



**Town of Norwell
Board of Assessors
345 Main St.,
Norwell, MA 02061**

Open Session Meeting Minutes

Date: April 10, 2024

Time: 3:01 PM (open meeting)

Location: Osborne Room, Norwell Town Hall

Board Members Present: Ms. Mary Granville, Mr. James Koehler

Board Members Excused: Mr. Theodore Dawe

Others Present: Mr. Lane Partridge, Principal Assessor; Ms. Megan Howell, Senior Administrative Assistant

Ms. Granville called the meeting to order at 3:01 PM. Roll call attendance was taken.

1. Open Forum:

- There was no one from the public present at the meeting at this time.

2. Prior Meeting Minutes:

- No prior meeting minutes were presented at this time.

3. Review of Missing Open & Executive Session Minutes:

- Ms. Howell reviewed the list of missing Executive Session minutes that was prepared by Ms. Valerie Marinucci, Administrative Assistant. Copies were provided to each Board member, and a copy will be included with the approved minutes and send any electronic files to Ms. Howell. Ms. Granville will provide Ms. Howell with printed copies of the minutes that she has available. Ms. Howell and Ms. Marinucci will ensure that the minutes received are saved electronically and paper copies are filed.

4. Increase Accounts Payable Signature Amount for Principal Assessor:

- Increasing the accounts payable signature amount for the Principal Assessor was discussed. The current allowed amount is \$200. State purchasing laws were discussed. Large purchases would follow the bidding process. Contracted vendors were discussed. Accounts payable are public record and can be reviewed by taxpayers with prior written request. Mr. Koehler made the motion to allow the Principal Assessor to sign all bills payable for administrative purposes and reserve the right to review all bills associated with valuation. Ms. Granville seconded the motion. All were in favor, motion carried.

5. Office Business: Monthly Reports, Commitments, Warrants, Bills, ETC:

- Ms. Howell presented Abatement/Exemption Certificate Listings with the following results:
 - Abatement/Exemption Certificate Listings for motor vehicle excise tax abatements for 2022, 2023, and 2024 were reviewed and signed by the Board. The applications were previously reviewed and approved by Mr. Partridge. The abatements were batched by calendar year, per the request of the Treasurer/Collector. A discussion on how vehicles are valued and depreciated were discussed.
 - Abatement/Exemption Certificate Listings for real estate abatements were reviewed and signed by the Board. The applications were previously reviewed and signed by the Board. Ms. Howell noted that some applications have been flagged for follow up in fiscal year 2025. Ms. Howell noted that this information has also been logged on to the tracking spreadsheet.
- Ms. Howell presented real estate abatement denial letters for signature. The Board signed the letters. The deadline for completing the real estate abatements is May 1, 2024.

6. Principal Assessor's Report:

- Mr. Partridge provided the Board with an updated report on the status of the Assessors Office. It was decided that the previously discussed "to-do" list will be added to the next meeting agenda.
 - Mr. Partridge conducted one site visit to correct an issue with an incorrectly categorized outbuilding. The outbuilding was listed as a shed valued at over \$8,000 but was in fact a chicken coop. Mr. Partridge updated the card and the adjusted value will be reflected in fiscal year 2025.
 - Mr. Partridge is working on developing an outbuilding schedule. This would be a comprehensive list of which outbuildings are assigned value, what is considered a permanent vs a temporary structure. Mr. Partridge discussed how certain outbuildings are captured, including what would be considered a substantial structure.
 - Mr. Partridge recently toured the new Town Hall building. This new building is a modern office space with two floors. There will be conference meeting spaces available with the capability to televise meetings. A tentative move date has been set for the Fall of 2024.
 - Mr. Partridge discussed the ATB hearing schedule. Mr. Partridge will be conducting an inspection relating to an ATB case tomorrow for the Accord Park property. The process for negotiating settlements will be further discussed during the Executive

Session.

- Mr. Partridge is in contact with GIS to create an updated neighborhood map. Printing options were discussed.

7. New Business: anything unforeseen*

- Nothing was presented for new business/anything unforeseen.

8. Adjourn to Executive Session not to return to Open Session:

- Mr. Koehler made the motion to adjourn the open session. Ms. Granville seconded the motion. All were in favor, motion carried. Ms. Granville adjourned the open session at 3:49 pm. The Executive Session will follow the Open Session.

All documents and exhibits referenced above are retained in the Assessor's Office in accordance with the Commonwealths public records retention schedules.

Respectfully submitted,

A handwritten signature in blue ink that reads "Megan Howell". The signature is written in a cursive, flowing style.

Megan Howell, Senior Administrative Assistant