

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

OPEN SESSION MEETING MINUTES

Date: Wednesday, October 4th, 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 3:05pm.

(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

- None to present and no discussion.

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

- Monthly Reports
 - September 2023: Abatements and Exemptions for 2022 (Boats)
 - 3 presented
 - 1 listed as uncollectable
 - Total amount = \$75.00
 - September 2023: Abatements and Exemptions for 2023 (Boats)
 - 5 presented
 - Two listed as uncollectable
 - Total amount = \$128.00
 - September 2023: Abatements and Exemptions for 2023 (residential)
 - 1 listed
 - Total amount = \$225.21
 - September 2023: Abatements and Exemptions for 2023 (vehicles sold)
 - 23 presented
 - \$3,520.18 total

- September 2023: Abatements and Exemptions for 2022 (vehicles sold)
 - 5 presented
 - \$442.82 total
- Bills, Etc.

Ms. Rafiki presented bills totaling \$12,855.00, broken down as the following:

- Rick Nowlan - invoice 7362/5 - \$1,155.00
- Rick Nowlan - invoice 736/6 - \$2,100.00
- Real Estate Research Consult, Inc. - invoice 8720/10026 - \$9,600.00

(4) UPDATE ON REVALUATION STATUS AND INSPECTIONS

- Ms. Rafiki reported that inspections are approximately 50% complete
- Mr. Dawe asked Ms. Rafiki that when she returns from vacation, how many inspections would she likely have left to complete, to which Ms. Rafiki stated that there should be approximately 75 remaining inspections between herself and Megan Howell.
- Ms. Granville asked Ms. Rafiki on the inspection quality of the third-party contractors, to which Ms. Rafiki replied that she reviews about 10% of Rick Nowlan's inspections, but Patrick Harlan's 10% quality review hadn't been completed yet.
- Ms. Granville asked Ms. Rafiki about how to account for properties currently sold but not yet sale-complete, to which Ms. Rafiki replied that data verification forms have been mailed to those properties with sales dates starting 7/1/23-current, which is approximately 50 properties.
- Mr. Dawe asked Ms. Rafiki to verify how many inspections were being completed by Patrick Harlan, because the numbers indicated that he was executing less than the other inspectors.
- Ms. Meredith stated that when she's reviewing quality of Patrick Harlan's inputs she is focused on making sure the codes are consistent, as she does not have time visit those properties in person.

(5) UPDATE ON TOWN GIS

- Ms. Rafiki stated that there is a November 15th deadline for sending maps to vendor in order to create the GIS
- Ms. Rafiki stated that there is no timeframe for final completion of the Town GIS.
- Mr. Dawe stated that he'd like to see color-coded neighborhoods in the final GIS.

(6) DATA COLLECTION MANUAL

- The Board agreed to submit comments on the current draft to Meredith.
- The Board set a deadline of November 30th to incorporate edits, discuss revised draft and finalize new manual

(7) NEW BUSINESS - ANYTHING UNFORESEEN

- The Board reaffirmed the importance of creating a calendar with relevant dates for the Board to follow and adhere to.

Ms. Granville adjourned the meeting at 3:56pm. The Executive Session immediately followed the Open Session.

Respectfully Submitted,

_____James Koehler, Clerk (e-signed)