



**Meeting Minutes of the
Connecticut Port Authority
Finance Committee
Tuesday, October 15th (2:00 P.M.)
Connecticut Port Authority Office
Old Saybrook**

Present: David Kooris; Linda Savitsky; Parker Wise

Phone: John Johnson; Jeff Beckham

CPA Staff: Andrew Lavigne; Casandra Berthiaume; Joe Salvatore

Guests: Paula Clarke; Bob Dakers; Paul Whitescarver; Kim Landess

Call to Order

Ms. Savitsky called the meeting to order at 2:00 pm.

Minutes: A motion by Mr. Johnson to accept the minutes was seconded by Mr. Beckham. Motion passes.

Public Participation relating to Agenda Items: None

Finance Update: Ms. Berthiaume stated that CPA receivables included of its annual state appropriated \$80,000 and a \$74 rebate from Frontier Communications. The \$3250 payment received on July 31st from Erin Reemsnyder will be listed under "Other Income" and recorded as a receivable for FY20.

Ms. Berthiaume discussed that we have \$162,000 waiting to be paid for legal with around \$42,000-\$45,000 to be accrued to FY19.

Mr. Kooris stated that we recently adopted a policy that governs how CPA will utilize legal and how we assign tasks to legal. Mr. Johnson asked who will decide when legal counsel is necessary. Mr. Kooris said that it was recently decided it would be the acting chair at this time. Mr. Beckham asked who established the budget for legal and how are we going to pay for new legal services. Mr. Kooris stated it was the Board on June 18th for the upcoming fiscal year budget. Ms. Savitsky said since right now there is not an Executive Director or Office Manager position, a transfer can be used from payroll and communications to fund the expenses. Ms. Savitsky also asked what kind of legal fees will be incurred during the bidding process and that we will need to set standard through this process.

Ms. Berthiaume discussed the progress with QuickBooks. She has been working with Dennis Giroux and Anne Hartner and FY19 and FY20 is now established in QuickBooks. QB should be all set to run reports for FY19 after 10/18/19 instead of Excel. Mr. Dakers asked if payroll will be in QuickBooks and Ms. Berthiaume said it will be accounted for starting FY19.

Mr. Dakers stated we will need to have a bigger view in QB of operating and capital funds. Ms. Savitsky also said it needs to be reflected per each project budget as well.

Ms. Berthiaume stated per IT, everything is backed up on the cloud (Carbonite). Ms. Savitsky stated we need to make sure someone at CPA who's not involved with finance needs to be able to have access to the cloud as well.

Ms. Berthiaume discussed budget for Dennis Giroux who CPA is using as a trainer for QuickBooks. Currently, his services have been budgeted as \$8,750 for FY20 and we are at \$2,433 to date. Ms. Berthiaume stated she would like to be able to use Dennis as a trainer for future use as needed. Ms. Savitsky said that the original purchase order would need to be amended to do this.

Ms. Berthiaume stated we have also received monthly dockage and wharfing payment of \$13,400 from Gateway and that the City of Groton bond dollars of \$730,000 have been transferred to CPA's bank account. She stated that Mr. Salvatore is working on a reimbursement process for SHIPP funds instead of upfronting the full payments. Mr. Kooris asked if there are close-out documents and Ms. Savitsky replied with a yes.

Ms. Berthiaume said that all insurance for the vehicle and business has been paid. Ms. Savitsky said we need to decide if the vehicle is necessary especially since it's not fuel efficient. Mr. Beckham asked if we could surplus the vehicle stating that DAS has state vehicles that would be available to use as needed.

Review of Ms. Berthiaume's "clawback" spreadsheet allotting funds to cover OPM and additional consulting installed by the Governor. Ms. Savitsky said we need to keep a placeholder in the budget for communication and HR contractors. The amounts budgeted seem reasonable.

Operations Update: Ms. Savitsky asked if SHIPP is continuing to run. Mr. Kooris answered that it is and we have a list of programs but have not acted on them right now. Mr. Beckham asked if the bond funds were previously allocated and Mr. Kooris stated that they were. He also stated that we want to make sure we're working in accordance with the Bond Commission.

OPM Update: Mr. Dakers said that Blum Shapiro needs financial statements to start looking at areas of risk. This is underway for the FY19 audit. Whittlesey is helping with Policies and Procedures, including for tech services. Ms. Savitsky suggested that Blum Shapiro attend the next finance meeting.

Consultant Updates: Discussed in previous updates above.

Discussion of Legal Services and Next Steps: Mr. Dakers stated that bigger quasis have in-house counsel where CPA does not and Robinson & Cole has been acting as both. In-house counsel would be on retainer as needed and may help with bigger counsel. In-house can help with FOIA requests, RFPs, small counseling issues within the office. Bob Dakers and Mr. Kooris developed internal guidelines for what's being charged for legal engagement. When searching, we need to find a counsel with quasi/state experience, bond and municipality experience.

Review of CT Pilot Commission recommendation that CPA establish an earmark account using the 6% fee collected by the Authority, specifically to reimburse CT Pilots for incurred safety and training costs meeting the criteria developed by the Commission and as set forth by the Authority: This is tabled until next meeting since Mr. Pohorylo was unable to attend.

Old Business: No.

New Business: Ms. Savitsky stated she will be resigning as Chairperson of the Finance Commission since she is retiring

from the State as of Friday, October 18, 2019. A new Chairperson for the Finance Commission will need to be appointed.

Adjournment: With business concluded, Mr. Johnson motioned to adjourn and Ms. Savitsky seconded at 3:25 pm.