



SPECIAL MEETING OF THE
CONNECTICUT PORT AUTHORITY
FINANCE COMMITTEE

MONDAY APRIL 27, 2020 (10:00 A.M.)

Location:

In response to concerns regarding the spread of coronavirus disease (COVID-19), and in the interest of the safety and well-being of participants, this meeting will be held remotely by conference call (as permitted by Executive Order 7B).

Committee Attendance

- Chairman David Kooris; Parker Wise; Dan Krupnick, Jeff Beckham, Judi Sheiffele
- Absent: Vice-Chair Don Frost; John Johnson

CPA Staff/Other: Casandra Berthiaume, Andrew Lavigne, Joseph Salvatore, Ann Harter (OPM), Mike Shea (CAA), Ron Nossek & Matt Bonin (Blum Shapiro)

DRAFT MINUTES

1. Call to Order

The meeting was called to order at 10:01 by Chairman Kooris

2. Approval of February 18, 2020 Meeting Minutes

A motion to approve the minutes was made by Jeff Beckham, seconded by Parker Wise, and so voted unanimously (with an abstention by Judi Sheiffele).

3. Public Participation Relating to Agenda Items

None.

4. Operations Updates

5. Consideration and approval of a resolution authorizing an increase to the purchase order relating to services provided by Seabury PFRA, LLC and Seabury Securities LLC per that certain Consulting Services Agreement

RESOLVED, that the Authority is hereby authorized to increase to the purchase order relating to services provided by Seabury PFRA, LLC and Seabury Securities LLC, relating to that certain Consulting Services Agreement dated May 15, 2018, and subsequent First and Second Amendments, by an amount of \$36,586.54 – for a total purchase order amount of \$273,103.29.

A motion was made by Parker Wise, seconded by Jeff Beckham and so voted unanimously.

6. Old Business

- (a) Accounting Policy and Procedure Manual
- (b) Bylaw Revisions
- (c) Revisions to the CPA's Operating Procedures re: the Annual Budget and Procurement Procedures

7. Consideration and approval of recommendation to the Board to adopt each of:

- (a) Accounting Policy and Procedure Manual
- (b) Bylaw Revisions
- (c) Revisions to the CPA's Operating Procedures re: the Annual Budget and Procurement Procedures

The Committee agreed to delay approval of the Accounting Policy and Procedure Manual until a new Executive Director is brought on board.

A recommendation was made to further revise the Bylaw revisions with clarifying language recently suggested by OPM regarding signatory authority. The revised version will be circulated to the Board for review, with no action anticipated until at least the May Board meeting.

Consideration and approval of a resolution approving and authorizing the adoption of revisions to the CPA's Operating Procedures re: the Annual Budget and Procurement Procedures:

RESOLVED, that the Authority is hereby authorized to adopt Revisions to the CPA's Operating Procedures in the form attached hereto as the Exhibits to Agenda Item #7.

A motion was made by Jeff Beckham, seconded by Judi Sheiffele and so voted unanimously.

8. Discussion of CPA-US Maritime Administration (MARAD) Grants

A motion to table this item was made by Jeff Beckham, seconded by Judi Sheiffele and was so voted unanimously.

9. Blum Shapiro Audit Update (In Progress)

Ron Nossek and Matt Bonin from Blum Shapiro provided an update.

10. New Business

Not applicable due to Special Meeting.

11. Call to Public

No additional comment.

12. Adjournment

A motion to adjourn was made by Judi Sheiffele, seconded by Jeff Beckham and so voted unanimously. The meeting adjourned at 11:06am.