



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

Open Session Meeting Minutes

Date: March 27, 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 3:30 PM. Ms. Granville reviewed the agenda for the Open Session Meeting. Roll call was taken.

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:
 - Ms. Howell presented for review the Open Session minutes for March 20, 2024. Mr. Dawe made the motion to approve the minutes as presented. Ms. Granville seconded the motion. The Open Session minutes for March 20, 2024, were approved.

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

- Ms. Howell presented for signature: weekly payroll; Warrant to Collect for Boat Commitment #1, which will be brought back to the next Open Session due to incorrect date; duplicate copies of Motor Vehicle Commitment #2, which were not signed at the last Open Session meeting.

4. Signature of Abatement/Exemption Certificate Listings:

- Ms. Howell presented for signature three Abatement/Exemption Certificate listings, which were reviewed and signed by the Board.

5. Ongoing Items:

- It was decided that the list of ongoing items will be further reviewed with Mr. Lane Partridge, Principal Assessor.

6. Set Meeting Schedule For April:

- Taking of the minutes was discussed. It was decided that Ms. Howell will continue to take the minutes for the next scheduled Board meeting. Concern about office coverage was raised. Ms. Valerie Marinucci, Administrative Assistant, is only part time. As a result, Ms. Marinucci is not available to provide office coverage during scheduled Board meetings. Mr. Partridge will also be attending the Board meetings, leaving no one to staff the office. A decision will be made at a later date if Ms. Howell will continue to take the minutes for the Board meetings, or if the task will be returned to Mr. Koehler.
- It was decided that the Board will schedule weekly meetings for the month of April to allow for the review and signature of abatements and exemptions. Abatements need to be completed by May 1, 2024. Exemption applications are due by April 1, 2024. Mr. Partridge will need time to review the applications and recommendations before presenting them to the Board.
- The schedule for April was decided as: Wednesday, April 3, 2024, at 3 pm. Wednesday, April 10, 2024, at 3 pm. Wednesday, April 17, 2024, at 3 pm. Wednesday, April 24, 2024, at 3 pm is being tentatively scheduled. Ms. Howell will book the Osborne Room for all April dates discussed.

7. New Business: anything unforeseen*

- No new business or anything unforeseen was presented.

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

- Mr. Dawe made the motion to adjourn the open session. Mr. Koehler seconded the motion. All were in favor. Ms. Granville adjourned the open session at 3:54 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