



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

Open Session Meeting Minutes

Date: February 20, 2024

Time: 3:00 PM (open meeting)

Location: Osborne Room, Norwell Town Hall

Board Members Present: Ms. Mary Granville, Mr. Theodore Dawe

Board Members Absent: Mr. James Koehler

Others Present: Ms. Megan Howell, Senior Administrative Assistant

Ms. Granville called the meeting to order at 3:18 PM.

1. Open Forum:

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

2. Separation Agreement

- The Board of Assessors accepted the separation agreement between Ms. Meredith Rafiki and the Town during an Executive Session held on January 31, 2024. The Board wishes Ms. Rafiki well.

3. Prior Meeting Minutes:

- Prior meeting minutes were reviewed with the following results:
 - The Open Session minutes for February 7, 2024, were presented for review. Ms. Granville made the motion to approve the minutes as presented. Mr. Dawe seconded the motion. The Open Session minutes for February 7, 2024, were approved.

4. Office Business: Monthly Reports, Commitments, Warrants, Bills, Etc:

- Ms. Granville reviewed and signed the payroll, accounts payable request, and turnover for abutter's list payments as submitted by Ms. Howell.
- Motor Vehicle Excise Commitment 7 was reviewed and signed by Ms. Granville and Mr.

Dawe as submitted by Ms. Howell.

5. Abatement Update:

- 131 abatement applications have been received in total.
- Site visits are being scheduled and conducted by Mr. Bob Cole, Interim Principal Assessor, and Mr. Rick Nowlan, Contracted Assessor. Mr. Dawe raised the question of allowing Mr. Nowlan to conduct site visits on properties that Mr. Nowlan inspected during the 2023 revaluation period. Ms. Granville made the decision to allow Mr. Nowlan to proceed due to time and staffing constraints.
- The value of outbuildings and extra features were discussed. It was noted that some towns value certain items while others do not. It was suggested that a report be generated through Vision software to show what Norwell has applied values to and the amounts assigned.

6. Update on Town Report Submissions:

- Ms. Granville asked Ms. Howell to email Mr. Koehler regarding his submission by the end of this week. Ms. Howell will also follow up with Mr. Cole on his submission.
- Ms. Howell completed the suggested edits to the Staffing narrative.
- Ms. Granville asked Ms. Howell to create a final draft to be reviewed at the next Board meeting scheduled for Wednesday, February 28, 2024.
- Mr. Dawe made note of the formatting requests: Times New Roman font, 11-point font, and no page numbers.

7. Exemptions:

- No exemptions were presented for review.
- It was clarified that exemptions are reviewed during the Executive Session. Exemptions approved during the Executive Session are then signed during the following Open Session.

8. Staffing Update:

- Ms. Howell announced that Ms. Valerie Marinucci has accepted the offer for the part-time Administrative Assistant position. Her first day of employment will be Tuesday, February 27, 2024.

9. New Business: anything unforeseen*

- Ms. Howell distributed copies of the Globe article that was presented by Ms. Granville at the Open Session on February 7, 2024. Ms. Howell also noted that copies have been placed at the front counter for residents.
- Mr. Dawe and Ms. Howell agreed to discuss updates to the website after the meeting.
- Ms. Dawe asked Ms. Howell to obtain from Mr. Cole a calendar with dates for Board actions.
- Ms. Granville discussed the status of the Data Collection Manual. She noted formatting errors, the lack of a table of contents, the need to change Hanover to Norwell in the text, and the need to update the photo on the cover. Ms. Howell to make these edits in the coming weeks and will present an updated draft to the Board.

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

- Mr. Dawe made the motion to adjourn the open session. Ms. Granville seconded the motion and adjourned the open session at 3:41 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 Commonwealth's 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