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BOARD OF FINANCE
STAMFORD GOVERNMENT CENTER
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P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

MINUTES

Wednesday, February 15, 2017: 7:00 PM
(Rescheduled from February 9, 2017 due to weather)

Board of Finance Meeting Room, 4th Floor

Call to Order: Performed by Chairman Richard Freedman at 7:03 p.m. noting that all members were present except David Kooris who arrived at 7:13 p.m. *(Video 00:00:00)*

Pledge of Allegiance: Chairman Freedman

Approval of Minutes:

1. January 12, 2017: 6:00 PM: Audit Committee Meeting
– Review final draft of the CAFR for Fiscal Year ended June 30, 2016
3. January 12, 2017: 7:00 PM: Regular Monthly Meeting

(Video: 00:00:38)

Approved
5-0-0
Motion by:
S. Gabriele
Second by:
D. Williams

Public Participation: None

Reports to the Board:

- A. Board of Finance and Administrative Transfer Report – FY16-17 YTD 20170130
- B. Contingency Update – FY16-17 YTD 01302017

OFFICE OF THE MAYOR

Possible Update - Contract Negotiations

Item 1	The Mayor was unable to attend the meeting due to a previous engagement.	No discussion was held.
Action Requested:	Discussion	
Amount:		
Fund/Budget:		
Submitted by:	Mayor David Martin	
Video: 01:30		

**OFFICE OF ADMINISTRATION
GRANTS**

Transfer – Health Department / AIDS Education Grant

Item 2	<p>Overtime – Increase HIV outreach activity in the community in an effort to reach target population and goals for Connecticut State Department of Health (\$3,000) Program Supplies – Transfer needed to match State grant budget (\$1,500), Transfer needed for additional HIV prevention supplies (\$2,000) Travel – Transfer needed to match State grant budget (\$300)</p>	<p>Approved 5-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele</p>
Action Requested:	Request for Transfer of Funds	
Amount:	\$6,800	
Fund/Budget:	From: AIDS Ed/Permanent Part Time To: AIDS Ed/Overtime, Program Supplies, Travel	
Submitted by:	Jennifer Calder, Director of Health	
Video: 00:01:39	Mavina Moore, HIV Prevention Supervisor, was present to answer any questions – there were none.	

OFFICE OF PUBLIC SAFETY, HEALTH AND WELFARE

Additional Appropriation – Norwalk Transit Fiscal Year 2016/17

Item 3	Norwalk Transit was late in billing the City of Stamford for the costs associated with the transportation of the elderly. The Fiscal Year 2015/16 invoice was finally received in July 2016 but was paid using Fiscal Year 2016/17 funds. An additional appropriation is needed to replenish the account to pay this year's invoice (which is \$20,000 less than anticipated).	<p>Approved 5-0-0 Motion by: D. Williams Second by: S. Gabriele</p>
Action Requested:	Request for Additional Appropriation	
Amount:	\$75,000	
Fund/Budget:	Contingency	
Submitted by:	Ted Jankowski, Director, Public Safety, Health and Welfare	
Video: 00:02:37	Jay Fountain, Interim Director, OPM, gave a short explanation that the 2015/16 payment was not paid until 2016/17, which came out of this current year's budget. As it wasn't paid in 2015/16, the excess went into fund balance for that year. It was necessary to request an additional appropriation when the 2016/17 invoice came in.	

Additional Appropriation – Education through Adventure – Fee Funded

Item 4	<p>Funds have already been collected in the form of fees paid from community groups including schools, faith-based organizations, foundations, small businesses, etc., and also from individuals. The program operates at Scalzi Park and is staffed by seasonal, trained adventure facilitators.</p>	<p>Approved 5-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele</p>
Action Requested: Approval of Additional Appropriation		
Amount: \$274,839 – 100% fees paid		
Fund/Budget:		
24401731203 Seasonal \$185,516		
24401732200 Social Security 14,323		
24401736120 Program Supplies 75,000		
Submitted by: Teresa Drew, Director of the Youth Service Bureau		
Video: (00:04:21)		
Teresa Drew was present to answer any questions – there were none.		

Board Member David Kooris arrived at 7:13 p.m. during the discussion of Item 5 below.

OFFICE OF OPERATIONS
Transportation, Traffic and Parking

Additional Appropriation - Salt for Snow Removal - Amended

Item 5	<p>This is a request for an additional appropriation of \$800,000 to replenish the three (3) salt domes. We are at about 10% of salt at this time. Our domes hold approximately 13,000 tons and, at \$77.68 per ton, this appropriation would allow for the purchase of an additional 10,300 tons of salt, which will bring us up to about 90% capacity. Hopefully we will not need much more material for the remainder of the snow season.</p>	<p>Approved 6-0-0 Motion by: D. Williams Second by: S. Gabriele</p>
Action Requested: Approval of Additional Appropriation		
Amount: \$800,000 (Amended from \$500,000)		
Fund/Budget: Contingency – 2114 – Storm Account		
Submitted by: Ernie Orgera, Director of Operations		
Video: 00:05:20		
<p>Thomas Turk, Traffic and Road Maintenance Supervisor, provided Board Members with a spreadsheet indicating the salt-to-budget ratio for the current year going into the start of next year. He also provided information on his 2016-17 budget, which was cut \$150,000 this year by the Board of Representatives, together with a listing of 2016-17 storm data. Mr. Turk said he was frustrated with the process for securing funding for purchasing salt to keep the three domes well supplied and wanted to avoid having to go through a lengthy process to receive funds and without having to get emergency appropriations. Board members indicated that the BOF did not control the process and was not the venue for a discussion on his concerns about procedures. It was suggested he work with the Office of Policy & Management and the Mayor's Office to streamline his procedures. It was also reinforced that an emergency appropriation is a way to get funds quickly in an emergency situation. Mr. Freedman indicated that the BOF understands his concerns with keeping the domes well supplied and always approves the department's requests for salt and sand as they</p>		

	<p>come in.</p> <p>Mr. Turk also spoke about the use of brine (salty water), the cost of salt purchased through the State contract, and the fact that salt supplies very rapidly deplete through the snow and ice season. He estimates the annual expense for salting and sanding the City roads is around \$1,000,000.</p> <p>Mr. Fountain provided the Board with an adjusted contingency report reflecting this request.</p> <p>Mr. Freedman concluded that the roads are very well taken care of during the winter storms.</p> <p><i>For a more in-depth view of this discussion, please view the meeting video.</i></p>
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OFFICE OF POLICY AND MANAGEMENT

Capital Project Closeouts – Various – No Vote Necessary

Item 6	<p>Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended:</p> <ul style="list-style-type: none"> . C5B613 - District-wide Boiler and Burner Replacement (\$150,000.00) . C31072 - District-wide Energy Efficiency Projects (\$100,000.00) . C5B217 - Toquam Indoor Air Quality Issues (\$625,000.00) . C36668 - Westhill High School Infrastructure Renovation (\$250,000.00) . CP6567 - Mill River Storm Water Management (\$547,870.27) . CP6567 - Mill River Storm Water Management (\$440,880.86) <p align="right"><i>See related Items 7 and 8 below.</i></p>	<p>Motion to HOLD Items 6, 7 and 8 until the March meeting of the Board 6-0-0</p> <p>Motion by: S. Gabriele</p> <p>Second by: D. Kooris</p>
	<p>Action Requested: Approval of partial closeout of the above Capital Projects</p>	
	<p>Amount: \$2,113,751.13</p>	
	<p>Fund/Budget:</p> <ul style="list-style-type: none"> C5B5613 - \$150,000.00 (Rebate) C31072 - \$100,000.00 (Rebate) C5B217 - \$625,000.00 (State Grant) C36668 - \$250,000.00 (State Grant) CP6567 - \$547,870.27 (Federal Funds) CP6567 - \$440,880.86 (Bond) 	
	<p>Submitted by: Jay Fountain, Interim Director, OPM, Tony Romano, Management Analyst, OPM</p>	
	<p>Video: 00:39:30</p> <p>Mr. Romano answered questions pertaining to the status of the closeouts, including which items were not funded as expected.</p> <ul style="list-style-type: none"> . The rebates were authorized during 2014-15 capital projects but were not received and are not going to be received. He did not know why it was submitted during the capital projects process. . The State grants will not be received based on Ms. Cammarota's information. The <i>Toquam Indoor Air Quality Efficiency Projects</i> fund is currently fully expended, with a zero balance. As we did not get the expected State grant to reimburse us we had to offset it with bonds. We are going to have to repurpose next month the \$625,000. <i>Westhill High School</i> has a \$225,000 balance now from a \$250,000 budget so \$25,000 is being taken to bring it to a zero balance. 	

	<p>The Mill River projects have been completed and came in \$1,000,000 under budget - which is half the amount budgeted - and the State could not match money we didn't spend. This money has not been received and will not be received because the project was made smaller. This project was to make the property useful for recreational purposes.</p> <p>When asked, Mr. Romano said he did not know why the funds were not going to be reimbursed for these expenditures. The Board decided to HOLD Items 6, 7 and 8 until next month so that OPM can research the reasons for the non-payments. The Board also requested information on where the money is going to come from.</p>
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Supplemental Capital Project Appropriation – Board of Education - Toquam Indoor Air Quality

Item 7	<p>Supplemental Appropriation requested is to offset the grant closeout as follows:</p> <ul style="list-style-type: none"> • Toquam Indoor Air Quality Issues <p align="right"><i>See related Item 6 above.</i></p>	<p>Motion to HOLD Items 6, 7 and 8 until the March meeting of the Board 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</p>
	<p>Action Requested: Approval of Supplemental Capital Project Appropriation</p>	
	<p>Amount: \$625,000.00</p>	
	<p>Fund/Budget: C5B217 - \$625,000.00 (Bonding)</p>	
	<p>Submitted by: Jay Fountain, Interim Director, OPM</p>	
	<p>Video: 00:39:30</p> <p align="center"><i>See discussion details in Item 6.</i></p>	

Supplemental Capital Project Appropriation – Board of Education - Westhill High School Infrastructure Renovation

Item 8	<p>Supplemental Appropriation requested is to offset the grant closeout as follows:</p> <ul style="list-style-type: none"> • Westhill High School Infrastructure Renovation <p align="right"><i>See related Item 6 above.</i></p>	<p>Motion to HOLD Items 6, 7 and 8 until the March meeting of the Board 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</p>
	<p>Action Requested: Approval of Supplemental Capital Project Appropriation</p>	
	<p>Amount: \$25,000.00</p>	
	<p>Fund/Budget: C36668 - \$25,000.00 (Bonding)</p>	
	<p>Submitted by: Jay Fountain, Interim Director, OPM</p>	
	<p>Video: 00:39:30</p> <p align="center"><i>See discussion details in Item 6.</i></p>	

Board Member Dudley Williams left the meeting at this time (8:06 p.m.).

BOARD OF FINANCE

Budget Presentation Calendar

Item 9	Approval of Budget Presentation Calendar: FY 2017-18	<i>Discussion</i>
	Action Requested: Discussion	
	Amount:	
	Fund/Budget:	
	Submitted by: Cynthia Winterle, Clerk of the Board	
	Video: 00:50:58 Board Members discussed the calendar and made the following changes: Wednesday, March 8 and Thursday March 9 were switched due to the fact that budget books would not be printed in time for the BOF to review on the 8th. Thursday April 13 Regular Board Meeting was moved to April 19 at 7 p.m. due to April 13 being Holy Thursday. Tuesday, April 18 Special Budget Meeting was moved to Thursday April 20 at 6 p.m. due to Board Member availability. <i>See Budget Calendar attached</i>	

On a motion by Salvatore Gabriele and seconded by Mary Lou Rinaldi, the Board voted unanimously (5-0-0) to hear Item 10 requested under Suspension of the Rules (added February 7, 2017)

OFFICE OF ADMINISTRATION

Second Quarter Financial Projections: FY 16-17

Item 10	Update: Review of 2nd Quarter Financial Projections for FY 2016-17.	<i>Discussion</i>
	Action Requested: Update	
	Amount: \$	
	Fund/Budget:	
	Submitted by: Jay Fountain, Interim Director of OPM	
	Video: 01:03:35 Mr. Fountain stated that we are fortunate this year as we have had major conveyance taxes put us into a very positive situation and are expecting police and fire to hold well on salaries and balancing out. We are projecting now for the end of the fiscal year an excess of \$1,481,000 revenue over expenses. We are trying to be conservative and hope it will be better than that. We have not used all of the contingency. Some will have to go to future obligations. When asked, Mr. Fountain said he anticipates coming in on, or about, the budget. <i>Please refer to the meeting video for a complete view of this discussion.</i>	

On a motion by Salvatore Gabriele and seconded by David Kooris, the Board voted unanimously (5-0-0) to hear Item 11 requested under Suspension of the Rules (added February 13, 2017)

BOARD OF FINANCE
Discussion – State Aid

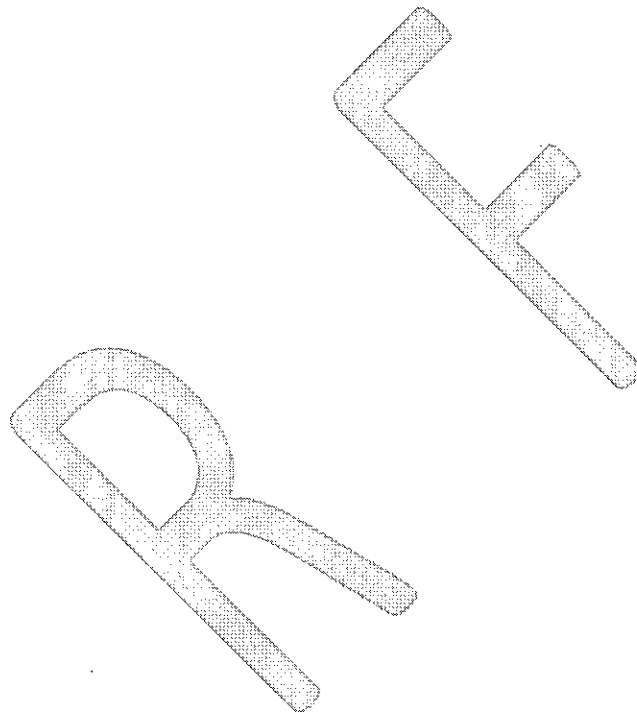
Item 11	The Board of Finance will discuss the Governor's Budget and its impact on municipal aid.	Discussion
Action Requested:	Discussion	
Amount:		
Fund/Budget:		
Submitted by:	Richard Freedman, Chairman	
Video: 01:11:14	<p>Mr. Freedman discussed the potential impact of what is going on in the State budget and things to think about during our budget-setting process. We won't know what the final State budget will be until after the Board of Finance (BOF) votes.</p> <p>Questions were raised as to whether can we assume: any extra revenues; or having what we had last year, but having some items cut.</p> <p>Mr. Fountain said that one big item is the property tax on hospitals.</p> <p>At this time, under the Governor's current budget proposal, the Board of Education (BOE) is negative \$2,000,000. The City, under current State budget projections, is at positive \$8,000,000. It depends where the special education goes.</p> <p>Mr. Freedman suggested another possibility - if it turns out the BOE goes negative and the City positive, would it be the City's obligation to cover the BOE? There would have to be discussion if the reverse occurs, would the BOE be able to assist the City of Stamford (COS)?</p> <p>Mr. Fountain said he would be comfortable if it was the intent to cover the BOE - up to the extent that the COS is positive. The Governor's budget shows \$700,000,000 in labor savings; however the BOE budget does not show any change. The BOE is assuming no change.</p> <p>Concern was raised over the State's \$1 Billion deficit, which has to come from somewhere.</p> <p>When asked, Mr. Fountain said that the administration is operating under the assumption there will be no increase or decrease to the budget this year over last year - unless he hears otherwise.</p> <p>With regard to projecting a tax increase, Mr. Fountain said he does not have numbers yet on what the pensions may come in at and, if high, then cuts will have to be made or taxes increased.</p> <p>Mr. Freedman suggested that the Mayor and Director of Administration will meet with the BOF on March 13 to discuss the Mayor's budget and that would be a good opportunity to discuss the State budget, and its implications with them.</p>	

Next Regular Meeting of the Board: Thursday, March 9, 2017 at 7:00 P.M.

Adjournment: Motion by Shelley Michaelson, seconded by David Kooris to adjourn the meeting at 8:23 p.m. (5-0-0). (Video: 01:19:49)

Cynthia R. Winterle

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



BOARD OF FINANCE
Departmental 2017-2018 FY Budget Presentation Calendar

*All meetings will be in the Board of Finance Conference Room
with the exception of the
March 28 Joint Public Hearing, which will be held in the Roxbury Elementary School Auditorium*

Tuesday, March 7	6:30	Board of Education: Part 1	Earl Kim, Hugh Murphy
Wednesday, March 8	7:00	REGULAR MEETING	
Thursday, March 9	6:30	WPCA	Bill Brink, Michael Handler
		Registrar of Voters	Lucy Corelli, Ron Malloy
		Legal Department	Kathryn Emmett
		City/Town Clerk	Donna Loglisci
Monday, March 13	6:30	Presentation of Budgets Mayor's Office Capital Budget Overview/Debt Service Office of Economic Development	Mayor Martin Mayor Martin Mayor Martin, Michael Handler Thomas Madden
Tuesday, March 14	6:30	Office of Public Safety Emergency Communications (911) Police Department Stamford Fire Department	Ted Jankowski Captain Greg Tomlin Chief Jonathan Fontneau Chief Trevor Roach, Assist Chief Bob Morris, Assist Chief Mike Robles
Thursday, March 16	6:30	Health and Social Services Risk Management Fund Cashiering and Permitting/ Citizen Services Grants Office	Ted Jankowski Ann Marie Mones Frank Fedeli Karen Cammarota
Monday, March 20	6:30	Administration OPM Assessment and Taxation Controller Technology Management	Michael Handler Jay Fountain Greg Stackpole, Bill Forker David Yanik Mike Pensiero
Wednesday, March 22	6:30	Board of Education: Part 2	Earl Kim, Hugh Murphy
Monday, March 27	6:30	Facilities and Parks Maintenance Leisure Services/Terry Conners/ E. G. Brennan Public Services: Traffic Maintenance/ Fleet Management/Solid Waste	Kevin Murray Laurie Albano, Ken Smith, Mike Sullivan Ernie Orgera, Thomas Turk, Michael Scacco, Dan Colleluori
Tuesday, March 28	6:30	Joint Public Hearing	Boards of Finance and Representatives
Wednesday, March 29	6:30	Human Resources Bartlett Arboretum Non-Profit Agency Grants Stamford DSSD Events Mill River Collaborative Boys and Girls Club (Yerwood) Stamford Museum Ferguson Library	Clemon Williams S. Jane von Trapp, CEO Ellen Bromley Sandy Goldstein, President Laura Heckman, Executive Director Mike Cotela, Executive Director Melissa Mulrooney, Executive Director Alice Knapp, President Nick Bochicchio, Dir. Admin. Services
Thursday, March 30	6:30	Land Use Bureau Building Department Engineering Bureau Transportation, Traffic, Parking	Ralph Blessing Bobby DeMarco Ernie Orgera/Louis Casolo Robert Zaitooni, Jim Travers, Bureau Chief
<i>(BOE vacation 4/10-4/14)</i>			
Wednesday April 19	7:00	REGULAR MEETING	
Thursday, April 20 (by 4/20)	6:00	SPECIAL BUDGET MEETING	
Thursday, May 11	7:00	REGULAR MEETING	
Tuesday, May 16 (by 5/25)	7:00	MILL RATE MEETING	