

Board of Assessors
Meeting: December 20, 2010
Assessing Office, Wayland Town Building

Meeting called to order by Chair Susan Rufo at 7:17 pm

Present: BoA Members: S. Rufo, J. Brodie, Vice-Chair, B. Cummings,
M. Upton, Z. Ventress
Staff Members: Director Ellen Brideau
No public in attendance

Minutes: Minutes of last BoA meeting of November 8 and 22, 2010 approved
by M Upton and S Rufo, J Brodie abstained, (B Cummings and
Z Ventress arrived to meeting after minutes had been approved.)

Correspondence: None

Documents Requiring BoA sign off: Excise Abatements November 2010
Totaling: \$2,058.67
Eight Circuit Breakers (CB) Applications Approved
as recommended by Assessing Director
One CB application deferred pending contact
to Mass DoR for guidance- (did not supply
supporting documentation). CB Form follow-up
with state will also be done for clarification.

FY'11 Final Recap: Marilyn Brown, from DoR, gave final approval on December 7,
2010, for Fiscal Year 11 tax rate commitment of \$19.35.
On December 8, 2010, file transmitted to billing company to
allow tax bills to be mailed sometime around December 30th.
FY 11 spreadsheets will be available on December 27, 2010, at
the assessing department counter and will be posted on line
the first week of January 2011, on the Assessing Office's webpage.
The GIS is up and running with the assessing office contributing
assessing information.

Abatement Procedure: Property owners are encouraged to contact the Assessor's office
For FY 11 to review their property record card with a staff person for data
accuracy and answer any concerns of questions prior to filing an
abatement. It is hoped that this one on one interaction will assist
taxpayers in understanding their assessment better and help them
determine if filing for an abatement is still necessary.

A log of completed abatement applications will be kept, with a
log in number assigned to each abatement application as it is

received in the Assessing office. Staff will assist property owners in reviewing the applications for completeness. Abatements received by mail will be logged in on the day they are received. The process for abatement review will be determined based on the number of abatements received.

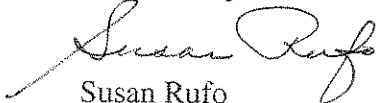
A "Note from the Board of Assessors" (see attachment) will be included in the tax insert which will accompany the 3rd quarter tax bills, giving a brief overview of the new assessment. S Rufo will also contact the Wayland Town Crier to have a similar notice published in the newspaper.

Full Measure and List: A discussion was held where each board member expressed his or her views on the process and the merits of each of the four proposals submitted. Discussion points included: entry rate and the industry norm, the level of each proposals meeting the criteria put forth in the RFP, and/or lack thereof, the comfort level of each vendor's ability to get the job done with the highest level of accuracy. After a long discussion it was decided unanimously by vote of the board that Vision would meet the objectives of the Full Measure and List project best. Upon opening of the sealed bids Vision's proposal bid of \$117,500 was felt to be reasonable and the board voted to accept Vision's proposal with some clarification on minor terms. The board advised Director Brideau to contact Vision and begin the process of contract review including review by Town Counsel.

ATB Cases: Review of upcoming assigned case dates given to board and board re-authorized Director Brideau and Chair S Rufo to discuss any ATB cases requiring action prior to the next BoA meeting.

Meeting adjourned at 9:05 pm. Next meeting will be coordinated between the chair and director based on BoA actions required and BoA members availability to meet a quorum.

Respectfully submitted,


Susan Rufo