

**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**  
**MONDAY, MARCH 16<sup>TH</sup>, 2020**

Present: Chairman Paul Ciaburri, Vice Chairman Bradford Morse, and Clerk Greenwood Hartley III

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

**Minutes**

**Motion:** A motion is made by Selectman Hartley to approve the Open Session Board of Selectmen minutes of March 2<sup>nd</sup>, 2020 as presented. This motion is seconded by Selectman Morse. Selectman Morse abstains from the vote as he was not in attendance of that meeting. The motion passes with a 2:0:1 vote.

Selectman Hartley makes note that the previous meeting's film had been corrupted and minutes had to be done without a recording and he suggests again having the meetings recorded in another way as backup.

**People on the Agenda**

**Rochester Country Fair Committee: Facility Use Request-** The Country Fair Committee appointment has been postponed to a future meeting.

**Capital Planning Committee (CPC) and Finance Committee: Recommendation of Fiscal Year 2021 Capital Needs-** Capital Planning Committee Chairman David Arancio met with the Board as well as Finance Committee Chairman Kris Stoltenberg to review and give the CPC recommendations on the FY '21 capital needs requests to be supported at the Annual Town Meeting and funded from the Capital Improvement Fund. The requests the CPC would like to recommend the Board and FinCom support are: \$26,776 for the second phase of the Rochester Memorial School technology upgrade, \$16,800 for a replacement of a rooftop air compressor at the Rochester Memorial School, \$7,560 for the final stage of the Town Hall basement waterproofing project, \$16,550 for the Board of Selectmen request of a solar powered communication message board, \$20,475 for a walk-in freezer for the Council on Aging, and \$9,315 for air handlers for the Council on Aging. The total recommended requests would use \$97,476 of the \$100,000 in the fund. In addition to these recommendations the Capital Planning Committee also recommends a separate stand-alone article for \$99,456 for equipment upgrades for the Highway Department.

**Selectmen Signature**

**Zoning By-Law Referral: FEMA Flood Maps-** The Board reviews the amended FEMA flood map article to be referred to the Planning Board.

**Motion:** Selectman Morse makes a motion to refer the proposed FEMA Flood Mapping Plan changes to the Planning Board and have Chairman Ciaburri sign on behalf of the Board. This motion is seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.

**Connet Woods Street Acceptance-** Town Counsel Bailey reviews with the Board the proposal from Connet Woods for street acceptance to make a number of their road's public ways. Selectman Morse adds that he is a direct abutter of this project and is abstaining from all discussion. Town Counsel Bailey then mentions that Connet Woods has followed the proper policy in the process and after approval by the Board, this would still need to have a hearing with the Planning Board, and to be approved at Town Meeting.

**Motion:** A motion is made by Selectman Hartley to refer the article as presented to the Planning Board. This motion is then seconded by Selectman Ciaburri. Selectman Morse abstains from the vote. The motion passes with a 2:0:1 vote.

**Annual Town Election Warrant-** Town Counsel informs the Board that there is pending litigation to allow for the change of the Town's election date if necessary, but at this time the Board would still need to sign the Annual Town Election Warrant as presented from the Town Clerk.

**Motion:** A motion is made by Selectman Morse to approve Annual Town Election to be held on April 8<sup>th</sup>, from 8am to 8pm at the Council on Aging. This motion is then seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.

**Facilities Manager Contract Signing-** The Board signs the contract negotiated in Executive Session for Facilities Manager Andrew Daniel and thank Mr. Daniel for his hard work and vast skillset.

**Motion:** Selectman Morse makes a motion to sign Facilities Manager Andrew Daniels's contract as presented to the Board. This motion is seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.

**COMSTAR Hardship Request-** The Board reviews a hardship request received through COMSTAR, the Town's ambulance service.

**Motion:** Selectman Morse makes a motion to approve the \$2,113.62 hardship request. This motion is seconded by Selectman Hartley. With all members of the Board in favor, the motion passes unanimously.

#### **Town Administrator's Report/COVID-19 Update**

- Town Administrator Szyndlar begins her report by providing the Board with an Emergency Declaration for the Board's vote to allow for potential access to funds if needed and greater flexibility for spending during this outbreak.

**Motion:** Selectman Morse makes a motion to declare a State of Emergency in the Town of Rochester and approve the Emergency Declaration dated March 16<sup>th</sup>, 2020 as presented to the Board until the State of Emergency no longer exists. This motion is seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.
- Next, Town Administrator Szyndlar mentions the Annual Town Meeting. Town Counsel mentions that with the proposed bill Town Meetings may still be able to be held; possibly with a reduced quorum or remotely to allow for more flexibility.
- Then, Town Administrator Szyndlar lets the Board know she has produced a press release in regards to public meetings and recommends the Board have all public meetings and hearings canceled for the next two weeks. Town Counsel Bailey provided all of the Boards that hold public hearings with an extension form to avoid the Town going over any time constraints on public hearings.

**Motion:** Selectman Morse makes a motion to approve the press release dated March 16<sup>th</sup>, 2020 as presented. This motion is seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.
- Town Administrator Szyndlar mentions that she has also produced an Emergency Policy for employees relating to COVID-19.

**Motion:** Selectman Morse makes a motion to accept the Employee Emergency Policy related to COVID-19, seconded by Selectman Hartley. All members of the Board are in favor, the motion passes unanimously.

- Town Administrator Szyndlar announces that a reverse 911 call will go out to the residents tomorrow morning with COVID-19 related information for the Town of Rochester.
- Next, Town Administrator Szyndlar request the Board give her authority to extend the closing of Town buildings if necessary, after two weeks so the Board does not have to call a special meeting.

**Motion:** Selectman Morse makes a motion to authorize Town Administrator Szyndlar to extend the closing of Town buildings if necessary, after two weeks. Selectman Hartley seconds this motion. All members of the Board are in favor, the motion passes unanimously.

- COVID-19 Guidelines from both Fire/EMS and the Board of Health have been received. Board of Health social distancing guidelines will be put on the Town's website.
- Lastly, Town Administrator Szyndlar notes that Candidates' Night that was scheduled to take place at the Council on Aging will have to be canceled. Anyone running for office may reach out to ORCTV for individual filming. Council on Aging Director Cheryl Randall-Mach is present and mentions that they have a list of residents who may need assistance in the upcoming weeks and will be reaching out to them. They have also received a donation to have emergency radios installed in all Council on Aging vans.

### Old Business

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

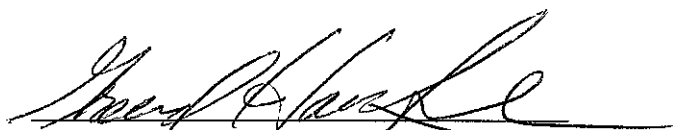
Selectman Hartley notes that the Energy Aggregation hearing that was scheduled has been canceled at this time and no new date has been set. Once the date is set, as long as available, Selectman Hartley volunteers to be the Board's representative at this hearing.

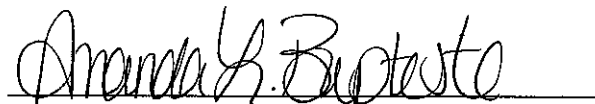
**Motion:** Selectman Morse makes a motion to have Selectman Hartley represent the Board at the Energy Aggregation hearing once rescheduled; this motion is seconded by Selectman Ciaburri. All members of the Board are in favor and the motion passes unanimously.

The Rochester Affordable Housing Inc. group has been postponed to a future meeting.

### Adjournment

**Motion:** Selectman Morse makes a motion to enter into Executive Session, not to return back into Open Session at the conclusion to discuss the potential purchase of real property. This motion is seconded by Selectman Hartley. With all members of the Board in favor, the meeting is adjourned. Roll Call Vote Hartley- Aye, Morse - Aye, Ciaburri- Aye 3:0 motion passes.

  
Greenwood Hartley III, Clerk

  
Amanda L. Baptiste, Administrative Assistant