

Board of Assessors  
Meeting: August 30, 2010  
Wayland Town Building

Meeting called to order by Chair Susan Rufo at 7:07 pm

Present: Members: Susan Rufo, Vice-chair; Jayson Brodie and Molly Upton  
Staff: Director Ellen Brideau and Bruce Morgan

Public comment:

- L. Segal – 9 Aqueduct Rd. ... Commenting on FLM and pleased to see progress towards reaching equitable assessments.
- H. Montague – 10 Charena Rd. ... Commenting on auto excise tax rebate process.

Minutes: Minutes of August 16, 2010 approved as presented.

Office status - presented by E. Brideau.

- Office Activities: J. Morgan completed internship. Final assignment resulted in identifying approximately 400 parcels with land area discrepancies between PRC and town atlas. Office to follow-up and examine deeds to substantiate correct land areas.
- Correspondence:
  - Copy of offer letter to Dana Velluti. Velluti accepted position of Administrative Assessor. E. Brideau to clarify D. Velluti's probationary period.
  - Summary of Municipal Relief Bill distributed by MAOO
- FLM:
  - S. Rufo began review of 3 non-priced proposals by asking each member to discuss their views on strengths and weaknesses of each.
    - M. Upton spoke to liking something different from each. M Upton expressed concern as to who was actually going to do the work.
    - J. Brodie also spoke to each proposal's strengths. J. Brodie's major concern was the RFP's specified "entry rate" and the generally non-specific responses.
    - S. Rufo identified strengths in each proposal however with the identified shortcomings was concerned as to just where we'd be if the process proceeded based on the responses from these vendors.
    - The board was then asked to score the three vendors first in accordance with common evaluation criteria and then by one of four descriptive terms (Unacceptable/Non Advantageous/Advantageous/Most Advantageous).

	J.F. Ryan	KRT Appraisal	Vision Appraisal
M. Upton	30	41	49
J. Brodie	47	62	62
S. Rufo	45	54	64
<b>Total</b>	<b>122</b>	<b>157</b>	<b>175</b>

	J.F. Ryan	KRT Appraisal	Vision Appraisal
M. Upton	Non Advantageous	Advantageous	Most Advantageous
J. Brodie	Non Advantageous	Non Advantageous	Non Advantageous
S. Rufo	Unacceptable	Unacceptable	Non Advantageous

- S. Rufo opened the sealed priced proposals at 8:47 p.m.
  - Vision Appraisal: \$192,000
  - J. F. Ryan:
    - 80% - \$290,000
    - 70% - \$265,000
    - 60% - \$237,000
  - KRT Appraisal:
    - 80% - \$144,000
    - 70% - \$118,000
    - 60% - \$105,000
  
- Motion was made and seconded to reject all three bids based on the above evaluations and the following specifics:
  - J.F. Ryan:
    - All options exceeded the authorized budget for the project.
    - Proposal did not include a quality control /review program
    - Proposal did not discuss techniques for attaining different entry rates.
  - KRT Appraisal:
    - All options priced below what board and professional staff believe required by KRT to perform to the technical and quality levels specified in proposal.
    - Proposal's plan to attain specified entry rates could not be substantiated from experience.
  - Vision Appraisal:
    - Priced only one of three specified entry rate options.
    - Proposal's definition of "successful entry rate" unacceptable.
  - The motion passed 3-0.
  
- Motion made and seconded to consider revisions to RFP. Motion passed 3-0.

The chair set next meeting for September 13 at 7:00 pm and the board voted unanimously to adjourn at 9:30 pm.

Respectfully submitted

 9/13/10