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

MINUTES

Regular Meeting

Thursday, August 11, 2016: 7:00 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Performed by Vice Chair Mary Lou T. Rinaldi at 7:01 p.m. (Video: 00:00), who noted that the following Board Members were present: Dudley Williams, David Kooris, Salvatore Gabriele, Shelley Michelson and Mary Lou T. Rinaldi. Board Chairman Richard Freedman was absent.

Pledge of Allegiance: To be led by Vice Chair Mary Lou T. Rinaldi

<p>Approval of Minutes: July 14, 2016: 6:00 PM: Audit Committee Meeting</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Williams</p>
<p>July 14, 2016: 7:00 PM: Regular Meeting</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris</p>

Public Participation: None

Reports to the Board: None

OFFICE OF THE MAYOR

Possible Discussion: Executive Session

<i>Item 1</i>	Possible Discussion: Mayor Martin	Withdrawn
Action Requested:	Possible Discussion	
Amount:		
Fund/Budget:		
Submitted by:	Mayor David Martin	

Agreement – BVH Integrated Services, P.C.

<i>Item 2</i>	<p>Approval of an Agreement with BVH Integrated Services, P.C. for commissioning services for the new Police Department Facility. Building commissioning is the process of verifying, in new construction, all (or some, depending on scope) of the subsystems for <u>mechanical (HVAC), plumbing, electrical, fire/life safety, building envelopes, interior systems (example laboratory units), co-generation, utility plants, sustainable systems, lighting, wastewater, controls, and building security</u> to achieve the owner's project requirements as intended by the building owner and as designated by the building architects and engineers.</p>	Approved 5-0-0 Motion by: D. Williams Second by: S. Gabriele
Action Requested:	Approval of Agreement	
Amount:	\$156,560 plus reimbursables not to exceed Eight Thousand Eight Hundred (\$8,800). (Exhibit B in Agreement)	
Fund/Budget:	Capital Projects Budget	
Submitted by:	David Martin, Mayor	
<i>Video: 01:48</i>	City Engineer Louis Casolo, whose office is responsible for the design and administration of the new Police station, explained why a commissioning agent is required and why BVH Integrated Services is being recommended. He spoke about the bidding process, how it was conducted, as well as the fee structure. He added that they are finalizing the design with the architect and are also pushing for advertising the RFP in the next few weeks, which will then take a couple of months to award. Mr. Casolo stated that they are programmed to start construction later this year and expect to be completed in July of 2018. The building is being designed to expand as needs change in the future.	

Agreement – Frontier Communications of America, Inc.

<i>Item 3</i>	<p>Approval of an Agreement with Frontier Communications of America, Inc., to provide the services and equipment identified in the schedule included with the Services Agreement attached in <u>Exhibit No. 3</u> for the City of Stamford and Board of Education telephone services for a one-year period. See related Item #4 below.</p>	Approved 3-0-1 Motion by: D. Williams Second by: D. Kooris Abstention: S. Gabriele Recusing: S. Michelson
Action Requested:	Approval of Agreement	
Amount:	Approximately \$360,000 annually	
Fund/Budget:		
Submitted by:	David Martin, Mayor	
<i>Video: 13:06</i>	Mike Pensiero, Director of IT, stated that Frontier is the only provider that can provide 4-digit dialing between the City and the BOE departments using analog phones. The City of Stamford is heavily invested in this type of system at the present time and it is not prudent to invest in a new telephone system that would include purchasing new equipment. This service was bid by the BOE through its E-rate program last January and the BOE receives a reimbursement for its telephone services. Part of the agreement is that the BOE has to renew the service on a yearly basis. The City was fortunate to be able to buy off that very competitive contract	

	with exactly the same stipulations. It was suggested that the City look at alternative solutions for the future given that eventually the system would need to be replaced. Mr. Pensiero assured that the City is keeping up on this and will provide an update when this contract comes up for renewal next year.
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Bid Waiver No. 828 – Frontier Communications of America, Inc.

<i>Item 4</i>	Approval of bid waiver #828 for Frontier Communications for City of Stamford and Board of Education telephone services. The Bid Waiver is being requested pursuant to Section 23-18.3 B.(1)(c) and (d) of the Purchasing Ordinance. Frontier is the only provider to have local facilities to offer four (4) digit-dialing within the City. It is our understanding that bidding would not result in lower pricing. The pricing outlined in the Frontier Agreement reflects State of Connecticut pricing. See related Item #3 above.	Approved 3-0-1 Motion by: D. Kooris Second by: D. Williams Abstention: S. Gabriele Recusing: S. Michelson
	Action Requested: Approval of Bid Waiver	
	Amount: Approximately \$360,000 annually	
	Fund/Budget:	
	Submitted by: David Martin, Mayor	
	Video: 22:51 Mr. Pensiero discussed the need for a bid waiver in this case as Frontier Communication is a sole source provider that has the 4-digit dialing capability, which is an important part of this service.	

Final Authorization – Property and Easement Acquisition Damages for the Pulaski Street at Washington Boulevard Intersection Improvement Project

<i>Item 5</i>	Approval of Settlement Agreement with the Church of Holy Name of Jesus for the acquisition by friendly eminent domain taking of property at Four Pulaski Street. The Director of Administration has submitted a final report of property and easement acquisition damages for the Pulaski Street at Washington Boulevard Intersection Improvement Project. The City of Stamford recognizes that there is a need for the improvement of this intersection and adjacent rights-of-way and pedestrian sidewalks and crosswalks.	Approved 5-0-0 Motion by: D. Kooris Second by: S. Michelson
	Action Requested: Approval of Settlement Agreement	
	Amount: \$7,600	
	Fund/Budget: Capital Projects Budget	
	Submitted by: David Martin, Mayor	
	Video: 27:23 Josh Benson, Bureau Chief of Transportation stated that the Church of Holy Name of Jesus has agreed to the City purchasing a very small 101 sq. ft. piece of its property at the intersection of Pulaski at Washington. As it is, that particular corner is not efficient, is difficult for large vehicles to traverse and the improvements will allow a larger turning radius, which will prevent damage to the Church's property. Improvements will further improve pedestrian circulation and provide ADA accessibility. He added that the problem will be pretty easy to fix and the cost for the work to be done will be borne by BLT and possible volunteer donations, not by the City. BLT employees and tenants traverse this way and want the turn to be as efficient as possible.	

GRANTS

Additional Appropriation – Grant-Funded – Police Department

<i>Item 6</i>	<p>Request for Approval of an Additional Appropriation of the Highway Safety Program Award which is designed to assist in reducing the number of crashes, injuries and fatalities from speed through increased high-visibility speed enforcement activities. The Award also provides for communication with the public, through media venues, so drivers will realize the risks and consequences of operating a vehicle at high speeds and therefore deter that behavior. Police enforcement will be increased on an overtime basis. A 25% project cost share (\$5,125) is required. These costs will come from an existing police overtime account. No additional City funds are being requested.</p>	<p>Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Action Requested:</td> <td>Approval of Additional Appropriation</td> </tr> <tr> <td>Amount:</td> <td>\$15,375 (100% grant funded)</td> </tr> <tr> <td>Fund/Budget:</td> <td>Speed Enforcement/Overtime</td> </tr> <tr> <td>Submitted by:</td> <td>David Martin, Mayor</td> </tr> </table>	Action Requested:	Approval of Additional Appropriation	Amount:	\$15,375 (100% grant funded)	Fund/Budget:	Speed Enforcement/Overtime	Submitted by:	David Martin, Mayor	
Action Requested:	Approval of Additional Appropriation									
Amount:	\$15,375 (100% grant funded)									
Fund/Budget:	Speed Enforcement/Overtime									
Submitted by:	David Martin, Mayor									
	<p><i>Video: 34:56</i></p> <p>Attending: Captain Elizabeth Erickson was present to address questions posed by members of the Board. She said the Police Department will increase enforcement at locations which are high visibility/high speed enforcement streets like: Long Ridge Road High Ridge Road Washington Boulevard West Main Street East Main Street Hope Street, and smaller streets where speeding has been an issue. The Police Department will set signs at the above sites a week before enforcement activities begin informing drivers of the effort to crack down on high-speed driving.</p>									

OFFICE OF ADMINISTRATION

Amendment of Capital Budget for FY2015-16 – Stamford Water Pollution Control Authority

<i>Item 7</i>	<p>Request Amendment of the Capital Budget for Fiscal Year 2015-2016 by adding an Appropriation of \$2,500,000 for water pollution control projects. The Board of Finance and Board of Representatives approved Resolution No. 3794 on May 9, 2016, which authorizes revenue bonds to be issued to finance the portion of the approved capital budget appropriation for water pollution control projects. The City of Stamford desires to amend the Prior Resolution to increase the amount of revenue bonds by \$2,500,000 to finance the following WPCA Project:</p> <p>Project Number: CP6904 Project Name: WPCA – Major Replacement Total Supplemental Capital Request: \$2,500,000 (See related Item 8 below.)</p>	<p>Approved 4-0-1 Motion by: S. Gabriele Second by: D. Williams Abstained: M. L. Rinaldi</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Action Requested:</td> <td>Amendment of Capital Budget for FY2015-16</td> </tr> <tr> <td>Amount:</td> <td>\$2,500,000</td> </tr> <tr> <td>Fund/Budget:</td> <td>CP6904</td> </tr> <tr> <td>Submitted by:</td> <td>Michael Handler, Director of Administration</td> </tr> </table>	Action Requested:	Amendment of Capital Budget for FY2015-16	Amount:	\$2,500,000	Fund/Budget:	CP6904	Submitted by:	Michael Handler, Director of Administration	
Action Requested:	Amendment of Capital Budget for FY2015-16									
Amount:	\$2,500,000									
Fund/Budget:	CP6904									
Submitted by:	Michael Handler, Director of Administration									
	<p><i>Video: 40:05</i></p> <p>Prakash Chakravarti, Supervising Engineer, WPCA stated that this request is to increase capital expense funds on a project that is generic to the replacement of equipment and construction at the treatment plant (see listing below in Item 8).</p>									

Supplemental Capital Project Appropriation – Stamford Water Pollution Control Authority

<i>Item 8</i>	Request for a Supplemental Capital Project Appropriation. This account is used for major repairs of tanks and equipment associated with the treatment of wastewater including pumps, clarifiers, solids handling equipment, etc. It is an ongoing capital expenditure. The additional appropriation is being requested to supplement the current free balance of \$3,076,065.99 to allow for expenses for the:		Approved 4-0-1 Motion by: D. Williams Second by: S. Gabriele Abstained: M. L. Rinaldi
	(1) Flow distribution improvements: estimate \$4,100,000. (2) Replace motor control center at Thickener Facility: estimate \$100,000. (3) Design phase for upgrading the sludge dewatering system. (4) New equipment purchases: estimate \$400,000. (5) Ops Building HVAC improvements: estimate \$200,000. (6) Ladder and Guard rail safety improvements: estimate \$100,000. (7) Shed for the sludge trailers: estimate \$500,000. (See related Item 7 above.)		
	Action Requested:	Supplemental Capital Project Appropriation	
	Amount:	\$2,500,000	
	Fund/Budget:	CP6904	
	Submitted by:	Prakash Chakravarti, Supervising Engineer	
	Video: 45:44	Mr. Chakravarti described the seven (7) items listed above and reinforced that when something at the WPCA breaks it has to be fixed quickly so that it is in top working condition at all times. With regard to Item 5, it was suggested that legal advice be sought as a possible way to recover some of the cost of replacing incorrectly-installed pipes.	

Additional Appropriation – Police Department

<i>Item 9</i>	This is a request to appropriate a total of \$3,274,268 to fund the Police retro-wage increase obligations from FY 2016/2017 per a recent contract settlement.		Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris
	Action Requested:	Request for Additional Appropriation	
	Amount:	\$3,274,268	
	Fund/Budget:	Contingency Funds	
	Submitted by:	Jonathan Fontneau, Chief of Police	
	Video: 52:11	Attending: Jay Fountain clarified that this is not a retro-portion of the wage increase; it is actually the wage increase for 2016-2017.	

Additional Appropriation – Assessor’s Office

<i>Item 10</i>	This is a request to appropriate a total of \$334,975 to purchase a tax assessment/ collection and billing software system to replace the existing H.T.E. tax billing, land management and Aplus applications.		Approved 4-0-1 Motion by: M. L. Rinaldi Second by: S. Michelson Abstained: S. Gabriele
	Action Requested:	Request for Additional Appropriation	
	Amount:	\$334,975	
	Fund/Budget:	Contingency Funds	
	Submitted by:	Greg Stackpole, City Assessor for the City of Stamford	
	Video: 54:08	Greg Stackpole stated that for the last 20 years the City has been using many H.T.E. applications, one of which is no longer supported by H.T.E. The application, APlus, maintained all the motor vehicle accounts that are provided by the DMV each year for the purpose of establishing a Motor vehicle list, generating approximately \$28 million to the City annually. It has been a very serious challenge trying to change systems and finding resolutions to problems. Quality Data Systems (QDS) is a viable option, being in business for 35 years and a company that has progressively moved with technology. It is a good opportunity to move forward and move towards another application that will interact with the H.T.E. financial system still in operation in the City.	

Transfer of Funds – Town and City Clerk

<i>Item 11</i>	This is a request for approval of transfer in the amount of \$47,000 from the Town Clerk Salary account to the Town Clerk Seasonal account to allow for the transition of duties of the retired Account Clerk 2 to a seasonal staff member for fiscal year 2016-2017.		Approved 5-0-0 Motion by: S. Gabriele Second by: D. Kooris
	Action Requested:	Approval of Transfer of Funds	
	Amount:	\$47,000	
	Fund/Budget:	From: Town Clerk Salaries To: Town Clerk/Seasonal	
	Submitted by:	Donna Loglisci, Town Clerk	
	Video: 01:04:22	Jay Fountain explained this is a very straight forward request.	

Office of Administration - Year-End Budget Transfers

<i>Item 12</i>	In accordance with the City Charter Section C8-30-11, Control of Appropriations, recommendation of approval for transfers to cover projected year-end budget shortfalls identified in OPM/s Q4 Review.		Approved 4-0-1 Motion by: D. Kooris Second by: D. Williams Abstained: S. Michelson
	Action Requested:	Transfers	
	Amount:		
	Fund/Budget:	Various	
	Submitted by:	Jay Fountain, Interim Director of OPM	
	Video: 01:05:18	Jay Fountain stated that this is a year-end transfer to balance all accounts for the current fiscal year. Mr. Gabriele suggested that there is difficulty getting the year-end budget transfer information together in time to provide the Board of Finance time to review, and suggested that the Board of Finance considers changing the August meeting of the Board to the <i>third</i> Thursday of the month.	

This meeting is on Video.

Meeting of the Whole: Thursday, September 8, 2016 at 6:00 p.m.

Next Regular Meeting of the Board: Thursday, September 8, 2016 at 7:00 P.M.

Adjournment: Motion by S. Gabriele, second by D. Williams to adjourn at 8:19 p.m. (Video: 01:17:21)

Cynthia R. Winterle

Cynthia R. Winterle
 Clerk of the Board