

**TOWN OF WAYLAND
BOARD OF ASSESSORS
Monday December 14, 2015**

Attendees: J. Brodie, D. Hill, Chair S. Rufo, Director E. Brideau and Administrative Assessor J. Marchant

S. Rufo called the meeting to order at 7:04pm.

Review of minutes from November 30th, 2015

D. Hill moved to approve the minutes of November 30th as presented. J. Brodie seconded.

Vote: Unanimous

Director Update

- **Activity Report**

Director Brideau updated the board on the ongoing activities of the Assessing office. (See attached) The board discussed the MassGIS program and clarified the benefits are for the whole state to share a common Location ID system for better 911 response and rather than printing out maps to submit with DOR documents, they would be able to look up the live data on their own.

- **FY16 Abatement Process**

Director Brideau reviewed the FY'16 abatement application and process with the board.

- 12 Ellie Ln accepted the settlement that was offered by the BOA

Board discussion on Motor Pool and Assessing Department needs

The Facilities Director believes the motor pool can work. He is researching scheduling software for reserving the cars for appointments. Currently, there is no centralized scheduling system or key location. Director Brideau approached the Finance Director about putting in a capital request. He said it's up to the Facilities Director and he said there's no money in the FY17 budget for a capital request for a vehicle.

She asked the board to write a letter to the finance committee regarding the need for assessors to have access to a vehicle.

D. Hill suggested the BOA to write a letter to the Town Administrator restating the actions Director Brideau has taken and to ask for assurances that the motor pool will support the needs of the assessing office.

J. Brodie clarified that having a car is not in the job descriptions of anyone in the Assessor's office. He stated the job cannot be completed under the current situation. The letter should list all of the assessing office tasks that require a vehicle. J. Brodie stated he would draft a letter to begin the process.

Correspondence

None

Documents for BOA Signature (review)

- **Valor Act participant completion**

One Valor Act participant has completed 56 hours of work for a tax relief amount of \$504.00

- **Quarter 3 + Quarter 4 Warrants and Commitments**

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

Director Brideau explained the new process for including special assessments, liens, interest and fees on the warrants and commitments. The board discussed this topic and because Zoe Pierce, Treasurer was in building she joined BOA and provided additional clarification.

J. Brodie moved that in order for the BOA to sign the warrants and commitments for: Street betterment and interest, Title V betterment and interest, Waste Water betterment and interest, Waste Water Town Center betterment and interest, Water Liens, Waste Water Liens, Waste Water Surcharge Liens and Lien Filing Fees; a signed letter from the issuing authority shall be provided. Upon receipt of the required documentation, members of the BOA will sign the warrants and commitments outside of the BOA meeting.

D. Hill seconded. Vote: Unanimous

The board approved by signature the Warrants and Commitments for Real Estate, Personal Property, CPA and Income and Expense Fines. The documents were signed by the meeting quorum of S. Rufo and J. Brodie.

- **Excise Abatements**

None

- **Exemption Applications**

Director Brideau recommended 31 exemption applications for approval that have been reviewed and meet the criteria. **S. Rufo moved and J. Brodie seconded to approve the 31 exemptions by signature.** The board signed their approval. The document was signed by the meeting quorum of S. Rufo and J. Brodie.

Director Brideau recommended one exemption application for denial that doesn't meet the criteria. The board denied the exemption application by signature. The documents was signed by the meeting quorum of S. Rufo and J. Brodie.

- **Circuit Breaker Applications**

Director Brideau recommended three circuit breaker applications for approval that have been reviewed and meet the criteria. **S. Rufo moved and J. Brodie seconded to approve the three circuit breaker applications by signature.** The board signed their approval. The documents were signed by the meeting quorum of S. Rufo and J. Brodie.

Thoughts and Concerns from BOA members

D. Hill asked for a report from the department head meeting regarding safety in the town building. Director Brideau stated they are researching costs for surveillance cameras. Access to the building can't be restricted because of the varying schedules of ongoing programs. The police department stressed the town staff to call them with issues.

S. Rufo asked if there are any concerns with the staff going out to properties alone on inspections. The board discussed some opinions and suggestions for office staff to check in for safety.

S. Rufo thanked the board members and the office staff for their work this year which allowed the office to be ahead of schedule.

Public Comment

None

Next Meeting

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

TBD

Meeting Adjourned

J. Brodie moved to adjourn at 8:37pm. D. Hill seconded. Vote: Unanimous

Respectfully submitted,
Jessica Marchant

Assessing Department

Office Activity Report – 11/3/15 to 12/14/15

FY 2016 Year End Activity

- ❖ The database has been sent to Vision to create a Static File of FY16 data
- ❖ The Real Estate and Personal Property values have been posted to the Tax Billing System and balanced to the DOR approved Tax Recap
- ❖ The Assessor's website is being finalized with FY16 data and pdfs of the new Property record cards will be posted by month end.

Property Inspections

- ❖ 38 properties have been inspected and are awaiting finalization of the FY16 database to begin data entry

2015 Sales

- ❖ D Ellis has printed all MLS reports, GIS topography maps and created sales files for all 2015 sales to date.
- ❖ Letters are being drafted for mailing to all properties that have not been inspected

Building Permit

- ❖ All building permit data is current in database of permits issued to date
- ❖ All CO inspections are complete for new dwellings

Exemption and Circuit Breaker Applications

- ❖ E Brideau presented an overview of Exemption programs at the COA on Dec. 9th.
 - Exemption Applications have been mailed to all FY15 recipients

Director Signoffs on behalf of BOA

- ❖ November 2015 – FY15 Circuit Breaker Report - \$1050.00
- ❖ November 2015 – Excise Abatements:
 - 60A (2015) - \$2,376.16
 - 60A (2015) - \$679.58

MassGIS

- ❖ Assessing Dept has been asked to participate in the MassGIS Project
- ❖ State funded program to enhance Standardized Parcel Mapping
- ❖ Converts Assessor Maps to GIS vs CAD



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 M. BRIDEAU, DIRECTOR OF ASSESSING *EB*
SUBJECT: FISCAL YEAR 2016 – VALOR ACT
DATE: 12/14/2015

Susan Rufo
Jayson Brodie

The following participant in the Valor Act program has completed 56 work hours and has earned a tax credit of \$504.00:

PID	NAME	FIRST	NO	ADDRESS
24-108	TURNER	RICHARD	7	NOB HILL RD

FISCAL YEAR 2016

NOTICE OF COMMITMENT 2016 – THIRD & FOURTH QTRS

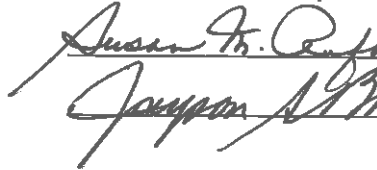
The Commonwealth of Massachusetts
The Town of Wayland
Office of the Board of Assessors

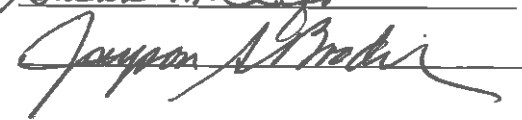
To: Town Accountant/Finance Director

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

TAX:	AMOUNT OF COMMITMENT:	
PERSONAL PROPERTY TAX	\$	364,409.23
REAL ESTATE TAX	\$	27,302,176.70
COMMUNITY PRESERVATION ACT TAX	\$	356,091.56
OMITTED ASSESSMENT:		
PERSONAL PROPERTY	\$	-
REAL ESTATE	\$	-
ALL SPECIAL ASSESSMENTS:		
STREET BETTERMENT 10-14201	\$	
TITLE V BETTERMENT 24-47501	\$	
WASTE WATER TC BETTER 63-14207	\$	
WASTE WATER 63-14203	\$	
LIENS:		
WATER LIENS 61-13301	\$	
WASTE WATER LIENS 63-13301	\$	
WASTE WATER SURCHARGE LIEN 63-13301	\$	
FINES:		
INCOME & EXPENSE 10-47709	\$	7,250.00
INTEREST:		
STREET 10-14202	\$	
TITLE V 24-27502	\$	
WASTE WATER BETTER INT 63-14204	\$	
WASTE WATER TC BETTER INT 63-14208	\$	

Board of Assessors Wayland





Date: December 14, 2015

PERSONAL PROPERTY ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND

OFFICE OF THE BOARD OF ASSESSORS

To: *Zoe Pierce, Collector of Taxes, for Wayland, in the County of SOUTH MIDDLESEX,*

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the tax list herewith committed to you in the amount of the tax assessed to each such person on **PERSONAL PROPERTY** as therein set forth, with interest, the sum total of such list being **THREE HUNDRED SIXTY FOUR THOUSAND, FOUR HUNDRED NINE DOLLARS and TWENTY THREE CENTS (\$364,409.23)**, which is the whole amount, exclusive of betterment and special assessments of water liens, assessed to all persons known to us to be liable to taxation on **PERSONAL PROPERTY** situated in **WAYLAND** for state, county, city or town purposes, and for overlay.

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 taxes 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 June 30 of the fiscal year to which said tax list relates.

And if a person refuses or neglects to pay his tax for fourteen days after demand, you shall issue a warrant to collect said tax including interest, charges and fees. If a person refuses or neglects to pay his tax 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 tax 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, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by the laws of the Commonwealth upon collectors of taxes.

Given under our hands this 14TH day of DECEMBER 2015.

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Board of Assessors of *Wayland*

REAL ESTATE ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND

OFFICE OF THE BOARD OF ASSESSORS

To: *Zoe Pierce, Collector of Taxes, for Wayland, in the County of SOUTH MIDDLESEX,*
GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the tax list herewith committed to you in the amount of the tax assessed to each such person on *REAL ESTATE* as therein set forth, with interest, the sum total of such list being *TWENTY SEVEN MILLION THREE HUNDRED TWO THOUSAND, ONE HUNDRED SEVENTY SIX DOLLARS and SEVENTY CENTS (\$27,302,176.70)*, which is the whole amount, exclusive of betterment and special assessments of water liens, assessed to all persons known to us to be liable to taxation on *REAL ESTATE* situated in *WAYLAND* for state, county, city or town purposes, and for overlay.

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 taxes 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 June 30 of the fiscal year to which said tax list relates.

And if a person refuses or neglects to pay his tax for fourteen days after demand, you shall issue a warrant to collect said tax including interest, charges and fees. If a person refuses or neglects to pay his tax 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 tax 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, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by the laws of the Commonwealth upon collectors of taxes.

Given under our hands this 14th day of DECEMBER 2015.

Susan M. Ruffo

Joselyn A. Brada

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..... **Board of Assessors of Wayland**

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This Form Approved by Commission of Revenue

CPA (COMMUNITY PRESERVATION ACT) ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND

OFFICE OF THE BOARD OF ASSESSORS

To: *Zoe Pierce, Collector of Taxes, for Wayland, in the County of SOUTH MIDDLESEX,*

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the tax list herewith committed to you in the amount of the tax assessed to each such person on *REAL ESTATE* as therein set forth, with interest, the sum total of such list being *THREE HUNDRED FIFTY SIX THOUSAND, NINETY ONE DOLLARS and FIFTY SIX CENTS (\$356,091.56)*, which is the whole amount, exclusive of betterment and special assessments of water liens, assessed to all persons known to us to be liable to taxation on *REAL ESTATE* situated in *WAYLAND* for state, county, city or town purposes, and for overlay.

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 taxes 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 June 30 of the fiscal year to which said tax list relates.

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

Given under our hands this 14TH day of DECEMBER, 2015.

Susan M. Quigley
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Jayson A. Brodie
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Board of Assessors of Wayland

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This Form Approved by Commission of Revenue

INCOME AND EXPENSE FINE ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND

OFFICE OF THE BOARD OF ASSESSORS

To: *Zoe Pierce, Collector of Taxes, for Wayland, in the County of SOUTH MIDDLESEX,*

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the tax list herewith committed to you in the amount of the tax assessed to each such person on INCOME AND EXPENSE FINE as therein set forth, with interest, the sum total of such list being **SEVEN THOUSAND, TWO HUNDRED FIFTY DOLLARS and ZERO CENTS (\$7,250.00)**, which is the whole INCOME AND EXPENSE FINE, assessed to all persons known to us to be liable to taxation on INCOME AND EXPENSE FINE situated in **WAYLAND** for state, county, city or town purposes, and for overlay.

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 taxes and interest with your tax list and of your doings thereon at such times as the Assessors shall in writing require.

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

Given under our hands this 14th day of DECEMBER 2015.

[Handwritten signatures]
.....
.....
.....

Board of Assessors of Wayland



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

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 Zachariah L. Ventress
 David Hill
 Cheryl Kane

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN M. BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FISCAL YEAR 2016 – EXEMPTION APPLICATIONS
DATE: 12/14/2015

Handwritten signatures and initials:
 [Signature: Ellen M. Brideau]
 [Signature: Susan M. Rufo]
 [Signature: Jayson Brodie]
 [Signature: Zachariah L. Ventress]
 [Signature: David Hill]
 [Signature: Cheryl Kane]

I have reviewed the following thirty one (31) exemption applications and recommend approval:

PID	CLS	NAME	FIRST	NO	ADDRESS
25-050	22	ADAMS	MARY LOUISE	18	LUNDY LANE
45-075B	22	FORMAN	MONA	29	HILLSIDE DRIVE
38-143	22	FRIEDMAN	ARNOLD	7	KELSEY ROAD
24-030	22	GANTZ	JOHN K JR	5	D'ANGELO RD
40 -024B	22	GRANOFF	DAVID	13	BRANDYWYNE
48-097	22	HAND	PAUL	38	RICE ROAD
50 -017	22	HATCH	MARILYN	33	AMEY ROAD
05-023A	22	HIRZEL	DAVID	105	LINCOLN ROAD
33-023A	22	LUBASH	IVAN	6	GREEN WAY
48-068E	22	LUBY	DONALD MORGAN	1405	WISTERIA WAY
52-176	22	MARCY	RICHARD	97	EAST PLAIN STREET
50-073	22	MONTAGUE	PAUL	7	MORRILL DRIVE
03-013	22	OSMOND	DAVID	181	OXBOW ROAD
16-074	22	PRZYBYLSKI	JOHN	5	STANDISH RD
46D-118	22	RUDENAUER	EDWIN	36	EDGEWOOD ROAD
28-001A	22	STANLEY	RICHARD	60	COCHITUATE ROAD
47C-025	22	THOMPSON	MARIE	27	KNOLLWOOD LANE
24-108	22	TURNER	RICHARD	7	NOB HILL ROAD
48-155	37	CROOK	ROBERT	16	GREGORY LN
42D-074	37	JUDGE	JOSEPH	28	SYCAMORE RD
45 -050A	37	LOOMIS	GRETA	18	STEEPLETREE
28 -020	37	NEWBURY	NATHAN	138	PELHAM ISLAND ROAD
46D-081	37	PROFIT	MARY	139	WEST PLAIN STREET
45-048	37	WINER	MIRIAM	21	STEEPLETREE
47A-080	17D	NEWHALL	NANCY	99	DUDLEY ROAD
47B-025	22A	KWIATOWSKI	JOSEPH	17	SUNSET ROAD
40-056C	22E	COHEN	FRED	203	DAHLIA DR
47B-060	22E	INFERRERE	JOHN A	261	MAIN ST
43D-012	22F	HILDRETH	LESLIE	18	BAYFIELD ROAD
51D-051	41C	BLAIS	MARY	10	SOUTH STREET
42-044	41C	THAYER	ELIZABETH	55	WOODLAND ROAD



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 Cheryl Kane

MEMO

TO: BOARD OF ASSESSORS
FROM: ELLEN M. BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: FISCAL YEAR 2015 – CIRCUIT BREAKER MATCH
DATE: 12/14/2015

ERB
Susan Rufo
Jayson Brodie

I have reviewed the following three (3) circuit breaker applications and recommend approval:

PID	NAME	FIRST	NO	ADDRESS
007-023F	DUNLAY	JOHN B & DOROTHY	27	SHERMAN BRIDGE RD
052-019	ANTHONY	LLOYD	1	HAVEN LN
045-109B	RADAR	SALLEE	4	CUTTING CROSS WAY