

BOARD OF ASSESSORS

MONDAY, FEBRUARY 4, 2013

Posted under Emergency Meeting Criteria as outlined in GL. ,c30A §§18-25

TIME OF MEETING: 7:00 PM

PLACE OF MEETING: TOWN BUILDING

The meeting was called to order at 7:04pm by B. Cummings.

Present: Members: Chair Bruce Cummings, Vice Chair Susan Rufo, Molly Upton,
Zachriah Ventress
Staff: Director Ellen Brideau, Administrative Assessor Jessica Marchant

Overlay Discussion:

B. Cummings informed the board that the Assessors have received 34 abatements so far this year. Based on this info and the trends of the last few years, the Assessing Department can be more conservative in forecasting future overlay budgets.

FY'14 Overlay Forecast discussion- \$850,000 is the tentative FY'14 overlay forecast.

The worst case scenario is that \$89,000 will be needed for FY'13 abatements.

Director Brideau explained the working papers and how the figures were determined. The goal of the discussion was to decrease the FY'14 overlay forecast amount to a more accurate number.

After some discussion by the board, S. Rufo moved to reduce the FY' 14 over lay from \$850,000 to \$600,000. Z. Ventress seconded.

Vote: 3-1 in favor.

Release of Overlay Surplus- Director Brideau explained the working papers and how the figures were determined. The goal of the discussion was to reduce the overlay surplus amounts to more accurate figures. Discussion ensued.

M.Upton moved that for FY'10 the BOA transfer \$50,000 from excess overlay to overlay reserve surplus.

S. Rufo seconded. **Vote: Unanimous**

S. Rufo moved that for FY'11 the BOA transfer \$150,000 from excess overlay to overlay reserve surplus.

M. Upton seconded. **Vote: Unanimous**

Z. Ventress moved that for FY'12 the BOA transfer \$300,000 from excess overlay to overlay reserve surplus.

S. Rufo seconded. **Vote: Unanimous**

Public Comment: None

The board remarked that the staff should be commended on their hard work.

Meeting adjourned: Z. Ventress moved to adjourn at 7:30pm. S. Rufo seconded.

Vote: Unanimous



Town of Wayland
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www.wayland.ma.us TEL. 508-358-3788

OFFICE STAFF

Ellen M. Brideau, MAA Director of Assessing
Denise Ellis, Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant



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Susan M. Rufo, Vice Chair
Jayson Brodie
Molly Upton
Zachariah L. Ventress

MEMO

TO: FINANCE COMMITTEE
FROM: BOARD OF ASSESSORS
SUBJECT: FISCAL YEAR 2014 OVERLAY FORECAST
DATE: 2/4/2013

The Board of Assessors by a vote of 3-1 has determined that the Fiscal Year 2014 overlay amount will be set at \$600,000.


Susan M. Rufo

Zachariah L. Ventress



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The Board of Assessors by a vote of 4-0 released the following amounts from the Excess Overlay Account to Overlay Surplus on February 4, 2013.

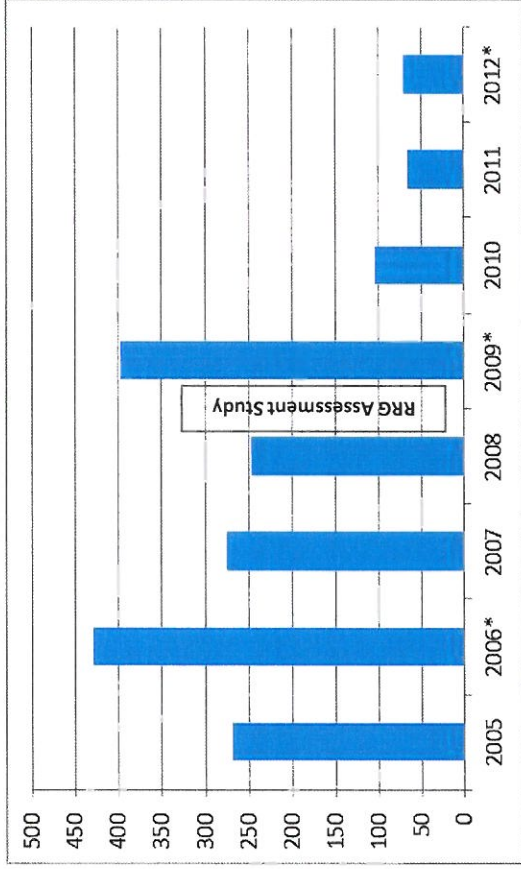
Fiscal Year	Amount Released
2010	\$50,000
2011	\$150,000
<u>2012</u>	<u>\$300,000</u>
Total	\$500,000

Susan M. Rufo
Mary R. Upton

Zachariah L. Ventress

Wayland Board of Assessors 2012-2013 Scorecard

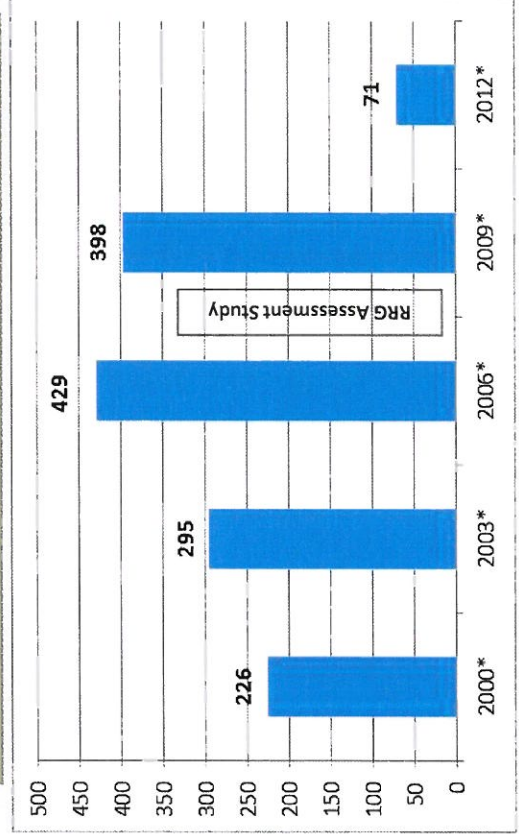
Number of Abatements Filed - 2005 to 2012



Timeline for Wayland's Assessing Department

Year	Milestone Event
1999	Assessment Review Committee
2007	Board of Assessors increased to 5 members
June 2008	Wicked Local "BoA will make things fairer for taxpayers"
2008/9	RRG Study - Overview of Assessing Department
2009	Town Meeting - Appropriates funds Full List and Measure
Aug. 2009	New Staff and Restructured Department
2010	Implemented New BoA Service Model
2011	Full List and Measure begins 3 year project
2012	Record low # of Abatements for a Revaluation Year
2013	Only 34 abatements filed in Wayland in 2013

Number of Abatements Filed - Revaluation Years



Success Measurements

- Abatements applications down over 91% since FY 09
- Department operating costs down by \$35,000 per year
- Abatement payments down \$355,000 from FY '09 to FY'12
- Total 3-yr BoA savings: \$948,000 (Compares FY07- FY09 to FY10-FY12) includes abatement savings of \$842,684

* Revaluation year

WORKING PAPER

STEPS TO DETERMINE OVERLAY SURPLUS

line #		FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
1.	Overlay balance as of January 1, 2013(note 1)	-	-	-	2,530.00	2,868.77	5,709.08	13,423.01	224,267.17	365,916.42	915,949.44
2.	Property tax receivables as of November 1, 2012 (notes 2 & 3)							-		24,837.43	119,725.40
3.	Potential Abatements										
4.	ATB (note 4)	550.00	1,200.00	800.00	750.00	800.00	3,100.00	2,700.00	148,000.00	138,500.00	16,000.00
5.	Uncollectable taxes (note 5)							1,767.63	2,381.18	3,554.71	4,931.13
7.	subtotal:potential abatements	550.00	1,200.00	800.00	750.00	800.00	3,100.00	4,467.63	150,381.18	142,054.71	20,931.13
8.	Potential surplus/deficit (notes 6)	(550.00)	(1,200.00)	(800.00)	1,780.00	2,068.77	2,609.08	10,723.01	76,267.17	202,578.99	780,224.04
9.	Surplus voted by Assessors -										
	Potential surplus/deficit after vote										

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
5. review with Collector for pending abatement requests
6. line 1 minus line 2 minus line 7
7. FY12 Circuit Breaker applications are processed through 12/31/12

WORKING PAPERS

STEPS TO DETERMINE FY14 OVERLAY FORECAST (see note 9)

line #	\$ in FY06	\$ in FY09	\$ in FY12	ave of 3 "reval" years	\$ in FY10	\$ in FY11	\$ in FY12	ave of last 3 years	FY14 preliminary forecast by Assessors	FY14 tentative forecast by Assessors	FY14 final forecast by Assessors
1. Abatements											
2. Abatements-granted	221,000	337,146	84,157	214,101	130,878	32,878	84,157	82,571	85,000		
3. Total Abatement-ATB initial liability (note 1)	322,343	365,600	60,000	249,314	336,200	392,900	60,000	263,033	165,000*		
3a. Abatement-ATB initial liability (w/o Telecom)	314,843	200,400	59,000		188,600	239,900	59,000	162,167			
3b. Abatement-ATB initial liability (Telecom only)	7,500	165,200	1,000		147,600	154,000	1,000	100,867			
4. Abatement-other liability (note 2)	394	20,733	660,921	227,349	17,978	46,866	229,332	98,059	50,000		
5. Abatement-other (note 3)									0		
6. subtotal-abatements	543,737	723,479	805,078	690,765	485,056	472,445	373,489	443,663	300,000		
7. Exemptions-statutory	83,062	85,539	70,882	79,828	74,861	79,319		77,090	85,000		
8. Exemptions-CB (number of CB applications (note 4))	70,157	90,871		80,514	100,153	136,733		118,443	200,000		
9. subtotal-exemptions	153,220	176,410		164,815	175,014	205,381		190,198	285,000		
10. Certain taxes (note 5)	0	0		0	0	0		0	0		
11. Preliminary FY14 OVERLAY Forecast (note 6)									585,000		
12. Tentative FY14 OVERLAY Forecast (note 6)									550,000		
13. Tax Rate Rounding (not to exceed) (note 7)											15,000
14. Final FY14 OVERLAY Forecast											15,000

* avg w/o Telecom

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 FY2012 CB match until 12/31/12
- Certain taxes that are budgeted elsewhere.
- Line 6 plus line 9 - voted on 10/2/12
- 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 31 June 2012 (receivables and Overlay balances as of 1/31/13)
- Forecast for FY14 budgeting purposes only

WORKING PAPERS