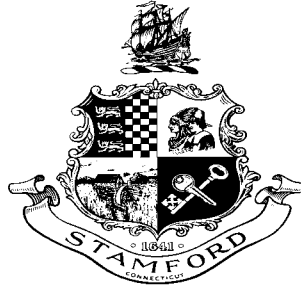


MAYOR  
DAVID R. MARTIN



RICHARD FREEDMAN  
CHAIR  
MARY LOU T. RINALDI  
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## BOARD OF FINANCE

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### BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, December 12, 2019 – 7:10 p.m.

Board of Finance Meeting Room, 4<sup>th</sup> Floor

### MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:10 p.m. (Video: 00:00:00)

MEMBERS PRESENT: RICHARD FREEDMAN, MARY LOU RINALDI, GEOFF ALSWANGER, DAVID KOORIS, AND KIERAN RYAN.

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: *There was no public participation.* (Video: 00:00:00)

REPORTS TO THE BOARD: (Video: 00:00:00)

- A. Audit Committee Meeting report on Workers' Compensation Claims Audit
- B. Contingency Update – FY 19-20
- C. Board of Finance and Administration Transfer Report – FY 19-20

Audit Committee Chair David Kooris reported that the one agenda item was a discussion on the Bickmore Audit of Workers' Compensation Claims, which was completed in October 2018. Mr. Kooris said the administration apologized for the late update to the Board, however, having the audit now provided the benefit of hearing the corrective actions taken in the interim. He said it was a positive audit that gave staff good direction.

1. **APPROVAL OF MINUTES:** (Video: 00:00:00)

Request for approval of minutes of the following November 2019 meetings:

Audit Committee Meeting – November 14, 2019;  
Regular Monthly Meeting – November 14, 2019; and  
Special Meeting – November 26, 2019.

**Submitted by:** Clerk, Board of Finance

*A motion to approve made by Ms. Rinaldi, seconded by Mr. Ryan passed (4-0-1) with Mr. Alswanger abstaining.*

**ITEM REQUESTED UNDER SUSPENSION OF THE RULES**

(Video: 00:00:00)

- A. *At this point in the meeting Chair Freedman asked that the Board consider taking up an item under Suspension of the Rules. A motion to approve this request to proceed was made by Mr. Alswanger seconded by Mr. Kooris and unanimously approved 5-0-0.*

**REVIEW OF THE FINANCIAL RESULTS FOR FISCAL YEAR 2018-19**

**Submitted by:** Mayor David Martin

**Attending:** Mayor Martin and OPM Director Jay Fountain

*Mayor Martin gave a review of the financial results for fiscal year 2018-19, saying that the City has generated, subject to some final audit revisions, a \$14.3 million dollar surplus for the last fiscal year ending June 30, 2019. He gave a breakdown of the drivers of revenue over expenditures involved.*

2. **POSSIBLE DISCUSSION – PENDING NEGOTIATIONS** (Video: 00:00:00)

The Mayor may address the Board of Finance in executive session on any pending contract negotiations.

*The Mayor did not address the Board on pending negotiations.*

3. **FISCAL UPDATE – SPED BUDGET** (Video: 00:00:00)

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

*Dr. Lucero said that very little had changed from last month and provided the Board with a Tuition Projection for November showing a \$2 million deficit projection for special education for 2019-20. She will keep Board members updated.*

4. TRANSFER OF FUNDS – ELECTRONIC MEDICAL RECORD SYSTEM FOR CLINIC – DEPARTMENT OF HEALTH (Video: 00:00:00)

Request for a Transfer of Funds for the procurement of an electronic medical record system for the clinic.

**Action Requested:** Approval of Transfer  
**Amount:** \$48,870  
**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contrib.  
To: 01438226610 – Community Nursing/Software Maintenance  
**Submitted by:** Jennifer Calder, Director of Health  
**Attending:** Ted Jankowski, Director of Public Safety, Health and Welfare

*Mr. Jankowski said the procurement of this software will enable the City's Community Health Clinic to bill Medicare and Medicaid. He estimates the City's expenditure of \$114,000 over the next five years will result in revenue of \$150,000 to \$200,000 over the same timeframe.*

*A motion to approve made by Mr. Alswanger seconded by Mr. Kooris passed unanimously (5-0-0).*

***Due to the absence of a member of the team presenting on Item #5, Item 6 was heard first.***

5. (Item 6) APPROVAL OF AGREEMENT (RFP No. 776) – CITY-WIDE PARKING PLAN – BUCKHURST FISH & JACQUEMART, Inc. (Video: 00:00:00)

Request for approval of an agreement between the City and Buckhurst Fish & Jacquemart, Inc. (BFJ) to develop a City-Wide Parking Plan for the City of Stamford.

**Action Requested:** Approval of Agreement  
**Amount:** Not to exceed \$150,000  
**Fund/Budget:**  
**Submitted by:** Mayor David Martin  
**Attending:** Ralph Blessing, Land Use Operations Chief and James Travers, Transportation Bureau Chief

*Mr. Blessing said the city-wide parking study is a joint Transportation Bureau and Land Use Bureau project. The Transportation Bureau component will study downtown public parking demand and supply and the Land Use Bureau component will study parking requirements in the zoning. The subject of public and private parking areas and the possibility of a pedestrian-friendly city center was brought up. Mr. Travers said that this parking plan will give the City a baseline for measuring parking usage that can be repeated on a yearly basis, forecast any change, and help manage the parking.*

*A motion to approve made by Mr. Kooris seconded by Mr. Ryan passed unanimously (5-0-0).*

6. (Item 5) EXCHANGE OF PROPERTY – O&G INDUSTRIES, INC. (Video: 00:00:00)

Request for approval of an exchange of property between O&G Industries, Inc. and the City of Stamford related to FST CV 09-5012574 S. It is made in connection with roadway improvements in the Pulaski/Davenport Street area initiated by the City of Stamford Engineering Department. This item was held at the July 11 and August 14 meetings of the Board. In addition to the exchange, it is requested ancillary approvals of Roadway Completion Agreement, Temporary Construction Easement, and Permanent Pump Station Access Easement from O&G to the City of Stamford. *(At the time of printing, back-up materials were not available.)*

**Action Requested:** Approval of Exchange of Property and ancillary approvals.  
**Amount:** None  
**Fund/Budget:** -  
**Submitted by:** Mayor's Office  
**Attending:** James Minor, Corporation Council; James Travers, Transportation Bureau Chief; Garrett Bolella, Traffic Engineer; Representatives of O&G Industries, Inc.

*Mr. Minor gave an overview of this project which began in 2004. He pointed out the different stages and proposed land exchanges between the City of Stamford and O&G Industries, and outlined work to be done. He said the City is hoping to start work on the Pulaski Street/Greenwich Avenue roundabout in September 2020 and finish within two (2) years.*

*A motion to approve made by Mr. Kooris seconded by Mr. Ryan passed unanimously (5-0-0).*

7. CAPITAL PROJECT (CP56182) APPROPRIATION – STREET PATCH AND RESURFACING – TRAFFIC AND ROAD MAINTENANCE (Video: 00:00:00)

This request is for an appropriation for work done on Capital Project 56182 as part of the Zoning Board conditions. The amount of \$314,494.77 has been received from the Aquarion Water Company.

**Action Requested:** Approval of Capital Project (CP56182) Appropriation  
**Amount:** \$314,494.77  
(Woodway Road, Dorset Lane and Regent Court - \$66,969.79 and Gaymore Drive area - \$247,524.98)  
**Fund/Budget:** Private Contributions  
**Submitted by:** Lou Casolo, City Engineer  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

*Mr. Turk was present to answer questions posed by members of the Board.*

*A motion to approve Items 7 and 8 was made by Ms. Rinaldi, seconded by Mr. Ryan and passed unanimously (5-0-0).*

8. CAPITAL PROJECT (CP56182) APPROPRIATION – STREET PATCH AND RESURFACING - TRAFFIC AND ROAD MAINTENANCE (Video: 00:00:00)

This request is for an appropriation for work done on Capital Project 56182 as part of the Zoning Board conditions. The amount of \$336,605.65 has been received from the Yankee Gas Services Company DBA Eversource Energy.

**Action Requested:** Approval of Capital Project (CP56182) Appropriation  
**Amount:** \$336,605.65  
(Travis Avenue - \$114,440.09 and  
Weed Avenue - \$222,165.56)  
**Fund/Budget:** Private Contributions  
**Submitted by:** Lou Casolo, City Engineer  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

*See Item 7 above.*

*A motion to approve Items 7 and 8 was made by Ms. Rinaldi, seconded by Mr. Ryan and passed unanimously (5-0-0).*

9. TRANSFER OF FUNDS – ADDITIONAL ASPHALT – TRAFFIC AND ROAD MAINTENANCE  
(Video: 00:00:00)

Request for Transfer of Funds for additional asphalt supply for the newly-procured hot box.

**Action Requested:** Approval of Transfer  
**Amount:** \$50,000  
**Fund/Budget:** From: 01489992309 – City Support BOE/Teachers Retirement System Contrib.  
To: 01421116501 – Road Maintenance/Supplies - Land  
**Submitted by:** Mark McGrath, Director of Operations  
**Attending:** Thomas Turk, Traffic and Road Maintenance Supervisor (TBC)

*A motion to approve made by Ms. Rinaldi seconded by Mr. Alswanger passed unanimously (5-0-0).*

10. AGREEMENT – WORKERS’ COMPENSATION AND HEART AND HYPERTENSION CLAIMS ADMINISTRATION - PMA MANAGEMENT CORP. OF NEW ENGLAND (RFP 731) (Video: 00:00:00)

Request for approval of an agreement between the City of Stamford and PMA Management Corp. of New England for the administration of the City’s Workers’ Compensation and Heart and Hypertension claims.

**Action Requested:** Approval of Agreement  
**Amount:** \$217,500 per year flat rate plus allocated expenses and assessed a fee each quarter year in which the indemnity adjuster’s case load exceeds 165 claims, as noted in the Agreement.  
**Submitted by:** Mayor David Martin  
**Attending:** David Villalva, Risk Manager; Chris Dellaselva, Corporation Counsel

*This item was brought up at the Audit Committee meeting held at 6 p.m. Mr. Villalva was present to answer any questions.*

*A motion to approve made by Mr. Kooris seconded by Ms. Rinaldi passed unanimously (5-0-0).*

11. DISCUSSION – FUND 15 ACTIVITY – MILL RIVER PARK (Video: 00:00:00)

Director of OPM Jay Fountain has reviewed the Mill River activity accounted for in Fund 15 and will report to the Board of Finance on this activity.

*Mr. Fountain provided information on the reconciliation of funding to and from Mill River Fund 15.*

12. APPROVAL OF BOF REGULAR MEETING SCHEDULE FOR THE CALENDAR YEAR 2020

(Video: 00:00:00)

This request is for approval of the BOF Regular Meeting Calendar for 2020.

**Submitted by:** Clerk, Board of Finance

*This item was approved at the Special Organization Meeting held prior to the Regular Meeting.*

13. DISCUSSION – BUDGET PRESENTATION CALENDAR 2020-21 (Video: 00:00:00)

Draft Budget Presentation Calendar for the 2020-21 fiscal year. (Discussion Only)

**Submitted by:** Clerk, Board of Finance

*There was a discussion on changes to the draft Budget Presentation Calendar. A final draft will be presented to the Board for approval at the January 9, 2020 meeting.*

The next Regular Meeting of the Board: Thursday, January 9 at 7:00 p.m.

14. ADJOURNMENT (Video: 00:00:00)

*A motion to adjourn was made by Ms. Rinaldi seconded by Mr. Kooris passed unanimously (5-0-0). The meeting adjourned at approximately 9:05 p.m.*

**[This meeting is on video.](#)**

**Cynthia R. Winterle**

**Cynthia R. Winterle**

**Clerk of the Board**