



## Town of Rochester

Board of Assessors  
One Constitution Way  
Rochester, MA 02770

Phone: 508-763-3871

E-mail: [assessors@townofrochester.com](mailto:assessors@townofrochester.com)

Fax: 508-763-4892

### Board of Assessors:

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

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### Assessing Staff:

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

**SEPTEMBER 11, 2023**

**ASSESSORS MEETING**

**5:00 PM – 5:45 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, approved and signed the minutes of the August 28, 2023 regular Assessors' meeting.

The Board reviewed, approved and signed the following FY 2024 payment vouchers:

Wells Fargo Financial Leasing for September 2023 Lease Fee in the amount of seventy-three dollars and fifty-seven cents (\$73.57)

Fileguard for August 2023 Storage Fee in the amount of nine dollars and ten cents (\$9.10)

PCCA for Margaret Gonneville and Jennifer Allain to attend the PCAA Clerks' Meeting on October 5, 2023 in the amount of seventy dollars and zero cents (\$70.00)

The Board reviewed, approved and signed one (1) 2023 Motor Vehicle Excise Abatement applications for Excise Tax Bill #3583.

The Board reviewed, approved and signed one (1) Calendar Year 2023 Motor Vehicle Abatement Certificate #2023-185 totaling fifty-one dollars and ninety-five cents (\$51.95). The Board also reviewed, approved and signed its applicable SoftRight Packet #1140/16449.

The Board reviewed, approved and signed one (1) FY 2023 Real Estate Abatement Certificate #2023-133 totaling one hundred twelve dollars and forty-eight cents (\$112.48). The Board also reviewed, approved and signed its applicable SoftRight Packet #1141/16452.

The Board discussed having the Town set up a checklist for Boards for the Right of First Refusal procedure.

The Board discussed changing the Board of Assessors' meetings from Monday to Tuesday. The next Board of Assessors' meeting will be on Tuesday, September 26, 2023. The Board of Assessors' meetings for the month of October will be on Tuesday, October 10, 2023 and Tuesday, October 24, 2023. The Board of Assessors' meetings for the month of November will be on Tuesday, November 7, 2023 and Tuesday, November 21, 2023.

The Board reviewed the Department Expenditures at Program Level Report from 07/01/2023 to 08/31/2023.

The Board reviewed the Plymouth County Registry of Deeds report by John R. Buckley, Jr., Register of Deeds, Plymouth County Real Estate Activity Report for August 2023.

The Board reviewed a Zoning Board of Appeals application for 85 High Street, Map 21 Lot 17B regarding a proposed use of the property for short-term rental.

The Board reviewed the Rochester Select Board meeting agenda for Tuesday, September 5, 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 5:40 PM and noted the following actions took place during Executive Session:

The Board reviewed an ATB decision for the Appellant for Docket No. F344734 dated September 5, 2023.

The Board reviewed and signed a Chapter 61A Partial Release Tax Lien for Map 40 Lot 3.

The Board reviewed and signed a Chapter 61A Land Tax Lien for Map 48 Lot 42B.

The Board reviewed and signed a Chapter 61B Land Tax Lien for Map 2 Lot 8.

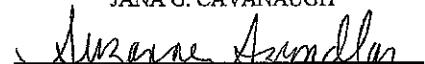
The Board reviewed, approved and signed Executive Session minutes for August 28, 2023.

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