



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

JULY 31, 2023

ASSESSORS MEETING

5:00 PM – 5:35 PM

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

THE BOARD DISCUSSED THE RIGHT OF FIRST REFUSAL POLICY. THE BOARD WOULD LIKE TO SETUP A MEETING WITH THE TOWN ADMINISTRATOR, TOWN COUNSEL AND OTHER BOARDS TO DISCUSS A PROCEDURE FOR THE RIGHT OF FIRST REFUSAL AND THE USE OF A CHECKLIST FOR THE PROCEDURE.

THE BOARD REVIEWED THE TAX TITLE SUMMARY REPORT DATED JULY 28, 2023 PROVIDED BY THE TAX COLLECTOR.

THE BOARD REVIEWED THE DEPARTMENT EXPEDITURES AT PROGRAM LEVEL REPORT FOR JULY 1, 2023.

THE BOARD REVIEWED THE INFORMATIONAL GUIDELINE RELEASE FROM THE MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES (DLS) ANNOUNCING THAT THE COST-OF-LIVING-ADJUSTMENT (COLA) FOR FY2024 WILL BE 6.5%.

THE BOARD REVIEWED THE MEETING NOTICE FOR THE SELECT BOARD MEETINGS SCHEDULED ON JULY 24, 2023.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING FY2024 CREDIT VOUCHER:

AMAZON FOR THE RETURN OF A BONTEC KEYBOARD DESK TRAY IN THE AMOUNT OF FORTY-EIGHT DOLLARS AND NINETY-NINE CENTS (\$48.99)

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING FY2024 PAYMENT VOUCHERS:

AMAZON FOR 20" KEYBOARD UNDERDESK TRAY IN THE AMOUNT OF FORTY-FIVE DOLLARS AND SEVEN CENTS (\$45.07)

MAAO FY2024 ANNUAL DUES FOR ASSESSORS AND STAFF IN THE AMOUNT OF FOUR HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (\$450.00)

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE JUNE 26, 2023 REGULAR ASSESSORS' MEETING AND JULY 17, 2023 REGULAR ASSESSORS' MEETING.

THE BOARD REVIEWED, APPROVED AND SIGNED THE 2023 MOTOR VEHICLE AND TRAILER EXCISE TAX COMMITMENT #4 IN THE AMOUNT OF FORTY-SIX THOUSAND, SEVEN HUNDRED EIGHTY-TWO DOLLARS AND THIRTY-SEVEN CENTS (\$46,782.37).

THE BOARD REVIEWED, APPROVED AND SIGNED TWO (2) 2023 MOTOR VEHICLE EXCISE ABATEMENT APPLICATIONS FOR EXCISE TAX BILLS #1124 AND #5897.

THE BOARD REVIEWED, APPROVED AND SIGNED SEVEN (7) CALENDAR YEAR 2023 MOTOR VEHICLE ABATEMENT CERTIFICATES #2023-167 TO #2023-173 TOTALING NINE HUNDRED FIFTY-NINE DOLLARS AND TEN CENTS (\$959.10). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1133/16405.

THE BOARD REVIEWED, APPROVED AND SIGNED THE FOLLOWING NINE (9) JULY 2023 MONTHLY REPORTS:

LEVY OF 2023 MOTOR VEHICLE EXCISE ABATEMENTS TOTALING ONE THOUSAND NINE HUNDRED EIGHTY-SEVEN DOLLARS AND THIRTY-FOUR CENTS (\$1,987.34)

LEVY OF 2023 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING TWO HUNDRED SIX DOLLARS AND FIFTY-FOUR CENTS (\$206.54)

LEVY OF 2022 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING SEVENTY-TWO DOLLARS AND SIXTY-TWO CENTS (\$72.62)

LEVY OF 2020 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING THREE HUNDRED TWENTY-EIGHT DOLLARS AND NINETY-TWO CENTS (\$328.92)

LEVY OF 2019 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING TWO HUNDRED ONE DOLLARS AND SIXTY CENTS (\$201.60)

LEVY OF 2018 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING ONE HUNDRED TWENTY-TWO DOLLARS AND SEVENTY-SIX CENTS (\$122.76)

LEVY OF 2017 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING FORTY-THREE DOLLARS AND SEVENTEEN CENTS (\$43.17)

LEVY OF 2016 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING FORTY-TWO DOLLARS AND THREE CENTS (\$42.03)

LEVY OF 2015 PERSONAL PROPERTY ABATEMENTS FOR UNCOLLECTIBLES TOTALING FORTY-TWO DOLLARS AND TWENTY-ONE CENTS (\$42.21)

THE NEXT BOARD OF ASSESSORS' MEETINGS IN AUGUST WILL BE ON MONDAY, AUGUST 14, 2023 AND MONDAY, AUGUST 28, 2023.

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 (SZYNDLAR) IT WAS VOTED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF ADDRESSING FY 2024 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 5:25 PM.

THE BOARD RETURNED TO REGULAR SESSION AT 5:30 PM AND NOTED THE FOLLOWING ACTIONS TOOK PLACE DURING EXECUTIVE SESSION:

THE BOARD REVIEWED, APPROVED AND SIGNED THREE (3) CHAPTER 61B RECREATIONAL LAND TAX LIENS FOR: MAP 36/LOT 35C, MAP 36/LOT 11 AND MAP 37/LOT 31.

THE BOARD REVIEWED, APPROVED AND SIGNED THE ROLLBACK CALCULATION FOR MAP 40/LOT 3

ON A MOTION DULY MADE (SZYNDLAR) AND SECONDED (CAVANAUGH), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 5:35 PM WITH ROLL CALL VOTE ALL IN FAVOR, SZYNDLAR (YES), CAVANAUGH (YES) AND KNAPP (YES).

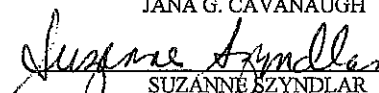
BOARD OF ASSESSORS
MINUTES APPROVED



DIANA L. KNAPP, CHAIRPERSON



JANA G. CAVANAUGH



SUZANNE SZYNDLAR

Respectfully Submitted,
Margaret Gonneville, Administrative Assistant