

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

Open Session Meeting Minutes

Date: March 22, 2023

Time: 9:30 AM (open meeting)

Location: Osborn Room Norwell Town Hall

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

Ms. Horowitz called the meeting to order at 9:34 AM.

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 March 8, 2023 as amended 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.

4. Update on Field Manual: Mr. Dawe presented to the Board three (3) Draft versions of the Data Collection Manual AKA Field Manual which he will be presenting to Ms. Rafiki for her review. Mr. Dawe indicated that he had a meeting scheduled to discuss the data collection manual with Ms. Rafiki on Monday, March 20, 2023 at which time these materials would have been presented but the meeting had to be rescheduled for some unforeseen circumstances. Mr. Dawe indicated that the purpose of these documents was to aide Ms. Rafiki in the completion of her data collection manual and to present some ideas with respect to how the data collector could enter the data. The Board was generally in agreement that this information may be helpful to Ms. Rafiki in the creation of her manual.


6. New Business; anything unforeseen. None

7. 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

Ms. Horowitz adjourned the open session at 9:40 AM.

Respectfully submitted,


Theodore Dawe, Clerk