



**Board of Trustees  
Winthrop Public Library & Museum  
2 Metcalf Square  
Winthrop, Massachusetts 02152-3159**

**James M. Matarazzo**  
*Chairman*

**John Tranfaglia**  
*Vice Chairman*

**Betty Peabody**  
*Treasurer*

**Richard Tyrell**  
*Secretary*

**Stephen Dalton**

**Virginia Wallace**

**NOTICE: BOARD OF TRUSTEES MEETING**

The Winthrop Public Library & Museum Board of Trustees will meet on **Thursday, February 17<sup>th</sup>, 2011**. Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

**Agenda**

1. Reading and acceptance of minutes from the previous (January 17th, 2010) meeting [**see Supporting Document 1**]
2. Director's update
3. Old Business
  - *Formal dedication of Evelyn Maurici Collection [discussion/action]*
4. New Business
  - *Discussion of alternatives to NOBLE membership [discussion/action]*
  - *Fundraising: Corporate Sponsorships [(discussion/action]*
  - *FY 2012 Budget Submission [presentation of draft, discussion/action]*
5. Public Comment
6. Date of Next Meeting:
7. Motion to adjourn

Board of Trustees  
Winthrop Public Library and Museum

Minutes

Trustees meeting February 17, 2011, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:38 P.M. The following named trustees were present: James Matarazzo, Chairman; Stephen Dalton, Betty Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director, and Janice Flaherty, Administrative Assistant. Simmons College Intern, Kimberly Money, also attended the meeting.

Minutes

Mr. Dalton moved to accept the minutes of January 11, 2011, as presented. Ms. Peabody seconded the motion which passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault submitted figures as of February 17, 2011, while noting that the library is 65% through this budget.

2. Town Hall. Mr. Thibeault continues to work on the Lyceum/Community Center at the E.B. Newton School.

3. Donations. The following donations have been made to the Hyde Fund: Dianne and Allen Ryan \$100 in memory of Natalie Furlong; Ann and John Duffy \$25, in memory of Natalie Furlong; Wyson and Jaffe families \$100, in honor of Ruth Bernstein's birthday; Deborah Vivolo \$50, given in honor of Ruth Bernstein's birthday, for a total of \$275.

4. Building Maintenance. Mr. Thibeault pointed out damage done by the heavy snowstorms; the boiler and smoke detector malfunctioned.

The chain link fence on the Winthrop side of the Frost Building will be removed in the spring or summer. It has become an eyesore.

5. Certification. Mr. Thibeault's confidence in the certification of the library proved to be correct. The library received an initial check for \$7974,92, this week. A second check for roughly the same amount will be sent in May.

6. Conflict of Interest. Signatures have been received for all members of the Board, the Staff, and volunteers.

7. Snow Emergency. The Director will make the call on closings in the future. The library schedule does not follow that of the schools'.

8. Circulation Desk. Ron Bergman is drawing up final plans.

#### Old Business

The Evelyn Maurici dedication will be held in May, and will include the Maurici family, the library staff, and the Trustees.

#### New Business

The Director has been looking into plans that may be more cost effective than NOBLE: Metro Boston, and Minute Man.

The Director is also considering a fund raising plan that seems to have some merit.

The Director submitted a capital outlay budget to correct major building faults. As a result, Mr. Dalton made the motion to approve the Capital budget submission for 2012. Ms. Peabody seconded the motion which was speedily and unanimously approved.

#### Next Meeting.

The Trustees will meet next on Wednesday, March 23, 2011, at 6:30 P.M. in the Hazlett Meeting Room.

#### Adjournment

Mr. Dalton moved to adjourn this meeting at 7:42 P.M. Ms. Peabody seconded the motion which was immediately and unanimously approved.

RST

RST

Board of Trustees  
Winthrop Public Library and Museum

Minutes

Trustees meeting, January 11, 2011 Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:35 P.M. The following named trustees were present: James Matarazzo, Chairman; Betty Peabody, Richard Tyrell, and Virginia Wallace. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty. Administrative Assistant.

Minutes

Ms. Wallace moved to accept the minutes of December 14, 2010, as presented. Ms. Peabody seconded the motion which passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault submitted library financial figures as of January 11, 2011.

2. Town Hall. The Town's finances remain shaky-- The Town has not announced local aid amounts. Mid-year cuts have not been ruled out.

The Town Manager has advised the library to increase its visibility, and to make clear its relevance for the public. We are currently working on additional cultural and vocational uses for the lyceum at the E.B. Newton School.

3. Donations. The following donations have been made to the library: Arlene Graham, \$25; John and Patricia Godfrey, \$20; John Booras, \$25; Tom McNiff, \$25; Linda White, \$85; Anthony Lania, \$25; Charles and Christne Carroll, \$50; Bruce and Marylou Clarke, \$25; Erica Marcinkowski, \$10; Sher Ann Rossi, \$50; Frances Lynch, \$50. TOTAL: \$390. Popular Authors Club donated a subscription to the New Yorker Magazine.

4. Long Range Plan. Mr. Thibeault presented the final draft of The Long Range Plan with additions that were accepted by the trustees.

5. Certification. Word from the MBLC is still awaited. The Director expects approval, and recommends that privileges be extended to those communities that have been decertified.

6. Conflict of Interest/Ethics. The Director will send ethics handout to members of the Board.

7. Snow Emergency. The library will be closed on January 12, 2011, if schools are closed.

8. Circulation desk. The new desk is still in the planning stage. Ron Bergman is refining the initial plans.

#### Old Business

The Florence and Bernie Basch Room will be dedicated on January 27, 2011, with wine and cheese being served and dedicatory speeches being made.

Long Range Plan. Ms. Wallace moved that Trustees accept the Long Range Plan together with the additions suggested by the Director. Ms. Peabody seconded the motion which then passed unanimously.

#### Next Meeting

The trustees will meet next on Thursday, February 17, 2011, at 6:30 P.M. in the Hazlett Meeting Room.

#### Adjournment

Ms. Peabody moved to adjourn the meeting at 7:13 P.M. Ms. Wallace seconded the motion which carried unanimously.

RST

RST

Handout 1: Library Financials, February 17<sup>th</sup>, 2011

<b>FY11 17 FEBRUARY 2011</b>				
<b>LINE ITEMS</b>	<b>1 JULY 10</b>	<b>\$\$ Left</b>	<b>\$\$ Spent</b>	<b>% Spent</b>
<b>Payroll</b>	<b>313,261.71</b>	<b>111,989.10</b>	<b>201,272.61</b>	<b>64.25%</b>
<b>S&amp;E</b>	<b>81,050.00</b>	<b>32,891.72</b>	<b>48,158.28</b>	<b>59.42%</b>
<b>NOBLE</b>	<b>49,490.00</b>	<b>7,880.99</b>	<b>41,609.01</b>	<b>84.08%</b>
<b>Contract Services</b>	<b>3,800.00</b>	<b>2,061.50</b>	<b>1,738.50</b>	<b>45.75%</b>
<b>Utilities</b>	<b>25,232.00</b>	<b>13,191.61</b>	<b>12,040.39</b>	<b>47.72%</b>
<b>Conference</b>	<b>1,500.00</b>	<b>1,386.89</b>	<b>113.11</b>	<b>7.54%</b>
<b>OVERALL</b>	<b>474,333.71</b>	<b>169,401.81</b>	<b>304,931.90</b>	<b>64.29%</b>
<b>DISCRETIONARY FUNDS</b>	<b>1 JULY 10</b>	<b>Expen'tures</b>	<b>FY11 Deposits</b>	<b>Current \$\$ Available</b>
.State Aid	<b>24,029.13</b>	2,811.00	7,974.92	<b>29,193.05</b>
.George Hyde Fund	<b>8,407.09</b>	0.00	14,530.00	<b>22,937.09</b>
.Hazlett Children's Fund	<b>1,040.03</b>	0.00	100.00	<b>1,140.03</b>
.New Book Fund	<b>2,356.21</b>	1,944.04	205.47	<b>617.64</b>
.Carr Museum Fund	<b>887.00</b>	0.00	0.00	<b>887.00</b>
<b>S&amp;E DETAIL \$\$SPENT</b>	<b>81,050.00</b>			<b>S&amp;E Remainder</b>
<b>S&amp;E Admin</b>	1,903.15			
<b>S&amp;E Bldg Mnt</b>	8,359.75			
<b>S&amp;E Tech Serv</b>	2,562.78			
<b>S&amp;E Materials</b>	35,332.60	(see below)		
<b>Total SPENT</b>	<b>48,158.28</b>			<b>32,891.72</b>
<b>****S&amp;E MATERIALS COMPLIANCE</b>	<b>Spent</b>			
<b>Materials w/ Discretionary Funds</b>	<b>1,944.04</b>			
<b>Materials TOTAL</b>	<b>37,276.64</b>			
<b>56,920.05</b>	12%	<b>65.49%</b>	toward goal	
<b>64,035.05</b>	13.5%	<b>58.21%</b>	toward goal	
<b>71,150.06</b>	15%	<b>52.39%</b>	toward goal	

## **Handout 2: Corporate Sponsorship Program**

Basic Concept: The Winthrop Public Library & Museum (WPL&M) would solicit and receive rotating corporate sponsorships to help fund the library services. Sponsors would pay a set amount for a set period of sponsorship. In return, the sponsor would receive in-facility recognition (signage in a designated area and proscribed format, table for promotional materials etc.) and recognition on library's Web site, newsletter, bookmarks, and possibly on WCAT and in the Winthrop Transcript. The sponsorship money would be used to defray printing/set-up costs each sponsorship period and the remainder targeted to support a *specific* service or resource (for example: new books, utilities, programs, events, etc.). Sponsors cannot in any way direct *exactly* how the money is spent (e.g. specific book titles, artists/performers, vendors, etc.). This would be an ongoing initiative.

EXAMPLE: Bourne Public Library's *Beacon of Support* - Corporate sponsors pay \$1250 per month to obtain sponsorship. The money goes to their Friends group, which dispenses the funds to support Children's programming at the library. Sponsors receive in-facility recognition and media attention (see above) as well as priority use of meeting space (H&R Block runs tax seminars in February) during the sponsorship period. Repeat sponsors yield more funds since start-up costs (printing of signs, bookmarks etc.) are already handled.

Bourne uses a volunteer who pitches the program to businesses face-to-face, schedules sponsorships, coordinates displays and materials as well as publicity, and maintains records. H&R Block and a local Toyota dealership have been repeat sponsors with each taking the same month each year (H&R Block in February, Toyota Dealer in the fall).

### Implementation Ideas:

- Pitch plan via Chamber of Commerce initially, enlist early sponsors face-to-face
- Use funds to target a specific library need (utilities, materials)
- Rotate sponsorship monthly

### Questions/Issues:

- Co-sponsors (more than one sponsor per month)?
- Price/duration of sponsorship?
- Staffing: Volunteer, library director?
- Financial management (Friends, Hyde Fund)?

**Handout 3: Draft of FY 2012 Initial Budget Submission**



**Winthrop Public Library & Museum  
2 Metcalf Square  
Winthrop, Massachusetts 02152**

February 17, 2010

James McKenna  
Town Manager  
1 Metcalf Square  
Winthrop, MA 02152

SUBJECT: Initial budget submission, Winthrop Public Library & Museum, FY 2012

Jim:

Attached is the Library's budget proposal for FY 2012. I have prepared this budget in accordance with the *Town of Winthrop Budget Package 2012*.

The enclosed budget was prepared with the following considerations:

1. Salaries: Our anticipated personnel budget (salaries plus longevity pay) for FY 2012 is actually lower than that requested for FY 2011. While longevity pay will increase by \$451, straight salaries will decrease by \$624 – this provides an overall decrease of \$272 for this line. This decrease is due to a miscalculation in the salary line from our requested FY 2011 budget. This error has been addressed and will not cost the town any additional money nor expose it to any other liability. Our current staffing level is required to meet the minimum standard of 40 open hours over five days per week for state certification.

2. Utilities: Propose adding \$272 reduced from salaries (see 1. above). This will keep our total budget truly level-funded.

3. Supplies & Equipment: This line is level-funded per your instructions. This funding will allow us to meet 13.2%, a lower compliance level of the state standard for Materials purchases (books, CDs, DVDs, databases subscriptions etc. which our patrons can use and/or borrow) for state certification. Optimally, our materials budget should represent at least 15% of our total municipal appropriation.

4. Contract Services and Conference & Training: These lines are modest and level-funded.

5. NOBLE: The director of the North of Boston Library Exchange, Inc. has set our estimated fees for automated network participation at \$48,760.00 for FY 2012. This number is not set in stone since some subcontracts will not be finalized until a few months from now. Thus, I feel it prudent at this time to simply level fund this line at \$49,490. While we derive excellent value from our NOBLE membership, we are

***SUBJECT: Budget proposal, Winthrop Public Library & Museum, FY 2011***

exploring other options to determine if we can reduce our costs while maintaining sufficient, cost-effective services in subsequent fiscal years.

6. Certification: This initial budget will allow us to meet minimum certification standards in open hours/days and materials purchasing. Regardless, we will **require a waiver** again for state certification in FY 2012. The Massachusetts Board of Library Commissioners expects the municipal appropriation to *increase* 2.5% each year. I do not anticipate, at this time, any softening of standards which would allow us to retain certification without a waiver. In the past, the MBLC has approved waiver requests provided cuts to the Library's budget are "proportionate" to those of other departments and the town as a whole.

7. I am enclosing a description of a corporate sponsorship program we are contemplating which we hope might provide additional operating funds. Library management understands your desire for increased entrepreneurial activity to enhance revenues. We continue to search for meaningful ways to enhance revenues and thereby ease the town's financial burden for public library services in these difficult fiscal times. However, state laws direct that basic public library services must be offered free of charge. Additionally, our austere manpower resources hinder our ability to undertake aggressive business-style initiatives in this regard.

8. After last year's cut of 5% to its budget, the library is on a razor thin margin in terms of being able to remain certified and operational. I trust that any subsequent adjustment to this initial budget submission will be made only after direct consultation and holistically across multiple lines of the budget. The Board of Library Trustees and I look forward to working with you cooperatively in making the best decisions, budget-wise, to preserve library services for the citizens of Winthrop.

Sincerely,

Alan M. Thibeault  
Director

ENCL.

1. Budget Narrative
2. Budget Proposal
3. Wage & Salary Worksheet
4. Memorandum on Corporate Sponsorships to supplement operational revenues
5. Supplemental Budget Request Forms
  - a. Chimney Repair
  - b. Gutter & Downspout Repair/Cleaning
  - c. Renovation/Reclamation of former Technical Services Room

Cc: File  
Board of Library Trustees

# **(Enclosure 1 – Budget Narrative – Winthrop Public Library & Museum)**

## **MISSION STATEMENT:**

To provide comprehensive free public library services to all citizens of Winthrop. As an educational institution, the Library supports information literacy, lifelong learning and self-development among citizens of all ages and socioeconomic circumstances.

## **DESCRIPTION OF SERVICES:**

The Library provides a wide variety of print and non-print media and information services for recreational purposes as well as formal and informal study. These services include lending of materials such as books, audio/e-books, movies, music and artwork as well as Internet access and computer services, reference, children's story hours, public meeting rooms and educational/cultural programs. The Library also preserves and provides access to its historical collections.

## **BUDGET ISSUES:**

Budgetary restrictions have forced the Library to operate at minimally-acceptable levels of open hours and new materials purchases since early 2009. Further cuts will continue to threaten eligibility for state certification, limit the amount of state aid to public libraries funds we can receive and hinder our ability to properly maintain our facilities.

## **HIGHLIGHTS**

- Maintained open hours and materials purchases to retain at least base-level state certification.
- Achieved modest facility upgrades/repairs to roof, heating and electrical systems.
- Added capability to publicly screen DVDs (movies, programs, etc.) and Internet –based content in the library facilities via equipment donated by the Friends of the Winthrop Public Library & Museum.
- Completed a long-range strategic plan for public library services in Winthrop to serve as a blueprint for service and resource enhancements over the next three years.
- Replaced carpeting in the Frost Building and Children's Room via a capital outlay from the town.

## **GOALS & OBJECTIVES:**

- Retain state certification by maintaining sufficient staffing to meet minimum standards for open hours (40 hours/5 days per week) and continuing a prudent materials acquisition program.
- Provide adequate resources for the newly-unemployed and other job-seekers.
- Create and implement a collection development plan to ensure continued adequacy of non-fiction titles and resources.
- Replace/re-site current circulation desk and create a "community commons" area in the Frost Building with an adjacent, dedicated Young Adults area via materials and labor donated by the Friends of the Winthrop Public Library & Museum.
- Continue relatively low-cost, high-impact facility repairs and maintenance.

## **STAFFING:**

Eleven personnel (6 full-time and 5 part-time for 8.1 full-time equivalent staff): Director<sup>1</sup>, Assistant Director / Reference Librarian<sup>1</sup>, Children's Librarian<sup>1</sup>, Circulation Supervisor, Technical Services / Information Technology Supervisor, General Library Assistant and an elected Board of Library Trustees. The library also lists a part-time staff consisting of three computer operators, an administrative assistant and a custodian.

<sup>1</sup> Position requires Masters Degree in Library Science and certification as a professional librarian IAW standards established by the Massachusetts Board of Library Commissioners.

(Enclosure 2: Budget Proposal)

## Winthrop Public Library & Museum - FY 2012 BUDGET

ORG/OBJ.

**SALARIES**

0161051/

511100 & 511305	<b>SALARIES</b>	<b>\$312,990</b>
-----------------	-----------------	------------------

SUBTOTAL SALARIES

**\$312,990**

**LIBRARY EXPENSES**

0161052/

521600	<b>UTILITIES</b>	<b>\$25,504</b>
--------	------------------	-----------------

542005	<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$81,050</b>
--------	---------------------------------	-----------------

544350	<b>CONTRACT SERVICES</b>	<b>\$3,800</b>
--------	--------------------------	----------------

573010	<b>CONFERENCE &amp; TRAINING</b>	<b>\$1,500</b>
--------	--------------------------------------	----------------

586005	<b>NOBLE</b>	<b>\$49,490</b>
--------	--------------	-----------------

SUBTOTAL EXPENSES

**\$161,344**

**TOTAL BUDGET (ALL LINES)**

**\$474,334**

(Enclosure 3: Wage & Salary Worksheet)

Winthrop Public Library & Museum: FY 2012

Employee	Position	Grade/Scale	Weekly	Annual Pay	Holiday	Long.	Other	Total Salary
<b>Allen, Richard</b>	<i>Tech Services. Lib.</i>	L3/6	675.50	35,126.00		500.00		35,626.00
<b>Cody, Tammy</b>	<i>Computer Operator</i>	PT/6	247.86	12,888.72		115.72		13,004.44
<b>Connolly, Mary</b>	<i>Computer Operator</i>	PT/6	261.63	13,604.76		271.45		13,876.21
<b>Flaherty, Janice</b>	<i>Admin. Asst.</i>	L2/6	198.12	10,302.24		77.09		10,379.33
<b>Gutting, Ann</b>	<i>Asst. Dir./Ref. Lib.</i>		1,064.85	55,372.20		400.00		55,772.20
<b>Languirand, Arthur*</b>	<i>Gen. Asst. Lib.</i>	L1/2	487.98	11,223.54		400.00		11,623.54
<b>Languirand, Arthur*</b>	<i>Gen. Asst. Lib.</i>	L1/3	501.33	14,538.57				14,538.57
<b>Lescay, Kimberly</b>	<i>Computer Operator</i>	PT/6	137.70	7,160.40		128.57		7,288.97
<b>Nickerson, Ellen</b>	<i>Children's Librarian</i>	A12/A	781.77	40,652.04		550.00		41,202.04
<b>Solomon, Peter</b>	<i>Circulation Supv.</i>	L2/5	563.68	29,311.36		400.00		29,711.36
<b>Thibeault, Alan</b>	<i>Director</i>		1,288.46	66,999.92				66,999.92
<b>Wyatt, Randy</b>	<i>Custodian</i>	W-1/6	247.50	12,870.00		96.43		12,966.43
<b>TOTAL</b>								<b>312,989.01</b>

\* Subject to step raise during FY 2012. 23 weeks at \$487.98/week and 29 weeks at \$501.33/week.

## (Enclosure 4: Memorandum on Corporate Sponsorships)

### Corporate Sponsorship Program

Basic Concept: The Winthrop Public Library & Museum (WPL&M) would solicit and receive rotating corporate sponsorships to help fund the library services. Sponsors would pay a set amount for a set period of sponsorship. In return, the sponsor would receive in-facility recognition (signage in a designated area and proscribed format, table for promotional materials etc.) and recognition on library's Web site, newsletter, bookmarks, and possibly on WCAT and in the Winthrop Transcript. The sponsorship money would be used to defray printing/set-up costs each sponsorship period and the remainder targeted to support a *specific* service or resource (for example: new books, utilities, programs, events, etc.). Sponsors cannot in any way direct *exactly* how the money is spent (e.g. specific book titles, artists/performers, vendors, etc.). This would be an ongoing initiative.

EXAMPLE: Bourne Public Library's *Beacon of Support* - Corporate sponsors pay \$1250 per month to obtain sponsorship. The money goes to their Friends group, which dispenses the funds to support Children's programming at the library. Sponsors receive in-facility recognition and media attention (see above) as well as priority use of meeting space (H&R Block runs tax seminars in February) during the sponsorship period. Repeat sponsors yield more funds since start-up costs (printing of signs, bookmarks etc.) are already handled.

Bourne uses a volunteer who pitches the program to businesses face-to-face, schedules sponsorships, coordinates displays and materials as well as publicity, and maintains records. H&R Block and a local Toyota dealership have been repeat sponsors with each taking the same month each year (H&R Block in February, Toyota Dealer in the fall).

#### Implementation Ideas:

- Pitch plan via Chamber of Commerce initially, enlist early sponsors face-to-face
- Use funds to target a specific library need (utilities, materials)
- Rotate sponsorship monthly

#### Questions/Issues:

- Co-sponsors (more than one sponsor per month)?
- Price/duration of sponsorship?
- Staffing: Volunteer, library director?
- Financial management (Friends, Hyde Fund)?

**(Enclosure 5.a: Supplemental Budget Request Form – Chimney Repair)**

Town of Winthrop  
Supplemental Budget/Capital Request Form

**From:** Library

**Date:** February 17, 2011

**Alan Thibeault**

Department Head /Board Chairman Name

**To :** 0161052/532005  
(Org/Object)

**Desc:** Chimney Repair

**Total Budget for Line:** \$81,050.00

(\*Note - Please include letter to Manager for Free Cash/Retained Earnings requests)

**Amount:**     **\$7,000**

**Reason:** Both Library chimneys must be capped and relined to protect and preserve chimneys and the heating system. Oil burner and water heater flues are badly deteriorated and need to be replaced.

**For Finance Dept and Manager's Use Only:**

Budget Transfer     Manager Appro     Town Council Approval

Free Cash Appropriation – Town Council Approval – Gen Fund

R/E Appropriation – Town Council Approval – Water

R/E Appropriation – Town Council Approval – Sewer

R/E Appropriation – Town Council Approval- Harbor

Other \_\_\_\_\_

Approved

Denied

**Recommendation:**

\_\_\_\_\_  
**Finance Director**

\_\_\_\_\_  
**Manager**

(Enclosure 5.b: Supplemental Budget Request Form – Gutter & Downspout) Repair/Cleaning)

Town of Winthrop  
Supplemental Budget/Capital Request Form

From: Library

Date: February 17, 2011

Alan Thibeault

Department Head /Board Chairman Name

To : 0161052/532005

Desc: Gutter & Downspout Repair/Cleaning -

(Org/Object)

Frost Building

Total Budget for Line: \$81,050.00

(\*Note - Please include letter to Manager for Free Cash/Retained Earnings requests)

Amount: \$2,200.00

Reason: Multiple sections of copper gutter, downspout and line headers are damaged, leaking and/or missing, causing rain and melting snow to run onto building façade resulting in damage and staining. Repairs needed to keep runoff in gutter/downspout system and prevent future water penetration into the building's interior spaces

**For Finance Dept and Manager's Use Only:**

Budget Transfer  Manager Appro  Town Council Approval

Free Cash Appropriation – Town Council Approval – Gen Fund

R/E Appropriation – Town Council Approval – Water

R/E Appropriation – Town Council Approval – Sewer

R/E Appropriation – Town Council Approval- Harbor

Other \_\_\_\_\_

Approved

Denied

**Recommendation:**

\_\_\_\_\_

**Finance Director**

\_\_\_\_\_  
**Manager**

**(Enclosure 5.c: Supplemental Budget Request Form – Renovation/Reclamation of Former Tech Services Room)**

Town of Winthrop  
Supplemental Budget/Capital Request Form

Department Head /Board Chairman Name

To : 0161052/532005 Desc: Renovation of former Tech Services

Room – Frost Building basement

(Org/Object)

Total Budget for Line: \$81,050.00

(\*Note - Please include letter to Manager for Free Cash/Retained Earnings requests)

Amount: **\$35,000.00**

**Reason:** Former office/work space is uninhabitable due to excessive moisture and resultant mold in the space. Restoring this space will provide much-needed additional space in an overcrowded facility. Space requires dehumidification equipment, mitigation of moisture-related damage, repointing of the foundation and rerouting of plumbing, electrical and heating systems to return it to active usage.

**For Finance Dept and Manager's Use Only:**

Budget Transfer  Manager Appro  Town Council Approval

Free Cash Appropriation – Town Council Approval – Gen Fund

R/E Appropriation – Town Council Approval – Water

R/E Appropriation – Town Council Approval – Sewer

R/E Appropriation – Town Council Approval- Harbor

Other \_\_\_\_\_

Approved

Denied

**Recommendation:**

\_\_\_\_\_  
**Finance Director**

\_\_\_\_\_  
**Manager**