

**Wayland Board of Assessors
Town Building- Selectmen's Meeting Room
41 Cochituate Rd Wayland MA 01778
Monday, March 26, 2018**

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

Meeting called to order

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

Review of RFP contract for FY19 DOR certification services

The board reviewed the draft Request for Proposals and discussed the procedure.

The Procurement Officer, Beth Doucette, takes care of the whole process after this review period.

The board edited the draft to amend the date to April 10th, 2018.

J. Brodie moved the Director be authorized to finalize the RFP for the update program to maintain equitable assessment for FY'19. S. Glovsky seconded. All in favor.

Correspondence

None

Documents for BOA Signature (review)

Statutory Exemptions

4 statutory exemptions reviewed and recommended for approval.

3 statutory exemptions reviewed and recommended for denial for not meeting the criteria.

J. Brodie moved to approve four exemption applications that have been reviewed and meet the criteria. S. Glovsky seconded. The board signed the approvals.

J. Brodie moved to deny the three exemption applications that do not meet the criteria.

Z. Ventress seconded. The board signed the denials.

7 CPA applications reviewed and recommended for approval.

1 CPA application reviewed and recommended for denial for not meeting the criteria.

J. Brodie moved to approve seven CPA exemption applications that have been reviewed and meet the criteria. S. Glovsky seconded. The board signed the approvals.

J. Brodie moved to deny the CPA exemption application that did not meet the criteria.

The board signed the denial.

Circuit Breaker Applications

J. Brodie moved to approve 62 circuit breaker applications that have been reviewed and meet the criteria. S. Glovsky seconded. The board signed their approval.

J. Brodie moved to deny one circuit breaker application that doesn't meet the criteria. S. Glovsky seconded. The board signed their denial and noted that corrective information will be sent to the applicant.

Motor Vehicle Warrant and Commitment

The board signed the warrant and commitment. \$303,950.70

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

Valor Act sign-off

The board signed one valor act work off program completion.

Motor Vehicle Excise Abatements

None

Real Estate FY18 Abatements

S. Rufo listed the properties that have been reviewed and are recommended for approval:

56 Pickwick Way

42 Shaw Dr

23 Sycamore Rd

190 Stonebridge Rd

6 Draper Rd

33 Michael Rd

Discussion:

42 Shaw Dr.

S. Glovsky stated his reasoning for wanting to raise the value an incremental amount this year from the value set by the ATB for fiscal '17 based on home improvements and a regular 2.5% value increase. Also, the value won't jump as high next year when the property is back in the system.

Z. Ventress determined the tax dollars in question are about \$400. It would cost much more than that in staff time and materials to defend the increased value if the Town has to go to the ATB.

Z. Ventress moved to approve the six abatement applications. S. Rufo seconded. All in favor

S. Glovsky abstained from voting on 42 Shaw Dr.

J. Brodie recused himself from voting on 6 Draper Rd.

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

None

Thoughts and Concerns from BOA members

S. Glovsky prefers to have meeting documents emailed to him prior to the meeting so he can review them ahead of time. He would prefer to have all meeting documents ready 24 hours before a meeting and available for review. He handed out a document that itemized his concerns/ topics for discussion. The board members took copies to review.

Z. Ventress left the meeting at this time.

The office will attempt to have all documents needed for upcoming meetings prepared a full business day prior to the meeting for review.

Jayson asked if there were any abatement applications recommended for denial tonight.

There are four recommended for denial.

17 Lillian Way

102 Willowbrook-discussion occurred about data entry error and possible option for revised FY '18 bill

116 Lincoln Rd

26 Covered Bridge-discussion occurred about the differences between condos and single family homes

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

J. Brodie stated the BOA decided previously if an abatement is going to save less than \$100 in taxes, then it's not granted.

The board signed the four abatement denials.

Public Comment

None

Next Meeting:

TBD, but it can't be on a Monday night in the next few weeks. Staff and board members will look at another day of the week to meet.

Meeting Adjourned

J. Brodie moved to adjourn at 9:28pm. S. Glovsky seconded. All in favor

Respectfully submitted,
Jessica Marchant

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

Bruce Morgan, Director of Assessing
Don Clarke, MAA Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri A. Ramgoolam, Department Assistant



BOARD OF ASSESSORS
Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
Steven Glovsky

MEMO

TO: BOARD OF ASSESSORS

FROM: BRUCE MORGAN DIRECTOR OF ASSESSING

SUBJECT: FY 18 ELDERLY & VETERANS EXEMPTIONS

DATE: 3/19/18

The following 4 exemption applications have been reviewed and are recommended for approval:

***3 DENIED**

CLS	NAME	FIRST	NO	ADDRESS	
22	GALASTI	JOSEPH	13	LODGE RD	
22	LOPEZ	RAUL A JR	62	EAST PLAIN ST	
41C	TUFTS	HELEN	70	WEST PLAIN ST	
17D	VINCIULLA	ELLEN	17	ALGONQUIN PATH	
*17D	ATHANAS	BERTHA	31	CENTER STREET	DENIED
*17D	JUDGE	MARIE	28	SYCAMORE RD	DENIED
*22	PATTERSON	DANIEL	116	WEST PLAIN ST	DENIED

Board Of Assessors Signatures

Jayson Brodie
Zachariah L. Ventress
Susan M. Rufo

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MEMO

TO: BOARD OF ASSESSORS

FROM: BRUCE MORGAN DIRECTOR OF ASSESSING

SUBJECT: FY 18 CPA APPLICATIONS

DATE: 3/19/18

The following **7 CPA** exemption applications have been reviewed and recommended for approval:

***1 DENIAL**

PAR ID	LAST	FIRST	NO	ADDRESS
07-044	COLELLA	STEPHEN J	3	TALLY HO LANE
07-028	KIELY	MARY L	11	SHERMAN BRIDGE RD
51A-058	PATTERSON	ELIZABETH ANN	116	WEST PLAIN STREET
52-172	PETERS	CHARLES	264	COMMONWEALTH RD
24-068	ROBINSON	STANLEY	9	WHEELLOCK RD
51A-004	TUFTS	HELEN	70	WEST PLAIN STREET
43C-017	VINCIULLA	ELLEN P.	17	ALGONQUIN PATH
*24-051	CONDIL	JAMES	23	LEE RD DENIED

Board of Assessors signatures

Susan M. Rufo
J. Brodie
Zachariah L. Ventress
Steven Glovsky

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 Steven Glovsky

MEMO

TO: BOARD OF ASSESSORS

BOARD OF ASSESSORS SIGNATURES

FROM: BRUCE MORGAN DIRECTOR OF ASSESSING

SUBJECT: FY 18 CB APPLICATIONS

DATE: 3/19/18

The following ⁶²~~63~~ CB exemption applications have been reviewed and recommended for approval:

PAR ID	LAST NAME	FIRST	NUMBER	ADDRESS
51C-037	ADAMS	ELIZABETH	32	PEMBERTON RD
45-099D	AKASHIAN	SANDRA	15	PICKWICK WAY
51B-031	ATHANAS	BERTHA	31	CENTER ST
51D-055	BACHE	JOANNE	22	HILL ST
04-091	BAKER	ANNA	3	WALTHAM RD
47C-058A	BANCROFT	HORACE	5	COTTAGE RD
51D-051	BLAIS	MARY	10	SOUTH ST
07-044	COLELLA	STEPHEN	3	TALLY HO LN
24-051	CONDIL	JAMES	23	LEE RD
15-013	CYLKOWSKI	DAVID	125	GLEZEN LN
44-038	DAIGLE	RAY	38	BARNEY HILL RD
24-073	DAVIS	SHIRLEY	14	LEE RD
47B-082	DEVEAUX	ALBERT & ESTHER	41	PECK AVE - DENIED
52-113	DICSARE	PAULINE	35	DEAN RD
48-175	ENGLISH	MARCIA	90	SCHOOL ST
18-051	FAY	PATRICIA	55	ORCHARD
51B-030	FERGUSON	JOAN	14	HILL ST
45-055B	FINE	HENRY&SHIRLEY	6	STEEPLETREE LN
42D-129	GERMAIN	NANCY	27	WOODLAND RD
38-084	HAMMERTON	NANCY ANN	39	ROLLING LN

Susan M. Rufo
Zachariah L. Ventress

50-017	HATCH	MARILYN A	33	AMEY ROAD
50-025	HOMER	CHARLOTTE	3	AMEY RD
38-144	JACOBSEN	PAROOHY	3	KELSEY RD
42D-074	JUDGE	MARIE & JOSEPH	28	SYCAMORE RD
08-007	KENNEDY	FRANCIS	84	OLD SUDBURY RD
43A-60	KEUNG	WING MING	2	JUNIPER LN
07-028	KIELY	MARY	11	SHERMAN BRIDGE RD
46D-135	KWARTA	JOANNE	11	EDGEWOOD RD
38-013	LANDIS	JUDITH	201	OLD CONNECTICUT PATH
48-084	LARSEN	EDWIN & BETTY	40	AQUEDUCT RD
42D-122	LAUGHLIN	JOHN	41	PINE RIDGE RD
05-001	LEVY	BORIS	14	WALTHAM RD
51a-045	LIENARD	ELVIRA	14	FULLER RD
51B-018	MACDONALD	CATHERINE M	9	MELVILLE PL
37-022	MARSHALL	DAVID	28	MEADOW VIEW RD
50-011	MCMULLEN	PATRICIA	60	FULLER RD
30-021	MCRAE	MARION	2	BLOSSOM LN
43B-049	MEYER	SUSAN	241	COCHITUATE RD
45-038C	MILLER	EDNA	6	LAKESPUR
25-040	MILLS	ROBERT	14	SYVAN WAY
04-024	MYEROW	STEVEN	14	REDBARN
047A-080	NEWHALL	NANCY	99	DUDLEY RD
42D-072	NEWTON	ELIZABETH	23	SYCAMORE RD
40-030E	O'CONNELL	ANTOINETTE	7	FOX HOLLOW
46B-053	OULETTE		8	SIMPSON RD
51A-058	PATTERSON	ELIZABETH	116	WEST PLAIN ST
52-172	PETERS	CHARLES	264	COMMONWEALTH RD
51C-004	PINKUL	JOHN	23	DAMON ST
42D-016	PLACE	HERBERT	396	OLD CONNECTICUT PATH
24-068	ROBINSON	STANLEY	9	WHELOCK RD
34-044	ROSENBERG	HAROLD	37	FORTY ACRES
38-103	SALERNO	CHARLES & ELIZABETH	8	ROLLING LN
50-022	SHANLEY	PHYLLIS	12	AMEY RD
44-118	SHEN	MARINA	6	RESERVOIR
24-056	SHERMAN	JUDITH	6	GLOVER
46D-069	SHWARZ	ANNA	167	WEST PLAIN ST
47B-087	SILVA	FRANCIS	32	PECK AVE
24-041	STAVROPULOS	PETER C	2	SPRING HILL RD
47B-087	TRICONI	ANTHONY	48	FULLER RD
51A-004	TUFTS	HELEN	70	W. PLAIN ST
46D-092	VIGNEAU	JANICE	12	FAIRFIELD
43C-017B	VINCIULLA	ELLEN	17	ALGONQUIN PATH
51A-084	WEBB	ALTON	21	KING ST

Handwritten signatures and initials in blue ink at the bottom right of the page, including a large signature that appears to be 'Susan J. DePaolo' and another that appears to be 'Lambert & Hart'.

FISCAL YEAR 2018 (CALENDAR YEAR 2018)

ASSESSORS WARRANT TO COLLECTOR
MOTOR VEHICLE AND TRAILER EXCISE
SECOND COMMITMENT 2018-02

THE COMMONWEALTH OF MASSACHUSETTS
WAYLAND
OFFICE OF THE BOARD OF ASSESSORS

ToZoe 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 **THREE HUNDRED THREE THOUSAND NINE HUNDRED FIFTY DOLLARS AND SEVENTY CENTS**. (\$303,950.70)

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 26th day of March, 2018

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Board of Assessors

Of Wayland

FISCAL YEAR 2018

NOTICE OF **SECOND** COMMITMENT 2018

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


To: Town Accountant/Finance Director

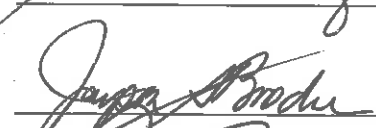
You are hereby notified that a **Commitment**, as shown below, has this day been made by the Board of Assessors to Zoe Pierce Collector of taxes.

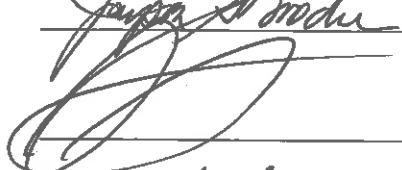
TAX	AMOUNT OF COMMITMENT
MOTOR VEHICLE EXCISE	\$303,950.70
2018-02 COMMITMENT	
PERSONAL PROPERTY TAX	\$0.00
REAL ESTATE TAX	\$0.00
CONSERVATION PRESERVATION ACT TAX.....	\$0.00
OMITTED ASSESSMENT	
REAL ESTATE TAX	\$0.00
PERSONAL PROPERTY	\$0.00


ALL SPECIAL ASSESSMENTS

Board of Assessors
Wayland, MA 01778









DATE: 3/26/2018

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Steven Glosky

MEMO

TO: BOARD OF ASSESSORS

FROM: BRUCE MORGAN DIRECTOR OF ASSESSING

SUBJECT: FY 18 VALOR ACT TAX CREDIT

DATE: 3/20/18

I've received confirmation of completed hours from the Board of Health on March 20, 2018 for Frederick Giordano for FY 18 Valor Act Work off program.

Mr. Giordano is a resident of 14 Colts Way and has been approved to receive \$1000 in the form of a real estate tax credit.

Board of Assessors signatures

Susan M. Rufo
Jayson Brodie
Zachariah L. Ventress



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OFFICE STAFF

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Steven Glovsky

MEMO

TO: Board of Assessors

FROM: Bruce Morgan, Director of Assessing

RE: FY2018 Real Estate Abatements

Date: 3/26/2018

I met with Susan Rufo and Jayson Brodie on 16 March 2018 to review real estate abatement applications.

The following six (6) applications were recommended for approval:

56 Pickwick Way
42 Shaw Dr (STEVE ABSTAINED FROM DECISION)
23 Sycamore Rd
190 Stonebridge Rd
6 Draper Rd (Jayson recused himself from discussion of this property) AND DECISION
33 Michael Rd

Jayson Brodie
Zachariah L. Ventress
Susan M. Rufo

Board of Assessor Issues: 3/26/2018

Required Abatement and Exemption Book

Organized Forms for Counter Service and Staff training on Forms

24 Hour advance completion of Agenda items and availability for review by Assessors

Administrative Memorandum to be delivered in advance of meetings and attached to Agendas:

- require summary of all Chair/Member/Staff meetings etc. with officials/lawyers and ATB/Courts
- questions of general Board practices and procedures prepared by staff or Members

Discussion and Decision about level of review and time expense connected with Exemption Applications:

- agreed policy on inaccuracy and efforts to improve submission accuracy
- advice to Selectmen about cost/benefit of Town approved exemptions

Cost/benefit consideration of staff size and function

Discussion of Chair authority and review of Board's written Policies

Discussion of Agenda content in terms of Open Meeting Law and general transparency

Procedure for reviewing Owner identification for Assessment and Exemption purposes:

- document and known information review
- Registry of Deeds and Probate Court considerations

Discussion of creating written policy statements regarding reoccurring circumstances:

- ATB and Court decisions

Meeting frequency, day and length