

Rochester, MA – Town Administrator

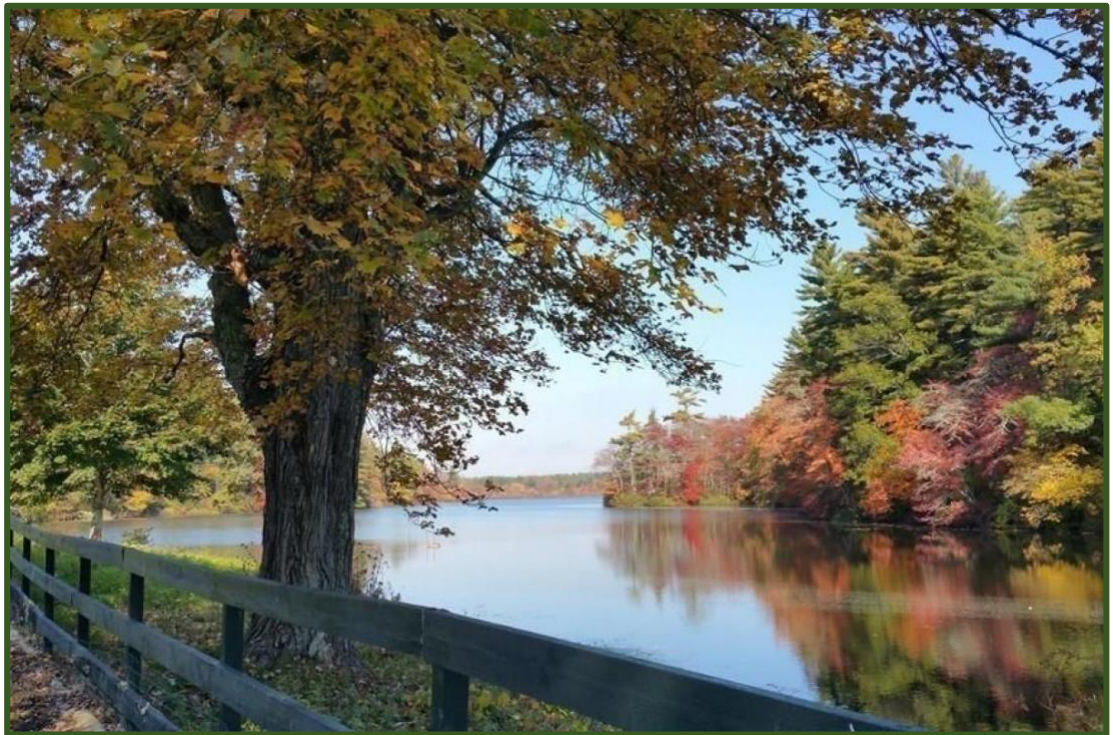


Position Statement

Rochester, MA (5,717 pop.), is a peaceful, small community located in southeastern Massachusetts approximately 60 miles south of Boston. Rochester is principally a residential community with a number of working farms and cranberry bogs.

Rochester has an AA+ rating and a Fiscal Year 2022 budget of \$22.88 million. The Town's finances are strong and the Town tends to be fiscally conservative.

Rochester's current challenges involve remaining fiscally responsible and maintaining fiscal stability for the Town, maintaining strong collaboration, and managing limited development that is harmonious with the Town's current character.



Rochester is seeking a collaborative leader with excellent communication skills, the ability to build strong, motivated teams, and a desire to engage with the community. Candidates should have strong financial acumen and experience with personnel administration. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field. Preferred candidates will have a proven record of leadership, be proactive and a strategic thinker, instill confidence and trust, and be able to build collaborative relationships

Annual salary: \$125K+/- DOQ. The town offers a competitive compensation package including health and retirement plans, commensurate with qualifications and experience. Rochester is an Equal Opportunity Employer.

Government

Rochester has a Select Board-Town Administrator form of government with open Town Meeting. The three-member [Select Board](#) serves as the Town's chief executive body and they are assisted in their duties by an appointed [Town Administrator](#) and Administrative Assistant. The Select Board appoints the Town Administrator who is responsible for the daily administration of the municipal business affairs of the Town. The Town Administrator works under the policy direction of the Select Board and acts as the Town's chief operating officer, financial officer, and procurement officer. The current Board is focused on operating Rochester in a collaborative, transparent, and responsive manner.

Rochester has many elected positions, boards, and committees including Select Board, Rochester Memorial School Committee, Old Rochester Regional School Committee, Planning Board, Board of Library Trustees, Board of Assessors, Board of Health, Water Commission, Cemetery Commission, Park Commission, Moderator, Tax Collector, Town Clerk, Constable, Herring Inspector, Highway Surveyor, and Tree Warden. The Town Administrator must be skilled at collaboratively engaging with Rochester's various elected and appointed positions, boards, and committees.

Finances

Rochester's financial condition is solid and the Town is conservative with its spending. Rochester has a FY22 budget of approximately \$22.88 million and a Standard and Poor's rating of AA+. The general stabilization fund balance is currently \$2.24 million, while the special purpose stabilization funds have a total balance of nearly \$1.29 million. Those funds include: special education costs stabilization fund, \$52,062; school assessment stabilization fund, \$259,203; road improvement stabilization fund, \$403,640; public safety capital stabilization fund, \$211,497; and capital improvements fund, \$202,113. Free cash was certified this year at \$1.41 million. The FY22 tax rate is \$12.74 for residential, commercial, and industrial properties. The property tax base is approximately 86.7% residential and about 13.3% commercial, industrial, and personal property. Approximately 62% of the Town's revenue comes from the tax levy, with about 11% from state aid. Local receipts bring in about 20% of the annual revenue. New growth revenue tends to range between \$100,000 to \$200,000 annually. Maintaining or even improving Rochester's financial strength and bond rating while keeping tax increases to a minimum are priorities. Like most municipalities, Rochester is facing potential revenue constraints due to the pressure of increasing costs and infrastructure needs. Candidates should have a proven record of building balanced budgets that address needs while respecting policies and resources. Solid understanding of procurement and municipal finance laws is preferred.

Rochester is located about 10 miles northeast of New Bedford, 40 miles east of Providence, R.I., and 60 miles south of Boston, which provide employment opportunities for residents. There is limited desire for economic development to help fund town services and support infrastructure needs.

Important Links:

- [Town of Rochester](#)
- [Mass. General Laws Chapter 41](#)
- [May 2021 Town Meeting Warrant](#)
- [FY22 Budget Summary](#)
- [FY20 Audit Report](#)
- [Rochester Crossroads 40R Proposal](#)
- [Open Space & Recreation Plan](#)
- [Conservation Commission & Town Forest Committee](#)



Departments

Rochester has a full-time [Police Department](#) staffed by a Chief, Detective, three sergeants, and eight officers. The [Fire Department](#) has a full-time fire chief supported by call firefighters. Many of the call firefighters also work in the

[Highway Department](#). EMS service is managed by the Fire Chief who schedules all shifts with part-time EMTs, who also work full-time in other communities. Emergency communications is provided by the [Regional Old Colony Communication Center](#) located in Duxbury MA. The Highway Department is managed by an elected Highway Surveyor who has seven full-time staff. The [Council on Aging](#) is managed by a full-time Director supported by several part-time staff and many volunteers. The Senior Center is open five days a week. The [Joseph H. Plumb Memorial Library](#) has a full-



time Director and several part-time support staff. Administrative staff support the offices of the Treasurer, Assessors, and Building Commissioner. The [Planning Board](#) is supported by a full-time Planner and part-time administrator. Rochester has a full time Conservation agent, part-time Town Clerk and part-time Tax Collector.

Positions filled within the past year include Treasurer, Town Planner, Conservation Agent, and Council on Aging Director. There are typically between 20-25 full-time municipal employees and approximately 12 part-time municipal employees.

Education

Rochester is part of the [Old Rochester Regional School District](#), which includes the towns of Rochester, Marion, and Mattapoisett. Students in grades 7-12 attend [Old Rochester Regional Junior High School](#) and [Old Rochester Regional High School](#), both of which are geographically located in Mattapoisett. High school students are also able to attend [Old Colony Regional Vocational Technical High School](#). Elementary students attend [Rochester Memorial School](#).

Economic and Community Development

Rochester is a rural-residential community, with a number of working farms, including numerous cranberry bogs, located in Town. There is limited commercial/industrial development. Rochester receives approximately \$4 million annually from Covanta, a waste-to-energy facility located on the Rochester/Wareham border. Most growth in Town has been residential. Currently, a 40R project to include 200+ apartments along with some retail space is under development along Route 28. There are also seven solar fields in operation, with another two solar fields currently being built, and another five in the permitting process. Rochester is the home of several small communities developed for seniors, 55 and older; a third is under construction and a fourth is in the permitting process. There are two grocery markets in Rochester and one gas station.

Rochester residents are happy with the Town's rural character and many prefer limited additional development. There are no Town sewers and very limited Town water (serving about 200 homes). Current zoning requires residential lots be a minimum of two acres, except in specially permitted projects.

Open Space and Recreation

Preservation of open space is important to Rochester residents. The Town has a long history of preserving important



ecological, agricultural, cultural, and water supply resources for future generations. Rochester looks the way it does not by chance but by design and the good intentions of its citizenry. The Town is 36.4 square miles of which nearly 34 square miles is land and about 2.5 square miles is water. The Mattapoissett and Sippican rivers flow through Rochester, emptying into Buzzards Bay. The Town sits almost entirely within the Buzzards Bay Watershed. Rochester's landscape is dominated by forests and waterways, with many surrounding towns benefitting from the community's abundant water resources. Rochester has two wildlife management areas and a fish hatchery as well as a small recreation area along Mary's Pond and two parks near the

Town center. Farming was once the main source of income for residents. The production of cranberries remains a primary focus of agriculture in Rochester. Working collaboratively to maintain a thoughtful and acceptable balance of open space and appropriate development is critical.

Current/Potential Projects

- *A potential feasibility study for the design, procurement, and construction of a new fire station to replace Station 1 or a public safety building for Fire, EMS, and Police.*
- *Managing the impact of the 208-unit Rochester Crossroads 40R project on community services.*
- *Current and potential large-scale ground-mounted solar projects.*
- *Future construction of a new salt/sand storage building.*
- *Safety analysis of various town roads and intersections; ongoing maintenance to 74 miles of public roadways.*





The Ideal Candidate

- Bachelor's degree (with a master's preferred), preferably in public administration or a related field.
- Five years of experience as a municipal administrator or any equivalent combination of education and experience.
- Experience in collective bargaining, human resource management, financial management, purchasing, and conflict management and resolution is preferred.
- A strong communicator, both internally and externally; active listener.
- Provides collaborative and respectful leadership; maintains a positive work environment.
- Understanding of regional services delivery.
- Ability to build trust; approachable.
- Strong leadership qualities and experience.
- Superior organizational abilities; skills in strategic planning.
- Ability to coach and mentor personnel.
- Superior writing and presentation skills.
- Creative problem solver; enjoys taking on challenges; skilled negotiator.
- Excellent follow-through; strong work ethic.
- Team-oriented; proactive; strategic.
- Proficient knowledge of municipal law.
- Exhibits excellent attention to detail.
- Diplomatic; strong conflict resolution skills.
- Calm under pressure.
- Knowledgeable of best practices.

How To Apply

Position is open until filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, by February 4, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Rochester
Town Administrator**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Rochester, Mass., is an Equal Opportunity Employer.