



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

Open Session Meeting Minutes

Date: March 6, 2024

Time: 3:30 PM (open meeting)

Location: Osborne Room, 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 3:32 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 28, 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 28, 2024, were approved.

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

- Ms. Granville reviewed and signed the payroll, one accounts payable request, and one certified abutter's list turnover as submitted by Ms. Howell.
- Ms. Howell presented three Abatement/Exemption packets: two for personal exemptions previously approved by the Board, and one for a real estate abatement previously approved by the Board. The three Abatement/Exemption packets were reviewed and signed by the Board.

4. New Business: anything unforeseen*

- Ms. Howell presented a draft of the agenda for the next Board meeting scheduled for Monday, March 11, 2024. It was decided that the meeting would be cancelled and

rescheduled to Wednesday, March 20, 2024, at 3 PM, due to scheduling conflicts.

- Ms. Granville provided an update on the recruitment process for the Principal Assessor position. The Town received a large response from highly qualified applicants and the interview process is underway. The Board will have the chance to provide input during the second or third tier of the process.
- A discussion was held on action items to be taken by the new Principal Assessor. Mr. Koehler will create a list to submit to Ms. Howell to be added to the next agenda. The list includes:
 - Information on Median Property Values for the sake of transparency.
 - A large, color-coded, detailed map to aid with abatements. This could be created in-house by the Assessors Office staff.
 - Development of the Data Collection Manual.
 - GIS mapping.
 - An update on HR 2765.
 - Monthly list of cyclical inspections being completed.
 - A detailed calendar with key deadlines to be met by the Board.

5. 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 3:58 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,



Megan Howell, Senior Administrative Assistant