**Connecticut Port Authority**

***Finance Advisory Committee***

***Meeting Minutes***

August 3, 2017, 12:30 pm – 1:30 pm

Old Lyme Town Hall| Old Lyme, CT

**Attendance:**

* Board Member: Committee Chair Bonnie Reemsnyder, John Johnson
* Guests: None
* CPA Staff: Executive Director Evan Matthews, Program Manager Joe Salvatore

**Public Comment:** None

**Minutes:**

1. Call to Order; Chair Bonnie Reemsnyder at 12:37 p.m.
2. Approval of minutes of July 5, 2017 – Special Meeting:

Motion: John Johnson, Second: Bonnie Reemsnyder

Vote: all-in-favor

1. Public Participation Relating To Agenda Items: None
2. Review and discuss interviews of candidates for Accounting and Audit Services. If appropriate, prepare a recommendation to the full board.

There were (3) firms interviewed for the services; Whittlesey & Hadley, Cohn-Reznick, BlumShapiro. The interviews started at 9:30 am and ending 12:00 pm.

The interviews consisted of opening remarks by the Port Authority, the firm, and up to 8 questions by the panel, questions from both parties and closing remarks.

The focus is to hire a firm that can conduct the CPA first year audit, set-up accounts, accounting procedures and methods, tools to maintain a daily accounting system for staff.

The panel decided to qualify all three firms. The next step is to issue a scoping memorandum for each firm to respond showing their cost to conduct Audit Service.

1. Review, discuss and approve recommendations for process for hiring Port Authority Office Manager position. Include discussion on benefits and process for securing benefits such as medical benefits, etc.

Panel reviewed the proposed Job Specification. Conversations will continue on proposed staff policy and procedures, employee manual, insurance package (state, municipal or private), vacation days to match state’s plan. Director Matthews will get a quote from Robinson and Cole on what it will cost to develop an employee manual.

Job will be posted in a local newspaper soliciting to the public, Port Authority website and other online services.

The posting will direct applicants to the CPA website for the full job description and how to reply.

**Meeting Adjourned:** 1:20 p.m. (1st Bonnie Reemsnyder, 2nd John Johnson)

**Next Meeting:** September, 10:30 a.m., location to be determined.