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

MINUTES - Amended

Thursday, January 11, 2018 - 7:00 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Chair Richard Freedman (Video 00:00:00)

Pledge of Allegiance: Mr. Freedman

Approval of Minutes:

1. December 14, 2017 Audit Committee Meeting (6 p.m.)
2. December 14, 2017 Organization Meeting (6:30 p.m.)
3. December 14, 2017 Regular Monthly Meeting (7 p.m.)

Mr. Gabriele abstained from voting due to the fact he was not in attendance at the meetings.

(Video: Part 1 - 00:00:37)

Approved
5-0-1
Motion by:
M. L. Rinaldi
Second by:
D. Kooris
Abstained:
S. Gabriele

Public Participation: There was none.

Reports to the Board:

Board of Finance and Administration Transfer Report - FY 2017/18 YTD
Contingency Update – FY 2017/18 as of January 11, 2018

OFFICE OF THE MAYOR

Possible Discussion – Pending Contract Negotiations

<i>Item 1</i>	The Mayor addressed the Board of Finance in executive session on labor contracts. (See below)		<i>Continued...</i>
	Action Requested:	Possible Discussion	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	

(Video Part 1 - 00:01:17) Mayor Martin requested that the Board enter Executive Session for the purpose of providing an update on the status of contracts and to discuss collective bargaining strategy. Mr. Freedman then asked for a motion, which was made by Mr. Kooris and seconded by Mr. Williams. The motion passed unanimously and the meeting went into Executive Session at 7:05 p.m. Those present in Executive Session were: Mayor Martin, members of the Board of Finance Freedman, Rinaldi, Gabriele, Kooris, Ryan and Williams; Kathryn Emmett, Director of Legal Affairs; and Clemon Williams, Director of Human Resources. (Video: Part 1 – 00:01:55)

EXECUTIVE SESSION

A motion to enter Regular Session was made by Mr. Williams, seconded by Mr. Gabriele, and the Board voted unanimously to return to Regular Session at 7:55 p.m. Mr. Freedman announced that there were no votes taken and no actions taken in Executive Session. (Video Part 2 – 00:00:00)

Land Swap – City of Stamford and Build Land Technology (BLT)

<i>Item 2</i>	Request for Approval of a land swap to secure a public walkway along the East Branch connecting the north end of Woodland Cemetery to Kosciuszko Park, thereby connecting the East Branch to the West Branch, which will eventually connect to the Mill River Park Trail. One of the sticking points has been how to connect out of Woodland Cemetery to Kosciuszko Park. To enhance this connection, this proposal is a straight land swap of a 20,000 square foot parcel of land adjacent to the Build Land Technology (BLT) building and the City-owned land in front of it of 20,000 square feet adjacent to the Woodland Cemetery. These efforts are ongoing between the City and the Woodland Cemetery Association. This item was placed on hold at the September 19, 2017, meeting of the Board because the Planning Board had not reviewed it. The Planning Board has since reviewed and approved the request.		Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams
	Action Requested:	Approval of land swap	
	Amount:	None	
	Fund/Budget:	-	
	Submitted by:	David Woods, Deputy Director of Planning	
	<i>Video: Part 2 - 00:00:25</i>	Mr. Woods said that the two parcels of land are 19,998 sq. ft. each in size and gave a brief background on this proposed land swap which will enable the City of Stamford to connect the north end of a public walkway all the way down to Canal Street. The Planning Board has given its approval for this land swap.	

GRANTS

Transfer – Capital Funds – Solid Waste Department

<p><i>Item 3</i></p>	<p>In accordance with the City Charter Section C8-30-11, Control of Appropriations, transfers of appropriations (excluding administrative transfers) may, with the approval of the Board of Finance, be made in proper cases from one item to another. This transfer is necessary to hire an established recycling consultant “Driven by Insights” to visit and evaluate the recycling program at all 20 schools and educate staff and students on established methods to improve the recycling rate while lessening garbage output. Hired consultant will also research and apply for additional recycling grants to be used for additional improvements for recycling and waste savings.</p>		<p>Approved 6-0-0 Motion by: D. Kooris Second by: S. Gabriele</p>
	<p>Action Requested:</p>	<p>Request for Budget Transfer</p>	
	<p>Amount:</p>	<p>\$10,000</p>	
	<p>Fund/Budget:</p>	<p>From: 24432301203 Waste Reduction/Seasonal To: 24432303001 Waste Reduction/Consultant</p>	
	<p>Submitted by:</p>	<p>Karen Cammarota, Grants Officer</p>	
	<p><i>Video: Part 2 – 00:11:49</i></p>	<p>Ms. Cammarota explained that this matter is a follow-up to an appropriation of \$19,000 passed by the Board of Finance last month for a program promoting recycling and trying to increase the rate. From that \$19,000 amount, \$10,000 was appropriated to a seasonal account and the Solid Waste Department is now requesting to move that to a consultant account to fund the above.</p>	

Discussion – Update on the KRONOS/TeleStaff Implementation

<p><i>Item 4</i></p>	<p>Discussion of the KRONOS/TeleStaff implementation for the Stamford Fire Department and other issues related to the internal control comment in the Blum Shapiro Management Letter from fiscal 2016.</p>		<p>DISCUSSION</p>
	<p>Action Requested:</p>	<p>Discussion</p>	
	<p>Amount:</p>	<p>-</p>	
	<p>Fund/Budget:</p>	<p>-</p>	
	<p>Submitted by:</p>	<p>-</p>	
	<p><i>Video: Part 2 - 00:13:17</i></p>	<p>Ms. Machalski, KRONOS Time and Attendance Manager, gave an informative talk on the proposed (now on hold) TeleStaff and KRONOS integration which could possibly tie the Fire Department in with the KRONOS program. She explained the difficulty in interfacing all aspects of the Fire Department schedules because of the way their time is organized – they run on a difficult schedule that most programs cannot handle - it wasn't able to do certain functions and the Fire Department is trying to find an alternative or work with the system they have. She said that the newest form of KRONOS the City is using is working well for us and outlined some of the benefits.</p>	

OFFICE OF ADMINISTRATION

Appropriation of Prior-Year General Fund Balance

<p>Item 5</p>	<p>As discussed at a previous Board of Finance meeting, the General Fund of the City of Stamford ended FY 2016/17 with a surplus of \$9,824,222. This request is to appropriate fund balance as follows:</p> <p><u>Rainy Day Fund - \$2,000,000</u> In accordance with Sec. CB-30-3 subsection (b) of the City Charter, it is requested that the Board approve the assignment of \$2,000,000 from the FY 2016/17 excess of revenue over expenditures for Rainy Day purposes. The FY 2016/17 Year-End assigned balance was \$23,010,963, which was reduced by a market value loss to \$22,656,403 at June 30, 2017. The addition of \$2,000,000 will bring the Rainy Day assigned balance to \$24,656,403. This will represent approximately 4.1% of the FY 2016/17 General Fund Expenditures budget (as defined) which is within the Charter-established limit of 5%.</p> <p><u>Capital Non-Recurring - \$7,251,392</u> This appropriation would serve to fund the transfer of funds from the General Fund to the Capital Nonrecurring fund for use in funding approved capital projects with useful lives that are less than 10 years and to reduce the need to issue General Obligation Bonds.</p> <p><u>Risk Management Fund for H & H - \$500,000</u> This appropriation would serve to fund the transfer of funds from the General Fund to the Risk Management Fund for use in continuing to fund the deficit related to the City’s Heart and Hypertension Resource.</p> <p><u>Board of Education – Short Term Capital - \$72,830</u> <i>This appropriation would serve to fund the transfer of funds from the General Fund to the Board of Education Capital Project Fund for use in continuing to fund Boiler Renovation Projects.</i></p>	<p><i>Approved (with corrections in italics)</i> <i>6-0-0</i> <i>Motion by:</i> <i>D. Williams</i> <i>Second by:</i> <i>K. Ryan</i></p>								
	<p>Action Requested: Approval of Appropriations of Prior Year Fund Balance</p>									
	<p>Amounts:</p> <table border="0"> <tr> <td>Rainy Day Purposes:</td> <td style="text-align: right;">\$2,000,000</td> </tr> <tr> <td><i>Capital Non-Recurring:</i></td> <td style="text-align: right;"><i>\$7,251,392</i></td> </tr> <tr> <td>Risk Management Fund for H & H</td> <td style="text-align: right;">\$500,000</td> </tr> <tr> <td><i>Board of Education – Short Term Capital</i></td> <td style="text-align: right;"><i>\$72,830</i></td> </tr> </table>	Rainy Day Purposes:	\$2,000,000	<i>Capital Non-Recurring:</i>	<i>\$7,251,392</i>	Risk Management Fund for H & H	\$500,000	<i>Board of Education – Short Term Capital</i>	<i>\$72,830</i>	
Rainy Day Purposes:	\$2,000,000									
<i>Capital Non-Recurring:</i>	<i>\$7,251,392</i>									
Risk Management Fund for H & H	\$500,000									
<i>Board of Education – Short Term Capital</i>	<i>\$72,830</i>									
	<p>Fund/Budget: Fund Balance</p>									
	<p>Submitted by: Michael Handler, Director of Administration</p>									
<p>Video: Part 2 - 00:27:41</p>	<p>Mr. Fountain explained the reasoning behind these appropriation requests and answered Board members’ questions. The reason the Rainy Day Fund went up so much this year is because there is a new calculation in the CAFR as to how the State reports its teacher pension contribution expenses and it went up by \$23 million this year. We have to recognize the contribution and the expense. Note that there were changes to the original appropriation request and those changes are indicated in italics. The Capital Non-recurring appropriation was reduced and the Board of Education Short Term Capital appropriation was added.</p>									

Appropriation of Prior-Year Parking Fund Balance

<i>Item 6</i>	<p>As discussed at a previous Board of Finance meeting, the Parking Fund of the City of Stamford ended FY 2016/17 with a fund balance of \$979,423. This is a request to appropriate the fund balance as follows:</p> <p><u>Capital Non-Recurring - \$979,423</u></p> <p>This appropriation would serve to fund the transfer of funds from the Parking Fund to the Capital Non-recurring Fund for use in funding approved capital projects with useful lives that are less than 10 years and to reduce the need to issue General Obligation Bonds.</p>		<p>Approved 6-0-0 Motion by: D. Kooris Second by: K. Ryan</p>
	Action Requested:	Request for Budget Transfer	
	Amount:	\$979,423	
	Fund/Budget:	From: Parking To: Capital Non-Recurring	
	Submitted by:	Michael Handler	
<i>Video: Part 2 - 00:54:36</i>	<p>Items 6 and 8 are related and were discussed together. Mr. Fountain credited Transportation Bureau Chief James Travers with what he has been doing. The bureau has a big backlog of deferred maintenance in the garages and this appropriation will help to keep them open.</p>		

OFFICE OF POLICY AND MANAGEMENT

Withdrawal of Agenda Items

<i>Item 7</i>	<p>The following items were placed on the November 14, 2017 Board of Finance agenda and were put on hold at that time. The Mayor's Office has requested that the Board of Finance formally withdraw the items shown below:</p> <p><i>Item 4 - Additional Appropriation - Fire New Time and Attendance System (\$10,404)</i> <i>Item 9 - Capital Additional Appropriation CP8707 – Solid Waste Maintenance Garage (\$50,000)</i> <i>Item 10 - Capital Additional Appropriation CP8709 – Transfer Station Exterior Lighting (\$50,000)</i> <i>Item 11 - Capital Additional Appropriation CP8708 – Transfer Station Power Supply Upgrade (\$85,000)</i> <i>Item 14 - Capital Closeout - Various Transfer Station (\$185,000)</i></p>		<p>Items Withdrawn</p>
	Action Requested:	Request to withdraw held agenda items	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
<i>Video: Part 2 – 01:03:22</i>	<p>These items have been formally withdrawn. No motion was necessary.</p>		

Supplemental Capital Project Appropriation – Parking Garage Improvements

Item 8	<p>This appropriation is for emergency repairs in the three (3) City-owned garages (Bell Street, Bedford Street and Summer Street garages). These repairs include an electrical upgrade for a failing system at the Bell Street garage and necessary surveillance equipment needed in all three (3) garages.</p>		<p>Approved 6-0-0 Motion by: D. Kooris Second by: M. L. Rinaldi</p>
	Action Requested:	Request for a Supplemental Capital Project Appropriation	
	Amount:	\$979,423	
	Fund/Budget:	Capital Non-recurring	
	Submitted by:	James Travers, Transportation Bureau Chief	
	Video: Part 2 - 00:55:30	<p>Items 6 and 8 are related and were discussed together. Mr. Frank Petise, Traffic Engineer, was present to answer questions on this appropriation request and the necessity for the improvements.</p>	

Supplemental Capital Project Appropriation – Illegal Housing Units Status Database

Item 9	<p>Request for a supplemental Capital Project appropriation. Currently, determining how many units of housing per building is a lengthy process that slows down the enforcement of the City's zoning regulations, has potential life safety implications and limits the ability of the City to appropriately tax its residents. The proposed project would digitize all the historic buildings and tax information, verify the legal status of dwellings and make the information available to the Health and Fire Departments, Zoning Enforcement, and the Tax Assessor as well as every resident for swift enforcement action and equitable taxation.</p>		<p>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams</p>
	Action Requested:	Approval of Supplemental Capital Project Appropriation	
	Amount:	\$150,000	
	Fund/Budget:	Capital Non-recurring	
	Submitted by:	Ralph Blessing, Land Use Bureau Chief	
	Video: Part 2 – 01:03:31	<p>Mr. Blessing was in attendance to support this request. He outlined the difficulty of researching information under the current antiquated filing systems in a timely manner and spoke of the benefits of having records digitized for zoning enforcement.</p>	

Supplemental Capital Project Appropriation – Citywide Manhole and Basin

Item 10	<p>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 \$3,000 and \$6,000 per basin. This work is critical to protect the safety of the public and</p>		<p>HELD</p>
	Action Requested:	Request for an Additional Appropriation	
	Amount:	\$200,000	
	Fund/Budget:	TBD	
	Submitted by:	Jay Fountain	
	Video: Part 2 - 00:00:00	<p>This item has been placed on hold.</p>	

Capital Project Closeouts – Projects CP0086 and CP3347(2)

<i>Item 11</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended:		No Approval Necessary
	<ol style="list-style-type: none"> CP0086 - South End Collector Road (\$2,000,000) CP3347 - Harbor Point Shuttle Bus (\$42,373) CP3347 - Harbor Point Shuttle Bus (\$8,322) 		
	Action Requested:	Approval of closeout of Capital Projects	
	Amount:	<ol style="list-style-type: none"> \$2,000,000 \$42,373 \$8,322 	
	Fund/Budget:	<ol style="list-style-type: none"> CP0086 – Other Funding CP3347 – Grant CP3347 – Other Funding 	
	Submitted by:	Tony Romano, Management Analyst, OPM	
<i>Video: Part 2 - 01:19:23</i>	Mr. Fountain updated the Board on the above Capital Project closeouts.		

BOARD OF FINANCE

Budget Presentation Calendar

<i>Item 12</i>	Approval of Budget Presentation Calendar – Fiscal Year 2018-19		No approval necessary
	Action Requested:		
	Amount:		
	Fund/Budget:		
	Submitted by:	Cynthia Winterle, Clerk of the Board	
	<i>Video: Part 2 – 01:23:08</i>	There was a short discussion on possible changes to the calendar. These will be made and the calendar circulated.	

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

Adjournment: A motion by D. Williams, seconded by M. L. Rinaldi to adjourn at 10:20 p.m. was approved unanimously 6-0-0 (Video: Part 2 – 01:25:37)

This meeting is on video.

[Part 1](#)

[Part 2](#)

Cynthia R. Winterle

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