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BOARD OF FINANCE

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DRAFT MINUTES – BOARD OF FINANCE REGULAR MONTHLY MEETING (Rescheduled) Tuesday, February 19, 2019 – 7 p.m.

The Board of Finance held its Regular Monthly Meeting on Tuesday, February 19, 2019 at 7 p.m. in the Board of Finance Conference Room for the following purposes:

CALL TO ORDER: Chair Richard Freedman called the meeting to order.

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD: There were none.

1. MINUTES

Approved the Board of Finance Minutes of the January 10, 2019 regular monthly meeting. Motion to approve by Salvatore Gabriele, second by Mary Lou Rinaldi passed unanimously 6-0-0.

Submitted by: Clerk, Board of Finance

2. MOLD TASK FORCE UPDATE

A representative of the Mold Task Force may provide an update on activity that occurred during the past month. There was no update at this time.

ITEMS ARE LISTED IN THE ORDER THEY WERE HEARD

A motion to hear Item 8 at this time was made by Salvatore Gabriele, second by Mary Lou Rinaldi passed unanimously (6-0-0).

3. (Former Item 8) ADDITIONAL APPROPRIATION – TRAFFIC ANALYST

This request is for approval of an additional appropriation for funding for a traffic analyst necessary to collect and maintain the City's traffic database system, mitigate safety concerns, and adopt Complete Streets practices as they will help prioritize improvement projects throughout the City, aid the traffic engineers in overseeing them, and evaluate costs/benefits of alternative treatments. The traffic data analyst will support the Bureau Chief and traffic engineers in preparation of extremely competitive grant applications by providing all supporting documentation, preparing reports and presentations. The traffic data analyst will allow the department to apply for significantly more regional, state and federal dollars. This request is to cover the salary of this full-time position from April 1 to June 30 or 13 weeks.

Amount: \$15,355
Fund/Budget: Contingency
Submitted by: Mark McGrath, Director of Operations
Attending: Mark McGrath and James Travers, Transportation Bureau Chief

A motion to HOLD this item until further information was available was made by David Kooris, seconded by Mary Lou Rinaldi and passed (5-1-0) with Salvatore Gabriele opposed.

4. TRANSFER – HOMELAND SECURITY FUNDING

This request is for approval of a transfer of Homeland Security funding from General Funds to Grants to pay for Stamford's share of the UASI Radio maintenance.

Amount: \$14,238
Fund/Budget: From: 01433505506, Emergency Commission/Radio Maintenance
 To: 01480809024, Grants Fund
Submitted by: Karen Cammarota, Grants Officer
Attending: Karen Cammarota

Motion to approve the above transfer made by Salvatore Gabriele, second by Dudley Williams passed unanimously (6-0-0).

5. ADDITIONAL APPROPRIATION – HOMELAND SECURITY – 2018/19 (GRANT-FUNDED)

This request is for approval of an additional appropriation (grant-funded) of \$454,626 as follows:

Homeland Security Grant (\$367,659) – FY 2018 Homeland Security funds will be allocated for equipment, training and maintenance of assets to enhance the preparedness and response capabilities of first responders throughout lower Fairfield County. The City of Stamford will receive \$50,000 to act as the fiduciary agent for the 14 participating municipalities:

244 0187 3202 Conferences and Training \$12,000
 244 0187 6730 Non-Capital Equipment \$355,659

Direct Cost Reimbursed-Grants (\$86,967) – The towns and cities in DEMHS Region 1 will each pay a pre-determined share of the costs to sustain the UASI interoperable radio system. As the fiduciary of the Region's Homeland Security grant, Stamford will collect the fees and issue payment to the vendor as follows:

Bridgeport	\$15,759.96	Monroe	3,614.44	Westport	5,982.20
Darien	3,614.44	New Canaan	3,614.44	Weston	3,614.44
Easton	3,614.44	Norwalk	11,021.24	Wilton	3,614.44
Fairfield	8,720.45	Stratford	7,964.32		
Greenwich	9,129.32	Trumbull	6,703.07		

Amount: \$454,626
Fund/Budget: 100% grant funded
Submitted by: Karen Cammarota, Grants Officer
Attending: Karen Cammarota

Motion to approve made by Salvatore Gabriele, second by Dudley Williams passed unanimously (6-0-0).

6. ADDITIONAL APPROPRIATION – MEDICAL RESERVE CORP. (GRANT FUNDED)

This request is for approval of an additional appropriation (grant-funded) to provide support for a Medical Reserve Corp. (MRC). The MRC is a volunteer unit trained to assist during public health emergencies. Funds will be used to pay for supplies.

Amount: \$7,500
Fund/Budget: 100% Grant Funded
Submitted by: Jennifer Calder, Health Department Director
Attending: Karen Cammarota

Motion to approve made by Salvatore Gabriele, second by David Kooris passed unanimously (6-0-0).

7. CONTRACT AGREEMENT – HOLE IN ONE CART RENTAL, INC.

This is a request for approval of an agreement between the City of Stamford and Hole In One Cart Rental, Inc. in accordance with RFP No. 752 Golf Course Management and Golf Cart Rental Services for the E. Gaynor Brennan Municipal Golf Course. Shall commence when fully executed by the parties and shall terminate on December 31, 2023 (5-year term with a 5-year extension option). Under no circumstances shall the entire term of this Agreement, including any extensions, exceed ten (10) years.

Amount: As noted in attached Agreement.
Submitted by: Laurie Albano, Superintendent of Recreation
Attending: Laurie Albano; Michael Sullivan, Golf Course Superintendent; and Rob Tyska, Chairman, Golf Commission

Motion to approve made by Salvatore Gabriele, second by Mary Lou Rinaldi passed unanimously (6-0-0).

8. ADDITIONAL APPROPRIATION – ASSISTANT DIRECTOR OF HUMAN RESOURCES

This request is for funding to fill the Assistant Director of Human Resources position for the remainder of this fiscal year. It is essential that this position be filled as soon as possible. The Department is currently without a Director and being managed by the Director of Legal Affairs with the part-time transitional assistance of the former Human Resources Director who will be leaving in mid-March.

Amount: \$32,300
Fund/Budget: Contingency
Submitted by: Kathryn Emmett, Director of Legal Affairs
Attending: Kathryn Emmett; Jay Fountain, Director of OPM

This item was withdrawn.

9. LEASE AGREEMENT – EPA (AMENDMENT NO. 2)

This request is for approval of a proposed Lease Amendment to an original lease by the US Government for approximately 1,380 square feet on the 9th floor of the Government Center. The original lease was executed in March 2009 with an original term of 10 years. The City amended that lease by way of a Supplemental Agreement (1st Amendment) dated May 13, 2010, which set the end-date at October 31, 2019. The US Government is now asking the City to execute a second Amendment which adds a 5-year renewal option. This second Amendment requires the approval of Planning Board, the Board of Finance and the Board of Representatives, per Ordinance Sec. 9-7.2, because the renewal option was not in the original lease. The rent was \$64,226.60 per year for years 6-10, subject to CPI escalations. There is no change to the rent in the proposed second Amendment – it is confirmed that correct rents were received and CPI escalations were applied.

Amount: \$64,226.60 per year
Submitted by: Mayor David Martin
Attending: Mark McGrath, Director of Operations

Motion to approve was made by Salvatore Gabriele, second by Kieran Ryan and passed (5-0) (Ms. Rinaldi was absent from the room at the time of the vote.)

10. ADDITIONAL APPROPRIATION – IUOE UNION WAGE INCREASE OBLIGATION

This is a request to appropriate \$796,169 from Contingency to fund the IUOE Union wage increase obligation for FY 18/19 per a recent contract settlement.

Amount: \$796,169
Fund/Budget: Contingency
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain

Motion to approve was made by Mary Lou Rinaldi, second by Dudley Williams and passed unanimously (6-0-0).

11. ADDITIONAL APPROPRIATION – IUOE UNION AGREEMENT – RETRO PAY

This request is for approval to appropriate \$53,993 (WPCA) and \$1,138,147 (Operations) from Fund Balance to fund the IUOE Retro Wage increase obligations from FY14/16-FY17/18 per a recent contract settlement.

Amount: \$1,192,140
Fund/Budget: Fund Balance
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain

Motion to approve was made by Dudley Williams, second by Salvatore Gabriele and passed unanimously (6-0-0).

12. CAPITAL PROJECT APPROPRIATION – DISTRICT-WIDE BOILER AND BURNER REPLACEMENT (C5B613):

This request is for approval of a Capital Project appropriation for \$175,000 to offset the January 2019 Capital Project Closeout associated with Grants. (See Item 14 for related resolution.)

Amount: \$175,000
Fund/Budget: Bonds (City) \$144,500 – Federal Grant \$30,500
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain; Lou Casolo, City Engineer (TBC)

Motion to approve made by David Kooris, second by Kieran Ryan and passed unanimously (6-0-0).

13. CAPITAL PROJECT APPROPRIATION – TRANSFER STATION REHABILITATION IMPROVEMENTS (CP9241)

This request is for approval of a Capital Project appropriation of \$350,000 to offset the January 2019 Capital Project Closeout associated with grants. (See Item 15 for related resolution.)

Amount: \$350,000
Fund/Budget: Bond (City)
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain; Lou Casolo, City Engineer (TBC)

Motion to approve made by Salvatore Gabriele, second by Dudley Williams and passed unanimously (6-0-0).

14. BOND RESOLUTION – DISTRICT-WIDE BOILER AND BURNER REPLACEMENT (C5B613)

This request is to amend the Prior Resolution to increase the amount of General Obligation Bonds by \$144,500 to finance the Capital Budget projects. (See Item 12 for related appropriation.)

Amount: \$144,500
Fund/Budget: Bond (City)
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain; Tony Romano, Mgmt. Analyst; Lou Casolo, City Engineer (TBC)

Motion to approve made by David Kooris, second by Salvatore Gabriele and passed unanimously (6-0-0).

15. **BOND RESOLUTION – TRANSFER STATION REHABILITATION IMPROVEMENTS (CP9241)**

This request is to amend the Prior Resolution to increase the amount of General Obligation Bonds by \$350,000 to finance the Capital Budget Projects. (See Item 13 for related appropriation.)

Amount: \$350,000
Fund/Budget: Bond (City)
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain; Tony Romano, Mgmt. Analyst; Lou Casolo, City Engineer (TBC)

Motion to approve made by Salvatore Gabriele, second by David Kooris and passed unanimously (6-0-0).

16. **CAPITAL PROJECT CLOSEOUTS**

This is a recommendation to close-out the following capital projects pursuant to Stamford City Code Section 8-2:

CP8707	Solid Waste Maintenance Garage	(\$50,000)
CP8708	Transfer Station Power Supply Upgrade	(\$85,000)
CP8709	Transfer Station Exterior Lighting	(\$50,000)
CP9241	Transfer Station Rehabilitation Improvements	(\$750,000)

Amount: (\$935,000)
Fund/Budget: State Grants
Submitted by: Jay Fountain, Director of OPM
Attending: Jay Fountain; Tony Romano, Mgmt. Analyst; Lou Casolo, City Engineer (TBC)

17. **SECOND QUARTER FINANCIAL PROJECTIONS: FY 18-19 (UPDATE)**

An update on the second quarter financial projections for fiscal year 18-19 will be given by Jay Fountain, Director of OPM. *This item was not available at time of posting.*

Attending: Jay Fountain

A motion to adjourn the meeting was made by Dudley Williams, second by Mary Lou Rinaldi and passed unanimously.

The next Regular Meeting of the Board: Thursday, March 14, 2019 at 7:00 p.m.

[This meeting is on video.](#)

Cynthia R. Winterle

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