



Town of Rochester

Board of Assessors
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Board of Assessors:

Diana L. Knapp, Chairperson
Jana G. Cavanaugh
Suzanne Szyndlar

Assessing Staff:

Karen Trudeau, MAA, Principal Assessor – Ext. 126
Margaret Gonneville, Administrative Assistant – Ext. 127

OCTOBER 3, 2022

ASSESSORS MEETING

5:00 PM – 6:00 PM

THE MEETING WAS CALLED TO ORDER BY CHAIRPERSON DIANA KNAPP. ASSESSOR JANA CAVANAUGH, ASSESSOR SUZANNE SZYNDLAR AND ADMINISTRATIVE ASSISTANT MARGARET GONNEVILLE WERE ALSO PRESENT.

THE BOARD REVIEWED THE PUBLIC HEARING NOTICE BY THE ZONING BOARD OF APPEALS BEING HELD ON OCTOBER 13, 2022 FOR PROPERTY LOCATED ON 0 QUAKER LANE, MAP 38 LOT 16.

THE BOARD REVIEWED THE MEETING NOTICE FOR THE PLANNING BOARD MEETING SCHEDULED ON SEPTEMBER 27, 2022.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE SEPTEMBER 6, 2022 REGULAR ASSESSORS' MEETING AND THE SEPTEMBER 19, 2022 REGULAR ASSESSORS' MEETING.

THE BOARD DISCUSSED AND CONFIRMED THAT A CODE OF CONDUCT WAS ADOPTED BY THE TOWN OF ROCHESTER.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MOTOR VEHICLE AND TRAILER EXCISE TAX COMMITMENT #5 IN THE AMOUNT OF THIRTY-SIX THOUSAND, ONE HUNDRED NINETY-NINE DOLLARS AND SIXTY-NINE CENTS (\$36,199.69).

THE BOARD REVIEWED AN EMAIL SENT FROM THE ACCOUNTING OFFICE REQUESTING THAT COPIES OF PAYMENTS TO THE TREASURER BE SUBMITTED TO THE ACCOUNTING OFFICE.

THE BOARD REVIEWED THE ASSESSORS' DEPARTMENT EXPENDITURES REPORT FROM 07/01/2022 TO 09/30/2022.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING PAYMENT VOUCHER:

W.B. MASON CO., INC. FOR OFFICE SUPPLIES IN THE AMOUNT OF FORTY-EIGHT DOLLARS AND FIFTY-FOUR CENTS (\$48.54)

THE BOARD REVIEWED, APPROVED AND SIGNED FOUR (4) CALENDAR YEAR 2022 MOTOR VEHICLE ABATEMENT CERTIFICATES #2022-187 THROUGH #2022-190 TALLING SIX HUNDRED, NINETY DOLLARS AND FORTY-EIGHT CENTS (\$690.48). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1041/15710.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING TWO (2) SEPTEMBER 2022 MONTHLY REPORTS:

CALENDAR YEAR 2021 EXCISE TAX ABATEMENTS TALLING THREE HUNDRED, FOURTEEN DOLLARS AND TWENTY-NINE CENTS (\$314.29)

CALENDAR YEAR 2022 EXCISE TAX ABATEMENTS TALLING ONE THOUSAND, SIX HUNDRED, FOUR DOLLARS AND EIGHTY-NINE CENTS (\$1,604.89)

REC'D ROCHESTER TOWN CLERK
OCT 18 '22 AM 10:33

THE BOARD REVIEWED THE INDEPENDENT CONTRACTOR AGREEMENT FOR DEBRA LALLI WITH CHANGES PROPOSED BY MS. LALLI. THE BOARD REVISED MS. LALLI'S PROPOSAL AND WILL BE SENDING HER A FINAL OFFER.

THE BOARD REVIEWED AN EMAIL FROM THE MASSACHUSETTS ASSOCIATION OF ASSESSING OFFICERS STATING THAT DEBRA LALLI WAS REMOVED FROM THE ROCHESTER ASSESSORS' ACCOUNT.

THE BOARD REVIEWED A DLS EMAIL ALERT REGARDING BALANCE SHEET AND TAX RATE RECAP GATEWAY PROCESSES INSTRUCTIONAL VIDEOS THAT ARE NOW AVAILABLE.

THE BOARD BRIEFLY DISCUSSED THE TWO ROLLBACK TAX BILLS THAT HAVE NOT BEEN PAID YET. THE PROPERTIES WILL BE TAKEN OUT OF CHAPTER DUE TO SOLAR ARRAY INSTALLATIONS AND THE PROPERTY OWNERS MAY HAVE TO FILE AN ABATEMENT FOR FY2023.

THE BOARD DISCUSSED THE 2024 CHAPTER APPLICATIONS. CHAPTER APPLICATIONS NOT RECEIVED BY THE DUE DATE OF OCTOBER 3, 2022 (OCTOBER 1, 2022 WAS A SATURDAY) WILL BE SENT A LETTER.

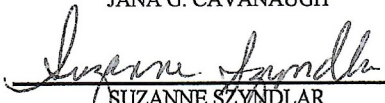
THE BOARD DISCUSSED AND REVIEWED THE EMPLOYMENT APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT POSITION. PRINCIPAL ASSESSOR TRUDEAU PICKED OUT FOUR (4) APPLICATIONS FOR THE BOARD TO REVIEW OUT OF THE FIFTY (50) THAT WERE RECEIVED. PRINCIPAL ASSESSOR TRUDEAU WILL SETUP INTERVIEWS TO BE CONDUCTED BY HERSELF AND THE TOWN ADMINISTRATOR.

ON A MOTION DULY MADE (CAVANAUGH) AND SECONDED (SZYNDLAR), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 6:00 PM.

BOARD OF ASSESSORS
MINUTES APPROVED


DIANA L. KNAPP, CHAIRPERSON


JANA G. CAVANAUGH


SUZANNE SZYNDLAR

Respectfully Submitted,
Margaret Gonneville, Administrative Assistant