

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law  
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM:     Audit Committee  
FILED BY:                     Frederic E. Turkington, Jr., Town Administrator  
DATE OF MEETING:         Monday, August 6, 2012  
TIME OF MEETING:         6:00 p.m.  
PLACE OF MEETING:         Wayland Town Building, Selectmen's Meeting Room

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

**Proposed Agenda**

*Note: Items may not be discussed in the order listed or at the specific time estimated.  
Times are approximate.*

6:00 p.m.     Call to order (Chris Riley, convenor)  
6:01 p.m.     Review and discussion of committee charge (Fred Turkington)  
6:25 p.m.     Election of chair  
6:30 p.m.     Review contract for audit services with Melanson & Health  
6:45 p.m.     Review the FY2011 audit and management letter (including Town response)  
                  (Fred Turkington and Mike DiPietro)  
7:15 p.m.     Review timetable for FY2012 audit  
7:30 p.m.     Discussion with Melanson & Health relative to services provided, scope,  
                  status and timetable for FY2012 audit  
8:15 p.m.     Schedule of meetings through tentative December 10, 2012 presentation  
                  of audit and management letter to Selectmen  
8:30 p.m.     Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda. Revised Meeting Notice/June 23, 2010