

**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](http://www.mass.gov/ago/openmeeting)

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2013 AUG -7 PM 12: 14

NAME OF BOARD/COMM: BOARD OF ASSESSORS

FILED BY: ELLEN M. BRIDEAU

DATE OF MEETING: MONDAY, AUGUST 12<sup>TH</sup>, 2013

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	Scheduled Public Participation Sessions ( <i>Contact office for times</i> ) <sup>^</sup>
7:20 pm	Review of Minutes from June 10 <sup>th</sup>
7:25 pm	Correspondence and Documents for BOA Signature
	To include:     Warrant/Commitments
	Circuit Breaker Match
	CP1 – Community Preservation Surcharge Report
7:30 pm	Omitted/Revised Assessment
7:35 pm	Consent Document Discussion
	BOA to review signing procedures Consent Documents (Warrants/Commitments)
7:40 pm	Department Budget
	Director Brideau to report to BOA findings regarding a Special Purpose Article
7:45 pm	Appellate Tax Board Pending Cases
7:50 pm	Overlay Report
8:00 pm	2012 Single Family and Condominium Sales Review
8:30 pm	Overview of Assessing Activity to year end
8:35 pm	Monthly Office Activity Report
8:45 pm	Topics not reasonably anticipated by the Chair 48 hours in advance of Meeting, if any
8:50 pm	Thoughts and Concerns from BOA members
8:55 pm	Open Public Comment <sup>^</sup>
9:00 pm	Meeting Adjourned

<sup>^</sup> 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.)