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## BOARD OF FINANCE

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

## BOARD OF FINANCE REGULAR MONTHLY MEETING

**WEDNESDAY, October 11, 2023**

**Time: 7:00 p.m.**

***Via Zoom***

Please join the Board of Finance Meeting from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/89028125550>

or by telephone at 1-646-558-8656 – Meeting ID: 890 2812 5550

## **AGENDA**

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

### 1. MINUTES

Request for approval of Minutes of the following meetings:

09142023 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education may provide a brief update on the BOE budget.

3. FY2022 ACFR

Review and approve FY22 ACFR Draft.

**Attending:** David Yank, City Controller  
Bill Napoletano, Tax Collector  
Anita Carpenter, Grants Officer  
Ben Barnes, Director of Administration

4. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – AUDIT ASSISTANCE -- CONTROLLER

The City of Stamford is seeking proposals from qualified accounting firms to assist the City with consulting services in support of preparation of FY2023 account analysis, reconciliation and financial reports, and also with the identification and implementation of additional resources, procedures or policies that will support timely and accurate financial reporting in the future. The city intends to contract with the selected firm under the terms of CT DAS contract #16PSX0081, Government Contract Accounting and Auditing Services.

**Action Requested:** Approval of transfers  
**Amount:** \$75,000  
**Fund/Budget:** Finance/Contracted Services  
**Submitted by:** Elda Sinani, Director of OPM  
**Attending:** Elda Sinani  
Ben Barnes, Director of Administration

5. REQUEST FOR APPROVAL OF A PROPOSED LICENSE AND USE AGREEMENT BETWEEN THE BOYS & GIRLS CLUB OF STAMFORD AND THE STAMFORD PUBLIC SCHOOLS FOR USE OF CLASSROOM SPACE AT 347 STILLWATER AVENUE. CLASSROOM SPACE IS DESIGNATED FOR THE SPS' STEPS PROGRAM

The Boys & Girls Club of Stamford, as licensor, hereby agrees to license approximately 3,411 sq. ft. of classroom space to the Stamford Public Schools for the SPS STEPS Program. The term of this License and Use Agreement will begin on December 1, 2023, through the last day of the 2023/2024 school year. Use of the classroom space will be Monday through Friday, 7:30 a.m. through 1:30 p.m. with a License/Use Fee of \$3,500 per month. Heating, cooling, utilities, custodial services and trash removal are all included in the License/Use Fee.

**Action Requested:** Approval of Agreement  
**Attending:** Meghan Osowiecki, Director of Special Education and Related Services, SPS  
Dr. Tamu Lucero, Superintendent of Schools  
Ryan Fealey, Director of Finance, BOE

6. REQUEST FOR APPROVAL OF A PROPOSED AGREEMENT WITH THE STREET PLANS COLLABORATIVE, INC. -- TO BE THE CITY'S TRAFFIC ENGINEERING CONSULTANT FOR THE STAMFORD VISION ZERO ACTION PLAN

Street Plans will (1) work cooperatively with the City's Vision Zero Taskforce, other pertinent agencies/partners and the public to analyze the current state of Stamford's roadways from a safety perspective with particular focus on vulnerable users and (2) develop safety goals, themes, subsequent projects and policies/recommendations/actions for the City to achieve zero roadway fatalities. Street Plans will be compensated for these services on an hourly basis, but not to exceed \$249,820 in aggregate, inclusive of all allowances for certain direct costs.

<b>Action Requested:</b>	Approval of Agreement
<b>Amount:</b>	\$249,820
<b>Attending:</b>	Frank Petise, Transportation Bureau Chief Chris Dellaselva, Assistant Corporate Counsel

7. REQUEST FOR APPROVAL OF A BID WAIVER-- FY 23/24 – (C65202) – PAVEMENT RESTORATION BY AQUARION WATER COMPANY (AWC)

The Aquarion Water Company (AWC) has recently installed water mains on three roadways in the Shippan area. AWC is responsible for restoring payvng on the side of the road where they performed work. The City of Stamford Highway Department then determined that the other side of those roads requires restoration. As such, the City entered into an agreement to pay AWC for the paving restoration on the side of the road where AWC has not installed main. This agreement requires a bid waiver that exceeds \$100,000.

<b>Action Requested:</b>	Approval of Agreement/Bid Waiver
<b>Amount:</b>	Over \$100,000
<b>Fund/Budget:</b>	Bond (City)
<b>Submitted by:</b>	Lou Casolo, City Engineer
<b>Attending:</b>	Lou Casolo

8. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP3038) -- FY 23/24 – GOVERNMENT CENTER RENOVATIONS

\$435,543.57 - Replacement and Repair of the exterior concrete and masonry of the Government Center Terrace and approaching sidewalks. The deterioration of the concrete and masonry has long resulted in injuries from tripping hazards and cavities that foster varmint infestations. Sidewalk and concrete improvements to the entrance of the Government Center with an emphasis on ADA compliance and increase in planting spaces will reduce the need for future concrete improvements along with increasing the green space within the downtown area.

\$302,424.02 - To complete necessary improvements within government parking structure. A recent assessment determined that extensive concrete work is required to reduce the need to repair the crumbling concrete within the garage. Water intrusion has resulted in increased concrete decay on the ceilings causing increased hazards for pedestrians and vehicles in the structure. The facilities assessment for the parking structure estimates totaled over \$13M for complete restoration.

We believe these repairs will be the most important public safety repairs.

\$150,432.09 - Walk-In permitting center operations have resulted in an increase in customer services for constituents, exceptional cross discipline, and department collaboration, coupled with dedicated and allocated time and resources will only further result in the improvements of responsiveness and transparency across city construction services which collected approximately \$8M dollars last fiscal year and is currently trending towards \$10M this fiscal year. These funds will help us remodel the Building Department Lobby thus

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creating a dedicated space for all departments involved in construction permitting to continue to offer dedicated time and space that will be equipped with the necessary technology to provide constituents and commercial developers the opportunity to meet in a safe and appropriate space and allow us to continue with the weekly dedicated Walk-In service.

**Action Requested:** Approval of Appropriation  
**Amount:** \$888,399.68  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Matt Quinones, Director of Operations  
Josie Carpanzano, Asst. Director of Operations

9. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$888,399.68 FOR THE GOVERNMENT CENTER RENOVATIONS AND AUTHORIZING \$888,399.68 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$888,399.68  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

10. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001348) -- FY 23/24 –EV INFRASTRUCTURE GRANT

This is a request for approval of a capital project appropriation to purchase and install 20 Dual-port Level 2 Chargers and two Dual-port DC Fast Chargers to be located at the Stamford Government Center, 888 Washington Blvd., Stamford. The City of Stamford was selected to receive a grant under Connecticut's Volkswagen (VW) EVSE ZEV Infrastructure Program (ZIP). *NOTE: The VW EVSE ZIP Grant is structured as a reimbursement. Award recipients will be required to demonstrate project completion, including payment for the project, before receiving awarded funds. \*\*Item was held at 8/10/2023 and 9/14/2023 BOF Regular Monthly Meetings.*

**Action Requested:** Approval of Appropriation  
**Amount:** \$860,565.20  
**Fund/Budget:** \$559,367.38 Grant (State)  
\$301,197.82 Bond (City)  
**Submitted by:** OPM  
**Attending:** William Klous, Fleet Manager  
**Attending:** Tony Romano, Management Analyst, OPM

11. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$860,565.20 FOR THE EV INFRASTRUCTURE GRANT PROJECT (001348) AND AUTHORIZING \$301,197.82 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION *\*\*Item was held at 8/10/2023 and 9/14/2023 BOF Regular Monthly Meetings.*

**Action Requested:** Approval of Resolution  
**Amount:** \$860,565.20  
**Fund/Budget:** \$559,367.38 Grant (State)  
\$301,197.82 Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

12. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP5241) -- FY 23/24 – STORM WATER PUMP STATIONS

The project will provide emergency power generators to power the pumps at the Cummings and Wampanaw pump stations should the utility electrical supply fail during a storm. Also, at the Cummings, Wampanaw and Dyke Lane pump stations, the pumps and electrical equipment, which are mainly original to the pump stations constructed over 50 years ago, will be replaced and upgraded to meet current building codes. Proposed improvements also include replacement of existing swing check valves with duckbill check valves, demolition of existing sluice gate, separating the wet well and operating level, demolishing the existing sump pump and discharge piping, installing exterior access to the wet well, installing air release valves on discharge piping, replacing the existing rain gutter, and installing a permanent outdoor ladder at each station. Electrical improvements include removal and replacement of existing ceiling lights with LED low bay luminaries. In addition, the replacement of sensors and measuring devices and update the communication system.

**Action Requested:** Approval of appropriation  
**Amount:** \$3,642,938  
**Fund/Budget:** \$2,732,203.50 Grant (Federal)  
**Submitted by:** OPM  
**Attending:** Bill Brink, Executive Director, WPCA  
Ann Brown, Supervising Engineer, WPCA

13. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$3,642,938 FOR THE STORM WATER PUMP STATIONS AND AUTHORIZING \$910,734.50 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$3,642,938  
**Fund/Budget:** \$ 910,734.50 Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

14. REQUEST FOR APPROVAL OF A PROPOSED LEASE OF SPACE ON THE 10<sup>TH</sup> FLOOR OF THE GOVERNMENT CENTER TO CONGRESSMAN HIMES

The Congressman will occupy the same 966 square feet of office space on the 10th floor of Government Center that he occupies now. The new Term will commence, retroactively, on January 3, 2023, and end on January 2, 2025, at the end of the Congressman's constitutional term of Congress. The rent shall be \$2,094.52 per month for the first year and \$2,390.05 per month for the second year, up from the current rent of \$1,796.47 per month. The City will provide two (2) assigned parking spaces, utilities, janitorial services, trash removal and window washing. There are no City insurance requirements because the Congressman is covered under the Federal Tort Claims Act.

<b>Action Requested:</b>	Approval of Lease
<b>Attending:</b>	Matt Quinones, Director of Operations Chris Dellaselva, Assistant Corporate Counsel

15. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – PUBLIC SAFETY, HEALTH & WELFARE ADMINISTRATION – EMERGENCY MANAGEMENT DIRECTOR

This is a request to allow OPM to transfer FY23/24 funds. The position of Emergency Management Director (EMD) is a critical part of our city's Emergency Management Program. During emergencies the EMD assumes the overall responsibility for the operation of the Emergency Operations Center (EOC) and for advising the Director of Public Safety, Health & Welfare, and the Mayor on local government emergency operations. This includes (1) appropriate increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for an emergency; and (3) necessary coordination among the operating departments of city government.

The Mayor and the Office of Public Safety are requesting this funding to support the addition of this critical position. (Note: this request is for partial-year salary and benefits coverage, due to the timing of the request).

<b>Action Requested:</b>	Approval of transfers
<b>Amount:</b>	\$124,627
<b>Fund/Budget:</b>	Public Safety, Health & Welfare Administration
<b>Submitted by:</b>	Lou DeRubeis, Director, Pub Safety, Hlth & Welf-Adm
<b>Attending:</b>	Ben Barnes, Director of Administration

16. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – SOCIAL SERVICES –TRUSTED MESSENGER

This is a request to allow OPM to transfer FY23/24 funds with a department. Most of the grant funds were utilized for a seasonal employee who became a full-time employee. Funds will be reallocated to Program Supplies to purchase additional materials and some funds to Overtime for the employee to work on grant activity.

<b>Action Requested:</b>	Approval of Transfers
<b>Amount:</b>	\$15,000
<b>Fund/Budget:</b>	Social Services
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Anita Carpenter

17. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – PORT SECURITY GRANT / FIRE DEPARTMENT NON-CAPITAL EQUIPMENT

The grant will fund twelve (12) new Fuel Injectors for the Fire Department's vessel. 100% Grant Funded. No City funds required.

**Action Requested:** Approval of Appropriation  
**Amount:** \$12,000  
**Fund/Budget:** Grant (Port Security)  
**Submitted by:** Anita Carpenter, Grants Officer  
**Attending:** TBD  
Anita Carpenter

18. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – YOUTH SERVICES BUREAU / DRUG FREE COMMUNITIES

The City of Stamford has been awarded a grant from the Centers for Disease Control for prevention activities to reduce youth use of alcohol and marijuana by decreasing availability and increasing perception of harm. The project will also strengthen the Stamford Local Prevention Council (LPC) by increasing community collaborations and engaging community organizations, community groups and individuals in coalition initiatives and activities. The award is for \$125,000 with a 100% match requirement. The nonfederal match is derived from in-kind and staff salaries already supported in the operating budget.

**Action Requested:** Approval of Appropriation  
**Amount:** \$125,000  
**Fund/Budget:** Grant (Federal/Centers for Disease Control)  
**Submitted by:** Teresa Drew, Director, Youth Services Bureau  
**Attending:** Teresa Drew  
Anita Carpenter, Grants Officer

19. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – DOJ GRANT TO STAMFORD POLICE DEPARTMENT – COPS TECHNOLOGY/EQUIPMENT AND COPS TECHNOLOGY/PROGRAM SUPPLIES

This project is 100% funded from a Congressional Earmark from the Department of Justice (DOJ). Funds will be used to purchase six (6) Virtual Reality Training Simulators, two (2) Portable Training Facilities, five (5) Shooting Performance Systems and various supplies for the Stamford Police Academy.

**Action Requested:** Approval of Appropriation  
**Amount:** \$250,000  
**Fund/Budget:** Grant (Federal -- DOJ)  
**Submitted by:** Timothy Shaw, Chief of Police  
**Attending:** Anita Carpenter, Grants Officer

20. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – DOJ GRANT TO STAMFORD POLICE DEPARTMENT – JAG 23 EQUIPMENT AND CONSULTANT

This project is 100% funded from the Department of Justice (DOJ) to purchase an upgraded X-Ray System for the Police Bomb Squad and to contract with a vendor to provide Tactical Arrest and Control Procedures (TACP) Training for Police Officers.

**Action Requested:** Approval of Appropriation  
**Amount:** \$54,213  
**Fund/Budget:** Grant (Federal -- DOJ)  
**Submitted by:** Timothy Shaw, Chief of Police  
**Attending:** Anita Carpenter, Grants Officer

21. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STATE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT TO CITY OF STAMFORD LAND USE AND PLANNING – LATHON WIDER SITE REPURPOSING -- ARCHETECTURAL AND CONTRACTED SERVICES

This project is 100% funded by the DECD for the purpose of hiring a consulting firm to analyze and prepare a report for the City on the repurposing of the Lathon Wider Community Center. BJB has been hired to conduct public forums, complete surveys and conduct an architectural competition for the reuse of the facility.

**Action Requested:** Approval of Appropriation  
**Amount:** \$150,000  
**Fund/Budget:** Grant (State DECD)  
**Submitted by:** Ralph Blessing, Land Use Bureau Chief  
**Attending:** Anita Carpenter, Grants Officer

22. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001355) -- FY 23/24 – GROWING STAMFORD TOGETHER – OPERATIONS – MAINTENANCE PARKS

This project will establish trees in the public right-of-way planting locations in disadvantaged downtown Stamford neighborhoods. Youth will receive training to facilitate the stewardship of these trees. The project will help Stamford reduce carbon emissions, mitigate heat islands, enhance public safety, improve mental health and create other significant benefits.

**Action Requested:** Approval of appropriation  
**Amount:** \$1,000,000  
**Fund/Budget:** Grant (Federal)  
**Submitted by:** OPM  
**Attending:** Erin McKenna, Senior Planner



23. REQUEST FOR APPROVAL OF A CHANGE ORDER #2 TO CITY'S CONTRACT WITH STANTEC CONSULTING SERVICES, INC. – (CP6810) – CUMMINGS PARK AND WEST BEACH MASTER PLAN AND DESIGN SERVICES

At the time of the original contract (October 2015), Phase 1 renovations were conceived of as a single project and Stantec's fees for design and construction administration services were set at \$218,300.00 (original Agreement/Exhibits attached). Due to lack of funding at the onset, the work of Phase 1 was broken up into sub-phases to be constructed as funding became available over time. This approach required design revisions and additional time for construction administration services. As a result, the City and Stantec entered into Change Order No. 1, in December 2022, to increase Stantec's compensation by \$32,000.00 (copy attached). The next sub-phase is the construction of the east and west beach promenades, which can begin as early as next month. The proposed Change Order No. 2 increases Stantec's compensation by \$30,225.00 for construction administration services for this sub-phase. The original \$36,000.00 allotment for those services was paid out during the construction of the exterior of the pavilion and demolition of the concession stand. Board approvals are required for Change Order No. 2, per City Code Sec. 23-18.4.C.(2), because it will increase the total contract price to \$280,525.00, which exceeds the original contract price by more than 15%. Please know that we'll likely need additional change orders in the future for Stantec's continued services as money becomes available to fund the remaining sub-phases of this project.

<b>Action Requested:</b>	Approval of Change Order #2
<b>Amount:</b>	\$32,000
<b>Fund/Budget:</b>	Bond (City)
<b>Submitted by:</b>	Erin McKenna, Senior Planner
<b>Attending:</b>	Erin McKenna Chris Dellaselva, Assistant Corporate Counsel

24. REQUEST FOR APPROVAL OF CAPITAL PROJECT CLOSEOUTS – (CP 6813) SUT – II – OFF-STREET PARKING AND (CP7660) SUT – PHASE II – PARKING AREA

Pursuant to Stamford City Code Section 8-2, a closeout of (CP6813) and (CP7660) is recommended.

<b>Action Requested:</b>	Approval to close out Capital Project (CP6813) and Capital Project (CP7660)
<b>Amount:</b>	\$279,062.62 (CP6813) \$888,399.68 (CP7660)
<b>Fund/Budget:</b>	Bond (City)
<b>Submitted by:</b>	OPM
<b>Attending:</b>	Matt Quinones Tony Romano, Management Analyst, OPM

25. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – FY 23/24 -- (C65200) – CITYWIDE VEHICLE REPLACEMENT & UPGRADE

We seek in install GPS monitors into 370 city fleet vehicles to reduce operating expenses via route optimization, reduced fuel consumption, traffic avoidance technology, increased preventative maintenance compliance, increase driver safety behaviors, reduce engine idling, and reduce insurance cost up to 35% per vehicle.

**Action Requested:** Approval of Appropriation  
**Amount:** \$109,020  
**Fund/Budget:** Bond (City)  
**Submitted by:** Operations  
Matt Quinones, Josie Carpanzano  
**Attending:** Tony Romano, Management Analyst, OPM

26. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$109,020 FOR THE CITYWIDE VEHICLE REPLACEMENT & UPGRADE AND AUTHORIZING \$109,020 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$109,020  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

27. REQUEST FOR A CAPITAL PROJECT APPROPRIATION -- FY 23/24 – (C65202) – CITYWIDE EQUIPMENT REPLACEMENT & UPGRADE

Route optimization will allow the city to provide a data driven transparent analysis of the efficiency and safety of our current sanitation routes. The project will allow us to access our current operations and identify methods to increase efficiency, safety, and appropriate staffing requirements per route. The ability to analyze route timing, identify safety concerns and develop predictive solutions to safety concerns immediately will only increase our ability to offer vital city services in the most cost effective way as our city grows and changes over time.

**Action Requested:** Approval of Appropriation  
**Amount:** \$170,042.62  
**Fund/Budget:** Bond (City)  
**Submitted by:** Operations  
**Attending:** Matt Quinones, Josie Carpanzano  
Tony Romano, Management Analyst, OPM

28. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$170,042.62 FOR THE CITYWIDE EQUIPMENT REPLACEMENT & UPGRADE AND AUTHORIZING \$170,042.62 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$170,042.62  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

Anyone requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this meeting should contact the ADA Coordinator as soon as possible: Carmen Hughes, Diversity, Equity and Inclusion Officer, City of Stamford, 888 Washington Boulevard, Stamford, CT 06901 (203) 977-7993.

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