

**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:**                   Tuesday February 3, 2015

**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.

**PROPOSED AGENDA**

- 7:00 p.m.       Call to order & assign minute taker
- 7:02 p.m.       Public comment
- 7:10 p.m.       Invited to attend: Town Administrator Nan Balmer and Finance Director Brian Keveny
- Expected discussion topics:
1. Review of Gordon Cliff's conversation with the Finance Committee regarding the Town's cash reconciliation process, CAFR, and other items related to financial management and the annual audit;
  2. Relationship of the Finance Director and the Town Administrator to the Audit Committee, and the level of support, meeting attendance or other interaction the Audit Committee should reasonably expect from the people holding those positions;
  3. Review revised or additional language for the duties assigned to the Audit Committee by the BOS;
  4. Discuss Town Response to MH 2014 Management Letter
  5. Review/amend/approve minutes for prior meetings.
- 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.