

# 2017 Town Reports



Berlin, Mass.

## IN MEMORIAM

### **ROSEMARIE SAWYER**

School Committee  
Berlin-Boylston Regional School Com.  
Trustee of Trust Funds  
School Building Committee

### **ANDREW B. MATTHEW, JR.**

School Committee  
Berlin-Boylston Regional School Com.

### **LAWRENCE H. WHEELER, JR.**

Cemetery Commissioner  
Police Officer

### **MARTIN E. O'MEALEY**

School Teacher

### **NORMA PLUMMER**

School Teacher

### **HELEN MADORE**

Tahanto Teacher

### **FREDERICK H. BORDEN**

Police Officer

### **ARION R. MANCUSO**

Finance Committee

*Cover photo: New Town Barn by Martin Miller*



# Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2017**

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
2018	3,096	2,249	10,165,566

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

Town website: [townofberlin.com](http://townofberlin.com)

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# Town Officers 2017

(One year terms unless otherwise noted)

## Elected by Ballot

**Moderator** ..... Barry W. Eager

### Town Clerk

Eloise E. Salls ..... Term expires 2020

### Treasurer

Dennis A. Fearebay ..... Term expires 2019

### Collector of Taxes & Town Collector

Richard Sardell ..... Term expires 2018

### Selectmen

Thomas Andrew, *Chair* ..... Term expires 2018

Christine Keefe ..... Term expires 2019

Lisa Wysocki, *Clerk, CMRPS alt* ..... Term expires 2020

### Assessors

Douglas J. Coldwell, *Chair* ..... Term expires 2018

David G. Pierce, *Clerk* ..... Term expires 2019

Kevin Pond ..... Term expires 2020

### Constables

Robert V. Williams ..... Term expires 2019

Timothy R. Pierce ..... Term expires 2020

### School Committee

Angela Yildiz, *Chair* ..... Term expires 2018

Clifton O. LaPorte ..... Term expires 2019

Edward S. Gault ..... Term expires 2020

### Assabet Valley Regional Vocational Dis. Sch. Comm.

Linda G. Ryan ..... Term expires 2018

### Trustees of Trust Funds

Jane L. Sawyer ..... Term expires 2018

Barry W. Eager ..... Term expires 2019

Judith Christensen ..... Term expires 2020

### Cemetery Commissioners

Ruth A. Wheeler ..... Term expires 2018

Robert H. Guild, Jr., *Chair* ..... Term expires 2019

Barry W. Eager ..... Term expires 2020

### Library Trustees

Janet Lamy ..... Term expires 2018

Judith Rothbard Tate ..... Term expires 2019

Charlene DiCalogero ..... Term expires 2020

### Planning Board

Janet W. Campbell ..... Term expires 2018

Jay Teich ..... Term expires 2019

Ronald L. Vavruska, *Chair* ..... Term expires 2020

R. Thomas Sanford, Jr. .... Term expires 2021

Timothy H. Wheeler, *CMRPC* ..... Term expires 2022

### Board Of Health

Robert L. Wheeler ..... Term expires 2018

Susan Reguera ..... Term expires 2019

Paul D. Mikelk, *Chair* ..... Term expires 2020

## Appointed by the Board of Selectmen

(all terms end May 31, unless otherwise noted)

### Board of Appeals

Kevin Diggins (res. 11/27/2017) ..... Term expires Nov. 2017

Virginia Zukatynski ..... Term expires Nov. 2020

Jeanne Survell, (res. 2/8/17) ..... Term expires Nov. 2017

Linda G. Ryan, *Chair* ..... Term expires Nov. 2018

Dennis Bartlett, *Clerk* ..... Term expires Nov. 2018

Patricia Jackson ..... Term expires Nov. 2019

James Royer ..... Term expires Nov. 2020

### Board of Appeals — Associate Members

Vacant ..... Term expires Nov. 2021

Susan Roberts ..... Term expires Nov. 2020

### Registrars of Voters

Margaret Klimaski ..... Term expires 2018

Madeline P. McTague ..... Term expires 2019

Ellen Swinconeck ..... Term expires 2020

### Historical Commission

Barry W. Eager ..... Term expires 2018

June Miller ..... Term expires 2018

Madeline P. McTague ..... Term expires 2019

Richard S. Wheeler ..... Term expires 2020

### Conservation Commission

Andrew Donoghue (res. 2/21/2017) ..... Term expires 2017

Lee S. Tabor (res. 5/2/2017) ..... Term expires 2018

Elizabeth Dichiaro (appt. 6/12/17) ..... Term expires 2018

Walter E. Bickford, *Vice-Chair* (12/21) ..... Term expires 2018

Carolyn MacDonald, *Chair* (12/21) ..... Term expires 2018

Louise R. Janda ..... Term expires 2019

John Aney (appt. 9/18/) ..... Term expires 2019

Carol O'Connell ..... Term expires 2020

Steven E. Beard ..... Term expires 2020

### Building Code Board of Appeals

(3) Vacancies ..... Terms expire 2017, 2018, 2019

### Accountant

June M. Poland ..... Term expires 2018

**Superintendent of Roads & Facilities** ..... Keith Clemmer

**Superintendent of Insect & Pest Control** ..... Keith Clemmer

**Tree Warden** ..... Keith Clemmer

### Sexual Harassment Officers

Lisa Wysocki, Dennis Fearebay

**Town Counsel** ..... Kopelman & Paige

### Burial Agent & Veterans Graves Officer

George A. Pendergast

### Field Drivers

Frederick R. Wheeler, Jr., Susan Roberts

### Agents to Issue Burial Permits

Eloise E. Salls, James H. Wheeler



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## Building Inspector

Lawrence M. Brandt (Ret. 6/30)

Joseph Atchue..... (appt. 7/10/17)

**Temp Building Inspector** (appt. 2/6/17) ..... Richard Hanks

**Alternate Building Inspector.** .... Tony Zahariadis

**Inspector of Wires**..... Henry Wheeler, Jr.

**Assistant Inspector of Wires** .... Peter Talvy, Dennis Monteiro

**Gas & Plumbing Inspector**..... Alphonse Roseberry

**Assistant Gas & Plumbing Inspector** ..... Tom Soldi

**3 Inspectors / Land Use Clerk** ..... Liane Leahy

**ADA Coordinator** ..... Thomas Andrew

**ADA Committee** ..... (I VAC.), Billie Bentzen, Barry Eager

## Police

**Police Chief** ..... Thomas E. Galvin, contract exp.

**Sergeants** ..... Eric J. Schartner, Richard E. Gilcrest

## Patrolmen

David A. Goulding, Carl A. Corriveau, Dean Bellville,

Timothy Andre, Nelson Perry, Kevin Trongone, Mitchell Rogers

(appt.2/6/17), Matthew McRae (appt. 10/3/17)

## 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, Kenneth Janda (appt. 3/6/17)

## Special Police

Frederick H. Borden, Robert H. Taylor, Howard H. Spaulding,

Anthony J. Valchuis, Jr., Henry A. Wheeler, Duncan R. Baum,

John Geis

## Special Police Matron

Ruth A. Wheeler, Donna Ganczarski, Melinda Rollins, Sharon

McGowan

## Dispatchers

(FT) Donna Ganczarski, Heather Hovasse

(PT) Andrew Miller, Donna Hathaway

Dispatch disbanded & moved to Fort Devens, 1/5/17

## Public Safety Administrative Assistant

Sharon McGowan.....effective 2/14/2017-

**Animal Control Officer** ..... Helen Roach

**Veterans' Agent** ..... James Cabral

## Town Report Committee

Barry W. Eager, Lori Fearebay (appt. 10/30/17),

Lucy Ayers (appt. 10/30/17), Lisa Wysocki

**Chief Procurement Officer.** ..... Mary Arata

**Fence Viewer** ..... James Royer, Susan Roberts

**Measurer of Wood and Bark** ..... Walter E. Bickford

## Fire & EMS Chief

Paul Zbikowski, contract exp. 6/30/2019

**Data Systems Coordinator** ..... Thomas Galvin

**Deputy Emergency Mgt. Director** ..... Kevin Colomey

**Forest Warden.** ..... Paul Zbikowski

**Webmaster** .....Garth Coleman

## Trench Officers

Keith Clemmer, Lawrence Brandt (ret. 6/30/17),

James Spinney, Joseph Atchue (appt. 10/3/17)

## Council on Aging

Kate Bliss ..... Term expires 2018

Karen Schultze ..... Term expires 2018

Beverly Baldwin ..... Term expires 2018

George Pendergast, *Chair* ..... Term expires 2019

Patricia H. Wheeler ..... Term expires 2019

Frances Gill ..... Term expires 2020

Lorinda Fearebay ..... Term expires 2020

## Election Officials

**Warden** .....Dennis Fearebay

**Clerk.** ..... Jane Sawyer

## Checkers

Lorraine Cedar, 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, Lynda Nelson, Kenneth Braun, Judy Christensen,

Marshall Tate, Richard Wheeler, Sue Reguera, Steven Bradley,

Fran Gill, Richard Batstone, Steve Beard, Robert Guild, Jr., James

H. Wheeler, Ornella Quinn, Mary Wheeler, Linda Thomasino,

Holly Parmenter, Jessica Meltzer, Beverly Wheeler, Richard

Mills, William Thomasino, Judy Mills, Noel Rosenberg, Ronald

Plutnicki, Mary Plutnicki, Robert Ottaviano, Donna Ottaviano,

Jill Christensen, Denise Davis, Setsuko Bradley, Roger Bradley,

Kathy Journeay, Judith Rothbard Tate, Katheryn Hendrick,

Rosemary Marini, Priscilla Hogan, Valarie Chapman, Jill Foisy

and William Foisy

## Agricultural Commission

Kevin Krazeski ..... Term expires 2018

Michael Dalrymple ..... Term expires 2018

Frederick R. Wheeler, Jr., ..... Term expires 2019

Patricia Jackson, Alt ..... Term expires 2020

James H. Wheeler, Alt ..... Term expires 2020

Carl Wickstrom ..... Term expires 2020

Laura Busky ..... Term expires 2020

## Cultural Council

Sandra Reardon, Mary Mikelk, Debra Rolfe, Edward Gault,

Amanda Rodgers, *Chair*

## Recreation Committee

Robert MacKay ..... Term expires 2018

Tammy Money ..... Term expires 2018

Julie Lee ..... Term expires 2018

Valerie Muldoon ..... Term expires 2019

Greg Tremelling ..... Term expires 2020

## Cable Access Committee

Patricia Anderson, Tara Turnas resigned 3/28/17,

Maureen Johnson

## Cable Advisory Committee

Robert Fatta ..... Term expires 2019

Richard Mariani ..... Term expires 2019

Vacant ..... Term expires 2020

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### Energy Committee

Judith Booman, Eloise Salls, Amy Beaudet, Tim Wysocki,  
Greg Tremelling

### Housing Partnership

Frances M. Gill ..... Term expires 2018  
Rowena "Trudy" B. Tervo ..... Term expires 2018  
Eloise E. Salls ..... Term expires 2019  
Lynda P. Nelson ..... Term expires 2020

### Information Technology Committee

Michael Gaskin, Tim Pierce, Garth Coleman  
Beth Brewer, Gavin Livingstone

### Investment Advisory Board

Dennis A. Fearebay, Judith Booman, Eloise Salls,  
William F. Lowe, Jr., Kate Stacy

### Pipeline Study Committee

Marsha Johnston, Paul Keleher, Philip Rainville,  
Maryanne MacLeod

### Town Barn Planning Committee

Dennis Bartlett, Paul Mikelk, Thomas Sanford, Keith Clemmer

### Town Hall Advisory Committee

Evy Dueck, Robert McTague, Patricia Smith

### Insurance Advisory Committee

David Goulding, *Chair*, Tom Menard, Linda Checola,  
Eloise Salls, Robert Hodge

### Berlin Home Day Committee

Lisa Wysocki, Sharon McGowan, Thomas Galvin,  
Kristen Engholm, Kristen Frongillo

### Rail Trail Advisory Committee

Kimberly Lorencic, Mary Mikelk, Mary Porter, *Chair*  
Susan Therrien, Janez Mavretic (res 7/25/17),  
Thomas Andrew, Selectman Liaison

### Tax Title Custodian

Dennis A. Fearebay ..... concurrent with term

### Town Management Study Committee

William Thomasino, Paul Mikelk, Elizabeth Storrs, Tim Wheeler,  
Wayne Teixeira

### Capital Planning Committee

#### Moderator

Richard D. Smith ..... 6/30/2019

#### Selectmen

Judith Rothbard Tate ..... 6/30/2018

John Solera ..... 6/30/2018

#### Planning Board

Anna Crane ..... 6/30/2019

#### Finance Committee, exofficio

Dave Westerling ..... 6/30/2018

### Appointed by the Selectmen and Planning Board

#### Economic Development Committee

Peter Hoffman, *Chair*, Cornelia Murphy, Paul Anderson,  
Robert Blair (res. 2/17/17), Nadine Ekstrom,  
Patricia Concannon

### Appointed by the School Committee

#### Berlin-Boylston Regional School Committee

Angela Yildiz ..... Term expires 2018  
Clifton O. LaPorte, *Chair* ..... Term expires 2019  
Edward S. Gault ..... Term expires 2020

### Appointed by the Board of Health

#### Inspector of Animals

Richarda S. Bridges-Roche

### Appointed by the Moderator

#### Finance Committee

Stanley K. Rogalinski ..... Term expires 6/30/2018  
R.Scott Hawkins ..... Term expires 6/30/2018  
Vacant ..... Term expires 6/30/2019  
Buzz Harris ..... Term expires 6/30/2020  
David L. Westerling ..... Term expires 6/30/2020

### APPOINTED BY THE TOWN CLERK

James H. Wheeler, *Assistant* ..... concurrent with term

### APPOINTED BY THE TOWN TREASURER

Eloise E. Salls, *Assistant* ..... concurrent with term  
Kate Stacy, *Assistant* ..... concurrent with term

### APPOINTED BY THE FIRE CHIEF

#### Fire and EMS Department

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

### Crew A

David Lichwell, James Concannon, Gyselle Bermudez,  
Devin Blakely, Timothy Ciampaglia, Kevin Colomey, Michelle  
Deveau, Wesley Durrant 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

# Proceedings at the Annual Town Meeting — May 1, 2017

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday May 1, 2017, at 7:30 P.M. Assistants were James H. Wheeler, Noel Rosenberg, and Mary Wheeler as checkers and Police Chief Thomas Galvin and Officer Kevin Pond. Cable television coverage was provided by William and Patricia Anderson, Maureen Johnson and Roger Bradley and broadcast live on Charter channel 191. It will also be recorded and available a few days later via you tube channel. [www.townofberlin.com/berlin-tv/](http://www.townofberlin.com/berlin-tv/). Janelle M. Austin of Kopelman and Paige, P.C. served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:30 P.M. There were approximately 210 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 4.** Voted unanimously to approve the motions as printed under Articles 1 through 4 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 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 53E½, with the stipulations as described in Article 4 of the warrant for this meeting.

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

**Article 6.** Voted unanimously to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 9, 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 7.** Voted unanimously 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.** The Economic Development Committee gave its report. A copy is in the Town Clerks office and available on line with the Town Report at [www.townofberlin.com](http://www.townofberlin.com).

**Article 9.** GENERAL GOVERNMENT Voted unanimously to raise and appropriate the sum of \$964,770.00 to cover items 1-46 in the Finance Committee's FY 2018 Budget.

001	Moderator, Salary	50.00
002	Moderator, Expenses	85.00
003	Selectmen, Salary	3,513.00
004	Selectmen, Wages, PT	53,305.00
005	Selectmen, Expenses	8,050.00
006	Finance Comm. Expenses	275.00
007	Reserve Fund	90,000.00
008	Accountant, Salary	64,795.00
009	Accountant, Wages PT	31,740.00
010	Accountant, Expenses	7,812.00
011	Audit	30,000.00
012	Assessors, Salary	2,178.00
013	Assessors Asst., Salary	63,270.00
014	Assessors, Wages PT	60,905.00
015	Assessors, Expenses	35,504.00
016	Revaluation Expenses	2,500.00
017	Treasurer, Salary	43,211.00
018	Treasurer, Wages PT	19,760.00
019	Treasurer, Expenses	25,467.00
020	Collector, Salary	25,560.00
021	Collector, Incentive	1,000.00
023	Collector, Expenses	15,060.00
024	Legal Expenses	30,000.00
025	Personnel, Expenses	5,200.00

026	Tax Titles	12,000.00
027	Data Systems, Salary PT	2,885.00
028	Data Systems, Expenses	59,910.00
029	Clerk, Salary	28,162.00
030	PT Salary	11,363.00
031	Clerk, Expenses	2,250.00
032	Elections, Wages PT	3,200.00
033	Elections, Expenses	3,600.00
034	Registration, Salary	100.00
035	Registration, Wages PT	550.00
036	Registration, Expenses	85.00
037	Conservation Comm., Exp.	2,000.00
038	Planning Board, Expenses	2,000.00
039	Board of Appeals, Expenses	600.00
040	Agricultural Comm.- Exp.	1,550.00
041	Public Buildings, Wages PT	15,155.00
042	Pub. Bldg., Expenses	79,770.00
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	3,600.00
<b>Total General Government</b>		<b>964,770.00</b>

**PUBLIC SAFETY** Moderator's declaration of vote was challenged by 7 voters. A hand count was taken. Marsha Johnston, Judy Christensen, and June Poland were appointed and sworn as counters. Result Yes 87, No 59

Voted to raise and appropriate the sum of \$1,480,837.00 to cover items 47-63 in the Finance Committee's FY2018 Budget and to appropriate from the Inspector's Offset Receipts Account the sum of \$132,250.00 to the following line items: Item 55, Plumbing and Gas Inspector, Wages PT — \$80,000.00; Item 57, Electrical Inspector, Wages PT — \$52,250.00; and to appropriate from Highland Commons Public Safety Fund \$325,000.00 to Item 48, Police Wages FT and to appropriate from Rescue Squad Receipts Reserved for Appropriation the sum of \$100,000.00 to Item 51 Fire Wages FT/PT in the Finance Committee's FY2018 Budget.

047	Police, Salary	136,654.00
048	Police, Wages FT	698,398.00
049	Police, Wages PT	116,071.00
050	Police, Expenses	96,537.00
051	Fire & EMS FT/PT.	422,678.00
052	Fire Expenses	103,100.00
053	Bldg. Insp., Wages PT	113,363.00
054	Bldg. Insp., Expenses	5,230.00



055	Plum & Gas Insp. Wages PT	80,000.00
056	Plumbing & Gas, Expenses	1,200.00
057	Electrical Insp., Wages PT	52,250.00
058	Electrical Insp., Exp.	800.00
059	Animal Inspector, Salary	1,892.00
060	Animal Inspector, Expenses	925.00
061	Dog Officer, Salary	2,894.00
062	Dog Officer, Expenses	2,500.00
063	Comm. Center, Payroll & Exp.	203,595.00
<b>Total Public Safety</b>		<b>2,038,087.00</b>

**EDUCATION** Voted unanimously to raise and appropriate the sum of \$2,896,337.00 to cover items 64-65 in the Finance Committee's FY2018 Budget.

064	Berlin Memorial School	2,896,337.00
065	Post Secondary Voc Ed	
<b>Total Education</b>		<b>2,896,337.00</b>

**PUBLIC WORKS / FACILITIES** Voted unanimously to raise and appropriate the sum of \$654,070.00 to cover items 66-77 in the Finance Committee's FY2018 Budget and to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of \$90,000 to Item 75, Transfer Station Expenses, and to appropriate \$13,900 from General Cemetery Receipts and \$2,600 from Sale of Lots to Item 77 Cemetery Expenses in the Finance Committee's FY2018 Budget.

066	Highway, Salary	81,511.00
067	Highway, Wages FT	218,037.00
068	Highway Wages PT	9,163.00
069	Highway Expenses	122,320.00
070	Snow & Salt, FT OT	34,747.00
071	Snow & Salt, Wages PT	10,323.00
072	Snow & Salt, Expenses	85,000.00
073	Street Lights	9,600.00
074	Transfer Station, Wages PT	35,925.00
075	Transfer Station, Expenses	123,940.00
076	Cemetery, Wages PT	3,360.00
077	Cemetery, Expenses	26,644.00
<b>Total Public Works</b>		<b>760,570.00</b>

**HUMAN SERVICES** Voted unanimously to raise and appropriate the sum of \$57,520.00 to cover Items 78-89 in the Finance Committee's FY2018 Budget.

078	Board of Health, Salary	1,800.00
079	Board of Health, Wages PT	3,626.00
080	Board of Health, Expense	1,450.00
081	Nashoba Health	7,021.00
082	Nashoba Nursing	3,205.00
083	Lipton Mental Health	
084	Council on Aging, Wages	6,000.00
085	Council on Aging, Expenses	10,885.00
086	Veterans, Salary	2,842.00
087	Veterans, Expenses	635.00
088	Veterans, Benefits	16,056.00
089	WHEAT Assessment	4,000.00
<b>Total Human Services</b>		<b>57,520.00</b>

**CULTURE AND RECREATION** Voted unanimously to raise and appropriate the sum of \$153,170.00 to cover Items 90-97 in the Finance Committee's FY2018 Budget.

090	Library, Wages PT	113,605.00
091	Library, Expenses	28,865.00
092	Recreation, Expenses	4,600.00
093	Cultural Council, Expenses	1,500.00
094	Historical Commission, Exp.	600.00
095	Memorial Day, Expenses	1,900.00
096	Festive Events, Expenses	2,100.00
097	County Aid to Agriculture	
<b>Total Culture &amp; Recreation</b>		<b>153,170.00</b>

**DEBT AND INTEREST** Voted unanimously to raise and appropriate the sum of \$329,554.00 and to appropriate the sum of \$9,523.00 from Septic Loan Receipts Available for Appropriation to cover items 98-99 in the Finance Committee's FY2018 Budget.

098	Interest	44,554.00
099	Principal	294,523.00
<b>Total Debt &amp; Interest</b>		<b>339,077.00</b>

**INTERGOVERNMENTAL EXPENDITURES: CMRPC** Voted unanimously to raise and appropriate \$782.00 to cover item 100 in the Finance Committee's FY2018 Budget.

100	CMRPC	782.00
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**ASSABET** Voted unanimously to raise and appropriate the sum of \$362,196.00 to cover Items 101-102 in the Finance Committee's FY2018 Budget.

101	Assabet	282,886.00
102	Assabet Renovation	79,310.00

**TAHANTO** Voted unanimously to raise and appropriate the sum of \$3,119,438.00 to cover Items 103-104 in the Finance Committee FY2018 budget.

103	Tahanto	2,569,795.00
104	Tahanto Capital Assess.	549,643.00
<b>Total Intergovernmental Expend.</b>		<b>3,482,416.00</b>

**MISC BENEFITS & INSURANCE** Voted unanimously to raise and appropriate the sum of \$1,639,169.00 to cover Items 105-112 in the Finance Committee's FY2018 Budget.

**Article 10.** Voted unanimously to accept the sum of \$7,200.00 for Cemetery Perpetual Care. The Finance Committee recommended this motion.

**Article 11.** Voted unanimously to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount of \$191,333.00. The Finance Committee recommended this motion.

**Article 12.** Voted unanimously to transfer the sum of \$50.00 from the Anna Hunt Fund to the Library Account, and to further authorize the acceptance of any other monies from various sources to the Library Account. The Finance Committee recommended this motion.

**Article 13.** Voted unanimously to transfer from Free Cash 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. The Finance Committee recommended this motion.

**Articles 14, 16 and 17** Voted unanimously to pass over. (Art. 14. Repair walk-in Cooler/Freezer; Art. 16 Acquiring shelving and Storage units; Art. 17, Accessing gym HVAC units) The money was found in the current budget. The Finance Committee recommended this motion.

**Article 15.** Voted unanimously to transfer from Free Cash 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. The Finance Committee recommended this motion.

**Article 18.** Voted to transfer from the Highland Commons cultural funds 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. The Finance Committee recommended this motion.

**Article 19.** Voted to transfer from Free Cash five thousand dollars (\$5,000.00) for the continued development of the Master Plan for the Town of Berlin, said sum to be expended by the Planning Board. The Finance Committee recommended this motion.

**Article 20.** Voted unanimously to transfer from Free Cash five thousand dollars (\$5,000) for the purpose of making various repairs and performing maintenance to the Council on Aging bus. The Finance Committee recommended this motion.

**Article 21.** Voted unanimously to transfer from Free Cash six thousand dollars (\$6,000) to purchase and install a new phone system for the Town Offices. The Finance Committee recommended this motion.

The Moderator stepped down. The Town Clerk called for nominations for a Temporary Moderator for Articles 22. Tim Wheeler was elected and sworn.

**Article 22.** Voted unanimously to transfer from Free Cash ten thousand dollars (\$10,000) to re-pave driveways in the South Cemetery. The Finance Committee recommended this motion.

**Article 23.** Voted unanimously to transfer from Free Cash 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. The Finance Committee recommended this motion.

**Article 24.** Voted unanimously to transfer from Highland Commons public safety fund thirty-six thousand five hundred dollars (\$36,500) to purchase and equip a new police cruiser to replace the 2012 Ford Taurus. The Finance Committee recommended this motion.

**Article 25.** Voted unanimously to transfer from Free Cash fifty thousand dollars (\$50,000) to purchase minor equipment for the fire department. The Finance Committee recommended this motion.

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**Article 26.** Voted to transfer from Highland Commons public safety fund fifty thousand dollars (\$50,000) to purchase hydraulic rescue tools. The Finance Committee recommended this motion.

**Article 27.** Voted unanimously to pass over Article 27. (new ambulance)

**Article 28.** Voted unanimously to transfer from Free Cash fifty thousand dollars (\$50,000) to purchase a used street sweeper. The Finance Committee recommended this motion.

**Article 29.** Voted unanimously to transfer from Free Cash eighty thousand dollars (\$80,000) for the purchase of hot top and related application equipment to repair Town roads. The Finance Committee recommended this motion.

**Article 30.** Voted to transfer from the Highland Commons cultural funds twenty five thousand dollars (\$25,000) dollars and to transfer from Free Cash twenty five thousand (\$25,000) for the purpose of applying for a Library Design grant from the Massachusetts Board of Library Commissioners Design and Construction program conditioned on DEP approval of water and septic issue. The Finance Committee recommended this motion.

Voted unanimously to amend the article by adding "conditioned on DEP approval of water and septic issue."

**Article 31.** Voted unanimously to appropriate forty-two thousand 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, Section 53 F ¾. The Finance Committee recommended this motion.

Motion failed to postpone action on Article 32 until action on Article 44 is completed.

**Article 32.** Voted 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 town election in accordance with M.G.L. C. 41, Section 1B, and further authorizing the Board of Selectmen to file special legislation with the General Court to confirm, ratify and validate actions of the electorate at the 2017 annual town election.

H 3961, Signed by Governor, 12/21/1017

**Article 33.** Voted to accept Mass. Gen. Law Chapter 200A, Section 9A allowing there to be an alternative procedure for disposing of abandoned funds held by the Town.

**Article 34.** Voted to accept Mass. Gen. Law Chapter 138, Section 33B to permit on-premises liquor licenses to serve alcohol on Sundays and certain legal holidays between 10 a.m. and 12:00 noon.

**Article 35.** Voted unanimously to amend the General By-Laws of the Town of Berlin by adding Article XXI — Capital Planning Committee as printed in Article 35 of the warrant for this meeting except Inserting the following after the words "Finance Committee" in Section 2, Subsection A as follows — (ex officio) So the sentence reads in substantive part "... one member shall be a member of the Finance committee (ex officio)".

**Article 36.** Voted unanimously to pass over Article 36. (Con. Comm. borrowing \$2M, Fin Com recommended \$500K)

**Article 37.** Moderator declared 2/3's 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.

**Article 38.** Voted unanimously to pass over Article 38. (Marijuana moratorium)

**Article 39.** Moderator declared a 2/3's vote to amend Berlin Zoning By-law Article 5, Supplemental Regulations as described in Article 39 in the warrant for this meeting, except the Article 340 Table of Accessory Use should be changed to show "N" under LB and LI.

The Berlin Planning Board held a Public Hearing on April 11, 2017 to consider comments concerning Article 39 on the Town of Berlin Annual Town Meeting Warrant, to be held on May 1, 2017.

At the Planning Board meeting held on Tuesday April 25, 2017 the Planning Board voted 3 in favor 0 opposed to Article 39.

**Article 40.** Voted unanimously to amend the Berlin Zoning Bylaw Article 15: Growth Management, Section 1520b, Applicability, by deleting the words "June 1, 2007" and adding the words "June 1, 2018" and in Section 1560, b, add the words "or a Village Overlay District special permit pursuant to Section 450" after the words "Section 720". The Berlin Planning Board held a Public Hearing on April 11, 2017 to consider comments concerning Article 40 on the Town of Berlin Annual Town Meeting Warrant, to be held on May 1, 2017.

At the Planning Board meeting held on Tuesday April 25, 2017 the Planning Board voted 3 in favor 0 opposed to Article 40.

**Article 41.** Voted unanimously to pass over Article 41. (replace Supplemental Water Supply bylaw with Fire Protection Bylaw)

**Article 42.** Voted to amend the Zoning Bylaw and the Town of Berlin Zoning Map by establishing a Senior Residential Development Overlay District under Section 430 of the Zoning Bylaw on a 78+/- acre parcel of land owned by Christopher Slade, Trustee of Ken-Chris Realty Trust, located on the westerly side of Highland Street identified on Berlin Assessors’ Map 15 as Block 27.

The Berlin Planning Board held a Public Hearing on April 11, 2017 to consider comments concerning Article 42 on the Town of Berlin Annual Town Meeting Warrant, to be held on May 1, 2017.

At the Planning Board meeting held on Tuesday April 25, 2017 the Planning Board voted 3 in favor 0 opposed to Article 42

There was a unanimous vote to move the question. 152 paper ballots were cast. Yes 129, No 23; 2/3’s vote is 101. Assisting with the paper ballot were Lynn Ryan, June Poland, Marsha Johnston, Jane Sawyer, Judy Christensen, Amy Grenier and Chris Flynn.

**Article 43.** Voted unanimously that the Town take no action on Article 43. (Dunkin Donuts drive through window)

Voted unanimously to continue the meeting past 11 pm.

**Article 44.** Voted to authorize the Selectmen to appoint a Town Management Study Committee as described in Article 44, but replacing the last paragraph with “said committee shall consist of 5 qualified residents.

**Article 45.** Voted unanimously to transfer from Free Cash two hundred and fifty thousand dollars (\$250,000) to the Stabilization Fund.

**Article 46.** Voted unanimously to adjourn this meeting to Monday, May 8, 2017 at 12 Noon at the Berlin Town Offices, 23 Linden Street, lower level, at which time and place the polls will be open for the election of Town officers under Article 46, and that following the announcement of the results of the election, this meeting be dissolved.

Meeting adjourned at 11:24 P.M. One hundred eighty-eight (188) registered voters took part in this meeting.

Barry W. Eager, *Moderator*  
Eloise E. Salls, *Town Clerk*

## Proceedings at the Annual Town Election — May 8, 2017

According to legal notice the voters of the Town of Berlin met in the Town Offices for the Town Election on Monday, May 8, 2017. 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 Shantel Smith. The polls were declared open by Warden Dennis A. Fearebay at 12 Noon and voting continued until 8 P.M., when the polls were declared closed. Election workers were as follows: Clerk: Jane Sawyer; Ballot Box Clerk: Robert Wheeler; Checkers: Lorraine Cedar, Mary Wheeler and Robert Guild.; Tellers: Steve Bradley, Jill Mollica, William Thomasino, Marsha Johnston, Lynda Nelson, Robert Guild, Mary Wheeler, Setsuko Bradley, Beverly Wheeler, Roger Bradley, Richard Mills, Robert Wheeler and Denise Davis. Check lists and registers on the ballot box showed that 833 votes had been cast.

Total regular ballots 2000. Total regular ballots cast 789; Total absentee ballots 50; Total absentee ballots sent 44; Total absentee ballots cast 44; Total handicapped voters ballots 50; Total handicapped ballots cast 0; Total registered voters 2253.

### Results of the balloting:

**Moderator** – One Year  
Barry W. Eager. . . . . 696  
Scatterings . . . . . 3  
Blanks . . . . . 134  
Totals . . . . . 833

**Town Clerk** – Three Years  
Eloise E. Salls . . . . . 734  
Blanks . . . . . 98  
Scattering . . . . . 1  
Total . . . . . 833

**Selectman** – Three Years  
Peter Hoffman . . . . . 223  
Mark C. Rhodes. . . . . 218  
Lisa Wysocki . . . . . 387  
Blanks . . . . . 5  
Total . . . . . 833



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**Assessor – Three Years**

Kevin F. Pond .....	702
Scattering .....	1
Blanks .....	130
Total .....	833

**Constable – Three Years**

Peter Hoffman .....	20
Shantel Smith .....	15
Tim Pierce .....	73
Scattering .....	34
Blanks .....	691
Total .....	833

**School Committee – Three Years**

Edward S. Gault .....	616
Scattering .....	3
Blanks .....	214
Total .....	833

**Trustee of Trust Funds – Three Years**

Judith A. Christensen .....	693
Scattering .....	1
Blanks .....	135
Total .....	833

**Cemetery Commissioner – Three Years**

Barry W. Eager .....	697
Scattering .....	1
Blanks .....	135
Total .....	833

**Library Trustee – Three Years**

Charlene R. DiCalogero .....	648
Scatterings .....	1
Blanks .....	184
Total .....	833

**Planning Board – Five Years**

Timothy H. Wheeler .....	711
Blanks .....	122
Total .....	833

**Planning Board – Two Years**

Jay Teich .....	47
Scattering .....	16
Blanks .....	770
Total .....	833

**Board of Health – Three Years**

Paul D. Mikelk .....	659
Blanks .....	174
Total .....	833

**Question 1, Conservation \$\$**

YES .....	428
NO .....	304
Blanks .....	101

**Question 2, Combine Treas. & Tax**

YES .....	596
NO .....	174
Blanks .....	63

The Meeting adjourned at 11:30 P.M.

Dennis A. Fearebay, *Warden*

Jane Sawyer, *Clerk*

## Proceedings at the Special Town Meeting — December 11, 2017

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday December 11, 2017, at 7 P.M. Assistants were James H. Wheeler, Noel Rosenberg, and Dennis Fearebay as checkers and Police Chief Thomas Galvin and Officer Kevin Colomey. Cable television coverage was provided by William and Patricia Anderson, Brittany Blaney and Roger Bradley. It was alive and will also be recorded and available later via You Tube channel. <http://www.townofberlin.com/berlin-tv/>. Attorney Joel Bard of KP Law served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:05 P.M. There were approximately 126 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.

Wayne Texiera gave a brief update about the Town Management Study Committee which is studying the structure of our town government. They are holding an open public forum for feedback and input, on December 13, 2017, 7 P.M., at 19 Carter Street, a community gathering place.

**Article 1.** Unanimously voted to transfer from Free Cash the sum of eighty thousand dollars (\$80,000.00) to FY18 Budget Line Item 42, Public Buildings – Expenses. The Finance Committee recommended this motion.

The Moderator stepped down during Article 2. Nominations were called for a temporary Moderator. Timothy H. Wheeler was nominated. He was elected unanimously.

**Article 2.** Voted to transfer from Free Cash the sum of forty-five thousand dollars (\$45,000.00) to FY18 Budget

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Line Item 42, Public Buildings – Expenses to cover expenses related to completion of the 1870 Town Hall elevator and Historical Commission curatorial building project. The Finance Committee recommended this motion.

The Moderator resumed the podium.

**Article 3.** Voted to authorize the Board of Selectmen to enter into a Second Modification of Development Agreement with Riverbridge as described in the warrant for this Meeting. The Finance Committee recommended this motion.

Lynn Ryan, Lee Tabor and Stephen Bradley were appointed to assist in a hand count. The vote was: YES 109, NO 31.

**Article 4.** Voted to transfer the sum of \$6,095.00 from Free Cash to pay unpaid, prior year FY16 invoices from Community Ambulance Service for Advanced Life Support Intercept services. This was 9/10th's vote.

The Finance Committee recommended this motion.

**Article 5.** Voted to transfer the sum of \$9,805.00 from Free Cash to pay unpaid, prior year FY17 invoices from Community Ambulance Service for Advanced Life Support Intercept services. This was a 9/10th's vote. The Finance Committee recommended this motion.

**Article 6.** Unanimously voted to transfer the sum of \$530.80 from Free Cash to pay an unpaid prior year FY17 invoice to Moura's Cleaning Services for Public Building — Expenses. The Finance Committee recommended this motion.

**Article 7.** Unanimously voted to transfer the sum of \$55.00 from Free Cash to pay unpaid prior year FY17 Conservation Commission — Expenses to reimburse Carolyn MacDonald for a conservation webinar registration. The Finance Committee recommended this motion.

**Article 8.** Motion failed.( Maximum 3 drive-ups in overlay zones. Yes 51, NO 79 needed 2/3's vote).

**Article 9.** Voted unanimously to amend the Town's Zoning By-Law "Article 7, Alternative Site Development", as described in Article 9 of the Warrant for this meeting.

The Berlin Planning Board held a public hearing to consider Article 9 of the 2017 Special Town Meeting Warrant on Tuesday November 28, 2017. At the Planning Board meeting on November 28, 2017 the Board voted 3 in favor 0 opposed to Article 9.

Article 10. Unanimously voted to amend the Town's Zoning By-Law "Article 9, Signs, Section 941 Address Signs", as described in Article 10 of the Warrant for this meeting.

The Berlin Planning Board held a public hearing to consider Article 10 of the 2017 Special Town Meeting Warrant on Tuesday November 28, 2017. At the Planning Board meeting on November 28, 2017 the Board voted 3 in favor 0 opposed to Article 10.

**Article 11.** Moderator declared a 2/3's vote to amend the Town's Zoning By-laws by adding a new Article 16 — Temporary Moratorium on Recreational Marijuana Establishments, and further to amend the Table of Contents to add Article 16, "Temporary Moratorium on Recreational Marijuana Establishments" as described in Article 11 of the warrant for this meeting, except that in section 1630, to delete the date June 20, 2019 and to insert in its place December 31, 2018.

The Berlin Planning Board held a public hearing to consider Article 11 of the 2017 Special Town Meeting Warrant on Tuesday November 28, 2017. At the Planning Board meeting on November 28, 2017 the Board voted 3 in favor, 0 opposed to Article 11.

**Article 12.** Unanimously voted to accept the provisions of M.G.L. Chapter 60, § 62A, and to amend the Town's General By-laws by adding a new Article XXII titled "Payment Agreements for Overdue Taxes" as described in Article 12 of the warrant for this Meeting, except to delete:

In Section 3, second bullet "any exceptions (lower) would require Selectmen approval" and

In Section 8, the 4th line "if also approved by the Selectmen"

The Finance Committee had no comment on this article.

**Article 13.** Unanimously voted to accept M.G.L. Chapter 33, §59 of the Massachusetts General Laws "Effect of military service on salary, seniority and leave allowances of public employees," and allow the Board of Selectmen, in their capacity as the sitting Personnel Committee, to make confirming changes to this effect in the Personnel Policy. . The Finance Committee had no comment on this article.

Meeting was dissolved at 9:44 P.M. One hundred sixty (160) voters took part in this meeting.

Barry W. Eager, *Moderator*  
Eloise E. Salls, *Town Clerk*

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## Town Clerk

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](mailto:TownClerk@TownofBerlin.com).

My appreciation is extended to those people who assisted with the elections and town meetings in 2017. 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](http://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 January 1.** The license fees are (male/female \$11.00 and neutered/spayed \$7.00) and **the penalty is \$5.00 as of April 1 and \$25.00 as of May 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](http://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, 2017, the dog revolving account had expenditures of \$408.39. In FY17, there were receipts of \$2,794.

### FY2017 BOARD OF APPEALS APPLICATIONS:

1. Special Permit, 245 River Rd. W, M. Brisson & S. Cardoso
2. Site Plan, 223 West St., J. Holyoak & M. Adams
3. Comprehensive Permit, 58 South St., The Capes, Mark Rhodes
4. Special Permit, 195 Highland St., Jeffrey Fallon
5. Variance, 48 Summer Rd., Richard Marshall
6. Variance, 71 Summer Rd., Jeffrey A. Bryan
7. Site Plan, River Rd. W., Boundless Adventures
8. Special Permit, 28 Oak St., Keith Boughrum
9. Special Permit, 83 Boylston Rd., David Bratton
10. Variance, Site Plan, Donald Potas
11. Special Permit & Site Plan, 28 Oak St., Keith Boughrum
12. Special Permit, 207 Linden St., Greg Tatnall

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

Financial report for FY17	
Dog Licenses	2,794
Dog Fine Penalties	199
Clerk Receipts	2130
Gas Storage Permits	100
Planning Board Fees	6,375
Board of Appeals Fees	4,925
Assessor's Maps	1000
<b>Total Paid to Treasurer</b>	<b>17,523</b>

Respectfully submitted,  
Eloise E. Salls, *Town Clerk*  
James H. Wheeler, *Assistant Town Clerk*

## Births Recorded through 2017

DATE	NAME	PARENTS
January 11	Makenzie Rose Lowe	Brian Stephen & Felicia (Wheeler) Lowe
January 16	Paisley Annmarie Juan	Christopher Michael & Christina Marie (Meluch) Juan
February 14	Emery Rose Caswell	Daniel Thomas & Brittney Lea (Johnson) Caswell
March 22	Caleb Jack Gilchrist	Brendon Edward & Jaclyn Mae (Welch) Gilchrist
April 12	Victoria Valentina Tsarova	Andrei Tsarou & Tatsiana (Bardyleva) Tsarova
April 20	Drew Scott Allen	Scott Chester & Amy Elizabeth (Morrissey) Allen
April 29	Eloise Ruth Pettinato	Nathan Joseph & Michelle Lee (Bading) Pettinato
May 4	Sophia Silva Rodrigues	Helder Silva Rodrigues & Glaucia Cristina Alves DaSilva
May 9	Jack Alden Verrico	Matthew Thomas & Katherine Anne (Saddlemire) Verrico
May 12	Oliver Gleason Smith	Brett Richard & Colleen Noelle (Gleason) Smith
July 12	Wyatt David Molnar	Andrew Christian & Whitney Dawn (Therrien) Molnar
July 18	Lillian Isabelle Lavigne	Scott James Lavigne & Alison Elizabeth Demers
August 8	Paul Yousab Amin	Maged Azar & Sherine Tawadrous Amin
August 24	Nathan DeSouza Lopes	Calos Henrique & Elisabeth Nunes DeSouza Lopes
August 25	James Daniel Rider	Matthew James & Jennifer Louise (Howe) Rider
September 19	Dahlia Estelle Loisel	James Thomas & Sarah Anne (Saliba) Loisel
September 25	Aeden Wyatt Totman	Michael William & Jennifer Anne (McCullough) Totman
October 7	Charles David Parham	Bradley Alan Parham & Stephanie Jo Larobadiere
October 25	Leah Brito DePinho	Wellington Alves & Eleusa (Brito) DePinho
November 19	William Michael Adams	Mark David & Jamie Lyn (Bussolari) Adams

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

## Marriages Recorded through 2017

DATE	PLACE	PARTY A & PARTY B
March 22	Littleton	Vilma Augusta Dias & Francisco Jose Moura of Berlin
April 15	Sudbury	Christopher William Desjardin & Pamela Susan Chaves of Berlin
May 31	Berlin	William Francis Haley & Saraya Nicole Methe of Berlin
July 29	Harvard	Alison Rose Keleher & Jonathan Costa Carvalho of Berlin
September 7	Clinton	Tracy Christine Fowkes & John F. Hubbard, Jr., of Berlin
September 15	Berlin	Brett Kyle Forrest & Brittany Lyn Troy of Brookfield CT
September 16	Weston	Amanda Leigh Lauze & Brian Francis Couture of Berlin
October 5	Berlin	Olindo Cabral Pacheco & Genevieve Embo Lindayao, of Berlin
October 14	Leominster	Jason Michael Lucht & Caitlyn Ann Keefe of Berlin



## Deaths Recorded through 2017

DATE	NAME	ADDRESS	AGE
January 10	John Wheeler	36 Dudley Road	82
January 20	Don Christopher Davis	48 Highland Street	61
February 22	Gail Elizabeth Bellarosa	59 Allen Road	67
March 3	Patricia T. (Wallace) O'Donnell	18 Marlboro Road	88
April 3	John Niedzial Jr.	32 Boylston Road	79
April 12	Francis Charles Ryan	135 Pleasant Street, Rear 201	66
April 14	Ulla B. (Hoglund) Haggstrom	44 Brook Lane	79
April 17	Annabritta B. (Brandt) Taylor	36 Barnes Hill Road	99
April 30	Dorothy J. (Dobrick) Baietto	197 River Road West	91
May 18	Elizabeth A. (Johnston) Rexford	135 Pleasant Street	96
May 21	Jane Ellen (Lyonnais) Kiley	98 Coburn Road	55
June 16	William E. Beauchaine	203 Lancaster Road	77
July 4	Joan Elizabeth (Thomas) Gilchrist	28 Brook Lane	84
July 13	Kenneth J. Painter	23 Brook Lane	94
July 13	Lawrence Joseph Landry	135 Pleasant Street	90
October 2	Albert A. Richard	89 Brook Lane	80
October 4	Rosemarie (Spinney) Sawyer	47 Linden Street	82
October 15	Gustave R. Gaschnig	8 Morse Road	90
October 19	Barbara (Nixon) St. John	279 Randall Road	93
October 26	Ruth J. (Strategakis) Sandini	28 Barnes Hill Road	93
October 30	Wayne E. Kraemer	11 Bailey Road	84
October 31	Doris M. (Norton) McKenna	135 Pleasant Street	85
November 3	Andrew William Walker,	331 Sawyer Hill Road	74
November 4	Yoshiko T. (Takegami) Sefton	3 Gates Pond Road	93
November 15	Barbara M. (Geraway) Chiavaras	135 Pleasant Street	86
November 29	Andrew B. Matthew Jr.	8 Barnes Hill Road	85
December 4	Bruce C.Wheeler	255 Pleasant Street	59
December 20	Beverly A. (Artz) Mello	61 Summer Road	90
December 29	Lawrence Howard Wheeler, Sr.	308 South St.	78
December 29	Judith Marie (Ramelli) Guzzi	135 Pleasant St., 3-2	76

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## Board of Selectmen

The Board welcomed Lisa Wysocki to the Board following her May 2017 election. Wysocki filled the seat vacated by Judy Booman who did not opt for reelection but who continues to serve the Town as, among other things, a member of the Energy Committee and a Work Off employee attached to the Board's Office.

Effective January 5th, dispatching services were shifted from the Town of Berlin to the Nashoba Valley Regional Dispatch District. The Board thanks the many dispatchers who provided dedicated and skilled service to the Town. The Board adopted a "Complete Streets" policy which positioned the Town for a \$12,290 Community Compact grant to study Berlin's transportation infrastructure needs (and "pave the way" for state funding for construction). The Board thanks Timothy Wheeler for his efforts on that project.

The Board continues to work with the combined Fire/Rescue Department to progress the restructuring of the combined department and to provide dependable 24/7 coverage in the context of a department that retains a strong volunteer component.

In February the Board contracted with Antonelli Construction to construct the combined 1870 Town Hall elevator and Historical Commission curatorial building project. Work began in April with terrific progress made over the balance of the year. The Board also thanks the students and faculty of Assabet Regional Technical High School for its substantial work framing the new curatorial building. The Board endorsed and Town Meeting approved two Highland Commons mitigation requests: (1) \$3,500 for rubber pads under the BMS swing sets and slides, and (2) \$25,000 for library renovation design services (subject to resolution with MassDEP with onsite water and septic concerns).

In March, the Board invoiced Highland Commons \$412,164.24 for public safety mitigation costs which was timely paid and based on December 31, 2016 occupancy of 298,178 square feet. In perpetuity hereafter, Highland Commons will only be obligated to make annual public safety mitigation payments pursuant to its development agreement with the Town.

In May, the Board awarded 2017 Mabel Felton Marble scholarships for \$1,000 each to graduating seniors Amelia Veronica Burton, Abbie Rose Lynch McNickol, and Cassidy Lillian Walsh. The Board thanks the continued generosity of Sylvia Marble in making this scholarship possible for Berlin's young women.

Lisa Wysocki helped to organize a revived Berlin Home Day event which took place in June on South Common. There was strong attendance and many events and participants. The development of business and community sponsors and community involvement will hopefully show a way

forward for this event in future years. The Board appointed a Town Management Study Committee to examine potential efficiencies and improvements and whether to migrate towards Town Administrator position to assist the Board (the committee's report and recommendations are due by February 1, 2018). The Board filled its allotted two-of-five seats on the newly-created Capital Planning Committee which charts requests and recommends capital expenditures.

The Board attended the ground breaking ceremony for the new 100+-room Hilton hotel at Riverbridge and were first advised of plans to build a Riverrun treetop adventure park (slated to open in Spring 2018) to be located partially on land on which the Town has a purchase option. And June 30th was proclaimed "Lawrence Brandt Day," in appreciation to the more than 20 years of service the Berlin native provided to the Town as its Building Inspector. In August, Joseph Atchue succeeded Brandt as Building Inspector.

Under the Community Choice Power Supply Program, the Board signed 6 month competitive electric service agreements: (a) in June 2017 with Verde Energy USA Massachusetts, effective January 1, 2018; and (b) in October 2017 with Constellation NewEnergy effective July 1, 2018.

In July the Town received a \$100,000 insurance payment to partially compensate for the theft by former payroll vendor Boston Business Services. BBS principal John Carr was ordered incarcerated after pleading guilty to 25 separate counts of embezzlement by a tax preparer. Among several other victims, Carr failed to pay over to the DOR and IRS a total of \$380,022 withheld from Berlin Town employee paychecks for 2012, 2013, and 2014.

In October, the Board instituted a "liaison" network, assigning a selectman to serve as a point of contact for several key departments and committees. The Board created an Information Technology Committee, launched a quarterly Town government newsletter and discussed the creation of a volunteer handbook.

In November the Board began review of concerns related to the impending merger and appointment of the Treasurer and Tax Collector offices. At the Dec. 14th STM, the Board supported articles to provide \$80,000 for the municipal building budget and \$45,000 to complete work on the 1870 Town Hall elevator and Historical Commission curatorial building project. On December 21st, Governor Charlie Baker signed into law Berlin's petition to appoint and merge the Treasurer and Tax Collector offices. The Board is working with incumbent Dennis Fearebay and Richard Sardell, respectively, on the re-organization of these key financial offices.

The Board issued licenses in 2017 as follows:

Common Victuallers	16 (down 2 from 2016)
Sunday Ice Cream	4 (down 1 from 2016)
All Alcohol Restaurant	5 (up 1 from 2016)
Beer & Wine — Package Store	3
All Alcohol — Package Store	2
1-day Alcohol License	3
Public Amusement	3
Auto. Amusement Devices	3
Sunday Entertainment	3 (up 2 from 2016)
Entertainment	3 (up 1 from 2016)
Motor Vehicle — Class I	3
Motor Vehicle — Class II	2
Motor Vehicle — Class III	1
Junk Dealers	1
Auctioneer	0 (down 1 from 2016)

The Board has enjoyed a good working relationship with the owners of Maplewood Farm in monitoring its ongoing earth importation project, including joint efforts with the Massachusetts Department of Environmental Protection to add another layer of oversight to the earth importation process called an Administrative Consent Order (ACO). The Board was notified in December of an appeal filed with the Housing Appeals Committee by the Capes of Berlin, LLC regarding a proposed 12-unit housing project for 58 South Street. The Board approved payments in 2017 on Green

Community energy efficiency projects to Guardian Energy: (a) Town Offices Building Analytics: \$26,129; (b) BMS Analytics Software: \$25,615; (c) BMS Univent Cleaning: \$16,206.

The Board has also been pursuing a solution to the overall management of our very successful Council on Aging. The Council currently oversees the COA van, Meals on Wheels program, senior programming, grant requests and administration, and many other services vital to our elderly community entirely with volunteers, most of who belong to the community. While the Board recognizes the extraordinary work that these volunteers have been doing and hopes that the Town and Council will continue to benefit from their generosity, we also recognize that this is not a sustainable model going forward. Given the amount of time, effort, and potential liabilities involved, it is our belief that it is time to support the Council with professional resources by hiring a part-time Council on Aging Director.

We want to hear from you — send your comments by mail or to [selectmen@townofberlin.com](mailto:selectmen@townofberlin.com). Follow the “Town of Berlin, MA” on Facebook, on Twitter @TownOfBerlinMA, or visit our website [www.townofberlin.com](http://www.townofberlin.com). Our website remains in top form thanks to the care and effort of volunteer Garth Coleman.

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  
Thomas Andrew  
Christine Keefe  
Lisa Wysocki

## Town of Berlin Voter Total Sheet as of 04/16/2018 - All Voters

Ward	Precinct	CC	D	H	J	L	O	Q	R	S	U	Grand Totals
0	1	15	424	1	6	11	2	1	285	1	1515	2261
Ward 0 Totals		15	424	1	6	11	2	1	285	1	1515	2261
Grand Totals		15	424	1	6	11	2	1	285	1	1515	2261

A – Conservative  
B – Natural Law Party  
C – New World Council  
D – Democrat  
E – Reform  
F – Rainbow Coalition

G – Green Party USA  
H – We The People  
J – Green Rainbow  
K – Constitution Party  
L – Libertarian  
M – Timesizing Not Down

N – New Alliance  
O – MA Independent Party  
P – Prohibition  
Q – American Independent  
R – Republican  
S – Socialist

T – Inter 3rd Party  
U – Unenrolled  
V – America First Party  
W – Veteran Party America  
X – Pirate  
Y – World Citizens Party

Z – Working Families  
AA – Pizza Party  
BB – American Term Limits  
CC – United Independent Party  
DD – Twelve Visions Party

# Police Department

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.

2017 was a year of growth and change for the Berlin Police Department and the Town of Berlin. The biggest change was the relocation of dispatch services to the Nashoba Valley Regional Communications Center. Dispatch services had traditionally been housed in the police department and handled by town employees. In recent years additional requirements imposed by State 911 led us to investigate other possible options as it became nearly impossible to provide dispatch service with only one dispatcher on duty. Through a study it was determined that the transition to a regional center would be the best option. Although a major change for the community the level of dispatch service provided by the regional center has been excellent. Dispatchers at the center are more experienced based on the number of calls handled and the variety of the calls received at the center. The transition was not without its challenges as it was new for the officers as well as residents. Officers have adapted to the change and work well with the dispatchers at the center. For the residents, moving to the center meant that the public safety building will be closed at times. The closing of the building at times has been addressed, and an administrative assistant was hired. The public safety office is open Monday thru Friday from 9am to 5 pm. Police Officers and Firefighter/EMTs are still available 24 hrs a day, a phone was installed in the entry to the building that automatically connects to dispatch once the handset is picked-up.

It is discouraging to see an increase in traffic crashes during 2017. Although the total number of crashes has increased, areas we had identified as areas of concern have been addressed during 2017. Those areas, including Gates Pond Rd. at Coolidge Rd and Marlborough Rd. at River Rd East, have each shown reduced crashes in 2017. The top priority in 2017 was to improve the safety at the intersection of River Road East and Marlborough Road, and the changes made at the intersection have led to a reduction in crashes. The department will continue to identify problem areas and work to make those areas safer in the future.

**The Police Department logged 10334 calls for service in 2017. Below is a list of some of those calls:**

911 Hang up	33	Juvenile Offense	14
Accident Personal Injury	52	Larceny	60
Accident Property Damage	137	Liquor Laws	
Ambulance	254	Lockout	35
Animal Calls	133	Mental Health	9
Assault	2	Missing Person	3
Assist Other PD	163	Motor Vehicle Complaint	101
ATV	7	Medical	
Breaking and Entering	9	Motor Vehicle Stop	2395
Building Check	4032	Robbery	2
Citation	1745	Recovered Motor Vehicle	2
Citation Speeding	541	Road Hazards	56
Disabled Motor Vehicle	165	Shoplifting	18
Disturbance	49	Radar Patrol	634
Domestic Abuse	18	Threats	2
Fireworks	5	Suicide	2
Fire Department Assist	184	Sex Offense	1
Follow-Up	30	Stolen MV	7
Found Property	20	Warrant Arrest	10
Harassing Phone	7	Warrants Served	10
House Check	75	Well Being Check	62

## Summary of Traffic Crashes:

	2016	2017	% Change
Total number of Traffic Crashes	164	189	15.2%
Fatal Accidents	0	0	
Personal Injury Crash	51	52	
Property Damage Crash	128	137	128

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*



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# Fire and EMS Department

Citizens of Berlin,

I am pleased to present to you the 2017 report of the Berlin Fire & EMS & Emergency Management Department. On February 1, 2016 the departments were officially combined into one department under one Chief. In these first two years 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 two years we have made great strides in moving the "New" Department forward as one. We have completed and or addressed all of the recommendations from the MRI Management Operational Study that the Town commissioned in 2015. There are many areas that are ongoing processes and others that have been addressed through the Capital Planning and Budget processes.

## The most notable items we have addressed are:

1. In October we placed into service our new Ladder Truck. Total cost was \$723,611.00 plus the trade in of the 1989 Tower Truck and 2004 Rescue Truck. All funding was appropriated from Highland Commons Public Safety Funds, no tax dollars. We have reducing the size of the fleet by one vehicle.
2. We have added a second daytime 40 hour per-diem Firefighter/EMT position to help with weekday coverage as we have no call members who work in town.
3. We conducted our second Officer Promotional process and I am pleased to announce that we have promoted Patricia Correia to the rank of Assistant Chief. Anthony Alessi, James Concannon and Jamie Desautels to the rank of Captain and Jonathan Paulino to the rank of Lieutenant. Congratulations!
4. We had three members complete Firefighter I/II training at the Massachusetts State Firefighting Academy and are now Certified Firefighters. They are Bart Temple, Charles Butler and Daniel Burnell. Congratulations men!
5. We had 5 people pass their State/National Emergency Medical Technician certification exam. They are Christopher Melone, Sharon McGowan, Peter Fortin, Steven Walsh and Charles Butler. Well done folks!
6. With the changes we have made, the processes in place, and the apparatus and staffing changes made and proposed, if all move forward, we will ask Insurance Services Office (I.S.O.) to come in and do a full evaluation of our fire protection for the community. I am confident that we will be able to reduce the Fire Insurance rating for the town of Berlin from an 8 to a 6 and quite possibly a 5 which would equate to a 10 to 15% savings on every property owners fire insurance premium. In 2016 we were able to reduce the rating from a 9 to an 8 with the few processes and changes we made at that time.

## 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  
Fire Marshal David Lichwell 😊😊😊😊😊😊  
Clerk Heidi Spinney 😊😊

### Group 1

Assistant Chief/EMT Patricia Correia 😊😊😊😊  
MPO Brendon Gilchrest 😊😊  
EMT Shayne Cook  
FF/EMT Jonathan Kersting  
FF Bart Temple

### Group 2

Captain/EMT Anthony Alessi 😊😊😊😊😊😊  
FF/EMT Michael Wheeler 😊😊  
EMT Jason Irish  
+FF Brandon MacNeil  
+FF/EMT Richard McGowan 😊😊

### Group 3

Captain/EMT James Concannon 😊😊  
Cullen Duhamel  
FF/EMT Peter Fortin  
FF Steven Lazazzero  
EMT Benjamin Matthew 😊  
+FF/EMT Jeremy O'Connell 😊

### Group 4

Captain/EMT Jamie Desautels 😊😊😊😊😊😊  
EMT FF/EMT Charles Butler  
EMT Michelle Deveau  
Recruit Joseph Lesser  
FF/EMT Christopher Melone 😊  
FF/EMT James Spinney 😊😊😊😊😊😊

### Group 5

Lieutenant/EMT Jonathan Paulino  
FF Daniel Burnell  
Kevin Colomey 😊  
EMT Eric Kanavos  
FF/EMT Kevin Pond 😊😊😊😊😊😊😊😊😊😊  
Recruit Andrew Theve

### Group 6

Rotating Chief Officers  
FF/EMT Wesley Durant 😊😊😊😊😊😊😊😊  
FF/EMT EMT Devin Blakely  
MPO Frank Brewer 😊😊😊😊😊😊😊😊😊😊  
EMT Bridget Boyle  
FF Kyle Lichwell  
FF/EMT-P Jason Roach 😊😊😊😊😊😊  
FF/EMT Daniel Sullivan

Auxiliary Members

George Pendergast ☺☺☺☺☺☺☺☺☺☺  
Peter Demers ☺  
Dennis Fearbay ☺☺☺  
Kenneth Gilchrest ☺  
EMT Jaclyn Gilchrest ☺

Explorers

Meghan Bowles  
Gavin Colby  
Sarah Cook  
Sara Peltier  
Steven Peltier

\* Designates Full-time  
☺ Each 5 years of Fire/EMS Experience  
+ Military Veteran

Grants Applied for in 2017:

<b>2016 MEMA EMPG Grant</b>	
Complete Audio Visual System for training Room . . . . .	\$2,460.00
<b>Governor’s Safety Council Grant</b>	
Electric UTV . . . . .	\$19,999.00
<b>Volunteer Fire Assistance Grant</b>	
Brush Fire Protective Equipment . . . . .	\$3,838.56
<b>Assistance to Firefighters Grant Staffing</b>	
2 Firefighters . . . . .	\$326,508.00
<b>2016 assistance to Firefighters Grant</b>	
Hydraulic Rescue Tools . . . . .	\$98,609.00
<b>Total Dollars Applied for . . . . .</b>	<b>\$451,414.56</b>

Grants received this calendar year are as follows:

<b>2016 MEMA EMPG Grant</b>	
Complete Audio Visual System for training Room . . . . .	\$2,460.00
<b>Governor’s Safety Council Grant</b>	
Electric UTV . . . . .	<i>Not Funded</i>
<b>Volunteer Fire Assistance Grant</b>	
Brush Fire Protective Equipment . . . . .	\$925.28
<b>Assistance to Firefighters Grant Staffing</b>	
2 Firefighters . . . . .	<i>Not Funded</i>
<b>2016 assistance to Firefighters Grant</b>	
Hydraulic Rescue Tools . . . . .	<i>Not Funded</i>
<b>Total Dollars Awarded . . . . .</b>	<b>\$3,385.28</b>

We will continue to apply for and pursue any available grant opportunities.

Thank you to all of the citizens, Town Hall staff and all employees and volunteers of the town for your support and assistance this past year. We all work to improve communications between departments and the various boards. Congratulations to Joseph Atchue our new Building Commissioner. Welcome aboard! A special thank you to Chief Galvin for working so close with me as we strive to make the Berlin Public Safety Departments the best and provide the services you have come to expect and appreciate.

Respectfully submitted,  
Paul J Zbikowski, *Fire Chief*

Emergency Response Statistics

FIRE		EMS	
Building Fire	4	Cardiac	25
Cooking Fire (contained)	2	Respiratory	21
Vehicle	6	Burns	0
Road Freight or X-port Vehicle	2	Drugs/Alcohol/Overdose	8
Outside Fire – Mulch-Other	12	OB/GYN	0
Brush	6	Psychiatric	11
Rubbish	1	Stroke/Altered Mental Status	6
MVA w/Injury	41	Traumatic Injury MVA	41
MVA w/o Injury	32	Seizure	6
Search for Lost Person	1	Allergic reaction	4
LNG/LPG Gas Leak	2	Weakness/Syncope	32
Carbon Monoxide	1	Injury Non MVA	46
Electrical	2	Other Illness	74
Power Line Down	4	No Transport/Refusals/Lift Assist	33
Aircraft Stand-by	1	<b>Total EMS Calls</b>	<b>307</b>
Lock Out	1	<i>*BLS Calls (approx) . . . . . 40% *ALS Requested Calls . . . . . 82 *ALS Unavailable (now tracking) (approx) . . . 30% *Life Flight . . . . . 1 *Mutual Aid Ambulance Received . . . . . 25 *Mutual Aid Ambulance Given . . . . . 27 *Overlapping/Back to Back Calls . . . . . 42 *Fire Calls to Residential Properties . . . . . 275  * Not a Total Call Statistic</i>	
Water Problem	4		
Odor of Smoke/Smoke Scare	11		
Animal Problem	3		
Public Service	5		
Assist Police or other Agency	9		
Assist Invalid/Lift Assist	25		
Unauthorized Burning	3		
Cover Assignment	8		
Good Intent	3		
Dispatched-Cancelled Enroute	23		
False Call	3		
Sprinkler System Malfunction	2		
Smoke Detector Malfunction	10		
CO Detector Malfunction	10		
Smoke Detector-Unintentional	45		
Alarm System-Unintentional	42		
Citizen Complaint	3		
<b>Total Fire Calls</b>	<b>284</b>		

5 Years:	2013	2014	2015	2016	2017
<b>Fire:</b>	257	232	268	270	284
<b>EMS:</b>	257	266	272	291	307
<b>Combined:</b>	<b>514</b>	<b>498</b>	<b>540</b>	<b>561</b>	<b>591</b>

“ALWAYS READY TO PROTECT AND SERVE”

## Fire Prevention Division

On July 1st 2017, The Berlin Fire Department established a full time Fire Inspectors position and established the position of Fire Marshal. The Fire Marshal is responsible for performing Life Safety Inspections at churches, schools, public buildings, commercial properties, stores and restaurants. Other responsibilities include; issuing required permits, annual liquor license inspections, code enforcement, existing commercial properties, fire alarm and fire suppression system inspections. This also includes new construction plan reviews of commercial, residential, subdivisions and the review of future proposed projects. The Fire Marshal has a backup Fire Inspector within the Fire Department to assist if the Fire Marshal is unavailable.

August of 2017, the Town of Berlin hired a new full time Building Commissioner. The Commissioner and the Fire Marshal have established a team approach to all required Inspections. This team approach has created better customer service for areas where both Fire and Building codes need to be applied. This has proven to be a most valuable asset as the town continues to experience large scale growth of both commercial and residential projects. Fire and Building codes are continually updated at the State and National Levels. Many codes reflect both Fire and Building concerns and as such need the cooperation of both departments to successfully enforce required codes and standards.

The teamwork approach further compliments the process of proposed projects that come before the Planning Board and the Zoning Board of Appeals by allowing input from both departments in a coordinated effort to ensure all concerns are addressed at the time of proposal. This early interaction in the project allows for any potential problems to be addressed prior to projects being approved and permitted.

The Fire and Building department members attended weekly construction meetings for large scale projects that are underway. During construction, many issues that arise can be easily addressed when both departments coordinate solutions that allow for code compliance.

The Town of Berlin's Inspectors meet every month to address any concerns with any projects or if they are finding any problems during the month in the field. Other Town Departments and Boards also attend monthly meetings, this is helpful because it affects most of the departments that we interact with on a daily basis. Communication is a key factor and makes everyone's job a lot easier if all departments can work together. Both the Fire Marshal and the backup Fire Inspector attended continuing education classes and seminars threw out the year. The Fire Marshal is an active member of the Fire Prevention Association of Massachusetts (FPAM). Continuing education on a monthly basis is a key factor in addressing current and projected issues that affect the outcome of Fire Prevention/Inspection concerns. The Inspectional services division strives to be at the forefront of issues relating to Life Safety and code enforcement so as to offer the best protection to the residents and guests of the Town of Berlin.

Permits Issued . . .	271	Meetings . .	101	Inspection . . .	376
Liquor . . . . .	6	Details . . . .	17	Fire Drills . . . . .	6

Respectfully submitted,  
David J. Lichwell, *Fire Marshal Berlin Fire/EMS*

*Make Sure You Have Working Smoke and Carbon Monoxide Detectors  
Have a family meeting place. Get out and stay out. CALL 9-1-1*

### PERMITS

Oil Burners (new)	8
Oil Burner (alt)	1
Sub Division review	3
Smoke & CO (26F)	81
Blasting	2
Ansul suppression	2
Fire Alarm (com)	8
Fire Alarm (res)	4
Flammable storage	5
FP 290 storage	2
LP storage	28
Plan review (comm)	4
Plan review (res)	18
Sprinkler (comm)	11
Sprinkler (alt)	1

Oil Tank install	8
Oil Tank removal	16
Fuel underground install	5
Fuel underground removal	5
Occupancy	15
21E	3
Transfer tank	1
Fire Pump install	1
Waste Container	22
Heater	1
Site review	2
Extinguishing system	4
Welding	9
Knox Boxes	20

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## Highway and Facilities

### Highway Dept.

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

Did regular maintenance and repairs to our equipment.

Prepared the roads into the South Cemetery for new pavement.

Installed new catch basins on Lincoln Rd., Linden St., and Central St.

Crack sealed some of our roads.

Replaced some of the old wooden guard rail with steel.

Built a new wood chip box.

Installed new drain pipe on Crosby Rd.

### Town Facilities

Regular maintenance and repairs to Town Buildings.

Respectfully submitted,  
Keith Clemmer, *Superintendent*

## Animal Inspector

### Animals counts Inspections Town of Berlin:

Animal	Count
Chickens	398
Horses	189
Cows	13
Steers	16
Game Birds	40
Guinea hens	18
Goats	15

Animal	Count
Alpacas	14
Pigs	4
Llamas	1
Turkeys	5
Rabbits	3
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. 3 dogs bites to humans.

### Notes:

All barns inspected were well kept.

Farm animals 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 to what your options are and steer you to the best care for your animals.

There have been a lot of complaints about dogs. Owners are in the wooded trails with dogs off leads.

This has caused numerous bites, animal to animal and animal to human bites. Please keep your dog on a lead.

I want to share some information with any poultry owners in town. The Mass Department of Agricultural resources, currently has a program that provides free Salmonella Pullorum and Avian Influenza testing for all chickens, turkeys and game birds in the state. The testing is required on any flock whose owners sells, gives away or otherwise moves any live poultry or hatching eggs within the Commonwealth. Any poultry owners who are interested in scheduling testing, should contact the division of Animal Health at 617-626-1795.

We are also requesting your help in improving compliance with the state requirements for the licensing of horse riding stables and riding instructors. MGL Chapter 128. section 2b states: Every person engaged in the business of operating a riding school or stable where horses are kept for hire, shall obtain a license. Additionally, any person providing any type of instruction to the general public aboard or attached to any equine must have a Mass Riding Institution License.

Sue Roche Richarda [Sue] Roche  
*Animal Inspector, Berlin Mass.*

## Board of Health

The Board continues to work with the Nashoba Associated Boards of Health reviewing septic and well applications. Variance hearings are held largely for septic system repair or replacements.

Transfer Station sticker sales have shifted to the Transfer Station, and on Friday mornings at the Board of Health (BOH) office. Sales always begin on July 1st.

Department of Environmental Protection (DEP) inspections continue to be positive. The Board wishes to thank: the Highway Department for its cooperation, volunteers at the Take it or Leave it shed, and the employees, all of whom keep the Transfer Station running smoothly.

For the Board  
Paul Mikelk, *Chairman*



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# 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](http://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 2017 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 40 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) ..... 123**

The Nashoba sanitarian is available for the public at least twice a week on Tuesdays 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 ..... 24**

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 is also investigated, and where appropriate

medical consultation and laboratory testing may be required.

### **Pool/Camp Inspections ..... 2**

Camps are inspected at least annually at opening for 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 ..... 8**

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 ..... 14**

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

### **Septic System Lot Tests ..... 107**

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 Applications ..... 21**

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 Reviews ..... 30**

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 Applications ..... 26**

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

### **Septic System Construction Inspections ..... 57**

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 ..... 167**

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

### **Well Permits ..... 12**

### **Water Quality / Well Consultations ..... 75**

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

<b>Rabies Clinics / Animals Immunized .....</b>	<b>25</b>
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.	
<b>Nashoba Nursing Service &amp; Hospice</b>	
<b>Home Health Nursing Visits.....</b>	<b>110</b>
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.	
<b>Home Health Aide Visits .....</b>	<b>10</b>
Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.	
<b>Rehabilitative Therapy Visit .....</b>	<b>118</b>
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.	
<b>Community Health Nursing</b>	
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.	
<ul style="list-style-type: none"> <li>• We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.</li> <li>• We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).</li> <li>• We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).</li> </ul>	

- 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 summary of the activities of the Community Health Nursing program.

Nashoba conducted 10 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 28 health promotion/well-being/ volunteer visits in your community.

We administered 31 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 .....	24
Confirmed.....	10
Communicable Disease Number of Cases	
Anaplasmosis .....	2
Campylobacter .....	1
Hepatitis C .....	1
Influenza .....	4
Salmonella .....	2

<b>Dental Health Department</b>	
<b>Examination, Cleaning &amp; Fluoride — Grades K, 2 &amp; 4</b>	
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 .....	76
Students Participating.....	44
Referred to Dentist .....	7
<b>Instruction — Grades K, 1 &amp; 5</b>	
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

## Cemetery Commission

We continued our paving project in South Cemetery, completing the south drive to the cross drive and then northerly on the cross drive. Again we thank Superintendent Clemmer and the Highway Department for their preparation prior to the paving work. We will ask for additional funds to complete the center drive to the cross drive and to connect with last year's work.

Because we had a year with less full burials, we were able to paint the shed in the South Cemetery and to purchase a new device for lowering caskets, replacing the old one which was no longer dependable.

We ask that all decorations from the winter be removed by April 1 and that you refrain from planting until Memorial Day weekend. Planting of shrubs or other non-seasonal decorations must be approved by the cemetery superintendent.

BURIALS		
Name	Lot/grave	Death date
James Wheeler	N-Q R4 gr 15	3/8/12
Stephen Roache	N-Q Wall gr 27	10/11/16
Florence LaPlante	S-388 gr 7	11/11/16
Florence Munter	N-Q R5 gr21	11/25/16
Dean Powers	N-B R5 gr 17	12/18/16
Lewis Busconi	S-163 gr 3	12/24/16
Nancy Wheeler Domenici	S-247 gr 3	1/16/17
Eva M. Yeiter	N-Q R5 gr 18	2/8/17
Viola Ross	S-348 gr 3	2/9/17
Ruth O'Neil	S-225 gr 7	3/19/17
John Niedzial Jr.	S-433 gr 4	4/3/17
Robert L. Tervo	N-Q R7 gr 17	4/10/17

## Inspector of Wires

The following is a list of electrical permits issued and fees collected from 7/1/16 through 6/30/17:

Residential Permits	117	\$8,424.76
Commercial Permits	48	\$15,520.32
<b>TOTALS</b>	<b>165</b>	<b>\$23,945.08</b>

Respectfully submitted,  
Henry Wheeler, Jr., *Wiring Inspector*

Alma Headberg	N-Q R3 gr 8	4/18/17
Hope Hillman	S-225 gr 3	5/15/17
Barbara Perry	S-348 gr 2	5/27/17
Carlene Martha Gannon	S-351 gr 6	6/27/17
James H. Gannon	S- 351 gr 6	6/14/06
Liolia Schipper	N-B R8 gr 10	6/29/17
Frederick Borden	S-RC gr 26	9/17/17
Mary Wendler	N-Q R1 gr 18	9/24/17
Rosemarie Sawyer	S-221 gr 9	10/4/17
Barbara St. John	N-Q R4 gr 12	10/19/17
Andrew Walker	S-385 gr 2	11/3/17
Margaret Lucci	S-351 gr 2	11/25/17
Andrew B. Matthew, Jr.	S-330 gr 3	11/29/17
Herman Schultz	S-376 gr 3	12/4/17
Hazel Munroe	S-396 gr 4	12/6/17
Beverly Mello	N-Q R2 gr 31	12/20/17
Lawrence H. Wheeler	S-R B gr 43	12/29/17

## SALES

Carl & Jacquelyn Ziegler	N-FF R1 grs 33, 34
Judith Coldwell Mahan	N-BB grs 28, 29
James Young	N-BB R1 gr 21
William Tervo	N-FF R2 grs 23, 24
Robert Powers	N-B R5 gr 17

Respectfully submitted,  
Barry Eager, *Chair*; Robert H. Guild, Jr., *Clerk*;  
Ruth A. Wheeler, *Commissioners*; G. A. Pendergast,  
*Superintendent*

## Plumbing and Gas Inspector

The following is a list of plumbing and gas permits issued and fees collected from 7/1/16 through 6/30/17:

Plumbing Permits	66	\$16,080.46
Gas Permits	72	\$5,102.57
<b>TOTALS</b>	<b>138</b>	<b>\$21,183.03</b>

Respectfully submitted,  
Al Roseberry, *Plumbing and Gas Inspector*

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## Building Commissioner

As the new Building Commissioner for the lovely Community of Berlin, I would like to introduce myself. My name is Joe Atchue. I was previously the Building Commissioner in the Town of Northborough. I'm looking forward to serving the community for many years to come.

This past year has been very busy with the various projects in town. The town barn is moving along and anticipated to be complete in the first quarter of 2018. Also the 1870 Town Hall is anticipated to be completed within the year. Other notable projects include the hotel on River Road, the continued development of Highland Commons, and the beginning of development at the Riverbridge site for several retail establishments and apartment complex.

We have included a listing of all of the permits pulled this past year and the associated fees collected, as well as the valuation of the projects completed and ongoing. I'm looking

forward to meeting everyone and helping you achieve your construction needs. I'm available Monday through Friday from 6:30am to 2:30pm by appointment, as I am in and out of the office for inspections and meetings.

As a reminder for anyone looking to pull a permit, the state has changed over to the 9th Edition of the Massachusetts State Building Code as of January 1, 2018. If you have any questions pertaining to the changes in the code, please reach out, and I will be glad to sit with you and review the code as it pertains to your project. It is also my intention to hold an informational session on the new code in the coming months.

Below is a list of building permits issued from 7/1/16 through 6/30/17.

Respectfully submitted,  
Joseph M. Atchue, *Building Commissioner*

TYPE OF PERMIT	#	FEES	VALUE
New homes	15	30,565.90	3,751,000.00
Additions	0	0.00	0.00
Foundations	4	195.00	420,000.00
Garages/carports	5	3,738.50	401,500
Re-roof and siding	27	2,944.54	446,290.98
Sheds	3	260.00	19,500.00
Repairs/Alterations	52	6,959.09	804,791.39
Wood/Gas/Pellet Stoves	7	350.00	425.00
Pools	6	537.00	73,000.00
Porches & Decks	9	963.84	25,690.00
Barns	2	1,160.00	145,000.00
Signs	11	772.50	54,550.00
Sheet Metal	20	1,500.00	175,100.00
Demolitions	6	150.00	15,000.00
Solar Systems	13	3,908.91	433,303.69
Tents	7	250.00	0.00
Commercial Alterations	5	2,420.22	76,500.00
New Commercial	14	128,859.00	18,861,361.00
Occupancy/Safety Inspection	5	80.00	0.00
Antennas	3	200.00	20,000.00
Duplicate Cards	0	0.00	0.00
<b>TOTALS</b>	<b>214</b>	<b>185,814.50</b>	<b>25,723,012.06</b>

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## Planning Board

The Planning Board's role is to guide development of land, buildings and businesses in Berlin primarily through town-wide zoning decisions and individual site plan reviews. Town-wide zoning changes must be approved by voters at a Town Meeting. A Master Plan for the town is used to set the goals for planning decisions, and the Board is responsible for writing and updating that document.

In 2017, the Board reviewed and held hearings on two citizens' petitions for zoning changes.

The first was a proposal to establish a Senior Residential Development Overlay District off Highland Street. The petitioner presented a plan to build 66 housing units configured as duplexes and reserved for sale to residents aged 55 and older. The petition recommended by the Planning Board, appeared as an article on the Annual Town Meeting warrant, and was passed by a 2/3 vote.

The second citizens' petition to permit a drive through window at the Riverbridge Dunkin Donuts, which was not recommended by the Planning Board, was presented at the Annual Town Meeting in May and was defeated. At the fall Special Town Meeting in December, the Planning Board presented a similar article but with additional requirements and safeguards. This article proposed a maximum of three drive through fast food restaurants at each of the three shopping areas at the edges of our town. The article was developed in concert with the Economic Development Committee in an effort to improve the economic viability of the three shopping areas and thereby maintain/increase the tax stream to the town. This latest article on fast food restaurants was also defeated at the Town Meeting.

Also presented at the fall special Town Meeting were articles to require address signs on buildings and special Permits for in-law apartments, and another article to manage growth within the town. All of these articles passed.

Riverbridge, a development of 205 rental apartments, a hotel, gas station restaurants and other business at the southern border of Berlin is one of the town's largest projects and the Planning Board shares responsibility for monitoring its progress and adherences to the overlay by-law and the approved site-plan.

There was a ground breaking for the Riverbridge hotel in June with an expected opening in late spring or early summer. The rights to develop the apartments, on the opposite side of the road from the hotel, were sold by Riverbridge to NRP Corporation, a large national builder, in December. The Board met with NRP's project manager and has begun to review their plans. Construction of these apartments is expected to start by early summer.

The Board held a hearing and approved a definitive plan for a subdivision off of River Road West that will include an aerial adventure park to be known as Boundless Adventures.

The land for this park is owned by the developer of the Riverbridge project and will be leased to the park operators.

In response to the request of an abutter, the Planning Board sent a letter to the Zoning Board of Appeals listing our objections to a proposed new affordable housing project on South Street to be known as the Capes of Berlin.

The Board met with residents of Gates Pond Road to discuss traffic calming methods to discourage speeding. After consultation with the Highway and Police Departments, the Board allocated funding for the installation and modification of stop signs at the intersections of Gates Pond Road and Fosgate Road, Gates Pond Road and Marlboro Road, and River Road East and Chapin Road.

In October the Board reviewed and approved a Sudbury Valley Trustees plan to protect land on Lyman Road.

The Board keeps the town's Master Plan current by updating one of five parts each year in a continuing cycle with input from residents, businesses and community leaders. In 2017, we updated the Housing Production Plan which was prepared by a consultant under our direction, using funds allocated at Town Meeting.

The focus of the Housing Production Plan was to encourage production of sufficient affordable housing to meet the state's requirement of 10% of the town's housing stock. At this level, the town will not be required to allow developers to bypass our zoning and building bylaws using a state law known as 40(b). Once the Riverbridge apartments are on line we will meet the state's threshold. As other currently approved projects are completed our affordable housing percentage may reach 16%, more than enough to exceed the state's requirement.

With the affordable housing challenge now met, the Board is turning its attention to long range planning and new challenges.

Among the new challenges are how to address the State's legalization of recreational marijuana, and our town's overwhelming positive vote in support of this legalization during the 2016 ballot initiative. Towns may develop bylaws for the growing, packaging, distribution and retail selling of marijuana. Any bylaws developed will be with input from residents and within new guidelines and laws set by the State.

With the rapid proliferation of commercial and residential solar electricity generation units, the Board has begun to discuss how construction of those units (large and small) can be managed to meet our goal of maintaining the rural character of the Town.

Respectfully submitted,  
Ronald Vavruska, *Chairman*; Janet Campbell; Thomas Sanford; Timothy Wheeler; Jay Teich



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## Zoning Board of Appeals

During 2017, the Berlin Zoning Board of Appeals held several hearings. One comprehensive permit (Chapter 40B) was approved with stipulations after many meetings and input from other town boards and citizens. Three variance petitions were heard. Two variances were withdrawn (one in January 2018), and one was approved. Five special permits were requested. Three special permits were approved, and two were withdrawn. Five site plan approval requests were heard. Two site plans were approved, and three were withdrawn (one in January 2018).

The Board lost two of its valued members during 2017. Kevin Diggins (a.k.a. "Hawkeye") was a dedicated member of the board known for his attention to detail. The board misses his pragmatic approach to the issues before it. Jeanne Survell left the board while serving as its chairman. She shared her substantial zoning knowledge with her colleagues and

provided guidance in all matters before the board. Both former members will be missed.

During 2017, the board welcomed Ginny Zukatynski to its membership. The board hopes Ginny enjoys her service and looks forward to working with her.

The Berlin Zoning Board of Appeals is in need of at least one more alternate member. Anyone who has an interest in exploring membership on the board is encouraged to attend one or more board meetings. Members are appointed by the Berlin Board of Selectmen, and application for membership should be made to the selectmen.

Respectfully submitted,  
Lynn Ryan, *Chairman*; Patricia Jackson, *Vice-chairman*;  
Dennis Bartlett, *Clerk*; James Royer; Virginia Zukatynski;  
Susan Roberts

## Energy Committee

The Energy Committee continues to work on the town's behalf to reduce energy consumption and implement best practices through the Green Community program.

Using grant money awarded under the 2016 Green Community competitive grant process the Town installed building analytics software at Berlin Memorial and the Public Safety/Municipal Building. The technology proactively monitors building systems for faults and notifies assigned town employees when there is a mechanical failure or opportunity to improve efficiency. The system is operational in both locations and the committee is working with Guardian Energy to ensure that all contractual terms are met and we maximize potential savings.

In addition, the Town received a grant to complete a retro-commissioning analysis at Berlin Memorial and the Municipal Building. The process is the same as what homeowners may do with their own homes through the Mass Save program. The review identified opportunities for improvement including potential energy saving measures and necessary repairs.

Our committee also advised the Board of Selectmen when setting electric rates for participants in the Town's municipal electrical energy aggregation program. Every six months, we solicit bids from energy providers so participants receive

electricity at a competitive rate less than National Grid's standard offering. The committee is seeking feedback from the community if they would like us to prefer green energy offerings at a slightly higher cost than the lowest bid. During the last bid cycle, purchasing energy through a provider of a 100% green product (wind) would have cost \$0.0005 per kilowatt hour more than the lowest bid and still would have been below the standard offering. For a home consuming 900 kWh per month a 100% green product would cost an additional \$5.40 per year. If you would like to express a preference, please contact us at [energycomm@townofberlin.com](mailto:energycomm@townofberlin.com).

Finally, the Energy Committee is working to take advantage of a grant through the Metropolitan Area Planning Council to change the Town's street lights to energy efficient LED lights. If ultimately approved by the Board of Selectmen, the town would purchase and assume responsibility for the lights. Because LED streetlights are extremely efficient and nearly maintenance free we benefit from both reduced energy costs and savings on maintenance fees assessed by National Grid.

Respectfully submitted,  
Eloise Salls, Judy Booman, Amy Beaudet,  
Greg Tremelling, Tim Wysocki

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## Library Trustees

The Berlin Public Library was very active in 2017. Robert Hodge, Library Director, along with his enthusiastic personnel have continued to meet the needs of our town's patrons and constituents. The Library continues to host and offer numerous programs throughout the year, on a variety of topics, with many age groups considered. The Children's Librarian offered 110 children's programs in 2017 and the Library also held 12 adult programs. While the children's programs continue to have excellent attendance the Adult program attendance varies depending on the topic and subject matter. The varying of attendance for the adult programs is a topic the trustees continue to address and even more so with our attention moving this year toward our strategic communications. This idea of strategic communication comes from our newest board member Charlene, who brings new energy to the board of trustees.

The Library posts all ongoing and upcoming programs on the Library town website and children's programs are emailed monthly to all patrons requesting such emailing. The Summer Reading program in conjunction with our school district continues to have a strong following. The teen advisory group continues to meet regularly, and the number of participants continues to increase. The Tech Help continues to be a favorite of our constituents and has grown so much in popularity that Parker now has his brother Davis join him, to assist with this program. Both Parker and Davis are members of our teen advisory group.

The state continues to require 20% expenditure of the budget on acquisitions to qualify for state aid and our Director continues to keep the Library on target for this aid. The upkeep, repairs and ongoing maintenance of the old building continues to be a challenge. Thanks to our Library Director and Keith Clemmer our town's highway and facility superintendent, all library maintenance issues are addressed in a timely fashion.

The Trustees continue to investigate and are optimistic of the possibilities of renovating the existing building, if grant monies become available in 2019. The Trustee's remain diligent regarding the renovation project keeping in mind the monies approved at last year's town meeting for the design plans for the library renovation project. The Director and the Library Trustees continue to work closely with the Marielle Stone, Deputy Regional Director, Bureau of Water Resources, Central Regional Office, regarding the necessary work, needed to be completed prior to applying for the possible grant monies in 2019, to assure the building will meet all DEP requirements, prior to spending monies allocated. The

Trustees have also informed the Capital Planning Committee that a well may be in order. The Library is currently awaiting the results of a scheduled water test.

The Friends of the Library continue to be a valued partner for the library offering their, time, talents and organized fund raisers to help support the many programs and project at the library. The Friends held their annual "Holiday Basket" sale, with proceeds earmarked for future library needs and programs. A special thanks to Mark and Pat Smith for all the work they have done with creating and maintaining our beautiful garden and gazebo area behind the library. Stop by and have a look and check out a book or two.

The Library had some local community support from Lowe's Home and Garden Center, who donated an air purifier, plants for the Children's garden and prizes for the summer reading program.

The computer carrousel, have been purchased, assembled and are housing the two computers at the back of the top level of the library, monies appropriated at last year's town meeting.

The Library Trustees are currently working on activities to celebrate the 90th Birthday, December 8, 2018 of the Library. One program in the planning is the history of the library with the Berlin Arts and Historical Society. A Library Timeline of significant events through library history is also being prepared by library page Parker Rule honoring the past 90 years.

A thank you to our veteran library staff, who are always willing to offer guidance and support to our patrons: Robert Hodge, Director, Karen Kowal, Pam Chenevert and a warm welcome to Susan Skoog, our new Library Assistant. The Trustee's would also like to thank our Pages for all their dedicated work: Parker Rule, Mischka Altucher, Gabrielle Mosher and Chloe Landry.

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 \$354,511, for the past year.

Town appropriated funds FY 2018: wages \$113,605, Expenses \$28,865.

Respectfully submitted by the Trustees  
Janet Lamy, Judith Rothbard Tate, Charlene DiCalogero

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## 1870 Town Hall

**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 began in early April.

**Job Meetings and Progress:** From April 2017 through mid-November weekly Construction Job Meetings were

held at the 1870 Town Hall and run by Tom Chalmers, Architect and attended by representatives of the 1870 Advisory Committee, the Historical Commission/Historical Society, Selectmen, Fire and Safety, the Building Inspector, the Clerk of the Works, and Mark Lapomardo of Antonelli Construction. It proved to be an open and efficient process as construction issues could be discussed and questions answered by representatives in the room.

Wayne Coulson, House Carpentry Instructor at Assabet Valley Regional Technical High School and his crew were able to complete the frame and roof of the Curatorial Storage Building, closing it in for the winter. They will be back in September to finish the interior.

Construction of the Elevator Addition proceeded pretty much as scheduled with a close working relationship between Tom Chalmers, Austin Design and Mark Lapomardo, Antonelli Construction. We had hoped to open in late December, but National Grid was delayed with issues related to getting 3-phase power, needed for the project. Then late hurricanes in Puerto Rico and Nor'easters held up completion of this vital piece. The 3-phase power is now in place and Antonelli Construction is back finishing up and should be done by Mid-May.

The support that the Town and the Town boards have given to this project is very much appreciated. Of special note is the cooperation between Town Facilities Manager, Keith Clemmer and Antonelli Construction. During construction Building Manager, Liane Leahy, has assisted renters in securing temporary venues for classes and events.

Watch for a date of opening at [www.Berlin1870TownHall.org](http://www.Berlin1870TownHall.org).

Respectfully submitted,  
Evy Dueck, Pat Smith, Bob McTague

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## 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 2017 programs.

**Nutrition:** From January to the end of September, volunteers under the guidance of Lorraine Cedar prepared and delivered healthy, tasty meals to people who were temporarily or permanently unable to cook for themselves. Lorraine retired late in the year after many dedicated years of service, and beginning in October, we switched to a federal program of prepared meals through the Montachusett Opportunity Council. Each Tuesday and Thursday, 3 meals are delivered to each qualified elder, one hot, one cold and one frozen. Reports have been good about the quality of the meals. We could use more people to help deliver them.

During the summer months, the food pantry will deliver retail food to Meal on Wheel recipients if you call Fran at 978-838-2508 with your requests.

**Health Screening:** the Nashoba Associated Board of Health took blood pressures on the first Thursday of each month and free flu shots were given by them in November.

During July, town nurse Tamara Bedard RN, was available to consult with seniors about the 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, bed rails, canes, grabbers, and shower chairs to loan out if you need them. Call Lori Fearebay at 978-804-8487 for assistance.

**Exercise:** Each Saturday Sharon Santello conducted an "Easy Does It Yoga for Seniors" and a "Balance and Fall Prevention Class." Sharon had to leave at the end of the year and Jenith Carpentier is our new yoga coach. Jeff Cote has been instructing us in Tai Chi, an ancient art that will improve your balance and reduce your stress level. 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. 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. Times and days of all our activities are noted in the Powder House News.

**Social:** Our Annual Volunteer Recognition Luncheon was held on June, we took a trip to Rota Spring Farm for ice cream in September and we enjoyed a Holiday Party in December. Pat Wheeler and Beverly Baldwin made the arrangements.

**COA Bus:** The COA Bus made over 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.

**Senior/Veterans Work-Off Program:** the Work-Off Program has completed its second year. Eligible property owners and veterans may work a maximum of 125 hours during the fiscal year, earning credits to their tax bills for the following fiscal year. This year's participants earned \$10/hour for work completed during the period from July through December 2016 and \$11/hour for work completed during the period from January through June 2017. The following departments requested assistance: Treasurer (office support & data systems support); Building Inspector (filing); Police Dept. (office support); COA (drivers, dispatcher, office and computer support and Work-Off Program Coordinator); Fire Dept. (computer development); 1870 Town Hall, Library and Historical Comm. (photography); Cable Access (videography); Tax collector (envelope stuffing); and Board of Health (miscellaneous repairs & painting at the Transfer Station). Twelve property owners participated in the program, working a total of 1,156.25 hours, and earning a total of \$11,952.75. The amount earned for each individual will be applied as a payment to their FY18 tax bills.

**COA Director:** We plan to request a part time Director for next year. The organization, planning, food distribution and transportation need regular attention in order to provide consistent service to our elders. We also need representation at training and workshops. At present we do not have time to participate in these sessions which will help us to better serve the elder community of Berlin. 2017 COA Members: George Pendergast, *Chair*; Fran Gill, *secretary*; Pat Wheeler; Lori Fearebay; Beverly Baldwin; Karen Schulz and Kate Bliss.

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## 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 2017, we served an average of 25 families who were able to visit the pantry twice each month, indicating the difficult financial situation the economy is still creating. These 25 families accounted for an average of 70 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 gone up only minimally in the past several years, while rent, food and health insurance have increased. 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 fifth Wine Tasting Fundraiser, sponsored by The Wine Cellar at BJ's, was very successful and a lot of fun. XIX Carter provided an intimate setting for this year's event and afforded many people the opportunity to admire the work that has been accomplished at this site over the years. Attendance this year nearly doubled from last year and exceeded our expectations. Proceeds from the Wine Tasting are used to stock food items as they are needed.

The Board has also updated its website and provided information about additional ways to monetarily contribute to the Pantry.

In 2016 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 nutrition program to provide food assistance to children over

the weekends. Currently the program serves four families. Due to the success of the program and the continuing need, it will be extended into 2018.

The current hours for the Food Pantry are Tuesday and Saturday from 11:30 a.m. to 1:30 p.m. 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](http://www.berlinfamilyfoodPantry.org), or as a link on the town website [www.townofberlin.com](http://www.townofberlin.com). 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 2017 Board of Directors were: Fran Gill, Valerie Muldoon, Susan Reguera, Linda Thomasino, Catherine Waugh, Pamela Dona, Rebecca Alty and Mary Mikelk; added mid-term were Joe Gugliemino and James Holyoak.

The Board accepted the resignation of Rebecca Alty and wishes to thank her for her many years of service on the Board.

The Board accepted the resignation, effective December 31, 2017, of Fran Gill, co-founder of the Berlin Family Food Pantry and long-term chairman. Fran will remain active in the Pantry as Pantry Manager, and will continue to serve the Board in an advisory capacity. Valerie Muldoon, vice chairman, has accepted the position as chairman. The Board unanimously elected James Holyoak as vice chairman.

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

## WHEAT Community Connections Clinton, Mass.

### Berlin Statistics 2017

Number of all client visits using the Community Café	76
Number of all household visits to the Food Pantry	82
Number of household members using the Food Pantry	152
Percentage of Families needing Case Work Services	7%

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

- 43% adults (18-64)
- 43% seniors (65+)
- 14% children (0-17)



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## Cultural Council

During the application period in 2017, the Berlin Cultural Council (BCC) received twenty-one (21) applications for grants for funding in FY18. 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 eighteen (18) for funding.

The Massachusetts Cultural Council's allotment to the BCC for FY18 grants program was \$4400.00 and \$1500.00 was approved by Berlin residents at the May 2017 Town Meeting. There was \$305 encumbered from FY2017 that was awarded but not used by grant recipients. Local Cultural Councils are allowed to allocate up to 10% of their budget for administrative funds every year according

to the Massachusetts Cultural Council (MCC). The BCC voted to move \$24 of this years funding from the MCC to administrative funds. Altogether the BCC was able to award \$6181.00 in grants. The chart below lists the successful proposals.

Serving on the Berlin Cultural Council are Karen 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*

#	Program	Applicant	Award
1	The Magic of Communication @Tahanto	Scott Jameson	\$313
2	Monet's Magic — Pastel Paint	Gregory Maichack	\$495
3	80s Rock the Library — Library Summer Reading Program	James Manning	\$573
4	Expanding Regional Arts Programing — free local concerts	River's Edge Arts Alliance	\$250
5	In Good Company — BMS Fall 2017 Cultural Show	LINK — BMS	\$800
6	Libraries Rock — Library Summer Reading Program	Berlin Children's Library	\$150
7	Adult Improv Workshop	Meredith Charles	\$300
8	Free Friday Nights at the Discovery Museums in Acton	The Discovery Museums - Acton	\$200
9	Summer Youth Band Workshop	Leslie Havens	\$500
10	Let the Landscape Speak	Anna Crane	\$250
11	Coffee House Music Series	Seth Asser	\$400
12	Gardening Lecture	Berlin Agricultural Commmission	\$200
13	Summer Brass Ensemble	Alan Johnson	\$300
14	Comedian — Berlin Seniors	Mel Simons	\$250
15	Mystic — Berlin Seniors	Gary McKinstry	\$400
16	Tai Chi for Seniors	Berlin Council on Aging	\$300
17	Polish Picnic	Polus Center	\$200
18	Nashoba Symphonic Band	Nashoba Friends of Music	\$300

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## Historical Commission

The Commission's work is aided and supported by the Berlin Art and Historical Society through both volunteer service and financial expenditures.

**Historical Collection.** Prior to the commencement of the Town Hall Elevator Project, the Collection was moved from our former storage building adjacent to the Town Hall to a room on the lower level of the Town Offices. This was a major undertaking for which we had assistance from personnel and vehicles of the Berlin Fire Department, the Lions Club and the Society. Any move of this sort also provides the opportunity to rearrange materials, and this proved to be an advantage for us. The Fire Department also had some steel shelving which we were able to use in conjunction with the equipment we had previously used in our old building. We also removed the photographs from Memorial Hall for safekeeping during the construction period. Thanks to all those who helped with this work.

We were able to work with Ed Hopfman on identifying many of his photographic prints. We have also worked with Martin Miller, Brenna Ewing and others in the community in organizing a part of this very significant collection.

**Town Hall Elevator Project.** The actual construction began after April 1st. Among the first actions was the removal of our former storage building. As work proceeded, the general contractor saw to construction of the foundation and floor slab for our new curatorial building. The carpentry department of Assabet Valley Vocational School was able to come in the fall and build the shell of the new building. Their schedule elsewhere was changed so that they were able to complete the roof and seal up the structure to protect the concrete below during the coldest part of the winter. We anticipate their return in the fall of 2018 to complete the new building.

**Bullard House.** Painting was done in our new entrance room by Joni Bergen. We continue work there as volunteer time is available. Our project to complete the kitchen and accessible rest room received no interest when it was advertised in the State's central register. We continue to prepare a modified project in order to get this work done with the funds approved from the Highland Commons Cultural Fund. The Society may do a portion of the work first in order to remove some of the uncertainty regarding the likely cost.

**Hearse House.** The Society continues to seek additional funding in order to complete the restoration of this historic town building in the Old Burying Ground.

The Society's January program was given by Dave Westerling on the flood control dams constructed in Berlin as part of the SuAsCo flood control project in the 1960s and 1970s, the Brewer Brook Dam off Pleasant Street and the Lester Ross Dam north of Linden Steet near Bighole.

The Society presented two programs in September and October related to the old Howe Tavern and Store building. One of these concentrated on the building itself and its owners since its construction in 1812, including a walk around the outside of the building. The second program focused on the operators of the store business from Solomon Howe, who had the building built, to the present. Previous operators or their descendants added informative comments.

The passing bell was tolled as in past years.

We recognize the following residents who celebrated their 90th birthdays in 2017: George Cedar, Richard Kessler, Lawrence Landry, Beverly Mello, Elsa Polewarczyk, Valerie Risi, Robert Walsh.

Respectfully submitted,  
Barry Eager, *Chair*; Madeline Mctague; June Miller;  
Richard Wheeler

## 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

6/30/2017 expendable balances are given in Accountant's Report. The present low interest rates give us very little current income on the funds.

Respectfully submitted,  
Barry Eager, Jane Sawyer, Judy Christensen

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## 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.*

This year was our first annual Corn hole Tournament, which was a fun event for all ages. Thank you to everyone in the community who entered or donated their boards and bags for us to use. Our official winners were Rick Lee and Mike Quirk!

Our 2017 second annual Berlin Country Run brought out seventy-two 5k runners and twenty-four fun runners. We were able to donate \$1,340.00 of the proceeds to the Berlin Family Food Pantry. This could not have happened without our amazing sponsors: Berlin Auto Service Inc., Berlin General Store & Eatery, Berlin Liquors LLC, Diamond Athletics Turf Inc., J.R. Matthew Inc., Mike Sawyer Contracting Inc., Pine Valley Farms, Rhodes Construction Inc., Rhodes Realty Associates, RJ Marshall and W&A Muldoon. The Berlin Country Run committee would also like to thank the Berlin Police Department for all their support in keeping our runners safe on the roads. We are looking forward to putting together our 3rd annual Berlin Country Run this year!

### South Commons

Recreation continued to contract with a local landscaper to provide a maintenance program on the front field areas. We continue to rotate soccer fields and reseed and aerate areas that need improvement. Due to past dry summers and lack of irrigation, the fields required more maintenance this year and Recreation spent \$10,831.00 to do so. Thank you to Berlin Youth Soccer and Berlin Youth Baseball for contributing to this expense.

The full size soccer field in the back corner of the complex needed extensive work in the spring and was shut down while the area was aerated and reseeded. The Recreation Committee negotiates field usage contracts on a year-to-year basis. We lost outside usage contracts due to the poor conditions and the merging of our usual contract with another entity. We are working hard to get new contracts for the upcoming year. This field also remains available to our town programs during the year. Recreation, Berlin Soccer, and Berlin Baseball continue to work cooperatively on maintenance plans, equipment, and scheduling in order to keep South Commons busy and well organized.

Recreation is responsible for the ongoing maintenance of the children's playground and monitor the playground for safety

and upkeep. There are modifications we will be working on in the coming year. 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 Snack Shack continues to run and be successful with Rick and Julie Lee still coordinating, stocking, and maintaining in the spring and fall seasons.

### 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 have a 60 to 90 minute session on Saturday split between practice and games. Each session includes a combination of small sided games as well as fun activities emphasizing basic soccer skills.
- 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 successful 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 Stow, Lancaster, Clinton, Bolton, and Harvard. We continue to offer an instructional first and second grade program, which has many youth volunteers in town co-coaching, and started a new instructional introduction group for kindergartners. 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. This year we were able to donate \$150.00 to the physical education program at Berlin Memorial as a token of our appreciation. We would also like to thank the Town of Berlin Recreation Committee for supporting repairs to the backboards, hoops, and floor maintenance and the Men's Basketball group for contributing money as well. Additionally, we continued our "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. Berlin Youth Basketball also participates 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:** This is a great youth program that we are very proud of, kids can start as early as 4. The kids learn all the fundamentals and team play that you could ask for in a youth sport. Fielding about 50 of our kids in town and then merging with Boylston/W.Boylston by age 9. This is a great way to get them acclimated to the next step they will take at the High-school level.

Rick Lee, *President*

Jamie McNamara, *Vice-President*

Valerie Muldoon, *Treasurer*

Suzanne Clisham, *Security Officer*

## Finances

The Recreation Committee Revolving Account had an opening balance on 7/1/16 of \$29,902.71. During the year we received \$16,096.14 from the usages fees associated with the athletic fields, registration fees from programs and Berlin Home Day. From this account during the year, \$16,311.01 was spent on field and grounds maintenance, paying out Berlin Home Day vendors, and various donations. The 6/30/17 balance was \$29,687.00. Our annual budget from the Town of Berlin was increased to \$4,600.00 which is an increase of \$1,200.00 from the previous year.

**Members:** Julie Lee, Robert MacKay, Tammy Money, Valerie Muldoon, Greg Tremelling

## Rail Trail Advisory Committee

The Berlin Board of Selectmen charged the Rail Trail Advisory Committee with gathering all pertinent information related to a proposed passive recreational trail along the Wayside branch of the Mass Central Rail Trail. Specifically, the Selectmen directed:

### I. Mission Statement

The Rail Trail Advisory Committee provides a mechanism for the Town to examine the issues in converting an existing rail line in Berlin to a recreational path.

The Committee:

- Should have regular public presentations during the course of their review to publicize their inquiry and to regularly solicit input from the public;

- Should identify and address the many questions and concerns that residents of Berlin have about the rail trail;
- Should seek information as to the actual experience of communities with existing rail trails and document that information; and
- Should consider alternatives to the rail trail, including for example the placement of some or all of it on alternate routes (e.g. the Ross Dam).

The Committee shall develop a balanced report with a discussion of the pros/cons of the conversion and recommendations for the issues which must be addressed.

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## II. Issues for Consideration

The Town must come to a consensus on the many issues before the rail trail conversion can proceed. These issues include, but are not limited to:

- **Physical Design Issues**

- Interface and Integration with existing public ways
- Buffers to affected abutters
- Access and Parking,
- Need for any facilities (e.g. lighting, crossings, bathrooms)
- Conceptual design of the path: dimensions of the path and materials used to construct the path.

- **Other Issues**

- Abutters concerns; security, privacy, property values, mitigation,
- Environmental issues; wetlands, wildlife, soil contamination,
- Safety concerns; police, fire
- Allow dogs or horses,

- **Financial Issues**

- Funding; how the design and construction will be paid for, what costs to the town,
- Ongoing maintenance and costs (e.g. police coverage and trash pickup),

## III. Membership and Operation

The Rail Trail Committee shall have 5 at-large members and a Board of Selectmen liaison. All appointments shall be indefinite, until the Board of Selectmen feels the mission of the Committee has been achieved, or that the membership needs to be changed in order to keep the work progressing. A member of the Board of Selectmen shall chair the Committee until a Chair has been elected from the membership of the Committee. A clerk shall also be elected to ensure that all meetings are properly posted and minutes of each meeting are kept. Minutes of the Committee shall be prepared and posted. The committee shall be in compliance with the Open Meeting Law, Public Records Law and the Conflict of Interest Law.

May 3, 2016 — ATM Art. 38 vote to establish committee (2nd of 3-night ATM)

June 27, 2016 — Description approved by Board of Selectmen

In 2017 the RTA Committee gathered data for this project took the form of researching existing literature, and engaging the community, Town Departments and committees, the

DCR, and other towns along the proposed Wayside trail. The RTAC gathered feedback through the following:

1. The RTAC walked the proposed trail in Berlin with the Chief of Police and the Fire Chief to gain their perspectives and any issues or concerns they had.
2. The RTAC contacted representatives in each of the seven (7) other communities designated along the Wayside Rail Trail: Bolton, Hudson, Stow, Sudbury, Wayland, Weston and Waltham. The purpose of these interviews was to gain an understanding of the intentions of each town in developing the proposed trail and to explore where they were in the process.
3. The RTAC invited Paul Jahnige, the Director Greenways and Trails Program for the DCR, to meet the committee and answer any questions the committee had. This two hour meeting was recorded by the Berlin Cable Access Committee and is available on the Town's website.
4. The RTAC held monthly public meetings beginning in September 2016, and organized one public forum for abutters and other community members to attend and leave written and/or oral comments.
5. The RTAC met with Berlin's Conservation Commission and Recreation Committee to invite comments about the proposed Wayside Trail and passive recreation alternatives available in the Town of Berlin.
6. A RTAC member met with Dave Westerling of Berlin's Finance Committee to explore funding options for development of the Berlin portion of the Wayside Trail.
7. A RTAC member attended a DCR Wayside Rail Trail meeting on August 2, 2017 in Wayland. All towns along the Wayside Rail Trail were represented and each town provided an update as to their participation and/or involvement.

Other research into the development of a multiuse path included:

1. Extensive online research into multiuse paths, including crime and safety data, economic development, impact on property values, and active rail with trail considerations, to name only a few.
2. Financing sources were explored with multiple parties contacted during the study.

The Report of the study is in draft. Committee documents and a video recording of the RTA Committee with the DCR can be found at <http://www.mytowngovernment.org/01503>

Rail Trail Advisory Committee members:

Mary Porter, *Chair*; Mary Mikelk, *Clerk*; Sue Therrien



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## Conservation Commission

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 p.m. in the Berlin Town Offices, Room 218. Commission members are Carolyn MacDonald (Chairman) Walter Bickford (Vice Chairman), Steve Beard, Louise Janda, and our newest members Liz Dichiara, Carol O'Connell and John Aney. We would like to thank Lee Tabor for his 30 years of service. Lee joined the Commission in 1987 and decided to hang up his volunteer hat in 2017. His careful consideration of all issues and pragmatic solutions will be missed. We also have two Associates, Heather Simpson and Amy Beaudet. Any resident can join the Commission as an Associate and 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](mailto:conservation@townofberlin.com) for more information.

**Financial Position:** After receipt of the annual \$50,000 Solomon Pond Mall payment, of which we have 7 left, there was \$712,174.77 in the Berlin Open Space Fund at the end of 2017. Most of that amount is still committed to purchasing two parcels of land. One which we hoped would be finalized in 2017, but should be finalized in early 2018. Through our joint efforts with Sudbury Valley Trustees we were able to apply for and receive two grants to help offset the costs of these purchases. There was approximately \$7,772.97 in the Berlin Wetlands Protection Fund which is funded by applicants filing Notices of Intent (NOI's) and other filing fees as well as fines for violations of the Wetlands Protections Act.

### 2017 in review

**Land Protection Efforts** In 2017 the Conservation Commission, acting either alone or working with Sudbury Valley Trustees continues the goal of protecting open space in Berlin. For more information on all of our projects with Sudbury Valley Trustees visit their web site at [www.svtweb.org](http://www.svtweb.org). 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.

The Towns of Berlin and Clinton, along with Sudbury Valley Trustees, worked together to purchase the property at the end of Allen Road enlarging the 40 Caves/Garfield Woods/Musche Field conservation area by 67 acres. The sale was finalized in May and the parking area and new trails opened in June. The whole area is now called 40 Caves and is a 241 acre wildlife habitat that is home to two threatened species. In addition to being an important environmental site, it is also geologically and historically significant. We would like to thank the Ciesluk family for helping to preserve this property for future generations.

We are currently finalizing the Conservation Restriction on Great Oak Farm, located on Highland Street. The CR on the 40.39 acre farm will maintain the property as a farm/agricultural use and provide passive recreation for the community. We applied for and received a LAND (Local Acquisitions for Natural Diversity) grant from the Commonwealth of Massachusetts Division of Energy and Environmental Affairs. We were one of only 13 communities, from the many that applied, to receive this grant. To quote the press release from the state *"The Town of Berlin will acquire a conservation restriction over what was once the largest organic farm in the Commonwealth. The property is located in the foothills of the Wattaquodock Range. In addition to protecting the farm, this project will preserve a scenic view that is important to the town and its residents."* The CR will be finalized in early 2018. We would like to thank the Bentzen family for their determination to protect this farm and help Berlin remain a farming community.

After many years of working with Webjo Co., Inc. and the Oberg Family, the CC is finalizing the purchase 96 acres along Lyman Rd up to the town line in Northborough. We hope this will be completed by the time you read this. This acquisition will add to the Mt. Pisgah conservation area creating one of the largest tracts of intact wildlife habitat and recreational space in the area. Look for the "Warren S. Oberg Overlook" when you hike the area. We want to thank the Oberg family and Walter Bickford for their dedication

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to bringing this beautiful piece of land to the people Berlin for the enjoyment of all.

**Conservation Land Management** 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.

A special thanks to Cabela's for continuing to support the Conservation Commission's projects through the donation of building materials.

**Community Outreach** The Conservation Commission continues to use it's Facebook page "Berlin Conservation Commission" to help get information out about trails, environmental education, and volunteer opportunities. We continue to encourage photos and stories of your encounters with Berlin's diverse wildlife and trails on the page.

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 we continue to enjoy our beehive that was donated by Berlin owned Summer Beez. The area continues to be used by "Hands on Nature," an educational program run by Heather Simpson.

The CC has been involved in many community outreach efforts. We participated in the Berlin Home Day last year by having an interactive display showing some of the diversity of Berlin's flora and fauna entitled "What's in your backyard?" and combined efforts with the Agricultural Commission and the Recreational Commission to bring programs to Berlin. Some past events include a bee keeping talk at Golden Skep Farm, a hayride and farm talk at Indian Head Farm, hikes on Mt. Pisgah and at the Brewer Brook Conservation area and recreational events at South Common. We look forward to planning more activities to help promote and educate residents' knowledge and enjoyment of our unique community and its resources.

### **Other Conservation Commission Business :**

- Attended to several NOI's and COC's (Certificates of Compliance);
- Held several informal hearings with residents as to the impact of planned projects;
- Oversaw and inspected several sites for proper erosion control measures pre-construction;

- Reviewed the plans of several new/replacement septic systems in town;
- Continued to worked with the owners of Riverbridge to facilitate Boundless Adventures to build the aerial adventure park on the property on River Road West;
- Attended workshops and participated in several webinars through the MACC (Massachusetts Association of Conservation Commissioners) We have found that these workshops and webinars have enhanced to our knowledge of and our ability to better implement the Wetlands Protection Act on behalf of the town;
- Visited various conservation sites in town to monitor conditions;
- Continue to work with the Town of Hudson Conservation Commission, Benderson Development and VHB Engineering as well as Dave Burke, a wetlands resource scientist, to bring the wetlands replication at the Highland Commons site into compliance;
- Hosted a program given by Pat Garner, wetlands expert, on Regulations for Stormwater Management and how it affects town practices. We also invited neighboring towns to attend. Conservation members from Bolton and Boylston attended;
- 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;
- Met with the Railtrail Study Committee to hear their findings;
- We are working to improve signage and maps of the existing trails in Berlin and possibly adding information kiosks at some trailheads.

### **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. We will continue to maintain and improve Berlin Meadow conservation area in the center of town, and possibly extending a trail throughout the property.

Amy Beaudet continues to work 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. She and Walter are also talking with the wood shop to create trail signs for some of our hiking trails.

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## Agricultural Commission

On December 31, 2016, the Commission was awarded a \$225 Berlin Cultural Council Grant to support a 2017 Gardening Lecture. The lecture titled "Beauty and the Bees: A Different Way of Looking at Garden Design" was presented by Deborah Trickett, an award-winning container garden designer and a Massachusetts Certified Horticulturist. Deborah's lecture was well-received by those in attendance. At the conclusion of the April 11th lecture, plot assignments were made to gardeners for the Community Garden.

Of the thirty plots available in the Community Garden, only seventeen were gardened during the 2017 season. For the past several years, nearly all of the thirty plots were gardened but in the last two years, participation in the garden has fallen off. The Commission's goal has always been to encourage maximum utilization of the Community Garden. To this end, the Commission met with the Selectmen on December 4, 2017 for the purpose of obtaining their approval of an updated Community Garden Rules and Regulations document that originally allowed only Berlin residents to participate in the Garden and now allows for individuals outside of Berlin to participate as well.

The Rules and Regulations document is structured such that Berlin residents have priority with regard to plot assignments and outside residents would be granted plots on a lottery basis only after all Berlin residents who wish to participate in the garden have been assigned plots. The updated Rules and Regulations were unanimously approved by the Selectmen and are available on the Agricultural Commission's web page.

Representatives from the Agricultural Commission as well as from the Conservation Commission and the Recreation Committee have organized events in town this past year with the objective of making town residents aware of the many resources in town that make Berlin a great place

to live. With regard to the farming community events during the month of August, the public was invited to an entertaining tour of Indian Head Farm and in September, the public was invited to Golden Skep Flower Farm for a "Introduction to Beekeeping" lecture. In April 2018, a public tour will be scheduled at Northbrook Greenhouses to view their state-of-the-art greenhouse.

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, and providing piles of wood chips for mulching pathways in the garden.
- 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

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## Americans with Disabilities Act

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

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## 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](mailto: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.

John Niedzial, *Vietnam*  
William Beauchaine, *US Army*  
Lawrence Landry, *WW II US Navy*  
Kenneth Painter, *WW II US Navy*  
Wayne Kraemer, *US Army Korea*  
Andrew "Barry" Matthew, *US Navy Korea*  
William "Bill" Tervo, *US Marines Korea*

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

Respectfully submitted by  
Jim Cabral, *Veterans' Services Officer*

## Berlin Economic Development Committee (BEDC)

The latest revival of the BEDC had its inaugural meeting on 2 November 2016. The BEDC met 14 times in 2017. The BEDC focused on four areas with the goal to better understand its role in promoting the economic well-being of Berlin and to learn how other towns are promoting their own economic growth and well-being.

The first area of focus was establishing a vision statement that embodies the goals set forth for the BEDC in the Economic Development portion of Berlin's Master Plan and communicating the vision statement to interested members of the Berlin community. The vision statement can be found on the Berlin town website, [www.townofberlin.com/boards-and-committees/economic-development-committee](http://www.townofberlin.com/boards-and-committees/economic-development-committee).

Second, given the importance of the three malls (Solomon Pond, Highland Commons and Riverbridge) to Berlin's economic well-being, the BEDC met with representatives of the malls to develop an understanding of the economic well-being of each mall. BEDC believes synergies may exist between the malls that could improve their and Berlin's economic well-being. The BEDC also believes the representatives of the malls are acutely aware of the challenges faced by traditional brick and mortar stores and are open to exploring ways to work with the BEDC and each other to meet those challenges.

Third, to develop an understanding of how neighboring towns are promoting economic development, the BEDC reached out to representatives of several towns. Most of those efforts fall into four categories. (1) Inviting representatives of nearby towns to BEDC meetings.

(2) Contacting representatives of other towns (e.g. Stow, Marlboro, Hudson, Harvard & Bolton) to discuss their economic development activity. (3) Reviewing websites created by other towns related to their economic development efforts. (4) Reviewing websites created by regional planning and economic development organizations (e.g. [www.marlboroughedc.com](http://www.marlboroughedc.com), [www.nvcoc.com](http://www.nvcoc.com) and [www.495partnership.org](http://www.495partnership.org)). These efforts revealed that several neighboring towns have active economic development committees.

Fourth, to better understand the goals of the business community in Berlin and the hurdles they face in achieving those goals, the BEDC developed and mailed a survey to all 100 known registered businesses in Berlin. Unfortunately, the response was limited with only some ten percent return rate. Hence, the survey provided little insight into how the BEDC can assist local Berlin businesses. Direct conversations appear a better way for the BEDC to engage with local business owners.

The BEDC continues to interact with and for feedback from local businesses about ways that we can help them grow and prosper. We welcome any and all interested business owners and residents to come to our meetings and to share ideas.

Respectfully submitted,  
BEDC  
Peter Hoffman, *Chair*; Tricia Concannon, *Clerk*;  
Nadine Ekstrom, Connie Murphy, Paul Anderson



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## Cable Access Committee

We would like to begin by thanking our staff and producers for another year of quality productions. Our producers are: Brittany Blaney, Roger Bradley, Patricia Anderson, Tina Craig, Bill Anderson, and Maureen Johnson. Our Station Manager is Brittany Blaney. Isabell Adams who is an Audio Video Intern also assists us. Thank you all so much for your many contributions to Berlin's cable programming.

Additional thanks to Mary Arata from the Selectmen's office for her continued support.

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. A link, "BERLIN TV" on the website [www.TownOfBerlin.com](http://www.TownOfBerlin.com) shows the upcoming Channel 191 broadcast schedule.

Coverage of key town events include: Town Meetings, Historical Committee, Selectmen's Meetings, Tahanto/Regional and Berlin Memorial School Committee Meetings, Building Committee Meetings, and Budget hearings. Town meetings are broadcast live as well as select other meetings. We have teamed up with the Boylston Access Channel WBAC and share production costs on some of these meetings. We have added a popular cooking show series and have continued digitizing some of the old archive tape footage for airing.

Most of the performances at Berlin Memorial School are available as well. Our broadcasts are now available on-line via You-Tube channels. You can link to the on-line content at [www.townofberlin.com/berlin-tv/](http://www.townofberlin.com/berlin-tv/).

The Cable Access committee meets on the 4th Thursday of each month at 7 P.M. in the cable studio in Town Hall. If you would like to learn more, participate in producing and editing or have interest in serving on the committee, more please drop by or email [CableAccess@TownofBerlin.com](mailto:CableAccess@TownofBerlin.com) or write to: Cable, Box 5, 23 Linden St. Berlin 01503

We also would appreciate suggestions and notice of events which would make for good viewing.

We want to remind all Berlin residents that our cable channels are a great way to strengthen a sense of community. We encourage ideas, video footage and notice of events, which would be of interest to the residents of Berlin.

Although we do not garner any money from the town, we report on the money which we receive from Charter Communications subscribers by way of Charter Communications., The Cable Access Committee reports receipts for our revolving account for FY17 were \$15,966.78 and expenditures were \$6,226.25 with a balance of \$30,068.01

Respectfully submitted,  
Patricia Anderson, *Chairman*  
Maureen L. Johnson, *Member*

## Berlin 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. Since the 10% goal was not met on the first day of the public hearing, the Zoning Board of Appeals had to allow the 40b project at 58 South St. to proceed with conditions. Towards the end of the appeal period, the developer has appealed the conditions with the Housing Court.

We now have 107 units of affordable housing in our Subsidized Housing Inventory (SHI). Most of this is in subsidized Senior Housing with 80 units total at Northbrook I and II on Pleasant St.

Other affordable units are:  
2 at Whitney Estates — Alden Rd.  
8 at Berlin Woods — Dudley Rd.  
15 at Sawyer Hill LLC — Sawyer Hill Rd.  
2 at Green Acres — off Berlin woods, Dudley Rd.

There are four (4) units at the DDS group home on Larkin Rd. that have not been counted. The Selectmen have applied

for their inclusion but DHCD (Mass. Dept. of Housing and Community Development) has to confer with DDS (Dept. of Developmental Services).

Three (3) units were removed from the SHI when affordable unit purchasers could not find and complete the banking process within the 60 days allowed. At auction those units, at the Sawyer Hill Rd. co-housing parcel converted to market rate. The same thing happened at Alden Dr. We lost one unit there.

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 all new affordable units have three or more bedrooms to accommodate families.

After the April 1, 2020 Federal Census is complete, all new housing constructed between 2010 and 2020 will be included. This number will set the new floor (or base) for the next 10 years and because there has been quite a bit of new construction, we expect the base to drop to about 6% and so the need for more affordable housing.

Lynda Nelson, Rowena "Trudy" Tervo, Fran Gill, Eloise Salls



# Board of Assessors

The Assessors' primary duties are to determine the class and value of property for taxation fair 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 2018 we saw assessments decreased on average 5%. This was based on sales that took place in calendar year 2016. There were twenty four valid single family sales, thirteen valid condominium sales.

The average single family (101) assessment was, \$395,200 average tax bill \$5,769.92 compared to FY17 which was at \$401,600; the tax bill was about \$6,635.36, this on average is a 5% decrease.

The residential percent of the levy limit 74% Residential (Res) and 26% Commercial, Industrial, Personal (CIP). The Board of Selectmen vote a 38% CIP shift, which changes the levy percentages to Res 64%, CIP 36%. The Excess levy capacity was \$1,623,685.82.

Here are some interesting facts FY2018: New growth contributed \$ 396,695.

Bordering Town Tax Rates FY2018				
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

As reported to the DOR the fiscal year 2018 property breakdown is as follows:

1233	Residential Class
59	Commercial Class
23	Industrial Class
51	Mixed Use
105	Chapter Land
115	Personal Property
1586	Total All Taxable Properties
164	Exempt Properties

The Board granted 48 exemptions totaling \$57,953.18, of which \$20,243.20 the State reimburses the Town.

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

Year		Residential Valuation	Commercial Valuation	Industrial Valuation	Personal Property	Total Town Value	Tax Rates
2008		454,972,525	121,714,210	9,752,600	9,888,080	596,327,415	11.2
2009		464,983,996	123,156,510	9,752,600	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	561,648,401	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	376,816,020	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	440,420,484	126,527,366	12,078,100	12,488,860	591,514,810	15.85/24.21/24.04**
2018	IntAdj	446,962,323	132,970,007	12,058,300	11,567,670	603,558,300	14.60/23.36/23.24**

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

# Town of Berlin Personnel Classification Spreadsheet Fiscal Year 2019

Based on 2.7% cost of living increase									
Minimum									
Grade	1	2	3	4	5	6	7	8	9
I	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
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
II	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.42	\$11.68	\$11.93	\$12.20
Annual	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$22,880.00	\$23,753.60	\$24,294.40	\$24,814.40	\$25,376.00
III	\$11.67	\$11.91	\$12.18	\$12.47	\$12.77	\$13.04	\$13.32	\$13.63	\$13.95
Annual	\$24,273.60	\$24,772.80	\$25,334.40	\$25,937.60	\$26,561.60	\$27,123.20	\$27,705.60	\$28,350.40	\$29,016.00
IV	\$14.32	\$14.66	\$14.98	\$15.31	\$15.64	\$16.03	\$16.37	\$16.75	\$17.14
Annual	\$29,785.60	\$30,492.80	\$31,158.40	\$31,844.80	\$32,531.20	\$33,342.40	\$34,049.60	\$34,840.00	\$35,651.20
V	\$17.20	\$17.57	\$17.97	\$18.37	\$18.78	\$19.22	\$19.65	\$20.09	\$20.55
Annual	\$35,776.00	\$36,545.60	\$37,377.60	\$38,209.60	\$39,062.40	\$39,977.60	\$40,872.00	\$41,787.20	\$42,744.00
VI	\$19.20	\$19.63	\$20.08	\$20.54	\$20.98	\$21.46	\$21.95	\$22.44	\$22.93
Annual	\$39,936.00	\$40,830.40	\$41,766.40	\$42,723.20	\$43,638.40	\$44,636.80	\$45,656.00	\$46,675.20	\$47,694.40
VII	\$21.50	\$21.97	\$22.47	\$22.97	\$23.51	\$24.03	\$24.57	\$25.12	\$25.68
Annual	\$44,720.00	\$45,697.60	\$46,737.60	\$47,777.60	\$48,900.80	\$49,982.40	\$51,105.60	\$52,249.60	\$53,414.40
VIII	\$24.35	\$24.90	\$25.46	\$26.03	\$26.63	\$27.24	\$27.84	\$28.47	\$29.09
Annual	\$50,648.00	\$51,792.00	\$52,956.80	\$54,142.40	\$55,390.40	\$56,659.20	\$57,907.20	\$59,217.60	\$60,507.20
IX	\$27.22	\$27.83	\$28.43	\$29.08	\$29.73	\$30.42	\$31.09	\$31.80	\$32.51
Annual	\$56,617.60	\$57,886.40	\$59,134.40	\$60,486.40	\$61,838.40	\$63,273.60	\$64,667.20	\$66,144.00	\$67,620.80
X	\$30.48	\$31.17	\$31.84	\$32.57	\$33.30	\$34.07	\$34.82	\$35.62	\$36.42
Annual	\$63,398.40	\$64,833.60	\$66,227.20	\$67,745.60	\$69,264.00	\$70,865.60	\$72,425.60	\$74,089.60	\$75,753.60

Acting Personnel Committee, Thomas Andrew, Christine Keefe, Lisa Wysocki  
Amended/Approved March 19, 2018

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$11.00	\$11.00	\$11.17			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
\$22,880.00	\$22,880.00	\$23,233.60				COA Van Driver
\$12.49	\$12.78	\$13.06			Town Hall Secretary	
\$25,979.20	\$26,582.40	\$27,164.80				
\$14.24	\$14.56	\$14.90				
\$29,619.20	\$30,284.80	\$30,992.00				
\$17.50	\$17.90	\$18.29			Board of Health Clerk	Custodian
\$36,400.00	\$37,232.00	\$38,043.20				Transfer Station Attendant
\$20.99	\$21.48	\$21.96	Firefighter; EMT; EMS Corridnator; First Responder	Driver/Laborer	Assessors Clerk Inspector/Land Use Clerk	Library Assistant Transfer Station Manager
\$43,659.20	\$44,678.40	\$45,676.80	Fire Admin. Clerk; Public Safety Admin. Assist.		1870 Town Hall Manager Accountant Clerk	Sr. Transfer Station Attendant
\$23.46	\$23.99	\$24.54	Firefighter/EMT			Library Circ./Technical Services
\$48,796.80	\$49,899.20	\$51,043.20			Assessor Assistant Admin.	Library Children's Services
\$26.25	\$26.86	\$27.45	Lieutenant	Heavy Equip. Op./ Driver/Laborer/Mech. Driver w/Class B License	Assistant to Assessor Assistant Treasurer	Library Assistant- Programs
\$54,600.00	\$55,868.80	\$57,096.00			Assistant Collector	
\$29.75	\$30.43	\$31.10	Captain	Master Heavy Equip. Op./Driver/Laborer/ Mech	Admin. Secretary	
\$61,880.00	\$63,294.40	\$64,688.00				
\$33.24	\$33.98	\$34.76	Assistant Chief Fire Marshall			Library Director
\$69,139.20	\$70,678.40	\$72,300.80				
\$37.23	\$38.06	\$38.96	Deputy Chief			
\$77,438.40	\$79,164.80	\$81,036.80	\$(0.00)			

# Capital Planning Committee

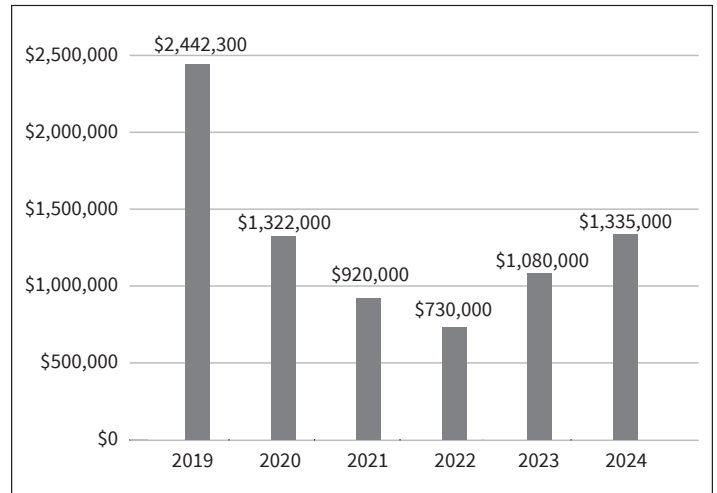
**Mission Statement:** The goal of the Berlin Capital Planning Committee is to provide a means of planning for necessary expenditures for maintenance, equipment and/or improvements of the capital assets and infrastructure of the Town of Berlin.

**Goals:** The Capital Planning Committee shall research, study and advise the Selectmen and Finance Committee of the requests for short and long range capital purchases for the Town. The Committee shall be charged with facilitating the coordination between community objectives, capital needs and fiscal capacity. The Committee will help the Town to understand the tax impact of the capital expenditures and consider the relative need, timing and cost of each capital expenditure. The Committee shall consider all written requests and make recommendations. The Committee shall provide a written report to assist the Selectmen and Finance Committee in keeping the community informed about the Town's future anticipated needs and projects that will be voted on at the Annual Town Meeting.

The Capital Planning Committee receives its authorization from Article XXI of the Town's Bylaws which states, "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). (ATM 2017, Art.35) (1) In our first year we began to compile Inventory of existing town assets. Committee members were assigned to work to make lists of currently town owned buildings and the land they are located on, vehicles and equipment, vacant land owned by the town including open space lands, conservation restrictions, and preserved agricultural land.

In November the committee prepared a five year capital plan request for officers, department heads, boards, committees and inter/intra-municipal entities shall give to the Capital Planning Committee capital requests for the next five years (FY 2019-2024).

**Town of Berlin Capital Requests per Year as submitted to CPC**



In December we conducted meetings to review requests and produced a list of capital requests by year 2019-2024. The raw data provided by the town departments is shown below.

At the time of providing this report the CPC is reviewing these requests and will work with officers, department heads, boards, committees and inter/intra-municipal entities to level this chart by adjusting the year in which the capital spending is to occur and to eliminate any unnecessary or duplicative requests. Other mechanisms include postponing spending until all possible sources of alternative funding such as state and federal grants, adoption of Community Preservation Act provisions, and/or sources of private donations are evaluated.

For instance, some of the spending in 2019 is slated for a new ambulance for the Fire/EMS Dept. We now have ambulance service receipts to cover all or almost all of the cost.

Finally the CPC members have been assembled with experience in architecture, accounting, legal affairs, veterinarian services and civil engineering. Next year we expect to begin a townwide annual review of the building conditions and maintenance programs for our assets. These inspections will be intended to reduce emergency repairs and expensive replacement costs where possible.

Respectively submitted,  
Anna Crane, Judy Rothbard Tate, John Solera, Richard Smith,  
David Westerling, *Chair*

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# Town Management Study Committee

Berlin Annual Town Meeting voted to establish the Town Management Study Committee (TMSC) in May 2017. The committee appointed by the Board of Selectmen was charged to:

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.

The TMSC members were appointed over the Summer 2017 and began meeting in August 2017. Since then we have met regularly. The timeframe put forth in the article creating the TMSC was short given the scope of work; in other towns undertaking a similar task, the timeframe is often a year or more depending on the level of complexity. On January 31, 2018, the TMSC submitted a preliminary summary report to the Select Board providing an overview of its process to date to share some preliminary insights in advance of its more detailed report with recommendations submitted in February.

## Process

The committee sought input from the Division of Local Services and Central Mass Regional Planning Commission, met with Town of Berlin officials and representatives from many town departments and committees, interviewed Town Administrators in other towns, held a public resident forum, and conducted a survey of residents as well as a variety of other research and reading in order to:

1. Gauge how Berlin Town government is functioning and where there may be need for improvement through understanding the challenges from the view of various town representatives
2. Understand the various forms of government in Massachusetts, and how changes to those structures are made
3. Understand how role of a Town Administrator functions in towns like Berlin and the duties, responsibilities and associated organizational structure

## Town Government Challenges & Issues

Through our interviews and surveys, we have identified some of the key challenges facing Berlin, including:

1. Inefficiencies inherent in decentralized government structures create redundancies and gaps, which waste time and monetary resources and also create communication roadblocks between departments and committees.
2. Lack of centralized financial oversight creates challenges managing budget development, procurement, and expenditures. Time constraints and level of experience lead to fiscal inefficiencies that may be significant. The town may at times miss out on funding opportunities.
3. Many town government elected officials, whether volunteer or employees, are stretched thin in terms of time and responsibilities.
4. A lack of day-to-day management and leadership results in inefficiencies, communication challenges, missed opportunities and potential for liability exposure.
5. A variety of functions and responsibilities such as human resources/personnel, compliance, information technology, project management, and procurement have been assumed by employees although it is outside their normal job scope. In many cases, these functions meet minimum requirement levels; however, it creates the risk as well as lost opportunities for better function and perhaps cost savings.
6. Knowledge gaps in federal and state regulations and procedures put the town at risk.

Berlin government has been fortunate to have many long-term committed volunteers and elected officials, who bring years of historical knowledge, experience, and a wide variety of expertise to their roles; however, the increasingly complex procedural, legal, and regulatory environment surrounding all aspects of town operations is over and above what can reasonably be expected for the average citizen to know. Town government is often reactive instead of proactive on a variety of levels.

## Role of a Town Administrator

While our final report provides more details of the responsibilities of a town administrator (TA), the role in general is to be the chief administrative officer of a town. Working under the policy supervision of the elected Board of Selectmen, a TA is responsible for proper administration of town government, which may include a variety of roles, including:

- Agent of Board of Selectmen and responsible for proper operation of all town affairs on a day-to-day basis including supervision of departments under jurisdiction of Board of Selectmen
- Chief Procurement Officer
- Personnel director responsible for oversight of Human Resources



- Chief Financial officer for town overseeing financial team and acting as Budget Director coordinating development of town budget in coordination with Finance Committee; identifies and manages opportunities for grants and other funds to defray town expenses and improvements
- Management/oversight of Town property and assets under authority of Board of Selectmen
- Represents town in handling negotiations in coordination with Town Counsel on legal matters
- Represents the Town in regional endeavors
- Responsibility for coordination of information technology for the Town

MA General Laws do not define the role and responsibilities of a TA. It is up to the town to do so by in the creation of the position and the development of a job description.

Based on our analysis including the affirmative need voiced by the majority of town staff and more than 75% of resident survey respondents in favor, the TMSC believes that the creation of a TA role would benefit the Town of Berlin. Our report provides additional details about why we believe this is the case and recommendations on how best to move forward.

Our plan is to work between now and the Annual Town Meeting in May to further articulate the reasons for creating a TA position, and clearly define the proposed responsibilities of a TA in Berlin and how that would interact with Selectmen and other officials. We request an extension of our original mandate in order to continue to gather information from other towns, engage with town employees and volunteers, and to present an article to the voters for decision at town meeting. The article for town meeting will ask voters to demonstrate support for the concept of creating a TA position for Berlin by authorize this committee to finalize the job description, hiring process, and legal language as necessary to establish the position. The final results of this process would again be submitted to Town Meeting for voter approval. We believe that this stepped process will allow voters a better opportunity to fully understand the benefits of investing in creating a Town Administrator role for Berlin, and to identify and address any areas of concern.

Sincerely,

Town Management Study Committee  
Beth Storrs, *Co-Chair*; Bill Thomasino, *Co-Chair*;  
Paul Mikelk; Wayne Texeira; Tim Wheeler

## Town Fleet

Police Department
2011 Ford Crown Victoria
2014 Ford Explorer Interceptor Utility
2015 Ford Explorer
2016 Ford Explorer
2016 Ford F150
2017 Chevy Volt – Chief’s Car
2013 Haul Utility Trailer
Fire/EMS Department
1946 Ford Muster
1981 Mack (Tanker)
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
2017 Spartan Aerial Ladder
2009 Ford E450 Ambulance
2010 Car Utility Trailer (Carries Emergency Response Equipment)

Highway Department
Highway Department
1962 Austin Grader
1976 International Load ST (Catch Basin Cleaner)
1980 Elgin Pelame (Sweeper)
1996 Vermeer Chipper
1998 JCB Backhoe
2000 Volvo LTOD Loader
2004 International Dump
2004 International Dump
2004 International Dump
2006 Ford Dump, Model F550
2006 John Deere Tractor
2007 Volvo Loader
2012 Ford, Model 450
2015 International Dump Truck
2000 Homemade Utility (Carries roller)
2001 Homemade Trailer (Carries mower)
2005 Magnum Utility Trailer (Light Trailer)
2008 ASTI Utility Trailer (Message Board)
Council on Aging
2005 Ford E350 Van

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## 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.

The Moses Reed Tyler Scholarship enabled the Berlin School Committee to award scholarships to institutions of higher learning for qualified Berlin residents. 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." In total, \$15,800 was awarded to 10 students in June 2017. 2 students received \$5,000 scholarships, 4 students received \$1000 scholarships, and an additional 4 students received \$450 scholarships. We are grateful for the legacy of Mr. Tyler and wish to thank Carol Young and Maureen Norvold for serving on the Scholarship Sub-Committee with chair, Clifton LaPorte.

This year the Bio-mass pellet boiler was installed. This is the primary heating boiler for Berlin Memorial School with the oil boiler serving as back up and booster during especially cold days. The pellet boiler has a projected fuel costs savings of at least \$20,000 per year and was operational as of autumn 2017. We are grateful to the Berlin community for their support of this more environmentally friendly heating option, the SAPHIRE grant and Governor Baker, Massachusetts Dept. of Energy Resources for their tireless assistance in the project, and our Facilities Manager, Steve Pusateri, Business Director, Robert Conry, and Principal, John Campbell, in their extra time and attention in seeing this project to fruition.

In June 2017 a school regionalization exploratory committee was formed to examine the questions, benefits, and concerns regarding expanding the Berlin-Boylston Regional School District to include Berlin and Boylston elementary schools. The committee is made up of various teachers and stakeholders from both towns who have been meeting monthly to discuss findings and prepare an amendment to the regional agreement. Berlin representatives on the committee include Chris Keefe, Stan Rogalinski, Jay Teich, Richard Wheatley, Christina Slocomb, Linda Sallee and Angela Yildiz and BMS educators on the committee include Mollee Langelier (also a Berlin resident) and Betsy Trudeau. We are grateful to all Berlin and Boylston committee members who have given thoughtful feedback and insight, research, and time to this endeavor.

Link, Inc. and Special Education Parent Advisory Committee (SEPAC) continue to provide outstanding support for our students, teachers, and parents. Cultural events, extra-curricular activities, and additional education opportunities are the result of these hard working volunteer organizations. We also thank our SOAR and parent classroom volunteers. We are truly grateful for all the assistance in making BMS a wonderful place to grow and learn.

Thank you for attending special events at the school such as the Memorial and Veteran's Day Programs. A calendar of upcoming events as well as school committee meeting dates can be found on [www.bbrsd.org](http://www.bbrsd.org).

There were 17 posted Berlin School Committee meetings held during 2017. Attendance at these meetings was as follows:

Thomas Fleming	6 meetings
Edward Gault	9 meetings
Clifton LaPorte	16 meetings
Angela Yildiz	17 meetings

It is an honor to serve the students of Berlin Memorial School and our community.

Respectfully Submitted,  
Angela Yildiz, *Chair*  
Clifton LaPorte, *Vice Chair*  
Edward Gault, *Secretary*

# Berlin School Department

## School Committee

Clifton LaPorte; Edward Gault, Sec., Angela Yildiz, Chair.

**Superintendent of Schools** ..... Jeffrey T. Zanghi

**Director/Pupil Personnel Services** ..... Karen S. Molnar  
(other district staff follows in the Regional report)

## Berlin Memorial School Staff

John F. Campbell..... Principal  
Judy Rapa ..... Secretary  
Ana Amaral ..... School Nurse  
Robin Arcand..... Paraprofessional  
Elizabeth Bennett ..... Kindergarten  
Michael Blain..... ELL Teacher  
Julia Brodmerkle ..... Grade 1  
Linda Checola ..... Psychologist  
Kristen Collins ..... Grade 3  
Jennifer Coleman ..... Office/Recess Aide  
Debra DeDoming ..... After School Program  
Jean Dellasanta..... Paraprofessional  
Kathryn Denney ..... Music  
Amy Donahoe ..... Grade 3  
Debra Draper..... Physical Education  
Amanda Fallon ..... Literacy Specialist  
Joey Flourney..... Title 1 Math Teacher  
Kerri Frongillo ..... Paraprofessional  
Jennifer Goodman ..... Paraprofessional

Jo Hailey ..... Library/Media  
Maureen Hurley ..... BCBA  
Shea Hutchinson..... Paraprofessional  
Lauren Jasukonis..... Preschool/SPED Teacher  
Mollee Langelier ..... Speech/Language Pathologist  
Debra Malo ..... Paraprofessional  
Dave McCarthy..... Computer Tech  
Michelle Murray ..... Art  
Christine O'Neill ..... Paraprofessional  
Brittany Ouellette..... Grade 5  
Patricia Romer ..... Grade 5  
Jennifer Rowe ..... Technology Teacher  
Elizabeth Trudeau..... Occupational Therapist  
Melissa Tucker ..... Grade 4  
Debora Uliasz ..... Grade 4  
Judith Vaillancourt ..... Special Education Coordinator  
Jill Walton..... Kindergarten  
Mary Whamond-Fortier..... SPED Teacher  
Deborah Wheeler..... Paraprofessional  
Sarah Whitehouse ..... Grade 1  
Stephanie Woodward ..... Grade 2  
Cafeteria Michele Baird, Manager Julie Wheeler  
Head Custodian ..... Nick Boudreau  
Custodian ..... Danny Adams

## 2017-2018 Berlin Teachers' Salary Schedule (FY18)

Professional Experience	B	B+15	M/B+36*	M+15	M+30	M+45	M+60
0	\$49,070	\$50,335	\$51,600	\$53,676	\$55,737	\$57,686	\$59,705
1	\$51,114	\$52,394	\$53,676	\$55,737	\$57,814	\$59,837	\$61,933
2	\$53,153	\$54,445	\$55,737	\$57,814	\$59,863	\$61,958	\$64,129
3	\$55,425	\$56,694	\$57,966	\$59,997	\$62,023	\$64,191	\$66,437
4	\$57,416	\$59,040	\$60,667	\$62,682	\$64,699	\$66,962	\$69,306
5	\$59,421	\$61,391	\$63,357	\$65,387	\$67,405	\$69,764	\$72,206
6	\$62,090	\$64,411	\$66,735	\$68,762	\$70,782	\$73,255	\$75,818
7	\$64,106	\$66,762	\$69,419	\$71,448	\$73,479	\$76,048	\$78,711
8	\$66,094	\$69,107	\$72,120	\$74,150	\$76,158	\$78,823	\$81,583
9	\$68,096	\$71,459	\$74,822	\$76,839	\$79,539	\$82,321	\$85,207
10	\$70,108	\$73,815	\$77,523	\$80,214	\$82,903	\$85,806	\$88,810
11	\$72,106	\$76,491	\$80,875	\$83,586	\$86,274	\$89,293	\$92,418
11+	\$72,826	\$77,256	\$81,682	\$84,421	\$87,135	\$90,185	\$93,342

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## Berlin Memorial School

It is my pleasure to submit this report for 2017 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 of entire school community.

During 2017, students and staff at Berlin Memorial School continued to enhance our school culture. Having adopted a revamped Positive Behavior Interventions & Support (PBIS) program at the end of 2016, we continued to develop student-centered strategies to promote positive behaviors. Among the activities students liked best were “The Golden Spatula” award for student lunchroom behavior. In September of 2017 we expanded our efforts in this area, adopting the Caring Schools Community program here at Berlin Memorial School. Caring School Community (CSC) is a nationally-recognized, evidence-based program for grades K-6 that builds classroom and school wide community while developing students’ social and emotional (SEL) skills and competencies.

We have continued to utilize the Reading Wonders literacy program, as well as the Envision 2.0 math program. 2017 marks the fourth year of implementation for each of these programs, and we believe that this level of consistency is part of the reason for over-all improved student performance, which is evidenced by student performance in benchmarking and state-wide testing efforts.

Berlin Memorial students participated during 2017 in the on-line version of MCAS 2.0. This marks the third version of state-wide testing our students have participated in over the course of four years. Having completed PARCC (Partnership for Assessment of Readiness for College and Careers) testing on-line was an advantage for BMS students in that they were familiar with on-line testing strategies. However, changes in the types of questions asked, as well as the focus of those questions provided new challenges for our students. Students met or exceeded state-wide averages on these assessments. We were very pleased with over-all growth in student performance.

BMS staff and parent representatives continue to participate in the Science, Technology, Engineering and Math (STEM) Advisory group. This group, which seeks to advance the role of the sciences here at Berlin Memorial, hosted its’ second annual event, “To Infinity and Beyond” at Tahanto Regional Middle High School, which was very well received.

Berlin Memorial students continue to 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.

A variety of improvements to the physical plant of the school were completed during 2017. Certainly the most significant change to the building was the installation of twin bio-mass boilers to serve as the primary heating source for our school. These boilers, which came on line at the end of October, 2017, are able to keep the building warm on all but the coldest days of the winter. During periods of extreme cold, the oil-fired boiler does contribute heat to the system to ensure that our staff and students staff safe and warm during our New England winters.

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 Enrollment — October 1, 2017

	BERLIN MEMORIAL SCHOOL		BOYLSTON ELEMENTARY SCHOOL		
Grade	BMS Resident	BMS Choice	BES Resident	BES Choice	Elementary Total
Pre-K Regular Ed	9	0	0	0	9
Pre-K Special Ed	6	0	0	0	6
<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
Kindergarten	27	0	39	0	66
First	26	3	30	3	62
Second	27	4	47	2	80
Third	19	2	38	2	61
Fourth	27	2	46	3	78
Fifth	28	4	51	4	87
<b>SUBTOTAL</b>	<b>154</b>	<b>15</b>	<b>251</b>	<b>14</b>	<b>434</b>
Combined (w/o preschool)	169		265		
Combined (w/preschool)	184		265		449
+Out of District	2		4		6
<b>TOTAL (w/o preschool)</b>	<b>171</b>		<b>269</b>		<b>440</b>
<b>TOTAL (w/preschool)</b>	<b>186</b>		<b>269</b>		<b>455</b>

TAHANTO REGIONAL PRESCHOOL				
Grade	Berlin	Boylston	Other	TOTAL
Pre-K Regular Ed	3	20	1	24
Pre-K Special Ed		10		10
<b>TOTAL</b>	<b>3</b>	<b>30</b>	<b>1</b>	<b>34</b>

TAHANTO REGIONAL MIDDLE / HIGH SCHOOL				
Grade	Berlin	Boylston	Choice	TOTAL
Sixth	34	57	4	95
Seventh	21	55	15	91
Eighth	26	55	9	90
<b>SUBTOTAL</b>	<b>81</b>	<b>167</b>	<b>28</b>	<b>276</b>
Ninth	15	54	15	84
Tenth	20	38	15	73
Eleventh	24	47	12	83
Twelfth	25	41	12	78
<b>SUBTOTAL</b>	<b>84</b>	<b>180</b>	<b>54</b>	<b>318</b>
<b>SUBTOTAL</b>	<b>165</b>	<b>347</b>	<b>82</b>	<b>594</b>
+Out of District	6	7		13
<b>TOTAL</b>	<b>171</b>	<b>354</b>	<b>82</b>	<b>607</b>

K-12 ENROLLMENT (w/o preschool)					
Berlin Memorial	Boylston Elementary	Tahanto Regional	Total	Out Of District	Grand Total
169	265	594	1028	19	1047

K-12 ENROLLMENT (w/ preschool)					
Berlin Memorial	Boylston Elementary	Tahanto Regional	Total	Out Of District	Grand Total
184	265	628	1077	19	1096



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# Berlin-Boylston Regional School District

## Regional/Union #60 School Committee

Clifton LaPorte, Chair; Lorie Martiska; Angela Yildiz; James Spencer, Secretary, Matthew Lozoraitis, Edward Gault

Student Member ..... Nicholas Gumina  
District Treasurer ..... Joseph Meichelbeck  
Superintendent of Schools ..... Jeffrey Zanghi  
Executive Assistant ..... Kristi Turgeon  
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 ..... Beth Esposito  
Natalie Adams ..... English/Language Arts  
Kathleen Angiulo ..... Paraprofessional  
Daniel Ashman ..... Health/Family Consumer Sci.  
Beth Barry ..... Social Studies  
Irene Barry ..... World Language  
Karie Bielonko ..... Physical Education  
Deb Blais ..... Preschool Aide  
Sadie Burzenski ..... World Language  
Lauren Clark ..... Guidance  
Rebakah Cocks ..... Math  
Marijah Comesana ..... Social Studies  
Lisa Connor ..... Paraprofessional  
Christopher Covino ..... Science  
Kathy Derderian ..... Special Educator  
Peter Doherty ..... English  
Danielle Erle ..... Paraprofessional  
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  
Diane Jardin ..... 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  
Jeffrey Peer ..... Instrumental Band  
Travis Perrett ..... Technology  
Gregory Picariello... Guidance  
Matthew Porcaro..... Math  
Dara Ricci ..... Paraprofessional  
Jennifer Rickard ..... Special Education  
Danielle Rinker ..... Paraprofessional  
Lindsay Roumelis ..... Art  
Emily Sequeira ..... Preschool Aide  
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 Zywień-Follett ..... Special Education  
Cafeteria ..... Maryellen Fryburg, Food Service Director;  
Linda Sokolowski, Lead Cook; Holly Desroches; Denise Hughson;  
Lorry LaVigne; Tammy Shepard; Emily Wheeler  
Custodial. .... Rony Augustine, Sean Kilcoyne, Richard Noel

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# 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.*

This year the Committees have focused most of their energies on the following areas: 1) exploring the possibility of regionalizing K-12, 2) engaging with Massachusetts Association of School Committees (MASC) to hire a new Superintendent, 3) engaging MASC to begin a half year-long process to review all aspects of Committee governance, 4) developing and implementing a facilities management plan and, 5) supporting the further development of a linear curriculum that results in all Berlin-Boylston students receiving the same high quality curriculum throughout their K-12 education.

## Regionalization Sub-Committee

The Committees have established a Regionalization Exploration Subcommittee to identify questions, benefits and concerns regarding the idea of fully regionalizing the Berlin and Boylston public schools. To that end, the Committees established a subcommittee with representatives of both communities consisting of: 3 school committee members, 2 administrators, 2 Board of Selectmen members, 2 Finance Committee members, 2 Planning Board members, 3 teachers, 4 parents, 2 residents, and legal counsel.

The goal of the Regionalization Subcommittee is to explore the facts, assemble information, model different scenarios and share information to help subcommittee members to decide if a vote should be pursued at spring town meetings to complete the regionalization of the Berlin and Boylston school districts.

## Committees' Superintendent Search

The Committees met in July and set a goal of selecting the next Superintendent by the end of October and determined to contract with the Massachusetts Association of School Committees to manage the process. The Committees took the following steps to meet that Goal:

- An online community survey was conducted of parents, faculty and community members (111 responses).
- A 12-member Screening Committee consisting of 3 parents, 3 teachers, 2 administrators, 2 town officials and 2 school committee members was established.
- A brochure was prepared and mailed to all MA school districts and districts in surrounding states. The brochure was sent to all state school boards associations, inviting applications. Twenty-nine applications were received.

- The Screening Committee reviewed 29 applications, interviewed 6 candidates and recommended 3 finalists to the school committees.
- School Committee members conducted site visits to the districts of the 3 finalists and the finalists then spent a day in Berlin-Boylston touring schools, meeting with stakeholders.
- School Committee members interviewed 2 of the 3 finalists (one finalist withdrew after the site visit) and selected Jeffrey Zanghi as next superintendent with a start date of January 1, 2018.

## Annual Member Attendance

There were 18 posted Regional/Union #60 School Committee meetings held during the calendar year 2017. Member attendance is as follows;

L. Brenner	(Boylston)	2	Term Expired 5/17
T. Fleming	(Berlin)	5	Term Expired 5/17
E. Gault	(Berlin)	10	Elected 5/17
C. LaPorte	(Berlin)	17	
M. Lozoraitis	(Boylston)	14	
L. Martiska	(Boylston)	18	
J. Spencer	(Boylston)	10	Elected 5/17
A. Yildiz	(Berlin)	18	

These statistics do not include member attendance at other committee and subcommittee meetings.

School Committee members are very proud of the progress our students and schools have made throughout 2017. There are far too many achievements and benchmarks to list here and we encourage you to read the individual school and administrator reports in your annual town report as well as look at our school and District websites for more information.

School Committee members are also grateful for all of the interest and support that community members have expressed throughout this year. Two significant examples, of course, are the community members who stepped up and volunteered many hours on both the Regionalization Exploration Subcommittee and the Superintendent Search Committee. Their generous donation and time and talent while significant is dwarfed in many ways by all the individual stories of volunteerism, large and small, by individuals and groups.

Respectfully submitted,  
Clifton O LaPorte Jr, *Chair*

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## Superintendent of Schools

As the new Superintendent of the Berlin-Boylston Public Schools, it is an honor to submit the 2017 Annual Report to the citizens of the towns of Berlin and Boylston. I am pleased to have joined such a dedicated team of educators in Berlin-Boylston and look forward to working together with the citizens of each community. As I gathered information from key stakeholders on the progress the School system made during 2017 to compile this report, I am impressed by the dedication to excellence in teaching I have seen, and the opportunities that our students have access to.

In June of 2017 we received our final check for the Tahanto building project, finishing the building phase of this project. We are grateful to the citizens for their support of the new middle/high school, and the state of the art facility our students now learn in each day. We have seen many students return from other schools since the building opened, and we see that as a positive sign others are noticing our improvements.

Also in June of 2017, the district graduated students from the global studies program, with a mark of global distinction on their diplomas. As our economy becomes a global one, Tahanto is actively preparing our students to be citizens of the world.

The district continues to have an active Parent and staff STEM Advisory Board, and with their support, the Districts have been able to offer more Science and Technology offerings each year, beginning in the very early grades. We are grateful to the STEM committee for the time and energy they have given to make science and technology education in our schools stronger each year.

Our gardens continue to grow and thrive at all three schools thanks to the work of our garden committees. We also appreciate the hard work of our Parent groups who add to our school culture every day.

The Berlin-Boylston Public Schools adopted new social emotional curriculums at every grade level this year. We were also able to restore the position of a full time Psychologist in every building and add a part time social worker at the Middle and High school. It is important that we work beyond academics, and support the whole child in the schools.

Our K-12 teachers have completed alignment of curriculum based on the new MA State Science & Technology/Engineering Framework as well as the writing standards. Updating the curriculum is ongoing work, and we are planning on a review of the English and math standards next.

In June of 2017, 87 percent of Tahanto's graduating class enrolled in college for the following fall. Another 9.3 percent chose to begin working immediately upon graduation. While another 1 percent of our graduates chose to take on military assignments. We wish our newest alumni much success as they continue to travel along their learning paths.

In the fall of 2017, the Berlin-Boylston Public Schools welcomed nineteen new employees. Among those positions included administrators, lunch staff, paraprofessionals, teachers, a school psychologist, nurse, and custodial staff as well as three newly created positions that include a School Adjustment Counselor/Social Worker at Tahanto, an Early Childhood Specialist and a Grade 3 teacher at Boylston Elementary. 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. We also said goodbye to our former superintendent, Nadine Ekstrom, who has taken a new job in Brookline.

The Berlin-Boylston Public Schools anticipated a several year reduction in students at the elementary level, especially in Boylston beginning in 2016. With much new building and a more robust housing market, we realized that drop in 2016, but have since seen increasing numbers of students moving into town. Berlin has remained steady, however we anticipate new building projects in town will bring more students into the schools. In spite of the growth, the schools have been able to maintain smaller class sizes to date.

We realize we could not do this all alone, and are grateful to the communities of Berlin and Boylston for their generous support for educational programs. Our schools would not be among the top schools in Massachusetts without the community pride, fundraising efforts, advocacy, and budgetary supports we receive from the citizens of each town.

In closing, I am excited to be working in Berlin-Boylston Public Schools and look forward to meeting more of you. I thank the citizens of Berlin and Boylston for their continued support of our schools and for the opportunity to serve you.

Respectfully submitted,  
Jeffrey Zanghi  
*Superintendent of Schools*

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## Department of Pupil Personnel Services

### Special Education

For the past two years our Special Education department has worked with school principals and staff to incorporate tiered supports for all students. This has helped to reduce the percentage of students needing special education services, while supporting all students to be successful in the classroom. Students in grades one through six now have intervention blocks built into their daily schedule to work with staff on specific skills where they require additional remediation. The intervention blocks have benefitted all students, and fewer students have required specialized instruction.

Students With Disabilities	2014	2015	2016	2017
Berlin	25.5	21.5	17.7	15.7
Boylston	13.9	12.1	9.6	10.2
Region	19.1	17.6	16.5	17.2

Berlin and Boylston continue to offer screenings for students as young as age three who may have a disability. Students who are referred are screened and evaluated, and if found eligible, they begin receiving services after they turn three. Please contact the Pupil Personnel Office at 508-869-2837 if you have concerns about your child and would like to arrange a screening.

All Berlin-Boylston schools are also implementing Positive Behavioral Interventions and Supports (PBIS) and a Social Skills curriculum to support the social and emotional needs of students. Teachers have researched and completed extensive training to incorporate social emotional supports into our schools as we recognize the growing need for student resources in this area.

Our parent-run Special Education Parent Advisory Council continues to be a great support to our communities. The group presents informational speakers several times a year on topics of interest to parents. They also have been able to offer a scholarship to students who have attended our schools and have a disability. We would like to thank the SEPAC for their continued support for students.

### English Learners (EL students)

We continue to watch our growing numbers of EL students in each of the schools. Berlin has seen the biggest increase in students in EL students. The table below shows the increase over the last four years:

EL percentage	2014	2015	2016	2017
Berlin	2	2.7	4.9	5.3
Boylston	1.6	2.4	3	2.7
Region	0.9	1.6	1.2	1.2

We have a rich variety of students who speak a native language other than English in the Berlin-Boylston Schools. Most of our students were born in the U.S. and their families speak languages other than English. Students' native languages include Albanian, Arabic, Chinese, German, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Tagalog, Twi and Urdu.

### 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. Our nurses are also busy finishing a district health manual. Tahanto's school nurse was trained this year, along with guidance counselors, to do Screening, Grief Intervention, and Referral to Treatment (SBIRT) screenings, which is an evidence based tool to screen students for high-risk behaviors, including substance abuse. Our hope is to get help to students who may have these issues as early as possible.

Respectfully submitted,  
Karen S. Molnar  
*Director of Pupil Personnel Services*

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## Director of Curriculum & Grants

It is an honor to submit my annual report as Director of Curriculum & Grants for the Berlin-Boylston Public Schools so that I may share with you our progress-to-date as well as new initiatives. We continue our commitment to providing all students with a well-rounded education that includes the strengthening of critical and creative thinking skills, 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 accomplish our goals, we must provide the best educational experiences for our students and for the staff members who bring learning into the classroom.

Expansion into the fields of Science, Technology, Engineering and Mathematics continued this past year. The S.T.E.M. Advisory Board hosted two events, including a career night for students in grades 5-12 last fall to explore possibilities for college and career. In the spring, elementary students went 'to infinity and beyond' as they stretched their creative minds through a hands-on S.T.E.M. event that focused on making STEM fun and engaging. Becker College facilitated two events with Tahanto Regional Middle/High School including the Girls' Hackathon in March and Coding Workshop for eighth grade students in June. Thermo-Fisher Dynamics sponsored a K-NEX challenge for fifth graders from both elementary schools that led to a clearer understanding about the engineering process.

This spring, the elementary Social Curriculum Selection Committee worked diligently to research, observe, discuss, and select a new social curriculum for grades K-5. After careful consideration of two strong programs, the

Committee selected Caring School Community. A Tahanto Middle School leadership team of teachers, administrators, guidance counselors, and the school psychologist trained and began the implementation of D.E.E.R. (a Tahanto interpretation of the social program, Positive Behavioral Interventions and Supports).

Students in grades K-12 and staff members continue to increase their understanding and utilization of technology as a means to expand their knowledge of the world. Through instruction, workshop opportunities, and trainings, classrooms are becoming a learning environment rich with digital research, presentations, and daily communication.

Finally, we acknowledge the continuing partnerships with members of the local community around initiatives in S.T.E.M., including the STEM Advisory Board and the Berlin-Boylston Garden Committee whose membership includes local growers and Tower Hill Botanic Garden. Our partnerships also extend to local colleges and universities. The Quinsigamond Community College Pathways Program make it possible for our high school students to earn college credit through the completion of college-level online entry courses. Anna Maria College, Becker College, Worcester Polytechnic Institute, Worcester State University and Framingham State University have all participated at our S.T.E.M. Career night in the fall.

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



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## Technology Coordinator

2017 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 first time the school districts fully participated in MCAS 2.0 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 MCAS 2.0, we commend Mr. McCarthy for his diligence in preparing each of our schools. Ms. Rowe, 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 round two of MCAS 2.0 as the procedures and requirements are constantly evolving.

During 2017 we continued our work with 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 continued 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. In 2017 we were able to complete the hardware portion at Berlin Memorial and make progress in Grades Three and Four at Boylston Elementary and Grade Eight at Tahanto Regional. We continue to utilize funds from multiple areas, grants, donations and annual budget line-items to complete this work.

Throughout 2017 we continued to expand our use of Google Apps for Education, now call G Suite both administratively and in the classroom. The majority of Administrative Team underwent additional training in Google Apps and continues to model for our staff effective use of these tools for collaboration by becoming “Google Certified”. Throughout 2017 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 through their technology class each week and many of our teachers and students throughout the districts are utilizing Google Drive and Google Classroom in order to communicate and collaborate.

In 2017 we also continued the task of updating aging infrastructure throughout the three districts and Central Office. We took advantage by applying for and receiving a State sponsored grant to improve the wireless infrastructure of our district. Through this grant we were able to replace our entire wireless network as well as expand in the few remaining areas that were not previously covered by wireless Internet access. Through this grant, the final cost to the district was approximately 27% of the total cost of the project, with 45% coming from Federal E-Rate reimbursement and the remainder from the Massachusetts State Grant.

Throughout 2017 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 2017 we continued to replace outdated SmartBoards with interactive Smart Projectors. We continue to improve our web presence in order to keep 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. Improvements to the physical security of the buildings have taken place this year and will continue as we move forward. 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 worked on in 2017. 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 Update

Berlin-Boylston Public Schools is comprised of three separate school districts. Each school has a separate budget, and funds are not commingled or shared across districts. Following is a summary of each budget.

**Berlin Memorial School:** The FY18 budget increased by 1.00% vs. FY17 from \$2,867,660 to \$2,896,337 Contractual increases for teacher salaries and a modest reduction in utilization of school choice funds resulted in an increase in instructional expenditures, but those increases were significantly offset by a reduction in employee separation/retirement costs, and a reduction in Special Education transportation expenses, resulting in a modest overall increase for the district.

**Boylston Elementary School:** The FY18 budget increased by 2.93% vs. FY17 from \$2,794,454 to \$2,876,374. Contractual increases for teacher salaries and increased Special Education transportation expenses and out of district expenses were the primary drivers of the increase. Budgets

have been balanced with an increased utilization of School Choice funds that is not sustainable. This has been necessary in order to deliver services necessary to meet student needs, while operating within financial parameters within the town's means. This will present some challenges moving forward, as usage of these funds will need to be reduced over the next couple years.

**Tahanto Regional Middle/High School:** 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 the district will look to reduce the reliance on these funds over the coming years with a goal of maintaining a reserve balance of 1.0 to 1.5 times annual school choice revenues.

Respectfully submitted,  
Robert J. Conry  
*Director of Financial Services*

## School Choice Balances

Berlin Memorial	
FY16 Beginning	\$276,405
Revenue	\$147,821
Expense	\$106,135
FY16 Ending Balance	\$342,302
FY17 Beginning	\$318,091
Revenue	\$127,711
Expense	\$103,500
FY17 Ending Balance	\$342,302
FY18 Beginning	\$342,302
Revenue	\$80,843
Expense	\$111,030
FY18 Ending Balance (Projected)	\$312,115

Boylston Elementary	
FY16 Beginning	\$302,691
Revenue	\$94,765
Expense	\$141,766
FY16 Ending Balance	\$255,690
FY17 Beginning	\$255,690
Revenue	\$112,874
Expense	\$91,400
FY17 Ending Balance	\$277,164
FY18 Beginning	\$277,164
Revenue	\$75,278
Expense	\$173,000
FY18 Ending Balance (Projected)	\$179,442

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## Tahanto Regional Middle/High School

Tahanto Regional Middle/High School is proud of its numerous accomplishments over the past year and its commitment to providing an excellent education for its students. In April 2017, the Committee on Public Secondary Schools voted to award Tahanto continued accreditation in the New England Association of Schools and Colleges. The Committee was impressed with many programs and services and commended Tahanto on the following to name a few: the variety of stakeholders in the school community who contributed to the development of the school's core values and beliefs about student learning, the emphasis on gathering students' perceptions about the most important core values and using the information in the refinement of the DEER (determination, education, enrichment responsibility) acronym, the state-of-the-art school facility, the extensive opportunities for students to participate in learning activities, the establishment of a common format of the written curriculum, the interdisciplinary instruction by middle school faculty, the timely manner in which students receive feedback from teachers, and the safe, positive, respectful, inclusive and supportive school culture at Tahanto.

This year, Tahanto welcomed 594 students across grades 6-12. New staff members included Lisa Storey, adjustment counselor, and Diane Jardin, science/technology teacher.

There were 24 recipients of the Abigail Adams Scholarship in the Class of 2018. These students receive free tuition at Massachusetts State Colleges and Universities. Tahanto had three students named as Commended Students in the 2018 National Merit Scholarship Program. Commended Students placed among the top five percent of more than 1.6 million students who took the 2016 PSAT. One student qualified as a Semifinalist in the 2018 National Merit Scholarship Program.

At graduation for the Class of 2017, the Superintendent's Award for academic excellence went to Jackson Danis of Boylston and the Principals' Award for outstanding leadership went to Grace Pendergast of Berlin. Eighty-nine percent of graduates are attending college or career education; nine percent entered the workforce and one percent entered the military. The Class of 2017 had the second highest GPA average on record weighing at 3.524.

Last November Laura Settle, 7th grade science teacher, along and Patty-Anne Inwood, 5th grade teacher at Boylston Elementary School, traveled to Shanghai, China for one week. There they co-taught a four day professional development course to teachers, administration and head masters of various schools in Shanghai. The topic was "Teaching in an American Inclusion Classroom". Laura and Patty Anne taught

about modifications and accommodations in the inclusive classroom, strategies to differentiate instruction and the co-taught classroom model. They also visited Tahanto's sister school and discussed with administration ways that the schools could stay connected halfway around the world.

Last December 58 students and 4 chaperones travelled to Hawaii for the 75th anniversary of Pearl Harbor (12/7/2016). Among the highlights of the trip were a tour of the USS Missouri Battleship, the National Pearl Harbor Remembrance Day Commemoration at Kilo Pier, a tour of the USS Arizona Memorial, snorkeling in Hanauma Bay, a state park that is one of the most frequently visited marine preserves in the world, a visit to the Polynesian Cultural Center, the Dole Plantation and a hike up Diamond Head.

In April of 2017, French teacher Irene Barry took 22 students on an EF Educational Tour to France. The group spent three days in Paris touring The Eiffel Tower, The Louvre, Notre Dame, Sacre Coeur, the Champs Elysees, the Arc de Triomphe and Versailles. They then boarded the TGV (high speed train) to travel to southern France. There, the group visited the coastal town of Assis, a fabulous fishing village on the Riveria. On the way to Monaco, they visited the Fragonard perfume factory.

The third annual S.T.E.M. Career Night for students in grades 5-12 was held at Tahanto in November. The event highlighted careers in Science, Technology, Engineering and Mathematics. Parents and community members in S.T.E.M. related fields talked with students about their work and career paths while students and representatives from our local colleges and universities provided guidance for students interested in pursuing these fields in college.

The Tahanto Field Hockey team and the Tahanto Baseball team both won league championships. The Tahanto Baseball team also captured the Division 4 Championship and the Tahanto/West Boylston cooperative football team captured the Central Division 4 Championship. Rachel Wilhelmy scored her 1000th career point for the girls' basketball team. Carly Smith captured the Division 2 District Championship in the pentathlon. Cole McCubrey received a Division I scholarship to UMass Amherst to play football. Cole also set the Central Mass records for most career rushing yards, most rushing TDs regular season and most points scored regular season.

Respectfully submitted,  
Diane Tucceri, *Principal*  
Tahanto Regional Middle/High School

## 2017-2018 Tahanto Teachers' Salary Schedule (FY18)

Professional Experience	Bachelor's	Master's	Master's+15	Master's+30	Master's+45	Master's+60 PhD
0	\$47,299	\$49,719	\$50,941	\$53,369	\$54,636	\$55,456
1	\$49,115	\$51,543	\$52,768	\$55,190	\$56,456	\$57,303
2	\$50,941	\$53,369	\$54,573	\$56,997	\$58,265	\$59,139
3	\$54,573	\$56,996	\$58,218	\$60,654	\$61,999	\$62,929
4	\$56,394	\$59,435	\$60,653	\$63,080	\$64,535	\$65,503
5	\$58,218	\$61,677	\$63,080	\$65,503	\$66,772	\$67,774
6	\$61,861	\$65,503	\$66,720	\$69,156	\$70,423	\$71,479
7	\$63,676	\$67,935	\$69,156	\$71,573	\$72,840	\$73,933
8	\$65,503	\$70,353	\$71,573	\$74,006	\$75,283	\$76,412
9	\$68,950	\$72,788	\$74,006	\$77,042	\$78,308	\$79,483
10	n/a	\$75,210	\$77,042	\$80,072	\$81,341	\$82,561
11	n/a	\$78,796	\$81,270	\$84,344	\$85,658	\$86,943

## School Choice Balances

### Regional District (Tahanto)

FY16 Beginning	\$1,040,647
Revenue	\$532,024
Expense	\$407,671
FY16 Ending Balance	\$1,165,000

FY17 Beginning	\$1,165,000
Revenue	\$462,463
Expense	\$783,000
FY17 Ending Balance	\$844,463

FY18 Beginning	\$844,463
Revenue	\$450,000
Expense	\$650,000
FY18 Ending Balance (Proj'd)	\$644,463

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# Treasurer

## The New Treasurer/Collector Position

The Treasurer and Collector positions will be changing from elected positions to an appointed one and from separate to a combined position called Treasurer/Collector. This change was approved at our annual Town Meeting in May of 2017, and approved a week later at the annual town election. It will be effective at the end of my current term that expires in May of 2019. The current Collector's term ends in May of 2018. There was a technical glitch discovered by our attorney after voter approvals so special follow-up required approval by the House, Senate and then signed by the Governor. Many thanks go to Representative Naughton's office for pushing through the special legislation in a timely manner.

The primary purpose of combining and appointing this new position is to insure the person selected for this job has qualifications that meet the specialized skills required by the position. The Treasurer's job has become fairly complicated, and a resident elected without the required technical skills would most likely be unsuccessful in the position. This also eliminates the residency requirement if the position was elected and opens the position to a larger pool of skilled candidates who live outside of Berlin. This change does not eliminate anyone in Berlin with qualifications from being appointed. There is also a major increase in efficiency by taking over the responsibility of the Collector, opening up such things as additional hours of office coverage and consolidating the duplicative task of cashier duties. Revenues that are privately earned and currently kept by a Collector can go to the town to offset the cost of this combined position.

I sponsored the article for these changes at Town Meeting, and believe they are best for the town in the long run. It was overwhelmingly supported by town officials and the voters. Thank you to everyone for your support. Combining these positions is a standard "without exception" recommendation from the Department of Revenue's "Best Practices" team, and very few municipalities now have separate Treasurers and Collector positions (still fairly common in small communities between Worcester County and the Berkshires.) Like anything else, there are a few negatives to consider.

- One is that many people feel employees of the town who are residents will try harder to contain costs and know and "care" more about the town;
- They feel it is less of a "nine to five" position and that a taxpayer would dedicate more time to the job when required and at a more affordable salary;

- There are some exceptions but elected officials tend to be dedicated and complete their terms, while many appointed employees are subject to higher levels of turnover (and turmoil). In my 16 plus years as Treasurer, another municipality we work closely with has had at least 7 or 8 appointed Treasurers;
- Non-resident officials also seem to fail in a politically toxic municipality (personality conflict with higher authority) or are only filling the position until something better comes along for them. Both of these problems can usually be eliminated with very careful screening up front and tough terms in their contracts. There are many dedicated appointed officials who remain in office until retirement.

## Payroll Tax Fraud Case

During FY17 we continued to follow the fraud case of our prior payroll vendor Boston Business Services (BBS.) You may recall the vendor absconded with over \$300,000 plus dollars of our payroll taxes over a three year period (and a total of over 1.38 million from all his clients). We learned this was accomplished by BBS filing false monthly and year end forms with the Massachusetts Department of Revenue (DOR) and the Internal Revenue Service (IRS.) During the early days of the investigation by the DOR and Attorney General's Office we were pretty much kept in the dark. As the DOR released information we learned that many of the BBS customers were involved and it was not just Berlin and two other government entities we were aware of. The town has collected \$100,000 from our insurance company that technically should be returned to Stabilization (the source for the funds we used to pay the IRS and DOR.) Unfortunately, restitution funds paid back by the defendant (see below) are required to go to the insurance company first, up to a maximum of \$100,000 (to cover the funds given us.) Any amount of restitution over \$100,000 would go to the town. As you can see by the following sentence the Judge gave the defendant, it is pretty much assured we will not see any recovered funds in addition to the \$100,000 already received from our insurance company.

- Incarceration for 52 consecutive weekends, starting Friday, August 4, 2017 at the Norfolk County House of Correction. The defendant must report for commitment at 6 P.M. Fridays and will be released around 8:30 A.M. Monday mornings;
- 3 year probation from and after the end of incarceration, with monthly restitution payments;
- It is projected that we will only receive an estimated \$4800 in restitution over three years.



As mentioned in prior town reports, we now have in place a verification system that does not guarantee 100% that funds were not taken, but would catch fraud within a two or three week period and we would soon know that the DOR or IRS did not receive accurate funds. Given this case, and the scare many other municipalities had when Harper's Payroll misappropriated taxes (non-payroll), most municipalities have put these practices in place using the same system we now use in Berlin to verify funds were properly managed by their payroll companies.

## Cash Flow

Once again the town had excellent cash flow in FY17. This was due to the town's normally high percentage of "on-time" payments, and a temporary increase in the general fund from cash borrowed with a Bond Anticipation Note (BAN) for the new highway barn. In keeping with our investment policy, our funds are divided among a minimum of three Green rated banks, in addition to a couple other specialized banks and the state sponsored Massachusetts Municipal Depository Trust (MMDT).

The toughest times of the year for cash flow are usually:

- The first of July, when a lump sum Worcester Retirement payment is due, along with a large payment for our share of the cost of the regional high school.
- The other is in the period of time starting in September and going into October. It can be a "nail biter" if tax bills go out a lot later than normal. Fortunately, in most years I usually have enough cash on hand to cover us into late November or so. Keep in mind I can borrow internally from the Stabilization Fund if cash really gets tight (provided it is repaid before the end of the current fiscal year.) The larger our Stabilization Fund is, the longer I can go without doing short term borrowing in a year that taxes go out extremely late.

The following two page table is the Proof of Cash for fiscal year 2017. I have also included a list of new and closed bank accounts in FY17. If you have any questions about any account give me a call or email me at [treasurerofberlin.com](mailto:treasurerofberlin.com). If I can't answer your specific question(s), I can refer you to the Trustees of Trust Funds or the Planning Board.

Closed Bank Accounts during FY17:	Reason:
Cemetery: MMDT	Consolidation of accounts
Charity (formerly Morse/Bride): Clinton Savings Bank	Consolidation of accounts
Clock/World: Clinton Savings Bank	Consolidation of accounts
Fosgate Hunt: Clinton Savings Bank	Consolidation of accounts
HighlandFireDetail (CSB) 800143588	Depleted Fund
Library: Fidelity Bank	Consolidation of accounts
Library: MMDT	Consolidation of accounts
Mable Marble School: MMDT	Consolidation of accounts
Marion Hoffman Memorial: Clinton Savings Bank	Consolidation of accounts
Mary Keys: Clinton Savings Bank	Consolidation of accounts
Nancy Young: Clinton Savings Bank	Consolidation of accounts
Open Space: Fidelity Bank	Consolidation of accounts
Open Space: MMDT	Consolidation of accounts
Sons of Union Vets (formerly Hartshorn)	Consolidation of accounts
Stabilization Account: Fidelity	Consolidation of accounts
Stabilization Account: MMDT	Consolidation of accounts

New Bank Accounts in FY17:	Reason
Capes of Berlin: Clinton Savings Bank	Agency/Planning Board
Highway Barn Borrowing: Clinton Savings Bank	Deposit Loan Funds
Ladder Truck Borrowing: Clinton Savings Bank	Deposit Loan Funds
Online Fire Burning: Unibank	Online Payment
Plastridge (Sawyer Hill): Clinton Savings Bank	Agency/Planning Board

	7/31/16 FY17	8/31/16 FY17	9/30/16 FY17	10/31/16 FY17
<b>BEGINNING CASH BALANCE</b>	<b>\$7,508,318.17</b>	<b>\$6,060,796.80</b>	<b>\$5,518,150.12</b>	<b>\$4,571,883.66</b>
+monthly cash receipts	\$322,536.73	\$316,087.16	\$297,138.08	\$227,612.74
-expenses	\$(1,785,448.67)	\$(756,522.14)	\$(1,340,873.84)	\$(1,665,547.50)
-refunds paid	\$(944.28)	\$(1,027.51)	\$(930.84)	\$(495.42)
-outstanding deposits	\$-	\$-	\$-	\$(212.00)
+prev.mo. O.S. deposits	\$-	\$-	\$-	\$-
-returned checks	\$-	\$(70.00)	\$-	\$(72.10)
-adjustments	\$16,429.85	\$(101,019.19)	\$98,495.14	\$22,590.52
-bank payroll charge	\$(95.00)	\$(95.00)	\$(95.00)	\$-
<b>Ending Cash Balance</b>	<b>\$6,060,796.80</b>	<b>\$5,518,150.12</b>	<b>\$4,571,883.66</b>	<b>\$3,155,759.90</b>

<b>STATEMENT BALANCES</b>				
Depository (CSB) 800088296	\$6,030.05	\$0.49	\$4,248.08	\$50,480.64
Investment Sweep (CSB) 800249377	\$830,037.73	\$1,082,420.02	\$760,806.24	\$464,504.54
Rescue Squad (CSB) 800309387	\$10,371.90	\$14,254.26	\$18,154.28	\$1,343.63
School Lunch (CSB) 5912	\$321.88	\$942.17	\$3,014.58	\$403.56
Student Activity (CSB) 488400556	\$8,569.02	\$8,569.38	\$8,569.73	\$8,570.09
Stabilization Fund Acct (Avidia) 5200	\$168,045.95	\$168,074.50	\$168,102.13	\$168,130.69
Stabilization Fund Acct (Belmont Savings) 0858002412	\$271,809.67	\$196,959.36	\$197,062.98	\$197,171.50
Stabilization Fund Acct (Century Bank) 79926126	\$211,222.16	\$211,266.89	\$211,313.07	\$211,354.92
Stabilization Fund Acct (CSB) 800143596	\$26,805.01	\$26,808.42	\$26,811.72	\$26,815.13
Stabilization Fund Acct (Fidelity Bank) 170031950	\$5,106.17	\$5,107.90	\$5,109.57	\$5,111.30
Stabilization Fund Acct (MMDT).441	\$247.56	\$247.56	\$247.62	\$247.93
Treasurer's Account (Avidia) 8100	\$1,209,547.78	\$506,595.02	\$506,699.12	\$6,782.62
Treasurer's Account (Belmont Savings) 0858003034	\$1,053,786.70	\$664,959.78	\$665,307.23	\$15,442.70
Treasurer's Account (CSB) 800143562	\$10,871.85	\$10,873.23	\$10,874.57	\$10,875.95
Treasurer's Account (Century) 79931820	\$1,004,857.06	\$1,005,069.84	\$355,240.69	\$355,311.05
Treasurer's Account (Fidelity Bank) 170031970	\$4,438.93	\$4,440.43	\$4,441.89	\$4,443.40
Treasurer's Account (MMDT) 2164	\$50,019.96	\$50,048.63	\$50,078.44	\$50,111.22
UniBank Treasurers Account 791018864	\$117,091.49	\$22,536.82	\$36,245.86	\$38,510.58
UniBank-Online Payment 880225446	\$2.49	\$2.60	\$2.62	\$2.62
UniBank-TownClerk Online Payment 7710101663	\$0.02	\$0.02	\$0.02	\$0.02
UniBank-Berlin Memorial School 880249743	\$0.19	\$0.21	\$0.28	\$0.39
UniBank -Online Permitting 7710134748	\$0.08	\$0.10	\$0.16	\$0.20
UniBank-Online BOH Payments-new 3/30/2015 7710134748	\$0.01	\$0.01	\$0.01	\$0.01
UniBank -Online Fire Permitting - XX2898 New 12/31/16				\$-
Highway Barn Borrowing Fund New August 2016 (CSB) 800641011	\$-	\$-	\$-	\$-
FireTruck Borrowing Fund new August 2016 (CSB) 800641003	\$-	\$-	\$-	\$-

<b>AGENCY ACCOUNTS</b>				
Berlin Farms - Cermak (CSB) 800467706	\$751.82	\$751.85	\$751.88	\$751.91
Berlin Villiage (Avidia) 8000	\$121.39	\$121.41	\$121.42	\$121.44
Capes of Berlin(CSB) 800143562 New March 2017				
Farm Lane Rhodes (Avidia) 7800	\$189.95	\$189.98	\$190.00	\$190.02
Green Acres (CSB) 7892	\$403.03	\$403.05	\$403.07	\$403.09
GrowingRoomPB (CSB) 800511768	\$3,186.75	\$3,186.88	\$3,187.01	\$3,187.14
Hamlin - Summer Road (CSB) 800430886	\$1,031.75	\$1,031.79	\$1,031.83	\$1,031.87
Highland Common Traffic (CSB) 800143661	\$17,914.34	\$17,680.82	\$17,682.99	\$17,685.24
Highland Commons(Avidia) 0000	\$57.58	\$57.59	\$57.60	\$57.60
HighlandFireDetail (CSB) 800143588	\$693.51	\$693.54	\$693.57	\$693.60
Indian Rock-(Avidia) 5300	\$1,988.07	\$1,988.32	\$1,988.57	\$1,988.82
Kendall Homes (Avidia)-Pleasant 5400	\$73.51	\$73.52	\$73.53	\$73.54
Northbrook Villiage II (CSB) 800454860	\$5,014.23	\$5,014.44	\$5,014.65	\$5,014.86
Plastridge Sawyer Hill (CSB)New April 2017				
River Run ZBA (CSB) 800147936	\$5,511.95	\$5,512.18	\$5,512.41	\$5,512.64
River Run "B" (CSB) 800430894	\$1,204.47	\$1,204.52	\$1,204.57	\$1,204.62
Whitney Road (Avidia) 0200	\$2,207.79	\$2,208.07	\$2,208.34	\$2,208.62

11/30/16 FY17	12/31/16 FY17	1/31/17 FY17	2/28/17 FY17	3/31/17 FY17	4/30/17 FY17	5/31/17 FY17	6/30/17 FY17
\$3,155,759.90	\$6,029,272.88	\$9,086,164.65	\$8,340,244.84	\$8,002,821.01	\$6,698,382.34	\$7,766,858.03	\$11,098,151.14
\$3,548,978.40	\$4,467,769.70	\$639,508.60	\$212,000.45	\$445,438.30	\$2,877,686.27	\$4,590,937.78	\$454,806.67
\$(634,417.78)	\$(1,438,792.42)	\$(1,375,091.35)	\$(548,710.67)	\$(1,750,568.49)	\$(1,803,915.63)	\$(1,020,753.45)	\$(1,480,413.05)
\$(1,191.26)	\$(470.22)	\$(1,234.23)	\$(190.74)	\$-	\$(3,315.95)	\$(9,661.36)	\$(1,184.39)
\$212.00	\$(8,119.45)		\$-	\$-	\$-	\$-	\$-
\$-	\$-	\$8,119.45	\$-	\$-	\$-	\$-	\$-
\$-	\$(3,452.28)	\$-	\$-	\$(100.00)	\$(1,982.06)	\$-	\$-
\$(40,068.38)	\$39,956.44	\$(17,222.28)	\$(522.87)	\$791.52	\$3.06	\$(229,229.86)	\$229,211.58
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$6,029,272.88	\$9,086,164.65	\$8,340,244.84	\$8,002,821.01	\$6,698,382.34	\$7,766,858.03	\$11,098,151.14	\$10,300,571.95

\$52,669.10	\$6.14	\$28,312.18	\$2,651.15	\$35,014.27	\$278,482.43	\$4.89	\$195.01
\$1,127,855.92	\$1,505,594.48	\$1,172,930.15	\$942,676.99	\$1,405,104.19	\$2,129,316.38	\$1,277,616.72	\$2,077,797.63
\$14,635.44	\$22,259.75	\$26,244.75	\$29,354.45	\$35,834.64	\$41,086.54	\$48,175.20	\$2,436.73
\$1,904.96	\$3,092.06	\$5,411.85	\$6,721.33	\$9,130.71	\$10,426.49	\$11,977.81	\$1,009.88
\$11,816.12	\$8,603.74	\$8,709.11	\$8,709.44	\$8,709.81	\$8,710.17	\$8,905.53	\$8,822.03
\$168,158.33	\$168,186.90	\$168,215.47	\$168,241.28	\$168,269.86	\$168,303.29	\$168,339.02	\$168,373.62
\$197,276.58	\$197,385.22	\$197,494.22	\$197,592.72	\$197,701.83	\$197,807.48	\$197,916.71	\$198,022.47
\$211,398.24	\$216,556.12	\$216,603.61	\$216,645.15	\$216,694.12	\$216,735.68	\$216,781.69	\$216,829.21
\$26,818.43	\$27,070.07	\$27,073.52	\$145,136.55	\$145,179.70	\$145,221.47	\$145,264.64	\$145,306.43
\$5,112.98	\$1.51	\$0.00	\$-	\$-	\$-	\$-	\$-
\$248.23	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$6,783.46	\$844,647.99	\$844,825.71	\$844,987.75	\$345,102.11	\$345,196.67	\$1,195,409.10	\$695,748.24
\$15,450.93	\$865,519.82	\$865,997.77	\$907,085.25	\$907,586.15	\$908,071.15	\$1,901,352.68	\$1,202,318.88
\$10,877.29	\$6,295.94	\$128,232.76	\$10,834.05	\$9,279.62	\$6,279.89	\$6,963.15	\$6,963.44
\$355,383.86	\$1,200,363.41	\$1,200,616.78	\$1,200,842.24	\$500,955.44	\$501,051.51	\$1,351,216.33	\$1,351,532.49
\$4,444.86	\$20,157.60	\$20,169.09	\$20,175.28	\$20,182.14	\$20,188.78	\$20,195.64	\$20,202.28
\$50,145.01	\$56,327.04	\$56,373.34	\$56,466.09	\$56,516.12	\$56,567.15	\$56,620.44	\$56,675.26
\$74,030.13	\$198,594.79	\$218,252.45	\$122,919.64	\$152,093.43	\$239,034.35	\$339,134.86	\$44,226.29
\$3.21	\$5.27	\$5.34	\$5.34	\$5.71	\$7.64	\$9.61	\$0.01
\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.01
\$0.54	\$0.59	\$0.64	\$0.68	\$0.74	\$0.80	\$0.86	\$0.05
\$0.23	\$0.24	\$0.26	\$0.27	\$0.28	\$0.32	\$0.33	\$0.02
\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01
\$-	\$-	\$0.01	\$0.04	\$0.06	\$0.06	\$0.08	\$0.03
\$1,577,367.08	\$1,577,834.77	\$1,457,366.43	\$1,457,757.77	\$1,091,365.76	\$1,091,679.76	\$2,892,280.50	\$2,844,039.47
\$576,171.68	\$576,342.52	\$576,513.87	\$576,668.68	\$305,300.92	\$305,388.76	\$305,479.55	\$305,567.44

\$1,157,172.94	\$2,043,750.61	\$1,196,145.60	\$989,352.38	\$1,871,167.86	\$2,988,492.25	\$1,421,401.76	\$2,213,859.59
\$(27,180.70)	\$(517,352.54)	\$(18,883.87)	\$(29,438.84)	\$(444,599.34)	\$(841,290.83)	\$(126,748.59)	\$(115,348.08)
\$(2,136.32)	\$(20,803.59)	\$(4,331.58)	\$(17,236.55)	\$(21,464.33)	\$(17,885.04)	\$(17,036.45)	\$(20,713.88)
\$1,127,855.92	\$1,505,594.48	\$1,172,930.15	\$942,676.99	\$1,405,104.19	\$2,129,316.38	\$1,277,616.72	\$2,077,797.63
\$751.94	\$751.97	\$752.00	\$752.03	\$752.06	\$752.09	\$752.12	\$752.15
\$121.45	\$121.47	\$121.48	\$121.50	\$121.51	\$121.53	\$121.54	\$121.56
	0	0	0	\$3,500.12	3500.26	3500.41	3500.55
\$190.05	\$190.07	\$190.10	\$190.12	\$190.14	\$190.17	\$190.19	\$190.21
\$403.11	\$403.13	\$403.15	\$403.17	\$403.19	\$403.21	\$403.23	\$403.25
\$3,187.27	\$3,187.40	\$3,187.54	\$3,187.66	\$3,187.80	\$3,187.93	\$3,188.07	\$3,188.20
\$1,031.91	\$1,031.95	\$1,031.99	\$1,032.03	\$1,032.07	\$1,032.11	\$1,032.15	\$1,032.19
\$17,687.41	\$17,689.66	\$17,691.91	\$17,693.95	\$17,696.20	\$17,698.38	\$17,700.63	\$17,702.81
\$57.61	\$57.62	\$57.62	\$57.63	\$57.64	\$57.65	\$57.65	\$57.66
\$693.63	\$693.66	\$693.69	\$0.05	\$-	\$-	\$-	\$-
\$1,989.06	\$1,989.32	\$1,989.57	\$1,989.80	\$1,990.05	\$1,990.30	\$1,990.55	\$1,990.80
\$73.54	\$73.55	\$73.56	\$73.57	\$73.58	\$73.59	\$73.60	\$73.61
\$5,015.07	\$5,015.28	\$5,015.49	\$5,015.68	\$5,015.89	\$5,016.10	\$5,016.31	\$5,016.52
		\$-	\$-	\$-	\$5,500.42	\$5,466.92	\$5,467.59
\$5,512.87	\$5,513.10	\$5,513.33	\$5,513.54	\$5,513.77	\$5,514.00	\$5,514.23	\$5,514.46
\$1,204.67	\$1,204.72	\$1,204.77	\$1,204.82	\$1,204.87	\$1,204.92	\$1,204.97	\$1,205.02
\$2,208.89	\$2,209.17	\$2,209.46	\$2,209.71	\$2,209.99	\$2,210.26	\$2,210.55	\$2,210.82

	7/31/16 FY17	8/31/16 FY17	9/30/16 FY17	10/31/16 FY17
<b>GRANTS</b>				
Arts Lottery (CSB) 800143737	\$3,835.30	\$3,490.46	\$3,490.60	\$3,490.75
Arts Lottery (MMDT) 1199	\$143.71	\$143.71	\$143.71	\$143.71

<b>TRUST FUND ACCOUNTS</b>				
Cemetery (CSB) 800143729	\$12,717.19	\$12,718.81	\$12,720.37	\$12,721.99
Cemetery (MMDT) 450	\$4,494.31	\$4,496.86	\$4,499.56	\$4,502.46
Cemetery (Avidia) 0300	\$110,736.30	\$110,755.11	\$110,773.32	\$110,792.14
Cemetery Perp Care (Avidia) 0400	\$21,020.58	\$24,223.27	\$24,226.26	\$24,229.34
Cemetery Big/John (Avidia) 0500	\$7,836.55	\$7,837.55	\$7,838.51	\$7,839.51
Charity Fund (CSB) formerly Morse Bride 800143760	\$217.96	\$217.97	\$217.98	\$217.99
Charity Fund (MMDT) formerly Morse Bride 1266	\$5,081.21	\$5,084.07	\$5,087.08	\$5,090.45
Clock / World (CSB) 800143612	\$217.65	\$217.66	\$217.67	\$217.68
Clock / World (MMDT) 1265	\$3,520.99	\$3,522.99	\$3,525.10	\$3,527.36
Sons of Union Vets (CSB) Formerly Hartshorn 800143638	\$217.19	\$217.20	\$217.21	\$217.22
Sons of Union Vets (MMDT) Formerly Hartshorn 1269	\$1,287.18	\$1,287.81	\$1,288.65	\$1,289.58
Fosgate/Hunt (CSB) 800143653	\$67.02	\$67.02	\$67.02	\$67.02
Fosgate/Hunt (MMDT) 1267	\$1,824.81	\$1,825.76	\$1,826.95	\$1,828.19
Library (CSB) 800143687	\$47,317.44	\$47,323.45	\$47,329.27	\$47,335.28
Library (Fidelity Bank) 170031940	\$5,050.71	\$5,052.42	\$5,054.08	\$5,055.79
Library (MMDT) 767	\$213.69	\$213.69	\$213.69	\$213.69
Mable F. Marble Schol. (CSB) 800143695	\$4,822.39	\$4,822.59	\$4,822.79	\$4,822.99
Mable F. Marble Schol. (MMDT) 895	\$194.93	\$194.93	\$194.93	\$194.93
Marion Hoffman Mem. (CSB) 800143711	\$117.05	\$117.05	\$117.05	\$117.05
Marion Hoffman Mem. (MMDT) 2189	\$768.60	\$768.92	\$769.46	\$770.08
Mary Keyes Highway (CSB) 800143745	\$220.38	\$220.39	\$220.40	\$220.41
Mary Keyes Highway (MMDT) 988	\$7,392.24	\$7,396.51	\$7,400.88	\$7,405.69
Nancy Young (CSB) 800143778	\$218.05	\$218.06	\$218.07	\$218.08
Nancy Young (MMDT) 947	\$5,474.95	\$5,478.07	\$5,481.37	\$5,484.93
Open Space (CSB) 800143604	\$441,626.09	\$441,757.03	\$441,883.78	\$442,014.79
Open Space (Belmont Savings) 0858002401	\$233,798.76	\$698,334.75	\$698,715.17	\$699,099.95
Open Space (MMDT) 1664	\$2,102.68	\$2,103.92	\$2,105.13	\$2,106.46
Open Space (Avidia) 0600	\$103,194.35	\$103,211.88	\$103,228.85	\$103,246.39
Open Space (Fidelity Bank) 170031960	\$5,532.74	\$5,534.61	\$5,536.42	\$5,538.30
<b>Total Ending Cash</b>	<b>\$6,060,796.80</b>	<b>\$5,518,150.12</b>	<b>\$4,571,883.66</b>	<b>\$3,155,759.90</b>
Difference	\$-	\$-	\$-	\$-

	7/31/16	8/31/16	9/30/16	10/31/16
CSB Investment	\$905,604.12	\$1,233,055.77	\$972,773.51	\$1,407,819.62
Town OS	\$(73,145.33)	\$(149,516.41)	\$(193,753.17)	\$(924,462.71)
Payroll OS	\$(2,421.06)	\$(1,119.34)	\$(18,214.10)	\$(18,852.37)
Net Investment	<b>\$830,037.73</b>	<b>\$1,082,420.02</b>	<b>\$760,806.24</b>	<b>\$464,504.54</b>

11/30/16 FY17	12/31/16 FY17	1/31/17 FY17	2/28/17 FY17	3/31/17 FY17	4/30/17 FY17	5/31/17 FY17	6/30/17 FY17
\$3,490.89	\$3,634.75	\$3,634.90	\$3,981.85	\$3,037.02	\$3,037.14	\$3,037.27	\$3,662.41
\$143.71	\$-	\$-	\$-	\$-	\$-	\$-	\$-

\$12,723.55	\$12,725.17	\$12,726.79	\$19,910.55	\$19,913.09	\$19,915.55	\$19,918.09	\$19,920.55
\$4,505.50	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$110,810.35	\$115,334.78	\$115,354.37	\$115,372.07	\$115,391.67	\$115,414.59	\$115,439.10	\$115,462.82
\$24,232.33	\$24,235.42	\$24,238.51	\$24,241.30	\$24,244.38	\$24,247.37	\$24,250.46	\$24,253.45
\$7,840.48	\$7,841.48	\$7,842.48	\$7,843.38	\$7,844.38	\$7,845.35	\$7,846.35	\$7,847.31
\$218.00	\$0.01	\$0.00	\$-	\$-	\$-	\$-	\$-
\$5,093.85	\$5,315.77	\$5,320.15	\$5,324.16	\$5,328.87	\$5,333.69	\$5,338.66	\$5,343.89
\$217.69	\$0.01	\$0.00	\$-	\$-	\$-	\$-	\$-
\$3,529.77	\$3,750.20	\$3,753.31	\$3,756.13	\$3,759.46	\$3,762.82	\$3,766.33	\$3,770.04
\$217.23	\$0.01	\$0.00	\$-	\$-	\$-	\$-	\$-
\$1,290.48	\$1,508.69	\$1,509.94	\$1,511.06	\$1,512.31	\$1,513.75	\$1,515.30	\$1,516.80
\$67.02	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$1,829.39	\$1,897.87	\$1,899.42	\$1,900.82	\$1,902.47	\$1,904.27	\$1,906.13	\$1,907.94
\$47,341.10	\$52,619.12	\$52,631.78	\$52,641.87	\$52,653.05	\$52,663.87	\$52,675.05	\$52,685.87
\$5,057.45	\$1.49	\$0.00	\$-	\$-		\$-	\$-
\$213.73	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$4,823.19	\$5,018.33	\$4,018.53	\$4,018.68	\$2,018.80	\$5,018.99	\$5,019.20	\$4,019.39
\$194.93	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$117.05	\$-	\$0.00	\$-	\$-	\$-	\$-	\$-
\$770.68	\$888.35	\$888.97	\$839.54	\$840.17	\$841.01	\$841.94	\$842.84
\$220.42	\$0.01	\$0.00	\$-	\$-	\$-	\$-	\$-
\$7,410.69	\$7,636.78	\$7,643.04	\$7,648.87	\$7,655.65	\$7,662.60	\$7,669.81	\$7,677.26
\$218.09	\$0.01	\$0.00	\$-	\$-	\$-	\$-	\$-
\$5,488.60	\$5,710.92	\$5,715.61	\$5,719.97	\$5,725.06	\$5,730.22	\$5,735.59	\$5,741.16
\$442,141.62	\$492,278.93	\$22,388.25	\$22,288.82	\$22,291.66	\$22,294.41	\$21,648.44	\$21,651.11
\$699,472.52	\$699,857.72	\$700,244.19	\$659,937.88	\$660,302.30	\$660,655.16	\$518,443.83	\$518,720.88
\$2,107.96	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$103,263.36	\$110,929.11	\$110,949.59	\$110,966.62	\$110,985.47	\$111,007.51	\$111,031.09	\$111,053.90
\$5,540.12	\$1.64	\$0.00	\$-	\$-	\$-	\$-	\$-
<b>\$6,029,272.88</b>	<b>\$9,086,164.65</b>	<b>\$8,340,244.84</b>	<b>\$8,002,821.01</b>	<b>\$6,698,382.34</b>	<b>\$7,766,858.03</b>	<b>\$11,098,151.14</b>	<b>\$10,300,571.95</b>
\$-	\$-	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)

11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17
\$1,157,172.94	\$2,043,750.61	\$1,196,145.60	\$989,352.38	\$1,871,167.86	\$2,988,492.25	\$1,421,401.76	\$2,213,859.59
\$(27,180.70)	\$(517,352.54)	\$(18,883.87)	\$(29,438.84)	\$(444,599.34)	\$(841,290.83)	\$(126,748.59)	\$(115,348.08)
\$(2,136.32)	\$(20,803.59)	\$(4,331.58)	\$(17,236.55)	\$(21,464.33)	\$(17,885.04)	\$(17,036.45)	\$(20,713.88)
<b>\$1,127,855.92</b>	<b>\$1,505,594.48</b>	<b>\$1,172,930.15</b>	<b>\$942,676.99</b>	<b>\$1,405,104.19</b>	<b>\$2,129,316.38</b>	<b>\$1,277,616.72</b>	<b>\$2,077,797.63</b>



## Investment Funds

I could have used the last several town reports describing the return on investments this fiscal year. There has recently been a slight uptick in interest paid but not enough to get excited about just yet. Most banks (depending on specialty vs. general) are still paying well under 1% (.05% to .65%) interest. Unlike your personal funds, the Treasurer must follow these rules when investing taxpayer's money: Safety first, Liquidity second and Return on investment last. All funds must be completely insured by FDIC and DIF (or other) or covered by secured assets of the bank, invested in a bank legally allowed to operate in Massachusetts and invested in a bank that is financially sound (Green rated.) The Municipal Modernization Act has extended the number of years we can put funds in CDs from 1 to 3 years, with higher interest paid and many municipalities are using companies like Bartholomew to manage their non-general fund investments providing yields somewhat over 1%. (I am currently considering using their services.) The Investment Advisory Committee has pretty much been inactive, but if the economy starts to take off we will reconvene and review our accounts and investment policy more frequently. The plus side to low interest on investments is the continuing of relatively low borrowing rates. The first two BANs for the Highway Barn and Ladder Truck were just below 1% and slightly above 1%, with the following permanent borrowing projected to be less than 3.5% or so in fall of 2018.

## Debt and Interest

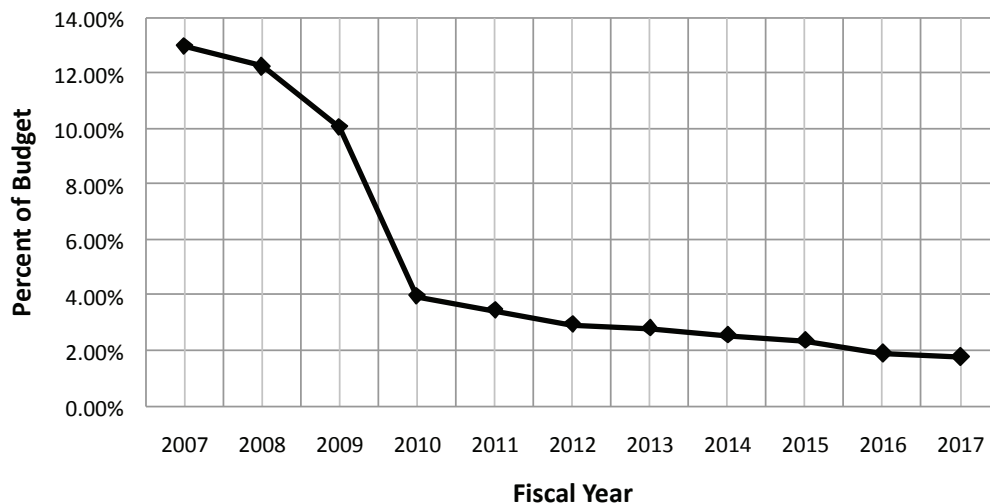
When I first came on board as Treasurer 16 years or so ago, the town was officially rated as having one of the worst debt ratios in the state. Keep in mind that debt and interest back then was technically offset 60% or so by the state school building grant program reimbursement. However,

that was in the day when that program was really messed up, and we did not receive much of the funds during the first 10 years of the debt! (The bond market actually puts low consideration on reimbursement amounts since most can be cancelled at any time. In fact, one year a small amount of school reimbursement was deducted from our payment.) Once reimbursement payments were caught up by the state (they took the school building finance portion away from the schools and gave it to the state Treasurer), I used these late funds to pay off the school at the 10 year (half way) mark. Refunding the municipal building a year later cut interest costs and made the payments more affordable. We now have one of the best debt ratios in the state, a position most municipalities would love to be in. Berlin was recently reviewed by Moody's Investors Service. They are not our official rating company (we use S&P) but they gave us a financial rating of Aa3. We will be rated by S&P late 2018 when we do permanent borrowing for the highway building debt.

The town has one more payment due on the municipal building in fiscal year 2019. The building will be officially paid for! The only remaining "old debt" will be just under \$10,000 for a couple more years for two septic loan items (principal only, no interest is due on these loans). New debt was voted in at the May 2017 annual Town Meeting. The first item was \$3.8 million for a new highway facility that was voted as debt exclusion. The other to be paid from excess levy capacity was \$576,067 for a new ladder truck.

The borrowing plan I put into place involved two years of BANs, followed by a permanent borrowing in the fall of FY2018 for the highway barn with first payments due in FY2020 as taxpayers were promised. For the ladder truck, a 5 year borrowing plan involving renewable BANs for the

Debt & Interest



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entire 5 years was put in place. The first payment was made in FY17, and others are scheduled each year until FY21. There have been a few changes to borrowing rules as a result of the Municipal Modernization Act, including going up to 10 years on BANs and using bond premiums for other capital projects. As of this writing, our financial advisor is going through changes in the current tax plan recently passed in Washington that contains both negative and positive items regarding municipal (tax exempt) borrowing.

The following chart shows the dramatic change in the town's municipal debt. *(Keep in mind there is additional debt exclusion for the Tahanto building project not reflected in this chart.)*

### **Tax Title**

There is not a lot to say about tax titles. All of the old accounts (many going back to when I graduated from high school in the late 60's!) have been cleared up. As of this writing, I have only 7 open tax titles, 5 residential and 2 involve undeveloped land. One account consists of two lots that is an abandoned green house with a past history of environmental issues and extensive cleanup costs. The other 4 are residents that are currently occupied, all of whom have payment plans and as of this writing are all paid up to date. Thanks to your approval on an article I sponsored at the last special town meeting in the fall of 2017, taxpayers in tax title can now take up to 5 years at 8% on their payments after putting 25% down and keeping current with the Tax Collector. Prior agreements required 25% down and keeping current with the Tax Collector, but at 16% and for only two years. (This change was another improvement made available to towns from the Municipal Modernization Act.)

This time around, and after the Tax Title team meets, it is highly likely an auction of properties currently in the Tax Title Custodian's possession will happen in FY2019. Some properties are possibly buildable (although not guaranteed) and the rest most likely non-buildable properties. Those that seem to be buildable may not be auctioned if the affordable housing folks, working with the Central Mass Regional Planning Commission, support a proposed plan to work together regionally and have towns provide land similar to programs like Habitat for Humanity.

### **Payroll and Payables**

These two items take up most of our time in the Treasurer's Office. On average, we pay approximately 227 employees per year (W2s). Maintaining personnel data and dealing with personnel related issues is a lot of work and very time consuming. We dedicate every Monday entering and processing payroll and on Tuesday check verification, reports for the Accountant, and check distribution. In fiscal year 2017 there were 4,940 paychecks issued. Most employee pay involves multiple types of pay categories (regular/sick/

comp time/vacation, etc.) and involved thousands of lines of data entry. There are also some complicated pays from time to time that usually require help from Harpers to enter correctly. Kate and I are extremely happy with Harpers Payroll because their system handles all our requirements and their support has been amazing. Although the system is fairly complicated to use, we receive immediate help for our questions and when we activate new process/functions in the system like benefit tracking (sick pay, vacation time and personal days). As part of our compliance with right to know laws, I publish a list of all employees, their job titles, and gross payroll by calendar years on my website including FY2017.

Accounts payable transactions have also dramatically increased in the past few years. The volume of invoices paid and the number of checks issued have not only affected manpower requirements but have put a strain on filing and storage space. Increase volume also means more paperwork for departments tracking and requesting these payments, thus increasing research time in the Accounting Office. We pay some vendors with checks generated by our payroll system, while other benefit deductions require requesting a payable transaction, followed by online payments.

As mentioned above, the "personnel" part of our job involves dealing with a plethora of issues. Poor new hire paperwork, retirement planning, workman's comp, questions of overtime vs. double or triple time pay, benefit management (health insurance, dental, etc.) and workman's comp are just some of the issues that take up a good bit of our time.

### **Benefits/Unemployment**

Medical benefit costs continue to climb and may hit one million dollars of the annual budget in FY19. Rates rose just under 7% for FY17, roughly in the middle of MIIA's range given out for low to high claims. Unfortunately, due to our small number of employees on the plan(s), BC and MIIA are not allowed to tell us what type of claims we had during the year that drive our costs. I have been very active in promoting the use of urgent care facilities, like Emerson Hospital's Urgent Care at Highland Commons, as an alternative to more expensive emergency room facilities. The down side of having that facility in Berlin has an adverse effect on our budget, given that calls for the ambulance increases calls Fire/EMS has to respond to. MIIA and Blue Cross promote healthy living contests, and Blue Cross will pick up some of the costs of a health club as part of trying to keep costs down. The town pays 75% of the medical plan costs, and the plan continues to provide employees with \$15 dollar co-pays for doctor visits.

There are nine or so municipalities that don't offer retiree benefits, including Berlin. This issue is presented or at least talked about for consideration most every year and turned down. Costs for this benefit are much less than in the "old days" due to mandatory Medicare plans at age 65, but can still take a good size bite out of our budget. Many union employees retire at an early age, and even at 50% cost sharing by the town, the cost per month for these early retirees could be as high as \$1,236 per month per retiree until they reach age 65.

You can see from the chart below that we had a pretty good run on low increase amounts, mixed in with a bad year in 2011, and an upward trend since 2015.

I have included a pie chart for FY17 that gives a pretty good visual of what percentage the budgets for major cost centers are as part of the total annual budget for FY17. Employee benefits are included in the Benefits and Insurance cost center. The second chart shows that although annual rates are trending upwards, the same can be said for education and public safety, the number one and two largest budgets. This has kept the costs for benefits relatively consistent as a percentage of the budget. Future events that might change this include the projected number of full time firemen and/or police, town administrator hiring and possible increase in clerical staff (all negative.) There could be a major decrease in the benefit budget if the schools are regionalized. (In my opinion, you will see an overall budget increase for education in the annual assessment because of pay adjustment and our teachers receiving retirement benefits if they become regional employees so it would be a net financial loss for taxpayers.)

Miscellaneous

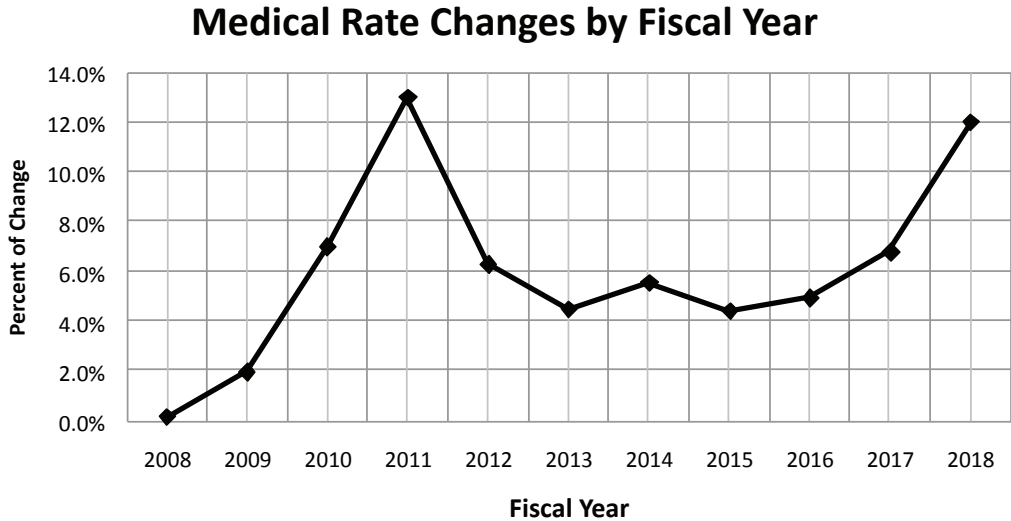
Kate (Treasurer of Ashby and Berlin Assistant Treasurer) and I continue to attend Treasurer and Collector school at UMass Amherst. Special thanks to Kate for doing these

charts and we would love your feedback to see if you would like to continue seeing some of our financial data in chart format. We feel they are less boring than "text" and make some of the data easier to understand.

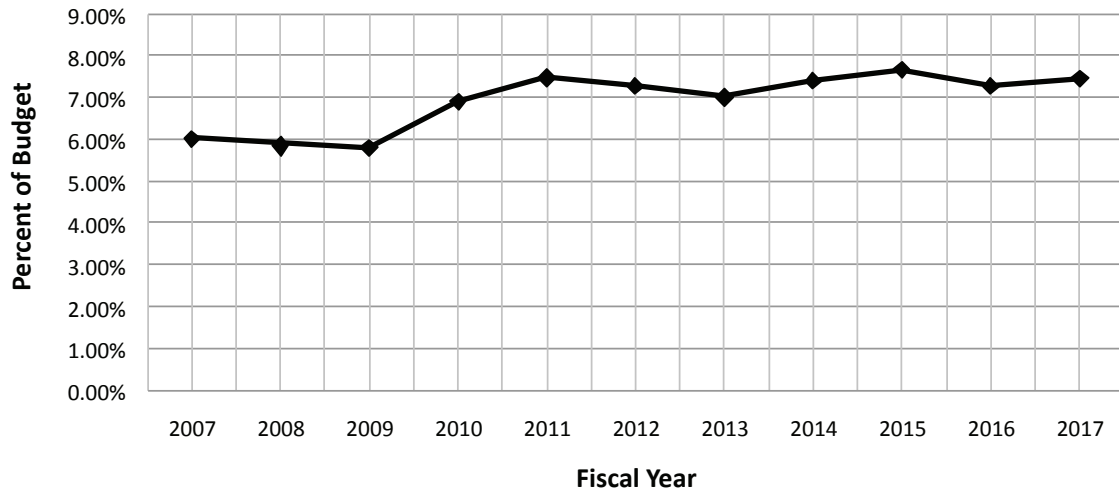
In FY2017 we added a personnel module to the Harpers Payroll System that provides very basic support for such things as COBRA processing information and forms, basic federal and Massachusetts municipal pay rules, etc. The software does not help much when the Treasurer and Accountant require help for occasional complicated personnel issues. In those cases, we may need direction from the Selectmen, Personnel Committee, legal advice from the town's attorney(s) or even professional help from experts working for our benefit and insurance vendors.

Federal and state laws require mandatory postings that explain specific laws for employees. They cover federal topics such as OSHA (Occupational Safety and Health Act of 1970), Equal Opportunity, Right to Know, Sexual Harassment and others. The posters for Massachusetts include Workman Comp, Wage and Hour Rules, Parental Leave, Unemployment Rights and others. Our office currently maintains these combined laminated posting sheets (one for Federal and one for Massachusetts) upstairs in the Municipal Building, in the Public Safety wing of the Municipal Building (EMS/Fire/Police), Berlin Memorial School, the Highway Department and the Library. Updating the posters because of frequent changes in the laws began to get very expensive, so we have signed up for an automatic poster update service that is roughly \$80 per year per location. This service has saves us a few hundred dollars per year, and should continue to do so because of the constant changes to our laws.

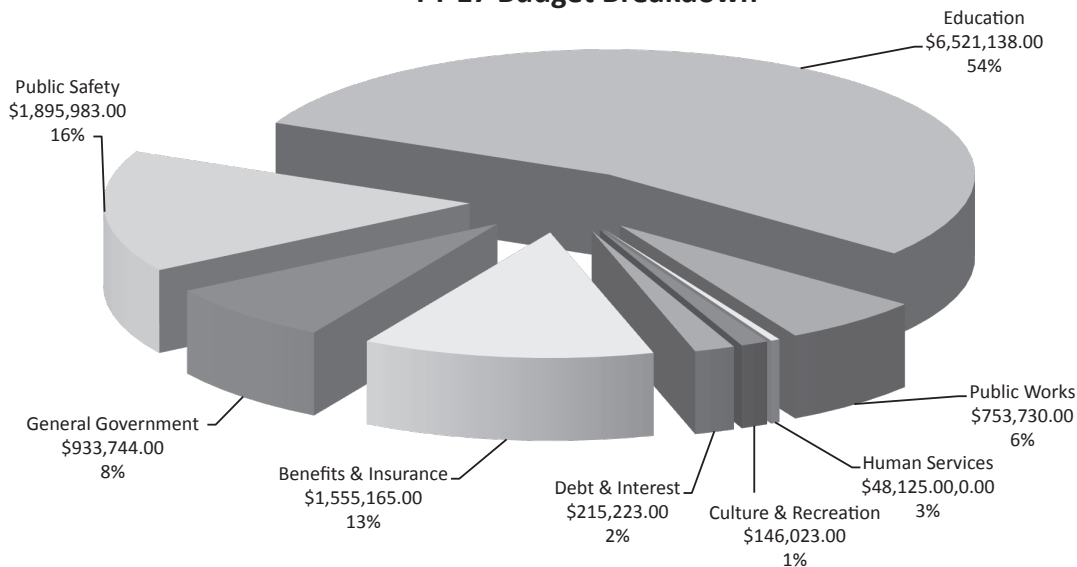
Data security continues to be a priority, and involves some internal and some external procedures and software support. This is particularly important for the many banks



## Employee Benefits Percentage of Budget



## FY 17 Budget Breakdown



and other sites we frequent many times during our work month. Unfortunately, it now takes knowledge of over 35 or so software applications to do our job in the Treasurer Office, requiring frequent (almost daily) password changes and/or frequently learning new versions of vendor applications.

The fiscal year 2017 audit is currently in process and will be posted on our or the Accountant's web page once the final version is done. The bond market regulators are cracking down on providing timely audits they then provide the investors each year, and audits can no longer be filed late as has been the practice for many years.

If you have any questions about any facet of the town's finances, feel free to give me a call or email. If I can't answer it, I will send you in the right direction. Remember, the town's funds are your funds and you have every right to understand how and why they are spent.

Regards

Dennis Fearebay, *Town Treasurer*

Kate Stacy, *Assistant Treasurer*

## Collector of Taxes

Year	Tax Type	Uncollected 1/1/2017	Net Additional Commitment	Uncollected 12/31/2017	Net Collected (1) 1/1/17 to 12/31/17
2012	Personal Property Motor Vehicle	1,379.63 963.33		0.00 0.00	1,379.63 963.33
2013	Personal Property Motor Vehicle	1,015.52 1,154.48		1,015.52 1,061.46	0.00 93.02
2014	Personal Property Motor Vehicle	5,519.38 2,922.19		5,519.38 2,543.13	0.00 379.06
2015	Personal Property Motor Vehicle	2,873.78 3,574.49		2,873.78 2,913.02	0.00 1,031.36
2016	Real Estate Personal Property Motor Vehicle	20,857.86 1,957.06 8,017.62	2,724.91	386.88 2,242.51	20,857.86 1,570.18 8,500.02
2017	Real Estate Personal Property Motor Vehicle	5,337,156.80 147,442.95 0.00	532,644.42	17,661.58 2,942.14 12,929.56	5,319,495.22 144,500.81 519,714.86
2018	Real Estate Personal Property	0.00 0.00	9,924,548.23 268,833.36	5,028,374.30 116,979.87	4,896,173.93 151,853.49
	<b>TOTAL</b>	<b>5,534,835.09</b>	<b>10,728,750.92</b>	<b>5,197,443.13</b>	<b>11,066,142.88</b>

All Years	Real Estate Personal Property Motor Vehicle	5,358,014.66 160,188.32 16,632.11	9,924,548.23 268,833.36 535,369.33	5,046,035.88 129,717.57 21,689.68	10,236,527.01 299,304.11 530,311.76
	<b>TOTAL</b>	<b>5,534,835.09</b>	<b>10,728,750.92</b>	<b>5,197,443.13</b>	<b>11,066,142.88</b>

Tax Collector's Interest from all sources	<b>29,105.56</b>
Deputy Collectors Principal included above	<b>45,388.15</b>
PILOTS Collected	<b>67,521.93</b>

Note: Does not include Tax Years which had a zero balance on or prior to 1/1/17.

(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 Collector's 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.

At last year's Annual Town Meeting an Article was passed that combines the Treasurer and Collector offices into an appointed full time position. It has been my privilege to serve the Town for the last 18 years, since I retired from private industry. I applied the skills learned in over 40 years of business experience to follow the law and treat every one fairly and consistently regardless of whether they are lifetime residents or moved to Berlin yesterday. As I have no interest in a full time position, I will be pursuing other activities (A new hammock will get a lot of use).

Again, thank you for the choosing me to serve the Town these many years.

Respectfully Submitted,  
Richard Sardell, CMMC - Collector of Taxes



# Town Accountant

## Town of Berlin Combined Balance Sheet June 30, 2017

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUP	
ASSETS	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	GENERAL LONG TERM DEBT	TOTAL (MEMO ONLY)
Cash & Investments	3,278,379.86	2,207,275.54	2,899,990.74	1,641,660.42		10,027,306.56
Petty Cash	20.00					20.00
Accounts Receivables:						
Personal Property Taxes	17,634.01					17,634.01
Real Estate Taxes	126,594.53					126,594.53
Tax Liens	109,562.08					109,562.08
Real Estate Deferrals	86,889.84					86,889.84
Motor Vehicle Excise	70,091.35					70,091.35
Tax Foreclosures	782,473.55					782,473.55
Other Departmental	23,069.11	276,822.37		484,739.51		784,630.99
Due from Municipality						-
Due from Commonwealth of Mass						-
Due from Individual	3,431.15					3,431.15
Amounts to be provided for					364,982.00	364,982.00
<b>TOTAL ASSETS</b>	<b>4,498,145.48</b>	<b>2,484,097.91</b>	<b>2,899,990.74</b>	<b>2,126,399.93</b>	<b>364,982.00</b>	<b>12,373,616.06</b>
<b>LIABILITIES AND FUND EQUITY</b>						
LIABILITIES:						
Accrued Payroll	128,746.64					128,746.64
Warrants Payable						0.00
Agency Payables						-
Payroll withholdings	70,127.18					70,127.18
Due to Individual						-
Refunds due						-
Tailings						-
Bonds and notes payable			4,376,067.00		364,982.00	4,741,049.00
<b>TOTAL LIABILITIES</b>	<b>198,873.82</b>	<b>0.00</b>	<b>4,376,067.00</b>	<b>-</b>	<b>364,982.00</b>	<b>4,939,922.82</b>
<b>RESERVES:</b>						
For Abatement & Exemptions	467,644.84					467,644.84
For Prop Taxes - Deferred Revenue	(323,416.30)					(323,416.30)
For Real Estate Tax Deferral	86,889.84					86,889.84
<b>For Tax Liens - Deferred Revenue</b>	<b>109,562.08</b>					<b>109,562.08</b>
<b>For Tax Foreclosure - Deferred Rev</b>	<b>782,473.55</b>					<b>782,473.55</b>
<b>For Motor Vehicle - Deferred Revenue</b>	<b>70,091.35</b>					<b>70,091.35</b>
<b>For Other Dept - Deferred Revenue</b>	<b>23,069.11</b>	<b>276,822.37</b>		<b>484,739.51</b>		<b>784,630.99</b>
<b>TOTAL RESERVES</b>	<b>1,216,314.47</b>	<b>276,822.37</b>	<b>0.00</b>	<b>484,739.51</b>	<b>0.00</b>	<b>1,977,876.35</b>
<b>FUND BALANCE:</b>						
Committed for Special Articles	983,762.27					983,762.27
Assigned for Encumbrances	179,271.92					179,271.92
<b>Restricted for Tax Title Foreclosure</b>						<b>-</b>
<b>Assigned for Special Purposes</b>	<b>533,000.00</b>					<b>533,000.00</b>
<b>Restricted for Special Purposes</b>		<b>2,207,275.54</b>	<b>-1476076.26</b>	<b>1,641,660.42</b>		<b>2,372,859.70</b>
<b>Restricted for Debt Services</b>	<b>3,365.98</b>					<b>3,365.98</b>
<b>Unassigned Fund Balance</b>	<b>1,383,557.02</b>					<b>1,383,557.02</b>
<b>Unassigned FB for Unprovided Abatements</b>						<b>-</b>
<b>TOTAL FUND BALANCE</b>	<b>3,082,957.19</b>	<b>2,207,275.54</b>	<b>-1476076.26</b>	<b>1,641,660.42</b>	<b>-</b>	<b>5,455,816.89</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>4,498,145.48</b>	<b>2,484,097.91</b>	<b>2,899,990.74</b>	<b>2,126,399.93</b>	<b>364,982.00</b>	<b>12,373,616.06</b>

Permanent borrowing not yet done on Capital Projects.

# Town Accountant

## General Funds Trial Balance as of June 30, 2017

ASSETS	
PETTY CASH	20.00
CASH - GENERAL UNRESTRICTED	3,278,379.86
PERSONAL PROPERTY 2012	1,379.63
PERSONAL PROPERTY 2013	1,015.52
PERSONAL PROPERTY 2014	5,519.38
PERSONAL PROPERTY 2015	2,873.78
PERSONAL PROPERTY 2016	1,254.22
PERSONAL PROPERTY 2017	5,591.48
REAL ESTATE 2016	2,752.19
REAL ESTATE 2017	123,842.34
ALLOW FOR ABATE & EXEMPTIONS 2004	-5,593.22
ALLOW FOR ABATE & EXEMPTIONS 2006	-545.44
ALLOW FOR ABATE & EXEMPTIONS 2007	-3,169.54
ALLOW FOR ABATE & EXEMPTIONS 2009	-11,242.16
ALLOW FOR ABATE & EXEMPTIONS 2010	-11,455.84
ALLOW FOR ABATE & EXEMPTIONS 2013	-15,911.41
ALLOW FOR ABATE & EXEMPTIONS 2014	-114,434.53
ALLOW FOR ABATE & EXEMPTIONS 2015	-66,355.94
ALLOW FOR ABATE & EXEMPTIONS 2016	-77,597.22
ALLOW FOR ABATE & EXEMPTIONS 2017	-161,339.54
TAX LIENS RECEIVABLE	109,562.08
REAL ESTATE DEFERRAL RECEIVABLE	86,889.84
MOTOR VEHICLE EXCISE RECEIVABLE 2012	963.33
MOTOR VEHICLE EXCISE RECEIVABLE 2013	1,102.92
MOTOR VEHICLE EXCISE RECEIVABLE 2014	2,756.88
MOTOR VEHICLE EXCISE RECEIVABLE 2015	2,925.94
MOTOR VEHICLE EXCISE RECEIVABLE 2016	3,682.93
MOTOR VEHICLE EXCISE RECEIVABLE 2017	58,659.35
POLICE ADMIN FEE RECEIVABLE	2,808.78
PROPERTY DAMAGE RECEIVABLE	9,601.38
FIRE DEPARTMENT RECEIVABLE	10,658.95
DUE FROM INDIVIDUAL - PAYROLL ISSUES	3,431.15
TAX FORECLOSURES	782,473.55
	4,030,500.64

LIABILITIES	
ACCRUED PAYROLL	-128,746.64
STATE WITH HOLDING	0
WORCESTER REGIONAL RETIREMENT	4,107.34
TEACHERS RETIREMENT	-32,646.48
DEFERRED COMPENSATION	380.24
HEALTH INSURANCE	-37,867.49
LIFE INSURANCE	-90.39
RETIREES INSURANCE	549.90
DENTAL INSURANCE	-3,567.63
LONG TERM DISABILITY INSURANCE	0.09
AFLAC	-660.30
AFLAC 125	-298.38
COLONIAL LIFE INSURANCE	-34.08
RESERVES	
DEFERRED REVENUE - PROPERTY TAXES	323,416.30
DEFERRED REVENUE - REAL ESTATE DEFERRAL	-86,889.84
DEFERRED REVENUE - TAX LIENS	-109,562.08
DEFERRED REVENUE - TAX FORECLOSURE DEFERRAL	-782,473.55
DEFERRED REVENUE - MOTOR VEHICLE DEFERRAL	-70,091.35
DEFERRED REVENUE - PROPERTY DAMAGE DEFER	-9,601.38
DEFERRED REVENUE - FIRE RECEIVABLE DEFER	-10,658.95
DEFERRED REVENUE - POLICE ADMIN FEES	-2,808.78
FUND BALANCES	
FB COMMITTED FOR PY SPECIAL ARTICLES	-983,762.27
FB ASSIGNED FOR PY ENCUMBRANCES	-179,271.92
FB ASSIGNED FOR SPECIAL PURPOSES	-533,000.00
FB RESTRICTED FOR DEBT SERVICE	-3,365.98
UNASSIGNED FUND BALANCE	-1,383,557.02
	-4,030,500.64

# Town Accountant

## General Funds Trial Balance as of June 30, 2017

NAME OF REVENUE	AMOUNT BUDGETED	AMOUNT RECEIVED	DIFFERENCE
<b>PROPERTY TAXES</b>			
Personal Property Taxes	\$300,232.19	\$291,962.79	(\$8,269.40)
Real Estate Taxes	\$10,312,307.61	\$10,179,324.96	(\$132,982.65)
<b>TOTAL TAX LEVY</b>	<b>\$10,612,539.80</b>	<b>\$10,471,287.75</b>	<b>(\$141,252.05)</b>

<b>LOCAL RECEIPTS</b>			
Tax Liens Redeemed	\$0.00	\$43,660.96	\$43,660.96
Motor Vehicle Excise	\$501,130.00	\$495,538.34	(\$5,591.66)
Meal & Hotel Excise	\$23,240.00	\$56,941.58	\$33,701.58
Int. on PP, RE & Excise	\$27,860.00	\$30,492.27	\$2,632.27
Interest on Tax Liens	\$0.00	\$18,997.91	\$18,997.91
Interest on Deferred RE	\$0.00	\$5,300.73	\$5,300.73
Payments in Lieu of Taxes	\$66,939.00	\$67,521.93	\$582.93
Fees and Charges	\$23,530.00	\$32,228.25	\$8,698.25
Other Departmental	\$6,780.00	\$5,515.93	(\$1,264.07)
Licenses & Permits	\$98,425.00	<b>\$245,716.92</b>	\$147,291.92
Fines & Forfeits	\$45,320.00	\$27,644.79	(\$17,675.21)
Int. on Investments	\$9,220.00	\$18,796.24	\$9,576.24
Mass Health - Medicare assist reimbursement	\$13,820.00	\$24,753.48	\$10,933.48
Premium from School Refinancing	\$1,684.00	\$1,684.00	\$0.00
Other Misc. Revenue:			
Deferred Real Estate	\$0.00	\$14,480.12	\$14,480.12
FY15 911 Support reimb for prior year	\$0.00	\$3,028.53	\$3,028.53
Prior year bills refunded	\$0.00	\$400.68	\$7,818.42
<b>TOTAL LOCAL RECEIPTS:</b>	<b>\$817,948.00</b>	<b>\$1,092,702.66</b>	<b>\$282,172.40</b>

<b>STATE RECEIPTS</b>			
Exemptions: VBS and Elderly	\$29,007.00	\$38,986.00	\$9,979.00
Chapter 70	\$449,505.00	\$449,505.00	\$0.00
Charter School - Town Reimbursement	\$0.00	\$0.00	\$0.00
Unrestricted General Government Aid	\$193,850.00	\$193,850.00	\$0.00
Veterans Benefits	\$12,329.00	\$7,793.01	(\$4,535.99)
<b>TOTAL STATE NET RECEIPTS:</b>	<b>\$684,691.00</b>	<b>\$690,134.01</b>	<b>\$5,443.01</b>

<b>GRAND TOTALS</b>			
Tax Levy	\$10,612,539.80	\$10,471,287.75	(\$141,252.05)
Local Receipts	\$817,948.00	\$1,092,702.66	\$274,754.66
State Receipts	\$684,691.00	\$690,134.01	\$5,443.01
Other Available Funds	\$1,210,213.00	\$1,220,835.00	\$10,622.00
Free Cash used in FY17 Budgets (From ATM & STM)	\$220,000.00	\$220,000.00	\$0.00
<b>TOTAL FUNDS:</b>	<b>\$13,545,391.80</b>	<b>\$13,694,959.42</b>	<b>\$149,567.62</b>

<b>General Revenue totals all but Free Cash Usage</b>	<b>\$13,325,391.80</b>	<b>\$13,474,959.42</b>	<b>\$149,567.62</b>
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# Town Accountant

## Open Special Articles as of June 30, 2017

ART. NO.	FISCAL YEAR	DEPARTMENT	PURPOSE OF ARTICLE	OPENING BALANCE 7/1/16	EXPENSES FY17	CLOSED OUT	ADDITIONS FY17	ENDING BALANCE 6/30/17
5STM	1997	122 Selectmen	Handicap	\$5,936.05	\$0.00			\$5,936.05
36	2008	122 Selectmen	Radio Base Stations Etc.	\$547.65	\$0.00			\$547.65
38	2008	122 Selectmen	Matching Grant Funds	\$5,141.48	\$1,698.70			\$3,442.78
30	2011	122 Selectmen	Curbing & Sidewalks Plan Center of Town	\$7,500.00	\$0.00			\$7,500.00
9	2015	122 Selectmen	Inspectors Tablets	\$6,000.00	\$0.00			\$6,000.00
27	2015	122 Selectmen	Emergency Services Study	\$1,350.00	\$0.00	\$1,350.00		\$0.00
2 STM	2016	122 Selectmen	Costs Associated with New Fire Chief	\$15,000.00	\$0.00			\$15,000.00
25	2016	122 Selectmen	Energy Audit PS & MB & BMS	\$25,000.00	\$0.00			\$25,000.00
1	2017	122 Selectmen	1870 T Hall Elevator	\$0.00	\$0.00		\$130,000.00	\$130,000.00
16	2017	122 Selectmen	Bullard House Renovations	\$0.00	\$0.00		\$54,204.74	\$54,204.74
36	2017	122 Selectmen	1870 Town Hall Elevator Project	\$0.00	\$0.00		\$461,486.00	\$461,486.00
29	2014	141 Assessors	Permit/Inspector Service Software	\$6,550.00	\$0.00			\$6,550.00
5	2015	145 Treasurer	Unpaid Federal & State Payroll W/holdings	\$12,452.57	\$250.92			\$12,201.65
24	2016	155 Data Systems	New/Replacement Computers etc.	\$1,369.38	\$1,369.38			\$0.00
27	2017	155 Data Systems	Assessment & Computers	\$0.00	\$0.00		\$1,512.79	\$1,512.79
48	2009	175 Planning Bd	Printing By-Laws	\$1,483.03	\$76.96			\$1,406.07
20	2011	175 Planning Bd	Printing By-Laws	\$2,000.00	\$0.00			\$2,000.00
35	2014	175 Planning Bd	Zoning By-Laws	\$2,000.00	\$0.00			\$2,000.00
21	2015	175 Planning Bd	Master Plan	\$3,228.21	\$3,228.21			\$0.00
33	2016	175 Planning Bd	Master Plan	\$5,000.00	\$4,467.79			\$532.21
31	2017	175 Planning Bd	Master Plan	\$0.00	\$0.00		\$5,000.00	\$5,000.00
37	2017	175 Planning Bd	Economic Development Comm	\$0.00	\$0.00		\$500.00	\$500.00
10	2015	177 Agric. Comm.	Solar Panel - Community Garden	\$187.02	\$0.00	\$187.02		\$0.00
40	2008	192 Public Bldgs.	Weatherize and Windows T Hall	\$1,117.64	\$0.00			\$1,117.64
41	2008	192 Public Bldgs.	Painting Old Town Hall	\$2,500.00	\$0.00			\$2,500.00
4STM	2009	192 Public Bldgs.	Elevator 1870 Town All	\$19,904.97	\$8,075.44			\$11,829.53
6STM	2013	192 Public Bldgs.	Mun. Bldg. Roof Repairs	\$11,870.00	\$0.00			\$11,870.00
21	2013	192 Public Bldgs.	1870 Town Hall Generator Repairs	\$1,850.50	\$0.00			\$1,850.50
22	2013	192 Public Bldgs.	Painting of Mun. Bldg.	\$1,890.74	\$0.00			\$1,890.74
7	2015	192 Public Bldgs.	New Furnace for Mun.. Bldg.	\$4,149.78	\$0.00			\$4,149.78
8	2015	192 Public Bldgs.	T Hall Elevator & Curatorial Project	\$4,646.24	\$4,646.24			\$0.00
33	2011	210 Police	Police Cruiser	\$1,067.00	\$850.00			\$217.00
22	2015	210 Police	Replacing 07 Cruiser	\$578.75	\$0.00			\$578.75
26	2016	210 Police	Replace 2010 Cruiser	\$1,937.20	\$1,695.00			\$242.20
19	2016	210 Fire	Thermal Imaging Camera	\$2,720.00	\$0.00	\$2,720.00		\$0.00
18	2017	221 Fire & EMS	Personal Protection Equipment	\$0.00	\$0.00		\$0.40	\$0.40
27	2016	296 Comm Center	Public Safety Radio System	\$7,926.14	\$3,052.50			\$4,873.64
25	2013	300 School	BMS Boiler Replacement	\$11,434.13	\$0.00			\$11,434.13
14	2014	300 School	BMS Roof Repairs	\$31,700.00	\$11,722.04			\$19,977.96
15	2014	300 School	BMS Mold Repairs	\$5,300.00	\$5,300.00			\$0.00
16	2014	300 School	BMS Exterior Bldg. Repair	\$4,300.00	\$575.00			\$3,725.00
24	2015	300 School	BMS Parking Lot Repairs	\$1,426.18	\$28.04			\$1,398.14
1 STM	2016	300 School	BMS Replace/Repair 1 Boiler	\$59,810.00	\$0.00			\$59,810.00
16	2016	300 School	BMS Redesigning Roof	\$17,555.00	\$1,306.38			\$16,248.62
19	2017	300 School	BMS Upgrade Security System	\$0.00	\$0.00		\$27,100.00	\$27,100.00
20	2017	300 School	BMS Sealing Exterior Windows & Vents	\$0.00	\$0.00		\$14,665.25	\$14,665.25
22	2017	300 School	BMS Int/Ext Door Repairs	\$0.00	\$0.00		\$6,610.40	\$6,610.40
23	2017	300 School	BMS Stair Treads and Hand Rail	\$0.00	\$0.00		\$5,800.00	\$5,800.00
24	2017	300 School	BMS Upgrade Fire System	\$0.00	\$0.00		\$466.78	\$466.78
5STM	2013	422 Highway	Highway Shed - Insurance Proceeds	\$8,610.76	\$0.00			\$8,610.76
16	2015	422 Highway	Replace 1999 Comb Truck	\$6,308.09	\$4,872.89			\$1,435.20
23	2016	422 Highway	Replacing 2004 Dump	\$681.20	(\$50.00)			\$731.20
15	1983	510 Landfill	Dump Closing	\$9,008.81	\$0.81	\$9,008.00		\$0.00
3STM	2016	541 Council on Aging	Bus Startup Expenses	\$2.75	\$0.00	\$2.75		\$0.00
29	2016	541 Council on Aging	Bus for Transportation	\$4,100.00	\$0.00	\$4,100.00		\$0.00
21	2006	610 Library	Design & Engineering New Lib	\$16,650.00	\$1,875.00			\$14,775.00
47	2010	610 Library	Library Fascia and Paint	\$460.00	\$0.00			\$460.00
32	2011	610 Library	3 Air Conditioners	\$1,028.00	\$0.00			\$1,028.00
17	2014	610 Library	Refinish & Seal Hallway and Stairs	\$7,500.00	\$0.00	\$7,500.00		\$0.00
30	2016	610 Library	Replacing 8 Windows	\$2,625.00	\$0.00	\$2,625.00		\$0.00
31	2016	610 Library	General Repairs to Library	\$2,774.50	\$0.00			\$2,774.50
28	2017	610 Library	General Repairs to Library	\$0.00	\$0.00		\$4,000.00	\$4,000.00
29	2017	610 Library	Two Computer Carrels - Library	\$0.00	\$0.00		\$771.21	\$771.21
				\$354,178.77	\$55,041.30	\$27,492.77	\$712,117.57	\$983,762.27

# Town Accountant

## General Fund Expenses Fiscal Year 2017

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	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	3,432.00		3,432.00	-3,432.00		0.00
01-122-0000-5114-5114-0000	Selectmen Wages PT	43,200.00	2,493.00	45,693.00	-45,688.51		4.49
01-122-0000-5700-5700-0000	Selectmen Expenses	8,113.00		8,113.00	-5,107.19	-646.50	2,359.31
01-122-2017-0001-5700-0900	Art 1 STM 1870 Town Hall Elevator	130,000.00		130,000.00		-130,000.00	0.00
01-122-2017-0016-5700-0900	Art 16 Bullard House Renovations	55,200.00		55,200.00	-995.26	-54,204.74	0.00
01-122-2017-0036-5700-0900	Art 36 1870 Thall Elevator Project	526,000.00		526,000.00	-64,514.00	-461,486.00	0.00
01-131-0000-5700-5700-0000	Finance Committee Expenses	275.00		275.00	-155.00		120.00
01-132-0000-5781-5781-0000	Reserve Fund Transfers	90,000.00	-84,813.00	5,187.00			5,187.00
01-135-0000-5111-5111-0000	Accountant Salary	63,214.00		63,214.00	-63,214.00		0.00
01-135-0000-5114-5114-0000	Accountant Wages PT	21,773.00		21,773.00	-21,220.95		552.05
01-135-0000-5700-5700-0000	Accountant Expenses	6,646.00		6,646.00	-6,498.12		147.88
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	-2,129.00		0.00
01-141-0000-5113-5113-0000	Assessors Asst Salary	60,450.00		60,450.00	-60,450.00		0.00
01-141-0000-5114-5114-0000	Assessors Wages PT	57,946.00		57,946.00	-57,518.62		427.38
01-141-0000-5700-5700-0000	Assessors Expenses	37,329.00		37,329.00	-29,126.29	-4,650.42	3,552.29
01-142-0000-5700-5700-0000	Revaluation Expenses	13,500.00		13,500.00	-13,120.33		379.67
01-145-0000-5110-5110-0000	Treasurer Elected Salary	37,211.00		37,211.00	-37,211.00		0.00
01-145-0000-5114-5114-0000	Treasurer Wages PT	19,760.00		19,760.00	-16,820.02		2,939.98
01-145-0000-5700-5700-0000	Treasurer Expenses	34,400.00		34,400.00	-20,866.45	-45.00	13,488.55
01-146-0000-5110-5110-0000	Collector Elected Salary	24,985.00		24,985.00	-24,985.00		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	-14,405.88		654.12
01-151-0000-5700-5200-0000	Town Counsel	35,000.00	22,800.00	57,800.00	-56,770.15		1,029.85
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	-7,182.39	-75.00	7,742.61
01-155-0000-5113-5113-0000	Data System - Salary PT	2,820.00		2,820.00	-2,820.00		0.00
01-155-0000-5700-5700-0000	Data System - Expenses	52,920.00		52,920.00	-52,608.27	-200.00	111.73
01-155-2017-0027-5700-0900	Art 27 Assessment & Computers	20,000.00		20,000.00	-18,487.21	-1,512.79	0.00
01-161-0000-5110-5110-0000	Town Clerk Elected Salary	26,162.00		26,162.00	-26,162.00		0.00
01-161-0000-5113-5113-0000	Asst. Town Clerk Salary PT	10,609.00		10,609.00	-10,609.00		0.00
01-161-0000-5700-5700-0000	Town Clerk Expenses	2,125.00		2,125.00	-1,655.52		469.48
01-162-0000-5114-5114-0000	Elections Wages PT	3,200.00		3,200.00	-2,836.50		363.50
01-162-0000-5700-5700-0000	Elections Expenses	3,600.00		3,600.00	-1,865.13		1,734.87
01-163-0000-5113-5113-0000	Registration Salary	100.00		100.00	-100.00		0.00
01-163-0000-5114-5114-0000	Registration Wages PT	550.00		550.00	-94.00		456.00
01-163-0000-5700-5700-0000	Registration Expense	85.00		85.00			85.00
01-171-0000-5700-5700-0000	Conservation Committee Expenses	1,500.00		1,500.00	-467.22	-580.00	452.78
01-175-0000-5700-5700-0000	Planning Board Expenses	2,000.00		2,000.00	-738.25		1,261.75
01-175-2017-0031-5700-0900	Art 31 Master Plan	5,000.00		5,000.00		-5,000.00	0.00
01-175-2017-0037-5700-0900	Art 37 Economic Development Committee	500.00		500.00		-500.00	0.00
01-176-0000-5700-5700-0000	Board of Appeals - Expense	600.00		600.00	-314.54		285.46
01-177-0000-5000-5700-0000	Agricultural Commission Expense	1,500.00		1,500.00	-1,489.50		10.50



# Town Accountant

## General Fund Expenses Fiscal Year 2017

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-192-0000-5114-5114-0000	Public Buildings Wages PT	11,955.00	1,500.00	13,455.00	-13,345.07		109.93
01-192-0000-5211-5211-0000	Public Bldg - Electricity	60,000.00		60,000.00	-40,153.68		19,846.32
01-192-0000-5212-5212-0000	Public Bldg - Telephone	5,000.00		5,000.00	-3,897.56		1,102.44
01-192-0000-5411-5411-0000	Public Bldg - Fuel Oil	51,750.00		51,750.00	-33,722.10		18,027.90
01-192-0000-5700-5700-0000	Public Buildings Expenses	73,310.00	1,200.00	74,510.00	-72,479.41	-1,610.35	420.24
01-195-0000-5700-5700-0000	Town Report Expenses	3,200.00	291.00	3,491.00	-3,490.83		0.17
01-210-0000-5111-5111-0000	Police Salary FT	133,489.00		133,489.00	-133,489.00		0.00
01-210-0000-5112-5112-0000	Police Wages FT	679,772.00	-34,046.08	645,725.92	-607,733.37		37,992.55
01-210-0000-5114-5114-0000	Police Wages PT	109,603.00	10,000.00	119,603.00	-119,455.58		147.42
01-210-0000-5700-5700-0000	Police Expenses	86,336.00		86,336.00	-82,665.33	-3,670.67	0.00
01-210-2017-0025-5700-0900	Art 25 New Police Cruiser	38,000.00		38,000.00	-38,000.00		0.00
01-221-0000-5111-5111-0000	Fire & EMS Salary FT	146,160.00		146,160.00	-146,160.00		0.00
01-221-0000-5113-5113-0000	Fire & EMS Salary PT	25,841.66		25,841.66	-25,841.66		0.00
01-221-0000-5114-5114-0000	Fire & EMS Wages PT	183,129.75		183,129.75	-183,129.75		0.00
01-221-0000-5700-5700-0000	Fire & EMS Expenses	89,244.59	46,111.00	135,355.59	-111,706.75	-23,611.00	37.84
01-221-2017-0005-5700-0900	Art 5 STM Breathing Compressor Sys	51,575.00		51,575.00	-51,575.00		0.00
01-221-2017-2017-5700-0900	Art 17 Breathing Apparatus & Air Compressor	51,575.00		51,575.00	-51,575.00		0.00
01-221-2017-0018-5700-0900	Art 18 Personal Protection Equip.	24,000.00		24,000.00	-23,999.60	-0.40	0.00
01-241-0000-5114-5114-0000	Building Inspector Wages PT	113,363.00	176.00	113,539.00	-113,538.64		0.36
01-241-0000-5700-5700-0000	Building Inspector Expenses	5,230.00		5,230.00	-4,154.36		1,075.64
01-242-0000-5700-5700-0000	Plumbing & Gas Inspector Expenses	830.00		830.00	-474.00		356.00
01-243-0000-5700-5700-0000	Electrical Inspector Expenses	667.00		667.00	-662.45		4.55
01-249-0000-5113-5113-0000	Animal Inspector Salary PT	1,849.00		1,849.00	-1,849.00		0.00
01-249-0000-5700-5700-0000	Animal Inspector Expenses	925.00		925.00			925.00
01-292-0000-5113-5113-0000	Dog Officer Salary PT	2,829.00		2,829.00	-2,829.00		0.00
01-292-0000-5700-5700-0000	Dog Officer Expenses	2,500.00		2,500.00	-234.20		2,265.80
01-296-0000-5100-5100-0000	Communications Center Personnel	123,322.00		123,322.00	-121,045.51		2,276.49
01-296-0000-5700-5700-0000	Communications Expenses	102,642.00		102,642.00	-102,612.62		29.38
01-300-0000-5000-5100-0000	Berlin Memorial School Personnel	2,224,348.98		2,224,348.98	-2,224,348.98		0.00
01-300-0000-5000-5700-0000	Berlin Memorial School Expenses	643,311.02		643,311.02	-514,850.84	-127,572.33	887.85
01-300-2017-0019-5700-0900	Art 19 BMS Upgrade Security Sys	28,000.00		28,000.00	-900.00	-27,100.00	0.00
01-300-2017-0020-5700-0900	Art 20 BMS Sealing Exterior Windows	23,300.00		23,300.00	-8,634.75	-14,665.25	0.00
01-300-2017-0021-5700-0900	Art 21 BMS Weather Station	15,740.00		15,740.00	-15,740.00		0.00
01-300-2017-0022-5700-0900	Art 22 BMS Int/Ext Door Repairs	15,000.00		15,000.00	-8,389.60	-6,610.40	0.00
01-300-2017-0023-5700-0900	Art 23 BMS Stair Treads and Hand Rails	10,000.00		10,000.00	-4,200.00	-5,800.00	0.00
01-300-2017-0024-5700-0900	Art 24 BMS Upgrade Fire System	5,000.00		5,000.00	-4,533.22	-466.78	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	78,755.00		78,755.00	-78,755.00		0.00
01-422-0000-5112-5112-0000	Highway Wages FT	213,135.00	500.00	213,635.00	-213,014.82		620.18
01-422-0000-5114-5114-0000	Highway Wages PT	11,054.00	-500.00	10,554.00	-834.82		9,719.18
01-422-0000-5700-5700-0000	Highway Expenses	122,320.00		122,320.00	-118,393.00	-3,800.00	127.00
01-422-2017-0015-5700-0900	Art 15 Hot Top	70,000.00		70,000.00	-70,000.00		0.00
01-423-0000-5112-5112-0000	Snow & Salt Overtime Wages	33,964.00	-133.20	33,830.80	-28,785.58		5,045.22
01-423-0000-5114-5114-0000	Snow & Salt Wages PT	10,091.00	133.20	10,224.20	-10,224.20		0.00
01-423-0000-5700-5700-0000	Snow & Salt Expenses	85,000.00	56,219.95	141,219.95	-141,219.95		0.00

# Town Accountant

## General Fund Expenses Fiscal Year 2017

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-424-0000-5211-5211-0000	Street Lights	9,600.00		9,600.00	-9,434.84		165.16
01-433-0000-5114-5114-0000	Transfer Station Wages PT	34,219.00		34,219.00	-33,170.90		1,048.10
01-433-0000-5700-5700-0000	Transfer Station Expenses	35,588.00		35,588.00	-3,603.91	-160	31,824.09
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	26,644.00		26,644.00	-26,644.00		0.00
01-491-2017-0026-5700-0900	Art 26 Repaveing South Cemetery	10,000.00		10,000.00	-10,000.00		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	3,466.00		3,466.00	-3,365.32		100.68
01-510-0000-5700-5700-0000	Board of Health Expenses	1,650.00		1,650.00	-448.44		1,201.56
01-511-0000-5200-5200-0000	Nashoba Health	6,687.00		6,687.00	-6,686.60		0.40
01-522-0000-5200-5200-0000	Nashoba Nursing	3,052.00		3,052.00	-3,051.44		0.56
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	4,000.00	180.00	4,180.00	-4,180.00		0.00
01-541-0000-5700-5700-0000	Council on Aging Expenses	5,000.00		5,000.00	-5,000.00		0.00
01-543-0000-5113-5113-0000	Veterans Salary PT	2,778.00		2,778.00	-2,778.00		0.00
01-543-0000-5700-5700-0000	Veterans Expenses	635.00		635.00	-357.43		277.57
01-543-0000-5780-5780-0000	Veterans Benefits	16,056.00		16,056.00	-9,459.21		6,596.79
01-599-0000-5000-5000-0000	Wheat Assessment	3,000.00		3,000.00	-3,000.00		0.00
01-610-0000-5114-5114-0000	Library Wages PT	108,872.00	-700.00	108,172.00	-102,562.45		5,609.55
01-610-0000-5700-5700-0000	Library Expenses	28,000.00	700.00	28,700.00	-28,334.66		365.34
01-610-2017-0028-5700-0900	Art 28 Library General Repairs	4,000.00		4,000.00		-4000	0.00
01-610-2017-0029-5700-0900	Art 29 Two Computer Carrels	2,500.00		2,500.00	-1,728.79	-771.21	0.00
01-630-0000-5700-5700-0000	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	600.00		600.00	-557.23		42.77
01-692-0000-5700-5700-0000	Memorial Day Expenses	1,800.00		1,800.00	-1,800.00		0.00
01-694-0000-5700-5700-0000	Festive Events Expenses	2,100.00		2,100.00	-1,247.02		852.98
01-699-0000-5700-5700-0000	Co Aid to Agriculture	1.00		1.00			1.00
01-752-0000-5800-5800-0000	Interest Expense	32,100.00		32,100.00	-24,900.00		7,200.00
01-752-0000-5900-5900-0000	Principal Repayment on Debt	359,523.00		359,523.00	-359,523.00		0.00
01-800-0000-5300-5320-0000	School Choice	5,000.00		5,000.00	-3,200.00		1,800.00
01-800-0000-5600-5634-0000	Motor Vehicle Assessment	2,100.00		2,100.00	-1,880.00		220.00
01-800-0000-5600-5639-0000	Mosquito Control Assessment	33,275.00		33,275.00	-33,275.00		0.00
01-800-0000-5600-5640-0000	Air Pollution Assessment	1,078.00		1,078.00	-1,078.00		0.00
01-800-0000-5600-5641-0000	Central Mass Regional Planning Council	763.00		763.00	-762.14		0.86
01-800-0000-5600-5663-0000	Regional Transit Assessment	134.00		134.00	-134.00		0.00
01-835-0000-5300-5321-0000	Assabet Valley Regional Assessment	412,659.00		412,659.00	-412,659.00		0.00
01-835-0000-5300-5322-0000	Tahanto Regional Assessment	2,604,399.00		2,604,399.00	-2,604,399.00		0.00
01-835-0000-5900-5900-0000	Tahanto Capital Assessment	534,895.00		534,895.00	-534,895.00		0.00
01-835-0000-5900-5901-0000	Assabet Renovations	100,761.00		100,761.00	-100,761.00		0.00
01-911-0000-5200-5200-0000	Worcester Regional Retirement Assessment	372,177.00		372,177.00	-372,177.00		0.00
01-912-0000-5100-5170-0000	Workmens Compensation	42,400.00		42,400.00	-31,833.22		10,566.78
01-913-0000-5100-5170-0000	Unemployment Insurance	20,000.00	42,400.00	62,400.00	-49,692.11	-12,650.65	57.24
01-914-0000-5100-5170-0000	Chapter 32B Health Insurance	900,000.00	-66,619.95	833,380.05	-786,656.66		46,723.39
01-916-0000-5200-5200-0000	Police & Fire Sickness and Accident Insurance	28,000.00		28,000.00	-27,760.00		240.00
01-919-0000-5100-5190-0000	Sick Pay Account	34,560.00	1,546.08	36,106.08	-36,106.08		0.00
01-920-0000-5100-5170-0000	Medicare	71,500.00		71,500.00	-66,575.64		4,924.36
01-945-0000-5700-5740-0000	Property & Liabilities Insurance	86,528.00	562.00	87,090.00	-87,089.97		0.03
01-990-0000-0000-5000-0000	Transfer to Other Funds	100,000.00		100,000.00	-100,000.00		0.00
		13,294,258.00	0.00	13,294,258.00	-12,137,213.59	-891,389.49	265,654.92

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2017

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2016	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/17
	<b>School Lunch:</b>						
12-300-0000-0000-3590-0000	School Lunch	\$13,930.24		\$48,143.55		\$48,456.19	\$13,617.60
	<b>Highway Improvements:</b>						
13-422-0000-0000-3590-0000	Highway Improvements	\$0.00				\$193,256.00	(\$193,256.00)
	Ch 90 Reimbursement not yet received by year end closing.						
	<b>Receipts Reserved for Appropriation:</b>						
14-000-3301-0000-3301-0000	Public Safety Highland Common	\$407,508.61	\$54,295.00	\$412,164.24	\$459,083.00		\$414,884.85
14-000-3302-0000-3301-0000	Capital Plan Highland Common	\$94,909.96			\$91,300.00		\$3,609.96
14-232-3305-0000-3590-0000	Ambulance Fund Balance	\$319,232.85		\$98,694.94	\$125,000.00		\$292,927.79
	Ambulance Receivable \$276,822.37						
14-491-3301-0000-3590-0000	Cemetery General Receipts	\$16,900.00		\$12,000.00	\$15,000.00		\$13,900.00
14-491-3302-0000-3590-0000	Cemetery Sale of Lots	\$1,600.00		\$1,800.00	\$800.00		\$2,600.00
14-510-3304-0000-3590-0000	WPAT Loan Repayments	\$94,683.62		\$9,776.60	\$9,523.00		\$94,937.22
	<b>Offset Receipts:</b>						
15-242-3308-0000-3590-0000	Plumbing and Gas Inspector	\$0.00		\$21,183.03	\$1,059.15	\$20,123.88	\$0.00
15-243-3307-0000-3590-0000	Electrical Inspector	\$0.00		\$24,577.02	\$4,514.20	\$20,062.82	\$0.00
15-433-3309-0000-3590-0000	Transfer Station	\$0.00		\$94,540.55	\$4,540.55	\$90,000.00	\$0.00
	<b>Revolving Funds:</b>						
17-141-1707-0000-3590-0000	Assessors Maps Revolving Fund	\$3,984.49		\$1,399.00			\$5,383.49
17-161-1708-0000-3590-0000	Town Clerks Dog Revolving Fund	\$10,738.56		\$1,363.00		\$414.18	\$11,687.38
17-171-1701-0000-3590-0000	Conservation Wetlands Protection Fund	\$7,900.47		\$525.00		\$110.00	\$8,315.47
17-192-1701-0000-3590-0000	Town Hall Revolving Fund	\$2,222.80		\$12,104.00		\$8,662.73	\$5,664.07
17-192-1703-0000-3590-0000	Police - Insurance Reimbursement	\$0.00		\$2,976.92		\$2,976.92	\$0.00
17-210-1705-0000-3590-0000	Police Special Law Enforcement Fund	\$2,248.96		\$200.00			\$2,448.96
17-241-1702-0000-3560-0000	Inspector Permitting Software	\$1,759.96		\$7,708.40		\$7,421.14	\$2,047.22
17-300-1701-0000-3590-0000	School Circuit Breaker	\$5,368.00		\$32,141.00		\$30,794.00	\$6,715.00
17-300-1703-0000-3590-0000	School Summer Reading Program	\$375.79					\$375.79
17-300-1704-0000-3590-0000	School Rental Revolving	\$1,902.11		\$420.00		\$415.82	\$1,906.29
17-300-1705-0000-3590-0000	Preschool Revolving	\$45,015.46		\$27,908.00		\$28,736.05	\$44,187.41
17-300-1706-0000-3590-0000	School Choice Fund	\$318,091.39		\$127,711.00		\$103,500.00	\$342,302.39
17-300-1708-0000-3590-0000	After School Revolving Fund	\$13,328.99		\$47,235.00		\$36,232.97	\$24,331.02
17-300-1709-0000-3590-0000	Nonresident & Foster Care Tuition	\$1,138.22					\$1,138.22
17-300-1711-0000-3560-0000	BMS Lost Books	\$217.97		\$142.21		\$16.05	\$344.13
17-610-1709-0000-3590-0000	Library Video Fines Fund	\$2,390.46		\$735.79		\$1,000.00	\$2,126.25
17-630-1701-0000-3590-0000	Recreation Fund	\$29,902.71		\$16,096.14		\$16,311.01	\$29,687.84
17-698-1704-0000-3590-0000	Cable Access Revolving	\$19,346.48			\$17,300.23	\$2,046.25	\$0.00
17-698-1705-0000-3560-0000	PEG Access & Cable Related Revolving	\$0.00	\$79,519.43	\$96,669.50		\$8,133.41	\$168,055.52
	<b>Town Grants:</b>						
18-122-1701-0000-3590-0000	EECBG - Federal Grant Thru State	\$102.37					\$102.37
18-122-1712-0000-3590-0000	DOER - Green Community Grant	\$0.00		\$30,802.75		\$72,313.00	(\$41,510.25)
18-162-1701-0000-3520-0000	Election Grant	\$0.00		\$1,030.00		\$1,030.00	\$0.00
18-220-1712-0000-3590-0000	Fire - ICS 200 Reimbursement Grant	\$2,160.00				\$2,160.00	\$0.00

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2017

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2016	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/17
	<b>Town Grants:</b>						
18-220-1717-0000-3590-2001	Fire Grant	\$426.36				\$426.36	\$0.00
18-221-1701-0000-3520-0000	Federal VFA Grant - Fire	\$0.00				\$925.28	(\$925.28)
18-221-1714-0000-3520-2015	Federal EMPG Grant - FFY2015	\$0.00				\$2,460.00	(\$2,460.00)
18-221-1714-0000-3520-2016	Federal EMPG Grant - FFY2016	\$0.00				\$1,698.69	(\$1,698.69)
18-296-1703-0000-3520-2014	FY14 911 Training Grant	(\$727.53)		\$1,235.63		\$508.10	\$0.00
18-296-1703-0000-3520-2015	FY15 911 Training Grant	(\$1,931.00)		\$1,931.00			\$0.00
18-296-1705-0000-3520-2015	911 Support and Incentive Grant	(\$8,893.94)		\$8,893.94			\$0.00
18-296-1706-0000-3520-2016	FY16 911 Grant	(\$4,775.93)		\$9,534.01		\$4,758.08	\$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	\$2.42		\$7,120.00		\$7,122.42	\$0.00
18-541-1704-0000-3590-0000	Council on Aging - BEAT Grant	\$4.70				\$4.70	\$0.00
18-610-1703-0000-3590-0000	Library LIG & MEG Grant	\$3,598.28		\$3,266.27		\$438.13	\$6,426.42
18-631-1701-0000-3590-0000	Arts Lottery Grant - Cultural Council	\$3,633.85		\$4,401.75		\$4,373.19	\$3,662.41
	<b>School Grants:</b>						
22-300-3501-0000-3590-2007	Health Grant 2007	\$687.53					\$687.53
22-300-3505-0000-3590-0000	Sped Early Childhood Grant	\$0.00				\$1,384.92	(\$1,384.92)
22-300-3511-0000-3590-0000	Teachers Quality Grant - Federal	\$201.13		\$3,765.00		\$4,275.31	(\$309.18)
22-300-3512-0000-3590-0000	Sped Program Improvement Grant	\$1,167.75		\$2,288.65		\$2,756.40	\$700.00
22-300-3519-0000-3590-0000	Title I - Federal Grant	\$2,001.37		\$17,288.00		\$31,902.37	(\$12,613.00)
22-300-3522-0000-3590-2003	Small Rural School Grant - Federal	\$21,589.56		\$2,000.00		\$22,499.00	\$1,090.56
22-300-3525-0000-3590-0000	Sped 94 142 Grant - Federal	\$4,198.67		\$43,022.00		\$50,452.25	(\$3,231.58)
22-300-3532-0000-3590-0000	Early Childhood Sped Improvement Grant	\$469.37		\$1,300.00		\$469.37	\$1,300.00
22-300-3533-0000-3520-0000	PD Revised Framework & Stand	\$0.00		\$2,000.00			\$2,000.00
	<b>Capital Projects:</b>						
30-000-0000-0000-3590-0000	School	\$5,141.03					\$5,141.03
31-000-0000-0000-3590-0000	Public Safety and Municipal Building	\$34.92					\$34.92
35-221-2017-0035-5700-0900	Ladder/Quint Truck (Fire & EMS)	\$0.00	\$123,933.00	\$576,067.00		\$271,534.00	\$428,466.00
	Temp Borrowing - not yet not permanently						
36-422-2016-0021-5700-0900	Procurement for New Highway Barn	\$136,477.39				\$21,306.60	\$115,170.79
36-422-2017-0033-5700-0900	New Highway Barn			\$3,800,000.00		\$1,255,566.00	\$2,544,434.00
	Temp Borrowing - not yet not permanently						
	<b>Gifts and Donations:</b>						
40-000-3616-0000-3590-0000	Flag and Relief Fund	\$99.00					\$99.00
40-122-3500-0000-3590-0000	Selectmen - Clock Striking Fund	\$3,658.65		\$31.48			\$3,690.13
40-122-3501-0000-3590-0000	Selectmen - World War II Fund	\$78.12		\$1.79			\$79.91
40-122-3506-0000-3590-0000	Cultural Activities & Facilities	\$755,999.56		\$2,625.00	\$633,440.00		\$125,184.56
40-141-3611-0000-3590-0000	Assessors Personnel - Mall	\$735.45					\$735.45
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	\$353,999.78		\$4,102.75			\$358,102.53

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2017

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2016	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/17
	<b>Gifts and Donations:</b>						
40-177-3601-0000-3590-0000	Community Garden Donations	\$1,094.50		\$230.00			\$1,324.50
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	\$2,242.00		\$423.70			\$2,665.70
40-210-3608-0000-3590-0000	Police - Dare Donations	\$2,109.43				\$462.60	\$1,646.83
40-220-3601-0000-3590-0000	Fire - Donations	\$759.40				\$620.00	\$139.40
40-221-3601-0000-3580-0000	Fire & EMS Donations	\$0.00		\$100.00			\$100.00
40-300-3612-0000-3590-0000	School Donations	\$11,518.94		\$500.00		\$3,902.65	\$8,116.29
40-300-3614-0000-3590-0000	Student Activity Fund	\$8,568.65		\$6,241.39		\$6,831.72	\$7,978.32
40-422-3613-0000-3590-0000	Highway Donations	\$100.00					\$100.00
40-433-3600-0000-3590-0000	Board of Health Compost Bins	\$1,268.31					\$1,268.31
40-541-3618-0000-3590-0000	Council on Aging Donations	\$1,495.71		\$4,626.91		\$5,249.59	\$873.03
40-610-3609-0000-3590-0000	Library Donations	\$580.73					\$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	\$62,219.20			\$62,219.20		\$0.00
	<b>Non - Expendable Trust Funds:</b>						
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	\$150,896.54		\$7,200.00			\$158,096.54
82-610-3514-0000-3590-0000	Library	\$34,891.73					\$34,891.73
	<b>Expendable Trust Funds:</b>						
84-001-3511-0000-3590-0000	Nancy Young - School	\$4,189.98		\$51.18			\$4,241.16
84-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$368.13		\$2.85			\$370.98
84-001-3512-0000-3590-0000	Anna Hunt - General	\$322.77		\$14.19			\$336.96
84-001-3513-0000-3590-0000	Charity Fund	\$1,835.37		\$47.52			\$1,882.89
84-122-3518-0000-3590-0000	Selectmen - Mable Marble Scholarship	\$5,017.12		\$3,002.27		\$5,000.00	\$3,019.39
84-171-3519-0000-3590-0000	Conservation - Open Space	\$1,250,381.64		\$54,942.64		\$676,377.39	\$628,946.89
84-300-3521-0000-3590-0000	School - Hoffman Fund	\$885.34		\$7.50		\$100.00	\$792.84
84-422-3509-0000-3590-0000	Highway - Mary Keyes	\$5,159.55		\$68.68			\$5,228.23
84-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$1,341.09		\$13.06			\$1,354.15
84-491-3517-0000-3590-0000	Cemetery - Flower and Perpetual Care	\$1,518.93		\$323.82		\$1,006.23	\$836.52
84-610-3514-0000-3590-0000	Library	\$17,682.39		\$111.75			\$17,794.14
	<b>Stabilization Fund:</b>						
85-000-0000-0000-3590-0000	Stabilization Fund	\$608,008.53	\$118,045.83	\$2,477.37			\$728,531.73



# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2017

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2016	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/17
	<b>Agency Funds:</b>						
89-122-0000-0000-2552-0000	Selectmen - Sullivan Hayes Expenses	\$150.00					\$150.00
89-146-0000-0000-2432-0000	Collector Demands	\$0.00		\$16,865.00		\$16,840.00	\$25.00
89-171-0000-0000-2551-2012	Conservation Comm - Berlin Farms	\$751.79		\$0.36			\$752.15
89-175-0000-0000-2555-0000	Planning Board - Highland Commons	\$57.57		\$0.09			\$57.66
89-175-0000-0000-2557-2005	Planning Board - Indian Rock Estates	\$1,987.81		\$2.99			\$1,990.80
89-175-0000-0000-2558-2006	Planning Board - Kendall Homes	\$73.50		\$0.11			\$73.61
89-175-0000-0000-2560-2004	Planning Board - Berlin Village	\$121.38		\$0.18			\$121.56
89-175-0000-0000-2561-2007	Planning Board - Farm Lane	\$189.93		\$0.28			\$190.21
89-175-0000-0000-2563-2009	Planning Board - Highland Commons Traffic	\$17,676.26		\$26.55			\$17,702.81
89-175-0000-0000-2565-2011	Planning Board - Hamlin Summer Rd	\$1,031.71		\$0.48			\$1,032.19
89-175-0000-0000-2566-2011	Planning Board - River Run	\$1,204.42		\$0.60			\$1,205.02
89-175-0000-0000-2567-2013	Planning Board - Growing Room Project	\$3,186.62		\$1.58			\$3,188.20
89-175-0000-0000-2570-2017	Planning Board - Plastride Sawyer Hill	\$0.00		\$5,501.78		\$4,209.47	\$1,292.31
89-176-0000-0000-2553-2011	Board of Appeals - Northbrook Village II	\$5,014.02		\$2.50			\$5,016.52
89-176-0000-0000-2554-2014	Board of Appeals - Green Acres Rhodes	\$403.01		\$0.24			\$403.25
89-176-0000-0000-2556-0000	Board of Appeals - The Capes of Berlin	\$0.00		\$3,500.55			\$3,500.55
89-176-0000-0000-2558-2004	Board of Appeals - Whitney Road	\$2,207.50		\$3.32			\$2,210.82
89-176-0000-0000-2559-2003	Board of Appeals - River Run	\$5,511.72		\$2.74			\$5,514.46
89-210-0000-0000-2021-0000	Police Detail	(\$18,110.50)		\$296,810.04		\$286,499.29	(\$7,799.75)
	Police Detail Receivable \$43,072.75						
89-210-0000-0000-2435-0000	Police Firearms Records Licenses - State	\$1,500.00		\$4,750.00		\$4,975.00	\$1,275.00
89-220-0000-0000-2022-0000	Fire Details	\$908.35		\$2,900.00		\$2,890.00	\$918.35
89-220-0000-0000-2023-0000	Fire - Highland Common	\$693.48		(\$693.48)			\$0.00
89-221-0000-0000-2022-0000	Fire & EMS Detail	\$0.00		\$2,700.00		\$2,520.00	\$180.00
	<b>Long Term Debt:</b>						
90-000-0000-0000-2700-0000	Bonds Payable	\$724,505.00				\$359,523.00	\$364,982.00

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

FY16 Financial Statements have been successfully audited by CliftonLarsonAllen from Burlington, Mass. Audited Financial Statements can be viewed by appointment in the Accountant's office or on the Town Accountants web page.

FY17 Financial Statements are in the process of being audited at the time of submission by CliftonLarsonAllen, Burlington, Mass.

FY17 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 FY17 - to be used in FY18 in the amount of \$867,100

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.

Respectfully submitted,  
June M. Poland, *Town Accountant*

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## Finance Committee

The Finance Committee is recommending a total budget of \$13,026,080 which increases town spending by 5.4%. However, between increased taxes from new growth, plus several small increases in non-tax revenues, this budget represents a net 2.5 % increase in total property tax revenue from existing tax payers.

Budget requests this year asked for over \$840k increases in spending. While all these requests had reasonable rationale behind them, the finance committee felt that the town could not afford such an increase. We were limited in what changes we could make as most of the increase came from contracted salary increases already agreed to by the Selectmen, increase debt payment on Tahanto construction, increases in health insurance and pension costs (which now account for over 10% the total budget), and an increased Assabet assessment due to more students now going there.

### **Notable Changes in FY19 Recommended Budget**

**Selectmen Expenses** — We are allowing a one-time increase for employee search expenses related to hiring a new fire chief and treasurer/tax collector.

**Data Systems Expenses** — Data systems budget now includes phone costs, so while there is an increase here, the telephone lines later in the budget is reduced to zero.

**Public Building Wages and Expenses** — The wage line include six months to cover the manager for 1870 town hall, with the belief that by end of the calendar year the building is earning enough funds to pay for the position for the rest of the year. Building expenses are to recognize the added repair costs we are seeing on town buildings

**Fire/Rescue** — As the town continues to move away from on-call to a fully staffed department, we are recommending an increase in Fire/Rescue budget of \$120,000. This will allow the department to increase the number of hours per week that are covered by paid staff.

**Building Inspector Expenses** — Includes the new ongoing costs of inspections software, which the finance committee has asked the Selectmen to increase building permit fees accordingly, so these costs are not born by tax payers.

**Council on Aging** — The transportations services provided by Council on Aging have been wildly successful. So much that the coordination of hours/rides now requires some paid staff hours. These increases allow for that funding, and more ability for the Council on Aging to support seniors who continue to live independently.

**Recreation** — For many years the Recreation committee has been able to raise enough funds on field rentals to pay for all costs, but with fees down and maintenance costs higher, they now need more public funds to continue to provide a wide variety of recreation activities in this town.

### **Capital Planning and Notable Warrant Articles**

This was the initial year for the Berlin Capital Planning Committee (CPC) of which one member is also a member to the Finance Committee. CPC collected the capital requests and summarized them, listing by Departments and Committees. Certain capital items were moved to future years as part of an initial five-year plan. The resulting FY19 capital items were placed on the warrant.

We are recommending approval of all the capital spending articles.

**37 - Community Preservation Act** — The Finance Committee asks that the Annual Town Meeting vote to place the Community Preservation Act (CPA) on the ballot in November 2018. CPA allows the town to place a 1-3% surcharge on residential and commercial property tax bills and to apply those funds toward open space preservation, historic preservation, the creation of affordable housing, and outdoor recreation. The state provides matching funds any town or city that raises money via CPA. Any rate lower than 3% receives a single round of matching money that amounts to about 25%. Fincom is recommending a 3% rate as that will maximize the state's contribution up to a 33-50% range. A 3% surcharge would cost an average Berlin homeowner \$12 per month. With matching funds, it would raise about \$300,000 per year for the purposes outlined above in the town.

Fincom proposes to make the first \$100,000 in value of residential homes and commercial properties exempt from the surcharge, and any homeowner eligible for state-subsidized senior housing or low-income housing would be totally exempt. This is a way for the town to create a savings account rather than using a credit card for projects involving open space, historic preservation, affordable housing, and recreation. CPA funds cannot be used without prior approval from voters at Town Meeting. The Finance Committee recommends this approach as a fiscally prudent, long-term strategy for the town to fund projects in the four areas mentioned.

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## Summary

Berlin is still in sound financial shape. While towns around us are needing Prop 2 ½ overrides to pay for schools and basic expenses, Berlin could spend a little over \$1,000,000 more before needing an override. Finance Committee had recommended warrant articles to do an override where the citizens lower the cap on how much taxes the town can take without needing an override. Unfortunately, the selectmen have removed that from the warrant articles.

Finally, from a personal standpoint, I am stepping down from finance committee when my term ends in June.

It has been my pleasure to serve on the Finance Committee for almost 9 years. Although at some point in that time I have had disagreements with almost every elected official and department head, they all love and work hard for this town, and advocate for what they feel is best for the town. We have a great group of officials working for us. I will miss them all and look forward to finding new ways to serve Berlin in the future.

Scott Hawkins  
*Chair, Finance Committee*

## Reserve Fund Transfers for FY 2017

Starting Balance		\$90,000.00
12/14/16	Unemployment	\$9,000.00
2/13/17	Property/Liability Insurance	\$562.00
4/19/17	Firetruck Purchase	\$23,611.00
4/19/17	Legal	\$10,000.00
4/19/17	Unemployment	\$23,000.00
5/1/17	Town Report	\$291.00
5/1/17	Public Buildings PT Wages	\$1,500.00
6/14/17	Selectmen Wages	\$2,493.00
6/14/17	Legal	\$12,800.00
7/9/17	Council on Aging - Wages	\$180.00
7/9/17	Building Inspector -PT Wages	\$176.00
7/9/17	Building Building- PT Wages	\$1,200.00
Ending Balance		\$5,187.00

## Finance Committee Proposed Budget Summary for Year Ending June 30, 2019

	FY18	FY19	Change %
<b>REVENUE SOURCES</b>			
Local Property Taxes	\$10,155,359	\$10,393,357	2.3%
Property Taxes on FY19 New Growth		\$350,000	N/A
State Aid	\$696,935	\$697,487	0.1%
Local Receipts	\$862,757	\$962,987	11.6%
Offset Receipts	\$222,250	\$222,250	0.0%
Reserve Receipts	\$425,000	\$400,000	-5.9%
<b>Total Income</b>	<b>\$12,362,301</b>	<b>\$13,026,081</b>	<b>5.4%</b>
<b>EXPENSES</b>			
100 - GENERAL GOV'T	\$964,770	\$1,017,476	5.5%
200 - PUBLIC SAFETY	\$2,038,897	\$2,276,047	11.6%
300 - EDUCATION	\$2,896,337	\$3,030,268	4.6%
400 - PUBLIC WORKS	\$760,570	\$774,809	1.9%
500 - HUMAN SERVICES	\$57,520	\$85,315	48.3%
600 - CULTURE & RECREATION	\$153,170	\$164,395	7.3%
700 - DEBT & INTEREST	\$339,077	\$352,221	3.9%
800 - INTERGOV'L EXP.	\$3,507,710	\$3,595,112	2.5%
900 - MISC. BENEFITS & INSURANCE	\$1,639,169	\$1,730,438	5.6%
<b>Total Expenses</b>	<b>\$12,357,220</b>	<b>\$13,026,081</b>	<b>5.4%</b>
<b>MAXIMUM BUDGET CALCULATIONS</b>			
LEVY LIMIT FY2018		\$11,033,857	
Allowed 2.5% Increase		\$275,846	
NEW GROWTH		\$350,000	
<b>SUBTOTAL</b>		<b>\$11,659,703</b>	
STATE AID		\$697,487	
LOCAL RECEIPTS		\$962,987	
OFFSET RECEIPTS		\$222,250	
RCPTS AVAIL APP		\$400,000	
DEBT EXCLUSION		\$845,895	
<b>SUBTOTAL</b>		<b>\$14,788,322</b>	
LESS OBLIGATIONS		\$427,679	
<b>Maximum Allowed FY19 Budget</b>		<b>\$14,360,643</b>	
<b>Proposed FY19 Budget</b>		<b>\$13,026,081</b>	
<b>Difference</b>		<b>\$1,334,562</b>	

## Sources of Funds Fiscal Year 2019

	Actual FY17	Budget FY18	Budget FY19	% Change
<b>STATE AID</b>				
Abatements-Vets, Blind, Elderly-Sps	\$29,007	\$33,425	\$28,777	-13.9%
Lottery	\$ -	\$ -	\$ -	N/A
Chapter 70 – School Aid	\$444,080	\$454,305	\$457,485	0.7%
Unrestricted General Aid	\$193,850	\$201,410	\$208,459	3.5%
Supplemental General Aid	\$ -	\$ -	\$ -	N/A
Veterans Benefits	\$10,770	\$7,949	\$2,766	-65.2%
<b>Total State Aid</b>	<b>\$677,707</b>	<b>\$697,089</b>	<b>\$697,487</b>	<b>0.1%</b>
<b>LOCAL RECEIPTS</b>				
Tax Liens Redeemed	\$43,661	\$ -	\$ -	0.0%
Motor Vehicle Excise	\$495,538	\$500,000	\$500,000	0.0%
Meals and Hotel Room Excise	\$56,942	\$50,000	\$75,000	50.0%
Interest on PP, RE & Excise	\$30,492	\$30,000	\$30,000	0.0%
In Lieu of Taxes	\$67,522	\$66,939	\$67,522	0.9%
Fees and Charges	\$32,228	\$23,533	\$25,000	6.2%
Other Departmental	\$5,516	\$6,781	\$6,781	0.0%
Licenses and Permits	\$245,717	\$116,000	\$200,000	72.4%
Fines and Forfeits	\$27,645	\$45,000	\$30,000	-33.3%
Interest on investments	\$18,796	\$9,000	\$12,000	33.3%
Premium from School Refinancing	\$1,684	\$1,684	\$1,684	0.0%
Medicaid Reimbursement	\$24,753	\$13,820	\$15,000	8.5%
<b>Total Local Receipts</b>	<b>\$1,050,494</b>	<b>\$862,757</b>	<b>\$962,987</b>	<b>11.6%</b>
<b>OFFSET RECEIPTS</b>				
Transfer Station		\$90,000	\$90,000	0.0%
Electric Inspector		\$52,250	\$52,250	0.0%
Plumbing/Gas Inspector		\$80,000	\$80,000	0.0%
<b>Total Offset Receipts</b>		<b>\$222,250</b>	<b>\$222,250</b>	<b>0.0%</b>
<b>RESERVE RECEIPT</b>		EST 4/18 Balance	Proposed Use	
Highland Commons Public Safety Fund		\$452,260	\$300,000	
Rescue Squad Receipts Fund		\$284,158	\$100,000	
<b>Total Proposed Use of Reserve Receipts</b>			<b>\$400,000</b>	
<b>Estimated Obligations</b>		<b>FY18</b>	<b>FY19</b>	
School Lunch		\$0	\$0	
Library		\$3,250	\$3,250	
State Charges		\$37,765	\$37,765	
Overlay		\$250,000	\$250,000	
School Choice		\$136,664	\$136,664	
REMEDASST		\$0	\$0	
<b>Total State Obligations</b>		<b>\$427,679</b>	<b>\$427,679</b>	
<b>**DEBT EXCLUSION</b>				
Municipal Building		\$196,816	\$196,816	
Tahanto Capital Assessment		\$555,534	\$614,079	
Highway Barn		\$28,092	\$35,000	
<b>TOTAL</b>		<b>\$780,442</b>	<b>\$845,895</b>	



## Town of Berlin Fiscal Year 2019 Finance Committee Budget

Line Item	UMAS Account	Department	Town Approved FY18	Original Request FY19	% Increase Requested	Recommended FY19	Recommended Change %	Recommended Change \$\$\$
<b>100 GENERAL GOVERNMENT</b>								
1	114-5110	<b>Moderator</b> – Salary	\$50	\$50	0.0%	\$50	0.0%	\$ -
2	114-5700	Expenses	\$85	\$85	0.0%	\$85	0.0%	\$ -
3	122-5110	<b>Selectmen</b> – Salary	\$3,513	\$3,609	2.7%	\$3,609	2.7%	\$96
4	122-5114	Wages – PT	\$53,305	\$55,992	5.0%	\$55,992	5.0%	\$2,687
5	122-5700	Expenses	\$8,050	\$28,290	251.4%	\$18,290	127.2%	\$10,240
6	131-5700	<b>Fin Com</b> – Expenses	\$275	\$275	0.0%	\$275	0.0%	\$ -
7	132-5781	Reserve Fund	\$90,000	\$90,000	0.0%	\$90,000	0.0%	\$ -
8	135-5111	<b>Accountant</b> – FT Salary	\$64,795	\$67,873	4.8%	\$66,545	2.7%	\$1,750
9	135-5114	Wages – PT	\$31,740	\$34,077	7.4%	\$32,597	2.7%	\$857
10	135-5700	Expenses	\$7,812	\$8,580	9.8%	\$8,580	9.8%	\$768
11	136-5700	Audit	\$30,000	\$30,000	0.0%	\$30,000	0.0%	\$ -
12	141-5110	<b>Assessor's</b> – Salary	\$2,178	\$2,237	2.7%	\$2,237	2.7%	\$59
13	141-5113	Assistants – PT Salary	\$63,270	\$65,801	4.0%	\$65,801	4.0%	\$2,531
14	141-5114	Wages – PT	\$60,905	\$63,934	5.0%	\$63,934	5.0%	\$3,029
15	141-5700	Expenses	\$35,504	\$49,680	39.9%	\$42,294	19.1%	\$6,790
16	142-5000	<b>Revaluation</b> – Expenses	\$2,500	\$2,500	0.0%	\$2,500	0.0%	\$ -
17	145-5110	<b>Treasurer</b> – Salary	\$43,211	\$45,211	4.6%	\$44,378	2.7%	\$1,167
18	145-5114	Wages – PT	\$19,760	\$22,290	12.8%	\$20,885	5.7%	\$1,125
19	145-5700	Expenses	\$25,467	\$22,788	-10.5%	\$22,788	-10.5%	\$(2,679)
20	146-5110	<b>Tax Collector</b> – Salary/Wages	\$25,560	\$29,500	15.4%	\$29,500	15.4%	\$3,940
21	146-5110	Collector – Incentive	\$1,000	\$ -	-100.0%	\$ -	-100.0%	\$(1,000)
23	146-5700	Expenses	\$15,060	\$15,540	3.2%	\$15,060	0.0%	\$ -
24	151-5000	<b>Legal Expenses</b>	\$30,000	\$50,000	66.7%	\$40,000	33.3%	\$10,000
25	152-5700	<b>Personnel</b> – Expenses	\$5,200	\$5,200	0.0%	\$200	-96.2%	\$(5,000)
26	153-5000	<b>Tax Titles</b>	\$12,000	\$12,000	0.0%	\$12,000	0.0%	\$ -
27	155-5113	<b>Data Systems</b> – PT Salary	\$2,885	\$2,963	2.7%	\$2,963	2.7%	\$78
28	155-5700	Expenses	\$59,910	\$65,990	10.1%	\$65,990	10.1%	\$6,080
29	161-5110	<b>Clerk</b> – Salary	\$28,162	\$30,000	6.5%	\$30,000	6.5%	\$1,838
30	161-5113	PT Salary	\$11,363	\$12,199	7.4%	\$11,669	2.7%	\$306
31	161-5700	Expenses	\$2,250	\$2,390	6.2%	\$2,390	6.2%	\$140
32	162-5124	<b>Elections</b> – Wages PT	\$3,200	\$3,200	0.0%	\$3,200	0.0%	\$ -
33	162-5700	Expenses	\$3,600	\$3,650	1.4%	\$3,650	1.4%	\$50
34	163-5113	<b>Registration</b> – 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	\$95	11.8%	\$95	11.8%	\$10
37	171-5700	<b>Conservation Com</b> – Expenses	\$2,000	\$2,000	0.0%	\$2,000	0.0%	\$ -
38	175-5700	<b>Planning Board</b> – Expenses	\$2,000	\$2,000	0.0%	\$1,000	-50.0%	\$(1,000)
39	176-5700	<b>Board of Appeals</b> – Expenses	\$600	\$600	0.0%	\$600	0.0%	\$ -
40	177-5700	<b>Agricultural Comm</b> – Expenses	\$1,550	\$1,425	-8.1%	\$1,425	-8.1%	\$(125)
41	192-5114	<b>Public Bldgs</b> – Wages PT	\$15,155	\$26,624	75.7%	\$21,624	42.7%	\$6,469
42	192-5700	Expenses	\$79,770	\$86,870	8.9%	\$86,870	8.9%	\$7,100
43	192-5212	Electricity	\$60,000	\$78,000	30.0%	\$60,000	0.0%	\$ -
44	192-5211	Fuel Oil	\$51,750	\$51,750	0.0%	\$51,750	0.0%	\$ -
45	192-5213	Telephone	\$5,000	\$ -	-100.0%	\$ -	-100.0%	\$(5,000)
46	195-5700	<b>Town Report</b> – Expenses	\$3,600	\$4,000	11.1%	\$4,000	11.1%	\$400
<b>100 TOTAL GENERAL GOVERNMENT</b>			\$964,770	\$1,079,918	11.9%	\$1,017,476	5.5%	\$52,706

## Town of Berlin Fiscal Year 2019 Finance Committee Budget

Line Item	UMAS Account	Department	Town Approved FY18	Original Request FY19	% Increase Requested	Recommended FY19	Recommended Change %	Recommended Change \$\$\$
<b>200 PUBLIC SAFETY</b>								
47	210-5110	Police – Salary	\$136,654	\$143,350	4.9%	\$143,350	4.9%	\$6,696
48	210-5112	Wages – FT	\$698,398	\$764,687	9.5%	\$764,687	9.5%	\$66,289
49	210-5114	Wages – PT	\$116,071	\$120,078	3.5%	\$119,205	2.7%	\$3,134
50	210-5700	Expenses	\$96,537	\$105,137	8.9%	\$100,137	3.7%	\$3,600
51	221-5111	Fire & EMS – Wages FT/PT	\$422,678	\$581,485	37.6%	\$542,678	28.4%	\$120,000
52	221-5700	Expenses	\$103,100	\$113,275	9.9%	\$113,275	9.9%	\$10,175
53	241-5114	Bldg Inspector – Salary/Wages	\$113,363	\$110,558	-2.5%	\$110,558	-2.5%	\$(2,805)
54	241-5700	Expenses	\$5,230	\$20,680	295.4%	\$20,680	295.4%	\$15,450
55	242-5114	Plm&Gs Inspector – Wages PT	\$80,000	\$80,000	0.0%	\$80,000	0.0%	\$ -
56	242-5700	Expenses	\$1,200	\$1,200	0.0%	\$1,200	0.0%	\$ -
57	243-5114	Elec Inspector – Wages PT	\$52,250	\$52,250	0.0%	\$52,250	0.0%	\$ -
58	243-5700	Expenses	\$800	\$800	0.0%	\$800	0.0%	\$ -
59	249-5113	Animal Inspector – Salary	\$1,892	\$1,943	2.7%	\$1,943	2.7%	\$51
60	249-5700	Expenses	\$925	\$925	0.0%	\$925	0.0%	\$ -
61	292-5113	Animal Control Officer – Salary	\$2,894	\$2,972	2.7%	\$2,972	2.7%	\$78
62	292-5700	Expenses	\$2,500	\$2,500	0.0%	\$1,000	-60.0%	\$(1,500)
63	296-5000	Communication – Wages	\$37,905	\$38,092	0.5%	\$38,092	0.5%	\$187
64	296-5000	Expenses	\$166,500	\$187,295	12.5%	\$182,295	9.5%	\$15,795
<b>200 TOTAL PUBLIC SAFETY</b>			<b>\$2,038,897</b>	<b>\$2,327,227</b>	<b>14.1%</b>	<b>\$2,276,047</b>	<b>11.6%</b>	<b>\$237,150</b>
<b>300 EDUCATION</b>								
65	300-5000	Berlin Memorial	\$2,896,337	\$3,030,268	4.6%	\$3,030,268	4.6%	\$133,931
<b>300 TOTAL EDUCATION</b>								
<b>400 PUBLIC WORKS/FACILITIES</b>								
66	422-5111	Highway – Salary	\$81,511	\$85,382	4.7%	\$85,382	4.7%	\$3,871
67	422-5112	Wages – FT	\$218,037	\$225,509	3.4%	\$225,509	3.4%	\$7,472
68	422-5114	Wages – PT	\$9,163	\$8,749	-4.5%	\$8,749	-4.5%	\$(414)
69	422-5700	Expenses	\$122,320	\$122,320	0.0%	\$122,320	0.0%	\$ -
70	423-5112	Snow & Salt – FT OT	\$34,747	\$36,066	3.8%	\$35,616	2.5%	\$869
71	423-5114	Wages – PT	\$10,323	\$13,234	28.2%	\$10,581	2.5%	\$258
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	\$35,925	\$38,108	6.1%	\$38,108	6.1%	\$2,183
75	433-5700	Expenses	\$123,940	\$123,940	0.0%	\$123,940	0.0%	\$ -
76	491-5113	Cemetery – PT Salary	\$3,360	\$3,360	0.0%	\$3,360	0.0%	\$ -
77	491-5700	Expenses	\$26,644	\$26,644	0.0%	\$26,644	0.0%	\$ -
<b>400 TOTAL PUBLIC WORKS/FACILITIES</b>			<b>\$760,570</b>	<b>\$777,912</b>	<b>2.3%</b>	<b>\$774,809</b>	<b>1.9%</b>	<b>\$14,239</b>
<b>500 HUMAN SERVICES</b>								
78	510-5110	Board of Health – Salary	\$1,800	\$2,449	36.1%	\$1,836	2.0%	\$36
79	510-5114	Wages – PT	\$3,626	\$4,189	15.5%	\$4,189	15.5%	\$563
80	510-5700	Expenses	\$1,450	\$1,450	0.0%	\$1,450	0.0%	\$ -

Line Item	UMAS Account	Department	Town Approved FY18	Original Request FY19	% Increase Requested	Recommended FY19	Recommended Change %	Recommended Change \$\$\$
81	511-5200	Nashoba Health	\$7,021	\$7,372	5.0%	\$7,372	5.0%	\$351
Line Item	UMAS Account	Department	Town Approved FY18	Original Request FY19	% Increase Requested	Recommended FY19	Recommended Change %	Recommended Change \$\$\$
82	522-5200	Nashoba Nursing	\$3,205	\$3,365	5.0%	\$3,365	5.0%	\$160
83	541-5000	COA – Salary	\$ -	\$25,000	New Item	\$20,000	New	\$20,000
84	541-5114	PT Wage	\$6,000	\$10,868	81.1%	\$10,868	81.1%	\$4,868
85	541-5700	Expense	\$10,885	\$12,625	16.0%	\$12,625	16.0%	\$1,740
86	543-5111	Veterans – Salary	\$2,842	\$2,919	2.7%	\$2,919	2.7%	\$77
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	\$4,000	\$4,000	0.0%	\$4,000	0.0%	\$ -
<b>500 TOTAL HUMAN SERVICES</b>			<b>\$57,520</b>	<b>\$90,928</b>	<b>58.1%</b>	<b>\$85,315</b>	<b>48.3%</b>	<b>\$27,795</b>
<b>600 CULTURE AND RECREATION</b>								
90	610-5114	Library – Wages PT	\$113,605	\$119,266	5.0%	\$116,650	2.7%	\$3,045
91	610-5700	Expenses	\$28,865	\$29,645	2.7%	\$29,645	2.7%	\$780
92	630-5700	Recreation – Expenses	\$4,600	\$15,994	247.7%	\$12,000	160.9%	\$7,400
93	631-5700	Cultural Council – Expenses	\$1,500	\$1,500	0.0%	\$1,500	0.0%	\$ -
94	691-5700	Historic Comm – Expenses	\$600	\$600	0.0%	\$600	0.0%	\$ -
95	692-5700	Memorial Day – Expense	\$1,900	\$1,900	0.0%	\$1,900	0.0%	\$ -
96	694-5700	Festive Events – Expenses	\$2,100	\$2,100	0.0%	\$2,100	0.0%	\$ -
<b>600 TOTAL CULTURE AND RECREATION</b>			<b>\$153,170</b>	<b>\$171,005</b>	<b>11.6%</b>	<b>\$164,395</b>	<b>7.3%</b>	<b>\$11,225</b>
<b>700 DEBT &amp; INTEREST</b>								
97	752-5800	Interest	\$44,554	\$60,698	36.2%	\$60,698	36.2%	\$16,144
98	752-5900	Principal	\$294,523	\$291,523	-1.0%	\$291,523	-1.0%	\$(3,000)
<b>700 TOTAL DEBT &amp; INTEREST</b>			<b>\$339,077</b>	<b>\$352,221</b>	<b>3.9%</b>	<b>\$352,221</b>	<b>3.9%</b>	<b>\$13,144</b>
<b>800 INTERGOV'TL EXPENDITURES</b>								
99	800-5641	CMRPC	\$782	\$802	2.6%	\$782	0.0%	\$ -
100	835-5321	Assabet Assessment	\$282,886	\$359,443	27.1%	\$359,443	27.1%	\$76,557
101	835-5901	Assabet Capital Assessment	\$79,310	\$76,207	-3.9%	\$76,207	-3.9%	\$(3,103)
102	835-5322	Tahanto Assessment	\$2,595,089	\$2,544,601	-1.9%	\$2,544,601	-1.9%	\$(50,488)
103	835-5900	Tahanto Capital Assmnt	\$549,643	\$614,079	11.7%	\$614,079	11.7%	\$64,436
<b>800 TOTAL INTERGOV'TL EXPENDITURES</b>			<b>\$3,507,710</b>	<b>\$3,595,132</b>	<b>2.5%</b>	<b>\$3,595,112</b>	<b>2.5%</b>	<b>\$87,402</b>
<b>900 MISC BENEFITS &amp; INSURANCE</b>								
104	911-5200	Worcester Regional Retirement	\$419,681	\$461,279	9.9%	\$461,279	9.9%	\$41,598
105	912-5200	Workers Comp	\$42,400	\$42,400	0.0%	\$42,400	0.0%	\$ -
106	913-5200	Unemployment Insurance	\$25,000	\$20,000	-20.0%	\$20,000	-20.0%	\$(5,000)
107	915-5175	Chap32B Insurance (Health/Dental,+)	\$925,000	\$1,021,028	10.4%	\$975,000	5.4%	\$50,000
108	916-5200	Police & Fire Sick & Acc Ins	\$28,000	\$20,159	-28.0%	\$20,159	-28.0%	\$(7,841)
109	919-5190	Sick Pay	\$34,560	\$37,100	7.3%	\$37,100	7.3%	\$2,540
110	920-5170	Medicare	\$78,000	\$78,000	0.0%	\$78,000	0.0%	\$ -
111	945-5740	Property/Liability Insurance	\$86,528	\$96,500	11.5%	\$96,500	11.5%	\$9,972
<b>900 TOTAL MISC BENEFITS &amp; INSURANCE</b>			<b>\$1,639,169</b>	<b>\$1,776,466</b>	<b>8.4%</b>	<b>\$1,730,438</b>	<b>5.6%</b>	<b>\$91,269</b>
<b>TOTAL BUDGETS</b>			<b>\$12,357,220</b>	<b>\$13,201,077</b>	<b>6.8%</b>	<b>\$13,026,081</b>	<b>5.4%</b>	<b>\$668,861</b>

## FY2019 Warrant Article Recommendations

#	Topic	Finance Committee Vote	Requested Amount	Recommended Amount	Recommended Source
12	BMS Playground	4-0	\$110,000	\$110,000	50K Cultural Fund, 60K Raise/Spend
13	BMS School Fire Alarm System	4-0	\$30,000	\$30,000	Free Cash
14	BMS School HVAC System Access	4-0	\$103,000	\$103,000	Free Cash
15	BMS School Water Softener/Filtration System	4-0	\$16,000	\$16,000	Free Cash
16	Recreation Wellness Trail	3-1	\$50,000	\$50,000	30K Cultural Fund, 20K Raise/Spend
17	Replacement Police Cruiser	4-0	\$40,000	\$40,000	Highland Commons Public Safety*#
18	Police Radio Equipment Upgrade	4-0	\$25,000	\$25,000	Highland Commons Public Safety*#
19	Fire/EMS New Ambulance	4-0	\$280,000	\$280,000	180K Rescue Squad Receipts, 20K Public Safety, 80K Raise/Spend
20	Fire/EMS Minor Equipment	4-0	\$39,000	\$39,000	Highland Commons Public Safety*#
21	Public Safety - 2nd Floor Design/Engineering	4-0	\$25,000	\$25,000	Highland Commons Public Safety*#
22	Highway Replacement Dump Truck	4-0	\$180,000	\$180,000	Free Cash
22	Highway Hot Top	4-0	\$70,000	\$70,000	Raise/Spend
24	South Cemetery Paving	4-0	\$15,000	\$15,000	Free Cash
25	Assessor's Software	4-0	\$10,000	\$10,000	Free Cash
26	Building Inspector Permitting Software	4-0	\$35,500	\$35,500	Free Cash
27	Library Well Compliance/Drilling	4-0	\$25,000	\$25,000	Free Cash
28	Energy Committee Street Light Purchase	4-0	\$25,000	\$25,000	Free Cash
31	Master Planning	4-0	\$5,000	\$5,000	Free Cash
<b>Total of Capital Items</b>			<b>\$1,543,500</b>	<b>\$1,083,500</b>	

Fund	Est Balance As of 4/1/18	Use if all requested pass	Balance if all Articles Pass	
Free Cash	\$725,614	\$524,500	\$201,114	
Stabilization	\$980,156	\$135,000	\$845,156	
Rescue Squad Receipts Fund	\$184,158	\$180,000	\$4,158	
Highland Commons Capital*	\$3,610	\$0	\$3,610	
Highland Commons Public Safety*#	\$152,260	\$149,000	\$3,260	
Highland Commons Senior Housing Stabilization*	\$358,102	\$0	\$358,102	
Highland Commons Cultural*	\$96,684	\$80,000	\$16,684	
Raise/Spend	FY19 Taxes	\$475,000	N/A	
Debt	Borrowing	\$0	N/A	
<b>Total Recommended Source of Funds for Capital Items</b>		<b>\$1,543,500</b>		

\* Balance assumes receipt of Highland Commons mitigation payment

# Balance assumes approval use of funds for FY19 Budget of \$300,000

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# Financial Terms

*from Glossary of Financial Terms by the Massachusetts Department of Revenue*

**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.



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# Town By-laws Governing the Conduct of Town Meeting

## 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.

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# 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 vote 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.

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# COMMONWEALTH OF MASSACHUSETTS

## Worcester, ss.

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 seventh day of May, 2018, next, at 7:30 o'clock in the evening and on Tuesday, the eighth day of May, 2018, next, at 7:30 o'clock in the evening, then and there to act on the following articles; or in relation thereto:

### ARTICLES 1 - 6

**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.

**Motion:** 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 2017, or take any action relative thereto.

**Motion:** 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 M.G.L. Ch.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; or take any action relative thereto.

**Motion:** 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 fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established under Article XX of the town by-laws for certain departments, boards, committees or officers in accordance with Mass. General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

**Motion:** I move to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established under Article XX of the town by-laws for certain departments, boards, committees or officers in accordance with Mass. General Laws Chapter 44, Section 53E½, as follows:

Revolving Fund	Board/Committee/ Officer	FY2019 Spending Limit
Dog Licensing	Town Clerk	\$600
Library Video Fines	Library Trustees/Director	\$1,000
Recreation	Recreation Committee	\$20,000
Town Hall	Board of Selectmen	\$25,000
Permitting Software	Board of Selectmen	\$30,000

**ARTICLE 5 -** To see if the Town will vote to authorize the Selectmen to expend from the Highway Department Expense budget, as enacted under Article 8, 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)

**Motion:** I move to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 8, 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 6 -** 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 M.G.L. Ch. 71, §52 of the General Laws; or take any action relative thereto. (Berlin School Committee)

**Motion:** I move to authorize payment of a salary of \$50 to each member of the Berlin School Committee as provided by M.G.L. Ch. 71, §52 of the General Laws.

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## OUTSTANDING 2017 TOWN REPORTS

**ARTICLE 7** – To hear and act on the reports of any outstanding committees, or take any action relative thereto.

### FY19 BUDGET

**ARTICLE 8** – 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, 2018 and to determine the salaries of the Town Officers for that period, or take any action relative thereto.

### CEMETERY PERPETUAL CARE

**ARTICLE 9** – 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)

### CHAPTER 90 HIGHWAY FUNDING

**ARTICLE 10** – 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.)

### LIBRARY ACCOUNT

**ARTICLE 11** – To see if the Town will vote to 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)

### BMS PLAYGROUND

**ARTICLE 12** – To see if the town will vote to fund the sum of one hundred ten thousand dollars (\$110,000) for the replacement of the playground structures and any costs related or incidental thereto at the Berlin Memorial School and associated expenses as follows:

- Fifty thousand dollars (\$50,000) from the Highland Commons cultural mitigation fund to be expended by the Board of Selectmen; and
- To raise and appropriate, borrow, or transfer from available funds sixty thousand dollars (\$60,000), said sum to be expended by the Berlin School Committee,

or take any action relative thereto. (Selectmen/School Committee) Finance Committee recommends \$50,000 from the Highland Commons cultural mitigation fund and to raise and appropriate \$60,000, 4-0.

**Summary:** This article seeks Town support to fund a new playground at Berlin Memorial School in conjunction with school-based fundraising efforts. The current equipment is over 20 years old and no longer meets current codes. There will be a smaller play structure for the preschool as well as a larger play area for the 5-12 year olds. The new structure will be EPA and ADA compliant.

### SCHOOL – FIRE ALARM SYSTEM

**ARTICLE 13** – To see if the town will vote to raise and appropriate, borrow, or transfer from available funds thirty thousand dollars (\$30,000) to upgrade or replace the fire alarm panel, replace smoke detectors and related improvements and any costs related or incidental thereto to enhance fire/safety within the Berlin Memorial School; or take any action relative thereto. (School Dept.) Finance Committee recommends \$30,000 from Free Cash, 4-0.

**Summary:** Fire alarm panels and smoke detectors are aging and in need of replacement. These funds will enable the school to maintain a safe environment for students and staff.

### SCHOOL – HVAC SYSTEM

**ARTICLE 14** – To see if the town will vote to raise and appropriate, borrow, or transfer from available funds one hundred three thousand dollars (\$103,000) to make modifications to the interior and/or exterior of the building at Berlin Memorial School in order to provide safe access to the HVAC equipment above the ceiling in the Gymnasium and any costs related or incidental thereto; or take any action relative thereto. (School Dept.) Finance Committee recommends \$103,000 from Free Cash, 4-0.

**Summary:** These funds will enable staff/vendors to safely access the HVAC equipment and for the school to be in compliance with OSHA requirements. The existing ceiling does not support weight of maintenance personnel; staff and vendors cannot access the equipment safely.

### SCHOOL – WATER SOFTENER/FILTRATION SYSTEM

**ARTICLE 15** – To see if the town will vote to raise and appropriate, borrow, or transfer from available funds sixteen thousand dollars (\$16,000) to purchase and install a water softener/filtration system in Berlin Memorial School and any costs related or incidental thereto; or take any action relative thereto. (School Dept.) Finance Committee recommends \$16,000 from Free Cash, 4-0.

**Summary:** Berlin has “hard” water with significant mineral content. Hard water, when heated, creates deposits in the equipment rendering it ineffective and creates breakdowns resulting in repetitive service calls. The recommended filtration system will be installed to treat only the domestic



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water that is utilized by the two new water heaters which provide hot water for the kitchen equipment as well as the kitchen and bathrooms. This filtration system will also extend the life of the water heaters as well.

## RECREATION WELLNESS TRAIL

**ARTICLE 16** – To see if the town will vote to fund the sum of fifty thousand dollars (\$50,000) for the construction of a Wellness Trail walking path and associated expenses at South Common as follows:

- Thirty thousand dollars (\$30,000) from the Highland Commons cultural mitigation fund; and
- to raise and appropriate, borrow, or transfer from available funds twenty thousand dollars (\$20,000), said sum to be expended by the Board of Selectmen,

or take any action relative thereto. (Selectmen/Recreation Committee) Finance Committee recommends \$30,000 from the Highland Commons cultural mitigation account and to raise and appropriate \$20,000, 3-1.

**Summary:** The Berlin Recreation Committee is asking that the town support the creation of a health and wellness walkway that goes around the south commons sports fields. This walkway will be approximately 7/8 of a mile long and one leg of the walkway will connect Northbrook village to the south commons fields. This walkway is an ideal project to complete because it is centrally located, benefits all members of the community, already accommodates parking, and leverages existing open space. The total funding to complete this project will come from a variety of sources. The recreation committee is planning to fund this project using 15K in Grant money, 14K from recreation's revolving account, 10K from fundraising, 30K from the highland commons cultural fund, and 20K appropriated from the town.

## POLICE CRUISER

**ARTICLE 17** – To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds forty thousand (\$40,000) to purchase and equip a new police cruiser to replace the 2013 Ford Interceptor SUV, or take any action relative thereto. (Police Dept.) Finance Committee recommends \$40,000 from the Highland Commons public safety account, 4-0.

**Summary:** This article is to replace the 2012 Ford Interceptor SUV with over 100,000 miles. The plan for police vehicles is to replace front line vehicles as they near end of life for patrol operations before the department begins to incur high repair costs. The typical police patrol vehicle idles for approximately 3 times its mileage, meaning a vehicle with 100,000 has the equivalent of 300,000 miles on it engine.

## POLICE RADIO EQUIPMENT

**ARTICLE 18** – To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds twenty five thousand dollars (\$25,000) to purchase microwave radio transmission equipment and any costs related or incidental thereto to upgrade the Public Safety radio system and eliminate the \$6,000.00 annual bills paid to Verizon. (Police Dept.) Finance Committee recommends \$25,000 from the Highland Commons public safety account, 4-0.

**Summary:** This article is for the purchase and installation of microwave radio transmission equipment. The current public safety radio system utilizes copper telephone lines at a cost of \$6,000.00 per year. This equipment will not only eliminate the ongoing expense but will enhance radio communication. The copper lines from Verizon receive minimal maintenance and result in loss of radio communication. The future of telecommunications does not involve copper phone lines and will lead to the future elimination of the technology.

## FIRE/EMS AMBULANCE

**ARTICLE 19** – To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof two hundred eighty thousand dollars (\$280,000) for the purpose of lease or purchase of an Ambulance and related equipment; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends \$180,000 from ambulance receipts, \$20,000 from the Highland Commons public safety account, and to raise and appropriate \$80,000, 4-0.

**Summary:** This article is to replace our present ambulance which is a 2009 ambulance. It was scheduled for replacement last year but there were insufficient funds in the Ambulance receipts account. This will include a new power cot and stair chair. The old ambulance will be kept as a backup for times that we have back to back calls, multiple patients or the new one is being serviced. With the back to back calls, 42 in 2017 and the multiple patient calls we would transport in excess of 20 patients a year with the back-up ambulance which would generate additional revenue through billing exceeding the cost of maintenance.

## FIRE/EMS MINOR EQUIPMENT

**ARTICLE 20** – To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof thirty nine thousand dollars (\$39,000) for the purpose of purchasing Fire/EMS Minor Equipment; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends \$39,000 from the Highland Commons public safety account, 4-0.



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**Summary:** This article is to fund our ongoing minor equipment replacement program. We purchase anything from protective clothing to helmets to hose and nozzles, etc.

## **PUBLIC SAFETY – 2nd FLOOR DESIGN/ENGINEERING**

**ARTICLE 21 –** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof twenty five thousand dollars (\$25,000) for the purpose of designing and engineering the finish out construction of the second floor of the Public Safety Facility and any costs related or incidental thereto; or take any action relative thereto. (Police and Fire/EMS Departments) Finance Committee recommends \$25,000 from the Highland Commons public safety account, 4-0.

**Summary:** This article is for the funds for the engineering and design layout of the second floor of the Public Safety Building. The rooms will consist of bunk rooms, bathrooms, office spaces, day room and kitchen. The present facilities have no accommodations for overnight coverage and we are short of office space.

## **HIGHWAY DUMP TRUCK**

**ARTICLE 22 –** To see if the town will vote to raise and appropriate, borrow, or transfer from available funds the sum of one hundred eighty thousand dollars (\$180,000) to purchase a combination dump truck and sander with plow and related equipment to replace our 2003 combination dump truck and sander with plow; or take any action relative thereto. (Highway Supt.) Finance Committee recommends \$180,000 from Free Cash, 4-0.

**Summary:** This is part of the previous capital planning to replace trucks about 15 years to prevent spending too much money on repairs.

## **HIGHWAY HOT TOP**

**ARTICLE 23 –** To see if the town will vote to raise and appropriate, borrow, or transfer from available funds the sum of seventy thousand dollars (\$70,000) for the purchase of hot top; or take any action relative thereto. (Highway Supt.) Finance Committee recommends to raise and appropriate \$70,000, 4-0.

**Summary:** This money will be used in conjunction with our Chapter 90 money from the State to reclaim and resurface our deteriorating roadways.

## **SOUTH CEMETERY PAVING**

**ARTICLE 24 –** To see if the Town will vote to raise and appropriate, borrow or transfer from available funds fifteen thousand dollars (\$15,000) to repave driveways in the South Cemetery, or take action relative thereto. (Cemetery Commissioners) Finance Committee recommends \$15,000 from Free Cash, 4-0.

**Summary:** This article continues the repaving of drives in the South Cemetery. This will complete a U including both drives from Pleasant Street and the cross drive between them. These were previously paved about 50 years ago.

## **ASSESSORS' SOFTWARE**

**ARTICLE 25 –** To see if the Town will vote to raise and appropriate and/or borrow or transfer from available funds ten thousand dollars (\$10,000) for the purpose of updating the software in the Assessors' Office and associated costs, or take any action relative thereto. (Board of Assessors) Finance Committee recommends \$10,000 from Free Cash, 4-0.

**Summary:** Our computer assisted software vendor VGSI (Vision Government Solutions Inc) has released its latest version upgrade. We are currently running version 6.5. The new release is version 8. This has both customer based operating updates and platform upgrades.

## **BUILDING INSPECTOR PERMITTING SOFTWARE**

**ARTICLE 26 –** To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds thirty five thousand five hundred dollars (\$35,500) to purchase Building Officials Permitting/Inspectional Services software and associated costs; or take any action relative thereto. (Building/Plumbing/Electrical Inspectors & Fire and EMS Department) Finance Committee recommends \$35,500 from Free Cash, 4-0.

**Summary:** Purpose of acquiring new software is to provide better customer service and to eliminate the 3% surcharge on all permits. Also the new software is to provide better online usability for the public and in house processing for staff.

## **LIBRARY/WELL COMPLIANCE**

**ARTICLE 27 –** To see if the Town will vote to raise and appropriate and/or borrow or transfer from available funds twenty-five thousand dollars (\$25,000) for the purpose of drilling and installing a new well and any costs related or incidental thereto to comply with the MA DEP Legal Regulations, or take any action relative thereto. (Library Trustees) Finance Committee recommends \$25,000 from Free Cash, 4-0.

**Summary:** The MA Dept of Environmental Protection (MassDEP) has determined that the library's old dug well is unlikely to meet current state standards for supplying library users with a safe water supply, as required by law. The only alternative for the foreseeable future, given the lack of a municipal water system for the town, is to drill a new well, to come into compliance with state regulations.

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## ENERGY COMMITTEE - STREET LIGHT PURCHASE

**ARTICLE 28** – To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum not to exceed thirty thousand dollars (\$30,000) for the purpose of funding a lighting consultant and the purchase and installation of streetlights and related equipment from National Grid and the conversion of existing streetlights to energy efficient and long lasting LED, same to be spent under the direction of the Board of Selectmen acting on the advice of the Energy Committee, or to act in any other manner in relation thereto. (Selectmen/Energy Committee) Finance Committee recommends \$25,000 from Free Cash, 4-0.

**Summary:** This article provides funding to change the streetlights in town from high pressure sodium lights to LEDs. If approved, the Town would own the lights, benefit from reduced fees from National Grid, save energy, and qualify for \$8000 in grants and incentives which will be paid back to the Town upon project completion. Funds will be used to purchase streetlamps, install them, pay a lighting consultant (required as a condition of receiving grant money), and allow for a contingency buffer. Based on an analysis by the Metropolitan Area Planning Council this project will pay for itself in 2.5 years. Applying the most pessimistic assumptions payback would be in 4.5 years. The Energy Committee is planning a like-for-like swap with similar brightness LEDs. New lights will be full-cut off and designed to reduce light pollution.

## ENERGY COMMITTEE - CONSERVATION FUNDING

**ARTICLE 29** – To see if the Town will vote to raise and appropriate from general funds an amount equal to the accrued funds from the municipal aggregation energy efficiency adder for energy conservation measures, or grant matching funds, said sum to be expended by the Board of Selectmen, or take any action relative thereto. (Selectmen/Energy Committee)

**Summary:** The Municipal Aggregation program has a provision which allows the Town to collect a small surcharge (\$0.001/kWh) to fund energy conservation projects. Acting on the advice of the Energy Committee the Selectmen exercised that option when signing the most recent supplier contract. The amount of money collected will vary based on the amount of energy consumed by program participants. The Town needs a financial mechanism to collect and disburse those funds. The Energy Committee would like to save over time to pay for costly projects that have potential to reduce the Town's energy expenses. A Town Meeting article allows those funds to be segmented from yearly budgets and carry-over from one fiscal year to the next; like setting money aside in a sealed envelope for a future expense.

## FIRE/TOWN BYLAW/SUPPLEMENTAL WATER SUPPLY

**ARTICLE 30** – 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- Supplemental Water Supply

#### 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 holes 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 fast response which can be supplied by the installation of residential sprinklers.

#### Section 2 – Definitions

For the purpose of this by-law, the following terms, phases, words and their derivations shall have the meanings herein given. The word "shall" is always mandatory and not discretionary.

- Acceptance Testing & Installation – A test & inspection of the system will be conducted by the Berlin Fire Department. The purpose of this requirement is to ensure proper operation and installation.
- NFPA – The National Fire Protection Association 2017 Edition
- NFPA 13 – The current edition of installation of Sprinkler Systems
- NFPA13D – The current edition of Sprinkler Systems in One and Two Family Dwellings and Mobile Homes.
- NFPA13R – The current edition of Sprinkler Systems in Residential Occupancies up to and including Four Stories.
- NFPA 1 – General Storage.
- NFPA 1 – Rack Storage of Materials.
- NFPA1142 – The current edition of Water Supplies for Suburban and Rural Fire Fighting.
- Cisterns – NFPA – 1142
- NFPA – 22 Water Tanks

#### Section 3- General Regulations

- A. This by-law applies whenever an Individual or Developer creates a subdivision or lots with three or more residential, multifamily units, or Industrial or Commercial buildings to be built regardless of ownership. If all buildings under this section have to be outfitted with sprinklers, they will be installed as defined in accordance with NFPA 13, 13D, 13R, and NFPA 1.

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- B. Farm and Agricultural uses will be exempt from these requirements for accessory use.
  - C. A Cistern may need to be added to the project in addition to the buildings having sprinklers installed as defined by the Fire Chief. This shall be installed for the exclusive utilization of essential fire and maintenance personnel.
  - D. Prior to the issuance of a Building Permit for the project, the cistern will be constructed. An Installation Permit from the fire department is required and the cistern will need to be tested, excepted and fully operational. After completion, final as-built drawings must be submitted to the Fire Department.
  - E. The capacity of any cistern or dry hydrant shall be in conformance with the current requirements of NFPA 1142 Annex B.4.3 (3) and to have a minimum capacity of thirty thousand (30,000) gallons for residential areas. Commercial and Industrial structures will have to be designed and calculated by a Fire Protection Engineer.
  - F. The developer must also file and receive approval from the Conservation Commission prior to construction.
  - G. All cisterns are to be designed in accordance with the current edition of NFPA 1142 and comply with the operations and standards of the Fire Department. Prior to construction, the location and design plans, will be drawn, stamped and submitted by a Fire Protection Engineer for review. This will be based on approval by the Fire Chief.
    - a. The Suction side will have a six (6) inch National Standard Thread (NST) female swivel with long handles and strainer, six (6) inch male by four and one half (4 ½) NST male adapter, and a four and one half (4 ½) inch NST female cap with chain or cable. The height needs to be thirty-six (36) inches: from finish grade to the center of the connection and located within fifteen (15) feet of maintained vehicle access.
    - b. A minimum of two lockable thirty-two (32) inch manholes are required for access.
    - c. A five (5) inch Stortz Fill connection shall be provided with cap, chain or cable. The height of the fill pipe shall be thirty-six (36) inches from finish grade to the center of the connection.
    - d. All Suction and Fill piping must be ASTM International Schedule 40 steel
    - e. Suction piping inside the tank shall be of size to deliver the required fire flow and shall have a listed strainer installed vertically at the bottom of the cistern at a height of six inches off the bottom of the cistern attached to a four foot by four foot (4x4) by ¾ inch anti-vortex plate. Suction piping shall be painted red. All other exposed piping shall be painted black.
    - f. An eight (8) inch vent will be constructed out of ASTM Schedule 40 PVC piping.
    - g. The entire cistern must be completed and inspected before any backfilling is done. The base and the backfill material must meet NFPA 1142 annex B.4.3
    - h. All Fire Department Suction and Fill connections shall be protected from damage by supports, posts, or bollards.
    - i. Suction support is required to support the suction hose four feet from the connection. Said support may be six-by-six (6x6) posts placed four (4) feet apart with a double two-by-eight (2x8) horizontal support anchored to the posts. The top of the support needs to be six (6) inches lower than the height of the suction pipe.
    - j. The tank itself shall be constructed of steel, fiberglass, or concrete with an approved plastic liner or rubber membrane or other approved method of waterproofing.
    - k. A minimum of a six (6) inch diameter drilled well is required with a minimum twenty-five (25) casing and drive shoe, equipped with a minimum one-half (1/2) horsepower well pump to provide a five-to-ten (5-10) GPM constant flow.
    - l. A lighted control panel is required with green LED power indicating light –emitting diode and low-level flashing red indicator and an orange pump running indicator. These indicators shall be appropriately labeled. The developer must construct a mounting panel and have metered power connected to the cistern after obtaining all necessary electrical permits. All electrical controls, boxes, manholes shall be locked with “keyed alike padlocks”. A Knox-Box is to be installed at the panel location with all the required keys.
    - m. A sign is required which has a minimum one (1) inch white reflective letters on a red reflective background. The sign shall be a minimum six (6) inches in height. The sign shall state: 1: Fire Dept. Water supply, 2: The storage capacity, and 3: The Fire Dept. ID Number or address.
    - n. A minimum of a twelve (12) foot wide off-road access to cistern is required and shall be maintained year round. A maximum sustained grade shall not exceed eight (8) percent. The access road to cistern must have a minimum of twelve (12) inches of a gravel base suitable for adequate drainage.
- #### Section 4 – Maintenance
- A. The developer/builder shall provide a five-year performance bond which will be utilized in case of major failure of the system. The amount of the bond will be equal to the replacement cost, as determined by the Fire Chief.
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- B. Prior to construction, the developer/builder will provide the Fire Department’s water supply account with funds to cover all costs of maintenance for five (5) years after completion and acceptance. This amount will be determined by the Fire Chief. Should the full amount not be utilized, the remaining balance will be returned to the developer/builder by the Town at the end of the five year period.
- C. The association or individual will be required to maintain the system and functionality on an annual basis. The annual testing will need to be conducted by certified/ licensed company with the report to be filled with the AHJ. (Fire Chief)

**Summary:** The purpose of this article is to first comply with the State Building and Fire protection Codes. Our present bylaw does not indicate which whether sprinklers or cisterns are preferred or mandatory. This amendment requires residential sprinklers in locations with 3 or more dwelling units planned, and allows the Authority having Jurisdiction the latitude to also require a cistern if deemed necessary for fire protection. It also updates other areas to meet today’s standards and construction practices. This amendment was developed in cooperation with the Building Commissioner and Fire Marshal and Fire Chief.

**PLANNING BOARD – MASTER PLAN**

**ARTICLE 31 –** To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds 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 \$5,000 from Free Cash, 4-0.

**Summary:** This article continues the process of completing one part of the Master Plan each year rather than one large effort every five years.

**PLANNING BOARD – HOME-BASED CONTRACTING**

**ARTICLE 32 –** To see if the Town will vote to amend the Zone By-law Section 541 Table of Home-Based Contracting Business by adding the word “registered” before the word “vehicle” in each of the three categories under the vehicle column of the chart; or take any action relative thereto. (Planning Board)

**Summary:** This article is to make it clear that junk storage trucks cannot be approved as part of a Home Based Contracting Business.

**PLANNING BOARD – LARGE-SCALE GROUND-MOUNT SOLAR**

**ARTICLE 33 –** To see if the Town will vote to amend the Zoning By-Law Section 590 Large-Scale ground-mounted solar photovoltaic installations by adding a new Section 539 as follows:

593. Large-scale ground-mounted solar photovoltaic installations may be sited in the Residential-Agricultural Zone if the following conditions are met:

- a. Installations may be erected only upon issuance of a special permit with site plan approval by the Board of Appeals, subject to the conditions of this Section 593
- b. The parcel to be used for the installation must have a minimum of 50 acres
- c. An amount of land equivalent to the acreage utilized for the photovoltaic installation must have a protective covenant prohibiting its development that is acceptable to the requirements of the Berlin Conservation Commission and the Berlin Board of Selectmen. The protective covenant shall run concurrently with the lease for the photovoltaic installation.
- d. Adequate screening from abutters and the public way must be installed
- e. All provisions in Section 590 must be complied with And in Section 320 Table of Principal Use Regulations by deleting the line:

Large-Scale Ground-Based Solar Photovoltaic Installations

RA	MD	CV	C	LB	LI	ACR
N	N	N	N	R	R	N

And replacing it with the following:

Large-Scale Ground-Mounted Solar Photovoltaic Installations

RA	MD	CV	C	LB	LI	ACR
SR	N	N	N	R	R	N

or take any action relative thereto. (Planning Board)

**Summary:** This article is to allow large scale solar facilities on residential-agricultural land of at least 50 acres that would not disturb the nature of the town or the views from the road and neighboring properties. An amount of land equivalent to the solar installation would need to be set aside to prevent future development.

To the stabilization fund, and/or transfer to another appropriation, and/or close out to the general fund, and/or to take any other action relative thereto. (Selectmen)



## SPECIAL ARTICLE CLOSE-OUT

**ARTICLE 34** – To see if the Town will vote to close out the following Special Article accounts:

	Funding From:	Article #:	Fiscal Year:	Special Article Purpose:	Remaining Balance:
a.	Free Cash	Art 29	2014	Assessors - Permitting/Inspector Software	\$6,550.00
b.	Stabilization	Art 5 STM	2015	Treasurer - Unpaid Federal & State w/holdings	\$12,201.65
c.	Free Cash	Art 22	2013	Painting Municipal Building	\$1,890.74
d.	Free Cash	Art 33	2011	Police Cruiser	\$217.00
e.	Highland Common/Public Safety	Art 22	2015	Police Cruiser – replacing 07 cruiser	\$578.75
f.	Highland Common/Public Safety	Art 26	2016	Police Cruiser – Replacing 2010 cruiser	\$242.20
g.	Stabilization	Art 14	2014	Berlin Memorial School – Roof Repairs	\$19,977.96
h.	Highland Common/cultural	Art 23	2017	Berlin Memorial School – Stair Treads/Handrails	\$5,800.00
i.	Highland Common/cultural	Art 24	2017	Berlin Memorial School – Upgrading Fire System	\$466.78
j.	Highland Common/Capital	Art 23	2016	Replacing 2004 Dump Truck	\$731.20
k.	Free Cash	Art 32	2011	Library – 3 Air Conditioners	\$1,028.00

**Summary:** The purpose of this article is to close out unspent special article accounts after the completion of a purchase or project.

## CLAIM/SUIT SETTLEMENT AUTHORIZATION

**ARTICLE 35** – To see if the Town will amend the Town of Berlin General By-laws Article III Legal Affairs, Section 3 by deleting the words “one thousand dollars” and replacing with the following text “five thousand dollars,” or take any action relative thereto. (Selectmen)

**Summary:** This article amends an existing town bylaw (Article III Legal Affairs, Section 3) that allows the Selectmen to compromise and release claims and debts owing the town. The current bylaw established \$1,000 as the limit to such compromises and release. It was passed in 1951 and the amount has remained unchanged since then. The \$5,000 limit represents an inflationary adjustment to restore the real value limit of the bylaw in 2018 to a practical approximation of the original bylaw when it was passed in 1951.

## NIGHT #2 IS SCHEDULED TO OPEN WITH THESE 3 ARTICLES TUESDAY, MAY 8, 2019 AT 7:30 P.M.

after which we will proceed with any remaining unfinished business of the Annual Town Meeting.

## FULL K-12 BERLIN-BOYLSTON SCHOOL REGIONALIZATION

**ARTICLE 36** – To see if the Town will vote to accept the amended Berlin-Boylston Regional Agreement affecting the unification of the 3 existing school districts as enclosed, to be effective July 1, 2019.

## AGREEMENT BETWEEN THE TOWNS OF BOYLSTON AND BERLIN, MASSACHUSETTS

### WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT

EFFECTIVE JULY 1, 2019

This agreement is entered into pursuant to Chapter 71 of the Massachusetts General Laws (M.G.L.) as amended, between the towns of Boylston and Berlin, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

### SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

#### (A) Composition

The powers and duties of the regional school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes referred to as the Committee. The Committee shall consist of six members, three from each member town. All members shall serve until their successors are appointed and qualified.

#### (B) Transition Period

A transition period will be in place during January 1, 2019 through June 30, 2019.

#### 1. Appointment and Organization of the Transition

**Committee:** Effective January 1, 2019, a six (6) member Regional Transition School Committee, (herein Transition Committee) will be established, and shall consist of the individuals on the current 6-12 regional school committee as of December 31, 2018. Said Transition Committee will be in place through the biennial election held in November of 2020.



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- a. The Superintendent will post and call to order the first meeting of the Transition Committee at which time the Transition Committee will elect a Chair and Vice-Chair. At the same meeting or at any other meeting, the Committee shall appoint a Treasurer and a Secretary who may be the same person but who need not be members of the Transition Committee. The Transition Committee shall fix the time, place for its regular meetings, and provide for the calling of special meetings.
  - b. Each member of the Transition Committee will have one (1) vote, which shall not be weighted.
  - c. Any vacancies and/or expired terms that occur during the Transition Period will be filled by the remaining Transition Committee members.
- 2. Powers of the Transition Committee:** During the Transition Period the Transition Committee shall possess all powers, subject to the availability of funds necessary for the exercise of such powers, necessary for the planning and implementation of the pre-K-12 District to be effective July 1, 2019, including but not limited to the following:
- a. The power to receive funds from the Commonwealth as well as appropriations, grants, and gifts from other sources. This is not intended to alter the fact that during the Transition Period other funds from the Commonwealth will continue to flow to the member towns and their individual school departments.
  - b. The power to establish and adopt policies for the District.
  - c. The power to employ a Superintendent, Treasurer, Business Manager and Director of Pupil Personnel Services, as well as the power to authorize the Superintendent to employ other personnel as needed.
  - d. The power to contract for and/or purchase goods and services, as well as the power to enter into leases and other agreements with the member towns, collaboratives, vendors, and other agencies and parties, with all of these powers being able to be exercised on behalf of the District.
  - e. The power to adopt budgets for the District for the Transition Period and for the first year of the District, and to assess the member towns for these budgets.
  - f. The power to negotiate and to enter into collective bargaining agreements, which will take effect no sooner than the inception of the District.
  - g. The power to appoint a Regional School Building Committee.
  - h. The power to develop and adopt a strategic plan for the District.
  - i. The power to appoint subcommittees.
  - j. The responsibility for transportation for the regular education students K through 12 commencing January 1, 2019.
  - k. The power to determine a name and logo for the District.
  - l. All the powers and duties conferred by law upon school committees in accordance with M.G.L. c. 71, § 16.
- 3. Coordination with Local School Committees:** With the exception of transportation, the Transition Committee's authority as described above relates to matters which are to be effective July 1, 2019. The current 6-12 District Committee, Berlin Committee, and Boylston Committee will continue to make decisions for their respective schools in regard to matters that are effective prior to June 30, 2019.
- 4. Continuation of Transition Committee:** Effective July 1, 2019 and until the next biennial state elections, the Transition Committee will exclusively make all decisions related to the District. The Transition Committee members will serve until the next biennial state election, and will assume full jurisdiction over the pre-K-12 District effective July 1, 2019.
- (C) Election of Committee Members**
- At the first biennial election after July 1, 2019, all seats on the Transition Committee shall be considered vacant. Two (2) of the Boylston vacancies will be for a four (4) year term, and one (1) of the vacancies will be for a two (2) year term. One (1) of the Berlin vacancies will be for a four (4) year term, and two (2) of the vacancies will be for a two (2) year term. Thereafter, all positions will be for a four (4) year term. The members shall be sworn in the next business day after the biennial state election.
- Thereafter, at the biennial state elections as the term of office of the Committee members expire, there shall be elected the required number of Committee members who are residents of the appropriate member town to serve for a term of four (4) years and thereafter until their respective successors have been duly elected and qualified pursuant to M.G.L. c. 71, § 14E(3), which provides for electing members with residency requirements in district-wide elections. Each elected member shall have one (1) vote, which shall not be weighted.
- (D) Vacancies**
- If a vacancy occurs in the regional district school committee, the regional district school committee shall appoint a member to serve for the balance of the unexpired term.
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### **(E) Organization**

Promptly upon the appointment and qualification of the initial members and annually thereafter upon the appointment and qualification of successors, the Committee shall organize and choose by ballot a chairman from its own membership. At the same meeting or at any other meeting the Committee shall appoint a treasurer and a secretary who may be the same person but who need not be members of the Committee, choose such other officers as it deems advisable, determine the terms of office of its officers (except the chairman who shall be elected annually as provided above), and prescribe the powers and duties of any of its officers, fix the time and place for its regular meetings, and provide for the calling of special meetings.

### **(F) Powers and Duties**

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this agreement, and such other additional powers and duties as are specified in Sections 16 to 16-I, inclusive, of Chapter 71 of the General Laws and any amendments thereof or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

### **(G) Quorum**

The quorum for the transaction of business shall be a majority of the Committee, but a number less than a majority may adjourn.

## **SECTION II: TYPE OF REGIONAL DISTRICT**

Effective July 1, 2019, the regional school district, hereinafter sometimes referred to as District, shall be comprised of an elementary program, grades pre-Kindergarten through grade five; middle school program, grades six through eight; and a high school program, grades nine through twelve. The Committee is hereby authorized, in its discretion, to establish and maintain state-aided vocational education, acting as trustees therefor, in accordance with the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon.

## **SECTION III: LOCATION OF THE REGIONAL DISTRICT SCHOOLS**

There shall be no less than one elementary school in each member town. Students in grades pre-Kindergarten through grade five shall attend school in their towns of residence, except in special cases as defined by the Committee.

The District middle and high school shall be located within the geographic limits of the District and within a radius of three miles from the intersection of Linden Street and the Boylston-Berlin boundary line.

Any new schools constructed within the District shall be located at a site or sites determined by the Committee. In order to close any school within the District, the process contained in Section X – Amendments must be followed. In the event that a new school building is being constructed to replace one of the current buildings, an amendment to the Regional Agreement is not required.

## **SECTION IV: LEASE OF SCHOOLS IN MEMBER TOWNS**

**(A)** The Town of Berlin is hereby authorized to lease to the District all the premises and the building presently known as the Berlin Memorial School. The Town of Boylston is hereby authorized to lease to the District all the premises and the building presently known as the Boylston Elementary School. Each of the leases authorized above shall be for a term of twenty years and the term shall commence on the date when the Committee assumes jurisdiction over the pupils in the elementary schools. Each of the leases shall contain a provision or provisions for the extension of the term thereof for an additional term not in excess of twenty years, renewable at any time during the term, at the option of the Committee. Each of the towns of Berlin and Boylston shall separately charge the District rent in the amount of \$1.00 for each fiscal year commencing with the fiscal year next following the year in which the Committee assumes jurisdiction of the pupils in pre-kindergarten through grade five.

**(B)** Each of the leases shall contain provisions for shared use of the building with the Town for Town events and/or Town sanctioned events with priority being given to school events; and provisions authorizing the District to insure the building, and make emergency repairs, and ordinary repairs, as required. Plans to improve, alter or remodel the leased buildings will be subject to negotiations between the Committee and the building owner-of-record Town. The District will only be responsible for ordinary repairs up to \$5,000 for each separate repair. The Town that owns the building will be responsible for any additional amount beyond \$5,000, and will be assessed said amount through the process contained in Section V – Apportionment and Payment of Costs Incurred by the District.

**(C)** Each of the leases shall contain provisions for the local town to provide mowing, landscaping and snow removal services to the outdoor property of the leased buildings, with insurance for those services covered by the local town.

**(D)** Outstanding bond issue for the Berlin Memorial School is the responsibility of the Town of Berlin. Outstanding bond issue for the Boylston Elementary School is the responsibility of the Town of Boylston.

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## SECTION V: APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

(A) For the purpose of apportioning assessments, costs shall be divided into two categories: capital costs and operating costs.

(B) **Capital costs shall include** all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, restructuring, and adding to buildings, and the cost of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the costs of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions and related premises in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes or other obligations issued by the District to finance capital costs.

(C) **Operating costs shall include** all costs not included in capital costs as defined in Section V(B) but including interest on temporary notes issued by the District in anticipation of revenue. School transportation shall be provided to and from the District schools by the District for all resident eligible students as provided by law, and the cost thereof shall be apportioned to the member towns as an operating cost.

### (D) Apportionment of Capital Costs

#### 1. Grades 6-12

Capital costs shall be apportioned for a particular school fiscal year based on each member town's Running Average Percentage for that fiscal year. For the purpose of this section, the following terms shall be defined as set forth herein:

A member town's "Tahanto Enrollment Percentage" for a particular fiscal year is the number of that town's resident students enrolled in the regional school district, divided by the total number of resident students of member towns enrolled in the regional school district, each determined as of October 1 of the prior fiscal year.

A member town's "Foundation Enrollment Percentage" for a particular fiscal year is that town's Foundation Enrollment (as defined in MGL c. 70, s. 2, as it may be amended from time to time) as determined by the Massachusetts Department of Elementary and Secondary Education for the prior fiscal year, divided by the total Foundation Enrollment of all member towns for the prior fiscal year.

A member town's "Annual Average Percentage" for a particular fiscal year is the sum of its Tahanto Enrollment Percentage plus its Foundation Enrollment Percentage for that fiscal year, divided by two.

A member town's "Running Average Percentage" for a particular fiscal year is the sum of its Annual Average Percentage for that fiscal year plus its Annual Average Percentage for each of the three preceding fiscal years, divided by four.

#### 2. Grades Pre-K-5

Capital costs related to District schools serving grades pre-K-5 shall be apportioned to the member town where the building is located.

### (E) Apportionment of Operating Costs

The District shall apportion operating costs via the following process:

1. Each member will be assigned the minimum required local contribution to the District as determined by the Department of Elementary and Secondary Education.
2. Each member's share of that portion of the District's operating costs that exceeds the total required local contribution for all members is allocated via the following series of calculations:
  - a. The District budget will be separated into three parts: a Berlin Memorial School building budget, a Boylston Elementary School building budget and a Berlin-Boylston Middle-High School building budget. Each building's budget will be considered net of Chapter 70 Aid, Regional Transportation Aid, Grants and other District funds.
  - b. The District's Foundation Enrollment as reported to the state for the purpose of determining Chapter 70 for the given fiscal year will be segmented by town and age group (PreK-5 and 6-12).
  - c. An above minimum required local contribution for each building will be calculated by subtracting the building's portion of the minimum required local contribution from the building's budget as presented in (a.) above. The building's portion of the minimum local required contribution will be calculated as follows:
    - i. Each elementary school's portion of the minimum required local contribution will be determined by the member town's minimum required local contribution multiplied by the town's PreK-5 Foundation Enrollment divided by the town's total Foundation Enrollment.
    - ii. Berlin-Boylston Middle-High School's portion of the member towns' minimum required local contribution will be determined by calculating the sum of: each member town's minimum required local contribution multiplied by the town's 6-12 Foundation Enrollment divided by the town's total Foundation Enrollment.

d. The above minimum required local contribution for each building will be apportioned as follows:

- i. Each member town will be apportioned 100% of its local elementary school building's above minimum required local contribution.
- ii. Each member town will be apportioned a percentage of Berlin-Boylston Middle-High School's above minimum required local contribution as determined by each town's average ratio of pupil enrollment (foundation enrollment) in grades six through twelve for the preceding five years. Each town's ratio of pupil enrollment (foundation enrollment) shall mean the ratio that each member town's pupil enrollment (foundation enrollment) in grades six through twelve bears to the total pupil enrollment (foundation enrollment) in grades six through twelve of all the member towns in grades six through twelve for that year on October 1. Average ratio of pupil enrollment shall mean the average of the annual ratios for each member town over the preceding five years.
- iii. The average ratio of pupil enrollment above will be phased in over the first four years of the agreement, as follows:
  1. In FY20, the average of the annual ratios for each member town over the preceding two years will be used.
  2. In FY21, the average of the annual ratios for each member town over the preceding three years will be used.
  3. In FY22, the average of the annual ratios for each member town over the preceding four years will be used.
  4. In FY23 and in future years, the average of the annual ratios for each member town over the preceding five years will be used.
- e. Each member's minimum required local contribution shall be added to its total above minimum required local contribution to determine its Annual Operating Assessment.
- f. In the event of a district-wide meeting, each member town will be required to meet its minimum local contribution. Any above minimum contribution required to meet the budget approved by the school committee will be apportioned to each member town as follows:
  - i. Grades PreK-5  
Above minimum contribution for elementary school costs will be apportioned wholly to the town that the elementary school is located in

ii. Grades 6 - 12

Above minimum contribution for the middle-high school costs will be apportioned consistent with the percentage of the above minimum contribution from each town in the most recent fiscal year. In the event that a district-wide vote occurs in preparation for the first fiscal year of this amended regional agreement, Berlin and Boylston will be allocated the same relative percentages of middle-high school costs as they were apportioned in the previous year, until such time as the budget is approved, at which time it will be allocated according to the usual formula for operating costs, noted in Section V(C).

3. Apportionment of Funds/Revenue:

- a. Chapter 70 Aid and Regional Transportation Aid will each be applied to each school's budget according to the formula contained in Appendix I.
- b. All grant and all other District funds shall be apportioned to school budgets by the District at the District's discretion.

#### **(F) Times of Payment of Apportioned Costs**

Each member town shall pay to the District in each year its proportionate share, certified as provided in Section VI, of the capital and operating costs. Except as otherwise provided in Section VI, the annual share of each member town shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

April 1 . . . . .	25%
June 1 . . . . .	50%
September 1 . . . . .	75%
December 1 . . . . .	100%

Please note that these percentages and dates were amended, and the revisions are shown in Section XVII.

### **SECTION VI: BUDGET**

#### **(A) Tentative Maintenance and Operating Budget**

The principal of each school building shall submit to the Superintendent and the Committee a proposed budget for such school. Each such school building budget shall be prepared with the participation of a school council established as required by M.G.L. c. 71 § 59C. The principal shall certify to the Superintendent that such school council is established as required by M.G.L. c. 71, § 59C, that the council has participated in the preparation of the school building budget and that the budget is necessary and appropriate to implement the school improvement plan prepared pursuant to M.G.L. c. 71, s. 59C and the curriculum accommodation plan required by M.G.L. c.71, § 38Q1/2 and any other applicable requirements. The Committee shall



consider the submitted proposed school building budgets in its preparation of a draft District budget and shall not act upon a draft District budget until it has considered input from the school councils, school principals, the Superintendent and the public at a public meeting or regularly scheduled Committee meeting.

The said budget shall be in reasonable detail, including the amounts payable under the following classifications of expenses or such other reasonable detailed classifications as the Committee may determine to be necessary.

1. Administration
2. Instruction
3. Other School Services
4. Operation and Maintenance of Plant
5. Fixed Charges
6. Community Services
7. Acquisition of Fixed Assets
8. Debt Service and Debt Retirement
9. Programs with Other Districts

Copies of such tentative budget shall be mailed to the chairperson of the finance committee of each member town, within seven days from the time said tentative budget has been prepared and tentatively approved by the Committee.

#### **(B) Final Maintenance and Operating Budget**

Not later than forty-five (45) days prior to the first annual town meeting among the member towns, the Committee shall in each year adopt a maintenance and operating budget for the ensuing fiscal year, said budget to include debt and interest charges and any other current capital costs and shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section VIII. The amounts also apportioned for each member town shall, prior to thirty (30) days after the adoption of said budget preceding the fiscal year to which said budget relates, be certified by the District treasurer to the treasurers of the member towns and each member town shall appropriate the amounts so certified to it by a two-thirds vote of the member towns.

**(C) In the event that** any member town has its town meeting after May 15 of any year, then the Committee shall consider A and B in Section VI as if said meeting was to be held on May 14.

### **SECTION VII: INCURRING OF DEBT**

Pursuant to M.G.L. c. 71, § 16(d), not later than seven (7) days after the date on which the Committee authorizes the incurring of debt, other than temporary debt in anticipation of revenue to be received from member towns, written notice of the date of said authorization, the sum authorized, and the

general purpose or purposes for authorizing such debt, shall be given to the board of selectmen in each member town.

### **SECTION VIII: TRANSPORTATION**

School transportation shall be provided by the District and the cost thereof shall be apportioned to the member towns as an operating cost.

### **SECTION IX: RETIREE COSTS**

For those employees who retired from the Town of Boylston or the Town of Berlin prior to the effective date of this agreement, the employer's share of the applicable retiree health insurance premiums and pension will be paid for by the employer of record as of the date of retirement (i.e., the Town of Boylston or the Town of Berlin). If an employee worked for the Boylston Elementary School or Berlin Memorial School prior to the formation of the Pre-K - 12 region and subsequently retirees from the Pre-K - 12 region at a later date, the employer's share of the applicable retiree health insurance premiums and pension will be paid for by the District.

### **SECTION X: AMENDMENTS**

#### **(A) Limitation**

This agreement may be amended from time to time in the manner hereinafter provided, but no amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this section shall prevent the admission of a new town or towns to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

#### **(B) Procedure**

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member town (which shall be acted upon as provided in Section XII), may be initiated by a majority vote of all the members of the Committee or by a petition signed by 10% of the registered voters of any one of the member towns. In the latter case, said petition shall contain at the end thereof a certification by the Town Clerk of such member town as the number of registered voters in said town according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said town and said petition shall be presented to the secretary of the Committee. In either case, the secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to



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amend this agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the amendment. Such amendment shall take effect upon its acceptance by all of the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, and approval of the Commissioner of Elementary and Secondary Education, hereinafter sometimes referred to as Commissioner.

## **SECTION XI: ADMISSION**

By an amendment of this agreement adopted under and in accordance with Section X above, any other town or towns may be admitted to the District upon adoption as therein provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law as may be applicable, and such terms as may be set forth in such amendment. A new member town may only be admitted at the beginning of a fiscal year and only upon the approval of all member towns and the Commissioner, no later than the preceding December 31.

## **SECTION XII: WITHDRAWAL**

### **(A) Limitations**

The withdrawal of a member town from the District may be effected by an amendment to this agreement in the manner hereinafter provided by this section. Any member town seeking to withdraw shall, by vote at an annual or special town meeting, request the Committee to draw up an amendment to this agreement setting forth the terms by which such town may withdraw from the District, provided (1) that the town seeking to withdraw shall remain liable for any unpaid operating costs which have been certified by the District treasurer to the treasurer of the withdrawing town, including the full amount so certified for the year in which such withdrawal takes effect; (2) that said town shall remain liable to the District for its share of the Other Postemployment Benefits (OPEB) and/or pension liabilities; and (3) that said town shall remain liable to the District for its share of the indebtedness, other than temporary debt in anticipation of revenue, of the District outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness.

### **(B) Procedure**

The clerk of the member town seeking to withdraw shall notify the Committee in writing that such town has voted to request the Committee to draw up an amendment to the agreement (enclosing a certified copy of such vote). Thereupon, the Committee shall draw up an amendment to the agreement setting forth such terms of withdrawal, as it deems advisable, subject to the limitation contained in subsection XII(A). The secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen of each member town that the Committee has drawn up an amendment to the agreement providing for the withdrawal of a member town (enclosing a copy of such amendment). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the amendment. Such amendment shall take effect upon its acceptance by all the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, and subject to the Commissioner's approval. Any withdrawal may only take place at the end of a fiscal year and only upon the approval of all of the member towns and the Commissioner no later than the preceding December 31.

### **(C) Cessation of Terms of Office of Withdrawing Town's Members**

Upon the effective date of withdrawal the terms of office of all members serving on the District Committee from the withdrawing town shall terminate and the total membership of the Committee shall be decreased accordingly.

### **(D) Apportionment of Capital Costs after Withdrawal**

The withdrawing town's annual share of any future installment of principal and interest on obligations outstanding on the effective date of its withdrawal shall be fixed at the percentage prevailing for such town at the last annual apportionment made next prior to the effective date of the withdrawal. The remainder of any such installment after subtracting the shares of any town or towns which have withdrawn shall be apportioned to the remaining member towns in the manner provided in Section V(D).

### **(E) Payments of Certain Capital Costs Made by Withdrawing Town**

Money received by the District from the withdrawing town for payment of funded indebtedness or interest thereon shall be used only for such purpose and until so used shall be deposited in trust in the name of the District with a Massachusetts bank or trust company having a combined capital and surplus of not less than \$5,000,000.

SECTION XIII: STUDENTS

**(A) Students Entitled to Attend the Regional School District**  
The District schools shall accept all children who reside in the District. Children in grades kindergarten through five shall have the right to attend schools in their town of residence. Should parents/guardians of children in grades kindergarten through five wish to send their children to schools not in their town of residence (but within the District), intra-district choice may be made available contingent upon consistent with District policy. Intra-district choice requests shall be considered prior to allowing inter-district choice requests. The District policy will address the location of special education programs. Damage to the school building which would make a facility unusable for intended purposes would be the circumstance under which the Committee would make an exception. Additional exceptions may be made for specialized educational programs on the recommendation of the Superintendent and by majority vote of the Committee.

Any student residing in a member town who is desirous of attending a trade or vocational school outside the District shall have all the privileges of attending such a school as are now or may be hereafter provided for by law and the cost of tuition for attending such a school shall be borne by the town wherein the student resides.

**(B) Permission to Certain Students to Attend High Schools Outside the District**  
At the discretion of the local school committee, any member town in which reside students who attend high school outside the District on a tuition basis at the time District school is opened may continue on a tuition basis such of those students who in ordinary course would be graduated within one year from the time the District school is opened.

**(C) Admission of Pupils Residing Outside the District**  
The Committee may accept for enrollment in the District schools pupils from towns other than the member towns on a tuition basis and on such terms as it may determine.

SECTION XIV: EMPLOYMENT OF TEACHERS AND EXTENSION OF PROFESSIONAL TEACHER STATUS

All teachers in positions to be superseded by the establishment and operation of the Pre - K12 District shall be given preferred consideration for similar positions in the District Schools to the extent that such positions exist therein. Any such teacher who on the date of his/her contract of employment with the District has achieved Professional Teacher Status shall continue thereafter to serve on such basis.

SECTION XV: JURISDICTION

The establishment of the District shall not affect the obligation of the member towns to provide education in grades pre-Kindergarten through twelve, inclusive, until such time as the Committee shall assume jurisdiction.

SECTION XVI: ADVISORY BUILDING COMMITTEE

The Committee shall appoint an unpaid advisory building committee to consist of at least six persons, with equal representation from each member town to advise the Committee in matters pertaining to the planning and construction of the initial school building. Such advisory building committee shall be dissolved when the initial school building has been completed and accepted by the Committee.

SECTION XVII: FISCAL YEAR AND TIMES OF PAYMENT OF APPORTIONED COSTS

The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word "year" or "fiscal year" as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.

Notwithstanding the provisions of Section V(F) of this Agreement, the dates on or before which the respective percentages of the annual share of costs of the District apportioned to each member town shall be paid shall be as follows:

July 1 . . . . .	16-2/3%	January 1 . . . . .	66-2/3%
September 1 . . . . .	33-1/3%	March 1 . . . . .	83-1/3%
November 1 . . . . .	50%	May 1 . . . . .	100%

provided, however, that for the fiscal period beginning January 1, 1973 and ending June 30, 1974, the dates on or before which the respective percentages of the cost of the District for said period apportioned to each member town shall be paid shall be as follows:

April 1 . . . . .	16-2/3%	December 1 . . . . .	66-2/3%
June 1 . . . . .	33-1/3%	March 1 . . . . .	83-1/3%
September 1 . . . . .	50%	May 1 . . . . .	100%

This section shall be effective only to the extent that Chapter 849 of the Acts of 1969 as amended shall be in effect.

As voted originally November 16, 1959 and subsequently amended.

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## APPENDIX I – APPORTIONMENT OF CHAPTER 70 AND REGIONAL TRANSPORTATION AID

Inputs to the formula:

- Total Chapter 70 Aid provided to the District (70AID)
- Regional Transportation Aid (71AID)
- Boylston Elementary School Foundation Enrollment (BOFE)
- Berlin Memorial School Foundation Enrollment (BMFE)
- Berlin-Boylston Middle-High School Foundation Enrollment (BBFE)
- Boylston Elementary Resident Enrollment (# of Boylston Resident students attending Boylston Elementary, in district) (BORE)
- Berlin Memorial Resident Enrollment (# of Berlin Resident students attending Berlin Elementary, in district) (BMRE)
- Berlin-Boylston Middle-High School Resident Enrollment (# of Berlin Resident students attending Berlin-Boylston Middle-High School in-district PLUS # of Boylston Resident students attending Berlin-Boylston Middle-High School in district) (BBRE)

### Regional Transportation Aid

Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according to the following formula:

Boylston Elementary:

$$71AID = BORE / (BORE + BMFE + BBRE)$$

Berlin Elementary:

$$71AID = BERE / (BORE + BMFE + BBRE)$$

Berlin-Boylston Middle-High School:

$$71AID = BBRE / (BORE + BBFE + BBRE)$$

### Chapter 70 Aid

Chapter 70 Aid will be apportioned so that changes in Chapter 70 aid are closely correlated with changes in minimum local contributions.

Step 1 – Chapter 70 Aid for each school will be adjusted from the prior year Chapter 70 Aid for each school so that it changes by the same percentage as the percentage change in minimum local contribution for that school.

Step 2 – Any remaining difference between the Chapter 70 funding total from Step 1 and the Chapter 70 amount allotted by DESE will be apportioned by that building's relative foundation enrollment as a percentage of total foundation enrollment for the district.

*Note: The first calculation in FY20 will use the Chapter 70 funding amounts from FY19 as the baseline; those FY19 amounts will be apportioned by DESE by school. In future years, with a*

*modified Regionalization that includes the elementary schools, DESE will not break out the Town Chapter 70 funding; the amounts will need to be determined by Step 1 and Step 2.*

For the purpose of the formula, foundation enrollment shall mean the enrollment reported to the state for the purpose of determining Chapter 70 for the given fiscal year, further broken down by school for the purpose of this formula via the following: if a person is the financial responsibility of the District and they are (or could/should be in the case of sending choice, tuition or out-of-district placement) a student of the relevant building, they are a part of the foundation enrollment for the building. (Berlin School Committee)

**Summary:** This article seeks to include Berlin Memorial School and Boylston Elementary School into the Regional School District. This enables all school employees (BMS, BES, & Tahanto) to work for the same entity and increases support for student achievement through increased: ability to share expertise and staff, flexibility in allocating resources/staff to meet changing student needs, alignment of Professional Development and curriculums for high standards, and ability to attract and retain high quality teachers and instructional leaders. Highlighted changes to the amendment include; each town must maintain a K-5 elementary school, 6 school committee members (3 from each town) with equal votes will be elected bi-annually with staggered terms, and the budget of each elementary school will primarily be allocated to the town in which the school resides (allocation remains the same for Tahanto - based on student enrollment from each town). Analysis has determined the estimated financial impact is negligible.

## ACCEPTANCE OF COMMUNITY PRESERVATION ACT

**ARTICLE 37** – To see if the Town will accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space and community housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; to determine whether the

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Town will accept any of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto. (Finance Committee) Finance Committee recommends, 4-0.

**Summary:** The Finance Committee asks that the Annual Town Meeting vote to place the Community Preservation Act (CPA) on the ballot in November 2018. CPA allows the town to place a 1-3% surcharge on residential and commercial property tax bills and to apply those funds toward open space preservation, historic preservation, the creation of affordable housing, and outdoor recreation. The state provides matching funds to any town or city that raises money via CPA. Any rate lower than 3% receives a single round of matching money that amounts to about 25%. Fincom is recommending a 3% rate as that will maximize the state's contribution up to a 33-50% range. A 3% surcharge would cost an average Berlin homeowner \$12 per month. With matching funds it would raise about \$300,000 per year. No CPA funds can be spent without approval by voters at Town Meeting.

## **TOWN ADMINISTRATOR RESEARCH**

**ARTICLE 38** – To see if the Town will vote to authorize the Town Management Study Committee to lay the groundwork for Berlin to have a Town Administrator.

The work of the committee includes:

- Developing language for a Special Act to create a Town Administrator position
- Developing a formal job description for a Town Administrator
- Developing a hiring, evaluation, and termination procedure
- Articulating the integration of a TA position into Town Government, with special attention to reporting lines, scope of responsibility, relationship and division of responsibility between and among the Board of Selectmen and the Board's Executive Secretary.
- And any other issues related to creation and implementation of a Town Administrator for Berlin.
- Identifying current fiscal, human resource, organizational, and administrative challenges

The expectation that detailed recommendations addressing modifications to Town government and the creation of a Town Administrator position will be presented to a Special Town Meeting to be held in the fall of 2018. At this meeting, the Town would be asked to approve language for a Special Act creating a Town Administrator, or take any action relative thereto. (Selectmen/Town Management Study Committee)

**Summary:** This article authorizes the Town Management Study Committee to continue its investigation of a Town Administrator position for the Town of Berlin. It authorizes the continuation of the study only, and does not authorize the creation of this position. If the article is approved, text for a Special Act would be submitted for a vote at a future Town meeting.

## **2018 ANNUAL TOWN ELECTION**

**ARTICLE 39** – To meet at the Berlin Town Offices, 23 Linden Street, lower level, in said Berlin on Monday, May 14, 2018, between the hours of 12:00 Noon and 8:00 p.m. to elect by ballot the following officers. Moderator for one year; Selectman for three years; Assessor for three years; School Committee for three years; Assabet Valley Regional Vocational District School Committee for four years; Trustee of Trust Funds for three years; Cemetery Commissioner for three years; Library Trustee for three years; Planning Board for five years; and Board of Health for three years.

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 13th day of April in the year of our Lord two thousand eighteen.

### **BOARD OF SELECTMEN**

Thomas Andrew, *Chairman*

Christine Keefe, *Vice Chairman*

Lisa Wysocki, *Clerk*

# Town of Berlin Historical Dates

Part of Lancaster .....	1653-1738
Part of Bolton .....	1738-1784
Old Burying Ground given .....	1768
Incorporated as South Parish of Bolton .....	1778
First Meeting House raised .....	1779
Incorporated as the District of Berlin .....	1784
Additional land from Lancaster (Boylston Rd) .....	1790
Hearse House built .....	1805
Incorporated as the Town of Berlin .....	1812
Powder House built .....	1814
2nd Meeting House built (First Parish Church) .....	1826
First Town House built .....	1831
Center School lot (Town Offices) purchased .....	1835
Additional land purchased .....	1857/1916/1948
South Cemetery opened .....	1857
Additional land purchased .....	1909
West School built (Legion Hall) .....	1857
Land purchased .....	1865
Second Town Hall dedicated .....	1870
Kitchen/stage addition .....	1904
Elevator addition completed .....	2018
Hook and Ladder House built (Fire Museum) .....	1895
Finished inside .....	1928
Public Library built .....	1928
Town Barn acquired (built 1899) .....	1930
Town Dump opened .....	1931
Additional land purchased .....	1934/1953/1954
Transfer Station opened .....	1982
First Berlin Memorial School opened .....	1951
Addition completed .....	1953
Rebuilt for Town Offices .....	2000
Former Fire Station (West Street) built .....	1952
Addition built .....	1958
Second floor .....	1974
Saint Joseph's Church dedicated .....	1953
North Cemetery acquired .....	1962
Additional land purchased .....	1971
Tahanto Regional High School opened .....	1962
Second Tahanto RMHS opened .....	2013
South Commons purchased .....	1970
Tennis and basketball courts given .....	1971
Salt Shed built .....	1985
Casey Guilfoyle Play Area given .....	1999
New playground completed .....	2003
Assabet Valley Regional Vocational School opened .....	1973
Bullard House purchased (built ca. 1790) .....	1996
Second Berlin Memorial School opened .....	1999

Town Offices/Public Safety building opened .....	2000
Highway Dept. land purchase on West St. ....	2012
New town barn completed .....	2018

## Conservation Lands

Tyler Conservation Area given .....	1971
Douglas Conservation Area given .....	1974
South/Jones corner conservation purchase .....	1978
Mount Pisgah conservation purchases .....	1981/1996
Devine Farm conservation purchase .....	2004
Webjo conservation purchase .....	2017
Dingley Conservation Area given .....	1984
MacAlister Conservation Area given .....	1986
Forty Caves Conservation Area given .....	1992
Musche Woods conservation purchase .....	1998
Ciesluk conservation purchase .....	2017
Musche Conservation Area (Lancaster Rd) given .....	1996
Ball Hill Road conservation purchase .....	1996
Eager Woods conservation purchase .....	2012
Snake Hill Conservation Area purchase .....	1997
Clark land (Coburn Rd) conservation purchase .....	1998
Bellevue Rd/Priest Rd conservation purchase .....	2000
Lancaster Rd/Peach Hill Rd conservation purchase .....	2001
Gates Pond area conservation purchases .....	2000/2003
Central/Pleasant corner conservation purchase .....	2003
Collins Road conservation area given .....	2004
Boylston Road railroad conservation purchase .....	2004
Crosby Road/North Brook conservation purchase .....	2007
Hog Swamp conservation area given .....	2007
River Road conservation purchase .....	2017

## Office Hours at the Town Offices

Selectmen's Secretary .....	Mon. – Thurs 9-1
Tax Collector .....	Mon, Wed., Fri. 9-1
Town Clerk .....	Tues, Thurs. 11-2; Wed. 7-9 P.M.
Treasurer .....	Mon., Wed., Fri. 7-11:30; Tues., Thurs. 7-2:30 P.M.
Assessors .....	Mon.-Thurs. 9-1; 2nd and 4th Mon. 7-9 P.M.
Accountant .....	Mon., Tues., Wed. 8-12; Thurs., Fri. by appt.
Building Department Window .....	Mon.- Fri. 10-12
Veterans' Service Officer .....	Mon.- Thurs. 10-12

Find Berlin on the web at [townofberlin.com](http://townofberlin.com)



## 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. Atchue .....	978 838-0046
Cemetery Department, Mr. Pendergast .....	978 838-7310
Central Mass. Mosquito Control Project .....	508 393-3055
Dog Officer, Ms. Roach.....	508 568-1917
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, Mr. Zanghi.....	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 High School ..	508 485-9430
Selectmen, Ms. Arata, Admin. Secretary .....	978 838-2442
Tax Collector .....	978 838-2765
Town Clerk, Ms. Salls.....	978 838-2931
Town Treasurer, Mr. Fearebay .....	978 838-0344
Transfer Station, Mr. Gemelli.....	978 838-0042
Veteran's Agent, Mr. Cabral.....	978 838-2560
W. H. E. A. T. ....	978 838-6349
Wire Inspector Mr. Henry Wheeler.....	508 259-5010
For any other official or board not shown, call the Selectmen's Secretary .....	978 838-2442

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**Board of Selectmen**

23 Linden Street  
Berlin, MA 01503

PRESORTED STANDARD  
U.S. POSTAGE  
ECRWSS  
PAID  
PERMIT NO. 3  
BERLIN MA 01503

Postal Patron  
Berlin, MA 01503

Please bring this report with you to the Annual Town Meeting.

Meetings of Town Boards are posted at the Town Clerk's Office,  
Town Offices, 23 Linden Street and at [MyTownGovernment.org/01503](http://MyTownGovernment.org/01503)

Monday & Tuesday, May 7 & 8, 2018

ANNUAL TOWN MEETING

7:30 P.M.

Berlin Memorial School, 34 South Street

Monday, May 14, 2018

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!