

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

www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: BOARD OF ASSESSORS

FILED BY: ELLEN M. BRIDEAU

DATE OF MEETING: MONDAY, DECEMBER 5, 2011

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 pm	Meeting called to order
7:15 pm	Review of Minutes from September 6 th , October 24 th and November 16 th Correspondence
7:20 pm	Office Activity Report
7:30 pm	Documents for BOA Signature Month End Reports FY 13 Chapter Land Circuit Breaker Applications
7:40 pm	Overlay FY 13 Forecast FY 12 Final Overlay Surplus
8:00 pm	FY 12 Certification Documents for Board of Assessors signature Classification Hearing –review of draft documentation Tax Recap – review of timeline
8:25 pm	Remote Participation
8:30 pm	Potential Warrant Articles for Spring Town Meeting
8:35 pm	Topics not reasonably anticipated by the Chair 48 hours in advance of Meeting, if any
8:40 pm	Thoughts and Concerns from BOA members
8:45 pm	Public Comment
8:50 pm	Meeting Adjourned

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(Agenda Items may be discussed at times other than listed.)

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.