

**Wayland Board of Assessors  
Town Building- Assessor's Office  
41 Cochituate Rd Wayland MA 01778  
Monday November 20, 2017**

Attendees: Chair- S. Rufo, Vice Chair- J. Brodie, S. Glovsky, Z. Ventress, Director of Assessing E. Brideau, Assistant Assessor D. Clarke and Administrative Assessor J. Marchant

**Meeting called to order**

S. Rufo called the meeting to order at 7:15pm.

**Documents for BOA Signature (review)**

**Excise Warrant and Commitment      2017-06      (\$49,046.56)**

The board signed the warrant and commitment.

**Meeting recessed to convene in joint meeting with Board of Selectmen in the Selectmen's Meeting Room**

- **FY 2018 Tax Classification Hearing and FY 2018 Tax Recapitulation Presentation by Board of Assessors on Tax Classification Options**
- **Review of Tax Recapitulation Sheets and Supporting Documents**

The BOA recessed at 7:21pm to join the BOS meeting.

**Board of Assessors Meeting Reconvene in the Assessor's Office**

The BOA reconvened their meeting in the Assessing office at 8:18pm.

Z. Ventress joined the meeting at this time.

**FY18 Tax Rate Recapitulation - Recap documents for BOA Signature**

Due to a public posting issue with the tax recap sheets, the tax recapitulation hearing will remain open through the week until after a BOS meeting which will be held Monday, November 27<sup>th</sup>. The board discussed if any BOA procedures are affected by this.

The BOA completed their portion of the presentation to the BOS and all of the numbers have been finalized on the tax recap. The hearing will remain open for further public comment only. Therefore, the BOA signed the appropriate documents to send to the state. Director Brideau will not submit the documents until after the BOS closes the public hearing on the matter.

**J. Brodie moved the BOA sign the tax recap sheets for FY'18. S. Glovsky seconded.**

The board signed the documents.

The board reviewed that, during the hearing, the FinCom representative asked the BOA and BOS to review the residential exemption further for next year. The FinCom is looking for analysis of some data.

S. Glovsky recommended making available to the public the information Susan described at the presentation about the residential exemption because it was presented clearly. He also recommended that the reasoning for the overlay amounts should be available to the public.

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

**Review of minutes from November 6, 2017**

**J. Brodie moved to approve the minutes of November 6<sup>th</sup> as amended. Z. Ventress seconded.  
All in favor**

**Director Report-Update of Office Activity**

See Attached Handout

**Correspondence**

None

**Circuit Breaker Applications**

None

**3<sup>rd</sup> Quarter Warrant and Commitments:**

Town Clerk – Dog License Fines/Liens

Wastewater Liens

Wastewater Betterments

Water Account Liens

Income & Expense Liens

These items were deferred to the next meeting.

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

None

**Thoughts and Concerns from BOA members**

None

**Public Comment**

None

**Next Meeting:**

December 11<sup>th</sup>

**Meeting Adjourned**

**S. Glovsky moved to adjourn at 8:43pm. J. Brodie seconded. All in favor**

Respectfully submitted,

Jessica Marchant

FISCAL YEAR 2018

ASSESSORS WARRANT TO COLLECTOR  
MOTOR VEHICLE AND TRAILER EXCISE  
SIXTH COMMITMENT 2017-06

THE COMMONWEALTH OF MASSACHUSETTS  
WAYLAND  
OFFICE OF THE BOARD OF ASSESSORS

To .....Zoe Pierce.....Collector of Taxes for  
.....Wayland.....In the County of .....Middlesex...

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 **FORTY NINE THOUSAND FORTY SIX DOLLARS AND FIFTY SIX CENTS (\$49,046.56)**.

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 20 day of NOVEMBER, 2017

*Aileen H. Quins*  
.....  
*Carson A. Brodie*  
.....  
*Franklin S. Venturi*  
.....  
.....

Board of Assessors  
Of Wayland

FISCAL YEAR 2018

NOTICE OF SIXTH COMMITMENT 2017

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.

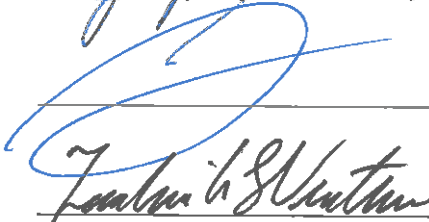
TAX	AMOUNT OF COMMITMENT
<b>MOTOR VEHICLE EXCISE</b> .....	<b>\$49,046.56</b>
<b>2017-06 COMMITMENT</b>	
<b>PERSONAL PROPERTY TAX</b> .....	<b>\$0.00</b>
<b>REAL ESTATE TAX</b> .....	<b>\$0.00</b>
<b>CONSERVATION PRESERVATION ACT TAX</b> .....	<b>\$0.00</b>
<b>OMITTED ASSESSMENT</b>	
<b>REAL ESTATE TAX</b> .....	<b>\$0.00</b>
<b>PERSONAL PROPERTY</b> .....	<b>\$0.00</b>

**ALL SPECIAL ASSESSMENTS**

Board of Assessors  
Wayland, MA 01778

  
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DATE: 11/30/ 2017

## Brideau, Ellen

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**From:** Larry Sabean <lsabean@kelleyryan.com>  
**Sent:** Friday, November 17, 2017 4:03 PM  
**To:** Pierce, Zoe  
**Cc:** Porter, Judy; Ramgoolam, Savitri; Brideau, Ellen  
**Subject:** new excise  
**Attachments:** 1181706.dat

Here is the file for the new excise...

Larry

2017-06	416 bills	\$ 49,046.56
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Laurence Sabean  
Production Manager  
508-478-1218 ext 322

## Assessing Department Office Activity Report

### FY 18 Interim

- ❖ Letters are being prepared for all parcels that had changes as a result of the FY18 informal hearings. These letters will be mailed during the week of November 27<sup>th</sup>.
- ❖ FY18 Final Assessment Data will be exported to the Tax Billing System on Nov.28<sup>th</sup>
- ❖ FY18 Website update and FY18 Assessment manual will be updated by mid-December

### Office Activity

- ❖ Staff Training:
  - 1) IAAO – Course 300 – Mass Appraisal  
D. Clarke & J. Marchant completed this weeklong training in October and have both received notification that they successfully passed the course.
  - 2) MAAO – Fall Conference –  
E. Brideau and S. Ramgoolam attended this 1 day session on Exemptions and the impacts of the new laws. This session was very informative and provided staff with a good overview of the new DOR forms and processes.
- ❖ Staff Year End Activity:
  - 1) E. Brideau will present Exemptions to Seniors for the COA on November 29<sup>th</sup>.
  - 2) S. Ramgoolam has begun the annual mailings of Exemption applications to residents who received exemptions last year.
  - 3) J. Marchant will complete the annual mailings of:
    - a. Income and Expense Statement
    - b. Personal Property Forms of List
    - c. 3ABC – Annual Charitable Institutions Filings