

Board of Assessors
Meeting: August 3, 2010
Wayland Town Building

Meeting called to order by Chair Susan Rufo at 7:05 pm

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

Staff: Director Ellen Brideau

Public comment: None

Minutes: Minutes of June 28, 2010 approved. .

Office status - presented by E. Brideau.

- Correspondence: - see attached
- Requiring board approval/sign-off: see attached
- Office Activity Report: see attached. Director Brideau reviewed the period 6/29 –8/1/10.
- Exemptions: None
- Abatements: Upon the recommendation of the director,
 - 1 supplemental FY'10 granted
 - 3 supplemental FY'10 abatements denied.
 - 1 FY'10 abatement (previously deferred) granted.
- Circuit Breaker: Upon the recommendation of the director,
 - 2 Circuit Breaker applications approved
 - 1 Circuit Breaker application denied
- Staffing/Personnel: see attachment
- ATB:
 - Received notification of 9 FY'10 filings with ATB (2 DOR set value-Communications).
 - July 20 is deadline for regular filing with ATB for Wayland.
 - 17 FY'09 cases waiting scheduling of hearing dates.
 - Finding of Facts for 12 Ellie Lane and 23B Bayfield received
- Other:
 - BoA discussed consideration of need for office vehicle
 - E. Brideau, B. Morgan and Savitri Ramgoolum will attend MAAO courses at Amherst, MA. Jesse Morgan, summer intern, will monitor office.
 - Director reported on difficulties with photos on PRC. A programming problem results in incorrect photo. Vision has been notified and photos will be suppressed until corrected

Old Business:

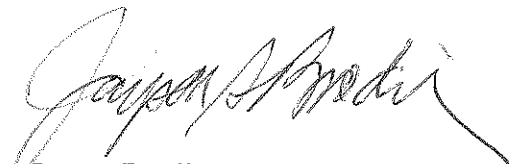
- FLM
 - Director distributed copies (non-priced) of 3 proposals to each board member.
 - Director distributed and discussed evaluation sheets, which each board member was requested to complete rating each proposal against listed criteria.
 - Discussion amongst board members and director on procedures to follow in evaluation.
 - Priced proposals to remain sealed until rating of non-priced proposals completed.

New Business: None

At 8:15 pm upon unanimous roll call vote, the board went into executive session to review abatement cases pending at ATB and personnel issues.

Upon resuming the regular meeting at 8:15 pm the chair set next meeting for August 16 at 7:00 pm and the board voted unanimously to adjourn at 8:20 pm.

Respectfully submitted



Jayson Brodie

Documents for BOA Meeting 8/3/10:

Correspondence:

- Guidebook for Open Meeting Law - with required Certificate of Receipt of Open Meeting Law materials for BOA signature
- Email from F. Turkington - Capital Planning for FY 2012

Documents for BOA signature:

FY 2010 – 1 - Tax Deferral

FY 2010 – 3 – Circuit Breaker Applications

Assessing Department – Recap of Office Activity (6/29– 8/2/10)

Property Visits – (6/29/10-7/30/10)

- ❖ 204 Properties visited – 5 Sales, 17 Water Finals, 154 Building Permits, 4 Flood, 2 Quality Control, 27 UC status properties
- ❖ 22 Sales & Water Final Visits yielded the following data quality review:

# of Parcels	% Change	Avg. Value Change
6	-1% to '6%	(\$13,383)
5	0%	\$40
6	1% to 2%	6,517
5	5% to 7%	\$32,900

Excise Abatements

- ❖ 55 Excise Abatements have been processed

Staffing

- ❖ The addition of the summer temp has been a tremendous help to the office
- ❖ 3 Interviews have been conducted for the Administrative Assessor position during the past month

RFP – Full List and Measure

- ❖ 3 responses to the RFP have been received
 - The non-price proposals are ready for BOA review

FY'11 – Interim Valuation

- ❖ E. Brideau began meetings with H. Scheid from RRG
 - Interim will be treated similar to Full Revaluation to provide more indepth training for staff
 - The first pass of Residential Sales has been completed
 - Initial stats are good

Office

- ❖ The staff has completed the review of all office files and has complied with the Secretary of States retention list
- ❖ John M. has indicated that the Air Conditioning issue will be resolved within the next two weeks
- ❖ The remaining items on the punch list from the office renovations are also being addressed by John M.



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OFFICE STAFF

Ellen M. Brideau, MAA Director of Assessing
Bruce A. Morgan, Assistant Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS

Susan Rufo, Chairperson
Jayson Brodie, Vice Chair
Bruce Cummings
Molly Upton
Zachariah L. Ventress

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FISCAL YEAR 2010 – SUPPLEMENTAL ABATEMENT APPLICATIONS
FISCAL YEAR 2010 – ABATEMENT APPLICATION
DATE: 8/16/2010

A review of the four abatement applications from supplemental billing along with the 1 remaining extended Fiscal Year 2010 abatement application has been completed.

I recommended that three abatement applications be denied and the following two abatement applications be granted.

MAP	LOT	No.	STREET
29	040	135	Boston Post Rd
20	029	117	Plain Rd