

MAYOR  
DAVID R. MARTIN



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CHAIR  
MARY LOU T. RINALDI  
VICE CHAIR  
GEOFF ALSWANGER  
FRANK CERASOLI  
DAVID MANNIS  
KIERAN M. RYAN

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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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## BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, July 9, 2020 – 7:00 p.m.

### MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:02 p.m.

MEMBERS PRESENT: CHAIR RICHARD FREEDMAN AND VICE CHAIR MARY LOU RINALDI; MEMBERS GEOFF ALSWANGER, FRANK CERASOLI, DAVID MANNIS AND KIERAN RYAN

OTHERS PRESENT: SANDY DENNIES, DIRECTOR OF ADMINISTRATION; JAY FOUNTAIN, DIRECTOR OF OPM; TED JANKOWSKI, DIRECTOR OF PUBLIC SAFETY, HEALTH AND WELFARE; SCOTT DUCKWORTH, POLICE CAPTAIN; MARK MCGRATH, DIRECTOR OF OPERATIONS; CHRIS DELLASELVA, CORPORATION COUNSEL; LYDA RUIJTER, TOWN CLERK; LUCY CORELLI AND RON MALLOY, REGISTRARS OF VOTERS; AND KAREN CAMMAROTA, GRANTS OFFICER

PUBLIC PARTICIPATION: There was none.

#### REPORTS TO THE BOARD:

- A. Contingency Update – FY 19-20 as of 7/7/2020  
Contingency Update – FY 20-21 as of 7/7/2020  
Mr. Fountain gave a short update on the contingency.
- B. Board of Finance and Administration Transfer Report – FY 19-20 as of 7/8/2020

At this time Chair Freedman mentioned that in the last two days the City has had its AAA credit rating/bond rating reaffirmed both by Standard & Poor and Fitch. He pointed out a couple of phrases in the Fitch report, including, “the City’s strong financial profile reflects its moderate fixed costs per an unlimited legal ability to raise revenues and a demonstrated ability to reduce expenditures during economic downturns;” and “has demonstrated a flexibility and willingness to cut expenses during economic downturns.”

1. MINUTES: Request for approval of minutes of the following June 2020 meetings:

Regular Monthly Meeting – June 11, 2020  
Special Meeting – June 23, 2020  
Special Meeting – June 25, 2020

Submitted by: Clerk, Board of Finance

Motion to approve by Ms. Rinaldi, seconded by Mr. Cerasoli, passed unanimously 6-0-0.

2. POSSIBLE DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

There was no discussion on the budget by Mayor Martin at this meeting.

3. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT'S RESPONSES AND REMEDIATION PLANS – HELD

As Tax Collector William Forker was unable to attend the June 11, 2020 regular monthly meeting, the Board invited him to attend this meeting to discuss the Management Advisory Letter with management's responses and remediation plans, including providing the tax collector's report - with all supporting documentation - and the reconciliation between the report and the HTE general ledger system at the commencement of year-end audit fieldwork. As Mr. Forker has subsequently retired, Bill Napoletano and Joyce Sun are invited to attend.

**Submitted by:** David Yanik, Controller  
**Attending:** David Yanik; Bill Napoletano, Revenue Services Manager; Joyce Sun, Management Analyst

This item has been held until the August regular monthly meeting of the Board of Finance.

4. BID WAIVER #1181 – AVALON IT SYSTEMS (PINACOM INC.) – POLICE EXTRA DUTY PAYROLL

Request for approval of a bid waiver under Purchasing Ordinance Section 23-18.3B(1)(d) (*Formal procurement would cost more/be inefficient/disruptive*) Please see the justification for this bid waiver in Exhibit 4. (See related Item 5 below.)

**Action Requested:** Approval of bid waiver  
**Amount:** \$250,000  
**Fund/Budget:**  
**Submitted by:** Ted Jankowski, Director of Public Safety, Health and Welfare  
**Attending:** Mr. Jankowski and Police Captain Scott Duckworth

Mr. Jankowski and Captain Duckworth provided updated background information on this item, indicating the RFP for the audit is still not complete and these services are needed to continue the funding. He said the audit should be completed in the near future.

Motion to approve by Mr. Mannis, seconded by Mr. Alswanger, passed with a vote of 5-1-0 with Ms. Rinaldi opposed.

5. THIRD AMENDMENT TO AGREEMENT – PINACOM INC. (DBA AVALON IT SYSTEMS) RFP 691 – ADMINISTRATIVE SERVICES FOR THE POLICE DEPARTMENT EXTRA DUTY EMPLOYMENT

Request for approval of a third amendment to an Agreement with PINACOM Inc., (d/b/a/ Avalon IT Systems) for administrative services for police department extra duty employment to extend the Agreement for the period of August 10, 2020 through August 9, 2021. The second amendment of this agreement was extended from March 10, 2020 through August 9, 2020, on a monthly basis. The item was originally HELD at the February 13, 2020 meeting. (See related Item 4 above.)

**Action Requested:** Approval of third amendment to agreement  
**Amount:** \$20,625 per month  
**Fund/Budget:**  
**Submitted by:** Ted Jankowski  
**Attending:** Mr. Jankowski and Captain Scott Duckworth

Motion to approve by Mr. Freedman, seconded by Mr. Alswanger, passed unanimously 6-0-0.

6. AMENDED AND RESTATED OPERATION AGREEMENT – CURTAIN CALL FOR THE KWESKIN THEATRE

Request for approval of an amended and restated operation agreement with Curtain Call for the Kweskin Theatre. The existing agreement expires on June 30, 2020 and the term of the Agreement shall commence July 1, 2020 and terminate on June 30, 2030. A red-line of the original agreement is attached as an exhibit for comparison purposes.

**Action Requested:** Approval of Amended and Restated Operation Agreement  
**Amount:** \$900,000  
**Fund/Budget:**  
**Submitted by:** Mark McGrath, Director of Operations  
**Attending:** Mr. McGrath and Chris Dellaselva, Corporation Counsel

Messrs. McGrath and Dellaselva were available to answer questions from the Board on some of the terms of the agreement.

Motion to approve by Ms. Rinaldi, seconded by Mr. Alswanger, passed unanimously 6-0-0.

7. RESOLUTION WITH RESPECT TO THE ISSUANCE AND SALE OF NOT EXCEEDING \$15,000,000 GENERAL OBLIGATION REFUNDING BONDS, OF THE CITY OF STAMFORD, CONNECTICUT

Request for approval of the issuance of General Obligation Refunding Bonds.

**Action Requested:** Approval of General Obligation Refunding Bonds Issuance  
**Amount:** Not exceeding \$15,000,000  
**Fund/Budget:**  
**Submitted by:** Sandy Dennies, Interim Director of Administration  
**Attending:** Ms. Dennies

Ms. Dennies estimates that the City will save approximately \$1.8 million by this refunding, indicating a \$133,00 to \$147,000 savings per year.

Motion to approve by Mr. Mannis, seconded by Mr. Alswanger, passed unanimously 6-0-0.

8. ADDITIONAL APPROPRIATION – COVID ELECTION EXPENSES – GRANT FUNDED

Request for approval of an additional appropriation to be used by the Town Clerk for COVID election expenses for primaries in August and the Presidential election in November.

**Action Requested:** Approval of additional appropriation  
**Amount:** \$526,306  
**Fund/Budget:** State Grant  
**Submitted by:** Lyda Ruijter, Town and City Clerk  
**Attending:** Ms. Ruijter; Ron Malloy and Lucy Corelli, Registrars of Voters; and Karen Cammarota, Grants Officer

Mr. Fountain said that, due to discussions with the Secretary of State Office earlier in the day, the Board will be asked to approve, at this time, an amended amount to fund the Primary only. The State funding is not yet guaranteed.

Town Clerk Ruijter was available to answer questions posed by members of the Board.

Motion to approve an amended amount of \$236,488 for the Primary only, by Mr. Alswanger, seconded by Ms. Rinaldi, passed unanimously 6-0-0.

9. APPROVAL OF TRANSFER – HEALTH DEPARTMENT

Request for approval of a transfer of funds - FY19/20. These funds are being used to pay for Medical Reserve (MRC) volunteer supplies.

**Action Requested:** Approval of transfer  
**Amount:** \$3,380.76  
**Fund/Budget:** From: 24401173202 Conference/Training (\$2,960.76)  
24401175400 Advertising (\$400.00)  
To: 24401176120 Program Supplies (\$3220.73)  
24401175500 Copying & Printing (\$140.03)  
**Submitted by:** Jennifer Calder  
**Attending:** Ms. Cammarota

Ms. Cammarota was present and said these funds are received every year.

Motion to approve by Mr. Ryan, seconded by Ms. Rinaldi, passed unanimously 6-0-0.

10. APPROVAL OF TRANSFER – HEALTH DEPARTMENT

Request for approval of a transfer of funds – FY19/20. These funds are being used to pay for Medical Reserve (MRC) volunteer supplies.

**Action Requested:** Approval of transfer  
**Amount:** \$821.12  
**Fund/Budget:** From: 24401175500 Copying & Printing (\$500.00)  
24401173202 Conference/Training (\$321.12)  
To: 24401176120 Program Supplies (\$821.12)  
**Submitted by:** Jennifer Calder  
**Attending:** Ms. Cammarota

Motion to approve by Ms. Rinaldi, seconded by Mr. Freedman, passed unanimously 6-0-0.

11. ADDITIONAL APPROPRIATION – MAA RETRO WAGE FY20/21

Request to appropriate \$290,532 from Contingency to fund the MAA Retro Wage increase obligations for FY20/21 per a recent contract settlement.

**Action Requested:** Approval of additional appropriation  
**Amount:** \$290,532  
**Fund/Budget:** Contingency – FY20/21  
**Submitted by:** Jay Fountain  
**Attending:** Mr. Fountain

Mr. Fountain said that Items 11 and 12 were the result of negotiations with the MAA by the Board of Finance; two different appropriations linked together. He then discussed the numbers negotiated and the funding.

Motion to approve by Mr. Ryan, seconded by Mr. Cerasoli, passed unanimously 6-0-0.

12. ADDITIONAL APPROPRIATION – MAA RETRO WAGE FY18/19 and 19/20

Request to appropriate \$581,065 from Fund Balance to fund MAA Retro Wage increase obligations for FY 18/19 and 19/20 per a recent contract settlement.

**Action Requested:** Approval of additional appropriation  
**Amount:** \$581,065  
**Fund/Budget:** Fund Balance - FY19/20  
**Submitted by:** Jay Fountain  
**Attending:** Mr. Fountain

Motion to approve by Mr. Mannis, seconded by Mr. Cerasoli, passed unanimously 6-0-0.

Mr. Freedman thanked the MAA for settling this agreement.

13. ADJOURNMENT

Motion to adjourn by Ms. Rinaldi, seconded by Mr. Cerasoli, passed unanimously 6-0-0.

The next Regular Meeting of the Board: Thursday, August 13 at 7:00 p.m.

[This meeting is on video.](#)

**Cynthia R. Winterle**

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