

MAYOR
CAROLINE SIMMONS



RICHARD FREEDMAN
CHAIR
MARY LOU T. RINALDI
VICE CHAIR
GEOFF ALSWANGER
DENNIS MAHONEY
DAVID MANNIS
J.R. MCMULLEN

TEL: (203) 977-4699
FAX: (203) 977-5030

BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

BOARD OF FINANCE REGULAR MONTHLY MEETING Thursday, February 10, 2022 Time: 7:00 p.m.

MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:01 p.m. *(Video 00:00:16)*

MEMBERS PRESENT: Richard Freedman, Mary Lou Rinaldi, Geoff Alswanger, Dennis Mahoney, David Mannis and J.R. McMullen

OTHERS PRESENT: Sandy Dennies, Dr. Tamu Lucero, Ryan Fealey, Alfred Cava, Isidore Sobkowski, Louis Casolo, Erin McKenna, Kevin McCarthy, Frank Petise, Anita Carpenter, Lee Berta, Chuck Williams, Cindy Grafstein

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD: Mary Lou Rinaldi will issue a written report about Audit Committee Meeting which took place at 6:00 p.m. *(Video 00:01:01)*

1. MINUTES *(Video 00:01:23)*

Request for approval of minutes of the following meeting:

Audit Committee Meeting – January 13, 2022

Regular Monthly Meeting – January 13, 2022

Submitted by: Clerk, Board of Finance

Motion to approve both meeting minutes by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote passed unanimously 6-0-0.

2. POSSIBLE DISCUSSION – MAYOR CAROLINE SIMMONS

Mayor Simmons did not address the Board of Finance.

3. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:02:10)

Ryan Fealey, Director of Finance, Board of Education, provided a brief update on the BOE budget. Ryan highlighted staff shortages and the current difficulty filling open teaching positions.

4. INTRODUCTION TO THE ACTIVITIES OF THE OFFICE OF THE CHIEF DIGITAL OFFICER (Video 00:12:03)

Isidore “Izzy” Sobkowski, Chief Digital Officer, provided an overview of his role and activity of the office.

Izzy Sobkowski reviewed his technical and administrative background prior to joining the City of Stamford. He presented an overview of the long term digital transformation plan for the City.

5. STAMFORD ENTERPRISE RESOURCE PLANNING (ERP) PROJECT UPDATE (Video 00:24:55)

Chuck Williams presented an ERP update.

Submitted by: Sandy Dennies, Director of Administration
Chuck Williams, ERP Consultant, Administration
Attending: Sandy Dennies, Chuck Williams

6. M & M – STAMFORD CONTRACT FOR RFP #814 ENTRY LEVEL & PROMOTIONAL POLICE & FIRE EXAMS (Video:00:33:38)

Action Requested: Approval of a Contract over \$100,000
Amount: Over \$100,000
Fund/Budget: Operating
Submitted by: Mayor Caroline Simmons
Attending: Alfred Cava, Director of Human Resources

Al Cava presented the contract to the Board.

Motion to approve by David Mannis, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

7. APPROPRIATION REQUEST FOR CAPITAL PROJECT #C5B218 – BOE – DISTRICT WIDE RENOVATION ASSESSMENT (Video:00:39:43)

Prepare education specifications, concept layout, and cost estimating for “New Construction” related to Northern School. Education specifications, concept planning, layout, and cost estimating will be utilized to submit applications to the State for grant fund reimbursements.

Action Requested: Approval of Appropriation
Amount: \$150,000
Fund/Budget: Capital Non-Recurring
Submitted by: Kevin McCarthy, Facilities Manager
Attending: Kevin McCarthy

Kevin McCarthy presented this item to the Board. This item is part of the City’s BOE (Long Term Facilities) Master Plan. It is the first piece (starting place) of the plan and the grant application needs to be submitted to the State Department of Education by June 30, 2022.

Motion to approve by Geoff Alswanger, seconded by Dennis Mahoney. Vote passed unanimously, 6-0-0.

~~8. APPROPRIATION REQUEST FOR CAPITAL PROJECT #C5B218 – BOE – DISTRICT WIDE RENOVATION ASSESSMENT~~

~~Prepare education specifications, concept layout, and cost estimating for “New Construction” related to Southern School. Education specifications, concept planning, layout, and cost estimating will be utilized to submit applications to the State for grant fund reimbursements.~~

~~_____ **Action Requested:** Approval of Appropriation
_____ **Amount:** \$150,000
_____ **Fund/Budget:** Capital Non-Recurring
_____ **Submitted by:** Kevin McCarthy, Facilities Manager
_____ **Attending:** Kevin McCarthy~~

***** This item was withdrawn.**

9. APPROPRIATION REQUEST FOR CAPITAL PROJECT #CP1463 – BOE -229 NORTH STREET

Eversource energy efficiency incentive received for the project done at 229 North Street for the Anchor Program. (Video 01:01:49)

Action Requested: Approval of Appropriation
Amount: \$14,700
Fund/Budget: Rebates
Submitted by: Louis Casolo, City Engineer
Attending: Lou Casolo

Lou Casolo presented this item. Several new systems were installed at 229 North Street resulting in an energy rebate from Eversource that will go back into additional adjustments/improvements at 229 North Street.

Motion to approve by Mary Lou Rinaldi, seconded by David Mannis. Vote passed unanimously, 6-0-0.

10. APPROPRIATION REQUEST FOR CAPITAL PROJECT #C56174 –CITYWIDE SIGNALS (Video 01:03:08)

The \$100,000 contribution is to be used for traffic signal improvements in the vicinity of the development at 1315 Washington Blvd. as part of their Zoning requirement for application 217-03-04. The \$6,000 contribution is for Traffic Signal Safety Upgrades at the intersection of West Main Street (Rt.1) and Stillwater Avenue as part of the Zoning requirement for 57 Stillwater Avenue.

Action Requested: Approval of Appropriation
Amount: \$106,000
Fund/Budget: Private Contributions
Submitted by: Frank Petise, Traffic Engineer
Attending: Frank Petise

Frank Petise detailed projects that received private contributions to meet zoning requirements.

Chairman Freedman recused himself from this item. Motion to approve by Geoff Alswanger, seconded by Dennis Mahoney. Vote passed unanimously, 5-0-0.

11. REQUEST FOR ADDITIONAL APPROPRIATION--#F30726--COVID-19—FEMA (Video 01:05:55)

The City of Stamford continues to incur costs related to the COVID-19 pandemic and continues to submit for reimbursement of eligible expenses to FEMA. FEMA is currently reimbursing expenses at 100%. This request is to cover expenses that have been submitted and approved by FEMA, and require additional appropriation for expenses through December 31, 2021.

Action Requested: Approval of Additional Appropriation
Amount: \$2,785,756
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

Anita Carpenter presented this item. This covers expenses incurred approximately April through December of 2021. These expenses are covered by FEMA reimbursement.

Motion to approve by David Mannis, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

12. REQUEST FOR ADDITIONAL APPROPRIATION -- #F32 – USDA COMPOSTING GRANT

(Video 01:10:07)

Grant funds will be utilized to implement a pilot Food Waste Reduction Program in partnership with the Bartlett Arboretum. Grant funds will be utilized to purchase a Composting Machine with the capacity to process 500lbs of food waste a day, printed brochures and informational materials to inform the public about the program and to contract with a vendor to collect and dispose of waste beyond the 500lbs per day. Total federal funds is \$45,000 with a \$15,000 City match.

Action Requested: Approval of Additional Appropriation
Amount: \$60,000 (\$45,000 Federal/\$15,000/City)
Fund/Budget: Grant Funded/Contingency
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

Anita Carpenter presented this item. The Bartlett Arboretum will assume all labor responsibilities associated with the composting.

Motion to approve by J.R. McMullen, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

13. REQUEST FOR ADDITIONAL APPROPRIATION – FERGUSON LIBRARY ROOF REPAIR/CONTRACTED SERVICES (Video 01:14:03)

The City received a State Bond Grant to repair the roof at the Weed Branch of the Ferguson Library. The Ferguson Library will assume all project costs beyond the \$100,000 Bond Grant.

Action Requested: Approval of Additional Appropriation
Amount: \$100,000
Fund/Budget: Grant Funded
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

Anita Carpenter presented this item.

Motion to approve by David Mannis, seconded by Richard Freedman. Vote passed unanimously, 6-0-0.

14. REQUEST FOR ADDITIONAL APPROPRIATION—JUSTICE AND MENTAL HEALTH GRANT (Video 01:15:37)

Grant Funds will be utilized to enhance the Mental Health Collaboration between the Police Department and the Recovery Network of Program, Inc. to improve public safety responses and outcomes for individuals with mental illness or co-occurring substance abuse issues and come in contact with the criminal justice system. Total federal funds equal \$550,000, with a local match of \$241,667 which is already appropriated in the City budget.

Action Requested: Approval of Additional Appropriation
Amount: \$550,000
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

Anita Carpenter presented this item. Sandy Dennies confirmed that the \$241,667 local match amount is already appropriated in the current City budget.

Motion to approve by Mary Lou Rinaldi, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

15. REQUEST FOR ADDITIONAL APPROPRIATION—JAG LOCAL VCP GRANT--OVERTIME

Grant Funds will be utilized on an overtime basis for Police Officers to participate in the Police Activities League (PAL) Program at the Yerwood Center. No additional City funds are required. Grant funds represent a one-time disbursement to local Police Departments.

Action Requested: Approval of Additional Appropriation
Amount: \$15,000
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

*****This item was held.**

16. REQUEST FOR ADDITIONAL APPROPRIATION—PAL GRANT

Grant Funds will be utilized to implement a pilot Police Activities League (PAL) Program at the Chester Addison Center geared towards high risk youth. The goal of the program is to reduce violent behavior among youth while simultaneously building positive relationships with Police Officers. Funds will be utilized to hire (3) Part-time civilian employees to manage the program, purchase supplies and overtime for police officers to participate in the program.

Action Requested: Approval of Additional Appropriation
Amount: \$124,994
(\$74,100 PAL/Part-Time; \$5,669 PAL/Social Security
\$42,280 PAL Overtime; \$2,945 PAL/Program Supplies)
Fund/Budget: 100% Grant Funded
Submitted by: Anita Carpenter, Grants Director
Attending: Anita Carpenter

****This item was held.*

17. TRANSFER REQUEST – OTHRA RESERVE BALANCE IN CAPITAL NON-RECURRING FUND 12 TO CAPITAL PROJECTS FUND 10 (Video 01:18:32)

This is a request to approve the correction of the transfer of \$2,735,268.78 of remaining OTHRA funds which were recently transferred from the Capital Projects Fund 10 to Capital Non-Recurring Fund 12. This transfer followed the dissolution of OTHRA and the transfer of the management change in operations of Old Town Hall from the OTHRA back to the City.

The City transferred remaining funds held for OTHRA to the Capital Nonrecurring Fund (Fund 12). However, the City has recently identified a receivable which was set up back in 2007 as an advance for the renovation of the Old Town Hall while the legal work on the tax structure for the transaction (including establishing the tax entities required to qualify for the tax credit(s) was being finalized. The receivable in the Capital Projects Fund 10 at the time of the dissolution of OTHRA was \$5,681,358.21 (as of 8/31/2021).

Therefore, it is being requested that the Boards approve the transfer of the current reserve balance of \$2,735,268.78 in the CNR Fund 12 (subject to a slight change based on the daily market movement) back to Capital Projects Fund 10 to pay down the receivable. These funds will reduce the advance that the City made for OTHRA at its inception in 2002 and the City will write off the remainder of the balance in conjunction with recording the building and property as assets of the City.

Action Requested: Approval of Transfer
Amount: \$2,735,268.78
Fund/Budget: Capital Non-Recurring Fund 12 to Capital Projects Fund 10
Submitted by: Mayor Caroline Simmons,
Sandy Dennies, Director of Administration
Attending: Sandy Dennies

Sandy Dennis provided detail on this item as described above.

Motion to approve by Geoff Alswanger, seconded by David Mannis. Vote passed 5-0-1. J.R. McMullen abstained.

18. PRESENTATION TO FACILITATE DISCUSSION AND PROVIDE INFORMATION TO THE BOARD ABOUT THE EXPENSE OF PLAYGROUNDS AROUND THE CITY. (Video 01:27:04)

At its regular meeting of Nov. 10, 2021, the Board of Finance held item #16, a Request for Capital Project Appropriation of \$150,000, to account C56139, Playground Rehabilitation. The funds were requested to pay for reconstruction of the Courtland Playground. Approval of this request is no longer required as there are funds available in other Parks general capital accounts (Playground Rehabilitation, Fencing & Guardrails, Game Courts, Park Amenities Upgrade, and Paving and Drainage), although an additional appropriation would keep these accounts from being fully depleted.

This item is to continue a broader discussion on the cost of playground replacements city-wide and the use of revolving accounts to pay for these replacements. The final bid cost of the Courtland Avenue is \$606,000; this project was referenced in successive capital budgets from FY2018 to FY2022 as costing \$300,000 or less.

Submitted by: Lou Casolo, City Engineer; Erin McKenna, Associate Planner
Attending: Erin McKenna, Lou Casolo

Erin McKenna presented information on park rehabilitation and current related costs. Lou Casolo provided additional information. There was an extensive discussion on this item (see video for detail). As this was an item for discussion, no motions were made, and no vote was taken.

19. FY 2021-2022 BUDGET QUARTERLY REPORT- REVIEW (Video 02:16:52)
(Actual item review on Video 02:34:20)

Submitted by: Lee Berta, Assistant Director OPM
Attending: Lee Berta

Lee Berta presented a brief FY21/22 2nd quarter budget status summary.

20. REVIEW OF LEASE FOR PORTION OF WOODWAY PARK BETWEEN WOODWAY COUNTRY CLUB AND THE CITY (Video 02:18:50)

Review and discussion of lease and its renewal date which is at the beginning of April, 2022.

Action: Review of Lease
Submitted by: Chairman Freedman
Attending: Sandy Dennies

Motion by J.R. McMullen to make a recommendation to Mayor Simmons to review Woodway Lease and determine if the current terms are in the best interest of the City. Seconded by Dennis Mahoney.

Vote passed 5-1-0. David Mannis opposed.

21. FY 22/23 BUDGET MEETING CALENDAR DISCUSSION (Video 02:44:29)

Chairman Freedman reviewed the proposed FY 22/23 Budget Meeting Calendar with the Board.

22. ADJOURNMENT (Video 02:57:10)

Motion to adjourn by Mary Lou Rinaldi, seconded by Geoff Alswanger. Meeting was adjourned at 9:58 p.m.

***Tracy Donoghue
Clerk of the Board***

This meeting is on video.