



**Meeting Minutes of the  
Connecticut Port Authority  
Finance Committee  
Tuesday, November 19th (1:00 P.M.)**

**DECD  
450 Columbus Plaza North, Hearing Room J  
Hartford, CT**

**Draft Minutes**

**Present:** David Kooris; Parker Wise; Jeff Beckham

**Phone:** Dan Krupnick

**CPA Staff:** Andrew Lavigne; Casandra Berthiaume; Joe Salvatore

**Call to Order**

Mr. Kooris called the meeting to order at 1:03 pm.

**Minutes:** A motion by Mr. Wise to accept the minutes was seconded by Mr. Beckham. Mr. Krupnick abstains. Motion passes.

**Public Participation relating to Agenda Items:** None

**Election of Committee Chairperson:** Mr. Kooris stated this is tabled temporarily as new members will be added to the board before the end of the year.

**Finance Update:** Ms. Berthiaume stated she's been working with Dennis Giroux, C.P.A. and Ann Harter and the QuickBooks update is progressing. Blum Shapiro can begin the audit once Accounts Receivable (AR) and Accounts Payable (AP) for fiscal year 2019 are completed. Transactions performed through CORE-CT are now being entered into Quickbooks. Ms. Berthiaume stated that the quarterly report (Q1) distributed to the committee was run using Quickbooks. She pointed out that there are no legal fees included since they hadn't yet been approved and were therefore not paid at the time the report was generated. Legal bills have been paid as of now, so will appear on the next month's report and in the Q2 report. Mr. Lavigne stated that there will be a breakdown available by the next finance meeting outlining legal costs this fiscal year associated with personnel issues and FOI-related issues.

Mr. Kooris asked if the CPA budget needs to be amended, to increase the line items for legal costs and, if so, does the board need to approve modification. Mr. Dakers stated he didn't recall an operating policy for that, but the committee

should plan to present it to the board to show where we are over and under budget. Mr. Kooris asked if we should have a target for the board and Mr. Dakers said yes and should be towards the end of the year.

Ms. Berthiaume stated that they are also putting together an asset inventory for CPA.

**Gateway New London Quarterly Operations Report:** Review Gateway Quarterly Ops Report. Gateway has paid \$125,000 for May/June/July which are submitted quarterly. With most recent August/September payment Gateway is currently now on schedule with the CPA's fiscal year. Mr. Kooris stated that the budget contemplated receipt this fiscal year of \$1.25 million with the projected execution of the HDA and a second payment of \$1.25 million projected to be received the following year.

**OPM Update:** Mr. Dakers discussed the APA Audit Findings and CPA's Action Plan. He said there was a lack of policy and procedures and ethics policy. He said CPA is on track to present many corrective policies and procedures to the board at the December meeting. The surplus funds policy will be presented to the board in December. He also stated that the SHIPP program progress will be updated into a reimbursement payment process instead of an in-full pre-paid payment. He stated that the APA report identified multiple personnel policy deficiencies in the Employee Manual, so he is working with Mr. Whitescarver and Mr. Lavigne to update many of those.

**Consultant Updates:** Mr. Whitescarver said his items were covered by Mr. Dakers.

**Discussion of Blum Shapiro Audit:** Mr. Dakers stated that an engagement letter was sent to Blum Shapiro for the FY19 audit. He also stated that CPA has highlighted potential areas of risk in the engagement letter. Ms. Harter stated that in another week or two, they will be able to complete necessary Quickbooks updates, which will allow generation of reports required for Blum Shapiro to begin their audit.

Mr. Nossek from Blum Shapiro stated they should be able to allocate resources quickly, but have not put on the calendar since they are unsure of a firm start date. He also said they have done preliminary risk assessment in the past and they will be ready to schedule when reports are complete. Mr. Dakers asked what the time frame would be. Mr. Nossek said about a 175-200 hour vicinity if everything is ready and accessible. Mr. Nossek said the prior audit had taken more of their effort than expected due to the complexity of CPA's relationship with DECD for certain financial transactions and a lack of proper record keeping by CPA. Mr. Dakers also asked about reflecting bond specifications and the treatment of capitol and how to show it. He would like to be able to see where the bond funds stand. Mr. Nossek said they could put a schedule in a disclosure, but that is largely a business decision for the CPA to make.

**Discussion of Board Member Reimbursement Policy:** Mr. Kooris stated that he has received several requests by members for travel reimbursement. He thinks we can do this for travel reimbursement as the members are volunteers. He asked if we could add a sentence in CPA's staff policy to also apply to board members. This will cover mileage for board meetings and special meetings and would require members to fill out a form, similar to staff reimbursement process. An updated travel policy will be presented at the next meeting. CPA bylaws allow for the reimbursement of

**Review of CT Pilot Commission:** This item is tabled at the request of the Pilot Commission as they discuss alternatives.

**Discussion of NOAA 5-Year Renewal of the Physical Oceanographic Real Time System:** Mr. Salvatore discussed the importance of this station for pilots coming into the New Haven port. NOAA reached out to CPA for renewal for next 5

years for \$124,000. This cost would be broken down annually over the 5 years. Mr. Kooris said they would go through agreement to be sure the costs associated reflect annual figure and then present to the board.

**Discussion of Year-End Bond Tax Questionnaire:** Mr. Salvatore gave Mr. Kooris the questionnaire to be filled out. It will reflect a projects to be bonded over next 2-year period.

**Old Business:** Mr. Dakers stated readiness for CPA to release RFP for law firm on retainer. Mr. Dakers gave options on how to promote the RFP. To post on the CCM website would cost \$300, DAS website would be free or we could post a half-page on the CT Law Tribune for \$2,000 (for half-page ad in one week's publication). The committee found the cost of the one-week publication to be too high. Mr. Kooris asked Mr. Dakers what happens if a firm comes in with an offer to cover both the in-house and large counsel? Would the current RFP cover that or do we need an RFQ for those additional serices? Mr. Dakers said that bigger jobs may be subject to subsequent procurement. Mr. Kooris said it would be explicit on a subsequent procurement on an RFQ. Mr. Dakers said the RFP will request bids for 20/40/60 hours and that smaller and larger firms could participate.

The committee discussed the status of the CPA vehicle. Mr. Beckham asked if they could surplus the vehicle to DAS and get a fleet car. He also asked if other quasis have a vehicle. Mr. Salvatore asked if a non-state employee would be able to drive a fleet car. The committee discussed whether an MOU with DAS would allow CPA to utilize a fleet car. Mr. Salvatore explained that the CPA vehicle is used for transporting him and CPA employees to and from meetings, as necessary.

**New Business:** None.

**Adjournment:** With business concluded, Mr. Beckham motioned to adjourn 2:13 pm.