



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

Open Session Meeting Minutes

Date: February 28, 2024

Time: 3:00 PM (open meeting)

Location: Meeting Room 13, Norwell Town Hall

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

Others Present: Ms. Megan Howell, Senior Administrative Assistant

Ms. Granville called the meeting to order at 3:04 PM.

1. Open Forum:

- There was no one from the public present at the meeting at this time.

2. Prior Meeting Minutes:

- Prior meeting minutes were reviewed with the following results:
 - The Open Session minutes for February 20, 2024, were presented for review. Mr. Dawe made the motion to approve the minutes as presented. Ms. Granville seconded the motion. The Open Session minutes for February 20, 2024, were approved.

3. Office Business: Monthly Reports, Commitments, Warrants, Bills, Etc:

- Ms. Granville reviewed and signed the payroll and accounts payable requests as submitted by Ms. Howell.
- Motor Vehicle Excise Commitment 1 was reviewed and signed by Ms. Granville and Mr. Dawe as submitted by Ms. Howell. Mr. Dawe requested backup documentation for the commitment, which Ms. Howell will provide to him via email.

4. Review of Exemptions:

- The Board decided that review of exemptions and abatement would be moved to Executive Session. Ms. Howell will revise the agenda for upcoming meetings.

5. Review of Town Report:

- Mr. Dawe presented a revised draft of 2023 Town Report with revisions and additions highlighted in yellow. Mr. Dawe made the motion to approve the 2023 Town Report with the suggested changes. Ms. Granville seconded the motion. All were in favor. Ms. Howell will make the changes and submit the final report to the Selectman's Office this evening.

6. New Business: anything unforeseen*

- The Board was not presented with any new business or anything unforeseen.

7. Adjourn to Executive Session not to return to Open Session:

- Ms. Granville made the motion to adjourn the open session. Mr. Dawe seconded the motion. All were in favor. Ms. Granville adjourned the open session at 3:15 PM. 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.

Respectfully submitted,

A handwritten signature in blue ink that reads "Megan Howell". The signature is written in a cursive, flowing style.

Megan Howell, Senior Administrative Assistant