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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

WEDNESDAY, April 10, 2024
Time: 7:00 p.m.
Via Zoom

MINUTES

CALL TO ORDER: Chair Freedman called the meeting to order at 7:02 p.m. *(Video 00:00:08)*

MEMBERS PRESENT: Chair, Richard Freedman; Vice Chair, Mary Lou Rinaldi; Members: Geoff Alswanger, Laura Burwick, Dennis Mahoney and J.R. McMullen.

OTHERS PRESENT: Ryan Fealey, Ben Barnes, Elda Sinani, Bill Maguire, Tony Romano, Teresa Viscariello, Matt Quinones, Thomas Turk, Leslie Cohen, and Scott Duckworth.

PUBLIC PARTICIPATION: There was none.

1. **MINUTES** *(Video 00:00:47)*

Request for approval of Minutes of the following meetings:

- | | |
|----------------------------------|---------------------------------|
| 03142024 Regular Monthly Meeting | 03272024 Special Budget Meeting |
| 03182024 Special Budget Meeting | 04022024 Special Budget Meeting |
| 03192024 Special Budget Meeting | 04032024 Special Budget Meeting |
| 03212024 Special Budget Meeting | 04042024 Special Budget Meeting |
| 03262024 Special Budget Meeting | 04082024 Special Budget Meeting |

Submitted by: Clerk, Board of Finance

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

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:01:29)

Ryan Fealey, Director of Finance, Board of Education provided a brief update on the BOE budget and advised that he continues to project no variance to budget.

Chair Freedman noted that there is a deficit of approximately one million dollars in the teacher's salary line. Mr. Fealey pointed out that the estimate in the vacancy savings projection (an assumption about staff members retiring or resigning and the level of the salary of the individuals replacing them) has been impacted by hiring at higher starting salaries than the original vacancy number assumed. Also, more positions are currently filled.

3. REVIEW: UPDATE OF THE CITY'S CASH FLOW PROJECTION RELATED TO SPS LONG TERM FACILITY PLAN ***Item withdrawn prior to meeting***

Submitted by: Matt Quinones, Director of Operations
Attending: Matt Quinones
Katherine LoBalbo, Director of School Construction

4. DIRECTOR OF ADMINISTRATION DISCUSSION ITEM – CITY CONTROLLER (Video 00:04:04)

Submitted by: Ben Barnes, Director of Administration
Attending: Ben Barnes

Vice Chair, Mary Lou Rinaldi, expressed disappointment that the City hired the former Controller as a consultant to continue working on tasks associated with the current FY23 audit. She believed it was a terrible decision and hopes that the former Controller/current consultant's services will be concluded immediately.

No motions made. No votes taken.

5. REQUEST FOR APPROVAL OF NEW CITY CONTROLLER, TERESA VISCARIELLO, BY DIRECTOR OF ADMINISTRATION (Video 00:13:26 technical issues...back at 00:37:20)

Submitted by: Ben Barnes, Director of Administration
Attending: Ben Barnes

Ben Barnes announced his submission of Teresa Viscariello, former City Internal Auditor, to fill the position of City Controller. Members of the Board congratulated Ms. Viscariello, and asked questions about her plans to improve efficiency in the city's accounting system. Ms. Viscariello outlined several areas she is currently addressing and stated that her past experience will aid her in improving performance in her new role.

Motion to approve by Laura Burwick, seconded by Mary Lou Rinaldi. The vote passed unanimously, 6-0-0.

6. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND TSKP STUDIO, LLC. FOR ARCHITECTURAL AND ENGINEERING SERVICES – NEW ROXBURY SCHOOL ****Item withdrawn prior to meeting****

~~TSKP will provide architectural and engineering services for the New Roxbury K-8 School, located at 751 Westhill Road, Stamford, CT, 06902, State Project No. 135-281N. The property is approximately 13.73 acres sloping gently downward from the west side of the property toward the east property line with landscaping consisting of trees, shrubs, grasses and play areas covered with a wood chip surface.~~

~~The fees for services are:~~

~~\$4,010,000 for design and construction of new school and logistics plans~~

~~– \$100,000 for survey, testing and design of HAZMAT abatement and demolition plans for existing buildings~~

~~– \$265,000 for construction bid documents for fields and site~~

~~_____~~
~~\$4,375,000 Total (60% of these fees are reimbursable by the State)~~

_____	Action Requested:	Approval of Contract
_____	Amount:	\$4,375,000
_____	Submitted by:	Katherine LoBalbo, Director of School Construction
_____	Attending:	Katherine LoBalbo

7. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND SASAKI ASSOCIATES, INC. – (RFP NO. 2024.0137) – TO PREPARE THE 10 YEAR CITY OF STAMFORD COMPREHENSIVE PLAN – (2025 – 2035) (Video 00:18:49)

Sasaki will prepare the City's 10-year Comprehensive Plan in compliance with C.G.S. Sec. 8-23. The Comprehensive Plan will include: (1) an update to the Stamford Affordable Housing Plan, as required by C.G.S. Sec. 8-23 and City of Stamford Ordinances Sec. 146-74; (2) data collection for the City's Community Development Department to update the Consolidated Plan; and (3) An Equity Action Plan as required by the United States Department of Housing and Urban Development.

Sasaki will complete this Comprehensive Plan within sixteen (16) months of contract execution. The fees for these services will be \$461,260 payable by monthly invoice on a percentage of the work completed bases pursuant to a schedule of tasks.

Please note that the City's current Comprehensive Plan expires on December 16, 2024. C.G.S. Sec. 8-23 requires a Comprehensive Plan be amended decennially. Therefore, the City must notify the Connecticut Office of Policy and Management of the reasons for the delay . A waiver request may also be required if there is a need to apply for discretionary state funding during the period between December 16, 2024, and adoption of the new Comprehensive Plan.

Action Requested:	Approval of Contract
Amount:	\$461,260
Submitted by:	Lindsey Cohen, Associate Planner
Attending:	Lindsey Cohen

Lindsey Cohen presented this item. Ms. Cohen highlighted the "End-To-End" City Comprehensive Plan addressing economic development, infrastructure, housing, mobility, sustainability and diversity-equity-inclusion. She stressed the importance of the planned community engagement, gathered through different methods, which will be considered when setting the recommendations and proposals for the next ten years in the Comprehensive Plan.

Motion to approve by Geoff Alswanger, seconded by Laura Burwick. The vote passed unanimously, 6-0-0.

8. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – MAYOR’S OFFICE – SUPPORT TO THE STAMFORD ARTS AND CULTURE COMMISSION ****Request to hold item until 5/9/2024 BOF Regular Monthly Meeting****

The CT Humanities Grant supports any operating expenses of the awarded organization. It was awarded to the Stamford Arts and Culture Commission (SAC) for calendar year 2023. The approved budget includes \$3,000 for Office Supplies and Expenses, however, the \$3,000 was used to pay seasonal part-time employees to develop an online Arts & Culture Directory on the City’s website.

*This request was presented at the March meeting and incorrectly changed by the Grants Officer during the discussion.

Action Requested: Approval of transfer
Amount: \$3,000
Fund/Budget: Mayor’s Office
Submitted by: Anita Carpenter, Grants Officer
Attending: Anita Carpenter

9. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – STAMFORD POLICE DEPARTMENT – JUSTICE ASSISTANCE GRANT (JAG) (Video 00:54:33)

The City of Stamford modified its FY21 Justice Assistance Grant (JAG) Award to transfer funds to address the growing issue of pedestrian vs. motor vehicle accidents. Funds will be utilized for overtime for extra police walking posts at high-risk intersections. Officers will educate the public on obeying traffic laws, and pedestrian safety. Funds will also be utilized to purchase informational brochures and "slap" bracelets as part of the outreach campaign. No City funds are required.

Action Requested: Approval of transfer
Amount: \$39,747 (Federal)
Fund/Budget: Justice Assistance Grant/Police Dept.
Submitted by: Tim Shaw, Chief of Police
Attending: Scott Duckworth, Captain

Captain Scott Duckworth presented this item and outlined the new Department Safety Initiative which will utilize a multi-faceted approach including education, enforcement, media and social media to encourage pedestrians to conform with the laws. Officers will be on foot in high risk areas to provide pedestrian guidance and enforcement of the law for vehicles violating pedestrian laws.

Motion to approve by Laura Burwick, seconded by Mary Lou Rinaldi. The vote passed unanimously, 6-0-0.

10. REQUEST FOR A CAPITAL PROJECT APPROPRIATION– (C56182) – FY 23/24 – STREET PATCH & RESURFACING (Video 00:59:46)

Patch and resurface Stamford’s roadway infrastructure using accepted engineering standards. This includes milling, overlay, reconstruction, associated fixes to public streets and associated subsurface replacements for drainage system.

Action Requested: Approval of Appropriation
Amount: \$2,500,000
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Thomas Turk, Operations Supervisor, Road Maintenance

Motion to approve by Geoff Alswanger, seconded by Laura Burwick. The vote passed unanimously, 6-0-0.

11. REQUEST TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$2,500,000 FOR THE STREET PATCH & RESURFACING PROJECT AND AUTHORIZING \$2,500,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION (Video 01:09:58)

Action Requested: Approval of Resolution
Amount: \$2,500,000
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Anthony Romano, OPM Analyst

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

12. TRANSFER REQUEST – FY 23 YEAR END BOF TRANSFER – GENERAL FUND (Video 01:10:27)
This is a request to approve FY23 yearend salary transfers.

Action Requested: Approval of transfer requests
Amount: \$384,828
Fund/Budget: Dept. 1010 – Director of Administration
Submitted by: Ben Barnes, Director of Administration
Attending: Ben Barnes, Director of Administration

Motion to approve by Geoff Alswanger, seconded by Richard Freedman. The vote passed unanimously, 6-0-0.

ADJOURNMENT: (Video 01:13:20)

Motion to adjourn by Geoff Alswanger, seconded by J.R. McMullen. The meeting was adjourned at 8:15 p.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board