

Minutes
Town of Wayland Audit Committee

Meeting Date: December 15, 2014

Start Time of Meeting: 7:00 PM

Place of Meeting: Wayland Town Building

AC Members Present – Chris Cullen, Gordon Cliff, Chris Riley

Call to order

The meeting was called to order at 7:00 PM by Chris Cullen

- Assign Minute Taker – Gordon Cliff
- Public Comment – None
- Review (if available) the draft written responses to MH Management Letter – Audit Committee members expressed concerns that the Response had already been sent by the Town Administrator to the Board of Selectman without a draft being reviewed or discussed with the Audit Committee. Audit Committee members discussed and agreed that we should include a review of the Response with the Town Administrator and Director of Finance (and other members of the Senior Management Team if TA deems necessary) as a topic at the next Audit Committee Meeting and that for the meeting with the BoS later tonight we will explain we had not yet had a chance to review or discuss the Response.
- Relationship of the Finance Director and the Town Administrator to the Audit Committee, and the level of support or interaction the Audit Committee should reasonably expect from the people holding these positions – Since Finance Director and Town Administrator weren't available to attend tonight's AC meeting this topic was deferred until the next meeting.
- Review revised or additional language for the duties assigned to the Audit Committee by the BOS – Since Town Administrator wasn't available to attend tonight's AC meeting this topic was deferred until the next meeting
- Review and approve minutes for prior meeting
 - 11/10/15 Open Session Draft Minutes – AC members reviewed and had no comments. Motion to accept draft minutes as presented made and seconded and passed 3-0
 - 11/10/15 Executive Session Draft Minutes - AC members discussed and agreed that the minutes should be changed. Gordon agreed to rework the notes for review at the next AC meeting.

- 12/1/15 Draft Minutes – since only 2 members from the 12/1 meeting were at the 12/15 meeting AC agreed to defer approval until the next AC meeting
- Next meeting
 - Agenda items (need to have attendance of the Town Administrator)
 - Discuss Town Response to MH 2014 Management Letter
 - Relationship of the Finance Director and the Town Administrator to the Audit Committee, and the level of support or interaction the Audit Committee should reasonably expect from the people holding these positions
 - Review revised or additional language for the duties assigned to the Audit Committee by the BOS
 - Discuss need for support and attendance at AC meetings from Town Administrator and/or Director of Finance
 - Date – Tentative Jan 6 or Jan 13 or Jan 21
- 7:45 AC agreed to suspend the AC meeting to join the BoS meeting (as scheduled)
- See BoS minutes topic #8) Joint Meeting on FY14 Audit with Audit Committee
- 9:58 Reconvene in AC meeting room.

Motion to adjourn – 10:00 approved 3-0.