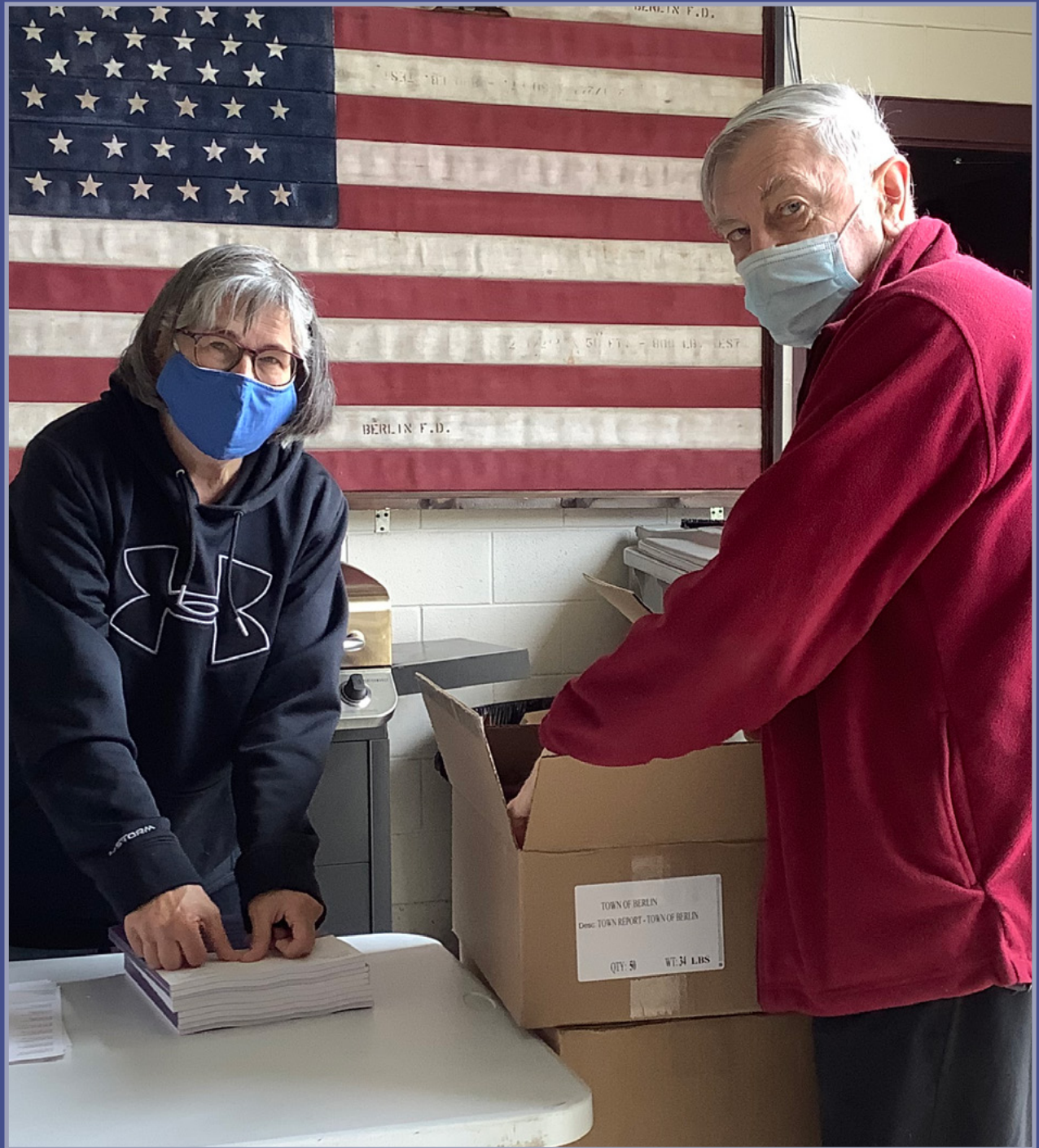


2021 Town Reports



Berlin, Mass.

IN MEMORIAM

MARGARET V. BERGEN

Treasurer, Cemetery Commissioner,
Council on Aging, Historical Commission

RUTH A. WHEELER

Planning Board, Cemetery Commissioner,
Emergency Dispatcher, Police Officer/Matron,
Council on Aging, Rescue Squad,
Memorial School Building Committee,
Town Offices/Public Safety Building Committee

ANTHONY J. VALCHUIS, JR.

Assessor, Police Officer

DOUGLAS J. COLDWELL, SR.

Assessor

CHERYL G. OLSON

School Teacher and Principal

HENRY A. WHEELER, JR.

Inspector of Wires, Rescue Squad

GRETCHEN M. ELLIS

Registrar of Voters, Election Official

AMY ROSE BEAUDET

Energy Committee

THERESA E. BAER

Zoning Board of Appeals

FREDERICK R. WHEELER, JR.

Agricultural Commission, Field Driver (47 years)

FRANCIS C. BURKE, JR.

Rescue Squad, Field Driver

Cover photo (May 10, 2021): Lori Fearebay and Barry Eager applying address stickers to 1,700 print copies of the 2020 Annual Town Report. The annual race to print, sticker, and post the book to every voter household came to an end with this edition of the 2021 Annual Town Report. Town Reports are now available electronically on the Town's website: www.townofberlin.com. Fewer print copies means less waste, less storage space, and greater searchability. For residents who desire a hard copy, copies will be available at the Town Offices and other locations.



Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2021**

Year	Population	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
2020	3,201	2,381	12,314,017
2021	3,444	2,686	\$12,489,563

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

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Town Officers 2021

(One year terms unless otherwise noted)

Elected by Ballot

Moderator

Barry W. Eager Term expires 2022

Town Clerk

Eloise E. Salls Term expires 2023

Select Board

Christine Keefe (Clerk) Term expires 2022

R. Scott Hawkins (Vice Ch.) Term expires 2023

Margaret Stone (Ch.) Term expires 2024

Assessors

Roger Bradley (appt. 3/29/21; elected 5/24/21) Term expires 2022

Kevin Pond (Ch.) Term expires 2023

Beverly A. Wheeler Term expires 2024

Constables

Kevin Pond Term expires 2022

Timothy R. Pierce Term expires 2023

Assabet Valley Regional Vocational District School Comm.

Linda G. Ryan Term expires 2022

Trustees of Trust Funds

Barry W. Eager (Ch.) Term expires 2022

Judith Christensen Term expires 2023

Patricia Jackson Term expires 2024

Cemetery Commissioners

Robert H. Guild, Jr. (Ch.) Term expires 2022

Barry W. Eager Term expires 2023

Brenna Ewing (appt. 5/10/21) Term expires 2024

Ruth A. Wheeler (died 4/21/21)

Library Trustees

Beth Christensen (appt. 4/5/21) Term expires 2022

Linda Yates (Clerk) Term expires 2023

Lynette Wheeler (Ch.) Term expires 2024

Jean Mitchell (res. 3/24/21)

Planning Board

Timothy H. Wheeler (CMRPC Rep) Term expires 2022

Janet W. Campbell Term expires 2023

Jay Teich (Clerk) Term expires 2024

Carolyn MacDonald Term expires 2025

R. Thomas Sanford, Jr (Ch.) Term expires 2026

Board of Health

Susan Reguera Term expires 2022

Paul D. Mikelk (Ch.) Term expires 2023

Robert L. Wheeler Term expires 2024

Appointed Boards/Committees

+ when appointing authority is not the Select Board

Terms end May 31 annually unless otherwise noted

Registrars of Voters

Robert McTague Term expires 2022

Ellen Swinconeck Term expires 2023

Margaret Klimaski Term expires 2024

Agricultural Commission

Deborah Rolfe, Alternate Term expires 2022

James H. Wheeler, Alternate Term expires 2022

Laura Busky Term expires 2023

Carl Wickstrom (Ch.) Term expires 2023

Michael Dalrymple Term expires 2024

Kevin Kraszeski Term expires 2024

Vacant (*Frederick R. "Buddy" Wheeler, Jr. died 10/31/21*)

Cable Access Committee. Patricia Anderson (Ch.), Roger Bradley

Cable Advisory Committee

Richard Mariani (Ch.) Term expires 2022

Vacant (2) Terms expire 2023 & 2024

Capital Planning Committee

Select Board appt. – John Mavretic 6/30/22

Select Board appt. – Eloise Salls 6/30/22

+Moderator appt. – Vacant 6/30/23

+Planning Board appt. – Anna Crane (Ch.) 6/30/23

+Finance Committee member *ex officio* – Janet Lamy . 6/30/23

Community Preservation Act (CPA) Committee

At-large appt. – James Holyoak (6/30/24)

At-large appt. – Michael Jesse "M.J." Stades (6/30/24)

+Planning Board member – Timothy H. Wheeler (Ch.) . . (6/30/26)

+Conservation Comm. member – Carolyn MacDonald . (6/30/26)

+Historical Commission member – Vacant (6/30/26)

+Recreation Committee member – Julie Lee (6/30/25)

+Housing Partnership member – Eloise Salls (6/30/25)

Elaine Wickstrom (res. 3/11/22)

Conservation Commission

Louise R. Janda Term expires 2022

Kyle Tucker (appt. 1/5/22) Term expires 2022

Robin Ann Berry Term expires 2023

Holly Kennedy-DeGruttola (appt. 6/1/21) Term expires 2023

Adrian J. Moses, Jr. (appt. 9/7/21) Term expires 2023

Walter E. Bickford Term expires 2024

Elizabeth Diciara Term expires 2021

Carolyn MacDonald (Ch.) Term expires 2024

Steven E. Beard (res. 5/5/21), John Aney (res. 7/8/21)

Council on Aging

Robert Blair (Co-Ch.) Term expires 2022

Patricia H. Wheeler (Co-Ch.) Term expires 2022

Wesley Durant, Jr. Term expires 2023

Lorinda Fearebay Term expires 2023

Kate Bliss Term expires 2024

Rachel Boyer Term expires 2024

Karen Schultz Term expires 2024

Cultural Council

Jessica Meltzer
Sandra Lee Reardon
Debra Rolfe
Michael Jesse "M.J." Stades (Ch.)
Karen Szklany

Earthwork Advisory Committee

Conservation Comm.Holly Kennedy-DeGruttolar (appt. 9/7/21)
Board of Health.Paul Mikelk
Michael Sawyer (Ch.)
Robert Wheeler (appt. 8/9/21)
Vacant (1)
Steve Beard (res. 5/5/21), Lynn Sallee (res. 9/1/21)

Economic Development Committee +Planning Board appt.

Peter Hoffman (Ch.)Term expires 2022
VacantTerm expires 2022
Jason Rowell.Term expires 2023
Paul AndersonTerm expires 2024
Geoff GreenTerm expires 2024

Energy Committee

Stephen Brodeur, Jason Collier (Ch.), Eloise E. Salls, Vacant (2)

Finance Committee +Town Moderator appt.

Janet Lamy, Julie Malik, Mary Porter, Stanley K. Rogalinski (Ch.),
Scott Schultz, Vacant (1)

Historical Commission

Janet Woodward (appt. 11/15/21)Term expires 2022
Vacant (2).Terms expire 2022
Barry W. Eager.Term expires 2024
June Miller (Ch.)Term expires 2024
Elaine WickstromTerm expires 2023
Karen Chandler (res. 1/14/21)
Elaine Wickstrom (res. 3/11/22)
Carl Wickstrom (appt. 11/15/21 & res. 3/11/22)

Housing Partnership

Eloise Salls (Ch.)Term expires 2022
Lynda P. NelsonTerm expires 2023
Rowena "Trudy" B. Tervo.Term expires 2024

Insurance Advisory Committee

David Goulding, Richard Hanks (Ch.) (appt. 1/4/21), Robert
Hodge, David Lichwell (appt. 1/4/21), June M. Poland (appt.
1/4/21), Molly Reed (appt. 1/4/21), Eloise E. Salls, Retiree
position vacant

Personnel Committee

Thomas Bradley.Term expires 2022
Susan TherrienTerm expires 2023
Claire Pond (Ch.)Term expires 2024

Recreation Committee

Mark Adams (appt. 2/1/21).Term expires 2022
Beth Christensen (appt. 4/26/21)Term expires 2022
Kerri Brooks (appt. 2/1/21)Term expires 2023
Julie Lee (Ch.)Term expires 2024
Felicia Lowe (appt. 12/20/21)Term expires 2024

Traffic Safety Advisory Committee

Fire/EMS ChiefP. Kenneth Clark
Capital Planning designee.Anna C. Crane
Highway Supt./Facilities Dir.Fred Cummings (appt. 10/7/21)
Town AdministratorMargaret Z. Nartowicz
Finance Committee designee.Mary Porter
Police Chief.Eric J. Schartner (Ch.) (appt. 11/29/21)
Planning Board designee.Timothy H. Wheeler
At-Large memberVacant (*replaces Build. Comm. 12/13/21*)

Zoning Board of Appeals

Linda G. Ryan (Ch.)Term expires 11/30/25
Dennis Bartlett.Term expires 11/30/26
Patricia Jackson.Term expires 11/30/27
Virginia Zukatynski.Term expires 11/30/28
James RoyerTerm expires 11/30/29

Associate Members

VacantTerm expires 11/30/24
Susan RobertsTerm expires 11/30/25
Keith Soucy.Term expires 11/30/26

Appointed Officials

+ appointed by an authority other than the Select Board

1870 Town Hall Manager

Sondra Pendergast (appt. 10/25/21)
Lisa Boettcher-Smith (res. 8/21/21)

Accountant

June M. PolandTerm expires 2024
Assistant to the AccountantAmy S. Grenier

Agents to Issue Burial PermitsEloise E. Salls, James H. Wheeler

Animal Inspector +BOH appt.Richarda "Sue" Bridges-Roche

Assistant Town Clerk +Town Clerk appt.James H. Wheeler

Assessing Director +Assessors appt.Molly K. Reed, MAA
Property ListerJoann Wynkoop
Administrative AssessorVacant
Rose Pierce (retired 12/19/21)

AuditorClifton Larson Allen

+Board of Health AdministratorDonna Traylor

Burial Agent & Veterans Graves OfficerRobert H. Guild, Jr.

Conservation Agent.Mattie Vanderbloom (appt. 11/1/21)

COA/Social ServicesVictoria Flynn
Van DriverJon Bowdoin (appt. 12/21/21)
Virginia Zukatynsky (res. 10/1/21)

District Sanitarian

+Board of Health appt.William Brookings/NABOH

Election Workers

WardenTim Wysocki
Clerk.Jane Sawyer
CheckersRobert J. Guild Jr., Judy Mills, Mary Wheeler
Ballot Box Clerk.Robert L. Wheeler

Tellers Tamar Amidon, Steve Beard, Roger Bradley, Setsuko Bradley, Steven Bradley, Kenneth Braun, Valarie Chapman, Jill Christensen, Judy Christensen, Gary Clairmont, Denise Davis, Christine Flynn, Jill Foisy, William Foisy, Susan Green, Robert Guild, Jr., Katheryn Hendrick, Marsha Johnston, Jessica Meltzer, Judy Mills, Richard Mills, Lynda Nelson, Donna Ottaviano, Robert Ottaviano, Holly Parmenter, Mary Plutnicki, Ronald Plutnicki, Sue Reguera, Noel Rosenberg, Judith Rothbard Tate, Marshall Tate, Linda Thomasino, William Thomasino, Beverly Wheeler, James H. Wheeler, Mary Wheeler, Timothy H. Wheeler

Fence Viewers Susan Roberts, James Royer

Field Driver Shane Wheeler (appt. 3/21/22)
Frederick R. "Buddy" Wheeler, Jr. (died 10/31/21)

Fire/EMS +Fire Chief appt.

Chief, Emergency Mgt. Dir., Forest Warden . . . P. Kenneth Clark
contracts: (2/3/20-5/31/21) (6/1/21-6/30/22)

Deputy Emergency Mgt. Director Kevin Colomey
Deputy Chief Jamie Desautels
Captain Anthony Alessi
James Concannon (res. 2/27/22)

Lieutenant Jonathan Paulino
Fire Marshall David Lichwell
Chaplain Courtney Shields
Firefighters Frank Brewer, Kevin Benoit, Kevin Colomey,
Fred Cummings, Melanie Dadah, Peter Demers, Thomas
Deptula, Michelle Deveau, Wesley Durant III, Peter Fortin,
Jonathan Gallardo, Brendon Gilchrest, Francis Harrington,
Kyle Lichwell, Chris Melone, Jazmin Murillo, Jeremy
O'Connell, James Spinney, Andrew Theve, *Michael Wheeler*
(res. 2/23/22)

EMT Ben Matthew

Food Inspector

+Board of Health appt. Bridgette Braley/NABOH

Highway

Supt. & Facilities Director, Insects & Pest Control,
Tree Warden . . Fred Cummings, Jr. (int. 11/1/21) (reg. 1/24/22)
David Smith (res. 7/9/21)

Foreman James Spinney
Laborer/Driver . . Dylan Clemmer (appt. 3/15/21) (res. 4/1/22)
Laborer/Driver . . . Michael Hays (appt. 3/15/21) (res. 9/10/21)
Laborer/Driver Matthew Teixeira (appt. 10/4/21)
Custodian/Truck Driver/Laborer . Brendon Cabral (appt. 3/14/22)

Inspectional Services

Building Commissioner Richard Hanks
Inspector/Land Use Clerk Liane Leahy
Assistant Building Inspector (Conditional) Thomas Doerr
Alternate Building Inspector Tony Zahariadis
Electrical Inspector . . Dennis Monteiro (int. 9/27/21) (reg. 3/21/22)
Henry Wheeler, Jr. (died 9/27/21)

Alt. Electrical Inspector William Choate (appt. 11/30/21)
Alt. Electrical Inspector Daniel Cushion (appt. 11/30/21)
Gas & Plumbing Inspector Alphonse Roseberry
Asst. Gas & Plumbing Inspector . . Kenneth Poulin (appt. 11/30/21)

Library Staff +Library Trustee appt.

Director Robert Hodge
Circulation Services . . Karen Kowal, Carolyn Hottle (appt. 5/21)
Katie Lopez (res. 3/15/21)

Youth Services Librarian Sara Foster

Measurer of Wood and Bark Walter E. Bickford

Nashoba Valley Regional Dispatch District

Admin Board . . Margaret Nartowicz (primary); Christine Keefe (alt.)

Finance Board June M. Poland

Operations Board . . Eric J. Schartner (primary), P. Kenneth Clark (alt.)

Police

Chief Eric J. Schartner
(Interim 10/30/21) (contract 11/29/21-6/30/25)
Thomas E. Galvin (res. 10/31/21)

Sergeant Richard E. Gilchrest

Patrol Officers Timothy Andre, Dean Bellville,
Carl A. Corriveau, David A. Goulding (community service),
Christopher LaDou (appt. PT 11/1/21, FT 3/21/22), Molly
Plante, Kevin Trongone (detective), *Jesse Reed (res. 3/31/22)*

Part-Time Officers Michael Barry, David Centeno
(chaplain), Kevin M. Colomey, Shantel Cuff, Kenneth Janda,
Neil Lefebvre (appt. 11/1/21), Peter Kinnas, Michael O'Malley,
Dylan Soldi

Special Police Duncan R. Baum, John Geis, Kevin Pond,
Howard H. Spaulding, Thomas P. Welch, Sr.

Animal Control Officer Helen Roach

Public Safety Administrator . . Abigail Vienna (appt. 10/25/21)
Sharon McGowan (res. 8/30/21)

Public Health Nurse

+Board of Health appt. Tamara Bedard, RN/NABOH

Record Access Officers Eloise E. Salls, Mary E. Arata

Sexual Harassment Officers . Margaret Stone, Dennis Fearebay

**Town Administrator, Finance Director, Procurement Officer,
Data Systems Coordinator, Ada Coordinator**

Margaret Z. Nartowicz contract through 6/30/2022
Admin. Asst. to the Town Administrator Mary Arata
Annual Town Report Staff Mary E. Arata, Lori Fearebay

Town Counsel/General KP Law, P.C.

Town Counsel/Labor Valerio Dominello & Hillman, LLC

Transfer Station +Board of Health appt.

Manager Peter Gemelli
Attendants . . . Douglas Geldart, Thomas Sharon, Philip Wilwerth

Treasurer/Collector of Taxes and Town Collector,

Tax Title Custodian Dennis A. Fearebay
Assistant Treasurer Steven Price
Assistant Collector Brien Devaney
Filing Clerk Edith Brewer

Trench officer James Spinney

Veterans' Agent Brian Stearns (appt. 10/4/21)
James Cabral (ret. 9/30/21)

Proceedings at the Annual Town Meeting — May 15, 2021

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on

Saturday May 15, 2021, at 1:00 PM. Assistants were Timothy Wysocki, Noel Rosenberg,

Robert McTague and Mary Wheeler as checkers and Police Chief Thomas Galvin, Sergeant Eric Schartner and Officer Dylan Soldi. Cable television coverage was provided by Brittany Blaney, Haylee Brinn and Roger Bradley. This meeting is broadcast live on Charter channel 191. It will also be recorded and available later via you tube channel <http://www.townofberlin.com/berlin-tv/>. Attorney Janelle Austin, of KP Law, P.C. served as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 1:00 PM.

Meridia Interactive Solutions (Handheld Voting System), Peter Babel was there to oversee the new voting system, teaching Assistant Clerk James H. Wheeler.

The Moderator explained the electronic voting system, an electronic vote was taken to approve the proposed rule. Voted to accept the proposed rule.

Proposed Rule for Berlin's 2021 Annual Town Meeting: For this meeting, voting by electronic means will replace counted standing votes or votes by show of hands. Electronic votes will also be used in place of secret paper ballot votes.

The Moderator shall have discretion to use electronic voting when he deems it desirable to have a complete, accurate vote count.

There are 2,599 registered voters. There were approximately 52 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.

Current Fiscal Year 2021 Ending June 30, 2021

Article 1. Fire/EMS Pumper Tanker and 23 Linden Street Parking Lot Repair Sunset Clause Extension Unanimously voted to amend the vote originally taken under Article 20 of the 2019 Annual Town Meeting and extended under Article 6 of the 2020 Annual Town Meeting, and amend the vote taken under Article 18 (Item 5) of the 2020 Annual Town Meeting by extending until June 30, 2022 the date by which money must be expended for the purposes of purchasing and equipping a new Fire and EMS Department pumper/tanker truck, and repairing and repaving the Town Office and Public Safety parking lot. The Finance Committee recommended this article.

Article 2. Special Legislation Authorizing the Fire Chief to Serve Beyond Age 65. Unanimously voted to authorize the Select Board to petition the General Court for special legislation allowing Paul Kenneth Clark, the Berlin Fire and EMS Chief, notwithstanding the provisions of any general or special law to the contrary, to serve in or be reappointed to such position until May 5,

2026, the date of his retirement, or the date on which he is relieved of his duties by the Berlin Select Board, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of such position. The Select Board may, at the expense of Paul Kenneth Clark, require him to be examined by an impartial physician designated by the Select Board to determine such capability. No further deductions shall be made from the regular compensation of Paul Kenneth Clark under chapter 32 of the General Laws for any service performed subsequent to reaching age 65 and upon retirement Paul Kenneth Clark shall receive a superannuation retirement allowance equal to that to which he would have been entitled had he retired upon reaching age 65; provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Select Board approves amendments to the bill prior to enactment by the General Court, and to authorize the Select Board to approve such amendments which shall be within the scope of the general public objectives of the petition.

Article 3. Tax Collections Software Conversion

Unanimously voted to transfer from Free Cash **\$32,000** for the purpose of purchase and conversion expenses for a new state of the art Tax and Financial Software Package, including acquisition, installation and equipping, and other expenses incidental or related thereto. The Finance Committee recommended this article.

Article 4. Community Preservation Act 2021 Annual Budget Unanimously voted to transfer / reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Act Committee for community preservation projects and other expenses in fiscal year 2021, with each item to be considered a separate appropriation, as printed in the warrant for this meeting. The Finance Committee recommended this article.

Reserves:

From FY 2021 revenues	
for Historic Resources Reserve	48,793.30
From FY 2021 revenues	
for Community Housing Reserve	48,793.30
From FY 2021 revenues	
for Open Space Reserve	48,793.30

Article 5. Special Article Close-Out Unanimously voted to close out the remaining balances in the Special Article accounts to the sources identified from which each article was previously funded as set forth in the table below, and that unspent funds from Raise and Appropriate and Free Cash be closed out to the General Fund. The Finance Committee recommended this article.

Article 6. Bullard House Renovations Expanded Article Scope Unanimously voted to expand the scope of Article 16 of the May 2, 2016 Annual Town Meeting “for the purpose of renovation work for the Bullard House”, to include “design, surveys and engineering”. The Finance Committee recommended this article.

Article 7. Fiscal Year 2021 Capital Budget Unanimously voted to transfer the sum of \$720,000 from Free Cash and the sum of **\$99,139** from Highland Commons Public Safety Mitigation funds for the **sum total \$819,139** to fund the Fiscal Year 2021 CAPITAL BUDGET as printed in Article 7 of the warrant for this meeting, and that unexpended or unencumbered funds for items #1, 2, 6 and 7 be closed out to the General Fund; for items #3 and 4, returned to the Highland Commons Public Safety Mitigation fund. The Finance Committee recommended this motion.

	Funding From	Article #	Fiscal Year	Special Article Purpose	Remaining Balance
a.	Free Cash	Art 38	2008	Select Board (formerly known as “Board of Selectmen”) – Matching Grants Funding	\$2,870.91
b.	Free Cash	Art 2 STM	2019	Select Board (formerly known as “Board of Selectmen”) – Town Administrator Consultant	\$2,020.50
c.	Free Cash	Art 27	2017	Data Systems – Assessment & Computers	\$242.55
d.	Highland Commons Public Safety	Art 7 STM	2019	Fire and EMS – Matching Grant Funds for SCBA	\$19,000.00
e.	Stabilization	Art 16	2016	Berlin Memorial School – Redesigning Roof	\$15,009.99
f.	Highland Commons Capital – Now Capital Stabilization	Art 20	2017	Berlin Memorial School – Sealing Exterior Windows and Vents	\$12,515.25
g.	Raise & Appropriate	Art 22	2019	Snow & Ice – Dump Truck/Sander with Plow	\$3,140.13
h.	Free Cash	Art 20	2018	Council on Aging – Bus Repairs & Maintenance	\$661.65
i.	Highland Common Cultural and Raise & Appropriate	Art 16	2019	Recreation – Wellness Trail at South Commons	\$30,000.00 and \$20,000.00

Item #	Dept	Project Title	Cost	Funding Source	Notes	Funding Expires
1.	Town Buildings	Town Office Rooftop Air Handler Unit Replacement	\$60,000	Free Cash	One of the two 22 year old Rooftop Units has been repaired several times and no longer functions. This will fund the purchase and installation of a new Rooftop Unit. The new unit will have a lifespan of 20+ years.	6/30/2023
2.	Town Buildings	Town Office EPDM Roof Replacement	\$200,000	Free Cash	The Town Offices rubber membrane roof is 27 years old and has undergone several repairs. The roof should be replaced once the old Rooftop Air Handler Unit is removed to protect the integrity of the membrane. The new roof will have a 20 year warranty and a lifespan of 25+ years	6/30/2023
3.	Police	Cruiser Replacement	\$51,382	HC Public Safety Mitigation	Replace 2014 Ford Interceptor SUV - Part of yearly replacement program. Safety issue, reduced maintenance cost. May sell or trade 2014 SUV.	6/30/2022
4.	Fire/EMS	Car 2 Replacement	\$47,757		Replace non-operational Car 2 with pickup truck. Old Car 2 to be sold or traded.	6/30/2022
5.	Highway	Hot Top	\$80,000	Free Cash	Recurring need to improve/ repair roads. Supplements Ch. 90 state funds.	No sunset
6.	Highway	Loader Replacement	\$175,000	Free Cash	Replace 21 year old front-end loader in poor condition. Old loader to be sold.	6/30/2022
7.	Highway	Wood Chipper Replacement	\$80,000	Free Cash	Replace 25 year old wood chipper. Old chipper to be sold.	6/30/2022
8.	Capital Planning Committee	Fund Capital Stabilization	\$125,000	Free Cash	Transfer to savings to partially fund and/or reduce debt service on major capital projects (GL c.44, §§7 & 8)	No sunset

Fiscal Year 2022 through June 30, 2022

Articles 8 through 14: (Consent Articles) Unanimously voted to approve the motions as printed in the warrant for the meeting under articles 8 and 10 through 14.

Article 8. Unanimously voted that the Select Board 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 9. Unanimously voted that the various reports of officers and committees of the Town as contained in the 2020 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, and that the text of Article 18 as printed on page 102 be replaced with the following: *Article 18. 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, 2021 and to determine the salaries of the Town Officers for that period*

Article 10. Unanimously voted to authorize the Treasurer, with the approval of the Select Board, 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 article.

Article 11. Unanimously voted to fix the maximum amount that may be spent during FY 2022 beginning on July 1, 2021 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 53E1/2, as printed in Article 11 of the warrant for this meeting. The Finance Committee recommended this article.

Library Video Fines	\$1,000
Recreation	\$20,000
Town Hall	\$40,000

Article 12. Unanimously voted to authorize the Tree Warden to expend from the Highway Department Expense Budget as enacted under Article 18 of this Annual Town Meeting, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum two thousand dollar (\$2,000) for Dutch Elm Disease control, provided the Tree Warden shall request the expenditure of such funds of the Select Board. The Finance Committee recommended this article.

Article 13. Unanimously voted to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount certified by the Commonwealth of Massachusetts. The Finance Committee recommended this article.

Articles 14. Unanimously voted to authorize the Select Board, in accordance with the provisions of Massachusetts General Law Chapter 30B, Section 12(b), to solicit and award contracts for terms exceeding three (3) years, including any renewal, extension or option. provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board, as appropriate.

Article 15. Outstanding 2020 Town Reports No reports were presented.

Article 16. Cable Access Committee — P.E.G. Spending Unanimously voted that the Town appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of \$59,520 as a grant to be used for Fiscal Year 2022 operating purposes, and an additional \$40,000 to fund the purchase and installation of audio and video equipment, and any costs related or incidental thereto, in meeting rooms located at the Town Offices, 23 Linden Street, in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said funds to be expended by the Cable Access Committee. The Finance Committee recommended this article.

Article 17. Community Preservation Act Fiscal Year 2022 Budget Unanimously voted that the Town appropriate and transfer/reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Act Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2022, with each item to be considered a separate appropriation, as printed in the warrant for this meeting. The Finance Committee recommended this article.

Appropriations:

From FY 2022 estimated revenues
for Committee Administrative Expenses 24,233.35

From FY 2022 estimated revenues
for Budgeted Reserve 315,033.55

Reserves:

From FY 2022 estimated revenues
for Historic Resources Reserve 48,466.70

From FY 2022 estimated revenues
for Community Housing Reserve 48,466.70

From FY 2022 estimated revenues
for Open Space Reserve 48,466.70

Article 18. General Government Unanimously voted to raise and appropriate the sum of **\$1,369,155** to fund items 1 through 47, and to transfer from Free Cash the sum of **\$50,000** to line item 11, as recommended by the Finance Committee for FY2022.

001	Moderator, Salary	50.00
002	Moderator, Exp.	85.00
003	Select Board, Salary	3,690.00
004	Select Board, Wages FT	67,735.00
005	Consulting	20,000.00
006	Select Board, Expenses	5,250.00
007	Town Admin., Salary	150,000.00
008	Town Admin., Expenses	3,415.00
009	Finance Comm. Expenses	175.00
010	Reserve Fund	95,000.00
011	Contingency (temporary)	89,243.00
012	Accountant, Salary	83,931.00
013	Accountant, Wages FT	40,249.00
014	Accountant, Expenses	9,040.00
015	Audit	26,000.00
016	Assessors, Salary	2,334.00
017	Assessors Asst., Salary PT	68,628.00
018	Assessors, Wages PT	66,279.00
019	Assessors, Expenses	38,686.00
020	Revaluation, Expenses	28,920.00
021	Treasurer/Collector, Salary	77,439.00
022	Treasurer/Collector, Wages PT	47,747.00
023	Treasurer/Collector, Incentive	1,000.00
024	Treasurer/Collector, Expenses	39,696.00
025	Legal, Expenses	50,000.00
026	Personnel, Expenses	225.00
027	Tax Titles	5,000.00
028	Data Systems, Salary PT	0.00
029	Data Systems, Expenses	85,100.00
030	Town Clerk, Salary	31,824.00
031	Town Clerk, Salary PT	13,011.00
032	Town Clerk, Expenses	2,845.00
033	Elections, Wages PT	1,995.00
034	Elections, Expenses	4,100.00
035	Registration, Salary	100.00
036	Registration, Wages PT	449.00
037	Registration, Expenses	95.00
038	Conservation Comm., Exp.	2,000.00
039	Planning Board, Expenses	1,000.00
040	Board of Appeals, Wages PT	0.00
041	Board of Appeals, Expenses	500.00
042	Agricultural Comm.- Exp.	1,330.00
043	Public Buildings, Wages PT	19,382.00

044	Pub. Bldg., Expenses	100,607.00
045	Pub. Bldg., Electricity	80,000.00
046	Pub. Bldg., Fuel Oil	50,000.00
047	Town Report, Expenses	5,000.00
Total General Government		1,419,155.00

Public Safety Unanimously voted to raise and appropriate the sum of **\$2,153,772** to fund items 48 through 69, appropriate from the Highland Commons Public Safety Mitigation Receipts Reserved for Appropriation Account the sum of **\$210,000** to item 49 Police Wages-FT-\$145,410, and item 53 Fire & EMS Wages-FT-\$64,590, to appropriate from Rescue Squad Receipts Reserved for Appropriation the sum of **\$100,000** to item 53 Fire & EMS Wages-FT, and to appropriate from the Inspectors' Offset Receipts Account the sum of **\$165,000** to item 60 Plumbing & Gas Inspector Wages PT-\$65,000, and item 62 Electrical Inspector Wages PT-\$100,000, as shown on the handout for this meeting titled "FY22 Finance Committee Recommended Budget".

048	Police, Salary	150,603.00
049	Police, Wages FT	845,829.00
050	Police, Wages PT	132,233.00
051	Police, Expenses	100,512.00
052	Fire & EMS, Salary FT	128,000.00
053	Fire EMS Wages FT	192,087.00
054	Fire EMS Wages PT	350,468.00
055	Fire EMS Expenses	144,910.00
056	Bldg. Insp., Salary	94,350.00
057	Bldg. Insp Wages FT	0.00
058	Bldg. Insp Wages PT	30,804.00
059	Bldg. Insp Expenses	26,696.00
060	Plumbing & Gas, Wages PT	65,000.00
061	Plumbing & Gas Exp.	300.00
062	Electrical Insp., Wages PT	100,000.00
063	Electrical Insp., Expenses	600.00
064	Animal Inspector, Salary	2,032.00
065	Animal Inspector, Expenses	500.00
066	Animal Control Officer Salary	5,508.00
067	Animal Control Officer Exp.	1,820.00
068	Communication Wages.	44,725.00
069	Communication Expenses	211,795.00
Total Public Safety		2,628,772.00

The Moderator, who is also a Cemetery Commissioner, stepped down to discuss the Cemetery line item.

The Town Clerk called for the election of a Temporary Moderator. Tim Wheeler was the only nomination. He was elected, then sworn.

Public Works Unanimously voted to raise and appropriate the sum of **\$705,864** to fund items 70 through 81, to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of **\$120,000** to item 79 Transfer Station Expenses, and to appropriate from General Cemetery Receipts the sum of **\$6,000** to item 81 Cemetery Expenses, and the sum of \$2,200 from Sale of Lots to item 81 Cemetery Expenses, as recommended by the Finance Committee for FY2022 and that line item 80 is \$0.00 and line item 81 is \$15,668.00.

Voted to transfer \$3,428 from Cemetery PT Salary to Cemetery Expenses, making Line item 80 \$0.00 and Line item 81 \$15,668.00. The Finance Committee accepted this change.

070	Highway, Salary	83,436.00
071	Highway, Wages FT	226,761.00
072	Highway, Wages PT	30,531.00
073	Highway, Expenses	143,920.00
074	Snow & Ice, FT OT	35,881.00
075	Snow & Ice, Wages PT	15,118.00
076	Snow & Ice, Expenses	85,000.00
077	Street Lights	9,000.00
078	Transfer Station, Wages PT	37,889.00
079	Transfer Station, Exp.	150,860.00
080	Cemetery, Wages PT	0.00
081	Cemetery, Expenses	15,668.00
Total Public Works		834,064.00

The Moderator resumed his position.

Human Services Unanimously voted to raise and appropriate the sum of **\$114,520** to fund items 82 through 93 in the Finance Committee's recommended FY2022 Budget.

082	Board of Health, Salary	1,914.00
083	Board of Health, Wages PT	5,992.00
084	Board of Health, Expenses	1,000.00
085	Nashoba Health	8,535.00
086	Nashoba Nursing	3,896.00
087	COA, Director, Wages PT	28,987.00
088	COA, Wages PT	24,648.00
089	Council on Aging, Expenses	12,625.00
090	Veterans, Salary	8,658.00
091	Veterans, Expenses	265.00
092	Veterans, Benefits	11,000.00
093	Community Social Services	7,000.00
Total Human Services		114,520.00

Culture and Recreation Unanimously voted to raise and appropriate the sum of **\$176,516** to fund items 94 through 100 in the Finance Committee's recommended FY2022 Budget.

096	Library, Wages PT	122,823.00
097	Library, Expenses	32,095.00
098	Recreation, Expenses	12,410.00
099	Cultural Council, Expenses	1,500.00
100	Historical Commission, Expenses	600.00
101	Memorial Day, Expenses	2,000.00
102	Festive Events, Expenses	500.00
Total Culture & Recreation		171,928.00

Debt and Interest Voted to raise and appropriate the sum of \$308,275 to fund items 101 and 102, to appropriate from Septic Loan Receipts Available for Appropriation the sum of \$4,308 to item 102 Principal, as recommended by the Finance Committee for FY2022.

101	Interest	118,275.00
102	Principal	194,308.00
Total Debt & Interest		312,583.00

Intergovernmental Expenditures:

CMRPC Unanimously voted to raise and appropriate the sum of **\$863** to fund item 103 in the Finance Committee's recommended FY2022 Budget.

103	Central MA Reg. Plan. Comm.	863.00
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Assabet Regional Housing Consortium Unanimously voted to appropriate from the Affordable Housing Account the sum of **\$12,000** to fund item 104 in the Finance Committee's recommended FY2022 Budget.

104	Assabet Reg. Housing Cons.	12,000.00
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Assabet Unanimously voted to raise and appropriate the sum of **\$549,288** to fund items 105 and 106 in the Finance Committee's recommended FY2022 Budget.

105	Assabet Assessment	479,103.00
106	Assabet Capital Assess.	70,185.00

Berlin Memorial School Unanimously voted to raise and appropriate the sum of **\$3,443,613** to fund items 107, and to transfer from Free Cash, the sum of **\$68,000** to Item 108 Berlin Memorial Capital Assessment, as recommended by the Finance Committee for FY 2022.

107	Berlin Memorial Assessment	3,443,613.00
108	Berlin Mem. Capital Asses.	68,000.00

Tahanto Unanimously voted to raise and appropriate the sum of **\$3,296,958** to fund items 109 and 110, as recommended by the Finance Committee for FY 2022.

109	Tahanto Assessment	2,792,812.00
110	Tahanto Capital Assessment	504,146.00
Total Intergovernmental Expenditures		7,370,722.00

Miscellaneous Benefits and Insurance Unanimously voted to raise and appropriate the sum of **\$1,490,290** to fund items 111 through 118 in the Finance Committee's recommended FY 2022 Budget.

111	Worcester Reg. Retirement	551,425.00
112	Workers Compensation	23,000.00
113	Unemployment	50,000.00
114	Chap 32B Health Ins.	665,000.00
115	Police & Fire Sick & Acc Ins.	22,861.00
116	Sick Pay	39,000.00
117	Medicare	45,004.00
118	Property/Liability Ins.	94,000.00
Total Misc Benefits		1,490,290.00
TOTAL BUDGET*		14,346,622.00

*Reflects -\$16,831 Tahanto reduction

Article 19. 'Welcome to Berlin' Roadside Signs

Unanimously voted that the Town transfer from Free Cash the sum of **two thousand dollars (\$2,000)** to fund a portion of the purchase and installation of three (3) 'Welcome to Berlin' roadside signs, said funds to be expended by the Planning Board. The Finance Committee recommended this article

The Moderator stepped down for Article 20 and Timothy Wheeler returned as Temporary Moderator.

Article 20. Cemetery Driveway Paving Unanimously voted that the Town transfer from Free Cash the sum of **\$15,000** to pave driveways in the cemeteries, including all incidental and related expenses, and that any unexpended or unencumbered funds be closed out to the General Fund effective June 30, 2023. The Finance Committee recommended this article.

The Moderator returned.

Article 21. Establish Tax Title Revolving Fund Unanimously voted that the Town accept the provisions of Massachusetts General Law Chapter 60, Section 15B for the purpose of establishing a Tax Title Collection Revolving Fund for the Treasurer/Collector. The Finance Committee recommended this article.

Article 22. Energy Committee Special Purpose Stabilization Funding Unanimously voted that the Town transfer from Free Cash the sum of **\$10,407**, an amount equivalent to the receipts generated by the Town's Municipal Energy Aggregation program adders in Fiscal Year 2020, to the Energy Committee Special Purpose Stabilization Fund established under Article 31 of the May 6, 2019 Annual Town Meeting, and accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all future municipal energy aggregation adder receipts to the Energy Committee Special Purpose Stabilization Fund established under G.L. c.40, Section 5B to be effective for the fiscal year beginning July 1, 2020 for the purpose of paying for future projects designed to improve the Town's energy efficiency or water conservation in accordance with the goals established by Massachusetts Green Communities Program. The Finance Committee recommended this article.

Article 23. Moveable Radar Speed Limit Signs Unanimously voted that the Town transfer from Highland Commons Public Safety Mitigation funds, the sum of **\$12,000** to purchase moveable radar speed limit signs, including acquisition, installation and equipping and other expenses incidental or related thereto, to be placed on various public ways in the Town from time-to-time by the Berlin Police Department. The Finance Committee recommended this article.

Article 24. Advanced Life Support Service Feasibility Study Unanimously voted that the Town transfer from Highland Commons Public Safety Mitigation funds, **\$17,500** to conduct an independent analysis to determine the feasibility of establishing Advanced Life Support (ALS) level service in the Town of Berlin, and to study local and regional service options as well as the short and long-term costs associated with ALS service enhancements. The Finance Committee recommended this article.

Article 25. Parking Enforcement Unanimously voted that the Town accept the provisions of Chapter 90 Section 20A of the Massachusetts General Laws as printed in the warrant for this meeting. The Finance Committee recommended this article.

Article 26. Parking Enforcement — Removal Unanimously voted that the Town accept the provisions of Chapter 40 Section 22D of the Massachusetts General Laws as printed in the warrant for this meeting. The Finance Committee recommended this article.

Article 27. Home Based Contracting Business Voted that the Town amend the Zoning Bylaw, Section 540, Home Based Contracting Business by adding a new 540.10: "The business must be owned and operated by a resident of the dwelling." The electronic vote was 82 total: 74 yes; 8 no.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 27 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 27.

Article 28. Table of Home-Based Contracting Business Clarifying Gross Vehicle Weight Voted that the Town amend the Zoning Bylaw, Section 541, Table of Home-Based Contracting Business, by adding "as registered with the RMV" after every instance where "GVW" appears. Voted. A 2/3's vote was required. The electronic vote was 81 totals; 73 yes; 8 no.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 28 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 28.

Article 29. In-Law Apartments Voted that the Town amend the Zoning Bylaw, Section 510, "In-Law Apartments, 512 Maximum size by adding "including any proposed addition or modification" after "total floor area." A 2/3's vote was required. The electronic vote was 79 Total; yes 77; no 2.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 29 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 29.

Article 30. Common Driveways Voted to that the Town amend the Zoning Bylaw Section 710, Common Driveways, by adding a new Section 716.8 "Any change or structural addition or modification beyond general maintenance in the location, width, length, height or material composition of a common driveway affecting its accessibility by users or emergency vehicles or re-directing water run-off must be approved by the Berlin Planning Board. If, at the discretion of the Planning Board, it is determined that the modification is substantial, a public hearing will be required. A 2/3's vote was required. The electronic vote was 82 total; 75 yes, 7 no.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 30 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 30.

Article 31. Medical and Adult Use Marijuana Voted that the Town amend the Zoning Bylaw Section 585.4 Medical Marijuana and Adult Use Marijuana Establishments by adding a new Section 585.4, 6 "No more than three (3) Retail Marijuana Establishments shall be permitted at any given time."

A 2/3's vote was required. The electronic vote was 77 total; 68 yes, 9 no.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 31 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 31.

Article 32. Table of Principal Use /Residential Care Facilities For Six or Under Voted that the Town amend the Zoning Bylaw, Section 320, Table of Principal Use Regulations, by deleting the current table entry for "Residential Care Facility for not more than six patients", and replacing it with the following:

RA	MD	CV	C	LB	LI	ACR
SR	SR	SR	SR	SR	N	N

A 2/3's vote was required. The electronic vote was 76 total; 70 yes, 6 no.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 32 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday, April 27, 2021 the Planning Board voted 4 in favor, 0 opposed to Article 32.

At 3:12 p.m. voted to adjourn this meeting until Monday, May 17, 2021 at 6:30 p.m. at the Berlin Memorial School. The total voters attending this session is 98.

May 17, 2021. The meeting was called to order at 6:45 p.m. Assistants were Timothy Wysocki, Noel Rosenberg, Robert McTague and Linda Nelson as checkers and Police Chief Thomas Galvin. There were approximately 301 voters present. The Moderator did a test vote after explaining the clicker system Total 301; Yes 131 on the right and on the left side of the field no 170. Everyone seemed comfortable with the electronic voting.

Article 33. Motion failed. **Wetlands Protection Bylaw: Total 306 ; Yes 145; No 161** Two amendments to the original motion were approved. 1st. Voted to deleting the phrase in parentheses at the end of the first paragraph under II. Jurisdiction as shown in the first column on page 108 in the Town Report: (collectively the “resource areas protected by this bylaw”).

Total votes 275, Yes 223; No 52.

2. Motion to delete “the removal of” from the next to last sentence of top paragraph of left-hand column. Such that this sentence reads: “Additionally, the well-known invasive plant species Oriental Bittersweet (*Celastrus Orbiculatus*) may be removed from the No Disturb Zone without application for a permit.” Total votes 261; Yes 231; No 30.

Article 34. Citizen Petition — Proposed Zoning Bylaw Amendment Unanimous vote to pass over this article.

Article 35. Citizen Petition — Proposed Development Agreement Modification Unanimous vote to pass over this article.

Article 36. Citizen Petition — Drive-up windows at Riverbridge. Motion failed. Total Voted 167; Yes 28; No 139.

The Berlin Planning Board held a Public Hearing on April 13, 2021 to consider comments concerning Article 36 on the Annual Town Meeting Warrant, to be held on May 15, 2021.

At the Planning Board meeting held on Tuesday, April 27, 2021 the Planning Board voted 0 in favor, 4 opposed to Article 36.

Article 37. Citizen Petition — Requested special legislation Unanimously voted to pass over.

Article 38. Citizen Petition — Proposed Development Agreement Modifications Unanimously voted to pass over.

Article 39. Voted to adjourn this meeting to Monday, May 24, 2021 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 39, and that following the announcement of the results of the election, this meeting be dissolved.

Meeting adjourned at 8:34 p.m.. Three Hundred thirty (330) total voters took part in this meeting.

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

Town of Berlin — A Year of Firsts

This is the first year that:

The Annual Town Report (this book) is not being mailed to each voter household.

To eliminate waste and contain printing and postage costs, hard copies of the Annual Town Report will be made available at Annual Town Meeting, at the Town Offices, and at various other locations in town such as the Public Library. An electronic version of the Annual Town Report can be viewed online at <https://www.townofberlin.com/select-board/pages/annual-town-reports>

The (1) Annual Town Meeting warrant, (2) Finance Committee’s report and the (3) Finance Committee’s recommended budget for the ensuing fiscal year are not included in the Annual Town Report.

Instead, the Select Board will mail these documents to the household of each registered voter at least five (5) days before Annual Town Meeting (Berlin General Bylaw Article II, Section 3, as amended). Although there will be extra copies of these documents on hand, please bring your mailed copy with you when you vote at Town Meeting.

Results at the May 24th, 2021 Annual Town Election – Berlin, Mass.

Moderator – One Year

Barry W. Eager.....	111
Blanks	22
Scatterings	0
Total	133

Select Board – Three Years

Margaret Stone	106
Quinn Pierce.....	8
Blanks	14
Scattering	5
Total	133

Assessor – Three Years

Beverly Wheeler	118
Blanks	15
Scatterings	0
Total	133

Assessor vacancy – One Year

Roger Bradley.....	121
Blanks	12
Scatterings	0
Total	133

Trustee of Trust Funds – Three Years

Trustee of Trust Funds – Three Years	
Patricia Jackson.....	117
Blanks	16
Scatterings	0
Total	133

Cemetery Commissioner – Three Years

Brenna Ewing.....	21
John Cross	11
Blanks	92
Scattering	9
Total	133

Library Trustee – Three Years

Lynette Wheeler	118
Blanks	15
Scatterings	0
Total	133

Library Trustee vacancy – One Year

Beth Christensen.....	121
Blanks	12
Scatterings	0
Total	133

Planning Board – Five Years

R. Thomas Sanford, Jr.....	115
Blanks	18
Scatterings	0
Total	133

Board of Health – Three Years

Robert Wheeler.....	121
Blanks	12
Scatterings	0
Total	133

2608 Total Registered Voters

133 Total Ballots Cast

4% Turnout

Proceedings at the Special Town Meeting — November 8, 2021

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School inside gym on Monday, November 8, 2021, at 7:00 p.m. Assistants were Robert McTague, Judy Mills and Noel Rosenberg as checkers and Police Chief Eric Schartner. June Poland and Amy Greiner gave out the voting devices. On the side table were documents that included the motions, Cemetery Regulations, proposed electronic voting rule and out of town non- voters sign in sheet. Cable television coverage was provided by Brittany Blaney and Roger Bradley. Attorney Janelle Austin, of KP Law, P.C. served as Town Counsel. This meeting is broadcast live on Charter channel 191. It will also be recorded and available later via you tube channel <http://www.townofberlin.com/berlin-tv/>.

Barry W. Eager, Moderator, called the meeting to order at 7:00 p.m.

Assistant Clerk James H. Wheeler and Timothy Wysocki operated the new voting system.

The Moderator explained the electronic voting system, an electronic vote was taken to approve the proposed rule. Voted to accept the proposed rule. 75 YES; 3 NO

Proposed Rule for Berlin’s 2021 Special Town Meeting: For this meeting, voting by electronic means will replace counted standing votes or votes by show of hands. Electronic votes will also be used in place of secret paper ballot votes. Voted the proposed rule for Berlin’s 2021 Special Town Meeting electronically.

The Moderator shall have discretion to use electronic voting when he deems it desirable to have a complete, accurate vote count.

There are 2,686 registered voters. There were approximately 77 voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable’s return.

Article 1. Voted to amend the Town of Berlin General Bylaws Article II “Town Meetings, the Warrants and the Town Reports”, SECTIONS 2, 3 and 12 as printed in the warrant for this meeting. The Finance Committee unanimously recommended this motion. The vote was 77 YES; 9 NO.

Article 2. Voted to amend the Town of Berlin General Bylaws Article VIII “Personnel and Procedures”, by inserting the language in ***bold italics*** in SECTION 6 — EMPLOYEE BENEFITS (6) Holidays.

(6) Holidays — The following shall be considered holidays:
 New Year’s Day Martin Luther King Jr. Day
 Labor Day Presidents’ Day
 Columbus Day Patriots’ Day
 Veterans’ Day Memorial Day
 Thanksgiving Day Independence Day
 Christmas Day ***Juneteenth (June 19)***

The Finance Committee unanimously recommended this motion. The vote was 71 YES; 15 NO.

Article 3. Riverbridge — Town of Berlin Development Agreement Modifications
 Voted to authorize the Select Board to enter into the Third Modification of Development Agreement with Riverbridge as printed in the warrant for this meeting. The Finance Committee unanimously recommended this motion. The vote was 81 YES; 6 NO.

Article 4. Voted to authorize the Select Board to petition the General Court in the form set forth in the warrant for this meeting, authorizing the Board to issue up to two (2) additional off-premises all alcoholic beverages license, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court, and authorize the Select Board to approve amendments which shall be within the scope of the general objectives of the petition. The vote was 62 YES; 23 NO

The Moderator stepped down for Article 5 only.
Timothy Wheeler was the only nomination received for Temporary Moderator. He was unanimously voted and stepped up to the podium and was sworn for this article.

Article 5. Voted to accept and approve, under the provisions of M.G.L. c. 114, §23, the rules and regulations proposed by the Town of Berlin Board of Cemetery Commissioners, as set forth more particularly in a document filed with the Town Clerk. The Finance Committee unanimously recommended this motion. The vote was 86 YES; 2 NO.

Article 6. Unanimously voted to close out the remaining balances as set forth in the table below, with all unspent funds to be closed out to the General Fund. The Finance Committee unanimously recommended this motion.

	Funding From	Article #	Fiscal Year	Special Article Purpose	Remaining Balance
a.	Free Cash	Art 20	2011	Planning Board – By-Law Printing	2,000.00
b.	Free Cash	STM Art 6	2013	Municipal Building – Roof Repairs	5,833.79
c.	Free Cash	Art 27	2019	Library – Well Work	25,000.00

Item #	Dept	Project Title	Cost	Funding Source	Notes	Funding Expires
1.	Town Buildings	Town Office Rooftop Air Handler Unit Replacement	\$40,000	Free Cash	Written estimate exceeds the \$60,000 2020 Annual Town Meeting appropriation. This is the additional amount required to complete the project, including contingencies. The new unit will have a lifespan of 20+ years.	6/30/2023
2.	Town Buildings	Old Fire Station Roof Repair or Replacement	\$28,500	Free Cash	The Old Fire Station rubber membrane roof is approx. 50 years old, with one repair having been done in 1994, and is in extremely poor condition. Roof repair or replacement is needed as soon as possible to prevent further damage.	6/30/2023
3.	Fire/EMS	2009 Ambulance Replacement	\$315,000	Ambulance Receipts Reserved for Appropriation	Current operational levels support the need for a second ambulance on a weekly and sometimes daily basis. This unit has mechanically become a potential operational liability. 2009 Ambulance 6A-1 to be sold or traded.	6/30/2023
4.	Highway	Hot Top	\$70,000	Free Cash	Recurring need to improve/ repair roads. Supplements Ch. 90 state funds. This amount was approved under Article 18 of the 2019 Annual Town Meeting but the sunset clause has since expired.	No sunset
5.	Recreation Committee	Recreation Court Upgrades	\$50,000	Highland Commons Cultural Mitigation Funds	Partial funding required to complete the Town of Berlin recreation courts reconstruction project. Article 11 of this town meeting warrant requests the additional \$100,000 from CPA funds as recommended by the CPA Committee.	6/30/2023

Article 7. Voted to transfer \$138,500.00 from Free Cash, \$50,000.00 from Highland Commons Cultural Mitigation funds, and \$315,000.00 from the Ambulance Receipts Reserved for Appropriation for the sum the sum total of **five hundred three thousand five hundred dollars (\$503,500.00)** to fund the Fiscal Year 2022 SUPPLEMENTAL CAPITAL BUDGET as printed in Article 7 of the warrant for this meeting, and that, as the close of the fiscal year referenced in the chart, any unexpended or unencumbered funds for items , for Items #1, 2 and 5 be closed out to the General Fund; and for item #3, returned to Ambulance Receipts Reserved for appropriation.

On motion presented by the Finance Committee, voted to amend item 5 of Article 7 to increase the amount of funds from Highland Commons Cultural Mitigation Funds to \$50,000 and remove the \$20,000 from Free Cash. Unanimous voice vote

On the main motion. 85 YES; 4 NO.

Article 8. Voted to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain and for open space and conservation purposes, on such terms and conditions as the Select Board deems appropriate, three parcels of land near the junction of Linden Street and Lyman Road in the Town of Berlin, which parcels are identified on Assessors Map 9 as Parcel 41 (consisting of 59.54 acres, more or less) and Parcel 42 (containing 38.57 acres, more or less), and on Map 10 as Parcel 6 (containing 7.67 acres, more or less), together with all flowage rights and easements and subject to all well rights and other easements of

record, said parcels to be under the care, custody and control of the Berlin Conservation Commission under the provisions of M.G.L. c. 40, §8C, and, to fund said purchase and costs incidental or related thereto, to appropriate the sum of \$490,000.00 from the Undesignated Community Preservation Fund balance; and, further, to authorize the Conservation Commission and the Select Board to apply for, accept, and expend any funds that may be provided by the Commonwealth of Massachusetts and/or other public or private sources to defray all or a portion of the costs of said acquisition, including, but not limited to, grants and/or reimbursement from the Commonwealth under the Self-Help Act, M.G.L. Chapter 132A § 11 (now, so-called LAND grants), and/or any other state or federal programs including those in aid of conservation land acquisition, and/or any others in any way connected with the scope of this Article; said gifts or grants to be deposited in the Undesignated Community Preservation Fund balance hereunder; and to authorize the Select Board to grant a perpetual conservation restriction on said parcels of land meeting the requirements of M.G.L. Chapter 44B, § 12 and M.G.L. Chapter 184, §§ 31-33, and to enter into all agreements and execute any and all instruments as may be necessary to affect said acquisition.

The Finance Committee unanimously recommended this motion. The vote was 81 YES; 12 NO which is 87%, more than necessary for a 2/3's vote.

The Moderator stated that he also served as a member of the Historical Commission. Since he was not presenting Article 9 and 10 he would continue to moderate the meeting. There was no objection noted.

Article 9. Voted to appropriate the total sum of \$100,000 from the Community Preservation Fund, with \$77,483.73 from the Fund Balance Reserved for Historic Resources and the sum of \$22,516.27 from the CPA Undesignated Fund Balance for the purpose of restoring, preserving, and rehabilitating the foundation, installing drainage, a concrete basement floor and other necessary drainage improvements at the historic Bullard House, located at 4 Woodward Avenue, said funds to be expended by the Historical Commission in consultation with the Community Preservation Act Committee. The Finance Committee unanimously recommended this motion. The vote was 64 YES; 28 NO.

Article 10. Voted to appropriate the sum of \$5,000.00 from the CPA Undesignated Fund Balance for the preservation of historic resources, of which \$500.00 would be used for professional imaging of two inventory notebooks and \$4,500.00 would be used for imaging of high priority artifacts belonging to the Town of Berlin and under the care of the Berlin Historical Commission, said funds to be expended by the Historical Commission in consultation with the Community Preservation Act Committee. The Finance Committee unanimously recommended this motion. The vote was 88 YES; 1 NO.

Article 11. Voted to appropriate the sum of \$100,000.00 from the Community Preservation Fund, with \$77,483.73 from the Fund Balance Reserved for Open Space/Recreation, \$11,206.97 from the CPA Undesignated Fund Balance, and \$11,309.30 from the CPA Balance Reserve from 2022 to fund the reconstruction and equipping of the one outdoor basketball court and the two outdoor tennis courts on South Common recreational grounds, and to construct and equip four pickle ball courts on the tennis courts, said funds to be expended by the Recreation Committee in consultation with the Community Preservation Act Committee. The Finance Committee unanimously recommended this motion. The vote was 87 YES, 3 NO.

Article 12. Voted to appropriate the sum of \$20,000.00 from the 2022 CPA Balance Reserve to fund the construction and equipping of an announcement booth in the backstop area of the baseball field as well as the purchase and installation of an electronic scoreboard along with necessary electrical work on South Common recreational grounds said funds to be expended by the Recreation Committee in consultation with the Community Preservation Committee. The Finance Committee unanimously recommended this motion. The vote was 83 YES, 8 NO.

Article 13. Voted that the Town create a Public Safety Special Purpose Stabilization Fund for the purpose of funding required police training expenses associated with the Commonwealth's Police Reform Act through fiscal year 2025, Public Safety equipment expenditures that are otherwise eligible for borrowing, in accordance with the provisions of Massachusetts General Law Chapter 44, Sections 7-8, and Public Safety operational expenses, and transfer from the Public Safety Mitigation receipts **three hundred thirty-six thousand four hundred forty-nine dollars and seventy-two cents (\$336,449.72)** to establish initial funding in said account, and further to accept the last paragraph of G.L. 40, c. 5B and dedicate, without further appropriation, all Development Agreement Public Safety Mitigation receipts received on or after July 1, 2022 to Public Safety Special Purpose Stabilization Fund, The Finance Committee unanimously recommended this motion. The vote was 83 YES, 4 NO, 95% well over the 2/3's.

Unanimously voted to dissolve this meeting at 8:49 p.m. One hundred (100) voters took part in this meeting. There are 2,686 registered voters.

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

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. .

My appreciation is extended to those people who assisted with the elections and town meetings in 2021. During regular hours I serve as Notary 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 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, suspended under COVID.

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 and you don't receive it within six (6) or seven (7) days, please notify me so another ballot can be sent. Please fill out and return the first ballot you receive. Only one ballot can be counted for any individual voter. Also, if it is not too much trouble, please notify me when you mail the ballot so I can give it six (6) or seven (7) days to receive it. If it gets lost or mislaid on the return trip, hopefully, there is still time to send and receive yet another ballot. If you are out of the country, a ballot can be emailed or faxed.

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

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

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

FY2021 BOARD OF APPEALS APPLICATIONS:

1. Special Permit, 5 yrs., Benedict Alberts, 157 Lyman Rd. In-law apartment
2. Special Permit, 5 yrs., Marie, Carey and Gloria Nemerowicz, 18 Pollard Rd. In-law apartment
3. Site Plan, Mike Yorardi, 275 Central St.

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

Financial report for FY21

Dog Licenses	2062.00
Dog Fine Penalties	170.00
Clerk Receipts	2,867.00
Gas Storage Licenses	50.00
Planning Board Fees	4,625.00
Board of Appeals Fees	200.00
Police Fines	1,640.00
Total Paid to Treasurer	11,615.00

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

Legislative Delegation

Federal Representatives

Senator Elizabeth Warren (D)
2400 JFK Federal Building,
15 New Sudbury Street,
Boston, MA 02203
(617) 565-3170

309 Hart Senate Office Building,
Washington, D.C. 20510
(202) 224-4543
www.warren.senate.gov/

Senator Edward Markey (D)
975 JFK Federal Building,
15 New Sudbury Street,
Boston, MA 02203
(617) 565-8519

255 Dirksen Office Building,
Washington, D.C. 20510
(202) 224-2742
www.markey.senate.gov/

Representative Lori Trahan (D)
3rd District
126 John St., Suite 12,
Lowell, MA 01852
(978) 459-0101

15 Union St, 4th Floor,
Lawrence, MA 01840
2439 Rayburn House Office Building,
Washington, DC 20515
(202) 225-3411
<https://trahan.house.gov/contact/>

State Representatives

Senator John J. Cronin (D)
Worcester & Middlesex District
25 Beacon St, Rm 504
Boston, MA 02133
(617) 722-1230
john.cronin@masenate.gov

Representative Meghan Kilcoyne (D)
12th Worcester District
24 Beacon Street
Boston, MA 02133
(617) 722-2800 x7309
meghan.kilcoyne@mahouse.gov

Marriages Recorded through 2021

DATE	PLACE	PARTY A & PARTY B
January 16	Berlin	William Leonard Collins III of Berlin & Juscilene Marcelino DaSilva of Hudson
March 10	Newton	Christian David Wolfe of Berlin & Lily Amelia Montagna of Allston
April 10	Berlin	Alexandra Marie Carroll & David Robert Spoljaric of Berlin
May 14	Taunton	Caroline Rachelle Conena & Scott James Vandermolen of Berlin
June 6	Berlin	Aricelma DeOliveira & Jose Sobral of Berlin
August 7	Berlin	Nathaniel Woodward Wheeler & Rachel Marie DeFronzo of Berlin
September 4	Berlin	Brendan Patric Holyoak & Michaella Venter of Berlin
September 8	Berlin	Logan Martin Bries & De'Shaun Shamar Madkins of Berlin
September 18	Berlin	Anna Lori Pascucci & Joseph Gordon Denio of Berlin
October 2	Bolton	Simon Philip Mutti & Emily Sarah Shanley of Berlin
October 9	Sudbury	Frederick David Hunter & Jennifer Elizabeth Navaroli of Berlin
November 7	W.Brookfield	Timothy Soren Hansen & Lisa Beth Ortiz of Berlin
December 19	Groton	Ryerson David Ciesluk of Berlin & Greta Tarelli of Berlin and Italy
December 30	Berlin	Shefail Maria Sanyal & Erik David Hjerpe of Berlin

Births Recorded through 2021

DATE	NAME	PARENTS
January 8	Whitaker James Juan	Christina Marie (Meluch) & Christopher Michael Juan
January 15	Maya Lane	Melania (Zapata) & Andrew Curtis Lane
March 1	Rafael Alcantar	Elizabeth Noyola (Mendoza) & Jorge Alcantar
March 6	Lilliana Maeve Fox	Lauren Jessica (Goode) & Paul Gerard Fox
March 8	Rocco Timothy Rossini	Alyson (Cosenza) & Timothy Michael Rossini
March 10	Hope Victoria Ferraz	Alyssa Ann (Rogers) & Washington Ferraz
March 14	Luke Henry Kelly	Alexandra Gray (Giorgio) & Timothy Paul Kelly
March 31	Leah Pearl Bruss	Jacqueline Ann (Romaska) & Isaac Robert Bruss
April 4	Penelope Marie Correa	Caroline Marie (Craig) & Andrew Thomas Correa
April 8	Gabriel Paul Kastner	Allison (Dinitto) & Joshua Steven Kastner
May 4	Isaac Stone Schuler	Heidi Marie (Warren) & Daniel Edward Schuler
June 8	Jackson Richard Smith	Kelly Anne Pastor & Even Richard Smith
June 18	Kira Prokhorova	Victoria Grigoryeva & Alexei Prokhorov
July 4	Harper Mae Donoghue	Jessica Lyn (Carcieri) & Daniel Joseph Donoghue IV
July 4	Harper Daria Ouellette	Dolgormaa Munkhjargal & Bryan Greg Ouellette
July 6	Robert Scott Lavigne	Alison Elizabeth Demers & Scott James Lavigne
July 7	Nicolas Martin Carrascal	Sofia (Mukhanov) & Walter Ivan Carrascal
July 9	Jaxon Miles Ruddy	Kristine Patricia (Clements) & Shane Matthew Ruddy
July 10	Nico Paul Capracotta	Christina Angelina (Budzinski) & Jason Alderic Capracotta
July 15	Emme James Hall	Megan Kelly Sweeney-Hall & Justin Ford Hall
July 15	Samuel Francisco Ramirez	Ingris Luz (Benitez Romero) & Francisco Javier (Giron) Ramirez
August 14	Anila Bea Menne	Sondra Justine Barbara Murphy & Christopher Allan Menne
September 8	Skye Pollyanna Phelps	Kelly Alice Brinkerhoff & Darrin James Phelps
September 10	Caleb Donato Dicenso	Katherine Elizabeth (Garbarino) & Joseph Donato Dicenso
October 19	Norman Sylvio Provost IV	Helen Frances (Edwards) & Norman Sylvio Provost III
November 2	Kazel Marie Santella	Kristen Denise Brozek & Timothy Conway Santella
November 4	Livie Mariano Oliveira	Hacsa Mariano (Franco) Oliveira & Thiago Jesus DeOliveira
November 27	Damon Konstantin Kulkin	Olga (Shablina) Kulkina & Maksim Kulkin
December 4	Nolan Gennaro Underwood	Julianna (Katzenberger) & Evan Daniel Underwood
December 8	Jaxon Walter Phillips	Amy Lynn Jackson & James Robert Phillips
December 12	Lucy Hazel Pearl Johnson	Jill Anne (Muldoon) & Cody Mitchell Johnson
December 24	Cordelia Gray Vandermolen	Caroline Rachelle Conena & Scott James Vandermolen

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

Deaths Recorded through 2021

DATE	NAME	ADDRESS	AGE
January 3	Juanita Catherine Ernst	316 South St.	92
January 5	Marilyn L. (Traverse) Neilsen	159 Gates Pond Rd.	84
January 15	Gregory J.H. Gosselin	20 Barnes Hill Rd.	37
January 28	Shirley (Pearson) Small	135 Pleasant St., 1-1	75
March 5	Joanne Ruth (Myers) O'Brien	68 Brook Lane	83
April 16	Paul H. Wilder	336 Old Central Street	78
April 21	Ruth A. (Nugent) Wheeler	39 Sawyer Hill Rd.	92
April 24	Paul Ernest Corman	5 Roseberry Rd.	77
April 27	Peter C. Gaba	3 Brook Lane	83
April 29	Joanne Karen Schiding	77 Dudley Road	58
April 30	Pamela Ann Hurley	9 Collins Road	70
May 2	Amy Rose Beaudet	171 River Road West	55
May 19	Donald P. Potas	344 Randall Road	72
May 31	Phyllis E. Hoy	359 Randall Road	95
June 3	Jeannette A. Dilling	135 Pleasant St., 104	82
June 27	Robert William Casasanto	135 Pleasant St., 11-3	75
July 4	Sidney M. DeBello	8 Carr Road	76
July 4	Harold Russell Lohr	47 Brook Lane	98
July 4	Barbara L. (Christensen) Tatarunas	163 West St.	91
July 9	James C. Barry	308 Randall Rd.	56
July 29	Claire Palmer Gillespie	1 Brook Lane	79
August 1	Douglas John Coldwell, Sr.	4 Larkin Rd.	74
August 15	Russell Kennedy Jr.	40 Barnes Hill Rd.	57
August 31	Lilian (McLean) Forrest	135 Pleasant St., #105	85
September 20	David H. Wheeler	36 Dudley Rd.	48
September 27	Henry Adelbert Wheeler Jr.	37 Summer Rd.	66
October 5	Earle Myron Cadoret	135 Pleasant St., #6-4	85
October 13	James R. Bowser	211 River Road East	64
October 15	Marjorie Agnes (Anderson) Lamy	28 Walnut St.	85
October 21	Anthony James Valchuis, Jr.	156 Pleasant St.	80
October 28	Bill Allen Schwartz	191 South St.	78
October 31	Frederick "Buddy" Wheeler	92 Highland St.	64
November 3	Margaret (Van Buskirk) Bergen	159 Sawyer Hill Rd.	97
November 20	Deran P. Bacon	51 Bassett Rd., #5104	66
December 2	Frances Dorothy (Hadmack) Barry	8 Brigham Rd.	81
December 10	Warren Richard Ryan Brown	84 Brook Lane	86
December 26	Grace L. (Lockhart) Flint	135 R. Pleasant St., #102	83
December 29	James F. Scott	28 Bassett Rd., #7108	76

Traffic Safety Advisory Committee

The Traffic Safety Advisory Committee began its first full year of activity with efforts to coordinate the communication between the many departments impacted by traffic and highway-related maintenance and safety issues.

One of the first accomplishments of the year was the development of procedures to address sign requests from the citizens of the Town. A request form was created, and the Committee received a number of inquiries, many of which resulted in the purchase and installation of new signage.

The Committee recommended the purchase of electronic traffic signage which was approved and installed on Route 62 in the center of town and in Carterville. These signs are able to collect some traffic data which the Committee will utilize in traffic-related decisions going forward. The signs will be useful in the evaluation of traffic concerns in other parts of the Town as needed.

Discussions concerning the Complete Streets Program continued, focusing on the next steps to meet some of the objectives outlined in the Prioritization Plan. Particularly important in the Town Center was the need to improve safety for pedestrians through improvements to the sidewalk network between key public buildings. The Committee will focus on the need to generate pre-construction plans and engineering that will allow the Town to apply for State support for many traffic related projects.

A review of the existing parking regulations led to their updating. Further review of the parking guidelines is necessary, especially as they relate to parking in the Carterville neighborhood. Traffic concerns in Carterville were on the agenda of several meetings and the best means of addressing the issues raised will be a priority as the Committee meets in 2022.

The Central Massachusetts Regional Planning Commission assisted with questions related to the possible exclusion of trucks from certain roadways. The necessary traffic counting and analysis to move forward will be done by CMRPC in 2022 although requirements to meet a certain percentage of truck traffic to justify exclusion may prove to be difficult to achieve.

Several additional highway improvement projects were discussed. Attention was given to the evaluation of existing bridges and culverts and efforts to address those of greatest concern will continue in 2022.

Respectfully submitted,
Police Chief Eric Schartner, *Chair*; Highway Superintendent Fred Cummings, *Vice-Chair*; Fire Chief Kenneth Clark; Capital Planning Committee member Anna Crane; Planning Board member Timothy Wheeler; non-voting members Mary Porter and Town Administrator Margaret Nartowicz, and former members Police Chief Thomas Galvin, Highway Superintendent Dave Smith, and Building Inspector Richard Hanks

Select Board

The Town of Berlin continues to be a pleasing mix of the past and the present. The many activities of the town highlight this.

As Berlin continues its growth, your SelectBoard and other commissions and committees have had the privilege of hiring highly skilled and passionate people. The list of new hires, both full-time employees and recommitting volunteer base has grown. Please take a read through the Town Administrator, Highway, Conservation, Council on Aging, Zoning Board of Appeals, Conservation, Cultural Council, and Energy reports for a list of those employees and volunteers.

A change of ownership of the Berlin General Store has moved from the hands of the Sargent family to Berlin's own Ed Munter. Ed is bringing back that small-town feel to the General Store with the old "townie" photos and various town memorabilia.

The Board would like to thank The Berlin Lions Club, Council on Aging, The First Parish Church, Recreation, the Berlin Library, Art & Historical Society, 19 Carter, Many Hands Thrift Shoppe, and countless volunteers who made possible a Halloween Stroll and events at Berlin Memorial School, Halloween Trick-or-Treating in the center of town, Holidays in Berlin and our second annual Twinkle Tour. Thank you for bringing back that small-town feel.

The town would like to express its gratitude to Nocella Landscaping and Paving for the wonderful job they did with paving and reconstruction of the parking lot at our Town Office building, located at 23 Linden Street.

Part of the role of the Select Board is to produce policies and procedures for the town. A few of the policies we have developed include Board and Committee Handbook, Mobil Food Vendor Policy and Application, Communication Guidelines, Parking Regulations, updates to the User's Guide, and Rental Information document and contract for the 1870 Town Hall, and Nuisance and Dangerous Dog Hearing Procedures.

The town was fortunate to participate in a Shared Streets & Spaces Pilot program that focused on the center village. The Town was able to purchase 3 benches for the village center along with the delivery of button-activated pedestrian crossing beacons located near the center cemetery and at the crosswalk at the General Store. Comments from residents were welcomed and appreciated. An ad-hoc advisory committee continues to meet and discuss options on how to potentially redesign the village center.

COVID-19 continues to impact the town. As of this writing, facial masks must be worn within the Town Buildings and we encourage our residents to keep a safe distance between themselves and the next person and don't forget to wash their hands. Together we can keep our residents safe and healthy. Committees and commissions continue to meet virtually in light of the pandemic. If a committee does meet in person, please continue to wear your mask indoors and practice social distancing wisely.

Though COVID-19 has impacted many of us, the Town was able to receive \$5,000 in COVID Relief Funds that allowed our Council on Aging (COA) to allocate free meals or grocery delivery to vulnerable Berlin residents including Seniors and others. Our COA has been working with the Food Pantry, Berlin Seniors, Northbrook Village, WHEAT, Riverbridge Apartments, and others.

The Town has also entered into a Host Community Agreement (HCA) with Canndle ("Canndle Massachusetts, LLC"). Though plans for the opening of the building are still in progress, the manufacturing plant is currently planned for the old Entwistle site that borders on the Hudson/Berlin town lines.

The Town has graciously voted to extend the timeframes of the Riverbridge Agreement to complete the installation of the separate pedestrian and bicycle bridge over North Brook, and the sidewalk connections and upgrades have been extended to December 11, 2022. The time frame to complete the design and engineering of the widening of the existing bridge deck over North Brook has been extended to December 11, 2023. The time frame to complete the widening of the existing bridge deck over North Brook has been extended to December 11, 2024. The time frame to complete certain improvements to the intersection of Pleasant Street and South Streets has been extended to December 11, 2024.

Grants help to provide money to the Town for a number of projects. Your Board has been successful at requesting and receiving approval on several. As a result of a successful MIIA Risk Management Grant, our former Highway Superintendent was able to work with a vendor to install roof safety guards at the Town Offices along with a rubber membrane roof inspection.

In addition, the Municipal Energy Technical Assistance (META) grant, has allowed the Town's Energy committee to hire an energy consultant to assist in the scope of work for the Highway Barn and possible alternate energy options to help offset the high cost of electricity of the Barn.

Being a good neighbor not only applies to our town but also branches out to neighboring towns. The Board is pleased to announce yet another successful CCC Efficiency and Regionalization Grant that allows for a shared bucket trick between the towns of Berlin and Clinton. Our Highway Department is beyond excited about this opportunity and looks forward to working with their counterparts and this new piece of equipment.

Every new year brings new health benefit options for the Town employees. We have hired Jill Gallant-Shaw and Sue Shillue of Cook & Co. to review benefit options and make recommendations to the Board for our employees.

As voted by the Select Board on June 9, 2021, the Town provided a proclamation in accordance with the state of Massachusetts which has been encoded in Massachusetts General Law Chapter 6, Section 15BBBBB titled "Juneteenth Independence Day" by the signature of Massachusetts Governor Charlie Baker on June 19, 2020. Your Select Board of the Town of Berlin, Massachusetts, does hereby declare Saturday, June 19, 2021, as JUNETEENTH in the Town of Berlin, Massachusetts. On November 8, 2021, Berlin's Special Town Meeting approved adding Juneteenth as an observed holiday to the Town's Personnel Bylaws.

We are proud to announce the names of the three recipients of the 2021 Mabel Felton Marble Memorial Scholarship; Katelyn Beirne, Lindsey Kunewich, and Kelsie McDonald. We wish you much success in your academic studies and future careers. Thank you to Judith Kerr and Sylvia Marble for their gracious scholarship.

Often good deeds are done without anyone noticing; however, we have noticed. Sadie Michelson, who achieved the Girl Scout Silver Award, the highest award Girl Scouts in grades 6-8 can achieve for her work for installing a new wooden picnic bench at the Berlin Library during the height of the pandemic. We applaud Sadie for her commitment to improving the lives of many.

Our next achievement of recognition was presented to Addison Muldoon who raised a considerable amount of money during the Town's Annual Earth Day program which will be used to purchase trees for 19 Carter.

But wait, there's more. Our Earth Day would not be the success it is without our countless volunteers who wander the streets picking up trash, but one individual who dares to wander deep into the woods at the side of the roads to pick up the countless cans, nip bottles, and assorted other items. Thank you, Bob Blair, for your tireless efforts in keeping our town shining.

Earth Day recognition also goes to Laurence and James Holyoak for the use of Bridge Reality as the ground zero for empty trash bag pickup and supplies. And to our outstanding Highway Department who tirelessly picked up the hundreds of yellow bags of trash collected by our residents.

The Board also had the opportunity to present to Angelo Lembo in recognition of his efforts in the simple task of picking up sticks and branches that had fallen in the South Cemetery. The Board has no doubt there are far more many random acts of kindness that have occurred in town. We would like to take this moment to say thank you to the nameless, faceless people of those acts. "Gratitude and joy are eternal twins. Where there is one, there is always the other." - LeAura Alderson

Thanks to our own Evan Carloni who was instrumental in the successful new septic being installed at the Town Library. For those of you who don't know Evan, not only is he a Berlin resident and the Deputy Health Director for the Town of Acton, but he is also a licensed septic designer and is the principal of Innovative Septic Design, LLC. Evan, thank you for your efforts and your time. It was very much appreciated.

Many residents have expressed their traffic concerns on various roads within our town border. As a result, the Town is participating in a One-Stop Project Proposal which will develop a Rte. 62 corridor study, review of the Wheeler Pond Dam, the intersection of South and Pleasant Street along with a Riverbridge bridge design-engineering and construction.

By unanimous vote, the Board executed an MOA (Memorandum of Agreement) with the Assabet Regional Housing Consortium (ARHC). This consortium is a collaboration among member communities of several nearby towns including Bolton, Boxborough, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. The ARHC serves the member towns by assisting with the municipal function of affordable housing, including proactive monitoring, resident assistance, program administration, project development, technical assistance, and regional activities. The regional approach affords each community access to quality housing services at a lower cost than they could obtain on their own.

The Town was fortunate to not only participate in RCAP's Private Well Testing which occurred in the Fall of 2021 but will also be participating in a PFAS (Per and PolyFluoroAlkyl Substances) well water testing program. Private well owners in Berlin had two options to get their private well water tested. RCAP Solutions offered a complimentary well assessment and water tests through the North Central Massachusetts Private Well Program. RCAP Solutions tested for common contaminants but did not test for PFAS.

The Town has entered into a contingency agreement with the law firm Napoli Shkolnik PLLC of New York, New York to "investigate/prosecute any claims against any/all parties, individuals and/or corporations found to be legally liable for wrongs/injury suffered by the Town of Berlin, MA arising out of groundwater supply contamination FAS, 1, 4 Dioxane, and any emerging chemicals of concern (MDL) civil action.

On a monthly basis, the Select Board submits articles to The Clinton Item for publication. We would like to thank The Item for the opportunity to present to the Town updates on meetings, processes, procedures, events, and upcoming business within the Town. Keeping the Town informed is a key goal of your Select Board.

The Board took the time to reach out to the Town for their input on our annual goals and objectives. Feedback from the Town allows the Board to stay in touch with the pulse of the Town, to know what is on your mind, to hear what you would like for us to work on. We thank you for taking time from your schedules to provide us with this information. Various input from our residents included: Roads/Infrastructure (Public Safety), Community Services, Building and Facilities, Communication and Technology, Energy and the Environment, Culture and History, Governance (Bylaws and Legislation), Administration and Operations.

Four years ago, the Select Board started "Coffee Talk", an opportunity for the Board, our Town Administrator, and other members of Committees and Departments to update the residents of the town with town happenings. We appreciate the residents who attend our talks to share their questions, comments and provide feedback. Topics brought to us range from speeding, traffic concerns, the Solomon Pond and Highland Commons, upcoming town activities, discussions on articles at Town Meetings, and so much more. Keep those comments coming, it is through your participation that assists the Board in taking care of the town.

It is an honor and a privilege to be your Select Board. We thank you for the opportunity to serve our beloved community.

Sincerely,
Margaret "Peg" Stone, *Chair*
R. Scott Hawkins, *Vice Chair*
Christine Keefe, *Clerk*

Police Department

Chief of Police: Eric J. Schartner

Sergeant: Richard Gilcrest

Specialists: Community Service Officer David Goulding, Detective Kevin Trongone

Fulltime Patrol Officers: Carl Corriveau, Dean Bellville, Timothy Andre, Jesse Reed, Molly Plante

Part-time Patrol Officers: Michael Barry, Thomas Welch Jr., Peter Kinnas, Kevin Colomey, Shantel Cuff, Michael O'Malley, Kenneth Janda, David Centeno, *Chaplain*, Dylan Soldi, Christopher LaDou, Neil Lefebvre

Special Police Officers:

Kevin Pond, Howard "Buster" Spaulding, Duncan Baum, John Geis, Thomas Welch

In the past year, we have seen some changes within our department and not just COVID-19 or Police Reform. Chief Thomas Galvin who served us for 8 years bringing our department up to standards with policy and procedures as well as starting Police Reform moved on to the Town of Sherborn to be their Chief of Police. After serving the community for 26 years I was more than willing to take on the role as Chief Galvin left and fortunately the Select Board and Town Administrator gave me the opportunity to do so. Chief Galvin served this town above and beyond expectations and I will be forever grateful for what he accomplished in the last 8 years moving us forward.

The COVID-19 Pandemic had changed some of our ways in 2020 and continued through 2021, we still face a lot of unknowns about the virus but are taking precautions to keep the staff and public safe. We have been able to slowly progress back into our decade's long ways of community policing with limited restrictions which we weren't able to do much of over 2020. As you can see by this report, 2021 was slightly busier than 2020 with over 11,500 calls for service. The men and women of the Town of Berlin Police Department have not only been busy on the road answering calls or doing traffic control but also attending in-service training online to keep up with their police certifications.

Officer David Goulding, our School Resource Officer/Community Service officer has been back in the schools with our youth teaching the D.A.R.E program and playing an important role as our liaison between the School and Police Department, building those community relations we have always had and will continue to have. Detective Trongone has also taken on the role of being our representative on the Northern Worcester County Drug Task Force, working with communities within neighboring towns fighting drugs on the streets. Officer Tim Andre is still on the regional tactical team known as CEMLEC which gives us access to specialized training for all officers. He continues to do regional call-outs when advanced tactics are necessary.

As reported last year a conditional offer had been made to the first full-time female police officer in the history of the Berlin Police Department, Molly Plante. Officer Plante graduated from the Police Academy in October, completed her field training, and is now working regular shifts. Two new part-time officers also joined the department in late 2021. Christopher LaDou a former intern of the police department is field trained and working shifts, Neil Lefebvre began his training in January 2022 and will be on the road shortly after. We will be filling a full-time vacancy left by me when I was promoted, this process will start in early 2022.

The Police Department logged 11,500 calls for service in 2021. Below is a list of some of those calls:

911 Hang-up	116	Motor Vehicle Stop	1366
Abandoned Motor Vehicle	4	Alarm Residential	36
Accident Personal Injury	80	Larceny	51
Accident Property Damage	205	Harassment /Threats	12
Animal Calls	85	Criminal Complaints/Arrest	19
Assault	1	Property Damage	0
Accident Hit and Run	26	Trespass Order	7
Breaking and Entering	2	Unwanted Party	11
Domestic	14	Radar Patrol	961
Citation Speeding	400	Stolen MV	4
Disabled Motor Vehicle	142	Warrants Served	3
Disturbance	40	Well-Being Check	73
Fireworks	4	Neighbor Complaint	18
Runaway	2	Commercial Alarm	80
Missing Person	2	Traffic Citation	855

Traffic

	2019	2020	2021
Total number of Traffic Crashes	194	128	185
Fatal Accidents	0	0	0
Personal Injury Crash	67	32	80
Property Damage Crash	127	96	105

2021 saw an increase in crashes and an overall increase in roadway traffic. Above is a three-year statistic to show Pre-COVID, lockdown phase then lifting restrictions. Traffic is a major concern for the department and residents of Berlin. We encourage people to attend the Traffic Safety Advisory Committee virtual meetings (until further notice) for any concerns or suggestions. Our officers spent a lot of time with traffic enforcement this past year conducting 961 radar operations, and issuing 855 citations 370 verbal warnings.

Animal Control Officer

Helen Roach

Long-time Animal Control Officer Helen Roach handled over 80 calls for service. Many of the calls were relayed to Helen through the police dispatch, but others called in directly to Helen from her vast network of contacts.

Cats	4	Deer	2	Fox	1
Dogs	35+	Goat	1	Bull	1
Turtles	2	Owl	1	Bobcat	1
Pig	1	Racoons	2	Rooster	1
Cows	10	Horses	7	Hawk	1
Donkeys	2	Turkey	1	Bird	1
Skunk	1	Bear	1		

Berlin is a place where the community and Police Department have worked together for a very long time, although there have been some minor changes, we want to keep that momentum going and the partnership we share lasting. We thank you for your support, your cooperation and look forward to a great 2022 within our town.

Respectfully Submitted,
Eric J. Schartner, *Chief of Police*

The Nashoba Valley Regional Dispatch District

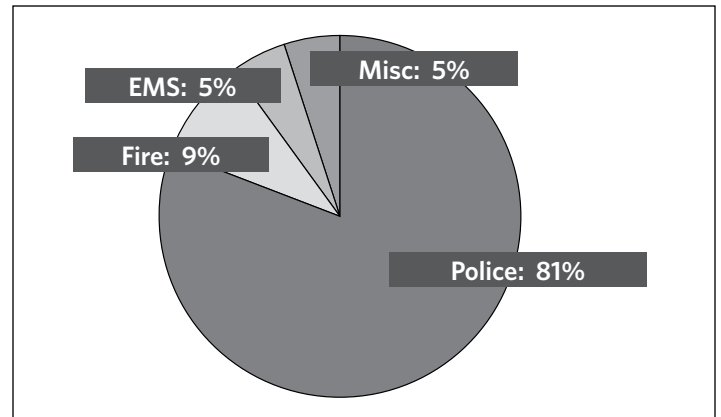
The Nashoba Valley Regional Dispatch District (NVRDD) is the agency providing 9-1-1 call handling, emergency dispatch, and other vital communication and dispatch services to the citizens of the Town of Berlin along with six other communities. NVRDD was founded in June of 2011 by the communities of Devens, Harvard, Lancaster, and Lunenburg. Eventually, the Towns of Bolton, Berlin, and Townsend joined NVRDD completing our ledger of communities served. Currently, NVRDD serves a total population of 46,000 residents.

Here at NVRDD, we have a team of dedicated and hardworking public safety telecommunicators and Supervisors who are on duty 24 hours a day, 7 days a week, 365 days a year. These first of the first-responders provide a vital and seamless link between the community and their local police, fire, and emergency medical services. While the focus is on handling emergencies, our staff also serves the public and our responders by providing other administrative and non-emergency dispatch tasks. NVRDD staffs the communications center with multiple dispatchers and supervisors each shift to handle calls and requests. Having multiple dispatchers on duty allows us to deal with surges in activity and major incidents more effectively.

In 2021 NVRDD processed a total of 83,000 calls for service (CFS). Of these calls for service, 11,500 were for the Town of Berlin. These calls for service average out to 958 CFS per month in the Town of Berlin and 32 CFS per day in the Town of Berlin. Each CFS represents one report entered into the Computer Aided Dispatch system by the dispatchers for the 9-1-1 calls handled, the police, fire, or medical emergencies dispatched, and the other miscellaneous duties they perform daily.

In 2021 NVRDD Telecommunicators answered 8,425 9-1-1 Calls. This total averages out to 746 emergency 9-1-1 calls per month and approximately 25 emergency 911 calls per day.

Town of Berlin Calls for Service



Of these 9-1-1 calls, 2,840 (32%) were from landlines, and 6,111 (68%) were from cell phones. NVRDD Staff prides itself in customer service and standards of care. Our average 9-1-1 answer time is 3.5 seconds, which is approximately half of a normal telephone "ring". Our staff is also evaluated monthly on their call handling skills; they rate at an average 94% adherence to the call-taking protocols.

NVRDD Telecommunicators average 32 hours of training per year, and this number will be increased in 2022 as the department plans to implement more self-paced and virtual learning into the training program. In 2021 NVRDD welcomed three new members to the team, two dispatchers and a new executive director. In 2022 the plan is to fully staff the center with ten (10) full-time dispatchers and four (4) full-time supervisors.

Town Administrator

COVID-19 Safety

The virus continued to provide challenges for the Town in terms of actual and potential exposures for employees, board and committee members, residents and other visitors to Town buildings, and town meeting attendees. In each instance, notifications and appropriate actions were taken in accordance with the Town's COVID safety protocols. In the interest of health and safety and to mitigate exposure risk, there were periods in 2021 that non-essential Town employees worked remotely. The Town continues to maintain COVID safety workplace protocols in accordance with Massachusetts Department of Public Health and Centers for Disease Control guidance.

- **May 10, 2021:** Town departments and buildings were reopened to the public for workday business transactions with safety precautions including plexiglass barriers in doorways or at counters, mask mandates in public areas, limited in-person meetings and enforced preference for virtual meetings, and quarantine/testing requirements for employees returning from out-of-state travel
- **May 15 and 17, 2021:** For the second consecutive year, Annual Town Meeting was held outside at Berlin Memorial School with COVID safety protocols including social distancing of six feet and masking when social distancing was not possible
- **June 15, 2021:** Town rescinded its March 2020 COVID-19 Declaration of Emergency (as Commonwealth lifted its COVID-19 Public Health Emergency)
- **January 4, 2022,** with an increase in positivity rates and with the Select Board support, the Board of Health enacted a mandatory mask mandate for Town-owned buildings

Human Resources/Benefits

- **Consultant Human Resources Services, Inc.** presented a final draft compensation and classification report with supporting comparative market data to the Personnel Committee. This information is being used to determine appropriate pay rates for new positions, new hires in existing positions, and updating the classification spreadsheet.
- **The Insurance Advisory Committee (IAC)** has been reconstituted and charged with further study (in consultation with consultants Cook & Co.) to provide feedback and recommendations regarding Town employee health insurance plan value and coverage, continuation of health benefits for compensated elected officials, and the feasibility of providing health insurance coverage for retired Town employees.

Finance

The Assessors presented data to the Select Board which set Fiscal Year 2022 (July 1, 2021 through June 30, 2022) tax rates thereafter approved by the Department of Revenue as follows:

\$15.63/thousand for residential and open space properties,
\$27.18/thousand for commercial and industrial properties, and
\$27.02/thousand on personal property.

Pursuant to the Town's approved Fiscal Year 2022 (FY22) Department of Revenue Tax Rate Recapitulation, the amount to be raised from any/all sources is \$16,947,613.99 with local receipts/other revenue sources accounting for \$4,040,642.47, resulting in a maximum tax levy of \$12,906,971.52. Berlin continues to use less than the maximum tax levy to fund its annual operating budget.

Due to the economic uncertainty resulting from the COVID pandemic, the FY22 Budget Process included a call for departments to submit budget requests equal to the bottom-line amounts approved in FY21. A 2% cost of living adjustment (COLA) for non-union employees and market rate adjustments for certain positions falling below market comparisons were subsequently approved.

FY22 budget line funding recommended by the Town Administrator was vetted, revised as needed, and subsequently approved by both the Select Board and Finance Committee. Capital project requests were vetted by the Capital Planning Committee in accordance with bylaw, and by the Community Preservation Act (CPA) Committee for projects seeking CPA funding.

COVID-19 relief funding is ongoing in terms of spending, tracking & reporting under different programs including the federal:

1. **Coronavirus Aid, Relief, and Economic Security Act (CARES)** which was allocated to Massachusetts municipalities through the Coronavirus Relief Fund (CvRF), a portion of which was reimbursed by the Federal Emergency Management Agency (FEMA)
2. **American Rescue Plan Act (ARPA)** under which funds are allocated directly from the US Treasury through the State and Local Fiscal Recovery Fund (SLFRF)

Procurement, Contracts, Agreements, and other projects

Completed:

- **Administrative Finance Team:** VADAR Cloud financial software license
- **Cemetery Commission:** Burial Services & Superintendent vendor contracts
- **Conservation Commission:** Following COVID extension to July 1, 2021, implemented Berlin plastic bag ban bylaw
- **Fire/EMS Department:** 2021 Freightliner Pumper Tanker truck purchase; 1998 Chevy Pick-Up auction/sale
- **Highway Department:** 2007 Volvo L70F Loader transmission repair; 2021 Volvo L70H Loader purchase; 2021 Wanco Solar Message Board purchase
- **Highway Department:** procurement of shared bucket truck with the Town of Clinton, through a Community Compact Efficiency & Regionalization Grant. Intermunicipal Agreement will govern the use of and costs for the shared truck

- **Historical Commission:** Bullard House — weatherization and sill work projects
- **Historical Commission:** Curatorial Building fire alarm system, split heat/cooling system, and certificate of occupancy with historical artifacts moved from the basement of Town Offices into Curatorial Building
- **Housing Partnership:** Membership in the Assabet Regional Housing Consortium for expert assistance with affordable housing issues including monitoring and protection of the Town's affordable housing inventory
- **Labor Agreement:** Ratification of Berlin Firefighters' Union Local 5298 I.A.F.F. agreement, May 17, 2021, to June 30, 2023
- **Library Trustees:** Completion of new septic system installation
- **Marijuana:** Execution of Host Community Agreement (HCA) with Canndle at 3% of annual gross revenues for five years from the time of operation for a proposed large marijuana cultivation and marijuana-infused product production facility at 10 Bigelow Road. A C3 Industries (aka C3 Berlin LLC) proposal to locate a recreational cannabis retail facility at 64 Banner Road was abandoned due to zoning & land use issues.
- **National Opioid Distributor Settlement** participation by the Town as a Governmental Entity with Settlers including "Janssen" for harm caused by over-prescription of opioids
- **PFAS (Per- and Polyfluoroalkyl Substances)** Litigation Retainer Agreement with law offices of Napoli Shkolnik PLLC regarding multi-district litigation against certain manufacturers over harms caused by PFAS chemicals in ground and water sources
- **Public Buildings:** FY22 fuel oil procurement; Town Offices & Public Safety parking lot resurfacing project

Ongoing/Anticipated:

- **Fire/EMS:** Advanced Life Support (ALS) ambulance services feasibility study
- **Historical Commission:** Bullard House basement stairs replacement underway, foundation reconstruction and drainage project using Community Preservation Act funds, architectural study, and rehabilitation

- **Cable (TV) Access Committee:** hard wiring of two Town Office meeting rooms
- **Public Buildings:** Execution of Berlin Memorial School building lease agreement with the Berlin-Boylston Regional School District
- **Recreation Committee:** reconstruct South Street tennis/basketball/pickleball courts using Community Preservation Act funds
- **Personnel/HR:** review and updates to Personnel Policies and Procedures, last updated in 2010, for recommendations to the Select Board
- **Riverbridge Development Agreement:** collections on two overdue public safety transitional mitigation payments, discussions regarding other developer obligations
- **Village Center Strategic Plan and Route 62 Corridor Study,** both with assistance of Central Massachusetts Regional Planning Commission (CMRPC)
- **Land acquisition:** so-called “Lohrer” property for Conservation/Open Space purposes at Lyman Road and Linden Street
- **Continued ARPA funds** monitoring and reporting through December 2026 and completion of ARPA revenue replacement-funded projects
- **Labor Agreement:** Berlin Police Union Local 264, MA COP, IUPA, AFL-CIO
- **Maplewood Farm:** continue to monitor via consultant review of documentation for earth imported to the 24 Ball Hill Road farm pursuant to May 5, 2015 settlement agreement between the Town and owners Archibald F. and Tamara Z. Johnston
- **Town Policies and Procedures:** Liquor License Application Guidelines, Board/Committee Volunteer Handbook, Nuisance and Dangerous Dog Hearing procedures, Fraud Prevention Policy, Financial Management Policies, and others

Town Administrator Employee Appointments

Alphen, Elizabeth	COA Van Driver PT
Bowdoin, Jon	COA Van Driver PT
Choate, William	Alternate Electrical Inspector PT
Clemmer, Dylan.	Highway Driver/Laborer FT
Cushion, Daniel	Alternate Electrical Inspector PT
Hays, Michael	Highway Driver/Laborer FT (resigned September 10, 2021)
LaDou, Christopher	Patrol Officer PT
Lapan, Mark	Highway Seasonal Snowplow Operator PT
Lefebvre, Neil	Patrol Officer PT
Monteiro, Dennis	Acting Wiring Inspector
Plante, Molly	Patrol Officer FT
Poulin, Kenneth	Alternate Plumbing & Gas Inspector PT
Teixeira, Matthew	Highway Driver/Laborer FT
VandenBoom, Mattie	Conservation Agent (Temporary) PT
Vianna, Abigail	Public Safety Administrative Assistant FT
Welsh, Thomas P. Jr.	Patrol Officer PT

I appreciate the ongoing support of the Select Board and other boards and committees, the Administrative Finance Team: Accountant June Poland, Collector/Treasurer Dennis Fearebay and Assessing Director Molly Reed, Administrative Assistant to the Town Administrator Mary Arata, department heads, and all employees for their commitment and dedication to the Town.

Yours in service,
Margaret Z. Nartowicz, *Town Administrator*

Fire / EMS Department

To the Honorable Select Board and the citizens of Berlin. It is with great pleasure that I submit my third town report to you as the Fire Chief of the Berlin Fire & EMS Department and Emergency Management Director for the Town of Berlin. As always, I look forward each and every day protecting and serving your community, its citizens and all who pass between our borders.

Incident Responses

We again had a very active year within our community and while assisting our neighboring mutual aid municipalities. The calendar year 2021 incident response data is included in this report for your review. The Berlin Fire & EMS Department responded to 816 emergency responses in calendar year 2021, a slight decrease from 2020. The frequency of multiple responses at the same time continues to develop as an operational challenge to our response model. Unfortunately, the number and severity of the responses to Route 495 remains a constant operational concern.

Personnel

First and foremost, I would like to again congratulate my personnel on the professionalism and dedication to duty shown during the previous year in response to the COVID-19 pandemic. They have worked diligently to protect the community and especially themselves during many incident responses. I am very proud of the high level of competence that they have exhibited during this continuing period of daily operational and occupational health challenges.

In a small combination department, our career personnel also shoulder multiple operational and administrative responsibilities between the medical and fire responses. LT/EMT Jon Paulino is tasked with the daily operational scheduling and the service and repair of the equipment and apparatus. Firefighter/EMT-A Michael Wheeler also functions as the Department's primary Training Officer and coordinates the certified infant and child car seat installation program. Fire Marshal David Lichwell coordinates the installation and maintenance of our Knox Box program, manages data flow to the State 911 system and to the IMC program at our regional dispatch center. Fire Marshal Lichwell also coordinates the public safety street numbering program. This program constructs and installs street numbering signs on Town of Berlin properties and at trail and recreation site access points across the community. This program improves response times to these areas during emergencies. Due to retirement and career changes, I would like to thank and honor the following individual for her service to the Department and your community; Public

Safety Administrator Sharon McGowan who had also served as a Fire Department EMT and Police Department dispatcher and jail matron, resigned at the end of August. In October, the new Public Safety Administrative Manager Abigail "Abby" Vianna assumed the role. Abby has quickly established herself as an integral part of the Public Safety Administrative team and the time and effort she provides to the organization on a daily basis is invaluable. Between career, part time and call staff, the Berlin Fire & EMS Department provides a combined 321 years of service to the Town of Berlin.

Operational Per Diem Program

The Day and Night Per-Diem models are operational examples the Town of Berlin should be very proud of. Through the valued support of the community your one person Day, two-person Night Per-Diem model assists in providing 24/7/365 immediate response coverage. Your continued support is appreciated, this coverage model has allowed us to reduce by six minutes the time between report receipt and patient contact.

Community Engagement and Public Education Program(s)

Our community engagement activities have been negatively impacted by the COVID-19 pandemic. Certified Infant Car Seat installer FF Michael Wheeler has assisted nine local families to insure safe and proper installation of infant and child car seats. An installation appointment can be scheduled by calling Administrative Assistant Abby Vianna at 978-838-7355. The Fire Department was gearing up to provide community CPR classes on a monthly basis in 2021. Unfortunately, due to COVID spikes we were unable to provide this training program to the community as anticipated. We will reinstitute this important community engagement program as soon as conditions allow.

Residential and Commercial Inspections

The Fire Marshal's Office in 2021 conducted 941 inspections and issued 439 permits, a very significant increase of 55.2% and 57.1% respectively when compared to our 2020 inspectional activity. There are many factors that drive these numbers. A detailed report from the Fire Marshal's Office activity is provided for inclusion in the Town Report. I would like to again thank the continued support and collaborative effort displayed on a daily basis with Building Commissioner Richard Hanks and Alternate Building Inspector Tom Doerr who work seamlessly with our Fire Marshal David Lichwell to make our residential dwellings, school and commercial buildings safe for our residents, students and school staff. I hope everyone understands the importance of this core safety function to your community.

Emergency Management and Severe Weather Events (SWE's)

We continue to experience severe weather events and your Berlin Emergency Management Group is poised to proactively plan and react to these SWE's. A collaboration has been established between the Fire Department, the Police Department, the Town Administrator's Office, the Highway Department and other town agencies to share pre-event data and information. This proactive approach insures a planned and successful outcome for these events. We will continue to be proactive and share with you severe weather and seasonal specific safety and preparation information through a variety of the media outlets available in your community.

Grants

The department again diligently and aggressively spent many hours applying for grants. We were awarded a grant, through the hard work of Deputy Chief Jamie Desautels, from the MA Department of Fire Services Fiscal Year 2021 Firefighter Safety Equipment grant in the amount of \$9,894.00. This grant award replaced all of the attack line hose that supplies water from the apparatus for application onto a fire. We applied for and received from the Federal Emergency Management Agency a FEMA Grant Programs Directorate's Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) award. The award was in the amount of \$13,547.94 to purchase Personal Protective equipment (PPE) supplies directly related to the COVID-19 pandemic response. We also applied for and received a FEMA Assistance to Firefighters Grant (AFG) in the amount of \$45,849.52. This is a national competitive grant process awarded to only 23% of the public safety agency applicants. Our grant was utilized to replace aging supply hose and related equipment. This equipment supplies water from a water source to the fire apparatus at a fire scene. We applied for and received two Massachusetts Emergency Management Agency (MEMA) Emergency Management Preparedness Grants (EMPG) awards totaling \$5,400.00. This funding will be utilized to enhance the capability and technology in the Emergency Operations Center (EOC) and training room located in the lower level of the Town Hall. We are currently in the process of preparing another FEMA FY21 Assistance to Firefighters Grant (AFG) application to replace very aged public safety radio equipment.

Capital Vehicle Status and Replacement Schedule

The yearly review, inspection and certification of our mobile capital assets was coordinated by Lt. Jon Paulino and completed by the respective third-party agencies. I am pleased to report that all of our equipment passed inspection and certification. The Department is currently attempting to replace a 2016 command vehicle which has logged in excess of 105,000

Berlin Fire Department Roster of Personnel as of January 18, 2022

FIRE	Years of Service
Fire Chief / EMD P. Kenneth Clark #*	3
Deputy Chief Jamie Desautels **	6
Captain Anthony Alessi **	15
Captain James Concannon **	12
Lieutenant Jonathan Paulino #**	8
FF Michael Wheeler #**	15
Fire Marshal David Lichwell #*	36
Chaplain Courtney Shields	5
FF Frank Brewer *	39
FF James Spinney **	32
FF Fred Cummings	26
FF Wesley Durant **	18
FF Brendan Gilchrist *	16
FF Kevin Colomey **	13
EMT Ben Matthew	12
FF Jeremy O'Connell ***	11
FF Chris Melone **	9
FF Kyle Lichwell **	8
FF Michelle Deveau **	7
FF Peter Fortin **	7
FF Peter Demers *	4
FF Andrew Theve *	3
FF Jonathan Gallardo**	3
FF Francis Harrington *	3
FF Thomas Deptula **	3
FF Jazmin Murillo **	2
FF Kevin Benoit	2
EMT Andrew Maurice **	2
FF Melanie Dadah ***	1
Total	321

Denotes: Career Personnel#, First Responder*, EMT Basic**, EMT Paramedic***

physical miles and in addition to many hundreds of hours of "run" or "engine hours" atop logged miles. I ask for your support to replace this vital vehicle.

The new 3,000-gallon Tender/Pumper Truck was placed into service this fall and has already proven itself at multiple structure fires. This piece of apparatus will meet the operational demands in the Town of Berlin for many years.

Calendar Year 2021

Situation Type	# of Incidents	%
Not Reported	1	0.1
100 Fire, other	1	0.1
111 Building fire	5	0.6
113 Cooking fires, confined to container	3	0.4
114 Chimney or flue fire, confined to chimney	1	0.1
116 Fuel burner/boiler malfunction, fire confined	3	0.4
118 Trash or Rubbish fire, contained	3	0.4
122 Fire in motor home, camper, recreational vehicle	1	0.1
130 Mobile property (vehicle) fire	2	0.2
131 Passenger vehicle fire	3	0.4
132 Road freight or transport vehicle fire	2	.2
140 Natural vegetation fire, other	3	0.4
142 Brush, or brush and grass mixture fire	5	0.6
143 Grass Fire	2	0.2
150 Outside rubbish fire, other	1	0.1
151 Outside rubbish, trash or waste fire	1	0.1
251 Excessive heat, scorch burns with no ignition	2	0.2
311 Medical assists, assist EMS crew	1	0.1
320 Emergency medical service incident, other	19	2.4
321 EMS call, excluding vehicle accident	361	44.2
322 Motor vehicle accident with injuries	55	6.7
324 Motor vehicle accident with no injuries	29	3.6
340 Search for lost person, other	1	0.1
350 Extrication of victim(s), from machinery	1	0.1
411 Gasoline or other flammable liquid spill	5	0.6
412 Gas leak (natural gas or LPG)	1	0.1
413 Oil or other combustible gas spill	2	0.2
422 Chemical spill or leak	2	0.2
424 Carbon monoxide incident	1	0.1
440 Electrical wiring/equipment problem	3	0.4
442 Overheated motor	2	0.2
444 Power line down	4	0.5
445 Arcing, shorted electrical equipment	2	0.2
461 Building or structure weakened or collapsed	2	0.2
500 Service Call, other	7	0.8
5001 Officer Call – service call, other	1	0.1
510 Person in distress	1	0.1
511 Lock-out	2	0.2
520 Water problem, other	2	0.2
531 Smoke or odor removal	2	0.2

Situation Type	# of Incidents	%
550 Public service assistance, other	92	11.3
551 Assist police or other governmental agency	20	2.5
561 Unauthorized burning	3	0.4
571 Cover assignment, standby, move up	1	0.1
600 Good intent call, other	9	1.1
611 Dispatched & canceled enroute	19	2.3
621 Wrong location	2	0.2
622 No incident found on arrival at dispatch	2	0.2
650 Steam, other gas mistake for smoke, other	1	0.1
651 Smoke scare, odor of smoke	3	0.4
652 Steam, vapor, fog or dust thought to be smoke	1	0.1
671 HazMat release investigation with no HazMat	2	0.2
700 False alarm or false call, other	7	0.9
710 Malicious, mischievous false call, other	2	0.2
730 System malfunction, other	8	1.0
731 Sprinkler activation due to malfunction	3	0.4
733 Smoke detector activation due to malfunction	15	1.8
734 Heat detector activation due to malfunction	1	0.1
735 Alarm system sounded due to malfunction	15	1.8
736A CO detector activation due to malfunction	2	0.2
740 Unintentional transmission of alarm	3	0.4
741 Sprinkler activation, no fire – unintentional	1	0.1
743 Smoke detector activation, no fire – unintentional	25	3.1
744 Detector activation, no fire – unintentional	5	0.6
745 Alarm system activation, no fire – unintentional	35	4.3
746 Carbon monoxide detector activation, no CO present	2	.2
Total for all incidents	816	100.0

As always, the Berlin Fire Department stands ready to respond to the needs of the community at a moment's notice, and I am proud to have the opportunity to serve as your Fire Chief and Emergency Management Director.

In closing, I would like to thank all of my personnel, Town Administrator Margaret Nartowicz, the Select Board, Town Departments, Committees and especially the residents of Berlin for your constant and continued support.

Respectfully,
P. Kenneth Clark, *Fire Chief / Emergency Management Director*

Fire Prevention / Inspectional Services

The office of Fire Prevention and Inspectional services is responsible for performing Life Safety Inspections of churches, schools, public buildings, commercial properties, stores and restaurants. Additional responsibilities include; issuing permits, annual liquor license inspections, code enforcement, and a variety of inspections. This also includes an approval process for construction plan reviews of commercial, residential, fire alarm, sprinkler systems, site plans and subdivisions. We also conduct a comprehensive review of proposed projects so the developer can include what would be required if and when the project is approved. Some additional duties the department performs are the issuing of property addresses and coordinating new streets and driveways with all departments. We work closely with the Building Department and will conduct joint inspections on most projects. We are also included in the approval process for all Building, Electrical, Gas, Plumbing and HVAC permits. These efforts are all connected to other town departments through a shared software, Viewpoint to help streamline the towns on-line permitting process.

We are still dealing with the COVID-19 pandemic and some of the restrictions that we that were put in place to be able to continue our daily business. We have started up our normal inspections with safe guards in place to be able to complete some of these inspections. For some of the inspections we needed to have full PPE which included gloves, masks, and eye protection. We would also keep any contact with the public to a minimum to protect all parties during these inspections. The COVID-19 drive thru testing site (Sear Automotive) is still in operation.

We have made the adaption to conference calls, and Zoom meetings for most of the year. As of September, we have gotten back to live in house training and monthly meetings put on by FCAM, FPAM, NFPA, and DFS for Fire Prevention Education. These trainings are important so stay up to date with both the Fire Code and Building Code which changes that happen every

two years. This has also helped with maintaining our continuing education and certifications that are required to perform our duties.

This past year we have a number of new and ongoing projects at different phases.: The Rockwell apartments with 204 units across 7 buildings have been sold which required inspections for each unit to meet code requirements. We are still conducting a number of property inspections with all of the current ongoing construction and with the current housing market sales. We have added 6 new roads off Highland Street along Amos Wheeler Road with two lots currently. The Peach Hill Road subdivision, Gibbs Road 5 homes with one left to complete, the West Street subdivision Pollard Road 5 homes with 3 homes currently completed and two remaining under construction. The South Street Wilson Road Subdivision has 12 homes, the roadway is completed and foundation are being installed. The Highland Ridge project consists of 3 new roads, Wheeler Hill Road, Campbell Road and Spofford Road with 66 units of 55 & over subdivision with 4 buildings completed and 8 others under construction. There are no units occupied as of January 1, 2022. We have 9 individual new homes under construction and normal renovations of all kinds all over town.

There are several projects currently being planned at Highland Commons with new stores and restaurants. There are always future plans being discussed at the Planning Board and changes of property use at the ZBA. We still remain involved at the beginning of these projects by being proactive with these boards and departments.

We will continue to provide the best service that we can to the residents and businesses in the boundaries of the Town of Berlin.

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

PERMITS & INSPECTIONS	
Oil Burners (new & Alt)	11
Oil Tank Removal	15
Occupancy	255
Smoke & CO (26F,26F1/2)	241
Blasting	2
Ansul Suppression	1
Fire Alarm (residential)	2
Flammable storage	6
FP 290 storage	3
LP storage	36
Plan review (commercial)	8
Plan review (residential)	101
Sprinkler (alteration)	8
Sprinkler (commercial)	2
Commercial inspections	26
Food Trucks	0
Details	8
Liquor Inspections	6
Elevator Testing	3
New Roads	6
Permits Issued	439

Oil Tank Install	5
Sub Division review	3
Commercial Final	8
21E Property Assessment	3
Fire Alarm (commercial)	15
Transfer tank	3
Fire Pump install	1
Waste Container	36
Heater	8
Site review	6
Welding	3
Knox Boxes (Issued)	3
Sprinkler (residential)	76
Addresses (New)	76
Assembly Inspections	8
BDA Radio system	1
Fire Drills	4
Meetings	64
Cistern	2
Inspections	941

Highway and Facilities

This year started right out the gate with the first of 13 snow or ice events occurring on January 1st, 2nd, and 3rd. As January progressed, we encountered challenges with two full-time employees leaving their positions within the department, and fell victim to a COVID quarantine. With it being a “La Niña” winter, our largest snowstorm delivered 18 inches on February 2nd followed by several storms with ice and mixed- precipitation. Formulating road treatments during ice / freezing rain events is always difficult as it involves precipitation rates, duration, time of day, air and road surface temperatures.

As time allowed, we started removing more of the identified hazard trees. Unfortunately, the tree budget only allows for 10 days with a contractor before it's expended. However, National Grid contracted Stanley Tree to remove the ones their arborist deemed a hazard which was about 80% of the ones we had marked. This was a major cost saving to the town and all we needed to do was remove the logs left behind. There were a few high wind events including the tornado that touched down in neighboring communities, that caused limbs and a few non-town trees to break and cause traffic interruptions. One tree had landed on a school bus with students on it. Luckily there were no injuries and the children were transferred to another bus. Later in the season, the stumps were ground down except for about 8-10 stumps - again due to the money allotted for that service being expended.

April arrived and the department had been brought back to full staffing with the hiring of 2 new youngsters. The timing of their hire came at the perfect moment because the grass had started to reach the point of cutting and crosswalks needed to be painted. As you know the spring and summer were unusually wet this past year. In the past the town fields tend to turn brown and less maintenance is required. This year, not so much! The new hires spent 3-4 days every week trying to keep up with all the areas we are responsible to maintain.

In July we were again struck with a staff shortage with the retiring of the Superintendent just as we were becoming responsible for the maintenance of the three cemeteries. The work at the cemeteries consumed a total of 194.50 man-hours from mowing, trimming, tree branch, and leaf cleanups from July 1st to November 14th. We took ownership of the new L70H front-end loader only to have it go back to the company in October for a warranty repair to the hydraulic pump. It was discovered that the hydraulic oil was being diverted into the transmission caused by a rolled seal in the pump. The municipal parking lot was slated to be re-graded and paved.

August finally arrived only to present yet another and add to the already short staff. One of the new hires in April decided to move on to a new career and a part-time custodian of the library and 1870 town hall had moved on as well. The three remaining workers were then tasked to fulfill those duties as well. The good news is that there were several training classes sponsored by Baystate Roads and MIIA which were attended.

Throughout the year, we completed non-department-related tasks. Some of these included moving historical items from 23 Linden to the historical garage on Woodward Ave., installing an evidence locker for the Police Department, and performing minor repairs inside the holding cells. New park benches and mailboxes were assembled for the municipal building. We assisted with the installation of the septic system at the library, repaired floor joists and flooring at the Legion Hall, and winterized the plumbing at the community garden.

Throughout the year routine maintenance was performed on the equipment with the biggest expense being the repair of the transmission in the L70H front end loader. The expense was split between the highway budget and the snow/ice budget. The snow/ice account is usually overspent in a normal year so the timing of this repair was terrible because winter hadn't begun yet and \$20,441.00 had already been spent from it. It's a good thing we are in another La Niña year.

As the end of the year approached, we started working with VHB (an engineering group) on design and engineering for a full replacement on bridge B-09-001 located on South Street. This structure was built in 1900 and then re-built in 1975. The size of it does fall into a category which does make it eligible for a small bridge grant with design and engineering being paid for with CH90 funds. We are hoping for a construction start date in the fall of 2023. The MassDot report on this and any bridge in town is available to anyone who would like to see them.

Respectfully submitted,
Fred Cummings, Jr., *Highway Superintendent and
Facilities Director*

Vehicle Fleet (through December 31, 2021)

Cemetery
1986 Homemade - Trailer
Council on Aging
2020 Ford - Transit 350 Wagon
Fire/EMS
1946 Ford - Muster
1981 Mack - Tank
1996 Pierce - Saber Series
2004 Pierce - Enforcer
2008 Ford - Drwsup
2009 Ford - Ambulance
2010 Carmate - Trailer
2012 Smeal - Fire Truck
2014 Carry On - Trailer
2014 Ford - Explorer
2016 Ford - Expedition
2017 Spartan - Aerial Ladder
2017 Ford - F450 Ambulance
2018 Kubota - RTV-X1100
++2021 Freightliner - Pumper/Tanker

Highway
1962 Austin - Grader
1976 International - Loadster
1980 Elgin - Pelame (12/6/2021 SB surplus vote; 1/13/2022 plates canceled)
1996 Vermeer - Chipper
1997 Cross - Utility Trailer
1998 JCB - Backhoe
2000 Homemade - Utility
2000 Volvo - L70D
2001 Homemade - Trailer
2004 International - 7400
2004 International - 7400
2005 Magnum - Utility Trailer
2006 Ford - F550
2006 John Deere - Compact Tractor
2007 Volvo - Loader
2008 Asti - Mini Trailer
2010 Elgin - Street Sweeper
2012 Ford - F450 Utility

2015 International - Dump Truck
2016 Ford - DRWSUP Pickup
2017 Equipment Trailer - M-DCFS02
2019 International - HV507
2019 Cross - Utility Trailer
2019 Chevrolet - Silverado
++ 2021 Volvo - Wheel Loader
++ 2021 Wanco - Message Trailer
Police
2013 Haul - Utility Trailer
2016 Ford - Explorer
2016 Ford - F150
2018 Chevrolet - Volt 1RG68
2019 Ford - Explorer
2020 Ford - Explorer
2020 Ford - Explorer Police
Removed from fleet in 2021:
1998 Chevrolet - Pickup (Fire/EMS) 1/27/2021 plates canceled 9/7/2021 auctioned (\$5,600)

++ New in 2021

Board of Health

For the second year in a row, the COVID Virus has been at the forefront of BOH concerns and activities. From mask/no mask situations, contact tracing, vaccinations, etc., the Board has worked with our Town Administrator, our Fire and Police Chiefs, and Nashoba Associated Boards of Health to navigate this challenging reality. As of this writing, we are pleased to say that 78% of our residents have been vaccinated. We earnestly hope that more will join this category.

A new contract was put in place with a vendor at the Transfer Station that provides reasonably controlled cost increases for our hauling and trash disposal costs. We are able to generate some revenue from our metal recycling, and periodically (due to market fluctuations), from our cardboard recycling. Other recyclables such as paper and glass still incur a cost, but it is noticeably less than trash.

Recycling benefits the Town. Review and approval of septic and well plans remain at the core of BOH work. Public hearings are held when any variances are requested.

Nashoba Associated Boards of Health (NABH) remains an integral partner of the Town by providing professional sanitation and nursing services.

We would like to thank our Chiefs, Highway Department, Take It or Leave It volunteers, Transfer Station Staff, and all Town Hall Departments that assist us.

Berlin Board Of Health

Paul Mikelk, *Chairman*; Susan Reguera; Robert Wheeler

Nashoba Associated Boards of Health

Nashoba Associated Boards of Health continues to serve the Berlin Board of Health in meeting the challenges of environmental and public health needs in your community. As your Health Agent, entering the second year of the pandemic, this office continued our adaptation to the changes brought on by COVID-19 while we continued to provide the normal public health services for your communities.

- Informed, educated and stayed current with the information from the Department of Public Health to assist residents, schools and businesses.
- We inspected businesses for compliance, upon complaint, in accordance with the ever- changing guidance from the Governor, Department of Labor Standards and Executive Office of Environmental Affairs and provided interpretation and education to improve compliance.
- We provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- We added additional public health nursing staff and contact tracers to help with contact tracing and outreach.
- We have provided COVID-19 vaccination clinics, along with our well-adult and flu clinics.
- Our VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19

We look forward to continuing our work with Berlin’s Board of Health to meet the public health, environmental, and nursing needs of your community as the pandemic continues, including assistance with the rollout of the COVID-19 vaccine.

Included in our 2021 highlights are the following:

Environmental Health Department

The Nashoba Sanitarian is available in the Ayer office and as Town Halls have re-opened, we have returned to office hours.

Food Service Licensing & Inspections.20

This office licenses, inspects, responds to complaints, and conducts follow-ups on concerns in licensed operations. Many of the inspections done this year were in response to COVID complaints; also affecting inspections: some businesses were closed or closed part of the year (schools). As more businesses opened this office has increased inspections.

Recreational Permitting and Inspections. 4

This office licenses, inspects, and responds to complaints about recreational camps for children, bathing beaching, and public and semi-pools. We arrange for the sampling of bathing beaches on a weekly basis. Though COVID-19 restrictions were being reduced, and ultimately lifted in June, many camps didn’t open. Many of the town beaches and public & semi-public pools resumed operation.

Housing & Nuisance Investigations 10

This office inspects dwelling units for compliance with the State Sanitary Code upon complaint and prior to occupancy. We issue orders to affect corrective actions, reinspect and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work — On-site Sewage Disposal

Application for soil testing 23

(testing necessary for the design of a sewage disposal system)

Tests performed 107
(perc tests and soil evaluation holed witnessed)

Applications for sewage disposal plans filed 39

Sewage disposal system plans reviewed. 40

Sewage disposal system permits issued 35

New construction 28

Existing construction 7

Sewage disposal system inspections 31

Sewage disposal system consultations /

Title 5 inspection reports reviewed 68

Private Well related services

Nashoba sanitarian witnesses soil evaluations, deep hole

Well Permits issued 14

Water Quality / Well Construction 65

Private wells are regulated by local regulations: construction plans are reviewed, wells sampled and results reviewed/interpreted.

Rabies Clinics / Animals Immunized

Due to COVID-19, clinics were limited in 2021.

Nashoba Nursing Service & Hospice

Nashoba’s Certified Home Health Registered Nurses visit and provide skilled services to patients in their homes under physicians’ 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.

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

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.

Nursing Visits 102
Home Health Aide Visits 7
Rehabilitative Therapy Visit 110

Community Health Nursing

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

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, etc.) in a variety of ways. This year was very different due to COVID-19. This office provided the following services for District.

- We conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- We served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State's response to the pandemic.
- We instructed individuals who tested positive and those who were close contacts on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- We worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We served as a resource for daycare facilities regarding infections in their facilities and interpreted the ever-changing guidance.
- We worked with the school nurses in the District to provide information, offer advice, and support contact tracing in the schools.
- We are available to collaborate with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures, and actions that may be necessary to address these exposures.

- Conducted flu clinic in your community, the State didn't require vaccinations for school children this year.
 - We administered 66 flu shots through our annual clinics.
- We conducted COVID-19 vaccination clinics open for all Berlin residents.

Nashoba reviewed, investigated, and reported on the following cases of communicable diseases, reported to us from the Department of Public, for your community. Though the daily reporting and investigating work are not always visible it is vital to protect the public from the spread of disease. In addition to the cases listed below the nurse investigate suspect and probable cases of communicable diseases to provide education for individuals and information for the State.

Communicable Disease Number of Cases:

Babesiosis.....	1
Hepatitis C.....	2
Human Granulocytic Anaplasmosis.....	2
Influenza.....	3
Legionellosis.....	1
Lyme Disease.....	8
Novel Coronavirus (SARS, MERS, etc.).....	353

Animal Inspector

Animals counts Inspections Town of Berlin:

Animal	Count 2021	Count 2019
Chickens	336	288
Horses	209	228
Cows	34	11
Steers	7	6
Game Birds	23	20
Pigeons	79	100
Goats	40	9
Sheep	5	6
Alpacas	23	25
Pigs	3	2
Turkeys	15	1
Rabbits	1	1
Donkeys	2	3
Ponies	4	6

Quarantines

1. 3 Dog to Human.
2. 1 Dog to Dog.

Comments

The incidence of dog-to-human bites has increased due to more frequent residential deliveries, including unexpected after-hours and Sundays. We strongly advise that dog owners be aware and take action to keep dogs in residents while your delivery is made.

Complaints

Free-range chickens.

If you let your chicken free range in your yard there are rules and precautions to be aware of.

1. Chickens must be confined to your yard at all times.
2. Chickens that are free in the yard are liable to be killed by foxes, hawks, coyotes, or neighborhood dogs.

Reviews

Inspections are conducted September to December, 49 Properties were inspected! Berlin is an active and wonderful farm community. The barns inspected are in top condition. The animals are in good care and condition by their owners.

If you are having trouble taking care of your animals please contact Animal control before your situation is out of control.

Respectfully Submitted

Richarda (Sue) Roche, *Animal Inspector*
(978) 838-2808

Planning Board

The Planning Board's role is to guide the development of land, buildings, and businesses in Berlin primarily through town-wide zoning decisions, and individual site plan reviews for larger projects located in overlay districts. 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 coordinating much of the writing and updating of that document.

We frequently review plans that are presented to us for conformance to zoning and subdivision bylaws.

This year, we discussed potential uses of for-sale properties on River Road and Central Street, none have proceeded so far.

We determined that property subdivision plans for 39 Carr Rd, 95 Marlborough Rd, 240 Pleasant St, and 159 Gates Pond Rd met the requirements for "Approval Not Required".

We reviewed a subdivision plan for up to four building lots served by a common roadway on a former farm property at 120 Highland Street. We held a public hearing to address abutters' concerns. Once the concerns were addressed, we issued a special permit.

During the year, the Board met with the owners of the Riverbridge development to review and comment on bylaw amendments that the owners would present as citizen's petitions to voters at the May Town Meeting. Among those changes were:

- Amend zoning to allow construction of up to 30 two-bedroom townhomes on a 3.72-acre parcel currently part of the Village Overlay District intended for mixed uses such as office space or restaurants.
- Amend zoning to allow up to two food-related drive-up windows

Each of the articles related to these proposed amendments were passed over at the request of the proponents and a majority vote.

The Board also responded to a request by Kincasa Realty, owners of the 66 units over-55 duplex housing project on Highland Street, to exchange the requirement for 10 affordable housing units in that development for the option of building two 5-bedroom special-purpose housing units off-site, to be used for "rehabilitation transitioning".

After discussion at several meetings, the Board noted that such a significant change would require a town meeting vote, and that the owner was currently obligated to meet a schedule for building the agreed-upon affordable units during construction of the market-rate units (already underway).

Members of the Board also indicated that they were not likely to support the change because it was not consistent with the housing objectives of our master plan. Specifically, it would diminish the number of affordable units available within the current (Highland Street) development.

The Board continues to explore ways to increase the number of affordable homes in our town with discussions and site visits that offer ideas for us to consider.

Respectfully submitted,

Thomas Sanford, *Chairman*; Janet Campbell; Timothy Wheeler; Carolyn MacDonald; Jay Teich, *Clerk*

Building Department

I am pleased to submit the annual report of the Inspectional Services Department.

The Building Department has had a busy year. Construction activity remains strong. The office is still staffed daily Monday through Thursday.

Sad news from the Building Department and for the Town. Henry Wheeler, our Wiring Inspector passed away unexpectedly in September. Henry will be missed.

The online permitting software is working out well. Builders and residents alike have the ability to obtain building, wiring, plumbing, and gas permits from the convenience of their office or home and can be done any time of day or night at their leisure.

Moving along for 2022 will be the continuation of Highland Ridge Condos. This project is 66 units, of 55 and over housing located off of Highland Street. There are three new Roads at Highland Ridge. Wheeler Hill Road, Spofford Road, and Campbell Road. The homes are duplex style along with a clubhouse on site.

West Street Crossing, a 5 lot, single-family subdivision on a new road called Pollard Road is nearing completion. The final house is underway and should be completed by late spring.

Just getting started for 2022 will be The Capes of Berlin. This project is located off of South Street on a new road named Wilson Road. This project will have 12 new single-family homes.

I would like to thank the inspection team consisting of Al Roseberry, the Plumbing and Gas Inspector, Dennis Monteiro the Interim Wiring Inspector, and Tom Doerr the Local Building Inspector for their hard work and dedication. Dennis graciously stepped in to cover the wiring inspections after Henry's passing. Tom covers for me when I am on vacation or out sick. They all have done a terrific job making sure that permits are getting issued and inspections are getting done on a timely manner to help keep projects moving forward.

Once again, I would like to extend a very warm and special thank you to our Administrative Assistant Liane Leahy, and the "Brilliant" work that she does for us all here in the Inspectional Services Department. Liane is that bright and cheerful person that works tirelessly to keep the office running smoothly. Liane manages the online permitting software, accounts for the money collected, and keeps the inspectors on track just to name a few of the many things that she does. Liane is also the Clerk for the Zoning Board.

The Building Department interprets and enforces the Building Codes for the safety of the public. A building permit

is required to make this process effective. Submittal of an application and building plans for review and approval provide the Commissioner and the inspection team an opportunity to check for Code compliance prior to the start of a project. All work is subject to inspections.

Some commonly overlooked items that require building permits are siding, roofing, swimming pools and hot tubs, decks and replacement windows. If you have projects or repairs planned, or have any questions please contact the Building Department. We will be pleased to assist you with your permit process.

The following is a yearly report of activities of the Building Department for 2021

TYPE OF PERMIT	#	FEES	VALUE
New Construction	43	\$125,817	\$11,482,700
Addition	7	\$4,770	\$477,000
Accessory Building	8	\$7,275	\$657,500
Alteration/Renovation/Repair	34	\$8,314	\$795,814
Chimney	0	-	-
Deck/Porch/Gazebo	11	\$1,393	\$128,380
Demolition	1	\$150	\$8,000
Fence	0	-	-
Foundation	9	\$2,855	\$285,500
Retaining Wall	2	\$1,330	\$133,000
Roofing	24	\$5,005	\$498,654
Shed	4	\$600	\$80,000
Siding	8	\$1,598	\$154,245
Sign	2	\$165	\$359,440
Solar Panel	12	\$3,385	\$13,082
Sprinkler/Cistern	27	\$4,028	\$225,350
Swimming Pool	4	\$350	\$13,082
Temporary Structure (trailers)	2	\$100	\$3,400
Tent/Canopy/Awning	5	\$400	\$5,750
Weatherization	16	\$880	\$70,580
Window/Door	22	\$2,817	\$265,881
Wireless Communication	4	\$780	\$78,000
Wood/Pellet Stove	6	\$2,817	\$265,881
Sheet Metal	26	\$3,608	-
Mechanical	3	\$260	-
Other	2	\$248	\$14,800
Commercial Alteration	3	\$1,850	\$185,000
Commercial New	1	\$1,600	\$160,000
Safety Inspections	8	\$300	-
TOTAL	294	\$182,695	\$16,494,457

Respectfully submitted,
Richard Hanks, *Building Commissioner*

Electrical Inspector

The following is a list of electrical permits issued and fees collected from January 1, 2021 through December 30, 2021:

Residential Permits	126	\$16,905
Commercial Permits	32	\$10,504
TOTALS	158	\$27,409

Respectfully submitted,
Dennis Monteiro, *Electrical Inspector*

Plumbing and Gas Inspector

The following is a list of plumbing and gas permits issued and fees collected from January 1, 2021 through December 30, 2021:

Residential Gas Permits	86	\$6,760
Commercial Gas Permits	3	\$500
Residential Plumbing Permits	62	\$8,500
Commercial Plumbing Permits	3	\$555
TOTALS	154	\$16,315

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

Cemetery Commission

Through actions of the Personnel Committee, Select Board and Finance Committee, cemetery groundskeeping passed to the Highway Department as of July First. The Cemetery Commission still sets policy and handles burials, record keeping and other matters.

The Commission handled the duties of the Cemetery Superintendent from August 1, 2020 through late August of 2021. Robert Guild, one of the Commissioners, was engaged as Superintendent in September. The Superintendent handles most cemetery business with the public. He can be reached at 978-618-6314.

Ruth A. Wheeler passed away in April. She had served the past six years as a Cemetery Commissioner, after a lifetime of other service to the Town, highlighted by her many years as an emergency dispatcher. We miss her good counsel and her positive attitude in our meetings. Brenna Ewing was first appointed, then elected to fill the vacancy.

The annual town meeting appropriated additional funds for paving drives in the South Cemetery. We hope to complete our current project there in the spring of 2022. We are proposing to begin paving the road in the North Cemetery next year. We thank the November special town meeting for their approval of our current cemetery rules and regulations.

We do not have snow plowed from the cemeteries on a regular basis. This avoids damage to the grounds which must be repaired each spring, sometimes at considerable expense. We regret any inconvenience.

We ask that 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.

Respectfully submitted,
Barry W. Eager, *Chair*; Brenna Ewing, *Clerk*; Robert H. Guild, Jr., *Supt.*; Cemetery Commissioners

BURIALS		
Name	Lot/grave	Death date
Clifford P. Lapan	S Lot 351 gr 3a	5/13/20
Shalom M. McCord	N B R6 gr 8a	8/3/20
Jean E. Guild	N Q R5 gr 11b	12/19/20
Carolyn E. Cotter	S Row A gr 11	12/28/20
Mark A. Matthew	S Lot 330 gr 4a	1/18/21
Douglas W. Pendleton	S Lot 428 gr 7a	2/21/21
Phyllis C. Munyon	N BB R1 gr 13b	3/3/21
Joanne Ruth O'Brien	N Q Wall gr 22	3/5/21
Susanne C. Remillard	S Lot 323 gr 7	3/31/21
Phyllis E. Hoy	N FF R2 gr 30	5/31/21
Vincent N. Picarello	N Q R4 gr 16	6/28/21
Claire P. Gillespie	S Lot 325 gr 10a	7/29/21
Douglas J. Coldwell	N BB R1 gr 24	8/1/21
Anna Bridget Gossel	N B R4 gr	9/12/21
Henry A. Wheeler, Jr.	S Lot 368 gr 6	9/27/21
Richard B. Guild	N Q R5	10/12/21
Rocco Onorato	S Lot 33 gr 32	1/9/20

SALES	
Ira L. Hoffman	N B Row 3 gr 22-23
Raymond Hoy	N FF R2 gr 30
Louise Janda	S Row B gr 41A
Dennis Fearebay	N-Q Row 3 gr 30-31
Joseph Fearebay	N Q Row 3 gr 29
David Gillespie	S Lot 325 gr 10
Anna Duffy	N FF Row 4 gr 21-22
Thomas Hartland	N FF Row 3 gr 21-22
Linda Reardon Garabedian	N BB Row 1 gr 10
Wm & Elspeth Davis	S Row D gr 21

Zoning Board of Appeals

During the calendar year 2021, the Berlin Zoning Board of Appeals held several hearings. All meetings and hearings of the Board during 2021 were held virtually as a precaution against the COVID-19 virus. A modification of a comprehensive permit was approved. Two (2) in-law apartments were approved. An appeal of the Building Commissioner's determination was denied, and a special permit and site plan approval request were withdrawn by the petitioner. A petition for site plan approval began in November and continued into 2022.

The Board updated its application form and petitioner instructions. Thanks to Board members Pat and Ginny, a new ZBA fee schedule was established and approved by the Select Board.

The Board wishes to express its appreciation for the support it has received from various individuals and Town boards. The Building Commissioner, Fire Chief/EMS, Police Chief, Board of Health, and liaisons to several other Town boards have assisted the Berlin Zoning Board of Appeals in its work. Chris

Keefe of the Select Board, Louise Janda of the Conservation Commission, and Tim Wheeler of the Planning Board help to keep the lines of communication open among the Town boards. Attorney Amy E. Kwesell of K-P Law has provided legal advice, and Liane Leahy has provided technical assistance and kept the Board on track.

The Board still has an opening for an associate member. If you think you might be interested, we encourage you to attend a couple of our meetings and get a feel for the work we do.

Respectfully submitted,
The Berlin Zoning Board of Appeals
Lynn Ryan, *Chairman*; James Royer, *Vice-chairman*;
Dennis Bartlett, *Clerk*; Patricia Jackson; Virginia Zukatynski;
Suzanna Roberts; Keith Soucy

Energy Committee

In late 2020 the Energy Committee was reestablished with two new members, Jason Collier and Stephen Brodeur, who joined up with Eloise Salls to represent the Town's interests in all things related to energy. We took the remainder of 2020 to reestablish some goals for the committee, and look into ways in which we could assist the town and its residents.

The main goals established were to evaluate a solar installation for the Town Barn, evaluate additional smaller town projects, and to renegotiate the expiring Community Choice Power Supply Program.

We were awarded a META grant in late 2020, and it was in turn awarded to Beth Greenblatt of Beacon Solar to evaluate the solar potential for the Town Barn, and other potential solar installations to reduce the overall electricity charges for town buildings. We expect to create a plan to acquire funding to support Beacon Solar's final recommendations during 2022. The main goal is to acquire grant money.

Due to pandemic, the planned installation of a new membrane roof for the Town Offices has not happened. Once the membrane roof project is completed, we will revisit

roof-top solar options for the Town Offices. We are also evaluating vehicle charging stations for the Town Offices, Public Safety building, and Berlin Memorial School.

Finally, we leveraged our relationship with Colonial Power to renegotiate our Community Choice Power Supply Program and encouraged the Select Board to award the program to NextEra from 11/1/2021 through 10/31/2024 at 0.11967 plus a 2-mil adder to establish a small reserve to fund additional energy initiatives for the Town. The Town's total rate, if you choose to opt-in, is fixed at \$0.12167 per kWh for all rate classes for 36 months (November 2021 to November 2024) and 100% of the power supply will be offset with Renewable Energy Certificates (RECs). For comparison purposes, National Grid's Residential Basic Service rate is fixed at \$0.14821 per kWh from November 1, 2021 through April 30, 2022.

Respectfully submitted,
Jason Collier, *Chairman*; Stephen Brodeur, *Clerk*;
Eloise Salls, *Member*

Library Trustees

COVID has impacted the library again this year. While we were open for the most part, a lot of programs typically offered were either virtual or not held. We were able to hold some in-person events outdoors, like the children's story hour. Story hour was also held virtually when in-person meetings were not possible. Circulation increased to 17,132 total items from 16,394 items last year.

We are grateful to have such dedicated staff that continued to work through all the challenges presented by COVID. We would like to thank Director Bob Hodge, Karen Kowal, Youth Services Librarian Sara Foster, our new hire Carolyn Hottle, our library pages Katelyn Beirne, Avery Meltzer, Lindsey Kuniewich, Nathan Rider, and Charles Rule, for all that they do for our library and patrons.

The trustees continued to meet with library director Robert Hodge virtually for our regularly scheduled monthly meetings. Discussions included updates on staffing changes, the hiring process, as well as other library updates. The new septic system project was completed this summer. Trees, shrubs, flowers, and the canopy all needed to be removed and relocated due to the construction. The Friends of the Library did an amazing job re-landscaping the garden area after the septic job was completed.

We are quite proud of our Friends of the Library, we have about 50 members which is a nice size group for such a small town. The Friends of the Library met regularly this year despite covid challenges. They were unable to hold the annual garden tour year but did do well with their annual holiday basket sale fundraiser. Again, we were unable to host the book/bake sales. We remain extremely appreciative of all their support.

The "library value calculator" from the American Library Association put the value of books, e-books, newspapers, magazines, CD's, & DVD's borrowed by library patrons at more than \$336,013.00.

Town appropriated funds in FY2020: wages \$124,004; expenses \$32,095.

Respectfully submitted by the Trustees
Lynette Wheeler, Linda Yates, Beth Christensen

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

6/30/2021 expendable balances are given in Accountant's Report. Due to low interest rates, income on the funds accrues slowly. We distributed \$1,200 from the Bride and Morse funds this year to three deserving women of Berlin

Respectfully submitted,
Barry Eager, *Chair*; Judy Christensen; Patricia Jackson. *Clerk*

Council on Aging

The mission of the Council on Aging (COA) 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.

Goodbyes: The COA has had to say goodbye to many residents this year. We are saddened by the loss of our fellow Berliners and we will miss them dearly.

On a lighter note: COA Director Victoria Flynn has become a full-time employee for the Town of Berlin. Her role now includes being a social services director for the Town of Berlin as well, expanding her duties to help all Berlin residents. The COA is working to assess the feasibility of a senior center/multipurpose center for everyone in town. We will continue to keep you updated and continue to welcome any comments, questions or concerns.

Outreach: The COA worked with numerous residents in town regarding information for COVID-19 vaccines, including helping residents schedule their appointments. The COA did provide phone check-ins for at-risk residents and did provide limited in-person visits. The COA wants to help residents get as much information as possible regarding the vaccination process. The COA will continue to work with seniors to help coordinate and schedule vaccine appointments

Updates to the COA Facebook page have been made to provide additional information to residents. “Like” the COA on Facebook by visiting <https://www.facebook.com> and then search for “Berlin, MA Council on Aging”. The Council on Aging webpage at the Town of Berlin website is frequently updated.

Senior Meals: The COA provided meals to seniors in Berlin in May and December 2021. Village Cafe and Pizza provided and delivered 101 meals to 69 families. Chef Du Jour helped the COA with a “grab and go” meal that seniors could pick up at town offices or deliver if unable to come in person. The COA provided 68 meals to 36 families.

Nutrition: Through the Montachusett Opportunity Council (MOC), each Tuesday and Thursday, 3 meals are offered to each qualified elder, one hot, one cold and one frozen. Meals on Wheels (MOW) can be requested by contacting Montachusett Opportunity Council at 978-345-8501 ext.2. There are currently 2 volunteer drivers for meal deliveries but could always use additional help. If you wish to volunteer as a MOW deliverer, call 978-838-2750 or email coadirector@townofberlin.com.

Screening: The Nashoba Associated Boards of Health (NABOH) completed three sets of COVID clinics in February and March 2021, allowing 30 Berlin seniors to get vaccinated. The Council works with NABOH to help get residents scheduled for COVID and flu vaccines. The blood pressure clinics have resumed in the COA Meeting Room 118 since September 2021, they will continue to occur on the first Thursday of each month ongoing.

Durable Medical Equipment: The Council of Aging has a supply of walkers, toilet extenders, bed rails, canes, wheelchairs, and shower chairs to loan out and/or give out if you need them. Please call the COA at 978-838-2750 or Lori Fearebay at 978-804-8487 for assistance and for scheduling a donation of items.

Exercise: Each Saturday, Sharon Santora conducted an “Easy Does It Yoga for Seniors” and a “Balance and Fall Prevention Class”. Jeff Cote has instructed residents with 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. Yoga classes were virtual earlier this year. Yoga is being offered in person at the COA Room 118 and virtually. Tai-Chi resumed in July and is in person on Tuesday afternoons. Please check out the Town of Berlin’s YouTube Channel: <https://www.youtube.com/user/townofberlintv> for more videos.

Education and Social Events: Unfortunately, due to COVID-19, in-person social events were limited. We did have Fallon Summit come in and provide an in person and virtual training for our residents. We had MetroWest Home Care and Hospice come to provide information for residents at Northbrook Village. The COA did host its first art activity with plans to do so again in the future. Zoom meetings were held to provide information regarding elder law, home live-in services, Mass General site in Westborough. Aileen Lemoine provided us with some COVID, medicine and wellness information from the Massachusetts College of Pharmacy and Health Services. Webinars will remain in place into 2022 to properly maintaining COVID social distancing practices.

News: The Powder House News is our main source to inform Seniors of what’s happening. It will continue to be sent to senior households or on-line bi-monthly. Jan./Feb., March/April, May/June, July/August, Sept./Oct. and Nov./Dec. The PowderHouse News is committed to bring town updates to seniors as well as information regarding COA and town official members. If you would like to receive the

PowderHouse News and are not currently getting them, please call 978-838-2750. Past editions are also accessible through our web page: <https://www.townofberlin.com/council-aging/pages/powder-house-news>.

COA Van: The COA van services were suspended from October-December 2021. The COA has hired two drivers for services to resume in 2022. The van provided 150 rides this year for necessity runs. Due to COVID-19, riders must remain masked at all times, seated in the back of the van, and complete both a temperature check and a COVID risk-screening before riding in the van. If you are interested in a ride, or in becoming a driver, call 978-838-2750. Please call at least 48-72 hours ahead of time to coordinate a ride. We will be offering rides with up to 3 riders simultaneously, making sure that all COVID procedures are being followed.

Work-Off Program: The Senior/Veterans Work-Off Program allows for eligible senior and veteran property owners to 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 \$12.75/hour for work completed during the period from July 1, 2020 through December 31, 2020 and \$13.50/hour for work completed during the period from January 1, 2021 through June 30, 2021.

The following departments requested assistance: Building Inspector (filing management); COA (dispatcher, office

support, and Work-Off Program Coordinator); Highway Dept. (office support and janitorial services); Cemetery Comm. (data archiving and file management); Town Administrator (clerical assistance, data archiving and Town Report preparation).

Six property owners completed the program, working a total of 430 1/2 hours, and earning a total of \$6,343.32. The amount earned by each participant who completed the program was applied as a credit to their FY22 tax bills.

The FY22 Program began on July 1, 2021. There are currently six participants who have been assigned to projects. As of December 31, 2021, the assigned participants are projected to have worked a total of 202 hours and earned credits in the amount of \$2,727.00.

COA Members: Bob Blair, *co-Chair*; Kate Bliss, *treasurer*; Rachel Boyer; Wes Durant; Lori Fearebay; Karen Schulz, *secretary*; and Pat Wheeler, *co-chair*.

Senior Tax Write Off Coordinator: Margaret (Peggy) Sardell

COA and Social Services Director: Victoria Flynn

Social Services

The Town of Berlin has recently created a Social Services Department to address any health, mental health, or social needs of its residents. Social Services are here for everyone, regardless of age, gender, sexual orientation, socioeconomic status, race, culture, or ethnicity.

I want everyone to know that I am here if you are having any concerns or questions regarding mental health care, case management, or resources. Mental health and wellbeing are extremely important and if you are having a tough time, I am here to provide any support, resources, or education. Please do not suffer in silence. If you or someone you know is having a tough time, please encourage them to reach out.

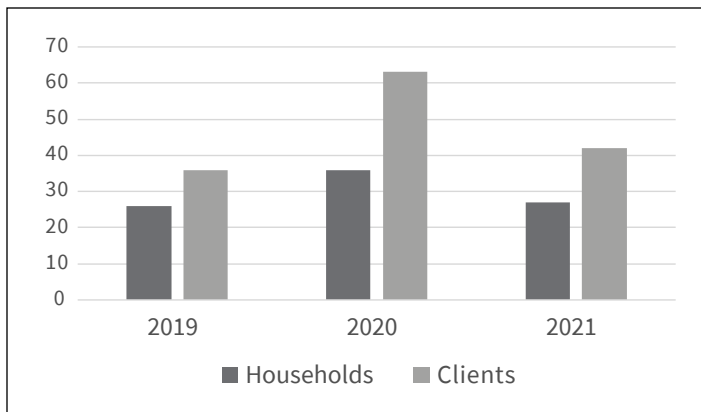
I can be reached at 978-838-2750 or at coadirector@townofberlin.com. Social Services does have a town webpage that is full of resources as well: <https://www.townofberlin.com/social-services>.

Respectfully submitted by
Victoria Flynn
Council on Aging/Social Services Director

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 2021, the Food Pantry served a total of 27 households comprising of 42 clients. As the COVID 19 Pandemic continues, the Pantry has had a steady amount of clientele. Our clients also have access for food assistance at the WHEAT Pantry in Clinton if needed.



We extend our thanks to our 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 monetary donations as well as food from so many individuals and businesses, we cannot list them all, but we are incredibly grateful for everything that is donated for our clients.

In January, due to a spike in COVID-19 cases, the Pantry was temporarily closed and client orders were taken over the phone to be picked up outside the Pantry at a specified time. For those unable to get to the Pantry, orders were delivered by our volunteers.

We have increased visibility in the community so that residents know we are there to help during economic stress brought on by dealing with the continuing COVID-19 Pandemic. Due to the vulnerability of some of our clients that are housebound or without family nearby, we increased what we provided in 2020 and so that they may remain safe and healthy. COVID-19 continued on through 2021 and we were able to maintain that level of giving. We start out 2022 with a return to our former number of clientele pre-pandemic and are striving to maintain a generous, yet sustainable level of service. The Pantry continues to waive income requirements and still requires proof of residency

in Berlin. Please contact the Pantry at 774-245-8320 for further information or to make an appointment.

We are currently maintaining a stable financial position, but we are continuously monitoring the situation as grocery prices rise dramatically. We have had to cancel our major fund-raising events and are unsure as to when we will be able to hold such events again. We are extremely grateful for all that is given to the Pantry.

This Fall, the Chairperson and Pantry Manager gave an informational presentation to 18 nurses from Framingham State College on how the Pantry was run, what it entails to keep it up and running and that volunteers are always in short supply. It was very well received and thought-provoking as to the time and effort involved in running an all-volunteer organization such as the Pantry.

For National Volunteer Month in June, the Board decided to show our appreciation and obtained gift cards that were donated by Bridge Realty to be used at Cordelia's Farm. Word is that the volunteers liked this better than our annual pre-COVID reception! Our sincere thanks go out to Bridge Realty.

The Pantry was re-opened for in-person shopping during the second half of 2021. We continued to take orders over the phone for pick up or delivery. We have several clients who use this service which allows them comfort in accessing groceries that they need.

A decision was made to remove the donation bin from Market Basket. Although it was initially a good idea to accept donations there, more recently it has become a receptacle for unwanted items that shoppers have brought from their homes to dispose of. The task of picking up several times a week and sorting through all the items has been a monumental task and the unusable items have far outweighed what we gained.

Any surplus of non-perishable items that we do have is currently distributed among the Greater Worcester Food Pantry, WHEAT (that now offers evening meals that are open to all) and Veterans' Organizations. All are most appreciative of whatever help we provide. In some cases, the donations do come with a caveat: we must deliver to the location. That involves Pantry volunteers loading product into their vehicle, driving to the location and in many cases, unloading once there. Again, without our volunteers, we could not do what we currently do.

Pantry Management is currently being divided among the Manager, Mary Mikelk, and the Chair, Valerie Muldoon with support from Helene Nagy, who helps manage Tuesday distribution. This summer, we had a plaque placed in the Pantry commemorating Fran Gill's dedication and years of service to the Pantry as one of the founding members.

The Pantry Board currently consists of: Valerie Muldoon, *Chair*; James Holyoak, *Vice-Chair*; Joe Gugliemino, *Treasurer*; Sondra Pendergast, *Asst. Treasurer*; Linda Thomasino, *Secretary*; Catherine Waugh, *Correspondence Secretary*; Mary Mikelk, *Member and Pantry Manager*; Pam Dona, *Member*; and Sue Reguera, *Member*. The BOD also has support from Rich Mariani as *Coordinator of Corporate Donation*.

Please visit www.berlinfamilyfoodpantry.org for more information on the Pantry.

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

Respectfully submitted,
Linda Thomasino, *Board Secretary*

Housing Partnership

We have joined the Assabet Regional Housing Consortium which is made up of Bolton, Boxborough Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. All of these towns have a housing trust, except us. We are starting to have that conversation. We have Highland Commons mitigation funds and now 10% of the Community Preservation Funds are dedicated for housing also any housing units that are removed from the Massachusetts subsidized housing inventory because an affordable buyer was unable to complete the purchase within the allotted 60 days then the unit/house is sold at a market rate, the price difference between the affordable ceiling selling price vs the market rate is turned over to the town. Currently, those funds are rolled into the general fund, in a trust they are reused for housing.

We are hoping the Assabet Regional Housing Consortium will assist us in marketing resales so we don't lose the unit, and especially the annual paperwork in monitoring compliance with the affordable units

Due to COVID, the 2020 Census Year-Round Housing Units numbers have not been released.

We currently have 201 units of affordable housing in our Subsidized Housing Inventory (SHI) (2010 Census), giving us 17.0% SHI.

- 40 units are at Northbrook Village — 135 Pleasant St.
- 40 units are at Northbrook Village II — 135 Pleasant St. Rear
- 2 units are at Whitney Estates — Alden Drive
- 15 units are at Sawyer Hill LLC — Village Lane and Village Court
- 8 units are at Green Acres — Dudley Rd.
- 8 units are at Berlin Woods — Dudley Rd.
- 2 units are DDS Group Homes, confidential address
- 84 units at The Rockwell — Tyler, Newsome, and Bassett Roads. We are allowed to count all 84 rentals at The Rockwell although only 22 rentals are affordable.

An over 55 housing development is partially constructed on Wheeler Hill Rd., off Highland Street. There will be an affordable housing component to this development.

The state is advising that at least 10% of all new affordable units have three or more bedrooms to accommodate families and caretakers.

Respectfully submitted,
Lynda Nelson, Trudy Tervo, Eloise Salls

Cultural Council

The COVID-19 pandemic has remained a defining feature through another year with complications continuing to be felt in the arts, education, and entertainment. While the advent of the vaccines contributed to a less complicated year compared to the last, we have worked with a number of our grant recipients from both the FY2020 and FY2021 to provide extensions as they have not been able to deliver the programs under the current conditions. In another case the grant recipient has not sought an extension and the grant money reverted back to the Berlin Cultural Council (BCC).

For FY2021 the BCC received 13 applications for grant funding with a total request amount of \$6935.00, considerably less than the prior year. For FY2022, the BCC received 23 applications for grant funding with a total request amount of \$16115.00, far exceeding requests from past years. The Mass Cultural Council's (MCC) allotment to the BCC for FY2022 grants program was \$5000.00 and \$1500.00 was allocated from the Town of Berlin. With

\$380.00 returned to the BCC from a grant that did not run, we had \$6880.00 to award in grant monies for FY2022.

In reviewing these applications we emphasized choosing proposals that would benefit the greatest number of Berlin residents. Given the unprecedented request amount we were forced to be far more selective in the grant awarding process this year and a number of grants we might have otherwise supported had to be passed over this year. These decisions were difficult, but we are confident the end result was the best use of our funding.

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

Respectfully submitted,
Berlin Cultural Council:
Karen Gault, Jessica Meltzer, Sandra Reardon, Debra Rolfe,
and M.J. Stades, *Chairman*

FY 2022 Grants

Grant	Applicant	Award
Adult Improv Workshops	Meredith Charles	\$500
Arts for Learning - Hip Hop Promotes Positivity	Berlin Memorial School	\$1,000
Cordelia Bigelow Hastings, A 19th Century Perspective On Rural Life In Berlin	Berlin Senior Citizens Association	\$375
Dixieland Jazz by the Seacoast Stompers	Berlin Senior Citizens Association	\$500
Elijah T. Grasshopper & Friends	Robert Zammarchi	\$700
Jarrett Lerner's Workshop for Writing/Drawing Comics	Town of Berlin	\$450
Karen Land's Iditarod Presentation	Town of Berlin	\$500
Mind-Body Sound Therapy	Virginia Thurston Healing Garden	\$500
Nashoba Symphonic Band	Nashoba Symphonic Band	\$100
Songs and Stories - The Highwaymen	Matt York	\$600
Summer Music Series	Old Methodist Episcopal Church of Berlin, Inc.	\$1,005
Yours for Humanity - Abby	Lynne McKenney Lydick	\$650

WHEAT Community Connections, Clinton, Mass.

We thought we'd be putting COVID-19 behind us, but the pandemic continued to bring another trying year for so many impacted by hunger, unemployment, mental health issues, and the need for human services! We at WHEAT continue to appreciate the ongoing support provided by our member communities, including the Town of Berlin, which provides significant funding for our mission.

The COVID-19 pandemic continued to create challenges for the organization. WHEAT Café weekday lunches and

dinners continued to be packed "to-go" instead of eaten in our dining room; masks were required to enter our food pantry, our office, case management, and our Hidden Treasures Thrift Store. Direct counseling services remained in great demand. Despite these challenges, the tremendous outpouring of community donations and volunteerism enabled us to help the many people who came for assistance. We are grateful to all involved.

The Town of Berlin provided WHEAT with a \$4,000 assessment in Fiscal Year 2021 and we wish to assure you that it is money well spent. This year, WHEAT began delivering fresh meals to the residents of Northbrook Village at the end of November. Meals are made, packaged, and distributed Monday through Friday by volunteers. We also continued to provide one week's+ of groceries to residents from our self-serve indoor food pantry and initiated an outdoor pantry so residents had access to healthy food while food prices continue to increase by 25%-30%. As you can well imagine, finances are very tight for our clientele, so it's more important than ever for WHEAT to continue providing food, home goods, and direct services during these unprecedented times.

WHEAT's direct services include: providing groceries, hot meals, pet food, household items through our thrift store, as well as case management services to assist with SNAP applications and recertifications, unemployment filings, employment listings, housing applications as well as overall information and referral services. Seasonal Programs include Tools for School Backpack Program, Feed-A-Family Thanksgiving Program, and Hope for the Holidays Toy Program.

Online: <https://www.uwotc.org/wheat> & On Facebook: <https://www.facebook.com/WHEATCC>

Tax-deductible donations may be mailed to: WHEAT Community Connections, PO Box 847, Clinton, MA 01510, or made online at www.uwotc.org/wheat. You may also find links to volunteer or sponsor community meals in the Café.

Wheat Services at 272 High Street, Clinton, Mass. Include:
WHEAT Community Cupboard: Call 508-370-4943
 Tuesday, Wednesday & Thursday from 10 a.m.- 1 p.m.
 Monday & Thursday from 4:30 - 6 p.m.

Donations welcome of: non-perishable food & household items, garden-grown fruits and vegetables in season, community food drives and monetary donations. Volunteer driven!

WHEAT Café: Call 508-370-4943
 Monday through Friday, Take-Out Only at this time.
 Lunches from 12:30 - 1:30 p.m.
 Dinners from 4:45 - 6 p.m.

Community Café meals are hot meals served weeknights and donated and/or prepared by local community partners and volunteers. Anyone needing a hot meal is welcomed! To sponsor an evening meal, please call the Community Café at the number above!

WHEAT Case Management: Call 508-370-4946
 Monday through Friday from 10 a.m.- 1 p.m. and by appointment after 1 p.m.
 Monday and Thursday evenings from 4:30 - 6 p.m.

Our case management process includes screening and processing SNAP applications (food stamps), Fuel Assistance, Mass Health, Housing documents, Unemployment Benefits, store vouchers, and information and referrals. You can also be signed up for our seasonal programs including Tools for School, Thanksgiving, and Holiday Toys.

WHEAT Hidden Treasures Thrift Store: Call 508-370-49413
 Tuesday through Saturday from 10 a.m.- 4 p.m.

You'll never know what you may find in Hidden Treasures. We sell donated new or gently-used merchandise at prices so low, you'll think you've discovered hidden treasure! All proceeds support our food programs. Donation drop-off during open hours; delivery or pick up for small fee (call for details)

Berlin Statistics between Calendar Years 2020 vs. 2021

	2020	2021
All client visits using the Community Café	22	30
All household visits to the Food Pantry	48	63
# household members using the Food Pantry	98	136
New households	5	7
New people	12	18
% Families needing Case Work Services*	2%	2.5%

SNAP benefits (Food stamps), Mass Health, Fuel Assistance, Senior Whole Health Care, Referral Services

The breakdown of the Food Pantry and Café users are:

Client Age Breakdown	2020	2021
Ages 0 - 4	4	2
Ages 5 - 17	13	34
Ages 18 - 64	60	57
Ages 65 up	22	43

**This number doesn't factor in the families served through our Thanksgiving, Christmas Toy, Backpack Program, case work services nor overhead.*

History of BERLIN Assessment Increases

Pre-1998	1998	2008	Since 2018
\$500/year	\$1,000/year	\$3,000/year	\$4,000/year
Ages 5 - 17		13	34
Ages 18 - 64		60	57
Ages 65 up		22	43

Respectfully submitted,
 Jodi Breidel, North County Regional Director, WHEAT Clinton Community Connections

A direct service of the United Way of Tri-County.

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.”

The Recreation Committee is very pleased to report that we finally have full membership for this volunteer committee, which hasn't happened in years. As a result of this volunteer effort, we are now in a position to work toward fulfilling the charter of the committee in addition to maintaining the South Commons recreational fields. We are very excited to start working toward programming for community members of all ages.

Current Members

Julie Lee, *chair*
Mark Adams
Kerri Brooks
Beth Christensen
Felicia Lowe

Youth Sports

While our youth sports programs are independent of recreation, we do work in close partnership with all program directors to ensure the fields and gymnasium are safe and playable for all youth athletes. Currently, the town youth can participate in fall and spring soccer beginning at age five, spring baseball/softball beginning at age five (partnered with Boylston and West Boylston), and winter basketball beginning at age five. Athletes are also invited to participate in an out-of-town lacrosse program. Information for these programs can be found on our website which will link you to the program website.

COVID-19

The Recreation Committee continues to align its COVID regulations with the local board of health. We are glad spring is nearing and look forward to seeing the fields bustling with activities. .

Recreation Committee Sponsors

Adult Men's Basketball, which takes place every Monday night at Berlin Memorial School, and the Annual Fishing Derby, which takes place in April.

Responsibilities

Our grounds responsibilities include maintenance of the South Commons recreational grounds, including goose patrol, trash removal, field maintenance, and portable toilets. We open the commons for public access from the end of March through November, although residents are open to use the grounds year round. Opening the grounds includes placements of portable toilets and trash receptacles.

Goose Patrol: We used to have a significant Canadian Geese problem on the South Commons property, resulting in nuisance to and destruction of the grounds. For the past three years, we have teamed up with Berlin Memorial School to contract *Two Working Dogs* to humanely remove the geese from the property. This has been a very successful treatment of the geese problem and we will continue to use this company. Annually we spend \$600.00 for this service.

Trash Removal: Due to the large amount of acreage, and to encourage a tidy common, we have placed several trash and recycling receptacles throughout the property. This past year our Highway Department managed trash removal from April through December. The Recreation Committee would like to extend a thank you to the Highway Department for taking on this job when they were understaffed.

Portable Toilets: From the end of April through the end of November, we have four portable toilet units on the property: one each at the gazebo, the playground, the back playing field, and on the pond side. Two of the three units are ADA compliant and they all are serviced weekly. In addition to these seasonal portables, we also provide a portable for the Annual Fishing Derby. Our portable toilet annual fee is \$2,400.00.

Field Maintenance: The Recreation Committee is in the process of rebuilding and repairing the South Commons grounds while still doing yearly maintenance. We contract with Trugreen/Prescription Turf. To maintain the 8-acre grounds, the company fertilizes three times a year, drops weed control three times a year, grub preventative two times a year, aerating and seeding once a year, and lawn care work as needed. This annual maintenance costs \$16,250.00. The field usage fees we collect each year from any program renting the space is allocated toward this expense. In addition to maintaining the fields, we also are contracting with Trugreen to continue to rebuild areas of the grounds

that are unsafe and unplayable. This is a long-term project, spread out over three years. We completed the back turf a couple of years ago and now are in the process of starting the rebuild of the front turf. We will do this in pieces as the youth soccer program uses the grounds in the spring. This spring we plan to rebuild/repair the area in front of the rock wall.

Projects

Tennis and Basketball Courts: Recreation is pleased to announce the town basketball and tennis courts are getting a much-needed rebuild. At the Fall 2021 Special Town Meeting, the town voted to approve \$100,000.00 from Community Preservation Act (CPA) funds, \$30,000.00 from the Highland Commons mitigation fund, and \$20,000.00 from Free Cash to fund this project. We are grateful for the town support on this project. The project will be a complete rebuild of the courts, including the fencing. The project will include a new basketball court, two new tennis courts, and four pickleball courts. We plan to start this construction in the spring.

Town Playground: Recreation is aware the town playground needs attention. We are in the planning stages of making this playground area safe and playable for our young community members. In addition to updating repairs on the existing structures, if we are able to, Recreation is planning on purchasing an ADA playground structure so all children in our community can have access to the playground equipment. If after the playground inspection we are notified that any of the existing structures cannot be safely repaired, we will temporarily close those play units for free play while we make arrangements to have them removed. We appreciate everyone's patience with the playground as we navigate the best ways to get this memorial playground back to a safe area of play.

Town Pond: While Recreation didn't have anything to do with the prep of the town pond for winter skating, we would like to thank all the community members who are taking the extra time to keep the pond clear for skating. We would like to give a special thank you to Amy Laliberte for her work with preparing the pond for winter use. Amy took the time to cut back all the lily pads while paying close attention to preserving the ecosystem. We are very fortunate to have you in this community. Thank you, Amy!

Finances

The Recreation general fund had an opening balance of \$12,400.00, which is the amount we are appropriated for the year from the town budget. As of when this document went to print, we had a balance of \$1,850.00. In a normal year, we expend the entire appropriated amount, and have to pull from our donations/revolving account to cover additional expenses. Our annual expenses far exceed our annual budget, due in large part to the annual maintenance and rebuild of the South Commons grounds.

The Recreation revolving account had an opening balance of \$23,370.00. During the year we received \$4,000.00 from the Berlin Youth Soccer Program and Guardians Lacrosse Program for field usage fees and \$1,008.00 from Berlin Youth Basketball Program and the Men's Basketball League. From this account, we spent \$6,501.43 on a Gaga Ball Pit that was placed on the school side of the property so the kids could use it during recess. It is a HUGE hit and the kids love it! Recreation would like to thank the Berlin LINK/PTL organization for a very generous donation of \$1,000.00 to help fund the Gaga Ball Pit purchase. We also spent \$115.56 on games and prizes for the 2021 Halloween event sponsored by the Lions Club. Recreation wants to extend a very big thank you to the Berlin Lions Club for being flexible and creative and coordinating the Halloween stroll on the South Commons this year. It was a terrific event for the kids in town.

We are very excited to start offering recreational programs to the members of the community. Stay tuned for details. The Recreation Committee always welcomes ideas and suggestions from community members. We can be reached through email at: recreation@townofberlin.com.

Respectfully submitted,
Mark Adams, Kerri Brooks, Beth Christensen, Julie Lee,
Felicia Wheeler Lowe

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 Andeson is our volunteer Committee Chair. Our Station Manager is Brittany Blaney. Berlin Cable Access continues to serve the community, with a Bulletin Board on Charter Channel 194 and all other live and recorded programming broadcasting on Charter Channel 191. We also carry Charter Channel 192 which originates from Tahanto, with the school's news and events.

In line with our goals, public meeting coverage widely expanded in 2021.

- In 2019, Berlin Cable Access covered meetings of 7 different boards and committees totaling 121 meetings for the year.
- In 2020, 21 different boards and committees were covered, a 200% increase.
- In the past year 2021, we have covered, edited, and aired on Charter Cable, and posted on our YouTube Channel 301 local government meetings, 2 of which were live-streamed. We covered 64 Original Programs, 13 of which were live-streamed, 11 concerts from 19 Carter Concerts, 2 - BMS Concerts. We covered 43 Council On Aging programs, 38 COA Saturday Yoga episodes, and Uploaded archive programming to our YouTube Channel, 143 local meetings, and 22 Original Programs.

Berlin Cable Access strives to keep the residents of Berlin educated, informed, and entertained via local, relevant, and quality programming. If you are interested in contributing to our efforts or have feedback, please join us for one of our monthly meetings, or contact us via email at CableAccess@TownofBerlin.com or mail us at Cable Access, Box 5, 23 Linden St, Berlin, MA 01503.

Cable Access holds meetings on the 4th Thursday of each month. Please refer to www.mytowngovernment.org/01503 for the most up-to-date meeting postings and information. There are additional opportunities on the committee. If you know of anyone interested in lending a hand, please contact the Berlin Select Board or Cable Access Committee. Any person interested in recording town and school events, producing or editing programs is urged to contact us. We want to remind all Berlin residents that our cable channels are a great way to strengthen a sense of community and that everyone is welcome to contribute ideas, photographs, or video footage for broadcast.

Although Cable Access does not receive any funding through the town or tax dollars, we do 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 FY21 were \$31,907 and expenditures for FY21 were \$27,340

Cable Access Committee
Patricia Anderson; Roger Bradley;
Brittney Blaney, *Station Manager*

Veterans' Services

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

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

This year the Veterans Office and The Town of Berlin assisted local Veterans and their dependents 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.

Anthony Valchuis, *US Army*
William Schwartz, *US Army Vietnam*
Arthur Lange Sr., *US Army Air Corp WW II*

In closing, I would like to thank Jim Cabral for his years of service to the Veteran's of the Town of Berlin, the Select Board, Town Administrator Margaret Nartowicz and all town officials for their support.

Respectfully submitted by
Brian Stearns, *Veterans' Services Officer*

Community Preservation Act Committee

This was the first year in which Community Preservation Act (CPA) funds had been available for use in any of the three categories for which CPA funds may be expended: Historic Preservation, Open Space/Recreation and Community Housing. At the November Special Town Meeting the Community Preservation Act Committee (CPAC) recommended, and Town Meeting voted, to support five projects that proposed to use CPA funds. They were:

1. \$100,000.00 was allocated to continue the Historical Commission's preservation of the Bullard House. The funds will be used for restoration of the foundation in preparation for further restoration work as part of a long-range plan.
2. \$5,000.00 will be used by the Historical Commission for the professional imaging of collection records and high priority artifacts.
3. The Recreation Committee will use \$100,000.00 to cover a major portion of the expense for the repair and reconstruction of the tennis/basketball courts on South Common.
4. \$20,000.00 was voted for improvements to the baseball field at South Common with the addition of an announcer's booth and electronic scoreboard.
5. Approval was also given for the expenditure of \$490,000.00 for some of the cost of acquiring over 100 acres of land at the corner of Linden Street and Lyman Road for protection by the Conservation Commission.

In the current fiscal year, the fees generated by the CPA surcharge were \$281,250.00. As a result, we were informed in November that we would receive a State Match of 100%. (Berlin was one of only fourteen towns in the Commonwealth that received the 100% match.)

The CPAC will continue to refine and update the application process for the use of CPA funds as well as the utilization of funds supporting various projects once approved. To assist with the screening and selection of projects, as well as with the administration and oversight of the expenditure of CPA funds, the CPAC will hire an Administrative Assistant in early 2022. The CPA Administrative account will be utilized to cover this expense.

The CPAC plans to work with the Housing Partnership to investigate opportunities to effectively utilize CPA funds earmarked for helping meet local families' housing needs. The CPAC looks forward to working with Town boards, committees, and interest groups in developing a responsive and transparent process for the equitable distribution of these funds to benefit all Berlin Citizens.

If you have questions about the CPA program or suggestions about the possible use of CPA funds, please speak with one of the Committee members or visit the Community Preservation Act Committee section of the Town website @ www.TownofBerlin.com.

Respectfully submitted,
Timothy Wheeler, *Chairman - Planning Board Representative*
James Holyoak, *Vice Chairman - Member at Large*
Carolyn MacDonald, *Clerk - Conservation Commission Representative*
Julie Lee - *Recreation Committee Representative*
Eloise Salls - *Housing Partnership Representative*
M.J. Stades - *Member at Large*
Elaine Wickstrom - *Historical Commission Representative*

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: Margaret Nartowicz, Town Administrator, ADA Coordinator, Town Offices, 23 Linden St., Berlin MA 01503. Phone 978-310-5919 or townadmin@townofberlin.com

Agricultural Commission

It is with great sadness to have to report that our friend and Commission member Frederick R. (Buddy) Wheeler, Jr. passed away on October 31, 2021 at the age of 64. Buddy was a Commission member since 2009. He was always willing to lend a helping hand and had contributed greatly to the Commission and the Community. He will be missed by all.

In the Commission's 2020 Annual Report, it was stated that of the \$25,000 received from the Massachusetts Department of Conservation and Resources in 2019 for an irrigation system and other enhancements at the Community Garden, the Commission had a remaining balance of \$4,822.41. During this reporting period, the Commission used these funds to re-side the Garden Shed, purchased six raised beds, fence posts, fencing and gates for a seasonal fence around the garden, ground cloth, cement blocks and timber to expand the garden's raised bed area and established a handicap area with two raised beds. As of the end of December 2021, the balance of funds remaining amount to \$592.14. With these remaining funds, the Commission was planning to have the garden shed roof re-shingled and have two damaged security lights replaced by the mid-October time frame. These tasks were to be performed by our late colleague, Buddy. These tasks have now been rescheduled for the spring/summer of 2022.

During the 2021 growing season, the Community Garden had more participants than ever. Specifically, 35 gardeners participated... nine of whom were from surrounding towns. Many gardeners gave back to the Community by making weekly contributions of surplus vegetables to the Berlin Family Food Pantry throughout the growing season.

Other activities the Commission participated in during the past year are:

- The Commission met with a representative of the Berlin Economic Development Committee to discuss their plans for a potential 'Welcome to Berlin' sign to be located on the Community Garden site. The Commission unanimously approved the proposed location of the sign.
- The Commission met with Conservation Commission members to review a proposed Wetlands bylaw that was presented at the May Town Meeting.

- At the request of the Select Board, the Commission submitted a history of agricultural and horticultural activity in Berlin in support of a Smithsonian Exhibit grant proposal.
- A Town of Berlin Community Preservation Act Committee FY22 Pre-Application was submitted by the Commission for a permanent fence and gates for the Community Garden.
- At the present time, the Commission's working on a MIIA Health Benefits Trust Wellness Grant for additional enhancements at the Community Garden that will be submitted prior to the February 1, 2022 due date.

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 support the Community Garden.

- Our former Highway Superintendent, David Smith for donating boards for raised beds.
- The Highway Department for mowing the grass around the garden, providing piles of wood chips, rockpile removal and for winterizing the irrigation system.
- Various garden members who volunteered their time to get the garden up and running in the spring and during the fall-cleanup effort.
- 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 F. Busky, *Secretary/Treasurer*; Debra M. Rolfe,
Community Garden Manger; Michael Dalrymple; James H.
Wheeler

Historical Commission

The Commission, aided by our partner organization the Berlin Art and Historical Society, has worked hard this year to renew our commitment to restoration/renovation of the Bullard House and to relocate the Town Collection to the new curatorial building. We thank the residents of Berlin for approving the Community Preservation Act funding of two articles for historic preservation at the November special town meeting. This funding will make possible improvements to the Bullard House foundation and drainage and digital imaging of the Town Collection's early inventories and high priority artifacts.

Members reorganized in June by electing a new Chair, June Miller. Later in the fall, the Select Board appointed Janet Woodward and Carl Wickstrom to fill the Commission's two outstanding vacancies. We acknowledge with much appreciation the Chairmanship of Barry Eager who served in that capacity for many years. Barry's knowledge of our local history and the larger historical context in which it continues to be played out is an exceptional resource. One of our goals is to encourage and provide venues for Barry to share the stories of Berlin's past and offer a narrative that tells of our special places, community events, and the people that gave character and substance to this small town.

Plans for an open house at the 1870 Town Hall in October were cancelled due to concern for increases in covid transmission. We hope to reschedule this opportunity to share recent work and upcoming plans.

Bullard House

Two priorities recommended in the *Building Survey of the Bullard House c.1780* (December 2020) prepared by Timothy Wohlhueter of Squaw Hollow Restoration LLC were completed: weatherization of the building's exterior and sill replacement which were funded from the Highland Commons Mitigation allocation. Sill replacement by Kronenberger & Sons Restoration, Inc. sets us firmly on our path toward realizing our mission, opening the Bullard House as a local history museum.

Relocation and removal of items stored in the Bullard House have been ongoing. These items include donations to the Town Collection, Berlin Art and Historical Society display materials, and building supplies. We are grateful for the Highway Department's help removing debris from previous renovations and neglected groundskeeping.

The Town Collection and Curatorial Building

After our curatorial building's heating and cooling unit was installed and our occupancy permit was issued in June, we moved the Town Collection in stages from its temporary home at the Town Offices in Room 113. Again, we had the help of the Highway Department who moved heavy file cabinets and shelving. We also thank Cemetery Commissioner Robert Guild for transporting part of the collection that required an open trailer. Volunteers Bob Blair, Dave Westerling, Scott Hawkins, and Ross Harpestad came with trucks to relocate items, some too large for our new building but capable of being stored in an unheated place. Thank you to these able volunteers for their much-needed help and to the Select Board for allowing us temporary space in the old red fire station.

Our curatorial building is full! We continue to be open on Wednesday afternoons from 2:00-4:00 pm. Please come and visit. Give us a call if you have a question we can research ahead of time.

Demolition Delay

The buildings at 58 South Street were declared not historically significant and approved for demolition.

The buildings at 65 Walnut Street were declared not historically significant because of their severely deteriorated condition. A freestanding chimney remains as a reminder of this early greenhouse operation; intact glass panels from the greenhouses were salvaged for reuse.

There were other building projects which involved interior changes not visible from the street.

The passing bell was tolled as in years past. Regretfully, a number of our deaths have been attributable to the pandemic virus.

Congratulations to the following who celebrated 90th birthdays in 2021: Eva C. Donfro, Patricia A. Dufford, Faith Linzee, Edward Lipka and Marjorie A. Pond.

Respectfully submitted,
June Miller, *Chair and Clerk*; Barry Eager, *Custodian of the Town Collection*; Elaine Wickstrom, *CPAC representative*; Carl Wickstrom and Janet Woodward

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. We meet on the 1st and 3rd Wednesdays of every month at 7:00 PM in the Berlin Town Offices, Room 218, or by Zoom Webinar.

Commission Chair John Aney and members Steve Beard & Liz Dichiaro all stepped down this year. We thank them for the time they dedicated to the town and the Conservation Commission. We welcome new members Holly Kennedy-Degruttola, Adrian Moses (Aj), and Kyle Tucker. The remaining Commission members are Louise Janda, Walter Bickford, Robin Berry, with Carolyn MacDonald, returning to the Chair position.

The Conservation Commission finally got some much-needed assistance with the hiring of a part-time Conservation Agent. Mattie VandenBoom started on November 1st and is a most welcome addition to the Commission. In her short time with us, she has already proven herself to be invaluable.

The public is invited to attend any meeting, including by Zoom Webinar. The link for access to the Zoom meetings can be found on mytowngovernment.com. Members of the public are also 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. We can 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 meadows, forested swamps, seasonal or vernal pools, or intermittent streams or within 200 feet of perennial streams (those that flow all year). Contact any commission member, attend any regularly scheduled meeting or email us at conservation@townofberlin.com for more information.

Financial Position

As of the end of the Fiscal Year, June 30, 2021, there was \$236,881.59 in the Berlin Open Space Fund, there was \$11,695.47 in the Berlin Wetlands Protection Fund (which is funded by applicants filing Notices of Intent (NOI's) and other filing fees), and \$137.09 in the Annual Budget Fund. Our annual mitigation payment of \$50,000 from the Solomon Pond Mall arrived in November. We have 3 remaining payments after we receive this one.

Land Protection Efforts

The Conservation Commission, acting either alone or working with Sudbury Valley Trustees (SVT), continued with the goal of protecting open space in Berlin. For more information on all of our projects with SVT, visit their website at www.svtweb.org. While some of these conservation opportunities take years to develop and finalize, we remain committed to protecting open space, wetlands, important ecological parcels of land, and agricultural land to help maintain the unique and rural character of our town and the integrity of our habitats.

With the assistance of SVT and CPA funds, the Commission is in the process of acquiring the final large piece of land in the Mt. Pisgah recreation area. This is the result of many, many, years of negotiation and effort on the part of the Commission and SVT. Also, the Commission is still in the process of finalizing a CR for land off of Highland Street, as part of the Homes at Highland Ridge development.

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 lands, such as motorized dirt bikes, ATV traffic, illegal campsites, littering, fires and graffiti. We would like to thank the Berlin Police Department for its enforcement successes to date.

Trails

Due to the pandemic Berlin's conservation land has seen a marked increase in use and enjoyment of our trails and conserved lands. It has also seen an increase in the misuse of our conservation land which has resulted in us needing to dismantle 2 illegal campsites and 2 gun target practice areas, clean up a dumpsite on Mt. Pisgah, and block various rogue trails.

In December Kyle Tucker was recommended to head of our newly formed Trails Committee, which is a subcommittee of the CC. They will be helping with issues that may arise on town conservation land as well updating our trail maps and blazing. Volunteers can contact Kyle or any other member of the CC through email, conservation@townofberlin.com, or our Facebook page.

Community Outreach

The CC has had to limit the number of sponsored events and activities due to the COVID 19 pandemic. The CC still helped to coordinate the Earth Day Town wide clean-up on April 24th. For several years, the Earth Day clean-up has been organized by Laurence Holyoak. She continues to find new and innovative ways to get more people involved and make picking up trash fun. We held a fundraising event that benefitted the Berlin food pantry and Hands on Nature and with prizes donated by local businesses. Many thanks to Laurence, Bridge Realty, Hudson Disposal, the Berlin Highway Department, and all the volunteers for their continued efforts and support.

Go to "Berlin Conservation Commission" on Facebook, where information about trails, environmental education, and volunteer opportunities can be found. Residents can post photos and stories of their encounters with Berlin's diverse wildlife and use of the trails. The Berlin Meadow area continues to be used by "Hands on Nature," an educational program run by Heather Simpson. We look forward to planning more activities soon to help promote and educate residents' knowledge and enjoyment of our unique community and its resources.

Official Business

The CC was able to proceed with all necessary official business last year, and was able to issue permits and rulings within normal timelines via the use of Zoom meetings. We held four Notice of Intent hearings, resulting in Order of Conditions approvals. We held seven Requests for Determination of Applicability public meetings (as opposed to public hearings). We issued three Certificates of Compliance, and one Partial Certificate of Compliance. And finally, the Commission had to issue six Enforcement Orders in 2021 because of violations of the Wetlands Protection Act. Two Enforcement Orders remain unresolved from prior years.

Other Conservation Commission Business

- Worked with various other boards, to give and receive input and work towards resolving issues as needed.
- Inspected multiple sites for proper erosion control measures pre-construction.
- Visited various sites in town to inspect/ monitor conditions, including possible encroachment issues.
- Reviewed inspection reports submitted by the contracted monitor of two large construction projects in town.
- Attended workshops and participated in several webinars through the MACC (Massachusetts Association of Conservation Commissioners) and other organizations. We have found that these workshops and webinars have enhanced our knowledge of and our ability to better implement the Wetlands Protection Act on behalf of the town.
- Wrote and campaigned for a wetlands bylaw to be voted on at the Annual Town Meeting. The attempt failed by a slim margin. The town's lack of a wetlands bylaw continues to limit the CC's ability to fully protect wetlands in Berlin.
- The Open Space/Recreation portion of the town's Master Plan was finally accepted by the state.

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, stream, and wildlife habitat preservation.

Respectfully submitted,
Berlin Conservation Commission:
Robin Ann Berry, Walter Bickford, Louise Janda, Holly Kennedy-DeGruttola, Carolyn MacDonald (*Chair*), Adrian "AJ" Moses, Kyle Tucker

Board of Assessors

The Assessors' primary duties are to determine the class and value of a property for fair and equitable taxation 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 administer and process all exemptions for taxpayers who qualify for veterans, elderly, blind, hardships, deferrals, and excise. Property inspections are conducted for abatement reviews, building permits, sales reviews, and cyclical data inspections as required by the 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. These phases will be ongoing until FY2026.

Here are some interesting facts FY2022:

Bordering Town Tax Rates FY2022				
Municipality	Residential	Open Space	Commercial Industrial	Personal Property
Berlin	15.63	15.63	27.18	27.02
Bolton	19.87	0	19.87	19.87
Boylston	15.84	0	15.84	15.84
Clinton	14.91	0	25.06	25.06
Hudson	15.86	0	31.60	31.60
Marlborough	13.12	0	22.17	22.17
Northborough	16.49	0	16.49	16.49

As reported to the DOR the fiscal year 2022 property breakdown is as follows:

1339	Residential Class
52	Commercial Class
22	Industrial Class
80	Mixed Use
90	Chapter Land
141	Personal Property
1724	Total All Taxable Properties
170	Exempt Properties

Year		Residential Valuation	Commercial Valuation	Industrial Valuation	Personal Property	Total Town Value	Tax Rates
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**
2019	IntAdj	476,009,900	136,910,920	12,165,100	12,223,400	640,169,720	15.04/25.83/25.73**
2020	IntAdj	495,179,057	137,023,943	11,788,000	12,327,970	658,582,981	15.79/27.84/27.67**
2021	Reval	522,470,094	135,304,835	12,597,500	19,338,474	691,735,342	15.58/25.95/25.82**
2022	IntAdj	553,402,950	123,480,824	12,548,700	20,351,290	711,821,227	15.63/27.18/27.02**

*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.)

The FY22 average single family (101) assessment was \$460,700 with an average tax bill of \$7,200.74 compared to FY21 which was \$443,147 with an average tax bill of \$6,912.85.

The residential percent of the levy limit was 78.03% Residential & Open Space (Res & OS), 19.11% Commercial & Industrial (CI), and Personal Property (PP) 2.86%. The Board of Selectmen voted an 86% CIP shift, which changes the levy percentages to Res & OS 67.26%, CI 28.48%, and PP 4.3%. The Excess Levy capacity was \$1,298,644.48.

The Board granted 29 exemptions totaling \$33,785.09. Senior Work Off — 7 participants totaling \$6,343.32. Actual Tax Bills were mailed on October 20, 2021.

The Board receives excise tax commitments from the Registry of Motor Vehicles throughout the calendar year. For 2021 as of December 31, 2021, we have received 5 commitments totaling 4,449 excise bills, bringing in \$620,690.33 in taxes. We have issued 100 abatements totaling \$10,097.39.

The Treasurer/Collector updated to new software for FY2022. The assessor's office was trained to use this software to generate motor vehicle excise, real, and personal property tax bills. There were multiple training sessions over the course of the summer and fall for use in all of the software modules needed. Training sessions were designed to cover all phases necessary to use the billing software.

Long time employee Rose Pierce retired this year after twelve years. The staff wishes her well, but are sad to see her leave for all her wealth of knowledge and comradery.

Please visit the Assessors page at <https://www.townofberlin.com/assessors> to find more assessing data.

Respectfully submitted,
Berlin Board of Assessors
Kevin Pond, *Chair*; Beverly Wheeler; Roger Bradley

Personnel Committee

Our town is fortunate to have several employees that have gone above and beyond their job description and responsibilities during these past two challenging years as we face the uncertainty of COVID. We would be remiss to call out individuals and inadvertently miss some that deserve recognition. Please join us and support the employees of Berlin.

Our committee has appreciated and benefited from the constant support of both the Town Administrator and the Town Accountant throughout the year.

The work of the Committee has included:

- Oversight of the Town employee performance evaluations
- Determined the fiscal year 2023 (FY23) compensation plan for town employees. This included the review of the consumer price index of comparable Massachusetts municipalities. A recommendation was made to the Selectboard to budget a cost-of-living (COLA) for Town employees of 2%.
- Worked on policies and procedures provided by HR consultant to make them more town specific.
- Reviewed salaries of town employees that are presently double-digit percentages below-market rate for comparable jobs, still taking into account our fiscal responsibility. We continue to adjust these salaries, some being done incrementally.
- Reviewed many job descriptions and job postings for vacant positions

Items on the agenda for the coming year include:

- Finalize Policies and Procedure manual for all employees
- Continue to review and remedy salaries falling below-market rate for comparable jobs, making Berlin a desirable place to work, while showing current employees our appreciation.
- Due to town growth, governmental regulations with required paperwork, the committee must consider needed support, either new positions or extended hours for various departments.

Our committee looks forward to continue our work in 2022, and we ask any residents wishing to share input or concerns please join us for our meetings.

Respectfully submitted,
Claire Pond, *Chair*
Tom Bradley
Susan Therrien

Town of Berlin Position Classification Spreadsheet Fiscal Year 2023

Based on 2% cost of living increase									
Minimum (Minimum wage change: 1/1/22 \$14.25, 1/1/23 \$15.00)									
Grade	1	2	3	4	5	6	7	8	9
I	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25
Annual	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00
II	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25
Annual	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00
III	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$14.65	\$14.94	\$15.24	\$15.54
Annual	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$29,640.00	\$30,472.00	\$31,075.20	\$31,699.20	\$32,323.20
IV	\$15.23	\$15.60	\$15.94	\$16.28	\$16.64	\$17.05	\$17.41	\$17.82	\$18.24
Annual	\$31,678.40	\$32,448.00	\$33,155.20	\$33,862.40	\$34,611.20	\$35,464.00	\$36,212.80	\$37,065.60	\$37,939.20
V	\$18.30	\$18.70	\$19.11	\$19.54	\$19.97	\$20.44	\$20.90	\$21.37	\$21.86
Annual	\$38,064.00	\$38,896.00	\$39,748.80	\$40,643.20	\$41,537.60	\$42,515.20	\$43,472.00	\$44,449.60	\$45,468.80
VI	\$20.42	\$20.88	\$21.36	\$21.85	\$22.32	\$22.83	\$23.35	\$23.87	\$24.40
Annual	\$42,473.60	\$43,430.40	\$44,428.80	\$45,448.00	\$46,425.60	\$47,486.40	\$48,568.00	\$49,649.60	\$50,752.00
VII	\$22.87	\$23.37	\$23.91	\$24.44	\$25.01	\$25.56	\$26.13	\$26.72	\$27.33
Annual	\$47,569.60	\$48,609.60	\$49,732.80	\$50,835.20	\$52,020.80	\$53,164.80	\$54,350.40	\$55,577.60	\$56,846.40
VIII	\$25.91	\$26.49	\$27.08	\$27.69	\$28.33	\$28.98	\$29.62	\$30.28	\$30.94
Annual	\$53,892.80	\$55,099.20	\$56,326.40	\$57,595.20	\$58,926.40	\$60,278.40	\$61,609.60	\$62,982.40	\$64,355.20
IX	\$28.96	\$29.61	\$30.24	\$30.93	\$31.63	\$32.35	\$33.08	\$33.83	\$34.58
Annual	\$60,236.80	\$61,588.80	\$62,899.20	\$64,334.40	\$65,790.40	\$67,288.00	\$68,806.40	\$70,366.40	\$71,926.40
X	\$32.43	\$33.16	\$33.87	\$34.65	\$35.42	\$36.25	\$37.04	\$37.89	\$38.74
Annual	\$67,454.40	\$68,972.80	\$70,449.60	\$72,072.00	\$73,673.60	\$75,400.00	\$77,043.20	\$78,811.20	\$80,579.20

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien

Effective 7/1/22 to 12/30/22

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$14.25	\$14.25	\$14.25			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
\$29,640.00	\$29,640.00	\$29,640.00				
\$14.65	\$14.94	\$15.24			Town Hall Secretary	
\$30,472.00	\$31,075.20	\$31,696.70				
\$15.85	\$16.17	\$16.49				
\$32,968.00	\$33,633.60	\$34,299.20				
\$18.62	\$19.04	\$19.45		Summer Seasonal		Custodian COA Van Driver
\$38,729.60	\$39,603.20	\$40,456.00				Transfer Station Attendant
\$22.33	\$22.85	\$23.36	Firefighter; EMT; EMS Coordinator; First Responder	Driver/Laborer	Assessors Clerk Inspector/Land Use Clerk	Library Assistant Transfer Station Manager
\$46,446.40	\$47,528.00	\$48,588.80	Fire Admin. Clerk		1870 Town Hall Mgr Board of Health Clerk	Sr. Transfer Station Attendant
\$24.96	\$25.52	\$26.10	Firefighter/EMT	Heavy Equipment Op- erator/Driver/Laborer	Accountant Clerk Property Lister	Library Circ./Technical Services
\$51,916.80	\$53,081.60	\$54,288.00	Public Safety Admin Assistant		Assistant Town Clerk	Library Children's Services
\$27.93	\$28.57	\$29.20	Lieutenant	Heavy Equip. Op./Driv- er/Laborer/Mech Driver w/ Class B License	Assistant to Assessor Assistant Treasurer	Library Assistant- Programs
\$58,094.40	\$59,425.60	\$60,736.00			Assistant Collector	
\$31.65	\$32.36	\$33.09	Captain	Master Heavy Equip. Op./Driver/Laborer/ Mech.	Admin. Secretary	Temporary Conservation Agent
\$65,832.00	\$67,308.80	\$68,827.20				
\$35.36	\$36.14	\$36.98	Assistant Chief Fire Marshall	Foreman-Operator/ Driver/Laborer/ Mechanic	COA Director	
\$73,548.80	\$75,171.20	\$76,918.40				
\$39.61	\$40.49	\$41.45	Deputy Chief			Local Bldg Inspector Library Director
\$82,388.80	\$84,219.20	\$86,216.00				

Town of Berlin Position Classification Spreadsheet Fiscal Year 2023

Based on 2% cost of living increase									
Minimum (Minimum wage change: 1/1/22 \$14.25, 1/1/23 \$15.00)									
Grade	1	2	3	4	5	6	7	8	9
I	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Annual	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00
II	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Annual	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00
III	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.24	\$15.54
Annual	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,699.20	\$32,323.20
IV	\$15.23	\$15.60	\$15.94	\$16.28	\$16.64	\$17.05	\$17.41	\$17.82	\$18.24
Annual	\$31,678.40	\$32,448.00	\$33,155.20	\$33,862.40	\$34,611.20	\$35,464.00	\$36,212.80	\$37,065.60	\$37,939.20
V	\$18.30	\$18.70	\$19.11	\$19.54	\$19.97	\$20.44	\$20.90	\$21.37	\$21.86
Annual	\$38,064.00	\$38,896.00	\$39,748.80	\$40,643.20	\$41,537.60	\$42,515.20	\$43,472.00	\$44,449.60	\$45,468.80
VI	\$20.42	\$20.88	\$21.36	\$21.85	\$22.32	\$22.83	\$23.35	\$23.87	\$24.40
Annual	\$42,473.60	\$43,430.40	\$44,428.80	\$45,448.00	\$46,425.60	\$47,486.40	\$48,568.00	\$49,649.60	\$50,752.00
VII	\$22.87	\$23.37	\$23.91	\$24.44	\$25.01	\$25.56	\$26.13	\$26.72	\$27.33
Annual	\$47,569.60	\$48,609.60	\$49,732.80	\$50,835.20	\$52,020.80	\$53,164.80	\$54,350.40	\$55,577.60	\$56,846.40
VIII	\$25.91	\$26.49	\$27.08	\$27.69	\$28.33	\$28.98	\$29.62	\$30.28	\$30.94
Annual	\$53,892.80	\$55,099.20	\$56,326.40	\$57,595.20	\$58,926.40	\$60,278.40	\$61,609.60	\$62,982.40	\$64,355.20
IX	\$28.96	\$29.61	\$30.24	\$30.93	\$31.63	\$32.35	\$33.08	\$33.83	\$34.58
Annual	\$60,236.80	\$61,588.80	\$62,899.20	\$64,334.40	\$65,790.40	\$67,288.00	\$68,806.40	\$70,366.40	\$71,926.40
X	\$32.43	\$33.16	\$33.87	\$34.65	\$35.42	\$36.25	\$37.04	\$37.89	\$38.74
Annual	\$67,454.40	\$68,972.80	\$70,449.60	\$72,072.00	\$73,673.60	\$75,400.00	\$77,043.20	\$78,811.20	\$80,579.20

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien

Effective 1/1/23 to 6/30/23

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$15.00	\$15.00	\$15.00			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
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\$15.00	\$15.00	\$15.24			Town Hall Secretary	
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\$65,832.00	\$67,308.80	\$68,827.20				
\$35.36	\$36.14	\$36.98	Assistant Chief Fire Marshall	Foreman-Operator/ Driver/Laborer/ Mechanic	COA Director	
\$73,548.80	\$75,171.20	\$76,918.40				
\$39.61	\$40.49	\$41.45	Deputy Chief			Local Bldg Inspector Library Director
\$82,388.80	\$84,219.20	\$86,216.00				

Berlin-Boylston Regional School Committee

Mission and Vision

Members of the school committee base their decisions in the district's mission and vision. Our mission is to support and challenge all students to achieve personal and academic excellence in a student-centered environment. Our long-term vision is that the Berlin-Boylston Public Schools will create a challenging learning environment to ensure that all students exhibit continuous improvement and pursue personal excellence and become active, engaged, independent learners and decision makers. As an inclusive school community, instruction will be provided in a caring, safe, and healthy learning environment, responsive to each student, in collaboration with families and the community. This vision informs the 2018-2023 District Improvement Plan, which currently guides the school district's direction and the superintendent's annual goals. We encourage all residents to read the district's reports to learn about students' progress and how our personnel, curriculum and instruction, student supports, technology, facilities, and extra-curricular opportunities are contributing to their success.

Appreciation

Since early March 2020, our community has faced the challenges of a persistent and shifting COVID-19 pandemic. The importance of community and connection came to the fore as we encountered social isolation, disruption to significant traditions and routines, and anxieties about our loved ones' health and survival. For many, these concerns were centralized in our district schools, where health guidance seemed to flow at a rapid rate from the Centers for Disease Control, the American Academy of Pediatrics, the state Governor's office, the MA Department of Elementary and Secondary Education, the MA Department of Public Health, and our local boards of health. District leaders and the school committee needed to navigate and interpret sophisticated data and increased community input to determine the path forward. Despite students returning to in-school learning in September 2021, families continue to be under stress as they monitor the spread of new variants and decide whether and when to test for COVID, whether to quarantine, and whether and how to have their children vaccinated.

All of our district and school leaders and staff – including professional educators, specialists, librarians, and nurses, as well as paraprofessionals, bus drivers, cafeteria staff, and facilities staff – have demonstrated exceptional commitment to children, their learning, and their well-being. We are proud of them and deeply appreciative of their tenacity, care, and commitment. We are also grateful for all the parents and community leaders who continue to volunteer their time individually, in groups, or as public servants to provide every possible support for students and families throughout this pandemic. Whether you serve on a school council, coach a

sports team, contribute to an education fund or PTO fundraiser, volunteer for or attend special school events, you are a vital part of the school community and demonstrate to the next generation how to contribute and participate. We thank you for your varied gifts that lift all of our students toward their potential.

Further, we greatly appreciate the continued support of the citizens and voters of Berlin and Boylston as we work to strengthen students' learning and ensure their well-being after a long and challenging period of disruption and stress. As a regional community, we have maintained students as our common priority as we navigate our way toward a new normal following this pandemic. We extend our sincere appreciation to all of you.

Transitions

Changes in school committee membership traditionally occur gradually over time, allowing new members to be inducted into school committee roles and responsibilities under the modeling and guidance of existing members. This year's committee changes were more dramatic. This was due, in part, to the committee not meeting the filing deadline with the MA State Election Division for its first regional school committee election during the biennial state election in November 2020, as stipulated in its Regional Agreement. The committee then discovered that the legislature had prioritized COVID-related bills and would not be able to consider the Home Rule Petition it had filed to hold a special election for school committee. As a result, some committee members remain on the committee to complete their commitments until the November 2022 biennial state election; however, others had personal circumstances that prevented them from continuing until that date. This resulted in multiple, concurrent changes in committee membership. By September 2021, two-thirds of our school committee members had served less than one year.

Changes in School Committee Membership, 2021											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Mrs. Angela Yildiz (2012 – May 2021)						Mrs. Julie Lee		(June 2021)			
Mr. James Spencer, <i>Chair</i> (May 2017 – Sept 2021)								Mrs. Meagan Grill (Sept 2021)			
Mr. Keith Lewis, <i>Secretary</i> (May 2018 – September 2021)								Mr. Adam Wilbur, <i>Secretary/District Clerk</i> (Sept 2021)			
Dr. Susan Henry, <i>Vice Chair</i> (June 2018)								→		<i>Chair</i>	
Mrs. Lori-Anne Hart (February 2020)								→		<i>Vice Chair</i>	
Mr. Michael Totman (January 2021) <i>Replaced Mr. Clifton LaPorte</i>											

 Committee officers/members resigned

 Committee members appointed to fill open seats in 2021

The committee thanks Mrs. Angela Yildiz (Berlin) for nine years of service to the Berlin and Berlin-Boylston Regional School Districts. In addition to her major contributions to regionalizing the district and hiring the current superintendent, her most recent and prescient contribution was a New Member Handbook. This guide has proven invaluable for our newest committee members. The committee also thanks Mr. James Spencer (Boylston) for assuming the role of committee chair during the COVID-19 pandemic, a time when guidance from the Department of Elementary and Secondary Education was unfolding weekly, community and staff anxiety and communication needs were understandably high, and controversial decisions about learning models – in-person, remote, or hybrid – as well as various health precautions and mandates, dominated the committee’s deliberations and concerns. Finally, we also thank Mr. Keith Lewis (Boylston) for his service as committee secretary. His consistently positive, and compassionate perspective and his support of the arts in students’ lives provided a significant and appreciated counterpoint to the stresses in the district throughout most of 2020-21.

Meeting Attendance, January -December 2021

Name	Meetings Attended*	Notes
Mrs. Meagan Grill	5	Appointed 9/1/2021
Mrs. Lori-Anne Hart	13	
Dr. Susan Henry	13	
Mrs. Julie Lee	8	Appointed 5/4/2021
Mr. Keith Lewis	9	Resigned 9/1/2021
Mr. James Spencer	9	Resigned 9/1/2021
Mr. Michael Totman	14	Appointed 12/15/2020
Mr. Adam Wilbur	5	Appointed 9/1/2021
Mrs. Angela Yildiz	6	Resigned 5/9/2021

*Committee members attended additional subcommittee meetings and governance workshops.

School Committee Goals

By the start of the new school year in September 2021, two-thirds of the committee had served for under a year. Therefore, the new Chair and Vice Chair worked in collaboration with the Massachusetts Association of School Committees (MASC) to ensure extra governance workshops and other supports to help the newest members focus first on understanding more about their roles and responsibilities on school committee. These members have brought new ideas and energy toward efforts to engage the community in the schools and strengthen two-way communications with the public, areas the previous committee identified as needing attention. In particular, the committee plans to engage with a broad range of constituents in Berlin and Boylston in 2022 as we discuss the district’s budget priorities, solicit input on various decisions and initiatives, reconnect with established parent groups, and work to educate and excite voters to participate in the district’s first regional school committee election in November 2022.

Enrollment

In 2021, the Berlin-Boylston Regional School District (BBRSD) served 1071 students in grades pre-Kindergarten to 12, including 18 out-of-district students. Since 2018, the district’s overall enrollment has been relatively stable, showing some growth at the elementary schools and some decline in students at the middle and high schools. The superintendent and school committee monitor enrollment trends and projections, as well as other factors that could impact enrollment such as new housing projects and pre-school enrollment levels.

K-12 Enrollment Trends (with and without pre-school/PK), 2018-2021								
School	Oct 1, 2018		Oct 1, 2019		Oct 1, 2020		Oct 1, 2021	
		w/PK		w/PK		w/PK		w/PK
Berlin Memorial K-5	163	183	167	184	179	190	188	216
Boylston Elementary K-5	264	264	266	266	278	278	275	275
Tahanto Middle/High School, 6-12*	582	616	565	597	556	578	533	562
Total	1009	1063	998	1047	1013	1046	996	1053
Out-of-District / School Choice	17	17	16	16	13	15	17	18
Grand Total	1026	1080	1014	1063	1026	1061	1013	1071

* Pre-school classes are located at Tahanto and Berlin Memorial Schools

Budget

The school committee’s first priority in the development of its annual budget is the educational welfare of the children in our schools. Concurrently, the committee attempts to balance the valid interests of the taxpayers. This requires the school committee to work with district leaders to discuss funding priorities and cost drivers, with our communities to solicit their input and response to the proposed budget, as well as with the finance committees in Berlin and Boylston to discuss and fine-tune budget recommendations. Ultimately, Berlin and Boylston voters decide budget levels at our annual Town Meetings.

The Berlin and Boylston Finance Committees supported an FY22 operating budget of \$17,930,369 for the Berlin-Boylston Regional School District. This was subsequently approved by the voters in both towns in May. Excluding \$146,574 in elementary school staff pension expenses transitioned from town budgets to school district budgets, this represents a 3.6 % increase from the previous year’s budget. The main cost-drivers for this increase were contractual increases in teacher salaries and special education costs. The increased operating budget was significantly offset by a decrease in the capital assessments. In particular, Tahanto’s building project bond was refinanced, and the savings realized led to a reduction in the Tahanto capital assessment of \$177,990 versus the prior year. We encourage you to read the Annual Report from the BBRSD Director of Finance and Operations for further details.

The approval of the district’s budget is the culmination of a multi-month process that begins with the submission of a preliminary budget, without state assessments, by the end of each December. This budget is based on projected costs described in the District Improvement Plan and includes input from each school’s staff, department heads, and district leaders. Parents, as well, have provided input on how to allocate federal Elementary and Secondary School Emergency Relief (ESSER) and other grant funds intended to help sustain school operations during the pandemic. After further discussion among school committee members and with the town finance committees, the school committee invites citizens and town officials to participate in a budget hearing in February. The budget hearing presentation incorporates state aid information and minimum local contributions, which are determined and released by the State of MA each January. This information is a key component of determining the regional school assessments to the member towns. Subsequently, a final budget goes forward to the towns in March.

The district continues to maintain its commitment to excellent academic and extra-curricular programs while working with a changing funding environment. This includes managing a number of significant federal and state grants that aim to offset extraordinary costs and challenges with the pandemic; however, each of these also has restrictions and cannot be used to address ongoing increases in operational costs. The Berlin-Boylston Regional School Committee appreciates our communities’ ongoing financial support of the district’s improvement priorities. As a result, our students remain well-supported in their learning.

Superintendent Evaluation

The superintendent is the school committee’s sole hire, so the superintendent’s evaluation is one of the committee’s essential responsibilities. During the past several years, the committee has worked to make the evaluation process clear, transparent, and consistent from year to year, thereby providing more useful performance information to the superintendent and trustworthy results to the public regarding their investment in this key leadership role. The evaluation process and tools are now recorded and referenced by the committee each year and all new committee members are supported in learning how to participate in the superintendent’s evaluation.

During Superintendent Zanghi’s first three years in the Berlin-Boylston Regional School District, the school committee has consistently determined the superintendent has demonstrated Proficient performance, a designation the Massachusetts Department of Elementary and Secondary Education deems rigorous and noteworthy. Committee members’ individual summative ratings show the overall agreement behind that rating.

Individual School Committee Members’ Summative Ratings of the Superintendent’s Performance, 2019-2021

School Year	Unsatisfactory	Needs Improvement	Proficient	Exemplary
2019			6	
2020			5	1
2021		1* ¹	4	1

* Rating based on observations from January 2021-June 2021; all other ratings are based on members’ observations from September 2020-June 2021

¹ Asterisk (*) notes one new member’s evaluative ratings based on observations from January 2021-June 2021; all other ratings are based on members’ observations from September 2020-June 2021.

In June 2021, committee members’ comments pertaining to overall performance indicated that the superintendent’s leadership thrived despite a year filled with unprecedented challenges and change with the COVID-19 pandemic. While perspectives on goal attainment differed, the consensus was that Superintendent Zanghi consistently advocated for the varying needs of the students, staff, and district, keeping at the forefront their safety and well-being. He was commended for unifying stakeholders, treating all with respect, and for sometimes putting his personal opinion aside to ensure the district’s progress. The committee noted its appreciation for the superintendent’s steady, calm leadership during a turbulent time. We look forward to a continued positive and productive relationship with the aim of ongoing district improvement for the benefit of all of our students.

Policy

During 2020-21, the committee’s discussions often centered on policies pertaining to the mode of learning the district was providing during the COVID-19 pandemic – in-school learning, remote learning, or a hybrid model - as well as related health and safety precautions to ensure student and staff safety. In addition, the committee voted to allow the superintendent to have certain authorities in order for the district to remain nimble as it responded to the changing environment and unfolding recommendations from the MA Department of Elementary and Secondary Education. After voting to accept Superintendent Zanghi’s Re-Entry Plan in September 2020, it again voted to accept his Re-Entry 2021 Plan in September 2021, as all students returned to in-school learning while the pandemic continues.

In April 2021, the school committee instituted a five-year policy review cycle to ensure district policies are revisited and updated on a regular schedule. The policy subcommittee prioritized review of policies that had no indication of review within the past five years. The policy subcommittee reviewed and recommended updates to policies in four of the 12

sections of the policy manual: Section A-Foundations and Basic Commitments, Section D-Fiscal Management, Section F-Facilities Management, and Section H-Negotiation. As of December 2021, in conjunction with the school committee's focus on community engagement and outreach, the committee is now completing its review of Section K-Community Relations.

Moses Reed Tyler Scholarship

Funds from the Moses Reed Tyler Trust enabled the Berlin-Boylston Regional School Committee to award 14 scholarships to qualified Berlin residents who are pursuing continued learning beyond high school. The committee is guided by the express intent of Moses Reed Tyler who stated that it was his desire to assist those students "who may not have the highest scholastic standing" but are "earnest and industrious." 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.

In total, the committee awarded \$16,275, with eight individuals receiving \$1,500 each; three individuals receiving \$900 each, and three receiving \$525 each. Four applicants graduated from high school in June 2021, while 10 were prior scholarship recipients who re-applied for funding to support their continued learning. We are grateful for the inspirational legacy of Mr. Tyler and once again thank Berlin residents Mrs. Carol Young and Mr. Richard Mariani for serving on the team that reviewed applications and recommended award recipients to the school committee.

Looking Ahead:

The First Regional School Committee Election

This year, the school committee established an Election Subcommittee and appointed a school committee member to serve as District Clerk, a state-required position to participate in the state's biennial election. The district's first regional school committee election will have several unique features that all district voters should understand:

- The November 8, 2022 biennial state election is the only time that all six school committee seats will be vacant in the same election. In this first regional election, some seats will be for 2-year terms and others for 4-year terms. This was specified in the Regional Agreement to establish a committee with staggered four-year terms going forward.
- This is the first time that both towns are voting for all six seats. Prior to regionalization, voters only voted for representatives from their own town. Starting in November 2022 and going forward, voters in both Boylston and Berlin will vote for representatives from both towns and those elected will represent the residents of both towns.
- November 2022 is the first time voters in Berlin and Boylston will need to go to the polls twice to complete their local elections – once in May to elect their local town officers and again in November to elect their regional school committee members.

In addition, the newly elected regional school committee will make significant decisions about the district's direction. Decisions will likely include working with the superintendent on a new District Improvement Plan, negotiating new contracts with the superintendent and teachers union, and working with the superintendent, town finance committees, and voters to approve district budgets that support the new district improvement plan. This improvement plan will aim to ensure that children in our public schools achieve personal and academic excellence in well-supported, student-centered learning environments.

We encourage every town voter to get involved – whether by running for one of the six open school committee seats (three designated for each town), attending candidate forums, or showing up to vote at the November 8, 2022 biennial state election. Thank you for ensuring our schools and students continue to be a great source of pride in our community.

Respectfully submitted on behalf of the School Committee,
Dr. Susan Henry, *Chair*; Mrs. Lori-Anne Hart, *Vice Chair*;
Mr. Adam Wilbur, *Recording Secretary/District Clerk*;
Mr. Michael Totman, *Assistant Treasurer*; Mrs. Julie Lee;
Mrs. Meagan Grill

Superintendent of Schools

With the onset of 2021 we saw another year of working through the pandemic with our students and staff. While COVID dominated our year, yet again, the staff and students of the BBRSD persevered throughout, with a return to in-person learning, a new testing program, and a new equity initiative highlighted the year.

The year began very much the same way 2020 ended, with students in the hybrid learning model; however, April 5, 2021 saw the return to full-time, in-person learning for the first time in over a year. It was wonderful to have our entire school communities together once again.

In 2021 we also started work on our district-wide equity initiative, working with consultants from William James College and Teachers 21. We started the process of creating an equitable learning environment as a leadership team with a book study on what equity in education means. Then we moved on to training sessions on defining what equity means to BBRSD, with our consultants and the leadership team meeting monthly to gain a focused equity goal for our district. In early 2022 we will begin including six teacher-leaders in our equity work and begin action planning in order to reach our goals.

During the summer, the leadership team was hard at work on our District Improvement Plan, updated COVID mitigation plans, and, as always, our Crisis Response Plan, in conjunction with the Berlin and Boylston Police and Fire Departments. As a result, we were able to open schools on time in August, with full-time, in-person learning.

In early October the Commonwealth and the Department of Elementary and Secondary Education introduced a new COVID testing program called the "Test and Stay" program. This program would allow students deemed "close contacts"

of those in the school community that test positive for COVID to test daily for five days at school. If the student tests negative, they are allowed to go back to class; if they test positive they must follow quarantine protocols. This initiative saved over 500,000 days of learning for students across the Commonwealth who would have otherwise missed out on in-person learning by being forced to quarantine.

The 2021 holiday season was marred by the onset of the COVID Omicron variant and a widespread outbreak of cases, not only in the district, but worldwide. From September 13 - December 31, 2021 we saw 88 cases of COVID in the District.

We look forward to better days to come in 2022. We plan to continue our work in ensuring an equitable education environment for all students, updating COVID testing programs for staff and students, updating our District Improvement Plan, and continuing to provide the best possible education for the students of Berlin and Boylston.

Respectfully submitted,
Jeffrey Zanghi
Superintendent of Schools

Department of Teaching & Learning

It is an honor to submit my annual report on behalf of the Berlin-Boylston Regional School District. In these challenging times, we remain committed to providing the best educational experiences /possible for our students, and we are grateful to the staff members who bring learning into the classroom every day.

In the spring of 2021, the majority of our students returned to school. For some children, this became their first in-school experience, while for others, the first experience in a new building. Educators began the task of assessing learning gaps in the content areas and determining the social-emotional learning needs of students at all grade levels. While transitions were challenging, the availability of support staff to reach out to students, staff and families proved to be invaluable in our ability to get students safely back into the buildings. In August and September, as students returned to school, teachers and administrators continued to reach out to support students in their transition to full-time learning in both social-emotional and academic areas.

The MA Department of Elementary and Secondary Education administered its annual spring M.C.A.S. with modifications made to the length and breadth of the assessments in the participating grades 3-10. Berlin-Boylston students scored above the state in all content areas, however, teachers and administrators continue to monitor the progress of students through all levels of support.

The Elementary Literacy Committee completed a thorough process of reviewing curriculum in grades K-5 as part of its five-year review cycle. Teachers in grades K-2 chose to blend the research-based science of reading approach, with particular emphasis on phonics and phonemic awareness. Teachers in grades 3-5 selected to pilot a literacy program with implementation set for the 2022-2023 school year.

The District administration continued to move forward with initiatives from its five-year improvement plan, including the hiring of a consultant to research and develop a database of local internship possibilities for high school students. Once established, administrators will work with Tahanato staff to integrate a full-scale internship program into the high school experience over the course of the next few years.

Equity in education also became the focus of the administrative team's initiatives as we engaged in partnership with Teachers 21 to examine the culture and curriculum of our district. Our collective goal is to raise awareness at all levels of our school community, and to build greater learning opportunities for *all* of our students.

Several grants made available through state and federal funding including the Elementary and Secondary Schools Emergency Relief (ESSER) grants of \$127,308 (I) and \$263,868 (II) and the Summer Acceleration Academy Grant of \$26,000 have afforded our students additional resources and personnel to support social-emotional learning and academic achievement.

In closing, the collaborative spirit through which our staff, parents, administrators and community members have collectively problem-solved and approached the challenges of these pandemic years have continued to deepen our appreciation of the Berlin-Boylston Regional School District, our commitment to the education of our students and our compassion for the families within our communities.

Respectfully submitted,
Carol L. Costello, *Assistant Superintendent for
Teaching & Learning*

Director of Finance and Operations BBRSD Business Office

The impacts of the pandemic continued to impact schools this past year, in some new and different ways than the previous year.

Transportation has been a significant challenge, with a nationwide shortage of professionally licensed bus drivers that is impacting districts across Massachusetts. This was due to a variety of issues, including drivers concerns about their safety, and the ability to attain extended unemployment benefits which made it possible for many drivers to earn as much not working as they would driving a bus. In our district, the shortages were primarily related to an absence of available substitute drivers, and issues were mostly contained to days where a regular driver was out sick. The district worked diligently with NRT Bus to arrange coverage plans, and modified routes for periods where needed, and continues to monitor routes, and consider possible changes to improve service.

The food service operation has also been impacted by supply chain challenges (many related to driver shortages), as these companies have not been able to consistently deliver the same quantities to regional warehouses. A few steps have been taken to mitigate these impacts, such as having ready to serve meal alternatives available, and adding new suppliers who were less impacted by the driver shortages. As a result of these efforts, late substitutions to planned meals have been infrequent in our three schools.

Many of the additional needs that have arisen due to the pandemic have been supported by various grant funds made available by the state and federal government. This includes additional funding related to Elementary and Secondary School Emergency Relief: ESSER II funding of \$127,408, American Rescue Plan Act (ARPA) funds for special education, totaling \$61,145, a Summer Acceleration Academy Grant of \$26,000, a state grant of \$15,000 that was used to support summer services implemented to mitigate COVID learning losses in the 2020-2021 school year. The uses of these funds are further described in the reports of other district administrators. ESSER III funding of \$263,868 was also approved and will be used in fiscal years 2023, and 2024. Staggering the grant funding over this time frame allows the district to continue some of the initiatives in ESSER II over the next couple years. One example is continuing with the additional School Counselor that was added at Boylston Elementary School using ESSER II funds during FY22. The district administrative team will continue to seek additional grant opportunities and pursue them if their purposes are aligned with district needs.

Budget Summary

The table below summarizes the FY2022 budget, as compared to FY2021, by school.

FY22 Approved Budget Summary by school	Berlin Memorial	Boylston Elementary	Tahanto MS-HS	Grand Total
FY21 Budget	3,809,212	4,109,890	9,249,951	17,169,053
Add: WRRS transfer from towns (see note)	55,784	90,790		146,574
FY21 Budget - Restated	3,864,996	4,200,680	9,249,951	17,315,627
FY22 Proposed Budget	3,958,496	4,325,652	9,646,221	17,930,369
Increase - \$	93,500	124,972	396,270	614,742
Increase - %	2.4%	3.0%	4.3%	3.6%

Note: WRRS=Worcester Regional Retirement System, school staff previously included in town budget

Berlin Memorial School: The FY21 budget was \$3,809,212. Pension assessments for school staff eligible for Worcester Regional Retirement System benefits were paid by the towns in FY21, and were rolled into the school budget in FY22. These costs were added to the prior year budget for the school district to arrive at a restated/normalized FY21 budget of \$3,864,996. The reason for adding these items is to facilitate an apple to apples comparison with FY21 school budgets.

The FY22 approved budget is \$3,958,496, which is an increase of \$93,500, or 2.4%, above the FY21 normalized budget. The primary drivers for the increase are: 1) the addition of 2.0 FTE Special Education paraprofessionals (\$58,000), to provide supports to meet additional student needs in individualized education plans, and; 2) contractual increases for teacher's union staff (\$53,000). These are partially offset by a \$39,000 decrease in health care benefits, due to decreased enrollment, and due to a change in the health care plan design (deductibles were added to the plans).

Boylston Elementary School: The FY21 budget was \$4,109,890. Pension assessments for school staff eligible for Worcester Regional Retirement System benefits were paid by the towns in FY21, and were rolled into the school budget in FY22. These costs were added to the prior year budget for the school district to arrive at a restated/normalized FY21 budget of \$4,200,680. The reason for adding these items is to facilitate an apple to apples comparison with FY21 school budgets.

The FY22 approved budget is \$4,325,652, which is an increase of \$124,972, or 3.0%, above the FY21 normalized budget. The increase was primarily driven by increased participation in health care insurance plans, which increased health care costs by \$91,000. Contractual increases (steps and lanes) for teacher's union staff were relatively minor (\$16,000), as savings on replacement staff hires for retirees yielded savings that offset most of the contractual increases.

Tahanto Regional Middle/High School: The Tahanto budget was not affected by WRRS transition costs, thus the year over year budget comparison is straightforward. FY22 budget increased by \$396,270, or 4.3% vs. FY21,

from \$9,249,951 to \$9,646,221. The primary drivers of this increase were as follows: \$170,000 in contractual pay increases (steps and lanes, plus 2.0% cost of living increase), \$132,000 for special education out of district tuitions, and an \$80,000 increase in special education transportation costs.

Respectfully submitted,
Robert J. Conry
Director of Finance and Operations

Department of Pupil Personnel Services

The past year has been both challenging and amazing in so many ways. Our staff and families have had to constantly adjust to the changing dynamics of a global pandemic, and, we would not have had the success we did without all of our community working together to meet the needs of our students. The students also did an amazing job adjusting to many new and changing protocols. Finally, our faculty and staff deserve our praise and gratitude for all they did to serve the students. Their flexibility and the amount of time they spent constantly adjusting teaching and learning in their classrooms was truly amazing.

The Pandemic also brought many new challenges for the Pupil Personnel Department. Some students with medical issues needed very specialized programs created for them, including a few in-home service delivery models. Many of our students struggled with the social isolation and needed additional resources. The district, with the community's support, was able to add additional mental health supports for all students throughout the district. A part time Adjustment Counselor was added at Boylston Elementary, and the District also contracted with Assabet Valley Collaborative to provide wrap around services in all of the schools for some families who needed additional support.

In September of 2021 we welcomed two new nurses. The increased demands of contact tracing and getting the Test and Stay program up and running, in addition to busy health offices, created additional challenges and unfortunately, we found ourselves replacing them two months later. We hired two new and experienced school nurses and added a float nurse who rotates to each of the three offices as needed.

We were able to begin the Test and Stay program in October, and by the end of December we had completed 943 tests on staff and students. Only 25 of those tests were positive, and those students were quarantined. The remainder of the students were able to stay in school. The challenges of getting the program started have been worth it when we see the number of students that would have been quarantined last year, but have been able to remain in school this year.

We welcomed a new English Language Learner's teacher at Tahanto, Emily McCarthy, this year. Many new students have moved into the district who need English Language services, and many other students have successfully passed the state Access tests and no longer need services. Portuguese is the most prevalent home language of our EL students, with Spanish now being the second most prevalent. Our students also speak Arabic, French, German, Pashto, Polish, Russian, Telugu and Urdu.

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

Berlin Memorial Budget Summary

Description	FY20 Actual	FY21 Actual	(Original) FY22 Budget
1110 - School Committee	3,299	3,178	4,300
1210 - Superintendent	62,107	63,984	66,980
1230 - Other District Wide Administration	34,037	34,535	35,962
1410 - Finance and Business	56,077	58,380	64,554
1420 - Human Resources/Benefits	14,076	14,483	14,674
1430 - Legal Services	9,000	9,000	9,000
1450 - District-Wide Technology	653	3,050	900
2110 - Curriculum	31,524	32,560	35,038
2111 - Pupil Personnel Services / SPED	54,082	51,289	58,735
2120 - Instructional Coordinators / Team Leaders	23,402	26,241	38,856
2210 - School Building Leadership	151,001	163,828	159,608
2250 - Building Technology	11,355	10,897	17,858
2305 - Teachers / Specialists	1,440,317	1,546,080	1,514,323
2320 - Medical / Therapeutic Services	189,630	191,066	205,485
2325 - Substitutes	29,044	18,569	44,300
2330 - Paraprofessionals	215,922	168,914	273,779
2340 - Library / Media Center	21,686	25,097	24,477
2357 - Professional Development	17,007	17,193	34,653
2410 - Instructional Materials	39,094	29,627	21,656
2415 - Other Instructional Materials	434	2,179	1,456
2420 - Instructional Equipment	7,700	23,437	13,566
2430 - General Supplies	7,396	7,546	7,700
2451 - Classroom Instructional Technology	21,643	72,485	33,150
2455 - Instructional Software	3,960	6,965	6,600
2720 - Testing and Assessment	50	2,196	1,700
2800 - Psychological Services	98,472	98,758	101,359
3200 - Medical / Health Services	70,029	66,957	72,841
3300 - Transportation Services	121,047	112,879	142,483
3400 - Food Services	10,409	22,816	
3520 - Other Student Activities	1,000	761	1,376
4110 - Custodial Services	132,902	126,637	132,332
4120 - Heating of Building	17,048	28,154	32,658
4130 - Utilities	45,664	36,288	57,603
4210 - Maintenance of Grounds	13,734	10,285	4,438
4220 - Maintenance of Building	51,319	127,952	46,865
4225 - Building Security	706	1,915	2,165
4230 - Maintenance of Equipment	10,098	20,239	11,963
4300 - Extraordinary Maintenance		8,760	
4400 - Networking and Telecommunications	34,731	43,249	51,344
5100 - Employee Retirement Contribution			55,784
5200 - Employee Insurance	373,745	406,485	430,991
5250 - Retiree Insurance	6,924	12,000	13,522
5250 - OPEB Contribution		4,235	9,235
5260 - Non-Employee Insurance	29,796	29,808	36,427
5350 - Rental / Lease of Building	10,532	10,848	11,000
7200 - Building Improvements			4,800
9000 - Reserve Contribution - SPED			25,000
9100 - Tuitions to Mass. Public Schools			10,000
9110 - Tuitions, School Choice	23,572	13,741	
9300 - Tuitions to Private Schools			15,000
TOTAL	3,496,224	3,765,546	3,958,496

Notes: Network and Telecommunications reclassified per DESE guidelines to 4400 from 2250 in FY20
Some Other District Wide Administration costs reclassified from 1450 to 1230 in FY20
Year over Year comparison is skewed by transfer of municipal expenses into school budgets in FY20, FY21
(see Director of Finance and Operations annual report for details on year over year changes)

Boylston Elementary Budget Summary

Description	FY20 Actual	FY21 Actual	(Original) FY22 Budget
1110 - School Committee	3,419	3,178	4,300
1210 - Superintendent	62,455	63,865	66,880
1230 - Other District Wide Administration	34,037	34,535	35,962
1410 - Finance and Business	56,135	57,874	63,554
1420 - Human Resources/Benefits	14,240	14,660	14,924
1430 - Legal Services	9,000	9,000	9,000
1450 - District-Wide Technology	653	3,050	900
2110 - Curriculum	31,524	32,560	35,038
2111 - Pupil Personnel Services / SPED	54,261	52,618	55,324
2120 - Instructional Coordinators / Team Leaders	23,402	26,398	37,606
2210 - School Building Leadership	147,164	152,590	162,542
2250 - Building Technology	8,893	8,502	15,123
2305 - Teacher / Specialists	1,612,744	1,705,516	1,691,248
2320 - Medical / Therapeutic Services	174,047	166,021	195,001
2325 - Substitutes	25,451	81,704	42,000
2330 - Paraprofessionals	233,579	281,527	311,650
2340 - Library / Media Center	45,070	50,039	50,536
2357 - Professional Development	19,760	30,384	36,403
2410 - Instructional Materials	25,087	32,307	19,122
2415 - Other Instructional Materials	559	1,205	2,009
2420 - Instructional Equipment	7,576	13,923	10,408
2430 - General Supplies	4,465	8,568	6,400
2440 - Instructional Services			500
2451 - Classroom Instructional Technology	8,692	30,026	27,730
2455 - Instructional Software	2,885	1,899	4,400
2720 - Testing and Assessment	850	967	1,600
2800 - Psychological Services	79,155	80,458	87,021
3200 - Medical / Health Services	104,219	99,116	76,155
3300 - Transportation Services	176,760	142,947	183,958
3400 - Food Services		12,000	
3520 - Other Student Activities	750	761	776
4110 - Custodial Services	115,800	141,582	126,289
4130 - Utilities	57,458	83,349	77,887
4210 - Maintenance of Grounds	3,284	4,764	4,222
4220 - Maintenance of Building	30,280	42,134	24,925
4225 - Building Security	682	981	351
4230 - Maintenance of Equipment	2,087	11,614	2,436
4400 - Networking and Telecommunications	35,271	46,087	51,651
5100 - Employee Retirement Contribution			90,790
5200 - Employee Insurance	372,053	509,993	530,131
5250 - Retiree Insurance		3,548	32,155
5250 - OPEB Contribution		5,145	20,145
5260 - Non-Employee Insurance	32,968	30,199	36,600
9000 - Reserve Contribution - SPED			25,000
9110 - Tuitions, School Choice	25,841	20,466	10,000
9300 - Tuitions to Private Schools	29,934		
9400 - Tuitions to Collaboratives	9,118		45,000
TOTAL	3,681,608	4,098,060	4,325,652

Notes: Network and Telecommunications reclassified per DESE guidelines to 4400 from 2250 in FY20
Some Other District Wide Administration costs reclassified from 1450 to 1230 in FY20
Year over Year comparison is skewed by transfer of municipal expenses into school budgets in FY20, FY21
(see Director of Finance and Operations annual report for details on year over year changes)

Tahanto Budget Summary

Description	FY20 Actual	FY21 Actual	(Original) FY22 Budget
1110 - School Committee	4,877	4,783	5,850
1210 - Superintendent	124,310	126,163	134,177
1230 - Other District Wide Administration	80,194	81,431	84,532
1410 - Finance and Business	138,911	146,194	165,057
1420 - Human Resources/Benefits	29,658	29,853	31,048
1430 - Legal Services	18,000	18,000	20,000
1450 - District-Wide Technology	1,422	4,032	1,600
2110 - Curriculum	62,883	65,120	69,976
2111 - Pupil Personnel Services / SPED	111,069	107,924	110,531
2120 - Instructional Coordinators / Team Leaders	113,637	116,580	120,161
2210 - School Building Leadership	343,085	364,969	356,149
2250 - Building Technology	14,927	15,597	26,185
2305 - Teachers / Specialists	3,141,546	3,152,220	3,180,111
2320 - Medical / Therapeutic Services	99,610	105,106	122,348
2325 - Substitutes	43,655	87,622	81,000
2330 - Paraprofessionals	305,559	307,050	324,796
2340 - Library / Media Center	92,533	93,913	96,949
2345 - Online Class Fees		3,312	7,200
2357 - Professional Development	37,134	40,866	48,524
2410 - Instructional Materials	62,601	63,688	71,030
2415 - Other Instructional Materials	5,281	3,851	7,922
2420 - Instructional Equipment	15,035	12,830	21,055
2430 - General Supplies	10,114	6,979	10,800
2440 - Instructional Services			500
2451 - Classroom Instructional Technology	42,135	162,889	61,710
2455 - Instructional Software	6,286	2,225	6,000
2710 - Guidance	193,187	201,753	209,247
2720 - Testing and Assessment	1,917	2,470	2,652
2800 - Psychological Services	134,701	147,756	158,505
3200 - Medical / Health Services	108,376	89,390	97,275
3300 - Transportation Services	411,094	425,320	603,866
3400 - Food Services	52,885	27,240	
3510 - Athletics	120,191	120,141	149,394
3520 - Other Student Activities	35,911	33,332	39,748
4110 - Custodial Services	246,780	257,863	264,489
4120 - Heating of Building	50,365	60,541	62,526
4130 - Utilities	154,758	162,872	189,366
4210 - Maintenance of Grounds	48,216	67,391	44,565
4220 - Maintenance of Building	78,436	98,624	68,107
4225 - Building Security	630	1,154	1,678
4230 - Maintenance of Equipment	8,695	15,826	7,271
4400 - Networking and Telecommunications	75,563	81,715	96,498
5100 - Employee Retirement Contribution	161,942	178,269	178,769
5200 - Employee Insurance	1,166,745	1,168,176	1,131,212
5250 - Retiree Insurance	142,292	150,834	180,684
5250 - OPEB Contribution		8,690	93,690
5260 - Non-Employee Insurance	90,216	92,893	107,336
5350 - Rental / Lease of Building	21,065	21,697	22,000
7200 - Building Improvements		457	
9110 - Tuitions, School Choice	120,892	214,698	170,000
9120 - Tuitions, Charter Schools	204,972	169,900	205,050
9300 - Tuitions to Private Schools	155,894	169,382	163,869
9400 - Tuitions to Collaboratives	436,019	129,321	233,213
TOTAL	9,126,204	9,220,902	9,646,221

Tahanto Regional Middle/High School

The year 2021 not only provided unprecedented challenges for Tahanto Regional Middle/High School, but it also showcased the strength of our Tahanto community. Faculty, staff, and students displayed resilience through a year of continuous change and adjustment. This year, Tahanto welcomed 550 students across grades 6-12 and 12 new faculty and staff members. Below are just a few of our amazing accomplishments in 2021.

Class of 2021

The Superintendent's Award for academic excellence went to Silver Flamuraj and the Principal's Award for outstanding leadership went to Keevan Regan. Eighty-eight percent of 2021 graduates are attending college, nine percent entered the workforce and three percent entered the military.

Academic Highlights

- Luke Vallengli, was named a National Merit Semifinalist
- Julian Baldwin, John Campbell, and Joshua Cranford were named Commended Students by the National Merit Scholarship Program
- Through a partnership with the PACE Project, funded under the US Department of Education's EIR initiative Tahanto developed a computer science pathway for all middle school students that is equity-based, rigorous, and standards-aligned.
- In January 2021, Tahanto earned the College Board AP Computer Science Female Diversity award for expanding women's access to AP Computer Science Principles.

Fine and Performing Arts

- Art students in grades 6-12 participated in the Tahanto Quarantine Quilt project. This project was a visual representation of the positive experiences our community has had. The artwork represented the students' expressions of gratitude and perseverance, thoughts, and feelings and it reminded us every day of the power and strength of our Tahanto community.
- Tahanto's Drama Club performed *Home of the Brave* by Lee Cataluna. This performance was the first virtual play presented at Tahanto. In December 2021 the Drama Club performed small skits for Tahanto Preschool students.

- Some highlights from our Music Department include having Nolan Slate, Will Cranford, and Joshua Cranford accepted into the Central District Honors Band. Nolan Slate was also a member of the All-State Band and was the first-ever Tahanto student to participate in the NAFME National Jazz Band as a tenor sax player.
- Tahanto's chorus and the band performed in the school's first-ever winter concert on Tahanto Radio

Student Council

The High School Student Council put together food baskets for Tahanto families for Thanksgiving as well as for the Berlin and Boylston food pantries. Paige Money was elected in the spring to serve as the Vice President of The Massachusetts Association of Student Councils for the 2021-2022 school year. The Student Council ran a 6th-grade orientation over the summer.

National Honor Society

The National Honor Society recognizes students for their achievements in scholarship, leadership, service, and character. The Tahanto chapter aims to give back to our school and the greater community through fundraising and acts of service and kindness. In the 2021 school year, Tahanto's chapter of NHS raised money for various charities including The Make A Wish Foundation of MA & RI, Children's Hospital in Boston, and the American Diabetes Association.

Athletics

- Tahanto offered 39 different levels of sports during 3 different sports seasons
- Boy's Baseball - Central Mass Division IV Champions
- Girls' Cross-Country - Central Mass Division II Champions
- Field Hockey - League Champions
- Girls' Soccer League Champions
- Boys Soccer League Champions

Respectfully submitted,
Diane Tucceri, *Principal*

Boylston Elementary School

At Boylston Elementary School, our mission is to support and challenge all students to achieve personal and academic excellence in a student-centered environment. Over the years, we have expanded our programming and incorporated practices to reach this mission. This past calendar year has been one of particular challenges. BES transitioned from hybrid learning to full in-person with synchronous live-streaming during the previous year, back to traditional all in-person learning. We continue to work through the challenges that the pandemic has brought with a shared focus on student learning and safety. This fall, the District was able to successfully implement a test and stay protocol that has allowed us to keep more students in the building accessing instruction. This was only possible through the support of the Boylston Fire Department and the efforts of our school nurses and Pupil Services Director Karen Molnar. We continue to tackle the challenges this virus brings head-on.

One of our main academic focuses this year has been on early literacy instruction and reading instruction in general. Last year, the literacy committee, led by Assistant Superintendent Carol Costello, committed to pilot a new literacy program in the upper grades and to leverage the Science of Reading to implement Heggerty, Foundations, and Making Meaning in grades K through 2. Professional development days and staff meetings have been heavily focused on this implementation. While our reading scores on most standardized measures show as a strength, deep dives into the data show areas of growth that these programs will support.

Literacy has been a major focus this year but not to the detriment of other areas. Additionally, we were able to allocate funds and bring in a part-time math coach to support teachers in mathematics instruction. This is a position that Berlin Memorial School had for several years and resulted in significant growth in their mathematics scores. We anticipate a similar impact at BES.

In the spring of 2021, Boylston Elementary again participated in the online Massachusetts Comprehensive Assessment System (MCAS). This year, however, it was a modified test. It was also determined by the state that districts would

not be held accountable for test results as they had been in years past. For this reason, comparing scores across previous years proves to be problematic. These scores can give a general sense of how our students fared academically through the pandemic. Comparing our results to the state's average allows us to draw some conclusions about our students' performance while we use this test to form a new baseline. Overall, our students performed well above the state averages in all grade levels and content areas. The percentage of students meeting or achieving the standards exceeded the state average in all areas as well.. While our students are showing great success, we continue to seek ways to improve our pedagogical approach and further increase student success. In our annual presentation to the School Committee, we noted that one cohort, in particular, struggled with the writing portion of the assessment. To address this, the 4th-grade team built an extra written language block into their day. Students rotate through classes to gain this extra practice and feedback in writing. This is only one example of small instructional steps taken to address areas of need that the MCAS has brought to our attention.

BES is grateful for the remarkable support of our community. We would like to recognize the efforts of our Superintendent Jeff Zanghi, the members of the Boylston School Committee, and our partnership with the Boylston Police and Fire Departments. We would also like to thank the Boylston Parent Teacher Organization, Boylston Educational Foundation, and all of our parent volunteers for the countless hours of support they provide us each year.

Respectfully submitted,
Alfred (Ace) Thompson,
Principal, Boylston Elementary School

Berlin Memorial School

It is my pleasure to submit this report for 2021 on behalf of the Berlin Memorial School, where we remain committed our mission statement, which is, “to empowering each student to achieve personal excellence by fostering respect, responsibility and resourcefulness with the support of the entire of entire school community.”

As 2021 began, Berlin Memorial School was in the middle of a “hybrid” learning year. The goal was to contain the spread of COVID by reducing the number of students in classrooms and increasing the amount of space between students. Each class was broken into two cohorts, with Cohort A in person on Mondays and Tuesdays, and Cohort B in person on Thursdays and Fridays. Wednesdays were remote for all students, with Zoom enrichment events for all. In addition, a small number of families decided to remain fully remote during this period. Those students participated in a “Bridge” program and received all instruction online.

As vaccinations became more widely available, we began to plan for a full return of students to in-person learning. Students returned to school on Monday, April 5, 2021. While we continued to emphasize masking and social distancing, it was good to have students in the building learning five days a week. During this period, we did not have a single case of COVID within our school!

Despite the pandemic-interrupted year, the Department of Elementary and Secondary Education decided to administer MCAS tests for our students in grades three through five. These tests were shortened to reflect the stress of the moment and were administered in April and May of 2021. The impact of interrupted learning was especially evident in mathematics, which saw a decline in student performance. Student results in English Language Arts, on the other hand, were among the highest scores ever recorded here at BMS. Student success in this area is a tribute to all the hard work done by parents, teachers, and the children themselves.

As the school year came to a close, we were able to hold some traditional events in a modified format. PTL (Parent-Teacher Link) held a fun run, we had a modified field day, and a socially distanced Fifth Grade Recognition.

The return to school in August 2021 saw a reduced emphasis on social distancing, and more attention to contact tracing. While students and staff still wore masks, we were able to resume using child-friendly seating and more typical recess activities. We were delighted to receive, through the efforts of our Town Rec Department and our Parent group, a Ga-Ga Ball pit, which the students have greatly enjoyed.

Teachers here have worked very hard to identify student learning needs as we start to recover from the disruptions of hybrid learning. Beginning of the year assessments have allowed us to focus on the essential skills students might need support with. We continue to work to strike a balance between “catch up” work, and grade level appropriate learning.

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, Jeff Zanghi, 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 School Council members and PTL parent volunteers for the countless hours of support they have provided to us this past year.

Respectfully submitted,
John F. Campbell, Jr., *Principal Berlin Memorial School*

Treasurer / Collector

Special Financial Overview Report

I recently read a review of Berlin's Overall Financial Management analysis done by the Massachusetts Department of Revenue/Division of Local Services (DLS) that stated: *"Local leaders and employees deserve much credit for embracing a range of recent advances in Berlin's financial management"* and *"In just a few short year, local leaders have done well in directing changes that have helped Berlin to catch up to the pace of its growth and transform into a more modern and dynamic model of governance."* Hats off to everyone at the Town Offices, Public Safety, Committees and Boards. This despite we are like a "Tale of Two Cities": (small nighttime population but very large daytime population public safety and office personnel have to support as a result of two major highways and large commercial residential projects.) Here are some statistics from the DOR data bank you might find very interesting:

Berlin remains a very small community. Yet we have seen considerable growth, with a population growth during the 15 years leading up to 2019 at 21%, exceeding Worcester County (6.56%), Middlesex County that borders Berlin (10.4%), and the State (7.42%). Despite this, we remain with the smallest population of our 20 closest towns and smallest population density per square mile (248). We also have the smallest budget. What makes Berlin unique compared to most other small towns is we are located in an area with a diverse and robust regional economy. In addition, our capital income is the twelfth highest in Worcester Counties 60 communities, with per capita equalized property values of \$219,276 the county's fourth highest. It also falls within the top third statewide.

The data also indicates that 76% of our FY22 budget was supported by the Tax Levy. Residential values have rebounded steadily since the Great Depression in the last decade. On the other hand, commercial new growth has "dissipated" with the decline of Malls as a result of online business. The DOR also noted that if this trend continues, the tax shift will revert back to residential tax bills.

Other very positive things stated by the DOR in the financial management report were: a general tendency by the town to leave significant proportions of the levy limit untapped. Also, our recent history of reserve funds shows good budget flexibility. Additionally, the town normally generates 2 to 3% of the general fund budget each year, as FMRB recommends. The recent history also maintained a healthy balance in its general stabilization fund and quickly replenished it after monies were used. Our combined reserves correlate to 14 percent of the average general fund budget, within the range recommended for communities like Berlin.

Hiring a full-time Town Administrator authorized to act on the Select Board's behalf that puts us in with the other

90% of municipalities having a Town Administrator. Combining the Treasurer/Collector position and intensifying its capital planning focus, and voting for the CPA were also additional items we have been given credit for. One negative is our being one of 28 communities in the state that have not adopted 32B 9A (retiree benefit plan) puts us at a disadvantage when vying with other communities for well-qualified employees in a competitive municipal job market and the trend of fewer employees interested in municipal job opportunities.

As I have said in the past annual reports, more and more data are added to the DOR DATABANK that can be accessed at <https://www.mass.gov/orgs/division-of-local-services> and is available to all. If you do make community comparisons, I would caution you that additional research is usually required to make sense of the numbers since many communities have unique challenges that are frequently reflected in either good or not-so-good numbers. I always start out using the bottom-line method: divide the number of residents (total population) into total annual budget and it will give you what a community spends (or plans to spend) per individual in the community. Then I look at their revenue source and type of expenses (golf course, airport, swimming pools, sewer or water costs, you name it....) their budget supports. If you look at Berlin's, due to our population we are one of the higher cost-per-resident towns in the state and in our local region. Keep in mind that some towns receive local aid as high as 70% of their budget, while others (like Berlin and many of our local neighbors) receive as low as 3% "Cherry Sheet" funds. There are also other financial factors unique to many towns that can throw the comparisons off. Just be careful before you use your results!

We have been pushed by some to go from semi-annual to quarterly billing, but have concluded in our AFT meetings it is not necessary at this point in time. With healthy stabilization funds we can borrow internally if needed and avoid going to RANs (Revenue Anticipation Notes) and the expense involved to do so. The following is a copy of the Proof-of-Cash for fiscal year 2021. If you have any questions feel free to call me. Our cash flow was healthy again, following a multiple year trend.

The following is a list of all employees paid in calendar year 2021 (last 6 months of FY21, and first 6 months of FY22). An expanded copy of this data can be found on the town's web site. Note that due to employees working in multiple departments, overtime pay, stipends, longevity and police/fire details, the total amount paid does not usually reflect the actual base salary amount the employee earns in their primary position. Rates of pay can be found on the town website in the Personnel Departments web pages.

Last Name	First Name	PositionCode	Cost Center	YTD Gross Pay
Alessi	Anthony	Firefighter	221	\$7,556.10
Andre	Timothy	Policeman FT	210	\$85,766.12
Arata	Mary	Administrative Assistant	122	\$66,794.24
Barry	Michael	Police - PT	210	\$17,734.48
Beirne	Katelyn	Library Page	610	\$591.75
Bellville	Dean	Policeman FT	210	\$83,564.00
Benoit	Kevin	Firefighter	221	\$5,344.35
Boettcher-Smith	Lisa	1870 Town Hall Mgr.	192	\$3,245.51
Bradley	Roger	Assessor	141	\$1,212.23
Bradley	Steven	Custodian	192	\$15,208.66
Bratton	David	Work Off	700	\$1,286.25
Brewer	Edith	Office Clerk	145	\$2,508.00
Brewer	Frank	Firefighter	221	\$4,140.99
Bridges-Roche	Richarda	Animal Inspector	249	\$2,011.98
Cabral	James	Veteran Agent	543	\$6,318.00
Centeno	David	Police - PT	210	\$24,156.66
Clark	Paul	Fire Chief	221	\$126,219.68
Clemmer	Dylan	Highway Dept FT	422	\$31,450.12
Colomey	Kevin	Police - PT	210	\$43,995.73
Concannon	James	Firefighter	221	\$1,879.95
Corriveau	Carl	Policeman FT	210	\$99,716.68
Cuff	Shantel	Police - PT	210	\$21,417.53
Cummings	Fred	Highway Dept FT	422	\$73,635.61
Cummings	Jeffrey	Firefighter	221	\$1,887.39
Dadah	Melanie	Firefighter/EMT	221	\$157.04
Deptula	Thomas	Firefighter	221	\$32,496.79
Desautels	Jamie	Firefighter	221	\$5,813.21
Devaney	Brien	Assistant Tax Collec	145	\$20,029.77
Deveau	Michelle	First Responder	221	\$29,989.42
Doerr	Thomas	Asst. Inspector	241	\$1,394.62
Durant	Wesley	Firefighter/EMT	221	\$22,732.75
Eager	Barry	Moderator	114	\$50.00
Ellam	Elizabeth	Elections	162	\$135.00
Fearebay	Dennis	Treasurer	145	\$78,332.43
Fearebay	Lorinda	Work Off	700	\$745.88
Flynn	Victoria	Council on Aging	541	\$30,110.64
Fortin	Peter	FireFighter	221	\$44,360.37
Foster	Sara	Childrens Librarian	610	\$19,225.62
Gallardo	Jonathan	EMT	221	\$22,040.67
Galvin	Thomas	Police Chief	210	\$133,493.40
Geis	John	Police - PT	210	\$57,254.76
Geldart	Douglas	Transfer Station PT	433	\$5,614.88
Gemelli	Peter	Transfer Station Mgr	433	\$24,520.40
Gilchrist	Brendon	Firefighter	221	\$431.94

Last Name	First Name	PositionCode	Cost Center	YTD Gross Pay
Gilcrest	Richard	Policeman FT	210	\$105,210.40
Goulding	David	Policeman FT	210	\$90,876.72
Grenier	Amy	Office Clerk	135	\$42,340.67
Hanks	Richard	Building Inspector	241	\$98,133.00
Harrington	Francis	Firefighter	221	\$2,640.79
Hawkins	R Scott	Select Board	122	\$1,230.00
Hays	Michael	Highway Dept FT	422	\$18,397.58
Hodge	Robert	Librarian	610	\$63,976.71
Hottle	Carolyn	Librarian Assist.	610	\$6,369.12
Janda	Kenneth	Police - PT	210	\$19,540.23
Keefe	Christine	Select Board	122	\$1,230.00
Kersting	Jonathan	Firefighter	221	\$471.12
Kinnas	Peter	Police - PT	210	\$10,979.59
Kowal	Jeanne	Van Driver COA	541	\$1,090.56
Kowal	Karen	Library Aide	610	\$23,212.26
Kuniewich	Lindsey	Library Page	610	\$484.50
Ladou	Christopher	Police - PT	210	\$1,459.60
Leahy	Liane	Office Clerk	241	\$23,958.26
Lefebvre	Neil	Police - PT	210	\$89.00
Lichwell	David	Firefighter	221	\$76,366.39
Lichwell	Kyle	Firefighter	221	\$33,988.44
Lopez	Katie	Library Aide	610	\$648.45
Matthew	Benjamin	EMT	221	\$1,164.36
Maurice	Andrew	Firefighter	221	\$1,248.87
McGowan	Sharon	Office Clerk	296	\$33,177.96
Melone	Christopher	First Responder	221	\$3,749.35
Meltzer	Avery	Library Page	610	\$297.00
Mikelk	Paul	Board of Health	510	\$626.00
Miller	June	Work Off	700	\$244.31
Mills	Judith	Elections	162	\$175.50
Mitchell	John	Highway Dept FT	422	\$2,851.91
Monteiro	Dennis	Electrical Inspector	243	\$1,944.99
Murillo	Jazmin	EMT	221	\$31,971.46
Nartowicz	Margaret	Town Administrator	123	\$147,897.54
Nelson	Lynda	Senior Work Off	700	\$840.75
O'Connell	Jeremy	EMT	221	\$28,838.19
O'Malley	Michael	Police - PT	210	\$34,341.81
Paulino	Jonathan	Firefighter	221	\$66,534.11
Pendergast	Sondra	1870 Town Hall Mgr.	192	\$1,152.30
Phillips	Steven	Highway Dept FT	422	\$3,906.95
Pierce	Rosanne	Assessor Clerk	141	\$26,010.85
Plante	Molly	Policeman FT	210	\$38,346.28
Poland	June	Accountant	135	\$82,929.25
Pond	Kevin	Board of Assessors	141	\$2,356.83

Last Name	First Name	PositionCode	Cost Center	YTD Gross Pay
Pratt	James	Work Off	700	\$580.50
Price	Stephen	Asst. Treasurer	145	\$20,688.58
Reed	Jesse	Policeman FT	210	\$76,386.95
Reed	Molly	Assessing Director	141	\$67,760.96
Reguera	Sue	Board of Health	510	\$626.00
Rider	Nathan	Library Page	610	\$621.00
Roach	Helen	Dog Officer	292	\$4,995.00
Rosado	Reynol	Highway Dept PT	422	\$840.00
Roseberry	Alphonse	Plumbing Inspector	242	\$12,659.24
Rule	Charles	Library Page	610	\$108.00
Salls	Eloise	Town Clerk	161	\$31,623.70
Sardell	Margaret	Senior Work Off	700	\$1,386.75
Sawyer	Jane	Elections	162	\$148.50
Schartner	Eric	Policeman FT	210	\$123,199.27
Sharon	Tom	Transfer Station PT	433	\$4,333.92
Smith	David	Highway Supervisor	422	\$46,616.40
Soldi	Dylan	Police - PT	210	\$71,563.99
Soldi	Thomas	Plumbing Inspector	242	\$150.00
Spinney	James	Highway Dept FT	422	\$81,053.35
Stearns	Brian	Veterans Agent	543	\$2,106.00
Stone	Margaret	Select Board	122	\$1,230.00
Teixeira	Matthew	Highway Dept FT	422	\$9,389.00
Theve	Andrew	Firefighter	221	\$4,933.56
Thomasino	Linda	Elections	700	\$1,258.88
Traylor	Donna	Office Clerk	510	\$6,992.60
Trongone	Kevin	Policeman FT	210	\$95,461.40
VandenBoom	Mattie	Conservation Agent	171	\$1,083.03
Vianna	Abigail	Public Safety Clerk	296	\$7,711.20
Welch	Thomas	Police - PT	210	\$3,111.00
Wheeler	Beverly	Board of Assessors	141	\$956.83
Wheeler	Henry Jr.	Electrical Inspector	243	\$15,909.15
Wheeler	James	Office Clerk	161	\$13,182.24
Wheeler	Mary	Elections	162	\$121.50
Wheeler	Michael	Firefighter	221	\$54,504.44
Wheeler	Robert	Board of Health	510	\$626.00
Willwerth	Philip	Transfer Station PT	433	\$152.56
Wynkoop	Joann	Assessor Clerk	141	\$31,538.67
Zukatynski	Virginia	Van Driver COA	541	\$4,545.91
Total Payroll:				\$3,190,027.64

The following is a quick review of major events in the Treasurer/Collector Office in FY21:

Treasurer/Collector: In May/June 2021 we converted our tax system from Point Software to our new VADAR software suite. This required two months of complicated software/data conversions and manual input from manually maintained records. This included manual conversion of all tax title records previously maintained on a complicated Excel spreadsheet. Only three years of payment history converted, but prior invoice data was not thus making re-creation of prior tax bills (FY2020 and prior) not available in Vadar (only payment history). There were also record requests for Municipal Lien Certificates due to the large amount of property sales and/or refinancing as a result of historically low interest rates. Special thanks to my staff for pulling through and making all this work!

Collection of real estate and motor vehicle taxes remained in the very high percentages, matching the collection rates of many other communities. Personal Property was a challenge, however, due to legal handcuffs put on our collection effort for one of the solar projects. Many tax title accounts were settled (some that were very challenging situations) and we currently have no cases in Land Court.

Debt/Interest: No borrowing was required for any reason in FY21. Plans were made for FY22 in FY21 to pay the last two annual septic loan principal payments. (That has happened. Special permission was requested from the WPAT and it was okayed to advance the future payment. Thanks go out to the folks at the WPAT for making the exception for Berlin. Currently only the highway barn and our portion of the Tahanto School Building loans are debt exclusions.

Payroll and Benefits: We continue to use the Harpers Payroll System that was upgraded to a newer version free of charge with many new features. We had an increase in employment verification due to many employees refinancing mortgages. There was much more work in the office since we banned email and phone call changes from employees to make direct deposit information given the rise in fraud attempts everywhere. Our office currently deals with employment verification and direct deposit fraud. Stephen, Brien and myself have kept up with the online fraud training provided to Berlin from the state. We continue to provide different a weekly, bi-weekly and monthly payroll. Discussions continue about going to a bi-weekly payroll only.

We spent much time with the benefits consultant we hired to review current benefits, possible plan changes, and finding an affordable method to possibly provide a retirement plan for our employees. We continued this work with her in fiscal year 2022.

Unemployment: There were many attempts to claim unemployment benefits as part of the nation-wide fraud attempts that required a great deal of my time. This included notifying employees and some board members of the attempt, provide information for the employee on how to report the fraud on their end, and reporting it as an employer. Unfortunately the folks at the Department of Unemployment Assistance (DUA) treated every fraud claim reported as a normal claim. This forced every Treasurer or Finance Director in the state to complete multiple forms requesting updated earnings, updated continued employment verification, and even forms requesting a date the person submitting the fraudulent claim might return to work! Since their forms were not modified to handle the fraud, they gave us tips on how to “lie” on the forms. It was so much unnecessary work one major city had to hire a fulltime employee just to answer all this useless information with the threat of paying these claims if not completed. This pretty much came to an end when there was a special meeting of the MCTA Treasurers and the head of the DUA and staff letting them know how expensive and time-consuming their practice affected our municipalities.

Medicare: Nothing financially challenging there. For those that are not aware, most communities in the state have opted out of Social Security deductions, and instead offer the mandatory state sponsored program called the SMART PLAN and referred to as OBRA Mandatory. Some have also selected non-state companies that specialize in the same thing. We do, however have to take the Medicare deduction from employees and match it dollar for dollar weekly. That match is the Medicare line item in the town budget and equals the same amount taken from employees.

Benefits (32B): We came in under budget in FY21 due in part to some employee turn-over and funds provided by our carrier MIIA/BCBS that offset town and employee deductions. (A similar gesture was done in FY22). The Town Administrator and myself worked with our benefits consultant to review our benefits package and also do research regarding employee retirement plans. (A consultant was hired to do actuarial work supporting potential future expenses if/when a retirement plan is implemented.)

Benefit increases in general were lower than expected and budgeted, due in part to lower expenses for the carriers as a result of COVID effect on elective surgery (fewer non-emergency surgery delays and the strength of the MIIA Trust Fund major cost pool system.) The consultant and the Insurance Advisory Committee remain active as of this writing.

Tailings: This word is what we call uncashed checks. This is the list of uncashed vendors (payable) checks open as of December 2021. Although we are in touch with some of the companies (that may even be cleared before this is published), if anyone knows how to contact any individuals and/or their estates we would welcome the information or you're letting them know to call myself or Stephen.

Warr #	Date	Payee	Check No.	Amt
W91R-RE15	5/12/15	Donald Russell - 58128	63821	\$500.00
W65	2/09/2017	MTR ACH	ACH	\$0.01
	3/02/2017	Murphy Hesse Toomey & Lehane LLP	63291	\$24.00
W79	3/28/2017	Estate of Alice Ohristo	63454	\$18.82
W79	3/28/2017	Estate of Maureen Sharon	63456	\$955.11
W81R-MV17	4/04/2017	Jacob E Burke	63516	\$32.81
W81R-MV17	4/04/2017	James E Priest Jr.	63517	\$2.50
W91R-RE17	5/09/2017	Roy W Badeau	63776	\$9.58
W107 (17)	7/04/2017	Commonwealth of Massachusetts	64292	\$10.30
W93R-MV18	5/15/2018	Edward Benton Houser - IV	66537	\$10.71
W42R-MV18	11/20/18	Stephanie Jo Larobadiere	68024	\$95.63
W92	5/16/19	Keith Soucy	69302	\$75.00
W27	10/1/19	Mass Association of Assessing Officers	70305	\$65.00
W29	10/8/19	Commonwealth of Massachusetts	70335	\$6,825.18
W83R-MV19	4/14/2020	Timothy W Pierce	71331	\$50.00
W109R-RE&CPA	7/16/20	Raymond Jenkins	71801	\$1,074.11
W13	8/13/20	Keith Ziegler	71939	\$30.00
W19R-MV20	9/3/20	Lawrence Leblanc	72019	\$43.65
W43R-MV19	11/26/20	Romos, Joshua	72425	\$28.75
W43R-MV20	11/26/20	CCAP Auto Lease	72426	\$205.84
W51R-MV21	12/24/20	Carl Matthew	72568	\$12.68
W83R-MV20	4/15/21	Robert Clark	73109	\$27.08
W93R-RE/CPA 2021	5/20/21	Jason Roach	73283	\$12.22
W21R-MV21	9/9/21	Neil Talbot	73888	\$28.96
W21	9/9/21	John Rosevear	73933	\$51.04
W25	9/23/21	Integration Partners Corporation	73990	\$730.00

The following four pages are the entire 2021 fiscal year "Proof of Cash" sheet that gets tied out with the Town Accountant every month. The auditors used the last month of the year (June/2021) and the first month of the next fiscal year (July/2021) for the bulk of their annual cash audit. The audit must be completed no later than end of February in the following year for debt service purposes.

PROOF OF CASH	7/31/20 FY21	8/31/20 FY21	9/30/20 FY21	10/31/20 FY21
BEGINNING CASH BALANCE	\$8,520,676.10	\$6,498,518.28	\$5,993,045.12	\$4,725,832.19
+monthly cash receipts	\$350,364.22	\$140,770.55	\$218,498.89	\$2,424,887.34
-expenses	\$(2,371,135.53)	\$(645,382.40)	\$(1,433,055.32)	\$(2,091,014.26)
-refunds paid	\$(1,283.73)	\$(666.31)	\$(842.84)	\$(1,330.18)
-outstanding deposits	\$-	\$-	\$-	\$(472,030.60)
+prev.mo. O.S. deposits	\$-	\$-	\$-	\$-
-returned checks	\$(280.79)	\$(195.00)	\$-	\$-
-adjustments	\$178.01	\$-	\$(51,813.66)	\$51,813.66
Ending Cash Balance	\$6,498,518.28	\$5,993,045.12	\$4,725,832.19	\$4,638,158.15

STATEMENT BALANCES				
Depository (CSB) 8296	\$21,355.49	\$9,812.99	\$9,573.07	\$4.90
Investment Sweep (CSB) 9377	\$727,038.73	\$384,638.23	\$628,668.24	\$987,646.00
Rescue Squad (CSB) 9387	\$163,288.55	\$5,087.14	\$20,332.69	\$6,543.34
School Lunch (CSB) 5912		\$-	\$-	\$-
Student Activity (CSB)	\$-	\$-	\$-	\$-
Stabilization Fund Acct (Avidia) 5200	\$170,053.00	\$170,081.89	\$170,106.59	\$170,128.26
Stabilization Fund Acct (Peoples) 2412	\$203,685.18	\$203,719.69	\$203,753.09	\$203,782.32
Stabilization Fund Acct (Century Bank) 6126	\$225,003.54	\$225,118.81	\$225,198.77	\$225,277.52
Stabilization Fund Acct (CSB) 3596	\$596,242.18	\$596,343.19	\$596,440.96	\$596,542.00
Energy Stabilization (CSB) 0250	\$4,089.89	\$4,090.06	\$4,090.23	\$4,090.40
Capital Stabilization (CSB) 4961	\$-	\$4,441.48	\$4,441.84	\$4,442.22
Treasurer's Account (Avidia) 8100	\$1,435,366.37	\$1,435,671.17	\$785,826.46	\$485,928.72
Treasurer's Account (Peoples) 3034	\$2,808.95	\$2,809.04	\$2,809.14	\$2,809.23
Treasure's Account (CSB) 3562	\$1,824.12	\$1,824.20	\$1,824.27	\$1,824.35
Treasurer Account no fee (CSB) 4195 new Dec	\$26,454.86	\$26,361.24	\$29,961.40	\$1,171.75
Treasurer's Account (Century) 1820	\$1,380,059.27	\$1,380,766.26	\$681,075.01	\$681,313.20
Treasurer's Account (Fidelity Bank) 1970	\$20,441.76	\$20,446.08	\$20,450.26	\$20,454.59
Treasurer's Account (MMDT) 2164	\$60,331.63	\$60,346.11	\$60,358.41	\$60,369.86
UniBank Treasurers Account 8864	\$651,386.41	\$651,528.41	\$470,415.11	\$239,150.20
UniBank-Online Payment 5446	\$4.75	\$4.75	\$4.79	\$79,234.72
UniBank-TownClerk Online Payment 1663	\$0.07	\$0.07	\$0.07	\$0.07
Inspector Fee Stripe - new 1/24/2019 7779	\$0.39	\$0.42	\$0.44	\$0.45
Community Preservation 2166	\$289,928.54	\$290,723.54	\$291,201.59	\$348,076.99

AGENCY ACCOUNTS				
Berlin Farms - Cermak (CSB) 7706	\$754.07	\$122.43	\$754.13	\$754.16
Berlin Villiage (Avidia) 8000	\$122.41	\$754.10	\$122.44	\$122.45
Capes of Berlin(CSB) 7918 New March 2017	\$10,525.12	\$10,526.01	\$10,526.87	\$10,527.76
Farm Lane Rhodes (Avidia) 7800	\$191.55	\$191.58	\$191.60	\$191.61
Green Acres (CSB) 7892 CLOSED 5/18/2021	\$404.26	\$404.28	\$404.30	\$404.32
GrowingRoomPB (CSB) 1768	\$3,196.65	\$3,196.79	\$3,196.92	\$3,197.06
Hamlin Summer Road (CSB)	\$1,034.90	\$1,034.94	\$1,034.98	\$1,035.02
Highland Common Traffic (CSB) 3661	\$14,780.34	\$14,781.59	\$14,782.80	\$14,784.05
Highland Commons(Avidia) 0000	\$58.07	\$58.07	\$58.08	\$58.08
Indian Rock-(Avidia) 5300	\$2,004.80	\$2,005.06	\$2,005.27	\$2,005.44
Indian Farm - (CSB) 4203 new DEC	\$1,750.96	\$1,751.03	\$1,751.10	\$1,751.17
Kane (CSB) xx1309	\$373.49	\$373.51	\$373.53	\$373.55
Kendall Homes (Avidia)-Pleasant 5400	\$74.13	\$74.14	\$74.14	\$74.15
Northbrook Villiage II (CSB) 4860	\$5,029.88	\$5,030.09	\$5,030.30	\$5,030.51
Peach Hill 8413 New Feb 2019	\$2,721.23	\$2,721.35	\$2,721.46	\$2,721.58
Plastridge Sawyer Hill (CSB) New April 2017	\$187.21	\$187.23	\$187.25	\$187.27
Rhodes-Baum Subdivision New April 2021 2567	\$-	\$-	\$-	\$-
River Run ZBA (CSB) 7936	\$5,529.09	\$5,529.32	\$5,529.55	\$5,529.78
River Run "B" (CSB) 0894	\$2,550.95	\$2,551.06	\$2,551.16	\$2,551.27
West Street Crossing (CSB) 1861	\$992.36	\$992.40	\$992.44	\$992.48
ZPT Energy POTAS (CSB) 1853	\$10,027.27	\$10,028.12	\$10,028.94	\$10,029.79

11/30/20 FY21	12/31/20 FY21	1/31/21 FY21	2/28/21 FY21	3/31/21 FY21	4/30/21 FY21	5/31/21 FY21	6/30/21 FY21
\$4,638,158.15	\$8,535,818.03	\$7,246,227.97	\$6,647,952.84	\$5,266,430.74	\$5,878,594.89	\$9,635,057.01	\$10,162,147.56
\$3,949,010.91	\$435,875.40	\$108,813.42	\$129,863.49	\$1,232,189.70	\$5,243,146.94	\$1,260,644.54	\$498,318.37
\$(520,273.93)	\$(1,722,362.07)	\$(531,617.15)	\$(1,503,559.56)	\$(416,804.13)	\$(1,686,627.15)	\$(547,134.90)	\$(617,177.76)
\$(639.08)	\$(707.52)	\$(175,091.31)	\$(135.30)	\$-	\$(3,168.11)	\$(184,419.09)	\$(1,123.49)
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$472,030.60	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$(3,010.80)	\$(2,393.37)	\$-	\$-	\$(108.48)	\$(10.00)	\$-	\$-
\$542.18	\$(2.50)	\$(380.09)	\$(7,690.73)	\$(203,112.94)	\$203,120.44	\$(2,000.00)	\$(59,342.99)
\$8,535,818.03	\$7,246,227.97	\$6,647,952.84	\$5,266,430.74	\$5,878,594.89	\$9,635,057.01	\$10,162,147.56	\$9,982,821.69

\$40,857.96	\$1.29	\$5,601.33	\$5,874.85	\$24,287.62	\$12.50	\$57.88	\$17,358.66
\$4,562,553.85	\$1,578,164.25	\$1,313,923.64	\$1,393,742.59	\$1,902,637.10	\$5,381,972.07	\$2,877,942.84	\$2,657,358.62
\$13,954.46	\$32,128.22	\$877.16	\$19,027.12	\$40,710.32	\$49,517.43	\$69,756.65	\$88,321.79
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$170,149.24	\$170,163.69	\$170,178.14	\$170,191.20	\$170,205.65	\$170,219.64	\$170,234.10	\$170,248.09
\$203,808.21	\$203,834.11	\$203,858.40	\$203,881.86	\$203,909.51	\$203,934.65	\$203,958.12	\$203,985.78
\$225,340.00	\$225,406.80	\$225,465.16	\$225,517.05	\$225,564.93	\$225,604.48	\$225,631.06	\$225,649.60
\$596,639.80	\$596,740.88	\$596,842.25	\$596,933.83	\$597,035.24	\$597,133.39	\$597,228.28	\$597,301.92
\$4,090.57	\$4,090.74	\$4,090.91	\$4,091.07	\$4,091.24	\$4,091.41	\$4,091.58	\$4,091.75
\$4,442.58	\$4,442.96	\$4,443.34	\$4,443.68	\$4,444.06	\$4,444.43	\$4,444.76	\$4,444.94
\$483,608.33	\$1,283,722.55	\$1,083,877.88	\$93,949.94	\$93,953.93	\$93,957.79	\$1,388,434.28	\$1,388,155.46
\$2,809.32	\$2,809.42	\$2,809.51	\$2,809.59	\$2,809.70	\$2,809.79	\$2,809.87	\$2,809.98
\$1,819.42	\$1,824.50	\$1,824.58	\$1,824.65	\$1,824.73	\$1,824.80	\$1,824.88	\$1,824.96
\$4,706.68	\$6,519.70	\$14,551.04	\$19,810.33	\$24,712.87	\$1,832.85	\$4,050.73	\$10,469.63
\$681,502.14	\$1,481,826.57	\$1,482,210.22	\$1,482,551.34	\$1,482,866.12	\$1,483,126.13	\$2,783,347.16	\$2,783,575.93
\$20,458.78	\$20,463.11	\$20,467.45	\$20,469.80	\$20,472.41	\$20,474.93	\$20,477.54	\$20,480.06
\$60,378.89	\$60,387.65	\$60,396.38	\$61,603.38	\$61,610.32	\$61,616.53	\$61,671.91	\$61,676.72
\$510,411.49	\$617,604.08	\$499,502.18	\$6,411.50	\$62,152.58	\$207,644.66	\$405,546.34	\$405,677.34
\$6.83	\$6.84	\$6.95	\$6.96	\$7.23	\$7.44	\$7.68	\$7.68
\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07
\$0.46	\$0.48	\$0.58	\$0.59	\$0.61	\$0.63	\$0.66	\$0.68
\$426,447.36	\$434,198.75	\$435,084.65	\$435,484.92	\$437,435.70	\$552,657.25	\$765,378.28	\$766,298.13

\$754.19	\$754.22	\$754.25	\$754.28	\$754.31	\$754.34	\$754.37	\$754.40
\$122.46	\$122.47	\$122.47	\$122.48	\$122.48	\$122.49	\$122.49	\$122.50
\$10,528.62	\$10,529.51	\$10,530.40	\$10,531.21	\$10,532.10	\$10,532.97	\$4,340.92	\$4,341.10
\$191.63	\$191.64	\$191.64	\$191.65	\$191.66	\$191.67	\$191.67	\$191.68
\$404.34	\$404.36	\$404.38	\$404.40	\$404.42	\$404.44	\$-	\$-
\$3,197.19	\$3,197.33	\$3,197.47	\$3,197.59	\$3,197.73	\$3,197.86	\$3,198.00	\$3,198.13
\$1,035.06	\$1,035.10	\$1,035.14	\$1,035.18	\$1,035.22	\$1,035.26	\$1,035.30	\$1,035.34
\$14,785.26	\$14,786.51	\$14,787.77	\$14,788.90	\$14,790.16	\$14,791.38	\$14,792.47	\$14,793.08
\$58.09	\$58.09	\$58.09	\$58.10	\$58.10	\$58.10	\$58.10	\$58.11
\$2,005.60	\$2,005.69	\$2,005.77	\$2,005.85	\$2,005.93	\$2,006.02	\$2,006.10	\$2,006.18
\$1,751.24	\$1,751.31	\$1,751.38	\$1,751.45	\$1,751.52	\$1,751.59	\$1,751.66	\$1,751.73
\$373.57	\$373.59	\$368.61	\$373.62	\$373.64	\$373.66	\$373.68	\$373.70
\$74.16	\$74.16	\$74.16	\$74.17	\$74.17	\$74.17	\$74.18	\$74.18
\$5,030.72	\$5,030.93	\$5,031.14	\$5,031.33	\$5,031.54	\$5,031.75	\$5,031.96	\$5,032.17
\$2,721.69	\$2,721.81	\$2,721.93	\$2,722.03	\$2,722.15	\$2,722.26	\$2,722.38	\$2,722.49
\$187.29	\$187.31	\$187.33	\$187.34	\$187.36	\$187.38	\$187.39	\$187.40
\$-	\$-	\$-	\$-	\$-	\$4,250.10	\$4,250.28	\$800.41
\$5,530.01	\$5,530.24	\$5,530.47	\$5,530.68	\$5,530.91	\$5,531.14	\$5,531.37	\$5,531.60
\$2,551.37	\$2,551.48	\$2,551.59	\$2,551.69	\$2,551.80	\$2,551.90	\$2,552.01	\$2,552.11
\$992.52	\$992.56	\$987.60	\$992.64	\$992.68	\$992.72	\$992.76	\$992.80
\$10,030.61	\$10,031.46	\$10,032.31	\$10,033.08	\$10,033.93	\$10,034.75	\$10,035.49	\$10,035.90

PROOF OF CASH <i>continued</i>	7/31/20 FY21	8/31/20 FY21	9/30/20 FY21	10/31/20 FY21
Arts Lottery (CSB) 3737	\$5,012.93	\$5,013.14	\$5,013.35	\$5,013.56
TRUST FUND ACCOUNTS				
Cemetery (CSB) 3729	\$26,437.12	\$26,439.36	\$26,441.53	\$26,443.77
Cemetery (Avidia) 0300	\$119,604.44	\$119,624.76	\$119,642.13	\$119,657.37
Cemetery Perp Care (Avidia) 0400	\$24,233.34	\$24,236.43	\$24,238.95	\$24,241.01
Cemetery Big/John (Avidia) 0500	\$7,902.51	\$7,903.52	\$7,904.34	\$7,905.01
Charity Fund (MMDT) formerly Morse Bride 1266	\$5,659.78	\$5,661.15	\$5,662.35	\$5,663.46
Clock / World (MMDT) 1265	\$3,992.56	\$3,993.50	\$3,994.40	\$3,995.20
Sons of Union Vets (MMDT) Formerly Hartshorn 1269	\$1,605.68	\$1,605.99	\$1,606.29	\$1,606.60
Fosgate/Hunt (MMDT) 1267	\$1,867.53	\$1,867.91	\$1,868.21	\$1,868.52
Library (CSB) 3687	\$53,255.97	\$53,262.74	\$53,269.29	\$53,276.06
Mable F. Marble Schol. (CSB) 3695	\$5,228.14	\$5,228.36	\$5,228.57	\$5,228.79
Marion Hoffman Mem. (MMDT) 2189	\$738.82	\$739.13	\$739.28	\$739.28
Mary Keyes Highway (MMDT) 988	\$8,130.94	\$8,132.87	\$8,134.52	\$8,136.02
Nancy Young (MMDT) 947	\$6,080.49	\$6,081.95	\$6,083.16	\$6,084.29
Open Space (CSB) 3604	\$175,196.08	\$175,225.76	\$175,254.49	\$175,284.18
Open Space (Peoples) 2401	\$3,932.37	\$3,932.50	\$3,932.63	\$3,932.76
Open Space (Avidia) 0600	\$7,967.16	\$7,968.18	\$7,969.01	\$7,969.68
Total Ending Cash	\$6,498,518.28	\$5,993,045.12	\$4,725,832.19	\$4,638,158.15
Difference	\$(0.00)	\$(0.00)	\$-	\$0.00
	7/31/19	8/31/19	9/30/19	10/31/19
CSB Investment	\$844,688.94	\$538,169.80	\$642,514.95	\$1,053,504.03
Town OS	\$(96,565.66)	\$(152,994.15)	\$(13,575.79)	\$(41,766.68)
Payroll OS	\$(21,084.55)	\$(537.42)	\$(270.92)	\$(24,091.35)
Net Investment	\$727,038.73	\$384,638.23	\$628,668.24	\$987,646.00
Total Agency Avidia	\$2,450.96	\$3,082.95	\$2,451.53	\$2,451.73
Total Agency CSB	\$59,857.78	\$59,230.15	\$59,865.73	\$59,869.77
Total Grants CSB	\$5,012.93	\$5,013.14	\$5,013.35	\$5,013.56
Total Trust Fund Avidia	\$159,707.45	\$159,732.89	\$159,754.43	\$159,773.07
Total Trust Fund CSB	\$260,117.31	\$260,156.22	\$260,193.88	\$260,232.80
Total Trust Fund Peoples (formerly Belmont Savings)	\$3,932.37	\$3,932.50	\$3,932.63	\$3,932.76
Total Trust Fund MMDT	\$28,075.80	\$28,082.50	\$28,088.21	\$28,093.37
Verify:	\$519,154.60	\$519,230.35	\$519,299.76	\$519,367.06
Verify:	\$519,154.60	\$519,230.35	\$519,299.76	\$519,367.06
Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00

11/30/20 FY21	12/31/20 FY21	1/31/21 FY21	2/28/21 FY21	3/31/21 FY21	4/30/21 FY21	5/31/21 FY21	6/30/21 FY21
\$5,013.77	\$5,013.98	\$5,014.19	\$5,014.38	\$5,014.59	\$5,014.80	\$6,629.05	\$6,159.32

\$26,445.94	\$26,448.18	\$26,450.43	\$26,452.46	\$26,454.71	\$26,456.88	\$26,459.13	\$27,711.31
\$119,672.13	\$119,682.29	\$119,692.46	\$119,701.64	\$119,711.80	\$119,721.64	\$120,531.84	\$120,541.75
\$26,643.14	\$26,644.27	\$26,645.41	\$26,646.43	\$26,647.56	\$26,648.65	\$31,449.88	\$31,901.17
\$7,905.66	\$7,906.00	\$7,906.33	\$7,906.64	\$7,906.97	\$7,907.30	\$7,907.63	\$7,907.96
\$5,664.36	\$5,665.28	\$5,666.11	\$4,466.69	\$4,467.31	\$4,467.74	\$4,468.05	\$4,468.35
\$3,995.80	\$3,996.42	\$3,997.04	\$3,997.60	\$3,997.96	\$3,998.26	\$3,998.57	\$3,998.87
\$1,606.90	\$1,607.21	\$1,607.52	\$1,607.80	\$1,608.11	\$1,608.39	\$1,608.48	\$1,608.48
\$1,868.82	\$1,869.13	\$1,869.44	\$1,869.72	\$1,870.03	\$1,870.33	\$1,870.52	\$1,870.61
\$53,282.61	\$53,289.38	\$53,296.17	\$53,302.30	\$53,309.09	\$53,315.66	\$53,321.87	\$53,326.25
\$5,229.00	\$5,229.22	\$5,229.44	\$2,229.59	\$2,229.68	\$2,229.77	\$5,229.93	\$5,230.14
\$739.28	\$739.28	\$739.28	\$739.28	\$739.28	\$739.28	\$689.28	\$689.28
\$8,137.22	\$8,138.46	\$8,139.67	\$8,140.56	\$8,141.49	\$8,142.37	\$8,143.10	\$8,143.70
\$6,085.19	\$6,086.12	\$6,087.05	\$6,087.75	\$6,088.37	\$6,088.97	\$6,089.58	\$6,090.11
\$175,312.92	\$175,342.62	\$175,372.41	\$175,399.32	\$175,429.12	\$225,462.62	\$224,947.41	\$224,975.14
\$3,932.89	\$3,933.02	\$3,933.15	\$3,933.27	\$3,933.41	\$3,933.54	\$3,933.66	\$3,933.80
\$7,970.34	\$7,970.68	\$7,971.02	\$7,971.32	\$7,971.66	\$7,971.99	\$7,972.33	\$7,972.65
\$8,535,818.03	\$7,246,227.97	\$6,647,952.84	\$5,266,430.74	\$5,878,594.89	\$9,635,057.01	\$10,162,147.56	\$9,982,821.69
\$(0.00)	\$0.00	\$0.00	\$0.00	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)

11/30/19	12/31/19	1/31/20	2/28/20	3/31/20	4/30/20	5/31/20	6/30/20
\$4,733,585.55	\$1,643,569.70	\$1,550,782.64	\$1,580,480.74	\$1,932,141.21	\$5,433,637.98	\$3,219,165.52	\$2,674,353.37
\$(154,236.87)	\$(44,013.03)	\$(219,862.39)	\$(170,781.38)	\$(14,115.91)	\$(31,581.84)	\$(324,771.96)	\$(16,729.99)
\$(16,794.83)	\$(21,392.42)	\$(16,996.61)	\$(15,956.77)	\$(15,388.20)	\$(20,084.07)	\$(16,450.72)	\$(264.76)
\$4,562,553.85	\$1,578,164.25	\$1,313,923.64	\$1,393,742.59	\$1,902,637.10	\$5,381,972.07	\$2,877,942.84	\$2,657,358.62

\$2,451.94	\$2,452.05	\$2,452.13	\$2,452.25	\$2,452.34	\$2,452.45	\$2,452.54	\$2,452.65
\$59,873.68	\$59,877.72	\$59,871.77	\$59,885.42	\$59,889.47	\$64,143.50	\$57,550.04	\$54,102.36
\$5,013.77	\$5,013.98	\$5,014.19	\$5,014.38	\$5,014.59	\$5,014.80	\$6,629.05	\$6,159.32
\$162,191.27	\$162,203.24	\$162,215.22	\$162,226.03	\$162,237.99	\$162,249.58	\$167,861.68	\$168,323.53
\$260,270.47	\$260,309.40	\$260,348.45	\$257,383.67	\$257,422.60	\$307,464.93	\$309,958.34	\$311,242.84
\$3,932.89	\$3,933.02	\$3,933.15	\$3,933.27	\$3,933.41	\$3,933.54	\$3,933.66	\$3,933.80
\$28,097.57	\$28,101.90	\$28,106.11	\$26,909.40	\$26,912.55	\$26,915.34	\$26,867.58	\$26,869.40
\$521,831.59	\$521,891.31	\$521,941.02	\$517,804.42	\$517,862.95	\$572,174.14	\$575,252.89	\$573,083.90
\$521,831.59	\$521,891.31	\$521,941.02	\$517,804.42	\$517,862.95	\$572,174.14	\$575,252.89	\$573,083.90
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-	\$0.00

Overall

In early FY21 I took and passed the MCTA Treasurer certification test, thus earning the right to use the initials CMMT after my title in official business. This also fulfills the higher standard requirement the town is looking for given the growing challenges of the position of Treasurer/Collector. Additionally, I took and passed the MCTA Tax Collector certification test, earning the right use the initials CMMC as well. Certification sets higher standards for municipal Treasurer/Collectors that are needed for the demands of the position and shows knowledge of professional standards and subject matter when dealing with the bond market and other professionals in banking, tax rules, etc. It also qualified the Treasurer/Collector an annual stipend as determined by town meeting, and for only one of the certifications.

The Treasurer/Collector department staff consists of Brien Devaney (Asst. Tax Collector), Stephen Price (Asst. Treasurer) and Edith Brewer (Filing Clerk). Our mission is to perform excellent tax collection and many other job-related functions like payroll, employee changes support, benefits administration, etc. We go out of our way providing as much help and advice as we can for those with short and long-term financial challenges/difficult time making payments. We want to thank you for being patient with our software conversion, and the limited hours as a result of Town Hall closure because of COVID regulations.

Feel free to call me with questions regarding any financial matter. If I don't know the answer, I can usually put you in touch with someone who does. I always advise the elderly, low income or temporarily financially challenged, and veterans to make it a point to speak to the Assessors to see if they qualify for any exemptions, deferred taxes or motor vehicle/real estate abatements. *Please see the Assessors about deferred taxes before you sign a reverse mortgage with a private company, some without your best interests in mind.* Payment for late motor vehicle excise taxes must be made to our Deputy Collector Kelley and Ryan if not made by the demand invoice deadline and are not accepted in our office. I also advise everyone to avoid mailing payments, particularly when nearing the due date because of poor postal service. State law does not make exceptions for late payments in the Tax Office. There is a secure drop box open 24-7 in the outside lobby of the Town Office/Public Safety Building, and online payments can be made on the Town of Berlin web page (just look for the "Pay A Bill" tab on the front page and follow it from there.)

STAY SAFE!

Regards,
Dennis Fearebay, *Treasurer/Collector, CMMT, CMMC*

Town Accountant

Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2021 (unaudited)

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUPS	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	LONG-TERM DEBT	(MEMORANDUM ONLY)
ASSETS						
Cash & cash equivalents	3,962,151.18	3,531,002.01	5,175.95	1,958,367.90		9,456,697.04
Receivables:						
Personal property taxes	82,212.85					82,212.85
Real estate / CPA taxes	387,583.80	8,947.65				396,531.45
Deferred taxes	7,523.46					7,523.46
Allowance for abatements and exemptions	(239,152.50)					(239,152.50)
Tax liens	81,723.05	509.12				82,232.17
Tax foreclosures	782,874.24					782,874.24
Motor vehicle excise	27,925.35					27,925.35
Departmental	1,414.90	284,143.15		23,048.50		308,606.55
Other receivables				241,666.76		241,666.76
Prepaid - 99 year lease	89.00					89.00
Due to/from Treasurer adjustments	2,301.50					2,301.50
Amounts to be provided - payment of bonds					3,424,308.00	3,424,308.00
TOTAL ASSETS	5,096,646.83	3,824,601.93	5,175.95	2,223,083.16	3,424,308.00	14,573,815.87

LIABILITIES AND FUND EQUITY						
LIABILITIES:						
Accrued payroll	683.48	1,537.79				2,221.27
Payroll withholdings	9,038.36					9,038.36
Deferred revenue:						
Real and personal property taxes	230,644.15	8,947.65				239,591.80
Deferred taxes	7,523.46					7,523.46
Tax liens	81,723.05	509.12				82,232.17
Tax foreclosures	782,874.24					782,874.24
Motor vehicle excise	27,925.35					27,925.35
Departmental	1,414.90	284,143.15		23,048.50		308,606.55
Other receivables				241,666.76		241,666.76
Agency Funds				73,140.96		73,140.96
Bond Anticipation Note						0.00
Bonds payable					3,424,308.00	3,424,308.00
TOTAL LIABILITIES	1,141,826.99	295,137.71	0.00	337,856.22	3,424,308.00	5,199,128.92
FUND EQUITY:						
Reserved for encumbrances	82,724.24					82,724.24
Reserved for expenditures	145,407.00					145,407.00
Reserved for continuing appropriations	1,371,099.04					1,371,099.04
Reserved for appropriation deficit	(1,266.05)					(1,266.05)
Undesignated fund balance	2,356,855.61	3,529,464.22	5,175.95	1,885,226.94		7,776,722.72
TOTAL FUND EQUITY	3,954,819.84	3,529,464.22	5,175.95	1,885,226.94	0.00	9,374,686.95
TOTAL LIABILITIES AND FUND EQUITY	5,096,646.83	3,824,601.93	5,175.95	2,223,083.16	3,424,308.00	14,573,815.87

Town Accountant

General Funds Trial Balance as of June 30, 2021

ASSETS	
Petty Cash	20.00
Cash - General Unrestricted	3,962,131.18
Personal Property 2018	313.28
Personal Property 2019	1,312.92
Personal Property 2020	1,784.97
Personal Property 2021	78,801.68
Real Estate 2020	-47.04
Real Estate 2021	387,630.84
Allow for Abate & Exemptions 2018	-640.92
Allow for Abate & Exemptions 2019	-1,957.10
Allow for Abate & Exemptions 2020	-12,011.03
Allow for Abate & Exemptions 2021	-224,543.45
Tax Liens Receivable	81,723.05
Real Estate Deferral Receivable	7,523.46
Motor Vehicle Excise Receivable 2013	980.83
Motor Vehicle Excise Receivable 2014	1,606.26
Motor Vehicle Excise Receivable 2015	1,296.04
Motor Vehicle Excise Receivable 2016	639.48
Motor Vehicle Excise Receivable 2017	550.63
Motor Vehicle Excise Receivable 2018	907.91
Motor Vehicle Excise Receivable 2019	1,840.21
Motor Vehicle Excise Receivable 2020	6,247.98
Motor Vehicle Excise Receivable 2021	13,856.01
Police Admin Fee Receivable	1,414.90
Due to/from - Treasurer Payroll Issues	2,301.50
Prepaid Expenses - Lease	89.00
Tax Foreclosures	782,874.24
Motor Vehicle Excise Receivable 2019	4,841.95
Motor Vehicle Excise Receivable 2019	56,277.07
Police Admin Fee Receivable	3,073.95
Property Damage Receivable	4,601.38
Fire Department Receivable	10,658.95
Due from Individual - Payroll Issues	43.78
Tax Foreclosures	782,874.24
	5,096,646.83

LIABILITIES	
Accrued Payroll	-683.48
Payroll Withholdings:	
Health Insurance	-6,440.02
Life Insurance	-59.34
Retirees Insurance	-469.97
Dental Insurance	-1,893.23
Aflac	-60.60
Aflac 125	-22.20
Vision Insurance	-93.00
RESERVES	
Deferred Revenue - Property Taxes	-230,644.15
Deferred Revenue - Real Estate Deferral	-7,523.46
Deferred Revenue - Tax Liens	-81,723.05
Deferred Revenue - Tax Foreclosure Deferral	-782,874.24
Deferred Revenue - Motor Vehicle Deferral	-27,925.35
Deferred Revenue - Police Admin Fees	-1,414.90
FUND BALANCES	
FB Committed for PY Special Articles	-1,371,099.04
FB Assigned for PY Encumbrances	-82,724.24
FB Assigned for Special Purposes	-145,407.00
Unassigned Fund Balance	-2,356,855.61
FB Unassigned for Appropriation Deficits	1,266.05
	-5,096,646.83

Town Accountant

General Fund Revenue / Actual Revenue compared to Budgeted Revenue for the year ending June 30, 2021

NAME OF REVENUE	AMOUNT BUDGETED	AMOUNT RECEIVED	DIFFERENCE
PROPERTY TAXES			
Personal Property Taxes	\$499,319.40	\$428,660.57	(\$70,658.83)
Real Estate Taxes	\$11,990,243.65	\$11,330,101.90	(\$660,141.75)
TOTAL TAX LEVY	\$12,489,563.05	\$11,758,762.47	(\$730,800.58)
LOCAL RECEIPTS			
Motor Vehicle Excise	\$511,250.00	\$521,732.13	\$10,482.13
Meal Tax Excise	\$32,250.00	\$38,748.01	\$6,498.01
Hotel Tax Excise	\$42,750.00	\$8,078.33	(\$34,671.67)
Int. on PP, RE & Excise	\$19,980.00	\$32,196.89	\$12,216.89
Payments in Lieu of Taxes	\$77,000.00	\$77,145.63	\$145.63
Fees and Charges	\$14,500.00	\$20,318.96	\$5,818.96
Other Departmental	\$12,000.00	\$29,745.46	\$17,745.46
Licenses & Permits	\$120,320.00	\$169,090.33	\$48,770.33
Fines & Forfeits	\$18,000.00	\$22,994.26	\$4,994.26
Int. on Investments	\$22,400.00	\$23,430.45	\$1,030.45
Other Misc. Revenue:			
Tax Liens Redeemed	\$0.00	\$138,586.72	\$138,586.72
Tax Liens Interest	\$0.00	\$140,606.90	\$140,606.90
Deferred Real Estate Recovery	\$0.00	\$35,410.10	\$35,410.10
Deferred RE Interest	\$0.00	\$36,231.27	\$36,231.27
Sale of COA Van	\$0.00	\$2,750.00	\$2,750.00
Riverbridge Boundless Adventures - Mit Agreement	\$0.00	\$10,677.34	\$10,677.34
Sale of 2011 Crown Vic - Public Safety Vehicle	\$0.00	\$3,500.00	\$3,500.00
Prior year refund	\$0.00	\$0.23	\$0.23
Cares postage reimbursement - Town Clerk	\$0.00	\$505.46	\$505.46
Cable Fees	\$0.00	\$397.75	\$397.75
Closed out unused offset receipts	\$0.00	\$44,666.07	\$44,666.07
Property Damage Receipts	\$0.00	\$0.00	\$0.00
TOTAL LOCAL RECEIPTS:	\$870,450.00	\$1,356,812.29	\$486,362.29
STATE RECEIPTS			
Exemptions: VBS and Elderly-amounts are outstanding	\$27,432.00	\$8,032.00	(\$19,400.00)
Unrestricted General Government Aid	\$214,087.00	\$214,087.00	\$0.00
Veterans Benefits	\$0.00	\$6,121.00	\$6,121.00
Additional Assistance	\$0.00	\$0.00	\$0.00
TOTAL STATE GROSS RECEIPTS:	\$241,519.00	\$228,240.00	(\$13,279.00)
GRAND TOTALS			
Tax Levy	\$12,489,563.05	\$11,758,762.47	(\$730,800.58)
Local Receipts	\$870,450.00	\$1,356,812.29	\$486,362.29
State Receipts	\$241,519.00	\$228,240.00	(\$13,279.00)
Other Available Funds	\$823,392.00	\$823,392.00	\$0.00
TOTAL FUNDS:	\$14,424,924.05	\$14,167,206.76	(\$257,717.29)

These amounts only show what is budgeted and what is collected for REVENUES only - not used to prove free cash directly?
Unexpended expenses play a large part as well as other things.

Town Accountant

Open Special Articles as of June 30, 2021

ART. NO.	FISCAL YEAR	DEPARTMENT	PURPOSE OF ARTICLE	OPENING BALANCE 7/1/20	EXPENSES FY21	CLOSED OUT	ADDITIONS FY20	ENDING BALANCE 6/30/21
38	2008	122 Select Board	Matching Grant Funds	\$2,870.91	\$0.00	\$2,870.91		\$0.00
30	2011	122 Select Board	Curbing & Sidewalks Plan Center of Town	\$7,500.00	\$0.00	\$7,500.00		\$0.00
16	2017	122 Select Board	Bullard House Renovations	\$54,204.74	\$8,500.00			\$45,704.74
36	2017	122 Select Board	1870 Town Hall Elevator Project	\$3,215.81	\$3,215.81			\$0.00
2 STM	2019	122 Select Board	Town Administrator Consultant	\$2,020.50	\$0.00	\$2,020.50		\$0.00
6 STM	2019	122 Select Board	Matching Grant Funds	\$15,000.00	\$0.00			\$15,000.00
28	2019	122 Select Board	Street Light Consult Purchase & Install	\$4,386.00	\$269.00			\$4,117.00
27	2017	155 Data Systems	Assessment & Computers	\$242.55	\$0.00	\$242.55		\$0.00
48	2009	175 Planning Bd	Printing By-Laws	\$633.11	\$0.00	\$633.11		\$0.00
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
31	2017	175 Planning Bd	Master Plan	\$2,132.21	\$0.00			\$2,132.21
37	2017	175 Planning Bd	Economic Development Comm	\$147.12	\$0.00			\$147.12
19	2018	175 Planning Bd	Master Plan	\$5,000.00	\$0.00			\$5,000.00
31	2019	175 Planning Bd	Master Plan	\$5,000.00	\$0.00			\$5,000.00
19	2020	175 Planning Bd	Master Plan - FC 2024	\$5,000.00	\$0.00			\$5,000.00
6STM	2013	192 Public Bldgs.	Mun. Bldg. Roof Repairs	\$5,833.79	\$0.00			\$5,833.79
7	2015	192 Public Bldgs.	New Furnace for Mun.. Bldg.	\$4,149.78	\$0.00	\$4,149.78		\$0.00
7-1	2021	192 Public Bldgs.	Town Office Air Handler FC23	\$0.00	\$0.00		\$60,000.00	\$60,000.00
7-2	2021	192 Public Bldgs.	Town Office EPDM Roof Repair FC23	\$0.00	\$0.00		\$200,000.00	\$200,000.00
7-3	2021	210 Police	Police Cruiser HCPS22	\$0.00	\$0.00		\$51,382.00	\$51,382.00
18-4	2021	210 Police	Police Video Security HCPS21	\$0.00	\$0.00		\$409.43	\$409.43
7 STM	2019	221 Fire & EMS	Matching Grant Funds SCBA & Related Equip	\$19,000.00	\$0.00	\$19,000.00		\$0.00
20	2019	221 Fire & EMS	Minor Equipment	\$14,970.69	\$0.00			\$14,970.69
20	2020	221 Fire & EMS	Pumper Truck - HCPS 2022	\$333,356.00	\$0.00			\$333,356.00
22	2020	221 Fire & EMS	Minor Equipment - HCPS 2020	\$43,032.50	\$42,994.00	\$38.50		\$0.00
7-4	2021	221 Fire & EMS	Fire Car 2 Replacement HCPS22	\$0.00	\$0.00		\$47,757.00	\$47,757.00
26	2019	241 Bldg. Insp.	Permitting/Inspections Software	\$35,500.00	\$0.00	\$35,500.00		\$0.00
27	2016	296 Comm Center	Public Safety Radio System	\$90.00	\$90.00			\$0.00
16	2014	300 School	BMS Exterior Bldg. Repair	\$175.00	\$0.00	\$175.00		\$0.00
16	2016	300 School	BMS Redesigning Roof	\$15,009.99	\$0.00	\$15,009.99		\$0.00
20	2017	300 School	BMS Sealing Exterior Windows & Vents	\$12,515.25	\$0.00	\$12,515.25		\$0.00
13	2018	300 School	BMS Fire Cistern Tank & Shed	\$9,775.00	\$9,775.00			\$0.00
14	2019	300 School	BMS Int/Ext Bldg. Modifications	\$51,000.00	\$0.00	\$51,000.00		\$0.00
15	2019	300 School	GMS Purchase/Install Water Soft/Filter	\$47.53	\$0.00	\$47.53		\$0.00
5STM	2013	422 Highway	Highway Shed - Insurance Proceeds	\$8,610.76	\$0.00			\$8,610.76
29	2018	422 Highway	Hot Top & Related Equipment	\$16,836.94	\$0.00			\$16,836.94
23	2019	422 Highway	Hot Top	\$70,000.00	\$0.00			\$70,000.00
18	2020	422 Highway	Hot Top - FC 2021	\$70,000.00	\$0.00	\$70,000.00		\$0.00
7-5	2021	422 Highway	Hot Top	\$0.00	\$0.00		\$80,000.00	\$80,000.00
7-6	2021	422 Highway	Highway Loader FC22	\$0.00	\$0.00		\$540.00	\$540.00
7-7	2021	422 Highway	Highway Wood Chipper FC22	\$0.00	\$0.00		\$80,000.00	\$80,000.00
18-5	2021	422 Highway	Highway MBPS Parking Lot FC22	\$0.00	\$0.00		\$204,902.00	\$204,902.00
22	2019	423 Snow & Ice	Dump Truck / Sander w/Plow	\$3,140.13	\$0.00	\$3,140.13		\$0.00
24	2019	491 Cemetery	Repaving South Cemetery Driveway	\$15,000.00	\$0.00			\$15,000.00
20	2018	541 Council on Aging	Bus Repairs and Maintenance	\$661.65	\$0.00	\$661.65		\$0.00
21	2006	610 Library	Design & Engineering New Lib	\$14,775.00	\$0.00			\$14,775.00
31	2016	610 Library	General Repairs to Library	\$1,624.36	\$0.00			\$1,624.36
28	2017	610 Library	General Repairs to Library	\$4,000.00	\$0.00			\$4,000.00
30	2018	610 Library	Library Designs - Grant/Dep Approval	\$50,000.00	\$0.00			\$50,000.00
27	2019	610 Library	Library Well Drilling Install and Related	\$25,000.00	\$0.00			\$25,000.00
13	2020	610 Library	Septic System - FC 2021	\$99,453.30	\$57,002.08	\$42,451.22		\$0.00
16	2019	630 Recreation	Wellness Trail at South Common	\$50,000.00	\$0.00	\$50,000.00		\$0.00
				\$1,084,910.62	\$121,845.89	\$316,956.12	\$724,990.43	\$1,371,099.04

Town Accountant

General Fund Expenses Fiscal Year 2021

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	-20.00		65.00
01-122-0000-5110-5110-0000	Select Board Elected Salary	3,690.00		3,690.00	-3,690.00		0.00
01-122-0000-5114-5114-0000	Select Board Wages Pt	66,399.00		66,399.00	-66,207.60		191.40
01-122-0000-57000-5200-0000	Select Board Consulting	20,000.00		20,000.00	-11,580.51		8,419.49
01-122-0000-5700-5700-0000	Select Board Expenses	8,290.00		8,290.00	-3,280.62	-2,960.00	2,049.38
01-123-0000-5111-5111-0000	Town Administrator Salary	147,000.00		147,000.00	-147,000.00		0.00
01-123-0000-5700-5700-0000	Town Administrator Expenses	3,500.00		3,500.00	-1,816.66		1,683.34
01-131-0000-5700-5700-0000	Finance Committee Expenses	175.00		175.00	-160.00		15.00
01-132-0000-5781-5781-0000	Reserve Fund Transfers	95,000.00	-3,381.66	91,618.34			91,618.34
01-132-0000-5782-5782-0000	Contingency Fund	140,000.00	-4,824.00	135,176.00	-16.89	-33,483.11	101,676.00
01-135-0000-5111-5111-0000	Accountant Salary	82,285.00		82,285.00	-82,285.00		0.00
01-135-0000-5114-5114-0000	Accountant Wages Pt	36,885.00	1,238.00	38,123.00	-38,105.71		17.29
01-135-0000-5700-5700-0000	Accountant Expenses	9,040.00		9,040.00	-7,229.63	-600.00	1,210.37
01-136-0000-5700-5700-0000	Audit	26,000.00		26,000.00	-26,000.00		0.00
01-141-0000-5110-5110-0000	Assessors Elected Salary	2,287.00		2,287.00	-1,753.35		533.65
01-141-0000-5113-5113-0000	Assessors Asst Salary	67,282.00		67,282.00	-64,131.67		3,150.33
01-141-0000-5114-5114-0000	Assessors Wages Pt	65,533.00		65,533.00	-57,806.82		7,726.18
01-141-0000-5700-5700-0000	Assessors Expenses	38,686.00		38,686.00	-31,281.87	-100.00	7,304.13
01-142-0000-5700-5700-0000	Revaluation Expenses	25,700.00		25,700.00	-25,195.11	-504.89	0.00
01-145-0000-5111-5111-0000	Treasurer/Collector Salary	75,920.00		75,920.00	-75,080.43		839.57
01-145-0000-5111-5170-0000	Treasurer/Collector Incentive Pay	0.00	1,000.00	1,000.00	-1,000.00		0.00
01-145-0000-5114-5114-0000	Treasurer/Collector Wages Pt	46,586.00		46,586.00	-42,385.63		4,200.37
01-145-0000-5700-5700-0000	Treasurer/Collector Expenses	48,640.00	-1,000.00	47,640.00	-37,524.70	-59.85	10,055.45
01-145-2021-0003-5801-0900	Art 3 2021 Tax Collection Software	32,000.00		32,000.00	-24,592.50		7,407.50
01-151-0000-5700-5200-0000	Legal Expenses	50,000.00		50,000.00	-43,851.85		6,148.15
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	5,000.00		5,000.00	-2,772.70		2,227.30
01-155-0000-5700-5700-0000	Data System Expenses	86,059.00		86,059.00	-71,572.61	-14,486.39	0.00
01-161-0000-5110-5110-0000	Town Clerk Elected Salary	31,200.00		31,200.00	-31,200.00		0.00
01-161-0000-5113-5113-0000	Asst. Town Clerk Salary Pt	12,756.00		12,756.00	-12,756.00		0.00
01-161-0000-5700-5700-0000	Town Clerk Expenses	2,845.00		2,845.00	-2,845.00		0.00
01-162-0000-5114-5114-0000	Elections Wages Pt	3,600.00		3,600.00	-3,174.07		425.93
01-162-0000-5700-5700-0000	Elections Expenses	4,100.00	53.66	4,153.66	-4,153.66		0.00
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	-252.75		297.25
01-163-0000-5700-5700-0000	Registration Expenses	100.00		100.00	-20.39		79.61
01-171-0000-5700-5700-0000	Conservation Committee Expenses	2,000.00		2,000.00	-1,862.91	-137.00	0.09
01-175-0000-5700-5700-0000	Planning Board Expenses	1,000.00		1,000.00	-591.00		409.00
01-176-0000-5700-5700-0000	Board Of Appeals Expenses	500.00		500.00	-22.01		477.99
01-177-0000-5000-5700-0000	Agricultural Commission Expenses	1,425.00		1,425.00	-1,356.50	-68.50	0.00
01-192-0000-5114-5114-0000	Public Buildings Wages Pt	19,004.00		19,004.00	-18,301.32		702.68
01-192-0000-5211-5211-0000	Public Bldg - Electricity	78,000.00		78,000.00	-51,596.94	-7,000.00	19,403.06
01-192-0000-5411-5411-0000	Public Bldg - Fuel Oil	50,000.00		50,000.00	-22,709.27		27,290.73
01-192-0000-5700-5700-0000	Public Buildings Expenses	100,770.00		100,770.00	-99,928.49	-841.51	0.00
01-192-2021-0701-5801-0900	Art 7-1 2021 Town Office Air Handler FC23	60,000.00		60,000.00		-60,000.00	0.00

Town Accountant

General Fund Expenses Fiscal Year 2021

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-192-2021-0702-5801-0900	Art 7-2 2021 Town Office Epdm Roof Repair FC23	200,000.00		200,000.00		-200,000.00	0.00
01-195-0000-5700-5700-0000	Town Report Expenses	5,000.00		5,000.00	-3,746.83		1,253.17
01-210-0000-5111-5111-0000	Police Salary Ft	152,080.00		152,080.00	-147,649.84		4,430.16
01-210-0000-5112-5112-0000	Police Wages Ft	845,981.00		845,981.00	-715,177.58		130,803.42
01-210-0000-5114-5114-0000	Police Wages Pt	132,233.00	-684.00	131,549.00	-130,025.12		1,523.88
01-210-0000-5700-5700-0000	Police Expenses	102,858.00		102,858.00	-97,586.47	-5,270.00	1.53
01-210-2021-0703-5801-0900	Art 7-3 2021 Police Cruiser	51,382.00		51,382.00		-51,382.00	0.00
01-210-2021-1803-5700-0900	Art 18-3 2021 Police Vehicle Replace	53,000.00		53,000.00	-53,000.00		0.00
01-210-2021-1804-5700-0900	Art 18-4 2021 Police Video/Security HCPS21	20,000.00		20,000.00	-19,590.57	-409.43	0.00
01-221-0000-5111-5111-0000	Fire & Ems Salary Ft	128,000.00		128,000.00	-125,000.00		3,000.00
01-221-0000-5112-5112-0000	Fire & Ems Wages Ft	193,695.00		193,695.00	-186,908.14		6,786.86
01-221-0000-5114-5114-0000	Fire & Ems Wages Pt	350,468.00		350,468.00	-310,326.70		40,141.30
01-221-0000-5700-5700-0000	Fire & Ems Expenses	144,910.00		144,910.00	-141,368.50	-3,541.50	0.00
01-221-2021-0704-5801-0900	Art 7-4 2021 Fire Car 2 Relacement HCPS22	47,757.00		47,757.00		-47,757.00	0.00
01-221-2021-1801-5700-0900	Art 18-1 2021 Fire SCCBA Replacement	59,560.00		59,560.00	-59,560.00		0.00
01-221-2021-1802-5700-0900	Art 18-2 2021 Fire Ppe Ps21	38,640.00		38,640.00	-38,640.00		0.00
01-241-0000-5111-5111-0000	Building Inspector Salary Ft	92,500.00		92,500.00	-92,500.00		0.00
01-241-0000-5114-5114-0000	Building Inspector Wages Pt	32,667.00		32,667.00	-23,445.37		9,221.63
01-241-0000-5700-5700-0000	Building Inspector Expenses	26,696.00		26,696.00	-16,896.38	-254.78	9,544.84
01-242-0000-5700-5700-0000	Plumbing & Gas Inspector Expenses	300.00		300.00			300.00
01-243-0000-5700-5700-0000	Electrical Inspector Expenses	600.00		600.00			600.00
01-249-0000-5113-5113-0000	Animal Inspector Salary Pt	1,992.00		1,992.00	-1,992.00		0.00
01-249-0000-5700-5700-0000	Animal Inspector Expenses	500.00		500.00			500.00
01-292-0000-5113-5113-0000	Animal Control Officer Salary Pt	5,400.00		5,400.00	-5,400.00		0.00
01-292-0000-5700-5700-0000	Animal Control Officer Expenses	2,000.00		2,000.00	-494.00		1,506.00
01-296-0000-5100-5100-0000	Communications Center Wages	41,907.00	960.00	42,867.00	-42,865.92		1.08
01-296-0000-5700-5700-0000	Communications Expenses	213,213.00		213,213.00	-206,015.24	-7,197.76	0.00
01-422-0000-5111-5111-0000	Highway Salary Ft	81,800.00		81,800.00	-81,800.00		0.00
01-422-0000-5112-5112-0000	Highway Wages Ft	229,460.00		229,460.00	-202,128.65		27,331.35
01-422-0000-5114-5114-0000	Highway Wages Pt	14,246.00		14,246.00	-11,003.25		3,242.75
01-422-0000-5700-5700-0000	Highway Expenses	143,920.00	3,000.00	146,920.00	-144,474.05	-2,445.95	0.00
01-422-2021-0705-5801-00900	Art 7-5 2021 Hot Top FC	80,000.00		80,000.00		-80,000.00	0.00
01-422-2021-0706-5801-0900	Art 7-6 2021 Highway Loader FC22	175,000.00		175,000.00	-174,460.00	-540.00	0.00
01-422-2021-0707-5801-0900	Art 7-7 2021 Highway Wood Chipper FC22	80,000.00		80,000.00		-80,000.00	0.00
01-422-2021-1805-5700-0900	Art 18-5 Highway Mbps Parking Lot FC22	205,000.00		205,000.00	-98.00	-204,902.00	0.00
01-423-0000-5112-5112-0000	Snow & Salt Overtime Wages	36,428.00	-2,000.00	34,428.00	-18,599.24		15,828.76
01-423-0000-5114-5114-0000	Snow & Salt Wages Pt	13,566.00		13,566.00	-4,949.58		8,616.42
01-423-0000-5700-5700-0000	Snow & Salt Expenses	85,000.00	2,000.00	87,000.00	-86,950.14		49.86
01-424-0000-5211-5211-0000	Street Lights	9,600.00		9,600.00	-1,145.98		8,454.02
01-433-0000-5114-5114-0000	Transfer Station Wages Pt	37,145.00		37,145.00	-35,252.81		1,892.19
01-433-0000-5700-5700-0000	Transfer Station Expenses	40,860.00		40,860.00	-7,090.60		33,769.40

Town Accountant

General Fund Expenses Fiscal Year 2021

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-491-0000-5000-5100-0000	Cemetery Salary Pt	3,360.00		3,360.00	-280.00		3,080.00
01-491-0000-5000-5700-0000	Cemetery Expenses	28,240.00		28,240.00	-21,084.25		7,155.75
01-510-0000-5110-5110-0000	Board of Health Elected Salary	1,878.00		1,878.00	-1,878.00		0.00
01-510-0000-5114-5114-0000	Board of Health Wages Pt	5,600.00	94.00	5,694.00	-4,220.40		1,473.60
01-510-0000-5700-5700-0000	Board of Health Expenses	1,200.00		1,200.00	-573.62		626.38
01-511-0000-5200-5200-0000	Nashoba Health	8,128.00		8,128.00	-8,127.60		0.40
01-522-0000-5200-5200-0000	Nashoba Nursing	3,710.00		3,710.00	-3,709.04		0.96
01-541-0000-5114-5114-0000	Council On Aging Wages Pt	46,453.00	1,351.00	47,804.00	-33,204.88		14,599.12
01-541-0000-5700-5700-0000	Council On Aging Expenses	12,625.00		12,625.00	-5,620.85	-400.00	6,604.15
01-543-0000-5113-5113-0000	Veterans Salary Pt	7,866.00	324.00	8,190.00	-8,190.00		0.00
01-543-0000-5700-5700-0000	Veterans Expenses	260.00		260.00	-35.00		225.00
01-543-0000-5780-5780-0000	Veterans Benefits	11,000.00	-324.00	10,676.00	-9,233.24		1,442.76
01-599-0000-5000-5000-0000	Wheat Assessment	4,000.00		4,000.00	-4,000.00		0.00
01-610-0000-5114-5114-0000	Library Wages Pt	122,823.00	1,181.00	124,004.00	-109,829.35		14,174.65
01-610-0000-5700-5700-0000	Library Expenses	32,095.00		32,095.00	-27,965.49	-200.00	3,929.51
01-630-0000-5700-5700-0000	Recreation Expenses	12,410.00		12,410.00	-12,400.00		10.00
01-631-0000-5000-5700-0000	Cultural Council - Expenses	1,500.00		1,500.00	-1,350.00		150.00
01-691-0000-5700-5700-0000	Historical Committee Expenses	600.00		600.00	-543.69		56.31
01-692-0000-5700-5700-0000	Memorial Day Expenses	2,000.00		2,000.00	-1,088.75		911.25
01-694-0000-5700-5700-0000	Festive Events Expenses	500.00		500.00			500.00
01-752-0000-5800-5800-0000	Interest Expense	131,998.00		131,998.00	-131,997.46		0.54
01-752-0000-5900-5900-0000	Principal Repayment on Debt	192,105.00		192,105.00	-192,105.00		0.00
01-752-0000-5900-5963-0000	**Ban Paydown to Capital Spent from Principal	231,378.00		231,378.00	-231,378.00		0.00
01-800-0000-5600-5634-0000	Motor Vehicle Assessment	2,220.00		2,220.00	-2,120.00		100.00
01-800-0000-5600-5639-0000	Mosquito Control Assessment	37,535.00		37,535.00	-37,438.00		97.00
01-800-0000-5600-5640-0000	Air Pollution Assessment	1,184.00		1,184.00	-1,184.00		0.00
01-800-0000-5600-5641-0000	Central Mass Regional Planning Council	842.00		842.00	-841.26		0.74
01-835-0000-5300-5321-0000	Assabet Valley Regional Assessment	465,893.00		465,893.00	-465,893.00		0.00
01-835-0000-5300-5322-0000	Tahanto Regional Assessment	2,623,776.00		2,623,776.00	-2,623,776.00		0.00
01-835-0000-5300-5322-2020	Tahanto Capital Assessment	576,179.00		576,179.00	-576,179.00		0.00
01-835-0000-5300-5323-0000	Berlin Memorial Assessment	3,304,741.00		3,304,741.00	-3,304,741.00		0.00
01-835-0000-5300-5323-2020	Berlin Memorial Capital Assessment	95,000.00		95,000.00	-95,000.00		0.00
01-835-0000-5900-5901-0000	Assabet Valley Capital Assessment	72,192.00		72,192.00	-72,192.00		0.00
01-911-0000-5200-5200-0000	Worcester Regional Retirement Assessment	533,288.00		533,288.00	-533,288.00		0.00
01-912-0000-5100-5170-0000	Workmens Compensation	23,000.00	328.00	23,328.00	-20,455.00	-2873	0.00
01-913-0000-5100-5170-0000	Unemployment Insurance	50,000.00		50,000.00	-1,632.06		48,367.94
01-914-0000-5100-5170-0000	Chapter 32B Health Insurance	703,357.00		703,357.00	-524,557.37		178,799.63
01-916-0000-5200-5200-0000	Police & Fire Sickness And Accident Insurance	22,861.00		22,861.00	-19,599.00		3,262.00
01-919-0000-5100-5190-0000	Sick Pay Account	38,500.00	684.00	39,184.00	-39,183.48		0.52
01-920-0000-5100-5170-0000	Medicare	45,004.00		45,004.00	-42,859.40		2,144.60
01-945-0000-5700-5740-0000	Property & Liabilities Insurance	94,000.00		94,000.00	-77,860.00		16,140.00
01-990-0000-0000-5000-000	Transfer To Other Funds - Capital Stabilization	125,100.00		125,100.00	-125,100.00		0.00
		15,402,007.00	0.00	15,402,007.00	-13,676,316.32	-807,414.67	918,276.01

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2021

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2020	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/21
	HIGHWAY IMPROVEMENTS:						
13-422-0000-0000-3590-0000	Highway Improvements - not used this year	\$0.00		\$0.00		\$0.00	\$0.00
	RECEIPTS RESERVED FOR APPROPRIATION:						
14-000-3301-0000-3301-0000	Public Safety Highland Common	\$639,178.14	\$19,038.50	\$627,825.08	\$710,092.00		\$575,949.72
14-000-3302-0000-3301-0000	Capital Plan Highland Common	\$4,341.16			\$4,341.16		\$0.00
14-000-3303-0000-3301-0000	TNC Per-Ride Fund (tax on ride services)	\$1,535.60		\$346.20			\$1,881.80
14-145-3301-0000-3296-0000	Reduction of Future Excluded Debt	\$23,017.60					\$23,017.60
14-232-3305-0000-3590-0000	Ambulance Fund Balance	\$395,967.26		\$185,109.07	\$100,000.00		\$481,076.33
	Ambulance Receivable \$284,143.16						
14-491-3301-0000-3590-0000	Cemetery General Receipts	\$9,900.00		\$10,600.00	\$8,950.00		\$11,550.00
14-491-3302-0000-3590-0000	Cemetery Sale of Lots	\$1,000.00		\$2,200.00			\$3,200.00
14-510-3304-0000-3590-0000	WPAT Loan Repayments	\$95,088.44		\$8,924.98	\$4,350.00		\$99,663.42
	Outstanding WPAT Betterments \$0.00						
14-698-3301-0000-3301-0000	PEG Access & Cable Related Fund	\$198,027.36		\$31,907.04	\$55,205.88		\$174,728.52
	OFFSET RECEIPTS:						
15-242-3308-0000-3590-0000	Plumbing and Gas Inspector	\$0.00		\$11,535.00	\$576.75	\$10,958.25	\$0.00
15-243-3307-0000-3590-0000	Electrical Inspector	\$0.00		\$26,443.53	\$6,610.88	\$19,832.65	\$0.00
15-433-3309-0000-3590-0000	Transfer Station	\$0.00		\$147,478.44	\$37,478.44	\$110,000.00	\$0.00
	REVOLVING FUNDS:						
17-171-1701-0000-3590-0000	Conservation Wetlands Protection Fund	\$11,091.97		\$775.00		\$171.50	\$11,695.47
17-192-1701-0000-3590-0000	Town Hall Revolving Fund	\$14,217.47		(\$45.00)		\$3,938.32	\$10,234.15
17-210-1705-0000-3590-0000	Police Special Law Enforcement Fund	\$2,610.46				\$500.00	\$2,110.46
17-610-1709-0000-3590-0000	Library Video Fines Fund	\$2,690.95		\$87.90		\$82.99	\$2,695.86
17-630-1701-0000-3590-0000	Recreation Fund	\$23,070.87		\$300.00			\$23,370.87
	TOWN GRANTS	\$77.29				\$77.29	\$0.00
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	(\$48,601.25)		\$48,601.25			\$0.00
18-123-1701-0000-3520-2020	MVP Planning Grant - TA	\$10,000.00				\$10,000.00	\$0.00
18-123-1702-0000-3520-2020	ADA Self Evaluation State Grant	(\$24,000.00)		\$24,000.00			\$0.00
18-123-1703-0000-3520-2020	COVID 19 Grant	\$11,300.68	\$16.89	\$97,375.00		\$58,225.39	\$50,467.18
18-123-1704-0000-3520-2021	Shared Streets and Spaces Grant	\$0.00		\$39,288.99		\$36,507.17	\$2,781.82
18-152-1712-0000-3520-0000	Community Compact - HR Grant	\$9,000.00				\$9,000.00	\$0.00
18-162-1701-0000-3520-0000	Election Grant	\$0.00		\$1,006.62		\$1,006.62	\$0.00
18-162-1702-0000-3520-0000	Cares Postage Grant - Elections	\$0.00					\$0.00
18-162-1890-0000-3580-0000	CTCL COVID 19 Response Grant	\$0.00		\$793.95		\$793.95	\$0.00
18-177-1701-0000-3520-0000	Community Garden Well & Pump Grant	\$4,822.41				\$4,230.27	\$592.14
18-210-1711-0000-3590-0000	Police Bullet Proof Vest	(\$4,194.05)		\$4,194.05			\$0.00
18-210-1712-0000-3520-0000	Police Medbox Grant	\$650.00					\$650.00

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2021

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2020	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/21
	TOWN GRANTS Continued:						
18-210-1713-0000-3510-2021	Federal Police Body Cameras	\$0.00				\$17,052.50	(\$17,052.50)
18-221-1702-0000-3510-0000	Federal Fire Safe Grant	\$1,000.00					\$1,000.00
18-221-1705-0000-3510-2020	Care Act Relief - US Stimulus	\$2,033.73					\$2,033.73
18-221-1706-0000-3510-0000	Firefighters Grant COVID 19 AFG-S	\$0.00		\$10,827.20		\$10,047.59	\$779.61
18-221-1714-0000-3510-2019	Federal Fire - EMPG FY19 Grant	\$0.00				\$628.72	(\$628.72)
18-221-1714-0000-3510-2020	Federal Fire - EMPG FY20 Grant	\$0.00		\$2,700.00		\$2,700.00	\$0.00
18-422-1704-0000-3590-0000	Highway Intern Grant Program	(\$2,377.17)		\$7,177.17		\$4,770.00	\$30.00
18-422-1705-0000-3520-0000	Small Town Housing - Parking Lot PS & MB Grant	\$0.00		\$25,000.00		\$36.94	\$24,963.06
18-422-1706-0000-3520-0000	Mun Regional - Bucket Truck	\$0.00		\$178,000.00			\$178,000.00
18-510-1702-0000-3590-0000	Public Health Emergency Response	\$5,560.06					\$5,560.06
18-510-1709-0000-3590-0000	Board of Health - Septic Loan Grant	\$46,791.76					\$46,791.76
18-510-1712-0000-3590-0000	Board of Health - WPAT Admin Grant	\$4,512.36					\$4,512.36
18-541-1702-0000-3590-0000	Council on Aging - Elderly Affairs Grant	\$0.00		\$8,544.00			\$8,544.00
18-610-1703-0000-3590-0000	Library LIG & MEG Grant	\$5,318.41		\$4,597.86		\$3,953.00	\$5,963.27
18-631-1701-0000-3590-0000	Arts Lottery Grant - Cultural Council	\$5,001.72		\$4,902.60		\$3,625.00	\$6,279.32
	COMMUNITY PRESERVATION FUND:						
	CPA - Tax Liens Receivable \$509.12						
	2020 CPA Receivable \$50.13						
	2021 CPA Receivable \$8,897.52						
24-000-0000-0000-3241-0000	CPA - Open Space/Recreation	\$28,690.43		\$48,793.30			\$77,483.73
24-000-0000-0000-3242-0000	CPA - Historical Resources	\$28,690.43		\$48,793.30			\$77,483.73
24-000-0000-0000-3243-0000	CPA - Affordable Housing	\$28,690.43		\$48,793.30			\$77,483.73
24-000-0000-0000-3590-0000	CPA - Fund Balance	\$200,833.05		\$474,270.13	\$146,379.90		\$528,723.28
	CAPITAL PROJECTS:						
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					\$0.00
	Temp Borrowing - Treasurer not doing perm.	\$231,378.00				\$231,378.00	\$0.00
	GIFTS AND DONATIONS:						
40-000-3616-0000-3590-0000	Flag and Relief Fund	\$99.00				\$99.00	\$0.00
40-122-3500-0000-3590-0000	Selectmen - Clock Striking Fund	\$3,899.50		\$7.11			\$3,906.61
40-122-3501-0000-3590-0000	Selectmen - World War II Fund	\$91.85		\$0.41			\$92.26
40-122-3506-0000-3590-0000	Cultural Activities & Facilities	\$24,593.05	\$30,000.00				\$54,593.05
40-141-3611-0000-3590-0000	Assessors Personnel - Mall	\$266.45				\$266.45	\$0.00
40-175-3601-0000-3590-0000	Planning Board - Affordable Housing	\$191,478.00					\$191,478.00
40-175-3602-0000-3590-0000	Senior/Affordable Housing - Highland Common	\$358,102.53					\$358,102.53
40-177-3601-0000-3590-0000	Community Garden Donations	\$1,955.01		\$931.60			\$2,886.61
40-210-3604-0000-3590-0000	Police - Radios	\$350,000.00				\$5,578.92	\$344,421.08
40-210-3608-0000-3590-0000	Police - Dare Donations	\$1,646.83		\$200.00			\$1,846.83
40-220-3601-0000-3590-0000	Fire - Donations	\$139.40					\$139.40

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Special Fund Activity for the Fiscal Year Ending June 30, 2021

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2020	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/21
	GIFTS AND DONATIONS Continued:						
40-221-3601-0000-3580-0000	Fire & EMS Donations	\$18,024.07		\$1,585.00		\$8,486.84	\$11,122.23
40-241-3301-0000-3280-0000	Riverbridge PT Bldg Inspector	\$51,026.28				\$4,086.60	\$46,939.68
40-422-3613-0000-3590-0000	Highway Donations	\$100.00					\$100.00
40-433-3600-0000-3590-0000	Board of Health Compost Bins	\$1,311.31		\$132.00			\$1,443.31
40-541-3618-0000-3590-0000	Council on Aging Donations	\$5,422.45		\$1,559.00			\$6,981.45
40-610-3609-0000-3590-0000	Library Donations	\$793.50		\$250.00			\$1,043.50
40-691-3601-0000-3590-0000	Historical Comm. Donation	\$634.51		\$1,300.00		\$1,284.96	\$649.55
	NON - EXPENDABLE TRUST FUNDS:						
82-001-3509-0000-3590-0000	Mary Keyes - Highway Fund	\$2,449.03					\$2,449.03
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
82-491-3515-0000-3590-0000	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	\$168,896.54		\$8,800.00			\$177,696.54
82-610-3514-0000-3590-0000	Library	\$34,891.73					\$34,891.73
	EXPENDABLE TRUST FUNDS:						
84-001-3509-4000-4820-0000	Mary Keyes - Highway	\$5,679.42		\$15.25			\$5,694.67
84-001-3511-0000-3590-0000	Nancy Young - School	\$4,578.66		\$11.45			\$4,590.11
84-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$390.93		\$0.61			\$391.54
84-001-3512-0000-3590-0000	Anna Hunt - General	\$275.98		\$3.09			\$279.07
84-001-3513-0000-3590-0000	Charity Fund	\$2,197.03		\$10.32		\$1,200.00	\$1,007.35
84-122-3518-0000-3590-0000	Selectmen - Mable Marble Scholarship	\$5,227.92		\$3,002.22		\$3,000.00	\$5,230.14
84-171-3519-0000-3590-0000	**Conservation - Open Space	\$187,051.77		\$50,380.82		\$551.00	\$236,881.59
84-300-3521-0000-3590-0000	School - Hoffman Fund	\$738.51		\$0.77		\$100.00	\$639.28
84-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$1,442.53		\$3.30			\$1,445.83
84-491-3517-0000-3590-0000	Cemetery - Flower and Perpetual Care	\$1,676.29		\$276.49			\$1,952.78
84-610-3514-0000-3590-0000	Library	\$18,355.58		\$78.94			\$18,434.52
	** Solomon Pond Mit Receivable \$241,666.76						
	STABILIZATION FUNDS:						
85-000-0000-0000-3590-0000	Stabilization Fund - General	\$1,194,606.96	\$15,009.99	\$2,578.43			\$1,212,195.38
85-000-1320-0000-3280-2021	Capital Stabilization Fund	\$0.00	\$141,956.41	\$3.78			\$141,960.19
85-122-0000-0000-3580-2020	Energy Committee Stabilization Fund	\$4,089.72	\$20,158.92	\$1,352.03			\$25,600.67
	AGENCY FUNDS:						
89-123-0000-0000-2550-2021	TA - C3 Industries Marijuana Host Deposit	\$0.00		\$5,000.00		\$1,440.00	\$3,560.00
89-171-0000-0000-2551-2012	Conservation Comm - Berlin Farms	\$754.04		\$0.36			\$754.40
89-175-0000-0000-2555-0000	Planning Board - Highland Commons	\$58.05		\$0.06			\$58.11
89-175-0000-0000-2557-2005	Planning Board - Indian Rock Estates	\$2,004.40		\$1.78			\$2,006.18

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ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2020	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/21
	AGENCY FUNDS Continued:						
89-175-0000-0000-2558-2006	Planning Board - Kendall Homes	\$74.11		\$0.07			\$74.18
89-175-0000-0000-2560-2004	Planning Board - Berlin Village	\$122.39		\$0.11			\$122.50
89-175-0000-0000-2561-2007	Planning Board - Farm Lane	\$191.51		\$0.17			\$191.68
89-175-0000-0000-2563-2009	Planning Board - Highland Common Traffic	\$14,779.09		\$13.99			\$14,793.08
89-175-0000-0000-2565-2011	Planning Board - Hamlin Summer Road	\$1,034.86		\$0.48			\$1,035.34
89-175-0000-0000-2566-2011	Planning Board - River Run	\$2,550.84		\$1.27			\$2,552.11
89-175-0000-0000-2567-2013	Planning Board - Growing Room Project	\$3,196.51		\$1.62			\$3,198.13
89-175-0000-0000-2570-2017	Planning Board - Plastride Sawyer Hill	\$187.19		\$0.21			\$187.40
89-175-0000-0000-2571-2019	Planning Board - West St Crossing	\$0.20					\$0.20
89-175-0000-0000-2572-2019	Planning Board - Highland Senior Housing	\$0.70					\$0.70
89-175-0000-0000-2573-2019	Planning Board - Peach Hill Rd - Rhodes	\$2,721.11		\$1.38			\$2,722.49
89-175-0000-0000-2574-2019	Planning Board - Kane Subdivision	\$373.47		\$0.23			\$373.70
89-175-0000-0000-2575-2020	Planning Board - Indian Farms Estate	\$1,750.89		\$0.84			\$1,751.73
89-175-0000-0000-2576-2021	Planning Board - Rhodes-Baum Subdivision	\$0.00		\$4,250.41		\$3,450.00	\$800.41
89-176-0000-0000-2553-2011	Board of Appeals - Northbrook Village II	\$5,029.67		\$2.50			\$5,032.17
89-176-0000-0000-2554-2014	Board of Appeals - Green Acres Rhodes	\$404.24		(\$404.24)			\$0.00
89-176-0000-0000-2556-0000	Board of Appeals - The Capes of Berlin	\$10,524.23		\$9.47		\$6,192.60	\$4,341.10
89-176-0000-0000-2557-2019	Board of Appeals - ZPT Energy - Potas	\$10,026.42		\$9.48			\$10,035.90
89-176-0000-0000-2559-2003	Board of Appeals - River Run	\$5,528.86		\$2.74			\$5,531.60
89-210-0000-0000-2021-0000	Police Detail	\$7,166.50		\$171,259.92		\$167,141.92	\$11,284.50
	Police Detail Receivable \$23048.50						
89-210-0000-0000-2435-0000	Police Firearms Records Licenses - State	\$1,575.00		\$7,812.50		\$8,112.50	\$1,275.00
89-220-0000-0000-2022-0000	Fire Details	\$918.35					\$918.35
89-221-0000-0000-2022-0000	Fire & EMS Detail	\$1,080.00		\$10,440.00		\$10,980.00	\$540.00
	LONG TERM DEBT:			New Bond		Repayment	
90-000-0000-0000-2700-0000	Bonds Payable	\$3,616,413.00				\$192,105.00	\$3,424,308.00

- GASB34 - All town asset's over \$5,000.00 are being recorded using The Asset Manager Software.
- FY 20 Financial Statements have been successfully audited by CliftonLarsonAllen from Burlington, MA. Audited Financial Statements can be viewed by appointment in the Accountant's office or on the Town Accountants web page.
- FY 21 Financial Statements are in the process of being audited at the time of submission by CliftonLarsonAllen, Lexington, Mass.
- FY 21 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 Certified in FY21 - to be used in FY21 in the amount of \$752,000 and \$145,407 will be used in FY22. \$858,951.00 was closed out to seed the FY22 Free Cash. Free Cash Certified from FY21 balance sheet is \$2,114,636
- Berlin Memorial School was regionalized and all outstanding funds were turned over to the Region in FY20.
- 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. If there is anything else you would like to see on the Accountant's website please let us know. (978) 838-0045 or Accountant@townofberlin.com or Acctclerk@townofberlin.com

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

Capital Improvement Planning Committee

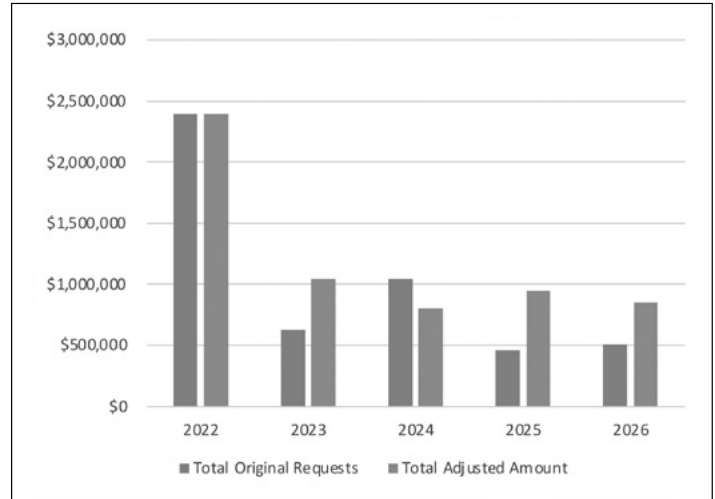
In November CIPC prepared a five-year capital plan request for officers, department heads, boards, committees, and inter/intra-municipal entities to identify capital requests for the next five years (FY 2022-2026). In December we conducted meetings to review requests and produced a list of capital requests by year. The goal is to level the spending by adjusting the year in which the capital spending is to occur and to eliminate any unnecessary or duplicative requests. Other mechanisms to reduce expenditures include postponing spending until all possible sources of alternative funding such as state and federal grants, Community Preservation Act provisions, and/or sources of private donations are evaluated.

In the 2021 budget cycle, we were faced with a total of capital budget requests for FY 2022 of \$2,396,639. In the subsequent five years plans, FY 2022-2026, these requested amounts fell to as low as \$80,000. Throughout the budget preparation months, we worked with Department Heads and Committees to rearrange these requests, filter them for priorities, and tried to balance the requests over the 5-year period. Given a goal of \$1,000,000 in spending by the finance committee, and assisted by funding of Community Preservation and the Ambulance Receipts, we were able to approve all requested items. These recommendations were then shared with the Board of Selectmen and the Finance Committee.

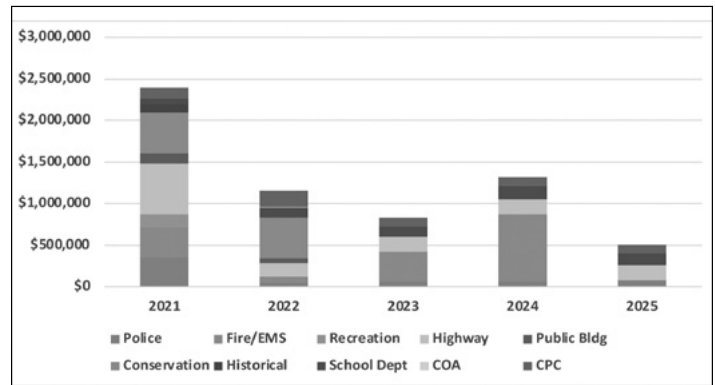
As called for in the Massachusetts Department of Revenue (DOR) Guidelines for Town Capital Improvement Plans, the Capital Improvement Planning Committee continues to collect data for a Town of Berlin Asset Inventory. This inventory will be a vital part of Berlin's asset management program. Data is being collected and compiled from the town assessor's records, building and vehicle fleet insurance records, land records from the conservation commission, and many other sources from boards and commissions. The data is being sorted and arranged in a format recommended by the DOR Division of Local Services. Once complete the inventory will be the basis for asset condition inspections used as a tool for maintenance and repairs of town owned facilities.

Respectively submitted,
 Capital Improvement Planning Committee:
 Anna Crane, *Chair*; Eloise Salls, *Clerk*; John Mavretic; and Janet Lamy, *FinCom Designee - NonVoting*

Five Year Plan Requests and Recommendations



Five Year Capital Plan By Department



Dept	2022	2023	2024	2025	2026
Police	\$362,382	\$54,641	\$75,000	\$76,000	\$77,000
Fire/EMS	\$362,757	\$69,300	\$345,000	\$800,000	\$0
Recreation	\$150,000	\$0	\$0	\$0	\$0
Highway	\$605,000	\$165,000	\$180,000	\$180,000	\$180,000
Public Bldg	\$128,500	\$55,000	\$0	\$0	\$0
Conservation	\$490,000	\$490,000	\$0	\$0	\$0
Historical	\$105,000	\$0	\$0	\$0	\$0
School Dept	\$68,000	\$115,000	\$130,000	\$165,000	\$150,000
COA	\$0	\$10,000	\$0	\$0	\$0
CPC	\$125,000	\$197,614	\$100,000	\$100,000	\$100,000
\$2,369,639	\$1,046,555	\$830,000	\$1,321,000	\$507,000	\$507,000

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.

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

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

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

Article V — Duties of the FINANCE COMMITTEE

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

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

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

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

Berlin Town Meeting

Public Safety. You are requested not to move any chairs without the permission of the Moderator or 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.

Town of Berlin — A Year of Firsts

This is the first year that:

The Annual Town Report (this book) is not being mailed to each voter household.

To eliminate waste and contain printing and postage costs, hard copies of the Annual Town Report will be made available at Annual Town Meeting, at the Town Offices, and at various other locations in town such as the Public Library. An electronic version of the Annual Town Report can be viewed online at <https://www.townofberlin.com/select-board/pages/annual-town-reports>

The (1) Annual Town Meeting warrant, (2) Finance Committee's report and the (3) Finance Committee's recommended budget for the ensuing fiscal year are not included in the Annual Town Report.

Instead, the Select Board will mail these documents to the household of each registered voter at least five (5) days before Annual Town Meeting (Berlin General Bylaw Article II, Section 3, as amended). Although there will be extra copies of these documents on hand, please bring your mailed copy with you when you vote at Town Meeting.

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 by Town	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
New Curatorial Building completed	2021
Second Berlin Memorial School opened	1999
Town Offices/Public Safety building opened	2000
Highway Dept. land purchase on West St.	2012
New Highway building 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/Oberg conservation purchase	2018
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
Collins Road conservation area given	2004
Peach Hill conservation area purchase	2020
Gates Pond area conservation purchases	2000/2003
Central/Pleasant corner conservation purchase	2003
Boylston Road railroad conservation purchase	2004
Crosby Road/North Brook conservation purchase	2007
Hog Swamp conservation area given	2007
Riverview Conservation Area purchase	2017
Great Oak Farm (Bentzen) easement	2018
Annual Town Meeting Article 42 - transferred 11 tax title properties to the Conservation Comm: Dudley Rd., Boylston Rd., Allen Rd., Sawyer Hill Rd., Lancaster Rd., and Baker Rd.	
Article 43 - Peach Hill Rd. conservation purchase	May, 2019

Telephone Numbers

FIRE	911
POLICE	911
AMBULANCE & RESCUE.....	911
When making an emergency call, be sure to give your NAME, STREET, HOUSE NUMBER, and the NATURE of YOUR EMERGENCY. Be sure that your message is understood before concluding your call. In some instances, the dispatchers may request that you remain on the line until help arrives.	
Accountant, June Poland	978-838-0045
Animal Inspector/Board of Health, Sue Roche	978-838-2808
Assessors, Director Molly Reed	978-838-2256
Board of Health, Clerk Donna Traylor	978-838-0214
Building Commissioner, Richard Hanks	978-838-0046
Cemetery Dept., Barry Eager.....	978-838-2502
Central Mass. Mosquito Control Project	508-393-3055
Council on Aging/Social Services Dir., Victoria Flynn	978-838-2750
Animal Control/Dog Officer, Helen Roach	508-568-1917
Fire & EMS Department, FIRE or AMBULANCE.....	911
Fire Station/Department Business	978-838-2444
Highway/Facilities Supt. Fred Cummings	978-838-2898
Library Director, Robert Hodge	978-838-2812
Nashoba Assoc. Boards of Health (in Ayer)	978-772-3338
Environmental Health/Title 5, William Brookings	ext. 304
Public Health Nurse, Tamara Bedard, RN	ext. 340
Plumbing & Gas Inspector, Al Roseberry	978-265-7421
Police Department Chief Eric Schartner	978-838-7355
School Districts	
Berlin-Boylston Regional School District	
Superintendent, Jeffrey Zanghi	508-869-2837
Special Education Director, Karen Molnar	508-869-2837
Berlin Memorial School	978-838-2417
Principal John Campbell, Secretary Judy Rapa	978-838-2417
School Nurse, Anna Amaral, RN	978-838-2214
Tahanto Regional HS, Principal Diane Tucceri	508-869-2333
Assabet Valley Regional Vocational High School	
Supt. Ernest Houle	508-263-9602
Select Board Office, Mary Arata,	
Admin. Assist. to the Town Administrator.....	978-838-2442
Tax Collector, Dennis Fearebay	978-838-2765
Town Administrator, Margaret Nartowicz	978-310-5919
Town Clerk, Eloise Salls	978-838-2931
Town Hall (1870) Manager, Sondra Pendergast	978-310-5922
Treasurer, Dennis Fearebay	978-838-0344
Transfer Station Manager, Peter Gemelli	978-838-0042
Veteran's Agent, Brian Stearns	978-838-2560
W. H. E. A. T. (Clinton)	978-365-6340
For any other official or board not shown,	
call the Select Board Office for assistance.....	978-838-2442
FAX to Town Offices	978-838-0014

Office Hours at the Town Offices

Select Board Office (Rm 206).....	Mon-Thur 9-4:30, Fri 9-1
Accountant (Rm 221) ..	Mon & Fri 8-3; Wed 8-12, Tue & Thur by appt
Assessors (Rm 215).....	Mon-Thur 9-1
Board of Health (Rm 216).....	Fri 8-12
Building Dept. (Rm 216)	Mon-Thur 9-2; Inspections by appt
Council on Aging/Social Services	Mon-Fri 8-4:30
Police/Fire Lobby	Mon-Fri 9-5
Tax Collector (Rm 213)	Mon-Thur 8-4:30, Fri. 8-1
Town Administrator (Rm 204)	Mon-Thur 8-4:30, Fri 8-12
Town Clerk (Rm 202)	Tues & Thur 11-2; Wed 7-9
Treasurer (Rm 211)	Mon-Thur 8-4:30, Fri 8-1
Veterans' Service Officer (Rm 213)	by appt

Email

1870 Town Hall	berlin1870townhall@gmail.com
Accountant	accountant@townofberlin.com
Agriculture Commission.....	agriculture@townofberlin.com
Animal Control/Dog Officer	berlindogoff@gmail.com
Assessors	assessors@townofberlin.com
Board of Health	boardofhealth@townofberlin.com
Building Commissioner	buildinginsp@townofberlin.com
Cable Access Committee/TV ..	cableaccess@townofberlin.com
Cable Bulletin Channel	cablebulletin@townofberlin.com
Cemetery Dept.....	cemetery@townofberlin.com
Conservation Commission	conservation@townofberlin.com
Council on Aging	coa@townofberlin.com
Council on Aging/Social Services Dir. ..	coadirector@townofberlin.com
Economic Development Committee	edc@townofberlin.com
Electrical Inspector	electricalinsp@townofberlin.com
Energy Committee	energycomm@townofberlin.com
Fire Chief.....	firechief@townofberlin.com
Fire Marshall	fireprevention@townofberlin.com
Highway	highway@townofberlin.com
Personnel Committee	personnelcomm@townofberlin.com
Police Chief	eschartner.pd@townofberlin.com
Planning Board	planning@townofberlin.com
Plumbing Inspector	plumbinginsp@townofberlin.com
Recreation Committee	recreation@townofberlin.com
Select Board Members	select-board@townofberlin.com
Select Board Staff	selectmen@townofberlin.com
Tax Collector	collector@townofberlin.com
Town Administrator.....	townadmin@townofberlin.com
Town Clerk	townclerk@townofberlin.com
Treasurer.....	treasurer@townofberlin.com
Veteran's Agent	veteranservices@townofberlin.com
Zoning Board of Appeals	zba@townofberlin.com

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TOWN OF BERLIN – VOLUNTEER APPLICATION FORM

- Submit completed forms & any associated documents to the Berlin Select Board’s Office: **EMAIL preferred selectmen@townofberlin.com** or US Mail: Berlin Select Board, 23 Linden St. Box #6, Berlin, MA 01503, or place in an envelope marked “Volunteer Application” and drop the envelope into the locked green drop box in the front lobby of the Town Office building at 23 Linden Street.
- Your application/resume will be forwarded to the correct Appointing Authority for a *vote* of a quorum of the host board/committee as to whether or appoint or recommend appointment of an applicant.
- Individuals are NOT officially appointed unless/until all are satisfied: Appointment by appropriate Town entity, administration of the oath of office by the Berlin Town Clerk’s Office, completion of the Massachusetts Ethics Law certification process, acknowledgement of receipt of the Massachusetts Open Meeting Law, submission of a completed Berlin Code of Conduct Form to the Town Administrator’s Office.
- *Before submitting a Volunteer Application Form, it is **strongly recommended** that any prospective applicant:*
 - *ATTEND meetings of the Board/Committee of interest, read about the Committee’s work both on www.TownOfBerlin.com and read meeting minutes posted on www.MyTownGovernment.org/01503*
 - *COMMUNICATE with the Chairs/Members of the various Boards/Committees to understand what membership entails in terms of time commitments, meeting schedules, and desired expertise.*

Name: _____ Date: _____
 Address: _____ Home Tel: _____
 E-mail address: _____ Work/Cell Tel: _____

I am interested in serving the Town in the following position(s): (Check appropriate position(s))

- | | |
|---|---|
| <input type="checkbox"/> Agriculture Commission <i>SB appointment</i> | <input type="checkbox"/> Energy Committee <i>SB appointment</i> |
| <input type="checkbox"/> Cable Access Committee <i>SB appointment</i> | <input type="checkbox"/> Finance Committee (<i>Appt. by Town Moderator</i>) |
| <input type="checkbox"/> Cable Advisory Committee <i>SB appointment</i> | <input type="checkbox"/> Historical Commission <i>SB appointment</i> |
| <input type="checkbox"/> Capital Planning Comm. <i>Appointed by Moderator (1), Planning Board (1), Finance Comm (1) and Selectmen (2)</i> | <input type="checkbox"/> Housing Partnership <i>SB appointment</i> |
| <input type="checkbox"/> Community Preservation Act Committee (CPAC) <i>various appointing authorities for different seats – see CPAC webpage for details</i> | <input type="checkbox"/> Insurance (Health) Advisory Comm. |
| <input type="checkbox"/> Conservation Commission <i>SB appointment</i> | <input type="checkbox"/> Library – <i>Library Director</i> |
| <input type="checkbox"/> Council on Aging (COA) <i>SB appointment*</i> | <input type="checkbox"/> Personnel Committee <i>SB appointment</i> |
| <input type="checkbox"/> Council on Aging - Volunteer/Meals Wagon – <i>COA*</i> | <input type="checkbox"/> Recreation Committee <i>SB appointment*</i> |
| <input type="checkbox"/> Cultural Council <i>SB appointment</i> | <input type="checkbox"/> Registrar of Voters (<i>Appt. by Town Clerk; Confirmed by Selectmen</i>) |
| <input type="checkbox"/> Earthwork Advisory Committee <i>SB appointment</i> | <input type="checkbox"/> Traffic Safety Advisory Committee |
| <input type="checkbox"/> Economic Develop. Comm. <i>Planning Board</i> | <input type="checkbox"/> Zoning Board of Appeals (<i>SB for both Regular & Associate mem</i>) |
| <input type="checkbox"/> Election Worker (<i>Appt. by Town Clerk; Confirmed by SB</i>) | <input type="checkbox"/> Other: _____ |

* Subject to Town of Berlin CORI Policy - see <https://www.townofberlin.com/personnel-committee/pages/documents>

Occupation: _____ Education: _____

Please provide a brief biography & qualifications to serve in the requested role including specific training/experience/interest you may have in the field (if no expertise, that’s OK too!): _____

Applicant Signature: _____ Resume attached? (Y/N) _____

Thank you for expressing an interest in serving your town.

Please bring this report with you to
the Annual Town Meeting.

Meetings of Town Boards are posted online at
<http://www.mytowngovernment.org/01503>

ANNUAL TOWN MEETING

Monday, May 2, 2022, 6:30 P.M.

Additional sessions if needed on Tuesday, May 3 at 6:30 P.M.
Berlin Memorial School, 34 South Street

ANNUAL TOWN ELECTION

Monday, May 9, 2022 from 12 Noon to 8 P.M.

Berlin Town Offices, 23 Linden Street, Lower Level

Due to the risk of contracting COVID-19,
the Berlin Board of Health advises that all
immunocompromised individuals should continue
to mask and practice social distancing.