

Wayland Board of Assessors Monday May 12, 2014

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

Meeting called to order:

S. Rufo called the meeting to order at 7:05pm.

Documents for BOA Signature:

Commitments-2014 fourth quarter

The board signed an adjusted 2014 fourth quarter commitment.

Review of Minutes from April 28th, 2014

J. Brodie moved to approve the minutes of April 28th, 2014 as submitted. D. Hill seconded.

Vote Unanimous

Election of officers

J. Brodie moved to nominate S. Rufo as Chair. D. Hill seconded. Vote: four in favor- S. Rufo abstained.

S. Rufo moved to nominate J. Brodie as Vice Chair. D. Hill seconded. Vote: four in favor- J. Brodie abstained.

Executive Session

At 7:20pm S. Rufo moved to go into Executive Session to discuss strategy with respect to ATB litigation, and to reconvene in Open Session.

Roll call: S. Rufo-yes; M. Upton-yes; Z. Ventress-yes; D. Hill-yes; J. Brodie-yes

The BOA returned to Open Session at 8:10pm.

Director's Report- Office Activity

Director Brideau handed out and reviewed the office activity report. (See Attached)

Discussion ensued regarding sales inspection entries.

Discussion ensued regarding building permit inspection entry.

FY'14 Supplemental Billing

Director Brideau reviewed with the board the list of properties expected to receive supplemental tax bills.

FY'14 Omitted Revised Assessment

Director Brideau reviewed two properties with the board that were omitted or need a revised assessment for FY'14.

FY'14 Budget Review

The finance department has asked for the BOA to release the money that remains in the full list and measure fund. The board discussed whether the Full List and Measure projects have been completed, or whether those funds are still needed.

Z. Ventress moved to keep the full list and measure funds accessible to the Assessing department since the money in the fund was not earmarked for a specific year and there are current list and measure projects going on in the Assessing department that may need the money. M. Upton seconded.
Vote Unanimous

Topics not reasonably anticipated by the chair 48 hours in advance of meeting

None.

Thoughts and concerns of the BOA

D. Hill gave some input regarding the ongoing waste water issues in Wayland. Discussion ensued regarding whether a betterment or surcharge method will be used.

Next Meeting:

The next BOA meeting is planned for June 2nd at 7pm.

Adjourned:

J. Brodie moved to adjourn the meeting at 8:50pm. D. Hill seconded. Vote Unanimous.

Respectfully submitted,
Jessica Marchant

FISCAL YEAR 2014

NOTICE OF COMMITMENT 2014 - FOURTH QTR

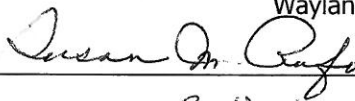
The Commonwealth of Massachusetts
The Town of Wayland
Office of the Board of Assessors


To: Town Accountant/Finance Director


You are hereby notified that a **Commitment**, as shown below, has this day been made by the Board of Assessors to Paul W. Keating Jr. the Collector of taxes.

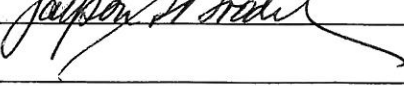
TAX	AMOUNT OF COMMITMENT
PERSONAL PROPERTY TAX	\$ 178,658.17
REAL ESTATE TAX	\$ 12,959,882.26
COMMUNITY PRESERVATION ACT TAX.....	\$ 164,576.93
 OMITTED ASSESSMENT	
REAL ESTATE TAX	\$ 0.00
PERSONAL PROPERTY	\$ 0.00
 ALL SPECIAL ASSESSMENTS	
I/E FINE	\$ 0.00
WATER LIEN.....	\$ 0.00
STR BETTERMENT.....	\$ 0.00
TITLE V BETTERMENT.....	\$ 0.00

Board of Assessors
Wayland









Date: May 13, 2014

Assessing Department

Office Activity Report

Property Data Verifications

- ❖ Office Staff completed the following property visits from Jan. 1, 2014 to May 9, 2014:
 - 130 Sales: 24 Interior & Exterior, 54 Exterior Only, 38 Interior on callback, 14 Refusals
 - 145 Building Permits: 14 Interior & Exterior, 83 Exterior Only, 46 Interior on callback, 2 Refusals
 - 29 Abatements; 29 Interior & Exterior

FY 15 Certification

- ❖ The Full Field Review of Residential has begun and will take approximately 6 weeks.
- ❖ All 2013 Sales and all Commercial properties field review is complete.
- ❖ B. Morgan, DOR Field Reviewer, is scheduled to begin the Wayland Data Quality Study on June 30th.

Office Activity

- ❖ 1099 Excise Demand notices were mailed – this has an immediate impact on the office as staff is answering questions and processing abatements.
- ❖ Staff Training:
 - 1) MAAO – Spring Conference
 - **Solar, Wind & Other Alternative Energy Sources:** A panel of experts including Kathleen Colleary, Bureau Chief, and Gary Blau from the Municipal Finance Law Dept., Brenda Cameron, Bureau of Local Assessments, Ellen Blanchard, Assessor Carver MA and Chris Ready, Assessor Shrewsbury. The panel outlined the acceptable methodology for valuing solar and wind farms. They cautioned Cities and Towns negotiating Pilot agreements to be sure to have the agreements based upon value. Many have tried to workout Pilots based upon taxes and this is not acceptable to the DOR and violates MA Law. The DOR contracted with Skip Sansoucy to assist them in valuing these projects and his methodology is available as a guide for municipalities. (see attached). For the cost approach – Assessors should obtain the total cost of the project both Hard and Soft costs. Income Approach – use Sansoucy worksheet or develop own methodology.
 - **LA3 and Sales Coding:** A review of necessary steps to import the town's sales into the Gateway system was conducted. The LA3 was a major stumbling block for many towns this past year (Wayland included) this was caused primarily because of incorrect coding on the prior year sales. (see attached)
 - 2) MCAA – ATB ½ Day Workshop
 - **ATB & Motion Preparation:** Lane Partridge, Assessor Concord, Sue LeMay, Assessor Lowell and Ellen Hutchinson, Attorney, presented a full overview of preparing for the ATB and the correct procedure for filing motions before the ATB. I found this session to be very informative, both Lane and Sue took the group through their best practices when preparing for a case. Attorney Hutchinson shared her view on do's and don'ts. Attorney

Hutchinson also reviewed the steps to in preparing a Motion for Dismissal and a Motion to Compel before the ATB.

3) Vision User Group

- **Commercial Valuation & Market Trends:** Mike Tarello, Vision Appraisal, presented a quick overview of selecting the best approach to value for Commercial property highlighting which when a method would be considered the most reliable. He provided expense ratio guideline for reasonableness when reviewing submitted I&E's and a review of the reports that are available in Vision. Mike concluded with current economic trends in the New England Market from Boston to Stamford CT.
 - **Utilizing Imaging Technologies to Assist in Data Verification:** Various vendors presented their software.
 - **iLookabout** – provided an overview of their street imagery and their new Desktop Review with GeoViewPort. This tool allows the assessor to see their CAMA, Pictometry, iLookabout and Maps all on one screen.
 - **Pictometry** – showed the latest enhancements to their system. In addition to ChangeFinder they now have a Connect Assessment tool that enhances project flow.
 - **ESRI** – the software behind GIS – demonstrated their Assessment Analyst tool
 - **Vision Version 7 User Experiences:** Charlie O'Shea, Vision, Derek Green, Assessor Gloucester County VA and Laura Ecimovic, Assessor New Kent County, VA. This session provided a preview of the next version of Vision and the enhancements that it will provide. In addition, the two Assessors provided a review of their experiences in using the new system. The major change will be migrating from Oracle to SQL. The new platform is more graphical and in converting both Assessor's notices a slight change in values.
- ### 4) MAAO Course 4 – Narrative Appraisal Writing
- A 5 day course that has been held on Friday (3/14, 4/4, 4/25, 5/9 & 5/16). The course is designed to provide the framework for writing a narrative appraisal which is a requirement of obtaining an RMA designation from the MAAO.

Solar Valuation Worksheet 4/8/2013

The following worksheet is designed to allow assessors to value solar projects based on project specification inputs as well as market-based default inputs.

Name of Project / Identification (below):		Blue Highlighted Cells with Red Font are INPUTS	
Generic Solar Project Sansoucy Drive			
(A)	Project Size (kW) - AC		3,000
(B)	Estimated Project Cost (\$/kW) - AC		\$3,000
(C)	Annual Project Generation (kWh)		3,942,000
(D)	Calculated Capacity Factor (C÷(Ax8760))		15%
Revenue Assumptions:			
Contract Rate for Electricity (\$/kWh)		\$0.10	\$394,200
SREC Price	2013	\$200	\$788,400
			\$1,182,600
Expense Assumptions:			
O&M (\$/kW-year)	\$3.50	x A	\$10,500
Administrative and General (\$/kW-year)	\$2.00	x A	\$6,000
Insurance (\$/kW-year)	\$12.00	x A	\$36,000
Land Lease (\$/kW-year)	\$0	x A	\$0
Total Expenses			\$52,500
Capitalization:			
(E) Pre-Tax Cash Flow (EBITDA)			\$1,130,100
Property Tax Rate (\$/1000)			\$15.00
Capitalization Rate (results will return a False if less than 20% is used in analysis)			20.00%
(F) Tax Effectuated Cap Rate			21.50%
(G) Estimated Value by Income Approach (result limited to 95% of Cost New) (E ÷ F)			\$5,260,000
<p>Note: If land lease taken as an expense, land must be added to value. If no land lease, value of land included in worksheet results.</p>			
Value Confirmation:		58% of Cost New (G÷(AxB))	
Value confirmation is based on SREC input and is intended to provide general guidelines.			
<ul style="list-style-type: none"> • If SREC >\$300, value should be between 80-100% of cost new. • If SREC at \$200 to \$299, value should be between 58-79% of cost new. • If SREC < \$199, value should be less than 58% of cost new. 			

Steps to Successfully Importing Your Interim Year LA-3 Sales into Gateway

1. Import your CAMA sales file into Excel per spreadsheet specifications. (See Pg. 12 of Classification Code/NAL Code booklet.)
2. Add two columns after Street Name (Column H) and name them Prior Yr LUC and Prior Yr NAL and rename next two columns Current Yr LUC and Current Yr NAL
3. Copy all data in Current Yr LUC and Current Yr NAL to Prior Yr LUC and Prior Yr NAL.
4. Sort file by seller name and/or buyer name and compare seller and buyer names for similarities and correct any erroneous names or add an 'A' NAL code for both years as needed, and identify multi-parcel sales and code them 'V' for both current and prior.
5. Sort file by Parcel ID. Check for multiple arms-length sales for a single parcel. Only one sale per parcel can be coded as arms-length. Code all sales other than most recent as 'R' in both columns, unless a different code applies.
6. Sort file by Current Yr NAL.
7. Add explanation to Comments column for all 'N' sales.
8. Check all 'P' codes. Insert correct LUC code for prior year if necessary, and remove 'P' NAL code from prior year if arms-length, or substitute other NAL code, if appropriate.
9. Check all 'O' sales and determine if sale was arms-length compared to prior year assessment; if so, remove 'O' NAL cod from prior year column.
10. Check current year arms-length sales and determine if property was changed after the prior year assessment date, but before the sale date; if so, add 'D' as prior year NAL.
11. If parcel is being assessed for first time for current fiscal year, enter the NAL code 'X' in the Prior Yr NAL column.
12. Save file.
13. Go to Gateway LA-3 tab and select Bulk Upload.
14. Select the fiscal year and Interim Year Adj. and press Go.
15. Check the 'Upload includes Prior Year Use Code and Prior NAL Code columns' box.
16. Click on 'Download Correctly Formatted Excel Template with Macros for Pre-Submission File Cleanup'.
17. Copy your saved sales data (without the column headers) and paste it into the download template. Run the macro to clean up your file for submission.
18. Copy the cleaned sales data (again without column headers) and paste it into the box on the Bulk Upload page.
19. Click on Process Data.
20. Correct any processing errors highlighted in pink shown at the bottom of the bulk upload screen, then hit the Reprocess Incorrect Data button.
21. If no additional errors are identified, save file in Bulk Upload. You will receive a confirmation page that the data has been saved, including the number of sales saved.
22. Once saved, additional changes can be made on the Search/Upload/Delete page.
23. Submit your final sales data by going to Sign and Submit. Submitting your data locks your sales for DOR review.

Note: For recertification years, the following steps are skipped: 2, 3, 8-11, and 15. Select Certification instead of Interim Year Adj. in Step 14.