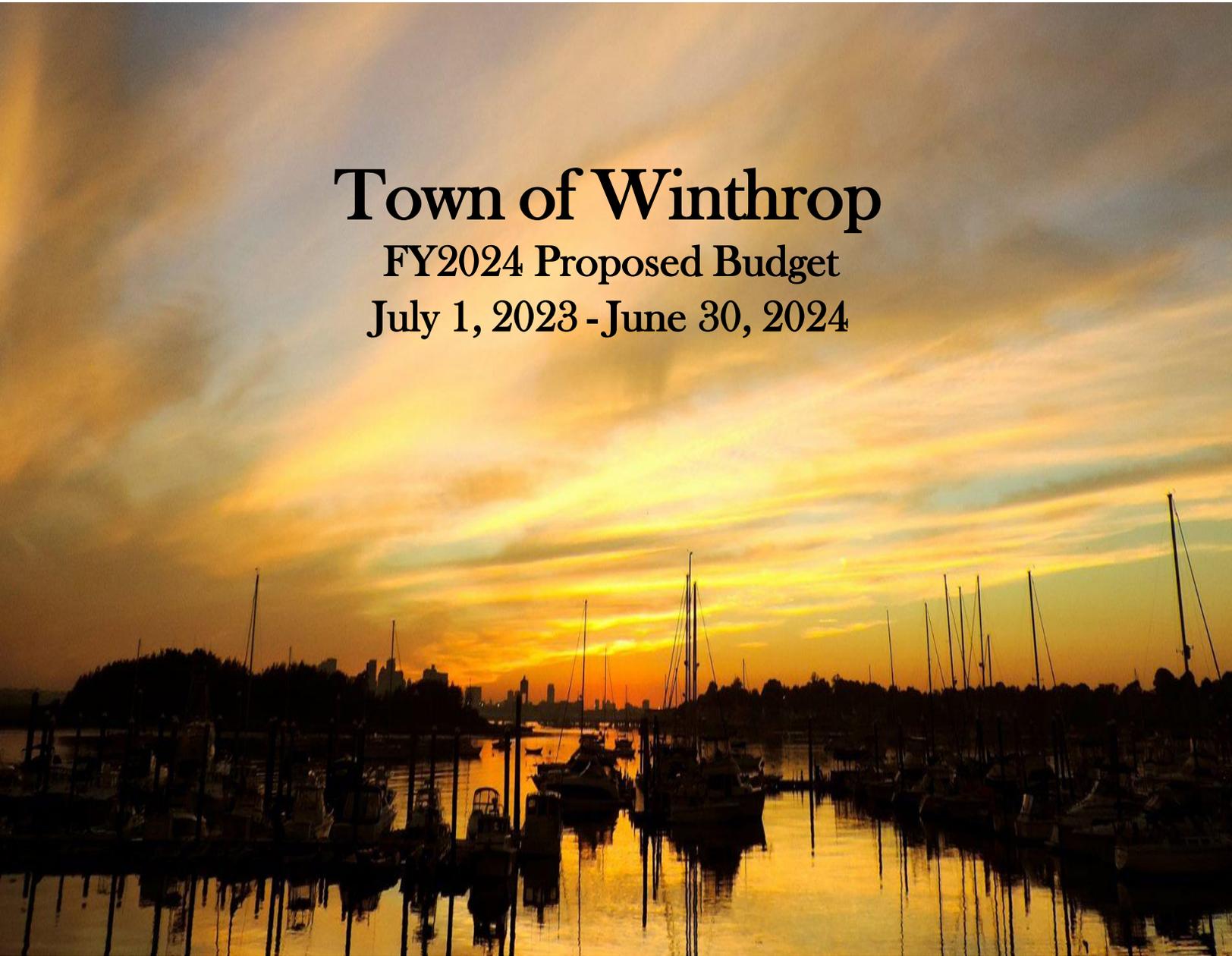


# Town of Winthrop

FY2024 Proposed Budget

July 1, 2023 - June 30, 2024



Town Manager

Anthony Marino

Chief Finance Director

Dylan Cook

Assistant CFO

Robert Powers



Town Council

Council President Jim Letterie

Vice President Stephen Ruggiero

Councilor Tracey Honan

Councilor Rob DeMarco

Councilor Richard Fucillo

Councilor John Munson

Councilor Hannah Belcher

Councilor Barbara Flockhart

Councilor Joseph Aiello

## *Reader's Guide*

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The purpose of this document is to communicate the Town of Winthrop's fiscal year (FY) 2024 recommended budget in a useful format for citizens, elected officials, staff, and any other interested parties. The information is presented in a user-friendly format that allows all readers to obtain answers to specific funding questions. The Budget Message should assist the reader in understanding the major aspects of the budget.

### **Document Organization**

This budget document describes how the Town attempts to identify the community's needs for public services and the strategies by which it tries to meet those needs. We have organized this document so that the readers can obtain essential information in a quick, accessible, and digestible format. For those who wish to inquire in greater depth, we have provided greater detail.

Readers can find explanations about all appropriated funds, as well as the budget adoption process and timeline. Financial summaries are presented to reflect all sources and uses of funds. The reader can identify where all monies come from and how each fund uses those dollars. Additionally, information is provided, showing the level of fund balance maintained and the annual impact of the budget on those balances.

The Expenditure Budget Summary section contains information about the various funds at the department level, including the budget appropriation for all Town departments.

The Town Departments section should help you identify by the department the following:

- mission statements
- goals and objectives
- accomplishments
- funded positions comparison for three years

The Capital Plan section includes information on capital projects and their financing methods.

Finally, the Appendices include supplemental data for the budget document. Included in the section are items such as Reserves, Fund Descriptions and Balances, position summary, statistics, table of abbreviations, and a glossary of terms.

### **How to Read Financial Data**

Most data within this document is presented in fiscal year terms. The Town of Winthrop operates on a fiscal year that runs from July 1 through June 30. Therefore, FY2024 is the period from July 1, 2023, through June 30, 2024. All information is presented using a three-year comparison, which includes FY22 actual expenditures and FY23 budgeted revenues and expenditures (thru 3-31-23). Anyone interested in obtaining additional information concerning the Town of Winthrop's Budget is encouraged to contact the Town Manager's Office at (617) 846-1705 or visit the Town's website at [www.town.winthrop.ma.us](http://www.town.winthrop.ma.us).



## **Town of Winthrop 2024 Annual Budget Contents**

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# INTRODUCTION





# TOWN OF WINTHROP OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1705

**Anthony Marino**  
Town Manager

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## M E M O R A N D U M

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**TO:** Town Council & Finance Committee  
**FROM:** Anthony Marino, Town Manager  
**DATE:** **May 2, 2023**  
**RE:** Fiscal Year 2024 Budget Message

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It is with great pleasure that I submit the proposed operating budget for Fiscal Year (FY) 2024 for the Town of Winthrop. It has been my honor, as your Town Manager, to work with the Town Council, Finance Committee, School Committee, School Superintendent, and all the department heads to prepare this budget for the Town of Winthrop's consideration.

According to the Winthrop Charter, the Town Manager shall "Not less than sixty (60) days prior to the start of the town's fiscal year, the Town Manager, after consultation with the Council President, shall submit to the Town Council a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents."

This budget meets these requirements as it is balanced and honors the Town Council's theme and mandate of a conservative approach to both revenues and expenses. This budget also continues our commitment to consolidation, maintaining a commitment to resident services, public safety, and public works, all of which fit within the Council's goals for the Town, and still maintaining a commitment to responsible spending.

This budget message aligns with the Town Councils' goal to increase transparency and goes well beyond by improving communication with the public. In addition to those required sections, this budget message also looks forward, providing insight into our long-term budget planning and identifying emerging issues that may impact spending and municipal operations in the coming years.

Therefore, this budget message is separated into four major categories: Revenues, Expenses, Capital Spending, and Long-Term Financial Planning. It represents a

collaborative effort of all departments. We are proud to submit this budget as it represents hours of work by all of our department heads and staff members.

## **REVENUES**

Fiscal Year 2024's revenues are forecasted responsibly and conservatively; given the supply chain crisis and limited new vehicle inventory, we reduced our excise tax receipts to account for anticipated revenue loss. We continue to keep our receipts at levels designed to support continuous free cash. Our staff and Department Heads meet annually before the revenue estimates are finalized, review each category and local receipt individually, and discuss market trends, past performance, and anticipated activity, making each year's revenue projections both a collaborative effort and producing a true and accurate estimate. Decision-makers and the public continue to have a window to review, analyze, and question all categories of revenues and local receipts. This budget is also posted and indexed on the Town's website, providing further access to our projected spending of the people's resources.

Our projections for State Aid are using the figures supplied on the Cherry Sheet for the Governor's proposed budget. However, if the state aid numbers come in lower than what we budgeted for, we have already identified areas where we can cut and adjust the budget after the Town Council votes on it.

Overall property tax revenue is projected to increase by the allowable 2 ½ percent in FY24, with an increase in the estimate for new growth, the tax revenue that comes from new construction. The new growth estimate of \$250,000 is consistent with the increase in new residential construction that we have experienced.

Local receipts are projected to remain consistent with the last fiscal year, except for excise tax, as we expect a drop due to limited new car inventory. These figures are developed in detailed consultation with our department heads and reflect an analysis of industry trends and historical performance here in Winthrop. As a result, they will continue to be forecast well below actual proceeds to provide a portion of the cushion that helps create a sustainable annual free cash figure.

This budget captures and fulfills the goals and requirements of the Town Council's conservative policies for both revenues and expenses. It continues the practice of eschewing free cash as a funding source for the Stabilization funds, an approach that has drawn praise from both our auditor and financial advisor. Proof of this was seen recently as our bond rating was increased from AA to AA+. This will allow us to see lower interest rates on future capital and infrastructure projects. This practice ensures a balanced budget funded with recurring and not one-time revenues and is lauded by analysts and municipal finance professionals alike.

Our Revenue Projections are shown below:

Revenue	FY2023	FY2024	% Change
General Fund	56,938,408.00	59,652,439.00	5%
Enterprise Funds	13,814,991.00	14,409,746.00	4%
Capital Stab	704,712.00	800,000.00	14%
Revolving Funds	200,334.00	209,874.00	5%
<b>Total Revenue</b>	<b>71,658,445.00</b>	<b>75,072,059.00</b>	<b>5%</b>

## **EXPENSES**

This budget reflects a commitment to preserving our residents’ quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of educational and municipal services. It also responds to changes in the economy, governmental and non-governmental organizations' priorities, and other changes that may affect our financial well-being. It fulfills the core value of supporting education, public safety, and public works while balancing fiscal responsibility and fulfilling the Town Council’s financial goals.

### **The FY24 budget:**

- Continues to work within sustainable revenue sources and is balanced;
- Introduces the “Base Budget Document” to the Town of Winthrop. This budget is designed to place all of the associated expenses for the Town and School in each of the respective budgets. By doing this, we establish a percentage of the budget that both the Town and the School have available for use. Consistent with most towns in the Commonwealth, that percentage is approximately sixty percent (60%) for the School and forty percent (40%) for the Town.
- The Town of Winthrop saw a substantial increase in Chapter 70, school state aid funding, for FY24. Therefore, we calculated the increase in the School Department funding. This will allow the School Committee and School Superintendent to handle budgetary increases due to settled union contracts and negotiated salary increases.
- Includes a five-point eight percent (5.8%) increase for health insurance through GIC, providing funding for the town's 85% share of the health insurance costs.
- Salary increases for most unions and non-union personnel are calculated at two percent (2%) for FY24, and non-union personnel receives a two percent

(2%) cost of living adjustment (COLA).

- Trash and Recycling expenses totaling \$600,000 are in the general fund budget. This is a decrease of approximately \$300,000 from FY23 as the Town Council recently approved the Trash Ordinance that introduces pay-as-you-throw bags for any trash that does not fit in the 64-gallon receptacles supplied by the town. We anticipate that bag sales will make up for the decrease in general fund monies.
- Includes a \$60,000 subsidy or budget transfer for the Park and Recreation (\$30,000) and the Rink (\$30,000) enterprise funds. This recognizes the contribution that the Park and Recreation program and the Ice Rink provide for the residents of Winthrop.
- Annual increases in our health insurance, charges from Northeast and Essex Technical Schools, union contracts, building and vehicle insurance, and retirement and pension funding take up most of our 2.5% tax increase per year. As a result, it is challenging to honor new staffing requests, new software and upgrades, and other new initiatives. Moving forward, we will look at each department and see if there are any reorganizations that we can put in place to maximize our current staffing levels.

A summary of the expenses is shown below:

Appropriations	FY2023	FY2024	% Change
Town Departments	13,630,513.00	14,631,108.00	7%
School Department	23,797,750.00	35,121,803.00	48%
Non-Departmental	18,452,483.00	9,899,528.00	-46%
Non-Appropriated	1,057,662.00	-	-100%
<b>Total General Fund</b>	<b>56,938,408.00</b>	<b>59,652,439.00</b>	<b>5%</b>
Enterprise Funds	13,814,991.00	14,409,746.00	4%
Revolving Funds	200,334.00	209,874.00	5%
Capital Stab	704,712.00	800,000.00	14%
<b>Total Appropriations</b>	<b>14,720,037.00</b>	<b>15,419,620.00</b>	<b>5%</b>

## **CAPITAL SPENDING**

Included in this proposal are the capital requests for FY24 and a new five-year capital plan. Each capital proposal contains a detailed project sheet outlining the specifics of each proposed purchase. This year's capital items are routine operational items and more considerable vehicle replacement expenses to be funded primarily with Capital Stabilization Funds, Retained Earnings from the Sewer Enterprise fund, and Green Communities Grant funds. This Capital Plan also takes a holistic approach to the Town and includes larger projects that are on the horizon, including a new fire station, the replacement of the turf on Miller Field, and the upcoming Revere Street TIP project so the residents understand what the long-term Capital needs are for the Town.

Future capital project requests will include heating and air conditioning upgrades at our School and Town buildings, a new ladder truck for the Fire Department, and long overdue committed funds for roadway and sidewalk repair and replacement. This Capital Plan will be more comprehensive in FY25 as we will be receiving our Facilities Needs Assessment for all Town and School buildings from Brightly over the Summer months. Lastly, Winthrop is a Green Community; therefore, we plan to offset our HVAC replacement expenses with their yearly competitive grant funding program.

More details on the five-year capital plan are included in the Capital Plan section of this budget document.

## **LONG-TERM FINANCIAL PLANNING**

The Town Council continues to make long-term financial stability and sustainability a priority. In addition to their updated long-term Capital Planning goals, the Council has made working within the Levy and Proposition 2 ½ a priority. It guides how we decide which budget increases and which capital requests are honored.

- Balancing development and costs – With a recent surge of residential housing applications, the pressures of providing roadways, clean water, and other municipal services, including education, will become more acute. It will be essential to have a funding and service delivery program and plan to insulate the Town from rising service delivery costs.
- Infrastructure – With rising populations, the planning and implementation of infrastructure amenities like roadway and sidewalk repairs, walking trails, and other non-traditional methods of transportation will be vital moving forward. Investing in and looking for grant opportunities for electric charging stations will need to be a priority over the next several years.
- Transparency – The Town's ambitious effort to open its books and provide detailed, accessible information will soon be available on our website using Open Gov. We are working with this vendor to present our financial information in a clear and concise format that will allow our residents to look at and town expenses on a

monthly, and annual basis.

- Health Insurance Costs continue to increase at a national average of 5-10% per year. While Winthrop has been under that percentage over the past few years, we will need to consider more creative, cost-effective plans and engage the GIC and potentially other insurance carriers to ensure we offer health insurance that provides quality coverage through sustainable health plans for our employees. In addition, we will engage with the unions to reconstitute the insurance subcommittee to look at all available health options to make educated choices as we move forward.
- As we look to reduce our carbon footprint and move away from fossil fuels to heat our buildings, increased capital expenditures to convert our Town and School buildings need to be addressed, and funding sources, other than the capital stabilization fund and free cash, will need to be identified.

## **CONCLUSION**

This budget represents many hours of hard work by several dedicated public servants and volunteers. Many thanks to our department heads, finance staff, and numerous volunteers who collaborated on this important work.

I look forward to detailed and engaging discussions with the Town Council and Finance Committee over the next few months as we prepare to vote and fund the FY24 Budget at the June 13, 2023, Town Council meeting.

# GUIDE TO THE FY2024 BUDGET



# Guide to the FY2024 Budget

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## OVERVIEW OF THE ANNUAL BUDGET PROCESS

The Town of Winthrop operates on a fiscal year period of July 1st to June 30th each year. The process of preparing the annual budget takes place over seven months each year. Below is a table of the significant events that help shape the budget:

<b>December</b>	<ul style="list-style-type: none"><li>• Operating &amp; Capital Department budgets requested</li></ul>
<b>January - February</b>	<ul style="list-style-type: none"><li>• Department budgets reviewed by Town Manager</li><li>• Budget review meetings held by Town Manager with departments.</li><li>• Town Manager and Chief Financial Officer (CFO) evaluate project requests from the department for the Capital plan.</li><li>• Debt schedules and financial forecasts are updated to provide context to the five-year capital plan.</li></ul>
<b>March - April</b>	<ul style="list-style-type: none"><li>• Town Manager meets with subcommittees about Capital Plan and sends a draft budget to the Finance Commission</li><li>• Budget &amp; Capital Plan are presented at Spring Forum</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• Budget and Capital Plan is presented to the Town Council</li><li>• Town Council and Finance Commission hold public meetings to review the Budget and Capital Plan</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• Finance Commission submits Budget summary and recommendations to the Town Council for their consideration.</li><li>• Town Council discusses and votes on FY24 Budget and Capital Plan</li></ul>

**November** - Departments are provided with their previously submitted five-year capital requests for review, update, and the addition of the next fifth year.

**December** - Departmental operating budget requests are sent out to the Department Heads.

**January - February** - The Town Manager and CFO review budget requests and start to prepare the Base Budget Document. The Town Manager meets with the School Superintendent during this timeframe to review estimated revenue projections for the upcoming fiscal share and shared expenses. The Town Manager and CFO also meet with the Department Heads to review their Budget and Capital Requests.

**March - April** – Town Manager meets with the Capital Plan subcommittee about the Five-Year Capital Plan and reviews upcoming requests. These meetings look to prioritize the Capital Plan and add any new work that may have been identified during the previous Fiscal Year. The Draft Budget and Capital Plan are presented during the Town Council Spring Forum.

## Guide to the FY2024 Budget

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**May** – In accordance with the Town Charter, the General Fund Budget and Five-Year Capital Plan are presented to the Town Council. The Town Council and Finance Commission hold multiple meetings in May to review the budget and meet with a few Department Heads for follow-up budget questions.

**June** – Finance Commission submits its budget summary and recommendations to the Town Council for them to review before they deliberate and vote on the annual budget. The Town Council votes on the Budget no later than 45 days after they receive it from the Town Manager.

### HOW ARE TAXES CALCULATED?

In Winthrop, the tax rate is a function of the total revenues to be raised by real estate taxes (Levy Limit) and levy exclusions.

#### What is a Levy Limit?

Proposition 2 ½ was enacted in 1980 to limit the property tax's reliance and give the voters a more significant say in approving property tax increases. With inflation and certain costs routinely pushing the cost of government beyond 2 ½% increases, the legislature provided voters the authority to approve increases greater than 2 ½%, enabling them to consider and determine what kind of community they want can afford. A general override to Proposition 2 ½ supports the operating budget and requires a majority vote by ballot at the Town Election to pass. Town leaders are mindful of the tax burden and do everything possible to avoid or limit general overrides while maintaining essential services.

There are two components to the law:

1. A levy ceiling, or the maximum levy limit, is 2.5% of the taxable real and personal property's full and fair cash value, as determined by the Town's assessors. This changes as properties are added or removed from the tax roll and as market values change, but Winthrop's Annual Tax Levy cannot exceed the Levy Ceiling.
2. A particular year's levy limit is calculated by increasing the previous year's limit by 2.5% and adding certified new growth and overrides. The new limit cannot exceed the levy ceiling.

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$$\begin{aligned} \text{Winthrop's Annual Tax Levy} &= \text{Levy Limit} + \\ &\text{Exclusions} \text{ The Levy Limit} = \text{Prior Year Levy Limit} + \\ &2.5\% \\ &+ (\text{voter approved override}) + \text{New Growth} \end{aligned}$$

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New Growth includes the additional property tax from new construction and additions to properties, exempt real property returned to the tax roll and new personal property. In Winthrop, we do estimate New Growth for the upcoming year very conservatively.

## Guide to the FY2024 Budget

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This then becomes the base for calculating the levy limit for the next year. The Town's actual levy can be any amount up to the limit. If the levy is below the limit in one year, the levy increase in the following year could not exceed 2.5%. The difference between the levy and the levy limit is called the excess levy capacity.

### **What are Exclusions?**

Taxpayers may vote to fund debt for projects and choose to exclude these payments from calculating the levy limit and, therefore, from the base upon which the levy limit is calculated for future years. Unlike overrides, these Debt Exclusions or Capital Exclusions are temporary increases to the tax levy, lasting the life of the debt or the capital project's duration. Exclusions require a majority vote on the ballot and may increase the levy above the levy ceiling.

# COMMUNITY PROFILE



## Governmental Structure

The Winthrop local government consists of a 9-member Town Council with a Town Council President, a Town Manager, numerous town departments, the Department of Public Works, and volunteer boards and commissions. The Town Council and Town Council President are elected through local elections, and the Town Council President appoints members of local boards and commissions. The Town Manager is responsible for the overall management and administrative services of the Town and has been selected for hire by the Town Council.

The Town Council normally meets on the first and third Tuesday of every month, and twice per year, they host a spring and fall forum; the public forum is held to review town services and budgets. The two public forums are a requirement of the Winthrop Town Charter.

Winthrop has a local Housing Authority, which consists of a five-member board appointed via election at the Town elections. The Winthrop Housing Authority is a State-aided public authority and maintains 429 units across Town.

The Winthrop public school system services approximately 1,900 students across four schools. There is a 7-member school committee consisting of the Town Council President and six elected members.

## Private Sector

The majority of Winthrop's local business and commercial establishments are found in areas zoned Business District A and Center Business District. These business areas primarily include Shirley Street, Veterans Road, Revere Street, Pauline Street, Woodside Avenue, and Main Street, as well as many smaller streets that intersect them. Many of Winthrop's businesses are grouped together, which benefits residents by creating a convenient, walkable concentration of businesses.

Winthrop recently completed a Center Business District infrastructure improvement project. This project included utility updates, new paving and sidewalks, lighting, and landscaping. In 2022 the Town Planning Office secured a grant through the One Stop for Growth program to draft a storefront improvement grant plan. The plan provided guidelines for a future program to provide store owners with financial assistance for exterior improvements. Winthrop maintains CBD improvements as a high priority.

In 2022 there were 80 business and commercial establishments that submitted a business license to the Town Clerk. The number of recorded business licenses has decreased over the past years. In 2015 there were 120 recorded business licenses, and later in 2021, there were 94 recorded business licenses.

## Community Statistics

**Incorporated:** 1852

**Land Area:** 1.6 Square miles

**Population:** 18,505 (census.gov)

**FY2023 Tax Rate Per Thousand:** \$10.70

**FY 2023 Average Assessed Single-Family Home Value:** \$624,982 (12.80% value increase from FY2022).

**FY2023 Average Single Family Tax Bill:** \$6,687.30 (2.25% increase from FY 2022)

**County:** Suffolk

**Public Roads:** Approximately 162

**Private Roads:** 59 (Winthrop Parking Clerk)

**Workforce:** 12,786 (census.gov)

**Form of Government:** Town Manager, 9-member Town Council

## Geography and Demographics

The Town of Winthrop is a peninsula with two points of entry, from East Boston along Saratoga Street and from Revere along Winthrop Parkway. Winthrop is 1.6 square miles in land area. Broad Sound, Belle Isle Inlet, and Boston Harbor flank it. One unique feature that abuts Winthrop is Belle Isle Marsh, the last remaining salt marsh in the Boston area. Belle Isle Ecology Park, the Belle Isle Marsh Boardwalk, and the Mary Kelley Pavilion are located off Morton Street in Winthrop and provide the town with a natural and beautiful recreational resource. Another natural resource that Winthrop has are many public beaches. While there are several beaches within Winthrop to enjoy, the two major ones are Yirrell Beach and Winthrop Beach.

Winthrop is fortunate to have Massachusetts Bay Transportation Authority (MBTA) bus routes (712, 713) travel throughout the town. The MBTA Bus Routes also connect residents to the MBTA Orient Heights Blue Line station. Winthrop has a Town Landing Complex located on Shirley Street. The Winthrop Harbor Master manages the Town Landing Complex and provides local boaters with a boat ramp, pier, marina, and other services. Winthrop offers Ferry Services, running weekdays in warmer months, that give residents access to Boston. The Ferry is also available for private charters.

Winthrop's resident population has seen a small increase since the 2010 Census. In 2010 the Town population was estimated at 17,497 residents (census.gov). In 2020 Winthrop's population grew by 10.4% to 19,316 residents. 4.5% of residents are under the age of five, 17.5% of residents are under the age of eighteen, 57.7% of residents are between the ages of nineteen and sixty-four years old, and 20.3% are sixty-five years old or older (census.gov).

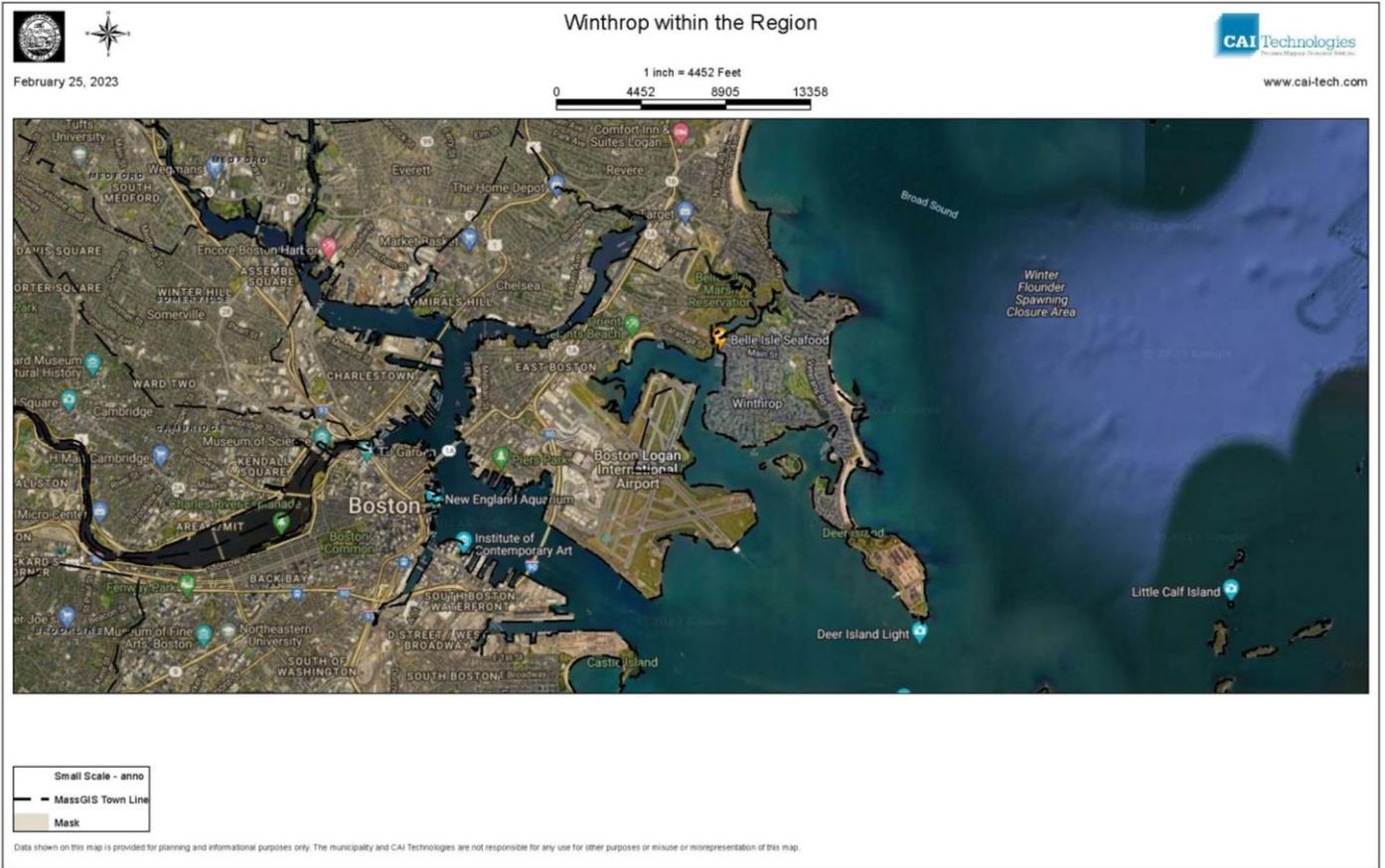
The medium household income for Winthrop is \$86,780, and 8.3% of Winthrop residents live below the poverty threshold (census.gov).

Winthrop is designated as a Minority and Income Environmental Justice Community by the State of Massachusetts. This means that certain neighborhoods within Winthrop have “annual median household income is 65 percent or less of the statewide annual median household income” and “minorities make up 40 percent or more of the population” (mass.gov). Environmental Justice data can assist with securing grant money to benefit Environmental Justice populations and other areas of the Town.

Municipality	EJ Criteria	Number of EJ Block Groups	Total number of Block Groups	% of EJ Block Groups	Population in EJ Block Groups	Total Population	% of population in EJ Block Grp
Winthrop	MI	7	18	38.9	8480	19316	43.9

*Mass.gov, Executive Office of Energy and Environmental Affairs, Environmental Justice Populations in Massachusetts*

# Winthrop within the Region



## Employment and Payrolls

The following table lists the major categories of employment, as well as income, in 2020, 2021, and the first quarter of 2022. The most predominant business sector is the service providing industry. Education and Health Services are the largest types of employers within Winthrop.

Industry		Average Number of Employees		
Year		2020	2021	2022 (1st Quarter)
<b>Total Goods Producing</b>		<b>210</b>	<b>238</b>	<b>208</b>
Selected goods producing employment	Construction	204	232	202
	Specialty trade contractors	130	143	126
<b>Total Service Providing</b>		<b>1737</b>	<b>1933</b>	<b>1967</b>
Selected service providing employment	Trade, Transportation, and Utilities	264	281	269
	Retail Trade	182	183	159
	Nonstore Retailers	3	5	n/a
	Transportation and Warehousing	58	67	76
	Information	15	17	20
	Finance and Insurance	105	103	95
	Real Estate	14	21	23
	Professional and Technical Services	67	60	64
	Administrative and Waste Services	29	34	39
	Education and Health Services	624	696	717
	Leisure and Hospitality	362	431	465
Other Services	119	138	121	
<b>Number of Establishments</b>		<b>360</b>	<b>396</b>	<b>408</b>
Average Weekly Wages		\$950	\$966	\$955
Average Annual Wage*		49,400	\$50,232	\$49,660
* Average Weekly Wage multiplied by 52				
Source: Mass Employment and Wages (ES-202)				

## Largest Employers

Winthrop does not currently have data on the number of people that each business in Town employs. Business licenses do not require this information. It is estimated that the businesses that employ the most people are Nick's Place restaurant, Twist and Shake ice cream, Winthrop Marketplace grocer, Woodside Hardware Store, Belle Isle Seafood restaurant, and La Siesta restaurant.

## Budget Comparison

Category	FY 2020	FY 2021	FY 2022	FY 2023
<b>General Government</b>	2,931,479.95	2,857,391.08	2,873,793.82	3,046,204.00
<b>Public Safety</b>	7,838,085.14	7,569,274.26	7,722,425.70	7,764,854.00
<b>Public Works</b>	1,435,853.47	1,298,844.99	1,322,511.37	1,404,681.00
<b>Cultural and Human Services</b>	979,532.15	1,112,137.92	1,129,788.67	1,127,524.00
<b>Non-Departmental</b>	14,893,890.13	17,756,677.50	17,689,487.88	18,653,188.36
<b>Schools</b>	21,275,036.00	22,242,750.00	22,842,750.00	23,742,750.00
<b>Unappropriated Accounts</b>	900,322.00	880,480.00	964,130.00	973,394.00
<b>Enterprise Funds</b>	10,117,836.02	11,824,172.73	12,012,714.07	13,963,460.00
<b>Revolving Funds</b>	361,741.47	395,628.00	277,446.00	274,232.64

## Revenues

### Property Taxes

Property taxes are a major source of revenue for the Town. The total amount levied is subject to certain limits prescribed by law.

## History<sup>1</sup>

During the 1600s, the land area, now known as Winthrop, was referred to as Pullen Poynt, and the land was primarily used for agriculture. In 1739 the region, today is known as Chelsea, Revere, and Winthrop, was annexed from Boston, and the whole area became the Town of Chelsea and evolved into a successful fishing region. In 1846 the land that is now Winthrop and Revere became North Chelsea. In 1852 Winthrop was incorporated as a Town. Winthrop is named after John Winthrop, a four-time Governor of the Massachusetts Bay Colony in the mid-1600s. The late 1800s brought railroad systems to Winthrop and the surrounding area. The railroad brought population growth, and by 1890 Winthrop's population grew to about 3,000 people. It was known as a popular vacation destination and boasted over 50 hotels. As rail travel became less popular, along with economic factors from World War II and the Great Depression, Winthrop saw a reduction in tourism during the early to mid-1900s.

In the 1970s, Winthrop started to see a significant decline in population, decreasing by around 14% between 1970 and 2010. This, along with the popularity of other shopping centers and malls, caused Winthrop's local businesses to struggle and ultimately decline. This decline in businesses also resulted in a decrease in local jobs. Winthrop is working to revitalize the downtown, bring in a new commercial base, and assist existing businesses when possible.

Today Winthrop continues to be a unique and pleasant place to reside for residents from all walks of life.

<sup>1</sup> Five Year Strategic Plan for Economic Development plan, November 2014.

[https://www.town.winthrop.ma.us/sites/g/files/vyhlf8421/f/pages/winthrop\\_strategic\\_plan\\_final\\_11-14-14.pdf](https://www.town.winthrop.ma.us/sites/g/files/vyhlf8421/f/pages/winthrop_strategic_plan_final_11-14-14.pdf)

# TOWN CHARTER



*[LINK TO WINTHROP  
TOWN CHARTER](#)*

# BUDGET SUMMARIES



# Balanced Budget Summary

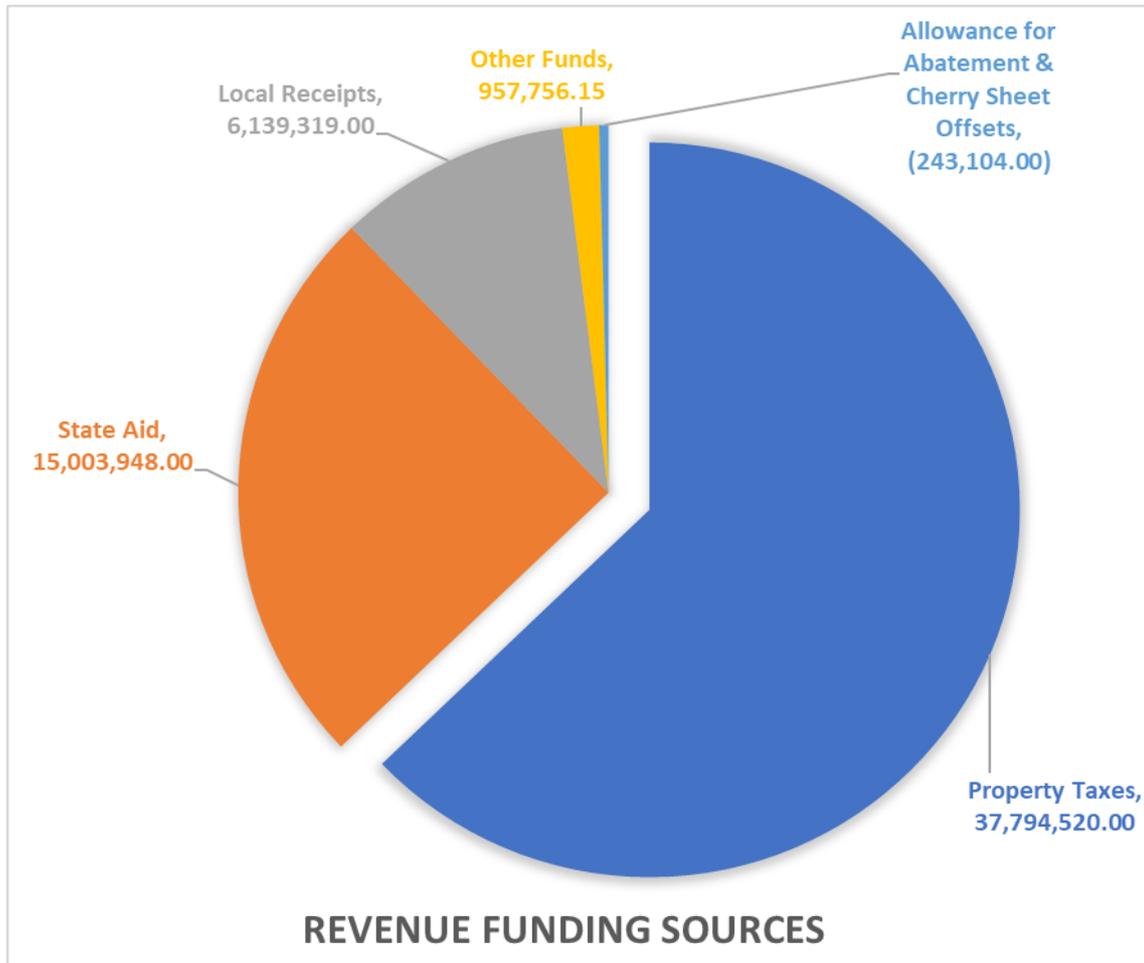
## Estimated Revenues

<b>REVENUE ESTIMATES FOR FY 2024 OPERATING BUDGETS</b>				
<b>Description</b>	<b>FY2022 (Actual)</b>	<b>FY 2023 (as Voted 6/7/22)</b>	<b>FY 2023 (Actual as of 1/31)</b>	<b>FY 2024 (Budget)</b>
Tax Levy				
Prior Year Levy Limit	31,043,462	32,058,722	25,866,926	33,096,873
Amended Levy Limit				
Add 2.5%	776,087	801,468	801,468	827,422
New Growth	239,173	232,717	236,683	250,000
Levy Limit	32,058,722	33,092,907	26,905,077	34,174,295
Approved Town Debt Exclusions	-	-	-	807,900
Approved School Debt Exclusions	3,620,225	3,625,700	2,344,662	2,812,325
<b>MAXIMUM LEVY INCLUDING OVERRIDE</b>	<b>35,678,947</b>	<b>36,718,607</b>	<b>29,249,739</b>	<b>37,794,520</b>
Cherry Sheet	12,453,975	12,988,100	7,587,059	15,003,948
Total State Aid	12,453,975	12,988,100	7,587,059	15,003,948
Local Receipts (excludes Water & Sewer)	6,652,278	6,126,862	4,388,548	6,139,319
Other Available Funds	1,909,768.37	1,302,029.00	1,227,029.00	957,756.15
Cemetery Lots	39,522.00	39,522.00	39,522.00	39,522.00
Cemetery Perpetual Care	5,000.00	5,000.00	5,000.00	5,000.00
Maintenance Stabilization Fund	75,000.00	75,000.00		75,000.00
Regional 911	48,000.00	48,000.00	48,000.00	48,000.00
ARPA	450,000.00	450,000.00	450,000.00	225,000.00
Stabilization Fund Withdrawal	130,000.00	-	-	-
Indirect Costs to Town	579,012.00	684,507.00	684,507.00	565,234.15
Other - Transfer In	583,234.37	-	-	-
<b>TOTAL RECEIPTS &amp; AVAILABLE FUNDS</b>	<b>21,016,021</b>	<b>20,416,991</b>	<b>13,202,636</b>	<b>22,101,023</b>
Maximum Allowable Levy	35,678,947	36,718,607	29,249,739	37,794,520
Total Receipts & Available Funds	21,016,021	20,416,991	13,202,636	22,101,023
Allowance for Abatement	(209,479)	(162,825)		(200,000)
Cherry Sheet Offsets	(31,528)	(34,365)	(39,753.00)	(43,104)
<b>TOTAL REVENUE</b>	<b>56,453,962</b>	<b>56,938,408</b>	<b>42,452,375</b>	<b>59,652,439</b>

## Balanced Budget Summary

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REVENUE FUNDING SOURCES	
Property Taxes	37,794,520.00
State Aid	15,003,948.00
Local Receipts	6,139,319.00
Other Funds	957,756.15
Allowance for Abatement & Cherry Sheet Offsets	(243,104.00)
<b>TOTAL</b>	<b>59,652,439.15</b>



## Base Budget

Town of Winthrop FY24 Base Budget Calculation					
	FY23 School		FY23 Town		FY23 Total
<b>FY23 Base Operating Budgets</b>	\$ 23,797,750		\$ 30,784,293		\$ 54,582,043
North East Reg. Vocational Assessment			\$ 958,266		\$ 958,266
Voc. School Debt			\$ 82,861		\$ 82,861
No. Shore Essex Aggie			\$ 94,751		\$ 94,751
State Assessments	\$ 447,721		\$ 609,941		\$ 1,057,662
Allowance for Abatements	\$ 96,930	59.53%	\$ 65,895	40.47%	\$ 162,825
<b>Total = FY23 Operating Budgets Council Vote June 2022</b>	<b>\$ 24,342,401</b>	<b>42.75%</b>	<b>\$ 32,596,007</b>	<b>57.25%</b>	<b>\$ 56,938,408</b>
Workers Compensation	\$ 113,522		\$ (113,522)		\$ -
Unemployment	\$ 25,000		\$ (25,000)		\$ -
Group Insurance	\$ 3,126,236		\$ (3,126,236)		\$ -
Medicare	\$ 252,011		\$ (252,011)		\$ -
Retirement	\$ 956,284		\$ (956,284)		\$ -
Retiree Health	\$ 1,064,177		\$ (1,064,177)		\$ -
Debt Service	\$ 2,815,200		\$ (2,815,200)		\$ -
Property Insurance	\$ 336,487		\$ (336,487)		\$ -
Educators legal liability	\$ 19,919		\$ (19,919)		\$ -
Flood Insurance Schools	\$ 1,200		\$ (1,200)		\$ -
Public Officials legal liability	\$ 25,000		\$ (25,000)		\$ -
Payroll	\$ 10,000		\$ (10,000)		\$ -
<b>FY23 Operating Budgets Re-Appropriated</b>	<b>\$ 33,087,436</b>	<b>58.11%</b>	<b>\$ 23,850,972</b>	<b>41.89%</b>	<b>\$ 56,938,408</b>
<b>Base Expenditure Calculation</b>					
Final FY23 Base Budget Above	\$ 33,087,436		\$ 23,850,972		\$ 56,938,408
<b>FY23 Base Budget</b>	<b>\$ 33,087,436</b>	<b>58.11%</b>	<b>\$ 23,850,972</b>	<b>41.89%</b>	<b>\$ 56,938,408</b>
<i>Apportion additional FY24 Tax Levy Capacity</i>	\$ 696,655	58.11%	\$ 502,181	41.89%	\$ 1,198,836
<i>Offset Revenue to Town below</i>			\$ 732,756		\$ 732,756
<i>FY24 Cherry Sheet Charges Gov's</i>	\$ (467,857)		\$ (629,253)		\$ (1,097,110)
<i>Back out FY23 Debt Exclusions</i>	\$ (2,815,200)		\$ (810,500)		\$ (3,625,700)
Add Back FY24 Debt Exclusions	\$ 2,812,325		\$ 807,900		\$ 3,620,225
<b>Sub-Total</b>	<b>\$ 33,313,359</b>		<b>\$ 24,454,056</b>		<b>\$ 57,767,415</b>
Gov's FY24 State Aid Increase	\$ 1,808,444		\$ 76,580		\$ 1,885,024
<b>FY24 Base Budget</b>	<b>\$ 35,121,803</b>	<b>58.88%</b>	<b>\$ 24,530,636</b>	<b>41.12%</b>	<b>\$ 59,652,439</b>

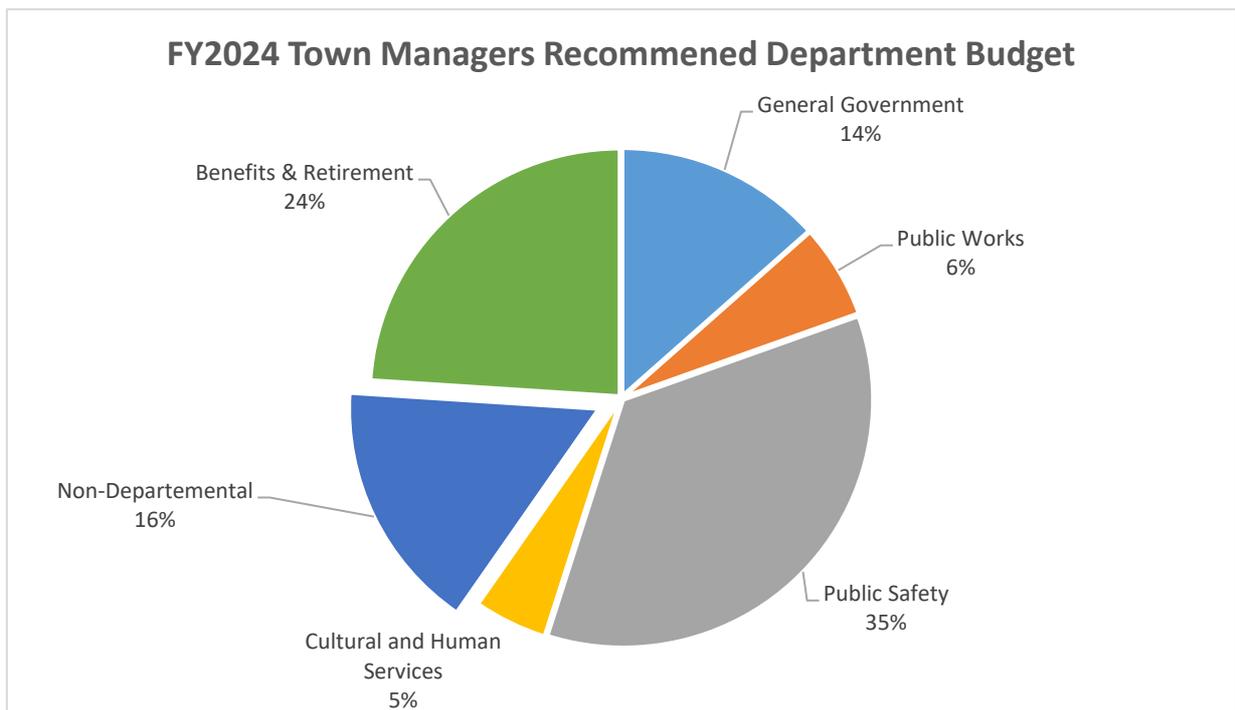
## Available Revenue

FY24 Estimated Levy		Actual FY23	
FY23 ESTIMATED Total Levy	\$ 33,096,873	\$ 32,058,722	
2 1/2% of FY23 Levy	\$ 827,422	\$ 801,468	
Estimated FY24 New Growth	\$ 250,000	\$ 236,683	Actual Certified
Estimated FY24 Levy Limit	\$ 34,174,295	\$ 33,096,873	
<b>Estimated Receipts, Other Revenue Sources &amp; Misc. Charges</b>			
<b>State Aid</b>			
Est. FY24 Cherry Sheet = FY23	\$ 13,118,924		
Gross Estimated FY24 Revenue from State	\$ 13,118,924		
<b>State Charges</b>			
Estimated FY24 Cherry Sheet offsets	\$ (43,104)		
Gross Estimated FY24 Charges from State	\$ (43,104)		
<b>Net Estimated FY24 Revenue from State</b>	<b>\$ 13,075,820</b>		
ARPA	\$ 225,000		
FY24 Estimated Local Receipts	\$ 6,139,319		
Allowance for Abatements	\$ (200,000)		
<b>Total Estimated Receipts to Share</b>	<b>\$ 19,240,139</b>		
<b>Other Revenue Direct To Offset Town Budget</b>			
Cemetery Lots (same amount in 22 and 23)	\$ 39,522		
Cemetery Perpetual Care (same amount in 22 and 23)	\$ 5,000		
Maintenance Stabilization Fund (same amount in 22 and 23)	\$ 75,000		
Regional 911 (same amount in 22 and 23)	\$ 48,000		
Indirect Costs to Town	\$ 565,234		
<b>Other Offset Revenue to Town</b>	<b>\$ 732,756</b>		
<b>Estimated FY24 Levy Limit</b>			
Estimated FY24 Levy Limit	\$ 34,174,295		
Excluded Debt Service	\$ 3,620,225		
<b>Total Estimated Receipts &amp; Other Revenue</b>	<b>\$ 19,240,139</b>		
Other Offset Revenue to Town	\$ 732,756		
Gov's increase in Cherry Sheet Aid	\$ 1,885,024		
<b>FY24 Total Revenue Estimate</b>	<b>\$ 59,652,439</b>		

## FY24 Town Expenditure Chart

### FY24 TOWN MANAGER BUDGET SUMMARY BY DIRECTORATE

	FY2022 Budget	FY2023 Budget (Budget as Voted 6/7/22)	FY2024 Proposed
General Government	2,873,794	3,046,204	3,290,179
Public Works	1,322,511	1,404,681	1,499,139
Public Safety	7,722,426	7,764,854	8,678,979
Cultural and Human Services	1,098,039	1,127,524	1,162,811
Non-Departmental	7,031,480	6,465,218	4,020,098
Benefits & Retirement	10,658,008	11,224,270	5,879,430
<b>Subtotal General Fund</b>	<b>30,706,258</b>	<b>31,032,751</b>	<b>24,530,636</b>
Solid Waste	1,919,828	1,989,317	2,060,282
Parks & Recreation	334,668	403,125	403,550
Rink	300,000	320,684	358,374
Harbormaster	327,930	344,748	361,433
Water	5,008,005	4,943,723	4,866,624
Sewer	5,599,797	5,961,863	5,944,967
Ferry	442,314	427,427	414,516
<b>Subtotal FY2024 Budget</b>	<b>44,638,800</b>	<b>45,423,638</b>	<b>38,940,382</b>



*Revenue Budget  
Summary*

# Revenue Summary

## Revenue Summary

There are four major categories of revenue that help fund the General Fund operating budget. They are: property taxes, local receipts, state aid and other financing sources. Within these categories, overall available revenue is expected to increase by \$2,714,031 from \$56,938,408 to \$59,652,439 or ~4.7%. The primary increase in Cherry Sheet funds from the state, specifically Chapter 70 funding for Schools.

### **Property Taxes**

The property tax levy is revenue a community can raise through real and personal property taxes. This is the largest and most reliable source of revenue for a municipality. The estimated tax levy for FY24 represents approximately 63% of the revenue used to fund the budget. Property taxes are levied on real property (land and buildings) and personal property (equipment). Statutorily the Town is required to update the property values every five years and obtain certification from the Department of Revenue that such values represent full and fair cash value. The Town completed this process in FY23 and will begin the process again in FY28.

Proposition 2 ½ established two types of levy limits. The first is the levy ceiling. This is the amount equal to 2.5% of the Town’s full and fair cash value of all taxable real and personal property. The second is the levy limit. This is the amount the Town can levy in a given year. The levy limit can be equal to or less than the levy ceiling.

The levy limit is calculated annually by the Department of Revenue. First, the previous year’s levy limit is increased by 2.5%. Then an amount is added to represent new development in the tax base based on the increased value. This is known as new growth. Once the levy limit has been determined, the debt exclusions already voted and approved by the community are added for the current year. The FY24 maximum allowable levy grew by \$1.075M. (See table below.)

Description	FY2022 (Actual)	FY 2023 (as Voted 6/7/22)	FY 2023 (Actual as of 1/31)	FY 2024 (Budget)
Tax Levy				
Prior Year Levy Limit	31,043,462	32,058,722	25,866,926	33,096,873
Amended Levy Limit				
Add 2.5%	776,087	801,468	801,468	827,422
New Growth	239,173	232,717	236,683	250,000
Levy Limit	32,058,722	33,092,907	26,905,077	34,174,295
Approved Town Debt Exclusions	-	-	-	807,900
Approved School Debt Exclusions	3,620,225	3,625,700	2,344,662	2,812,325
<b>MAXIMUM LEVY INCLUDING OVERRIDE</b>	<b>35,678,947</b>	<b>36,718,607</b>	<b>29,249,739</b>	<b>37,794,520</b>

New growth can include increases in a property’s assessed value since the prior year due to development or improvements, exempt real property returning to the tax roll, new personal property, and new subdivision parcels and condominium conversions. The value of the new growth is calculated by multiplying the increase in the assessed valuation of the qualifying property by the prior year’s tax rate. It has been the Town’s practice to conservatively estimate new growth during the development of estimated revenues.

## Revenue Summary

A debt exclusion assesses additional taxes in excess of the levy limit for the payment of specific debt service costs related to capital projects. The debt exclusion is a two-step process. First, the debt exclusion must pass a two-thirds vote of the voters at a town meeting. The second step is to pass a majority vote by ballot. The ballot must state the purpose or purposes in which the monies from the debt issue will be used. The additional amount for the payment of debt service is added to the levy limit for the life of the debt only and therefore is considered temporary. Please see the Debt Section for a more detailed explanation.

As noted above, the levy limit may be less than or equal to the levy ceiling. If the amount appropriated by the community is less than the levy limit, there is excess levy capacity. This is an additional amount that could have been raised in taxes but was not.

	Actual FY21	Actual FY22	Actual FY23	Estimated FY24
<b>Levy Limit - Maximum Allowable Levy</b>	35,134,712.00	35,682,372.00	36,722,573.00	37,794,520.00

The Town Council has three options to shift the tax levy between property classes which affect tax rates. They are a classified tax rate which will shift a portion of the tax levy from the residential class to the CIP class (commercial, industrial and personal), a residential exemption which exempts a portion of primary residents assessed value from taxation and a small business exemption. The adoption of these options can affect the tax rates for each class of property. The Town Council has historically voted a factor of one and kept the residential class and the CIP class the same so there is no burden shifted to the commercial, industrial or personal classes.

The chart below reflects the changes in the tax rate by class for the past five years.

DOR Code	Municipality	Fiscal Year	Residential	Open Space	Commercial	Industrial	Personal Property
356	Winthrop	2019	13.18	13.18	13.18	13.18	13.18
356	Winthrop	2020	12.62	12.49	12.62	12.62	12.62
356	Winthrop	2021	12.68	12.68	12.68	12.68	12.68
356	Winthrop	2022	11.76	11.76	11.76	11.76	11.76
356	Winthrop	2023	10.7	10.7	10.7	10.7	10.7

# Revenue Summary

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## Local Receipts

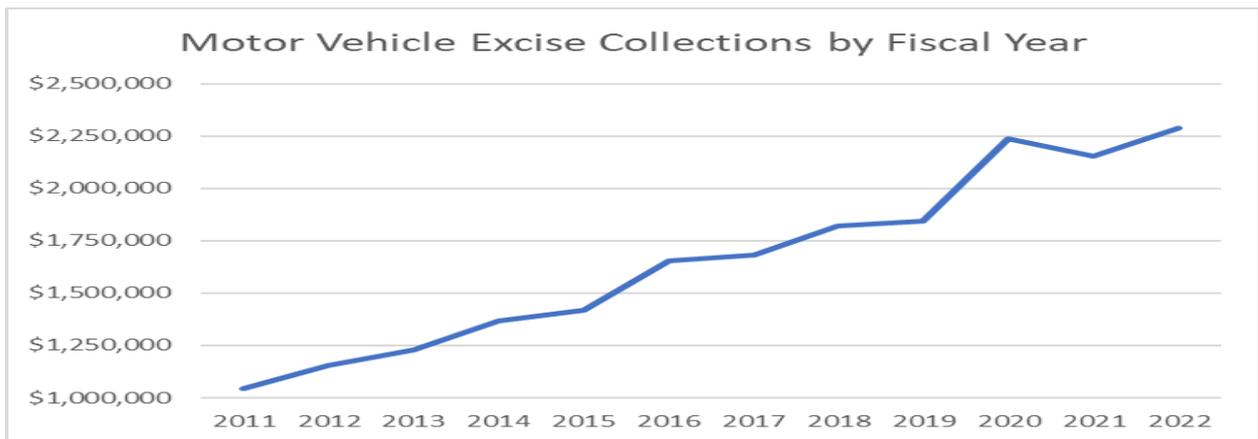
The category of revenue considered local receipts includes such items as motor vehicle excise, boat excise, departmental fees, rental income, licenses and permits, fines and forfeitures, investment income and miscellaneous income. During the development of the estimated revenue for the ensuing year, each of these groupings is reviewed. The next step includes highlighting any receipts that have fluctuation over the years or that appear to be not on target for the current fiscal year. The final step includes a detailed discussion with the Town Manager and all department heads to determine as a whole if these estimated are reasonable and attainable.

## **Motor Vehicle Excise**

Motor vehicle excise tax is authorized by Massachusetts General Law. The excise rate is \$25 per thousand and is assessed on 90% of the vehicle’s value in the first year, 60% in the second year, 40% in the third year, 25% in the fourth year and 10% for all remaining years. The value is determined by the RMV using a formula based on a manufacturer’s list price and year of manufacture. The Town in which a vehicle is principally garaged at the time of registration is entitled to the motor vehicle excise tax. The commitments are prepared by the Registry of Motor Vehicles and transmitted to the Town for printing and mailing.

The Registry of Motor Vehicles utilizes a tracking system that helps to ensure payment of the motor vehicle excise tax. Individuals that do not pay the excise tax will be flagged and will not be allowed to renew registrations and driver’s licenses until the tax has been paid. The Town, through its Deputy Collector, notifies the RMV of the delinquent taxpayers.

Motor vehicle excise tax revenue can fluctuate depending on the economy. Residents may decide to hold off purchasing new vehicles if the economy slows down. The chart below shows the growth since 2011. Also, notice the drop because of Covid in 2021.



Below is a table with the past four years of actual/budgeted collections and the current year and FY24 budgeted revenue figures.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Motor Vehicle Excise	2,236,326	2,153,994	2,287,015	2,100,000	396,278	2,050,000

## Revenue Summary

### Room Occupancy Excise

Room occupancy excise tax is authorized by Massachusetts General Law. The excise rate is 5.7% and applies to room rentals of 90 days or less in hotels, motels, bed and breakfast establishments, and lodging houses. Beginning in July of 2019, the room occupancy excise also applies to short-term rentals of property for 31 days or less.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Room Occupancy Excise	129,171	27,715	63,285	40,000	48,007	52,000

### Meals Excise

Massachusetts imposes a sales tax on meals sold by or bought from restaurants or any restaurant part of a store. The tax is 6.25% of the sales price of the meal. Additionally, the Town imposes a local option meals excise on sales by a vendor of restaurant meals occurring within the Town. The rate is 0.75% of the vendor's gross receipts from restaurant meal sales, bringing the effective tax rate on sales of meals to 7%.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Meals Excise	196,095	196,100	232,961	166,000	143,494	160,000

### Penalties & Interest

There are penalties and interest paid on all overdue taxes and excise bills. Interest rates for overdue real and personal property taxes are 14%. If taxes remain unpaid and the account is placed in a tax title status, the interest is increased and set at 16%. The interest rate for delinquent excise taxes is set at 12% from the due date. State law sets the interest rates for the above taxes.

If real and personal property taxes are not paid by May 1, in the year of the tax, a demand for payment notice (\$10) is sent to all delinquent taxpayers. Delinquent motor vehicle taxpayers are sent a demand (\$10), a warrant (\$10), and notices from the deputy tax collector for a warrant to collect (\$12) and a fee if the collection process progresses to posting a notice at the residence (\$17). The deputy tax collector's earning come solely from delinquent penalty charges.

There is no expense for the Town. Once a delinquent real estate account goes into a tax title status there are numerous other fees added to the tax that is owed. Some of these costs include legal fees, publishing costs and filing fees at the Registry of Deeds.

This is an area of receipts that we estimate conservatively to help created a surplus at year end. This will assist in the creation of free cash for the following fiscal year.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Penalties & Interest	99,234	147,108	120,250	95,000	93,501	63,400

## Revenue Summary

### Payment in Lieu of Taxes (PILOT)

Payment in Lieu of Taxes (PILOT) help replace lost property tax revenues that occur for several exemptions to the property tax law. The main exemptions affecting the Town are, land and buildings owned by the state or federal government, including authorities (e.g., the Massachusetts Water Resources Authority [MWRA] and Massport). The amount received from the MWRA & Massport are governed by long-standing agreements with each respective agency.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
PILOTs	2,181,139	2,337,247	2,502,272	2,703,401	2,673,424	2,795,119

### Departmental Fees

Departmental fees include a variety of fees, permits, fines and licensing revenue that the Town receives. Fees may include such items as copy fees, accident report fees, administrative fees charged on police and fire details, transfer station fees, municipal lien certificate fees, passport fees, planning board and conservation fees, which were slightly decreased in FY24.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Fees	289,196	401,223	309,505	261,000	267,151	258,000

### Rental Receipts

The Town has several rental agreements for space at the EB Newton building. This includes; the Winthrop School of Performing Arts, which offers dance and music lessons (3<sup>rd</sup> floor). CASA (Communities Against Substance Abuse): A free and fun, safe space for middle schoolers to drop in after school to learn, hang out, and make new friends from the Winthrop community (2<sup>nd</sup> floor). CAPIC Head start: A licensed daycare center offering care and educational experiences (2<sup>nd</sup> floor). Winthrop Parents Network: A program is to promote early literacy, parenting education, developmental screenings, resources and referrals for families with children birth to age 8 (2<sup>nd</sup> Floor). And Photography by Maureen (1<sup>st</sup> Floor).

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Rentals	39,221	36,534	38,759	35,000	39,921	36,000

### Departmental Revenue

Departmental revenue is primarily from various fees, including Parking Sticker payments, towing services, and R.M.V. Surcharges. Surcharge R.M.V. - This is the fee that is collected by the deputy collector to remove the flag from the Registry of Motor Vehicle system so that an individual may register a car or renew a license once a delinquent motor vehicle tax has been paid in full. The deputy collector turns these funds over to the Town. The state then charges the Town an assessment to recoup the funds.

## Revenue Summary

Moving Violations - Non-parking offenses result in moving violation fines. Among the violations included in this category are speeding, passing in the wrong lane, and failing to stop at the traffic signal. These fines, collected by the District Court are distributed to the Town on a monthly basis.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Departmental Revenue	55,132	64,130	64,925	47,000	54,926	51,700

### Licenses & Permits

License revenue arises from the Town's regulation of certain activities (e.g., selling alcoholic beverages). A person or organization pays a license fee to engage in the activity for a specified period. The primary licensing agency in the Town is the Winthrop Board of Licenses.

Permits are also required when a person or business wants to perform a municipally regulated activity (e.g., building, electrical, or plumbing services). The bulk of the permit revenue is brought in through building permits collected by the Building Department. All construction and development in the Town must be issued a building permit based on the cost of construction. The most common licenses and permits are briefly described on the following pages.

**Liquor Licenses** - Under Chapter 138 of the General Laws of Massachusetts, the Town is empowered to grant licenses regulating the sale of alcoholic beverages. License fees vary depending upon the type of establishment, closing hours, number of days open, and whether the license is for all alcohol or beer and wine. All licenses issued by the Winthrop Board of Licenses, with the exception of short-term and seasonal liquor licenses, have a maximum fee set by State statute.

**Common Victualer** - The common victualer license allows food to be made and sold on the premises.

**Entertainment** - Entertainment licenses are issued for live performances, movie theaters, automatic amusement machines, billiard tables, bowling alleys, and several other forms of entertainment.

**Building Permits** – Building permits are issued to qualified individuals and companies to do repairs, alterations, new construction, or demolitions in the Town. The cost of permits is based on the estimated cost of the project or a set fee.

**Electrical Permits** – Electrical permits are issued to licensed electricians to perform specific electrical work. The cost of the permit is dependent on the number of switches, lights, alarms and other electrical components included in the job.

**Plumbing Permits** – Plumbing permits are issued to licensed plumbers to install and repair piping for a specific job. The fee is based on the amount and type of work being done.

**Weights & Measurers** – Weights and Measures permits are issued for scales, gas pumps and other measuring devices.

## Revenue Summary

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Town Clerk Licenses & Permits – The Town Clerk issues licenses and permits primarily relating to marriages, births, deaths, business certificates, and dog registrations.

The departmental fees have been increased over last year. We have made budget adjustments based on the prior year’s actual revenue, an analysis of construction activity, and collaboration between department heads related to ongoing building projects in Town.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Licenses & Permits	440,944	469,749	547,712	410,000	399,770	388,000

### **Fines and Forfeits**

District Court Fines – These are fines assessed as a result of civil infractions and criminal offenses. Subject to State law, a portion of motor vehicle violation fines resulting from criminal convictions are collected by the District Court and forwarded to the Town of Winthrop.

The fines and forfeits budget was increased this year due to the rise in actual FY23 receipts.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Fines and Forfeits	267,360	137,690	152,037	136,500	328,019	154,100

### **Earnings on Investment**

The investment of general town revenue is limited. The law requires that all funds of the Town which are not required to be kept liquid for purposes of immediate distribution shall be invested at the highest possible rate reasonably available while meeting the daily cash requirements for the operation of the Town’s business.

The law limits investment options to Certificates of Deposit (CDs) with a maturity of less than one year, Money Market Deposit Accounts, Repurchase Agreements with a maturity of fewer than 90 days, Pooled Investment Funds operated under the authority of the State Treasurer, and U.S. Treasury instruments or U. S. Government Agency obligation with a maturity of less than one year. The investment decision must take into account safety, liquidity, and yield.

## Revenue Summary

Investment earnings has fluctuated with the economy. The FY24 budget was increased as interest rates have risen sharply and the actual investment income in FY23. Investment income can fluctuate greatly depending on the economy as shown in the table below.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Investment Income	205,472	50,292	8,883	15,000	44,813	15,000

### Medicaid Revenue

Revenue from Medicaid reimbursements which have fluctuated over the past several years due to changes in Medicare reimbursements.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Medicaid Reimbursements	104,909	151,595	208,243	100,000	127,038	100,000

### Miscellaneous Revenue

Miscellaneous non-recurring revenue is primarily from reimbursements of prior year revenue.

	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY23 Budget (as Voted 6/7/22)</b>	<b>FY2023 Actual as of 3/7</b>	<b>FY24 Budget</b>
Miscellaneous	156,533	75,215	67,410	17,962	101,535	16,000

## Revenue Summary

### Summary of Local Receipts

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY2024 Budget
Motor Vehicle	2,236,326	2,153,994	2,287,015	2,100,000	396,278	2,050,000
Meals Excise	196,095	196,100	232,961	166,000	143,494	160,000
Room Excise	129,171	27,715	63,285	40,000	48,007	52,000
Penalties and Interest	99,234	147,108	120,250	95,000	93,501	63,400
In Lieu of Taxes	2,181,139	2,337,247	2,502,272	2,703,401	2,673,424	2,795,119
Other Charges for Services	-	-	-	-	-	-
Fees	289,196	401,223	309,505	261,000	267,151	258,000
Rentals	39,221	36,534	38,759	35,000	39,921	36,000
Departmental	55,132	64,130	64,925	47,000	54,926	51,700
Licenses & Permits	440,944	469,749	547,712	410,000	399,770	388,000
Fines and Forfeits	267,360	137,690	152,037	136,500	328,019	154,100
Investment Income	205,472	50,292	8,883	15,000	44,813	15,000
Medicaid Reimbursement	104,909	151,595	208,243	100,000	127,038	100,000
Misc Recurring	-	-	-	-	-	-
Miscellaneous	156,533	75,215	67,410	17,961	101,535	16,000
Tax Liens	102,931.97	148,531.32	49,021.59	0.00	150,637.25	0.00
<b>TOTAL LOCAL RECEIPTS</b>	<b>6,503,664</b>	<b>6,397,122</b>	<b>6,652,278</b>	<b>6,126,862</b>	<b>4,868,514</b>	<b>6,139,319</b>

## Revenue Summary

### State Aid

The state aid in which the Town receives is reported by the State on the Cherry Sheet. This is named for the pink-colored paper on which it was originally printed. The Cherry Sheet has two parts. The first itemize the revenues in which the Town will receive, including direct school aid, local aid, and specific reimbursements and distributions such as aid to public libraries, veterans' benefits, and a number of school-related items. The second itemizes the charges or assessments. This will be explained in more detail under the appropriation section.

**School Aid (Chapter 70)** – Chapter 70 school aid is based on a complex formula that takes into account: (1) statewide average cost per pupil; (2) local district pupil counts, with weighing factors to reflect varying costs among programs such as special education or vocational education, and (3) municipal fiscal “ability to pay” for education, as measured by equalized valuation per capita as a percent of statewide averages. This revenue is received monthly.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Chapter 70	7,359,339	7,340,903	7,398,113	8,013,321	5,342,208.00	9,746,984

**Unrestricted General Government Aid** – These funds are unrestricted and can therefore be used by the municipality for any municipal purpose. This revenue is received monthly.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
UGGA	4,476,634	4,476,634	4,792,501	4,758,416	3,251,883.00	4,981,185

**Veterans' Benefits** – Under M.G.L. Chapter 115 Section 6, municipalities receive a seventy-five (75) percent State reimbursement on the total expenditures made on veterans' benefits. The Ch. 115 benefits that the town expends has reduced in the last few years, so the reimbursement has reduced as well. This revenue is received quarterly.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Veterans Benefits	22,506	32,790	40,846	39,391	9,073.00	17,760

## Revenue Summary

**Exemptions: Veterans, Blind Person, Surviving Spouse** - To reimburse the municipality for property tax exemptions granted to qualifying veterans, blind person, surviving spouse and elder person. This revenue is received annually after filing the required information with the State.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY23 Budget (as Voted 6/7/22)	FY2023 Actual as of 3/7	FY24 Budget
Elderly Exemption	86,343	83,776	82,867	67,428	16	64,618

## Summary of State Aid

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget (as Voted 6/7/22)	FY2024 Budget
<b>Cherry Sheet</b>					
Chapter 70	7,359,339.00	7,340,903.00	7,398,113.00	8,013,321.00	9,746,984.00
Charter Tuition Reimbursement	39,468.00	22,282.00	108,120.00	75,179.00	150,297.00
UGGA	4,476,634.00	4,476,634.00	4,792,501.00	4,758,416.00	4,981,185.00
Veteran's Benefits	22,506.00	32,790.00	40,846.00	39,391.00	17,760.00
Exemptions: VBS & Eldery	86,343.00	83,776.00	82,867.00	67,428.00	64,618.00
	<b>11,984,290.00</b>	<b>11,956,385.00</b>	<b>12,422,447.00</b>	<b>12,953,735.00</b>	<b>14,960,844.00</b>
<b>Cherry Sheet Offset Receipts</b>					
Public Library	23,478.00	29,133.00	31,528.00	34,365.00	43,104.00
<b>Total State Aid</b>	<b>12,007,768.00</b>	<b>11,985,518.00</b>	<b>12,453,975.00</b>	<b>12,988,100.00</b>	<b>15,003,948.00</b>

# FY24 Budget Summary

## Town Staffing Sheets



Dept	Name	FY23	FY24(2%)	Longevity	L Amount	Sick Incentive	License Pay	Position	FTE	
Finance	Diane Nalen	85,695.30	87,409.21	Y	1,225.00			Senior Accountant	1	
	Lori Uminski	63,500.00	64,770.00					Payroll Specialist	1	
	AP Clerk	40,000.00	40,000.00					AP Clerk	1	
	Robert Powers	130,560.00	133,171.20					Assistant CFO	1	
	Dylan Cook	165,000.00	168,300.00					CFO	1	
Assessing	Assessor	110,000.00	110,000.00					Assessor	1	
	Carol Douglas	50,027.64	51,029.00	Y	1,275.00			Clerk	1	
	Kathy Hickey	62,220.00	63,465.00	Y	1,175.00			Assistant Assessor	1	
	Jillian Kelley	11,700.00	12,000.00					Temp		
	Allan Maruzzi	2,256.00	2,256.00					Board of Assesors		
	Peter Gill	1,827.00	1,827.00					Board of Assesors		
Diane Macken	1,827.00	1,827.00					Board of Assesors			
Treasury	Brendan Carritte	110,000.00	112,200.00					Collector/Treasurer	1	
	Imani Combs	78,000.00	79,560.00					Assistant Collector/Treasurer	1	
	Michelle Balian	50,027.59	51,530.88	Y	1,175.00	1,000.00		Clerk	1	
	Eric Doyle	50,027.59	51,530.88	Y	950.00	1,000.00		Clerk	1	
	Patti DiBenedetto	47,131.80	48,554.99	Y	950.00	1,000.00		Clerk	1	
Planner	Rachel Kelley	104,040.04	106,120.84					Town Planner	1	
Town Clerk	Denise Quist	94,676.45	96,569.98					Town Clerk	1	
	Marylin Puopolo	56,100.41	57,222.42					Assistant Town Clerk	1	
	Jill Petersen	43,226.04	44,090.56					Clerk	1	
Municipal Hearing Officer	Michael Diluio	21,051.71	21,472.74							
Human Resources	Stacy Calla	88,820.52	90,596.93					Director	1	
	Beth Bailey	45,900.14	46,818.14					Benefits Coordinator	1	
Town Manager	Anthony Marino	205,000.00	209,100.00					Town Manager	1	
	Laurisa Wojcik	66,948.88	68,287.86					Administrative Assistant to the Town Manager	1	
Town Attorney	James Cippoleta	104,000.00	104,000.00					Town Attorney		
Building (ISD)	Al Legee	88,752.66	90,527.71	Y	950.00	yes		Building Commissioner	1	
	Russ Sanford	29,214.38	29,798.67					Chief Building Inspector		
	Ilir Papa	47,145.02	48,087.92	Y	950.00	yes		Inspector	1	
	Stacie Marley	21,466.24	22,024.08				1250 ed. Stipend	Clerk		
Conservation	Stacie Marley	11,925.68	11,925.68					clerk		
	Ken Streeter	18,169.06	18,532.44					Plumbing Inspector		
	Sharon Sicurella	44,068.70	46,738.80	Y	950.00	yes	673.07 bi-weekly stipend	Health Inspector/clerk	1	
	Danny Grey	17,167.02	17,510.36				500 bi-weekly	Electrical Inspector		
Mark VanBuskirk	13,000.00	13,000.00								
Council on Aging	Kathy Dixon	81,717.22	83,351.56	Y	1,225.00			Director	1	
	Matt Rodes	55,203.98	56,308.06	Y	750.00			Assistant Director/Outreach Coordinator	1	
	Sheila Hagan	9,360.00	9,547.20					Programs Coordinator	0.34	
	Patricia Slathopolous	9,202.44	9,386.49					Clerical Assistant	0.3	
	Tom Larity	10,920.00	11,138.40					Van Driver	0.4	
	Dennis Boudrow	10,920.00	11,138.40					Van Driver	0.4	
DPW	Steven Calla	150,410.00	153,419.00	Y	1,500.00		4,500.00	Director	1	
	Richard Cifuni	100,262.54	104,617.79	Y	950.00		500.00	Facilities Manager	1	
	Carol DeCarlo	49,309.78	51,024.03	Y	950.00			Principal Clerk	1	
	Kathleen Gutowski	50,027.64	29,001.62	Y	1,275.00			Principal Clerk	0.5	
	Deborah Madden	50,027.64	29,001.62	Y	1,025.00			Principal Clerk	0.5	
	Wendy Millar-Page	65,522.08	66,832.52					Solid Waste & Recycling Manager	1	
	Aaron Armitstead	113,064.52	117,625.81	Y	1,175.00		2,000.00	Operations Manager	1	
	Craig Armitstead	77,722.88	81,627.34	Y	950.00		1,500.00	Cemetery and Grounds Superintendent	1	
	Edward Borgatti	51,121.98	53,187.31				2,000.00	Sewer Working Foreman	1	
	Michael Brown	40,453.92	42,929.89				500.00	Truck Driver / Laborer	1	
	William Carroll	49,136.88	52,144.42				1,500.00	Bldg. Maintenance Foreman	1	
	Christopher Clark	51,121.98	53,187.31				1,500.00	Cemetery Working Foreman	1	
	Michael Conneely	40,453.66	42,088.13				500.00	Truck Driver / Laborer	1	
	Susannah Corona	54,251.08	55,336.08	Y	775.00	1,000.00	2,000.00	Tree & Grass Foreman	1	
	John Devlin	56,556.65	58,841.54	Y	1,000.00		2,000.00	Sewer General Foreman	1	
	Frank DiBiccari	40,453.92	42,088.13				500.00	Truck Driver / Laborer	1	
	Sean Farren	77,222.88	81,627.34	Y	1,275.00		2,000.00	Highway Superintendent	1	
	Margaret Larity	54,251.08	55,336.08	Y	1,250.00			Custodial Foreman	1	
	John Lyons	40,453.92	42,929.89				500.00	Truck Driver / Laborer	1	
	Robert Murray	51,121.98	53,187.31				1,000.00	2,000.00	Highway Working Foreman	1
	Paul O'Donnell	6,000.00	8,000.00						Tree Warden	PT
	Susanna Ross	48,079.20	51,524.03						Principal Clerk	1
	Larry St. George	60,018.40	61,218.00	Y	775.00	1,000.00	1,500.00	Water General Foreman	1	
	Michael Upton	73,022.08	76,832.54				1,500.00		Highway / Buildings Superintendent	1
	Nickolas Woytaszek	40,453.92	42,088.13				500.00		Truck Driver / Laborer	1
	Anthony Wright	51,180.22	52,203.85	Y	1,250.00	1,000.00	1,000.00		Mechanic	1
	Stephen Babcock	54,251.08	27,664.00						Heavy Equipment Operator	0.5
	Jerome Cooper	27,664.00	27,664.00						Heavy Equipment Operator	0.5
	Frederick Lambert	21,044.00	21,464.88						Evening Custodian	0.5
	Barbara Lawlor	48,079.20	50,274.03						Principal Clerk	1
	VACANT	48,173.39	49,136.85				1,000.00		Mechanic Foreman	1
	VACANT	43,620.10	44,492.50				1,000.00		Water Technician	1
	VACANT	48,173.39	49,136.86				1,500.00		Water Working Foreman	1
	VACANT	41,262.87	42,088.13				500.00		Truck Driver / Laborer	1

	VACANT	43,620.10	44,492.50			1,000.00	Sewer Maintenance Technician	1
	VACANT	41,262.87	42,088.13			500.00	Truck Driver / Laborer	1
	VACANT	48,173.39	49,136.86			1,500.00	Working Foreman	1
	VACANT	43,620.10	44,492.50			1,000.00	Forestry Technician	1
	VACANT	41,262.87	42,088.13			500.00	Truck Driver / Laborer	1
	VACANT	41,262.87	42,088.13			500.00	Truck Driver / Laborer	1
Harbormaster	Arthur Hickey	39,614.25	40,406.54				Harbormaster	
	Kevin Janielis	26,593.99	27,125.87				Executive Officer	
	Dennis Decarney	21,263.58	21,688.85				Assistant Harbormaster	
Health Dept.	Meredith Hurley	102,812.47	104,868.72				Director	1
	Arthur McHugh	48,266.40	49,231.73				Peer Recovery Surpervisor	1
	Dorothy Charles	66,273.48	67,598.95				Public Health Program Manager	1
	Robert Repucci	55,692.00	56,805.84				Resource Coordinator	1
	Murray Zoraida	45,500.00	46,410.00				Resource Navigator	1
Library	Greg McClay	82,000.00	84,000.00				Library Director	1
	Mary Lou Osborne	39,014.30	39,794.59	Y	750.00		Assistant Director	0.7
	Domenic Demasi	34,522.31	35,212.75				Assistant Librarian	1
	Katrina Donovan	44,634.76	45,527.46	Y	750.00		Young Adult Librarian	1
	Amanda Isbell	48,773.61	49,749.08				Children's Librarian	1
	Frank Ferrara	42,442.40	43,291.25				IT/Local History Librarian	1
	Peter Solomon	37,873.84	38,631.31	Y	1,025.00		Circulation Supervisor	1
	Christine Cattaneo	27,573.00	28,124.46				Library Assistant	
	Tammy Cody	17,904.28	18,262.37				Library Assistant	
	Joanne Hillman	19,301.10	19,687.12				Library Assistant	
	Elizabeth Telmosse	16,543.80	16,874.68				Library Assistant	
Parks and Rec	Sean Driscoll	80,005.90	81,606.02				Director	1
	Jill Caputo	44,669.30	45,562.69				Assistant Director	1
	James Carroll	42,934.84	43,793.54				Program Coordinator	1
Rink	Robert DiMento	42,915.86	43,774.18	Y	950.00		Rink Director	0.7
	Mark Wallace	53,167.92	54,231.28	Y	1,275.00		Rink Operations	1
	Anthony Puleio	21,500.00	21,930.00				Part time Driver	0.6
	Ronald Hayes	800.00	816.00				Part time Driver	0.1
	Tim Vargus	1,800.00	1,836.00				Part time Driver	0.1
Retirement	Michelle Church	93,999.88	95,879.88				Retirement Coordinator	1
Police	Jennifer Adamson	\$63,426.44	\$70,484.81				Officer	1
	Nicholas Bettano	\$76,296.29	\$85,801.09				Sergeant	1
	Reserve	\$0.00	\$69,769.34				Reserve Officer	1
	Giulio Bonavita	\$85,504.79	\$96,569.65				Sergeant	1
	David Brown	\$82,865.13	\$94,580.40				Officer	1
	Alex Cabassa	\$61,986.38	\$68,153.59				Reserve Officer	1
	Timothy Callinan	\$90,756.77	\$102,484.23				Sergeant	1
	Robert Carter	\$63,575.81	\$71,399.49				Patrol Officer	1
	Wayne Carter	\$61,059.18	\$68,153.59				Patrol Officer	1
	Michael Connolly	\$67,135.48	\$74,051.10				Patrol Officer	1
	Mary Crisafi	\$97,270.00	\$119,642.03				Lieutenant	1
	Terence Delehanty	\$191,714.86	\$200,122.49				Chief of Police	1
	Sean Delehanty	\$73,464.66	\$83,009.40				Sergeant	1
	Nicholas Disciscio	\$0.00	\$62,722.86				Patrol Officer	1
	Sean Donahue	\$60,301.45	\$67,352.75				Patrol Officer	1
	Carlos Dutra	\$64,306.50	\$71,239.08				Patrol Officer	1
	James Feeley	\$86,220.31	\$95,702.08				Lieutenant	1
	Samantha Ferrino	\$67,242.41	\$76,842.31				Patrol Officer	1
	Robert Ferullo	\$62,426.44	\$68,780.91				Reserve Officer	1
	James Freeman	\$65,829.43	\$74,379.14				Patrol Officer	1
	Sarko Gergerian	\$82,788.87	\$92,960.27				Lieutenant	1
	John Goodwin	\$148,512.00	\$156,508.80				Deputy Chief	1
	Michelle Hall	\$52,473.48	\$59,469.31				Clerk	1
	Philip Hamilton	\$64,426.44	\$75,361.00				Patrol Officer	1
	Dennis Hickey	\$63,389.34	\$71,573.24				Patrol Officer	1
	Robert Jaworski	\$80,947.22	\$87,973.70				Patrol Officer	1
	Alexis Joyce	\$62,426.44	\$68,780.91				Patrol Officer	1
	Shawn McCarthy	\$74,744.63	\$84,451.98				Sergeant	1
	Ignacio Oyola	\$74,290.93	\$83,908.03				Patrol Officer	1
	Brian Perrin Jr.	\$64,469.38	\$70,932.40				Patrol Officer	1
	Sean Perrin	\$74,290.93	\$83,908.03				Patrol Officer	1
	Reserve	\$0.00	\$70,704.20				Reserve Officer	1
	Reserve	\$0.00	\$67,352.75				Reserve Officer	1
	Guy Prather	\$0.00	\$68,780.91				Patrol Officer	1
	Stephen Rogers	\$102,292.53	\$115,484.47				Lieutenant	1
	Ferruccio Romeo	\$90,884.86	\$103,782.55				Sergeant	1
	Jay Silva	\$63,426.44	\$69,780.91				Reserve Officer	1
	Anthony Sorrentino	\$68,934.68	\$77,434.46				Patrol Officer	1
	Chistopher Michichi	\$62,772.86	\$62,772.86				Reserve Officer	1
	Daniel Stone	\$64,469.38	\$76,361.88				Patrol Officer	1
Animal Control	Mark Van Buskirk	51,044.00	\$51,962.00				Animal Control Officer	1
Fire	Stephen Barron	57,730.92	59,519.56				Firefighter	1
	Stephen Calanda	94,358.16	96,245.32				Deputy Chief	1
	Christopher Carew	55,953.04	57,730.83				Firefighter	1
	Brenton Crusinberry	50,589.24	54,537.94				Firefighter	1

	Eric Cusack	64,675.78	68,215.31				Lieutenant	1
	Patrick Delaney	55,953.04	57,730.83				Firefighter	1
	Thomas DiBenedetto	63,739.00	65,013.78				Firefighter	1
	Jonathan Dimauro	57,730.92	59,519.56	Y	297.6		Firefighter	1
	Paul Eruzione	57,730.92	59,519.56				Firefighter	1
	Marc Ferullo	53,339.00	54,537.94				Firefighter	1
	Rocco Festa	61,594.00	62,825.88				Firefighter	1
	Daniel Flynn	75,378.42	76,885.99				Lieutenant	1
	Michael Forcillo	57,730.92	59,519.56	Y	297.6		Firefighter	1
	Tyler Gillis	57,730.92	59,519.56				Firefighter	1
	James Gioiosa	62,023.00	63,263.46				Firefighter	1
	Kevin Gorman	57,730.92	59,519.56				Firefighter	1
	Francis Gunn	57,730.92	61,287.47	Y	306.43		Firefighter	1
	David Higginbotham	75,939.50	80,495.96	Y	402.48		Captain	1
	John Hurley	57,730.92	59,519.56				Firefighter	1
	Michael Lopez	87,596.34	88,451.78				Captain	1
	Daniel Lowney	73,493.94	74,963.82				Lieutenant	1
	Philip Lundberg	55,953.04	57,730.83				Firefighter	1
	Edwin Macdonald	90,360.14				6,800	Captain	1
	Ryan Mahoney	57,730.92	59,519.56				Firefighter	1
	Paul Montgomery	86,567.52	88,298.87				Captain	1
	Michael Moro	50,589.24	54,537.94				Firefighter	1
	Salvatore Moschitto	62,023.00	63,263.46				Firefighter	1
	Michael O'Keefe	61,900.28	63,138.29				Firefighter	1
	Devin Racow	54,537.86	55,952.92				Firefighter	1
	Adnana Ramadai	57,730.92	61,287.47	Y	306.43		Firefighter	1
	Ardian Ramadani	57,730.92	59,519.56				Firefighter	1
	John Rich	71,859.84	73,297.04				Lieutenant	1
	Aaron Smith	57,730.92	59,519.56				Firefighter	1
	Richard Staff	61,900.28	63,138.29				Firefighter	1
	Brian Symmes	55,953.04	57,730.83				Firefighter	1
	William Toomey	61,900.28	63,138.29				Firefighter	1
	William Wiley	146,532.10	149,462.74				Chief	1
	Jill Dorr	51,277.72	52,303.27	Y	200		Clerk	1
Vetrans	Phillip Ronan	51,500.02	52,530.02				Veterans Services Officer	1
MIS	David Lapenson	60,243.27	61,448.14	Y	1,025.00		Systems Administrator	1

# FY24 Budget Summary

## Indirect Costs



Indirect Departmental Costs		04.11.2023							
Position	Name	Salary	W/S	Harbor	Rink	P&R	Ferry	Trash	School
Town Manager	Anthony Marino	209,100.00	25,092.00	3,136.50	2,091.00	2,091.00	8,364.00	10,455.00	
			12.0%	1.5%	1.0%	1.0%	4.0%	5.0%	
Town Manager Admin	Laurisa Wojcik	68,287.96	2,048.64	682.88	-	-	2,048.64	1,365.76	
			3.0%	1.0%	0.0%	0.0%	3.0%	2.0%	
CFO	Dylan Cook	165,000.00	6,600.00	4,125.00	1,650.00	1,650.00	3,300.00	9,900.00	15,000.00
			4.0%	2.5%	1.0%	1.0%	2.0%	6.0%	
Asst CFO	Robert Powers	133,171.24	10,653.70	3,995.14	2,663.42	3,995.14	7,990.27	7,990.27	
			8.0%	3.0%	2.0%	3.0%	6.0%	6.0%	
Senior Accountant	Diane Nalen	87,409.66	10,489.16	2,622.29	1,748.19	874.10	2,622.29	8,740.97	
			12.0%	3.0%	2.0%	1.0%	3.0%	10.0%	
Payroll Specialist	Lori Uminski	64,770.07	3,886.20	3,238.50	647.70	3,238.50	3,238.50	647.70	
			6.0%	5.0%	1.0%	5.0%	5.0%	1.0%	
AP Clerk Finance	Vacant	45,000.00	9,000.00	3,600.00	900.00	1,350.00	2,700.00	450.00	-
			20.0%	8.0%	2.0%	3.0%	6.0%	1.0%	
Council Auditor	Richard Hingston	20,000.00	direct billed	200.00	200.00	600.00	200.00	800.00	
				1.0%	1.0%	3.0%	1.0%	4.0%	
Treasurer	Brenden Carritte	112,200.14	22,440.03	5,610.01	2,244.00	2,244.00	2,244.00	8,976.01	
			20.0%	5.0%	2.0%	2.0%	2.0%	8.0%	
Asst Treasurer	Imani Combs	79,560.00	15,912.00	3,978.00	1,591.20	1,591.20	1,591.20	6,364.80	
			20.0%	5.0%	2.0%	2.0%	2.0%	8.0%	
Treasury Clerk - Principal	Eric Doyle	51,028.73	10,205.75	2,551.44	1,020.57	1,020.57	1,020.57	4,082.30	
			20.0%	5.0%	2.0%	2.0%	2.0%	8.0%	
Treasury Clerk - Principal	Michele Balian	51,028.73	10,205.75	2,551.44	1,020.57	1,020.57	1,020.57	4,082.30	
			20.0%	5.0%	2.0%	2.0%	2.0%	8.0%	
Treasury Clerk - Senior	Patricia Dibenedetto	48,074.26	9,614.85	2,403.71	961.49	961.49	961.49	3,845.94	
			20.0%	5.0%	2.0%	2.0%	2.0%	8.0%	
Assessor	Vacant	110,000.00	5,500.00	5,500.00	-	-	-	11,000.00	
			5.0%	5.0%	0.0%	0.0%	0.0%	10.0%	
Asst Assessor	Kathleen Hickey	63,464.49	3,173.22	3,173.22	-	-	-	6,346.45	
			5.0%	5.0%	0.0%	0.0%	0.0%	10.0%	
Assessing Clerk	Carol Douglas	51,028.73	2,551.44	2,551.44	-	-	-	2,551.44	
			5.0%	5.0%	0.0%	0.0%	0.0%	5.0%	
Human Resource Director	Stacy Calla	90,596.83	13,589.62	1,811.94	1,811.94	1,811.94	1,811.94	905.97	
			15.0%	2.0%	2.0%	2.0%	2.0%	1.0%	
Benefits Coordinator	Beth Bailey	46,818.15	4,208.95	468.18	1,404.54	1,404.54	468.18	936.36	23,409.08
			9.0%	1.0%	3.0%	3.0%	1.0%	2.0%	
Town Atty	James Cipoletta	104,000.00	20,800.00	2,080.00	1,040.00	2,080.00	2,080.00	5,200.00	
			20.0%	2.0%	1.0%	2.0%	2.0%	5.0%	
MIS	David Lapenson	61,448.17	3,072.41	2,457.93	3,072.41	3,072.41	1,228.96	3,072.41	
			5.0%	4.0%	5.0%	5.0%	2.0%	5.0%	
Building Maintenance	Richard Cifuni	94,617.79	7,569.42	946.18	2,838.53	2,838.53	946.18	946.18	
			8.0%	1.0%	3.0%	3.0%	1.0%	1.0%	
DPW Director	Steven Calla	154,922.69	direct billed					direct billed	
DPW Admin		1,096,910.00	109,691.00						
			10.0%						
<b>Total Indirect Departmental Costs</b>			<b>306,304.13</b>	<b>57,683.79</b>	<b>26,905.58</b>	<b>31,844.00</b>	<b>43,836.80</b>	<b>98,659.85</b>	

565,234.15

# DEPARTMENTS



# EXECUTIVE OFFICE

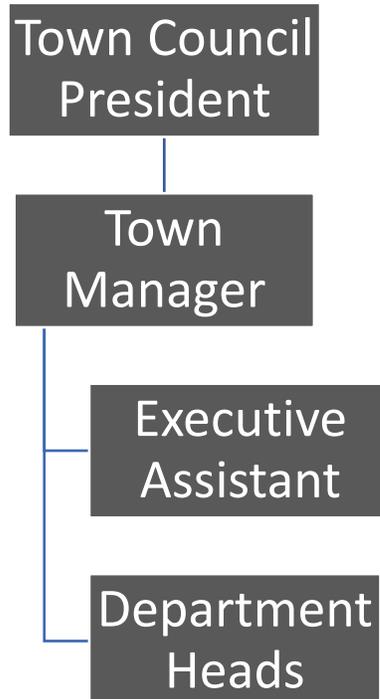


## Executive Office Statement

The Executive Office of the Town of Winthrop is made up of the Town Council President and the Town Manager. The Town Council is recognized by the General Laws of the Commonwealth of Massachusetts as the chief elected officials with authority to enact rules and regulations, establishing Town policies not otherwise governed by bylaw or statute. The Town Council is composed of nine (9) members. The powers and duties of the Town Council President and the Town Council include appointing the Town Manager, Town Council Clerk, and various boards, committees, and commissions.

The Town Manager is responsible for managing the day-to-day operations of municipal government as outlined in the Winthrop Charter. The Town Manager appoints and removes department heads, subordinates and employees, and members of certain boards and commissions. The Town Manager works closely with the Town Council President and Town Council to develop and implement policies and goals for the efficient administration of the Town Government.

### Organizational Chart



## **Goals and Objectives**

- Continue to look at regionalization opportunities.
- Increased engagement with our elected Federal and State leadership to include our local State Senator and Representative.
- Continue to create efficiencies in Town Departments to streamline services using lessons learned during the COVID-19 Pandemic
- Develop and maintain working relationships with our local business owners and business groups, including the Housing Authority and Winthrop Chamber of Commerce.
- Continue to work on water infrastructure issues with Water Department, Water Subcommittee, and Town Council.
- Work to maximize federal funding opportunities available to Winthrop for infrastructure upgrades and coastal resiliency.

## **Accomplishments**

- Successfully negotiated seven (7) Collective Bargaining agreements.
- Worked with the Town Council to create two new policies and ordinances that will assist the Town of Winthrop as we move into Fiscal Year 2024. (Flag Police and Trash Ordinance)
- Completed a successful Request for Proposal (RFP) process to hire new in-house Town Counsel.
- Successfully filled three (3) vacant Department Head Positions.
- Worked with the Town Council to fund a new Facilities Needs Assessment for our Town and School Buildings

## **Significant Budget Changes or Initiatives**

### **Town Council/Town Managers Office**

The FY 2024 budget for the Town Council and the Town Manager's office generally remains consistent. The salary for the Town Manager will increase by two (2) percent in accordance with the contract negotiated with the Town Council.

### **Legal**

The legal budget represents the change to in-house Town Counsel with the use of special counsel for labor and tax title issues.

## **Programs and Services**

### **Town Council**

- Policy Making
- Oversight
- Licensing

### **Town Manager**

#### **Collective Bargaining, Benefits & Insurance:**

- Collective Bargaining & Labor Relations
- Worker's Compensation claims management
- Wage Plan creation and maintenance
- Personnel regulations updates and maintenance
- GIC Health Insurance Liaison
- Property & Casualty Insurance

#### **Financial Management:**

- Develop, implement & oversee the town budget and spending
- Develop, implement & oversee the capital plan
- Forecast and coordinate fiscal planning
- Prepare the Annual Report

#### **Procurement & Economic Development:**

- Oversee procurement and provide guidance and assistance to all departments
- Coordinate with DPW Director and Facilities Manager on all construction and renovation projects
- Manage and oversee public bidding
- Oversee partnerships with businesses & non-profits

**Administration & Licensing:**

- Direct & coordinate all daily operations
- Provide citizen assistance & information
- Act as the primary point of contact for media
- Manage social media outreach
- Coordinate with State and National legislators
- Support and coordinate with Select Board
- Manage Committee appointments
- Oversee all licensing

**Personnel Summary**

<b>Executive Office</b>				
<b>Position</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Change</b>
Town Manager	1	1	1	0
Executive Assistant	1	1	1	0
<b>Total Full-Time Equivalents</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

**FY24 Personnel Notes**

Executive Office FTEs for the Executive Assistant are based on a 35-hour workweek. The Town Manager FTEs are based on a 40-hour workweek.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>110 - Town Council</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0111051-511100	Personnel	\$51,636.91	\$26,000.00	\$16,683.59	\$26,000.00	<b>\$26,000.00</b>	\$0.00	0.00
0111053-530200	Internal Audit	\$16,597.65	\$20,000.00	\$6,780.00	\$20,000.00	<b>\$20,000.00</b>	\$0.00	0.00
0111053-530402	LEGAL ADVERTISING	\$2,070.00	\$2,000.00	\$900.00	\$2,000.00	<b>\$2,000.00</b>	\$0.00	0.00
0111054-542300	Office Supplies	\$1,625.66	\$1,660.00	\$263.80	\$1,665.00	<b>\$1,665.00</b>	\$5.00	0.30
0111057-573100	Professional Associations	\$245.00	\$250.00	\$250.00	\$250.00	<b>\$250.00</b>	\$0.00	0.00
0111057-578100	Town Council Reserve	\$0.00	\$42,127.00	\$0.00	\$75,000.00	<b>\$75,000.00</b>	\$32,873.00	78.03
<b>Town Council SUB-TOTAL:</b>		<b>\$72,175.22</b>	<b>\$92,037.00</b>	<b>\$24,877.39</b>	<b>\$124,915.00</b>	<b>\$124,915.00</b>	<b>\$32,878.00</b>	<b>35.72</b>
<b>110 Town Council SUB-TOTAL:</b>		<b>\$72,175.22</b>	<b>\$92,037.00</b>	<b>\$24,877.39</b>	<b>\$124,915.00</b>	<b>\$124,915.00</b>	<b>\$32,878.00</b>	<b>35.72</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>112 - Town Manager</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0111251-519690	Auto Stipend	\$384.62	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0111251-511100	Personnel	\$222,962.19	\$278,649.00	\$198,731.98	\$288,557.00	<b>\$288,557.00</b>	\$9,908.00	3.55
0111251-514600	Longevity	\$750.00	\$950.00	\$950.00	\$950.00	<b>\$950.00</b>	\$0.00	0.00
0111252-527400	EQUIPMENT LEASES	\$3,066.47	\$3,250.00	\$1,067.47	\$3,250.00	<b>\$3,250.00</b>	\$0.00	0.00
0111253-530400	Legal Services	\$71,499.80	\$68,688.25	\$53,178.32	\$0.00	<b>\$0.00</b>	\$-68,688.25	-100.00
0111253-530402	Legal Advertising	\$450.00	\$300.00	\$0.00	\$300.00	<b>\$300.00</b>	\$0.00	0.00
0111253-530500	Consulting Services	\$3,118.00	\$4,000.00	\$400.00	\$4,000.00	<b>\$4,000.00</b>	\$0.00	0.00
0111253-534400	Postage	\$210.23	\$500.00	\$58.56	\$400.00	<b>\$400.00</b>	\$-100.00	-20.00
0111253-530702	TRAINING SERVICES	\$2,359.93	\$4,600.00	\$1,985.00	\$5,000.00	<b>\$5,000.00</b>	\$400.00	8.69
0111254-542000	Employee Recognition	\$0.00	\$0.00	\$0.00	\$5,000.00	<b>\$5,000.00</b>	\$5,000.00	100.00
0111254-542300	General Office Supplies	\$8,619.63	\$9,576.25	\$6,907.88	\$5,735.00	<b>\$5,735.00</b>	\$-3,841.25	-40.11
0111257-573100	Professional Associations	\$14,081.00	\$15,870.50	\$15,870.50	\$19,000.00	<b>\$19,000.00</b>	\$3,129.50	19.71
<b>Town Manager SUB-TOTAL:</b>		<b>\$327,501.87</b>	<b>\$386,384.00</b>	<b>\$279,149.71</b>	<b>\$332,192.00</b>	<b>\$332,192.00</b>	<b>\$-54,192.00</b>	<b>-14.02</b>
<b>112 Town Manager SUB-TOTAL:</b>		<b>\$327,501.87</b>	<b>\$386,384.00</b>	<b>\$279,149.71</b>	<b>\$332,192.00</b>	<b>\$332,192.00</b>	<b>\$-54,192.00</b>	<b>-14.02</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>151 - TOWN ATTORNEY</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0115151-511100	Personnel	\$0.00	\$0.00	\$6,000.00	\$104,000.00	<b>\$104,000.00</b>	\$104,000.00	100.00
<b>Town Attorney SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$104,000.00</b>	<b>\$104,000.00</b>	<b>\$104,000.00</b>	<b>100.00</b>
0115153-530400	Legal Services	\$76,570.73	\$80,000.00	\$46,899.98	\$80,000.00	<b>\$80,000.00</b>	\$0.00	0.00
0115153-530700	Training Services	\$0.00	\$0.00	\$0.00	\$1,500.00	<b>\$1,500.00</b>	\$1,500.00	100.00
<b>Town Attorney SUB-TOTAL:</b>		<b>\$76,570.73</b>	<b>\$80,000.00</b>	<b>\$46,899.98</b>	<b>\$81,500.00</b>	<b>\$81,500.00</b>	<b>\$1,500.00</b>	<b>1.87</b>
<b>151 TOWN ATTORNEY SUB-TOTAL:</b>		<b>\$76,570.73</b>	<b>\$80,000.00</b>	<b>\$52,899.98</b>	<b>\$185,500.00</b>	<b>\$185,500.00</b>	<b>\$105,500.00</b>	<b>131.87</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>155 - MIS DEPARTMENT</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0115551-511100	Personnel	\$59,346.07	\$67,201.00	\$44,223.93	\$61,450.00	<b>\$61,450.00</b>	\$-5,751.00	-8.55
0115551-514600	LONGEVITY	\$1,025.00	\$1,025.00	\$1,025.00	\$1,025.00	<b>\$1,025.00</b>	\$0.00	0.00
0115552-523200	Alarm	\$510.00	\$800.00	\$315.00	\$800.00	<b>\$800.00</b>	\$0.00	0.00
0115553-530702	TRAINING SERVICES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0115554-542300	GENERAL OFFICE SUPPLIES	\$299.56	\$624.00	\$162.08	\$600.00	<b>\$600.00</b>	\$-24.00	-3.84
0115557-579100	SOFTWARE ANNUAL LICENSE COST	\$161,329.64	\$149,018.00	\$90,417.49	\$166,500.00	<b>\$166,500.00</b>	\$17,482.00	11.73
<b>MIS DEPARTMENT SUB-TOTAL:</b>		<b>\$222,510.27</b>	<b>\$219,668.00</b>	<b>\$136,143.50</b>	<b>\$231,375.00</b>	<b>\$231,375.00</b>	<b>\$11,707.00</b>	<b>5.32</b>
<b>155 MIS DEPARTMENT SUB-TOTAL:</b>		<b>\$222,510.27</b>	<b>\$219,668.00</b>	<b>\$136,143.50</b>	<b>\$231,375.00</b>	<b>\$231,375.00</b>	<b>\$11,707.00</b>	<b>5.32</b>

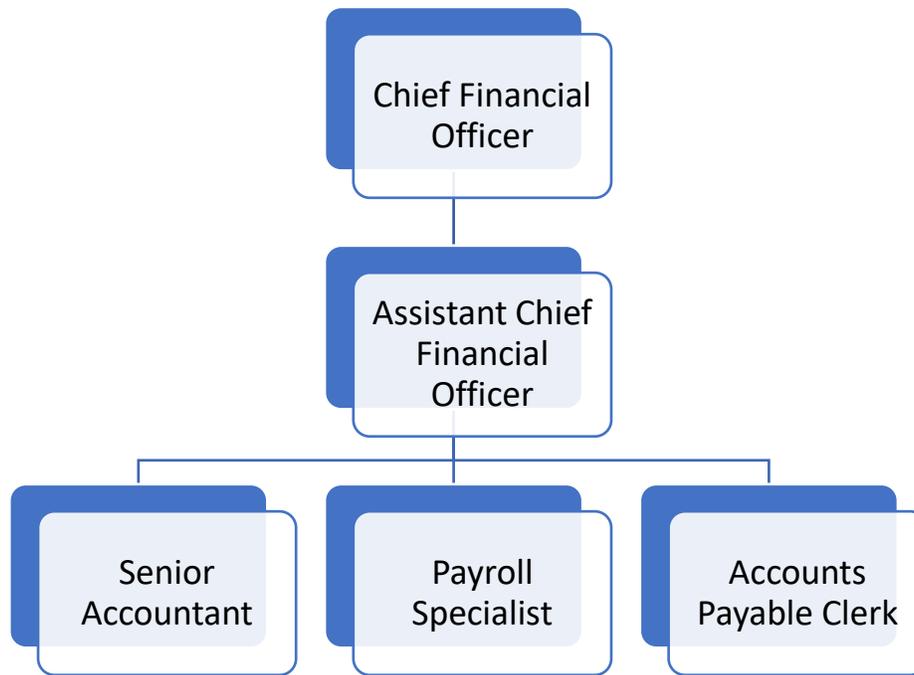
# FINANCE



## **Mission Statement**

To provide the highest level of fiscal responsibility and quality financial information to the Town in accordance with legal requirements, ethical financial practices, and current best practices. Administration and Finance functions as the Town's fiscal stewards in order to support informed decision-making and prudent management of fiscal resources through continual enhancement of accurate and timely information, analysis, and proactive management.

## **Organization Chart**



## **Goals & Objectives**

- Explore increased efficiencies and opportunities to streamline financial operations, with a focus on improving the long-term financial stability of the Town.
- Review existing Town financial policies and procedures to strengthen internal controls. Provide focused training to relevant Town staff.
- Protect and work to enhance the Town's bond rating.
- Maintain Free Cash and other reserve accounts at levels consistent with best financial practices.
- Provide long-range financial planning to assist Town leadership in prioritizing upcoming projects and planned capital improvements.

## **Accomplishments**

- The Town recently achieved an upgraded bond rating, AA+. This is the second-highest bond rating available.
- Successfully completed the annual outside audit with no major findings.
- Filled the vacancy in the CFO position.

## **Significant Changes in Budget FY24**

- Reduced Software Annual License Cost by \$10,000, an expense added to School's budget to reflect direct costs.
- Increased Personnel line to match new salaries.

## **Programs and Services**

<b>Payroll</b> <ul style="list-style-type: none"><li>• Process bi-weekly payroll (both Town &amp; Schools)</li><li>• W-2's</li></ul>
<b>Accounts Payable</b> <ul style="list-style-type: none"><li>• Process bi-weekly account payable warrants (both Town &amp; Schools)</li><li>• 1099's</li></ul>
<b>Financial Operations</b> <ul style="list-style-type: none"><li>• Budget (development and oversight)</li><li>• Annual Audit</li><li>• Financial Reporting</li><li>• Legal Compliance</li><li>• Insurance Claims/Management</li><li>• Grant Management</li></ul>

## **Performance Measures**

<b>Payroll</b> <ul style="list-style-type: none"><li>• Processed bi-weekly payroll for approximately 410 School employees</li><li>• Processed bi-weekly payroll for approximately 185 Town employees</li><li>• Sent out 595 W-2's to Town/School employees</li></ul>
<b>Accounts Payable</b> <ul style="list-style-type: none"><li>• Processed bi-weekly A/P for approximately \$2,851,013.19 for School vendors in FY23, as of 3/31</li><li>• Processed bi-weekly A/P for approximately \$10,763,654.42 for Town vendors in FY23, as of 3/31</li><li>• Sent out approximately 165 1099's to vendor who provided services</li></ul>

## Personnel Summary

<u>Position</u>	<u>FTE</u>	<u>Change</u>
<b>Chief Financial Officer</b>	1.0 FTE	0
<b>Assistant Chief Financial Officer</b>	1.0 FTE	0
<b>Senior Accountant</b>	1.0 FTE	0
<b>Payroll Specialist</b>	1.0 FTE	0
<b>Accounts Payable Clerk</b>	1.0 FTE	0

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>135 - Administration &amp; Finance</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0113551-511100	Personnel	\$369,216.40	\$431,388.00	\$234,259.22	\$475,352.00	<b>\$475,352.00</b>	\$43,964.00	10.19
0113551-514600	LONGEVITY	\$2,000.00	\$2,000.00	\$1,225.00	\$1,225.00	<b>\$1,225.00</b>	\$-775.00	-38.75
0113552-527400	Equipment Lease	\$773.43	\$1,200.00	\$564.26	\$1,500.00	<b>\$1,500.00</b>	\$300.00	25.00
0113553-530200	Audit	\$44,750.00	\$55,000.00	\$20,800.00	\$58,000.00	<b>\$58,000.00</b>	\$3,000.00	5.45
0113553-530702	TRAINING SERVICES	\$0.00	\$2,000.00	\$160.00	\$3,500.00	<b>\$3,500.00</b>	\$1,500.00	75.00
0113553-534400	POSTAGE	\$111.52	\$248.65	\$107.01	\$250.00	<b>\$250.00</b>	\$1.35	0.54
0113554-542300	GENERAL OFFICE SUPPLIES	\$1,349.17	\$1,693.55	\$1,594.81	\$1,500.00	<b>\$1,500.00</b>	\$-193.55	-11.42
0113557-573100	PROFESSIONAL ASSOCIATIONS	\$362.50	\$500.00	\$362.50	\$800.00	<b>\$800.00</b>	\$300.00	60.00
0113557-579100	SOFTWARE ANNUAL LICENSE COST	\$22,755.45	\$37,064.80	\$22,612.99	\$29,200.00	<b>\$29,200.00</b>	\$-7,864.80	-21.21
<b>Finance Department</b>	<b>SUB-TOTAL:</b>	<b>\$441,318.47</b>	<b>\$531,095.00</b>	<b>\$281,685.79</b>	<b>\$571,327.00</b>	<b>\$571,327.00</b>	<b>\$40,232.00</b>	<b>7.57</b>
<b>135 Administration &amp; Finance SUB-TOTAL:</b>		<b>\$441,318.47</b>	<b>\$531,095.00</b>	<b>\$281,685.79</b>	<b>\$571,327.00</b>	<b>\$571,327.00</b>	<b>\$40,232.00</b>	<b>7.57</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>425 - SHARED EXPENSES</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0142552-521100	Electricity	\$193,473.77	\$199,963.00	\$139,808.63	\$200,000.00	<b>\$200,000.00</b>	\$37.00	0.01
0142552-521200	HEAT	\$10,107.49	\$13,443.00	\$8,111.04	\$15,000.00	<b>\$15,000.00</b>	\$1,557.00	11.58
0142557-578101	Energy Reserve	\$0.00	\$0.00	\$0.00	\$25,000.00	<b>\$25,000.00</b>	\$25,000.00	100.00
0142552-529200	WASTE REMOVAL CONTRACTS	\$125,307.56	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142553-534100	TELECOMMUNICATIONS	\$64,387.52	\$72,000.00	\$49,906.52	\$72,000.00	<b>\$72,000.00</b>	\$0.00	0.00
0142553-534105	Cell Reimbursement	\$17,699.73	\$16,000.00	\$10,254.18	\$15,600.00	<b>\$15,600.00</b>	\$-400.00	-2.50
0142554-548100	FUEL (GASOLINE/DESIEL	\$176,969.94	\$145,580.00	\$132,239.76	\$108,000.00	<b>\$108,000.00</b>	\$-37,580.00	-25.81
0142557-574100	PROPERTY INSURANCE	\$801,687.52	\$857,534.00	\$701,506.80	\$647,681.00	<b>\$647,681.00</b>	\$-209,853.00	-24.47
0142557-574101	Public Safety Medical Ins 111F	\$0.00	\$102,300.00	\$97,723.00	\$107,415.00	<b>\$107,415.00</b>	\$5,115.00	5.00
<b>SHARED EXPENSE SUB-TOTAL:</b>		<b>\$1,389,633.53</b>	<b>\$1,406,820.00</b>	<b>\$1,139,549.93</b>	<b>\$1,190,696.00</b>	<b>\$1,190,696.00</b>	<b>\$-216,124.00</b>	<b>-15.36</b>
<b>425 SHARED EXPENSES SUB-TOTAL:</b>		<b>\$1,389,633.53</b>	<b>\$1,406,820.00</b>	<b>\$1,139,549.93</b>	<b>\$1,190,696.00</b>	<b>\$1,190,696.00</b>	<b>\$-216,124.00</b>	<b>-15.36</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>911 - RETIREMENT</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0191151-517700	Pension Appropriation	\$2,491,396.88	\$2,544,339.00	\$2,506,939.00	\$2,731,451.00	<b>\$2,731,451.00</b>	\$187,112.00	7.35
0191151-517720	PENSION / SCHOOL	\$979,580.00	\$956,284.00	\$956,284.00	\$0.00	<b>\$0.00</b>	\$-956,284.00	-100.00
<b>RETIREMENT SUB-TOTAL:</b>		<b>\$3,470,976.88</b>	<b>\$3,500,623.00</b>	<b>\$3,463,223.00</b>	<b>\$2,731,451.00</b>	<b>\$2,731,451.00</b>	<b>\$-769,172.00</b>	<b>-21.97</b>
<b>911 RETIREMENT SUB-TOTAL:</b>		<b>\$3,470,976.88</b>	<b>\$3,500,623.00</b>	<b>\$3,463,223.00</b>	<b>\$2,731,451.00</b>	<b>\$2,731,451.00</b>	<b>\$-769,172.00</b>	<b>-21.97</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>910 - EMPLOYEE BENEFITS</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0191051-517520	Group Ins-School	\$2,929,554.15	\$3,126,235.68	\$2,183,347.11	\$0.00	<b>\$0.00</b>	\$-3,126,235.68	-100.00
0191051-517920	Medicare-School	\$304,725.68	\$252,011.00	\$202,190.91	\$0.00	<b>\$0.00</b>	\$-252,011.00	-100.00
0191051-517100	Workers Compensation	\$14,420.25	\$31,761.99	\$31,761.99	\$32,000.00	<b>\$32,000.00</b>	\$238.01	0.74
0191051-517120	WORKERS COMP-SCHOOL	\$113,332.00	\$111,760.01	\$109,330.00	\$0.00	<b>\$0.00</b>	\$-111,760.01	-100.00
0191051-517200	Unemployment	\$36,211.93	\$25,000.00	\$8,016.72	\$2,000.00	<b>\$2,000.00</b>	\$-23,000.00	-92.00
0191051-517220	UNEMPLOYMENT SCHOOL	\$0.00	\$25,000.00	\$15,967.68	\$0.00	<b>\$0.00</b>	\$-25,000.00	-100.00
0191051-517500	Retiree Health Insurance/OPEB	\$2,157,711.12	\$2,157,116.04	\$1,482,497.72	\$1,114,173.00	<b>\$1,114,173.00</b>	\$-1,042,943.04	-48.34
0191051-517510	Group Ins Town	\$1,521,030.16	\$1,762,592.64	\$1,117,551.34	\$1,798,258.00	<b>\$1,798,258.00</b>	\$35,665.36	2.02
0191051-517530	Police Fire Medical	\$30,090.03	\$35,000.00	\$15,744.35	\$35,000.00	<b>\$35,000.00</b>	\$0.00	0.00
0191051-517910	Medicare-Town	\$160,163.95	\$172,170.00	\$139,421.25	\$154,081.00	<b>\$154,081.00</b>	\$-18,089.00	-10.50
<b>EMPLOYEE BENEFITS SUB-TOTAL:</b>		<b>\$7,267,239.27</b>	<b>\$7,698,647.36</b>	<b>\$5,305,829.07</b>	<b>\$3,135,512.00</b>	<b>\$3,135,512.00</b>	<b>\$-4,563,135.36</b>	<b>-59.27</b>
<b>910 EMPLOYEE BENEFITS SUB-TOTAL:</b>		<b>\$7,267,239.27</b>	<b>\$7,698,647.36</b>	<b>\$5,305,829.07</b>	<b>\$3,135,512.00</b>	<b>\$3,135,512.00</b>	<b>\$-4,563,135.36</b>	<b>-59.27</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>990 - Transfers</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0199059-596000	TRANSFER OUT	\$3,111,175.03	\$1,993,742.00	\$1,993,742.00	\$660,000.00	<b>\$660,000.00</b>	\$-1,333,742.00	-66.89
0199059-596601	Transfer To OPEB Trust Fund	\$0.00	\$0.00	\$0.00	\$25,000.00	<b>\$25,000.00</b>	\$25,000.00	100.00
<b>Transfers SUB-TOTAL:</b>		<b>\$3,111,175.03</b>	<b>\$1,993,742.00</b>	<b>\$1,993,742.00</b>	<b>\$685,000.00</b>	<b>\$685,000.00</b>	<b>\$-1,308,742.00</b>	<b>-65.64</b>
<b>990 Transfers SUB-TOTAL:</b>		<b>\$3,111,175.03</b>	<b>\$1,993,742.00</b>	<b>\$1,993,742.00</b>	<b>\$685,000.00</b>	<b>\$685,000.00</b>	<b>\$-1,308,742.00</b>	<b>-65.64</b>

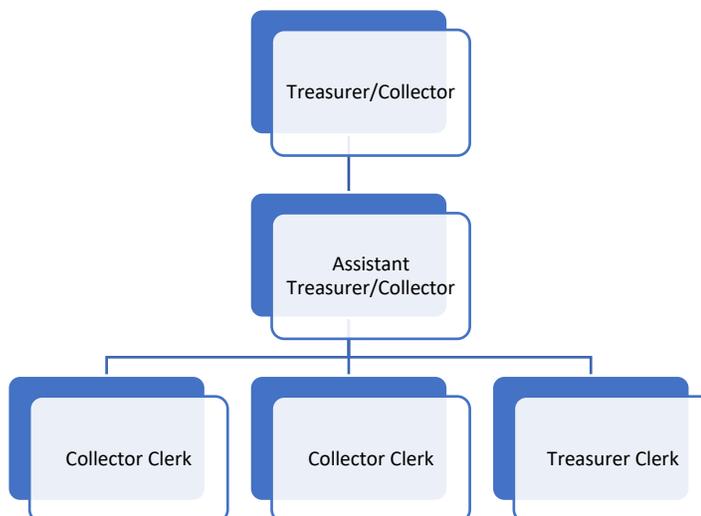
# TREASURER/ COLLECTOR



### **Treasurer/Collector Mission Statement**

The office of the Treasurer/Collector holds responsibility for the receipt, investment, and disbursement of all Town funds. This responsibility is undertaken while providing the utmost level of customer service to the Town's constituencies (i.e., taxpayers, employees, retirees, and vendors). The office makes every necessary attempt, allowable under the Massachusetts General Laws and the Town's by-laws, to collect on past due accounts.

## Organizational Chart



## Goals and Objectives

- The office does an excellent job of staying on top of uncashed checks cut from the Town's vendor and payroll accounts. However, for those checks that remain outstanding and the office has been unable to contact the addressed person, a tailings process has not been done in some time. Moving forward, the office would like to set in place a schedule for the tailings process and complete this process on a yearly basis.
- In FY 23, the positions of Treasurer/Collector and Assistant Treasurer/Collector were filled. The Treasurer/Collector position had been vacant for over a year. As a result of this, many of the staff members took on tasks that were not a part of their job description, with other tasks being overlooked. As we move into FY 24, the main goal of the office will be to continue to integrate the new staff and redistribute some of the tasks to the staff members who should be completing them. The office will also look to get back to more routine completion of the tasks that have not been addressed in the past few years, such as the organization of the office and the destruction of documents that do not need to be retained.
- Given the nature of the duties of the office, there is not a large amount of change that occurs between years in how the office functions. However, on a day-to-day basis, the employees of the office interact with a significant number of members of the public, as well as individuals who are acting on the behalf of the public. A core goal of the office is to maintain a professional and courteous disposition during

these interactions while simultaneously completing the tasks requested of us as efficiently as possible. Continuing to operate in this manner is crucial to the functionality of the office and is something that we take pride in. Maintaining this will always be an objective of the office.

### **Accomplishments**

- Consolidated bank accounts within Eastern Bank where accounts with similar structures and purposed existed as a result of the Eastern takeover of Century Bank. This has resulted in fewer fees and more interest revenue being generated for the Town.
- Due to the staffing shortage in the office, Tax Title procedures for FY 21 and FY 22 had not been initiated. These procedures have begun now that the office is operating with a full staff which will result in increased collections on the Town's Real Estate tax revenue.
- Integrated the positive pay system into all of our accounts that money is debited from, either through cut checks or direct debits, to put better protection on the Town's account and reduce the risk of fraud.

### **Significant Budget Changes**

- Personnel salaries are based on amounts set out in the contract for union employees and a 2% increase for non-union employees.
- Legal advertising has historically been set at \$1,800 with no explanation as to why the amount reverted to \$900 in FY 23. Adjusting to bring the amount back in line with prior years.
- Postage is in line with the increase in postage rates which have recently gone up 5%

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>145 - TREASURER/COLLECTOR</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0114551-511100	Personnel	\$254,297.36	\$330,566.00	\$235,740.67	\$346,377.00	<b>\$346,377.00</b>	\$15,811.00	4.78
0114551-514600	LONGEVITY	\$2,425.00	\$3,825.00	\$3,825.00	\$3,075.00	<b>\$3,075.00</b>	-\$750.00	-19.60
0114552-527400	EQUIPMENT LEASES	\$5,412.34	\$6,000.00	\$3,359.82	\$6,000.00	<b>\$6,000.00</b>	\$0.00	0.00
0114553-530402	LEGAL ADVERTISING	\$1,800.00	\$900.00	\$140.00	\$1,800.00	<b>\$1,800.00</b>	\$900.00	100.00
0114553-530702	TRAINING SERVICES	\$0.00	\$1,400.00	\$0.00	\$1,400.00	<b>\$1,400.00</b>	\$0.00	0.00
0114553-534100	TELECOMMUNICATIONS	\$606.83	\$860.00	\$442.29	\$860.00	<b>\$860.00</b>	\$0.00	0.00
0114553-534104	FAX LINES	\$328.01	\$360.00	\$155.95	\$360.00	<b>\$360.00</b>	\$0.00	0.00
0114553-534400	Postage	\$28,585.57	\$29,079.75	\$20,461.03	\$31,815.00	<b>\$31,815.00</b>	\$2,735.25	9.40
0114553-538100	BANKING SERVICES	\$4,381.24	\$7,300.00	\$2,325.23	\$6,000.00	<b>\$6,000.00</b>	-\$1,300.00	-17.80
0114554-542300	GENERAL OFFICE SUPPLIES	\$2,947.86	\$2,960.00	\$2,382.95	\$3,020.00	<b>\$3,020.00</b>	\$60.00	2.02
0114555-558700	MATERIALS	\$18,000.00	\$19,220.25	\$21,538.25	\$18,500.00	<b>\$18,500.00</b>	-\$720.25	-3.74
0114557-571001	IN-STATE MILEAGE	\$0.00	\$350.00	\$0.00	\$350.00	<b>\$350.00</b>	\$0.00	0.00
0114557-573100	PROFESSIONAL ASSOCIATIONS	\$0.00	\$465.00	\$100.00	\$350.00	<b>\$350.00</b>	-\$115.00	-24.73
<b>TREASURER/COLLECTOR SUB-TOTAL:</b>		<b>\$318,784.21</b>	<b>\$403,286.00</b>	<b>\$290,471.19</b>	<b>\$419,907.00</b>	<b>\$419,907.00</b>	<b>\$16,621.00</b>	<b>4.12</b>
<b>145 TREASURER/COLLECTOR SUB-TOTAL:</b>		<b>\$318,784.21</b>	<b>\$403,286.00</b>	<b>\$290,471.19</b>	<b>\$419,907.00</b>	<b>\$419,907.00</b>	<b>\$16,621.00</b>	<b>4.12</b>

# TOWN CLERK





The Office of the Town Clerk is committed to providing quality services and information to the community, visitors and our employees. The Town Clerk's Office works in conjunction with all departments, boards, committees and commissions and complies with state and local statutes.

### **Description of Major Services:**

**Town Council** -The Town Clerk is responsible as the Council Clerk for our Town Council.

**Records** – responsible for filing minutes & official postings of various boards and commissions; maintaining and issuing certified copies of all births, deaths & marriages; maintaining Ordinances; creating Annual street listing; creating Annual Report, tracking all appointments and resignations of Town officials; maintaining and updating of annual town census, jury list, grave list.

**Licenses** – The Town Clerk's Office is the administrative arm of the Board of License Commission. Under the License Commission we issue the following licenses annually: liquor, common victualler (food prep), taxi driver, inn holder, Xmas tree, transient vendor, laundromats, and used cars. We also issue dog licenses, raffle permits and new business licenses. We report the Business License information for every business to the Department of Revenue's database annually as well as council new business applicants.

**Elections** – conduct every aspect of running local, state and federal elections including processing nomination papers, ballot preparation, training of election staff, preparation of polling locations, election reporting and conducting voter registrations throughout the year, responsible for maintaining voter's list, daily maintenance of state database and online registration.

**Ethics & Open Meeting Compliance**– The Town Clerk is the designated liaison between the Town of Winthrop and the State Ethics Commission. Distribution of mandated information and online education is coordinated thru this office for all town employees and volunteers. Compliance database is maintained and reported to the State.

**Public Records Requests** – The Town Clerk's Office is the main depository for requests for public information. The Office estimates between 100 to 200 requests a year are fulfilled for residents and staff, via email, mail and hand delivery.

**Board of Appeals** – This office is the administrative support for the Board.

**Planning Board** – This office is the administrative support for the Board.



# TOWN CLERKS OFFICE

## Goals and Objectives

- Cross Training to all our employees. We believe that all employees in the Town Clerks Office should be able to help any customer with any questions, whether they just listen and point in the right direction or advise what department should be involved. Our training consists of not only helping each other in our office but any office that works within the town that needs a hand.
- Education...Education...Education...it is so simple to get within our own Charter, Town Ordinances, Town Council Rules & Procedures... I have our employees review and understand how this town works. This helps with so many outside questions, whether from our own residents or outsiders that call for guidance.
- Our main goal is understanding each other and each other's needs. We are together close to 40 hours a week and deal with after work problems. Together we have joined forces to delegate certain areas. There are plenty of times that someone needs something on a Friday or later on a night we are not open and each one of us have no problem fulfilling these needs. We check with each other on who is available and 99.9% one of us goes out of their way to help out. We should all be thankful to each and every person in our life, because they all have taught us some unique lessons of life in their own way. This is true of our office staff. We learn off each other.

## Accomplishments

- We have had several successful elections with one that nearly blew our machines up. It is not an easy task to make sure all goes well and working with several different personalities can make it difficult, but together we all seem to make it work smoother than expected!
- One of our major accomplishments is our office staff. The training of the new Principal Clerk and Assistant Clerk has gone beyond successful. Training is complicated and confusing enough but when you train people who really want to learn, it makes it so easy.
- We accomplished working more within an IT system than paper. Being main administrators for the Board of Appeals, Board of License and Planning Board there is a lot of paperwork that needs to be filed and ready for residents inquiries. We make sure they are all on our Towns Network for all to have access too. We've cut down on "old policies" of how things were done and have saved several trees.
- We are working within our Election personnel to have more training and understanding of Elections and hopefully to use our Poll Pads that the town purchased several years ago and have not been used to their greatest extent.
- We've reorganized our office space to utilize the best fit we can and made as open as possible. A good work atmosphere helps with attitude.

# Significant Budget Changes or Initiatives

Knowing our Town Budget is quite tight, I think a wish list is more accurate for requesting any significant changes in our budget. Asking for more does not mean you will be granted and asking for more when you don't really need it, is asking for too much.

I plan on looking into more grants that might be available for our office.

I would request that our office can be re-painted and give it a fresher and more professional look.

I am currently reviewing all Town Fees as they have not been updated. It is unfortunate that some need to be increased but this is not our doing, we do not charge fees for the Town's economic growth but we need to be able to at least break even with supply and demand.

## **Personnel Summary**

	FY 2020 FTE	FY 2021 FTE	FY 2022 FTE	CHANGE
160 Town Clerk	1	1	1	0
Assistant Town Clerk	1	1	1	0
Office Clerk	1	1	1	0
Office Clerk	1	1	0	1
160 Total Full Time Equivalent	4	4	3	1

FTE's are based on 35 hour work weeks and are eligible for Town Benefits

# Programs and Services

Town Clerk  
Town Council

**Records**  
Minutes  
Postings  
Ordinances  
Annual Street Listing  
Annual Report  
Town Census  
Proof of Residency  
Jury List  
Grave List  
Birth Certificates  
Marriage Certificates  
Death Certificates

**Licenses**  
Liquor  
CV's  
Taxi Driver  
Taxi Vehicles  
Inn Holders  
Xmas Tree  
Transient Vendor  
Laundromats  
Used Car  
Outside Seating  
Brown Bag  
Dog License

**Elections**  
Conduct every aspect  
of running local, state  
and federal elections

**Ethics & Open Meeting Compliance**  
Liaison between the Town of Winthrop and the  
State Ethics Commission

**Public Records Request**  
Main depository for requests for  
Any public information requested.

**Administrative Support**  
Board of Appeals  
Board of License  
Planning Board  
All Town Committees

**Town Council**  
Clerk to the Town Council

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>161 - TOWN CLERK</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0116151-511100	Personnel	\$175,425.38	\$230,029.54	\$142,768.83	\$236,178.00	<b>\$236,178.00</b>	\$6,148.46	2.67
0116151-512005	Election Personnel	\$51,054.47	\$22,764.46	\$17,485.06	\$25,000.00	<b>\$25,000.00</b>	\$2,235.54	9.82
0116151-514600	LONGEVITY	\$1,900.00	\$1,925.00	\$950.00	\$950.00	<b>\$950.00</b>	-\$975.00	-50.64
0116152-524101	Repair/Maint. Equip.	\$206.00	\$1,800.00	\$0.00	\$1,800.00	<b>\$1,800.00</b>	\$0.00	0.00
0116152-527400	EQUIPMENT LEASES	\$565.00	\$1,600.00	\$0.00	\$1,600.00	<b>\$1,600.00</b>	\$0.00	0.00
0116153-530402	LEGAL ADVERTISING	\$328.00	\$1,500.00	\$420.00	\$1,500.00	<b>\$1,500.00</b>	\$0.00	0.00
0116153-530900	IT SERVICES	\$9,026.00	\$7,000.00	\$5,455.31	\$7,000.00	<b>\$7,000.00</b>	\$0.00	0.00
0116153-534400	Postage	\$2,304.43	\$10,500.00	\$9,657.10	\$10,500.00	<b>\$13,000.00</b>	\$2,500.00	23.80
0116153-538201	Secure Document Destruction	\$0.00	\$0.00	\$0.00	\$3,600.00	<b>\$3,600.00</b>	\$3,600.00	100.00
0116157-573100	PROFESSIONAL ASSOCIATIONS	\$125.00	\$305.00	\$225.00	\$305.00	<b>\$305.00</b>	\$0.00	0.00
0116154-542300	GENERAL OFFICE SUPPLIES	\$3,348.86	\$3,800.00	\$1,178.85	\$3,800.00	<b>\$3,800.00</b>	\$0.00	0.00
0116155-558700	LICENSING/PERMIT MATERIALS	\$0.00	\$400.00	\$0.00	\$400.00	<b>\$400.00</b>	\$0.00	0.00
0116155-558800	Election Supplies	\$0.00	\$720.00	\$693.72	\$720.00	<b>\$720.00</b>	\$0.00	0.00
0116155-558801	TOWN CLERK SUPPLIES	\$13,628.61	\$15,880.00	\$15,141.18	\$15,880.00	<b>\$18,000.00</b>	\$2,120.00	13.35
0116157-579100	SOFTWARE ANNUAL LICENSE COST	\$2,000.00	\$3,500.00	\$0.00	\$3,500.00	<b>\$3,500.00</b>	\$0.00	0.00
<b>TOWN CLERK SUB-TOTAL:</b>		<b>\$259,911.75</b>	<b>\$301,724.00</b>	<b>\$193,975.05</b>	<b>\$312,733.00</b>	<b>\$317,353.00</b>	<b>\$15,629.00</b>	<b>5.17</b>
<b>161 TOWN CLERK SUB-TOTAL:</b>		<b>\$259,911.75</b>	<b>\$301,724.00</b>	<b>\$193,975.05</b>	<b>\$312,733.00</b>	<b>\$317,353.00</b>	<b>\$15,629.00</b>	<b>5.17</b>

# ASSESSORS

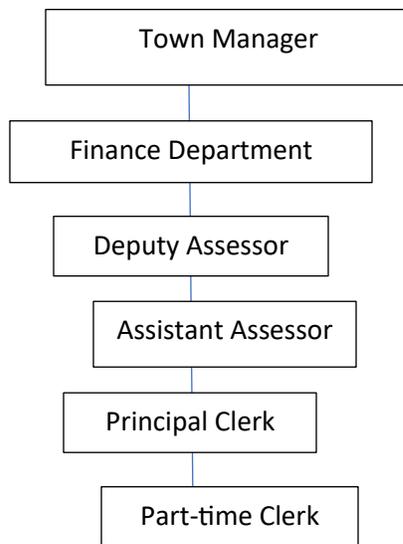


## ASSESSORS

### MISSION STATEMENT

The mission of the Assessor's Office is to accurately and equitably value all real estate and personal property as outlined in Massachusetts General Law Chapter 59 in the Town of Winthrop as efficiently and cost effectively as possible, while maintaining good customer service and a quality of work product. To keep informed of and follow through regarding State statute changes affecting the assessment processes. Learn and implement new techniques and grow with technology.

### ASSESSORS ORGANIZATIONAL CHART



## **GOALS AND OBJECTIVES**

**Permit Process** – Streamline create process for the Permit Process to include the migration of supplied data from the Open Gov Building Permit System into our Vision Valuation System. Review and prepare permits to be collected for Fiscal Year 2024.

**Office Staffing** – Hiring of Deputy Assessor, continuous training of Assistant Assessor and revise Clerks Position.

**Website** - Update Website of all information for the upcoming Fiscal Year 2024 and review for added informational data.

**Maps** - Update lot changes with CAI Mapping and GIS.

**Create** - Monthly Calendar of upcoming tasks. Coordinate with the Tax Department scheduling of tax commitments and mailings.

## **ACCOMPLISHMENTS**

### **Revaluation Year – FY2023**

This was a 5 Year Update accomplished on time and on budget.

### **Tax Classification FY2023**

Successfully carried out new tax rate and bills went out on time.

### **Updated Map**

Review and change of existing mapping.

### **Building Permits/Cyclical Data Collection**

Visited and reviewed all permits for Fiscal Year 2023 and calculated growth. Completed ongoing cyclical inspections.

## **SIGNIFICANT BUDGET CHANGES OR INITIATIVES**

### **BUDGET ISSUES:**

Personnel/Staffing

Hiring of a Deputy Assessor

Continued use of Contractors for the Valuation Process

Sustaining an effort that encourages continuous improvement and increases in productivity at all levels of the Assessor's Office.

**PROGRAMS AND SERVICES**

**Value Properties**

Determine New Growth  
Set Tax Rate  
Assess Property Taxes  
Abate & Exempt Taxes  
Manage Overlay Account  
Assess Local Excises

**Administer Excise**

Motor Vehicle Excise  
Boat Excise  
Commitment Tax List

**Issue Exemptions**

Elderly Exemption  
Blind Exemption  
Surviving Spouse  
Disabled Veteran  
Exemption  
Senior Work Off Program

**Department of Revenue  
Division of Local Services**

Supervise Local Taxation  
and Finance  
Monitor Revaluations  
Certify Local Assessments  
DOR Certified  
Establish Assessment  
Administration

**Abatements**

Property  
Auto  
Boat

**Customer Service**

Telephone  
Counter Walk-ins  
Homeowners  
Business Owners  
Attorneys  
Realtors  
National Grid  
Abutters Lists/Labels

**Permits**

Daily Approval  
Permit Inspections  
Additions  
Condo Conversions  
Demolitions  
Improvements  
Alterations

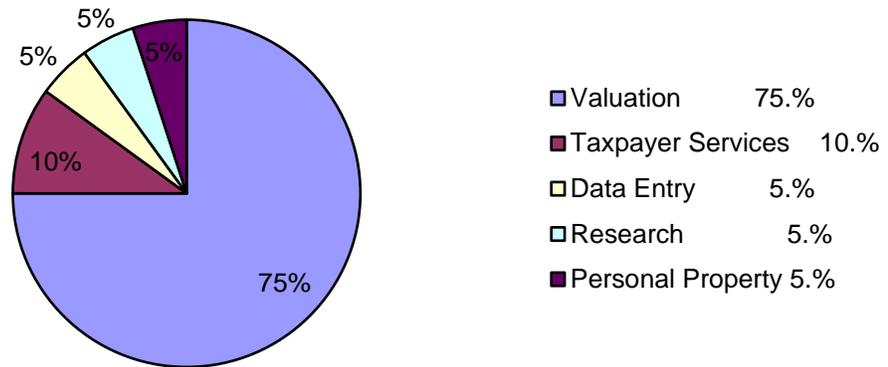
**Deeds**

Property  
Name Changes  
Address  
Changes

## PERFORMANCE MEASURES

The Assessing Department pie chart demonstrates how Assessing time is divided among the major functional areas over a year.

### FY2024 ASSESSORS OFFICE DUTIES TOWN OF WINTHROP



The Town Manager appoints the Deputy Assessor to oversee the daily operations of the Assessor’s Office. The Council appoints the Board of Assessors (3 members). The Assessors are required by Massachusetts Law to list and value all real and personal property, 5600+ accounts. The valuations are subject to ad valorem taxation on the assessment roll each year. Assessed values in Massachusetts are based on “*full and fair cash value*”, or *100 percent of fair market value*.

Assessors are required to submit these values to the State Department of Revenue for certification every five years. In the years *between* certification, Assessors *must also maintain the values*. This is done so that the property taxpayer pays his or her fair share of the cost of local government, in proportion to the amount of money the property is worth, on a yearly basis rather than every three years.

Building permits and lot splits are viewed and updated yearly for growth by the Assessor. Real Estate and Personal Property Abatements are analyzed by the Assessor and reviewed and acted upon by the Board of Assessors. Real Estate Exemptions are also analyzed by the Assessor and reviewed and acted upon by the Board of Assessors.

Data collection, valuation and defense of values have been contracted out. This cost has been calculated into the budget on a yearly basis.

The Assessors are required to annually assess taxes in an amount sufficient to cover the State and Local appropriations chargeable to the Town. These taxes assessed will include State and County assessments which have been duly certified to the Board and local appropriations voted by the Town Council.

Yearly Assessors are updated with all changes in municipal laws and must attend seminars and courses to keep their designations current. The Assessment systems within the Assessor's Office are constantly being updated and various training seminars and workshops must be attended yearly to keep up with the system changes.

In addition, the Assessing Staff administers the Motor Vehicle and Boat Excise taxes. Assessors must yearly verify a list of boats habitually moored or docked within its borders. Listings from the Massachusetts Environmental Police, individual Yacht Clubs and Marinas and the Harbor Master lists are verified and compiled and committed to the Collector numbering 900+ excise bills. The Motor Vehicle list comes directly from the Registry of Motor Vehicles with 11,000+ accounts yearly. Both Motor Vehicle and Boat excise tax bills are committed to the Collector and any abatement must be processed through the Assessor's Office.

The Assessor's office also keeps track of and issues Exemption Forms to include elderly, blind, surviving spouse and veterans. Abatements are made to those who qualify for an exemption and for those participating in the Senior Work Off Program.

Staff in the Assessor's Office also provide certified abutters lists as well as information, research, materials, and related assistance to all boards, committees, commissions, and the public. Daily and monthly approval of permits as well as monthly entry of Deeds.

Some of the Assessing Departments duties include telephone work, counter walk-ins and questions from but not limited to property owners, business owners, attorneys, realtors, National Grid, USPS, surveyors, boat owners and any other source that may have a question regarding Real Property, Personal Property, Motor Vehicle and Boat Excise Tax.

Also, the Assessing Department works with and provides information to the Tax Office, Building Department, DPW and any other department that may need our assistance to ensure that we provide and maintain good customer service and a quality of work product to and for the Town of Winthrop.

<b>July 1,</b>	<b>Fiscal Year begins</b> 1 <sup>st</sup> Quarter preliminary tax bill issued. (The first of two equal amounts; estimated tax bills are based on the PRIOR fiscal year taxes).
<b>August 1</b>	1 <sup>st</sup> Quarter preliminary tax due Personal exemption renewal applications mailed.
<b>September</b>	Residential exemption applications mailed to new owners who purchased property in previous calendar year.
<b>October 1</b>	2 <sup>nd</sup> Quarter preliminary tax bill issued (the second of two equal and preliminary tax bills based on PRIOR fiscal year taxes).
<b>November 1</b>	2 <sup>nd</sup> Quarter tax due*
<b>Late December – January 1</b>	Tax Rate set and 3 <sup>rd</sup> Quarter actual tax bill issued (bill reflects the actual value and tax rate for fiscal year)
<b>January 1</b>	Property Tax Assessment Date for the following fiscal year. Abatement application filing period begins.
<b>January 1 – February 1</b>	Filing period for certain personal exemptions begins (Elderly, Blind, Surviving Spouse, Disable Veteran, etc.).
<b>February 1</b>	3 <sup>rd</sup> Quarter tax due* Abatement filing period ends. Applications for certain exemptions filing deadline*
<b>February – May</b>	Review of Abatement and exemption applications – Notice of Decision mailed.
<b>March 1</b>	Owners of taxable Personal Property must file Form of List. Final date for charitable organizations for file Form 3ABC
<b>May 1</b>	4 <sup>th</sup> Quarter tax due
<b>June 30</b>	<b>Fiscal year ends</b>

**PERSONNEL SUMMARY**

	FY2022	FY2023	FY2024	Changes
Assessor	1	Interim Aug-Jun		
Assistant Assessor	1	Hired May 2022	1	
Clerk, Principal	1	1	1	
Assistant Clerk	1	1		
Consultant		1		
Board of Assessors	3	3	3	

**PERSONNEL NOTES**

The Department had gone without a full time Assessor until August 2023 and hired an Interim Assessor until January 2023. The Department went without an Assistant Assessor for 5 months in 2022. The Clerk and Assistant Clerk managed the office for these months with a consultant coming in for a few hours Fridays to keep up the duties of the Assessor and Assistant Assessor.

Assessor – Interim August – January (No benefits)

Assistant Assessor – May 2023 (Benefit eligible)

Clerk – Full time (Benefit eligible)

Clerk/Office Assistant – PT 16 hours per week (No benefits)

Consultant – Hours vary by need (No benefits)

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>141 - Assessing</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0114151-511100	Personnel	\$191,142.33	\$230,979.00	\$161,866.72	\$242,404.00	<b>\$242,404.00</b>	\$11,425.00	4.94
0114151-514600	LONGEVITY	\$1,825.00	\$2,450.00	\$2,450.00	\$2,450.00	<b>\$2,450.00</b>	\$0.00	0.00
0114152-527400	Equipment Leases	\$0.00	\$750.00	\$399.00	\$700.00	<b>\$700.00</b>	\$-50.00	-6.66
0114153-530500	CONSULTING	\$89,815.50	\$43,853.00	\$23,850.00	\$35,704.00	<b>\$35,704.00</b>	\$-8,149.00	-18.58
0114153-530702	TRAINING SERVICES	\$1,910.00	\$1,569.73	\$50.00	\$3,000.00	<b>\$3,000.00</b>	\$1,430.27	91.11
0114153-534400	Postage	\$591.73	\$596.37	\$596.37	\$800.00	<b>\$800.00</b>	\$203.63	34.14
0114154-542300	GENERAL OFFICE SUPPLIES	\$1,347.62	\$2,536.90	\$1,864.81	\$1,900.00	<b>\$1,900.00</b>	\$-636.90	-25.10
0114157-573100	Professional Associations	\$100.00	\$325.00	\$325.00	\$848.00	<b>\$848.00</b>	\$523.00	160.92
0114157-579100	SOFTWARE ANNUAL LICENSE COST	\$21,854.00	\$24,622.00	\$23,972.00	\$25,379.00	<b>\$25,379.00</b>	\$757.00	3.07
<b>Assessing SUB-TOTAL:</b>		<b>\$308,586.18</b>	<b>\$307,682.00</b>	<b>\$215,373.90</b>	<b>\$313,185.00</b>	<b>\$313,185.00</b>	<b>\$5,503.00</b>	<b>1.78</b>
<b>141 Assessing SUB-TOTAL:</b>		<b>\$308,586.18</b>	<b>\$307,682.00</b>	<b>\$215,373.90</b>	<b>\$313,185.00</b>	<b>\$313,185.00</b>	<b>\$5,503.00</b>	<b>1.78</b>

# MUNICIPAL HEARING



## **Municipal Hearing Office Mission**

The primary mission of the Municipal Hearing Office is the fair adjudication of fines and fees resulting from the issuance of parking tickets and non-criminal citations in the town and maintaining records of tickets and citations issued and their final dispositions. The MHO is also responsible for the periodic review, development, and maintenance of fine structures for parking tickets and non-criminal citations as well as the ordinances that govern the violations. The MHO processes administrative appeals and conducts hearings for parking violations in accordance with MGL Ch. 90 on all written appeals received within the time frame permitted by law. The office also holds hearings when appeals are requested for non-criminal citations in accordance with the provisions of MGL Ch. 40U which allows the town to hold hearings on all non-criminal citations issued under that chapter as well as those issued in accordance with MGL Ch. 40, sec. 21D. The department works in conjunction with the Winthrop Police Department, Harbormaster's Department, and Housing Authority on addressing parking issues. The department also works with Inspectional Services, the Harbormaster's Department, the Animal Control Officer, Health Department, the Winthrop Police Department and any other department or agency with the authority to issue a non-criminal citation to address those violations. All non-criminal violation appeals are heard by the Town of Winthrop.

## **Organizational Chart**



## **Goals and Objectives**

- Continue to fairly adjudicate disputes and hearings related to parking violations and non-criminal citations.
- Work with issuing departments to develop better processing of non-criminal citations issued in accordance with MGL Ch. 40, sec. 21D to include the development of a process to follow through with unpaid citations in conjunction with the courts when necessary.
- Develop a viable solution within the confines of legal restrictions to identify the owners of vehicles bearing out-of-state plates that have outstanding parking tickets.

- Develop and present a revised commercial vehicle ordinance.

### **Accomplishments**

- Assisted the Town Council in the development and drafting of revised ordinances related to parking in the Center Business District.
- Drafted a new municipal lot ordinance which was presented to and passed by the Town Council.
- Continue to identify conflicts between town ordinances and signage or practices so they can be resolved.
- Assisted the Treasurer/Collector with processing revisions for the Resident Parking Program.

### **Significant Budget Changes or Initiatives**

- Reduced personnel line item by eliminating the remaining former stipend for the Parking Clerk that used to be contained in this budget. This results in a savings of \$4,260 after accounting for COLA in the Hearing Officer's salary for both FY 2023 and FY 2024.
- Requesting \$1,200 in one-time funds for the purchase of employee parking permits. These are needed with the passage of the new municipal lot ordinance by the Town Council. This figure reflects a minimum order and should last for a few years depending on employee turnover.
- Requesting a partial restoration of the office supply line. This line was once just over \$2,200. The recent budget issues are understood, however, the year to year cuts leaving a current amount of \$1,133 is starting to take a toll. With the increased costs of supplies, simply buying toner for the year costs between \$571 and \$743 leaving as little as \$390 for other supplies for the year. This increase will allow for the replenishment of supplies and replacement of some equipment.
- Requesting a new line item to replace a computer. The current machine remains in working condition, but it is not new enough to meet the requirements for an upgrade to Windows 11, meaning it will lose security updates in October of 2025. In order to keep receiving security updates in light of the fact it is used to access RMV systems, it will need to be replaced. Requesting the funds this year allows time to secure a new machine while also allowing the year to take advantage of any pricing breaks that may become available through our vendors.
- After accounting for requested increases and non-recurring costs, the budget submitted represents a 2% reduction from the FY 2023 budget. A further reduction is expected in FY 2025 after non-recurring expenses from the FY 2024 budget are resolved.

**Programs and Services**

Municipal Hearing Office

**Appeals & Hearings**

Process administrative (written) appeals of parking tickets

Hold hearings upon request when an administrative appeal is denied

Process appeals of non-criminal citations issued under MGL Ch. 40U and CH. 40, sec. 21D and hold hearings as necessary

Draft and send appeal and hearing decisions

Enter all appeal and

**Non-Criminal Late Notices, Fees, & Liens**

Periodically run report of past due non-criminal citations

Add late fees when required

Create and send appropriate late notices to violators

Annually prepare a list

**Public Inquiries**

Respond to inquiries related to parking, enforcement efforts, ordinances and violations

**File and Data Management**

Update information in parking and citation databases when errors or omissions are found

Ensure non-criminal citations are entered in the database by the issuing departments or enter them if needed

Maintain and add functionality to the non-criminal citation database as needed

Maintain required file series of parking

**Assistance to Other Departments**

Work with issuing departments to resolve issues related to parking & non-criminal enforcement

Respond to department & board requests for ordinance information and reports on enforcement activity

Work with issuing departments to locate violator information when needed

**Laws & Ordinances**

Periodically recommend ordinance changes based on issues facing the community related to parking and non-criminal enforcement

Periodically review fine amounts and recommend changes if appropriate

Notify departments when conflicts are found between ordinances and signage, compliance, or processes and recommend solutions

**Parking**

Review resident complaints about parking issues and pass on to enforcing departments if necessary

**Transportation Safety Advisory Committee (TSAC)**

Serve as the Parking Department representative on the committee and current chair

Inform the Town Manager of requests for agenda items or pass on to the appropriate department if found to be an operational issue

Draft agendas based on items approved for committee review by the Town Manager or referred by the Town Council

**Printed Materials & Digital Media**

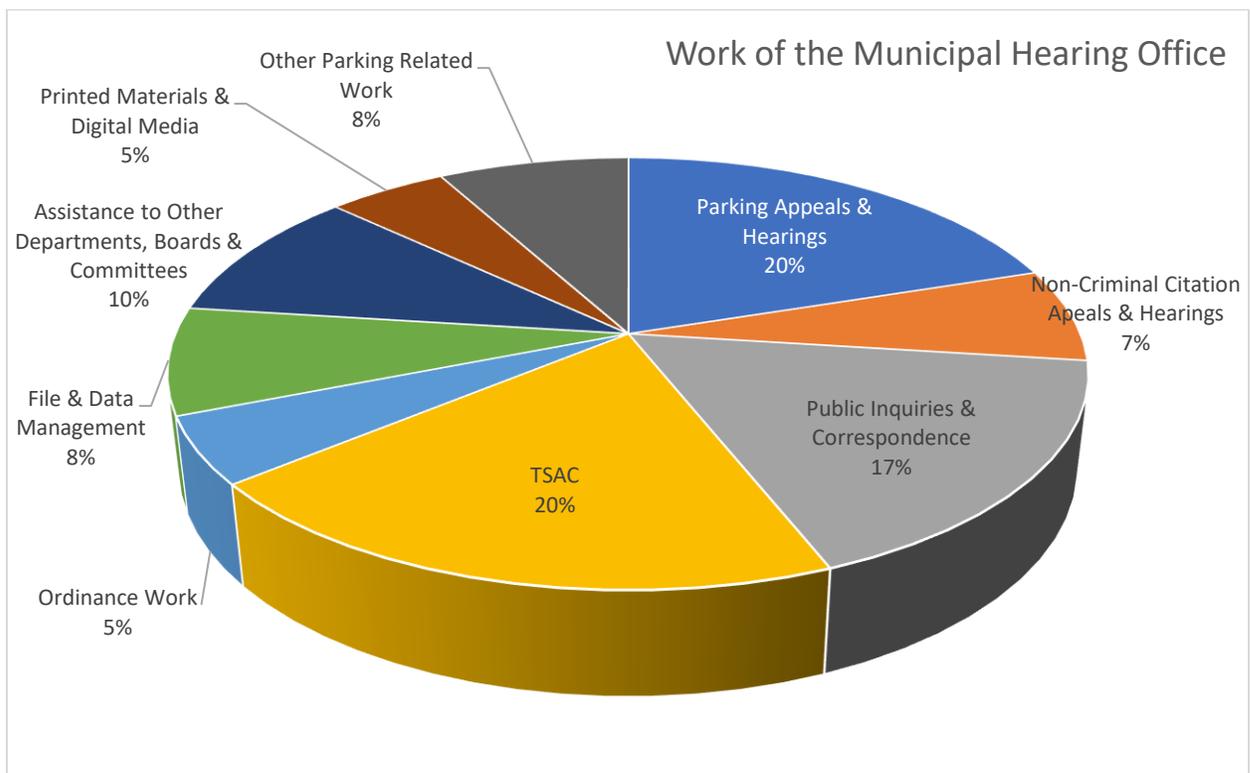
Replenish ticket & citation stock for issuing departments

Print necessary placards for Police & Harbormaster as authorized by ordinance

Periodically redesign placards, permits, tickets, citations, and other printed matter and digital media

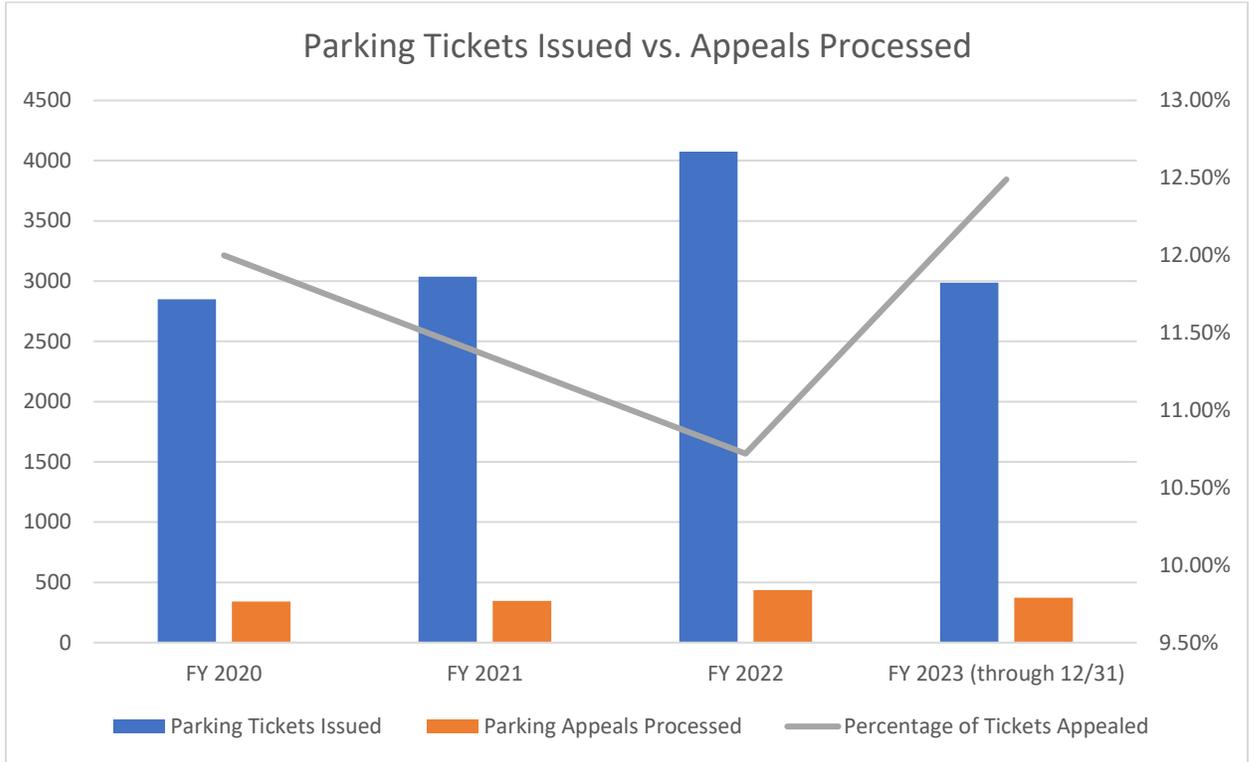
## Performance Measures

Performance measures for the Municipal Hearing Office are difficult since any workloads dependent on the issuance of tickets and citations will vary depending on both the number of violations issued by the enforcing departments as well as overall compliance by the public. While the town obviously collects revenue based on the fines for the violations, the tickets and citations are also supposed to be educational by informing the violators that they did something that needs correction. Additionally, the collections of fines is also conducted by a separate department, leaving most measurements available actually reflecting the work of the issuing and collecting departments rather than the Municipal Hearing Office.



This chart demonstrates how time is generally divided among the duties and tasks of the Municipal Hearing office over the course of a year. This division of time among these areas remains relatively consistent with usually only minor changes from year to year and some overlap in the categories a particular task may fall into. On the occasions where the workload in a particular category is lighter than usual, that time is used to work on other tasks, duties, or programs that need additional attention. Parking ticket appeals and work on issues for the Transportation Safety Advisory Committee take up the largest portion of the office's time followed by responding to public inquiries & correspondence and providing assistance to other departments, boards, and committees.

**Performance Measures (continued)**



This chart shows the number of parking tickets issued each year, the number of parking appeals processed in the same time frame, and the percentage of tickets that are appealed. In FY 2020, 2,850 tickets were issued and 342 were appealed, for a 12% appeal rate. In FY 2021, 3,037 tickets were issued and 345 were appealed, for an 11.36% appeal rate. In FY 2022, 4,075 tickets were issued and 437 were appealed, for a 10.72% appeal rate. In the first half of FY 2023, 2,986 tickets were issued and 373 were appealed, for a 12.49% appeal rate.

For clarification, this is based on the number of tickets issued, not violations. The difference is that one ticket can be issued for multiple violations.

**Personnel Summary**

	FY 2022 FTE	FY 2023 FTE	FY 2024 FTE	CHANGE
Hearing Officer	0.54	0.54	0.54	0.00
<b>Total Full Time Equivalent</b>	<b>0.54</b>	<b>0.54</b>	<b>0.54</b>	<b>0.00</b>

**Personnel Notes**

FTEs are based on a 35-hour work week and are benefit eligible. The Hearing Officer is a 19 hour per week position which is not benefit eligible.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>293 - MUNICIPAL HEARING OFFICE</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0129351-511100	Personnel	\$20,858.13	\$26,355.00	\$15,383.87	\$21,495.00	<b>\$21,495.00</b>	\$-4,860.00	-18.44
0129353-530800	PROCESSING SERVICES	\$27,367.05	\$23,500.00	\$20,085.15	\$23,500.00	<b>\$23,500.00</b>	\$0.00	0.00
0129353-534400	Postage	\$169.78	\$1,400.00	\$262.78	\$1,400.00	<b>\$1,400.00</b>	\$0.00	0.00
0129354-542300	GENERAL OFFICE SUPPLIES	\$849.64	\$1,133.00	\$152.80	\$1,400.00	<b>\$1,400.00</b>	\$267.00	23.56
0129355-558700	LICENSING PERMIT MATERIALS	\$925.00	\$4,500.00	\$4,500.00	\$5,925.00	<b>\$5,925.00</b>	\$1,425.00	31.66
0129357-571001	IN-STATE MILEAGE	\$0.00	\$100.00	\$0.00	\$100.00	<b>\$100.00</b>	\$0.00	0.00
0129358-587400	REPLACEMENT COMPUTER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,450.00	<b>\$1,450.00</b>	\$1,450.00	100.00
<b>MUNICIPAL HEARING OFFICE SUB-TOTAL:</b>		<b>\$50,169.60</b>	<b>\$56,988.00</b>	<b>\$40,384.60</b>	<b>\$55,270.00</b>	<b>\$55,270.00</b>	<b>\$-1,718.00</b>	<b>-3.01</b>
<b>293 MUNICIPAL HEARING OFFICE</b>		<b>\$50,169.60</b>	<b>\$56,988.00</b>	<b>\$40,384.60</b>	<b>\$55,270.00</b>	<b>\$55,270.00</b>	<b>\$-1,718.00</b>	<b>-3.01</b>

# HUMAN RESOURCES



## Department of Human Resources

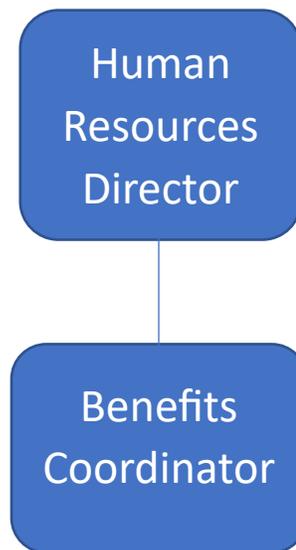
### **Department Description**

The Department of Human Resources provides leadership, direction and support to town departments. The department is responsible for administering employee benefit programs, coordinating and delivering townwide training and workforce development opportunities, and market driven compensation management system and providing for the consistent and uniform administration of collective bargaining agreements. The Department of Human Resources monitors compliance with established safety standards, administers drugfree workplace programs, and ensures fair and equal treatment of employees and applicants.

### **Department Mission**

The mission of the Department of Human Resources is to promote and support organizational excellence through effective human resources programming administered in an environment that embraces diversity, quality customer service and professional development.

### **Organizational Chart**



## **Goals and Objectives**

Targeted efforts to reduce workers' compensation costs will continue to be a priority. We will continue to work collaboratively with our managed care organization, and town departments to aggressively manage workers' compensation and injury leave claims. Efforts to improve injured workers' medical treatment and return employees safely to work will include employee accident and injury reporting procedure training as well as comprehensive claims management and transitional work programs.

The Human Resources Department will continue to focus on fair and equitable treatment of employees and applicants consistent with town policies and The Equal Employment Opportunity (EEO)

Finalize implementation of revised comprehensive employee handbook.

Facilitate training and professional development programs for Town Hall staff to increase best practices and mitigate risk.

Implement department use of human resources software module that is integrated with other financial management tools to manage employee reviews, benefits, and union information.

Strengthen the feedback structure, there are apparent bad implications of giving feedback in the wrong way. Whereas providing good/positive or constructive feedback is worth the time and effort. It keeps employees satisfied, which in turn helps productivity.

Continue to modify job descriptions and review accuracy to make certain that all descriptions list up-to-date job duties, job requirements, physical lifting standards, and FLSA status. Risk management needs to be actively engaged in job descriptions and review job functions that eliminate future claims.

Employ IT technology and policies into the Human Resources Department, which will enhance service, communications, and productivity throughout the Town. This will assist in maintaining best practices and allow Human Resources to be more effective in delivery to our established departmental needs.

## **Significant Budget Changes or Initiatives**

None

## **Accomplishments**

Strengthened rapport/working relationships with department directors and management in the following area: reporting of accidents, incidents involving employees; providing written backup documentation/write-ups for employee disciplinary actions/terminations;

consistency in employee evaluation process; communications on handling employee issues within departments; better cooperation and assistance in employee investigations.

### **Programs & Services**

Human Resources oversees all Health insurance, life insurance, Dental insurance, Disability insurance, Workers comp and Unemployment benefits for Town and School employees.

#### **Personnel Summary**

<b>FTE</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>CHANGE</b>
Human Resources Director	1	1	1	0
Benefits Coordinator	1	1	1	0
TOTAL FTE:	2	2	2	0

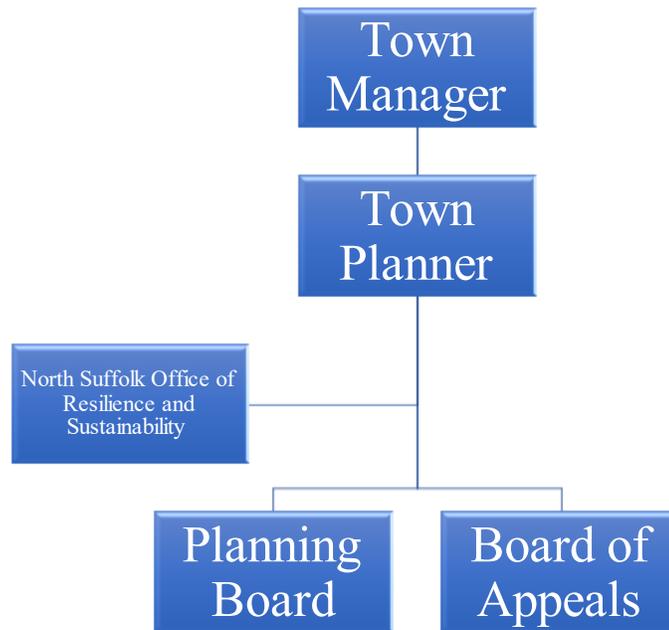
**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>153 - HUMAN RESOURCES</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0115351-511100	PERSONNEL	\$112,424.36	\$114,571.00	\$77,832.37	\$118,689.00	<b>\$118,689.00</b>	\$4,118.00	3.59
0115351-514600	LONGEVITY	\$750.00	\$950.00	\$950.00	\$1,900.00	<b>\$1,900.00</b>	\$950.00	100.00
0115353-530702	TRAINING SERVICES	\$1,681.25	\$4,000.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$0.00	0.00
0115353-534400	Postage	\$9.15	\$100.00	\$3.84	\$100.00	<b>\$100.00</b>	\$0.00	0.00
0115354-542300	GENERAL OFFICE SUPPLIES	\$0.00	\$833.00	\$320.65	\$850.00	<b>\$850.00</b>	\$17.00	2.04
0115357-573100	PROFESSIONAL ASSOCIATIONS	\$275.00	\$275.00	\$275.00	\$275.00	<b>\$275.00</b>	\$0.00	0.00
<b>HUMAN RESOURCES SUB-TOTAL:</b>		<b>\$115,139.76</b>	<b>\$120,729.00</b>	<b>\$79,381.86</b>	<b>\$125,814.00</b>	<b>\$125,814.00</b>	<b>\$5,085.00</b>	<b>4.21</b>
<b>153 HUMAN RESOURCES SUB-TOTAL:</b>		<b>\$115,139.76</b>	<b>\$120,729.00</b>	<b>\$79,381.86</b>	<b>\$125,814.00</b>	<b>\$125,814.00</b>	<b>\$5,085.00</b>	<b>4.21</b>

# PLANNING - BOARD OF APPEALS



## Organizational Chart



## Mission Statement

The Planning and Development Department delivers project support, grant facilitation, plan writing, and Board support for the Town of Winthrop. Acts as a liaison between Winthrop and State and Regional collaborations. Strives to promote smart, safe, and attractive growth. Serves as a resource for residents for conservation, planning, and environmental concerns. Provides the North Suffolk Office with leadership and collaboration . Responsive, reliable, resourceful.

## Goals and Objectives

- 2021 and 2022 was busy with ongoing projects and new grants. To maximize the work put into these projects, the next steps will be to utilize their data and move forward with implementation.
- To expand the 'Winthrop Façade and Storefront Improvement Program'. In the summer of 2022, in partnership with the Department of Housing and Community Development, a grant program was written, with rules, instructions, and qualifications, to be executed by the Town, to assist business owners with the costs of exterior façade and signage improvements. The goal would be to strengthen the downtown and the relationships between Town Hall and business owners. The next stage of putting this grant program to use would be to secure some funding to expend through distribution within the program. The goal would be to start with a small amount of funding, as a pilot, and then advance based on results.
- Utilize the soon-to-be-completed 'North Suffolk Zero Carbon Action Plan' action items to continue to meet decarbonization goals and objectives to reduce carbon

emissions, as required by the ‘Massachusetts 2050 Decarbonization Roadmap’. Upon completion of the Zero Carbon Action Plan in 2023, identify regional and Winthrop specific action items to prioritize for late 2023 and 2024.

- Collaborate with the North Suffolk Office of Resilience and Sustainability (NSORS) to apply for Green Communities funding in the spring of 2023. Use this funding to spearhead a project to benefit Winthrop residents and the Town by reducing municipal energy costs.
- Apply and obtain funding through the Municipal Vulnerability Preparedness (MVP) program for design and permitting of flooding adaptation strategies to reduce storm related flooding in the Morton Street, Belle Isle Terrace, and Belle Isle Ecology Park areas of Winthrop. Adaptation will be green infrastructure based and will also protect the vitally important Belle Isle Marsh. This will be a Winthrop specific grant project but will incorporate partnership with the Mystic River Watershed Association, Friends of Belle Isle Marsh, the City of Revere, and the City of Boston.
- Lead the Town through the compliance and adoption process of Section 3A of MGL c. 40A, also known as MBTA Communities multi-family zoning. This new law requires towns and cities across the Commonwealth of Massachusetts to adopt specific by-right multi-family zoning. This new zoning is focused near public transit and adjacent areas. The process will require a multi-faceted approach, intense review of zoning, and public outreach. This process will be long-term and include the Winthrop Planning Board.

### **Accomplishments**

- Brought Winthrop into compliance with the Executive Office of Energy and Environmental Affairs (EEA), allowing the Town to qualify for future Green Communities Grants. EEA requires all Towns to have current data on energy consumption, fuel usage, vehicles, and other energy related expenditures uploaded into EEA software called Massachusetts Energy Insight (MEI). Winthrop’s last update was in 2017 and the software had not been updated in any capacity since that time. Updating this software is complicated and very time consuming, requiring coordination with every department and branch of local government (DPW, Police, Fire, finance, etc.). The NSORS Sustainability Manager led the update process, with close collaboration with the Town Planner (and other department heads) to gather data, account numbers, and required information for the update. This process took several months. The updated software was submitted to EEA for review in November 2022, and in January 2023 received confirmation that the update was successful. This success not only qualifies Winthrop to apply for Green Communities grants, it is also an extremely valuable tool for analysis of Town energy cost and consumption.
- Applied for a MassDOT Shared Streets and Spaces Program grant. The grant application was successful, and the Town was awarded \$53,568.00 to purchase 8 solar powered speed radar signs. These radar signs were a request from the police department. They are non-permanent and can be moved through out town, in areas where vehicular speed is a safety issue. The solar radar signs can be programmed to flash various messages to speeding cars or provide information to residents. They also can provide speed data reports for future grants and Town data reports. The goal of

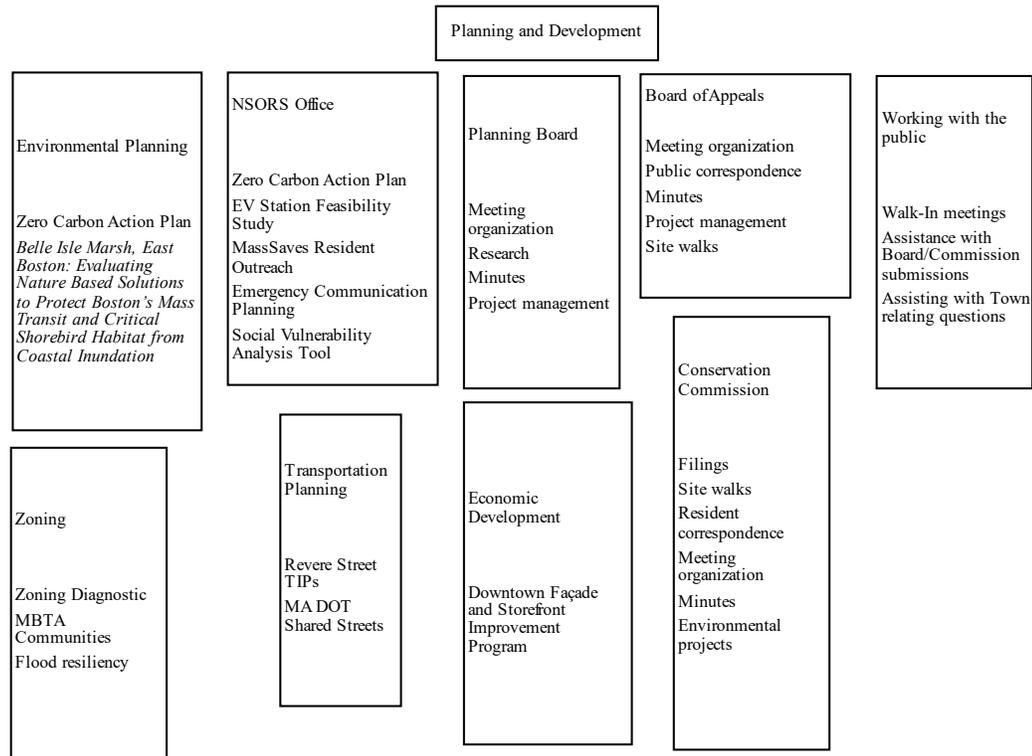
these solar speed radar signs is to slow drivers and create safer roads for pedestrians, bikers, and drivers alike.

- Drafted, and guided through adoption, a Winthrop zoning language update. The zoning update incorporated flood resilience language, site plan requirements, and definitions into Sections 17.04, 17.12, 17.24, 17.44 as well as Title 16, Sections 16.08, 16.12, and Chapter 17.16. This new language ensures that the development review process considers future sea level rise and the impacts of flooding. It brings flooding, and flood resilient construction practices to the forefront of design review and subdivisions. It benefits homeowners because it allows them to be able to elevate homes and utilities. This update was a grant partnership with the Metropolitan Area Planning Commission (MAPC) and the result of a year of work. The zoning update was adopted by the Winthrop Town Council in August 2022.
- At the request of the Planning Board, successfully applied to a MAPC Technical Assistance Grant for a complete zoning diagnostic. The grant amount was \$20,000 and was awarded in July 2022. The zoning diagnostic is comprehensive and includes interviews with Planning Board and Board of Appeals members, review of each section of the by-laws, identify all areas that need updates, identify language that does not meet State zoning best practices, outdated language, etc. The diagnostic will identify all areas of the zoning that may need to be updated. The diagnostic will also identify priority areas and goals for future updates.
- Assisted the Department of Public Works with the Revere Street TIPS Project resident meetings. As required by the Department of Transportation, all residents that will have a land easement on their property as a result of the TIPS Project must be given the opportunity to have an in person meeting with Town staff to gain more knowledge of the easements, compensation and TIPS project. The Town Planner coordinated with the contracted appraiser and DOT to learn the appraisal and compensation process and procedures. Many residents requested an interview. The interviews were done in person, one on one, and were very successful. Most residents entered the interviews concerned and confused about the easements and TIPS Project. They all left well educated on the changes to their property, the next steps, timelines, and the easement compensation process.

### **Significant Budget Changes or Initiatives**

- Allocate \$6,000.00 for the next stage of the Winthrop Façade and Storefront Improvement Program. Funds would be distributed to three selected recipients, in the amount of \$2,000.00 each. This funding amount would allow for a small-scale Façade and Storefront Improvement Program launch that is manageable and low risk but can still have a positive outcome for business owners, the CBD, and be publicly shared.
- Allocate \$3,000 for the Hazard Mitigation Plan cash match contribution. Winthrop was awarded a grant to create a Town wide Hazard Mitigation Plan. This grant requires a \$3,000 cash match.

## Programs and Services

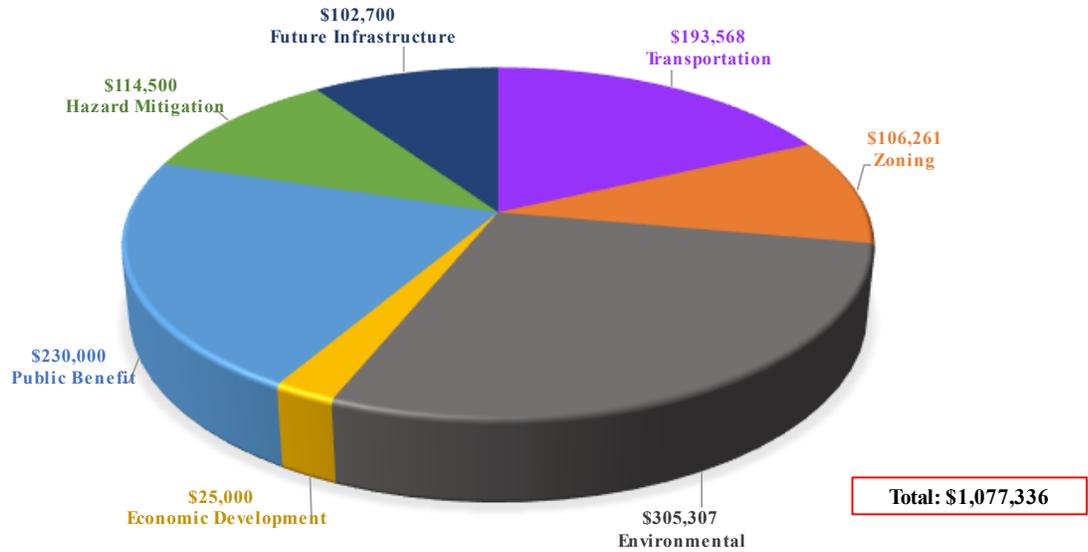


## Performance Measures

There is a wide variety of performance measures that can be applied to the Planning and Development Department. The most tangible performance measures are funds that have been obtained via grants. The pie chart below features the total monetary amounts obtained and/or managed over the past two years. A two-year time span is necessary because many grants are long term and completed over the course of multiple years. Some grants were awarded in 2021 but never executed until the Planner started with Winthrop. The money obtained from grants is typically acquired upfront or as a reimbursement format. The funding is broken down by the beneficiary of the grant: hazard mitigation, future infrastructure, transportation, zoning, environmental, economic development, and public benefit. Some of the grants for transportation, public benefit, hazard mitigation, and environmental include regional grants obtained through the NSORS. Though regional, these grants and their associated funds are still co-managed and monitored by the Planning office.

Other performance measures include successfully managing the Planning Board, Conservation Commission, and most recently the Board of Appeals. Working closely with residents, and assisting other departments with projects, and providing research and insight to a variety of Town projects not associated with grants.

**FUNDING OBTAINED AND MANAGED  
FY 2022 – FY 2023**



**Personnel Summary**

Personnel Notes: There is one full time employee within the Planning and Development Department. No changes to the number of employees since 2021.

		FY2021 FTE	FY2022 FTE	FY2023 FTE	FY2024 FTE	Change
131	Planning Director	1	1	1	1	0
131	<b>Total Full Time Equivalent</b>	1	1	1	1	0

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>131 - GRANTS OFFICE</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0113151-511100	Personnel	\$102,490.39	\$77,200.00	\$57,297.03	\$75,000.00	<b>\$80,000.00</b>	\$2,800.00	3.62
0113153-530402	Legal Advertising	\$0.00	\$0.00	\$0.00	\$500.00	<b>\$500.00</b>	\$500.00	100.00
0113153-530500	Consulting	\$0.00	\$2,400.00	\$0.00	\$2,400.00	<b>\$2,400.00</b>	\$0.00	0.00
0113153-534400	Postage	\$0.00	\$0.00	\$0.00	\$300.00	<b>\$300.00</b>	\$300.00	100.00
0113154-542300	General Office Supplies	\$303.36	\$695.00	\$130.00	\$1,050.00	<b>\$1,050.00</b>	\$355.00	51.07
0113156-569600	Other Governmental	\$4,000.00	\$15,016.00	\$15,016.00	\$42,553.00	<b>\$42,553.00</b>	\$27,537.00	183.38
<b>GRANTS OFFICE SUB-TOTAL:</b>		<b>\$106,793.75</b>	<b>\$95,311.00</b>	<b>\$72,443.03</b>	<b>\$121,803.00</b>	<b>\$126,803.00</b>	<b>\$31,492.00</b>	<b>33.04</b>
<b>131 GRANTS OFFICE SUB-TOTAL:</b>		<b>\$106,793.75</b>	<b>\$95,311.00</b>	<b>\$72,443.03</b>	<b>\$121,803.00</b>	<b>\$126,803.00</b>	<b>\$31,492.00</b>	<b>33.04</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>175 - PLANNING BOARD</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
0117553-530402	Legal Advertising	\$60.00	\$639.28	\$60.00	\$0.00	<b>\$0.00</b>	\$-639.28	-100.00
0117553-534400	Postage	\$0.00	\$310.72	\$310.72	\$0.00	<b>\$0.00</b>	\$-310.72	-100.00
0117554-542300	GENERAL OFFICE SUPPLIES	\$0.00	\$100.00	\$0.00	\$0.00	<b>\$0.00</b>	\$-100.00	-100.00
<b>PLANNING BOARD SUB-TOTAL:</b>		<b>\$60.00</b>	<b>\$1,050.00</b>	<b>\$370.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-1,050.00</b>	<b>-100.00</b>
<b>175 PLANNING BOARD SUB-TOTAL:</b>		<b>\$60.00</b>	<b>\$1,050.00</b>	<b>\$370.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-1,050.00</b>	<b>-100.00</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>242 - APPEALS BOARD</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0124251-511100	Personnel	\$0.00	\$10,800.00	\$1,000.26	\$31,121.00	<b>\$26,121.00</b>	\$15,321.00	141.86
0124251-519600	STIPEND	\$3,500.00	\$6,000.00	\$5,167.45	\$0.00	<b>\$0.00</b>	\$-6,000.00	-100.00
0124253-534400	POSTAGE	\$98.05	\$200.00	\$156.96	\$250.00	<b>\$250.00</b>	\$50.00	25.00
0124254-542300	GENERAL OFFICE SUPPLIES	\$100.00	\$300.00	\$0.00	\$250.00	<b>\$250.00</b>	\$-50.00	-16.66
<b>APPEALS BOARD SUB-TOTAL:</b>		<b>\$3,698.05</b>	<b>\$17,300.00</b>	<b>\$6,324.67</b>	<b>\$31,621.00</b>	<b>\$26,621.00</b>	<b>\$9,321.00</b>	<b>53.87</b>
<b>242 APPEALS BOARD SUB-TOTAL:</b>		<b>\$3,698.05</b>	<b>\$17,300.00</b>	<b>\$6,324.67</b>	<b>\$31,621.00</b>	<b>\$26,621.00</b>	<b>\$9,321.00</b>	<b>53.87</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>171 - CONSERVATION COMMISSION</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0117151-511100	PERSONNEL	\$0.00	\$20,200.00	\$16,703.50	\$25,000.00	<b>\$13,000.00</b>	\$-7,200.00	-35.64
0117153-530705	EDUCATION/TRAINING	\$800.00	\$800.00	\$463.00	\$800.00	<b>\$800.00</b>	\$0.00	0.00
0117154-542300	GENERAL OFFICE SUPPLIES	\$675.00	\$675.00	\$433.31	\$750.00	<b>\$500.00</b>	\$-175.00	-25.92
<b>Conservation Commission SUB-TOTAL:</b>		<b>\$1,475.00</b>	<b>\$21,675.00</b>	<b>\$17,599.81</b>	<b>\$26,550.00</b>	<b>\$14,300.00</b>	<b>\$-7,375.00</b>	<b>-34.02</b>
<b>171 CONSERVATION COMMISSION</b>		<b>\$1,475.00</b>	<b>\$21,675.00</b>	<b>\$17,599.81</b>	<b>\$26,550.00</b>	<b>\$14,300.00</b>	<b>\$-7,375.00</b>	<b>-34.02</b>

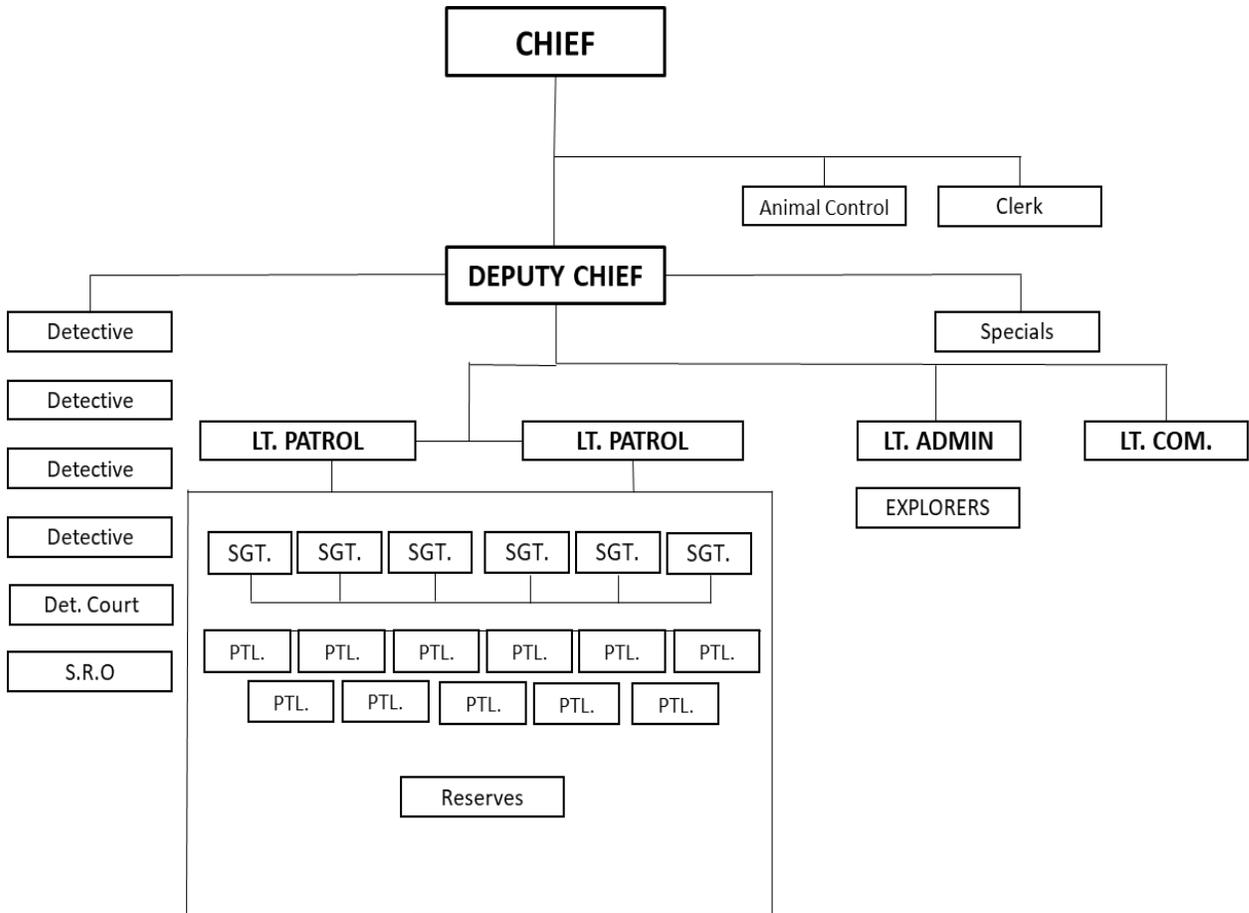
# WINTHROP POLICE DEPARTMENT



## Department Mission Statement

“Dedicated to providing the highest degree of balanced law enforcement service for the Town of Winthrop while maintaining traditions of fairness, professionalism, and integrity.”

## Police Organizational Chart:



## Goals and Objectives:

- Implement the Body Worn Cameras and its Policy.
- Continue to provide transparent, fair, impartial policing services to the community.
- Continue to leverage additional equipment and personnel through the Jurisdictional Point of Contact (Deputy Chief Goodwin) and the Urban Area Security Initiative (UASI).

- Continue to balance the need to build trust and confidence with the community through non-enforcement related activities and enforcement to control crime and social disorder through programs such as:
  - Open recreational night
  - Annual opening of the parks in coordination with Parks and Recs
  - Senior barbeque
  - Bike Rodeo in coordination with Bike Winthrop
  - Youth Academy
  - Citizens Police Academy
- Expand our partnership with Winthrop Public Health Department to grow the CLEAR program and expand services for those in the community suffering from mental health and substance abuse issues.
- Move the Department to certification in the Massachusetts Police Accreditation Program.

#### **Accomplishments:**

- In full compliance with Police Reform Police Officer Standards and Training (POST).
- Door security system upgrades for Police, Fire, Town Hall and Harbormaster buildings (UASI funding).
- Harbor Patrol Boat added for emergency responses on the water (UASI Funding).
- Emergency Response Vehicle added to the fleet (UASI Funding).
- Entered into a memorandum of understanding for the Sheriff's Department to house prisoners overnight, to reduce liability for the department and community.
- Chosen to be a Department of Justice National Mentoring Site for CLEAR Program.
- Request to present at the Public Health Preparedness Summit in Atlanta Georgia on Community Trauma Response.
- Less than lethal tools deployed to allow more options for officers on the street dealing with high stress calls.

#### **Significant Budget Changes or Initiatives:**

Budget changes between last year and this year represents contractual negotiations items only. However, as the body worn camera devices come into use at the Winthrop Police Department, serious consideration will have to be given to a dedicated officer to handle the maintenance, repairs, upgrades, and request for records for these devices.

**Programs and Services:**

**Police Department**

Patrol Division

Detective Division

CLEAR

Administration

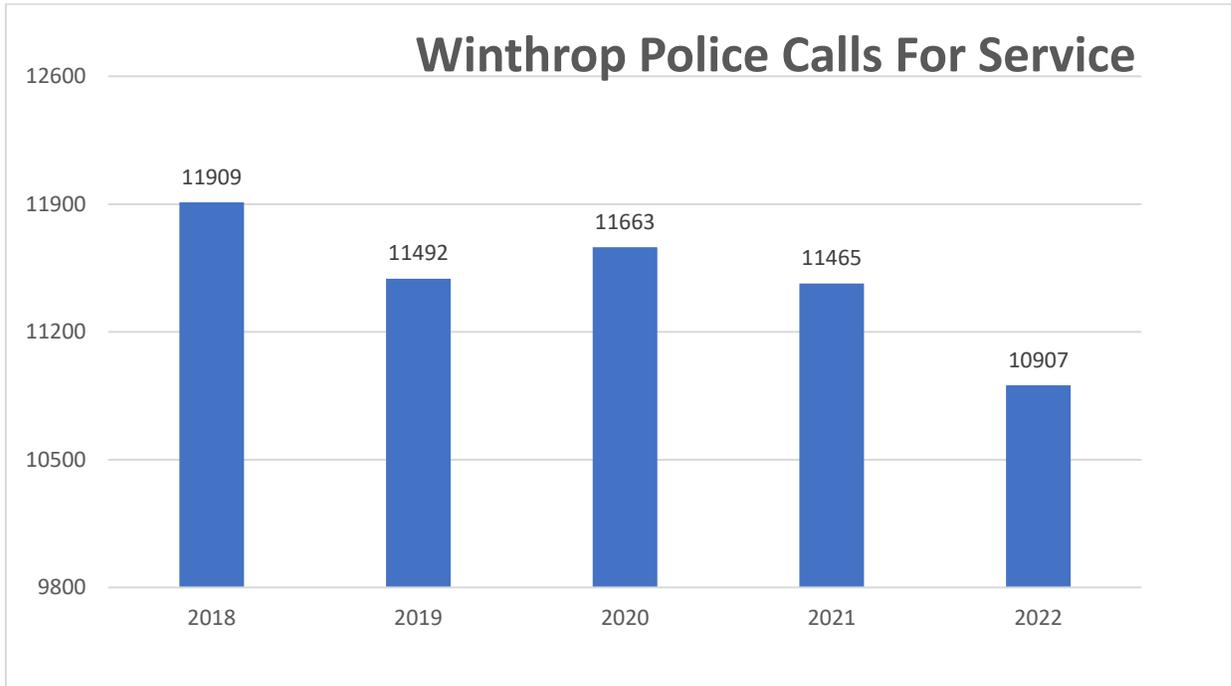
Calls for Service  
Pre-liminary Investigations  
Traffic Enforcement  
Parking Enforcement  
Community Relations

Follow-Up Investigations  
Narcotics Enforcement  
Evidence  
Court Prosecutions  
Community Relations

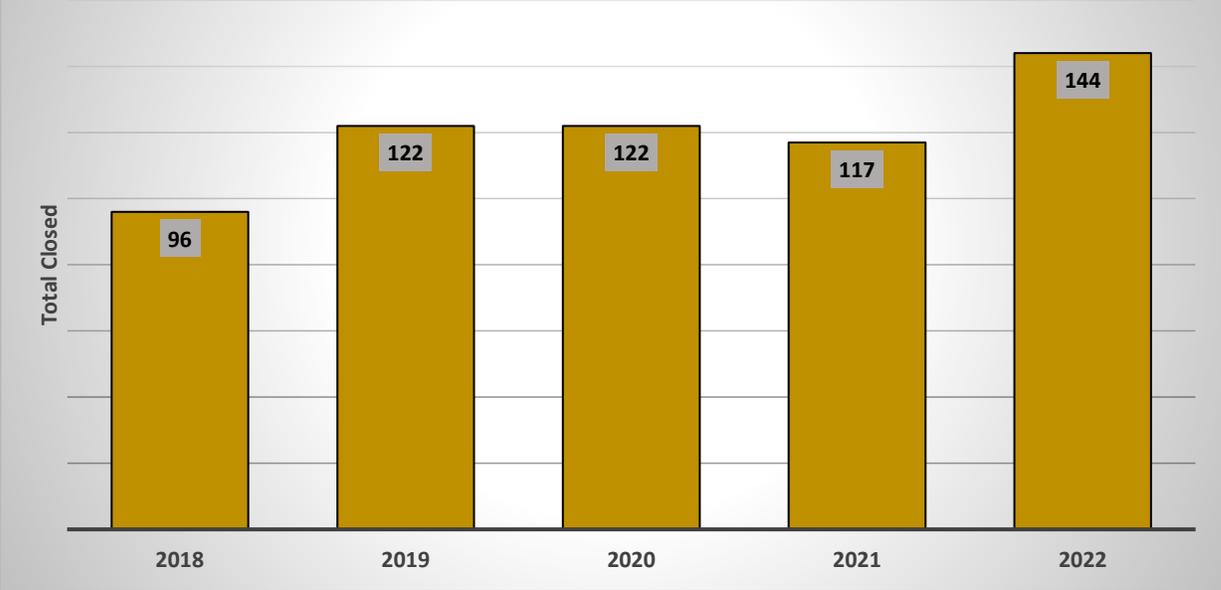
Opioid Related Substance Abuse Follow-Up  
Alcohol Related Substance Abuse Follow-Up  
Domestic Violence Victimization Follow-up  
Homelessness Followup

Budgets  
Training  
Strategic Planning  
Community Relations  
Partnership Collaboration  
Personnel Matters

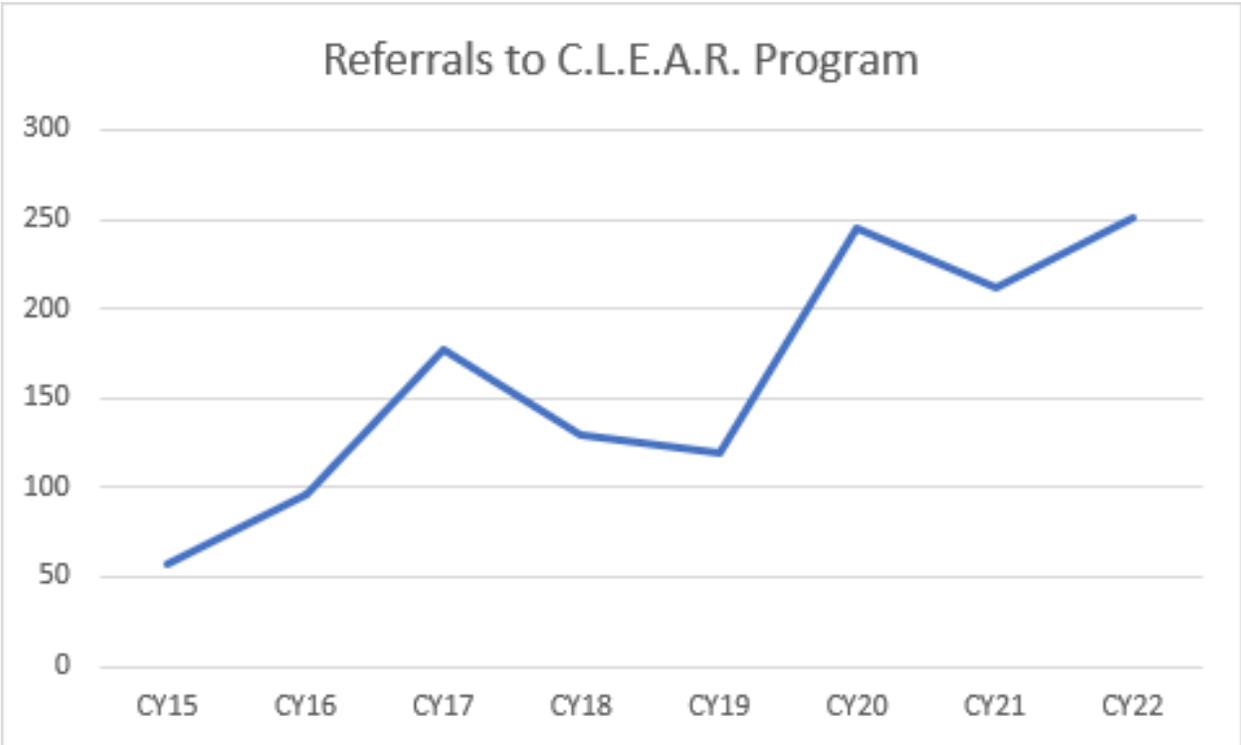
## Performance Measures:

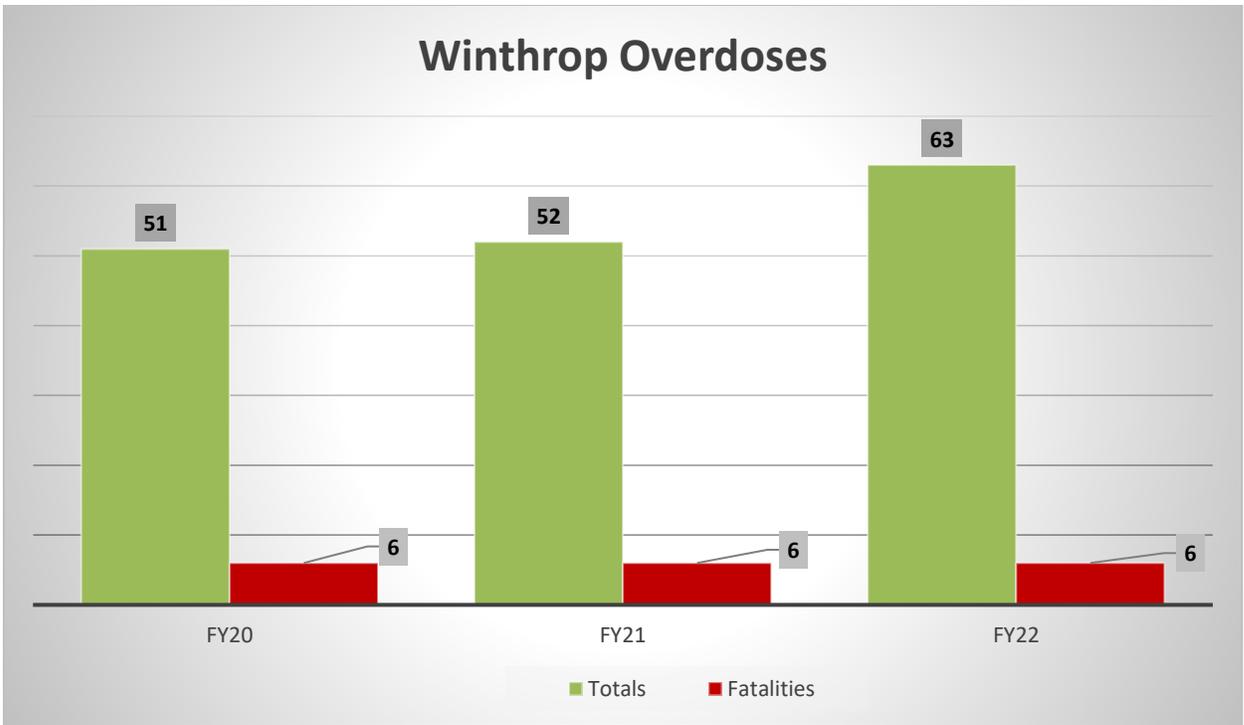


### Follow Up Investigations



### Referrals to C.L.E.A.R. Program





**Personnel Summary:**

POSITION	2019 FTE	FY2021 FTE	FY2022 FTE	CHANGE
Chief of Police	1	1	1	0
Deputy Chief	1	1	1	0
Lieutenants	4	4	4	0
Sergeants	6	6	6	0
Patrol Officers	20	20	20	0
Specialty Assignment	6	6	6	0
Civilians	1	1	1	0
<b>TOTAL</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>0</b>

**Personnel Notes:**

FTEs are based on 37.5-hour work week and are benefit eligible. Winthrop Police Department does use permanent intermittent in full-time slots until a full-time officer is hired. All permanent reserve officers are counted as FTE when they are filling those vacant positions.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>210 - POLICE DEPARTMENT</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0121051-511100	Personnel	\$2,458,178.93	\$2,864,656.00	\$2,218,154.03	\$2,930,346.00	<b>\$2,930,346.00</b>	\$65,690.00	2.29
0121051-511101	PARKING ENFORCEMENT PERSONNEL	\$0.00	\$14,076.07	\$0.00	\$42,351.00	<b>\$42,351.00</b>	\$28,274.93	200.87
0121051-513100	Overtime	\$387,270.69	\$360,000.00	\$299,762.50	\$419,073.00	<b>\$419,073.00</b>	\$59,073.00	16.40
0121051-514200	Educational Credits	\$40,000.00	\$39,500.00	\$39,500.00	\$48,500.00	<b>\$48,500.00</b>	\$9,000.00	22.78
0121051-514500	Holiday	\$111,353.73	\$123,180.00	\$81,819.75	\$146,346.00	<b>\$146,346.00</b>	\$23,166.00	18.80
0121051-514600	LONGEVITY	\$43,590.84	\$43,033.00	\$40,327.12	\$46,868.00	<b>\$46,868.00</b>	\$3,835.00	8.91
0121051-514700	Quinn Bill	\$179,263.63	\$187,934.00	\$138,184.98	\$200,000.00	<b>\$250,000.00</b>	\$62,066.00	33.02
0121051-519300	UNIFORM ALLOWANCE	\$28,053.49	\$29,150.00	\$25,500.00	\$30,600.00	<b>\$30,600.00</b>	\$1,450.00	4.97
0121052-521100	ELECTRICITY	\$15,132.25	\$22,050.00	\$9,288.86	\$22,050.00	<b>\$22,050.00</b>	\$0.00	0.00
0121052-521200	HEATING FUEL	\$10,697.63	\$20,066.12	\$6,028.63	\$21,000.00	<b>\$21,000.00</b>	\$933.88	4.65
0121052-524106	REPAIR/MAINT OF VEHICLES	\$17,074.82	\$36,218.81	\$36,218.81	\$20,000.00	<b>\$20,000.00</b>	\$-16,218.81	-44.78
0121052-527400	EQUIPMENT LEASES	\$5,996.83	\$3,228.00	\$2,702.05	\$3,228.00	<b>\$3,228.00</b>	\$0.00	0.00
0121052-529001	CLEANING SERVICES	\$16,952.77	\$10,500.00	\$2,575.15	\$10,500.00	<b>\$10,500.00</b>	\$0.00	0.00
0121053-530400	Legal Services	\$19,529.25	\$20,000.00	\$9,962.47	\$20,000.00	<b>\$10,000.00</b>	\$-10,000.00	-50.00
0121053-530702	TRAINING SERVICES	\$33,706.94	\$40,323.00	\$29,649.09	\$40,322.00	<b>\$40,322.00</b>	\$-1.00	-0.00
0121053-530900	IT SERVICES	\$38,347.42	\$39,000.00	\$29,284.00	\$39,000.00	<b>\$39,000.00</b>	\$0.00	0.00
0121053-534100	TELECOMMUNICATIONS	\$14,116.00	\$9,000.00	\$6,266.54	\$9,000.00	<b>\$9,000.00</b>	\$0.00	0.00
0121053-534103	CELL PHONES - TOWN OWNED	\$12,623.08	\$13,050.00	\$5,128.26	\$13,050.00	<b>\$13,050.00</b>	\$0.00	0.00
0121053-534104	FAX LINES	\$870.28	\$2,050.00	\$541.99	\$2,050.00	<b>\$2,050.00</b>	\$0.00	0.00
0121053-534200	INTERNET ACCESS	\$1,669.44	\$3,328.00	\$2,026.83	\$3,328.00	<b>\$3,328.00</b>	\$0.00	0.00
0121053-534400	POSTAGE	\$684.00	\$1,250.00	\$261.00	\$1,250.00	<b>\$1,250.00</b>	\$0.00	0.00
0121053-538201	SECURE DOCUMENT DESTRUCTION	\$340.47	\$2,500.00	\$340.47	\$2,500.00	<b>\$2,500.00</b>	\$0.00	0.00
0121054-542300	GENERAL OFFICE SUPPLIES	\$6,737.70	\$5,828.00	\$5,480.79	\$7,000.00	<b>\$7,000.00</b>	\$1,172.00	20.10
0121054-548200	AUTOMOBILE PARTS	\$6,809.38	\$7,000.00	\$3,525.38	\$10,000.00	<b>\$10,000.00</b>	\$3,000.00	42.85
0121054-549200	PRISONER MEALS	\$0.00	\$410.00	\$0.00	\$10,160.00	<b>\$10,160.00</b>	\$9,750.00	2378.04
0121055-558100	PUBLIC SAFETY SUPPLIES	\$17,933.49	\$17,000.00	\$14,611.90	\$17,000.00	<b>\$17,000.00</b>	\$0.00	0.00
0121055-558401	UNIFORMS	\$6,212.33	\$10,000.00	\$4,505.89	\$12,000.00	<b>\$12,000.00</b>	\$2,000.00	20.00
0121057-573100	PROFESSIONAL ASSOCIATIONS	\$7,872.69	\$8,000.00	\$740.00	\$10,000.00	<b>\$10,000.00</b>	\$2,000.00	25.00
0121057-579100	SOFTWARE ANNUAL LICENSE COST	\$26,976.64	\$13,500.00	\$9,776.11	\$13,500.00	<b>\$13,500.00</b>	\$0.00	0.00
<b>POLICE SUB-TOTAL:</b>		<b>\$3,507,994.72</b>	<b>\$3,945,831.00</b>	<b>\$3,022,162.60</b>	<b>\$4,151,022.00</b>	<b>\$4,191,022.00</b>	<b>\$245,191.00</b>	<b>6.21</b>
<b>210 POLICE DEPARTMENT SUB-TOTAL:</b>		<b>\$3,507,994.72</b>	<b>\$3,945,831.00</b>	<b>\$3,022,162.60</b>	<b>\$4,151,022.00</b>	<b>\$4,191,022.00</b>	<b>\$245,191.00</b>	<b>6.21</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>292 - ANIMAL CONTROL</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0129251-511100	Personnel	\$49,458.70	\$51,044.00	\$37,654.61	\$51,962.00	<b>\$51,962.00</b>	\$918.00	1.79
0129251-514600	LONGEVITY	\$725.00	\$725.00	\$200.00	\$725.00	<b>\$725.00</b>	\$0.00	0.00
0129252-524101	Repair/Maint Equipment	\$295.00	\$500.00	\$0.00	\$500.00	<b>\$500.00</b>	\$0.00	0.00
0129252-524106	REPAIR/MAIT OF VEHICLES	\$2,948.16	\$2,500.00	\$2,027.52	\$3,000.00	<b>\$3,000.00</b>	\$500.00	20.00
0129253-530101	MEDICAL SERVICES	\$0.00	\$400.00	\$350.00	\$400.00	<b>\$400.00</b>	\$0.00	0.00
0129253-530900	IT SERVICES	\$0.00	\$400.00	\$0.00	\$400.00	<b>\$400.00</b>	\$0.00	0.00
0129255-558401	UNIFORMS	\$751.21	\$850.00	\$196.95	\$850.00	<b>\$850.00</b>	\$0.00	0.00
0129255-558900	MISC. SUPPLIES	\$785.62	\$720.00	\$64.99	\$720.00	<b>\$720.00</b>	\$0.00	0.00
<b>ANIMAL CONTROL SUB-TOTAL:</b>		<b>\$54,963.69</b>	<b>\$57,139.00</b>	<b>\$40,494.07</b>	<b>\$58,557.00</b>	<b>\$58,557.00</b>	<b>\$1,418.00</b>	<b>2.48</b>
<b>292 ANIMAL CONTROL SUB-TOTAL:</b>		<b>\$54,963.69</b>	<b>\$57,139.00</b>	<b>\$40,494.07</b>	<b>\$58,557.00</b>	<b>\$58,557.00</b>	<b>\$1,418.00</b>	<b>2.48</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>290 - REGIONAL DISPATCH</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0129056-569500	REGIONAL DISPATCH	\$361,992.74	\$412,500.00	\$312,073.08	\$420,750.00	<b>\$420,750.00</b>	\$8,250.00	2.00
	<b>REGIONAL DISPATCH SUB-TOTAL:</b>	<b>\$361,992.74</b>	<b>\$412,500.00</b>	<b>\$312,073.08</b>	<b>\$420,750.00</b>	<b>\$420,750.00</b>	<b>\$8,250.00</b>	<b>2.00</b>
<b>290</b>	<b>REGIONAL DISPATCH SUB-TOTAL:</b>	<b>\$361,992.74</b>	<b>\$412,500.00</b>	<b>\$312,073.08</b>	<b>\$420,750.00</b>	<b>\$420,750.00</b>	<b>\$8,250.00</b>	<b>2.00</b>

# WINTHROP FIRE DEPARTMENT



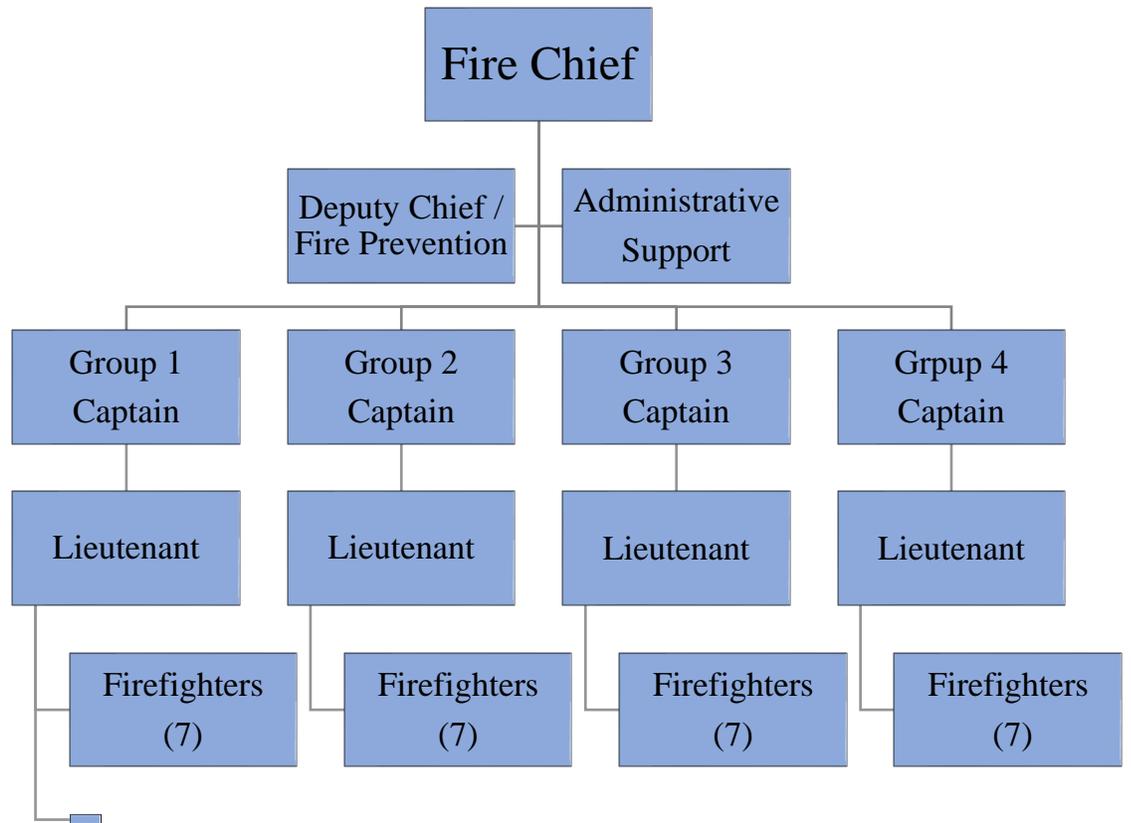


## WINTHROP FIRE DEPARTMENT MISSION STATEMENT

The Winthrop Fire Department is dedicated to protecting the citizens of Winthrop from fires and other emergency situations both natural and manmade and responding to these medical emergencies in an efficient, professional manner.

We are committed to providing and delivering these services through continuing training and education of both fire and department personnel and members of the community, by rigorous code enforcement and by maintaining an open, cooperative relationship with all other town departments and members of the community.

## Winthrop Fire Department Organizational Chart



## **Goals and Objectives**

1. **New Fire Station** Our primary goal for this year is to work with the Town Council and the Town Manager to advance the progress we have already made toward the construction of a long overdue and critically needed Central Fire Station.
2. **SAFE and Senior SAFE Programs** Our second priority is to increase the Fire Department's commitment to the school's SAFE and Senior SAFE Programs. Student Awareness of Fire Education (SAFE) is a grant program to local fire departments that puts trained firefighters in classrooms to conduct fire safety education in grades pre-k through 12. Senior SAFE is a grant program funded through the Fire Standard Compliant (FSC) Cigarette program. It provides funding to local fire departments to improve the fire and life safety of older adults through education that addresses the unique fire risks of this age group.
3. **UASI** Our third priority is to continue to increase our participation in the UASI (Urban Area Security Initiative) region. UASI is comprised of the City of Boston and eight surrounding communities, including Winthrop. The UASI Program is a federally funded program that is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas and to assist these areas in the building and to sustain capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach.
4. **ASHER** Our fourth, and by no means least, priority is Active Shooter / Hostile Event Response (ASHER) training. Massachusetts has adopted NFPA 3000 as the model for ASHER response. The Winthrop Fire Department is working in collaboration with the Winthrop Police Department, UASI, DFS, and the Metro Fire Chief's Association to train and equip all of our first responders, Fire / Police, and EMS in ASHER training.

## **Accomplishments**

1. I would be remiss if I didn't recognize as a significant accomplishment the role this department played throughout the Covid-19 pandemic. As we come to the end of a long almost three years, we should reflect on our response. During the entirety of the pandemic, the members of this department exemplified the call to duty. As I have stated before, when little was known or understood about the virus, the members of this department continued to show up, to do whatever was asked of them, to adapt to constantly changing policies and protocols, all while continuing to deliver the outstanding service that the citizens of Winthrop have come to expect. I couldn't be prouder of them.

2. During the last year, we, as a department, have made a conscious effort to increase our regional presence. We have significantly increased our participation in multi-jurisdictional, multi-disciplinary training and exercises. We have both hosted and participated in training with Police, Fire, and EMS from around the region. We have hosted the Massachusetts Firefighting Academy, surface water rescue training (UASI), Hazardous Materials Operational ( Metro ) ( MEMA) (REPC), and ASHER training ( train the trainer with Winthrop Police), for example. We have also worked collaboratively with our Department of Public Health and the Winthrop Police Department, and the Winthrop Public Schools on training such as ALICE and recently “Stop the Bleed.”
3. We have secured several successful grants, both State and Federal. We are about to close out a very successful SAFER (Staffing for Adequate Fire and Emergency Response) grant that allowed us to increase our staffing to comply with NFPA standards. We successfully obtained equipment grants through the Department of Fire Services that have allowed us to purchase new or replacement Personnel Protective Equipment to comply with NFPA / OSHA standards. Through DFS grants, we were able to purchase new technology battery-operated vehicle extrication tools that were put to use immediately in the successful rescue of a pedestrian struck by a transit bus. We continue to seek out and apply for grant funding whenever possible.

### **Significant Budget Changes or Initiatives**

1. 524100 Repair / Maintenance of Buildings - requested an increase of 224% from \$11,565.00 to \$37,565.00 level funded plus an estimated \$25,000 replacement of Gas fired steam boiler. During a recent no-heat call to 416 Shirley St, the contractor stated that the boiler would need replacement before the next heating season. He estimates the cost to be \$25,000
2. 524106 Repair / Maintenance of Vehicles - requested an increase of 20% from \$45,000 to \$54,000 due to the significant cost increase of parts/labor and mandated maintenance/testing.
3. 530702 Training Services - requested an increase of 66.7% from \$30,000 to \$50,000. While the line has increased year over year, the cost of training services has increased significantly. I have sought out other revenue sources for training, for example, UASI, but I have been largely unsuccessful. For instance, there is an emphasis on ASHER training. The initial component of ASHER training is hemorrhage control training. I obtained a quote from a local provider to train all our members in hemorrhage control. The quote was \$27,000.00. That would leave a balance of \$3,000 for the remainder of the fiscal year.

4. 558401 Uniforms - requested an increase of 19.2% from \$37,500 to \$44,700. The collective bargaining agreement increased the individual member clothing allowance from \$600.00 per member to \$800.00
5. 573100 Professional Associations - requested an increase of 158.6% from \$2900.00 to \$7500.00 due largely to the 100% increase of dues to Metro Fire from \$2500 per year to \$5000 per year, NFPA membership, FCAM, and IAFC

### **Performance Measures**

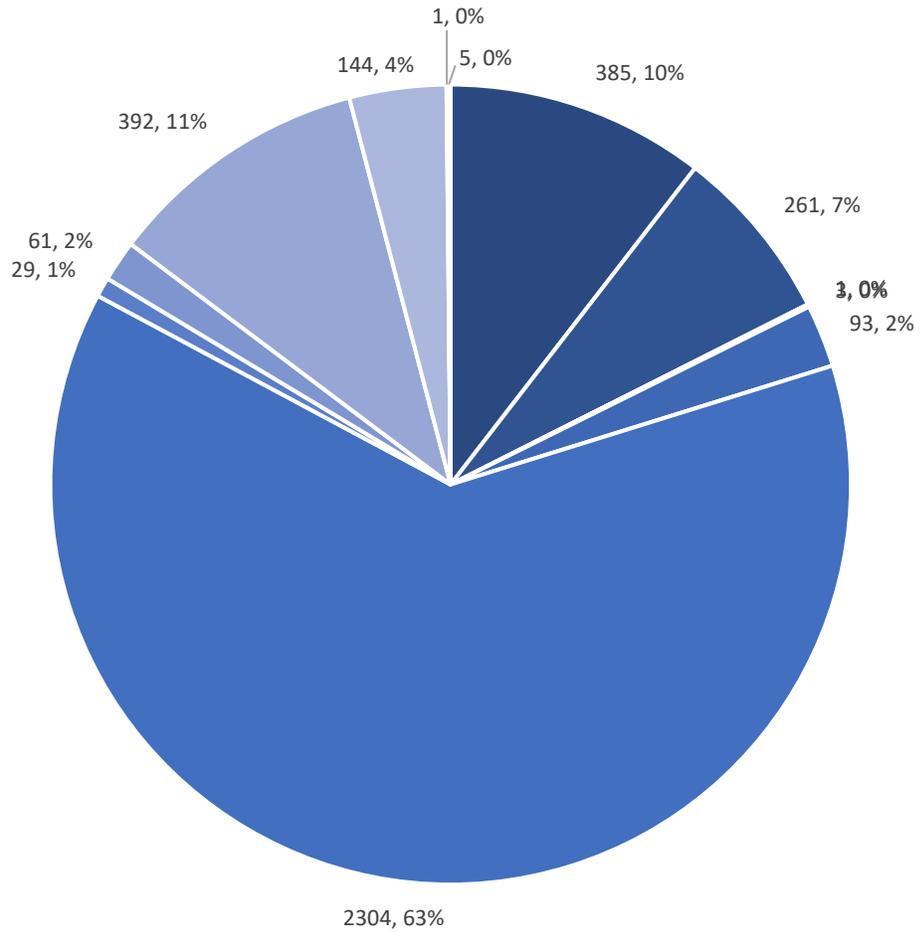
Most of the Performance Measures we use are dictated by either statute, standard or CBA. For instance, Fire Prevention standards are dictated by M.G.L. Ch 148 or NFPA 1. “Organization and Deployment of Fire Suppression Operations, EMS and Special Operations in Career Fire Departments,” the title of NFPA 1710 which spells out the minimum requirements for resource deployment for fire suppression, EMS and Special Operations.

NFPA 1710 also defines clearly measurable performance objectives from Alarm time answering (<15 sec) to alarm processing time (<64 sec) to turn-out time (<60 sec EMS; <80 sec Fire), First Engine arrival time (<240 sec) etc. These times are all recorded by dispatchers and entered into our IMC software. The Deputy Chief routinely reviews response time standards to ensure compliance.

Other performance measures are dictated by collective bargaining. For example, members are required to maintain certain levels of training and/or certification by contract. These are monitored and reviewed continuously throughout the year.

Attached is a breakdown of responses by Incident Type for the calendar year 2022

## WINTHROP FIRE DEPARTMENT 2022



- FIRE LOG HYDRANTS & STREETS
- FIRE, ALARMS SOUNDING
- FIRE, ASST OTHER AGENCY
- FIRE, CO ALARM
- FIRE, MASTER OR STREET BOX
- FIRE, MEDICAL EMERGENCY
- FIRE, MUTUAL AID
- FIRE, MVA W / INJURIES
- FIRE, OTHER
- FIRE, STRUCTURE / BOX RESPONSE
- FIRE, VEHICLE
- Fire, WATER RESCUE

## Personnel Summary

<b>POSITION</b>	<b>2020 FTE</b>	<b>2021 FTE</b>	<b>2022 FTE</b>	<b>CHANGE</b>
Fire Chief	1	1	1	0
Deputy Chief	0	0	1	0
Captains	5	5	4	-1
Lieutenants	4	4	4	0
Firefighters	22	26	25	-1
Clerk	1	1	1	0
<b>TOTAL</b>	<b>33</b>	<b>37</b>	<b>36</b>	

### **Personnel Notes:**

FTE's are based on a 37.5-hour work week and are benefit eligible. The Winthrop Fire Department does not use or employ any part time personnel.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>220 - FIRE DEPARTMENT</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0122051-511100	Personnel	\$2,426,383.92	\$2,720,942.00	\$1,954,912.75	\$2,626,980.00	<b>\$2,805,942.00</b>	\$85,000.00	3.12
0122051-511103	Sick Time	\$119,407.44	\$18,000.00	\$10,100.00	\$18,000.00	<b>\$18,000.00</b>	\$0.00	0.00
0122051-513100	Overtime	\$286,230.98	\$240,000.00	\$240,170.78	\$249,600.00	<b>\$249,600.00</b>	\$9,600.00	4.00
0122051-514200	EDUCATION CREDITS	\$1,057.50	\$4,000.00	\$0.00	\$6,000.00	<b>\$6,000.00</b>	\$2,000.00	50.00
0122051-514300	EDUCATIONAL	\$24,374.00	\$33,000.00	\$28,920.00	\$33,000.00	<b>\$33,000.00</b>	\$0.00	0.00
0122051-514500	Holiday	\$125,547.86	\$110,000.00	\$91,236.33	\$124,800.00	<b>\$124,800.00</b>	\$14,800.00	13.45
0122052-521100	ELECTRICITY	\$7,408.96	\$8,733.00	\$3,646.29	\$9,606.00	<b>\$9,606.00</b>	\$873.00	9.99
0122052-521200	HEAT	\$13,203.63	\$12,810.00	\$10,002.01	\$14,091.00	<b>\$14,091.00</b>	\$1,281.00	10.00
0122052-524100	Repair/Maint Buildings	\$10,415.97	\$9,713.35	\$7,518.30	\$37,565.00	<b>\$12,565.00</b>	\$2,851.65	29.35
0122052-524101	Repair/Mait Equipment	\$4,688.12	\$4,840.00	\$2,456.33	\$5,324.00	<b>\$5,324.00</b>	\$484.00	10.00
0122052-524106	REPAIR/MAIT OF VEHICLES	\$36,074.98	\$44,892.64	\$44,870.58	\$54,000.00	<b>\$54,000.00</b>	\$9,107.36	20.28
0122052-527400	EQUIPMENT LEASES	\$1,293.36	\$1,200.00	\$544.32	\$1,200.00	<b>\$1,200.00</b>	\$0.00	0.00
0122053-530701	Conference Fees	\$0.00	\$0.00	\$0.00	\$2,500.00	<b>\$2,500.00</b>	\$2,500.00	100.00
0122053-530702	TRAINING SERVICES	\$21,252.21	\$31,598.37	\$32,272.37	\$50,000.00	<b>\$50,000.00</b>	\$18,401.63	58.23
0122053-534100	TELECOMMUNICATIONS	\$12,134.73	\$9,809.01	\$5,192.85	\$14,465.00	<b>\$14,465.00</b>	\$4,655.99	47.46
0122054-542300	GENERAL OFFICE SUPPLIES	\$2,108.77	\$1,004.00	\$878.74	\$1,004.00	<b>\$1,004.00</b>	\$0.00	0.00
0122054-545100	CLEANING SUPPLIES	\$1,741.17	\$2,200.00	\$947.68	\$2,200.00	<b>\$2,200.00</b>	\$0.00	0.00
0122055-550200	PREVENTATIVE MEDICAL SUPPLIES	\$3,901.59	\$5,500.00	\$2,841.94	\$6,050.00	<b>\$6,050.00</b>	\$550.00	10.00
0122055-558102	FIRE PREVENTION SUPPLIES	\$35.24	\$1,481.85	\$0.00	\$3,450.00	<b>\$3,450.00</b>	\$1,968.15	132.81
0122055-558401	UNIFORMS	\$31,940.79	\$37,500.00	\$19,652.84	\$44,700.00	<b>\$44,700.00</b>	\$7,200.00	19.20
0122057-571101	In-State Tolls	\$836.66	\$1,000.00	\$230.80	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0122057-573100	PROFESSIONAL ASSOCIATIONS	\$5,676.00	\$5,085.00	\$5,085.00	\$7,500.00	<b>\$7,500.00</b>	\$2,415.00	47.49
0122057-579100	SOFTWARE ANNUAL LICENSE COST	\$25,212.29	\$21,084.78	\$19,694.78	\$22,000.00	<b>\$22,000.00</b>	\$915.22	4.34
0122058-58710020	FY20 REPLACEMENT VEHICLES	\$0.00	\$0.00	\$0.00	\$50,000.00	<b>\$0.00</b>	\$0.00	0.00
0122058-587100	REPLACEMENT AUTOMOBILES	\$84,633.86	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
<b>FIRE DEPT SUB-TOTAL:</b>		<b>\$3,245,560.03</b>	<b>\$3,324,394.00</b>	<b>\$2,481,174.69</b>	<b>\$3,385,035.00</b>	<b>\$3,488,997.00</b>	<b>\$164,603.00</b>	<b>4.95</b>
<b>220 FIRE DEPARTMENT SUB-TOTAL:</b>		<b>\$3,245,560.03</b>	<b>\$3,324,394.00</b>	<b>\$2,481,174.69</b>	<b>\$3,385,035.00</b>	<b>\$3,488,997.00</b>	<b>\$164,603.00</b>	<b>4.95</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>291 - EMERGENCY MANAGEMENT</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0129152-521100	ELECTRICITY	\$2,068.73	\$2,160.00	\$746.39	\$2,500.00	<b>\$2,500.00</b>	\$340.00	15.74
0129152-521200	HEATING FUEL	\$7,929.90	\$2,800.00	\$2,512.52	\$3,200.00	<b>\$3,200.00</b>	\$400.00	14.28
0129152-523200	ALARM	\$240.00	\$240.00	\$180.00	\$0.00	<b>\$0.00</b>	-\$240.00	-100.00
0129152-524106	REPAIR/MAINT OF VEHICLES	\$0.00	\$1,000.00	\$1,000.00	\$2,500.00	<b>\$2,500.00</b>	\$1,500.00	150.00
0129153-530702	TRAINING SERVICES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0129153-534100	TELECOMMUNICATIONS	\$2,956.43	\$2,400.00	\$1,337.92	\$3,000.00	<b>\$3,000.00</b>	\$600.00	25.00
0129153-534200	INTERNET ACCESS	\$2,389.80	\$2,400.00	\$1,609.20	\$3,000.00	<b>\$3,000.00</b>	\$600.00	25.00
0129154-542300	GENERAL OFFICE SUPPLIES	\$0.00	\$750.00	\$0.00	\$750.00	<b>\$750.00</b>	\$0.00	0.00
0129155-558401	UNIFORMS	\$0.00	\$600.00	\$0.00	\$600.00	<b>\$600.00</b>	\$0.00	0.00
0129157-579100	SOFTWARE ANNUAL LICENSE COST	\$0.00	\$500.00	\$0.00	\$0.00	<b>\$0.00</b>	-\$500.00	-100.00
<b>EMERGENCY MANAGEMENT SUB-TOTAL:</b>		<b>\$15,584.86</b>	<b>\$13,850.00</b>	<b>\$7,386.03</b>	<b>\$16,550.00</b>	<b>\$16,550.00</b>	<b>\$2,700.00</b>	<b>19.49</b>
<b>291 EMERGENCY MANAGEMENT</b>		<b>\$15,584.86</b>	<b>\$13,850.00</b>	<b>\$7,386.03</b>	<b>\$16,550.00</b>	<b>\$16,550.00</b>	<b>\$2,700.00</b>	<b>19.49</b>

# DEPARTMENT OF PUBLIC WORKS



## **DEPARTMENT OF PUBLIC WORKS**

**Highway Division**

**Cemetery Division**

**Building Maintenance Division**

### **DEPARTMENT OF PUBLIC WORKS OVERALL OPERATION**

#### **MISSION STATEMENT**

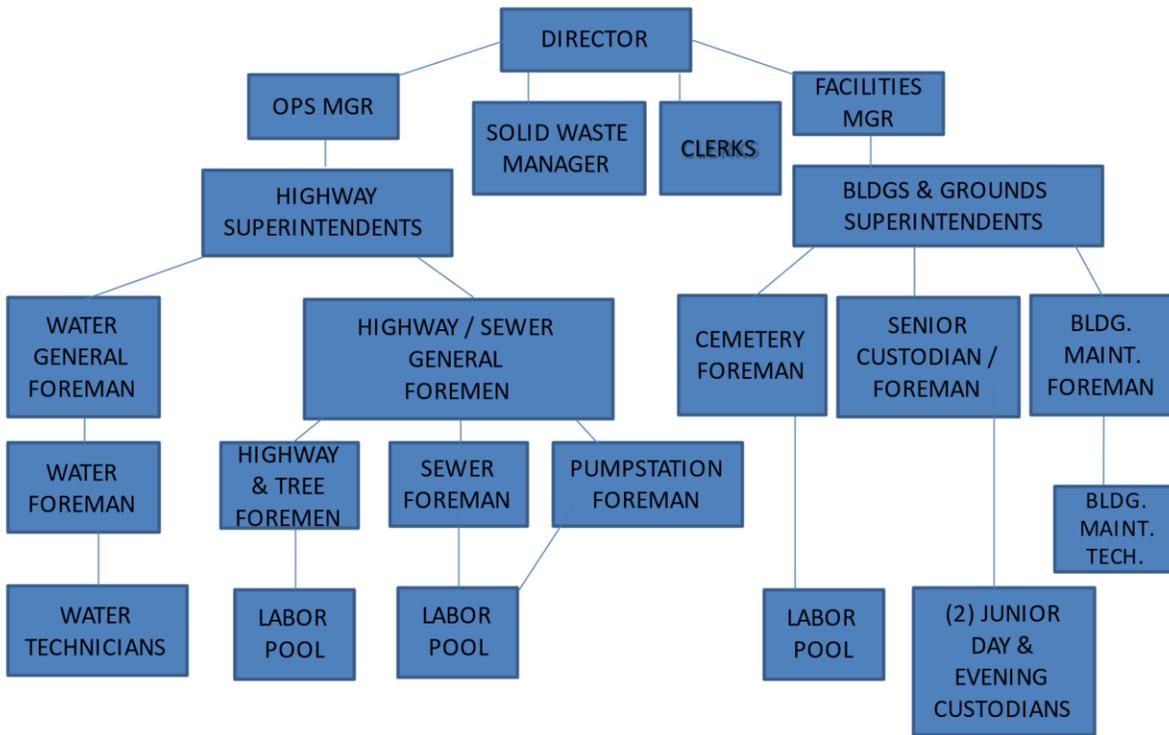
The Department of Public Works conducts a variety of services vital to the community of Winthrop. These services include the maintenance of streets, sidewalks, trees, street signs, streetlights, sewers, water distribution, storm drains, public grounds, beaches, cemeteries, and municipal buildings. Service also includes the oversight of the curbside trash and recycling contract, and general engineering and public safety assistance as needed in coordination with other Town departments. We strive to conduct our work in a cost effective, safe, and professional manner. We are committed to achieving high quality, effective, and responsive results with every service we provide.

#### **DESCRIPTION OF SERVICES:**

The Department of Public Works' (DPW) operational structure consists of activities funded by the general fund and those funded by two enterprise accounts. In total the department consists of 34 full time employees. The portion of the department funded with general funds includes the Highway, Cemetery, and Building Maintenance divisions. These divisions represent about 50% of the total work force. The enterprise accounts fund the Water, Sewer and Solid Waste divisions.

The Director of Public Works is responsible for the department's overall operation. On the management level the Operations Manager, Facilities Manager, two Highway Superintendents, a Cemetery / Grounds Superintendent, and a Solid Waste Manager assist him. The Director is responsible for staffing, budgeting, program development, project planning, emergency management, and compliance with all applicable rules and regulations. The Operations Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors division safety training and assesses equipment and material needs. The Facilities Manager coordinates and oversees the custodial duties, the maintenance schedule of all Town and School owned building equipment, and all special projects that occur within the town owned facilities. The Highway and Grounds superintendents assist with the assignment of work and oversee the daily progress. The Solid Waste Manager oversees the curb-side trash and recycling contract, monitors and educates residents and businesses on proper waste and recycling disposal, and assists the Director with the trash fee program.

# DPW ORGANIZATIONAL CHART



## HIGHWAY

### DESCRIPTION OF SERVICES:

The Public Works Director is responsible for the overall management of the Highway Division including, licensing, regulatory reporting, staffing, procurement, and public project oversight. The Operation's Manager and the Highway and Grounds Superintendents assist the Director with the daily operations of the department. The Operations Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors department safety training and assesses equipment and material needs. The Highway and Grounds Superintendents assign the work and oversee the daily progress.

Department responsibilities include: Street and sidewalk repair, beach cleanup and maintenance, sign installation and maintenance, traffic controls, traffic lights, street lighting, snow plowing / removal and salting operations, and the maintenance of all Town vehicles and equipment. Additionally, the department is responsible for the operation of the Town's fueling station and service garage. The Highway Department is also responsible for maintaining the Town's public spaces which include 10 parks, 8 parcels of land/rights of way, 8 municipal building grounds, 3 school grounds, 4 athletic fields, 2 public beaches, as well as, the care and management of approximately 2,550 public shade trees.

The overall FY24 budget request for the DPW Highway Division is approximately \$84,576 (8.5%) over the FY23 adopted budget primarily due to increases associated with the newly ratified Labor and Clerical contracts, storm/emergency response stipend increases, new CDL training requirements, material escalation, and increased costs associated with contract services.

All requested increases are outlined below:

<u>Expenditure Line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Personnel	473,108	499,535
License / Certification	7,500	10,250
Uniform Allowance	10,500	13,000
Non-union storm / emergency stipends	25,000	42,500
Contract services	85,000	95,000
Training services	5,000	10,000
Vehicle maintenance Supplies	30,000	35,000
Groundskeeping Materials	15,000	20,000
Public Infrastructure Supplies	86,100	90,000
Yard Waste Removal service	43,500	50,000

## CEMETERY

### DESCRIPTION OF SERVICES:

The Cemetery Division is under the supervision of the Director of Public Works, who is responsible for staffing, procurement, budgeting, and the department's overall operation. Both the Operations Manager and the Cemetery & Grounds Superintendent assist the director with the department's daily obligations. The Operation's Manager assesses staffing, equipment, and material needs, in addition to overall progress. The Superintendent is responsible for the daily operations, including balancing the workload, maintaining permanent records, and the response to requests for service. The Department also works closely with family representatives and funeral homes to make burial arrangements and broker the sale of land and graves.

The majority of the department's workload is associated with interments and with their stewardship of over twenty acres of land that make up the four town cemeteries. This includes the cutting of the lawns, hedge trimming, weeding, tree pruning, and manicuring of the cemetery grounds. Additionally, the Department is responsible for the management and organization of the Town's drop off center for yard waste.

The FY24 budget request for the Cemetery Division is approximately \$8,535.92 (3.3%) over the FY23 adopted budget primarily due to contractual pay adjustments and new CDL training requirements.

All other line items in the Cemetery budget remain level funded from FY23. The increases are outlined below:

<u>Expenditure line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Personnel	194,956	198,861
Stipend	6,000	8,000
Training	2,000	5,000

## BUILDING MAINTENANCE

### DESCRIPTION OF SERVICES:

The building maintenance division falls under the direct supervision and budgetary control of the Director of Public Works and is managed daily by the Facilities Manager. This division is responsible for the custodial services and maintenance of the Town Hall, the Police Station and Auxiliary Police Garage, the Library, the Public Facilities Building, the Senior Center, the Ferry Terminal, and the EB Newton Cultural Center, as well as, assisting the School Department's Operations Manager with identifying and managing the maintenance and cleaning needs at all school buildings. The Building Maintenance staff consists of the Facilities Manager, a Custodial Foreman, a Building Maintenance Foreman, a full time maintenance technician, and one part-time evening custodian. The Facilities Manager oversees hired contractors and is also responsible for purchasing of stock and supplies, creating custodial and maintenance schedules, identifying capital needs, and overseeing work quality.

The overall budget request for FY24 for the Building Maintenance Division has increased by \$45,018 (9.3%) over FY23. This increase is primarily due to increased salary and contractual obligations, new CDL training requirements, and material escalation costs.

All other line items in the Building Maintenance budget remain level funded from FY23. The increases are outlined below:

<u>Expenditure line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Personnel	264,660	296,978
License / Certification	2,200	5,250
Longevity	1,550	2,200
Uniform Allowance	4,200	4,500
Storm stipend	6,800	10,000
General Supplies	40,000	44,000
Cleaning Supplies	15,000	16,500

### FY24 Departmental Goals for the General Fund Divisions:

- To replace another 2,500 square yards of damaged concrete sidewalk town-wide
- To continue to improve ADA compliancy at all sidewalks and street crossings
- To re-surface 2.5 miles of deteriorated asphalt roadway
- To plant 50 additional public shade trees town-wide
- To continue to restore and improve our public water access points and coastal seawalls

### Prior year accomplishments:

- Replaced 2,500 square yards of damaged concrete sidewalk
- Re-surfaced 40,000 square yard of deteriorated asphalt roadway
- Planted 47 public shade trees
- Restored two public seawalls

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>420 - DEPARTMENT OF PUBLIC WORKS</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0142051-511100	Personnel	\$430,973.89	\$404,120.50	\$294,605.00	\$499,535.00	<b>\$499,535.00</b>	\$95,414.50	23.61
0142051-513100	Overtime	\$31,019.93	\$35,000.00	\$13,214.80	\$35,000.00	<b>\$35,000.00</b>	\$0.00	0.00
0142051-514600	Longevity	\$1,895.83	\$2,687.50	\$2,687.50	\$2,000.00	<b>\$2,000.00</b>	\$-687.50	-25.58
0142051-514201	LICENSE/CERTIFICATION	\$4,525.39	\$7,500.00	\$1,696.35	\$10,250.00	<b>\$10,250.00</b>	\$2,750.00	36.66
0142051-519300	UNIFORM ALLOWANCE	\$6,793.14	\$10,500.00	\$5,905.38	\$13,000.00	<b>\$13,000.00</b>	\$2,500.00	23.80
0142051-519600	Stipend	\$26,183.93	\$25,000.00	\$21,841.55	\$42,500.00	<b>\$42,500.00</b>	\$17,500.00	70.00
0142052-521100	Electricity	\$15,561.05	\$18,375.00	\$5,785.80	\$18,375.00	<b>\$18,375.00</b>	\$0.00	0.00
0142052-521104	Street Lights	\$66,719.91	\$57,750.00	\$38,565.35	\$57,750.00	<b>\$57,750.00</b>	\$0.00	0.00
0142052-524107	Repair/Maint of Infrastructure Puch	\$124,831.95	\$160,000.00	\$111,128.05	\$95,000.00	<b>\$110,000.00</b>	\$-50,000.00	-31.25
0142052-524200	Electrician Services	\$46,741.52	\$56,500.00	\$43,340.52	\$56,500.00	<b>\$56,500.00</b>	\$0.00	0.00
0142053-530702	TRAINING SERVICES	\$190.00	\$5,000.00	\$90.00	\$10,000.00	<b>\$10,000.00</b>	\$5,000.00	100.00
0142053-538300	Police Details	\$25,272.50	\$30,000.00	\$21,890.00	\$30,000.00	<b>\$30,000.00</b>	\$0.00	0.00
0142053-534101	Telecommunications	\$225.81	\$2,700.00	\$132.56	\$2,700.00	<b>\$2,700.00</b>	\$0.00	0.00
0142053-534103	Cell Phones	\$4,368.65	\$6,000.00	\$3,000.63	\$6,000.00	<b>\$6,000.00</b>	\$0.00	0.00
0142053-534400	Postage	\$1,254.58	\$1,000.00	\$794.76	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0142054-542300	GENERAL OFFICE SUPPLIES	\$3,817.39	\$4,050.00	\$3,217.03	\$4,050.00	<b>\$4,050.00</b>	\$0.00	0.00
0142054-543700	Vehicle Maint Supplies	\$30,000.00	\$30,000.00	\$21,638.52	\$35,000.00	<b>\$35,000.00</b>	\$5,000.00	16.66
0142054-546300	GROUNDSKEEPING MATERIALS	\$7,398.04	\$15,000.00	\$3,923.00	\$20,000.00	<b>\$20,000.00</b>	\$5,000.00	33.33
0142054-546301	GROUNDSKEEPING - SCHOOL	\$-9,006.23	\$0.00	\$6,539.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142055-553100	Public Infrastructure Supplies	\$85,099.34	\$86,100.00	\$67,085.85	\$90,000.00	<b>\$90,000.00</b>	\$3,900.00	4.52
0142057-579100	Annual Software License	\$3,250.00	\$3,250.00	\$2,135.17	\$3,250.00	<b>\$3,250.00</b>	\$0.00	0.00
0142058-588178	FY20 LOADER	\$51,377.24	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142058-588179	FY20 BACKHOE	\$24,845.84	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142058-588180	FY20 DUMP TRUCK	\$35,694.68	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142058-581200	Yard Waste Removal	\$43,500.00	\$43,500.00	\$43,000.00	\$50,000.00	<b>\$50,000.00</b>	\$6,500.00	14.94
<b>DPW SUB-TOTAL:</b>		<b>\$1,062,534.38</b>	<b>\$1,004,033.00</b>	<b>\$712,216.82</b>	<b>\$1,081,910.00</b>	<b>\$1,096,910.00</b>	<b>\$92,877.00</b>	<b>9.25</b>
<b>420 DEPARTMENT OF PUBLIC WORKS</b>		<b>\$1,062,534.38</b>	<b>\$1,004,033.00</b>	<b>\$712,216.82</b>	<b>\$1,081,910.00</b>	<b>\$1,096,910.00</b>	<b>\$92,877.00</b>	<b>9.25</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>491 - CEMETERY DEPARTMENT</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0149151-511100	Personnel	\$154,542.79	\$194,956.00	\$141,961.91	\$200,206.00	<b>\$200,206.00</b>	\$5,250.00	2.69
0149151-513100	Overtime	\$19,720.84	\$17,650.00	\$11,418.95	\$19,000.00	<b>\$19,000.00</b>	\$1,350.00	7.64
0149151-514201	LICENSE/CERTIFICATION	\$0.00	\$1,000.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0149151-514600	Longevity	\$1,550.00	\$2,900.00	\$2,900.00	\$1,473.00	<b>\$1,473.00</b>	\$-1,427.00	-49.20
0149151-519300	UNIFORM ALLOWANCE	\$1,794.92	\$2,800.00	\$2,317.76	\$2,800.00	<b>\$2,800.00</b>	\$0.00	0.00
0149151-519600	Stipend	\$4,015.23	\$6,000.00	\$4,407.70	\$8,000.00	<b>\$8,000.00</b>	\$2,000.00	33.33
0149153-530702	TRAINING SERVICES	\$1,971.00	\$2,000.00	\$0.00	\$5,000.00	<b>\$5,000.00</b>	\$3,000.00	150.00
0149154-546300	GROUNDSKEEPING MATERIALS	\$10,731.16	\$11,500.00	\$4,827.03	\$11,500.00	<b>\$11,500.00</b>	\$0.00	0.00
0149155-558900	Misc Supplies	\$12,500.00	\$14,121.28	\$13,981.00	\$15,000.00	<b>\$15,000.00</b>	\$878.72	6.22
0149157-579100	Annual Software License	\$838.26	\$4,420.72	\$4,420.72	\$3,250.00	<b>\$3,250.00</b>	\$-1,170.72	-26.48
<b>CEMETERY DEPARTMENT SUB-TOTAL:</b>		<b>\$207,664.20</b>	<b>\$257,348.00</b>	<b>\$186,235.07</b>	<b>\$267,229.00</b>	<b>\$267,229.00</b>	<b>\$9,881.00</b>	<b>3.83</b>
<b>491 CEMETERY DEPARTMENT SUB-TOTAL:</b>		<b>\$207,664.20</b>	<b>\$257,348.00</b>	<b>\$186,235.07</b>	<b>\$267,229.00</b>	<b>\$267,229.00</b>	<b>\$9,881.00</b>	<b>3.83</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>192 - DPW Building Maintenance</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0119251-511100	Personnel	\$203,536.46	\$261,660.00	\$179,817.63	\$296,978.00	<b>\$296,978.00</b>	\$35,318.00	13.49
0119251-513100	Overtime	\$8,087.20	\$7,350.00	\$2,452.12	\$8,000.00	<b>\$8,000.00</b>	\$650.00	8.84
0119251-514201	LICENSE/CERTIFICATION	\$0.00	\$2,200.00	\$0.00	\$5,250.00	<b>\$5,250.00</b>	\$3,050.00	138.63
0119251-514600	LONGEVITY	\$1,550.00	\$2,200.00	\$2,200.00	\$2,200.00	<b>\$2,200.00</b>	\$0.00	0.00
0119251-519300	UNIFORM ALLOWANCE	\$3,066.69	\$4,200.00	\$2,272.51	\$4,500.00	<b>\$4,500.00</b>	\$300.00	7.14
0119251-519600	STIPEND	\$8,570.14	\$9,800.00	\$7,543.23	\$10,000.00	<b>\$10,000.00</b>	\$200.00	2.04
0119252-521200	Natural Gas	\$21,415.14	\$16,830.00	\$16,291.91	\$16,830.00	<b>\$16,830.00</b>	\$0.00	0.00
0119252-524100	Repair/Maint Bldgs Purch Svcs	\$135,920.46	\$120,000.00	\$73,607.95	\$120,000.00	<b>\$120,000.00</b>	\$0.00	0.00
0119254-543900	General Repair/Maint Supplies	\$34,225.08	\$40,000.00	\$13,565.04	\$44,000.00	<b>\$44,000.00</b>	\$4,000.00	10.00
0119254-545100	CLEANING SUPPLIES	\$9,652.28	\$15,000.00	\$9,859.04	\$16,500.00	<b>\$16,500.00</b>	\$1,500.00	10.00
0119257-579100	Annual Software License	\$3,250.00	\$3,250.00	\$2,135.17	\$3,250.00	<b>\$3,250.00</b>	\$0.00	0.00
<b>BUILDING MAIT SUB-TOTAL:</b>		<b>\$429,273.45</b>	<b>\$482,490.00</b>	<b>\$309,744.60</b>	<b>\$527,508.00</b>	<b>\$527,508.00</b>	<b>\$45,018.00</b>	<b>9.33</b>
<b>192 DPW Building Maintenance SUB-TOTAL:</b>		<b>\$429,273.45</b>	<b>\$482,490.00</b>	<b>\$309,744.60</b>	<b>\$527,508.00</b>	<b>\$527,508.00</b>	<b>\$45,018.00</b>	<b>9.33</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>423 - Snow &amp; Ice</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0142351-512120	Snow/Ice Manpower	\$86,261.66	\$0.00	\$43,381.88	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0142355-553201	SNOW REMOVAL SUPPLIES	\$209,908.48	\$135,000.00	\$221,833.63	\$135,000.00	<b>\$135,000.00</b>	\$0.00	0.00
<b>SNOW &amp; ICE SUB-TOTAL:</b>		<b>\$296,170.14</b>	<b>\$135,000.00</b>	<b>\$265,215.51</b>	<b>\$135,000.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>423 Snow &amp; Ice SUB-TOTAL:</b>		<b>\$296,170.14</b>	<b>\$135,000.00</b>	<b>\$265,215.51</b>	<b>\$135,000.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>0.00</b>

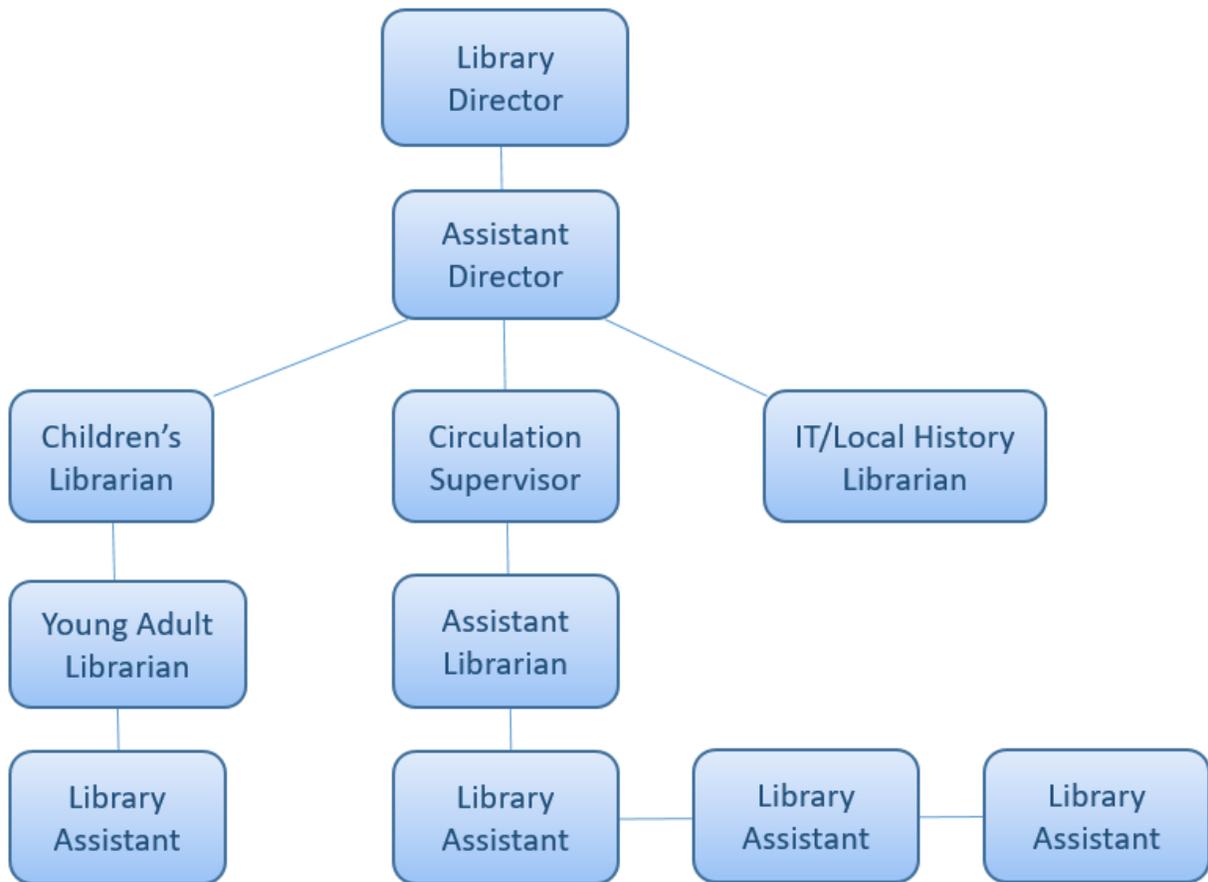
# WINTHROP PUBLIC LIBRARY



**Mission**

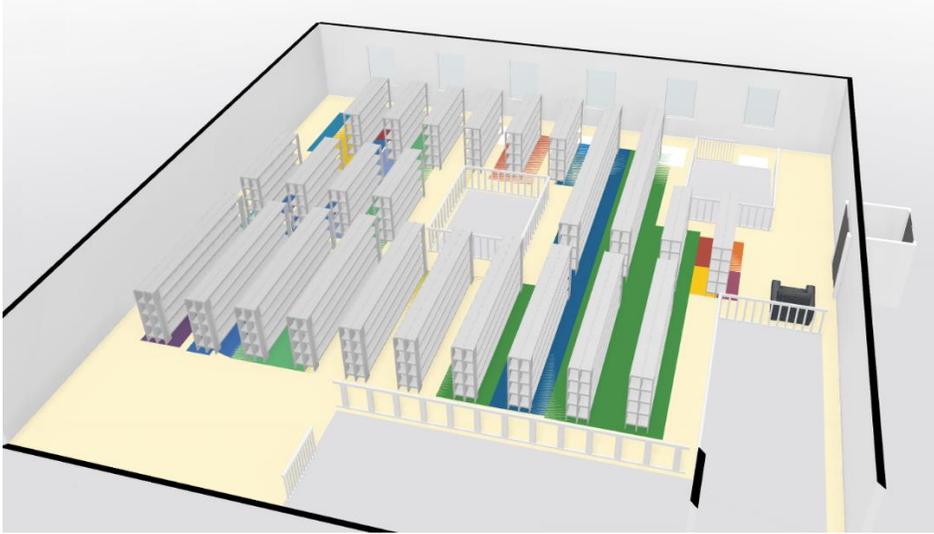
The Mission of the Winthrop Public Library & Museum is to provide free public library service to all citizens of Winthrop. The Library will provide a wide range of print and non-print media for recreational and personal development. The Library will also preserve and provide access to a Museum collection covering both history and art in the community.

**Organizational Chart**



## Goals and Objectives

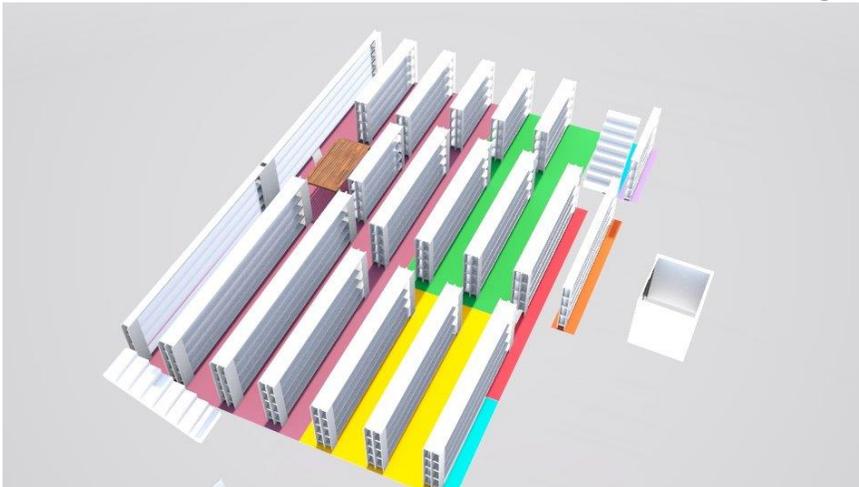
- Create the Library's 5 Year Long Year Plan for submission to the Massachusetts Board of Library Commissioners by the Fall.
- Continue to weed the Mezzanine area to make room for more study areas and the possibility of private study rooms to be added.



- Continue to analyze the amount of space and funds to allocate to a wide range of subject areas and media and look for potential areas of investment such as adding sub-collections of Sheet Music and Foreign Languages.

## Accomplishments

- Library staff spent extensive time weeding the 1<sup>st</sup> floor collection to allow for uppermost shelves to be removed and lowermost shelves to be raised; this creates a more welcoming environment and makes materials more accessible to a wider range of patrons.



- The Museum storage area has been cleaned up, displays have been updated and the process has started towards digitizing what historical items we can. Through staff

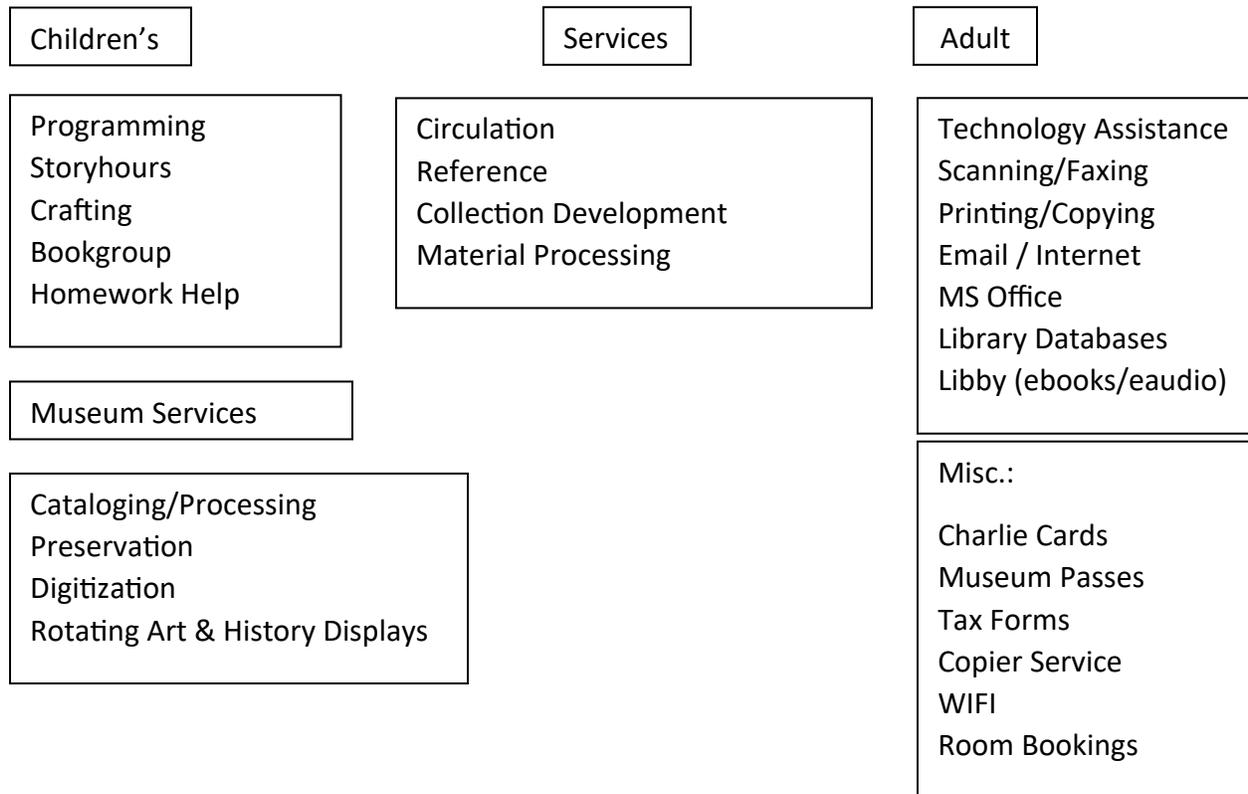
connections with the art community we've managed to rotate a variety of art displays throughout the library for the whole year.

- Through state funding we've begun replacing library furniture, touching up paint work and updating other building items for a brighter, friendlier patron environment.

### **Significant Budget Changes or Initiatives**

- Reallocated a percentage of material funds to invest in ebook and eaudiobooks, which now makes up almost a quarter of circulation.

### **Programs and Services**



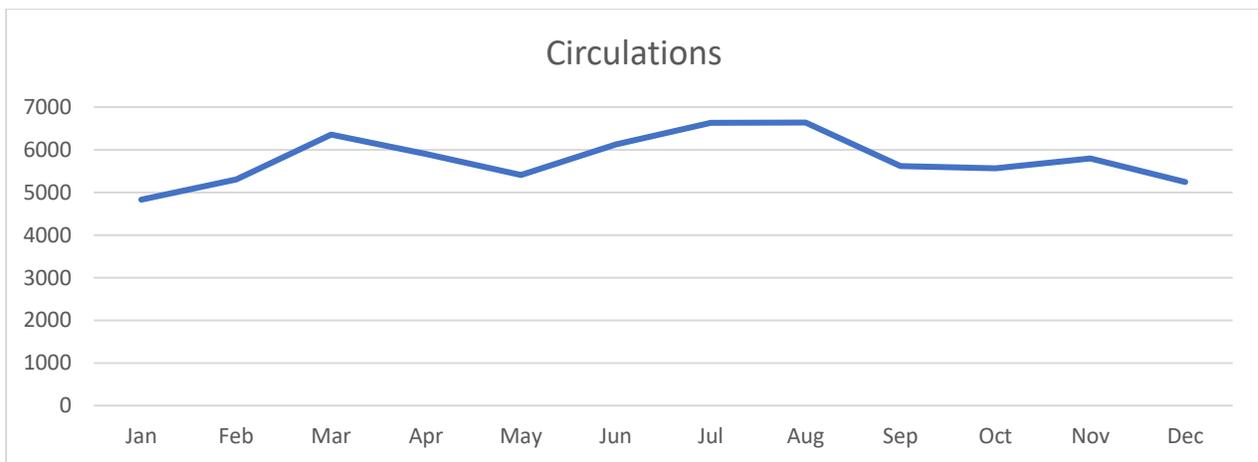
### **Performance Measures**

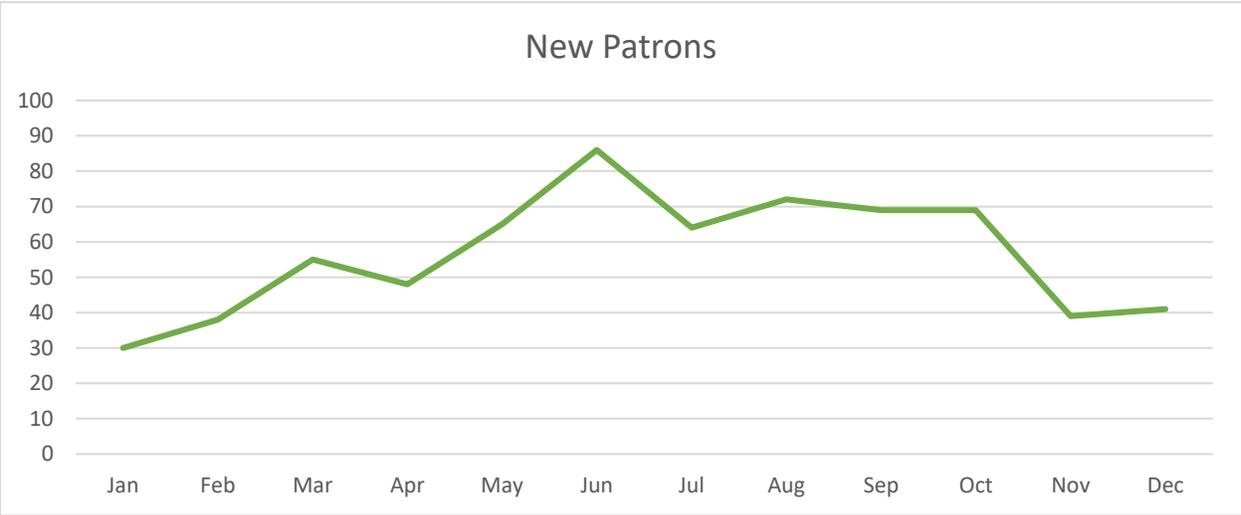
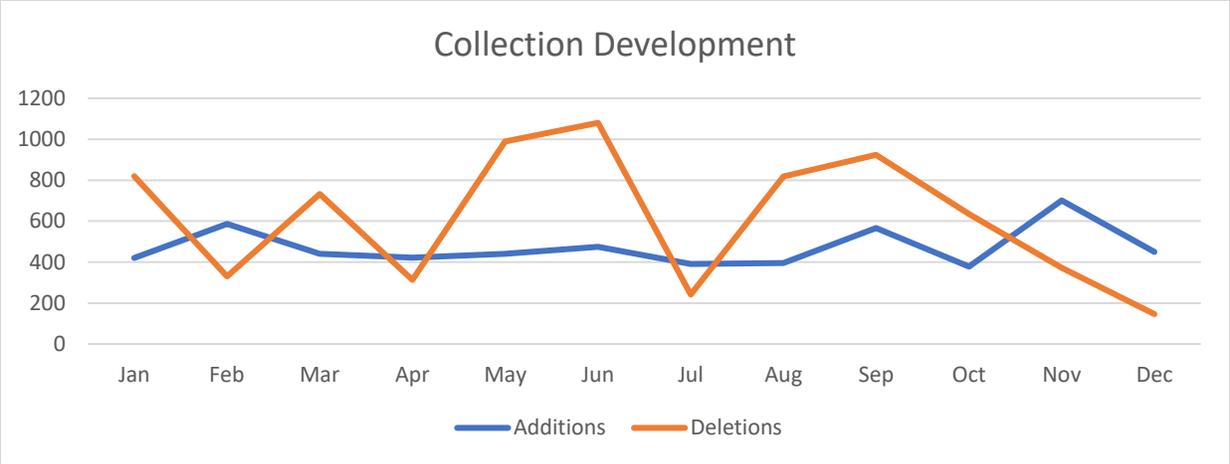
The Library updated its door counters that allow it to follow traffic down to an hourly rate. The figure below shows hourly traffic over a 4 week period with higher numbers represented in red

and lower numbers represented in blue. The chart shows what happens every afternoon as schools let out and the substantial change in library activity. Equally explosive is Friday morning storyhour.

72	Sunday	9/25/2022	0	0	0	0	0	0	0	0	0	0	0
73	Monday	9/26/2022	19	8	10	14	50	48	38	15	0	0	0
74	Tuesday	9/27/2022	16	10	5	14	53	53	23	31	12	7	7
75	Wednesday	9/28/2022	11	18	14	7	52	48	45	21	1	3	3
76	Thursday	9/29/2022	26	14	13	13	43	34	30	31	14	5	5
77	Friday	9/30/2022	38	11	11	14	31	28	20	0	0	0	0
78	Saturday	10/1/2022	0	0	0	0	0	0	0	0	0	0	0
79	Sunday	10/2/2022	0	0	0	0	0	0	0	0	0	0	0
80	Monday	10/3/2022	15	10	9	15	20	28	19	16	0	0	0
81	Tuesday	10/4/2022	13	11	8	14	49	42	31	22	8	5	5
82	Wednesday	10/5/2022	28	38	31	32	33	46	22	29	13	6	6
83	Thursday	10/6/2022	26	9	9	14	49	42	34	27	10	7	7
84	Friday	10/7/2022	49	13	8	9	33	34	36	0	0	0	0
85	Saturday	10/8/2022	26	9	13	20	6	11	5	0	0	0	0
86	Sunday	10/9/2022	0	0	0	0	0	0	0	0	0	0	0
87	Monday	10/10/2022	0	0	0	0	0	0	0	0	0	0	0
88	Tuesday	10/11/2022	14	13	16	12	52	68	24	27	8	5	5
89	Wednesday	10/12/2022	8	37	41	34	38	38	30	27	8	7	7
90	Thursday	10/13/2022	16	13	6	14	46	51	32	26	10	4	4
91	Friday	10/14/2022	33	14	15	11	40	4	16	0	0	0	0
92	Saturday	10/15/2022	68	41	15	13	20	24	7	0	0	0	0
93	Sunday	10/16/2022	0	0	0	0	0	0	0	0	0	0	0
94	Monday	10/17/2022	17	11	13	13	31	62	36	19	0	0	0
95	Tuesday	10/18/2022	10	10	10	14	48	40	31	24	5	4	4
96	Wednesday	10/19/2022	11	28	21	27	45	39	30	20	17	5	5
97	Thursday	10/20/2022	19	17	12	9	53	73	24	22	8	4	4
98	Friday	10/21/2022	71	10	6	9	51	56	28	0	0	0	0
99	Saturday	10/22/2022	43	25	6	11	9	14	6	0	0	0	0
100	Sunday	10/23/2022											
101	Monday	10/24/2022											

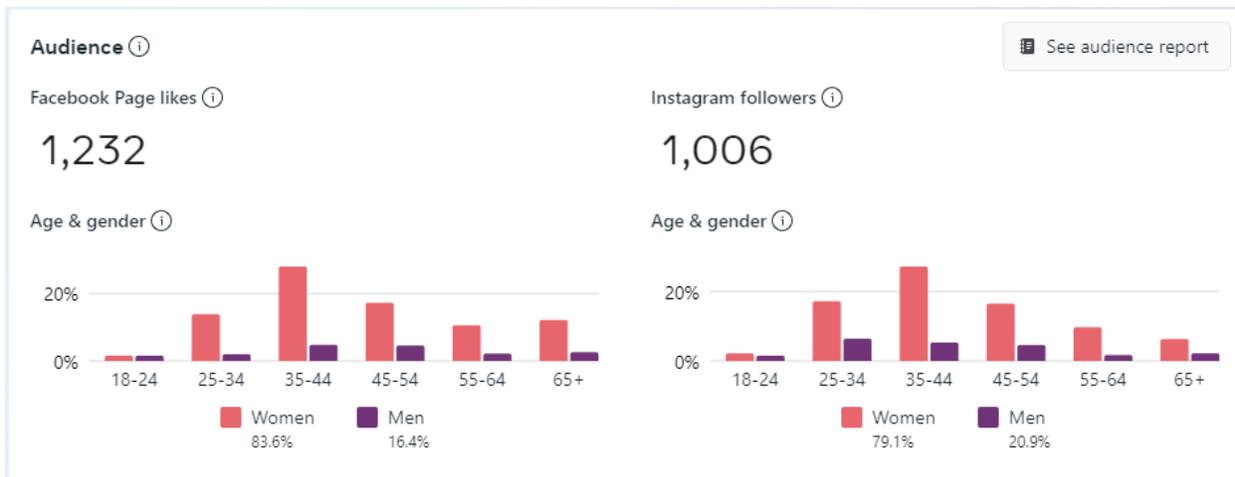
We receive extensive monthly and annual statistics through our consortium, NOBLE and their Statistics Dashboard. Below are just a few examples showing yearly traffic in Circulation, Collection Development and New Patrons.





Collection Development reflects the work we’ve been doing to make the collection more easily accessible with heavy deletions at various points throughout the year. New Patrons reflects an increase in activity during Summer Programs and going into a new school year.

We also make use of any social media tools available for input, such as this one from Facebook that shows a high level of interest from age groups who are likely parents of children from infant to middle school.



### Personnel Summary

		FY2021	FY2022	FY2023	CHANGE
610	Library Director	1	1	1	0
	Assistant Director	1	.7	.7	-.3
	Children’s Librarian	1	1	1	0
	Young Adult Librarian	1	1	1	0
	IT/Local History Librarian	1	1	1	0
	Circulation Supervisor	1	1	1	0
	Circulation Assistant	1	1	1	0
	Library Assistants	0	0	1.5	1.5
<b>610</b>	<b>Total Full Time Equivalents</b>	7	6.7	8.2	1.2

### Personnel Notes

Hours were increased for two Library Assistants which made them eligible for health benefits. The current Assistant Director had requested a reduced role when we re-opened to

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>610 - LIBRARY</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0161051-511100	Personnel	\$367,772.54	\$416,023.00	\$294,975.98	\$425,880.00	<b>\$425,880.00</b>	\$9,857.00	2.36
0161051-514600	LONGEVITY	\$1,775.00	\$1,975.00	\$1,975.00	\$2,825.00	<b>\$2,825.00</b>	\$850.00	43.03
0161052-521100	ELECTRICITY	\$5,576.67	\$8,400.00	\$3,456.30	\$8,400.00	<b>\$8,400.00</b>	\$0.00	0.00
0161052-521200	HEAT	\$8,438.01	\$12,600.00	\$7,659.02	\$12,600.00	<b>\$12,600.00</b>	\$0.00	0.00
0161052-523200	Alarm	\$0.00	\$600.00	\$1,222.04	\$600.00	<b>\$600.00</b>	\$0.00	0.00
0161052-524100	Building Maintenance	\$1,549.36	\$1,000.00	\$665.90	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0161053-534400	Postage	\$48.20	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0161053-534100	Telecommunications	\$2,213.57	\$2,350.00	\$1,749.10	\$2,350.00	<b>\$2,350.00</b>	\$0.00	0.00
0161054-542300	GENERAL OFFICE SUPPLIES	\$17,466.03	\$17,000.00	\$12,733.89	\$16,650.00	<b>\$16,650.00</b>	\$-350.00	-2.05
0161055-558501	LIBRARY MATERIALS	\$91,472.41	\$91,400.00	\$55,771.41	\$90,000.00	<b>\$90,000.00</b>	\$-1,400.00	-1.53
0161057-571001	IN-STATE MILEAGE	\$0.00	\$1,050.00	\$0.00	\$200.00	<b>\$200.00</b>	\$-850.00	-80.95
0161057-573100	PROFESSIONAL ASSOCIATIONS	\$395.00	\$710.00	\$0.00	\$500.00	<b>\$500.00</b>	\$-210.00	-29.57
0161057-579100	SOFTWARE - NOBLE	\$55,736.51	\$58,000.00	\$57,539.91	\$59,632.00	<b>\$59,632.00</b>	\$1,632.00	2.81
<b>LIBRARY SUB-TOTAL:</b>		<b>\$552,443.30</b>	<b>\$611,108.00</b>	<b>\$437,748.55</b>	<b>\$620,637.00</b>	<b>\$620,637.00</b>	<b>\$9,529.00</b>	<b>1.55</b>
<b>610 LIBRARY SUB-TOTAL:</b>		<b>\$552,443.30</b>	<b>\$611,108.00</b>	<b>\$437,748.55</b>	<b>\$620,637.00</b>	<b>\$620,637.00</b>	<b>\$9,529.00</b>	<b>1.55</b>

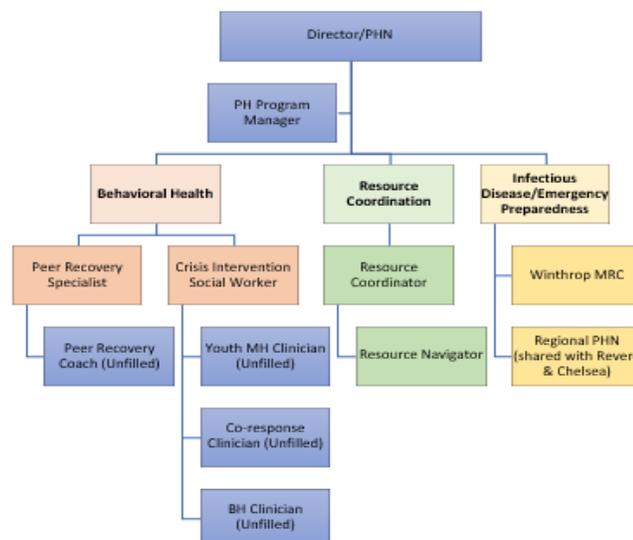
# PUBLIC HEALTH



## Mission Statement

The mission of the Winthrop Department of Public Health and Clinical Services is to improve the quality of life for all who live, work and play in our community by ensuring safe environments; preventing injury and illness; while also encouraging positive physical and mental health.

## Organization Chart



## Goals & Objectives

- Expand immunization program, especially for pediatric immunizations and explore offering additional adult vaccine types as well.
- Increase access to behavioral health services offered directly in Winthrop.
- Explore expanded clinical service offerings such as infectious disease testing, blood glucose monitoring and blood pressure screenings.
- Increase community recognition of programs offered through WDPH&CS.
- Host a community-focused event at least once per month.

## Accomplishments

- Administered 900 vaccine doses during CY2022.
- Conducted our Community Health Needs Assessment with nearly 300 respondents.

- The Winthrop C.L.E.A.R. Program was selected as one of 8 sites nationally to mentor other jurisdictions in integrating peer recovery coaching in public safety models.
- Awarded grant funding to (1). Improve Youth Mental Health Initiatives, and (2) Address trauma related to domestic violence & sexual assault.
- Added 2 bilingual staff to the WDPH&CS.

**Significant Changes in Budget FY24**

26.8 hours (bi-weekly) of the Peer Recovery Specialist salary comes from a grant that ends 6/30/23. I am requesting an increase of the Peer Recovery Coach line from \$10,000 to \$20,000 to offset the loss of this grant.

**Programs and Services**

Substance Use	Mental Health	Domestic Violence/Sexual Assault
<ul style="list-style-type: none"> <li>•Winthrop C.L.E.A.R. Program</li> <li>•Shared Program with WPD</li> <li>•WPD Outreach Officer conducts outreach</li> <li>•Connects individuals &amp; families to recovery services</li> <li>•distributes Narcan &amp; Fentanyl Test strips</li> <li>•Weekly case management meetings are held with key stakeholders</li> <li>•Hosts Overdose Prevention Vigil</li> <li>•Offers support to families in loss of a loved one to SUD</li> <li>•Conducts safety planning with individuals and families/loved ones</li> </ul>	<ul style="list-style-type: none"> <li>•Crisis Intervention Team</li> <li>•Shared program with WPD</li> <li>•LMHC works directly with referrals to address barrier to accessing appropriate mental health care</li> <li>•Advocates for mental health supports</li> <li>•Resource for de-escalation</li> <li>•Maintains connections to area providers</li> <li>•Works cohesively with the C.L.E.A.R. Program and Resource Coordination</li> <li>•Will be expanding to allow for the hiring of a youth specific clinician and 2 additional LMHC</li> </ul>	<ul style="list-style-type: none"> <li>•Dedicated case manager embedded in the WDPH&amp;CS to advocate and respond to situations involving DV &amp; SA</li> <li>•Coordinate emergency needs such as housing, transportation, food and childcare</li> <li>•specifically trained in delivering trauma-informed, culturally competent care</li> </ul>

**Public Health Nursing**

- Disease Surveillance
- Influenza and COVID-19 clinics
- In-Home vaccination program
- Test kit distribution & in home testing

**Emergency Preparedness**

- Emergency Dispensing Site Plan
- Medical Reserve Corp./Volunteers
- Annual
- Planning Deliverables
- Health and Homeland Emergency Network
- MBHSR/UASI
- Trainings:
  - ALICE
  - Stop the Bleed

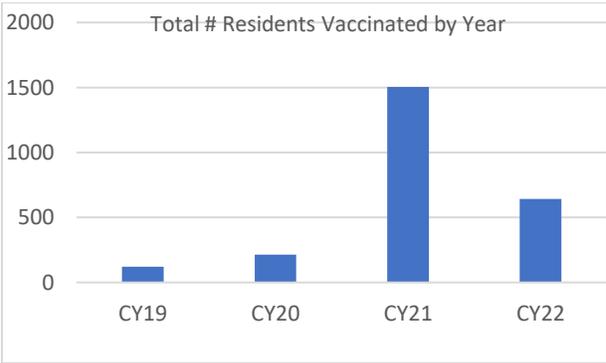
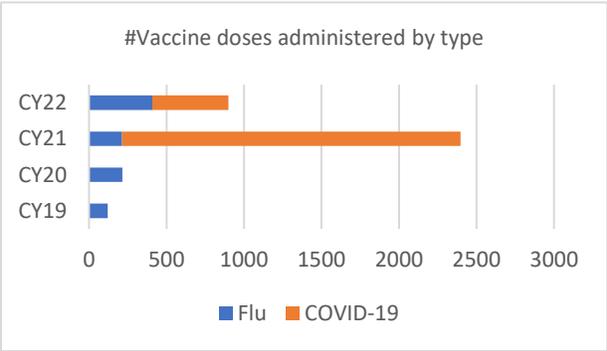
**Resource Coordination**

- Work with residents facing instability in housing and food access.
- Work cohesively with C.L.E.A.R. Program, LMHC and other town departments
- Recieve referrals through multiple different pathways.

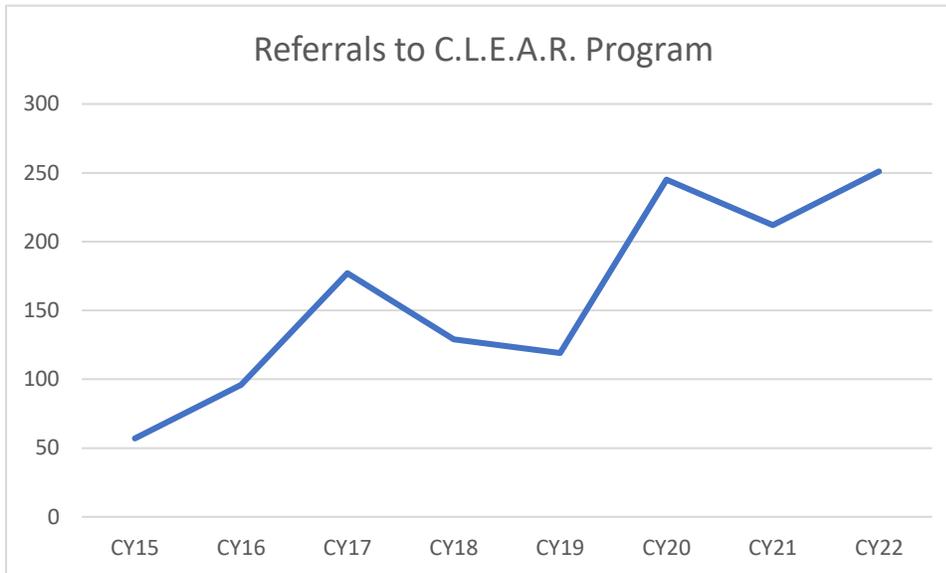
**Performance Measures**

**Immunizations**

The WDPH&CS has been intently focused on serving the immunization needs of the community throughout the COVID vaccine rollout and also increasing our reach to influenza vaccines as COVID vaccine demands decreased in CY22. The strength of the services delivered by the WDPH&CS lie in our connection to more vulnerable residents such as those with lower SES and homebound residents.

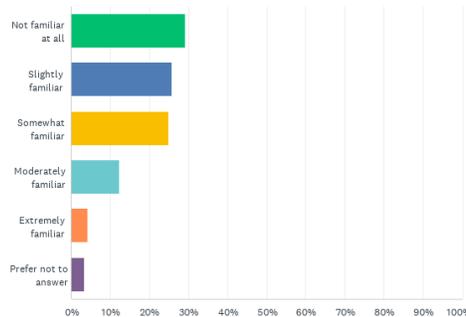


## Community and Law Enforcement Assisted Recovery (C.L.E.A.R.)



Although referrals to the C.L.E.A.R. Program decreased between 2020-2021, potentially due to impacts of the COVID-19 pandemic stay-at-home orders, we have seen a return and slight increase in demand for services in 2022.

Q59 Please indicate your level of familiarity with the resources available for residents related to response to incidents of substance misuse and overdose prevention.



The Winthrop Community Needs Assessment conducted by the WDPH&CS in 2022 demonstrated a lower recognition of the C.L.E.A.R. Program among respondents. A goal of 2023 is to increase recognition in subsequent Community Needs Assessments.

## Personnel Summary

<u>Position</u>	<u>FTE</u>	<u>Change</u>
<b>Director</b>	1.0 FTE	0
<b>Public Health Program Manager</b>	1.0 FTE	0
<b>Peer Recovery Specialist</b>	1.0 FTE	0
<b>Community Resource Navigator</b>	1.0 FTE	0

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

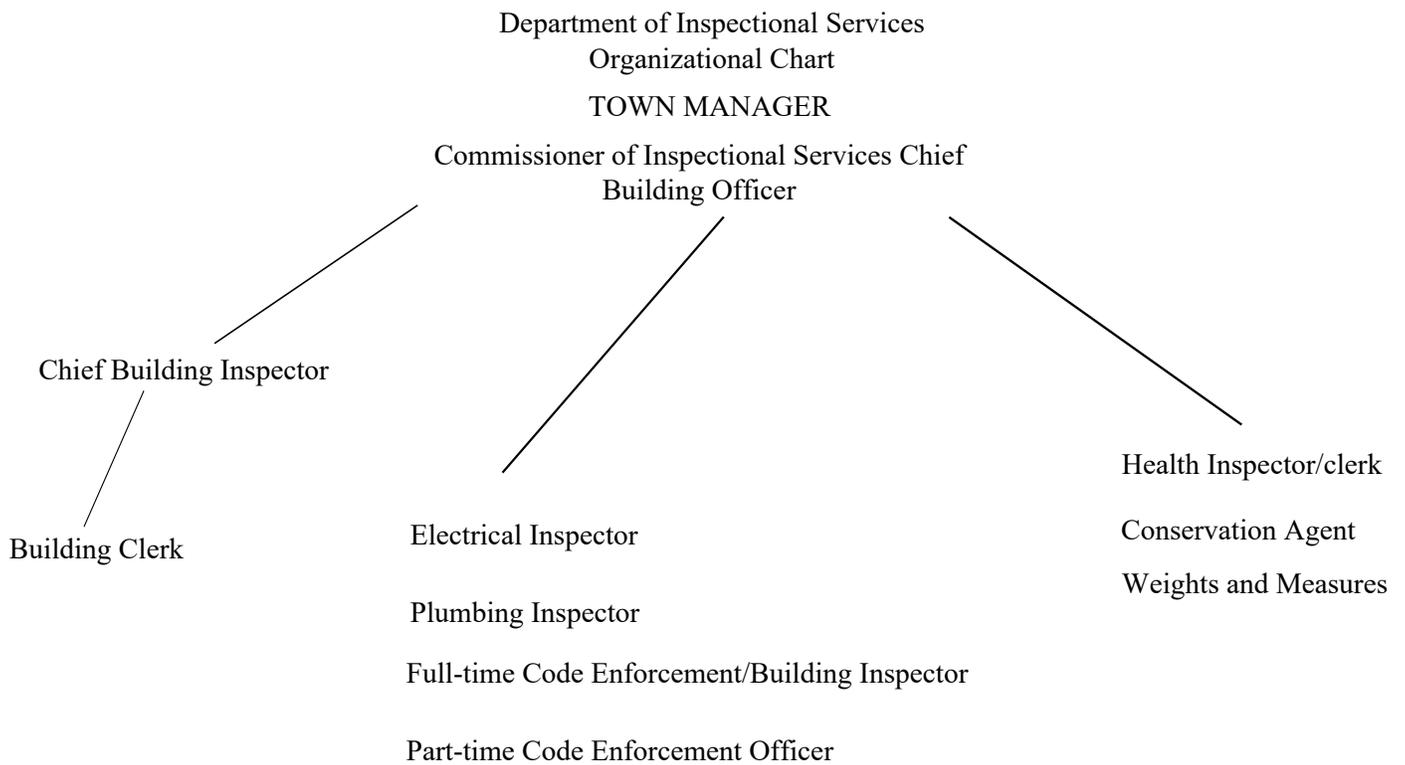
<b>510 - CLINICAL SERVICES PUBLIC HEALT</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0151051-511100	Personnel	\$162,521.75	\$169,570.00	\$120,012.78	\$171,142.00	<b>\$171,142.00</b>	\$1,572.00	0.92
0151051-511102	PEER RECOVERY COACHES	\$19,432.70	\$10,000.00	\$15,564.80	\$20,000.00	<b>\$20,000.00</b>	\$10,000.00	100.00
0151051-514600	Longevity	\$750.00	\$750.00	\$750.00	\$1,500.00	<b>\$1,500.00</b>	\$750.00	100.00
0151052-527400	EQUIPMENT LEASES	\$612.58	\$2,400.00	\$608.11	\$2,400.00	<b>\$2,400.00</b>	\$0.00	0.00
0151053-530520	CLINICAL CONTRACT SERVICES	\$1,440.00	\$1,917.88	\$3,280.58	\$1,440.00	<b>\$1,440.00</b>	\$-477.88	-24.91
0151053-530701	CONFERENCE FEES	\$800.00	\$2,007.12	\$820.00	\$2,500.00	<b>\$2,500.00</b>	\$492.88	24.55
0151053-534400	Postage	\$0.00	\$15.00	\$15.00	\$0.00	<b>\$0.00</b>	\$-15.00	-100.00
0151054-542300	GENERAL OFFICE SUPPLIES	\$776.60	\$2,220.00	\$1,298.00	\$2,200.00	<b>\$2,200.00</b>	\$-20.00	-0.90
0151055-550200	PREVENTATIVE MEDICAL SUPPLIES	\$10,244.98	\$9,400.00	\$7,925.00	\$9,400.00	<b>\$9,400.00</b>	\$0.00	0.00
0151056-569600	REGIONAL HEALTH COLLABORATIVES	\$16,480.00	\$9,000.00	\$8,000.00	\$9,000.00	<b>\$9,000.00</b>	\$0.00	0.00
0151057-573100	PROFESSIONAL ASSOCIATIONS	\$0.00	\$670.00	\$205.00	\$670.00	<b>\$670.00</b>	\$0.00	0.00
<b>HEALTH DEPARTMENT SUB-TOTAL:</b>		<b>\$213,058.61</b>	<b>\$207,950.00</b>	<b>\$158,479.27</b>	<b>\$220,252.00</b>	<b>\$220,252.00</b>	<b>\$12,302.00</b>	<b>5.91</b>
<b>510 CLINICAL SERVICES PUBLIC HEALT</b>		<b>\$213,058.61</b>	<b>\$207,950.00</b>	<b>\$158,479.27</b>	<b>\$220,252.00</b>	<b>\$220,252.00</b>	<b>\$12,302.00</b>	<b>5.91</b>

# INSPECTIONAL SERVICES



**Department of Inspectional Services Mission Statement**

The mission of the Department of Inspectional Services is to enforce the building and zoning code, health enforcement, to protect public health and the environment, promote sanitary living conditions through the enforcement of state and local regulations, including the State Sanitary Code, State Environmental Code, and Board of Health Regulations along with local and state building codes.



## **Goals and Objectives**

- Continue to train food establishment operators on the amendments to 105 CMR 590: State Sanitary Code.
- Educate our customers the state codes and ordinances to follow
- Receive ipads for all inspectors to conduct inspections in the fields along with adding in photos.
- Digitize all our property folders/ records

## **Accomplishments**

- The issuing and completion of Building Permits is 200 more than the previous year.
- The hiring of a full time building inspector/code enforcement officer
- Hiring of a new part time building clerk/conservation agent
- Rearrangement of the property task force team now includes multiple departments and social workers, and able to secure liens on problem properties
- We've increased the number of habitability inspections done yearly.
- ISD is completely on line, and starting the reorganization of our file room

**Significant Budget Changes or Initiatives**

- We would like to increase the salary for the following inspectors: Plumbing, Electrical, Building and Health. Salaries for these positions have not increased other than the 2% COLA's in the past several years. We are not equal in pay with the surrounding committees.

**Programs and Services**

Inspectional  
Services

Building Permits for single and multi unit buildings, and commercial building

Electrical Permits

Plumbing Permits

Certificate of Inspections/ Cert. of Occupancy

**Health**

Plan review  
Food Inspections  
Permitting  
Enforcement  
Retail  
Food Service

Burial Agent/  
issuance of all  
burial permits

**Housing/Complaints**

Owner Occupied  
Landlord/Tenant  
Inspections  
Enforcement  
Nuisances  
Noise enforcement

**Problem Property**

Landlord/ tenant disputes  
Hoarding  
abandon properties  
disarray properties  
Posting of citations

**Tobacco**

Inspections  
Compliance Checks  
Permitting  
Enforcement

**Rat remediation town wide**

answering all rodent complaints, scheduling inspections from outside extermination company. Monitoring all baiting and frequency

**Pools and Camps for Children**

Inspections and Permitting

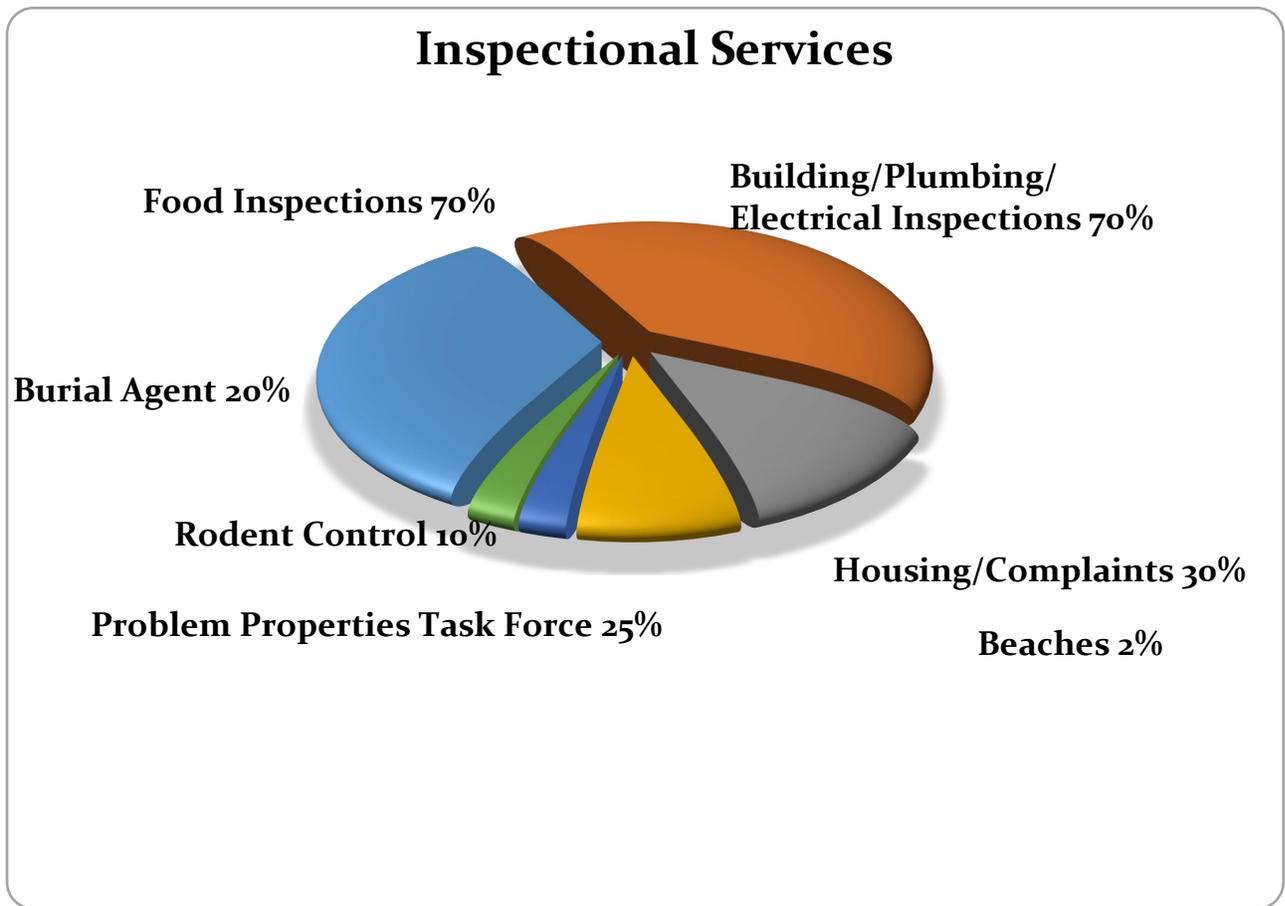
**Beaches**

Water Testing

**Weights & Measure enforcement and compliance of gas stations and scales**

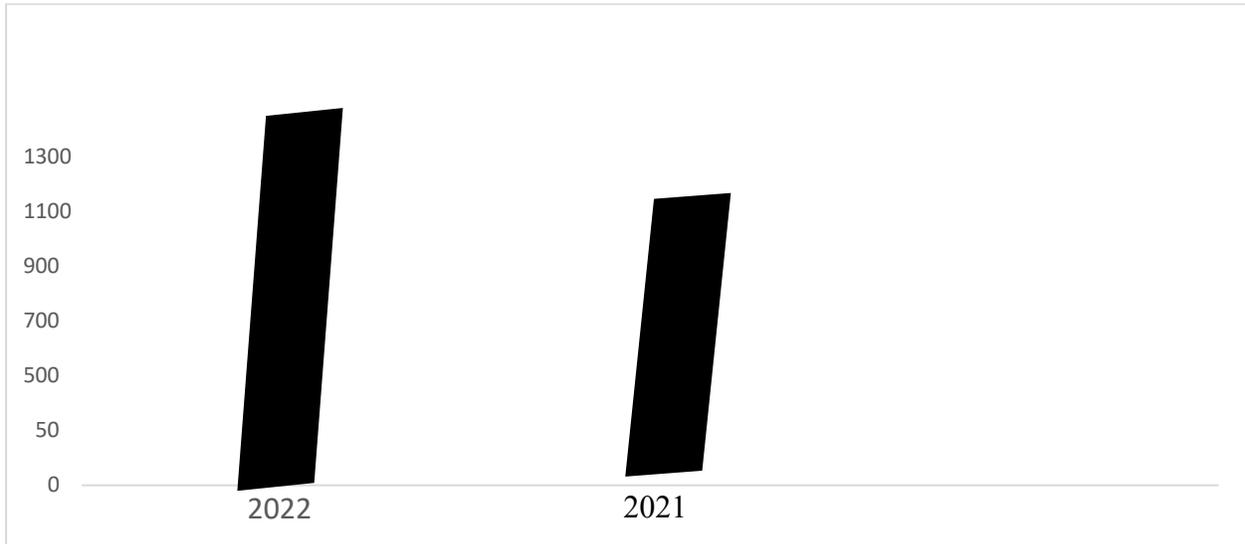
Enforcement of new regulations from the Board of Health (enforcement of keeping of animals , plastic bags, tobacco and styrofoam regulations)

Performance Measures



The Inspectional Services pie chart demonstrates how our time is divided among the major functional areas over the year. The division of time among the areas has remained relatively consistent for the past three years, except for an increase in enforcement of problem properties and housing complaints.

## Inspectional Services



By the end of the calendar year, the number of building/health permits in 2022 exceeded the number of permits submitted in 2021 by 226 permits. Between 2021 and 2022 there was over 2,000 inspections conducted.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

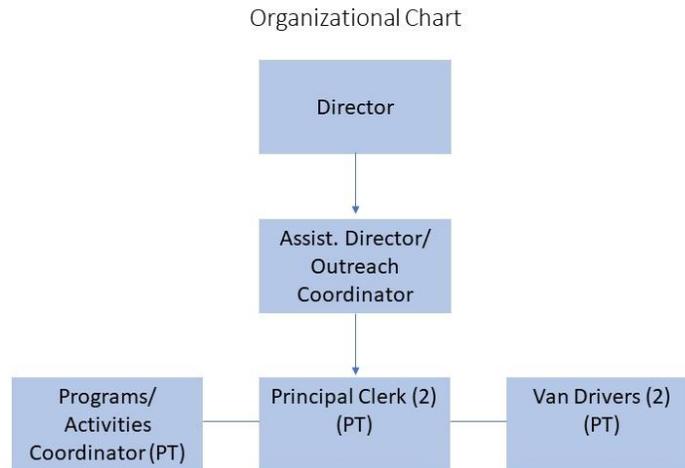
<b>241 - INSPECTIONAL SERVICES</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0124152-520000	Purchased Services	\$43,986.08	\$40,000.00	\$25,926.99	\$45,000.00	<b>\$45,000.00</b>	\$5,000.00	12.50
0124152-524106	REPAIR/MAINT OF VEHICLES	\$0.00	\$0.00	\$0.00	\$2,000.00	<b>\$2,000.00</b>	\$2,000.00	100.00
0124152-529700	W & M Contract Services	\$2,525.00	\$2,500.00	\$1,250.00	\$2,500.00	<b>\$2,500.00</b>	\$0.00	0.00
0124151-511100	Personnel	\$237,244.16	\$269,398.00	\$195,721.82	\$291,198.00	<b>\$291,198.00</b>	\$21,800.00	8.09
0124151-514600	LONGEVITY	\$1,500.00	\$1,900.00	\$1,900.00	\$1,500.00	<b>\$1,500.00</b>	\$-400.00	-21.05
0124151-519600	STIPEND	\$31,499.82	\$30,500.00	\$22,288.33	\$30,500.00	<b>\$30,500.00</b>	\$0.00	0.00
0124152-527400	EQUIPMENT LEASES	\$511.02	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
0124153-530400	Legal Services	\$11,976.90	\$30,000.00	\$29,460.25	\$30,000.00	<b>\$0.00</b>	\$-30,000.00	-100.00
0124153-530500	CONSULTING	\$2,500.00	\$3,000.00	\$0.00	\$3,000.00	<b>\$3,000.00</b>	\$0.00	0.00
0124153-530702	TRAINING SERVICES	\$1,198.64	\$2,400.00	\$638.23	\$2,400.00	<b>\$2,400.00</b>	\$0.00	0.00
0124153-534105	CELL PHONE REIMBURSEMENT TO	\$0.00	\$0.00	\$0.00	\$3,600.00	<b>\$3,600.00</b>	\$3,600.00	100.00
0124153-534400	Postage	\$668.56	\$700.00	\$238.46	\$700.00	<b>\$700.00</b>	\$0.00	0.00
0124153-534500	Printing and Mailing Services	\$868.42	\$1,000.00	\$300.00	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0124157-579100	ANNUAL LICENSE COST	\$33,045.22	\$32,307.39	\$32,307.39	\$34,000.00	<b>\$34,000.00</b>	\$1,692.61	5.23
0124154-542300	GENERAL OFFICE SUPPLIES	\$1,742.47	\$2,846.61	\$834.45	\$2,914.00	<b>\$2,914.00</b>	\$67.39	2.36
0124155-558700	LICENSING/PERMIT MATERIALS	\$550.00	\$900.00	\$0.00	\$900.00	<b>\$900.00</b>	\$0.00	0.00
<b>INSPECTIONAL SERVICES SUB-TOTAL:</b>		<b>\$369,816.29</b>	<b>\$417,452.00</b>	<b>\$310,865.92</b>	<b>\$451,212.00</b>	<b>\$421,212.00</b>	<b>\$3,760.00</b>	<b>0.90</b>
<b>241 INSPECTIONAL SERVICES SUB-TOTAL:</b>		<b>\$369,816.29</b>	<b>\$417,452.00</b>	<b>\$310,865.92</b>	<b>\$451,212.00</b>	<b>\$421,212.00</b>	<b>\$3,760.00</b>	<b>0.90</b>

# COUNCIL ON AGING



## Council on Aging Mission Statement

The Council on Aging will encourage and promote, through activities, programs, and services, independence to enhance the quality of life, and the dignity of all seniors that live within the community.



## Goals and Objectives

- Increase Senior Center membership through outreach, and participation in community events, including a month-long membership drive.
- Continue addressing food insecurity among the town's senior citizens through continued partnership with local and state organizations to host food drives/giveaways.
- Increase awareness of Van Transportation Program through advertising and community outreach.

## Accomplishments

- Updated and modernized interior of Senior Center to create a warmer, more welcoming space for seniors.
- Worked with State agencies, our local Aging Service Access Point, and local financial management firms to provide educational opportunities to increase awareness of retirement planning, social security, Medicare, and general financial awareness via SHINE counseling, and workshops focused on retirement and financial planning.
- Hosted focus groups in collaboration with the town's Planning and Development department and North Suffolk Office of Resilience and Sustainability to engage seniors in planning for the future of their community.

## Programs and Services

### Support Services & Information

#### Referral

- Outreach Program (home visits; referrals to services, etc.)
- Van transportation
- SHINE Counseling
- Assistance with food insecurity and SNAP benefits
- Low Vision Support Group
- Bereavement Support Group
- Caregiver Support Group
- Meals on Wheels
- Legal Aid Q&A Sessions
- Fuel Assistance (CAPIC)
- Referrals to/from Health Department Social Worker and CLEAR Team

#### Social

- Congregate Meal Program
- Coffee and Conversation
- Chorus
- Tap Dancing
- Game Day
- Day Trips
- Overnight Trips
- Bowling
- Bingo
- Art & Ceramics Classes

### Educational/Informative Programs

- Foreign language classes
- Financial awareness workshops
- RMV workshops
- Suffolk County Registry of Deeds workshops
- MBTA Senior T Pass signups
- Office hours with elected officials
- Technology Classes

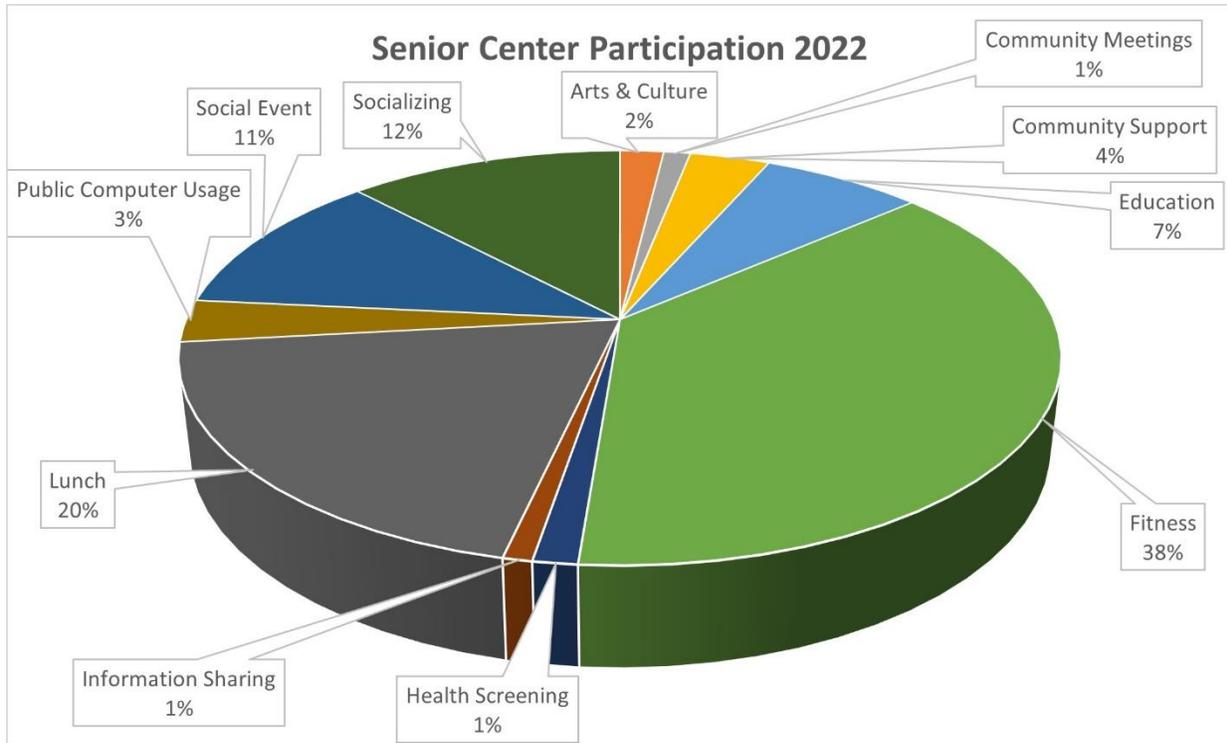
### Health & Wellness

- Blood pressure screenings
- Medical pedicures
- Fall Risk Prevention workshops
- Vaccination clinics

### Fitness

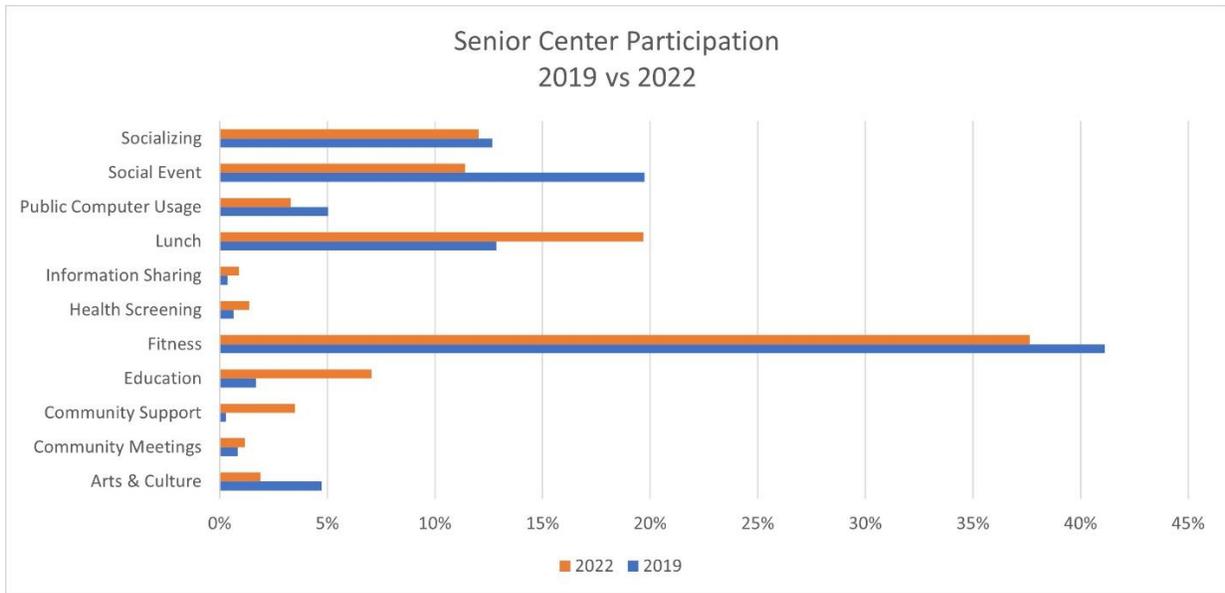
- Exercise for Arthritis
- Chair Yoga
- Zumba
- Line Dancing
- Exercise

## Performance Measures

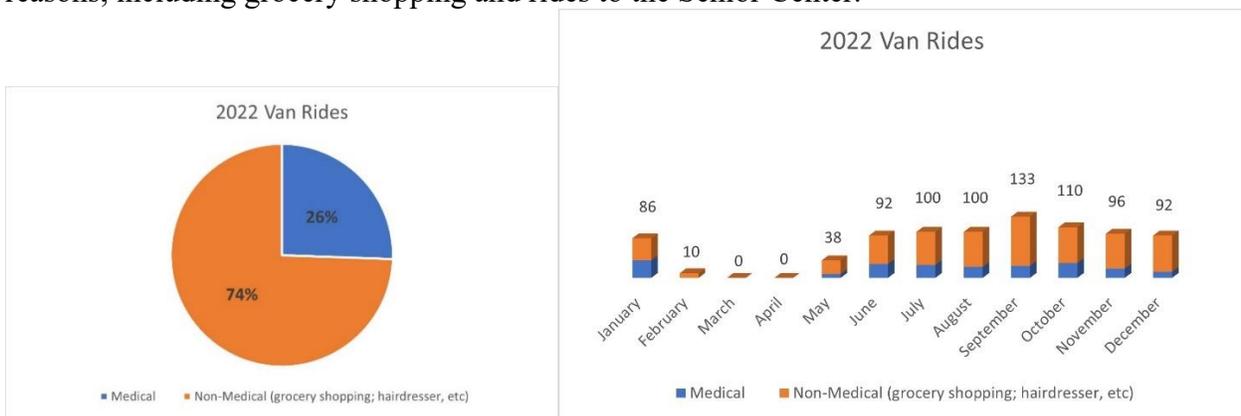


The chart above represents the types of activities Senior Center participants attended in 2022. Fitness programs remain popular. The Senior lunch program, which provides both congregate meals, as well as, a take-out option is also well attended.

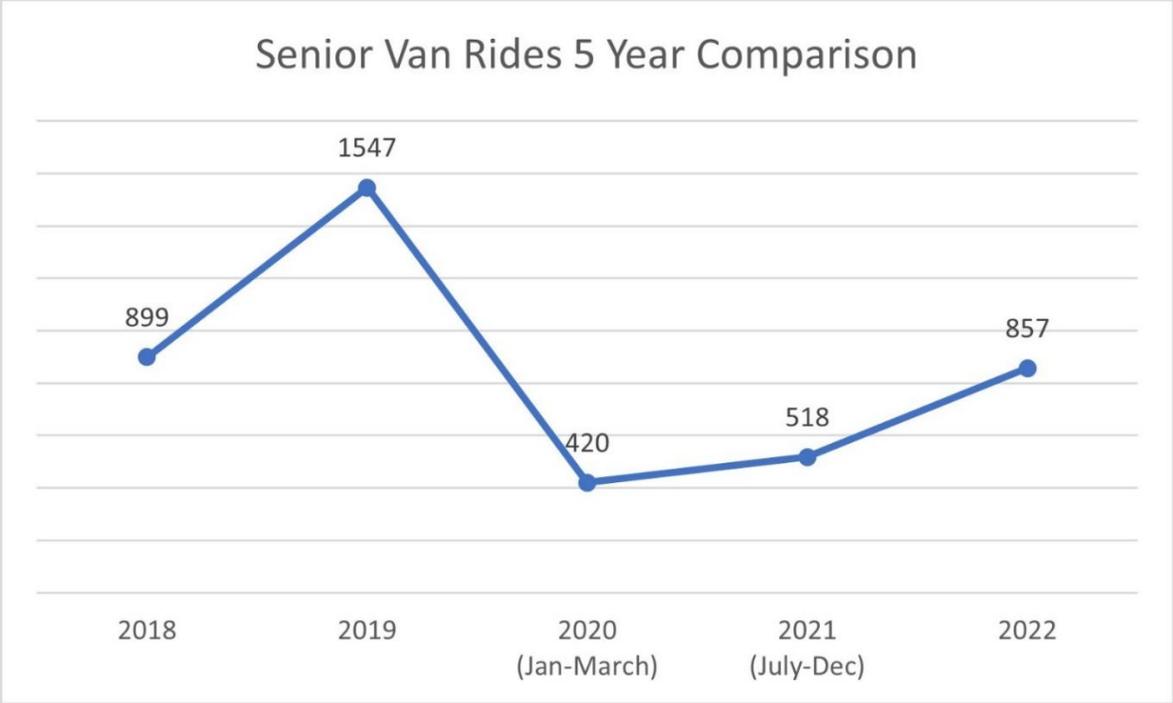
Compared to 2019 (see graph, page 4), the last full year of activities before the Senior Center temporarily closed due to the coronavirus pandemic, the types of programs seniors are participating in remains similar. Most participants continue to attend fitness programs, while our lunch program saw a 7% increase in reservations in 2022. Additionally, participation in educational programs increased by 5% from 2019 to 2022 as we added a Spanish class to our weekly activity schedule.



Below is a breakdown of the amount, and type of rides provided by the COA’s van in 2022 (due to staffing, the van did not operate between February 9-May 4). Most rides are for non-medical reasons, including grocery shopping and rides to the Senior Center.



The graph on page 5 shows the number of rides provided by the COA’s Senior Van over the last five years. While ridership has been increasing since the Senior Center reopened in July 2021, we hope to grow ridership in 2023 with increased awareness of our van transportation program through advertising and community outreach.



**Personnel Summary**

FY2022    FY2023    FY2024

Change

541	COA Director	1.00	1.00	1.00	0.00
	Asst. Director/ Outreach Coordinator	1.00	1.00	1.00	0.00
541	Total Full Time Equivalents	2.00	2.00	2.00	0.00

**Personnel Notes**

FTE are based on a 35-hour work week and are benefit eligible. The COA also employs the following positions that are not benefit eligible:

Position	Hours/Week	FTE
Programs/Activities Coordinator	12	0.34
Clerk	19.5	0.56
Clerk	11.5	0.33
Van Driver	14	0.40
Van Driver	14	0.40

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>541 - COUNCIL ON AGING</b>		As of 03/31/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
0154151-511100	Personnel	\$153,123.17	\$171,108.00	\$109,841.33	\$175,316.00	<b>\$175,316.00</b>	\$4,208.00	2.45
0154151-514600	LONGEVITY	\$1,025.00	\$1,225.00	\$1,225.00	\$2,175.00	<b>\$2,175.00</b>	\$950.00	77.55
0154152-521100	ELECTRICITY	\$4,531.04	\$6,300.00	\$3,270.01	\$6,300.00	<b>\$6,300.00</b>	\$0.00	0.00
0154152-521200	HEAT	\$5,704.19	\$7,350.00	\$3,685.71	\$7,350.00	<b>\$7,350.00</b>	\$0.00	0.00
0154152-523200	Alarm	\$542.36	\$750.00	\$240.00	\$750.00	<b>\$750.00</b>	\$0.00	0.00
0154152-524106	REPAIR/MAINT OF VEHICLES	\$776.36	\$1,000.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
0154153-530305	ELDERLY LUNCH PROGRAM	\$6,669.93	\$10,000.00	\$10,000.00	\$10,000.00	<b>\$10,000.00</b>	\$0.00	0.00
0154153-530900	IT SERVICES	\$0.00	\$900.00	\$0.00	\$900.00	<b>\$900.00</b>	\$0.00	0.00
0154153-534100	TELECOMMUNICATIONS	\$1,196.36	\$1,500.00	\$1,117.47	\$1,300.00	<b>\$1,300.00</b>	\$-200.00	-13.33
0154153-534104	FAX LINES	\$693.85	\$500.00	\$57.77	\$700.00	<b>\$700.00</b>	\$200.00	40.00
0154153-534200	INTERNET ACCESS	\$1,072.47	\$1,200.00	\$809.55	\$1,200.00	<b>\$1,200.00</b>	\$0.00	0.00
0154154-542200	PAPER MATERIALS	\$30.00	\$1,200.00	\$0.00	\$1,200.00	<b>\$1,200.00</b>	\$0.00	0.00
0154154-542300	GENERAL OFFICE SUPPLIES	\$1,433.06	\$2,550.00	\$1,146.44	\$3,150.00	<b>\$3,150.00</b>	\$600.00	23.52
0154154-545100	CLEANING SUPPLIES	\$0.00	\$600.00	\$0.00	\$600.00	<b>\$600.00</b>	\$0.00	0.00
<b>COUNCIL ON AGING SUB-TOTAL:</b>		<b>\$176,797.79</b>	<b>\$206,183.00</b>	<b>\$131,393.28</b>	<b>\$211,941.00</b>	<b>\$211,941.00</b>	<b>\$5,758.00</b>	<b>2.79</b>
<b>541 COUNCIL ON AGING SUB-TOTAL:</b>		<b>\$176,797.79</b>	<b>\$206,183.00</b>	<b>\$131,393.28</b>	<b>\$211,941.00</b>	<b>\$211,941.00</b>	<b>\$5,758.00</b>	<b>2.79</b>

# VETERANS



## **VETERANS OFFICE**

### **Mission Statement**

Our mission is to advocate for veterans and their families by listening to their needs and concerns. Always ensuring they are treated in a dignified, compassionate manner. In addition, assisting qualified veterans and their families in obtaining help, such as Chapter 115. Also, helping them navigate the Veterans Administration's difficult and confusing benefits system.

### **Goals and Objectives**

1. To ensure veterans and their families receive any benefits they may be entitled to.
2. To heighten community awareness of the challenges today's veterans face.
3. To champion and recognize their devotion to duty and the sacrifices they made for our great country.

### **Accomplishments**

1. The engraving of the War Memorial at the Town Hall to read Iraq, Afghanistan, and the Global War on Terrorism is to be dedicated on Memorial Day.
2. John Eade memorial to be dedicated on Memorial Day.
3. Dedication of the POW/MIA chair and flag at Miller Field Flag Day.
4. Re-Dedication of the World War 1 Memorial with names of the 25 Gold Star veterans (SHRAB GRANT)

### **Significant Budget Changes or Initiatives**

Every year the flags are replaced at the cemeteries on Memorial Day, and the cost has risen from \$3,400 to \$ 6,000 with 75% reimbursement from the state. Each year memorial signs around town are damaged, destroyed, or in need of reconditioning due to salt air. Unfortunately, in one case, a sign was stolen. The Veteran's office has expended \$1,555 so far this year. The \$3,300

per year for flags and memorials should be dramatically increased to ensure proper respect is paid by maintaining these shrines.

### **Programs & Services**

1. VA Healthcare applications
2. VA Disability claims
3. VA Widow pension applications
4. VA Widow/Survivor benefit applications
5. VA Burial benefit applications
6. VA Cemetery applications
7. VA Grave Markers/Medallions
8. State Veteran's benefits
9. Assist Veterans in obtaining Military records
10. Assist Veterans in obtaining medals/decorations

### **Chapter 115 Benefit Information**

- Chapter 115 is a local benefit for low-income Veterans/Surviving Spouses living in Winthrop.
- We presently have four veterans receiving this benefit at a total monthly cost to the Town of Winthrop of \$1435.31.
- These benefits are re-evaluated and re-calculated twice a year on January 1 and July 1. They may rise or fall based on a number of factors, such as a veteran's personal situation, employment, disability, housing, etc. and the economy (inflation and cost of living)

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>543 - VETERAN'S AGENT</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0154351-511100	Personnel	\$52,560.10	\$52,308.58	\$35,653.86	\$52,531.00	<b>\$52,531.00</b>	\$222.42	0.42
0154351-514600	LONGEVITY	\$750.00	\$925.00	\$0.00	\$0.00	<b>\$0.00</b>	\$-925.00	-100.00
0154351-519690	AUTO STIPEND	\$2,249.78	\$750.00	\$319.25	\$750.00	<b>\$750.00</b>	\$0.00	0.00
0154353-530702	TRAINING SERVICES	\$842.53	\$2,200.00	\$30.00	\$2,300.00	<b>\$2,300.00</b>	\$100.00	4.54
0154354-544350	FUNERAL SERVICES	\$4,000.00	\$8,000.00	\$8,000.00	\$4,000.00	<b>\$4,000.00</b>	\$-4,000.00	-50.00
0154353-534400	Postage	\$109.78	\$200.00	\$89.65	\$200.00	<b>\$200.00</b>	\$0.00	0.00
0154354-542300	GENERAL OFFICE SUPPLIES	\$1,456.50	\$1,249.42	\$1,187.09	\$1,500.00	<b>\$1,500.00</b>	\$250.58	20.05
0154355-558201	FLAGS & MEMORIAL SUPPLIES	\$10,466.15	\$13,042.50	\$2,830.00	\$6,000.00	<b>\$6,000.00</b>	\$-7,042.50	-53.99
0154357-573100	PROFESSIONAL ASSOCIATIONS	\$50.00	\$100.00	\$95.00	\$150.00	<b>\$150.00</b>	\$50.00	50.00
0154357-577100	PAYMENT TO VETERANS	\$29,151.28	\$25,830.50	\$19,397.94	\$42,000.00	<b>\$42,000.00</b>	\$16,169.50	62.59
0154357-579100	ANNUAL LICENSE COST	\$449.00	\$550.00	\$0.00	\$550.00	<b>\$550.00</b>	\$0.00	0.00
<b>VETERANS AGENT SUB-TOTAL:</b>		<b>\$102,085.12</b>	<b>\$105,156.00</b>	<b>\$67,602.79</b>	<b>\$109,981.00</b>	<b>\$109,981.00</b>	<b>\$4,825.00</b>	<b>4.58</b>
<b>543 VETERAN'S AGENT SUB-TOTAL:</b>		<b>\$102,085.12</b>	<b>\$105,156.00</b>	<b>\$67,602.79</b>	<b>\$109,981.00</b>	<b>\$109,981.00</b>	<b>\$4,825.00</b>	<b>4.58</b>

# SCHOOLS



**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>300 - SCHOOL DEPARTMENT</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
01300	SCHOOL BUDGET PLACEHOLDER	\$0.00	\$23,797,750.00	\$0.00	\$35,121,803.00	<b>\$35,121,803.00</b>	\$11,324,053.00	47.58
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$23,797,750.00</b>	<b>\$0.00</b>	<b>\$35,121,803.00</b>	<b>\$35,121,803.00</b>	<b>\$11,324,053.00</b>	<b>47.58</b>
<b>300 SCHOOL DEPARTMENT SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$23,797,750.00</b>	<b>\$0.00</b>	<b>\$35,121,803.00</b>	<b>\$35,121,803.00</b>	<b>\$11,324,053.00</b>	<b>47.58</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>320 - NORTHEAST REGIONAL VOCATIONAL</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0132053-532500	Northeast Regional Voc	\$891,675.00	\$958,266.00	\$780,845.25	\$967,849.00	<b>\$967,849.00</b>	\$9,583.00	1.00
0132053-532502	Northeast Regional Voc Debt Service	\$0.00	\$82,861.00	\$0.00	\$81,912.00	<b>\$81,912.00</b>	\$-949.00	-1.14
<b>NORTHEAST REGIONAL VOCATIONAL</b>		<b>\$891,675.00</b>	<b>\$1,041,127.00</b>	<b>\$780,845.25</b>	<b>\$1,049,761.00</b>	<b>\$1,049,761.00</b>	<b>\$8,634.00</b>	<b>0.82</b>
<b>320 NORTHEAST REGIONAL VOCATIONAL</b>		<b>\$891,675.00</b>	<b>\$1,041,127.00</b>	<b>\$780,845.25</b>	<b>\$1,049,761.00</b>	<b>\$1,049,761.00</b>	<b>\$8,634.00</b>	<b>0.82</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**2024 Town Budget**

<b>321 - NORTH SHORE ESSEX AGGI &amp; TECH</b>		<b>As of 03/31/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
0132153-532400	ESSEX AGRICULTURAL SCHOOL	\$120,999.00	\$94,751.00	\$82,064.00	\$76,941.00	<b>\$76,941.00</b>	\$-17,810.00	-18.79
	<b>ESSEX NORTH SHORE AGGI &amp; TECH</b>	<b>\$120,999.00</b>	<b>\$94,751.00</b>	<b>\$82,064.00</b>	<b>\$76,941.00</b>	<b>\$76,941.00</b>	<b>\$-17,810.00</b>	<b>-18.79</b>
<b>321</b>	<b>NORTH SHORE ESSEX AGGI &amp; TECH</b>	<b>\$120,999.00</b>	<b>\$94,751.00</b>	<b>\$82,064.00</b>	<b>\$76,941.00</b>	<b>\$76,941.00</b>	<b>\$-17,810.00</b>	<b>-18.79</b>

# Debt

## **Debt Service**

Debt service appropriations provide for the payment of principal and interest costs for long and short term bonds issued by the Town for capital projects for General Fund purposes. The debt service appropriations for both the General Fund and various Enterprise Funds appear in their respective budgets.

Typically, larger projects such as the construction of buildings are bonded for twenty years or more, while the financing for other projects and equipment is retired within five to ten years. The Town's goal is to finance capital projects for the shortest possible term over the useful life of the project or equipment in accordance with the terms outlined in the Massachusetts General Laws. This ensures that our debt burden will remain manageable. Additionally, in our most recent rating review (February 2023), Standard & Poors reflected on the Town's strong management and good financial policies, strong budgetary performance and flexibility with the Town ultimately receiving an upgraded bond rating, going from AA to AA+ rating, bringing us one step below the highest possible rating.

## **Bond Rating**

In order to comply with complex tax regulations, secure access to municipal bond markets, and assure a competitive climate for bids, the Town uses the services of Bond Counsel, a Financial Advisor, and a private credit rating agency to prepare for the issuance of bond anticipation notes or bonds.

	<b>Long-Term Issue Credit Ratings*</b>
<b>Category</b>	<b>Definition</b>
AAA	An obligation rated 'AAA' has the highest rating assigned by S&P Global Ratings. The obligor's capacity to meet its financial commitments on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitments on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitments on the obligation is still strong.

## Total Long-Term Debt – All Funds

The total long-term debt outstanding as of June 30, 2022 is below.

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2021	+ New Debt Issued	- Retirements	Outstanding July 1, 2022	Interest Paid in FY2022
Buildings A	-	-	-	-	-
Departmental Equipment B	-	-	-	-	-
School Buildings C	1,265,000	-	300,000	965,000	45,725
School - All Other D	-	-	-	-	-
Sewer E	92,300	250,000	23,650	318,650	-
Solid Waste F	-	-	-	-	-
Other Inside G	10,169,000	750,000	797,000	10,122,000	356,306
<b>SUB - TOTAL Inside</b>	<b>11,526,300</b>	<b>1,000,000</b>	<b>1,120,650</b>	<b>11,405,650</b>	<b>402,031</b>

03/12/15 Building Construction - School	1,265,000.00	-	300,000.00	965,000.00	45,725.00
06/13/16 Sewer	53,375.00	-	10,675.00	42,700.00	-
11/17/16 Sidewalk Construction	505,000.00	-	40,000.00	465,000.00	19,400.00
11/17/16 Athletic Facility	7,195,000.00	-	530,000.00	6,665,000.00	277,200.00
03/25/19 Sewer	38,925.00	-	12,975.00	25,950.00	-
04/27/20 Water	621,000.00	-	69,000.00	552,000.00	-
10/08/20 Payment of Final Judgements	1,098,000.00	-	83,000.00	1,015,000.00	59,706.00
03/15/21 Water	750,000.00	-	75,000.00	675,000.00	-
12/13/21 Sewer	-	250,000.00	-	250,000.00	-
01/31/22 Water	-	750,000.00	-	750,000.00	-
	-	-	-	-	-
				0.00	
<b>TOTAL</b>	<b>11,526,300</b>	<b>1,000,000</b>	<b>1,120,650</b>	<b>11,405,650</b>	<b>402,031</b>

Long Term Debt Outside the Debt Limit	Outstanding July 1, 2021	+ New Debt Issued	- Retirements	Outstanding July 1, 2022	Interest Paid in FY2022
Airport	-	-	-	-	-
Gas/Electric Utility	-	-	-	-	-
Hospital	-	-	-	-	-
School Buildings 1	33,985,000	-	1,240,000	32,745,000	1,230,725
Sewer 2	396,807	-	51,625	345,182	-
Solid Waste 3	-	-	-	-	-
Water 4	5,102,140	-	992,745	4,109,395	16,559
Other Outside 5	-	-	-	-	-
<b>SUB - TOTAL Outside</b>	<b>39,483,947</b>	<b>-</b>	<b>2,284,370</b>	<b>37,199,577</b>	<b>1,247,284</b>
<b>TOTAL Long Term Debt</b>	<b>51,010,247</b>	<b>1,000,000</b>	<b>3,405,020</b>	<b>48,605,227</b>	<b>1,649,315</b>
06/11/12 Water	170,460.00	-	170,460.00	-	-
02/25/13 Water	150,000.00	-	75,000.00	75,000.00	-
09/09/13 Water	82,500.00	-	27,500.00	55,000.00	-
09/18/14 School Project	20,565,000.00	-	735,000.00	19,830,000.00	763,275.00
03/12/15 School Project	9,965,000.00	-	380,000.00	9,585,000.00	334,825.00
06/01/15 Water	914,800.00	-	228,700.00	686,100.00	-
11/17/16 School Project	3,455,000.00	-	125,000.00	3,330,000.00	132,625.00
12/11/17 Water	1,312,500.00	-	187,500.00	1,125,000.00	-
12/11/17 Water	198,800.00	-	28,400.00	170,400.00	-
02/12/18 Water	1,570,800.00	-	224,400.00	1,346,400.00	-
05/13/19 Water	390,280.00	-	48,785.00	341,495.00	-
03/09/20 Sewer	131,850.00	-	14,650.00	117,200.00	-
04/27/20 Sewer	196,893.75	-	30,168.75	166,725.00	-
10/08/20 Water Mains	312,000.00	-	2,000.00	310,000.00	16,559.00
02/22/21 Sewer	68,062.50	-	6,806.25	61,256.25	-
<b>TOTAL</b>	<b>39,483,946</b>	<b>0</b>	<b>2,284,370</b>	<b>37,199,576</b>	<b>1,247,284</b>

Short Term Debt	Outstanding July 1, 2021	+ New Debt Issued	- Retirements	Outstanding July 1, 2022	Interest Paid in FY2022
RANs - Revenue Anticipation	-			-	
BANs - Bond Anticipation:					
Buildings	-	-	-	-	-
School Buildings	-	-	-	-	-
Sewer	-	-	-	-	-
Water	-	-	-	-	-
Other BANs	-	-	-	-	-
SANs - State Grant Anticipation	-	-	-	-	-
FANs - Federal Gr. Anticipation					
Other Short Term Debt	7,786,451	-	-	7,786,451	-
<b>TOTAL Short Term Debt</b>	<b>7,786,451</b>	<b>-</b>	<b>-</b>	<b>7,786,451</b>	<b>-</b>
<b>GRAND TOTAL All Debt</b>	<b>58,796,698</b>	<b>1,000,000</b>	<b>3,405,020</b>	<b>56,391,678</b>	<b>1,649,315</b>
Winthrop Center District (CW-19-05)	2,854,951	-	-	2,854,951	-
Water & Sewer Main Improvements (CW-19-05)	4,931,500	-	-	4,931,500	-
	-	-	-	-	-
	-	-	-	-	-
<b>TOTAL</b>	<b>7,786,451</b>	<b>-</b>	<b>-</b>	<b>7,786,451</b>	<b>-</b>

## Non-Exempt Debt Service

### Town of Winthrop, Massachusetts Long-Term General Tax Supported Debt Outstanding as of June 30, 2022

#### Aggregate Debt Service

Date	Principal	Interest	Total P+I
06/30/2022	-	-	-
06/30/2023	155,000.00	56,100.00	211,100.00
06/30/2024	160,000.00	49,800.00	209,800.00
06/30/2025	165,000.00	43,300.00	208,300.00
06/30/2026	185,000.00	36,300.00	221,300.00
06/30/2027	185,000.00	28,900.00	213,900.00
06/30/2028	190,000.00	21,400.00	211,400.00
06/30/2029	190,000.00	13,800.00	203,800.00
06/30/2030	190,000.00	6,200.00	196,200.00
06/30/2031	60,000.00	1,200.00	61,200.00
<b>Total</b>	<b>\$1,480,000.00</b>	<b>\$257,000.00</b>	<b>\$1,737,000.00</b>

#### Par Amounts Of Selected Issues

November 17 2016 -Sidewalk (I).....	465,000.00
October 8 2020 -Judgement (I).....	1,015,000.00
<b>TOTAL.....</b>	<b>1,480,000.00</b>

**Exempt Debt Service**

**Town of Winthrop, Massachusetts**  
*Long-Term General Tax Exempt Debt Outstanding as of June 30, 2022*

**Aggregate Debt Service**

Date	Principal	Interest	Total P+I
06/30/2022	-	-	-
06/30/2023	2,160,000.00	1,465,700.00	3,625,700.00
06/30/2024	2,250,000.00	1,370,225.00	3,620,225.00
06/30/2025	2,340,000.00	1,281,475.00	3,621,475.00
06/30/2026	2,105,000.00	1,177,650.00	3,282,650.00
06/30/2027	2,195,000.00	1,082,775.00	3,277,775.00
06/30/2028	2,285,000.00	993,750.00	3,278,750.00
06/30/2029	2,365,000.00	915,700.00	3,280,700.00
06/30/2030	2,445,000.00	833,625.00	3,278,625.00
06/30/2031	2,535,000.00	747,306.25	3,282,306.25
06/30/2032	2,620,000.00	657,250.00	3,277,250.00
06/30/2033	1,890,000.00	580,853.14	2,470,853.14
06/30/2034	1,950,000.00	518,725.02	2,468,725.02
06/30/2035	2,020,000.00	452,156.27	2,472,156.27
06/30/2036	2,085,000.00	381,865.64	2,466,865.64
06/30/2037	2,160,000.00	307,987.50	2,467,987.50
06/30/2038	2,240,000.00	230,968.76	2,470,968.76
06/30/2039	2,320,000.00	147,700.00	2,467,700.00
06/30/2040	2,410,000.00	57,687.50	2,467,687.50
<b>Total</b>	<b>\$40,375,000.00</b>	<b>\$13,203,400.08</b>	<b>\$53,578,400.08</b>

**Par Amounts Of Selected Issues**

September 18 2014 (OE).....	19,830,000.00
March 12 2015 -Cur Ref of 3 15 05 - School (IE).....	965,000.00
March 12 2015 -Middle/High School (OE).....	9,585,000.00
November 17 2016 -Miller Field Construction (IE).....	6,665,000.00
November 17 2016 -Middle/High School Construction (OE).....	3,330,000.00
<b>TOTAL.....</b>	<b>40,375,000.00</b>

# Enterprise Funds

## Water



## **WATER DIVISION**

### **MISSION:**

The Water Division of the Winthrop Department of Public Works (DPW) is charged with providing safe, high-quality water to continuously meet the health and fire protection needs of the Town. It is our obligation to meet or exceed all State and Federal standards, to be responsive to our customers, and to operate a professional, efficient, and financially sound operation.

### **DESCRIPTION OF SERVICES:**

The primary service provided by the water division is that of assuring immediate delivery of safe, high-quality water at an appropriate cost to remain self-sustaining while maintaining and improving the Town's water distribution system to guarantee a long-term reliable and efficient operation. The Town consumes, on average, about 1 million gallons of water per day, with seasonal daily peaks of around 2.5 million gallons. The MWRA supply system has been analyzed to be able to provide up to 8 million gallons per day, with the Town's aging pipe network being the limiting factor in most neighborhoods.

When fully staffed, the water division employs seven full-time positions, including an operations manager, a billing clerk, a working foreman, a general foreman, a junior mechanic, and two technicians. In addition to this core group, 1/3<sup>rd</sup> of an employee for the positions of DPW director, mechanic foreman, and administrative clerk make up the wage and salary obligation of this division. Currently, the water division is challenged with three vacancies. Three of the staff are licensed with the State and undergo annual training programs that facilitate the operation of the water system and assure compliance with regulations. Also, the Director maintains a full 4D Distribution license and remains on record with the state of Massachusetts as the primary licensed operator. The system receives fully treated water from the MWRA, and the Water Division provides emergency services 24 hours per day, 365 days per year.

The responsibility of the Water Division operations lies with the Director. The Director is in charge of staffing, budgeting, program development, project planning, and compliance with all applicable rules and regulations. The Operation Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors division safety training, and assesses equipment and material needs.

The division maintains and reads 4,680 consumption meters and creates billing four times per year. The staff operates and services about 630 fire hydrants, 46 miles of buried water mains, a million-gallon standpipe, and a duplex pressure regulation valve (PRV) station. The division maintains the records for each of the accounts and responds to turn-offs /turn-ons, final reads, all sampling and reporting, valve exercising and main flushing, address updates, and account status, as well as the cross-connection control program.

The overall FY24 budget request for the Water portion of the Enterprise fund is approximately \$109,186 (2.2%) more than the adopted FY23 budget, primarily due to the anticipated increase of the MWRA assessment, which remains approximately 40% of the water portion of the budget. Salary and contractual obligations, new CDL training requirements, and material escalation costs added to the FY24 increase.

The increases are outlined below:

<u>Expenditure line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Personnel	456,858	481,336
Longevity	3,300	5,260
Uniform Allowance	7,000	7,200
Training Services	7,000	12,000
General repair /maint. supplies	100,000	120,000
MWRA Assessment	1,918,276	1,975,824

FY24 Departmental Goals for the Water Division:

- Remove another 100 Full Lead Water Services from the Distribution System
- Award and complete the Revere Street / Crest Ave. / Grovers Ave. water main project
- Award and complete the PRV Station Improvement Project
- Complete the Asset Management Plan for the Water Distribution System for future project prioritization and strategic planning

Prior year accomplishments:

- Replaced 100 Full Lead Water Services
- Completed the Bartlett Rd Water Main Replacement Project

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>450 - WATER DEPARTMENT</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
90145051-511100	Permanent Employees	\$357,830.20	\$404,933.00	\$313,982.56	\$481,336.00	<b>\$481,336.00</b>	\$76,403.00	18.86
90145051-513100	Water Overtime	\$21,201.47	\$49,500.00	\$21,371.41	\$49,500.00	<b>\$49,500.00</b>	\$0.00	0.00
90145051-514600	Longevity	\$3,683.33	\$5,225.00	\$5,225.00	\$5,260.00	<b>\$5,260.00</b>	\$35.00	0.66
90145051-517100	WORKERS COMPENSATION	\$6,526.00	\$12,482.00	\$6,340.00	\$8,000.00	<b>\$8,000.00</b>	\$-4,482.00	-35.90
90145051-517510	Group Insurance	\$65,830.83	\$140,910.00	\$41,183.18	\$140,910.00	<b>\$140,910.00</b>	\$0.00	0.00
90145051-517700	Pension	\$94,819.99	\$98,612.00	\$98,612.00	\$98,612.00	<b>\$98,612.00</b>	\$0.00	0.00
90145051-519300	UNIFORM ALLOWANCE	\$4,351.50	\$7,000.00	\$4,068.97	\$7,200.00	<b>\$7,200.00</b>	\$200.00	2.85
90145051-519600	Stipend	\$2,519.39	\$2,500.00	\$1,923.20	\$2,500.00	<b>\$2,500.00</b>	\$0.00	0.00
90145052-521100	Electricity	\$8,470.81	\$7,875.00	\$8,103.65	\$9,000.00	<b>\$9,000.00</b>	\$1,125.00	14.28
90145052-524108	Repair/Maint Purch Svcs	\$404,895.66	\$176,850.00	\$164,913.17	\$126,850.00	<b>\$126,850.00</b>	\$-50,000.00	-28.27
90145053-530200	Audit	\$3,005.00	\$2,000.00	\$1,810.00	\$2,000.00	<b>\$2,000.00</b>	\$0.00	0.00
90145053-530500	Consulting	\$27,500.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
90145053-530702	TRAINING SERVICES	\$5,032.98	\$7,000.00	\$473.00	\$12,000.00	<b>\$12,000.00</b>	\$5,000.00	71.42
90145053-534103	Cell Phones	\$4,391.74	\$5,000.00	\$3,000.58	\$5,000.00	<b>\$5,000.00</b>	\$0.00	0.00
90145053-538300	Police Details	\$50,000.00	\$50,000.00	\$16,665.00	\$50,000.00	<b>\$50,000.00</b>	\$0.00	0.00
90145054-542300	Office Supplies	\$4,749.57	\$5,000.00	\$4,965.62	\$5,000.00	<b>\$5,000.00</b>	\$0.00	0.00
90145054-543900	General Repair/Maint Supplies	\$85,052.16	\$97,039.00	\$75,556.94	\$120,000.00	<b>\$120,000.00</b>	\$22,961.00	23.66
90145054-548200	Automobile Parts	\$40,247.22	\$40,000.00	\$31,574.54	\$40,000.00	<b>\$40,000.00</b>	\$0.00	0.00
90145056-569400	MWRA Assessment	\$2,074,166.00	\$1,918,276.00	\$1,534,620.80	\$1,864,410.00	<b>\$1,864,410.00</b>	\$-53,866.00	-2.80
90145056-569401	DEP Assessment	\$4,306.12	\$5,000.00	\$4,491.31	\$5,000.00	<b>\$5,000.00</b>	\$0.00	0.00
90145057-574100	PROPERTY INSURANCE	\$41,084.00	\$37,274.00	\$37,274.00	\$36,029.00	<b>\$36,029.00</b>	\$-1,245.00	-3.34
90145057-579100	SOFTWARE ANNUAL LICENSE COST	\$26,625.00	\$30,620.95	\$29,796.56	\$30,621.00	<b>\$30,621.00</b>	\$0.05	0.00
90145058-580055	Water Main Project Design and Engin	\$0.00	\$139,500.00	\$111,600.00	\$0.00	<b>\$0.00</b>	\$-139,500.00	-100.00
90145058-580042	MWRA LEAD LINE REPLACEMENT FY 2024	\$10,392.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
90145058-580048	CWT Asset Management Plan	\$0.00	\$0.00	\$26,000.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
90145058-580056	Water Main Master Plan and LT CIP	\$0.00	\$247,775.00	\$0.00	\$0.00	<b>\$0.00</b>	\$-247,775.00	-100.00
<b>WATER DEPARTMENT SUB-TOTAL:</b>		<b>\$3,346,680.97</b>	<b>\$3,490,371.95</b>	<b>\$2,543,551.49</b>	<b>\$3,099,228.00</b>	<b>\$3,099,228.00</b>	<b>\$-391,143.95</b>	<b>-11.20</b>
90145054-548100	FUEL (GASOLINE/DESIEL)	\$0.00	\$0.00	\$0.00	\$20,000.00	<b>\$20,000.00</b>	\$20,000.00	100.00
90145051-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
90145051-517501	OPEB	\$0.00	\$0.00	\$0.00	\$20,000.00	<b>\$20,000.00</b>	\$20,000.00	100.00

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>450 - WATER DEPARTMENT</b>		<b>As of 04/06/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
90145051-517910	Medicare	\$0.00	\$0.00	\$0.00	\$7,697.00	<b>\$7,697.00</b>	\$7,697.00	100.00
90145058-580057	PRV Station Project Design and Engi	\$0.00	\$143,900.00	\$0.00	\$0.00	<b>\$0.00</b>	\$-143,900.00	-100.00
90145058-580000	Capital Projects	\$0.00	\$100,000.00	\$0.00	\$100,000.00	<b>\$100,000.00</b>	\$0.00	0.00
90145059-591500	INTEREST ON BOND	\$16,559.00	\$182,752.05	\$11,100.00	\$183,473.00	<b>\$183,473.00</b>	\$720.95	0.39
90145059-591570	SRF Fees	\$0.00	\$50,908.00	\$0.00	\$0.00	<b>\$0.00</b>	\$-50,908.00	-100.00
90145059-596101	TRF TO GENERAL INDIRECT COSTS	\$190,005.00	\$168,344.96	\$166,082.96	\$115,522.00	<b>\$115,522.00</b>	\$-52,822.96	-31.37
<b>WATER DEPARTMENT SUB-TOTAL:</b>		<b>\$206,564.00</b>	<b>\$645,905.01</b>	<b>\$177,182.96</b>	<b>\$450,692.00</b>	<b>\$450,692.00</b>	<b>\$-195,213.01</b>	<b>-30.22</b>
90145059-591100	PRINCIPAL ON LONG TERM DEBT	\$1,136,745.00	\$1,316,704.00	\$727,800.00	\$1,316,704.00	<b>\$1,316,704.00</b>	\$0.00	0.00
<b>DEBT PRINCIPAL SUB-TOTAL:</b>		<b>\$1,136,745.00</b>	<b>\$1,316,704.00</b>	<b>\$727,800.00</b>	<b>\$1,316,704.00</b>	<b>\$1,316,704.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>450 WATER DEPARTMENT SUB-TOTAL:</b>		<b>\$4,689,989.97</b>	<b>\$5,452,980.96</b>	<b>\$3,448,534.45</b>	<b>\$4,866,624.00</b>	<b>\$4,866,624.00</b>	<b>\$-586,356.96</b>	<b>-10.75</b>
<b>Water/Sewer Enterprise TOTAL:</b>		<b>\$10,095,708.70</b>	<b>\$11,378,471.00</b>	<b>\$7,800,185.64</b>	<b>\$10,811,591.00</b>	<b>\$10,811,591.00</b>	<b>\$-566,880.00</b>	<b>-4.98</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>450 - WATER DEPARTMENT</b>		<i>As of 04/06/2023</i>						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>450 WATER DEPARTMENT SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>WATER ENTERPRISE TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>GRAND TOTAL:</b>		<b>\$12,852,125.87</b>	<b>\$14,674,373.00</b>	<b>\$10,100,142.43</b>	<b>\$14,487,046.00</b>	<b>\$14,409,746.00</b>	<b>\$-264,627.00</b>	<b>-1.80</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>450 - WATER DEPARTMENT</b>		<i>As of 04/06/2023</i>						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>450 WATER DEPARTMENT SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Water Meter Upgrade TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>

# Enterprise Funds

## Sewer



## **SEWER DIVISION**

### **MISSION:**

The Sewer Division of the Winthrop Department of Public Works (DPW) is charged with providing safe collection and discharge of sanitary and stormwater flows to meet the needs of the Town continuously. It is our obligation to meet or exceed all State and Federal standards, to be responsive to our customers, and to operate a professional, efficient, and financially sound operation.

### **DESCRIPTION OF SERVICES:**

The primary service provided by the sewer division is that of maintaining a reliable collection system for sanitary and storm drains and ensuring a rapid and efficient level of service when responding to blockages and back-ups. In Winthrop, the sewer system collects flow from all connections throughout the Town, pumping approximately 65% of the sanitary sewer volume to achieve gravity flow to the MWRA for final treatment at Deer Island. The system operates under a permit to the MWRA and has 22 connection points to the north-metropolitan trunk line. The Town sewer system consists of approximately 36 miles of gravity main with five interconnecting automated pump stations. The system has been estimated to have an average daily flow of about 2.3 MGD and an average peak flow of 3.8 MGD. Engineering estimates indicate a daily infiltration (groundwater) of 0.94 MGD and an inflow (rainwater) of 0.37 MGD. Collectively these are referred to as system I/I, which the department actively seeks to reduce through our commitment to water and sewer infrastructure projects. Of the 22 connection points to the MWRA-operated collection system, 18 are simple gravity-driven collection and discharge points. Three moderately sized pump stations and two smaller ejector-type stations lift effluent to allow connection to the MWRA system. Flow at the pump stations represents approximately 55% of the daily sewer volume and can accommodate up to 4 MGD.

The division also maintains the Town's Storm Drain System, which is made up of over 1000 catch basins and over 80 permitted outfall pipes that discharge to surrounding waterways.

When fully staffed, the sewer division employs nine full-time employees, including a general foreman, a working foreman, two skilled laborers, four drivers/laborers, and a clerk. In addition, to this core group, 1/3<sup>rd</sup> of an employee for the positions of DPW director and mechanic foreman and a 1/2 position for the Superintendent make up the wage and salary obligation of the department. Currently, the sewer division is challenged with four vacancies and one employee out on an extended workers' compensation injury. All foremen are required to be licensed with the State and undertake annual training programs that facilitate the operation of the sewer and storm drain systems and assure compliance with all state and federal regulations. These systems operate continuously 24 hours per day, 365 days per year.

As with Water Distribution, the responsibility of the Sewer Division lies with the Director, and by contract, the Director maintains a full Grade 5-C Wastewater Treatment Operator's license and remains on record with the state of Massachusetts as the primary operator. The Director is in charge of staffing, budgeting, program development, project planning, and compliance with all applicable rules and regulations. The Operations Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors division safety training, and assesses equipment and material needs. The highway/sewer superintendent assigns the work and oversees the daily progress. Clerical staff maintains the records for all accounts and all system modifications.

The overall budget request for the Sewer division of the Enterprise fund is approximately \$145,170 (2.4%) over the adopted FY23 budget. This increase is primarily due to the anticipated increase of the MWRA sewer assessment, which accounts for nearly 70% of the entire sewer portion of the Enterprise fund budget. Increased utility costs, contractual obligations, new CDL training requirements, and material escalation costs contribute to the total increase in the FY24 budget request.

The increases are outlined below:

<u>Expenditure line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Uniform Allowance	8,400	9,900
Electricity	42,080	44,180
Training Services	5,000	10,000
General Repair / Maint. Supplies	99,900	120,000
MWRA Assessment	4,006,489	4,126,684

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>440 - SEWER DEPARTMENT</b>		<b>As of 04/06/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
90144051-511100	Permanent Employees	\$336,107.34	\$400,447.00	\$239,046.21	\$496,722.00	<b>\$496,722.00</b>	\$96,275.00	24.04
90144051-513100	Sewer Overtime	\$31,435.73	\$47,500.00	\$10,583.84	\$47,500.00	<b>\$47,500.00</b>	\$0.00	0.00
90144051-514600	Longevity	\$2,570.84	\$3,300.00	\$3,112.50	\$3,300.00	<b>\$3,300.00</b>	\$0.00	0.00
90144051-517100	Workers Compensation	\$7,588.00	\$15,516.00	\$6,930.00	\$8,000.00	<b>\$8,000.00</b>	\$-7,516.00	-48.44
90144051-517510	Group Insurance	\$65,830.82	\$140,910.00	\$41,183.18	\$140,910.00	<b>\$140,910.00</b>	\$0.00	0.00
90144051-517700	Pension	\$108,796.22	\$113,148.00	\$113,148.00	\$113,148.00	<b>\$113,148.00</b>	\$0.00	0.00
90144051-519300	UNIFORM ALLOWANCE	\$5,152.77	\$8,400.00	\$4,088.69	\$9,900.00	<b>\$9,900.00</b>	\$1,500.00	17.85
90144052-521100	Electricity	\$37,897.74	\$42,080.00	\$25,211.10	\$44,180.00	<b>\$44,180.00</b>	\$2,100.00	4.99
90144052-523200	Alarm	\$1,901.28	\$2,500.00	\$972.58	\$2,500.00	<b>\$2,500.00</b>	\$0.00	0.00
90144052-524106	Repair/Maint of Vehicles Purch Svcs	\$44,590.12	\$30,000.00	\$29,361.15	\$35,000.00	<b>\$35,000.00</b>	\$5,000.00	16.66
90144052-524108	Repair/Maint Purch Svcs	\$180,672.73	\$225,658.00	\$179,901.04	\$125,658.00	<b>\$125,658.00</b>	\$-100,000.00	-44.31
90144053-530500	NPDES Permit Compliance	\$71,030.88	\$100,000.00	\$43,348.86	\$100,000.00	<b>\$100,000.00</b>	\$0.00	0.00
90144053-530702	TRAINING SERVICES	\$3,867.52	\$5,000.00	\$325.00	\$10,000.00	<b>\$10,000.00</b>	\$5,000.00	100.00
90144053-534103	Cell Phones	\$3,367.77	\$5,000.00	\$3,000.58	\$5,000.00	<b>\$5,000.00</b>	\$0.00	0.00
90144053-530200	Audit	\$2,565.00	\$2,000.00	\$1,410.00	\$2,000.00	<b>\$2,000.00</b>	\$0.00	0.00
90144053-538300	Police Details	\$72,670.00	\$40,836.00	\$3,822.50	\$50,000.00	<b>\$50,000.00</b>	\$9,164.00	22.44
90144054-543900	General Repair/Maint Supplies	\$108,210.66	\$99,900.00	\$66,162.03	\$120,000.00	<b>\$120,000.00</b>	\$20,100.00	20.12
90144056-569400	MWRA Assessment	\$3,831,735.00	\$4,006,489.00	\$3,176,659.20	\$4,041,355.00	<b>\$4,041,355.00</b>	\$34,866.00	0.87
90144057-571101	In-State Tolls	\$500.30	\$750.00	\$595.95	\$750.00	<b>\$750.00</b>	\$0.00	0.00
90144057-574100	Property Insurance	\$4,023.00	\$17,464.00	\$17,464.00	\$8,715.00	<b>\$8,715.00</b>	\$-8,749.00	-50.09
90144057-578100	Reserve Fund Appropriation	\$80,000.00	\$80,000.00	\$15,006.80	\$80,000.00	<b>\$80,000.00</b>	\$0.00	0.00
90144057-579100	SOFTWARE ANNUAL LICENSE COST	\$8,101.25	\$7,381.00	\$6,149.49	\$7,381.00	<b>\$7,381.00</b>	\$0.00	0.00
90144059-596101	Indirect Cost Allocation	\$317,180.00	\$280,936.04	\$275,627.04	\$190,782.00	<b>\$190,782.00</b>	\$-90,154.04	-32.09
<b>SEWER DEPARTMENT SUB-TOTAL:</b>		<b>\$5,325,794.97</b>	<b>\$5,675,215.04</b>	<b>\$4,263,109.74</b>	<b>\$5,642,801.00</b>	<b>\$5,642,801.00</b>	<b>\$-32,414.04</b>	<b>-0.57</b>
90144054-548100	FUEL (GASOLINE/DESIEL)	\$0.00	\$0.00	\$0.00	\$20,000.00	<b>\$20,000.00</b>	\$20,000.00	100.00
90144051-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
90144051-517501	OPEB	\$0.00	\$0.00	\$0.00	\$20,000.00	<b>\$20,000.00</b>	\$20,000.00	100.00
90144051-517910	Medicare	\$0.00	\$0.00	\$0.00	\$7,891.00	<b>\$7,891.00</b>	\$7,891.00	100.00
90144054-542300	GENERAL OFFICE SUPPLIES	\$4,648.76	\$5,000.00	\$4,110.20	\$5,000.00	<b>\$5,000.00</b>	\$0.00	0.00
90144058-580000	Capital Projects	\$0.00	\$120,000.00	\$0.00	\$120,000.00	<b>\$120,000.00</b>	\$0.00	0.00

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>440 - SEWER DEPARTMENT</b>		<b>As of 04/06/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
<b>SEWER DEPARTMENT SUB-TOTAL:</b>		<b>\$4,648.76</b>	<b>\$125,000.00</b>	<b>\$4,110.20</b>	<b>\$176,891.00</b>	<b>\$176,891.00</b>	<b>\$51,891.00</b>	<b>41.51</b>
90144059-591100	Principal on Long Term Debt	\$75,275.00	\$125,275.00	\$84,431.25	\$125,275.00	<b>\$125,275.00</b>	\$0.00	0.00
<b>DEBT PRINCIPAL SUB-TOTAL:</b>		<b>\$75,275.00</b>	<b>\$125,275.00</b>	<b>\$84,431.25</b>	<b>\$125,275.00</b>	<b>\$125,275.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>DEBT SERVICE INTEREST SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>440 SEWER DEPARTMENT SUB-TOTAL:</b>		<b>\$5,405,718.73</b>	<b>\$5,925,490.04</b>	<b>\$4,351,651.19</b>	<b>\$5,944,967.00</b>	<b>\$5,944,967.00</b>	<b>\$19,476.96</b>	<b>0.32</b>

# Enterprise Funds

## Solid Waste



## **SOLID WASTE**

### **MISSION:**

The Solid Waste and Recycling Division was created to establish cost-effective, sustainable, safe, efficient, and effective waste management and recycling programs. These programs are designed to meet all current state and federal mandates which have been put in place to protect the natural environment. By educating our residents, business owners, and our municipal employees, we strive to integrate best practices to reduce waste, increase reuse and recycling, and incorporate food waste management while striving to keep the costs of solid waste services level funded.

### **DESCRIPTION OF SERVICES:**

The Public Works Director is responsible for the overall management of the Solid Waste Enterprise Fund. The Solid Waste Manager assists the Director with the daily operations, compliance with the Trash Ordinance, public education, implementation and coordination of the trash fee program, and the annual trash fee billing process.

The overall budget request for the Solid Waste Enterprise fund is approximately \$7,124 (0.4%) over the adopted FY23 budget. This increase is due to the implementation of the overflow bag program and personnel obligations.

The increase is outlined below:

<u>Expenditure line</u>	<u>FY23 Adopted</u>	<u>FY24 Submitted</u>
Supplies – Bags	\$10,000.00	\$15,000.00
Personnel	\$85,842.00	\$87,965.70

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>420 - DEPARTMENT OF PUBLIC WORKS</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
6705-529200	WASTE REMOVAL CONTRACTS	\$1,521,967.75	\$921,584.00	\$550,726.00	\$960,376.00	<b>\$960,376.00</b>	\$38,792.00	4.20
6705-529201	Tipping Fees	\$0.00	\$807,391.00	\$414,351.75	\$750,000.00	<b>\$750,000.00</b>	\$-57,391.00	-7.10
6705-534400	Postage	\$2,921.30	\$6,866.15	\$3,801.08	\$8,000.00	<b>\$8,000.00</b>	\$1,133.85	16.51
6705-542400	Printing	\$1,655.07	\$3,633.85	\$3,633.85	\$2,500.00	<b>\$2,500.00</b>	\$-1,133.85	-31.20
6705-558900	Supplies - Bags	\$0.00	\$8,491.93	\$0.00	\$15,000.00	<b>\$15,000.00</b>	\$6,508.07	76.63
6705-579100	SOFTWARE ANNUAL LICENSE COST	\$6,523.80	\$5,508.07	\$5,508.07	\$4,000.00	<b>\$4,000.00</b>	\$-1,508.07	-27.37
6705-511100	Permenant Employees	\$87,016.99	\$87,242.00	\$56,274.52	\$87,966.00	<b>\$87,966.00</b>	\$724.00	0.82
6705-596101	TRF TO GENERAL INDIRECT COSTS	\$0.00	\$50,000.00	\$50,000.00	\$98,660.00	<b>\$98,660.00</b>	\$48,660.00	97.32
<b>DPW SUB-TOTAL:</b>		<b>\$1,620,084.91</b>	<b>\$1,890,717.00</b>	<b>\$1,084,295.27</b>	<b>\$1,926,502.00</b>	<b>\$1,926,502.00</b>	<b>\$35,785.00</b>	<b>1.89</b>
6705-517100	WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$1,500.00	<b>\$1,500.00</b>	\$1,500.00	100.00
6705-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$1,000.00	100.00
6705-517501	OPEB	\$0.00	\$0.00	\$0.00	\$2,000.00	<b>\$2,000.00</b>	\$2,000.00	100.00
6705-517510	Health Insurance GIC	\$0.00	\$0.00	\$0.00	\$24,000.00	<b>\$24,000.00</b>	\$24,000.00	100.00
6705-517700	Pension	\$0.00	\$0.00	\$0.00	\$12,467.00	<b>\$12,467.00</b>	\$12,467.00	100.00
6705-517910	Medicare	\$0.00	\$0.00	\$0.00	\$1,276.00	<b>\$1,276.00</b>	\$1,276.00	100.00
6705-529202	Trash Bins	\$0.00	\$0.00	\$0.00	\$91,537.00	<b>\$91,537.00</b>	\$91,537.00	100.00
<b>DPW SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$133,780.00</b>	<b>\$133,780.00</b>	<b>\$133,780.00</b>	<b>100.00</b>
<b>420 DEPARTMENT OF PUBLIC WORKS</b>		<b>\$1,620,084.91</b>	<b>\$1,890,717.00</b>	<b>\$1,084,295.27</b>	<b>\$2,060,282.00</b>	<b>\$2,060,282.00</b>	<b>\$169,565.00</b>	<b>8.96</b>
<b>Solid Waste Enterprise Fund TOTAL:</b>		<b>\$1,620,084.91</b>	<b>\$1,890,717.00</b>	<b>\$1,084,295.27</b>	<b>\$2,060,282.00</b>	<b>\$2,060,282.00</b>	<b>\$169,565.00</b>	<b>8.96</b>

# RINK

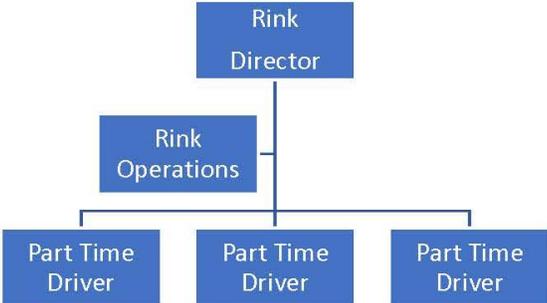


# Lawrence Larsen Rink at the Mike Eruzione Center

## Mission Statement

To establish a self-sustaining resource for the Town of Winthrop by providing a quality managed facility for the beneficial use of the community, youth hockey groups, skating associations and the Winthrop School Department.

## Organizational Chart



## Personnel Summary

	2022 FTE	2023 FTE	2024 FTE	Change
Rink Director	0.7	0.7	0.7	0.0
Rink Operations	1.0	1.0	1.0	0.0
Part Time Drivers (3)	0.8	0.8	0.8	0.0
672 Total Full Time Equivalents	2.5	2.5	2.5	0.0

# Lawrence Larsen Rink at the Mike Eruzione Center

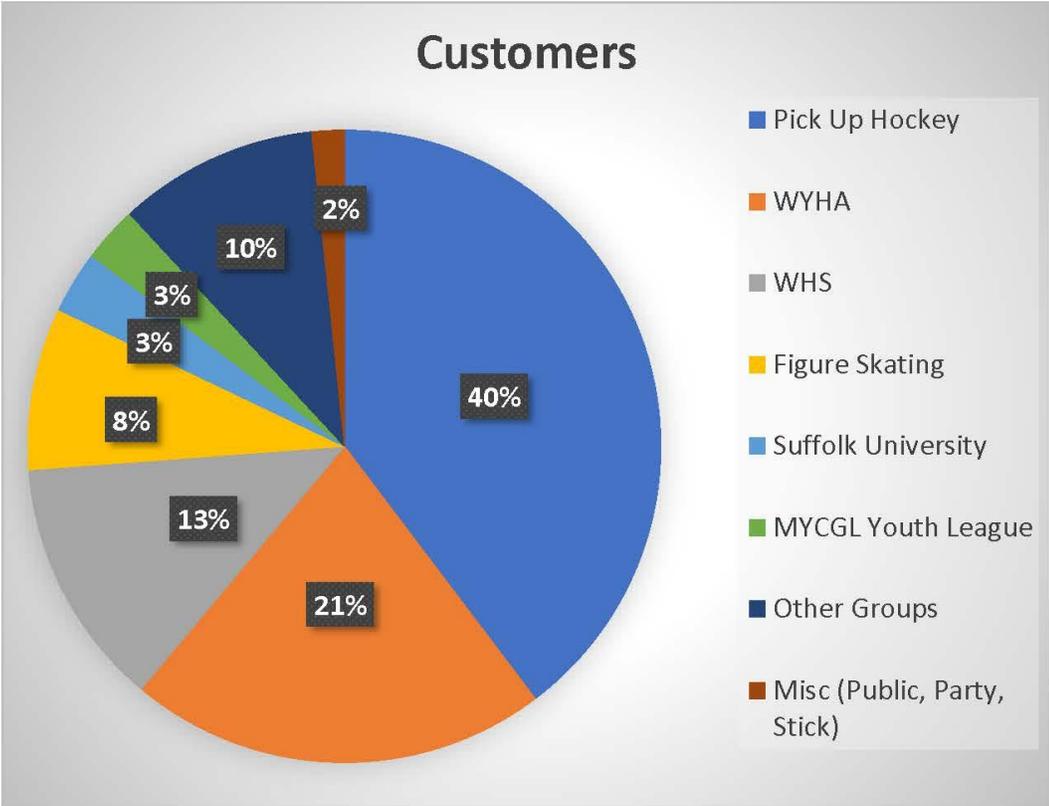
## Goals and Objectives

- Improve locker rooms
- Address ADA
- Convert from R22 as refrigeration coolant
- Provide heat for spectators
- Improve weatherization of facility

## Accomplishments

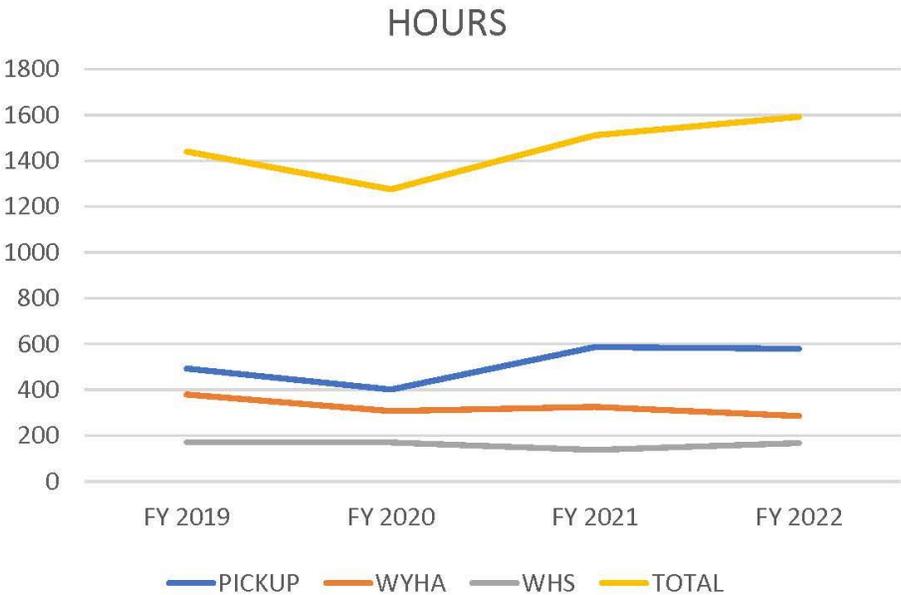
- Improved main Locker Room #2 with new entry door and heating unit
- Reinforced skid that holds all the machinery that maintains the ice
- Returned parking lot to full use after CBD project with additional and larger parking spaces
- Added additional Part time Zamboni driver to reduce Overtime

## Programs & Services



# Lawrence Larsen Rink at the Mike Eruzione Center

## Performance Measures



**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>672 - RINK</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
67267251-511100	Permenant Employees	\$114,095.09	\$110,218.00	\$99,069.60	\$124,000.00	<b>\$124,000.00</b>	\$13,782.00	12.50
67267251-513100	Overtime	\$9,958.51	\$8,000.00	\$7,248.46	\$10,000.00	<b>\$10,000.00</b>	\$2,000.00	25.00
67267251-517100	WORKERS COMPENSATION	\$1,456.00	\$2,552.00	\$1,437.00	\$1,510.00	<b>\$1,510.00</b>	\$-1,042.00	-40.83
67267252-521100	Electricity	\$66,049.93	\$60,900.00	\$28,946.67	\$66,300.00	<b>\$66,300.00</b>	\$5,400.00	8.86
67267252-521200	HEATING FUEL	\$6,594.46	\$8,400.00	\$4,869.54	\$8,400.00	<b>\$8,400.00</b>	\$0.00	0.00
67267252-524107	REPAIR/MAIT OF INFRASTRUCTURE	\$16,231.44	\$15,000.00	\$8,460.00	\$15,000.00	<b>\$15,000.00</b>	\$0.00	0.00
67267253-534100	Telecommunications	\$0.00	\$200.00	\$0.00	\$200.00	<b>\$200.00</b>	\$0.00	0.00
67267253-534200	INTERNET ACCESS	\$1,053.87	\$1,200.00	\$820.10	\$1,200.00	<b>\$1,200.00</b>	\$0.00	0.00
67267253-538400	ATHELETIC FIELD SERVICES	\$7,098.00	\$8,000.00	\$7,167.62	\$9,000.00	<b>\$9,000.00</b>	\$1,000.00	12.50
67267254-542300	GENERAL OFFICE SUPPLIES	\$371.95	\$500.00	\$351.97	\$500.00	<b>\$500.00</b>	\$0.00	0.00
67267254-543100	STRUCTURAL	\$587.25	\$3,000.00	\$685.37	\$3,000.00	<b>\$3,000.00</b>	\$0.00	0.00
67267254-545100	CLEANING SUPPLIES	\$996.09	\$1,530.00	\$1,530.00	\$2,000.00	<b>\$2,000.00</b>	\$470.00	30.71
67267257-578100	RESERVE FUND APPROPRIATIONS	\$7,740.00	\$8,000.00	\$4,890.00	\$7,000.00	<b>\$7,000.00</b>	\$-1,000.00	-12.50
67267258-580000	CAPITAL IMPROVEMENTS/PURCHASES	\$34,548.72	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
67267257-574100	PROPERTY INSURANCE	\$9,341.00	\$10,046.00	\$8,623.00	\$10,548.00	<b>\$10,548.00</b>	\$502.00	4.99
67267259-596101	TRF TO GENERAL INDIRECT COSTS	\$14,493.00	\$45,709.00	\$45,709.00	\$26,906.00	<b>\$26,906.00</b>	\$-18,803.00	-41.13
<b>RINK SUB-TOTAL:</b>		<b>\$290,615.31</b>	<b>\$283,255.00</b>	<b>\$219,808.33</b>	<b>\$285,564.00</b>	<b>\$285,564.00</b>	<b>\$2,309.00</b>	<b>0.81</b>
67267251-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
67267251-517501	OPEB	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
67267251-517510	Health Insurance GIC	\$0.00	\$0.00	\$0.00	\$43,500.00	<b>\$43,500.00</b>	\$43,500.00	100.00
67267251-517700	PENSION APPROPRIATION	\$11,987.91	\$12,467.00	\$12,467.00	\$12,467.00	<b>\$12,467.00</b>	\$0.00	0.00
67267251-517910	Medicare	\$0.00	\$0.00	\$0.00	\$1,943.00	<b>\$1,943.00</b>	\$1,943.00	100.00
67267252-523100	Water/Sewer Usage	\$0.00	\$0.00	\$0.00	\$35,000.00	<b>\$0.00</b>	\$0.00	0.00
67267252-524106	REPAIR/MAIT OF VEHICLES	\$3,036.41	\$4,600.00	\$1,600.88	\$4,600.00	<b>\$4,600.00</b>	\$0.00	0.00
67267254-543200	UTILITIES	\$1,550.00	\$2,000.00	\$300.00	\$2,000.00	<b>\$2,000.00</b>	\$0.00	0.00
67267255-558900	Misc. Supplies	\$0.00	\$570.00	\$44.35	\$0.00	<b>\$0.00</b>	\$-570.00	-100.00
67267255-558102	FIRE PREVENTION SUPPLIES	\$284.83	\$300.00	\$139.05	\$300.00	<b>\$300.00</b>	\$0.00	0.00
<b>RINK SUB-TOTAL:</b>		<b>\$16,859.15</b>	<b>\$19,937.00</b>	<b>\$14,551.28</b>	<b>\$107,810.00</b>	<b>\$72,810.00</b>	<b>\$52,873.00</b>	<b>265.20</b>
<b>672 RINK SUB-TOTAL:</b>		<b>\$307,474.46</b>	<b>\$303,192.00</b>	<b>\$234,359.61</b>	<b>\$393,374.00</b>	<b>\$358,374.00</b>	<b>\$55,182.00</b>	<b>18.20</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>672 - RINK</b>		<b>As of 04/06/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Rink Enterprise Fund TOTAL:</b>		<b>\$307,474.46</b>	<b>\$303,192.00</b>	<b>\$234,359.61</b>	<b>\$393,374.00</b>	<b>\$358,374.00</b>	<b>\$55,182.00</b>	<b>18.20</b>

# PARK & RECREATION



# Parks and Recreation

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## **Mission Statement**

The mission of the Recreation Department is to provide affordable, self-sustaining programs that offer participants a variety of opportunities for passive and active recreation. Through play, education, and community-wide special events, we grow as individuals and as a community.

## **Description of Services**

The Parks and Recreation Department is responsible for providing activities, classes, events, and instruction in a variety of areas to the community of Winthrop. In addition, this department provides a Summer Park program averaging 175 children per summer as well as an Extended Day after-school program and Summer Full Day Camp.

The Parks and Recreation Department works closely with the Department of Public Works in maintaining and overseeing playgrounds, parks, and playing fields for upkeep and safety. Parks and Recreation also partner with the Police Department, Casa, and the School Department to provide programs for the youth of the Community.

The department is also responsible for the Memorial Street gymnasium on Pauline Street. We are responsible for the rental of the gym for a variety of different purposes.

## **Goals and Objectives**

Resurfacing of the Basketball Courts on Walden Street in the Spring with monies received from the Winthrop Foundation.

Installation of permanent pickleball courts at Ingleside Park in the Spring with monies received from the Winthrop Foundation.

Continue to increase rentals and diversity of use at the Memorial Gymnasium.

Address Salary for after-school/summer counselors so we can retain our current staff and recruit the best candidates for new openings.

Increase toddler and adult programming as well as participation in our afterschool program and summer park program.

Work with the Town Manager to find funding for more Community Events.

## **Accomplishments**

Added a Spring Fair at Ingleside Park with food, vendors, music, and fun.

We moved our Flag Football program from Ingleside Park to Miller Field so we could have four games running simultaneously instead of two, which increased our participation from 236 children to 281 children. The teams were very excited to play on the High School football field.

Partnered with Friends of Winthrop Beach to do movies and events at Winthrop Beach.

Partnered with the Police Department on Family Fun Nights in the Park and open gym nights for middle schoolers.

Partnered with Save the Harbor Save the Bay on trips to the Boston Harbor Islands for our camp programs and the general public.

Worked with Massport to hire 50 students for summer jobs at the new minimum wage of \$15.00 an hour in Massachusetts so we could recruit and retain the best students.  
Continue to increase rentals at the Memorial gym with adult and children's basketball, little league, two adult soccer rentals, youth football, exercise classes, basketball league playoff games, and dozens of birthday parties.  
Created a seasonal/part-time employee handbook for our afterschool and summer camp employees.

### **Significant Budget Changes**

There has been no step increase for the Director, Assistant Director, and Program Coordinator for over ten years; only COLA increases.

Afterschool salary line increase for temporary part-time staff for the afterschool program and summer park/camp program from \$15.00 an hour to \$17.00 an hour. An increase is necessary to get to the same level as other programs in town are offering their part-time staff. It is the only way to retain current staff and recruit the best candidates moving forward.

Increase of \$400.00 to the longevity line for the increase for Director and Assistant Director per the direction of the Assistant CFO, Robert Powers.

Increase to the Repair and Maintenance line (\$1,000.00). We have two older vans that we use daily for the after-school program pickup. These vans need new tires and some brake work.

Increase to Recreational Activities, which totals \$21,038.00. We are adding money back that was cut during Covid and are looking to get back to where we were in 2019 as far as programming is concerned.

The Telecommunications line increase of \$600.00 for cell phones and hot spots due to the lack of Wi-Fi at our office facility and the gymnasium.

Misc. Supplies line increase of \$1,175.00 due to the increased cost of janitorial supplies.

Software Annual License costs increased by thirty percent, up from \$3,500.00 to \$4,550.00. This is our registration and website software, MY REC.

### **Budget Concerns**

Indirect Costs have gone up over the last couple of years and will have an impact on our programming fees throughout the year.

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>630 - RECREATION DEPARTMENT</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
67163051-511100	Permanent Employees	\$167,485.78	\$168,436.00	\$130,896.46	\$181,666.00	<b>\$181,666.00</b>	\$13,230.00	7.85
67163051-512202	SALARY AFTER SCHOOL PROGRAM	\$6,295.00	\$16,500.00	\$6,968.50	\$19,800.00	<b>\$16,500.00</b>	\$0.00	0.00
67163051-512203	Salary Class Instructors	\$3,470.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
67163051-514600	LONGEVITY	\$2,050.00	\$2,450.00	\$2,450.00	\$2,450.00	<b>\$2,450.00</b>	\$0.00	0.00
67163051-517700	PENSION APPROPRIATION	\$35,900.00	\$37,400.00	\$37,400.00	\$37,400.00	<b>\$37,400.00</b>	\$0.00	0.00
67163052-524001	MAINTENANCE & REPAIRS	\$641.51	\$2,500.00	\$510.03	\$3,500.00	<b>\$3,500.00</b>	\$1,000.00	40.00
67163053-535100	RECREATIONAL ACTIVITIES	\$70,850.99	\$75,137.00	\$72,432.78	\$96,175.00	<b>\$76,175.00</b>	\$1,038.00	1.38
67163053-538400	ATHELETIC FIELD SERVICES	\$3,852.50	\$6,000.00	\$5,400.00	\$6,000.00	<b>\$6,000.00</b>	\$0.00	0.00
67163055-558900	MICS. SUPPLIES	\$9,761.00	\$2,350.00	\$2,121.00	\$3,525.00	<b>\$3,525.00</b>	\$1,175.00	50.00
67163057-579100	SOFTWARE ANNUAL LICENSE COST	\$675.00	\$3,500.00	\$3,290.00	\$4,550.00	<b>\$4,550.00</b>	\$1,050.00	30.00
67163059-596101	TRF TO GENERAL INDIRECT COSTS	\$17,238.00	\$55,394.00	\$55,394.00	\$31,844.00	<b>\$31,844.00</b>	\$-23,550.00	-42.51
<b>RECREATION DEPARTMENT SUB-TOTAL:</b>		<b>\$318,219.78</b>	<b>\$369,667.00</b>	<b>\$316,862.77</b>	<b>\$386,910.00</b>	<b>\$363,610.00</b>	<b>\$-6,057.00</b>	<b>-1.63</b>
67163054-548100	FUEL (GASOLINE/DESIEL)	\$0.00	\$0.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$1,000.00	100.00
67163051-517100	WORKERS COMPENSATION	\$1,918.00	\$3,395.00	\$2,013.00	\$2,114.00	<b>\$2,114.00</b>	\$-1,281.00	-37.73
67163051-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$2,000.00	<b>\$2,000.00</b>	\$2,000.00	100.00
67163051-517501	OPEB	\$0.00	\$0.00	\$0.00	\$6,000.00	<b>\$6,000.00</b>	\$6,000.00	100.00
67163051-517510	Health Insurance GIC	\$0.00	\$0.00	\$0.00	\$20,000.00	<b>\$20,000.00</b>	\$20,000.00	100.00
67163052-523100	Water/Sewer Usage	\$0.00	\$0.00	\$0.00	\$15,000.00	<b>\$0.00</b>	\$0.00	0.00
67163053-534100	Telecommunications	\$326.32	\$600.00	\$489.48	\$1,200.00	<b>\$1,200.00</b>	\$600.00	100.00
67163053-534300	PRINTING AND MAILING	\$396.16	\$500.00	\$301.14	\$750.00	<b>\$750.00</b>	\$250.00	50.00
67163057-573100	PROFESSIONAL ASSOCIATIONS	\$200.00	\$250.00	\$0.00	\$750.00	<b>\$750.00</b>	\$500.00	200.00
67163057-574100	PROPERTY INSURANCE	\$6,701.00	\$7,213.00	\$7,213.00	\$6,126.00	<b>\$6,126.00</b>	\$-1,087.00	-15.07
<b>RECREATION DEPARTMENT SUB-TOTAL:</b>		<b>\$9,541.48</b>	<b>\$11,958.00</b>	<b>\$10,016.62</b>	<b>\$54,940.00</b>	<b>\$39,940.00</b>	<b>\$27,982.00</b>	<b>234.00</b>
<b>630 RECREATION DEPARTMENT</b>		<b>\$327,761.26</b>	<b>\$381,625.00</b>	<b>\$326,879.39</b>	<b>\$441,850.00</b>	<b>\$403,550.00</b>	<b>\$21,925.00</b>	<b>5.74</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>631 - LOC 631</b>		<i>As of 04/06/2023</i>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>631 LOC 631 SUB-TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Recreation Enterprise TOTAL:</b>		<b>\$327,761.26</b>	<b>\$381,625.00</b>	<b>\$326,879.39</b>	<b>\$441,850.00</b>	<b>\$403,550.00</b>	<b>\$21,925.00</b>	<b>5.74</b>

# HARBORMASTER



## TOWN OF WINTHROP



## HARBORMASTER DEPARTMENT

*Arthur Hickey Jr, Harbormaster*

*Phone: (617) 207-9092*

*Cell (617) 895-9716*

*E-mail [ahickey@town.winthrop.ma.us](mailto:ahickey@town.winthrop.ma.us)*

## OFFICE OF THE HARBORMASTER

December 30, 2022

The Winthrop Harbormaster Department provides harbor management and marine law enforcement to maintain a safe environment on the Winthrop Waterways. We have been tasked with performing this mission and we are dedicated to implementing these services to the boating community with courtesy and professionalism. Public safety is paramount to our mission!

We currently have four boats.

Marine 1 a 2006 25' SAFE Boat Defender Class Patrol Boat

Marine 2 a 2019 23' Metal Shark Relentless Class Patrol Boat

Marine 3 a 2015 23' Custom Pump Out Boat Utilized for the Clean Vessel Act Program

Marine 4 a 1994 27' Boston Whaler Police Patrol Boat with 2018 Mercury Engines

UASI Maritime Grants

We recently received a 2022 Sea Doo 300 RXP & 2022 Triton Trailer for a rapid response to shallow water emergencies and to enhance our patrol areas.

We recently received (3) Motorola Multi Band Portable Radios to stay connected with local Police, Fire, and Coast Guard Units in the surrounding area.

We recently took delivery of a 2022 Ford F250 Pick Up which is equipped with an 8' bed, large cap, slide out aluminum bed as well as a heavy-duty winch on the front to assist us in our duties.

This truck replaced the 2004 GMC Pick Up that was received several years ago from the MWRA. This vehicle was in total disrepair and unable to safely tow our boats in or out of the water because of the salt air and water.

The ferry and commercial pier area are showing signs of disrepair as well as the ferry barge and the town marina after several years of exposure to the harsh marine environment. We are currently in the process of seeking contractors to address these issues in a timely manner.

Our pump out boat and station were quite busy this past season after finally receiving a new engine for the boat that had worn out after several years through the State of Massachusetts

Division of Marine Fisheries Clean Vessel Act. The town receives reimbursement of 75% of expended funds for pump out crew and related costs as well as a much cleaner harbor for our waterways.

The Harbormaster Department is responsible for the boat launching ramp as we maintain a watch over the boating public to maintain a safe environment. The \$10.00 fee to launch recreational boats is well worth the money according to numerous customers, who come from all over Massachusetts as well as several other New England States. The proximity to Boston Harbor draws the boaters to Winthrop.

The Deputy Harbormasters are constantly watchful of unsafe boaters and will stop and educate them on the spot. We also conduct some safety checks at the landing site in order to keep new boaters aware of what equipment is necessary by law. Occasionally we come across boaters with several safety violations which will result in termination of their voyage until they can obtain or fix the safety equipment in question.

The Harbormaster Department also responds to incidents that take place in the adjacent waters to Winthrop. We constantly assist the Winthrop PD, Winthrop Fire, Boston PD, State PD, Environmental PD, Mass Port FD and the US Coast Guard who in turn aid us when needed.

This past season we purchased (6) lighted No Wake buoys and had them moored in high traffic areas to get the local boating public to maintain a safe speed when entering and exiting the harbor. This upcoming season we will be mooring some new No Boats Allowed buoys in the Yirrell Beach area to maintain a safe public swimming area for beachgoers.

The Public Landing recently had 10 trees of various species planted in the public seating area and around the walkways. It should look even more beautiful at the landing thanks to the non-profit group Winthrop Loves Trees, Inc. (Tree Winthrop) and GROW, the Winthrop Foundation, and members of the Tree Committee.

The Public Landing has been the location for spectators during the 4<sup>th</sup> of July Fireworks display of 2022 the first post covid. We have also had a concert called "Music on The Landing" which took place in late August as well as an art display by local artists.

We are looking forward to having a safe boating season in 2023.

Respectfully,

Arthur Hickey Jr.  
Winthrop Harbormaster

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>295 - HARBORMASTER</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
75229551-511100	Permanent Employees	\$126,316.43	\$182,695.00	\$96,690.01	\$184,513.00	<b>\$184,513.00</b>	\$1,818.00	0.99
75229551-517100	WORKERS COMPENSATION	\$3,931.00	\$6,374.00	\$3,776.00	\$6,700.00	<b>\$6,700.00</b>	\$326.00	5.11
75229552-521100	Electricity	\$6,620.86	\$12,600.00	\$3,240.31	\$12,600.00	<b>\$12,600.00</b>	\$0.00	0.00
75229552-524100	Repair/Maint Buildings	\$3,998.26	\$4,200.00	\$3,744.69	\$4,200.00	<b>\$4,200.00</b>	\$0.00	0.00
75229552-524101	Repair/Maint Equipment	\$1,085.00	\$3,763.72	\$0.00	\$6,000.00	<b>\$6,000.00</b>	\$2,236.28	59.41
75229552-524107	REPAIR/MAIT OF INFRASTRUCTURE	\$9,931.35	\$15,000.00	\$708.00	\$15,000.00	<b>\$15,000.00</b>	\$0.00	0.00
75229557-579100	SOFTWARE ANNUAL LICENSE COST	\$6,021.00	\$8,080.00	\$5,347.00	\$7,830.00	<b>\$7,830.00</b>	\$-250.00	-3.09
75229553-534100	Telecommunications	\$139.00	\$800.00	\$862.76	\$0.00	<b>\$0.00</b>	\$-800.00	-100.00
75229553-534103	Harbormaster Cell Phones	\$1,621.38	\$0.00	\$123.24	\$1,500.00	<b>\$1,500.00</b>	\$1,500.00	100.00
75229553-534200	INTERNET ACCESS	\$2,445.28	\$3,000.00	\$1,650.47	\$3,000.00	<b>\$3,000.00</b>	\$0.00	0.00
75229558-580000	CAPITAL IMPROVEMENTS/PURCHASES	\$10,511.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
75229553-534400	Postage	\$251.28	\$750.00	\$43.70	\$750.00	<b>\$750.00</b>	\$0.00	0.00
75229554-542300	GENERAL OFFICE SUPPLIES	\$772.90	\$1,500.00	\$915.50	\$1,500.00	<b>\$1,500.00</b>	\$0.00	0.00
75229554-548103	BOAT FUEL	\$1,766.78	\$7,140.00	\$1,895.09	\$4,640.00	<b>\$4,640.00</b>	\$-2,500.00	-35.01
75229555-558702	LICENSING PERMIT MATERIALS	\$1,285.00	\$1,616.00	\$997.00	\$1,616.00	<b>\$1,616.00</b>	\$0.00	0.00
75229555-558401	UNIFORMS	\$3,523.85	\$1,398.00	\$165.00	\$3,500.00	<b>\$3,500.00</b>	\$2,102.00	150.35
75229557-574100	PROPERTY INSURANCE	\$5,536.00	\$5,943.00	\$5,943.00	\$4,032.00	<b>\$4,032.00</b>	\$-1,911.00	-32.15
75229557-578100	RESERVE FUND APPROPRIATIONS	\$0.00	\$10,000.00	\$0.00	\$5,000.00	<b>\$5,000.00</b>	\$-5,000.00	-50.00
75229559-596101	TRF TO GENERAL INDIRECT COSTS	\$17,188.00	\$33,404.00	\$33,404.00	\$57,684.00	<b>\$57,684.00</b>	\$24,280.00	72.68
<b>DEPT 000 SUB-TOTAL:</b>		<b>\$202,944.37</b>	<b>\$298,263.72</b>	<b>\$159,505.77</b>	<b>\$320,065.00</b>	<b>\$320,065.00</b>	<b>\$21,801.28</b>	<b>7.30</b>
75229551-511150	Salary Custodian	\$12,082.50	\$12,198.00	\$9,819.33	\$12,198.00	<b>\$12,198.00</b>	\$0.00	0.00
75229551-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
75229552-521200	HEATING FUEL	\$1,165.33	\$2,310.00	\$952.62	\$1,810.00	<b>\$1,810.00</b>	\$-500.00	-21.64
75229552-523100	Water/Sewer Usage	\$10,050.71	\$8,160.00	\$8,149.36	\$8,160.00	<b>\$8,160.00</b>	\$0.00	0.00
75229552-524106	REPAIR/MAIT OF VEHICLES	\$9,402.62	\$13,236.28	\$12,488.34	\$11,000.00	<b>\$11,000.00</b>	\$-2,236.28	-16.89
75229553-538100	BANKING SERVICES	\$0.00	\$200.00	\$0.00	\$200.00	<b>\$200.00</b>	\$0.00	0.00
75229553-530702	TRAINING SERVICES	\$537.00	\$2,150.00	\$358.00	\$2,150.00	<b>\$2,150.00</b>	\$0.00	0.00
75229554-548100	FUEL (GASOLINE/DESIEL)	\$0.00	\$0.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	\$1,000.00	100.00
75229558-588194	FY21 Engine Replacement	\$19,210.93	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
75229558-588205	Harbormaster Vehicle	\$0.00	\$0.00	\$39,668.43	\$0.00	<b>\$0.00</b>	\$0.00	0.00

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>295 - HARBORMASTER</b>		<b>As of 04/06/2023</b>						
<b>Account Number</b>	<b>Account Description</b>	<b>FY2022 Expended</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Orig Dept Req</b>	<b>FY2024 Town Manager Rec</b>	<b>\$ Change</b>	<b>% Change</b>
75229557-573100	PROFESSIONAL ASSOCIATIONS	\$250.00	\$850.00	\$312.50	\$850.00	<b>\$850.00</b>	\$0.00	0.00
<b>HARBORMASTER SUB-TOTAL:</b>		<b>\$52,699.09</b>	<b>\$39,104.28</b>	<b>\$71,748.58</b>	<b>\$41,368.00</b>	<b>\$41,368.00</b>	<b>\$2,263.72</b>	<b>5.78</b>
<b>295 HARBORMASTER SUB-TOTAL:</b>		<b>\$255,643.46</b>	<b>\$337,368.00</b>	<b>\$231,254.35</b>	<b>\$361,433.00</b>	<b>\$361,433.00</b>	<b>\$24,065.00</b>	<b>7.13</b>
<b>Waterways Improvement TOTAL:</b>		<b>\$255,643.46</b>	<b>\$337,368.00</b>	<b>\$231,254.35</b>	<b>\$361,433.00</b>	<b>\$361,433.00</b>	<b>\$24,065.00</b>	<b>7.13</b>

# WINTHROP FERRY



# Winthrop Ferry Report

## 2023 Scope of Services



The Town of Winthrop operates a single 72-passenger CAT-style vessel, 53 feet in length and 20 feet in beam. The vessel is USCG Certified and powered by recently installed twin Cummins QSL9 Tier III marine diesel engines. The dedicated captains and crew of the Winthrop Ferry are seasonal employees of the Town of Winthrop that return year after year to provide professional, courteous, and safe regional transportation service to commuters into the city of Boston. The Winthrop Ferry services coastal communities in Boston Harbor, providing weekday commuter service into the city of Boston. There has been an increased demand from regional constituents for additional water transportation services due to the Sumner Tunnel Closures, particularly services during weekends for recreational purposes, including services to the Boston Harbor Islands.

## Winthrop Ferry 2023 Schedule, including Weekend Service

Weekday Departure Schedule (commuter times in red)	Winthrop 6:30 AM → Quincy 6:50 AM → Aquarium/Financial District 7:15 AM → Quincy 7:40 AM → Winthrop 8:05 AM → Seaport 8:25 AM
Aquarium/Financial District 8:40 AM → Winthrop 10:30 AM → Quincy 10:50 AM → Aquarium/Financial District 11:15 AM → Seaport 11:30 AM → Winthrop Arrival Only 12:00 PM	
Winthrop 3:40 PM → Aquarium/Financial District 4:10 PM → Seaport 4:20 PM → Quincy 4:40 PM → Winthrop 5:05 PM → Seaport 5:25 PM	
Aquarium/Financial District 5:35 PM → Winthrop 6:00 PM → Quincy 6:25 PM → Winthrop Arrival Only 6:50 PM	
Weekend Departures	Winthrop 10:00 AM → Quincy 10:30 AM → Aquarium/Financial District 10:55 AM → Seaport 11:15 AM → Quincy 11:40 AM → Winthrop 12:05 PM
Aquarium/Financial District 12:25 PM → Seaport 12:40 → FUEL NO PASSENGERS → Winthrop 3:30 PM → Aquarium/Financial District 3:50 PM → Seaport 4:05 PM	
Winthrop 4:30 PM → Seaport 4:55 PM → Aquarium/Financial District 5:10 PM → Quincy 5:35 PM → Winthrop Arrival Only 6:00 PM	

### One Way Ticket Fares

Regular Passenger	\$8.50
Commuter Passenger	\$6.00
Seniors (65+)	\$6.50
Students with ID	\$5.00
Children (3-12)	\$3.00

The Winthrop Ferry is scheduled to begin operating in the Spring of 2023. The town of Winthrop is able to provide affordable regional water transportation services to coastal communities located around Boston Harbor through government-funded subsidies. Without this funding, operating the Winthrop Ferry would not be feasible. The demand for alternative methods of transportation for commuters and recreational travel has increased due to regional road and tunnel construction creating bottlenecks and traffic on surface roads, as well as MBTA service reductions.

#### Sales

Generated 9/1/22 @ 12:32pm

Paid or refunded on 1/1/22 - 12/31/22  
Winthrop Ferry

Item	Sales						Bookings
	Gross	Processing Fee	Net	Tax Paid	Payment Count	Refund Count	# of Pax
Commuter Packages	\$12,000.00	-\$254.10	\$11,745.90	\$0.00	87	0	87
Departing from Aquarium	\$5,110.50	-\$171.50	\$4,939.00	\$0.00	487	7	782
Departing from Quincy	\$8,302.50	-\$253.18	\$8,049.32	\$0.00	670	6	1246
Departing from Seaport	\$2,104.50	-\$87.35	\$2,017.15	\$0.00	267	4	349
Departing from Winthrop	\$13,988.50	-\$419.79	\$13,568.71	\$0.00	1153	5	2229
Twilight Harbor Cruise departing from Winthrop	\$3,210.00	-\$74.81	\$3,135.19	\$0.00	58	3	111
Winthrop - Boston Harbor Cruise	\$1,950.00	-\$46.08	\$1,903.92	\$0.00	33	0	65
<b>7 items</b>	<b>\$46,666.00</b>	<b>-\$1,306.81</b>	<b>\$45,359.19</b>	<b>\$0.00</b>	<b>2755</b>	<b>25</b>	<b>4869</b>

**Town of Winthrop**  
**Town Manager Recommended Budget**  
**Enterprise Fund Budget 2024**

<b>660 - CULTURE &amp; TOURISM</b>		As of 04/06/2023						
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Orig Dept Req	FY2024 Town Manager Rec	\$ Change	% Change
66066051-511100	PERMENANT EMPLOYEES	\$16,128.78	\$36,000.00	\$0.00	\$36,000.00	<b>\$36,000.00</b>	\$0.00	0.00
66066051-512000	Temporary Employees	\$65,771.71	\$90,000.00	\$66,312.32	\$110,000.00	<b>\$110,000.00</b>	\$20,000.00	22.22
66066051-517100	WORKERS COMPENSATION	\$18,381.38	\$18,400.00	\$18,400.00	\$19,320.00	<b>\$19,320.00</b>	\$920.00	5.00
66066053-530500	CONSULTING	\$650.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	0.00
66066053-534200	INTERNET ACCESS	\$2,969.20	\$3,600.00	\$1,470.00	\$3,600.00	<b>\$3,600.00</b>	\$0.00	0.00
66066053-538100	BANKING SERVICES	\$1,448.45	\$3,000.00	\$1,403.30	\$3,000.00	<b>\$3,000.00</b>	\$0.00	0.00
66066057-576602	RENT	\$0.00	\$4,500.00	\$0.00	\$4,500.00	<b>\$4,500.00</b>	\$0.00	0.00
66066054-542300	GENERAL OFFICE SUPPLIES	\$106.43	\$1,000.00	\$212.07	\$1,000.00	<b>\$1,000.00</b>	\$0.00	0.00
66066054-543700	VEHICLE MAINTENANCE SUPPLIES	\$665.18	\$12,000.00	\$789.58	\$12,000.00	<b>\$12,000.00</b>	\$0.00	0.00
66066054-548103	BOAT FUEL	\$52,905.30	\$91,010.00	\$59,451.47	\$105,000.00	<b>\$105,000.00</b>	\$13,990.00	15.37
66066055-558401	UNIFORMS	\$0.00	\$1,200.00	\$0.00	\$1,200.00	<b>\$1,200.00</b>	\$0.00	0.00
66066055-558900	MICS. SUPPLIES	\$1,559.59	\$6,772.00	\$466.82	\$6,000.00	<b>\$6,000.00</b>	\$-772.00	-11.39
66066057-574300	Liability Insurance	\$43,567.00	\$45,228.00	\$45,228.00	\$47,942.00	<b>\$47,942.00</b>	\$2,714.00	6.00
<b>CULTURE &amp; TOURISM SUB-TOTAL:</b>		<b>\$204,153.02</b>	<b>\$312,710.00</b>	<b>\$193,733.56</b>	<b>\$349,562.00</b>	<b>\$349,562.00</b>	<b>\$36,852.00</b>	<b>11.78</b>
66066051-517200	Unemployment	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$4,000.00</b>	\$4,000.00	100.00
66066051-517910	Medicare	\$0.00	\$0.00	\$0.00	\$2,117.00	<b>\$2,117.00</b>	\$2,117.00	100.00
66066052-523100	Water/Sewer Usage	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>\$0.00</b>	\$0.00	0.00
66066052-524106	REPAIR/MAIT OF VEHICLES	\$18,392.06	\$12,000.00	\$171,144.61	\$15,000.00	<b>\$15,000.00</b>	\$3,000.00	25.00
66066059-596101	TRF TO GENERAL INDIRECT COSTS	\$22,908.00	\$58,290.00	\$58,290.00	\$43,837.00	<b>\$43,837.00</b>	\$-14,453.00	-24.79
<b>CULTURE &amp; TOURISM SUB-TOTAL:</b>		<b>\$41,300.06</b>	<b>\$70,290.00</b>	<b>\$229,434.61</b>	<b>\$68,954.00</b>	<b>\$64,954.00</b>	<b>\$-5,336.00</b>	<b>-7.59</b>
<b>660 CULTURE &amp; TOURISM SUB-TOTAL:</b>		<b>\$245,453.08</b>	<b>\$383,000.00</b>	<b>\$423,168.17</b>	<b>\$418,516.00</b>	<b>\$414,516.00</b>	<b>\$31,516.00</b>	<b>8.22</b>
<b>Ferry Enterprise TOTAL:</b>		<b>\$245,453.08</b>	<b>\$383,000.00</b>	<b>\$423,168.17</b>	<b>\$418,516.00</b>	<b>\$414,516.00</b>	<b>\$31,516.00</b>	<b>8.22</b>

# CAPITAL PLAN





# TOWN OF WINTHROP

## OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1705

**Anthony Marino**  
Town Manager

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### M E M O R A N D U M

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**TO:** Town Council, School Committee & Finance Commission  
**FROM:** Anthony Marino, Town Manager   
**DATE:** March 1, 2023  
**RE:** FY 2024-FY 2028 Five-Year Capital Plan

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I am pleased to submit the proposed FY2024-2028 Capital Plan, the first year of which constitutes the requested FY2024 Capital Budget. The Town Council, School Committee, and Finance Commission will review the proposals to improve the town's buildings, equipment, and infrastructure each year. Initiatives that require an exclusion (additional debt) from Proposition 2 ½ also require a ballot vote.

This five-year Capital Plan attempts to fully comply with the requirements and spirit of the Town Charter. As this will be the first apparent attempt to do so, this plan will not be perfect but will establish a base to build upon.

A few larger issues to be noted:

First, the Town doesn't have a reasonable understanding of its capital plan needs. The Town's capital plan includes all public assets such as buildings (including schools, streets, sidewalks, parks, trees, water and sewer systems, etc. In the past three months, the Town Council has authorized the Town Manager to engage a consultant to estimate the investment needs of our capital plant that would bring the Town's Capital Plant to a State of Good Repair.

However, we have worked in the past year to understand a few specific liabilities. We publish these in order not to pick priorities but to provide a sense of scale (eventual costs could be higher or lower) of the challenges ahead. Here are items the Council has been made aware of and rough estimates:

- 1) Completion of the Winthrop Center stormwater runoff project- \$ 20 Million

- 2) Funding for the design and construction of a single centralized Fire Station - \$35 million
- 3) Investment needed in the Water system to reduce leakage and service breaks – \$60 million.

Second- this Capital Plan will attempt to capture all known and prospective funding sources, including free cash, state, and federal formula assistance, Covid related assistance, and one-time grant funds from any source.

Third – the projects proposed to be funded in FY 24 will be listed in detail to ensure that the public can comment on and track the proposed investments. For example, we will list the precise locations of new sidewalks, repaved streets, the location and nature of work on specific buildings, playgrounds, etc.

### **Funding Sources**

The Town of Winthrop has several funding sources for this Capital Plan, including Free Cash, described below, Capital Stabilization, Enterprise funds via Retained Earnings, Waterways Fund, Green Communities, and other Local, State, and Federal grant programs and funds that may come from nonprofit foundations and the Winthrop Foundation Fund (funded by Massport). The proposed funding sources are listed in the five-year capital plan.

### **The Free Cash Benefit**

In its most basic definition, Free Cash is the fiscal year-end combination of higher-than-estimated revenues and expenditures that come in lower than budgeted. After the June 30 close of the fiscal year, the Town's Free Cash is certified by the State Department of Revenue and available for appropriation. For example, Free Cash, which was certified after the close of FY2022 (June 30, 2022), is available for use in the FY23 and FY24 (July 1, 2023) Capital Budget. Free cash from FY22 was \$1,413,234. We are pleased to report that we have already used some of the FY 22 to fund our Capital & Building Stabilization Accounts totaling \$524,248 and that a few additional projects will be completed prior to June 30, 2023, including:

- 1) New crosswalks on Pleasant Street in the general area of Tileston Street and on Revere Street will cost approximately \$12,000.
- 2) As requested by many residents, additional striping for crosswalks on Revere Street will cost approximately \$5,500.
- 3) Install ADA-compliant crosswalks at Winthrop, Pleasant, and Washington Street, totaling approximately \$18,000.

Utilizing Free Cash to fund Capital Improvement projects is a sound fiscal management practice and is applauded by our auditors and credit rating agencies. As we move forward, I recommend increasing our free cash number by being more fiscally

conservative, increasing our departmental turn-backs, and being conservative with our revenue projections.

### **Individual Project Requests**

Each Capital Equipment request for FY24 includes a detailed project request sheet, which details the need for the item or project, provides a cost estimate, and provides a narrative supporting the purchase. The Department Heads and the Town Manager reviewed each request in order to decide which fiscal year each request would be placed in.

This plan, as presented, is meant to be a collaborative effort between the Town, Schools, and our Department Heads. We will further improve our collaboration by integrating our implementation planning. For example, now that we fully list sidewalk replacements, we can determine the opportunity for replacing or adding trees where appropriate.

We look forward to receiving the Facility Needs Assessment from Brightly/School Dude that we contracted with earlier this year. This comprehensive report, expected to be delivered by Summer 2023, will allow us to build upon our existing capital plan and highlight the capital and maintenance needs in all our Town and School buildings for the next 20 years. We also expect to have full reports on the asset condition of the remainder of our capital plan by December 2023.

We look forward to reviewing these important projects with the Town Council, School Committee, and Finance Commission.

**Town of Winthrop**  
**Capital Requests 5 Year Plan (listed by Department)**  
**FY 2024 - 2028**

<u>Project Title</u>	<u>5 Yr. Project Request</u>	<u>FY2024</u>	<u>FY24 Recommended Funding by TM</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Funding</u>	
<b><u>Facilities - town</u></b>									
<b><u>Town Wide</u></b>									
Roofing Repairs	Roofing repairs	\$50,000	\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	GF
ADA Sidewalk Study (VHB)	Study to draft and look at our sidewalk policy to address Accessibility issues	\$52,000	\$52,000	\$52,000					GF
<b><u>Pauline Street Gymnasium</u></b>									
Install new Camera & Door Bell System (Main Entrance)	Needed for increased security for Park & Recs Program	\$7,500	\$7,500						GF
Public Bathroom Upgrade	Existing Bathroom needs to be upgraded	\$14,000	\$14,000						GF
Install new FOB system at Main Entrance	Allow for doors to be programmed and after hour access	\$8,000	\$8,000						GF
Condition Assessment / Feasibility Study for Gym Upgrades	Study for improvement to existing gymnasium - Price TBD	\$0	\$0						
<b><u>Senior Center</u></b>									
Replace existing rotted trim details	Replace existing rotted wood column bases and paint, also pressure wash entire building	\$9,500	\$9,500	\$9,500					GF
Replace existing EPDM roof	Roof has several leaks that need to be replaced	\$32,500	\$32,500	\$32,500					GF
<b><u>Public Library</u></b>									
Rear Staircase ADA Compliance - Stair Lift	Install new lift for Accessibility requirements	\$40,000			\$40,000				GF
Childrens Room - ADA Compliance - Stair Lift	Install new lift for Childrens Room Accessibility requirements	\$40,000			\$40,000				GF
Exterior Rear Walkway - ADA Compliance	Install new Accessible Walkway to replace stairway	\$55,000				\$55,000			GF
Replace existing Elevator	Replace existing elevator as it is past its useful life	\$100,000				\$100,000			GF
<b><u>Fire &amp; Police Stations</u></b>									
415 Shirley Street Station	Replace Existing Natural Gas Steam Boiler	\$25,000	\$25,000	\$25,000					GF
Winthrop Police Station	Exterior Painting	\$12,500	\$8,500	\$8,500				\$4,000	GF
Winthrop Police Station	Remove and Replace existing HVAC Unit	\$144,620	\$144,620	\$144,620					GC
New Fire Station	Debt Exclusion for new Fire Station - Price TBD	\$0	\$0						
<b><u>DPW &amp; Highway yard</u></b>									
Install new DPW Garage Door Hardware	Replace existing door hardware	\$9,500	\$9,500						GF
Install new carpet in conference room and office space	Replace existing office & conference room carpet	\$7,500	\$7,500						GF
Install four pedestrian access doors	New doors are needed due to wear and tear	\$16,000	\$8,000		\$8,000				GF
Pressure Wash interior DPW garage walls	Needed due to dirt & debris buildup	\$7,500	\$7,500						GF
Remove and replace two RTU's at DPW Building	Replace with energy efficient units	\$52,242	\$52,242	\$52,242					GC
<b><u>DPW Roadway, Sidewalk, Utility &amp; Tree work</u></b>									
Revere Street TIP Project	State Funded Project (Town funded approx. \$725,000 out of ARPA funds for cost of required Easements)	\$7,500,000			\$7,500,000				State TIP funding
Public Seawall Repair	Seawall Repair around Town (FY24 - Shirley Street)	\$500,000	\$100,000	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	GF
Wadsworth - Sewer main replacement	200 Linear feet of failed sewer line on Wadsworth Ave.	\$200,000	\$200,000	\$200,000					Sewer & Water Ent. Funds
Sidewalk Replacement	Replace Sidewalks in accordance with DPW list	\$1,000,000	\$200,000	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	
Tree Plantings - Maintenance	Install new and maintain existing shade trees	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
Cemetery	Cemetery Fency Replacement	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		
Asphalt Resurfacing	Asphalt Resurfacing to maintain replacement of 2.5 Miles per year	\$2,500,000	\$500,000	\$225,000	\$500,000	\$500,000	\$500,000	\$500,000	
Cooper/Green Memorial Tree Plantings	Tree plantings that were donated on behalf of David Green and Ramona Cooper	\$9,000	\$9,000						Donation to Tree Fund
Planting Additiona Trees donated from Non-Profits (Ex: Winthrop Loves Trees)	Additional funds that can be used to plant trees - Total available funds TBD								

<u>Park &amp; Recreation (Town Parks &amp; Playgrounds)</u>									
Crest Ave - Replace 2 Tube Slide Structure	Install new 2 Tube Slide structure	\$15,000	\$15,000	\$15,000					WF
Pico Park - Basketball Court - Resurface	Resurface and Stripe basketball court	\$4,500	\$4,500	\$4,500					GF
Ingleside Park - Skate Park repairs	Make repairs to Skate Park	\$15,000	\$15,000	\$15,000					WF
Pond Street - Basketball Court - Resurface	Resurface and Stripe basketball court	\$5,300	\$5,300	\$5,300					GF
Miller - Turf Field Maintenance	Monies that will be needed for Turf Maintenance	\$ 800,000					\$800,000		TBD
<b>Town Sub Totals</b>		<b>\$13,457,162</b>	<b>\$1,495,162</b>		<b>\$8,448,000</b>	<b>\$1,015,000</b>	<b>\$860,000</b>	<b>\$1,639,000</b>	
<b>Facilities-School</b>									
<u>District</u>									
Replace Hot Water Heater	Replace Hot Water heater over 20 years old	\$45,000			\$45,000				GF
EPM on Fabianno's Playground	Replace Cracking EPDM and resurface	\$75,000			\$75,000				GF
Ball field Maintenance	Maintenance on existing Sports Fields	\$20,000	\$20,000	\$20,000					GF
<u>Cummings School</u>									
Install Air Conditioning in the Gymnasium	Researching what this will cost, this price is just an estimate	\$325,000				\$325,000			GF
<u>Ft. Banks</u>									
Replace RTU1 & RTU2	Replace with more efficient units	\$1,200,000		\$0	\$600,000	\$600,000			GF GF
<u>Winthrop Middle School</u>									
Waiting for Facility Needs Assessment									
<u>Winthrop High School</u>									
Waiting for Facility Needs Assessment									
<b>School Sub Totals</b>		<b>\$1,665,000</b>	<b>\$20,000</b>		<b>\$720,000</b>	<b>\$925,000</b>	<b>\$0</b>	<b>\$0</b>	
<b>Equipment</b>									
<b>DPW</b>									
Sewer Vac Truck Replacement	Replace existing Sewer Vac Truck that is 10 years old	\$494,000	\$494,000	\$494,000					Sewer & Water Ent. Funds
Lease Payments on existing Vehicles	Final Payments on 2019 Loader, 2019 Backhoe, 2019 Dump Truck	\$116,718	\$116,718	\$116,718					GF
DPW - Trash Truck Replacement	Replace existing 2013 Trash Truck with new.	\$200,000			\$50,000	\$50,000	\$50,000	\$50,000	GF
<b>Fire</b>									
Fire Truck Lease Payment	Lease Payments on new Fire Truck	\$392,000	\$95,000	\$95,000	\$99,000	\$99,000	\$99,000		
New Ladder Truck	Replace 2006 Pierce Aerial Unit (105')	\$1,850,000					\$1,850,000		GF & Grant
Replace existing SCBA Equipment	Replace existing equipment before the EOUL	\$96,000	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200	GF
Replace existing Turnout Gear	Replace existing gear in compliance with NFPA	\$67,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	GF
Replace Existing Command Vehicle (C-1)	Replace existing 2017 Chevy Tahoe (110,000)	\$65,000				\$65,000			GF
Purchase new Zodiac Inflatable Boat	Replace Existing 1965 Boston Whaler	\$25,000			\$25,000				Waterways
<b>Police</b>									
New Police Cruisers	Existing Plan to replace one Police Cruiser Per year	\$290,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	GF
Body Cameras	Yearly Cost of Body Cameras	\$240,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000		
<b>IT</b>									
Computer Replacement Plan	Annual plan to replace existing office computers	\$100,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	GF
<b>Equipment Sub Totals</b>		<b>\$3,936,218</b>	<b>\$876,418</b>		<b>\$344,700</b>	<b>\$384,700</b>	<b>\$2,169,700</b>	<b>\$160,700</b>	
<b>Totals - General Funding</b>		<b>\$18,112,518</b>	<b>\$1,470,718</b>	<b>\$954,718</b>	<b>\$9,487,700</b>	<b>\$2,324,700</b>	<b>\$3,029,700</b>	<b>\$1,799,700</b>	
<b>Totals - Water &amp; Sewer Enterprise Funds</b>		<b>\$694,000</b>	<b>\$694,000</b>	<b>\$694,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Totals - Waterways Fund</b>		<b>\$25,000</b>			<b>\$25,000</b>				

<b>Totals - Winthrop Foundation Funding</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>					
<b>Totals - Green Community Grant</b>	<b>\$196,862</b>	<b>\$196,862</b>	<b>\$196,862</b>					
<b>Grand Total</b>	<b>\$19,058,380</b>	<b>\$2,391,580</b>	<b>\$1,875,580</b>	<b>\$9,512,700</b>	<b>\$2,324,700</b>	<b>\$3,029,700</b>	<b>\$1,799,700</b>	

<b>Fund Source - FY24</b>	<b>Amount</b>
ARPA	\$154,718
Green Communities	\$196,862
Capital Stabilization	\$800,000
Water & Sewer Enterprise Funds/Retained Earnings	\$694,000
Winthrop Foundation Funding Request	\$30,000
<b>Total</b>	<b>\$1,875,580</b>

Project Title: <b>Entrance - Camera &amp; Program</b>	Project Life: 20 years	Project Location: Pauline St Gym	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Sean Driscoll</b>	Department: Parks & Rec	Priority: <b>1</b>	
<u>Description and Justification:</u>  Install new camera / door bell sytem with remote door opener at the Parks & Rec main entrance. The door will have FOB access.  The Parks & Rec facility hosts children in their after school and summer program. We currently do not have a safe door system that allows for visual recognition of a parent / guest at the door or the ability to "buzz" a visitor in after verified.		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		7,500	7,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>7,500</b>	<b>\$7,500</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>ng St Gym- Public Bathroom Upg</b>	Project Life: 30 years	Project Location: Pauline St Gym	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	email <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Sean Driscol</b>	Department: Parks & Rec	Priority: <b>1</b>	
<b>Description and Justification:</b> Mens Public Bathroom Improvments - new urinals, toilet, partitions, sink, lighting and paint  Ladies Public Bathroom Improvments - new toilets, partitions, sink, lighting and paint  The Pauline Street Gym is our only public gymnasium that hosts many youth & adult programs. The public bathrooms are need of updating including properly partitioned areas for safety.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		14,000	14,000				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		14,000	<b>\$14,000</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF
			(9) Other

Project Title: <b>Entrance - Camera &amp; Programm</b>	Project Life: 20 years	Project Location: Pauline St Gym	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Sean Driscol</b>	Department: Parks & Rec	Priority: <b>1</b>	
<b>Description and Justification:</b> Install new door and programmable FOB System at the main gym entrance.  Our public gymnasium is very active with rentals, activities, programming, youth sports and other events. Currently its a single key door system that requires daily on-site monitoring. A key FOB system would allow us to program when the door should be locked and unlocked pending the usage and event.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		8,000	8,000				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>8,000</b>	<b>\$8,000</b>				
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<b>Source of Funds Legend</b>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>Senior Center - front entry Columns</b>	Project Life: 20	Project Location: Senior Center	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	email <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Kathy Dixon</b>	Department: Council on Aging	Priority: <b>1</b>	
<b>Description and Justification:</b> Strip and replace the rotted wood column bases and paint. Power Wash teh entire building.  The column bases have substation rot and the trim and siding have obvious moss and dirt in most locations.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		9,500	9,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		9,500	<b>\$9,500</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Senior Center - New Rubber Roof</b>	Project Life: 20	Project Location: Senior Center	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	email <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Kathy Dixon</b>	Department: Council on Aging	Priority: <b>1</b>	
<b>Description and Justification:</b> Strip and dispose of all rubber roofing, insulation and 4' of asphalt shingles. Install new insulation board, rubber roof and all vents. Install 4' of asphalt shingles in the rear.  We have had and continue to get rubber roof leaks - the rubber roof is original to the building and have multiple penetrations from various equipment. It's getting more difficult to identify leak sources as some are as small and as thin as a dime.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		32,500	32,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>32,500</b>	<b>\$32,500</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>WPL&amp;M Rear Staircase ADA</b>	Project Life:	Project Location: <b>Library</b>	Date: <b>1/3/2023</b>
Name of Person Submitting: <b>Greg McClay</b>	Contact Email: <a href="mailto:gmcclay@noblenet.org">gmcclay@noblenet.org</a>		
Directorate:	Department: <b>Library</b>	Priority: <b>Moderate - High</b>	

**Description and Justification:**

This project would improve access to Hazlett Room. Some patrons with mobility issues would be able to access this area and would provide another meeting space in the library that would be completely accessible to all. Both Children's and Adult programming is typically held in the Hazlett Room and as of now this space is not accessible. The only other meeting space in the library that is accessible is the Bergman Room on the third floor with access by elevator. The library will not qualify for grants for programming that require meeting space to be accessible and funding is increasingly tied to requirements of accessibility to meeting space.



**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other		40,000					
<b>TOTAL</b>		40,000					

Source of Funding Estimate: *AmeriGlide*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>WPL&amp;M Childrens Stairs ADA</b>	Project Life:	Project Location: <b>Library</b>	Date: <b>1/3/2023</b>
Name of Person Submitting: <b>Greg McClay</b>	Contact Email: <a href="mailto:gmcclay@noblenet.org">gmcclay@noblenet.org</a>		
Directorate:	Department: <b>Library</b>	Priority: <b>Moderate - High</b>	
<p><b>Description and Justification:</b></p> <p>This project would improve access to the lower level of the Children's Room and would make the entire Children's Room accessible to all. Some patrons with mobility issues would be able to access this area and would provide another meeting space in the library that would be completely accessible to all. Children's programming is typically held on the lower level of this space and as of now this space is not accessible. The only other meeting space in the library that is accessible is the Bergman Room on the third floor with access by elevator. The library will not qualify for grants for programming that require meeting space to be accessible and funding is increasingly tied to requirements of accessibility to meeting space.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other		40,000					
<b>TOTAL</b>		40,000					

Source of Funding Estimate: *Ameriglide*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>WPL&amp;M Walkway</b>	Project Life:	Project Location: <b>Library</b>	Date: <b>1/3/2023</b>
Name of Person Submitting: <b>Greg McClay</b>	Contact Email: <a href="mailto:gmcclay@noblenet.org">gmcclay@noblenet.org</a>		
Directorate:	Department: <b>Library</b>	Priority: <b>High</b>	
<u>Description and Justification:</u>  This proposed project would replace the current walkway to/from the back parking lot with a completely accessible option. The estimated total cost is \$55,000. Many library patrons access the library by the rear entrance, after they park in the Town Hall parking lot. However if patrons have children and/or strollers there is no easy way for them to get to the library from the lot. The few stairs that keep this from being accessible are at the bottom of the ramp and are in terrible condition. Elderly folks and anyone with mobility issues have difficulty as well. At the top immediately outside the library doors the circular areas floods quite often and washed mud and debris down the entire walkway. Previous efforts for grant funding have not been supported.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other		55,000					
<b>TOTAL</b>		55,000					

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>WPL&amp;M New Elevator</b>	Project Life:	Project Location: <b>Library</b>	Date: <b>1/3/2023</b>
Name of Person Submitting: <b>Greg McClay</b>	Contact Email: <a href="mailto:gmcclay@noblenet.org">gmcclay@noblenet.org</a>		
Directorate:	Department: <b>Library</b>	Priority: <b>Moderate - High</b>	
<b>Description and Justification:</b> <p>The current elevator is part of the Hyde addition added in 1972. The elevator has had a number of intermittent issues over recent years including 3 seperate breakdowns in the past 18 months. Some electrical work was done in 1991 and the hydraulic tank was tested in 1999. \$5,000 worth of repairs were done in 2015 to update the safety edges with an electric light instead. Life expectancy for an elevator is between 20-30 years. It's expected that the current elevator will continue to have breakdowns and future repairs will outstrip the cost of replacement or possibly force replacement at a time not of our choosing.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>100,000</b>					

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Heating System</b>	Project Life: 15 years	Project Location: 415 Shirley St	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="mailto:swiley@town.winthrop.ma.us">swiley@town.winthrop.ma.us</a>		
Directorate:	Department: Fire Department	Priority:	
<u>Description and Justification:</u> Replace existing Natural Gas fired steam boiler. System was inspected by contractor and will require replacement within 1 year.		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						
Design						
Land Acquisition						
Construction						
Furnishings/Equipment						
Departmental Equipment			25,000			
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Winthrop Police Station</b>	Project Life: 10	Project Location: WPD	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Chief T. Delehanty</b>	Department: Winthrop Police	Priority: 2	
<u>Description and Justification:</u> <p style="color: red;">Exterior Painting - The WPD is primarily a brick building but does have original wood trim detail that is need of scraping, repair, priming and painting. Much of the paint has already come off exposing the bare wood making is susceptible to the elements and more severe damage. If we do not adress this is the near future the wood trim may rot to a point we'll need to replace it.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		12,500	8,500				4,000
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		12,500	<b>\$8,500</b>				<b>\$4,000</b>
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<u>Source of Funds Legend</u>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>- Heat Pump and Chiller Replace</b>	Project Life: 30	Project Location: WPD	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Chief T. Delehanty</b>	Department: Winthrop Police	Priority: 2	
<b>Description and Justification:</b> <p>Remove and replace the existing Chiller and Heat HVAC units with new energy efficient electric Mitsubishi heat pumps. We are currently working with an energy consultant who has designed and priced the upgrade and qualifies for some incentives. * Eight new heads and two compressors are included in this project.</p> <p>Our equipment is dated with our existing air handlers installed high in ceiling cavities that are hard to access; when there is a leak or issue it results in office damage. The original chiller is beyond its life expectancy and parts are limited. Net pricing includes a \$15,000 incentive</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		144,620	144,620				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		144,620	<b>\$144,620</b>				
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<b>Source of Funds Legend</b>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title:	<b>DPW</b>	Project Life:	5	Project Location:	DPW	Date:	01/04/2023
Name of Person Submitting:	<b>Richard Cifuni</b>	Contact Email:	<a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>				
Directorate:	<b>Steve Calla</b>	Department:	DPW			Priority:	<b>1</b>
<u>Description and Justification:</u>							
<p>The main garage doors are ok but all the components / hardware are worn leading to service repair calls. Install all new door hardware including torsion springs, bearing plates, brackets, rollers, cables and fasteners on</p> <p>Reliable access to the DPW garage is crucial to the operations and safety of the department.</p>							

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		9,500	9,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>9,500</b>	<b>\$9,500</b>				
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<u>Source of Funds Legend</u>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>DPW - New Carpet</b>	Project Life: 10	Project Location: DPW Offices	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Steve Calla</b>	Department: DPW	Priority: 2	
<b>Description and Justification:</b> Remove and Install 1200 +/- sq/yds of commercial carpet in the conference Room and Office areas. The DPW is a high traffic areas and the carpets are wearing and torn in some areas. Carpet Tile is preferred so we can replace sections as needed in the future			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		7,500	7,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		7,500	\$7,500				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>DPW - Pedestrian Garage Doors</b>	Project Life: 25	Project Location: DPW	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Steve Calla</b>	Department: DPW	Priority: 2	
<b>Description and Justification:</b> Remove and install four new pedestrian doors with sidelights to the garage area; install two this year and two next year. Doors are active in high traffic areas and have become worn and rusted.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		16,000	8,000	8,000			
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		16,000	<b>\$8,000</b>	<b>\$8,000</b>			
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<b>Source of Funds Legend</b>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>DPW garage - Power Wash</b>	Project Life: 25	Project Location: DPW	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Steve Calla</b>	Department: DPW	Priority: <b>3</b>	
<b>Description and Justification:</b> Professionally Power Wash all the interior garage walls removing years of build up.  Over the year the DPW garagewalls have collect dust, dirt, debris etc... and cleaning the garage walls will improve the health and safety of the building area			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		7,500	7,500				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>7,500</b>	<b>\$7,500</b>				
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<b>Source of Funds Legend</b>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>Lighting /Cooling Equipment Upgrade</b>	Project Life: 25	Project Location: DPW	1/4/2023
Name of Person Submitting: <b>Richard Cifuni</b>	Contact Email: <a href="mailto:rcifuni@town.winthrop.ma.us">rcifuni@town.winthrop.ma.us</a>		
Directorate: <b>Steve Calla</b>	Department: DPW	Priority: 1	
<b>Description and Justification:</b> Remove and Replace DPW Roof Top Units (2 units) with new energy efficient heat pump equipment. Our equipment is original to the building and we are beyond the life expectancy of the equipment. Many parts for our equipment are obsolete and you can no longer purchase refrigerant in the event we need more in the future. We also have an opportunity to utilize a grant. Gross Amount is \$88,243 with utility savings of \$36,000.00			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction		52,242	52,242				
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		52,242	<b>\$52,242</b>				
Source of Funding Estimate:		<i>Quotes, State Contract, Etc.</i>					
<b>Source of Funds Legend</b>							
(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF				
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF	(9) Other			

Project Title: <b>Public Seawall Repair</b>	Project Life: <b>25-50 Years</b>	Project Location: <b>Town-wide</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Department of Public Works</b>	Priority: <b>High</b>	
<p><b>Description and Justification:</b></p> <p>This capital request is for seawall repair and public access restoration. If funded, FY24 money would be used wall restoration work along the Shirley Street corridor.</p> <p>Seawalls that are not properly maintained create public safety hazards and flood liability claims.</p> <p>Deteriorated public access ways that lead to our coastlines deprive our residents and tourists from safe access to Winthrop's most cherished asset, the ocean.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction	1	500,000	100,000	100,000	100,000	100,000	100,000
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>500,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Wadsworth - Sewer main replacement</b>	Project Life: <b>50-75 Years</b>	Project Location: <b>Wadsworth Ave.</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Sewer</b>	Priority: <b>High</b>	
<b>Description and Justification:</b> <p>This capital request is for the replacement of 200 linear feet of failed sewer main on Wadsworth Ave. in Winthrop. This section of main serves 10 homes and has failed in multiple locations causing repeat back-up issues at this location and threatening physical damage and health concerns to the abutting homes that are served by this section of sewer main.</p> <p>There are several options to fund this project. We could use retained earnings as a one time funding source for the full amount or we can apply for a sewer loan through the MWRA I/I Program.</p>		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment	(7)	200,000	200,000				
Contingency							
Other							
<b>TOTAL</b>		<b>200,000</b>	<b>\$200,000</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: Sidewalk Replacement - Annual Contract	Project Life: 25-50 Years	Project Location: Town-wide	Date: 12/19/2022
Name of Person Submitting: Steven Calla	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: Department of Public Works	Priority: High	
<p><b>Description and Justification:</b></p> <p>This capital request is for the annual sidewalk replacement contract. Damaged concrete sidewalk complaints remain one of the department's primary complaint sources averaging 200-300 new complaints annually which continuously adds to a current back log. A \$200,000 annual contract will allow us to replace approximately 2,500 sq yards of damaged sidewalk.</p> <p>Damaged or deteriorated sidewalks that are not repaired are a major liability for the Town. This contract will allow us to expeditiously address the reported hazards and make the community more walk friendly for everybody, inclusive of our sight impaired residents, our elderly, and our youngest students.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction	1 & 9 (Ch.90)	1,000,000	200,000	200,000	200,000	200,000	200,000
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		1,000,000	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Tree Plantings / Maintenance</b>	Project Life: <b>25-50 Years</b>	Project Location: <b>Town-wide</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Department of Public Works</b>	Priority: <b>High</b>	
<p><u>Description and Justification:</u></p> <p>This capital request is for the planting and maintenance of new and existing public shade trees. If funded, this money would allow the department to commit to a specific number of new public shade trees on an annual basis instead of relying solely on the donation program and would also assist with the annual maintenance of these trees.</p> <p>Public shade trees improve the air quality of the community and provide a much needed shade source, as well as, offering noise buffering from the nearby airport. A commitment to tree plantings will also increase the property values throughout the Town.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction	1	125,000	25,000	25,000	25,000	25,000	25,000
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>125,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Asphalt Resurfacing - Annual Contract</b>	Project Life: <b>20 Years</b>	Project Location: <b>Town-wide</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Department of Public Works</b>	Priority: <b>High</b>	
<p><b>Description and Justification:</b></p> <p>This capital request is for the annual asphalt re-surfacing contract for town-wide roadways. This contract has been following the Town's lead line replacement contract and other town infrastructure projects for the past three years. With over 45 miles of roadway in town, a commitment to resurfacing at least 2.25 miles (or approximately ten roads) per year is needed to meet the 20 year life cycle.</p> <p>Roadways that are not properly maintained have a significant pot-hole repair cost and create safety hazards for our residents and tourists. These hazards have an associated liability cost with insurance claims.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction	1 & 9 (Ch.90)	2,500,000	500,000	500,000	500,000	500,000	500,000
Furnishings/Equipment							
Departmental Equipment							
Contingency							
Other							
<b>TOTAL</b>		<b>2,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Sewer Vac Truck Replacement</b>	Project Life: <b>10 Years</b>	Project Location: <b>DPW - Fleet</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Sewer / Water</b>	Priority: <b>High</b>	
<p><b>Description and Justification:</b></p> <p>This capital request is for the replacement of our Sewer Vac Truck. This truck serves the Town on a daily basis. It is a critical tool used to maintain the Town's sewer and drainage systems. The truck allows the DPW to expeditiously respond to sewer blockages and back-ups to minimize damages. The truck is also used the water division for hydro-excavation around other utilities.</p> <p>The purchase of a new Vac Truck was added to the FY23 Capital plan and approved for \$60,000 over 5 years. During the procurement process it was determined that \$130,000 over 5 years is the actual cost to replace this vehicle. As such, we are requesting to carry the FY 23 allocation of \$60K into FY24 and add \$70K to the annual funding allocations for the required financing. Unfortunately, once the lease-to-own agreement is executed, the build time is 18-24 months.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment	(7) & (8)	650,000	130,000	130,000	130,000	130,000	130,000
Contingency							
Other							
<b>TOTAL</b>		<b>650,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>DPW - Leased Vehicles</b>	Project Life: <b>10 Years</b>	Project Location: <b>DPW - Fleet</b>	Date: <b>12/19/2022</b>								
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>										
Directorate:	Department: <b>Public Works</b>	Priority: <b>High</b>									
<p><u>Description and Justification:</u></p> <p>This capital request is for the final lease payments on three pieces of equipment that were purchased in 2019 under a five year lease-to-own program.</p> <table> <tr> <td>2019 John Deere Loader</td> <td>\$51,377.24</td> </tr> <tr> <td>2019 John Deere Backhoe</td> <td>\$29,645.52</td> </tr> <tr> <td>2019 International Dump Truck</td> <td>\$35,694.68</td> </tr> <tr> <td></td> <td>\$116,717.44</td> </tr> </table> <p>These three vehicles are used daily to fulfill the daily obligations of the Department</p>		2019 John Deere Loader	\$51,377.24	2019 John Deere Backhoe	\$29,645.52	2019 International Dump Truck	\$35,694.68		\$116,717.44		
2019 John Deere Loader	\$51,377.24										
2019 John Deere Backhoe	\$29,645.52										
2019 International Dump Truck	\$35,694.68										
	\$116,717.44										

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment	(1)	116,718	116,718				
Contingency							
Other							
<b>TOTAL</b>		<b>116,718</b>	<b>\$116,718</b>				

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>DPW - Trash Truck</b>	Project Life: <b>10 Years</b>	Project Location: <b>DPW - Fleet</b>	Date: <b>12/19/2022</b>
Name of Person Submitting: <b>Steven Calla</b>	Contact Email: <a href="mailto:scalla@town.winthrop.ma.us">scalla@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Public Works</b>	Priority: <b>High</b>	
<b>Description and Justification:</b> This capital request is for the replacement of a 2013 Trash compactor truck. This truck is used daily, including weekends and holidays, to collect the trash from approximately 100 town barrels that are deployed at the business districts, parks, playgrounds, beaches, bus stops, athletic fields and municipal grounds throughout the community. These municipal barrels are not included in the Town's curbside trash contract.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment	(1)	200,000		50,000	50,000	50,000	50,000
Contingency							
Other							
<b>TOTAL</b>		200,000		<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Ladder 1</b>	Project Life: 20-25 years	Project Location:	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="mailto:swiley@town.winthrop.ma.us">swiley@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Fire Department</b>	Priority:	
<u>Description and Justification:</u> Replacement of 2006 Pierce Aerial (105'). Life expectancy of Aerial apparatus is 20 - 25 years. Ladder 1 will be nearing or reaching the end of its life expectancy. Current lead time for construction of new aerial is 3.5 - 4 years.		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						
Design						
Land Acquisition						
Construction						
Furnishings/Equipment						
Departmental Equipment						1.85 million
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Scott 4.5 SCBA</b>	Project Life: 15-20 years	Project Location:	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="mailto:swiley@town.winthrop.ma.us">swiley@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Fire Department</b>	Priority:	
<u>Description and Justification:</u> Replace existing Scott 4.5 SCBA (Self Contained Breathing Apparatus) Current inventory will near or exceed NFPA standard within 5 years (various) \$ 4000 per x 24 units = \$96,000		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						
Design						
Land Acquisition						
Construction						
Furnishings/Equipment						
Departmental Equipment	3	19,200	19,200	19,200	19,200	19,200
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Turn - out Gear Replacement</b>	Project Life: 10 years	Project Location:	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="mailto:swiley@town.winthrop.ma.us">swiley@town.winthrop.ma.us</a>		
Directorate:	Department: <b>Fire Department</b>	Priority:	
<u>Description and Justification:</u> Replace existing turn-out gear per NFPA standard. Gear MUST be less than 10 years old. Replace 18 sets over 5 years ( half of department ). Current cost of replacement \$3750 each.		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						
Design						
Land Acquisition						
Construction						
Furnishings/Equipment						
Departmental Equipment	3	13,500	13,500	13,500	13,500	13,500
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

Source of Funds Legend

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Command Vehicle</b>	Project Life: 10 years	Project Location:	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="mailto:swiley@town.winthrop.ma.us">swiley@town.winthrop.ma.us</a>		
Directorate:	Department: Fire Department	Priority:	
<u>Description and Justification:</u> Replace existing C-1 Command Vehicle ( 2017 Chevy Tahoe 110,000 miles ) Replacement cost estimate \$60,000		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						,
Design						
Land Acquisition						
Construction						
Furnishings/Equipment					\$65,000	
Departmental Equipment					<del>65,000</del>	
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF
			(9) Other

Project Title: <b>Marine 2 (Boat)</b>	Project Life: 25 years	Project Location: 415 Shirley St	Date:
Name of Person Submitting: <b>Chief Wiley</b>	Contact Email: <a href="#">2</a>		
Directorate:	Department: Fire Department	Priority:	
<u>Description and Justification:</u> Replace existing 1965 Boston Whaler (13' 6") with a 16' Zodiac inflatable boat, motor and trailer. Existing Marine 2 is an almost 60 year old Whaler. An inflatable boat has significant operational advantages. Estimated cost \$25,000.		<b>Insert Photo of project- Delete Text First</b>	

**RECOMMENDED FINANCING**

	Source of Funds	Estimated Project Costs by Fiscal Year				
		FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study						,
Design						
Land Acquisition						
Construction						
Furnishings/Equipment						
Departmental Equipment			25,000			
Contingency						
Other						
<b>TOTAL</b>						

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

- |                                    |                  |                        |                    |
|------------------------------------|------------------|------------------------|--------------------|
| (1) Capital Stabilization Fund-CSB | (3) General Fund | (5) Waterways Fund- WW | (7) Sewer Fund- SF |
| (2) Free Cash-FC                   | (4) Bond-B       | (6) Solid Waste- SWF   | (8) Water Fund- WF |
|                                    |                  |                        | (9) Other          |

Project Title: <b>Winthrop Police Replacement Cruiser</b>	Project Life: 4	Project Location: WPD	1/6/2023
Name of Person Submitting: <b>Terence Delehanty</b>	Contact Email: <a href="mailto:Tdelehanty@town.winthrop.ma.us">Tdelehanty@town.winthrop.ma.us</a>		
Directorate: <b>Chief T. Delehanty</b>	Department: Winthrop Police	Priority: <b>1</b>	
<u>Description and Justification:</u> <p>The Town for the past decade has tried to keep up with the cruiser replacement plan. The plan consist of replacing a line cruiser every year to preserve older vehicles and reduce maintenance expenses in the operating budget. We have seen an increase in repair cost in the months of December and January of FY23. Over the last two years the replacement plan has slowed due to supply shortages in the car industry. A car ordered today may get delivered to the Police Department in nine to twelve months on the aggressive side and twelve to sixteen month on the conservative side. In order to keep the plan operational I would ask that this item be presented to council prior to the budget so the vehicle delivered is delivered in 2023.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five -Year Cost	Estimated Project Costs by Fiscal Year				
			FY2024	FY2025	FY2026	FY2027	FY2028
Feasibility Study							
Design							
Land Acquisition							
Construction							
Furnishings/Equipment							
Departmental Equipment	1	290,000	58,000	58,000	58,000	58,000	58,000
Contingency							
Other							
<b>TOTAL</b>		290,000	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>

Source of Funding Estimate: *Quotes, State Contract, Etc.*

**Source of Funds Legend**

(1) Capital Stabilization Fund-CSB	(3) General Fund	(5) Waterways Fund- WW	(7) Sewer Fund- SF
(2) Free Cash-FC	(4) Bond-B	(6) Solid Waste- SWF	(8) Water Fund- WF
			(9) Other

**PROPOSED PAVEMENT RESURFACING  
LOCATIONS (FY24)**

**Proposed Streets**

Revere St (Town line to Crest)
Bayou St
Argyle St
Crest Ave
Grovers Ave (Cliff to Crest)
Highland Ave. / Atkinson Circle
Grovers Ave (Cliff to Crest)
Vets Rd (Beach Rd. to Shirley St.)
Pleasant St(Woodside to Winthrop)
Pleasant St (Lincoln to Main)
Villa Ave
Vine Ave
Buckthorn Terrace
Buchanan St (Fremont to River)
Bowdoin St (Wadsworth to Buchanan)
Bowdoin St (Bates to Buchanan)
Chester Ave (Bowdoin to River)
Bates Ave
Wadsworth St
North Ave.
South Ave.
Kennedy Dr
Nevada St
Trident Ave
Mermaid St
Perkins St
Bayview Ave
Hale Ave
Triton Ave
Undine St
Siren St

Note: This pavement plan follows the lead water line replacement program that has been going on for the past two years. This will allow for the road to be disturbed for the water line and service replacements and then repave once the work is complete. This will be funded through the Capital plan and a portion of the Chapter 90 funds.

## FY24 SIDEWALK REPAIR REQUESTS

4-6 Atlantic	223 Main St.
23 Atlantic	Opposite #8 Mermaid Ave
67 Atlantic	70 Nahant Ave
36 Bates Ave	Oceanview St at entrance to St. John's School (replace asphalt)
46 Bates Ave	106 Oceanview St
103 Bayview Ave	63 Paine St
16 Beal St	71 Paine St
38 Birch Rd	Opposite 71 Paine St
88 Birch Rd	30 Pauline St
99 Bowdoin St	17 Payson St
47 Centre St	29 Pebble Ave
18 Chester Ave	17 to 21 Pleasant St.
62 Chester Ave	93 Pleasant St.
33 Circuit Ave	15 Pleasant Ct.
120 Circuit Ave	35 Putnam Place
205 Cliff Ave	283-287 Revere St
50 Coral Ave	60 Sagamore Ave
89 Cottage Ave	827 Shirley St
90 Cottage Ave	24 South Main St (re-inspect)
105 Cottage Ave	29 Tafts Ave
15 Cross St	78 Temple Ave
Fairview Ave (Near corner of Main St.)	37 Tileston Rd
79-80 Fremont St	14 Trident Ave
85 Fremont St	40 Trident Ave
91-95 Fremont St	Trident (several locations)
135 Grovers Ave (At corner of Cliff)	63 - 69 Undine Ave - Requires full R&R Curbing
231 Grovers Ave to side of 91 Sewall Ave	92 Upland Rd
31 Hale Ave	94 Upland Rd
58 Lewis Ave	100 Waldemar Ave
60 Lewis Ave	60 Willow Ave
100 Lincoln St	16 Wilshire St
171 Lincoln St	61 Wilshire St
183 Lincoln St	87 Winthrop St.
21 Loring Rd	WSD @ Charles St / WSD @ Underhill / WSD @ Irwin / WSD @ Wave Way (Detection panels)
51 Loring Rd	185 Woodside Ave (Seymour side of the house)

This is a list of sidewalks to be repaired in FY24 using Capital plan monies from the general fund and some of the Chapter 90 funds. We are also putting monies into the Capital plan to conduct a sidewalk assessment study in FY24 to allow for a more detail Capital plan for our sidewalks moving forward.

# APPENDICES



# *Table of Abbreviations and Acronyms*

## Table of Abbreviations and Acronyms

---

Admin	Administrative
Asst or Assist	Assistant
AFSCME	American Federation of State, County and Municipal Employees
AP	Accounts Payable
ATB	Appellate Tax Board
BAN	Bond Anticipation Note
BLA	Bureau of Local Assets
BOA	Bureau of Accounts
CD	Certificate of Deposit
CERT	Community Emergency Response Team
CI&P	Commercial, Industrial & Personal
CIP	Capital Improvement Program
COA	Council on Aging
CORI	Criminal Offender Record Information
CPR	Cardiopulmonary Resuscitation
DET	Department of Employment and Training
DLS	Division of Local Services
DOE	Department of Education
DOER	Department of Energy Resources
DOR	Department of Revenue
DPW	Department Public Works
DUA	Division of Unemployment Assistance
ECC	Emergency Communication Center
E&D	Excess and Deficiency
EMA	Emergency Management Agency
EMD	Emergency Medical Dispatch
EOC	Emergency Operations Center
Equip	Equipment
EQV	Equalized Valuation
F/T	Full Time
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FFCV	Full and Fair Cash Value
FICA	Federal Insurance Contributions Act

## Table of Abbreviations and Acronyms

FIE	Full Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GATRA	Greater Attleboro-Taunton Regional Transit Authority
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GVW	Gross Vehicle Weight
HMEP	Hazardous Materials Emergency Preparedness
HMO	Health Maintenance Organization
HQ	Headquarters
IGR	Informational Guideline Release
IOD	Injured On Duty
ISO	Insurance Service Organization
ISR	Internal Revenue Service
LEPC	Local Emergency Planning Committee
MassDOT	Massachusetts Department of Transportation
MBTA	Massachusetts Bay Transit Authority
MCI	Mass Casualty Incident
MGL	Massachusetts General Law
MHD	Massachusetts Highway Department
MIIA	Massachusetts Interlocal Insurance Association
MMHG	Mayflower Municipal Health Group
MQGE	Medicare Qualified Government Employees
MS4	Municipal Separate Stormwater System
MSBA	Massachusetts School Building Authority
MTRS	Massachusetts Teachers Retirement System
MWPAT	Massachusetts Water Pollution Abatement Trust
NSS	Net School Spending
OPEB	Other Post-Employment Benefits
Ops	Operations
P/T	Part Time
PEG	Public, Educational, Government
PERAC	Public Employee Retirement Administrative Commission
PM	Preventive Maintenance
PPO	Preferred Provider Organization

## Table of Abbreviations and Acronyms

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PRG	Program
PVC	Poly Vinyl Chloride
RMV	Registry of Motor Vehicles
ROPS	Roll Over Protection Structure
SHINE	Serving the Health Insurance Needs of Everyone- state health insurance assistance program
SOL	State Owned Land
SPED	Special Education
STAS	Statutory System
UAAL	Unfunded Actuarial Accrued Liability
UMAS	Uniform Massachusetts Accounting System
UTMC	Unemployment Tax Management Corporation
UTV	Utility Task Vehicle
VAT	Vinyl Asbestos Tile
VCT	Vinyl Composition Tile
VNA	Visiting Nurses Association
WTP	Water Treatment Protection Plant

## *Glossary of Terms*

## Glossary of Terms

<b>Abatement</b>	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit. (See Commitment)
<b>Accounting System</b>	The total structure of records and procedures that identify the record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.
<b>Accrued Interest</b>	The amount of interest that has accumulated on the bond since the date of the last interest payment, and in the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)
<b>Adopted Budget</b>	The version of the budget that has been approved by a vote of Town Meeting.
<b>Additional Assistance T</b>	his state aid program provides unrestricted, general fund revenue to a certain number of communities through the Cherry Sheet. Additional Assistance evolved from the old resolution aid formula of the 1980s, but following state budget cuts, it was level funded beginning in FY92 and then subsequently reduced.
<b>Amortization</b>	The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.
<b>Appellate Tax Board (ATB)</b>	Appointed by the governor, the ATB has jurisdiction to decide appeals from local decisions relating to property taxes, motor vehicle excises, state owned land (SOL) valuations, exemption eligibility, property classification, and equalized valuations.
<b>Appropriation</b>	An authorization granted by a town meeting to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended. (See Encumbrance, Free Cash)
<b>Arbitrage</b>	As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.
<b>Assessed Valuation</b>	A value assigned to real estate or other property by a government as the basis for levying taxes. In Massachusetts, assessed valuation is based on the property's full and fair cash value as set by the Assessors.
<b>Audit</b>	An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluating the fiscal performance of a community.
<b>Audit Management Letter</b>	An independent auditor's written communication to government officials, separate from the community's audit. It generally identifies areas of deficiency, if any, and presents recommendations for improvements in accounting procedures, internal controls and other matters.

## Glossary of Terms

<b>Audit Report</b>	Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions; (d) financial statements and schedules; and (e) statistical tables, supplementary comments, and recommendations. It is almost always accompanied by a management letter.
<b>Available Funds</b>	Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, water surplus, and enterprise net assets unrestricted (formerly retained earnings).
<b>Balance Sheet</b>	A statement that discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date.
<b>Balanced Budget</b>	A budget in which estimated receipts are greater than or equal to proposed appropriations. This is a requirement for all Massachusetts cities and towns.
<b>Betterments (Special Assessments)</b>	Whenever part of a community benefits from a public improvement, or betterment ( <i>e.g.</i> , water, sewer, sidewalks, etc.), special property taxes may be assessed to the property owners of that area to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which maybe paid in full, or apportioned over a period of up to 20 years. In this case, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.
<b>Boat Excise</b>	In accordance with MGL Chapter 60B, this is an amount levied on boats and ships in lieu of a personal property tax for the privilege of using the Commonwealth's waterways. Assessed annually as of July 1, the excise is paid to the community where the boat or ship is usually moored or docked.
<b>Bond</b>	A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note).
<b>Bond Anticipation Note (BAN)</b>	Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school-related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.
<b>Bond Authorization</b>	The action of town meeting or a city council authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the mayor, or selectmen. (See Bond Issue)

## Glossary of Terms

<b>Bond Counsel</b>	An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.
<b>Bond Issue</b>	The actual sale of the entire, or a portion of, the bond amount authorized by a town meeting or city council.
<b>Bond Premium</b>	The difference between the market price of a bond and its face value (when the market price is higher). A premium will occur when the bond's stated interest rate is set higher than the true interest cost (the market rate). Additions to the levy limit for a Proposition 2 1/2 debt exclusion are restricted to the true interest cost incurred to finance the excluded project. Premiums received at the time of sale must be offset against the stated interest cost in computing the debt exclusion. If receipt of the premium and the payment of interest at maturity of an excluded debt occur in different fiscal years, reservation of the premium for future year 's debt service is required at the end of the fiscal year when the premium was received. (See DOR Bulletin 2003-20B)
<b>Bond Rating (Municipal)</b>	A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.
<b>Bonds Authorized and Unissued</b>	The balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes but must be rescinded by town meeting or the city council to be removed from community's books.
<b>Budget</b>	A plan for allocating resources to support particular services, purposes, and functions over a specified period of time.
<b>Budget Calendar</b>	The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.
<b>Budget Message</b>	A statement that, among other things, offers context by summarizing the main points of a budget, explains priorities, describes underlying policies that drive funding decisions, and otherwise justifies the expenditure plan and provides a vision for the future.
<b>Budget Unit</b>	A board or department to which the municipality's legislative body appropriates funds.
<b>Capital Assets</b>	All tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Asset)

## Glossary of Terms

<b>Capital Budget</b>	An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Asset Fixed Asset)
<b>Capital Improvements Program</b>	A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity, and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.
<b>Capital Outlay Expenditure Exclusion</b>	A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require a two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.
<b>Cash</b>	Currency, coin, checks and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
<b>Cash Management</b>	The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.
<b>Cemetery Perpetual Care</b>	Funds donated by individuals for the care of gravesites. According to MGL Ch. 114 §25, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, the interest (but not principal) may be used as directed by the cemetery commissioners for the purpose of maintaining cemeteries.
<b>Certification</b>	Verification of authenticity. Can refer to the action of a bank, trust company, or DOR's Bureau of Accounts (BOA) in the issuance of State House Notes, to confirm the genuineness of the municipal signatures and seal on bond issues. The certifying agency may also supervise the printing of bonds and otherwise safeguard their preparation against fraud, counterfeiting, or over-issue. Also refers to the certification by the Bureau of Local Assessment (BLA) that a community's assessed values represent full and fair cash value (FFCV). (See Triennial Revaluation)
<b>Certificate of Deposit (CD)</b>	A bank deposit evidenced by a negotiable or non-negotiable instrument that provides on its face that the amount of such deposit, plus a specified interest, is payable to the bearer or to any specified person on a certain date specified in the instrument, at the expiration of a certain specified time, or upon notice in writing.
<b>Chapter 70 School Aid</b>	Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.

## Glossary of Terms

<b>Chapter 90 Highway Funds</b>	State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33 percent) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83 percent) derived the Department of Employment and Training (DET), and population estimates (20.83 percent) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the limit.
<b>Cherry Sheet</b>	Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services. Links to the Cherry Sheets are located on the DLS website at <a href="http://www.mass.gov/dls">www.mass.gov/dls</a> . (See Cherry Sheet Assessments, Estimated Receipts)
<b>Cherry Sheet Assessments</b>	Estimates of annual charges to cover the cost of certain state and county programs.
<b>Cherry Sheet Offset Items</b>	Local aid that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants. (See Offset Receipts)
<b>Classification of Real Property</b>	Assessors are required to classify all real property according to use into one of four classes: Residential, Open Space, Commercial, and Industrial. Having classified its real property, local officials are permitted to determine locally, within limits established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners. (See Classification of the Tax Rate)
<b>Classification of the Tax Rate</b>	Each year, the selectmen or city council vote whether to exercise certain tax rate options. Those options include choosing a residential factor (MGL Ch. 40 §56), and determining whether to offer an open space discount, a residential exemption (Ch. 59, §5C), and/or a small commercial exemption (Ch. 59, §5I) to property owners.
<b>Collective Bargaining</b>	The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union.
<b>Commitment</b>	This establishes the liability for individual taxpayers. For example, the assessors' commitment of real estate taxes fixes the amount that the collector will bill and collect from property owners.

## Glossary of Terms

<b>Compensated Absences</b>	Time off, with pay, made available to employees for vacation leave, sick leave, and similar benefits. For financial reporting purposes, compensated absences are strictly limited to leave that is attributable to services already rendered, and is not contingent on a specific event (such as illness) that is outside the control of the employer and employee.
<b>Compensating Balance Agreement</b>	An alternative to the payment of direct fees for banking services. In this case, a bank specifies a minimum balance that the municipality must maintain in non-interest bearing accounts. The bank can then lend this money (subject to a reserve requirement) and earn interest, which will at least cover the cost of services provided to the municipality. Compensating balance agreements are permitted under MGL Ch. 44 §53F and must be approved annually by town meeting or the city council.
<b>Conservation Fund</b>	A city or town may appropriate money to a conservation fund. This money may be expended by the conservation commission for lawful conservation purposes as described in MGL Ch. 40 §8C. The money may also be expended by the conservation commission for damages arising from an eminent domain taking provided that the taking was approved by a two-thirds vote of city council or town meeting.
<b>Cyclical Inspection Program</b>	A cyclical re-inspection program involves completing an interior and exterior inspection of all property over a multi-year period, not exceeding nine years.
<b>Data Collection</b>	Process of inspecting real and personal property and recording its attributes, quality, and condition.
<b>Debt Authorization</b>	Formal approval by a two-thirds vote of town meeting or city council to incur debt, in accordance with procedures stated in MGL Ch. 44 §§1, 2, 3, 4a, 6-15.

## Glossary of Terms

<b>Debt Exclusion</b>	An action taken by a community through a referendum vote to raise funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 1 <sup>1</sup> h. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2 <sup>1</sup> h, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.
<b>Debt Limit</b>	The maximum amount of debt that a municipality may authorize for qualified purposes under state law.
<b>Debt Service</b>	The repayment cost usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.
<b>Debt Statement</b>	Reference to a report, which local treasurers are required to file with the DOR, showing authorized and issued debt, debt retired and interest paid by a community during the prior fiscal year, as well as authorized but unissued debt at year-end. Also known as the "Statement of Indebtedness."
<b>Deficit</b>	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
<b>Encumbrance</b>	A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that is chargeable to, but not yet paid from, a specific appropriation account.
<b>Enterprise Fund</b>	An enterprise fund, authorized by MGL Ch. 44 §53F <sup>1</sup> /Z, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101
<b>Equalized Valuations (EQVs)</b>	The determination of an estimate of the full and fair cash value (FFCV) of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, by MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth.

## Glossary of Terms

<b>Estimated Receipts</b>	A term that typically refers to anticipated local revenues listed on page three of the Tax Recapitulation Sheet. Projections of local revenues are often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)
<b>Excess and Deficiency (E&amp;D)</b>	Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet, which is submitted to DOR by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns. Important: E&D is not available for appropriation until certified by the Director of Accounts.
<b>Excess Levy Capacity</b>	The difference between the levy limit and the amount of real and personal property taxes levied in a given year. Annually, the board of selectmen or city council must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.
<b>Exemption</b>	A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.
<b>Expenditure</b>	An outlay of money made by municipalities to provide the programs and services within their approved budget
<b>Fiduciary Funds</b>	Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.
<b>Financial Advisor</b>	An individual or institution that assists municipalities in the issuance of tax-exempt bonds and notes. The public finance department of a commercial bank or a non-bank advisor usually provides this service.

## Glossary of Terms

<b>Financial Statement</b>	A presentation of the assets and liabilities of a community as of a particular date and most often prepared after the close of the fiscal year.
<b>Fiscal Year (FY)</b>	Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.
<b>Fixed Assets</b>	Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.
<b>Fixed Costs</b>	Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.
<b>Foundation Budget</b>	The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.
<b>Free Cash (Also Budgetary Fund Balance)</b>	Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts more than revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts. (See Available Funds)
<b>Full and Fair Cash Value (FFCV)</b>	Fair cash value has been defined by the Massachusetts Supreme Judicial Court as "fair market value, which is the price an owner willing but not under compulsion to sell ought to receive from one willing but not under compulsion to buy. It means the highest price that a normal purchaser not under peculiar compulsion will pay at the time, and cannot exceed the sum that the owner after reasonable effort could obtain for his property. A valuation limited to what the property is worth to the purchaser is not market value. The fair cash value is the value the property would have on January first of any taxable year in the hands of any owner, including the present owner." (Boston Gas Co. v. Assessors of Boston, 334 Mass. 549, 566 (1956))
<b>Full Faith and Credit Obligations</b>	A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full-faith-and-credit bonds.
<b>Full-time equivalent</b>	A unit that indicates the workload of an <u>employed</u> person in a way that makes workloads comparable across various contexts.
<b>Fund</b>	An accounting entity with a self-balancing set of accounts that is segregated to carry on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

## Glossary of Terms

<b>Fund Accounting</b>	Organizing the financial records of a municipality into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.
<b>General Fund</b>	The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.
<b>General Ledger</b>	The accountant's record of original entry, which is instrumental in forming a paper trail of all government financial activity.
<b>General Obligation Bonds</b>	Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.
<b>Governing Body</b>	A board, committee, commission, or other executive or policymaking body including the school committee of a municipality.
<b>Government Finance Officers Association (GFOA)</b>	A nationwide association of public finance professionals.
<b>Governmental Accounting Standards Board (GASB)</b>	The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.
<b>Governmental Funds</b>	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.
<b>Hotel/Motel Excise</b>	A local option since 1985 that allows a community to assess a tax on short-term room occupancy. The community may levy up to 4 percent of the charge for stays of less than 90 days at hotels, motels and lodging houses. The convention center legislation imposed an additional 2.75 percent charge in Boston, Cambridge, Springfield, and Worcester.
<b>Indirect Cost</b>	Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.
<b>Interest</b>	Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.
<b>Interest Rate</b>	The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
<b>Investments</b>	Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

## Glossary of Terms

<b>Judgment</b>	An amount to be paid or collected by a governmental unit as a result of a court decision, including a condemnation award in payment for private property taken for public use.
<b>Law Enforcement Trust Fund</b>	A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in MGL Ch. 94C §47. Funds from this account may be expended by the police chief without further appropriation.
<b>Levy</b>	The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 <sup>1/i</sup> provisions.
<b>Levy Ceiling</b>	A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition <i>ih</i> ). It states that, in any year, the real and personal property taxes imposed may not exceed 2 <sup>1/h</sup> percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit)
<b>Levy Limit</b>	A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition <i>iii</i> ). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2 <sup>1/i</sup> percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)
<b>Local Aid</b>	Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.
<b>Local Appropriating Authority</b>	In a town, the town meeting has the power to appropriate funds, including the authorization of debt. In a city, the city council has the power upon the recommendation of the mayor.
<b>Local Receipts</b>	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet. (See Estimated Receipts)
<b>Lock Box Service</b>	A service typically offered by a financial institution for a fee to receive, process, and deposit payments made to municipalities for property taxes, motor vehicle excise, boat excise, and/or utility payments. At the end of each processing day, the community receives payment information on a disk or another medium, which can be automatically posted to the collectors' cash receipts software. Printed reports are also provided.
<b>Long-Term Debt</b>	Community borrowing, or outstanding balance at any given time, involving loans with a maturity date of 12 months or more. (See Permanent Debt)
<b>Maturity Date</b>	The date that the principal of a bond becomes due and payable in full.

## Glossary of Terms

<b>Massachusetts School Building Authority (MSBA)</b>	Administers the state program that reimburses cities, towns, and regional school districts varying percentages of their school construction costs depending on the wealth of the community or district and the category of reimbursement. Projects that received their first reimbursement payment prior to July 26, 2004, will continue to get annual state payments to offset the related annual debt service. After that, cities, towns, and regional school districts will receive a lump sum amount representing the state's share of the eligible project costs. (See DOR IGR 06-101)
<b>Minimum Required Local Contribution</b>	The minimum that a city or town must appropriate from property taxes and other local revenues for the support of schools (Education Reform Act of 1993).
<b>Modified Accrual Basis of Accounting</b>	A method of accounting that recognizes revenues in the accounting period in which they become available and measurable.
<b>Motor Vehicle Excise (MVE)</b>	A locally imposed annual tax assessed to owners of motor vehicles registered to an address within the community, in accordance with MGL Chapter 60A. The excise tax rate is set by statute at \$25.00 per \$1000 of vehicle value. Owner registration and billing information is maintained by the State Registry of Motor Vehicles and is made available to a city or town, or to the Deputy Collector who represents it.
<b>Municipal(s)</b>	(As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" ( <i>i.e.</i> , municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.
<b>Municipal Revenue Growth Factor (MRGF)</b>	An estimate of the percentage changes in a municipality's revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components: automatic 1% increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).
<b>Net School Spending (NSS)</b>	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE). (See Education Reform Act of 1993)
<b>New Growth</b>	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit. For example, new growth for FY07 is based on new construction, etc. that occurred between January and December 2005 (or July 2005 and June 2006 for accelerated new growth communities). In the fall of 2006, when new growth is being determined to set the FY07 levy limit, the FY06 tax rate is used in the calculation.
<b>Note</b>	A short-term loan, typically with a maturity date of a year or less.

## Glossary of Terms

<b>Official Statement</b>	A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.
<b>Offset Receipts</b>	A local option that allows estimated receipts of a particular department to be earmarked for the use of the department and appropriated to offset its annual operating budget. If accepted, MGL Ch. 44 §53E limits the number of offset receipts appropriated to no more than the actual receipts collected for the prior fiscal year. The Director of Accounts must approve the use of a higher amount before appropriation. Actual collections are greater than the amount appropriated close to the general fund at year-end. If actual collections are less, the deficit must be raised in the next year's tax rate.
<b>OPEB (Other Postemployment Benefits)</b>	Employees of state and local governments may be compensated in a variety of forms in exchange for their services. In addition to a salary, many employees earn benefits over their years of service that will not be received until after their employment with the government ends. The most common type of these post-employment benefits is a pension. Postemployment benefits other than pensions generally take the form of health insurance and dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. (See GASB 45)
<b>Operating Budget</b>	A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.
<b>Other Amounts to be Raised (Tax Recapitulation Sheet)</b>	Amounts not appropriated but raised through taxation. Generally, these are locally generated expenditures ( <i>e.g.</i> , overlay, teacher pay deferral, deficits) as well as state, county and other special district charges. Because they must be funded in the annual budget, special consideration should be given to them when finalizing the budget recommendations to the city council or town meeting.
<b>Overlay (Overlay Reserve or Allowance for Abatements and Exemptions)</b>	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
<b>Overlay Deficit</b>	A deficit that occurs when the amount of overlay raised in a given year is insufficient to cover abatements, statutory exemptions, and uncollected taxes for that year. Overlay deficits must be provided for in the next fiscal year.
<b>Overlay Surplus</b>	Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer, if any. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of free cash.

## Glossary of Terms

<b>Override</b>	A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the <u>override and the dollar amount</u> .
<b>Override Capacity</b>	The difference between a community's levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.
<b>Payments in Lieu of Taxes</b>	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such a payment to any other community in which it owns land used for public purposes.
<b>Permanent Debt</b>	Borrowing by a community typically involving a debt service amortization period of greater than one year. (See Long-Term Debt)
<b>Permanent Funds</b>	A fiduciary fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs, that is, for the benefit of the government for its citizenry. An example is a cemetery perpetual care fund.
<b>Personal Property</b>	Movable items not permanently affixed to, or part of the real estate. It is assessed separately from real estate to certain businesses, public utilities, and owners of homes that are not their primary residences.
<b>Personnel Costs</b>	The cost of salaries, wages, and related employment benefits.
<b>Preliminary Tax</b>	The tax bill for the first two quarters of the fiscal year sent, no later than July 1, by communities on a quarterly tax billing cycle. The tax due on a preliminary tax bill can be no greater than the amount due in the last two quarters of the previous fiscal year.
<b>Principal</b>	The face amount of a bond, exclusive of accrued interest.
<b>Private-Purpose Trust Funds</b>	A fiduciary trust fund type used to report all trust arrangements, other than those properly reported in pension trust funds or investment trust funds, under which principal and income benefits individuals, private organizations, or other governments. An example is a scholarship fund.
<b>Proposition 2<sup>1/2</sup></b>	A state law enacted in 1980, Proposition 2 <sup>1/2</sup> regulates local property tax administration and limits the amount of revenue a city or town may <u>raise from local property taxes each year to fund municipal operations</u> .
<b>Proprietary Funds</b>	Funds that account for government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). The fund types included in proprietary funds are the enterprise fund and the internal service fund.
<b>Purchase Order</b>	An official document or form authorizing the purchase of products and services.
<b>Purchased Services</b>	The cost of services that are provided by a vendor.
<b>Raise and Appropriate</b>	A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.
<b>Real Property</b>	Land, buildings and the rights and benefits are inherent in owning them.

## Glossary of Terms

<b>Receipts Reserved for Appropriation</b>	Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, parking meter proceeds may be appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.
<b>Refunding of Debt</b>	A transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.
<b>Reserve Fund</b>	An amount set aside annually within the budget of a city (not to exceed 3 percent of the tax levy for the preceding year) or town (not to exceed 5 percent of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting. In a city, transfers from this fund may be voted by the city council upon recommendation of the mayor.
<b>Revaluation</b>	The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information. Every three years, assessors must submit property values to the DOR for certification. Assessors must also maintain fair cash values in the years between certifications so that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of his property. (See Triennial Certification)
<b>Revenues</b>	All monies received by a governmental unit from any source.
<b>Revolving Fund</b>	Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E <sup>1h</sup> stipulates that each fund must be reauthorized each year at annual town meeting or by city council action and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.
<b>Sale of Cemetery Lots Fund</b>	A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care, and improvement or the enlargement of the cemetery under provisions of MGL Ch. 114§15.
<b>Short-Term Debt</b>	Outstanding balance, at any given time, on amounts borrowed with a maturity date of 12 months or less. (See Note)
<b>Sick Leave Buyback</b>	A community's obligation, under collective bargaining agreements or personnel board policies, to compensate retiring employees for the value of all, or a percentage of, sick time earned, but not used.

## Glossary of Terms

<b>Special Revenue Fund</b>	Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants from governmental entities, and gifts from private individuals or organizations.
<b>Stabilization Fund</b>	A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)
<b>Surcharge</b>	An additional sum added to a particular, already existing charge such as a tax, a fee, a fine or penalty.
<b>Surety Bond</b>	A performance bond that protects the municipality against any financial loss arising from a breach of public trust by an employee who collects money on behalf of the community.
<b>Surplus Revenue</b>	The amount by which cash, accounts receivable and other assets exceed liabilities and reserves.
<b>Temporary Debt</b>	Borrowing by a community in the form of notes and for a term of one year or less. (See Short-Term Debt)
<b>Triennial Certification</b>	The Commissioner of Revenue, through the Bureau of Local Assessment, is required to review local assessed values every three years and to certify that they represent full and fair cash value (FFCV). Refer to MGL Ch. 40 §56 and Ch. 59 §2A(c).
<b>Trust Fund</b>	In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, only interest (not principal) may be expended as directed.
<b>Tax Rate</b>	The amount of property tax stated regarding a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.
<b>Tax Rate Recapitulation Sheet (Recap Sheet)</b>	A document submitted by a city or town to the DOR to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the DOR by September 1 (to issue the first-half semiannual property tax bills before October 1) or by December 1 (to issue the third quarterly property tax bills before January 1).