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BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
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STAMFORD, CONNECTICUT 06904-2152

BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, March 11, 2021 – 7:00 p.m.

Please join the Board of Finance meeting from your computer, tablet or smartphone.
<https://us02web.zoom.us/j/83336687385> ; or at www.zoom.com - Webinar ID: 833 3668 7385
or by telephone at 1-646-558-8656 – Webinar ID: 833 3668 7385

AGENDA

CALL TO ORDER: Chair Richard Freedman

MEMBERS PRESENT:

PUBLIC PARTICIPATION:

REPORTS TO THE BOARD:

- A. Contingency Update – FY 20-21
- B. Board of Finance and Administration Transfer Report – FY 20-21

1. MINUTES:

Request for approval of minutes of the following meeting:

Regular Monthly Meeting – February 11, 2021

Submitted by: Clerk, Board of Finance

2. REQUEST FOR ADDITIONAL APPROPRIATION – ASSISTANCE TO FIREFIGHTERS GRANT

Request for approval of an additional appropriation funding four (4) portable Total Asset Decontamination Systems and 100 cases of protective examination gloves to be utilized by firefighters. Grant funds will cover \$52,276.34, with a local share of \$5,227.64. (See related Item 3 below.)

Action Requested: Approval of additional appropriation
Amount: \$57,504 – 90% grant funded
Fund/Budget: \$52,276.34 grant, \$5,227.64 local share
Submitted by: Trevor Roach, Fire Chief
Attending: Chief Roach; Karen Cammarota, Grants Manager

3. REQUEST FOR TRANSFER – FIREFIGHTING ASSISTANCE GRANT

Request for a transfer of funds for City portion (10%) for Firefighting Assistance Grant. (See related Item 2 above.)

Action Requested: Approval of transfer
Amount: \$5,228
Fund/Budget: From: 01435216903 Suppression/Medical Supplies
To: 01480809024 Grant Fund
Submitted by: Trevor Roach
Attending: Chief Roach; Ms. Cammarota

4. REQUEST FOR ADDITIONAL APPROPRIATION – SPECIAL ELECTION – TOWN AND CITY CLERK

Request for approval of an additional appropriation to cover the cost to fill State Representative Seat 145 in April, if needed. (See related Item 5 below.)

Action Requested: Approval of additional appropriation
Amount: \$7,700
Fund/Budget: Contingency
Submitted by: Lyda Ruijter, City/Town Clerk
Attending: Ms. Ruijter

5. REQUEST FOR ADDITIONAL APPROPRIATION – SPECIAL ELECTION – REGISTRAR OF VOTERS

Request for approval of an additional appropriation to cover the cost to fill State Representative Seat 145 in April, if needed. (See related Item 4 above.)

Action Requested: Approval of additional appropriation
Amount: \$30,000
Fund/Budget: Contingency
Submitted by: Lucy Corelli; Ron Malloy Registrars
Attending: Ms. Corelli and Mr. Malloy

6. POSSIBLE DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

The Mayor may be present to discuss budget matters.

7. UPDATE ON REPAYMENTS TO CITY AS A RESULT OF LAWSUITS

Kathryn Emmett, Esq., Director of Legal Affairs, will provide an update on repayments of monies owed as the result of two lawsuits. It may be necessary to enter Executive Session to discuss this matter further.

8. APPROVAL OF ADDITIONAL APPROPRIATION – SICK TIME OBLIGATION AND PROFESSIONAL CONSULTANT

This request is for approval of an additional appropriation for the purposes listed below. The revenue will be recognized from Conveyance Tax for which more has been received than budgeted.

- a. Sick Time – Obligation under newest Attorney’s contract – Option to request payout of ten (10) sick days per year, all attorneys exercised this option in July 2020.
- b. Professional Consultant – Funds are needed to cover outside counsel and other professional consultants’ expenses. Due to conflicts of interest or need of special expertise, a number of matters had to be referred to outside counsel to protect and pursue the City’s interest.

Action Requested: Approval of additional appropriation
Amount: \$515,239
(\$40,239 Sick Time)
(\$475,000 Professional Consultant)
Fund/Budget: Revenues
Submitted by: Mayor David Martin
Attending: Ms. Emmett

9. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, will present an update on the status of the BOE budget.

10. APPROVAL OF CAPITAL PROJECT C5B609 APPROPRIATION – DISTRICT-WIDE TECHNOLOGY EQUIPMENT – BOARD OF EDUCATION

This request is for approval of a Capital Project C5B609 appropriation to upgrade computer equipment in school classrooms and expand technology resources for computer labs, science programs and unified arts curriculum. Board of Education surplus will be used to fund this request.

Action Requested: Approval of Capital Project C5B609 appropriation
Amount: \$1,000,000
Fund/Budget: Capital Non-Recurring
Submitted by: Sandy Dennies
Attending: Ms. Dennies; Michael Pensiero, Information Services Director

11. REMOVED

12. PRESENTATION ON THE STATUS OF THE ERP PROJECT

Sandy Dennies, Director of Administration, will provide an update on the Enterprise Resource Planning System project. Project Manager ISG representatives Chuck Williams, Todd Lavieri, Nathan Frey and Thomas Ortiz will be present.

13. APPROVAL OF AMENDMENT TO CONTRACT – RFP #820 – INVESTMENT ADVISORY SERVICES – MORGAN STANLEY

This request is for approval of an amendment to the City's contract with Morgan Stanley for the City's investment advisory services. (RFP #820)

The City originally entered into a Client Agreement with Morgan Stanley for these services in August of 2014. It later executed an Addendum to that Agreement in April of 2018 when Morgan Stanley was selected to continue these services via City RFP 725. This Amendment revises the Scope of Services, Compensation and Term of the Agreement. The Scope of Services shall be as set forth in the City's RFP 820 and Morgan Stanley's Proposal thereto. The estimated annual fee for these services is \$129,500, based on a \$140,000,000 portfolio. The Term will be extended through April 16, 2022, with another possible two years after that by mutual agreement of the parties.

Action Requested: Approval of an amendment to contract
Amount: \$129,500 annually
Fund/Budget:
Submitted by: Mayor David Martin
Attending: Sandra Dennies; Karen Vitale, Assistant Controller

14. APPROVAL OF CONTRACT – RFP #822 – HAZARDOUS MATERIAL MONITORING AND INSPECTION FOR OLD POLICE STATION DEMOLITION

This request is for approval of a contract for Hazardous Material Monitoring and Inspection for the Old Police Station demolition. (RFP 822)

Action Requested: Approval of contract
Amount: \$159,430 (not to exceed)
Fund/Balance:
Submitted by: Mayor David Martin
Attending: Lou Casolo, City Engineer

15. APPROVAL OF CONTRACT – RFP825 – FEDERAL LOBBYING SERVICES - SUSTAINABLE STRATEGIES DC LLC

This request is for approval of a contract for federal lobbying services for the City for a period of one calendar year, plus two (2) one-year option years in 2022 and 2023.

Action Requested: Approval of contract
Amount: Year 1: \$10,050 per month (retainer \$10,000, Communic. fee \$50)
Year 2 (1st yr option): \$10,550 per month (ret. \$10,500, Communic. \$50)
Year 3 (2nd yr option): \$11,050 per month (ret. \$11,000, Communic. \$50)
Fund/Budget:
Submitted by: Mayor David Martin
Attending: Thomas Madden, Director, Economic Development; Chris Dellaselva, Assistant Corporation Counsel

16. APPROVAL OF TRANSFER OF OLD TOWN HALL FROM OLD TOWN HALL REDEVELOPMENT AUTHORITY TO CITY OF STAMFORD

This request is for approval of the transfer of the Old Town Hall from Old Town Hall Redevelopment Authority to City of Stamford. This transfer will be considered by the Planning Board at its meeting being held on March 9, 2021. (See related resolution shown in Item 17 below.)

Action Requested: Approval of transfer
Amount: As outlined in the following resolution
Fund/Budget:
Submitted by: Thomas Madden, Director of Economic Development
Attending: Mr. Madden; Burt Rosenberg, Assistant Corporation Counsel

17. RESOLUTION APPROVING THE ACCEPTANCE OF TITLE TO THE OLD TOWN HALL PROPERTY AT 175 ATLANTIC STREET BY THE CITY OF STAMFORD AND APPROVING ASSIGNMENTS OF RELATED NOTES AND MORTGAGES IN SATISFACTION OF DEBT OF CERTAIN NOTES AND RELEASE OF MORTGAGES ON THAT SAME PROPERTY PURSUANT TO THE OLD TOWN HALL FINANCING PLAN APPROVED BY THE CITY OF STAMFORD BOARD OF REPRESENTATIVES

This request is for a resolution authorizing the City to accept title to the Old Town Hall Property by the City of Stamford in accordance with the resolution shown in Exhibit 17.

Action Requested: Approval of resolution
Amount: As outlined in Exhibit 13
Fund/Budget:
Submitted by: Thomas Madden
Attending: Messrs. Madden and Rosenberg

18. REQUEST FOR ADDITIONAL APPROPRIATION – TO COVER INCREASE IN MSW

Request for approval of an additional appropriation due to a 13% increase in MSW hauled away in this fiscal year, probably as a result of COVID and many residents staying home. A budget shortfall of \$400,000 is anticipated.

Action Requested: Approval of additional appropriation
Amount: \$400,000
Fund/Budget: Contingency
Submitted by: Mark McGrath, Director of Operations
Attending: Mr. McGrath; Dan Colleluori, Supervisor of Waste Management

19. APPROVAL OF BID WAIVER #1271 – KNOX SYSTEM UPGRADE – STAMFORD FIRE DEPARTMENT

Request for approval of Bid Waiver #1271 under Purchasing Ordinance Section 23-18.3B(1)(a) *reasonable qualified or unique source*, for the second part of the Stamford Fire Department Knox system upgrade. The first part was the keys carried on all fire apparatus have been upgraded from a mechanical key to an electronic key. The new electronic key is more secure and provides tracking by who and when the Knox boxes are accessed. Also, the electronic key can be disabled if lost; currently that is not possible.

Action Requested: Approval of bid waiver
Amount: \$164, 741
Fund/Budget:
Submitted by: Fire Chief Miguel Robles
Attending: Chief Robles

20. APPROVAL OF BID WAIVER #1276 – ADVANCED ELECTRONIC DESIGN, INC.

Request by the Police Department/Vehicle Maintenance for approval of Bid Waiver #1276 under Purchasing Ordinance Section 23-18.3B(1)(d) *formal procurement would cost more/be inefficient/disruptive* to purchase the computer, printer, driver license scanner and related installation equipment to be installed in 22 new patrol cars currently on order. The Police Department has purchased this equipment from Advanced Electronic Design for the past ten years and this equipment is currently installed in over 80 patrol cars department-wide. Unlike past systems used prior switching to AED, this system has been found to be very robust and reliable with very few issues. The officers, mechanics and IT staff are all trained and familiar with this equipment. To switch equipment vendors resulting in multiple interfaces within different patrol cars would be inefficient, disruptive and potentially dangerous.

Action Requested: Approval of bid waiver
Amount: \$156,226.72
Fund/Budget:
Submitted by: Assistant Police Chief Thomas Wuennemann
Attending: Police Captain Scott Duckworth

21. APPROPRIATION OF A PORTION OF PRIOR YEAR GENERAL FUND BALANCE FY 19/20

This is a request to appropriate funds as outlined below. The General Fund of the City of Stamford ended FY2019-20 with an Excess of Revenues and Other Sources over Expenditures and Other Uses, some of which has been appropriated to Capital Non-Recurring for BOE projects. After reducing for the appropriated amount and left in unassigned fund balance, there are funds available from FY 2020 operations for appropriation funds.

Action Requested: Approval of a portion of prior year general fund balance
Amount: \$10,383,172
(\$500,000 Rainy Day Purposes)
(\$500,000 Risk Management Fund)
(\$3,383,172 Board of Education Capital Non-Recurring)
(\$6,000,000 City of Stamford Capital Non-Recurring)
Fund/Budget: Various
Submitted by: Mayor David Martin
Attending: Jay Fountain, Director of OPM

22. ADJOURNMENT

The next Regular Meeting of the Board: Thursday, April 8 at 7:00 p.m.

This meeting is on video.

Cynthia R. Winterle

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