

**TOWN OF WAYLAND  
NOTICE OF MEETING  
BOARD OF ASSESSORS**

Susan Rufo, Chair  
Zachariah Ventress  
Cheryl Kane

Jayson Brodie, Vice Chair  
David Hill

Posted in accordance with the provisions of the Open Meeting Law  
[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

DATE OF MEETING: Monday, December 14<sup>th</sup>, 2015  
TIME OF MEETING: 7:00 PM  
PLACE OF MEETING: TOWN BUILDING

**AGENDA**

7:00 pm Meeting called to order  
7:00 pm Review of minutes from November 30<sup>th</sup>, 2015  
7:05 pm Director Update  
Department Activity Report  
FY16 Abatement process  
7:15 pm Board discussion on Motor Pool and Assessing Department needs  
7:25 pm Correspondence and Documents for BOA Signature (review)  
Documents for BOA Signature:  
3Q & 4Q Warrants and Commitments  
Excise Abatements  
Exemptions Applications  
Circuit Breaker Applications  
7:35 pm Topics not reasonably anticipated by the Chair 48 hours in advance of Meeting, if any  
7:40 pm Thoughts and Concerns from BOA members  
7:45 pm Public Comment  
7:50 pm Meeting Adjourned  
(Agenda Items may be discussed at times other than listed)

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TOWN OF WAYLAND  
TOWN CLERK  
2015 DEC -9 PM 3:39

**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.