

# MAINE STATE LEGISLATURE

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January 24, 2022

Honorable Troy D. Jackson  
President of the Senate  
3 State House Station  
Augusta, Maine 04333

Honorable Ryan Fecteau  
Speaker of the House  
2 State House Station  
Augusta, Maine 04333

Dear President Jackson and Speaker Fecteau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required FY 2021 report from the Maine Port Authority due by February 1, 2022.

Please contact me if you have any questions or need additional information.

Thank you.

Sincerely,

S/Matthew Burns,  
Interim Executive Director

Pursuant to 5 MRSA §12023, the Maine Port Authority (MPA) is pleased to submit this FY2021 report.

For the period July 1, 2020 to June 30, 2021, the MPA made the following procurements exceeding \$10,000 by sole source due to the contractors' unique compatibility that met the MPA's business needs:

- Knight Canney - \$11,700 for Communications/Media Relations

The MPA made the following procurements exceeding \$10,000 for equipment repair and maintenance, which are exempt from competitive procurement under MPA Policy 200-1:

- Eimskip \$254,196 for an equipment maintenance contract

There were no contributions exceeding \$1,000 during the fiscal period.

The MPA updated its Policies and Procedures Manual to:

- Adopt an Electronic Records Policy (100-4) in accordance with the Uniform Electronic Records Act.
- Revise Policy 200-1 Procurement and Contracting to clarify procedures for Procurement and Contracting in General, Procurement and Contracting for Less than \$10,000, and Memorializing Non-Competitive Selection of Vendors.
- Adopt an Employment, Conditions of Hire, and Employment Contracts Policy (500-1) to establish standard state employee terms and Board Approval for any deviation from the state employee standard.
- Adopt a Remote Participation Policy (100-1A) in accordance with Title 1, Section 403-B of the Maine Revised Statutes.