

Minutes: May 9, 2013

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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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# MINUTES

### Regular Meeting

Thursday, May 9, 2013: 7:00 PM  
Board of Finance Meeting Room, 4<sup>th</sup> Floor

**Call to Order:** (Video: 00:00: Hours, Minutes): Performed by Chairman Abbazia at 7:00 pm; noting all Members were present.

**Pledge of Allegiance:** Led by Chairman Abbazia

**Approval of Minutes:** April 11, 2013: Regular Meeting

**Approved**

**6-0-0**

**Motion by**

**G. Bosak**

**Seconded**

The minutes were approved subject to a correction of a typo on the April 11 minutes, Item #1. Regarding OPEB, City Actuary Woollacott stated that the City was paying the current benefit and 70% (corrected from 7%) of the Annual Required Contribution (ARC).

Video: 00:01

**M. Rinaldi**

**Public Participation:** None

**Reports to the Board:** (Video: 00:02) Mr. Martin reported that he Chaired a Financial Policy Committee meeting yesterday to consider a policy for bond refinancing savings- that he would be presenting to the Board for approval (also, see Item # 19) as well as discussing a refunding opportunity of G.O. Tax

Exempt Bonds with Taxable Bonds. Relating to the latter, the Committee decided it was prudent to wait to refund at a later time when the expected additional savings from waiting would be nearly \$1.9 M.

*Note: Items are Shown in order of Consideration*

**BOARD OF EDUCATION**

*Unexpended Funds*

- Item 1** Pursuant to Law 10-248a, request for approval of usage of unexpended funds in accordance with agreement –to be provided- between the City of Stamford and the Board of Education. **Item not Heard**
- Action** Discussion/Approval of Unexpended Funds agreement
- Requested:**
- Amount:** \$
- Fund/Budget:** Board of Education
- Submitted by:** Superintendent Winnie Hamilton, Board of Education
- Video: 00:00 The Board elected to hold this item until additional information sought from the Legal Department was provided and reviewed.

**GRANTS**

*Medical Reserve Corps Grant*

- Item 2** Request for Approval of Additional Appropriation in the amount of \$4,000 to provide support for the Medical Reserve Corp, which is a volunteer unit trained to assist during public health emergencies. Funds will be used to pay for annual meetings that include materials, meeting place, educational materials, travel expense and supplies. **Approved**
- Action Requested:** Additional Appropriation **6-0-0**
- Amount:** \$4,000- Stipend from State Clean Energy **Motion by**
- Fund/Budget:** 100 %Grant Funded **D. Martin**
- Submitted by:** Ted Jankowski, Director of Public Safety **Seconded**
- Video: 00:11 Grants Director Cammarota presented this item. **G. Bosak**

*Police Video Equipment Technology Grant*

- Item 3** Request for Approval of Additional Appropriation in the amount of \$38,854 to be used to ensure police department interrogation rooms comply with standards set by state law. Funds will also be used to purchase tasers and an in-vehicle computer system that will stream video from the Police Command Vehicle to the Emergency Operations Center. **Approved**
- Action Requested:** Additional Appropriation **6-0-0**
- Amount:** \$38,854 **Motion by**
- Fund/Budget:** 100% Grant Funded: No City Match **D. Martin**
- Submitted by:** Ted Jankowski, Director of Public Safety **Seconded**
- Video: 00:11 Karen Cammarota presented this item. In response to a question, she advised that she would try to learn how many Stamford Police Officers had tasers. **M. Rinaldi**

***Port Security Grant***

- Item 4** Request for Approval of Additional Appropriation in the amount of \$221,891 to be used for annual maintenance to support long-term sustainability for public safety marine vessels within the region. Stamford will administer the grant on behalf of Greenwich, Norwalk, Bridgeport, Stratford and Fairfield. A waiver of matching funds has been requested from FEMA.
- Action Requested:** Additional Appropriation **6-0-0**  
**Amount:** \$221,891 **Motion by**  
**Fund/Budget:** Grant Funded **M. Rinaldi**  
**Submitted by:** Ted Jankowski, Director of Operations **Seconded**  
Video: 00:12 Board members wanted to know why Stamford didn't **D. Martin**  
receive a higher percentage of the \$221K, but just \$29K as indicated by Grants Administrator Cammarota as Stamford's share. Mr. Martin also asked how Stamford was selected as the administrator for the region's grant. After ascertaining that the grant would not be jeopardized, the Board elected to hold this item to receive more details regarding the Grant's allocation and disbursement among the recipients.

***Emergency Communications (911) Grant***

- Item 5** Request for Approval of Additional Appropriation in the amount of \$2,387 due to additional funds made available from the State for the 2012-13 FY, to be used in combination with previously approved funds for trainings.
- Action Requested:** Additional Appropriation **6-0-0**  
**Amount:** \$2,387 **Motion by**  
**Fund/Budget:** 100% Grant Funded- No City Match **D. Martin**  
**Submitted by:** Ted Jankowski, Dir. of Public Safety Health & Welfare **Seconded**  
Video: 00:21 **M. Rinaldi**

***Sunshot Initiative Grant***

- Item 6** Request for Approval of Additional Appropriation in the amount of \$4,000 to be used as a stipend from the Connecticut Clean Energy Finance and Investment Authority for the City's participation in the Sunshot Initiative. The Sunshot Initiative aims to streamline the processes for the installation of solar photovoltaic systems. Funds received will be used by the Technology Management System Department to develop a webpage with information on photovoltaic systems and links to the City's permitting system.
- Action Requested:** Additional Appropriation **6-0-0**  
**Amount:** \$4,000- Stipend from State Clean Energy **Motion by**  
**Fund/Budget:** 100% Grant Funded: No City Match **D. Martin**  
**Submitted by:** Ernie Orgera, Director of Operations **Seconded**  
Video: 00:22 Grants Director Cammarota presented this item, noting that **G. Bosak**  
the \$4K appropriation was a stipend received due to City Energy Specialist Pipicelli serving as the City's Rep to the State's Clean Energy Authority, who awarded the stipend to be used for the City's new online permitting system.

**OFFICE OF OPERATIONS**

*Additional Appropriation*

- Item 7** Request for Approval of Additional Appropriation in the amount of \$69,000 to pay for additional social security expenses incurred from Storm Sandy. **Approved**
- Action Requested:** Additional Appropriation **6-0-0**
- Amount:** \$69,000 **Motion by**
- Fund/Budget:** FEMA 75%; Contingency 25% **M. Rinaldi**
- Submitted by:** Ernie Orgera, Dir. of Operations **Seconded**
- Video: 00:23 OPM Director Privitera explained that this appropriation was the City's 'true up' for their share from FEMA. The Board elected to take this item & # 8 (below) together. **J. Louizos**

*Additional Appropriation*

- Item 8** Request for Approval of Additional Appropriation in the amount of \$140,000 to pay for additional seasonal costs associated with Storm Sandy. **Approved**
- Action Requested:** Additional Appropriation **6-0-0**
- Amount:** \$140,000 **Motion by**
- Fund/Budget:** FEMA 75%; Contingency 25% **M. Rinaldi**
- Submitted by:** Ernie Orgera, Dir. of Operations **Seconded**
- Video: 00:24 Mr. Privitera presented this item. The Board elected to take item # 7 (above) & 8 together. **J. Louizos**

*Additional Appropriation*

- Item 9** Request for Approval of Additional Appropriation in the amount of \$250,000 to pay for unanticipated vehicle maintenance expenses within the Traffic and Road Maintenance Department. **Approved for \$239K**
- Action Requested:** Additional Appropriation **6-0-0**
- Amount:** \$250,000- **Amended** by OPM to \$239,000 **Motion by**
- Fund/Budget:** Contingency **M. Rinaldi**
- Submitted by:** Ernie Orgera, Dir. of Operations **Seconded**
- Video: 00:25 Tom Turk presented this item, stating that due to Storm Sandy, The City's debris cleanup lasted 30 days as opposed to the normal 15, noting that their equipment was used to pickup logs instead of leaves, causing additional and costly repairs. Mr. Martin stated that in the future, he would like to see more backup provided for a quarter million dollar expenditure, such as the manager's plan for this area. Ms. Murphy asked about the equipment maintenance plan. Mr. Turk indicated that Director Scacco, who could not be present, did have such a program in place that took factors such as the age of the vehicle into account, prior to approval of repairs. Mr. Privitera also advised that due to the identification of additional funds, he was amending the request down to \$239K, and added that the City would get reimbursed for this. The Board acted to approve this request by unanimous vote. **J. Louizos**

*Additional Appropriation*

- Item 10** Request for Approval of Additional Appropriation in the amount of \$130,000 to pay for unanticipated vehicle maintenance expenses within the Department of Collections. **Approved for \$104,000**
- Action Requested:** Additional Appropriation **6-0-0**  
**Amount:** \$130,000- Amended to \$104,000 **Motion by**  
**Fund/Budget:** Contingency **D. Martin**  
**Submitted by:** Ernie Orgera, Dir. of Operations **Seconded**  
Video: 00:32 Supervisor Colleluori advised that these expenses were **J. Louizos**  
incurred, also due to the utilization of garbage trucks for debris collection resulting from Storm cleanup, but in the Department of Collections. OPM Director Privitera also amended the additional necessary funds required to \$104K, after identifying additional funds.

*Supplemental Capital Appropriation*

- Item 11** Request for Supplemental Capital Appropriation in the amount of \$83,467 to replace a diesel engine in a new rear-loading refuse truck with a hybrid hydraulic launch system. **Approved**
- Action Requested:** Supplemental Capital Appropriation **6-0-0**  
**Amount:** \$83,467 **Motion by**  
**Fund/Budget:** CT DOE/DEEP Grant: Added to Capital C65200 **G. Bosak**  
**Submitted by:** Ernie Orgera, Director of Operations **Seconded**  
Video: 00:35 Mr. Privitera advised that this appropriation request was **D. Martin**  
for the Grant portion. Mr. Colleluori stated that the vehicle's total cost approximated \$330K.

*OPM/Purchasing*

- Item 12** Request for Approval of a Bid Waiver in the amount of \$57,947, for an Eaton Hydraulic Launch Assist Unit from the HO Penn Machinery Company as the supplier of Crane Carrier Corp vehicles. The bid waiver request is directly related to the Supplemental Capital Appropriation- Item # 11 above **Approved**
- Action Requested:** Bid Waiver (Sole Source) **6-0-0**  
**Amount:** \$57,947 **Motion by**  
**Fund/Budget:** Capital **D. Martin**  
**Submitted by:** Peter Privitera, OPM Director/Purchasing Agent **Seconded**  
Video: 00:35 Mr. Privitera stated that these funds were for the **J. Louizos**  
hydraulics piece to convert from diesel to hybrid.

*Agreement*

**Item 13** Request for Approval of First Amendment to Agreement between the City of Stamford & LAZ Parking for Management of Bell Street, Bedford Street & Summer Street Garages and Parking Facilities.

**Approved**

**Action Requested:** Agreement

**5-1-0**

**Amount:**

**Motion by**

**Fund/Budget:**

**J. Louizos**

**Submitted by:**

Ernie Orgera, Director of Operations

**Seconded**

Video: 00:37

Mr. Turk presented this agreement, stating that the amendment was not only due to additional hours, but in response to questions from Board members, was also due to maintaining the garages to a higher standard. Mr. Louizos commented that when the City next went out to bid for the garages, that online accessibility for payment should be included, as it was for payments of tickets. While the Board acted to approve this agreement, Ms. Murphy dissented due to the fact that this agreement was amended a year after the work was authorized.

**D. Martin**

*Self-Insurance Fund*

**Item 15** Discussion Item – Cost drivers for FY 11/12 and FY 12/13 cost status

**No Action Taken**

**Action Requested:** Discussion Item - Ann Marie Mones

**Fund/Budget:**

**Submitted by:**

Tim Abbazia, Chairman

Video: 00:57

Ms. Mones provided the Board with requested information regarding the City's top 10 Heart & Hypertension claims paid during FY 2011-12 amounting to \$2.3 M., as well as the Top Worker's Compensation Claims for the same period, amounting to \$1.7M. Vice Chair Rinaldi wanted to learn how it was that the City underestimated the necessary funds required by so large a number as \$2.4M (see Item # 16, following). Ms. Mones stated while conceding that her budget was 'tight', that there was simply no way to know when someone may need a very expensive procedure, adding that there were 2 people requiring heart transplants in these numbers. Mr. Martin asked if IBNR (incurred but not reported) shouldn't be part of the budget. Mr. Privitera advised they would have to develop a reserve for these expenses as they do for medical and added that in order to accrue such items, they would also have to have been notified of these expenses. Mr. Capalbo was also questioned about additional legal expenses, which he stated were related to labor disputes. Ms. Rinaldi thanked Ms. Mones for her presentation and information.

***Transfer***

**Item 16** Request for Approval of Transfer in the amount of \$2,470,779 from FY 2012 Fund Balance to the Risk Management Internal Service Fund to cover a deficit in the latter. **Approved**

**Action Requested:** Transfer **4-2-0**  
**Amount:** \$2,470,779 **Motion by**  
**Fund/Budget:** Fund Balance: Prior Year Surplus **D. Martin**  
**Submitted by:** Michael Handler, Director of Administration **Seconded**  
Video: 01:24 This item was held from the April 11 meeting due to the **M. Rinaldi**  
Board's request of additional information (see discussion  
Item # 15 above). On a motion by Mr. Martin, which was  
seconded by Ms. Rinaldi, the Board acted to approve this  
transfer by a vote of 4-2-0, with Mr. Bosak & Ms. Murphy  
casting the dissenting votes.

**ITEM HEARD UNDER SUSPENSION OF RULES**

***Risk Management- Agreement***

**Item 20** Request for Approval of Agreement between the City of Stamford & PMA Management Corporation of New England for Worker's Compensation and Heart & Hypertension Claims Administration for a period of three years to commence on July 1, 2013. **Approved**

**Action Requested:** Agreement **5-1-0**  
**Amount:** \$220,000 per year **Motion by**  
**Fund/Budget:** Operating **J. Louizos**  
**Submitted by:** Ann Marie Mones, Risk Manager **Seconded**  
**G. Bosak**

Video: 01:26 On a motion by Mr. Martin, which was seconded by Ms. Murphy, the Board agreed by unanimous vote to hear this item under suspension of the rules. Risk Manager Mones advised that due to corrections in the agreement resulting from a selection committee which again chose PMA as the vendor, she was requesting approval of this agreement so that the Board of Reps could act on this at their next meeting. Ms. Murphy asked about adding a recommendation for IBNR from the vendor, which Mr. Privitera said they would try to incorporate. Ms. Mones stated that PMA would be reviewing claims and were also required to engage an Actuary to review required reserves. While the Board acted to approve this agreement, Ms. Murphy dissented, citing that the actuarial service for IBNR was not now part of the agreement.

**OFFICE OF LEGAL AFFAIRS**

***Human Resources Department***

**Item 17** Status Update: Action on Job Descriptions/Serving Workforce

**No Action  
Taken**

***Action Requested:*** Discussion

***Amount:***

***Fund/Budget:***

***Submitted by:*** Mary Lou Rinaldi, Vice Chair

Video: 01:35

Ms. Rinaldi advised current Legal Affairs Director Capalbo that when former Director of Legal Affairs Larobina was asked to provide his assessment of the Human Resources department, he used the word 'dysfunctional'. She added that she attended a meeting, along with HR Director Hibson, related to a potential RFP to address improvements, but no further action was taken. Mr. Capalbo stated that he did look into job classification, but did not think the value was there to justify hiring an outside entity. He stated that the conclusion he came to was that the Labor Relations component of Human Resources should be separate from the benefit component, and moved into the Legal Department, which was more appropriate for this type of work. In response to Ms. Murphy, he stated that he would see if a charter change was necessary to effect such a change.

***Office of Administration: OPM***

**Item 14** Update: FY 2012-13 3<sup>rd</sup> Quarter Financial Projections

**Review-No  
Action Taken**

***Action Requested:*** Review

***Amount:*** \$

***Fund/Budget:***

***Submitted by:*** Peter Privitera, Director of OPM

Video: 01:50

Mr. Privitera reported that there was a projected FY 2012-13 surplus of \$1.7M, stating that the projections improved from the 2<sup>nd</sup> quarter, due to an increase in revenues – excepting Smith House-for expected FEMA reimbursements and higher than expected building permits. He cautioned, however that due to learning that Congress must approve all FEMA reimbursements above \$1M, these funds may not be received by the close of the FY 13 Fiscal Year in September.



***Financial Policies***

- Item 18** Request for Approval of Resolution(s) pertaining to proposed new Financial Policies(s). **No Action Taken**
- Action Requested:** Approval of Resolution(s)
- Amount:** \$
- Fund/Budget:**
- Submitted by:** David Martin, Financial Policy Committee Chairman
- Video: 01:59 Financial Policy Committee Chairman Martin asked the Board to approve a fiscal policy on how to account for debt service savings resulting from bond refundings. After several committee meetings and receipt of input from the City’s bond counsel and underwriter, it was recommended that the City should spread out the savings proportionally to the debt service on the refunded bonds, as opposed to a level basis. Responding to a question from Ms. Rinaldi, Mr. Martin added that the language in the proposed resolution was that of bond counsel, so should be readily understood by those seeking to implement this policy in the future. Ms Rinaldi said that the addition of commentary by way of examples may serve to better clarify its understanding. The Board then agreed to review this policy, with such inclusions, at the next meeting.

***Future Agenda Items***

- Item 19** Review: Possible future Agenda Discussion Items **No Action Taken**
- Action Requested:** Discussion
- Amount:**
- Fund/Budget:**
- Submitted by:** Tim Abbazia, Chairman
- Video: 02:20 Chairman Abbazia asked Members for recommendations for future topics of discussion. Several topics were proposed including the Magee Avenue Project & tracking & management of Grants (Ms. Murphy), the Board of Education’s response to the School Safety Task Force Report (Education Committee Chairman Louizos), and the Status of School Projects undertaken related to the \$18.3 M funding provided). Mr. Abbazia asked the Clerk to advise of the BLT density bonus and seek an analysis of the old and proposed boatyards.

**Next Regular Meeting of the Board:** Thursday, June 13, 2013 @ 7:00 P.M.

**Adjournment:** On a motion by Ms. Rinaldi which was seconded by Mr. Martin, the Board unanimously agreed to adjourn this meeting at 9:35 PM

**Lorraine C. Gilden**

Lorraine C. Gilden  
Clerk of the Board