

2016 Town Reports



Northbrook Village II opened in the fall.

BERLIN

TOWN OF BERLIN Historical Dates

Part of Lancaster-----	1653-1738	Tahanto Regional High School opened -----	1962
Part of Bolton -----	1738-1784	South Commons acquired-----	1970
Old Burying Ground given -----	1768	Tennis and basketball courts given -----	1971
Incorporated as South Parish of Bolton -----	1778	Casey Guilfoyle Play Area given-----	1999
First Meeting House raised -----	1779	New playground completed -----	2003
Incorporated as the District of Berlin -----	1784	Assabet Valley Regional Vocational School opened	1973
Additional land from Lancaster (Boylston Rd)	1790	Salt Shed built-----	1985
Hearse House built -----	1805	Bullard House purchased (built ca. 1790) ---	1996
Incorporated as the Town of Berlin -----	1812	Second Berlin Memorial School opened ----	1999
Powder House built-----	1814	Town Offices/Public Safety building opened	2000
2nd Meeting House built (First Parish Church)	1826	West St. land purchase for Highway Dept. --	2012
First Town House built -----	1831	Conservation Lands	
Center School lot (Town Offices) purchased -	1835	Tyler Conservation Area given -----	1971
Additional land purchased -----	1857/1916/1948	Douglas Conservation Area given-----	1974
South Cemetery opened -----	1857	South/Jones corner conservation purchase-	1978
Additional land purchased -----	1909	Mount Pisgah conservation purchases	1981/1996
West School built (Legion Hall) -----	1857	Dingley Conservation Area given-----	1984
Land purchased -----	1865	MacAlister Conservation Area given-----	1986
Second Town Hall dedicated-----	1870	Forty Caves Conservation Area given-----	1992
Hook and Ladder House built (Fire Museum)	1895	Musche Woods conservation purchase--	1998
Finished inside-----	1928	Musche Conservation Area (Lancaster Rd) given --	1996
Public Library built -----	1928	Ball Hill Road conservation purchase -----	1996
Town Barn acquired (built 1899) -----	1930	Snake Hill Conservation Area purchase ----	1997
Town Dump opened-----	1931	Clark land (Coburn Rd) conservation purchase -	1998
Additional land purchased -----	1934/1953/1954	Bellevue Rd/Priest Rd conservation purchase -	2000
Transfer Station opened-----	1982	Lancaster Rd/Peach Hill Rd conservation purchase--	2001
First Berlin Memorial School opened-----	1951	Gates Pond area conservation purchases -	2000/2003
Addition completed -----	1953	Central/Pleasant corner conservation purchase	2003
Rebuilt for Town Offices-----	2000	Collins Road conservation area given-----	2004
Former Fire Station (West Street) built -----	1952	Boylston Road railroad conservation purchase--	2004
Addition built -----	1958	Devine Farm conservation purchase -----	2004
Saint Joseph's Church dedicated -----	1953	Crosby Road/North Brook conservation purchase	2007
North Cemetery acquired -----	1962	Hog Swamp conservation area given -----	2007
Additional land purchased -----	1971	Eager Woods conservation area purchase--	2012
		River Road conservation purchase -----	2017

Annual Reports

of the Town Officers of the

Town of Berlin

Massachusetts



for the year

2016

IN MEMORIAM

Allan H. MacQuarrie

Assessor
Board of Appeals
Assistant Building Inspector

Alma R. Ackley

Cemetery Commissioner
Conservation Commission

Robert L. Tervo

Fire Chief
Rescue Squad
Building Code Board of Appeals

Barbara A. Halloran

Teacher Aide
Election Clerk

Town of Berlin

Location Latitude ----- 42° 22' 54.9" North
Longitude ----- 71° 38' 12.7" West
Area ----- 13.18 square miles
Town Roads ----- 46 miles

Year	Popula	Voters	Taxes raised
1950	1,349	699	67,595
1960	1,742	891	172,419
1970	2,099	925	480,099
1980	2,215	1,248	1,108,835
1990	2,293	1,325	1,764,893
2000	2,380	1,641	3,649,576
2010	2,866	1,994	7,095,610
2017	3,017	2,115	10,068,199

Town website: townofberlin.com

POLICE

POLICE CHIEF ----- Thomas E. Galvin, contract
SERGEANT ----- John F. Geis (ret. 11/1/16)
SERGEANTS (as of 11/2/16) Eric J. Schartner, Richard E. Gilchrest
PATROLMEN ---- David A. Goulding- Carl A. Corriveau
Kevin Trogon-Dean Bellville-Timothy Andre-Nelson Perry
REGULAR POLICE-----Kevin F. Pond, Michael Barry,
Thomas Welch, Jr, David Centeno, Peter Kinnas,
Kallie Koppenal, Thomas Welch, Kevin M. Colomey,
Shantel Smith, Michael O'Malley
SPECIAL POLICE Frederick H.Borden, Robert H.Taylor, Henry
A. Wheeler, Benjamin H. Spaulding, Jr., Howard H. Spaulding,
Anthony J. Valchuis, Jr., Duncan R.Baum, John Geis (appt.11/01)
SPECIAL POLICE MATRON--- Ruth A.Wheeler, Melinda
Rollins, Donna Ganczarski, Sharon McGowan
DISPATCHERS----- (FT) Donna Ganczarski, Heather
Hovasse, ---- (PT) Andrew Miller, Donna Hathaway
ANIMAL CONTROL OFFICER-----Helen Roach
VETERANS' AGENT -----James Cabral
TOWN REPORT COMMITTEE-----Barry W. Eager
CHIEF PROCUREMENT OFFICER----- Mary Arata
FENCE VIEWERS ----- James Royer, Susan Roberts
MEASURER OF WOOD AND BARK ---- Walter E. Bickford
FIRE ENGINEERS (Dissolved 2/1/16) Robert L. Tervo -
James Peltier- Bruce Ricard- Donald Richer- George Pendergast
INTERIM FIRE & EMS CHIEF (2/1/16-7/31/16) -Paul Zbikowski
FIRE & EMS CHIEF --- Paul Zbikowski, contract exp. 6/30/19
FOREST WARDEN -- Bruce Ricard (res.2/1/16), Paul Zbikowski
INTERIM FOREST WARDEN (2/1/16-7/31/16) ---Paul Zbikowski
DEPUTY EMERGENCY MGT. DIRECTOR -Kevin Colomey
DATA SYSTEMS COORDINATOR ----- Thomas Galvin
TRENCH OFFICERS ----- Keith Clemmer
James Spinney-----Lawrence Brandt
WEBMASTER-----Garth Coleman

COUNCIL ON AGING

Frances Gill----- Term expires 2017
Lorinda Fearebay ----- Term expires 2017
Carolyn Cashin (res. 8/6/16)----- Term expires 2018
Kate Bliss----- Term expires 2018
Karen Schultz ----- Term expires 2018
Joyce LaMotte (res. 6/27/16)----- Term expires 2018
Beverly Baldwin----- Term expires 2018
George Pendergast, Ch.----- Term expires 2019
Patricia H. Wheeler ----- Term expires 2019

ELECTION OFFICIALS

WARDEN ----- Dennis Fearebay
CLERK ---Barbara Halloran (res. 10/25), Jane Sawyer
CHECKERS: - Lorraine Cedar (res. 10/25), Judy Mills,
Robert Guild, Linda Thomasino, Mary Wheeler, Dave Reguera
BALLOT BOX CLERK -----Robert L. Wheeler
TELLERS:-----Timothy H. Wheeler, Billie L. Bentzen,
Lee S. Tabor, Edward Ayers, Jane Harvey, Marsha Johnston,
Susan Green, Christine Flynn Frances Gill, Lynda Nelson,
Kenneth Braun, Marshall Tate, Steve Beard, Judy Christensen,
Richard Wheeler, Jeanne Snay, Jonathan Sardell, James H.
Wheeler, Sue Reguera, Steven Bradley, Patricia Wheeler,
Richard Batstone, Janet Woodward, Jim Sandini, Robert Guild,
Judith Newton, Holly Parmenter, Ornella Quinn, Mary Wheeler,
Linda Thomasino, Jessica Meltzer, Beverly Wheeler, Richard
Mills, William Thomasino, Judy Mills, Noel Rosenberg, Ronald
Plutnicki, Mary Plutnicki, Robert Ottaviano, Donna Ottaviano, Jill

Christensen, Danise Davis, Setsuko Bradley, Roger Bradley, **3**
Kathy Journeay, Judith Rothbard Tate, Kathryn Hendrick,
Rosemary Marini, Priscilla Hogan and Valerie Chapman

ENERGY COMMITTEE -----Judith Booman
Eloise Salls, Amy Beaudet, Kevin Gebo

RECREATION COMMITTEE

Robert MacKay ----- Term expires 2017
Tammy Money ----- Term expires 2018
Julie Lee ----- Term expires 2018
Michael Willis (Res. 6/14/16) ----- Term expires 2018
Valerie Muldoon ----- Term expires 2019

AGRICULTURAL COMMISSION

Patricia Jackson, Alternate ----- Term expires 2017
James H. Wheeler, Alternate ----- Term expires 2017
Carl Wickstrom ----- Term expires 2017
Laura Busky ----- Term expires 2017
Kevin Kraszeski ----- Term expires 2018
Michael Dalrymple ----- Term expires 2018
Frederick R. Wheeler, Jr. ----- Term expires 2019

CABLE ACCESS COMMITTEE Patricia Anderson
Tara Tunas – Maureen Johnson

CABLE ADVISORY COMMITTEE

Robert Fatta ----- Term expires 2019
Richard Mariani ----- Term expires 2019
Kevin Diggins, Jr., Ch.(Res. 6/27/16) Term expires 2017

HOUSING PARTNERSHIP

Lynda P. Nelson ----- Term expires 2017
Frances M. Gill ----- Term expires 2018
Rowena "Trudy" B. Tervo ----- Term expires 2018
Eloise E. Salls ----- Term expires 2019

PERSONNEL COMMITTEE – 3 vacancies

TOWN HALL ADVISORY COMMITTEE

Evy Dueck - Robert McTague - Patricia Smith

INVESTMENT ADVISORY BOARD Dennis A. Fearebay,
Judith Booman, Eloise Salls, William F. Lowe, Jr.

TOWN BARN PLANNING COMMITTEE----- Dennis Bartlett
Paul Mikelk --- Thomas Sanford --- Keith Clemmer

INSURANCE ADVISORY COMMITTEE

David Goulding, Ch, Tom Menard, Patricia Romer,
Eloise Salls, Robert Hodge, Priscilla Hogan

PIPELINE STUDY COMMITTEE ----- Marsha Johnston,
Paul Keleher, Philip Rainville, Maryanne MacLeod

BERLIN HOME DAY COMMITTEE – Kate Bliss, (2 vacancies)

CHRISTMASTIME IN BERLIN – (3 vacancies)

RAIL TRAIL ADVISORY COMMITTEE -----Kimberly Lorencic,
Mary Mikelk, Mary Porter, Ch., Susan Therrien, Maureen
Johnson (res. 12/6), Thomas Andrew (Selectman Liaison)

WIRING INSPECTOR SCREENING COMMITTEE

Lawrence Brandt, Kevin Kraszeski, Henry Pacific,
James Royer, William Towle

APPOINTED FOR INDEFINITE TERMS

TAX TITLE CUSTODIAN-----Dennis A. Fearebay

Appointed by the School Committee

BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE

Thomas Fleming ----- Term expires 2017
Angela Yildiz ----- Term expires 2018
Clifton O. LaPorte ----- Term expires 2019

Appointed by the Town Clerk

James H. Wheeler, **ASST. CLERK** -- concurrent with term

4 Appointed by the Treasurer

Eloise E. Salls, **ASST. TREASURER** concurrent with term
Kate Stacey, **ASST. TREASURER** (appt. 8/5/2016)

Appointed by the Moderator

FINANCE COMMITTEE

Christine Keefe (Res. 5/10/16)-----Term expires 6/30/2016
Buzz Harris-----Term expires 6/30/2017
David L. Westerling -----Term expires 6/30/2017
R. Scott Hawkins-----Term expires 6/30/2018
Stanley K. Rogalinski -----Term expires 6/30/2018
Vacant-----Term expires 6/30/2019

Appointed by the Board of Health

INSPECTOR OF ANIMALS -- Richarda S. Bridges-Roche

Appointed by the Fire Chief

Chief----- Paul Zbikowski
Deputy Chief----- James Peltier
EMS Coordinator-----Roger McManus, Jr.
Payroll Clerk-----Heidi Spinney

Crew A----- David Lichwell, James Concannon,
Gyselle Bermudez, Devin Blakely, Timothy Ciampaglia,
Kevin Colomey, Michelle Deveau, Wesley Durant III,
Jeffrey Galeski, Steven Garrity, Brendon Gilchrest,
Jaclyn Gilchrest, Jay Kersting, Steven Lazazzero,
Brandon MacNeil, Benjamin Matthew, Richard McGowan,
Henry Pacific, John Paulino, David Ritchie,
James Spinney, Kevin Sullivan, John Walsh,
Michael Wheeler

Crew B-----Patricia Correia, Anthony Alessi,
Eric Benoit, Bridget Boyle, Katelyn Cooper,
Jamie Desautels, Peter Fortin, Samantha Garrity,
Natan Hapogian, Brian Ingram, Eric Kavanos,
Kyle Lichwell, Benjamin Lima, Sharon McGowan,
Heather McManus, Christopher Melone, Steven Morrison,
Jeremy O'Connell, Travis Pacific, Sean Pendergast,
Kevin Pond, Daniel Sullivan, Mark Vaillette

Auxiliary/C.E.R.T. George Pendergast, Frank Brewer,
Joseph Baker, Andy Bezanson, Peter Demers,
Dennis Fearebay, Steven Gebo, Kenneth Gilchrist,
Ramae Hustin, Jacob Matthew, Karen Saisa-Southworth

ARTICLES FOR THE SPECIAL TOWN MEETING – MAY 2, 2016

Article 1 - To see if the town will vote to raise and appropriate, borrow, and/or transfer from available funds, a sum of \$67.79 to cover unpaid prior year FY15 postage and copies reimbursement to Larry Brandt. (Selectmen)

Article 2 – To see if the town will vote to raise and appropriate, borrow, and/or transfer from available funds, a sum of \$1,292 to cover unpaid prior year FY15 Town Counsel expenses. (Selectmen)

Article 3. – To see if the Town will vote to transfer a sum of money from available funds to Line Item 79, Snow & Salt Wages FT OT, in the FY16 budget; or take any action relative thereto. (Highway Supt.)

Article 4. – To see if the Town will vote to transfer a sum of money from available funds to Line Item 80,

Snow & Salt Wages PT, in the FY16 budget; or take any action relative thereto. (Highway Supt.)

Article 5 – To see if the Town will vote to transfer a sum of money from available funds to Line Item 81, Snow & Salt Expenses, in the FY16 budget; or take any action relative thereto. (Highway Supt.)

Article 6 – To see if the Town will vote to close out the following Special Article accounts:

Article 30 FY13 Fire Portable Radios \$10.00

Article 21 FY14 1870 T Hall Generator Repairs \$475.00

Article 15 FY15 Transfer Station Paving \$2,637.75

Article 19 FY15 Library Book Drop Box \$259.40

Article 25 FY15 BMS Sound Buffers in Café \$558.00

Article 26 FY15 BMS Computer Replacement \$131.14

To the stabilization fund, and/or transfer to another appropriation, and/or close out to the general fund, and/or take any other action relative thereto. (Accountant/Selectmen) Finance Committee recommends (5-0) to close out these accounts to the Stabilization Fund.

Article 7 – To see if the Town will vote to accept the provisions of M.G.L. Ch. 44, Sec. 53F¾ in order to establish a separate revenue account to be known as the "PEG Access and Cable Related Fund", into which will be deposited funds received in connection with a franchise agreement between the Town's cable operator and the Town and from which monies shall only be appropriated for cable-related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitoring compliance of the cable operator with the franchise agreement; or (iii) preparing for renewal of the franchise license, said fund to begin operation for Fiscal Year 2017, which begins on July 1, 2016, or take any action relative thereto. (Cable Access Committee/Selectmen)

Article 8 – To see if the Town will authorize, to be deposited after July 1, 2016 in the "PEG Access and Cable Related Fund," all monies received for PEG and cable related purposes under the franchise agreement, or take any action relative thereto. (Cable Access Committee/Selectmen)

Article 9 – To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, for general municipal purposes, all or a portion of a parcel of land comprised of approximately six (6) acres, known and numbered 58 South Street and identified on the Assessors' Map 10.0, Block 19, Parcel 0, together with any structures and improvements thereon, on such terms and conditions as the Board of Selectmen may determine; and further, to vote to raise and appropriate, or transfer or expend from available funds in the treasury, a sum not to exceed \$350,000 to be expended by the Board of Selectmen for said acquisition and for the cost of demolition of any existing structures as the Selectmen may determine,

and matters related thereto; and further to authorize the Board of Selectmen to enter into all agreements and execute any and all instruments on behalf of the Town to effect said acquisition, or take any other action relative thereto. (Selectmen) Finance recommends (5-0) \$175,000 from Highland Commons Cultural Fund and to raise and appropriate \$175,000 within the levy limit.

Article 10 - To see if the Town will vote to authorize the Board of Selectmen to petition the General Court in the form set forth below, authorizing the Board to issue an off-premises alcoholic beverages license to Berlin Liquors LLC; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general objectives of the petition:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws relative to the number of licenses that may be granted in the town of Berlin, the licensing authority of the town of Berlin may grant 1 license for the sale at retail of all alcoholic beverages not to be drunk on the premises under section 15 of said chapter 138 to Berlin Liquors LLC, River Road West, in said town. The licensee shall comply with such requirements and conditions as the licensing authority shall deem appropriate. The license shall be subject of all of said chapter 138, except said section 17 relative to the number licenses that may be granted. The license may be used only in one location on the commercial parcel at the mixed use village known as Riverbridge, which parcel is shown as "Lot 9" on the ANR Plan set recorded at the Worcester County Registry of Deeds in Plan Book 912, as Plan 60. The license shall be transferable between commercial buildings and applicants on said Lot 9, but not to any other location in the Town. The license may be reissued to a new applicant, for use on said Lot 9, if the applicant files with the licensing authority a letter from the department of revenue indicating the license is in good standing with the department and that all applicable taxes have been paid. The license shall be subject to all other provisions of said chapter 138. If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location under the same terms and conditions as specified in this section.

SECTION 2. This act shall take effect upon its passage.

Or take any other action relative thereto. (Citizens' Petition)

Article 11 - To see if the Town will vote to rescind Article 41 of the May 1997 Berlin Town Meeting, Article 41 of the May 1997 Town Meeting being the following:

To see whether the Town of Berlin will advocate the development of a multi-use trail along the Central Massachusetts branch of the MBTA from Belmont/Waltham to Berlin; request that the Massachusetts Highway Department design and construct the trail working in close consultation with Berlin town officials and other interested citizens; take an advisory role in the engineering and design to insure that it is (a): safe and convenient for both trail users and motorists on intersecting town roads; (b) environmentally sound; (c) economical to maintain; and (d) that any special local circumstances are considered; and assume the responsibility, assisted by citizen volunteer groups, for maintaining and policing the section of the trail within the town's borders after the design and construction are complete.

(Citizens' Petition)

PROCEEDINGS AT THE SPECIAL TOWN MEETING – MAY 2, 2016

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, May 2, 2016, at 7 PM. Assistants were Madeline P. McTague, James H. Wheeler, Noel Rosenberg and Richard S. Wheeler as checkers. Police Chief Thomas Galvin and Officer Kevin Pond served as Officers. Cable television coverage provided by William Anderson, Patricia Anderson, and Roger Bradley was broadcast live on Charter channel 191. It will also be recorded and available a few days later via you tube channel.

<http://www.townofberlin.com/berlin-tv/>

John Goldrosen, of Kopelman and Paige, P.C. served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:00 PM. There were approximately 250 voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable's return.

Article 1. Voted unanimously to transfer the sum of \$67.79 from Free Cash to cover unpaid prior year FY15 postage and copies reimbursement to Larry Brandt. Unpaid bills from prior years require a 9/10ths vote at the Special Town Meeting. The Finance Committee recommended this motion.

Article 2. Voted unanimously to pass over. (\$1,292 legal bill had been paid by Montachusett Home Health Care.)

Articles 3, 4, 5. Voted unanimously to pass over Articles 3, 4 and 5.

Article 3. (Transfer to Snow & Salt Wages FT OT)

6 Special Town Meeting Proceedings 5/2/2016

Article 9. Motion failed. (to purchase 58 South Street, 6 acres). The Finance Committee recommended this motion.

Steven Bradley, Gary Harvey, and Arion Mancuso were appointed and sworn for a hand count. Yes 119; No 142

Article 10. Motion failed (Berlin Liquors LLC. petition of General Court for an off-premises alcoholic beverage license)

Article 11. Voted to rescind action taken under Article 41 of the May 1997 Berlin Town Meeting. (concerning the acceptance of the Rail Trail).

Motion was made to pass over. It failed on a hand count Yes 100, No 170.

Meeting dissolved at 9 PM. Two hundred eighty (280) registered voters took part in this meeting.

BARRY W. EAGER
Moderator

ELOISE E. SALLS
Town Clerk

PROCEEDINGS AT THE ANNUAL TOWN MEETING – MAY 2, 2016

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, May 2, 2016, at 7:30 PM. Assistants were Madeline P. McTague, James H. Wheeler, Noel Rosenberg, and Richard S. Wheeler as checkers and Police Chief Thomas Galvin and Officer Kevin Pond. Cable television coverage was provided by William and Patricia Anderson, Roger Bradley and Tara Turnas and broadcast live on Charter channel 191. It will also be recorded and available a few days later via you tube channel.

<http://www.townofberlin.com/berlin-tv/>. John Goldrosen, of Kopelman and Paige, P.C. served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:30 PM. There were approximately 250 voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable's return.

Articles 1 through 6. Voted unanimously to approve the motions as printed under Articles 1 through 6 of the warrant for this meeting.

Article 1. – Voted unanimously that the Board of Selectmen, or any other Board having the proper authority, appoint all necessary Town Officers as may be provided for by statute or other authority and who are not required to be chosen by ballot.

Article 2. – Voted unanimously that the various reports of officers and committees of the Town as contained in the annual town report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

Article 3. - Voted unanimously to authorize the Treasurer, with the approval of the Selectmen, to borrow money in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges. The Finance Committee recommended this motion.

Article 4. – Voted unanimously to establish and authorize the use of revolving fund accounts for FY17, pursuant to the provisions of Mass. General Law, Chapter 44, § 53E½ for the purposes, maximum expenditure, and authority to expend as outlined in the table below. Expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund or in excess of the total authorized expenditure. The authorized departments shall report to the Annual Town Meeting and the Board of Selectmen the total amount of receipts and expenditures for the prior fiscal year and the current fiscal year through December 31. Interest earned on any revolving funds shall be treated as general fund revenue of the Town. The Finance Committee recommended this motion.

TITLE	MAX. AMOUNT EXPENDABLE	SOURCE OF RECEIPTS AND USE OF FUNDS	AUTHORITY TO EXPEND
DOG LICENSING	\$600	Receipts: 50% of dog fees collected. Uses: Cost of licensing and purchase of dog tags	TOWN CLERK
LIBRARY VIDEO FINES	\$1,000	Receipts: Video fines, photocopier fees, fax fees and fees for lost materials. Uses: Purchase of new and replacement material	LIBRARY TRUSTEES/ DIRECTOR OF LIBRARY
ASSESSORS MAPS	\$6,000	Receipts: Planning Board fees charged for map updates, monies collected for the sale of maps, deeds and reports. Uses: The cost of updating Town maps	BOARD OF ASSESSORS
RECREATION	\$20,000	Receipts: Facility rental fees, contributions and other funds. Uses: Purchase services or supplies which are part of Recreation programs	RECREATION COMMITTEE

TOWN HALL	\$25,000	Receipts: Contributions, donations, user fees and fundraising activity receipts. Uses: Supplies, part time wages and related benefits, maintenance, general operating expenses & expenses related to fundraisers	BOARD OF SELECTMEN
PERMITTING SOFTWARE	\$30,000	Receipts: 3% atop Building, Plumbing/Gas, and Electrical permit fees. Use: Payment to GeoTMS, Inc. for support for training on, and right to use its permitting software	BOARD OF SELECTMEN

Article 5. Voted unanimously to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 8, a sum not to exceed \$300.00 for insect and pest control and a sum not to exceed \$2,000.00 for Dutch Elm Disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen. The Finance Committee recommended this motion.

Article 6. Outstanding Reports

Article 7. Voted unanimously to pass over Article 7. (Articles 8 and 9 took care of this matter)

Article 8. Voted unanimously to accept the provision of M.G.L. C. 136 §1 of the Acts of 2005 (M.G.L. C. 59 §5(41A)) to reduce the rate of interest on property taxes deferred by eligible seniors under M.G.L. C. 59 §5, Clause 41A from 8% to 5% with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2016. The Finance Committee recommended this motion.

Article 9. Voted unanimously to accept M.G.L. C 59 §5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under G.L.L. C59 §including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016. The Finance Committee recommended this motion.

Article 10. **GENERAL GOVERNMENT** Voted unanimously to raise and appropriate the sum of \$933,744.00 to cover items 1-46 in the Finance Committee's FY 2017 Budget.

001	Moderator, Salary	50.00
002	Moderator, Expenses	85.00
003	Selectmen, Salary	3,432.00
004	Selectmen, Wages, PT	43,200.00
005	Selectmen, Expenses	8,113.00
006	Finance Comm. Expenses	275.00
007	Reserve Fund	90,000.00
008	Accountant, Salary	63,214.00
009	Accountant, Wages PT	21,773.00
010	Accountant, Expenses	6,646.00
011	Audit	30,000.00
012	Assessors, Salary	2,129.00

013	Assessors Asst., Salary	60,450.00
014	Assessors, Wages PT	57,946.00
015	Assessors, Expenses	37,329.00
016	Revaluation Expenses	13,500.00
017	Treasurer, Salary	37,211.00
018	Treasurer, Wages PT	19,760.00
019	Treasurer, Expenses	34,400.00
020	Collector, Salary	24,985.00
021	Collector, Incentive	1,000.00
022	Collector, Expenses	15,060.00
023	Town Counsel	35,000.00
024	Personnel, Expenses	200.00
025	Tax Titles	15,000.00
026	Data Systems, Salary PT	2,820.00
027	Data Systems, Expenses	52,920.00
028	Clerk, Salary	26,162.00
029	PT Salary	10,609.00
030	Clerk, Expenses	2,125.00
031	Elections, Wages PT	3,200.00
032	Elections, Expenses	3,600.00
033	Registration, Salary	100.00
034	Registration, Wages PT	550.00
035	Registration, Expenses	85.00
036	Conservation Comm., Exp.	1,500.00
037	Planning Board, Expenses	2,000.00
038	Bd. Of Appeals, Expenses	600.00
039	Agricultural Comm.- Exp.	1,500.00
040	Public Buildings, Wages FT	0.00
041	Pub. Bldg., Wages-PT	11,955.00
042	Pub. Bldg., Expenses	73,310.00
043	Pub. Bldg., Electricity	60,000.00
044	Pub. Bldg., Fuel Oil	51,750.00
045	Pub. Bldg., Telephone	5,000.00
046	Town Report, Expenses	3,200.00
Total General Government		933,744.00

PUBLIC SAFETY - Voted to raise and appropriate the sum of \$1,512,733.00* to cover items 47-68 in the Finance Committee's FY2017 Budget and to appropriate from the Inspector's Offset Receipts Account the sum of \$88,250.00 to the following line items: Item 58, Plumbing and Gas Inspector, Wages PT - \$36,000.00; Item 60, Electrical Inspector, Wages PT - \$52,250.00; and to appropriate from Highland Commons Public Safety Fund \$170,000.00 to Item 48, Police Wages FT and to appropriate from Rescue Squad Receipts Reserved for Appropriation the sum of \$125,000.00 to Item 51 Fire & EMS in the Finance Committee's FY2017 Budget.

8 Annual Town Meeting Proceedings 5/2/2016

047	Police, Salary	133,489.00
048	Police, Wages FT	679,772.00
049	Police, Wages PT	109,603.00
050	Police, Expenses	86,336.00
051	Fire & EMS, Payroll & Exp.	444,376.00
052	Rescue Squad, Salary	
053	R.S. Wages PT	
054	Rescue Squad, Incentive	
055	Rescue Squad, Expenses	
056	Bldg. Insp., Wages PT	113,363.00
057	Bldg. Insp., Expenses	5,230.00
058	Plum & Gas Insp. Wages PT	36,000.00
059	Plumbing & Gas, Expenses	830.00
060	Electrical Insp., Wages PT	52,250.00
061	Electrical Insp., Expenses	667.00
062	Fire Inspector, Wages PT	
063	Animal Inspector, Salary	1,849.00
064	Animal Inspector, Expenses	925.00
065	Emergency Mgmt. Dir. Sal. PT	
066	Dog Officer, Salary	2,829.00
067	Dog Officer, Expenses	2,500.00
068	Comm. Center, Payroll & Exp.	225,964.00
TOTAL PUBLIC SAFETY		1,895,983.00

*\$1,512,752.00 was voted but line items added to \$1,512,733.00

EDUCATION Voted to raise and appropriate the sum of \$2,867,661.00 to cover items 69-70 in the Finance Committee's FY2017 Budget.

069	Berlin Memorial School	2,867,660.00
070	Post Secondary Voc Ed	1.00
TOTAL EDUCATION		2,867,661.00

PUBLIC WORKS / FACILITIES Voted to raise and appropriate the sum of \$647,930.00 to cover items 71-82 in the Finance Committee's FY2017 Budget and to appropriate from the Transfer Station Sicker and Recycling Offset Receipts Account the sum of \$90,000 to Item 80, Transfer Station Expenses, and to appropriate \$15,000 from General Cemetery Receipts and \$800 from Sale of Lots to Item 82 Cemetery Expenses in the in the Finance Committee's FY2017 Budget.

071	Highway, Salary	78,755.00
072	Highway, Wages FT	213,135.00
073	Highway Wages PT	11,054.00
074	Highway Expenses	122,320.00
075	Snow & Salt, FT OT	33,964.00
076	Snow & Salt, Wages PT	10,091.00
077	Snow & Salt, Expenses	85,000.00
078	Street Lights	9,600.00
079	Transfer Station, Wages PT	34,219.00
080	Transfer Station, Expenses	125,588.00
081	Cemetery, Wages PT	3,360.00
082	Cemetery, Expenses	26,644.00
TOTAL PUBLIC WORKS		753,730.00

HUMAN SERVICES Voted unanimously to raise and appropriate the sum of \$48,125.00 to cover Items 83-94 in the Finance Committee's FY2017 Budget.

083	Board of Health, Salary	1,800.00
084	Board of Health, Wages PT	3,466.00
085	Board of Health, Expense	1,650.00
086	Nashoba Health	6,687.00
087	Nashoba Nursing	3,052.00
088	Lipton Mental Health	1.00
089	Council on Aging, Wages	4,000.00
090	Council on Aging, Expenses	5,000.00
091	Veterans, Salary	2,778.00
092	Veterans, Expenses	635.00
093	Veterans, Benefits	16,056.00
094	WHEAT Assessment	3,000.00
TOTAL HUMAN SERVICES		48,125.00

CULTURE AND RECREATION Voted unanimously to raise and appropriate the sum of \$146,023.00 to cover Items 95-103 in the Finance Committee's FY2017 Budget.

095	Library, Wages PT	108,872.00
096	Library, Expenses	28,000.00
097	Recreation, Expenses	3,400.00
098	Cultural Council, Expenses	1,250.00
099	Historical Commission, Exp.	600.00
100	Memorial Day, Expenses	1,800.00
101	Festive Events, Expenses	2,100.00
102	Cable Comm., Expenses	.00
103	County Aid to Agriculture	1.00
TOTAL CULTURE & RECREATION		146,023.00

DEBT AND INTEREST Voted unanimously to raise and appropriate the sum of \$205,700.00 and to appropriate the sum of \$9,523.00 from Septic Loan Receipts Available for Appropriation to cover items 104-105 in the Finance Committee's FY2017 Budget

104	Interest	30,700.00
105	Principal	184,523.00
TOTAL DEBT & INTEREST		215,223.00

INTERGOVERNMENTAL EXPENDITURES:

CMRPC Voted unanimously to raise and appropriate \$763.00 to cover item 106 in the Finance Committee's FY2017 Budget.

106	CMRPC	763.00
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ASSABET Voted unanimously to raise and appropriate the sum of \$513,420.00 to cover Items 107-108 in the Finance Committee's FY2017 Budget.

107	Assabet	412,659.00
108	Assabet Renovation	100,761.00

TAHANTO Voted unanimously to raise and appropriate the sum of \$3,139,294.00 to cover Items 109-110 in the Finance Committee FY2017 budget.

109	Tahanto	2,604,399.00
110	Tahanto Capital Assessment	534,895.00
TOTAL INTERGOVERN'TAL EXPEND.		3,653,477.00

MISC BENEFITS & INSURANCE Voted unanimously to raise and appropriate the sum of \$1,555,165.00 to cover Items 111-118 in the Finance Committee's FY2017 Budget.

111	Worcester Co. Retirement	372,177.00
112	Workers Compensation	42,400.00
113	Unemployment	20,000.00
114	Chap 32B Health Ins.	900,000.00
115	Police & Fire Sick & Acc Ins.	28,000.00
116	Sick Pay	34,560.00
117	Medicare	71,500.00
118	Property/Liability Ins.	86,528.00
TOTAL MISC BENEFITS		1,555,165.00
TOTAL BUDGET		12,069,131.00

Article 11. Voted unanimously to accept the sum of \$3,200.00 for Cemetery Perpetual Care. The Finance Committee recommended this motion.

Article 12. Voted unanimously to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount of \$193,256.00. The Finance Committee recommended this motion.

Article 13. Voted unanimously to establish and authorize the use of revolving fund accounts for FY17, pursuant to the provisions of Mass. General Law, Chapter 44, Section 53E½ for the purposes, maximum expenditure, and authority to expend as outlined in the table below. Expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund or in excess of the total authorized expenditure. The authorized departments shall report to the Annual Town Meeting and the Board of Selectmen the total amount of receipts and expenditures for the prior fiscal year and the current fiscal year through December 31. Interest earned on any revolving funds shall be treated a general fund revenue of the Town. The Finance Committee recommended this motion.

TITLE	MAX. AMOUNT EXPENDABLE	SOURCE OF RECEIPTS AND USE OF FUNDS	AUTHORITY TO EXPEND
CABLE ACCESS	\$20,000.00	RECEIPTS: CONTRIBUTIONS, OTHER FUNDS, TOWN APPROPRIATIONS, SUBSCRIBER FEES FROM CHARTER COMMUNICATIONS. USES: PURCHASE OF SERVICES, SUPPLIES AND ELECTRONIC EQUIPMENT, AND PAYROLL AND RELATED BENEFITS FOR PART TIME CABLE ACCESS EMPLOYEES**	CABLE ACCESS COMMITTEE

** Currently the Cable Access revolving account does not provide for payroll or related benefits. If approved, part time payroll and related benefits may be paid via the Cable Access Revolving Account starting in FY17.

Article 14. Voted unanimously to authorize payment of a salary of \$50.00 to each member of the Berlin School Committee, as provided by Chapter 71, §52 of the General Laws. The Finance Committee recommended this motion.

Article 15. Voted unanimously to raise and appropriate \$70,000.00 for the purchase of hot top to repair Town roads; said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

The Moderator stepped down. The Town Clerk called for nominations for a Temporary Moderator for Articles 16, 26 and 36. Tim Wheeler was elected and sworn.

Article 16. Voted to appropriate \$55,200 from the Highland Commons Cultural Funds to be expended under the direction of the Board of Selectmen, for the purpose of renovation work for the Bullard House. The Finance Committee recommended \$55,200 from Highland Commons Cultural Mitigation Fund.

There was a unanimous vote to move the question.

Article 17. Voted unanimously to appropriate \$51,575.00 from the Highland Commons Public Safety Fund for the replacement of breathing apparatus and air cylinders, said sum to be expended by the Fire Chief. The Finance Committee recommended this motion.

Article 18. Voted to appropriate \$24,000.00 from the Highland Commons Public Safety Fund for the purchase of additional personal protection equipment needed due to the consolidation of the Fire and EMS Departments. The Finance Committee recommended this motion.

Article 19. Voted to appropriate \$28,000.00 from the Highland Commons Capital Fund for the purpose of upgrading the security system at Berlin Memorial School said sum to be expended by the School Committee. The Finance Committee recommended this motion.

10 Annual Town Meeting Proceedings 5/2/2016

Article 20. Voted to appropriate \$23,300 from the Highland Commons Capital Fund the sum of for the purpose of sealing exterior windows and vents at Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 21. Voted to appropriate \$15,740.00 from the Highland Commons Cultural Fund for the purpose of installing a weather station at Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Motion was made to reduce the amount to \$5,000. Motion failed.

Meeting adjourned at 11:03 PM to 7:30 Tuesday, May 3rd at Berlin Memorial School.

On May 3rd, the Meeting convened at 7:30 PM. Joel Bard served as Town Counsel. Noel Rosenberg was replaced by Rebecca Davis for voter check in. Approximately one hundred fifty (150) voters were present.

Article 22. Voted to appropriate \$15,000 from the Highland Commons Capital Fund for the purpose of restoring interior/exterior doors to proper operating condition at Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 23. Voted to appropriate \$10,000 from the Highland Commons Capital Fund for the purpose of replacing stair treads and refinishing hand rails at Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 24. Voted to appropriate \$5,000.00 from the Highland Commons Capital Fund for the purpose of upgrades to the fire protection water supply system at Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 25. Voted to appropriate \$38,000.00 from the Highland Commons Public Safety Fund to purchase and equip a new police cruiser, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 26 – Voted to appropriate \$10,000.00 from the Highland Commons Capital Fund to repave the driveways in the South Cemetery, said sum to be expended by the Cemetery Commission. The Finance Committee recommended this motion.

Article 27 –Voted unanimously to appropriate \$20,000.00 from Free Cash for the purpose of purchasing new or replacement computers, networking equipment, peripherals and related

equipment and for a third party assessment of the computer network for the Public Safety/Municipal Building,, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 28 – Voted to appropriate \$4,000.00 from the Highland Commons Cultural Fund for the purpose of general repairs to the Berlin Public Library, said sum to be expended by the Library Trustees. The Finance Committee recommended this motion.

Article 29 – Voted to appropriate \$2,500 from the Highland Commons Cultural Funds for the purpose of purchasing two computer carrels for the Berlin Public Library, said sum to be expended by the Library Trustees. The Finance Committee recommended this motion.

Article 30 -. Voted unanimously to pass over Article 30. (copier)

Article 31. Voted unanimously to raise and appropriate \$5,000.00 for the continued development of the Town's Master Plan, said sum to be expended by the Planning Board.

Article 32 – Voted unanimously to appropriate from the PEG Access and Cable-Related Fund, established under Article 7 of the special Town Meeting of May 2, 2016, a sum of \$20,000 to be expended by the Cable Access Committee, with the approval of the Board of Selectmen, for cable-related purposes consistent with the Town's franchise agreement, as authorized by Massachusetts General Law Chapter 44, Section 53 F ¾.

Article 33 – Voted to appropriate \$3,800,000.00 to be used for the construction and equipping of a new Town Highway Barn to be located on a parcel of land owned by the town identified on the Assessors' Map 14.2 as Parcel 16; and that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow such sum under General Laws Chapter 44 Section 7 as amended provided however that authorization of the debt is contingent on approval by the voters of an exclusion of such debt pursuant to Proposition 2 ½, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

A motion for a paper ballot was counted by a hand vote. Counters were Gary Harvey, Robert McTague and Marsha Johnston.

Motion to take a paper ballot failed on a hand count. Yes 103, No 118

The Moderator declared a 2/3's vote on a voice vote.

Article 34 – Motion failed. To borrow \$1,000,000 for the purpose of acquiring by gift, purchase or the fee interest or a conservation restriction for

conservation purposes in certain parcels of land for the creation of wildlife and hiking corridors, provided however that authorization of the debt is contingent on approval by the voters of an exclusion of such debt pursuant to Proposition 2½, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Motion was made to delete the words eminent domain. Voted unanimously to delete the words eminent domain from the motion

It was voted unanimously to amend the motion by adding following the word authority "provided however that authorization of the debt is contingent on approval by the voters of an ex-clusion of such debt pursuant to Proposition 2 ½".

A 2/3's vote was needed on the amended motion. The results of a hand count was Yes 116, No 115. Motion failed.

Article 35 – Voted to appropriate \$123,933 from the Highland Commons Public Safety Fund and to borrow \$576,067 for the purchase or lease/purchase of a Ladder Truck and/or Quint and related equipment, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

The Moderator declared a 2/3's vote.

Article 36 – Voted to appropriate \$426,000 from the Highland Commons Cultural Fund and to transfer \$100,000 from Free Cash to construct an addition to the 1870 Town Hall with an elevator to provide handicapped access to the second floor and stage, together with site work, accessible parking with access routes to the 1870 Town Hall addition and the Bullard House, demolition of the Historical Commission's present curatorial storage building, construction of a replacement curatorial storage building for the Historical Commission, and associated work as shown on the plans for the project, or as may be required to complete the project, said sum to be used in conjunction with a grant from the Massachusetts Cultural Council to fund this project, said sum to be expended by the Board of Selectmen.

A motion for the vote to be taken by paper ballot failed on a voice vote.

Article 37– Voted unanimously to create an Economic Development Committee as recommended in the Economic Development section of the Town of Berlin Master Plan as described in Article 37; and to raise and appropriate the sum of \$500 to cover expenses incurred by the committee, said sum to be expended by the Planning Board. The Finance Committee recommended this motion.

Article 38 – Voted to authorize the Board of Selectmen to form a 5 (five) person Rail Trail Study Committee. The purpose of the committee is to study the possibility of a rail trail along the Central

Massachusetts branch of the MBTA, now under lease by the Massachusetts Department of Conservation and Recreation, from the Hudson town line to Coburn Road.

Counters for the hand vote taken were Gary Harvey, Marsha Johnston and Robert McTague. The results were Yes 137, No 76.

Voted to adjourn to 7:30 PM, Wednesday, May 4, 2016 at Berlin Memorial School.

On May 4, 2016 at 7:30 PM, the Annual Town Meeting resumed with seventy-five (75) voters present.

Article 39 – Motion failed. (Wetlands Protection Bylaw)

A motion to pass over Article 39 failed.

On a motion to call the question the Moderator declared a 2/3's voice vote.

Article 40 – Voted unanimously to refer Article 40 back to the Planning Board for study. (Highland St. Senior Residential Development Overlay District, 68 units)

Article 41 – The Finance Committee's motion to pass over failed on a hand count. Counters were Gordon Booman, Gary Harvey and Steven Bradley. The results were Yes 43, No 52.

Motion to transfer the amount of \$175,000 from free cash to be used toward the reduction of the FY2017 tax rate failed on a voice vote.

Article 42 – Voted to transfer \$100,000 from Free Cash to the Stabilization Fund. The Moderator declared a 2/3's vote.

Article 43 - Voted unanimously to adjourn this meeting to Monday, May 9, 2016, at 12:00 Noon at the Berlin Town Offices, lower level, 23 Linden Street, at which time and place the polls will be open for the election of Town officers under Article 43 and to vote on the ballot questions set forth in Article 43 of the warrant, and that following the announcement of the results of the election, this meeting be dissolved.

Meeting adjourned at 10:05 PM. Three hundred eighty-nine (389) registered voters took part in this meeting

BARRY W. EAGER
Moderator

ELOISE E. SALLS
Town Clerk

12 PROCEEDINGS AT THE ANNUAL TOWN ELECTION – MAY 9, 2016

According to legal notice the voters of the Town of Berlin met in the Town Offices for the Town Election on Monday, May 9, 2016. Notice to the voters and specimen ballots were posted as prescribed by law. The ballot box was examined and found empty and the keys delivered to Officer Kevin Pond until 5 pm, then they were turned over Officer Howard Spaulding. The polls were declared open by Acting Warden Jane L. Sawyer at 12:00 Noon and voting continued until 8 PM, when the polls were declared closed. Election workers were as follows: Clerk: Barbara Halloran; Ballot Box Clerk: Judy Mills; Checkers: Lorraine Cedar and Mary Wheeler; Tellers: Ed Ayers, Steve Bradley, Denise Davis, Holly Parmenter and Christine Flynn.

Check lists and registers on the ballot box showed that 313 votes had been cast.

Total regular ballots 2000. Total regular ballots cast 294; Total absentee ballots 30; Total absentee ballots sent 26; Total absentee ballots cast 19; Total handicapped voters ballots 50; Total handicapped ballots cast 0; Total registered voters 2134.

Results of the balloting:

Moderator – One Year

Barry W. Eager	248
*Howard Spaulding	15
Scatterings	4
Blanks	46
Totals	313

Town Treasurer – Three Years

Dennis A. Fearebay	252
Blanks	51
Total	313

Selectman – Three Years

Christine Keefe	244
Scatterings	1
Blanks	68
Total	313

Assessor – Three Years

David G. Pierce	255
Blanks	58
Total	313

Constable – Three Years

Robert V. Williams	250
Blanks	63
Total	313

School Committee – Three Years

Clifton O. LaPorte	239
Blanks	74
Total	313

Trustee of Trust Funds – Three Years

Barry W. Eager	258
Blanks	55
Total	313

Cemetery Commissioner – Three Years

Robert H. Guild, Jr.	267
Blanks	46
Total	313

Library Trustee - Three Years

Judith Rothbard Tate	252
Scatterings	3
Blanks	58
Total	313

Planning Board – Five Years

R. Thomas Sanford, Jr.	260
Blanks	53
Total	313

Board of Health – Three Years

Susan D. Reguera	238
Blanks	75
Total	313

Question 1, Town Barn Bond

YES	196
NO	114
Blanks	3

Question 2, Conservation \$\$

YES	121
NO	173
Blanks	19

*Howard Spaulding was neither seeking the Moderator's position nor would he accept it.

The Meeting adjourned at 10 PM.

JANE SAWYER	BARBARA HALLORAN
Acting Warden	Clerk

ARTICLES FOR THE SPECIAL TOWN MEETING – NOVEMBER 14, 2016

ARTICLE 1 - To see if the Town will vote to request the Board of Selectmen expend from the Highland Commons cultural funds an additional sum not to exceed one hundred thirty thousand dollars (\$130,000) to supplement sums approved under Article 36 of the May 2016 Annual Town Meeting for the purpose of the elevator project for the 1870 Town Hall building, demolition and replacement of the Historical Commission curatorial building, associated site work, and the additional architectural cost to oversee the project, or take any action relative thereto. (1870 Town Hall Advisory Committee/Historical Commission/Selectmen)

ARTICLE 2 - To see if the Town will vote to close out the following Special Article accounts:

Article 15 FY83 Dump Closing \$9,008.81 (Raise & Appropriate)

Article 17 FY14 Refinish & Seal Hallway & Stairs-Library \$7,500.00 (Free Cash)

Article 27 FY15 Emergency Service Study \$1,350.00 (Free Cash)

Article 10 STM FY15 Solar Panels Community Garden \$187.02 (Free Cash)

All sums to be appropriated to the Stabilization Fund; and

Article 19 FY16 Thermal Imaging Camera \$2,720.00 (Public Safety Funds)

Article 30 FY16 Replacing 8 Windows at Library \$2,625.00 (Cultural Funds)

Article 29 FY16 Council on Aging Bus for Transportation \$4,100.00 (Senior Housing Fund)

Article 3 STM FY16 Council on Aging Bus Startup cost \$2.75 (Art 29 FY16 – Senior Housing Fund)

Article 17 FY17 Replacement of breathing apparatus and air cylinders \$51,575 (Public Safety Funds)

And to return the unspent balances to their respective Highland Commons mitigation accounts,

Or take any action relative thereto (Selectmen)

ARTICLE 3 – To see if the Town will vote to appropriate, and authorize the Treasurer with the approval of the Board of Selectmen, according to M.G.L. Chapter 44, Section 8C, to expend the sum of \$355,000 from the Conservation Fund, for the purpose of acquiring by gift, purchase or eminent domain for conservation and passive recreation purposes, , a certain property, known as the Webjo Co., Inc. Property consisting of 80 acres, more or less, located on Lyman Road by the Northborough Town line; that said land be conveyed to said Town , to be held under the care, custody, management and control of the Conservation Commission of the Town of Berlin pursuant to M.G.L. Chapter 40, Section 8C; that the Board of Selectmen and the Conservation Commission be authorized to file on behalf of the Town of Berlin any and all applications deemed necessary for grants and /or reimbursements from the Commonwealth of Massachusetts under the Land and Water Conservation Fund Act (P.L. 88-578, 78 Stat 897) and/or any other grants and/or reimbursements for the acquisition of said property; that said grants and/ or reimbursements be placed in the Conservation Fund for the purpose of accomplishing future open space preservation or acquisitions; and that the Board of Selectman and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments that they believe to be in the best interest of the Town of Berlin to effect said purchase and to grant a perpetual conservation restriction in accordance with M.G.L. Chapter 184, Sections 31-33, to Sudbury Valley Trustees, or take any action relative thereto. (Conservation Commission)

ARTICLE 4 – To see if the Town will vote to appropriate, and authorize the Treasurer, with the approval of the Board of Selectmen, according to M.G.L. Chapter 44, Section 8C, to expend the sum of \$500,000 from the Conservation Fund, for the purpose of acquiring by gift, purchase or eminent domain for conservation and passive recreation purposes, , a Conservation Restriction to be held jointly by the Town of Berlin and the Sudbury Valley Trustees, over certain property, known as Great Oak Farm, consisting of 40.39 acres, more or less, located on Highland Street, Berlin Assessor's Map 20 as Lots 47 and 48 and Map 21 as Lots 1, 2, 10, 10-1 and 17; ; that said Conservation Restriction be conveyed to said Town, to be held under the care, custody, management and control of the Conservation Commission of the Town of Berlin pursuant to M.G. L. Chapter 40, Section 8C and Sudbury Valley Trustees;; that the Board of Selectmen and the Conservation Commission be authorized to accept said Conservation Restriction meeting the requirements of M.G.L. Chapter 184, Sections 31-33 on said property; that the Board of Selectmen and the Conservation Commission be authorized to file on behalf of the Town of Berlin any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under Chapter 132A, Section 11 and/or any others in any way connected with the scope of this Article; that said grants awards and/ or reimbursements be placed in the Conservation Fund for the purpose of accomplishing future open space preservation or acquisitions; and that the Board of Selectman and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Berlin to effect said purchase, or take any action relative thereto. (Conservation Commission)

ARTICLE 5 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds fifty-one thousand five hundred seventy five dollars (\$51,575), for the purpose of replacement of the breathing apparatus compressor system, or take any action relative thereto. (Fire and EMS Chief/Selectmen)

14 PROCEEDINGS AT THE SPECIAL TOWN MEETING – NOVEMBER 14, 2016

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, November 14, 2016, at 7 PM. Assistants were Madeline P. McTague, James H. Wheeler, Noel Rosenberg as checkers. Police Chief Thomas Galvin and Officer Kevin Pond served as Police presence. Cable television coverage provided by William Anderson and Roger Bradley. It will be recorded and available a few days later via you tube channel <http://www.townofberlin.com/berlin-tv/>. Jeffrey T. Blake, Esq. of KP Law served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:00 PM. There were approximately 144 voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable's return.

The Moderator stepped down during Article 1. Nominations were called for a temporary Moderator. Timothy H. Wheeler was nominated. He was elected unanimously.

ARTICLE 1. Voted to request the Board of Selectmen expend from the Highland Commons cultural funds an additional one hundred thirty thousand dollars (\$130,000) to supplement sums approved under Article 36 of the May 2016 Annual Town Meeting for the purpose of the elevator project for the 1870 Town Hall building, demolition and replacement of the Historical Commission curatorial building, associated site work, and the additional architectural cost to oversee the project.

The Finance Committee recommended this motion.

A motion by Judy Booman to call the question was voted. After a voice vote was ambiguous, a hand count was taken. After being sworn in, Amy Grenier, Marsha Johnston and Kenneth Brawn assisted with the count: **YES 94, NO 41.** A majority vote was needed.

The Moderator resumed the podium.

ARTICLE 2. This article was separated into halves. First half: Voted unanimously to close out the following Special Article accounts: Article 15 FY 83 Dump Closing \$9,008.81 (Raise and Appropriate); Article 17 FY14 Refinish & Seal Hallway & Stairs-Library \$7,500.00 (Free Cash); Article 27 FY15 Emergency Service Study \$1,350.00 (Free Cash); Article 10 STM FY15 Solar Panels Community Garden \$187.02 (Free Cash). All sums to be appropriated to the Stabilization Fund.

Second half: Voted unanimously to close out the following Special Article accounts: Article 19 FY16 Thermal Imaging Camera \$2,720.00 (Public Safety Funds); Article 30 FY16 Replacing 8 windows at Library \$2,625.00 (Cultural Funds); Article 29 FY16 Council on Aging bus for Transportation \$4,100.00 (Senior Housing Fund); Article 3 STM FY16 Council on Aging Bus Startup cost \$2.75 (Art. 29 FY16- Senior Housing Fund); Article 17 FY17 Replacement of breathing apparatus and air cylinders \$51,575 (Public Safety Funds) and to return the unspent balances to their respective Highland Commons mitigation accounts.

The Finance Committee recommended these motions.

ARTICLE 3. Voted to appropriate, and authorize the Treasurer with the approval of the Board of Selectmen, according to M.G.L. Chapter 44, Section 8C, to expend the sum of \$425,000 from the Conservation Fund, for the purpose of acquiring by gift, purchase or eminent domain for conservation and passive recreation purposes, a certain property, known as the Webjo Co., Inc. Property consisting of 80 acres, more or less, located on Lyman Road by the Northborough Town line; that said land be conveyed to said Town, to be held under the care, custody, management and control of the Conservation Commission of the Town of Berlin pursuant to M.G.L. Chapter 40, Section 8C; that the Board of Selectmen and the Conservation Commission be authorized to file on behalf of the Town of Berlin any and all applications deemed necessary for grants and /or reimbursements from the Commonwealth of Massachusetts under the Land and Water Conservation Fund Act (P.L. 88-578, 78 Stat 897) and/or any other grants and/or reimbursements for the acquisition of said property; that said grants and/ or reimbursements be placed in the Conservation Fund for the purpose of accomplishing future open space preservation or acquisitions; and that the Board of Selectman and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments that they believe to be in the best interest of the Town of Berlin to effect said purchase and to grant a perpetual conservation restriction in accordance with M.G.L. Chapter 184, Sections 31-33, to Sudbury Valley Trustees.

The Finance Committee recommended this motion. The Moderator declared a 2/3's vote.

ARTICLE 4 – Voted to appropriate, and authorize the Treasurer, with the approval of the Board of Selectmen, according to M.G.L. Chapter 44, Section 8C, to expend the sum of \$500,000 from the Conservation Fund, for the purpose of acquiring by gift, purchase or eminent domain for conservation and passive recreation purposes, a Conservation Restriction to be held jointly by the Town of Berlin and the Sudbury Valley Trustees, over certain property, known as Great Oak Farm, consisting of 40.39 acres, more or less, located on Highland Street, Berlin Assessor's Map 20 as Lots 47 and 48 and Map 21 as Lots 1, 2, 10, 10-1 and 17; that said Conservation

Restriction be conveyed to said Town, to be held under the care, custody, management and control of the Conservation Commission of the Town of Berlin pursuant to M.G. L. Chapter 40, Section 8C and Sudbury Valley Trustees; that the Board of Selectmen and the Conservation Commission be authorized to accept said Conservation Restriction meeting the requirements of M.G.L. Chapter 184, Sections 31-33 on said property; that the Board of Selectmen and the Conservation Commission be authorized to file on behalf of the Town of Berlin any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under Chapter 132A, Section 11 and/or any others in any way connected with the scope of this Article; that said grants awards and/ or reimbursements be placed in the Conservation Fund for the purpose of accomplishing future open space preservation or acquisitions; and that the Board of Selectman and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Berlin to effect said purchase.

The Finance Committee recommended this motion. The Moderator declared a 2/3's vote.

ARTICLE 5 – Voted to request the Board of Selectmen expend from the Highland Commons Public Safety Funds fifty-one thousand five hundred seventy five dollars (\$51,575), for the purpose of replacement of the Fire Department's breathing apparatus compressor system.

The Finance Committee recommended this motion.

Voted unanimously to dissolve the meeting at 8:25 PM. One hundred Fifty-four (154) voters took part in this meeting.

BARRY W. EAGER, Moderator

ELOISE E. SALLS, Town Clerk

2016 STATE ELECTIONS

Presidential Primary – March 1, 2016

2,115 Registered Voters 1,214 Ballots Cast 693 Democratic 2 Green-Rainbow 519 Republican

State Primary – September 8, 2016

2,175 Registered Voters 131 Ballots Cast 68 Democratic 18 Green-Rainbow 25 Republican

State Election – November 8, 2016

2,241 Registered Voters 1,966 Ballots Cast

Berlin Voter Registration by Party – January 25, 2017

American Independent – 1 Democrat – 418 Green-Rainbow – 7 Libertarian – 10 Mass Independent – 1
Republican – 291 Unenrolled – 1516 United Independent – 12 We the People - 1 Total – 2,257

MARRIAGES RECORDED THROUGH 2016

DATE	PLACE	PARTY A & PARTY B
February 13	West Bridgewater	Paula Jean Turner & Robert John Benotti of Berlin
April 23	Clinton	Lauren Allise Wheeler & Robert James Fillios of Berlin
April 24	Holden	Alyssa Lianne Duprey of Marlboro & Cameron Scott Parmenter of Berlin
May 27	Barre	Erik Daniel Reed Nost & Nicole Kathleen Beshai Nost of Berlin
June 25	Worcester	Erica R. Palmer of Worcester & Shannon Hawk Thompson of Berlin
July 1	Berlin	Paul Richard Keen & Shawn Ilean Ducey of Berlin
September 15	Bolton	James H. Sargent & Sarah E. Noel of Berlin
September 16	Spencer	Sandra Christine Ponte & Matthew Andrew Ryan of Clinton
October 22	Berlin	Nicole M. Doble & Eric M. Kraszeski of Berlin

BIRTHS RECORDED THROUGH 2016

DATE	NAME	PARENTS
January 12	Ava Michele Polewarczyk	Adam Stanley & Christie Ellen (Hudson) Polewarczyk
January 18	Amelia Jean Holmes	Robert Gene & Denise Marie (Mahnken) Holmes
January 29	Isla Maria Hanley	Patrick Edward & Christina (Tzovaras) Hanley
February 8	Lillian Cecilia Sheehan	Michael Patrick & Amanda Marie (Elliott) Sheehan
March 11	Kendall Rose Muldoon	Marc Thomas & Maria (Diverdi) Muldoon
March 31	Andrew Daniel Jenkins	Daniel James & Kelly Maloney (Maloney) Jenkins, Jr.
April 4	Sarah Ryan Sirpenski	Daniel Adam Sirpenski & Kathryn Ryan Bliss
April 20	Saul Burzenski Silva	Franco Aparecido Silva DePaula & Sadie Ann Burzenski Silva
May 23	Rory Jack Patisteas	Evan Higgins & Siona Ferdia O'Flynn (Cox) Patisteas
July 7	Owen James Deangelis	Jeremy James & Michelle Anna (King) Deangelis
July 20	Emilia Helena Kurek Wdowiak	Wiktor Raqdoslaw Wdowiak & Beata Kurek
August 8	Leo Elias Guillaume Alty-Smith	Owen Patrick Smith & Rebecca Eileen Alty
August 16	Russell Joseph Marhefka	William Joseph & Amanda Jame (Ayres) Marhefka
August 17	Harper Reese Muldoon	Jonathan Michael & Jamie Rae (Brown) Muldoon
October 7	Howard Joseph Wertheimer	Jesse Ravitz & Rachel Amanda (Olson) Wertheimer
October 7	Iris Samantha Wertheimer	Jesse Ravitz & Rachel Amanda (Olson) Wertheimer
October 11	Kayla Marie Rosadini	Matthew Robert & Jessica Marie (Scheibel) Rosadini
October 13	Elizabeth Eden Holyoak	James Andrew & Laurence Eve (Van Atten) Holyoak
October 27	Jacob Alexander Toro	Oscar Ignacio Toro & Beatriz Elizabeth Bailon
November 2	Finley Grace Grybowski	Matthew Joseph & Alyssa Ann (Leary) Grybowski
November 14	Nathan Sanford Harris	Todd Chester & Jessica Lynne (Blood) Harris
November 25	Hannah Farji	Arie (Farji Cisneros) Farji & Daniela (Capriles Diaz) Farji Capriles
December 16	Jack Harrison Kelly	Timothy Paul & Alexandra Gray (Giorgio) Kelly

Note: Some records are not included because they were not returned to Berlin, or they may not be published by law.

MARRIAGES will be found on page 15

DEATHS RECORDED THROUGH 2016

January 10	Edmund J. Mollica	88 Pleasant Street	92
February 4	Lawrence Thomas Bennett	11 Gates Pond Road	67
February 9	Robert L. Tervo	151 Highland Street	74
March 29	Elizabeth Mariano	32 Brewer Road	95
April 11	Evelyn Susan Peterson	20 Sawyer Hill Road	90
April 12	Gary A. Vattes	32 West Boylston Road	59
May 4	Margaret E. Wilson	135 Pleasant Street, 11-4	64
May 12	Rachel L. (Martin) Larkin	43 Crosby Road	98
June 2	Judith P. (Palya) Loether	93 Brook Lane	67
June 8	Barbara M. (Witkowski) Agnitti	135 Pleasant Street	68
July 10	Daniel N. LeBlanc	43 Crosby Road	63
August 9	Alma Rose (Walker) Ackley	88 South Street	79
August 11	Elinor M. Potvin	135 Pleasant Street, 10-3	77
September 22	Dennis Gordon Munyon	12 Linden Street	60
September 28	Charles Peter Maki	135 Pleasant Street Rear	75
October 17	Anna A. Rondeau	79 Randall Road	89
October 25	Marie F. (Nadolny) Spinney	252 West Street	74
November 10	Lee (Berthold) Barker	135 Pleasant Street Rear, #314	73
November 11	Charles Davis	34 Autumn Ridge Road	76
November 25	Florence (Rowe) Munter	11 South Street	88
November 25	Barbara A. (Corrinni) Halloran	52 Barnes Hill Road	80

TOWN CLERK

17

The office is open Tuesday and Thursday 11 am to 2 p.m. and Wednesday night 7-9 p.m. The phone number is (978) 838-2931, FAX (978) 838-0014 and email: TownClerk@TownofBerlin.com.

My appreciation is extended to those people who assisted with the elections and town meetings in 2016. We want to acknowledge the many years of elections service by Barbara Halloran, Clerk. For the November state election, Tom Sanford and his daughter Meghan's paintings were mounted in the downstairs hallway. During regular hours James and I serve as Notaries with appropriate identification. Justice of the Peace service requires an appointment.

Purchase dog licenses or vital records on line and pay with a credit card through Unibank, for further information visit www.townofberlin.com.

Dog Licenses: To save the Town postage money, please include *your email address* so dog license reminders can be emailed. All licenses renew on April 1. The license fees are (male/female \$11.00 and neutered/spayed \$7.00) and the penalty is \$5.00 as of June 1 and \$25.00 as of July 1. Licenses are renewable by mail (with a self-addressed stamped envelope included) or in person at the office with a current rabies certificate. Nashoba contracts for a dog and cat rabies clinic each spring, dog licenses can be purchased at the same time.

Business certificates: Any person conducting a business under a name other than his/her own which is not incorporated with the state, or if incorporated and uses a name different from the incorporated name is required by state law to file a business certificate with the Town Clerk. The certificate is valid for four years, the fee is \$25.00 and a termination or amendment is \$10.00 (with a notice to the Assessors and Building Inspector).

Voter Registration: State required registration sessions will be held prior to each town meeting and election. Mail-in voter registration forms are outside the Clerk's Town Office for your convenience. **THINK AHEAD-PLAN AHEAD:** If you need to have an absentee ballot, either you or a family member can apply for one. **Unless you vote absentee in the office, all absentee ballots must be mailed.** If you want to fax your request [978-838-0014], include the date, your legal name, voting address, a mail-to address, and your signature. If your absentee ballot is being sent, if you don't receive it within six (6) or seven (7) days, please notify me so another ballot can be sent. Please fill out and return the first ballot you receive. Only one ballot can be counted for any individual voter. Also, if it is not too much trouble, please notify me when you mail the ballot so I can give it six (6) or seven (7) days to receive it. If it gets lost or mislaid on the return trip, hopefully, there is

still time to send and receive yet another ballot. If you are out of the country, a ballot can be emailed or faxed.

The "Help America Vote Act" has a personal identification requirement that a voter provide as proof of your name and Berlin address ID at the election if you registered through the mail and this is the first time you voted.

If you check off absentee for all elections this year and change address after the initial ballot unless you notify me, the ballots are sent to the address on record. If you are an enrolled voter (U), we send the party ballot you chose, if you change your mind, notify us in writing or write in your candidate.

The Conflict of Interest law: Within 30 days of hire or appointment, you must receive a copy of the "Summary of the Conflict of Interest Law for Municipal Employees" and sign an acknowledge notice for receiving the copy. This continues on a yearly basis, and the acknowledgment is retained in this office for six years. Every two years at www.mass.gov/ethics, the online Conflict of Interest Law Online Training Program must be completed and a State Ethics Commission Receipt filed with the town clerk.

As of December 31, 2016, the dog revolving account had expenditures of \$385.57. In FY16, there were receipts of \$2,784 and expenditures of \$389.

FY2016 BOARD OF APPEALS APPLICATIONS:

1. Special Permit, 44 Walnut St., John & Becky Coomey
2. Variance, 44 Walnut St., John & Becky Coomey
3. Site Plan, 44 Walnut s.t, John & Becky Coomey
4. Special Permit, 127 Pleasant St., Fred & Elizabeth Galano
5. Variance, 175 Lancaster Rd., Paul Goguen
6. Variance, 32 Brigham Rd., Greg Tremelling
7. Special Permit, 60 Pleasant St., Jennifer & Tim Baldwin
8. Amend Comprehensive Permit, Dudley Rd., Green Acres

All monies collected by the Town Clerk are paid to the Town Treasurer and no fees are retained by the clerk. Financial report for FY16.

Dog Licenses	\$3,217.00
Dog Fine Penalties	\$982.00
Clerk Receipts	\$2,210.00
Gas Storage Permits	\$200.00
Assessors Maps	\$500.00
Planning Board Fees	\$1,675.00
Board of Appeals Fees	\$1,000.00
Marijuana Fines	\$1,860.59
ZBA/Affordable Housing	\$33,427.00
Total Paid to Treasurer	\$45,071.59

Respectfully submitted,
ELOISE E. SALLS, Town Clerk
JAMES H. WHEELER, Assistant Town Clerk

BOARD OF SELECTMEN

The Board welcomed Christine Keefe to the Board following her May 2016 election. Keefe filled the seat vacated by Walter Bickford who did not opt for reelection but who continues to serve the Town as, among other things, a member of the Conservation Commission.

Per its development agreement with the Town, the Selectmen invoiced Highland Commons in February 2016 which was timely paid as follows (and based on occupancy of 283,860 square feet):

<u>Item</u>	
Public Safety	\$ 386,049.60
Senior Housing	\$ 139,765.08
Cultural	\$ 279,530.16
Open Space	\$ 255,124.86
Capital Plan	<u>\$ 80,418.84</u>
TOTAL FY16	<u>\$1,140,888.54</u>

At the May 3, 2016 Annual Town Meeting, voters approved \$426,000 in cultural mitigation funds, in anticipation of receipt of a Massachusetts Cultural Facilities Fund matching grant, to both install an elevator at the 1870 Town Hall and move the Historical Commission curatorial building to make room for handicapped parking on the shared campus. In June 2016, the Town was notified it received a \$242,000 grant from the Massachusetts Cultural Counsel. In November 2016, voters generously and overwhelmingly approved spending an added \$130,000 from the cultural mitigation fund to drive the project forward. A contract with a general contractor has been signed and work proceeds this Spring 2017.

In May, Town Meeting voted to send for further study issues raised by competing Town Meeting articles (for- and against-) the creation of a recreational trail along former railway tracks. The Selectmen appointed a Rail Trail Advisory Committee which meets regularly, has hosted a site walk with public safety officials, and has met with the Massachusetts Department of Conservation and Recreation in its mission to gather information about the concept.

In furtherance of the evolution of the newly-combined Fire and EMS Department, in June the Selectmen signed a 3-year contract with Paul Zbikowski to become Berlin's new Fire and EMS Chief from July 1, 2016 through June 30, 2019. Pursuant to Town Meeting approval, the Selectmen signed a contract for the purchase of a new ladder truck which is now under construction with delivery expected in late summer 2017.

In November 2016 and after 40 years of service to Berlin's Police, Fire and Rescue Departments, Sgt. John Geis retired from the Berlin Police Department. Geis and was immediately appointed a Special Police Officer, which will allow the Town to retain his talent and good will in serving the community. Two patrolmen were elevated to the post of sergeant: Richard Gilcrest and Eric Schartner. The Board congratulates them both and notes the great pool of talent who submitted resumes in pursuit of the positions.

Work continued in earnest throughout 2016 to ready the Town for its switch over to regionalized dispatch services which occurred just after the New Year. While the Town was saddened with the layoff of many dedicated part- and full- time dispatchers, the transition to dispatch emergency services through the Nashoba Valley Regional Emergency Dispatch District has been seamless just after New Year's Day 2017.

The Selectmen exercised the Town's right of first refusal to assist the Conservation Commission in the purchase of the 12-acre Risi Farm land on River Road West (across from the Tyler Farm) for \$470,000. The transaction was initiated in 2016 and recorded in early 2017. The Board waived the Town's right of first refusal on the purchase of the 6.8-acre "Murphy Farm" located at 156 Gates Pond Road.

Data Systems Coordinator and Police Chief Thomas Galvin has switched providers of IT services for the Town Offices to a new vendor – CM Geeks – at a savings and also with an increased stability in the network.

In August, Julie Pratt left the Building Inspector's Clerk position for greener pastures in Boxborough. In October, 1870 Town Hall Manager Liane Leahy donned a second Town hat and assumed the role as the successor Building Inspector/Land Use Clerk. In October, the Selectmen appointed long-serving interim Wiring Inspector Henry Wheeler Jr. to the permanent post. In November, Building Inspector Lawrence Brandt tendered notice of his intention to retire at the end of the 2017 fiscal year.

The Selectmen awarded the 2016 Mabel Felton Marble scholarships to the following graduating seniors: Rebecca Davis, Savanna MacDonald, Mary Kate O'Day, Aine Katherine Redington, and Taylor Marie Ross. The Selectmen note and thank the continued generosity of Sylvia Marble in making this scholarship opportunity possible for Berlin's young women.

The Board issued licenses as follows:

Common Victuallers - 18	Entertainment – 2
Sunday Ice Cream - 5	Sunday Entertainment – 1
All Alcohol Restaurant - 5 (inc. 1 with new ownership)	Motor Vehicle Sales
Beer & Wine – Package Store 3	Class I - 3
All Alcohol – Package Store 2	Class II – 2
1-day Alcohol License – 3	Class III - 1
Public Amusement – 3	Junk Dealers – 1
Auto. Amusement Devices - 3	Auctioneer – 1

The Selectmen have enjoyed a good working relationship with the owners of Maplewood Farm in monitoring its ongoing earth importation project.

We want to hear from you – send your comments by mail or to selectmen@townofberlin.com. Follow the "Town of Berlin, MA" on Facebook, on Twitter @TownOfBerlinMA, or visit our website www.townofberlin.com. Our website is designed and updated by neighbor Garth Coleman – a labor of love.

As always, we thank our public safety personnel, the dozens of volunteer committees, and all Town employees for their service. To residents of Berlin, thank you for your continued support.

BOARD OF SELECTMEN

JUDITH BOOMAN THOMAS ANDREW CHRISTINE KEEFE

VETERANS' SERVICES

The Veteran Services office is located at 23 Linden St. Berlin. Office hours are Monday thru Thursday and by appointment. To arrange an appointment please call 978-838-2560. You may also e-mail me at veteranservices@townofberlin.com.

The purpose of the Veterans Services Department is to assist eligible veterans and their dependents in procuring financial assistance information and other benefits that they may be entitled to.

This year the Veterans Office and The Town of Berlin assisted local Veterans and their dependants with financial assistance. We are able to provide this service through the Massachusetts Department of Veterans' Affairs Chapter 115 program.

Sadly during the year The Town of Berlin lost the following Veterans.

Edmund Mollica - WWII Lawrence Bennett - Vietnam David Holder - WWII Lewis Busconi - WWII

In closing I would like to thank the Board of Selectmen and all town officials for their support.

Respectfully submitted,

JIM CABRAL, Veterans' Services Officer

WHEAT COMMUNITY CONNECTIONS

Clinton, Massachusetts

BERLIN STATISTICS 2016

Number of all client visits to the Community Café:	120
Number of all household visits to the Food Pantry:	76
Number of household members using the Food Pantry:	122
Number of Families Using Social Worker Services:	4

The age percentage breakdown of the Food Pantry and Café users are listed below:

51% adults 32% seniors 17% children

CHIEF OF POLICE

As Chief of Police of the Town of Berlin, I take great pride in our Police Department's effectiveness in working with our community. The members of the Berlin Police Department are committed to providing the best possible policing services to our residents and recognize that successful policing cannot be done without the support of the community. On behalf of the Berlin Police Department, I offer my admiration to our government leaders, residents, and business partners for their continuous support and understanding of our critical work and responsibilities.

2016 was again a year of growth for the Berlin Police Department and the Town of Berlin. The continued development of Highland Commons and further development in the region has led to a continued increase in calls for service over the past year.

The following list is a statistical analysis of activities investigated by the Police Department in 2016:

911 Hang up: ----- 21	Family Dispute: ----- 15	Potential Bio-Hazard: ----- 3
Accident Personal Injury: --- 45	Fire Department Assist: --- 184	Radar: ----- 118
Accident Property Damage: 119	Follow-Up: ----- 36	Recovered Motor Vehicle: --- 1
Arson: ----- 1	Found Property: ----- 23	Restraining Order: ----- 6
Aid to the Public: ----- 179	Fraud: ----- 19	Service Equipment: ----- 98
Alarm: ----- 141	Harassing Phone: ----- 7	Shoplifting: ----- 5
Ambulance: ----- 253	House Check: ----- 115	Sudden Death: ----- 4
Animal Calls: ----- 112	Juvenile Offense: ----- 4	Summons Served: ----- 18
Assault: ----- 2	Larceny: ----- 28	Suspicious Activity: ----- 90
Assist other PD: ----- 233	Liquor Laws: ----- 1	Suspicious Person/MV: --- 442
ATV: ----- 8	Lockout: ----- 57	Threats: ----- 2
Breaking and Entering: ----- 7	Lost Property: ----- 17	Town By-Law: ----- 17
Building Check: ----- 3,990	MEMORIAL SCHOOL KEY: ----- 76	Town Departments: ----- 35
Citation Other: ----- 599	Mental Health: ----- 9	Traffic Control: ----- 134
Citation Speeding: ----- 394	Missing Person: ----- 6	Transportation: ----- 73
Civil Matters: ----- 39	Motor Vehicle Complaint: -- 143	Trespassing: ----- 5
Community Policing: ----- 35	Mutual Aid: ----- 3	Vandalism: ----- 18
DARE: ----- 5	Narcotic Drug Violation: ----- 17	Verbal Warning: ----- 744
Disabled Motor Vehicle: --- 194	No Incident Type Assigned: -- 4	Warrant Arrest: ----- 12
Disturbance: ----- 49	Noise Complaint: ----- 15	Warrants Served: ----- 1
Dog Complaint: ----- 50	Operating under the Influence: 12	Weapons Violation: ----- 3
Domestic Abuse: ----- 1	Other: ----- 42	WELL BEING CHECK: ----- 34
Environmental: ----- 28	Parking Violation: ----- 12	Total Incidents: ----- 8,901
Escort: ----- 11	Police Information: ----- 24	

The Police department responded to a total of 8901 calls for service in 2016. In over 90% of the calls for service, the officers arrived in less than 8 minutes, from the time of dispatch receiving the call.

Summary of Traffic Crashes:	2015	2016	% Change
Total number of Traffic Crashes	211	164	-22%
Fatal Accidents	0	0	
Personal Injury Crash	51	45	
Property Damage Crash	128	119	

It is encouraging to see a significant increase in traffic crashes during 2016. Although the total number of crashes has decreased we have identified areas of concern that will be addressed during 2017. The top priority is to improve the safety at the intersection of River Road East and Marlborough Road. This intersection has become increasingly dangerous and will only continue to get worse as traffic in our area increases. Discussions have begun with the Highway Department to reconfigure the intersection and make it safer for all motorists.

Berlin has proven to be a community where citizens and police work together to ensure a safe and friendly environment for both residents and visitors. On behalf of the Berlin Police Department I would like to thank all citizens for their assistance and cooperation during the past year and encourage their continued commitment to assist the Police Department in crime prevention and safety.

Dial 911 to save a life, to report a fire, to report a crime or any other emergency.

Respectfully submitted,
THOMAS GALVIN, Chief of Police

FIRE AND EMS DEPARTMENT

21

Citizens of Berlin,

I am pleased to present to you the 2016 report of the "new" Berlin Fire & EMS & Emergency Management Department. On February 1, 2016 the departments were officially combined into one department under one Chief. In this first year the department has gone through many changes both administratively and operationally. Our dedicated and talented personnel continue to move forward to provide the services that you have grown to expect and appreciate.

In year and a half we have made great strides in moving the "New" Department forward as one. We have completed/addressed **99** of the **125** recommendations from the MRI Management and Operational Study that the Town commissioned in 2015. We continue to work on the remainder of the list of recommendations and by the end of 2017 all will have been addressed.

The most notable items we have addressed are:

1. We have ordered a new Ladder Truck which is scheduled for delivery in August 2017. Total cost is \$723,611.00 plus the trade in of the 1989 Tower Truck and 2004 Rescue Truck. We are reducing the size of the fleet by one vehicle. Originally the department was seeking \$1.2M for this vehicle.
2. We have new Rules & Regulations, Job Descriptions and Officer Development and Succession Plan.
3. We have added a daytime 40 hour per-diem Firefighter/EMT position to help with weekday coverage as we have no call members who works in town. We have also increased the Fire Prevention hours to 24 hours per week to help with all of the construction projects.
4. We have and continue to cross train our Fire and EMS personnel.
5. We have developed a new Public Safety website (www.berlinpublicsafety.com) with the Police Department to help communicate with our people and you, the citizens, providing public safety information.

On behalf of the Town and Department we would like to thank Fire Chief Bruce Ricard and Rescue Chief Dennis Bartlett for their many years of service to the citizens of Berlin. We wish them health and happiness in their retirement. We also say thank you to all of the members who worked/volunteered for both departments in past years and have moved on or retired.

These are the current members of the Berlin Fire/EMS/ Emergency Management Department:

*Chief/EMT Paul Zbikowski😊😊😊😊😊 Deputy Chief /EMT-I James Peltier😊😊😊😊

Assistant Chief/EMT Joseph Guarnera😊😊😊😊 Chaplain Courtney Shields

Clerk Heidi Spinney😊😊

Group 1

Captain David Lichwell😊😊😊😊😊😊

Lieutenant/EMT Jamie Desautels😊😊😊😊😊😊

Lieutenant/EMT - OPEN

Lieutenant/EMT - OPEN

EMT Gyselle Bermudez

EMT Devin Blakely

EMT Shayne Cook

FF/EMT Michelle Deveau

MPO Brendon Gilchrest😊😊

EMT Jaclyn Gilchrest😊

FF Steven Lazazzero

+FF Brandon MacNeil

+FF/EMT Richard McGowan 😊😊

+FF/EMT Jeremy O'Connell😊

FF/EMT Jonathan Paulino

FF/EMT James Spinney😊😊😊😊😊😊

FF/EMT Michael Wheeler😊😊

FF/EMT Bart Temple

Group 2

Captain/EMT Patricia Correia😊😊😊😊😊

Lieutenant/EMT Anthony Alessi😊😊😊😊😊😊

Lieutenant/EMT James Concannon😊😊

Lieutenant/EMT OPEN

EMT Bridget Boyle

MPO Frank Brewer😊😊😊😊😊😊

FF/EMT Kevin Colomey😊

FF/EMT Wesley Durant😊😊😊😊😊😊

FF Peter Fortin

FF/EMT Brian Ingram😊😊😊😊😊😊

FF/EMT Jonathan Kersting

EMT Eric Kanavos

FF Kyle Lichwell

EMT Benjamin Matthew😊

FR Sharon McGowan

FF Christopher Melone😊

FF/EMT Kevin Pond😊😊😊😊😊😊😊😊

Auxiliary Members

George Pendergast☺☺☺☺☺☺☺☺☺☺
 Charles Butler
 Peter Demers☺
 Dennis Fearbay☺☺☺
 Kenneth Gilchrest☺
 Ramae Hustin☺☺
 Karen Saisa-Southworth☺☺
 Daniel Sullivan
 Steven Walsh

Explorers

Meghan Bowles
 Gavin Colby
 Sarah Cook
 Sara Peltier
 Steven Peltier

* Designates Full-time

☺Indicates 5 years of Fire/EMS Experience

+ Designates Military Veteran

Emergency Response Statistics**FIRE**

Structure	9
Vehicle	7
Brush	18
Carbon Monoxide	1
Chimney	0
Rubbish	1
Electrical	1
Illegal Burning	5
Explosions	1
Hazardous Condition	11
Service Calls	34
Good Intent	29
False Alarms	83
Bomb Scares	1
Search	1
MVA w/Injury	49
MVA w/o Injury	2
Unclassified	1
Hazardous Materials	8
Ice/Water Rescue/Search	2
Medical Assist	1
Mutual Aid Given	5
*Mutual Aid Received	
Total Fire Calls	270

EMS

Cardiac	31
Respiratory	21
Burns	1
Traumatic Injury Including MVA	46
OB/GYN	1
Drugs/Alcohol	22
Psychiatric	33
Allergic reaction	9
Stroke	17
Seizure	9
Weakness/Syncope	16
Other Illness	65
No Transport/ Refusals	19
Altered Mental Status	1
*BLS Calls	228
*ALS Calls	63
*Life Flight	0
*Mutual Aid Received	5
*Mutual Aid Given	2
Total EMS Calls	291

* Not a Total Call Statistic

Last 6 Calendar Years:	2011	2012	2013	2014	2015	2016
Fire:	326	316	257	232	268	270
EMS:	279	237	257	266	272	291
Combined:	605	553	514	498	540	561

FY 2016 Budget

Ambulance Revenue Used	\$ 80,000.00
Permit & Inspection Fees	\$ 21,437.50
Wages - Unexpended	\$ 18,851.61
Expenses – Unexpended	\$ 970.14
<i>Actual cost to operate department</i>	\$284,293.75 (Tax Dollars)

Grants applied for in 2016:

2015 MEMA EMPG Grant – Audio Visual System for training Room	\$ 2,560.00
Governor's Safety Council Grant – Electric UTV	\$ 19,999.00
Volunteer Fire Assistance Grant – Brush Fire Protective Equipment	\$ 3,838.56
2016 assistance to Firefighters Grant – Hydraulic Rescue Tools	\$ 98,609.00
Total Dollars Applied for:	\$125,006.56

Grants received this calendar year are as follows:

2015 MEMA EMPG Grant – Audio Visual System for training Room	\$ 2,560.00
Governor's Safety Council Grant – Electric UTV	<i>Not Funded</i>
Volunteer Fire Assistance Grant – Brush Fire Protective Equipment	\$ 925.28
2016 assistance to Firefighters Grant – Hydraulic Rescue Tools	<i>No Word Yet</i>
Total Dollars Awarded:	\$ 3,485.28

Thanks to your approval at the 2016 Annual Town Meeting we have a new Ladder Truck on order which should arrive by August 2017. Thank you! We have also replaced the compressor system that fills the air bottles for our protective breathing apparatus. Thank you!

The Berlin Fire & EMS Department and its members have worked hard over the last year to come together and move the department forward. We have developed a comparison report for the MRI Management and Departmental Study submitted in 2015. The report is available for view on the Public Safety web-site (www.berlinpublicsafety.com). You will see that as a team with the support of the Board of Selectmen and the Finance Committee and you, we have accomplished much with respect to the recommendations made in the study. There are many other accomplishments and projects we have undertaken not listed in the report.

Respectfully submitted,
PAUL J ZBIKOWSKI, Fire Chief

Fire Prevention and Public Education

The Fire Prevention Division conducts a wide variety of inspections, code enforcement, fire drills, and public education classes throughout the year. This past year we held an Open House which featured the Regional SAFE Trailer and a visit from Smokey Bear. We also participated in Home Day, the Annual Christmastime in Berlin and Touch-a-Truck events at Solomon Pond Mall and Cabela's.

As a reminder, when you change your clocks, change your smoke detector batteries. Also, it is a good idea to check your smoke detectors and carbon monoxide detectors monthly for proper operation. Vacuuming them out at least once a month to avoid dust build up can reduce false alarms.

Should you have any questions regarding fire prevention or public education, feel free to contact the fire department during regular business hours.

Fire Prevention Statistics 2016

Smoke/Carbon Monoxide Detector	71	Oil Burner	17
Underground Storage Tank Removal	9	Flammable Storage	12
LP Gas	27	Commercial Plan Reviews	16
Re-inspections	35	Tank Truck	16
Commercial (New)	25	School	4
Blasting	3	Dumpster	18
Fire Protection System Inspections	24	Fire Drills	4
Brush Burning Permits	341	Fire Alarm	19
Welding & Cutting	15	Sprinkler Shut Downs	15
Sprinkler Commercial	7	Tank - Above Ground	11
Cisterns	1	Details	10
Inspections	359		
Total Permits & Inspections	700		

Safety Concerns

There has been an increase in use of solid fuel burning appliances (i.e. wood stoves, pellet stoves, etc.) in the past few years. This has caused an increase in fire emergencies involving these appliances. Make sure there are working smoke detectors and carbon monoxide detectors on every level of your home. Have an escape plan and practice it.

Space heater use has also increased. Use them only as a secondary heat source. Keep anything that can burn at least three feet away. Always turn them off when going to bed or leaving your home. Portable kerosene heaters are illegal in Massachusetts for home use.

Candle safety: keep candles clear of combustibles such as curtains and paper. Extinguish all candles before leaving the home.

Tips for Safe Use of Wood, Coal and Pellet Stoves

Before you purchase a heating stove, make sure that it has the approval from an independent testing lab, such as Underwriter's Laboratories.

Installation:

A building permit must be obtained prior to the installation of fireplaces, wood, pellet or coal burning stoves. They must be inspected by the Berlin Building Inspector prior to their initial use as required by the Massachusetts State Building Code.

Allow at least 36 inches of clearance around the appliance to prevent combustibles from coming into contact with a heat source. This is the 3-foot circle of safety.

A qualified mason should inspect the chimney and flue before the stove is used. Cracks in the flue or mortar joints can allow flames and heated gases to extend into the structure.

Fires from ashes:

To prevent fires from ashes, ashes that are cleaned out from the stove or fireplace should be shoveled into a metal bucket with a metal lid and placed outside on the ground away from the building. There have been many fires from ashes stored underneath a deck or porch or inside the garage or from ashes stored in cardboard boxes. A live ember can continue to smolder unnoticed for days.

Detectors:

Smoke Detectors must be replaced every 10 years, carbon monoxide monitors every 7 years. They should have dates of manufacture on the underside. If there is no date then they need to be replaced.

Should you have any questions please do not hesitate to call or email the Fire Prevention Office @ 978-838-2444 x1223 or fireprevention@townofberlin.com.

Respectfully,

CAPTAIN DAVID LICHWELL, Fire Inspector

HIGHWAY AND FACILITIES

Much of the summer was spent mowing the athletic fields and complexes throughout the Town.

Highway Dept.

Did regular maintenance and repairs to our equipment.

Finished the 3,000 ft. of drainage pipe and 12 catch basins on Barnes Hill Rd.

Removed 1500 ft. of cement guardrail posts and replaced it with steel flex beam.

Prepared the roads into the South Cemetery for new pavement.

Installed an access ramp to the conservation land, at the corner of Central and Pleasant St.

Loamed and seeded the detention pond at the New Town Barn.

Dredged some of the fire ponds throughout the Town.

Town Facilities

Regular maintenance and repairs to the Town Buildings.

Respectfully submitted,

KEITH CLEMMER, Superintendent

BOARD OF HEALTH

25

The board is fortunate to be supported by The Nashoba Associated Boards of Health (NABH). Nashoba provides the town with nursing, food service, and registered sanitation professionals. The annual report from NABH summarizes the many different areas they serve.

A recent inspection of the Transfer Station by a DEP agent evoked many positive comments, noting that Berlin recycles many more different items than most communities. The "Take it or Leave it" building was also positively acknowledged.

The second trash compactor that was added has resulted in an approximate reduction of trash compactor hauls by 50%. Previously hauls had an average weight of 4-5 tons. Now, most loads go out at approximately 10 tons.

Recycling remains very important to our operating costs. Although the market is currently soft, even to the point where we have to pay to recycle some loads, it is far less than paying the trash disposal rates.

The Board was pleased to be able to:

1. Reduce sticker rates for those over 70.
2. Start issuing stickers by mail.

We thank the take it or leave it volunteers, our NABH associates, people doing sticker sales at dispatch, highway dept. assistance at the transfer station, and our transfer station employees who keep the facility open and running.

For the Board,
SUSAN REGUERA

ANIMAL INSPECTOR

Animals counts Inspections Town of Berlin:

Animal	Count		
Chickens	268	Sheep	11
Horses	183	Alpacas	21
Cows	13	Pigs	4
Steers	36	Llamas	5
Game Birds	40	Turkeys	5
Guinea Hens	18	Rabbits	3
Goats	15	Donkey	2
		Pony	18

Quarantines:

1. 5 dog bitten by wild animal and/or unknown source.
2. 4 cat bitten by wild animal and/or unknown source.
3. 2 Dog Bites on Humans

Notes:

All barns inspected were well kept.

Farm animal owners: If you find yourself unable to properly care for your animals due to reasons known to you, please ask for help and notify the town of Berlin. We will advise you what your options are and steer you to best care for your animals.

SUE ROCHE, Animal Inspector

AMERICANS WITH DISABILITIES ACT TOWN OF BERLIN

The Town of Berlin does not discriminate on the basis of disability in access to or operation of its programs, services and activities. The Town of Berlin does not discriminate on the basis of disability in application, hiring and employment practices. The Town of Berlin has designated the following person to coordinate efforts to comply with these requirements. Questions, requests for auxiliary aids and services or modifications of policies and practices, and complaints should be directed to:

Thomas Andrew, ADA Coordinator Town Offices, Box 274 Berlin MA 01503 Phone (978)838-2442

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Berlin. In addition to the day to day public health work conducted for Berlin we also provide the following services.

Maintaining Nashoba's internet web site to provide information for the public. (See nashoba.org)

Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Berlin's Board of Health. Included in the day to day work of Nashoba in 2016 were the following:

Through membership in the Association Berlin benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists

Collaborated with Montachusett Home Care around elders at risk and other safety issues.

Reviewed 22 Title 5 state mandated private Septic System Inspections for Berlin Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Berlin Board of Health for enforcement action.

By the Berlin Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

TOWN OF BERLIN

ENVIRONMENTAL HEALTH DEPARTMENT

Environmental Information Responses

Berlin Office (days).....111
The Nashoba sanitarian is available for the public at least twice a week on Tuesday and Thursday mornings at the Berlin Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*

Food Service Licenses & Inspections.....26
Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected on an at risk inspection method. Where deficiencies are found, a re-

inspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection health factors of food handlers are also investigated, and where appropriate medical consultation and laboratory testing may be required.

Pool/Camp Inspections.....3
Camps are inspected at least annually at opening in compliance with State Sanitary Code, Chapter IV, 105CMR430.000. Semi-public swimming pools are permitted and inspected in accordance with 105CMR435.00.

Housing & Nuisance Investigations.....18
Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....25
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.

Septic System Lot Tests.....198
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications16
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews39
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications19
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....69
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....416
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....16**Water Quality/Well Consultations.....109**

Private wells are regulated solely by local Board of Health regulations. Nashoba Sanitarian assists the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized.....35

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

NASHOBA NURSING SERVICE & HOSPICE**Home Health Nursing Visits.....135**

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits16

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing, dressing, exercises and meal preparation.

Rehabilitative Therapy Visit.....133

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

COMMUNITY HEALTH NURSING

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment screenings and education to all, especially the underserved and at-risk populations.

- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of the individual and the community at large (mandated by the Mass. Dept. of Public Health).
- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is a summary of the activities of the Community Health Nursing program.

Nashoba conducted 9 public clinics in your community; those clinics offered your citizens: blood pressure screening, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 6 health promotion/well-being/volunteer visits in your community.

We administered 39 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease.

Investigated.....17
Confirmed.....4

Communicable Disease Number of Cases:

Anaplasmosis	1	Influenza	1
Hepatitis C	1	Lyme	1

DENTAL HEALTH DEPARTMENT**Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....93
Students Participating.....42
Referred to Dentist..... 3

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

Number of Programs..... 4

BUILDING INSPECTOR

The following is a list of building permits issued from 7/1/15 through 6/30/16:

Type of permit	#	Fees	Value
New homes	15	33,305.04	4,140,716.00
Additions	3	3,247.20	405,900.00
Foundations	3	820.72	40,000.00
Garages/carports	5	2,323.96	290,495.00
Re-roof and siding	28	1,610.25	313,131.78
Sheds	3	326.40	37,804.25
Repairs/Alterations	57	5,467.68	613,912.57
Wood/Gas/Pellet Stoves	17	890.00	17,646.67
sPools	3	510.40	39,775.00
Porches & Decks	4	500.39	57,947.94
Barns	2	2,396.50	265,500.00
Signs	12	1,275.86	103,686.00
Sheet Metal	13	975.00	135,650.00
Demolitions	2	300.00	10,550.00
Solar Systems	15	3,858.16	475,739.00
Tents	7	300.00	31,615.00
Commercial Alterations	16	13,092.50	1,712,250.00
New Commercial	4	4,400.28	431,460.00
Occupancy/Safety Inspection	9	340.00	0
Antennas	1	600.00	60,000.00
Duplicate Cards	1	10.00	0
TOTALS	220	76,550.34	9,183,779.21

Respectfully submitted,
LAWRENCE M. BRANDT, Building Inspector

PLUMBING AND GAS INSPECTOR

The following is a list of plumbing and gas permits issued and fees collected from 7/1/15 through 6/30/16:

Plumbing Permits	71	\$12,221.37
Gas Permits	67	\$4,456.36
TOTALS	138	\$16,677.73

Respectfully submitted,
AL ROSEBERRY, Plumbing and Gas Inspector

INSPECTOR OF WIRES

The following is a list of electrical permits issued and fees collected from 7/1/15 through 6/30/16:

Permits Issued		Fees Collected
140	Residential	\$9,558.00
81	Commercial	\$18,155.50
2	Re-inspection fees @ \$50.00 each	\$100.00
223	Total fees collected	\$27,813.50

Respectfully submitted,
HENRY WHEELER, JR., Interim Inspector of Wires

CEMETERY COMMISSION

29

The outer portions of the two main driveways in South Cemetery were resurfaced this year, utilizing funds approved at the Annual Town Meeting. We thank the Highway Department for digging out the old paving and preparing the base. We will request an additional \$10,000 at the 2017 Town Meeting to complete the two drives back to the cross drive.

We also thank Highway for replacing a section of waterline across the South Cemetery.

We ask that all decorations from the winter be removed by April 1 and that you refrain from planting until Memorial Day weekend. That helps us to complete our spring cleanup. Planting of shrubs or other non-seasonal decorations must be approved by the Cemetery Superintendent.

Burials:

Flora Marble Touchette	S-364 gr 3	1/24/15
Eric J. Schultz	S-376 gr 7	5/19/15
Summer Mae Phillips	NQ Wall gr 3A	6/11/15
Xacharyah Joseph Philips	NQ Wall gr 3A	6/11/15
Nancy Hoschek	NB R3 gr 2	2/5/16
Allan MacQuarrie	NFF R2 gr 15	4/1/16
Denise Holyoak	NQ R3 gr 18	5/2/16
Margaret Wilson	S-335 gr 3	5/16/16
Ronald Richard Schultz	S-376 gr 7	7/16/16
Marcia Lee	S-274 gr 6	7/26/16
Alissa Morelli	S-234 gr 8	7/27/16
Alma Ackley	NB R1 gr 21	8/9/16
Milton Stone	S-347 gr 6	9/10/16
Stephen Young	NB R1 gr 28	9/11/16
Marie Spinney	NFF R5 gr 7	10/25/16
Rita Leehy	S-327 gr 6	10/29/16
David Casavecchia	NB R5 gr 16	11/30/16
Lewis Busconi	S-163 gr 3	12/24/16

Sales:

Sylvia Wheeler	NQ R3 gr 15
Ronald Ackley	NB R1 grs 21,22
Seaward Spinney	NFF R4 grs 4-7, R5 grs 4-7
Robert Sears	NFF R3 gr 16
Tracy Hill	NFF R3 gr 17
Jessica Vigliotti	NBB R1 gr 14
Shelly Busconi	S-163 gr 3
Walter & Phylis Munyon	NBB R1 gr 13

Respectfully submitted,
BARRY W. EAGER, Ch. ROBERT H. GUILD, JR., Clerk
RUTH A. WHEELER, Cemetery Commissioners
G. A. PENDERGAST, Cemetery Superintendent

TOWN VEHICLE FLEET - 2-7-2017

Police Department

- 2011 Ford Crown Victoria
- 2012 Ford sTaurus (unmarked)
- 2013 Haul Utility Trailer
- 2014 Ford Explorer
- 2015 Ford Explorer
- 2016 Ford Explorer
- 2016 Ford F550

Fire & EMS Department

- 1946 Ford Muster
- 1981 Mack (Tanker)
- 1989 EONE Ladder truck (leased)
- 1996 Pierce Saber (Engine #2)
- 1998 Chevrolet pick-up truck
- 2004 Pierce Enforcer (Engine #3)
- 2008 Ford DRWSUP (Brush Truck)
- 2012 Smeal (Engine #1)
- 2014 Carry on Trailer
- 2016 Ford Expedition Command Car
- 2004 Ford Rescue Truck
- 2009 Ford E450 Ambulance

Council on Aging

- 2005 Ford E350 Van

Highway Department

- 1962 Austin Grader
- 1976 International Load ST (Catch Basin Cleaner)
- 1980 Elgin Pelame (Sweeper)
- 1996 Vermeer Chipper
- 1998 JCB Backhoe
- 2000 Homemade Utility (Carries roller)
- 2000 Volvo LTOD Loader
- 2001 Homemade Trailer (Carries mower)
- 2004 International Dump
- 2004 International Dump
- 2004 International Dump
- 2005 Magnum Utility Trailer (Light Trailer)
- 2006 Ford Dump, Model F550
- 2006 John Deere Tractor
- 2007 Volvo Loader
- 2008 ASTI Utility Trailer (Message Board)
- 2010 Car Utility Trailer (Carries Emergency Response Equipment)
- 2012 Ford, Model 450
- 2015 International Dump Truck
- 2016 Ford DRWSUP pickup

ENERGY COMMITTEE

The Energy Committee was formed to reduce energy consumption and develop more sustainable energy practices in the Town of Berlin.

In July of 2012 we were awarded Green Community status. We use MassEnergy Insight, a web based program that allows us to monitor our energy usage. The goal as a Green Community is to decrease municipal energy usage by 20% over 5 years. We have received \$384,523 in Green Community grant money and \$81,049 in National Grid incentive funds. These funds have gone toward energy conservation projects that are estimated to save the town \$45,915 annually. We have as of June 30, 2016 reduced municipal building energy usage by 17.7%.

We have received a 2016 Green Community grant of \$123,211 for 6 projects. Berlin Memorial will have the classroom Univents and building HVAC cleaned and weatherization which includes sealing gaps at the interior roof-wall intersection in the gym, main hallway, kitchen, library, first floor classrooms, main entry and parking lot side vestibule. In addition this grant provides funding for retro-commissioning and installing analytic software at Berlin Memorial and the Public Safety/Municipal building. These projects are expected to save \$20,445 annually.

In September 2015 Berlin Memorial received a grant of \$178,900 for the installation of a biomass boiler which is estimated to cut annual fuel costs by \$23,824, installation is expected in 2017.

The town voted to support a Municipal Electrical aggregation article at the May 2015 Annual Town Meeting. Municipal electrical aggregation uses the group purchasing power of residents and businesses to help the Town of Berlin negotiate lower prices for all residential and commercial electricity bills. On Sept 7, 2016 the Massachusetts Department of Public Utilities approved our petition for Municipal Aggregation.

If you would like to volunteer to serve on the Energy Committee, please contact any committee member or selectmen@townofberlin.com for further information

Respectfully submitted,

ELOISE SALLS AMY BEAUDET JUDY BOOMAN KEVIN GEBO

PLANNING BOARD

The Planning Board continues to update the Town's Master Plan in phases with input from residents, businesses and community leaders. As each phase is completed it is added to the Master Plan and then enters a 5 year cycle for updating. This year the board initiated action based on the completed phase for Economic Development. Based on the study for this phase, the board developed a warrant article for Town Meeting to establish a standing Economic Development Committee. This article passed and the Planning Board worked with the Board of Selectmen to appoint members for the committee. The board started the next phase on housing production by hiring a consultant to help us develop a Housing Production Plan. The Housing Production Plan will provide the information and data necessary to plan future housing strategies. When all the phases of the Master Plan are completed, the whole Master Plan update process will start again on a continuing basis.

The board held a public hearing on a citizens' petition for a Senior Residential Development off Highland Street. The petition appeared as an article on the Annual Town Meeting warrant. The Town Meeting voted to send it back to the Planning Board for further study. The Planning Board will study this during 2017 and it may be introduced as an article for the 2017 Annual Town Meeting.

Tim Wheeler worked with Police Chief Galvin, Highway Superintendent Clemmer, the Planning Board, the Board of Selectmen and staff from the Central Mass Regional Planning Commission to draft a Complete Streets Policy that was submitted to the State for approval at the end of the year.

Reviewed plan changes at Highland Commons and found them to be minor changes and consistent with the approved plans.

The board provided comments to the ZBA on proposed changes to the permit for the Green Acres (Dudley Road) affordable housing project. Also, provided comments to the state on a proposal to develop a new affordable housing project on South Street to be known as the Capes of Berlin.

Regretfully, due to conflicting commitments, Laura Mullery had to resign her position as member of the Planning Board.

Respectfully submitted,

RONALD VAVRUSKA, Chairman JANET CAMPBELL THOMAS SANFORD TIMOTHY WHEELER

ZONING BOARD OF APPEALS

31

The Zoning Board of Appeals (the "Board") is a five member board (plus three alternate members) established through State Law; MGL Chapter 40A, to hear three types of petitions related to the Town's zoning regulations. These are **Appeals of Decisions** of the Building Inspector/Zoning Officer, **Variances** from the zoning regulations' requirements and **Special Permits** when required by the zoning regulations. In addition, the Board hears **Comprehensive Permit** petitions for affordable housing projects under MJGL Chapter 40B. The Board's activities are administered by staff located on the second floor of the Town Offices in the Building Department. The Board meets monthly and the scheduled hearing dates and filing deadlines for applications are available at the Board's administrative office. Official hearing times and dates for specific cases can be found posted at the Town Offices and on the Town's website at <http://www.townofberlin.com/>

The Board members are appointed by the Board of Selectmen, with the five regular members appointed for three year staggered terms and each of the three alternates appointed for one-year terms. The names of the current members can be found at the front of this report or on the Town's website under Zoning Board of Appeals.

The following cases were heard by the Board during 2016:

January 13, 2016 Site Plan approval for 290 Pleasant Street. Ed Marchant and Akema Yamada. Approved with conditions by a vote of 4-0.

March 9, 2016 Site Plan, Variance and Special Permit for 44 Walnut Street. John and Rebecca Coomey. Continued to April 13th at which time the Petitioners requested their applications be withdrawn without prejudice. Approved by a vote of 5-0.

March 9, 2016 Special Permit for 127 Pleasant Street. Fred and Beth Galano. Continued to May 11th, continued to June 8th for attain required Board of Health letter,

May 11, 2016 Variance for 175 Lancaster Road. Paul Goguen. The Applicant did not properly notify abutters and was allowed to resubmit his public hearing notice to the newspaper and notify abutters. Continued to June 8th, due to an absence on the board a majority plus one vote for a Variance per MGL Chapter 40A could not be reached and the hearing was continued to August 10th, at which time there were four ZBA members present; the Petitioner was given the option to continue where all four members would have to vote in the affirmative or continue the meeting, the Petitioner requested to continue to September 14th and mutually agreed to extend the time for the ZBA to reach a decision until October 31st approved by a vote of 4-0; on September 14th the ZBA voted to deny the variance by a vote of 4-1.

August 10, 2016 Variance for 32 Brigham Road. Greg Tremelling. Petitioner requested to withdraw the application without prejudice. Approved to withdraw without prejudice by a vote of 4-0.

November 16, 2016 Special Permit for 60 Pleasant Street. Jennie Baldwin. The application was received on August 17, 2016, the applicant was unable to attend the original public hearing scheduled on September 14, 2016. On September 7, 2016 the applicant signed an Agreement to Extend the Hearing Deadline. The hearing was rescheduled to October 12, 2016 in which the applicant failed to get the hearing notice published in the local paper(s) due to illness. Chairman Survell made a motion to accept the Agreement to Extend the Hearing Deadline and it was approved by a vote of 5-0. The application was approved with conditions by a vote of 5-0.

November 16, 2016 Amendment to an existing 40B Comprehensive Permit – Green Acres. Mark Rhodes. Continued to December 14th; where the Board denied his request for an Amendment.

The Board would like to thank Mark Adams and Stephen Morrison, who resigned their positions this year. We are grateful for their service to the Board and the Town of Berlin. Jim Royer was welcomed to the Board in August. The Board would also like to thank Julie Pratt, the former Building Department Secretary and Zoning Board of Appeals Secretary. She left this year for a bigger and brighter future. The Board was happy to welcome Liane Leahy as her replacement. She is proving to be a valuable resource for the Board. The Board is also grateful to all the employees and Town Boards and Committees that take the time to comment on and engage on applications that come before us. We always welcome their advice and expertise.

The Board welcomes new members. Please join us at one of our monthly meetings or contact the Board of Selectmen's office for a volunteer application.

Respectfully submitted,
JEANNE M. SURVELL, Chair

LIBRARY TRUSTEES

The Berlin Public Library has once again had a very active year. Bob Hodge, Library Director, and his dedicated staff have continued their efforts to meet the needs of the town's residents in terms of their reliance on their library. Numerous programs throughout the year, on a wide range of subjects, many aimed at our younger residents, have had strong attendance numbers and have garnered much positive response from community members. Repeat programs, such as the annual "birds of prey" one mentioned in last year's report, have established themselves as annual "must attends."

Lists of ongoing, and upcoming, programs are available at the Library. The summer reading program was once again a strong contender among our young people. Once again, the Trustees want to thank all those groups who continue their solid support in making sure this program remains strong. The teen advisory group meets regularly and has had an increase in participation as well. "Tech Help with Parker" is a fine example of just one of the ways our young people help those of us who can be stymied by the rapid march of the newest breakthroughs in IT.

As was mentioned last year, the state requires nearly a 20% expenditure of the budget on acquisitions to qualify for state aid and our Director has made sure we have kept pace. The age of the building and its subsequent maintenance issues are an ongoing subject that Bob Hodge keeps an eye on, and has had a strong working relationship with the town's facilities' director, Keith Clemmer. Keith has been most helpful fixing problems as they have arisen. However the Trustees have looked into the possibilities of renovating the existing building, citing the lack of handicapped-accessible bathrooms and the need for additional space on both levels of the building. Contacts have been made with state officials involved with state aid funding possibilities and the necessary steps required to secure those funds. The Trustees and the Director have submitted a request to the Selectmen for some of the mitigation funds the town currently has available and, by the time this report is printed, will have met with the Selectmen and the Finance Committee as to the feasibility of a renovation project at this time.

The Friends of the Library have been most supportive of children's programs, raising funds through their used book sales, the winter greens sale, and a town-wide garden tour that was very successful. We would like to extend a special thanks to those folks who opened up their gardens to the public last July. The Friends play a vital role in their assistance to the Library, and to the town. The Friends also have continued to take care of the Children's Garden, have decorated the pots in front of the two main doors, have put up and taken down holiday decorations each December, and have created "holiday baskets" of greens and ribbons to sell to the public, adding the profits to funding children's programs.

The "library value calculator" from the Massachusetts Library Association has put the value of books, e-books, magazines, newspapers, CD's and DVD's borrowed by the patrons of the Berlin Public Library at more than \$ 354,000.00 for the past year.

We wish to thank our veteran staff members, Karen Kowal, Marilyn MacQuarrie, children's librarian Pam Chenevert, and our library pages, Chloe Landry, Abigail Pettinato, Lindsay MacIntyre, and Parker Rule for their work.

Town appropriated funds FY 2017: wages \$ 108,872, expenses \$ 28,000.

Respectfully submitted by the Trustees,

MARK F. SMITH JANET LAMY JUDITH ROTHBARD TATE

1870 TOWN HALL

The mission of the 1870 Town Hall is to serve the entire community by providing a reasonably self-sustaining venue for local arts endeavors, enriching programs, community gatherings and social events.

Building Usage:

The 1870 Town Hall has been open for community use since February 2007.

The total number of people that entered the building during FY2016 was approximately 8,000 the total number of events was 522, of which 10% were non-paying town organizations. Income generated from user fees and donations at events was \$12,888.50 which covered the bulk of operating costs.

During FY2016 many different **town organizations** regularly used the building for programs and meetings. These groups include: Art and Historical Society, Historical Commission, Berlin Public Library, Berlin Lions Club, Conservation Commission, Berlin Home Day Committee, Christmastime in Berlin Committee, Boy Scouts, Town Hall Advisory Committee, The Berlin Food Pantry, and Berlin Country Orchestra rehearsals.

FY 2016 classes included: Gentle Yoga, Vinyasa Yoga, Pilates, Body Shaping, Boot Camp, Japanese Classes, Equestrian Class, Irish Step Dance Classes, Youth Summer Band, Youth Summer Brass Ensemble, music/voice lessons, recording sessions.

FY 2016 events included: Monthly Contra dances with the Berlin Country Orchestra, four Flyleaf Theater Productions and 16 performances, Berlin Kids Commedia Performance, recital, Wetlands Workshop, Telescope Program, Harvey Leonard Program, Watercolor Workshop, Seacoast Stompers Performance, Irish Step Dance Workshop, ASDP Sewing Seminar, A Fashionable Tea, Family Reach Fundraiser, Memorial Day Exhibit, Songs of Sondhiem Concert, Magic Show, Birds of Prey, Lion's Club Halloween Party, Art and Historical Programs, Berlin Arts and Craft Sale, Christmastime in Berlin, Flute Choir Concert.

In addition there were many family events, including a wedding, held at the 1870 Town Hall. We love seeing this beautiful building being used by the community.

Building Maintenance: We have continued our general maintenance of the building, replacing the exterior door on the northwest corner of the building, painting the ceiling in the back hall, tables in Barnes Hall, and the balcony railing. A broken window in Barnes Hall was replaced and dimmer packs for the stage were replaced. We have put off a few items until after the construction of the elevator addition, such as applying Tung oil to the wood floors and painting the front stairway walls.

Elevator Project: Making the 1870 Town Hall accessible is a valuable and worthy investment in an important cultural and historical building in our town center. The Town voted at the May 2016 Town meeting to spend \$426,000 from the Highland Commons Cultural Fund to match a possible grant from the Massachusetts Cultural Facilities Fund, a program the Commonwealth of Massachusetts, administered through a collaborative arrangement between MassDevelopment and the Massachusetts Cultural Council, and an additional \$100,000 from free cash to fund the project. At that time, based on prior bid estimates prepared in the spring of 2015 and using a 4% inflation escalator, a cost of approximately \$850,000 was estimated. Two developments then happened: First, the Mass. Cultural Facilities Grant came through (after the May Town meeting) with a lesser grant of \$242,000. While this was a disappointment, the amount was the second highest awarded in Central Mass. Secondly, the expected cost for the project increased by 20% since the original estimate as construction and public works have heated up considerably in Massachusetts.

With input from the Town Selectmen, the FinCom and our architect, the Committee scaled back the project to provide a lower bid possibility. Bids were sent out in August. The lowest bid for the reduced project was \$873,567 from Antonelli Construction. This project will include a smaller parking area, but will still provide reasonable access to the elevator. This modification allowed us to reduce the bid cost to the town from \$1,013,000 to \$873,567. The Selectmen then secured an extension of the bid acceptance period to allow a Special Town meeting (November 14) to vote on additional funds of \$80,920 which was the shortfall. The Town voted the funds and construction is expected to begin in early April and be completed about six months later. The support the Town and the Town boards have given to this project is very much appreciated. During construction Building Manager, Liane Leahy, will assist renters in securing temporary venues for classes and events.

Administration and Thanks: Liane Leahy's unfailing daily support manages the many facets of the 1870 Town Hall activities. She is in the 1870 building on Monday through Thursday for welcoming the public from 12:00 - 2:00 and maintains two hours work from home. Steve Bradley works as Building Custodian and is very committed to caring for this historic building. Evy Dueck continues as volunteer Chair of the 1870 Town Hall Advisory Committee, supervising Liane and working with Facilities Manager, Keith Clemmer, and keeping us all on track. Volunteers have been very active this year as the Town Hall Advisory Committee developed the successful CFF Grant that helped lead to a positive vote at Town Meeting in May and Special Town Meeting in November. A special Thank You is due the Berlin Historical Commission and Berlin Historical Society for their supportive and helpful contribution to the 1870 Town Hall Elevator Project, and we look forward to continued collaboration as the work continues through the construction phase. Thank you to the Selectmen and all the Boards and Committees in town who listened and counseled and worked together to reach this point. Thank you to the Massachusetts Cultural Facilities Fund who were guides through the grant process and awarded the Town \$242,000 helping all the pieces to come together.

As the building reopens in the fall of 2017 as fully accessible, we look forward to even more community activity and involvement in this historic town center building.

Respectfully submitted,

EVY DUECK PAT SMITH BOB MCTAGUE

RECREATION COMMITTEE

The charter of the Recreation Committee is "To plan and execute programs of recreation and leisure activities for people of all ages in the town." We always welcome suggestions and assistance from the members of the community on how we can better serve the town.

Recently, the Recreation Committee has had a turnover in membership and we are working hard to find ways to improve field conditions at South Commons and provide recreation opportunities for all members of the Berlin Community. We would like to thank Mike Willis, and Matt Grady for their years of support to recreation in Berlin. Their dedication to the program is to be commended.

On June 11, 2016 the Recreation Department held the first annual 5K Berlin Country Road race. 77 eager runners came out to make it a successful day! We could not have done this without the help of our sponsors RJ Marshall Electric, Doerr Construction, Champs Lawn Care, J.R. Matthew Contracting and the Berlin Police Department. This race raised \$1,120 for our Berlin Recreation Department. We are looking forward to our 2017 race this spring!

South Commons: Recreation continued to contract with a local landscaper to provide a maintenance program on the field areas. Through the rental of the field complex to several different organizations we were able to generate \$11,595 in revenue last year. Recreation is responsible for the ongoing maintenance of the children's playground and monitors the playground for safety and upkeep. We would like to thank the Highway Department for their ongoing assistance with many tasks that are required throughout the year at the South Commons complex.

The full size soccer field in the back corner of the complex has an excellent playing surface. The Recreation Committee negotiates field usage contracts on a year-to-year basis. This field also remains available to our town programs during the year. Recreation, Berlin Soccer, Berlin Baseball and FC Boston continue to work cooperatively on maintenance plans, equipment, and scheduling in order to keep South Commons busy and well organized.

The Snack Shack was also revitalized this year after a long hibernation. We would like to thank Julie and Rick Lee for championing this project and getting the community involved in its success.

Town Sports

The following notes pertain to town sports programs currently offered in Berlin:

Soccer: Berlin Youth Soccer Association offers Fall and Spring soccer opportunities for all children of Berlin at an affordable cost regardless of prior soccer experience or level of play. Last fall, there were over 120 players who participated in Berlin Youth Soccer. On any given Saturday in the fall, the field was teeming with kids and parents who love the "beautiful game".

Teams are determined by grade and age as follows:

- Pre K and K (U6) co-ed, where they typically practice 1 day a week, with a game in Berlin on Saturday.
- Grades 1 and 2, where they typically practice 1 day a week, with a game on Saturday. Currently, we are in a joint program with Clinton Youth Soccer and Boylston Youth Soccer.
- Grade 3/4 and above boys and girls teams. At this level, our teams are part of the Nashoba Valley Youth Soccer League (NVYSL). Practice is generally held twice a week and away games could be in any town within the league.

We are an organization run by Volunteers, from administration to coaches governed by Massachusetts Youth Soccer and the US Youth Soccer Association. We welcome you to join us in our soccer program for our children of Berlin. You can volunteer during the registration process for your child or you can contact the president. It is not necessary to have a child in the program and soccer knowledge while helpful is not required! On the job training is provided!

Please visit our webpage at <http://www.berlinyouthsoccer.com> for additional information.

Berlin Youth Basketball: The Berlin Youth Basketball program continues to grow and be a huge success in Berlin. This year, we had over 100 boys and girls sign up for the program and entered 8 teams in the Nashoba Youth Basketball League for competitive games against Lancaster, Clinton, Bolton, and Harvard. In addition to our competitive groups, there was also an instructional level group for 1st and 2nd graders on Saturday mornings. Berlin Youth Basketball is proud of its players, coaches, and town recreation, who have shown an extreme loyalty to the program to make it successful and above all, fun for all involved. We send a special thanks to the staff at the Berlin Memorial School for their flexibility with the use of the gym, where we practice and play games every single day, from November through February. We would also like to thank the Town Recreation Committee for supporting repairs to the backboards and hoops as well as the Men's Basketball

group for raising money to have the gym floor refinished every three years. This year, we had a winter fundraiser to support St. Jude's and raised \$200 that was sent to directly support families in need. Additionally, we started our new "move up" program allowing kids at the end of the season to practice with the kids and hoop height that they will be playing in the following season. One of our 5/6th grade boys teams were champions in the end of the season tournament in the bracket that they qualified in. Berlin Youth Basketball was also invited this year to participate in Travel Basketball in grades 5 through 8 with Boylston and West Boylston.

Adult Basketball: Recreation currently sponsors Men's Basketball on Monday nights at the BMS gymnasium. Turn out continues to be very good.

Baseball/Softball: We typically see approximately 75 players sign up for Berlin Baseball. We start in town, coaching and game play at age 5, and the kids play for Berlin exclusively until age 9. We field around 4 teams in this division at the tee ball and coach pitch level.

Berlin Baseball has also joined forces with Boylston and West Boylston in the Little League Division. It gets more interesting as we join up with the Boylston teams. It is beneficial to have the kids start to know each other before High School even begins and great for social development in a new atmosphere. There are about 12 total teams in these divisions.

President – Rick Lee

V. President – Jamie McNamara

Treasurer – Valerie Muldoon

Security Officer – Suzanne Clisham

Finances

The Recreation Committee Revolving Account had an opening balance on 7/1/15 of \$30832. During the year we received \$11595 mostly from the usages fees associated with the athletic fields. From this account during the year around \$12524 was spent on field and playground maintenance. The 6/30/15 balance was \$29902. At Town Meeting we requested and received authorization to spend up to \$20,000 per year from this account.

Members: JULIE LEE ROBERT MACKAY TAMMY MONEY VALERIE MULDOON

CULTURAL COUNCIL

During the application period in 2016, the Berlin Cultural Council (BCC) received seventeen (16) applications for grants for funding in FY17. After a thorough review of each proposal, with emphasis on choosing the proposals that would benefit the greatest number of Berlin residents, the BCC selected fifteen (15) for funding.

The Massachusetts Cultural Council's allotment to the BCC for FY17 grants program was \$4400.00 and \$1250.00 was approved by Berlin residents at the May 2016 Town Meeting, altogether the BCC was able to award \$5650.00 in grants. The following chart lists the successful proposals:

#	Program	Applicant	Award
1	New England Percussion	LINK – Berlin Memorial School	\$800
2	Pirates of Penzance	LINK – Berlin Memorial School	\$400
3	Mill Worker Reenactment for Seniors	Sharon Kennedy	\$350
4	Library Summer Reading Magic Show	Scott Jameson	\$400
5	Library Summer Reading Drum Performance	Craig Harris	\$400
6	Library 2 person Shakespearean Play	Steve Henderson	\$400
7	Garden Talk	Berlin Agricultural Comm.	\$225
8	Celtic Fantasy Concert	NE Symphony Orchestra	\$225
9	Songs of WWII for Seniors	Ruth Harcovitz	\$400
10	2017 Concert Series	Hudson Arts Alliance	\$200
11	Edible Wild Plats walk at Indian Head	John Root	\$250
12	Memory Project Portraits	STAGGS PTO - Tahanto	\$600
13	Summer Youth Band Workshop	Leslie Havens	\$500
14	Clinton Polish Picnic	Polus Center	\$200
15	Summer Brass Ensemble	Alan Johnson	\$300

Serving on the Berlin Cultural Council are Edward Gault, Mary Mikelk, Sandra Reardon, Amanda Rodgers, and Debra Rolfe.

The Council would welcome any Berlin resident who would be willing to join us on the Council.

Respectfully submitted,

AMANDA RODGERS, Chairman

HISTORICAL COMMISSION

The work of the Commission continues to be aided and supported by the Berlin Art and Historical Society.

Bullard House. The water-soaked floor joists under the Entrance Room were removed and replaced and the subfloor relaid. The finish floor remains to be done in 2017. Painting in the room has commenced. Plans were developed for renovations of the kitchen and bathroom to be done in 2017 utilizing funds from the Highland Commons Cultural Fund approved by the Selectmen and Town Meeting. The railings on the interior access ramp have been fabricated and installed.

Town Hall Elevator Project. With approvals voted at the Annual and October Special Town Meetings, this project will go forward in April 2017. The Commission and Society have made plans to move the Historical Collection in the present curatorial storage building to space in the Town Offices approved by the Selectmen. After completion of the Town Hall elevator, etc. by an outside contractor, Assabet Valley students will be constructing our replacement curatorial storage building behind the Bullard House. Until that is completed, most of the Collection will be at the Town Offices.

Hearse House. With some promise of additional funding and available time for the restoration carpenter, we anticipate that the full restoration of the Hearse House in the Burying Ground will be done in 2017. The Society is still requesting contributions for this project.

Collection. We continue to receive many new artifacts, photographs, and personal items to add to the Town Historical Collection. In planning the move of the Collection due to the Town Hall construction, we have been impressed by the amount it has grown in the fifteen years since we moved it to the present storage building. In addition, there is a substantial amount of collection material on the second floor of the Bullard House. We showed many items from the family of Florence Ann Martin in Memorial Hall for Christmastime in Berlin. This represented only a part of that collection. We also have thousands of photographic images created by Ed Hopfman from the 1960s to the 1990s. We plan to work with Ed to improve the identification of subjects and locations for these images.

Historic Preservation. We continued to deal with requests to demolish buildings over fifty years old. While those received in 2016 were for less prominent buildings than in some past years, the face of the town continues to change. Our small, mid- and late 19th Century houses are among those being lost.

The passing bell was tolled as in past years.

We congratulate the following citizens who celebrated their 90th birthdays in 2016: Wilfred Beauregard, Jean Guild, Kenneth McKenzie, and Thelma Mitchell. Phyllis Hoy was 91 this year.

Respectfully submitted,

BARRY EAGER, Chair LEE TABOR, Clerk MADELINE McTAGUE JUNE MILLER RICHARD WHEELER

A. D. A. STUDY COMMITTEE

The Town Meeting supported funding the Town Hall Elevator Project at two town meetings last year, completing funding along with a state grant. This project will, at last, make our 1870 Town Hall accessible for people who have difficulty with stairs or who use wheelchairs. Thanks to everyone involved for planning and approving this project. Construction is expected to be complete by fall 2017.

The Library Trustees are asking for funds to plan an addition to our public library building, providing an elevator, accessible toilets, and other facilities to make the Library usable by people who cannot manage stairs. While the Trustees and staff have made many changes to accommodate the public in past years, this project would now provide full access for persons with physical disabilities. It deserves the same support as the Town Hall project.

These two projects would result in almost complete accessibility for town facilities in Berlin.

Respectfully submitted,

BEEZY BENTZEN, Ch. BARRY EAGER

AGRICULTURAL COMMISSION

37

The last of the security items approved at the December 8, 2014 Special Town Meeting for use at the Community Garden were installed by Commission members during January of this year. Since the installation of the various security measures, there has been no damage or loss of Commission assets at the Garden.

The Sudbury Valley Trustees hosted a seminar in Acton on March 28, 2016 on the subject of Chapter 61 Right of First Refusal process and other related subjects and was attended by a Commission representative as well as the Town's Principal Assessor. The Commission believes it is important to strive to achieve a common understanding of the Chapter 61 requirements between the Assessors' office and Commission members.

It also came to our attention in March that the State's proposed 2017 Budget contained a provision known as Outside Section 11 or "OS11".

Under OS11, MassHealth would have a claim against any interest that a deceased MassHealth recipient had at the moment of his or her death in assets that are not subject to the probate process. These assets include life estates in real property and joint ownership interests in real estate or other kinds of property, such as bank accounts, stocks and bonds, as well as annuities, life insurance policies and retirement accounts. Additionally, OS11 allows MassHealth to have a claim against the estate of the surviving spouse of the MassHealth recipient, regardless of whether the surviving spouse ever received MassHealth benefits or has since remarried or moved outside of Massachusetts. Potential MassHealth claims could thus survive for years or even decades after a MassHealth recipient's death.

Not only would OS11 have a major financial impact on many of our State's citizens, it would have also severely impacted a farm owner's ability to pass the farm on to a future generation.

Accordingly, the Commission brought this matter to the attention of the Massachusetts Farm Bureau Federation, Inc. and on March 16, 2016, the Board of Directors voted to oppose the OS11 provision. Our State Representative, the Honorable Harold Naughton was also notified by the Commission and was asked to oppose the OS11 provision.

The Commission is pleased to advise that by the time the State's FY'17 Budget was approved in July, it did not contain the OS11 provision.

Community Garden activities got underway by mid-April. Thirteen people gardened in 23 of the 30 available 20 x 20 plots in the main garden area, three people gardened the 10 x 10 plots and two people gardened in the 2 raised beds. In the spirit of the Community Garden, the group also maintained a plot to raise vegetables for the Berlin Family Food Pantry. Despite a very challenging gardening year as a result of the prolonged drought, most all plots were very well maintained and there was adequate water available at the garden with the exception of a two-day period where the North Brook water level reached a historic low point. Our Highway Department solved the problem by moving the irrigation pump to a lower level in North Brook.

The Commission would like to thank the residents of Berlin for their continued support of the Community Garden and in particular the following individuals, Town Departments and Companies who made donations in support of the Community Garden.

- Edmund Marchant, President of Trinity Irrigation, Inc. for his donation of in-kind services at the garden
- Keith Clemmer and his Highway Department crew for mowing the grass around the garden, providing piles of wood chips and for resolving the irrigation problem.
- Various garden members who volunteered their time to get the garden up and running in the spring and during the fall-cleanup effort.
- Debra Rolfe for a fine job as Community Garden Manager.
- The Citizens of Berlin who made monetary contributions to the Community Garden's Donation Account.
- Town Clerk, Eloise E. Salls, for all of her assistance and for distributing the Community Garden Registration Forms to the residents of Berlin.
- Riverbridge North, LLC for their continued support of the Community Garden.

Respectfully submitted,

CARL R. WICKSTROM, Chairman KEVIN KRASZESKI, Vice Chairman LAURA BUSKY, Secretary/Treasurer
MICHAEL DALRYMPLE PATRICIA E. JACKSON FREDERICK R. WHEELER, JR. JAMES H. WHEELER

COUNCIL ON AGING

The mission of the Council on Aging is "to enhance the quality of life of Seniors in the community by providing services which include nutrition, health screening, education and exercise programs that meet their needs."

Seniors, for our purpose, are residents 60 years old and over. These were our 2016 programs.

Nutrition: Volunteers with the Berlin Meal Wagon prepared and delivered 1,345 healthy, tasty meals to people who were temporarily or permanently unable to cook for themselves. If you could use this service, please call Lorraine at 978-838-2215. If you would like to volunteer to cook or deliver the meals, call Lorraine also. This service runs from after Labor Day through June each year. A \$3 donation per meal is requested.

During the summer months, the food pantry will deliver (uncooked) food to BMW recipients if you call Fran at 978-838-2508 with your requests.

Health Screening: Seniors had their blood pressure taken and recorded on the first Thursday of the month from 9:30am to 10:30am, from September through May at the First Parish Church, in June at the Berlin Country Club, and in July and August in room 118 of the Town Office Building. This program is continuous through the Nashoba Nurses Association.

Free flu shots were given at First Parish Church in November by the Nashoba Associated Board of Health.

During July, town nurse Tamara Bedard RN, was available to consult with seniors about medications they were taking. She would be glad to talk to any senior about their meds. Her phone is 978-772-3335 ext. 340

We have a supply of walkers, toilet extenders, wheelchairs, an electric wheelchair, bed rails, canes, grabbers, and shower chairs to loan out if you need them. Call Lori Fearebay at 978-804-8487 for assistance.

Exercise: We had several exercise programs that helped with our balance and core strength.

Each Saturday from 9 am to 10:15 am Sharon Santello conducted an "Easy Does It Yoga for Seniors" in room 118 in the Town Office Building. Sharon's classes are educational and enlightening. Bring a yoga matt to this one.

Sharon also leads a "Balance & Fall Prevention" class for those who would rather sit down and keep their shoes on during exercise. The class runs from 10:30 to 11:30 in the same room.

Jeff Cote' has been instructing us in Tai Chi, an ancient art that will improve your balance and reduce your stress level. It's very relaxing and he is exceptionally informative. This class is on Thursdays from 10:45 am to 11:45 am in room 118 of the Town Office Building.

The exercise programs are all open ended. You can join anytime. A \$2 donation is requested.

Education: The SOAR (Seniors Outreach Assisting Reading) program at Berlin Memorial School pairs seniors with children in grades 1-4. We either read or are read to by the children and it is great fun. Call Berlin Memorial School for more information 978-838-2417. The program usually starts in October but substitutes are often needed.

The Powder House News is our main source to inform Seniors of what's happening that is of particular interest to them. Editor Lucy Ayers is doing a great job and would like your input for ideas for future articles. 555 copies of the PHN were printed and mailed bi-monthly to all senior households in Berlin. If you have a story to tell or would like to receive your newsletter by email, call Lucy Ayers 978-838-2790.

Social: Our Annual Volunteer Recognition Luncheon was held on June 9th at the Berlin Country Club. We also enjoyed a Holiday Party in December at the First Parish Church. Buffet Way Caterers made both meals. Pat Wheeler made all the arrangements.

COA Bus: The COA Bus made 600 transports of seniors to medical and other appointments and to go shopping. Occasional social events may also be scheduled. If you are interested in a ride or in becoming a driver call 978-838-2750.

2016 COA During 2016 the Council received the resignations of Joyce LaMotte and Carolyn Cashin, The 2017 slate of officers are: George Pendergast-Chair, Fran Gill-secretary, Pat Wheeler, Lori Fearebay, Beverly Baldwin, Karen Schulz and Kate Bliss.

CONSERVATION COMMISSION

39

The Conservation Commission is an agent of the Commonwealth of Massachusetts, responsible for administering the Wetlands Protection Act in Berlin to protect our water supply and environment. The Conservation Commission is also responsible for the acquisition and management of open space conservation land. The Conservation Commission meets the 1st and 3rd Wednesdays of every month at 7:00 PM in the Berlin Town Offices. Commission members are Carolyn MacDonald (Chairman) Walter Bickford (Vice Chairman), Steve Beard, Louise Janda, Lee Tabor, with two open spots for new members. We thank Andy Donoghue and Jennifer Francisco for their service. We welcome Heather Simpson as our newest Associate Member. Skip Duggan remains an Associate Member. We are currently looking for new members. Any resident can join as an Associate Member and apply to become a full time Commissioner, if they choose. An associate member can contribute to, but not vote on, all Conservation Commission business.

The public is also encouraged to attend any meeting, as well as encouraged to bring any conservation or wetlands related questions to the Commission at any time. We can help ensure that your planned activities are in accordance with the State of Massachusetts Wetlands Protection Act and save you time and expenses if you contact the Conservation Commission before any activities take place. Relevant activities that are subject to review are those that are within 100 feet of ponds, wet meadow, forested swamps, seasonal or vernal pools, or intermittent streams or within 200 feet of perennial streams (those that flow all year). Contact any commission member, attend any regularly scheduled meeting or email us at conservation@townofberlin.com for more information.

Berlin lost a champion of trails and natural places this year in the passing of Dan LeBlanc. Dan worked tirelessly to clean up the trails on the Berlin Meadow Conservation area and other trails in Berlin. He was passionate advocate of the passive recreational use of the trails in town and will be greatly missed. Thank you Dan!

Financial Position: After receipt of the annual \$50,000 Solomon Pond Mall payment and the final payment of \$255,124.86 from the Highland Commons mitigation agreement, there was approximately \$1,275,643.75 in the Berlin Open Space Fund at the end of 2016. All of that amount is committed to purchasing three parcels of land which will be finalized in 2017. The total of the three areas is approximately 130 acres. We feel that these acquisitions will add greatly to the quality of life as well as protecting our water sources and natural environment in Berlin. There was approximately \$7,790.00 in the Berlin Wetlands Protection Fund which is funded by applicants filing Notices of Intent (NOI's), Requests for Determination of Applicability (RDA's), and/or Abbreviated Notices of Resource Area Delineation (ANRAD's). There was also exactly \$1.50 remaining of our Annual Budget at the end of the fiscal year.

2016 in review

Land Protection Efforts In 2016 the Conservation Commission, acting either alone, working with Sudbury Valley Trustees, or as part of the Tri-town Landscape partnership we were able to protect through purchase 130 acres this year and protect with a Conservation Restriction Great Oak Farm, which is 40.39 acres to be used for conservation and passive recreation. The Great Oak CR will be finalized in 2018. While some of these conservation opportunities take years to develop and finalize, we remain committed to protecting open space, wetlands, and important ecological parcels of land to help maintain the unique and rural character of our town and the integrity of our habitats.

New Acquisitions In 2016 we acquired 12 acres on River Road West from the Risi Family Trust by exercising the Town's right of first refusal to purchase. This property will remain agricultural land in perpetuity by way of a Conservation Restriction. The CR is held by the Town and SVT. There was no grant money available to help offset the cost but it was the feeling of the CC that this is a worthy property to conserve.

After many years of working with Webjo Co., Inc. and the Oberg Family, we were able to finalize a deal to purchase 96 acres along Lyman Rd up to the town line in Northborough. This acquisition adds to the Mt. Pisgah conservation area creating one of the largest tracts of intact wildlife habitat and recreational space in the area. We expect to receive \$126,075 in grant money to help offset the cost

The Towns of Berlin and Clinton and Sudbury Valley Trustees worked together to purchase the property at the end of Allen Road. The total area is 67 acres, 27 of which are in Berlin. This property adds to the 40 Caves/ Garfield Woods/ Musche Field conservation areas and will provide legal access to those areas since the RR crossing trail on Lancaster Road is no longer allowed. Look for the new parking area sometime this spring. We expect to receive \$84,140 in grant money to help offset the costs of this purchase.

Conservation Land Cleanup The CC continues to work with local and state authorities to keep our trails clear and to address destructive or inappropriate use of conservation land, such as motorized dirt bikes, ATV traffic, littering, and fires. We would like to thank the Berlin Police Department for enforcement successes to date.

We built 6 new foot bridges on the Tyler Conservation Area/Brewer Brook, replacing and removing old, broken down bridges making the crossings easier and safer for all who use the area. A special thanks to Walter Bickford for supplying the labor, the Berlin Highway Department for supplying the equipment and man-power needed to get the lumber to the appropriate spots, and to Cabela's for supplying the funding for the materials.

Community Outreach The Conservation Commission has a Facebook page "Berlin Conservation Commission" to help get information out about trails, environmental education, and volunteer opportunities. We have enjoyed a steady growth of people joining in the conversation. We also continue to encourage photos and stories of your encounters with Berlin's diverse wildlife and trails on the page.

The CC has been involved in many community outreach efforts. We participated in the Berlin Home Day last year by hosting a walk of the Berlin Meadow Conservation area at the corner of Pleasant and Central Streets.

The Conservation Commission continues its membership with the SuAsCo Cisma (Cooperative Invasive Species Management Area) to learn about invasive plant species control strategies and pass that knowledge on to the community.

The Conservation Commission also continues to maintain the beautiful garden at the corner of Pleasant and Central Streets (Berlin Meadow), where there is a beehive donated by Berlin owned Summer Beez. We also continue to support the use of the area by "Hands on Nature," an educational program run by Heather Simpson. This year we also hope to create a walkway in this area that will be easily accessible to all so more people can enjoy the space.

Other Conservation Commission Business :

- Reviewed the plans of several new/replacement septic systems in town.
- Worked with the owners of Riverbridge and Boundless Adventures about allowing an aerial adventure park on the Riverview property on River Road West. After reviewing the existing CR on the property, we determined by vote of 3-2 that this use is allowed.
- The CC chose not to exercise our right of first refusal on the Murphy Farm on Gates Pond Road.
- Visited various conservation sites in town to monitor conditions
- Worked with the New England Wildflower Society giving permission to collect seed samples of native species growing on town conservation land to be added to a seed bank.
- Worked with the Town of Hudson Conservation Commission, Benderson Development and VHB Engineering as well as Dave Burke to bring the wetlands replication at the Highland Commons site into compliance.
- Attended to several NOI's and COC's (Certificates of Compliance)
- Reviewed and resolved several concerns about wetlands violations around town and rectified any violations that were found
- Held several informal hearings with residents as to the impact of planned projects.
- We continue to work with DEP to identify the source of and mitigate detected pollution in Coolidge Brook on the Northboro line.
- Worked with the highway department on a stormwater management plan for Barnes Hill Road
- Met with Frank Brewer of the Berlin Fire/Rescue to discuss maintenance of several fire ponds around town, taking advantage of the low water levels due to this past summer's drought
- Attended workshops and participated in several webinars through the MACC (Massachusetts Association of Conservation Commissioners)
- Worked with residents on a forest cutting plan for proper management and to determine that there are no wetlands involved
- We will continue to work with the highway department to create a usable access ramp at Berlin Meadow
- Walter continues working with the Central Mass. Planning Commission to update zoning maps of the town to identify land that is protected and land in danger of development.

Continuing Projects and Goals

The Conservation Commission along with administering the Massachusetts Wetlands Protection Act will continue to strive to protect Open Space in Berlin emphasizing agricultural land with an eye to increased interest in locally grown food and habitat preservation. Maintain and improve Berlin Meadow conservation area in the center of town including an accessible walkway

Support past member Jennifer Francisco as she continues to work as liaison with the students of Assabet Valley Technical HS to create a new CC website. The site will be interactive including local nature sighting lists and other activities, educating the community about invasive plants and insects.

CAROLYN MACDONALD, Chairman

CABLE ACCESS COMMITTEE

We would like to begin by thanking our staff and producers for another year of quality productions. Our producers are: Janet Sargood, Roger Bradley, Patricia Anderson, Tara Turnas, and Bill Anderson. Our Station Manager is Brittany Blaney. Thank you all so much for your continued efforts. Additional thanks to Mary Arata from the Selectmen's office for her continued help.

We continue to serve the community, with a Bulletin Board on **Channel 194** and all other live and taped programming broadcasting on **Channel 191**. We also carry **Channel 192** which originates from Tahanto, with the school's news and events. We have added a new link to the www.TownOfBerlin.com "BERLIN TV" menu which show the upcoming Channel 191 broadcast schedule. We have just embarked on a new project to create our own web site. Keep an eye for new exciting material at www.BerlinCableAccess.org in the months to come when the site goes on line. If you have suggestions for what you'd like to see on the website, or want to help out please let us know.

We have greatly increased the coverage of key town meetings including; weekly Selectmen's Meetings, Tahanto/Regional and Berlin Memorial School Committee Meetings, Building Committee Meetings, and Budget hearings. We have teamed up with the Boylston Access Channel WBAC and share production costs on some of these meetings. We are continuing to digitize archived programs on VHS tapes. The live broadcasting and recording of Town Committee meetings and other events has continued over this last year. Our list of broadcasts includes the Annual and Special Town Meeting, Historical Society meetings and many other events of interest.

We have also been making many of our broadcasts available on-line via You-Tube channels. You can link to the on-line content at www.townofberlin.com/berlin-tv/. We hope you are enjoying the convenience that this offers.

Cable Access holds meetings normally on the 4th Thursday of each month at 7:00PM in the cable studio. If you would like to learn more please drop by, email CableAccess@TownofBerlin.com to confirm meeting times. If you have children who participate in either Tahanto or BMS, sporting or performing art events and are willing to record these events, please contact us. We also would appreciate it if residents would contact us about upcoming events that would make for good viewing.

Anyone wishing to join the Cable Access Committee is encouraged to contact the Selectmen or Cable Access.

Any person who is interested in recording town and school events, producing and editing programs write to: Cable Access, Box 5, 23 Linden St, Berlin, MA 01503 or email to: CableAccess@TownofBerlin.com. We want to remind all Berlin residents that our cable channels are a great way to strengthen a sense of community and that everyone should feel free to contribute ideas, or content for broadcast.

The Cable Access Committee reports receipts for our revolving account for FY15 were \$15,966.78 and expenditures were \$6,226.25. Balance of \$30,068.01

Respectfully submitted,

PATRICIA ANDERSON, Chairman; TARA TURNAS, Member

HOUSING PARTNERSHIP

We continue to focus on maintaining and increasing our affordable housing stock as mandated by the state of Massachusetts.

The good news is, Berlin has reached 9.6% of the states' goal of 10% affordable housing and with impending development will go beyond that to 16.7% in the near future.

The cautionary news is, as the building of single family homes continues, our 10% goal increases. We now have 109 units of affordable housing in our Subsidized Housing Inventory (SHI). Other affordable units are:

Northbrook I - 40 units – 135 Pleasant St.	8 at Berlin Woods – Dudley Rd.
Northbrook II 40 units – 135 Pleasant St. Rear	17 at Sawyer Hill LLC – Sawyer Hill Rd.
2 at Whitney Estates – Alden Rd.	2 at Green Acres – Dudley Rd.

The addition of affordable duplex homes and/or of multiple rental units, such as proposed at Riverview will substantially increase our SHI. The state is also advising that at least 10% of new affordable units have three or more bedrooms to accommodate families. Perhaps you've noticed that there seems to be more elders and fewer children in town. That is partially because the average new home in Berlin costs about \$ 400,000 and there are not many older homes or rentals available. It is distressful that the average person employed in Berlin is unlikely to be able to afford to live here. It's important for us to be able to offer first-time homebuyer opportunities, and affordable rentals to young families, as well as senior housing.

These statistics and much more are contained in the 12-12-16 draft of the Berlin Housing Production Plan, available to review on line at mytowngovernment.org, under Planning Board.

Respectfully submitted.

FRAN GILL ROWENA "TRUDY" TERVO LYNDA NELSON ELOISE SALLS

Town of Berlin Personnel Classification Spreadsheet Fiscal Year 2018

(Based on 2.30% cost of living increase)

Grade	Minimum												Maximum		PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
	1	2	3	4	5	6	7	8	9	10	11	12						
I	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.13						Library Page Cable Video Prod. Asst. COA Van Driver
Annual	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$23,150.40						
II	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.12	\$11.37	\$11.62	\$11.88	\$12.16	\$12.44	\$12.72						Town Hall Secretary
Annual	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$23,129.60	\$23,649.60	\$24,169.60	\$24,710.40	\$25,292.80	\$25,875.20	\$26,457.60						
III	\$11.36	\$11.60	\$11.86	\$12.14	\$12.43	\$12.70	\$12.97	\$13.27	\$13.58	\$13.87	\$14.18	\$14.51						
Annual	\$24,128.00	\$24,668.80	\$25,251.20	\$25,854.40	\$26,416.00	\$26,977.60	\$27,601.60	\$28,246.40	\$28,849.60	\$29,494.40	\$30,180.80							
IV	\$13.94	\$14.27	\$14.59	\$14.91	\$15.23	\$15.61	\$15.94	\$16.31	\$16.69	\$17.04	\$17.43	\$17.81						Part Time Janitor
Annual	\$28,995.20	\$29,681.60	\$30,347.20	\$31,012.80	\$31,678.40	\$32,468.80	\$33,155.20	\$33,924.80	\$34,715.20	\$35,443.20	\$36,254.40	\$37,044.80						Transfer Station
V	\$16.75	\$17.11	\$17.50	\$17.89	\$18.29	\$18.71	\$19.13	\$19.56	\$20.01	\$20.44	\$20.92	\$21.38						Library Staff
Annual	\$34,840.00	\$35,588.80	\$36,400.00	\$37,211.20	\$38,043.20	\$38,916.80	\$39,790.40	\$40,684.80	\$41,620.80	\$42,515.20	\$43,513.60	\$44,470.40			Call Firefighter/Call EMT; EMS Coordinator Fire Clerk/ Public Safety Admin. Assist	Driver/Laborer	Assessors Clerk Inspector/ and Use 16/01 ownman mngir Accountant Clerk	Library Staff Transfer Station Manager Sr. Transfer Station Attendant
VI	\$18.70	\$19.11	\$19.55	\$20.00	\$20.43	\$20.90	\$21.37	\$21.85	\$22.33	\$22.84	\$23.36	\$23.89						Library Circulation Services Library
Annual	\$38,896.00	\$39,748.80	\$40,664.00	\$41,600.00	\$42,494.40	\$43,472.00	\$44,449.60	\$45,448.00	\$46,446.40	\$47,507.20	\$48,588.80	\$49,691.20			Call Firefighter/EMT		Assessant Treasurer Assessor Assistant Administrator	
VII	\$20.93	\$21.39	\$21.88	\$22.37	\$22.89	\$23.40	\$23.92	\$24.46	\$25.00	\$25.56	\$26.15	\$26.73						Library Assistant- Programs
Annual	\$43,534.40	\$44,491.20	\$45,510.40	\$46,529.60	\$47,611.20	\$48,672.00	\$49,753.60	\$50,876.80	\$52,000.00	\$53,164.80	\$54,392.00	\$55,698.40			Call Lieutenant Firefighter/EMT	Heavy Equip. Operator/Driver/Labore/ Mechanic	Assistant to Assessor	
VIII	\$23.71	\$24.25	\$24.79	\$25.35	\$25.93	\$26.52	\$27.11	\$27.72	\$28.33	\$28.97	\$29.63	\$30.28						
Annual	\$49,316.80	\$50,440.00	\$51,563.20	\$52,728.00	\$53,934.40	\$55,161.60	\$56,388.80	\$57,657.60	\$58,926.40	\$60,267.60	\$61,630.40	\$62,982.40			Call Captain Lieutenant	Master Heavy Equip. Operator/Driver/Labore/ Mechanic	Admin. Secretary	
IX	\$26.50	\$27.10	\$27.68	\$28.32	\$28.95	\$29.62	\$30.27	\$30.96	\$31.66	\$32.37	\$33.09	\$33.85						Library Director
Annual	\$55,120.00	\$56,368.00	\$57,574.40	\$58,905.60	\$60,216.00	\$61,609.60	\$62,961.60	\$64,396.80	\$65,852.80	\$67,329.60	\$68,827.20	\$70,408.00			Call Assistant Chief Captain	Foreman- Operator/Driver/Labore/ Mechanic		
X	\$29.68	\$30.35	\$31.00	\$31.71	\$32.42	\$33.17	\$33.90	\$34.68	\$35.46	\$36.25	\$37.06	\$37.91						
Annual	\$61,734.40	\$63,128.00	\$64,480.00	\$65,956.80	\$67,433.60	\$68,993.60	\$70,512.00	\$72,134.40	\$73,766.80	\$75,400.00	\$77,084.80	\$78,852.80			Assistant Chief Call Deputy Chief			

Acting Personnel Committee
Approved as revised March 27, 2017

BOARD OF ASSESSORS FY 2017

The Assessors' primary duties are to determine the class and value of property for taxation fairly and equitably as prescribed by Massachusetts General Laws, and the Guidelines of the Commissioner of Revenue, and to keep accurate data on all real and personal property. We are also responsible for preparing motor vehicle excise data received from the Registry of Motor Vehicle to turn over to the tax collector for billing. We administer and process all exemptions for taxpayers who qualify for veterans, elderly, blind, hardships and deferrals and excise. Property inspections are conducted for abatement review, building permits, sales review and cyclical data inspections as required by Department of Revenue (DOR).

Cyclical data inspections are a requirement and a "best practice" recommendation of the DOR. This is an ongoing process of inspecting property to ensure that our records are accurate. Our process for notification is to send out postcards to give notice that we will be in the neighborhood. The data collector will go to your property and request an interior inspection. If no one is home, an exterior inspection will be done, and a notice left asking the homeowner to call to schedule an appointment. You may also call and schedule an appointment when you receive the postcard. We will try our best to make an appointment that is convenient for you and the staff.

FY 2017 was a Revaluation year. The process started in January 2016 when the Office staff, our vendor Vision Government Solutions, Inc. (VGSI) and the DOR Advisor met to go over the guidelines, get updates on new requirements and to set a time line. Due to a couple of office hic-cups, computer virus, loss of computer, the time line was extended a few weeks. These are the completion dates for the steps to getting the values approved.

DOR Data Quality	3/10/2016	Preliminary Certification	9/1/2016
Sales Ratio Report	8/18/2016	Public Disclosure	9/21/2016
	Final Reval Certification	9/26/2016	

The sales showed about a 10% increase on average over prior assessments. The final Tax Classification Hearing was held in October. The Assessors presented to the Board of Selectman split rate options from uniform valuation to a shift of up to 1.5% split, and small commercial exemption of up to 10%. The Selectmen voted to split the rate at 1.34% of the tax burden to shift to the Commercial Industrial class of properties and a 10% small commercial exemption. The tax recap was submitted and approved on October 7, 2016

Bordering Town Tax Rates FY2017

Municipality	Residential	Open Space	Commercial Industrial	Personal Property
Berlin	15.85	15.85	24.21	24.04
Bolton	21.20	0.00	21.20	21.20
Boylston	16.12	0.00	16.12	16.12
Clinton	17.67	0.00	31.95	31.95
Hudson	17.50	0.00	35.35	35.35
Marlborough	15.32	0.00	26.41	26.41
Northborough	17.39	0.00	17.39	17.39

Here are some interesting facts FY2017:

New growth contributed \$ 195,741. A cautious approach to spending needs to be maintained. Our new growth for FY16 was 529,278; FY17 reflects the slowdown in construction. Highland Commons will be finishing up; Riverbridge is starting at a slow pace.

The average single family (101) assessment was 401,600, average tax bill \$6,635.36 compared to FY16 which was at \$363,700; the tax bill was about \$5,775.55, this on average is a 10% increase. The residential percent of the levy limit 65% Residential (Res) and 34% Commercial, Industrial, Personal (CIP). Excess levy capacity was \$496,890.20.

As reported to the DOR the fiscal year 2016 property breakdown is as follows:

1190	Residential Class		
58	Commercial Class	141	Personal Property
23	Industrial Class	1741	Total All Taxable Properties
102	Mixed Use	160	Exempt Properties
67	Chapter Land		
1600	TOTAL PARCELS		

Here are some interesting facts to show you about the finances of the town:

Year		Residential Valuation	Commercial Valuation	Industrial Valuation	Personal Property	Total Town Value	Tax Rates
2007	Reval	447,489,925	118,132,340	9,678,500	8,262,110	583,562,875	10.96
2008		454,972,525	121,714,210	9,752,600	9,888,080	596,327,415	11.20
2009		464,983,996	123,156,510	5,752,600	10,649,780	608,542,886	11.66
2010	Reval	419,829,150	118,624,830	9,549,600	11,297,920	559,301,500	13.37
2011		418,439,994	123,269,837	9,689,940	10,248,630	561,248,401	13.89/14.84*
2012		418,978,579	111,718,360	9,689,940	11,460,300	551,847,179	14.47/17.47*
2013		385,328,095	114,052,200	9,125,700	10,923,390	519,429,385	15.38/21.06/20.75**
2014	Reval	368,639,080	112,120,172	8,764,000	10,945,080	500,468,332	16.67/23.91/23.53**
2015	IntAdj	276,816,020	117,656,200	12,378,300	11,611,450	518,461,970	16.09/23.61/23.61**
2016	IntAdj	398,655,853	135,758,344	12,021,700	11,584,320	558,020,217	15.88/23.47/23.46**
2017	Reval	438,146,871	126,527,366	12,078,100	12,488,8601	591,514,810	15.85/24.21/24.04**

(*As of 2011 there has been a split in the tax rate Res/CIP, **As of 2013 the small commercial exemption was adopted Res/CIP.)

The Municipal Modernization Act was passed at the end of the 2016; changes are coming in how municipal government works. One of these changes for the Assessing department will be that Revaluations will be going from 3 years to 5 years. The roll out has Berlin's next State Certified Revaluation for 2021.

The Board members would like to recognize, the office staff for their outstanding commitment to serving the public with their knowledge and respect. We welcome any suggestions, and are always looking for ways to improve our communication with the taxpayers.

Respectfully submitted,
Berlin Board of Assessors

DOUGLAS COLDWELL KEVIN POND DAVID PIERCE

TRUSTEES OF TRUST FUNDS

LIBRARY FUNDS

Julia B. Carter	\$ 500.00
Ruthven Hastings	1,000.00
Lona May Johnson	1,000.00
Joseph Priest	520.00
George & Edith Sawyer	2,000.00
Florence E. Wheeler	500.00
Mary L. Hastings	100.00
Elwyn W. Howard	100.00
M. Annetta Larned	4,000.00
George & Martha Sanderson	500.00
Sarah A. Sawyer	9,025.67
Ceridwen & Leslie Frye	8,725.19

GENERAL FUNDS

Mary J. Keyes Highway Fund	\$ 2,449.03
Caty Bride Charity Fund	2,000.00
Caroline Morse Deserving Women	1,461.00
Nancy Young School Fund	1,500.00
Ella W. Fosgate Memorial Day	200.00
Anna H. Hunt Cemetery & General Fund	1,000.00

6/30/2016 expendable balances are given in the Accountant's Report. The present low interest rates give us very little income on the funds.

Respectfully submitted,
BARRY EAGER JUDY CHRISTENSEN JANE SAWYER

COLLECTOR OF TAXES
Report for the CALENDAR YEAR 2016
(In Dollars)

Year	Tax Type	Uncollected 1/1/16	Net Additional Commitment	Uncollected 12/31/16	Net Collected (1) 1/1/16 to 12/31/16
2011	Personal Prop.	227.52		0.00	227.52
	Motor Vehicle	800.48		0.00	800.48
2012	Personal Prop.	1,379.63		1,379.63	0.00
	Motor Vehicle	1,002.08		963.33	38.75
2013	Real Estate	393.03		0.00	393.03
	Personal Prop.	1,015.52		1,015.52	0.00
	Motor Vehicle	1,482.30		1,154.48	327.82
2014	Personal Prop.	5,519.38		5,519.38	0.00
	Motor Vehicle	3,808.34		2,922.19	886.15
2015	Real Estate	6,009.38		0.00	6,009.38
	Personal Prop.	2,975.54		2,873.78	101.76
	Motor Vehicle	13,451.14	679.68	3,574.49	10,556.33
2016	Real Estate	5,017,472.91		20,857.86	4,996,615.05
	Personal Prop.	125,828.25		1,957.06	123,871.19
	Motor Vehicle	0.00	494,432.39	8,017.62	486,414.77
2017	Real Estate	0.00	10,344,409.16	5,337,156.80	5,007,252.36
	Personal Prop.	0.00	300,232.76	147,442.95	152,789.81
	TOTAL	5,181,365.50	11,139,753.99	5,534,835.09	10,786,284.40
All Years	Real Estate	5,023,875.32	10,344,409.16	5,358,014.66	10,010,269.82
	Personal Prop.	136,945.84	300,232.76	160,188.32	276,990.28
	Motor Vehicle	20,544.34	495,112.07	16,632.11	499,024.30
	TOTAL	5,181,365.50	11,139,753.99	5,534,835.09	10,786,284.40
	Tax Collector's Interest from all sources -			21,750.91	
	Deputy Collectors Principal included above -			387,625.77	
	PILOTS Collected -			66,939.43	

Note: Does not include Tax Years which had a zero balance on or prior to 1/1/16

(1) Includes Collections, Abatements, Exemptions, Adjustments and Tax Titles

The Collector of Taxes, receiving a tax list and warrant from the Assessors shall collect those taxes and any interest due.. He shall pay over to the Town Treasurer each week or more often, all money received by him.

Practically every aspect of the Collectors duties are covered by Massachusetts General Law. To assure that those laws are being followed faithfully, this collector has been certified by the Massachusetts Treasurers and Collectors Association since 2003. Obtaining initial certification required being in office for 3 years, having a Bachelors Degree, attending three weeks of classes and passing a three hour exam. Maintaining that certification requires eight hours of classes each year plus attending an annual update on new legislation.

We continue to have one of the best collection records in the State.

Respectfully submitted,
Richard Sardell CMMC - Collector of Taxes

Overview

Fiscal Year 2016 was another extremely busy year in the Treasurer's Office. I welcomed aboard Edith ("Edie") Brewer and William ("Bill") Thomasino into my office as part of the newly implemented work-off program. Edie immediately relieved me of cashier duties Monday mornings so I could focus on very tight payroll deadlines. She also helped with managing the processing of the large volume of new hires starting work at the beginning of the new school year, and continued processing new hires during the rest of the year. Edie processed many tasks associated with these hiring's. Bill, using his municipal finance knowledge as a former member of the Finance Committee, helped resolve some fairly complicated issues. This included retirement deduction reconciliation, building an extremely challenging workman's comp file involving different data formats from three different payroll companies, and recovering funds from our OBRA insurance company as a result of software bug in their new version. He saw first-hand the fallout from the payroll crisis (see below) caused by Boston Business Services and ADP. Edie and Bill "saved the day" and allowed me to focus on the rapidly-increasing volume of requirements handled by Municipal Treasurers. I am happy to say they both enjoyed their time in the Treasurer's Office, and returned for more challenges in Fiscal 2017!

I also want to thank voters for supporting my request for additional permanent paid help by budgeting a part time Assistant Treasurer at the May/2016 Town Meeting. Kate Stacy, who is also the Treasurer of Ashby when she is not working here, joined us in August/FY2017. The town now has backup by a person who is continually up to date on current events affecting Municipal Treasurers as well as changes affecting our 30+ software packages. I want to thank my mentor, Town Clerk Eloise Salls, for volunteering these many years to be back-up Treasurer, but chose to spend her valuable time focusing on her ever-growing volume of tasks and law changes in the Town Clerk's Office. She now spends a lot of time keeping up with changes involving her software and voting/Town Clerk rules. The Town Accountant has recently added a permanent assistant, as has the Building Inspector. One culprit for this support requirement is new government mandates, like ethics, right to know and ACA compliance. Another is the increase in volumes from new growth, primarily in the commercial area.

A fairly important event happened in FY2016! June Poland (Town Accountant) and I receiving news there was no management letter with any issues needing to be addressed that concerned the auditors. In the past, we averaged (and many times anticipated) between 6 and 8 items that auditors felt were practices needing to be addressed by department heads and/or the Accountant and I. Most of the credit goes to June for this amazing audit result, and despite the fact we are still dealing with much of the fallout from the BBS tax case and ADP payroll fiasco, the town has had its first "perfect" audit. Great job June! While there are many other factors involved, this will look good when we go through our next credit review by Wall Street during our next permanent borrowing.

This year I have provided a small recap of our Proof of Cash instead of printing the entire document (that is getting more and more difficult to read due to its ever increasing size.) Anyone interested in the official document I generate to balance cash monthly can find the entire version on the town's web page under "Treasurer Department Overview." Just go to my main page and you will find it at the end of the Cash Management section just before the Municipal Debt/Borrowing section at <http://www.townofberlin.com/departments/town-treasurer/>.

I also changed the format of my report a bit by including a few charts and graphs along with matching narratives in a section Bill and I put together that is hopefully easy to follow for the average taxpayer. It explains why many residential tax bills in 2017 increased dramatically, and provides a few other tables of interesting associated data. This increase quite frankly shocked many tax payers, primarily owners of single family residences. You might have heard some taxpayers blaming it on "spending cash like it is water" or because of the "Taj Mahal" new highway barn, but these reasons are not the primary reason and are simply not true. It was caused for the most part by decreased commercial values offset by an incredible rebound of residential values. The three year "Revaluation" done this year showed Berlin gained back a significant portion of value lost during the lengthy recession. You can review this section at the end of this report. Please let Bill or I know if you would like to see more of this type of presentation in future town reports.

48 Treasurer

Boston Business Payroll Services (BBPS) Payroll “Failure to Pay” Case *(Updated as of 3/09/2017)*

During Fiscal Year’s 2015 and 2016, as I pointed out to voters at the May/2016 town meeting, most details about the missing payroll taxes could not be included in my Fiscal 2015 annual report or discussed openly at town meeting. Unfortunately, at that time the case was still under investigation and town officials could not discuss any details of the facts until the Department of Revenue Fraud Unit and the Attorney General’s Office of Criminal Investigation Division finished very lengthy investigations on a case larger and more widespread than originally thought. In fact, it took almost two years for them to investigate due to the large amount of their clients affected, the volume of detailed records covering multiple years, and the many interviews and visits by the agents with affected clients. At this point in time I can tell you that the Attorney General’s Office has finished their investigation, and have issued a news release regarding the case.

The investigation focused on the largest 23 of BBS’s approximately 200 clients and included both public and private clientele. A full copy of the release by the District Attorney’s Office is posted on the Berlin Web Page under Treasurer, and I will update information as the case moves through the courts. We anticipate a potential minimal recovery of \$100,000 from our insurance provider MIIA if fraud is determined. Payout of the claim is at the point fraud is admitted by BBS or a conviction, if any, by the court. At this point in time we do not know how much, if any of the remaining \$280,000 +/- will be reimbursed by Mr. Carr, owner of BBS but it does not look promising. The case is being prosecuted by Assistant Attorney General Peter A. Mullin. Although interest accrued on the late tax payments could not be forgiven, the DOR was sympathetic to our case and waived all penalties associated with the failure to file and late payment of the same. The requirements of the investigators took up a tremendous amount of time of the Town Accountant, Selectmen, the town’s attorneys and I. The many folks at the DOR who helped us throughout the preliminary requirements of the case were incredible folks to work with, and we can’t thank them enough for all their help and understanding.

Although prior procedures in place met standard accounting practices, I and most of my fellow Treasurers have put in place additional procedures and software to insure that all payroll taxes get forwarded to both the IRS and DOR by payroll vendors. Because of this case and the Harper’s Payroll Fraud case that broke in Spring/2016, many other Treasurers contacted me to ask/recommend software and procedures that could prevent this from happening again. While not 100% foolproof, new procedures now in place minimizes to roughly a month the amount of any funds that could go missing. BBS sold all their accounts to ADP and the three months ADP tried to bring us up on their system was a complete failure and disaster. I changed the payroll system after three months to Harpers Payroll Services, and they continue to process our payroll and approximately 140 +/- other municipalities including Boylston and Tahanto. Very few, if any, municipalities chose to change from Harpers as a result of the news of their fraud case. Some of those affected by the BBS case, including Berlin, have contacted local and state officials to see if they could help recover the lost funds, or change procedures and requirements by the DOR for those they certify to be paying agents for clients.

Cash Flow

Cash flow continues to be excellent. Low funds going into the early winter required an internal borrowing from Stabilization, but this occasionally happens every year to cover a two or three week period between large payments due the regional school system for one fifth of our annual education assessment and one half of the assessment for our share of the new school building borrowing. Although anticipated routinely it is not always required each year if the available cash balances are sufficient and timing of tax bills and subsequent volumes of payments work in our favor that year. As mentioned prior, please go to my web page to see the entire Proof of Cash for Fiscal Year 2016 from which you can follow changes in cash balances for each month of the fiscal year.

Tax Titles

There were 8 outstanding Tax Title cases going into FY2017. Two cases involved occupied residences, two were abandoned residences and one is currently on a two-year payment plan. Looking into 2017, as of this writing 3 new cases, all occupied residences, are now in tax title status. Not only is receiving that many occupied residences unusual, dealing with owners of residents can be a very difficult process for the Treasurer for a couple reasons. Taxpayers can be embarrassed and confused about how to get out of this situation. The town does not want to become a landlord and we try to work things out to keep folks in their houses. I also know we can all be riding high one minute, then thrown a curve ball in our lives that can result in losing jobs and homes making payments difficult. There are options to get through these touch time including payment plans, deferred taxes, payment from mortgage holders, and elderly or veteran programs.

I do have one case that involves potential (past)hazardous problems as well as expensive tear down and clean-up costs. Selectmen have decided to put the final taking on hold in court for an indeterminate period of time. Since this particular

case is in my neighborhood, I have turned this case over to my Assistant Treasurer to avoid any possible conflict of interest with the case.

I have worked on over 75 tax title cases since becoming Treasurer, approximately 25 of those I inherited were old cases that involved going back as far as 1963 (before I graduated from high school!!) The last of “these oldies” cleared up in 2016, and it is important for a few reasons. One, costs from the attorney on new current cases are much lower since you deal primarily with living folks and don’t have to legally go back thru multiple generations of heirs that are hard to find and expensive to track. Most of the older cases normally don’t have mortgages but most of the new ones do. Sometimes the mortgage holders pay off a tax title when they see they might be losing an asset since the town since the town lien trumps all other liens.

I have mentioned in prior reports that I don’t follow “the norm” by putting land up for auction but lean towards the message from majority of the voters who wish to have a very green town. Unlike most towns, I meet with a Tax Title Team that consists of town officials including a member of the Selectmen, Conservation Commission, Highway and Planning Board to review the status of undeveloped land and if we should hold on to it, give it to conservation, Selectmen or affordable housing (at town meeting), or sell it at auction. We can debate the pluses and minuses of this strategy. On the one hand, some of this land could be put back on the tax rolls. On the other hand, these meetings by the tax title team usually show selling most of these properties could open up development of abutting properties that most voters are against. There is also lots of interest from the affordable housing folks in town for potential buildable land owned by the town and is another reason I feel not putting most non-residential properties back on the tax rolls is the best option. Most occupied residences obtained by Berlin, however, would be a different story and would most likely trigger auctions very soon after title passes officially to the town. Fortunately, most cases involving residences get resolved by either a bank holding a mortgage, the owner, or someone involved in purchasing the property.

Payroll

I can’t say enough good things about our current payroll system from Harpers Payroll Services. Although there are always minor issues with software no matter how good a payroll package is, the only outstanding item we have a problem with is the inability of Harpers to put in vacation, sick pay and personal day usage and balance tracking. There is a rumored system upgrade in the works and hopefully that problem is addressed given the need to track our multiple union contracts that have varying benefit rules including different accumulation and usage rules. We continue to spend a lot of payroll maintenance time given the large volume of employees we have. (There were 255 W2s issued in calendar year 2016 and we are considered a “large employer” by the IRS.) Payroll system support is particularly heavy between June and August, when just about everyone gets new pay rates that require entering in the system. At that time there is usually an uptick in paperwork from the schools with teachers leaving or retiring as of the end of June but covered by benefits through August.

We not only issued 255 W2s, but ACA requirements (OBAMACARE) required the maintenance for, and distribution of, four different new forms. Two of the forms we file come with expensive “fines” for every error IRS computer matching finds, and two reports require distribution to employees including those. We distribute one, and our medical provider distributes the other. There is a substantial processing fee by our payroll company for this year end printing and processing. Not only has the amount of data entry increased, online filing of data is now required for OBRA, meals taxes, child support and teacher retirement. We also wait with baited breath to see what will need to be complied with if and when the Republicans dismantle/modify the ACA.

The Town Accountant and I are a “default” personnel department, and deal with hundreds of “how do we pay” issues each year. We process new hire paperwork and deal with issues normally handled by a personnel department. In the past I signed up new employees, but with the volume of new hires it became impossible to do so. Now department heads are responsible. The new hire forms are all online and this has been a limited success. Unfortunately, most department heads are over worked and much of the paper work submitted is poorly done or incomplete. Kate and I are debating in our office whether to take back the employee hiring process again. I am waiting to see if we get an Administrator or Personnel Manager for the town before making that decision. I continue to be the male Sexual Harassment Officer along with Selectmen Judith Booman that is also normally a personnel function.

50 Treasurer

Miscellaneous

Before I walk you through the FY2017 tax increase, here is a look at the top ten tax payers for 2017:

Tax rates: 2017 Residential: \$15.85; Commercial and Industrial: \$24.21; Personal Property: \$24.04

Rank	Name	Type of Business	2017	Rank 2016	Assessed at:	Taxes due:	Incr./Decr. vs. 2016
1	Mall at Solomon Pond, LLC	Solomon Pond Mall		1	\$ 53,808,310	\$1,302,626 ↑	\$ 48,795.84
2	Highland Commons Assoc., LLC	Strip Mall Retail		2	\$ 31,519,000	\$ 763,075 ↓	-\$167,801.54
3	U.S. Bank Trust (Sears)	Retail – Store		3	\$ 8,472,600	\$ 205,122 ↑	\$ 784.79
4	Wheeler, W.H.	Solar Farm and Farm		4	\$ 4,594,939	\$ 106,250 ↑	\$ 35.80
5	MASS Broken Stone	Quarry		5	\$ 3,466,300	\$ 77,121 ↑	\$ 2,396.71
6	Mass. Electric Co.	Utility		6	\$ 3,410,920	\$ 81,999 ↑	\$ 11283.98 PP
7	Michael Sawyer	Real Estate		N/A	\$ 3,068,673	\$ 58,141	n/a
8	Lewis Busconi	Real Estate		10	\$ 2,541,350	\$ 42,187 ↑	\$ 2,624.38
9	One Whitney Road LLC	Real Estate		N/A	\$ 2,506,500	\$ 60,682 ↓	-\$ 2,153.86
10	Verizon New England	Utility		9	\$ 2,119,600	\$ 50,955 ↓	-\$ 771.77 PP
Total:					\$119,003,131	\$2,748,160	

*Riverbridge was number 7 in 2016, and is now number 11 at \$45,684.24, a drop in taxes paid of \$24,632.31 from \$70,316.55 and is somewhat misleading due to how the parcels have divided. ↓

The Residential Tax Increase between 2016 and 2017: Overview

BUDGET HISTORY & PROPERTY TAXES

Many residential tax payers were shocked when they saw the tax bill for their single family residence go up approximately \$500 on average. Others saw increases as high as \$1,000 or more. Most are very confused how commercial values dropped as much as they did given the large amount of building going on at Highland Commons, and the installation of major utilities at Riverbridge at the rotary. Single family residential values went up 11.6% over 2016, and Commercial values dropped 7.2%. How can that be?

Keep in mind that a few things happened. This was the year the town had a complete revaluation of all properties. Our “desirability” and the recovery of the economy moved our values back up to almost their highest point prior to the huge decreases caused by the recession. You hate to pay corresponding taxes, but I think it is a good thing the largest asset most people own went up (greater than what similar fund balances could earn in the bank or even the stock market.) In my opinion, the more you stymie development and the more green space you have could keep this upward trend in residential value continuing (but hopefully offset in the future by more increases in commercial square footage and the associated values.)

Most taxpayers don’t realize that values calculated for commercial property requires more complicated factors than residential properties do. Assessors have to consider similar values of commercial property values in other towns and the going rate for square footage rental and lease values. These values have been fairly flat given the slower sales in retail stores vs. the internet, and values for both mall and open concept centers are on the down side given the many retailers holding back on expansion or closing some or all stores. This is one of the negative parts of keeping residential taxes down by increased percentage of commercial development offset. Great when commercial is up in value, not so great when big drops happen. We are closely watching stores like Sears, Penny’s and Macys who could have a major effect on the tax rate if they close the stores or go out of business altogether.

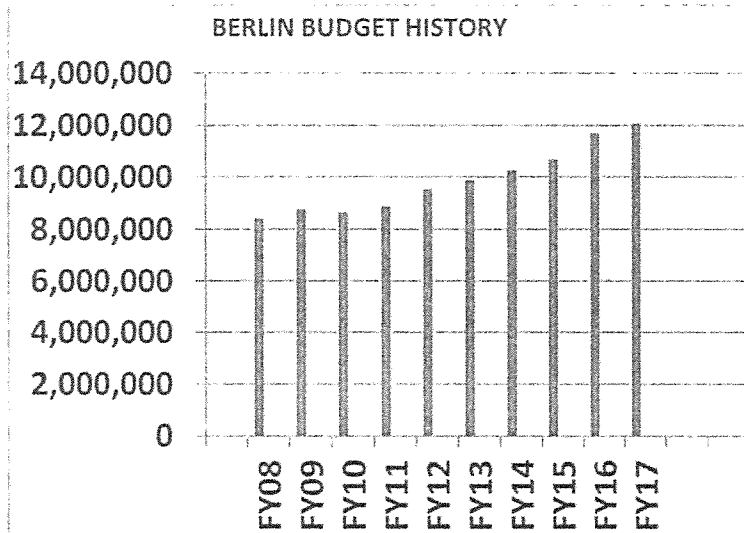
To set a tax rate, a municipality must submit a “Tax Rate Recapitulation Sheet” (the “recap”) to the Bureau of Accounts (BOA) in the Division of Local Services (DLS) of the Department of Revenue (DOR). The recap displays a municipality's entire budget plan for the fiscal year. It summarizes all appropriations made by the legislative body since the previous year's tax rate was set. Anticipated and actual sources of revenue other than property taxes, such as state aid, local non-tax revenues and reserves, are also identified. The difference between the appropriations and revenue from these sources must be raised through property taxes. This difference is the tax levy.

The three major steps to setting a tax rate include: 1. What you authorize to spend at town meeting, 2. What is added on the Recapitulation Sheet during early summer until early fall, and 3. What is decided at the rate setting meeting by the Selectmen in early fall. While some may argue that cutting the spending could have offset the wild swing (they are not entirely wrong), it is hard to exactly pinpoint exact tax rates in May when a lot happens between then and the fall. It is my opinion that most of the 2017 increase was caused by these tax category rate swings and not by bad financial management as some of the tax

payers have said on a few of the local web chat rooms. The Finance Committee kept our budget at a reasonable 3.3%, and no capital project made a major measurable hit on the taxes. Rumors that the new highway barn "Taj Mahal" caused the increases are simply false information put out by those misinformed. The following is just a walk-through of some numbers Bill and I felt were very interesting. It shows we need to put some funds back into Stabilization, which is currently at a fair level but still a lot lower than what we would like to see. We do have a split rate in Berlin but the split between commercial and residential stayed the same.

Over the period from FY2008 to FY2017 the Town of Berlin's budget has increased by 43.3%. This is shown in the chart below. From FY08 to FY11 the budget increases were fairly small but beginning in FY12 the increases were significant until FY17, when the increase was a modest 3.3%. We don't have room to show them but my analysis of other surrounding municipalities

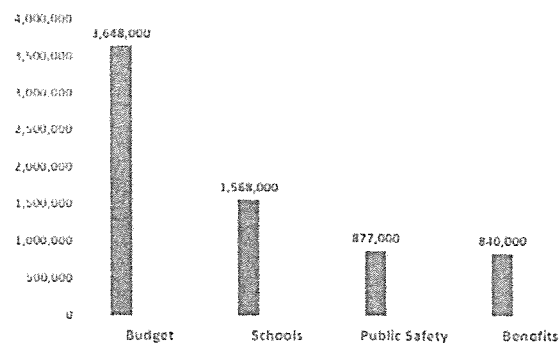
pretty much matched these increases over the same period of time with the exception of 2017.



Ninety (90.0%) of the FY08 to FY17 increase has come from three areas, Schools, Public Safety, and Benefits. Significant increases in Public Safety have occurred with the addition of the receipt of mitigation money from the Highland Commons Development. Additionally, the increase in insurance costs, primarily 32B (CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSONS IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS) medical expenses, has added to the increase in overall costs. The next chart shows how these three areas relate to the total town budget increase.

As mentioned before, the Budget increase from FY16 to FY17 was modest, but many Berlin residents saw a significant increase in their property taxes. The main contributor to this increase was the increase in residential property valuations and a corresponding decrease in commercial valuations. Residential valuations (single family) increased by 11.6% on average while commercial valuations decreased by 7.3%. Residential valuations peaked in FY09 at \$464,893,996. Valuations were at their lowest in FY14 at \$366,533,640. By FY17, the valuations had increased to \$438,146,871, still below the FY09 peak and based on current economic conditions may keep moving up. The table below shows the percent of the budget paid by residential and commercial taxes over the last 10 years.

BUDGET \$ INCREASE (2008-2017)



RESIDENTIAL %

COMMERCIAL %

FY08	60.50%	16.20%
FY09	61.70%	16.30%
FY10	64.80%	18.30%
FY11*	65.50%	20.60%
FY12	63.30%	20.50%
FY13	59.70%	24.30%
FY14	59.60%	26.20%
FY15	56.40%	26.30%
FY16	53.80%	30.80%
FY17	57.50%	25.40%

* Begin tiered rate

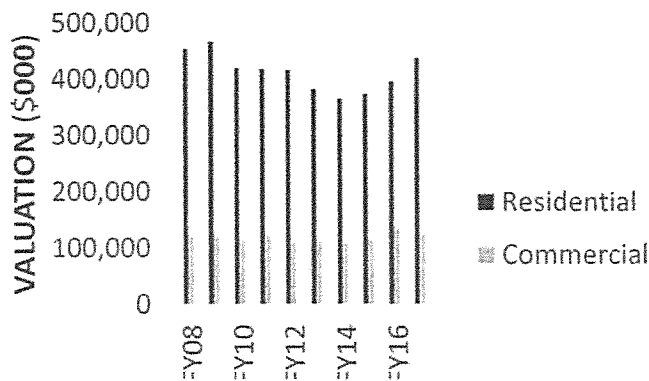
52 Treasurer

The table above shows that implementation of a tiered tax rate has shifted some of the tax burden away from Residential taxpayers.

The following is the list of each property type and the associated Assessed Value difference between 2016 and 2017:

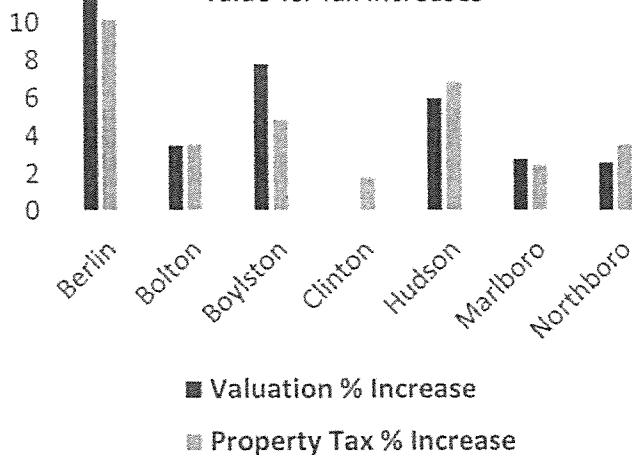
Single Family11.60%	Condominiums.....2.6%	Misc. Residential: -1.9%	Two Family:10.3%
Three Family11.95%	Apartment:.....16.8%	Vacant/Access. Land: 18.9%	Open Space:.....0
Commercial:-7.2%	Industrial:-28.2%	Industrial Power Plant: 100%	Forest:66%
Agricultural:-8.6%	Recreational:-43.1%	Multi-Use Residential: 15.2%	Multi-use OS: 0
Multi-Use Comm.:...-2.5%	M. U. Ind.:..... 0	Associations/Trusts:-1.2%	Corporations:16.9%
Manufacturing: 0	Public Utility:10.4%	Cent. Val. Phone:-4.0%	Cent. Val Pipe: 0
Wireless Phone:.... 8.7%	Elec. Gen Plnt: 0	Exempt Prop:..... 6.4%	

Comparison of Berlin Residential vs. Commercial Valuations 2008 - 2017



The chart to the left shows the history of Residential and Commercial valuations. Commercial valuations have been relatively stable over the last 10 years. Commercial valuations not only depend on building values, but other factors such as rents/sq. ft. leases, sales, and income and expenses. These are also based on similar properties throughout the State.

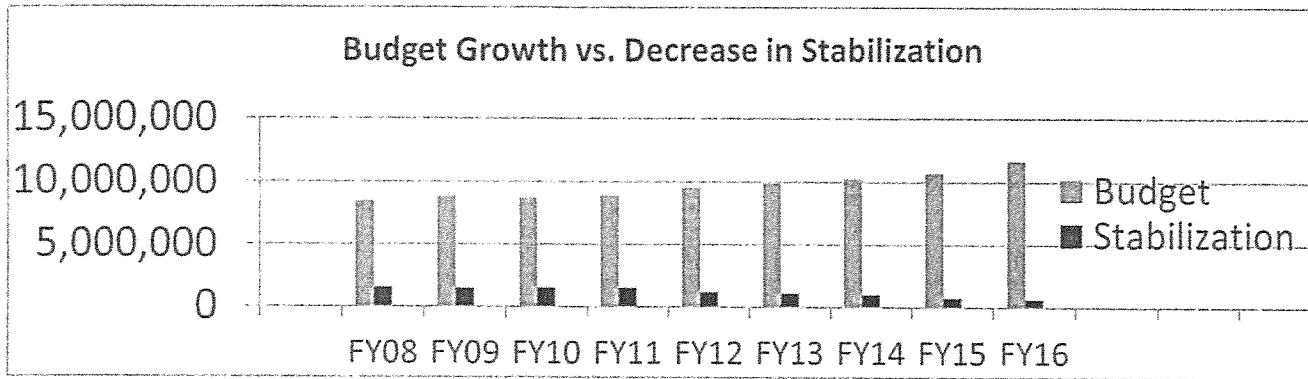
Comparison of Increases in Residential Value vs. Tax Increases



I compared Berlin to some other towns in the area this year and we had had the highest increase in residential valuations and the highest increase in the average property bill for FY17. This is shown in the chart to the left. Keep in mind that not every town does a complete reval at the same time and mix of types of property may vary and next year's comparison could be very different.

What does this mean for the future? Residential valuations will probably increase further. Hopefully commercial valuations will increase as a result of the current building expansion at Highland Commons, and at some point Riverbridge. It also means that Berlin must continue to keep the budget under control and not use mitigation funds as a "community piggy bank". Other uses for these funds must be considered. As mentioned prior, one area of need is Stabilization. Our Stabilization fund has decreased as our budget has increased (see chart). Free cash is normally in the \$600,000+/- range but this year

leaped to over \$800,000, something to use wisely. Both funds can help restore Stabilization. Finally, we should also keep in mind that mitigation funds can also be used for property tax relief indirectly. This is an area that would benefit all residents. Some would argue putting it into savings for the future may be a better way to avoid tax bill "swings".



Proof of Cash and Agency, Grants and Trust Funds FY2016:

The following is a copy of our cash flow for fiscal year 2016 starting July 2015 and ending June 2016 along with the recap of agency, trust funds and grant funds totals. Due to the size and amount of accounts we have, they no longer reasonably fit in the annual report in an easily readable format. To review the complete Proof of Cash for all twelve months of fiscal year 2016 and all bank accounts involved, please refer to the file "Proofofcash2016" on the Treasurer pages of the Town of Berlin web site. Please email me at Treasurer@townofberlin.com or call me at 978.838.0344 if you have any questions about any of these accounts.

Proof of Cash:

	Beginning FY16 7/31/2015	Ending FY16 6/30/2016
Beginning Cash Balance	\$6,342,576.89	\$7,813,040.66
+monthly cash receipts	504,958.62	534,271.79
-expenses	(2,258,004.70)	(798,383.79)
-refunds paid	(4,914.79)	(19,140.07)
-outstanding deposits	0	0
+prev. month O.S. Deposits	12,255.00	0
-returned checks	0	(2,468.08)
-adjustments	4,504.21	0
-bank payroll charges	(95.00)	(95.00)
Ending Cash Balance	\$4,601,280.23	\$7,527,225.51

Agency, Grants and Trust Funds:

Total Agency Avidia Bank:	\$ 4,631.52	\$ 4,637.69
Total Agency Clinton Savings:	45,093.51	35,708.83
Total Agency MMDT:	0	0
Total Grants Clinton Savings:	4,106.26	3,835.14
Total Grants MMDT:	143.71	143.71
Total Trust Fund Avidia Bank:	242,315.80	242,747.76
Total Trust Fund Clinton Savings:	303,901.59	507,619.63
Total Trust Fund Belmont Savings:	232,282.26	233,670.08
Total Trust Fund Fidelity Bank:	10,541.18	10,579.87
Total Trust Fund MMDT:	32,210.86	32,338.32
Total:	\$ 875,226.69	\$1,071,281.03

Remember, these are your funds and your budget. If you have any questions about any part of municipal finance, feel free to ask me and if I can't answer I can get you in touch with someone who can. Special thanks to Molly Reed, Assessor, for spending time with Bill Thomasino and I for a general review of the complex data that goes into setting property values.

Respectfully,
DENNIS FEAREBAY
Treasurer

TOWN ACCOUNTANT

Town of Berlin

June 30, 2016

COMBINED BALANCE SHEET

ASSETS	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUP		TOTAL (MEMO ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS		TRUST AND AGENCY	GENERAL LONG TERM DEBT	
Cash & Investments	2,125,843.01	2,875,821.65	141,653.34	2,123,393.23		7,266,711.23	
Petty Cash	20.00					20.00	
Accounts Receivables:							
Personal Property Taxes	15,657.09					15,657.09	
Real Estate Taxes	140,633.82					140,633.82	
Tax Liens	126,008.09					126,008.09	
Real Estate Deferrals	98,034.98					98,034.98	
Motor Vehicle Excise	47,284.76					47,284.76	
Tax Foreclosures	779,217.87					779,217.87	
Other Departmental	25,482.53	217,165.05		660,921.00		903,568.58	
Due from Municipality		464.37				464.37	
Due from Commonwealth of Mass	18,236.00	18,415.06				36,651.06	
Due from Individual	0.02					0.02	
Amounts to be provided for			175,000.00		549,505.00	724,505.00	
TOTAL ASSETS	3,376,418.17	3,111,866.13	316,653.34	2,784,314.23	549,505.00	10,138,756.87	
LIABILITIES AND FUND EQUITY							
LIABILITIES:							
Accrued Payroll	110,335.14					110,335.14	
Warrants Payable						0.00	
Agency Payables						-	
Payroll withholdings	106,009.85					106,009.85	
Due to Individual						-	
Refunds due						-	
Tailings						-	
Bonds and notes payable			175,000.00		549,505.00	724,505.00	
TOTAL LIABILITIES	216,344.99	0.00	175,000.00	-	549,505.00	940,849.99	
RESERVES:							
For Abatement & Exemptions	330,962.91					330,962.91	
For Prop Taxes - Deferred Revenue	(174,672.00)					(174,672.00)	
For Real Estate Tax Deferral	98,034.98					98,034.98	
For Tax Liens - Deferred Revenue	126,008.09					126,008.09	
For Tax Foreclosure - Deferred Rev	779,217.87					779,217.87	
For Motor Vehicle - Deferred Revenue	47,284.76					47,284.76	
For Other Dept - Deferred Revenue	25,482.53	217,165.05		660,921.00		903,568.58	
TOTAL RESERVES	1,232,319.14	217,165.05	0.00	660,921.00	0.00	2,110,405.19	
FUND BALANCE:							
Committed for Special Articles	354,178.77					354,178.77	
Assigned for Encumbrances	105,038.93					105,038.93	
Restricted for Tax Title Foreclosure						-	
Assigned for Special Purposes	220,000.00	2,894,701.08	141,653.34	2,123,393.23		220,000.00	
Restricted for Special Purposes						5,159,747.65	
Restricted for Debt Services	5,049.98					5,049.98	
Unassigned Fund Balance	1,244,515.64					1,244,515.64	
Unassigned FB for Unprovided Abatelements	(1,029.28)					(1,029.28)	
TOTAL FUND BALANCE	1,927,754.04	2,894,701.08	141,653.34	2,123,393.23	-	7,087,501.69	
TOTAL LIABILITIES AND FUND EQUITY	3,376,418.17	3,111,866.13	316,653.34	2,784,314.23	549,505.00	10,138,756.87	

Accountant 55

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**TOWN ACCOUNTANT
GENERAL FUND REVENUE
ACTUAL REVENUE COMPARED TO BUDGETED REVENUE
FOR THE YEAR ENDING JUNE 30, 2016**

NAME OF REVENUE	AMOUNT BUDGETED	AMOUNT RECEIVED	DIFFERENCE
PROPERTY TAXES			
Personal Property Taxes	\$271,768.15	\$271,250.46	(\$517.69)
Real Estate Taxes	\$9,796,431.77	\$9,693,691.50	(\$102,740.27)
TOTAL TAX LEVY	\$10,068,199.92	\$9,964,941.96	(\$103,257.96)
LOCAL RECEIPTS			
Tax Liens Redeemed	\$0.00	\$40,947.23	\$40,947.23
Motor Vehicle Excise	\$471,842.00	\$501,130.28	\$29,288.28
Meal & Hotel Excise	\$16,530.00	\$23,244.87	\$6,714.87
Int. on PP, RE & Excise	\$31,450.00	\$27,862.32	(\$3,587.68)
Interest on Tax Liens	\$0.00	\$17,659.71	\$17,659.71
Payments in Lieu of Taxes	\$66,939.00	\$66,939.43	\$0.43
Fees and Charges	\$15,165.00	\$23,532.90	\$8,367.90
Other Departmental	\$6,795.00	\$6,781.74	(\$13.26)
Licenses & Permits	\$72,895.00	\$98,426.63	\$25,531.63
Fines & Forfeits	\$44,620.00	\$45,324.74	\$704.74
Int. on Investments	\$8,195.00	\$9,223.36	\$1,028.36
Mass Health - Medicare assist reimbursement	\$13,605.00	\$13,820.51	\$215.51
Premium from School Refinancing	\$1,684.00	\$1,684.00	\$0.00
Other Misc. Revenue:			
FEMA Jan 2015 Storm Reimb	\$0.00	\$33,494.57	\$33,494.57
Sale of Vehicle	\$0.00	\$2,450.00	\$7,818.42
Ch. 61 & 61A Tax Recovery - penalty	\$0.00	\$2,518.50	\$7,818.42
TOTAL LOCAL RECEIPTS:	\$749,720.00	\$915,040.79	\$175,989.13
STATE RECEIPTS			
Exemp: VBS and Elderly	\$18,365.00	\$23,734.00	\$5,369.00
Chapter 70	\$440,980.00	\$440,980.00	\$0.00
Charter School - Town Reimbursement	\$0.00	\$0.00	\$0.00
Unrestricted General Government Aid	\$185,858.00	\$185,858.00	\$0.00
Veterans Benefits	\$10,770.00	\$12,042.00	\$1,272.00
TOTAL STATE NET RECEIPTS:	\$655,973.00	\$662,614.00	\$6,641.00
GRAND TOTALS			
Tax Levy	\$10,068,199.92	\$9,964,941.96	(\$103,257.96)
Local Receipts	\$749,720.00	\$915,040.79	\$165,320.79
State Receipts	\$655,973.00	\$662,614.00	\$6,641.00
Other Available Funds	\$643,159.50	\$702,792.01	\$59,632.51
Free Cash used in FY16 Budgets (From ATM & STM	\$175,067.79	\$175,067.79	\$0.00
TOTAL FUNDS:	\$12,292,120.21	\$12,420,456.55	\$128,336.34
General Revenue totals all but Free Cash Usage	\$12,117,052.42	\$12,245,388.76	\$128,336.34

TOWN ACCOUNTANT
OPEN SPECIAL ARTICLES
As of June 30, 2016

57

ART. NO.	FISCAL YEAR	DEPARTMENT	PURPOSE OF ARTICLE	OPENING BALANCE 7/1/2015	EXPENSES FY16	CLOSED OUT	ADDITIONS FY16	ENDING BALANCE 6/30/2016
ISTM 36	1997 2008	122 Selectmen	Handicap Radio Base Stations Etc.	\$5,936.05	\$0.00			\$5,936.05
38	2008	122 Selectmen	Matching Grant Funds	\$547.65	\$0.00			\$547.65
30	2011	122 Selectmen	Curbing & Sidewalks Plan Center of Tow	\$5,141.48	\$0.00			\$5,141.48
9	2015	122 Selectmen	Inspectors Tablets	\$7,500.00	\$0.00			\$7,500.00
27	2015	122 Selectmen	Emergency Services Study	\$6,000.00	\$0.00			\$6,000.00
STM	2016	122 Selectmen	Costs Assoc with New Fire Chief	\$1,350.00	\$0.00			\$1,350.00
25	2016	122 Selectmen	Energy Audit PS & MB & BMS	\$0.00	\$0.00		\$15,000.00	\$15,000.00
29	2014	141 Assessors	Permit/Inspector Service Software	\$0.00	\$0.00		\$25,000.00	\$25,000.00
5	2015	145 Treasurer	Unpaid Federal & State Payroll W/holding	\$6,550.00	\$0.00			\$6,550.00
40	2010	155 Data Systems	Computer Replacement at Mun. Bldg.	\$311,000.00	\$298,547.43			\$12,452.57
24	2016	155 Data Systems	New/Replacement Computers etc.	\$2,639.86	\$2,639.86			\$0.00
48	2009	175 Planning Bd	Printing By-Laws	\$0.00	\$0.00		\$1,369.38	\$1,369.38
20	2011	175 Planning Bd	Printing By-Laws	\$1,713.03	\$230.00			\$1,483.03
35	2014	175 Planning Bd	Zoning By-Laws	\$2,000.00	\$0.00			\$2,000.00
36	2014	175 Planning Bd	Master Plan	\$2,000.00	\$0.00			\$2,000.00
21	2015	175 Planning Bd	Master Plan	\$834.97	\$834.97			\$0.00
33	2016	175 Planning Bd	Master Plan	\$5,000.00	\$1,771.79			\$3,228.21
10	2015	177 Agric. Comm.	Solar Panel - Community Garden	\$0.00	\$0.00		\$5,000.00	\$5,000.00
40	2008	192 Public Bldgs.	Weatherize and Windows T Hall	\$2,500.00	\$2,312.98			\$187.02
41	2008	192 Public Bldgs.	Painting Old Town Hall	\$4,072.64	\$2,955.00			\$1,117.64
ISTM	2009	192 Public Bldgs.	Elevator 1870 Town Hall	\$2,500.00	\$0.00			\$2,500.00
ISTM	2013	192 Public Bldgs.	Mun. Bldg. Roof Repairs	\$19,904.97	\$0.00			\$19,904.97
21	2013	192 Public Bldgs.	1870 Town Hall Generator Repairs	\$11,870.00	\$0.00			\$11,870.00
22	2013	192 Public Bldgs.	Painting of Mun. Bldg.	\$3,000.00	\$1,149.50			\$1,850.50
21	2014	192 Public Bldgs.	Generator Repairs 1870 T Hall	\$1,890.74	\$0.00			\$1,890.74
7	2015	192 Public Bldgs.	New Furnace for Mun. Bldg.	\$475.00	\$0.00	\$475.00		\$0.00
8	2015	192 Public Bldgs.	T Hall Elevator & Curatorial Project	\$75,613.00	\$71,463.22			\$4,149.78
33	2011	210 Police	Police Cruiser	\$40,830.73	\$36,184.49			\$4,646.24
22	2015	210 Police	Replacing 07 Cruiser	\$2,762.00	\$1,695.00			\$1,067.00
26	2016	210 Police	Replace 2010 Cruiser	\$578.75	\$0.00			\$578.75
30	2013	220 Fire	Portable Radios	\$0.00	\$0.00	\$10.00	\$1,937.20	\$1,937.20
19	2016	220 Fire	Thermal Imaging Camera	\$10.00	\$0.00			\$0.00
24	2014	232 Rescue	Defibrillators	\$0.00	\$0.00		\$2,720.00	\$2,720.00
27	2016	296 Comm Center	Public Safety Radio System	\$788.14	\$788.14			\$0.00
35	2011	300 School	BMS HVAC Repair/Modification	\$0.00	\$0.00		\$7,926.14	\$7,926.14
36	2011	300 School	BMS Security System	\$602.29	\$602.29			\$0.00
25	2013	300 School	BMS Boiler Replacement	\$15,000.00	\$15,000.00			\$0.00
14	2014	300 School	BMS Roof Repairs	\$21,786.53	\$10,352.40			\$11,434.13
15	2014	300 School	BMS Mold Repairs	\$31,700.00	\$0.00			\$31,700.00
16	2014	300 School	BMS Exterior Bldg. Repair	\$7,500.00	\$2,200.00			\$5,300.00
24	2015	300 School	BMS Parking Lot Repairs	\$5,000.00	\$700.00			\$4,300.00
25	2015	300 School	BMS Sound Buffers in Café	\$1,700.00	\$273.82			\$1,426.18
26	2015	300 School	BMS Computer Replacement	\$558.00	\$0.00	\$558.00		\$0.00
STM	2016	300 School	BMS Replace/Repair 1 Boiler	\$131.14	\$0.00	\$131.14		\$0.00
16	2016	300 School	BMS Redesigning Roof	\$0.00	\$0.00		\$59,810.00	\$59,810.00
ISTM	2013	422 Highway	Highway Shed - Insurance Proceeds	\$0.00	\$0.00		\$17,555.00	\$17,555.00
27	2014	422 Highway	Z950A John Deere Mower	\$8,610.76	\$0.00			\$8,610.76
16	2015	422 Highway	Replace 1999 Comb Truck	\$792.56	\$792.56			\$0.00
17	2015	422 Highway	Hot Top	\$18,188.14	\$11,880.05			\$6,308.09
23	2016	422 Highway	Replacing 2004 Dump	\$35,130.26	\$35,130.26			\$0.00
17	2013	423 Snow & Salt	Truck with Plow	\$0.00	\$0.00		\$681.20	\$681.20
15	2015	433 Transfer Sta	Paving Transfer Station	\$335.47	\$335.47			\$0.00
15	1983	510 Landfill	Dump Closing	\$2,637.75	\$0.00	\$2,637.75		\$0.00
ISTM	2016	541 Council on Aging	Bus Startup Expenses	\$9,008.81	\$0.00			\$9,008.81
29	2016	541 Council on Aging	Bus for Transportation	\$0.00	\$0.00		\$2.75	\$2.75
21	2006	610 Library	Design & Engineering New Lib	\$0.00	\$0.00		\$4,100.00	\$4,100.00
47	2010	610 Library	Library Fascia and Paint	\$18,000.00	\$1,350.00			\$16,650.00
32	2011	610 Library	3 Air Conditioners	\$460.00	\$0.00			\$460.00
17	2014	610 Library	Refinish & Seal Hallway and Stairs	\$1,028.00	\$0.00			\$1,028.00
19	2015	610 Library	Library Book Drop Box	\$7,500.00	\$0.00			\$7,500.00
20	2015	610 Library	Library Repairs	\$259.40	\$0.00	\$259.40		\$0.00
30	2016	610 Library	Replacing 8 Windows	\$673.50	\$673.50		\$2,625.00	\$2,625.00
31	2016	610 Library	General Repairs to Library	\$0.00	\$0.00		\$2,774.50	\$2,774.50
				\$711,611.62	\$499,862.73	\$4,071.29	\$146,501.17	\$354,178.77

58 Accountant

Town Accountant General Fund Expenses Fiscal Year 2016							
Account Number	Department	Budgeted	Transferred	Total Available	Expenses	Encumbered	Unused Balances
01-114-0000-5113-5113-0000	MODERATOR SALARY	50.00		50.00	-50.00		0.00
01-114-0000-5700-5700-0000	MODERATOR EXPENSES	85.00		85.00	-85.00		0.00
01-122-0000-5110-5110-0000	SELECTMEN ELECTED SALARY	3,420.00		3,420.00	-3,420.00		0.00
01-122-0000-5114-5114-0000	SELECTMEN WAGES PT	43,000.00		43,000.00	-42,833.46		166.54
01-122-0000-5700-5700-0000	SELECTMEN EXPENSES	7,665.00		7,665.00	-7,480.80		184.20
01-122-2016-0002-5700-0900	ART 2 STIM COSTS ASSOCIATED WITH NEW FIRE CHIEF	15,000.00		15,000.00	0.00	-15000	0.00
01-122-2016-0025-5700-0900	ART 25 ENERGY AUDIT PS & MB & BMS	25,000.00		25,000.00		-25,000.00	0.00
01-131-0000-5700-5700-0000	FINANCE COMMITTEE EXPENSES	275.00		275.00			275.00
01-132-0000-5781-5781-0000	RESERVE FUND TRANSFERS	50,000.00	-88,333.00	1,667.00	-61,672.00		1,667.00
01-135-0000-5111-5111-0000	ACCOUNTANT SALARY	61,672.00		61,672.00			0.00
01-135-0000-5114-5114-0000	ACCOUNTANT WAGES PT	9,314.00	4,718.00	14,032.00	-14,030.87		1.33
01-135-0000-5114-5114-0000	ACCOUNTANT EXPENSES	6,119.00		6,119.00	-5,437.12	-638.2	43.69
01-136-0000-5700-5700-0000	AUDIT	30,000.00		30,000.00	-29,000.00		1,000.00
01-141-0000-5110-5110-0000	ASSESSORS ELECTED SALARY	2,129.00		2,129.00			0.00
01-141-0000-5113-5113-0000	ASSESSORS ASST SALARY	58,600.00	328.00	58,928.00	-58,928.00		0.00
01-141-0000-5114-5114-0000	ASSESSORS WAGES PT	56,700.00		56,700.00	-56,700.00		0.00
01-141-0000-5700-5700-0000	ASSESSORS EXPENSES	26,400.00		26,400.00	-24,110.75		2,289.25
01-142-0000-5700-5700-0000	REVALUATION EXPENSES	20,500.00		20,500.00	-20,354.67	-145.33	0.00
01-145-0000-5110-5110-0000	TREASURER ELECTED SALARY	37,100.00		37,100.00	-37,100.00		0.00
01-145-0000-5114-5114-0000	TREASURER WAGES PT	1.00		1.00			1.00
01-145-0000-5700-5700-0000	TREASURER EXPENSES	30,000.00		30,000.00	-24,126.87	-35.00	5,838.13
01-146-0000-5110-5110-0000	COLLECTOR ELECTED SALARY	24,910.00		24,910.00	-24,910.00		0.00
01-146-0000-5110-5170-0000	COLLECTOR INCENTIVE PAY	1,000.00		1,000.00	-1,000.00		0.00
01-146-0000-5700-5700-0000	COLLECTOR EXPENSES	15,060.00		15,060.00	-10,115.54	-3535	1,409.46
01-151-0000-5700-5200-0000	TOWN COUNSEL	45,000.00		45,000.00	-37,333.63	-3,819.86	3,846.51
01-152-0000-5700-5700-0000	PERSONNEL COMMITTEE EXPENSES	200.00		200.00	-200.00		0.00
01-153-0000-5700-5200-0000	TAX TITLE EXPENSES	15,000.00		15,000.00	-14,462.58		537.42
01-155-0000-5113-5113-0000	DATA SYSTEM - SALARY PT	2,750.00		2,750.00	-2,750.00		0.00
01-155-0000-5700-5700-0000	DATA SYSTEM - EXPENSES	50,000.00		50,000.00	-49,847.52		152.48
01-155-2016-0024-5700-0900	ART 24 NEW/REPLACEMENT COMPUTERS ETC.	5,000.00		5,000.00	-3,630.02	-1,369.38	0.00
01-161-0000-5110-5110-0000	TOWN CLERK ELECTED SALARY	25,400.00		25,400.00	-25,400.00		0.00
01-161-0000-5113-5113-0000	ASST. TOWN CLERK SALARY PT	10,350.00		10,350.00	-10,350.00		0.00
01-161-0000-5700-5700-0000	TOWN CLERK EXPENSES	2,125.00		2,125.00	-1,841.95		283.05
01-161-0000-5700-5700-0000	ELECTIONS WAGES PT	3,000.00		3,000.00	-1,350.00		1,650.00
01-162-0000-5114-5114-0000	ELECTIONS EXPENSES	2,600.00		2,600.00	-2,600.00		0.00
01-162-0000-5700-5700-0000	REGISTRATION SALARY	100.00		100.00	-100.00		0.00
01-162-0000-5113-5113-0000	REGISTRATION WAGES PT	525.00		525.00	-325.00		200.00
01-163-0000-5114-5114-0000	REGISTRATION EXPENSE	70.00		70.00	-70.00		0.00
01-163-0000-5700-5700-0000	CONSERVATION COMMITTEE EXPENSES	500.00		500.00	-408.00	-88.50	3.50
01-171-0000-5700-5700-0000	PLANNING BOARD EXPENSES	2,000.00		2,000.00	-177.37		1,822.63
01-175-0000-5700-5700-0000	ART 33 PLANNING BOARD MASTER PLAN	5,000.00		5,000.00	-5,000.00		0.00
01-175-2016-0033-5700-0900	BOARD OF APPEALS - EXPENSE	600.00		600.00			478.00
01-177-0000-5700-5700-0000	AGRICULTURAL COMMISSION - EXPENSE	1,580.00		1,580.00	-1,579.84		0.16

Account Number

Department

Total Available

Expenses

Encumbered

Unused Balances

01-192-0000-5112-5112-0000	PUBLIC BUILDINGS WAGES FT	36,868.00	2,436.00	39,364.00	-39,344.64	19.36
01-192-0000-5114-5114-0000	PUBLIC BUILDINGS WAGES PT	10,500.00	1,100.00	11,600.00	-11,552.03	47.97
01-192-0000-5211-5211-0000	PUBLIC BLDG - ELECTRICITY	60,000.00		60,000.00	-41,929.82	18,070.18
01-192-0000-5212-5212-0000	PUBLIC BLDG - TELEPHONE	5,000.00		5,000.00	-4,213.81	786.19
01-192-0000-5411-5411-0000	PUBLIC BLDG - FUEL OIL	75,000.00		75,000.00	-31,444.53	43,556.47
01-192-0000-5700-5700-0000	PUBLIC BUILDINGS EXPENSES	37,000.00	15,000.00	52,000.00	-51,866.63	75.44
01-195-0000-5700-5700-0000	TOWN REPORT EXPENSES	3,000.00	544.00	3,544.00	-3,543.65	0.35
01-210-0000-5111-5111-0000	POLICE SALARY FT	129,602.00		129,602.00	-129,602.00	0.00
01-210-0000-5112-5112-0000	POLICE WAGES FT	628,185.00		628,185.00	-560,721.14	67,463.86
01-210-0000-5114-5114-0000	POLICE WAGES PT	105,623.00		105,623.00	-104,178.99	1,444.01
01-210-0000-5700-5700-0000	POLICE EXPENSES	89,021.00		89,021.00	-86,076.81	29.53
01-210-2016-0026-5000-0900	ART 26 REPLACE 2010 CRUISER	37,000.00		37,000.00	-35,062.80	0.00
01-220-0000-5113-5113-0000	FIRE SALARY PT	49,500.00	3,300.00	52,800.00	-52,768.33	31.67
01-220-0000-5114-5114-0000	FIRE WAGES PT	46,330.00	32,200.00	78,530.00	-75,194.85	3,335.15
01-220-0000-5114-5170-0000	FIRE - INCENTIVE	15,000.00	-5,000.00	10,000.00		10,000.00
01-220-0000-5700-5700-0000	FIRE EXPENSES	107,666.00		107,666.00	-107,658.95	37.04
01-220-2016-0001-5100-0900	ART11 STM INTERIM FIRE CHIEF COMPENSATION	15,000.00		15,000.00	-15,000.00	0.00
01-220-2016-0018-5700-0900	ART 18 FIRE COMMAND CAR	40,000.00		40,000.00	-40,000.00	0.00
01-220-2016-0019-5700-0900	ART 19 THERMAL IMAGING CAMERA	10,000.00		10,000.00	-7,280.00	0.00
01-232-0000-5113-5113-0000	RESCUE SQUAD SALARY PT	13,843.00		13,843.00	-13,843.00	0.00
01-232-0000-5114-5114-0000	RESCUE SQUAD WAGES PT	35,333.00	7,900.00	43,233.00	-41,533.21	1,699.79
01-232-0000-5114-5170-0000	RESCUE - INCENTIVE	3,785.00		3,785.00		3,785.00
01-232-0000-5700-5700-0000	RESCUE SQUAD EXPENSES	53,600.00		53,600.00	-52,396.33	933.10
01-241-0000-5114-5114-0000	BUILDING INSPECTOR WAGES PT	108,723.00		108,723.00	-106,760.09	1,962.91
01-241-0000-5700-5700-0000	BUILDING INSPECTOR EXPENSES	5,230.00	102.00	5,332.00	-5,184.67	0.45
01-241-2016-0001-5700-0900	ART 1 STM FY15 UNPD REIMB BLDG INSP BILL	67.79		67.79	-67.79	0.00
01-242-0000-5700-5700-0000	PLUMBING & GAS INSPECTOR EXPENSES	630.00		630.00	-210.00	420.00
01-243-0000-5700-5700-0000	ELECTRICAL INSPECTOR EXPENSES	667.00		667.00	-155.00	512.00
01-249-0000-5113-5113-0000	ANIMAL INSPECTOR SALARY PT	1,843.00		1,843.00	-1,843.00	0.00
01-249-0000-5700-5700-0000	ANIMAL INSPECTOR EXPENSES	925.00		925.00		925.00
01-291-0000-5113-5113-0000	EIMD SALARY PT	2,566.00		2,566.00	-2,566.00	0.00
01-292-0000-5113-5113-0000	DOG OFFICER SALARY PT	2,760.00		2,760.00	-2,760.00	0.00
01-292-0000-5700-5700-0000	DOG OFFICER EXPENSES	2,400.00		2,400.00	-450.00	1,738.72
01-296-0000-5100-5100-0000	COMMUNICATIONS CENTER PERSONNEL	195,878.00		195,878.00	-187,405.09	8,472.91
01-296-0000-5700-5700-0000	COMMUNICATIONS EXPENSES	29,002.00		29,002.00	-28,540.00	0.00
01-296-2016-0027-5700-0900	ART 27 PUBLIC SAFETY RADIO SYSTEM	10,000.00		10,000.00	-2,073.86	0.00
01-300-0000-5000-5100-0000	BERLIN MEMORIAL SCHOOL PERSONNEL	2,180,914.70		2,180,914.70	-2,180,914.70	0.00
01-300-0000-5000-5700-0000	BERLIN MEMORIAL SCHOOL EXPENSES	617,427.30		617,427.30	-559,548.03	79.27
01-300-2016-0001-5700-0900	ART 1 STM REPLACE/REPAIR 1 BOILER @ BMS	75,000.00		75,000.00	-15,190.00	0.00
01-300-2016-0016-5700-0900	ART 16 REDESIGNING ROOF BMS	25,000.00		25,000.00	-7,445.00	0.00
01-301-0000-5000-5000-0000	POST SECONDARY VOC. SCH	1.00		1.00		1.00
01-422-0000-5111-5111-0000	HIGHWAY SALARY FT	76,834.00		76,834.00	-76,834.00	0.00
01-422-0000-5112-5112-0000	HIGHWAY WAGES FT	212,197.00		212,197.00	-209,284.80	2,912.20
01-422-0000-5114-5114-0000	HIGHWAY WAGES PT	6,500.00		6,500.00	-1,180.80	5,319.20
01-422-0000-5700-5700-0000	HIGHWAY EXPENSES	122,320.00		122,320.00	-96,536.53	87.12
01-422-2016-0022-5700-0900	ART 22 HOT TOP	70,000.00		70,000.00	-70,000.00	0.00
01-422-2016-0023-5700-0900	ART 23 REPLACING 2004 DUMP	70,000.00		70,000.00	-69,318.80	0.00
01-423-0000-5112-5112-0000	SNOW & SALT OT WAGES	29,944.00		29,944.00	-12,579.89	17,364.11
01-423-0000-5114-5114-0000	SNOW & SALT WAGES PT	9,090.00		9,090.00	-4,176.00	4,920.00
01-423-0000-5700-5700-0000	SNOW & SALT EXPENSES	85,000.00	17,620.00	102,620.00	-102,619.28	0.72

Accountant 59

60 Accountant

Account Number	Department	Budgeted	Transferred	Total Available	Expenses	Encumbered	Unused Balances
01-424-0000-5211-5211-0000	STREET LIGHTS	9,600.00	275.00	9,875.00	-9,327.50	-547.21	0.29
01-433-0000-5114-5114-0000	TRANSFER STATION WAGES PT	32,428.00		32,428.00	-31,108.92		1,319.08
01-433-0000-5700-5700-0000	TRANSFER STATION EXPENSES	41,588.00		41,588.00	-11,070.03	-6860.19	23,657.78
01-433-2016-0028-5700-0900	ART 28 COMPACTOR & ELECTRICAL UPDATES	35,000.00		35,000.00	-35,000.00		0.00
01-491-0000-5000-5100-0000	CEMETERY SALARY PT	3,360.00		3,360.00	-3,360.00		0.00
01-491-0000-5000-5700-0000	CEMETERY EXPENSES	25,140.00	3,440.00	28,580.00	-26,970.03	-1,609.97	0.00
01-510-0000-5110-5110-0000	BOARD OF HEALTH ELECTED SALARY	1,800.00		1,800.00	-1,800.00		0.00
01-510-0000-5114-5114-0000	BOARD OF HEALTH WAGES PT	3,382.00		3,382.00	-3,121.92		260.08
01-510-0000-5700-5700-0000	BOARD OF HEALTH EXPENSES	1,750.00		1,750.00	-663.69		1,086.31
01-511-0000-5200-5200-0000	NASHOBA HEALTH	6,493.00		6,493.00	-6,491.84		1.16
01-522-0000-5200-5200-0000	NASHOBA NURSING	2,906.00		2,906.00	-2,906.00		0.00
01-523-0000-5200-5200-0000	LIPTON MENTAL HEALTH	1.00		1.00			1.00
01-541-0000-5114-5114-0000	COUNCIL ON AGING WAGES PT	1.00		1.00			1.00
01-541-0000-5700-5700-0000	COUNCIL ON AGING EXPENSES	3,500.00	310.00	3,810.00	-3,456.95		353.05
01-541-0000-5700-5700-0000	ART 3 STM C ON AGING BUS STARTUP EXPENSES	0.00	5,000.00	5,000.00	-4,987.25	-2.75	0.00
01-541-2016-0003-5700-0900	ART 29 BUS FOR TRANSPORTATION - C ON AGING	30,000.00	-5,000.00	25,000.00	-20,900.00	-4,100.00	0.00
01-543-0000-5113-5113-0000	VETERANS SALARY PT	2,770.00		2,770.00	-2,770.00		0.00
01-543-0000-5700-5700-0000	VETERANS EXPENSES	635.00		635.00	-287.39		347.61
01-543-0000-5780-5780-0000	VETERANS BENEFITS	15,600.00		15,600.00	-13,977.62		1,622.38
01-599-0000-5000-5000-0000	WHEAT ASSESSEMENT	3,000.00		3,000.00	-3,000.00		0.00
01-610-0000-5114-5114-0000	LIBRARY WAGES PT	100,074.00		100,074.00	-95,963.23		4,110.77
01-610-0000-5700-5700-0000	LIBRARY EXPENSES	28,143.50		28,143.50	-27,989.79		153.71
01-610-2016-0030-5700-0900	ART 30 REPLACING B WINDOWS	6,000.00		6,000.00	-3,375.00	-2625	0.00
01-610-2016-0031-5700-0900	ART 31 GENERAL REPAIRS TO LIBRARY	4,000.00		4,000.00	-1,225.50	-2,774.50	0.00
01-610-2016-0032-5700-0900	ART 32 REPAIRING SIDE PANELS ETC	2,000.00		2,000.00	-2,000.00		0.00
01-631-0000-5000-5700-0000	RECREATION EXPENSES	3,400.00		3,400.00	-3,400.00		0.00
01-631-0000-5000-5700-0000	CULTURAL COUNCIL - EXPENSES	1,250.00		1,250.00	-1,250.00		0.00
01-691-0000-5700-5700-0000	HISTORICAL COMMITTEE EXPENSES	560.00		560.00			560.00
01-692-0000-5700-5700-0000	MEMORIAL DAY EXPENSES	1,800.00		1,800.00	-1,800.00		0.00
01-698-0000-5700-5700-0000	CO AID TO AGRICULTURE	1.00		1.00			1.00
01-752-0000-5900-5900-0000	INTEREST EXPENSE	30,700.00		30,700.00	-30,700.00		0.00
01-752-0000-5900-5900-0000	PRINCIPAL REPAYMENT ON DEBT	189,523.00		189,523.00	-189,523.00		0.00
01-800-0000-5300-5320-0000	SCHOOL CHOICE	0.00		0.00	-5,000.00		-5,000.00
01-800-0000-5600-5634-0000	MOTOR VEHICLE ASSESSMENT	2,100.00		2,100.00	-2,100.00		0.00
01-800-0000-5600-5639-0000	MOSQUITO CONTROL ASSESSMENT	28,277.00		28,277.00	-28,277.00		0.00
01-800-0000-5600-5640-0000	AIR POLLUTION ASSESSMENT	1,052.00		1,052.00	-1,052.00		0.00
01-800-0000-5600-5641-0000	CENTRAL MASS REGIONAL PLANNING COUNCIL	743.55		743.55	-743.56		0.00
01-800-0000-5600-5663-0000	REGIONAL TRANSIT ASSESSMENT	211.00		211.00	-211.00		0.00
01-835-0000-5300-5321-0000	ASSABET VALLEY REGIONAL ASSESSMENT	469,353.00		469,353.00	-464,808.01		4,544.99
01-835-0000-5300-5322-0000	TAHANTO REGIONAL ASSESSMENT	2,615,925.00		2,615,925.00	-2,615,925.00		0.00
01-835-0000-5900-5900-0000	TAHANTO CAPITAL ASSESSMENT	536,121.00		536,121.00	-536,121.00		0.00
01-835-0000-5900-5901-0000	ASSABET RENOVATIONS	7,870.00		7,870.00	-7,870.00		0.00
01-911-0000-5200-5200-0000	WORCESTER REGIONAL RETIREMENT ASSESSMENT	343,849.00		343,849.00	-343,849.00		0.00
01-912-0000-5100-5170-0000	WORKMENS COMPENSATION	40,000.00		40,000.00	-32,522.95	-200.00	7,477.05
01-913-0000-5100-5170-0000	UNEMPLOYMENT INSURANCE	15,000.00	4,000.00	19,000.00	-18,439.17		360.83
01-914-0000-5100-5170-0000	CHAPTER 32B HEALTH INSURANCE	850,000.00		850,000.00	-746,620.55		103,379.45
01-916-0000-5200-5200-0000	POLICE & FIRE SICKNESS AND ACCIDENT INSURANCE	28,000.00		28,000.00	-26,940.00		1,060.00
01-919-0000-5100-5150-0000	SICK PAY ACCOUNT	34,450.00		34,450.00	-20,745.07		13,704.93
01-920-0000-5100-5170-0000	MEDICARE	71,500.00		71,500.00	-62,466.31		9,033.69
01-945-0000-5700-5740-0000	PROPERTY & LIABILITIES INSURANCE	83,200.00		83,200.00	-76,946.76		6,253.24
		11,997,662.85	0.00	11,997,662.85	-11,353,954.29	-251,540.10	392,168.46

TOWN ACCOUNTANT
SPECIAL FUND ACTIVITY
For the Fiscal Year Ending June 30, 2016

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2015	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/2016
12-300-0000-0000-3590-0000	SCHOOL LUNCH: School Lunch	\$5,396.36		\$50,235.00		\$41,701.12	\$13,930.24
13-422-0000-0000-3590-0000	HIGHWAY IMPROVEMENTS: Highway Improvements	\$0.00		\$295,751.03		\$295,751.03	\$0.00
14-000-3301-0000-3301-0000	Public Safety Highland Common	\$338,459.01		\$386,049.60	\$317,000.00		\$407,508.61
14-000-3302-0000-3301-0000	Capital Plan Highland Common	\$124,491.12		\$80,418.84	\$110,000.00		\$94,909.96
14-232-3305-0000-3590-0000	Ambulance Fund Balance	\$287,137.41		\$112,095.44	\$80,000.00		\$319,232.85
14-491-3301-0000-3590-0000	Cemetery General Receipts	\$12,750.00		\$15,300.00	\$11,150.00		\$16,900.00
14-491-3302-0000-3590-0000	Cemetery Sale of Lots	\$2,100.00		\$800.00	\$1,300.00		\$1,600.00
14-510-3304-0000-3590-0000	WPAT Loan Repayments	\$94,430.01		\$9,776.61	\$9,523.00		\$94,683.62
14-610-3303-0000-3590-0000	Library Dog Fund - Closed out FY16	\$2,558.00		\$0.00	\$2,558.00		\$0.00
15-242-3308-0000-3590-0000	OFFSET RECEIPTS: Plumbing and Gas Inspector	\$0.00		\$16,676.70	\$808.83	\$15,867.87	\$0.00
15-243-3307-0000-3590-0000	Electrical Inspector	\$0.00		\$26,488.50	\$1,371.92	\$25,116.58	\$0.00
15-244-3310-0000-3590-0000	Fire Inspector	\$0.00		\$21,437.50	\$1,071.87	\$20,365.63	\$0.00
15-433-3309-0000-3590-0000	Transfer Station	\$0.00		\$93,623.75	\$9,623.75	\$84,000.00	\$0.00
17-141-1707-0000-3590-0000	REVOLVING FUNDS: Assessors Maps	\$2,978.49		\$1,006.00			\$3,984.49
17-161-1708-0000-3590-0000	Town Clerks Dog Fund	\$9,732.52		\$1,396.00		\$389.96	\$10,738.56
17-171-1701-0000-3590-0000	Conservation Wetlands Protection Fund	\$7,558.44		\$425.00		\$62.97	\$7,900.47
17-192-1701-0000-3590-0000	Town Hall Revolving Fund	\$6,524.94		\$12,888.50		\$17,190.64	\$2,222.80
17-210-1705-0000-3590-0000	Police Special Law Enforcement Fund	\$2,248.96				\$2,248.96	\$0.00
17-241-1702-0000-3590-0000	Inspector Permitting Software	\$2,241.43		\$3,583.24		\$4,064.71	\$1,759.96
17-300-1701-0000-3590-0000	School Circuit Breaker	\$4,076.00		\$4,283.00		\$2,991.00	\$5,368.00
17-300-1703-0000-3590-0000	School Summer Reading Program	\$375.79					\$375.79
17-300-1704-0000-3590-0000	School Rental Fund	\$1,047.99		\$1,635.00		\$780.88	\$1,902.11
17-300-1705-0000-3590-0000	Preschool Fund	\$32,532.46		\$28,590.16		\$16,107.16	\$45,015.46
17-300-1706-0000-3590-0000	School Choice Fund	\$276,404.93		\$147,821.00		\$106,134.54	\$318,091.39
17-300-1708-0000-3590-0000	After School Revolving Fund	\$8,776.14		\$43,330.00		\$38,777.15	\$13,328.99
17-300-1709-0000-3590-0000	Nonresident & Foster Care Tuition	\$2,800.00				\$1,661.78	\$1,138.22
17-300-1711-0000-3590-0000	BMS Lost Books	\$100.33		\$117.64		\$217.97	\$0.00
17-610-1709-0000-3590-0000	Library Video Fines Fund	\$1,723.80		\$666.66			\$2,390.46
17-630-1701-0000-3590-0000	Recreation Fund	\$30,831.84		\$11,595.00		\$12,524.13	\$29,902.71
17-693-1701-0000-3590-0000	Bi-Centennial Celebration	\$16,333.30			\$16,333.30		\$0.00
17-698-1704-0000-3590-0000	Cable Fund	\$30,068.01		\$394.00		\$11,115.53	\$19,346.48

Accountant 61

62 Accountant

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2015	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/2016
TOWN GRANTS:							
18-122-1701-0000-3590-0000	EECEB - Federal Grant Thru State	\$102.37					\$102.37
18-210-1708-0000-3520-2016	Hal Rogers Grant - Police	\$0.00		\$237.60		\$237.60	\$0.00
18-210-1711-0000-3590-0000	Police Bullet Proof Vest	\$0.00		\$5,038.50		\$5,038.50	\$0.00
18-220-1712-0000-3590-0000	Fire - ICS 200 Reimbursement Grant	\$2,160.00					\$2,160.00
18-220-1717-0000-3590-2001	Fire Grant	\$426.36					\$426.36
18-226-1701-0000-3590-2008	SETB 911 Training Reimbursement Grant 2008	\$1.34				\$1.34	\$0.00
18-296-1703-0000-3520-2014	FY14 911 Training Grant	(\$886.53)		\$159.00			(\$727.53)
18-296-1703-0000-3520-2015	FY15 911 Training Grant	(\$1,931.00)					(\$1,931.00)
18-296-1705-0000-3520-2015	911 Support and Incentive Grant	(\$8,893.94)					(\$8,893.94)
18-296-1706-0000-3520-2016	FY16 911 Grant	\$0.00				\$4,775.93	(\$4,775.93)
18-422-1703-0000-3520-2015	Mass Works Riverbridge	\$100,729.56		\$637,471.67		\$738,201.23	\$0.00
18-510-1702-0000-3590-0000	Public Health Emergency Response	\$5,560.06					\$5,560.06
18-510-1709-0000-3590-0000	Board of Health - Septic Loan Grant	\$46,791.76					\$46,791.76
18-510-1712-0000-3590-0000	Board of Health - WPAT Admin Grant	\$4,512.36					\$4,512.36
18-541-1702-0000-3590-0000	Council on Aging - Elderly Affairs Grant	\$0.00		\$6,408.00		\$6,408.58	\$2.42
18-541-1704-0000-3590-0000	Council on Aging - BEAT Grant	\$445.34				\$440.64	\$4.70
18-610-1703-0000-3590-0000	Library LIG & MEG Grant	\$556.09		\$3,231.96		\$189.77	\$3,598.28
18-631-1701-0000-3590-0000	Arts Lottery Grant - Cultural Council	\$3,997.41		\$4,401.24		\$4,764.80	\$3,633.85
SCHOOL GRANTS:							
22-300-3501-0000-3590-2007	Health Grant 2007	\$687.53					\$687.53
22-300-3503-0000-3590-2012	Kindergarten Transition Grant	\$0.00		\$8,760.00		\$8,760.00	\$0.00
22-300-3505-0000-3590-0000	Sped Early Childhood Grant	(\$10.48)				(\$10.48)	\$0.00
22-300-3511-0000-3590-0000	Teachers Quality Grant - Federal	\$492.81		\$5,171.00		\$5,462.68	\$201.13
22-300-3512-0000-3590-0000	Sped Program Improvement Grant	\$0.00		\$3,000.00		\$1,832.25	\$1,167.75
22-300-3519-0000-3590-0000	Title I - Federal Grant	\$500.30		\$21,569.00		\$20,067.93	\$2,001.37
22-300-3522-0000-3590-2003	Small Rural School Grant - Federal	\$1,862.17		\$38,523.47		\$18,796.08	\$21,569.56
22-300-3525-0000-3590-0000	Sped 94 142 Grant - Federal	\$0.00		\$46,244.00		\$42,045.33	\$4,198.67
22-300-3532-0000-3590-0000	Early Childhood Sped Improvement Grant	\$0.00		\$1,750.00		\$1,280.63	\$469.37
CAPITAL PROJECTS:							
30-000-0000-0000-3590-0000	School	\$5,141.03					\$5,141.03
31-000-0000-0000-1040-0000	Public Safety and Municipal Building	\$34.92				\$38.00	\$34.92
32-000-0000-0000-1040-0000	Highway Cab & Chassis	\$38.00					\$0.00
36-422-2016-0021-5700-0900	Procurement for the New Highway Barn	\$0.00		\$350,000.00		\$213,522.61	\$136,477.39

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2015	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/2016
GIFTS AND DONATIONS:							
40-000-3616-0000-3590-0000	Flag and Relief Fund	\$99.00					\$99.00
40-000-3617-0000-3590-0000	Taylor Road Public Safety	\$71.14				\$71.14	\$0.00
40-122-3500-0000-3590-0000	Selectmen - Clock Striking Fund	\$3,644.47		\$14.18			\$3,658.65
40-122-3501-0000-3590-0000	Selectmen - World War II Fund	\$77.31		\$0.81			\$78.12
40-122-3506-0000-3590-0000	Cultural Activities & Facilities	\$488,469.40		\$279,530.16	\$12,000.00		\$755,959.56
40-141-3611-0000-3590-0000	Assessors Personnel - Mail	\$735.45					\$735.45
40-162-1701-0000-3590-0000	Town Clerk State Election Fund	\$0.00		\$390.00		\$390.00	\$0.00
40-175-3601-0000-3590-0000	Planning Board - Affordable Housing	\$191,978.00					\$191,978.00
40-175-3602-0000-3590-0000	Senior/Affordable Housing - Highland Common	\$244,234.70		\$139,765.08	\$30,000.00		\$353,999.78
40-177-3601-0000-3590-0000	Community Garden Donations	\$684.50		\$410.00			\$1,094.50
40-192-3601-0000-3590-0000	Town Hall Repairs - Donations	\$83.90					\$83.90
40-192-3602-0000-3590-0000	1870 T Hall Elevator Project Donations	\$1,861.00		\$381.00			\$2,242.00
40-210-3608-0000-3590-0000	Police - Dare Donations	\$9,632.38				\$1,522.95	\$2,109.43
40-220-3601-0000-3590-0000	Fire - Donations	\$759.40					\$759.40
40-300-3612-0000-3590-0000	School Donations	\$7,320.48		\$5,750.00		\$1,551.54	\$11,518.94
40-300-3614-0000-3590-0000	School Activity Fund	\$11,220.64		\$4,904.72		\$7,556.71	\$8,568.65
40-422-3613-0000-3590-0000	Highway Donations	\$100.00				\$100.00	\$100.00
40-433-3600-0000-3590-0000	Board of Health Compost Bins	\$1,223.31		\$45.00			\$1,268.31
40-541-3618-0000-3590-0000	Council on Aging Donations	\$3,097.73		\$4,209.10		\$5,811.12	\$1,495.71
40-177-3601-0000-3590-0000	Library Donations	\$261.22		\$319.51			\$580.73
40-691-3601-0000-3590-0000	Historical Comm. Donation	\$634.51					\$634.51
40-698-3601-0000-3590-0000	Cable Donations - PEG Grant	\$70,523.14				\$8,303.94	\$62,219.20
NON - EXPENDABLE TRUST FUNDS:							
82-001-3510-0000-3590-0000	Nancy Young - School	\$1,500.00					\$1,500.00
82-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$200.00					\$200.00
82-001-3512-0000-3590-0000	Anna Hunt - General	\$1,000.00					\$1,000.00
82-001-3513-0000-3590-0000	Charity Fund	\$3,461.00					\$3,461.00
82-422-3509-0000-3590-0000	Highway - Mary Keyes	\$2,449.03					\$2,449.03
82-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$162.65					\$162.65
82-491-3516-0000-3590-0000	Cemetery Flower Fund	\$7,562.87					\$7,562.87
82-491-3517-0000-3590-0000	Cemetery Perpetual Care Fund	\$147,696.54		\$3,200.00			\$150,896.54
82-610-3514-0000-3590-0000	Library	\$34,891.73					\$34,891.73
EXPENDABLE TRUST FUNDS:							
84-001-3511-0000-3590-0000	Nancy Young - School	\$4,166.80		\$23.18			\$4,189.98
84-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$366.88		\$1.25			\$368.13
84-001-3512-0000-3590-0000	Anna Hunt - General	\$366.54		\$6.23	\$50.00		\$322.77
84-001-3513-0000-3590-0000	Charity Fund	\$1,813.81		\$21.56			\$1,835.37
84-122-3518-0000-3590-0000	Selectmen - Mable Marble Scholarship	\$5,014.93		\$2,502.19		\$2,500.00	\$5,017.12
84-171-3519-0000-3590-0000	Conservation - Open Space	\$737,930.54		\$520,251.84		\$7,800.74	\$1,250,381.64
84-300-3521-0000-3590-0000	School - Hoffman Fund	\$881.72		\$3.62			\$885.34
84-422-3509-0000-3590-0000	Highway - Mary Keyes	\$5,128.40		\$31.15			\$5,159.55
84-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$1,335.54		\$5.55			\$1,341.09
84-491-3517-0000-3590-0000	Cemetery - Flower and Perpetual Care	\$1,219.25		\$299.68			\$1,518.93
84-610-3514-0000-3590-0000	Library	\$17,591.17		\$91.22			\$17,682.39
STABILIZATION FUND:							
85-000-0000-0000-3590-0000	Stabilization Fund	\$701,101.03	\$4,071.29	\$2,836.21	\$100,000.00		\$608,008.53

Accountant **63**

64 Accountant

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2015	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/2016
AGENCY FUNDS:							
89-122-0000-0000-2552-0000	Selectmen - Sullivan Hayes Expenses	\$150.00					\$150.00
89-122-0000-0000-2555-2016	Selectmen Misc Agency	\$0.00		\$510.00		\$510.00	\$0.00
89-146-0000-0000-2432-0000	Collector Demands	\$125.00		\$17,435.00		\$17,560.00	\$0.00
89-171-0000-0000-2551-2012	Conservation Comm - Berlin Farms	\$751.43		\$0.36			\$751.79
89-171-0000-0000-2552-2015	Conservation Comm - NE Futbol Club	\$500.00				\$500.00	\$0.00
89-175-0000-0000-2555-0000	Planning Board - Highland Commons	\$57.49					\$57.57
89-175-0000-0000-2557-2005	Planning Board - Indian Rock Estates	\$1,984.83		\$0.08			\$1,987.81
89-175-0000-0000-2558-2006	Planning Board - Kendall Homes	\$73.39		\$2.98			\$73.50
89-175-0000-0000-2560-2004	Planning Board - Berlin Village	\$121.19		\$0.11			\$121.38
89-175-0000-0000-2561-2007	Planning Board - Farm Lane	\$189.64		\$0.19			\$189.93
89-175-0000-0000-2563-2009	Planning Board - Highland Common Traffic	\$17,882.70		\$0.29			\$17,676.26
89-175-0000-0000-2565-2011	Planning Board - Hamlin Summer Road	\$1,031.23		\$29.36		\$235.80	\$1,031.71
89-175-0000-0000-2566-2011	Planning Board - River Run	\$1,203.82		\$0.48			\$1,204.42
89-175-0000-0000-2567-2013	Planning Board - Growing Room Project	\$3,185.02		\$0.60			\$3,196.62
89-175-0000-0000-2568-2015	Planning Board - Crosby Road Commondrive	\$277.32		\$1.60			\$278.92
89-176-0000-0000-2553-2011	Board of Appeals - Northbrook Village II	\$5,011.51		\$906.56		\$1,183.88	\$5,014.02
89-176-0000-0000-2554-2014	Board of Appeals - Green Acres Rhodes	\$402.77		\$2.51			\$403.01
89-176-0000-0000-2555-0000	Board of Appeals - Misc Hearing	\$0.00		\$0.24		\$71.69	\$0.00
89-176-0000-0000-2558-2004	Board of Appeals - Whitney Road	\$2,204.19		\$3.31			\$2,207.50
89-176-0000-0000-2559-2003	Board of Appeals - River Run	\$5,508.97		\$2.75			\$5,511.72
89-210-0000-0000-2021-0000	Police Detail	\$6,570.00		\$248,905.00		\$273,585.50	(\$18,110.50)
89-210-0000-0000-2435-0000	Police Firearms Records Licenses - State	\$975.00		\$5,500.00		\$4,975.00	\$1,500.00
89-220-0000-0000-2022-0000	Fire Details	\$398.35		\$6,970.00		\$6,460.00	\$908.35
89-220-0000-0000-2023-0000	Fire - Highland Common	\$693.12		\$0.36			\$693.48
89-422-0000-0000-2551-0000	Massworks Pak Deposits	\$200.00				\$200.00	\$0.00
LONG TERM DEBT:							
90-000-0000-0000-2700-0000	Bonds Payable	\$739,028.00		\$175,000.00		\$189,523.00	\$724,505.00

GASB34 - All town asset's over \$5,000.00 are being recorded using The Asset Manager Software.

FY 15 Financial Statements have been successfully audited by CliffordLarsonAllen from Burlington, MA. Audited Financial Statements can be viewed by appointment in the Accountant's office or on the Town Accountants web page.

FY 16 Financial Statements are in the process of being audited at the time of submission by CliffordLarsonAllen, Burlington, Ma.

FY 16 Combined Balance Sheet, Schedule A and all supporting documents have been received by the Department of Revenue. Documents can be viewed by appointment.

Free Cash has been Certified for FY16 - to be used in FY17 in the amount of \$396,571

Please visit the Town of Berlin's website for financial updates, forms, and viewable reports. The Audited Financials Reports and Auditors Reports can also be viewed when finalized. The position of Town Accountant has become a full time position, funding has been slowly increasing to cover this increase. Will be working with Selectmen and Fin Com to increase the hours of Accounting Clerk to make sure the office is staffed to cover work load increases and meet payroll and reporting deadlines. (FY16 25 hours requesting 35 in FY17.)

Respectfully submitted,
June M. Poland, Town Accountant

BERLIN SCHOOL DEPARTMENT

65

School Committee Clifton LaPorte, Ch.
Thomas Fleming, V.Ch, ...Angela Yildiz, Sec.
Superintendent of Schools Nadine G. Ekstrom
Director/ Pupil Personnel Svcs Karen S. Molnar
(other district staff follows in the Regional report)

BERLIN MEMORIAL SCHOOL STAFF

John F. CampbellPrincipal
Judy Rapa.....Secretary
Ana Amaral..... School Nurse
Robyn Arcand..... Paraprofessional
Elizabeth Bennett Kindergarten
Michael BlainELL Teacher
Jen Brenner..... Paraprofessional
Julia Brodmerkle..... Grade 1
Linda Checota Psychologist
Kristen Collins Grade 3
Debra DeDoming..... After School Program
Jean Dellasanta..... Paraprofessional
Kathryn Denney..... Music
Amy Donahoe..... Grade 3
Debra Draper..... Physical Education
Amanda Fallon Literacy Specialist
Jo Hainey Library/Media

Dara Hughes..... Lunch/Recess Aide
Maureen Hurley BCBA
Shea Hutchinson Paraprofessional
Lauren Jasukonis..... Preschool/SPED Teacher
Mary Kelly Paraprofessional
Mollee Langelier Speech/Language Pathologist
Debra Malo Paraprofessional
Carla Mason Special Ed. Team Chair
Dave McCarthy Computer Tech
Lisa McNally Grade 1
Michelle Murray Art
Christine O'Neill Lunch/recess Aide
Brittany Ouelette Grade 5
Patricia Romer..... Grade 5
Jennifer Rowe..... Technology Teacher
Elizabeth Trudeau..... Occupational Therapist
Melissa Tucker..... Grade 4
Debra Uliasz Grade 4
Jill Walton Kindergarten
Mary Whamond-Fortier..... SPED Teacher
Deborah Wheeler..... Paraprofessional
Stephanie Woodward Grade 2
Cafeteria.... Michelle Baird, Manager.... Julie Wheeler
Custodian..... Nick Boudreau

BERLIN SCHOOL COMMITTEE

"It is our mission to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace life-long learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies. We believe all children deserve a quality education that not only meets but exceeds standards."

The Berlin School Committee is grateful to the residents of Berlin for their continued support and commitment to educating our students in ways that best prepare them to be informed citizens, life long learners and successful members of society. Berlin residents have shown time and again their commitment to public education in our community.

It takes many hands to build a vibrant and effective education program that challenges students to see their potential and act on it, and Berlin School Committee members have been impressed by and grateful for the many community members who have donated their time, talent, and treasure to make our schools very special places. We gratefully acknowledge two groups in particular: Link Inc. which connects the parent and school community in a number of ways and provides cultural events and extra curricular activities and; SEPAC (Special Education Parent Advisory Committee) which provides parents support, advice, and information to parents of children who receive special education service and also the parents of all children.

We are also excited to acknowledge the broad base of support and enthusiasm we have received in relationship to the development of the Science, Technology, Engineering and Mathematics initiative. Particular thanks goes out to all those community members who have supported the development of the Maker Space at Berlin Memorial School through their time or donations as well as the community members who have joined the STEM Advisory Board. The enthusiasm and support of the Select Board and other elected officials and departments has demonstrated how an educational issue brought people together to make our schools even better.

Moses Reed Tyler Scholarships

In 1937, Moses Reed Tyler, a resident of Berlin, Massachusetts, executed a will establishing a trust fund "for the benefit of such person or persons, who shall at the time be residents of the Town of Berlin, Worcester County, Massachusetts, or who shall have been educated in the public schools of Berlin and whose parents shall have resided therein... to enable such persons to continue their studies in places which may be approved by the [school] committee." Moses Reed Tyler charged the Berlin School Committee with determining the recipients of funds from this trust. In making its selection the School Committee is guided by the express intent

of Moses Reed Tyler who stated that it was his desire to assist those students who are "earnest and industrious" and "who may not have the highest scholastic standing." Funds may be awarded to students who are seeking training in occupations or trades in addition to students desiring to go to college or institutions of higher learning. Moses Reed Tyler expressly stated "that assistance shall be given to those primarily who would not be able financially to secure that education which this fund will enable them to obtain, but such assistance may be extended as well to others who might with less difficulty procure such education, but to whom such aid will be of assistance."

On Tuesday May 17 The Scholarship Subcommittee chaired by Tom Fleming of the Berlin School Committee reviewed 14 applications for the Moses Reed Tyler Scholarship. The subcommittee agreed that the 14 applicants met the criteria for the scholarship. The subcommittee chose to award \$15,600 of the available \$15,690.02 and divided the recipients into three categories based on their response to application questions. There are 3 students in the Tahanto class of 2016 graduates among the recipients.

K-12 Regionalization

In 2014 the Berlin School Committee in conjunction with the Boylston School Committee and the Berlin-Boylston Regional School Committee authorized a feasibility study on the potential of K-12 regionalization between Berlin and Boylston. In 2015, the committees authorized funds for a financial analysis as to the financial implications of K-12 regionalization as they felt that the preliminary analysis needed more detail. In June 2016 the committee received the analysis that was presented at a regular committee meeting by Mark Abrahams of the Abrahams Group. As a result of these reports and conversations held at both school committee meetings and with community members, the committees at the December 2016 meeting discussed next steps. Specifically: 1) formation of an exploratory committee that would involve Select Board, Finance and other community stakeholders and 2) apply for a DESE grant for submission February 1 to assist with possible expenses related to the exploratory process.

There were 14 posted Berlin School Committee meetings held during 2016. Attendance at these meetings was as follows: Thomas Fleming – 13 meetings; Clifton LaPorte – 14 meetings; Angela Yildiz – 14 meetings.

Respectfully Submitted,

CLIFTON LAPORTE, Chair THOMAS FLEMING, Vice Chair ANGELA YILDIZ, Secretary

Berlin Teachers' Salary Schedule FY17 (2016-17 School Year)

Professional Experience	B	B+15	M / B+36*	M+15	M+30	M+45	M+60
0	\$48,108	\$49,348	\$50,588	\$52,624	\$54,644	\$56,555	\$58,534
1	\$50,112	\$51,367	\$52,624	\$54,644	\$56,680	\$58,664	\$60,719
2	\$52,111	\$53,377	\$54,644	\$56,680	\$58,689	\$60,743	\$62,872
3	\$54,338	\$55,582	\$56,829	\$58,821	\$60,807	\$62,932	\$65,134
4	\$56,290	\$57,882	\$59,477	\$61,453	\$63,430	\$65,649	\$67,947
5	\$58,256	\$60,187	\$62,115	\$64,105	\$66,083	\$68,396	\$70,790
6	\$60,873	\$63,148	\$65,426	\$67,414	\$69,394	\$71,819	\$74,331
7	\$62,849	\$65,453	\$68,058	\$70,047	\$72,038	\$74,557	\$77,168
8	\$64,798	\$67,752	\$70,706	\$72,696	\$74,665	\$77,277	\$79,983
9	\$66,761	\$70,058	\$73,355	\$75,332	\$77,979	\$80,707	\$83,536
10	\$68,733	\$72,368	\$76,003	\$78,641	\$81,277	\$84,124	\$87,069
11	\$70,692	\$74,991	\$79,289	\$81,947	\$84,582	\$87,542	\$90,606
11+	\$71,398	\$75,741	\$80,080	\$82,766	\$85,426	\$88,417	\$91,512

It is my pleasure to submit this report for 2016 on behalf of the Berlin Memorial School, where we remain committed to empowering each student to achieve personal excellence by fostering respect, responsibility and resourcefulness with the support of the entire school community.

During 2016, Berlin Memorial School expanded on its efforts to improve the learning opportunities for all of our students. In September of 2016 we entered the third year of our three year Literacy plan. Teachers at BMS have fully adopted the Reading Wonders program, and the benefits of this hard work are reflected in the work our students produce and the results of district and state wide assessments.

As a result of the hard work done by BMS staff and the Science, Technology, Engineering and Math (STEM) Advisory group, we have made great strides in this area. Last May, many BMS students participated in the May 4th "May the Fourth Be With You" STEM night held at Tahanto Regional Middle-High School. Over the summer of 2016, a group of parents joined with teachers to create a "Maker Space" here at Berlin Memorial.

We have continued to develop our technology capacity here at Berlin Memorial. As a result of investments made in the Spring of 2016, all Berlin Memorial students have access to a computing device (iPad or Chromebook) at all times. Teachers had done an outstanding job integrating this new capacity into the everyday learning of our students.

Berlin Memorial students once again participated in on-line PARCC (Partnership for Assessment of Readiness for College and Careers) testing in the spring of 2016. Student performance on this state-wide assessment showed continued improvement over previous years. While state-wide averages were not made available this year, we were generally very pleased with student growth on these tests.

A great deal of work was completed on the physical plant of the school over the course of 2016. The main stairwell in the school received new tread, and the handrails were repainted. Many sections of the building received upgrades in insulation in an effort to further winterize the school. We continue to work on improving the energy efficiency of our heating plant, and are looking forward to the installation of a new bio-mass boiler in early 2017.

In September of 2016, we rolled out our revamped Positive Behavior Interventions & Support (PBIS) program, making updates to reflect the changes in our school community. We worked with students to recognize making positive choices throughout the school day. This has made a significant difference in our need to engage in disciplinary action with students.

Berlin Memorial School is extremely grateful for the tremendous community support we continue to receive on behalf of our children. We would like to acknowledge our superintendent, Nadine G. Ekstrom, the Berlin School Committee, and partnerships with the Berlin Police and Fire Departments, Recreation Department, Highway Department, Board of Selectmen, Historical Society, and Worcester County Sheriff's Department. We also wish to thank our dedicated SOAR Readers, School Council members and LINK, Inc. parent volunteers for the countless hours of support they have provided to us this past year.

Respectfully submitted,

JOHN F. CAMPBELL, JR., Principal

BERLIN-BOYLSTON PUBLIC SCHOOLS

Actual Enrollments - October 1, 2016

Grade	Berlin Memorial School		Boylston Elementary School		TOTALS
	BMS Resident	BMS Choice	BES Resident	BES Choice	
Pre-K Regular Ed	12				12
Pre-K Special Ed	6				6
TOTAL Preschool	18	0	0	0	18
Kindergarten	26	2	26	5	59
First	29	4	39	4	76
Second	18	2	36	0	56
Third	24	2	42	3	71
Fourth	25	4	51	4	84
Fifths	32	4	51	3	90
SUBTOTAL	154	18	245	19	436
Combined (w/o prschl)	172		264		
Combined (w/prschl)	190		264		454
+Out of District	3		2		5
TOTAL (w/o prschl)	175		266		441
TOTAL (w/prschl)	193		266		459

TAHANTO REGIONAL PRESCHOOL

Grade	Berlin	Boylston	Other	TOTAL
Pre-K Regular Ed	5	21	0	26
Pre-K Special Ed	0	3	0	3
TOTAL	5	24	0	29

TAHANTO REGIONAL MIDDLE / HIGH SCHOOL

Grade	Berlin	Boylston	Choice	TOTAL
Sixth	20	53	15	88
Seventh	26	57	10	93
Eighth	22	55	10	87
SUBTOTAL	68	165	35	268
Ninth	20	38	16	74
Tenth	22	42	13	77
Eleventh	27	40	12	79
Twelfth	32	39	17	88
SUBTOTAL	101	159	58	318
SUBTOTAL	169	324	93	586
+Out of District	6	5	0	11
TOTAL	175	329	93	597

K-12 ENROLLMENT (without preschool)

BERLIN MEMORIAL	BOYLSTON ELEMENTARY	TAHANTO REGIONAL	TOTAL	OUT OF DISTRICT	GRAND TOTAL
172	264	586	1022	16	1038

K-12 ENROLLMENT (with preschool)

BERLIN MEMORIAL	BOYLSTON ELEMENTARY	TAHANTO REGIONAL	TOTAL	OUT OF DISTRICT	GRAND TOTAL
190	264	615	1069	16	1085

BERLIN-BOYLSTON REGIONAL SCHOOL DISTRICT

69

Regional / Union #60 School Committee

Lorie Martiska, Chair Thomas Fleming, Vice Chair
 Angela Yildiz, Secretary Clifton LaPorte
 Larry Brenner Matthew Lozoraitis
 Student Member Grace Pendergast
 District Treasurer Joseph Meichelbeck
 Superintendent of Schools Nadine G. Ekstrom
 Executive Assistant Cheryl Nelson
 Director of Financial Services Robert Conry
 Assistant to Financial Director Cheryl Sharon
 Payroll/Benefits Specialist Wendy Hebert
 Facilities Manager Steve Pusateri
 Director of Pupil Personnel Services Karen Molnar
 Administrative Assistant Michelle Mancini
 Director of Curriculum/Grants Carol Costello
 District Technology Coordinator Paul Mara
 Network Admin/Computer Tech David McCarthy

Tahanto Regional Middle/High School Staff

Principal Diane Tucceri
 Assistant Principal Sally Stukuls
 Secretary to Principal Jane Lavelle
 Building Secretary Sue Boudreau
 Guidance Secretary Kristi Turgeon
 Natalie Adams English/Language Arts
 Kathleen Angiulo Paraprofessional
 Daniel Ashman Health / Family Consumer Sci.
 Beth Barry Social Studies
 Irene Barry World Language
 Katie Bielonko Physical Education
 Deb Blais Preschool Aide
 Sadie Burzenski World Language
 Lauren Clark Guidance
 Rebekah Cocks Math
 Marijah Comesana Social Studies
 Lisa Connor Paraprofessional
 Christopher Covino Science
 Kathy Derderian Special Educator
 Jason DiNicola Science
 Peter Doherty English
 Richard Eiermann Technology/Engineering
 Jannel Fitzpatrick SPED Team Coordinator
 Jeremiah Gallant Choral/Music
 Karla Galuska Science
 Danielle Gardner English
 Francene Gleason Math

Joel Goulet Math
 Neil Greenwald Physical Education/Health
 Lizbeth Gustavson ELL & Subject Area
 Matthew Hager Special Educator
 Kristin Hope Humanities
 Laura Hovey Science
 Carol Klein-Mack Art
 Eileen MacQueen Early Childhood
 Peter Maki Math/Athletics Director
 Linda Maresca Library
 Alexis Maynard English
 Jacqueline McEvilly Paraprofessional
 Patrick Minihan Social Studies
 Jane Mutti World Language
 Kim Noel-Young Paraprofessional
 Stephen Pacheco Social Studies
 Danielle Paige Paraprofessional
 Sondra Pendergast Preschool Aide
 Jeffrey Peer Instrumental Band
 Travis Perrett Technology
 Gregory Picariello Guidance
 Matthew Porcaro Math
 Dara Ricci Paraprofessional
 Jennifer Rickard Special Educator
 Danielle Rinker Paraprofessional
 Lindsay Roumelis Art
 Janet Sequeira Nurse
 Lisa Sequeira Science
 Laura Settle Science
 Wendy Shepard Special Educator
 Richard Starsiak, Jr. English
 Wesley Swenson Math
 Susan Tolles Paraprofessional
 Kimberly Trainor Psychologist
 Susan Vogt Title I Tutor
 Kimberly Wells-Dufresne Language Arts
 William Whitehead English
 Keith Wolosz Math
 Tannis Woods Physics/Chemistry
 Wendy Woods Paraprofessional
 Barbara Zaleski Speech/Language Pathologist
 Katherine Zywiec-Follett Special Educator
 Cafeteria Maryellen Fryburg, Food Service Director
 Linda Sokolowski, Lead Cook Holly Desroches
 Denise Hughson, Tammy Shepard, Emily Wheeler
 Custodial Dan Adams,
 Rony Augustine, Sean Kilcoyne, Richard Noel

70 **BERLIN-BOYLSTON REGIONAL AND UNION #60 SCHOOL COMMITTEES**

The mission of the Berlin Boylston Public Schools is to support and challenge all students to achieve personal and academic excellence in a student-centered environment.

With the successful move into the new building several years ago, attention turned towards programmatic and curriculum changes to continue strengthening the educational experience of our students.

Global Studies, which began in 2015, graduated 4 students last June with the distinction noted on their diplomas and currently has 9 students enrolled. As part of the program, a Service Learning trip to the Dominican Republic was held in February of 2016.

We also continue to implement a strategic plan for STEM with an active advisory board, 7 new stem related courses offered, and an increase of 143 students enrolled in such courses in 2015. A recent STEM night attracted more than 200 students in grades 5 to 12.

As well, the band and chorus have seen resurgence in the numbers of students involved this year and sound wonderful! Not to be outdone, most of the girls and boys sports teams made it to their district play-offs, with the Girls Softball team winning their first District Title in 54 years. The Football team, operating as a co-op with West Boylston, won their Division's Central Mass Championship.

The school committee remains committed to making sure your hard earned tax dollars are well spent. We are fortunate for the strong leadership of our Superintendent, Ms. Ekstrom, who is serving her 5th year in our district. We were pleased to hire Robert Conry as our new Director of Finance. Together, they have improved communication and strengthened collaboration with the Finance Committees and Selectboards in both Berlin and Boylston, significantly improving the school budgeting process.

The entire administrative team provides guidance to the school committee on what is needed to help students learn and succeed while using resources wisely. It's not surprising that Nerd Wallet ranked Berlin-Boylston #8 in its list of "Best School Districts for Your Buck in Massachusetts." We have a gem of a school supported by two communities committed to providing outstanding educational services.

Standardized testing remains a topic of discussion at the school, district, school committee and state levels. Just as the first PARCC results were becoming available, the decision was announced by the Commissioner of Education in Massachusetts to move to a new testing system known as MCAS 2.0. It remains to be seen what elements of PARCC and MCAS will remain in the new system.

Two school committee members, Lorie Martiska and Tom Fleming, were re-elected by their respective communities and were appointed as members of the Berlin-Boylston Regional School District.

The School Committee continued to have discussions related to the frustrating level of duplication and inefficiency in having three separate districts. Tri-meetings feature an embarrassing process of convening and adjourning three separate school committees, which is just one very visible example of the many unnecessary duplicative steps that must be taken each and every day in the Central Office and at each school.

In October, Tahanto hosted the school's ten-year accreditation visit from NEASC. We believe overall results are going to be positive. However, the final report has not yet been provided to the District for review.

There were 16 posted Regional/Union #60 School Committee meetings during the calendar year 2016, with member attendance as follows:

Larry Brenner	12
Thomas Fleming	15
Matthew Lozoraitis	16
Clifton LaPorte	16
Lorie Martiska	16
Angela Yildiz	14

In November, Mr. LaPorte attended the Massachusetts Association of School Committees/Superintendents annual conference.

It is the school committee's responsibility to advocate for our students and our schools and to represent parent and community concerns and priorities. Please don't hesitate to contact us. We encourage residents of Berlin and Boylston to be involved in our school district. Visit our website at www.bbrsd.org. Come to school musical performances and sporting events. Support the efforts of SEPAC, Stags PTO, and TMPO, who work hard to enhance the education experience for our students. Attend School Committee meetings or watch them on cable access to learn more about important challenges and opportunities facing our schools and our students.

We are truly grateful for the opportunity to serve on behalf of Berlin and Boylston and extend our thanks to all who demonstrate their support for a strong educational system in our communities.

Respectfully submitted,
LORIE C. MARTISKA, Chair

SUPERINTENDENT OF SCHOOLS

71

As the Superintendent of the Berlin-Boylston Public Schools, it is an honor to submit the 2016 Annual Report to the citizens of the towns of Berlin and Boylston. My pride continues to grow as your educational leader as I complete my fifth year of service in your communities. This is exemplified in connections made with parent volunteers and local organizations who are actively serving on our STEM Advisory Board, continue to support our sustainable garden program, and have enthusiastically embraced our global studies program which recognized four graduating seniors in 2016. Since my initial appointment as Superintendent, some of the highlights of my week have been walking through classrooms regularly, meeting with local officials, stakeholders, attending various community events, and facilitating coffee chats within the towns. The School Committee members continue to impress and inspire me with the many hours of time and effort they give to our supporting our students and our schools on a voluntary basis.

The Berlin-Boylston Public Schools focused on social-emotional learning during the 2016 school year. This focus provided an opportunity for the schools to work more collaboratively with outside agencies, attend professional development conferences provided by the Department of Elementary and Secondary Education, the Worcester District Attorney's Office, and engage in, or begin to develop, Positive Behavior Intervention Supports (PBIS) practices in their schools. Some teachers and all administrators have made social-emotional learning part of their professional goals for the current school year.

Our K-12 teachers have also focused on the alignment of curriculum based on the new MA State Science & Technology/Engineering Framework. Our standing committees - professional development, STEM, gardening, global studies, early childhood, technology, and literacy, have continued to meet throughout the school year to refine and revise their current strategic plans.

In February of 2016, I participated in a Tahanto's very first service learning trip to the Dominican Republic, with 17 students and several staff members. This was a growing experience for all those who attended the trip. The Global Studies committee continues to review other service learning opportunities for students whether abroad or within the United States. These trips are an additional way for our students to gain a deeper understanding of other cultures, and can make connections to real-world situations. Some of these students are currently enrolled in the Global Studies Program, which is in its second year of implementation.

In June of 2016, 97 percent of Tahanto's graduating class enrolled in college for the following the fall. Another 1.5 percent chose to begin working immediately upon graduation and while another 1.5 percent of our graduates chose to take on military assignments. This past graduating class attained a weighted GPA of 3.44 out of a possible 4.0 scale. We wish our newest alumni much success as they continue to travel along their learning paths.

In the fall of 2016, the Berlin-Boylston Public Schools welcomed twenty-two new employees. Among those positions included administrators, lunch staff, paraprofessionals, teachers, a school psychologist, nurse, and custodial staff. These shifts in employment varied throughout the three school buildings. Along with the hiring of new staff members, several teachers transferred from one position or grade level to another position within the schools.

The Berlin-Boylston Public Schools continues to experience an increase in population for grades six through twelve. Our class sizes range from seventy-four to ninety-three students, and a decrease in attrition as high school students remain at Tahanto for the entire four years. Our elementary schools are observing a decrease in population, as there appears to be less youth in both communities when reviewing both the present and future town census information. The total number of students attending our schools from preschool to grade twelve, however, remains consistent with a population of approximately 1085 students.

In the summer of 2016, we welcomed two new employees to our administrative team. Mr. Robert Conry has worked for twenty-five years in various financial management roles, providing insightful financial analysis and guidance within those organizations. In June of 2016, he completed his certification requirements for Director of Finance Licensure and subsequently received that license in August 2016. Prior to working with the Berlin-Boylston Public Schools, Mr. Conry was employed at Radcliffe Institute for Advanced Study as a senior financial analyst. He also worked for ten years at Harvard University as the Deputy Recording Secretary and Director of Financial Reporting and Internal Controls. Mr. Conry received his master's degree from Babson College and completed his undergraduate degree at Boston College with a major in finance and information systems. After his interview, Mr. Conry stated, "Teamwork, collaboration and diversity of responsibilities that come with working in a small organization is very rewarding." We are pleased to have Mr. Conry as a member of the Berlin-Boylston Public School community.

In the summer of 2016, we hired Ms. Sally-Ann Stukuls as our Tahanto Regional Middle/High School Assistant Principal. Ms. Stukuls received her Masters degree in biology at Worcester State University. Her undergraduate studies at Framingham State College also focused on biology. In 2015, Ms. Stukuls received her administrator's license as principal/assistant principal from the MSSAA/LLP Program through Endicott College. Prior to working in the Berlin-Boylston Public Schools, Ms. Stukuls was a seventh grade science teacher at Hopkinton Middle School. During her employment in Hopkinton she became a team leader, running and yoga club advisor, a board member of a group called 26.2: Desire to Inspire, and a mentor for first year teachers. She also enjoyed coaching middle school cross country and track and field while working in Hopkinton. Ms. Stukuls stated she is "able to foster strong, collaborative working relationships and a positive culture." We are very fortunate to have Ms. Stukuls as a member of our administrative team.

In August of 2016, our central office also hired a new administrative assistant for the pupil personnel office. Ms. Michelle Mancini has a bachelor's degree from Worcester State College in communications. Ms. Mancini was a teacher's assistant at Lilliput Early Education Center in Shrewsbury prior to working for Berlin-Boylston Public Schools. We welcome Ms. Mancini as a member of our Berlin-Boylston Public School community.

Our citizens of Berlin and Boylston, as well as local community service organizations, have continued their generous support for educational programs. The fundraising efforts, advocacy, and budgetary supports are evident throughout our schools. Our community takes pride in the educational programming and commitment to our students as demonstrated through many measures of academic achievement, media acknowledgments and local outreach. Students often comment that they feel a closeness with faculty and a genuine sense of caring that exists in the culture we create and the collaborative spirit within our towns and schools.

In closing, it has been an honor and pleasure to be a part of the Berlin-Boylston school community. On behalf of our students and staff, I thank the citizens of Berlin and Boylston for their continued support of our educational mission and for the opportunity to serve you this past year.

Respectfully submitted,
Nadine G. Ekstrom, Superintendent of Schools

DIRECTOR OF PUPIL PERSONNEL SERVICES

Special Education

As of December 2016 the Special Education Department of the Berlin-Boylston Schools provided supportive services to approximately one hundred sixty-six special education students and evaluated thirty-five new students over the course of the year. Most of these services were provided within the public school setting and consisted of educational assistance and remediation, speech and language therapy, occupational therapy, physical therapy, counseling, and applied behavioral analysis. Thirteen students with more significant needs continue to attend other programs provided by area collaboratives and private placements.

Berlin and Boylston offer screenings for special education for students as young as age three. Students are screened and evaluated when referred, and if they are found eligible, they may begin receiving services at age three.

This year Tahanto middle school teachers began teaching some classes in co-teaching teams. Early feedback on student growth with this model has been very positive. In September we were able to spread this to several high school classes as well.

English Language Learners (ELL)

We welcomed a new ELL teacher, Michael Blain, at the elementary level this year. Our ELL students are a growing number in each of the schools. The table below shows the increase over the last three years:

	2014	2015	2016
Berlin	2.0%	2.7%	4.9%
Boylston	1.6%	2.4%	3.0%
Region	0.9%	1.6%	1.2%

We have a rich variety of students from other countries living in the Berlin-Boylston area. Students' native languages include Polish, Arabic, Portuguese, Urdu, Japanese, Chinese, Russian, Albanian, German, Italian and Spanish.

School Nurses

Annual vision, hearing and postural screenings were held in each school last year. Nurses also coordinated physical examinations, sports exams, and a dental fluoride program for grades 1-6.

The nursing staff converted to a new software package for managing student records this year. They are also busy developing a district health manual.

Respectfully submitted,
KAREN S. MOLNAR, Director

DIRECTOR OF CURRICULUM & GRANTS

It is an honor to submit my annual report as Director of Curriculum & Grants for the Berlin-Boylston Public Schools, and to share with you our progress-to-date as well as new initiatives that we have undertaken during the past year. Our commitment is to provide all students with a well-rounded education that includes the strengthening of critical and creative thinking skills, developing an appreciation of the Arts, a respect for self and others including the diversity that exists among people, cultures and nations, a responsibility to the environment, and an understanding of citizenship that extends to the local community and beyond. To do so, means that we must provide the best educational experiences, not only for our students, but for all staff members who bring learning into the classroom.

Professional Development has been an essential component of our efforts to build strong learners and leaders. This past summer, members of the administrative leadership team participated in professional development during their three-day retreat. Dr. Robert Evans spoke with us about strengthening parent-administrator relationships, outlining key dilemmas facing administrators and ways to both restructure the school's partnership with parents and cope with the most challenging situations. Administrators also received training in *Making Student Thinking Visible – Leading Shifts in Practice*, providing tools for working with teachers to understand the relevancy of this work in their classrooms. Dr. Anthony Bent, retired Superintendent of Schools, led us in discussion around the theme, *A Humanistic View of Leadership*, exploring leadership from a variety of lenses and positive approaches in dealing with the various constituents who form the school community. Between 2015-2016, teaching staff and paraprofessionals were offered workshops in technology, including an after-school series on Google, *Engineering is Elementary* through the Boston Museum of Science, social-emotional learning, curriculum development, and mathematical practices.

Grants

The districts received four significant grants in 2015-2016 including the *Biogen Grant*, the Mitigation Grant (Berlin), and the Teen Dating Violence Prevention Grant (Tahanto). The Biogen grant provided Berlin Memorial School and Boylston Elementary School with starter materials to create dedicated maker spaces while Tahanto teachers were able to do further experimentation in biotechnology. The *Berlin Mitigation grant* funded the WeatherBug Schools Program and weather station that connected school and community. The *Teen Dating Violence Prevention and Intervention Grant* provided an opportunity to influence changes in policy and procedure as well as establish a curriculum framework and fund assemblies. Finally, the *MA Mathematics and Science Partnership Grant* provided for teacher coursework in science content at WPI and the development of systemic best practices in science.

Community Partnerships

We are proud of our partnerships with members of the local community around initiatives in STEM (Science, Technology, Engineering and Mathematics) including the STEM Advisory Board and the Berlin-Boylston Garden Committee whose membership includes local growers and Tower Hill Botanic Garden. We look forward to furthering learning opportunities with local colleges and universities.

It has been a pleasure to serve in the capacity of Director of Curriculum & Grants for the Berlin-Boylston School System and to engage with an outstanding and supportive community on behalf of our students.

Respectfully submitted,
CAROL L. COSTELLO

TECHNOLOGY COORDINATOR

2016 saw additional improvements and initiatives as well as updates and refinements to existing equipment and procedures that occurred within the school districts as related to technology. For the second year the school districts fully participated in PARCC testing in grades three through eight. The technology department provided additional training for staff to administer the exams and worked tirelessly so that the student testing environment would be as flawless as possible. Given the moving target that was PARCC, we commend Mr. McCarthy for his diligence in preparing each of our schools. The technology integration specialist at the elementary schools worked with the students to make sure they were prepared to use the technology for this important exam. We are diligently preparing for the MCAS 2.0, the new State testing procedure that will begin this spring.

Our first major undertaking of 2016 was the beginning of our Digital Learning Initiative. The Digital Learning Initiative is our attempt to put technology in the hands of all our students in a "just in time" model. To that end we have begun to implement chromebook cart technology for grades three through ten, iPads carts for grades kindergarten through second and access to laptops or labs for grades eleven and twelve. Moving forward we hope this will be a sustainable model for our district schools.

Throughout 2016 we continued to expand our use of Google Apps for Education, now called G Suite both administratively and in the classroom. The Administrative Team underwent additional training in Google Apps and continues to model for our staff effective use of these tools for collaboration. Throughout 2016 teachers were given multiple opportunities to gain professional development in Google Apps, both in-house and outside of the district. Over thirty teachers participated in workshops on technology working to improve their professional craft. Our students continue to receive training at the elementary level and many of our teachers and students in the Middle and High school are utilizing Google Drive and Google Classroom in order to communicate and collaborate.

In 2016 we also continued the task of updating any aging infrastructure throughout the three districts and Central Office. We took advantage by applying for E-Rate Category Two reimbursements for network switches, firewalls and improved wireless capacity. Work was completed in Berlin this year as well as Boylston and Central Office. By applying for E-Rate funds the district was able to be reimbursed for 40% of the costs of these improvements.

Throughout 2016 we continued to make improvements and refinements to key areas. We are always assessing our elementary standards-based report cards to reflect the on-going changes to standards and curriculum. We continue to expand our use of technology in two of our main curriculum purchases, Reading Wonders and Envisions Math. In 2016 we continued to replace outdated SmartBoards with interactive Smart Projectors. In the Fall of 2016 we unveiled the District's new web page. The new page reflects our commitment to keeping our students, parents and community members informed of the happenings of the Berlin-Boylston Public Schools. The technology department has also continued to work with the Superintendent, the business office, the building principals and the facilities manager to improve the security of our buildings. A majority of the improvements to the physical security of the buildings have taken place this year and will continue through next year. Planning, including recommendations from local police and from Synergy 911 (a school safety consultant) continues to take place throughout the process.

As usual this report was not meant to be all inclusive, rather a highlight of the major areas we have tackled in 2016. We thank our two communities for their continued support as we move technology forward in the Berlin, Boylston and Berlin-Boylston school districts.

Respectfully submitted,
PAUL MARA, District Technology Coordinator

DIRECTOR OF FINANCIAL SERVICES

Financial Summary

The Berlin-Boylston Public Schools is comprised of three separate school districts; each school has a separate budget; they are not commingled. Following is a summary of each district's budget.

Berlin Memorial School

The FY17 budget increased by 2.48% vs. FY16, from \$2,798,342 to \$2,867,660. Contractual increases for teacher salaries, an additional teacher, and an additional paraprofessional were the primary drivers of the increase. A significant increase in the use of school choice revolving funds muted the impact of these

increases on the general fund. There was also a slight decrease in building maintenance costs for anticipated savings on heating costs, and a decrease in teacher retirement incentives costs which partially offset the instructional cost increases.

Boylston Elementary School

The FY17 budget increased by 2.55% vs. FY16, from \$2,724,989 to \$2,794,454. Contractual increases for teacher salaries were the primary driver of the increase. An increase in use of School Choice revolving funds was offset by a reduction in use of Kindergarten revolving funds, as the Kindergarten program is now a free program for families.

Tahanto Regional Middle/High School

The FY17 budget increased by 2.53% vs. FY16. Contractual increases for teacher salaries were a significant contributor to this increase, as were increases in SPED tuition and transportation costs, and employee health insurance costs. These increases were offset by a large increase in utilization of School Choice and Circuit Breaker revolving funds, cushioning the impact of the increase on the general fund budget.

School Choice funds from all three schools have been leveraged further than in the past, and this may present some challenges with future budgets, as there may not be sufficient funds available to access when future budgetary increases and cost pressures are encountered.

Respectfully submitted,

ROBERT J. CONRY, Director of Financial Services

Tahanto Teachers Salary Schedule FY17 (2016-17 School Year)

Professional Experience	Bachelor's	Master's	Master's+15	Master's+30	Master's+45
0	\$ 46,372	\$ 48,744	\$ 49,942	\$ 52,323	\$ 53,565
1	\$ 48,152	\$ 50,532	\$ 51,733	\$ 54,108	\$ 55,349
2	\$ 49,942	\$ 52,323	\$ 53,503	\$ 55,879	\$ 57,123
3	\$ 53,503	\$ 55,878	\$ 57,076	\$ 59,465	\$ 60,783
4	\$ 55,288	\$ 58,270	\$ 59,464	\$ 61,843	\$ 63,270
5	\$ 57,076	\$ 60,468	\$ 61,843	\$ 64,219	\$ 65,463
6	\$ 60,648	\$ 64,219	\$ 65,412	\$ 67,800	\$ 69,042
7	\$ 62,427	\$ 66,603	\$ 67,800	\$ 70,170	\$ 71,412
8	\$ 64,219	\$ 68,974	\$ 70,170	\$ 72,555	\$ 73,807
9	\$ 67,598	\$ 71,361	\$ 72,555	\$ 75,531	\$ 76,773
10	\$ -	\$ 73,735	\$ 75,531	\$ 78,502	\$ 79,746
11	\$ -	\$ 77,251	\$ 79,676	\$ 82,690	\$ 83,978

School Choice Balances – Berlin

FY15 Beginning	\$260,647
Revenue	\$145,629
Expense	\$129,871
FY15 Ending	\$276,405
FY16 Beginning	\$276,405
Revenue	\$147,821
Expense	\$106,135
FY16 Ending	\$318,091
FY17 Beginning	\$318,091
Anticipated Revenue	\$145,000
Anticipated Expense	\$160,000
FY17 Projected Ending Balance	\$303,091

School Choice Balances – Tahanto

FY15 Beginning	\$907,525
Revenue	\$528,640
Expense	\$395,518
FY15 Ending	\$1,040,647
FY16 Beginning	\$1,040,647
Revenue	\$532,024
Expense	\$487,671
FY16 Ending Balance	\$1,165,000
FY17 Beginning	\$1,165,000
Anticipated Revenue	\$514,387
Anticipated Expense	\$783,000
FY17 Proj'd Ending Balance	\$896,387

TAHANTO REGIONAL MIDDLE/HIGH SCHOOL

On August 31st Tahanto welcomed 586 students for the 2016-2017 school year as well as a new Assistant Principal, Ms. Sally Stukuls. Dr. Kim Trainor also joined the Tahanto family as the School Psychologist, Jason DiNicola as a Science teacher and Kristi Turgeon as the Counseling Department's administrative assistant.

There are thirty-three winners for the Abigail Adams Scholarship for the class of 2017. These students receive free tuition at Massachusetts State Colleges and Universities. Tahanto had four students named as Commended Students in the 2017 National Merit Scholarship Program. Commended Students placed among the top five percent of more than 1.6 million students who took the 2015 PSAT.

For the Class of 2016, the Superintendent's Award went to Jillian Shenko from Boylston and the Principal's Award for outstanding leadership went to Aine Redington of Berlin. Eighty-three percent of seniors went on to four year colleges; fourteen percent went on to two year colleges, one and a half percent went in the military and one and a half percent to the workforce. The average student daily attendance rate for the 2015/2016 school year was 96.1%. Tahanto also graduated 4 seniors with global distinction on their diplomas.

Last spring, students from Tahanto embarked on the very first service learning trip associated with the Global Studies initiative. Students traveled to the Dominican Republic, where they became involved in a week long program geared to combine service learning and cultural immersion. During the week, students interacted with the local people of the Angostura village, participated in reforestation and sustainable development projects, and engaged in an interactive educational program with a focus on learning and engaging in activities associated with the United Nations Sustainable Development Goals.

Through this journey, the students developed a whole new appreciation for a people and a culture that was totally different from their own, and in doing so, took away from this experience an entirely different concept of what service learning truly is. Prior to the trip, each student held the notion that they were there to act as representatives from a more advanced society and nurture people from a poorer community. What they discovered, however, was that they benefited as much if not more from the people of Angostura than the local village did from them. They learned that true service learning was about breaking barriers, establishing friendships, and developing a sense of open mindedness that will serve to bring people from all over the globe closer together. Perhaps it is best to let the students speak for themselves. To quote one student on her experience: So what is service learning? "It's taking a leap of faith, stepping out of your comfort zone to help others instead of helping yourself, and to learn about the ones you've helped."

A group of students enjoyed the EF Tours of Barcelona and Madrid over the April school vacation. Highlights included the tour of the Barcelona Cathedral, the bicycle tour of the city and a trip to Prado.

The band and chorus went on a trip to Gettysburg and Hershey, PA to participate in the Music in the Parks Festival at Hershey Park. Students learned firsthand the process of chocolate making and the battle of Gettysburg.

The 21st Century Student class raised \$2,804 by running a Scholastic Book Fair in March and they made a donation toward the building of a baseball field for the residents of the Angostura community in the Dominican Republic as a gesture of goodwill and global outreach.

Tahanto Girls' Varsity Softball Team won its third consecutive league championship as well as the school's first MIAA District Championship. The Baseball and Field Hockey teams also won their respective league championship. The girls' basketball, boys' soccer, girls' soccer, boys' cross country, girls' cross country each qualified and participated in the MIAA District tournament. The Football team won the MIAA Central Division 4 Championship.

The annual interdisciplinary trip to the Cape Cod National Sea Shore took place on Saturday, October 15th through Monday, October 18th. The curriculum for the trip was based on the premises in "The Outermost House" by Henry Beston and was attended by 39 students from Nature of Being, AP Lit, AP Biology, AP Chemistry and Independent Art. The itinerary was full and the weather was beautiful and facilitated a rich experience for everyone. Saturday included a visit to the Cape Cod Natural History Museum which included a presentation by the Atlantic White Shark Conservancy and many interactive exhibits followed by a nature walk through the adjoining salt marsh. During the latter part of Saturday students explored two art galleries in Orleans, the Collins Gallery and the Alice Mongeau Gallery, and discovered the unique value of galleries in the contemporary art community. Sunday focused on Beston's literary contributions as we visited the School House Museum for a presentation by Don Wilding of the Henry Beston Society. Students and teachers then walked Coast Guard Beach in Eastham where Beston found his inspiration and were guided through the natural history of the area collecting specimens, journaling, drawing and exploring. Accommodations for the

trip were at the Brewster Sea Camps where students and staff cooked and ate together and on both Saturday and Sunday evenings the days culminated with a bonfire on Marconi Beach in Wellfleet to reflect and discuss experiences.

The 2nd annual S.T.E.M career night was held at Tahanto on 11/14/16. Less than halfway through the evening more than 200 students in grades 4-12 had come through the doors. The students roamed the gym checking out facial recognition software, gaming applications and medical opportunities.

Student Council put together four Thanksgiving baskets for needy families at Tahanto. The Child Development classes and the Middle School Student Council fundraised to provide Christmas gifts to needy families in the Tahanto community.

New England Association of Schools and Colleges visited Tahanto from Sunday, 10/30/16 through Wednesday, 11/2/16 to complete Tahanto's accreditation progress. The process of preparing for this was daunting as a lot of time and resources went into it. The process was about ensuring the school performed its own self-study, something that took time and resources. This was a way for Tahanto to showcase the school's strengths. The accreditation committee focused on core values, curriculum, instruction, assessment, school culture and leadership and school and community support and resources. The committee sorted through Tahanto's evidence, a collection of reports and information amassed by the committees that had collaborated to collect the documentation. All of the standard reports were written and edited over the summer and the steering committee completed final preparations for the visiting committee in September, which included finalizing schedules, accommodations, and planning the opening reception for the Tahanto community.

Respectfully submitted,
DIANE TUCCERI, Principal

BERLIN FAMILY FOOD PANTRY

Our Mission Statement is: "The Berlin Family Food Pantry has been established to give some measure of support to Berlin residents experiencing difficulty providing food for their family."

Over the course of 2016, of the 40 families' eligible to use the Pantry, we served an average of 26 families each month, indicating the difficult financial situation the economy is still creating. These 26 families accounted for a total of 63 persons (excluding infants). More than half of our families consist of one person and the majority are elderly. As Berlin continues to build more Senior Housing this trend will continue. Social Security has not gone up in several years, while rent, food and health insurance all have. Our clients are also encouraged to apply for food assistance at the WHEAT Pantry in Clinton if needed.

We extend our thanks to our 35 volunteers and directors, the Town of Berlin for allowing us the use of space in the Town Office Building, and our neighbors who allow us to serve them. We receive donations of food and money from so many individuals and businesses, we cannot list them all, but we are very grateful for everything that is donated for our clients.

Our third Wine Tasting Fundraiser, sponsored by The Wine Cellar at BJ's, was very successful and a lot of fun. Proceeds are used to stock food items as they are needed.

This year the Food Pantry began expanding its outreach to create a partnership with the Berlin Memorial School. Working with the school nurse, the Pantry instituted a weekend nutrition program to provide food assistance to children over the weekends. The program will be continued into 2017.

The current hours for the Food Pantry are Tuesday and Saturday from 11:30am to 1:30pm by appointment. We are located in Room 111 of the Town Office Building at 23 Linden Street. Volunteers are always welcome to help in the Pantry, to pick up donations, and to serve on the Board of Directors.

Our Board meetings are open to the public and are held on the second Thursday of January, April, July and Oct. at 7 p.m. in Room 221 of the Town Office Building. Interested persons may visit our website www.berlinfamilyfoodPantry.org, or as a link on the town web site. www.townofberlin.org. An application to use the Pantry, and/or to volunteer can be printed from either site, or you may pick up a copy at the Pantry during open hours. If you don't use a computer, call Fran at 978-838-2508 for more information.

Members of our 2016 Board of Directors were: Fran Gill, Rob Mueller, Maureen Hardy, Susan Reguera, Linda Thomasino, Catherine Waugh, Pam Dona, Rebecca Alty and Mary Mikelk.

The Berlin Family Food Pantry is an all-volunteer, 501C 3 non-profit organization. All donations are tax deductible to the full extent of the law.

FINANCE COMMITTEE

The Finance Committee is recommending a total budget of \$12,362,301 which increases town spending by 2.4 %. However, by using Highland Commons Public Safety funds to pay for the debt on the firetruck, in addition to several small increases in non-tax revenues, this budget represents a net 0.5% reduction in total property tax revenue.

This budget is only possible because of declining enrollment in Assabet Valley Regional Technical School (down 1/4) and decreasing percentage of Berlin students at Tahanto Regional High School. Both of these trends will likely reverse in the next few years resulting in more significant increases in town spending. To offset somewhat this future increase, the finance committee will be recommending Article 43 to transfer \$250,000 into the stabilization fund from free cash.

Notable Changes in FY18 Recommended Budgets

Fire/Rescue - The department continues the move from an all on-call department to a model of more per diem staff supplemented by on-call. This is what was recommended in the recent public safety study. It is also needed because of both increased demand on the department and fewer residents being available for on-call duties especially during daytime hours. With the added staffing from last year the Fire/Rescue department has reduced response times, and almost eliminated missed calls. Continued improvement will not only result in better protection of life and property in our town, it will likely result in lower insurance costs for all of us as there is improvement in our ISO (fire protection) score. We recommend supporting the \$80k increase in overall fire/rescue budget.

Health Insurance (aka: 32B)

The town's health insurance costs continue their annual sharp increases (most often 10% or more per year). Increases like this will place continuing upward pressure on Berlin's property taxes. Unfortunately the town has little or no control over health insurance costs. So the Finance Committee urges all residents of Berlin to phone, mail, or email our state and federal elected officials and ask them to take action to bring these excessive rate increases under control.

Notable Warrant Articles

25 - \$225,000 for New Ambulance - Finance Committee recommends we put this off a year to allow more to build in the Ambulance receipts fund so that fund can pay for the whole thing and not need stabilization to pay for part of it. We are hoping this is pulled from the agenda before town meeting.

34 - \$2,000,000 Debt for Conservation - Finance Committee feels the best long term funding for Conservation and other town priorities is to pass the Community Preservation Act for Berlin. However, to ensure the Conservation Commission has funding to handle opportunities now, we are recommending a one time fund of \$500,000 to be paid for by debt.

33 - Capital Planning Committee ByLaw: Beginning in March of 2016, the Finance Committee began looking at various ways to improve the Town's method of reviewing capital spending which comes before the Town Meeting as warrant articles. Many warrant articles with significant requests for capital funds were being presented just as the warrant closed and in some cases with little information upon which Town Meeting Members could make sound decisions.

Many towns in Massachusetts use a Capital Planning Committee format where capital items are presented by Department Heads in a 5 year format. This provides for the Town to prioritize spending each year and reduces spikes in spending as some capital items can be moved into subsequent years without jeopardizing critical town services.

The Finance Committee researched several towns with similar numbers of population as Berlin. Several town bylaws were used as models from which a draft Capital Planning Committee Bylaw was generated. The Massachusetts Municipal Association also provided model bylaws and on-line workshop materials for review.

At an October 6, 2016 meeting called by the Selectmen, a draft Capital Planning Bylaw was presented and input was provided by Department Heads, Town Officials and concerned citizens. A second draft was then offered to several town citizens who have extensive experience in municipal finance and budgeting. These reviews provided excellent feedback to the Finance Committee and a near final draft was then reviewed again for clarity, brevity and completeness.

With the approval of the Selectmen, the Finance Committee presented a Warrant Article to be placed on the warrant for the May 2017 annual town meeting.

Summary of /apologies for FY17 significant increase in taxes

You are correct your tax bills did go up much more than the 3.3% increase in spending approved at last year's town meeting. Here is a short explanation as to what added to the tax bill in addition to that budget.

- The Assessor's Office recently did their periodic reevaluation of home values in the town, and some homeowner's property taxes went up as a result of the increased appraisal of their houses.
- \$250,000 in one time taxes for warrant articles passed at last year's town meeting. Anytime the article says money is coming from raise/spend it is adding to that year's taxes.
- \$176,400 in one time costs for the plans for the new Highway Barn - passed at the FY16 town meeting.
- \$50,000 increase in Overlay. Overlay is the fund set by the Assessor's office for lost taxes or payments when someone successfully fights to lower the valuation (thus taxes) on their property. As we get more commercial properties there are more fights, and this fund needed more money in FY17
- New growth not net new growth - Historically, the Finance Committee includes the expected new growth levels in our budgets, but what we have not taken into account is that sometimes commercial property values go down significantly, which results in overestimating "NET" new growth.
- More taxes to Residential vs Commercial: Selectmen ultimately set the tax rates, and in this re-valuation year when the rates were set it accidentally moved a small bit more of the taxes to residential properties over commercial ones.

To address these issues Finance Committee has done the following:

- The Finance Committee is now using NET new growth instead of just new growth so we don't overestimate how much new revenue will come in.
- The Finance Committee is working closer with Assessor's office so the overlay number in the budget is closer to what Assessor's office is likely to set.
- The Finance Committee is able to recommend warrant articles come from other sources besides raise/spend.

The Finance Committee hopes that with these changes, and the decrease in property tax revenue needed for the FY18 budget, that the Selectmen will be able to lower the tax rate for FY18.

Reserve Fund Transfers for FY 2016

	Starting Balance	\$90,000.00
7/13/2015	Assessor Part Time Wages	\$328.00
11/18/2015	Public Building Expenses	\$10,000.00
2/17/2016	Accountant Part Time Wages	\$1,000.00
3/2/2016	Accountant Part Time Wages	\$3,718.00
5/2/2016	Public Building Expenses	\$5,000.00
5/2/2016	Snow Salt	\$17,620.00
5/2/2016	Town Report	\$544.00
5/25/2016	Fire Department - Salary	\$3,300.00
5/25/2016	Fire Department - Wages PT	\$17,700.00
5/25/2016	Rescue Part Time Wages	\$4,900.00
5/25/2016	Public Building Wages PT	\$1,100.00
5/25/2016	Public Building Wages FT	\$1,100.00
5/25/2016	Unemployment Insurance	\$4,000.00
6/22/2016	Fire Department - Wages PT	\$9,500.00
6/22/2016	Rescue Part Time Wages	\$3,000.00
6/22/2016	Building Wages PT	\$1,396.00
6/22/2016	Cemetery Expenses	\$2,000.00
7/11/16	Council on Aging	\$310.00
7/11/16	Street Lights	\$275.00
7/11/16	Cemetery Expenses	\$1,440.00
7/11/16	Building Inspector Expenses	\$102.00
	Ending Balance	\$1,667.00

Finance Committee Proposed Budget Summary

for the year ending June 30, 2018

Revenue Sources	FY17	FY18	Change %
Local Property Taxes	\$ 10,110,453	\$ 10,055,359	-0.5%
Property Taxes on FY17 New Growth		\$ 100,000	N/A
State Aid	\$ 655,213	\$ 696,935	6.4%
Local Receipts	\$ 831,098	\$ 862,757	3.8%
Offset Receipts	\$ 192,750	\$ 222,250	15.3%
Reserve Receipts	\$ 279,617	\$ 425,000	52.0%
Total Income	\$ 12,069,131	\$ 12,362,301	2.4%

Expenses

100 - GENERAL GOV'T	\$ 933,744	\$ 964,770	3.3%
200 - PUBLIC SAFETY	\$ 1,895,983	\$ 2,038,087	7.5%
300 - EDUCATION	\$ 2,867,661	\$ 2,896,337	1.0%
400 - PUBLIC WORKS	\$ 753,730	\$ 760,570	0.9%
500 - HUMAN SERVICES	\$ 48,125	\$ 57,520	19.5%
600 - CULTURE & RECREATION	\$ 146,023	\$ 153,170	4.9%
700 - DEBT & INTEREST	\$ 215,223	\$ 339,077	57.5%
800 - INTERGOV'L EXP.	\$ 3,653,477	\$ 3,513,601	-3.8%
900 - MISC. BENEFITS & INSURANCE	\$ 1,555,165	\$ 1,639,169	5.4%
Total Expenses	\$ 12,069,131	\$ 12,362,301	2.4%

Maximum Budget Calculations

LEVY LIMIT FY2017	\$ 10,377,719
Allowed 2.5% Increase	\$ 259,443
NEW GROWTH	\$ 100,000
SUBTOTAL	\$ 10,737,162
STATE AID	\$ 696,935
LOCAL RECEIPTS	\$ 862,757
OFFSET RECEIPTS	\$ 222,250
RCPTS AVAIL APP	\$ 425,000
DEBT EXCLUSION	\$ 752,350
SUBTOTAL	\$ 13,696,454
LESS OBLIGATIONS	\$ 427,679

Maximum Allowed FY18 Budget	\$ 13,268,775
Proposed FY18 Budget	\$ 12,362,301
Difference	\$ 906,474

SOURCES OF FUNDS

	Actual FY16	Budget FY17	Budget FY18	% Change
State Aid				
Abatements-Vets, Blind, Elderly-Sps	\$23,734	\$ 29,007	\$ 33,425	15.2%
Lottery		\$ -		N/A
Chapter 70 - School Aid	\$440,980	\$ 444,080	\$ 452,705	1.9%
Unrestricted General Aid	\$185,858	\$ 193,850	\$ 201,410	3.9%
Supplemental General Aid		\$ -		N/A
Veterans Benefits	\$12,042	\$ 10,770	\$ 9,395	-12.8%
Total State Aid	\$ 662,614	\$ 677,707	\$ 696,935	2.8%
Local Receipts				
Tax Liens Redeemed	\$40,947	\$ -	\$ -	0.0%
Motor Vehicle Excise	\$501,130	\$ 471,842	\$ 500,000	6.0%
Meals and Hotel Room Excise	\$23,245	\$ 28,000	\$ 50,000	78.6%
Interest on PP,RE & Excise	\$27,862	\$ 31,450	\$ 30,000	-4.6%
In Lieu of Taxes	\$66,939	\$ 66,939	\$ 66,939	0.0%
Fees and Charges	\$23,533	\$ 15,165	\$ 23,533	55.2%
Other Departmental	\$6,782	\$ 6,795	\$ 6,781	-0.2%
Licenses and Permits	\$98,427	\$ 90,895	\$ 116,000	27.6%
Fines and Forfeits	\$45,325	\$ 44,620	\$ 45,000	0.9%
Interest on investments	\$9,223	\$ 8,000	\$ 9,000	12.5%
Premium from School Refinancing	\$1,684	\$ 1,684	\$ 1,684	0.0%
Medicaid Reimbursement	\$13,821	\$ 13,605	\$ 13,820	1.6%
Total Local Receipts	\$858,918	\$ 778,995	\$ 862,757	10.8%
Offset Receipts				
TRANSFER STATION		\$ 90,000	\$ 90,000	0.0%
ELECTRIC INSPECTOR		\$ 52,250	\$ 52,250	0.0%
PLUMBING/GAS INSPECTOR		\$ 36,000	\$ 80,000	122.2%
Total Offset Receipts		\$ 178,250	\$ 222,250	24.7%
Reserve Receipt				
		EST 4/17 Balance	Proposed Use	
Highland Commons Public Safety Fund		\$ 416,000	\$ 325,000	
Rescue Squad Receipts Fund		\$ 258,000	\$ 100,000	
Septic Loan Fund				
Total Proposed Use of Reserve Receipts			\$ 425,000	

Estimated Obligations

	FY17	FY18
SCHOOL LUNCH	\$ -	\$ -
LIBRARY	\$ 3,127	\$3,250.00
STATE CHARGES	\$ 36,587	\$37,765.00
OVERLAY	\$ 250,105	\$ 250,000
SCHOOL CHOICE	\$ 147,821	\$136,664.00
REMEDASST	\$ -	\$ -
Total State Obligations	\$ 437,640	\$ 427,679

****DEBT EXCLUSION**

MUNICIPAL BLDG	\$ 220,223	\$ 196,816
TAHANTO	\$ 535,664	\$ 555,534
TOTAL	\$ 755,887	\$ 752,350

Town of Berlin Fiscal Year 2018 Finance Committee Budget

Line Item	UMAS ACCOUNT	DEPARTMENT	Town Approved FY17	Original Request FY18	% INCREASE REQUESTED	Recommended FY18	Recommended Change %	Recommended Change \$\$\$
100	GENERAL GOVERNMENT							
1	114-5110	Moderator-Salary	\$ 50	\$ 50	0.0%	\$ 50	0.0%	\$ -
2	114-5700	Expenses	\$ 85	\$ 85	0.0%	\$ 85	0.0%	\$ -
3	122-5110	Selectmen-Salary	\$ 3,432	\$ 3,513	2.4%	\$ 3,513	2.4%	\$ 81
4	122-5114	Wages-PT	\$ 43,200	\$ 53,305	23.4%	\$ 53,305	23.4%	\$ 10,105
5	122-5700	Expenses	\$ 8,113	\$ 13,050	60.9%	\$ 8,050	-0.8%	\$ (63)
6	131-5700	Fin Com-Expenses	\$ 275	\$ 275	0.0%	\$ 275	0.0%	\$ -
7	132-5781	Reserve Fund	\$ 90,000	\$ 90,000	0.0%	\$ 90,000	0.0%	\$ -
8	135-5113	Accountant-Salary	\$ 63,214	\$ 64,795	2.5%	\$ 64,795	2.5%	\$ 1,581
9	135-5114	Wages-PT	\$ 21,773	\$ 31,740	45.8%	\$ 31,740	45.8%	\$ 9,967
10	135-5700	Expenses	\$ 6,646	\$ 7,812	17.5%	\$ 7,812	17.5%	\$ 1,166
11	136-5700	Audit	\$ 30,000	\$ 30,000	0.0%	\$ 30,000	0.0%	\$ -
12	141-5110	Assessor's-Salary	\$ 2,129	\$ 2,178	2.3%	\$ 2,178	2.3%	\$ 49
13	141-5113	Assistants: Salary	\$ 60,450	\$ 63,270	4.7%	\$ 63,270	4.7%	\$ 2,820
14	141-5114	Wages-PT	\$ 57,946	\$ 60,905	5.1%	\$ 60,905	5.1%	\$ 2,959
15	141-5700	Expenses	\$ 37,329	\$ 35,504	-4.9%	\$ 35,504	-4.9%	\$ (1,825)
16	142-5000	Revaluation-Expenses	\$ 13,500	\$ 2,500	-81.5%	\$ 2,500	-81.5%	\$ (11,000)
17	145-5110	Treasurer-Salary	\$ 37,211	\$ 43,211	16.1%	\$ 43,211	16.1%	\$ 6,000
18	145-5114	Wages - PT	\$ 19,760	\$ 19,760	0.0%	\$ 19,760	0.0%	\$ -
19	145-5700	Expenses	\$ 34,400	\$ 25,467	-26.0%	\$ 25,467	-26.0%	\$ (8,933)
20	146-5110	Collector-Salary	\$ 24,985	\$ 25,560	2.3%	\$ 25,560	2.3%	\$ 575
21	146-5110	Collector-Incentive	\$ 1,000	\$ 1,000	0.0%	\$ 1,000	0.0%	\$ -
23	146-5700	Expenses	\$ 15,060	\$ 15,060	0.0%	\$ 15,060	0.0%	\$ -
24	151-5115	Legal Expenses	\$ 35,000	\$ 35,000	0.0%	\$ 30,000	-14.3%	\$ (5,000)
25	152-5700	Personnel-Expenses	\$ 200	\$ 5,200	2500.0%	\$ 5,200	2500.0%	\$ 5,000
26	153-5000	Tax Titles	\$ 15,000	\$ 12,000	-20.0%	\$ 12,000	-20.0%	\$ (3,000)
27	155-5000	Data Systems- PT Salary	\$ 2,820	\$ 2,885	2.3%	\$ 2,885	2.3%	\$ 65
28	155-5700	Expenses	\$ 52,920	\$ 59,910	13.2%	\$ 59,910	13.2%	\$ 6,990
29	161-5110	Clerk-Salary	\$ 26,162	\$ 28,162	7.6%	\$ 28,162	7.6%	\$ 2,000
30	161-5113	PT Salary	\$ 10,609	\$ 11,363	7.1%	\$ 11,363	7.1%	\$ 754
31	161-5700	Expenses	\$ 2,125	\$ 2,250	5.9%	\$ 2,250	5.9%	\$ 125
32	162-5124	Elections-Wages PT	\$ 3,200	\$ 3,200	0.0%	\$ 3,200	0.0%	\$ -
33	162-5700	Expenses	\$ 3,600	\$ 3,600	0.0%	\$ 3,600	0.0%	\$ -
34	163-5113	Registration-Salary	\$ 100	\$ 100	0.0%	\$ 100	0.0%	\$ -
35	163-5114	Wages-PT	\$ 550	\$ 550	0.0%	\$ 550	0.0%	\$ -
36	163-5700	Expenses	\$ 85	\$ 85	0.0%	\$ 85	0.0%	\$ -
37	171-5700	Conservation Com-Expenses	\$ 1,500	\$ 2,000	33.3%	\$ 2,000	33.3%	\$ 500
38	175-5700	Planning Board-Expenses	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%	\$ -
39	176-5700	Board of Appeals-Expenses	\$ 600	\$ 600	0.0%	\$ 600	0.0%	\$ -
40	177-5700	Agricultural Comm-Expenses	\$ 1,500	\$ 1,550	3.3%	\$ 1,550	3.3%	\$ 50
41	192-5114	Public Bldgs: Wages PT	\$ 11,955	\$ 15,155	26.8%	\$ 15,155	26.8%	\$ 3,200
42	192-5700	Expenses	\$ 73,310	\$ 79,770	8.8%	\$ 79,770	8.8%	\$ 6,460
43	192-5211	Electricity	\$ 60,000	\$ 60,000	0.0%	\$ 60,000	0.0%	\$ -
44	192-5212	Fuel Oil	\$ 51,750	\$ 51,750	0.0%	\$ 51,750	0.0%	\$ -
45	192-5213	Telephone	\$ 5,000	\$ 5,000	0.0%	\$ 5,000	0.0%	\$ -
46	195-5700	Town Report-Expenses	\$ 3,200	\$ 3,600	12.5%	\$ 3,600	12.5%	\$ 400
100	TOTAL GENERAL GOVERNMENT		\$ 933,744	\$ 974,770	4.4%	\$ 964,770	3.3%	\$ 31,026

Town of Berlin Fiscal Year 2018 Finance Committee Budget

83

Line Item	UMAS	DEPARTMENT	Town Approved FY17	Original Request FY18	% INCREASE REQUESTED	Recommended FY18	Recommended Change %	Recommended Change \$\$\$
	ACCOUNT							
200	PUBLIC SAFETY							
47	210-5110	Police-Salary	\$ 133,489	\$ 136,654	2.4%	\$ 136,654	2.4%	\$ 3,165
48	210-5112	Wages - FT	\$ 679,772	\$ 698,398	2.7%	\$ 698,398	2.7%	\$ 18,626
49	210-5114	Wages - PT	\$ 109,603	\$ 116,071	5.9%	\$ 116,071	5.9%	\$ 6,468
50	210-5700	Expenses	\$ 86,336	\$ 96,537	11.8%	\$ 96,537	11.8%	\$ 10,201
51	221-5111	Fire- Wages FT/PT	\$ 327,100	\$ 422,678	38.4%	\$ 422,678	29.2%	\$ 95,578
52	221-5700	Expenses	\$ 117,276	\$ 103,100	-12.1%	\$ 103,100	-12.1%	\$ (14,176)
53	241-5114	Bldg Inspector-Wages PT	\$ 113,363	\$ 113,363	0.0%	\$ 113,363	0.0%	\$ -
54	241-5700	Expenses	\$ 5,230	\$ 5,230	0.0%	\$ 5,230	0.0%	\$ -
55	242-5114	Plm&Gs Inspector-Wages PT	\$ 36,000	\$ 80,000	122.2%	\$ 80,000	122.2%	\$ 44,000
56	242-5700	Expenses	\$ 830	\$ 1,200	44.6%	\$ 1,200	44.6%	\$ 370
57	243-5114	Elec Inspector-Wages PT	\$ 52,250	\$ 52,250	0.0%	\$ 52,250	0.0%	\$ -
58	243-5700	Expenses	\$ 667	\$ 800	19.9%	\$ 800	19.9%	\$ 133
59	249-5113	Animal Inspector-Salary	\$ 1,849	\$ 1,892	2.3%	\$ 1,892	2.3%	\$ 43
60	249-5700	Expenses	\$ 925	\$ 925	0.0%	\$ 925	0.0%	\$ -
61	292-5113	Dog Officer-Salary	\$ 2,829	\$ 2,894	2.3%	\$ 2,894	2.3%	\$ 65
62	292-5700	Expenses	\$ 2,500	\$ 2,500	0.0%	\$ 2,500	0.0%	\$ -
63	296-5000	Communication-payroll/expens	\$ 225,964	\$ 203,595	-9.9%	\$ 203,595	-9.9%	\$ (22,369)
200	TOTAL PUBLIC SAFETY		\$ 1,895,983	\$ 2,068,087	9.1%	\$ 2,038,087	7.5%	\$ 142,104
300	EDUCATION							
64	300-5000	Berlin Memorial	\$ 2,867,660	\$ 2,896,337	1.0%	\$ 2,896,337	1.0%	\$ 28,677
65	301-5000	Post Second VocEd	\$ 1	\$ -	-100.0%	\$ -	-100.0%	\$ (1)
300	TOTAL EDUCATION		\$ 2,867,661	\$ 2,896,337	1.0%	\$ 2,896,337	1.0%	\$ 28,676
400	PUBLIC WORKS/FACILITIES							
66	422-5111	Highway-Salary	\$ 78,755	\$ 81,511	3.5%	\$ 81,511	3.5%	\$ 2,756
67	422-5112	Wages FT	\$ 213,135	\$ 218,037	2.3%	\$ 218,037	2.3%	\$ 4,902
68	422-5114	Wages - PT	\$ 11,054	\$ 9,163	-17.1%	\$ 9,163	-17.1%	\$ (1,891)
69	422-5700	Expenses	\$ 122,320	\$ 122,320	0.0%	\$ 122,320	0.0%	\$ -
70	423-5112	Snow & Salt - FT OT	\$ 33,964	\$ 34,747	2.3%	\$ 34,747	2.3%	\$ 783
71	423-5114	Wages-PT	\$ 10,091	\$ 10,323	2.3%	\$ 10,323	2.3%	\$ 232
72	423-5700	Expenses	\$ 85,000	\$ 85,000	0.0%	\$ 85,000	0.0%	\$ -
73	424-5211	Street Lights	\$ 9,600	\$ 9,600	0.0%	\$ 9,600	0.0%	\$ -
74	433-5114	Transfer Station-Wages PT	\$ 34,219	\$ 35,925	5.0%	\$ 35,925	5.0%	\$ 1,706
75	433-5700	Expenses	\$ 125,588	\$ 123,940	-1.3%	\$ 123,940	-1.3%	\$ (1,648)
76	491-5114	Cemetery-Wages PT	\$ 3,360	\$ 3,360	0.0%	\$ 3,360	0.0%	\$ -
77	491-5700	Expenses	\$ 26,644	\$ 26,644	0.0%	\$ 26,644	0.0%	\$ -
400	TOTAL PUBLIC WORKS		\$ 753,730	\$ 760,570	0.9%	\$ 760,570	0.9%	\$ 6,840

Town of Berlin Fiscal Year 2018 Finance Committee Budget

Line Item	UMAS ACCOUNT	DEPARTMENT	Town Approved FY17	Original Request FY18	% INCREASE REQUESTED	Recommended FY18	Recommended Change %	Recommended Change \$\$\$
500	HUMAN SERVICES							
78	510-5110	Board of Health-Salary	\$ 1,800	\$ 2,400	33.3%	\$ 1,800	0.0%	\$ -
79	510-5114	Wages-PT	\$ 3,466	\$ 3,626	4.6%	\$ 3,626	4.6%	\$ 160
80	510-5700	Expenses	\$ 1,650	\$ 1,450	-12.1%	\$ 1,450	-12.1%	\$ (200)
81	511-5200	Nashoba Health	\$ 6,687	\$ 7,021	5.0%	\$ 7,021	5.0%	\$ 334
82	522-5200	Nashoba Nursing	\$ 3,052	\$ 3,205	5.0%	\$ 3,205	5.0%	\$ 153
83	523-5200	Lipton Mental Health	\$ 1	\$ 1	0.0%	\$ -	-100.0%	\$ (1)
84	541-5124	Council on Aging-Wages	\$ 4,000	\$ 6,000	50.0%	\$ 6,000	50.0%	\$ 2,000
85	541-5700	Expense	\$ 5,000	\$ 10,885	117.7%	\$ 10,885	117.7%	\$ 5,885
86	543-5111	Veterans-Salary	\$ 2,778	\$ 2,842	2.3%	\$ 2,842	2.3%	\$ 64
87	543-5700	Expenses	\$ 635	\$ 635	0.0%	\$ 635	0.0%	\$ -
88	543-5800	Benefits	\$ 16,056	\$ 16,056	0.0%	\$ 16,056	0.0%	\$ -
89	599-5200	Wheat-Assessment	\$ 3,000	\$ 4,000	33.3%	\$ 4,000	33.3%	\$ 1,000
500	TOTAL HUMAN SERVICES		\$ 48,125	\$ 58,121	20.8%	\$ 57,520	19.5%	\$ 9,395
600	CULTURE AND RECREATION							
90	610-5114	Library-Wages PT	\$ 108,872	\$ 113,605	4.3%	\$ 113,605	4.3%	\$ 4,733
91	610-5700	Expenses	\$ 28,000	\$ 28,865	3.1%	\$ 28,865	3.1%	\$ 865
92	630-5700	Recreation-Expenses	\$ 3,400	\$ 4,600	35.3%	\$ 4,600	35.3%	\$ 1,200
93	631-5200	Cultural Council -Expenses	\$ 1,250	\$ 1,500	20.0%	\$ 1,500	20.0%	\$ 250
94	691-5700	Historical Comm- Expenses	\$ 600	\$ 600	0.0%	\$ 600	0.0%	\$ -
95	692-5700	Memorial Day-Expense	\$ 1,800	\$ 1,900	5.6%	\$ 1,900	5.6%	\$ 100
96	694-5700	Festive Events - Expenses	\$ 2,100	\$ 2,100	0.0%	\$ 2,100	0.0%	\$ -
97	699-5700	Co. Aid to Agriculture	\$ 1	\$ -	-100.0%	\$ -	-100.0%	\$ (1)
600	TOTAL CULTURE & REC		\$ 146,023	\$ 153,170	4.9%	\$ 153,170	4.9%	\$ 7,147
700	DEBT & INTEREST							
98	752-5800	Interest	\$ 30,700	\$ 44,554	45.1%	\$ 44,554	45.1%	\$ 13,854
99	752-5900	Principal	\$ 184,523	\$ 294,523	59.6%	\$ 294,523	59.6%	\$ 110,000
700	TOTAL DEBT & INTEREST		\$ 215,223	\$ 339,077	57.5%	\$ 339,077	57.5%	\$ 123,854
800	INTERGOV'TL EXPENDITURES							
100	800-5600	CMRPC	\$ 763	\$ 782	2.5%	\$ 782	2.5%	\$ 19
101	835-5650	Assabet	\$ 412,659	\$ 282,886	-31.4%	\$ 282,886	-31.4%	\$ (129,773)
102		Assabet Renovation	\$ 100,761	\$ 79,310	-21.3%	\$ 79,310	-21.3%	\$ (21,451)
103	835-5651	Tahanto	\$ 2,604,399	\$ 2,595,089	-0.4%	\$ 2,595,089	-0.4%	\$ (9,310)
104	835-5652	Tahanto Capital Assmnt	\$ 534,895	\$ 555,534	3.9%	\$ 555,534	3.9%	\$ 20,639
800	TOTAL INTERGOVTL		\$ 3,653,477	\$ 3,513,601	-3.8%	\$ 3,513,601	-3.8%	\$ (139,876)
900	MISC BENEFITS & INSURANCE							
105	911-5200	Worcester County Retirement	\$ 372,177	\$ 419,681	12.8%	\$ 419,681	12.8%	\$ 47,504
106	912-5200	Workers Comp	\$ 42,400	\$ 42,400	0.0%	\$ 42,400	0.0%	\$ -
107	913-5200	Unemployment	\$ 20,000	\$ 30,000	50.0%	\$ 25,000	25.0%	\$ 5,000
108	915-5175	Chap 32B Health Ins	\$ 900,000	\$ 950,000	5.6%	\$ 925,000	2.8%	\$ 25,000
109	916-5200	Police & Fire Sick & Acc Ins	\$ 28,000	\$ 28,000	0.0%	\$ 28,000	0.0%	\$ -
110	918-5151	Sick Pay	\$ 34,560	\$ 34,560	0.0%	\$ 34,560	0.0%	\$ -
111	920-5170	Medicare	\$ 71,500	\$ 78,000	9.1%	\$ 78,000	9.1%	\$ 6,500
112	945-5200	Property/Liability Insurance	\$ 86,528	\$ 86,528	0.0%	\$ 86,528	0.0%	\$ -
900	TOTAL MISC BENEFITS		\$ 1,555,165	\$ 1,669,169	7.3%	\$ 1,639,169	5.4%	\$ 84,004
	TOTAL BUDGETS		\$ 12,069,131	\$ 12,432,902	3.0%	\$ 12,362,301	2.4%	\$ 293,170

Fiscal Year 2018 Warrant Articles

#	Topic	Finance Committee Vote	Requested Amount	Recommended Amount	Source
11	Schools - Repair Cistern	4-0	\$10,000	\$10,000	Free Cash
12	Schools - Repair Walk in Freezer	4-0	\$10,000	\$10,000	Free Cash
13	Schools - Repair Dishwasher	4-0	\$10,000	\$10,000	Free Cash
14	Schools - New Shelving units	4-0	\$7,500	\$7,500	Free Cash
15	Schools - Designs to improve HVAC	4-0	\$5,000	\$5,000	Free Cash
16	Schools - Heavy Rubber Mats for Swingsets	4-0	\$3,500	\$3,500	Highland Commons Cultural*
17	Planning Board - Master Plan	4-0	\$5,000	\$5,000	Free Cash
18	CoA - Repairs to Van	4-0	\$5,000	\$5,000	Free Cash
19	Data Systems - New Phones	4-0	\$6,000	\$6,000	Free Cash
20	Cemetery - More paving at South Cemetery	4-0	\$10,000	\$10,000	Free Cash
21	Town Offices - Clean Air Ducts & New Carpeting	4-0	\$32,200	\$32,200	Free Cash
22	Police - Cruiser Replacement	4-0	\$36,500	\$36,500	Highland Commons Public Safety*#
23	Fire - Minor Equipment	4-0	\$50,000	\$50,000	Free Cash
24	Fire- Hydraulic Rescue Tools	4-0	\$50,000	\$50,000	Highland Commons Public Safety*#
25	Fire - New Ambulance	0-4	\$225,000	\$0	125K, Rescue Squad Receipts Fund, \$100K Stabilization
26	Highway - Used Sweeper	4-0	\$50,000	\$50,000	Free Cash
27	Highway - Hot Top	4-0	\$80,000	\$80,000	Free Cash
28	Library - Construction Documents for Expansion	4-0	\$50,000	\$50,000	\$25k from Cultural Fund, \$25k Free Cash
34	Conservation - Fund for future purchase of land/easements	3-1	\$2,000,000	\$500,000	Debt with conditions on time use not revolving
43	Funds for Stabilization	4-0	\$250,000	\$250,000	Free Cash
Total of Capital Items			\$2,895,500	\$1,160,700	

Fund	Est Balance At Town Meeting	Recommended Use all articles	Balance if all Articles Pass
Free Cash	\$896,751	\$555,500	\$341,251
Stabilization	\$727,058	\$100,000	\$627,058
Rescue Squad Receipts Fund	\$158,000	\$125,000	\$33,000
Highland Commons Capital*	\$3,610	\$0	\$3,610
Highland Commons Public Safety*#	\$91,000	\$86,500	\$4,500
Highland Commons Senior Housing Stabilization*	\$358,102	\$0	\$358,102
Highland Commons Cultural*	\$125,184	\$28,500	\$96,684
Raise/Spend	FY18 Taxes	\$0	N/A
Debt	Borrowing	\$2,000,000	N/A
Total Recommended Source of Funds for Capital Items			\$2,895,500

*Balance assumes receipt of Highland Commons mitigation payment

Balance assumes approval use of funds for FY17 Budget of \$325,000

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.

Available Funds- Balance in the various fund types that represent non-recurring revenue sources. Under sound practice they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs. Examples of available funds are free cash, stabilization fund, and overlay surplus.

Capital Assets- All tangible property used in the operation of government which is not easily converted into cash, and has a useful life extending beyond a single financial period. Include land and land improvements, infrastructures such as roads, bridges, easements, buildings, vehicles, machinery and equipment.

Capital Improvement Plan- A blueprint for planning a community's capital expenditures that comprises an annual capital budget and five-year capital program. It coordinates community planning, fiscal capacity and physical development.

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 to help establish educational equity among municipal and regional school districts.

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 Mass. General Law Chapter 90.

Cherry Sheets- Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, town and regional school districts of the next fiscal year's state aid and assessments.

Debt Exclusion- An action taken by a community through a simple majority referendum vote to raise the funds necessary to pay debt service cost for a particular project from the property tax levy, but outside 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.

Excess and Deficiency- 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 regional school committee must apply certified amounts exceeding 5% of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Excess Levy Capacity- The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the board of selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.

Fiscal Year- Since 1974, the state and municipalities have operated on a budget cycle that begins on July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends.

Free Cash- Remaining, unrestricted funds from operations of the previous fiscal year including the unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the recap sheet, and unspent amount in budget line-items.

General Fund- The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

Levy- The amount a community raised through the property tax. The levy can be any amount up to the levy limit, which is reestablished every year under Proposition 2½ provisions.

Levy Ceiling- A levy ceiling is one of two types of levy (tax) restrictions by Proposition 2½. In any year the real and personal property taxes imposed may not exceed 2½% of the full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion debt exclusions or special exclusion.

Levy Limit- A levy limit is one of two types of levy (tax) restrictions imposed by Proposition 2½. The real and personal property taxes imposed by a city or town may only grow each year by 2½% 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 exclusion, a debt exclusion or a special exclusion.

Local Receipts- Locally generated revenues, other than real & personal property taxes. Examples are motor vehicle excise, investment income, fees, rentals and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

New Growth- The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year.

Non-recurring Revenue Source- A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

Offset Receipts- A local option that allows estimated receipts of a particular department to be earmarked for use of the department and appropriated to offset its operating budget.

Overlay- An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that 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 to this account. Overlay surplus may be appropriated for any lawful purpose.

Override- A vote by a community at an election for permanently increase the levy limit.

Receipts Reserved for Appropriation- Proceeds that are earmarked by law and placed in a separate account for appropriation for particular purposes.

Reserve Fund- An amount set aside annually in the town budget to provide a funding source for unforeseen expenditures. The finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures.

Stabilization Fund- A fund used to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. A 2/3s vote of town meeting is required to appropriate money from the stabilization fund.

Tax Rate- The amount of property tax stated in terms of 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 filed by a town with the Dept. of Revenue in order to set a property tax rate. It shows all estimated revenues and actual appropriations that affect the property tax rate.

Valuation (100 percent)- The legal requirement is that a community's assessed value on property must reflect its market, or full and fair cash value.

Article II

Section 4. At any town meeting held for the transaction of town business, no person whose name is not on the list of voters shall be admitted to the floor of the Hall, except press reporters and invited guests within the discretion of the Moderator. It shall be the special duty of the police and the town tellers to enforce this By-law by use of the check list, but the same shall not apply to the State election, primaries or meetings for the election of town officers. The Moderator shall determine the bounds of the floor of the hall.

Section 5. Articles for the warrant shall be acted upon in the order in which they stand, except that the Moderator may upon request and for reasons stated, entertain the motion to take up an article out of this regular order.

Section 6. No motion, the effect of which would be to dissolve a town meeting, shall be in order until every article in the warrant has been acted upon, but this shall not preclude the postponement of action on, or consideration of, any article to an adjournment of the meeting to a stated time.

When a question is before the meeting, the following motion, namely; to adjourn; to lay on the table; for the previous question; to postpone to a time certain; to commit, recommit or refer; to amend; to postpone indefinitely; shall be received and shall have precedence in the foregoing order; and the first three shall be decided without debate..

Section 7. All votes on motions shall be taken in the first instance by a voice vote; if the Moderator be in doubt he may call for a standing vote; if the Moderator be still in doubt or if the vote as declared by the Moderator be immediately questioned by seven of the voters present, the vote shall be taken by a "yes" or "no" ballot. Nothing in this section shall be construed to prevent the taking of a vote by ballot in the first instance if a motion to that effect shall be duly made and carried by a majority of the voters present and voting thereon. The Moderator may call for a vote by show of hands or a standing vote in cases where a recorded vote is required by statute or the Attorney General of the Commonwealth.

All votes on the appropriation of money in excess of ten thousand dollars shall be taken in the first instance by ballot as above provided, unless said appropriation shall be recommended or approved by the Finance Committee.

All votes to rezone land shall be taken in the first instance by ballot as above provided.

The Moderator may declare a two-thirds vote of a town meeting without recording a count of all votes when the Moderator has no doubt of the two-thirds majority. Such a declaration of the Moderator shall be open to challenge by seven voters as provided in the first paragraph of this section.

Section 8. The Moderator may decline to put motions obviously frivolous or tending to disorder. A motion shall be presented in writing if the Moderator requests. The Moderator shall be governed in his rulings by the provisions of these articles.

Article 9. No person shall speak more than twice upon any question, except to answer in inquiry or to give information requested, without first obtaining leave of the meeting and then not until others who have not spoken upon the question shall have spoken if they desire.

Section 10. All committees shall be appointed by the Moderator, unless otherwise specially directed by the meeting, and all committees so appointed shall be directed to report within a given time. If a committee does not report within the time stated, or at the first annual town meeting held thereafter, it shall be considered discharged. The Moderator shall not be a member of any committee appointed by him.

Section 13. At any session of a town meeting, on completion of action on any motions on the floor at 11:00 P.M., the Moderator shall call for a vote on whether or not to continue business.

Article V – Duties of the FINANCE COMMITTEE

Section 4. The Finance Committee shall consider matters relating to the appropriation, the borrowing and the expenditure of money by the town, its indebtedness the method of administration of its various offices and departments; property valuation and assessments, and other municipal affairs, and may make recommendations to the town or to any town board, officers or committee, relative to such matters.

Section 5. The various town boards, officers and committees charged with the expenditure of the town money, shall, before January first of each year, prepare detailed estimates of amounts deemed by them necessary for the administration of their respective offices or departments for the ensuing fiscal year, with explanatory statements of the reasons of any changes from the amounts appropriated for the same purpose for the current year. They shall also prepare estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their departments or offices, and a statement of the amount of the appropriation requested by them for the ensuing fiscal year. Said estimates and statements shall be filed with the Town Accountant by the first day of January of said year. The Town Accountant shall compile and file with the clerk of the Finance Committee said requests by January 15th of said year. In the discharge of its duty, said Finance Committee shall have free access to all books or records and accounts, bills and vouchers on which money has been or may be paid from the town treasury. Officers, boards and committees of the town shall, upon request, furnish said committee with facts, figures and any other information pertaining to their several activities.

Section 6. The Finance Committee shall duly consider the same and may confer with said town boards, officers and committees, and may hold hearings if they deem it advisable. the Committee shall thereupon approve or disapprove the amount in whole or in part of the appropriation so requested. The Committee shall furnish to the Selectmen on or before March 20th of each year, a report of the matters so considered by it, with recommendations or suggestions relative thereto, and the same shall be printed and ready for distribution at the annual town meeting. The report of the Finance Committee as published in the town report shall contain a statement of the doings of the committee during the year with such recommendations and suggestions as it may deem advisable on any matter pertaining to the welfare of the town.

Section 7. Articles in town warrants involving the expenditure or appropriation of money shall be considered by the Finance Committee, who shall approve or disapprove the same in whole or in part, and shall make report to the voters with such recommendations or suggestions as the Finance Committee shall deem advisable.

Berlin Town Meeting

Public Safety. You are requested not to move any chairs without the permission of the Moderator or Fire Chief. The chairs have been placed to allow good access to emergency exits. Placing chairs in aisles puts everyone's safety in jeopardy. In case of an emergency, please USE THE SIDE EXITS OF THE GYM.

Courtesy. It is important that everyone observe basic rules of courtesy. Please do not make comments to your neighbors when someone is speaking. The meeting will proceed more quickly if there is less confusion in the hall.

The meeting will be in better order if *everyone is seated*. This also facilitates accurate counts of votes. The meeting may be delayed if people do not take seats. If being seated creates a personal hardship, please speak to the Moderator.

Rules. The Town By-laws governing the conduct of town meeting are printed on the previous page. There are some state laws which govern the assembly. The Moderator also uses *Town Meeting Time*, a parliamentary manual published by the Massachusetts Moderators' Association, as a reference for rules of order.

Motions and votes. All actions of the town meeting are taken pursuant to motions. We require a motion to be written out and given to the Moderator after it is read. A motion must be seconded to indicate that it is supported by more than one voter. Discussion follows the second.

Speaking in the meeting. Raise your hand or call out "Mr. Moderator" to be recognized. You must speak from a microphone in order that you can be heard by all. Please give your name and address when you start to speak before the meeting, even if the Moderator has identified you by name. Keep your comments directed to the issue on the floor. Be brief! Others want to speak and there are many pieces of business to consider. You will get better attention if people know that you will speak briefly and to the point.

Personalities. Berlin has a long tradition against making personal comments about other speakers. Do not characterize others negatively or indulge in name-calling. The Moderator may terminate your speaking.

Applause. Please DO NOT APPLAUD speakers during a debate. It draws out the length of the meeting. It can be intimidating to other voters. The appropriate way to show approval to a speaker is by voting in sympathy with his/her position on the issue being discussed.

Moving the question is asking that debate on an issue end and that we proceed to a vote on the motion under consideration. Since it takes away other voters' right to speak, it requires a two-thirds majority. In Berlin we have a tradition of not

accepting a motion to the question from a voter that expresses an opinion just before making the motion. If you want to move the question, that should be all that you say. The Moderator may refuse to take a motion to the question if there has not yet been a reasonable opportunity for debate.

Reconsideration. A motion to reconsider business previously done in the same town meeting may be made if something has changed since the action was taken, or if important information was not available at the time of the vote. A motion to reconsider is in order only if it is made by someone who voted with the prevailing side. It is not appropriate to reconsider an action just because your side did not prevail. In Berlin, we have a tradition against reconsideration, unless clear reasons demand it. It is helpful to discuss this with the Moderator prior to making the motion. When action has been taken on an important issue, and some voters have left the meeting thinking that the matter was concluded, the Moderator will protect the rights of those voters by refusing to accept a motion to reconsider. A new meeting can be called, with proper notice to all, if a change of the action is needed.

Voting is usually by voice vote, in order to save time. If the Moderator is uncertain of the outcome, he may call for a show of hands or a standing vote. If such a count ends in doubt, a paper ballot vote may be taken. State law requires a recorded vote in certain situations. In such cases the Moderator may call for a hand vote.

Paper ballots are customarily used on major issues, especially when emotions run high, in order that each voter can vote his/her own conscience and to assure an accurate vote. All voters are checked on the checklist as they enter the voting area. Checklists are divided alphabetically by streets.

After being checked through, you will be given a ballot marked *yes* and *no*. Tear the ballot along the perforation. Place the portion indicating your vote in the ballot box (coffee can). Place the remaining portion in the wastebasket after the ballot box. All ballot pieces should remain in the voting area.

When you have voted, please leave the voting area. If people stop to talk nearby, it keeps others from getting through, creates confusion, and slows down the voting.

Several voters will be asked to assist with counting the ballots. When that process is completed, the Moderator will announce the results.

No absentee voting. There is no legal provision allowing absentee voting at a town meeting. As this is a deliberative assembly, the form of the motion can be changed on the floor and a voter might want to change his/her vote because of the change. It is also not legal to turn a town meeting into an election with longer voting hours. You must be present at the time of the voting to cast a vote.

COMMONWEALTH OF MASSACHUSETTS

89

WORCESTER, S.S.

To either of the Constables of the TOWN OF BERLIN in the County of Worcester:

Greetings: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the Berlin Memorial School in said Berlin on Monday, the first day of May, 2017, next, at 7:30 o'clock in the evening, then and there to act on the following articles; or in relation thereto:

ARTICLE 1 – To see if the Town will vote to fill all vacancies and choose all necessary Town Officers, not required to be chosen by ballot; or take any action relative thereto.

I move that the Board of Selectmen, or any other Board having the proper authority, appoint all necessary Town Officers as may be provided for by statute or other authority and who are not required by law to be chosen by ballot.

ARTICLE 2 – To see what action the Town will take on the printed reports of the officers and committees of the Town for the year 2016; or take any action relative thereto.

I move that the various reports of officers and committees of the Town as contained in the annual town report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

ARTICLE 3 – To see if the Town will vote to authorize the Treasurer, with the approval of the Selectmen, to borrow in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; or take any action relative thereto.

I move to authorize the Treasurer, with the approval of the Selectmen, to borrow money in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges.

ARTICLE 4 – To see if the Town will vote to establish and authorize the use of revolving fund accounts, for FY2018, pursuant to the provisions of M.G.L. Ch. 44, Sec. 53E1/2 for the purposes, maximum expenditure, and authority to expend as outlined in the table below. Expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund or in excess of the total authorized expenditure. The authorized departments shall report to the Annual Town Meeting and the Board of Selectmen the total amount of receipts and expenditures for the prior fiscal year and the current fiscal year through December 31. Interest earned on any revolving funds shall be treated as general fund revenue of the Town; or take any action relative thereto.

TITLE	MAX. AMNT. EXPENDABLE	SOURCE OF RECEIPTS AND USE OF FUNDS	AUTHORITY TO EXPEND
Dog Licensing	\$600	Receipts: 50% of dog fees collected. Uses: Cost of licensing and purchase of dog tags.	Town Clerk
Library Video Fines	\$1,000	Receipts: Video fines, photocopier fees, fax fees and fees for lost materials. Uses: Purchase of new and replacement material.	Library Trustees/ Director of Library
Assessors Maps	\$6,000	Receipts: Planning Board fees charged for map updates, monies collected for the sale of maps, deeds, and reports. Uses: The cost of updating Town maps.	Board of Assessors

Recreation	\$20,000	Receipts: Facility rental fees, contributions and other funds. Uses: Purchase services or supplies which are part of Recreation programs.	Recreation Committee
Town Hall	\$25,000	Receipts: Contributions, donations, user fees and fundraising activity receipts. Uses: Supplies, part time wages and related benefits, maintenance, general operating expenses & expenses related to fundraisers.	Board of Selectmen
Permitting Software	\$30,000	Receipts: 3% atop Building, Plumbing/Gas, and Electrical permit fees. Use: Payment to GeoTMS, Inc. for support for, training on, and right to use its permitting software.	Board of Selectmen

I move to establish revolving funds for Dog Licensing, the Library Trustees, the Assessors' Office, Recreation Committee, Town Hall and Permitting Software, for FY2018, as permitted under M.G.L. Ch. 44, Sec. 53E1/2, with the stipulations as described in Article 4 of the warrant for this meeting.

ARTICLE 5 - To see if the Town will vote pursuant to the provisions of M.G.L. Ch. 44, Sec. 53E1/2, as most recently amended, to amend the General By-laws by inserting a new by-law Article XX titled Revolving Funds establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such by-law to provide as follows:

Article XX - Revolving Funds

SECTION 1. There are hereby established in the Town of Berlin pursuant to the provisions of M.G.L. Ch. 44, Sec. 53E1/2, the following Revolving Funds:

TITLE	SOURCE OF RECEIPTS AND USE OF FUNDS	AUTHORITY TO EXPEND
Dog Licensing	Receipts: 50% of dog fees collected. Uses: Cost of licensing and purchase of dog tags.	Town Clerk
Library Video Fines	Receipts: Video fines, photocopier fees, fax fees and fees for lost materials. Uses: Purchase of new and replacement material.	Library Trustees/ Director of Library
Assessors Maps	Receipts: Planning Board fees charged for map updates, monies collected for the sale of maps, deeds, and reports. Uses: The cost of updating Town maps.	Board of Assessors
Recreation	Receipts: Facility rental fees, contributions and other funds. Uses: Purchase services or supplies which are part of Recreation programs.	Recreation Committee
Town Hall	Receipts: Contributions, donations, user fees and fundraising activity receipts. Uses: Supplies, part time wages and related benefits, maintenance, general operating expenses & expenses related to fundraisers.	Board of Selectmen
Permitting Software	Receipts: 3% atop Building, Plumbing/Gas, and Electrical permit fees. Use: Payment to GeoTMS, Inc. for support for, training on, and right to use its permitting software.	Board of Selectmen

SECTION 2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with M.G.L. Ch. 44, Sec. 53E1/2.

Or take any action relative thereto.

I move to amend the General By-laws of the Town of Berlin by adding a new by-law, Article XX Revolving Funds, as printed in the Article 5 in the warrant for this meeting.

ARTICLE 6 – To see if the Town will vote to authorize the Selectmen to expend from the Highway Department Expense budget, as enacted under Article 9, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum not to exceed two thousand dollars (\$2,000) for Dutch Elm disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen; or take any action relative thereto. (Tree Warden)

I move to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 9, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum not to exceed two thousand dollars (\$2,000) for Dutch Elm Disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen.

ARTICLE 7 – To see if the Town will vote to authorize payment of a salary of fifty dollars (\$50) to each member of the Berlin School Committee as provided by Chapter 71, Section 52 of the General Laws; or take any action relative thereto. (Berlin School Committee)

I move to authorize payment of a salary of \$50 to each member of the Berlin School Committee as provided by Chapter 71, Section 52 of the General Laws.

ARTICLE 8 – To hear and act on the reports of any outstanding committees, or take any action relative thereto.

ARTICLE 9 – To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds, or otherwise provide all necessary sums of money to defray the Town's expenses for the fiscal year beginning July 1, 2017 and to determine the salaries of the Town Officers for that period, or take any action relative thereto.

ARTICLE 10 – To see if the Town will vote to accept a sum of money for Perpetual Care in the Cemeteries and a sum of money for the Cemetery Flower Fund; or take any action relative thereto. (Cemetery Commission)

ARTICLE 11 – To see if the Town will vote to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount certified by the Commonwealth of

Massachusetts; or take any action relative thereto. (Highway Supt.)

ARTICLE 12 – To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds a sum of money from the Anna Hunt Fund to the Library Account, and, further, to authorize the acceptance of any other monies from various sources, to the Library Account; or take any action relative thereto. (Library Trustees)

ARTICLE 13 – To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of ten thousand dollars (\$10,000) for the purpose of repairing or replacing, maintaining, testing, and monitoring the Fire Cistern Tank and associated pump shed at Berlin Memorial School; or take any action relative thereto. (School Committee) Finance Committee recommends 4-0.

ARTICLE 14 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of ten thousand dollars (\$10,000) for the purpose of rehabilitation and/or repair to the Walk-in Cooler/Freezer; including, but not limited to, air sealing of unit, repairs of various components, and improvements to drain line and refrigeration controls at Berlin Memorial School, or take any action relative thereto. (School Committee) Finance Committee recommends 4-0.

ARTICLE 15 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of ten thousand dollars (\$10,000) for the purpose of rehabilitation and/or repair to the Dishwasher; including, but not limited to, replacement of the water pressure booster, installation of filter, and additional replacement components at Berlin Memorial School; or take any action relative thereto. (School Committee) Finance Committee recommends 4-0.

ARTICLE 16 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of seven thousand five hundred dollars (\$7,500) for the purpose of acquiring

92 2017 Annual Town Meeting Warrant

Shelving and Storage Units at Berlin Memorial School; or take any action relative thereto. (School Committee) Finance Committee recommends 4-0.

ARTICLE 17 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of five thousand dollars (\$5,000) for the purpose of design engineering services related to accessing gym HVAC units at Berlin Memorial School; or take any action relative thereto. (School Committee) Finance Committee recommends 4-0.

ARTICLE 18 - To see if the Town will vote to transfer from the Highland Commons cultural funds the sum of three thousand five hundred dollars (\$3,500) to be expended under the direction of the Berlin School Committee, for the purpose of the purchase and installation of heavy rubber mats under the swing sets and slide landings at the Berlin Memorial School; or take any action relative thereto. (Selectmen) Finance Committee recommends 4-0.

ARTICLE 19 - To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of five thousand dollars (\$5,000) for the continued development of the Master Plan for the Town of Berlin, said sum to be expended by the Planning Board; or take any action relative thereto. (Planning Board) Finance Committee recommends 4-0.

ARTICLE 20 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds the sum of five thousand dollars (\$5,000) for the purpose of making various repairs and performing maintenance to the Council on Aging bus; or take any action relative thereto. (Council on Aging) Finance Comm. recommends 4-0.

ARTICLE 21 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of six thousand dollars (\$6,000) to purchase and install a new phone system for the Town Offices; or take any action relative thereto. (Data Systems Coordinator) Finance Committee recommends 4-0.

ARTICLE 22 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of ten thousand dollars (\$10,000) to re-pave driveways in the South Cemetery; or take any action relative thereto. (Cemetery Commission) Finance Committee recommends 4-0.

ARTICLE 23 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of thirty two thousand dollars (\$32,000) to replace carpeting and to clean the HVAC air ducts, both at the Town Office and Public Safety complex ; or take any action relative thereto. (Highway Supt.) Finance Committee recommends 4-0.

ARTICLE 24 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of thirty six thousand five hundred dollars (\$36,500) to purchase and equip a new police cruiser to replace the 2012 Ford Taurus; or take any action relative thereto. (Police Chief) Finance Committee recommends 4-0.

ARTICLE 25 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of fifty thousand dollars (\$50,000) to purchase minor equipment; or take any action relative thereto. (Fire and EMS Chief) Finance Committee recommends 4-0.

ARTICLE 26 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of fifty thousand dollars (\$50,000) to purchase hydraulic rescue tools, or take any action relative thereto. (Fire and EMS Chief) Finance Committee recommends 4-0.

ARTICLE 27 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of two hundred twenty-five thousand dollars (\$225,000) for a new ambulance; or take any action relative thereto. (Fire and EMS Chief) Finance Committee does not recommend 0-4.

ARTICLE 28 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of fifty

thousand dollars (\$50,000) to purchase a used street sweeper; or take any action relative thereto. (Highway Supt.) Finance Committee recommends 4-0.

ARTICLE 29 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds the sum of eighty thousand dollars (\$80,000) for the purchase of hot top and related application equipment to repair Town roads; or take any action relative thereto. (Highway Supt.) Finance Committee recommends 4-0.

ARTICLE 30 - To see if the Town will vote to raise and appropriate, and /or borrow or transfer from available funds the sum of fifty thousand dollars (\$50,000) dollars for the purpose of applying for a Library Design grant from the Massachusetts Board of Library Commissioners Design and Construction program; or take any action relative thereto. (Library Trustees) Finance Committee recommends 4-0.

ARTICLE 31 - To see if the Town will vote to appropriate forty-two thousand and five hundred dollars (\$42,500) from the PEG Access and Cable Related Fund for cable-related purposes consistent with the Charter Communications franchise agreement and/or M.G.L. Ch. 44, Sec. 53F3/4; or take

any action relative thereto. (Cable Access Committee/Selectmen)

ARTICLE 32 – S hall the Town vote to change the positions of elected treasurer and elected tax collector to a combined treasurer-collector position to be appointed by the Board of Selectmen for a term of up to three years; provided, however, that such change shall not take effect unless it is also approved by the voters at an annual or special town meeting in accordance with MGL Chapter 41, Section 1B, or take any action relative thereto. (Treasurer)

ARTICLE 33 - To see if the Town will vote to accept Mass. Gen. Law Chapter 200A, Section 9A allowing there to be an alternative procedure for disposing of abandoned funds (often referred to as unclaimed checks or "tailings") held by the Town; or take any action relative thereto. (Treasurer)

ARTICLE 34 - To see if the Town will accept Mass. Gen. Law Chapter 138, Section 33B to permit on-premises liquor licensees to serve alcohol on Sundays and certain legal holidays between 10 a.m. and 12:00 noon; or take any action relative thereto. (Selectmen)

ARTICLE 35 - To see if the Town will vote to amend the General By-Laws of the Town of Berlin by adding Article XXI – Capital Planning Committee as follows:

Article XXI - Capital Planning Committee

SECTION 1. A Capital Planning Committee is hereby established (hereinafter "the Committee"). Its purpose will be to develop a Capital Improvement Plan (CIP), evaluate the financial effect of proposed expenditures and make recommendations for the priority and funding of items submitted for consideration. The Committee will consider capital expenditures, and extraordinary expenses. For purposes of this bylaw, capital expenditures are defined as the request for town funding of an item(s) that will be bonded over multiple years. For the purposes of this by-law, extraordinary expenses are defined as any request for town funding of capital or expense items submitted outside of the entity's operating budget in the form of an independent town meeting article(s).

SECTION 2. Membership, Appointment and Term._The Committee shall be composed of five members appointed as follows:

- A. One member shall be appointed by the Moderator, one member shall be a member of the Finance Committee, two members shall be appointed by the Board of Selectmen and one member shall be appointed by the Planning Board. Excepting for the Finance Committee member, these appointees may be, but need not be, members of their respective boards.
- B. Terms of appointed members shall be two year terms. These terms shall end on June 30 of the second year excepting for the first terms of the Board of Selectmen appointees which shall initially be one year terms with two year terms thereafter.

SECTION 3. Duties of the Committee. The Committee is charged with the responsibility of reviewing all proposed capital and extraordinary expense items and to submit an annual CIP to the Board of Selectmen and the Finance Committee which shall include a) a recommended capital and extraordinary expense for the coming year and b) a capital and extraordinary expense budget for the following four (4) years of anticipated and continuing capital and extraordinary expenditures.

To this end:

- A. All officers, department heads, boards and committees, and inter/intra-municipal entities shall, by November 1 of each year, give to the Committee, requests concerning all capital expenditures or extraordinary expenses they anticipate proposing for the next five (5) years. The Committee shall act on emergency requests as deemed necessary.
- B. The Committee shall consider all such requests and, in doing so, may confer with any town officer, department, board or committee or request additional information it determines is needed in order to evaluate and prioritize submitted items.
- C. The Committee shall consider the relative need, impact, timing and cost of proposed capital expenditures or extraordinary expenses and the effect each will have on the financial position of the Town. In evaluating and scheduling the requests, the Committee will consider the following criteria:
 - 1. Risks to public safety or health;
 - 2. Deterioration of Town facilities;
 - 3. Educational, historic, cultural or community value;
 - 4. Coordination with other Capital requests;
 - 5. Requirement of state or federal law or regulation;
 - 6. Improvement of operating efficiency;
 - 7. Systematic replacement;
 - 8. Equitable provision of services and facilities; and
 - 9. Protection and conservation of resource.
- D. Each year by January 31, the Committee shall submit the CIP to the Board of Selectmen and the Finance Committee.
- E. The Committee shall meet when necessary and at a minimum of semi-monthly in the months of November, December and January and it shall meet annually upon submission of the CIP with Board of Selectmen and the Finance Committee to facilitate the funding recommendations and other consideration of the capital items at Town Meeting.

SECTION 4. The Board of Selectmen shall not place on the warrant any capital or extraordinary expense without prior review by the Committee unless the Board of Selectmen deems the item to be of an emergency nature subject to standards similar to those applying to reserve fund transfers.

SECTION 5. The Committee shall elect a Chairman, Vice Chairman and Clerk at the beginning of each fiscal year.

Or take any action relative thereto. (Selectmen/Finance Committee)

ARTICLE 36 - To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, the sum of two million dollars (\$2,000,000) to be placed in the Conservation Fund pursuant to M.G.L. c. 40, §8C, for the purpose of acquiring by gift, purchase, or eminent domain the fee interest or conservation restriction in certain parcels of land in the Town to be held in the care, custody and control of the Conservation Commission pursuant to M.G.L. c. 40, §8C, for conservation and passive recreation purposes such as the creation of

wildlife and hiking corridors, said funds to be expended by the Conservation Commission with the approval of the Board of Selectmen, and that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow such sum pursuant to M.G.L. c. 44, §7, as amended, or any other lawful authority and to issue bonds and notes therefor; provided however, that the borrowing authorized hereunder shall be expressly contingent upon a vote to exclude from the limits imposed by Proposition 2 ½ so called, the amounts required to repay the bonds and notes issued for this project, or take any action relative thereto. Finance Committee recommends 3-1 for \$500,000.

ARTICLE: 37 - To see if the Town will vote to authorize the Board of Selectmen and the Conservation Commission to grant a perpetual conservation restriction in accordance with M.G.L. Chapter 184, Sections 31-33, on a certain property consisting of 27 acres more or less owned by the Ciesluk Family Realty Trust, located on the north easterly side of Allen Road, shown on Assessor's Map 23 as Lots 2 and 6, to Sudbury Valley Trustees, Inc., or take any action relative thereto. (Conservation Commission)

ARTICLE: 38 - To see if the Town will vote to amend the Town's Zoning By-laws by adding a new Article 16 - Temporary Moratorium on Recreational Marijuana Establishments, that would provide as follows, and further to amend the Table of Contents to add Article 16, "Temporary Moratorium on Recreational Marijuana Establishments":

ARTICLE 16: TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

1610 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning By-laws, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning By-laws. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-laws regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact by-laws in a consistent manner.

1620 Definition

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

1630 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning By-laws to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning By-law amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning By-laws in response to these new issues.

Or take any action relative thereto.

ARTICLE 39 - To see if the Town will vote to amend the Town of Berlin Zoning By-law Article 5, Supplemental Regulations with the following changes:

1. Renumber current Sub-Section 515 as 517.
2. Add a new Sub-Section 515 as follows:

515 Special Permit

The Board of Appeals may grant a special permit for use of a group of rooms in a single-family residence as an in-law apartment, subject to the criteria and conditions above. An in-law apartment which was in existence on May 1, 2017 and which meets the criteria outlined above, will have a period of five (5) years from the adoption of this section in which to receive a Special Permit.

3. Add a new Sub-Section 516 as follows:

516 Duration of Special Permit

Unless an earlier expiration date is specified by the Zoning Board of Appeals in a special permit, all special permits issued under this section shall expire automatically upon the expiration of five years from the date of issuance. Prior to expiration, the applicant may apply for renewal of the special permit for another five year period, said application to comply with all the provisions of Section 510 of this bylaw.

4. Add a new Sub-Section 525 as follows:

525 Duration of Special Permit

Unless an earlier expiration date is specified by the Zoning Board of Appeals in a special permit, all special permits issued under this section shall expire automatically upon the expiration of five years from the date of issuance. Prior to expiration, the applicant may apply for renewal of the special permit for another five year period, said application to comply with all the provisions of Section 520 of this bylaw.

And further, to amend the Town of Berlin Zoning By-law Article 3, Section 340, Table of Accessory Use Regulations, by deleting the strikethrough text and adding the bold text as follows:

ACCESSORY USE	RA	MD	CV	C	LB	LI
RESIDENTIAL USES						
In-Law Apartment	YS	YS	YS	YS	NS	NS

Or take any action relative thereto. (Planning Board)

ARTICLE 40 - To see if the Town will vote to amend the Berlin Zoning Bylaw Article 15: Growth Management, Section 1520 b, Applicability, by deleting the words "June 1, 2007" and adding the words "June 1, 2018" and in Section 1560, b, add the words "or an Village Overlay District special permit pursuant to Section 450" after the words "Section 720" or take any action relative thereto (Planning Board).

ARTICLE 41 - To see if the Town will vote to amend the Town of Berlin General Bylaws by deleting Article XVI "Supplemental Water Supply" in its entirety and replace it with the following:

Article XVI– Fire Protection Bylaw

Section 1 – HISTORY

As a rural community, the Town of Berlin must rely upon static water supplies for fire protection. To date, this has been in the form of water hole fitted with dry hydrants. With the last several years of drought, there have been all too many times that these sources have been insufficient to provide the needed protection. As the town grows, especially with multiple dwelling developments, there is a need for a viable alternative. The ultimate goal of this Bylaw is Life Safety and Property Conservation. We strive to protect the citizens and visitors to Berlin as well as our Public Safety Personnel who respond to those in need.

Section 2 - DEFINITIONS

For the purpose of this by-law, the following terms, phrases, words and their derivations shall have the meanings herein given. The word "shall" is always mandatory and not discretionary.

ACCEPTANCE TESTING – A test conducted by the Berlin Fire Department utilizing the system for a predetermined period of time. The purpose of this test is to ensure proper operation and recharge.

AHJ – Authority having jurisdiction, the Fire Chief or his/her designee.

CISTERN – See NFPA 1142-23.

DRY HYDRANT SYSTEM – See NFPA 1142-11.

MGL – Massachusetts General Laws.

NFPA – The National Fire Protection Association.

NFPA 13 – The current edition of Installation of Sprinkler Systems.

NFPA 13D – The current edition of Sprinkler Systems in One and Two Family Dwellings and Mobile Homes.

NFPA 13R – The current edition of Sprinkler Systems in Residential Occupancies up to and including Four Stories.

NFPA 231 – The current edition of General Storage.

NFPA 231C – The current edition of Rack Storage of Materials.

NFPA 1231 – The current edition of Water Supplies for Suburban and Rural Fire Fighting.

Section 3 - GENERAL REGULATIONS

Whenever an individual or firm constructs three (3) or more residential buildings or one (1) industrial or commercial building(s), the requirements of this chapter shall apply.

- A. Massachusetts General Laws, Chapter 148 Sections 26, 26A, 26A1/2, 26B, 26C, 26D, 26E, 26F, 26F1/2, 26G, 26G1/2, 26H and 26I are adopted in their entirety through this Bylaw.

B. SPRINKLER SYSTEMS

Sprinkler systems in accordance with NFPA 13, 13D, 13R, 231, 231C shall be installed and provided with an adequate water supply and meet the above NFPA requirements.

Section 4 - CISTERN AND DRY HYDRANT SYSTEMS

- A. Cistern or Dry Hydrant Systems may be required by the AHJ in addition to the occupancy's sprinkler system water supply.

- B. When required the Cistern and dry Hydrant systems shall be constructed and installed in accordance with NFPA 1142-23.

Section 5 – LAWS AND REGULATIONS

- A. Massachusetts General Law Chapter 148 Sections 1 - 59 and future revisions are adopted in their entirety through this Bylaw.
- B. The Board of Fire Prevention Regulations 527CMR 1.00 - 50.00 and future revisions are adopted in their entirety through this Bylaw.
- C. Massachusetts General Law Chapter 48 Section 42: Establishment of fire departments; appointment of fire chief; compensation; removal; powers and duties

Section 42. Towns accepting the provisions of this section and sections forty-three and forty-four, or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The chief shall be appointed by the selectmen, and shall receive such salary as the selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefore. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe. The appointment of the chief of the fire department in any town or district having a population of five thousand or less may be for a period of three years.

Section 6 – DANGEROUS BUILDINGS

Ch. 139 Section 3A Demolition or removal of building or structure or securing of vacant land; owner's liability. Section 3A. If the owner or his authorized agent fails to comply with an order issued pursuant to section three and the city or town demolishes or removes any burnt, dangerous or dilapidated building or structure or secures any vacant parcel of land from a trespass, a claim for the expense of such demolition or removal, including the cost of leveling the lot to uniform grade by a proper sanitary fill, or securing such vacant parcel shall constitute a debt due the city or town upon the completion of demolition, removal, or securing and the rendering of an account therefore to the owner or his authorized agent, and shall be recoverable from such owner in an action of contract.

Any such debt, together with interest thereon at the rate of six per cent per annum from the date such debt becomes due, shall constitute a lien on the land upon which the structure is or was located if a statement of claim, signed by the mayor or the board of selectmen, setting forth the amount claimed without interest is filed, within ninety days after the debt becomes due, with the register of deeds for record or registration, as the case may be, in the county or in the district, if the county is divided into districts, where the land lies. Such lien shall take effect upon the filing of the statement aforesaid and shall continue, unless dissolved by payment or abatement, until such debt has been added to or committed as a tax pursuant to this section, and thereafter, unless so dissolved, shall continue as provided in section 37 of chapter 60; provided, however, that if any such debt is not added to or committed as a tax pursuant to this section for the next fiscal year commencing after the filing of the statement,

then the lien shall terminate on October 1 of the third year next following the date of such filing. If the debt for which such a lien is in effect remains unpaid when the assessors are preparing a real estate tax list and warrant to be committed under section fifty-three of chapter fifty-nine, the mayor or the board of selectmen, or the town collector of taxes, if applicable under section thirty-eight A of chapter forty-one, shall certify such debt to the assessors, who shall forthwith add such debt to the tax on the property to which it relates and commit it with their warrant to the collector as part of such tax. If the property to which such debt relates is tax exempt, such debt shall be committed as the tax. Upon commitment as a tax or part of a tax, such debt shall be subject to the provisions of law relative to interest on the taxes of which they become, or, if the property were not tax exempt would become, a part; and the collector of taxes shall have the same powers and be subject to the same duties with respect to such debts as in the case of annual taxes upon real estate, and the provisions of law relative to the collection of such annual taxes, the sale or taking of land for the non-payment thereof, and the redemption of land so sold or taken shall, except as otherwise provided, apply to such claims. A lien under this section may be discharged by filing with the register of deeds for record or registration, as the case may be, in the county or in the district, if the county is divided into districts, where the land lies, a certificate from the collector of the city or town that the debt constituting the lien, together with any interest and costs thereon, has been paid or legally abated. All costs of recording or discharging a lien under this section shall be borne by the owner of the property.

Section 7 – STREET ADDRESS NUMBERING

A. Referencing Street Address Numbering: Massachusetts General Law

Chapter 148: Section 59 – Display of street address number on building; use in enhanced 911 service. Section 59. Every building in the Commonwealth, including, but not limited to, dwellings, apartment buildings, condominiums and business establishments shall have affixed thereto a number representing the address of such building. Said number shall be of a nature and size and shall be situated on the building so that, to the extent practicable, it is visible from the nearest street or road providing vehicular access to such building.

The statewide emergency telecommunications board shall cause such number and the address of such building to be entered into the electronic data base for use in enhanced 911 service as defined in section eighteen A of chapter six A.

- B. Purpose:** The standards and regulations set forth within the provisions of this By-Law shall have the purpose and effect of promoting the general health, safety, welfare and convenience of the inhabitants of the Town of Berlin by reducing the difficulty in quickly responding to individual residences in cases of police, fire, medical or other emergency situations requiring immediate location and response; by facilitating the delivery efforts of the United States Postal Service through the creation of a numbering system for all delivery locations; by decreasing the potential for traffic accidents caused by motorists searching for address locations; by improving local census data gathering capabilities; by improving the accuracy of important legal documents requiring address location information; and by assisting in the planning efforts of a growing community.
- C. Administration:** This By-Law shall be administered by the Fire and EMS Department of the Town of Berlin who shall see that building numbers are assigned to all residential, commercial and industrial structures, and that such numbering is conducted in conformance with the Town of Berlin Street Numbering Guidelines to be promulgated under the authority of the Planning Board in order to provide guidance in the development of a consistent numbering system within the Rules and Regulations of the Planning Board using the 40 foot rule.
- D. Compliance:** All building owners and/or occupants are required to display assigned numbers in the following manner.

1. Number on the structure or residence. Where the residence or structure is within fifty (50) feet of the edge of a street right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
2. Number at the street line. Where the residence or structure is over fifty (50) feet from the edge of the street right-of-way, the assigned number shall be displayed on a post, fence, wall or mailbox at the property line in the vicinity of the walk or access drive to the residence or structure.'
3. Size and color of number. The numbers shall be 3 inches high minimum. The color of the number shall be of contrasting color from its background color.

Existing Structures: Within 60 days of the approval of this By-Law by the Attorney General, the owner of all structures within the Town shall ensure his property meets this By-Law.

Enforcement: Enforcement of this By-Law shall be as follows:

1. The Building Inspector of the Town of Berlin shall be the enforcement agent for the purposes of this By-Law.
2. No inspection shall be performed or certificate of occupancy or compliance issued, by any Town Inspector for any structure that does not comply with this By-Law.
3. Any property owner found to be in violation of any section of this By-Law shall be notified in writing of the violation by the Building Inspector. Any person who permits said violation to continue for a period of sixty (60) days subsequent to the receipt of a written notice from the Building Inspector concerning said violation shall be assessed a penalty by the Board of Selectmen of two hundred fifty dollars (\$250) for each violation. For the purposes of this By-Law, each successive day during which any violation is committed or permitted to continue after sixty (60) days of the receipt of a written notice from the Building Inspector shall constitute a separate violation.

Section 8 – RAPID ENTRY SYSTEMS FOR THE FIRE DEPARTMENT

- A. Any building other than a residential building of fewer than six (6) units which has a fire alarm system or other fire protection system shall provide a secure key box installed in a location accessible to the fire department in the event of an emergency. This key box shall contain the keys to fire alarm control panels and elevators and any other keys necessary for fire protection.
- B. The key box shall be a type approved by the Chief of the Berlin Fire and EMS Department or his designee and shall be located and installed as approved by the Chief or his designee.

SECTION - 3 All existing buildings shall be required to comply within twelve (12) months of the effective date of this by-law in all commercial buildings not normally occupied twenty-four (24) hours.

- C. All newly constructed buildings regardless of use or occupancy, except residential dwellings under six (6) units, shall install a key box system.

Section 9 – COMMON DRIVEWAY SIGNAGE, MARKING & DIMENSIONS

- A. Common Driveways shall be a minimum of 14 feet wide and have a pitch of no larger than 7 percent. There shall be adequate signage posted indicating the address locations of each of the houses sharing the common driveway. The size and location of the signage shall be approved by the Fire Chief or his/her designee.

Altering or parceling out an approved subdivision shall not circumvent any of this Bylaw

Or take any action relative thereto. (Fire Chief/Selectmen)

ARTICLE 42 - To see if the Town will vote to establish a Senior Residential Development Overlay District (Section 430, Town of Berlin Zoning) for a 78+/- acre parcel of land located on the westerly side of Highland Street. The parcel is owned by Christopher Slade, Trustee of Ken-Chris Realty Trust. (Citizens Petition)

ARTICLE 43 - To see if the Town will vote to amend the Zoning Bylaws by adding new Subsection 458.5 "Special Drive-Through Window Requirements in the Village Overlay District" as follows:

458.5 Special Drive-Through Window Requirements in the Village Overlay District

A drive-through window may be allowed pursuant to VO Site Plan Approval by the Planning Board subject to the following conditions:

- (a) Hours of operation may be established by the Planning Board.
- (b) Adequate queue space shall be provided to ensure that waiting vehicles do not back up onto public ways or parking areas on the premises.
- (c) Adequate refuse disposal facilities shall be provided as determined by the Planning Board.
- (d) A traffic circulation plan for the drive-through window shall be prepared showing that the drive-through window shall not result in safety issues for other customers, whether in vehicles or pedestrians.

Or what it will do in relation thereto. (Citizens Petition)

ARTICLE 44 - To see if the town will vote to authorize the Selectmen to appoint a Town Management Study Committee to address the issue of restructuring Berlin's Town government to meet the needs of the future. This committee will pursue the model of governance featuring a Town Administrator while preserving Berlin's Open Town Meeting forum.

The Study Committee will:

1. Review the Town's current organization and management structure at a high level of detail in an attempt to determine what works and what does not work. Carefully review all Town Bylaws and make recommendations for changes to content and format where appropriate.
2. Examine all appointed and elected officials and committees to determine if the current method is effective and determine alternatives if necessary.
3. Review all potential methods for managing a town of the size of Berlin with special emphasis on the use of a Town Administrator in conjunction with the Board of Selectmen and an Open Town Meeting.
4. Present a full report including all recommendations to the Board of Selectmen by February 1, 2018.

Said committee shall consist of the following: one current selectman (ex officio), the town treasurer (ex officio), the town clerk (ex officio) and 3 residents of the town, 2 of which have strong business backgrounds or act in relation thereto. (Citizens Petition)

ARTICLE 45 - To see if the Town will vote to raise and appropriate or transfer from available funds the sum of two hundred and fifty thousand dollars (\$250,000) to the Stabilization Fund; or take any action relative thereto. (Finance Committee) Finance Committee recommends 4-0.

ARTICLE 46 - To meet at the Berlin Town Offices, 23 Linden Street, lower level, in said Berlin on Monday, May 8, 2017, between the hours of 12:00 Noon and 8:00 p.m. to elect by ballot the following officers. Moderator for one year; Town Clerk for three years; Selectman for three years; Assessor for three years; Constable for three years; School Committee for three years; Trustee of Trust Funds for three years; Cemetery Commissioner for three years; Library Trustee for three years; Planning Board for five years; Planning Board for two years to fill a vacancy; and Board of Health for three years and to vote on the following question:

1. Shall the Town of Berlin be allowed to exempt from the provisions of Proposition Two and One-half, so called, the amounts required to pay for the bonds issued for the purpose of funding the acquisition of the fee interest or conservation restrictions of portions of or the entirety of certain parcels of land in the town for the linkage of wildlife and hiking corridors?

Yes _____ NO _____

2. Shall the Town vote to change the positions of elected treasurer and elected tax collector to a combined treasurer-collector position to be appointed by the Board of Selectmen for a term of up to three years; provided, however, that such change shall not take effect unless it is also approved by the voters at an annual or special town meeting in accordance with MGL Chapter 41, Section 1B.

Yes _____ NO _____

And you are directed to serve this Warrant, by posting up attested copies thereof as per vote of the Town in said Town, seven days at least before the time of holding said meeting.

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this 10th day of April in the year of our Lord two thousand seventeen.

BOARD OF SELECTMEN

JUDITH BOOMAN, Chairman THOMAS ANDREW, Vice Chairman CHRISTINE KEEFE, Clerk



TELEPHONE NUMBERS

FIRE-----	911
POLICE-----	911
AMBULANCE & RESCUE-----	911

When making an emergency call, be sure to give your NAME and STREET and HOUSE NUMBER where assistance is needed. Be sure that your message is understood before completing your call.

Accountant, Ms. Poland -----	978 838-0045
Animal Inspector, Ms. Roche-----	978 838-2808
Assessors -----	978 838-2256
Board of Health -----	978 838-0214
Building Inspector, Mr. Brandt -----	978 838-0046
Cemetery Department, Mr. Pendergast -----	978 838-7310
Central Mass. Mosquito Control Project-----	508 393-3055
Dog Officer, Ms. Roach-----	978 568-1917
Fire & EMS Department, FIRE or AMBULANCE-----	911
Fire Station/ Department business-----	978 838-2444
Highway Dept., Town Barn, Mr. Clemmer --	978 838-2898
Library, Mr. Hodge-----	978 838-2812
Nashoba Assoc. Boards of Health (in Ayer) -----	978 772-3338
Environmental Health (in Ayer)-----	978 772-3335
Nursing Service (in Shirley) -----	978 425-6675
Plumbing & Gas Inspector, Mr. Roseberry--	978 265-7421
Police Department -----	978 838-7355
Schools: Superintendent, Ms. Ekstrom -----	508 869-2837
Special Education, Ms. Molnar -----	508 869-2837
Berlin Memorial School -----	978 838-2417
School Cafeteria, Ms. Baird-----	978 838-2844
School Nurse, Ms. Amaral -----	978 838-2214
Tahanto Regional High School-----	508 869-2333
Assabet Valley Regional Vocational School --	508 485-9430
Selectmen, Ms. Arata, Admin. Sec. -----	978 838-2442
Tax Collector, Mr. Sardell-----	978 838-2765
Town Clerk, Ms. Salls-----	978 838-2931
Town Treasurer, Mr. Fearebay -----	978 838-0344
Transfer Station, Mr. Gemelli-----	978 838-0042
Veterans' Agent, Mr. Cabral-----	978 838-2560
W. H. E. A. T. -----	978 365-6349
Wire Inspector, Mr. Henry Wheeler-----	508 259-5010
For any other official or board not shown, call the	
Selectmen's Secretary-----	978 838-2442

OFFICE HOURS at the Town Offices

<u>SELECTMEN'S SECRETARY</u> -----	Mon.- Thurs. 9-1
<u>TAX COLLECTOR</u> -----	Mon.,Wed., Fri. 9-1
<u>TOWN CLERK</u> -----	Tues., Thurs. 11-2; Wed. 7-9pm
<u>TREASURER</u> -----	Mon.-Fri. 7-11:30
<u>ASSESSORS</u> -----	Mon.- Thurs. 9-1, 2 nd & 4 th Mon. 7-9pm
<u>ACCOUNTANT</u> ---	Mon.,Tues.,Wed., 8-12; Thurs.,Fri. by appt.
<u>BUILDING DEPT. WINDOW</u> -----	Mon-Fri 10-12
<u>VETERANS' SERVICE OFFICER</u> -----	Mon.-Thur. 10-12

INDEX

Accountant-----	54
ADA Study Committee-----	36
Agricultural Commission -----	37
Animal Inspector -----	25
Assessors-----	44
Births, Marriages, Deaths -----	15,16
Board of Health-----	25
Budget FY 2017 (proposed)-----	82
Building Inspector-----	28
Cable Access Committee -----	41
Cemetery Commission -----	29
Communication Center -----	19
Conservation Commission-----	39
Council on Aging -----	38
Cultural Council -----	35
Disabilities Notice -----	25
Energy Committee-----	30
Finance Committee-----	78
Fire & EMS Department-----	21
Food Pantry -----	77
Highway & Facilities Dept. -----	24
Historical Commission -----	36
Housing Partnership-----	42
Library Trustees -----	32
Nashoba Assoc. Boards of Health -	26
Personnel Spreadsheet -----	43
Planning Board -----	30
Plumbing & Gas Inspector -----	28
Police Chief-----	20
Recreation Committee -----	34
Salary/wage Schedules -----	43,66,75
Schools: Berlin School Dept. -----	65
Berlin-Boylston Reg. School Dist. -----	68
Selectmen -----	18
Tax Collector -----	46
Town Clerk -----	2,17
Town Election Proceedings-----	12
Town Hall Advisory Committee-----	32
Town Meeting Proceedings-----	4
Town Meeting Information -----	86-88
Town Officers -----	2
Town Treasurer -----	47
Trustees of Trust Funds -----	45
Vehicle list -----	29
Veterans' Services-----	19
Warrant - 2017 Annual Town Meeting -	89
WHEAT-----	19
Wire Inspector -----	28
Zoning Board of Appeals-----	31

Find Berlin on the web at townofberlin.com

Monday, May 1, 2017
ANNUAL TOWN MEETING 7:30 P.M.
Berlin Memorial School, 34 South Street

Please bring this report with you to Annual Town Meeting.

Monday, May 8, 2017
ANNUAL TOWN ELECTION 12 noon to 8 P.M.
Berlin Town Offices, 23 Linden Street, lower level
Election parking behind the building for handicapped plate/placard **ONLY!**

Meetings of Town Boards

are posted at the Town Clerk's office
Town Offices, 23 Linden Street
and at
www.MyTownGovernment.org/01503

Board of Selectmen
23 Linden Street
Berlin MA 01503

PRESORTED STANDARD
U. S. POSTAGE
ECRWSS
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