



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

Open Session Meeting Minutes

Date: April 5, 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,

Others Present: Ms. Meredith Rafiki

Ms. Horowitz called the meeting to order at 9:31 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 22, 2023 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.
- b) **Monthly Reports.** Several exemptions were reviewed and approved along with the following Motor Vehicle Excise Tax Reports;
 - 2023 MV Excise Tax Abatement Report - \$7,441.22
 - 2022 MV Excise Tax Abatement Report - \$613.16
 - 2021 MV Excise Tax Abatement Report - \$121.71
 - 2020 MV Excise Tax Abatement Report - \$140.31
- c) **Commitments & Warrants to Collector.**
 - 2016 MV Excise Tax Recommitment -\$110.00
 - 2014 MV Excise Tax Recommitment -\$110.00
- d) **Accounts Payable Bills & Invoices.** Office supplies totaling \$75.37 were approved.

3. FY2024 Revaluation Update and RFP Status for Data Collection Project:

- a) **Updated Data Verification Questionnaire Project.** Ms. Rafiki indicated that the data verification questionnaire has been updated and will be forwarded to the Board for their review via email.
- b) **RFP Update and Time Table.** Ms. Rafiki indicated that the RFP has been mailed to the prospective vendors with a return date of April 18, 2023 and that she would forward a copy of the RFP to the Board via email.
- c) **List of Properties to be inspected.** Ms. Rafiki indicated that she would forward a list of all the properties to be inspected to the Board via email. Ms. Rafiki also indicated that she was putting in place procedures for monitoring and accounting for the inspections as they are completed by using both a manual procedure and the Vision system. Ms. Rafiki also indicated that the list would be arranged by map and lot to facilitate the distribution of work. Ms. Horowitz asked Ms. Rafiki out of the 2,452 inspections what percentage were Personal Property inspection and Ms. Rafiki told Ms. Horowitz that 2,274 were Residential and 178 were Personal Property inspections or about 7%.
- d) **Discussion of Door Tags & Magnetic Vehicle Signs.** Ms. Rafiki indicated that she had ordered through Vistaprint the magnetic vehicle signs but they have not arrived yet.
Ms. Rafiki and the Board discussed the possibility of leaving door tags at the residences if no one was home but it was agreed for security reason that it would not be in the best interest of the home owners to leave a notice in, near or around the doorway. Ms. Rafiki suggested sending a postcard to any home owner that was not home to receive the data collector with instructions to contact the Assessor's Office to make an appointment. Ms. Granville suggested that the Assessor's Office send an email to the homes requesting an appointment and if the property owner does not respond to the email after seven (7) days then the office should send a postcard. It is a lot quicker and more cost effective to send an email than to address and mail a postcard. Ms. Horowitz added that she thought the Pat (Patricia Anderson, the Town Clerk) should have access to many of the email addresses since it part of the census survey. Ms. Rafiki indicated that she would check with the Town Clerk to see if she would be able to supply selected email addresses as needed.

4. Update of Field Manual: Ms. Rafiki indicated that she had met with Mr. Dawe the previous week and they worked together to develop a manual that could be used by the data collectors and one for the office.

5. Posting of Meeting Minutes: Mr. Dawe asked Ms. Rafiki to make sure that the meeting minutes he is requesting to be posted (open meeting minutes) or filed in the office (executive meeting minutes) have his signature on the minutes before any action is taken. Additionally, once the minutes are received the open meeting minutes should be posted on the website before the next meeting to which Ms. Rafiki agreed.

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 10:03 AM.

Respectfully submitted,



Theodore Dawe, Clerk