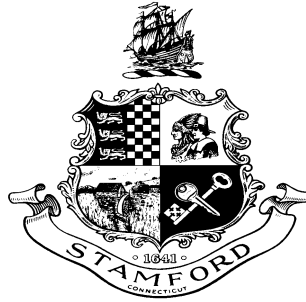


MAYOR  
DAVID R. MARTIN



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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, December 15, 2016: 7:00 PM**  
**Board of Finance Meeting Room, 4<sup>th</sup> Floor**

**Call to Order:** Performed by Chairman Freedman at 7:00 p.m. noting that all members were present except David Kooris, who arrived at 7:10 p.m. (*Video 00:00:00*)

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

#### **Approval of Minutes:**

1. November 10, 2016: 5:00 PM: Audit Committee Meeting (Review of CAFR FY 2014-15)
2. November 10, 2016: 6:00 PM: Committee Meeting of the Whole (Review of City's Insurance Procurement Process and Pricing)
3. November 10, 2016: 7:00 PM: Regular Monthly Meeting  
(*Video: 00:00:31*)

**Approved**  
**6-0-0**  
**Motion by:**  
**S. Gabriele**  
**Second by:**  
**D. Williams**

**Public Participation:** There was none.

#### **Reports to the Board:**

- A. FY16/17 YTD Board of Finance and Administrative Transfers
- B. Appropriations from Contingency – FY16/17 as of 11/28/2016

Chairman Freedman reported that there was an Audit Committee Meeting held prior to this Regular Monthly Meeting. The purpose was to review the Draft Annual Internal Audit Plan for Fiscal 2016-2017 with Internal Auditor Teresa Viscariello.  
(*Video: 00:01:36*)

Mr. Freedman noted that Agenda Item 1 pertained to an update on pending litigation and called for a motion to enter into Executive Session. A motion was made by Ms. Michelson and seconded by Mr. Williams, with everyone in favor of entering into Executive Session at 7:04 p.m. (*Video: 00:01:48*)

## OFFICE OF LEGAL AFFAIRS

### *Executive Session – Litigation Update*

Item 1	Director of Legal Affairs, Kathryn Emmett, will provide an update on litigation matters in Executive Session.	<b>NONE</b>
	<b>Action Requested:</b>	
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	
	<p><i>Video: 00:02:37</i></p> <p>Ms. Emmett provided an update on litigation matters in Executive Session. Board member David Kooris arrived at approximately 7:10 p.m. and entered the Executive Session portion of the meeting.</p>	

At 7:29 p.m. the meeting resumed in public session with Mr. Freedman stating that no action was taken and no votes were taken. (*Video: 00:28:01*)

## GRANTS

### *Additional Appropriation – Waste Reduction Initiative*

Item 2	Request for Appropriation – the City of Stamford wishes to establish a Swap Shop at 90 (amended to Number 130 at the meeting) Magee Avenue. Grant funds will be used to purchase a large shed storage structure where Stamford residents can drop off various items such as furniture, sporting equipment, toys, etc. These items will then be available free of charge for other Stamford residents. No additional City funds will be required.	<p><b><i>A motion to change grant amount to \$12,000 and the property number to 130 was made by: S. Gabriele</i></b></p> <p><b><i>Seconded by: D. Williams</i></b></p> <p><b><i>6-0-0</i></b></p> <p><b><i>Second vote: Approved 5-1-0</i></b></p> <p><b><i>Motion by: D. Williams</i></b></p> <p><b><i>Second by: S. Gabriele with S. Michelson opposed</i></b></p>
	Approval of Additional Appropriation	
	<b>Amount:</b> \$10,000 (amended to \$12,000) 100% grant-funded	
	<b>Fund/Budget:</b> New Grant	
	<b>Submitted by:</b> Mayor David Martin	
	<p><i>Video: (00:28:09)</i></p> <p>Daniel Colleluori, Supervisor of Solid Waste; Karen Cammarota, Grants Officer.</p> <p>Ms. Cammarota advised that the City has learned that the amount of the grant has changed to \$12,000 and that the correct address is 130 Magee Avenue, which is the Katrina Mygatt Recycling Center. Mr. Colleluori described the size and location of the shed and said that they are trying to incorporate five or six extra parking spaces alongside the shed. He is trying to have the swap shop operate without having to staff it. Ms. Cammarota added that rules governing the process are being drafted.</p>	

## OFFICE OF PUBLIC SAFETY

### *Request for Transfer – from Emergency Communications to Grants for Homeland Security*

Item 3	<p>Request to transfer City of Stamford's portion of funds from Emergency Communications to Grants for Homeland Security (Project F36852). Stamford is part of a 14-town region in lower Fairfield County that utilizes an interoperable radio system funded through the Urban Area Security Initiative (UASI) grant. This funding is Stamford's portion of the yearly maintenance and sustainment costs for the system.</p>	<p><b>Approved</b> <b>6-0-0</b> <b>Motion by:</b> <b>M. L. Rinaldi</b> <b>Second by:</b> <b>S. Gabriele</b></p>
	<p><b>Action Requested:</b> Request for Transfer</p>	
	<p><b>Amount:</b> \$7,744.90</p>	
	<p><b>Fund/Budget:</b> From Emergency Communications to Homeland Security Grant</p>	
	<p><b>Submitted by:</b> Karen Cammarota, Grants Officer</p>	
	<p><i>Video: 00:32:12</i></p> <p>Ms. Cammarota reported that we now have to pay for the upkeep and maintenance costs and upgrades necessary for the radio system. She added that, in the future, the grant will be paying less and the towns in Region I will be paying more. This transfer is the City's share of the maintenance.</p>	

### *Additional Appropriation – Fire Contract Settlement*

Item 4	<p>Request for approval of a retro-contract settlement due to timing of the fire retro payment.</p>	<p><b>Approved</b> <b>6-0-0</b> <b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>D. Williams</b></p>
	<p><b>Action Requested:</b> Approval of a retro contract settlement</p>	
	<p><b>Amount:</b> \$10,000</p>	
	<p><b>Fund/Budget:</b> Contingency</p>	
	<p><b>Submitted by:</b> Kathryn Emmett, Director of Legal Affairs</p>	
	<p><i>Video: 00:33:43</i></p> <p>Kathryn Emmett explained that the settlement of the fire contract had a provision that the pay would be paid within 60 days. It was actually paid within 72 days due to a number of factors, including, among other things:</p> <ul style="list-style-type: none"> <li>· Calculation of the retro payout was difficult because of individual circumstances for a large number of employees;</li> <li>· An opportunity for those receiving the retro to make contributions from the retro payment to their tax-deferred accounts involved lots of calculations;</li> <li>· This required auditing to make sure it was not more than permissible; and</li> <li>· A discussion on the possibility of using some retro pay for each of the individual members to fund their HSA for the next calendar year (2017) tax raised questions that involved tax experts and accountants. This did not eventuate, but it took a considerable amount of time.</li> </ul> <p>Ms. Emmett said the 786 Unit filed a complaint and this is the result of the complaint. She added that the \$10,000 fee was less than 5% for the 12 days. An assessment of what an appropriate interest charge would be was 5%.</p> <p>Mr. Freedman suggested that there could have been a waiver of the time constraint given that the bargaining unit was generating questions that involved a considerable amount of work, which had to be completed in a short period of time.</p>	

**Additional Appropriation – Long Ridge Volunteer Fire Company**

Item 5	<p>The Long Ridge Volunteer Fire Company is requesting an additional appropriation of \$53,954 above its annual budget appropriation because of unforeseen circumstances with a long-term injury to a member. They are requesting an additional appropriation to provide for the public safety and to meet a related financial obligation.</p>	<p><b>Approved 6-0-0</b>  <b>Motion by: S. Gabriele</b>  <b>Second by: D. Kooris</b></p>
	<p><b>Action Requested:</b> Approval of an Additional Appropriation</p>	
	<p><b>Amount:</b> \$53,954</p>	
	<p><b>Fund/Budget:</b> Contingency</p>	
	<p><b>Submitted by:</b> Trevor Roach, Fire Chief</p>	
	<p><i>Video: 00:39:10</i></p> <p>Trevor Roach, Fire Chief, reiterated that this obligation was for a long-term illness (July through December 1) because of a back injury. The individual returned to work on December 1<sup>st</sup> so the need for a replacement person covering two fire houses has ended. Board members cautioned that this situation could occur again and asked what can be done to avoid it in the future. Mr. Roach responded that, to his knowledge, it is the first time it has happened and does not expect it to happen again.</p>	

Following Item 5, Jay Fountain, Interim Director of OPM, handed out an updated Contingency Report that includes the above appropriation.

**OPERATIONS**

**Lease Agreement between the City of Stamford and Bedford Street Merchants**

Item 6	<p>Approval of proposed lease for the use of the Bedford Street Merchants' parking lot as a public parking lot for metered parking. As consideration for the Bedford Street Merchants entering into this lease, the City will provide one hundred and fifty-four (154) parking spaces to the Bedford Street Merchants in the City's adjacent parking garage. (<i>This item was held over from the November meeting of the BOF.</i>)</p>	<p><b>Approved 5-0-1</b>  <b>Motion by: M. L. Rinaldi</b>  <b>Second by: D. Williams with S. Michelson abstaining</b></p>
	<p><b>Action Requested:</b> Approval of Lease Agreement</p>	
	<p><b>Amount:</b></p>	
	<p><b>Fund/Budget:</b></p>	
	<p><b>Submitted by:</b> Mayor David Martin</p>	
	<p><i>Video: 00:42:15</i></p> <p>Ernie Orgera, Director of Operations, explained the area involved in this lease agreement and that the lease, dated 2015, has lapsed. Approval of this lease will have the retroactive starting date.</p>	

**Letter (License) Agreement – Use of City of Stamford Property by State of Connecticut**

Item 7	Approval of an Agreement to allow the State of Connecticut to use City of Stamford property located at the corner of John and Dock Streets during project construction of Metro North Bridge, Phase II, which includes replacement of the bridge and the lowering of Atlantic Street.	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b></p>
	<b>Action Requested:</b> Approval of License Agreement	
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b> Mayor David Martin	
	<p><b>Video: 00:51:24</b></p> <p>Robert Zaitooni, Traffic Engineering, explained that this is a State Department of Transportation project and the State has requested use of City property for staging of superstructure transfer and putting in place. This is for a period of time expected to be 17 to 18 months. The lot is approximately 300 ft. x 50 ft. and is not currently being used. While in use, the DOT will fence and keep the area secure from the public. When finished with this project, the DOT will return the site to its original condition. When questioned, Mr. Zaitooni said that the DOT will provide proof of insurance and assurance that the City is named as an <i>additional insured</i>.</p>	

**ENGINEERING**

**Supplemental Capital Project Appropriation (Contribution) – District-wide Code Compliance**

Item 8	Request for approval of a supplemental capital project appropriation (contribution) regarding a Full and Final Release pursuant to Section 5 of an Easement Agreement dated February 13, 2015, which relates to a payment by a property owner for the design and construction of a grease trap system at the Davenport Ridge School. This allowed the property owner to tie into the sewer line of the Davenport Ridge School. An easement through the school property was needed to accomplish this.	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b></p>
	<b>Action Requested:</b> Approval of Supplemental Capital Project Appropriation (contribution)	
	<b>Amount:</b> \$33,901.65	
	<b>Fund/Budget:</b> Cash Receipts	
	<b>Submitted by:</b>	
	<p><b>Video: 00:54:30</b></p> <p>Louis Casolo, City Engineer, reiterated the work that was done and that the property owner has paid a total of \$40,000 (\$6,098.35 for the grease trap design was paid previously) for the work. Rich Lyons, Facilities Manager for the Board of Education, was also present to answer any questions.</p>	

**Capital Project Closeouts – CLC Roof Replacement and Lockwood/Maple Avenue K-Wing Renovation**

Item 9	Pursuant to Stamford City Code Section 8-2, the full and partial closeout of CLC Roof Replacement Project CP1202 and the Lockwood/Maple Avenue K-Wing Renovation Project CP4009 is recommended.		<b>NO VOTE NECESSARY</b>
	<b>Action Requested:</b>	Approval of full and partial closeouts of Capital Projects CP1202 and CP4009	
	<b>Amounts:</b>	CP1202 – CLC Roof Replacement \$3,419.73 CP4009 – Lockwood/Maple Avenue K-Wing Renovation \$73,049.57	
	<b>Fund/Budget:</b>	City's Bond	
	<b>Submitted by:</b>	Louis Casolo, City Engineer	
	<i>Video: 00:56:58</i>	Mr. Casolo noted that Items 9 and 10 are connected in that they both involve inadequate grease traps. He created a plan but needs additional funds to be able to fund the construction of that project (Item 10). Needed amounts will result in the closeout of these two projects. Mr. Freedman asked about the work done at the above facilities. Mr. Casolo responded that both the roof at Hillandale and the renovation of the old kindergarten wing at the Old Rogers School are 100% complete.	

**Supplemental Capital Appropriation – CLC Classroom and Playground Refurbishing and Renovation**

Item 10	Request for Supplemental Appropriation for \$76,469.30 to be applied to CP0062 – CLC Classroom and Playground Refurbishing and Renovation.		<b>Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi</b>
	<b>Action Requested:</b>	Approval of Supplemental Appropriation to Capital Project CP0062	
	<b>Amount:</b>	\$76,469.30	
	<b>Fund/Budget:</b>	City's Bond	
	<b>Submitted by:</b>	Louis Casolo, City Engineer	
	<i>Video: 01:01:31</i>	Mr. Casolo advised that CLC closes for one week per year over the Holiday period and he hopes to get a start on this project as there is a fine for non-compliance based on the WPCA fats, oil and grease program they are trying to implement City-wide. There is also an additional cost to CLC for having the food brought in during the time work is being done. It is anticipated it will take about a month.	

**OFFICE OF ADMINISTRATION - OFFICE OF HUMAN RESOURCES**

***Request for Appropriation – M.A.A. Wage Increase for FY 2016-17***

Item 11	Request for an Additional Appropriation to fund the M.A.A. Wage Increase obligations for FY 2016-17 per a recent contract settlement.		<b>Approved 5-0-1</b> <b>Motion by: D. Williams</b> <b>Second by: D. Kooris</b> <b>With S. Gabriele abstaining</b>
	<b>Action Requested:</b>	Approval of Appropriation	
	<b>Amount:</b>	\$771,390	
	<b>Fund/Budget:</b>	Contingency	
	<b>Submitted by:</b>	Clemon Williams, Director of Human Resources	
<i>Video: 01:02:10</i>	<p>Mr. Williams stated that this is for the MAA contract (which has been settled), and we have already done the retro pay. This contingency of \$771,390 is for the remainder of the 2016-17 fiscal year and includes the full cost of the FICA. We have to do this in two parts: one was the fund balance for prior years; and this part is for this fiscal year. It is the same for the Fire Department. Mr. Fountain commented that provision for this was made in contingency.</p> <p>Mr. Williams pointed out the estimated future obligations for this contract for Year 4 (2017-2018).</p>		

***Request for Additional Appropriation - Fire Fighters (Local 786 IAFF) Wage Increase FY 2016-17***

Item 12	Request for an Appropriation to fund the Fire Fighters’ wage increase obligations for FY 2016-17 per a recent contract settlement.		<b>Approved 6-0-0</b> <b>Motion by: D. Kooris</b> <b>Second by: S. Gabriele</b>
	<b>Action Requested:</b>	Approval of Appropriation	
	<b>Amount:</b>	\$3,244,037	
	<b>Fund/Budget:</b>	Contingency	
	<b>Submitted by:</b>	Clemon Williams, Director of Human Resources	
<i>Video: 01:05:43</i>	<p>Mr. Williams included Item 12 in his explanation of Item 11 as it is the same scenario as the M.A.A. wage increase. The appropriation of \$3,244,037 is for the Fire Fighters’ contract settlement for the remainder of the 2016-2017 fiscal year.</p> <p>Mr. Williams pointed out the estimated future obligations for this contract for Fire Fighters for years 2017-18 and 2018-2019.</p>		

***Request for Additional Appropriation – Compliance with Federal Mandates***

Item 13	Request for an Additional Appropriation to comply with Federal Mandates for the purposes of: Human Resources personnel overtime; Funding for staff required to administer Civil Service exams (i.e. Police exams); Additional monies needed to fund advertising for Civil Service exams; and Fulfillment of Human Resources contracts with third party consultants.		<b>Approved 6-0-0</b> <b>Motion by: S. Gabriele</b> <b>Second by: D. Williams</b>
	<b>Action Requested:</b>	Approval of Additional Appropriation	
	<b>Amount:</b>	\$95,000	
	<b>Fund/Budget:</b>	Fund Balance	

<b>Submitted by:</b>	Clemon Williams, Director of Human Resources
Video: 01:06:20	<p>Mr. Williams explained that it was expected that these costs were coming due this year. The first was in conjunction with the Affordable Care Act to make sure the City met all its obligations in getting forms out on time. The City has accomplished this.</p> <p>The City was expecting a KRONOS licensing increase and set aside funds in the minute fund balance.</p> <p>Mr. Williams advised that Human Resources is using <i>Indeed</i> almost exclusively now and has billed 26 jobs so far at a savings to the City. Because there are two full-day Police exams being held on separate occasions, it is necessary to fund overtime staff to cover the exams and direct traffic.</p> <p>He added that there are 501 candidates taking the Police exam. It is expected that there will be 20 openings in the next six to eight months. The list of successful candidates lasts for two (2) years and can be extended for another year. The fire exam will be given next year.</p> <p>Mr. Freedman noted that there are a higher-than-usual number of retirees this year, to which Mr. Williams responded that it is due to the change in the contract which requires a higher deductible in the healthcare plan. New hires in the Police Department will adopt this higher-deductible plan when they start and current employees have three years to switch over. Fire start with the higher deductible plan on January 1<sup>st</sup>. The hope is to change to one plan for everyone in the City.</p> <p>Board Member Gabriele asked questions regarding residents as candidates for positions in the Stamford Police Department to which Mr. Williams responded in detail.</p> <p><i>Item 13 was a lengthy discussion and can be accessed via the meeting video.</i></p>

**OFFICE OF POLICY AND MANAGEMENT**

***Capital Project Closeout – CLC Facility Rehabilitation Project***

Item 14	In accordance with Stamford City Code Section 8-2, it is recommended that the partial closeout of CLC Facility Rehabilitation Project No. CP3803 be approved.	<b>NO VOTE NECESSARY</b>
	<b>Action Requested:</b> Approval of partial Capital Project (CP3803) closeout	
	<b>Amount:</b> \$40,000	
	<b>Fund/Budget:</b> Other	
	<b>Submitted by:</b> Jay Fountain, Interim Director of OPM	
	Video: 01:26:57 Mr. Fountain explained that we had appropriated \$40,000 for CLC that was to be funded by outside concerns. We did not get the money and went back to CLC who advised they had already received and spent the funds so it is not necessary to keep this appropriation in our records.	



## BOARD OF FINANCE

### Schedule of Regular Meeting Dates 2017 – Board of Finance

Item 15	Request for approval of proposed dates for the 2017 Meetings of the Board of Finance listed below: <table style="margin-left: 40px; width: 80%; border: none;"> <tr> <td style="padding: 2px;">January 12, 2017</td> <td style="padding: 2px;">July 13, 2017</td> </tr> <tr> <td style="padding: 2px;">February 9, 2017</td> <td style="padding: 2px;">August 17, 2017</td> </tr> <tr> <td style="padding: 2px;">March 9, 2017</td> <td style="padding: 2px;">September 14, 2017</td> </tr> <tr> <td style="padding: 2px;">April 13, 2017</td> <td style="padding: 2px;">October 12, 2017</td> </tr> <tr> <td style="padding: 2px;">May 11, 2017</td> <td style="padding: 2px;">November 9, 2017</td> </tr> <tr> <td style="padding: 2px;">June 8, 2017</td> <td style="padding: 2px;">December 14, 2017</td> </tr> <tr> <td></td> <td style="padding: 2px;">January 11, 2018</td> </tr> </table>	January 12, 2017	July 13, 2017	February 9, 2017	August 17, 2017	March 9, 2017	September 14, 2017	April 13, 2017	October 12, 2017	May 11, 2017	November 9, 2017	June 8, 2017	December 14, 2017		January 11, 2018	<b>Approved 6-0-0</b> <b>Motion by: S. Gabriele</b> <b>Second by: D. Williams</b>
January 12, 2017	July 13, 2017															
February 9, 2017	August 17, 2017															
March 9, 2017	September 14, 2017															
April 13, 2017	October 12, 2017															
May 11, 2017	November 9, 2017															
June 8, 2017	December 14, 2017															
	January 11, 2018															
	<b>Action Requested:</b> Approval															
	<b>Amount:</b>															
	<b>Fund/Budget:</b>															
	<b>Submitted by:</b> Cynthia Winterle, Clerk															
	<i>Video: 01:27:39</i>	Board meetings were established for the second Thursday of the month														

**Next Regular Meeting of the Board: Thursday, January 12, 2017 at 7:00 P.M.**

**Adjournment:** Motion by Mary Lou Rinaldi, second by Dudley Williams to adjourn the meeting at 8:30 p.m.  
(Video: 01:28:24)

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