MEETING MINUTES OF THE

CONNECTICUT PORT AUTHORITY

FINANCE COMMITTEE

TUESDAY, APRIL 17, 2018 (2:00 P.M.) OLD LYME TOWN HALL

**Present**: Chairman Bonnie Reemsnyder; Board Chairman, Scott Bates (via phone); John Johnson, Parker Wise, Executive Director Evan Matthews; Joe Salvatore, Program Chairman, CPA; Gerri Lewis, Office Manager, CPA

**Call to Order**

Chairman Reemsnyder called the meeting to order at 2:00 p.m.

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

**Hiring Process: Employees**

Chairman Reemsnyder presented the Hiring Guidelines. The committee reviewed the Hiring Guidelines and made two minor changes. A motion to refer the guidelines to the May board meeting was made by Mr. Johnson, seconded by Mr. Wise and was so voted unanimously.

At this time, Mr. Matthews discussed an organizational chart and discussed a chart of possible positions.

**Blum Shapiro Audit Services Update**

Mr. Matthews reported that he asked Mr. Bonin from Blum Shapiro to make a presentation on internal controls at the next finance meeting. We will ask to have the audit for the May board meeting.

**Finance Report:**

The committee discussed the Statement of Revenues and Expenditures for the period ended March 31, 2018. A draft budget for 2018-19 was discussed. Regarding the insurance, Ms. Lewis will check with Gowrie on the Workers Comp. Insurance. The Directors & Officers Insurance is with Indian Harbor Insurance Company. All insurance policies for CPA are renewable on July 1, 2018.

Mr. Johnson brought up business education development for board members. He suggested $2,000 per member to be considered. Chairman Reemsnyder noted that the finance committee should set an amount per year to be considered by the board.

**State Audit Update**

Evan updated the committee. He noted that BlumShapiro finished the audit and we should be receiving the financial statements shortly.

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

John Casey of Robinson & Cole filed the Motion to Intervene and it was approved.

**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 3:29 p.m. was made by Chairman Bates, seconded by Ms. Reemsnyder and so VOTED unanimously.