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**BOARD OF FINANCE**  
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## MINUTES

**Thursday, July 13, 2017: 7:00 PM**  
**Board of Finance Meeting Room, 4<sup>th</sup> Floor**

**Call to Order:** Performed by Chairman Richard Freedman at 7 p.m., noting that all members were present. *(Video 00:00:00)*

**Pledge of Allegiance:** Chairman Freedman

***Approval of Minutes:***

June 8, 2017 - Audit Committee Meeting (6 p.m.)  
June 8, 2017 – Regular Monthly Meeting (7 p.m.)  
June 29, 2017 – Special Meeting (7 p.m.)

*(Video: 00:00:00)*

***Approved***  
***6-0-0***  
***Motion by:***  
***S. Gabriele***  
***Second by:***  
***M. L. Rinaldi***

***Public Participation:*** There was none.

***Reports to the Board:***

- A. Contingency Update – FY2015/17 (as of July 1, 2017)

**ITEMS LISTED IN ORDER OF CONSIDERATION**

**GRANTS**

**Request for Approval – Annual Action Plan for Year 43 (7/1/2017 – 6/30/2018)  
(Community Development Block Grant and HOME Investment Partnership Program Funds)**

<p><i>Item 2</i></p>	<p>In accordance with the City of Stamford Ordinance No. 687 Supplemental, concerning budgetary procedures for Stamford Community Development, the Community Development Budget (Annual Action Plan) is submitted to the Board of Finance for review and approval. The budget was developed in cooperation with the Housing, Community Development and Social Services (HCD/SS) Committee of the Board of Representatives. Public Hearings regarding the proposed use of these federal funds were held on February 2<sup>nd</sup> and March 21<sup>st</sup>. The City of Stamford is entitled to receive from the United States Department of Housing and Urban Development: \$843,125 under the Community Development Block Grant (CDBG) Program; and \$330,568 for the HOME Investment Partnerships Program for Federal Fiscal Year 2017.</p>	<p><b>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris (D. Williams recused)</b></p>
	<p><b>Action Requested:</b></p>	<p>Approval of Annual Action Plan</p>
	<p><b>Amount:</b></p>	<p>\$843,125 under the Community Development Block Grant (CDBG) Program; and \$330,568 for the HOME Investment Partnerships Program for Federal Fiscal Year 2017.</p>
	<p><b>Fund/Budget:</b></p>	
	<p><b>Submitted by:</b></p>	<p>Mayor David Martin</p>
	<p><i>Video: 00:00:00</i></p>	<p>Erik Larson, Community Development Director, was present to answer questions posed by members of the Board. Mr. Williams recused himself from the discussion. Ms. Michelson mentioned the fact that one facility address is in Greenwich to which Mr. Larson responded that Kids in Crisis has its headquarters here and serves youth from Stamford and Greenwich. Greenwich uses their CDBG funds in Stamford also. He gave a comparison of this year's grants with last year's funding.</p>

Mayor David Martin arrived at the meeting and indicated he would update the Board in Executive Session regarding labor relations. A motion to enter Executive Session at 7:07 p.m. was made by Mr. Williams and seconded by Ms. Rinaldi. The motion was unanimously approved. (*Video: 00:02:30*)

**EXECUTIVE SESSION**

**OFFICE OF THE MAYOR  
Discussion – Labor Relations**

<p><i>Item 1</i></p>	<p>The Mayor may address the Board of Finance in executive session on labor relations.</p>		
	<p><b>Action Requested:</b></p>	<p>Discussion</p>	
	<p><b>Amount:</b></p>		
	<p><b>Fund/Budget:</b></p>		
	<p><b>Submitted by:</b></p>	<p>Mayor David Martin</p>	
	<p><i>Video: 00:02:48</i></p>	<p>The Mayor gave an update on labor relations.</p>	

Following Executive Session, the meeting resumed in Open Session at 7:39 p.m. (*Video: 00: 35:06*) Mr. Freedman indicated that no votes were taken and no decisions were made.

**Supplemental Capital Appropriation – Lione Park Capital Upgrade**

Item 3	<p>The Boys' and Girls' Club has obtained a grant award from the State of Connecticut Department of Children and Families. The Club wishes to use grant funds to pay for a portion of the improvements in Lione Park. The City of Stamford has completed the design of park improvements and intends to award a project bid using appropriated City and grant funds.</p>		<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b></p>
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$800,000 – grant-funded	
	<b>Fund/Budget:</b>	Capital Project No. CP8700	
	<b>Submitted by:</b>	Louis Casolo, City Engineer	
	<b>Video: 00:35:17</b>	Domenick Tramontozzi, Senior Construction Manager was present to answer questions posed by members of the Board. He gave a breakdown of the \$1.5 million grant that was received from the State, which is being used to improve the clubhouse and adjacent park. He added that a \$200,000 Brownfields grant was received to address contaminated soil at the site.	

**MAYOR'S OFFICE**

**Lease Amendment – Congressman Himes**

Item 4	<p>This is a request for approval of an Amendment to the City's Lease with Congressman Himes for 966 square feet of office space on the 10<sup>th</sup> floor of the Government Center. The Amendment changes only the Term of the lease, which will now run through January 2, 2019. The remainder of the terms, including the rent of \$1,796.47 per month, shall remain the same.</p>		<p><b>HELD</b></p>
	<b>Action Requested:</b>	Approval of Lease Amendment	
	<b>Amount:</b>	\$	
	<b>Fund/Budget:</b>		
	<b>Submitted by:</b>	Mayor David Martin	
	<b>Video: 00:37:54</b>	As there was no representative available to answer questions, this item will be HELD until the August meeting.	

**Request for Approval – Consultant Contract for the South End Neighborhood and Historic Preservation Planning Study**

Item 5	<p>This consultant contract for \$150,000 between the City of Stamford and The Collective for Community, Culture and Environment (CCCE) is to conduct the South End Neighborhood and Historic Preservation Planning Study (SENHP). The main goals of this twelve-month study are twofold; (1) to help the City resolve an inclusive tailor-made development scenario that balances new ideas and innovation with the history, character and people of the South End; and (2) to make the longtime communities of the South End part of the neighborhood success story.</p>		<p><b>Approved 5-0-1 Motion by: D. Kooris Second by: D. Williams Abstained:</b></p>
	<b>Action Requested:</b>	Approval of consultant contract	
	<b>Amount:</b>	\$150,000	
	<b>Fund/Budget:</b>	CP6807	
	<b>Submitted by:</b>	David Woods, PhD, AICP, Principal Planner	
	<b>Video: 00:38:27</b>	Mr. Woods responded to questions pertaining to the impact of the historic preservation piece of this project; the relationship of this project to the initial Master Plan for the area; and an explanation of why it is necessary to contract this work out.	

**OFFICE OF POLICY AND MANAGEMENT**

**PUBLIC SAFETY**

***Supplemental Capital Appropriation – Emergency Communications Center – Logging Recorder***

<p><i>Item 6</i></p>	<p>The existing recorder is no longer supported due to age (10 years old, which is beyond its life span). This is a priority as the recorder has failed several times and is on its last leg. The recorder records all calls coming into the PSAP and provides the ability to retrieve incident information for the Courts and for QA. IT has worked with the CAD Administrator, Northeastern Communications, and the current Recorder manufacturer.</p>	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by:</b></p>
	<p><b>Action Requested:</b> Approval of Supplemental Capital Appropriation</p>	<p><b>M. L. Rinaldi</b></p>
	<p><b>Amount:</b> \$180,000</p>	
	<p><b>Fund/Budget:</b> Capital Non-recurring</p>	
	<p><b>Submitted by:</b></p>	
	<p><b>Video: 00:45:58</b> Mr. Ted Jankowski, Director, Public Safety, Health and Welfare, was present at the meeting to support this expenditure. He said the equipment is not only used for recording purposes, but includes quality assurance and the Courts utilize it - making it an integral part of our 911 communication center. In response to a question by Ms. Michelson Mr. Jankowski said this item is under a State contract and, once the appropriation is approved by the Board of Representatives, the equipment should be in place and running within a few weeks.</p>	

***Operating Transfer – OTHRA***

<p><i>Item 7</i></p>	<p>This request is for additional City support needed by the Old Town Hall Redevelopment Agency (OTHRA) to cover unanticipated operating shortfalls including utility and legal costs associated with tenant issues.</p>	<p><b>Approved 6-0-0 Motion by:</b></p>
	<p><b>Action Requested:</b> Approval of Operating Transfer</p>	<p><b>S. Gabriele</b></p>
	<p><b>Amount:</b> \$35,000</p>	<p><b>Second by:</b></p>
	<p><b>Fund/Budget:</b> From 01483018911 To 01460568891</p>	<p><b>D. Williams</b></p>
	<p><b>Submitted by:</b> Jay Fountain, Interim Director, OPM</p>	
	<p><b>Video: 00:49:05</b> Harry Day, Member, Board of Representatives and Board Liaison, OTHRA; and Thomas Madden, Director of Economic Development, were present to answer questions posed by members of the Board. They explained the reasons these expenses were incurred and the costs associated with the legal process in vacating a tenant; indicating that this was a time-consuming and costly process.</p>	

**LEISURE SERVICES**

***Request for Additional Appropriation - Star of the Seas Recreation Programming***

<p><i>Item 8</i></p>	<p>This is a request for an appropriation from contingency for \$430,000 for the FY17/18. This money is intended to fund a lease agreement for the Star of the Sea School to be used for recreation programming. The school has outstanding potential as a Recreation Center funded by program and camp user fees, rental opportunities for parties, special events, clubs, etc. This request will be offset with revenue (raised by program user fees). Opportunities such as an additional summer camp program at this site would be possible (we currently turn away approximately 200 kids from summer camp), a cooking program (there is a full commercial kitchen), vacation camps/programs, after-school programs and evening classes for adults in classes such as yoga, tai chi, and pickle ball (a request by our Senior Center). Our programming space options are extremely limited; especially the daytime space when school is in session for preschool programs. It is also believed that the location of Star of the Sea would fit nicely as a Stamford Recreation Services Community Center close to West Beach and Cummings Park, and would serve the Cove neighborhoods. That demographic and Stamford's lower to middle class (which has always been the target market) needs an affordable place of their own for their kids and to build community. Also the Parish seems very positive having the City as a tenant, and it is believed that negotiation on the lease price per square foot is well below market value. The proposal to the Diocese includes a request for phase-in of space rented to give us the time to build the program/camp/rental programs and revenue over time with the plan to utilize the full space eventually. This is an opportunity that presents a host of positive benefits for the Recreation Department to deliver leisure services to the residents of the area and beyond.</p>	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b></p>
	<p><b>Action Requested:</b> Approval of Additional Appropriation</p>	
	<p><b>Amount:</b> \$430,000</p>	
	<p><b>Fund/Budget:</b> Contingency - Various – see attached</p>	
	<p><b>Submitted by:</b> Mayor David Martin</p>	
<p><i>Video: 00:55:50</i></p>	<p>Ms. Laurie Albano, Superintendent of Recreation, reiterated the reasoning behind this project and said that they are proposing to rent half of the Star of the Sea property (8,500 sq. ft.) during the school year and then the full property (17,000 sq. ft.) for two months in the summer. They are hoping to begin around the middle of September. When asked, Ms. Albano responded that 50% of the program is being held in district schools. She addressed questions from Ms. Michelson pertaining to how they arrived at the dollar amount for the rent, projections of revenues, and whether any capital improvements would be needed - to which the response was 'none.' In response to a question from Mr. Freedman, Ms. Albano stated that the lease would allow the City to cancel at any time.</p>	

**OPERATIONS**

***Supplemental Capital Appropriation – Public Services – Traffic and Road Maintenance – Street Patch and Resurfacing***

<p><i>Item 9</i></p>	<p>This request is for an appropriation to patch and resurface Stamford's roadway infrastructure using accepted engineering standards. It includes milling, overlay, reconstruction, associated fixes to public streets and associated subsurface replacements.</p>	<p><b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: S. Michelson</b></p>
	<p><b>Action Requested:</b> Approval of Supplemental Capital Appropriation</p>	
	<p><b>Amount:</b> \$2,500,000</p>	
	<p><b>Fund/Budget:</b> Capital Project No. C56182</p>	
	<p><b>Submitted by:</b> Thomas Turk, Traffic and Road Maintenance Supervisor</p>	<p><i>Continued...</i></p>

<i>Video: 01:08:16</i>	Mr. Fountain answered questions pertaining to this project, including the budgetary timeline and said we will have to wait until November when we have the final numbers from the State.
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Mr. Freedman indicated that Items 10 and 11 had been withdrawn due to the fact that bonding counsel documents were not ready at the time of the meeting.

**Bond Resolution – Repurpose 2013 WPCA Bonds**

<i>Item 10</i>	Request for Approval of WPCA Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$_____ General Obligation Bonds of the City of Stamford issue of 2013.	<b>WITHDRAWN</b>
	<b>Action Requested:</b> Approval of Bond Resolution	
	<b>Amount:</b> \$_____	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b> Mayor David Martin	
	<i>Video: 01:10:42</i> Items 10 and 11 were withdrawn due to the fact that documents were not ready.	

**Bond Resolution – Repurpose 2015 WPCA Bonds**

<i>Item 11</i>	Request for Approval of WPCA Bond Resolution Amending a Resolution with Respect to the Issuance and Sale of \$_____ General Obligation Bonds of the City of Stamford issue of 2015.	<b>WITHDRAWN</b>
	<b>Action Requested:</b> Approval of Bond Resolution	
	<b>Amount:</b> \$_____	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b> Mayor David Martin	
	<i>Video: 00:</i> Items 10 and 11 were withdrawn due to the fact that documents were not ready.	

At this point in the meeting Ms. Michelson indicated she would like to discuss a legal matter pertaining to the WPCA that would require entering Executive Session. (*Video: 01:10:50*)

**SUSPENSION OF THE RULES**

A motion was made by Mr. Gabriele, seconded by Mr. Kooris, to suspend the rules so the Board could discuss a legal matter. The motion passed 6-0-0. (*Video: 01:10:51*)

A second motion was made to enter Executive Session at 8:15 p.m. Mr. Williams made the motion, which was seconded by Ms. Rinaldi, with members voting unanimously (6-0-0). (*Video: 01:11:11*)

**Executive Session – WPCA Legal Matter**

<i>Item 12</i>	A discussion was held regarding a WPCA legal matter.		<b>DISCUSSION</b>
<b>Action Requested:</b>	Approval of Bond Resolution		
<b>Amount:</b>			
<b>Fund/Budget:</b>			
<b>Submitted by:</b>	Board Member Shelley Michelson		
<b>Video: 00:</b>			

The Board came out of Executive Session at 8:39 p.m. Chairman Freedman indicated that no votes were taken and no decisions were made. There being no further business, the meeting was adjourned at 8:40 p.m.

***This meeting is on video.***

***Next Regular Meeting of the Board: Thursday, August 17, 2017 at 7:00 P.M.***

**Cynthia R. Winterle**

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