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**Connecticut Port Authority Board of Directors**

***Meeting Minutes***

October 4, 2017, 3:00 p.m.

Old Saybrook Town Hall | Old Saybrook, 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; Commissioner Jim Redeker; Commissioner Catherine Smith; Deputy Commissioner Tim Sullivan

**Phone**

* Phone: Zack Hyde
* Quorum: Yes
* Guests: Judi Sheiffele, Bill Gash, Glenn Santoro, Paula Clarke, Dawn Kallen
* CPA Staff: Evan Matthews, Joe Salvatore, Gerri Lewis, Andrew Lavigne

At this time, Chairman Bates took the opportunity to thank Garrett Eucalitto and Sarah Sanders for their service on the CT Port Authority board.

1. Call to Order

Meeting called to order by Chairman Scott Bates at 3:02 p.m.

1. Approval of September minutes

A motion to approve the September special meeting minutes was made by Commissioner Redeker, seconded by Ms. Elkow and was so voted unanimously.

1. Public Comment: None
2. United States Coast Guard Report

No report

1. Executive Director’s Report
   1. Executive Director Matthews noted that he had given a report of activities on September 20th, 2017. He added that CPA is now a member of the Connecticut Marine Trades Association.
2. Finance Committee Report: Finance Committee did not meet. There was no quorum.

Ms. Reemsnyder noted that the Finance Committee lost Sarah Sanders.

1. Consideration and approval of the 2017 – 2018 CT. Port Authority Budget

The Finance Committee did not meet and therefore, this item was passed over.

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 is the core of our mission. He noted that a first step is to create an ad hoc committee to which a motion was made to form this committee by Ms. Reemsnyder, seconded by Commissioner Sullivan and motion passed.

Chairman Bates appointed Ms. DiNardo as chairwoman of this committee.

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

Chairman Bates recommended that the board act on this.

A motion was made by Ms. Reemsnyder, seconded by Ms. DiNardo.

Resolved: That the Connecticut Port Authority Employee Handbook, with any such revisions that the Executive Director and Finance Committee deem to be in the best interests of the Authority, is hereby adopted and approved by the Authority.

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

The board has authorized the establishment of the Connecticut Port Authority Affirmative Action Plan.

Resolved: That the Connecticut Port Authority Affirmative Action Plan, in the form attached hereto as the Exhibit to Agenda Item 10, with any such revisions that the Executive Director and Finance Committee deem to be in the best interests of the Authority, is hereby adopted and approved by the Authority.

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 Chairman Bates to enter into Executive Session a 3:32 p.m., seconded by Ms. Reemsnyder. The Board came out of Executive Session at 3:56 p.m.

1. Discussion on New Haven Port property parcels.

Mr. Gash, Executive Director of the Connecticut Maritime Coalition gave his report. He noted that the I-95 bridge project has been completed, and the DOT now has the obligation to dispose of these properties to what we consider their highest and best use in support of the maritime industry.

He noted that the CPA along with the NHPA is urged to secure ownership of all of these properties and preserve them for port use, as they were before the infringement by the DOT.

Chairman Bates thanked Mr. Gash.

At this time, Executive Director Matthews invited the board to the offices of the CT Port Authority for an open house and refreshments.

1. Adjournment

A motion to adjourn at 4:01 was made by Ms. Elkow, seconded by Mr. Johnson and was so voted unanimously.