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WINTHROP TOWN COUNCIL

MEETING AGENDA

APRIL 21, 2026

6:00 TOWN COUNCIL MEETING

WINTHROP HIGH SCHOOL

NEIL SHAPIRO AUDITORIUM

Town Council Members

Town Council President James Letterie

Precinct 1 Councilor Costigan

Precinct 2 Councilor Dimes

Precinct 3 Councilor Romano

Precinct 4 Councilor Swope

Precinct 5 Councilor Reardon

Precinct 6 Councilor Finn

Councilor at Large Millar

Councilor at Large Tassinari

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. MINUTES

Approval of Minutes April 7, 2026 as circulated

2. GENERAL INFORMATION AND RECOMMENDATIONS

Swearing In Ceremony-Winthrop Fire Fighters

3. PUBLIC HEARING(S)

FY 27 Budget

4. PUBLIC COMMENT

5. CORRESPONDENCE

6. COMMITTEE REPORTS

Finance

7. SCHOOL DEPARTMENT REPORT

8. UPDATE- POLICY MAKING COMMITTEES

9. TOWN MANAGER REPORT

10. OLD BUSINESS

Town Council discuss Ordinance Amendment 17.52.030 Use Variance (*In Committee- Rules & Ordinance & WPB*)

Town Council vote to Approve Video Recordings of Committee Meetings to be Posted (*In Committee- Rules & Ordinance*)

Motion to Amend Town Council Rules & Procedures Rule 2 (b) (*In Committee- Rules & Ordinance*)

Town Council vote to Adopt the Retirement Boards recommendation to increase the Retirees COLA from \$14,000 to \$16,000

11. NEW BUSINESS

Town Manager Proposed FY27 Budget

Town Council Appropriate and Transfer \$85,617.41/ Fund 527 Health Cycle Program to the Tipping Fees-Solid Waste Enterprise Fund

Town Council Appropriate \$30,000 from the Handicap Parking Fines Account /Expenses Benefit Persons with Disabilities

Town Council Review Ordinance Committee Recommendations on Town Ordinances

Town Council Review Ordinance Recommendation from the Tree Committee

Appointment

12. PUBLIC COMMENT

13. PUBLIC RELATIONS / UPCOMING EVENTS

4-29-26 Sr. Center 1:00 PM-Discussions on ADU's

14. ADJOURNMENT

TOWN COUNCIL SPRING FORUM TO FOLLOW



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1742 Fax: 617-846-5458

Anthony Marino
Town Manager

MOTION

TEXT OF MOTION

Submitted By: Town Manager Marino

Date: 3-25-2026

Subject: Retirees Cola Increase

TEXT OF MOTION

Motion: That the Town Council vote to adopt the Winthrop Retirements Board recommendation to increase the Town's retirees' COLA base from the current \$14,000 to \$16,000;or take any other action thereto



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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

Anthony Marino
Town Manager

Town Council Motion

April 16, 2026

Fiscal Year 2026

Motion Summary

Title: Solid Waste Fund Transfer – Tipping Fees
Motion ID: TCM26-010
Amount: \$85,617.41
Funding Source: Fund 527 Health-Recycle Program

Motion Details

Motion Type: Appropriate
Submitted by: Anthony Marino, Town Manager
Date Submitted: April 16, 2026

Text of Motion

MOTION: I move that the Town Council appropriate and transfer \$85,617.41 from Fund 527 “Health-Recycle Program” to the Tipping Fees account line in the Solid Waste Enterprise Fund. The funding source is a legacy fund that is where bulk item fees were deposited prior to establishing the Solid Waste Enterprise Fund, this transfer will close out that old fund. The transfer is necessary due to the increased cost for disposal of trash and recycling; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
527	Health-Recycle Program	\$85,617.41	6705-529201	Tipping Fees	\$85,617.41

Balance as of 04/16/2026	\$85,617.41
Requested	\$85,617.41
Ending Balance	\$0.00



TOWN OF WINTHROP

OFFICE OF THE TOWN MANAGER

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

Anthony Marino
Town Manager

Town Council Motion

April 16, 2026

Fiscal Year 2026

Motion Summary

Title: Commission on Disabilities Appropriation
Motion ID: TCM26-009
Amount: \$30,000
Funding Source: Handicap Parking Fines Account

Motion Details

Motion Type: Appropriate
Submitted by: Anthony Marino, Town Manager
Date Submitted: April 16, 2026

Text of Motion

MOTION: I move that the Town Council appropriate in the Handicap Parking Fines Account, the amount of \$30,000, to be used for expenses to benefit persons with disabilities in accordance with MGL Chapter 40 Section 22G; or take any other action thereto.

Funding Details

Funding Source			Funding Destination		
Account	Description	Amount	Account	Description	Amount
753-359000	Fund Balance	\$30,000	7535-520000	Purchased Services	\$30,000

Handicap Parking Fines Fund Balance: \$87,575
Amount Requested: \$30,000
Handicap Parking Fines after motion approval: \$57,575



TOWN OF WINTHROP CHARTER COMMISSION

Town Hall 1 Metcalf Square, Winthrop, MA 02152 Telephone 617-846-1742 Fax 617-539-5814

Feb. 9, 2026

Council President Letterie and Town Council Members:

In accordance with Section 9-6 of the Town Charter: Periodic review of the Charter and Ordinances shall be done in each year ending in a five or zero by a committee consisting of nine members". Pursuant to this requirement a nine-member committee was appointed by the Council President on February 25, 2025. This committee is referred to as the Ordinance Review Committee (ORC).

- Chair: Karin Chavis - Medical Field
- Clerk: Carole Mietzsch – Information Technology
- Hannah Belcher – Higher Education Administration
- Kaitlyn Burroughs – Project Manager
- Timothy Callinan Esq. – Legal
- Vincent Crossman – Public Safety
- Kurt Millar – Global Manager
- Shannon Poulos – Finance
- Denise Quist – Municipal Government; Winthrop Town Clerk

Between October 1, 2025, and February 5, 2026, the ORC held 12 meetings. All meetings were posted on the Town Calendar along with the agenda and were announced in the Town Manager weekly Newsletter.

The primary focus of the ORC during this review cycle was to review Town Ordinances and recommend changes as indicated and add Ordinances as necessary. All ORC recommendations were forwarded to Town Attorney James Cipoletta for review and approval.

Included with this letter are all Ordinances that the ORC is forwarding to the Town Council for review by the Town Council Committee on Rules and Ordinances. This committee will have the opportunity to review and submit Motions to entire Town Council as indicated.

The Parking Ordinances in Winthrop need to be looked at and updated. The ORC with 100% input from Vice President Swope, submitted for review, Ordinance changes to Town Attorney Cipoletta. Attorney Cipoletta has notified the ORC this appears to replace current Ordinances and is under Review.

A special thank you to Town Manager Administrative Assistant Laurisa Wojick, who sent notifications to all Department Heads requesting they send to ORC any Ordinances they wanted to change or add new Ordinance. DPW Director Calla and Chief of Police Goodwin with Lt. Callinan responded to the request. To Attorney Cipoletta who accepted all correspondence from ORC and attended meetings to help us in this process, thank you.

The ORC would also like to recommend the Department Heads review the Ordinances that affect their department on a regular basis. A few over a period of time, would help with every five-year review that is done by Charter Section 9-6.

On a personal note, thank you to committee members who put forth the effort to complete the task assigned to ORC by Town Council President Letterie. Special thank you to Vice President Swope for attending 90% of our meetings and her valuable contributions.

Karin Chavis - Chair ORC



TOWN OF WINTHROP OFFICE OF THE TOWN COUNCIL

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

MOTION

Submitted by: Council President Letterie

Date: 4-16-26

TEXT OF MOTION

MOTION: That the Town Council vote to adopt the following Recommendation from the Ordinance Review Committee:

- Ordinance 10.04.010 Amendment-Traffic Definitions
- Ordinance 12.44.020 Amendment-Street Sweeping
- Ordinance 12.44.050 Amendment-Public Notifications
- Ordinance 13.08.030 Amendment-Construction by Town / New Construction/Replacement of Particular Sewers
- Ordinance 13.08.040 Amendment-Add Definition
- Ordinance 13.04.110 Amendment-(Title) Meter Tampering

- Ordinance 13.04.120 New Ordinance-Removal of Lead/Required Material for Water Services
- Ordinance 8.20.071 New Ordinance-Motorized Scooters/Electric Bikes

Amendments to Traffic Definitions

Introduction and Purpose of Amendments

The following amendments to Section 10.04.010 (Definitions) of the Town of Winthrop Vehicles and Traffic Code are proposed to enhance legal clarity, ensure consistency with the Town Charter and Massachusetts General Laws, and address gaps identified in the current code. These changes are intended to improve enforcement, reduce ambiguity, and facilitate the effective administration of traffic and parking regulations within the Town. By updating and expanding the definitions section, the Town will better align its ordinances with prevailing legal standards and community needs.

Amendment to Definitions Section (10.04.010)

The definitions section of Chapter 10.04 is hereby amended as follows:

I. Additions

The following definitions shall be inserted in alphabetical order:

Bicycle

"Bicycle" means every device propelled by human power upon which any person may ride, having two tandem wheels, except scooters and similar devices. For purposes of this chapter, bicycles shall be subject to all applicable traffic regulations unless otherwise provided by law or ordinance.

Commercial Vehicle

"Commercial vehicle" means any vehicle used or maintained for the transportation of property or passengers for compensation, or any vehicle bearing commercial registration plates as defined by the Massachusetts Registry of Motor Vehicles. This includes vehicles used for business purposes, delivery, or livery, but excludes vehicles registered solely for personal use.

Handicapped Parking

"Handicapped parking" means any parking space designated for use by persons with disabilities, as defined by Massachusetts General Laws and regulations, and marked by official signage or curb markings in accordance with state and federal requirements.

Pedestrian

"Pedestrian" means any person afoot, including those using assistive mobility devices such as wheelchairs, walkers, or similar equipment.

Resident

"Resident" means any natural person whose principal domicile is within the Town of Winthrop, as evidenced by documentation acceptable to the revenue collections department, including but not limited to a valid driver's license, motor vehicle registration, utility bill, lease agreement, or other proof of residency as may be required under Section 10.48.030.

II. Clarifications to Existing Definitions

The following existing definitions are amended for clarity and consistency:

Officer

"Officer" means any police officer designated by the chief of police to enforce the provisions of this chapter, as well as any investigator, examiner, or inspector of the registry of motor vehicles, constable, or special officer, provided that their badge of office is displayed. For purposes of this chapter, "officer" refers exclusively to individuals authorized to enforce traffic and parking regulations under municipal and state law.

Parking

"Parking" means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle. This definition shall be read in conjunction with residential parking regulations and does not supersede more restrictive provisions elsewhere in the code.

Vehicle

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a street or highway, except devices moved by human power or used exclusively upon stationary rails or tracks. For purposes of this chapter, bicycles and other human-powered devices are subject to specific provisions as defined herein and by Massachusetts General Laws.

III. Cross-References and Construction

In the event of any conflict between definitions in this section and those contained in the Town of Winthrop Charter, the Charter definitions shall prevail for matters of governance; definitions in this section shall apply to traffic and parking enforcement except where otherwise provided.

Any term not defined herein shall have the meaning ascribed to it by Massachusetts General Laws or, if not defined therein, its ordinary meaning.

All definitions shall be construed liberally to effectuate the purpose of the code and the Charter.

IV. Formatting and Language

All definitions shall be listed alphabetically.

Gender-neutral language shall be used throughout.

Where a definition references another section or external law, a citation shall be included.

[Drafted amendments above are to be incorporated into Section 10.04.010 of the Town of Winthrop Vehicles and Traffic Code.]

Implementation and Transition

The amendments to Section 10.04.010 shall become effective on [EFFECTIVE DATE], following approval by the Town Council and publication in accordance with applicable municipal procedures. Notice of these changes shall be provided to all relevant town agencies, including the police department, revenue collections department, and the office of the tax collector. All related documents, enforcement protocols, and public-facing materials should be updated to reflect the revised definitions. Training and guidance should be provided to enforcement personnel to ensure consistent application of the amended code.

Conclusion and Recommendations

The adoption of these amendments will enhance legal clarity, promote consistent enforcement, and ensure alignment with both Massachusetts General Laws and the Town of Winthrop Charter. It is recommended that the definitions section, along with related ordinances, be reviewed periodically—at least every five years as required by the Charter—to maintain ongoing relevance and compliance with evolving legal standards. These measures will support effective governance and protect the interests of the Town and its residents.

Street Sweeping

For this purpose please edit 12.44.020 to

add the specific language as seen below:

12.44.020 - Town-wide street sweeping regulations.

The director of public works shall oversee the street sweeping program. The program requires that residents, on their regularly scheduled trash day during the last full week of each month and who own a vehicle, remove their vehicles from the public ways from 7AM - 3PM so not to impede the street sweeper from cleaning the public way. As scheduled by the director of public works, the program requires that all vehicles be removed from business centers and municipal lots so not to impede the street sweeper, which may fall on the first, second, or third week of each month.

so we should also update the language for 12.44.050 "Public Notifications" to only include the following:

A. Programmable sign boards will be displayed at each entrance to the Town reminding residents of the scheduled town-wide sweeping operation. These sign boards will be deployed on the Friday prior to the scheduled sweeping week and will remain in place for the duration of the sweeping operation.

B. The specific dates for the sweeping operations for the specific calendar year will be posted on the Town web-site and broadcasted on WCAT.

3. Ordinance "13.08.030 - Construction by town" is outdated and inaccurate. Please re-title this ordinance to "13.08.030 - New Construction / Replacement of Particular Sewers" and strike all existing language and re-word as follows:

13.08.030 - New Construction / Replacement of Particular Sewers

If an applicant requests a permit from DPW to build a new particular sewer or to replace an existing particular sewer, the new sewer lateral must be constructed of a six inch fully gasketed push-joint system installed to the specifications set forth by the Director of Public Works. All such work must be performed by a licensed drain layer listed on the permit application.

4. Add definitions to the language of 13.08.040 which speaks to the maintenance and repair responsibilities for private sewer laterals. The current language is as follows:

All particular sewers shall be maintained and kept clean by the owner of the premises connected by such particular sewer; provided, however, that any labor on particular sewers occasioned by defects or obstructions in the common sewer shall be paid for by the town.

For clarity purposes, please add the following two definitions to the ordinance language.

Definitions:

- A. The particular sewer is the privately owned sewer lateral that connects the common sewer to a particular building's internal plumbing.
- B. The common sewer is the Town owned sewer main that collects and conveys sewage to the treatment facility.

-
5. Please correct the Title for Ordinance 13.04.110 from "Meter tampering/ installation of unauthorized service valves" to "Meter tampering/installation of unauthorized service valves"
-

6. We need to create a new ordinance 13.04.120 titled "Removal of Lead/ Required Material For Water Services" in order to comply with the DEP mandates for the Lead and Copper Rule which is a sub section of DEP's Clean Water Act.

As you know, the Town has been spending a lot of money to remove lead services throughout our water distribution system due to DEP's mandates. As such, I'd like to create this new ordinance with the following language:

13.04.120 - Removal of Lead / Required Material For Water Services

For all "New Construction" a continuous copper water service must be installed at the owner's expense from the basement of the new home to the Town's water main in the street. For all "Full Gut" renovation projects a continuous copper water service must be installed at the owner's expense from the basement of the home to the Town's water main in the street. If a full copper service already exists prior to the "full gut" renovation, it will be the homeowner's obligation and responsibility to prove that lead no longer remains within the service line in order to close out their permit requirements and receive a "full occupancy" status.

Motion to Prohibit Electric Bicycles and Motorized Scooters on Natural Surface Trails and in Town Parks

Motion:

I move that the Town Council adopt the following policy and direct Rules and Ordinance Committee to implement corresponding amendments to the Municipal Code.

WHEREAS,

- Town parks and natural surface trails are intended to provide safe, quiet, and environmentally sustainable recreational opportunities for pedestrians, hikers, runners, and non-motorized users; and
- Electric bicycles (e-bikes) and motorized scooters are capable of higher speeds and acceleration than traditional non-motorized bicycles, increasing the risk of collisions and injuries on narrow or unimproved paths; and
- The operation of motorized devices on natural surfaces can cause soil erosion, trail widening, vegetation damage, and degradation of sensitive habitats; and
- Many park users, including children, seniors, and individuals with disabilities, reasonably expect a low-speed, low-noise environment in parks and on natural surface trails; and
- The Town has a legitimate interest in protecting public safety, preserving natural resources, and maintaining the intended character of its parklands;

NOW, THEREFORE, BE IT MOVED that:

1. Prohibition.

The operation of electric bicycles, electric scooters, and other motorized personal mobility devices shall be prohibited on:

- All natural surface trails; and
- All beaches
- All parkland, including but not limited to parks, conservation areas, greenways, and nature preserves, except where expressly designated by the Town.

2. Definitions.

For purposes of this section:

- *Electric bicycle (e-bike)* means a bicycle equipped with an electric motor that provides assistance or

propulsion.

- *Motorized scooter* means a device designed to transport one person, with handlebars, a standing or seated platform, and powered by an electric or other motor.
- *Natural surface trail* means any trail composed of grass, dirt, gravel, mulch, or other unpaved material.

3. Exemptions.

This prohibition shall not apply to:

- Mobility devices used by individuals with disabilities as defined under the Americans with Disabilities Act (ADA);
- Town, emergency, or maintenance vehicles operated in the course of official duties.

4. Enforcement. MGL Chapter 277 Section 70C

Violations shall be enforced as a civil infraction, subject to fines or penalties as established by ordinance, and may include warnings during an initial education period.

5. Signage and Public Notice.

The Department of Parks and Recreation, in coordination with the Town Manager, shall install clear signage at park entrances, natural trail surface paths, and conduct public outreach regarding the new restrictions.

6. Effective Date.

This policy shall take effect **/**/ ** following adoption.



TOWN OF WINTHROP OFFICE OF THE TOWN COUNCIL

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

MOTION

Submitted by: Council President Letterie

Date: 4-16-26

TEXT OF MOTION

MOTION: That the Town Council vote to adopt the following Recommendation from the Tree Committee

Ordinance 17.44.060 Amendment

**17.44.060 - Materials for review—Required (for multifamily, commercial and industrial projects only).
modified**

The applicant shall submit one or more of the following additional materials as may be required by the APRC:

- A. Surface Water Pollution: A report on the impact of stormwater runoff on adjacent and downstream surface water bodies, subsurface groundwater and the water table.
- B. Soils: The potential dangers of erosion and sedimentation caused by the operation and maintenance of the proposed development.
- C. General Environmental Impact: A report on the relationship of the proposed development to the major botanical, geological and hydrological resources of the site, and compatibility of the proposed development with adjacent or surrounding land uses and neighborhoods. The applicant shall submit such material as may be required regarding design features intended to integrate the proposed new development into the existing landscape and environment, to enhance aesthetic assets, and to screen objectionable features from neighbors. If applicable, a shadow study and an assessment report pursuant to Chapter 21E of the M.G.L.
- D. Traffic Impact: A report on existing traffic volume, composition, peak hour levels, and existing street capacities, estimated average daily traffic generation, composition peak hour levels, and directional flows resulting from the proposed development, proposed methods to mitigate the estimated traffic impact, and the methodology and sources used to derive existing data and estimations.
- E. A plan for the control of erosion and sedimentation caused by the proposed construction.
- F. Water and Sewerage: A report on the impact of the water and sewer system.
- G. Developer Tree Plan: A Developer Tree Plan that has been approved by the Tree Warden and that is consistent with Section 13 of "Title 12 - STREETS SIDEWALKS AND PUBLIC PLACES, Chapter 12.48 – TREES".

Proposed Section 12: Developer Tree Plan (previous Section 12 to be renumbered Section 13)

In conformance with 17.44.060, applicants seeking to construct multifamily, commercial, and industrial projects must submit a Developer Tree Plan, which shall be subject to review and approval of the Tree Warden, that includes the following:

- a) The total cumulative DBH of all trees with a DBH greater than 2.4" to be removed from the project site as a result of the project. This shall include the cumulative DBH of any trees removed from the site in the 2 years prior to filing of the project application.
- b) For Multifamily projects: A Developer Tree Plan that indicates the species, size, and location of trees, which shall be subject to approval by the Tree Warden, to be planted as a part of the Multifamily project. The plan shall include 3 trees for every 8 residential units, but no less than 1 tree, and 1 tree for every 2.5" of cumulative DBH as calculated pursuant to section a. Subject to approval from the Tree Warden, the Developer Tree Plan may include the planting of street trees in the vicinity of the project.
- c) For Commercial projects: A Developer Tree Plan that indicates the species, size, and location of trees, which shall be subject to approval by the Tree Warden, to be planted as a part of the Commercial project. The plan shall include 1 tree for 1000 sqft of commercial space, but no less than 3 trees, and 1 tree for every 2.5" of cumulative DBH as calculated pursuant to section a. Subject to approval from the Tree Warden, the Developer Tree Plan may include the planting of street trees in the vicinity of the project.
- d) For Industrial projects: A Developer Tree Plan that indicates the species, size, and location of trees, which shall be subject to approval by the Tree Warden, to be planted as a part of the Industrial project. The plan shall include 3 trees for 500 sqft of the lot, but no less than 1 tree, and 1 tree for every 2.5" of cumulative DBH as calculated pursuant to section a. Subject to approval from the Tree Warden, the Developer Tree Plan may include the planting of street trees in the vicinity of the project.

For projects requiring a Developer Tree Plan no certificate of occupancy shall be granted until the Tree Warden certifies that all trees specified in a Developer Tree Plan have been planted in accordance with the Developer Tree Plan.