video (01:42:00)*

Motion to adjourn by Geoff Alswanger, seconded by Mary Lou Rinaldi, the meeting was adjourned at 8:44 p.m.

The next regular monthly meeting is being held on Thursday, October 14, 2021.

This meeting is on video.

Tracy Donoghue

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

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:
Ellen Bromley, ADA Coordinator, City of Stamford Department of Social Services,
888 Washington Boulevard, Stamford, CT 06901 (203) 977-4122