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**BOARD OF FINANCE**  
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**MINUTES – AMENDED**

**Regular Meeting**

**Thursday, November 10, 2016: 7:00 PM**  
**Board of Finance Meeting Room, 4<sup>th</sup> Floor**

**Call to Order:** Performed by Chairman Richard Freedman at 7:10 p.m. reporting that all Members were present. (Video: 00:00:00)

**Pledge of Allegiance** Led by Chairman Freedman (Video: 00:00:11)

Before beginning the meeting, Mr. Freedman announced the news of two sad events. The first was the passing of the mother of Michael Pollard (Chief of Staff) and the second the tragic loss of Judith Martin, wife of Mayor David Martin. Mr. Freedman added that Mrs. Martin was a very fine lady, a nice person, very warm, and that he felt lucky to have known her. The funeral service for Mrs. Martin will be at 1 p.m. on Monday, November 14, 2016, at Temple Beth El on Roxbury Road. (Video: 00:00:30)

<b>Approval of Minutes:</b> October 19, 2016: 7:00 PM: Regular Monthly Meeting (Video: 00:01:19)	<b>Approved</b> <b>6-0-0</b> <b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>D. Williams</b>
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**Public Participation:** There was none.

**Reports to the Board:**

- A. Purchasing Contracts Report for the Period of 07/01/16 – 09/30/16
- B. BOF and Admin Transfer Report FY1617 YTD 20161028
- C. Contingency Update FY16-17 as of 10/28/16

Chairman Freedman noted that there were two Committee Meetings held prior to this Regular Monthly Meeting:

- A. The Audit Committee met at 5 p.m. to review the draft of the Comprehensive Annual Report for the FY2015-16.

- B. A Committee Meeting of the Whole met at 6 p.m. to review the City of Stamford's insurance procurement process and pricing. The Board of Finance recommended that the City's Risk Manager put our insurance brokerage out for RFP which would be effective not in the coming fiscal year, but the following year. (Video: 00:01:47)

**OFFICE OF THE MAYOR**

**Items are shown in order of consideration.**

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

Item 1	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.	<b>HOLD UNTIL DECEMBER MEETING</b>
	<b>Action Requested:</b> Approval of Lease	
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b> Mayor David Martin	
	<i>Video: 00:02:30</i>	

**Agreement with Hooker & Holcombe, Inc. (RFP #687)  
– Consulting for Actuarial Services**

Item 2	Request for Approval of an agreement with Hooker & Holcombe, Inc. to provide the City's actuarial services.	<b>Approved 3-1-2 Motion by: D. Williams Second by: D. Kooris Opposed: M. L. Rinaldi Abstained: S. Gabriele S. Michelson</b>
	<b>Action Requested:</b> Approval of Agreement	
	<b>Amount:</b> See Exhibit B, Tab 1 of the attached Agreement	
	<b>Fund/Budget:</b> Capital Budget	
	<b>Submitted by:</b> Mayor David Martin	
	<i>Video: 00:02:37</i>  Clemon Williams said his department is in the process of trying to get all the information together so the company can do a full valuation (done every 2 years). They are sending information as quickly as they can so Hooker & Holcombe have everything for the Classified Employees Retirement Fund (CERF), Custodial, Police and Fire for the Health Care. We owe information on OPEB and are trying to get that together right now.  Ms. Rinaldi, who serves on the (CERF) Board, said that many retirees are disappointed with the service of the Hooker & Holcombe company. When asked how their dealings with the company are, Mr. Williams responded that Human Resources is happy with the company, and Mr. Fountain said the Assistant OPM Director deals with the company, which is very responsive to us.  Mr. Williams made a motion to approve this based on the end-of-year closing timeline and with the assumption that an RFP will be going out to find competitive bidders by May. The Board requested an update on this process in January. Mr. Freedman reiterated that the Board has made it clear that the City move to get multiple choices within a reasonable timeframe.	

**Contract – Municipal Valuation Services, LLC – Property Revaluation  
of All Real Properties (RFP 703)**

Item 3	Request for Approval of a contract with Municipal Valuation Services, LLC for the revaluation of all real properties in the City of Stamford for 2017. (RFP 703)		<b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b>
		Approval of Contract	
	<b>Amount:</b>	\$526,000	
	<b>Fund/Budget:</b>		
	<b>Submitted by:</b>	Mayor David Martin	
<i>Video: 00:21:35</i>	Gregory Stackpole, Assessor and Bill Jessa, Deputy Assessor, were at the meeting to support this action. They said these services were put out on an RFP and the City received two (2) responses. They established a selection committee and interviewed in September. They chose Municipal as being more available and having more resources to perform the task. Municipal Valuation Services knows Stamford and is familiar with both commercial and residential revaluation.		

**OFFICE OF PUBLIC SAFETY**

**Request for Additional Appropriation – Mosquito Larvicing Catch Basins**

Item 4	Due to the increased concerns of the Zika and West Nile virus and the ongoing mild falls and winters, it is necessary to do a third mosquito application in the spring in order to minimize increased risk of larvae.		<b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: D. Williams</b>
	<b>Action Requested:</b>	Request for Additional Appropriation	
	<b>Amount:</b>	\$13,000	
	<b>Fund/Budget:</b>	Contingency (3831 – Mosquito Control Inspection Services/ Contracted Services)	
	<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety, Health and Welfare	
<i>Video:</i>	Ted Jankowski explained the need to do an extra mosquito application due to changes in the weather. When questioned on the environmental impact of the applications, he said he didn't believe there was any at all. There are 14,000 storm drains and the application lasts 30 to 45 days.		

**Request for Additional Appropriation – Dental Services for Stamford Public School Children**

Item 5	School-based dental services for FY 16/17 per contract agreement. Cost-sharing grant no longer support the funding.		<b>Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams</b>
	<b>Action Requested:</b>	Request for Additional Appropriation	
	<b>Amount:</b>	\$23,340	
	<b>Fund/Budget:</b>	3822 – Community Nursing (Public Service Health/Professional Consultant)	
	<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety, Health and Welfare	

<i>Video: 00:28:33</i>	Mr. Jankowski said this item was erroneously left off the budget and discovered at the end of the summer. We have two (2) dentists who are always on call and work three (3) days and up to five (5) or six (6) days providing services to our students who cannot afford dental care. The cost is for the entire school year and the service is not associated with the dental hygienist. He stated that this is a necessity for our community; contracts are due and we need to have the monies appropriated.
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**Transfer Request – Salary - Interim Health Director**

Item 6	Interim Health Director salary \$3,500 per month for July and August 2016 (per contract agreement)		<b>Approved 6-0-0 Motion by: D. Williams Second by: M. L. Rinaldi</b>
	<b>Action Requested:</b>	Transfer	
	<b>Amount:</b>	\$7,000	
	<b>Fund/Budget:</b>	3810 – Director of Health (From: Health Director/Salaries To: Community Nurse/Professional Medical Care)	
	<b>Submitted by:</b>	Ted Jankowski, Director of Public Safety, Health and Welfare	
	<i>Video: 00:31:13</i>	Mr. Jankowski explained that this is a transfer to make sure that the individual who was the Interim Healthcare Director for the months of July and August is paid. This period of time is prior to the hiring of Dr. Jennifer Calder as Director at the end of August.	

**OPERATIONS**

**OFFICE OF TRANSPORTATION, TRAFFIC & PARKING**

**Supplemental Capital Project Appropriation – Stamford Street Smart Initiatives**

Item 7	This is a request for a capital appropriation for installation of a bike rack and bike repair station at a major neighborhood center in Stamford to better accommodate individuals in Stamford who use a bicycle as a primary mode of transportation. The City received a community grant from Sound Cyclists Bicycle Club for this project to be used by the Stamford Street Smart Committee. There are very limited bicycle racks and bike repair shops in Stamford, and this project seeks to improve access to these bike facilities. The Stamford Street Smart Committee will determine the exact location of this bike rack and fixit station - with community feedback from the on-going Bicycle and Pedestrian Plan. Priority locations, based on data collected from the Census regarding car ownership, to locate these bicycle facilities identify the downtown, West Side, Waterside and East Side.		<b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: S. Gabriele</b>
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$2,200	
	<b>Fund/Budget:</b>	Donation (Stamford Street Smart Grant)	
	<b>Submitted by:</b>	Joshua Benson, Transportation Bureau Chief	
		<i>Video: 00:32:01</i>	

**WPCA**

***Supplemental Capital Project Appropriation – WPCA Dyke Lane Pump Station Upgrade***

Item 8	<p>The current balance in the account is \$2,636,000. Bids for construction of the upgrade of the electrical equipment and an emergency power generator were received with the low bid at \$2,592,500; the free balance is \$31,678. Supplemental appropriation request is for:</p> <ol style="list-style-type: none"> <li>1. Construction Contingency of \$100,000</li> <li>2. Rehabilitation of 500 HP Storm Water Pump \$200,000</li> <li>3. Replacement of Tide Gate Check Valves \$25,000</li> </ol> <p>The Federal Economic Development Administration has provided a grant for \$800,000. (See related item #9 below.)</p>	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams</b></p>
	<p><b>Action Requested:</b> Approval of Supplemental Capital Project Appropriation</p>	
	<p><b>Amount:</b> \$300,000</p>	
	<p><b>Fund/Budget:</b> Capital Project No. CP6599</p>	
	<p><b>Submitted by:</b> Prakash Chakravarti, Supervising Engineer</p>	
	<p><b>Video: 00:35:22</b> Bill Brink, Interim Executive Director, reported that this request is to support the items noted above. When questioned about repair work on the hurricane pump station, Mr. Brink explained that the pump station was installed in 1968.</p>	

***Resolution Amending Capital Budget for FY2016-17 – WPCA Dyke Lane Pump Station Upgrade***

Item 9	<p>The Board of Representatives and the Board of Finance of the City of Stamford approved Resolution No. 3794 on May 9, 2016 which authorized revenue bonds to be issued to finance the portion of the approved capital budget appropriations for WPCA projects. This request is for approval of an amendment to the Prior Resolution increasing the amount of the appropriations by \$300,000 to finance the Dyke Lane Pump Station Upgrade Project No. CP6599 and to increase the amount of revenue bonds by \$300,000 to fund the WPCA Projects. (See related item #8 above.)</p>	<p><b>Approved 6-0-0 Motion by: S. Gabriele Second by: D. Kooris</b></p>
	<p><b>Action Requested:</b> Approval of a Resolution Amending the Capital Budget for Fiscal Year 2016-17 for WPCA Projects</p>	
	<p><b>Amount:</b> \$300,000</p>	
	<p><b>Fund/Budget:</b> Capital Project No. CP6599</p>	
	<p><b>Submitted by:</b> Prakash Chakravarti, Supervising Engineer</p>	
	<p><b>Video: 00:38:19</b> Attending: Bill Brink, Interim Executive Director, WPCA, Prakash Chakravarti</p>	

***Supplemental Capital Project Appropriation – WPCA SCADA System Upgrade***

Item 10	<p>The current balance in the account is \$24,617. The supplemental request is for additional scope of services resulting from firewall configuration and inclusion of SCADA controls for the flow distribution project and to fund any unexpected contingencies. . (See related item #11 below.)</p>	<p><b>Approved 6-0-0 Motion by: D. Kooris Second by: S. Michelson</b></p>
	<p><b>Action Requested:</b> Approval of Supplemental Capital Project Appropriation</p>	
	<p><b>Amount:</b> \$150,000</p>	
	<p><b>Fund/Budget:</b> Capital Project No. CP5051</p>	
	<p><b>Submitted by:</b> Prakash Chakravarti, Supervising Engineer</p>	
	<p><b>Video: 00:38:42</b></p>	

	<p>Attending: Bill Brink and Prakash Chakravarti. Mr. Brink advised that this is at the Treatment Plant and is the Supervisory Control and Data Acquisition System (SCADA) which monitors and controls all the equipment at the plant. The current equipment was installed as an upgrade in 2004 and it is being replaced with a new system costing \$1.2 million. This appropriation is to account for increased costs incurred with software and hardware, and we are not yet done with the project - we have a little extra for contingency.</p>
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**Resolution Amending Capital Budget for FY2016-17 – WPCA SCADA System Upgrade**

Item 11	<p>The Board of Representatives and the Board of Finance of the City of Stamford approved Resolution No. 3794 on May 9, 2016 which authorized revenue bonds to be issued to finance the portion of the approved capital budget appropriations for WPCA projects. This request is for approval of an amendment to the Prior Resolution increasing the amount of the appropriations by \$150,000 to finance the SCADA System Upgrade Project No. CP5051 and to increase the amount of revenue bonds by \$150,000 to fund the WPCA Projects. (See related item #10 above.)</p>	<p><b>Approved 6-0-0 Motion by: D. Kooris Second by: S. Gabriele</b></p>
	<p><b>Action Requested:</b> Approval of a Resolution Amending the Capital Budget for Fiscal Year 2016-17 for WPCA Projects</p>	
	<p><b>Amount:</b> \$150,000</p>	
	<p><b>Fund/Budget:</b> Capital Project No. CP5051</p>	
	<p><b>Submitted by:</b> Prakash Chakravarti, Supervising Engineer</p>	
	<p><b>Video:</b> 00:40:39</p>	

**OFFICE OF ADMINISTRATION**

**OFFICE OF HUMAN RESOURCES**

**Additional Appropriation – M.A.A. Training and Tuition Increase**

Item 12	<p>Per the M.A.A. contract, upon ratification, the City shall provide an M.A.A. Training and Tuition Fund in the amount of \$50,000 per fiscal year. This request is to fund the increase from \$35,000 to \$50,000.</p>	<p><b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: D. Kooris</b></p>
	<p><b>Action Requested:</b> Request for Additional Appropriation</p>	
	<p><b>Amount:</b> \$15,000</p>	
	<p><b>Fund/Budget:</b> Contingency</p>	
	<p><b>Submitted by:</b> Clemon Williams, Director of Human Resources, Board of Education</p>	
	<p><b>Video:</b> 00:41:14</p> <p>Mr. Williams said that the M.A.A. contract was recently completed and as a result the City ended up favorably through the additional health care premiums and the introduction of a high deductible health savings plan. The M.A.A. requested that additional funds be allocated to its \$35,000 training budget. It was agreed to increase the budget to \$50,000 for not only tuition reimbursement but also training on new rules and regulations under which municipalities must operate. This is also for various conferences to make sure skill sets are current.</p>	

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

Item 13	Request for an Appropriation to fund the M.A.A. Wage Increase obligations for FY 2016-17 per a recent contract settlement.	<b>HELD</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, Board of Education		
<b>Video:</b> 00:42:53		

**Request for Appropriation - M.A.A. Retro Payout for FY 2014-15 to FY 2015-16**

Item 14	Request for an Appropriation to fund the M.A.A. Retro Payout obligations for FY 2014-15 to FY 2015-16 per a recent contract settlement.	<b>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: D. Kooris</b>
<b>Action Requested:</b> Approval of Appropriation		
<b>Amount:</b> \$728,521		
<b>Fund/Budget:</b> Fund Balance		
<b>Submitted by:</b> Clemon Williams, Director of Human Resources, Board of Education		
<b>Video:</b> 00:43:08  Mr. Williams stated that this retro pay is for fiscal 2014-15 and 2015-16 with a contract increase of 1.75% for the first year and a 2% increase for the second year for regular salaries, which totaled \$624,481. The cost for overtime is \$40,654 which includes other monies, such as fica. He said that there are 104 individuals in the M.A.A.		

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

Item 15	Request for an Appropriation to fund the Fire Fighters' wage increase obligations for FY 2016-17 per a recent contract settlement.	<b>HELD</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, Board of Education		
<b>Video:</b> 00:45:06 Attending: Clemon Williams		

At this time, the Board of Finance voted to consider an item requested under Suspension of the Rules. A motion to suspend the rules was made by Dudley Williams, which was seconded by Mary Lou Rinaldi with a vote of 6-0-0. (Video: 00:45:38)

**ITEM REQUESTED UNDER SUSPENSION OF THE RULES  
(Added 11/03/2016)**

***Additional Appropriation – To Fund Special Assistant***

<p><b>Item 17</b></p>	<p>These funds will be used to pay the salary of a part-time Mayoral assistant. This assistant will be charged with assessing the entire HTE system (the City's accounting/financial software), developing a system conversion roadmap and systems cost analysis. Our current system, adopted over twenty years ago, uses a technology platform that was a past generation technology no longer being sold "the latest." Today, due to its incompatibility with almost all other ancillary systems, the City is forced to expend extraordinary amounts of money to force compatibility with it and to keep it running. A replacement of the entire HTE system will be required in the next few years resulting from the inability to provide adequate management reporting support, vendors withdrawing support services and/or a system operational failure (due to age). This special assistant will assess the current system use, research replacement alternatives and/or solutions to keep the current system functioning, develop a system replacement roadmap, and conduct system replacement cost analysis/projections. This is one of the most critical platforms to the City's operations. However, the funding requested for this special assistant is a fraction of the cost of an outside consulting firm to deliver this project. There are no available resources in OPM or IT to do this critical work.</p>	<p><b>Approved 6-0-0 Motion by: D. Williams Second by: S. Gabriele</b></p>
	<p><b>Action Requested:</b> Approval of Additional Appropriation</p>	
	<p><b>Amount:</b> \$10,000</p>	
	<p><b>Fund/Budget:</b> Contingency Fund</p>	
	<p><b>Submitted by:</b> David Martin, Mayor</p>	
	<p><b>Presented by:</b> Michael Pollard, Chief of Staff</p>	
	<p><b>Video: 00:45:24</b></p> <p>Mr. Pollard explained the importance of this assignment as a proactive step towards preparing for the eventual shift from the current antiquated (20-year-old) HTE accounting/financial system. The Mayor's Office would like to secure the services of an assistant to the Mayor who will come up with a model and specs that will allow us to have an RFP in place for when we need a new financial system. The assistant would also develop a roadmap to convert from our current financial system to a new system. This will take months to create. The other is to make sure we have identified and collected appropriate requirements, by department, which should be embedded within the scope of the overall technology platform we are trying to get to.</p> <p>It is estimated a new system will cost between \$12 and \$20 million. Failure of the platforms we have now will put the City at substantial risk. Not being prepared for this could turn into a \$20 to \$25 million expenditure. We are fortunate to have someone willing and capable to do the job and at a cost priced substantially lower than anywhere else. It is a wonderful resource for a small investment.</p> <p>Mr. Kooris asked whether it is worthwhile to explore looking at surrounding communities and if there is an opportunity to expand upon a neighbor's system to have greater purchasing power and lower fees. Michael Pensiero, Information Services Director said that the City participates in a consortium and that, yes, we are exploring this.</p>	



**OFFICE OF POLICY AND MANAGEMENT**

***First Quarter Financial Projections: FY 2016-17***

Item 16	Review: FY 2016-17 First Quarter financial results and projections.	
	<b>Action Requested:</b> Update	
	<b>Amount:</b>	
	<b>Fund/Budget:</b> FY 2016-17	
	<b>Submitted by:</b> Jay Fountain, Interim Director of OPM	
	<b>Video: 01:02:40</b> Mr. Fountain gave the members of the Board an update on the first quarter financial projections for fiscal year 2016-17.	

***Please view the video of this meeting for more detailed information.***

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

***Adjournment: Motion by Dudley Williams, second by Shelley Michelson to adjourn the meeting at 8:27 p.m.***

**Cynthia R. Winterle**

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