

Minutes: November 13, 2014

DAVID R. MARTIN  
MAYOR

**JOHN J. LOUIZOS**  
CHAIRMAN  
MARY LOU T. RINALDI  
VICE CHAIR  
GERALD BOSAK, JR.  
SAL GABRIELE  
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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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# MINUTES

### Regular Meeting

**Thursday, November 13, 2014: 6:30 PM**  
**Board of Finance Meeting Room, 4<sup>th</sup> Floor**

**Call to Order:** (Video Hours: Minutes):00:00 Conducted by Chairman Louizos at 6:37 PM, noting all Board Members were present; and asking all for a moment to commemorate the Veterans who served our country.

**Pledge of Allegiance:** (Video: 00:01) Led by Chairman Louizos

<b>Approval of Minutes:</b> (Video: 00:30) October 9, 2014 : 7:00 PM: Regular Meeting	<b>Approved</b>
	<b>5-0-1</b>
	<b>Motion by</b>
	<b>S. Gabriele</b>
Mr. Bosak abstained from voting as he was not present at the October meeting.	<b>Second</b>
	<b>D. Williams</b>

**Public Participation:** None

**Mayor's Participation:** (Video: 00:03) Update: Current and Emerging Financial Issues: Mayor Martin provided the Board with his input regarding several items on the agenda including Item's numbered 6, 10 & 15 (see minutes for these items regarding Mayor's comments).

**Reports to the Board:** (Video: 00:31) Audit Committee Chairman Richard Freedman reported that he held two Audit Committee meetings (11/10 & 11/13) where at the first meeting, the draft of the FY 2014 Audit was reviewed by Blum Shapiro as well as the Revaluation Audit performed by JK Ryan (11/10). Mr. Freedman stated that the results of JK Ryan review indicated that the revaluation of October 2012 was performed properly and with integrity (also see report on file). Mr. Freedman advised that at the Audit Committee meeting held just prior to this meeting, the Internal Auditor presented a risk assessment and her internal audit plan for the current 12 months.

*Note: Items are Shown in Order of Consideration*

## GRANTS

### *Cost Sharing Grant*

<b>Item 1</b>	Request for Approval of Additional Appropriation in the amount of \$24,944 due to receipt of a higher than anticipated grant amount. The funds will be used to pay for a part time Epidemiologist including Social Security costs, and for educational materials including an I- pad, as well as mileage reimbursement for training.	<b>Approved</b>
	<i>Action Requested:</i> Additional Appropriation	<b>6-0-0</b>
	<i>Amount:</i> \$24,944	<b>Motion by</b>
	<i>Fund/Budget:</i> 100% Grant Funded	<b>D. Williams</b>
	<i>Submitted by:</i> Anne Fountain, Director of Health	<b>Second</b>
	Video: 00:33 Director of Health Fountain advised that they were requesting this additional appropriation due to receiving higher than anticipated funding for this grant. Mr. Freedman asked what happened to the position when the grant ran out, to which Ms. Fountain offered that they budget accordingly and that they may use funds which "roll over" from the previous year, referring also to the transfer request for this grant in Item # 2, following. The Board acted to approve this item by unanimous vote.	<b>G. Bosak</b>

### *Cost Sharing Grant*

<b>Item 2</b>	Request for Approval of Transfer in the amount of \$19,251 from the Salaries, permanent part time & medical insurance lines to the Seasonal, social security & Professional consultant lines to adjust the City line items to the State approved amounts. Cost includes a Seasonal employee, a Planning & Dental Consultant, and related social security.	<b>Approved</b>
	<i>Action Requested:</i> Transfer	<b>6-0-0</b>
	<i>Amount:</i> \$19,251	<b>Motion by</b>
	<i>Fund/Budget:</i> 100% Grant Funded	<b>M. Rinaldi</b>
	<i>Submitted by:</i> Anne Fountain, Director of Health	<b>Second</b>
	Video: 00: 35 The Board acted to approve this transfer by unanimous vote (also see minutes for item # 1, above).	<b>G. Bosak</b>

***Health Risk Reduction Grant***

<b>Item 3</b>	Request for Approval of Additional Appropriation in the amount of \$6,281 due to receipt of greater than expected State funds for a skin cancer prevention grant. Funds will be used to pay for a Part time Educator, applicable social security and supplies.	<b>Approved</b>
<b>Action Requested:</b>	Additional Appropriation	<b>6-0-0</b>
<b>Amount:</b>	\$6,281	<b>Motion by</b>
<b>Fund/Budget:</b>	100% Grant Funded	<b>G. Bosak</b>
<b>Submitted by:</b>	Anne Fountain, Director of Health	<b>Second</b>
Video: 00: 35	Director of Health Fountain advised that they were requesting this additional appropriation due to receiving higher than anticipated funding for this grant.	<b>S. Gabriele</b>

***Additional Appropriation- Ebola Related Expenses***

<b>Item 10</b>	Request for Approval of Additional Appropriation in the amount of \$110,002.72 in order to purchase protective gear and supplies to protect first responders and City employees who may interact with patients diagnosed with Ebola.	<b>Approved</b>
<b>Action Requested:</b>	Additional Appropriation	<b>6-0-0</b>
<b>Amount:</b>	\$110,002.72	<b>Motion by</b>
<b>Fund/Budget:</b>	General	<b>S. Gabriele</b>
<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety	<b>Second</b>
Video: 00:35	Mayor Martin explained earlier (Video: 00:03) that an initial emergency relating to two individuals who had contact with Ebola patients who were planning to come to Stamford acted as the catalyst for ensuring that Stamford was properly prepared to deal with those who may be infected with this disease. The Mayor explained that these were operating funds as opposed to capital, due to the less than 5-year useful life of the equipment purchased, and noted that it turned out that these individuals did not end up coming to Stamford. Director of Public Safety Ted Jankowski advised that they wanted to make sure that all Public Safety divisions from SEMS personnel to Police -who may be required to enforce any related quarantine-, were fully prepared. Mr. Jankowski stressed that these funds were requested not as a luxury, but out of necessity, and that any remaining funds could be used for acts of Terrorism or other possible pandemics. In response to Director Jankowski's statement that the dollar amount of this request would cover 12 possible cases, Mr. Freedman asked how they determined that funds for 12 were necessary now as opposed to ordering by a determined actual need. Mr. Jankowski explained that this equipment had to be ordered in advance. The Board acted to approve this appropriation by unanimous vote.	<b>D. Williams</b>

***Historic Preservation Grant***

<b>Item 4</b>	Request for Approval of Additional Appropriation in the amount of \$22,000 to pay for the installation of 3 library style mobile shelving systems for the storage of land records and for the purchase of a new large search table in the Land Records vault to replace an older un-level table which is a hazard.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$22,000	<b>Motion by</b>
	<b>Fund/Budget:</b> 100% Grant Funded	<b>M. Rinaldi</b>
	<b>Submitted by:</b> Donna Loglisci, Town Clerk	<b>Second</b>
	Video: 00:53 Budget Director Hricay explained that funds were collected by the Town Clerk and then used for additional space needed to preserve historical records. The Board acted to approve this appropriation by unanimous vote.	<b>G. Bosak</b>

***Education through Adventure Grant***

<b>Item 5</b>	Request for Approval of Additional Appropriation in the amount of \$231,843 to operate the program at Scalzi park which is staffed by seasonal, trained adventure facilitators.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$231,843	<b>Motion by</b>
	<b>Fund/Budget:</b> 100% Collected Fees	<b>G. Bosak</b>
	<b>Submitted by:</b> Terry Drew, Youth Services	<b>Second</b>
	Video: 00: 53 Youth Services Director Drew, advised that she was seeking to appropriate \$231K of the fees collected to operate this program, which was held at Scalzi Park. Chairman Louizos commended Ms. Drew, stating that this was a very worthwhile program.	<b>D. Williams</b>

***Planning: Wetlands Project***

<b>Item 7</b>	Request for Approval of Additional Appropriation in the amount of \$5,000 to be used for preservations of wetlands at Mianus Park.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$5,000	<b>Motion by</b>
	<b>Fund/Budget:</b> Funds received due to wetland violation	<b>R. Freedman</b>
	<b>Submitted by:</b> Ernie Orgera, Director of Operations	<b>Second</b>
	Video: 00:55 City Planner Erin McKenna explained that these funds were received as part of a negotiated settlement for an Inland Wetland's Regulation infraction and that they intended to use the funds to preserve wetlands at Mianus Park.	<b>G. Bosak</b>

***Port Security Grant***

<b>Item 8</b>	Request for Approval of Additional Appropriation in the amount of \$70,749 to support long term sustainability and to pay for maintenance and upgrades on Public Safety Department vessels.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$70,749	<b>Motion by</b>
	<b>Fund/Budget:</b> FEMA Grant Funded: 25 % City match:Existing Accounts/	<b>M. Rinaldi</b>

	In-kind labor	
<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety	<b>Second</b>
Video: 00:56	Director of Public Safety Ted Jankowski reported that the City received another Port Security Grant for which there was a required 25% City match provided by City funded accounts and in-kind labor. In response to a question from Mr. Freedman, Mr. Jankowski verified that the City in-kind contribution was provided by City employees' labor.	<b>G. Bosak</b>

***Right Response Grant***

<b>Item 9</b>	Request for Approval of Additional Appropriation in the amount of \$15,000 to pay for overtime and contracted services to identify policies and procedures by Police and DOMAS Kids, Inc. working together to create preventive and intervention strategies to reduce the number of students involved in the criminal justice system.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$15,000	<b>Motion by</b>
	<b>Fund/Budget:</b> 100% Grant Funded	<b>G. Bosak</b>
	<b>Submitted by:</b> Ted Jankowski, Director of Public Safety	<b>Second</b>
Video: 00: 57	Director of Public Safety Ted Jankowski reported that the purpose of this grant was to keep youth out of the juvenile justice system by actions taken by DOMUS, the Police and the Board of Education working together toward this effort.	<b>D. Williams</b>

***Human Resources: Transfer***

<b>Item 6</b>	Request for Approval of Transfers totaling \$399,010 from various Seasonal & Part Time Accounts to Permanent Part-time Accounts effective December 1, 2014 to correct classifications per State law.	<b>Approved</b>
	<b>Action Requested:</b> Transfers	<b>6-0-0</b>
	<b>Amount:</b> \$399,010	<b>Motion by</b>
	<b>Fund/Budget:</b>	<b>M. Rinaldi</b>
	<b>Submitted by:</b> Clemon Williams, Director: Human Resources	<b>Second</b>
Video: 00:58	During the Mayor's participation (Video: 00:03), Mayor Martin explained that while the Affordable Healthcare Act will cost the City more money over time, that this item was a transfer, requiring no additional funds. Human Resources Director Williams advised that there were some 26 employees in positions that consistently worked over 30 hours weekly, which was discovered during an Obama care' check for insurance. The City was now required to offer both sick time and insurance in accordance with the Affordable Healthcare Act. This transfer to permanent salary accounts sought to address this purpose.	<b>D. Williams</b>

**Senior Citizen Tax Abatement**

<b>Item 11</b>	Request for Recommendation of Proposed Ordinance to amend Chapter 220, Taxation, Article IV, Senior Citizen Tax Abatement to add Fiscal Year 2015-16 Pilot Program.	<b>Recommended, As Amended</b>
<b>Action Requested:</b>	Recommendation of Proposed Ordinance	<b>6-0-0</b>
<b>Amount:</b>	\$	<b>Motion by</b>
<b>Fund/Budget:</b>		<b>J. Louizos</b>
<b>Submitted by:</b>	Jay Fountain, Board of Representatives	<b>Second</b>
Video: 01:03	Board of Representative’s Fiscal Committee Chairman Jay Fountain relayed to the Board that the Board of Representatives is proposing changes to the Sr. Citizen Tax Abatement Program for the year 2015-16 which will increase the allowable net worth & home exemption (of up to \$1M) in order to qualify for assistance; the purpose of which is to allow more Seniors to stay in Stamford in their homes. Mr. Freedman, referring to Section 220-15.1 of the proposed Ordinance, said that the ordinance referred to the <i>Board of Finance’s</i> approval of these proposed qualification amounts, as opposed to their recommendation. After some discussion, Mr. Freedman stated that he would support this ordinance, which Mr. Fountain added was a pilot program, if it was amended to strike section 220-15.1 “C” (alluding to Board of Finance action on income & tax abatement amounts) and to change Section 220-15.1 “A” to state that “Annually, in March, the Board of Finance shall <b>approve and transmit</b> (not ‘recommend’) to the Board of Representatives a limit for the total benefits under this senior citizen tax relief program”. Upon Chairman Louizos reciting these proposed changes in the ordinance, the Board then acted by unanimous vote to recommend approval of this ordinance, as amended.	<b>G. Bosak</b>

**OFFICE OF OPERATIONS**

**Demolition of Buildings: 200 Strawberry Hill Avenue**

<b>Item 12</b>	Pursuant to Section 9-10 of the City of Stamford Code of Ordinances, Request for Recommendation/Approval of demolition of two buildings on the Strawberry Hill Avenue site, which per the City Engineer are in such poor condition as to constitute a public nuisance.	<b>Held</b>
<b>Action Requested:</b>	Demolition Recommendation/Approval	<b>6-0-0</b>
<b>Amount:</b>	\$	<b>Motion by</b>
<b>Fund/Budget:</b>	Capital	<b>G. Bosak</b>
<b>Submitted by:</b>	David Martin, Mayor	<b>Second</b>
Video: 01:23	City Engineer Lou Casolo advised that the Planning Board had decided to delay their opinion on this demolition when they learned that the Historic Preservation Advisory Committee (HPAC) had planned to review this demolition request in light of the fact that the buildings were over 50 years old, and thus were considered historical structures. Mr.	<b>M. Rinaldi</b>

	Casolo added that as a 'stay' could be enforced for 180 days, this Board need not act on this item now. On a motion by Mr. Bosak to hold this item, which was seconded by Ms. Rinaldi, the Board agreed by unanimous vote not to take action on this item at this meeting.	
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***Demolition of Buildings: City Storage Shed at Scofieldtown Park***

<b>Item 13</b>	Pursuant to Section 9-10 of the City of Stamford Code of Ordinances, Request for Approval of demolition of City Storage Shed at Scofieldtown Park. Due to order by the State DEEP to cap the landfill located under the shed.	<b>Approved</b>
<b>Action Requested:</b>	Demolition Approval	<b>6-0-0</b>
<b>Amount:</b>	\$	<b>Motion by</b>
<b>Fund/Budget:</b>	Capital	<b>R. Freedman</b>
<b>Submitted by:</b>	David Martin, Mayor	<b>Second</b>
Video: 01:27	City Engineer Lou Casolo advised that there was an old, now vacant, storage shed at Scofieldtown Park which is right above a Landfill which is under order by the State DEEP to cap due to contamination issues, and unlike the buildings above, had no historical value. On a motion by Mr. Freedman, which was seconded by Mr. Bosak, the Board acted by unanimous vote to approve this demolition.	<b>G. Bosak</b>

**OFFICE OF LEGAL AFFAIRS**

***Sale of City Property***

<b>Item 14</b>	Request for Approval of Agreement between the City of Stamford and the Stamford Housing Authority related to the sale of property commonly known as Colahan Street to take place on or before December 31, 2014.	<b>Approved</b>
<b>Action Requested:</b>	Approval of Agreement	<b>6-0-0</b>
<b>Amount:</b>	\$74,000	<b>Motion by</b>
<b>Fund/Budget:</b>	Sale by City	<b>G. Bosak</b>
<b>Submitted by:</b>	Mayor David Martin	<b>Second</b>
Video: 01:29	City Attorney Burt Rosenberg advised that the City agreed to sell this small parcel of land, which was discontinued by the Board of Representatives in 2010, to the Housing Authority who intended to develop the property adjacent to this street as it was the site of the Vidal Court Housing Complex, noting that the appraisal for the sale price of \$74K was also provided to the Board. John Gottlieb, from the Housing Authority, explained that this agency wanted to take title to the property now as they were moving forward with a mixed use development on the adjacent site. The Board acted to approve this sales agreement.	<b>D. Williams</b>


**OFFICE OF ADMINISTRATION**

*First Quarter Financial Projections: FY 14-15*

<b>Item 15</b>	Update: Review of 1 <sup>st</sup> Quarter Financial Projections for FY 2014-15.		<b>No Action Taken</b>
	<i>Action Requested:</i>	Update	
	<i>Amount:</i>	\$	
	<i>Fund/Budget:</i>		
	<i>Submitted by:</i>	Jim Hricay, Director of OPM	
	Video: 01:33	OPM Director Jim Hricay, alluding to the Mayor’s remarks on this projection (Video: 00:03), advised that while the analysis shows a net shortfall of nearly \$1.5M- of which approximately \$900K is directly attributable to a Smith House deficit, the City will end the year with a balanced budget due to greater than expected revenues in building permits and conveyance taxes. In response to Vice- Chair Rinaldi’s request regarding intended steps to close this gap, Mayor Martin, who characterized Smith House’s projected shortfall as a ‘revenue issue’ due to its patient mix, said that they will be looking at Smith House like a business, and added that the \$200K shortfall projected in Fire overtime may be ameliorated by new recruits who were shortly exiting the academy. Mr. Hricay said that OPM will work to end the year with a balanced budget through proactively freezing positions and taking cost control measures in Police, Fire, and Operations. Chairman Louizos referred to Board of Finance Committees who were there to help and asked OPM to keep the Board of Finance posted on the City’s financial position throughout the year. Director of Administration Handler asked that a 2 <sup>nd</sup> quarter projection be included on the Board of Finance Agenda at the appropriate time.	

**Next Regular Meeting of the Board: Thursday, December 11, 2014 @ 7:00 P.M.**

**Adjournment:** (Video: 01:36) On a motion by Ms. Rinaldi, which was seconded by Mr. Williams, the Board unanimously agreed to adjourn this meeting at 8:00PM.



Lorraine C. Gilden

Lorraine C. Gilden  
Clerk of the Board