

Town of Winthrop

FY2025 Annual Budget

July 1, 2024 - June 30, 2025

Town Manager
Anthony Marino

Finance Director
Sarah Johnson

Assistant CFO
Robert Powers

Town Council
Council President Jim Letterie
Council Vice President Hannah Belcher
Councilor Max Tassinari
Councilor Rob DeMarco
Councilor John Munson
Councilor Suzanne Swope
Councilor Joseph Aiello
Councilor John DaRos
Councilor Pat Costigan

Reader's Guide

The purpose of this document is to communicate the Town of Winthrop's fiscal year (FY) 2025 recommended budget in a useful format for citizens, elected officials, staff, and any other interested parties. The information is presented in a user-friendly format that allows all readers to obtain answers to specific funding questions. The Budget Message should assist the reader in understanding the major aspects of the budget.

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

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

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

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

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

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

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

How to Read Financial Data
Most data within this document is presented in fiscal year terms. The Town of Winthrop operates on a fiscal year that runs from July 1 through June 30. Therefore, FY2025 is the period from July 1, 2024, through June 30, 2025. All information is presented using a three-year comparison, which includes FY23 actual expenditures and FY24 budgeted revenues and expenditures (thru 3-31-24). Anyone interested in obtaining additional information concerning the Town of Winthrop's Budget is encouraged to contact the Town Manager's Office at (617) 846-1705 or visit the Town's website at www.town.winthrop.ma.us.

Town of Winthrop
2025 Annual Budget Table of Contents

Introduction
- *FY2025 Budget Message*
- *Guide to the Fy2025 Budget*
- *Community Profile*

Our Government
Town Charter

Budget Summaries
- *Balanced Budget Summary*
- *Revenue Budget Summary*
- *Expenditure Budget Summary*

Town Departments
- *Executive Office: Town Manager, Town Council, Town Attorney, MIS*
- *Finance: Accounting, Treasurer, Town Clerk, Assessing, Municipal Hearing*
- *Human Resources*
- *Planning & Grants, Planning Board, Appeals Board, Conservation Commission*
- *Police, Animal Control, E-911 Dispatch*
- *Fire, Emergency Management*
- *Inspectional Services*
- *Public Works: Cemetery, Building Maintenance, Snow & Ice*
- *Library*
- *Clinical & Public Health Services: Council on Aging, Veterans Services*
- *School*

Debt

Enterprise Funds
- *Harbormaster*
- *Parks and Recreation*
- *Rink*
- *Solid Waste*
- *Water/Sewer*

Capital Plan

Grants

Appendices

Editors Note:
This file is formatted with navigation links. Click on the section that you wish to view. Click on the link at the bottom of any page to return to the Table of Contents.



INTRODUCTION

Return to Table of Contents

TOWN OF WINTHROP
OFFICE OF THE TOWN MANAGER

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

Anthony Marino
Town Manager

M E M O R A N D U M

TO: Town Council & Finance Committee
FROM: Anthony Marino, Town Manager
DATE: **May 1, 2024**
RE: Fiscal Year 2025 Budget Message

It is with great pleasure that I submit the proposed operating budget for Fiscal Year (FY) 2025 for the Town of Winthrop. It has been my honor, as your Town Manager, to work with the Town Council, Finance Committee, School Committee, School Superintendent, and all the department heads to prepare this budget for the Town of Winthrop's consideration.

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

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

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

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

Return to Table of Contents

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

REVENUES

Fiscal Year 2025's revenues are forecasted responsibly and conservatively; given the rebound in the new and used vehicle market we have level funded excise tax receipts for FY25. We continue to keep our receipts at levels designed to support continuous free cash. Our staff and Department Heads meet annually before the revenue estimates are finalized, review each category and local receipt individually, and discuss market trends, past performance, and anticipated activity, making each year's revenue projections both a collaborative effort and producing a true and accurate estimate. Decision-makers and the public continue to have a window to review, analyze, and question all categories of revenues and local receipts. This budget is also posted and indexed on the Town's website, providing further access to our projected spending of the people's resources.

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

Overall, property tax revenue is projected to increase by the allowable 2 ½ percent in FY25, with an increase in the estimate for new growth, the tax revenue that comes from new construction. The new growth estimate of $550,000 is larger than average for Winthrop but is consistent with the recent increase in new residential construction that we have experienced. We anticipate that this number will stabilize and be reduced in future years as our Assessing Department finishes entering the building permit data.

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

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

Our Revenue Projections are shown below:

Revenue	FY2024	FY2025	% Change
General Fund	59,608,602.00	61,205,014.00	2.68%
Enterprise Funds	14,409,746.00	14,356,612.63	0%
Capital Stab	800,000.00	946,500.00	18%
Revolving Funds	209,874.00	209,874.00	0%
Total Revenue	**75,028,222.00**	**76,718,000.63**	**2%**

EXPENSES

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

The FY24 budget:

- Continues to work within sustainable revenue sources and is balanced;
- Continues the use of the "Base Budget Document" for the Town of Winthrop. This budget is designed to include all of the associated expenses for the town and school in each of the respective budgets. By doing this, we establish a percentage of the budget that both the Town and the School have available for use.
- The Town of Winthrop saw a nominal increase in Chapter 70, school state aid funding, for FY25. The continued strain on the school budget due to contractual obligations and increased expenses will need to be addressed in the near future. The increases allowed with Proposition 2 ½ and new growth is not enough to sustain this budget and an override will need to be considered before the we start the FY26 budget.
- Includes a nine-point six percent (9.6%) increase for health insurance through GIC, providing funding for the town's 85% share of the health insurance costs.
- Salary increases for most unions and non-union personnel are calculated at two percent (2%) for FY25, and non-union personnel receives a two percent (2%) cost of living adjustment (COLA).
- This general fund budget includes trash and recycling expenses totaling $600,000. This is the same budget number we carried last year; to lower this

number in the long term, we will need to consider adjusting the trash fee and the pay-as-you-throw bag revenue. With increased trash costs on the horizon, we must pay close attention to this enterprise fund to ensure proper funding sources and control expenses.

- Includes a $60,000 subsidy or budget transfer for the Park and Recreation ($30,000) and the Rink ($30,000) enterprise funds. This recognizes the contribution that the Park and Recreation program and the Ice Rink provide for the residents of Winthrop.

- Annual increases in our health insurance, charges from Northeast and Essex Technical Schools, union contracts, building and vehicle insurance, and retirement and pension funding take up most of our 2.5% tax increase per year. As a result, it is challenging to honor new staffing requests, new software and upgrades, and other new initiatives. Moving forward, we will look at each department and see if there are any reorganizations that we can put in place to maximize our current staffing levels.

A summary of the expenses is shown below:

Appropriations	FY2024	FY2025	% Change
Town Departments	14,587,271.00	17,656,158.00	21%
School Department	35,121,803.00	35,921,803.00	2%
Non-Departmental	9,899,528.00	7,627,053.00	-23%
Non-Appropriated	-	-	0%
Total General Fund	**59,608,602.00**	**61,205,014.00**	**2.68%**
Enterprise Funds	14,409,746.00	14,356,612.63	0%
Revolving Funds	209,874.00	209,874.00	0%
Capital Stab	800,000.00	946,500.00	18%
Total Appropriations	**15,419,620.00**	**15,512,986.63**	**1%**

CAPITAL SPENDING

Included in this proposal are the capital requests for FY25 and a new five-year capital plan. Each capital proposal contains a detailed project sheet outlining the specifics of each proposed purchase. This year's capital items are routine operational items and more considerable vehicle replacement expenses to be funded primarily with Capital Stabilization Funds, Retained Earnings from the Sewer Enterprise fund, and Green Communities Grant funds. This Capital Plan also takes a holistic approach to the Town and includes larger projects that are on the horizon, including a new fire station, the replacement of the turf on

Miller Field, and the upcoming Revere Street TIP project so the residents understand what the long-term Capital needs are for the Town.

This Capital Plan will be more comprehensive in FY25 as we have received our Facilities Needs Assessment for all Town and School buildings from Brightly and our Water System Capital Plan from Woodard & Curran. Lastly, Winthrop is a Green Community; therefore, we plan to offset our Weatherization Projects and our HVAC and Heat Pump replacement expenses with their yearly competitive grant funding program.

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

LONG-TERM FINANCIAL PLANNING

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

- Balancing development and costs – With a recent surge of residential housing applications, the pressures of providing roadways, clean water, and other municipal services, including education, will become more acute. It will be essential to have a funding and service delivery program and plan to insulate the Town from rising service delivery costs.

- Infrastructure – With rising populations, the planning and implementation of infrastructure amenities like roadway and sidewalk repairs, walking trails, and other non-traditional methods of transportation will be vital moving forward. Investing in and looking for grant opportunities for electric charging stations will need to be a priority over the next several years.

- Transparency – The Town's ambitious effort to open its books and provide detailed, accessible information will soon be available on our website using Open Gov. We are working with this vendor to present our financial information in a clear and concise format that will allow our residents to look at and town expenses on a monthly, and annual basis.

- Health Insurance Costs continue to increase at a national average of 5-10% per year. Winthrop's health insurance increase came in at 10% this year, therefore, we will need to consider more creative, cost-effective plans and engage the GIC and potentially other insurance carriers to ensure we offer health insurance that provides quality coverage through sustainable health plans for our employees. In addition, we will engage with the unions to reconstitute the insurance subcommittee to look at all available health options to make educated choices as we move forward.

- As we look to reduce our carbon footprint and move away from fossil fuels to heat our buildings, increased capital expenditures to convert our Town and School buildings need to be addressed, and funding sources, other than the capital stabilization fund and free cash, will need to be identified.

CONCLUSION

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

I look forward to detailed and engaging discussions with the Town Council and Finance Committee over the next few months as we prepare to vote and fund the FY25 Budget at the June 18, 2024, Town Council meeting.

Guide to the FY2025 Budget

OVERVIEW OF THE ANNUAL BUDGET PROCESS

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

December	• Operating & Capital Department budgets requested
January - February	• Department budgets reviewed by Town Manager • Budget review meetings held by Town Manager with departments. • Town Manager and Chief Financial Officer (CFO) evaluate project requests from the department for the Capital plan. • Debt schedules and financial forecasts are updated to provide context to the five-year capital plan.
March - April	• Town Manager meets with subcommittees about Capital Plan and sends a draft budget to the Finance Commission • Budget & Capital Plan are presented at Spring Forum
May	• Budget and Capital Plan is presented to the Town Council • Town Council and Finance Commission hold public meetings to review the Budget and Capital Plan
June	• Finance Commission submits Budget summary and recommendations to the Town Council for their consideration. • Town Council discusses and votes on FY25 Budget and Capital Plan

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

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

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

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

Return to Table of Contents

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

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

HOW ARE TAXES CALCULATED?

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

What is a Levy Limit?

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

There are two components to the law:

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

2. A particular year's levy limit is calculated by increasing the previous year's limit by 2.5% and adding certified new growth and overrides. The new limit cannot exceed the levy ceiling.

Winthrop's Annual Tax Levy= Levy Limit+
Exclusions The Levy Limit= Prior Year Levy Limit+
2.5%
+ (voter approved override) + New Growth

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

Return to Table of Contents

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

What are Exclusions?

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

Return to Table of Contents



COMMUNITY PROFILE

Return to Table of Contents

Winthrop Community Profile

Governmental Structure

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

Town Council typically meets about twice per month, and twice per year, in the spring and fall, there is a public forum to review town services and budgets. The two public forums are a requirement of the Winthrop Town Charter.

Winthrop has a local Housing Authority, a 5-member board, appointed via election on town ballot. The Winthrop Housing Authority is a State aided public authority and maintains 429 units across Town.

The Winthrop public school system services approximately 1,900 students across four schools. There is a 7-member school committee consisting of the Town Council President and 6 voter elected members.

Private Sector

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

Winthrop recently completed a Center Business District infrastructure improvement project. This project included utility updates, new paving and sidewalks, lighting, and landscaping. Winthrop maintains CBD improvements as a high priority.

In 2023 there were 81 business and commercial establishments that submitted a business license to the Town Clerk. The number of recorded business licenses has decreased over the past years. In 2015 there were 120 recorded business licenses. In 2022 there were 80 recorded business licenses.

Winthrop Community Profile

Community Statistics

Incorporated: 1852

Land Area: 1.6 Square miles

Population: 18,510 (census.gov)

FY2024 Tax Rate Per Thousand: $10.42

FY 2023 Average Assessed Single-Family Home Value: $689,206.00 (10.27% value increase from FY2022)

FY2023 Average Single Family Tax Bill: $7181.52 (7.39% increase from FY 2022)

County: Suffolk

Public Roads: Approximately 162

Private Roads: 59 (Winthrop Parking Clerk)

Workforce: 12,786 (census.gov)

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

Geography and Demographics

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

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

Winthrop's resident population has seen a small increase since the 2010 Census. In 2010 the Town population was estimated at 17,497 residents (census.gov). In 2022 Winthrop's population grew about 5.7%, to 18,510 residents. 4.6% of residents are under the age of five, 17.9% of residents are under the age of eighteen, 57.4% of residents are between the ages of nineteen and sixty four years old, and 20.1% are sixty five years old or older (census.gov).

Winthrop Community Profile

The medium household income for Winthrop is $98,901 and 8.2% of Winthrop residents live below the poverty threshold (census.gov).

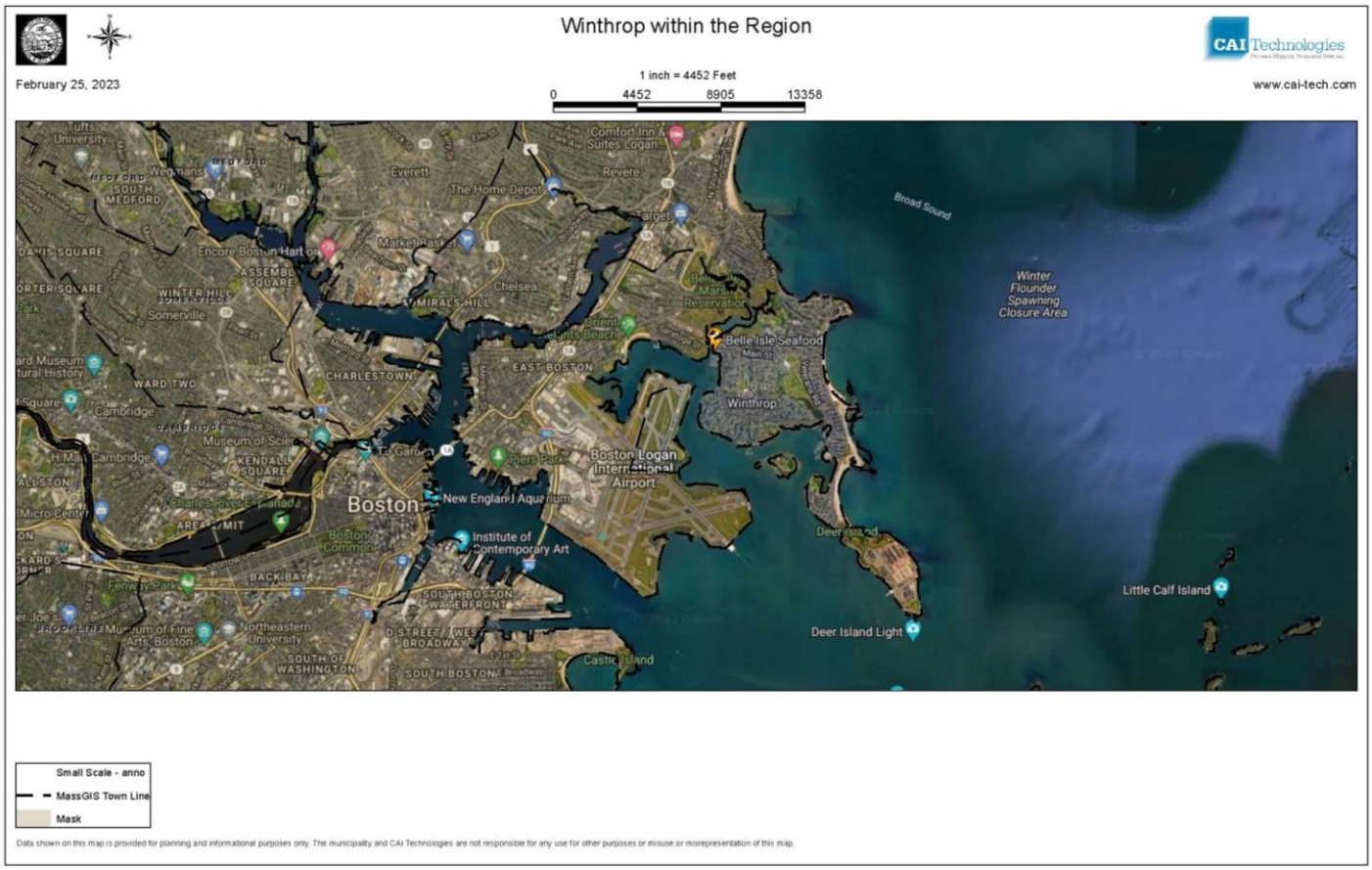
Winthrop is designated as a Minority and Income Environmental Justice Community by the State of Massachusetts. This means that certain neighborhoods within Winthrop have “annual median household income is 65 percent or less of the statewide annual median household income” and “minorities make up 40 percent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

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

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

Winthrop Community Profile

Winthrop within the Region



Winthrop Community Profile

Employment and Payrolls

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

Industry		**Average Number of Employees**		
Year		2021	2022	2023 (1st Quarter)
Total Goods Producing		**238**	**236**	**241**
Selected goods producing employment	Construction	232	229	234
	Specialty trade contractors	143	150	161
Total Service Providing		**1933**	**2049**	**2087**
Selected service providing employment	Trade, Transportation, and Utilities	281	283	282
	Retail Trade	183	165	155
	Nonstore Retailers	5	n/a	n/a
	Transportation and Warehousing	67	78	83
	Information	17	22	26
	Finance and Insurance	103	93	101
	Real Estate	21	21	19
	Professional and Technical Services	60	68	113
	Administrative and Waste Services	34	43	48
	Education and Health Services	696	733	797
	Leisure and Hospitality	431	465	443
	Other Services	138	134	148
Number of Establishments		**396**	**408**	**409**
Average Weekly Wages		$966	$996	$1,007
Average Annual Wage*		$50,232	$51,792	$52,364

* Average Weekly Wage multiplied by 52

Source: Mass Employment and Wages (ES-202)

Largest Employers

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

Winthrop Community Profile

Budget Comparison

Category	FY 2021	FY 2022	FY 2023	FY 2024
General Government	2,857,391.08	2,873,793.82	3,046,204.00	3,290,179.00
Public Safety	7,569,274.26	7,722,425.70	7,764,854.00	8,678,979.00
Public Works	1,298,844.99	1,322,511.37	1,404,681.00	1,499,139.00
Cultural and Human Services	1,112,137.92	1,129,788.67	1,127,524.00	1,162,811.00
Non-Departmental	17,756,677.50	17,689,487.88	18,653,188.36	4,020,098.00
Schools	22,242,750.00	22,842,750.00	23,742,750.00	35,121,803.00
Unappropriated Accounts	880,480.00	964,130.00	973,394.00	-
Enterprise Funds	11,824,172.73	12,012,714.07	13,963,460.00	14,409,746.00
Revolving Funds	395,628.00	277,446.00	200,334.00	209,874.00

Revenues

Property Taxes

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

History[1]

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

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

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

[1] *Five Year Strategic Plan for Economic Development* plan, November 2014.
https://www.town.winthrop.ma.us/sites/g/files/vyhlif8421/f/pages/winthrop_strategic_plan_final_11-14-14.pdf



OUR GOVERNMENT

Return to Table of Contents

LINK TO WINTHROP TOWN CHARTER

Return to Table of Contents



BUDGET SUMMARIES

Return to Table of Contents

Balanced Budget Summary

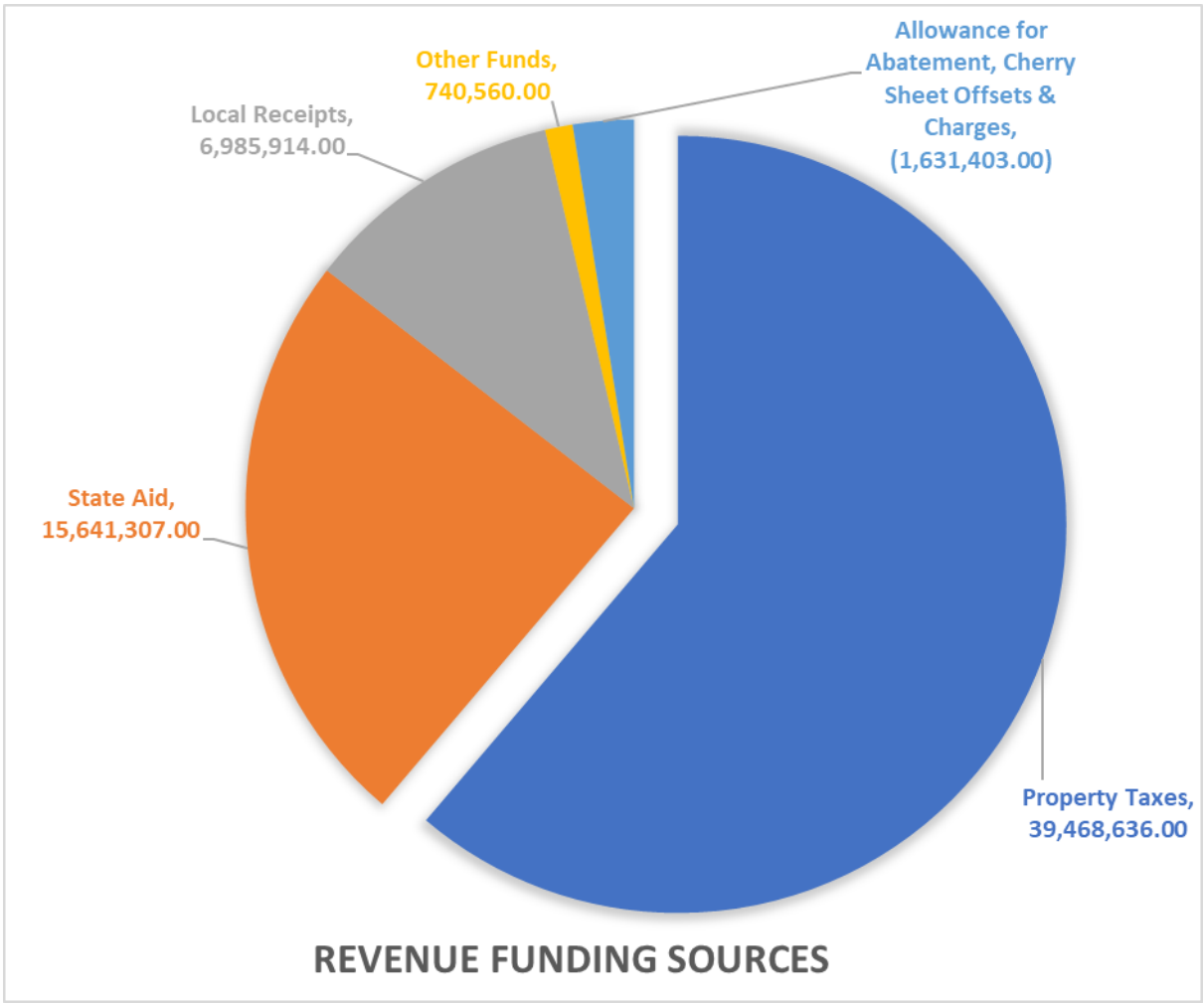
Estimated Revenues

REVENUE ESTIMATES FOR FY 2025 OPERATING BUDGETS				
Description	**FY 2023 (Actual)**	**FY 2024 (Actual)**	**FY 2024 (Actual 12/31)**	**FY 2025 (Budget)**
Tax Levy				
Prior Year Levy Limit	32,058,722	33,096,873	18,133,052	34,436,255
Amended Levy Limit				
Add 2.5%	801,468	827,422	453,326	860,906
New Growth	236,683	511,960	511,960	550,000
Levy Limit	33,096,873	34,436,255	19,098,338	35,847,161
Approved Town Debt Exclusions	-		697,200	
Approved School Debt Exclusions	3,625,700	3,620,225	1,509,413	3,621,475
MAXIMUM LEVY INCLUDING OVERRIDES	**36,722,573**	**38,056,480**	**21,304,950**	**39,468,636**
Cherry Sheet	13,118,924	14,998,130	7,479,357	15,641,307
Total State Aid	13,118,924	14,998,130	7,479,357	15,641,307
Local Receipts (excludes Water & Sewer)	6,126,862	6,985,914	3,793,210	6,985,914
Other Available Funds	1,302,029.00	957,756.15	882,756.15	740,560.00
Cemetery Lots	39,522.00	39,522.00	39,522.00	39,522.00
Cemetery Perpetual Care	5,000.00	5,000.00	5,000.00	5,000.00
Maintenance Stabilization Fund	75,000.00	75,000.00		75,000.00
Regional 911	48,000.00	48,000.00	48,000.00	48,000.00
ARPA	450,000.00	225,000.00	225,000.00	-
Stabilization Fund Withdrawal	-	-	-	-
Indirect Costs to Town	684,507.00	565,234.15	565,234.15	573,038.00
Other - Transfer In	-	-	-	-
TOTAL RECEIPTS & AVAILABLE FUNDS	**20,547,815**	**22,941,800**	**12,155,324**	**23,367,781**
Maximum Allowable Levy	36,722,573	38,056,480	21,304,950	39,468,636
Total Receipts & Available Funds	20,547,815	22,941,800	12,155,324	23,367,781
Allowance for Abatement	(162,825)	(200,000)	(225,000)	(225,000)
Cherry Sheet Offsets & Charges in FY25	(34,365)	(43,104)	(43,104)	(1,406,403)
TOTAL REVENUE	**57,073,198**	**60,755,176**	**33,460,274**	**61,205,014**

Return to Table of Contents

Balanced Budget Summary

REVENUE FUNDING SOURCES	
Property Taxes	39,468,636.00
State Aid	15,641,307.00
Local Receipts	6,985,914.00
Other Funds	740,560.00
Allowance for Abatement, Cherry Sheet Offsets & Charges	(1,631,403.00)
TOTAL	**61,205,014.00**



Return to Table of Contents

Town of Winthrop FY25 Base Budget Calculation

	FY24 School		FY24 Town		FY24Total
FY24 Base Operating Budgets	$ 35,121,803	58.92%	$ 24,486,799	41.08%	$ 59,608,602
Total = FY24 Operating Budgets Council Vote June 2023	**$ 35,121,803**	**58.92%**	**$ 24,486,799**	**41.08%**	**$ 59,608,602**

Base Expenditure Calculation	**FY25 School**		**FY25 Town**		**FY24 Total**
Final FY24 Base Budget Above	$ 35,121,803		$ 24,486,799		$ 59,608,602
FY24 Base Budget	**$ 35,121,803**	**58.92%**	**$ 24,486,799**	**41.08%**	**$ 59,608,602**
Apportion additional FY25 Revenue	*$ 296,575*	*58.92%*	*$ 206,771*	*41.08%*	*$ 503,346*
Offset Revenue to Town below			*$ 740,560*		$ 740,560
Back out FY24 Debt Exclusions	*$ (2,812,325)*		*$ (807,900)*		$ (3,620,225)
Add Back FY25 Debt Exclusions	$ 2,812,075		$ 809,400		$ 3,621,475
Additional Revenue to Schools	$ 509,066		$ (289,066)		$ 220,000
Gov's FY25 State Aid Increase/Decrease	$ 214,609		$ 136,647		$ 351,256
FY25 Base Budget	**$ 36,141,803**	**58.84%**	**$ 25,283,211**	**41.16%**	**$ 61,425,014**
					$ 61,425,014

FY25 Total Revenue Estimate	**$ 61,425,014**
(Over)/Under	**$ 0**

FY25 Estimated Levy

		Actual FY24	
FY24 Total Levy	$ 34,436,255	$ 33,096,873	
2 1/2% of FY24 Levy	$ 860,906	$ 827,422	
Estimated FY25 New Growth	$ 550,000	$ 511,960	Actual
Estimated FY25 Levy Limit	$ 35,847,161	$ 34,436,255	

Estimated Receipts, Other Revenue Sources & Misc. Charges		
State Aid		
Gov's Est. FY25 Cherry Sheet	$ 15,641,307	
Gross Estimated FY25 Revenue from State	$ 15,641,307	
State Charges		
Estimated FY25 Cherry Sheet Charges	$ (1,363,246)	
Estimated FY25 Cherry Sheet offsets	$ (43,157)	
Gross Estimated FY25 Charges from State	**$ (1,406,403)**	
Net Estimated FY25 Revenue from State	**$ 14,234,904**	
Free Cash for Schools	**$ 220,000**	
FY25 Estimated Local Receipts	**$ 6,985,914**	Same as FY24
Allowance for Abatements	**$ (225,000)**	
Total Estimated Receipts to Share	**$ 21,215,818**	
Other Revenue Direct To Offset Town Budget		
Cemetery Lots (same amount in 22 - 24)	$ 39,522	
Cemetery Perpetual Care (same amount in 22 - 24)	$ 5,000	
Maintenance Stabilization Fund (same amount in 22 - 24)	$ 75,000	
Regional 911 (same amount in 22 - 24)	$ 48,000	
Indirect Costs to Town	$ 573,038	
Other Offset Revenue to Town	**$ 740,560**	

Estimated FY25 Levy Limit	**$ 35,847,161**
Excluded Debt Service	**$ 3,621,475**
Cherry Sheet, Estimated Receipts & Other Revenue	**$ 21,215,818**
FY25 Total Revenue to share with Schools	**$ 60,684,454**
Other Offset Revenue to Town	**$ 740,560**

SUMMARY OF AVAILABLE REVENUE

Estimated FY25 Levy Limit	$	35,847,161
Excluded Debt Service	$	3,621,475
Cherry Sheet, Estimated Receipts & Other Revenue	$	20,995,818
FY25 Total Revenue to share with Schools	$	60,464,454
Other Offset Revenue to Town	$	740,560
Total Revenue	$	61,205,014

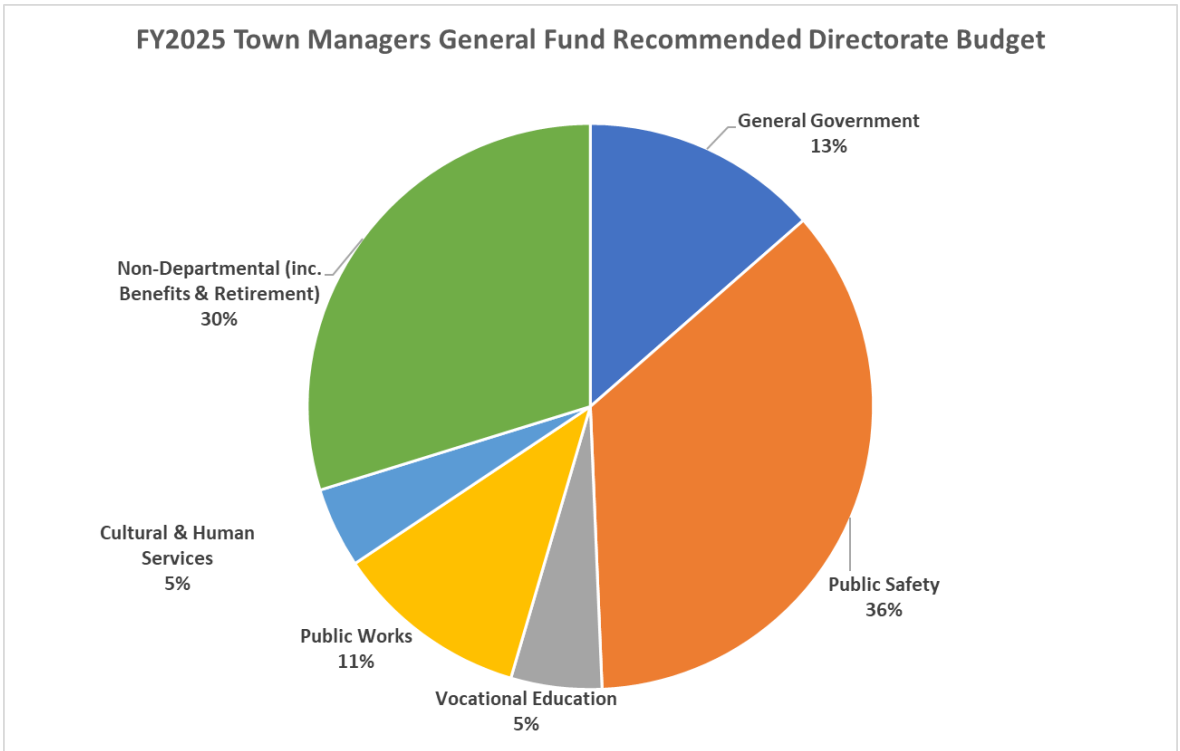
Return to Table of Contents

FY24 Town Expenditure Chart

FY24 TOWN MANAGER BUDGET SUMMARY BY DIRECTORATE

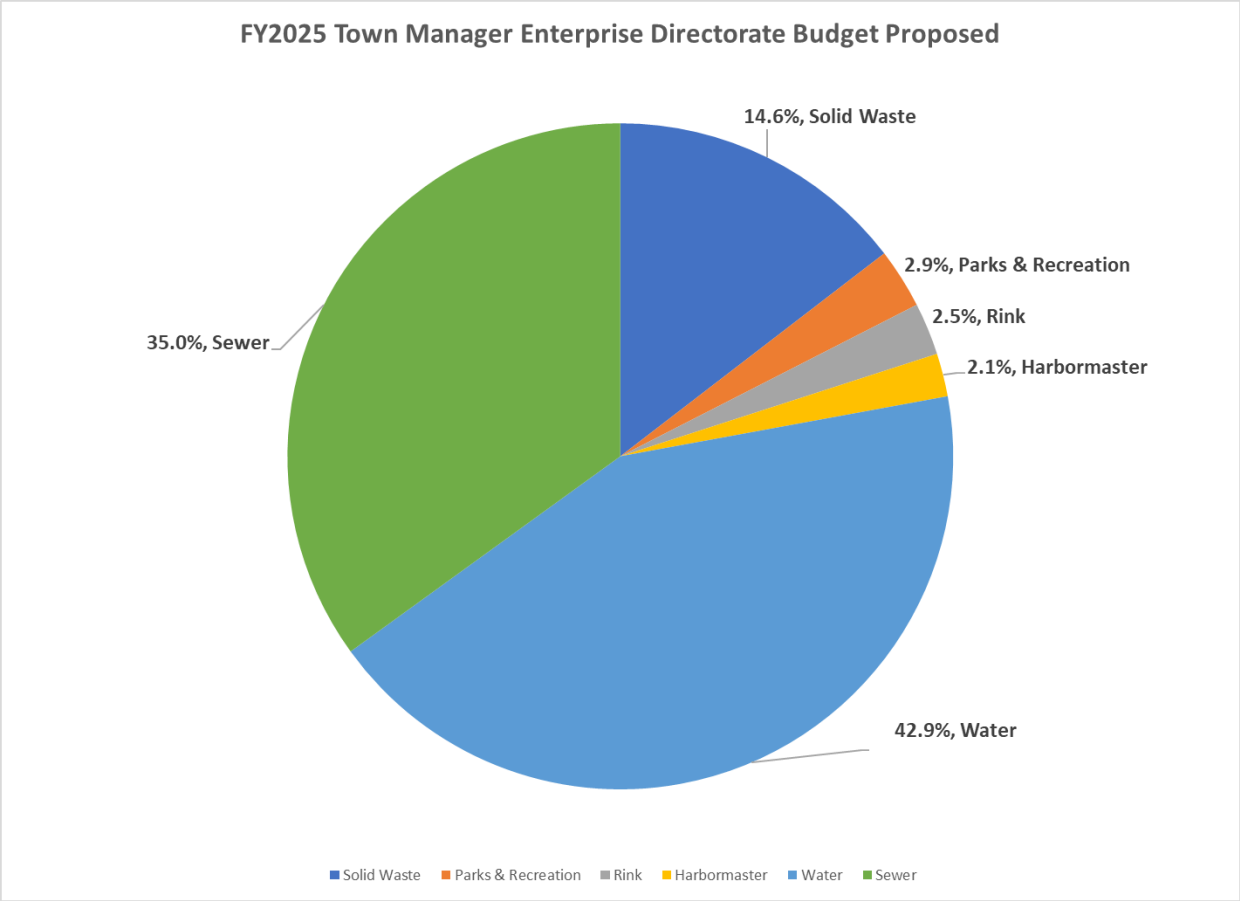
Town Manager Approve Departments	FY2023 Budget	FY2024 Budget (Budget Voted 6.12.23)	FY2025 Budget Proposed	% of Budget
General Government	3,323,179	3,290,179	3,430,284	13.6%
Public Safety	8,678,979	1,499,139	9,043,658	35.8%
Vocational Education	1,126,702	8,678,979	1,313,059	5.2%
Public Works	2,681,835	1,162,811	2,808,709	11.1%
Cultural & Human Services	1,162,811	4,020,098	1,160,448	4.6%
Non-Departmental (inc. Benefits & Retirement)	7,513,293	5,879,430	7,527,053	29.8%
Subtotal General Fund	24,486,799	**24,530,636**	**25,283,211**	**100.0%**
Solid Waste	1,989,317	2,060,282	2,082,775	14.6%
Parks & Recreation	403,125	403,550	415,924	2.9%
Rink	320,684	358,374	362,552	2.5%
Harbormaster	344,748	361,433	298,885	2.1%
Water	4,943,723	4,866,624	6,134,044	42.9%
Sewer	5,961,863	5,944,967	4,997,429	35.0%
Ferry	427,427	-	-	0.0%
Sub-Total Enterprise Fund	**14,390,887**	**13,995,230**	**14,291,608**	**100.0%**
Subtotal FY2025 Budget	**38,877,686**	**38,525,866**	**39,574,819**	

CHART OF GENERAL FUND BUDGET



Return to Table of Contents

CHART OF ENTERPRISE FUND BUDGETS



Return to Table of Contents

Revenue Budget Summary

Return to Table of Contents

Revenue Summary

Revenue Summary

There are four major categories of revenue that help fund the General Fund operating budget. They are property taxes, local receipts, state aid and other financing sources. Within these categories, overall available revenue is expected to increase by $1,521,163 from $59,683,851 to $61,20,014 or 2.55%. The primary increase in Cherry Sheet funds from the state, specifically Chapter 70 funding for Schools.

Property Taxes

The property tax levy is revenue a community can raise through real and personal property taxes. This is the largest and most reliable source of revenue for a municipality. The estimated tax levy for FY25 represents approximately 64.5% of the revenue used to fund the budget. Property taxes are levied on real property (land and buildings) and personal property (equipment). Statutorily the Town is required to update the property values every five years and obtain certification from the Department of Revenue that such values represent full and fair cash value. The Town completed this process in FY23 and will begin the process again in FY28.

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

The levy limit is calculated annually by the Department of Revenue. First, the previous year's levy limit is increased by 2.5%. Then an amount is added to represent new development in the tax base based on the increased value. This is known as new growth. Once the levy limit has been determined, the debt exclusions already voted and approved by the community are added for the current year. The FY24 maximum allowable levy grew by $1.412M. (See table below.)

REVENUE ESTIMATES FOR FY 2025 OPERATING BUDGETS				
Description	**FY 2023 (Actual)**	**FY 2024 (Actual)**	**FY 2024 (Actual 12/31)**	**FY 2025 (Budget)**
Tax Levy				
Prior Year Levy Limit	32,058,722	33,096,873	18,133,052	34,436,255
Amended Levy Limit				
Add 2.5%	801,468	827,422	453,326	860,906
New Growth	236,683	511,960	511,960	550,000
Levy Limit	33,096,873	34,436,255	19,098,338	35,847,161
Approved Town Debt Exclusions	-		697,200	
Approved School Debt Exclusions	3,625,700	3,620,225	1,509,413	3,621,475
MAXIMUM LEVY INCLUDING OVERRIDES	**36,722,573**	**38,056,480**	**21,304,950**	**39,468,636**

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

Return to Table of Contents

Revenue Summary

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

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

Description	FY 2023 (Actual)	FY 2024 (Actual)	FY 2024 (Actual 12/31)	FY 2025 (Budget)
MAXIMUM LEVY INCLUDING OVERRIDES	**36,722,573**	**38,056,480**	**21,304,950**	**39,468,636**

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

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

DOR Code	Municipality	Fiscal Year	Residental	Open Space	Commercial	Industrial	Personal Property
356	Winthrop	2019	13.18	13.18	13.18	13.18	13.18
356	Winthrop	2020	12.62	12.49	12.62	12.62	12.62
356	Winthrop	2021	12.68	12.68	12.68	12.68	12.68
356	Winthrop	2022	11.76	11.76	11.76	11.76	11.76
356	Winthrop	2023	10.7	10.7	10.7	10.7	10.7
356	Winthrop	2024	10.42	10.42	10.42	10.42	10.42

Local Receipts

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

Return to Table of Contents

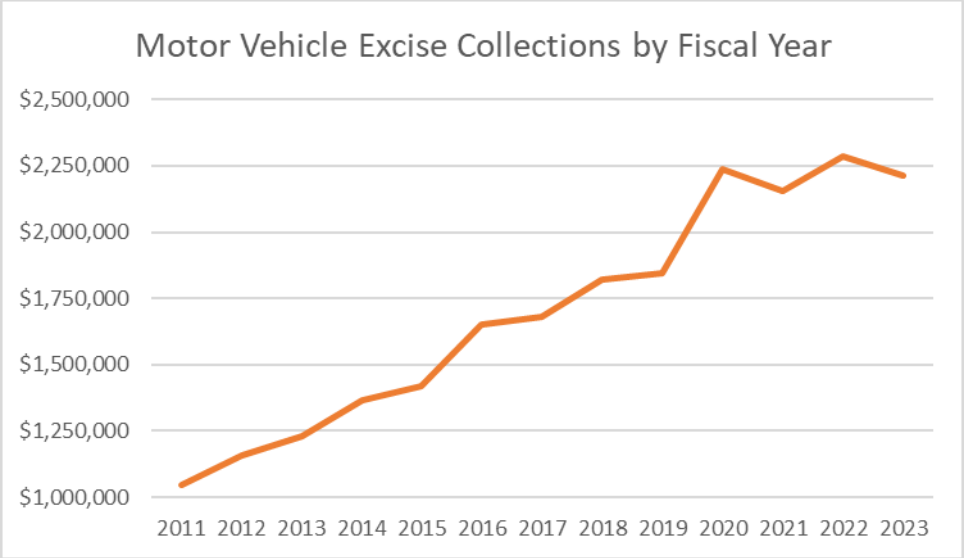
Revenue Summary

Motor Vehicle Excise

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

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

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



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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Motor Vehicle Excise	2,100,000	2,214,545	2,100,000	377,350	2,100,000

Return to Table of Contents

Revenue Summary

Room Occupancy Excise

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Room Occupancy Excise	40,000	67,739	60,000	80,063	60,000

Meals Excise

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Meals Excise	166,000	263,677	200,000	135,232	200,000

Penalties & Interest

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

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

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

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Penalties & Interest	95,000	140,043	110,000	48,446	110,000

Return to Table of Contents

Revenue Summary

Payment in Lieu of Taxes (PILOT)

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
PILOTs	2,703,401	2,673,424	2,795,119	1,864,543	2,917,358

Departmental Fees

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Fees	261,000	409,026	350,000	194,898	350,000

Rental Receipts

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Rentals	35,000	39,921	41,119	41,119	40,000

Departmental Revenue

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

Return to Table of Contents

Revenue Summary

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Departmental Revenue	47,000	67,632	60,000	35,727	60,000

Licenses & Permits

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

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

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

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

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

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

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

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

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

Return to Table of Contents

Revenue Summary

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

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Licenses & Permits	410,000	569,971	500,000	346,554	500,000

Fines and Forfeits

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

The fines and forfeits budget was level funded the same as FY24 which was based on the higher FY23 collections.

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Fines and Forfeits	136,500	392,922	320,000	130,389	320,000

Earnings on Investment

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

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

Investment earnings have fluctuated with the economy. The FY25 budget was level funded the same as FY24. Interest rates have remained higher and our investment income in FY23 was greater than prior years. FY24 actual income as of Dec. 31st is greater than the whole prior fiscal year. Investment income can fluctuate greatly depending on the economy as shown in the table below.

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Investment Income	15,000	155,199	125,000	126,426	125,000

Return to Table of Contents

Revenue Summary

Medicaid Revenue

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Medicaid Reimbursements	100,000	270,013	204,676	165,788	165,000

Miscellaneous Revenue

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Miscellaneous	17,962	184,253	120,000	120,608	38,556

Return to Table of Contents

Revenue Summary

Summary of Local Receipts

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Motor Vehicle	2,100,000	2,214,545	2,100,000	377,350	2,100,000
Meals Excise	166,000	263,677	200,000	135,232	200,000
Room Excise	40,000	67,739	60,000	80,063	60,000
Penalties and Interest	95,000	140,043	110,000	48,446	110,000
In Lieu of Taxes	2,703,401	2,673,424	2,795,119	1,864,543	2,917,358
Other Charges for Services	-		-		-
Fees	261,000	409,026	350,000	194,898	350,000
Rentals	35,000	39,921	41,119	41,119	40,000
Departmental	47,000	67,632	60,000	35,727	60,000
Licenses & Permits	410,000	569,971	500,000	346,554	500,000
Fines and Forfeits	136,500	392,922	320,000	130,389	320,000
Investment Income	15,000	155,199	125,000	126,426	125,000
Medicaid Reimbursement	100,000	270,013	204,676	165,788	165,000
Misc Recurring	-		-		-
Miscellaneous	17,961	184,253	120,000	120,608	38,556
Tax Liens	-	197,262	-	126,069	-
TOTAL LOCAL RECEIPTS	**6,126,862**	**7,645,626**	**6,985,914**	**3,793,210**	**6,985,914**

Return to Table of Contents

Revenue Summary

State Aid

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

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Chapter 70	8,013,321	8,013,321	9,746,984	4,873,488	10,098,570

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
UGGA	4,758,416	4,883,515	4,981,185	2,519,892	5,190,981

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Veterans Benefits	39,391	12,091	17,760	8,982	26,594

Return to Table of Contents

Revenue Summary

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

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual as of 12.31.23	FY2025 Est. Budget
Elderly Exemption	67,428	82,792	64,618	12	62,988

Summary of State Aid

State Aid Summary	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget
Cherry Sheet				
Chapter 70	7,398,113.00	8,013,321.00	9,746,984.00	10,098,570.00
Charter Tuition Reimbursement	19,698.00	75,516.00	86,208.00	219,017.00
UGGA	4,633,316.00	4,883,515.00	5,039,788.00	5,190,981.00
Veteran's Benefits	46,140.00	39,391.00	17,760.00	26,594.00
Exemptions: VBS & Eldery	65,136.00	67,428.00	64,286.00	62,988.00
Sub-Total Cherry Sheet Receipts	**12,162,403.00**	**13,079,171.00**	**14,955,026.00**	**15,598,150.00**
Cherry Sheet Offset Receipts				
Public Library	31,528.00	39,753.00	43,104.00	43,157.00
Total Cherry Sheet Receipts	**12,193,931.00**	**13,118,924.00**	**14,998,130.00**	**15,641,307.00**
Cherry Sheet Charges				
Special Education			6,161.00	0.00
School Choice Sending Tuition	54,244.00	19,645.00	49,116.00	77,376.00
Charter School Sending Tuition	332,716.00	428,076.00	503,307.00	750,994.00
Mosquito Control	17,719.00	18,255.00	18,351.00	19,043.00
Air Pollution Districts	5,831.00	6,049.00	6,055.00	6,206.00
Metropolitan Area Planning Council	10,216.00	10,788.00	10,724.00	10,992.00
RMV Non-Renewal surcharge	38,720.00	27,660.00	28,800.00	37,340.00
MBTA	419,989.00	446,050.00	448,811.00	461,295.00
Total Cherry Sheet Charges	**879,435.00**	**956,523.00**	**1,071,325.00**	**1,363,246.00**
Total Net State Aid	**11,314,496.00**	**12,162,401.00**	**13,926,805.00**	**14,278,061.00**

Return to Table of Contents

Expenditure Budget Summaries

Return to Table of Contents

FY25 Budget Summary Town Staffing Sheets

Return to Table of Contents

Town of Winthrop Personnel List

Dept	Name	FY23	FY24(2%)	FY25 (2%)	Longevity	L Amount	Sick Incentive	License Pay	Position	FTE
Finance	Diane Nalen	85,695.30	87,409.66	89,157.85	Y	1,225.00			Senior Accountant	1
	Lori Uminski	63,500.00	64,770.16	66,065.56					Payroll Specialist	1
	Nicole Rizzotto	40,000.00	48,074.26	50,021.57					AP Clerk	1
	Robert Powers	130,560.00	133,171.22	135,834.64					Assistant CFO	1
	Sarah Johnson		93,288.00	95,153.76					Finance Director	0.66
	Dylan Cook	165,000.00	40,000.00	40,800.00					CFO	1
Assessing	Diane Macken		54,340.00	84,303.00					Deputy Assessor	0.5
	Carol Douglas	50,027.64	27,973.92	28,966.12	Y	1,275.00			Clerk	1
	Kathy Hickey	62,220.00	63,464.44	79,560.00	Y	1,175.00			Assistant Assessor	1
	Jillian Kelley	11,700.00	20,670.00	35,005.88					Temp	
	Allan Maruzzi	2,256.00	2,256.00	2,256.00					Board of Assesors	
	Brian Perrin	1,827.00	1,827.00	1,827.00					Board of Assesors	
	Diane Macken	1,827.00	1,827.00	1,827.00					Board of Assesors	
Treasury	Brendan Carritte	110,000.00	112,200.14	114,444.14					Collector/Treasurer	1
	Open Position	78,000.00	79,560.00	76,586.20					Assistant Collector/Treasurer	1
	Michelle Balian	50,027.59	51,530.96	53,074.30	Y	1,175.00	1,000.00		Clerk	1
	Melissa Shea	50,027.59	42,348.02	43,626.86	Y		1,000.00		Clerk	1
	Patti DiBenedetto	47,131.60	48,555.00	50,021.55	Y	950.00	1,000.00		Clerk	1
Planner/Grants	Open Position	104,040.04	106,120.84	108,243.26					Town Planner	1
	Barbara Evangelista		7,992.66	8,152.51						
Town Clerk	Denise Quist	94,676.45	96,569.98	98,501.38					Town Clerk	1
	Marylin Puopolo	56,100.41	57,222.36	58,366.81					Assistant Town Clerk	1
	Jill Petersen	43,226.04	45,358.04	47,673.58					Clerk	1
	PT Open Position			22,170.42						
Municipal Hearing	Michael Diluiso	21,051.71	21,472.62	21,902.07						
Human Resource	Stacy Calla	88,820.52	90,596.74	92,408.67					Director	1
	Beth Bailey	45,900.14	46,818.20	47,754.56					Benefits Coordinator	1
Town Manager	Anthony Marino	205,000.00	209,100.06	213,282.06					Town Manager	1
	Laurisa Wojcik	66,948.88	68,287.96	69,653.72					Administrative Assistant to the T	1
									Town Attorney	
Town Attorney	James Cippoleta	104,000.00	104,000.00	110,000.00						
	Lauren Tryder		4,576.00	15,000.00						
Building (ISD)	Al Legee	88,752.66	90,527.58	92,338.13	Y	950.00	yes		Building Commissioner	1
	Russ Sanford	29,214.38	29,798.60	30,394.57				1690 Auto Allow	Chief Building Inspector	
	Ilir Papa	47,145.02	48,088.04	49,049.80	Y	950.00	yes	1690 Auto Allow	Inspector	1
	Stacie Marley	21,466.24	23,193.04	23,239.49				1250 ed. Stipend	Clerk	
	Danny Grey	17,167.02	17,510.48	17,860.69				1690 Auto Allow	Electrical Inspector	
	Ken Streeter	18,169.06	18,532.54	18,903.19				1690 Auto Allow	Plumbing Inspector	
	Sharon Sicurella	44,068.70	48,074.26	49,526.09	Y	950.00	yes	673.07 bi-weekly	Health Inspector/clerk	1
Conservation	Stacie Marley	11,925.68	11,925.68	12,164.19					clerk	
$500 bi-wkly	Mark VanBuskirk	13,000.00	13,000.00	13,000.00						
Council on Aging	Kathy Dixon	81,717.22	83,351.58	85,018.61	Y	1,225.00			Director	1
	Matt Rodes	55,203.98	56,307.94	57,434.10	Y	750.00			Assistant Director/Outreach Coo	1
21 hrs/wk	Sheila Hagan	9,360.00	23,335.00	23,801.70					Programs Coordinator	0.34
11.5 hrs/wk	Patricia Stathopolous	9,202.44	10,800.40	11,016.41					Clerical Assistant	0.3
14 hrs/wk	Tom Larity	10,920.00	10,920.00	11,138.40					Van Driver	0.4
DPW	Steven Calla	150,410.00	153,418.98	156,487.36	Y	1,500.00		4,500.00	Director	1
	Richard Cifuni	100,262.54	104,618.28	106,710.65	Y	950.00		500.00	Facilities Manager	1
	Carol DeCarlo	49,309.78	52,280.80	53,326.42	Y	950.00			Principal Clerk	1
Retired now PT	Kathleen Gutowski	50,027.64	6,625.32	6,757.83	Y	1,275.00			Principal Clerk	0.5
PT Hrly	Deborah Madden	50,027.64	18,403.91	18,771.98	Y	1,025.00			Principal Clerk	0.5
	Wendy Millar-Page	65,522.08	66,832.48	68,169.13					Solid Waste & Recycling Manage	1
	Aaron Armitstead	113,064.52	115,626.08	117,938.60	Y	1,175.00		2,000.00	Operations Manager	1

Return to Table of Contents

Town of Winthrop Personnel List

Dept	Name	FY23	FY24(2%)	FY25 (2%)	Longevity	L Amount	Sick Incentive	License Pay	Position	FTE
	Craig Armitstead	77,722.88	81,627.78	83,260.34	Y	950.00		1,500.00	Cemetery and Grounds Superint	1
	Michael Bentivegna		44,492.50	45,382.35						
	Edward Borgatti	51,121.98	53,187.42	54,251.17				2,000.00	Sewer Working Foreman	1
	Michael Brown	40,453.92	42,088.02	42,929.78				500.00	Truck Driver / Laborer	1
	William Carroll	49,136.88	51,121.98	52,144.42				1,500.00	Bldg. Maintenance Foreman	1
	Christopher Clark	51,121.98	53,187.42	54,251.17				1,500.00	Cemetery Working Foreman	1
	Susannah Corona	54,251.08	55,336.06	56,442.78	Y	775.00	1,000.00	2,000.00	Tree & Grass Foreman	1
Last pay 8/23?	John Devlin	56,556.65	58,841.54	60,018.37	Y	1,000.00		2,000.00	Sewer General Foreman	1
	Frank DiBiccari	40,453.92	42,062.02	42,903.26				500.00	Truck Driver / Laborer	1
	Sean Farren	77,222.88	81,107.78	82,729.94	Y	1,275.00		2,000.00	Highway Superintendent	1
	Margaret Larity	54,251.08	55,336.06	56,442.78	Y	1,250.00			Custodial Foreman	1
	John Lyons	40,453.92	48,173.32	49,136.79				500.00	Truck Driver / Laborer	1
	Robert Murray	51,121.98	53,187.42	54,251.17			1,000.00	2,000.00	Highway Working Foreman	1
	Paul O'Donnell	6,000.00	8,000.00	8,160.00					Tree Warden	PT
	Susanna Ross	48,079.20	50,781.12	51,796.74					Principal Clerk	1
	Larry St. George	60,018.40	61,218.82	62,443.20	Y	775.00	1,000.00	1,500.00	Water General Foreman	1
	Michael Upton	73,022.08	76,832.86	78,369.52				1,500.00	Highway / Buildings Superintend	1
	Nickolas Woytaszek	40,453.92	42,088.02	42,929.78				500.00	Truck Driver / Laborer	1
	Anthony Wright	51,180.22	52,203.84	53,247.92	Y	1,250.00	1,000.00	1,000.00	Mechanic	1
P/T	Stephen Babcock	54,251.08	26,445.12	26,974.02					Heavy Equipment Operator	0.5
P/T	Jerome Cooper	27,664.00	27,664.00	28,217.28					Heavy Equipment Operator	0.5
P/T	Frederick Lambert	21,044.00	21,464.88	21,894.18					Evening Custodian	0.5
	Barbara Lawlor	48,079.20	49,531.04	50,521.66					Principal Clerk	1
	Joseph Clemens	48,173.39	48,282.78	49,248.44				1,000.00	Mechanic Foreman	1
	VACANT	43,620.10	44,492.50	45,382.35				1,000.00	Water Technician	1
	Kristian Cooke	48,173.39	48,282.78	49,248.44				1,500.00	Water Working Foreman	1
	Jordan Jolliemore	41,262.87	43,620.20	44,492.60				500.00	Truck Driver / Laborer	1
	VACANT	43,620.10	44,492.50	45,382.35				1,000.00	Sewer Maintenance Technician	1
	VACANT	41,262.87	42,088.13	42,929.89				500.00	Truck Driver / Laborer	1
	VACANT	48,173.39	49,136.86	50,119.60				1,500.00	Working Foreman	1
	VACANT	43,620.10	44,492.50	45,382.35				1,000.00	Forestry Technician	1
	VACANT	41,262.87	42,088.13	42,929.89				500.00	Truck Driver / Laborer	1
	VACANT	41,262.87	42,088.13	42,929.89				500.00	Truck Driver / Laborer	1
Harbormaster	Arthur Hickey	39,614.25	40,406.34	41,214.47					Harbormaster	
	Kevin Janielis	26,593.99	28,860.00	29,437.20					Executive Officer	
	Dennis Decarney	21,263.58	24,050.00	24,531.00					Assistant Harbormaster	
P/T	Michael Mahoney		4,680.00	4,773.60						
Health Dept.	Meredith Hurley	102,812.47	104,868.66	106,966.03				590 biwkly stpnd	Director	1
	Arthur McHugh	48,266.40	49,231.78	50,216.42					Peer Recovery Surpervisor	1
	Dorothy C. Varone	66,273.48	67,598.96	68,950.94					Public Health Program Manager	1
	Robert Repucci	55,692.00	75,741.12	77,255.94					Resource Coordinator	1
	Murray Zoraida	45,500.00	46,410.00	47,338.20					Resource Navigator	1
	Eric Monahan		41,860.00							
PT	Lee Nugent-Rorie		27,040.00							
Library	Greg McClay	82,000.00	84,000.02	85,680.02				192.30 biwkly stp	Library Director	1
	Mary Lou Osborne	39,014.30	43,774.12	44,649.60	Y	750.00			Assistant Director	0.7
	Domenic Demasi	34,522.31	43,769.44	44,644.83				38.46 biwkly stpn	Assistant Librarian	1
	Frank Ferrara	42,442.40	43,290.78	44,156.60					IT/Local History Librarian	1
	Christine Cattaneo	27,573.00	37,605.88	38,358.00					Library Assistant	
	Tammy Cody	17,904.28	18,262.40	18,627.65					Library Assistant	
	Joanne Hillman	19,301.10	19,687.20	20,080.94					Library Assistant	
18 hrs/wkly	Joseph Heafitz		16,438.76	16,767.54						
25 hrs/wkly	Elizabeth Telmosse	16,543.80	32,519.76	33,170.16					Library Assistant	
	Ajlida Koci		44,830.24	45,726.84						
34 hrs/wkly	Diane Stangle		31,051.02	31,672.04						
Parks and Rec	Sean Driscoll	80,005.90	81,605.94	83,238.06					Director	1
	Jill Caputo	44,669.30	45,562.66	46,473.91					Assistant Director	1
	Mikayla Bestford		43,793.62	44,669.49						
8.5 hrs/wkly	Reese Brodin		7,072.00	7,213.44						
8 hrs/wkly	Melanie Lopera Quijano		6,656.00	6,789.12						
4.5 hrs/wkly	Isabella Shannon		3,744.00	3,818.88						

Return to Table of Contents

Town of Winthrop Personnel List

Dept	Name	FY23	FY24(2%)	FY25 (2%)	Longevity	L Amount	Sick Incentive	License Pay	Position	FTE
3.75 hrs/wkly	Nicholas Deeb		3,120.00	3,182.40						
4.5 hrs/wkly	Evan Ferragamo		3,744.00	3,818.88						
7 hrs/wkly	Ava Schilling		5,824.00	5,940.48						
Rink	Robert DiMento	42,915.86	43,774.12	44,649.60	Y	950.00			Rink Director	0.7
	Mark Wallace	53,167.92	54,231.32	55,315.95	Y	1,275.00			Rink Operations	1
	Anthony Puleio	21,500.00	24,371.88	24,859.32					Part time Driver	0.6
25 hrs/wkly	Tim Vargus	1,800.00	22,542.00	22,992.84					Part time Driver	0.1
Retirement	Michelle Church	93,999.88	95,879.94	97,797.54					Retirement Coordinator	1
Police	Jennifer Adamson	$63,426.44	$70,484.81	$71,894.51					Officer	1
	Nicholas Bettano	$76,296.29	$85,801.09	$87,517.11					Sergeant	1
	Reserve	$0.00	$69,769.34	$71,164.73					Reserve Officer	1
	Giulio Bonavita	$85,504.79	$96,569.65	$98,501.04					Sergeant	1
	David Brown	$82,865.13	$94,580.40	$96,472.01					Officer	1
	Alex Cabassa	$61.986.38	$68,153.59	$69,516.66					Reserve Officer	1
	Timothy Callinan	$90,756.77	$102,484.23	$104,533.91					Sergeant	1
	Robert Carter	$63,575,81	$71,399.49	$72,827.48					Patrol Officer	1
	Wayne Carter	$61,059.18	$68,153.59	$69,516.66					Patrol Officer	1
	Christopher Castro-Garcia		$55,964.74							
	Gerald Collaku		$55,964.74							
	Michael Connolly	$67,135,48	$74,051.10	$75,532.12					Patrol Officer	1
	Mary Crisafi	$97,270.00	$119,642.03	$122,034.87					Lieutenant	1
	Terence Delehanty	$191,714.86	$200,122.49	$204,124.94					Chief of Police	1
	Sean Delehanty	$73,464.66	$83,009.40	$84,669.59					Sergeant	1
	Nicholas Disciscio	$0.00	$62,722.86	$63,977.32					Patrol Officer	1
	Sean Donahue	$60,301.45	$67,352.75	$68,699.81					Patrol Officer	1
	Carlos Dutra	$64,306.50	$71,239.08	$72,663.86					Patrol Officer	1
	Samantha Ferrino	$67,242.41	$76,842.31	$78,379.16					Patrol Officer	1
	Robert Ferullo	$62,426.44	$68,780.91	$70,156.53					Reserve Officer	1
	James Freeman	$65,829.43	$74,379.14	$75,866.72					Patrol Officer	1
	Sarko Gergerian	$82,788.87	$92,960.27	$94,819.48					Lieutenant	1
	John Goodwin	$148,512.00	$156,508.80	$159,638.98					Deputy Chief	1
	Joseph Granara		$55,964.74							
	William Hagemeister		Retired PT							
	Michelle Hall	$52,473.48	$59,469.31	$60,658.70					Clerk	1
	Philip Hamilton	$64,426.44	$75,361.00	$76,868.22					Patrol Officer	1
	Dennis Hickey	$63,389.34	$71,573.24	$73,004.70					Patrol Officer	1
	Robert Jaworski	$80,947.22	$87,973.70	$89,733.17					Patrol Officer	1
	Alexis Joyce	$62,426.44	$68,780.91	$70,156.53					Patrol Officer	1
	Shawn McCarthy	$74,744.63	$84,451.98	$86,141.02					Sergeant	1
	Ignacio Oyola	$74,290.93	$83,908.03	$85,586.19					Patrol Officer	1
	Sean Perrin	$74,290.93	$83,908.03	$85,586.19					Patrol Officer	1
	Vanessa Peterson		28.70/hr							
	Reserve	$0.00	$70,704.20	$72,118.28					Reserve Officer	1
	Reserve	$0.00	$67,352.75	$68,699.81					Reserve Officer	1
	Guy Prather	$0.00	$68,780.91	$70,156.53					Patrol Officer	1
	Stephen Rogers	$102,292.53	$115,484.47	$117,794.16					Lieutenant	1
	Jorge Roman		$56,630.08							
	Ferruccio Romeo	$90,884.86	$103,782.55	$105,858.20					Sergeant	1
	Jay Silva	$63,426.44	$69,780.91	$71,176.53					Reserve Officer	1
	Anthony Sorrentino	$68,934.68	$77,434.46	$78,983.15					Patrol Officer	1
	Daniel Stone	$64,469.38	$76,361.88	$77,889.12					Patrol Officer	1
Animal Control	Mark Van Buskirk	51,044.00	$51,961.52	$53,000.75				$500 bi-wkly stipe	Animal Control Officer	1
Fire	Matthew Amabello		54,405.78	55,493.90					Firefighter	1
	Thomas Berninger		54,405.78	55,493.90						
	Stephen Calanda	94,358.16	96,245.50	98,170.41					Deputy Chief	1
	Christopher Carew	55,953.04	58,885.32	60,063.03					Firefighter	1
	Brenton Crusinberry	50,589.24	55,014.44	56,114.73					Firefighter	1
	Eric Cusack	64,675.78	73,061.56	74,522.79					Lieutenant	1
	Patrick Delaney	55,953.04	58,885.32	60,063.03					Firefighter	1
	Jonathan Dimauro	57,730.92	62,825.88	64,082.40	Y	297.6			Firefighter	1

Return to Table of Contents

Town of Winthrop Personnel List

Dept	Name	FY23	FY24(2%)	FY25 (2%)	Longevity	L Amount	Sick Incentive	License Pay	Position	FTE
	Marc Ferullo	53,339.00	55,014.44	56,114.73					Firefighter	1
	Rocco Festa	61,594.00	62,825.88	64,082.40					Firefighter	1
	Daniel Flynn	75,378.42	78,784.94	80,360.64					Lieutenant	1
	Tyler Gillis	57,730.92	60,710.00	61,924.20					Firefighter	1
	James Gioiosa	62,023.00	63,263.46	64,528.73					Firefighter	1
	Kevin Gorman	57,730.92	60,710.00	61,924.20					Firefighter	1
	Francis Gunn	57,730.92	61,013.42	62,233.69	Y	306.43			Firefighter	1
	Jarrett Herdt		51,601.16	52,633.18						
	David Higginbotham	75,939.50	86,227.70	87,952.25	Y	402.48			Captain	1
IOD	John Hurley	57,730.92	65,566.80	66,878.14					Firefighter	1
	Aileen Kane		54,405.78							
	Michael Lopez	87,596.34	90,298.78	92,104.76					Captain	1
	Daniel Lowney	73,493.94	76,146.72	77,669.65					Lieutenant	1
	Philip Lundberg	55,953.04	58,885.32	60,063.03					Firefighter	1
	Ryan Mahoney	57,730.92	60,710.00	61,924.20					Firefighter	1
	Paul Montgomery	86,567.52	88,298.86	90,064.84					Captain	1
	Michael Moro	50,589.24	55,014.44	56,114.73					Firefighter	1
	Salvatore Moschitto	62,023.00	63,263.46	64,528.73					Firefighter	1
	Michael O'Keefe	61,900.28	64,840.88	66,137.70					Firefighter	1
	James Pioppi		51,601.16	52,633.18						
	Devin Racow	54,537.86	55,628.82	56,741.40					Firefighter	1
	Adnana Ramadai	57,730.92	62,825.88	64,082.40	Y	306.43			Firefighter	1
	Ardian Ramadani	57,730.92	61,013.42	62,233.69					Firefighter	1
	John Rich	71,859.84	73,298.68	74,764.65					Lieutenant	1
	Aaron Smith	57,730.92	60,710.00	61,924.20					Firefighter	1
	Richard Staff	61,900.28	63,138.40	64,401.17					Firefighter	1
	Brian Symmes	55,953.04	58,885.32	60,063.03					Firefighter	1
	William Toomey	61,900.28	63,138.40	64,401.17					Firefighter	1
	William Wiley	146,532.10	149,939.92	152,938.72					Chief	1
	Jill Dorr	51,277.72	52,780.78	53,836.40	Y	200			Clerk	1
Veterans	Phillip Ronan	51,500.02	52,530.14	53,580.74					Veterans Services Officer	1
MIS	David Lapenson	60,243.27	61,448.14	62,677.10	Y	1,025.00			Systems Administrator	1
GRANTS										
Council on Aging	Rosemary Kaye		9,360.00	9,547.20						
	Anthony MacAllister		10,920.00	11,138.40						

Return to Table of Contents

FY25 Budget Summary Indirect Costs

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

425 - SHARED EXPENSES		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0142552-521100	Electricity	192,492.99	200,000.00	67,533.50	225,000.00	210,000.00	10,000.00	5.00%
0142552-521200	Heat	9,960.31	15,000.00	2,505.72	18,000.00	18,000.00	3,000.00	20.00%
0142557-578101	Energy Reserve		25,000.00		25,000.00	25,000.00	-	0.00%
0142552-529200	Waste Removal Contract						-	0.00%
0142553-534100	Telecommunications	66,147.69	72,000.00	29,677.14	74,000.00	74,000.00	2,000.00	2.78%
0142553-534105	Cell Reimbursement	16,742.76	15,600.00	6,846.97	17,000.00	17,000.00	1,400.00	8.97%
0142554-548100	Fuel (Gas/Diesel)	179,158.32	108,000.00	80,670.63	120,000.00	120,000.00	12,000.00	11.11%
0142557-574100	Property Insurance	729,578.80	639,681.00	402,902.48	684,500.00	574,500.00	(65,181.00)	-10.19%
0142557-574101	Public Safety Medical Ins 111F	97,723.00	107,415.00	98,251.00	110,000.00	110,000.00	2,585.00	2.41%
	EXPENSES SUB-TOTAL:	**1,291,803.87**	**1,182,696.00**	**688,387.44**	**1,273,500.00**	**1,148,500.00**	**(34,196.00)**	-2.89%
425 - SHARED EXPENSES TOTAL		**1,291,803.87**	**1,182,696.00**	**688,387.44**	**1,273,500.00**	**1,148,500.00**	**(34,196.00)**	**-2.89%**

Return to Table of Contents

Indirect Departmental Costs		4/2/2024							
Position	**Name**	**Salary**	**Town**	**W/S**	**Harbor**	**Rink**	**P&R**	**Trash**	**School**
Town Manager	Anthony Marino	213,282.06	163,160.78	36,257.95	3,199.23	3,199.23	3,199.23	4,265.64	
				17.0%	1.5%	1.5%	1.5%	2.0%	
Town Manager Admin	Laurisa Wojcik	80,000.00	74,400.00	4,000.00	800.00	-	-	800.00	
				5.0%	1.0%	0.0%	0.0%	1.0%	
CFO	Dylan Cook	40,800.00	26,112.00	10,200.00	1,632.00	1,632.00	816.00	408.00	
				25.0%	4.0%	4.0%	2.0%	1.0%	
Finance Director	Sarah Johnson	95,153.76	67,083.40	19,030.75	2,378.84	951.54	951.54	4,757.69	
				20.0%	2.5%	1.0%	1.0%	5.0%	
Asst CFO	Robert Powers	135,834.64	101,875.98	13,583.46	5,433.39	2,716.69	4,075.04	8,150.08	
				10.0%	4.0%	2.0%	3.0%	6.0%	
Senior Accountant	Diane Nalen	89,157.85	65,085.23	14,265.26	2,674.74	1,783.16	891.58	4,457.89	
				16.0%	3.0%	2.0%	1.0%	5.0%	
Payroll Specialist	Lori Uminski	66,065.56	50,870.48	5,945.90	3,303.28	1,321.31	3,963.93	660.66	
				9.0%	5.0%	2.0%	6.0%	1.0%	
AP Clerk Finance	Nicole Rizzotto	49,526.10	30,706.18	9,905.22	3,962.09	1,485.78	2,971.57	495.26	-
				20.0%	8.0%	3.0%	6.0%	1.0%	
Council Auditor	Richard Hingston	20,000.00	17,600.00	direct billed	400.00	400.00	800.00	800.00	
					2.0%	2.0%	4.0%	4.0%	
Treasurer	Brenden Carritte	114,444.14	60,655.39	34,333.24	5,722.21	2,288.88	2,288.88	9,155.53	
				30.0%	5.0%	2.0%	2.0%	8.0%	
Asst Treasurer	Open Position	81,151.20	57,617.35	16,230.24	4,057.56	1,623.02	1,623.02	-	
				20.0%	5.0%	2.0%	2.0%	0.0%	
Treasury Clerk - Principal	Melissa Shea	43,194.98	29,804.54	8,639.00	2,159.75	863.90	863.90	863.90	
				20.0%	5.0%	2.0%	2.0%	2.0%	
Treasury Clerk - Principal	Michele Balian	52,561.58	34,165.03	10,512.32	2,628.08	1,051.23	1,051.23	3,153.69	
				20.0%	5.0%	2.0%	2.0%	6.0%	
Treasury Clerk - Senior	Patricia DiBenedetto	49,526.10	32,687.23	9,409.96	2,476.31	990.52	990.52	2,971.57	
				19.0%	5.0%	2.0%	2.0%	6.0%	
Assessor	Diane Macken	83,980.00	69,703.40	5,878.60	4,199.00	-	-	4,199.00	
				7.0%	5.0%	0.0%	0.0%	5.0%	
Asst Assessor	Kathleen Hickey	79,560.00	68,262.48	4,773.60	3,978.00	-	-	2,545.92	
				6.0%	5.0%	0.0%	0.0%	3.2%	
Assessing Clerk	Marianne Brooks	46,096.00	36,185.36	4,148.64	4,609.60	-	-	1,152.40	
				9.0%	10.0%	0.0%	0.0%	2.5%	
Assessing Clerk	Jillian Kelley	46,096.00	37,337.76	4,148.64	4,609.60	-	-	-	
				9.0%	10.0%	0.0%	0.0%	0.0%	
Human Resource Director	Stacy Calla	92,408.67	69,306.50	14,785.39	4,620.43	1,848.17	1,848.17	-	
				16.0%	5.0%	2.0%	2.0%	0.0%	
Benefits Coordinator	Beth Bailey	47,754.56	16,281.45	4,297.91	477.55	1,432.64	1,432.64	477.55	23,354.83
				9.0%	1.0%	3.0%	3.0%	1.0%	
Town Atty	James Cipoletta	110,000.00	79,200.00	22,000.00	2,200.00	2,200.00	2,200.00	2,200.00	
				20.0%	2.0%	2.0%	2.0%	2.0%	
MIS	David Lapenson	62,677.10	47,007.83	3,133.86	3,133.86	3,133.86	3,133.86	3,133.86	
				5.0%	5.0%	5.0%	5.0%	5.0%	
Building Maintenance	Richard Cifuni	96,510.15	79,160.33	8,663.91	965.10	2,895.30	4,825.51	-	
				9.0%	1.0%	3.0%	5.0%	0.0%	
DPW Director	Steven Calla	156,487.36	156,487.36	direct billed				direct billed	
DPW Admin		1,148,806.36	1,033,925.72	114,880.64					
				10.0%					
Total Indirect Departmental Costs		**3,101,074.17**	**2,504,681.78**	**379,024.47**	**69,620.60**	**31,817.24**	**37,926.62**	**54,648.63**	**23,354.83**
							Enterprise Funds	**573,038**	



TOWN DEPARTMENTS

Return to Table of Contents

EXECUTIVE OFFICE

Return to Table of Contents

Executive Office Statement

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

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

Organizational Chart



Return to Table of Contents

Goals and Objectives

- Continue to look at regionalization opportunities.
- Increased engagement with our elected Federal and State leadership to include our local State Senator and Representative to resolve and complete the MBTA/3A Zoning Process
- Continue to create efficiencies in Town Departments to streamline services using lessons learned during the COVID-19 Pandemic
- Continue to develop and maintain working relationships with our local business owners and business groups, including the Housing Authority and Winthrop Chamber of Commerce.
- Continue to work on water and sewer infrastructure issues with Water Department, Water Subcommittee, and Town Council.
- Work to maximize federal funding opportunities available to Winthrop for infrastructure upgrades and coastal resiliency.

Accomplishments

- Successfully negotiated Fire Union Contract through June 30, 2027
- Developed and launched a new Website with Civic Plus
- Applied for and received a Green Communities Grant of approximately $195,000
- Successfully staffed the Assessors office with a training program in place to assist with succession planning.
- Completed a Facilities Needs Assessment for our Town and School Buildings along with a Capital Improvement Plan for our Water Distribution System

Return to Table of Contents

Significant Budget Changes or Initiatives

Town Council/Town Managers Office

The FY25 budget for the Town Council and the Town Manager's office generally remains consistent. The salary for the Town Manager will increase by two (2) percent in accordance with the contract negotiated with the Town Council, and the Executive Assistant Salary will receive a market adjustment to account for increased responsibility.

Legal

The legal budget represents the change to in-house Town Counsel and the use of special counsel for labor and tax title issues. This budget also includes part-time clerical hours to support our in-house legal counsel.

Programs and Services

Town Council

- Policy Making
- Oversight
- Licensing

Town Manager

Collective Bargaining, Benefits & Insurance:

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

Financial Management:

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

Procurement & Economic Development:

- Oversee procurement and provide guidance and assistance to all departments

Return to Table of Contents

- Coordinate with DPW Director and Facilities Manager on all construction and renovation projects
- Manage and oversee public bidding
- Oversee partnerships with businesses & non-profits

Administration & Licensing:

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

Personnel Summary

Executive Office				
Position	**FY23**	**FY24**	**FY25**	**Change**
Town Manager	1	1	1	0
Executive Assistant	1	1	1	0
Total Full-Time Equivalents	**2**	**2**	**2**	**0**

FY25 Personnel Notes

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

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

110 - TOWN COUNCIL		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0111051-511100	Personnel	22,533.68	26,000.00	11,700.18	26,000.00	26,000.00	-	0.00%
0111051-513200	Scheduled Event Overtime						-	
	PERSONNEL SUB-TOTAL:	**22,533.68**	**26,000.00**	**11,700.18**	**26,000.00**	**26,000.00**	**-**	0.00%
0111053-530200	Internal Audit	12,540.00	20,000.00	6,140.00	20,000.00	20,000.00	-	0.00%
0111053-530402	Legal Advertising	1,770.00	2,000.00	700.00	2,000.00	2,000.00	-	0.00%
0111053-530701	Conference Fees				1,500.00	1,500.00	1,500.00	0.00%
0111054-542300	Office Supplies	1,482.48	1,665.00	1,467.97	1,665.00	1,665.00	-	0.00%
0111057-573100	Professional Associations	250.00	250.00		275.00	275.00	25.00	10.00%
0111057-578100	Town Council Reserve		75,000.00		50,000.00	40,000.00	(35,000.00)	-46.67%
0111057-579100	Annual Software Licenses						-	0.00%
	EXPENSES SUB-TOTAL:	**16,042.48**	**98,915.00**	**8,307.97**	**75,440.00**	**65,440.00**	**(33,475.00)**	-33.84%
110 - TOWN COUNCIL TOTAL		**38,576.16**	**124,915.00**	**20,008.15**	**101,440.00**	**91,440.00**	**(33,475.00)**	**-26.80%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

112 - TOWN MANAGER Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0111251-513250	Auto Exp						-	
0111251-511100	Personnel	271,949.04	288,557.00	128,025.24	424,328.14	294,328.14	5,771.14	2.00%
0111251-514600	Longevity	950.00	950.00	950.00	950.00	950.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**272,899.04**	**289,507.00**	**128,975.24**	**425,278.14**	**295,278.14**	**5,771.14**	1.99%
0111252-527400	Equipment Leases	2,058.37	3,250.00	1,560.00	4,000.00	4,000.00	750.00	23.08%
0111253-530400	Legal Services	72,669.98					-	
0111253-530402	Legal Advertising	300.00	300.00		1,000.00	1,000.00	700.00	233.33%
0111253-530500	Consulting Services	4,332.00	4,000.00		6,000.00	6,000.00	2,000.00	50.00%
0111253-530701	Conference Fees						-	
0111253-534400	Postage	607.98	400.00	97.06	600.00	600.00	200.00	50.00%
0111253-530702	Training Services	2,593.97	5,000.00		5,000.00	5,000.00	-	0.00%
0111254-542000	Employee Recognition		5,000.00	3,827.62	5,000.00	5,000.00	-	0.00%
0111254-542300	General Office Supplies	7,838.89	5,735.00	2,745.61	5,800.00	5,800.00	65.00	1.13%
0111257-573100	Professional Associations	15,870.50	19,000.00	9,890.15	15,000.00	15,000.00	(4,000.00)	-21.05%
	EXPENSES SUB-TOTAL:	**106,271.69**	**42,685.00**	**18,120.44**	**42,400.00**	**42,400.00**	**(285.00)**	-0.67%
112 - TOWN MANAGER TOTAL		**379,170.73**	**332,192.00**	**147,095.68**	**467,678.14**	**337,678.14**	**5,486.14**	**1.65%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

151 - TOWN ATTORNEY Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0115151-511100	Personnel	34,000.00	104,000.00	48,511.50	125,000.00	125,000.00	21,000.00	9.62%
	PERSONNEL SUB-TOTAL:	**34,000.00**	**104,000.00**	**48,511.50**	**125,000.00**	**125,000.00**	**10,000.00**	**9.62%**
0115153-530400	Legal Services	59,930.84	80,000.00	63,988.49	80,000.00	90,000.00	10,000.00	12.50%
0115153-530700	Training Services		1,500.00		2,000.00	2,000.00	500.00	33.33%
	EXPENSES SUB-TOTAL:	**59,930.84**	**81,500.00**	**63,988.49**	**82,000.00**	**92,000.00**	**10,500.00**	**12.88%**
151 - TOWN ATTORNEY TOTAL		**93,930.84**	**185,500.00**	**112,499.99**	**207,000.00**	**217,000.00**	**21,500.00**	**11.59%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

155 - MIS DEPARTMENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0115551-511100	Personnel	60,443.28	61,450.00	28,360.68	62,679.00	62,679.00	1,229.00	2.00%
0115551-514600	Longevity	1,025.00	1,025.00	1,225.00	1,225.00	1,225.00	200.00	19.51%
	PERSONNEL SUB-TOTAL:	**61,468.28**	**62,475.00**	**29,585.68**	**63,904.00**	**63,904.00**	**1,429.00**	**2.29%**
0115552-523200	Alarm	1,086.07	800.00	210.00	840.00	840.00	40.00	5.00%
0115553-530702	Training Services		1,000.00		1,000.00	1,000.00	-	0.00%
0115554-542300	General Office Supplies	162.08	600.00		600.00	600.00	-	0.00%
0115557-579100	Software Annual License Cost	160,579.62	166,500.00	158,869.27	204,600.00	204,600.00	38,100.00	22.88%
0115558-587400	Replacement Computer Equipment						-	0.00%
	EXPENSES SUB-TOTAL:	**161,827.77**	**168,900.00**	**159,079.27**	**207,040.00**	**207,040.00**	**38,140.00**	**22.58%**
155 - MIS DEPARTMENT TOTAL		**223,296.05**	**231,375.00**	**188,664.95**	**270,944.00**	**270,944.00**	**39,569.00**	**17.10%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

425 - SHARED EXPENSES		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Budget**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0142552-521100	Electricity	199,963.00	192,492.99	200,000.00	67,533.50	225,000.00	210,000.00	10,000.00	5.00%
0142552-521200	Heat	13,443.00	9,960.31	15,000.00	2,505.72	18,000.00	18,000.00	3,000.00	20.00%
0142557-578101	Energy Reserve	25,580.00		25,000.00		25,000.00	25,000.00	-	0.00%
0142552-529200	Waste Removal Contract							-	0.00%
0142553-534100	Telecommunications	72,000.00	66,147.69	72,000.00	29,677.14	74,000.00	74,000.00	2,000.00	2.78%
0142553-534105	Cell Reimbursement		16,742.76	15,600.00	6,846.97	17,000.00	17,000.00	1,400.00	8.97%
0142554-548100	Fuel (Gas/Diesel)	120,000.00	179,158.32	108,000.00	80,670.63	120,000.00	120,000.00	12,000.00	11.11%
0142557-574100	Property Insurance	873,534.00	729,578.80	639,681.00	402,902.48	684,500.00	574,500.00	(65,181.00)	-10.19%
0142557-574101	Public Safety Medical Ins 111F	102,300.00	97,723.00	107,415.00	98,251.00	110,000.00	110,000.00	2,585.00	2.41%
	EXPENSES SUB-TOTAL:	**1,406,820.00**	**1,291,803.87**	**1,182,696.00**	**688,387.44**	**1,273,500.00**	**1,148,500.00**	**(34,196.00)**	-2.89%
425 - SHARED EXPENSES TOTAL		**1,406,820.00**	**1,291,803.87**	**1,182,696.00**	**688,387.44**	**1,273,500.00**	**1,148,500.00**	**(34,196.00)**	**-2.89%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

910 - EMPLOYEE BENEFITS		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Budget	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0191051-517520	Group Ins-School	3,126,235.68	3,283,184.68					-	0.00%
0191051-517920	Medicare-School	252,011.00	312,671.30					-	0.00%
0191051-517100	Workers Compensation	30,000.00	32,068.61	32,000.00	43,744.60	50,000.00	50,000.00	18,000.00	56.25%
0191051-517120	Workers Comp-School	113,522.00	109,330.00					-	0.00%
0191051-517200	Unemployment	25,000.00	34,406.02	2,000.00	12,147.12	25,000.00	25,000.00	23,000.00	1150.00%
0191051-517220	Unemployment-School	25,000.00	22,037.56					-	0.00%
0191051-517500	Retiree Health Insurance/OPEB	2,157,116.04	2,239,296.41	1,114,173.00	568,167.02	1,169,881.65	1,169,881.65	55,708.65	5.00%
0191051-517510	Group Ins Town	1,762,592.64	1,644,101.86	1,754,421.00	877,326.51	1,922,845.42	1,930,057.48	175,636.48	10.01%
0191051-517530	Police Fire Medical	35,000.00	25,928.35	35,000.00	9,528.87	35,000.00	35,000.00	-	0.00%
0191051-517910	Medicare-Town	172,170.00	179,592.28	154,081.00	97,673.10	175,000.00	175,000.00	20,919.00	13.58%
	EXPENSES SUB-TOTAL:	**7,698,647.36**	**7,882,617.07**	**3,091,675.00**	**1,608,587.22**	**3,377,727.07**	**3,384,939.13**	**293,264.13**	**9.49%**
910 - EMPLOYEE BENEFITS TOTAL		**7,698,647.36**	**7,882,617.07**	**3,091,675.00**	**1,608,587.22**	**3,377,727.07**	**3,384,939.13**	**293,264.13**	**9.49%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

911 - RETIREMENT Account Number	Account Description	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0191151-517700	Pension Appropriation	2,544,339.00	2,506,939.00	2,743,918.00	2,457,357.00	2,564,414.00	2,564,414.00	(179,504.00)	-6.54%
0191151-517720	Pension - School	956,284.00	956,284.00	-	-	-	-	-	0.00%
	EXPENSES SUB-TOTAL:	**3,500,623.00**	**3,463,223.00**	**2,743,918.00**	**2,457,357.00**	**2,564,414.00**	**2,564,414.00**	**(179,504.00)**	-6.54%
911 - RETIREMENT TOTAL		**3,500,623.00**	**3,463,223.00**	**2,743,918.00**	**2,457,357.00**	**2,564,414.00**	**2,564,414.00**	**(179,504.00)**	**-6.54%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

990 - TRANSFERS Account Number	Account Description	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0199059-596000	Transfer Out	995,000.00	2,137,542.00	660,000.00	660,000.00	700,000.00	660,000.00	-	0.00%
	EXPENSES SUB-TOTAL:	**995,000.00**	**2,137,542.00**	**660,000.00**	**660,000.00**	**700,000.00**	**660,000.00**	**-**	0.00%
990 - TRANSFERS TOTAL		**995,000.00**	**2,137,542.00**	**660,000.00**	**660,000.00**	**700,000.00**	**660,000.00**	**-**	**0.00%**

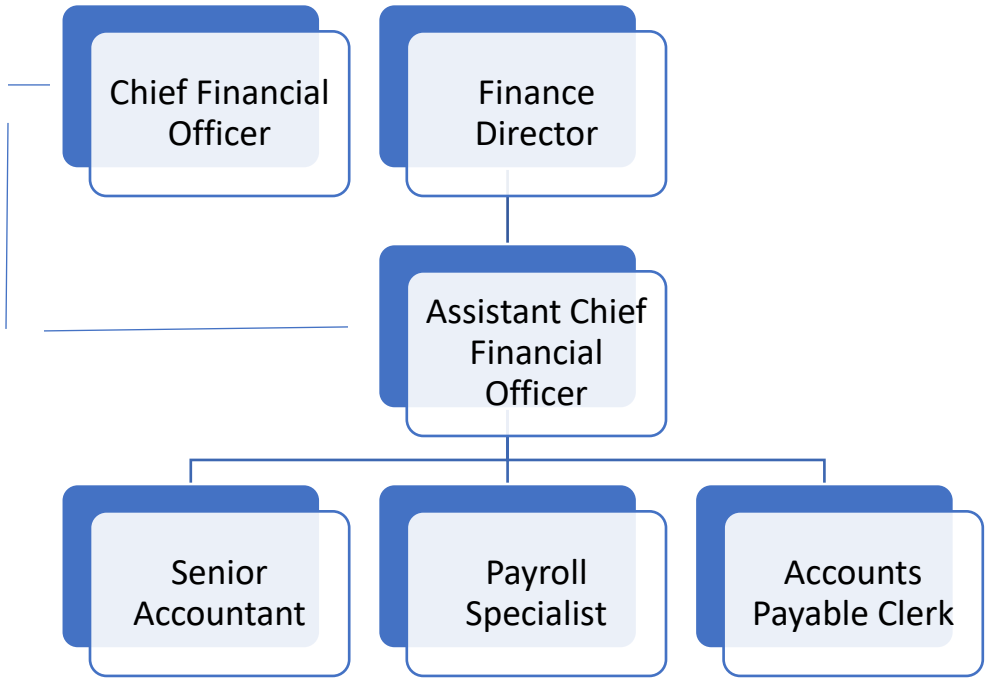
FINANCE

Return to Table of Contents

Mission Statement

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

Organization Chart



Goals & Objectives

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

Accomplishments

- The Town recently achieved an upgraded bond rating, AA+. This is the second highest bond rating available.
- Successfully completed the annual outside audit with no major findings.
- The CFO position is shared with the Schools and a Finance Director position was added for the Town.

Return to Table of Contents

Significant Changes in Budget FY25

- Reduced personnel expense with new Town Finance structure.
- New 3-year audit contract

Programs and Services

Payroll

- Process bi-weekly payroll (both Town & Schools)
- W-2's

Accounts Payable

- Process bi-weekly account payable warrants (both Town & Schools)
- 1099's

Financial Operations

- Budget (development and oversight)
- Annual Audit
- Financial Reporting
- Legal Compliance
- Insurance Claims/Management
- Grant Management

Performance Measures

Payroll

- Processed bi-weekly payroll for approximately 417 School employees
- Processed bi-weekly payroll for approximately 196 Town employees
- Sent out W-2's to 344 Town & 599 School employees

Accounts Payable

- Processed bi-weekly A/P for approximately $5,014,323.21 for School vendors in FY24, as of 3/31
- Processed bi-weekly A/P for approximately $16,384,984.63 for Town vendors in FY24, as of 3/31
- Sent out approximately 153 1099's to vendor who provided services

Return to Table of Contents

Personnel Summary

Position	FTE	Change
Chief Financial Officer	1.0 FTE	0
Finance Director	0.7 FTE	0.7
Assistant Chief Financial Officer	1.0 FTE	0
Senior Accountant	1.0 FTE	0
Payroll Specialist	1.0 FTE	0
Accounts Payable Clerk	1.0 FTE	0

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

135 - ADMINISTRATION & FINANCE		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0113551-511100	Personnel	357,487.69	487,352.00	197,704.60	476,538.00	476,538.00	(10,814.00)	-2.22%
0113551-514600	Longevity	1,225.00	1,225.00	1,225.00	1,225.00	1,225.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**358,712.69**	**488,577.00**	**198,929.60**	**477,763.00**	**477,763.00**	**(10,814.00)**	-2.21%
0113552-527400	Equipment Lease	808.76	1,500.00	636.00	1,500.00	1,500.00	-	0.00%
0113553-530200	Audit	51,455.13	58,000.00	16,800.00	66,000.00	66,000.00	8,000.00	13.79%
0113553-530500	Consulting						-	0.00%
0113553-530702	Training Services	1,925.52	3,500.00	200.00	4,000.00	4,000.00	500.00	14.29%
0113553-534400	Postage	167.58	250.00	11.13	250.00	250.00	-	0.00%
0113554-542300	General Office Supplies	1,802.96	1,500.00	681.26	1,500.00	1,500.00	-	0.00%
0113557-571001	In-State Mileage				325.00	325.00	325.00	0.00%
0113557-573100	Professional Associations	362.50	800.00	610.00	800.00	800.00	-	0.00%
0113557-579100	Software Annual License Cost	29,579.00	29,200.00	4,378.44	29,930.00	29,930.00	730.00	2.50%
	EXPENSES SUB-TOTAL:	**86,101.45**	**94,750.00**	**23,316.83**	**104,305.00**	**104,305.00**	**9,555.00**	**10.08%**
135 - ADMINISTRATION & FINANCE TOTAL		**444,814.14**	**583,327.00**	**222,246.43**	**582,068.00**	**582,068.00**	**(1,259.00)**	**-0.22%**

Return to Table of Contents

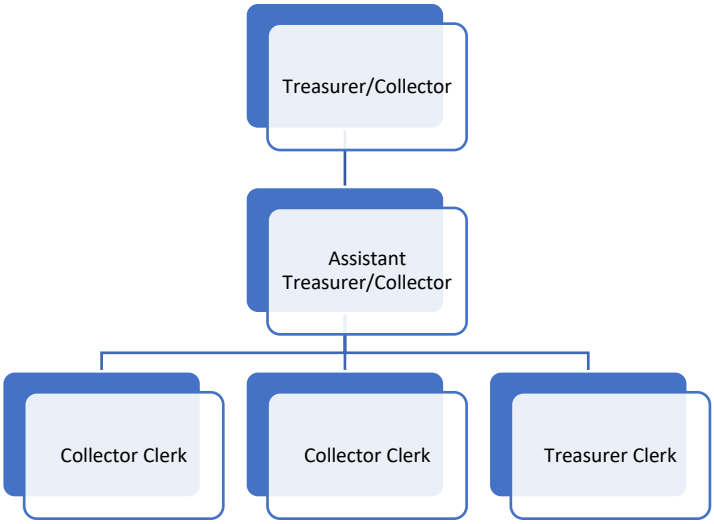
TREASURER/ COLLECTOR

Return to Table of Contents

Treasurer/Collector Mission Statement

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

Organizational Chart



Goals and Objectives

- In FY24 the office worked with Finance to establish a tailings policy for uncashed checks that have been mailed out by the Town. Moving into FY 25 I would like to see how the process developed works in application and make any necessary changes to flaws that are discovered in the process. This will allow the financial statements to have a more accurate representation of the tailings and provide the Town with more liquidity as the tailings are reduced.
- Staffing in the office continued to change in FY 24. In FY 25 the office will look to continue to train the new staff that have come on board as well as the staff that have been in the office for an extended period of time. There is always room for improvement no matter how long you have been in a position and so in FY 25 the office will look to implement more frequent and diverse training.
- With the departure of the Assistant Treasurer Collector, we are working on a plan to fill that position during the upcoming Spring and summer months.

Return to Table of Contents

- The office will look to diversify investments further. As interest rates continue to stay high, we will look to take advantage of the rates being offered by banks and increase interest revenue for the Town.
- Given the nature of the duties of the office, there is not a large amount of change that occurs between years in how the office functions. However, on a day-to-day basis, the employees of the office interact with a significant number of members of the public, as well as individuals who are acting on behalf of the public. A core goal of the office is to maintain a professional and courteous disposition during these interactions, while simultaneously completing the tasks requested as efficiently as possible. Continuing to operate in this manner is crucial to the functionality of the office and is something that we take pride in. Maintaining this will always be an objective of the office.

Accomplishments

- For the first time in almost 3 years Tax Title procedures were completed which has resulted in over $125K in collections of overdue real estate taxes owed to the Town.
- Working with the Finance Office a tailings policy was developed for the Town. This had been a recommendation from the auditors and now there is a policy in place.
- Despite staffing shortages throughout the year, the office has continued to function at an efficient level. Payments have continued to be collected and deposited timely in addition to a continued professionalism in customer service.

Significant Budget Changes

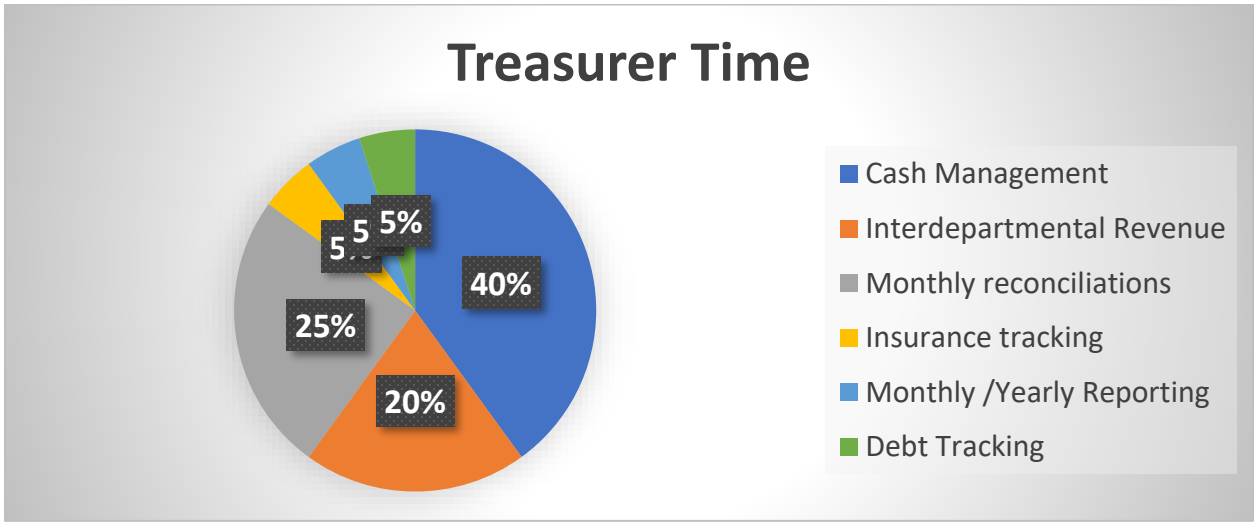
- Personnel salaries are based on amounts set out in the contract for union employees and a 2% increase for non-union employees.
- Postage is in line with the increase in postage rates. Postage rates are scheduled for a 3% increase in January 2024 with anticipated increases in 2025 as well.

Return to Table of Contents

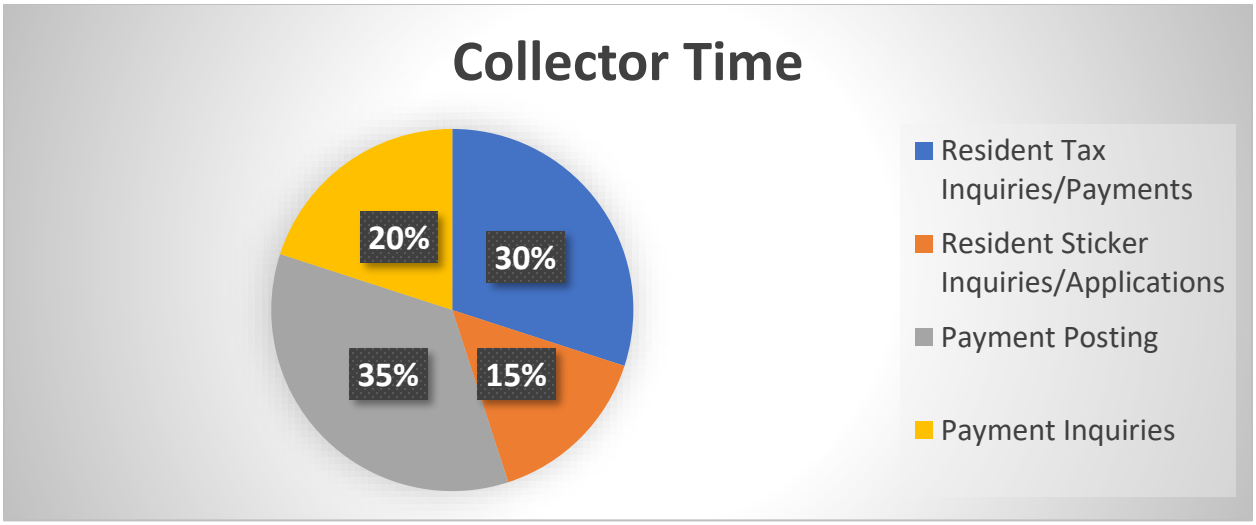
Services

Collections	Treasurer	Parking
• Responsible for the issuing of all real estate, personal property, and excise tax bills • Responsible for the collection of all bills issued on behalf of the town including taxes, water/sewer, and trash fees • All past due bills are attempted to be collected through the various means provided by Mass General Laws (i.e. liens, tax title) • Tax Title accounts and foreclosure proceedings are maintained and tracked in the Collector's Office • Year end reports including outstanding receivables	• Treasurer Office serves as the Town's cash manager and handles all monies belonging to the Town • Responsible for the disbursement of all funds for payments owed including debt service payments and vendor warrants • Responsible for the closing and reconciling of all books and accounts • All payments received by various departments throughout the Town are turned into, deposited, and tracked in the Treasurers Office • Investment of the Town's monies • Year end reports including tax filings • Management and tracking of monthly insurance payments	• All in person applications for the parking sticker are submitted through the Collectors Office • Residents with questions or issues regarding the parking sticker are handled in the Collector's office

Performance Measurement



Return to Table of Contents



Personnel Summary

		FY 23	FY 24	FY 25	Change
145	Treasurer/Collector	1.00	1.00	1.00	0.00
	Assistant Treasurer/Collector	1.00	1.00	1.00	0.00
	Treasurer Clerk	1.00	1.00	1.00	0.00
	Collector Clerk	1.00	1.00	1.00	0.00
	Collector Clerk	1.00	1.00	1.00	0.00
145	**Total Full-Time Equivalents**	**5.00**	**5.00**	**5.00**	**0.00**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

145 - TREASURER/COLLECTOR		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0114551-511100	Personnel	329,883.55	346,377.00	146,764.68	340,878.00	335,313.00	(11,064.00)	-3.19%
0114551-514600	Longevity	3,825.00	3,075.00	3,075.00	2,125.00	2,125.00	(950.00)	-30.89%
0114551-519600	Stipend						-	0.00%
	PERSONNEL SUB-TOTAL:	**333,708.55**	**349,452.00**	**149,839.68**	**343,003.00**	**337,438.00**	**(12,014.00)**	**-3.44%**
0114552-527400	Equipment Leases	4,329.54	6,000.00	1,847.88	6,000.00	6,000.00	-	0.00%
0114553-530402	Legal Advertising	245.00	1,800.00		1,800.00	1,800.00	-	0.00%
0114553-530702	Training Services	590.50	1,400.00		1,400.00	1,400.00	-	0.00%
0114553-534100	Telecommunications	582.90	860.00	234.33	860.00	860.00	-	0.00%
0114553-534104	Fax Lines	222.45	360.00	88.67	360.00	360.00	-	0.00%
0114553-534400	Postage	23,905.51	31,815.00	6,368.83	33,087.60	33,087.60	1,272.60	4.00%
0114553-538100	Banking Services	3,821.89	6,000.00	1,754.92	6,000.00	6,000.00	-	0.00%
0114554-542200	Paper Materials						-	0.00%
0114554-542300	General Office Supplies	2,666.00	3,020.00	1,586.60	3,200.00	3,000.00	(20.00)	-0.66%
0114555-558600	Banking Supplies						-	0.00%
0114555-558700	Materials	30,419.25	18,500.00	2,877.00	19,000.00	19,000.00	500.00	2.70%
0114557-571001	In-State Mileage		350.00		100.00	100.00	(250.00)	-71.43%
0114557-573100	Professional Associations	100.00	350.00	100.00	350.00	350.00	-	0.00%
	EXPENSES SUB-TOTAL:	**66,883.04**	**70,455.00**	**14,858.23**	**72,157.60**	**71,957.60**	**1,502.60**	**2.13%**
145 - TREASURER/COLLECTOR TOTAL		**400,591.59**	**419,907.00**	**164,697.91**	**415,160.60**	**409,395.60**	**(10,511.40)**	**-2.50%**

Return to Table of Contents

TOWN CLERK



Return to Table of Contents

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

Description of Major Services:

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

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

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

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

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

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

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

TOWN CLERKS OFFICE

Goals and Objectives

- Cross Training to all our employees. We believe that all employees in the Town Clerks Office should be able to help any customer with any questions, whether they just listen and point in the right direction or advise what department should be involved. Our training consists of not only helping each other in our office but any office that works within the town that needs a hand.

- Education…Education….Education….it is so simple to get within our own Charter, Town Ordinances, Town Council Rules & Procedures… I have our employees review and understand how this town works. This helps with so many outside questions, whether from our own residents or outsiders that call for guidance.

- Our main goal is understanding each other and each other's needs. We are together close to 40 hours a week and deal with after work problems. Together we have joined forces to delegate certain areas. There are plenty of times that someone needs something on a Friday or later on a night we are not open and each one of us have no problem fulfilling these needs. We check with each other on who is available and 99.9% one of us goes out of their way to help out.
  We should all be thankful to each and every person in our life, because they all have taught us some unique lessons of life in their own way. This is true of our office staff. We learn off each other.

Accomplishments

- We have had several successful elections with one that nearly blew our machines up. It is not an easy task to make sure all goes well and working with several different personalities can make it difficult, but together we all seem to make it work smoother than expected!

- One of our major accomplishments is our office staff. The training of the new Principal Clerk and Assistant Clerk has gone beyond successful. Training is complicated and confusing enough but when you train people who really want to learn, it makes it so easy.

- We accomplished working more within an IT system than paper. Being main administrators for the Board of Appeals, Board of License and Planning Board there is a lot of paperwork that needs to be filed and ready for residents inquiries. We make sure they are all on out Towns Network for all to have access too. We've cut down on "old policies" of how things were done and have saved several trees.

- We are working within our Election personnel to have more training and understanding of Elections and hopefully to use our Poll Pads that the town purchased several years ago and have not been used to their greatest extent.

- We've reorganized our office space to utilize the best fit we can and made as open as possible. A good work atmosphere helps with attitude.

- We are working on cross training with what our office provides. There is no reason for any person to be told someone is not in and nothing can be done to help. It may not be 100% done but I guarantee the person will be glad they received some info rather than be told nothing.

Return to Table of Contents

Significant Budget Changes or Initiatives

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

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

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

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

Personnel Summary

		FY 2022 FTE	FY 2023 FTE	FY 2024 FTE	CHANGE
160	Town Clerk	1	1	1	0
	Assistant Town Clerk	1	1	1	0
	Office Clerk	1	1	1	0
	Office Clerk	1	0	0	1
160	Total Full Time Equivalents	4	3	3	1

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

Return to Table of Contents

Programs and Services

Town Clerk

Town Council

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

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

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

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

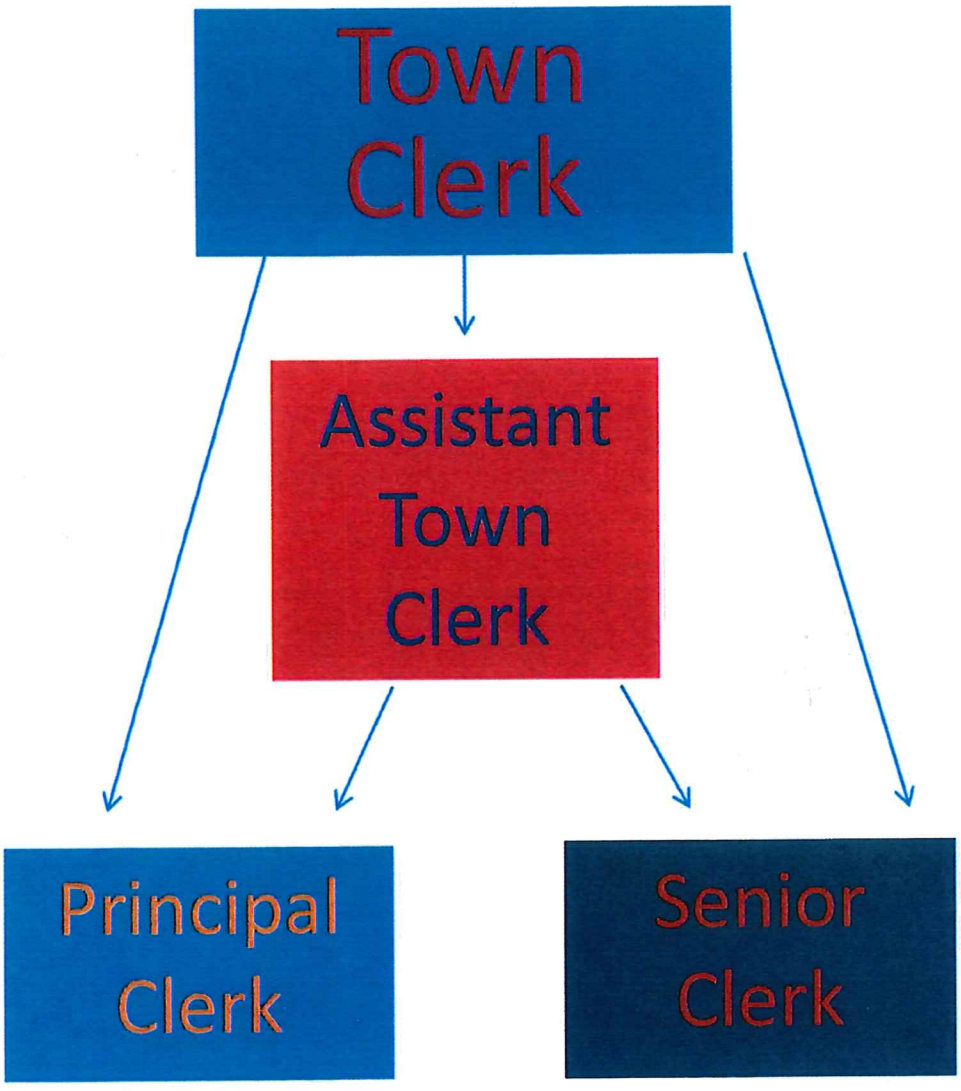
Public Records Request
Main depository for requests for Any public information requested.

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

Town Council
Clerk to the Town Council

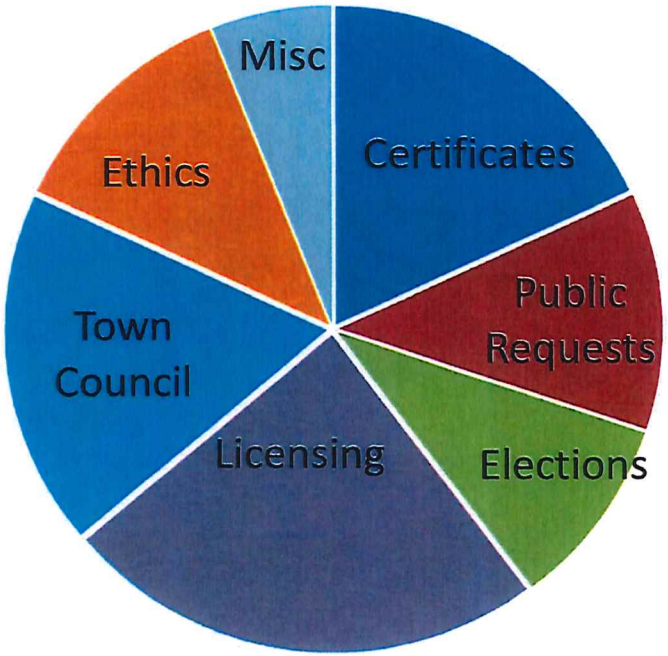
Return to Table of Contents

ORGANIZATIONAL CHART



Return to Table of Contents

Town Clerk Office



Return to Table of Contents

2% Increase on salaries
We have two elections next year
Included in Election Supplies LHS & ESS Election Process
½ Census for mailing is included in the postage
Public Records is included in Town Clerk Supplies

		Fiscal Year 2024							Fiscal Year 2025 Dept Request	% change
Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Amount	%Exp		
161 - TOWN CLERK										
0116151-511100	Personnel						236,178		240,902	4
0116151-512005	Election Personnel						25,000		26,800	-100
0116151-514600	LONGEVITY						950		2,075	-100
011615 2-524101	Repair/Maint. Equip.						1800		1,800	-100
0116 152-527400	SECURE DOC DESTRUCTION						3,600		3,600	-100
0116153-530402	LEGAL ADVERT!SrNG						1,500		2,500	-100
0116153-530900	IT SERVICES						7,000		7,000	-100
0116153-534400	Postage						13,000		15,000	-100
0116157 - 573 100	PROFESSIONAL ASSOC!ATIONS						305		500	-100
01161 54-542300	GENERAL OFFICE SUPPLIES	T. Council					3,800		3,800	-100
01161 55-558700	LICENSrNG/PERMIT MATER!ALS						400		400	-100
01161 55-558800	Election Supplies						720		12,470	-100
0116155-558801	TOWN CLERK SUPPLIES						18,000		19,950	-100
0116 157 -57 9100	SOFTWARE ANNUAL LICENSE COST						3,500		3,500	-100
161 - TOWN CLERK Total							315,753		340,297	-100

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

161 - TOWN CLERK Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0116151-511100	Personnel	195,000.38	236,178.00	92,233.32	240,902.00	240,902.00	4,724.00	2.00%
0116151-512005	Election Personnel	18,760.06	25,000.00	12,506.70	26,800.00	26,800.00	1,800.00	7.20%
0116151-514600	Longevity	950.00	950.00	950.00	2,075.00	2,075.00	1,125.00	118.42%
0116151-519600	Stipend						-	0.00%
	PERSONNEL SUB-TOTAL:	**214,710.44**	**262,128.00**	**105,690.02**	**269,777.00**	**269,777.00**	**7,649.00**	**2.92%**
0116152-524101	Repair/Maint. Equip.	237.50	1,800.00	237.50	1,800.00	1,800.00	-	0.00%
0116152-527400	Equipment Leases		1,600.00		3,600.00	3,600.00	2,000.00	125.00%
0116153-530402	Legal Advertising	945.00	1,500.00		2,500.00	2,500.00	1,000.00	66.67%
0116153-530900	IT Services	5,805.31	7,000.00	6,991.76	7,000.00	7,000.00	-	0.00%
0116153-534400	Postage	10,236.79	13,000.00	1,078.05	15,000.00	15,000.00	2,000.00	15.38%
0116153-534500	Printing and Mailing Services		3,600.00				(3,600.00)	-100.00%
0116157-573100	Professional Associations	225.00	305.00	125.00	500.00	500.00	195.00	63.93%
0116154-542300	General Office Supplies	2,987.01	3,800.00	700.00	3,800.00	3,800.00	-	0.00%
0116155-558700	Licensing /Permit Materials		400.00	40.00	400.00	400.00	-	0.00%
0116155-558800	Election Supplies	693.72	720.00	21.66	12,470.00	12,470.00	11,750.00	1631.94%
0116155-558801	Town Clerk Supplies	15,312.16	18,000.00	13,058.44	19,950.00	19,950.00	1,950.00	10.83%
0116157-579100	Software Annual License Cost	500.00	3,500.00	2,400.00	3,500.00	3,500.00	-	0.00%
	EXPENSES SUB-TOTAL:	**36,942.49**	**55,225.00**	**24,652.41**	**70,520.00**	**70,520.00**	**15,295.00**	**27.70%**
161 - TOWN CLERK TOTAL		**251,652.93**	**317,353.00**	**130,342.43**	**340,297.00**	**340,297.00**	**22,944.00**	**7.23%**

Return to Table of Contents

ASSESSORS

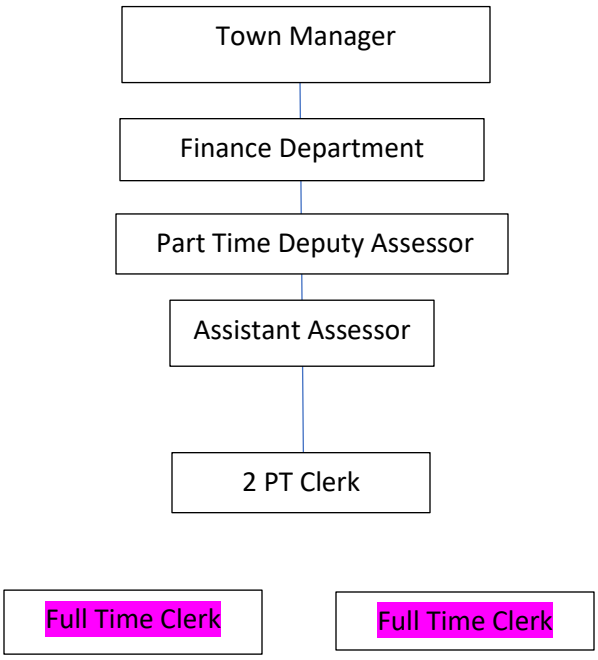
Return to Table of Contents

MISSION STATEMENT

The Assessor's Department is responsible for determining the value of real and personal property for the purpose of taxation. Assessors are required to assess all property at its full and fair market value as of January 1st each year. To accomplish this, they gather the pertinent characteristics of each parcel of property and use the information to determine appropriate valuation schedules for various classes of property. The Assessor's Department is also responsible for the administration of property tax data records and the maintaining of parcel ownership data based upon recorded property transactions at the Registry of Deeds. The Assessor's also oversee billing for motor vehicle excise tax, statutory and local exemptions, and abatements. Finally, the Assessor's Office oversees the billing for excise on boats, incorporating the Environmental Police List into the Town's system.

*Restructuring the Assessor's Office to include 2 full time clerks, a full time Asst. Assessor and a part time Deputy Assessor.

ORGANIZATIONAL CHART



Return to Table of Contents

FY25 Goals and Objectives

- Continue to cross-train staff with the goal of reducing silos so that anyone in the office can jump in and help out where needed. This will effectively broaden the knowledge of all staff, as well as reduce the impact of the loss of institutional knowledge due to upcoming retirement(s) or unexpected departures.
- Continue to find professional training opportunities for staff that are interested in helping them grow professionally and encourage them to succeed, specifically, obtaining the MMA designation from the MAAO.
- Continue to find ways to make the office more user-friendly for all, with a focus on ESL taxpayers.
- Continue working on the office procedures manual (although this will always be a living document).
- Continue to find ways to make the office run more efficiently and economically.
- Obtain the Near Map GIS layer, which can be used by all city departments but will be helpful to the Assessor's Office due to change detection technology and aerial flyovers three times per year.
- Continue to reduce the number of older open permits; capture new growth on old open permits.
- Obtain monthly transfers and recordings from Suffolk Registry of Deeds and fadeout usage of Warren Group data. This will eliminate ownership errors on property record cards which we've recently become aware of and is a small-scale problem.
- Add 180 missing property photographs from property record cards.
- Increase permits, sales, and cyclical data collection inspections.
- Crosstrain 1- clerk to participate in field inspection and data collection.
- Continue to work with the Treasurer, Harbormaster Departments and Environmental Police to create an organized and efficient system for collecting excise from boats.

Return to Table of Contents

FY24 Significant Accomplishments

- Increased New Growth by 230% based on the average of the prior 3 years.
- Designed and implemented usage of a monthly permit report from Open Gov which assists in maintaining up to date data and eliminates error of missing permits and possibly new growth.
- Updated CAI Mapping and GIS which was last updated in 2019. This will remain a yearly update once 3rd quarter tax bill are mailed.
- Incorporated Environmental Police boat list into ours, resulting in approximately 140 additional excise bills mailed out.
- Continued to cross-train staff that are interested in broadening their knowledge of assessing.
- Participation in youth employment/senior employment programs was very helpful with special projects, specifically researching and cataloging archives and mailings.
- Clearing files no longer required to retain, significantly decreasing paper and file cabinets.
- Correcting parcels with incorrect class codes.
- Closed out approximately 676 open permits, as of December 31, 2023, 581 permits are open.

Return to Table of Contents

SIGNIFICANT BUDGET CHANGES OR INITIATIVES

Increase full-time staffing to meet our efforts in sustaining and encouraging continuous improvement with increased productivity that will bring the most value to the Town.

Return to Table of Contents

PROGRAMS AND SERVICES

Value Properties

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

Administer Excise

Motor Vehicle Excise
Boat Excise
Commitment Tax List

Issue Exemptions

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

Abatements

Property
Auto
Boat

Department of Revenue
Division of Local Services

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

Customer Service

Telep**hone**
Counter Walk-ins
Homeowners
Business Owners
Attorneys
Realtors
National Grid
Abutters Lists/Labels

Permits

Permit Inspections
Additions
Condo Conversions
Demolitions
Improvements
Alterations

Deeds

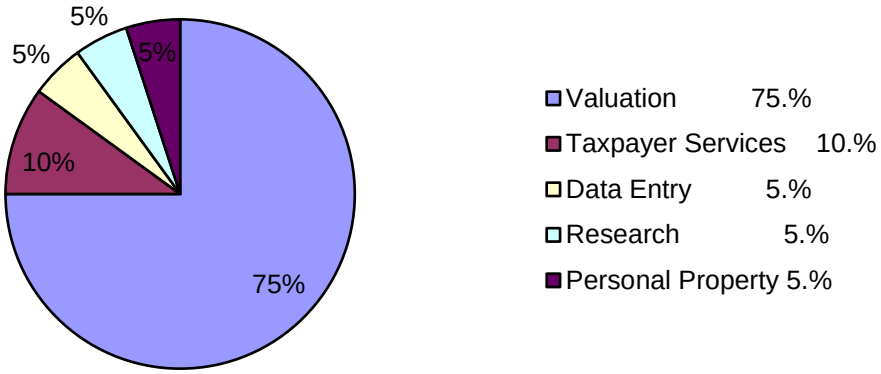
Sales
Verification
Property
Name Changes
Address
Changes

Return to Table of Contents

PERFORMANCE MEASURES

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

FY2025 ASSESSORS OFFICE DUTIES
TOWN OF WINTHROP



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

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

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

Return to Table of Contents

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

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

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

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

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

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

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

Return to Table of Contents

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

PERSONNEL SUMMARY

		FY2023	FY2024	FY2025	Changes
Assessor		Interim Aug-Jun	Part-time Deputy Assessor July to Present	1	
Assistant Assessor		Hired May 2022	1	1	
Clerk, Principal		1	1	2	Would like 2 full time clerks, 2 PT as of 1/17/24
Part time Assistant Clerk		1	Part time Clerks 1	0	We have two part time clerks
Consultant		2 Patrick's Company and CJ	2 Nate Cramer Mike Tarello,	2 Nate Cramer Mike Tarello,	
Board of Assessors		3	3	3	NONE

PERSONNEL SUMMARY NOTES

FY2025 – The following is based on restructuring the Assessor's Office.

PT Deputy Assessor – July 2024 (No benefits)

Assistant Assessor – May 2023 (Benefit eligible)

2 Clerk – Full time (Benefit eligible)

Consultant – Hours vary by need (No benefits)

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

141 - ASSESSING Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0114151-511100	Personnel	138,474.28	242,404.00	82,164.82	261,642.00	249,920.00	7,516.00	3.10%
0114151-514600	Longevity	2,450.00	2,450.00	2,450.00	2,450.00	1,175.00	(1,275.00)	-52.04%
	PERSONNEL SUB-TOTAL:	**140,924.28**	**244,854.00**	**84,614.82**	**264,092.00**	**251,095.00**	**19,238.00**	7.86%
0114152-527400	Equipment Leases	399.00	700.00	342.00	700.00	700.00	-	0.00%
0114153-530500	Consulting	104,575.00	35,704.00	33,025.00	41,900.00	37,900.00	2,196.00	6.15%
0114153-530702	Training Services	200.00	3,000.00		3,000.00	3,000.00	-	0.00%
0114153-534400	Postage	654.87	800.00	253.83	800.00	800.00	-	0.00%
0114154-542300	General Office Supplies	2,274.15	1,900.00	754.05	1,900.00	1,900.00	-	0.00%
0114557-571001	In-State Mileage				300.00	300.00	300.00	0.00%
0114157-573100	Professional Associations	325.00	848.00	175.00	848.00	848.00	-	0.00%
0114157-579100	Software Annual License Cost	24,422.00	25,379.00	24,509.59	30,037.00	30,037.00	4,658.00	18.35%
0114158-585107	Vision Software Upgrade Cost						-	0.00%
	EXPENSES SUB-TOTAL:	**132,850.02**	**68,331.00**	**59,059.47**	**79,485.00**	**75,485.00**	**7,154.00**	**10.47%**
141 - ASSESSING TOTAL		**273,774.30**	**313,185.00**	**143,674.29**	**343,577.00**	**326,580.00**	**13,395.00**	**4.28%**

Return to Table of Contents

MUNICIPAL HEARING



Return to Table of Contents

Municipal Hearing Office Mission

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

Organizational Chart



Goals and Objectives

- Continue to fairly adjudicate disputes and hearings related to parking violations and non-criminal citations.
- Implement a solution for digital storage and organization of photos and documents related to violations. This solution will be shared with Inspectional Services and serve as a repository for photos taken that accompany citations issued by their department.
- Work with the Tax Collector to find a viable solution for the additional workload caused by resident parking permit renewals. Each year, the Hearing Officer assists with some of this work during the renewal period. Staffing levels in the Tax Office and tasks being shifted back to town offices that were formerly performed by our processing vendor has

Return to Table of Contents

resulted in the Hearing Officer spending more of the limited hours allocated to the position taking care of work the Tax Office has been unable to perform. This has created a situation where the assistance provided to the Tax Office is leaving the Hearing Officer unable to complete work for the Municipal Hearing office within the hours allocated to the position causing delays services provided.

Accomplishments

- Continued to identify conflicts between town ordinances and signage or practices so they can be resolved.
- Submitted several ordinance amendments for review based on recommendations from TSAC and corrections found to be necessary as items are reviewed
- Assisted the Treasurer/Collector with processing mail-in applications for the Resident Parking Program after this task was shifted back to town employees from our processing vendor.

Significant Budget Changes or Initiatives

- Requesting a $1,000 increase in the processing services line. This line is a shared expense with the Tax Office which covers the cost of data entry and processing for parking tickets, printing and mailing of late notices, automated application of late fees and RMV marks for non-payment, as well as access for both departments to the system used to view and maintain these records. The costs are based on the number of tickets written and entered into the system. In FY 2023, nearly the entire amount of this line was expended and in FY 2022, costs exceeded what was originally budgeted. This requested increase is an attempt to avoid potential cost overruns in this line.
- Requesting level funding of the office supply line. This line was once just over $2,200 as opposed to where it fell to and where it is today. With the replacement of some equipment in FY 2024, it is hoped that the requested amount will cover the needs of the office even in the face of continued increases in the cost of supplies.
- After accounting for requested increases and level funding, the budget submitted represents nearly a $1,000 reduction from the FY 2024 budget.

Return to Table of Contents

Programs and Services

Municipal Hearing Office

Appeals & Hearings

Process administrative (written) appeals of parking tickets

Hold hearings upon request when an administrative appeal is denied

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

Draft and send appeal and hearing decisions

Enter all appeal and hearing decisions into the appropriate databases

Inform the court of issues being appealed to their jurisdiction when necessary

Non-Criminal Late Notices, Fees, & Liens

Periodically run report of past due non-criminal citations

Add late fees when required

Create and send appropriate late notices to violators

Annually prepare a list of 40U citations that are more than 30 days past due so the balances can be added as a lien to the properties

Public Inquiries

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

File and Data Management

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

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

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

Maintain required file copies of parking tickets and non-criminal citations

Maintain files of appeal decisions and other necessary information

Laws & Ordinances

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

Periodically review fine amounts and recommend changes if appropriate

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

Keep issuing departments informed of updated ordinances and regulations

Assist with drafting ordinances & amendments

Parking

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

Review & fulfill requests for parking placards or refer them to the appropriate issuing department

Transportation Safety Advisory Committee (TSAC)

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

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

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

Draft minutes and pass committee recommendations on to the Town Manager, draft motions when necessary

Assistance to Other Departments

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

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

Work with issuing departments to locate violator information when needed

Assist the Tax Collector with issues related to the resident parking program

Provide information to the Problem Properties Task Force

Printed Materials & Digital Media

Replenish ticket & citation stock for issuing departments

Print necessary placards for Police & Harbormaster as authorized by ordinance

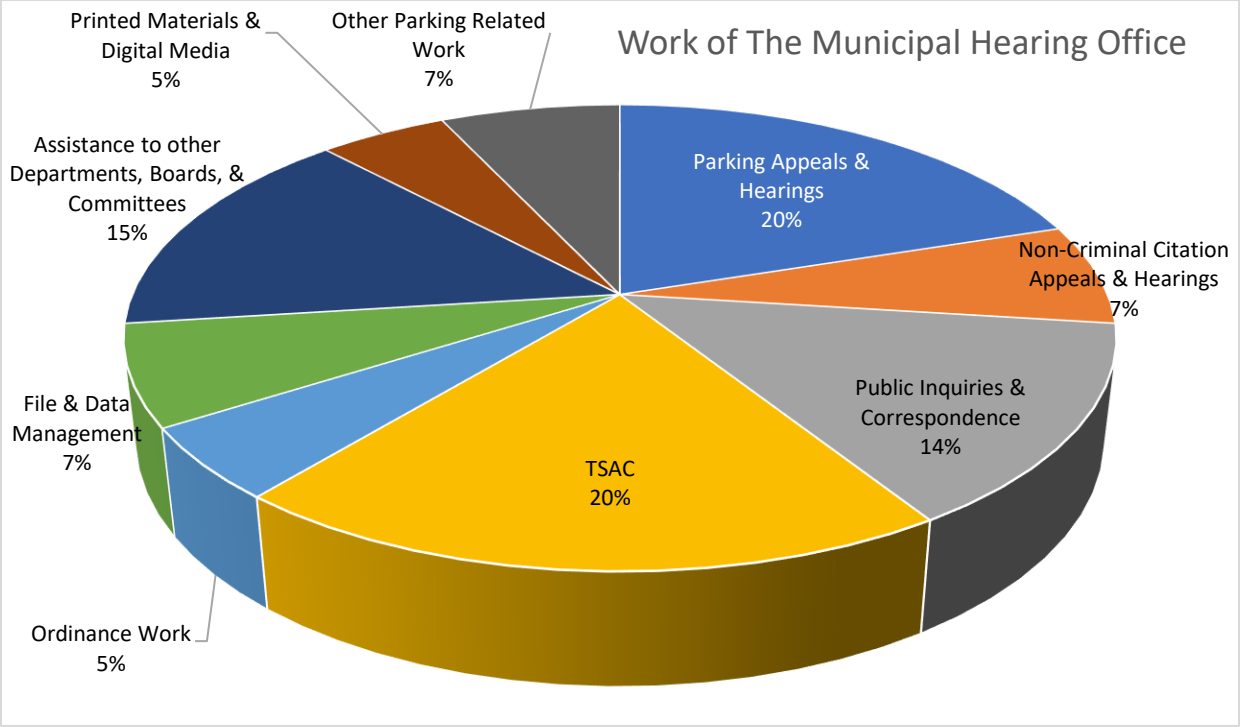
Periodically redesign placards, permits, tickets, citations, and other printed matter and digital media

Update parking, non-criminal enforcement, TSAC, and town web pages as needed

Return to Table of Contents

Performance Measures

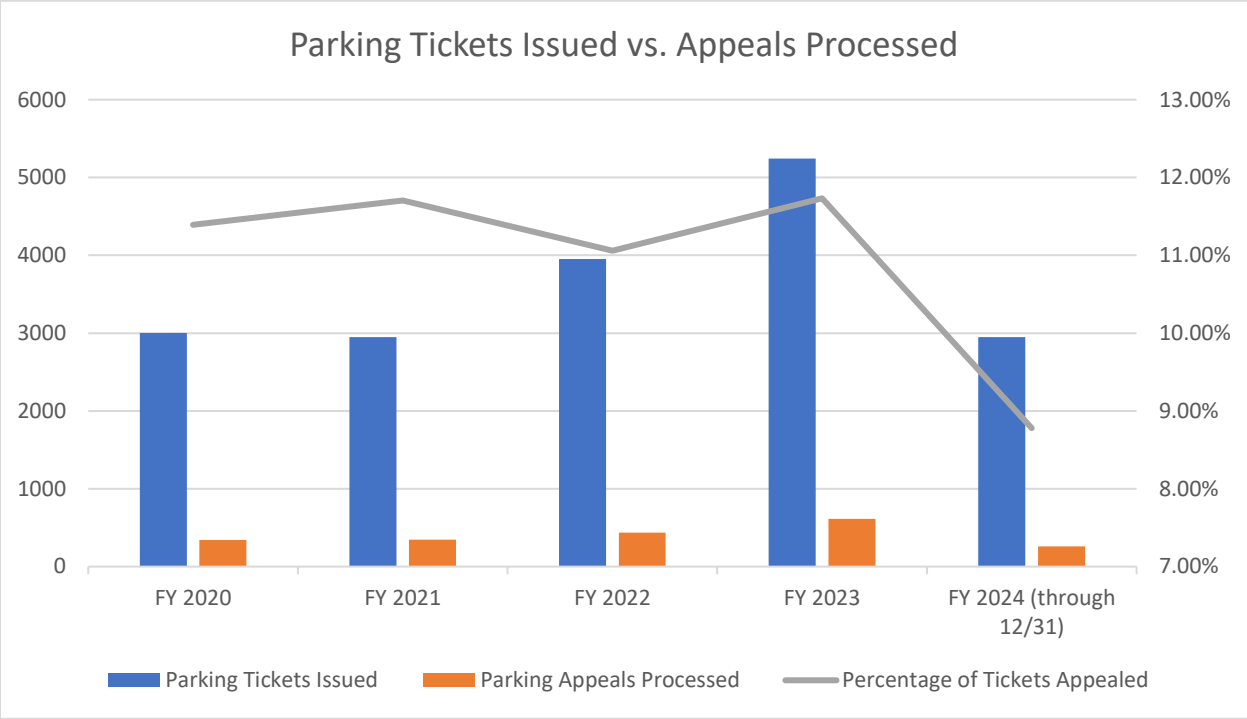
Performance measures for the Municipal Hearing Office are difficult since any workloads dependent on the issuance of tickets and citations will vary depending on both the number of violations issued by the enforcing departments as well as overall compliance by the public. While the town obviously collects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



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

Return to Table of Contents

Performance Measures (continued)



This chart shows the number of parking tickets issued each year, the number of parking appeals processed in the same time frame, and the percentage of tickets that are appealed. In FY 2020, 3,002 tickets were issued and 342 were appealed, for a 11.39% appeal rate. In FY 2021, 2,948 tickets were issued and 345 were appealed, for an 11.7% appeal rate. In FY 2022, 3952 tickets were issued and 437 were appealed, for a 11.06% appeal rate. In FY 2023, 5242 tickets were issued and 615 were appealed, for a 11.73% appeal rate. In the first half of FY 2024, 2,950 tickets were issued and 259 were appealed, for a 8.78% appeal rate so far.

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

Personnel Summary

	FY 2023 FTE	FY 2024 FTE	FY 2025 FTE	CHANGE
Hearing Officer	0.54	0.54	0.54	0.00
Total Full Time Equivalents	**0.54**	**0.54**	**0.54**	**0.00**

Personnel Notes

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

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

293 - MUNICIPAL HEARING OFFICE Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0129351-511100	Personnel	21,051.63	21,495.00	9,910.44	21,925.00	21,925.00	430.00	2.00%
0129351-519600	Stipend				-	-	-	0.00%
	PERSONNEL SUB-TOTAL:	**21,051.63**	**21,495.00**	**9,910.44**	**21,925.00**	**21,925.00**	**430.00**	**2.00%**
0129353-530701	Conference Fees		-	-	-	-	-	0.00%
0129353-530800	Processing Services	23,142.65	23,500.00	6,817.50	24,500.00	24,500.00	1,000.00	4.26%
0129353-534200	Internet Access						-	0.00%
0129353-534400	Postage	419.86	1,400.00	521.41	1,400.00	1,400.00	-	0.00%
0129354-542200	Paper Materials						-	0.00%
0129354-542300	General Office Supplies	905.46	1,400.00	479.80	1,400.00	1,400.00	-	0.00%
0129355-558700	Licensing Permit Materials	4,500.00	5,925.00	596.75	4,961.00	4,961.00	(964.00)	-16.27%
0129357-571001	In-State Mileage		100.00		100.00	100.00	-	0.00%
	EXPENSES SUB-TOTAL:	**28,967.97**	**32,325.00**	**8,415.46**	**32,361.00**	**32,361.00**	**36.00**	**0.11%**
0129358-587400	Replacement Computer Equipment		1,450.00	1,450.00	-	-	(1,450.00)	-100.00%
	CAPITAL SUB-TOTAL:	**-**	**1,450.00**	**1,450.00**	**-**	**-**	**(1,450.00)**	**-100.00%**
293 - MUNICIPAL HEARING OFFICE TOTAL		**50,019.60**	**55,270.00**	**19,775.90**	**54,286.00**	**54,286.00**	**(984.00)**	**-1.78%**

Return to Table of Contents

HUMAN RESOURCES

Return to Table of Contents

TOWN OF WINTHROP

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

Department of Human Resources

Department Description

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

Department Mission

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

Goals and Objectives

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

Optimize onboarding Effective onboarding is an ongoing process that requires continuous evaluation and improvement. Collect feedback from new employees about their experience, track progress, and make changes as needed. Take a data-driven approach by measuring performance metrics such as employee retention, productivity, and engagement.

Incorporate more SMART goals – Specific, Measurable, Achievable, Relevant and Time. Reinforce employee feedback provide constructive and inspirational feedback. It helps each employee to hear an affirmation of their contributions and value to an organization. This specific and positive feedback can raise satisfaction at work, which may help increase productivity levels.

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

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

Continue to employ IT technology and policies into the Human Resources Department, which

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

Significant Budget Changes or Initiatives

None

Accomplishments

Strengthened rapport/working relationships with department directors and management in the following area: reporting of accidents, incidents involving employees; providing written backup documentation/write-ups for employee disciplinary actions/terminations; consistency in employee evaluation process; communications on handling employee issues within departments; better cooperation and assistance in employee investigations.

Programs & Services

Human Resources oversees all Health insurance, life insurance, Dental insurance, Disability insurance, Workers comp and Unemployment benefits for Town and School employees. The Human Resources department assists in union negotiations by gathering information and data.

Personnel Summary

FTE	FY2022	FY2023	FY2024	CHANGE
Human Resources Director	1	1	1	0
Benefits Coordinator	1	1	1	0
TOTAL FTE:	2	2	2	0

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

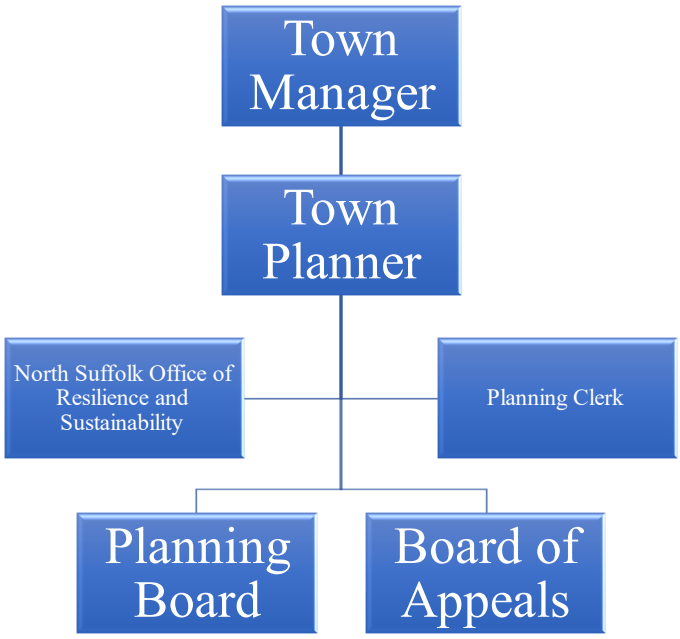
153 - HUMAN RESOURCES		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0115351-511100	Personnel	107,924.39	118,689.00	52,618.08	116,763.50	116,763.50	(1,925.50)	-1.62%
0115351-514600	Longevity	950.00	1,900.00	1,900.00	2,075.00	2,075.00	175.00	9.21%
	PERSONNEL SUB-TOTAL:	**108,874.39**	**120,589.00**	**54,518.08**	**118,838.50**	**118,838.50**	**(1,750.50)**	**-1.45%**
0115353-530702	Training Services	600.00	4,000.00		4,000.00	3,000.00	(1,000.00)	-25.00%
0115353-534400	Postage	4.68	100.00		100.00	100.00	-	0.00%
0115354-542300	General Office Supplies	340.73	850.00	583.52	850.00	850.00	-	0.00%
0115357-573100	Professional Associations	275.00	275.00		244.00	244.00	(31.00)	-11.27%
	EXPENSES SUB-TOTAL:	**1,220.41**	**5,225.00**	**583.52**	**5,194.00**	**4,194.00**	**(1,031.00)**	**-19.73%**
153 - HUMAN RESOURCES TOTAL		**110,094.80**	**125,814.00**	**55,101.60**	**124,032.50**	**123,032.50**	**(2,781.50)**	**-2.21%**

Return to Table of Contents

PLANNING - BOARD OF APPEALS

Return to Table of Contents

1. **Organizational Chart**



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

3. **Goals and Objectives**
    a. 2023 saw many grants being awarded for both Town specific work as well North Suffolk regional work. Many older grants were completed and closed out, providing valuable data and direction for future projects.
        i. Obtain funding for a complete redesign of Pleasant Street/Main Street intersection; make the intersection easier, safer, and more efficient to cross for pedestrians. Many grants do not provide funding for design so it will be a challenge to obtain funding.
        ii. Coordinate with the Planning Board to identify action items from the completed 'North Suffolk Zero Carbon Action Plan' that would be best for Winthrop to prioritize for future projects. Action Items will be used for tangible future projects to be implemented by the North Suffolk Office of Resilience and Sustainability (NSORS) as well as the Planning Office. The NSORS region will focus on more tangible projects and goals going forward.
        iii. Apply for a 3rd round of funding through the Municipal Vulnerability Preparedness (MVP) program for further design, permitting, and possibly

construction of flooding adaptation strategies to reduce storm related flooding in the Morton Street, Belle Isle Terrace, and Belle Isle Ecology Park areas of Winthrop. Adaptation will be green infrastructure based and will also protect the vitally important Belle Isle Marsh. This will be a Winthrop specific grant project but will incorporate partnership with the Mystic River Watershed Association, Friends of Belle Isle Marsh, the City of Revere, and the City of Boston.

iv. Lead the Town through the compliance and adoption process of Section 3A of MGL c. 40A, also known as MBTA Communities multi-family zoning. This new law requires towns and cities across the Commonwealth of Massachusetts to adopt specific by-right multi-family zoning.

v. Lead the Town through floodplain management ordinance updates as required by FEMA as part of the Flood Plain Insurance study. Updated zoning language has been drafted by FEMA and provided for all Towns/Cities to incorporate into their existing zoning. FEMA requires this ordinance update.

vi. Obtain funding through Green Communities to make energy efficiency improvements to Town owned buildings. Improvements include new heat pumps and weatherization.

4. Accomplishments

a. In December of 2023 the NSORS was reapproved for funding from the Barr Foundation for a 36-month grant. The Barr Foundation is providing $460,000 for the NSORS so that the office can employ two managers and continue with the positive work they have been doing for the past few years. The NSORS project focus over the next three years will include advancing community based emergency preparedness, flood mitigation, project implementation, decarbonization focused projects, electric vehicle charging, and overall climate resiliency with a focus on social equity.

b. The Planning Department successfully applied for, was awarded, and reimbursement documentation was submitted by the Town Planner for a MassDOT Shared Streets and Spaces Program grant. The Town was awarded $53,568.00 (and came in under budget) to purchase 8 solar powered speed radar signs as requested by the Winthrop Police Department. The goal of the signs is to slow vehicular traffic and create safer roads for pedestrians, bikers, and drivers alike. The signs were professionally installed along Route 145 (Pleasant and Washington Streets). These signs are equipped with software that can be programmed to flash messages to cars related to their speed or provide information to residents. They can also provide speed data for future grants and data for other Town reports. Since they are non-permanent features, they can be moved throughout Town to make an impact wherever vehicular speed is a safety issue.

c. The NSORS was awarded and successfully completed the North Suffolk Zero Carbon Action Plan (ZCAP). The ZCAP action items will help reduce carbon emissions, as required by the 'Massachusetts 2050 Decarbonization Roadmap'. The Metropolitan Area Planning Commission was hired as a consultant to carry

out drafting the plan. The overall financial budget was $160,000. Work done for the ZCAP includes a greenhouse gas inventory for each community, and action items to lower emissions through building construction, transportation, waste, and environmental changes. The plan encourages the region to lead by example and the plan can be used for identifying future Town projects and project focus for the NSORS.

d. The Planning and Development Department hired a part-time Clerk who began employment on November 1, 2023. The Clerk position is budgeted for up to 19 hours a week and is a Union position. The Clerk is responsible for offering support to the Planning Director by means of administrative duties and tasks, compiling and running reports related to the Planning Board and Board of Appeals, and other duties as assigned.
e. The Town of Winthrop received a grant made possible from the Department of Conservation and Recreation Mass Trails program. The grant was awarded in 2021 to the Town of Winthrop for $87,700. The Friends of Mary Ellen Welch Greenway had a grant from the Barr Foundation for $15,000 to contribute to design services. The Town of Winthrop worked with the Greenway Extensions Committee (comprised of Friends of Mary Ellen Welch Greenway, Bike Winthrop, and Friends of Belle Isle March) who oversaw the Feasibility Study and supported the community outreach, and design. The Town successfully completed the project which included a feasibility study, marsh delineation, completing a topography map; a design study including multi use path alignment, and potential aesthetics. The grant included community meetings and stakeholder meetings which included Town and State officials. The final deliverable was a comprehensive book containing all mapping, renderings, and data. This project was successfully completed.
f. As part of a regional initiative, Winthrop was awarded a $100,000 Community Compact Cabinet grant for a feasibility study to prioritize locations for electric vehicle charging stations both in Winthrop and the North Suffolk region. Weston and Sampson, Inc. was hired as the consultant. The feasibility study will examine criteria such as electric vehicle ownership, utilities, highway access, public transportation, housing types, municipal owned buildings, parks, etc. The study will identify the most logical locations for future electric vehicle charging stations. The study will also advise on policy, and develop an Electric Vehicle Infrastructure Policy Toolkit as well as plan and facilitate stakeholder meetings to assess needs and opportunities, and to inform on policy options.
g. Winthrop is participating in a regional Mass Save Program, a $180,000 regional grant awarded to the North Suffolk region by the Community First Partnership. This grant program helps residents take advantage of utility cost savings through the Mass Saves Program. The grant funds public significant outreach, consultants to do in-home energy audits, and tabling at public events. The grant is for 36 months and has been taken advantage of by many Winthrop residents.
h. Winthrop was awarded $27,000 from the Massachusetts Emergency Management Agency to update the Town's outdated Hazard Mitigation Plan. The update will include a review of current town hazard vulnerabilities, facility inventory, mitigation goals, action items, and future planning. The plan update will wrap up

in the summer of 2025. Metropolitan Area Planning Council was hired to assist with the plan update.

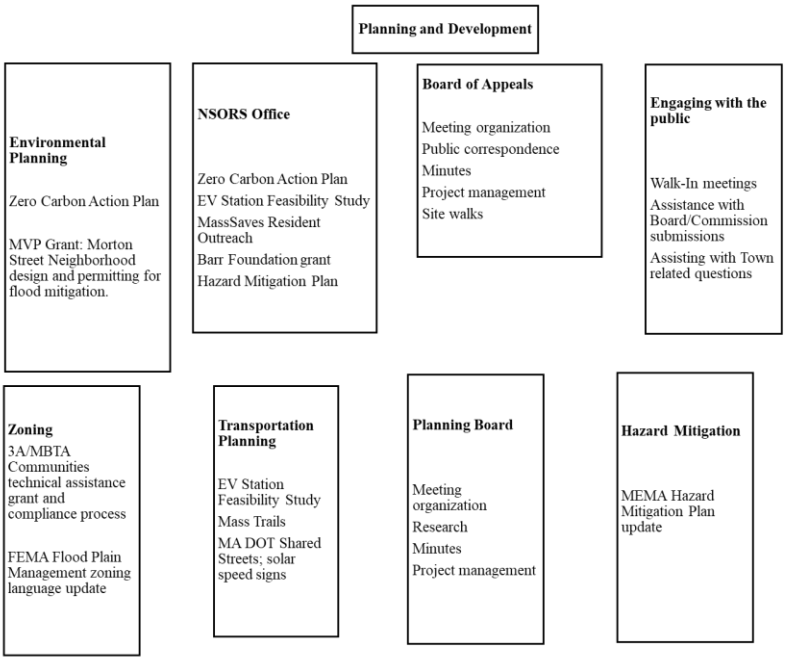
i. In December of 2023 Winthrop was awarded $48,500 from the Executive Office of Housing and Livable Communities. This funding will be used to complete final any mapping, land analysis, and zoning analysis needed to meet requirements for compliance. The funding will also be used to have several public meetings and in person open-houses. The goal will be to give Winthrop Town Council all the tools and data needed to reach State compliance.

j. In early 2023 Winthrop was awarded $291,076.00 from the Municipal Vulnerability Preparedness Program which is part of the Massachusetts Executive Office of Energy and Environmental Affairs. This money is for the second phase of the Morton Street neighborhood flood resiliency project. The goal of this project is to identify nature based solutions to prevent flooding from sea level rise and storm surges. This is the second phase of this whole project, and is funding engineering services, site surveying, preliminary nature based flood mitigation design, public meetings, stormwater assessment, and geotechnical assessment.

5. Significant Budget Changes or Initiatives

a. No changes to budget.

6. Programs and Services

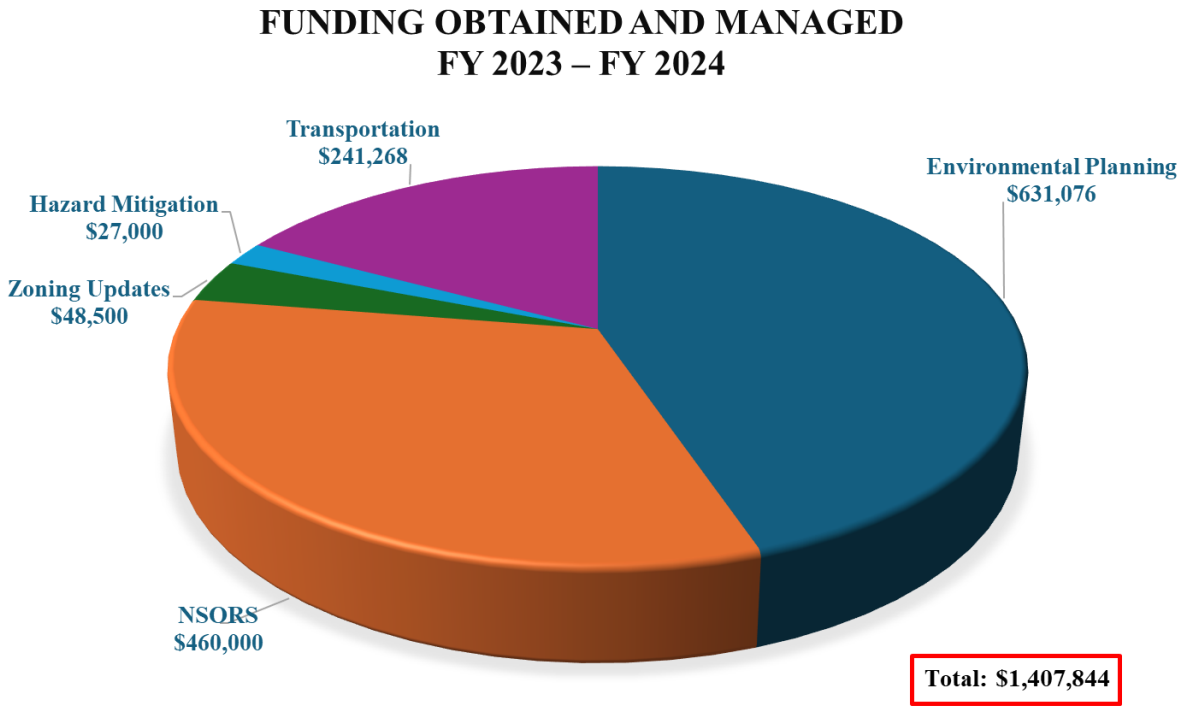


7. Performance Measures

a. There is a wide variety of performance measures that can be applied to the Planning and Development Department. The most tangible performance measures are funds that have been obtained via grants. The pie chart below features the total

monetary amounts obtained and/or managed over the past two years. A two-year time span is necessary because many grants are long term and completed over the course of multiple years. The money obtained from grants is typically acquired upfront or as a reimbursement format. The funding is broken down by the beneficiary of the grant: hazard mitigation, transportation, zoning, environmental planning, zoning updates, and the NSORS. Some of the grants for transportation, environmental planning, and of course NSORS, include regional grants. Though regional, these grants and their associated funds are still co-managed and monitored by the Planning office.

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



Return to Table of Contents

8. Personnel Summary

a. Personnel Notes: There is one full time employee within the Planning and Development Department and since November, 2023 there is one part time clerk that typically works two days a week.

		FY2021 FTE	FY2022 FTE	FY2023 FTE	FY2024 FTE	Change
131	Planning Director	1	1	1	1	0
131	**Total Full Time Equivalents**	1	1	1	1	0
131	Planning Clerk	0	0	0	1	1
131	**Total Part Time Equivalents**	0	0	0	1	1

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

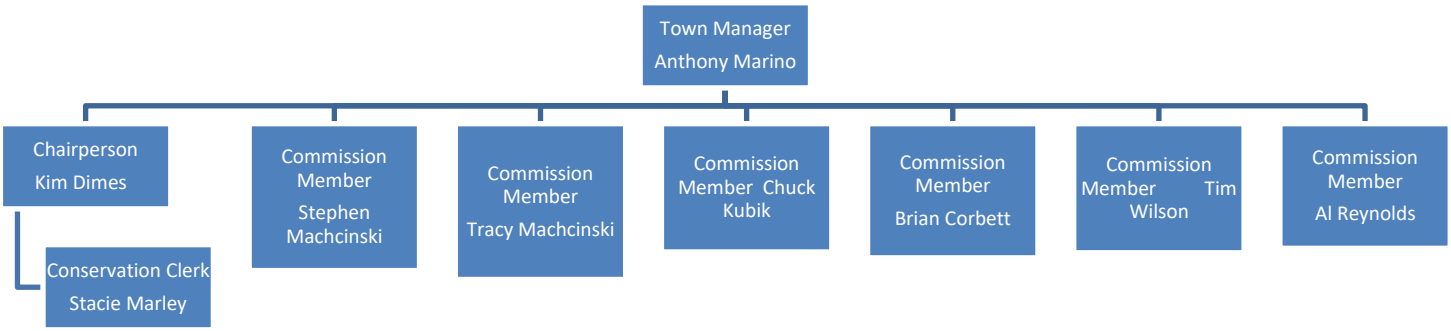
FY25 Operating Budget

131 - PLANNING & GRANTS OFFICE Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0113151-514600	Longevity				-	-	-	0.00%
0113151-511100	Personnel	78,305.99	101,000.00	37,549.05	132,000.00	132,000.00	31,000.00	30.69%
	PERSONNEL SUB-TOTAL:	**78,305.99**	**101,000.00**	**37,549.05**	**132,000.00**	**132,000.00**	**31,000.00**	30.69%
0113153-530402	Legal Advertising		500.00		500.00	500.00	-	0.00%
0113153-530500	Consulting		2,400.00		-	-	(2,400.00)	-100.00%
0113153-534400	Postage		300.00		300.00	300.00	-	0.00%
0113154-542300	General Office Supplies	186.30	1,050.00		500.00	500.00	(550.00)	-52.38%
0113156-569600	Other Governmental	15,016.00	42,553.00	10,413.00	15,000.00	18,000.00	(24,553.00)	-57.70%
	EXPENSES SUB-TOTAL:	**15,202.30**	**46,803.00**	**10,413.00**	**16,300.00**	**19,300.00**	**(27,503.00)**	-58.76%
131 - PLANNING & GRANTS OFFICE TOTAL		**93,508.29**	**147,803.00**	**47,962.05**	**148,300.00**	**151,300.00**	**3,497.00**	**2.37%**

Return to Table of Contents

Conservation Commission Mission Statement

The mission of the Conservation Commission is to preserve, protect, develop, and enhance our communities' coastal resources.



Conservation Commission

Return to Table of Contents

Goals and Objectives

- Additional training for the clerk and commission members.
- Educate the public on conservation issues.
- Reorganization of all conservation files.
- To study and work with the DEP to figure out all areas of concerns and where all proper enforcement in those areas in question should be.

Accomplishments

- We have heard 19 applications.
- We have tried to centralize all conservation files.
- As of July 1st, we have a new Chairperson and one new Commission member.
- Beach testing from May to August.

Return to Table of Contents

Significant Budget Changes or Initiatives

We would like to increase the salary for the conservation clerk by $2,500 and we would like to request a gas stipend of $25.00 a month.

Programs and Services

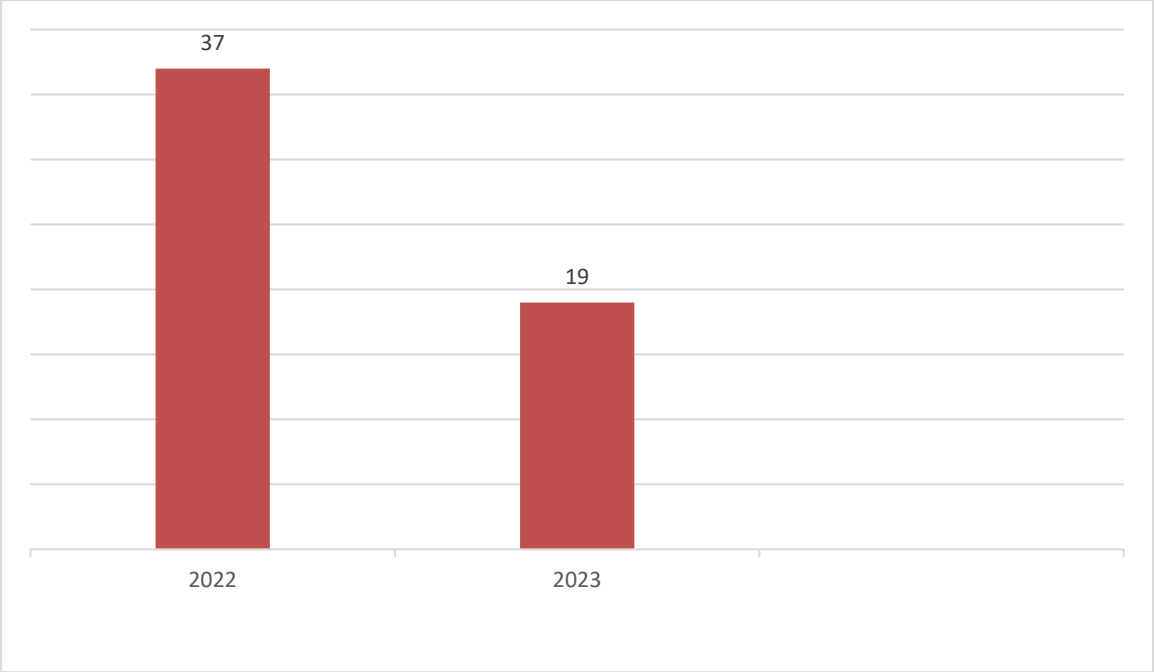
Conservation Commission

Intake of RDA's, NOI's, Abbreviated NOI"s, Certificate of Compliances. Occupancies.	Conducts monthly hearings, working meetings and site walks. Beach testing May to August.

Return to Table of Contents

Performance Measures

Below is an illustration of applications for the years 2022 and 2023.



Return to Table of Contents

Conservation Commission

Personnel Summary

Conservation Clerk PTE

10 Commission members PTE

Personnel Notes

We had a few changes within personnel in 2023. A new part time Conservation Clerk started in February; she is also the part time senior clerk in the Building Department. We also added a new commission member in June.

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

171 - CONSERVATION COMMISSION Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0117151-511100	Personnel	19,914.26	13,000.00	5,662.80	15,500.00	15,500.00	2,500.00	19.23%
	PERSONNEL SUB-TOTAL:	**19,914.26**	**13,000.00**	**5,662.80**	**15,500.00**	**15,500.00**	**2,500.00**	**19.23%**
0117153-530500	Consulting		-	-	10,000.00	10,000.00	10,000.00	0.00%
0117153-530705	Education/Training	463.00	800.00	802.00	800.00	800.00	-	0.00%
0117154-542300	General Office Supplies	669.94	500.00	418.30	500.00	500.00	-	0.00%
0117157-571001	In-State Mileage				300.00	-	-	0.00%
	EXPENSES SUB-TOTAL:	**1,132.94**	**1,300.00**	**1,220.30**	**11,600.00**	**11,300.00**	**10,000.00**	**769.23%**
171 - CONSERVATION COMMISSION TOTAL		**21,047.20**	**14,300.00**	**6,883.10**	**27,100.00**	**26,800.00**	**12,500.00**	**87.41%**

Return to Table of Contents

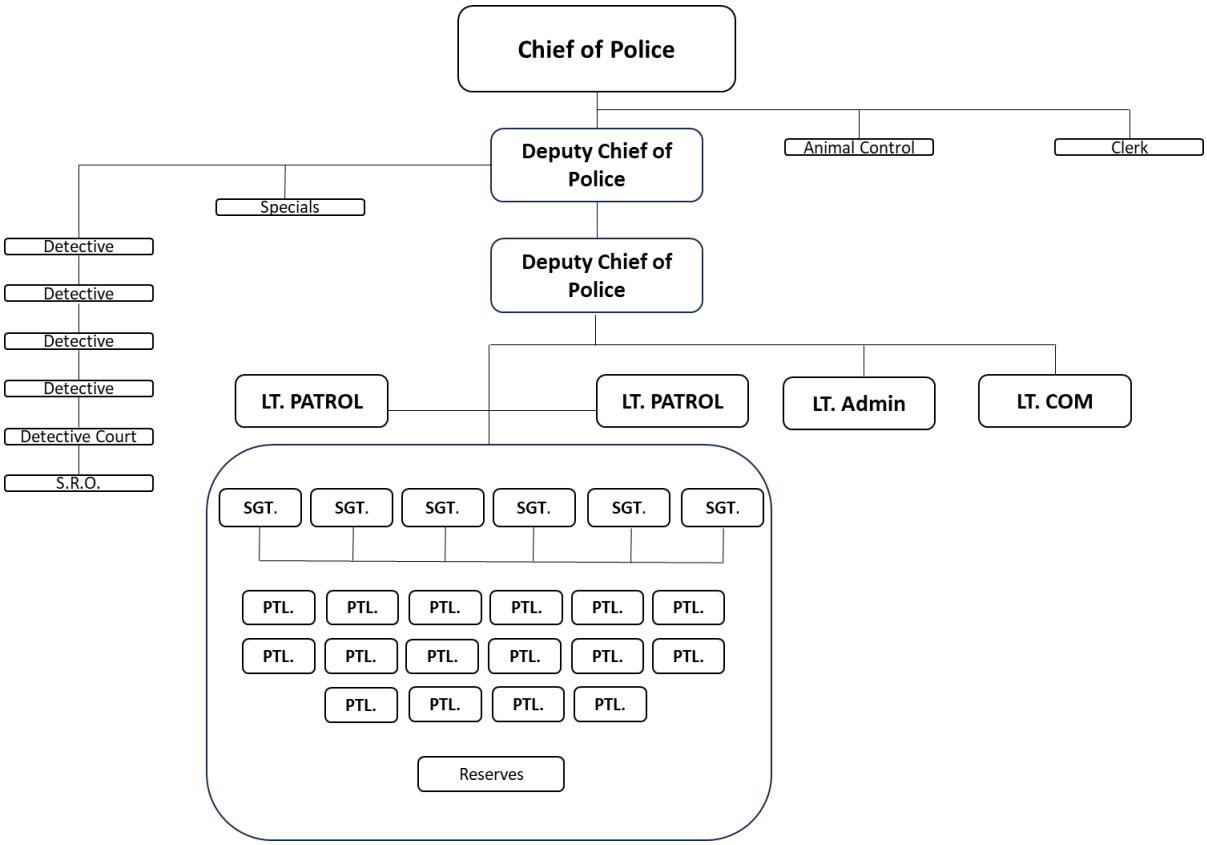
WINTHROP POLICE DEPARTMENT

Return to Table of Contents

Department Mission Statement

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

Police Organizational Chart:



Return to Table of Contents

Goals and Objectives:

- Hire a new police Chief.
- Continue to provide transparent, fair, impartial policing services to the community.
- Continue to leverage additional equipment and personnel through the Jurisdictional Point of Contact (Deputy Chief Goodwin) and the Urban Area Security Initiative (UASI).
- Door security system and camera upgrades for DPW and Fire Department, (UASI funding).
- Continue to balance the need to build trust and confidence with the community through non-enforcement related activities and enforcement to control crime and social disorder through programs such as:

    - Open recreational night
    - Community meetings
    - Annual opening of the parks in coordination with Parks and Recs
    - Senior barbeque
    - Bike Rodeo in coordination with Bike Winthrop
    - Youth Academy
    - Citizens Police Academy

- Expand our partnership with Winthrop Public Health Department to grow the CLEAR program and expand services for those in the community suffering from mental health, substance abuse issues and homelessness.
- Move the Department to certification in the Massachusetts Police Accreditation Program.

Accomplishments:

- Implemented the Body Worn Cameras and its Policy.
- In full compliance with Police Reform Police Officer Standards and Training (POST).
- Door security system and camera upgrades for DPW, Police, Library, Harbormaster and, Town Hall buildings (UASI funding).

- Security system upgrade for a religious institution coordinated through the institution, police and public health departments.
- Presented at the 2023 National Police Assisted Addiction and Recovery Initiative (PAARI)
- Annual opening of the parks in coordination with Parks and Recs

- Senior barbeque
- School inspections and active shooter training for school faculty and staff
- Buruea of Justice Mentoring Site for CLEAR program. Mentored agencies from Massachusetts, Wisconsin and Colorado.
- Lieutenant Gergerian was published in the International Association of Chiefs of Police magazine in reference to our efforts in developing and maintaining the CLEAR program.

Significant Budget Changes or Initiatives:

Budget changes between last year and this year represent contractual negotiations items, adding an additional Deputy Chief and increases associated with cost of product and services as projected by best practices and industry standards.

Return to Table of Contents

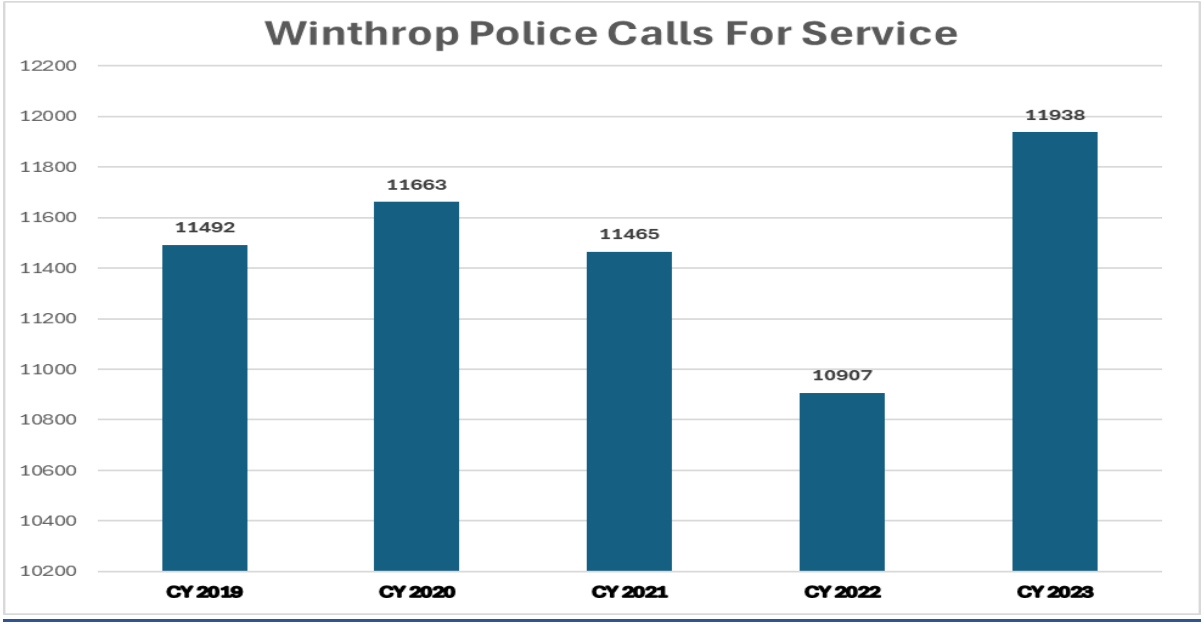
Programs and Services:

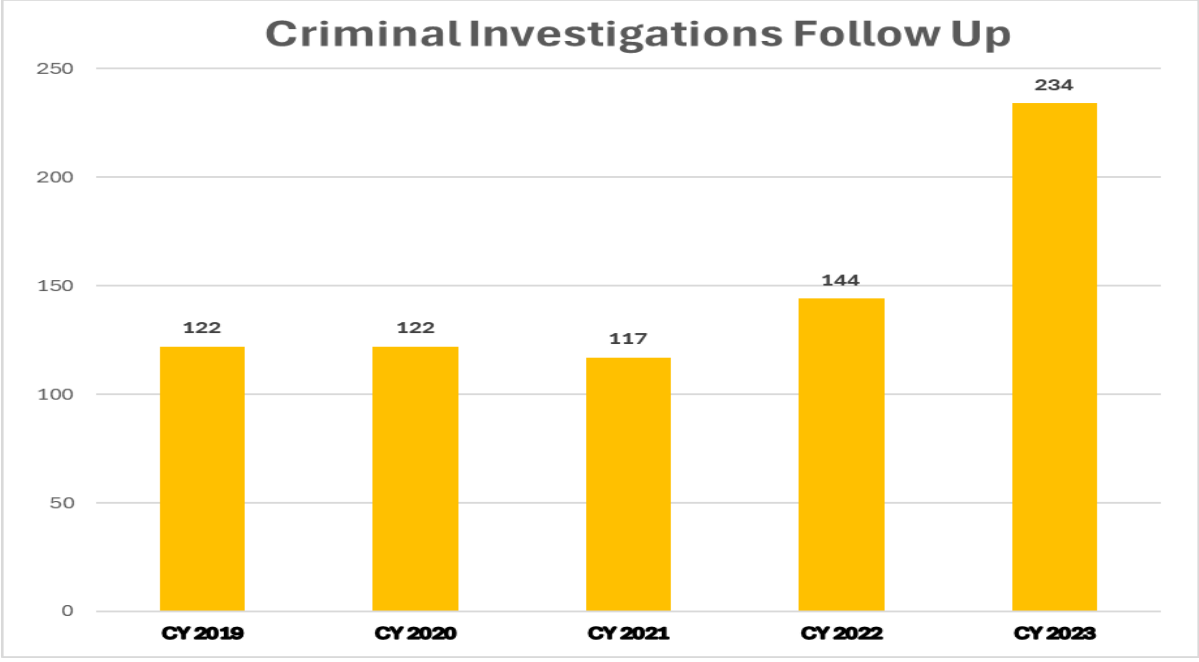
Police Department

Patrol Division	Detective Division	CLEAR	Administration
Calls for Service	Follow-Up Investigations	Opioid Related Substance Abuse Follow-Up	Budgets
Pre-liminary Investigations	Narcotics Enforcement	Alcohol Related Substance Abuse Follow-Up	Training
Traffic Enforcement	Evidence	Domestic Violence Victimization Follow-up	Strategic Planning
Parking Enforcement	Court Prosecutions	Homelessness	Community Relations
Community Relations	Community Relations		Partnership Collaboration
			Personnel Matters

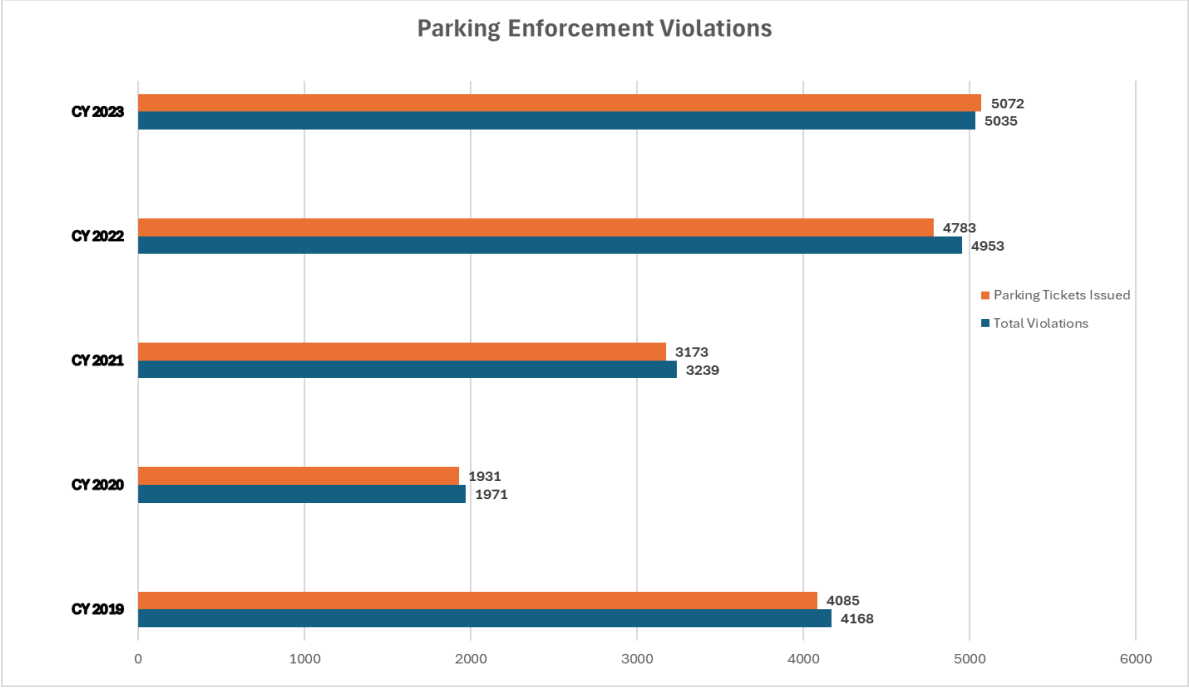
Return to Table of Contents

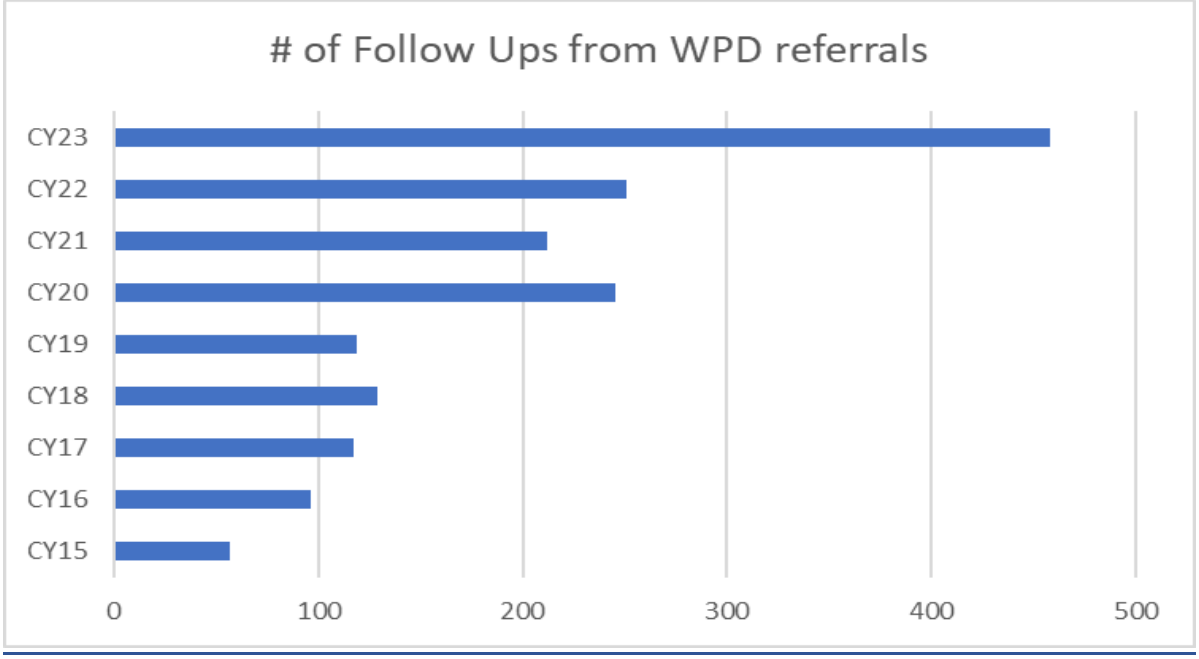
Performance Measures:





Return to Table of Contents





Return to Table of Contents

Personnel Summary:

POSITION		2022 FTE	FY2023 FTE	FY2024 FTE	CHANGE
Chief of Police		1	1	1	0
Deputy Chief		2	2	2	1
Lieutenants		4	4	4	0
Sergeants		6	6	6	0
Patrol Officers		20	20	20	0
Specialty Assignment		6	6	6	0
Civilians		1	1	1	0
TOTAL		39	39	40	1

Personnel Notes:

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

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

210 - POLICE DEPARTMENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0121051-511100	Personnel	2,900,314.74	2,930,346.00	1,164,532.32	3,046,377.35	2,983,823.00	53,477.00	1.82%
0121051-511101	Parking Enforcement Personnel		42,351.00		42,351.00	42,351.00	-	0.00%
0121051-513100	Overtime	446,258.69	419,073.00	266,362.00	515,239.05	450,000.00	30,927.00	7.38%
0121051-514200	Educational Credits	44,708.31	48,500.00	43,000.00	-	-	(48,500.00)	-100.00%
0121051-514500	Holiday	116,107.03	146,346.00	45,398.03	151,097.09	141,097.00	(5,249.00)	-3.59%
0121051-514600	Longevity	40,327.12	46,868.00	98,128.84	101,192.81	101,192.81	54,324.81	115.91%
0121051-514700	Quinn Bill	194,823.95	250,000.00	89,292.07	360,000.00	330,000.00	80,000.00	32.00%
0121051-519300	Uniform Allowance	28,050.00	30,600.00	27,050.00	32,300.00	32,300.00	1,700.00	5.56%
	PERSONNEL SUB-TOTAL:	**3,770,589.84**	**3,914,084.00**	**1,733,763.26**	**4,248,557.30**	**4,080,763.81**	**166,679.81**	**4.26%**
0121052-521100	Electricity	14,632.03	22,050.00	5,550.54	22,050.00	22,050.00	-	0.00%
0121052-521200	Heating Fuel	7,886.16	21,000.00	1,271.59	21,000.00	21,000.00	-	0.00%
0121052-524100	Repair/Maint Buldings						-	0.00%
0121052-524106	Repair/Maintenance of Vehicles	41,041.34	20,000.00	7,561.04	20,000.00	20,000.00	-	0.00%
0121052-527400	Equipment Leases	4,130.97	3,228.00	1,620.63	4,282.00	4,282.00	1,054.00	32.65%
0121052-529001	Cleaning Services	4,532.15	10,500.00	3,909.00	10,500.00	10,500.00	-	0.00%
0121053-530400	Legal Services	18,559.97	10,000.00	18,195.92	20,000.00	20,000.00	10,000.00	100.00%
0121053-530702	Training Services	33,939.89	40,322.00	25,086.81	50,000.00	50,000.00	9,678.00	24.00%
0121053-530900	It Services	37,714.98	39,000.00	31,239.34	45,600.00	45,600.00	6,600.00	16.92%
0121053-534100	Telecommunications	7,912.34	9,000.00	5,756.84	9,000.00	9,000.00	-	0.00%
0121053-534103	Cell Phones - Town Owned	5,392.74	13,050.00	1,218.28	13,050.00	13,050.00	-	0.00%
0121053-534104	Fax Lines	765.92	2,050.00	340.11	2,050.00	2,050.00	-	0.00%
0121053-534200	Internet Acess	4,719.01	3,328.00	2,595.02	7,785.24	7,785.24	4,457.24	133.93%
0121053-534400	Postage	261.00	1,250.00	548.85	1,250.00	1,250.00	-	0.00%
0121053-538201	Secure Document Destruction	907.92	2,500.00	226.98	2,500.00	2,500.00	-	0.00%
0121054-542300	General Office Supplies	6,391.50	7,000.00	4,042.75	8,000.00	8,000.00	1,000.00	14.29%
0121054-548200	Automobile Parts	4,938.69	10,000.00	1,084.17	10,000.00	10,000.00	-	0.00%
0121054-549200	Regional Lockup		10,160.00		10,160.00	10,160.00	-	0.00%
0121055-558100	Public Safety Supplies	17,320.07	17,000.00	7,666.08	17,000.00	17,000.00	-	0.00%
0121055-558401	Uniforms	8,867.77	12,000.00	3,562.81	12,000.00	12,000.00	-	0.00%
0121057-573100	Professional Associations	3,885.00	10,000.00	2,555.00	10,000.00	10,000.00	-	0.00%
0121057-579100	Software Annual License Cost	29,776.07	13,500.00	11,593.15	13,500.00	13,500.00	-	0.00%
	EXPENSES SUB-TOTAL:	**253,575.52**	**276,938.00**	**135,624.91**	**309,727.24**	**309,727.24**	**32,789.24**	**11.84%**
0121058-58710020	FY20 Replacement Vehicles				-	-	-	0.00%
0121058-587100	Replacement Automobiles				-	-	-	0.00%
	CAPITAL SUB-TOTAL:	**-**	**-**	**-**	**-**	**-**	**-**	0.00%
210 - POLICE DEPARTMENT TOTAL		**4,024,165.36**	**4,191,022.00**	**1,869,388.17**	**4,558,284.54**	**4,390,491.05**	**199,469.05**	**4.76%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

292 - ANIMAL CONTROL		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0129251-511100	Personnel	51,369.92	51,962.00	23,982.24	53,001.24	53,001.24	1,039.24	2.00%
0129251-514600	Longevity	200.00	725.00	725.00	725.00	725.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**51,569.92**	**52,687.00**	**24,707.24**	**53,726.24**	**53,726.24**	**1,039.24**	**1.97%**
0129252-524101	Repair/Maint Equipment	147.52	500.00		500.00	500.00	-	0.00%
0129252-524106	Repair/Maintenance of Vehicles	2,500.00	3,000.00	1,375.63	3,000.00	3,000.00	-	0.00%
0129253-530101	Medical Services	350.00	400.00		400.00	400.00	-	0.00%
0129253-530701	Conference Fees				-	-	-	0.00%
0129253-530900	IT Services		400.00		400.00	400.00	-	0.00%
0129255-558401	Uniforms	850.00	850.00	109.95	850.00	850.00	-	0.00%
0129255-558900	Miscellaneous Supplies	628.34	720.00	236.72	720.00	720.00	-	0.00%
	EXPENSES SUB-TOTAL:	**4,475.86**	**5,870.00**	**1,722.30**	**5,870.00**	**5,870.00**	**-**	0.00%
292 - ANIMAL CONTROL TOTAL		**56,045.78**	**58,557.00**	**26,429.54**	**59,596.24**	**59,596.24**	**1,039.24**	**1.77%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

290 - REGIONAL DISPATCH		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0129056-569500	Regional Dispatch	356,408.62	420,750.00	323,888.49	441,787.50	441,787.50	21,037.50	5.00%
	EXPENSES SUB-TOTAL:	**356,408.62**	**420,750.00**	**323,888.49**	**441,787.50**	**441,787.50**	**21,037.50**	5.00%
290 - REGIONAL DISPATCH TOTAL		**356,408.62**	**420,750.00**	**323,888.49**	**441,787.50**	**441,787.50**	**21,037.50**	**5.00%**

Return to Table of Contents

WINTHROP FIRE DEPARMENT



Return to Table of Contents

WINTHROP FIRE DEPARTMENT MISSION STATEMENT

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

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

Return to Table of Contents

Accomplishments

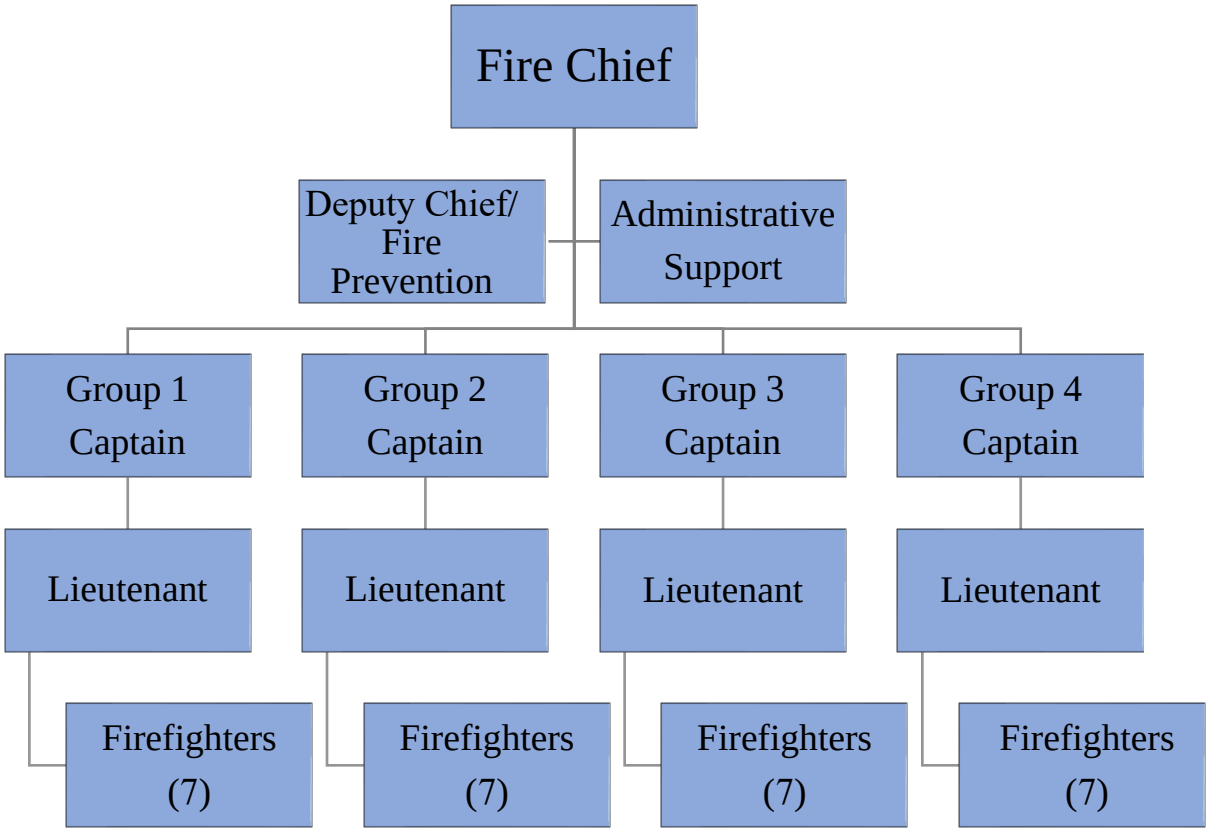
1. The first significant accomplishment I would like to recognize is the Department's response to the 4-Alarm fire at 91 Veteran's Rd, April 21,2023. The fire was in an occupied, 63 unit apartment building. The initial responding units were faced with heavy smoke and fire showing from the third floor, extending to the fourth floor. Multiple calls for trapped victims on both the fire floor and fourth floor. Multiple rescues were made over ground ladders and by aerial ladder. Multiple alarms were struck for mutual aid from surrounding communities. After the fire was extinguished, the building was uninhabitable and over 100 occupants would need to be relocated. I am very proud of the way multiple town departments came together to support the displaced, by assisting with immediate and longer term needs.

2. During the last year we, as a department, have made a conscious effort to increase our regional presence. We have significantly increased our participation in multi-jurisdictional, multi-disciplinary training and exercises. Several members of the Department participated in regional table top exercises sponsored by MEMA, focused on regional response to hazardous materials incidents and evacuation exercises. We have several members who have completed Hazardous Materials Technician level certification training and are in the process of being assigned to the State Hazardous Materials Response Team. We also have one member currently enrolled in Spec Ops Confined Space Rescue training, with the goal of being assigned to the Massachusetts Task Force 1. We continue to work with our UASI partners on ASHER (NFPA 3000).

3. In collaboration with our Public Health Department, we have secured funding for, and are in the process of implementing, a comprehensive "wellness" program for all Firefighters, with the hope of expanding it to all First Responders. Funded by a grant obtained by the Health Department, "Cordico Wellness" is an app that gives our Firefighters and their family members, on demand access to confidential, relevant and effective wellness resources, for both physical and mental health.

4. In last year's "Goals and Objectives" I stated that one of our Goals for FY24 was to increase the Department's commitment to the school SAFE and Senior SAFE programs. Student Awareness of Fire Education (SAFE) is a grant program to local fire departments that puts trained firefighters in classrooms to conduct fire safety education in grades pre-k through 12. Senior SAFE is a grant program funded through the FSC cigarette program. It provides funding to educate older adults in fire safety and the unique fire risks to this age group. This past year we added three fully trained members to our SAFE team and they are actively engaged with both the town's Day Care facilities as well as the school system.

Return to Table of Contents

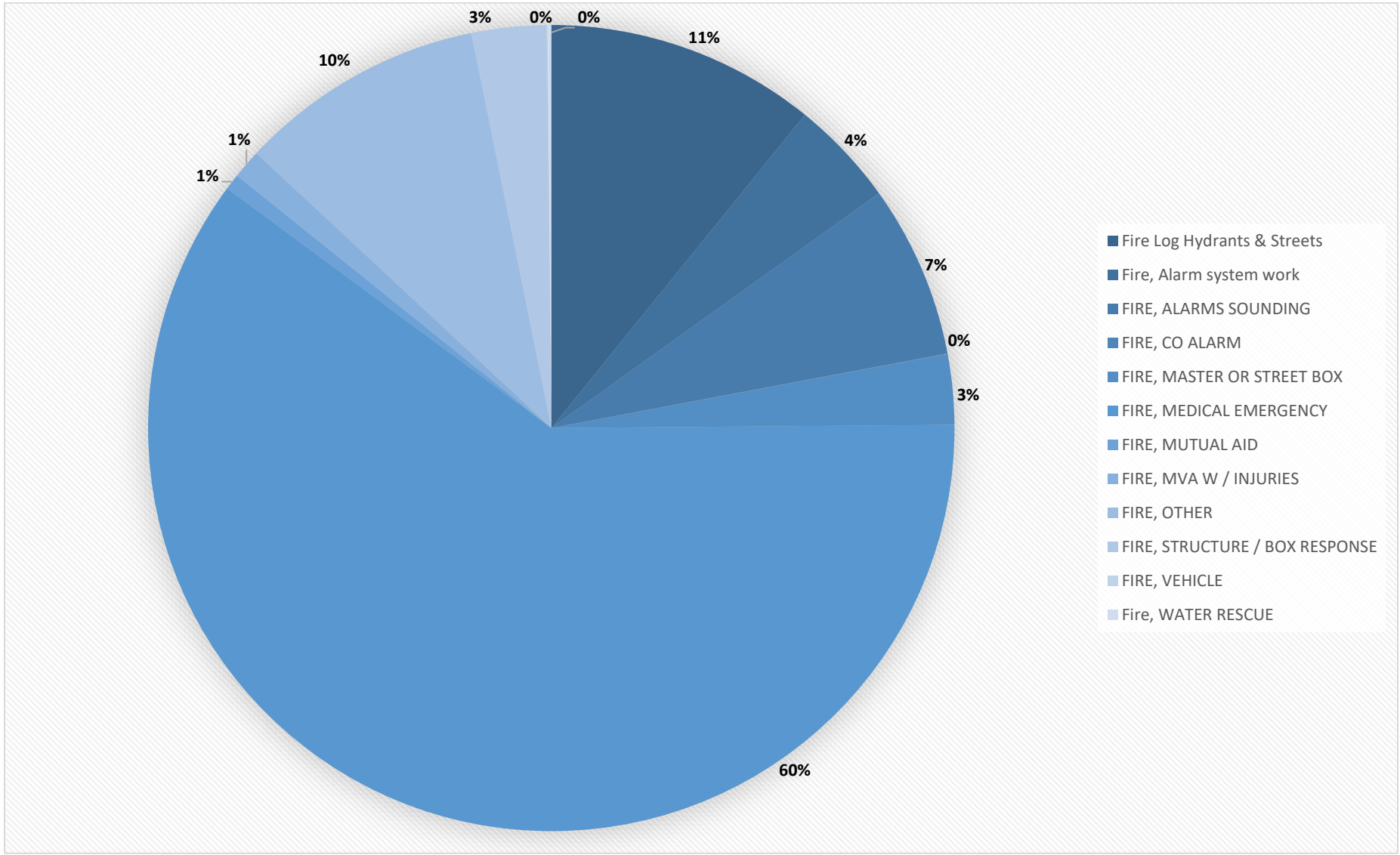


Return to Table of Contents

WINTHROP FIRE DEPARTMENT

JANUARY 1, 2023 – JANUARY 1, 2024
0700 HRS- 0659 HRS

2023 CALL REASON PERCENTAGE TOTALS



Return to Table of Contents

2023 MONTHLY CALL REASON TOTALS PER MONTH

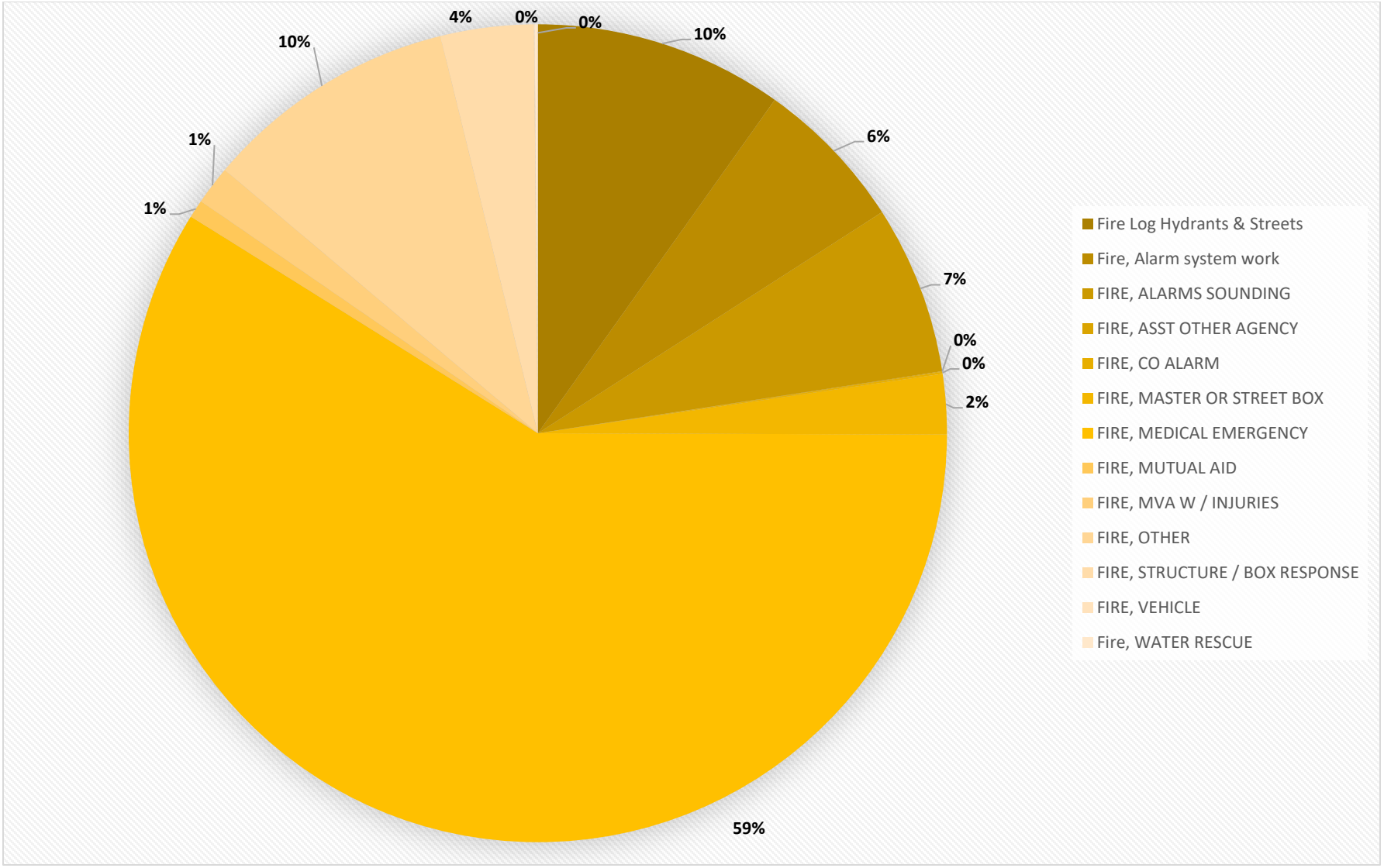
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Grand Total
Fire Log Hydrants & Streets	23	19	44	52	40	37	44	54	31	42	11	11	408
Fire, Alarm system work	14	11	12	11	14	16	13	10	14	18	7	21	161
FIRE, ALARMS SOUNDING	23	22	17	19	21	21	32	18	24	22	16	26	261
FIRE, CO ALARM											1		1
FIRE, MASTER, OR STREET BOX	10	17	8	7	8	8	11	7	5	10	10	5	106
FIRE, MEDICAL EMERGENCY	208	187	173	181	172	176	219	199	192	177	177	209	2270
FIRE, MUTUAL AID	3	3	1	2	3	4			1	1	6		24
FIRE, MVA W / INJURIES	4	1	4	4	1	4	2	7	5	4	2	6	44
FIRE, OTHER	17	65	21	20	32	20	31	30	38	25	19	54	372
FIRE, STRUCTURE / BOX RESPONSE	6	10	11	8	15	9	5	4	12	9	9	15	113
FIRE, VEHICLE	1												1
Fire, WATER RESCUE						1	3	1	1				6
Grand Total	**309**	**335**	**291**	**304**	**306**	**296**	**360**	**330**	**323**	**308**	**258**	**347**	**3767**

Return to Table of Contents

WINTHROP FIRE DEPARTMENT

JANUARY 1, 2022 – JANUARY 1, 2023
0700 HRS- 0659 HRS

2022 CALL REASON PERCENTAGE TOTALS



Return to Table of Contents

2022 MONTHLY CALL REASON TOTALS PER MONTH

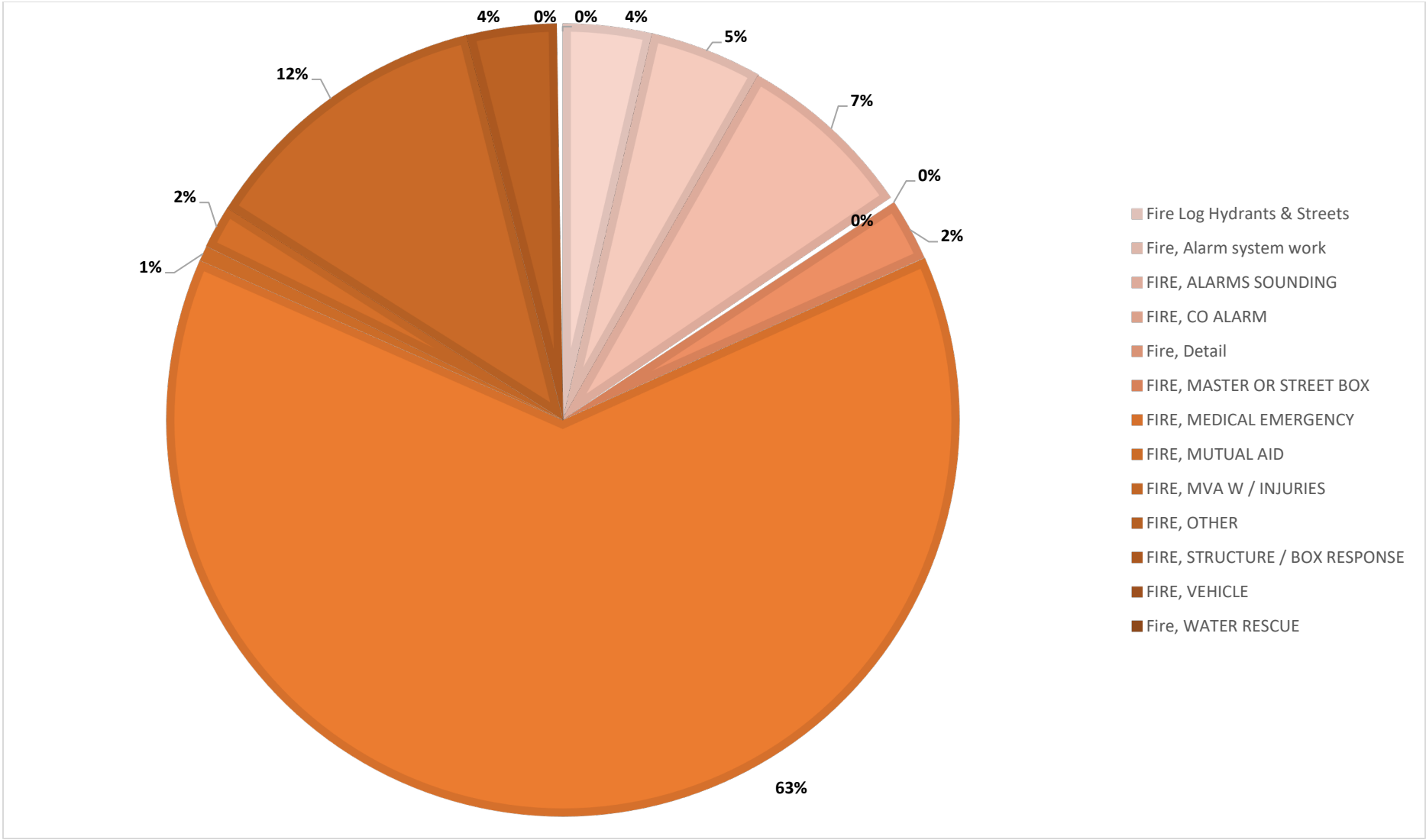
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Grand Total
Fire Log Hydrants & Streets	21	11	19	65	59	39	44	37	19	30	21	20	385
Fire, Alarm system work	9	7	17	26	34	30	20	26	18	22	12	17	238
FIRE, ALARMS SOUNDING	24	20	16	16	21	21	20	31	29	29	20	14	261
FIRE, ASST OTHER AGENCY			1										1
FIRE, CO ALARM			1				1		1				3
FIRE, MASTER OR STREET BOX	9	5	7	7	7	9	4	11	9	10	8	7	93
FIRE, MEDICAL EMERGENCY	190	125	166	168	202	213	201	218	205	191	195	230	2304
FIRE, MUTUAL AID	1	2		1	2	7	2	5	2	1	3	2	28
FIRE, MVA W / INJURIES	4	3	3	5	4	4	8	5	4	5	6	9	60
FIRE, OTHER	44	33	30	30	30	32	29	40	18	33	29	45	393
FIRE, STRUCTURE / BOX RESPONSE	13	9	11	6	12	9	19	13	10	17	15	10	144
FIRE, VEHICLE							1						1
Fire, WATER RESCUE							3	1	1				5
Grand Total	**315**	**215**	**271**	**324**	**371**	**364**	**352**	**387**	**316**	**338**	**309**	**354**	**3916**

Return to Table of Contents

WINTHROP FIRE DEPARTMENT

JANUARY 1, 2021 – JANUARY 1, 2022
0700 HRS- 0659 HRS

2021 CALL REASON PERCENTAGE TOTALS



Return to Table of Contents

2021 MONTHLY CALL REASON TOTALS PER MONTH

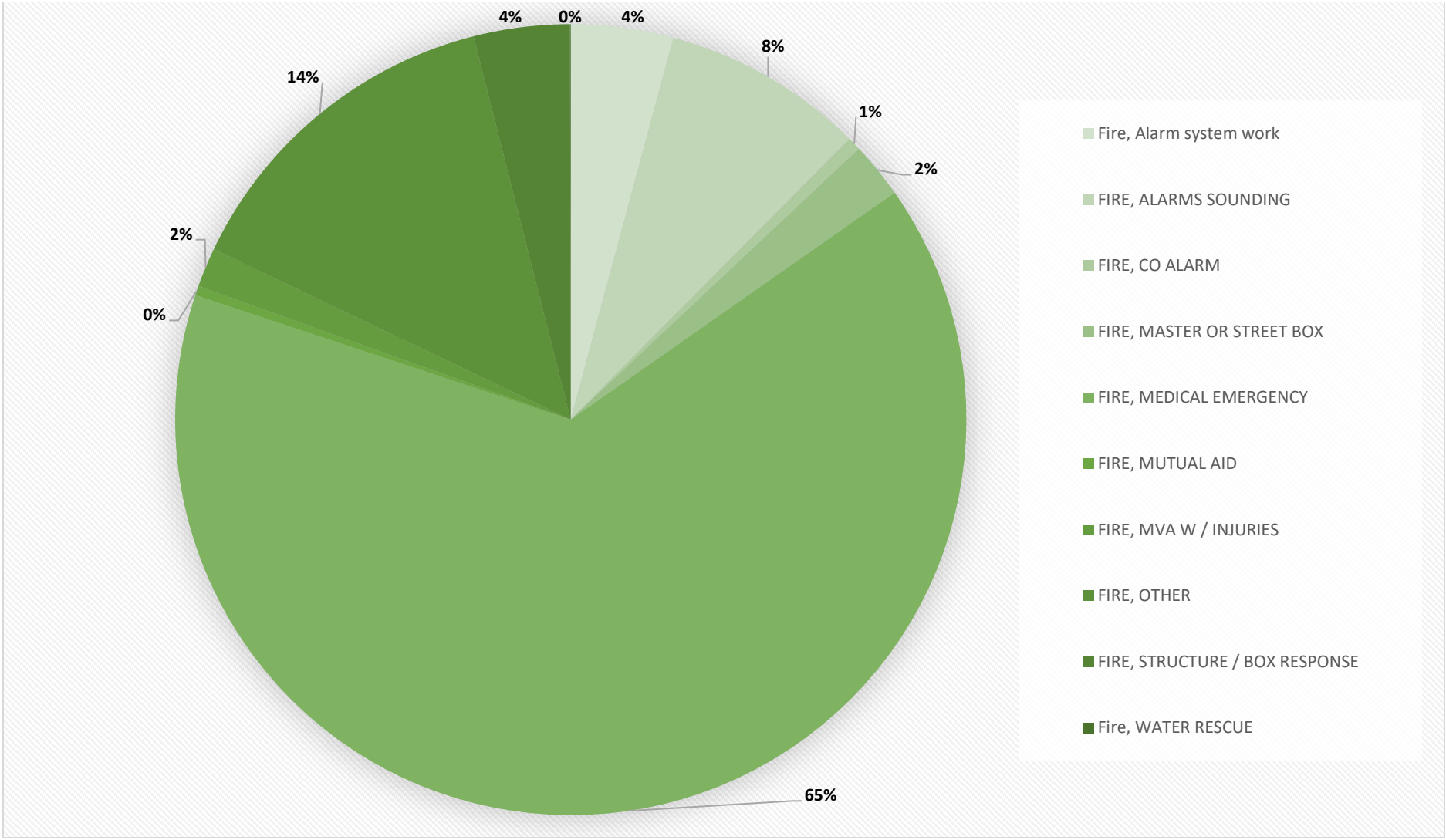
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Grand Total
Fire Log Hydrants & Streets						15	6	15	17	9	20	46	128
Fire, Alarm system work	10	7	11	14	17	22	19	17	15	8	9	14	163
FIRE, ALARMS SOUNDING	16	11	29	22	19	27	31	20	19	29	15	21	259
FIRE, CO ALARM		1	1	1	2	2		1					8
Fire, Detail						1							1
FIRE, MASTER OR STREET BOX	7	5	6	6	4	7	11	8	10	9	10	7	90
FIRE, MEDICAL EMERGENCY	199	147	166	173	191	200	196	185	189	232	153	214	2245
FIRE, MUTUAL AID	1		1		2	4	2	3	3	2	2	2	22
FIRE, MVA W / INJURIES	2	8	5	6	4	4	6	6	8	3	3	8	63
FIRE, OTHER	20	35	27	26	35	32	45	39	35	75	30	31	430
FIRE, STRUCTURE / BOX RESPONSE	9	5	10	8	10	6	20	14	12	14	11	10	129
FIRE, VEHICLE			2									2	4
Fire, WATER RESCUE							1		4				5
Grand Total	**264**	**219**	**258**	**256**	**284**	**320**	**337**	**308**	**312**	**381**	**253**	**355**	**3547**

Return to Table of Contents

WINTHROP FIRE DEPARTMENT

JANUARY 1, 2020 – JANUARY 1, 2021
0700 HRS- 0659 HRS

2020 CALL REASON PERCENTAGE TOTALS



Return to Table of Contents

2020 MONTHLY CALL REASON TOTALS PER MONTH

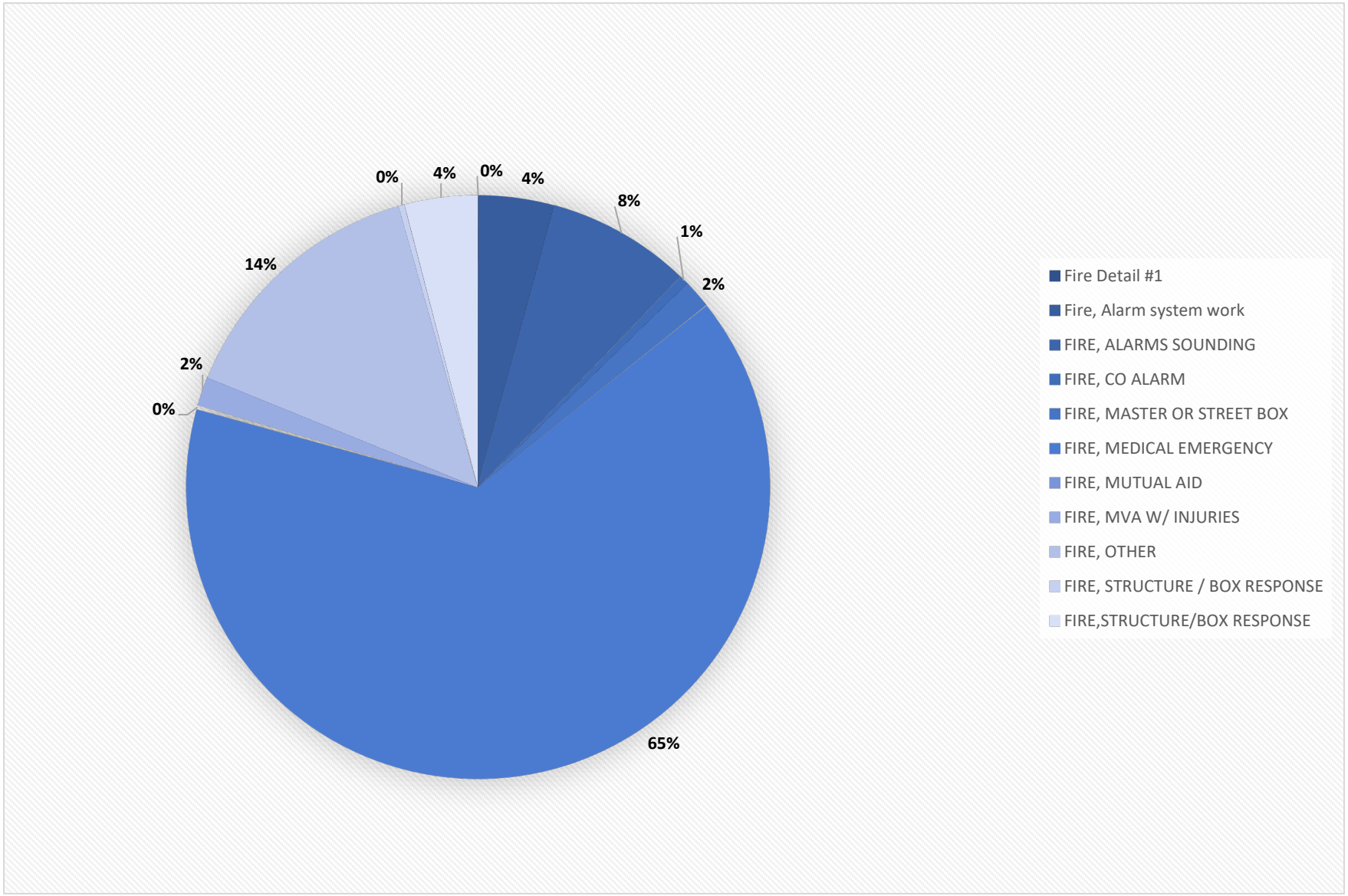
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Grand Total
Fire, Alarm system work	9	4	10	8	4	20	22	12	14	10	6	11	130
FIRE, ALARMS SOUNDING	18	15	20	19	21	18	24	21	30	28	17	26	257
FIRE, CO ALARM	2	1		2			2	4	2		3	1	17
FIRE, MASTER OR STREET BOX	1	7	1	7	11	5	4	5	6	6	5	13	71
FIRE, MEDICAL EMERGENCY	143	139	167	138	163	164	187	199	192	160	173	191	2016
FIRE, MUTUAL AID					1	4		2	1	3		1	12
FIRE, MVA W / INJURIES	4	6	4	2	5	7	4	4	1	4	5	4	50
FIRE, OTHER	25	26	29	41	44	32	41	50	33	57	25	31	434
FIRE, STRUCTURE / BOX RESPONSE	9	9	4	12	6	11	7	10	14	17	12	11	122
Fire, WATER RESCUE							1						1
Grand Total	**211**	**207**	**235**	**229**	**255**	**261**	**292**	**307**	**293**	**285**	**246**	**289**	**3110**

Return to Table of Contents

WINTHROP FIRE DEPARTMENT

JANUARY 1, 2019 – JANUARY 1, 2020
0700 HRS- 0659 HRS

2019 CALL REASON PERCENTAGE TOTALS



Return to Table of Contents

2019 MONTHLY CALL REASON TOTALS PER MONTH

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Grand Total
Fire Detail #1						1							1
Fire, Alarm system work	6	3	11	24	7	16	10	11	7	6	10	21	132
FIRE, ALARMS SOUNDING	14	19	7	23	16	22	33	29	25	25	15	22	250
FIRE, CO ALARM	3		2	1	2	1	2		1	3	3		18
FIRE, MASTER OR STREET BOX	3	3	2	1	2	1	6	2	4	12	9	4	49
FIRE, MEDICAL EMERGENCY	179	142	194	153	169	158	187	160	191	165	173	172	2043
FIRE, MUTUAL AID	1						1	2		2	1		7
FIRE, MVA W / INJURIES	4	6		2	3	6	5	3	4	5	5	8	51
FIRE, OTHER	30	39	29	31	32	27	63	46	27	76	28	28	456
FIRE, STRUCTURE / BOX RESPONSE	9	7	11	14	8	10	17	8	6	20	12	15	137
Grand Total	**249**	**219**	**256**	**249**	**239**	**242**	**324**	**261**	**265**	**314**	**256**	**270**	**3144**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

220 - FIRE DEPARTMENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0122051-511100	Personnel	2,605,672.12	2,805,942.00	1,219,297.07	2,862,060.84	2,945,000.00	139,058.00	4.96%
0122051-511103	Sick Time	10,100.00	18,000.00	18,500.00	18,000.00	18,000.00	-	0.00%
0122051-513100	Overtime	332,941.58	249,600.00	170,566.84	254,592.00	254,592.00	4,992.00	2.00%
0122051-514200	Education Credits		6,000.00	1,150.00	6,000.00	6,000.00	-	0.00%
0122051-514300	Educational	28,920.00	33,000.00	30,162.00	30,000.00	30,000.00	(3,000.00)	-9.09%
0122051-514500	Holiday	128,787.05	124,800.00	46,240.94	133,659.80	133,659.80	8,859.80	7.10%
0122051-514600	Longevity			950.00		950.00	950.00	0
	PERSONNEL SUB-TOTAL:	**3,106,420.75**	**3,237,342.00**	**1,486,866.85**	**3,304,312.64**	**3,388,201.80**	**150,859.80**	**4.66%**
0122052-521100	Electricity	5,440.13	9,606.00	2,033.96	9,000.00	9,000.00	(606.00)	-6.31%
0122052-521200	Heating Fuel	13,180.06	14,091.00	3,493.05	16,909.20	16,909.20	2,818.20	20.00%
0122052-524100	Repair/Maint Buildings	8,909.57	12,565.00	12,255.17	20,000.00	20,000.00	7,435.00	59.17%
0122052-524101	Repair/Maint Equipment	3,349.33	5,324.00	3,934.74	5,300.00	5,300.00	(24.00)	-0.45%
0122052-524106	Repair/Maintenance of Vehicles	67,916.22	54,000.00	10,949.40	54,000.00	54,000.00	-	0.00%
0122052-527400	Equipment Leases	554.99	1,200.00	18.49	1,200.00	1,200.00	-	0.00%
0122053-530701	Conference Fees		2,500.00		2,000.00	2,000.00	(500.00)	-20.00%
0122053-530702	Training Services	33,702.37	50,000.00	30,609.41	45,000.00	44,050.00	(5,950.00)	-11.90%
0122053-534100	Telecommunications	7,510.38	14,465.00	3,212.74	13,000.00	13,000.00	(1,465.00)	-10.13%
0122053-534103	Cell Phones - Town Owned						-	0.00%
0122054-542300	General Office Supplies	912.06	1,004.00	377.96	1,000.00	1,000.00	(4.00)	-0.40%
0122054-545100	Cleaning Supplies	1,498.92	2,200.00	973.98	2,640.00	2,640.00	440.00	20.00%
0122055-550200	Preventative Medical Supplies	2,871.58	6,050.00	1,843.87	5,000.00	5,000.00	(1,050.00)	-17.36%
0122055-558102	Fire Prevention Supplies	425.00	3,450.00	870.00	3,000.00	3,000.00	(450.00)	-13.04%
0122055-558401	Uniforms	28,380.95	44,700.00	21,405.75	40,000.00	40,000.00	(4,700.00)	-10.51%
0122057-571101	In-State Tolls	694.35	1,000.00	497.25	800.00	800.00	(200.00)	-20.00%
0122057-573100	Professional Associations	7,237.50	7,500.00	5,260.00	7,000.00	7,000.00	(500.00)	-6.67%
0122057-579100	Software Annual License Cost	21,117.01	22,000.00	15,760.00	23,000.00	23,000.00	1,000.00	4.55%
	EXPENSES SUB-TOTAL:	**203,700.42**	**251,655.00**	**113,495.77**	**248,849.20**	**247,899.20**	**(3,755.80)**	**-1.49%**
0122058-58710020	FY20 Replacement Vehicles				-	-	-	0.00%
0122058-587100	Replacement Automobiles				-	-	-	0.00%
	CAPITAL SUB-TOTAL:	**-**	**-**	**-**	**-**	**-**	**-**	0.00%
220 - FIRE DEPARTMENT TOTAL		**3,310,121.17**	**3,488,997.00**	**1,600,362.62**	**3,553,161.84**	**3,636,101.00**	**147,104.00**	**4.22%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

291 - EMERGENCY MANAGEMENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0129152-521100	Electricity	994.91	2,500.00	258.17	3,000.00	3,000.00	500.00	20.00%
0129152-521200	Heating Fuel	3,449.77	3,200.00	207.97	4,000.00	4,000.00	800.00	25.00%
0129152-523200	Alarm	240.00			240.00	240.00	240.00	0.00%
0129152-524106	Repair/Maintenance of Vehicles	1,000.00	2,500.00		2,500.00	-	(2,500.00)	-100.00%
0129153-530702	Training Services		1,000.00		-	-	(1,000.00)	-100.00%
0129153-534100	Telecommunications	2,006.88	3,000.00	956.20	3,000.00	2,000.00	(1,000.00)	-33.33%
0129153-534200	Internet Access	2,428.80	3,000.00	1,024.50	3,000.00	3,000.00	-	0.00%
0129154-542300	General Office Supplies		750.00		750.00	750.00	-	0.00%
0129155-558401	Uniforms		600.00		600.00	600.00	-	0.00%
0129157-579100	Software Annual License Cost						-	0.00%
	EXPENSES SUB-TOTAL:	**10,120.36**	**16,550.00**	**2,446.84**	**17,090.00**	**13,590.00**	**(2,960.00)**	**-17.89%**
291 - EMERGENCY MANAGEMENT TOTAL		**10,120.36**	**16,550.00**	**2,446.84**	**17,090.00**	**13,590.00**	**(2,960.00)**	**-17.89%**

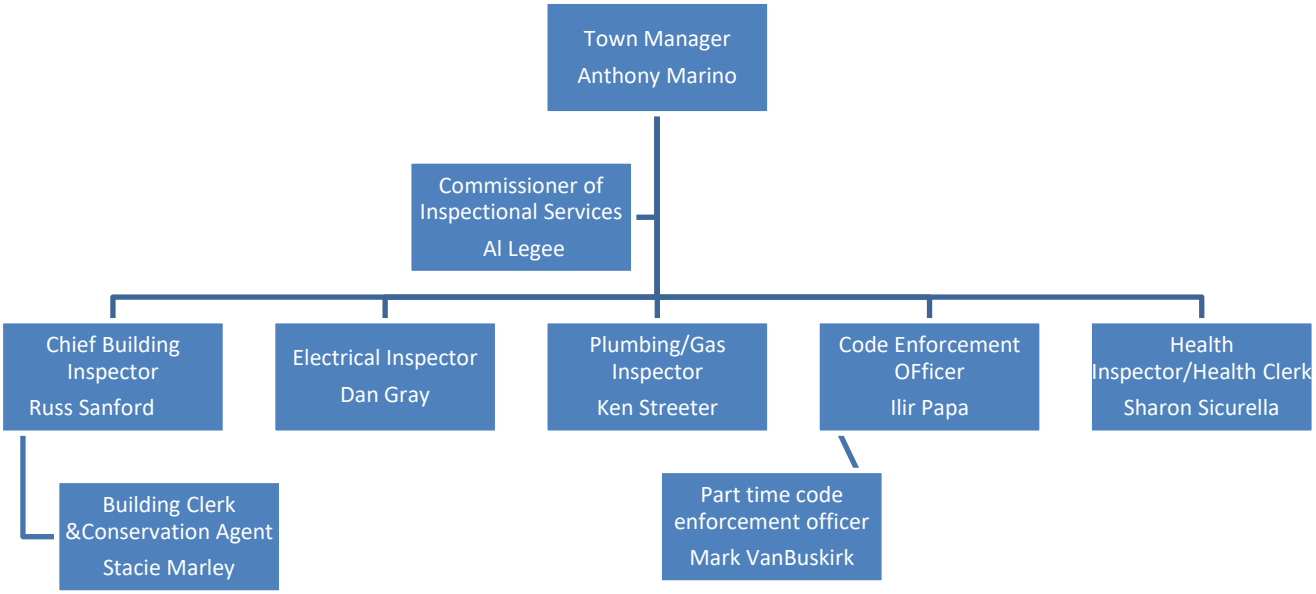
Return to Table of Contents

INSPECTIONAL SERVICES

Return to Table of Contents

Department of Inspectional Services Mission Statement

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



Inspectional Services Organizational Chart

Return to Table of Contents

Goals and Objectives

- Continue to train food establishment operators on the amendments to 105 CMR 590: State Sanitary Code and to keep all local restaurants current with the changes in the health code.
- Educate our customers about the state codes and ordinances to follow.
- Receive iPads for all inspectors to conduct inspections in the fields along with adding in photos.
- Digitize all our property folders/ records.
- To work side by side with the Assessors Department to correct and obtain certificates of occupancies for all existing structures, and the updating of all records to coincide with each other.
- To study and work with the new exterminating company recently hired to figure out all areas of concerns and where all proper enforcement in those areas in question should be.

Accomplishments

- The issuing and completion of Building Permits is 100 more than the previous year and collected $150k more than past years.
- We've increased the number of habitability inspections done yearly. For the calendar year 2023 we inspected over 455 units.
- ISD is completely online and starting the reorganization of our file room.
- Working with the public to educate them on the new state sanitary codes and building codes.

Return to Table of Contents

Significant Budget Changes or Initiatives

- We would like to increase the salary for the following inspectors: Plumbing, Electrical, and Building. Salaries for these positions have not increased other than the 2% COLAs in the past several years. We are not equal in pay with the surrounding committees.
- We need a budget change for the town vehicle which has undergone repairs. It currently needs new tires, along with an alignment.
- Ipads for all inspectors
- We request a yearly clothing allowance. We are asking for $300 an inspector.

Programs and Services

Inspectional Services

Building Permits and inspections for single, multi-unit buildings, and commercial buildings. Electrical Permits, Plumbing and Gas Permits. Certificate of Inspections/ Cert. of Occupancies, denial letters, plan review.

Health

Plan review for all new restaurants.
Food Inspections
Permitting
Enforcement
Retail included.
Burial Agent/ issuance of all burial permits
Rat remediation town wide and monitoring

Housing/Complaints

Owner Occupied
Landlord/Tenant
Inspections
Enforcement
Nuisances
Noise enforcement
Habitability Inspections

Pool and camp inspections and permits.

Problem Property
Abandon properties, Hoarding.
Landlord/tenant disputes disarray properties
Posting of citations.

Tobacco

Inspections
Compliance Checks
Permitting
Enforcement

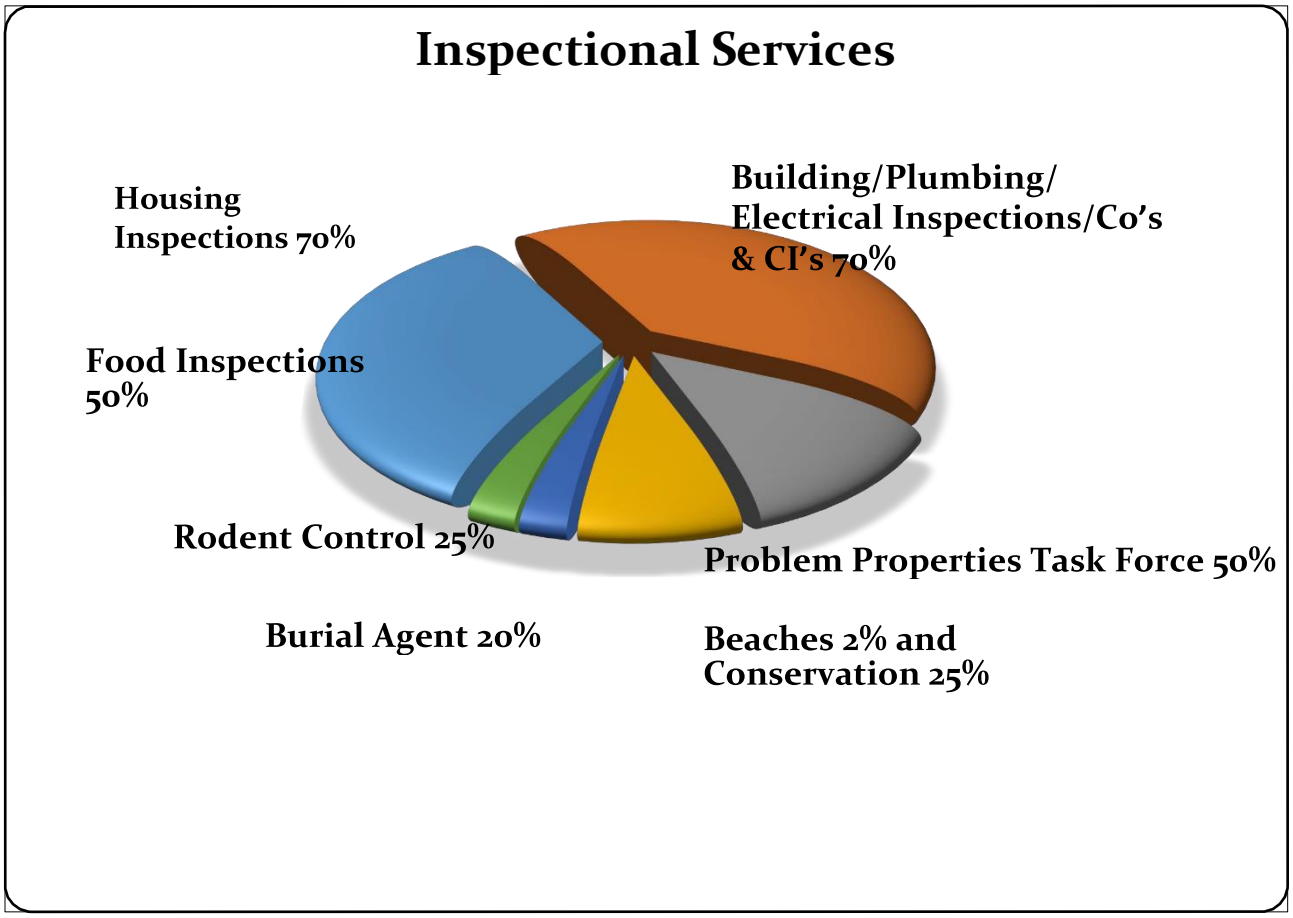
Enforcement of new regulations from the Board of Health (enforcement of keeping of animals, plastic bags, tobacco, and Styrofoam regulations). Enforcement of new state building and health codes.

Water Testing of beaches
And Conservation Clerk

Weights & Measure enforcement and compliance of gas stations and scales

Return to Table of Contents

Performance Measures



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

Return to Table of Contents

Below is an illustration for the years 2021, 2022 and 2023. Permits are in blue, inspections in red and money generated in green. We have collected $150,000 additional revenue for 2023 than in past years. This is due to growth in the town, new construction, habitability inspections and new restaurants.



Return to Table of Contents

Personnel Summary

	FY2021	FY2022	FY2023
Commissioner of ISD	1 FTE	1 FTE	1 FTE
Chief Building Inspector	1 PTE	1 PTE	1 PTE
Plumbing Inspector	1 PTE	1 PTE	1 PTE
Electrical Inspector	1 PTE	1 PTE	1 PTE
Code enforcement officer	1 PTE	1 PTE	1 FTE
Code enforcement officer	1 PTE	1 PTE	1 PTE
Health Clerk/ Inspector	1 FTE	1 FTE	1 FTE
Building Clerk*	1 FTE	1PTE	1 PTE
Conservation Clerk*	1 PTE	1 PTE	1 PTE

Personnel Notes

We had a few changes within personnel in 2024. One of the part time code enforcement officers is now full time. Our clerk (*) is now part time as a building clerk and is part time as conservation clerk.

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

241 - INSPECTIONAL SERVICES		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0124151-511100	Personnel	267,684.74	291,198.00	127,386.16	309,605.96	309,605.96	18,407.96	6.32%
0124151-514600	Longevity	1,900.00	1,500.00	1,900.00	3,000.00	3,000.00	1,500.00	100.00%
0124151-519300	Uniform Allowance				3,000.00	1,000.00	1,000.00	0.00%
0124151-519600	Stipend	30,499.82	30,500.00	14,076.84	34,100.00	34,100.00	3,600.00	11.80%
	PERSONNEL SUB-TOTAL:	**300,084.56**	**323,198.00**	**143,363.00**	**349,705.96**	**347,705.96**	**24,507.96**	**7.58%**
0124152-520000	Purchased Services	39,751.99	45,000.00	7,858.00	45,000.00	45,000.00	-	0.00%
0124152-524106	Repair/Maintenance of Vehicles		2,000.00	248.00	1,000.00	1,000.00	(1,000.00)	-50.00%
0124152-527400	Equipment Leases						-	0.00%
0124152-529700	W & M Contract Services	2,500.00	2,500.00	1,250.00	2,500.00	2,500.00	-	0.00%
0124152-542005	Supplies & Equipment						-	0.00%
0124153-530400	Legal Services	29,954.25			-	-	-	0.00%
0124153-530500	Consulting		3,000.00	117.00	7,500.00	5,000.00	2,000.00	66.67%
0124153-530702	Training Services	1,072.17	2,400.00		5,000.00	3,500.00	1,100.00	45.83%
0124153-534105	Cell Phone Reimbursement to Employee		3,600.00		-	-	(3,600.00)	-100.00%
0124153-534400	Postage	553.52	700.00	348.24	700.00	700.00	-	0.00%
0124153-534500	Printing and Mailing Services	300.00	1,000.00	197.00	2,500.00	2,500.00	1,500.00	150.00%
0124154-542300	General Office Supplies	1,209.78	2,914.00	2,664.25	3,000.00	3,000.00	86.00	2.95%
0124155-558700	Licensing/Permit Materials	300.00	900.00		900.00	900.00	-	0.00%
0124157-579100	Software Annual License Cost	32,307.39	34,000.00	34,085.91	36,000.00	36,000.00	2,000.00	5.88%
	EXPENSES SUB-TOTAL:	**107,949.10**	**98,014.00**	**46,768.40**	**104,100.00**	**100,100.00**	**2,086.00**	**2.13%**
0124158-585108	Viewpoint Software Implmentation				-		-	0.00%
	CAPITAL SUB-TOTAL:	**-**	**-**	**-**	**-**	**-**	**-**	0.00%
241 - INSPECTIONAL SERVICES TOTAL		**408,033.66**	**421,212.00**	**190,131.40**	**453,805.96**	**447,805.96**	**26,593.96**	**6.31%**

Return to Table of Contents

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

Highway Division

Cemetery Division

Building Maintenance Division

Return to Table of Contents

DEPARTMENT OF PUBLIC WORKS OVERALL OPERATION

MISSION STATEMENT

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

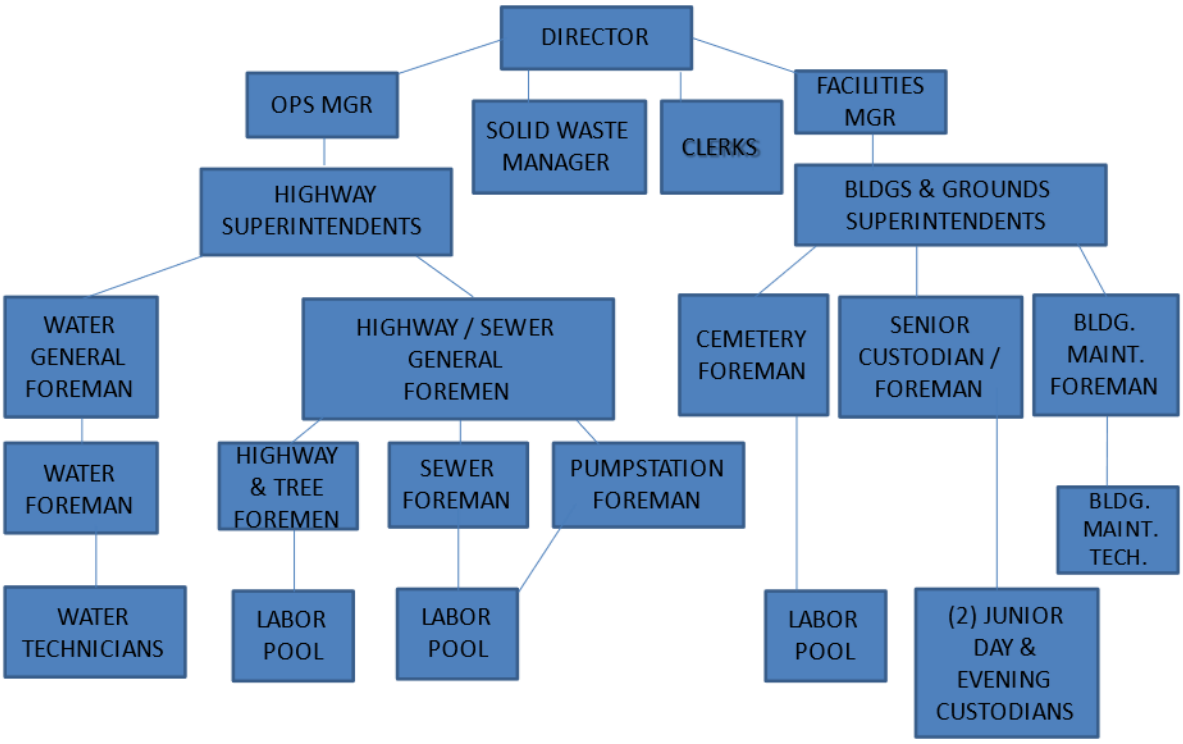
DESCRIPTION OF SERVICES:

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

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

Return to Table of Contents

DPW ORGANIZATIONAL CHART



Return to Table of Contents

HIGHWAY

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

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

The overall FY25 budget request for the DPW Highway Division is $51,896.36 (4.5%) over the FY24 adopted budget primarily due to contractual pay increases associated with the Labor and Clerical contracts, additional overtime needs, continued material escalation, and increased costs associated with contracted services.

All requested increases are outlined below:

Expenditure Line	FY24 Adopted	FY25 Submitted
Personnel	499,535	521,431
Overtime	35,000	40,000
Contract services	110,000	125,000
Public Infrastructure Supplies	90,000	100,000

Return to Table of Contents

CEMETERY

DESCRIPTION OF SERVICES:

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

The majority of the department's workload is associated with interments and our stewardship of over twenty acres of land that make up the Town's four public cemeteries. This includes the cutting of the lawns, hedge trimming, weeding, tree pruning, and manicuring of the cemetery grounds. Additionally, the Department is responsible for the management and organization of the Town's drop off facility for yard waste. The yard waste facility is open two days per week from April through December and accepts residential yard waste and small branches.

The FY25 budget request for the Cemetery Division is $39,173.57 (15%) over the FY24 adopted budget primarily due to contractual pay increases associated with the Labor and Clerical contracts, the addition of a purchased services expenditure line, and continued material escalation of groundskeeping supplies. The new request for the purchased services line is to fund vendor costs integral to Cemetery Operations. These costs are associated with assistance for interments/dis-interments, dirt management / removal and installation of headstone foundations. These purchased services expenses have historically hit the Highway budget which simply can no longer absorb the cemetery operations expenses.

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

Expenditure line	FY24 Adopted	FY25 Submitted
Personnel	200,206	210,880
Groundskeeping Materials	11,500	15,000
Purchased Services		25,000

Return to Table of Contents

BUILDING MAINTENANCE

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

The overall budget request for FY25 for the Building Maintenance Division has increased by $41,241 (7.5%) over FY24. This increase is primarily due to contractual pay increases associated with the Labor and Clerical contracts, continued increases in purchased services, and material escalation costs.

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

Expenditure line	FY24 Adopted	FY25 Submitted
Personnel	296,978	312,219
Purchased Services	120,000	140,000
General Supplies	44,000	50,000

GOALS & ACCOMPLISHMENTS

FY25 Departmental Goals for the three 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 prioritize, engineer and fund the needed drainage improvements throughout the town
- To continue to restore and improve our public water access points and coastal seawalls

Prior year accomplishments:

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

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

420 - DEPARTMENT OF PUBLIC WORKS Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0142051-511100	Personnel	343,148.59	499,535.00	141,044.76	521,431.36	521,431.36	21,896.36	4.38%
0142051-513100	Overtime	30,143.36	35,000.00	19,962.52	40,000.00	40,000.00	5,000.00	14.29%
0142051-514600	Longevity	2,687.50	2,000.00	2,687.50	2,000.00	2,500.00	500.00	25.00%
0142051-514201	License/Certification	2,989.35	10,250.00	1,519.38	10,250.00	10,250.00	-	0.00%
0142051-519300	Uniform Allowance	7,376.37	13,000.00	1,527.43	13,000.00	13,000.00	-	0.00%
0142051-519600	Stipend	30,591.62	42,500.00	19,615.92	42,500.00	42,500.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**416,936.79**	**602,285.00**	**186,357.51**	**629,181.36**	**629,681.36**	**27,396.36**	**4.55%**
0142052-521100	Electricity	11,115.76	18,375.00	3,440.12	18,375.00	18,375.00	-	0.00%
0142052-521104	Street Lights	56,783.90	57,750.00	8,906.50	57,750.00	57,750.00	-	0.00%
0142052-524107	Repair/Maint of Infrastructure Purchases	198,057.78	110,000.00	127,441.28	125,000.00	125,000.00	15,000.00	13.64%
0142052-524200	Electrician Services	56,464.52	56,500.00	1,735.73	56,500.00	56,000.00	(500.00)	-0.88%
0142053-530702	Training Services	4,990.00	10,000.00	7,725.00	10,000.00	10,000.00	-	0.00%
0142053-538300	Police Details	29,915.00	30,000.00	29,450.00	30,000.00	30,000.00	-	0.00%
0142053-534101	Telecommunications	132.56	2,700.00	278.58	2,700.00	2,700.00	-	0.00%
0142053-534103	Cell Phones	4,726.75	6,000.00	1,653.10	6,000.00	6,000.00	-	0.00%
0142053-534400	Postage	1,422.36	1,000.00	140.69	1,000.00	1,000.00	-	0.00%
0142054-542300	General Office Supplies	4,078.07	4,050.00	1,658.33	4,050.00	4,050.00	-	0.00%
0142054-543700	Vehicle Maint Supplies	27,168.37	35,000.00	8,069.36	35,000.00	35,000.00	-	0.00%
0142054-546300	Groundskeeping Materials	13,107.73	20,000.00	7,253.20	20,000.00	20,000.00	-	0.00%
0142054-546301	Groundskeeping- School	12,500.00		(3,950.68)			-	0.00%
0142055-553100	Public Infrastructure Supplies	87,784.20	90,000.00	40,056.45	100,000.00	95,000.00	5,000.00	5.56%
0142057-579100	Annual Software License	2,135.17	3,250.00	3,250.00	3,250.00	3,250.00	-	0.00%
	EXPENSES SUB-TOTAL:	**510,382.17**	**444,625.00**	**237,107.66**	**469,625.00**	**464,125.00**	**19,500.00**	**4.39%**
0142058-588178	FY20 Loader				-	-	-	0.00%
0142058-588179	FY20 Backhoe				-	-	-	0.00%
0142058-588180	FY20 Dump Truck				-	-	-	0.00%
0142058-581200	Yard Waste Removal	43,500.00	50,000.00	22,500.00	50,000.00	50,000.00	-	0.00%
	CAPITAL SUB-TOTAL:	**43,500.00**	**50,000.00**	**22,500.00**	**50,000.00**	**50,000.00**	**-**	0.00%
420 - DEPARTMENT OF PUBLIC WORKS TOTAL		**970,818.96**	**1,096,910.00**	**445,965.17**	**1,148,806.36**	**1,143,806.36**	**46,896.36**	**4.28%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

491 - CEMETERY DEPARTMENT Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0149151-511100	Personnel	194,001.45	200,206.00	95,374.82	210,879.57	210,879.57	10,673.57	5.33%
0149151-513100	Overtime	17,605.20	19,000.00	6,553.83	19,000.00	19,000.00	-	0.00%
0149151-514201	License/Certification		1,000.00		1,000.00	1,000.00	-	0.00%
0149151-514600	Longevity	2,900.00	1,473.00	1,583.33	1,473.00	1,473.00	-	0.00%
0149151-519300	Uniform Allowance	2,794.69	2,800.00	728.86	2,800.00	2,800.00	-	0.00%
0149151-519600	Stipend	6,023.09	8,000.00	3,692.28	8,000.00	8,000.00	-	0.00%
0149151-525200	Purchased Services		-	-	25,000.00	-	-	0.00%
	PERSONNEL SUB-TOTAL:	**223,324.43**	**232,479.00**	**107,933.12**	**268,152.57**	**243,152.57**	**10,673.57**	**4.59%**
0149153-530702	Training Services	2,000.00	5,000.00		5,000.00	5,000.00	-	0.00%
0149154-546300	Groundskeeping Materials	11,300.00	11,500.00		15,000.00	15,000.00	3,500.00	30.43%
0149155-558900	Misc Supplies	14,150.20	15,000.00	12,965.00	15,000.00	15,000.00	-	0.00%
0149157-579100	Annual Software License	4,420.72	3,250.00	3,250.00	3,250.00	3,250.00	-	0.00%
	EXPENSES SUB-TOTAL:	**31,870.92**	**34,750.00**	**16,215.00**	**38,250.00**	**38,250.00**	**3,500.00**	10.07%
491 - CEMETERY DEPARTMENT TOTAL		**255,195.35**	**267,229.00**	**124,148.12**	**306,402.57**	**281,402.57**	**14,173.57**	**5.30%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

192 - DPW BUILDING MAINTENANCE Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0119251-511100	Personnel	244,125.35	296,978.00	113,359.85	312,219.07	312,219.07	15,241.07	18.01%
0119251-513100	Overtime	3,895.44	8,000.00	2,655.14	8,000.00	8,000.00	-	0.00%
0119251-514201	License/Certification	141.00	5,250.00		5,250.00	5,250.00	-	0.00%
0119251-514600	Longevity	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	-	0.00%
0119251-519300	Uniform Allowance	4,200.00	4,500.00	1,258.83	4,500.00	4,500.00	-	0.00%
0119251-519600	Stipend	9,562.45	10,000.00	4,615.56	10,000.00	10,000.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**264,124.24**	**326,928.00**	**124,089.38**	**342,169.07**	**342,169.07**	**15,241.07**	**4.66%**
0119252-521200	Natural Gas	20,958.34	16,830.00	2,335.04	16,830.00	16,830.00	-	0.00%
0119252-524100	Repair/Maint Bldgs Purch Svcs	127,308.68	120,000.00	40,847.38	140,000.00	130,000.00	10,000.00	8.33%
0119254-543900	General Repair/Maint Supplies	32,295.34	44,000.00	15,450.12	50,000.00	45,000.00	1,000.00	2.27%
0119254-545100	Cleaning Supplies	13,752.56	16,500.00	6,203.87	16,500.00	16,500.00	-	0.00%
0119257-579100	Annual Software License Cost	2,135.17	3,250.00	3,250.00	3,250.00	3,250.00	-	0.00%
	EXPENSES SUB-TOTAL:	**196,450.09**	**200,580.00**	**68,086.41**	**226,580.00**	**211,580.00**	**11,000.00**	**5.48%**
192 - DPW BUILDING MAINTENEANCE TOTAL		**460,574.33**	**527,508.00**	**192,175.79**	**568,749.07**	**553,749.07**	**26,241.07**	**4.97%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

423 - SNOW & ICE Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0142351-512120	Snow/Ice Manpower	43,381.88	-	-	-	-	-	0.00%
	PERSONNEL SUB-TOTAL:	**43,381.88**	**-**	**-**	**-**	**-**	**-**	**0.00%**
0142355-553201	Snow Removal Supplies	221,833.63	135,000.00	12,565.77	135,000.00	135,000.00	-	0.00%
	EXPENSES SUB-TOTAL:	**221,833.63**	**135,000.00**	**12,565.77**	**135,000.00**	**135,000.00**	**-**	**0.00%**
423 - SNOW & ICE TOTAL		**265,215.51**	**135,000.00**	**12,565.77**	**135,000.00**	**135,000.00**	**-**	**0.00%**

Return to Table of Contents

WINTHROP PUBLIC LIBRARY

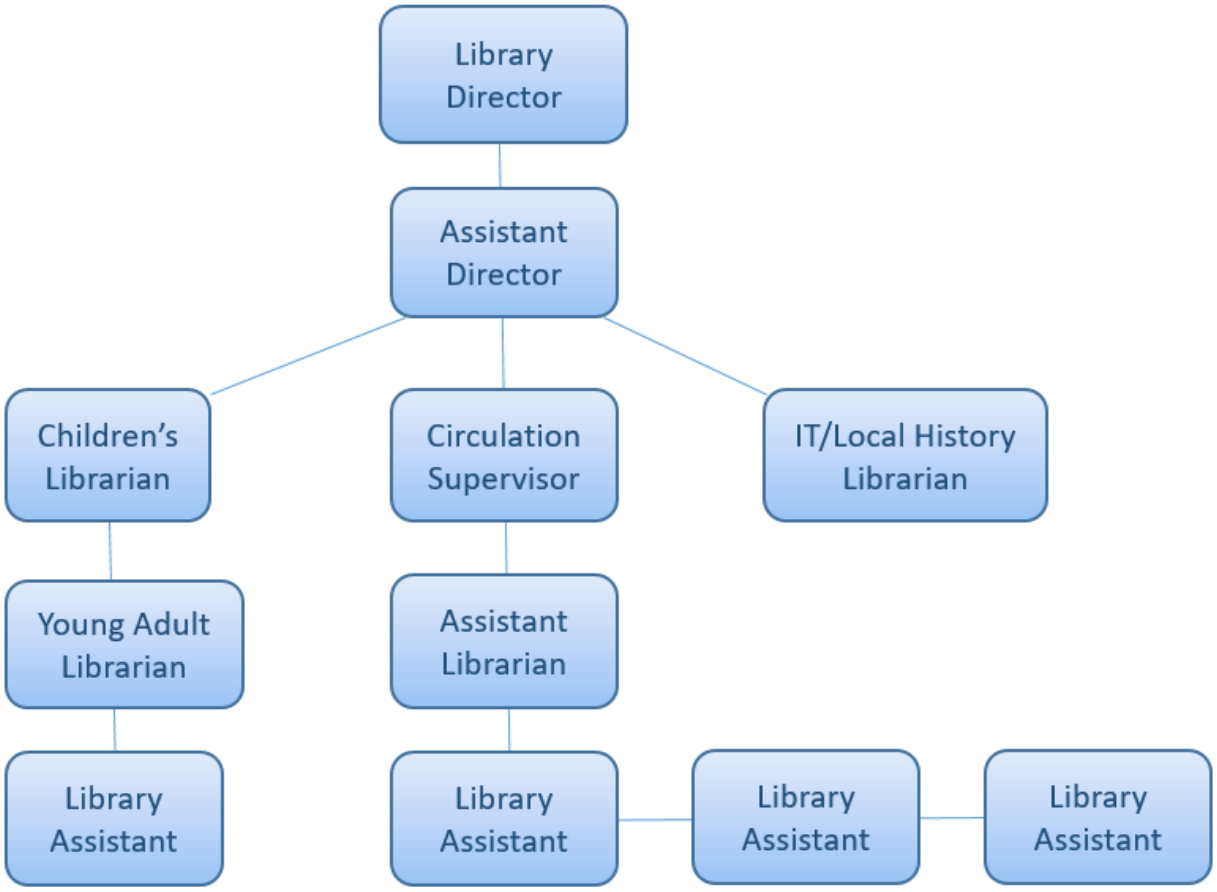
Return to Table of Contents

Winthrop Public Library & Museum
2 Metcalf Square Winthrop, MA 02152

Mission

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

Organizational Chart



Return to Table of Contents

Goals and Objectives

- The Lyceum Library was established in 1854, the Winthrop Public Library in 1885, but it was in 1899 the Frost Building was built to house the Library. This year will mark the 125th Anniversary of the main Library and we will be planning some special events for the summer to celebrate.
- Due to Covid and other factors, as of January 2024, only 2 staff members have been here more than 5 years with half the staff being in their current position for less than 6 months. This will be a year of training and team building as we figure out everyone's roles, individual goals and long-term trajectory of the staff as a whole. There are both consortium and state level training opportunities to take advantage of, and we will explore other opportunities to improve staff performance as well.
- Continue to invest in sub-collections such as Foreign Languages and research other collection development opportunities as well.
- Consider and potentially implement a Hot Titles to boost circulation numbers and better respond to patron needs. A “Hot Title” is normally a book or other material that only go out for a week and is not holdable or requestable, and will not travel to other libraries.

Accomplishments



- With extensive help from Honan Sign we finally have the last piece of the collection donated to us from Bank of America available on display. Carved circa 1900 this is a free interpretation of Isaac Fowels’ Figure Head located in the Old Bostonian Society at the State House in Boston. The figurehead and other pieces can be viewed in the 3rd Floor Museum.
- Library membership increased 10% this year, after being static over the previous two years. We are not at pre-Covid levels but will continue to work towards that end.
- Program statistics:
  Total number of programs for Adults: 50
  Total attendance: 927

  Total number of programs for Young Adults: 85
  Total attendance: 520

  Total number of programs for School Children Aged 6-11: 108
  Total attendance: 1,746

Return to Table of Contents

Total number of programs for Young Children Aged Birth – 5: 103
Total attendance: 3,216

Total programs including programs for All Ages: 349
Total Attendance: 6, 551

Significant Budget Changes or Initiatives

- No significant budget changes for this year. Funding initiatives from the Mass. Board of Library Commissioners' State Aid program went towards helping to complete the installations of new windows in the Hyde Wing of the library as well as ordering furniture for the new study area on the mezzanine. Future investments hope to include more furniture upgrades, additional and updated audio/visual equipment, and some fresh paint.

Programs and Services

Children's

- Programming
- Storyhours
- Crafting
- Bookgroup
- Homework Help

Museum Services

- Cataloging/Processing
- Preservation
- Digitization
- Rotating Art & History Displays

Services

- Circulation
- Reference
- Collection Development
- Material Processing

Adult

- Technology Assistance
- Scanning/Faxing
- Printing/Copying
- Email / Internet
- MS Office
- Library Databases
- Libby (ebooks/eaudio)

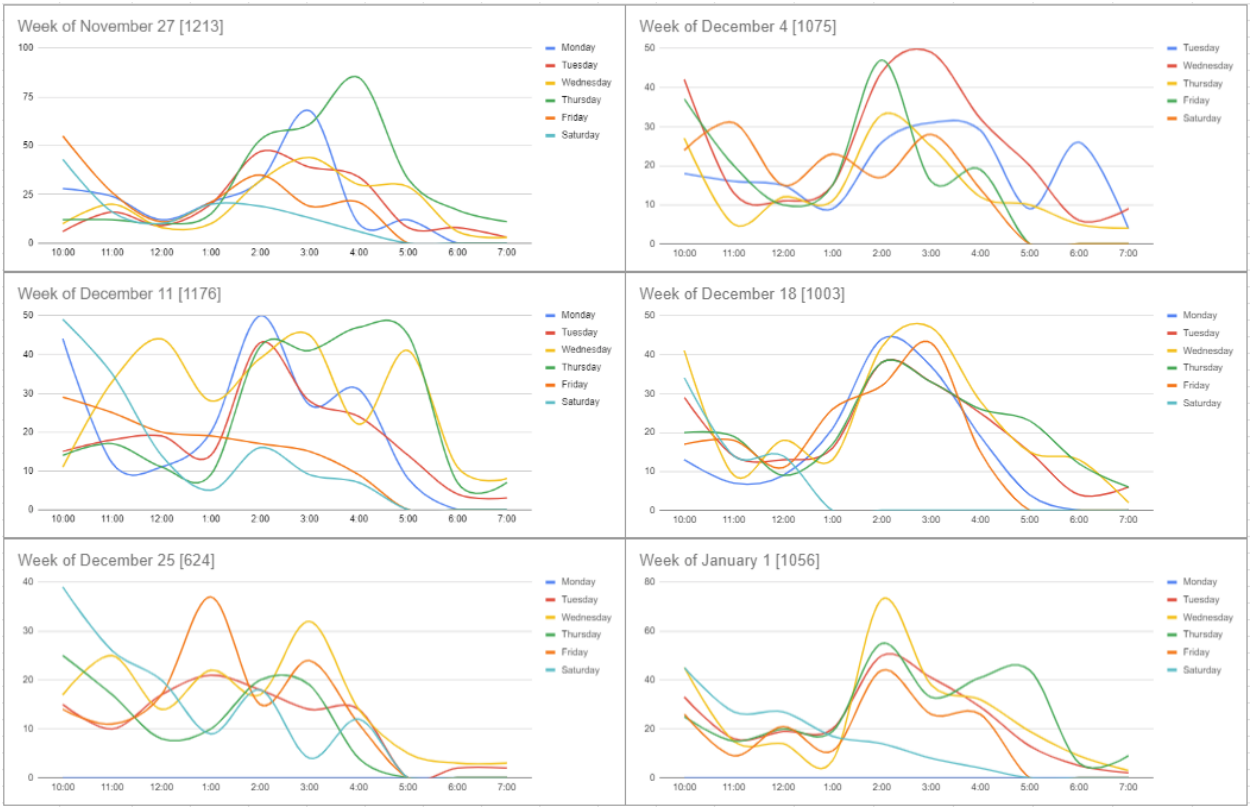
Misc.:

- Charlie Cards
- Museum Passes
- Tax Forms
- Copier Service
- WIFI
- Room Bookings

Return to Table of Contents

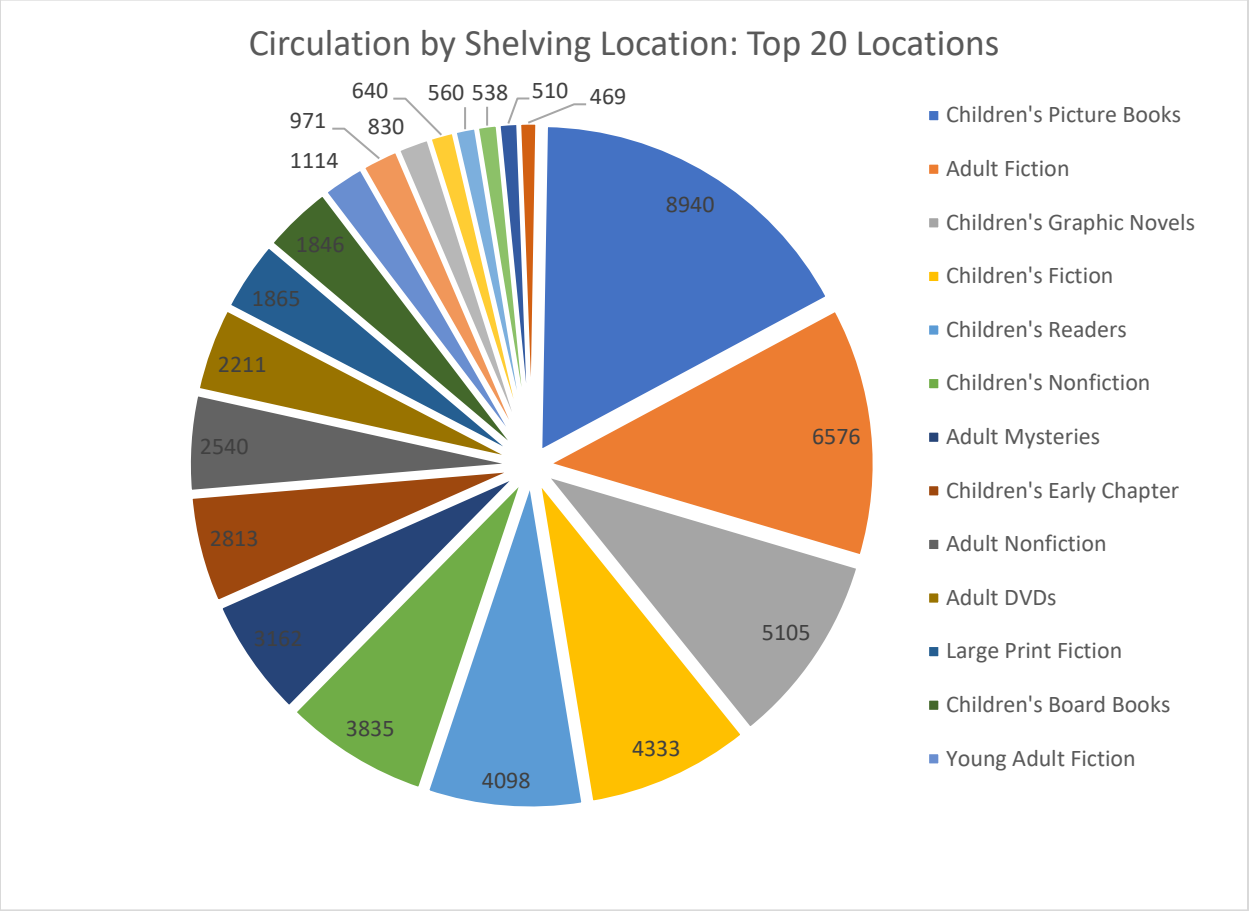
Performance Measures

Below is an hourly report on traffic over the weeks leading into and through Christmas and the New Year. Beside the date is the total number of patrons for the week. It gets a unpredictable through the holidays but otherwise there is a consistent morning rush down in Children's, depending on programming, and then a down swing followed by school letting out in the afternoon, and then it quiets down at night. We can separate traffic by entrances and over the same period of time the breakdown was 50.21% came through the main entrance and 49.79% came through Children's.

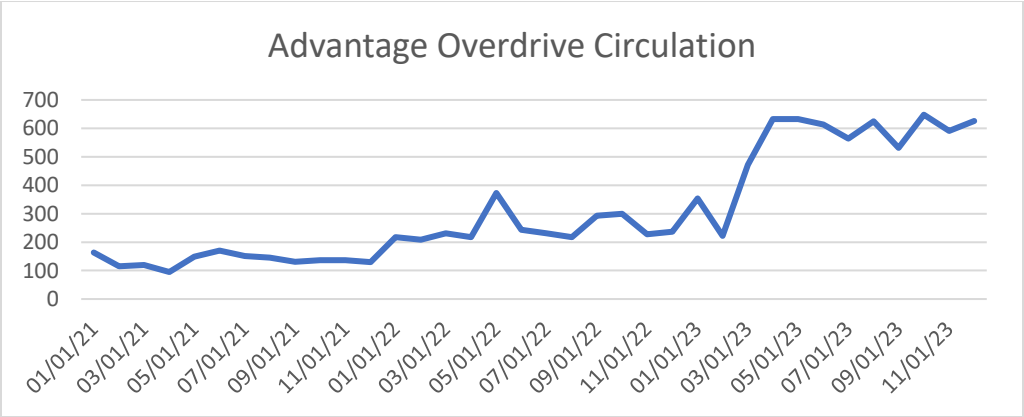


Return to Table of Contents

When broken down by just Children's versus Adult, circulation runs about 50-50; but broken down into a wider variety of categories shows a more interesting view of patron traffic.

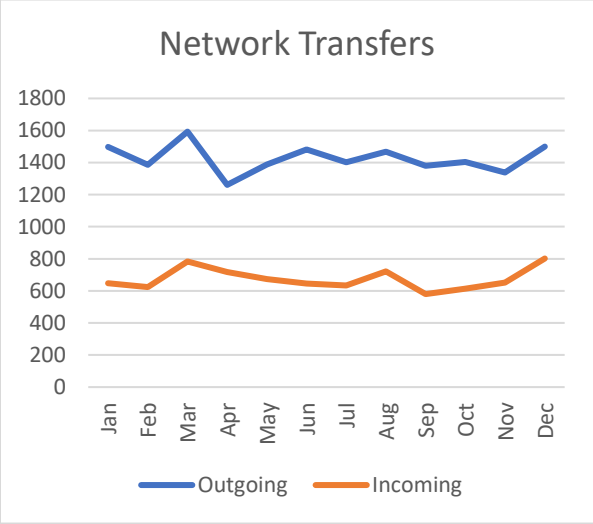


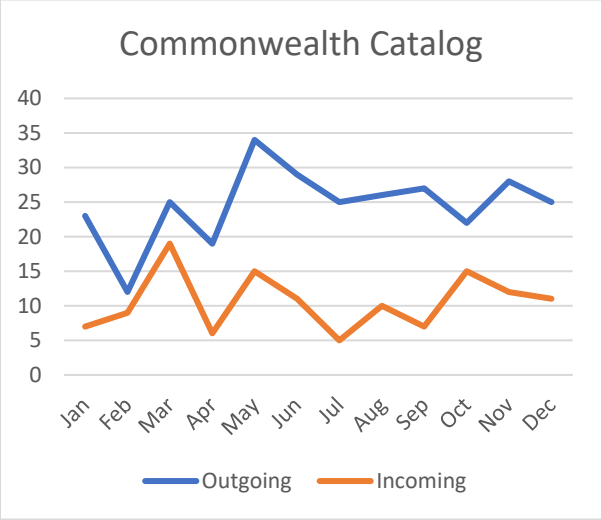
One of the budget initiatives from the previous year was a larger investment in the Overdrive/Libby program which provides ebooks and eaudiobooks online. Below shows the increased use of this service over the past 3 year period and a good return on investment.



Return to Table of Contents

Inter-Library Loans makes up almost half of our circulation activity. Network Transfers are requests that happen within the NOBLE network. The Commonwealth Catalog refers to requests that travel state wide. We consistently loan out to our consortium double what we bring in. This is attributed to being the second smallest community in NOBLE but still with a diverse enough collection to attract plenty of outside interest.





Personnel Summary

		FY2022	FY2023	FY2024	CHANGE
610	Library Director	1	1	1	0
	Assistant Director	.7	.7	.7	0
	Children's Librarian	1	1	.95	-.05
	Young Adult Librarian	1	1	.7	-.3
	IT/Local History Librarian	1	1	1	0
	Circulation Supervisor	1	1	1	0
	Circulation Assistant	1	1	1	0
	Library Assistants	2.05	2.49	2.63	.14
610	**Total Full Time Equivalents**	8.75	9.19	8.98	-.21

Personnel Notes

To fill the Children's Librarian and the Young Adult Librarian slots it was necessary to adjust hours in order to make the positions workable for new hires.

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

610 - LIBRARY Account Number	Account Description	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
0161051-511100	Personnel	399,765.24	425,880.00	182,630.09	431,575.00	431,575.00	5,695.00	1.34%
0161051-514600	Longevity	1,975.00	2,825.00	2,081.00	1,187.85	1,187.85	(1,637.15)	-57.95%
	PERSONNEL SUB-TOTAL:	**401,740.24**	**428,705.00**	**184,711.09**	**432,762.85**	**432,762.85**	**4,057.85**	**0.95%**
0161052-521100	Electricity	5,444.46	8,400.00	2,065.32	7,000.00	7,000.00	(1,400.00)	-16.67%
0161052-521200	Heat	10,096.28	12,600.00	2,242.61	12,000.00	12,000.00	(600.00)	-4.76%
0161052-523200	Alarm	1,222.04	600.00		600.00	600.00	-	0.00%
0161052-524100	Building Maintenance	853.40	1,000.00		1,000.00	1,000.00	-	0.00%
0161053-530701	Conference Fees						-	0.00%
0161053-534400	Postage						-	0.00%
0161053-534100	Telecommunications	2,282.12	2,350.00	1,100.50	2,350.00	2,350.00	-	0.00%
0161054-542300	General Office Supplies	16,506.18	16,650.00	7,513.99	16,650.00	16,650.00	-	0.00%
0161054-545100	Cleaning Supplies						-	0.00%
0161055-558501	Library Materials	89,893.56	90,000.00	38,096.32	90,000.00	90,000.00	-	0.00%
0161057-571001	In-State Mileage		200.00		200.00	200.00	-	0.00%
0161057-573100	Professional Associations		500.00		500.00	500.00	-	0.00%
0161057-579100	Software - Noble	57,539.91	59,632.00	59,632.00	62,329.43	62,329.43	2,697.43	4.52%
	EXPENSES SUB-TOTAL:	**183,837.95**	**191,932.00**	**110,650.74**	**192,629.43**	**192,629.43**	**697.43**	**0.36%**
610 - LIBRARY TOTAL		**585,578.19**	**620,637.00**	**295,361.83**	**625,392.28**	**625,392.28**	**4,755.28**	**0.77%**

Return to Table of Contents

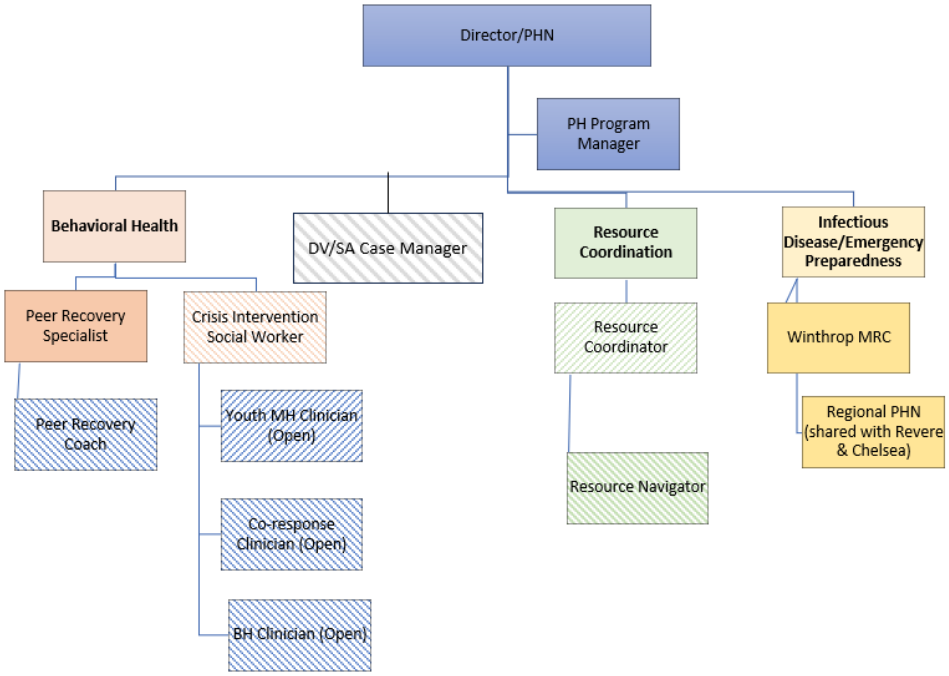
PUBLIC HEALTH

Return to Table of Contents

Mission Statement

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

Organization Chart



Goals & Objectives

- Increase access to behavioral health services offered directly in Winthrop.
- Develop and expand data collection methods that integrate multiple local, state, and national databases through automated extraction techniques related to substance use disorder, mental health indicators, intimate partner violence, and social determinants of health.
- Increase community recognition of programs offered through WDPH&CS.
- Create a robust newsletter to report out qualitative and quantitative metrics each quarter.
- Conduct a Community Health Needs Assessment with at least 300 respondents.

Accomplishments

- The Winthrop C.L.E.A.R. Program mentored 3 police departments regarding ways to integrate peer recovery coaching in public safety models.
- Awarded grant funding to improve data collection and integration methods related to substance use disorder, mental health, and community violence through the CDC Foundation and the American Public Health Association.
- Presented the Winthrop Public Health and Safety model at multiple national conferences and meetings.

Return to Table of Contents

- Added a second Peer Recovery Coach.

Significant Changes in Budget FY24

The MA Department of Mental Health Jail Diversion grant ends at the end of FY25, which partially funs our CIT Social Worker, WPD Outreach Officer and Peer Recovery Specialist. This grant contributed $120,000 in FY24 and will be a significant loss. We are currently exploring other grant opportunities to refund at the same level. I am conservatively requesting an increase to our Peer Recovery Coach line from $20,000 to $68,298.

Programs and Services

Substance Use	Mental Health	Domestic Violence/Sexual Assault
•Winthrop C.L.E.A.R. Program •Shared Program with WPD •WPD Outreach Officer conducts outreach •Connects indivduals & families to recovery services •distributes Narcan & Fentanyl Test strips •Weekly case management meetings are held with key stakeholders •Hosts Overdose Prevention Vigil •Offers support to families in loss of a loved one to SUD •Conducts safety planning with individuals and families/loved ones	•Crisis Intervention Team •Shared program with WPD •LMHC works directly with referals to address barrier to accessing appropriate mental health care •Advocates for mental health supports •Resource for de-escalation •Maintains connections to area providers •Works cohesively with the C.L.E.A.R. Program and Resource Coordination •Will be expanding to allow for the hiring of a youth specific clinician and 2 additional LMHC	•Dedicated case manager embedded in the WDPH&CS to advocate and respond to situations involving DV & SA •Coordinate emergency needs such as housing, transportation, food and childcare •specifically trained in delivering trauma-informed, culturally competent care

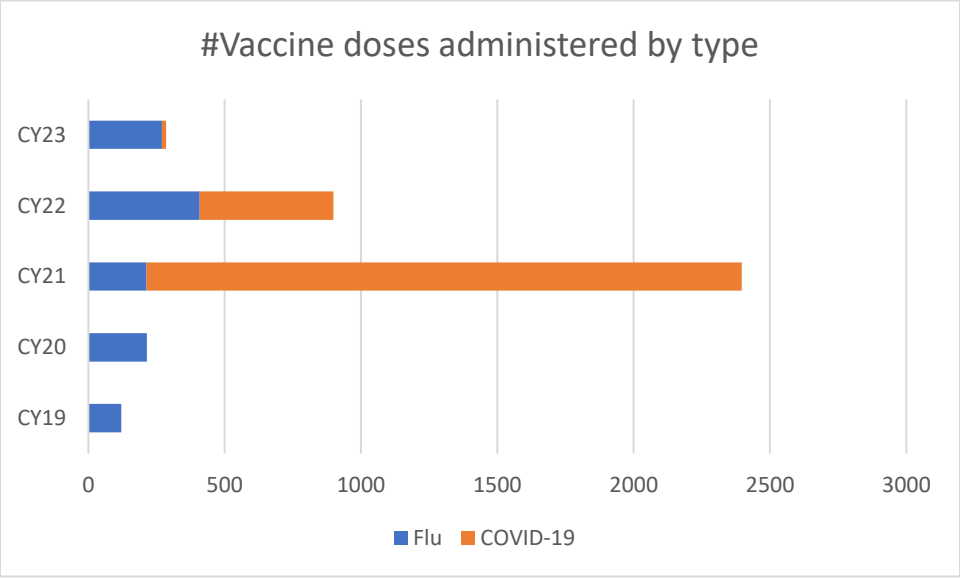
Return to Table of Contents

Public Health Nursing	Emergency Preparedness	Resource Coordination
• Disease Surveillance • Influenza and COVID-19 clinics • In-Home vaccination program • Test kit distribution & in home testing	• Emergency Dispensing Site Plan • Medical Reserve Corp./Volunteers • Annual • Planning Deliverables • Health and Homeland Emergency Network • MBHSR/UASI • Trainings: • ALICE • Stop the Bleed	• Work with residents facing instability in housing and food access. • Work cohesively with C.L.E.A.R. Program, LMHC and other town departments • Recieve referrals through multiple different pathways.

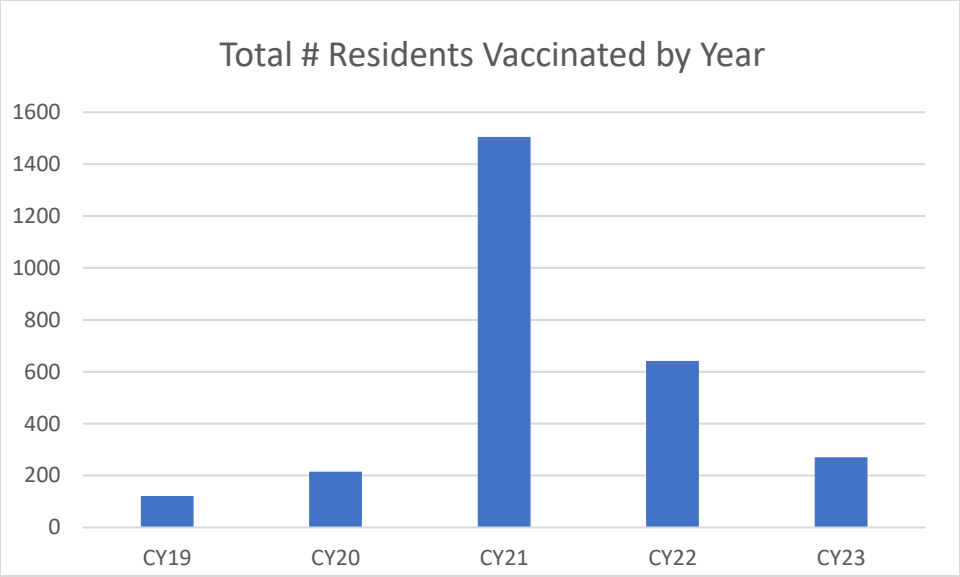
Performance Measures

Immunizations

The WDPH&CS aims to serve the immunization needs of the community. We have seen a decline in demand for Flu vaccines this season and was unable to offer COVID-19 vaccines due to cost and availability. The strength of the services delivered by the WDPH&CS lie in our connection to more vulnerable residents such as those with lower SES and homebound residents.

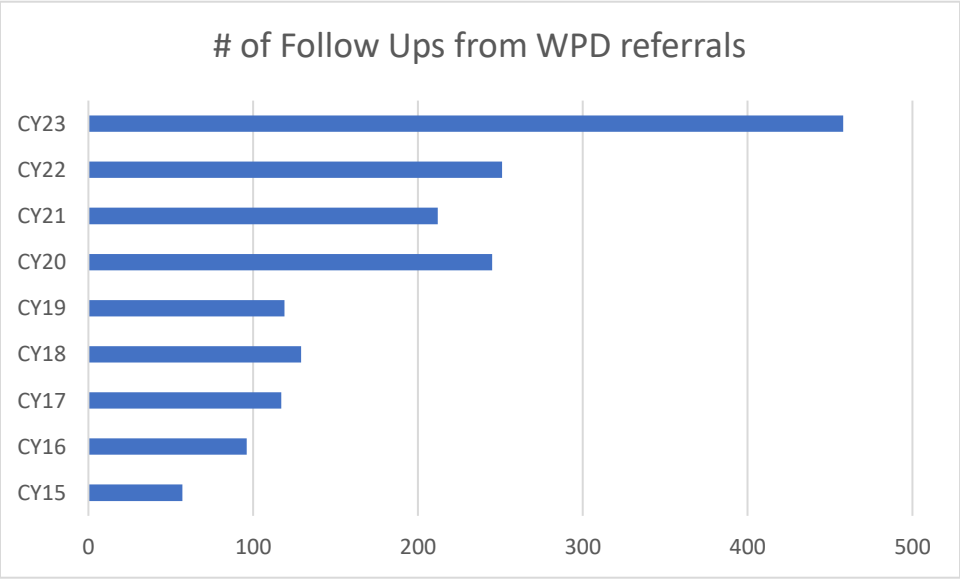


Return to Table of Contents



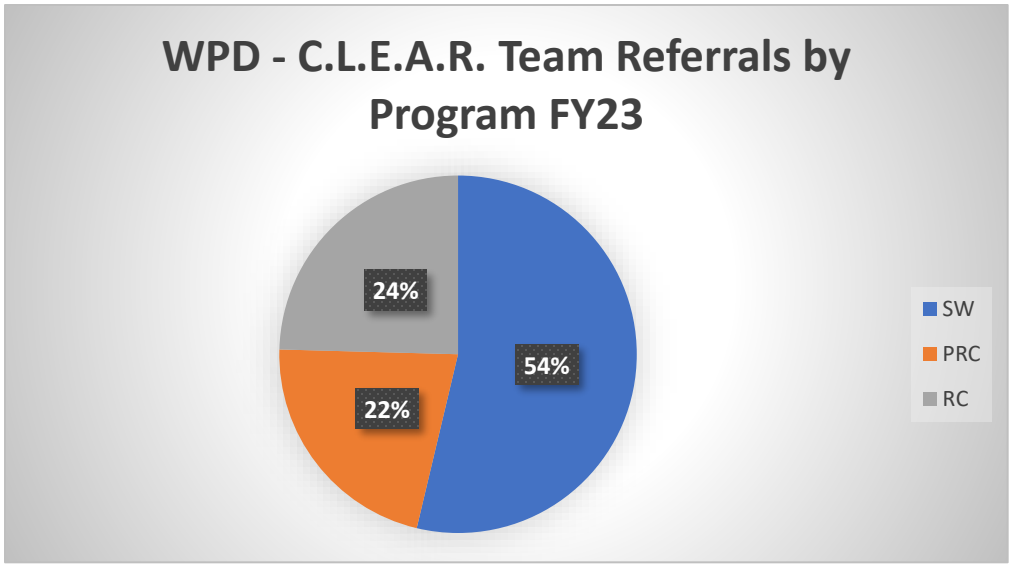
Winthrop C.L.E.A.R. Program

The Winthrop Community and Law Enforcement Assisted Recovery (C.L.E.A.R.) Program has expanded through FY24 with the additional of a second Peer Recovery Coach (1.0 FTE) and also a Domestic Violence and Sexual Assault Case Manager (0.5 FTE).

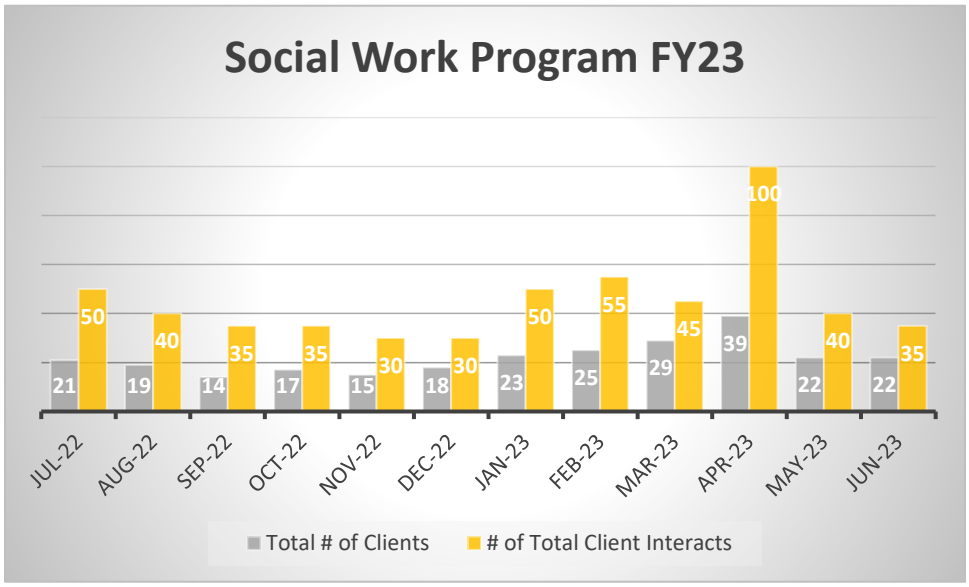


We saw a marked increase in follow up referrals from our public safety data. In CY22, our Outreach Officer flagged 251 public safety calls that were non-criminal, and could be served by the C.L.E.A.R. Program. In CY23, that number increased to 458.

Return to Table of Contents

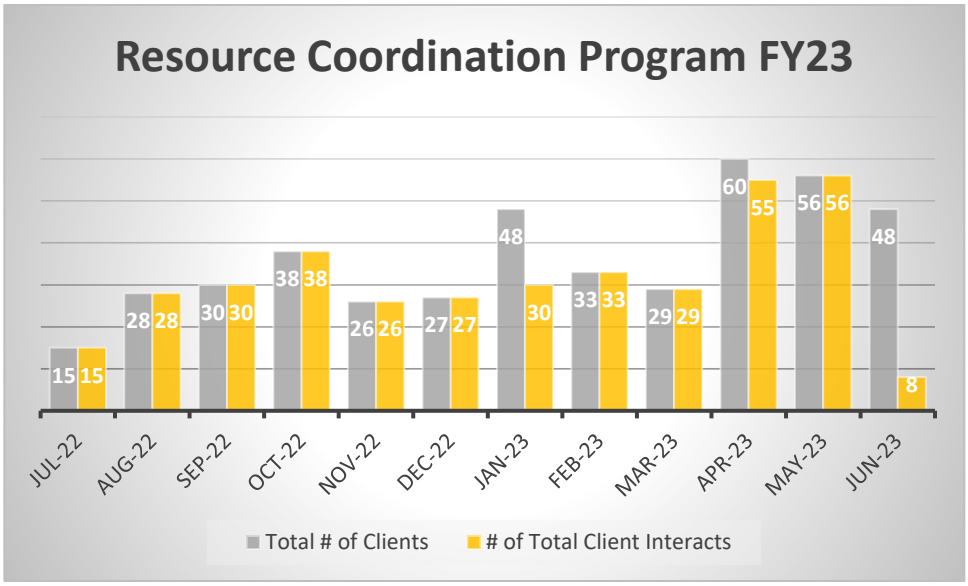


The majority of referrals have gone to our Social Work Program (54%), followed by 24% to our Resource Coordination Team and finally our Peer Recovery Team (22%).

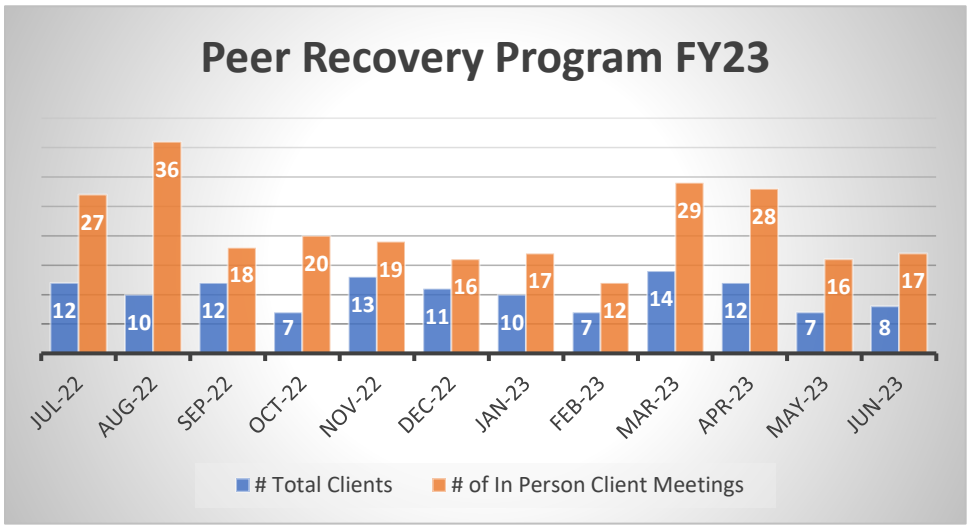


In FY23, the WDPH&CS Social Worker connected with **96 new clients** for a total of **545 client interactions** which include in-person meetings, phone calls and follow-ups. In April 2023, in response to a large fire at 91 Veterans Rd., the WDPH&CS worked diligently to serve the needs of those displaced which vastly increased the client population during that month.

Return to Table of Contents



The Resource Coordination Program within the WDPH&CS focuses on social determinants of health, or those factors such as housing, food access, socio-economic status, that have the potential to impact overall health positively or negatively. The Resource Coordination Team is made up of a Resource Coordinator (1.0 FTE) and a Resource Navigator (1.0 FTE). Following a large fire in April 2023 that displaced over 100 residents at 91 Veterans Road, the Resource Coordination Team handled a large increase in clients for the remained of FY23. Overall, the Resource Coordination Team worked with **122 residents** and had **375 total client interactions**.



The Peer Recovery Program within the WDPH&CS works with individuals who are experiencing substance use disorder, along with their family and friends. The role of a Peer Recovery Coach (PRC) is to facilitate access to recovery services based on the needs expressed by the client. During FY23, the WDPH&CS had 1 Peer Recovery Specialist (1.0 FTE) and a second PRC has since been added in FY24. The path to recovery is rarely linear and often involves intensive cycles of work with each client. On average, the Peer Recovery Program served **10 clients per month** with **458 total client interactions** over FY23.

Return to Table of Contents

Personnel Summary

Position	FTE	Change
Director	1.0 FTE	0
Public Health Program Manager	1.0 FTE	0
Peer Recovery Specialist	1.0 FTE	0
Peer Recovery Coach	1.0 FTE	Hired FY24
Community Resource Navigator	1.0 FTE	0
Community Resource Coordinator	1.0 FTE	0
Domestic Violence Case Manager	0.5 FTE	Hired FY24

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

510 - CLINICAL SERVICES PUBLIC HEALTH		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0151051-511100	Personnel	164,285.88	171,142.00	77,100.44	172,467.67	172,467.67	1,325.67	0.77%
0151051-511102	Peer Recovery Coaches		20,000.00	11,685.84	20,000.00	20,000.00	-	0.00%
0151051-514600	Longevity	750.00	1,500.00	950.00	1,500.00	1,500.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**165,035.88**	**192,642.00**	**89,736.28**	**193,967.67**	**193,967.67**	**1,325.67**	**0.69%**
0151052-527400	Equipment Leases	1,079.37	2,400.00	870.00	2,400.00	2,400.00	-	0.00%
0151053-530520	Clinical Contract Service	3,280.58	1,440.00	300.00	1,440.00	1,440.00	-	0.00%
0151053-530701	Conference Fees	820.00	2,500.00		2,400.00	2,400.00	(100.00)	-4.00%
0151053-534104	Fax Lines						-	0.00%
0151053-534400	Postage	17.82					-	0.00%
0151054-542300	General Office Supplies	1,298.00	2,200.00	542.66	2,200.00	2,200.00	-	0.00%
0151055-550200	Preventative Maintenance Supplies	8,247.80	9,400.00	7,040.46	9,400.00	9,400.00	-	0.00%
0151056-569600	Regional Health Collaborative	8,000.00	9,000.00	4,000.00	9,000.00	9,000.00	-	0.00%
0151057-573100	Professional Associations	205.00	670.00		670.00	670.00	-	0.00%
	EXPENSES SUB-TOTAL:	**22,948.57**	**27,610.00**	**12,753.12**	**27,510.00**	**27,510.00**	**(100.00)**	**-0.36%**
510 - CLINICAL SERVICES PUBLIC HEALTH TOTAL		**187,984.45**	**220,252.00**	**102,489.40**	**221,477.67**	**221,477.67**	**1,225.67**	**0.56%**

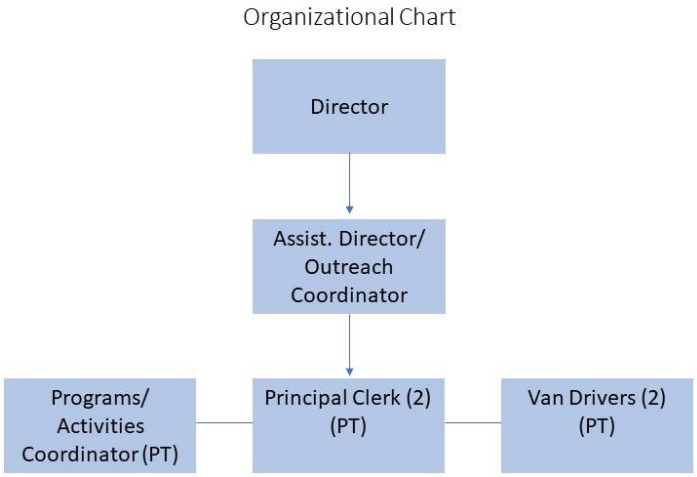
Return to Table of Contents

COUNCIL ON AGING

Return to Table of Contents

Council on Aging Mission Statement

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



Goals and Objectives

- Increase scam awareness through programs and training for senior citizens.
- Continue to increase ridership and awareness of Senior Van Transportation Program.
- Identify opportunities to include intergenerational programming to our activities schedule.

Accomplishments

- Secured $5,000 grant from Winthrop Foundation to subsidize senior van transportation and offer free rides within Winthrop.
- Through outreach and advertising, increased senior van ridership by approximately 50%.
- Increased membership and participation in senior center activities and programs.

Return to Table of Contents

Programs and Services

Support Services & Information Referral

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

Educational/Informative Programs

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

Health & Wellness

- Blood pressure screenings
- Medical pedicures
- Fall Risk Prevention workshops
- Vaccination clinics
- Health & Wellness Fair

Fitness

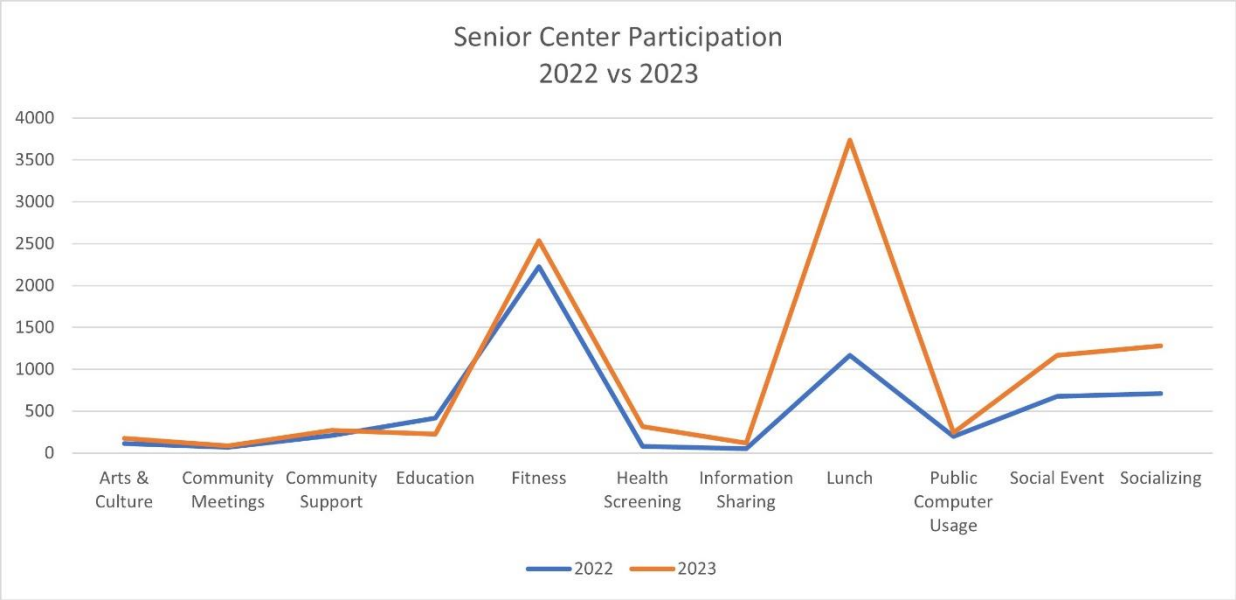
- Exercise for Arthritis
- Chair Yoga
- Zumba
- Line Dancing
- Exercise
- Ti Chi/Qi Gong

Social

- Congregate Meal Program
- Coffee and Conversation
- Tap Dancing
- Game Day
- Day Trips
- Overnight Trips
- Bowling
- Bingo
- Art Classes
- Ceramics Classes
- Creative Writing Group

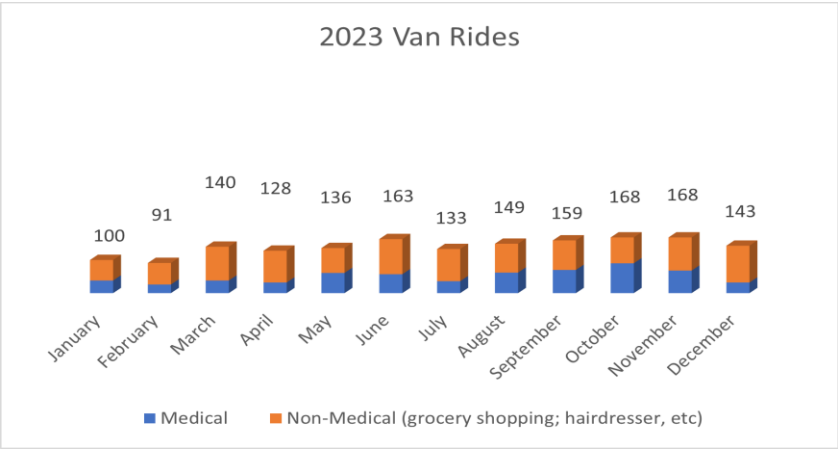
Return to Table of Contents

Performance Measures

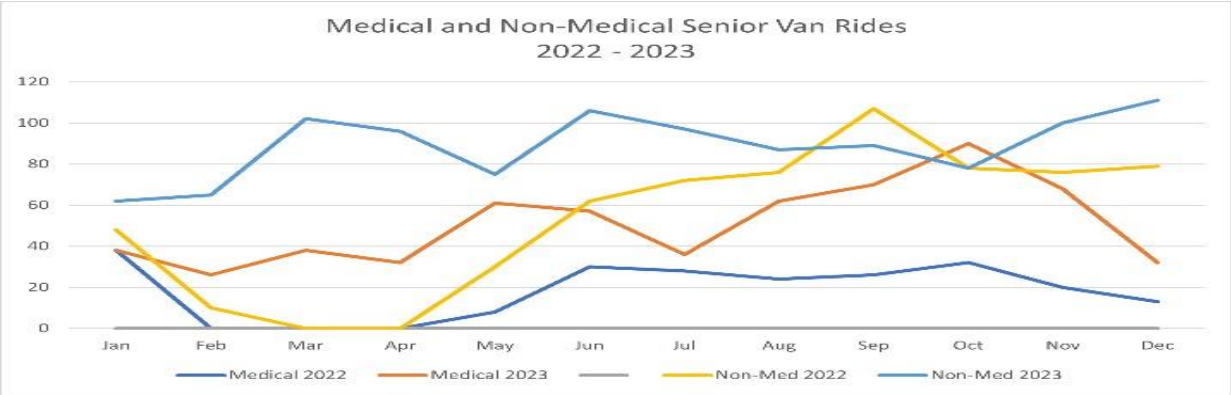


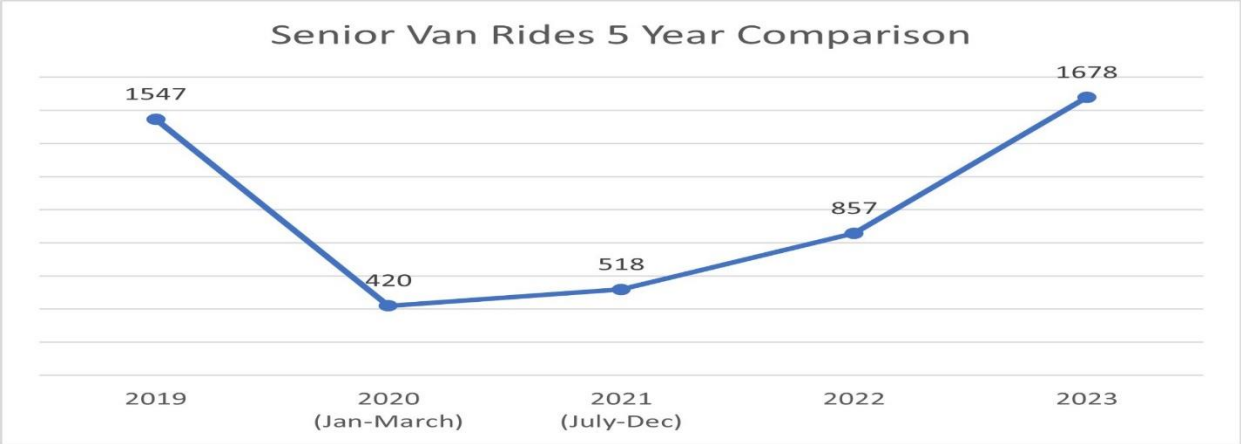
The Council on Aging offers a wide range of programming and activities at the Senior Center, ranging from fitness programs and foreign language courses to financial aid and health insurance counseling, as well as, coffee hours with elected officials. In 2023, we saw a significant increase in participation in our lunch program, which offers both congregate meals one day a week, and grab and go (take out) lunches Monday-Friday.

Through continued outreach and advertising, we have seen ridership on the senior van return to pre-pandemic levels. In 2023, ridership on the senior van increased by approximately 50% from 2022. Most rides continue to be for non-medical purposes (grocery shopping, rides to and from the Senior Center, etc.), however we did see an increase in medical rides in 2023 as well.



Return to Table of Contents





Personnel Summary

		FY2023	FY2024	FY2025	Change
541	COA Director	1.00	1.00	1.00	0.00
	Asst. Director/ Outreach Coordinator	1.00	1.00	1.00	0.00
	Senior Clerk	.060	0.60	0.60	0.00
	Senior Clerk	0.33	0.33	0.33	0.00
541	Total Full Time Equivalents	2..93	2.93	2.93	0.00

Personnel Notes

The COA also employs the following, grant funded, positions:

Position	Hours/Week	FTE
Programs/Activities Coordinator	12	0.34
Van Driver	14	0.40
Van Driver	14	0.40

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

541 - COUNCIL ON AGING		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0154151-511100	Personnel	150,299.65	175,316.00	77,337.54	177,271.03	177,271.03	1,955.03	1.12%
0154151-514600	Longevity	1,225.00	2,175.00	2,175.00	3,125.00	3,125.00	950.00	43.68%
	PERSONNEL SUB-TOTAL:	**151,524.65**	**177,491.00**	**79,512.54**	**180,396.03**	**180,396.03**	**2,905.03**	**1.64%**
0154152-521100	Electricity	4,885.38	6,300.00	1,678.07	6,300.00	6,300.00	-	0.00%
0154152-521200	Heat	4,987.05	7,350.00	808.02	7,350.00	7,350.00	-	0.00%
0154152-523200	Alarm	240.00	750.00	420.00	750.00	750.00	-	0.00%
0154152-524101	Repair & Mait\Equipment				-	-	-	0.00%
0154152-524106	Repair/Maintenance of Vehicles	244.13	1,000.00		1,000.00	1,000.00	-	0.00%
0154153-530305	Elderly Lunch Program	10,000.00	10,000.00		10,000.00	10,000.00	-	0.00%
0154153-530900	IT Services		900.00		900.00	900.00	-	0.00%
0154153-534100	Telecommunications	1,699.18	1,300.00	359.46	1,300.00	1,300.00	-	0.00%
0154153-534104	Fax Lines	117.37	700.00	350.12	700.00	700.00	-	0.00%
0154153-534200	Internet Access	1,079.40	1,200.00	539.70	1,200.00	1,200.00	-	0.00%
0154154-542200	Paper Materials		1,200.00	217.67	1,200.00	1,200.00	-	0.00%
0154154-542300	General Office Supplies	1,430.68	3,150.00	71.88	3,150.00	3,150.00	-	0.00%
0154154-545100	Cleaning Supplies		600.00		600.00	600.00	-	0.00%
	EXPENSES SUB-TOTAL:	**24,683.19**	**34,450.00**	**4,444.92**	**34,450.00**	**34,450.00**	**-**	**0.00%**
541 - COUNCIL ON AGING TOTAL		**176,207.84**	**211,941.00**	**83,957.46**	**214,846.03**	**214,846.03**	**2,905.03**	**1.37%**

Return to Table of Contents

VETERANS

Return to Table of Contents

VETERANS OFFICE

Mission Statement

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

Goals and Objectives

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

Accomplishments

1. Re-Dedication of the World War 1 Memorial with names of the 25 Gold Star veterans (SHRAB GRANT)
2. Re- conditioning and restoring the World War 1 statue at town hall.
3. Re-conditioning and restoring plaques at the EB Newton and Hannaford Park.

Significant Budget Changes or Initiatives

Every year the flags are replaced at the cemeteries on Memorial Day, and the cost for the flags is $6047.00 and went up again effective Dec.1 with 75% reimbursement from the state. Each year memorial signs around town are damaged, destroyed, or in need of reconditioning due to salt air. Unfortunately vandalized also, the Veteran's office expends hundreds on this each year. I am asking for a meager increase of $500.00 for flags and memorials to ensure proper upkeep is paid by maintaining these shrines. I requested approximately $1200.00 dollars less in this budget than last years.

Return to Table of Contents

Programs & Services

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

Chapter 115 Benefit Information

- Chapter 115 is a local benefit for low-income Veterans/Surviving Spouses living in Winthrop.
- We presently have three veterans receiving this benefit at a total monthly cost to the Town of Winthrop of $1280.08 down from $1566.08 .
- These benefits are re-evaluated and re-calculated twice a year on January 1 and July 1. They may rise or fall based on a number of factors, such as a veteran's personal situation, employment, disability, housing, etc. and the economy (inflation and cost of living)

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

543 - VETERAN'S AGENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0154351-511100	Personnel	49,519.25	52,531.00	24,244.68	53,581.62	53,581.62	1,050.62	2.00%
0154351-514600	Longevity		-	-	-	-	-	0.00%
0154351-519690	Auto Stipend	454.63	750.00	78.50	750.00	750.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**49,973.88**	**53,281.00**	**24,323.18**	**54,331.62**	**54,331.62**	**1,050.62**	1.97%
0154353-530701	Conference Fees		-	-	-	-	-	
0154353-530702	Training Services	567.60	2,300.00		2,000.00	2,000.00	(300.00)	-13.04%
0154354-544350	Funeral Services	8,000.00	4,000.00		4,000.00	4,000.00	-	0.00%
0154353-534105	Cell Phone Reimbursement to Employee						-	0.00%
0154353-534400	Postage	127.69	200.00	73.95	200.00	200.00	-	0.00%
0154354-542300	General Office Supplies	1,267.09	1,500.00	270.79	1,500.00	1,500.00	-	0.00%
0154355-558201	Flags & Memorial Supplies	14,155.41	6,000.00	3,207.44	6,500.00	6,500.00	500.00	8.33%
0154357-573100	Professional Associations	95.00	150.00	50.00	100.00	100.00	(50.00)	-33.33%
0154357-577100	Payment to Veterans	22,268.56	42,000.00	10,677.04	30,000.00	30,000.00	(12,000.00)	-28.57%
0154357-579100	Software Annual License Cost		550.00	449.00	100.00	100.00	(450.00)	-81.82%
	EXPENSES SUB-TOTAL:	**46,481.35**	**56,700.00**	**14,728.22**	**44,400.00**	**44,400.00**	**(12,300.00)**	-21.69%
543 - VETERAN'S AGENT TOTAL		**96,455.23**	**109,981.00**	**39,051.40**	**98,731.62**	**98,731.62**	**(11,249.38)**	**-10.23%**

Return to Table of Contents

SCHOOLS



Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

300 - SCHOOL DEPARTMENT		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
01300	School Budget Placeholder		35,121,803.00		35,871,803.00	35,921,803.00	800,000.00	2.28%
	EXPENSES SUB-TOTAL:	**-**	**35,121,803.00**	**-**	**35,871,803.00**	**35,921,803.00**	**800,000.00**	**2.28%**
300 - SCHOOL DEPARTMENT TOTAL		**-**	**35,121,803.00**	**-**	**35,871,803.00**	**35,921,803.00**	**800,000.00**	**2.28%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

321 - NORTH SHORE ESSEX AGGI & TECH		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
0132153-532400	Essex Agricultural & Technical School	82,064.00	76,941.00	22,155.00	80,788.05	80,788.05	3,847.05	5.00%
	EXPENSES SUB-TOTAL:	**82,064.00**	**76,941.00**	**22,155.00**	**80,788.05**	**80,788.05**	**3,847.05**	5.00%
321 - NORTH SHORE ESSEX AGGI & TECH TOTAL		**82,064.00**	**76,941.00**	**22,155.00**	**80,788.05**	**80,788.05**	**3,847.05**	**5.00%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

320 - NORTHEAST REGIONAL VOCATIONAL		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0132053-532500	Northeast Regional Voc	958,266.00	967,849.00	475,745.50	992,045.23	992,045.23	24,196.22	2.50%
0132053-532502	Northeast Regional Voc Debt Service	82,861.00	81,912.00	40,956.00	240,226.00	240,226.00	158,314.00	193.27%
	EXPENSES SUB-TOTAL:	**1,041,127.00**	**1,049,761.00**	**516,701.50**	**1,232,271.23**	**1,232,271.23**	**182,510.23**	17.39%
320 - NORTHEAST REGIONAL VOCATIONAL TOTAL		**1,041,127.00**	**1,049,761.00**	**516,701.50**	**1,232,271.23**	**1,232,271.23**	**182,510.23**	**17.39%**

Return to Table of Contents

Debt

Return to Table of Contents

Debt Service

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

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

Bond Rating

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

Long-Term Issue Credit Ratings*

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

Return to Table of Contents

Total Long-Term Debt – All Funds

The total long-term debt outstanding as of June 30, 2023 is below.

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	Outstanding June 30, 2023	Interest Paid in FY2023
Buildings A	-	-	-	-	-
Departmental Equipment B	-	-	-	-	-
School Buildings C	965,000	-	310,000	655,000	33,725
School - All Other D	-	-	-	-	-
Sewer E	318,650	7,272,545	73,650	7,517,545	-
Solid Waste F	-	-	-	-	-
Other Inside G	10,122,000	-	929,000	9,193,000	311,600
03/12/15 Building Construction - School	965,000	-	310,000	655,000	33,725
06/13/16 Sewer	42,700	-	10,675	32,025	-
11/17/16 Sidewalk Construction	465,000	-	45,000	420,000	17,700
11/17/16 Athletic Facility	6,665,000	-	555,000	6,110,000	255,500
03/25/19 Sewer	25,950	-	12,975	12,975	-
04/27/20 Water	552,000	-	69,000	483,000	-
10/08/20 Payment of Final Judgements	1,015,000	-	110,000	905,000	38,400
12/13/21 Sewer	250,000	-	50,000	200,000	-
12/14/22 Sewer CWP-19-05	-	7,272,545	-	7,272,545	-
03/15/21 Water	675,000	-	75,000	600,000	-
01/31/22 Water	750,000	-	75,000	675,000	-
	-	-	-	-	-
				0.00	
TOTAL	11,405,650	7,272,545	1,312,650	17,365,545	345,325

Long Term Debt Outside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	Outstanding June 30, 2023	Interest Paid in FY2023
Airport	-	-	-	-	
Gas/Electric Utility	-	-	-	-	
Hospital	-	-	-	-	
School Buildings 1	32,745,000	-	1,295,000	31,450,000	1,176,475
Sewer 2	345,182	-	51,625	293,557	-
Solid Waste 3	-	-	-	-	-
Water 4	4,109,395	750,125	855,285	4,004,235	11,100
Other Outside 5	-	-	-	-	-
02/25/13 Water	75,000	-	75,000	-	-
09/09/13 Water	55,000	-	27,500	27,500	-
09/18/14 School Project	19,830,000	-	770,000	19,060,000	729,325
03/12/15 School Project	9,585,000	-	395,000	9,190,000	319,625
06/01/15 Water	686,100	-	228,700	457,400	-
11/17/16 School Project	3,330,000	-	130,000	3,200,000	127,525
12/11/17 Water	1,125,000	-	187,500	937,500	-
12/11/17 Water	170,400	-	28,400	142,000	-
02/12/18 Water	1,346,400	-	224,400	1,122,000	-
05/13/19 Water	341,495	-	48,785	292,710	-
03/09/20 Sewer	117,200	-	14,650	102,550	-
04/27/20 Sewer	166,725	-	30,169	136,556	-
10/08/20 Water Mains	310,000	-	35,000	275,000	11,100
02/22/21 Sewer	61,256	-	6,806	54,450	-
02/06/23 Water	-	750,125	-	750,125	-
TOTAL	37,199,576	750,125	2,201,910	35,747,791	1,187,575

Return to Table of Contents

Short-term debt is an instrument used to generate cash for initial project costs with the expectation the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be reissued for up to 10 years, provided principal repayment begins after two years.

Short Term Debt	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	Outstanding June 30, 2023	Interest Paid in FY2023
RANs - Revenue Anticipation	-			-	
BANs - Bond Anticipation:					
Buildings	-	-	-	-	-
School Buildings	-	-	-	-	-
Sewer	-	-	-	-	-
Water	-	-	-	-	-
Other BANs	-	-	-	-	-
SANs - State Grant Anticipation	-	-	-	-	-
FANs - Federal Gr. Anticipation				-	-
Other Short Term Debt	7,786,451	-	7,272,545	513,906	-
TOTAL Short Term Debt	7,786,451	-	7,272,545	513,906	-
Winthrop Center District (CW-19-05)	2,854,951	-	2,341,045	513,906	-
Water & Sewer Main Improvements (CW	4,931,500	-	4,931,500	-	-
	-	-	-	-	-
	-	-	-	-	-
TOTAL	7,786,451	-	7,272,545	513,906	-
GRAND TOTAL All Debt	56,391,678	8,022,670	10,787,105	53,627,243	1,532,900

Bonds Authorized and Unissued – Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes but must be rescinded by town meeting or the city council to be removed from community's books.

Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2023
Sewer Mains	3/20/2012		560,000	307,505	252,495
Middle/High School Construction - EXEMPT	5/2013 (Q1) & 11/19/2013,		80,918,740	79,973,729	945,011
Water Mains	4/21/2015		2,800,000	2,287,000	513,000
Sewer	7/21/2015		222,920	202,000	20,920
Rink Roof Renovation & Locker Room Cons	11/17/2015		600,000	-	600,000
Water Mains, Street and Sidewalk Improven	5/31/2017		500,000	500,000	-
Winthrop Center District (CW-19-05)	mended 12/18/2018 & amended 11/19/19		5,523,334	2,854,951	2,668,383
Racow v. Town of Winthrop Final Judgemer	1/21/2020		1,265,000	1,265,000	-
FY21 Lead Line Replacement	11/24/2020		750,025	750,000	25
Revere Street Sewer Repair	1/19/2021		272,250	272,250	-
Lead Water Line Replacement	11/19/2021		750,000	750,000	-
Sewer Planning	11/19/21		250,000	250,000	-
Water Mains	6/21/2022, 2/21/2023		4,890,101	-	4,890,101
Water Pump Station & Equipment	06/21/22		1,633,750	-	1,633,750
MWRA Lead Water Line Replacement	12/20/22		750,125	750,125	-
SUB -TOTAL Additional Sheet(s)					11,523,685

Return to Table of Contents

Exempt Debt Service

Debt Exclusion – An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside of the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Town of Winthrop, Massachusetts

Long-Term General Tax Exempt Debt Outstanding as of June 30, 2023

Aggregate Debt Service

Date	Principal	Interest	Total P+I
06/30/2023	-	-	-
06/30/2024	2,250,000.00	1,370,225.00	3,620,225.00
06/30/2025	2,340,000.00	1,281,475.00	3,621,475.00
06/30/2026	2,105,000.00	1,177,650.00	3,282,650.00
06/30/2027	2,195,000.00	1,082,775.00	3,277,775.00
06/30/2028	2,285,000.00	993,750.00	3,278,750.00
06/30/2029	2,365,000.00	915,700.00	3,280,700.00
06/30/2030	2,445,000.00	833,625.00	3,278,625.00
06/30/2031	2,535,000.00	747,306.25	3,282,306.25
06/30/2032	2,620,000.00	657,250.00	3,277,250.00
06/30/2033	1,890,000.00	580,853.14	2,470,853.14
06/30/2034	1,950,000.00	518,725.02	2,468,725.02
06/30/2035	2,020,000.00	452,156.27	2,472,156.27
06/30/2036	2,085,000.00	381,865.64	2,466,865.64
06/30/2037	2,160,000.00	307,987.50	2,467,987.50
06/30/2038	2,240,000.00	230,968.76	2,470,968.76
06/30/2039	2,320,000.00	147,700.00	2,467,700.00
06/30/2040	2,410,000.00	57,687.50	2,467,687.50
Total	$38,215,000.00	$11,737,700.08	$49,952,700.08

Par Amounts Of Selected Issues

September 18 2014 (OE)	19,060,000.00
March 12 2015 -Cur Ref of 3 15 05 - School (IE)	655,000.00
March 12 2015 -Middle/High School (OE)	9,190,000.00
November 17 2016 -Miller Field Construction (IE)	6,110,000.00
November 17 2016 -Middle/High School Construction (OE)	3,200,000.00
TOTAL	**38,215,000.00**

Return to Table of Contents

Non-Exempt Debt Service - The action of the town council authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer. The bond principal and interest payments are made within the levy.

Town of Winthrop, Massachusetts

Long-Term General Tax Supported Debt Outstanding as of June 30, 2023

Aggregate Debt Service

Date	Principal	Interest	Total P+I
06/30/2023	-	-	-
06/30/2024	160,000.00	49,800.00	209,800.00
06/30/2025	165,000.00	43,300.00	208,300.00
06/30/2026	185,000.00	36,300.00	221,300.00
06/30/2027	185,000.00	28,900.00	213,900.00
06/30/2028	190,000.00	21,400.00	211,400.00
06/30/2029	190,000.00	13,800.00	203,800.00
06/30/2030	190,000.00	6,200.00	196,200.00
06/30/2031	60,000.00	1,200.00	61,200.00
Total	$1,325,000.00	$200,900.00	$1,525,900.00

Par Amounts Of Selected Issues

November 17 2016 -Sidew alk (I)	420,000.00
October 8 2020 -Judgement (I)	905,000.00
TOTAL	**1,325,000.00**

DEBT MASTER SPREADSHEETS FOLLOWING PAGES

TRACK ALL DEBT BY TYPE AND YEAR OF DEBT PRINCIPAL & INTEREST PAYMENTS

Return to Table of Contents

FUND	SEWER DEBT							
Debt Service Tax Levy Supported	MWRA Sewer Bond	MWRA Sewer Bond	MWRA Sewer Bond	MWRA Sewer Bond	MWRA Sewer Bond	MWRA Sewer Bond	MCWT Sewer Bonds	TOTAL SEWER DEBT
Amount Authorized	$ 106,750	$ 64,875	$ 146,500	$ 227,063	$ 68,063	$ 250,000	$ 7,272,545	$ 8,135,796
Amount Issued	$ 106,750	$ 64,875	$ 146,500	$ 227,063	$ 68,063	$ 250,000	$ 7,272,545	$ 8,135,796
Date Voted	5/17/16	2/19/19	3/5/19	2/18/20	1/19/21	11/9/21	8/15/17 & 11/13/2018	
Date Issued	6/13/16	3/25/19	3/9/20	4/27/20	2/22/21	12/13/21	12/14/22	
Perm/Temp	Perm	Perm	Perm	Perm	Perm	Perm	Perm	
FY25 Principal	$ 10,675.00		$ 14,650.00	$ 30,168.75	$ 6,806.25	$ 50,000.00	$ 242,419.00	$ 354,719.00
FY25 Interest							$ 154,662.78	$ 154,662.78
FY25 Total	$ 10,675.00	$ -	$ 14,650.00	$ 30,168.75	$ 6,806.25	$ 50,000.00	$ 397,081.78	$ 509,381.78
FY26 Principal	$ 10,675.00		$ 14,650.00	$ 15,243.75	$ 6,806.25	$ 50,000.00	$ 242,419.00	$ 339,794.00
FY26 Interest							$ 149,329.56	$ 149,329.56
FY26 Total	$ 10,675.00	$ -	$ 14,650.00	$ 15,243.75	$ 6,806.25	$ 50,000.00	$ 391,748.56	$ 489,123.56
FY27 Principal			$ 14,650.00	$ 15,243.75	$ 6,806.25	$ 50,000.00	$ 242,419.00	$ 329,119.00
FY27 Interest							$ 143,996.34	$ 143,996.34
FY27 Total	$ -	$ -	$ 14,650.00	$ 15,243.75	$ 6,806.25	$ 50,000.00	$ 386,415.34	$ 473,115.34
FY28 Principal			$ 14,650.00	$ 15,243.75	$ 6,806.25		$ 242,419.00	$ 279,119.00
FY28 Interest							$ 138,663.12	$ 138,663.12
FY28 Total	$ -	$ -	$ 14,650.00	$ 15,243.75	$ 6,806.25	$ -	$ 381,082.12	$ 417,782.12
FY29 Principal			$ 14,650.00	$ 15,243.75	$ 6,806.25		$ 242,418.00	$ 279,118.00
FY29 Interest							$ 133,329.90	$ 133,329.90
FY29 Total	$ -	$ -	$ 14,650.00	$ 15,243.75	$ 6,806.25	$ -	$ 375,747.90	$ 412,447.90
FY30 Principal			$ 14,650.00	$ 15,243.75	$ 6,806.25		$ 242,418.00	$ 279,118.00
FY30 Interest							$ 127,996.70	$ 127,996.70
FY30 Total	$ -	$ -	$ 14,650.00	$ 15,243.75	$ 6,806.25	$ -	$ 370,414.70	$ 407,114.70
FY31 Principal					$ 6,806.25		$ 242,418.00	$ 249,224.25
FY31 Interest							$ 122,663.50	$ 122,663.50
FY31 Total	$ -	$ -	$ -	$ -	$ 6,806.25	$ -	$ 365,081.50	$ 371,887.75
FY32 Principal							$ 242,418.00	$ 242,418.00
FY32 Interest							$ 117,330.32	$ 117,330.32
FY32 Total	$ -	$ -	$ -	$ -	$ -	$ -	$ 359,748.32	$ 359,748.32
FY33 Principal							$ 242,418.00	$ 242,418.00
FY33 Interest							$ 111,997.12	$ 111,997.12
FY33 Total	$ -	$ -	$ -	$ -	$ -	$ -	$ 354,415.12	$ 354,415.12
FY34 Principal							$ 242,418.00	$ 242,418.00
FY34 Interest							$ 106,663.92	$ 106,663.92
FY34 Total							$ 349,081.92	$ 349,081.92
FY35 Principal							$ 242,418.00	$ 242,418.00
FY35 Interest							$ 101,330.72	$ 101,330.72
FY35 Total							$ 343,748.72	$ 343,748.72
FY36 Principal							$ 242,418.00	$ 242,418.00
FY36 Interest							$ 95,997.52	$ 95,997.52
FY36 Total							$ 338,415.52	$ 338,415.52
FY37 Principal							$ 242,418.00	$ 242,418.00
FY37 Interest							$ 90,664.34	$ 90,664.34
FY37 Total							$ 333,082.34	$ 333,082.34
FY38 Principal							$ 242,418.00	$ 242,418.00
FY38 Interest							$ 85,331.14	$ 85,331.14
FY38 Total							$ 327,749.14	$ 327,749.14
FY39 Principal							$ 242,418.00	$ 242,418.00
FY39 Interest							$ 79,997.94	$ 79,997.94
FY39 Total							$ 322,415.94	$ 322,415.94
FY40 Principal							$ 242,418.00	$ 242,418.00
FY40 Interest							$ 74,664.74	$ 74,664.74
FY40 Total							$ 317,082.74	$ 317,082.74
FY41 Principal							$ 242,418.00	$ 242,418.00
FY41 Interest							$ 69,331.54	$ 69,331.54
FY41 Total							$ 311,749.54	$ 311,749.54
FY42 Principal							$ 242,418.00	$ 242,418.00
FY42 Interest							$ 63,998.36	$ 63,998.36
FY42 Total							$ 306,416.36	$ 306,416.36
FY43 Principal							$ 242,418.00	$ 242,418.00
FY43 Interest							$ 58,665.16	$ 58,665.16
FY43 Total							$ 301,083.16	$ 301,083.16
FY44 Principal							$ 242,418.00	$ 242,418.00
FY44 Interest							$ 53,331.96	$ 53,331.96
FY44 Total							$ 295,749.96	$ 295,749.96
FY45 Principal							$ 242,418.00	$ 242,418.00
FY45 Interest							$ 47,998.76	$ 47,998.76
FY45 Total							$ 290,416.76	$ 290,416.76
FY46 Principal							$ 242,418.00	$ 242,418.00
FY46 Interest							$ 42,665.56	$ 42,665.56
FY46 Total							$ 285,083.56	$ 285,083.56
FY47 Principal							$ 242,418.00	$ 242,418.00
FY47 Interest							$ 37,332.38	$ 37,332.38
FY47 Total							$ 279,750.38	$ 279,750.38
FY48 Principal							$ 242,418.00	$ 242,418.00
FY48 Interest							$ 31,999.18	$ 31,999.18
FY48 Total							$ 274,417.18	$ 274,417.18
FY49 Principal							$ 242,418.00	$ 242,418.00
FY49 Interest							$ 26,665.98	$ 26,665.98
FY49 Total							$ 269,083.98	$ 269,083.98
FY50 Principal							$ 242,418.00	$ 242,418.00
FY50 Interest							$ 21,332.78	$ 21,332.78
FY50 Total							$ 263,750.78	$ 263,750.78
FY51 Principal							$ 242,418.00	$ 242,418.00
FY51 Interest							$ 15,999.58	$ 15,999.58
FY51 Total							$ 258,417.58	$ 258,417.58
FY52 Principal							$ 242,418.00	$ 242,418.00
FY52 Interest							$ 10,666.40	$ 10,666.40
FY52 Total							$ 253,084.40	$ 253,084.40
FY53 Principal							$ 242,418.00	$ 242,418.00
FY53 Interest							$ 5,333.20	$ 5,333.20
FY53 Total							$ 247,751.20	$ 247,751.20

Return to Table of Contents

FUND	TOWN NON-EXEMPT DEBT			TOWN EXEMPT DEBT
Debt Service Tax Levy Supported	Non-Exempt Sidewalk	Non-Exempt Judgement	TOTAL Non-Exempt DEBT	Miller Field Construction
Amount Authorized	$ 650,000	$ 1,098,000		$ 8,959,000
Amount Issued	$ 650,000	$ 1,098,000		$ 8,959,000
Date Voted	3/3/15	1/21/20		5/17/2016 & 6/21/16
Date Issued	11/17/16	10/8/20		11/17/16
Perm/Temp	Perm	Perm		Perm
FY25 Principal	$ 45,000.00	$ 120,000.00	$ 165,000.00	$ 600,000.00
FY25 Interest	$ 14,100.00	$ 29,200.00	$ 43,300.00	$ 209,400.00
FY25 Total	$ 59,100.00	$ 149,200.00	$ 208,300.00	$ 809,400.00
FY26 Principal	$ 45,000.00	$ 135,000.00	$ 180,000.00	$ 625,000.00
FY26 Interest	$ 14,100.00	$ 24,100.00	$ 38,200.00	$ 184,900.00
FY26 Total	$ 59,100.00	$ 159,100.00	$ 218,200.00	$ 809,900.00
FY27 Principal	$ 50,000.00	$ 135,000.00	$ 185,000.00	$ 650,000.00
FY27 Interest	$ 12,200.00	$ 18,700.00	$ 30,900.00	$ 159,400.00
FY27 Total	$ 62,200.00	$ 153,700.00	$ 215,900.00	$ 809,400.00
FY28 Principal	$ 50,000.00	$ 135,000.00	$ 185,000.00	$ 675,000.00
FY28 Interest	$ 10,200.00	$ 13,300.00	$ 23,500.00	$ 132,900.00
FY28 Total	$ 60,200.00	$ 148,300.00	$ 208,500.00	$ 807,900.00
FY29 Principal	$ 55,000.00	$ 135,000.00	$ 190,000.00	$ 705,000.00
FY29 Interest	$ 8,100.00	$ 7,900.00	$ 16,000.00	$ 105,300.00
FY29 Total	$ 63,100.00	$ 142,900.00	$ 206,000.00	$ 810,300.00
FY30 Principal	$ 55,000.00	$ 130,000.00	$ 185,000.00	$ 730,000.00
FY30 Interest	$ 5,900.00	$ 2,600.00	$ 8,500.00	$ 76,600.00
FY30 Total	$ 60,900.00	$ 132,600.00	$ 193,500.00	$ 806,600.00
FY31 Principal	$ 60,000.00		$ 60,000.00	$ 760,000.00
FY31 Interest	$ 3,600.00		$ 3,600.00	$ 46,800.00
FY31 Total	$ 63,600.00	$ -	$ 63,600.00	$ 806,800.00
FY32 Principal	$ 60,000.00		$ 60,000.00	$ 790,000.00
FY32 Interest	$ 1,200.00		$ 1,200.00	$ 15,800.00
FY32 Total	$ 61,200.00	$ -	$ 61,200.00	$ 805,800.00

Return to Table of Contents

FUND	SCHOOL EXEMPT DEBT					
Debt Service Tax Levy Supported	Middle/High School Construction	Middle/High School Construction	School Cur Ref 3/15/2005	Middle/High School Construction	**TOTAL SCHOOL EXEMPT DEBT**	**TOTAL EXEMPT DEBT**
Amount Authorized	$ 24,000,000	$ 3,836,000	$ 2,903,000	$ 12,033,000		
Amount Issued	$ 24,000,000	$ 3,836,000	$ 2,903,000	$ 12,033,000		
Date Voted	11/19/13 & 2/18/14	11/19/13 & 2/18/14		11/19/13 & 2/18/14		
Date Issued	9/18/14	11/17/16	3/12/15	3/12/15		
Perm/Temp	Perm	Perm	Refunding	Perm		
FY25 Principal	$ 850,000.00	$ 140,000.00	$ 330,000.00	$ 420,000.00	$ 1,740,000.00	**$ 2,340,000.00**
FY25 Interest	$ 648,575.00	$ 116,725.00	$ 13,200.00	$ 293,575.00	$ 1,072,075.00	**$ 1,281,475.00**
FY25 Total	$ 1,498,575.00	$ 256,725.00	$ 343,200.00	$ 713,575.00	$ 2,812,075.00	**$ 3,621,475.00**
FY26 Principal	$ 895,000.00	$ 145,000.00		$ 440,000.00	$ 1,480,000.00	**$ 2,105,000.00**
FY26 Interest	$ 604,950.00	$ 111,025.00		$ 276,775.00	$ 992,750.00	**$ 1,177,650.00**
FY26 Total	$ 1,499,950.00	$ 256,025.00	$ -	$ 716,775.00	$ 2,472,750.00	**$ 3,282,650.00**
FY27 Principal	$ 940,000.00	$ 150,000.00		$ 455,000.00	$ 1,545,000.00	**$ 2,195,000.00**
FY27 Interest	$ 559,075.00	$ 105,125.00		$ 259,175.00	$ 923,375.00	**$ 1,082,775.00**
FY27 Total	$ 1,499,075.00	$ 255,125.00	$ -	$ 714,175.00	$ 2,468,375.00	**$ 3,277,775.00**
FY28 Principal	$ 975,000.00	$ 160,000.00		$ 475,000.00	$ 1,610,000.00	**$ 2,285,000.00**
FY28 Interest	$ 520,950.00	$ 98,925.00		$ 240,975.00	$ 860,850.00	**$ 993,750.00**
FY28 Total	$ 1,495,950.00	$ 258,925.00	$ -	$ 715,975.00	$ 2,470,850.00	**$ 3,278,750.00**
FY29 Principal	$ 1,005,000.00	$ 165,000.00		$ 490,000.00	$ 1,660,000.00	**$ 2,365,000.00**
FY29 Interest	$ 491,250.00	$ 92,425.00		$ 226,725.00	$ 810,400.00	**$ 915,700.00**
FY29 Total	$ 1,496,250.00	$ 257,425.00	$ -	$ 716,725.00	$ 2,470,400.00	**$ 3,280,700.00**
FY30 Principal	$ 1,040,000.00	$ 170,000.00		$ 505,000.00	$ 1,715,000.00	**$ 2,445,000.00**
FY30 Interest	$ 459,275.00	$ 85,725.00		$ 212,025.00	$ 757,025.00	**$ 833,625.00**
FY30 Total	$ 1,499,275.00	$ 255,725.00	$ -	$ 717,025.00	$ 2,472,025.00	**$ 3,278,625.00**
FY31 Principal	$ 1,075,000.00	$ 180,000.00		$ 520,000.00	$ 1,775,000.00	**$ 2,535,000.00**
FY31 Interest	$ 424,906.25	$ 78,725.00		$ 196,875.00	$ 700,506.25	**$ 747,306.25**
FY31 Total	$ 1,499,906.25	$ 258,725.00	$ -	$ 716,875.00	$ 2,475,506.25	**$ 3,282,306.25**
FY32 Principal	$ 1,110,000.00	$ 185,000.00		$ 535,000.00	$ 1,830,000.00	**$ 2,620,000.00**
FY32 Interest	$ 389,400.00	$ 71,425.00		$ 180,625.00	$ 641,450.00	**$ 657,250.00**
FY32 Total	$ 1,499,400.00	$ 256,425.00	$ -	$ 715,625.00	$ 2,471,450.00	**$ 3,277,250.00**
FY33 Principal	$ 1,145,000.00	$ 195,000.00		$ 550,000.00	$ 1,890,000.00	**$ 1,890,000.00**
FY33 Interest	$ 352,756.25	$ 64,190.63		$ 163,906.26	$ 580,853.14	**$ 580,853.14**
FY33 Total	$ 1,497,756.25	$ 259,190.63	$ -	$ 713,906.26	$ 2,470,853.14	**$ 2,470,853.14**
FY34 Principal	$ 1,180,000.00	$ 200,000.00		$ 570,000.00	$ 1,950,000.00	**$ 1,950,000.00**
FY34 Interest	$ 314,975.00	$ 57,031.26		$ 146,718.76	$ 518,725.02	**$ 518,725.02**
FY34 Total	$ 1,494,975.00	$ 257,031.26	$ -	$ 716,718.76	$ 2,468,725.02	**$ 2,468,725.02**
FY35 Principal	$ 1,225,000.00	$ 210,000.00		$ 585,000.00	$ 2,020,000.00	**$ 2,020,000.00**
FY35 Interest	$ 274,362.50	$ 49,600.01		$ 128,193.76	$ 452,156.27	**$ 452,156.27**
FY35 Total	$ 1,499,362.50	$ 259,600.01	$ -	$ 713,193.76	$ 2,472,156.27	**$ 2,472,156.27**
FY36 Principal	$ 1,265,000.00	$ 215,000.00		$ 605,000.00	$ 2,085,000.00	**$ 2,085,000.00**
FY36 Interest	$ 230,787.50	$ 41,896.88		$ 109,181.26	$ 381,865.64	**$ 381,865.64**
FY36 Total	$ 1,495,787.50	$ 256,896.88	$ -	$ 714,181.26	$ 2,466,865.64	**$ 2,466,865.64**
FY37 Principal	$ 1,310,000.00	$ 225,000.00		$ 625,000.00	$ 2,160,000.00	**$ 2,160,000.00**
FY37 Interest	$ 185,725.00	$ 33,500.00		$ 88,762.50	$ 307,987.50	**$ 307,987.50**
FY37 Total	$ 1,495,725.00	$ 258,500.00	$ -	$ 713,762.50	$ 2,467,987.50	**$ 2,467,987.50**
FY38 Principal	$ 1,360,000.00	$ 235,000.00		$ 645,000.00	$ 2,240,000.00	**$ 2,240,000.00**
FY38 Interest	$ 139,000.00	$ 24,300.00		$ 67,668.76	$ 230,968.76	**$ 230,968.76**
FY38 Total	$ 1,499,000.00	$ 259,300.00	$ -	$ 712,668.76	$ 2,470,968.76	**$ 2,470,968.76**
FY39 Principal	$ 1,410,000.00	$ 240,000.00		$ 670,000.00	$ 2,320,000.00	**$ 2,320,000.00**
FY39 Interest	$ 87,000.00	$ 14,800.00		$ 45,900.00	$ 147,700.00	**$ 147,700.00**
FY39 Total	$ 1,497,000.00	$ 254,800.00	$ -	$ 715,900.00	$ 2,467,700.00	**$ 2,467,700.00**
FY40 Principal	$ 1,470,000.00	$ 250,000.00		$ 690,000.00	$ 2,410,000.00	**$ 2,410,000.00**
FY40 Interest	$ 29,400.00	$ 5,000.00		$ 23,287.50	$ 57,687.50	**$ 57,687.50**
FY40 Total	$ 1,499,400.00	$ 255,000.00	$ -	$ 713,287.50	$ 2,467,687.50	**$ 2,467,687.50**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

711 - DEBT SERVICE-INTEREST		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0171159-591542	Sidewalk Prgram Interest	17,700.00	15,900.00	8,400.00	14,100.00	14,100.00	(1,800.00)	-11.32%
0171159-591543	Judgement Bond Interest	38,400.00	33,900.00	18,100.00	29,200.00	29,200.00	(4,700.00)	-13.86%
0171159-591540	New School Interest	1,210,200.02	-	-	-	-	-	0.00%
0171159-591541	Miller Field Interest	255,500.00	232,900.00	122,200.00	209,400.00	209,400.00	(23,500.00)	-10.09%
	EXPENSES SUB-TOTAL:	**1,521,800.02**	**282,700.00**	**148,700.00**	**252,700.00**	**252,700.00**	**(30,000.00)**	-10.61%
711 - DEBT SERVICE-INTEREST TOTAL		**1,521,800.02**	**282,700.00**	**148,700.00**	**252,700.00**	**252,700.00**	**(30,000.00)**	**-10.61%**

Return to Table of Contents

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

710 - DEBT SERVICE-PRINCIPLE		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
0171059-591142	Sidewalk Program	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	-	0.00%
0171059-591143	Judgement Bond Principle	110,000.00	115,000.00	115,000.00	120,000.00	120,000.00	5,000.00	4.35%
0171059-591140	School Construction Principle	1,605,000.00					-	0.00%
0171059-591141	Miler Field Principal	555,000.00	575,000.00	575,000.00	600,000.00	600,000.00	25,000.00	4.35%
	EXPENSES SUB-TOTAL:	**2,315,000.00**	**735,000.00**	**735,000.00**	**765,000.00**	**765,000.00**	**30,000.00**	**4.08%**
710 - DEBT SERVICE-PRINCIPLE TOTAL		**2,315,000.00**	**735,000.00**	**735,000.00**	**765,000.00**	**765,000.00**	**30,000.00**	**4.08%**

Return to Table of Contents



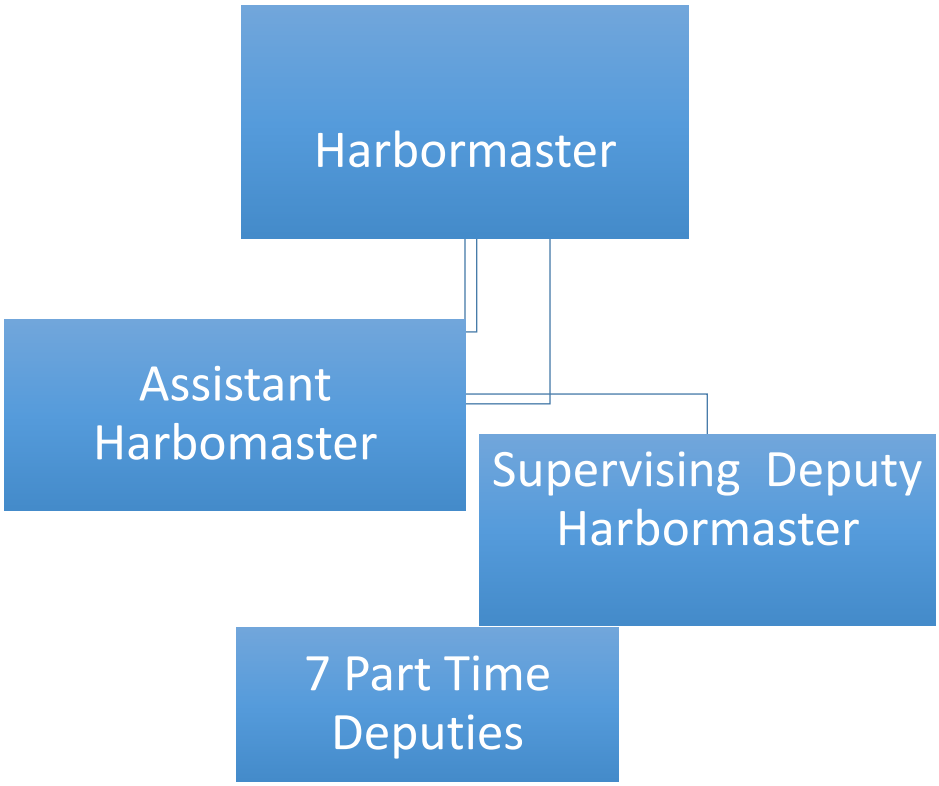
ENTERPRISE FUNDS

Return to Table of Contents

HARBORMASTER

Return to Table of Contents

Harbormaster



Harbormaster's Mission Statement

The mission of the Harbormaster Department is to provide for Public Safety on the waters of the Town of Winthrop to designate and manage the town's mooring areas to provide assistance to local and visiting boaters in the use of the town's waterways; to enforce the Commonwealth of Massachusetts Boating Regulations and The Town of Winthrop Waterways Rules and Regulations; to work in conjunction with the Winthrop Police and Fire Departments, Massachusetts State Police, U.S. Coast Guard and FEMA. The Department will respond to all emergencies as determined by the Harbormaster. The Department manages the Town Pier complex, which consists of a terminal building, Pier, Marina, and public access launch ramp. This facility is located on the Winthrop Town Landing, the center of maritime commerce for the Town of Winthrop. Operating from the Pier Terminal Building, which provides an administrative center for the day-to-day business of managing Winthrop Harbor, the Town Pier, the Marina, and the Ferry Service. The Department manages the facility, which provides a port landing for The Town of Winthrop, and the operating center Harbormaster patrol boats and Winthrop Fireboat. The facility accommodates commercial fishing, charter boats, and recreational berthing. The facility also provides for visitor landings by private and commercial vessels.

Return to Table of Contents

Harbormaster

Goals and Objectives

- Compliance with waterways rules and regulations through enforcement of the Town of Winthrop ordinances that have been in effect for several years.
- Conduct compliance checks of all marinas, yacht clubs, and private clubs located on Winthrop waterways.
- Remove all moorings that have been abandoned, uninspected, the owner refuses to have inspected, or unregistered with the harbormaster department through a waterway fee.

Accomplishments

- The Harbormaster Department has purchased a Sea Doo jet ski through a UASI grant to provide enforcement of vessels speeding through yacht club and mooring zone areas as well as the ability to respond to emergencies on the beaches during busy summer days.
- The Harbormaster Department, with the assistance of Winthrop and State Police, worked to keep the landing and launch ramp free from problems during the weekends.
- The Harbormaster Department responded to several calls for assistance and will continue to help boaters in trouble on the water.

Return to Table of Contents

ENTERPRISE FUNDS

752 - WATERWAYS IMPROVEMENT ENTERPRISE FUND		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/15/23	Dept Request	Town Manager	Change	Change
7524-427010	Davit Fee						0	0.00%
7524-427018	Ice - Harbormaster						0	0.00%
7524-451000	Fed Rev Passed Through State						0	0.00%
Total 40	**Revenues**			**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
7524-460000	Other State Revenue	13,000.00	18,000.00	0.00	13,000.00	13,000.00	-5,000.00	-27.78%
Total 412	**State Aid**	**13,000.00**	**18,000.00**	**0.00**	**13,000.00**	**13,000.00**	**-5,000.00**	**-27.78%**
7524-416010	Boat Excise Revenue - 2010						**0.00**	**0.00%**
7524-416011	Boat Excise Revenue - 2011						**0.00**	**0.00%**
7524-416012	Boat Excise Revenue - 2012						**0.00**	**0.00%**
7524-416013	Boat Excise Revenue 2013						**0.00**	**0.00%**
7524-416014	Boat Excise Revenue 2014						0	0.00%
7524-416015	Boat Excise Revenue 2015						0	0.00%
7524-416016	Boat Excise Revenue 2016	93.00					0	0.00%
7524-416017	Boat Excise Revenue 2017						0	0.00%
7524-416018	Boat Excise Revenue 2018	10.00					0	0.00%
7524-416019	Boat Excise Revenue 2019	10.00					0	0.00%
7524-416020	Boat Excise Revenue 2020	130.00					0	0.00%
7524-416021	Boat Excise Revenue 2021	104.33	0.00	-179.34			0.00	0.00%
7524-416022	Boat Excise Revenue 2022	3540.57	0.00	-235.99			0.00	0.00%
7524-416023	Boat Excise Revenue 2023	29008.42	0.00	4841.72			0.00	0.00%
7524-416024	Boat Excise Revenue 2024		50,000.00		37,400.00	37,400.00	-12,600.00	-25.20%
7524-416025	Boat Excise Revenue 2025						0.00	0.00%
Total 413	**Excises**	**32,896.32**	**50,000.00**	**4,426.39**	**37,400.00**	**37,400.00**	**-12,600.00**	**-25.20%**
7524-480000	Miscellaneous Revenue						0	0.00%
Total 416	**Departmental Revenue**						0	0.00%
7524-427000	Charges for Services						0	0.00%
7524-427005	Ramp Rev (daily) $10 & $100 hauler	21,230.00	24,000.00	11,990.00	23,000.00	23,000.00	-1,000.00	-4.17%
7524-427007	Hauler Fees	2,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00%
7524-427009	Transient Rentals $35 up to $45/day	3,592.00	5,000.00	1,030.00	5,000.00	5,000.00	0.00	0.00%
7524-427011	Season Ramp	4,300.00	5,000.00	500.00	1,500.00	1,500.00	-3,500.00	-70.00%
7524-427012	Slip Rental Summer	75,930.00	101,250.00	10,436.00	90,000.00	90,000.00	-11,250.00	-11.11%
7524-427014	Slip Rental Winter	1,387.50	1,300.00	1,387.50	1,300.00	1,300.00	0.00	0.00%
7524-427015	Dingy Fees $400	9,450.00	10,000.00	350.00	11,500.00	11,500.00	1,500.00	15.00%
7524-427016	Landing Fees	150.00			0	0	0	0.00%
7524-427017	Parking Permit Fee - Harbor				0	0	0	0.00%
7524-427019	Mooring Rental Fee	3,315.00	4,000.00	140.00	3,500.00	3,500.00	-500.00	-12.50%
Total 417	**User Charges**	**121,354.50**	**151,550.00**	**25,833.50**	**136,800.00**	**136,800.00**	**-14,750.00**	**-9.73%**
7524-432000	Fees						0	0.00%
7524-437000	Other Fees & Charges	2,643.91	1,500.00	825.00	1,500.00	1,500.00	0.00	0.00%
7524-450006	HM Fines - Non Criminal Citations	150.00	383.00	0.00	300.00	300.00	-83.00	-21.67%
Total 418	**Fees**	**2,793.91**	**1,883.00**	**825.00**	**1,800.00**	**1,800.00**	**-83.00**	**-4.41%**
7524-416500	Waterway Fee - Revenue						0	0.00%
7524-416515	Non-Resident WaterWay Fee - Revenue (250)$	56,500.00	80,000.00	13,250.00	59,500.00	64,110.00	-15,890.00	-19.86%
7524-416520	Resident WaterWay Fee - Revenue (200)$250	42,800.00	60,000.00	5,000.00	54,800.00	54,800.00	-5,200.00	-8.67%
Total 419	**Licenses & Permits**	**99,300.00**	**140,000.00**	**18,250.00**	**114,300.00**	**118,910.00**	**-21,090.00**	**-15.06%**
7524-417200	Penalties & Interest Boat Exc	178.70	0.00	12.18	0.00	0.00	0.00	0.00%
Total 420	**Penalties & Interest**	**178.70**	**0.00**	**12.18**	**0.00**	**0.00**	**0.00**	**0.00%**
7524-497000	Trnasfer In	1800					0	0.00%
Total 421	**Miscellaneous**	1800					0.00	0.00%
752 - Waterways Enterprise Fund Total		**271,323.43**	**361,433.00**	**49,347.07**	**303,300.00**	**307,910.00**	**(53,523.00)**	**-14.81%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

752 - WATERWAYS IMPROVEMENT ENTERPRISE FUND		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Budget**	**Actual**	**Budget**	**Actual 12/31/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
75229551-511100	Permanent Employees	180,895.00	124,822.57	184,513.00	83,756.43	139,973.90	139,951.63	(44,561.37)	-24.15%
75229551-511150	Salary Custodian	12,198.00	11,747.17	12,198.00	6,818.76	13,937.77	13,937.77	1,739.77	14.26%
75229551-517100	Workers Compensation	6,374.00	3,776.00	6,700.00		4,500.00	2,900.00	(3,800.00)	-56.72%
75229551-517200	Unemployment			4,000.00		4,000.00	3,000.00	(1,000.00)	-25.00%
75229551-517910	Medicare					3,000.00	3,000.00	3,000.00	0.00%
	PERSONNEL SUB-TOTAL:	**199,467.00**	**140,345.74**	**207,411.00**	**90,575.19**	**165,411.67**	**162,789.40**	**(44,621.60)**	**-21.51%**
								-	
75229552-521100	Electricity	12,600.00	5,104.21	12,600.00	1,936.24	8,500.00	8,500.00	(4,100.00)	-32.54%
75229552-521200	Heating Fuel	2,310.00	1,269.11	1,810.00	169.64	1,600.00	1,600.00	(210.00)	-11.60%
75229552-523100	Water/Sewer Usage	8,160.00	8,249.36	8,160.00	4,319.39	8,500.00	8,500.00	340.00	4.17%
75229552-524100	Repair/Maint Buildings	4,200.00	5,656.56	4,200.00	779.22	4,800.00	4,100.00	(100.00)	-2.38%
75229552-524101	Repair/Maint Equpment	6,000.00		6,000.00	1,672.27	3,000.00	3,000.00	(3,000.00)	-50.00%
75229552-524106	Repair/Maint. Of Vehicles	11,000.00	17,081.66	11,000.00	10,428.86	12,000.00	8,000.00	(3,000.00)	-27.27%
75229552-524107	Repair/Maint. of Infrastructure	15,000.00	35,100.49	15,000.00	1,525.00	15,500.00	11,000.00	(4,000.00)	-26.67%
75229557-579100	Software Annual License Cost	8,080.00	5,347.00	7,830.00	5,047.00	5,500.00	5,500.00	(2,330.00)	-29.76%
75229553-538100	Banking Services	200.00		200.00		200.00	200.00	-	0.00%
75229553-530702	Training Services	2,150.00	358.00	2,150.00		1,500.00	1,500.00	(650.00)	-30.23%
75229553-534100	Telecommunications	800.00	1,478.96			-	-	-	0.00%
75229553-534103	Harbormaster Cell Phones			1,500.00	493.00	1,500.00	1,500.00	-	0.00%
75229553-534200	Internet Access	3,000.00	2,288.12	3,000.00	1,065.91	2,500.00	2,500.00	(500.00)	-16.67%
75229558-580000	Capital Improvements/Purchases					-	-	-	0.00%
75229553-534400	Postage	750.00	776.45	750.00	32.04	800.00	800.00	50.00	6.67%
75229554-542300	General Office Supplies	1,500.00	1,168.41	1,500.00	463.99	1,500.00	1,500.00	-	0.00%
75229554-548100	Fuel (Gasoline/Diesel)			1,000.00		750.00	750.00	(250.00)	-25.00%
75229554-548103	Boat Fuel	7,140.00	2,470.17	4,640.00	1,117.14	3,500.00	3,500.00	(1,140.00)	-24.57%
75229555-558702	Licensing Permit Materials	1,616.00	997.00	1,616.00		1,500.00	1,500.00	(116.00)	-7.18%
75229555-558401	Uniforms	3,500.00	283.00	3,500.00		3,500.00	3,500.00	-	0.00%
75229557-574100	Property Insurance	3,841.00	5,943.00	4,032.00		5,000.00	7,300.00	3,268.00	81.05%
75229557-578100	Reserve Fund Appropriations	10,000.00		5,000.00		-	-	(5,000.00)	-100.00%
75229559-591100	Prinicpal Long Term Debt					-	-	-	0.00%
75229559-591500	Interest on Bond					-	-	-	0.00%
75229557-573100	Professional Associations	850.00	312.50	850.00		750.00	750.00	(100.00)	-11.76%
75229559-596101	Trf to General Indirect Costs	33,404.00	33,404.00	57,684.00	57,684.00	69,620.60	69,620.60	11,936.60	20.69%
	EXPENSES SUB-TOTAL:	**136,101.00**	**127,288.00**	**154,022.00**	**86,733.70**	**152,020.60**	**145,120.60**	**(8,901.40)**	**-5.78%**
752 - Waterways Imprmnt. Total		**335,568.00**	**267,633.74**	**361,433.00**	**177,308.89**	**317,432.27**	**307,910.00**	**(53,523.00)**	**-14.81%**

PARK & RECREATION

Return to Table of Contents

Parks and Recreation

Mission Statement

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

Description of Services

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

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

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

Goals and Objectives

Installation of 2nd set of 3 permanent pickle ball courts at Ingleside Park in the Spring.

Upgrade the Tot lot with new equipment at Ingleside Park.

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

Increase enrollment in our summer park program and full day camp.

Initiate additional training for our Summer camp staff.

Assess and improve marketing of our programming through social media, website, newspaper, etc.

Network with towns of size and resources to share programming ideas.

Work with the Town Manager to come up with a relocation plan for Parks & Recreation when a decision is made regarding the middle school site.

Return to Table of Contents

Accomplishments

Completed a program fee study with Berry and Dunn to match program fees with expenses

Increased K-2 Instructional Basketball enrollment by 10%.

Increased from 10 to 12 Teams in our Travel Basketball program 4th grade thru 8th grade

Increased enrollment in afterschool program by 7% from prior year.

Added Robotics to our Afterschool program.

Added a 2nd babysitting course to our programming.

Procured donations for 3 summer concerts at Ingleside Park.

Partnered with the Winthrop Chamber of Commerce to run two events - Beach day and the End of the Summer bash at Winthrop Center.

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

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

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

Worked with Massport to secure additional funding for our 8-week summer program.

Hired and managed 61 Students for our 8-week summer program. We were able to add 10 new students.

Continue to successfully increase rentals at the Memorial gym.

Added Adult Soccer, Adult Basketball and Pickleball to our winter programming.

Return to Table of Contents

Significant Budget Changes

There has been no step increase for the Director, Assistant Director, and Program Coordinator for over 11 years. There have only been COLA increases.

Afterschool salary line increase of $7,750 for temporary part time staff for the afterschool program. The increase is necessary for additional staff due to increased enrollment.

Increase to Recreational Activities line item which totals $28,675.00. We need to add money to this line due to cost of programming and equipment.

Misc. Supplies line increase of $975.00 due to the increased cost of paper and general office supplies.

Increase of $1,500 to Athletic Field Services line item for signage and fence repair.

Budget Concerns

Indirect Costs have gone up over the last several years which will have a negative impact on our programming revenue throughout the year.

The cost of equipment and supplies for programming is a major concern for this upcoming year. This will have a direct impact on program revenue.

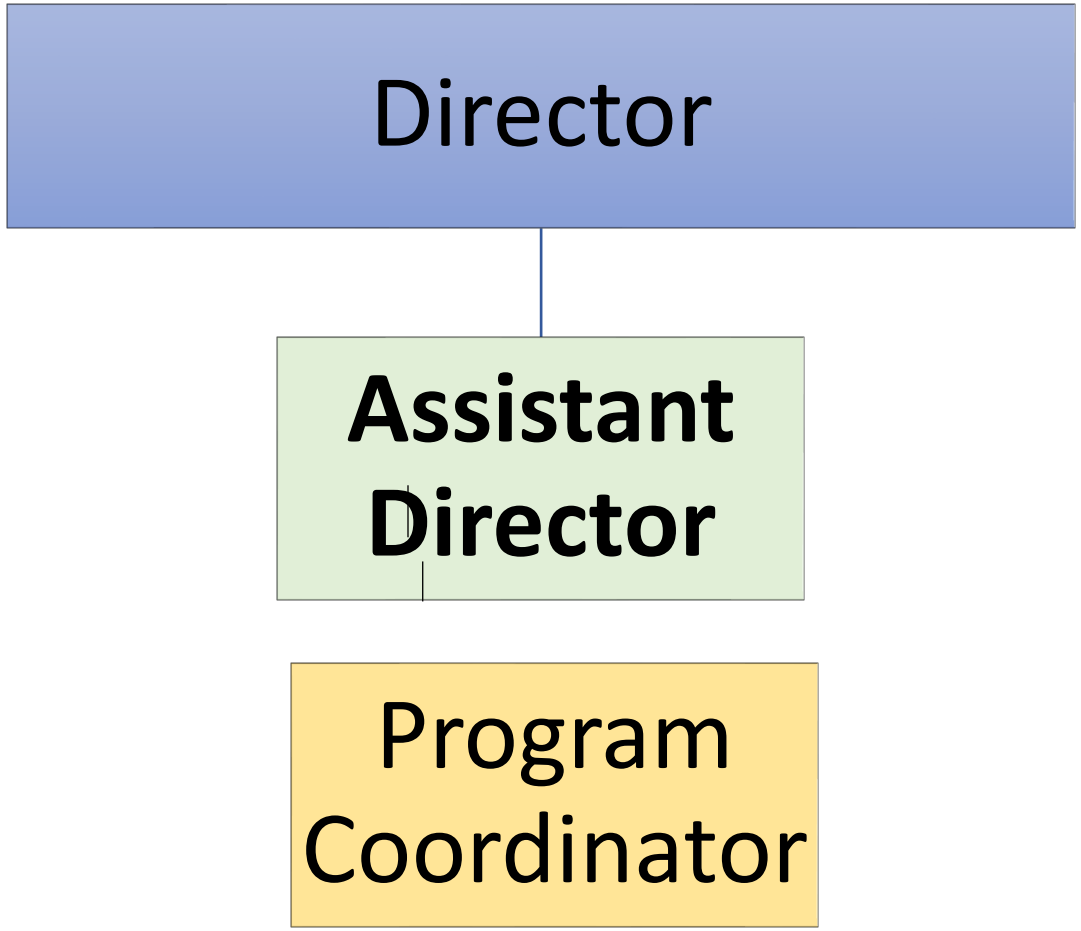
Transportation costs have increased.

Fee increases to our core programs could hurt registrations in the future.

Relocation expenses for the Recreation Dept.

Return to Table of Contents

Parks and Recreation



Return to Table of Contents

ENTERPRISE FUNDS

671 - PARKS & RECREATION ENTERPRISE FUND		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	**Account Description**	**Actual**	**Budget**	**Actual 12/15/23**	**Dept Request**	**Town Manager**	**Change**	**Change**
6714-437000	Other Fees & Charges						0.00	0.00%
6714-451001	Park Permits						0.00	0.00%
6714-480000	Miscellaneous Revenue						0.00	0.00%
6714-485001	Summer Leagues-Revenue						0.00	0.00%
6714-497000	Trnasfer In	28500	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00%
Total 40	**Revenues**	28500	**30,000.00**	**30,000.00**	**30,000.00**	**30,000.00**	**0.00**	**0.00%**
6714-427000	Charges for Services	344,380.61	373,550.00	167,665.53	390,000.00	390,000.00	16,450.00	4.40%
Total 417	**User Charges**	**344,380.61**	**373,550.00**	**167,665.53**	**390,000.00**	**390,000.00**	**16,450.00**	**4.40%**
Fund 671	**Recreation Enterprise**	**372,880.61**	**403,550.00**	**197,665.53**	**420,000.00**	**420,000.00**	**16,450.00**	**4.08%**

ENTERPRISE FUNDS

671 - PARKS & RECREATION ENTERPRISE FUND		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Budget	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
67163051-511100	Permanent Employees	164,936.00	172,234.09	181,666.00	78,905.64	185,299.32	185,299.32	3,633.32	2.00%
67163051-512202	Salary After School Program	16,500.00	15,251.06	16,500.00	14,176.00	24,250.00	24,250.00	7,750.00	46.97%
67163051-512203	Salary Class Instructors					-	-	-	0.00%
67163051-514600	Longevity	2,050.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	-	0.00%
67163051-517100	Workers Compensation	5,174.00	2,013.00	2,114.00		1,250.00	1,250.00	(864.00)	-40.87%
67163051-517200	Unemployment			2,000.00		2,000.00	2,000.00	-	0.00%
67163051-517501	OPEB			6,000.00		6,000.00	6,000.00	-	0.00%
67163051-517510	Health Insurance GIC			20,000.00		20,000.00	20,000.00	-	0.00%
67163051-517700	Pension Appropriation	37,400.00	37,400.00	37,400.00	37,400.00	38,148.00	38,148.00	748.00	2.00%
	PERSONNEL SUB-TOTAL:	**226,060.00**	**229,348.15**	**268,130.00**	**132,931.64**	**279,397.32**	**279,397.32**	**11,267.32**	**4.20%**
67163052-524001	Maintenance & Repairs	2,500.00	592.29	3,500.00		3,000.00	3,035.06	(464.94)	-13.28%
67163053-535100	Recreational Activiites	75,137.00	74,587.78	76,175.00	38,820.52	75,000.00	75,000.00	(1,175.00)	-1.54%
67163053-538400	Athletic Field Services	6,000.00	6,100.00	6,000.00		6,000.00	6,000.00	-	0.00%
67163053-534100	Telecommunications	600.00	489.48	1,200.00		1,200.00	1,200.00	-	0.00%
67163053-534300	Printing and Mailing	500.00	301.14	750.00		500.00	500.00	(250.00)	-33.33%
67163054-548100	Fuel (Gasoline/Diesel)			1,000.00		200.00	200.00	(800.00)	-80.00%
67163055-558900	Misc. Supplies	2,350.00	2,165.97	3,525.00	1,624.00	3,600.00	3,600.00	75.00	2.13%
67163057-571001	In-State Mileage							-	0.00%
67163057-573100	Professional Associations	250.00	250.00	750.00		500.00	500.00	(250.00)	-33.33%
67163057-574100	Property Insurance	5,834.00	7,213.00	6,126.00		8,091.00	8,091.00	1,965.00	32.08%
67163057-579100	Software Annual License Cost	3,500.00	3,290.00	4,550.00	4,447.50	4,550.00	4,550.00	-	0.00%
67163059-596101	Trf to General Indirect Costs	55,394.00	55,394.00	31,844.00	31,844.00	37,926.62	37,926.62	6,082.62	19.10%
	EXPENSES SUB-TOTAL:	**152,065.00**	**150,383.66**	**135,420.00**	**76,736.02**	**140,567.62**	**140,602.68**	**5,182.68**	**3.83%**
671 - PARKS & RECREATION ENTERPRISE FUND		**378,125.00**	**379,731.81**	**403,550.00**	**209,667.66**	**419,964.94**	**420,000.00**	**16,450.00**	**4.08%**

RINK

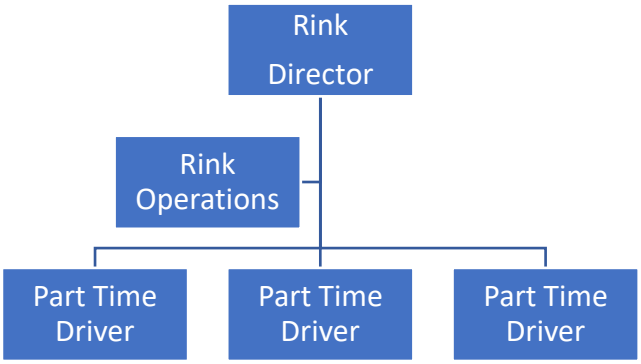
Return to Table of Contents

Lawrence Larsen Rink at the Mike Eruzione Center

Mission Statement

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

Organizational Chart



Personnel Summary

	2023 FTE	2024 FTE	2025 FTE	Change
Rink Director	0.7	0.7	0.7	0.0
Rink Operations	1.0	1.0	1.0	0.0
Part Time Drivers (3)	0.8	0.8	0.8	0.0
672 Total Full Time Equivalents	2.5	2.5	2.5	0.0

Return to Table of Contents

Lawrence Larsen Rink at the Mike Eruzione Center

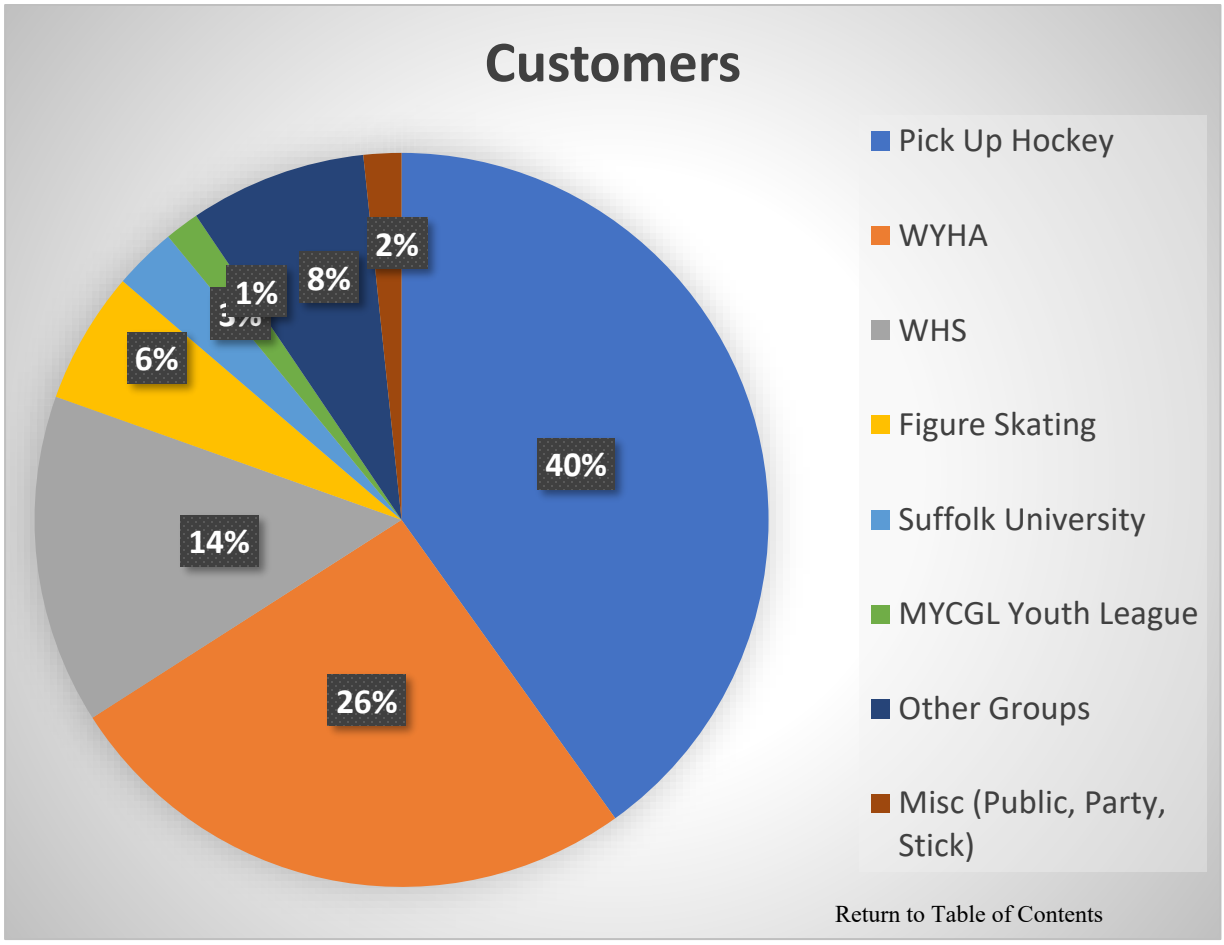
Goals and Objectives

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

Accomplishments

- Improved Zamboni entrance gate to ice surface with heavy duty wheels to support doors.
- Reduced water usage by power washing surface after melting ice.
- Reduced Overtime by adding additional Part time Zamboni driver.

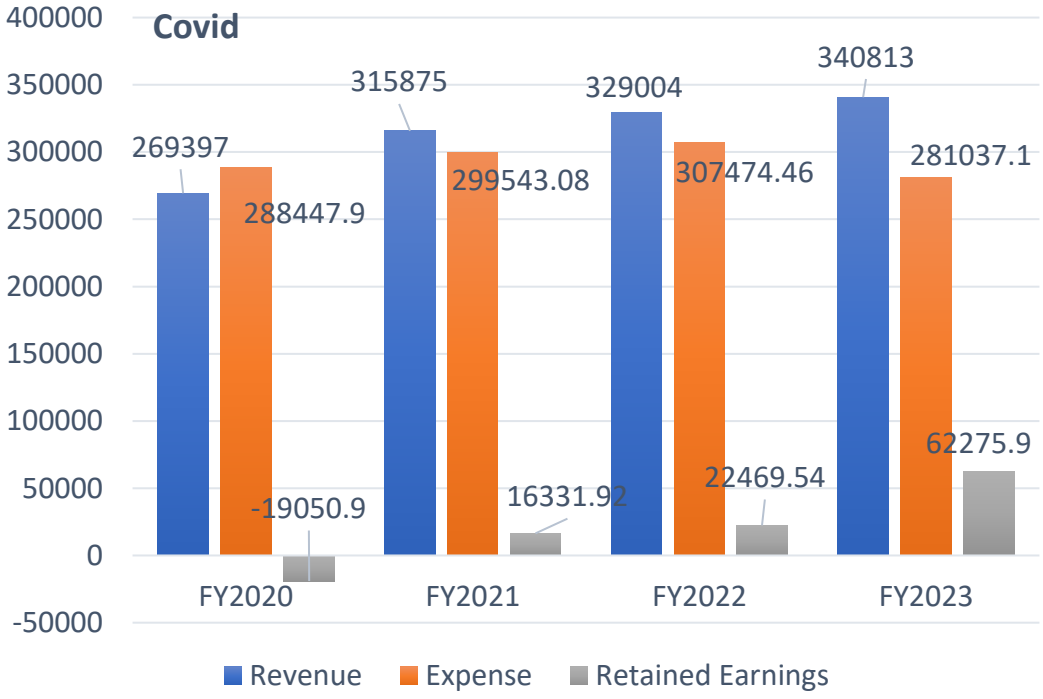
Programs & Services

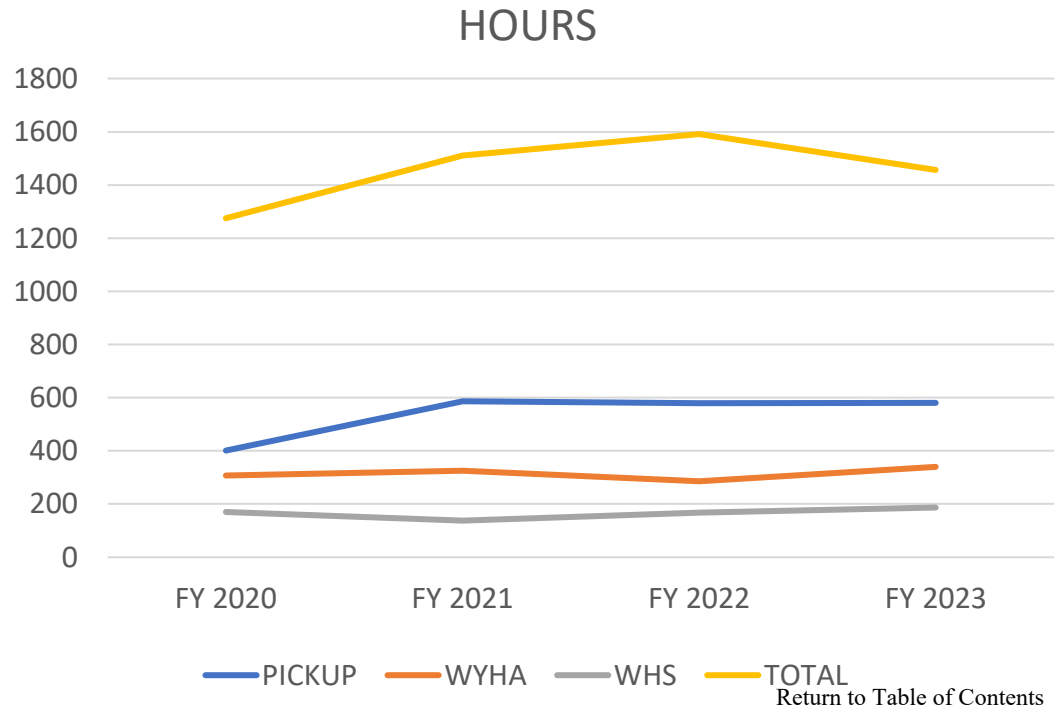


Return to Table of Contents

Lawrence Larsen Rink at the Mike Eruzione Center

Performance Measures





Return to Table of Contents

ENTERPRISE FUNDS

672 - SKATING RINK ENTERPRISE FUND		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/15/23	Dept Request	Town Manager	Change	Change
6724-427600	Kasabuski Revenue						0	0.00%
6724-480000	Miscellaneous Revenue	8,063.00	12,500.00	9,379.00	10,000.00	10,000.00	-2,500.00	-20.00%
6724-485002	Prior year refunds						0	0.00%
6724-497000	Trnasfer In	2500	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00%
Total 40	**REVENUES**	**10,563.00**	**42,500.00**	**39,379.00**	**40,000.00**	**40,000.00**	**-2,500.00**	**-5.88%**
6724-427100	Advertisement Revenue	9,300.00	8,000.00	7,800.00	8,300.00	8,300.00	300.00	3.75%
6724-427200	Outside Revenue	39,865.00	37,374.00	10,265.00	39,000.00	39,000.00	1,626.00	4.35%
6724-427300	Skate Shop Revenue	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
6724-427301	Snack Shop Revenue						0	0.00%
Total 416	**Departmental Revenue**	**50,165.00**	**46,374.00**	**19,065.00**	**48,300.00**	**48,300.00**	**1,926.00**	**4.15%**
6724-427400	Youth Hockey Revenue	85,380.00	88,500.00	34,370.00	88,500.00	88,500.00	0.00	0.00%
6724-427500	Skating Association	16,700.00	13,000.00	0.00	13,000.00	13,000.00	0.00	0.00%
6724-427501	WPS Revenue	47,945.00	44,000.00	0.00	47,000.00	47,000.00	3,000.00	6.82%
6724-427502	League Revenue						0	0.00%
6724-427503	Pick-Up League Revenue	132,560.00	124,000.00	58,753.00	130,000.00	130,000.00	6,000.00	4.84%
Total 417	**User Charges**	**282,585.00**	**269,500.00**	**93,123.00**	**278,500.00**	**278,500.00**	**9,000.00**	**3.34%**
Fund 672	**Rink Enterprise Fund**	**343,313.00**	**358,374.00**	**151,567.00**	**366,800.00**	**366,800.00**	**8,426.00**	**2.35%**

ENTERPRISE FUNDS

672 - SKATING RINK ENTERPRISE FUND Account Number	Account Description	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Actual 12/31/23	FY2025 Dept Request	FY2025 Town Manager	$ Change	% Change
67267251-511100	Permenant Employees	107,718.00	117,449.19	124,000.00	56,472.07	125,000.00	125,000.00	1,000.00	0.81%
67267251-513100	Overtime	8,000.00	8,130.33	10,000.00	3,793.58	9,000.00	9,000.00	(1,000.00)	-10.00%
67267251-517100	Workers Compensation	2,552.00	1,437.00	1,510.00		1,540.20	-	(1,510.00)	-100.00%
67267251-517200	Unemployment			4,000.00	5,483.00	4,000.00	4,000.00	-	0.00%
67267251-517501	OPEB			4,000.00		4,000.00	4,000.00	-	0.00%
67267251-517510	Health Insurance GIC			43,500.00		43,500.00	47,748.02	4,248.02	9.77%
67267251-517700	Pension Appropriation	12,467.00	12,467.00	12,467.00	12,467.00	12,716.34	12,716.34	249.34	2.00%
67267251-517910	Medicare			1,943.00		1,943.00	1,943.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**130,737.00**	**139,483.52**	**201,420.00**	**78,215.65**	**201,699.54**	**204,407.36**	**2,987.36**	**1.48%**
67267252-521100	Electricity	60,900.00	45,597.47	66,300.00	17,297.04	66,300.00	66,300.00	-	0.00%
67267252-521200	Heating Fuel	8,400.00	6,519.53	8,400.00	1,047.54	8,400.00	8,400.00	-	0.00%
67267252-524106	Repair/Maint. Of Vehicles	4,600.00	1,714.88	4,600.00	652.65	4,600.00	4,600.00	-	0.00%
67267252-524107	Repair/Maint. of Infrastructure	15,000.00	14,704.96	15,000.00	7,680.00	20,000.00	20,000.00	5,000.00	33.33%
67267253-534100	Telecommunications	200.00		200.00		200.00	200.00	-	0.00%
67267253-534200	Internet Access	1,200.00	1,095.80	1,200.00	459.50	1,200.00	1,200.00	-	0.00%
67267253-538400	Athletic Field Service	8,000.00	7,967.62	9,000.00	8,064.39	9,000.00	9,000.00	-	0.00%
67267254-543200	Utilities	2,000.00	450.00	2,000.00		2,000.00	2,000.00	-	0.00%
67267254-542300	General Office Supplies	500.00	435.94	500.00	333.97	500.00	500.00	-	0.00%
67267254-543100	Structural	3,000.00	2,131.98	3,000.00	173.66	3,000.00	3,000.00	-	0.00%
67267254-545100	Cleaning Supplies	1,530.00	1,530.00	2,000.00	793.90	2,000.00	2,000.00	-	0.00%
67267255-558900	Misc. Supplies	570.00	44.35					-	0.00%
67267257-578100	Reserve Fund Appropriation	8,000.00	4,890.00	7,000.00	6,000.00	2,000.00	2,000.00	(5,000.00)	-71.43%
67267255-558102	Fire Prevention Supplies	300.00	139.05	300.00		300.00	300.00	-	0.00%
67267258-580000	Capital Improvements/Purchases							-	0.00%
67267257-574100	Property Insurance	10,046.00	8,623.00	10,548.00		11,075.40	11,075.40	527.40	5.00%
67267259-591100	Prinicpal Long Term Debt							-	0.00%
67267259-591500	Interest on Bond							-	0.00%
67267259-596101	Trf to General Indirect Costs	45,709.00	45,709.00	26,906.00	26,906.00	31,817.24	31,817.24	4,911.24	18.25%
	EXPENSES SUB-TOTAL:	**169,955.00**	**141,553.58**	**156,954.00**	**69,408.65**	**162,392.64**	**162,392.64**	**5,438.64**	**3.47%**
672 - Rink Enterprise Fund Total		**300,692.00**	**281,037.10**	**358,374.00**	**147,624.30**	**364,092.18**	**366,800.00**	**8,426.00**	**2.35%**

Enterprise Funds
Solid Waste

Return to Table of Contents

ENTERPRISE FUNDS

SOLID WASTE

MISSION:

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

DESCRIPTION OF SERVICES:

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

The overall budget request for the Solid Waste Enterprise fund is approximately $22,021 (1%) over the adopted FY24 budget. This increase is due to salary and contractual obligations and an annual increase on the curbside hauling contract

The increases are outlined below:

	FY24	FY25
Expenditure line	**Adopted**	**Submitted**
Personnel	87,966	91,477
Waste removal Contract	960,376	978,744

GOALS & ACCOMPLISHMENTS

FY 25 SW&R Department Goals

- Review of the cost of collection for bulk items. The current rate of $10/item for household goods needs to be revisited. Having heavier weighted items cost the same as a single kitchen chair does not equate. The weight of these items has an impact on our tipping fees.
- Establish Green Teams in all town buildings. As stewards of taxes, public buildings, and spaces, we need to set the example and raise the bar for all town buildings by reducing solid waste and establishing policies for recycling. Recycling dumpsters on the grounds of all town buildings.

Return to Table of Contents

- Provide each bin at each unit with a sticker for the lid of all town supplied recycling and trash bins.
- Investigate Cost effective ways to remove organic waste from residential and Town trash.

SW&R Department Achievements in FY24

- Rolled out the PAYT Overflow Bag Program
- Established abatement process for special circumstances for relief of the cost of the SW&R fee.
- Increased Trash & Recycling Education and increased an enforcement presence throughout the community.

ENTERPRISE FUNDS

670 - SOLID WASTE ENTERPRISE FUND		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/15/23	Dept Request	Town Manager	Change	Change
6704-432003	Trash Fee	798042.64	900,000.00	419,833.78	900,000.00	900,000.00	0.00	0.00%
6704-432004	Housing Authority Fee	0	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00%
6704-432009	Bag Fee	0	250,000.00	14,069.00	30,000.00	30,000.00	-220,000.00	-88.00%
6704-432011	Additional Bin Revenue		0.00	840.00	8,400.00	8,400.00	8,400.00	0.00%
Total 417	**User Charges**	**798042.64**	**1,170,000.00**	**454,742.78**	**958,400.00**	**958,400.00**	**-211,600.00**	**-18.09%**
6704-417500	Penalties & Interest Trash Fee	12409.33	0.00	4,974.27	10,000.00	10,000.00	10,000.00	0.00%
6704-422000	Trash Lien Revenue				180,000.00	180,000.00	180,000.00	0.00%
6704-421500	Trash Lien Committeed Interest				44,640.50	44,640.50	44,640.50	0.00%
Total 420	**Penalties and Interest**	**12409.33**	**0.00**	**4,974.27**	**234,640.50**	**234,640.50**	**234,640.50**	**0.00%**
6704-480000	Miscellaneous Revenue - Bulk Items	26655.39	14,782.00	16,070.20	25,000.00	25,000.00	10,218.00	69.12%
6704-480006	Textile Recycling Revenue	644.28	500.00	0.00	500.00	500.00	0.00	0.00%
6704-497000	Transfer In	971400	500,000.00	600,000.00	600,000.00	600,000.00	100,000.00	20.00%
	Retained Earnings				200,000.00	200,000.00	200,000.00	0.00%
Total 421	**Miscellaneous**	998699.67	**615,282.00**	**616,070.20**	**825,500.00**	**825,500.00**	**210,218.00**	**34.17%**
Fund 670	**Solid Waste Revenue Enterprise Fund**	**1,809,151.64**	**1,785,282.00**	**1,075,787.25**	**2,018,540.50**	**2,018,540.50**	**233,258.50**	**16.08%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

ENTERPRISE FUNDS

670 - SOLID WASTE ENTERPRISE FUND		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Budget	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
6705-511100	Permenant Employees	85,842.00	73,101.88	87,966.00	34,378.20	91,476.48	89,725.00	1,759.00	2.00%
6705-514600	Longevity					142.50	142.50	142.50	0.00%
6705-517100	Workers Compensation			1,500.00		1,500.00	1,500.00	-	0.00%
6705-517200	Unemployment			1,000.00		1,000.00		(1,000.00)	-100.00%
6705-517501	OPEB			2,000.00		2,000.00	2,000.00	-	0.00%
6705-517510	Health Insurance GIC			24,000.00		24,000.00	24,000.00	-	0.00%
6705-517700	Pension			12,467.00	12,467.00	12,716.34	12,467.00	-	0.00%
6705-517910	Medicare			1,276.00		1,276.00	1,276.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**85,842.00**	**73,101.88**	**130,209.00**	**46,845.20**	**134,111.32**	**131,110.50**	**901.50**	**0.69%**
6705-529200	Waste Removal Contracts	921,584.00	940,371.00	960,376.00	238,719.00	978,744.00	978,744.00	18,368.00	1.91%
6705-529201	Tipping Fees	907,391.00	760,015.68	750,000.00	177,084.52	750,000.00	740,000.00	(10,000.00)	-1.33%
6705-529202	Trash Bins			91,537.00	22,884.36	91,537.00	91,537.00	-	0.00%
6705-534400	Postage	8,000.00	6,732.64	8,000.00	1,843.74	5,000.00	7,000.00	(1,000.00)	-12.50%
6705-542400	Printing	2,500.00	3,633.85	2,500.00		1,000.00	2,500.00	-	0.00%
6705-558900	Supplies - Bags	10,000.00	8,482.00	15,000.00		1,000.00	9,000.00	(6,000.00)	-40.00%
6705-579100	Software Annual License Cost	4,000.00	6,308.07	4,000.00	3,541.57	4,000.00	4,000.00	-	0.00%
6705-596101	Trf to General Indirect Costs	50,000.00	50,000.00	98,660.00	98,660.00	98,882.28	54,649.00	(44,011.00)	-44.61%
	EXPENSES SUB-TOTAL:	1,903,475.00	**1,775,543.24**	**1,930,073.00**	**542,733.19**	**1,930,163.28**	**1,887,430.00**	**(42,643.00)**	**-2.21%**
670 - Solid Waste Enterprise Fund Total		**1,989,317.00**	**1,848,645.12**	**2,060,282.00**	**589,578.39**	**2,064,274.60**	**2,018,540.50**	**(41,741.50)**	**-2.03%**

Enterprise Funds Water/ Sewer

Return to Table of Contents

ENTERPRISE FUNDS

SEWER DIVISION

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

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

The division also maintains the Town's Storm Drain System, which consists of over 1,000 catch basins and over 80 permitted outfall pipes that discharge to surrounding waterways.

When fully staffed, the sewer division employs 9 full-time employees, including a general foreman, a working foreman, two skilled laborers, four drivers/laborers, and a clerk. In addition to this core group, 1/3rd of an employee for the positions of DPW director and mechanic foreman and a ½ position for the Superintendent make up the wage and salary obligation of the department. The sewer division is currently challenged with 3 vacancies and one employee out on an extended workers' compensation injury. All foremen are required to be licensed by the state and undertake annual training programs that facilitate the operation of the sewer and storm drain systems and ensure compliance with all state and federal regulations. These systems operate continuously 24 hours per day, 365 days per year.

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

The overall budget request for the Sewer division of the combined Water & Sewer Enterprise fund is approximately $165,000 (2.75%) more than the adopted FY24 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. Contractual pay increases, increases in purchased services, and material escalation costs contribute to the remaining increase in the FY25 budget request.

The increases are outlined below:

	FY24	FY25
Expenditure line	**Adopted**	**Submitted**
Personnel	496,722	531,740
Vehicle Maintenance	35,000	40,000
Purchased Services	125,658	130,000
MWRA Assessment	4,041,355	4,162,595

WATER DIVISION

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

DESCRIPTION OF SERVICES:
The primary services provided by the water division is that of assuring immediate delivery of safe, high-quality water at an appropriate cost to remain self-sustaining while maintaining and improving the Town's water distribution system and to guarantee a long term reliable and efficient operation. The Town consumes, on average, 1.5 million gallons of water per day, with seasonal daily peaks around 2.5 million gallons. The MWRA supply system has been analyzed to be able to provide up to 8 million gallons per day, with the Town's aging pipe network being the limiting factors in most neighborhoods.

When fully staffed, the water division employs 7 full time positions, including an operations manager, a billing clerk, a working foreman, a general foreman, a junior mechanic, and 2 technicians. In addition to this core group, 1/3rd of an employee for the positions of DPW director, the mechanic foreman and an administrative clerk make up the wage and salary obligation of this division. Currently the water division is challenged with 3 vacancies. Three of the staff are licensed with the State and undergo annual training programs that facilitate the operation of the water system and assure compliance with regulations. By contract, the Director maintains a full 4D Distribution license and remains on record with the state of Massachusetts as the primary licensed operator. The system receives fully treated water from the MWRA and the Water Division provides emergency services 24 hours per day, 365 days per year.

As with the Town's Sewer & Stormwater Collection Systems, the responsibility of Water Distribution and the Water Division operations lies with the Director. The Director is in charge of staffing, budgeting, program development, project planning, and compliance with all applicable rules and regulations. The

Operation Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors division safety training and assesses equipment and material needs.

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

The overall FY25 budget request for the Water portion of the Enterprise fund is approximately $115,988 (2.4%) more than the adopted FY24 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, increases in purchased services, and material escalation costs make up the remainder of the FY25 budget increase.

The increases are outlined below:

	FY24	**FY25**
Expenditure line	**Adopted**	**Submitted**
Personnel	481,336	535,742
Purchased Services	126,850	130,000
General Repair /Maint. Supplies	120,000	125,000
MWRA Assessment	1,864,410	1,920,342

GOALS & ACCOMPLISHMENTS

FY25 Departmental Goals for the Water & Sewer Divisions:

Water

- Remove another 100 Full Lead Water Services from the Distribution System
- Complete the PRV Station & Water Tower Improvement Project
- Complete phase 2 of the Asset Management Plan for the Water Distribution System for future project prioritization and strategic planning
- Engineer, award, and construct phase 1 of the Winthrop St. water main project

Sewer

- Complete a 10-year capital plan for sewer infrastructure improvements
- Launch a program to identify and remove illegal sump pump connections to sanitary plumbing in homes and businesses throughout the town.

Prior year accomplishments:

- Replaced 100 Full Lead Water Services
- Completed the Revere Street / Crest Ave. / Grovers Ave. water main replacement project
- Completed phase 1 of the Asset Management Plan for the Water Distribution System
- Replaced the emergency generator at the Pico Ave. pump station
- Replaced a 400’ section of failed sewer main on Wadsworth Avenue.

Return to Table of Contents

ENTERPRISE FUNDS

901 - SEWER & WATER ENTERPRISE FUNDS		FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Actual	Budget	Actual 12/15/23	Dept Request	Town Manager	Change	Change
9014-419001	Water Overpayments - Taxes						0.00	0.00%
9014-419010	U/B Credit Balance From Conversion						0.00	0.00%
9014-419011	Water U/B Credit Balance From Cconversion						0.00	0.00%
9014-466000	MWRA Grant						0.00	0.00%
9014504-484010	Water Scrap Metal						0.00	0.00%
Total 40	**REVENUES**	0	0	0	**$ -**	**$ -**	0.00	0.00%
9014-421750	Sewer Betterment Revenue						0.00	0.00%
9014-432910	U/B Lien Reading Fee						0.00	0.00%
9014-432911	Water U/B Lien Reading Fee	8,700.00	0.00	3,350.00	$ -	$ -	0.00	0.00%
9014-432920	U/B Backflow Charge						0.00	0.00%
9014-432921	Water U/B Backflow Charge						0.00	0.00%
9014-432930	U/B NSF Check Fee						0.00	0.00%
9014-432931	Water U/B NSF Check Fee						0.00	0.00%
9014-432940	U/B Usage Conv. Data/Retcks						0.00	0.00%
9014-432951	Water W/B Usage COonv/Retcks						0.00	0.00%
9014-432960	U/B Sewint Converted Data						0.00	0.00%
9014-484000	Misc Receipts -Sewer	17,414.03					0.00	0.00%
9014-484012	Misc Receipts - Water	2,225.00	0.00	410.00	$ -	$ -	0.00	0.00%
Total 416	**Departmental Revenue**	**28,339.03**	**0.00**	**3,760.00**	**$ -**	**$ -**	0.00	0.00%
9014-421101	Water Utility Usage	36,056.62	0.00	4,016.70	$ -	$ -	0.00	0.00%
9014-421300	WTR/SWR Utility Usage	9,493,303.04	0.00	4,882,371.72	$ -	$ -	0.00	0.00%
9014-424500	Sewer Utility Usage	11,139.71	10,811,591.00	90.07	$ 11,163,600.15	$ 11,238,172.00	**426,581.00**	**3.95%**
9014-432800	Residential Service						0.00	0.00%
9014-432801	Water Residential Service						0.00	0.00%
9014-432810	Commercial Service						0.00	0.00%
9014-432811	Water Commercial Service						0.00	0.00%
9014-432820	Equipment Charge						0.00	0.00%
9014-432821	Water Equipment Charge						0.00	0.00%
9014-432831	Water On/Off Charge	350.00					0.00	0.00%
Total 417	**User Charges**	**9,540,849.37**	**10,811,591.00**	**4,886,478.49**	**$ 11,163,600.15**	**$ 11,238,172.00**	**426,581.00**	**3.95%**
9014-414003	WTR/SWR Tax Title Revenue						0.00	0.00%
9014-414200	Sewer Tax Title	4,009.69					0.00	0.00%
9014-414201	Water Tax Title Revenue	11,075.69	0.00	19,699.84	$ -	$ -	0.00	0.00%
9014-417003	WTR/SWR Tax Title Interest						0.00	0.00%
9014-417400	Sewer Tax Title Interest	2,671.63					0.00	0.00%
9014-417401	Water Tax Title Interest	2,398.63	0.00	708.59	$ -	$ -	0.00	0.00%
9014-421500	Sewer Lien Committed Interest						0.00	0.00%
9014-421501	Water Lien Committed Interest	35,335.66	0.00	2,128.24	$ -	$ -	0.00	0.00%
9014-421503	WTR/SWR Committed Interest						0.00	0.00%
9014-422000	Sewer Lien Revenue						0.00	0.00%
9014-422001	Water Lien Revenue	1,054,152.66	0.00	137,853.31	$ -	$ -	0.00	0.00%
9014-422300	WTR/SWR Lien Revenue	25					0.00	0.00%
9014-432900	Sewer Interest & Penalties	2,508.63	0.00	100.00	$ -	$ -	0.00	0.00%
9014-432901	Water Interest & Penalties	11,039.96	0.00	6,987.72	$ -	$ -	0.00	0.00%
9014-432903	WTR/SWR Penalties & Interest	29,611.35	0.00	51,823.90	$ -	$ -	0.00	0.00%
Total 420	**Penalties & Interest**	**1,152,828.90**	**0.00**	**219,301.60**	**$ -**	**$ -**	**0.00**	**0.00%**
9014-491000	Proceeds of Bonds						0.00	0.00%
9014-491001	MWRA Water Bond Proceeds						0.00	0.00%
9014-497000	Transfer In	139,500.00	174,062.00	174,062.00	$ -	$ -	-174,062.00	-100.00%
Total 421	**Miscellaneous**	**139,500.00**	**174,062.00**	**174,062.00**	**$ -**	**$ -**	**-174,062.00**	**-100.00%**
Fund 901	**Water/Sewer Enterprise**	**10,861,517.30**	**10,985,653.00**	**5,283,602.09**	**$ 11,163,600.15**	**11,238,172.00**	**252,519.00**	**2.30%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

ENTERPRISE FUNDS

901 - SEWER & WATER ENTERPRISE FUNDS		FY2023	FY2023	FY2024	FY2024	FY2025	FY2025	$	%
Account Number	Account Description	Budget	Actual	Budget	Actual 12/31/23	Dept Request	Town Manager	Change	Change
440 - SEWER DEPARTMENT									
90144051-511100	Permanent Employees	500,447.00	318,715.00	496,722.00	168,240.53	531,740.60	531,740.60	35,018.60	7.05%
90144051-513100	Sewer Overtime	47,500.00	13,719.77	47,500.00	9,039.78	47,500.00	47,500.00	-	0.00%
90144051-514600	Longevity	3,300.00	3,112.50	3,300.00	3,362.50	3,300.00	3,300.00	-	0.00%
90144051-517100	Workers Compensation	15,516.00	6,930.00	8,000.00		8,000.00	8,000.00	-	0.00%
90144051-517200	Unemployment			4,000.00		4,000.00	4,000.00	-	0.00%
90144051-517501	OPEB			20,000.00		20,000.00	20,000.00	-	0.00%
90144051-517510	Group Insurance	140,910.00	59,376.59	140,910.00	19,142.34	140,910.00	153,591.90	12,681.90	9.00%
90144051-517700	Pension	113,148.00	113,148.00	113,148.00	113,148.00	115,410.96	115,410.96	2,262.96	2.00%
90144051-517910	Medicare			7,891.00		7,891.00	7,891.00	-	0.00%
90144051-519300	Uniform Allowance	8,400.00	5,933.36	9,900.00	2,890.20	9,900.00	9,900.00	-	0.00%
	PERSONNEL SUB-TOTAL:	**829,221.00**	**520,935.22**	**851,371.00**	**315,823.35**	**888,652.56**	**901,334.46**	**49,963.46**	**5.87%**
90144052-521100	Electricity	42,080.00	38,095.18	44,180.00	7,652.72	44,180.00	44,180.00	-	0.00%
90144052-523200	Alarm	2,500.00	1,603.91	2,500.00	442.61	2,500.00	2,500.00	-	0.00%
90144052-524106	Repair/Maint of Vehicles Purch Svcs	30,000.00	30,000.00	35,000.00	8,108.99	40,000.00	40,000.00	5,000.00	14.29%
90144052-524108	Repair/Maint Purch Svcs	125,658.00	256,737.82	125,658.00	135,948.18	130,000.00	130,000.00	4,342.00	3.46%
90144053-530400	Outside Legal Consult							-	0.00%
90144053-530500	NPDES Permit Compliance	100,000.00	99,998.86	100,000.00		100,000.00	100,000.00	-	0.00%
90144053-530702	Training Services	5,000.00	2,900.00	10,000.00	2,575.00	10,000.00	10,000.00	-	0.00%
90144053-534103	Cell Phones	5,000.00	4,468.22	5,000.00	1,322.48	5,000.00	5,000.00	-	0.00%
90144053-530200	Audit	2,000.00	2,310.00	2,000.00	1,400.00	2,000.00	2,000.00	-	0.00%
90144053-538300	Police Details	50,000.00	31,532.50	50,000.00	11,181.50	50,000.00	50,000.00	-	0.00%
90144054-542300	General Office Supplies	5,000.00	4,672.37	5,000.00	2,687.28	5,000.00	5,000.00	-	0.00%
90144054-543900	General Repair/Maint Supplies	99,900.00	112,324.35	120,000.00	62,884.98	120,000.00	120,000.00	-	0.00%
90144054-548100	Fuel (Gasoline/Diesel)			20,000.00		20,000.00	20,000.00	-	0.00%
90144056-569400	MWRA Assessment	4,006,489.00	3,970,824.00	4,041,355.00	1,989,203.50	4,162,595.00	4,162,595.00	121,240.00	3.00%
90144058-583100	Water Sewer Plant							-	0.00%
90144057-571101	In-State Tolls	750.00	675.30	750.00	194.10	750.00	750.00	-	0.00%
90144057-574100	Property Insurance	8,300.00	17,464.00	8,715.00		8,715.00	8,715.00	-	0.00%
90144057-578100	Reserve Fund Appropriation	80,000.00	74,812.20	80,000.00		80,000.00	80,000.00	-	0.00%
90144057-579100	Software Annual License Cost	7,381.00	6,149.49	7,381.00	7,380.96	7,381.00	7,381.00	-	0.00%
90144058-580000	Capital Projects	120,000.00	60,000.00	120,000.00		120,000.00	120,000.00	-	0.00%
90144059-591100	Principal on Long Term Debt	125,275.00	125,275.00	125,275.00	50,000.00	354,719.00	354,719.00	229,444.00	183.15%
90144059-591500	Interest on Bond					154,662.78	154,662.78	154,662.78	0.00%
90144059-591571	MCWT Admin Fees			-	6,393.78	-	10,545.18	10,545.18	0.00%
90144059-596101	Indirect Cost Allocation	280,936.04	275,627.04	190,782.00	190,782.00	211,994.96	221,379.53	30,597.53	16.04%
	EXPENSES SUB-TOTAL:	**5,096,269.04**	**5,115,470.24**	**5,093,596.00**	**2,478,158.08**	**5,629,497.74**	**5,649,427.49**	**555,831.49**	**10.91%**
440 - SEWER DEPARTMENT Total		**5,925,490.04**	**5,636,405.46**	**5,944,967.00**	**2,793,981.43**	**6,518,150.30**	**6,550,761.95**	**605,794.95**	**10.19%**

Town of Winthrop

Town Manager Recommended Budget

FY25 Operating Budget

ENTERPRISE FUNDS									
901 - SEWER & WATER ENTERPRISE FUNDS		**FY2023**	**FY2023**	**FY2024**	**FY2024**	**FY2025**	**FY2025**	**$**	**%**
450 - WATER DEPARTMENT									
90145051-511100	Permanent Employees	456,858.00	404,117.87	481,336.00	208,647.07	535,742.27	535,742.47	54,406.47	11.30%
90145051-513100	Water Overtime	49,500.00	36,425.56	49,500.00	7,784.47	49,500.00	49,500.00	-	0.00%
90145051-514600	Longevity	3,300.00	5,225.00	5,260.00	5,291.67	5,260.00	5,260.00	-	0.00%
90145051-517100	Workers Compensation	12,482.00	6,340.00	8,000.00		8,000.00	8,000.00	-	0.00%
90145051-517200	Unemployment			4,000.00		4,000.00	4,000.00	-	0.00%
90145051-517501	OPEB			20,000.00		20,000.00	20,000.00	-	0.00%
90145051-517510	Group Insurance	140,910.00	59,376.59	140,910.00	19,142.34	140,910.00	153,591.90	12,681.90	9.00%
90145051-517700	Pension	98,612.00	98,612.00	98,612.00	98,612.00	100,584.24	100,584.24	1,972.24	2.00%
90145051-517910	Medicare			7,697.00		7,697.00	7,697.00	-	0.00%
90145051-519300	Uniform Allowance	7,000.00	5,482.40	7,200.00	1,168.35	7,200.00	7,200.00	-	0.00%
90145051-519600	Stipend	2,500.00	2,500.16	2,500.00	96.16	-	-	(2,500.00)	-100.00%
	PERSONNEL SUB-TOTAL:	**771,162.00**	**618,079.58**	**825,015.00**	**340,742.06**	**878,893.51**	**891,575.61**	**66,560.61**	**8.07%**
90145052-521100	Electricity	7,875.00	8,103.65	9,000.00	2,314.78	9,000.00	9,000.00	-	0.00%
90145052-524108	Repair/Maint Purch Svcs	126,850.00	213,025.17	126,850.00	92,731.96	130,000.00	130,000.00	3,150.00	2.48%
90145053-530200	Audit	2,000.00	2,710.00	2,000.00	1,400.00	2,000.00	2,000.00	-	0.00%
90145053-530400	Outside Legal Consult							-	0.00%
90145053-530500	Consulting							-	0.00%
90145053-530702	Training Services	7,000.00	6,003.00	12,000.00	1,198.75	12,000.00	12,000.00	-	0.00%
90145053-534103	Cell Phones	5,000.00	3,746.71	5,000.00	1,322.48	5,000.00	5,000.00	-	0.00%
90145053-538300	Police Details	50,000.00	46,432.25	50,000.00	7,315.00	50,000.00	50,000.00	-	0.00%
90145054-542300	Office Supplies	5,000.00	5,172.50	5,000.00	3,239.59	5,000.00	5,000.00	-	0.00%
90145054-543900	General Repair/Maint Supplies	100,000.00	95,480.95	120,000.00	40,706.25	125,000.00	125,000.00	5,000.00	4.17%
90145054-548100	Fuel (Gasoline/Diesel)			20,000.00		20,000.00	20,000.00	-	0.00%
90145054-548200	Automobile Parts	40,000.00	38,707.27	40,000.00	8,405.71	40,000.00	40,000.00	-	0.00%
90145056-569400	MWRA Assessment	1,918,276.00	1,918,276.00	1,864,410.00	932,693.50	1,920,342.00	1,920,342.00	55,932.00	3.00%
90145056-569401	DEP Assessment	5,000.00	4,491.31	5,000.00		5,000.00	5,000.00	-	0.00%
90145057-574100	Property Insurance	34,313.00	37,274.00	36,029.00		36,029.00	36,029.00	-	0.00%
90145057-579100	Software Annual License Cost	30,620.95	29,796.56	30,621.00	30,530.69	30,621.00	30,621.00	-	0.00%
90145058-580000	Capital Projects	100,000.00		100,000.00	3,615.00	100,000.00	100,000.00	-	0.00%
90145059-591100	Principal on Long Term Debt	1,316,704.00	1,074,285.00	1,316,704.00	278,400.00	1,139,797.50	1,139,797.50	(176,906.50)	-13.44%
90145059-591500	Interest on Bond	182,752.05	11,100.00	183,473.00	98,975.43	8,400.00	8,400.00	(175,073.00)	-95.42%
90145059-596000	Transfer Out - Debt Payment							-	0.00%
90145059-591570	SRF Fees	50,908.00						-	0.00%
90145059-591571	MCWT Admin Fees							-	0.00%
90145059-596000	Transfer Out		500,000.00					-	0.00%
90145059-596101	Trf to General Indirect Costs	168,344.96	166,082.96	115,522.00	115,522.00	128,366.84	157,644.94	42,122.94	36.46%
	EXPENSES SUB-TOTAL:	**4,150,643.96**	**4,160,687.33**	**4,041,609.00**	**1,618,371.14**	**3,766,556.34**	**3,795,834.44**	**(245,774.56)**	**-6.08%**
450 - WATER DEPARTMENT Total		**4,921,805.96**	**4,778,766.91**	**4,866,624.00**	**1,959,113.20**	**4,645,449.85**	**4,687,410.05**	**(179,213.95)**	**-3.68%**
450 - SEWER & WATER DEPARTMENT Total		**10,847,296.00**	**10,415,172.37**	**10,811,591.00**	**4,753,094.63**	**11,163,600.15**	**11,238,172.00**	**426,581.00**	**3.95%**



CAPITAL PLAN

Return to Table of Contents

TOWN OF WINTHROP
OFFICE OF THE TOWN MANAGER

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

Anthony Marino
Town Manager

M E M O R A N D U M

TO: Town Council, School Committee & Finance Commission
FROM: Anthony Marino, Town Manager
DATE: **April 3, 2024**
RE: FY 2025-FY 2029 Five-Year Capital Plan

I am pleased to submit the proposed FY2025-2029 Capital Plan, the first year of which constitutes the requested FY2025 Capital Budget. The Town Council, School Committee, and Finance Commission will review the proposals to improve the town's buildings, equipment, and infrastructure each year. Initiatives that require an exclusion (additional debt) from Proposition 2 ½ also require a ballot vote.

This five-year Capital Plan attempts to fully comply with the requirements and spirit of the Town Charter. This is year two of working with the Capital Assets Committee, and we have expanded the Capital section to include an "Other Funding Sources" section, which includes grant funds that we are currently using and future grants that we anticipate filing for. It also includes a section that lists all the town-owned vehicles listed by department.

A few larger issues to be noted:

First, the Town is starting to understand its long-term capital plan needs. The Town's capital plan includes all public assets such as buildings (including schools, streets, sidewalks, parks, trees, water and sewer systems, etc. This plan has been improved with the completion of the Facilities Needs Assessment, completed by Brightly, Inc., which includes long-term capital planning needs for all Town and School Buildings. At the direction of the Town Council, we have also completed the Water System Capital Improvement Plan; this will allow us to develop a long-term capital plan for the water department to include a funding strategy that will minimize, to the greatest extent possible, the impact on the water and sewer ratepayers.

Table of Contents

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

1) Completion of the Winthrop Center stormwater runoff project- $ 15 Million

2) Design and completion of the Stormwater project on Tilestone, Girdlestone, and Pico Ave neighborhoods - $ 8 Million

3) Funding for the design and construction of a single centralized Fire Station - $40 million

4) Investment needed in the Water system to reduce leakage and service breaks – $60 million.

5) Additional roadwork and stormwater work around town - $50 Million

The town is facing $200 million in infrastructure repairs, for which we will need to find federal, state, and local funding.

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

Third, the projects proposed to be funded in FY25 will be listed in detail to ensure that the public can comment on and track the proposed investments. For example, we will list the precise locations of new sidewalks and repaved streets, the location and nature of work on specific buildings and playgrounds, etc.

Funding Sources

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

The Free Cash Benefit

In its most basic definition, Free Cash is the fiscal year-end combination of higher-than-estimated revenues and expenditures that come in lower than budgeted. After the June 30 close of the fiscal year, the Town's Free Cash is certified by the State Department of Revenue and available for appropriation. For example, Free Cash, which was certified after the close of FY2023 (June 30, 2023), is available for use in the FY23 and FY24 (July 1, 2024) Capital Budget. Free cash from FY23 was $2,138,224.

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

Individual Project Requests

Each Capital Equipment request for FY25 includes a detailed project request sheet detailing the need for the item or project, providing a cost estimate and a narrative supporting the purchase. The Department Heads and the Town Manager reviewed each request to decide which fiscal year it would be funded in.

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

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

Town of Winthrop
Capital Requests 5 Year Plan (listed by Department)
FY 2025 - 2029

	Project Title		5 Yr. ProjectRequest	FY2025	FY25 Recommended Funding by TM	FY2026	FY2027	FY2028	FY2029	Funding
1	**Facilities - town**									
2	Town Wide									
3	Roofing Repairs	Roofing repairs	$50,000	$10,000	$10,000	$ 10,000	$10,000	$10,000	$10,000	GF
4	Purchase New Chevy Bolt	New EV Vehicle	$19,500	$19,500	$19,500					GF
5										
6	Pauline Street Gymnasium									
8	Public Bathroom Upgrade	Existing Bathroom needs to be upgraded	$14,000			$ 14,000				GF
9	Install new FOB system at Main Entrance	Allow for doors to be programmed and after hour access	$8,000	$8,000	$8,000					GF
10										
11	EB Newton Building									
12	New Radiator Controls for heating system	Install new Radiator Controls	$18,500	$18,500	$18,500					GC
13										
14										
15										
16										
17	Public Library									
18	AC/Heat Upgrades	Install new Electric Heat Pumps	$319,273	$150,000	$150,000	$ 169,273				GC
19	Flooring Upgrades	Install New Vinyl Plank Flooring	$12,500	$12,500						
20	Rear Staircase ADA Compliance - Stair Lift	Install new lift for Accessbility requirements	$40,000			$ 40,000				GF
21	Childrens Room - ADA Compliance - Stair Lift	Install new lift for Childrens Room Accessibility requirements	$40,000			$ 40,000				Grant
22	Exterior Rear Walkway - ADA Compliance	Install new Accessible Walkway to replace stairway	$55,000	$55,000						Grant
23	Replace existing Elevator	Replace exising elevator as it is past its useful life	$100,000				$100,000			GF
24										
25	Fire & Police Stations									
26	Winthrop Police Station	Repair Control Room floor and install new Vinyl Flooring	$18,000	$18,000						GF
27	Winthrop Police Station	Upgrade Fire Alarm & Emergency Lighting	$6,500	$6,500						GF
28	Winthrop Police Station	Exterior Pointing Work (3 years)	$45,000	$15,000		$ 15,000	$15,000			GC
29	New Fire Station (Phase 1)	Debt Exclusion for new Fire Station (Phase 1)	$39,000,000	$0		$ 39,000,000				Debt Exclusion
30	New Police Station (Phase 2)	Debt Exclusion for new Police Station - (Phase 2)	$39,000,000	$0					$39,000,000	Debt Exclusion
31										
32	DPW & Highway yard									
33	Install New Fire Alarm	New Fire Alarm at DPW Building	$29,000	$14,500		$ 14,500				GF
36	Pressure Wash interior DPW garage walls	Needed due to dirt & debris buildup	$7,500			$ 7,500				GF
37	Remove and replace two RTU's at DPW Building	Replace with energy efficient units	$31,500	$31,500	$31,500					GC
38										
39	American Legion Building									
40	Exterior repairs & improvements	Replace Rotted facia and rafter tails, stucco repairs	$25,000			$ 25,000				GF
41										
42	DPW Roadway, Sidewalk, Stormwater, Utility & Tree work									
43	Revere Street TIP Project	State Funded Project (Town funded approx. $725,000 out of ARPA funds for cost of required Easements)	$7,500,000			$ 7,500,000				State TIP funding
44	Washington - Pleasant - Winthrop Street Intersection Improvements	Engineering work to design intersection improvements	TBD							State Grant Funding
45	Morton Street Living Levees - Climate Resiliency	Project that we are applying for MVP grants to fund design	TBD							State & Federal Grant Funding
46	Main Street TIP Project Design Costs (Bel Isle	Engineering work to begin from Bridge to Pleasant St	$550,000	$100,000	$75,000	$ 125,000	$100,000	$100,000	$125,000	GF
47	Public Seawall Repair	Seawall Repair around Town (FY24 - Shirley Street)	$500,000	$100,000	$50,000	$ 100,000	$100,000	$100,000	$100,000	GF

48	Sidewalk Replacement	Replace Sidewalks in accordance with DPW list	$1,000,000	$200,000	$75,000	$ 200,000	$200,000	$200,000	$200,000	GF
49	Asphalt Resurfacing	Asphalt Resurfacing to maintain replacement of 2.5 Miles per year	$2,500,000	$500,000	$300,000	$ 500,000	$500,000	$500,000	$500,000	GF
50	Girdlestone & Tilestone Stormwater Work	Replace Existing Stormwater drainage with new	$4,950,000			$ 1,350,000	$900,000	$900,000	$1,800,000	Debt Exclusion
51	Pico Avenue Stormwater Work	Replace Existing Stormwater drainage with new	$3,235,000			$ 835,000	$600,000	$600,000	$1,200,000	Debt Exclusion
52	Tree Plantings - Maintenance	Install new and maintain existing shade trees	$125,000	$25,000	$25,000	$ 25,000	$25,000	$25,000	$25,000	GF
53	Cemetery	Cemetery Fence Replacement	$120,000	$40,000	$40,000	$ 40,000	$40,000			GF
54										
55	Water & Sewer Work									
56	Water Main Replacement - Winthrop St	Replace 1900 Linear feet of aged water main	$2,250,000	$0		$ 562,500	$562,500	$562,500	$562,500	Water & Sewer
57	Water Main Repl. - Winthrop Phase 2	Replace 1900 Linear feet of aged water main	$2,500,000	$0		$ 250,000	$562,500	$562,500	$1,125,000	Water & Sewer
58	Water Main Replacement - Brookfield Road	Replace 1500 Linear Feet of water main	$800,000	$0		$ 200,000	$200,000	$200,000	$200,000	Water & Sewer
59	Wtr Mn Repl. & Signal Intrsctn Upgrades	Replace 3200 Lin Ft Wtr Main & 2 signals	$3,850,000	$0		$ 350,000	$700,000	$700,000	$2,100,000	Water & Sewer
60	Wtr Mn Repl Triton, Siren & Undine	Replace 2700 Linear feet of aged water main	$2,750,000	$0		$ -	$250,000	$625,000	$1,875,000	Water & Sewer
61	Faun Bar Ave. Water Tank Replcmnt	Upgrades to Town's $1M gal Water Tank	$2,400,000	$0		$ -	$480,000	$480,000	$1,440,000	Water & Sewer
62	Water Main Replacement - Morton St.	Replace 5350 Linear feet of aged water main	$3,850,000	$0		$ -	$0	$350,000	$3,500,000	Water & Sewer
63	Removal of Remaining Lead Lines	Mandated removal of remaining lead lines	$4,900,000	$0		$ 980,000	$980,000	$980,000	$1,960,000	MWRA
64	Water Valve Maintenance Program	Exercise 500 Valves	$1,500,000	$300,000		$ 300,000	$300,000	$300,000	$300,000	Water & Sewer
65	Water Valve Replacement Program	Replace 25 Failed Gate Valves	$2,500,000	$500,000		$ 500,000	$500,000	$500,000	$500,000	Water & Sewer
66	Water Meter Replacement Program	Five Year Program to replace older water meters	$1,500,000	$300,000		$ 300,000	$300,000	$300,000	$300,000	Water & Sewer
67	Pump Replacement	Replace Primary Sewer Ejector Pump	$50,000	$50,000	$50,000					Water & Sewer
68										
69	Park & Recreation (Town Parks & Playgrounds)									
70	Ingleside Park Playground	Replace existing Play Structure	$120,000	$120,000	$120,000					WF
71	Miller - Turf Field Maintenance	Monies that will be needed for Turf Maintenance	$800,000						$800,000	TBD/CPA
72										
73		**Town Sub Totals**	**$130,061,773**	**$2,594,000**	**$972,500**	**$ 53,452,773**	**$7,425,000**	**$7,995,000**	**$57,622,500**	
74										
75	**Facilities-School**									
76	District									
77	EPM on Fabianno's Playground	Replace Cracking EPDM and resurface	$75,000			$ 75,000				GF
78	Ball field Maintenance	Maintenance on existing Sports Fields	$20,000	$20,000	$20,000					GF
79										
80	Cummings School									
81	Replace one AC Compressor	Replace one AC Compressor	$14,000	$14,000	$14,000					
82	Replace Dumpster Enclosure	Replace Existing Dumpster Enclosure	$8,000	$8,000	$8,000					
83	Replace Actuator and BMS Device	Replace Actuator and BMS devices	$80,000			$ 80,000				GF
84	Replace Carpet in the Admin Offices	Replace carpet in Admin Office	$42,000			$ 42,000				GF
85	Sealcoat and restripe parking lot	Sealcoat and restripe existing parking lot	$15,000			$ 15,000				GF
86										
87	Ft. Banks									
88	Patch cracks and sealcoat parking lot	Patch cracks and seal coat parking lot	$14,000			$ 14,000				
89	Fix 75' of broken curbs around building	Fix 75' of broken curb around building	$10,000			$ 10,000				GF
90	Make repairs to Ashphalt driveway loop	Make repairs to existing asphalt driveway loop	$20,000			$ 20,000				GF
91	Replace RTU1 & RTU2	Cost to install two RTU's (Units Purchased with ESSR Funds)	$298,281	$298,281	$298,281					FC
92										
93	Winthrop Middle-High School Building									
94	New exhaust fan motor on RTU-1	Replace exhaust fan motor on RTU-1	$9,000	$9,000	$9,000					GF
95	Dugout Extension MSHS Baseball Field	Install a Dugout extension on the baseball field	$18,000				$18,000			GF
96	Vape Detectors Installation	Install Vape detectors in the MSHS	$35,000			$ 35,000				GF
97										
98										
99		**School Sub Totals**	**$1,007,562**	**$349,281**	**$349,281**	**$ 291,000**	**$18,000**	**$0**	**$0**	

100	**Equipment**									
101	**DPW**									
102	Final payment on Sewer Vac Truck	Final Payment on Sewer Vac Truck	$60,000	$60,000	$60,000					Water & Sewer
103	DPW - Trash Truck Replacement	Replace existing 2013 Trash Truck with new.	$210,000	$70,000	$70,000	$ 70,000	$70,000			GF
104										
105	**Fire**									
106	Fire Truck Lease Payment	Lease Payments on new Fire Truck	$392,000	$95,000	$95,000	$ 99,000	$99,000	$99,000		
107	New Ladder Truck	Replace 2006 Pierce Aerial Unit (105')	$1,850,000					$1,850,000		GF & Grant
108	Replace Existing Command Vehicle (C-1)	Replace existing 2017 Chevy Tahoe (110,000)	$65,000				$65,000			GF
109	Purchase new Zodiac Inflatable Boat	Replace Existing 1965 Boston Whaler	$25,000			$ 25,000				Waterways
110										
111	**Police**									
112	New Police Cruisers	Existing Plan to replace one Police Cruiser Per year	$290,000	$58,000	$58,000	$ 58,000	$58,000	$58,000	$58,000	GF
113	Body Cameras	Yearly Cost of Body Cameras	$240,000	$60,000	$60,000	$ 60,000	$60,000	$60,000		GF
114										
115	**IT**									
116	Computer Replacement Plan	Annual plan to replace existing office computers	$100,000	$20,000	$10,000	$ 20,000	$20,000	$20,000	$20,000	GF
117										
118		**Equipment Sub Totals**	**$3,585,000**	**$363,000**	**$353,000**	**$ 332,000**	**$372,000**	**$2,087,000**	**$78,000**	
119										
120		**Totals - General Funding**	**$103,555,281**	**$1,776,281**	**$946,500**	**$ 50,439,000**	**$2,980,000**	**$4,522,000**	**$43,838,000**	
121		**Total - Free Cash**	**$298,281**	**$298,281**	**$298,281**	**$ -**	**$0**	**$0**	**$0**	
122		**Totals - Water & Sewer Enterprise Funds**	**$28,910,000**	**$1,210,000**	**$110,000**	**$ 3,442,500**	**$4,835,000**	**$5,560,000**	**$13,862,500**	
123		**Totals - Waterways Fund**	**$25,000**	**$0**	**$0**	**$ 25,000**	**$0**	**$0**	**$0**	
124		**Totals - Winthrop Foundation Funding**	**$120,000**	**$120,000**	**$120,000**	**$ -**	**$0**	**$0**	**$0**	
125		**Totals - Green Community Grant**	**$369,273**	**$200,000**	**$200,000**	**$ 169,273**	**$0**	**$0**	**$0**	
		Grand Total	**$133,277,835**	**$3,604,562**	**$1,674,781**	**$ 54,075,773**	**$7,815,000**	**$10,082,000**	**$57,700,500**	

Fund Source - FY25	Amount
Green Communities	$200,000
Free Cash	$298,281
Capital Stabilization	$946,500
Water & Sewer Enterprise Funds/Retained Earnings	$110,000
Winthrop Foundation Funding Request	$120,000
Total	**$1,674,781**

Legend	
GF	General Fund
FC	Free Cash
GC	Green Community Grant
WF	Winthrop Foundation
WW	Waterways Fund
Water & Sewer	Water & Sewer Enterprise Fund

Funded by Capital Stabiliation

Account	Description	FY23	Remaining 06/30/2023	FY24	Remaining 04/01/2024	FY23 - Status	FY24 - Status
0193058-584131	Fire Truck Lease	90,000.00		95,000.00		completed	completed
0193058-584132	Police Vehicles	48,410.00	121,106.00	58,000.00	67,043.58	completed - addl vehicle approved during FY23 from Cap. Stabilization	ordered
0193058-584133	Fire Dept Generator	39,700.00	39,700.00		39,700.00	backordered	still pending
0193058-584134	Computer Replacements	10,000.00	10,000.00	10,000.00	1,437.50	completed	15% remaining
0193058-584135	Town Zoning Map	5,000.00	5,000.00		5,000.00	not started	not started
0193058-584136	Police Dept - Windows	40,000.00	-			completed	N/A
0193058-584137	Municipal Bldg Boiler/HVAC	77,500.00	77,500.00	25,000.00	71,406.96	balance for emergencies	completed
0193058-584138	Salt Storage Shed	75,000.00				completed	N/A
0193058-584139	Town Bldg Rehab / Upgrade	75,000.00	35,811.16		35,051.18	50% used as of 4/1/24	encumbered for spring fy24
0193058-584140	Sidewalk Replacement	100,000.00		100,000.00		completed	completed
0193058-584141	Cemetery Fence Replacement	25,000.00		25,000.00		completed	completed
0193058-584142	DPW Leased Equipment	109,102.00		116,718.00		completed	completed
0193058-584143	Playground Improvements	10,000.00	8,014.72		3,194.97	30% remaining	Will be used for playground repairs
0193058-584144	Asphalt Resurfacing			225,000.00		N/A	completed
0193058-584145	Pico Park - BBall Resurface			4,500.00	4,500.00	N/A	not started, spring fy24
0193058-584146	Pond Street - BBall Resurface			5,300.00	5,300.00	N/A	not started, spring fy24
0193058-584147	Ball field Maintenance			20,000.00		N/A	completed
0193058-584148	Tree Plantings - Maintenance			25,000.00	15,000.00	N/A	60% remaining
0193058-584149	Police Body Cameras			60,000.00	60,000.00	N/A	invoice not yet recevied
0193058-584150	Fire Turnout Gear Replacement			13,500.00	13,500.00	N/A	not yet spent
0193058-584151	Fire Replace SCBA Equipment			19,200.00	19,200.00	N/A	not yet spent
0193058-584152	Seawall Repair			50,000.00	50,000.00	N/A	encumbered for spring fy24
0193058-584153	Police Station Exterior Paint			8,500.00	8,500.00	N/A	encumbered for spring fy24
0193058-584154	Senior Center Roof			32,500.00	32,500.00	N/A	not started, spring fy24
0193058-584155	Senior Center Trim			9,500.00	9,500.00	N/A	not started, spring fy24
0193058-584156	ADA Sidewalk Study			52,000.00	52,000.00	N/A	encumbered for spring fy24
	Totals	704,712.00	297,131.88	954,718.00	492,834.19		

Additional Projects - Not funded by Capital Stabilzation Funds			
Water/Sewer Enterprise Funds		**FY24**	**FY24 Status**
Wadsworth - Sewer main replacement	200 Linear feet of failed sewer line on Wadsworth Ave.	$200,000	completed
Sewer Vac Truck Replacement	Replace existing Sewer Vac Truck that is 10 years old	$494,000	Ordered - Not yet Received
Green Communities Grant Funded			
Winthrop Police Station	Remove and Replace existing HVAC Unit	$144,620	Green Communites Grant
Weatherization Projects (Police & DPW Bldgs)	Two weatherization projects	$73,771	Green Communites Grant
New EV - Chevy Bolt	Buy electric car	$7,500	Green Communites Grant
Winthrop Foundation Funded			
Park & Recreation (Town Parks & Playgrounds)			
Crest Ave - Replace 2 Tube Slide Structure	Install new 2 Tube Slide structure	$15,000	Grant Received
Ingleside Park - Skate Park repairs	Make repairs to Skate Park	$15,000	Grant Received

FLEET SCHEDULE - FY25 BUDGET

Department	Year	Manufacturer & Model	Cost New
BUILDING	2008	CHEVROLET - TAHOE	$30,000
COA	2019	FORD - E350	$11,795
DPW	1986	FORD - 1510 TRACTOR	$10,000
DPW	1990	GMC - TRUCK	$28,000
DPW	1996	CAR - MATE TRAILER	$2,000
DPW	1996	JOHN DEERE - TRACTOR	$18,777
DPW	1997	FORD - TRUCK	$32,017
DPW	1998	JCB - BACKHOE	$56,000
DPW	2000	CHEVROLET - GMT 400 PICKUP	$5,000
DPW	2001	CHEVROLET - SILVERADO	$22,000
DPW	2002	FORD - F550 TRUCK	$24,900
DPW	2005	CHEVROLET - PICKUP	$30,490
DPW	2005	INTERNATIONAL - 700 CATCH BASIN CLEANER	$121,000
DPW	2005	CHEVROLET - SILVERADO 4X4	$35,000
DPW	2006	INTERNATIONAL - STREET SWEEPER	$138,000
DPW	2006	BRI-MAR - TRAILER	$2,800
DPW	2006	BOBCAT - LOADER	$26,224
DPW	2008	FORD - F550 DUMP	$47,000
DPW	2009	CIMLINE - TRAILER	$39,000
DPW	2010	JOHN DEERE - LOADER	$141,805
DPW	2012	CHEVROLET - SILVERADO	$53,256
DPW	2012	QUALITY - UTILITY TRAILER	$3,575
DPW	2012	JCB - BACKHOE	$93,606
DPW	2013	FORD - F550 TRUCK	$120,000
DPW	2013	JOHN DEERE - LOADER	$153,700
DPW	2014	FORD - DUMP TRUCK	$62,000
DPW	2014	FORD - F250 PICKUP	$32,898
DPW	2014	FREIGHTLINER - TRUCK	$247,673
DPW	2014	JCB - BACKHOE	$85,500
DPW	2015	FORD - F250 PICKUP	$40,000
DPW	2015	MARATHON - UTILITY	$24,000
DPW	2016	FORD - F250 TRUCK	$42,000
DPW	2016	FORD - F250	$42,598
DPW	2016	FORD - F750	$143,381
DPW	2019	FORD - F550	$72,890
DPW	2019	FORD - F-250	$40,000
DPW	2019	FORD - F550	$72,890
DPW	2019	FORD - F550	$76,000
DPW	2019	DEERE - 544L	$175,000
DPW	2019	JOHN DEERE - TRACTOR	$30,000
DPW	2020	DEERE - 315SL	$120,000
DPW	2020	FORD - F250	$39,000
DPW	2020	FORD - F250	$39,000
DPW	2020	FORD - F250	$39,000
DPW	2020	FORD - F250	$39,000
DPW	2020	FORD - F250	$39,000
DPW	2020	BANDIT - 15XP	$50,000
DPW	2020	TOWMASTER - UTIL	$46,000
DPW	2020	FORD - F550	$77,000
DPW	2020	FORD - F550	$78,935
DPW	2021	TOWMASTER - UTIL 5DT	$25,000
DPW	2021	INTERNATIONAL - HV507	$203,950

Department	Year	Manufacturer & Model	Cost New
DPW	2021	FREIGHTLINER - M2106	$277,725
DPW	2021	INTERNATIONAL - HV507	$203,950
DPW	2021	INTERNATIONAL - HV507	$197,325
DPW	2021	INTERNATIONAL - MV607	$200,000
FIRE	2005	EZ LOAD - BOAT TRAILER	$3,000
FIRE	2006	PIERCE - AERIAL LADDER TRUCK	$960,000
FIRE	2011	SEAGRAVE - MAURADER PUMPER	$506,751
FIRE	2014	CHEVROLET - TAHOE	$42,000
FIRE	2015	SEAGRAVE - PUMPER FIRE TRUCK	$531,116
FIRE	2015	FORD - F250 PICKUP	$42,972
FIRE	2015	FELLING - TRAILER	$53,000
FIRE	2015	CHEVROLET - TAHOE	$30,000
HARBORMASTER	2006	EZ LOADER - TRAILER	$20,000
HARBORMASTER	2020	MAGIC TILT - FABRIQUE PAD	$11,000
HARBORMASTER	2022	FORD - F250	$40,000
HARBORMASTER	2023	TRITON - TRAILER	$16,000
HARBORMASTER	2005	25' - SAFEBOAT	$50,000
HARBORMASTER	2020	23' METAL SHARK RELENTLESS	$177,682
HARBORMASTER	2016	23' MARINE BOAT BUILDERS PUMP OUT BOAT	$108,000
HARBORMASTER	1991	27' BOSTON WHALER POLICE PATROL BOAT	$40,000
HARBORMASTER	2022	SEADOO JET SKI	$24,500
POLICE	2003	STEWART STEVENS - M1078A	$173,386
POLICE	2006	BUICK - LACROSSE	$30,000
POLICE	2010	FORD - ECOVAN	$38,262
POLICE	2012	CHEVROLET - TAHOE	$35,000
POLICE	2012	TOYOTA - PRIUS	$25,000
POLICE	2013	FORD - TAURUS	$28,000
POLICE	2015	FORD - EXPLORER	$38,000
POLICE	2016	FORD - EXPLORER	$37,859
POLICE	2017	TOYOTA - CAMRY	$25,832
POLICE	2017	FORD - EXPLORER	$37,886
POLICE	2017	FORD - TRANSIT VAN	$35,664
POLICE	2017	FORD - EXPLORER	$40,183
POLICE	2018	POLARIS - RANGER	$24,447
POLICE	2018	FORD - EXPLORER	$40,183
POLICE	2018	CHEVROLET - TAHOE	$42,253
POLICE	2019	FORD - EXPLORER	$44,488
POLICE	2020	HARLEY - DAVIDSON	$19,995
POLICE	2020	FORD - EXPLORER	$46,485
POLICE	2022	FORD - F250	$60,455
POLICE	2022	FORD - EXPLORER	$54,075
POLICE	2023	FORD - EXPLORER	$58,000
RECREATION	2006	CHEVROLET - VAN (15 PASS)	$25,000
RECREATION	2013	ELKHART - COACH VAN E450	$40,000
SCHOOL	2008	FORD - TAURUS	$25,000
SCHOOL	2015	FORD - VAN	$32,390
SCHOOL	2017	FORD - F250	$41,256
SCHOOL	2018	FORD - TRANSIT VAN	$35,235
SCHOOL	2018	BOBCAT - LOADER	$17,505
SCHOOL	2019	FORD - TRANSIT	$46,476
SCHOOL	2020	CHEVY - MICROBIRD	$63,023
SCHOOL	2020	CHEVY - MICROBIRD	$63,023
SCHOOL	2021	CHEVY - MICROBIRD	$64,020

Table of Contents



GRANTS

Return to Table of Contents

Grants & Other Funding Sources

Capital Project Funds

The General Fund Capital Improvement Plan proposed for FY25 totals $969,000. Funding for the General Fund Capital Plan will be provided from reserves within the Town's Capital Stabilization Fund and borrowing authorizations. Capital projects are required by State law to be accounted for in a separate Capital Projects Fund. This requirement was made for a cleaner presentation to segregate capital expenses from general fund operating expenses. See the Capital Plan section for the specific requests for Capital Projects.

Special Revenue Funds

The Special Revenue Funds are used to account for revenue sources that are legally restricted for specific purposes. The funds received by the Town are under the Control of the Town Manager as they pertain to the general government and the School Committee as they pertain to the school department. Most funds may be expended without further appropriation. Some require Town Council authorization to expend. There are several sub-categories of special revenue funds. See below for the sub-categories.

Revolving Funds

These are used to account for receipts from specific activities that are used to cover the cost of operating specific activities. Municipal and school operations have several revolving funds. Municipal activities require the action of the Town Council, which approves a spending ceiling every year. The school department revolving activities are under the School Committee's governance and do not require Town Council approval.

Receipts Reserved for Appropriation

Certain revenues collected by the town are restricted under State law in their use and require the Town Council's approval to expend. These must be kept separate from other receipts that are credited to the General Fund.

Gifts

Gifts and grants must be kept separate from the General Fund operations and accounted for within the Special Revenue fund structure (unless it is an Enterprise fund gift). Gifts are accepted by the Town Council for municipal operations, and the School Committee accepts gifts for the school operations.

Grants

Federal, state and other grants must be accounted for separately for the General Fund and Enterprise Fund grants are accounted for in the Enterprise Funds.

The school department receives the largest part of grants. The end of year audit has a specific report with a listing of all Federal grants received by the Town and School. See below for the FY23 Federal grant schedule.

Return to Table of Contents

Grants & Other Funding Sources

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Amount Passed Through to Sub-Recipients	Expenditures
CHILD NUTRITION CLUSTER:				
Passed through the Massachusetts Department of Elementary and Secondary Education:				
Cash Assistance:				
School Breakfast Program	10.553	13-346	$ -	$ 62,113
Non-Cash Assistance (Commodities):				
National School Lunch Program	10.555	13-346	-	56,578
Cash Assistance:				
National School Lunch Program	10.555	13-346	-	409,771
COVID-19 - National School Lunch	10.555	13-346	-	46,261
Total National School Lunch Program			-	512,610
TOTAL CHILD NUTRITION CLUSTER			-	574,723
SPECIAL EDUCATION CLUSTER:				
Passed through the Massachusetts Department of Elementary and Secondary Education:				
Special Education Grants to States (IDEA, Part B)	84.027	240-694280-2023-0346	-	507,572
COVID-19 - Special Education Grants to States (IDEA, Part B)	84.027	252-585441-2022-0346	-	3,897
Special Education Grants to States (IDEA, Part B)	84.027	244-710933-2023-0346	-	10,000
Total Special Education Grants to States (IDEA, Part B)			-	521,469
Special Education Preschool Grants (IDEA, Preschool)	84.173	262-708446-2023-0346	-	19,932
Special Education Preschool Grants (IDEA, Preschool)	84.173	262-424661-2021-0346	-	29
COVID-19 - Special Education Preschool Grants (IDEA, Preschool)	84.173	264-585442-2022-0346	-	3,084
Total Special Education Preschool Grants (IDEA, Preschool)			-	23,045
TOTAL SPECIAL EDUCATION CLUSTER			-	544,514
OTHER PROGRAMS:				
U.S. DEPARTMENT OF TREASURY:				
Direct Program:				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	Not Applicable	-	1,997,988
PASS-THROUGH PROGRAMS:				
U.S DEPARTMENT OF THE INTERIOR:				
Passed through the Massachusetts Executive Office of Environmental Affairs:				
Clean Vessel Act	15.616	TOWNOFWINTHROPFY2022	-	13,000
U.S. DEPARTMENT OF EDUCATION:				
Passed through the Massachusetts Department of Elementary and Secondary Education:				
Title I Grants to Local Educational Agencies	84.010	305-694250-2023-0346	-	359,411
Title I Grants to Local Educational Agencies	84.010	305-546595-2022-0346	-	24,626
Title I Grants to Local Educational Agencies	84.010	305-403887-2021-0346	-	13,951
Total Title I Grants to Local Education Agencies			-	397,988
Twenty-First Century Community Learning Centers	84.287	645-710930-2023-0346	-	44,907
Twenty-First Century Community Learning Centers	84.287	645-558153-2022-0346	-	997
Twenty-First Century Community Learning Centers	84.287	644-678097-2023-0346	-	56,426
Total Twenty-First Century Community Learning Centers			-	102,330
English Language Acquisition Grants	84.365	180-694252-2023-0346	-	20,554
English Language Acquisition Grants	84.365	180-546598-2022-0346	-	1,735
Total English Language Acquisition Grants			-	22,289
Supporting Effective Instruction State Grants	84.367	140-694251-2023-0346	-	43,493
Supporting Effective Instruction State Grants	84.367	140-546597-2022-0346	-	25,814
Total Supporting Effective Instruction State Grants			-	69,307
COVID-19 - Education Stabilization Fund	84.425D	115-498771-2021-0346	-	216,534
COVID-19 - Education Stabilization Fund	84.425U	119-585346-2022-0346	-	859,356
COVID-19 - Education Stabilization Fund	84.425C	525-677859-2023-0346	-	100,000
Total COVID-19 - Education Stabilization Fund			-	1,175,890
TOTAL U.S. DEPARTMENT OF EDUCATION			-	1,767,804
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:				
Passed through the Centers for Disease Control and Prevention:				
Strengthening Public Health Systems and Services	93.421	2020-092402	-	663
HIV Prevention Activities Health Department Based	93.940	INTF4901P01W21005265	-	5,000
Passed through the Massachusetts Executive Office of Health and Human Services:				
COVID-19 - Family Violence Prevention and Services/State Domestic Violence	93.591	INTF3430P01226127039	-	37,294
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			-	42,957
U.S. DEPARTMENT OF HOMELAND SECURITY:				
Passed through Massachusetts Emergency Management Agency:				
COVID-19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	CTFEMA4496WINTH01351	-	5,357
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	CTFEMA4651WINTH00080	-	71,666
Total Disaster Grants - Public Assistance (Presidentially Declared Disasters)			-	77,023
Homeland Security Grant Program	97.067	BOSTONFFY22UASI	-	62,599
Homeland Security Grant Program	97.067	BOSTONFFY21UASI	-	113,788
Homeland Security Grant Program	97.067	BOSTONFFY20UASI	-	86,646
Total Homeland Security Grant Program			-	263,033
TOTAL U.S. DEPARTMENT OF HOMELAND SECURITY			-	340,056
TOTAL			$ -	$ 5,281,042

See notes to schedule of expenditures of federal awards.

Return to Table of Contents

Grants & Other Funding Sources

State and Regional Grants

See the attached sheets of State and Regional grants awarded since 2021.

Below is the breakdown of each grant awarded to the Public Health Department.

Personnel Breakdown by Grant
Public Health Director 1.0FTE; Public Health Program Manager 1.0FTE; Peer Recovery Supervisor 0.93FTE
Clinical Social Worker 0.5FTE; WPD Outreach Officer 0.5FTE; Peer Recovery Supervisor 0.07FTE
Clinical Social Worker 0.5 FTE; WPD Outreach Officer 0.5 FTE; Peer Recovery Coach 1.0 FTE; Resource Navigator 1.0 FTE; Resource Coordinator 1.0FTE; *2 Mental Health Clinicians 1.0 FTE (unfilled)*
Youth Mental Health Clinician 1.0FTE (unfilled)
Domestic Violence Case Manager 0.5FTE

Notes
DMH CIT grant ends at the end of FY24, leaving a deficit in fully-funding those positions in FY25
EAPS grant is funded through the State Legislature. It was not put into the first draft of the budget, although this also happened for the previous 2 years. We expect that it will be fully funded, although we will not definitely know until the State budget is passed.
We are currently applying for 2 additional grants to supplement the decreased grant revenues.

WDPH&CS Comprehensive Budget		
FUND	**FY24**	**FY25 (*Projected*)**
General Fund	$244,440	$273,324.91
DMH CIT grant	120,000	
EAPS Grant	449,824.73	$449,824.73
YMHII Grant	198,382	$198,382
DV/SA Grant	149,406	$149,406
Data Science Project	149,012	
TOTALS	1,311,064.73	$1,070,937.64

Return to Table of Contents

Trust Funds

The town uses trust funds to account for assets held in a trust capacity. Normally, the principal assets remain intact, and the interest generated can be used in accordance with the terms and conditions of the trust.

Pending Grant Applications

1. **Water Resource Development Act of 2024 – Federal Grant**

   Our Grant application is still in committee; we should know in the next 3-4 months if we will be moved forward to be considered for funding.

2. **MVP Grant Application – State of MA grant for FY25**

   We will apply on or before April 24, 2024, for design monies for the Morton/Banks project to install Living Levees to stop the tidal and storm surge flooding in these neighborhoods. Once they are designed, we plan to use the MVP grant program in future years to fund the construction of these Levees.

3. **Federal and State Budget Earmarks for FY24 & FY25**

   We received a budget earmark from Congresswoman Clarks for $125,000 in FY24 to upgrade the kitchen and front stairs at the EB Newton Building. We will also apply to Congresswoman Clark's office in FY25 for demolition monies for the Old Middle School and Auditorium buildings. We will also ask for and receive State budget earmarks from Senator Lydia Edwards and Representative Jeff Turco.

4. **Federal Grants from NOAA & FEMA**

   As we begin construction of our climate resiliency projects, we will be filing for NOAA and FEMA grants to complete the construction and assist homeowners with construction work that may have to be completed to their homes, i.e., elevating their homes out of the flood zone sea levels.

5. **Shared Street and Complete Street Grant Programs**

   We continue to apply for these state-funded grants to enhance the safety of our roadways and sidewalks.

Return to Table of Contents

Grant Name	Grant Provider	Grant Partner	Grant Amount Request	Match Amount	Amount Awarded	Award Date	Project Completion Date	Project Description
State Grants								
Climate Zoning for Coastal Communities w/ City of Gloucester	Executive Office of Energy and Environmental Affairs	Gloucester, MA	$50,300	85-100 hours in-kind	$50,300	Sep-20	May-22	Zoning/policy review and analysis, develop policy recommendations, educational outreach draft climate-smart zoning policy.
Shared Streets & Spaces Grant Program	MA Department of Transportation	n/a	$40,000	n/a	$40,000	Apr-21	Jul-22	Install new bus shelters or benches at Town bus stops.
Municipal Vulnerability Preparedness Program, Action Grant	Executive Office of Energy and Environmental Affairs	MAPC, CAI Technologies	$25,000	n/a	TBD	Oct-19	Jul-21	Draft Flood Resilience Checklist and Addendum
Municipal Vulnerability Preparedness (MVP) program Action Grant	Executive Office of Energy and Environmental Affairs	Mystic River Watershed Association	$145,307 (FY22: $57,695; FY23: 87,612)	In-kind	$145,307 (FY22: $57,695; FY23: 87,612)	Jul-21	Jul-23	Belle Isle Marsh: Evaluating Nature Based Solutions to Protect Abutting Communities and Critical Shorebird Habitat from Coastal Inundation
CBD Façade Improvement Program Technical Writing Assistance	Department of Housing and Community Development/ Massachusetts One-Stop for Growth	n/a	$25,000	n/a	$25,000	Oct-21	Jul-22	Technical and legal assistance to draft/create a grant program to assist business owners with cost of exterior
Mary Ellen Welch Greenway Extension	Mass Trails	Civic Space Collaborative	$87,700	In kind	$87,700	1/1/2021	6/1/2023	Feasibility, soil testing, structure identification to connect Winthrop to So. Boston.
Green Communities Grant	Department of Energy Resources	n/a	$191,133		$191,133	1/22/2023	6/1/2024	Weatherization in DPW, Police. Air source heat pump in Police station. New EV.
Solar Speed Sign Grant	MADOT Shared Streets and Spaces	n/a	$53,568	n/a	$53,568	1/1/2023	12/1/2023	Purchase and install 8 mobile solar speed radar signs for Route 145.
Zoning Diagnostic	MAPC Technical Assistance Grants	MAPC	$20,000	n/a	$20,000	7/1/2022	7/1/2023	MAPC performed an analysis of the current zoning to identify priority areas for updates and areas that may need additional information.
Municipal Vulnerability Preparedness Program, Action Grant	Executive Office of Energy and Environmental Affairs	Mystic River Watershed Assoc., Boston, Revere	$150,000	$20,000 in-kind	145,307	Aug-21	Jun-23	Belle Isle Marsh: Evaluating Nature Based Solutions to Protect Boston's Mass Transit and Critical Shorebird Habitat from Coastal Inundation
Hazard Mitigation Plan Update	MA Energy Management Agency	NSORS/MAPC	$27,000	$3,000 cash	$27,000	7/1/2023	9/1/2025	Update the Town Hazard Mitigation Plan
3A/MBTA Communities Technical Assistance	Executive Office of Housing and Livable Communities	TBD	$48,500	n/a	$48,500	12/1/2023	12/1/2024	Provide technical assistance to provide the Town will all necessary data/mapping for MBTA Compliance.
Municipal Vulnerability Preparedness Program, Action Grant	Executive Office of Energy and Environmental Affairs	Mystic River Watershed Assoc.	$291,076	In-Kind	$291,076	Fall 2023	6/30/2024	Morton Street Flood Resilience (Phase 2)

Return to Table of Contents

Grant Name	Grant Provider	Grant Partner	Grant Amount Request	Match Amount	Amount Awarded	Award Date	Project Completion Date	Project Description
Regional Grants								
Accelerating Climate Resilience	MAPC	NSORS (Chelsea and Revere)	$50,000	none	$50,000	21-Jun	22-May	Social vulnerability assessment of the North Suffolk region to ensure that resilience and sustainability projects benefit people most vulnerable to climate impacts.
Zero Carbon Action Plan	Community Compact Cabinet	NSORS, Chelsea, Revere, MAPC	$160,000	none	$160,000	21-Jun	Mar-23	The Office is embarking on the creation of a Zero Carbon Action Plan to reduce emissions and enhance air quality.
North Suffolk Mass Saves Program	Mass Save	NSORS (Chelsea, Revere)	$180,000	none	$180,000	22-Jan	Dec-24	The Office will lead efforts throughout the three municipalities to sign up residents and small businesses in environmental justice areas for free energy audits and help them to take advantage of the energy conservation measures offered by the Mass Save program.
North Suffolk EV Charging Station Feas	Community Compact Cabinet	Weston and Sampson	$110,000	n/a	$180,000	Jun-23	Jun-24	Examine locations in the region that are best suited for an EV charging station. Analyze utilities, EV ownership, and best practices to ensure sites are fully utilized.

Return to Table of Contents



APPENDICES

Return to Table of Contents

Table of Abbreviations and Acronyms

Return to Table of Contents

Table of Abbreviations and Acronyms

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

Return to Table of

Table of Abbreviations and Acronyms

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

Return to Table of Contents

Table of Abbreviations and Acronyms

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

Return to Table of Contents

Glossary of Terms

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

Debt Exclusion	An action taken by a community through a referendum vote to raise funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition i1h. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2[1]h, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.
Debt Limit	The maximum amount of debt that a municipality may authorize for qualified purposes under state law.
Debt Service	The repayment cost usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.
Debt Statement	Reference to a report, which local treasurers are required to file with the **DOR,** showing authorized and issued debt, debt retired and interest paid by a community during the prior fiscal year, as well as authorized but unissued debt at year-end. Also known as the "Statement of Indebtedness."
Deficit	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
Encumbrance	A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that is chargeable to, but not yet paid from, a specific appropriation account.
Enterprise Fund	An enterprise fund, authorized by MGL Ch. 44 §53F[1] /z, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101
Equalized Valuations (EQVs)	The determination of an estimate of the full and fair cash value (FFCV) of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, by MGL Ch. 58 §lOC, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth.

Glossary of Terms

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

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

Massachusetts School Building Authority (MSBA)	Administers the state program that reimburses cities, towns, and regional school districts varying percentages of their school construction costs depending on the wealth of the community or district and the category of reimbursement. Projects that received their first reimbursement payment prior to July 26, 2004, will continue to get annual state payments to offset the related annual debt service. After that, cities, towns, and regional school districts will receive a lump sum amount representing the state's share of the eligible project costs. (See DOR IGR 06-101)
Minimum Required Local Contribution	The minimum that a city or town must appropriate from property taxes and other local revenues for the support of schools (Education Reform Act of 1993).
Modified Accrual Basis of Accounting	A method of accounting that recognizes revenues in the accounting period in which they become available and measurable.
Motor Vehicle Excise (MVE)	A locally imposed annual tax assessed to owners of motor vehicles registered to an address within the community, in accordance with MGL Chapter 60A. The excise tax rate is set by statute at $25.00 per $1000 of vehicle value. Owner registration and billing information is maintained by the State Registry of Motor Vehicles and is made available to a city or town, or to the Deputy Collector who represents it.
Municipal(s)	(As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" *(i.e.,* municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.
Municipal Revenue Growth Factor (MRGF)	An estimate of the percentage changes in a municipality's revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components: automatic i1*h* percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).
Net School Spending (NSS)	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE). (See Education Reform Act of 1993)
New Growth	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit. For example, new growth for FY07 is based on new construction, etc. that occurred between January and December 2005 (or July 2005 and June 2006 for accelerated new growth communities). In the fall of 2006, when new growth is being determined to set the FY07 levy limit, the FY06 tax rate is used in the calculation.
Note	A short-term loan, typically with a maturity date of a year or less.

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents

Glossary of Terms

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

Return to Table of Contents