

**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

DATE OF MEETING:           October 1, 2012

TIME OF MEETING:           7:00 p.m.

PLACE OF MEETING:         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 meeting to order
- 7:01           Assign minute taker
- 7:02           Public comment
- 7:10           Review, discuss, (amend ?) and approve minutes for 9/10/12 meeting
- 7:15           Discuss (vote?) revising 8/6/12 and 8/27/12 minutes to include list of reference documents
- 7:20           Discuss (vote?) items/areas for Auditor focus
- 7:40           If available, review, discuss School RFP's for financial review of checking and revolving accounts and AP function.
  - a. School Comm. Revised RFP letter
- 8:00           Correspondence:
  - a. Ms. Bouchard email
  - b. Board of Selectmen revised Audit Committee duties and responsibilities.
- 8:05           Next meeting
  - a. Agenda items
  - b. Potential date
- 8:20           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.