

TOWN OF BERLIN



SELECT BOARD

NOTICE TO VOTERS

Please bring these documents to Annual Town Meeting on May 1, 2023

- Annual Town Meeting Warrant (Meeting “agenda”)
- Berlin Finance Committee Annual Report
- Berlin Finance Committee Recommended Fiscal Year 2024 Budget

The **2022 Annual Town Report** is available:

- Online: <https://www.townofberlin.com/select-board/pages/annual-town-reports>
- Print copies will be available at Annual Town Meeting, the Town Offices & Public Library

For **online information** about the 2023 Annual Town meeting, visit:

- <https://www.townofberlin.com/home/news/all-things-2023-annual-town-meeting-annual-town-election-annual-town-report>

All Berlin registered voters are encouraged to attend the Berlin Annual Town Meeting on May 1, 2023 at 7:30 PM at Berlin Memorial School to vote on the articles listed on the warrant.

BERLIN 2023
ANNUAL TOWN MEETING
WARRANT



Monday, May 1, 2023 at 7:30 PM

Berlin Memorial School
34 South Street
Berlin, MA 01503

WORCESTER, SS.
To a Constable in the Town of Berlin:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Berlin qualified to vote in Town Elections and Town Affairs to meet at the Berlin Memorial School, 34 South Street, Berlin, MA on **MONDAY, the FIRST DAY OF MAY 2023 at 7:30 PM**, then and there to act on the following articles or in relation thereto, namely:

*****CURRENT FISCAL YEAR 2023 ENDING JUNE 30, 2023*****

ARTICLE 1 PRIOR YEARS' EXPENSES

To see if the Town will vote to transfer or appropriate a sum of money to pay unpaid expenses from prior fiscal years, or take any action relative thereto. (POLICE DEPARTMENT)

PROPOSED MOTION*

I move to transfer \$1,000 from Free Cash for the payment of the following unpaid prior years' expenses:

		<i>TOTAL</i>
<i>Michael Barry</i>	<i>FY20 & FY21 Armorer Stipend</i>	<i>\$1,000</i>

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

This article is required for the payment of expenses incurred prior to July 1, 2022 that were not submitted by the close of the fiscal year. This expense is for an armorer stipend for Officer Michael Barry that was inadvertently partially paid in FY20 and in FY21.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 2 ARTICLE SUNSET CLAUSE REMOVAL

To see if the Town will vote to amend the votes taken under Article 7 of the 2021 Annual Town Meeting, Article 7 of the 2021 Special Town Meeting, and Article 20 of the 2022 Annual Town Meeting to remove the sunset clauses by which monies must be expended, or take any action relative thereto. (ACCOUNTANT)

PROPOSED MOTION

I move to remove the sunset clauses by which monies must be expended on the following Town Meeting articles:

- **ATM FY21 Article 7-1: Town Office Air Handler Replacement**
- **ATM FY21 Article 7-2: Town Office EPDM Roof Replacement**
- **STM FY22 Article 7-1: Town Office Air Handler Replacement (additional funding)**
- **STM FY22 Article 7-2: Old Fire Station Roof**
- **STM FY22 Article 7-3: Ambulance Replacing 2009**
- **STM FY22 Article 7-5: Recreation Court Upgrades**
- **ATM FY22 Article 20: Cemetery Paving**

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

Due to a number of unforeseen delays including COVID, supply chain issues and administration changes, additional time is required to complete these projects. These articles will be closed out administratively by the Town Accountant once each project is complete.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 3 REPLENISH FY23 RESERVE FUND

To see if the Town will vote to transfer from Free Cash an additional sum of money to replenish the FY23 reserve fund, or take any action relative thereto. (FINANCE COMMITTEE)

PROPOSED MOTION

I move to transfer \$50,000 from Free Cash to replenish the FY23 reserve fund.

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The FY23 budget included a \$95,000 reserve fund for unforeseen expenses. The Town has faced a number of such unanticipated costs this year in department budgets including veterans benefits, legal expenses, select board expenses/consulting (executive recruitments) and police expenses (camera system and fingerprinting system failures). The current reserve fund balance is \$20,805.50. The requested \$50,000 in funding will ensure the Town can cover any additional unexpected expenses that may arise through the end of the fiscal year. Any funds not used will be closed out to the general fund.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 4 ADDITIONAL FUNDING FOR 6A-1 AMBULANCE REPLACEMENT

To see if the Town will vote to transfer from available ambulance receipts reserved for appropriation an additional sum of money for the purchase and equipping of an ambulance, to be spent under the direction of the Fire & EMS Chief, or take any action relative thereto (FIRE & EMS DEPARTMENT)

PROPOSED MOTION

I move to transfer \$114,000 in ambulance receipts reserved for appropriation to Article 7 of the November 8, 2021 Special Town Meeting for the purchase and equipping of an ambulance, to be spent under the direction of the Fire & EMS Chief.

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

This article would add \$114,000 to the \$315,000 approved under Article 7 of the November 8, 2021 Special Town Meeting and the \$5,000 approved under Article 7 of the May 3, 2022 Annual Town Meeting, for cost increases associated with the replacement of ambulance 6A-1. These increases consist of a new requirement to include a power lift stretcher on all new vehicles at a cost of \$62,914, a \$37,086 increase in the cost of the chassis, and \$14,000 for a radio system.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 5 BULLARD HOUSE HISTORIC PRESERVATION RESTRICTION

To see if the Town will vote to transfer care, custody, management and control of the Bullard House land, located at 4 Woodward Avenue, Berlin, and identified by the Board of Assessors as Parcel 10.3-15-0, from the board or officer having custody thereof for the purposes for which it is currently held, to the Select Board for the purpose of a local history museum and for the purpose of conveying a perpetual historic preservation restriction thereon, and to authorize the Select Board to convey a perpetual historic preservation restriction encumbering Bullard House and the land (but not on the other buildings thereon) to the Commonwealth of Massachusetts, acting by and through the Massachusetts Historical Commission, on such terms and conditions, and for such consideration, as the Select Board deems appropriate, or to take any other action relative thereto (HISTORICAL COMMISSION)

PROPOSED MOTION

I move to transfer the custody of the Bullard House land to the Select Board and authorize the Select Board to convey a perpetual historic preservation restriction encumbering the Bullard House land and building to the Commonwealth of Massachusetts as written in the warrant.

DESCRIPTION

This article would place a permanent historic preservation restriction on the Bullard House building and land to be held by the Commonwealth of Massachusetts by and through the Massachusetts Historical Commission (MHC). This preservation restriction is required to apply for a MHC Massachusetts Preservation Projects Fund matching development grant for the rehabilitation of the Bullard House in order to create a local history museum.

VOTE REQUIRED FOR PASSAGE 2/3rds Vote

ARTICLE 6 AUTHORIZE SELECT BOARD TO EXECUTE SOLAR PILOT AGREEMENTS UNDER MGL CHAPTER 49, SECTION 5-45

To see if the Town will vote to designate the Select Board, the Board of Assessors, and the Town Administrator, collectively, as the “authorized officer” to negotiate and enter into Payment in Lieu of Tax Agreements for solar or wind-powered energy systems and co-located energy storage systems, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 45th, and to take such other action as may be necessary to implement such agreements; and to take any other action relative thereto. (BOARD OF ASSESSORS)

PROPOSED MOTION

I move to authorize the Select Board, the Board of Assessors and the Town Administrator to negotiate and execute payments in lieu of tax agreements on behalf of the town for all solar and wind-powered energy systems and co-located energy storage systems pursuant to the provisions of Mass. General Laws Chapter 59, Section 5, Clause 45th, and further, to authorize said authorized officer to take such other action as may be necessary to implement such agreements.

DESCRIPTION

This article would authorize the Select Board, the Board of Assessors and the Town Administrator to negotiate and enter into payment in lieu of taxes (PILOT) agreements for solar and wind-powered projects and co-located energy storage systems in accordance with Mass General Laws. PILOT agreements bring revenue to the Town.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 7 AUTHORIZATION TO PROCEED WITH HIGHWAY ROOF SOLAR PILOT PROJECT

To see if the Town will vote to authorize the Select Board to enter into a power purchase agreement for the purchase of electricity and/or solar credits, a lease agreement and, pursuant to Massachusetts General Laws Chapter 59, Section 5, Clause 45th, an agreement for payments in lieu of taxes for a solar energy system to be constructed at the Town of Berlin Highway Garage at 112 West St., each for a term of 20 or more years from the date of commencement of commercial operations of the solar energy system, and each on such terms and conditions, and for such consideration, as the Select Board deems in the best interests of the Town; and to authorize the Select Board to lease said property, and to grant such access, utility, and other easements in, on, over and under said property and any contiguous Town property as may be necessary or convenient to access, construct, operate, and maintain such solar energy system; and to authorize the Select Board to take all actions necessary in connection therewith and as may be necessary to implement such agreements; or to take any other action relative thereto. (SELECT BOARD)

PROPOSED MOTION

I move to authorize the Select Board to enter into a power purchase agreement for the purchase of electricity and/or solar credits, a lease agreement and, pursuant to Massachusetts General Laws Chapter 59, Section 5, Clause 45th, an agreement for payments in lieu of taxes for a solar energy system to be constructed at the Town of Berlin Highway Garage at 112 West St., each for a term of 20 or more years from the date of commencement of commercial operations of the solar energy system, and each on such terms and conditions, and for such consideration, as the Select Board deems in the best interests of the Town; and to authorize the Select Board to lease said property, and to grant such access, utility, and other easements in, on, over and under said property and any contiguous Town property as may be necessary or convenient to access, construct, operate, and maintain such solar energy system; and to authorize the Select Board to take all actions necessary in connection therewith and as may be necessary to implement such agreements.

DESCRIPTION

This article would authorize the Select Board to enter into agreements relative to the installation of a solar energy system at the Highway Garage including a power purchase agreement for energy credits, a PILOT agreement for the Town to receive payments, a lease agreement for the solar panels, and any easements required to enable the project to proceed.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 8 ACQUISITION/DISPOSITION OF RIVER RUN PARCEL 6B

To see if the Town will vote to authorize the Select Board to exercise its option to purchase the parcel of land known as Lot 6B at River Run, identified by the Board of Assessors as Parcel 7-28-0, as set forth more particularly in the Riverbridge Development Agreement recorded with the Worcester South District Registry of Deeds in Book 45188, Page 343, as amended from time to time, or any property in lieu thereof, for general municipal purposes and for the purpose of disposition for the sum of \$1.00, and, further, to authorize the Select Board to convey said parcel, by sale, long term lease and/or any other means, on such terms and conditions, and for such consideration, as the Select Board deems appropriate, or take any action relative thereto. (SELECT BOARD)

PROPOSED MOTION

I move to authorize the Select Board to exercise its option to purchase Lot 6B at River Run or any other property offered in lieu thereof and to convey said parcel by sale, long term lease and/or any other means as written in the warrant.

DESCRIPTION

The Development Agreement between the Town of Berlin and Riverbridge North, LLC includes an option for the Town to purchase Parcel 6B at the Riverbridge development for \$1.00. The Select Board recommends the Town take title to this property and look for development opportunities.

VOTE REQUIRED FOR PASSAGE 2/3^{ds} Vote

ARTICLE 9 ESTABLISH OPIOID SETTLEMENT STABILIZATION ACCOUNT AND APPROPRIATE FUNDS

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 40, Section 5B to create a new special purpose stabilization fund, to be known as the Opioid Settlement Stabilization Fund, which may be expended for all of the purposes allowed by law, including those outlined in applicable opioid-litigation settlement documents, a document prepared by the Substance Abuse Bureau of the state Office of Health and Human Services Department, found at <https://www.mass.gov/doc/massachusetts-abatement-terms/download> entitled “Abatement Strategies”, and consistent with any state guidelines or regulations further clarifying allowable uses of opioid litigation settlement funds, and, further, to adopt the last paragraph of said Section 5B and dedicate to such fund, without further appropriation, all opioid litigation settlement funds received by the Town, or take any other action relative thereto. (ACCOUNTANT)

PROPOSED MOTION

I move the article be voted as written and to transfer from Free Cash seventeen thousand five hundred and eighty-seven dollars and sixty-seven cents (\$17,587.67) to establish initial funding in said account, and further to accept the last paragraph of Massachusetts General Law Chapter 40, Section 5B and dedicate, without further appropriation, all Opioid Settlement receipts received on or after July 1, 2023, to the Opioid Settlement Stabilization Fund.

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The Town voted to participate in the Massachusetts settlement agreement that followed legal action brought by multiple state Attorneys General, including Massachusetts’, against numerous opioid manufacturers and distributors for fueling the opioid epidemic. The Town has received \$17,5687.67 to date. The Town intends to use these funds for education, prevention, and services relating to opiate use disorders.

VOTE REQUIRED FOR PASSAGE 2/3rds vote per M.G.L. c.40B, s.5B

ARTICLE 10 COMMUNITY PRESERVATION ACT FY22 TRANSFER OF FUNDS

To see if the Town will vote to transfer and reserve from the fund balance of the Community Preservation Fund an amount equal to unallocated revenues from FY 2022 to meet the requirements of G.L. c.44B, §6, as recommended by the Community Preservation Act Committee, as set forth below, with each item to be considered a separate appropriation or take any action relative thereto. (COMMUNITY PRESERVATION ACT COMMITTEE)

Appropriations from fund balance of Community Preservation Fund, an amount equivalent to FY22 unallocated revenues:

- For Community Housing Reserves..... \$10,895.30
- For Committee Historic Reserve..... \$10,895.30
- For Open Space Reserve..... \$10,895.30

PROPOSED MOTION

I move to transfer and reserve unallocated Community Preservation Fund revenues from FY 2022 as written in the warrant.

COMMUNITY PRESERVATION ACT COMMITTEE RECOMMENDATION 7-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

This article will fulfill the Town’s responsibility to appropriate the unallocated FY2022 Community Preservation Act revenue to the proper reserve accounts.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 11 COMMUNITY PRESERVATION ACT FY23 PROJECTS - COMMUNITY GARDEN FENCE

To see if the Town will vote to appropriate the sum of \$45,000 from the Fund Balance Reserved for Open Space for Fiscal Year 2023 for the acquisition of materials and installation of a fence at the Community Garden located on River Road West on Riverbridge property, and all related and incidental expenses, said funds to be expended by the Agricultural Commission in consultation with the Community Preservation Act Committee; or take any action relative thereto. (COMMUNITY PRESERVATION ACT COMMITTEE/AGRICULTURAL COMMITTEE)

PROPOSED MOTION

I move to appropriate \$45,000 from the Fund Balance Reserved for Open Space for Fiscal Year 2023 for the acquisition of materials and installation of a fence at the Community Garden as written in the warrant.

COMMUNITY PRESERVATION ACT COMMITTEE RECOMMENDATION 7-0

CAPITAL PLANNING COMMITTEE RECOMMENDATION 3-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

This article requests funding for all labor and materials required to install a seven-foot chain link fence and gates at the Community Garden, 25 River Road West.

VOTE REQUIRED FOR PASSAGE Majority Vote

*****UPCOMING FISCAL YEAR 2024 (JULY 1, 2023 - JUNE 30, 2024)*****

ARTICLE 12 FY 2024 OPERATING BUDGET

To see if the Town will vote to raise and appropriate, borrow, and/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, 2023 and ending on June 30, 2024, and to determine the salaries of the Town Officers for that period, or take any action relative thereto.

This article contains multiple motions that the Finance Committee will present to Town Meeting on a separate motions sheet.

ARTICLE 13 FY 2024 CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum of money to fund the Capital Improvement Plan budget, as recommended by the Capital Planning Committee, including acquisition, installation and equipping and other expenses incidental or related thereto, or take any action relative thereto. (CAPITAL PLANNING COMMITTEE).

PROPOSED MOTION

I move to transfer \$911,898 from Free Cash and \$880,000 from Public Safety Stabilization to fund the Fiscal Year 2024 Capital Improvement Plan budget for the projects/items, as printed in Article 13 of the warrant for this meeting, recommended by the Capital Planning Committee, as listed:

#	DEPARTMENT	ITEM	AMOUNT	SOURCE
1	Berlin Memorial	BMS Capital	\$468,410	Free Cash
2	Tahanto	Tahanto Capital	\$211,599	Free Cash
3	Board of Health	Replace Retaining Wall at Transfer Station	\$25,000	Free Cash
4	Highway	Replace 2013 Mower	\$10,500	Free Cash
5	Highway	Town Offices Façade Repairs & Painting	\$15,873	Free Cash
6	Highway	Town Offices Flooring Replacement	\$28,000	Free Cash
7	Fire/EMS	AED (Defibrillator) Replacement – 6 units	\$14,898	Free Cash
8	Fire/EMS	Personal Protective Equipment (PPE) – 5 sets	\$36,806	Free Cash
9	Fire/EMS	Fire Pumper Engine (\$880,000)	\$880,000	PS Stabilization
10	Police	Replace (2) TriBand Radios	\$7,144	Free Cash
11	Police	Mobile Data Terminal (MDT) Replacement (2)	\$13,505	Free Cash
12	Police	Replace 2016 Chief’s Vehicle – Chevy Tahoe	\$45,163	Free Cash
13	Cable Access	Server Replacement	\$35,000	Free Cash
		TOTAL	\$1,791,898	

CAPITAL PLANNING COMMITTEE RECOMMENDATION 3-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The Capital Planning Committee has recommended the above listed projects for inclusion in the FY24 Capital Plan, with \$911,898 to be funded using Free Cash, and \$880,000 to be funded using Public Safety Stabilization Funds. The requested projects for each of the schools are as follows:

Berlin Memorial School

EPDM Flat Roof Replacement	\$ 272,838
IT Support (switches, routers, chromebooks)	\$ 120,000
(2) Copiers	\$ 30,922
Plumbing repair (boys bathrooms, 2 classrooms)	\$ 11,000
Replace (4) exterior doors (hardware & thresholds)	\$ 10,400
Truck for facilities	\$ 3,250
Repave walkway and playground	\$ 20,000

Tahanto Regional MS/HS Berlin's portion

IT Support (switches, routers, chromebooks)	\$ 87,131
Security Cameras/System	\$ 68,580
Facility Assessment	\$ 17,145
(3) Copiers	\$ 15,941
(3) 3D Printers	\$ 15,431
HVAC Upgrade	\$ 5,144
Truck for Facilities	\$ 2,229

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 14 CABLE ACCESS COMMITTEE – P.E.G SPENDING

To see if the Town will vote to appropriate Public, Educational, and Government (P.E.G.) Access & Cable related funds as a grant to be used for Fiscal Year 2024 operating purposes in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said sums to be expended by the Cable Access Committee; or take any action relative thereto. (CABLE ACCESS COMMITTEE)

PROPOSED MOTION

I move to appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of \$78,640 as a grant to be used for Fiscal Year 2024 operating purposes, in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said sums to be expended by the Cable Access Committee.

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The purpose of this article is to appropriate money from the P.E.G. Access & Cable Related Fund account to cover the cost of goods and services related to the operations of Berlin Cable, per the P.E.G. Access agreement, for FY24.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 15 AMEND REVOLVING FUND BYLAW

To see if the Town will vote to amend the table under Article XX of the Town of Berlin General By-laws by inserting one new revolving fund, or take any action relative thereto. (SELECT BOARD)

PROPOSED MOTION

I move the Town vote pursuant to Massachusetts General Law Chapter 44, Chapter 53E½, to establish a revolving fund for Bucket Truck Expenses and to amend the table under Article XX of the Town of Berlin’s General Bylaws by inserting said revolving funds:

TITLE	SOURCE OF RECEIPTS AND USE OF FUNDS	AUTHORITY TO EXPEND	SPENDING LIMIT
Bucket Truck Expenses	Receipts: Fees for use of regional bucket truck Uses: Expenses associated with operating the bucket truck; maintenance, repairs, fees, gas, permits	Highway Department	\$20,000

DESCRIPTION

This article adds a new revolving account. It would enable the Highway Department to charge fees for the use of the regional bucket truck and to use these funds to offset costs associated with its use.

VOTE REQUIRED FOR PASSAGE Majority Vote; G.L. c. 44, s. 53F ¾

ARTICLE 16 ESTABLISH REVOLVING FUND ANNUAL SPENDING LIMITS

To see if the Town will vote pursuant to Massachusetts General Law Chapter 44, Chapter 53E½, to establish annual expenditure limits for Fiscal Year 2024 for the following revolving funds listed in the Revolving Funds by-law, Article XX of the General By-laws, as set forth below:

TITLE	SPENDING LIMIT
Library Video Fines	\$1,000
Recreation	\$20,000
Town Hall	\$40,000
Plumbing & Gas Inspector Wages	\$75,000
Electrical Inspector Wages	\$75,000
Bucket Truck Expenses	\$20,000

Or take any other action relative thereto. (SELECT BOARD)

PROPOSED MOTION

I move to fix the maximum amount that may be spent during Fiscal Year 2024 beginning on July 1, 2023 for the revolving funds established under Article XX of the Town General By-laws for certain departments, boards, committees or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, as written in the warrant.

DESCRIPTION

Under MGL Chapter 44, Section 53E½ as amended through the Municipal Modernization Act of 2016, Town Meeting is required to vote on the amount that may be spent from each revolving fund established through the Town’s General Bylaws during the upcoming fiscal year prior to July 1st.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 17 APPROPRIATION OF INSURANCE RESTITUTION FUNDS

To see if the Town will vote to appropriate a sum of money as required by the Boston Business Services (BBS) Payroll Fraud restitution settlement to the Massachusetts Interlocal Insurance Agency (MIIA), or take any action relative thereto. (ACCOUNTANT)

PROPOSED MOTION

I move the Town appropriate from Free Cash the sum of \$7,057.75, as required by the Boston Business Services (BBS) Payroll Fraud restitution settlement, to the Massachusetts Interlocal Insurance Agency (MIIA).

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

Returning these funds to MIIA is a requirement under the Boston Business Services (BBS) criminal restitution settlement.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 18 MGL CHAPTER 59, SECTION 5, CLAUSE 17E – ADJUSTED ASSET LIMIT

To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2023, or take any action relative thereto. (BOARD OF ASSESSORS)

PROPOSED MOTION

I move to accept MGL Chapter 59, Section 5, Clause 17E regarding adjusted asset limits as written in the warrant.

DESCRIPTION

The current asset (whole estate) limits to qualify for 17D are \$40,000. Assets include bank accounts, stocks, bonds, and real estate other than a residence. By accepting this local option, the asset limit would increase by cost-of-living adjustment (COLA) measured by the increase in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for the Urban Consumers, Boston (CPI-U) for the previous calendar year, as supplied yearly by the Bureau of Municipal Finance Law. For example: A community votes to accept the Clause 17E local option and that it will take effect in FY22. In FY22, the base asset limit of \$40,000 increased by 1.7% and taxpayers qualified for the exemption with assets up to \$40,560 (\$40,000 x 1.014). The FY23 asset limit is calculated by applying the FY23 COLA to \$40,560. That results in an FY23 asset limit of \$43,399 (\$40,560 x 1.07).

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 19 MGL CHAPTER 59, SECTION 5, CLAUSE 41D – ADJUSTED INCOME AND ASSET LIMITS

To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the gross receipts income and whole estate limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue,, to be effective for exemptions granted for Fiscal Year 2024, beginning July 1, 2023, or take any action relative thereto. (BOARD OF ASSESSORS)

PROPOSED MOTION

I move to adjust income and asset limits set forth in MGL Chapter 59, Section 5, Clause 41D.

DESCRIPTION

The current income and asset limits to qualify for 41C are \$40,000. Assets include bank accounts, stocks, bonds, and real estate other than a residence. By accepting this local option, the asset limit would increase by cost-of-living adjustment (COLA) is measured by the increase in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for the Urban Consumers, Boston (CPI-U) for the previous calendar year, as supplied yearly by the Bureau of Municipal Finance Law. For example: A community votes to accept the Clause 17E local option and that it will take effect in FY22. In FY22, the base asset limit of \$40,000 was increased by 1.4% and taxpayers qualified for the exemption with assets up to \$40,560 (\$40,000 x 1.014). The FY23 asset limit is calculated by applying the FY23 COLA to \$40,560. That results in a FY23 asset limit of \$43,399 (\$40,560 x 1.07).

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 20 COMMUNITY PRESERVATION ACT FY24 BUDGET

To see if the Town will vote to appropriate or transfer/reserve from the Community Preservation fund FY2024 estimated annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects, and other expenses in Fiscal Year 2024, with each item to be considered a separate appropriation, all as set forth below, or take any action relative thereto. (COMMUNITY ACT PRESERVATION COMMITTEE)

<i>Appropriations From FY 2024 estimated revenues:</i>	
<i>For Committee Administrative Expenses.....</i>	<i>\$30,473.90</i>
<i>For Budgeted Reserve</i>	<i>\$396,161.70</i>
<i>Reserves From FY 2024 estimated revenues:</i>	
<i>For Community Housing Reserves.....</i>	<i>\$60,947.80</i>
<i>For Historic Reserve.....</i>	<i>\$60,947.80</i>
<i>For Open Space Reserve.....</i>	<i>\$60,947.80</i>

PROPOSED MOTION

I move to approve the FY24 Community Preservation Act budget as written in the warrant.

COMMUNITY PRESERVATION ACT COMMITTEE RECOMMENDATION 7-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

This article will fulfill the Town's responsibility to allocate the 2024 estimated Community Preservation Act revenue to the appropriate accounts.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 21 COMMUNITY PRESERVATION ACT FY24 PROJECTS – LAND ACQUISITION

To see if the Town will vote to:

- A) Authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, for open space purposes, 6.5 acres of an 8.5-acre parcel of land at 72 Carter Street in the Town of Berlin, identified by the Board of Assessors as Parcel 15.1-13-0, with the care, custody, and control of said parcel to be held by the Conservation Commission pursuant to M.G.L. Chapter 40, §8C; and
- B) Appropriate and transfer the total sum of \$125,000 from the FY23 CPA Budgeted Reserve to fund said acquisition and costs incidental or related thereto; and
- C) Authorize the Town Administrator, the Select Board, and/or the Conservation Commission, as applicable, to enter into all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition, and, further, as required by M.G.L. c.44B, § 12(a), to authorize the Select Board to convey to a qualified organization and/or reserve a perpetual conservation restriction on said open space parcel, all in accordance with M.G.L. Chapter 184, §§31-33;

Or take any other action relative thereto. (COMMUNITY PRESERVATION ACT COMMITTEE)

PROPOSED MOTION

I move to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, 6.5 acres of the parcel of land located at 72 Carter Street for open space purposes, the care, custody and control of which shall be held by the Conservation Commission pursuant to G.L. c. 40, §8C, and appropriate and transfer \$125,000 from the FY2023 CPA Budgeted Reserve to fund said acquisition and costs related thereto, and, further, authorize the Select Board to grant or reserve a conservation restriction on said parcel under GL c.184, §§31-33, as required by GL c.44B, §12(a), as written in the warrant.

COMMUNITY PRESERVATION ACT COMMITTEE RECOMMENDATION 7-0

CAPITAL PLANNING COMMITTEE RECOMMENDATION 3-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The Community Preservation Act Committee is working to finalize the acquisition of 6.5 acres of land on an 8.5-acre parcel located at 72 Carter Street utilizing CPA funds for open space purposes. The 6.5 acres will be held by the Conservation Commission as conservation land. This purchase does not include the 2 acres with the housing unit.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 22 COMMUNITY PRESERVATION ACT FY24 PROJECTS - PAVILION

To see if the Town will vote to appropriate the sum of \$150,000 from the Community Preservation Budgeted Reserve Year 2023 for the construction and equipping of a pavilion at the South Common located on South Street, including all incidental and related expenses, said funds to be expended by the Recreation Committee in consultation with the Community Preservation Act Committee; or take any action relative thereto. (COMMUNITY PRESERVATION COMMITTEE/RECREATION COMMITTEE)

PROPOSED MOTION

I move to appropriate and transfer \$150,000 from the CPA FY23 Budgeted Reserve for the South Common Pavilion project as written in the warrant.

COMMUNITY PRESERVATION ACT COMMITTEE RECOMMENDATION 7-0

CAPITAL PLANNING COMMITTEE RECOMMENDATION 3-0

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The Recreation Committee is seeking Community Preservation Act Funding to build a 25' by 44' pavilion on Town-owned property at South Commons. This pavilion would be sited near the tennis courts and the pond. It would provide shade and shelter for anyone making use of the South Commons facilities in this area.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 23 TRANSFER FUNDS TO GENERAL STABILIZATION ACCOUNT

To see if the Town will vote to appropriate from Free Cash a sum of money to fund the General Stabilization Account, or take any relative action thereto. (FINANCE COMMITTEE)

PROPOSED MOTION

I move the Town vote to transfer \$307,729 from Free Cash to the General Stabilization account.

FINANCE COMMITTEE RECOMMENDATION 4-0

DESCRIPTION

The Town's General Stabilization Fund has a current balance of \$1,397,614 and is reserved for emergency use and other extraordinary expenses. Expenditure of these funds requires a 2/3rd vote of Town Meeting. The purpose of this article is to supplement General Stabilization funding using certified Free Cash per the Finance Committee's established Use of Free Cash Guidelines.

VOTE REQUIRED FOR PASSAGE Majority Vote pursuant to G.L. c. 40, s. 5B

ARTICLE 24 AMEND TOWN OF BERLIN ZONING DISTRICT MAP

To see if the Town will vote to amend the Zoning District Map of the Town of Berlin and the Berlin Zoning Bylaw, Section 230 "Boundaries of Districts", by removing the following parcels from the Residential and Agricultural District and adding them to the Agricultural-Recreation-Conservation District as follows:

Assessors Map & Parcel Number	Acres	Nearest Road
Map 3 Parcel 12.1	12.40	River Road
Map 5 Parcel 17	75.79	Lyman Road
Map 5 Parcel 43	8.37	Lyman Road
Map 6 Parcel 25	30,000 sf	Pleasant St.
Map 6 Parcel 7	23.11	Crosby Road
Map 6 Parcel 5	4	Crosby Road
Map 6 Parcel 5.1	1.5	Crosby Road
Map 9 Parcel 41	59.54	Linden Street
Map 9 Parcel 42	38.57	Linden Street
Map 10 Parcel 6	7.67	Linden Street
Map 19 Parcel 41	6.17	Lancaster Road
Map 23 Parcel 2	32.4	Lancaster Road
Map 23 Parcel 3	9.96	Lancaster Road
Map 23 Parcel 4	20	Lancaster Road
Map 23 Parcel 5	8.18	Lancaster Road
Map 23 Parcel 6.2	7.31	Lancaster Road
Map 24 Parcel 13	30.13	Peach Hill Road

Or take any relative action thereto (PLANNING BOARD)

PROPOSED MOTION

I move to amend the Town of Berlin Zoning District Map as written in the warrant.

DESCRIPTION

This article would remove multiple Town-owned parcels of land under the control of the Conservation Commission and one parcel owned by the Commonwealth and controlled by the Metropolitan District Commission from the Residential-Agricultural District and place them in the Agricultural-Recreation-Conservation District.

VOTE REQUIRED FOR PASSAGE 2/3rds Vote

ARTICLE 25 ACCEPTANCE OF PRIVATE WAY AS A PUBLIC ROAD (GIBBS ROAD)

To see if the Town will vote to accept the layout of Gibbs Road as a public way, as heretofore laid out by the Select Board and shown on a plan entitled “Definitive Subdivision Plan Berlin, Massachusetts”, dated January 15, 2019, revised through February 27, 2019, prepared by Ducharme & Dillis Civil Design Group, Inc., and recorded with the Worcester South District Registry of Deeds in Plan Book 942, Plan 7, a copy of which plan is on file with the Town Clerk, and to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee interest or a permanent easement in said roadway for all purposes for which public ways may be used in the Town of Berlin and any drainage, access, utility and/or other easements incidental or related thereto; or take any action relative thereto. (PLANNING BOARD)

PROPOSED MOTION

I move to accept Gibbs Road as a public way and authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee to and/or public way and other easements and approve Article 25 as written in the warrant.

DESCRIPTION

Passage of this article would result in the acceptance of this road by the Town as a public way, giving the Town responsibility for the road's upkeep and maintenance.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 26 ACCEPTANCE OF PRIVATE WAY AS A PUBLIC ROAD (POLLARD ROAD)

To see if the Town will vote to accept the layout of Pollard Road as a public way, as heretofore laid out by the Select Board and shown on a plan entitled "West Street Crossing' Definitive Subdivision of Land in Berlin, Mass.", dated June, 2019, prepared by David E. Ross Associates, Inc., and recorded with the Worcester South District Registry of Deeds in Plan Book 946, Plan 77, a copy of which plan is on file with the Town Clerk, and to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee interest or a permanent easement in said roadway for all purposes for which public ways may be used in the Town of Berlin and any drainage, access, utility and/or other easements incidental or related thereto; or take any action relative thereto. (PLANNING BOARD)

PROPOSED MOTION

I move to accept Pollard Road as a public way and authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee and/or public way and other easements, and approve Article 26 as written in the warrant.

DESCRIPTION

Passage of this article would result in the acceptance of this road by the Town as a public way, giving the Town responsibility for the road's upkeep and maintenance.

VOTE REQUIRED FOR PASSAGE Majority Vote

ARTICLE 27 2023 ANNUAL TOWN ELECTION

To adjourn the business portion of this meeting to the 2023 Annual Election, to be held at the Berlin Town Offices, 23 Linden Street, lower level, in said Berlin on Monday, May 8, 2023, between the hours of 12:00 p.m. and 8:00 p.m. to elect by ballot the following officers: Moderator for one year; Town Clerk for three years; Select Board member for three years; Assessor for three years; Constable for three years; Library Trustee for three years; Trustee of Trust Funds for three years; Cemetery Commissioner for three years; Planning Board for five years; Board of Health for three years.

PROPOSED MOTION

I move to set the 2023 Annual Town Election for Monday, May 8, 2023, between the hours of 12:00 p.m. and 8:00 p.m. at the Berlin Town Offices.

DESCRIPTION

This article sets the date, time and location for the 2023 Annual Town Election.

VOTE REQUIRED FOR PASSAGE Majority Vote

****This warrant contains proposed motions at the time of printing to assist the public in understanding the articles. Proposed motions are subject to change.***

And you are directed to serve this Warrant, by posting up attested copies thereof as per vote of the Town in said Town, seven (7) days at least before the time of holding said meeting.

Given under our hands this 3rd day of April, 2023.

BERLIN SELECT BOARD

Margaret Stone, Chair

R. Scott Hawkins, Vice Chair

Christine Keefe, Clerk

Berlin Town Finance Committee Annual Report

The Finance Committee recommends an FY2024 budget that increases spending by 6.7% (excluding capital) over FY2023. The Finance Committee anticipates property tax levied under this budget to increase by 4.0% over FY2023. Putting this budget together has been a long and difficult process as inflation, pandemic-related delayed maintenance, and Berlin/Boylston Regional School District circumstances arising relatively late in the budget cycle have required deep analysis into budget requests and projects to arrive at a reasonable balance among impacts to taxpayers, town government and the schools.

Notable Items in FY2024 Recommended Budget

COLA - A 2.5% Cost of Living Adjustment, merit-based step increases, and appropriate market adjustments for relevant positions have been applied to Town employee compensation.

Regional School District – Both the Berlin/Boylston Regional School District and Assabet have proposed significant increases in their FY2024 budgets beyond the targeted 2.5% increase over FY2023.

The \$124k increase at Assabet over FY2023 is due to an increase in the number of students from Berlin of 19% (37 -> 44 students) coupled with a loss of out-of-district student revenues associated with increased number of students admitted from member towns, loss of grants and inflation sensitive expenses for an overall increase in operating budget of 7.8%.

The drivers for the increases at BBRSD are inflation-sensitive expenses, teacher salaries, loss of grants, a 10.5% increase in health insurance, an increase in out-of-district Special Education tuition and an increase in the number of in-district students requiring these services. The primary cost factor has been the increase in the number of students requiring out-of-district Special Education and a 14% increase in out-of-district Special Education tuition for in-district students approved for Massachusetts school districts for FY24. These drivers account for the \$326k (9.1%) increase in assessment at Berlin Memorial (BMS) and \$263k (8.9%) at Tahanto.

Capital Assessments are increased by \$400k at BMS and \$136k at Tahanto. At BMS, this assessment is driven by \$273k for replacing the existing flat roof, \$120k for technology, \$31k for copiers, and \$41k for plumbing/door/sidewalk repairs. The Tahanto Capital Assessment is driven by technology, security system, copiers, and 3D printers. With the exception of the debt exclusion at Tahanto, these costs are funded by Free Cash in the capital plan.

Public Safety – Police have noted increased service requests at Riverbridge, the Rockwell Apartments and Highland Commons. Public safety mitigation funds paid by these commercial developers are being

allocated to fund half a year's salary for an additional full-time day police officer starting in January 2024. The balance of this position would need to be funded in the FY25 budget. Recommended capital expenditure requests include the purchase for the Police Department of a replacement police chief's car for \$45k. Public safety mitigation funds will also be used to fund the purchase of a replacement fire truck for \$880k. An additional \$114k is allocated from ambulance receipts to cover cost increases for a replacement ambulance first approved at the 2022 ATM.

Reserve Fund – An additional \$50k will be added to the FY23 reserve fund to cover unanticipated costs through FY23. The reserve fund has been significantly drawn down by \$50k in unanticipated legal expenses including union negotiations and arbitration. - Other costs were \$11.8k for executive recruitments, \$4.7k security camera software upgrades, \$4.5k for veterans benefits and \$3.2k for new automated fingerprint identification system.

Benefits and Insurance – A 10.5% increase in health insurance rates increases costs by \$70k. The Worcester Regional Retirement assessment increased by \$59k and anticipated unemployment increases costs by \$10k.

Expenses and Services – The legal expense line items increased by \$25k, fuel oil is up by \$38k, and Data Systems expenses are up by \$16k.

Stabilization Fund – The Finance Committee supports the allocation of \$307k into the Town's general stabilization fund.

Summary

As we put the recent public health crisis behind us, the Administrative Finance Team headed by the Town Administrator has begun to focus on the new challenges before us. In this budget the Town completes its adjustments to employee salaries to keep in line with market conditions, an important accomplishment in this time of a tight labor market and critical to employee retention.

The Town is in a strong position to fund a significant number of one-time capital requests due to higher than usual FY23 certified Free Cash. This is the result of limiting spending during the pandemic. The Town is also fortunate to have Public Safety Mitigation funds coming on an annual basis, primarily from Highland Commons, which has allowed Public Safety to meet the community's needs with minimal impact on the property tax levy.

The school budget requests have grown most dramatically to meet student needs and regulatory mandates. Schools simply have not been able to limit increases to 2.5% over FY2023 as we requested. We had to face some hard choices while building this budget. While our recommended BBRSD assessment is increasing by 9%, it falls over \$732k short of the School Committee's request. To fund the 9% increases, the FY24 recommended budget will use \$200k in excess levy capacity. This will increase property taxes by 4.0% instead of the 2.5% targeted increase. At the time this report was written, the Finance Committee was in the process of finalizing an agreement with the BBRSD School Committee that anticipates closing the \$732K gap with a combination of the school choice and circuit breaker reserve funds and Free Cash from the town.

While we acknowledge the increased level of services year over year the Town must provide, we will continue to carefully scrutinize the growth of all Town departments, step and cost of living increases for Town employees, and other large sections of the budget, most notably the regional schools.

Berlin Finance Committee: Janet Lamy, Julie Malik, Mary Porter and Scott Schultz, Chair

Finance Committee Budget Summary for Year Ending June 30, 2024

Revenue	FY23 Budget	FY24 Proposed
Local Property Taxes	\$ 13,043,362	\$ 13,684,632
Property Taxes: New Growth	\$ 300,000	\$ 350,000
State Aid	\$ 254,342	\$ 278,086
Local Receipts	\$ 891,600	\$ 1,201,600
Offset Receipts	\$ 124,400	\$ 124,615
Receipts Reserved for Appropriation	\$ 111,850	\$ 113,550
Other Revenue Sources	\$ 300,538	\$ 949,306
Less Obligations	\$ (297,607)	\$ (300,739)
Total Revenue	\$ 14,728,485	\$ 16,401,050
Expenses		
100 - General Government	\$ 1,378,799	\$ 1,542,136
200 - Public Safety	\$ 2,519,395	\$ 2,622,286
400 - Public Works	\$ 897,175	\$ 919,613
500 - Human Services	\$ 123,618	\$ 126,957
600 - Culture & Recreation	\$ 186,479	\$ 193,529
700 - Debt & Interest	\$ 298,775	\$ 291,175
800 - Intergovernmental Expenses	\$ 7,790,212	\$ 9,033,118
900 - Misc. Benefits & Insurance	\$ 1,534,032	\$ 1,672,236
Total Expenses	\$ 14,728,485	\$ 16,401,050
Maximum Budget Calculations		
Levy Limit (Prior FY)	\$ 13,393,194	\$ 14,225,046
Allowed 2.5% Increase	\$ 334,830	\$ 355,626
New Growth	\$ 300,000	\$ 350,000
Add Debt Exclusion	\$ 806,578	\$ 733,927
Subtotal	\$ 14,834,602	\$ 15,664,599
State Aid	\$ 254,342	\$ 278,086
Local Receipts	\$ 891,600	\$ 1,201,600
Offset Receipts	\$ 124,400	\$ 124,615
Receipts Reserved for Appropriation	\$ 111,850	\$ 113,550
Other Revenue Sources	\$ 300,538	\$ 949,306
Less Obligations	\$ (297,607)	\$ (300,739)
Maximum Allowed Budget	\$ 16,219,725	\$ 18,031,017
Proposed FY Budget	\$ 14,728,485	\$ 16,401,050
Excess Levy Capacity	\$ 1,491,240	\$ 1,629,967

Sources of Funds Fiscal Year 2024	FY23 Budget	FY24 Proposed	% Change
STATE AID			
Exemptions-Vets, Blind, Elderly-Sps	\$ 13,175	\$ 15,647	15.80%
Unrestricted General Aid	\$ 227,563	\$ 238,216	4.47%
Veterans Benefits	\$ 8,861	\$ 16,213	45.35%
Public Library Offset Receipts	\$ 4,743	\$ 8,010	40.79%
TOTAL	\$ 254,342	\$ 278,086	8.54%
LOCAL RECEIPTS			
Motor Vehicle Excise	\$ 510,000	\$ 600,000	15.00%
State Meals Tax	\$ 33,000	\$ 40,000	17.50%
Hotel Rooms Tax	\$ 95,000	\$ 240,000	60.42%
Interest on PP,RE & Excise	\$ 20,300	\$ 30,000	32.33%
Payment in Lieu of Taxes	\$ 77,000	\$ 82,600	6.78%
Fees and Charges	\$ 14,500	\$ 20,000	27.50%
Other Departmental	\$ 12,000	\$ 28,000	57.14%
Building Permits*	\$ -	\$ 80,000	100.00%
Other Licenses and Permits*	\$ 92,800	\$ 35,000	-165.14%
Fines and Forfeits	\$ 21,000	\$ 21,000	0.00%
Interest on Investments	\$ 16,000	\$ 25,000	36.00%
TOTAL	\$ 891,600	\$ 1,201,600	25.80%
OFFSET RECEIPTS			
Transfer Station Receipts	\$ 124,400	\$ 124,615	0.17%
TOTAL	\$ 124,400	\$ 124,615	0.17%
RECEIPTS RESERVED FOR APPROP.			
Ambulance Fund	\$ 100,000	\$ 100,000	0.00%
Cemetery Receipts	\$ 11,850	\$ 13,550	12.55%
TOTAL	\$ 111,850	\$ 113,550	1.50%
OTHER REVENUE SOURCES			
Assessors Overlay Surplus	\$ -	\$ -	-
Free Cash for BMS & Tahanto Capital	\$ 78,538	\$ 680,009	-
Affordable Housing Account	\$ 12,000	\$ 7,000	-71.43%
Public Safety Special Stabilization Fund	\$ 210,000	\$ 262,297	19.94%
TOTAL	\$ 300,538	\$ 949,306	68.34%
ESTIMATED OBLIGATIONS			
Library Offset	\$ (4,743)	\$ (8,010)	40.79%
State Charges	\$ (42,864)	\$ (42,729)	-0.32%
Assessors Overlay	\$ (250,000)	\$ (250,000)	0.00%
TOTAL	\$ (297,607)	\$ (300,739)	1.04%
DEBT EXCLUSIONS			
Tahanto Capital Assessment Debt Service	\$ 507,803	\$ 442,752	-14.69%
Highway Barn	\$ 298,775	\$ 291,175	-2.61%
TOTAL	\$ 806,578	\$ 733,927	-9.90%

	UMAS		FY23	FY24	\$	FY24	\$	%
	ACCOUNT	DEPARTMENT	Budget	Requested	Change	Proposed	Change	Change
	100	100 GENERAL GOVERNMENT						
1	114-5110	Moderator - Salary	\$ 50	\$ 50	\$ -	\$ 50	\$ -	0.0%
2	114-5700	Expenses	\$ 85	\$ 85	\$ -	\$ 85	\$ -	0.0%
3	122-5110	Select Board - Stipend	\$ 3,765	\$ 3,861	\$ 96	\$ 3,861	\$ 96	2.5%
4	122-5112	Wages-FT	\$ 69,092	\$ 70,819	\$ 1,727	\$ 70,819	\$ 1,727	2.5%
5	122-5200	Consulting	\$ 20,000	\$ 20,500	\$ 500	\$ 20,500	\$ 500	2.5%
6	122-5700	Expenses	\$ 5,250	\$ 8,508	\$ 3,258	\$ 8,508	\$ 3,258	62.1%
7	123-5111	Town Administrator - Salary	\$ 150,000	\$ 144,000	\$ (6,000)	\$ 144,000	\$ (6,000)	-4.0%
8	123-5700	Expenses	\$ 3,415	\$ 3,415	\$ -	\$ 3,965	\$ 550	16.1%
9	131-5700	Finance Committee - Expenses	\$ 175	\$ 180	\$ 5	\$ 180	\$ 5	2.9%
10	132-5781	Reserve Fund	\$ 95,000	\$ 110,000	\$ 15,000	\$ 110,000	\$ 15,000	15.8%
11	135-5111	Accountant - Salary	\$ 92,155	\$ 94,459	\$ 2,304	\$ 96,342	\$ 4,187	4.5%
12	135-5112	Wages-FT	\$ 48,440	\$ 50,514	\$ 2,074	\$ 51,613	\$ 3,173	6.6%
13	135-5700	Expenses	\$ 9,889	\$ 10,136	\$ 247	\$ 10,936	\$ 1,047	10.6%
14	136-5700	Audit	\$ 26,000	\$ 26,650	\$ 650	\$ 20,000		-23.1%
15	141-5110	Assessor - Elected Salary	\$ 2,381	\$ 2,441	\$ 60	\$ 2,441	\$ 60	2.5%
16	141-5113	Assistant - PT Salary	\$ 77,000	\$ 78,925	\$ 1,925	\$ 78,925	\$ 1,925	2.5%
17	141-5114	Wages-PT	\$ 67,249	\$ 68,120	\$ 871	\$ 69,897	\$ 2,648	3.9%
18	141-5700	Expenses	\$ 48,050	\$ 54,567	\$ 6,517	\$ 54,567	\$ 6,517	13.6%
19	142-5000	Revaluation - Expenses	\$ 14,700	\$ 17,300	\$ 2,600	\$ 17,300	\$ 2,600	17.7%
20	145-5111	Treasurer/Collector - Salary	\$ 78,988	\$ 92,250	\$ 13,262	\$ 92,250	\$ 13,262	16.8%
21	145-5114	Wages - PT	\$ 48,853	\$ 49,872	\$ 1,019	\$ 49,872	\$ 1,019	2.1%
22	145-5170	Incentive	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
23	145-5700	Expenses	\$ 35,116	\$ 45,256	\$ 10,140	\$ 50,756	\$ 15,640	44.5%
24	151-5700	Legal - Expenses	\$ 50,000	\$ 75,000	\$ 25,000	\$ 75,000	\$ 25,000	50.0%
25	152-5700	Personnel-Expenses	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.0%
26	153-5000	Tax Title - Expenses	\$ 10,000	\$ 15,000	\$ 5,000	\$ 15,000	\$ 5,000	50.0%
27	155-5700	Data Systems - Expenses	\$ 86,956	\$ 103,388	\$ 16,432	\$ 103,388	\$ 16,432	18.9%
28	161-5110	Town Clerk-Salary	\$ 38,896	\$ 40,000	\$ 1,104	\$ 40,000	\$ 1,104	2.8%
29	161-5114	Wages PT	\$ 15,925	\$ 16,324	\$ 399	\$ 16,692	\$ 767	4.8%
30	161-5700	Expenses	\$ 3,020	\$ 3,420	\$ 400	\$ 3,420	\$ 400	13.2%
31	162-5124	Elections-Wages PT	\$ 4,396	\$ 5,000	\$ 604	\$ 5,000	\$ 604	13.7%
32	162-5700	Expenses	\$ 4,150	\$ 4,700	\$ 550	\$ 5,700	\$ 1,550	37.3%
33	163-5113	Registration-Salary	\$ 100	\$ 100	\$ -	\$ 100	\$ -	0.0%
34	163-5114	Wages-PT	\$ 511	\$ 600	\$ 89	\$ 600	\$ 89	17.4%
35	163-5700	Expenses	\$ 100	\$ 150	\$ 50	\$ 150	\$ 50	50.0%
36	171-5114	Conservation Commission -Wages PT	\$ 11,786	\$ 12,081	\$ 295	\$ 12,081	\$ 295	2.5%
37	171-5700	Conservation Commission -Expenses	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
38	175-5700	Planning Board-Expenses	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
39	176-5700	Zoning Board of Appeals - Expenses	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
40	177-5700	Agricultural Commission -Expenses	\$ 1,350	\$ 1,375	\$ 25	\$ 1,375	\$ 25	1.9%

	UMAS ACCOUNT	DEPARTMENT	FY23 Budget	FY24 Requested	\$ Change	FY24 Proposed	\$ Change	% Change
41	192-5700	Public Buildings - Expenses	\$ 108,706	\$ 111,418	\$ 2,712	\$ 111,418	\$ 2,712	2.5%
42	102-5701	Repairs (Town Owned Property)	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
43	192-5211	Electricity	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	\$ -	0.0%
44	192-5212	Fuel Oil	\$ 59,000	\$ 97,010	\$ 38,010	\$ 97,010	\$ 38,010	64.4%
45	195-5700	Town Report - Expenses	\$ 3,500	\$ 3,585	\$ 85	\$ 3,585	\$ 85	2.4%
	100	TOTAL GENERAL GOVERNMENT	\$ 1,378,799	\$ 1,525,809	\$ 147,010	\$ 1,542,136	\$ 163,337	11.8%
	200	PUBLIC SAFETY						
46	210-5111	Police-Salary	\$ 135,660	\$ 139,052	\$ 3,392	\$ 139,052	\$ 3,392	2.5%
47	210-5112	Wages FT	\$ 869,028	\$ 881,250	\$ 12,222	\$ 922,916	\$ 53,888	6.2%
48	210-5114	Wages PT	\$ 137,875	\$ 141,822	\$ 3,947	\$ 141,822	\$ 3,947	2.9%
49	210-5700	Expenses	\$ 109,362	\$ 118,577	\$ 9,215	\$ 118,577	\$ 9,215	8.4%
50	221-5111	Fire & EMS- Salary	\$ 128,981	\$ 151,875	\$ 22,894	\$ 151,875	\$ 22,894	17.7%
51	221-5112	Wages FT	\$ 206,382	\$ 194,917	\$ (11,465)	\$ 194,917	\$ (11,465)	-5.6%
52	221-5114	Wages PT	\$ 350,629	\$ 350,629	\$ -	\$ 350,629	\$ -	0.0%
53	221-5700	Expenses	\$ 150,210	\$ 153,964	\$ 3,754	\$ 153,964	\$ 3,754	2.5%
54	241-5111	Bldg Inspector-Salary	\$ 96,237	\$ 98,643	\$ 2,406	\$ 98,643	\$ 2,406	2.5%
55	241-5114	Wages PT	\$ 32,769	\$ 34,063	\$ 1,294	\$ 34,799	\$ 2,030	6.2%
56	241-5700	Expenses	\$ 26,696	\$ 26,821	\$ 125	\$ 26,821	\$ 125	0.5%
57	242-5700	Plumbing & Gas Inspector - Expenses	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.0%
58	243-5700	Elec Inspector - Expenses	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.0%
59	249-5113	Animal Inspector-Salary	\$ 2,073	\$ 2,125	\$ 52	\$ 2,125	\$ 52	2.5%
60	249-5700	Expenses	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
61	292-5113	Animal Control Officer-Salary	\$ 5,619	\$ 5,760	\$ 141	\$ 5,760	\$ 141	2.5%
62	292-5700	Expenses	\$ 1,820	\$ 1,866	\$ 46	\$ 1,820	\$ -	0.0%
63	296-5112	Communications-Wages FT	\$ 47,753	\$ 48,756	\$ 1,003	\$ 49,816	\$ 2,063	4.3%
64	296-5700	Expenses	\$ 216,901	\$ 227,350	\$ 10,449	\$ 227,350	\$ 10,449	4.8%
	200	TOTAL PUBLIC SAFETY	\$ 2,519,395	\$ 2,578,870	\$ 59,475	\$ 2,622,286	\$ 102,891	4.1%
	400	400 PUBLIC WORKS/FACILITIES						
65	422-5111	Highway-Salary	\$ 85,105	\$ 87,233	\$ 2,128	\$ 88,959	\$ 3,854	4.5%
66	422-5112	Wages FT	\$ 281,049	\$ 286,897	\$ 5,848	\$ 286,897	\$ 5,848	2.1%
67	422-5114	Wages PT	\$ 24,790	\$ 25,404	\$ 614	\$ 25,937	\$ 1,147	4.6%
68	422-5700	Expenses	\$ 143,920	\$ 146,680	\$ 2,760	\$ 146,680	\$ 2,760	1.9%
69	423-5112	Snow & Ice - FT OT	\$ 44,473	\$ 45,567	\$ 1,094	\$ 45,567	\$ 1,094	2.5%
70	423-5114	Wages PT	\$ 11,502	\$ 11,790	\$ 288	\$ 11,790	\$ 288	2.5%
71	423-5700	Expenses	\$ 87,500	\$ 89,600	\$ 2,100	\$ 89,600	\$ 2,100	2.4%
72	424-5211	Street Lights	\$ 9,000	\$ 9,225	\$ 225	\$ 9,225	\$ 225	2.5%
73	433-5114	Transfer Station-Wages PT	\$ 43,248	\$ 44,509	\$ 1,261	\$ 44,509	\$ 1,261	2.9%
74	433-5700	Expenses	\$ 150,920	\$ 154,390	\$ 3,470	\$ 154,390	\$ 3,470	2.3%
75	491-5700	Cemetery - Expenses	\$ 15,668	\$ 16,059	\$ 391	\$ 16,059	\$ 391	2.5%
	400	TOTAL PUBLIC WORKS	\$ 897,175	\$ 917,354	\$ 20,179	\$ 919,613	\$ 22,438	2.5%
	500	500 HUMAN SERVICES						
76	510-5110	Board of Health-Salary	\$ 1,953	\$ 2,004	\$ 51	\$ 2,004	\$ 51	2.6%
77	510-5114	Wages PT	\$ 6,515	\$ 6,678	\$ 163	\$ 6,831	\$ 316	4.9%
78	510-5700	Expenses	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
79	511-5200	Nashoba Health	\$ 9,853	\$ 10,592	\$ 739	\$ 10,592	\$ 739	7.5%
80	522-5200	Nashoba Nursing	\$ 4,516	\$ 4,855	\$ 339	\$ 4,855	\$ 339	7.5%

	UMAS ACCOUNT	DEPARTMENT	FY23 Budget	FY24 Requested	\$ Change	FY24 Proposed	\$ Change	% Change
82	541-5114	Wages PT	\$ 24,625	\$ 25,248	\$ 623	\$ 25,248	\$ 623	2.5%
83	541-5700	Expense	\$ 14,186	\$ 17,041	\$ 2,855	\$ 17,341	\$ 3,155	22.2%
					\$ -			
84	543-5111	Veterans-Salary	\$ 9,126	\$ 9,354	\$ 228	\$ 9,354	\$ 228	2.5%
85	543-5700	Expenses	\$ 300	\$ 350	\$ 50	\$ 350	\$ 50	16.7%
86	543-5800	Benefits	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	0.0%
					\$ -			
87	599-5200	Community Social Services	\$ 7,000	\$ 4,000	\$ (3,000)	\$ 4,000	\$ (3,000)	-42.9%
	500	TOTAL HUMAN SERVICES	\$ 90,074	\$ 92,122	\$ 2,048	\$ 92,575	\$ 2,501	2.8%
	600	600 CULTURE AND RECREATION						
88	610-5114	Library-Wages PT	\$ 134,379	\$ 137,864	\$ 3,485	\$ 137,864	\$ 3,485	2.6%
89	610-5700	Expenses	\$ 33,090	\$ 34,000	\$ 910	\$ 34,000	\$ 910	2.8%
					\$ -			
90	630-5700	Recreation-Expenses	\$ 14,410	\$ 17,550	\$ 3,140	\$ 17,550	\$ 3,140	21.8%
					\$ -			
91	631-5700	Cultural Council -Expenses	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%
					\$ -			
92	691-5700	Historic Comm- Expenses	\$ 600	\$ 615	\$ 15	\$ 615	\$ 15	2.5%
					\$ -			
93	692-5700	Memorial Day-Expense	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
					\$ -			
94	694-5700	Festive Events - Expenses	\$ 500	\$ 500	\$ -	\$ -	\$ (500)	-100.0%
	600	TOTAL CULTURE & RECREATION	\$ 186,479	\$ 194,029	\$ 7,550	\$ 193,529	\$ 7,050	3.8%
	700	700 DEBT & INTEREST						
95	752-5800	Interest	\$ 108,775	\$ 101,175	\$ (7,600)	\$ 101,175	\$ (7,600)	-7.0%
96	752-5900	Principal	\$ 190,000	\$ 190,000	\$ -	\$ 190,000	\$ -	0.0%
	700	TOTAL DEBT & INTEREST	\$ 298,775	\$ 291,175	\$ (7,600)	\$ 291,175	\$ (7,600)	-2.5%
	800	800 INTERGOVERNMENTAL EXPENDITURES						
97	800-5641	CMRPC	\$ 951	\$ 974	\$ 23	\$ 974	\$ 23	2.4%
98	840-5700	Assabet Reg Housing Consortium	\$ 12,000	\$ 7,000	\$ (5,000)	\$ 7,000	\$ (5,000)	-41.7%
99	835-5321	Assabet Assessment	\$ 581,420	\$ 705,398	\$ 123,978	\$ 705,398	\$ 123,978	21.3%
100	835-5901	Assabet Capital Assessment	\$ 68,177	\$ 66,170	\$ (2,007)	\$ 66,170	\$ (2,007)	-2.9%
101	835-5320	Berlin Memorial Assessment	\$ 3,598,326	\$ 4,657,149	\$ 1,058,823	\$ 3,924,434	\$ 326,108	9.1%
102	835-5903	Berlin Memorial Capital Assessment	\$ 68,000	\$ 468,410	\$ 400,410	\$ 468,410	\$ 400,410	588.8%
103	835-5322	Tahanto Assessment	\$ 2,942,997	\$ 3,213,709	\$ 270,712	\$ 3,206,381	\$ 263,384	8.9%
104	835-5900	Tahanto Capital Assessment	\$ 518,341	\$ 211,599	\$ (306,742)	\$ 211,599	\$ (306,742)	-59.2%
105	835-5902	Tahanto Debt Repayment		\$ 442,752	\$ 442,752	\$ 442,752	\$ 442,752	100.0%
	800	TOTAL INTERGOVERNMENTAL	\$ 7,790,212	\$ 9,773,161	\$ 1,982,949	\$ 9,033,118	\$ 1,242,906	16.0%
	900	900 MISC BENEFITS & INSURANCE						
106	911-5200	Worcester Regional Retirement	\$ 605,652	\$ 664,381	\$ 58,729	\$ 664,381	\$ 58,729	9.7%
107	912-5200	Workers Comp	\$ 25,300	\$ 23,000	\$ (2,300)	\$ 23,000	\$ (2,300)	-9.1%
108	913-5200	Unemployment Insurance	\$ 25,000	\$ 35,000	\$ 10,000	\$ 35,000	\$ 10,000	40.0%
109	915-5175	Chap32B Insurance (Health/Dental,+)	\$ 665,000	\$ 734,825	\$ 69,825	\$ 734,825	\$ 69,825	10.5%
110	916-5200	Police & Fire Sick & Acc Ins	\$ 24,000	\$ 25,200	\$ 1,200	\$ 25,200	\$ 1,200	5.0%
111	919-5190	Sick Pay	\$ 39,780	\$ 40,775	\$ 995	\$ 40,775	\$ 995	2.5%
112	920-5170	Medicare	\$ 45,900	\$ 48,000	\$ 2,100	\$ 48,000	\$ 2,100	4.6%
113	945-5740	Property/Liability Insurance	\$ 103,400	\$ 101,055	\$ (2,345)	\$ 101,055	\$ (2,345)	-2.3%
	900	TOTAL MISC BENEFITS & INSURANCE	\$ 1,534,032	\$ 1,672,236	\$ 138,204	\$ 1,672,236	\$ 138,204	9.0%
		TOTAL BUDGETS	\$14,694,941	\$17,044,756	\$ 2,349,815	\$ 16,366,668	\$ 1,671,727	11.4%

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.

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.

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

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

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

Article V — Duties of the FINANCE COMMITTEE

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

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

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

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

Berlin Town Meeting

Public Safety. You are requested not to move any chairs without the permission of the Moderator or the Fire Chief. The chairs have been placed to provide for social distancing in response to the COVID 19 pandemic. Masks must be worn as required by state guidelines. 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.

Open & Save – Contains the: 2023 Annual Town Meeting Warrant, Finance Committee Annual Report, and Finance Committee Recommended Fiscal Year 2024 Budget

DATES/EVENTS/PLACES

<p>Thursday, April 20, 2022, at 6:30 PM</p>	 <p><u>Coffee Talk with the Select Board</u> Featuring presentations and Q&A in advance of the Annual Town Meeting VIRTUAL on www.Zoom.us</p>	<ul style="list-style-type: none"> ▪ Webinar: https://us02web.zoom.us/j/148969555 ▪ One tap mobile: +16465588656,,148969555# ▪ Telephone (Audio only): +1 646 558 8656 Press *6 = phone microphone on/off Press *9 = "raise hand" to be called on
<p>Monday, May 1, 2023, at 7:30 PM</p>	 <p>Annual Town Meeting</p>	<p>Berlin Memorial School 34 South Street, Berlin, MA 01503</p>
<p>Monday, May 8, 2023, 12 PM – 8 PM</p>	 <p>Annual Town Election</p>	<p>Park in the front lot, enter the front door, take the stairs/elevator to Room 114 (Lower Level) Town Office Building, 23 Linden Street</p>

Berlin Select Board
23 Linden Street
Berlin, MA 01503

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