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KIERAN RYAN  
DUDLEY N. WILLIAMS  
TEL: (203) 977-4699  
FAX: (203) 977-5030

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

## ACTION REPORT

**Thursday, May 10, 2018 - 7:00 PM**  
**Board of Finance Meeting Room, 4<sup>th</sup> 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

<p><b>Approval of Minutes:</b></p> <p>April 12, 2018 Regular Monthly Meeting  April 19, 2018 Special Budget Meeting</p> <p style="text-align: right;"><i>(Video: 00:00:00)</i></p>	<p><b>Approved</b>  <b>6-0-0</b>  <b>Motion by:</b>  <b>M. L. Rinaldi</b>  <b>Second by:</b>  <b>D. Kooris</b></p>
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**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)**

<p><i>Item 2</i></p>	<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.                  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.                  This item was held at the March 8, 2018 meeting of the Board.</p>	<p><b>WITHDRAWN</b></p>
<p><b>Action Requested:</b></p>	<p>Approval of Agreement</p>	
<p><b>Amount:</b></p>	<p>\$125,000 per year</p>	
<p><b>Fund/Budget:</b></p>		
<p><b>Submitted by:</b></p>	<p>Mayor David Martin</p>	
<p>(Video: 00:00:00)</p>	<p>Attending: Ann Marie Mones, Risk Manager</p>	

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

<p><i>Item 3</i></p>	<p>Request for approval of an Agreement between Robinson &amp; Cole, LLP and the City of Stamford for Robinson &amp; 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.                  The term of this Agreement shall commence, retroactively, on January 1, 2016, and terminate on June 30, 2020.</p>	<p><b>Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams</b></p>
<p><b>Action Requested:</b></p>	<p>Approval of Agreement</p>	
<p><b>Amount:</b></p>	<p>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.</p>	
<p><b>Fund/Budget:</b></p>		
<p><b>Submitted by:</b></p>	<p>Mayor David Martin</p>	
<p>(Video: 00:00:00)</p>	<p>Chris Dellaselva, Assistant Corporation Counsel</p>	

**Discussion – Pending Contract Negotiations**

<p><i>Item 1</i></p>	<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>	<p><b>Approved 6-0-0 Motion by: D. Williams Second by: M. L. Rinaldi</b></p>
<p><b>Action Requested:</b></p>	<p>Discussion</p>	
<p><b>Amount:</b></p>		
<p><b>Fund/Budget:</b></p>		
<p><b>Submitted by:</b></p>	<p>Mayor David Martin</p>	

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.	<b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: K. Ryan</b>
<b>Action Requested:</b>	Request for Additional Appropriation	
<b>Amount:</b>	Up to an amount of \$40,000	
<b>Fund/Budget:</b>	Contingency	
<b>Submitted by:</b>	Clemon Williams, Director of Human Resources	
<b>Video: 00:00:00</b>	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.	<b>Approved 6-0-0 Motion by: D. Kooris Second by: K. Ryan</b>
<b>Action Requested:</b>	Approval of Additional Appropriation	
<b>Amount:</b>	\$57,600 (100% grant funded)	
<b>Fund/Budget:</b>	24402281301 - Overtime	
<b>Submitted by:</b>	Thomas Wuennemann, Assistant Chief of Police	
<b>Video: 00:00:00</b>	Attending: Karen Cammarota, Grants Officer	

**Additional Appropriation – Homeland Security – Grant Funded**

Item 6	<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><b>Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi</b></p>
	<b>Action Requested:</b>	Approval of Additional Appropriation	
	<b>Amount:</b>	\$87,094 (100% grant- funded)	
	<b>Fund/Budget:</b>	24401876730 – Non Capital Equipment	
	<b>Submitted by:</b>	Karen Cammarota, Grants Officer	
<b>Video: 00:00:00</b>	Attending: Karen Cammarota		

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

Item 7	<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><b>Approved 6-0-0 Motion by: D. Williams Second by: D. Kooris</b></p>
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$120,000 (100% grant-funded)	
	<b>Fund/Budget:</b>		
	<b>Submitted by:</b>	Louis Casolo, City Engineer	
<b>Video: 00:00:00</b>	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**

Item 9	<p>This request is for a Supplemental Capital Project Appropriation to continue capital support for the Stamford Museum &amp; Nature Center (SM&amp;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>See related Items 10 and 11 below.</p>		<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams</b></p>
	<b>Action Requested:</b>	Request for Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$108,453.26	
	<b>Fund/Budget:</b>	Bonding	
	<b>Submitted by:</b>	Louis Casolo, City Engineer	
<b>Video: 00:00:00</b>	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:		<b>NO VOTE NECESSARY</b>
	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>		
	<b>Action Requested:</b>	Approval of partial Capital Project Closeout	
<b>Amount:</b>	\$108,453.26		
<b>Fund/Budget:</b>	City General Obligation Bonds		
<b>Submitted by:</b>	Anthony Romano, Management Analyst, OPM		
<b>Video: 00:00:00</b>	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.		<b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams</b>
	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>		
<b>Action Requested:</b>	Approval of General Obligation Bonds		
<b>Amount:</b>	\$108,453.26		
<b>Fund/Budget:</b>	City General Obligation Bonds		
<b>Submitted by:</b>	Louis Casolo, City Engineer		
<b>Video: 00:00:00</b>	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.		<b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele</b>
	<i>See related Items 13 and 14 below.</i>		
	<b>Action Requested:</b>	Request for Additional Appropriation	
	<b>Amount:</b>	\$70,918.24	
	<b>Fund/Budget:</b>	General Obligation Bonds	
	<b>Submitted by:</b>	Laurie Albano, Superintendent of Recreation	
<b>Video: 00:00:00</b>	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:		<b>NO VOTE NECESSARY</b>
	Project Number: CP7150 Project Name: Brennan Golf Course Amount: \$70,918.24		
	<i>See related Item 12 above and 14 below.</i>		
	<b>Action Requested:</b>	Approval of partial Capital Project Closeout	
	<b>Amount:</b>	\$70,918.24	
	<b>Fund/Budget:</b>	General Obligation Bond (E. G. Brennan)	
	<b>Submitted by:</b> Anthony Romano, Management Analyst, OPM		
	<b>Video: 00:00:00</b>	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.		<b>Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi</b>
	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>		
		<b>Action Requested:</b>	
	<b>Amount:</b>	\$70,918.24	
	<b>Fund/Budget:</b>	City General Obligation Bonds	
	<b>Submitted by:</b>	Laurie Albano, Superintendent of Recreation	
	<b>Video: 00:00:00</b>	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:		<b>WITHDRAWN</b>
	Project Number: CP7209 Project Name: EID (Energy Improvement Project) Amount: \$300,000		
	<i>See related item above.</i>		
	<b>Action Requested:</b>	Approval of partial Capital Project Closeout	
	<b>Amount:</b>	\$300,000	
	<b>Fund/Budget:</b>	Capital Non-Recurring	
	<b>Submitted by:</b> Anthony Romano, Management Analyst, OPM		
	<b>Video: 00:00:00</b>	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.		<b>UPDATE</b>
	<b>Action Requested:</b>	Update	
	<b>Amount:</b>		
	<b>Fund/Budget:</b>	FY 2017-18	
	<b>Submitted by:</b>	Lee Berta, Assistant Director of OPM	
	<b>Video: 00:00:00</b>	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**