

BOARD OF ASSESSORS
MONDAY, MARCH 24TH, 2014

In attendance: Chair S. Rufo, M. Upton, J. Brodie, Z. Ventress, Director of Assessing E. Brideau and Administrative Assessor J. Marchant

Meeting called to order

S. Rufo called the meeting to order at 7:17pm.

Review of minutes from February 24th, 2014

J. Brodie moved to approve the minutes of February 24th as amended. Z. Ventress seconded. Vote Unanimous.

Overlay update

S. Rufo informed the BOA that a meeting had been held with C. Karlson, Director Brideau, S. Rufo and B. Keveny. At the meeting Director Brideau distributed overlay worksheets in order to update B. Keveny on the process that the BOA uses to determine the overlay. They also discussed the desire to adhere to maintaining the schedule and meeting deadlines. They also explained the Telecom and why there is still money in the overlay for those cases.

FY'15 Certification

Update from Director of DOR Certification Workshop

Director Brideau attended the state certification workshop. The deadlines for recertification and tax rate setting have changed for FY'15. They have been the same since 2006 until now. Three of the deadlines have been moved up by two weeks. (See Attached) The board discussed challenges that may come up this year due to the change in schedule.

Certification budget review and timeline

Director Brideau reviewed the budget with the BOA.

RRC has already done their personal property fieldwork.

Vision has already begun field review of the sales and that info is already back in the Assessor's office.

Director Brideau met with the DOR and established certification dates. The DOR has not finalized Wayland's Field Supervisor to date. Once that person is assigned, they will begin their quality review study in Wayland.

S. Schmucki from Vision completed the field work for the office last month. She had a great eye and worked well in Wayland. Director Brideau would like to have S. Schmucki assist with Wayland's full field review this year.

There are enough funds in the budget to support this. There are two options available for hiring her. Option one: she does a full town review at the cost of \$21,900. Option two: she reviews half of the town for \$ 11,000 with Director Brideau and D. Ellis reviewing the other half.

J. Brodie moved that the Director be authorized to issue a contract to Vision for a full field review for FY'15 with the cost not to exceed \$21,900. M. Upton moved an amendment to the motion that the contract specifically name S. Schmucki as the field reviewer sent to Wayland to do the work. Z. Ventress seconded the amendment. Vote unanimous for the motion to pass with inclusion of the amendment. Director Brideau will request that Vision rewrite the contract before the board signs it.

FY'14 Real Estate Abatement Application

Director Brideau presented 14 abatement applications with 5 recommended for approval and 9 recommended for denial. The applications were previously reviewed by J. Brodie and D. Hill and they both concur with the director's recommendations. All applications were made available to BOA members for their review prior to the meeting. J. Brodie moved to approve the five applications by signature. The board signed their approval for the five applications. Nine abatements were denied by signature.

Office Activity Update

Director Brideau updated the BOA on recent office activities. (See Attached)

Correspondence and Documents for BOA Signature

One Motor vehicle / trailer abatement application was denied by signature because the assessors do not have jurisdiction over the valuation of motor vehicles/ trailers. Motor Vehicle values are done by the registry.

Month End Reports

FY '14 Real Estate Abatements for February	\$3,018.88
FY '14 Real Estate Abatements for January	\$1,516.55
FY '14 Exemptions for February	\$19,836.88
Excise Abatements for February 2014	\$1,078.12

Exemptions Applications

Director Brideau recommended eight statutory exemptions for approval that have been reviewed and meet the criteria. M. Upton moved to accept the director's recommendation and approve by signature the eight exemption applications. J. Brodie seconded. Vote Unanimous.

Director Brideau recommended 17 CPA exemptions for approval. The applications have been reviewed and meet the criteria. J. Brodie moved to accept the director's recommendation and approve by signature the 17 CPA exemptions. S. Rufo seconded. The board signed their approval.

Director Brideau recommended one application for denial due to assets not qualifying. The board signed the denial.

Director Brideau recommended one application for denial due to income not qualifying. The board signed the denial. There were only three board members in attendance at this point in the meeting.

Circuit Breaker Applications

Director Brideau recommended the board approve the 35 circuit breaker applications presented that have been reviewed and meet the criteria. J. Brodie moved to accept the director's recommendation and approve by signature the 35 circuit breaker applications. M. Upton seconded. Vote Unanimous

Director Brideau recommended one application for denial because it doesn't meet the criteria. The board signed the denial.

Chapter Land Application

A Wayland resident has purchased 1.312 acres that are contiguous with their previously owned property. They have applied to put the parcel into chapter land as is the other parcel they own. The director recommended to approve the chapter land application for M/L 35-030V for FY '15 which will come into effect July 1 of 2014. The board signed their approval. M. Upton recused herself from the vote.

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

None

Thoughts and Concerns from BOA members

M. Upton asked the director to bring the total sales inspections for 2013 to the next meeting.

Public Comment

None

Next Meeting

Town meeting dates and holidays were discussed. The next BOA meeting will be decided at a later date.

Meeting Adjourned

J. Brodie moved to adjourn at 8:35pm. M. Upton seconded. Vote Unanimous.

Respectfully Submitted,
Jessica Marchant

RECERTIFICATION AND TAX RATE TARGET DATES

KEY DATES FOR TIMELY TAX RATE SETTING (WAS AS OF 2006)

Regular Semi-Annual Tax Billing

<i>Certification Target Dates</i>	
Preliminary Certification	June 15
Public Disclosure	July 15
Final Certification	August 5
<i>Tax Rate Target Dates</i>	
Submit New Growth	August 15
Submit Tax Recap	September 1
Mail Tax Bills	September 30

Annual Preliminary Billing (Semi-annual or Quarterly)

<i>Certification Target Dates</i>	
Preliminary Certification	September 15
Public Disclosure	October 15
Final Certification	November 5
<i>Tax Rate Target Dates</i>	
Submit New Growth	November 15
Submit Tax Recap	December 1
Mail Tax Bills	December 31

FY 2015

TARGET DATES FOR SUBMITTING ACCURATE AND COMPLETE KEY DATA TO DLS

Regular Semi-Annual Tax Billing

<i>Certification Target Dates</i>	
Preliminary Certification	June 30
Public Disclosure	July 15
Final Certification	August 5
<i>Tax Rate Target Dates</i>	
Submit New Growth	August 15
Submit Tax Recap	September 1
Mail Tax Bills	September 30

Annual Preliminary Billing (Semi-annual or Quarterly)

<i>Certification Target Dates</i>	
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Submit New Growth	November 5
Submit Tax Recap	November 15
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Assessing Department

Office Activity Report – 1/1/14 to 3/24/14

Property Inspections

- ❖ 62 properties visited by staff
 - 18 – FY 14 Abatement reviews
 - 4 – Building Permits (4 CO visits)
 - 2 - Quality Review
 - 40- Sales (4 complete, 19 exterior, 17 interiors)
- ❖ 185 – 2013 Sales have been Field Reviewed

Abatements

- ❖ 35 abatement applications received by 2/3 deadline
- ❖ 31 applications have been completed to date

2014 Sales

- ❖ Mailed letters to all 2014 sales that have not had a complete inspection
- ❖ D. Ellis began property visits during the week of 3/17

FY 2015 Certification

- ❖ RRC completed data collection of Personal Property
- ❖ Vision has completed a full field review of 2013 sales.
- ❖ Data entry of the field review is in process

Excise Abatement Applications

- ❖ 174 applications received
 - 124 processed
 - 20 in process
 - 30 returned due to incomplete application

Exemption and Circuit Breaker Applications

- ❖ 158 applications received
 - 56 Statutory Exemptions
 - 49 CPA Exemptions
 - 53 Circuit Breaker

Staff Activity

- ❖ E. Brideau attend a review of the building needs assessment hosted by the Town Planner, S. Sarkisian
- ❖ E. Brideau and D. Ellis attended the EDC tours of the Shillman House and The Coolidge with M. Upton
- ❖ E. Brideau and D. Ellis attended a joint department inspection of a property with the Building and Health Dept.






**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WAYLAND
OFFICE OF THE BOARD OF ASSESSORS**

TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR

RE: LEVY OF FISCAL 2014 RE ABATEMENT
DUE IN THE MONTH OF FEBRUARY 2014

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
RE ABATEMENT	4	\$ 2,432.38
CPA		\$ 36.50
LIEN FEE		\$ 50.00
I/E FINE	2	\$ 500.00
TOTAL	6	\$ 3,018.88

You are hereby notified that taxes were **abated**, as specified in the above schedule, to the aggregate amount **THREE THOUSAND EIGHTEEN DOLLARS AND EIGHTY EIGHT CENTS**

BOARD OF ASSESSORS
WAYLAND

Date: March 24, 2014


**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WAYLAND
OFFICE OF THE BOARD OF ASSESSORS**

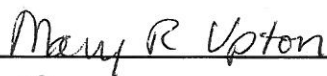
TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR


RE: LEVY OF FISCAL 2014 RE ABATEMENT
DUE IN THE MONTH OF JANUARY 2014

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
RE ABATEMENT	3	\$ 1,500.91
CPA		\$ 15.64
	TOTAL	\$ 1,516.55

You are hereby notified that taxes were **abated**, as specified in the above schedule, to the aggregate amount **ONE THOUSAND FIVE HUNDRED SIXTEEN DOLLARS AND FIFTY FIVE CENTS**







BOARD OF ASSESSORS
WAYLAND

Date: March 24, 2014

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WAYLAND
OFFICE OF THE BOARD OF ASSESSORS**

TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR

RE: LEVY OF **FISCAL 2014 EXEMPTION**
DUE IN THE MONTH OF FEBRUARY 2014

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
ELDERLY EXEMPTIONS	5	\$ 4,726.87
CPA		\$ 70.90
CPA EXEMPTIONS	6	\$ 394.90
CIRCUIT BREAKER	15	\$14,644.21
TOTAL EXEMPTIONS	26	\$19,836.88

You are hereby notified that taxes were abated/exempted, as specified in the above schedule, to the aggregate amount of **NINETEEN THOUSAND EIGHT HUNDRED THIRTY SIX DOLLARS AND EIGHTY EIGHT CENTS.**

A Susan W. Guffo

Mary R. Upton

Jayson V. Brodie

BOARD OF ASSESSORS
WAYLAND

Date: *March 24, 2014*


**COMMONWEALTH OF MASSACHUSETTS
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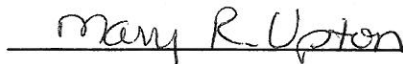
TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
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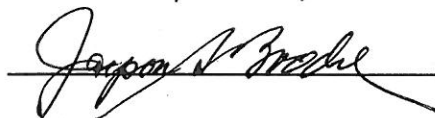
RE: **EXCISE ABATEMENT**
DUE IN THE MONTH OF FEBRUARY 2014

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
60A (2014)	15	\$1,021.87
(2013)	1	\$ 56.25
	TOTAL	\$1,078.12

You are hereby notified that excise taxes were abated, as specified in the above schedule, to the aggregated amount of **ONE THOUSAND SEVENTY EIGHT DOLLARS AND TWELVE CENTS**







BOARD OF ASSESSORS
WAYLAND

Date: March 24, 2014



Town of Wayland
 41 COCHITUATE ROAD
 WAYLAND MASSACHUSETTS 01778
 www.wayland.ma.us TEL. 508-358-3788

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

BOARD OF ASSESSORS
 Susan Rufo, Chairman
 Jayson Brodie, Vice Chair
 Molly Upton
 Zachariah L. Ventress
 David Hill

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FY 2014 EXEMPTION APPLICATIONS
DATE: 3/24/2014

I have reviewed the following 8 exemption applications and recommend approval:

PID	CLS	NAME	FIRST	NO	ADDRESS
46D-017	17D	KARMAN	KATHERINE	211	LAKESHORE DRIVE
47B-060	22	INFERRERE	JOHN A	261	MAIN ST
07-051	22	PENDERS	JOHN	29	MARSHALL TERR
46D-118	22	RUDENAUER	EDWIN	36	EDGEWOOD ROAD
10-023	22	SULMONETTI	PHYLLIS	32	MOORE ROAD
47B-027	41C	BROWN	BERTHA	27	SUNSET ROAD
51A-004	41C	TUFTS	HELEN	70	WEST PLAIN ST
43C-017	41C	VINCIULLA	ELLEN	17	ALGONQUIN PATH

3/24/14
 Susan M. Rufo
 Molly Upton
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MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FY 2014 COMMUNITY PRESERVATION ACT EXEMPTIONS (CPA)
DATE: 3/24/2014

I have reviewed the following 17 CPA exemption applications and recommend approval:

PAR ID	LAST	FIRST	NO	ADDRESS
51B-031	ATHANAS	BERTHA	31	CENTER
43A-018	BLASOTTO	ETTA	24	INDIAN ROAD
03-007	COX	ROSE M	199	OXBOW RD
44-084	DAVIES	DAWN	41	WOODRIDGE RD
52-113	DICESARE	PAULINE	35	DEAN RD
51B-030	FERGUSON	JOAN	14	HILL ST
38-084	HAMMERTON	NANCY	39	ROLLING LN
24-079	HOLTZ	BARBARA	11	SPRING HILL RD
007-028	KIELY	MARY L	11	SHERMAN BRIDGE RD
51B-018	MACDONALD	CATHERINE	9	MELVILLE PL
25-040	MILLS	ROBERT L	14	SYLVAN WAY
3-0209	MORRISSEY	JAMES J JR.	24	GROVE ST
24A/001	PAGANO	ALFRED	24	BAYFIELD RD
52-172	PETERS	CHARLES	264	COMMONWEALTH RD
51C-004	PINKUL	JOHN	23	DAMON ST
46D-092	VIGNEAU	JANICE	12	FAIRFIELD RD
043C-017	VINCIULLA	ELLEN P.	17	ALGONQUIN PATH

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MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FY 2014 CIRCUIT BREAKER MATCH APPLICATIONS
DATE: 3/24/2014

I have reviewed the following 35 circuit breaker match applications and recommend approval:

PAR ID	LAST NAME	FIRST	No.	ADDRESS
46D-039	ALLEN	VERA	185	WEST PLAIN ST
51B-031	ATHANAS	BERTHA	31	CENTER ST
51D-055	BACHE	JOANNE	22	HILL ST
40-053A	BERNSTEIN	ROSLYN	11	STEEPLETREE LN
43a-018	BLASOTTO	ETTA	24	INDIAN DAWN
07-044	COLELLA	STEPHEN	3	TALLY HO LN
52-097	CONWAY	MARIE D	15	OLD TAVERN RD
03-007	COX	ROSE M	199	OXBOW RD
47B-082	DEVEAUX	ALBERT & ESTHER	41	PECK AVE
52-113	DICESARE	PAULINE	35	DEAN RD
51B-030	FERGUSON	JOANNE	14	HILL ST
47C-044F	GENNARO	MARY	3	GENNARO CIR
38-084	HAMMERTON	NANCY ANN	39	ROLLING LN
45-101B	HARRINGTON	RUTH	3	GLEN RD
38-144	JACOBSEN	PAROOHY	3	KELSEY RD
46B-045	JAKOBSONS	BIRUTA	2	CHESTNUT ST
07-028	KIELY	MARY	11	SHERMAN BRIDGE RD
42D-018	LEE	DOROTHY	5	WALLACE RD
52-047	MAGUIRE	EDITH	64	DEAN RD
51B-018	MACDONALD	MARIAN	9	MELVILLE PL

3/24/14
 Susan M. Rufo
 Molly Upton
 Jayson Brodie

03/24/2014:
CB Applications Cont.

PAR ID	LAST NAME	FIRST	No.	ADDRESS
47A-022	MAUCHAN	CHARLES	11	CREST RD
50-054	NELSON	PATRICIA	23	LAKE RD
40-030E	O'CONNELL	ANTOINETTE	7	FOX HOLLOW
51A-058	PATTERSON	ELIZABETH	116	WEST PLAIN ST
52-172	PETERS	CHARLES	264	COMMONWEALTH RD
34-044	ROSENBERG	HAROLD & JUDITH	37	FORTY ACRES DR
46D-069	SCHWARZ	ANNA	167	WEST PLAIN ST
38-087	SCIACCA	THOMAS	31	ROLLING LN
50-022	SHANLEY	PHYLLIS	12	AMEY RD
14-033	SMOOT	PERRY & URSULA	65	GLEZEN LN
52-033	SOCRAT	ALEXANDER	32	DEAN RD
47B-087	TRICONI	ANTHONY	48	FULLER RD
51A-004	TUFTS	HELEN	70	W. PLAIN ST
46D-092	VIGNEAU	JANICE	12	FAIRFIELD RD

3/24/14
Susan M. O'Connell
Mary Upton