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**Connecticut Port Authority Board of Directors**

***Meeting Minutes***

April 4, 2018 12:00 p.m.

**GOODWIN COLLEGE - 211 Riverside Drive**

**EAST HARTFORD, CT 06118**

**Attendance**

* Board Members: Chairman Scott Bates; Vice Chairman Catherine Smith; Commissioner Jim Redeker; Terry Gilbertson; Parker Wise; Bonnie Reemsnyder; John Johnson; Grant Westerson; Pam Elkow; Don Frost; Robert Kaliszewski; Nancy DiNardo; Dave Pohorylo

**Absent**

* Sheree Mailhot

**Guests**

* Brian Thompson; David Kooris; Andrew Lavigne;
* CPA Staff: Evan Matthews, Executive Director, Joe Salvatore, Program Director; Gerri Lewis, Office Manager
* Quorum: Yes

1. **Call to Order**

The meeting was called to order by Chairman Bates at 12:00 noon. He thanked Gary Minor, Senior Director of College Relations for arranging this meeting with CPA.

1. Chairman Bates thanked President Mark Scheinberg for hosting the Connecticut Port Authority.
2. President Scheinberg welcomed the Connecticut Port Authority and introduced Goodwin College Vice President for Economic & Strategic Development who made a formal power point presentation.
3. **Approval of April Meeting minutes**

A motion to approve the April 4, 2018 meeting minutes was made by Mr. Johnson, seconded by Ms. Reemsnyder and was so VOTED unanimously.

1. **Public Participation Relating to Agenda Items**: None
2. **CT Pilot Commission Report/CT Maritime Coalition Report**:

Mr. Gash gave his report noting that the March 2018 LIS Ship Arrivals were as follows:

New Haven: 8 Tankers; 4 Freighter/Bulkers

New London: 2 Freighter/Bulkers

Chairman Bates thanked Mr. Gash for his report.

1. **United States Coast Guard Report**: None
2. **Executive Director’s Report**: Executive Director Matthews gave his report as follows:

**PROJECT UPDATES**

CPA met with HDR Engineers to conduct a site walk of Fort Trumbull Park and walk Pier #7. HDR is going to have a draft report in a couple weeks for review. Solutions to the necessary infrastructure upgrades of Pier #7 will be discussed.

SHIPP executed agreements are in DECD hands to process the funds disbursement to the municipalities. 11 of 18 are in process.

State Pier Central Wharf Demolition is on the agenda for full board approval to move the project to bidding.

North Cove, Old Saybrook dredging is completed.

Hammonassett State Park Beach Piping Plover monitoring has begun.

New Haven Harbor Deepening Study moving forward with the final approvals for the proposed alternatives with USACE HQ. A conference call is scheduled with all parties to discuss/approve in a couple weeks.

**EVENTS**

On 8 March speakers from the Connecticut Roundtable on Climate and Jobs, Acadia Center and the Connecticut Port Authority participated in a public dialogue with local labor, religious, business and environmental leaders about how offshore wind development can bring jobs, clean air, and clean energy to southeastern Connecticut. The event was hosted by MDA-UAW Local 571, which represents almost 2,400 Electric Boat workers.

**OUTREACH EFFORTS**

From 12-14 March CPA attended the CMA Shipping Exhibition in Stamford, which included 2,500 delegates, speakers, sponsors, exhibitors and visitors from 50 countries. CPA was featured as one of the event’s 140 exhibitors.

On 22 March, CPA staff attended CMTA’s Industry Day and Annual Meeting at the Saybrook Point Inn. The day’s breakout sessions including OSHA updates; Hidden Traps in Wage & Hour Law; Planning for a Successful Dredge Project & CT Updates; and Workforce Education Roundtable Discussion. The special guest speaker was Freya Olsen, Senior Program Manager, Discover Boating, National Marine Manufacturers Association (NMMA). There was a networking reception following the election of officers and directors. The networking reception was a great opportunity to discuss, listen and share experiences.

**MEDIA COVERAGE**

Day of New London

Kail, Benjamin. [“Offshore Wind Backers Push New London.”](https://www.theday.com/local-news/20180308/offshore-wind-backers-push-new-london-area-as-potential-hub) Day of New London. 8 March 2018.

WNPR

Chairman Scott Bates did an interview with Patrick Skahill of WNPR on the offshore wind forum

**PRESS RELEASES**

5 March: Connecticut Port Authority Holds Monthly Meeting In Bridgeport

5 March: Connecticut Port Authority and Connecticut Audubon Society Partner for Piping Plovers – Program Will Protect Birds at Hammonasset

8 March: Connecticut Port Authority to Take Part In Forum on Offshore Wind – Rapid Development of Offshore Wind Sector Could Benefit Connecticut

**CERC DATA**

During the past month, CERC has assisted the CPA in a number of ways:

During March, CERC’s work for the CPA was focused on collecting data for the maritime industry impact analysis. This data collection included telephone discussions with representatives of the ferries operating out of New London, the Connecticut recreational boating industry, and businesses in Bridgeport and Stamford. We also attended the CMA Shipping Conference in Stamford, where we spoke with exhibitors to help identify their specific impacts on the Connecticut economy.

CERC provided information to the CPA about how to register with the [grants.gov](http://grants.gov/) website to submit grant applications and additional information for the State of the Ports presentation.

CERC spoke with the CT Department of Transportation about sharing licenses for the freight movement software; unfortunately, the software DOT has access to is different than CERC recommended for CPA purchase. We continue to investigate available options for supporting the CPA’s data needs.

CERC prepared data for the monthly board update on the value and top commodities imported through Connecticut’s ports in January 2018 (see appendix).

**APPENDIX A**

**February 2018 Top Commodities Imported by Total Estimated Value (All Ports)**

*Note: No data available for Bridgeport.*

**February 2018 Top Countries of Origin by Total Import Value**

*Note: No data available for Bridgeport.*

Chairman Bates thanked Executive Director Matthews.

1. **Strategic Planning Committee Report**

Chairman Don Frost discussed next steps and noted that this will require CERC’s Economic Impact report.

Chairman Bates thanked Mr. Frost.

1. **Engineering Committee Report**

Chairman Gilbertson reported that the Engineering Committee was scheduled to meet on April 10th at the State Pier.

Chairman Bates thanked Mr. Gilbertson.

1. **Finance Committee Report**

Ms. Reemsnyder gave her Finance Report:

She reported that the committee discussed the Statement of Revenues and Expenditures, the period ended March 31, 2018. She discussed the transfer of monies from the operating reserves line to the legal line item in the current budget.

Ms. Reemsnyder noted that the Finance Committee was working on the 2019 budget.

She also noted that the Hiring Policy was sent to Robinson & Cole for their review. In addition, she briefly discussed the funds needed in the legal line item of the current budget.

1. **. Consideration and approval of a resolution authorizing the transfer of $75,000.00 from the Operating Reserves to the Legal line item in the 2017 - 2018 Connecticut Port Authority Budget.**

**RESOLVED**: That the Board of Directors, upon consideration of, and recommendation by, the Finance Committee, authorizes the transfer of $75,000.00 from the Operating Reserves to the Legal line item in the 2017 - 2018 Connecticut Port Authority Budget.

A motion by Mr. Johnson, seconded by Commissioner Smith, to approve the authorization of the transfer of $75,000 from the Operating Reserves to the Legal line item in the 2017-2018 CPA Budget was so voted unanimously.

1. **Communications and Marketing Committee Report**

Chairman DiNardo gave her report and asked Mr. Johnson to speak to “branding” of the Connecticut Port Authority.

It had been suggested in a memo by Dealy Mahler Strategies that CTPA might be good to promote a recognizable brand identity for itself across multiple audiences that are unfamiliar with the organization. After a brief discussion of this committee, Mr. Johnson noted that CPA has been branded as such for many years. It was his recommendation to the board that our branding be left as CPA.

Chairman Bates thanked Ms. DiNardo and her committee.

1. **Consideration and approval of each of the Connecticut Port Authority Communications Plan and Messaging Framework**

**RESOLVED:** That each of the 2018 Connecticut Port AuthorityCommunications Plan and Messaging Framework, presented by Dealy Mahler Strategies, LLC, in the forms attached hereto as the Exhibit to Agenda Item #14, with any such revisions that the Executive Director and Communications & Marketing Committee deem to be in the best interests of the Authority, is hereby adopted and approved by the Authority.

A motion by Ms. Reemsnyder, seconded by Ms. DiNardo was so voted unanimously.

15. **Consideration and approval of a resolution authorizing the Executive Director to publish notice of, issue, and seek bid solicitations for demolition services with respect to the Central Wharf Demolition Project at the State Pier.**

**RESOLVED:** That the Executive Director, Evan H. Matthews, is authorized to, for and on behalf of the Connecticut Port Authority, to publish notice of, issue, and seek bid solicitations for demolition services with respect to the Central Wharf Demolition Project at the State Pier and to and take any and all reasonable and necessary actions in furtherance thereof.

The board not being ready to vote, decided to table this agenda item.

**16. Consideration and approval of a resolution authorizing the Executive Director to enter into a consulting agreement with respect to strategic advisory services for the State Pier.**

**RESOLVED:** That the Executive Director, Evan H. Matthews, be and hereby is authorized, empowered and directed, for and on behalf of the Connecticut Port Authority, to enter into a consulting agreement with one of the responders for professional consulting services on such terms and provisions that the Executive Director deems to be in the best interests of the Authority, and to negotiate, execute and deliver such consulting agreement and any and all other reasonable and necessary documents in furtherance thereof.

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

**17. Executive Session pursuant to Section 1-200(6)(D) of the General Statutes of Connecticut, for the purpose of discussing site selection, or the lease, sale or purchase of real property**

**RESOLVED:** That, pursuant to Section 1-200(6)(D) of the General Statues of Connecticut, by the affirmative vote of two-thirds of the members of the Board present and voting, the Board hereby convenes into Executive Session for the purpose of discussing site selection or the lease, sale, or purchase of real property.

A motion to enter Executive Session at 12:50 p.m. was made by Mr. Johnson, seconded by Ms. Reemsnyder and was so VOTED unanimously.

A motion to come out of Executive Session at 1:21 p.m. was made by Mr. Johnson, seconded by Mr. Westerson and was so VOTED unanimously.

**New Business** None

**Call to the Public** None

**Adjournment** A motion to adjourn was made and seconded at 1:23 p.m.