

**Audit Committee**  
**Thursday, April 30 2020**  
**10:00 a.m.**  
**Wayland Town Building**  
**Council on Aging Room**  
**41 Cochituate Road, Wayland, MA**

**Proposed Agenda**

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.*

**\*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

**Agenda**

1. Call to order; review agenda for the public
2. Assign minute taker
3. Louise Miller, Town Administrator, to present update on COVID-19 and instructions on Continuity of Business for the Audit Committee
4. Minutes: Review draft minutes from 2/26/20; vote approval
5. Debrief from Randall Moore regarding his participation in the BoS meeting on 4/17/20 via Zoom
6. Review the 2019 Management Letter published 4/8/20 (see attached)
7. Prepare a written report from the Audit Committee to the Board of Selectmen; vote approval
8. Discuss presentation of Audit Committee's report to the BOS at their next mutual availability
9. Public comment
10. Adjourn