

Board of Assessors
Meeting: June 20, 2011
Wayland Town Building

Meeting called to order by Chair Jayson Brodie at 7:22 pm

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

Public comment: No public in attendance

Minutes: Minutes of May 31, 2011 were accepted by a vote of 4-0

Correspondence: Memorandum from Susan Shaw, related to Year End Closing Dates & Processing

Documents Requiring BoA Signature: Numerous documents were presented to BoA by Assessing Director E. Brideau and recommended action of approval was done by board signature
List of documents presented and signed is attached.


Office status - presented by E. Brideau. (see attached June report)

- Staff Property Visits- 86 total properties inspected consisting of
78 building permits (26 interior, 51 exterior, 1 refusal)
8 sale visits
- * Circuit Breakers – seven applications reviewed by staff for BoA signatures
- ATB – Appellee's Motion to Dismiss 48 Concord Rd was granted
FY11' Cases identified on attached spreadsheet
- Full Measure and List – 863 properties were measured as of June 16, 2011 and
508 interiors were viewed
Data entry of 800 + properties is complete, quality control
will be done on final batch
Project Status Report from Patti Howell, of Vision, was
provided to board
- FY12 Revaluation – Commercial review is ongoing with M. Tarello of Vision.
FY'12 Building Permits need to be completed and data entry
For the cyclical
BoA review is scheduled to begin week of July 11th and
Final Approval set for July 18th.
Request was made of director to obtain cost of sending out
impact letters to residents by Vision for next BoA meeting.

Board Concerns: Follow-up on 400 Boston Post Road regarding tax agreement in place.
Discussion on entry into properties for inspections and future review of
addressing and encouraging higher entry rates.
Review of tax exempt properties current and future.
Overlay meeting tentitvely scheduled with FinCom for September 26, 2011.

The chair set next meeting for July 11, 2011 at 7:15 pm and the board voted unanimously to adjourn at 9:00 pm.

Respectfully submitted


Susan Rufo



RECEIVED
JUN 14 2011

MEMORANDUM

WAYLAND
BOARD OF ASSESSORS

TO: All Departments
FROM: Susan Shaw
DATE: June 14, 2011
SUBJECT: Year End Closing Dates & Processing

The end of the fiscal year is fast approaching. **The cutoff to enter all A/P batches in MUNIS and get them to Gayle will be Thursday, July 7th at noon.** The final A/P Warrant for FY11 will be a check date of July 11th.

Make every attempt to get all remaining FY11 invoices included on this warrant. Also include any mileage reimbursements etc that relate to the prior fiscal year. Do not pay any new fiscal year 2012 invoices in this warrant.

A/P batches for the 2012 fiscal year cannot be entered until Tuesday, July 12th once we have cleared out the prior year batches.

For any balances that you need to carryforward into the new fiscal year for purchases that have not been paid, send over a memo listing the accounts, purpose and amounts requested.

Please note that there will not be an AP warrant for Tuesday, July 5th.

If you have any questions please give me a call.

Thank you in advance for your assistance.

6/20/11 Documents for BOA Signature –

Memo – Circuit Breaker Approvals – 7 Applications

Apportionment Request – 349 Boston Post Road

Fiscal Year 2012 –

1st & 2nd Qtr Notice of Commitment & Warrants– Personal Property - \$351, 418.92,
Real Estate \$29,754,106.69 and CPA \$368,250.77

Fiscal Year 2011-

RE Abatements - \$33,157.65 (includes CPA)

4th QTR Notice of Commitment & Warrant– Personal Property - \$183,047.59, Real Estate
\$13,941.276.20 and CPA \$174,913.53, Special Assessments \$38,372.83

2nd QTR Notice of Commitment & Warrant– Personal Property - \$145,487.17, Real Estate
\$13,794,200.85 and CPA \$171,711.95

Calendar 2011

99th Commitment/Warrant – Motor Vehicle - \$916.25

02 & 03 Commitment/Warrant – Motor Vehicle - \$369,126.03

Calendar 2010-

9th Commitment – Motor Vehicle - \$286.46

8th Commitment – Motor Vehicle - \$1,977.27

7th Commitment – Motor Vehicle - \$12,499.53

6th Commitment – Motor Vehicle - \$39,398.21

4th Commitment – Motor Vehicle - \$112,562.00



Town of Wayland
41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

OFFICE STAFF

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

BOARD OF ASSESSORS

Jayson S. Brodie, Chairman
Susan M. Rufo, Vice Chairwoman
Bruce Cummings
Molly Upton
Zachariah L. Ventress

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: CIRCUIT BREAKER APPLICATIONS
DATE: 6/20/2011

I have reviewed the following seven Circuit Breaker Applications and recommend approval:

Map/Lot	No.	Street	Last Name	First Name
32-005	174	PELHAM ISLAND RD	CARISTO	JANET
52-116	23	DEAN RD	DAMON	GERTRUDE A
51B-030	14	HILL ST	FERGUSON	JOAN
51D-073	12	WINTER ST	JOHNSON	BENJAMIN
04-039	50	RED BARN RD	PRYOR	JOAN
24-068	9	WHEELOCK RD	ROBINSON	STANLEY
38-071	20	OLD FARMS RD	YOUNG	MARJORIE

Zachariah L. Ventress
Molly Upton
Susan Rufo
Jayson S. Brodie
bko/ro u

GEORGE H. HARRIS
8 HOLIDAY ROAD
WAYLAND, MASSACHUSETTS 01778-1906

Tel & Fax: (508) 358-2379

E-mail: gharris@comcast.net

June 14, 2011

RECEIVED
JUN 14 2011

WAYLAND
BOARD OF ASSESSORS

By fax to (508) 358-0061


Board of Assessors
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Assessors:

This is a request pursuant to the Massachusetts Public Records Law and the Open Meeting Law for a copy of the minutes of your meeting held May 31, 2011. Minutes may be in draft or final form.

You are required by statute to respond to this request within ten days of receipt. Should you have any questions regarding this request, please contact me at your earliest opportunity. Thank you.

Very truly yours,



George H. Harris

Assessing Department

Recap of Office Activity June 2011

Staff Property Visits – May 28th – June 17th

- ❖ 86 property visits – 78 building permits(26 interior, 51 exterior only/left card, 1 refusal)
– 8 sales

Circuit Breaker

- ❖ 7 CB Applications have been reviewed and recommendations will be presented to BOA

ATB

- ❖ Decisions for Appellee's Motion to Dismiss was granted for:
48 Concord Rd.
- ❖ FY'11 Cases – See attached spreadsheet of cases filed to date.

Full Measure and List

- ❖ As of week ending June 16, 2011 – 863 properties were measured with 508 listings
- ❖ Project Status Report Attached from 6/16/11
- ❖ Data Entry for 800+ properties is complete, QC will be done with final batch of data entry

FY 12 Certification

- ❖ E. Brideau met with M. Tarello from Vision on Monday, June 13th. A review of the Vision system and current tables was completed. (see attached)
- ❖ Prior to finalizing database the FY '12 building permits need to be complete and data entry for the cyclical
- ❖ BOA review scheduled to begin the week of July 11th with final approval set for July 18th.

APP #	Docket Number	PID	MAP	LOT #	STREET	APP DATE	DEC. DATE	BOA ABATEMENT DECISION	ASSESSED VALUE	ABATED VALUE	ATB APPLICATION DATE	HEARING DATE	ATB DECISION DATE	ATB DECISION	ATB VALUE	NOTES
1	F306776				0 Various - Verizon											
2	X303579	6776	45 78C	55	Hillside Drive	1/14/2011	3/9/2011	Denied	7,784,300		3/8/2011					Personal Property
3	X303623	5234	30	5	15 Whispering Ln	1/5/2011	3/3/2011	Denied	539,700		3/25/2011					
4	F310755	3980	11	38	12 Ellie Ln	1/5/2011	3/28/2011	Denied	1,247,500		4/13/2011					
5	F311602	8676	51D	21	35 Main St	1/27/2011	4/25/2011	Denied	2,054,500		5/17/2011					
6	X304126	5489	35 030G	227	Rice Rd	1/31/2011	3/21/2011	Granted	4,618,800	1,442,800	6/10/2011					

Project Status Report
From Patti Howell
Town of Wayland for April **Date: 6/16/11**

Vision is providing field data collection, over a three year period, of Residential property identification in Section 1 of the Statement of Services in compliance with the General Laws of the Commonwealth of Massachusetts. This project shall be completed by September 30th, 2013.

To comply with the Department of Revenue's cyclical data verification requirements, the following timetable has been established: 1,000 properties by August 31, 2011, and 1,000 properties annually thereafter until the completion of the project on September 30th, 2013.

The data verification will include a front and rear photo of the inspected properties, multiple attempts to gain interior access and weekly field checks of 10% of the data collector's work.

A full set of tax maps has been provided.

Public Relations will be on going throughout the project, with press releases, brochures and meetings. All are available upon request.

Updates will be provided throughout the project.

Data collection started April 4th, 2011. Patti Howell is the Crew Chief. Paul Moreau is the residential data collector.

Weekly communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.

Data collection that is complete is being given to the Assessor's Office for review.

On June 9 & 16, 2011 a quality field check was conducted by Patti Howell reviewing 22 properties inspected by the data collector. The field check included verification of the exterior measurements and 10 interior inspections. Of the 22 properties inspected there were no measurement errors found.

The following is the measure and listing numbers accountable as of June 16, 2011.

Total Residential Improved Parcel Count 1,000

Total Measures	863
Total Interior Inspections	508
Entry Rate	61 %

Refusals

31

Total Percent Measured of Residential Data Collection 86 %

If you should have any questions, please do not hesitate to call.

Sincerely,

*Patti Howell
Staff Appraiser*

FY12 Town Wayland Revaluation												
3/30/11 - Initial Statistics												
Summary by Land Use WAYLAND, MA												
LUC Type	Count	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Median Sale Price	Median Appraised	Median A/S Ratio	Median Abs Disp	Weighted Average
101 SINGLE FAM	127	614,220	583,109	0.95	550,000	532,200	0.96	532,200	532,200	0.96	0.05	6.50%
102 CONDO	26	653,638	408,142	0.71	492,500	398,200	0.86	492,500	398,200	0.86	0.10	29.25%
104 TWO FAMILY	1	365,000	349,000	0.96	365,000	349,000	0.96	365,000	349,000	0.96	0.00	0.00%
109 MULTI HSES	2	2,427,000	2,055,650	0.90	2,427,000	2,055,650	0.90	2,427,000	2,055,650	0.90	0.08	9.44%
130 RES ACLNDV	1	425,000	417,800	0.98	425,000	417,800	0.98	425,000	417,800	0.98	0.00	0.00%
322 STORE/SHOP	1	215,000	307,500	1.43	215,000	307,500	1.43	215,000	307,500	1.43	0.00	0.00%
334 GAS ST SRV	1	775,000	535,200	0.69	775,000	535,200	0.69	775,000	535,200	0.69	0.00	0.00%
340 OFFICE BLD	1	550,000	402,600	0.73	550,000	402,600	0.73	550,000	402,600	0.73	0.00	0.00%
4/26/11 - Sales Review yielded additional unqualified sales												
Summary by Land Use WAYLAND, MA												
LUC Type	Count	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Median Sale Price	Median Appraised	Median A/S Ratio	Median Abs Disp	Weighted Average
101 SINGLE FAM	124	620,007	593,581	0.96	560,000	535,000	0.96	560,000	535,000	0.96	0.04	5.38%
102 CONDO	27	672,022	393,881	0.68	500,000	392,300	0.86	500,000	392,300	0.86	0.10	31.87%
104 TWO FAMILY	1	365,000	343,500	0.94	365,000	343,500	0.94	365,000	343,500	0.94	0.00	0.00%
109 MULTI HSES	1	3,910,000	3,183,700	0.81	3,910,000	3,183,700	0.81	3,910,000	3,183,700	0.81	0.00	0.00%
130 RES ACLNDV	1	425,000	417,800	0.98	425,000	417,800	0.98	425,000	417,800	0.98	0.00	0.00%
322 STORE/SHOP	1	215,000	307,500	1.43	215,000	307,500	1.43	215,000	307,500	1.43	0.00	0.00%
334 GAS ST SRV	1	775,000	535,200	0.69	775,000	535,200	0.69	775,000	535,200	0.69	0.00	0.00%
340 OFFICE BLD	1	550,000	402,600	0.73	550,000	402,600	0.73	550,000	402,600	0.73	0.00	0.00%
Overall Stats		645,003	569,612	0.91	550,000	516,700	0.95	550,000	516,700	0.95	0.04	10.47%
5/9/11 - Sales Review yielded 2 additional unqualified sales and corrected Condominium coding issue												
Summary by Land Use WAYLAND, MA												
LUC Type	Count	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Mean Sale Price	Mean Appraised	Mean A/S Ratio	Median Sale Price	Median Appraised	Median A/S Ratio	Median Abs Disp	Weighted Average
101 SINGLE FAM	123	622,121	595,044	0.96	565,000	535,900	0.96	565,000	535,900	0.96	0.04	5.32%
102 CONDO	26	653,638	610,612	0.94	492,500	502,000	0.93	492,500	502,000	0.93	0.05	6.91%
104 TWO FAMILY	1	365,000	343,500	0.94	365,000	343,500	0.94	365,000	343,500	0.94	0.00	0.00%
109 MULTI HSES	1	3,910,000	3,183,700	0.81	3,910,000	3,183,700	0.81	3,910,000	3,183,700	0.81	0.00	0.00%
Overall ResStats		647,619	613,202	0.95	555,000	534,100	0.95	555,000	534,100	0.95	0.04	5.71%

