

**Wayland Board of Assessors
Monday November 2, 2015**

Attendees: Vice-Chair J. Brodie, D. Hill, C. Kane, Director E. Brideau and Administrative Assessor J. Marchant

J. Brodie called the meeting to order at 7:16pm.

Review of minutes from October 19th, 2015

D. Hill moved and C. Kane seconded to approve the minutes as amended. Vote: Unanimous

FY 17 Budget- Director review of FY17 Department Budget

Director Brideau stated the FY17 budget will remain flat. The only significant increase is due to salaries. Director Brideau reviewed her proposed FY17 budget with the board. (See attached)

D. Hill moved for the BOA to support the proposed FY17 budget of \$307,880.00. C. Kane seconded. Vote: Unanimous

Director Brideau brought up the topic of travel expenses and the lack of availability of 'car pool' vehicles for assessor use over the past year. She discussed the frequency the department uses vehicles, the unavailability of town vehicles for use and the expenses incurred when staff uses their own vehicles for inspections. She is proposing to submit a capital appropriation request to FinCom for two vehicles for the assessing department which can be used by other departments when available. This request, being late, would need to be submitted to the Finance department tomorrow.

The board asked some clarifying questions that were answered by Director Brideau.

D. Hill asked if the department were to receive the two cars, what effect that would have on the assessing budget. Director Brideau replied that the travel expense budget would be cut in half from \$5000 to \$2500 a year.

D. Hill was in favor of submitting the request and suggested including the budget savings in the proposal.

C. Kane was in favor of submitting the request as the assessor's office is the ground floor of generating tax dollars for the town.

J. Brodie asked if there were any objections to the Director submitting the request. There were none.

FY 16 Interim Valuation-BOA signature on updated LA13

Director Brideau stated that the BLA requested one adjustment following their review. The board tabled signing the document until the next meeting.

Overlay- FY 16 - BOA final vote

J. Brodie stated these overlay numbers are forecasted a year in advance. Now we have the chance to fine tune them based on the latest information. He made suggestions of overlay amounts for various line items and explained his reasoning. The board discussed this topic, but further action was tabled until the next meeting.

Overlay- FY 17 – BOA vote on tentative amount for forecasting

This topic was tabled until the next meeting.

Items in bold include agenda items as posted, motions and votes.

FY 16 Tax Recap & Classification Hearing- Director to provide BOA update of actions taken to date and timeline

Director Brideau met with Town Clerk B. Klein and Finance Director B. Keveny who have begun entering their numbers into the system. After the special town meeting, the final numbers can be entered. Director Brideau has a meeting with Wayland’s BLA representative Andrew Nelson on November 18th. The BOA will need to meet November 16th or 23rd to review the tax recap presentation packet for presentation to the BOS on November 30th.

FinCom- Chair, Susan Rufo to provide update on meeting with FinCom

This item was tabled.

Board discussion and vote to authorize the Director of Assessing to sign Monthly Reports and Commitments and Warrants on their behalf.

The board discussed which types of reports are ok for the Director to sign and which need to be signed by the BOA. Further discussion was tabled until the next meeting.

Director Report/Recap of MAAO Fall Meeting

Director Brideau updated the board about the Fall MAAO meeting that staff attended last week including Jessica receiving her designation certificate.

Correspondence

FY 2017 Operating Budget Process

Documents for BOA Signature (review)

FY16 Excise Warrant		\$822.50
FY16 Excise Commitment		\$822.50
September 2015	Excise Abatement	\$190.42
October 2015	Excise Abatement	\$1313.96
October 2015	Circuit Breaker	\$3150.00

38 Chapter Land applications were submitted and reviewed for FY17. Director Brideau recommended that the BOA approve them along with all of the above documents, which they did.

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

None

Thoughts and Concerns from BOA members

D. Hill had two items:

1. A. Lewis commented it was nice to see a board and a department that is functioning well.
2. He wondered if there was a way for the BOA to take action in support of Director Brideau regarding getting the assessing department vehicles. He also questioned why there are no usable/ accessible vehicles that are safe for the assessing staff to use.

Public Comment

None

Next Meeting:

November 16th with the 23rd as back up

Items in bold include agenda items as posted, motions and votes.

Meeting Adjourned

D. Hill moved and C. Kane seconded to adjourn at 8:35pm. Vote Unanimous

Respectfully submitted,
Jessica Marchant

Assessing Department
FY 16 to FY 14 Budget Comparison

Gl Code	Category	Description/Vendor	FY 17 Budget	FY 16 Budget	FY 16 Expended YTD	FY 15 Budget	FY 15 Actual
51001	Salaries:	4 FTE - Salaries	255,630.00	244,460.00		243,090.00	243,751.31
	Total		255,630.00	244,460.00	83,505.69	243,090.00	
52100	Contractual Services:						
	Certification Support	Vision - FY 17 Intern	5,500.00	5,000.00		34,000.00	
		RRC - FY 17 Intern	6,400.00	6,400.00			
	Total		11,900.00	11,400.00	5,000.00	34,000.00	15,663.79
52101	Professional Services:						20,000.00
	Software	Vision - 8705.00					
		Vision Web - 2950.00					
		Vader Data Bridge - 1200.00					
		RRC - 1000.00					
		ESRI - 1100.00					
	Sub-total Software	To IT Dept Budget (14,955.00)					
	Vendor Services	Marshall & Swift	1,200.00	1,200.00			
		MLS	550.00	550.00			
		ATB -Support	10,000.00	15,000.00			
		Impact Notices	5,500.00	5,000.00			
		Map Updates	3,000.00				
	Total		20,250.00	21,750.00		25,800.00	25,387.70
52112	Training & Education:						
		Conference	4,000.00	4,000.00		4,000.00	
		Certification Courses	5,000.00	5,000.00		5,000.00	
		1 day Forums	1,000.00	1,000.00		1,000.00	
	Total		10,000.00	10,000.00	2,383.04	10,000.00	7,992.97
52113	Travel:						
	Total	Field Inspections & Mileage expenses	5,000.00	5,000.00		3,500.00	
			5,000.00	5,000.00	712.48	3,500.00	2,840.45
52114	Dues						
	Total	Dues & Designations	2,000.00	1,700.00		1,500.00	
			2,000.00	1,700.00	300.00	1,500.00	1,477.00
54100	Supplies						
	Total	Clothing Allowance - Contractual	1,050.00	1,050.00		1,050.00	
		Office Supplies	2,050.00	1,950.00		1,950.00	
			3,100.00	3,000.00	505.15	3,000.00	3,025.33
	Total Budget:		307,880.00	297,310.00	92,406.36	320,890.00	320,138.55
		FY 16 was the first year IT took over the software portion of the Department Budget					

TOWN OF WAYLAND

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20171 FY 17 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ. BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1014100151001	10	-1-1410-80-00-01-0000-51001		SALARIES	244,460.00	.00	255,630.00	4.57
1014100151140	10	-1-1410-80-00-01-0000-51140		OVERTIME	.00	.00	.00	.00
1014100252100	10	-1-1410-80-00-02-0000-52100		CONTRACTUAL SERVICES	11,400.00	.00	11,900.00	4.39
1014100252101	10	-1-1410-80-00-02-0000-52101		PROFESSIONAL SERVICES	21,750.00	.00	20,250.00	-6.90
1014100252112	10	-1-1410-80-00-02-0000-52112		TRAINING & EDUCATION	10,000.00	.00	10,000.00	.00
1014100252113	10	-1-1410-80-00-02-0000-52113		TRAVEL	5,000.00	.00	5,000.00	.00
1014100252114	10	-1-1410-80-00-02-0000-52114		DUES	1,700.00	.00	2,000.00	17.65
1014100254100	10	-1-1410-80-00-02-0000-54100		SUPPLIES	3,000.00	.00	3,100.00	3.33
BUDGET CEILING:					297,310.00	.00	297,310.00	
TOTALS:					297,310.00	.00	307,880.00	3.56

** END OF REPORT - Generated by Ellen Brideau **



DRAFT



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

Assessing Department - Vehicles	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Ellen M. Bricdeau, Director of Assessing	ebrideau@wayla nd.ma.us
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Board of Assessors	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Purchase two vehicles for Assessment staff. Assessors are required to make inspections of real estate within the Town of Wayland to insure fair and equitable assessments.

PROJECT JUSTIFICATION:

The department average for the past 6 years has been 1580 property visits annually. The department is mandated by the Department of Revenue to visit every property once every nine years. The Town of Wayland made a significant investment in 2009 (\$250,000) to update all property data. The Board of Assessors is committed to maintaining the property data and has established a timeline of visiting every property once within a 6 year cycle.

- EVALUATION CRITERIA: (Applies to current year budget requests only)**
- A. ALTERNATIVE MEANS TO SATISFY NEEDS
 - B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
 - C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
 - D. OPERATIONAL BUDGET IMPACT
 - E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2015	2016	2017	2018	2019	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	

OPERATIONAL BUDGET IMPACT:

	YES	NO	if YES, please provide details.
1. Will this Capital Request generate new revenue?			
2. Will this Capital Request <u>Increase</u> operating costs?			
3. Will this Capital Request <u>Decrease</u> operating costs?			
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	if YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WORKING PAPERS

STEPS TO DETERMINE FY'16 OVERLAY (see note 9)

line #	\$ in FY'06	\$ in FY'09	\$ in FY'12	ave of 3 "reval" years	\$ in FY'12	\$ in FY'13	\$ in FY'14	ave of FY'12-FY'14 to date	FY'16 preliminary forecast by Assessors (using average of FY'12 to FY'14)
Initial Allowance for Overlay									
1. Abatements	387,628	1,039,311	1,206,447		1,206,447	973,215	614,727	991,463	
2. Abatements-granted	221,000	337,148	84,157	214,101	84,157	33,376	31,036	49,523	
3. Total Abatement-ATB Initial Liability (note 1)	322,343	365,600	60,000	249,314	60,000	36,500	245,000	113,833	
3a. Abatement-ATB Initial liability (w/o telecom)	314,643	200,400	59,000	191,414	59,000	15,000	223,000	99,000	
3b. Abatement-ATB Initial liability (telecom only)	7,500	165,200	1,000	57,900	1,000	21,500	22,000	14,833	
4. Abatement-other liability (note 2)	0	1,768	78,827	26,865	29,887	72,738	497,280	199,972	
5. Abatement-other (note 3)									
6. subtotal-abatements	543,343	704,514	222,984	490,280	174,044	142,614	773,326	493,328	130,000
7. Exemptions-statutory	83,062	85,539	70,882	79,825	70,882	55,910	57,789	61,520	
8. Exemptions-CB	70,157	90,871	140,663	100,564	140,663	117,386	133,615	130,615	
8a. number of CB applications (note 4)					150	127	141		
9. Valor Act (TM vote FY 16)	153,220	176,410	211,345	180,397	211,344	173,276	197,584	192,135	15,000
10. Certain taxes (note 5)	0	0		0					
12. Preliminary FY'16 OVERLAY Forecast - established BOA 12/15/14									700,000
13. Tax Rate Rounding (not to exceed) (note 7)									
14. Final FY'16 OVERLAY Forecast									

* avg w/o Telecom

notes:

1. assume greatest difference between applicable assessment and taxpayer's estimated value noted on abatement form or for ATB or other documentation
2. "uncollected taxes" (real and personal property) excluding those secured by tax title. Review to IGR - 11-101
3. any significant assessment factor known to the Assessors
4. Property Owners can apply for CB match until 12/31
5. Certain taxes that are budgeted elsewhere.
6. Line 6 plus line 9 - voted on 12/15/14
7. 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.
8. FY 14 CB data as of November 2014
9. Forecast for FY'16 budgeting purposes only

WORKING PAPERS

WORKING PAPERS

STEPS TO DETERMINE FY17 OVERLAY FORECAST (see note 9)

line #	\$ in FY09	\$ in FY12	\$ in FY15	ave of 3 "revlt" years	\$ in FY13	\$ in FY 14	\$ in FY 15	ave of FY'13- FY'15 to date	FY'17 preliminary forecast by Assessors (using average of FY13 to FY15)
Initial Allowance for Overlay									
1. Abatements	1,039,311	1,206,447	949,529		973,215	614,727	949,529	845,824	
2. Abatements-granted	337,148	84,157	76,067	165,790	33,376	31,036	76,067	46,826	
3. Total Abatement-ATB Initial Liability (note 1)	385,600	80,000	312,800	246,087	36,500	245,000	312,500	198,093	
3a. Abatement-ATB initial liability (w/o telecom)	200,400	59,000	243,600	187,667	15,000	223,000	273,600	170,593	
3b. Abatement-ATB initial liability (telecom only)	185,200	1,000	39,000	68,400	21,500	22,000	39,000	27,500	
4. Abatement-other liability (note 2)	1,788	78,827	400,753	160,449	72,738	497,290	400,753	323,594	
5. Abatement-other (note 3)									
6. subtotal-abatements	704,514	222,984	789,420	572,305	142,614	773,326	789,420	568,453	
7. Exemptions-statutory	85,539	70,882	63,038	73,153	55,910	57,789	70,882	61,520	
8. Exemptions-CB									
8a. Number of CB applications (note 4)	90,871	140,663	104,389	111,968	117,366	133,815	105,887	119,016	
8b. Value Act					127	141	708		
9. subtotal-exemptions	176,410	211,545	167,407	169,121	173,276	191,584	191,857	185,572	
10. Certain taxes (note 5)	0	0		0				0	
12. Preliminary FY'17 OVERLAY Forecast - established BOA Vote									
13. Tax Rate Rounding (not to exceed) (note 7)									
14. Final FY'17 OVERLAY Forecast									

* 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. Review to IGR - 11-101
- any significant assessment factor known to the Assessors
- Property Owners can apply for CB match until 12/31
- Certain taxes that are budgeted elsewhere.
- Line 6 plus line 9 - Voted on _____
- Include sufficient funds to allow rounding of tax rate (per \$1,000) to whole penny
- FY 15 CB data as of August 2015
- Forecast for FY'17 budgeting purposes only

WORKING PAPERS



MEMORANDUM

TO: All Department Heads, Town Boards, Officers and Committees charged with the expenditure of Town money

FROM: Brian Keveny
Finance Director

Nancy Funkhouser
Finance Committee Chair

DATE: September 29, 2015

SUBJECT: FY 2017 Operating Budget Process

Per Town Bylaw 19-4, all Town boards, officers and committees charged with the expenditure of Town money must provide the Finance Committee with detailed estimates of the amounts you deem necessary for the administration of your respective board, office or committee for FY 2017, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in FY 2016. You must also file estimates of all probable items of income which may be received during FY 2017 in connection with the administration of your board, office or committee.

As always in preparing your proposed FY17 budget please strive to be as accurate as possible and identify and present efficiencies. Our overall goal is for a lesser than 2.5% Total General Operating budget increase.

Proposed FY 2017 expense and revenue amounts must be entered into MUNIS. The "explanatory statement of the reasons for any changes" in expense should be sent to Brian. Attached is a template for the explanatory statement of changes in expense, which you may find helpful as a starting point. For most entities the Finance Committee expects to see enough significant explanatory items (both increases and decreases if applicable) which explain the overall change; any remaining differential can be summarized in one line labeled "All Other-Net."

For those departments that usually provide us with a narrative of departmental plans and other budget information, we request that you continue to provide this information as well.

As always, we hope that your department will continue to explore creative ways to gain efficiencies and cost savings, as well as explore innovations and take on new initiatives as appropriate. In general, we are aware that the bulk of most departmental expense consists of salary which in some cases may be contractually agreed upon and therefore, difficult to reduce. As a consequence, it may be difficult to

achieve large reductions in your budget. We request that you keep in mind the desire for innovation with the goal to control costs and seek efficiencies this year and in the future.

There will be a meeting with the Finance Director for all department heads on **Wednesday, October 7th at 9:15 a.m.** in the Selectmen's meeting room. Brian will discuss the Town's financial outlook for FY17 and the process of submitting your operating budget requests and revenue estimates and answer questions regarding the Town's finances. Operating budget deadlines are summarized at the end of this memo.

The Finance Committee and the Finance Director are available to assist with explaining the operating budget process. Please contact the Finance Director or your Finance Committee liaison (list attached) with questions.

Syndication

FY 2017 Salary Budgets: Salary items should include any step / lane increases due during the upcoming fiscal year and any COLAs in settled contracts. For those employees in unsettled contracts, use their current wage rates. This includes non -union personnel.

Any proposed changes in personnel should be discussed with the Finance Committee prior to inclusion in your FY17 budget. As part of the operating budget review process, the Finance Committee will inform departments if the proposed position should be included in their Fiscal 2017 budgets.

Please make sure you circulate and review your draft operating budget and explanatory statement of changes in expense with your oversight board, Town Administrator (if applicable), Finance Committee liaison, and Board of Selectmen liaison before you submit it.

Operating budgets are due on Friday, November 6th at noon and must be submitted through the MUNIS financial system. The explanatory statement of any changes in expense is also due on the same day and time and should be sent to Brian Keveny. = send Brian an email.

As in past years, budget meetings with the Finance Committee will be scheduled during evenings in January. The dates and specific times for these budget meetings will be distributed later.

We thank you in advance for your assistance in the FY 2017 operating budget process.

Attachments

1. Explanatory Statement of Changes in Expense Template
2. Finance Committee Liaison Assignments
3. Board of Selectmen Liaison Assignments

Add Staff = Nov meeting w/ Personnel Board

ASSESSORS WARRANT TO COLLECTOR
MOTOR VEHICLE AND TRAILER EXCISE
NINETY-NINTH COMMITMENT 2015-99

THE COMMONWEALTH OF MASSACHUSETTS
WAYLAND
OFFICE OF THE BOARD OF ASSESSORS

ToZoe Pierce.....Collector of Taxes for
.....Wayland.....In the County ofMiddlesex...

Greeting:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the excise list herewith committed to you the amount of the MOTOR VEHICLE AND TRAILER EXCISE assessed to each such person for the privilege of registration, as therein set forth, with interest, the sum total of such list being EIGHT HUNDRED TWENTY TWO DOLLARS AND FIFTY CENTS. (\$822.50)

And you are to pay over said taxes and interest to ...Zoe Pierce Treasurer of Wayland, or to her successor in office, at the times and in the manner provided by General Laws, Chapter 60, Section 2, and also to give to the treasurer as aforesaid an account of all charges and fees collected by you. And you are to make written return of said excises and interest with your tax list and of your doings thereon at such times as the assessors shall in writing require.

But you are to complete, and make up an account of, the collection of the whole sum hereby committed to you, with interest, on or before December 31 of the current year.

And if a person refuses or neglects to pay his excise for fourteen days after demand, you shall issue a warrant to collect said excise including interest, charges and fees. If a person refuses or neglects to pay his excise after you or your designee have notified the person by mail or other means that a warrant to collect has been issued, and you or your designee have exhibited a copy of the said warrant to collect, or delivered a copy thereof to the taxpayer, or left it at his last and usual place of abode, or of business, you or your designee may request a hearing in the district court having jurisdiction. If the court finds that the debt is owed and there is sufficient property and an ability to pay, a warrant to distrain or commit and take the body of such person and commit him to jail shall issue to you or your designee to serve upon said person, according to law. Upon the issuance of the warrant to distrain or commit, you or your designee shall proceed to enforce the collection of said excise in accordance with the provisions of said court warrant.

And in the levy and collection of the amounts hereby committed to you, and of interest, and charges, and fees as provided by law, you are to have and to exercise all the powers conferred by the laws of this Commonwealth upon collectors of taxes.

Given under our hands this 2nd day of November, 2015

[Handwritten signatures: Dawn H. Hill, Jayna J. Brubaker, Cheryl Kame]

Board of Assessors
Of Wayland

FISCAL YEAR 2016 (calendar year 2015 excise)

NOTICE OF NINETY-NINTH COMMITMENT 2015

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


To: Town Accountant/Finance Director

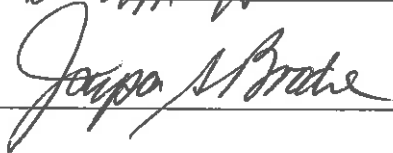
You are hereby notified that a **Commitment**, as shown below, has this day been made by the Board of Assessors to Zoe Pierce Collector of taxes.

TAX	AMOUNT OF COMMITMENT
MOTOR VEHICLE EXCISE	\$822.50
2015-99 COMMITMENT	
PERSONAL PROPERTY TAX	\$0.00
REAL ESTATE TAX	\$0.00
CONSERVATION PRESERVATION ACT TAX	\$0.00
OMITTED ASSESSMENT	
REAL ESTATE TAX	\$0.00
PERSONAL PROPERTY	\$0.00

ALL SPECIAL ASSESSMENTS

Board of Assessors
Wayland, MA 01778







DATE: 11/2 2015

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

TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR

RE: **EXCISE ABATEMENT**
DUE IN THE MONTH OF SEPTEMBER 2015

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
60A (2014)	2	\$190.42
TOTAL	2	\$190.42

You are hereby notified that excise taxes were abated, as specified in the above schedule, to the aggregated amount of ONE HUNDRED NINETY DOLLARS AND FORTY TWO CENTS.

[Handwritten Signature]

[Handwritten Signature]

Cheryl Kane

BOARD OF ASSESSORS
WAYLAND

Date: 11/2/15




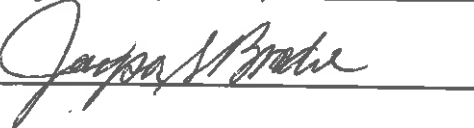
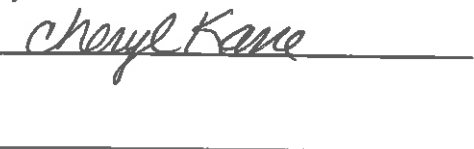
**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WAYLAND
OFFICE OF THE BOARD OF ASSESSORS**

TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR

RE: **EXCISE ABATEMENT**
DUE IN THE MONTH OF OCTOBER 2015

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
60A (2015)	13	\$1,134.27
60A (2014)	2	\$ 179.69
TOTAL	15	\$ 1,313.96

You are hereby notified that excise taxes were abated, as specified in the above schedule, to the aggregated amount of ONE THOUSAND THREE HUNDRED THIRTEEN DOLLARS AND NINETY SIX CENTS.

BOARD OF ASSESSORS
WAYLAND

Date: 11/2/15



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

TO: TOWN ACCOUNTANT/FINANCE DIRECTOR
TREASURER/COLLECTOR

RE: LEVY OF FISCAL 2015 EXEMPTION (CIRCUIT BREAKER)
DUE IN THE MONTH OF OCTOBER 2015

<u>TYPE/REASON</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Circuit Breaker	3	\$3,150.00
TOTAL EXEMPTIONS	3	\$3,150.00

You are hereby notified that taxes were abated/exempted, as specified in the above schedule, to the aggregate amount of **THREE THOUSAND ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS.**

Michael W. Hill

Jason S. Proctor

Cheryl Kane

BOARD OF ASSESSORS
WAYLAND

Date: 11/2/15



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, Assistant Assessor
 Jessica Marchant, Administrative Assessor
 Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
 Susan M. Rufo, Chair
 Jayson Brodie, Vice Chair
 Zachariah L. Ventress
 David Hill
 Cheryl Kane

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FY 17 CHAPTER LAND APPLICATIONS
DATE: 11/2/2015

EMB

The following thirty eight (38) Chapter Land applications for Fiscal Year 2017 have been received by the Assessing Department and are recommended for approval:

Map	Lot	Location
4	78	5 OXBOW RD
6	36	39 SHERMAN BRIDGE RD
7	45	44 LINCOLN RD
7	045B	56 LINCOLN RD
8	2	61 LINCOLN RD
11	40	34 LINCOLN RD
11	43	22 HAZELBROOK LN
11	81	21 LINCOLN RD
11	84	193 CONCORD RD
11	084B	195 CONCORD RD
12	31	228 GLEZEN LN
12	39	215 GLEZEN LN
13	1	121 OLD SUDBURY RD
15	28	12 CLAYPIT HILL RD
17	6	124 OLD SUDBURY RD
18	37	49 OLD SUDBURY RD
18	38	49 OLD SUDBURY RD
18	035A	21 BOW RD REAR
18	035B	53 OLD SUDBURY RD
18	037A	49 OLD SUDBURY RD
19	32	37 CLAYPIT HILL RD
19	33	33 CLAYPIT HILL RD

Map	Lot	Location
19	38	12 CLAYPIT HILL RD
19	028A	CLAYPIT HILL RD
19	039D	12 CLAYPIT HILL RD
20	29	117 PLAIN RD
23	4	99 PELHAM ISLAND RD
23	15	397 BOSTON POST RD
23	16	376 BOSTON POST RD
28	031A	101 PELHAM ISLAND RD
29	5	103 COCHITUATE RD
30	38	43 OLD CONN PATH
35	030A	205 RICE RD
35	030V	17 COVERED BRIDGE LN
35	030W	209 RICE RD
35	031A	87 OLD CONN PATH
35	031E	0 FOREST HILL RD
40	16	1 CURLING LN

Cheryl Kane
David Hill
Jayson Brodie 11/2/15