

**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 December 1, 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, Finance Director Brian Keveny, Melanson Heath (independent auditors for the Town's annual financial statements)

Expected discussion topics:

1. Review the FY. 15 draft financial statements;
2. Discuss status of cash reconciliations and other considerations of the Town's treasury function as it relates to the annual audit;
3. 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.