**Connecticut Port Authority**

***Finance Advisory Committee***

***Meeting Minutes***

July 25, 2017, 2:00 am – 3:00 am

Old Lyme Town Hall| Old Lyme, CT

**Attendance:**

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

**Public Comment:** None

**Minutes:**

1. Call to Order; Chair Bonnie Reemsnyder at 2:01 p.m.
2. Approval of minutes of July 12, 2017 – Special Meeting:

Motion: John Johnson, Second: Scott Bates

Vote: all-in-favor

1. Public Participation Relating To Agenda Items: None
2. Review and Approve list of qualified firms pursuant to RFQ for Accounting & Audit Services.

There were (9) responses; King & Associates, Cohn-Reznick, BlumShapiro, Ron L. Beaulieu, Whittlesey & Hadley, Simione, Mecca & Larrow, Reed & Assoc., BarryDunn, Marcum.

It was discussed whether to short list the (9) down to 3-5. It was decided to select (3) firms to come in for an interview. Interviews will be conducted in the following manner; 5 minute open remarks by CPA to go over our needs, 15 minute presentation from the firm, 10 minute Q & A from the committee panel.

The interviews will be held August 3rd at the Town of Old Lyme Offices. Interviews will start at 9:30 a.m.

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.

1. Review and Approve job description for CPA Office Manager Position.

Panel reviewed the proposed Job Specification. Job will be posted in a newspaper soliciting to the public.

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

The benefit package will be discussed at a later date after the CPA investigates their options.

**Meeting Adjourned:** 2:54 p.m. (1st Sarah Sanders, 2nd Scott Bates)

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