

WINTHROP FINANCE COMMISSION MINUTES

MARCH 20, 2023

Winthrop Finance Commission Minutes

Date: Tuesday, March 20, 2023, at 6:00pm
Attendees: TOW: Tony Marino (TM), Robbie Powers (RP), Dylan Cook (DC), Lisa Howard (LH)
FC: Brent Farrell (BF), Karin Chavis (KC), Matt Gorzkowicz (MG), Joe Hanlon (JH),
Shannon Poulos (SP), Bill Gault (WG), Hannah Belcher (HB), Stephen Ruggiero (SG),
Absent: Rich Fucillo

Meeting called to order at 6:00 pm by KC.

Rollcall vote completed by KC.

TM discussed revenue and expenditure reports YTD through March 20, 2023. Specific line items discussed. RP requested any line-item questions be directed to him via email.

TM summarized base budget document that will be presented at Spring Forum. Illustrated adjustments related to reallocation of funding related to Town and School. Capital plan and debt schedule to be made available via email. Various attendees asked specific line item or global questions.

FC expected to start meeting second week of April. Budget will be in draft version until May 1st. Recommendation letter submission from CAFC expected to be provided by June 2nd. Presentation by FC expected to occur on June 6th for final town board vote on June 13th.

Requested future meeting dates to be April 13, 20, 25 and May 4, 11, 18, 24, 30 and June 1 at 6pm in Harvey Room. All meetings to be made available to public via Zoom.

SG motioned to adjourn, WG seconded. Approved by all present members.

Meeting adjourned at 6:56 pm.

WINTHROP FINANCE COMMISSION MINUTES

APRIL 20, 2023

Winthrop Finance Commission Minutes

Date: Thursday, April 20, 2023, at 6:00pm
Attendees: TOW: Tony Marino (TM), Dylan Cook (DC), Robbie Powers (RP), Jim Letterie (JL)
FC: Karin Chavis (KC), Matt Gorzkowicz (MG), Shannon Poulos (SP), Bill Gault (WG),
Hannah Belcher (HB), Stephen Ruggiero (SG)
Absent: Rich Fucillo, Brent Farrell, Joe Hanlon

Meeting called to order at 6:00 pm by KC.

Rollcall vote completed by KC. All present except individuals noted above.

Motion by WG, HB seconded, to approve minutes from March 20th and April 13th

DPW Director Steven Calla presentation of DPW (Highway, Cemetery, Building Maintenance) Budget, Enterprise Funds – Solid Waste and Water and Sewer.

From Budget Documents.....

- 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.
- 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.
- 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.
- 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
- 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.
- 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

- 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 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.

Discussed at Meeting....

- Discussed line item increases noted above.
- Biggest challenges have been filling vacancies (7 vacant and 1 on leave). Lot of competition from MWRA, Massport etc. Have had to outsource as a result. The ideal model for the DPW according to Director Calla is a fully staffed departments with licensed and skilled laborers.
- Priorities – as noted above, are the public health and safety issues, infrastructure, streets and sidewalks, biggest daily ask from the community in addition to trees being pruned, grass cutting.
- Discussed donation of trees, however the donations only cover the cost of the trees, not labor to install and maintain so have to limit how much take on.
- Goals – increase staffing levels, stay committed to infrastructure, a lot more expensive to fix emergency than routine maintenance.

KC provided reminder to all attendees that ethics training must be completed by all members by May 1, 2023.

HB motioned to adjourn, SP seconded. Approved by all present members.

Meeting adjourned at 7:30 pm.

WINTHROP FINANCE COMMISSION MINUTES

APRIL 13, 2023

Winthrop Finance Commission Minutes

Date: Thursday, April 13, 2023, at 6:00pm
Attendees: TOW: Tony Marino (TM), Dylan Cook (DC), Robbie Powers (RP), Jim Letterie (JL)
FC: Brent Farrell (BF), Karin Chavis (KC), Matt Gorzkowicz (MG), Joe Hanlon (JH),
Shannon Poulos (SP), Bill Gault (WG), Hannah Belcher (HB), Stephen Ruggiero (SG)
Absent: Rich Fucillo

Meeting called to order at 6:07 pm by MG.

Rollcall vote completed by KC. All present except individuals noted above.

Request by KC to table minute approval from prior meeting until end of meeting.

TM began meeting providing high level overview of proposed 2024 budget. TM fielded various questions related to departments, enterprise funds and line items, etc. Certain specific questions were fielded related to landscaping, parking, real estate, the old Middle School, among others.

TM presented his specific budget for the Town Manager Department. Certain questions were addressed.

Motion by KC, SP seconded, to present and approve minutes from March 20th at next meeting.

KC provided reminder to all attendees that ethics training must be completed by all members by May 1, 2023.

BF motioned to adjourn, SP seconded. Approved by all present members.

Meeting adjourned at 7:21 pm.

WINTHROP FINANCE COMMISSION MINUTES

APRIL 25, 2023

Winthrop Finance Commission Minutes

Date: Tuesday, April 25, 2023, at 6:00pm

Attendees: TOW: Lisa Howard (LH), Dylan Cook (DC), Jim Letteric (JL), Lori Gallivan (LG), Noel Velez (NL)
FC: Karin Chavis (KC), Matt Gorzkowicz (MG), Shannon Poulos (SP), Bill Gault (WG), Hannah Belcher (HB), Stephen Ruggiero (SG)
Absent: Rich Fucillo

Meeting called to order at 6:01 pm by MG. Rollcall vote completed by KC. All present except individuals noted above. Motion by HB, WG seconded, to approve minutes from April 20th.

TOW School Superintendent Lisa Howard presented proposed budget.

From budget presentation:

- Budget developed using ground level approach beginning with contractual obligations and then moving to the needs of each school building (maintenance, technology, curriculum, etc.) which differed from years past
- Budget drivers included recovery from COVID, completion of union negotiations, inflation related to purchasing and costs and 14% increase in OSD tuition rates, and 215 non-english speaking students in system, additional 75 require on-going monitoring, among others
- Level service budget in 2022-2023 is \$23.8MM, rising to 2023-2024 including new mandates, is \$26.4MM
- Shift in funding allocation to 60/40 basis with Town and School resulted in reallocation of expenses of \$9.2MM
- Outline of mandated and new requests by school was provided. New requests were included in the level service budget.

From discussion:

- Chapter 70 formula was modified for first time in ~30 years. Resulted in increased funding of \$1.7MM to Winthrop schools. Non-english speaking student count has risen from 7% to 15%. Translation and interpretation costs have increased 10x over that timeframe.
- Allocating \$433K in "circuit breaker" funding related to move-in from other communities
- Identification of developing special programs (autism as example) – need to open another classroom to avoid losing student to another school district – New England Center for Children noted. Hopeful Journeys \$147K does not include transportation, which can be addressed at 25% of cost in-house.
- Discussion related to state and federal mandates versus funding provided. LH to provide DART comparable communities and others with similar construct to Winthrop.

Other topics discussed:

- Request for understanding new growth allocation provided by Somerset Apartments and \$255K allocated in current budget
- SP advocated for reach of FC to opine on topics outside of pending budget but longer-term growth initiatives and related costs

Various comments provided by members of the public related to growth initiatives / related expenses and collaboration between town and school.

WG motioned to adjourn, JH seconded. Approved by all present members.

Meeting adjourned at 7:33 pm.

WINTHROP FINANCE COMMISSION MINUTES

MAY 4, 2023

Winthrop Finance Commission Minutes

Date: Thursday, May 4, 2023, at 6:00pm

Attendees: TOW: Dylan Cook (DC), Brendan Carritte (BC), Robbie Powers (RP), Tony Marino (TM)
FC: Karin Chavis (KC), Matt Gorzkowicz (MG), Shannon Poulos (SP), Bill Gault (WG), Hannah Belcher (HB), Stephen Ruggiero (SR)
Absent: Rich Fucillo, Joe Hanlon

Meeting called to order at 6:01 pm by MG. Rollcall vote completed by KC. All present except individuals noted above. Motion by HB, WG seconded, to approve minutes from April 25th. All present approved minutes.

BC Treasurer / Collector presented proposed budget.

From budget presentation and general discussion:

- Outlined various line items and proposed changes
- KC mentioned that postage expenses were increasing, BC to research
- Various questions related to banking relationships, FDIC coverage and lockbox addressed
- BC outlined goals and objectives for FYE 2024

DC Chief Financial Officer and RP Assistant Chief Financial Officer presented proposed budget.

From budget presentation and general discussion:

- Outlined various line items and proposed changes. Certain expenses shifted to school budget related to shared expenses.
- Fuel utilization, fob installation and EV use discussed
- Phone cost and utilization discussed
- Pension fund evaluation and timing discussed. Full funding expected in 2026 currently.
- Notable one-time expenses include (i) retirement between school and town, (ii) snow / ice and others discussed
- Strategy related OPEB funding outlined. Bond rating not impacted to date by funding. Tiered increased funding over time planned. Current liability is ~\$100MM.
- Current open position allocated at \$40K. Expectation is that town employee will be hired for \$50K+.
- DC outlined goals and objectives for 2024.
- Bond rating positives were pension funding, leadership and free cash utilization. Negatives identified were OPEB funding and median income. Rating analysis to be provided to members.

Other topics discussed:

- Application submitted to Green Communities for weatherization and HVAC upgrades at certain buildings discussed
- Union contracts expected to be settled through 2025 except for fire (2024) and included in current budget
- Reallocation of expenses to rink and parks / recreation discussed. Partial subsidy expected to be required for parks / recreation into future.
- Free cash policy and allocations were finalized via Town Council. TM hopes to include OPEB into policy in near-term.
- Reallocation of dollars from solid waste and other enterprise funds, utilizing retained earnings in each discussed to free up cash for town operations.
- Potential new revenue sources focused solely on grant applications. Coordination with other municipalities being explored.
- Zoning board of appeals is largest backlog, which will create additional revenue via building permits. Town planner would benefit from additional staffing, with administrative position.

HB motioned to adjourn, WG seconded. Approved by all present members.

Meeting adjourned at 7:34 pm.

WINTHROP FINANCE COMMISSION MINUTES

MAY 11, 2023

Winthrop Finance Commission Minutes

Date: Thursday, May 11, 2023, at 6:00pm

Attendees: TOW: Dylan Cook (DC), Terence Delahanty (TD), Scott Wiley (SW), Robbie Powers (RP), Tony Marino (TM)
FC: Karin Chavis (KC), Hannah Belcher (HB), Stephen Ruggiero (SR), Joe Hanlon (JH)
Absent: Rich Fucillo, Matt Gorzkowicz, Shannon Poulos, Bill Gault

Meeting called to order at 6:00 pm by HB. Rollcall vote completed by KC. All present except individuals noted above. Quorum not available to approve minutes from May 4th.

TD Chief of Police Department presented proposed budget.

From budget presentation and general discussion:

- ASHER training requirements discussed
- Significant reduction in funding due to departure of former Speak DeLeo for community policing (\$250K to \$25K)
- Not requesting additional police staffing this year, only request is for pay raises
- Requested increase to vehicle maintenance, new hybrid cruiser is in production. Certain vehicles are becoming unusable.
- Prisoner meals and now housing is required for payment by Suffolk County Sheriff's Office for overnight stays
- Three reserve officers requested for funding, versus zero last year. Currently short eight officers, with two currently in academy. Limited number reserves available and declining over time. Only 13 cities and towns in MA utilize reserves.
- One dedicated officer for all four schools, with State Police required to backfill position
- Replacement vehicle plan, costs and funding sources discussed
- Requested upgrades to facilities discussed such as HVAC and water intrusion
- Regional dispatch contract was negotiated until 2027. No additional communities added, with Chelsea not joining.
- Animal control budget discussed related to jurisdiction and coyotes.

SW Chief of Fire Department presented proposed budget.

From budget presentation and general discussion:

- Primary goal is the creation of a new centralized facility
- ~5% increase in overall budget. Currently short one position. Potential for five new position shorts due to transfers and forced retirement, all occurring by August. SAFER grant requested for five positions (100% salary and budget) for three years. Decision on funding to occur in June.
- Three new personnel in process for hiring, will be employed starting in December
- Increase in training services noted, primarily related to ASHER and hemorrhaging requirements
- Fleet is aging but not in desperate position. Ladder truck life is 20 years, coming up in 2026 with expected cost of \$1.8 million. FY 2026 expected need for command vehicle. Capital plan of \$25K for new Kodiak boat.
- Required capital upgrades being completed at stations. Discussion surrounding new centralized station and public engagement to fund.
- Emergency management budget discussed.
- Summaries of certain capital expenditures dialogued.

SR motioned to adjourn; BF seconded. Approved by all present members.

Meeting adjourned at 7:12 pm.

WINTHROP FINANCE COMMISSION MINUTES

MAY 18, 2023

Winthrop Finance Commission

Thursday May 18, 2023 Winthrop Town Hall

Finance Commission members:

Matt Gorzkowicz(arrived at 6:30pm), Shannon Poulos, Jim Letterie, Bill Gault, Karin Chavis

Absent members:

Brent Farrell, Joe Hanlon, Richard Fucillo, Hannah Belcher, Stephen Ruggerio

From the Town:

Al Legee, Meredith Hurley, Sean Driscoll. Tony Marino/TM, Dylan Cook/CFO, Robbie Powers/ass't.CFO

Meeting called to order at 6:10 pm by Karin Chavis. Roll call vote completed. Quorum not available, no votes taken.

Al Legee/ Inspectional Services

Continue to inspect and educate establishments in all areas of state codes

Need to digitalize all property folders; this can be done in house

Increase in building permits by 200 over previous year

All positions are now filled including full time building inspector

No changes in Budget for 2024 but for contractual raises

Air B&B discussion, needs more follow through, TM stated that Towns work with outside vendors

Continued interaction with Planning, Conservation, ZBOA and Inspectional Services

Meredith Hurley/Winthrop Department of Public Health & Clinical Services

Need to expand immunization program/priority pediatrics

Increase access to behavioral health services in Winthrop

Need to expand clinical services in town i.e.: BP monitoring/blood glucose monitoring/infectious disease

Better exposure of programs offered by WDPH&CS

Continue need for C.L.E.A.R. program. Recent selection, 1 of 8 sites, to mentor other jurisdictions.

Better Signage for public to be aware of location of WDPH&CS

Need of generator for EB Newton building to be able to store more vaccines that are State provided

Budget for FY 2024, increase to offset Peer Recovery Coach salary

Also brought to attention of Finance Commission the amount of Grant Money the director is able to obtain to help with salaries and programs.

Sean Driscoll/Parks and Recreation

Continue to increase rentals and other uses of Memorial Gym.

Increase programs to include toddlers and Adults

Resurfacing of McKenna basketball courts on Walden Street.

Permanent install of Pickle Ball Court at Ingleside tennis courts.

Continue increase in participation in our programs. As an example, Flag football increase from 231 to 281 this year. The program will move to Miller Field.

Continued partnership with Police, Friends of Winthrop Beach, Save the Harbor Save the Bay, Mass port for summer hiring.

Creation of seasonal/part time employee handbook.

Outside company hired by TM/Town Council to evaluate our program. They have had favorable recommendations and will give a full report to Town Council on June 13, 2023.

Budget increases are due to increased costs of materials and equipment.

Town Playgrounds are maintained by this department and are checked routinely for safety.

Our next meetings are scheduled for Wednesday May 24,2023/Tuesday May 30, 2023 and if necessary Thursday June 1, 2023.

Motion to adjourn at 8:10 pm by Jim Letterie second by Shannon Poulos. Unanimous vote.

WINTHROP FINANCE COMMISSION MINUTES

MAY 24, 2023

Winthrop Finance Commission

Wednesday May 24, 2023 Winthrop Town Hall

Finance Commission Members:

Matt Gorzkowicz, Brent Farrell, Bill Gault, Shannon Poulos, Joe Hanlon, Karin Chavis, Hannah Belcher, Stephen Ruggerio, Jim Letterie.

Members absent:

Richard Fucillo

From the Town:

Robbie Powers/ass't. CFO

Meeting called to order at 6:10 pm by Matt Gorzkowicz. Roll call vote completed, Quorum present.

Minutes of May 4, 2023, motion by Bill Gault second by Hannah Belcher to approve minutes/ 2 abstain Richard Fucillo, Joe Hanlon

Minutes of May 11, 2023, motion by Joe Hanlon second by Stephen Ruggerio to approve minutes/ 4 abstain Richard Fucillo, Matt Gorzkowicz, Shannon Poulos, Bill Gault.

Minutes of May 18, 2023, motion by Shannon Poulos second by Karin Chavis to approve the minutes/ 5 abstain Richard Fucillo, Brent Farrell, Joe Hanlon, Hannah Belcher, Stephen Ruggerio.

Discussion of format of letter that is compiled and sent to Winthrop Town Council with recommendations from Finance Commission for FY budget. This will be further discussed for next FY.

FC met with many department heads and all seemed comfortable with their budgets.

Finance Dept. did mention additional \$12,000.00 for personnel line item for Senior Clerk. Current salary is \$40,000.00 and union wage is \$52,000.00.

TM stated that the Grants personnel could benefit from a P/T 19 hours a week , no benefits, \$21,000.00 annual salary/ clerk.

KC mentioned that Inspectional Services for FY 2023 has requested a P/T 15 hours a week, no benefits, \$25.00/hour building inspector to work off hours to inspect current permitted projects. They did not mention this request for FY 24.

Other departments that FC members felt would need further support were mentioned. Schools in general, Public safety, MIS (technology), Public Health. Funding would need to be found, again 2 ½ override was mentioned. Town is waiting for the salary evaluation being done by outside vendor of all current Town salaries.

Town has big dollar items in the near future including new Fire Station (public safety building), obligation to Voke bonding for new school, replace current turf on Miller Field, TIPS project and other infrastructure projects. The long range Capital Plan includes other items that will be needed in the next 5 years.

Meeting adjourned at 7:45 pm. Next meeting Tuesday May 30, 2023 Harvey Hearing Room

WINTHROP FINANCE COMMISSION MINUTES

MAY 30, 2023

Winthrop Finance Commission Minutes

Date: Tuesday, May 30, 2023, at 6:00pm
Attendees: TOW: Robbie Powers (RP)
FC: Karin Chavis (KC), Hannah Belcher (HB), Stephen Ruggiero (SR), Joe Hanlon (JH), Rich Fucillo (RF), Bill Gault (WG), Matt Gorzkowicz (MG), Brent Farrell (BF)
Absent: Shannon Poulos

Meeting called to order at 6:05 pm by MG. Rollcall vote completed by KC. All present except individuals noted above. Minutes from May 24th meeting not prepared to be voted on.

From general discussion:

- Increase allocation of \$12K to finance department
- Planning position allocation increase of \$21K (19 hours a week, no benefits)
- Discussion related to trash fee reduction of \$100K and reallocation elsewhere
- Pending motion into council by RP to move \$100K out of free cash and into OPEB fund
- RP stated that expense reduction could be available via property insurance fund
- Motion by KC to decrease OPEB funding line item in shared expenses from \$25K to \$0. All approved.
- Motion by KC to decrease property insurance in shared expense line item from \$647,681 to \$639,681 (\$8K delta). All approved.
- Motion by HB to increase finance personnel line item by \$12K from \$475,352 to \$487,352. All approved.
- Motion by WG to increase personnel line from grants \$21K from \$80,000 to \$101,000. All approved.
- Discussion related to items to (i) support, (ii) concerns, (iii) new proposals and (iv) long-term financial pressures. All members supportive of items outlined.
- Draft letter to Town Council prepared by MG discussed

JH motioned to adjourn; RF seconded. Approved by all present members.

Meeting adjourned at 7:47 pm.