

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

## OPEN SESSION MEETING MINUTES

Date: Wednesday, July 12th  
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. Granville called the meeting to order at 3:08pm

### (1) OPEN FORUM

No community members present.

### (2) PRIOR MEETING MINUTES

Motion made by Mr. Dawe to change the meeting minutes to reflect all three current board members were present. Accepted unanimously.

### (3) OFFICE BUSINESS

#### (A) Monthly Reports

Reviewed by Board. Clarification that using new DocuSign system requires that Board members review and sign documents within 3 business days of receiving them.

Clarification made to reflect that Abatements and Exemptions under consideration were from May 2023.

#### (B) Commitments and Warrants

Clarification that tax commitment signed around June 15 by Mr. Dawe and Ms. Granville.

#### (C) Bills, Etc

Bills totaling approximately \$29k were presented by Ms. Rafiki to cover certain expenditures for FY 2024 and other outstanding invoices. Motion made by Mr. Dawe to approve all bills, which was seconded by Ms. Granville and Mr. Koehler.

### (4) UPDATE ON INSPECTIONAL WORK

Inspection count presented by Ms. Rafiki indicated that 191 parcels had been completed by the week of July 11th, with another 182 scheduled for the week of July 18 and another 68 scheduled for the week of July 25th. Discussion among Board members about how the process was going so far, how members of the community are reacting to the inspections, and if additional flyers should be sent out. Decision made not to send additional flyers due to the fact that they would not likely be ready for mailing before all July inspections would be completed. Additional discussion was had regarding the inspectors executing thorough inside/outside

inspections at each parcel, with Mr. Koehler stating that he met one of the contracted inspectors at his house several weeks ago and Mr. Koehler stating that the inspector looked around the outside but not the inside of his residence. Ms. Rafiki agreed to contact Mr. Herring for further info on how they are conducting their inspections.

(5) UPDATE ON DATA QUESTIONNAIRES & CYCLICAL PROJECT

Discussion was initiated about re-sending the data questionnaires to those residents who had not responded, but decision was made to not re-send due to the cost. Ms. Rafiki brought up for discussion that Jennifer from the State Board of Assessors is in the process of quality-checking the inspections conducted by Norwell to-date, and that she had some concerns based on some early findings. Ms. Rafiki agreed to contact Jennifer and provide follow-up to the Board about those concerns. Ms. Rafiki agreed to cross-check the properties inspected by Jennifer with Norwell's own inspections of those properties.


(6) UPDATE ON DATA COLLECTION MANUAL

Ms. Rafiki stated that the majority of the manual is complete, but is unlikely to be 100% completed for quite some time (possibly one year) due to other priorities and limited bandwidth and manpower. Mr. Dawe emphasized that it was important to complete this manual for the Board to review and provide feedback. Ms. Rafiki agreed to provide an update to the Board at the next meeting on a proposed completion date.

(7) NEW BUSINESS

None.

Open Meeting adjourned at 3:52pm

 James Koehler, Clerk