# Wayland Board of Assessors Town Building - Board of Selectmen's Meeting Room 41 Cochituate Rd., Wayland MA 01778 Monday, July 22, 2019 7:15 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 7:20pm

#### Review of the minutes from July 8, 2019:

The Board reviewed the minutes.

M. Upton moved to approve the minutes of July 8, 2019. S. Glovsky seconded. Vote: All in favor

## Director Morgan's Review and Update of office activity:

**Status of posting of "Senior Administrative Coordinator" position:** B. Morgan said there is no update at this time. He has an appointment with HR on Wednesday to go over applications. M. Upton expressed concern about the temporary employee splitting his time between departments.

J. Brodie discussed his conversation with the Town of Lincoln's BOA Regional Assessor Harald Scheid. Scheid was offered a spot on an agenda to discuss his approach to valuing border properties based on "services provided". J. Brodie said Scheid wanted an extended time in order to fully discuss Lincoln's approach leading to a vote to value respective border properties in a similar manner. J. Brodie told Scheid that wasn't possible without more information and data. H. Scheid declined the invitation.

Presentation by Lea Anderson and Cherry Carlson of the BOS regarding the Town Manager Act: L. Anderson and C. Karslon appeared before the BOA. L. Anderson went through the presentation about some of the details, history, a peer analysis, and goals of the Act. She suggested BOA members read it thoroughly and get back to her with any suggestions. S. Glovsky stated this proposal was "junk." Both L. Anderson and C. Karlson said that consultants have recommended that a process be built into the Act once it has been approved and the Town Manager can work with department heads to build the organization.

S. Glovsky left the meeting at 7:50pm and returned at 8:00pm.

A discussion ensued about peer town's organizational charts and how they are structured. How the Act would strengthen administration, financial, personnel authority, facilities/property, bargaining contract compliance and evaluations were all presented and discussed. A discussed ensued about a performance review letter to the BOA chair from the Town Administrator L. Miller regarding the

M. Upton moved to accept the settlement with MCI Communications Corp., for FY2016 entitling MCI to an abatement of \$133.00. Seconded by Z. Ventress. All in favor.

**Thoughts and Concerns from BOA members:** J. Brodie discussed the current situation regarding the audit based on the change in Collector/Treasurer. He stated he was told that there will be no reissuing of any warrant. The auditor could be made available to come before the BoA and answer questions about his position. J. Brodie expressed the hope that BoA concerns would be answered when the auditor comes before the board. S. Glovsky disagreed with this.

B. Morgan will be on vacation August 19-26. J. Brodie asked B. Morgan for the Town Report draft for the next meeting.

#### **Public Comment**

None.

### Date of next meeting

The next meeting date is August 13, 2019 at 7:15pm.

## **Meeting Adjourned**

M. Upton moved to adjourn at 9:10pm. J. Todd seconded. All in favor

\*Z. Ventress joined the meeting at 7:25pm

<sup>\*\*</sup>Items in bold include agenda items as posted, motions and votes.

# Chu, Ring & Hazel LLP

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WAH Dial: 617-443-9800, Ext. 228

July 22, 2019

# By E-Mail (bmorgan@wayland.ma.us) & U.S. Mail

Bruce Morgan, Director of Assessing Town of Wayland Board of Assessors 41 Cochituate Road Wayland, MA 01778

> Re: MCI Communications Services, Inc. v. Commissioner of Revenue & Board of Assessors of the Town of Wayland, ATB Docket No. C327318 (FY2016)

Dear Bruce.

This correspondence is to follow up on our recent conversations concerning settlement of the above-captioned Section 39 valuation appeal for FY2016 (the "FY2016 Appeal") involving MCI Communications Services, Inc. ("MCICS"), the Commissioner of Revenue and the Board of Assessors of the Town of Wayland (the "Assessors"). As we discussed, in July of 2015 MCICS and the Assessors resolved similar Section 39 Appeals for FY2004 to FY2015.

In accordance with our discussions, and on behalf of MCICS, I hereby propose that the above-captioned FY2016 Appeal be resolved on the following terms:

- 1. The Town of Wayland will make a lump sum payment of \$133 (the "Settlement Payment").
- 2. No interest will be due on the Settlement Payment.
- The Settlement Payment will be made payable to "Verizon Business" and will be sent to my law firm offices, addressed as follows:

Verizon Business c/o Chu, Ring & Hazel LLP 241 A Street, Third Floor Boston, MA 02210 Attn: William A. Hazel

4. Enclosed is a signed ATB Withdrawal of the FY2016 Appeal which you are authorized to hold in escrow. You are not authorized to file the Withdrawal at the ATB at this time. Instead, once the Settlement Payment has been received by my office, you are then authorized to file the Withdrawal or, in the alternative, my firm will file the Withdrawal upon your telephonic or e-mail request.



July 11, 2019

Board of Assessors Town Hall 41 Cochituate Rd. Wayland, MA 01778

#### Dear Board Members:

Vision Government Solutions is pleased to propose services for assistance with an interim update program of real property in the Town of Wayland, Massachusetts for Fiscal Year 2020. It is assumed that the Town will validate all sales for the preceding year and send out income and expense reports. We will provide all services in conformance with all Department of Revenue requirements. The services to be provided will be as follows:

- 1) Analyze recent land and improved sales.
- 2) Create a sales database file in the Vision System.
- 3) Run sales ratio study reports by DOR specifications, groupings and sorts.
- 4) Analyze sales ratio reports according to DOR specifications.
- 5) Create new cost/market land and building model tables to reflect desired ratios, medians and COD's according to DOR specifications.
- 6) Analyze a sample of I&E forms to assist with the support of commercial/industrial property valuations.
- 7) Recalculate new values utilizing new model tables.
- 8) Implement and test new pricing models and reanalyze ratio reports to meet DOR specifications.
- 9) Implement new residential/commercial/industrial cost/market tables into the main database file.
- 10) Assist with DOR Interim adjustment form.
- 11) Complete by September 30, 2019.

# Fiscal 2020 Assistance for Real Estate Interim Update of Values - \$4,900

Appraiser Consulting: Additional services can be provided to the Town for a fee of One Thousand Two Hundred (\$1,200) per day for a Senior level appraiser. Other services such as printing a full set of cards, programming or extensive data entry services are available at a separate price.

If there are any further questions or more information is necessary, please do not hesitate to call me at extension 3644.

Sincerely,

Patrick Donovan

Director of Appraisal Sales

Accepted By The Town:

ssor

7/22/19

1 Cabot Road, Hudson, MA 01749 800-628-1013 www.vgsi.com

# ASSESSORS WARRANT TO COLLECTOR MOTOR VEHICLE AND TRAILER EXCISE FOURTH COMMITMENT 2019-04

# THE COMMONWEALTH OF MASSACHUSETTS WAYLAND OFFICE OF THE BOARD OF ASSESSORS

ToMaura O'Connor, Collector for Waylar	ndIn the County of Middlesey
	Tradicional Control of the Control o
Greetings:	
IN THE NAME OF THE COMMONWEALTH OF MASSACHUS persons named in the excise list herewith committed to you each such person for the privilege of registration, as therein THIRTEEN THOUSAND SEVEN DOLLARS AND EIGHTY-E	SETTS, you are hereby required to levy on and collect from the sever the amount of the MOTOR VEHICLE AND TRAILER EXCISE assessed set forth, with interest, the sum total of such list being <b>ONE HUNDRE SEGUT CENTS</b> . (\$113,007.88)
And you are to pay over said taxes and interest toMaura times and in the manner provided by General Laws, Chapter 6 all charges and fees collected by you. And you are to make doings thereon at such times as the assessors shall in writing re	O'Connor, Treasurer of <b>Wayland</b> , or to her successor in office, at th 0, Section 2, and also to give to the treasurer as aforesaid an account of written return of said excises and interest with your tax list and of you equire.
But you are to complete, and make up an account of, the collecember 31 of the current year.	ction of the whole sum hereby committed to you, with interest, on or before
that a warrant to collect has been issued, and you our your designee hat the taxpayer, or left it at his last and usual place of abode, or of bus jurisdiction. If the court finds that the debt is owed and there is sufficiously of such person and commit him to jail shall issue to you or your owarrant to distrain or commit, you or your designee shall proceed to enwarrant.	In days after demand, you shall issue a warrant to collect said excise including excise after you or your designee have notified the person by mail or other means have exhibited a copy of the said warrant to collect, or delivered a copy thereof to siness, you or your designee may request a hearing in the district court having tent property and an ability to pay, a warrant to distrain or commit and take the designee to serve upon said person, according to law. Upon the issuance of the force the collection of said excise in accordance with the provisions of said court
And in the levy and collection of the amounts hereby committed to y nd to exercise all the powers conferred by the laws of this Commonwea	ou, and of interest, and charges, and fees as provided by law, you are to have
Given under our hands this 221/day of	, 2019
Jours Brod-	Board of Assessors
Mary R Voton	Of Wayland
J. Sunaim	

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

# FISCAL YEAR 2020 (CALENDAR YEAR 2019)

# NOTICE OF FOURTH\_COMMITMENT 2019

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, Collector of Taxes.

# EXCISE TAX 2019-04 COMMITMENT CALENDAR YEAR 2019

AMOUNT OF COMMITMENT	
MOTOR VEHICLE EXCISE \$113,007.88	
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

Mary R Uptor

DATE: