



NOTICE OF  
REGULAR MEETING OF  
CONNECTICUT PORT AUTHORITY  
BOARD OF DIRECTORS

**Tuesday, January 21, 2025  
12:00 PM**

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

**Zoom link was provided.**

*\*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; Gaffney Feskoe; Paul Hinsch; Brian Thompson; Kristin Urbach; John Johnson; Tom Gill; Tom Patton; Felix Reyes; Doug Dalena; Chuck Roman; Paul O. Robertson

Absent: Mayor Justin Elicker; Dave Pohorylo

CPA Staff/Other: Michael O'Connor; Fayola Haynes; Laurie Epler; Jill Dowling-Moreno; Marlin Peterson (AECOM); Peter Lewandowski and Sarah Clark (Office of State Ethics)

**MINUTES**

**1. Call to Order**

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

**2. Approval of minutes of the December 17, 2024 Regular Meeting of the Board of Directors**

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

David Kooris noted that Paul O. Robertson had joined the meeting and was present for the vote.

**3. Public Comment**

*(Begins at 2:00 of the audio recording)*

Public comment was made by: Capt. Patrick Kennedy; Kevin Blacker

#### 4. Finance Committee Update

*(Begins at 8:44 of the audio recording)*

Finance Committee Co-Chair David Kooris noted the following items that were recommended for the Board's consideration by the Finance Committee at its meeting held that morning at 10:00am.

##### **(a) FY 2025 Q2 Office of Fiscal Analysis (OFA) Report**

*(Begins at 9:35 of the audio recording)*

David Kooris noted that the quarterly report monitors the fund status of the Authority's accounts and covers general operations, DOT CORE appropriation, CORE bond funds and the New London State Pier Project, and he noted that it serves as a concise summary of revenue and expenditures within each fund to date with a highlight of the last quarter's activities.

Paul Whitescarver introduced the item for consideration and approval of a resolution authorizing submission of the FY 2025 Q2 quarterly financial report to the Office of Fiscal Analysis.

**RESOLVED**, that the Board of Directors authorizes submission of the FY 2025 Q2 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 January 21, 2025, in the form attached as Exhibit to Agenda Item #4a.

Motion by Grant Westerson, seconded by Kristin Urbach. So, VOTED with NO opposed and NO abstentions.

##### **(b) FY 2025 Budget Modifications**

*(Begins at 11:13 of the audio recording)*

David Kooris provided an overview of the procedures for budget modifications during the fiscal year. He highlighted the main categories for reallocations from salaries and benefits, and external legal fees to contractual services to cover a recent expense by the Board for training related to longshoreman activity at State Pier.

Paul Whitescarver introduced the item for consideration and approval of a resolution authorizing the acceptance and adoption of the Proposed FY 2025 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 the following modifications to the Fiscal Year 2025 budget, as recommended by the Finance Committee at its meeting held on January 21, 2025, in the form attached as Exhibit to Agenda Item #4b.

Account #	Account Name	Original Budget	Revised Budget	Change
50100	Annual Gross Salary	\$557,127.00	\$507,127.00	(\$50,000.00)
50300	Fringe Benefits	\$462,415.00	\$412,415.00	(\$50,000.00)
50410	OPEB	\$0.00	\$18,000.00	\$18,000.00
50420	Pension-SERS	\$0.00	\$8,000.00	\$8,000.00
51100	Contractual Services: Audit	\$65,000.00	\$60,000.00	(\$5,000.00)
51300	Contractual Services: Communication/Outreach/Sponsorship	\$100,000.00	\$210,000.00	\$110,000.00
51730	Mileage Reimbursement	\$2,000.00	\$6,000.00	\$4,000.00
51740	Lodging	\$3,000.00	\$6,000.00	\$3,000.00
52601	Utilities: New London State Pier	\$5,000.00	\$15,000.00	\$10,000.00
52652	Insurance	\$100,000.00	\$112,000.00	\$12,000.00
51602	Legal Fees: External	\$300,000.00	\$240,000.00	(\$60,000.00)
Net change in FY 2025 Budget				<b>\$0.00</b>
Operating Surplus before Depreciation & Amortization: Budget dated 06/18/2024.				\$1,622,153.00
Proposed adjustments to FY 2025 Budget				\$0.00
Revised Operating Surplus before Depreciation & Amortization				<b>\$1,622,153.00</b>

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

**(c) FY 2024 Annual Financial Report (C.G.S. § 1-123(a))**

*(Begins at 13:58 of the audio recording)*

David Kooris noted that the Authority is statutorily required to submit the report annually. He noted that it serves as a summary of major expenditures and includes a description of activities within the fiscal year on major projects including State Pier, SHIPP, Pier 7, and dredging.

Paul Whitescarver introduced the item for consideration and approval of a resolution authorizing the submission of the Fiscal Year 2024 Annual Financial Report pursuant to C.G.S. § 1-123(a).

**RESOLVED**, that the Executive Director be and hereby is authorized, empowered and directed, for and on behalf of the Connecticut Port Authority, to submit the Annual Report responsive to Connecticut General Statutes Section 1- 123(a) to the Governor and the Auditors of Public Accounts, as recommended by the Finance Committee at its meeting held on January 21, 2025 and as further described in the Exhibit to Agenda Item #4c and to deliver any and all other reasonable and necessary documents in furtherance thereof.

Motion by Grant Westerson, seconded by Gaffney Feskoe. So, VOTED with NO opposed and NO abstentions.

**5. Human Resources Committee Update**

*(Begins at 16:21 of the audio recording)*

Human Resources Committee Co-Chair John Johnson provided an update from the Committee's meeting held at 11:00am that morning. He noted the discussion with the Authority's Executive Director regarding the posting of the Maritime Development Manager position and that Flagship Management is assisting with the search. Paul Whitescarver noted that the job posting is listed on a few websites, and Michael O'Connor noted that includes websites for the Connecticut Port Authority, Flagship Management and Chamber of Commerce of Eastern CT in addition to others.

## 6. Executive Director Update

*(Begins at 18:25 of the audio recording)*

Michael O'Connor provided an update on his first weeks as Executive Director at Connecticut Port Authority. He noted his initial meetings with staff and thanked them for their efforts in the absence of an Executive Director and Maritime Development Manager. He noted priorities including the hiring of a Maritime Development Manager, close out of the State Pier project, and dredging needs throughout the State. He noted his initial activities have included meetings with Board members, CT Pilot Commission, Transportation Committee Co-Chairs and various stakeholder groups. He noted events that he attended and plans to attend with groups such as CT Wind Collaborative, CMTA, CBIA, NAPA, CMA and others. He noted his plans to meet with Senators and other local leaders. He noted the five vacancies on the Authority's Board of Directors and asked for the Board's assistance in getting recommendations to the appointing authorities for the addition of maritime experience on the Board. He concluded with noting the use of economic development tools and income stream in support of the Authority's mission to grow the maritime economy in the State of Connecticut.

## 7. Executive Session pursuant to Section 1-210(b)(4) of the General Statutes of Connecticut, for the purpose of discussing CTSP close out actions involving the CMR.

*(Begins at 30:02 of the audio recording)*

Paul Whitescarver certified that the public interest in the disclosure of the discussion of the Connecticut State Pier closeout actions involving the construction manager-at-risk is outweighed by the public interest in the confidentiality of the same.

**RESOLVED**, that, pursuant to Section 1-210(b)(4) of the General Statutes of Connecticut, by a two-thirds vote of the members of the Board of Directors present and voting, the Board hereby approves to enter into Executive Session for the purpose of discussing CTSP close out actions involving the CMR.

Motion by Grant Westerson, seconded by John Johnson.

Paul Whitescarver invited Michael O'Connor, Marlin Peterson, Jill Dowling-Moreno and Fayola Haynes into the Executive Session.

So, VOTED with NO opposed and NO abstentions.

*(Begins at 32:13 of the audio recording)*

The Board returned from Executive Session at 1:23pm. Tom Patton noted that he had to leave the meeting by 1:30pm and that he could stay for the vote of the next item.

## 8. NOAA Funding Agreement Renewal

*(Begins at 32:43 of the audio recording)*

Paul Whitescarver introduced the item for consideration and approval of a resolution authorizing the Executive Director to enter into an amendment to that certain reimbursable agreement with the U.S. Department of Commerce and National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) Center for Operational Oceanographic Products and Services.

**RESOLVED**, that the Chairman of the Board of Directors is authorized, empowered and directed, for and on behalf of the Authority, to execute and deliver an Amendment to that certain reimbursable agreement, with an effective date of March 17, 2020, by and between the Authority and the U.S. Department of Commerce and National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) Center for Operational Oceanographic Products and Services, as described in the form attached hereto as the Exhibit to Agenda Item #8 and to take such reasonable and necessary actions as are reasonably required in furtherance thereof.

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

**9. Office of State Ethics- In-Person Training**

*(Begins at 34:04of the audio recording)*

Paul Whitescarver introduced Peter Lewandowski, Executive Director and Sarah Clark, Director of Education and Communications from the Office of State Ethics. They provided an annual Ethics training for Board members and staff in attendance. The presentation provided an overview of the State of Connecticut's Codes of Ethics that pertains to state officials, state employees, lobbyists and contractors. Each subsection concluded with an example of a real-world scenario tailored to the Authority, with time for discussion, questions and answers. Sarah Clark noted that the Office of State Ethics is available for questions to assist with prospective decision making and provided their contact information ([ct.gov/ethics](http://ct.gov/ethics), [ose@ct.gov](mailto:ose@ct.gov), 860-263-2400), as well as noting that Board members and staff can also reach out to the Authority's Ethics Liaison, Fayola Haynes.

**10. Old Business**

None

**11. New Business**

None

**12. Adjournment**

*(Begins at 1:14:53 of the audio recording)*

Motion to adjourn made by John Johnson, seconded by Grant Westerson. Meeting adjourned at 2:04pm