

# Town of Rochester

## Board of Selectmen

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Paul Ciaburri, Chairman  
Bradford N. Morse, Vice Chairman  
Greenwood Hartley III, Clerk



### Town Administrator

Suzanne E. Szyndlar  
Administrative Assistant  
Amanda L. Baptiste

## BOARD OF SELECTMEN MEETING TUESDAY, JANUARY 21<sup>st</sup>, 2020

Present: Chairman Paul Ciaburri and Vice Chairman Bradford Morse

The Board of Selectmen's Open Meeting is opened by Chairman Paul Ciaburri.

### Minutes

**Motion:** A motion is made by Selectman Morse to approve the Executive Session Board of Selectmen minutes for October 31<sup>st</sup>, 2019 as presented. This motion is seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes unanimously.

**Motion:** A motion is made by Selectman Morse to approve the Executive Session Board of Selectmen minutes for December 16<sup>th</sup>, 2019 as presented. This motion is seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes unanimously.

**Motion:** A motion is made by Selectman Morse to approve the Open Session Board of Selectmen minutes for January 6<sup>th</sup>, 2020 as presented. This motion is seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes unanimously.

### People on the Agenda

**Part Time Police Officer Appointment-** Police Chief Small is present to request the Board appoint Elijah Vicente-Roberts as a Part-Time Police Officer for the Town.

**Motion:** Selectman Morse makes a motion to appoint Elijah Vicente-Roberts as a Part-Time Police Officer. This motion is seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes unanimously.

**Class II Dealer's License Hearing-** Selectman Ciaburri opens the public hearing for Mr. Tony DeBalsi who is applying for a new Class II Used Car Dealer License for his home location at 203 High Street. Selectman Ciaburri asks Mr. DeBalsi to state his case to the Board. He explains that he is requesting this license to be able to attend dealer auctions to be able to obtain vehicles to fix and sell; he is aiming for approximately one vehicle a month turn around. He mentions that he has currently been running this business from home for years, in compliance with all of the Town's By-Laws, but due to the changing regulations with the Registry of Motor Vehicles he is now required to obtain this license.

Selectman Ciaburri asks if there are any abutters present who would like to speak either for or against this request. Roxanne Costa, of 206 High Street, is present and inquires about where Mr. DeBalsi plans to have his business sign located. He says that the location will be determined on State regulations but is unsure at this time. There are no other abutters present that wish to speak on the case.

**Motion:** Selectman Morse then makes a motion to close the public hearing, Selectman Ciaburri seconds this motion. All present members of the Board are in favor and the public hearing is closed.  
**Motion:** Selectman Morse next makes a motion to approve the Class II Used Car Dealer License as applied for. Selectman Ciaburri seconds this motion. With all members in favor, the license request is approved with a unanimous vote.

### **Selectmen Signature**

**Request for Appointment: Capital Planning Committee-** The Board received a letter of interest from Chris Peck to be appointed to the Capital Planning Committee.

**Motion:** A motion is made by Selectman Morse to appoint Mr. Peck to the Capital Planning Committee with an appointment expiration of April 30<sup>th</sup>, 2021. This motion is then seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes unanimously.

### **Correspondence**

**SEMASS PILOT Payment-** The November 2019 SEMASS PILOT payment was received in the amount of \$358,424.

**Capital Planning Committee- Request to form Ad-hoc Committee-** The Board decides to table this discussion to a future meeting where all Board members are in attendance.

**Letter of Resignation: Registrar of Voters-** The Board received a letter of resignation from Mr. Carol St. Don from his position as one of the Registrars of Voters.

**Motion:** Selectman Morse makes a motion to accept the letter of resignation from Mr. St. Don. Selectman Ciaburri seconds this motion. All members of the Board are in favor, the motion passes with a unanimous vote.

**Letter of Resignation: Town Clerk-** The Board received a letter from long-time Town Clerk Naida Parker notifying them of her resignation from the Town Clerk position effective February 7<sup>th</sup>, 2020.

**Motion:** Selectman Morse makes a motion to accept the letter of resignation from Town Clerk Naida Parker effective February 7<sup>th</sup>, 2020. Selectman Ciaburri seconds this motion. All members of the Board are in favor, the motion passes unanimously.

Town Administrator Szyndlar then takes a moment to thank Town Clerk Parker for her many years of service and commitment to the residents of the Town. She informs the Board that going forward they will need to appoint a temporary Town Clerk to fill the position until the April 8<sup>th</sup> election and expects the office to continue to run smoothly.

### **Town Administrator's Report**

- Town Administrator Szyndlar begins her report by providing the Board with an update on the 40 R project. She lets them know that the Board will need to designate a Smart Growth Reporting Officer, that is responsible for preparing a smart growth address list and submitting it to the DHCD, and a Municipal Officer who is required to file annual 40R updates to the DHCD.

**Motion:** Selectman Morse makes a motion to appoint Building Inspector Buckles as the Smart Growth Reporting Officer and Town Administrator Szyndlar as the Municipal Officer responsible for annual filing. This motion is seconded by Selectman Ciaburri. All members of the Board are in favor; the motion passes unanimously.

- Next, Town Administrator Szyndlar informs the Board she is pleased to announce that the Town has been awarded a Housing Choice Grant of \$100,000 to install a lift at the Plumb Library to allow ADA access to the lower level. This will open up space for the library programs and make operations more efficient by eliminating the need for off-site storage. She thanks Facilities Manager Andrew Daniel for his work with this project and requests the Board vote to allow Mr. Daniel to move forward and request a Building Permit.

**Motion:** Selectman Morse makes a motion to accept the grant and allow Facilities Manager Andrew Daniel to obtain the needed Building Permit to begin this project. This motion is then seconded by Selectman Ciaburri. All members of the Board are in favor, the motion passes with a unanimous vote.

- Then, Town Administrator Szyndlar lets the Board know that she had recently met with DEP, the Town's grant writer, and the Town's waste hauler to develop a work plan for the recycling project. The project entails checking out recycling bins around Town for compliance and tagging bins for contamination. Notice will be given to residents before the launch of the program.
- Next, Town Administrator Szyndlar mentions that she recently attended the monthly Town Administrators meeting, which was hosted by Carver, and had discussions around trash/recycling.
- Lastly, Town Administrator Szyndlar notes that FY 2020 Chapter 90 apportionment has been approved for \$332,378 and a FY 2019 supplemental amount of \$30,216 has also been approved.

#### **Meeting Notice**


Selectman Ciaburri notes that he recently attended an Assowompsett Pond Complex meeting where they had discussed a State grant that would allow for remediating of the pond levels.

#### **Old Business**


**Payroll/Vendor Warrants-** Selectman Ciaburri notes that all payroll and vendor warrants have been signed since the last meeting.

#### **Adjournment**

**Motion:** Selectman Morse makes a motion to adjourn the meeting. This motion is seconded by Selectman Ciaburri. With all present members of the Board in favor, the meeting is adjourned.



Greenwood Hartley III, Clerk



Amanda L. Baptiste, Administrative Assistant