

Board of Assessors  
Meeting: September 27, 2010  
Wayland Town Building

Meeting called to order by Chair Susan Rufo at 7:04 pm

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

Public comment: None

Minutes: Minutes of September 13, 2010 approved as presented.

Office status - presented by E. Brideau.

- Office Activities: see attached
- Correspondence: none
- Circuit Breaker: Upon the recommendation of the Director, the board approved, by signature, 3 circuit breaker applications
- Staffing/Personnel: Bruce Morgan has completed his six month probationary period
- Other: Vision has identified and corrected issue of incorrect pictures appearing on PRC. Corrected file disk to be received during upcoming week.

Old Business:

- Full List and Measure
  - Board reviewed draft prepared by Director
  - Recommendation for revisions were discussed
  - Board authorized Director to incorporate changes and proceed with administrative and legal reviews.
- FY'11 Interim Assessment:
  - Director updated board on status
  - Board agreed to initial data reviews on October 13 and October 18.

New Business:

- Town Report:
  - Director distributed draft copies of annual town report for review and comment
  - Board's recommendations will be incorporated and report submitted prior to September 30 deadline.

The chair set next meeting for October 13, 2010 at 7:00 pm and the board voted unanimously to adjourn at 9:15 pm.

Respectfully submitted



## Assessing Department – Recap of Office Activity (9/14 to 9/27)

### Property Visits – (9/14-9/27/10)

- ❖ 50 properties visited – 9 Water Finals, 39 Cyclical, 2 Building Permits

### Cyclical Program

- ❖ Staff completed visits to the properties on September 23<sup>rd</sup> leaving door hangers on the properties with no one home

Summary:			
Letters Sent	42	Cold visit Interiors	6
Calls received	5	Callbacks for appts	7
Cold visits	35*	Refusals	2
Total Interior Inspections:	17		
*2 properties were not visited after further review of file.			

- ❖ A second letter will be sent requesting an appointment to the properties that refused entry and to the properties that did not respond to the door hanger

### Staffing

- ❖ Bruce Morgan has completed his six month probationary period

### FY'11 – Interim Valuation

- ❖ The FY'11 interim is progressing very well
  - Site Index review will begin this week with J. Brodie accompanying E. Brideau and B. Morgan in the field.
  - BOA can expect to begin their review of the Single Family Residential file on October 12<sup>th</sup>.
  - Condominiums and Commercial properties are scheduled to be ready on October 18th.

### Office

- ❖ The Department has two senior work off participants in the office working on the new folder labels and PRC files. We hope to have this project complete by November 1<sup>st</sup>
- ❖ J. Morgan is available to complete the land review project – I will be sending him the cards for him to complete the work remotely