

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

## OPEN SESSION MEETING MINUTES

Date: Wednesday, September 20th, 2023

Time: 3:00pm (open meeting)

Location: Osborn Room Norwell Town Hall

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

Others Present: Ms. Meredith Rafiki

The meeting was called to order by Ms. Granville at 3:03pm. Note this meeting is a continuation of the meeting from Wednesday September 13th, when the Board of Assessors was only able to meet for a few minutes until one of the members had to tend to an unexpected medical issue.

### (1) OPEN FORUM

- There was no one from the public present at the meeting at this time however Ms. Granville 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) PRIOR MEETING MINUTES

- Prior meeting minutes were discussed from August 30th. Edits were provided by Mr. Dawe. Mr. Koehler noted that he will update this - as well as other open meetings from this summer that require certain information related to itemized bills, warrants, etc - and provide to the Board prior to the next meeting for discussion and voting.

### (3) OFFICE BUSINESS - Monthly Reports, Commitments, Warrants, Bills, Etc.

- These items were discussed and voted on during the previous meeting on September 13th.
  - Monthly Reports
    - Abatements and Exemptions for August 2023
      - 39 presented - 2023 vehicles sold excise tax
        - Total Original Billed: \$8,166.76
        - Total Abatement/Exemption: \$4,872.96
        - Total Adjusted Tax: \$3,293.80
        - 1 boat - \$25.00
      - 3 presented - 2022
        - Acct #621GD9 - \$95.50
        - Acct#17-11-17 - \$3,880.77 (ATB decision)
        - Acct#17-11-18 - \$3,513.13 (ATB decision)
    - Bills, Etc.

Ms. Rafiki presented bills totaling \$24,028.80, broken down as the following:

- Real Estate Research Consult - invoice #9730 - \$2,000.00
  - Real Estate Research Consult - invoice #9994 - \$12,800.00
  - Rick Nowlan - Invoice #2 - \$1,190.00
  - Rick Nowlan - Invoice #3 - \$1,855.00
  - Vision - Invoice #109810 - \$1,959.80
  - Patrick Harring - Invoice #10 - \$4,224.00
- These items were discussed and voted on during the meeting of September 20th:
    - Ms Rafiki presented bill totaling \$12,116.27, broken down as the following:
      - Patrick Harring - invoice #11 - \$4,128.00
      - Rick Nowlan - invoice #4 - \$945.00
      - Shepherd Associates - invoice #2306787-4120 - \$6,500
      - PCAA - Assessors clerk meeting - \$70.00
      - WB Mason
      - WB Mason
      - Amazon Business
      - Amazon Business
      - Amazon Business

#### (4) UPDATE ON REVALUATION STATUS AND INSPECTIONS

- Ms. Rafiki reported on issues related to the revaluation of properties. She stated that according to some early reports from Vision regarding 800 properties that have been re-evaluated, the average property's ASR is approximately 75-80% of what sales values are.
- This information is based on two years of sales and construction permits.
- Of the 2,972 properties that require revaluation, 935 have been completed so far, of which 497 have been inputted into the system. 2,037 properties remain.
- The breakdown of revaluation responsibilities breaks down as follows:
  - Norwell Assessor's office (Meredith and Megan): 370
  - Patrick Harring and Team: 229
  - Rick Nowlan and Team: 240
  - Donna: 96
- Ms. Rafiki stated that October 31st is the goal for completion.
- Ms. Rafiki stated that in order to meet this deadline, 407 need to be completed per week. She stated that there are seven individuals that are conducting these revaluations, which means that each individual would need to complete 59 revaluations per week to meet the deadline.
- Ms. Rafiki stated that, in order to account for new sales, questionnaires are being mailed to each sold property approximately 1-2 months after sale, in order to keep the most up-to-date records possible.

- Ms. Rafiki stated that she will circulate an update on revaluations status by October 11th, given upcoming vacations from staff and Board members.

(5) UPDATE ON DATA COLLECTION MANUAL

- Ms. Rafiki circulated a draft of the data collection manual to all Board members.
- The Board decided to set a deadline of September 27th for each Board member to send questions or proposed edits. These should be sent to Ms. Rafiki for collection and discussion during the next in-person Board meeting of October 4th.

(8) NEW BUSINESS - ANYTHING UNFORESEEN

- Mr. Dawe noted that he has concerns regarding the contracts for revaluation signed by Mr. Nowlan and Mr. Harring in August 2023. He requested that Ms. Meredith report back to the Board on updated language and costs under agreement in these contracts.

Ms. Granville adjourned the meeting at 4:02pm. The Executive Session immediately followed the Open Session.

Respectfully Submitted,



James Koehler, Clerk (~~e-signed~~)