

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: 12/09/13

TIME OF MEETING: 7:00 pm

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 to order

7:01 p.m. Assign minute taker

7:02 p.m. Public comment

7:05 p.m. Review of revised FY13 draft financial statements and management letter with Scott McIntire, Melanson Heath.

8:00 p.m. Discussion items:

1. Should a specific Town employee position be assigned responsibility to support the Audit Committee? If so, which position?
2. Should the Audit Committee have a formal contributing role in performance reviews of the Finance Director or other Town employees?
3. How to facilitate communication of audit information between the Audit Committee and multiple other committees?
4. Status of audit RFP
5. Whether and how to expand the responsibilities of the Audit Committee. Review email from Don Bustin and prior conversations related to this topic.

9:00 p.m. Review/amend/approve minutes for 11/12 meeting

9:10 p.m. Next meeting
1. Agenda items
2. Date & time

9:20 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.