

**Wayland Board of Assessors
Town Building- Assessor's Office
41 Cochituate Rd Wayland MA 01778
Monday, October 15, 2018**

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

Meeting called to order

S. Rufo called the meeting to order at 7:20pm and acknowledged George Uveges in attendance.

Public in attendance: George Uveges- FinCom liaison

Review of the minutes from September 24, 2018

J. Brodie moved to approve the minutes of September 24th as amended. J. Todd seconded. All in favor

Documents for BOA Review and Signature

- **Motor Vehicle Excise Warrants and Commitments**

The board signed the warrant and commitment for FY18-05 for \$84,820.49

- **FY2019 Real Estate Abatements of Five (5) Tax-Exempt Properties**

Director Morgan explained five properties became tax exempt at the end of fiscal 18 but the properties were billed for the first and second quarters of FY19. After contacting DLS law, Director Morgan discovered the BOA can sign a memo to allow the Collector to delete these five billing accounts.

Discussion ensued regarding this topic among the board members.

S. Glovsky moved to sign the abatement memo. J. Brodie seconded. The board signed the document.

Director Morgan's Review and Update of Office Activity:

- **Motor Vehicle Excise Warrant and Commitment process**

Director Morgan explained the fourth excise commitment for 2018 was sent out prematurely. Once this was discovered, board members came into the office to sign the warrant and commitment as they were able. Director Morgan wondered what role the BOA has in the motor vehicle excise warrant and commitment process. He explained three different methods other assessing offices use to handle this process.

KP Law informed Director Morgan that these warrants and commitments need to be signed in a public BOA meeting. The staff further researched and discovered these documents should be signed by the board and given to the Collector within 30 days of receiving the file.

Status of the DOR/DLS FY19 certification process

Director Morgan updated the board members on where Wayland is in the certification process. Preliminary certification should be coming in the next day or so. After that the public disclosure period will occur probably Friday October 26th through Friday November 2nd or Monday November 5th.

Discussion ensued on this topic. **J. Todd moved to set the disclosure period closing date for Monday November 5th. J. Brodie seconded. All in favor**

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

Discussion and vote of the FY2020 budget

Director Morgan explained the budget document he distributed to the board members. The board reviewed the document and discussed it. **J. Brodie moved to approve the FY2020 budget as submitted. S. Glovsky seconded. All in favor**

Correspondence

Wayland Rod and Gun Club: Director Morgan met with two representatives who expressed interest in removing (.5 acre) from the Chapter Land program. The Chapter Land lien was filed in 2016 and was determined to include incorrect deed references. Their attorney has enlisted someone to complete a full title search on the property.

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

None

Public Comment

None

Meeting Adjourned

J. Brodie moved to adjourn at 8:37pm. S. Glovsky seconded. All in favor

Respectfully submitted,
Jessica Marchant

FISCAL YEAR 2019 (CALENDAR YEAR 2018)

ASSESSORS WARRANT TO COLLECTOR
MOTOR VEHICLE AND TRAILER EXCISE
FIFTH COMMITMENT 2018-05

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 **EIGHTY FOUR THOUSAND EIGHT HUNDRED TWENTY DOLLARS AND FORTY NINE CENTS**. (\$84,820.49)

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 15TH day of October, 2018

Board of Assessors

Of Wayland



8⁰⁰A
SIGN
HERE

FISCAL YEAR 2019 (CALENDAR YEAR 2018)

NOTICE OF **FIFTH** 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.

**EXCISE TAX
2018-05 COMMITMENT CALENDAR YEAR 2018**

AMOUNT OF COMMITMENT

MOTOR VEHICLE EXCISE **\$84,820.49**

PERSONAL PROPERTY TAX **\$0.00**

REAL ESTATE TAX **\$0.00**

ALL SPECIAL ASSESSMENTS


CONSERVATION PRESERVATION ACT TAX.....**\$0.00**

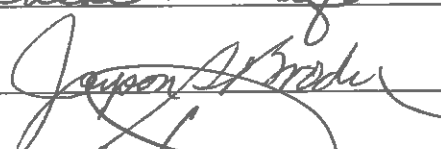
OMITTED ASSESSMENT

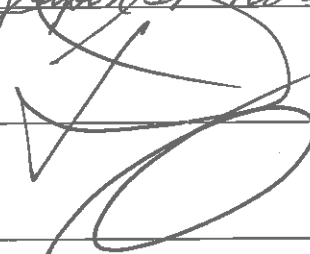
REAL ESTATE TAX **\$0.00**


PERSONAL PROPERTY **\$0.00**

Board of Assessors
Wayland, MA 01778









DATE: October 15, 2018



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

OFFICE STAFF

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

BOARD OF ASSESSORS

Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
Steven Givovsky
John A. Todd

MEMO

TO: Board of Assessors

FROM: Bruce Morgan, Director of Assessing

RE: FY2019 Real Estate Abatements of Tax-Exempt Properties

DATE: 10/15/2018

The properties listed below were all properly entered in the Vision software system as state class code 900 series properties for FY2019; however, due to an error in the data bridge process by the vendor who handles that task for the Assessors' Office and the Tax Collector's Office, these properties received first and second quarter tax bills. Because none of the bills have been paid, the Board of Assessors has the authority to abate the preliminary taxes per Bureau of Municipal Finance Law IGR 18-4, date April 2018: "The assessors may abate preliminary taxes at any time before the commitment of the actual tax, either on their own motion or upon a taxpayer's written application." Also see MGL Chapter 59, Section 57C.

The properties are as follows:

11 Hammond Rd., Map 51B/034
0 Old Sudbury Rd., Map 23/052T
444 Old Boston Rd., Map 22/010
45 Waltham Rd., Map 05/014
59 Old Sudbury Rd., Map 18/034

Signed by the Board of Assessors:

Susan M. Rufo
Jayson Brodie
Zachariah L. Ventress

Assessing Department
FY 20 to FY 16 Budget Comparison

GL Code	Category	Description/Vendor	FY20 Draft	FY19 Budget	FY 18 - Budgeted	FY 18 - Expended	FY 17 - Budgeted	FY 17 Expended	FY 16 Budgeted	FY 16 Expended
51001	Salaries:	4 FTE - Salaries								
		Dept Asst: C14S10 = 54,527.20	54,527	277,059	259,626		259,626.00		244,460.00	
		Admin Assessor: G3S9 = 59,405.00	59,405							
		Asst. Assessor: G5S9 = 69,233.00	69,233							
		Dir. of Assessing: G9S10 = 101,865.00	101,865							
51007	Clothing	3*355	1,065	1,065						
	Total		286,095	278,124	259,626	249,910	259,626.00	250,215.78	244,460.00	252,898.98
52100	Contractual Services:									
		Vision - valuation related	5,000	24,700	5,500		5,500.00		5,000.00	
		RRC - valuation related	7,760	16,000	7,400		6,400.00		6,400.00	
	Total		12,760	40,700	12,700	22,085	11,900.00	12,400.00	31,400.00	11,400.00
52101	Professional Services:									
		Software								
		Vision - 6,015								
		Vision Web - 2,750								
		Vers. 8 - Upgrade - 4,500								
		RRC - 1,500								
		To IT Dept Budget (14,765)								
	Sub-total Software:									
		Appraisal	8,500							
		ATB - Support	7,500		10,000		13,500.00		15,000.00	
		Impact Notices	3,000		5,000		5,000.00		5,000.00	
		PDFs of Property Record Cards	300		200					
	Total		19,300	11,200	16,200	10,660	19,500.00	14,146.43	20,000.00	18,556.53
52112	Training & Education:									
		Conferences	2,500		4,000		4,000.00		4,000.00	
		Certification/Cont'd. Courses	2,500		5,000		5,000.00		5,000.00	
		1 day Forums	500		1,000		1,000.00		1,000.00	
	Total		5,500	6,900	10,000	6,315	10,000.00	9,923.14	10,000.00	8,930.53
52113	Travel:									
	Total	Lodging, meals, mileage	4,000	4,500	4,500	3,850	5,000.00	4,952.32	5,000.00	4,622.52
52114	Dues									
	Total	Dues & Designations	3,000	3,100	1,700	2,055	2,000.00	1,352.00	1,700.00	1,502.00
54100	Supplies									
		Printing	1,000		1,150		1,150.00		1,050.00	
		Advertising	0							
		Office Supplies	1,500		1,950		1,950.00		1,950.00	
		Postage	500							
	Total		3,000	2,000	3,100	3,685	3,100.00	2,098.39	3,000.00	2,778.27
	Total expenses (without salaries)		47,560	68,400	48,200	48,006	50,500	44,872	71,100	47,489
	Total Budget:		333,655	346,524	307,826		310,126.00	339,960.34	315,560.00	347,876.68
NOTE: FY19 = certification year with additional expenses of \$27,940 as reflected in Contractual Services										
FY16-18 provided for background info from an existing file.										