

**Wayland Board of Assessors
Town Building – Board of Selectmen’s Meeting Room
41 Cochituate Rd., Wayland MA 01778
Monday, July 8, 2019
7:15 PM**

Attendees: J. Brodie, Z. Ventress (7:26pm), M. Upton, S. Glovsky, J. Todd, and
Director of Assessing B. Morgan

Meeting called to order

J. Brodie called the meeting to order at 7:20 pm

Review of the minutes from May 20, June 3, and June 17, 2019.

The Board reviewed the minutes.

S. Glovsky moved to approve the minutes of May 20, 2019, as amended. J. Todd seconded. Vote: Three in favor with J. Todd abstaining due to not being present at that meeting.

Z. Ventress entered the meeting at 7:26pm.

S. Glovsky moved to approve the minutes of June 3, 2019, as amended.

Z. Ventress seconded. Vote: All in favor

J. Todd moved to approve the minutes of June 17, 2019, as amended.

Z. Ventress seconded. Vote: All in favor.

Director Morgan’s Review and Update of office activities:

Update on pending ATB cases/settlement TC Systems Inc., and AT&T corporation offered a settlement to all communities at 11.5 % of the total taxes assessed to them for FY14, FY15, FY16 and FY18. The total taxes paid come to \$83,571.03. They are looking to receive \$9,610.67. B. Morgan noted a personal-property consultant stated that there’s scant alternative to settling. He stated the BOA needs to agree and sign-off on the settlement plus pay the required funds by September 30, 2019.

Z. Ventress moved that The Board of Assessors agree to accept the settlement with AT&T corporation and TC Systems Inc., for all outstanding ATB cases through FY18, granting an abatement of 11.5% of the total taxes due in the amount of \$9,610.67. M. Upton seconded. Z. Ventress asked B. Morgan to make sure it’s paid before the deadline. Vote: All in favor

B. Morgan stated that Level 3 Communications LLC., has withdrawn all ATB cases for FY15, FY16, FY17, FY18, and FY19.

B. Morgan stated that there was notification of S. Glovsky’s ATB case filed under formal procedure hand delivered from S. Glovsky. J. Brodie acknowledged that action for the minutes.

Status of posting of “Senior Admin Coordinator” position: The position has been

sent out to the world including the MMA and MAAO job-posting site. S. Glovsky inquired about the new title of Senior Admin Coordinator and who had approved it and stated he had concerns. Z. Ventress stated that the BOA had several opportunities for input. J. Brodie said S. Glovsky could discuss it during the thoughts and concerns agenda item.

Status and schedule for cyclical and data entry: B. Morgan said he tried to run the report but it would not cooperate so he will work on that tomorrow. The Assistant Assessor has completed 289 inspections to date. 83 were full inspections and 206 were exteriors. B. Morgan said with a little outside help they can be caught up by December 2020 and be compliant with the 6-year cycle. M. Upton said the reason why the Town is following the 6-year cycle is because in a town like Wayland the dynamics change too fast. Z. Ventress discussed the history of incorrect data and explained how the BOA can not allow them to deteriorate again. S. Glovsky asked about the cost benefit of the 6-year cycle vs. 10-year cycle mandated by DOR. J. Brodie said the benefit is that the records remain current with corrected data. Morgan and the Board discussed and agreed to stretching the work out another year on this cycle only.

Review of Valor Act program B. Morgan said the Town has accepted the Valor Act and J. Brodie added that the BoS were the sponsors of the warrant article passed at town meeting. The lack of rules and regulations were discussed. J. Brodie said there is effort underway currently to consolidate the act so there are published rules and procedures.

M. Upton left the meeting at 8:13p.m.

B. Morgan said he met with HR, the COA Director, Finance Director, and Treasurer/Collector to discuss the Act. He said the same application has been used for the last four years. The money comes out of the Assessors overlay. Veterans get applications from Assessors office and the HR Manager is working on placement. There has been two people participating in the program but that could increase to five. B. Morgan discussed the process for the BOA, HR, Veterans Agent, and the applicant. He said the program is under control and everyone knows his or her respective roles. J. Brodie asked for verification that the Governor's change is applicable to Wayland and they're authorized to expense of \$1500.

Discussion of invitation from the Lincoln BOA: The Lincoln Board of Assessors has invited Wayland BOA's to discuss the issue of valuing border properties. The Lincoln Board feels like they should be getting a higher percentage due to "provision of services." Z. Ventress said provision of services has never determined value of property. A discussion ensued as to whether this is the appropriate format to discuss the issue. The Board agreed to ask the Town of Lincoln's BOA for a documented methodology so it can be examined along with an example of another town using services to determine property values.

Review of email from Lea Anderson to Jayson Brodie regarding annual review of the Director of Assessing and related responsibilities of the BOA and

BOS/Town Administrator: J. Brodie stated the correspondence states the BOA is still responsible for B. Morgan's annual review upon consultation with the Town Administrator. J. Brodie asked BOA members to send him comments by July 18. He said he would put something together then consult with the Town Administrator. Z. Ventress suggested J. Brodie get clarification on who would deliver the review and suggested any presentation be a joint one.

Review of the Circuit Breaker application process J. Brodie stated that last year there was a question raised on the value of the work done to review circuit breaker applications (cost to review vs. savings to the town from error corrections). J. Brodie discussed his meeting with Savitri Ramgoolam about the topic. He said that she ensured the applications were correct by following up with applicants and often working with them one-on-one. It had been estimated that 500 people would be eligible (125-130 applications is the most the Town has ever received). He noted that the COA is contacting area CPA's who might be doing individual taxes, so they know this program is available. How the state handles it was discussed as well. J. Todd stated that the only way to save resources would be to transfer the hand-holding process that goes with the application process. B. Morgan stated he would have to train staff properly. The Board decided to wait until a new hire and B. Morgan had established an efficient process before revisiting the process.

Topics not reasonably anticipated by the Chair 48 hours in advance of meeting, if any: J. Brodie received an email from BoS Vice Chair L. Anderson requesting a meeting to discuss the new Town Manager Act. It was agreed that Monday, July 22, 2019 would work best. B. Morgan notified the board the Wayland Rod & Gun Club have made it official with a letter to the BoS stating they are going to pull 20,000 SF of land out of Chapter 61b.

Thoughts and Concerns from BOA members

S. Glovsky expressed his concerns about restructuring the department and wants to make sure the Senior Admin Coordinator position is necessary.

Public Comment None.

Date of next meeting July 22, 2019 at 7:15pm.

Meeting Adjourned

Z. Ventress moved to adjourn at 9:20pm. J. Todd seconded. Vote: All in favor

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