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BOARD OF FINANCE
STAMFORD GOVERNMENT CENTER
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STAMFORD, CONNECTICUT 06904-2152

ACTION REPORT

Thursday, May 10, 2018 - 7:00 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Chair Richard Freedman called the meeting to order at 7:04 p.m. *(Video 00:00:00)*

Pledge of Allegiance: Chair Richard Freedman

Approval of Minutes:

April 12, 2018 Regular Monthly Meeting
April 19, 2018 Special Budget Meeting

(Video: 00:00:00)

Approved
6-0-0
Motion by:
M. L. Rinaldi
Second by:
D. Kooris

Public Participation:

Reports to the Board:

- a. Board of Finance and Administration Transfer Report (Information not available at time of mailing.)
- b. Contingency Update – FY 2017/18 (Information not available at time of mailing.)

ITEMS LISTED IN ORDER OF CONSIDERATION

OFFICE OF THE MAYOR

Approval of Agreement – Arthur Gallagher Risk Management Services (RFP #724)

<i>Item 2</i>	<p>This is a request for approval of an Agreement with Arthur Gallagher Risk Management Services, Inc. to provide comprehensive insurance brokerage services to the City’s Risk Management Department.</p> <p>The term of the Agreement shall commence upon the execution of this Agreement by both parties and shall terminate three (3) years thereafter. The Agreement may be extended, per the mutual agreement of the parties, pursuant to the same terms and conditions, for two (2) additional one- (1) year periods. Under no circumstances shall an additional period exceed one (1) year and under no circumstances shall the term of this Agreement exceed five (5) years in total.</p> <p>This item was held at the March 8, 2018 meeting of the Board.</p>		WITHDRAWN
	Action Requested:	Approval of Agreement	
	Amount:	\$125,000 per year	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	<i>(Video: 00:00:00)</i>	Attending: Ann Marie Mones, Risk Manager	

Approval of Agreement – Bond Counsel Services – Robinson & Cole, LLP - (RFP 686)

<i>Item 3</i>	<p>Request for approval of an Agreement between Robinson & Cole, LLP and the City of Stamford for Robinson & Cole to provide legal advice and assistance in connection with the City of Stamford’s public financing and revenue activities and related general obligation bond issuances and transactions.</p> <p>The term of this Agreement shall commence, retroactively, on January 1, 2016, and terminate on June 30, 2020.</p>		Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams
	Action Requested:	Approval of Agreement	
	Amount:	Compensation shall be for the services set forth in Section 2 pursuant to the Fixed Price Fee Proposal attached to the Agreement as Exhibit C.	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
	<i>(Video: 00:00:00)</i>	Chris Dellaselva, Assistant Corporation Counsel	

Discussion – Pending Contract Negotiations

<i>Item 1</i>	<p>The Mayor requested that the Board of Finance enter executive session for the purpose of discussing two (2) pending contract negotiations and some other potential legal items.</p>		Approved 6-0-0 Motion by: D. Williams Second by: M. L. Rinaldi
	Action Requested:	Discussion	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	

A motion was made by Mr. Williams and seconded by Ms. Rinaldi to enter Executive Session to discuss two (2) pending contract negotiations and some other potential legal items. The motion passed unanimously. (Video: 00:00:00)

At 7:10 p.m. the Board entered Executive Session. Present were: Board Members Freedman, Rinaldi, Gabriele, Kooris, Ryan and Williams; Mayor Martin; Michael Pollard, Chief of Staff; and Kathryn Emmett, Director of Legal Affairs.

EXECUTIVE SESSION

Once the meeting convened in Regular Session, Board Chair Freedman noted that during Executive Sessions there were no votes taken and no actions taken.

HUMAN RESOURCES

Additional Appropriation – Executive Search – Director of Operations

<i>Item 4</i>	This is a request for an Additional Appropriation from Contingency to hire an executive search firm to assist in identifying candidates to fill Director of Operations position.	Approved 6-0-0 Motion by: M. L. Rinaldi Second by: K. Ryan
Action Requested:	Request for Additional Appropriation	
Amount:	Up to an amount of \$40,000	
Fund/Budget:	Contingency	
Submitted by:	Clemon Williams, Director of Human Resources	
Video: 00:00:00	Attending: Michael Pollard, Chief of Staff, Kathryn Emmett, Director of Legal Affairs	

GRANTS

Additional Appropriation – Distracted Driving Grant

<i>Item 5</i>	This request for approval of an additional appropriation of Distracted Driving Grant funds to decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand-held mobile phone use. Enforcement will be increased on an overtime basis. No additional City funds are being requested.	Approved 6-0-0 Motion by: D. Kooris Second by: K. Ryan
Action Requested:	Approval of Additional Appropriation	
Amount:	\$57,600 (100% grant funded)	
Fund/Budget:	24402281301 - Overtime	
Submitted by:	Thomas Wuennemann, Assistant Chief of Police	
Video: 00:00:00	Attending: Karen Cammarota, Grants Officer	

Additional Appropriation – Homeland Security – Grant Funded

<i>Item 6</i>	<p>This is a request for approval of an Additional Appropriation for FY 2015 Homeland Security Grant funds to be allocated for equipment, training, and maintenance of assets to enhance the preparedness and response capabilities of first responders throughout lower Fairfield County. The City of Stamford will receive \$50,000 to act as the fiduciary agent for the 14 participating municipalities.</p> <p>Additional appropriation is needed due to an increase in the grant amount – no City funds are required. The entire amount will be used to purchase equipment for the Stamford Regional Bomb Squad.</p>		<p>Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi</p>
	Action Requested:	Approval of Additional Appropriation	
	Amount:	\$87,094 (100% grant- funded)	
	Fund/Budget:	24401876730 – Non Capital Equipment	
	Submitted by:	Karen Cammarota, Grants Officer	
	Video: 00:00:00	Attending: Karen Cammarota	

Supplemental Capital Project Appropriation – West Beach Coastal Engineering – SHIPP Grant

<i>Item 7</i>	<p>This request is for approval of a Supplemental Capital Project Appropriation of State grant funds for design and engineering of improvements to the West Beach boat ramp and channel. The \$120,000 Small Harbor Improvement Projects Program (SHIPP) grant from the Connecticut Port Authority will pay for coastal engineering services associated with the West Beach boat ramp and channel improvements, including design, permitting and cost estimates.</p> <p>(There will be \$450,000 available for implementation of a renovated boat ramp in West Beach as a condition of Zoning Board Certificate CSPR-978 – Waterfront Magee, LLC.)</p>		<p>Approved 6-0-0 Motion by: D. Williams Second by: D. Kooris</p>
	Action Requested:	Approval of Supplemental Capital Project Appropriation	
	Amount:	\$120,000 (100% grant-funded)	
	Fund/Budget:		
	Submitted by:	Louis Casolo, City Engineer	
	Video: 00:00:00	Attending: Karen Cammarota, Lou Casolo, City Engineer	

At this point, Chair Freedman asked that the Board move to Item 9, placing Item 8 at the end of the meeting.

Supplemental Capital Project Appropriation – Stamford Museum and Nature Center - Multi-Use Building Construction

<i>Item 9</i>	<p>This request is for a Supplemental Capital Project Appropriation to continue capital support for the Stamford Museum & Nature Center (SM&NC) Environmental Education Farmhouse construction scope of work. Recommendation from 2010 Master Plan includes infrastructure improvements and development of a multi-use farmhouse building on Heckscher Farm. Redesign of the North parking lot, two new pastures, perimeter fencing, site entry and security improvements will bring greater parking capacity and safety improvements for visitors. Relocation of Maple Sugar/Cidering House will bring greater mission-driven capacity, community service, and safety.</p> <p><i>See related Items 10 and 11 below.</i></p>		<p>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams</p>
	Action Requested:	Request for Supplemental Capital Project Appropriation	
	Amount:	\$108,453.26	
	Fund/Budget:	Bonding	
	Submitted by:	Louis Casolo, City Engineer	
	Video: 00:00:00	Attending: Lou Casolo	

**Capital Project Closeout – Project CP3680 – Stamford Museum and Nature Center
Main Building Renovation**

<i>Item 10</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital project is recommended:		NO VOTE NECESSARY
	Project Number: CP3680 Project Name: Stamford Museum & Nature Center Amount: \$108,453.26		
	<i>See related Item 9 above and Item No. 11 below.</i>		
	Action Requested:	Approval of partial Capital Project Closeout	
	Amount:	\$108,453.26	
	Fund/Budget:	City General Obligation Bonds	
	Submitted by:	Anthony Romano, Management Analyst, OPM	
	Video: 00:00:00	Attending: Mr. Jay Fountain	

Bond Resolution - Multi-Use Building Construction – Stamford Museum & Nature Center

<i>Item 11</i>	The Board of Finance and Board of Representatives approved Resolution No. 3841 on May 2, 2017 (the “Prior Resolution”), which authorized General Obligation Bonds to be issued to finance a portion of the approved capital budget project appropriations.		Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	This request is for approval of a resolution to amend the Capital Budget for Fiscal Year 2017-2018 by increasing the appropriation by \$108,453.26 for the C43034 Multi-Use Building Construction Projects to be funded by close-outs.		
	Project Number: C43034 Project Name: Multi-Use Building Construction Amount: \$108,453.26		
	To meet this appropriation, unexpended bond proceeds in the amount of \$108,453.26 from the City’s Capital Budget Project CP380 Main Building Renovation, shall be used, representing a partial closeout of this project. <i>See related items 9 and 10 above.</i>		
	Action Requested:	Approval of General Obligation Bonds	
	Amount:	\$108,453.26	
	Fund/Budget:	City General Obligation Bonds	
	Submitted by:	Louis Casolo, City Engineer	
	Video: 00:00:00	Attending: Mr. Jay Fountain	

**Supplemental Capital Project Appropriation – Special Revenue – E. G. Brennan Golf Course –
Renovations and Improvements**

<i>Item 12</i>	This request is for a Supplemental Capital Project Appropriation for renovating, reconstructing, and improving the E. G. Brennan Golf Course in order to upgrade the facilities, utilities, and the course in general.		Approved 6-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele
	<i>See related Items 13 and 14 below.</i>		
	Action Requested:	Request for Additional Appropriation	
	Amount:	\$70,918.24	
	Fund/Budget:	General Obligation Bonds	
	Submitted by:	Laurie Albano, Superintendent of Recreation	
	Video: 00:00:00	Attending: Mr. Jay Fountain	

Capital Project Closeout – Project CP7150 - Brennan Golf Course

<i>Item 13</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital project is recommended:		NO VOTE NECESSARY
	Project Number: CP7150 Project Name: Brennan Golf Course Amount: \$70,918.24		
	<i>See related Item 12 above and 14 below.</i>		
	Action Requested:	Approval of partial Capital Project Closeout	
	Amount:	\$70,918.24	
	Fund/Budget:	General Obligation Bond (E. G. Brennan)	
	Submitted by: Anthony Romano, Management Analyst, OPM		
	Video: 00:00:00	Attending: Mr. Jay Fountain	

Bond Resolution – Special Revenue – E. G. Brennan Golf Course – Renovations and Improvements

<i>Item 14</i>	The Board of Finance and Board of Representatives approved Resolution No. 3841 on May 2, 2017 (the “Prior Resolution”), which authorized General Obligation Bonds to be issued to finance a portion of the approved capital budget project appropriations.		Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi
	This request is for approval of a resolution to amend the Capital Budget for Fiscal Year 2017-2018 by adding the appropriation of \$70,918.24 for the CP0054 Brennan Golf Course Project to be funded by close-outs.		
	Project Number: CP0054 Project Name: Brennan Golf Course Total Supplemental Capital Request: \$70,918.24		
	To meet this appropriation, unexpended bond proceeds in the amount of \$70,918.24 from the City’s Capital Budget Project CP7150 Brennan Golf Course, shall be used, representing a partial closeout of this project.		
	<i>See related items 12 and 13 above.</i>		
		Action Requested:	
	Amount:	\$70,918.24	
	Fund/Budget:	City General Obligation Bonds	
	Submitted by:	Laurie Albano, Superintendent of Recreation	
	Video: 00:00:00	Attending: Mr. Jay Fountain	

Capital Project Closeout – Project CP7209 – EID (Energy Improvement Project)

<i>Item 15</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital project is recommended:		WITHDRAWN
	Project Number: CP7209 Project Name: EID (Energy Improvement Project) Amount: \$300,000		
	<i>See related item above.</i>		
	Action Requested:	Approval of partial Capital Project Closeout	
	Amount:	\$300,000	
	Fund/Budget:	Capital Non-Recurring	
	Submitted by: Anthony Romano, Management Analyst, OPM		
	Video: 00:00:00	Attending: Mr. Jay Fountain	

OFFICE OF POLICY AND MANAGEMENT

Third Quarter Financial Projections: FY 2017-18

Item 8	Review: FY 2017-18 Third Quarter Financial Results and Projections.		UPDATE
	Action Requested:	Update	
	Amount:		
	Fund/Budget:	FY 2017-18	
	Submitted by:	Lee Berta, Assistant Director of OPM	
	Video: 00:00:00	Jay Fountain, Director of OPM	

Next Regular Meeting of the Board: Thursday, June 14, 2018 at 7:00 P.M.

Adjournment: (Video: 00:00:00)

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