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BOARD OF FINANCE
STAMFORD GOVERNMENT CENTER
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STAMFORD, CONNECTICUT 06904-2152

MINUTES

Thursday, May 11, 2017: 7:00 PM

Board of Finance Meeting Room, 4th Floor

Call to Order: Performed by Chairman Richard Freedman at 7:05 p.m., noting that all members were present except David Kooris, who arrived at approximately 7:08 p.m. (*Video 00:00:00*)

Pledge of Allegiance: Chairman Freedman

Approval of Minutes:

April 19, 2017 Audit Committee Meeting (6 p.m.)
April 19, 2017 Regular Monthly Meeting (7 p.m.)
April 20, 2017 Special Budget Meeting (6 p.m.)

(*Video: 00:00:35*)

Approved
5-0
Motion by:
S. Gabriele
Second by:
D. Williams

Public Participation:

(*Video: 00:01:11*) Resident Kieran Ryan, 345 Stamford Avenue, Stamford, placed, for the record, his objection to Item 3 - Executive Session to Update the Board on any Pending Litigation. His understanding - from articles printed in the Stamford newspaper - was that all pending litigation matters were settled. Law Department Director Kathryn Emmett explained that at this point the claims are not finally settled, there are still negotiations occurring in regard to the settlement. They are also not finally adjudicated because there will have to be further court determinations by Probate Court to have the final conclusion of the litigation.

Board Member David Kooris arrived at the meeting at approximately 7:08 p.m.

Reports to the Board: (*Video: 00:03:55*)

- A. FY 2016/17 YTD Board of Finance and Administrative Transfers – Chairman Freedman had a question regarding transfers to which OPM Interim Director Fountain responded.
- B. Appropriations from Contingency, FY 2016/17 as of 05/01/2017

Mr. Freedman noted that earlier in the evening there was an Audit Committee Meeting to discuss the 2016-17 Management Letter with Controller David Yanik. Minutes from this meeting are being prepared.

OFFICE OF THE MAYOR

Discussion

Item 1	The Mayor may address the Board of Finance in executive session on any pending contract negotiations.		DISCUSSION
	Action Requested:	Possible Discussion	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	Video: 00:05:28	<p>Mayor Martin announced he had no pending contract negotiation information, but said that he would sit in on the Executive Session listed below.</p> <p>Mayor Martin did speak briefly on the forecast for the remainder of the fiscal year, saying that we are anticipating a budget surplus of approximately \$4.8 million. He requested that the BOF act conservatively in the remainder of this year's budget process. He added that he is adamantly committed to current and long-term financial integrity.</p> <p>Mayor Martin thanked members of the Board of Finance for their help in the last three years to change the course in this direction. He urged the Board to be conservative in the short-term thinking.</p> <p>Chief of Staff Michael Pollard, reported that, as of Monday, the State Legislature will have three (3) different budgets in their hands: one from the Republicans; one the Democrats; and the Governor's budget. It is anticipated that the State will likely not have a budget in June.</p> <p><i>Please refer to the video of this meeting for the full conversation.</i></p>	

OFFICE OF HUMAN RESOURCES

Advisory Opinion – Stamford Municipal Nurses' Association Contract

Item 2	Pursuant to Section C6-20-7 (b) of the City Charter, request for Advisory Opinion to the Mayor on the Tentative Agreement between the City of Stamford and the Stamford Municipal Nurses' Association for the period July 1, 2014 through June 30, 2019.		Favorable Advisory Opinion Approved 5-0-1 Motion by: D. Kooris Second by: D. Williams M. L. Rinaldi Abstained
	Action Requested:	Advisory Opinion	
	Submitted by:	Clemon Williams, Director of Human Resources Robert Murray, Labor Relations Specialist	
	Video: 00:15:46	<p>Mr. Murray began by discussing the Executive Summary of the Collective Bargaining Agreement between the City and the Stamford Municipal Nurses' Association. Mr. Williams provided additional information on topics covered including general wage increases, health insurance premium share, retiree insurance, hours' of work, electronic deposit of pay, pension, life insurance and sick leave.</p>	

LEGAL DEPARTMENT

(Video: 00:33:12) Mr. Freedman asked for a motion to enter Executive Session. Before a motion was made, Mr. Gabriele asked Ms. Emmett about the possible effect of going into Executive Session in light of Mr. Ryan's earlier comments and the possibility he may file a FOIA complaint. She confirmed her earlier statement that it is her opinion that it is not a violation of FOIA for us to be in Executive Session because we are still in the process of negotiating the settlement documents and the settlement is not, in fact, final. She added: nor has the final adjudication of the cases occurred at this point because there is still probate that needs to occur before this case is concluded. When asked how long it could take, she suggested that it should take no more than a month, but she couldn't say for sure and emphasized that they are definitely working on it.

At this point, Mr. Freedman again asked for a motion to enter Executive Session. Mr. Williams made the motion with Ms. Rinaldi seconding. The vote was 4-0-2 with Mr. Gabriele and Ms. Michelson abstaining. At 7:41 p.m., members of the Board of Finance, Richard Freedman, Mary Lou Rinaldi, Dudley Williams, Sal Gabriele, David Kooris and Shelley Michelson, together with Mayor David Martin and Kathryn Emmett entered Executive Session.

Discussion – Litigation (Executive Session)

Item 3	Kathryn Emmett, Director of Legal Affairs will address the Board of Finance in executive session on a Litigation matter.		
	Action Requested:	Discussion	
	Submitted by:	Kathryn Emmett	
	Video: 00:35:55	Present: Kathryn Emmett, Mayor Martin, Richard Freedman, Mary Lou Rinaldi, Dudley Williams, Sal Gabriele, David Kooris and Shelley Michelson	

At 8:10 p.m. the meeting resumed in open session. Mr. Freedman announced that no votes were taken and no actions were taken.

OFFICE OF HEALTH AND SOCIAL SERVICES

Discussion – HIV-AIDS Prevention Program

Item 4	Mavina Moore, HIV Prevention Supervisor with the City of Stamford Health Department, will present information on the City's HIV-AIDS Prevention Program.		DISCUSSION
	Action Requested:	Discussion	
	Submitted by:	Mavina Moore, HIV Prevention Supervisor, and Deborah Arrieta, HIV Prevention Counselor. Mr. Ted Jankowski, Director of Public Health, Safety and Welfare.	
	Video: 01:06:38	Prior to this item beginning, Mr. Freedman mentioned that the Mayor controls funding and the discussion should not cover fiscal issues. Ms. Moore agreed. Ms. Moore introduced Ms. Arrieta and said they were present to share information on the HIV Prevention Program. She believed the program was cut from the 2017-2018 budget without the BOF's full knowledge of the program. Their purpose was to provide information and to clarify any misinformation. She gave a background on the program and where it is today. Mr. Jankowski said he would like to recognize the work done in	<i>Continued...</i>

	<p>HIV education, counseling and testing over a 30-year period. Mr. Gabriele asked the future of the program after June 30, to which Mr. Jankowski said they are continuing to work with the State and other agencies to assure that the program will continue, though not through the City.</p> <p>Mr. Freedman thanked the staff for their dedicated service to the City and all the good work they have done.</p>	
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GRANTS

Supplemental Capital Project Appropriation Request – South End Implementation Study

Item 5	<p>Implementing the findings of Phase I South End Study, the City needs to understand the possibilities for leveraging other funding; implementing the City’s Economic Development Plan for addressing the current and foreseeable building vacancies; protecting parcels, parks, public facilities, and conflicting land uses, especially for future uses; and address the linkages between the Downtown and South End neighborhoods.</p>	<p>Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams</p>
	<p>Action Requested: Approval of South End Implementation Study</p>	
	<p>Amount: \$50,000 – 100% grant-funded</p>	
	<p>Fund/Budget: Capital Project CP6807</p>	
	<p>Submitted by: David Woods, Principal Planner</p>	
	<p>Video: 01:17:41</p> <p>Mr. Woods described this two-year Historic Preservation grant for the South End. The South End Study builds on the Master Plan for the City.</p>	

Request for Additional Appropriation – Distracted Driving Grant

Item 6	<p>This grant will decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand-held mobile phone use. Enforcement will be increased on an overtime basis. A 25% City match is required. These costs will come from the existing police overtime account. No additional City funds are being requested.</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi (D. Williams stepped out)</p>
	<p>Action Requested: Approval of additional appropriation</p>	
	<p>Amount: \$37,125 – 100% grant-funded</p>	
	<p>Fund/Budget: 243F0003316000 - Overtime</p>	
	<p>Submitted by: Jon Fontneau, Police Chief</p>	
	<p>Video: 01:23:49</p> <p>Karen Cammarota said the Police Department uses these funds for setting up distracted driver spotting areas throughout the City in separate efforts in April and again in August.</p>	

Request for Additional Appropriation – Housing and Urban Development HOME Program

Item 7	Seven (7) HUD HOME Program loans made by the City were repaid. As provided for in the HOME Program regulations, a total of \$127,000 will be used for new projects and \$8,000 will be used as per HUD guidelines for program staff costs.		Approved 5-0-1 Motion by: S. Gabriele Second by: D. Kooris D. Williams Abstained
	Action Requested:	Approval of additional appropriation	
	Amount:	\$135,000 – 100% grant-funded	
	Fund/Budget:	6303 1100 Salaries - \$8,000 8571 Project Fund - \$127,000	
	Submitted by:	Erik Larsen, Community Development Director	
Video: 01:25:34	Mr. Larson provided information on the status of this program. Concern with the future of grants funds going forward was also discussed.		

Supplemental Capital Project Appropriation Request – 1056 Washington Boulevard Remediation

Item 8	Removal of contaminated materials at 1056 Washington Boulevard to facilitate its use as open space within Mill River Park		Approved 5-0-0 Motion by: M. L. Rinaldi Second by: D. Williams (S. Gabriele Stepped out)
	Action Requested:	Approval of appropriation request	
	Amount:	\$362,000 – 100% grant-funded	
	Fund/Budget:	Capital Project CP6818	
	Submitted by:	Louis Casolo, City Engineer	
Video: 01:29:45	Karen Cammarota – this is a grant from the State of Connecticut for 1056 which is adjacent to Mill River Park and once it is cleaned it will become a part of the Mill River Park. Remediation is expected to cost approximately \$357,000.		

Supplemental Capital Project Appropriation Request – Energy Improvement Projects (EID)

Item 9	This item is a request for a Supplemental Capital Project Appropriation for the Energy Improvement Projects.		THIS ITEM WAS WITHDRAWN
	Action Requested:	Approval of appropriation request	
	Amount:	\$	
	Fund/Budget:		
	Submitted by:		
Video: 01:31:29			

Mr. Freedman recused himself from discussion on Items 10 and 11 and left the meeting room. He turned the meeting over to Vice Chair Mary Lou Rinaldi.

Approval of Donation of City-Owned Property to 72 Franklin LLC

Item 10	<p>This request is for approval of a donation of City-owned property to Franklin LLC (a wholly-owned not-for-profit subsidiary of Inspirica, Inc.) to help facilitate the construction of 53 units of deeply affordable rental housing. This parcel of land, together with adjacent property at 68, 76 and 80 Franklin Street (which is to be donated by Garden Homes Fund, Inc.), is to be donated to Inspirica, who, through its wholly-owned subsidiary, 72 Franklin, LLC, will own and operate the proposed project.</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris (R. Freedman Recused)</p>
Action Requested:	Approval of donation.	
Amount:		
Fund/Budget:		
Submitted by:	David R. Martin, Mayor	
Video: 01:31:36	<p>Ellen Bromley updated the Board on this project, which has been evolving over the past couple of years. Item 10 refers to a parking lot on Franklin Street that the City is proposing to donate to this project. Also present was Mr. Jason Shaplen, CEO of Inspirica, Inc., who spoke about the proposed building project, including parking and pre-school.</p>	

Approval of Discontinuation of a Portion of Stanley Court to Facilitate Deeply Affordable Housing Project

Item 11	<p>This request is for approval of the discontinuation of a portion of Stanley Court to facilitate deeply affordable housing. If approved, the discontinued portion of Stanley Court will revert to the Garden Homes Fund, a Connecticut Charitable Trust that, in partnership with Inspirica, Inc., a non-profit social services organization, is proposing to develop 53 units of deeply affordable housing on a site that includes the portion of Stanley Court described in Board of Representatives Resolution #3769.</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris (R. Freedman Recused)</p>
Action Requested:	Approval of Portion of Stanley Court	
Amount:		
Fund/Budget:		
Submitted by:	David R. Martin, Mayor	
Video: 01:46:19	<p>Ms. Bromley advised that this is the companion piece to the donation made in Item 10. Mr. Shaplen provided logistical information.</p>	

At the conclusion of Item 11 Mr. Freedman re-entered the meeting.

Approval of Agreement between the City of Stamford and the Boys and Girls Club of Stamford, Inc. – Lione Park Improvements

Item 12	This request is for the approval of an Agreement between the City of Stamford and the Boys and Girls Club of Stamford, Inc. relating to improvements in Lione Park, which will be paid for with grant funds from the State of Connecticut Office of Policy and Management.	HELD UNTIL JUNE
	Action Requested:	Approval of Agreement
	Amount:	\$
	Fund/Budget:	
	Submitted by:	David R. Martin, Mayor
	Video: 01:49:49	

Approval of Agreement between the Housing Authority of the City of Stamford and the City of Stamford – 108, 172 and 186 Greenwich Avenue (Czescik Homes)

Item 13	This request is for the approval of a real estate sales Agreement between the Housing Authority of the City of Stamford and the City of Stamford for the purchase of properties 108, 172 and 186 Greenwich Avenue (Czescik Homes).	Approved 5-1-0
	Action Requested:	Approval of Agreement
	Amount:	\$1.00
	Fund/Budget:	
	Submitted by:	David R. Martin, Mayor
	Video: 01:49:58	Mr. Fountain was present to answer any questions posed.
	Motion by: D. Kooris Second by: D. Williams S. Michelson Opposed	

Approval of Purchase and Sales Agreement for South End Fire Station – 670 Pacific Street

Item 14	This request is for the approval of a purchase and sales Agreement between the City of Stamford and Pacific Street Firehouse LLC for the purchase by Pacific Street Firehouse LLC of the property and buildings at South End Fire Station #2, 670 Pacific Street.	HELD UNTIL JUNE
	Action Requested:	Approval of donation.
	Amount:	\$1.00
	Fund/Budget:	
	Submitted by:	David R. Martin, Mayor
	Video: 01:52:26	

DEPARTMENT OF ADMINISTRATION

HUMAN RESOURCES

Additional Appropriation – Audit and Evaluation of the Current 457 and 401(A) Vendor Performance

Item 15	<p>The City, as the fiduciary for the 457 and 401(a) plans, has a responsibility to periodically review fees associated with these plans and to seek to lower fees wherever possible.</p> <p>The City currently has three (3) 457 vendors (ICMA, Nationwide and Mass Mutual) and one (1) 401(a) vendor (ICMA). The total plan assets for these plans are approximately \$100,000,000 each, charging different fees.</p> <p>We issued an RFP last year and a committee with both City and Union representatives selected one (1) vendor and significantly reduced the fees charged to participants. Moreover, the use of one vendor will reduce additional work for Payroll.</p> <p>By moving to one vendor, we were also able to reduce the investment lineup, leverage pricing, improve purchasing power, and reduce administrative costs and investor confusion.</p> <p>By working with the City’s investment advisor, we were able to secure \$20,000 from one of our current 457 providers. This money has been returned to the City and we would like to use these funds to pay the investment adviser who assisted the City in issuing the RFP for the 457 and 401(a) vendor. The total cost for the services was \$15,000. The remaining funds will be used for expenses associated with auditing and evaluating the new vendor’s performance.</p>	<p>THIS ITEM WAS HELD AT THE APRIL MEETING OF THE BOARD. IT HAS SUBSEQUENTLY BEEN WITHDRAWN.</p>
Action Requested:	Approval of additional appropriation	
Amount:	\$20,000	
Fund/Budget:	Revenue	
Submitted by:	Clemon Williams, Director, Human Resources	
Video: 01:52:30	N/A	

OFFICE OF POLICY AND MANAGEMENT

Third Quarter Financial Projections: FY 2016-17

Item 16	Review: FY 2016-17 Third Quarter Financial Results and Projections.	UPDATE
Action Requested:	Update	
Amount:	\$	
Fund/Budget:	FY 2016-17	
Submitted by:	Lee Berta, Asst. Director of OPM	
Presented by:	Jay Fountain, Interim Director of OPM	
Video: 01:52:43	<p>Mr. Fountain announced that they are projecting now that revenue will exceed expenditures by approximately \$4,800,000, which is a conservative amount.</p> <p><i>Please access the video for a detailed view of this update.</i></p>	

Capital Project Closeouts

<i>Item 17</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended: CP0059 Vehicle Maintenance Improvements (\$4,174.00) Bond CP1065 Snap Software for Health (\$30.00) Bond CP1373 Riverbend South – Railroad Crossing Gates – (\$155,850.00) Bond, (\$400,000.00) State Grant C50053 Repair/Replace Magee Avenue Wall – (\$110,245.33) WPCA Bond CP2222 Southfield Avenue Sewers (\$80,000.00) Bond CP3103 Solar Conversion of Heating, Domestic Hot Water and Energy Supply - (\$49,687.96) Bond, (\$100,000.00) Federal Grant, (\$400,000) State Grant CP3800 Roof Replacement – (\$213,255.71) Bond CP5029 Generator Replacement – (\$200,000.00) Bond, (\$192,000.00) Federal Grant CP6402 Smith House Improvements – (\$38,157.95) Bond CP6582 Communication Improvement – (\$10,790.18) Bond		NO VOTE NECESSARY
	Action Requested:	Approval of closeout of Capital projects.	
	Amount:	\$1,954,191.13	
	Fund/Budget:	See Above	
	Submitted by:	Mayor David Martin	
	Video: 02:16:38)	Mr. Fountain and Anthony Romano, OPM Management Analyst provided information on these closeouts.	

Bond Resolution - Repurposing

<i>Item 18</i>	Request for Approval of Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$45,000,000 General Obligation Bonds of the City of Stamford, issue of 2011-2012.		Approved 5-1-0 Motion by: S. Gabriele Second by: D. Kooris S. Michelson Opposed
	Action Requested:	Approval of Bond Resolution	
	Amount:	\$45,000,000	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
Video: 02:19:09)	Mr. Fountain and Mr. Romano were available to answer questions. There was one vote for Items 18-22.		

Bond Resolution - Repurposing

<i>Item 19</i>	Request for Approval of Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$45,000,000 General Obligation Bonds of the City of Stamford issue of 2016-2017.		Approved 5-1-0 There was one vote for Items 18-22
	Action Requested:	Approval of Bond Resolution	
	Amount:	\$45,000,000	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
Video: 00:00	There was one vote for Items 18-22.		

Bond Resolution - Repurposing

<i>Item 20</i>	Request for Approval of Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$50,000,000 General Obligation Bonds of the City of Stamford, issue of 2012-2013.		Approved 5-1-0 There was one vote for Items 18-22
	Action Requested:	Approval of Bond Resolution	
	Amount:	\$50,000,000	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	Video: 00:00	There was one vote for Items 18-22.	

Bond Resolution - Repurposing

<i>Item 21</i>	Request for Approval of Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$50,000,000 General Obligation Bonds of the City of Stamford, issue of 2014-2015.		Approved 5-1-0 There was one vote for Items 18-22
	Action Requested:	Approval of Bond Resolution	
	Amount:	\$50,000,000	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	Video: 00:00	There was one vote for Items 18-22.	

Bond Resolution - Repurposing

<i>Item 22</i>	Request for Approval of Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$65,000,000 General Obligation Bonds of the City of Stamford, issue of 2015-2016.		Approved 5-1-0 There was one vote for Items 18-22
	Action Requested:	Reinstatement of Funds	
	Amount:	\$65,000,000	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	Video: 00:00	There was one vote for Items 18-22.	

Vice Chair Mary Lou Rinaldi asked that Director of Operations Ernie Orgera and Traffic and Road Maintenance Supervisor Thomas Turk be invited to the June Board of Finance Meeting to discuss the condition of paved roads in Stamford. Ms. Rinaldi asked that they be prepared to provide a defined and strategic plan as to how they are going to tackle the situation. Mr. Williams reiterated the need for a presentation of the performance of pension funds. This will be an agenda item for June also.

Next Regular Meeting of the Board: Thursday, June 8, 2017 at 7:00 P.M.

Adjournment: (Video: 02:28:31) Mr. Williams made a motion to adjourn the meeting, which was seconded by Mr. Gabriele. The meeting was adjourned at 9:30 p.m.

Cynthia R. Winterle
Clerk of the Board