



NOTICE OF
REGULAR MEETING OF
CONNECTICUT PORT AUTHORITY
BOARD OF DIRECTORS

**Tuesday, October 15, 2024
12:00 pm**

**Location: Connecticut Port Authority
455 Boston Post Rd., Suite 204
Old Saybrook, CT 06475**

Zoom link was provided for those unable to attend in-person

**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 Paul Whitescarver; Vice-Chair Grant Westerson; David Kooris; John Johnson; Gaffney Feskoe; Paul O. Robertson; Kristin Urbach; Thomas Gill; Brian Thompson; Chuck Roman; Felix Reyes (joined at 12:03pm); Doug Dalena (joined at 12:04pm); Paul Hinsch (joined at 12:04pm)

Absent: Dave Pohorylo; Tom Patton; Mayor Elicker

CPA Staff/Other: Fayola Haynes; Eric Dussault; Jill Dowling-Moreno; Sally Kruse

DRAFT MINUTES

1. Call to Order

Board Chair Paul Whitescarver called the meeting to order at 12:00pm.

2. Approval of minutes of the August 20, 2024 Regular Meeting and September 17, 2024 Special Meeting of the Board of Directors

Motion by Grant Westerson, seconded by John Johnson. So, VOTED with NO opposed and NO abstentions.

3. Public Comment

(Begins at 2:18 of the audio recording)

Public Comment made by: Kevin Blacker; Catherine Conniff; Rita Nigri; H. Tucker Braddock

4. Finance Committee Report

(Begins at 11:05 of the audio recording)

Finance Committee Co-Chair David Kooris provided an update from the Finance Committee Meeting that was held at 10am on October 15, 2024. He noted that the Finance Committee Meetings are public and held every month for those interested in the finances of the Board. He reiterated that despite the public comment, there was not an increase in the cost of the project at the meetings held over the last two months of any dollar amount, and that there was not an additional allocation to the project. He encouraged those interested to listen in to the Finance Committee meetings.

David Kooris noted that the Finance Committee reviewed the quarterly finances for the first three months of the fiscal year and that the finances of the Authority are in good order. He noted that there were three items that were recommended from the Committee for adoption by the Board.

(a) FY 2025 Q1 Office of Fiscal Analysis (OFA) Report

(Begins at 12:37 of the audio recording)

Consideration and approval of a resolution authorizing submission of the FY 2025 Q1 quarterly financial report to the Office of Fiscal Analysis.

Board Chair Paul Whitescarver read the resolution.

RESOLVED, that the Board of Directors authorizes submission of the FY 2025 Q1 Quarterly Financial Report to the Office of Fiscal Analysis, as required by Section 1-123(b) of the Connecticut General Statutes, as recommended by the Finance Committee at its meeting held on October 15, 2024 at 10:00am, in the form attached as Exhibit to Agenda Item #4a.

Motion by John Johnson, seconded by Grant Westerson. So, VOTED with NO opposed and NO abstentions.

(b) Credit Card Use Policy

(Begins at 13:26 of the audio recording)

Consideration and approval of a resolution authorizing the adoption of the Authority's Credit Card Use Policy.

David Kooris summarized the proposed Credit Card Use Policy. He noted that the previous policy and card that was in place approximately five years ago was removed in late 2019 and that the Authority has not had a credit card since then. He noted that the proposed policy is a very limited credit card use policy, and that the card would remain in the office under lock and key, and would be available for use by the future Executive Director exclusively for online purchases that do not have alternative funding mechanisms. He noted the current cumbersome process that staff follow to make purchases for online items that only accept credit card payments. He noted that this policy would allow for the opening of a single credit card with a limit to be determined by the Finance Department that would be held onsite for use for online purchasing. Paul Whitescarver added that it would be used in instances such as making online hotel reservations for conferences.

Paul Whitescarver read the resolution.

RESOLVED, that, the Board of Directors authorizes the adoption of the Credit Card Use Policy, as described in the Exhibit to Agenda Item #4b.

Motion by Grant Westerson, seconded by John Johnson. So, VOTED with NO opposed and NO abstentions.

Kristin Urbach asked about the spending limit of the credit card before needing Board approval. Finance Director Fayola Haynes responded that it will follow the current purchasing policy. David Kooris added that the credit card is mainly for a different form of payment, and would correspond to the current purchasing manual which includes a \$5K threshold to require a second authorization and is also the threshold for verbal quotes, a \$20K threshold for written quotes, and \$50K threshold for a public solicitation.

(c) Automated Clearing House (ACH) Policy

(Begins at 16:37 of the audio recording)

Consideration and approval of a resolution authorizing the adoption of the Automated Clearing House (ACH) Policy.

David Kooris summarized the proposed Automated Clearing House (ACH) Policy. He noted that it would enable funds to transfer digitally and not require issuance of a check to make the approval process easier. He noted that payments over \$5K require a second signature which is currently done in-person or via mail, and that this would allow for a digital approval process by the two signatories and digital processing of payments thus diversifying the Authority's ability to transfer funds while operating within the finance and procurement manuals. Paul Whitescarver noted the amended By-Laws approved at the last Board meeting to allow for two signatures, which are Paul Whitescarver and David Kooris to approve payments over \$5K, and that Paul Whitescarver can approve payments less than \$5K.

Paul Whitescarver read the resolution.

RESOLVED, that, the Board of Directors authorizes the adoption of the Automated Clearing House (ACH) Policy, as described in the Exhibit to Agenda Item #4c.

Motion by John Johnson, seconded by Grant Westerson. So, VOTED with NO opposed and NO abstentions.

5. Consideration and approval of Small Harbor Improvement Projects Program (SHIPP) Round 4 Project List

(Begins at 18:35 of the audio recording)

Paul Whitescarver introduced Maritime Development Manager Eric Dussault to discuss what is being proposed to move forward to the Bond Commission. Eric Dussault noted the attachment provided to the Board which includes a list of the projects recommended by a Review Committee consisting of Paul Whitescarver, John Johnson, Grant Westerson and Brian Thompson. He noted the recommendation to approve 16 applications which total approximately \$10.3M. For reference he noted that 17 applications were received at the due date from 14 different municipalities. He provided further details regarding three applications including Old Lyme, which had a slight reduction in the amount approved for their dredging project as matching funds were not indicated. He noted the Committee is recommending the permitting and design phase which does not require matching funds. He also noted their marina dock project and the reduced funding as they sent a letter stating that the town will provide the matching funds. He noted that the Guilford dredging project is not being recommended for approval as it was completed approximately 18 months ago and the SHIPP program does not allow for applications for completed projects. Paul Whitescarver noted that the committee agreed that going back in time to approve would not set the right precedent.

Paul Whitescarver read the resolution.

RESOLVED, that the Connecticut Port Authority ("the Authority") Board of Directors endorses the Small Harbor Improvement Projects Program (SHIPP) Round 4 Project List, and the Authority Board Chair or Executive Director 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 #5.

<i>Municipality</i>	<i>SHIPP Category</i>	<i>SHIPP Application Request</i>	<i>CPA Board of Directors Approved Amount</i>
Branford	Marina-Docks, Piles	\$800,000.00	\$800,000.00
Clinton	Boat Ramps	\$143,000.00	\$143,000.00
Essex	Dredging	\$440,000.00	\$440,000.00
East Hartford	Boat Ramps	\$1,551,577.00	\$1,551,577.00
Guilford	Dredging	\$922,042.32	\$0.00
Hartford	Marina-Docks, Piles	\$636,204.35	\$636,204.35
Middletown	Marina-Docks, Piles	\$1,472,736.00	\$1,472,736.00
Norwalk	Marina-Docks, Piles	\$3,528,000.00	\$3,528,000.00
Norwich	Breakwaters, Piers	\$192,000.00	\$192,000.00
Norwich	Boat Ramps	\$480,000.00	\$480,000.00
Old Lyme	Marina-Docks, Piles	\$280,000.00	\$228,500.00
Old Lyme	Dredging	\$1,342,630.20	\$33,000.00
Stonington	Marina-Docks, Piles	\$250,000.00	\$250,000.00
Westbrook	Breakwaters, Piers	\$200,000.00	\$200,000.00
Westbrook	Breakwaters, Piers	\$75,000.00	\$75,000.00
West Haven	Boat Ramps	\$152,900.00	\$152,900.00
Westport	Marina-Docks, Piles	\$170,000.00	\$170,000.00
<i>CPA Board of Directors Approved Applications SHIPP 4</i>		16	
<i>CPA Board of Directors Approved Amount SHIPP 4</i>		\$10,352,917.35	

Motion by Grant Westerson, seconded by John Johnson. So, VOTED with NO opposed and NO abstentions.

John Johnson asked about selection notification to towns. Eric Dussault clarified that official notification would not come until after Bond Commission approval.

Paul Whitescarver responded to public comment regarding which projects had been approved for recommendation to the Bond Commission. Eric Dussault noted that when the minutes for the meeting are posted on the Authority's website, that the list with the breakdown of municipalities and the amounts will be included in the minutes.

6. Executive Director Search Committee Update

(Begins at 23:55 of the audio recording)

Paul Whitescarver provided a brief update regarding the Executive Director search. He noted that the search firm has reviewed over 40 applications and has forwarded approximately five candidates to the Committee. He noted that the Committee has interviewed the five candidates and anticipates having an update in the next few weeks.

7. CPA Staff Report

(Begins at 24:25 of the audio recording)

Office Manager Jill Dowling-Moreno thanked current Board Chair Paul Whitescarver and former Board Chair David Kooris for their time and support of the Authority staff and operations during this transition period. She noted that in lieu of the typical Executive Director's report, that staff would be sharing their updates at the meeting. She provided an update on administration items including a trailer lease at State Pier; RFP for Communications & Marketing Services; the October 1, 2024 submission of the Quarterly Report to the Transportation & Appropriations Committees; and the Clean Ports Program grant application that the Authority submitted in May 2024.

Maritime Development Manager Eric Dussault provided an update regarding operations items including: community outreach and education hosting groups at State Pier; Small Harbor

Improvement Projects Program (SHIPP); Connecticut Pilot Commission; Fort Trumbull Pier 7; Statewide Dredging Study; New Haven Harbor Improvement Project; and New London State Pier. He noted that the Connecticut Pilot Commission currently has a solicitation out for an apprentice pilot. He also noted that the annual pilot license renewals are due December 1, 2024, and that there may be a future recommendation regarding some potential language changes to pilot regulations and qualifications for the apprentice pilot program. He noted that the Fort Trumbull Pier 7 draft design is completed and that the final version should be available in the upcoming weeks as they await information from the Navy regarding potential electrical and shore power needs. Paul Whitescarver noted that Fort Trumbull Pier 7 is owned by DEEP, and that there is a small working group that will be working on how the project can move forward. He noted that Pier 7 needs to be updated but that may not happen in the 2026 timeline. Eric Dussault noted that the Dredging Study that the Authority is working on with the Army Corps and DEEP is moving forward, and that Army Corps is collecting and analyzing data, and that Public Information Sessions will be held in the upcoming weeks. He provided an update on the New Haven Harbor Improvement Project, and an update on the New London State Pier project. David Kooris noted that the planned transportation corridor may not have the same load-bearing capacity as intended. Paul Whitescarver and David Kooris noted that State Pier is being used to capacity as it was designed to be used. Paul Whitescarver noted that the engineer of record is holding the construction manager of record accountable regarding South Wall. Eric Dussault noted that he and David Kooris will be attending the upcoming AAPA conference in Boston, and showed a video that will play in the lobby on loop at the convention.

Finance Director Fayola Haynes provided an update regarding financial management items including: amended By-Laws which maintained operations in the finance department with Finance Committee Co-Chair David Kooris as a signing authority. She noted that the Credit Card and ACH Policies approved by the Board at today's meeting will take effect immediately. She noted the bank account intra-fi system which strengthens FDIC coverage on all Authority funds. She noted that a draft audit report was received from the Auditors of Public Accounts, and that once a final report is received that it will be provided to the Board. She noted that the Authority's independent auditor, CohnReznick, will provide the independent audit report to the Board at a future meeting. She noted that the OFA report will be submitted and that the last OFA report was submitted. In her role as Ethics Officer and Compliance Liaison, Fayola Haynes noted that she has scheduled Ethics Training for the Authority's Board and staff, and that the training will be provided by the Office of State Ethics in-person at the Authority's office at the December 17, 2024 Board of Directors meeting. She asked that all Board and staff attend in-person if possible.

Paul Whitescarver noted that the upcoming Board and Committee meetings will be held at the Authority's office in Old Saybrook until a new Executive Director is in place.

Gaffney Feskoe and members of the Board congratulated the staff on doing a great job in the absence of an Executive Director.

8. Deepwater Ports Update

(a) New Haven

(Begins at 40:41 of the audio recording)

Sally Kruse, Executive Director of the New Haven Port Authority provided a brief update including their kick-off meeting for the strategic master planning effort that is supported by a grant through the Connecticut Port Authority. She noted that they are coordinating stakeholder interviews for that project, which they expect to hold over the next couple of weeks. She also provided an update on the New Haven Harbor terminals cooperative and their training exercises held in September and October for spill response. She thanked the Board of Directors for their support.

(b) Bridgeport

(Begins at 43:28 of the audio recording)

Tom Gill, Director of the Office of Planning & Economic Development for the City of Bridgeport provided a brief update. He noted the dredging calls, and the event held in

Bridgeport with Bridgeport Boatworks. He thanked Board Member Kristin Urbach, and she noted that the Connecticut Wind Collaborative was delighted to host the event and will be releasing video from the event in the upcoming weeks. Paul Whitescarver noted the waterfront properties potential in Bridgeport for offshore wind.

(c) New London

(Begins at 45:07 of the audio recording)

i. Gateway Terminal Update

No update provided. Table for next meeting.

Paul Whitescarver noted the large increase in the amount of vessel traffic at State Pier since 2018. He noted the addition of the live stream of operations at State Pier that seCTer sponsored which can be viewed on the homepage of the Authority's website. He noted the increased number of merchant breakbulk ships bringing in supplies, as well as the 62 turbines for Revolution Wind and the 65 turbines for Sunrise Wind. He noted there is much greater capacity and operations at State Pier now than before.

Eric Dussault noted that Gary Walters from Gateway Terminal lost connection to the zoom call and apologized for missing the agenda item.

9. Old Business

(Begins at 48:11 of the audio recording)

Doug Dalena asked about the request in the chat from public attendees, and if the list of recommended projects could be read aloud. He suggested posting the list in the chat. Paul Whitescarver noted that the list can be posted on the Authority's website before the minutes are posted.

10. New Business

None

11. Adjournment

(Begins at 49:29 of the audio recording)

Motion to adjourn made by Grant Westerson, seconded by John Johnson. Meeting adjourned at 12:49pm.