

**Wayland Board of Assessors
Town Building – Board of Selectmen’s Meeting Room
41 Cochituate Rd., Wayland MA 01778
Monday, June 17, 2019
7:45 PM**

Attendees: J. Brodie, Z. Ventress, M. Upton, S. Glovsky, J. Todd, and Director of Assessing B. Morgan

Meeting called to order

J. Brodie called the meeting to order at 7:50 pm

Review of the minutes from May 6, 2019

The Board reviewed the minutes.

Z. Ventress moved to approve the minutes of May 6, 2019. M. Upton seconded. Vote: Four in favor with S. Glovsky abstaining due to not being present at that meeting.

Director Morgan’s Review and Update of office activity:

B. Morgan stated the location listed on the agenda will state Town Building for the future.

J. Brodie said the Board’s last executive session was recorded by mistake. It has since been deleted. Also the person who books the room wasn’t aware there was an executive session so the room for the last meeting wasn’t equipped for privacy.

Update on pending ATB cases

The nursing home on Commonwealth Road filed as expected. It’s their first year filing. B. Morgan said he met the owner and had a tour at the end of the abatement period. He stated that 42 Shaw Drive filed again even though there was an abatement granted in FY’19.

DLS Law opinion of role of BOA Clerk/Secretary

B. Morgan said DLS Law suggested looking up the definitions of the position Clerk/Secretary and making a decision if it’s needed. They had no awareness of a town who had a clerk and or secretary and didn’t know of a system that tracks such information. B. Morgan said it seems like the law has fallen out of favor.

B. Morgan stated the board needs to decide who will take executive session minutes.

B. Morgan said the temporary employee’s hours increased from 20-24 hours a week. There’s a potential possibility to add more hours, maybe shared. M. Upton requested a record of accounting of how many sales there were in a certain period and how many inspections have been completed for 2018 and year to date for 2019. She also request information on cyclical.

Correspondence and Documents for BOA Review and Signature:

Warrants and Commitments for FY2020 First and Second Quarter Real Estate, CPA, and Personal Property Tax. The Warrant and Commitments for FY2020

First and Second Quarter Real Estate, CPA, and Personal Property Tax were presented to the board for signatures. Four members signed with S. Glovsky abstaining.

J. Brodie was looking at old minutes and reminded the Board that the signing of warrants was suggested to be a fixed agenda item and asked why it hasn't been done. S. Glovsky reminded the Board that doing that is a violation of the Open Meeting Laws.

J. Brodie stated that B. Morgan will be out of the office for three days. B. Morgan said M. Lanefski is the point person in the office but he will be checking email and be accessible. J. Brodie said he is available as well if he has any questions. September 30, 2019 is the deadline for the Town Report. B. Morgan agreed to have a draft ready for the Board to review at the meeting date following August 15, 2019.

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

Thursday afternoon J. Brodie had a meeting with Town Administrator L. Miller, BoS Chair C. Karlson and BoS member L. Anderson. J. Brodie discussed some of the items that were covered. It was agreed that all communication channels need to be improved. The job description for the office assistant has been approved by the union and posted internally. He said he was assured that the BOA's approved budget would not be second guessed. He stated that training money in the budget will not be approved unless clearly argued it will benefit the town. J. Brodie said he's concerned about the effects of conducting the affairs of the office using contractors and temporary workers and discussed it at the meeting. He requested access to the legal costs resulting from BOA's actions and requests be made available to the Board. He said there were no objections. The statutory responsibilities and the enormous potential for conflicts of interest were also discussed. He said there are other issues still in discussion and will be for further review. One of them is the issue of B. Morgan's supervision.

Thoughts and Concerns from BOA members

M. Upton asked if there will be a change in meeting times. Z. Ventress said in the summer he can meet earlier but that may change in the fall. J. Brodie proposed starting the meetings at 7:15pm again. Z. Ventress requested info regarding the audit or any adjustments and/or resolutions. J. Todd asked if there has been any communication at all between departments, specifically with the Treasurer/Collector. B. Morgan said there has not been a lot. S. Glovsky said the BOA never received the outstanding Warrants from the previous Collector. J. Brodie asked B. Morgan to discuss the Warrant and audit issue with the Treasurer/Collector and Town Administrator. S. Glovsky said he looked at minutes from the Town of Concord and how they handle the abatement process. He said it's all public in Concord and he thinks Wayland should handle it the same way. He suggested members look at minutes from Concord.

Public Comment
None.

Date of next meeting
The next meeting date is July 8, 2019 at 7:15pm.

Meeting Adjourned
Z. Ventress moved to adjourn at 8:32pm. M. Upton seconded. All in favor

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

REAL ESTATE ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND

OFFICE OF THE BOARD OF ASSESSORS

To: *Maura O'Connor, 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 **THIRTY-FIVE MILLION ONE HUNDRED FORTY-FOUR THOUSAND, EIGHTY-TWO DOLLARS and FORTY-ONE CENTS (\$35,144,082.41)**, 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 **MAURA O'CONNOR**, 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 17 day of June 2019.

Joseph J. Broder
.....
Liam J. Sullivan
.....

Mary R. Voton
.....
[Signature]
.....

Board of Assessors of Wayland

This Form Approved by Commission of Revenue

REAL ESTATE ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND
OFFICE OF THE BOARD OF ASSESSORSTo: *Maura O'Connor, 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 CPA (*Community Preservation Act*) as therein set forth, with interest, the sum total of such list being **FOUR HUNDRED FIFTY-TWO THOUSAND, FIVE HUNDRED THIRTY-EIGHT DOLLARS and FIFTY-ONE CENTS (\$452,538.51)**, 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 MAURA O'CONNOR, 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 17 day of June 2019.

.....*Jason A. Broderick*.....
.....*Liam H. & V. Venturi*.....

.....*Mary R. Upton*.....

.....*[Signature]*.....
.....

Board of Assessors of Wayland

This Form Approved by Commission of Revenue

PERSONAL PROPERTY ASSESSORS WARRANT TO COLLECTOR

COMMONWEALTH OF MASSACHUSETTS

WAYLAND
OFFICE OF THE BOARD OF ASSESSORSTo: *Maura O'Connor, 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 **FOUR HUNDRED THIRTY THOUSAND FOUR HUNDRED SIXTY-THREE DOLLARS and EIGHTY-FOUR CENTS (\$430,463.84)**, 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 **MAURA O'CONNOR**, 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 17 day of June, 2019.

.....
Jayson A. Brode

.....
Timothy G. Vinton

.....
Mary R. Upton

.....
[Signature]

Board of Assessors of Wayland

.....
This Form Approved by Commission of Revenue

FISCAL YEAR 2020

NOTICE OF COMMITMENT 2020 – FIRST AND SECOND QUARTERS PREMILINARY BILLING

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 Maura O'Connor, the Collector of Taxes.





| TAX | AMOUNT OF COMMITMENT |
|-------------------------------------|----------------------|
| PERSONAL PROPERTY TAX | \$ 430,463.84 |
| REAL ESTATE TAX | \$ 35,144,082.41 |
| COMMUNITY PRESERVATION ACT TAX..... | \$ 452,538.51 |

OMITTED ASSESSMENT

| | |
|-------------------------|---------|
| REAL ESTATE TAX | \$ 0.00 |
| PERSONAL PROPERTY | \$ 0.00 |

ALL SPECIAL ASSESSMENTS

Board of Assessors
Wayland

Date: 17 June 2019