

Board of Assessors  
Meeting: September 8, 2009  
Wayland Town Hall

Meeting called to order by Chair Susan Rufo at 7:00 pm

Present: Members: Susan Rufo, Vice-chair; Jayson Brodie, Bruce Cummings, Molly Upton. and Z. Ventress.

Assistant Assessor: Ellen Brideau

Public comment: M. Malmfeldt (non resident) – fair assessments

Minutes: Minutes of August 31, 2009 approved as presented by a vote of 4-1. .

Protocols for BoA meetings: The Chair presented a revised version of the previously submitted protocols from the meeting of August 31 (see attached). The members discussed the proposed revision. The differences were reviewed and upon a motion to accept, the protocols were adopted 4-1.

Status of office: activities presented by E. Brideau.

- Circulated for approval (to be forwarded to Collector):
  - Levy of FY'09 R.E. abatements
  - Excise tax abatements (Aug. 09)
- 89 Oxbow Rd/Trout Brook: Received Memorandum of Agreement between Town and developer– held for further discussion.
- Chair reported on responding to questions e-mailed to her on various taxable properties.
- FY'09 abatements: E. Brideau and J. Brodie presented summary reports.
- Action Plan: E. Brideau updated board on activities covered by plan.
- Tax bill insert from BoA: distributed draft and chair asked for comments to be submitted via e-mail to allow for timely submittal.
- Staffing levels: presentation on job grades and proposal for future work division. This task will be discussed at upcoming meetings in order to ensure that the office meets staffing requirements for the future needs of the department.

The board set next meeting for Sept 14 at 7:00 pm and voted unanimously to adjourn at 8:20 pm.

Respectfully submitted by Jayson S. Brodie



## **PROTOCOL OF BoA MEETINGS**

### **PUBLIC COMMENT PROTOCOL**

The Chair reserves the option of acknowledging members of the public for public comment and determines the amount of time dedicated to such comment by any member of the public based on agenda topics. The opportunity to speak during public comment is reserved for Residents of the Town of Wayland only.

Once acknowledged by the Chair for public comment the public comment speaker will be reminded of the protocol of the BoA that when asked to conclude his/her remarks they do so. Any exhibited abuse and/or disregard of their opportunity to speak by the public comment speaker will not be tolerated and they will be asked to leave the BoA meeting immediately.

### **BOARD MEMBER OBSERVENCE of PROTOCOL**

Board Members will reserve their questions until after all the information is given and/or the presentation is completed in its entirety.

Each BoA member will be given an opportunity to ask his or her questions after the chair verifies the completion of the information to be shared. Once the presentation is completed the chair will recognize a board member to ask their question. One question per board member at a time, with a rotation of board members until all questions have been asked.

The chair reserves the option to end discussion based on the agenda remaining and the time allotted and will ask the BoA members as to their desire to revisit the subject at the end of the meeting or to have the topic continued over for the next meeting.

Individual discussion of subject matters between board members and individual comments and sidebars are discouraged as they are a distraction of the meeting and takes the focus off the topics at hand.

The expectation of the above protocol is to ensure proficient, concise and effective exchange of information and ideas to, from and between BoA members so as to accommodate the most efficient use of time and resources.