

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: **7/21/14**

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 & assign minute taker

7:02 p.m. Public comment

7:10 p.m. Invited to attend - Tony Boschetto, Robert Mercier, Brian Keveny & Scott McIntire

Expected discussion topics:

1. June 27 conversation between Scott McIntire (Melanson Heath) and Chris Cullen (Audit Committee), regarding Town's response to the FY13 management letter
2. Evaluation of Town's draft Risk Assessment, Prevention and Monitoring Program
3. Provide feedback to the Town Administrator and Finance Dir on the RFP for audit services (and possibly a Comprehensive annual financial report) beginning with FY2015
4. Review progress on Geoff MacDonald's list of school related items from the FY13 management letter
5. Recommend to BOS expected timeline and participants needed for completion of outstanding items from FY13 audit management letter
6. Recommended course of action for fund balance policy
7. Final FY13 report to BOS
8. Vote on new Chair of Audit Committee for FY15
9. Discuss feedback from BOS regarding proposed new item for list of AC duties

8:45 p.m. Review/amend/approve minutes for 6/23 meeting

8:50 p.m. Next meeting

1. Agenda items
2. Date & time

9:00 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.