

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

OPEN SESSION MEETING MINUTES

Date: Wednesday, November 1st, 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, Ms. Megan Howell

The meeting was called to order by Ms. Granville at 3:02pm.

(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

- Mr. Koehler noted that final meeting minutes from previous open sessions were being finalized and will be circulated for review as soon as possible. This includes September 12th, September 20th, and October 4th.

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

- Monthly Reports
 - Abatements and Exemptions for October 2023
 - Total of \$6,668.17 for MV excise tax
 - 22 total
 - No Commitments
 - No Warrants
 - Bills, Etc.

Ms. Rafiki presented bills totaling \$8,386.22 broken down as the following:

- Rick Knowlan - invoice 7362/7 - \$630.00
- Rick Knowlan - invoice 7362/8 - \$1,680.00
- Vision - invoice 7011/110023 - \$5,544.00
- WB Mason - invoice 2602/242089949 - \$220.67
- Megan Howell - Invoice 7493/10-25-23 mileage - \$22.56
- Gatehouse Media (Local IQ) - invoice 1236/5894033 - \$288.99

Ms. Rafiki presented bills totaling \$11,904.00 broken down as following:

- Patrick Harring - Invoice 1624/12 - \$4,480.00
- Patrick Harring - Invoice 1624/13 - \$3,552.00

- Patrick Harring - Invoice 1624/14 - \$3,872.00

(4) UPDATE ON REVALUATION STATUS AND INSPECTIONS

- Ms. Rafiki provided an update on inspections, as follows:
 - 2,709 properties inspected
 - 2,757 PRCs taken out of office
 - 1,776 updated PRCs inputted into system
 - 266 remaining to be inspected
 - 1,199 PRCs remaining to be inputted into system
- Ms. Rafiki informed the Board that the State Department of Revenue has granted an extension until November 6, 2023.
- Ms. Rafiki informed that Board that a certain percentage of updated PRCs being inputted into the system by 3rd-party contractors are verified by Ms. Rafiki.
- Ms. Rafiki informed the Board that she and her team will work diligently and through the weekend to complete all tasks. She was unclear what were the ramifications if all work was not complete by the extended deadline. She informed the Board that Town Administrator is in constant touch with the Department of Revenue on updates and next steps.
 - 4A: Status of sales analysis and statistics from Vision for Board review
 - Ms. Rafiki informed the Board that this cannot be completed until data entry is completed.
 - Mr. Dawe requested that verified sales used in comparative analysis be given to the Board for review.
 - 4B: Status of Jennifer Williams review of sample inspections collected
 - Ms. Rafiki stated that Jennifer Williams has 42 updated PRCs that she collected for review, but has not supplied feedback from her review.
 - 4C: Next critical dates the Board has to react to
 - Ms. Rafiki stated that the she cannot be provided until next week.

(5) UPDATE ON TOWN GIS

- Ms. Rafiki stated that the contract has been signed and data provided by Vision is being used as inputs

(6) UPDATE ON DATA COLLECTION MANUAL

- Ms. Granville requested that Ms. Megan Howell take over and be in charge of updating this manual with feedback from the Board
- Ms. Granville and Mr. Dawe provided written feedback on the first ten pages of the manual to Ms. Howell. Mr. Dawe provided feedback on the entire manual. Mr. Koehler stated that he will provide feedback on the first ten pages as soon as possible.

(8) NEW BUSINESS - ANYTHING UNFORESEEN

- Mr. Dawe submitted membership reimbursement to the professional assessor's association.
- Mr. Dawe requested that Ms. Rafiki determine if interest is being provided on tax efunds issued by the Assessor's office.
- Ms. Granville requested clarification from Ms. Rafiki on what constitutes an uncollectable boat excise tax.
- Ms. Granville stated that maps are due November 15 and Data Manual due November 30.
- Discussion on Mr. Koehler completing Module 4 of the Assessor's exam.

Ms. Granville adjourned the meeting at 3:46pm. The Executive Session immediately followed the Open Session.

Respectfully Submitted,

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