

**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:         September 23, 2013

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 p.m.            Call meeting to order

7:01             Assign minute taker

7:02             Public comment

                  1. Mr. Bustin's letter dated 9/3/13

7:10             Draft minute review and vote

                  1. 4/30/13

                  2. 6/5/13

                  3. 9/3/13

7:20             Discuss meeting schedule for Committee and Auditor-Melanson Heath

7:30             Discuss Audit Committee's responsibility to review corrective action taken by Town Management in response to Auditor's management letter and report to BOS.

7:45             Discuss Committee's role in Audit RFP

8:00             Elect new Chair of Committee

8:10             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.