



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Rebecca S. Murray  
*Supervisor of Records*

February 15, 2024  
**SPR24/0299; SPR24/0300; SPR24/0301**

Denise Quist  
Town Clerk  
Town of Winthrop  
Winthrop Town Hall  
One Metcalf Square  
Winthrop, MA 02152

Dear Ms. Quist:

I have received the petitions of Diane Viens appealing the nonresponses of the Town of Winthrop (Town) to requests for public records. See G. L. c. 66, § 10A; see also 950 C.M.R. 32.08(1). In separate requests on January 2, 2024; January 1, 2024 and January 12, 2024 respectively, Ms. Viens requested the following records:

*SPR24/0299*

...any/all documentation, details, communications around, and contact information (along with dates of communications) with developers who have been contacted, or have communicated/contacted the Town in any way (including by way of reply) with respect to any/all active/current, recent (within the last 4 years), and future (within the next 3 years) RFPs or RFIs in any/all parts of Winthrop, including but not limited to any RFPs or RFIs involving the old middle school building, any abutting property to Ingleside Park, any property within/abutting/near Metcalf Square or French Square.

*SPR24/0300*

[W]ith respect any/all the Executive Sessions conducted by the Winthrop Town Council between 1/1/2022-12/31/2022 please provide: 1) Any/all communications between the Town [and] [an identified individual] and other councilor) and the Town lawyer(s) stating that the Town lawyer(s) had reviewed the proposed reason for executive session and approved moving forward with executive session, and 2) The minutes of all executive sessions held by the Winthrop Town Council in 2022.

*SPR24/0301*

[L]etter from the Board of Health delivered to the Planning Board during the 2021 or 2022 Planning Board Hearings for 40R Banks Street. Note: this is not the 2024 letter. This is the 2021 or 2022 letter. If there's more than one letter in those years, please provide both.

Claiming to not yet have received responsive records, Ms. Viens petitioned this office and the following appeals, SPR24/0299, SPR24/0300 and SPR24/0301 were opened as a result.

Subsequently, I learned that the Town provided Ms. Viens with responses dated January 31, 2024. Where the appeals were opened as a result of the Town's lack of written responses, I will now consider these administrative appeals closed. Ms. Viens may appeal the substantive nature of the Town's January 31<sup>st</sup> responses within ninety (90) days. See 950 C.M.R. 32.08(1).

Sincerely,

A handwritten signature in black ink, appearing to read "Manza Arthur", written in a cursive style.

Manza Arthur  
Supervisor of Records

cc: Diane Viens