

**Audit Committee**  
Wednesday, July 31, 2013  
6:00 p.m.  
Masny Room  
507 Ocean Ave

**MINUTES**

**I. CALL TO ORDER**

**II. ROLL CALL**

Present:

Kathy Emerson  
April Evans  
Colleen Hunter  
Robert Martin  
Terry Williams

Town Manager Bill Hoskovec  
Finance Director Jennifer Howland

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

**June 27, 2013**

Approved unanimously

**V. NEW BUSINESS**

**Discussion and action regarding received proposals**

The proposals were opened.

Two proposals were received and were complete. The proposals were from Carr, Riggs, & Ingram, LLC (CRI) and Berman Hopkins, Wright & LaHam CPA's and Associates, LLP (Berman Hopkins)

The committee thoroughly reviewed the proposal from CRI first. The proposal received all points for all sections.

The committee thoroughly reviewed the proposal from Berman Hopkins. Under Technical qualifications, Ability of personal received 20 points out of 25, experience received 15 points out of 25; under Total compensation proposed, Berman Hopkins received 20 points out of 25.

The consensus of the board was to select CRI to perform the audits for fiscal years 2013 through 2015 because they were more experienced, more able to perform the services, and submitted a firm price for compensation.

**VI. ADJOURNMENT**

Meeting adjourned approximately 7:30 p.m.

---

Colleen Hunter, Chair

---

Jennifer Howland, Finance Director