

PORT OF MANCHESTER
MINUTES
January 18, 2021

**In Response to the COVID-19 Pandemic and Governor's Directive,
this meeting was conducted via telephone conference call**

REGULAR MEETING

- 1.0 Call to Order.** Board President Strode called the meeting to order at 6:05 PM. Present were Commissioners Strode, Fallstrom and Ballard. Also present was Attorney Thompson. Contract Administrator O'Connell had informed all that he was not available due to personal reasons. All were present virtually via telephone conference. No guests were present. The meeting had been continued over from the regular meeting date of January 11, 2021 because of late notice that the Contract Administrator would not be present giving more time to prepare for the meeting.
- 2.0 Approvals – Consent Agenda**
- 2.1** Regular meeting minutes for December 14, 2020 teleconference meeting.
2.2 14 Vouchers in the total sum of \$5,673.59.
After discussion, Commissioner Ballard moved approval of the consent agenda. Commissioner Fallstrom seconded the Motion. Passed unanimously.
- 3.0 Public Comment.**
- No members of the public were present.
- 4.0 Resolution 1-21 - Appointing Attorney/Auditor:** After consideration, Commissioner Fallstrom moved for approval of the Resolution. Commissioner Ballard seconded the Motion. Passed unanimously.
- 5.0 Resolution 2-21 - Election of Officers:** Commissioner Ballard moved that Commissioner Strode be elected as President, that Commissioner Fallstrom be elected as Vice-President and that Commissioner Ballard be elected as Secretary and that the Resolution be passed. Commissioner Fallstrom seconded the motion. Passed unanimously.
- 6.0 Resolution 3-21 - Appointing Contract Administrator -** Commissioner Ballard moved that action on this Resolution be deferred until the February meeting in order to determine whether Dennis O'Connell will be able to serve in this capacity. Commissioner Fallstrom seconded the Motion. Passed unanimously.

- 7.0 **Resolution 4-21 - Appointing Claims Agent** - After consideration, Commissioner Fallstrom moved approval. Seconded by Commissioner Ballard. Passed unanimously.
- 8.0 **Resolution 5-21 - Adopting Small Works Roster** - After consideration, Commissioner Ballard moved approval. Seconded by Commissioner Fallstrom. Passed unanimously.
- 9.0 **Resolution 6-21 - Adopting Rules of Governing** - After consideration, Commissioner Fallstrom moved approval. Seconded by Commissioner Ballard. Passed unanimously.
10. **Resolution 7-21 - Adopting Rules for Public Records** - After consideration, Commissioner Ballard moved approval. Seconded by Commissioner Fallstrom. Passed unanimously.

11.0 **Miscellaneous:**

11-1 Financial Report. Contract Administrator O'Connell submitted a written report. For the period ending December 31, 2020 there was a total fund balance of \$68,657.92 including year to date launch fees collected totaling \$20,078.50.

11.2 Commissioner Comments - Commissioner Fallstrom commented that he would rather have future meetings as audio rather than as Zoom. Agreed by consensus.

12.0 **Future meeting dates:**

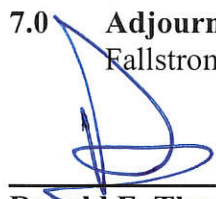
12.1 February 8, 2021, 6:00 pm - Regular meeting via Teleconference

12.2 March 8, 2021, 6:00 pm - Regular meeting, Teleconference

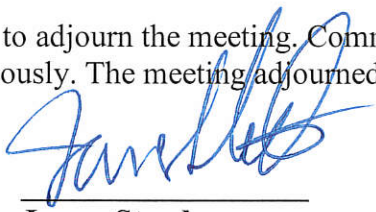
12.3 April 12, 2021, 6:00 pm - Regular meeting Teleconference

No action was required on this Agenda item

- 7.0 **Adjournment** - Commissioner Ballard moved to adjourn the meeting. Commissioner Fallstrom seconded the motion. Passed unanimously. The meeting adjourned at 6:17 PM.



Ronald E. Thompson
Attorney/Auditor



James Strode
President