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TEL: (203) 977-4699

**BOARD OF FINANCE**

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

**BOARD OF FINANCE REGULAR MONTHLY MEETING  
WEDNESDAY, November 13, 2024  
Time: 7:00 p.m.  
Via Zoom**

This meeting will be held remotely and can be accessed by computer, tablet,  
or smartphone at <https://us02web.zoom.us/j/84803764171>  
or by telephone at 1 646 558 8656 – Meeting ID: 84803764171

**AGENDA (revised 11112024)**

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

1. DISCUSSION ITEM – MAYOR’S DECISION TO MOVE FORWARD WITH AN INTERIM AGREEMENT BETWEEN THE CITY AND TSKP STUDIO LLC -- (RFP 2024.0008) --ROXBURY K-8 – CONCEPT AND SCHEMATIC DESIGN AND AN INTERIM AGREEMENT BETWEEN THE CITY AND ARCADIS US, (RFP 2024.0276) -- ROXBURY K-8 -- OWNERS REPRESENTATIVE SERVICES

The Board is requesting an explanation of the legal opinion dated October 16, 2024, issued by Corporation Counsel Cassone to Mayor Simmons opining that the referenced contracts do not require approval by the Board of Finance and Board of Representatives under the City’s purchasing ordinance.

**Attending:** Thomas Cassone, Corporation Counsel

2. BUDGET UPDATE – BOARD OF EDUCATION

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

3. ACFR UPDATE AND DISCUSSION

Ben Barnes, Director of Administration; and Teresa Viscariello, City Controller; will provide an update on the FY 23 ACFR progress.

4. REQUEST FOR APPROVAL OF AGREEMENT (PERSONAL SERVICE CONTRACT) – BOR – LEGISLATIVE OFFICER

This is a request for approval of a three-year (2024–2027) personal service contract for the Legislative Officer position, Board of Representatives. The contract may be extended for an additional two years by mutual agreement for a maximum term of five years, provided that all other terms and conditions of the agreement remain the same.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$378,000 (3-year total) \$126,000 per year
<b>Fund/Budget:</b>	Operating
<b>Submitted by:</b>	Rosemarie Frager, Human Resources
<b>Attending:</b>	Paula Russell, Director of Human Resources

**\*\*\*ITEM # 26 – TAKEN OUT OF ORDER\*\*\***

**\*\*10112024 ADDITION\*\***

REQUEST FOR APPROVAL OF AGREEMENT (PERSONAL SERVICE CONTRACT) – HR / LEGAL – LABOR RELATIONS SPECIALIST

This is a request for approval of a three-year (2024–2027) personal service contract for the Labor Relations position, HR/Legal. The contract may be extended for an additional two years by mutual agreement for a maximum term of five years, provided that all other terms and conditions of the agreement remain the same.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$530,379 (3-year total -- Salary + stipend) \$169,793 salary per year \$7,000 additional stipend per year -- Juris Doctorate
<b>Fund/Budget:</b>	Operating
<b>Submitted by:</b>	Paula Russell, Director of Human Resources
<b>Attending:</b>	Paula Russell

**\*\*\*ITEM # 27 – TAKEN OUT OF ORDER\*\*\***

**\*\*10112024 ADDITION\*\***

REQUEST FOR APPROVAL OF A NEW THREE-YEAR TENTATIVE AGREEMENT BETWEEN THE BOE AND THE STAMFORD EDUCATION ASSOCIATION (SEA)

On November 8, 2024, the Stamford Education Association (SEA) and the Board Negotiations Committee reached a tentative agreement on a new three-year collective bargaining agreement. In accordance with **Section C6-20-7(c)** of the City Charter, the Board of Education now presents this tentative agreement to the Board of Finance and requests “an advisory opinion to the Board of Education of the total cost and potential long-term burden of the proposed agreements.” The Board hereby provides the following summary concerning the terms of the tentative agreement.

<b>Action Requested:</b>	Advisory Opinion of Tentative Agreement
<b>Submitted by:</b>	Ryan Fealey, CFO, BOE Thomas Mooney, Shipman & Goodwin, LLP
<b>Attending:</b>	Thomas Mooney

5. REQUEST FOR APPROVAL OF TENTATIVE AGREEMENT WITH DENTAL HYGIENIST UNION -- WAGE PAYOUT FY24/25 – FY26/27

The City reached a three-year agreement with the Dental Hygienist Union. The agreement is retroactive to July 1, 2024, and expires on June 30, 2027. The tentative agreement is being presented to the Board of Finance for an advisory opinion.

<b>Action Requested:</b>	Advisory Opinion of Tentative Agreement
<b>Submitted by:</b>	Paula Russell, Director of Human Resources
<b>Attending:</b>	Paula Russell

6. REQUEST FOR ADDITIONAL APPROPRIATION – FY25 – DENTAL HYGIENIST UNION -- WAGE PAYOUT FY24/25 – FY26/27

This is a request to appropriate funds from Contingency to pay current year wage settlements that were recently agreed upon via a tentative agreement between the City and the Dental Hygienist Union.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$6,515
<b>Fund/Budget:</b>	Contingency
<b>Submitted by:</b>	OPM
<b>Attending:</b>	Paula Russell

7. DISCUSSION ITEM – UPDATE ON NEW ANIMAL SHELTER

The Board is requesting an update on the status of construction of the animal shelter:

- Construction schedule – expected bid date and timeline for construction
- Spending to date and results of value engineering
- Status of grant funding application and private fundraising

**Attending:** Matt Quinones, Director of Operations  
Lou Casolo, City Engineer  
Nancy Freedman, Chair, SASA

8. REQUEST FOR APPROVAL OF PROPOSED LICENSE AND OPERATING AGREEMENT BETWEEN THE CITY AND OH MY GOSH LLC (OMG) FOR MANAGEMENT AND OPERATION OF FOOD SERVICES AT THE GOVERNMENT CENTER

This is a request to approve the proposed License and Operating Agreement with Oh My Gosh LLC (OMG) for the management and operation of full food services at the Government Center Patio Café, 1<sup>st</sup> and 4<sup>th</sup> floor. OMG will manage the operation, production, and distribution of full food services at the City's Patio Café on the fourth floor of Government Center, the snack shop on the first floor, delivery services to four City buildings, and will also provide, utilize and maintain an online ordering application service. This is a three-year agreement with two option years for a total possible Term of five years. OMG will pay the City a license and use fee of \$4,000 per year.

**Action Requested:** Approval of Contract  
**Amount:** \$20,000  
**Fund/Budget:** Operating (Revenue)  
**Submitted by:** Chris Dellaselva, Assistant Corporation Counsel  
**Attending:** Scott Butch, Director of Facilities

9. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – STAMFORD POLICE DEPARTMENT – (FEDERAL GRANT – DOJ) – JAG BRYNE-CJPPD/CONTRACTED SERVICES

The Stamford Police Department will utilize grant funds to contract with a vendor to purchase and install advanced surveillance equipment in a City owned van for police to use for surveillance in major criminal investigative cases. The vendor will also provide training to police on the use of the equipment. No City funds are required.

**Action Requested:** Approval of Appropriation  
**Amount:** \$119,000  
**Fund/Budget:** Grant (Federal - DOJ)  
**Submitted by:** Chief Timothy Shaw, SPS  
**Attending:** Chief Shaw

10. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – STAMFORD POLICE DEPARTMENT – (FEDERAL GRANT – DOT) – DUI/OVERTIME/FICA/PROGRAM SUPPLIES

There is \$117,000 in the budget for this award. This is a request to approve an additional \$2,798 to reflect the actual reward amount. These funds will be used for police to conduct DUI patrols on an overtime basis, associated FICA and program supplies. No City funds are required.

**Action Requested:** Approval of Appropriation  
**Amount:** \$2,798  
**Fund/Budget:** Grant (Federal - DOT)  
**Submitted by:** Chief Timothy Shaw, SPS  
**Attending:** Chief Shaw

11. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – GRANT (STATE – DEPARTMENT OF CHILDREN AND FAMILIES) -- YOUTH SERVICES BUREAU – SUMMER YOUTH EMPLOYMENT

The Youth Services Bureau (YSB) receives an annual grant from the CT Department of Children and Families to support the Stamford's Youth programs. The main grant supports the YSB grant. The enhancement of \$17,208 has been designated for the Summer Youth Employment Program. This year there was a supplement of \$40,981 for the Summer Youth Employment Program for a total funding of \$58,189. This funding will pay for seasonal salaries and FICA.

The FY2025 Summer Youth Employment program is funded by four sources:

- \* Local Community Donations - This is most of the funding and is in the operating budget.
- \* The Grant from the CT Department of Children and Families - This was not in the operating budget.
- \* \$25,000 from the Mayor's Budget - This is in the operating budget.
- \* Summer Jobs Connect - A one-time grant from the Cities for Financial Empower Fund for both payroll and non-payroll costs.

**Action Requested:** Approval of Appropriation  
**Amount:** \$58,159  
**Fund/Budget:** Grant (State)  
**Submitted by:** Michelle Lappas, Program Manager, YSB  
**Attending:** Anita Carpenter, Grants Officer

12. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP5059) – FY 24/25 – PAVEMENT MANAGEMENT

Request to approve an appropriation for reimbursement to City from the Utility for their share of the paving costs due to their construction activity for the roads coordinated to be paved full width by the City.

**Action Requested:** Approval of Appropriation  
**Amount:** \$593,388  
**Fund/Budget:** Private Contributions  
**Submitted by:** OPM  
**Attending:** Thomas Turk, Operations Supervisor, Road Maintenance

13. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP3038) – FY 24/25 – (FEDERAL GRANT – ARP) -- GOVERNMENT CENTER RENOVATIONS

Request to approve an appropriation for security upgrades.

**Action Requested:** Approval of Appropriation  
**Amount:** \$201,361.46  
**Fund/Budget:** Grant (Federal – ARP)  
**Submitted by:** OPM  
**Attending:** Scott Butch, Director of Facilities

14. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP8700) – FY 24/25 – LIONE PARK

Request to approve an appropriation for Lione Park design work which will include relocating current parking lot and park amenities to ensure safety and quality of life concerns. Includes additional park amenities to activate the park.

**Action Requested:** Approval of Appropriation  
**Amount:** \$1,500,000  
**Fund/Budget:** \$800,000 Grant (Federal - ARP)  
\$700,000 Grant (State - ARP)  
**Submitted by:** OPM  
**Attending:** Luke Buttenwieser, Junior Transportation Planner

15. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001283) – FY 24/25 – NEMOTIN PARK

Request to approve an appropriation for installation of a playground that is ADA compliant with 2-5 & 6-12 play areas, safety surfacing, and drainage.

**Action Requested:** Approval of Appropriation  
**Amount:** \$1,100,000  
**Fund/Budget:** Grant (Federal - ARP)  
**Submitted by:** OPM  
**Attending:** Erin McKenna, Senior Planner, Planning

16. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP9238) – FY 24/25 – YERWOOD CENTER RENOVATIONS

Request to approve an appropriation for building interior renovations, structural repairs and improvements.

**Action Requested:** Approval of Appropriation  
**Amount:** \$2,000,000  
**Fund/Budget:** Grant (Federal - ARP)  
**Submitted by:** OPM  
**Attending:** Scott Butch, Director of Facilities

17. REQUEST FOR A PARTIAL CLOSEOUT OF CAPITAL PROJECT – (C56080) – FY24/25 --MAIN LIBRARY BUILDING RESTORATION

Request to approve a partial closeout of Capital Project C56080 pursuant to City Code Section 8-2.

**Action Requested:** Approval of Partial Closeout  
**Amount:** \$850,000  
**Fund/Budget:** Bond (City)  
**Submitted by:** Mayor Caroline Simmons  
**Attending:** Lou Casolo, City Engineer

18. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP2750) – FY 24/25 – LIBRARY – HVAC EQUIPMENT REPLACEMENT

Request to approve an appropriation for Library HVAC Equipment Replacement.

**Action Requested:** Approval of Appropriation  
**Amount:** \$850,000  
**Fund/Budget:** Bond (City)  
**Submitted by:** OPM  
**Attending:** Lou Casolo, City Engineer

19. AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$850,000 FOR THE LIBRARY HVAC EQUIPMENT REPLACEMENT AND AUTHORIZING \$850,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$850,000  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

20. REQUEST FOR A CAPITAL PROJECT APPROPRIATION (001405) – FY 24/25 – MILL ROAD OVER BROOK BRIDGE NO. 135008

Request to approve an appropriation. A grant application was submitted to CT DOT on 5/31/24; the State notified the City on 7/1/24 in a letter that this project qualifies for funding under the Local Bridge Program and is offering a Conditional Commitment to Fund 50% of the eligible project costs through a State grant. The grant under Local Bridge Program provides 50% cost eligibility for the design of the bridge replacement, construction, and construction administration. Within 1 year of the date of the letter that we received on 7/1/24, the City is required to submit a Supplemental application which will need to have a progress on the design of the bridge along with Environmental Review, Right of Way coordination if needed, and applicable permits as needed that pertain to this project. The estimated cost for the design engineering fee is \$270,000.00

**Action Requested:** Approval of Resolution  
**Amount:** \$270,000  
**Fund/Budget:** \$135,000 Bond (City)  
\$135,000 Grant (State)  
**Submitted by:** OPM  
**Attending:** Lou Casolo, City Engineer

21. AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$270,000 FOR THE MILL ROAD OVER BOOK BRIDGE NO. 135008 AND AUTHORIZING \$135,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$135,000 Bond (City)  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

22. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001363) – FY 24/25 – OLD LONG RIDGE ROAD BRIDGE #135007

Request to approve an appropriation. A grant application was submitted to CT DOT on 5/31/24; the State notified the City on 7/1/24 in a letter that this project qualifies for funding under the Local Bridge Program and is offering a conditional Commitment to Fund 50% of the eligible project costs through a State grant. The grant under Local Bridge Program provides 50% cost eligibility for the design of the bridge replacement, construction, and construction administration. Within 1 year of the date of the letter that we received on 7/1/24, the City is required to submit a Supplemental application which will need to have a progress on the design of the bridge along with Environmental Review, Right of Way coordination if needed, and applicable permits as needed that pertain to this project. The estimated cost for the design engineering fee is \$140,000.00.

**Action Requested:** Approval of Resolution  
**Amount:** \$140,000  
**Fund/Budget:** \$70,000 Bond (City)  
\$70,000 Grant (State)  
**Submitted by:** OPM  
**Attending:** Lou Casolo, City Engineer

23. AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$140,000 FOR THE OLD LONG RIDGE ROAD BRIDGE # 135007 AND AUTHORIZING \$70,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

**Action Requested:** Approval of Resolution  
**Amount:** \$70,000  
**Submitted by:** OPM  
**Attending:** Tony Romano, Management Analyst, OPM

24. DISCUSSION ITEM – WEST HILL HIGH SCHOOL CONSTRUCTION

The Board is requesting responses to the questions discussed at its special meeting of October 24, 2024, to discuss the cost of Westhill and sent to the administration in the memo from the Board to Director Quinones on October 29, 2024.

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



25. Q1 REVIEW

A review of the City's budget for Q1 FY2025.

**Attending:** Elda Sinani, Director of OPM

26. REQUEST FOR APPROVAL OF AGREEMENT (PERSONAL SERVICE CONTRACT) – HR / LEGAL – LABOR RELATIONS SPECIALIST

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<b>Fund/Budget:</b>	Operating
<b>Submitted by:</b>	Paula Russell, Director of Human Resources
<b>Attending:</b>	Paula Russell

27. REQUEST FOR APPROVAL OF A NEW THREE-YEAR TENTATIVE AGREEMENT BETWEEN THE BOE AND THE STAMFORD EDUCATION ASSOCIATION (SEA)

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<b>Action Requested:</b>	Advisory Opinion of Tentative Agreement
<b>Submitted by:</b>	Ryan Fealey, CFO, BOE Thomas Mooney, Shipman & Goodwin, LLP
<b>Attending:</b>	Thomas Mooney

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**