

NOTICE OF CONNECTICUT STATE AGENCIES

CONNECTICUT PORT AUTHORITY

Notice of Intent to Amend Operating Procedures

In accordance with [Conn. Gen. Stat. §1-121](#), the Connecticut Port Authority (“Authority”) hereby gives notice that it intends to amend its Operating Procedures.

Statement of the substance and purpose of the proposed amendments:

The Authority intends to amend its current Operating Procedures that were approved by its Board on April 27, 2020. This includes technical and formatting amendments and proposed content amendments. A description of the substance and purpose of the content of sections proposed to be amended is included below.

Proposed Amendments to Section V: Personnel Policies

This section is proposed to be amended to remove reference to “grade classifications” for job positions as this is not applicable to the Authority’s staffing size or organizational structure. It also includes references to the added appendices of Hiring Guidelines, the Authority’s Equal Employment Opportunity and Affirmative Action Policy and a newly proposed Onboarding/Offboarding Policy.

Proposed Amendments to Section VI: Contracting for Personal Services and Personal Property

Section A. Preamble and Applicability

This section is proposed to be amended to change “Procurement Policy” to “Purchasing Policy” for consistency with the remainder of the text in this section; to add “general office supplies” to the list of items not intended to cover; and reference to an added appendix of the Authority’s Ethics Policy.

Section F. Record Retention

This section is proposed to be amended to clarify the record retention policy of the Authority for different types of contracts “Per the General Records Retention Schedules for Municipalities, M1- General Administration Records, minimum retention required for contracts for construction is six (6) years after completion of project, and for contracts for services and supplies is three (3) years after expiration.”

Proposed Amendments to Section VIII

A new section is proposed to be added for “Property Control Manual Guidelines”, which would move the subsequent sections to the following numbers “IX. Issuing and Retiring Bonds, Bond Anticipation Notes and Other Obligations of the Authority”; “X. Freedom of Information Act”; “XI. Amendment of Procedures”. The purpose of this new section is to include reference to the State’s Property Control Manual as the Authority is required to comply with certain provisions of the Manual referring to statutory requirements applicable to the Authority.

Proposed Amendments to Section X

It is proposed to change the title of this section from “Waiver of Fees Under the Freedom of Information Act” to “Freedom of Information Act” with the purpose of stating that the Authority follows the State of Connecticut’s Freedom of Information Act requirements, and providing a link to the full text of the legislation.

Proposed Amendments to Section XI: Amendment of Procedures

This section is proposed to be amended to add that the Operating Procedures are reviewed at least annually by the Authority’s Audit, Compliance and Governance Committee, and that amendments to these procedures only be effective upon approval of the Authority’s Board of Directors.

Proposed Addition of Appendix A: Hiring Guidelines

This section is proposed to be added for reference to Section V. Personnel Policies. The Hiring Guidelines were approved by the Authority’s Board on May 2, 2018 and are proposed to be incorporated as an appendix to the Operating Procedures. These guidelines are proposed to be amended to reflect updates in technology, governance and procedure.

Proposed Addition of Appendix B: Equal Employment Opportunity and Affirmative Action Policy

This section is proposed to be added for reference to Section V. Personnel Policies. The Equal Employment Opportunity and Affirmative Action Policy was approved by the Authority’s Board on December 15, 2020 and is proposed to be amended to update contact information, and to note that the EEO statement is listed on the Authority’s website.

Proposed Addition of Appendix C: Onboarding/Offboarding Policy

This section is proposed to be added for reference to Section V. Personnel Policies. This is a newly proposed policy to address the procedures for onboarding and offboarding employees, including reference to the Memorandum of Understanding (MOU) that the Authority has with CT Innovations to provide Human Resources support in the areas of time and labor, payroll, benefits and CORE-CT.

Proposed Addition of Appendix D: Ethics Policy

This section is proposed to be added for reference to Section VI. Contracting for Personal Services and Personal Property. The Ethics Policy was approved by the Authority's Board on September 4, 2019 and includes proposed technical and formatting amendments.

A copy of the above notice as well as a draft of the Operating Procedures with proposed amendments will be made available on the Authority's website under [Public Notices & News – Connecticut Port Authority](#).

Manner of presenting views: All interested persons are invited to present their views in writing no later than **April 24, 2026**. Comments are to be submitted to Connecticut Port Authority, Jill Dowling-Moreno either by e-mail to jill@ctportauthority.com (please put "Public Comment re: Notice of Intent to Amend Operating Procedures" in the subject line) or by postal mail addressed to her at:

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