



Town of Rochester

Board of Assessors
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Board of Assessors:

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

ROCHESTER TOWN CLERK
JUL 10 '23 AM 10:05

Assessing Staff:

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

JUNE 5, 2023

ASSESSORS MEETING

5:00 PM – 6:00 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 REVIEWED THE MEETING NOTICE FOR THE ZONING BOARD OF APPEALS MEETING SCHEDULED ON JUNE 8, 2023.

THE BOARD REVIEWED THE REVISED MEETING NOTICE FOR THE CONSERVATION COMMISSION MEETING SCHEDULED ON JUNE 6, 2023.

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

THE BOARD RECEIVED A WRITTEN REQUEST FROM PRINCIPAL ASSESSOR KAREN TRUDEAU TO CHANGE THE JOB TITLE OF PRINCIPAL ASSESSOR TO DIRECTOR OF ASSESSING. ASSESSOR CAVANAUGH MADE A MOTION TO ACCEPT THE REQUEST AND ASSESSOR SZYNDLAR SECONDED THE REQUEST, ALL IN FAVOR.

THE BOARD REVIEWED THE ASSESSORS' DEPARTMENT EXPENDITURES AT PROGRAM LEVEL REPORT FROM 07/01/2022 TO 5/31/2023.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE MAY 8, 2023 REGULAR ASSESSORS' MEETING.

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

W.B. MASON CO., INC. FOR OFFICE SUPPLIES IN THE AMOUNT OF FORTY-THREE DOLLARS AND FIFTY CENTS (\$43.50)

U.S. POSTAL SERVICE FOR THREE (3) BOXES OF PERSONALIZED STAMPED ENVELOPES IN THE AMOUNT OF ONE THOUSAND ONE HUNDRED THIRTY-NINE DOLLARS AND 10 CENTS (\$1,139.10)

THE BOARD REVIEWED, APPROVED AND SIGNED THREE (3) 2023 MOTOR VEHICLE ABATEMENT APPLICATIONS FOR BILLS #3865, #6514 AND #6643.

THE BOARD REVIEWED, APPROVED AND SIGNED NINE (9) CALENDAR YEAR 2023 MOTOR VEHICLE ABATEMENT CERTIFICATES #2023-142 TO #2023-150 TOTALING ONE THOUSAND FIVE HUNDRED EIGHTY DOLLARS AND FORTY-EIGHT CENTS (\$1,580.48). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1110/16316.

THE BOARD REVIEWED THE FOLLOWING SOFTRIGHT PACKET SIGNED ON MAY 30, 2023:

SOFTRIGHT PACKET #1109/16294 FOR ONE (1) FY 2023 CLAUSE 37 BLIND REAL ESTATE EXEMPTION CERTIFICATE #2023-124 IN THE AMOUNT OF FOUR HUNDRED THIRTY-SEVEN DOLLARS AND FIFTY CENTS (\$437.50). THIS APPLICATION WAS APPROVED DURING THE EXECUTIVE SESSION OF THE MAY 22, 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 REVIEWED, APPROVED AND SIGNED THE FOLLOWING SEVEN (7) MAY 2023 MONTHLY REPORTS:

LEVY OF 2021 MOTOR VEHICLE EXCISE ABATEMENT TOTALING ONE HUNDRED TWENTY-THREE DOLLARS AND SEVENTY-SEVEN CENTS (\$123.77)

LEVY OF 2022 MOTOR VEHICLE EXCISE ABATEMENTS TOTALING ONE HUNDRED THIRTY-SIX DOLLARS AND TWENTY-EIGHT CENTS (\$136.28)

LEVY OF 2023 MOTOR VEHICLE EXCISE ABATEMENTS TOTALING FOUR THOUSAND FIVE HUNDRED THREE DOLLARS AND SEVENTY-ONE CENTS (\$4,503.71)

LEVY OF 2023 REAL ESTATE ABATEMENTS TOTALING FOUR THOUSAND FIVE HUNDRED TWENTY-NINE DOLLARS AND THIRTY-FOUR CENTS (\$4,529.34)

LEVY OF 2023 CLAUSE 17D ELDERLY REAL ESTATE EXEMPTIONS TOTALING FIVE HUNDRED FIFTY-FIVE DOLLARS AND EIGHTEEN CENTS (\$555.18)

LEVY OF 2023 CLAUSE 22 VETERAN REAL ESTATE EXEMPTION TOTALING FOUR HUNDRED DOLLARS AND ZERO CENTS (\$400.00)

LEVY OF 2023 CLAUSE 37 BLIND REAL ESTATE EXEMPTION TOTALING FOUR HUNDRED THIRTY-SEVEN DOLLARS AND FIFTY CENTS (\$437.50)

THE BOARD DISCUSSED THE DATES FOR THEIR NEXT MEETINGS. THE NEXT MEETING FOR JUNE WILL BE ON MONDAY, JUNE 26, 2023 AT 5:00 PM. THE JULY MEETINGS WILL BE ON MONDAY, JULY 10, 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 5:30 PM.

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

THE BOARD RECEIVED AN ATB MOTION TO CONTINUE HEARING FOR DOCKET NO. F344734.

ASSESSOR CAVANAUGH AND PRINCIPAL ASSESSOR TRUDEAU MET WITH THE ATB APPELLANT ON JUNE 6, 2023 TO GO OVER REQUESTED DOCUMENTS BY THE APPELLANT.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) FY 2023 CLAUSE 17D ELDERLY REAL ESTATE EXEMPTION APPLICATION: MAP 11 / LOT 6L.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) FY 2023 CLAUSE 41C ELDERLY REAL ESTATE EXEMPTION APPLICATION: MAP 30 / LOT 4A.

THE BOARD REVIEWED AND SIGNED AN FY 2023 PROPERTY TAX EXEMPTION DENIAL NOTICE FOR A CLAUSE 22E EXEMPTION APPLICATION.

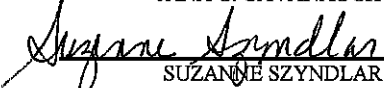
ON A MOTION DULY MADE (CAVANAUGH) AND SECONDED (KNAPP)), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 6:00 PM.

BOARD OF ASSESSORS
MINUTES APPROVED



DIANA L. KNAPP, CHAIRPERSON

JANA G. CAVANAUGH



SUZANNE SZYNDLAR

Respectfully Submitted,
Margaret Gonneville, Administrative Assistant



Town of Rochester

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MAY 22, 2023

ASSESSORS MEETING

5:00 PM – 5:50 PM

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

THE BOARD REVIEWED THE TOWN OF ROCHESTER MASTER PLAN OF APRIL 2009 SENT BY THE MASTER PLAN COMMITTEE. THE COMMITTEE WILL BE WORKING ON CREATING AN UPDATED MASTER PLAN.

THE BOARD REVIEWED THE MEETING NOTICE FOR THE ZONING BOARD OF APPEALS MEETING SCHEDULED ON MAY 11, 2023.

THE BOARD REVIEWED THE PUBLIC HEARING NOTICE FOR MAY 25, 2023 FROM THE ZONING BOARD OF APPEALS REGARDING A PROPERTY LOCATED ON 66 BURGESS AVENUE, MAP 15 LOT 19D.

THE BOARD REVIEWED THE PUBLIC HEARING NOTICE FOR JUNE 8, 2023 FROM THE ZONING BOARD OF APPEALS REGARDING A PROPERTY LOCATED ON 178 CLAPP ROAD, MAP 11 LOT 6M.

THE BOARD REVIEWED A ZONING BOARD OF APPEALS DECISION FOR PROPERTY LOCATED AT 24 MAYFLOWER LANE, MAP 21A LOT 41 FOR APPROVAL OF THE CONSTRUCTION OF AN ADDITIONAL DWELLING ABOVE THE GARAGE.

THE BOARD REVIEWED, APPROVED AND SIGNED THE MINUTES OF THE MARCH 14, 2023, MARCH 20, 2023, APRIL 3, 2023 AND APRIL 18, 2023 REGULAR ASSESSORS' MEETINGS.

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

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

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) CALENDAR YEAR 2021 MOTOR VEHICLE ABATEMENT CERTIFICATE #2021-252 TOTALING ONE HUNDRED TWENTY-THREE DOLLARS AND SEVENTY-SEVEN CENTS (\$123.77). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1106/16274.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) CALENDAR YEAR 2022 MOTOR VEHICLE ABATEMENT CERTIFICATE #2022-229 TOTALING FIFTY-NINE DOLLARS AND NINE CENTS (\$59.09). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1107/16275.

THE BOARD REVIEWED, APPROVED AND SIGNED SIX (6) CALENDAR YEAR 2023 MOTOR VEHICLE ABATEMENT CERTIFICATES #2023-136 TO #2023-141 TOTALING TWO THOUSAND ONE HUNDRED SIXTY-FIVE DOLLARS AND SIXTY-TWO CENTS (\$2,165.62). THE BOARD ALSO REVIEWED, APPROVED AND SIGNED ITS APPLICABLE SOFTRIGHT PACKET #1108/16276.

THE BOARD REVIEWED THE FOLLOWING SOFTRIGHT PACKETS SIGNED ON MAY 10, 2023:

SOFTRIGHT PACKET #1103/16244 FOR FOUR (4) FY 2023 REAL ESTATE ABATEMENT CERTIFICATES #2023-117 TO #2023-120 IN THE AMOUNT OF FOUR THOUSAND FIVE HUNDRED TWENTY-NINE DOLLARS AND THIRTY-FOUR (\$4,529.34). THESE APPLICATIONS WERE APPROVED DURING THE EXECUTIVE SESSION OF THE MAY 8, 2023 ASSESSORS' MEETING.

SOFTRIGHT PACKET #1104/16245 FOR TWO (2) FY 2023 CLAUSE 17D ELDERLY REAL ESTATE EXEMPTION CERTIFICATES #2023-121 AND #2023-122 IN THE AMOUNT OF FIVE HUNDRED FIFTY-FIVE DOLLARS AND EIGHTEEN CENTS (\$555.18). THIS APPLICATION WAS APPROVED DURING THE EXECUTIVE SESSION OF THE MAY 8, 2023 ASSESSORS' MEETING.

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 (KNAPP) WITH ROLL CALL VOTE ALL IN FAVOR, CAVANAUGH (YES) AND KNAPP (YES), IT WAS VOTED TO ENTER INTO EXECUTIVE SESSION AT 5:15 PM.

THE BOARD RETURNED TO REGULAR SESSION AT 5:45 PM AND NOTED THE FOLLOWING ACTIONS TOOK PLACE DURING EXECUTIVE SESSION:

ASSESSOR CAVANAUGH AND PRINCIPAL ASSESSOR TRUDEAU MET WITH THE ATB BOARD AND AN ATB APPLICANT VIA ZOOM TO CONTINUE AN ATB HEARING.

THE BOARD DENIED ONE (1) FY 2023 CLAUSE 22E VETERAN REAL ESTATE EXEMPTION APPLICATION.

THE BOARD REVIEWED, APPROVED AND SIGNED ONE (1) FY 2023 CLAUSE 37 BLIND EXEMPTION REAL ESTATE APPLCIATION: MAP 16 / LOT 19M.

ON A MOTION DULY MADE (CAVANAUGH) AND SECONDED (KNAPP)), IT WAS UNANIMOUSLY VOTED TO ADJOURN AT 5:50 PM.

BOARD OF ASSESSORS
MINUTES APPROVED


DIANA L. KNAPP, CHAIRPERSON


JANA G. CAVANAUGH

SUZANNE SZYNDLAR

Respectfully Submitted,
Margaret Gonneville, Administrative Assistant