

Board of Assessors  
Meeting: April 24, 2012  
Wayland Town Building

Meeting called to order by Chair Jayson Brodie at 7:05 pm

Present: Members: Chair Jayson Brodie, Vice-Chair Susan Rufo, Molly Upton,  
Zacharah Ventress (\* B Cummings joined the meeting at 7:15)  
Staff: Director Ellen Brideau  
Public: No Public in Attendance

**Minutes:** March 5, 2012 – Reviewed and vote to approve – Brodie, Rufo and Ventress,  
Upton – abstained (\* B Cummings not present)  
March 19, 2012 - Deferred  
April 2, 2012 - Deferred

**Introduction of New Assistant Assessor:** Deferred to next normal Monday night meeting.  
(Since this meeting was held on a Tuesday evening and would require staff member to stay three hours beyond her normal time.)

**Establishment of Overlay Policy:** Policy formatted by Chair J Brodie utilizing DoR guidelines was presented and reviewed by BoA. Motion to accept made by B Cummings, Seconded by M Upton. (See attachment) Voice vote to accept 5-0.

**Job Description of Director:** Review of job description distributed to board for their review. Board discussion resulted in a few minor amendments being made to document. Chair J Brodie made a motion to accept Job Description of Director as amended. B Cummings seconded. Vote by raise of hands 5-0.

**Nomination of Chair 2012/2013:** B Cummings was nominated for Chair by Z Ventress, and seconded by S Rufo. Vote to elect B Cummings: J Brodie, S Rufo, and Z Ventress. M Upton did not vote.

S Rufo was nominated for Vice-Chair by B Cummings and seconded by M Upton. Vote to elect S Rufo Vice-Chair: J Brodie, B Cummings, and Z Ventress. M Upton did not vote.

Newly elected Chair Cummings chaired balance of the evening's BoA meeting. Chair Cummings briefly outlined his philosophy of conducting board business and procedures. Collectively the board of assessors and assessing staff are a team. Director Brideau is responsible for the oversight and management of the assessing department. Any requests or questions by BoA members should first go through the chair before being addressed to director or staff. Chair will coordinate business plan with director. Chair asked Director for verification of need to approve minutes by signature and minute procedure.

Related to the BoA's recent article presented to Town Meeting, Chair Cummings will first reach out to FinCom related to the changes made to article after their vote and prior to Town Meeting

vote, to see if those changes addressed FinCom's concerns in not supporting the article. The changes included: impact notices, sending out documentation to property owners, and holding public meetings to be more inclusive.

Conflict of interest issues and the avoidance of the appearance of any conflicts, and situations that board members should recuse themselves, will be discussed in future meetings, with the end result of a board approved policy. S Rufo offered to begin work on this issue.

**Correspondence:** None

**Documents for BoA Review and Signature:** Director Brideau presented the following documents with her recommendations for board consideration. Vote taken by signature.

Month Ending Reports for March, representing abatements previously granted for real estate \$16,617.01 and personal property \$667.25.

CPA Exemptions: 29 applications were approved.  
2 applications were denied – did not meet qualifications

Circuit Breakers: 49 applications were approved.  
1 application was denied – did not meet qualifications

Hardship Clause 18: three conditions of qualification: 1) active military, 2) age 60 or over 3) infirmed. Based on the boards review and discussion the following action was taken. Motion made by J Brodie and seconded by S Rufo to deny one application (Vote of 5-0) And approve one application in the amount of \$2,500.00 (Vote of 5-0)

Abatement applications: The following applications were presented by Director Brideau and the board took the following actions:  
Two applications were denied for not supplying appropriate forms- Vote by signature  
Two were deemed denied with no board action taken  
Three were approved. Vote by signature.

**Remote Participation:** After discussion by board, motion was made by J Brodie to not allow remote participation during the current BoA's term. Seconded by B Cummings. Vote 4-1. Voting in the affirmative: J Brodie, B Cummings, S Rufo, and Z Ventress. Voting in opposition to the motion M Upton.

**Town Meeting Articles:** Article 19- J Brodie recapped last minute negotiations.

Article 18- M Upton suggested public hearing now while still fresh. B Cummings felt board should touch base with FinCom first to see if article changes would be supported by FinCom and meet their concerns. It was determined that reaching out to FinCom would be the next step before holding a public meeting. B Cummings would follow-up with Cherry Carlson, addressing BoA and FinCom liaison, improving communications and discussing by-laws.

**Executive Session:** B Cummings made a motion at 8:19 for the BoA to go into executive session for the purpose of discussing ATB cases. Roll call vote taken J Brodie, Z Ventress, S Rufo, M Upton and B Cummings voted to enter into executive session.

Motion made by B Cummings at 8:25 to exit executive session and return to regular board meeting. Roll call vote taken J Brodie, B Cummings, S Rufo, M Upton, and Z Ventress voted to exit executive session.

**Topics Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting, if any:** None

**Correspondence:** None

**Thoughts and Concerns of BoA:** None

**Public Comment:** No public in attendance.

Next BoA meeting to be held on May 7, 2012. A motion to adjourn the meeting was made by J Brodie, and seconded by M Upton. Vote unanimous. Meeting adjourned at 8:28 pm.

Respectfully submitted.

  
Susan Rufo

## POLICY -OVERLAY

The Board of Assessors adopts the following in addressing issues related to the Overlay. The Board of Assessors shall utilize the then current MA Department of Revenue guide in determining the applicable Overlay amount

Overlay	Purpose	When	Basis of data	Frequency
Overlay-planning	Estimate used in planning following fiscal year's budget	On or about September 15 <sup>th</sup>	Most recent fiscal year's ending data	Once a year
Overlay-Tax Recap	Current fiscal year's tax rate Recapitulation Sheet	On or about October 15 <sup>th</sup>	Most recent fiscal year's ending data	Once a year
Overlay-Surplus	Determine amount of any Excess Overlay to be transferred to Overlay Surplus	As determined by BoA	Most current data available	Twice a year