

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

## OPEN SESSION MEETING MINUTES

Date: Wednesday, August 30th, 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 3:11pm.

### (1) OPEN FORUM

- No members of the public were present 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 still being finalized with input and feedback from other Board members. Mr. Koehler stated that the updated minutes will be available as soon as possible and circulated to Ms. Rafiki when completed. No electronic copies were presented.
- Mr. Dawe suggested that prior to the next meeting, Ms. Rafiki should circulate a draft agenda to the Board of Assessors for any inputs prior to posting the public agenda on the Town of Norwell's website.

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

- Mr. Dawe requested an update on a bill approved previously by the Board for WB Mason. The original amount was \$150, but was subsequently reduced to \$75.18 based on new information from Ms. Rafiki. The Board voted unanimously to approve the updated amount.
- Monthly Reports
  - Abatements and Exemptions for August 2023
    - Board of Assessors rescinded the exemption that was abated under Chapter 59 for Bill No. 3853. The abated amount totaled \$22.08
  - Commitments and Warrants
    - 2013 MV and Trailer Excise Tax Warrant - Commitment #8 - \$5.00
    - 2014 MV and Trailer Excise Tax Warrant - Commitment #9 - \$48.75
  - Bills, Etc.

Ms. Rafiki presented bills totaling \$4,276.37, broken down as the following:

- United States Postal Service (invoice #352) - \$677.77
- Real Estate Research Consult, Inc. (invoice #9703) - \$2,000.00
- WB Mason (invoice #240482253) - \$10.42
- WB Mason (invoice #240521244) - \$75.18 (\*note this is the updated amount submitted by Ms. Rafiki after a larger amount (\$150) was approved at the last meeting)
- Meredith Rafiki (invoice #233583 'we print today') - \$358.00
- Rick Nowlan (invoice #1) - \$1,155.00

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

- For Phase 2, Ms. Rafiki stated that approximately 175 out of the total of 800 properties for revaluation had been completed so far.
- She stated that Mr. Nowlan had completed 33 so far for inspection, and that Mr. Harring's team has to complete 1,400 but since they just started on Monday August 28th, there's no update yet.
- Mr. Dawe requested to view Mr. Harring's and Mr. Nowlan's contract at the next Board meeting.

#### (5) UPDATE ON DATA COLLECTION MANUAL

- Ms. Rafiki presented the current iteration of the field manual. Mr. Dawe requested an electronic copy so that he could review it further, in order to provide comments for the next Board meeting.
- Ms. Rafiki stated that there is no timeline for completion of the field manual but she is trying as hard as possible to get it done as quickly as possible.
- Mr. Dawe noted during discussion that condominium assessments should have different metrics than single-family residences, and he'd like to see specific metrics inserted into the field manual addressing condominiums in addition to other items and categories missing as required by the Massachusetts Department of Revenue Certificate of Standards.
- Ms. Granville noted during discussion that some of the pictures and associated descriptions in the field manual were antiquated, and should be addressed in the next iteration. Ms. Granville suggested that the Board hold a meeting specifically to address the field manual, sometime in the next month or so.

#### (6) STATUS OF TOWN GIS

- Ms. Rafiki stated that Norwell chose both AI and ESRI to fulfill different needs for the Town, because they provide different skillsets.
- Mr. Dawe stated that he'd like to see color-coded neighborhoods in the GIS mapping of Norwell.
- Mr. Koehler inquired about the definition of neighborhoods, and the Board and Ms. Rafiki informed him that it is based on a number of factors, including land curves, natural boundaries, street locations, and other factors. They are not based on voting precincts.

#### (7) UPDATE ON HR 2765

- Mr. Dawe presented a letter to the Board signed by Rep. DeCoste to the Joint Committee on Revenue in the Massachusetts Legislature. The Chair of the Joint Committee is Rep. Cusack.
- Mr. Dawe indicated that Rep. DeCoste informed him that a vote could possibly happen in September. Mr. Dawe indicated that he'd like to send a letter of support to Rep. Cusack to support a vote on the legislation.

(8) NEW BUSINESS - ANYTHING UNFORESEEN

- Mr. Dawe stated that he'd like to see a Municipal Calendar specific to the Board of Assessors.

Ms. Granville adjourned the meeting at 3:57pm. The Executive Session immediately followed the Open Session.

Respectfully Submitted,

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