

Board of Assessors  
Meeting: July 19, 2011  
Wayland Town Building

Meeting called to order by Chair Jayson Brodie at 7:15 pm

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

Public comment: No public in attendance

Minutes: Minutes of July 11, 2011 were accepted by vote, by members in attendance at  
July 11<sup>th</sup> meeting- J Brodie, S Rufo and M Upton  
Minutes of June 20, 2011 were accepted by vote, by members in attendance at  
June 20<sup>th</sup> meeting- J Brodie, S Rufo, M Upton and Z Ventress

Correspondence: Memo from Town Clerk stating new business hours of Town Building

Documents Requiring BoA Signature: None

FY12 Revaluation:

Office is waiting to hear back from DoR Field Representative Bob Martin  
on information supplied thus far.

Sales have been scrubbed down to the final list of valid sales.

M Tarella from Vision, is progressing on his review work on the  
commercial parcels and should be finished and ready for board  
review at their next meeting.

Final discussion by board members on individual questions/concerns  
related to the sales file took place.

J Brodie- Question on conventional style representing 7.3% of  
housing stock? - Style validated to Marshall Swifts  
old style/New Englander – 2 story with attic  
Sales were validated.

M Upton- Oak St site index of 5?- Site index represents  
land and bldg = end value.

15 Bayfield? - Was not a bank sale.

Site P & L's values. – Market doesn't support change.

42 Matthews isn't Q – steep sloped – Sale validated Q  
(B Cummings voiced support of work review of Director  
and was comfortable with her recommendation.)

1 Lake Road Terrace Sale? – Invalid due to tear down

26 West Plain , 96.5? Inspected PRC accurate.

Sherman Bridge should be higher than 5 site index?

- Sales from 09 to present represent dead on as 5.

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No other questions were raised by the remaining board members, who  
either had asked questions previously or were comfortable with  
file and analysis.

Discussion initiated by M Upton for Assessment Sale Ratio (ASR) clarification and felt .96 should be used to help reduce tax rate. Board discussed charge assign them by DoR was related to assessments based on the sales data and not being driven by the resulting tax rate implications. Data reflected a slight drop in values. If a median value of .96 was used instead of .95, 50% of the homes would realize an increase, without support from the data. FY12 values are nearly the same at FY11 values or flat as reflected by .95. It was voiced by several board members that FY12 – median was right where it should be based on the analysis.

Motion made by Molly Upton: To use median value of .96 instead of .95. Motion was seconded. Those in favor of .96 One vote by voice- M Upton. Those in favor of .95 three votes by voice B Cummings, S Rufo, Z Ventress. One abstained by voice - J Brodie.

Request made by Director to apply data to whole town for preliminary review. Board commented file is very tight, with 30 properties with changes -10% and 35 properties +15% (field review building permits)

Motion made by B Cummings: To authorize the Director to apply approved numbers to town wide for preliminary DoR review due to earlier than usual request for information by DoR. Question from M Upton to see file? Response Board Members would be able to see file, but no changes could be made. Vote: 5-0 by raise of hand

FY'12 Commercial & Industrial Property Review: See attached handout

Personal Property – Down from FY11

Currently 30,415,400 down from FY'11 33,957,200\*  
(current number does not reflect final number on telecommunications)  
Developed new depreciation tables  
With accelerated schedules used for computers and separate depreciation schedules for cable/wireless  
RRC has completed their field work, pricing and valuation.  
Updated all accounts to actual data collection.

#### New Business

Chair J Brodie spoke about upcoming board topics he would like to have discussions on and address within the next few BoA meetings, including:

- 1.) Letters to property owners related to inspections and the authority the board can exercise.
- 2.) September's consideration/decision of the overlay related to releasing funds.
- 3.) Setting the overlay for FY13 under DoR's guidelines of, what exactly can be put in the overlay ie. abatements, exemptions etc. and DoR's recommendation not to cut yourself short. DoR also recommends a three year average and allowances when calculating the overlay.
- 4.) Discussion of public interest in role Finance Committee has had in the past, and how the

data will be presented in the future. Overlay data will also be reviewed by the BoA before discussions at a tentitively scheduled FINCOM meeting in September. J Brodie will contact Cherry Carlson on plan.

BoA was asked if the board wished to put any comments forth related to the Open Meeting Law to be submitted to the state. The BoA chose not to file any comment. E Brideau to notify Fred Turkington of its decision.

The chair set next meeting for Monday, August 1, 2011 at 7:15 pm and the board voted unanimously to adjourn at 8:20 pm.

Respectfully submitted



Susan Rufo

TO: DEPARTMENT HEADS, BOARDS, COMMITTEES, AND COMMISSIONS

FROM: TOWN CLERK'S OFFICE

DATE: JULY 19, 2011

RE: NEW BUSINESS HOURS AND POSTING OF MEETINGS

RECEIVED  
JUL 19 2011

WAYLAND  
BOARD OF ASSESSORS

Effective July 1, 2011, Town Building business hours have been standardized to be open:  
Monday 8:00 am - 7:00 pm, Tuesday – Thursday 8:00 am – 4:00 pm, Friday 8:00 am – 12:30 pm.

Except in an emergency, the Town Clerk's Office **must receive and stamp** all meeting postings (including agenda) during our new hours of operation at least 48 hours prior to the meeting. The 48 hours notice excludes Saturdays, Sundays or legal holidays, i.e. a Monday morning meeting must be posted on the prior Wednesday before the close of business. Because of the new business hours on Fridays (and some Thursdays where a holiday falls on Friday), postings for meetings to be held within the 48 hours advance notice for the following week must be **received and stamped in our office prior to 12 noon on Friday.**

The law also requires posting procedures to be consistent for all public bodies within a municipality. Therefore, all postings for Town of Wayland meetings must be submitted on the ***attached form - NOTICE OF MEETINGS OF TOWN BOARDS / COMMITTEES / COMMISSIONS.*** It is the responsibility of the public body to make sure that the compliant meeting notice with agenda is received during the Town Clerk's business hours and stamped by the Town Clerk's Office as required.

Please remember that MaryAnn DiNapoli of the Selectmen's Office schedules all meeting rooms. She also uploads meetings and agendas on the Public Meeting Calendar of the Town of Wayland website, except for Department Heads who upload meeting information for their own Board, Committee or Commission. The required form can either be hand carried to our office or emailed to **all three email addresses:** [ltoombs@wayland.ma.us](mailto:ltoombs@wayland.ma.us) and [ksiracusa@wayland.ma.us](mailto:ksiracusa@wayland.ma.us) and [mdinapoli@wayland.ma.us](mailto:mdinapoli@wayland.ma.us) in order to assure that all three parties are aware of the meeting. We will usually reply confirming receipt of your email. If the agenda does not fit on the form, please indicate "SEE ATTACHED AGENDA" and then attach the agenda to the meeting posting form.

Any meeting notice that does not meet the required 48 hours advance notice requirement and/or does not include an agenda will **not be considered a legal posting** and we will inform you so that you may correct it. When emailing, please remember that notice to the Town Clerk is the **actual time the emailed notice is received and stamped** by the Town Clerk and not the time the email was sent by you, so please plan accordingly.

We thank you in advance for your cooperation. If you have any questions, please refer to the Open Meeting Law on the website of the Office of the Attorney General at [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: \_\_\_\_\_

FILED BY: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

TIME OF MEETING: \_\_\_\_\_

PLACE OF MEETING: \_\_\_\_\_

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

**AGENDA**

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda.