**NEW HAVEN PORT AUTHORITY**

**MINUTES**

**REGULAR MEETING #211**

**JULY 18, 2024**

This was an entirely remote meeting.

Chairman Fabiani called Regular Meeting #211 of the New Haven Port Authority (NHPA) to order at 5:01 p.m.

Commissioners Present: Nick Fabiani, Chair; Sal Punzo, Vice Chair; Tom Cavaliere, Treasurer; Rick Ballou; Dustin Nord\*

Staff Present: Sally Kruse

Counsel: Carolyn Kone - Brenner, Saltzman & Wallman, LLP; John Bashaw – Bashaw Law

Public: Chris Avallone\*

**AGENDA**

**MINUTES**

**1. Approval of the Minutes of the Regular Meeting held on June 20, 2024**. No comments were provided. Upon a motion by Commissioner Punzo, seconded by Commissioner Cavaliere, the minutes of the June 20, 2024, Regular Meeting were approved by all Commissioners present at the meeting.

**2. Approval of the Minutes of the Special Meeting held on July 10, 2024**. No comments were provided. Upon a motion by Commissioner Cavaliere, seconded by Commissioner Punzo, the minutes of the July 10, 2024, Special Meeting were approved by all Commissioners present at the meeting.

**FINANCIAL REPORT**

**3. Review of Bank Statements and Reconciliations for June 30, 2024 (both accounts). 4. Review of Balance Sheet and Profit and Loss Statement for period ending June 30, 2024**. Commissioner Cavaliere reviewed the relevant financial reports and spoke about the balances available in each account. Upon a motion by Commissioner Nord, seconded by Commissioner Punzo, the financial report was unanimously approved by all Commissioners present at the meeting.

**4. Expenditures requiring Board approval.** – The only expenditures above $1,500.00 during June/July 2024, were exempt under Article X of the Procurement Policy (Legal).

**UPDATES**

Connecticut Maritime Coalition (CMC) – No meeting held since previous Board meeting.

Connecticut Port Authority (CPA) – No meeting held since previous Board meeting.

Army Corps of Engineers (ACOE) – Channel Deepening Project – No update on the project.

New Haven Marine Group/New Haven Harbor Co-Op – The July Co-Op meeting was the second meeting with the engineering firm working on the West Haven sewer outfall replacement regarding potential installation options and their effects (potential closings) on the navigation channel. The engineering firm requested that the Co-Op submit a written opinion on the options.

**OLD BUSINESS**

**6. Procurement Policy Update –** Executive Director (ED) Kruse reviewed the changes she had made to the draft Procurement Policy Amendment based upon comments received during the June 20, 2024 Regular Meeting. After review of the proposed updates and discussion, Commissioner Punzo moved to approve the Amended Procurement Policy. Commissioner Cavaliere seconded the motion, and the motion passed by unanimous vote of all commissioners present at the meeting.

**7.** **Master Plan Development Contract –** Attorney Kone discussed that the CPA Grant Agreement language contains certain requirements that impact Aecom and will require modification to their standard contract. Other items in the contract seemed overly one-sided and she would like to address them as well as concerns regarding intellectual property. In addition, there are items reflected in the proposal, such as the qualifications of the project personnel, that are not identified in the contract itself. Chair Fabiani indicated that NHPA had selected the project team in the proposal and that he was concerned that Aecom might switch personnel after the contract was signed. He also expressed concern about ownership of the intellectual property developed during the project and asked about proposing some expansion to the contract. No vote was taken during the meeting.

**8. Grant Agreement with CPA for Master Plan Development –** see above paragraph.

**NEW BUSINESS**

**9. Nomination/Election of new Board Secretary –** The ED provided a summary of the duties of the secretary and Commissioner Ballou said he’d be willing to assume those duties. Commissioner Cavaliere moved to nominate and elect Commissioner Ballou to the position of Board Secretary. Commissioner Punzo seconded the motion, which was passed by unanimous vote of all the commissioners present at the meeting.

**PUBLIC COMMENT -** None

**EXECUTIVE DIRECTOR’S REPORT** – The ED reported that she had registered to be a part of two Vision 2034 working groups, one concerning Economic Opportunity and one concerning Climate/Ecology. She reported that she had been told that Anti-Idling brochures should be developed in multiple languages and so is revising the brochure she had developed.

The U.S. Committee on the Marine Transportation System has published a Request for Information regarding what planning guidance, data sources, and grants are used to plan for long-term environmental change.

Mr. Avallone’s nomination to the Board was first read to the full Board of Alders on July 1st. The second reading is scheduled for August 5th, after which he is expected to replace Gene Harris.

Also of note, the annual financial audit will be kicked off in early August.

**EXECUTIVE SESSION**

Commissioner Fabiani asked for a motion to go into Executive Session with all commissioners, Carolyn Kone, John Bashaw, and Sally Kruse to discuss items 10 through 12 on the agenda. The motion was made by Commissioner Cavaliere and seconded by Commissioner Ballou. Upon a unanimous vote by all commissioners present at the meeting, the Board moved into executive session at 5:36 p.m.

\*Commissioner Nord and Mr. Avallone left the meeting at 5:35 p.m. before the Board entered Executive session.

**10. To discuss License Agreement RFP responses**

**11. To discuss a Parcel 6 Purchase and Sale Agreement**

**12. To discuss acquisition of properties under CGS 1-200(B)(6)(D) (Selection of site or purchase of property when publicity would adversely impact purchase price) with respect to 821 East Shore Parkway and 50 Fulton Terrace.**

The Board moved out of Executive Session at 6:54 p.m.

No votes were taken after the Board moved out of Executive Session.

**ADJOURNMENT –** Upon a motionbyCommissioner Cavaliere, seconded by Commissioner Punzo, and approved by unanimous vote of all commissioners present at the meeting, the meeting was adjourned at 6:54 p.m.