

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 Cullen

DATE OF MEETING: October 22, 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

7:10 Review progress in addressing FY 2012 Management Letter items with School

Administrator Geoffrey MacDonald, Interim Town Administrator John Senchyshyn, Finance Director Brian Keveny and Scott McIntire, Melanson & Heath

8:30 Discuss schedule of financial statement review process

8:40 Discuss Committee's role in Audit RFP in preparation for meeting with BOS

8:50 Draft minute review and vote

1. 9/23/13

8:55 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.