



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

Open Session Meeting Minutes

Date: September 21, 2022

Time: 5:00PM (open meeting)

Location: Osborn Room Norwell Town Hall

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

Others Present: Ms. Meredith Rafiki, Principal Assessor

Of note: Remote participation continues to be conducted pursuant to the Governor's Executive Order (March 12, 2020, temporarily modifying certain provisions of the Open Meeting Law, G.L.c.30A § 20(d) and 940 CMR 29.10(4)(b).) This meeting was also available via Zoom.

Ms. Horowitz called the meeting to order at 5:01PM.

1. Open Forum:

There was no one from the public present at the meeting at this time however Ms. Horowitz indicated that she would leave this public comment section open for the rest of the meeting in case any of the citizens had a public comment.

2. Assessor's Office Monthly Business:

- a) **Prior Meeting Minutes.** Ms. Horowitz made a motion to approve the open meeting minutes of June 6 which was seconded by Mr. Dawe and a vote was taken with all in favor Ms. Horowitz, Ms. Granville and Mr. Dawe all voted yes. Ms. Horowitz made a motion to approve the open meeting minutes of July 11 with changes which was seconded by Mr. Dawe and a vote was taken with all in favor Ms. Horowitz, Ms. Granville and Mr. Dawe all voted yes.
- b) **Monthly Reports.** Ms. Horowitz made a motion to approve the following monthly reports which was seconded by Ms. Granville and a vote was taken with all in favor Ms. Horowitz, Ms. Granville and Mr. Dawe all voted yes.
 - 1) 2022 MV Excise Tax Abatement Report - \$9,757.94
 - 2) 2021 MV Excise Tax Abatement Report - \$574.68
- c) **Account Payable Bills and Invoices.** Bills and invoices totaling \$9,841.94 which included the following; Vision Government Solutions-\$7,861.00, Plymouth County Assessors Association-\$150.00, WB Mason-\$137.13, Plymouth County Registry of

Deeds-\$30.25, AIM Personnel-\$1,205.23, and AIM Personnel-\$458.33 were all approved.

3.New Business: anything unforeseen: Ms. Horowitz presented several points of discussion with Ms. Rafiki as follows:

- a. Status of the new office printer and whether it was on line and functioning properly which Ms. Rafiki indicated it was including the scanning feature.
- b. Status of the GIS mapping project which Ms. Rafiki indicated the first meeting with Conservation and Water would be conducted this week.
- c. Status of the Field Manual which Ms. Rafiki indicated is about ½ complete and she would bring the draft to date at the next meeting.
- d. Ms. Horowitz asked Ms. Rafiki asked how was the conference? Ms. Rafiki indicated that she was not able to attend and had to cancel the conference.
- e. Status of the rate setting information from Vision. Ms. Rafiki indicated she would be calling Vision for an appointment.

Mr. Dawe also had some new business: unforeseen items for discussion as follows:

- a. Mr. Dawe express his concern for all the events and timetables both internally and with the DLS as to when the Board would be required to take action on these items leading up to the final tax bills, tax rate and the Property Tax Classification Hearing with the Select Board. Mr. Dawe asked Ms. Rafiki to put together a calendar of events for critical due dates and Ms. Rafiki agreed that this would be done.
- b. Mr. Dawe asked Ms. Rafiki what the procedure for certified the sales from 1/1/2021 to 12/31/2021 was and when the sales would be certified. Ms. Rafiki indicated that the sales would be certified by the middle of next week.
- c. Mr. Dawe asked Ms. Rafiki if he could have a list of all the sales from 1/1/2021 to 12/31/2021 and Ms. Rafiki indicated that she could send that out.
- d. Mr. Dawe expressed his concerned about not knowing where the department budget stood. He wanted an accounting of what the beginning appropriation was and a line-by-line accounting of where the budget was spent to date. Ms. Rafiki indicated that she had already prepared a binder and several Excel spread sheets that had that information and she was willing to share that with the Board.

4. Adjourn to Executive Session. 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

The next Open Meeting Session will be Wednesday, October12, 2022 at 5:00PM in the Osborn Room with the Executive Meeting Session immediately following the Open Meeting Session.

Ms. Horowitz adjourned the open session at 5:33PM.

Respectfully submitted,


Theodore Dawe, Clerk