



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

Open Session Meeting Minutes

Date: March 20, 2024

Time: 3:00 PM (open meeting)

Location: Osborne Room, Norwell Town Hall

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

Others Present: Ms. Megan Howell, Senior Administrative Assistant; Ms. Darleen Sullivan, Town Administrator; Ms. Kim Roy, Assistant Town Administrator; Ms. Barbara Childs, Human Resources Manager; Mr. Lane Partridge

Ms. Granville called the meeting to order at 3:03 PM. Ms. Granville reviewed the agenda for the Open Session Meeting.

1. Open Forum:

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

2. Prior Meeting Minutes:

- Prior meeting minutes were reviewed with the following results:
 - Ms. Howell presented for review the Open Session minutes for March 6, 2024. Mr. Dawe made the motion to approve the minutes as presented. Ms. Granville seconded the motion. The Open Session minutes for March 6, 2024, were approved.

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

- Ms. Howell presented for signature: weekly payroll, turnover of abutter's list payments, Schedule of Departmental Bills Payable, Warrant to Collect for motor vehicle commitment #2, and Warrant to Collect for boat commitment #1. Warrant to Collect for boat commitment #1 will be brought back to the next Open Session meeting with accompanying documentation.

4. Introduction of New Principal Assessor, Lane Partridge:

- Ms. Darleen Sullivan, Principal Assessor, introduced the final candidate for the Principal Assessor position, Mr. Lane Partridge.
 - The Board was given the opportunity to ask questions of Mr. Partridge, including his reasons for seeking this position, his experience with assessing, and his visions and goals for this department.
 - The Board were then given the opportunity to discuss their individual backgrounds and experiences.
 - Ms. Sullivan asked the Board to recommend and vote to approve the hiring of Mr. Partridge. Ms. Roy noted that the appointment is made by the Town Administrator with the approval of the Board and the vote must take place in Open Session, according to the Town Bylaws.
 - Mr. Dawe made the motion to appoint Mr. Partridge as Principal Assessor for the Town of Norwell. Ms. Granville seconded the motion. Mr. Koehler voted “aye.” All members were in favor and the motion carried.

5. Ongoing Items:

- Ms. Granville requested “Review of What is Appointed Value (Sheds, Chicken Coops, etc)” be added to the Ongoing List for the next agenda.
- Ms. Howell has completed the draft of the Field Manual that was provided by Mr. Bob Cole, Interim Assessor. It was decided that further review of the Field Manual will take place when Mr. Partridge is on board.

6. New Business: anything unforeseen*

- No new business or anything unforeseen were presented.

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

- Ms. Granville made the motion to adjourn the open session. Mr. Dawe seconded the motion. All were in favor. Ms. Granville adjourned the open session at 3:54 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,



Megan Howell, Senior Administrative Assistant