

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

NAME OF BOARD/COMM: Audit Committee

FILED BY: Chris Riley, Chair

DATE OF MEETING: August 27, 2012

TIME OF MEETING: 7:00 p.m.

PLACE OF MEETING: Wayland Town Building

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.

AGENDA

7:00 p.m. Call to order (Chris Riley)

7:01 p.m. Assign minute taker

7:02 p.m. Public comment

7:10 p.m. Review, discuss, (amend ?) and approve minutes for 8/6/12 meeting

7:15 p.m. Review duties and responsibilities w/John Bladon-Selectman

7:20 p.m. Review/discuss Auditing Services scope of work w/ Tom Greenaway-FinCom

7:40 p.m. Discuss potential special assignments for Melanson Heath as provided in Article 2.6 of the Agreement for provision of Auditing Services

8:00 p.m. Next meeting
 1. Agenda items
 2. Potential date

8:10 p.m. Old business

8:15 p.m. New business

8:20 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.