



NOTICE OF
REGULAR MEETING OF THE
CONNECTICUT PORT AUTHORITY
BOARD OF DIRECTORS

**Tuesday, January 18, 2022
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 was held remotely by conference call.*

**Please Note: In addition to the minutes below, an audio recording of this meeting can be found on the Authority's website at <https://ctportauthority.com/governance/>*

Board Attendance

Chair David Kooris; Jeff Beckham; Alexandra Daum; Mark Rolfe; Brian Thompson; John Flores; Don Frost; John Johnson; Tom Patton; Dave Pohorylo; Judi Sheiffele; Felix Reyes; Grant Westerson; Parker Wise

Absent: Tom Gill

CPA Staff/Other: John Henshaw; Andrew Lavigne; Joe Salvatore; James Peterson (OPM)

MINUTES

1. Call to Order

Chair Kooris called the meeting to order at 12:04pm.

2. Approval of Minutes of December 21, 2021 Regular Meeting

Motion by Grant Westerson, seconded by John Johnson. So VOTED, with abstention by Dave Pohorylo.

3. Public Comment

4. Executive Director's Update

John Henshaw discussed updates covering: ongoing state-wide dredging projects; the Connecticut Pilot Commission (CPC) apprentice pilot solicitation update and the Authority's efforts to advance CPC-requested legislative revisions; Fort Trumbull's Pier 7; US Army Corps of Engineers/National Oceanic and Atmospheric Administration announcement on effects of existing structures on listed species and critical habitat; and the State Pier Infrastructure Improvement Project.

5. State Pier Infrastructure Improvement Project

Chair Kooris noted that several board members have offered their time to assist with reviewing project progress and finances and those members will likely present future project updates. Joe Salvatore provided an update on on-site activities and answered questions from board members. Chair Kooris noted that there is an increasing amount of activity on site, so these updates will be increasingly detailed going forward.

6. Office of Policy and Management Update

Jeff Beckham discussed the pending extension of the Memorandum of Understanding (MOU) between the Authority and the Office of Policy and Management (OPM). OPM proposes a two-month extension to the MOU. Chair Kooris noted that the MOU will be distributed to the board in advance of the February meeting.

7. Finance Committee Update

Chair Kooris recapped the morning’s joint committee meeting, which included discussion of two upcoming agenda items for action by the board, and answered questions from the board regarding the presentation of financial information.

8. Consideration and approval of a resolution authorizing the acceptance and adoption of the Proposed Q2/Q3 FY 22 Annual Operating Budget Modifications

RESOLVED, that in accordance with Section IV of the Authority’s Operating Procedures, in order to prevent any line item of the Authority’s Annual Operating Budget from containing, or being projected to contain a deficit, the Board hereby accepts and the following modifications to the Fiscal Year 2022 budget, as recommended by the Finance Committee at its January 18, 2022 regular meeting:

Account # & Name	Original Budget	Revised Budget	Change
50100 · Salaries	\$ 452,400	\$ 362,977	\$ (89,423)
50200 · Payroll Taxes	30,000	\$ 14,682	(15,318)
50300 · Fringe Benefits	360,000	\$ 295,343	(64,657)
51100 · Audit	30,000	34,500	4,500
51400 · Contractual Services	150,000	171,572	21,572
51410 · Fishermen Berthing New London	-	63,277	63,277
51601 · Legal Permitting	-	65,000	65,000
51710 · Advertising	7,500	15,000	7,500
52204 · Board Member Travel Reimb	12,500	2,500	(10,000)
52260 · Office Maintenance	18,000	15,000	(3,000)
52652 · Insurance - Liability	115,200	20,207	(94,993)
52653 · Insurance - Vehicle	4,800	1,726	(3,075)
		Net Budget Increase (Decrease)	<u>\$ (118,617)</u>

resulting in a modified Annual Operating Budget for Fiscal Year 2022 with a surplus of \$157,127.19

Motion by Parker Wise, seconded by Grant Westerson..

Dave Pohorylo asked whether there were any provisions to the new projected costs for salaries to compensate the employee that has been on loan from the Department of Transportation (DOT) for the last five and a half years. He noted that the employee hasn’t received any compensation from the Authority since he came over. Chair Kooris replied that, as discussed with the Human Resources Committee, we are in ongoing discussions with DOT and there are no funds in the current budget, as we have not yet identified an approach that is workable.

Chair Kooris answered questions from board members regarding employee compensation, legal costs associated with ongoing engagements and reduction of cost of insurance coverage

So VOTED, with Dave Pohorylo opposed.

9. Audit, Compliance and Governance Committee Update

Tom Patton provided a recap of the committee's morning meeting.

10. Consideration and approval of a resolution authorizing the Executive Director to enter into that certain interim trial balance review proposal agreement with CohnReznick.

RESOLVED, that the Executive Director be and hereby is authorized, empowered and directed, for and on behalf of the Connecticut Port Authority, to execute and enter into that certain Financial Advisory Services Interim Trial Balance Review Agreement by and among the Authority and Cohn Reznick LLP in an amount not-to-exceed \$4,875, as described substantially in the form attached hereto as the Exhibit to Agenda Item #10, and to take such reasonable and necessary actions to execute and deliver any and all other reasonable and necessary documents in furtherance thereof.

Motion by Tom Patton, seconded by John Johnson. No questions, as the item was presented during Item #9.

So VOTED.

11. Human Resources Committee Update

No updates.

12. Old Business

Chair Kooris provided an update on the Authority's discussions with the State Contracting Standards Board and the timeline around their draft report on the Authority. The Authority expects to receive a copy of the draft this week, at which time we will provide responses and/or answers to any lingering questions.

13. New Business

Chair Kooris noted that the modified budget includes cost-of-living adjustments for staff. The executive director was working with staff on their adjustments. As the board sets the executive director's salary, Chair Kooris made a motion to take up New Business regarding the board's acceptance of a 4% cost-of-living increase to the executive director's salary. Motion seconded by John Johnson. So VOTED.

In concurrence with the recommendation of the Human Resources Committee following its review of the executive director's performance, Chair Kooris made a motion to increase the executive director's annual salary by 4%. Seconded by John Johnson.

Chair Kooris answered questions from the board. Staff cost-of-living increases have been finalized within the executive director's authority. The increases for staff and the executive director would take effect in the next pay period.

So VOTED, with Dave Pohorylo opposed.

In other New Business, Dave Pohorylo requested that the Authority work to formally advance the legislative revisions proposed by the Connecticut Pilot Commission as soon as possible. He requested an update at the next board meeting on the formal progress.

14. Adjournment

Motion to adjourn made by John Johnson. Seconded by Parker Wise. Meeting adjourned at 1:09pm.