

Board of Assessors
Meeting: December 5, 2011
Wayland Town Building

Meeting called to order by Chair Jayson Brodie at 7:23 pm

Present: Members: Jayson Brodie, Susan Rufo, Vice-chair; Molly Upton

Staff: Director Ellen Brideau

Review of Minutes: September 6, 2011 Motion to Accept by S Rufo, seconded by M Upton
Vote: J Brodie and S Rufo – Yes; M Upton - Opposed
October 24, 2011 Motion to Accept by M Upton, seconded by S Rufo
Vote: J Brodie, S Rufo, and M Upton - Yes
November 16, 2011 Motion to Accept by M Upton, seconded by S Rufo
Vote: J Brodie, S Rufo, and M Upton – Yes

Chair Brodie also shared with the board his and Director Brideau's meetings with F Turkington and M DiPietro on information that would be given to BoS related to Classification Hearing and Tax Recap. And also their meeting with C Carlson, Chair of FinCom, related to Tax Recap and Overlay. Scope of meetings included process BoA had taken in reaching their conclusions to be presented at the joint BoS, FinCom and BoA meeting on December 12, 2011.

The role the Board of Assessors during these activities is that of sharing information so that the BoS can make informed decisions and the administration of those decisions made by BoS, but it is not the role of the BoA to make recommendations.

Correspondence: None

Office Activity Report: The Director provided an abbreviated report since many of the topics would be covered later in the meeting. Due to the heavily anticipated assessing schedule for the upcoming few months, in addition to the several holidays coming up, the posting for the Assistant Assessor's position recently vacated by Bruce Morgan, will be delayed until sometime in February. The Director received the support of the board for this decision.

Documents for Board Signature: Month End Recap - October Excise = \$2,445.22
Month End – October Circuit Breakers = \$970.00

BoA Action: Approved three Circuit Breaker Applications recommended by Director Brideau. **Motion to accept by S Rufo, seconded by M Upton – vote approval by signature.**

Overlay: **FY 13 Forecast** - Final review of spreadsheets designed to assist BoA in the analysis to establish FY13 Overlay Forecast. Review and discussion determined that Final FY13 Overlay Forecast number to be \$1,000,000.00 Before vote was taken board members were asked by Chair Brodie for any final thoughts and board member M Upton raised concern over overlay number not being adequate for

unknown/unanticipated abatement situations. Further discussion resulted in board ready to take vote. **S Rufo made Motion: To establish FY13 Overlay Forecast at \$1,000,000.00, seconded by M Upton. Vote taken by a raise of hands, vote was Unanimous.**

Final FY 12 Overlay - Final review of spreadsheets designed to assist BoA in the analysis of Final FY12 Overlay. Correction of 60 cents was made to authorizing Tax Rate Rounding number increasing number to \$1,206,447.63 change made by hand. Chair Brodie asked for any final thoughts from board members, there were none. **S Rufo made Motion: To establish FY12 Final Overlay Value at \$1,206,447.63, seconded M Upton. Vote taken by a raise of hands, vote was Unanimous.** Document signed by BoA confirming action attached.

Overlay Surplus - Review of Working Papers – Steps to Determine Overlay Surplus resulted in the following steps being taken by the BoA.

FY06 – S Rufo made a Motion: Move that the Board of Assessors votes and certifies that the FY06 excessive Overlay of \$9,500 be transferred into Overlay Surplus. Seconded by M Upton. Voice vote: Unanimous.

FY07- M Upton made a Motion: Move that the Board of Assessors votes and certifies that the FY07 excessive Overlay of \$100,000 be transferred into Overlay Surplus. Seconded by S Rufo. Voice vote: Unanimous.

FY08 – S Rufo made a Motion: Move that the Board of Assessors votes and certifies that the FY08 excessive Overlay of \$12,000 be transferred into Overlay Surplus. Seconded by M Upton. Voice vote: Unanimous.

FY09 – M Upton made a Motion: Move that the Board of Assessors votes and certifies that the FY09 excessive Overlay of \$300,000 be transferred into Overlay Surplus. Seconded by S Rufo. Voice vote: Unanimous.

FY12 Certification: **Classification Hearing** to be held next Monday, December 12, 2011. It will be a joint meeting with the Board of Selectmen and Board of Assessors. BoA will provide BoS with a Classification packet outlining the BoS's options and resulting tax outcomes on the various scenarios. The BoS holds the Classification Hearing and it is their decision that ultimately sets the tax rate.

Final review of the Classification Hearing packet to be done by Chair Brodie and Director Brideau.

Following the Classification Hearing the Board of Selectmen, Board of Assessors and the FinCom will meet in a joint session to review the

Tax Recap Sheet and the process of transferring data to be submitted to the Massachusetts Department of Revenue for certification of tax rate.

Documents Requiring Board of Assessors signature on the Tax Recap Packet is reviewed for signature. Memorandum provided by Michael DiPietro, Finance Director, attesting to the accuracy of pages: A-1 Offset Receipts, A-2 Enterprise Funds, A-3 Revolving Funds, A-4 CPA Funds. Forms are presented for signature by Director Brideau.

M Upton made a Motion: The following forms A-1, A-2 (two forms) Offset Receipts be approved by the Board of Assessors by signature Seconded by S Rufo. Forms signed by board.

S Rufo made a Motion: Bureau of Accounting form OL-1 Schedule for FY 2011, FY2010, and FY2009 be approved by the Board of Assessors by signature. Seconded by M Upton. Form signed by board.

M Upton made a Motion: LA7 - Minimum Residential Factor form be approved by the Board of Assessors by signature. Seconded by S Rufo. Form signed by board.

S Rufo made a Motion: Fiscal 2012 Tax Levy Limitation form be approved by the Board of Assessors by signature. Seconded by M Upton. Form signed by board.

Board reviewed LA5 form to be signed at Classification Hearing with Selectmen.

Chair Brodie made Motion: To authorize Director Brideau, in the Gateway Center to sign on behalf of the Board of Assessors the above documents. Seconded by S Rufo. Voice vote taken. Vote unanimous.

Remote Participation - Tabled

Potential Warrant Articles for Spring Town Meeting - Tabled

Topics not reasonably anticipated by the Chair 48 hours in advance of Meeting, if any – Tabled

Thoughts and Concerns from BoA Members - None

The Chair set the next meeting for Monday, December 12, 2011, at 6:45 pm to allow the board to address any assessing business and or concerns prior to the scheduled joint meeting with the Board of Selectmen at 7:15 pm for the Classification Hearing and then the to follow meeting with the BoS and FinCom related to the Tax Recap Sheet.

Motion to adjourn at 9:40 pm.

Respectfully submitted,


Susan Rufo



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

Denise a. Ellis, 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: 12/5/2011

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

Map/Lot	No.	Street	Last Name	First Name
04-036	42	Red Barn Rd	Jacobshon	Annette
48-084	40	Aqueduct Rd	Larsen	Edward
34-044	37	Forty Acres Dr	Rosenberg	Harold

J. Brodie 12/5/2011
Susan M. Rufo
Mary R. Upton

STEPS TO DETERMINE FY'12 OVERLAY

line #	\$ in FY'03	\$ in FY'06	\$ in FY'09	\$ in FY'10	\$ in FY'11	ave of last 3 years	ave of 3 "reval" years	ave of last 3 years	FY'12 preliminary estimate by Assessors	FY'12 tentative estimate by Assessors	FY'12 final estimate by Assessors
1. Abatements											
2. Abatements-granted	327,071	221,000	337,146	130,878	32,678	166,901	295,072		340,000	340,000	340,000
3. Total Abatement-ATB initial liability (note 1)	324,300	322,343	365,600	336,200	392,900	364,900	337,414		310,000	375,000	375,000
3a. Abatement-ATB initial liability (w/o Telecom)	319,800	314,843	200,400	188,600	238,900						
3b. Abatement-ATB initial liability (Telecom only)	4,500	7,500	165,200	147,600	154,000						
4. Abatement-other liability (note 2)	708	394	20,733	87,993	625,962	244,763	7,278		125,000	125,000	125,000
5. Abatement-other (note 3)									100,000	100,000	100,000
6. subtotal-abatements	652,078	543,737	723,479	554,671	1,051,540	776,564	635,765		875,000	940,000	940,000
7. Exemptions-statutory	81,957	83,062	85,539	74,861	79,319	79,906	83,519		85,000	85,000	85,000
8. Exemptions-CB	0	70,157	90,871	100,153	126,063	105,695	53,676		180,000	180,000	180,000
8a. number of CB applications (note 4)			135	159	137						
9. subtotal-exemptions	81,957	153,220	176,410	175,014	205,381	185,602	137,195		265,000	265,000	265,000
10. Certain taxes (note 5)	0	0	0	0	0	0	0		0	0	0
11. Preliminary FY'12 OVERLAY (note 6)									1,140,000		
12. Tentative FY'12 OVERLAY (note 8)										1,205,000	
13. Tax Rate Rounding (not to exceed) (note 7)									15,000	15,000	1,447.63
14. Final FY'12 OVERLAY											1,206,447.63

notes:

- assume greatest difference between applicable assessment and taxpayer's estimated value noted on abatement form or for ATB or other documentation
- "uncollected taxes" (real and personal property) excluding those secured by tax title.
- any significant assessment factor known to the Assessors
- Property Owners can apply for FY2011 CB match until 12/31/11
- Certain taxes that are budgeted elsewhere.
- Line 6 plus line 9
- Include sufficient funds to allow rounding of tax rate (per \$1,000) to whole penny
This requirement driven by DOR software used in "recap" preparation.
- Final value available pending "recap sheet" completion
- All data as of 30 June, 2011.

WORKING PAPERS

STEPS TO DETERMINE FY'13 OVERLAY FORECAST (see note 9)

line #	\$ in FY'03	\$ in FY'06	\$ in FY'09	ave of 3 "reval" years	\$ in FY'09	\$ in FY'10	\$ in FY'11	ave of last 3 years	FY'13 preliminary forecast by Assessors	FY'13 tentative forecast by Assessors	FY'13 final forecast by Assessors
1. Abatements											
2. Abatements-granted	327,071	221,000	337,146	295,072	337,146	130,878	32,678	166,901	175,000		
3. Total Abatement-ATB initial liability (note 1)	324,300	322,343	365,600	337,414	365,600	336,200	392,900	364,900	365,000		
3a. Abatement-ATB initial liability (w/o Telecom)	319,800	314,843	200,400		200,400	188,600	238,900				
3b. Abatement-ATB initial liability (Telecom only)	4,500	7,500	165,200		165,200	147,600	154,000				
4. Abatement-other liability (note 2)	708	394	20,733	7,278	20,733	87,593	625,982	244,763	125,000		
5. Abatement-other (note 3)									35,000		
6. subtotal-abatements	652,078	543,737	723,479	639,765	723,479	554,671	1,051,540	776,564	700,000		
7. Exemptions-statutory	81,957	83,062	85,539	83,519	85,539	74,861	79,319	79,906	85,000		
8. Exemptions-CB	0	70,157	90,871	53,676	90,871	100,153	126,063	105,695	200,000		
8a. number of CB applications (note 4)					135	159	137				
9. subtotal-exemptions	81,957	153,220	176,410	137,195	176,410	175,014	205,381	185,602	285,000		
10. Certain taxes (note 5)	0	0	0	0	0	0	0	0	0		
11. Preliminary FY'13 OVERLAY Forecast (note 6)									585,000		
12. Tentative FY'13 OVERLAY Forecast (note 6)											
13. Tax Rate Rounding (not to exceed) (note 7)											
14. Final FY'13 OVERLAY Forecast											15000

notes:

- assume greatest difference between applicable assessment and taxpayer's estimated value noted on abatement form or for ATB or other documentation
- "uncollected taxes" (real and personal property) excluding those secured by tax title.
- any significant assessment factor known to the Assessors
- Property Owners can apply for FY2011 CB match until 12/31/11
- Certain taxes that are budgeted elsewhere.
- Line 6 plus line 9
- include sufficient funds to allow rounding of tax rate (per \$1,000) to whole penny
This requirement driven by DOR software used in "recap" preparation.
- All data as of 30 June, 2011.
- Forecast for FY'13 budgeting purposes only

WORKING PAPERS

STEPS TO DETERMINE OVERLAY SURPLUS

WORKING PAPERS

line #	FY'03	FY'04	FY'05	FY'06	FY'07	FY'08	FY'09	FY'10	FY'11	TOTALS
1.	-	-	-	12,030.00	122,868.77	17,709.08	521,346.79	769,267.17	1,430,071.43	2,873,293
2.	-	-	-	-	-	-	20,294.38	60,636.99	247,521.66	328,453
3.	-	-	-	-	-	-	-	-	-	-
4.	550.00	1,200.00	800.00	750.00	800.00	3,100.00	137,800.00	304,550.00	334,800.00	781,800
5.	-	-	-	-	-	-	2,413.18	2,854.79	no data	5,268
7.	550.00	1,200.00	800.00	750.00	800.00	3,100.00	140,213.18	307,404.79	334,800.00	787,068
8.	(550.00)	(1,200.00)	(800.00)	11,280.00	122,068.77	14,609.08	360,839.23	401,225.39	847,749.77	1,757,772
9.				9,588	103,758	12,418	306,713	341,042	635,812	1,409,331
10.				9,500	100,000	12,000	300,000	340,000	635,000	1,396,500
11.										

85%

97.5%

notes:

1. verify agreement between accounting office records and assessor's records
2. excluding real property taxes secured by tax title
3. request data from Collector and verification that records agree with accounting office
4. assume greatest difference between applicable assessment and taxpayer's estimated value noted on abatement form or for ATB or other documentation - pending cases as of November 28, 2011
5. review with Collector
6. line 1 minus line 2 minus line 7
7. all data as of October 31, 2011

WORKING PAPERS

STEPS TO DETERMINE OVERLAY SURPLUS

WORKING PAPERS

line #	FY'03	FY'04	FY'05	FY'06	FY'07	FY'08	FY'09	FY'10	FY'11	TOTALS
1.				12,030.00	122,868.77	17,709.08	521,346.79	769,267.17	1,430,071.43	2,873,293
2.										
3.										
4.										
5.										
7.										
8.										
9.										
10.										
11.										

notes:

1. verify agreement between accounting office records and assessor's records
2. excluding real property taxes secured by tax title
3. request data from Collector and verification that records agree with accounting office
4. assume greatest difference between applicable assessment and taxpayer's estimated value noted on abatement form or for ATB or other documentation - pending cases as of November 28, 2011
5. review with Collector
6. line 1 minus line 2 minus line 7
7. all data as of October 31, 2011

WORKING PAPERS

THE COMMONWEALTH OF MASSACHUSETTS
 DEPARTMENT OF REVENUE
 FISCAL 2012 TAX LEVY LIMITATION FOR

WAYLAND

 FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2011 LEVY LIMIT

A. FY 2010 Levy Limit	51,510,951
A1. ADD Amended FY 2010 Growth	<u>0</u>
B. ADD (IA + IA1) * 2.5%	<u>1,287,774</u>
C. ADD FY 2011 New Growth	<u>416,727</u>
D. ADD FY 2011 Override	<u>0</u>
E. FY 2011 Subtotal	<u>53,215,452</u>
F. FY 2011 Levy Ceiling	<u>72,516,813</u>

I. \$53,215,452
FY 2011 Levy Limit

II. TO CALCULATE THE FY 2012 LEVY LIMIT

A. FY 2011 Levy Limit from I.	<u>53,215,452</u>
A1. ADD Amended FY 2011 Growth	<u>0</u>
B. ADD (IIA + IIA1) * 2.5%	<u>1,330,386</u>
C. ADD FY 2012 New Growth	<u>712,447</u>
D. ADD FY 2012 Override	<u>0</u>
E. FY 2012 Subtotal	<u>55,258,285</u>
F. FY 2012 Levy Ceiling	<u>73,006,575</u>

II. \$55,258,285
FY 2012 Levy Limit

III. TO CALCULATE THE FY 2012 MAXIMUM ALLOWABLE LEVY

A. FY 2012 Levy Limit from II.	<u>55,258,285</u>
B. FY 2012 Debt Exclusion(s)	<u>5,561,917</u>
C. FY 2012 Capital Expenditure Exclusion(s)	<u>0</u>
D. FY 2012 Stabilization Fund Override	<u>0</u>
E. FY 2012 Other Adjustment	<u>0</u>
F. FY 2012 Water / Sewer	<u>0</u>
G. FY 2012 Maximum Allowable Levy	<u>\$60,820,202</u>

NOTE : The information is preliminary and is subject to change.



MEMORANDUM

TO: Board of Assessors

FROM: Michael F. DiPietro 
Finance Director

DATE: November 30, 2011

SUBJECT: Tax Recap FY12

Please be advised that I certify that the following pages of the recap are complete and that no revenue has been used on any other pages of the recap.

Pages:

- A-1 Offset Receipts – N/A
- A-2 Enterprise Funds
- A-3 Revolving Funds
- A-4 CPA Fund

If you have any questions please let me know.

**BUREAU OF ACCOUNTS
SCHEDULE A-1 FOR FISCAL 2012
OFFSET RECEIPTS CH. 44 S . 53E**

WAYLAND
City OR Town

Description		(a) Actual Revenues Fiscal 2011	(b) Estimated Receipts* Fiscal 2012
1	Water	0.00	0.00
2	Sewer	0.00	0.00
3	Hospital	0.00	0.00
4	Nursing home	0.00	0.00
5	Recreation department	0.00	0.00
6	Airport	0.00	0.00
7		0.00	0.00
8		0.00	0.00
9		0.00	0.00
10		0.00	0.00
11		0.00	0.00
12	TOTAL	0.00	0.00

NOTE: The information is preliminary and is subject to change.

12/5/11
Susan M. Ruffo
Mary R. Upton

**BUREAU OF ACCOUNTS
SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2012

WAYLAND

City / Town / District

A-2(1ST)

Type of enterprise fund/statutory reference

Fund Description : WASTEWATER

	(a) FY 2011 Actual Revenues	(b) FY 2012 Estimated Revenues
1. Enterprise revenues & available funds		
User charges	\$206,846.00	\$361,175.00 *
Connection Fees	\$0.00	\$0.00
Other departmental revenue	\$0.00	\$0.00
Investment income	\$0.00	\$0.00
Total revenues	\$206,846.00	\$361,175.00
Retained earnings appropriated **	\$0.00	\$200,000.00
Other enterprise available funds	\$0.00	\$0.00
Specify	\$0.00	\$0.00
Total current year revenues and available funds	\$206,846.00	\$561,175.00
Retained earnings appropriated for PY costs **		\$0.00
Other enterprise available funds for PY costs		\$0.00
Total revenues and available funds for PY costs		\$0.00 To Recap pg 2
Total revenues and available funds	\$206,846.00	\$561,175.00 Part IIIB, line 3

* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

** Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

NOTE : The information is preliminary and is subject to change.

I hereby certify that the amount of retained earnings reported in Part 1 column (b) correctly reflects the votes of town meeting/city council.

Lois Toombs, Town Clerk, Wayland, 508-358-3631
(Clerk)

12/5/2011 2:01 PM
(Date)

I hereby certify that the actual revenues as shown in Part 1 column (a) are to the best of my knowledge correct and complete.

Michael DiPietro, Finance Director, Wayland, 508-358-3610
(Accounting Officer)

12/2/2011 10:02 AM
(Date)

J. Medie 12/5/11
Susan M. Rufo
Mary R. Upton

WAYLAND
City or Town

A-2(1ST)
Types of Enterprise Fund

WASTEWATER
Fund Description

2. Total costs appropriated

Costs appropriated in the enterprise fund

SAL & WAGES

EXPENSES

CAPITAL OUTLAY

RESERVE FUND

OTHER APPROP IN ENT. FUND

PY costs approp from retained earnings or other enterp available funds (Must equal total part 1b)

Total costs appropriated in enterprise fund 2a

b. Costs appropriated in the general fund

HEALTH INSURANCE

PENSION

SHARED EMPLOYEES

SHARED FACILITY

OTHER2

OTHER3

Total costs appropriated in general fund 2b

Total costs 2a+2b

3 Calculation of subsidy (see instructions)

Revenue and available funds (Part 1 col b)

Less : Total costs (Part 2)

Less : Prior year deficit (To Recap Pg 2)

(Negative represents subsidy)

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds (To Recap Pg 4 col e)

b. Taxation

c. Free Cash

d. Non-enterprise Available Funds

Total sources of funding for costs appropriated in the enterprise fund. (Must equal total part 2a)

NOTE : The information is preliminary and is subject to change.

**BUREAU OF ACCOUNTS
SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2012

WAYLAND
City / Town / District

A-2(2ND)

Type of enterprise fund/statutory reference

Fund Description : SEPTAGE

	(a) FY 2011 Actual Revenues	(b) FY 2012 Estimated Revenues	
1. Enterprise revenues & available funds			
User charges	\$7,134.00	\$0.00	*
Connection Fees	\$0.00	\$0.00	
Other departmental revenue	\$0.00	\$0.00	
Investment income	\$0.00	\$0.00	
Total revenues	\$7,134.00	\$0.00	
Retained earnings appropriated **	\$0.00	\$40,233.00	
Other enterprise available funds	\$0.00	\$0.00	
Specify	\$0.00	\$0.00	
Total current year revenues and available funds	\$7,134.00	\$40,233.00	
Retained earnings appropriated for PY costs **		\$10,000.00	
Other enterprise available funds for PY costs		\$0.00	
Total revenues and available funds for PY costs		\$10,000.00	To Recap pg 2
Total revenues and available funds	\$7,134.00	\$50,233.00	Part III B, line 3

* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

** Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

NOTE : The information is preliminary and is subject to change.

I hereby certify that the amount of retained earnings reported in Part 1 column (b) correctly reflects the votes of town meeting/city council.

Lois Toombs, Town Clerk, Wayland, 508-358-3631
(Clerk)

12/5/2011 2:01 PM
(Date)

I hereby certify that the actual revenues as shown in Part 1 column (a) are to the best of my knowledge correct and complete.

Michael DiPietro, Finance Director, Wayland, 508-358-3610
(Accounting Officer)

12/2/2011 10:03 AM
(Date)

John Bradley 12/5/11
Aileen M. Quifo
Mary R. Upton

WAYLAND

City or Town

A-2(2ND)

Types of Enterprise Fund

SEPTAGE

Fund Description

2. Total costs appropriated

Costs appropriated in the enterprise fund

SAL & WAGES

\$0.00

EXPENSES

\$40,233.00

CAPITAL OUTLAY

\$0.00

RESERVE FUND

\$0.00

OTHER APPROP IN ENT. FUND

\$0.00

PY costs approp from retained earnings or other enterp available funds

\$10,000.00

(Must equal total part 1b)

Total costs appropriated in enterprise fund

\$50,233.00

2a

b. Costs appropriated in the general fund

HEALTH INSURANCE

\$0.00

PENSION

\$0.00

SHARED EMPLOYEES

\$0.00

SHARED FACILITY

\$0.00

OTHER2

\$0.00

OTHER3

\$0.00

Total costs appropriated in general fund

\$0.00

2b

Total costs

\$50,233.00

2a+2b

3. Calculation of subsidy (see instructions)

Revenue and available funds

\$50,233.00

(Part 1 col b)

Less : Total costs

\$50,233.00

(Part 2)

Less : Prior year deficit

\$0.00

(To Recap Pg 2)

(Negative represents subsidy)

\$0.00

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds

\$50,233.00

(To Recap Pg 4 col e)

b. Taxation

\$0.00

c. Free Cash

\$0.00

d. Non-enterprise Available Funds

\$0.00

Total sources of funding for costs appropriated in the enterprise fund.

\$50,233.00

(Must equal total part 2a)

NOTE : The information is preliminary and is subject to change.

**BUREAU OF ACCOUNTS
SCHEDULE A-3 FOR FISCAL 2012
REVOLVING FUNDS CH.44 S.53E1/2**

WAYLAND
City / Town / District

(A) Date of Vote	(B) Department Authorized to Spend	(C) Type of Receipts Credited	(D) FY2011 Actual Revenues	(E) FY2012 Receipts Authorized
04/07/2011	Transfer Station/DPW	User Fees	\$0.00	\$561,280.00
04/07/2011	Rec Commission	User Fees	\$808,902.00	\$561,280.00
04/07/2011	Council on Aging	User Fees	\$43,523.00	\$50,000.00
TOTAL			\$852,425.00	\$1,172,560.00

NOTE : The information is preliminary and is subject to change.

* This amount must agree with page 4, column (f) of the Tax Rate and Pro Forma Recap forms. If the amount in column (e) is greater than the amount in column (d), additional documentation for the increase may be requested.

The total of all revolving funds pursuant to this law cannot exceed 10% of the prior fiscal year's tax levy. Each department's revolving fund cannot exceed 1% of the prior fiscal year's tax levy.

I hereby certify that the actual revenues as shown in column (d) are to the best of my knowledge correct and complete.

Michael DiPietro, Finance Director, Wayland, 508-358-3610
(Accounting Officer)

12/2/2011 10:03 AM
(Date)

12/5/11
Susan M. Ruffo
Mary R. Upton

**BUREAU OF ACCOUNTS
SCHEDULE A-4*
COMMUNITY PRESERVATION FUND CH. 44B**

WAYLAND
City or Town
Fiscal Year 2012

	(a) FY 2011 Actual Revenues	(b) FY 2012 Estimated Revenues
1. Annual revenues and available funds		
a. Surcharge		
State trust fund distribution	\$716,879.00	\$416,971.00
Other1	\$179,104.00	\$183,029.00
Total annual revenue	\$0.00	\$0.00
Fund Reserves Appropriated	\$895,983.00	\$600,000.00
Fund Balances Appropriated	\$0.00	\$0.00
Other	\$0.00	\$0.00
Total current year revenues and available funds	\$895,983.00	\$600,000.00
b. Fund balance and reserves appropriated for PY costs		\$0.00
TOTAL Revenues and Available Funds	\$895,983.00	\$600,000.00

* Written documentation should be submitted to support increases/decreases of estimated to actual revenues

(To Recap, pg 2, part IIIB, Line 4)

TE : The information is preliminary and is subject to change.

I hereby certify that the amount of fund reserves, fund balances and other available funds reported in Part 1 column (b) correctly reflects the votes of town meeting/city council.

Lois Toombs, Town Clerk, Wayland, 508-358-3631 12/5/2011 2:01 PM
(Clerk) (Date)

I hereby certify that the actual revenues as shown in Part 1 column (a) are to the best of my knowledge correct and complete.

Michael DiPietro, Finance Director, Wayland, 508-358-3610 12/2/2011 10:03 AM
(Accounting Officer) (Date)

12/5/11
Susan M. Quigley
Mary R. Upton

SCHEDULE A-4*

WAYLAND

City or Town

Fiscal Year 2012

Appropriations, Reservations and Other			
Appropriations			
Administrative expenses		\$0.00	
Debt service		\$0.00	
Acquisitions and projects		\$160,000.00	
Other		\$0.00	
Reserves appropriated for PY costs	(Must equal Part 1b)	\$0.00	
Total Appropriations			\$160,000.00
b. Reservations			
Open Space		\$60,000.00	
Historic Resources		\$60,000.00	
Community Housing		\$60,000.00	
Budgeted reserve to be appropriated		\$0.00	
Total Reservations	(To Recap, page4, Col e)		\$180,000.00
c. Other (unappropriated, unreserved)	(To Recap, part IIB, Line 10)		\$260,000.00
TOTAL Appropriations, Reservations and Other			\$600,000.00
3. Prior Year Deficit	(To Recap, part IIB, Line 6)		\$0.00
4. Community Preservation Fund Recap			
Total Appropriations, Reservations and Other			\$600,000.00
Add : Prior year deficit			\$0.00
Total Revenues and Available Funds			\$600,000.00

NOTE : The information is preliminary and is subject to change.

BUREAU OF ACCOUNTS
SCHEDULE OL-1
OVERLAY WORKSHEET FOR FISCAL 2012

City / Town / District WAYLAND

	A. FY2011	B. FY2010	C. FY2009	PRIOR YEARS	TOTAL
1. Overlay raised per recap	1,676,988.88	1,106,753.54	1,039,311.00		
2. Overlay deficits raised	0.00	0.00	0.00		
3. Less-total abatements and exemptions charged through 06/30/2011	238,080.37	333,311.43	517,524.91		
4. Less-amount transferred to overlay surplus if any	0.00	0.00	0.00		
5. Totals - should equal FY2011 balance sheet	1,438,908.51	773,442.11	521,786.09	154,679.36	2,888,816.07

Michael DiPietro, Finance Director, Wayland,
508-358-3610
(Accounting Officer)

12/2/2011 10:05 AM
(Date)

Potential additional liability
(TB Cases)

	334,800.00	304,550.00	137,800.00	7,200.00	784,350.00
7. Total potential liability (add 3+6)	572,880.37	637,861.43	655,324.91		

NOTE : The information is preliminary and is subject to change.

J. DiPietro 12/15/11
Susan M. Ruffo
Mary R. Upton

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
FISCAL 2012 TAX LEVY LIMITATION FOR

WAYLAND

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2011 LEVY LIMIT

A. FY 2010 Levy Limit	51,510,951
A1. ADD Amended FY 2010 Growth	<u>0</u>
B. ADD (IA + IA1) * 2.5%	<u>1,287,774</u>
C. ADD FY 2011 New Growth	<u>416,727</u>
D. ADD FY 2011 Override	<u>0</u>
E. FY 2011 Subtotal	<u>53,215,452</u>
F. FY 2011 Levy Ceiling	<u>72,516,813</u>

I. \$53,215,452
FY 2011 Levy Limit

II. TO CALCULATE THE FY 2012 LEVY LIMIT

A. FY 2011 Levy Limit from I.	53,215,452
A1. ADD Amended FY 2011 Growth	<u>0</u>
B. ADD (IIA + IIA1) * 2.5%	<u>1,330,386</u>
C. ADD FY 2012 New Growth	<u>712,447</u>
D. ADD FY 2012 Override	<u>0</u>
E. FY 2012 Subtotal	<u>55,258,285</u>
F. FY 2012 Levy Ceiling	<u>73,006,575</u>

II. \$55,258,285
FY 2012 Levy Limit

III. TO CALCULATE THE FY 2012 MAXIMUM ALLOWABLE LEVY

A. FY 2012 Levy Limit from II.	55,258,285
B. FY 2012 Debt Exclusion(s)	<u>5,561,917</u>
C. FY 2012 Capital Expenditure Exclusion(s)	<u>0</u>
D. FY 2012 Stabilization Fund Override	<u>0</u>
E. FY 2012 Other Adjustment	<u>0</u>
F. FY 2012 Water / Sewer	<u>0</u>
G. FY 2012 Maximum Allowable Levy	\$60,820,202

NOTE : The information is preliminary and is subject to change.

J. Madrie 12/5/11
Susan M. Quinlan
Mary Kipton