

Board of Assessors
Meeting: September 13, 2010
Wayland Town Building

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

Present: Members: Susan Rufo, Vice-chair; Jayson Brodie, Molly Upton and Z. Ventress.
Staff: Director Ellen Brideau

Public comment: None

Minutes: Minutes of August 30, 2010 approved. .

Office status - presented by E. Brideau.

- Office Activities: see attachment
- Correspondence: None
- Requiring board approval/sign-off: see attachment
- Abatements: Excise taxes-
 - July 2010 – by signature, board approved on director’s recommendation.
 - August 2010 - by signature, board approved on director’s recommendation.
- Circuit Breaker
 - Levy for July 2010 - by signature, board approved on director’s recommendation
 - Application (1) - by signature, board approved on director’s recommendation
- CPA Surcharge report (CP-1): by signature, board approved on director’s recommendation
- Chapter Land: By signature, board authorizing lien filing for chapter land at 117 Plain Rd.

Old Business:

- FLM:
 - General discussion on options to accomplish FLM since all proposals rejected (see minutes for August 2010 meeting).
 - M. Upton presented a draft RFP building on the recommendations and procedures offered by the 3 vendors who responded to the original RFP.
 - During discussion of M. Upton’s draft, the board agreed to reissue an FLM RFP based on the following:
 - That the office staff anticipates completing approximately 500 single and multi-family residential property verifications per year via:
 - Sales
 - Building permits
 - Abatement applications
 - That the staff will verify all condominiums and commercial real estate

- That to meet the goal of completing an FLM in a three-year time span, property verifications of approximately 1000 single family residential parcels per year be contracted.
 - That the RFP shall require that a specific number of internal verifications be completed (specific minimum entry requirement by number rather than by percentage).
 - That the RFP shall require a specific number of external building measurements be completed.
 - Prior to issuance, RFP to specify number in each of above requirements:
 - Internal – TBD
 - External – TBD
 - That the RFP shall offer to negotiate with the winning vendor an incentive payment if the number the internal verifications exceed the annual minimum requirement.
- That the director shall redraft an RFP for presentation to the board for next meeting.

The chair set next meeting for September 27 at 7:00 pm and the board voted unanimously to adjourn at 8:52 pm.

Respectfully submitted

Jayna Brooke 9/27/10

Assessing Department – Recap of Office Activity (8/3- 9/13)

Property Visits – (8/2/10-9/13/10)

- ❖ 39 Properties visited – 17 Water Finals, 20 Building Permits, 2 Quality Control

Excise Abatements

- ❖ 26 Excise Abatements have been processed

Staff

- ❖ Dana Vellutti joined the department as our Administrative Assessor on September 9th. The Department will be hosting a Welcome Reception for Dana on Monday, Sept. 20th at 2:00 PM – BOA members are invited to attend.
- ❖ Bruce Morgan and Savitri Ramgoolam both attended MAAO Course 5 (Mass Appraisal) at UMASS Summer School in August.
- ❖ Ellen Brideau attended three –half day workshops at UMASS Summer School –
 - Essential Math for Assessors
 - Introduction to Depreciation for Telecommunication Equipment
 - Developing a Cost Analysis Using Marshall & Swift Residential Cost HandbookI found all three workshops to be informative and beneficial.
The Town of Wayland did receive a refund for the time I was unable to attend the conference due to my illness.
- ❖ Ellen Brideau and Bruce Morgan attended a Telephone & Wireless Update – the session provided valuable information on the next steps for the pending ATB cases as well as the history since 2000 of why these cases occurred.

RFP – Full List and Measure

- ❖ The three vendors that bid on the Full List and Measure have been advised that all bids were rejected at the BOA meeting on 8/30/10.

FY'11 – Interim Valuation

- ❖ Meetings with RRG have been on-going
The BOA can expect documentation for their review at the beginning of October.

Cyclical Data Program

- ❖ The first group of letters has been sent to 42 properties identified for Cyclical Data Collection. Staff will begin visiting these properties on Monday, September 20th.

Documents for BOA Meeting 9/13/10:

Correspondence:

- None

Documents for BOA signature:

1 – Levy of Fiscal 2010 Exemptions – Month of July 2010

- 2 - Circuit Breakers totaling \$1,500

2 – Excise Abatement

- July 2010 – totaling \$6,256.09
- August 2010 – totaling \$2,096.56

3 – Community Preservation Surcharge Report (CP-1)

- FY2010 = Net Surcharge Raised \$658,424.70 (CPA committed minus exemptions and abatements)

4 – FY 2010 –1 -Circuit Breaker Application

5 – Chapter Land Lien Documentation for 117 Plain Rd