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## 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  
Jennifer Allain, Administrative Assistant – Ext. 121

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**NOVEMBER 7, 2023**

**ASSESSORS MEETING**

**5:15 PM – 6:50 PM**

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The meeting was called to order by Chairperson Diana Knapp. Assessor Jana Cavanaugh and Administrative Assistant Margaret Gonneville were also present.

The Board reviewed, approved and signed the minutes of the October 24, 2023 regular Assessors' meeting.

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

Visual Edge IT, Inc. for Yearly Maintenance of Ricoh/RICIMC1200 Copier in the amount of five hundred dollars and zero cents (\$500.00)

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

The Board reviewed, approved and signed one (1) 2023 Motor Vehicle Excise Abatement applications for Excise Tax Bill #6497.

The Board reviewed, approved and signed three (3) Calendar Year 2023 Motor Vehicle Abatement Certificates #2023-203 to #2023-204 totaling two hundred forty-five dollars and fifty-four cents (\$245.54). The Board also reviewed, approved and signed its applicable SoftRight Packet #1145/16524.

The Board reviewed, approved and signed one (1) Calendar Year 2024 Clause 22 Veteran Real Estate Exemption Certificate #2024-001 totaling four hundred dollars and zero cent (\$400.00). This application was approved during the Executive Session of the October 24, 2023 Assessors' meeting. The Board also reviewed, approved and signed its applicable SoftRight Packet #1146/16525.

The Board reviewed, approved and signed three (3) Calendar Year 2024 Clause 22D Veteran Real Estate Exemption Certificates #2024-002 to #2024-004 totaling fifteen thousand ninety-one dollars and thirty-seven cents (\$15,091.37). These applications were approved during the Executive Sessions of the October 24, 2023 and November 7, 2023 Assessors' meetings. The Board also reviewed, approved and signed its applicable SoftRight Packet #1147/16526.

The Board reviewed, approved and signed three (3) Calendar Year 2024 Real Estate Abatement Certificates #2024-005 to #2024-007 totaling three thousand seventy-three dollars and fifty-three cents (\$3,073.53). These applications were approved during the Executive Session of the November 7, 2023 Assessors' meeting. The Board also reviewed, approved and signed its applicable SoftRight Packet #1148/16527.

The Board reviewed, approved and signed seven (7) Calendar Year 2024 Personal Property Abatement Certificates #2024-008 to #2024-014 totaling three hundred fifty-seven dollars and thirty-six cents. These applications were approved during the Executive Session of the November 7, 2023 Assessors' meeting. The Board also reviewed, approved and signed its applicable SoftRight Packet #1149/16528.

The Board reviewed the Department of Expenditures at Program Level Report from July 1, 2023 to October 31, 2023.

The Board reviewed the Plymouth County Real Estate Activity Report for October 2023.

The Board of Assessors' next meetings for the month of November will be on Tuesday, November 14, 2023 and Tuesday, November 21, 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 (Knapp) it was voted to enter into Executive Session for the purpose of addressing FY 2025 Chapter applications plus related documents, FY 2024 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 5:30 PM. The Board returned to Regular Session at 6:45 PM and noted the following actions took place during Executive Session:

The Board reviewed, approved and signed Executive Session minutes for October 10, 2023.

The Board reviewed, approved and signed thirteen (13) FY 2025 Chapter 61A Agricultural Land Application for: Map 43 Lot 4; Map 6 Lots 39 & 37D; Map 26 Lot 38E; Map 26 Lot 30; Map 27 Lot 12; Map 33 Lot 37; Map 32 Lots 24, 24A & 24B; Map 19 Lot 43; Map 6 Lot 37; Map 31 Lot 18; Map 8 Lot 17J; Map 11 Lots 2A & 2C; and Map 6 Lots 49 & 40.

The Board reviewed, approved and signed two (2) FY 2025 Chapter 61B Recreational Land Applications for: Map 21 Lot 19 and Map 15 Lot 1.

The Board reviewed, approved and signed two (2) FY 2024 Clause 22D Veteran Real Estate Exemption Applications for Map 32 Lot 13A and Map 48 Lot 6D.

The Board reviewed, approved and signed three (3) FY 2024 Real Estate Abatement applications for: Map 4 Lot 1S, Map 35 Lot 42C and Map 36 Lot 14.

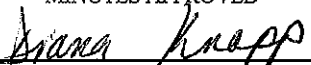
The Board reviewed, approved and signed seven (7) FY 2024 Personal Property Abatement applications.

The Board reviewed and signed four (4) Land Tax Liens for Chapter 61 applications.

The Board reviewed five (5) Notices of Action for Chapter Applications signed on October 31, 2023.

On a motion duly made (Cavanaugh) and seconded (Knapp), it was unanimously voted to adjourn at 6:50 PM with roll call vote all in favor, Cavanaugh (Yes) and Knapp (Yes).

BOARD OF ASSESSORS  
MINUTES APPROVED

  
DIANA L. KNAPP, CHAIRPERSON

  
JANA G. CAVANAUGH

SUZANNE SZYNDLAR