

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, APRIL 1ST, 2013

TIME OF MEETING: 7:00 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

7:00 pm	Meeting called to order
7:00 pm	Scheduled Public Participation Sessions (<i>Contact office for times</i>)^
7:01 pm	Correspondence
7:05 pm	Review of minutes from February 25 th 2013
7:10 pm	Documents for BOA Signature
	To include: Month End Reports
	Warrants/Commitments
	Exemptions Applications
	Circuit Breaker Applications
7:25 pm	FY'13 Real Estate Abatements
	BOA Action
7:35 pm	Full List and Measure
	Contract Review
7:45 pm	Office Activity Report
7:50 pm	Topics not reasonably anticipated by the Chair 48 hours in advance of Meeting, if any
8:00 pm	Thoughts and Concerns from BOA members
8:05 pm	Open Public Comment ^
8:10 pm	Meeting Adjourned

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^ In order to promote an open, public and transparent Assessing process, the Board of Assessors welcomes public comment through two meeting opportunities. First, Public Participation Sessions are reserved times that occur at the beginning of a meeting. The Board allocates time to any resident who wishes to meet with the Board and have an interactive dialogue on their chosen topic (contact the Assessor's Office to reserve a time). Second, Open Public Comment will be held at the end of the meeting for residents who briefly wish to make remarks to the Board.

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