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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, August 13, 2020 – 7:00 p.m.

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

<https://zoom.us/j/91792611483> ; or at www.zoom.com - Meeting ID: 917 9261 1483
or by telephone at 1-646-558-8656 – Meeting ID: 917 9261 1483

AGENDA

CALL TO ORDER: Chair Richard Freedman

MEMBERS PRESENT:

PUBLIC PARTICIPATION:

REPORTS TO THE BOARD:

- A. Contingency Update – FY 19-20
- B. Board of Finance and Administration Transfer Report – FY 19-20

1. MINUTES: Request for approval of minutes of the following July 2020 meetings:

Regular Monthly Meeting – July 9, 2020

Submitted by: Clerk, Board of Finance

2. POSSIBLE DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

3. BUDGET UPDATE – BOARD OF EDUCATION

Superintendent of Schools, Dr. Tamu Lucero will be present to give an update on the Board of Education budget.

4. APPOINTMENT OF TAX COLLECTOR

Request for approval of the appointment of Bill Napoletano to the position of Director of Tax and Revenue Collection.

Action Requested: Approval of appointment
Submitted by: Mayor David Martin
Attending: Mayor Martin

5. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT’S RESPONSES AND REMEDIATION

Former Tax Collector William Forker was unable to attend the June 11, 2020 regular monthly meeting to discuss the Management Advisory Letter with responses and remediation plans, including providing the tax collector’s report - with all supporting documentation - and the reconciliation between the report and the HTE general ledger system at the commencement of year-end audit fieldwork. As Mr. Forker has subsequently retired, Bill Napoletano will discuss this matter.

Submitted by: David Yanik, Controller
Attending: David Yanik; Bill Napoletano

6. STATUS OF TAX REVENUE 2020-21

Mr. Napoletano will give a presentation on Tax Collections.

7. AGREEMENT - RFP #799 – WORKERS’ COMPENSATION AND HEART AND HYPERTENSION CLAIMS ADMINISTRATION

Request for approval of agreement for Workers’ Compensation and Heart and Hypertension Claims Administration between the City and PMA Management Corp. of New England, Inc.

Action Requested: Approval of Agreement
Amount: \$18,125 monthly flat rate plus expenses indicated in Section 3 of the Agreement
Fund/Budget:
Submitted by: David Villalva, Risk Manager
Attending: Mr. Villalva

8. ADDITIONAL APPROPRIATION - COVID-19 ELECTION – GRANT-FUNDED

Request for an additional appropriation to cover the election costs associated with the COVID pandemic.

Action Requested: Approval of additional appropriation
Amount: \$183,095
Fund/Budget: Grant funded (State)
Submitted by: Lyda Ruijter, Town and City Clerk
Attending: Ms. Ruijter

9. TRANSFER OF FUNDS – TOWN CLERK’S OFFICE

Request for a transfer of funds to be allocated to a seasonal employee and to contractual services to purchase a fire-secure vault to store historical documents.

Action Requested: Transfer of funds
Amount: From: Seasonal 24401621203
To: Program Supplies 24401626120 \$1,156
From: Contractual Services 24401623601
To: Program Supplies 24401626120 \$1,788
\$2,944
Submitted by: Lyda Ruijter
Attending: Ms. Ruijter

10. ADDITIONAL APPROPRIATION – MIMICAST SOFTWARE PURCHASE – TECHNOLOGY

Request for additional appropriation (2020-21) for the purchase of Mimecast’s secure messaging, base platform for mail routing and secure messaging along with 55 licenses.

Action Requested: Approval of additional appropriation
Amount: \$48,074
Fund/Budget: Contingency
Submitted by: Mike Pensiero, Information Services Director
Attending: Mr. Pensiero (TBC)

11. ADDITIONAL APPROPRIATION – FOOD SCRAP COMPOSTING – SOLID WASTE - GRANT

Request for additional appropriation (2020-21) for the development of a pilot food scrap recycling project.

Action Requested: Approval of additional appropriation
Amount: \$15,000
Fund/Budget: 100% grant-funded
Submitted by: Mark McGrath, Director of Operations
Attending: Mr. McGrath, Karen Cammarota, Grants Officer (TBC)

12. CAPITAL PROJECT C65202 APPROPRIATION – CITYWIDE EQUIPMENT REPLACEMENT AND UPGRADE

Request for Capital Project appropriation for FY 19/20 to replace and upgrade miscellaneous equipment and other items with a useful life in excess of 5 years and which are non-recurring.

Action Requested: Approval of Capital Project C65202 appropriation
Amount: \$250,000
Fund/Budget: Capital Non-Recurring
Submitted by: Mark McGrath
Attending: Mr. McGrath

13. CAPITAL PROJECT C56129 APPROPRIATION – CITYWIDE MANHOLE AND BASIN
Request for Capital Project appropriation for FY 19/20 for citywide manhole and basins work. The City’s road network contains more than 12,000 manholes and basins. These structures require periodic reconstruction and adjustment at an average cost between \$8,000 per basin. This work is critical to protect the safety of the public and to maintain the City’s investment in the infrastructure.

Action Requested: Approval of Capital Project C56129 appropriation
Amount: \$500,000
Fund/Budget: City Bond
Submitted by: Thomas Turk, Traffic and Road Maintenance Supervisor
Attending: Mr. Turk

14. RESOLUTION
Request for a resolution to amend the Capital Budget for Fiscal Year 2019-2020 by adding an appropriation of \$500,000 for Citywide Manhole and Basin and Authorizing \$500,000 General Obligation Bonds of the City to meet said appropriation.

Action Requested: Issuance of resolution
Amount: \$500,000
Fund/Budget: General Obligation Bonds
Submitted by: Jay Fountain, Director, OPM
Attending: Mr. Fountain

15. CAPITAL PROJECT CP7209 APPROPRIATION – ENERGY IMPROVEMENT PROJECT (EID)
Request for Capital Project appropriation FY 19/20 for building lighting replacement. The City received more rebates than anticipated. This appropriation is offset by a reduction to capital non-recurring.

Action Requested: Approval of Capital Project CP7209 appropriation
Amount: \$657,411.27
Fund/Budget: Rebates
Submitted by: Laura Burwick, Special Assistant to the Mayor
Attending: Jay Fountain

16. CAPITAL PROJECT 001218 APPROPRIATION – INSPECTION AND ASSESSMENT OF CITY PROPERTY
Request for Capital Project appropriation for FY 19/20 to provide assessments and property condition reports to inspect and assess the conditions of city property to determine deficiencies, immediate repairs and create a replacement reserve table.

Action Requested: Approval of Capital Project 001218 appropriation
Amount: \$150,000
Fund/Budget: Capital Non-Recurring
Submitted by: Jennifer Williams, Bureau Chief of Parks and Recreation
Attending: Ms. Williams (TBC)

17. CAPITAL PROJECT CLOSEOUT RECOMMENDATION

Pursuant to Stamford City Code Section 8-2 request for the partial closeout of Capital Projects.

Action Requested:	Partial closeout of Capital Projects	
Amount:	CP7209 Energy Improvement Project	\$657,411.27 (CNR)
	CP9053 Innovate Stamford-Branding and Market (\$224,000)	\$112,000.00 (CNR)
		\$112,000.00 (Grant)
	CP8500 Parking Improvements	\$250,000.00 (Bond)
	C07352 Czescik Home Demolition	\$153,183.00 (Bond)
	CP7912 Specialty Police Vehicles	\$250,000.00 (Bond)
	CP5215 Cove Island Barn Restoration	\$ 69,295.84 (Bond)
	CP7043 Barrett Park Building Replacement	\$ 95,766.61 (Bond)
	CP6811 Cove Island Beach Resiliency Project	\$350,001.00 (Bond)
	C56201 Glenbrook Building Addition-New Hope	<u>\$ 69,642.68</u> (Bond)
		\$2,119,300.40
Fund/Budget:	Various – as indicated	
Submitted by:	Anthony Romano, Management Analyst, OPM	
Attending:	Jay Fountain, Director of OPM, Mr. Romano	

18. YEAR-END BUDGET 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:	\$ - not available at time of printing
Fund/Budget:	Various
Submitted by:	Jay Fountain, Director of OPM
Attending:	Lee Berta, Assistant OPM Director

19. ADJOURNMENT

The next Regular Meeting of the Board: Thursday, September 10 at 7:00 p.m.

This meeting is on video.

Cynthia R. Winterle

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