

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: 9/25/17
TIME OF MEETING: 7:15 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

7:15 p.m. Call to order

7:16 p.m. Assign minute taker

7:17 p.m. Public comment

7:20 p.m. Discussion topics:

1. Review/amend/approve minutes for 4/19/17 & 7/17/17 meetings
2. Audit Committee report due for inclusion in the Annual Town Report
3. Audit risk assessment questionnaire from Melanson Heath
4. Filling vacant positions on the Audit Committee
5. Vote on new Audit Committee Chair
6. Other business not reasonably anticipated 48 hours prior to the meeting

8:40 p.m. Next meeting

1. Agenda items
2. Date & time

8:45 p.m. Adjourn

NOTE: The Open Meeting Law requires that 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.