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BOARD OF FINANCE
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MINUTES

Thursday, March 8, 2018 - 7:00 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Chair Richard Freedman called the meeting to order at 7:07 p.m. (Video 00:00:00)

Pledge of Allegiance: Chair Richard Freedman

Approval of Minutes: February 8, 2018 Regular Monthly Meeting (7 p.m.) <i>(Video: 00:00:36)</i>	Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi
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Public Participation: Representative Anzelmo Graziosi indicated that he was speaking in regard to Item 9 – Operating Transfer: Hiring of Seasonal to Full-time Custodians – and indicated that he and Rep. Eric Morson were requesting that the Board of Representatives Personnel Committee review City policies and procedures to look into this matter further and he urged the Board of Finance (BOF) to not support the item this evening. (Video: 00:01:02)

Reports to the Board:

A verbal report on the Audit Committee Meeting held at 6 p.m. was given by Committee Chair David Kooris
(Video: 00:02:07)

Board of Finance and Administration Transfer Report – FY17/18 YTD March 8, 2018

Contingency Update – FY 2017/18 as of March 8, 2018

BOARD OF FINANCE

RFP – Benchmarking Study of Five City of Stamford Pension Funds

<p><i>Item 1</i></p>	<p>Request for approval of a Request for Proposals (RFP) for a pension benchmarking study of the five (5) City of Stamford pension funds. The study is being recommended by the Pension Task Force.</p>		<p>Approved 6-0-0 Motion by:</p>
	<p>Action Requested:</p>	<p>Approval of RFP for Pension Benchmarking Study</p>	<p>D. Kooris</p>
	<p>Amount:</p>		<p>Second by:</p>
	<p>Fund/Budget:</p>		<p>M. L. Rinaldi</p>
	<p>Submitted by: (Video: 00:02:46)</p>	<p>David Watkins, BOR Representative and Member of the Pension Task Force said the task force was formed by the Mayor and its charge is not to look at the terms of pensions but rather the management of the funds. Both Chair Freedman and Vice Chair Rinaldi are members of the task force. Mr. Watkins gave a background on the formation and the charge of the task force. He said it became clear to the committee that it was important that there be an independent study by a party with knowledge and experience on this matter so we could benchmark our returns, practices and procedures. The recommendation of the task force is to request RFPs for a benchmarking study of the pension funds and that the issuance of an RFP be approved by the BOF with the ultimate language being approved by the Audit Committee. Mr. Freedman thanked Mr. Watkins for his service on the task force. <i>For an in-depth accounting of this presentation, please view the video.</i></p>	

(Video: 00:22:03) At this point in the meeting, Mr. Freedman said he had a request to move Item 9 forward to this time as Mayor Martin was present and would like to speak on the item. A motion to hear Item 9 at this time was made by Mr. Williams, seconded by Mr. Ryan and approved unanimously by members of the Board.

NOTE – ITEMS ARE SHOWN IN ORDER OF CONSIDERATION

**OPERATIONS
HUMAN RESOURCES**

Board of Finance Operating Transfer – Hiring of Seasonal to Full-time Custodians

<i>Item 9</i>	<p>This is a request for a transfer of funds to cover remaining full-time salary through fiscal year-end for six (6) custodians, for 16 weeks from mid-March to June 30th, 2018. The matter was reviewed at the February 27, 2018 Board of Finance special meeting as an additional appropriation in accordance with a Settlement Agreement dated May 30, 2017 wherein certain seasonal custodian positions were upgraded to full-time. At that meeting, the matter was withdrawn so it could be presented again as a transfer within the Department of Operations.</p> <p>The item was originally tabled at the October 12, 2017 meeting of the Board of Finance until November so input from Human Resources and the Legal Department could be heard.</p> <p>The request for the \$86,842 additional appropriation was again brought before the Board at the November 14 meeting of the Board and a vote to approve the appropriation failed with a vote of 2-4-0. Members Rinaldi, Gabriele, Kooris and Michelson dissented. A related request for a transfer of \$200,000 also failed.</p> <p>At the December 14, 2017 meeting of the BOF the Board approved the request for a transfer of \$200,000. The vote passed 3-2-0 with Board Members Rinaldi and Ryan dissenting.</p> <p><i>It is possible that some portion of this discussion may require executive session.</i></p>		<p><i>Motion Failed for lack of a majority vote 3-3-0</i></p> <p><i>Motion by:</i> <i>D. Kooris</i> <i>Second by:</i> <i>D. Williams</i> <i>Dissenting:</i> <i>M. L. Rinaldi</i> <i>S. Gabriele</i> <i>K. Ryan</i></p>
	<i>Action Requested:</i>	Approval of Transfer	
	<i>Amount:</i>	\$86,842	
	<i>Fund/Budget:</i>	Contingency	
	<i>Submitted by:</i>	Ernie Orgera, Director of Operations	
	<i>(Video: 00:22:50)</i>	<p>Kathryn Emmett, Director of Legal Affairs spoke to the reason for the earlier withdrawal of this item and the work that has been done since regarding this matter. She updated the Board on options that have been looked at and emphasized the City's legal obligation to this transfer. She reinforced the opinion that it would be significantly more costly to the City to turn this request down. She added that a plan exists now to put in place a method for handling the seasonal employment situation so this does not happen again.</p> <p>Ms. Emmett responded to questions posed by members of the Board. Mayor Martin addressed Board member questions and provided background information on this topic.</p> <p><i>As this was a lengthy topic, please view the video for a complete understanding of the discussion.</i></p>	

(Video: 01:05:39) There was a request by Mayor Martin for a Suspension of the Rules to take up an item at this point in the meeting. The topic was discussed briefly and it was determined that the item would be placed on the April agenda.

GRANTS

Update – Status of Capital Grant Receivables

<i>Item 2</i>	Karen Cammarota, Grants Officer, will present an updated report on the progress of the grant payment issues. Her last report was December 14, 2017.	DISCUSSION
Action Requested:	Discussion	
Amount:		
Fund/Budget:		
Submitted by:		
<i>Video: 01:08:11</i>	Karen Cammarota, Grants Officer, gave an update on the ongoing effort to clear up grant payment issues.	

Additional Appropriation – Dental Sealant Program (Grant-funded)

<i>Item 3</i>	Request for an additional appropriation that is required due to an increase in the award and will be used for equipment and medical supplies. The grant is funded in full by the State of Connecticut.	Approved 6-0-0 Motion by: D. Kooris Second by: K. Ryan
Action Requested:	Approval of Additional Appropriation	
Amount:	\$15,871 (100% grant funded)	
Fund/Budget:	Equipment 24402297301 (\$3,425) Medical Supplies 24402296903 (\$12,446)	
Submitted by:	Jennifer Calder, Health Department Director	
<i>Video: 01:17:28</i>	Ms. Cammarota was present to answer any questions.	

Additional Appropriation – Medical Reserve Corporation (Grant-funded)

<i>Item 4</i>	Request for an additional appropriation to provide support for a Medical Reserve Corp. (MRC) which is a volunteer unit trained to assist during public health emergencies. The project is grant-funded and the funds will be used to pay for supplies.	Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi
Action Requested:	Approval of Additional Appropriation	
Amount:	\$6,300 (100% grant funded)	
Fund/Budget:	24401176120 Program Supplies	
Submitted by:	Jennifer Calder, Health Department Director	
<i>Video: 01:18:07</i>	Ms. Cammarota explained this is a yearly grant and provided background on its handling.	

OFFICE OF PUBLIC SAFETY, HEALTH AND WELFARE
Supplemental Capital Project Appropriation – Fire Apparatus – Stamford Fire Department

<i>Item 5</i>	This request for a supplemental capital project appropriation is to cover an Arbitration Award. The Arbitrator’s decision reads as follows: “We award damages to Springdale in the amount of \$132,806 for the City’s breach of its obligation to provide apparatus by failing to reimburse Springdale for its expenditure to replace the rescue vehicle in 2003.”		Approved 6-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele
	Action Requested:	Request for Supplemental Capital Project Appropriation	
	Amount:	\$132,806	
	Fund/Budget:	Capital Non-recurring – Capital Project No. C63005	
	Submitted by:	Ted Jankowski, Director of Public Safety, Health and Welfare	
<i>Video: 01:18:47</i>	Mr. Jankowski provided a background on this settlement and answered questions by the Board. Please see related Item 6 below.		

Capital Project Closeout – CP7149, Public Safety Equipment Replacement and Upgrade

<i>Item 6</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital project is recommended: CP7149 - Public Safety Equipment Replacement and Upgrade (\$132,806)		No Action Taken
	Action Requested:	Approval of closeout of Capital Project	
	Amount:	\$132,806	
	Fund/Budget:	Capital Non-Recurring	
	Submitted by:	Mayor David Martin	
<i>Video: 01:25:10</i>	Mr. Jankowski and Jay Fountain, OPM Director, further discussed this item, which is related to Item 5 above.		

Additional Appropriation - Q2 Projections for Fiscal Year 2017-18

<i>Item 7</i>	This request is for an additional appropriation that is needed to cover Q2 projections for FY 2017-18 as follows: 1. Fire: (\$200,000) To cover a shortfall in the Differential account. Shortfall is due to a cut to the original department budget request and because of the increase in overtime differentials due to vacancies, sick leave (flu), IOD and other leave(s). 2. Police: (\$500,000) To cover shortfall in Patrol/Overtime. Shortfall is due to a cut in the original department budget request, and also because of the new hires training cycle (approximately 10 months) which has caused a shortfall of active officers.		Approved: 6-0-0 Motion by S. Gabriele Second by D. Kooris
	Action Requested:	Approval of Additional Appropriation	
	Amount:	\$700,000	
	Fund/Budget:	01435211901 - \$200,000 01433011301 - \$500,000	
	Submitted by:	Ted Jankowski	
<i>(Video:01:25:18)</i>	Mr. Jankowski, joined by Fire and Police Chiefs, and Mr. Fountain, answered questions posed on overtime funding.		

Additional Appropriation – Electronic Citation Program (Grant-funded)

<i>Item 8</i>	Request for an additional appropriation to implement a computerized system that will issue, track and transmit traffic citations. The system will also allow electronic submission of tickets to the State of Connecticut Judicial Branch. The grant is fully funded by the State and comes from the CT Department of Transportation. No City funds are required.		Approved 6-0-0 Motion by: D. Kooris Second by: S. Gabriele
	Action Requested:	Approval of Additional Appropriation	
	Amount:	\$31,990 (100% grant funded)	
	Fund/Budget:	E-Citation/Contracted Services	
	Submitted by:	Scott Duckworth, Police Lieutenant	
<i>Video: 01:38:01</i>	Lieutenant Duckworth advised that this was approved by the BOF last year. It was expected to be up and running in August when the grant ended, but ran into some technical difficulties. The State stopped that grant and reissued to us the difference in the money. This is re-appropriating the same money that was approved last year for the same program.		

BOARD OF EDUCATION

Supplemental Capital Project Appropriation – Boyle Stadium – Board of Education

<i>Item 10</i>	<p>This request for a supplemental capital project appropriation is as a result of the following work at Boyle Stadium:</p> <p><u>Phase 1:</u> Restoration of home and visitor side bleacher stone masonry which included a \$200,000 State Grant. Due to unforeseen issues within stone masonry, only the visitor side was accomplished in this phase.</p> <p><u>Phase 1A:</u> Restoration of home side bleacher stone masonry.</p> <p><u>Phase 2:</u> Improvements to handicapped accessibility and energy efficiency.</p> <p><u>Phase 3:</u> Turf and track replacement.</p> <p>The City received a second historic grant for \$200,000 to do <u>Phases 1A and 2</u>. Work started but was put on hold for two reasons: (a) FY11/12 Capital Projects budget was cut; and (b) due to receipt of an Order to close field due to condition with lead and torn seams in turf.</p> <p>Based on the Order and budget availability, phases were re-prioritized. <u>Phase 3</u> was completed with available funds. At this time, the City requested a grant extension (July 2012) that was not approved (December 2012), after which the grant contract expired.</p> <p>A partial grant closeout of \$53,247.58 was approved on August 3, 2015; the remaining \$146,752.42 is to be re-appropriated as bond funds.</p>		Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	Action Requested:	Request for Supplemental Capital Project Appropriation	
	Amount:	\$146,752.42	
	Fund/Budget:	Bonding – Capital Project No. C5B005	
	Submitted by:	Louis Casolo, City Engineer	
	<i>Video: 01:38:57</i>	<p><i>Mr. Fountain noted that Items 10, 11 and 12 are all related.</i></p> <p>Mr. Casolo gave a background on this request and answered</p>	

	questions posed by members of the Board.
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Capital Project Closeout – Project C5B005 – Boyle Stadium

<i>Item 11</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended: C5B005 - Boyle Stadium		No Action Taken
	Action Requested:	Approval of closeout of Capital Project C5B005	
	Amount:	\$146,752.42	
	Fund/Budget:	State Grant	
	Submitted by:	Mayor David Martin	
	<i>Video: 01:50:19</i>	See Item 10 above.	

**Resolution Amending Capital Budget for FY2017-18 – Boyle Stadium Project
Board of Education**

<i>Item 12</i>	The Board of Representatives and the Board of Finance of the City of Stamford approved Resolution No. 3841 on May 2, 2017 which authorizes general obligation bonds to be issued to finance a portion of the approved capital budget appropriations. This request is for approval of an amendment to the Prior Resolution to increase the amount of the appropriation by \$146,753 for the Boyle Stadium Project and to amend the Prior Resolution to increase the amount of general obligation bonds by \$146,753 to finance the Capital Budget Projects.		Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	Action Requested:	Approval of General Obligation Bonds	
	Amount:	\$146,753	
	Fund/Budget:	General Obligation Bonds (Boyle Stadium Project - Project Number C5B005)	
	Submitted by:	Louis Casolo, City Engineer	
		<i>Video: 01:50:24</i>	

(Video: 01:50:48) At this point in the meeting, Chair Freedman stated that the Board was to reschedule the Board of Finance Budget Presentation meeting set for March 7, which was cancelled due to weather conditions. Following a discussion, the Board decided to reschedule the meeting for March 20, 2018 at 7 p.m.

[This meeting is on video.](#)

Next Regular Meeting of the Board: Thursday, April 12, 2018 at 7:00 P.M.

Adjournment: Mr. Freedman asked if he could have a motion to adjourn. A motion to adjourn was made by Mr. Williams, seconded by Mr. Kooris and passed unanimously. The meeting adjourned at 9 p.m. *(Video: 01:52:52)*

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