



Town of Rochester

Board of Assessors
One Constitution Way
Rochester, MA 02770

Phone: 508-763-3871

E-mail: assessors@townofrochester.com

Fax: 508-763-4892

Board of Assessors:

Jana G. Cavanaugh, Chairperson
Diana L. Knapp, MAA
Debra M. Lalli, MAA

Assessing Staff:

Karen Trudeau, MAA, Principal Assessor – Ext. 126
Debra M. Lalli, Assessment Administrator – Ext. 121
Margaret Gonneville, Assessing Clerk – Ext. 127

JUNE 27, 2022

ASSESSORS MEETING

5:00 PM – 7:00 PM

THE MEETING WAS CALLED TO ORDER BY CHAIRPERSON JANA CAVANAUGH. ALSO PRESENT, ASSESSOR DIANA KNAPP, ASSESSOR DEBRA LALLI, AND ASSESSING CLERK MARGARET GONNEVILLE.

THE BOARD BRIEFLY DISCUSSED HIRING DEBRA LALLI AS A SUBCONTRACTOR FOLLOWING HER JUNE 30, 2022 RETIREMENT AS ASSESSMENT ADMINISTRATOR. ANTICIPATED WORK WOULD PRIMARILY BE CHAPTER LIENS AND MAPPING. DIANA KNAPP AND JANA CAVANAUGH WILL REVIEW FUNDS AVAILABLE AND DETERMINE A POSSIBLE HOURLY RATE. ALSO BRIEFLY DISCUSSED WAS OFFICE STAFFING (OTHER THAN PRINCIPAL ASSESSOR) GOING FORWARD FOLLOWING MS. LALLI'S RETIREMENT, JANA CAVANAUGH WILL ASK THE TOWN ADMINISTRATOR FOR THE JOB DESCRIPTION USED FOR MS. LALLI'S CURRENT POSITION OF ASSESSMENT ADMINISTRATOR (NOTE: HAVE NOT BEEN ABLE TO FIND THAT DESCRIPTION IN OUR OFFICE). DIANA KNAPP WILL BEGIN WORK ON JOB DESCRIPTIONS FOR THE CURRENT POSITIONS (ASSESSMENT ADMINISTRATOR AND ASSESSING CLERK) WITH THE POSSIBILITY OF TWO EMPLOYEES WITH SIMILAR GRADES AND RESPONSIBILITIES.

REORGANIZATION OF THE BOARD OF ASSESSORS WAS DISCUSSED, ASSESSOR LALLI NOMINATED ASSESSOR DIANA KNAPP AS CHAIRPERSON OF THE BOARD OF ASSESSORS AND ASSESSOR CAVANAUGH SECONDED THE NOMINATION, ALL IN FAVOR. ASSESSOR LALLI NOMINATED JANA CAVANAUGH AS CLERK OF THE BOARD OF ASSESSORS AND ASSESSOR KNAPP SECONDED THE NOMINATION, ALL IN FAVOR.

THE BOARD BRIEFLY DISCUSSED A TELEPHONE CALL FROM VISION REQUIRING CONFIRMATION THAT THE BOARD WOULD NO LONGER BE UTILIZING VISION GOVERNMENT SOLUTIONS FOR CAMA MAINTENANCE AND WEB HOSTING EFFECTIVE JULY 1, 2022. A LETTER OF CONFIRMATION WAS SIGNED BY THE BOARD TO BE SENT TO VISION GOVERNMENT SOLUTIONS.

THE BOARD BRIEFLY DISCUSSED THE CHAPTER 61A LIEN FOR ADGA REALTY LOAN MANAGEMENT V, LLC (SEVEN LOTS ARE INCLUDED IN ONE DEED) WHO AS OF FEBRUARY 11, 2022 ARE THE NEW OWNERS OF THE A.D. MAKEPEACE PROPERTIES. DEBRA LALLI STATED THAT A.D. MAKEPEACE HAS NOT FILED FOR THE RELEASE LIENS FOR THESE PROPERTIES AND THAT SHE SENT THEM A LETTER IN MAY 2022.

THE BOARD DISCUSSED THE CONTRACT FOR PRINCIPAL ASSESSOR KAREN TRUDEAU WHICH WILL BE EFFECTIVE ON JULY 1, 2022. TOWN COUNSEL BLAIR BAILEY SENT BACK THE CONTRACT WITH REVISIONS TO SICK TIME AND VACATION TIME. THE BOARD VOTED TO ACCEPT THE REVISIONS IN WORDING TO SICK TIME AND VACATION TIME PROVIDED BY TOWN COUNSEL BAILEY ON A MOTION MADE BY ASSESSOR CAVANAUGH AND SECONDED BY ASSESSOR LALLI, ALL IN FAVOR. THE BOARD WILL SIGN THE REVISED CONTRACT AT THEIR NEXT MEETING IN JULY.

THE BOARD REVIEWED AND DISCUSSED THE MASS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES CERTIFIED TELEPHONE VALUATIONS AND CERTIFIED PIPELINE VALUATIONS FOR FISCAL YEAR 2023 SENT ON JUNE 14, 2022.

THE BOARD BRIEFLY DISCUSSED THE NON-RENEWAL OF THE TYPEWRITER MAINTENANCE CONTRACT WITH AUTOMATED BUSINESS SOLUTIONS WHICH WILL EXPIRE ON JUNE 30, 2022. THE CONTRACT WILL NOT BE RENEWED AND THE TYPEWRITER WAS CLEANED ONE LAST TIME THIS JUNE UNDER THE OLD CONTRACT.

CITING EXEMPTION #7 TO COMPLY WITH, OR ACT UNDER THE AUTHORITY OF, ANY GENERAL OR SPECIFIC LAW OR FEDERAL GRANT-IN-AID REQUIREMENTS AND ON A MOTION DULY MADE (CAVANAUGH) AND SECONDED (LALLI) WITH ROLLCALL VOTE, KNAPP (YES), LALLI (YES) AND CAVANAUGH (YES). IT WAS VOTED TO ENTER INTO EXECUTIVE SESSION AT 5:50 PM FOR THE PURPOSE OF ADDRESSING FISCAL YEAR 2022 EXEMPTION APPLICATIONS AND FISCAL YEAR 2022 REAL PROPERTY TAX ABATEMENT, IT WAS NOTED THE BOARD WILL RETURN TO REGULAR SESSION FOR ADJOURNMENT.

THE BOARD RETURNED TO REGULAR SESSION AT 5:55 PM AND NOTED THE FOLLOWING TOOK PLACE DURING EXECUTIVE SESSION:

THE BOARD DENIED TWO (2) FY 2022 CLAUSE 18 HARDSHIP EXEMPTION APPLICATIONS.

THE BOARD SIGNED A NOTICE OF LATE APPLICATION FOR AN FISCAL YEAR 2022 REAL PROPERTY TAX ABATEMENT RECEIVED ON JUNE 13, 2022 AFTER THE YEAR'S FILING DEADLINE OF DECEMBER 16, 2021. BY LAW, THE BOARD CAN TAKE NO ACTION ON THE APPLICATION.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE JUNE 13, 2022 REGULAR ASSESSORS' MEETING AND THE JUNE 13, 2022 EXECUTIVE SESSION ASSESSORS' MEETING.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING TWO (2) PAYMENT VOUCHERS:

W.B. MASON CO., INC. FOR OFFICE SUPPLIES IN THE AMOUNT OF SEVEN DOLLARS AND THIRTY-THREE CENTS (\$7.33)

MARGARET GONNEVILLE FOR AN HP ENVY WIRELESS PRINTER (BOUGHT AT BJ'S WHOLESALE CLUB) IN THE AMOUNT OF ONE HUNDRED SIXTY-FOUR DOLLARS AND NINETY-NINE CENTS (\$164.99)

CHAIRPERSON CAVANAUGH NOTED THAT THE FOLLOWING DOCUMENT WAS SIGNED SINCE THE LAST MEETING:

A FISCAL YEAR 2023 ASSESSORS WARRANT TO COLLECTOR FOR CHAPTER 61A ROLLBACK TAXES ON 3.03 ACRES OF LAND REMOVED FROM MAP 12 / LOT 7 IN THE AMOUNT OF ONE THOUSAND, SEVEN HUNDRED, TWENTY-FIVE DOLLARS AND SEVEN CENTS (\$1,725.07).

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) CALENDAR YEAR 2021 MOTOR VEHICLE ABATEMENT CERTIFICATE #2021-246 TALLING ONE HUNDRED, THIRTY-THREE DOLLARS AND SEVENTY CENTS (\$133.70). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1031/15611.

THE BOARD REVIEWED, APPROVED AND SIGNED SIX (6) CALENDAR YEAR 2022 MOTOR VEHICLE ABATEMENT CERTIFICATES #2022-146 THROUGH #2021-151 TALLING ONE THOUSAND, ONE HUNDRED, THIRTY-EIGHT DOLLARS AND SIXTEEN CENTS (\$1,138.16). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1032/15612.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) CALENDAR YEAR 2022 CLAUSE 17D ELDEERLY EXEMPTION CERTIFICATE #2021-132 TALLING TWO HUNDRED, FIFTY-NINE DOLLARS AND FORTY-THREE CENTS (\$259.43). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1030/15610.

THE BOARD REVIEWED, APPROVED AND SIGNED FOUR (4) 2022 MOTOR VEHICLE ABATEMENT APPLICATIONS FOR BILLS #1491, #6311 AND #6323.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING THREE (3) JUNE 2022 MONTHLY REPORTS:

LEVY OF 2022 CLAUSE 41C ELDERLY REAL ESTATE EXEMPTION TOTALLING TWO HUNDRED, FIFTY-NINE DOLLARS AND FORTY-THREE CENTS (\$259.43)

CALENDAR YEAR 2021 EXCISE TAX ABATEMENTS TOTALLING ONE HUNDRED, THIRTY-THREE DOLLARS AND SEVENTY CENTS (\$133.70)

CALENDAR YEAR 2022 EXCISE TAX ABATEMENTS TOTALLING FOUR THOUSAND, FIVE HUNDRED, EIGHTEEN DOLLARS AND NINETY-NINE CENTS (\$4,518.99)

ON A MOTION DULY MADE (LALLI) AND SECONDED (CAVANAUGH), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 7:00 PM.

BOARD OF ASSESSORS
MINUTES APPROVED


JANA G. CAVANAUGH, CHAIRPERSON


DIANA L. KNAPP, MAA

DEBRA M. LALLI, MAA

Respectfully Submitted,
Margaret Gonneville, Assessing Clerk