

Board of Assessors  
Meeting: October 11, 2011  
Wayland Town Building

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

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

Public comment: Tom Greenaway, Liaison to BoA from FinCom

Minutes: Outstanding minutes were deferred.

Correspondence: None

Documents requiring BoA signature: see attached.

CB Applications (2): By signature the board accepted the recommendations of the Director to approved one application and denied one application.

RE abatements incl. CPA: By signature BoA accepted the Directors recommendation, in accordance with ATB decisions to approved two abatements: (1 for FY'10 and 1 for FY'11).

Excise Tax Abatements 2011: By signature the BoA accepted the Director's recommendation to approve 2011 abatements at \$2,534.40 and 2010 abatements at \$143.75.

Office Activities: see attached

FY'12 Certification: LA3 approved. Awaiting preliminary approval of valuation model.

Board reviewed schedule scenarios for public disclosure, impact notices and informal hearings.

Overlay:

Overlay Surplus preliminary review: Chair distributed chart containing applicable overlay surplus values and pending claims against the overlay for FY'03 through FY'11. Chair discussed basis for initial preliminary surplus numbers. The board was asked to review the chart and at next board meeting be prepared to proceed to updating values for additional consideration.

FY'12 Overlay Forecast: Chair distributed chart containing applicable FY'13 overlay forecast values. The FY'13 forecast is for budgeting purposes only. All data same as used to determine actual FY'12 Overlay. Chair discussed basis for initial preliminary FY13 Overlay values. The board was asked to review the data for next board meeting.


BoA Meeting Format: B. Cummings opened the discussion focusing on the “public comment” period. He sought comments from other board members on the pros and cons of the “public comment” period and other approaches to reach same objective (e.g. request written comments that would be read as part of “Correspondence.” Also discussed placing “public comment” period at end of meeting. Following discussion, a motion to place “public comment” period at the end of the meeting was made by Bruce Cummings and properly seconded. The motion passed 3-0 with 2 abstentions.

Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: The petitioners filing on Friday October 7 for a Special Town Meeting containing an article pertaining to the BoA is, in the option of the Chair, a topic that falls under this heading.

The article was read, calling for a public hearing on the Tax Recap Sheet as used to set the tax rate. Tom Greenaway (see public comment) told the BoA that he was charged with writing the FinCom’s comments in response to the subject article and was seeking BoA input. A discussion followed reviewing the tax rate setting process as defined by the DOR through the Tax Recap Sheet “procedure.” The board considered the timing for the petitioners’ requested public hearing vague and could not identify their goals. The BoA voted 3-0 with 1 recusal to withhold comment on the article until the Town Meeting.

The chair set next meeting for October 24, 2011 at 7:15 pm and the board voted unanimously to adjourn at 9:00 pm.

Respectfully submitted

 10/24/11  
Jayson S. Brodie

## Assessing Department

### Monthly Recap of Office Activity

#### FY'12 Revaluation

- ❖ I met with Joanne Graziano from the DOR – she has submitted her findings to Bureau of Local Assessments for preliminary certification. The LA3 (sales) has been approved. We are now awaiting preliminary approval of our valuation model.
- ❖ See attached timeline for Fiscal Year 2012
- ❖ I am drafting the public information and website data. FY 2012 Valuation Summary for Board Review

#### Full Measure and List

- ❖ Vision completed a mailing to all Phase 1 property owners that did not have an interior inspection in the spring. 79 appointments were scheduled as a result of the mailing.
- ❖ Vision will complete the data entry of these 79 properties when they enter the data from Phase 2 next year.
- ❖ Vision is completing an upload of all photos taken during this first Phase.

#### Land Review Project

- ❖ A mailing to all property owners (114) impacted by the land review project will be going out. The letter will outline the offices ongoing commitment to improve assessment records and that their property was identified as having incorrect land square footage on the property record card. The letter will invite property owners to contact the office if they have any questions or concerns.

#### Office Activity

- ❖ Denise Ellis started on October 5<sup>th</sup> in her role as Administrative Assessor. She was able to enroll in the DOR course 101 being offered this fall in Westford. The course will run on Tuesday evenings for the next 6 weeks.
- ❖ B Morgan and E Brideau attended the Municipal Law update in Sturbridge and found the session very informative. Considerable time was spent on the Assessors role with TIF's and Special Tax Agreements.
- ❖ Staff will be presenting an overview of Exemptions to seniors on October 31<sup>st</sup>.
- ❖ All FY 11 Exemptions recipients were mailed the FY2012 Applications. Applications are already being received by the office. A department goal is to process as many received applications as possible prior to 3<sup>rd</sup> quarter billing so qualified applicants will not have to pay additional funds out of pocket only to have then receive a check back from the Town.