

**BID OPENING MINUTES
AUDITING SERVICES**

April 24, 2024 at 10:00 a.m.

Howard Barton Jr. Conference Room

Staff Present:

Brendan McNamara, Municipal Manager

Ulla Cook, Town & Village Clerk

Diane Knight, Municipal Clerk

Call to Order:

- a. Brendan McNamara called the bid meeting for Town & Village Audit Services to order at 10:01 a.m.
- b. Brendan stated that we received one bid from RHR and two emails respectively declining to bid – one from Sullivan & Powers and one from Love, Cody & Company.
- c. Ulla Cook asked if there was any response from Telling & Hillman. Brendan said “No”.
- d. Brendan stated the following information from the proposal received:

Town Audit:

Vendor	2024	2025	2026	Single Audit
RHR Smith & Co.	\$10,000.00	\$10,000.00	\$10,000.00	\$5,000 -1 program \$3,000 for each additional program

Village Audit (including Water & Wastewater):

Vendor	2024	2025	2026	Single Audit
RHR Smith & Co.	\$17,000.00	\$17,00000	\$17,000.00	\$5,000 – 1 program \$3000.00 for each additional program

- e. Brendan stated that he will present this bid proposal to the Select Board and Village Trustees at their May 2024 regular meetings.

Adjourn:

Meeting adjourned at 10:05 a.m.

Respectfully submitted,

Diane Knight

Recording Secretary