SPECIAL MEETING OF THE

CONNECTICUT PORT AUTHORITY

FINANCE COMMITTEE

WEDNESDAY, FEBRUARY 21, 2018 (1:00 P.M.)

OLD LYME TOWN HALL

MINUTES

**Present**: Chairman Bonnie Reemsnyder; John Johnson; Executive Director Evan Matthews; Joe Salvatore, Program Chairman, CPA; Gerri Lewis, Office Manager

**Absent:** Scott Bates;

**Call to Order**

Chairman Reemsnyder called the meeting to order at 1:00 p.m.

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

 At this time, Ms. Reemsnyder noted that she wanted to move the Finance Report to this slot.

**Finance Report:**

The committee discussed the Statement of Revenues and Expenditures, the period ended January 31, 2018. Bookkeeper, Ms. Godin, was unable to get a report to Chairman Reemsnyder for December, 2017.

The committee discussed the carryover from the previous year; expenditures and revenues; and the marketing & business development and communications and outreach. It was noted that these line items could be paid out of the monies held at DECD.

**Blum Shapiro Audit Services Update**

Evan reported that Blum Shapiro was wrapping up the audit and would be sending a draft to CPA shortly.

**State Audit Update**

Evan updated the committee. He noted that a draft of the audit was forthcoming and it was going to be sent to Robinson & Cole.

**Amicus Brief re: NY/EPA lawsuit**

It was discussed that Robinson & Cole would be preparing this brief for CPA. Evan noted that he would be happy for others to participate. Mr. Johnson mentioned that Connecticut Marine Trades Association may want to participate. There were others mentioned such as Brewers Safe Harbors and others. Evan noted that CPA would be happy to pay for Robinson & Cole to produce the brief. After further discussion the following motion was made:

A motion by Ms. Reemsnyder to appropriate the expenditure of up to $15,000.00 dollars for Robinson & Cole to produce and file the Amicus brief and include others, if they so choose, was seconded by Mr. Johnson and was so VOTED unanimously.

Gerri will follow up with Robinson & Cole.

**Discussion on Convention**

After a brief discussion, this item is now off the table.

**Hiring process: Employees/Consultants**

The committee had a preliminary discussion re a process for hiring personnel. It was noted that any openings could be posted on the State of Connecticut DAS Portal and the CPA website. It would include job title; job description; salary range. There would be a selection committee of not more than 3 people including the Executive Director. This would be discussed with legal for CPA.

**Ongoing Review 2018 Budget**

See Finance Report above.

**Executive Session pursuant to C.G.S. 1-200(6)(D) relating to site selection or the lease, sale, or purchase of real property** None

**Adjournment.**

A motion to adjourn at 2:27 p.m. was made by Mr. Johnson, seconded by Ms. Reemsnyder and so VOTED unanimously.