

AUDIT COMMITTEE MINUTES

October 21, 2022 – 11:00 a.m. UNSEALED

NONPUBLIC MEETING

CITY OF PORTSMOUTH, NH – City Hall – 1 Junkins Avenue

The Audit Committee (AC) held the October 21, 2022 meeting in Conference Room A.

AC Members present: Chair Christopher M. White, Secretary Harry (Hawk) Furman, Jesse Lynch and Councilor John Tabor.

City management representative: Deputy City Manager Suzanne Woodland

Discussion

Chair White called the nonpublic meeting to order at 11:57 a.m.

The purpose of the nonpublic session was to open the proposals received in response to RFP #08-23, which invited municipal auditing firms to submit bids for conducting the FY2023 audit of the City's finances. The proposals were due and had been received as of October 12, 2022. Chair White took roll call.

Deputy City Manager Suzanne Woodland distributed copies of the two proposals. There was a proposal from CLA (Clifton Larson Allen LLP) and a proposal from Melanson CPAs. As was the case with the last set of responses to the FY2022 RFP, the CLA contact remains Chris Rogers. Alina Korsak is the contact for Melanson.

The Committee entertained the idea that it reject the results of this RFP and attempt to get at least one more proposal by re-issuing the RFP. It was decided to proceed with what we have.

Committee members agreed to review the proposals independent of last year's results. Both firms are seen as credible participants within the municipal auditing field in New Hampshire and in New England.

Deputy City Manager Woodland offered to distribute the initial spreadsheet questionnaire we used earlier this year. She would also ask her assistant, Synthia Ravell, to poll the Committee to find a time when we could meet for our next meeting.

There being no further discussion, it was decided to end the nonpublic session.

Motion to Return to Public Session and Conduct Any Other Necessary Business

Councilor John Tabor moved to end the nonpublic session. Mr. Furman seconded the motion. On a vote of 4-0, the motion passed at 12:25 p.m.

Motion to Seal the Minutes of the Nonpublic Session

Councilor John Tabor moved to seal the minutes of the nonpublic session. Mr. Furman seconded the motion. On a vote of 4-0, the motion passed at 12:28 p.m.

Date Approved by vote: January 5, 2023

Date Unsealed by vote: January 5, 2023

Minutes Respectfully Submitted by

Christopher White, Chair