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**Connecticut Port Authority Board of Directors**

***Meeting Minutes***

September 20, 2017, 3:00 p.m.

Old Lyme Town Hall | Old Lyme, CT

**Attendance**

* Board Members: Chairman Scott Bates, John Johnson; Dave Pohorylo; Henry Juan; Pam Elkow; Terry Gilbertson; Bonnie Reemsnyder; Don Frost; Brian Thompson; Nancy Dinardo; Parker Wise; Deputy Commissioner Tim Sullivan

**Phone**

* Phone: Vice Chair Commissioner Catherine Smith; Commissioner Jim Redeker; Sarah Sanders; Zack Hyde
* Quorum: Yes
* Guests: Judi Sheiffele, Bill Gash, Glenn Santoro, Christie Jean, Alissa DeJonge, Erron Smith
* CPA Staff: Evan Matthews, Joe Salvatore, Gerri Lewis

Chairman Bates welcomed the CT Port Authority’s Office Manager, Gerri Lewis as did the board.

At this time, Chairman Bates took the opportunity to thank Ms. Reemsnyder for the use of the Old Lyme Town Hall facility. Ms. Reemsnyder welcomed everyone and noted that Old Lyme Town Hall would be available for future meetings if the board so desired.

1. Call to Order

Meeting called to order by Chairman Scott Bates at 3:00pm.

1. Approval of July minutes

A motion to approve the July minutes was made by Mr. Johnson, seconded by Ms. Dinardo and was so voted unanimously.

RESOLVED: That the minutes of the July 12, 2017 Special Meeting of the Board of Directors of the Authority are hereby adopted and approved in the form attached hereto as the Exhibit to Agenda Item #2, any such changes, revisions or additions thereto having been noted to and by the Secretary of the Authority.

1. Public Comment: None

1. Pilot Commission Report: Mr. Gash addressed the board as follows:
   1. Addressed Pilot increases
   2. Briefly discussed and passed out the Connecticut Pilot Commission Annual Report to each board member.
2. United States Coast Guard Report
   1. Maureen Johnson introduced herself and noted items for hurricane preparedness.
3. Executive Director’s Report
   1. Evan Matthews provided a report of activities.

See [www.portsct.com](http://www.portsct.com) for a copy of Evan’s report.

1. Finance Committee Report

Ms. Reemsnyder reported that the firm of Blum Shapiro was chosen as our auditors. Ron Nossek of Blum Shapiro recommended to the CT Port Authority a local accounting firm, Accurate Ledgers, LLC out of Oakdale, CT.

1. Ratification and Confirmation of Re-election of Chairperson and Vice-Chairperson

A motion to elect Scott Bates as Chairman of the Board for a second term was made by Ms. Reemsnyder, seconded by Ms. Elkow and was so voted unanimously.

A motion by Ms. Reemsnyder to elect Catherine Smith as Vice Chairman of the Board for a third term of one year was seconded by Ms. Elkow and was so voted unanimously.

RESOLVED: That the Board of Directors of the Authority ratifies and confirms that Scott Bates has been re-elected to serve as Chairman of the Board for a second term of two (2) years ending June 30, 2019, and that Catherine Smith has been re-elected to serve as Vice Chairperson of the Board for a third term of one (1) year ending June 30, 2018.

1. Consideration and approval of a resolution authorizing the Executive Director to enter into an agreement with Aegir for consulting services for the Connecticut Port Authority.

The resolution was read by Ms. Reemsnyder. Mr. Gilbertson noted that this was discussed and recommended by the Strategic Planning Committee.

A motion was made by Ms. Reemsnyder, seconded by Ms. Elkow and was so voted unanimously.

RESOLVED: That the Executive Director, Evan H. Matthews, is authorized to enter into an

Agreement for real estate appraisal consulting services, for and on behalf of the Connecticut Port Authority, with Aegir, on such terms and provisions that the Executive Director deems to be in the best of the Authority, and to execute and deliver any and all other reasonable and necessary documents in furtherance thereof.

1. Consideration and approval of a resolution authorizing the Executive Director to enter into an agreement with AECOM for engineering design services for the Authority’s State Pier Facility.

A motion was made by Ms. Reemsnyder and seconded by Ms. Elkow. Motion passed unanimously.

RESOLVED: That the Executive Director, Evan H. Matthews, hereby is authorized and

empowered, for and on behalf of the Authority, to enter into an agreement with AECOM for engineering design services, on such terms and provisions that the Executive Director deems to be in the best interests of the Authority, and to execute and deliver any and all other reasonable and necessary documents in furtherance thereof.

1. Consideration and approval of a resolution authorizing the Executive Director to seek bid solicitations concerning communications and marketing services for the Connecticut Port Authority.

Chairman Bates noted that this item would be on the October 4th agenda.

1. Consideration and approval of a resolution concerning the Connecticut Economic Research Council (CERC) Proposal.

A motion made by Ms. Reemsnyder, seconded by Mr. Frost and was so voted.

RESOLVED: That the Connecticut Economic Research Council (CERC) Proposal, in response to the Maritime Strategy RFQ, is hereby approved, and the Executive Director is hereby authorized, empowered, and directed, for and on behalf of the Authority, to negotiate the terms and provisions of any agreement with CERC as the Executive Director deems to be in the best interests of the Authority, and to execute and deliver any and all other reasonable and necessary documents in furtherance thereof.

1. Consideration and approval of a resolution authorizing the establishment of the Connecticut Port Authority Schedule of Positions and Total Staffing Levels.

A motion was made by Ms. Reemsnyder, seconded by Ms. Dinardo and was so voted unanimously.

RESOLVED: That in accordance with the Operating Procedures of the Authority, the

Connecticut Port Authority Schedule of Positions and Total Staffing Levels, in the form attached hereto as the Exhibit to Agenda Item #13, is hereby adopted and approved by the Authority effective immediately.

1. Ratification and confirmation of the hiring of a Receptionist/Office Manager for the Connecticut Port Authority.

A motion to approve was made by Ms. Elkow, seconded by Mr. Johnson and was so voted unanimously.

RESOLVED: That the Board of Directors, upon consideration of, and recommendation by, the Finance Committee, ratifies and confirms the offer of employment extended to Gerri Lewis for the position of Receptionist/Office Manager and the Executive Director be and hereby is authorized and empowered, for and on behalf of the Authority, to execute and deliver any and all documents and take any and all actions reasonable and necessary in furtherance thereof.

1. Consideration and approval of a resolution authorizing the adoption of the Connecticut Port Authority Employee Handbook.

Chairman Bates noted that this item will be on the October 4th agenda.

1. Consideration and approval of a resolution authorizing the establishment of the Connecticut Port Authority Affirmative Action Plan.

Chairman Bates noted that this item will be on the October 4th agenda.

1. Consideration and approval of a resolution ratifying and confirming the selection of Gowrie Group to provide insurance coverage for the Connecticut Port Authority

A motion made by Mr. Johnson, seconded by Ms. Reemsnyder was so voted unanimously.

RESOLVED: That the selection of Gowrie Group to provide insurance coverage for the

Connecticut Port Authority is hereby ratified, confirmed and authorized in all respects by the Board of Directors and the Executive Director, Evan H. Matthews, is hereby authorized to enter into an agreement with Gowrie Group, on such terms and provisions that the Executive Director deems to be in the best interests of the Authority, and to execute and deliver any and all other reasonable and necessary

documents in furtherance thereof.

1. Executive Session pursuant to Sections 1-200(6)(B), 1-210(b)(4) and 1-210(b)(10) of the General Statutes of Connecticut for the purpose of discussing pending litigation and receiving attorney-client privileged communication.

A motion was made by Ms. Dinardo to enter into Executive Session a 3:42 p.m., seconded by Ms. Reemsnyder. The Board came out of Executive Session at 4:03.

1. Call to the Public None
2. Adjournment

A motion to adjourn at 4:04 was made by Ms. Elkow, seconded by Mr. Johnson and was so voted unanimously.

Submitted:

Gerri Lewis, Office Manager