

Winthrop, MA – Town Manager



Position Statement

Winthrop, MA (19,316 pop.), is a charming seaside community situated at the entrance to one of the most beautiful harbors in New England. The Town is a peninsula of 1.6 square miles and boasts some of the most spectacular views on the East Coast, with a panoramic vista of the outer harbor on one side and the Boston skyline and inner harbor silhouetted against the sky on the other side. The Town itself has the look of the quintessential quaint and friendly New England community with shops, parks, marinas, inns, and seven miles of shoreline. The public transportation system brings people to Winthrop from Boston in just 20 minutes and from the airport in five minutes. Given its geographic size, Winthrop is densely populated. It has an AA rating and an FY22 budget of approximately \$69 million. The Town's challenges – such as traffic concerns as well as financial and infrastructure needs – provides tremendous opportunity for the next Town Manager to have a positive impact. Winthrop's local government is led by a nine-member Town Council.

To serve as its next Town Manager, Winthrop is seeking an experienced, knowledgeable, and strong leader with excellent financial acumen as well as strong budgeting, economic development, project management, and communications skills. An understanding of coastal issues and coastal resiliency is a plus. Preferred candidates should have a bachelor's degree (master's preferred) in public administration or a related field and experience as a city/town manager or assistant city/town manager or an equivalent public or private sector level of experience. Candidates should have a proven record of leadership, be proactive and a strategic thinker, engender a positive working environment, and be able to build collaborative relationships. Winthrop has a number of experienced department heads who will work collaboratively with the Town Manager. The Town Manager need not be a resident of the Town.

Annual salary: \$205K+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Winthrop is an Equal Opportunity Employer.

Important Links:

- [Town of Winthrop](#)
- [Town of Winthrop Charter](#)
- [Town Code](#)
- [FY22 Budget](#)
- [Strengthening Winthrop's Financial Condition Strategy](#)
- [Win2030 Vision](#)
- [Building Studies for Memorial Auditorium & Middle School](#)
- [WCAT YouTube channel](#)



Challenges and Opportunities

Government

In 2005, Winthrop adopted a home-rule charter with a Town Council-Town Manager form of government. The elected nine-member Town Council – six of whom are precinct councilors, two are at-large, and one is council president – serves as the legislative body of Winthrop. The executive authority of the Town is vested in the council president. The Council appoints the Town Manager as the Chief Administrative Officer of the Town. The Town Council also appoints the Town Clerk, Clerk of the Council, and Town Auditor. The Council President appoints, subject to the approval by Town Council, the Board of Appeals, Board of Assessors, Conservation Commission, Board of Health, Historical Commission, Licensing Board, and Planning Board. The Town Manager appoints all other members of boards and commissions, department heads, officers, except employees of the school department. Other elected bodies include: School Committee, Board of Library Trustees, and Housing Authority (four elected members and one appointed). The next Town Manager must exhibit a willingness to engage and collaborate with Winthrop's boards and committees.



Finances

Winthrop has an FY22 budget of approximately \$69 million and a Standard and Poor's rating of AA with a stable outlook. The next Town Manager must have strong financial acumen. Winthrop is facing the pressure of increasing costs and infrastructure needs. The finance department currently has openings for a Finance Director, Treasurer, and Assessor. The new Town Manager will have the opportunity to fill these key roles. The next Town Manager needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. The FY22 tax rate is \$11.76 for all properties. The average single-family tax bill in FY21 is \$6,356. Approximately 51% of the Town's revenue comes from property taxes, with 22% from state aid. New growth in FY22 was 0.77% of the FY21 tax levy and the vast majority of new growth was residential. Free cash was certified at \$2.27 million for FY22. The Town receives a PILOT from both Massport, due to the location of some of Logan International Airport's runways, and the Massachusetts Water Resources Authority (MWRA), which operates a large wastewater treatment plant on Deer Island in Winthrop Bay. Winthrop's total assessed value in FY22 is \$3.03 billion. Winthrop has developed a [strategy](#) to correct structural and service delivery deficits and to strengthen the Town's General Fund and Enterprise Funds financial condition in future years.

Education

[Winthrop Public Schools](#) serves over 1,900 students in the district's three schools: grades PreK-2; grades 3-5; and a middle/senior high school. The district employs 342 staff members, including approximately 187 teachers. The school district's FY22 operating budget is approximately \$23.5 million.

Economic and Community Development

Winthrop is a densely populated community, connected to the mainland only by Route 145, which passes in a loop around the main body of the Town. Winthrop is divided into four unique business areas: the Shirley Street



Business District, the Highlands District, the Center, and Magee's Corner District. In 2017, the Town received a \$2.38 million grant to redevelop its Center Business District. Currently, that district is nearing completion on enhancements, including new water, sewer, drain, and gas lines, sidewalks, streets, and a new town square. This provides economic development opportunities for the next Town Manager.

Winthrop is home to an active marina, four energetic yacht clubs on Boston Harbor, many professional services, and numerous shops and restaurants.

Given its location next to Boston and proximity to Logan International Airport along with its beautiful beaches and small-town feel, Winthrop is an attractive community for residents and visitors. While traffic in and out of town can be challenging, Winthrop is a highly desirable location for businesses and residents. The Town is interested in attracting a limited number of businesses that would be harmonious with Winthrop's character and could enhance the tax base.

Projects/Issues

- A \$13 million revitalization project is continuing in the Winthrop Center Business District.
- A new 5-year trash contract resulted in a 39% increase in the cost of trash, which led to a newly enacted trash fee. The Town created a trash enterprise fund in FY22 and is still adjusting to the new system.
- The Town has two fire stations, the main one built in the late 1800s. There has been ongoing discussion about a new Public Safety building, which the Town hopes to come to a decision on in FY23.
- Increasing water rates are a concern for residents; the Town Manager must be able to successfully communicate the reasons for rising rates.
- The former Middle School site is zoned for mixed-use development and has been a topic of discussion regarding redevelopment.
- The Northeast Metropolitan Regional Vocational High School in Wakefield, of which Winthrop is a member community, will be constructing a new \$317.4 million school building (with \$140.8 million to be funded by the state) and Winthrop is being asked to fund a portion of the costs. There will be a vote for the 12-member communities on January 25, 2022, which will give the towns more clarity on their future obligations.
- Winthrop owns a ferry, which offers service between Winthrop, Quincy, and Boston. Grants and subsidies once used to partially fund ferry operations are no longer as readily available and the Town will be addressing the viability of continuing the service during FY23 budget conversations.
- Discussions are ongoing regarding an access road shared by the DPW and the Gorman School.
- Parking is an ongoing issue in the community due to its density and the many visitors it attracts.

The next Town Manager needs to have strong financial management, communication, and project management skills and should be adept at managing multiple complex projects and issues.



The Ideal Candidate

- Bachelor's degree, preferably in a field related to public or business administration; Master's degree preferred.
- A minimum of five years of experience in municipal administration is preferred.
- Skilled in financial management, budgeting, economic development, project management, collective bargaining, and communications.
- A strong communicator; an active listener.
- Knowledge of coastal issues and coastal resiliency.
- A self-starter; ability to be self-reliant.
- Decisive; ability to say no when needed.
- Knowledge of municipal law & procurement.
- Experience in setting goals and priorities.
- A team builder; respectful; compassionate.
- Ability to engage with the community.
- Excellent follow-through; strong work ethic.
- Strong leadership qualities and experience.
- Skilled in long-term planning and strategic management; ability to prioritize.
- Creative problem solver; proactive.
- Innovative, assertive, and organized.
- Confident; able to build morale and maintain a positive working environment.
- Analytical, enthusiastic, and collaborative.
- Knowledgeable of best practices.
- Treats others fairly and respectfully.

How To Apply

Send cover letter and résumé via email, in a single PDF, by January 28, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Winthrop
Town Manager**

Questions regarding the position should be directed to:

John Petrin, Principal
Community Paradigm Associates
JPetrin@CommunityParadigm.com
781-552-1074

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