



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

Open Session Meeting Minutes

Date: April 3, 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: Mr. Lane Partridge, Principal Assessor; Ms. Megan Howell, Senior Administrative Assistant; Ms. Patricia Anderson, Town Clerk

Ms. Granville called the meeting to order at 3:05 PM. Roll call attendance was taken.

1. Open Forum:

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

2. Introduction of Lane Partridge, Principal Assessor:

- Mr. Lane Partridge was introduced as the new Principal Assessor for the Town of Norwell.

3. Signature Authorization for Lane Partridge, Principal Assessor:

- Mr. Dawe made the motion to grant signatory authorization to Mr. Partridge, in accordance with his prescribed duties and responsibilities. The Board will continue to sign tax documents in Gateway. Ms. Granville seconded the motion. All were in favor. Motion carries.

4. Prior Meeting Minutes:

- Prior meeting minutes were reviewed with the following results:

- Ms. Howell presented for review the Open Session minutes for March 27, 2024. Mr. Dawe made the motion to approve the minutes as presented. Ms. Granville seconded the motion. The Open Session minutes for March 27, 2024, were approved.
- Ms. Howell reviewed the list of missing Open 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. Mr. Dawe will review the list and comment at the next scheduled Open Session meeting. Mr. Koehler will check his records for missing minutes. Ms. Howell and Ms. Marinucci will conduct an audit of the Executive Session meeting minutes in preparation for the next scheduled Open Session meeting.

5. 61A Rollback:

- Mr. Patridge discussed a 61A rollback for 80-90 Norwell Ave. It was discovered that the Chapterland lien was not filed with the Plymouth County Registry of Deeds. The property is now being sold, and the mortgage company is requesting a clean title with lien release. Chapterland status was applied for in 2005. The property went to full value 3 years ago. The rollback taxes due are approximately \$20,000, and the check has been delivered to the Town. The Town Council, in conjunction with the buyer and seller, developed a rollback tax agreement and blanket lien release, which was reviewed and approved by all parties involved. The agreement has been signed by the Select Board and notarized by the Town Clerk. Mr. Patridge presented the agreement to the Board for signature. Mr. Koehler made the motion to sign the lien release as presented. Mr. Dawe seconded the motion. All were in favor. Motion carries. The Board signed the release, and their signatures were notarized by Ms. Anderson. Mr. Koehler then made the motion to sign the rollback agreement as presented. Ms. Granville seconded the motion. All were in favor. Motion carries. The Board signed the agreement, and their signatures were notarized by Ms. Anderson.

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

- Ms. Howell presented for signature: weekly payroll; Schedule of Departmental Bills Payable; Warrant to Collect for Boat Commitment #1, resubmitted with corrected backup documentation.
- Signature authorization for Bills Payable was discussed. Currently, the Principal Assessor is authorized to sign up to \$200. Bills Payable over \$200 require Board approval.

7. Signature of Abatement/Exemption Certificate Listings:

- Ms. Howell presented for signature 4 Abatement/Exemption Certificate Listings: 1 motor vehicle abatement for 2021, and 3 personal exemptions for fiscal year 2024. The Board signed 4 Abatement/Exemption Certificate Listings.
- Abatement/Exemption Certificate Listings were discussed. This is an internal document between Town departments that does not involve DOR (Department of Revenue) oversight. Signatures on this form were discussed. It was decided that the Board will continue to sign this document.

8. Ongoing Items:

- The list of ongoing items was reviewed with the following results:
 - Neighborhood Map Update: The Board is requesting an update to the existing Neighborhood Map. The Board would like a larger printed map, approximately 2 feet by 3 feet, with codes for land value by neighborhood. The Board noted past issues with inconsistent values within neighborhoods. Land curve and factors were discussed. Mr. Partridge noted this information changes with base land value by individual property. The Board requested that factors be included in the map and color-coded.
 - Updated Field Manual: A draft Field Manual has been developed using the Town of Hanover manual as a base. Mr. Partridge will review the draft. Mr. Dawe further discussed the Field Manual and suggested the Town of Lexington. The Field Manual would be a certificate of standards as required by the State. It would be given as a criteria guideline to assessors coming in to assist with inspections. This could also be used when speaking with residents when questioning an assessment.
 - Median Property Value: Mr. Koehler discussed the need for a Median Property Value to include with statistics to present in tax classification hearings in November. Mr. Partridge will calculate the value.
 - HR 2765 Updates: Mr. Dawe provided an update on HR 2765, also known as the Senior Circuit Breaker to provide tax relief to senior citizens. The article for the Town of Norwell was drafted by the former Chairperson, who was an attorney. The article was sent to Former Massachusetts Governor Charlie Baker. This has not yet passed the Senate. Massachusetts State Representative Dave DeCoste has been working on the Municipal Empowerment Act. The Senior Circuit Breaker is part of this Act, which is possibly why the Circuit Breaker is on hold. Massachusetts Legislators can be asked to bring the Circuit Breaker to the House Chair and ask for home rule.
 - Monthly List: Ms. Granville discussed the need for a monthly list of property inspections to be completed. The desired goal is to complete seven inspections, based on the number of sales. The ten-year certification cycle requires a certain number of inspections to be completed. Mr. Partridge noted the next ten-year cycle begins at the start of the fiscal year, meaning the Town would have until fiscal year 2034 to complete the cycle. Mr. Partridge noted the information on new sales, qualified sales, and inspections is tracked in the Vision software used by the Assessors Office. Mr. Dawe requested a monthly list of completed inspections.
 - Detailed Calendar with Key Deadlines: The Board requested a detailed calendar with key deadlines be developed. Mr. Partridge noted he has an Assessors Calendar which he can provide. The Board is requesting advanced notice of important action items.
 - Review of What is Appointed Value: Ms. Granville expressed the need for clarification on what is appointed value, such as chicken coops and sheds, as she is receiving questions from residents on their individual property values. A clear list needs to be developed for use by the Board as well as the residents. Mr. Partridge noted there is a table available in Vision.

9. New Business: anything unforeseen*

- Ms. Howell discussed a scheduling conflict concerning the Board meeting scheduled for Wednesday, April 10. Ms. Howell had previously sent an email to Board members

regarding the conflict. The Osborne Room will not be available for use that day, due to a previously scheduled Town employee event. The Board reviewed the options and chose to hold the meeting at the scheduled date and time but relocate the meeting to Lower-Level Conference Room 13. The issue of broadcasting the Open Session meeting was discussed, as NSTV is not capable of broadcasting outside of the Osborne Room. It was noted that public broadcasting is not a requirement for the Open Session meetings to be held. It was decided that the meeting will be broadcast and recorded via Zoom. Ms. Howell will then provide NSTV with the recording to post to the Town website.

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. All were in favor. Ms. Granville adjourned the open session at 4:17 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".

Megan Howell, Senior Administrative Assistant