

TOWN COUNCIL MEETING MINUTES OF JUNE 15, 2021

President Boncore calls the meeting to order at 7:00 PM and gives Zoom information for Public Comment and gives zoom information for public comment only and announces the meeting will also be live through WCAT.

ROLL CALL

Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

PLEDGE OF ALLEGIANCE

Councilor Flockhart

MINUTES

Motion by Councilor Letterie to accept Minutes of June 1, 2021
2nd by Councilor DeMarco

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor Ferrino, Vice President Christopher
Motion Passed 7-2 (President Boncore & Councilor LoConte Abstain)

GENERAL INFORMATION & RECOMMENDATIONS

President Boncore...kudos to Rose Mazzuchelli our Veterans Agent for receiving the Deborah Sampson Women's Veterans Appreciate Award as an outstanding Veterans agent in the State and newly elected President of the Mass Veterans Service Officers Association

Citation: Winthrop Lodge of Elks, Citizen of the Year, John Floyd

Congratulate Director Hurley...Winthrop has only 2 cases of Covid and a lot due to the vaccination sites set for Wed. Middle School 11:30- 3:30 /Thurs. St. Johns 4-6 pm

PUBLIC HEARING

None

PUBLIC COMMENT

In Person-None

Zoom:

Shannon Poulos: Discusses the proposed cut of the Planning Dept budget from 100K to 50K. I think it is important to note that last year, when this linen item was added to the budget, we did not know that we had an expiring trash contract which would require an additional 600K from the town's budget, no needed to be supplemented by a fee imposed upon the taxpayers. Had this been transparent at the time last year's budget was voted on, I am sure there are some that would have reconsidered the 100K appropriation to the town planner dept. and considering that fact that only one grant for \$40,000 has been brought in by Planner, this all, coupled with continued drawing from stabilization funds is reason for reducing current funding.

Considering the cyber-attack, we had in our School Dept this year and just more broadly the lack of investment or resources in our IT Dept, I would ask, and I know this is a concern of many other residents, that the Town Council and Town manager take on a thorough review of our IT Department and make this a priority in FY22.

Peter Gill-Discusses the WMS Zoning and requests to consider the compatibility of the neighborhood, consider restricting Waldemar section to 2 ½ stories...also any facade facing residents, compatible with neighborhood...if not addressed, please consider...

Regarding the proposed changes for the Town Planner....

Explains a Planners responsibility and it is very beneficial to a town, especially Winthrop. This Dept. needs proper guidance.... measuring her job performance goes against her as an employee...if we lose a full-time town planner...we lose the help they can help with our economy and people that want to invest in Winthrop.

Public Comment Closed

CORRESPONDENCE

Peter Gill email, which was reflected in his public comment.

COMMITTEE REPORTS

Finance Commission-President Boncore thanks the entire Finance Commissioners, Karen Chavis, William Gault, Jan Twombly, Brent Farrell, Shannon Poulos, Matthew Gorzkowicz and Joe Hanlon and all their hard work, along with the Town Council Sub Committee, Councilor Letterie, Councilor Honan and Councilor Ferrino

Finance Committee

Councilor Letterie reports on the following agenda items-as both being voted with a positive recommendation.

- Town Council vote to appropriate \$80,000 from Free Cash/Town Manager Legal Services
- Town Council transfer \$3,200 from the Town Council Reserve/Veterans Service Agent Account

Finance Commission

Councilor Letterie begins with the Finance Commission Recommendation to the Town Council and asks that this be put on the website for public viewing... (Please see attached copy and available on the Town Website)

Goes on to read portions of the Recommendations.

Rules & Ordinance

Reports with a Positive Recommendation the Ordinance Change for parking on Ocean View The Tree Ordinance Discussion moving. Reviewing more information prior to a recommendation being admitted to the Town Council.

Winthrop Middle School Zoning: -Discusses the “word” changes in the Ordinances that really do not change the facts of the ordinances to the citizens (Please see copy of Recommendation)

Points to be brought to attention that it will be placing the Special Permit for parking in the CBD with the Planning Board

Took residents’ concerns on Wheelock and Waldemar Ave....setbacks will be applied.

Considered store front vacancies and recognize and issue with these across town and CBD...

Planning Board can grant a special permit that will not require a total commercial frontage.

This recommendation is in line with what Planning Board Recommendation is.... both parcels are to be included in the CBD

Concerns that people had can be considered through the RFP Process...we are greatly restricted with current zoning; this new zoning lifts many restrictions...

TOWN MANAGER REPORT

Interim Town Manager Delehanty introduces Director Hurley to update on the Covid:

Total 2314 / 35 Deceased / 2 Active

Doing well with vaccinations.... given those over 12 vaccinations...

Town is improving.

Interim Town Manager Delehanty thanks former CFO Anna Freedman and Town Manager Austin Faison for submitting the FY22 budget prior to him taking over, Anna had made herself been available for any information that may have been needed. Assistant CFO Robbie Powers has been helping immensely taking over quite a workload, please be patient over next couple weeks as the FY21 Year is closed and the FY22 Year begins.

Our prayers and thoughts to Lt. Mary Crisafi who lost her son.

Congratulations to Rose Mazzuchelli on receiving her award.

Update on the CBD-Please see websites for all current updates.

The CBD will begin its reclaiming schedule.... on temp parking lot French Sq will be closed July 6th -9th

Director Calla, wrapping up utility work, getting into street and surface work, reclaiming.
Palmyra June 30th – July 1....

Have engaged in discussion with the Planner, Rachel Kelly in her taking over as the Conservation Agent for the Town.

Sr. Center will be opening July 12th.

Requesting an Ex-Session in July for Personal and Collective bargaining, if granted by TCP, employee will be notified.

Winthrop Town Treasurer, Monica Ford, gave her resignation, she will be leaving on July 8, 2021, has been a great asset to our town and will be missed.

Solid Waste Mgr. position has been posted...there have been many conflicts that we need and will be addressed.

There will be a new Trash Ordinance to be reviewed and the \$160 Fee, now we need enforcement.

Next year is a 2.5% increase from this year.... this is just on the pickup, not sure what tipping fee will be, his intern has drafted and is watching monthly beginning July 1, 2021. We want to improve in reducing our waste not adding to it.

Great Celebration in raising the Pride Flag...a lot of people want to put their flags on the town property.... Previous Town Manager denied these requests as to leave town property neutral. It is time for the Town Council to decide what flags are permissible and not permissible and where they could hang. Should give notice if people want to apply and give answers as to why and why not.... we really need to develop a policy...

Request jurisdiction of Winthrop Fire Dept. and Winthrop Police Dept. be left up to the Town Manager.

It could be @\$3000, Rachel Rawlings does have some funding and is willing to work with our town.

Maintenance shed and dog park over budgeted about \$125,000, this from the lowest bidder...ask this to go to the Finance Committee for review and recommendations.

We must put a shed as it was signed off by the previous Town Manager. We cannot breach to agreement. The Golf Club is due this shed.

IT Security ...please do in Ex. Session as we do not want to make publicized for obvious reasons.

Zoom Meetings....great we are in person and must speak up about Denise and Laurisa and who have done over 800 hours in zoom meetings on their own time. If committees want to continue Zoom, they must learn this feature to run their meetings or meet in person.

OPEB Funding....free cash.... caution, we must have a discussion on post-employment benefits...we should be expected to put a deposit on the other post-employment benefits which effects our bond ratings...

Remind we are one community, one team, do not want one dept against one another, we are one...urge team be respectful.

RFP Middle School—Asks Council to appoint a committee for this RFP, have public hearings, citizen input...etc.

President Boncore...Trash input to be sent to the Public Works...after recommendation from the Zero Waste Committee

President Boncore refers Flag Policy to Rules & Ordinance

Councilor Letterie:

Not that Covid behind us but in the rear-view mirror but wants to go on record to commend Director Hurley for all she has done....

Asks about Reclaiming Roads, does this also the sidewalk repairs?

Director Calla, after this is done...it will start the sidewalk and curb cut...

Trash barrels. roll out did not go out as planned...supposed to get 96 lb. got 46...please be patient...

Miller field...it must be opened to the public...we promised this would be done...
Town Manager signed agreement in 2018

Dog Park and Shed...need to act one way or another....

Might be behind in OPEB but ahead in our Retirement....and we could put this towards OPEB.

Vice President Christopher asks Interim Town Manager Delehanty what difference will be on Ocean View Tennis Courts installed....

Interim Town Manager Delehanty this new island and curb create a safer road.

Director Calla reports improvements that were needed in this area has been safely installed...realigning of the curb and an island was needed to keep vehicles where they should be...

SCHOOL DEPARTMENT UPDATE

Town Council President reports on meeting.... June 6th

All Seniors had a great all-night party at School...class night, prom, awards, and graduation went very smooth. Out of 144 Grads, 115 going on to college...3 military. 3 stay at school, rest into the work force. School is searching for a School Business Mgr. interviewed and they have chosen **Mr. Noel Florez**

OLD BUSINESS

Ordinance Review Committee Recommendations will be tabled until next meeting.

Motion by the Rules and Ordinance with a Positive Recommendation to approve the Parking Ordinance on Ocean View Street

No 2nd Needed.

Discussion:

Councilor DeMarco asks how many spots this will eliminate.

Interim Town Manager Delehanty answers 2 legal spots

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation to approve the Library Surplus of having old, non-usable equipment picked up and removed.

No 2nd Needed.

Passed Unanimously

Motion by the Rules & Ordinance with a Positive Recommendation to amend the Ordinance Parking Requirements 17.50.210 (Please see attached)

(Read in entirety)

No 2nd Needed.

Discussion

Councilor Letterie...thanks committee and appreciates the transparency. He does state that 3 years ago, the Town Council voted not to include the Rink, does this ordinance amendment now include the Rink?

Interim Town Manager Delehanty states this is for zoning only.... there is an entire process, and it should be included in the RFP Process.

Councilor Letterie wants to enforce this motion, thanks for acknowledging neighbors, other concerns are he still believes our town is overcrowded...not have to use a mix use for variance...this change does affect entire center area...

Vice President Christopher states this allows us to have zoning and RFP can now be issued.... not eliminating parking requirements...offering to still allow, the Planning Board can provide this flexibility...

Councilor Ferrino-References to the recreational use of rink, does this apply to gym and auditorium...Parkland inventory must be replenished per the Quinn Bill.

Interim Town Manager Delehanty states that the patch of land for non rec purpose...the driveway will have to be tackled at time of sale...where gym and auditorium-built procedural applies...but will review....

Potential Developers must still follow the State Laws.

Councilor DeMarco expresses that there is a need for an RFP Committee to be formed...

Interim Town Manager Delehanty states that there are many factors that will still need to be addressed by an RFP Committee.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Council Vice President Christopher, President Boncore

Not Approve: Councilor Ferrino

Motion Passed 8-1

Motion by the Finance Committee with a Positive Recommendation that the Town Council vote to appropriate \$80,000 from Free Cash/Town Manager Legal Services

No 2nd Needed.

Passed Unanimously

Motion by the Finance Committee with a Positive Recommendation that the Town Council vote to transfer \$3,200 from the Town Council Reserve/Veterans Service Agent Account

No 2nd Needed.

Passed Unanimously

FY22 Budget:

Councilor Letterie refers to the Finance Commission recommendations and explains: Increases & decreases total \$462,000.

Motion by the Finance Committee with a Positive Recommendation to accept the recommendations from the Finance Commission on the FY22 Budget

No 2nd Needed.

Discussion

Councilor Flockhart thanks Finance Commission for work but does not want to lose the Planner, took us a year to get to this point and would be a shame to lose this position. She been working on Safety and WMS...Planner helps with our projects...we will not move forward as fast with a part time planner.

Councilor DeMarco shares these thoughts.

Councilor Honan believes it is not within the Finance Commission ability to cut this position. The Planners performance being discussed was a reason to reducing the position to part time, at \$50,000. It is imperative we do not go backwards.

Motion by Councilor Honan to reduce the Town Council Reserve from \$75,000 to \$48,000 along with reducing request of \$23,000 for Conservation Agent making this line item (0) and using for the Planner...enables permanent employee line for Planner to go back to \$100,000.

2nd by Councilor Ferrino

Discussion

Councilor Letterie states this was reviewed with discussion with interim CFO as the Town Council reserve reduction should not be touched.... there is some money left in account does not mean it will stay...

Councilor DeMarco states this town has had to appoint Interims...it does not speak well to hire and then in months cut their salary...

Councilor Letterie state he is not recommending cutting in half...takes offense, this budget is not based on an individual budget, \$50,000 from schools and no one rejecting that we made a recommendation based on an appropriation...

Councilor Honan was also in Finance Committee meetings and is sorry Councilor Letterie takes offense...

Vote on Amendment.....

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Disapprove: Councilor Letterie

Motion Passed 8-1

Main Motion as Amended:

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that the Town Council Adopt Annual General Fund Operating Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that the Town Council Adopt Trash Enterprise Fund Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor Ferrino, Council Vice President Christopher, President Boncore

Disapprove: Councilor LoConte

Motion Passed -8-1

Motion by the Finance Committee with a Positive Recommendation that the Town Council Adopt Annual Revolving Funds Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that Town Council Adopt Harbormaster Enterprise Fund Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that Town Council Adopt Recreation Enterprise Fund Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that Town Council Adopt Water & Sewer Enterprise Fund Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that Town Council Adopt Rink Enterprise Fund Budget FY22

No 2nd Needed.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Motion by the Finance Committee with a Positive Recommendation that Town Council Adopt Ferry Enterprise Fund Budget FY22

No 2nd Needed.

Discussion

TM is meeting but no grant funds have been awarded. Working currently on reserved...Boncore transportation meeting....

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

**Motion by the Finance Committee with a Positive Recommendation that
Town Council Transfer \$128,500/New Pumper Engine (\$25,000) Revere St. Project (\$103,500)
No 2nd Needed.**

ROLL CALL VOTE

**Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie,
Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher,
President Boncore**

Motion Passed 9-0

**Motion by the Finance Committee with a Positive Recommendation that
Town Council Appropriate \$40,000/Library Roof FY21 to Library Roof FY22No 2nd Needed.**

ROLL CALL VOTE

**Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie,
Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher,
President Boncore**

Motion Passed 9-0

**Motion by the Finance Committee with a Positive Recommendation that Town Council
Appropriate \$19,500 EB Newton Clock Tower Repairs
No 2nd Needed.**

Discussion

Councilor Ferrino has had estimates for \$70,000 to \$80,000, this sum is not enough...this is a poor attempt to put a band aid on a needed improvement...the tower is in deplorable condition.... if do in phases it would not be appropriate...cost given to the Capital Asset committee from American Steeple who been in business for about 100 years.

Motion by Councilor Ferrino to amend this amount to \$80,000 for the EB Newton Clock Tower Repairs

2nd By Councilor Letterie

Discussion

Councilor Letterie believes that Councilor Ferrino is correct and band aids are not economically prudent but does not know if he is ready to vote on this yet...he would like to see a budgeted item to be put on the agenda first meeting in July, wants to make sure this is done correctly.

Councilor Ferrino thought we would get grant money from Winthrop Foundation and Mass Historical Commission and this money is not coming...this situation is dire...glass caved in....it is a mess...it is on the National Historic places which is prestigious for Town. We have had received grants in past.... if money were appropriated, we could still receive funding and replace these funds...we need a number where we can start this cost, especially since this is a historic building.

Asks Interim Town Manager Delehanty– to appropriate \$80,000.

Interim Town Manager Delehanty understands this is prudent...we have applied for ARPA, and we need time to research. If we come back in July with these answers....it would benefit the town...with the current funding in the revolving account, we need to make sure enough funds available to take care of safe and prudent conditions for the tenants. He would like to research as does not know if can be addressed with ARPA after funding provided.

Councilor Ferrino states this is serious.... this is needed to do this right and do it now.... again, asks Interim Town Manager Delehanty and Town Council to approve this.

Councilor Ruggiero asks if we do receive grants where does it go...

Interim Town Manager Delehanty states we cannot receive service prior to a grant.... agrees that Mass Historical Commission that we will not make up \$60,000.

Planner has explored other grants have not found any, does not want to be wrong with the ARPA funding....

Interim Town Manager Delehanty is waiting for final guidance to come out prior to just saying yes on the ARPA funds being available.

Councilor Ferrino does not want to put this over to the July meeting...this maintenance has been neglected for over 20 years.

Councilor Letterie does not disagree, but we are getting \$5.4 Mil in ARPA funds.... why would we use other funding if this can be used?

Request that this is put on in July, the current estimate from American Steeple does not include the mechanical, lets get an estimate that includes all.

Vote on Amendment to increase amount from \$19,500 to \$80,000.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Disapprove: Councilor Letterie and Councilor LoConte

Motion Passed 7-2

Main Motion as Amended

Motion by Vice President Christopher to table this motion until the first meeting in July to review the impacts of funds needed.

2nd by Councilor Flockhart

Discussion

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Disapprove: Councilor Ferrino and Councilor DeMarco

Motion Passed: 7-2

Motion by the Finance Committee with a Positive Recommendation that Town Council Appropriate

\$16, 671.39 Fort Banks Road Study (Old) to New FY22 Road Study

No 2nd Needed.

Passed Unanimously

Motion by the Finance Committee with a Positive Recommendation that Town Council Vote to Authorize \$39,000 Clean Water Trust Administrated by Water/Sewer Fund

No 2nd Needed.

Passed Unanimously

Motion by the Finance Committee with a Positive Recommendation that Town Council Vote to Appropriate \$26,000 from Water Sewer Enterprise Fund/New Account CWT Asset Management Plan

No 2nd Needed.

Passed Unanimously

Motion by the Finance Committee with a Positive Recommendation that the Town Council Vote to Authorize \$39,000 Clean Water Trust Administrated by Water/Sewer Fund

No 2nd Needed.

Passed Unanimously

NEW BUSINESS

President Boncore refers to the Finance Committee that the Town Council vote to authorize the Acceptance & Expend \$5,542,928.00 in the form of a Grant awarded by the US Dept. of Treasury to be administrated to the Town of Winthrop Finance Dept.

Interim Town Manager Delehanty requests that in new business the Town Council consider appointing an Interim Town Clerk.

Motion by President Boncore to appoint Denise Quist as the Interim Town Clerk
Councilor Ferrino asks if Denise will continue being Council Clerk, she will.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore
Motion Passed 9-0

President Boncore acknowledges mistakes in several re-appointments due to clerical error.
Which will be addressed at the next Town Council Meeting

President Boncore refers to the Tree Committee applications received and requests that though the current committee is full, he asks that these people are qualified for many committees, please consider applying for other committee openings...

Motion by President Boncore to re-appoint the following on Policy Making Committees for a term to expire on June 30, 2024.

Board of Appeals

Darren Baird

Thomas Chidhuna

Jason Wright

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore
Motion Passed 9-0

Board of Assessors

Allen Maruzzi

Diane Macken

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor -Honon, Councilor LoConte, -Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Planning Board

Honor Merceret

Chris Boyce

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Board of Assessors

Allen Maruzzi

Diane Macke_{in}

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

Board of Health

William Schmidt

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor Ferrino, Council Vice President Christopher, President Boncore

Disapprove: Councilor LoConte

Motion Passed 8-1

Board of License

Richard Ackerman

Nick Bracy

Discussion

Councilor LoConte questions why the current Chair of the Board is not being re-appointed and asks President Boncore to appoint at this time, President Boncore is not re-appointing and will be appointing another for the Board of License, Councilor LoConte will not approve that appointment.

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

President Boncore appoints the following as new appointees for a term to expire June 30, 2024.

Traci Cucinotta

Council on Aging

David Correll

Harbor Master

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore

Motion Passed 9-0

President Boncore appoints the following as new appointee for a term to expire June 30, 2024.

Jean Holgerson

Board of Health

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore
Motion Passed 9-0

President Boncore re-appoints the following as new appointee for a term to expire June 30, 2024.

Pasquale Defoe

Constable

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Council Vice President Christopher, President Boncore

Abstain: Councilor Ferrino

Motion Passed 8-1

President Boncore is still reviewing applications and if anyone is interested in being on a committee, please notify our office

Motion by Councilor Letterie to suspend Town Council rules and add a meeting on Tuesday June 22, 2021, the agenda would be subject to change, will not be a full agenda, might include Ex. Session and will include Minutes and Appointments.

2nd by Councilor DeMarco

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore
Motion Passed 9-0

PUBLIC COMMENT

In Person:

Steve Calla-Knows it is a very challenging job with budget.... the money from the capital plan for sidewalks has been budgeted for the last 15 yrs., even with annual funding there is still a back log of complaints...liability risks with not making repairs. Sidewalk repair is a seasonal purpose and if we do not start at beginning of FY22, calls will come to the Precinct Councilors about unrepaired sidewalks.

Karen Chavis-Point of Information...removing \$23,000 from Conservation, this line item will have to be looked at in future...when Planner or new planner does not consent to continuing as Agent. She is disappointed, this decision was not taken lightly by the Finance Commission who was highly motivated to get budget balanced...

Steve Calla-4th of July on Sunday...Trash days the same that week....

Yirrell Beach will not be raked due to the Piping Plover Chicks, routine maintenance will be put on hold ...Emergency only per the State.

PUBLIC RELATIONS / UPCOMING EVENTS

Immediate Openings for Several Town Committees-Please contact Town Council Office for Information

ADJOURNMENT

**Motion by Councilor Ferrino to Adjourn at 9:50 PM
2nd by Vice President Christopher**

ROLL CALL VOTE

Approve: Councilor Ruggiero, Councilor Flockhart, Councilor Demarco, Councilor Letterie, Councilor Honan, Councilor LoConte, Councilor Ferrino, Council Vice President Christopher, President Boncore
Motion Passed 9-0

A DVD of this meeting is available from WCAT / www.youtube.com
Public Documents used in the meeting are available at Town Managers
Office. Documents Used in this Meeting:
 Handwritten Notes / Committee Openings Documents
 Roll Call Log
 Written Motions / Verbal Motions

Respectfully submitted,
Town Council Clerk
Denise Quist

1. 17.50.210 - Parking requirements for the Center Business district.

Delete Section D. in Section 17.50.210, Fees in Lieu of Parking in its entirety and insert a new Section D in Section 17.50.210 as follows:

D. Fees in Lieu of Parking. In the Center Business district, any commercial or mixed- use structure that is required to provide parking spaces may make payments to the town in lieu of providing for part of the on-site required parking. Payment made to the town in-lieu of providing up to 50% of the required on-site parking spaces for a project in the Central Business District (CBD) shall be allowed by special permit from the planning board, consistent with standards to be adopted by, and published in advanced by the planning board. These standards must be kept on file with the Winthrop Town Clerk.

A one-time fee of twenty thousand \$20,000 (the approximate cost of a structured parking space) per parking space is to be paid to the Town of Winthrop prior to the receipt of an occupancy permit.

Fees in-lieu of parking shall be deposited into a town downtown parking reserve account to be used for expenses (e.g., land acquisition, design/engineering services and construction costs) related to adding parking spaces, improving the utilization of existing parking spaces (e.g., signage, parking management activities), or reducing the need for new parking to serve the Center Business district (e.g., bicycle parking, ride sharing, improved transit).

2. Modify the Table of Dimensional Regulations (17.16.030) for the CB District as follows:

- (1) Add – Footnote 15 tag to Height limits in Central Business - Footnote 15 shall read as follows: , For Lots greater than 100,000 square feet *in area that are* adjacent to a residential district, Footnote 14 shall not apply and the maximum height shall be 35 feet at the minimum setback and may increase one additional foot up to a maximum height of 48 feet so long as an additional foot of setback is provided for each foot of additional height up to 48 feet. Where the height maximum allowed is less than 48 feet, the maximum number of stories shall be 3.
- (2) Add - Footnote 16 tag to Front yard Setbacks in Central Business, Add Footnote 16 “ –Along Waldemar Avenue & Wheelock Streets, front yard setback to be minimum 10 feet.”

3. 17.12.040 - Mixed use. Under “Dwelling units shall be allowed on ground floors of buildings if:”

Delete the “.” after the word “building” at the end of paragraph B. and add “; or”

Add "C. the street frontage exceeds 100 feet in length and the maximum ground floor street-facing dwelling units do not exceed 75 percent of street frontage; at the discretion of the planning board by special permit consistent with standards to be adopted by and published in advanced by the planning board. These standards must be kept on file with the Winthrop Town Clerk."

4. Add new Footnote 2 to Mixed Use in the CB district in Section 17.12.130, Table of use Regulations.

In section 17.12.130, Table of Use Regulations, add footnote 2 to Mixed Use in the CB district so that it reads "Y2". Add a new footnote 2 after footnote 1 at the end of the Table of Use Regulations in Section 17.12.130 that reads: "subject to Section 17.12.040 – Mixed Use".

5. Designate both parcels of land CB.

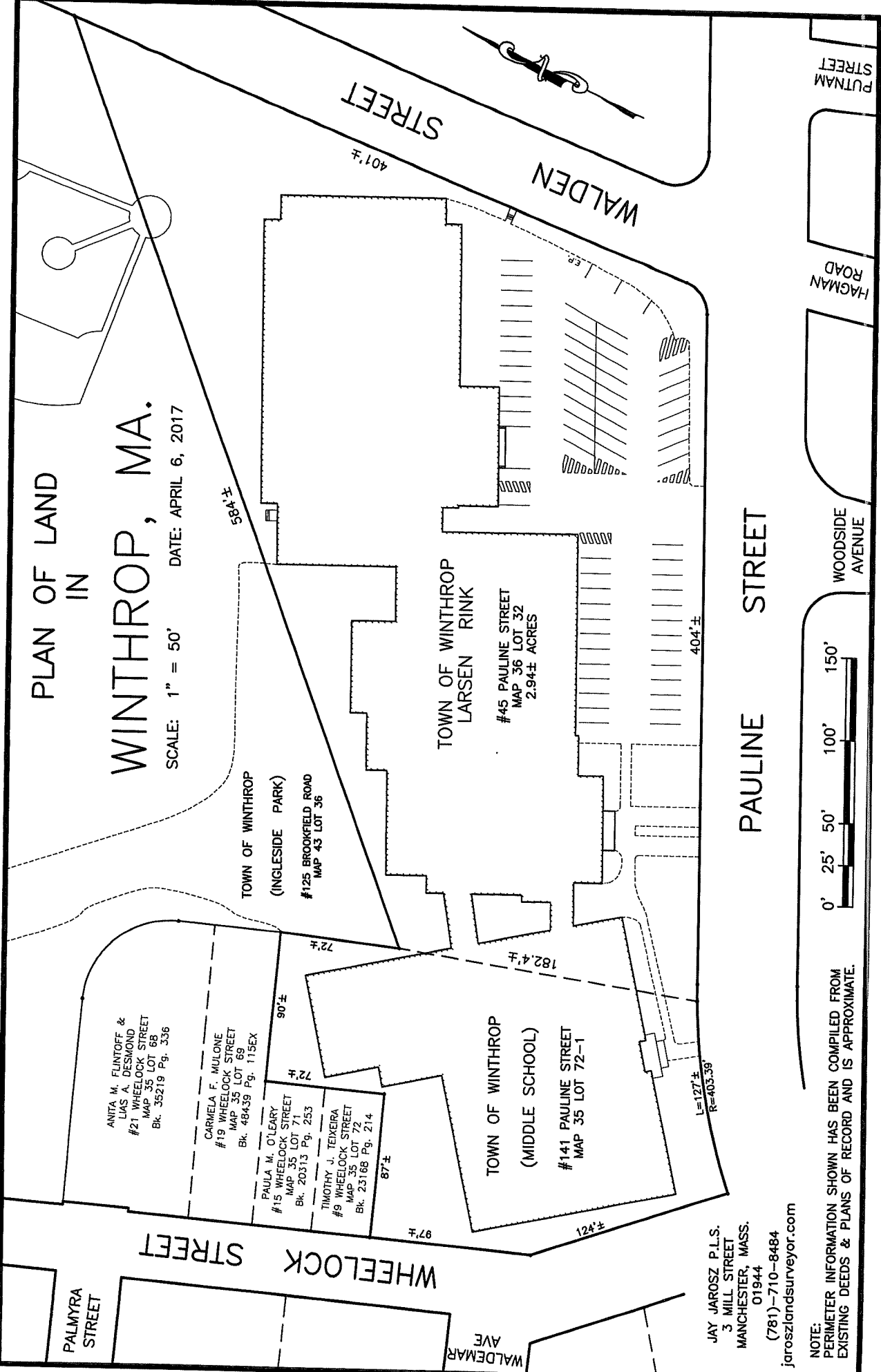
Amend the Town's Zoning Map to include in the CB District the land identified on the Town's Assessor's Map MBLU 35-72-1 and MBLU 36-32 as depicted on the Town of Winthrop map plan entitled: _____.

6. Delete the 2006 Zoning Map contained in Section 17.08.020 of the Zoning Ordinance from said Section 17.080.020.

PLAN OF LAND IN

WINTHROP, MA.

SCALE: 1" = 50' DATE: APRIL 6, 2017



PALMYRA STREET

WHEELLOCK STREET

WALDEMAR AVE

STREET

WALDEN

PUTNAM STREET

HAGMAN ROAD

WOODSIDE AVENUE

PAULINE STREET

JAY JAROSZ P.L.S.

3 MILL STREET

MANCHESTER, MASS.

01944

(781)-710-8484

jaroszlandsurveyor.com

NOTE: PERMETER INFORMATION SHOWN HAS BEEN COMPILED FROM EXISTING DEEDS & PLANS OF RECORD AND IS APPROXIMATE.



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1077 Fax: 617-846-5458

Terence Delehanty
Interim Town Manager

Town Council Motion

May 25, 2021

Fiscal Year 2021

Motion Summary

Title: Town Manager Legal Services Replenishment
Motion ID: TCM21-026
Amount: \$80,000.00
Funding Source: Free Cash

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: May 25, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate \$80,000 from Free Cash to replenish the Town Managers Legal Services account due to extraordinary legal expenses as estimated for the remainder of Fiscal Year 2021; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
0199052-596000	Transfer Out	\$80,000	0111253-530400	Legal Services	\$80,000

Free Cash : \$239,031.40
Amount Requested: \$80,000.00
Free Cash after motion approval: \$159,031.40



TOWN OF WINTHROP

OFFICE OF THE TOWN COUNCIL

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1852

MOTION

Submitted By: Councilor Letterie

Date: 5-27-21

TEXT OF MOTION

MOTION: That the Town Council transfer \$3,200 from the Town Council Reserve to the Veterans Agent Account



TOWN OF WINTHROP OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1077 Fax: 617-846-5458

**Chief Terence Delehanty
Interim Town Manager**

MOTION

Submitted by: Chief Terence Delehanty, Interim Town Manager

Date: 5-26-21

TEXT OF MOTION

MOTION: I move that the Town Council declare the following library items as surplus so that they can be removed, at no cost to the Town by Data Recycling of New England; or take any other action relative thereto.

- 13 computer towers (Dell Optiplex/Vostro models),
including peripherals (keyboards, mice, etc.)
mfg 2014 Current value: \$0
- 3 Printer/copiers
Xerox Work Center 6027
LaserJet m1522nt
HP LaserJet P2035
mfg 2010 Current value: \$0



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1077 Fax: 617-846-5548

Terrence Delehanty
Interim Town Manager

Town Council Motion

May 26, 2021

Fiscal Year 2021

Text of Motion

MOTION: That the Town Council accept the recommendation of the Transportation Safety Advisory committee from their May 19, 2021 meeting to eliminate parking on a section of Ocean View Street by amending section 10.16.090 of the town ordinances titled "Parking prohibited upon certain streets" as follows:

Insert the following line into the table:

Name of Street	Side	Location
Ocean View Street	Both	From a point 10 feet Westerly of the driveway to the Cross Street Cemetery to Cross Street



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Annual General Fund Operating Budget for Fiscal Year 2022

Motion ID: TCM21-028

Motion Details

Motion Type: Adoption of Annual General Fund Operating Budget for Fiscal Year 2022

Submitted by: Terence Delehanty, Interim Town Manager

Date Submitted: 6/10/2021

Text of Motion

MOTION: In accordance with the Charter of the Town of Winthrop, I move that the Town Council vote to adopt the Town Manager's proposed annual General Fund budget for Fiscal Year 2022 as set forth in the Town Manager's submission dated April 20, 2021, inclusive of personnel salaries and operating expenses set forth therein, and that to meet said appropriations, the Town shall raise and appropriate and appropriate from the following other available funds the sum of \$54,994,887 or take any other action relevant thereto.

\$130,000 from General Stabilization Fund (Fund 932)

\$39,522 from Cemetery Lots (Fund 584)

\$5,000 from Cemetery Perpetual Care (Fund 910)

\$75,000 from Maintenance Stabilization Fund (Fund 965)

\$48,000 from Regional 911 (Fund 903)

\$450,000 from ARPA funds

\$579,013 From Intra-fund transfers



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Annual Revolving Budgets for Fiscal Year 2022
Motion ID: TCM21-029

Motion Details

Motion Type: Adoption of Annual Revolving Funds Budgets for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: Pursuant to Massachusetts General Laws Chapter 44, Section 32 and in accordance with the Charter of the Town of Winthrop, I move that the Town Council authorize the continuation of all revolving funds in accordance with General Laws, Chapter 44, Section 53E½.



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of the Trash Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-031

Motion Details

Motion Type: Adoption of the Trash Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Trash Enterprise Fund budget for fiscal year 2022:

Personnel and Benefits Costs	\$40,000
Operation and Maintenance	\$1,825,328
For a total of	\$1,865,328

And as funding therefor, that the Town vote to raise the \$1,865,328 as follows:

User Fees/Other	\$601,027
Subsidy from General Fund	\$1,264,301



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Harbormaster Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-034

Motion Details

Motion Type: Adoption of Harbormaster Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Harbormaster Enterprise Fund budget for fiscal year 2022
:

Personnel and Benefits Costs	\$189,919
Operation and Maintenance	\$138,011
For a total of	\$327,930

And as funding therefor, that the Town vote to raise the \$327,930 as follows:

User Fees	\$327,930
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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Recreation Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-032

Motion Details

Motion Type: Adoption of Recreation Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

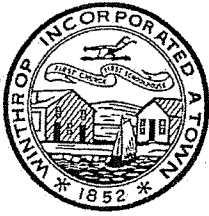
Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Recreation Enterprise Fund budget for fiscal year 2022:

Personnel and Benefits Costs	\$221,926
Operation and Maintenance	\$112,742
For a total of	\$334,668

And as funding therefor, that the Town vote to raise the \$334,668 as follows:

User Fees	\$334,668
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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Water and Sewer Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-035

Motion Details

Motion Type: Adoption of Water and Sewer Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

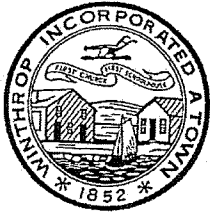
Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Water and Sewer Enterprise Fund budget for fiscal year 2022:

Personnel and Benefits Costs	\$1,542,827
Operation and Maintenance	\$9,064,975
For a total of	\$10,607,802

And as funding therefor, that the Town vote to raise the \$10,607,802 as follows:

User Fees	\$10,607,802
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Terence Delehanty
Interim Town Manager

TOWN COUNCIL MOTION

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Larsen Rink Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-030

Motion Details

Motion Type: Adoption of Larsen Rink Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Rink Enterprise Fund budget for fiscal year 2022:

Personnel and Benefits Costs	\$126,540
Operation and Maintenance	\$173,460
For a total of	\$300,000

And as funding therefor, that the Town vote to raise the \$300,000 as follows:

User Fees/Other	\$300,000
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TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: Adoption of Ferry Enterprise Fund Budget for Fiscal Year 2022
Motion ID: TCM20-033

Motion Details

Motion Type: Adoption of Ferry Enterprise Fund Budget for Fiscal Year 2022
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate the following sums for the operation of the Ferry Enterprise Fund budget for fiscal year 2022:

Personnel and Benefits Costs	\$197,096
Operation and Maintenance	\$245,218
For a total of	\$442,314

And as funding therefor, that the Town vote to raise the \$442,314 as follows:

User Fees	\$131,314
Grants/State Aid	\$311,000



TOWN OF WINTHROP

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: FY22 Capital Projects – New Pumper Engine and Revere Street Design
Motion ID: TCM21-036
Amount: \$128,500
Funding Source: Capital Stabilization Fund

Motion Details

Motion Type: Transfer
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to transfer \$128,500 from the Capital Stabilization Fund to General Fund accounts entitled “FY22 Pumper Engine” for a New Pumper Engine for the Fire Department and “FY22 Revere Street Project Design” for 100% Design Phase for Revere Street Project; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
964	Capital Stabilization Fund	\$128,500	New	FY22 Pumper Engine	\$25,000
			New	FY22 Revere Street Project Design	\$103,500

6/10/21 Capital Stabilization Fund Balance: \$2,922,876.05
Amount Requested : \$128,500.00
Capital Stabilization Fund Balance after motion approval: \$2,794,376.05



TOWN OF WINTHROP

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: FY22 Capital Projects – Library Hyde Building Window Replacement Phase 1
Motion ID: TCM21-039
Amount: \$40,000
Funding Source: Existing Special Article

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate \$40,000 from old Special Article(FY21 Library Roof Replacement) to a new account entitled “FY22 Library Hyde Building Windows” for Phase 1 of Window Replacement at Hyde Building; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
0193058-584126	FY21 Library Roof Replacement	\$40,000	New	FY22 Library Hyde Building Windows	\$40,000



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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: FY22 Capital Projects – EB Newton Clock Tower Repairs
Motion ID: TCM21-037
Amount: \$19,500
Funding Source: Fund Balance

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

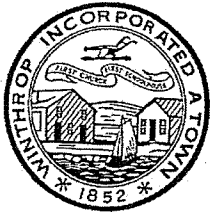
MOTION: I move that the Town Council vote to appropriate \$19,500 from the EB Newton Fund Balance to a new account entitled "FY22 Clock Tower Repairs" for repairs to the EB Newton Clock Tower; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
724	EB Newton Revolving Fund	\$19,500	New	FY22 Clock Tower Repairs	\$19,500*

6/10/21 EB Newton Fund Balance: \$175,043.78
Amount Requested: \$19,500.00
EB Newton Fund Balance after motion approval: \$155,543.78

*Amount Amended to \$80,000



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 10, 2021

Fiscal Year 2022

Motion Summary

Title: FY22 Capital Projects – Fort Banks Access Road Study
Motion ID: TCM21-038
Amount: \$16,671.39
Funding Source: Existing Special Articles

Motion Details

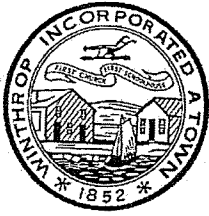
Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 10, 2021

Text of Motion

MOTION: I move that the Town Council vote to appropriate \$16,671.39 from two old Special Articles(FY16 GFB TRAFFIC STUDY and FY16 TRAFFIC DESIGNS KENNEDY DRIVE) to a new account entitled “FY22 Fort Banks Access Road Study” for a Fort Banks Access Road Study; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
0196052-588105	FY16 GFB TRAFFIC STUDY	\$6,551.39	New	FY22 Fort Banks Access Road Study	\$16,671.39
0196052-588123	FY16 TRAFFIC DESIGNS KENNEDY DRIVE	\$10,120.00			



TOWN OF WINTHROP

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 15, 2021

Fiscal Year 2021

Motion Summary

Title: Clean Water Trust – Asset Management Plan Grant
Motion ID: TCM21-040
Amount: \$39,000
Funding Source: State Grant

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 15, 2021

Text of Motion

MOTION: I move that the Town Council vote to authorize the Town of Winthrop to accept and expend the amount of Thirty-Nine Thousand Dollars (\$39,000.00) in the form of a grant awarded by the Clean Water Trust to be administered by the Town of Winthrop's Water-Sewer Enterprise Fund. This grant payment is made from the Clean Water State Revolving Fund (CWSRF); or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
N/A	N/A	N/A	New	CWT Asset Management Plan	\$39,000.00



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 15, 2021

Fiscal Year 2021

Motion Summary

Title: Clean Water Trust – Asset Management Plan Transfer
Motion ID: TCM21-041
Amount: \$26,000
Funding Source: Retained Earnings

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 15, 2021

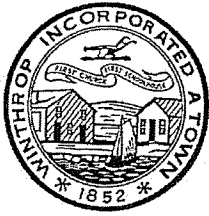
Text of Motion

MOTION: I move that the Town Council vote to appropriate \$26,000 from the Water-Sewer Enterprise Fund Retained Earnings to a new account entitled “CWT Asset Management Plan” for the purpose of preparing an Asset Management Plan as required by MassDEP; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
901-359000	Water Sewer Fund Retained Earnings	\$26,000	New	CWT Asset Management Plan	\$26,000

6/15/21 Water Sewer Fund Retained Earnings:	\$594,721.00
Amount Requested:	<u>\$26,000.00</u>
Water Sewer Fund Retained Earnings after motion approval:	\$568,721.00



TOWN OF WINTHROP

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Terence Delehanty
Interim Town Manager

Town Council Motion

June 9, 2021

Fiscal Year 2021

Motion Summary

Title: ARPA - Coronavirus Local Fiscal Recovery Fund (CLFRF)
Motion ID: TCM21-027
Amount: \$5,542,928.00
Funding Source: Federal Grant

Motion Details

Motion Type: Appropriate
Submitted by: Terence Delehanty, Interim Town Manager
Date Submitted: June 9, 2021

Text of Motion

MOTION: I move that the Town Council vote to authorize the Town of Winthrop to accept and expend the amount of Five Million, Five Hundred Forty-Two Thousand, Nine Hundred Twenty-Eight Dollars (\$5,542,928.00) in the form of a grant awarded by the United States Department of the Treasury to be administered by the Town of Winthrop's Finance Department. This grant payment is made from the Coronavirus Local Fiscal Recovery Fund (CLFRF) in the Treasury of the United States established by Section 9901 of the American Rescue Plan Act of 2021 (ARPA); or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
N/A	N/A	N/A	New Fund	ARPA/CLFRF Allocation	\$5,542,928.00

**Winthrop Finance Commission
Town Hall
Winthrop, MA 02152**

June 8, 2021

Mr Philip Boncore, Esq.
Town Council President
Town of Winthrop
Town Hall
1 Metcalf Square
Winthrop, MA 02152

Re: Finance Commission Budget Recommendation

Council President Boncore

The members of the Finance Commission met on Thursday, June 3, 2021 for a final review of the Town Manager's fiscal year 2022 Town Budget. The Commission met a total of 14 times totaling over 46 hours of analysis, review, discussions, interviews, debate, public input and ultimately this recommendation. We are pleased to submit our recommendation for the Town Council's consideration. Prior to offering our recommendation, it is necessary to understand some of the factors that influenced the budget and ultimately led to our decision.

Factors That Influenced the Finance Commission's Recommendation of the Town Manager's Budget

This budget was presented to the Town Council as well as the Finance Commission in a timely manner, which gives the Commission roughly 35-40 days to dissect every line of the budget as well as enterprise funds, capital plan and other financial recommendations which were proposed. This process was made much more challenging with the departure of the CFO/Assistant Town Manager & the leave of the Town Manager. We do want to give much thanks to Interim Town Manager Delehanty as well as Assistant CFO Power's for their eagerness to help us out with any question or concerns we had. We met with the Interim Town Manager and a number of department managers, including the Superintendent of Schools as well as managers/directors of Police, Fire, DPW (including the water/sewer enterprise funds), Health, Veterans Agent, Library, COA, Inspectional Services, Planning, Parks & Rec as well as Treasury, among others.

The Coronavirus continues to be a major factor in the budget process, although in different ways than it presented in fiscal '21's budget. The revenue projections for local receipts, including meals tax, room/hotel tax and auto excise tax, need to be forecast once again differently than in any other year, projecting at what level revenues will be enhanced, given the ease of restrictions.

Town Manager's Budget Goals

The Town Manager's budget memo tried to reflect the fiscal policy directives of the Council

- Conservative and realistic revenue projections
- Ensure current free cash levels, to maintain the Town's bond rating
- Work cooperatively with the School department
- Continue our aggressive Pension funding schedule

The Manager also recognized the goals of the Council and groups policies and initiatives into five major categories

- Professionalized Town Services
- Leverage Technology and Maximize Service Delivery
- Elevate Community and Economic Opportunity
- Prioritize Health Safety and Overall Community Well-Being
- Ensure Quality Operations and Financial Management

Generally, we agree with the Town Manager's goals and overall financial objectives. We will however, be recommending several changes which we believe reflect the reality of Winthrop's current financial position. This is a very unique time where we must be extremely cognizant of how decisions made within this budget will have significant consequences on the FY '23 budget. The effects of Coronavirus and the financial ramifications which it has caused will have major impacts on the next several fiscal years. A very concise understanding of the permitted uses and limitations of American Rescue Plan Act (ARPA) funds is vital in current and future budgets.

We also have some comments and recommendations regarding the budget and other financial matters that we will submit for your consideration later in this report.

Revenue Projections and Operating Expenses

Revenues

Projected **General Fund** revenues for FY'22 are **\$54,994,887**, which is an increase of \$1,016,871 (1.88%) over FY'21. While this is a modest increase, it is only achievable through the use of \$130,000 from the **General Stabilization Fund** and \$450,000 from **ARPA Funds**.

The utilization of **General Stabilization Fund** for annual continuing expenses goes against the purpose of the fund. Generally, it should be used for one-time expenses or capital projects and **not** the funding of recurring annual expenses. However, it is also set aside for financial emergencies, which was the case in FY'21. This is not the case for FY '22, as the ARPA monies are intended to replace local receipts lost due to the impact of the Coronavirus. The Town's S&P rating and the favorable bond interest rates that we have received could be impacted by the use of Stabilization Funds, as it is masking a deficit of revenues relative to ongoing expenses

Enterprise Funds account for five departments that raise their own revenue outside of the general fund. This year that number will go to six with the addition of the Solid Waste Enterprise Fund. The revenues contribute to the Operating Budget of the Town. Enterprise Revenues for FY '22 are projected to be **\$13,878,412** an increase of \$2,054,274, mainly attributable to the new Solid Waste Fund which accounts for \$1,865,328 (92%) of the increase over the current fiscal year.

Revolving Funds are similar to the Enterprise Fund but are used for specific small budgets. They are self-funding through fees such as facility rentals. The total budgeted Revolving Fund revenues for FY'22 are **\$198,254**. This is consistent with FY'21.

Total Revenues for FY'22 amount to \$69,071,553. This is an increase over FY'21 of \$3,084,570.

The majority of General Fund revenues (\$35,618,199 or 64.7%) are from property taxes, inclusive of an increase within the guidelines established by the Proposition 2-1/2 legislation. That also includes the debt exclusions. State Aid is the second largest component of the General Fund. The FY'22 projected State Aid is \$12,197,186, an increase of \$271,862 over FY'21. This figure is subject to change, up or down, when the final state budget is determined. Local receipts, MassPort and MWRA mitigation money, as well as other smaller revenue sources provide the balance of the funds. It is worth noting that the Town negotiated another 10-year deal with the MWRA in 2016 and it contains an annual escalator clause. \$150,000 of the increase for FY'22 has been designated for use in the Capital Plan budget.

Operating Expenses

Operating expenses funded by the General Fund match the revenue projections resulting in a balanced budget. There have been many times that the state aid numbers will change after the original budget submission, resulting in operating expense changes. For the FY '22 budget there were two changes which the town was notified of. The **Charter School Reimbursement decreased by \$34, 387** while our **Charter School sending tuition increased by \$71,720**, resulting in a \$37,333 increase for the Town. This was from the Senate budget. The adjustment using the House budget resulted in a \$31,000 increase. We were not presented with a revised budget reflecting the increase in cherry sheet disbursement, resulting in us not making changes reflecting that amount.

The following summarizes significant changes in the operating budget from FY'21

- The Winthrop School's operating budget increased by **\$650,000** from \$22,242,750 to \$22,892,750, **up 2.92%**. This increase in the School budget is less than half the dollar increase in FY'21, however it does represent 64% of the new available funds for FY'22. It does not include out-of-district tuitions associated with the Northeast Vocational School and the Essex Technical High School, nor does it include expenses associated with grants, including Coronavirus relief funds (CARES Act and ARPA)
- The School's share of fringe benefits (which include health coverage, pensions, insurance, etc.) is not included in the School budget. These expenses are included in the Town's Budget under Non-Departmental Expenses along with other Town departments. The cost for School

Department Benefits in the FY '21 budget was \$4,062,772. For FY'22 the cost is \$4,210,540, an **increase of \$147,767**.

- The Town's contribution to the Northeast Vocational School and the Essex Technical High School for FY'22 is **\$998,229** compared to FY'21 which was \$833,704, which is an **increase of \$164,525**.
- The FY'22 School budget **inclusive** of the fringe benefits and the out-of-district tuitions is **\$28,101,519**. The General Fund Budget also includes the School Buildings and Miller Field debt exclusion revenue and equivalent debt service payments (\$3,623,650). When the debt service for the schools and Miller Field is included it amounts to a Town contribution of **\$31,725,169** towards education and related costs or **58% of the General Fund revenue**.
- In FY'21 we made our final payment towards the Gorman Fort Banks School which will save us a little over **\$500,000** per year
- We entered into a new five-year Trash Contract in FY21, which has resulted in a **39% increase** in the cost of trash and recycling for FY'22. This equates to a **\$601,328 increase**, which has led the Town to create a Solid Waste Enterprise Fund, supplemented by the Town by the amount of \$1,264,000. The remaining balance will be generated by users' fee.
- Property Insurance was funded at **\$606,730** in FY'21, and has **increased 14.3% to \$693,341** for FY'22. This is a significant concern for the Finance Commission, and puts the Town in a very vulnerable position for the future.

Other Budget Comments and Considerations:

ARPA Funds

The use of \$450,000 in ARPA funds for this operating budget is very concerning on a couple fronts. Using one time money for recurring expenses is never good, and more significantly we are using funds that we don't have. The Commission understands that many municipalities in the Commonwealth are using these funds in their budget, however the direction in using these funds is constantly changing. Now the funds have to be applied for, where before they were going to be given to the towns. As is discussed below we want to dismantle the structural deficit that is being created by the use of these funds.

Structural Deficit

The FY22 budget, as filed by the Town Manager, relies on \$580K in one-time revenues from a combination of ARPA funds (\$450K) and a draw on the Town's Stabilization fund (\$130K). While the Finance Commission is not proposing to change this recommendation, it does want to highlight that the use of one-time revenues to balance the budget is a concern that will need to be resolved through increased revenues, budget reductions or some combination of the two in future fiscal years. The Town cannot continue to rely on one-time resources to support on-going expenses without impacting long-term financial stability.

- **ARPA Funds** — The use of ARPA funds is based on a calculation derived from guidance issued by the federal government, which may need to be revised in accordance with new interpretation or future guidance. In accordance with the guidance, these revenues are being used to offset lower-than-anticipated revenue receipts for FY22 due to the COVID pandemic. Provided that

revenues return to pre-COVID levels by FY23, ARPA will fill the gap caused by the pandemic. If, however, revenues do not return to pre-COVID levels, the Town will be left with a structural deficit that will need to be addressed through budget cuts or revenue generating initiatives.

- **Stabilization Fund** – The FY22 budget relies on a Stabilization Fund draw of \$130K. While the FY22 proposed draw reflects a slight reduction compared to the FY21 budgeted amount (\$149K), the Town needed to draw additional funds mid-fiscal year (\$529,000) to address the shortfall caused by the Town’s trash contract. The Finance Commission cites the repeated use of stabilization funds to support ongoing operations of the Town as a major concern. The Town must take steps in future fiscal years to eliminate the structural deficit masked by the use of these one-time funds.

Future Opportunities to Increase Efficiency and Effectiveness

Through this fiscal year budgeting cycle, it is apparent to the Finance Commission that there are opportunities to increase the efficiency and effectiveness of financial operations for the Town. In particular, the Commission recommends focusing on strategic sourcing that better leverages the Town’s purchasing power and more specialized grant management to enhance grant stewardship and realize additional grant revenue. As such, the Town Council should consider using one-time revenues to obtain a consultant to evaluate the Town’s current purchasing and grant management model for enhancement.

Fuel

Fuel costs are level funded for FY ‘22 at \$100,000. Given rising fuel costs, there is a concern that this will not be adequate.

Pest Control

The good news here is that the budget allocates funds for this line item, which has not been done in the past. The bad news is the costs for this line continue to rise. We would recommend a different approach when it comes to Pest Control and implement Integrated Pest Management.

Integrated Pest Management (IPM) is a process that is used to control pest populations while minimizing the impacts on people and the surrounding environment. Focusing mainly on long-term pest prevention, a successful IPM program utilizes a combination of control methods including biological control, habitat manipulation, changes to cultural practices and use of resistant plant varieties. At the core of IPM is the desire to reduce pesticide use and human incursion into the ecosystem unless monitoring of pest populations indicates intervention is necessary.

Solar credits

The town needs to get a much better grasp on solar credits, how they work, the charge backs involved, how the credits are taken, and accounting for these credits.

Salaries and Benefits

- The current budget for salaries/overtime/longevity/stipends (\$29.1M), benefits (\$7.4M), and pension (\$3.5M) costs are ~\$40M of the ~\$55M General Fund Budget.
- During the course of meetings between the Finance Commission and departments heads reviewing each of their respective budgets there were several occasions where there were discrepancies within the Budget between the Personnel Services Summaries which indicate Position Title, headcount by Title and Salary by Title and the actual budgeted amount in the Personnel line items. We requested a breakdown of each employee of the town, including the school department with a breakdown of compensation by salaries, overtime, longevity, stipends, bonuses, benefits and pension and any other benefits including car allowances, cell phones etc. and have yet to receive that list. We were also told there were instances where an insurance opt-out pay out was being given to certain employees but not others but there is no policy or paperwork to support these arrangements.
- Therefore, we recommend that the Town Council request that the Town Manager and the Superintendent, in conjunction with our HR Director create and make available a list of all employees in the town, including the School Department, with a breakdown of each component of their compensation by salaries, overtime, longevity, stipends, bonuses, benefits and pension and any other benefits including car allowances, cell phones etc. We feel this is imperative for several reasons.
 - To ensure we have the proper financial accounting records and controls in place as well as the appropriate support in terms of contracts and policies covering each piece of an employee's compensation
 - To ensure that we are able to adequately assess an employee's complete compensation package in comparison to the market
 - To ensure that we have equitable pay and policies in place to ensure employees are not unfairly treated, which could open the town up to litigation risk.
- If the Town Council does not receive the listing of employees as recommended with assurance by the respective Department Heads and the HR Director, then we would strongly encourage an independent audit of all salaries and benefits.

Information Technology Department

- The current IT budget is equal to \$209K, including 1 full-time systems administrator with a salary and longevity benefits totaling \$59K and another \$150K consisting of outsourced IT support and software licenses.
- The majority of the Town's IT Support is outsourced to Thrive Operations, LLC. These services were previously provided by Retrofit Technologies, Inc. but Thrive was contracted during FY 21' in Retrofit's place. However it is unclear exactly what the date and terms of the new contract are (pricing, tenor, scope of services, etc.) as we have been unable to obtain a final executed contract. The draft contracts we have seen indicate one-time costs of between \$96-\$104K, plus recurring annual costs between \$49K-\$73K. There is also a discrepancy in the term of the contract as one version indicates a 1 year term and another a 3 year term. Also the draft contract indicates an effective date of 7/1/20 despite the fact the draft contracts are dated 9/22/20 and 10/1/20. In addition, we were told that even though those were the draft dates the contract was actually effective in March '21. One of the most costly one time costs was an \$85K Annual Security Assessment that we have not been able to obtain.

- It is important to remember that our School Department suffered a Cyber Attack during the current school year and caused serious disruption in the ability to effectively teach children during the remote/COVID learning environment.
- Therefore we recommend that the Town Council and Town manager make a thorough review of our IT Department a priority in fiscal year '22. We recommend that the Town Manager get a final executed contract with Thrive as soon as possible. We should also insist we receive the Annual Security Assessment indicated in the draft contract and have that presented at a near term Town Council meeting. Once we obtain the final executed contract and the security assessment we should also refer this to the Town's Information Technology committee for review and recommend future action based on the findings, including reviewing the current Town IT staffing in addition to the outsourced IT support model. We feel this is imperative in this day in age when we all are so heavily reliant on technology to function day to day, that we have the proper leadership to ensure we keep up to date our infrastructure.

E.B. Newton Clock Tower

The Commission feels there needs to be a more aggressive approach to reflect the urgency in making proper repairs to one of the Town's precious assets. The E.B. Newton Retained Earnings has a balance of \$167,000 which we feel could be a source of revenue to go forward with the much needed repairs in a phased approach.

Free Cash Policy

In the budget package submitted by the Town Manager was a suggestion to change our current Free Cash policy. The changes addressed a few areas. One was to increase the distribution to the General Stabilization fund by 5%. The second cut in half the appropriation to the Capital Stabilization Fund. The third added a new appropriation of 7.5% of free cash to the discretion of the Town Manager to budget for Capital Projects. The last recommendation was to create a 5% distribution to our OPEB Trust Fund. The Finance Commission recommends not accepting this suggested change, due mainly to the uncertainty of our two top positions, especially the CFO. The Commission feels it would be much more appropriate for a new CFO, and potentially a new Town Manager to be making suggestions to change our Free Cash Policy reflecting their beliefs.

Enterprise Funds

Enterprise Funds rely on user fees for service rendered and are not part of the General Fund budget. There are, as of FY'22 6 Enterprise Funds: Water/Sewer, Ferry, Rink, Parks and Recreation, Waterways and Solid Waste.

The Water/Sewer Fund, as well as Solid Waste are significant and impact all property owners. The other funds are utilized by smaller groups of citizens. Enterprise Funds are intended to be self-sufficient: revenue derived from the services pay for the operating costs. The notable exception to that is the new Solid Waste Fund. In FY'22 this fund will have an appropriation from the town in the amount of \$1,264,000, which coincides with the same appropriation which the town had for solid waste in FY'21. The Ferry Fund had required an appropriation from the Town up until the FY'20 budget and has been self-sufficient since.

The Water/Sewer account is funded by fees based on usage. The largest expense components are the MWRA assessment and the debt service for water and sewer infrastructure projects. It should also be noted that the Department of Revenue, which finalizes the water and sewer rates, requires that these funds have a positive fund balance or equity, also known as retained earnings. This allows for unexpected issues, like slow collections, unanticipated maintenance and repairs, and infrastructure capital investment to be funded.

- The **Water/Sewer Enterprise Fund budget for FY'22 increased by \$272,387** from FY'21. The total budget for Water/Sewer for **FY'22 is \$10,607,802**. The change in debt service was negligible. Our **MWRA assessment for FY'22 increased \$269,196 to \$5,942,524**.
- The **Ferry Enterprise Fund** – Revenues, primarily from ticket sales, are supplemented by other sources, such as subsidies from municipalities and the State (intergovernmental resources). The **FY'22 budget is \$442,314**, funded by ticket sales (\$131,314) and intergovernmental resources of \$311,000. This is a slight decrease from FY'21. Our concern lies with the Town's ability to secure the intergovernmental transfers, and how that could potentially leave us unable to meet our commitments.
- The **Rink Enterprise Fund** is slightly lower than FY'21. The **FY'22 budget is \$300,000**. The vast majority of revenues comes from user fees, with other income coming from advertising and concession space rental.
- The **Parks & Recreation budget for FY'22 is \$334,668, which is a \$8,288 or 2.42% decrease from FY'21**. Revenues from this fund are derived from participation fees associated with programs. With Covid restrictions being lessened, it should prove to have a very positive impact on the summer programs.
- **Harbormaster Fund** budget for FY'22 is **\$327,930 which reflects a 9.5% decrease** from FY'21. The major difference in this budget results from the final payment being made on the pier bond, which is a \$50,000 savings.
- The **Solid Waste Enterprise Fund** is new for FY'22. It has a budget of **\$1,865,328** which includes an appropriation from the Town of **\$1,264,000**. The remaining revenue will be made up from user fees. Being the first year of the Fund, the administrative cost along with collections will need to be monitored very closely.

Capital Expenses

Fire/Public Safety Facility - For many years the Winthrop Fire Department, under both the leadership of current Chief Paul Flanagan and his predecessors, has patched, jury-rigged, and otherwise made do with buildings that have been obsolete for decades. The central station on Pauline Street dates to 1889 and the Beach station to 1904. As this article from 2017 states, a new fire station is long overdue. <https://winthroptranscript.com/2017/11/03/new-fire-station-is-long-overdue/>

Town government has recognized this need since the early 1980's conducting an initial study on a new building in 1998- with additional studies conducted in subsequent years. Since that time, the cost of either a new, centrally-located fire station or a combined public safety facility has only increased, while the number of suitable parcels of land has decreased through development.

The buildings have truly reached their limits, as evidenced by photographs provided to the Finance Commission by the Chief and his comment that, "the building envelopes are failing."

The Finance Commission recommends that the Town Council prioritize the siting and funding of new facilities for either the fire department or a combined public safety facility through a debt exclusion voted by the citizens. This is a multi-year initiative that should begin with great urgency. The safety of the community requires action now, as does the welfare of our first responders who serve us so well despite their wholly inadequate facilities.

Budget Recommendation

We recommend the Town Manager's budget with the following amendments.

Reductions:

- **DPW** line 534103 (cell phones): Reduce the line from \$11,000 to \$7,000. This is based on actuals
- **School Appropriation** Reduce Appropriation (500000) \$50,000 from \$22,892,750 to \$22,842,750. This is based on factors regarding available federal funds. This is not taken lightly at all, with the realization that the level service request was for an additional \$1,300,000 and this will reflect an increase of \$600,000. We believe that the Schools will have the ability to provide level service due to the ability to encumber more than in prior years related to Covid. We are very mindful of school needs in FY '23 and beyond which we consider part of the Town's structural deficit which we need to address.
- **Town Council** line 579100 (Annual license cost): Reduce from \$8,025 to -0-. This reflects eliminating the Granicus software
- **Planning** line 511100 permanent employees: reduce from \$100,000 to \$50,000. The Finance Commission believes this could be a part time position.
- **Employee Benefits** - line 517520 (Group Insurance-schools): Reduce \$155,000 from \$2,789,340 to \$2,634,340 and line 517510 (Group Insurance town): Reduce \$50,975 from \$1,714,817 to \$1,663,842
- **Assessing** line 530500 (Assessing Consulting): Reduce \$30,000 from \$40,230 to \$10,230. The Finance Commission feels that the Assessing Department could use funds from the Overlay to satisfy their obligations for FY '22
- **Veterans Agent** line 577100 (Payment to Veterans): Reduce \$20,000 from \$70,000 to \$50,000. This is based on actuals.
- Re-allocate **Massport Pilot** increase of \$94,000 used in Capital for FY '22 Police vehicle purchase and sidewalk repair to be used in Operating Budget.

Increases:

- **CBA Salary Reserve** line 578100: Increase \$375,000 to \$450,000. This is prudent and proper to manage negotiations in FY '22
- **Town Manager** line 530400 (Outside Legal Consulting): Increase \$35,000 to \$100,000
- **Conservation** line 511100 (Permanent employees): Increase from -0- to \$23,000. The need for a conservation agent for the Town is a priority of the Commission.
- **Assessing** line 511100 (Permanent Employees): Increase \$8,000 from \$202,000 to \$210,000 based on actuals.
- **Council on Aging** line 511100 (Permanent Employees): Increase \$21,000 from \$142,271 to \$163,271. This enables the COA to replace the part time position that was taken from budget, and will enable consistent hours of operation.

These changes are budget neutral

The Finance Commission recommends:

General Fund Expenditures of	\$54,994,887
Enterprise Fund Expenditures of	13,878,412
Revolving Fund Expenditures of	<u>198,254</u>
Total Budget	\$69,071,553

Closing

In closing we would like to thank former CFO, Anna Freedman, Interim Town Manager, Terrance Delehanty, Assistant CFO, Robbie Powers, and Superintendent of School, Lisa Howard, as well as all of the department managers for their cooperation. As usual, everyone's cooperation was appreciated. The budget represents a continuation of Town's services to the people of Winthrop and focuses on the long-term financial goals and needs of the community.

Respectfully Submitted,

**James Letterie Chairman
Winthrop Finance Commission**

Members:

Citizens Advisory Committee on Finance

Karin Chavis - Chairperson

Jan Twombly

Brent Farrell

William Gault

Joe Hanlon

Shannon Poulos

Matthew Gorzkowicz

Town Council sub-Committee on Finance

James Letterie – Chairman

Richard Ferrino

Tracey Honan