



## Town of Rochester

Board of Assessors  
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Rochester, MA 02770

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### Board of Assessors:

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

### Assessing Staff:

Karen Trudeau, MAA, Director of Assessing – Ext. 126  
Margaret Gonneville, Administrative Assistant – Ext. 127  
Jenn Allain, Administrative Assistant – Ext. 121

**JUNE 26, 2023**

**ASSESSORS MEETING**

**5:00 PM – 5:45 PM**

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

AS THE MEETING INVOLVES SOME REMOTE PARTICIPATION, ALL VOTES WILL BE BY ROLL CALL.

THE BOARD REVIEWED THE PUBLIC HEARING NOTICE #1194 SCHEDULED FOR JULY 13, 2023 FROM THE ZONING BOARD OF APPEALS FOR PROPERTY LOCATED ON 19 COUNTY ROAD, MAP 10 LOT 3A.

THE BOARD REVIEWED THE MEETING NOTICE FOR THE CONSERVATION COMMISSION MEETING SCHEDULED ON JUNE 20, 2023.

THE BOARD REVIEWED THE MEETING NOTICES FOR THE PLANNING BOARD MEETINGS SCHEDULED ON JUNE 13, 2023 AND JUNE 27, 2023.

THE BOARD REVIEWED THE MEETING NOTICE FOR THE SELECT BOARD MEETING SCHEDULED ON JUNE 21, 2023.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE MAY 22, 2023 REGULAR ASSESSORS' MEETING.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE JUNE 5, 2023 REGULAR ASSESSORS' MEETING.

THE BOARD REVIEWED A LETTER FROM MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES ACKNOWLEDGING THE COMPLETION OF ONLINE COURSE 101 ON JUNE 13, 2023 BY ADMINISTRATIVE ASSISTANT JENN ALLAIN.

THE BOARD REVIEWED, APPROVED AND SIGNED A REQUEST FROM ADMINISTRATIVE ASSISTANT JENN ALLAIN TO CARRY OVER 20.75 HOURS OF VACATION TIME FOR 90 DAYS AFTER THE EMPLOYMENT ANNIVERSARY DATE OF JUNE 28, 2023 AS PER THE EMPLOYEE HANDBOOK.

THE BOARD REVIEWED, APPROVED AND SIGNED A REQUEST FROM DIRECTOR OF ASSESSING KAREN TRUDEAU TO CARRY OVER 36 HOURS OF VACATION TIME FOR 90 DAYS AFTER THE EMPLOYMENT ANNIVERSARY DATE OF JULY 1, 2023 AS PER THE EMPLOYEE HANDBOOK.

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

WELLS FARGO FINANCIAL LEASING FOR JUNE 2023 LEASE FEE IN THE AMOUNT OF SEVENTY-THREE DOLLARS AND FIFTY-SEVEN CENTS (\$73.57)

KAREN TRUDEAU FOR MILEAGE TO MAAO 2023 CONFERENCE IN THE AMOUNT OF SEVENTY-EIGHT DOLLARS AND FIFTY-SEVEN CENTS (\$78.57)

FILEGUARD FOR MAY 2023 STORAGE FEE IN THE AMOUNT OF NINE DOLLARS AND TEN CENTS (\$9.10)

PAUL S. KAPINOS & ASSOCIATES, INC. FOR PK.ONLINE ANNUAL SOFTWARE MAINTENANCE/SUPPORT IN THE AMOUNT OF SIX THOUSAND, FOUR HUNDRED DOLLARS AND ZERO CENTS (\$6,400.00)

PAUL S. KAPINOS & ASSOCIATES, INC. FOR TOWN MEETING ARTICLE RECERTIFICATION IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS AND ZERO CENTS (\$15,000.00)

PAUL S. KAPINOS & ASSOCIATES, INC. FOR TOWN MEETING ARTICLE RECERTIFICATION IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS AND ZERO CENTS (\$15,000.00)

PAUL S. KAPINOS & ASSOCIATES, INC. FOR ASSESSING SERVICES IN FY2024 BUDGET IN THE AMOUNT OF FOUR THOUSAND DOLLARS AND ZERO CENTS (\$4,000.00)

THE BOARD REVIEWED AND APPROVED THE FOLLOWING PAYMENT VOUCHER THAT WAS SIGNED ON JUNE 6, 2023 BY ASSESSOR CAVANAUGH AS DESIGNATED SIGNATORY UNDER THE MUNICIPAL MODERNIZATION ACT:

MAAO 2023 SUMMER CONFERENCE FEE FOR KAREN TRUDEAU IN THE AMOUNT OF FOUR HUNDRED AND FIFTY DOLLARS AND ZERO CENTS (\$450.00)

THE BOARD REVIEWED, APPROVED AND SIGNED TWO (2) CALENDAR YEAR 2023 MOTOR VEHICLE ABATEMENT CERTIFICATES #2023-155 TO #2023-156 TOTALING TWO HUNDRED TWENTY-THREE DOLLARS AND NINETY-SIX CENTS (\$223.96). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1121/16352.

THE BOARD REVIEWED THE FOLLOWING SOFTRIGHT PACKETS SIGNED ON JUNE 12, 2023:

SOFTRIGHT PACKET #1111/16327 FOR ONE (1) FY 2023 CLAUSE 17D ELDERLY REAL ESTATE EXEMPTION CERTIFICATE #2023-125 IN THE AMOUNT OF TWO HUNDRED SEVENTY-SEVEN DOLLARS AND FIFTY-NINE CENTS (\$277.59). THIS APPLICATION WAS APPROVED DURING THE EXECUTIVE SESSION OF THE JUNE , 2023 ASSESSORS' MEETING.

CHAIRPERSON KNAPP NOTED THAT THE FOLLOWING DOCUMENTS WERE SIGNED SINCE THE LAST MEETING:

ON MAY 24, 2023, FY 2023 COMMITMENT #3 MOTOR VEHICLE EXCISE TAX WARRANT IN THE AMOUNT OF SEVENTY-FOUR THOUSAND FIVE HUNDRED FIFTY-SEVEN DOLLARS AND NINE CENTS (\$74,557.09).

ON MAY 31, 2023, FY 2023 PERSONAL PROPERTY TAX WARRANT FOR AN OMITTED ASSESSMENT IN THE AMOUNT OF TEN THOUSAND SIX HUNDRED FORTY-SEVEN DOLLARS AND TWENTY-SEVEN CENTS (\$10,647.27).

THE BOARD DISCUSSED THE DATES FOR THEIR NEXT MEETINGS IN JULY. THE JULY MEETINGS WILL BE ON MONDAY, JULY 17, 2023 AT 5:00 PM AND MONDAY, JULY 24, 2023 AT 5:00 PM.

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 BY (CAVANAUGH) AND SECONDED BY (KNAPP) IT WAS VOTED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF ADDRESSING FY 2024 AND FY 2023 CHAPTER APPLICATIONS PLUS RELATED DOCUMENTS, FY 2023 ABATEMENT AND EXEMPTION APPLICATIONS PLUS RELATED DOCUMENTS AND UPCOMING ATB HEARINGS. IT WAS NOTED THAT THE BOARD WILL RETURN TO REGULAR SESSION.

ON A MOTION DULY MADE (CAVANAUGH) AND SECONDED (SZYNDLAR) WITH ROLL CALL VOTE ALL IN FAVOR, CAVANAUGH (YES), SZYNDLAR (YES) AND KNAPP (YES), IT WAS VOTED TO ENTER INTO EXECUTIVE SESSION AT 5:20 PM.

THE BOARD RETURNED TO REGULAR SESSION AT 5:40 PM AND NOTED THE FOLLOWING ACTIONS TOOK PLACE DURING EXECUTIVE SESSION:

ASSESSOR CAVANAUGH AND PRINCIPAL ASSESSOR TRUDEAU MET WITH THE ATB BOARD OVER TELECONFERENCE ON JUNE 21, 2023 REGARDING DOCKET NO. F344734

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) FY 2023 CLAUSE 17D ELDERLY REAL ESTATE EXEMPTION APPLICATION: MAP 13 / LOT 15A.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) FY 2023 CLAUSE 18 HARDSHIP REAL ESTATE EXEMPTION APPLICATION: MAP 13 / LOT 15A.

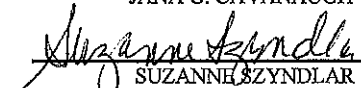
THE BOARD REVIEWED AND DENIED AN FY 2023 CLAUSE 22D PROPERTY TAX EXEMPTION APPLICATION.

ON A MOTION DULY MADE (SZYNDLAR) AND SECONDED (CAVANAUGH), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 5:45 PM WITH ROLL CALL VOTE ALL IN FAVOR, SZYNDLAR (YES), CAVANAUGH (YES) AND KNAPP (YES).

BOARD OF ASSESSORS  
MINUTES APPROVED

  
DIANA L. KNAPP, CHAIRPERSON

  
JANA G. CAVANAUGH

  
SUZANNE SZYNDLAR

Respectfully Submitted,  
Margaret Gonneville, Administrative Assistant