

Board of Assessors
Meeting: June 4, 2012
Wayland Town Building

Meeting called to order by Vice Chair Susan Rufo at 7:10 pm

Present: Members: Vice-Chair Susan Rufo, Jayson Brodie and Molly Upton,
Staff: Director Ellen Brideau
Public: No Public in Attendance

Minutes: from April 24th and May 7th deferred

Correspondence and Documents for BoA Signature:

Correspondence: DoR publication on proposed 2012 Equalized Valuations (EQV).
EQV is used in the allocation of aid and to calculate a community's debt limit.

Documents presented by Director Brideau for board review and consideration:
Month End Reports- deferred, questions on reports as prepared.
Circuit Breakers- 15 applications J Brodie made a motion to accept the recommendation of the Director to approve the 15 applications by signature, M Upton seconded. Vote to approve 3-0.

Director Month Activity Report: (see attachment) – Office Activity Report 5/1/12 to 5/31/12
Director Brideau reviewed the report in detail and also provided the following information,
At a Land Use meeting held on May 10th, it was disclosed that the Finnerty's building on the corner of Route 27 and East/West Plain St is to be demolished and that the parcel known as Lee's Farm on Route 20 will be subdivided.

Building Permit Activity and Process: (see attachment) Director Brideau reviewed the manner in which the assessing department handled building permits. Discussion ensued with board members offering suggestions of how to connect the building permit process with the resulting assessing process to capture data more efficiently. One suggestion was to try and integrate the building permit sign off to include the assessing staff viewing the property as part of the building permit process if certain improvements were made such as new kitchen, new bath, additions.
Dir. Brideau to follow-up with F Turkington on the possibility.

Topics Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting, if any: None
Thoughts and Concerns of BoA: None

Public Comment: No public in attendance.

Next BoA meeting to be held on June 25th. A motion to adjourn the meeting was made by M Upton, and seconded by J Brodie. Vote unanimous. Meeting adjourned at 8:08 pm.

Respectfully submitted.

Susan Rufo

Massachusetts Department of Revenue Division of Local Services

Amy A. Pitter, Commissioner Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs



TO: Board of Assessors and Selectmen/Mayors
FROM: Marilyn H. Browne, Chief, Bureau of Local Assessment
DATE: June 1, 2012
SUBJECT: **PROPOSED 2012 EQUALIZED VALUATIONS**

The Bureau of Local Assessment has completed the 2012 proposed Equalized Valuation (EQV) Program, representing the full and fair cash value of all taxable property for each municipality as of January 1, 2012.

The EQVs will be used as a basis of comparison among the 351 municipalities within the Commonwealth for certain state and local purposes. EQV is used in the allocation of aid to public libraries and in the calculation of Chapter 70 funding. Certain Cherry Sheet charges also use EQV: County Tax, Boston Metropolitan Transit District, Mosquito Control Projects and Air Pollution Control Districts. In addition, EQV is used in calculating a community's debt limit (MGL Ch.44, §10).

To complete the 2012 Equalized Valuations, the Bureau of Local Assessment (BLA) depended on sales information provided by the Board of Assessors for the FY2012 Interim Year Adjustment study or the FY2012 Certification program. Primarily, the calendar year 2010 sales reports reflecting assessed values as of January 1, 2011 were analyzed. In addition, we relied on the Form LA-4, Total Assessed Value as of January 1, 2011, submitted as part of the FY2012 tax rate setting process.

Through a statistical analysis, the levels of assessment were determined for each of the major classes of property and then the estimated full and fair cash value was derived. To this was added a projected 2012 new construction value developed through a review of the past three years' new growth. (Currently absent from the total EQVs are the Urban Redevelopment Corporation numbers (MGL, Ch.121A). That information is generally made available to us in December; at that time we will add the numbers to the relevant communities, approximately 40.) The resulting final figures for your municipality appear on the Form LA-19, 2012 Equalization Study.

Pursuant to MGL ch. 58 sec. 10A, a **Formal Public Hearing** on the proposed Equalized Valuation will be held in the Bureau of Local Assessment offices in Boston at 100 Cambridge Street, 6th floor conference room, on June 7, 2012 at 10:00 a.m.

Informal Hearings will also be held for the convenience of communities who wish to question their proposed EQV. These hearings will be held from June 4 through June 8, 2012. We will meet personally with Boards of Assessors in Boston and/or conduct telephone conference calls to address concerns and discuss documentation submitted by assessors that support different values. If you would like to schedule an appointment, please contact Emanuela Achin in our Boston office at (617) 626- 2331.

A notification of any change to a community's proposed Equalized Valuation based on new information furnished at a hearing, or otherwise, will be sent to the assessors of the city or town on or before July 20, 2012.

Assessors who subsequently remain dissatisfied can file an appeal at the Appellate Tax board (ATB). Appeals must be filed on or before August 10, 2012.

MASSACHUSETTS DEPARTMENT OF REVENUE

BUREAU OF LOCAL ASSESSMENT

PROPOSED 2012 EQUALIZATION STUDY

June 1, 2012

WAYLAND

Class	Assessed Value	Assessment Ratio	Estimated Full Value
Residential	\$2,769,863,897	0.95	\$2,915,646,200
Open Space	0		0
Commercial	87,641,103	0.95	92,130,800
Industrial	27,914,000	0.95	29,383,200
Personal Property	34,844,000	1.00	34,844,000
Total Real/Personal Property	\$2,920,263,000	0.95	\$3,072,004,200
Estimated Growth		1.02%	31,334,400
Proposed Equalized Valuation			\$3,103,338,600
Chapter 121A			
2012 Final Equalized Valuation			



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 Ellis, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
Bruce Cummings, Chair
Susan M. Rufo, Vice Chair
Jayson Brodie
Molly Upton
Zachariah L. Ventress

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: CIRCUIT BREAKER APPLICATIONS
DATE: 6/4/2012

I have reviewed the following 15 applications and recommend approval.

PAR ID	LAST NAME	FIRST
42B-062	BLOOD	GEORGE
32-005	CARISTO	JANET
46D-070	FENNELL	LEO & JACQUELINE
40-024B	GRANOFF	DAVID
42D-074	JUDGE	MARIE & JOSEPH
08-007	KENNEDY	FRANCIS
47A-083	KRYSTYNIAK	MICHAEL
28-009	LEVITAN	MARJORIE
37-022	MARSHALL	DAVID
50-011	MCMULLEN	BARBARA
24-027	MILLERD	STEWART & CHRISTINA
24-068	ROBINSON	STANLEY
52-030	ROCKET	MAURICE
48-075	STANNEY	MARJORIE
30-020	ZABLE	SIMON & HELEN

Susan Rufo 6/4/2012
Jayson Brodie
Molly Upton

Assessing Department

Office Activity Report – 5/1/12 – 5/31/12

Property Inspections

- ❖ 87 properties visited by staff
 - 10 - 2012 Sales (water reads)
 - 38 – Building Permits (31 full + 7 exterior only)
 - 37 – 2011 Sales (30 full + 7 exterior only)
 - 1 – Abatement inspection

Full Measure and List

- ❖ Vision began data collection in April - as of 5/18 had completed the following:
 - Measure = 248 properties
 - Listed = 150 properties
 - Entry Rate = 60%
- ❖ Scheduled Appointments are being arranged by contacting the office – response has been good.
- ❖ Quality Review is ongoing with no errors discovered to date.

2011 Sales Inspections

- ❖ All 2011 single family sales have been visited with only 7 not responding to a request for an interior review.
- ❖ Condominiums are in process with 14 still requiring interior data verifications.

Land Plans – 2011

- ❖ E. Brideau has completed a review of all filed land plans from 2011
 - 17 plans filed
 - 8 impact assessing with 2 subdivisions of lots and the remaining 6 are lot consolidations

FY 2013 Interim

- ❖ RRC began review of all Personal Property Forms of List filings
- ❖ RRC began data collection on new personal property accounts
- ❖ 2011 Sales are in the process of being qualified.

Staff

- ❖ Administrative Assessor position posting is going back out with an application deadline of June 22nd
- ❖ J. Marchant is assisting with field work as a temp employee
- ❖ Staff attended a ½ day forum on “The Importance of Public Relations” and an overview of Chapter Land – issues and processes
- ❖ E. Brideau attended the 2 day Vision User Group Meeting. Training included: Valuation Modeling, Vision Version 7 overview and new technology to enhance the assessment process.

3 ASSESSING DEPARTMENT PROCEDURES

3.2 Building Permits

1. Applications
 - a. Copies of Issued Building Permits are provided to the Assessing Department by the Building Department as they are issued.
 - b. Building Permits are then reviewed to determine whether the work being performed impacts property values. For example, adding a WDK would impact property value but a permit to construct a temporary tent would not.
 - c. All Building Permits that would impact value are data entered into the Vision system.
 - c. The Building Permit and the corresponding Property Record Card is filed with work to be completed annually in June.

2. Property Inspection
 - a. A letter is sent to all property owners with building permits issued the prior year advising them that a representative from the Department will be visiting their property in June.
 - b. The entire property record card is reviewed for accuracy during the building permit data collection process. Exterior dimensions are verified and interior inspections are completed if possible.
 - c. Notes from visual observation of land factors are noted, i.e., topography, wetlands, traffic etc.
 - d. Information provided by the property owner is notated on the property record card.
 - e. The field card should be complete with all data including a photo of the subject property.
 - f. A signature from the owner is obtained.
 - g. If no access to interior is obtained then the data collector should estimate the degree of completion for the building permit.

3. Data Entry
 - a. It is preferred that the data collector who visited the property completes the data entry into the Vision system.
 - b. All data from the visit is entered into the system and saved.
 - c. The property value is recalculated and a new property record card is printed and stamped with building permit.
 - d. The updated property record card is placed with the building permit application.

4. Review-overseen by Director of Assessing
 - a. All completed work is reviewed.
 - b. If no access is granted – the Director of Assessing will estimate 100% complete when no information to the contrary is evident.
 - c. A spreadsheet is prepared to track new growth.
 - d. New Growth calculations are completed after the Interim Assessment data base tables have been set for the new Fiscal Year.