



SPECIAL MEETING OF THE
CONNECTICUT PORT AUTHORITY
BOARD OF DIRECTORS

MONDAY APRIL 27, 2020 (12:00 P.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).

Board Attendance

- Chairman David Kooris; Parker Wise; Dan Krupnick; Jeff Beckham; Judi Sheiffele; Brian Thompson; Dave Pohorylo; Alexandra Daum; Nancy DiNardo; Grant Westerson
- Absent: Vice-Chair Don Frost; John Johnson; Joseph Giulietti; Gregg Scully

CPA Staff/Other: Casandra Berthiaume; Andrew Lavigne; Joseph Salvatore; Ann Harter (OPM); Mike Shea (CAA)

DRAFT MINUTES

1. Call to Order

2. Approval of Minutes of March 17, 2020

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

3. Public Participation Relating to Agenda Items

Mr. Blacker and Mr. Braddock provided comment.

4. Authority Update and Comments from the Chairman

5. Finance Committee Report

6. Consideration and approval of a resolution approving and 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 Nancy DiNardo, seconded by Judi Sheiffele. A motion to amend the resolution in line with recommendation from the finance Committee was made by Grant Westerson and seconded by Parker Wise and so voted unanimously.

7. **Consideration and approval of a resolution approving and authorizing the adoption of 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 Board agreed with the Finance Committee's recommendation to delay approval of the Accounting Policy and Procedure Manual until a new Executive Director is brought on board.

The Board agreed with the Finance Committee's recommendation 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.

7.(c) 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 Grant Westerson and so voted unanimously.

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

No action taken.

9. **Consideration and approval of Small Harbor Improvement Projects Program (SHIPP) Round 2 Project List**

RESOLVED, that the Authority endorses the Small Harbor Improvement Projects Program (SHIPP) Round 2 Project List and is hereby authorized to recommend to the State Bond Commission the SHIPP projects included in the form attached hereto as the Exhibits to Agenda Item #9.

A motion was made by Grant Westerson, seconded by Judi Sheiffele and so voted (abstention by Jeff Beckham).

10. **Consideration and approval of a resolution authorizing the Chairperson to negotiate and enter into a Consulting Services Agreement with one of the following firms for Construction Administrator - State Pier Infrastructure Project: (a) AECOM Technical Services, Inc.; (b) AI Engineers; (c) Downes Construction Company; or (d) WSP USA Inc.**

RESOLVED, that each of the Chairperson, Vice Chairperson and Executive Director, be and hereby are individually authorized, empowered and directed, for and on behalf of the Authority, to negotiate, execute and deliver a Consulting Services Agreement with one of the following firms for Construction Administrator - State Pier Infrastructure Project: (a) AECOM Technical Services, Inc.; (b) AI Engineers; (c) Downes Construction Company; or (d) WSP USA Inc.; for the services attached hereto as the Exhibits to Agenda Item #10, and any and all other reasonable and necessary documents in furtherance thereof, on such terms and provisions that each individually shall deem to be in the best interests of the Authority, and to take such reasonable and necessary actions as are reasonably required in furtherance thereof.

A motion was made by Alexandra Daum, seconded by Jeff Beckham and so voted unanimously.

11. Old Business

- (a) Executive Director Search Update
- (b) Legal Services Request for Proposals Update

12. New Business

Not applicable due to Special Meeting.

13. Call to the Public

Mr. Blacker and Mr. Braddock provided additional comment.

14. Adjournment

A motion to adjourn was made by Nancy DiNardo, seconded by Grant Westerson and so voted unanimously. The meeting adjourned at 12:59pm.