

Minutes
Town of Wayland
Audit Committee

Date: September 23, 2013

Time of meeting: 7:00pm

Place of meeting: Wayland Town Building, School Committee Room

Members Present: Paul Brennan, Gordon Cliff, Chris Cullen, Ben Downs,

- In Chairman's absence, meeting called to order by Ben Downs at 7:00pm
- Paul Brennan assigned as minute taker
- Public comment
A discussion ensued regarding a document distributed to the Committee at its September 3rd meeting by Don Bustin. The document, in its underlying premise, suggests that the Committee consider a "more robust interpretation" of its charter. Committee members expressed appreciation for Don's input and, while acknowledging the merit of his suggestions, concluded that the suggested level of involvement extends well beyond the BOS approved charge and specified duties and responsibilities.
- Minutes of prior AC meetings were reviewed and approved as follows:
 - 4/30/13 approved 3-0 with 1 abstention (member not yet appointed)
 - 6/5/13 approved 3-0 with 1 abstention (member not yet appointed)
 - 9/3/13 approved 3-0 with 1 abstention (member not present)
- Proposed dates were discussed to meet with the audit firm Melanson Heath with respect to the current audit as well as corrective action taken by Town Management (through September 1st) to the auditor's management letter; dates to be requested are 10/22, 11/11 and 12/9. The 10/22 meeting is designated for management letter follow-up and to that end the Chair will request John Senchyshyn and Brian Keveny to attend to report the status of corrective actions.
- Regarding the Committee's responsibility to make recommendations to the BOS re selection of an independent auditor and related audit scope, the Chair will request from the BOS Chair the scoping memo utilized for the prior audit engagement. Further, a motion was made and seconded

that the Chair reaches out to the BOS Chair to place the AC on the BOS agenda for discussion of the appropriate handling of the auditor RFP. Approved 4-0.

- After a brief discussion of the need for the Committee to appoint a new Chair, it was moved and seconded that Chris Cullen be appointed to serve as Chair for a one year term commencing immediately. Approved 3-0 with 1 abstention.
- Motion to adjourn at 7:40pm. Approved 4-0.