

# 2022 Town Reports



Berlin, Mass.

## IN MEMORIAM

### **WILLIAM F. LOWE, JR.**

Selectman  
Finance Committee  
Council on Aging  
Investment Advisory Board

### **DAVID G. PIERCE**

Assessor

### **ARTHUR P. LANGE, SR.**

Trustee of Trust Funds  
Finance Committee  
Special Police Officer  
Election Official

### **RONALD L. VAVRUSKA**

Planning Board

### **RUEA N. BAUM**

Public Health Nurse

### **EDWARD J. LIPKA**

Playground Commission

### **E. KEVIN KRASZESKI**

Agricultural Commission

### **MARILYN C. MACQUARRIE**

Public Library

### **JANET A. LOWE**

School Bus Driver

### **LEE R. MUNGEAM**

Ham radio contact for Civil Defense

### **RICHARD D. KESSLER**

Regional Refuse Planning Committee

*This year our cover art highlights the 2022 purchase of the 105.78-acre Horseshoe Pond conservation lands (trailhead located at 120 Linden Street). The \$1.25 million acquisition was several years in the making and led by the diligent efforts of the Berlin Conservation Commission. The deal closed in November 2022 and was facilitated by the Sudbury Valley Trustees, the latest in a long-standing partnership between the Town and the non-profit land conservation agency.*

*The Town qualified for a generous \$874,268 Municipal Vulnerability Preparedness (MVP) grant from the MA Executive Office of Energy & Environmental Affairs. Local matching funds were used from the Berlin Community Preservation Act (CPA) fund, the Conservation Commission Open Space Account, and Free Cash, with spending approved at the May 2022 Annual Town Meeting.*



# Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2022**

| 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   |
| 2023 | 3,549      | 2,759  | \$13,158,300 |

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

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

## Contents

|  |    |   |     |
|--|----|---|-----|
| Town Officers .....                                    | 2  | Family Food Pantry .....                        | 48  |
| Proceedings at the Annual Town Meeting .....           | 5  | Housing Partnership .....                       | 49  |
| Results at the Annual Town Election .....              | 14 | Economic Development Committee .....            | 49  |
| Results State Primary .....                            | 15 | WHEAT Community Connections .....               | 50  |
| Results State Election .....                           | 16 | Recreation Committee .....                      | 52  |
| Town Clerk .....                                       | 17 | Cable Access Committee .....                    | 54  |
| Legislative Delegation .....                           | 18 | Veterans' Services .....                        | 54  |
| State Primary Election Party Tallies .....             | 18 | Community Preservation Act Committee .....      | 55  |
| Births .....   | 19 | Agricultural Commission .....                   | 56  |
| Deaths .....   | 20 | Cultural Council .....                          | 57  |
| Marriages .....  | 21 | Historical Commission .....                     | 58  |
| Select Board .....                                     | 22 | Conservation Committee .....                    | 60  |
| Traffic Safety Advisory Committee .....                | 24 | Board of Assessors .....                        | 62  |
| Police Department .....                                | 25 | Personnel Committee .....                       | 63  |
| Nashoba Valley Regional Dispatch District .....        | 26 | Position Classification Spreadsheet .....       | 64  |
| Town Administrator .....                               | 27 | Berlin-Boylston Regional School Committee ..... | 66  |
| Fire and EMS Department .....                          | 30 | Superintendent of Schools .....                 | 68  |
| Fire Prevention/ Inspectional Services .....           | 33 | Director of Finance and Operations .....        | 69  |
| Highway and Facilities .....                           | 34 | Berlin Memorial Budget Summary .....            | 70  |
| Town Vehicle Fleet .....                               | 35 | Boylston Elementary Budget Summary .....        | 71  |
| Planning Board .....                                   | 36 | Tahanto Budget Summary .....                    | 72  |
| Building Department .....                              | 38 | Department of Pupil Personnel Services .....    | 73  |
| Inspectional Services/ Electrical/ Plumbing/ Gas ..... | 39 | Tahanto Regional Middle/High School .....       | 75  |
| Cemetery Commission .....                              | 39 | Boylston Elementary School .....                | 77  |
| Nashoba Associated Boards of Health .....              | 40 | Berlin Memorial School .....                    | 78  |
| Board of Health .....                                  | 42 | Treasurer/ Collector .....                      | 80  |
| Animal Inspector .....                                 | 43 | Accountant .....                                | 88  |
| Americans with Disabilities (ADA) Act .....            | 43 | Capital Improvement Planning Committee .....    | 79  |
| Council on Aging .....                                 | 44 | Financial Terms .....                           | 99  |
| Social Services .....                                  | 45 | Town By-Laws .....                              | 100 |
| Zoning Board of Appeals .....                          | 46 | Town Meeting Information .....                  | 101 |
| Energy Committee .....                                 | 46 | Historical Dates .....                          | 102 |
| Library Trustees .....                                 | 47 | Telephone Numbers/Office Hours/Email .....      | 103 |
| Trustees of Trust Funds .....                          | 47 |   |     |

---

# Town Officers 2022

(One year terms unless otherwise noted)

## Elected by Ballot

### Moderator

Barry W. Eager .....Term expires 2025

### Town Clerk

Eloise E. Salls .....Term expires 2023

### Select Board

R. Scott Hawkins (Chair).....Term expires 2023

Margaret Stone (Clerk)..... Term expires 2024

Christine Keefe (Vice Chair) .....Term expires 2025

### Assessors

Kevin Pond (Chair).....Term expires 2023

Beverly A. Wheeler..... Term expires 2024

Roger Bradley.....Term expires 2025

### Constables

Timothy R. Pierce .....Term expires 2023

Kevin Pond .....Term expires 2025

### Assabet Valley Regional Vocational District School Comm.

Linda G. Ryan..... Term expires 2026

### Trustees of Trust Funds

Judith Christensen .....Term expires 2023

Patricia Jackson..... Term expires 2024

Barry W. Eager (Chair) .....Term expires 2025

### Cemetery Commissioners

Barry W. Eager.....Term expires 2023

Brenna Ewing ..... Term expires 2024

Robert H. Guild, Jr. (Chair) .....Term expires 2025

### Library Trustees

Linda Yates (not seeking new term).....Term expires 2023

Lynette Wheeler (Chair)..... Term expires 2024

Beth Christensen .....Term expires 2025

### Planning Board

Thomas Andrew (jointly appt 8/8/2022) ...Term expires 2023

Jay Teich (Clerk) ..... Term expires 2024

Carolyn MacDonald.....Term expires 2025

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

Timothy H. Wheeler (CMRPC Rep) .....Term expires 2027

### Board of Health

Paul D. Mikelk (Chair) .....Term expires 2023

Robert L. Wheeler..... Term expires 2024

Susan Reguera.....Term expires 2025

## Appointed Boards/Committees

+ when appointing authority is not the Select Board

Terms end May 31 annually unless otherwise noted

### Registrars of Voters

Ellen M. Swinconeck .....Term expires 2023

Margaret J. Klimaski..... Term expires 2024

Robert F. McTague, Jr. ....Term expires 2025

### Agricultural Commission

Eric Baum, Alternate .....Term expires 2023

Shane C. Wheeler, Alternate .....Term expires 2023

Laura Busky .....Term expires 2023

Carl Wickstrom .....Term expires 2023

Michael Dalrymple..... Term expires 2024

Deborah Rolfe ..... Term expires 2024

James H. Wheeler (Chair) .....Term expires 2025

*Kevin Kraszeski died 11/17/2022*

**Cable Access Committee** ..... Roger Bradley (Chair)  
2 Vacancies

### Cable Advisory Committee

Richard Mariani (Chair) .....Term expires 2025

Vacant (2)..... Terms expire 2023 & 2024

### Capital Planning Committee

+Moderator appt. - Vacant ..... 6/30/2023

+Planning Board appt. - Anna Crane (Chair) ..... 6/30/2023

+Finance Committee member ex officio - Janet Lamy. 6/30/2023

Select Board appt. - John Mavretic ..... 6/30/2025

Select Board appt. - Eloise Salls ..... 6/30/2025

### Community Preservation Act (CPA) Committee

+Recreation Committee member - Julie Lee ..... 6/30/2023

+Housing Partnership member - Eloise Salls ..... 6/30/2023

+Conservation Comm. member - Carolyn MacDonald. 6/30/2024

+Planning Board member - Timothy H. Wheeler (Ch.) . 6/30/2024

At-large appt. - Michael Jesse "M.J." Stades ..... 6/30/2025

At-large appt. - Wayne Texeira ..... 6/30/2025

+Historical Commission member - Eleanor Bergen .. 6/30/2025

*Elaine Wickstrom (resigned 3/11/2022)*

### Conservation Commission

Robin Ann Berry .....Term expires 2023

Holly Kennedy-DeGruttola .....Term expires 2023

Adrian J. Moses, Jr. ....Term expires 2023

Walter E. Bickford..... Term expires 2024

Carolyn MacDonald (Chair)..... Term expires 2024

Louise R. Janda .....Term expires 2025

Kyle Tucker (appt. 1/5/22) .....Term expires 2025

### Council on Aging

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

Robert Blair (Co-Chair).....Term expires 2025

Patricia H. Wheeler (Co-Chair) .....Term expires 2025

---

**Cultural Council**

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

**Earthwork Advisory Committee**

Conservation Comm.rep. Holly Kennedy-DeGruttola;  
Board of Health rep. Paul Mikelk  
Michael Sawyer (Chair)  
Robert Wheeler  
1 Vacancy

**Economic Development Committee** +Planning Board appt.

Jason Rowell. . . . . Term expires 2023  
Paul Anderson . . . . . Term expires 2024  
Geoff Green . . . . . Term expires 2024  
Peter Hoffman (Chair). . . . . Term expires 2025  
Vacant . . . . . Term expires 2025

**Energy Committee**

Jason Collier, Eloise E. Salls, Tim Wysocki, 2 Vacancies  
(Stephen Brodeur did not renew beyond 5/31/2022)

**Finance Committee** +Town Moderator appt.

Janet Lamy, Julie Malik, Mary Porter, Scott Schultz (Chair)  
1 Vacancy  
Stanley K. Rogalinski (resigned 2/7/ 2023)

**Historical Commission**

Lucy Ayers . . . . . Term expires 2023  
Eleanor Bergen. . . . . Terms expire 2023  
Barry W. Eager. . . . . Term expires 2024  
June Miller (Chair) . . . . . Term expires 2024  
Janet Woodward . . . . . Term expires 2025  
*Carl & Elaine Wickstrom (resigned 3/11/22)*

**Housing Partnership**

Lynda P. Nelson . . . . . Term expires 2023  
Rowena "Trudy" B. Tervo. . . . . Term expires 2024  
Eloise Salls (Chair) . . . . . Term expires 2025

**Insurance Advisory Committee** +Town Administrator appt.

David Goulding, Richard Hanks (Chair), Robert Hodge,  
Jon Paulino, June M. Poland, Molly Reed, Eloise E. Salls,  
Retiree position vacant  
*David Lichwell (retired 7/31/2022)*

**Municipal Affordable Housing Trust (MAHT)** - created 2/27/2023

R. Scott Hawkins (Select Board rep.) . . . . . Term expires 2024  
Vacancy. . . . . Term expires 2024  
Kathryn Hendrick . . . . . Term expires 2025  
Lauren Kukla. . . . . Term expires 2025  
Lisa Wysocki . . . . . Term expires 2026

**Personnel Committee**

Susan Therrien . . . . . Term expires 2023  
Claire Pond (Chair). . . . . Term expires 2024  
Vacancy. . . . . Term expires 2025  
*Thomas Bradley (resigned July 2022)*

**Recreation Committee**

Robert Holmes. . . . . Term expires 2023  
Julie Lee (Chair) . . . . . Term expires 2024  
Felicia Wheeler Lowe. . . . . Term expires 2024  
Mark Adams . . . . . Term expires 2025  
Beth Christensen . . . . . Term expires 2025  
*Kerri Brooks (resigned 4/15/2022)*

**Traffic Safety Advisory Committee**

Fire/EMS Chief . . . . . Michael McQuillen  
Capital Planning designee. . . . . Anna C. Crane  
Highway Supt./Facilities Dir. . . . . Fred Cummings  
Town Administrator . . . . . Kristen L. Rubin  
Finance Committee designee. . . . . Mary Porter  
Police Chief. . . . . Eric J. Schartner (Chair)  
Planning Board designee. . . . . Timothy H. Wheeler  
At-Large member . . . . . Vacant  
*Margaret Z. Nartowicz (retired 7/15/2022)*  
*P. Kenneth Clark (retired 1/31/2023)*

**Zoning Board of Appeals**

Virginia Zukatynski. . . . . Term expires 11/30/2023  
James Royer . . . . . Term expires 11/30/2024  
Linda G. Ryan (Chair). . . . . Term expires 11/30/2025  
Dennis Bartlett. . . . . Term expires 11/30/2026  
Patricia Jackson. . . . . Term expires 11/30/2027

**Associate Members**

Vacant . . . . . Term expires 11/30/2024  
Susan Roberts . . . . . Term expires 11/30/2025  
Keith Soucy. . . . . Term expires 11/30/2026

**Appointed Officials**

+ appointed by an authority other than the Select Board

**1870 Town Hall Manager**

1870 Town Hall Manager . . . . . Sondra Pendergast

**Accountant**

June M. Poland . . . . . Term expires 2024  
Assistant to the Accountant . . . . . Amy S. Grenier

**Agents to Issue Burial Permits** . . . . . Eloise 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 Lister . . . . . Joann Wynkoop  
Administrative Assessor . . . . . Maureen Adema

**Auditor** . . . . . Clifton Larson Allen

**+Board of Health Administrator** . . . . . Donna Traylor

**Burial Agent & Veterans Graves Officer** . . . . . Robert H. Guild, Jr.

**Conservation Agent** . . . . . Mattie Vanderbloom

**COA/Social Services/ADA Coordinator** . . . . . Victoria Flynn  
Van Drivers . . . . . Elizabeth Alphen, Jon Bowdoin

**District Sanitarian**

+Board of Health appt. . . . . William Brookings/NABOH

---

**Election Workers**

Warden ..... Tim Wysocki  
Clerk..... Jane Sawyer  
Checkers ..... Robert 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, 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 C. Wheeler

**Fire/EMS** +Fire Chief appt.

Chief, Emergency Mgt. Dir., Forest Warden ..Michael McQuillen  
*P. Kenneth Clark (retired 1/31/2023)*

Deputy Chief ..... Vacant  
*Jamie Desautels (resigned March 2023)*

Captain .....Anthony Alessi  
*James Concannon (resigned 2/27/2022)*

Lieutenant..... Jonathan Paulino  
*Fire Marshall David Lichwell (retired 7/31/2022)*

Chaplain ..... Courtney Shields

Firefighters ..... Frank Brewer, Kevin Benoit,  
Kevin Colomey, Fred Cummings, Jeff Cummings, Melanie Dadah,  
Peter Demers, Thomas Deptula, Michelle Deveau, Wesley  
Durant III, Peter Fortin, Jonathan Gallardo, Francis Harrington,  
Kyle Lichwell, Andrew Maurice, Chris Melone, Jazmin Murillo,  
Jeremy O'Connell, James Spinney, Andrew Theve

EMT ..... Ben Matthew

**Food Inspector**

+Board of Health appt. .... Bridgette Braley/NABOH

**Highway**

Supt. & Facilities Director, Insects & Pest Control,  
Tree Warden ..... Fred Cummings

Foreman ..... James Spinney

Mechanic/Equipment Operator/Laborer/Driver .. Thomas Bradley

Mechanic/Equipment Operator/Laborer/Driver .. Adam Crossman

Custodian/Truck Driver/Laborer ..... Brendon Cabral

Laborer/Driver..... Christopher O'Clair

*Dylan Clemmer (resigned 4/1/2022)*

*Matthew Teixeira (resigned 7/22/2022)*

**Inspectional Services**

Building Commissioner ..... Richard Hanks

Inspector/Land Use Clerk..... Liane Leahy

Alternate Building Inspector ..... Tony Zahariadis

Electrical Inspector..... Dennis Monteiro

Alt. Electrical Inspector..... Jonathan Shepard

Gas & Plumbing Inspector ..... Alphonse Roseberry

Asst. Gas & Plumbing Inspector ..... Kenneth Poulin, Jr.

**Library Staff** +Library Trustee appt.

Director ..... *Robert Hodge (retiring 4/29/2023)*

Library Assistant . .Victorya Dube (*Director effective 4/15/2023*)

Circulation Services ..... Karen Kowal

Youth Services Librarian .....Sara Foster

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

**Nashoba Valley Regional Dispatch District**

Admin Board ..... Kristen L. Rubin (primary); Christine Keefe (alt.)

Finance Board ..... June M. Poland

Operations Board Eric J. Schartner (primary); Michael McQuillen (alt.)

**Police**

Chief..... Eric J. Schartner

Sergeant ..... Richard E. Gilchrest

Sergeant/Community Service ..... David A. Goulding

Detective .....Kevin Trongone

Full-Time Patrol Officers ..... Timothy Andre, Dean Bellville,

Jacob Brescia, Carl A. Corriveau, Christopher LaDou, Molly Plante

Part-Time Officers .....Michael Barry, Kevin M. Colomey,

Shantel Cuff, Kenneth Janda, Peter Kinnas, Neil Lefebvre,

Christopher Shea, Dylan Soldi, Thomas Welch, Jr.

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

**Public Health Nurse**

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

**Record Access Officers**..... Eloise E. Salls, Eric Schartner,

Mary E. Arata

**Sexual Harassment Officer** ..... Kristen L. Rubin

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

Kristen L. Rubin ..... contract through 6/30/2025

*Margaret Nartowicz (retired 7/15/2022)*

Admin. Asst. to the Town Administrator ..... Mary E. 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..... Stan Rogalinski

Attendants..... Edward Bradley, Anthony Albano

*Douglas Geldart, Peter Gemelli, Thomas Sharon (resigned January 2023)*

**Treasurer/Collector of Taxes and Town Collector,****Tax Title Custodian** .....Paul Redmond

*Dennis A. Fearebay (retired 2/3/2023)*

Assistant Treasurer .....Steven Price

Assistant Collector ..... Brien Devaney

Filing Clerk..... Vacant

**Trench officer** ..... James Spinney

**Veterans' Agent** .....Brian Stearns

Veterans' Office Volunteer ..... James Cabral

---

# Proceedings at the Annual Town Meeting — May 2, 2022

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, May 2, 2022 at 6:30 p.m. Assistants were James H. Wheeler and Tim Wysocki were overseeing the electronic voting system. Robert McTague, Noel Rosenberg, and Judith Mills as checkers and Police Chief Eric Schartner and Officer Dylan Soldi. Cable television coverage was provided by Patricia Anderson, Roger Bradley of Cable and Neil Tucker of Fitchburg to broadcast live on Charter channel 191. It will also be recorded and available a few days later via you tube channel. <http://www.townofberlin.com/berlin-tv>. Attorney Janelle M. Austin and Devan C. Braun of KP Law, PC served as Town Counsel.

Barry W. Eager, Moderator, moved to adopt the following rule for this Town 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 the discretion to use electronic voting when he deems it desirable to have a complete, accurate vote count.

Voted **YES 85 to NO 0** to use electronic votes. He then called the meeting to order at 6:30 p.m. There are 2,661 registered voters. There were approximately 101 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 2022 Ending June 30, 2022**

**ARTICLE 1: Voted YES 90, NO 2** to transfer from Fiscal Year 2022 Police Department Expenses (210-5700) the sum of eighty dollars and ninety-two cents (\$80.92) to pay an unpaid bill to UMASS Memorial Health of the prior fiscal year. The Finance Committee recommended this motion: 5-0.

**ARTICLE 2: Unanimously voted** to amend the vote taken under Article 7 items 3 and 4 of the 2021 Annual Town Meeting, to further extend until June 30, 2023, the date by which money must be expended for the purpose of purchasing and equipping a new Fire and EMS Department Car 2 pickup truck to replace non-operational Car 2 and a new Police Department Police cruiser SUV to replace the 2014 Ford Interceptor SUV; said non-operational Fire and EMS Car 2 and Police 2014 Ford Interceptor SUV to be sold or traded. The Finance Committee recommended this motion: 5-0.

**ARTICLE 3: Unanimously voted** to appropriate from Free Cash, the sum of \$50,000 to offset the Fiscal Year 2022 Snow and Ice expense (01-423-5700) account deficits. The Finance Committee recommended this motion: 5-0.

**ARTICLE 4: Unanimously voted** to amend the scope of Article 18 (item 5) of the June 22, 2020, Annual Town Meeting, for the purpose of Town Office and Public Safety "Parking Lot Repair, including regrading and repaving, and reconstruction of the drainage system, signage, lighting", to also include "landscaping, hardscaping and access improvements to town-owned buildings", and to remove the June 30, 2022 sunset clause in said Article 18 (item 5). The Finance Committee recommended this motion: 5-0.

**ARTICLE 5: Unanimously voted** to amend the vote taken under Article 13 of the November 8, 2021, Special Town Meeting, the establishment of the Public Safety Special Purpose Stabilization Fund, to clarify that its funding purposes include, but not limited to, public safety personnel wages, training, equipment and supply costs, and to transfer to the Public Safety Special Purpose Stabilization Fund, all Development Agreement Public Safety Mitigation receipts received by the Town following the November 8, 2021, Special Town Meeting through June 30, 2022. The Finance Committee recommended this motion: 5-0.

**ARTICLE 6: Unanimously voted** to pass over. (Still bargaining with Berlin Police Union Local 264, Massachusetts Coalition of Police, IUPA, AFL-CIO).

**ARTICLE 7: Unanimously voted** to transfer from available Ambulance receipts reserved for appropriation, the sum of five thousand dollars (\$5,000), to be added to the three hundred fifteen thousand dollars (\$315,000) approved under Article 7 of the November 8, 2021, Special Town Meeting, for the purchase and equipping of an ambulance, to be spent under the direction of the Fire & EMS Chief. Finance Committee recommendation: 5-0

**ARTICLE 8: Voted** to pass over. (Cable Access).

## **UPCOMING FISCAL YEAR 2023 (July 1, 2022 thru June 30, 2023)**

**ARTICLE 9: Unanimously voted** that the Select Board, or any other Board or officer 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.

**ARTICLES 10 through 15. Voted YES 102, NO 3** to approve the motions as printed under Articles 9 through 15 of the warrant for this meeting.

**ARTICLE 10: Voted** that the various reports of officers and committees of the Town as contained in the 2021 Annual Town Report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

**ARTICLE 11: Voted** to authorize the Treasurer, with the approval of the Select Board, to borrow in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

**ARTICLE 12: Voted** to fix the maximum amount that may be spent during Fiscal Year 2023 beginning on July 1, 2022 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 53E ½, as printed in Article 12 of the warrant for this meeting. The Finance Committee recommended this motion: 5-0.

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

**ARTICLE 13: Voted** to authorize the Tree Warden to expend from the Highway Department Expense budget, as enacted under Article 20 of this Annual Town Meeting, a sum of three hundred dollars (**\$300**) for insect and pest control and a sum of two thousand dollars (**\$2,000**) for Dutch Elm disease control, provided that the Tree Warden shall request the expenditure of such funds of the Select Board. The Finance Committee recommended this motion: 5-0.

**ARTICLE 14: 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 motion: 5-0.

**ARTICLE 15: Voted** to authorize the Select Board, in accordance with the provisions of Massachusetts General Laws 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 16: Outstanding 2021 Town Reports**

None reported

**ARTICLE 17: Voted YES 101, NO 4** pursuant to Massachusetts General Law Chapter 44, §53E½, to establish a Plumbing & Gas Inspector Wages revolving

fund and an Electrical Inspector Wages revolving fund, and set a Fiscal Year 2023 annual expenditure limit of \$75,000 for each such revolving fund, and, for such purposes, to amend the table under Article XX of the Town of Berlin General By-laws by inserting said revolving funds as shown in **bold italics**, and deleting obsolete revolving funds as shown in ~~strikethrough~~, with all remaining balances closed out to the General Fund, as printed in the warrant for this meeting (and shown below). The Finance Committee recommended this motion: 5-0.

| Title                                     | Source of Receipts and Use of Funds  | Authority to Expend                      |
|---|--|--|
| Dog-Licensing                             | Receipts: 50% of dog fees collected.<br>Uses: Cost of licensing and purchase of dog tags.  | Town Clerk                               |
| Library Video Fines                       | Receipts: Video fines, photocopier fees, fax fees, and fees for lost materials.<br>Uses: Purchase of new and replacement material.   | Library Trustees/<br>Director of Library |
| Assessors-Maps                            | Receipts: Planning Board fees charged for map updates, monies collected for the sale of maps, deeds, and reports.<br>Uses: The cost of updating Town maps.   | Board of Assessors                       |
| Recreation                                | Receipts: Facility rental fees, contributions, and other funds. Uses: Purchase services or supplies which are part of Recreation programs.   | Recreation Committee                     |
| Town Hall                                 | Receipts: Contributions, donations, user fees, and fundraising activity receipts. Uses: Supplies, part-time wages, and related benefits, maintenance, general operating expenses & expenses related to fundraisers.                      | Select Board/<br>Town Hall Manager       |
| Permitting Software                       | Receipts: 3% atop Building, Plumbing/Gas, and Electrical permit fees. Use: Payment to GeoTMS, Inc. for support for training on, and right to use its permitting software.  | Board of Selectmen                       |
| <i>Plumbing &amp; Gas Inspector Wages</i> | <i>Receipts: 95% of Plumbing/Gas permit fees received. Use: Payment of wages to Plumbing &amp; Gas Inspector or Alternate Plumbing &amp; Gas Inspector as assigned, according to established compensation policies &amp; procedures.</i> | <i>Town Treasurer (MGL c.41, s.41)</i>   |
| <i>Electrical Inspector Wages</i>         | <i>Receipts: 75% of Electrical permit fees received. Use: Payment of wages only to Electrical Inspector or Alternate Electrical Inspector as assigned, according to established compensation policies &amp; procedures.</i>              | <i>Town Treasurer (MGL c.41, s.41)</i>   |

**ARTICLE 18: Unanimously voted** to appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of seventy-nine thousand five hundred thirty-five dollars (**\$79,535**) as a grant to be used for Fiscal Year 2023 operating purposes, and an additional sum of fifty thousand dollars (**\$50,000**) 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 sums to be expended



by the Cable Access Committee. The Finance Committee recommended this motion: 5-0.

**FISCAL YEAR 2023 CAPITAL BUDGET**

**ARTICLE 19: Voted YES 101, No 5** to transfer from Free Cash the sum of \$367,614 and appropriate from the Public Safety Special Stabilization Fund the sum of \$130,005, for the sum total four hundred ninety-seven thousand six hundred nineteen dollars (**\$497,619**) to fund the Fiscal Year 2023 CAPITAL BUDGET as printed in Article 19 of the warrant for this meeting, with all unexpended or unencumbered funds for Items #1, 2 and 3 to be returned to the Public Safety Special Stabilization Fund upon project close-out. The Finance Committee recommended this motion: 5-0. The Capital Planning Committee recommendation was 3-0.

| Item # | Dept                       | Project Title                       | Cost      | Funding Source                      | Notes  |
|--------|----------------------------|-------------------------------------|-----------|-------------------------------------|--|
| 1.     | Fire/EMS                   | Command Car 1 Replacement           | \$60,000  | Public Safety Special Stabilization | Replace Car 1 - Chiefs Command Vehicle, Old Car 1 to be sold or traded.  |
| 2.     | Fire/EMS                   | Air Bag Rescue System & Equipment   | \$15,364  | Public Safety Special Stabilization | Purchase an airbag rescue system and associated equipment for motor vehicle extractions.   |
| 3.     | Police                     | Cruiser Replacement                 | \$54,641  | Public Safety Special Stabilization | Replace Car #5 2016 Ford F-150 pickup with a new Ford Explorer SUV hybrid. Part of yearly replacement program...safety issue, maintenance cost. 2016 Ford F-150 pickup has become Chiefs car.      |
| 4.     | Highway                    | Hot Top                             | \$80,000  | Free Cash                           | Recurring need to improve/repair roads. Supplements Ch. 90 state funds.  |
| 5.     | Highway                    | 2006 One Ton Dump Truck Replacement | \$85,000  | Free Cash                           | Replace a 2006 F550 one-ton dump truck in poor condition with 91,228 miles, with a 2022 Ford F550 Super Duty one-ton dump truck with a 9' heavy-duty plow. Old one-ton truck to be sold or traded. |
| 6.     | Planning Board             | Master Plan Updates                 | \$5,000   | Free Cash                           | Continuation of updates to the master plan and related components such as open space, housing production, and transportation. MA state requirement and necessary for grant eligibility.            |
| 7.     | Capital Planning Committee | Fund Capital Stabilization          | \$197,614 | Free Cash                           | Savings to partially fund and/or reduce debt service on major capital projects (GL c.44, §§7 & 8), per Free Cash Guidelines.   |

**FISCAL YEAR 2023 BUDGET**

**ARTICLE 20: Voted YES 106, NO 4** to raise and appropriate the sum of \$1,378,799 to fund items 1 through 49 as recommended by the Finance Committee for FY2023.

|     |                            |            |
|-----|----------------------------|------------|
| 001 | Moderator, Salary          | 50.00      |
| 002 | Moderator, Exp.            | 85.00      |
| 003 | Select Board, Salary       | 3,765.00   |
| 004 | Select Board. Wages, FT    | 69,092.00  |
| 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., Exp.        | 175.00     |
| 010 | Reserve Fund               | 95,000.00  |
| 011 | Contingency                | 0.00       |
| 012 | Accountant, Salary FT      | 92,155.00  |
| 013 | Accountant, Wages FT       | 48,440.00  |
| 014 | Accountant, Wages PT       | 0.00       |
| 015 | Accountant, Expenses       | 9,889.00   |
| 016 | Audit                      | 26,000.00  |
| 017 | Assessors, Salary          | 2,381.00   |
| 018 | Assessors Asst., PT Sal.   | 77,000.00  |
| 019 | Assessors, Wages PT        | 67,249.00  |
| 020 | Assessors, Expenses        | 48,050.00  |
| 021 | Revaluation Expenses       | 14,700.00  |
| 022 | Treas./Coll., Salary       | 78,988.00  |
| 023 | Tres./Coll., Wages PT      | 48,853.00  |
| 024 | Tres./Coll., Incentive     | 1,000.00   |
| 025 | Tres./Coll., Expenses      | 35,116.00  |
| 026 | Legal Expenses             | 50,000.00  |
| 027 | Personnel-Expenses         | 250.00     |
| 028 | Tax Title                  | 10,000.00  |
| 029 | Data Systems, Salary PT    | 0.00       |
| 030 | Data Systems, Exp.         | 86,956.00  |
| 031 | Town Clerk, Salary         | 38,896.00  |
| 032 | Town Clerk Wages PT        | 15,925.00  |
| 033 | Town Clerk, Expenses       | 3,020.00   |
| 034 | Elections, Wages PT        | 4,396.00   |
| 035 | Elections, Expenses        | 4,150.00   |
| 036 | Registration, Salary       | 100.00     |
| 037 | Registration, Wages PT     | 511.00     |
| 038 | Registration, Expenses     | 100.00     |
| 039 | Cons. Comm., Wages PT      | 11,786.00  |
| 040 | Conserva. Comm., Exp.      | 2,000.00   |
| 041 | Planning Board, Exp.       | 1,000.00   |
| 042 | Board of Appeals, Wages PT | 0.00       |
| 043 | Board of Appeals, Exp.     | 500.00     |
| 044 | Agricul. Comm., Exp.       | 1,350.00   |
| 045 | Public Buildings, Wages PT | 0.00       |
| 046 | Pub. Bldg., Expenses       | 108,706.00 |
| 047 | Pub. Bldg., Electricity    | 80,000.00  |

|                                 |                       |                     |
|---------------------------------|-----------------------|---------------------|
| 048                             | Pub. Bldg., Fuel Oil  | 59,000.00           |
| 049                             | Town Report, Expenses | 3,500.00            |
| <b>Total General Government</b> |                       | <b>1,378,799.00</b> |

**Public Safety: Voted YES 101, NO 5** to raise and appropriate the sum of **\$2,209,395** to fund items 50 through 71, appropriate from the Public Safety Special Stabilization Fund the sum of \$210,000 to item 51 Police Wages-FT-\$145,410 and item 55 Fire & EMS Wages-FT-\$64,590, to appropriate from Rescue Squad Receipts Reserved for Appropriation the sum of \$100,000 to item 55 Fire & EMS Wages-FT, for the sum total \$2,519,395, as recommended by the Finance Committee for FY2023. This vote satisfied the 2/3's vote requirement.

|                            |                          |                     |
|----------------------------|--------------------------|---------------------|
| 050                        | Police, Salary           | 135,660.00          |
| 051                        | Police, Wages FT         | 869,028.00          |
| 052                        | Police, Wages PT         | 137,875.00          |
| 053                        | Police, Expenses         | 109,362.00          |
| 054                        | Fire & EMS, Salary FT    | 128,981.00          |
| 055                        | Fire EMS Wages FT        | 206,382.00          |
| 056                        | Fire EMS Wages PT        | 350,629.00          |
| 057                        | Fire EMS Expenses        | 150,210.00          |
| 058                        | Bldg. Insp., Salary      | 96,237.00           |
| 059                        | Bldg. Insp Wages FT      | 0.00                |
| 060                        | Bldg. Insp Wages PT      | 32,769.00           |
| 061                        | Bldg. Insp Expenses      | 26,696.00           |
| 062                        | Plumb. & Gas, Wages PT   | 0.00                |
| 063                        | Plumbing & Gas Exp.      | 300.00              |
| 064                        | Elect. Insp., Wages PT   | 0.00                |
| 065                        | Elect. Insp., Expenses   | 600.00              |
| 066                        | Animal Inspector, Salary | 2,073.00            |
| 067                        | Animal Inspector, Exp.   | 500.00              |
| 068                        | Animal Cont. Off. Sal.   | 5,619.00            |
| 069                        | Animal Cont. Off. Exp.   | 1,820.00            |
| 070                        | Comm. Wages              | 47,753.00           |
| 071                        | Communication Expenses   | 216,901.00          |
| <b>Total Public Safety</b> |                          | <b>2,519,395.00</b> |

**Public Works: Voted YES 103, NO 5** to raise and appropriate the sum of **\$760,925** to fund items 72 through 83, to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of **\$4,400** to item 80 Transfer Station Wages PT and the sum of **\$120,000** to item 81 Transfer Station Expenses, and to appropriate the sum of **\$10,450** from General Cemetery Receipts and the sum of **\$1,400** from Sale of Lots to item 83 Cemetery Expenses, for the sum total \$897,175, as recommended by the Finance Committee for FY2023.

|                           |                            |                   |
|---------------------------|----------------------------|-------------------|
| 072                       | Highway, Salary            | 85,105.00         |
| 073                       | Highway, Wages FT          | 281,049.00        |
| 074                       | Highway Wages PT           | 24,790.00         |
| 075                       | Highway Expenses           | 143,920.00        |
| 076                       | Snow & Ice, FT OT          | 44,473.00         |
| 077                       | Snow & Ice, Wages PT       | 11,502.00         |
| 078                       | Snow & Ice, Expenses       | 87,500.00         |
| 079                       | Street Lights              | 9,000.00          |
| 080                       | Transfer Station, Wages PT | 43,248.00         |
| 081                       | Transfer Station, Exp.     | 150,920.00        |
| 082                       | Cemetery, Salary PT        | 0.00              |
| 083                       | Cemetery, Expenses         | 15,668.00         |
| <b>Total Public Works</b> |                            | <b>897,175.00</b> |

**Human Services: Unanimously voted** to raise and appropriate the sum of **\$123,618** to fund items 84 through 96 in the Finance Committee's recommended FY2023.

|                             |                           |                   |
|-----------------------------|---------------------------|-------------------|
| 084                         | Board of Health, Salary   | 1,953.00          |
| 085                         | Board of Health, Wages PT | 6,515.00          |
| 086                         | Board of Health, Expense  | 1,000.00          |
| 087                         | Nashoba Health            | 9,853.00          |
| 088                         | Nashoba Nursing           | 4,516.00          |
| 089                         | COA, Director PT Wages*   | 33,544.00         |
| 090                         | COA, PT Wages             | 0.00              |
| 091                         | Wages PT                  | 24,625.00         |
| 092                         | Council on Aging, Exp.    | 14,186.00         |
| 093                         | Veterans, Salary          | 9,126.00          |
| 094                         | Veterans, Expenses        | 300.00            |
| 095                         | Veterans, Benefits        | 11,000.00         |
| 096                         | Community Social Services | 7,000.00          |
| <b>Total Human Services</b> |                           | <b>123,618.00</b> |

\*Off-budget ARPA funding for FT COA/Social Services Director = \$35,528

**Culture and Recreation: Unanimously voted** to raise and appropriate the sum of **\$186,479** to fund items 97 through 103, as recommended by the Finance Committee for FY2023.

|                                       |                          |                   |
|---------------------------------------|--------------------------|-------------------|
| 097                                   | Library, Wages PT        | 134,379.00        |
| 098                                   | Library, Expenses        | 33,090.00         |
| 099                                   | Recreation, Expenses     | 14,410.00         |
| 100                                   | Cultural Council, Exp.   | 1,500.00          |
| 101                                   | Historical Comm., Exp.   | 600.00            |
| 102                                   | Memorial Day, Expenses   | 2,000.00          |
| 103                                   | Festive Events, Expenses | 500.00            |
| <b>Total Culture &amp; Recreation</b> |                          | <b>186,479.00</b> |

**Debt and Interest: Unanimously Voted** to raise and appropriate the sum of **\$298,775** to fund items 104 and 105, as recommended by the Finance Committee for FY2023.

|                                  |           |                   |
|----------------------------------|-----------|-------------------|
| 104                              | Interest  | 108,775.00        |
| 105                              | Principal | 190,000.00        |
| <b>Total Debt &amp; Interest</b> |           | <b>298,775.00</b> |

**INTERGOVERNMENTAL EXPENDITURES:**

**CMRPC: Unanimously voted** to raise and appropriate the sum of **\$951** to fund item 106, as recommended by the Finance Committee for FY2023.

|     |                             |        |
|-----|-----------------------------|--------|
| 106 | Central MA Reg. Plan. Comm. | 951.00 |
|-----|-----------------------------|--------|

**Assabet Regional Housing Consortium: Unanimously voted** to appropriate from the Affordable Housing Account the sum of **\$12,000** to fund item 107, as recommended by the Finance Committee for FY2023.

|     |                            |           |
|-----|----------------------------|-----------|
| 107 | Assabet Reg. Housing Cons. | 12,000.00 |
|-----|----------------------------|-----------|

**Assabet Voke School: Voted YES 87, NO 3** to raise and appropriate the sum of **\$649,597** to fund items 108 and 109, as recommended by the Finance Committee for FY2023.

|     |                            |            |
|-----|----------------------------|------------|
| 108 | Assabet Voke Assessment    | 581,420.00 |
| 109 | Assabet Capital Assessment | 68,177.00  |

**Berlin Memorial School: Voted YES 105, NO 6** to raise and appropriate the sum of **\$3,598,326** to fund items 110, and to transfer from Free Cash, the sum of **\$68,000** to Item 111 Berlin Memorial Capital Assessment, as recommended by the Finance Committee for FY 2023.

|     |                                    |              |
|-----|------------------------------------|--------------|
| 110 | Berlin Memorial Assessment         | 3,598,326.00 |
| 111 | Berlin Memorial Capital Assessment | 68,000.00    |

**Tahanto: Voted YES 94, NO 3** to raise and appropriate the sum of **\$3,450,800** to fund items 112 and 113, and transfer from Free Cash the sum of **\$10,538** to item 113, as recommended by the Finance Committee for FY 2023.

|   |                            |                     |
|---|----------------------------|---------------------|
| 112   | Tahanto Assessment         | 2,942,997.00        |
| 113   | Tahanto Capital Assessment | 518,341.00          |
| <b>Total Intergovernmental Expenditures</b> |                            | <b>7,790,212.00</b> |

**Miscellaneous Benefits and Insurance: Voted YES 89, NO 2** to raise and appropriate the sum of **\$1,534,032** to fund items 114 through 121 in the Finance Committee’s recommended FY 2023 Budget.

|                            |                               |                      |
|----------------------------|-------------------------------|----------------------|
| 114                        | Worcester Reg. Retirement     | 605,652.00           |
| 115                        | Workers Compensation          | 25,300.00            |
| 116                        | Unemployment                  | 25,000.00            |
| 117                        | Chap 32B Health Ins.          | 665,000.00           |
| 118                        | Police & Fire Sick & Acc Ins. | 24,000.00            |
| 119                        | Sick Pay                      | 39,780.00            |
| 120                        | Medicare                      | 45,900.00            |
| 121                        | Property/Liability Ins.       | 103,400.00           |
| <b>Total Misc Benefits</b> |                               | <b>1,534,032.00</b>  |
| <b>TOTAL BUDGET</b>        |                               | <b>14,728,485.00</b> |

**COMMUNITY PRESERVATION ACT  
FISCAL YEAR 2023 BUDGET**

**ARTICLE 21: Voted YES 108, NO 4** to appropriate or 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 2023, as printed in the warrant for this meeting. Finance Committee recommendation, 3-0.

**Appropriations:**

From FY 2023 estimated revenues  
for Committee Administrative Expenses . . . . . 28,125.00  
From FY 2023 estimated revenues  
for Budgeted Reserve . . . . . 365,625.00

**Revenues:**

From FY 2023 estimated revenues  
for Community Housing Reserve . . . . . 56,250.00  
From FY 2023 estimated revenues  
For Committee Historic Reserve . . . . . 56,250.00  
From FY 2023 estimated revenues  
for Open Space Reserve . . . . . 56,250.00

**COMMUNITY PRESERVATION ACT  
FISCAL YEAR 2023 PROJECTS**

**ARTICLE 22: Voted YES 97, NO 18** to appropriate the total sum of \$100,000 from the Community Preservation Fund, with the sum of \$48,466.70 to be transferred from the Fund Balance Reserved for Historic Resources Fiscal Year 2022 and the sum of \$51,533.30 to be transferred from the Fund Balance Reserved for Historical Resources Fiscal Year 2023, for architectural services including engineering and associated design costs to support the Massachusetts Historical Commission (MHC) Grant and for structural rehabilitation at the historic Bullard House located at 4 Woodward Avenue in the Town of Berlin, and, further, to amend the vote taken under Article 9 of the November 8, 2021 Special Town Meeting, pursuant to which \$77,483.73

was appropriated from the CPA Fund Balance Reserved for Historic Resources, to allow up to \$30,000 of said funds to be used to engage a licensed architect to support said Massachusetts Historical Commission (MHC) Grant and structural rehabilitation, including any incidental and related purposes; said funds to be expended by the Historical Commission in consultation with the Community Preservation Act Committee. The Finance Committee recommended 3-0.

**ARTICLE 23: Voted YES 114, NO 6** to (This satisfies the 2/3's majority vote)

- A. Authorize the Select Board to acquire, for open space purposes, three parcels of land near the junction of Linden Street and Lyman Road in the Town of Berlin, 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 Assessors Map 10 as Parcel 6 (containing 7.67 acres, more or less), with the care, custody, and control of said parcels to be held by the Conservation Commission pursuant to M.G.L. Chapter 40, §8C;
- B. Authorize the Select Board, or its designee, to apply for, accept, and expend on behalf of the Town of Berlin any funds that may be provided by the Commonwealth 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 LAND Act grant program (M.G.L. Chapter 132A, §11) and/or the Land and Water Conservation Fund, and any other funds in any way connected with the scope of this acquisition;
- C. Appropriate the total sum of \$660,000 toward the acquisition of said parcels and pay for costs incidental or related thereto, which appropriation shall be funded as follows:

D.

| Date  | Amount           | Funding Source  |
|---|------------------|---|
| 5/2/22 ATM                                      | \$ 48,466.70     | CPA Fund Balance Reserved for Open Space 2022                                 |
| 5/2/22 ATM                                      | \$283,724.25     | CPA Budgeted Reserve 2022   |
| 5/2/22 ATM                                      | \$ 17,809.05     | CPA Fund Balance Reserved for Open Space 2023                                 |
| 5/2/22 ATM                                      | \$ 50,000        | Free Cash   |
| 5/2/22 ATM                                      | \$ 260,000       | Conservation Commission Open Space account                                    |
|   | <b>\$660,000</b> | <b>Total this meeting</b>   |
| 11/8/21 STM                                     | \$490,000        | Undesignated Community Preservation Fund Balance                              |
| 1/20/22   | \$100,000        | Sudbury Valley Trustees fund-raising for the purpose of this land acquisition |
| <b>TOTAL AMOUNT FOR ACQUISITION \$1,250,000</b> |                  |   |

And, further,

- E. Authorize the Town Administrator, the Select Board, and/or the Conservation Commission, as applicable, to enter into all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition, and, further, as required by M.G.L. c.44B, § 12(a), to authorize the Select Board to convey to the Sudbury Valley Trustees, or any other organization qualified and willing to hold, a perpetual conservation restriction on said parcels in accordance with M.G.L. Chapter 184. The Finance Committee recommended this motion 3-0. The Capital Planning Committee recommendation was 3-0.

**ARTICLE 24: Unanimously voted** to reduce the rate of interest that accrues on property taxes deferred by eligible seniors under G.L. c. 59, § 5, Clause 41A from 5% (five percent) to 2% (two percent), with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2022, for Fiscal Year 2023. The Finance Committee recommended this motion: 4-0.

**ARTICLE 25: Unanimously voted** to appropriate from the Public Safety Special Stabilization fund the sum of forty-five thousand dollars (**\$45,000**) to pay for costs associated with two years of Bridge Academy training for part-time officers under the Police Reform Law. The Finance Committee recommended this motion: 4-0.

**ARTICLE 26: Unanimously voted** to appropriate from Free Cash the sum of one hundred ninety-seven thousand six hundred fourteen dollars (**\$197,614**) to fund the General Stabilization Fund in the fiscal year ending June 30, 2022. The Finance Committee recommended this motion: 5-0.

**ARTICLE 27: Voted YES 107, NO 2** pursuant to Massachusetts General Law c.44, s.55C to establish an Affordable Housing Trust for the purpose of providing for the preservation and creation of affordable housing in the Town of Berlin for the benefit of low- and moderate-income households, as set forth in the Town Meeting handout titled "May 2, 2022, Annual Town Meeting Article 27: Berlin Municipal Affordable Housing Trust. The Finance Committee recommended this motion: 5-0.

**ARTICLE 28: Voted YES 99, NO 9** to establish an Other Post-Employment Benefits (OPEB) Fund pursuant to Massachusetts General Law c.32B, s.20(b) for the purpose of funding post retirement health benefits for eligible Town of Berlin employees. The Finance Committee recommended this motion: 5-0.

**ARTICLE 29: Voted YES 100 NO 0** to amend the General Bylaws by deleting Article VIII Personnel and Procedures in its entirety and replacing it with the text shown on the

---

Town Meeting handout titled "May 2, 2022 Annual Town Meeting Article 29: General Bylaw Amendment - Article VIII Personnel Bylaw" on file in the Town Clerk's office. The Personnel Committee recommended this motion 3-0.

**ARTICLE 30: Voted YES 95, NO 12** to amend the General Bylaws by inserting in Article VI Public Roads, Ways and Places, a new "Section 9. Excessive noise from compression brakes prohibited", as follows:

It is unlawful for the driver of any vehicle to use or operate, or cause to be used or operated along any public way maintained by the Town of Berlin, any compression brake, engine brake, dynamic brake, or mechanical exhaust device designed to assist in the deceleration or braking of any motor vehicle, if such device or devices result in excessive, loud, or otherwise unusual noise.

This section may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D. If enforced through non criminal disposition, any person who violates any provision of this section shall be subject to a penalty of two hundred fifty dollars (\$250.00) per violation, and, for such purposes, the Police Chief and any Police Officer of the Town shall be the enforcing authority.

## ZONING BYLAWS

**ARTICLE 31: Voted YES 95, NO 6** to amend the Zoning By-law Article 14, Definitions, by inserting in proper alphabetical order the new definitions as listed in the warrant for the meeting. (As shown below) This vote was 94% meeting the 2/3's vote requirement.

**Contractor yard:** Any land or buildings used for the housing, storage, or repair of equipment, vehicles, machinery (new or used), supplies, materials, or components used by the owner or occupant of the premises, or on behalf of a contractor, stored for use offsite.

**Salesroom:** a building or any part thereof in which only goods which are not readily portable are kept exposed for sale or auction by a retailer or wholesaler; showroom.

**Service establishment:** Any establishment whose primary activity is the provision of assistance, as opposed to products, to individuals, business, industry, government, and other enterprises excluding Home Occupations requiring a Special Permit. Service establishment means any business, or professional providing a substantial function of the business as on-site services, which involve personal contact with people who do not work in the office. Examples include, but shall not be limited to, residential real estate sales, medical offices, and employment agencies. Also included shall be personal service shops that administer personal services, including but not limited to beauty and barber

shops, nail salons, tanning salons, day spas, pet grooming, tailoring, shoe repair, and other similar uses.

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 31 on the Annual Town meeting Warrant, to be held on May 2, 2022.

At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 31.

**ARTICLE 32: Voted YES 97, NO 8** to amend the Zoning Bylaw Article 14, Definitions, "Floor Area", by deleting the existing text in its entirety and replacing it with the language printed in the warrant for this meeting.

"Floor Area: The sum of the horizontal areas of each floor of a building, measured from the interior faces of the exterior walls or from the centerline of any common walls separating two buildings. The floor area measurement is exclusive of areas of unfinished basements, unfinished attics, attached garages or space used for off-street parking or loading, breezeways, enclosed and unenclosed porches, elevator, or stair bulkheads, and accessory structures." This vote meets the 2/3's threshold with 92%.

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 32 on the Annual Town meeting Warrant, to be held on May 2, 2022.

At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 32.

**ARTICLE 33: Voted YES 81, NO 14** to amend the Zoning By-law, Section 540, Home-Based Contracting Business, as printed in the warrant for this meeting. (As shown below)

A. Add the following sentence to the end of Section 540.1:  
"The business shall be owned and operated by a resident and owner of the dwelling.

B. Insert, in the first sentence of Section 540.5, the word "incidental" before the word "materials" so that the sentence will read: "Machinery and incidental materials used in the conduct of the business, if stored outside, shall be completely screened from public view."

C. Insert the following new sentence at the end of Section 540.6: "Any vehicle displaying the name of, or any advertising for, the home-based contracting business shall not be considered a private use vehicle."

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 33 on the Annual Town meeting Warrant, to be held on May 2, 2022. At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 33. This vote meets the 2/3's threshold with 85%

**ARTICLE 34: Voted YES 85, NO 17** to amend the Zoning By-law, Section 1020, Noise, by deleting Section 1021, General Requirements, in its entirety, and replacing it with the language printed in the warrant for this meeting. (As shown below)

**1021 General Requirements**

**1021.1** Noise as measured at any property line of the lot shall not exceed the following intensities:

|                       |        |
|-----------------------|--------|
| 7:00 A.M. -10:00 P.M  | 60 dBA |
| 10:00 P.M. - 7:00 A.M | 50 dBA |

**1021.2** The above limitations shall not apply to:

- (a) Temporary construction activity that takes place between the hours of 7:00 A.M. and 7:00 P.M.
- (b) Snow removal operations
- (c) Parking lot vacuuming/sweeping operations or trash removal operations that take place between the hours of 7:00 A.M. and 7:00 P.M.
- (d) Noise making devices which are maintained and utilized exclusively to serve as warning devices.
- (e) Use of power tools and equipment such as lawn mowers, chain saws, tractors used for non agricultural purposes, and similar equipment for the maintenance of property.
- (f) Sounds emitted during and associated with parades, public gatherings, concerts, or sporting events, for which permits have been issued provided that said parades, public gatherings, concerts, or sporting events in Berlin do not cause noise in another city or town.

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 34 on the Annual Town meeting Warrant, to be held on May 2, 2022.

At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 34. This vote meets the 2/3's threshold with 83%

**ARTICLE 35: Voted YES 72, NO 8** (This vote meets the 2/3's threshold with 72%) to amend the Zoning By-Law, Section 340, Table of Accessory Use Regulations, by deleting the current listing for the use titled, "Home Occupation", and replacing it as printed in thee warrant for this meeting. (As shown below)

|                                   |
|-----------------------------------|
| RA MD CV C LB LI ACR              |
| Home Occupation SR SR YR YR N N N |

**Unanimously voted** to amend the motion under Article 35 to add zone ACR with "N" under.

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 35 on the Annual Town meeting Warrant, to be held on May 2, 2022.

At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 35

**ARTICLE 36: Voted YES 70, NO 7** to amend Article 11: Nonconforming Uses and Structures by deleting the current text in its entirety and replacing it as printed in the warrant for this meeting. (As shown below)

**Article 11: Nonconforming Uses and Structures  
1110 Applicability**

This Zoning By-Law shall not apply to structures or uses lawfully in existence or lawfully begun, or to a building or special permit issued before the first publication of notice of the public hearing required by G.L. c. 40A, s.5, at which this zoning by-law, or any relevant part thereof, was adopted. Such prior, lawfully existing nonconforming uses and structures may continue, provided that no modification of the use or structure is accomplished, unless authorized hereunder.

**1120 Nonconforming Uses  
in Non-Residential-Agricultural Zones**

The Board of Appeals may grant a special permit to change a nonconforming use in accordance with this section only if it determines that such change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The following types of changes to nonconforming uses may be considered by the Board of Appeals:

- (a) Change or substantial extension of the use.
- (b) Alteration to the existing structure to provide for a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent,
- (c) Change from one nonconforming use to another, less detrimental, nonconforming use.

---

**1125 Nonconforming Uses  
in the Residential-Agricultural Zone**

A nonconforming use in the Residential-Agricultural Zone may not be extended, altered, or changed.

**1130 Nonconforming Structures  
in Non-Residential-Agricultural Zones**

The Board of Appeals may grant a special permit to reconstruct, extend, alter, or change a nonconforming structure in accordance with this section only if it determines that such reconstruction, extension, alteration, or change shall not be substantially more detrimental than the existing nonconforming structure to the neighborhood. The following types of changes to nonconforming structures may be considered by the Board of Appeals:

- (a) Reconstruction, extension, or structural change to the existing structure,
- (b) Reconstruction after a catastrophe, provided that the owner shall apply for a building permit and start operations for reconstruction on said premises within twelve (12) months after such catastrophe, and provided that the building(s) as reconstructed shall be only as great in volume or area as the original nonconforming structure.

**1140 Nonconforming Single and Two-Family Residential Structures**

**1141 Allowed Changes**

Nonconforming single and two-family residential structures may be reconstructed, or structurally changed upon a determination by the Zoning Enforcement Officer that such proposed reconstruction, or change does not increase the nonconforming nature of said structure, and the issuance of a building permit where applicable.

**1142 Changes Requiring a Special Permit**

In the event that the Zoning Enforcement Officer determines that the nonconforming nature of such structure would be increased by the proposed reconstruction, extension, alteration or change, the Board of Appeals may, by special permit, allow such reconstruction, extension, alteration or change where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.

**1150 Abandonment or Non-Use**

A nonconforming use or structure which has been abandoned, or not used for a period of two (2) years, shall lose its protected status and be subject to all the provisions of this zoning by law.

**1160 Reversion to Nonconformity**

No nonconforming use shall, if changed to a conforming use, revert to a nonconforming use.

The Berlin Planning Board held a Public Hearing on April 26, 2022, to consider comments concerning Article 36 on the Annual Town meeting Warrant, to be held on May 2, 2022.

At the Planning Board meeting also held on Tuesday April 26, 2022, the Planning Board voted 4 in favor 0 opposed to Article 36

This is a 90% vote to satisfy the 2/3's vote requirement.

**ARTICLE 37: Unanimously voted** to adjourn this meeting to Monday, May 9, 2022, at 12:00 noon at the Berlin Town Offices, 23 Linden Street, lower level, at which time and place the polls will be open until 8:00 p.m. for election of town officers under Article 37 of the warrant for this meeting, and that upon the announcement of the results of the election, this meeting be dissolved.

The meeting adjourned at 9:09 p.m. One hundred twenty-two (122) registered voters took part in this session. There are 2,661 total registered voters.

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

---

## Results at the May 9th, 2022 Annual Town Election – Berlin, Mass.

### Moderator – One Year

Barry W. Eager ..... 75  
Blanks ..... 11  
Scattering ..... 0  
Total ..... 86

### Select Board member – Three Years

Christine Keefe ..... 73  
Blanks ..... 11  
Scattering ..... 2  
Total ..... 86

### Assessor – Three Years

Roger L. Bradley ..... 82  
Blanks ..... 4  
Scattering ..... 0  
Total ..... 86

### Constable – Three Years

Kevin Pond ..... 79  
Blanks ..... 7  
Scattering ..... 0  
Total ..... 86

### Assabet Valley Sch. Comm. – Four Years

Linda G. Ryan ..... 82  
Blanks ..... 4  
Scattering ..... 0  
Total ..... 86

### Trustee of Trust Funds – Three Years

Barry W. Eager ..... 75  
Blanks ..... 11  
Scattering ..... 0  
Total ..... 86

### Cemetery Commissioner – Three Years

Robert H. Guild, Jr. .... 82  
Blanks ..... 4  
Scattering ..... 0  
Total ..... 86

### Library Trustee – Three Years

Beth Christensen ..... 82  
Blanks ..... 4  
Scattering ..... 0  
Total ..... 86

### Planning Board – Five Years

Timothy H. Wheeler ..... 82  
Blanks ..... 4  
Scattering ..... 0  
Total ..... 86

### Board of Health – Three Years

Susan Reguera ..... 77  
Blanks ..... 9  
Scattering ..... 0  
Total ..... 86

2,658 Total Registered Voters



# Unofficial Results at the September 6th, 2022 State Primary - Berlin, Mass.

## Democrats:

### Governor

|                       |     |
|-----------------------|-----|
| Sonia Rosa Chang-Diaz | 77  |
| Maura Healey          | 415 |
| Scattering            | 1   |
| Blanks                | 6   |
| Total                 | 499 |

### Lieutenant Governor

|                    |     |
|--------------------|-----|
| Kimberley Driscoll | 226 |
| Tami Gouveia       | 135 |
| Eric P. Lesser     | 118 |
| Scattering         | 0   |
| Blanks             | 20  |
| Total              | 499 |

### Attorney General

|                            |     |
|----------------------------|-----|
| Andrea Joy Campbell        | 202 |
| Shannon Erika Liss-Riordan | 181 |
| Quentin Palfrey            | 100 |
| Scattering                 | 0   |
| Blanks                     | 16  |
| Total                      | 499 |

### Secretary of State

|                        |     |
|------------------------|-----|
| William Francis Galvin | 313 |
| Tanisha M. Sullivan    | 181 |
| Scattering             | 0   |
| Blanks                 | 5   |
| Total                  | 499 |

### Senator in General Court

|                  |     |
|------------------|-----|
| Robyn K. Kennedy | 360 |
| Joseph M. Petty  | 124 |
| Scattering       | 0   |
| Blanks           | 15  |
| Total            | 499 |

### Representative in General Court

|                    |     |
|--------------------|-----|
| Meghan K. Kilcoyne | 450 |
| Scattering         | 0   |
| Blanks             | 49  |
| Total              | 499 |

### Auditor

|                        |     |
|------------------------|-----|
| Christopher S. Dempsey | 162 |
| Diana DiZoglio         | 305 |
| Scattering             | 0   |
| Blanks                 | 32  |
| Total                  | 499 |

### Treasurer

|                     |     |
|---------------------|-----|
| Deborah B. Goldberg | 437 |
| Scattering          | 0   |
| Blanks              | 62  |
| Total               | 499 |

### Representative in Congress

|                      |     |
|----------------------|-----|
| Lori Loureiro Trahan | 450 |
| Scattering           | 0   |
| Blanks               | 49  |
| Total                | 499 |

### Councillor

|                |     |
|----------------|-----|
| Paul M. DePalo | 428 |
| Scattering     | 0   |
| Blanks         | 71  |
| Total          | 499 |

### District Attorney

|                      |     |
|----------------------|-----|
| Joseph D. Early, Jr. | 427 |
| Scattering           | 0   |
| Blanks               | 72  |
| Total                | 499 |

### Sheriff

|                   |     |
|-------------------|-----|
| David M. Fontaine | 419 |
| Scattering        | 0   |
| Blanks            | 80  |
| Total             | 499 |

## Republicans:

### Governor

|               |     |
|---------------|-----|
| Geoff Diehl   | 124 |
| Chris Doughty | 111 |
| Scattering    | 0   |
| Blanks        | 3   |
| Total         | 238 |

### Lieutenant Governor

|                |     |
|----------------|-----|
| Leah V. Allen  | 108 |
| Kate Campanale | 119 |
| Scattering     | 0   |
| Blanks         | 11  |
| Total          | 238 |

### Attorney General

|                       |     |
|-----------------------|-----|
| James R. McMahon, III | 197 |
| Scattering            | 0   |
| Blanks                | 41  |
| Total                 | 238 |

### Secretary of State

|                |     |
|----------------|-----|
| Rayla Campbell | 194 |
| Scattering     | 0   |
| Blanks         | 44  |
| Total          | 238 |

### Senator in General Court

|            |     |
|------------|-----|
| Scattering | 3   |
| Blanks     | 235 |
| Total      | 238 |

### Representative in General Court

|                    |     |
|--------------------|-----|
| Michael A. Vulcano | 187 |
| Scattering         | 0   |
| Blanks             | 51  |
| Total              | 238 |

### Auditor

|               |     |
|---------------|-----|
| Anthony Amore | 189 |
| Scattering    | 0   |
| Blanks        | 49  |
| Total         | 238 |

### Treasurer

|            |     |
|------------|-----|
| Scattering | 3   |
| Blanks     | 235 |
| Total      | 238 |

### Representative in Congress

|              |     |
|--------------|-----|
| Dean A. Tran | 190 |
| Scattering   | 0   |
| Blanks       | 48  |
| Total        | 238 |

### Councillor

|              |     |
|--------------|-----|
| Gary Galonek | 189 |
| Scattering   | 0   |
| Blanks       | 49  |
| Total        | 238 |

### District Attorney

|            |     |
|------------|-----|
| Scattering | 1   |
| Blanks     | 237 |
| Total      | 238 |

### Sheriff

|                      |     |
|----------------------|-----|
| Lewis G. Evangelidis | 194 |
| Scattering           | 0   |
| Blanks               | 44  |
| Total                | 238 |

# Unofficial Results at the November 8th, 2022 State Election - Berlin, Mass. (As of Nov 18, 2022)

**Per State Law:** Domestic mail-in ballots postmarked by Nov 8, 2022 but received by Nov 12, 2022 will be counted on Nov 12, 2022. Overseas mail-in ballots postmarked by Nov 8, 2022, but received by Nov 18, 2022 will be counted on Nov 18, 2022. These totals will be updated accordingly and posted on Nov 18, 2022.

Please contact the Clerk's office with any questions at 978-838-2931 or [TownClerk@TownOfBerlin.com](mailto:TownClerk@TownOfBerlin.com).

## Governor & Lt. Gov.

|                   |             |
|-------------------|-------------|
| Diehl & Allen     | 739         |
| Healey & Driscoll | 1047        |
| Reed & Everett    | 42          |
| Scattering        | 0           |
| Blanks            | 22          |
| <b>Total</b>      | <b>1850</b> |

## Attorney General

|                    |             |
|--------------------|-------------|
| Andrea Campbell    | 1032        |
| James McMahan, III | 777         |
| Scattering         | 1           |
| Blanks             | 40          |
| <b>Total</b>       | <b>1850</b> |

## Secretary of State

|                   |             |
|-------------------|-------------|
| William F. Galvin | 1127        |
| Rayla Campbell    | 638         |
| Juan Sanchez      | 57          |
| Scattering        | 0           |
| Blanks            | 28          |
| <b>Total</b>      | <b>1850</b> |

## Treasurer

|                    |             |
|--------------------|-------------|
| Deborah Goldberg   | 1162        |
| Christina Crawford | 500         |
| Scattering         | 10          |
| Blanks             | 178         |
| <b>Total</b>       | <b>1850</b> |

## Auditor

|                       |             |
|-----------------------|-------------|
| Anthony Amore         | 764         |
| Diana Dizoglio        | 885         |
| Gloria Caballero-Roca | 49          |
| Dominic Giannone, III | 27          |
| Daniel Riek           | 53          |
| Scattering            | 0           |
| Blanks                | 72          |
| <b>Total</b>          | <b>1850</b> |

## Rep. of Congress

|                      |             |
|----------------------|-------------|
| Lori Loureiro Trahan | 1072        |
| Dean A. Tran         | 734         |
| Scattering           | 2           |
| Blanks               | 42          |
| <b>Total</b>         | <b>1850</b> |

## Councillor

|                |             |
|----------------|-------------|
| Paul M. DePalo | 1055        |
| Gary Galonek   | 694         |
| Scattering     | 1           |
| Blanks         | 100         |
| <b>Total</b>   | <b>1850</b> |

## Senator in General Court

|                  |             |
|------------------|-------------|
| Robyn K. Kennedy | 939         |
| Lisa K. Mair     | 769         |
| Scattering       | 2           |
| Blanks           | 140         |
| <b>Total</b>     | <b>1850</b> |

## Rep. in General Court

|                 |             |
|-----------------|-------------|
| Meghan Kilcoyne | 1086        |
| Michael Vulcano | 695         |
| Scattering      | 2           |
| Blanks          | 67          |
| <b>Total</b>    | <b>1850</b> |

## District Attorney

|                   |             |
|-------------------|-------------|
| Joseph Early, Jr. | 1308        |
| Scattering        | 15          |
| Blanks            | 527         |
| <b>Total</b>      | <b>1850</b> |

## Sheriff

|                   |             |
|-------------------|-------------|
| Lewis Evangelidis | 965         |
| David Fontaine    | 812         |
| Scattering        | 0           |
| Blanks            | 73          |
| <b>Total</b>      | <b>1850</b> |

## Berlin Boylston Reg. Sch. Comm. Berlin

|                |             |
|----------------|-------------|
| Michael Totman | 1200        |
| Dan Sirpanski  | 190         |
| Scattering     | 13          |
| Blanks         | 447         |
| <b>Total</b>   | <b>1850</b> |

## Berlin Boylston Reg. Sch. Comm. Berlin

|               |              |
|---------------|--------------|
| Julie Lee     | 1175         |
| Robert Holmes | 1003         |
| Scattering    | 7            |
| <b>Total</b>  | <b>2178*</b> |

## Ber. Boy. Reg. Sch. Comm. - Boylston

|                     |              |
|---------------------|--------------|
| Jessica Degliaberti | 716          |
| Lori-Ann Hart       | 857          |
| Adam Wilbur         | 597          |
| <b>Total</b>        | <b>2170*</b> |

## Ber. Boy. Reg. Sch. Comm. - Boylston

|              |             |
|--------------|-------------|
| Meagan Grill | 1208        |
| Scattering   | 10          |
| Blanks       | 632         |
| <b>Total</b> | <b>1850</b> |

## Question 1: + income taxes

|       |     |
|-------|-----|
| YES   | 843 |
| NO    | 962 |
| Blank | 45  |

## Question 2: Dental

|       |      |
|-------|------|
| YES   | 1238 |
| NO    | 562  |
| Blank | 50   |

## Question 3: increase liquor licenses

|       |     |
|-------|-----|
| YES   | 823 |
| NO    | 964 |
| Blank | 63  |

## Question 4: Drivers licenses

|       |     |
|-------|-----|
| YES   | 890 |
| NO    | 908 |
| Blank | 52  |

## Question 5: NON-Binding:

|                         |     |
|-------------------------|-----|
| <b>Universal health</b> |     |
| YES                     | 958 |
| NO                      | 645 |
| Blank                   | 239 |

## Question 6: Non-Binding:

|                                 |      |
|---------------------------------|------|
| <b>Legislature transparency</b> |      |
| YES                             | 1309 |
| NO                              | 291  |
| Blank                           | 250  |

\* Now Regional and no longer Town officers

Total Registered Voters: 2761  
Total Ballots Cast: 1850  
Percent Turnout: 67%

---

# 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 2022. 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](http://www.townofberlin.com).

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

Nashoba contracts for a dog and cat rabies clinic each spring, dog licenses can be purchased at the same time, 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. **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](http://www.mass.gov/ethics), the online Conflict of Interest Law Online Training Program must be completed and a State Ethics Commission Receipt filed with the town clerk.

## FY2022 BOARD OF APPEALS APPLICATIONS:

1. Variance from side-lot setback, 272 West St., Douglas Amorim, approved
2. Special Permit, 601 Donald Lynch Blvd, Bond Civil & Utility Construction, Contractor's Yard, withdrawn
3. Site Plan, 601 Donald Lynch Blvd, Bond Civil & Utility Construction, Contractor's Yard, withdrawn
4. Special Permit, 34 Autumn Ridge Rd., Patrick T. Ryan, In-Law Apartment, approved.
5. Variance, 34 South St., School sign, denied.
6. Variance, 10 Bigelow Rd., Kathleen Kane, Parking Restrictions, withdrawn
7. Special Permit, 10 Bigelow Rd., Kathleen Kane, Cannabis growing & manufacturing facility, withdrawn
8. Site Plan, 10 Bigelow Rd., Kathleen Kane, Cannabis Manufacturing Parking Restrictions, withdrawn.
9. Special Permit, 263 West St. Mark Adams & Lyle Tucker, expand non-conforming former Flat Penny Restaurant, approved.
- 10 Application refused as submitted (incomplete). 0 Old Central St. Luiz H. Santos

All monies collected by the Town Clerk are paid to the Town Treasurer.

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/](http://www.warren.senate.gov/)

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

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

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

2439 Rayburn House Office Building,  
Washington, DC 20515  
(202) 225-3411  
<https://trahan.house.gov/>

## State Representatives

Senator Robyn K. Kennedy (D)  
First Worcester District  
  
24 Beacon Street, Rm 437  
Boston, MA 02133  
(617) 722-1544  
[robyn.kennedy@masenate.gov](mailto:robyn.kennedy@masenate.gov)

Representative Meghan Kilcoyne (D)  
12th Worcester District  
  
24 Beacon Street  
Boston, MA 02133  
(617) 722-2460  
[meghan.kilcoyne@mahouse.gov](mailto:meghan.kilcoyne@mahouse.gov)

## State Primary Election Party Tallies 9/6/2022

| Ward          | Precinct | AA | CC | D   | FF | J | L  | O | R   | T | U    | Grand Totals |
|---------------|----------|----|----|-----|----|---|----|---|-----|---|------|--------------|
| 0             | 1        | 1  | 7  | 516 | 1  | 4 | 12 | 3 | 299 | 1 | 1879 | 2723         |
| Ward 0 Totals |          | 1  | 7  | 516 | 1  | 4 | 12 | 3 | 299 | 1 | 1879 | 2723         |
| Grand Totals  |          | 1  | 7  | 516 | 1  | 4 | 12 | 3 | 299 | 1 | 1879 | 2723         |

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

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

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

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

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

## Births Recorded through 2022

| DATE         | NAME                          | PARENTS   |
|--------------|-------------------------------|---|
| January 6    | Odin Frost Humpton            | Jenna Louise Barbieri & Tyler Lyle Humpton                  |
| January 10   | Anthony Lawrence Nocella      | Katelyn Patricia (Sawyer) & Anthony David Nocella           |
| January 12   | Lucas Patrick Mullin-Montes   | Amanda M. Mullin-Montes & Elizabeth M. Mullen-Montes        |
| January 23   | Matthew Daniel Thompson       | Emily Mae (Donoghue) & Robert Steven Thompson               |
| February 2   | Phoebe Jean Schur             | Kathryn Ann (Davis) & Jacob Thomas Schur                    |
| February 28  | Macy Louise Carloni           | Lauren Judith (Stimson) & Evan James Carloni                |
| March 10     | Beckett Adam Conley           | Ashley Elizabeth (Miller) & Adam Robert Conley              |
| March 20     | Veronika Schejbalova          | Radka (Halouskova) Schejbalova & Jan Schejbal               |
| May 23       | Iris Harper Lorusso Van Toorn | Sabine Andrea (Milger) & Dante Max Lorusso Van Toorn        |
| June 2       | Knox Anthony Cometa           | Payton Ann (Curley) & Anthony James Cometa                  |
| June 4       | Rory June Braga               | Chelsea Leocadia (Blackmer) & Jason Angelo Braga            |
| June 15      | Hadlee Ann Lucht              | Caitlyn Ann (Keefe) & Jason Michael Lucht                   |
| June 30      | Allison Jean Ruch             | Patti Jean (Behen) & Joseph Robert Ruch                     |
| July 1       | Evelyn Rose McClelland        | Emily Catherine Green & Brian Patrick McClelland            |
| July 3       | Thomas Anthony Galindo        | Ines Marina (Bancila) & Kyle Anthony Galindo                |
| July 22      | Cole Michael Biello           | Lynn Marie (Therrien) & Michael Christopher Biello          |
| July 29      | Nora Grace Almeida Silva      | Heather M. (Gongre) Roman Silva & Tiago Paula Almeida Silva |
| August 15    | Yara Shirazi-Amin             | Panteha Toloueinia & Alireza Shirazi-Amin                   |
| August 30    | Declan Tzovaras Hanley        | Christina (Tzovaras) & Patrick Edward Hanley                |
| September 3  | Tristan Adrian Stauffer       | Sarah Elizabeth Hegeman Larsen & Samuel Maurice Stauffer    |
| September 3  | Jahaziel Isaac Ferraz         | Alyssa Ann (Rogers) & Washington Ferraz                     |
| September 15 | Davi Gabriel Formento         | Marinaldo (Da Silva Gabriel) & Leonardo Formento            |
| September 24 | Charlotte Lacy Tabor          | Alissa Marie Lacy & Jason Robert Tabor                      |
| October 21   | Jack Campbell Lamere          | Sara Elizabeth (Merrihew) & Randolph Hunter Lamere          |
| October 21   | Eli Liam Cohen                | Erika Brooks & Jared Daniel Cohen                           |
| October 27   | Zoey Leslie Rossini           | Alyson Cosenza & Timothy Michael Rossini                    |
| November 7   | River Noelle McGaha           | Sarah Michele (Zakrzewski) & David Ashley McGaha            |
| November 14  | Valentina Talya Gunn          | Thassia (Robetti) & Dmitri Shallan Gunn                     |
| November 19  | Connor Donald Donahue         | Kristen Elise (Santospago) & Jeffrey Robert Donahue         |
| December 3   | Rory Sloane McGuirk           | Nicolle Marie (Contois) & Everett Thomas McGuirk            |
| December 26  | Mila Enzlee Gohel             | Allyson Lee (Scheck) & Binit Bhaskar Kumar Gohel            |
| December 28  | Esther Menezes Lopes          | Laisa Menezes (Pereira) & Caio Cesail Cardoso Lopes         |

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

## Deaths Recorded through 2022

| DATE         | NAME                             | ADDRESS                             | AGE |
|--------------|----------------------------------|-------------------------------------|-----|
| January 19   | Richard D. Kessler               | 81 Peach Hill Rd.                   | 94  |
| January 21   | Arthur P. Lange Sr.              | 16 South St.                        | 98  |
| January 25   | Harlan K. Streeter Jr.           | 45 Summer Rd.                       | 85  |
| January 27   | Susan Patricia Jones             | 8 Summer Rd.                        | 71  |
| February 5   | Andre Paul Pelletier             | 248 Pleasant St.                    | 73  |
| February 24  | Margaret Janice (Hatt) Prachnick | 83 Randall Rd.                      | 84  |
| February 26  | James Thomas Fahey               | 45 Crosby Rd.                       | 58  |
| March 8      | Elizabeth Jean (Snow) Bashaw     | 135 Pleasant St., #204              | 77  |
| March 23     | Gordon Percy Holyoak             | 31 Lancaster Rd.                    | 91  |
| April 1      | Charles Allman III               | 20 Village Lane                     | 82  |
| April 8      | Elmer Melvin Wheeler             | 19 Lancaster Rd.                    | 92  |
| April 13     | David Leo McCarthy               | 36 Brook Lane                       | 92  |
| April 18     | Heather Marie (Roche) Kalpajian  | 438 Goad Cemetery Rd., Indiana      | 45  |
| May 21       | Robert T. Walsh                  | 191 Gates Pond Rd.                  | 94  |
| May 21       | David Gordon Pierce              | 143 Lyman Rd.                       | 76  |
| June 3       | Joseph B. McCaffrey              | 192 Lancaster Rd.                   | 81  |
| June 7       | Bryce Connor Berryhill           | 17 Tyler Rd., #1105                 | 28  |
| June 11      | Elsa Polewarczyk                 | 135 Pleasant St, 7-1                | 94  |
| June 16      | Louise A. (O'Brien) Porter       | 87 Derby Rd.                        | 90  |
| July 3       | Bert Amos Brine Jr.              | 63 Ball Hill Rd.                    | 94  |
| July 16      | Elizabeth Ann (Fateiger) Andrews | 135 Pleasant St., 4-1               | 87  |
| July 17      | Caleb Matthew Nunnery            | 4117 Destin Dr., Olive Br.,MS 38654 | 18  |
| July 18      | Raymond J. Hoy                   | 359 Randall Rd.                     | 84  |
| July 31      | Norman Richard Rainville         | 75 Barnes Hill Rd.                  | 87  |
| August 17    | Eugene Kevin Kraszeski           | 31 Sawyer Hill Rd.                  | 72  |
| August 22    | William R. Gardiner              | 39 Autumn Ridge Rd.                 | 86  |
| August 26    | David Neil Babcock               | 219 River Road W.                   | 63  |
| August 30    | Thomas Russell Hartland          | 135 Pleasant St., 1-5               | 60  |
| September 7  | Margaret Ann (Penfield) Cranford | 105 Lyman Rd.                       | 80  |
| September 14 | Raymond Paul Hanley              | 128 Dudley Rd.                      | 67  |
| September 22 | Flora Christina Repogle          | 243 Gates Pond Rd.                  | 73  |
| September 24 | Gerald Eric Blanchard            | 191 Lancaster Rd.                   | 49  |
| October 1    | Jane (Rubenstein) Rutman         | 62 Brook Lane                       | 73  |
| October 20   | Stephen John Sullivan            | 36 Bassett Rd.                      | 69  |
| October 27   | Robert Mark Roche                | 161 Randall Rd.                     | 67  |

| DATE        | NAME                        | ADDRESS                | AGE |
|-------------|-----------------------------|------------------------|-----|
| November 4  | Lee Richard Mungeam         | 115 Pleasant St.       | 93  |
| November 4  | Ronald L. Vavruska          | 30 Brook Lane          | 82  |
| November 9  | William Francis Lowe, Jr.   | 28 Woodward Ave.       | 92  |
| November 15 | Antonio Reis                | 32 Allen Road          | 65  |
| November 18 | Doris Spaulding Lowe        | 28 Woodward Ave.       | 90  |
| November 27 | Herbert J. Tufts            | 187 South St.          | 75  |
| December 2  | Timothy Alan Peterson       | 52 Marlboro Rd.        | 53  |
| December 4  | Gloria MacLeod Brine        | 63 Ball Hill Rd.       | 95  |
| December 4  | Suzan C. Khalil             | 27 Jones Rd.           | 71  |
| December 6  | Sandra C. (Cleveland) Tufts | 187 South St.          | 74  |
| December 13 | Jean Kelly Joyce            | 126 Peach Hill Rd., #4 | 68  |
| December 25 | Donna M. (Hartman) Wagner   | 74 Brook Lane          | 77  |

## Marriages Recorded through 2022

| DATE       | PLACE     | PARTY A & PARTY B   |
|------------|-----------|---|
| June 1     | Berlin    | Amit Mohan Damel & Xin Wang of Berlin                         |
| August 6   | Berlin    | Terence James Kelly & Guilin Wang of Berlin                   |
| August 6   | Berlin    | Kevin Michael Gebo & Clare Marie Castanzo of Lunenburg        |
| August 10  | Berlin    | Hamdullah Zamany & Nazrin Sultani of Berlin                   |
| October 9  | Sudbury   | William Caira & Marcey L. Kindl, of Berlin                    |
| October 9  | Gardner   | Benjamin Harold Matthew & Michaella Lorraine Nisbet of Berlin |
| October 22 | Uxbridge  | Derek Anthony Chaves & Maura Fernandes Silva of Berlin        |
| October 29 | Tewksbury | Samuel Garry Needle & Marilyn Boesse Shimkus of Berlin        |

---

## Select Board

The Town of Berlin bid farewell and best wishes to its first Town Administrator, **Margaret Nartowicz**, who laid a solid foundation as the Chief Administrative Officer for the Board. The Town was blessed with a stellar Town Administrator hire in **Kristen Rubin**, who previously served as Assistant Town Administrator in her hometown of Leicester, Massachusetts. Leicester's loss is Berlin's blessing. The transition was fantastic and Kristen hit the ground running.

The Board is grateful for the double duty performed by Town Accountant **June Poland** who also handled Town Administrator duties during the transition between Administrators.

The Town has received word of the retirement of key department heads. Please read with great care their final annual town reports. These individuals have given decades to public service and have provided the Town with platinum-level service.

Fire/EMS Chief and Emergency Management Director **Paul Kenneth Clark** will leave for his new full-time role of grandpa, or "Pa" as his granddaughters know him, in his hometown of Hopkinton. Chief Clark was coaxed out of retirement to serve Berlin following his (brief) 2016 retirement following a nine-year tenure as Hopkinton Fire Chief (and 43 years in total in service to the Hopkinton Fire Department having joined the force in 1973). Chief Clark has calmly led our department with dignity, grace, and wisdom. The Board is forever grateful for the several extensions Chief Clark granted the Town to provide further stability as the Town undertook a Town Administrator, and then a Fire Chief search. Chief, enjoy your well-earned retirement! You will be missed!

This February 2023, we welcomed the arrival of our new Fire/EMS Chief **Michael McQuillen** who comes to us from his prior post as Chief of the Littleton, New Hampshire Fire/EMS Department. Like Chief Clark, Chief McQuillen has extensive experience with Advanced Life Support (ALS) ambulance operations. With 29 years of fire service with full- and part-time, as well as professional and call fire departments in Londonderry and Littleton, New Hampshire, Chief McQuillen is well equipped to continue to help the Town explore when and whether to expand beyond its present Basic Life Support (BLS) level of emergency medical care. This spring Chief McQuillen is searching for a residence close to Berlin. Welcome, Chief McQuillen!

Forty-year Berlin resident **Dennis Fearebay** left the Treasurer/Collector office, having served first as an elected Treasurer, then as appointed Treasurer/Collector. Dennis has also served the Town as a member of the Administrative

Finance Team, as a Harassment Investigator, an advisor to the Insurance Advisory Committee, an Election Warden, a founding member of the Ad hoc Capital Planning Committee, a Finance Advisory Committee member, a Rescue Squad EMT, the Treasurer of the non-profit Berlin Retirement Homes, Inc., and a Transfer Station "Take It or Leave It Shed" volunteer and organizer. Dennis and his wife Lori will continue to reside in Berlin.

In February 2023, we welcomed **Paul Redmond** to serve as our second Treasurer/Collector. A resident of West Boylston, Paul comes to Berlin from Leominster where he served as City Treasurer/Collector. Paul remains a member of his hometown West Boylston Finance Committee and Capital Investment Board. Paul has also served as a full-time Treasurer/Collector in Bellingham and Boxborough, and an Assistant Treasurer/Collector in Shrewsbury. Having previously worked for more than seven years with VADAR Systems, which is the same software program the Town of Berlin employs between the Accounting and Treasurer/Collector Offices. Welcome, Paul!

Highway Superintendent & Facilities Director **Fred Cummings** was appointed in January 2022 after serving in an acting capacity for several months prior. Fred has been with the Town of Berlin since 1997. In another 2022 achievement, Fred was promoted from the position of Call Firefighter II to the rank of Call Part Time Lieutenant by Chief Clark in August.

Finally, Berlin Public Library Director **Robert Hodge** has notified the Library Trustees that he will retire this April 2023. Prior to his arrival in Berlin, Bob was a Boston law librarian for 25 years. Bob is also a super athlete, having placed third in the 1979 Marathon. Bob was enshrined in his Lowell High School and UMass Lowell Athletic Halls of Fame. Bob competed in the US Olympic trials, ran in the World Cross Country Championships, and won the Mt. Washington Road Race seven times. Since becoming Library Director in 2013, Bob often biked to and from his Clinton home and the library. Smooth running in retirement, Bob!

The Town grieved the passage of its most elder community members and holders of the ceremonial Boston Post Cane honors given to the oldest living Berlin resident of at least the prior five years. Arthur P Lange Sr. passed on January 21, 2022, at the age of 98. Richard D Kessler passed away on January 19, 2022, at the age of 94. Barbara Krackhardt, aged 96, was awarded the cane on February 7th. The Board also notes the November 9, 2022 passing of former selectman, Council on Aging member, and Berlin General Store owner William F. Lowe, 92, and the November 4, 2022, passing of former Planning Board Chairman Ronald L. Vavruska, 82.



The Board would like to thank The Berlin Lions Club, Council on Aging, First Parish Church, Berlin Library, Art & Historical Society, 19 Carter, Many Hands Thrift Shoppe, 1870 Town Hall, and countless volunteers who made possible Halloween Trick-or-Treating downtown, Christmas in Berlin and our third annual Twinkle Tour. Thank you for maintaining our small-town charm.

The Town has benefitted from the ongoing and tireless work of board and committee volunteers. On behalf of the Town of Berlin, we thank you for your devotion to public service. Please be sure to read with care their annual reports to understand their missions and projects afoot.

The Town has successfully concluded negotiations on a new 3-year contract with Berlin Police Union Local 264 of the Massachusetts Coalition of Police (MassCOP) which included retroactive pay adjustments back to the June 30, 2021 expiration of the prior contract. The Town is soon launching contract negotiations with Berlin Firefighters' Union Local 5298 of the International Association of Fire Fighters (I.A.F.F.) as the current labor agreement expires on June 30, 2023. Contracts are online at <https://www.townofberlin.com/town-administrator/pages/contracts-involving-town-berlin>.

The Town entered into a solar power purchase agreement (PPA) with Solect Energy of Hopkinton for the installment and management of a solar array at the new Highway Facility on West Street. Over the summer of 2022, the Highway Department took delivery of a new \$178,000 bucket truck, which is housed in Berlin but shared with a signed inter-municipal agreement with neighboring Clinton and with funding made possible through a Fiscal Year 2021 Community Compact Efficiency & Regionalization Grant. In September, the Fire Department was notified it had successfully procured an Assistant to Firefighters Grant (AFG) for \$229,458.57 for new hand-held radios for the Fire/EMS Department.

Following the 2021 repaving of the Town Offices parking lot, beautiful and drought-tolerant landscaping was installed in September 2022 by Gillis Landscaping. The curb appeal is beautiful, and the weeding and maintenance were greatly refreshed.

On a much larger scale, the Board supported the good work of the Conservation Commission with the November 2022 \$1.15 million purchase of the 100+ acre Lohrer Property on Lyman Road and Linden Street — now known as Horseshoe Pond lands. Kudos to the non-profit Sudbury Valley Trustees (SVT) for ironing out all of the particulars to make the dream a reality with the assistance of an \$874,268 Fiscal Year Municipal Vulnerability Preparedness (MVP) grant through the Massachusetts Executive Office of Energy and Environmental Affairs (EEA).

**The Board has voted on the following uses of the Town's \$968,458 American Rescue Plan Act (ARPA) federal COVID-19 relief allotment:**

|                  |   |
|------------------|---|
| \$30,000         | UMass Boston Gerontology studies the unique needs of Berlin's senior population |
| \$33,970         | FY23 – COA Director expansion to Social Services Director/FT                    |
| \$36,149         | FY24 – COA Director expansion to Social Services Director/FT                    |
| \$30,000         | To cover the increased cost to replace the Town Offices air handler system      |
| \$75,000         | Municipal Buildings facilities study  |
| \$25,000         | Added weatherization for new Highway Barn                                       |
| \$150,000        | Highway road work design/engineering (various jobs)                             |
| <b>\$380,119</b> | <b>Total authorized through Calendar Year 2022</b>                              |

**The Board issued licenses in Calendar Year 2022 in the quantity listed below:**

|                             |    |                           |   |
|-----------------------------|----|---------------------------|---|
| Common Victuallers          | 13 | Sunday Entertainment      | 3 |
| All Alcohol Restaurant      | 6  | Entertainment             | 3 |
| Beer & Wine – Package Store | 5  | Motor Vehicle – Class I   | 1 |
| All Alcohol – Package Store | 2  | Motor Vehicle – Class II  | 1 |
| 1-day Alcohol License       | 1  | Motor Vehicle – Class III | 1 |
| Public Amusement            | 3  | Junk Dealers              | 1 |
| Auto. Amusement Devices     | 4  |                           |   |

**The Board reports the following legal actions that have been brought against the Town and their resolution, if any, over Calendar Year 2022**

1. Todd Horstkotte v Berlin Police Department, Small Claims Notice of Claim issued January 27, 2022, at Clinton District Court for medical bills totaling \$2,705.00. Magistrate decision for the Town on April 22, 2022 (Town representation by its insurer, MIIA);
2. Trustees of the Berlin Woods I-VIII Condominium Trusts v Green Acres I-VIII Condominium Trust; Green Acres Development Group, LLC; David L. Parker, Alan K. Parker, and L. Lee Parker d/b/a/ A, D & L Realty Company; Cliffside Development LLC; and the Town of Berlin, Worcester Superior Court Summons served March 1, 2022. Plaintiff seeks declaratory judgment and/or finding of co-Defendants' unjust enrichment. to benefit of co-Defendants as Plaintiffs allege Plaintiffs unfairly pay for the maintenance of Berlin Woods Way – an ongoing matter (Town representation by Town's insurer, MIIA);

---

3. Michael J. O'Malley v Eric J. Schartner, Berlin Police Chief, Summons from Clinton District Court served May 9, 2022, Petition for Judicial Review of Suspension of License to Carry Firearms. The court entered an order reinstating the petitioner's license to carry on August 15, 2022. The matter is now closed. (Town representation by Town Labor Counsel, Valerio Dominello & Hillman, LLC).

4. Regarding so-called forever-plastics, more precisely known as PFAS (Per- and Polyfluoroalkyl Substances), the Town remains a party to multi-district litigation with representation by agreement with the law offices of Napoli Shkolnik PLLC in an action against PFAS chemical manufacturers for harm to groundwater

In Spring 2022, the Town joined in two separate multistate litigation matters regarding harmfully-deployed manufactured products: opioids and so-called "forever plastics" known as PFAFs (short for per- and poly-fluoroalkyl substances). The Town continues to work with the Riverbridge developers regarding its obligations to the Town with respect to its development and mitigation payments. The Town continues to employ Weston & Sampson as its Licensed Site Professional (LSP) regarding the administrative review of documentation for earth imported to Maplewood Farm pursuant to the Town's Settlement Agreement with the farm owners.

We are proud to announce the name of the 2022 Mabel Felton Marble Memorial Scholarship recipient. Jemella Piersol-Freedman was awarded \$2,500 to assist with tuition to attend The College of Wooster (Ohio) for Music Education. We wish her much success in her academic studies and future career. Thank you to Judith Kerr and Sylvia Marble for their gracious scholarship.

The Board accepted a gift from the non-profit Stevens Family Foundation of Marlborough for the purchase of a new Chevy Tahoe to house drone aerial vehicles to assist the Berlin Police and Fire Departments, including required drone pilot training expenses. The Board is grateful to the Stevens Family Foundation for its generous giving which will benefit public safety for the town and area communities.

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.

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 feedback. Keep those comments coming, it is through your participation that assists the Board in taking care of the town. Always feel free to email us collectively at [select-board@townofberlin.com](mailto:select-board@townofberlin.com).

It is an honor and a privilege to work with one another as your Select Board. We collectively thank you for the opportunity to serve our beloved community.

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

---

## Traffic Safety Advisory Committee

The Traffic Safety Advisory Committee completed its second year of coordinating the communication between all the public safety departments as well as concerned residents.

Our focus is on the safety of our roadways and improving signage where needed. We had a tremendous amount of community input over the last year and are on our way to solving some traffic issues. We encourage all residents to participate in our meetings.

This past year members have been working on monitoring traffic complaints with newly purchased speed signs, placing signage where needed, and reviewing future infrastructure upgrades to enhance the safety of the public whether in a car, riding a bike, or on foot.

We were able to pass at the annual town meeting our parking regulations as well as a "Jake Brake" bylaw to curb

the noise pollution on our roads caused by modified exhaust systems on large trucks. We thank the residents and the Select Board for their support in passing these.

We saw the departure of two members this past year and would like to thank Margaret Nartowicz and Fire Chief Ken Clark for their time and efforts to make Berlin a safer place.

Respectfully submitted,  
Police Chief Eric J. Schartner, *Chair*  
Anna Crane, Capital Planning Committee designee  
Highway Supt. Fred Cummings  
Fire/EMS Chief Michael McQuillen  
Mary Porter, Finance Committee designee  
Timothy H. Wheeler, Planning Board designee

# Police Department

**Chief of Police:** Eric J. Schartner

**Sergeant:** Richard Gilcrest, David A. Goulding (Acting)

**Specialists:** Community Service Sgt. David Goulding, Detective Kevin Trongone

**Full-time Patrol Officers:** Carl Corriveau, Dean Bellville, Timothy Andre, Christopher LaDou, Molly Plante, Jacob Brescia

**Part-time Patrol Officers:** Michael Barry, Thomas Welch Jr., Peter Kinnas, Kevin Colomey, Shantel Cuff, Christopher Shea, Kenneth Janda, Neil Lefebvre, Dylan Soldi

**Special Police Officers:**

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

**Animal Control Officer:**

Helen Roach

## Years of Service

|                  |            |
|------------------|------------|
| Eric Schartner   | 27 Years   |
| David Goulding   | 24 Years   |
| Richard Gilcrest | 22 Years   |
| Dean Bellville   | 9 Years    |
| Kevin Trongone   | 9 Years    |
| Tim Andre        | 8 Years    |
| Molly Plante     | 2 Years    |
| Chris LaDou      | 1.5 Years  |
| Jacob Brescia    | First Year |
| Michael Barry    | 24 Years   |
| Peter Kinnas     | 12 Years   |
| Kevin Colomey    | 9 Years    |
| Shantel Cuff     | 9 Years    |
| Kenneth Janda    | 6 Years    |
| Dylan Soldi      | 3 Years    |
| Neil Lefebvre    | 2 Years    |
| Christopher Shea | First Year |

The past year has been a busier year for the police department (an increase of 1,898 calls). With the pandemic slowly fading we have seen a substantial increase in traffic on our roads and with new traffic apps we have seen even more traffic filtering through the town from the two major routes that Berlin hosts on the east and south side of town.

In June of 2022, I submitted nine officers for their new police reform certification. I am happy to say all nine were certified by POST (Peace Officers Standards and Training). Along with those nine we also were successful at getting three part-time officers mandated training that brings their training level up to a full-time officer's standard (200 hours of training each). There are three part-time employees who have completed full-time academy training and two more part-time officers that are currently in training and will be certified before June 2024. All the full-time officers have attended additional training over the past year focusing on leadership and being a servant officer (providing them with people-centric skills that reconnect them with the community they serve).

We have started the process of fixing/replacing our radio system which has gone beyond its operable expectancy. This past November we entered a contract with Modular Communications to first replace our antennas at two sites we have in town, the cabling that attaches the antennas has some serious issues and has been compromised for some time. Once the antennas are complete, we will move forward with replacing the twenty-year-old equipment with funds provided to the Town of Berlin through a donation. We anticipate taxpayer money to be minimal in the infrastructure upgrade.

Detective Trongone continues his work doing investigations and drug enforcement, Sgt. Goulding has been busy in his new role assisting in the daily operations of the department as well as his important role as the School Resource Officer/Community Resource Officer. He has been in the school often interacting with children and staff on a weekly basis. Sgt. Gilcrest has been working in two roles as well, formerly just supervising the Detective and School Resource Officer, now also assisting with daily operations of the police department. Officer Andre is still working with CEMLEC Swat and has been active during 2022 with multiple callouts that support communities like Berlin throughout the Commonwealth when they need additional help and specialized tactics. Officers Corriveau, Bellville, Plante, and LaDou have been patrolling our roads doing traffic enforcement and proactive policing.

**The Police Department logged 13,398 calls for service in 2022. Below is a list of some of those calls:**

|                          |     |                            |      |
|--------------------------|-----|----------------------------|------|
| 911 Hang-up              | 68  | Motor Vehicle Stop         | 1131 |
| Abandoned Motor Vehicle  | 8   | Alarm Residential          | 32   |
| Accident Personal Injury | 66  | Larceny                    | 54   |
| Accident Property Damage | 66  | Harassment /Threats        | 9    |
| Animal Calls             | 94  | Criminal Complaints/Arrest | 100  |
| Assault                  | 0   | Property Damage            | 14   |
| Accident Hit and Run     | 19  | Trespass Order             | 6    |
| Breaking and Entering    | 3   | Unwanted Party             | 13   |
| Domestic                 | 10  | Radar Patrol               | 766  |
| Citation Speeding        | 642 | Stolen MV                  | 4    |
| Disabled Motor Vehicle   | 152 | Warrants Served            | 3    |
| Disturbance              | 55  | Well-Being Check           | 74   |
| Fireworks                | 1   | Neighbor Complaint         | 29   |
| Runaway                  | 0   | Commercial Alarm           | 84   |
| Missing Person           | 3   | Traffic Citation           | 642  |

## Traffic

|                                 | 2020 | 2021 | 2022 |
|---------------------------------|------|------|------|
| Total number of Traffic Crashes | 128  | 185  | 194  |
| Fatal Accidents                 | 0    | 0    | 0    |
| Personal Injury Crash           | 32   | 80   | 66   |
| Property Damage Crash           | 96   | 105  | 66   |

2022 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 are encouraged to attend the Traffic Safety Advisory Committee for any concerns or suggestions. Our officers spend a lot of time with traffic enforcement, this past year conducting 766 radar operations and issuing 642 citations and 347 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.

|         |    |        |    |         |   |
|---------|----|--------|----|---------|---|
| Bobcat  | 1  | Dog    | 50 | Rabbit  | 1 |
| Bull    | 3  | Donkey | 2  | Raccoon | 1 |
| Cat     | 8  | Goat   | 3  | Sheep   | 1 |
| Chicken | 1  | Hawk   | 1  | Swan    | 1 |
| Cow     | 10 | Horses | 2  | Turtle  | 2 |
| Coyote  | 2  | Owl    | 2  |         |   |
| Deer    | 2  | Possum | 1  |         |   |

Berlin continues to be a place where the community and Police Department work together and will continue to work together to make Berlin the safest place to live and work. We thank you for your support, your cooperation and look forward to a great 2022 withing our town. .

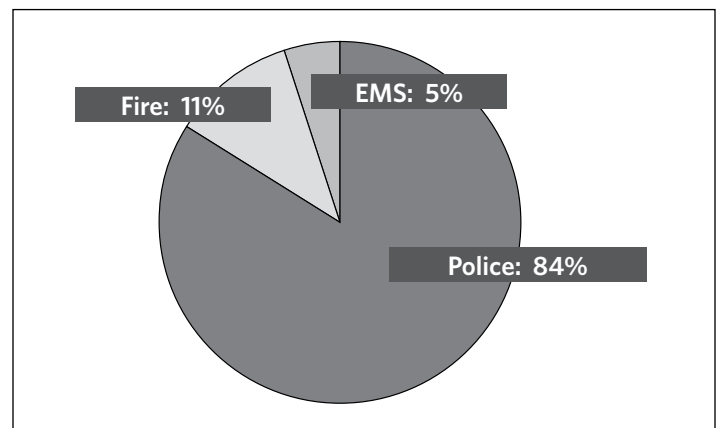
Respectfully Submitted,  
Eric J. Schartner, *Chief of Police*

## The Nashoba Valley Regional Dispatch District

The Nashoba Valley Regional Dispatch District (NVRDD) is a Regional Emergency Communications Center located in Devens, MA. NVRDD serves as the 9-1-1 public safety answering point and dispatch center for Police, Fire and EMS for the communities of Berlin, Bolton, Devens, Harvard, Lancaster and Lunenburg. NVRDD was one of the first Regional Emergency Communications Centers in the State of Massachusetts, opening its doors on June 18, 2013. NVRDD serves a total population of just over 35,000 residents and thousands more visitors to the orchards, farms, businesses, and attractions within its six communities. In 2022, NVRDD handled 33,500 phone calls coming in on 911 and business lines. NVRDD also coordinated the response to over 89,900 calls for service. NVRDD’s staff are highly skilled in call-handling and dispatching, and are all able to perform both functions simultaneously. 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.

In 2022 NVRDD processed a total of 89,900 calls for service (CFS). Of these calls for service, 13,498 were for the Town of Berlin. These calls for service average out to 1,125 CFS per month in the Town of Berlin and 37 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 on a daily basis.

**Town of Berlin Calls for Service 2022**



In 2022 NVRDD Telecommunicators answered 10,989 9-1-1 Calls. This total averages out to 916 emergency 9-1-1 calls per month and approximately 30 emergency 911 calls per day. 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 and they rate at an average 94% adherence to the call taking protocols.

NVRDD Telecommunicators average 32 hours of training per year. In 2022 NVRDD welcomed several new members to the team: three dispatchers, an administrative coordinator, a treasurer, and an accountant. NVRDD is approved for a total of 15 Full-Time Employees, and 3 Part-Time Employees. Currently NVRDD has 14 of the 15 Full-Time Positions filled, and all 3 Part-Time Positions filled. NVRDD is projected to be fully staffed by the beginning of FY24.

---

# Town Administrator

I want to thank the Select Board, departments, boards, and committees for the warm welcome I received upon my arrival in September. I am honored to serve as Berlin's second Town Administrator and I have greatly enjoyed getting to know this very special community.

I would also like to thank June Poland, who served not only as Town Accountant but also as Acting Town Administrator until September. June worked tirelessly to keep the town running and her institutional knowledge and experience are simply invaluable. I am continually impressed by her work ethic and commitment to ensuring the Town remains fiscally responsible.

June accepted the Acting role following the retirement of Berlin's very first Town Administrator, Margaret Nartowicz. I am truly grateful for Margaret's leadership, dedication to the residents of Berlin, and the steady path forward she has set forth for the town. Margaret's assistance during my transition has been vital to my success. She is greatly missed by residents and colleagues alike.

The Town faced two other significant leadership changes at the end of 2022 with the retirements of Treasurer/Collector Dennis Fearbay and Fire Chief Ken Clark. Dennis retired following more than 20 years of Town employment, serving first as the elected, then appointed Treasurer, and then also as appointed Collector. Over those two decades, Dennis was a key member of the town's Administrative Finance Team. Dennis' leadership and experience were instrumental in ensuring the Town's financial stability and Berlin's financial position was strengthened under his leadership. Fire Chief Ken Clark came out of retirement to serve the residents of Berlin and extended his contract several times. Chief Clark helped guide the department into the future with his calm demeanor and a steady hand. I greatly enjoyed my brief tenure working with Dennis and Chief Clark and I am appreciative of the smooth transition they provided to their successors Paul Redmond and Chief Michael McQuillen.

## Human Resources/Benefits

Town Administration has worked closely with the Personnel Committee over the past year to make quality hires for the Town. Consulting firm Municipal Resources Incorporated (MRI) assisted with executive recruitments for the Town Administrator and the Fire Chief. The Personnel Committee also continued work on the Employee Policy Manual slated for completion in early 2023.

In May 2022, Town Meeting approved the creation of an account that can be used to fund future retiree health benefits (also known as OPEB, or, "other post-employment benefits"). Berlin is one of a small number of cities and towns in Massachusetts that do not offer health benefits

to its retirees. The Insurance Advisory Committee (IAC) is working to develop a retiree health insurance policy and funding plan to present to the Select Board in 2023.

## Town Administrator Employee Appointments

|                           |   |
|---------------------------|---|
| Adema, Maureen . . . .    | Administrative Assessor PT (6/13/2022); and CPA Administrator PT (8/1/2022) |
| Bradley, Thomas . . . .   | Highway Heavy Equip Op/Driver/ Mech/Laborer FT (7/6/2022)                   |
| Brescia, Jacob . . . . .  | Patrol Officer FT (10/17/2022)  |
| Cabral, Brendon. . . . .  | Highway/Facility Custodian/Driver/ Laborer FT (4/11/2022)                   |
| Goulding, David . . . . . | Police Sergeant promotion FT (7/9/2022)                                     |
| LaDou, Christopher . .    | Patrol Officer FT (3/21/2022)   |
| Lapan, Mark . . . . .     | Highway Seasonal Snow Plow Operator PT (1/29/2022)                          |
| McQuillen, Michael . .    | Fire/EMS Chief FT (appt. 12/27/2022; eff. 2/1/2023)                         |
| O'Clair, Christopher . .  | Highway Driver/Laborer FT (2/13/2023)                                       |
| Pitard, Trent . . . . .   | Highway Seasonal Landscaper PT (6/27/2022)                                  |
| Redmond, Paul. . . . .    | Treasurer/Collector FT (apt. 12/19/2022; eff. 2/3/2023)                     |
| Roy, Jack . . . . .       | Highway Seasonal Landscaper PT (7/5/2022)                                   |
| Shea, Christopher . . .   | Patrol Officer PT (10/3/2022)   |

## Finance

The Select Board, based on data from the Board of Assessors, set the Fiscal Year 2023 (July 1, 2022, through June 30, 2023) tax rates as follows:

- \$13.84/thousand for residential and open space properties
- \$23.49/thousand for commercial and industrial properties
- \$23.34/thousand on personal property

Berlin set an FY23 budget of \$14,728,485 with \$13,158,300 in revenues raised through taxation and the balance of \$1,570,185 coming from other small revenue sources including local receipts and State aid. Berlin continues to use less than the maximum allowed amount of taxation to fund its annual operating budget.

---

FY23 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 the bylaw, and by the Community Preservation Act (CPA) Committee for projects seeking CPA funding.

For the FY24 Budget Process, departments were directed to submit budgets reflecting a maximum expense increase of 2.5% with appropriate justification, except in instances where additional funding was required due to fixed, non-discretionary costs. The Personnel Committee likewise approved a 2.5% cost of living adjustment (COLA) for non-union employees for the coming fiscal year.

The Town continues to allocate and expend its \$968,458 in one-time COVID funding received through the American Rescue Plan Act (ARPA) under which funds are allocated directly from the US Treasury through the State and Local Fiscal Recovery Fund (SLFRF). The Board has voted on the following uses of the ARPA funds:

- \$93,005 for a part time Social Services Director for (3) years
- \$30,000 for a Berlin Community Needs Survey
- \$30,000 towards the cost of the air handling system for the Town Offices
- \$25,000 for weatherization at the Highway Garage
- \$150,000 for design/engineering work for various Highway Dept road projects
- \$75,000 for a Municipal Buildings facilities study
- \$30,000 towards the cost of the Recreation Court Reconstruction project
- \$1,500 to the Recreation Committee to start a summer camp program

While those projects are getting underway, as of March 2023, the sum of \$47,529.57 in ARPA funds has been spent (\$24,405.73 in Fiscal Year 2022 and \$23,123.84 in Fiscal Year 2023) on expenses and payroll for social services.

### **Procurement, Contracts, Agreements, and other projects**

- In January 2022, the Town paid \$19,960 for the procurement of services to replace the sill at the Bullard House. The Town also entered into a \$21,400 agreement with the Central Massachusetts Regional Planning Commission to provide ongoing support and services for proactive housing planning activities and development of its Housing Production Plan, Housing Element Updates, and Housing Strategies Workshops

- In February 2022, the Town contracted with consultants Municipal Resources, Incorporated for a \$16,495 study, subsequently delivered to the Town in June 2022, which analyzed the potential for providing Advanced Life Support (ALS) services through the Berlin Fire/EMS Department. The Town also received a supplement to the Bullard Housing Building Survey conducted by Squaw Hollow Restoration for \$2,500.
- In March 2022, work was completed for the \$1,750 installation of replacement stairs to the basement of the Bullard House.
- In April 2022, the Town entered into a \$9,000 contract with MRI for executive recruiting services for the Town Administrator search. The Police Department also took custody of its \$52,579 new 2021 Ford pickup hybrid cruiser.
- In May 2022, mold was identified in the Legion Hall on Lincoln Street which has closed the building for further public use during remediation.
- In May 2022, the Town entered into a \$6,000 agreement with the Central Massachusetts Regional Planning Commission to gather/compile/analyze data related to the Village Center Strategic Plan to improve the lives of those who live, work and play in Berlin and with an eye toward creating a holistic vision for the future of the Town Center.
- In May 2022, the Highway Dept. applied for a \$44,090 Chapter 90 State Aid grant for the preliminary design of a pedestrian bridge, widening of the existing bridge, and construction of ADA-compliant sidewalks in support of the Riverbridge development. Finally, the Select Board authorized the \$1,250 replacement of the Bullard House threshold.
- In June 2022, the Town entered into a \$30,000 professional services agreement with the University of Massachusetts Boston Gerontology Institute Center for Social & Demographic Research on Aging for a 10-month Berlin Community Needs Assessment in Berlin. Results will be available in Spring 2023.
- In July 2022, the Town was awarded a Massachusetts Department of Transportation (MassDOT) Municipal Small Bridge Program grant for Fiscal year 2023 to for the bridge on South Street over North Brook.
- In August 2022, the Highway Department took custody of its \$178,000 new 2023 Freightliner bucket truck, and the Town entered into an inter-municipal agreement with the Town of Clinton to share the truck's use and costs. The truck's purchase was made possible thanks to an FY21 Community Compact Efficiency & Regionalization Grant.

- In August 2022 (\$2,904.94), and again in September 2022 (\$3,052.95), the Town received settlement payments for Years 1 & 2, respectively, as part of the collective National Opioid Settlement Fund for harm done due to overprescription of opioids.
- In September 2022, contracted \$12,995 for executive recruiting services for the Fire/EMS Chief search. The Town awarded its Public Buildings FY23 fuel oil procurement to Northborough Oil Co. The Fire Department was notified of the awarding of \$229,458.57 for the purchase of portable radios through the FY2021 Assistance to Firefighters Grants administered by the Federal Emergency Management Agency (FEMA). The Highway Department took title to the new \$79,237 New 2022 Bandit Brush Chipper. The Town used funds remaining from the Town Offices paving project to landscape around the parking lot.
- In October 2022, the Fire Department took custody of a \$60,000 new 2022 Chevy Tahoe to replace the 2016 Ford Expedition Fire Chief's car. The Town signed a Letter of Intent (LOI) to enter into a Power Purchasing Agreement (PPA) with Solect Energy of Hopkinton to design and operate a roof-mounted solar array atop the Highway Facility on West Street.
- In November 2022, the Town contracted with Modular Communications to replace public safety antennas at two sites using \$39,803 in Riverbridge public safety mitigation funding; the Select Board voted to accept a gift from the Stevens Family Foundation for a \$64,842 Police Department 2023 Chevy Tahoe to transport and store drones to be used in public safety situations along with financing to train and license police and fire officials on proper aircraft use; and the Fire Department for \$9,000 via online auction it's 1996 Pierce Saber Engine truck. The Select Board allocated an additional \$30,000 in ARPA funding to the air handler unit replacement project for the Town Offices and the unit was ordered. Due to supply chain delays, it will be installed in early summer 2023.
- In November 2022, the Town closed on its \$1.2 million purchase of the "Lohrer" property acquisition of 100+ acres for Conservation/Open Space purposes at Lyman Road and Linden Street (now known as "Horseshoe Pond").
- In November 2022, the Town received an \$11,629.78 settlement payment from opioid manufacturer Johnson & Johnson (now a subsidiary of Janssen Pharmaceuticals) as part of the Town's membership in the National Opioid Distributor Settlement.
- In November 2022, the contract with Berlin Police Union Local 264 was ratified and accepted by the Select Board for the term of July 1, 2021, thru June 30, 2024.

- In December 2022, the Town was awarded an \$8,000 Americans with Disabilities (ADA) to improve accessibility at town buildings.
- In February 2023, the Town received a Wellness grant from its insurance company, MIIA, for the installation of a fresh food vending machine on the 2nd floor of the Town Offices which is available for public use and provides healthier snacks and meals options.

### **Policies and Procedures**

Updated/amended policies and procedures over the past year include:

- Berlin Annual Town Reports Policy & Procedure (1/3/2022)
- Berlin Boston Post Cane Award Rules (1/31/2022)
- Buy Recycled Policy (5/16/2022)
- Police Dept. Drone Policy (10/17/2022)
- Berlin Mailbox Policy (11/28/2022)

### **Upcoming Projects**

- Town Offices HD and Hybrid Meeting Room Upgrades
- Recreation Committee replacement of South Street Tennis and Basketball Courts
- Roof replacement at the Town Offices and Old Fire House
- Replacement of Fire/EMS Ambulance 6A
- Public Buildings Facilities Study
- Highway Road Engineering
- Public Safety Radio System Upgrade Project
- Berlin Memorial School Lease
- Negotiations with the Berlin Firefighters Union

Town Administrator reports are available online: <https://www.townofberlin.com/town-administrator/pages/town-administrator-reports>. I encourage residents to review these brief reports so you can stay up to date on important matters impacting Berlin.

As always, my door is open and I am reachable by phone and email. Please do not hesitate to stop by or contact me at [townadmin@townofberlin.com](mailto:townadmin@townofberlin.com). I want to hear about what is important to you.

In conclusion, I am thankful for the ongoing support of the Select Board, boards and committees, department heads, my assistant Mary Arata, and all employees for their commitment and dedication to the Town.

Respectfully submitted,  
Kristen L. Rubin, *Town Administrator*

---

## Fire / EMS Department

To the Honorable Select Board and the citizens of Berlin. It is with great pleasure that I submit my fourth and final town report to you as the Fire Chief of the Berlin Fire & EMS Department and Emergency Management Director for the Town of Berlin. I will certainly miss protecting and serving your community and its citizens.

### Incident Responses

We again had a very active year within our community and while assisting our neighboring mutual aid municipalities. The calendar year 2022 incident response data is included in this report for your review. The Berlin Fire & EMS Department responded to 737 emergency responses in calendar year 2022, a slight decrease from 2021. The frequency of multiple responses at the same time continues to develop as an operational challenge to our response model. Also, the number and severity of the responses to Route 495 remains a constant operational concern.

### Personnel

We always need to remember a Fire & EMS Department is only as good as the personnel who staff it. First and foremost, I can't congratulate my personnel enough on the professionalism and dedication to duty shown during the previous years in response to the COVID-19 pandemic. They have protected the community day in and day out and protected themselves during many positive COVID related incident responses. I am very proud of the high level of competence and dedication that they have exhibited during this continuing period of daily operational and occupational health challenges.

In a small combination department like yours, our career personnel also shoulder multiple operational and administrative roles in between the medical and fire responses. Upon his retirement in June after almost forty years of service to the Town of Berlin we wish Fire Marshal David Lichwell good health and happiness in the next chapter of his life. Due to this retirement a department restructuring was conducted and LT/EMT Jon Paulino assumed the function as the Fire Prevention Officer. This position is tasked with the daily operational scheduling and the Fire Prevention function within the community. Firefighter/EMT-A Michael Wheeler resigned to take a regional dispatch position in the north country of New Hampshire. We wish Mike and his family good health and happiness in their new surroundings. In May of 2022, after a personnel search and interview process, FF/EMT Kyle Lichwell was hired as a career Firefighter/EMT and has rapidly become a key member of our career team. FF/EMT Peter Fortin was hired in an interim capacity in November. Peter brings a strong work ethic and enthusiasm to our career team. It was with great personal pleasure to promote three Call Part Time Lieutenant's from within the Department; 6L-1; Kevin Colomey, 6L-2; Fred Cummings and 6L-3; Jeremy O'Connell.

Due to retirement and career changes, I would like to thank and honor the following individuals for their service and commitment to the Fire & EMS Department and your community; Call Captain/EMT Jim Concannon and Firefighter Brendan Gilchrist for many years of service to the community. The Public Safety Administrative Assistant Abigail "Abby" Vianna has readily 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 291 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 over six minutes the time between report receipt and patient contact. The Per-Diem model is challenged to identify qualified personnel to fill the shifts. Four of our original Per-Diem staff personnel have been hired as career firefighter in other communities. This is a testament to the quality of the personnel in the Per-Diem program.

### 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/EMT Michelle Deveau has assisted five local families to insure the 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 2022. 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 Prevention Office in 2022 conducted 718 inspections and issued 304 permits. A detailed report regarding the Fire Prevention officer's 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 LT/Fire Prevention Officer Jon Paulino 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 from the MA. Department of Fire Services Fiscal Year 2023 Firefighter Safety Equipment grant in the amount of \$7,169.28. This grant award will provide needed equipment not available in our budget including; two batteries for each of the current four thermal imaging camera's; a battery powered ventilation saw; personal flashlights for each of our personnel; hoods and gloves and an additional accountability board for the officer's vehicle, 6 Car 3. We applied for and received a FEMA Assistance to Firefighters Grant (AFG) in the amount of \$229,458.57. This is a national competitive grant process awarded to only 23% of the public safety agency applicants. Our grant was utilized to replace aging portable radios. This grant award allows our personnel communications interoperability with all of our fire mutual aid communities on one radio. We applied for and received a Massachusetts Emergency Management Agency (MEMA) Emergency Management Preparedness Grants (EMPG) awards totaling \$2,700.00. This funding will be utilized to enhance the road closure cones and barricades inventory along with reimbursement for the communities CodeRed Emergency Notification system.

## Public Safety Radio Communications System

The importance of a functional and reliable public safety radio communications system is directly related each and every day to the operational safety of your public safety personnel. The current public safety radio communications equipment is aging and in need of upgrading and replacement. The public safety radio communications system is made up of three major components; portable and mobile radios; repeaters, antennas along with related equipment; and the ability to connect the two current repeater sites, Taylor Road and Coburn Road, with the Nashoba Valley Regional Dispatch District (NVRDD). The upgrade has started and we are waiting arrival of the two new antennas and related equipment. The repeater and related equipment replacement phase should follow closely behind the arrival and installation of the antennas. The third phase is currently copper RTNA lines which are no longer maintained by Verizon and their operational viability and dependability is compromised. Newer technology will need to be identified to replace this aging and unreliable component. The portable radio replacements are being accomplished through grants and the mobile radios are currently being addressed as new vehicles are purchased.

## Berlin Fire & EMS Department Roster of Personnel

| FIRE                                 | Years of Service |
|--------------------------------------|------------------|
| Fire Chief / EMD P. Kenneth Clark #* | 3                |
| Deputy Chief Jamie Desautels **      | 7                |
| Lieutenant Jonathan Paulino #**      | 9                |
| Captain Anthony Alessi **            | 16               |
| FF Kyle Lichwell # **                | 9                |
| FF Peter Fortin **+                  | 8                |
|                                      |                  |
| Lieutenant Kevin Colomey **          | 14               |
| Lieutenant Fred Cummings*            | 27               |
| Lieutenant Jeremy O'Connell***       | 12               |
|                                      |                  |
| FF Frank Brewer *                    | 40               |
| FF James Spinney**                   | 33               |
| FF Jeff Cummings*                    | 27               |
| FF Wesley Durant **                  | 19               |
| EMT Ben Matthew                      | 13               |
| FF Chris Melone **                   | 10               |
| FF Michelle Deveau **                | 8                |
| FF Peter Demers *                    | 5                |
| FF Andrew Theve **                   | 4                |
| FF Jonathan Gallardo **              | 4                |
| FF Francis Harrington *              | 4                |
| FF Thomas Deptula **                 | 4                |
| FF Jazmin Murillo **                 | 4                |
| FF Kevin Benoit *                    | 4                |
| FF Andrew Maurice **                 | 4                |
| FF Melanie Dadah***                  | 2                |
| FF Richard Baker **                  | 1                |
| <b>Total</b>                         | <b>291</b>       |

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

## 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 new 3,000-gallon Tender/Pumper Truck was placed into service in the fall of 2021 and has already proven itself at multiple local and mutual aid structure fires. This piece of apparatus will meet the operational demands in the Town of Berlin for many years.

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 had the opportunity to serve as your Fire Chief and Emergency Management Director.

## Calendar Year 2022

| Situation Type                                      | # of Incidents | %    |
|---|----------------|------|
| 111 Building fire                                   | 5              | 0.7  |
| 113 Cooking fires, confined to container            | 2              | 0.3  |
| 114 Chimney or flue fire, confined to chimney       | 1              | 0.1  |
| 116 Fuel burner/boiler malfunction, fire confined   | 2              | 0.3  |
| 118 Trash or rubbish fire, contained                | 1              | 0.1  |
| 130 Mobile property (vehicle) fire                  | 1              | 0.1  |
| 140 Natural vegetation fire, other                  | 13             | 1.8  |
| 141 Forest, woods or wildland fire                  | 1              | 0.1  |
| 142 Brush, or brush and grass mixture fire          | 3              | 0.4  |
| 143 Grass Fire                                      | 1              | 0.1  |
| 150 Outside rubbish, trash or waste fire            | 1              | 0.1  |
| 151 Dumpster or other outside trash receptacle fire | 1              | 0.1  |
| 172 Cultivated orchard or vineyard fire             | 1              | 0.1  |
| 251 Excessive heat, scorch burns with no ignition   | 1              | 0.1  |
| 311 Medical assist, assist EMS crew                 | 2              | 0.3  |
| 320 Emergency medical service incident, other       | 7              | 0.9  |
| 321 EMS call, excluding vehicle accident            | 374            | 50.7 |
| 322 Motor vehicle accident with injuries            | 59             | 8.0  |
| 324 Motor vehicle accident with no injuries         | 17             | 2.3  |
| 350 Extrication of victim(s), from vehicle          | 1              | 0.1  |
| 355 Removal of victim(s) from stalled elevator      | 1              | 0.1  |
| 400 Hazardous condition                             | 1              | 0.1  |
| 410 Combustible/flammable gas/liquid, other         | 2              | 0.3  |
| 411 Gasoline or other flammable liquid spill        | 2              | 0.3  |
| 412 Gas leak (natural gas or LPG)                   | 2              | 0.3  |
| 413 Oil or other combustible gas spill              | 2              | 0.2  |
| 440 Electrical wiring/equipment problem, other      | 1              | 0.1  |
| 442 Overheated motor                                | 1              | 0.1  |
| 444 Power line down                                 | 4              | 0.5  |
| 463 Vehicle accident, general cleanup               | 1              | 0.1  |
| 500 Service Call, other                             | 5              | 0.7  |
| 511 Lock-out  | 3              | 0.4  |
| 520 Water problem, other                            | 3              | 0.4  |
| 522 Water or steam leak                             | 2              | 0.3  |
| 531 Smoke or odor removal                           | 1              | 0.1  |
| 550 Public service assistance, other                | 11             | 1.5  |
| 551 Assist police or other governmental agency      | 21             | 2.8  |
| 553 Public service                                  | 4              | 0.5  |
| 5531 Officer call, public service                   | 1              | 0.1  |
| 554 Assist invalid                                  | 1              | 0.1  |
| 561 Unauthorized burning                            | 3              | 0.4  |
| 571 Cover assignment, standby, move up              | 2              | 0.3  |
| 600 Good intent call, other                         | 7              | 0.9  |
| 6001 Officer call, good intent, other               | 1              | 0.1  |

| Situation Type   | # of Incidents | %            |
|--|----------------|--------------|
| 611 Dispatched & canceled enroute                            | 15             | 2.0          |
| 622 No incident found on arrival at dispatch                 | 2              | 0.3          |
| 641 Vicinity alarm (incident in another location)            | 1              | 0.1          |
| 650 Steam, other gas mistaken for smoke, other               | 1              | 0.1          |
| 651 Smoke scare, odor of smoke                               | 7              | 0.9          |
| 661 EMS Call, party transported by a non-fire agency         | 1              | 0.1          |
| 700 False alarm or false call, other                         | 2              | 0.3          |
| 730 System malfunction, other                                | 6              | 0.8          |
| 731 Sprinkler activation due to malfunction                  | 1              | 0.1          |
| 732 Extinguishing system activation, due to a malfunction    | 1              | 0.1          |
| 733 Smoke detector activation due to malfunction             | 13             | 1.8          |
| 734 Heat detector activation due to malfunction              | 2              | 0.3          |
| 735 Alarm system sounded due to malfunction                  | 16             | 2.2          |
| 7351 Officer call, alarm system sounded due to a malfunction | 1              | 0.1          |
| 736 CO detector activation due to a malfunction              | 5              | 0.7          |
| 740 Unintentional transmission of alarm, other               | 7              | 0.9          |
| 741 Sprinkler system activation, no fire – unintentional     | 1              | 0.1          |
| 743 Smoke detector activation, no fire – unintentional       | 19             | 2.6          |
| 744 Detector activation, no fire – unintentional             | 6              | 0.8          |
| 745 Alarm system activation, no fire – unintentional         | 49             | 6.6          |
| 746 Carbon monoxide detector activation, no CO present       | 3              | 0.4          |
| 900 Special type of incident, other                          | 1              | 0.1          |
| 911 Citizen complaint  | 1              | 0.1          |
| <b>Total for all incidents</b>                               | <b>737</b>     | <b>100.0</b> |

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

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

*On November 18, 2022, five members of the Berlin Fire & EMS Department were awarded a Unit Citation for Meritorious Conduct at the Massachusetts Firefighter of the Year awards. Captain Anthony Alessi, Lieutenant Jonathan Paulino, Firefighter Frank Brewer, Firefighter/EMT Michelle Deveau, and Firefighter/EMT Wesley “Chip” Durant III received this award for their actions when responding to a motor vehicle crash on Interstate 495 in Bolton on June 8, 2022.*

# Fire Prevention / Inspectional Services

It is with great pleasure that I submit to you the yearly report from the Office of Fire Prevention for the Berlin Fire and EMS Department. This year the Office of Fire Prevention underwent a transition with the retirement of Fire Marshal Dave Lichwell in July of 2022. Marshal Lichwell had close to 37 years of committed service to the Town and citizens of Berlin. Marshal Lichwell's organization and attention to detail made my transition to this role very smoothly and I thank him for that. I want to wish Dave a very happy and healthy retirement.

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. Other 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 sub-divisions. We also review future proposed projects so the developer can include what would be required if the project would be approved. Some of our other duties this department performs the issuing 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 also approve part of all Building, Electrical, Gas, Plumbing and HVAC permits which are all connected to other town departments through a shared software, Viewpoint, to help streamline the towns on-line permitting process.

This year was busy yet again with new and ongoing projects at different phases. Work continues to be done at the Capes of Berlin on South Street as well as the Highland Ridge Development off of Highland Street. The Capes of Berlin sub-division has continued to make progress towards the completion of the project. Many if not all houses are now occupied. The Highland Ridge Development is nearing completion of erecting new structures. Inspections have been conducted almost on a weekly basis and most, if not, all units, have become occupied. Highland Commons had 3 new tenants move onto the property. This included Jersey Mike's, LL Bean as well as Hudson Orthopedic which is still under construction. Work also continues to be done at 100 River Road West (Spooky World). This multi-phase project is still in the early stages and will be ongoing for some time. We have a few individual new homes under construction as well as normal renovations of all kinds all over town.

| PERMITS & INSPECTIONS                                 |            |
|---|------------|
| 26f Smoke Detectors and 26f1/2 Carbon Monoxide Alarms | 123        |
| Blasting  | 1          |
| Miscellaneous Permits                                 | 4          |
| Suppression System Install (Gas/Ansul)                | 1          |
| Fire Alarm Installation Commercial                    | 2          |
| Fire Alarm Install / Review/ Final Inspection         | 1          |
| Flammable/ Combustible Storage                        | 2          |
| Storage Tanks   | 5          |
| Liquefied Petroleum Storage                           | 66         |
| Oil Burner New Install                                | 2          |
| Oil Burner Alterations                                | 3          |
| Plan Review Commercial                                | 3          |
| Plan Review Residential                               | 19         |
| Gas Fired Space Heaters                               | 1          |
| Sprinkler Install/ Plan Review                        | 3          |
| Sprinkler Install Commercial                          | 2          |
| Sprinkler Shut Down/ Repair                           | 1          |
| Oil Tank Install                                      | 7          |
| Oil Tank Removal                                      | 8          |
| Storage Tank Install/ Removal (Above / Below Ground)  | 1          |
| Certificate of Occupancy Commercial                   | 7          |
| Welding/ Cutting (Hot Works)                          | 2          |
| Dumpster Storage                                      | 40         |
| <b>Permits Issued</b>                                 | <b>304</b> |
| <b>Inspections</b>                                    | <b>718</b> |

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.

As always, we strive to continue providing the best service to our community. This is all made possible by the continued support of our citizens as well as businesses.

Respectfully submitted,  
Lieutenant/ Fire Prevention Officer Jon Paulino  
*Berlin Fire and EMS Department*

---

## Highway and Facilities

The 2022 New Year started out yet again very eventful in terms of snow events. We experienced 9 just in the month of January with one being a semi-significant ice storm that lasted for 10.5 hours on the 4th. Our 2021-2022 winter season came to end with the last storm from March 28 - 30th leaving behind 17". In total there were over 31 snow/ice-related events. One thing we tried new this year was doing the snow removal overnight throughout the center of town due to the ever-increasing traffic during the day. Starting at midnight, we were able to get it all picked up before the morning rush.

March was a very busy month for us as well. The crew got certified through Cranes 101 for bucket truck operation and safety in preparation for receiving our shared truck which arrived in August. Our Chapter 90 state-funded projects got planned and submitted early in the month all of which received state approval. Unfortunately, we were not able to get any of these done due to uncontrollable circumstances.

We had been working with our engineering firm VHB on the South Street bridge replacement. A \$100,000 grant was applied for through the state's small bridge program for design and engineering. We were notified on July 13th that the town was awarded the full amount sought. If things stay on track, it's anticipated to be under construction in the fall of 2023.

Potholes became an incredible issue because of the freezing and thawing. Our neighbors at the Boylston Highway Department were gracious to lend us their patch box so we could get two crews out for a solid 3 days to get caught up.

Unexpectedly, one of our young employees left us within his first year to further his career as an equipment operator. Early on in April, we started advertising for the combined Custodian / Truck Driver Laborer position. We had several good candidates with one standing out. Brendan Cabral was hired to work 20 hours doing custodial work between the 1870 Town Hall and the Library and also 20 hours with our department.

We continue to utilize 2 regular residents in the Senior / Veteran program which has proven very helpful. One participant undertook a major mechanical job replacing parts on the street sweeper and also helping out with a brake job on a pick-up truck. Our other helper continues to perform several building maintenance projects. We had one gentleman help in the office straightening out some files.

Around the middle of the month, two basins were replaced on Brigham Road. All the Spring cleanups had begun with the first mowing on the 22nd. The department assisted with Earth Day cleanup by picking up the trash along the main roads in the morning and then collecting the bags that others had put together in the afternoon. Also, this month we attended three training sessions. These consisted of Pavement Assessment, Beaver Management, and the MIIA driver simulator.

The department stayed busy over the next couple of months as we helped out the Conservation group by installing a fence in a field on Linden Street and were faced with a mold issue starting inside the Legion Hall. Roadside mowing had begun at a snail's pace due to only having two licensed operators for it. We were fortunate to have Tom Bradley come aboard as a new full-time employee and also Trent Pitard and Jack Roy as our summer helpers. Trent and Jack spent countless hours mowing and trimming all the areas we are responsible for around town including cemeteries.

The shared bucket truck arrived in the 2nd week of August. While going through our in-service training it was discovered to have a leak in the valve body at the bucket. The builder took it back to the shop and repaired it. Once it came back, we had it out for a total of 9 days and were able to remove 21 hazard trees. Our operating budget only allows us to hire a tree company for 10 days, so already this truck purchase (which by the way was done 100% through a grant) has proven to be very beneficial in cost savings to the town.

Our new Town Administrator had secured us a grant through MIIA for the purchase of fleet maintenance software and also hands-free communication equipment to be used while we are cutting trees with the bucket truck. I'm excited to have these items because the fleet software will bring us out of the dark ages of 3-ring notebooks and allow us to start tracking inventory and service intervals. The communication headsets will make our tree work so much safer because if a hand signal is misinterpreted someone could get seriously injured. Thank you, Kristen, for pursuing these for us. The new Bandit wood chipper also arrived this month. If you haven't seen it yet, it's a beast! This was purchased before Superintendent Smith left and we are all very happy with its performance.

Shortly after the summer ended and school started back up, the gazebo on the town common got a long overdue facelift. The department hosted a chainsaw operator safety class sponsored by MIIA which brought a company called Forest Apps based out of Rome, Georgia to us. We had workers from area towns attend this full-day session. Two of our employees received this same training hosted by Lancaster DPW over 16 years ago when the company first came up North.

As the first snowfall of FY23 arrived on Nov. 15th dropping a 2.5" sloppy, slushy mess, the roof at the Municipal building started to show its age as it was leaking in two locations. On the bright side, in November 2022 we were able to hire

Adam Crossman to fill a position that had been vacant since April. With one more vacant position, we hope to have this one filled by early spring 2023 which would bring us back to 100%.

In conclusion, I'd like to thank all the men that make up our team here. It's their hard work and commitment to the job that makes everything run as smoothly as it can.

Respectfully submitted,  
Fred Cummings, Jr., Highway / Facilities Superintendent

## Vehicle Fleet (through February 22, 2023)

|                                   |
|-----------------------------------|
| <b>Cemetery</b>                   |
| 1986 Homemade - Trailer           |
| <b>Council on Aging</b>           |
| 2020 Ford - Transit 350 Wagon     |
| <b>Fire/EMS</b>                   |
| 1946 Ford - Muster                |
| 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 |
| ++ 2022 Chevy Tahoe (Oct. '22)    |

|  |
|--|
| <b>Highway</b>   |
| 1962 Austin - Grader   |
| 1976 International - Loadster  |
| ** 1980 Elgin - Pelame (12/6/2021 SB surplused; 1/13/2022 plates canceled) |
| 1996 Vermeer - Chipper   |
| 1997 Cross - Utility Trailer   |
| 1998 JCB - Backhoe   |
| 2000 Homemade - Utility  |
| 2000 Volvo - L7OD  |
| 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 (July '21)                                    |
| ++ 2022 Bandit - Brush Chipper (Oct. '22)                                  |
| ++ 2023 Freightliner - Bucket Truck (Aug. '22)                             |
| <b>Police</b>  |
| 2013 Haul - Utility Trailer  |
| 2016 Ford - Explorer (Uninsured 2/10/2023; SB vote to surplus 2/13/2023)   |
| 2016 Ford - F150   |
| 2018 Chevrolet - Volt 1RG68  |
| 2019 Ford - Explorer   |
| 2020 Ford - Explorer   |
| 2020 Ford - Explorer   |
| ++ 2021 Ford - Explorer (July '22)   |
| ++ 2022 Ford - Explorer (Jan '23)  |
| <b>Removed from fleet in 2022:</b>   |
| 1981 Mack - Tank (Fire/EMS) was returned to US Government Surplus Program  |
| 1996 Pierce - Saber Series (Fire/EMS) sold via Municibid auction (Oct '22) |

++ New in 2022  
\*\* No longer insured but still in the fleet

---

# Planning Board

The Planning Board's role is to guide development of land, buildings, and businesses in Berlin primarily through town-wide zoning decisions and site plan reviews. Town-wide zoning changes must be approved by voters at a Town Meeting. A Master Plan for the Town is updated every four years.

This year, we reviewed a number of residents' proposals for changing the use of Berlin properties within existing zoning. We also looked to the future with studies and public forums for input on future housing choices and long term improvements in the town center. In addition, we paved the way for a Housing Trust that would put the town's Community Preservation Act (CPA) funds dedicated to housing to work.

## **By-right property change reviews**

We reviewed a number of proposals by developers and residents to make changes to their lots (typically subdivision), some that were allowed by right ("Approval Not Required / ANR") while others require variances from the ZBA or special permits and oversight by our Board.

## **Mall parking lot as Contractor Yard**

The Board, in concert with the ZBA, reviewed a proposal submitted by Bond Construction to use a large portion of the parking lot behind the former Sears store at the Solomon Pond Mall for temporary storage of conduit and earth removed from sites in Hudson and Stow during installation of new buried electrical cables. The Board attempted to find a common ground between the proponent's requests and the concerns of several abutters, primarily over the expected noise from that activity. The parking lot currently stores a large number of school busses. Members of the Board reviewed the plans and ran a noise test at the abutter's properties. A public hearing with 40 attendees was held. Prior to a final decision, the proponent withdrew their request.

## **Re-purposing of Solomon Pond Mall inactive spaces**

Following up on the topic of new uses for inactive Solomon Pond Mall properties, the Board met with a portfolio manager from the mall's new owners (Pacific Retail Capital Partners) and their broker to discuss their future plans for the property. PRCP specializes in repurposing shopping centers. We also reviewed a plan titled "A Vision for Donald Lynch Boulevard" prepared for the city of Marlborough on this topic.

Some current observations are a need for more housing rather than retail, and some successes with entertainment, education (including sports training), as well as medical/lifestyle businesses. The nearby hockey complex brings in 3 million people each year. Discussions are ongoing.

## **Redevelopment of the farm stand at 256 Central Street**

The Board met at three meetings with the new owners of the former agricultural sales business ("Nature's Best") at the entrance to town on Central Street. The owners showed draft plans of various uses including office buildings, restaurants, and multi-family housing. The Board informed them of significant problems including a conservation restriction, wetlands, and restrictions of uses in the RA (Residential Agricultural) zoning district. Allowable uses in an RA zone are listed in the Zoning Bylaw (accessible online) and are currently very limited beyond single family housing, home daycare of 6 children, and a specific ag sales use similar to the former business.

Major deviations would require a 2/3 town meeting vote to rezone, which is unusual in Berlin for small parcels of land. Discussion is ongoing.

## **Gas station / Dunkin Donuts upgrade at 139 Coolidge Road**

The Board met in June with Nouria, the new owners of the gas station / Dunkin Donuts shop at 139 Coolidge Rd to review plans for a major expansion and upgrade to that facility. Several variances to the zoning by law would be required. The Board expressed concern that parking would be inadequate on the two-lot parcel as proposed and suggested either acquiring additional land or scaling back the size of the project. The proponents made several recommended changes to their plan including adding another lot, and their plans are now generally supported by the Board. There has been no recent activity on this.

## **From Marijuana to R&D on Bigelow Road**

The Board met with the owners of a property at the end of Bigelow Rd (visible from Route 495) who had been proposing a marijuana cultivation facility over the past two years, but now wish to change to an R&D or other use for the property. We discussed a number of variances that would be required from our zoning and site plan requirements, including a significantly reduced minimum number of parking spaces. The property has topographic challenges, and no approval has been granted to date.

---

## **FUTURE FOCUSED ACTIVITIES**

### **Future of housing in Berlin: Public input, plan, and housing trust kickoff**

The Board has been working with the Central Mass Regional Planning Commission (CMRPC) to update our Housing Production Plan documenting our efforts to produce affordable housing. This update is required by the State.

In October, we sent surveys to every household to determine needs and popularity of various options and locations for additional housing units. Over 100 responses were received.

We followed that with a public forum on housing with 22 residents attending. At that meeting, survey results were shown and discussed. Attendees then shared their opinions and used maps of the town to identify locations where future development is possible, and to suggest the merits of various uses from “tiny homes” to large apartment complexes.

The forum can be seen on YouTube, and the meeting summary is available on the Planning Board webpage.

A key milestone in our affordable housing initiative was the establishment of a Housing Trust, funded by CPA (Community Preservation Act) tax revenue and managed by a Board of seven volunteers. Approved by voters at the May town meeting, the Trust will work to create more affordable housing within the town. CPA funds come from a 3% surtax on property taxes, are matched by the State, and are to be used for this purpose, for recreation and conservation investments, and for historic preservation efforts in the town.

### **Village Center Plan**

Using funding from two State grants, and with help from the Central Mass Regional Planning Commission, we started work on a long-term plan for the town center. As with the housing project, the process started with research, then a survey, a public forum for property owners within the town center and will be expanded to larger groups over time.

The intention is to look at many aspects of the town center and to make improvements over time that our residents want, while retaining the character and features of today's Berlin.

### **Board member transition**

After 10 years of contribution as a member of the Planning Board, Janet Campbell resigned in June. Janet, having grown up in Berlin, provided the Board with a valuable historical perspective on how Berlin has evolved over the past eight decades. Her direct and candid evaluation of proposals will be missed.

A notice of availability of Janet's vacancy on the Board was posted in July, and the Select Board appointed Thomas Andrew to the Board in August. Over the years, Thomas served as a member of the Select Board, the Conservation Commission, and as a member of the Planning Board during our negotiations with the proposed Solomon Pond Mall and Highland Commons projects. His return to the Board adds significant experience with the work of other Town Boards and Committees.

### **Other activities**

Several minor changes to the town's zoning bylaw were presented to voters at the May town meeting and enacted thereafter. These include definitions of home business and contractor's yard, allowable outdoor noise limits and exclusions, and other minor changes that are detailed on the Board' web page.

Respectfully submitted,

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

# Building Department

I am pleased to submit the annual report of the Building Department.

The Building Department has had another busy year. Construction activity remains strong. There was a surge in permits for new dwellings in December at both Highland Ridge and the Capes of Berlin. Both subdivisions applied for building permits for all remaining lots. This was due to the pending energy code that took effect on January 1, 2023. There was a total of 49 building permits issued for new dwelling units.

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 2023, Highland Ridge Condos should be built out and completed. 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.

The Capes of Berlin located off of South Street on Wilson Road should also be completed in 2023. 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 and Dennis Monteiro the Electrical Inspector. They both 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 Administrative Assistant 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 2022

| TYPE OF PERMIT                 | #          | FEES                | VALUE                  |
|--------------------------------|------------|---------------------|------------------------|
| New Construction               | 49         | \$122,190.00        | \$12,274,000.00        |
| Addition                       | 3          | \$5,200.00          | \$500,000.00           |
| Accessory Building             | 6          | \$4,025.00          | \$263,500.00           |
| Alteration/Renovation/Repair   | 44         | \$16,080.91         | \$734,710.56           |
| Chimney                        | 1          | \$150.00            | \$3,142.00             |
| Deck/Porch/Gazebo              | 10         | \$1,468.35          | \$95,835.65            |
| Demolition                     | 7          | \$600.00            | \$31,400.00            |
| Fence                          | 0          | -                   | -                      |
| Foundation                     | 2          | \$320.00            | \$32,000.00            |
| Retaining Wall                 | 1          | \$ 250.00           | \$27,500.00            |
| Roofing                        | 22         | \$9,683.31          | \$542,600.00           |
| Shed                           | 1          | \$150.00            | \$5,000.00             |
| Siding                         | 3          | \$1,263.13          | \$126,312.14           |
| Sign                           | 8          | \$870.10            | \$53,500.00            |
| Solar Panel                    | 18         | \$5,600.94          | \$586,737.89           |
| Sprinkler/Cistern              | 50         | \$7,508.36          | \$207,400.00           |
| Suppression System             | 3          | \$1,000.00          | \$90,000.00            |
| Swimming Pool                  | 7          | \$700.00            | \$474,000.00           |
| Temporary Structure (trailers) | 0          | -                   | -                      |
| Tent/Canopy/Awning             | 2          | \$ 150.00           | \$5,392.00             |
| Weatherization                 | 16         | \$989.57            | \$83,939.83            |
| Window/Door                    | 13         | \$1,714.17          | \$164,161.73           |
| Wireless Communication         | 2          | \$700.00            | \$50,000.00            |
| Wood/Pellet Stove              | 8          | \$400.00            | \$32,150.00            |
| Sheet Metal                    | 55         | \$7,962.04          | \$228,000.00           |
| Mechanical                     | 5          | \$970.07            | \$97,007.00            |
| Change of Use                  | 1          | \$100.00            | -                      |
| Occupancy                      | 2          | \$200.00            | -                      |
| Other                          | 2          | \$290.00            | \$35,000.00            |
| Commercial Alteration          | 9          | \$17,814.40         | \$1,339,440.00         |
| Commercial New                 | 0          | -                   | -                      |
| Safety Inspections             | 6          | \$300.00            | -                      |
| <b>TOTALS</b>                  | <b>356</b> | <b>\$208,650.35</b> | <b>\$18,082,728.80</b> |

Respectfully submitted,  
Richard Hanks, *Building Commissioner*



## Electrical Inspector

The following is a list of electrical permits issued and fees collected from January 1, 2022 through December 31, 2022:

|                     |            |                    |
|---------------------|------------|--------------------|
| Residential Permits | 200        | \$16,905           |
| Commercial Permits  | 34         | \$10,504           |
| <b>TOTALS</b>       | <b>234</b> | <b>\$39,927.50</b> |

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, 2022 through December 31, 2022:

|                              |            |                 |
|------------------------------|------------|-----------------|
| Residential Gas Permits      | 163        | \$12,735        |
| Commercial Gas Permits       | 6          | \$975           |
| Residential Plumbing Permits | 95         | \$13,760        |
| Commercial Plumbing Permits  | 10         | \$2,665         |
| <b>TOTALS</b>                | <b>274</b> | <b>\$30,135</b> |

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

## Cemetery Commission

We anticipate that our driveway resurfacing project at South Cemetery and paving of the front part of the road at North Cemetery will be completed in 2023 in conjunction with other town paving projects.

New foundations were provided and two fallen monuments were re-erected in the Old Burying Ground.

Overgrown brush was removed in the back of the North Cemetery. This work will continue in 2023.

Repairs were made to the water system in South Cemetery before the growing season. By mid-season the drought dried up our water source there, and the pump was shut down.

The Highway Department was able to provide a tank for water at North Cemetery and it was kept supplied through the season. We extend our thanks to them for making this possible.

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

| BURIALS                  |                 |            |
|--------------------------|-----------------|------------|
| Name                     | Lot/grave       | Death date |
| Cyrus Flint              | S Lot 367 gr 3a | 10/2/2009  |
| Grace Lockhart Flint     | S Lot 367 gr 3  | 12/26/2021 |
| Harry A. Flood, Jr.      | S Lot 394 gr 9A | 1/26/2018  |
| Evelyn M. Flood          | S Lot 394 gr 9A | 4/25/2022  |
| George A. Pendergast     | N Q Row 4 gr 21 | 8/1/2020   |
| Ruth E. Clark            | Lot 306 gr 8b   | 5/28/2021  |
| Margaret V. Bergen       | S Lot 393 gr 1b | 11/3/2021  |
| Lois C. Kingsbury        | S Lot 434 gr 3  | 11/24/2021 |
| Janet Powers             | N B Row 5 gr 17 | 1/4/2022   |
| Donald F. Holder         | S Lot 11 gr 1   | 1/5/2022   |
| Harlan K. Streeter, Jr.  | N FF Row 3 gr 9 | 1/25/2022  |
| Marguerite E. Krackhardt | S Lot 306 gr 8a | 2/20/2022  |
| Margaret J. Prachnick    | N FF R 2 gr 32  | 2/24/2022  |
| Matilda T. Blenkhorn     | S Row A Gr 16   | 3/5/2022   |
| Helen Wilson Piantedosi  | S Row A gr17a   | 3/6/2022   |
| Carl R. Hill             | S Lot 354 gr 1a | 3/15/2022  |
| David G. Pierce          | S Lot 325 gr 8  | 5/21/2022  |
| Robert T. Walsh          | S Row C gr 19b  | 5/21/2022  |
| Raymond J. Hoy           | N FF R 2 gr 30a | 7/18/2022  |
| Norman J. Schartner      | S Lot 380 gr 10 | 7/22/2022  |
| Norman R. Rainville      | N Q Wall gr 1C  | 7/31/2022  |
| Thomas R. Hartland       | N FF R 3 gr 29  | 8/30/2022  |
| David J. Pierce          | S Row A gr 33   | 9/2/2022   |
| Ruea N. Baum             | S Lot 349 gr 6a | 9/13/2022  |
| Marilyn C. MacQuarrie    | N FF R 2 gr 15b | 9/19/2022  |
| Harry N. Monroe          | S Lot 396 gr 3  | 9/27/2022  |
| Doreen A. Picarello      | N Q Row 4 gr 26 | 12/10/2022 |

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

| SALES                         |                     |
|-------------------------------|---------------------|
| Gary & Joanne Nelson          | N FF Row 2 gr 39-40 |
| Michael & Jeanne Deglialberti | N FF Row 5 gr 9-10  |
| Chris Pendergast              | N Q Row 4 gr 25-26  |
| Lucille Ayers                 | S Row B gr 46-47    |
| Rose Pierce                   | S Lot 325 gr 8-9    |
| Beverly Rainville             | N Q Wall gr 1C      |

---

# 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 the pandemic-specific requirements and guidance were eased, and the State of Emergency ended in June, we have provided assistance to your Board's return to pre-pandemic public health activities.

- The agency staff informed, educated and stayed current with the COVID-19 information from the Department of Public Health to help residents in your community navigate the changes.
- Our public health nursing staff was still providing contact tracing and outreach in your communities (including regional COVID-19 vaccination clinics), while reaching out to Councils on Aging to establish well-adult well clinics and conduct regular fall flu clinics.
- Our Home Health Care nurses continued their home health activities in your community.
- As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District.

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.

## Environmental Health Department

The Nashoba Sanitarian serving your community is always available at our Ayer office and he has regular hours in the Town Hall to serve your residents and work with your Town Hall staff.

## Food Service Licensing and Inspections. . . . . 21

This office licenses, inspects, responds to complaints and conducts follow-up on concerns in licensed operations. Some of the inspections done this year were in response to COVID complaints.

## Recreational Permitting and Inspections. . . . . 9

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaching and public and semi-public pools. We sample bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at the public and semi-public beaches which meet State regulations.

## Housing & Nuisance Investigations . . . . . 14

This office inspects dwelling units for compliance with the State Sanitary Code upon completion and prior to occupancy. We issue orders to effect 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

We received 11 applications for soil testing (testing necessary for the design of a sewage disposal system) and witnessed 26 tests performed (perc tests and soil evaluation holes)

We received 20 applications for sewage disposal systems and reviewed 93 plans for new and replacement systems. .

Our office prepared 19 sewage disposal system permits for the Board's review and approval: 15 for new construction and 4 for the replacement of failed systems

We conducted 26 inspections during the construction of sewage disposal systems.

We reviewed 26 Title 5 inspection reports and we were available to provide consultation to 32 residents on matters relating to sewage disposal systems.

## Private Well-related services

Private wells are locally regulated. We issued 13 well permits for new and replacement private water supply wells. We were able to address questions from residents regarding water quality and quantity reports and the interpretation of their results.

## Rabies Clinics / Animals Immunized

Due to COVID-19, clinics were limited in 2022.

## Nashoba Nursing Service & Hospice

Nashoba's Certified Home Health Registered Nurses visit and provide skilled services to patients in their homes under physician's orders. These services include an 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 living activities 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** .....89  
**Home Health Aide Visits**.....63  
**Rehabilitative Therapy Visit**..... 51

**Community Health Nursing**

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

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health’s (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

- Working with MDPH and other local boards of health to identify and manage clusters of disease/exposures in the District.
- Contact tracing for our member communities and teaching about the processes of Isolation and Quarantine. Teaching risk reduction, infection control measures and disease management.
- Serving as a resource for individuals and businesses interpreting the everchanging information on the disease and the State’s response to the pandemic.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support and assist with contact tracing in the schools and daycare centers as needed.
- Collaboration with all municipal staff, including Councils on Aging, to address questions about COVID-19 (and other diseases), exposures and actions which may be necessary to address these exposures.

**Communicable Disease Number of Cases:**

|                                      |     |
|--------------------------------------|-----|
| Babesiosis .....                     | 1   |
| Campylobacteriosis .....             | 1   |
| Giardiasis .....                     | 2   |
| Human Granulocytic Anaplasmosis..... | 1   |
| Influenza .....                      | 30  |
| Salmonellosis .....                  | 1   |
| SARS-CoV-2 (COVID-19) .....          | 340 |
| Shigellosis.....                     | 1   |

The Nashoba nursing staff provided monitoring and guidance to travelers and residents testing positive for TB infection (not contagious) 119 throughout the district this calendar year, and have also been managing 2 active TB cases in the District since Spring/Summer 2022 and continue to date. The towns in the Nashoba District fall into a LOW-RISK TB category (as defined by MDPH).

In addition to the mandated disease surveillance and reporting, 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 including:

- Monthly well adult clinics have been & continue to be offered throughout the district. Nashoba nursing staff conducted 159 total clinics this year, including 11 in Berlin. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counseling, resource information and referrals as needed. Districtwide flu clinics are held in the fall.
- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered 2130 flu shots to community members, including 81 Berlin residents.
- We conducted regionalized COVID-19 vaccine clinics the first quarter of the year until the public demand/interest in the vaccine waned. In an effort to increase vaccine accessibility, clinics were also held at local food pantries, shelters, churches, schools, businesses, etc. A total of 509 district community members were vaccinated for COVID-19 in the 2022 calendar year.
- The nurses are available for & have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources.
- Nashoba has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness.
- Nashoba staff attend and regularly participate in collaborative meetings, training, and conferences to keep current with the latest developments in local public health.
- Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide future public health initiatives and outreach.

---

## Community Health — Communications and Public Health Education Summary

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in Sept 2021 to best support the needs of the District. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders and providing educational opportunities across the District with social determinants of health (SDOH) lens. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Harm reduction, emergency preparedness, etc.
  - Providing education and advocacy related to treatment and de-stigmatization of substance use disorder
  - Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news, information and events such as flu and rabies clinics. Exploring ways to diversify communication methods to reach as many community members as possible.
  - Building and maintaining relationships with stakeholders through meetings and attending community events to represent NABH
- Serving as a resource for community members with public health-related questions across a broad range of topics; developing a robust, in-depth Resources page for the website (which is currently being finalized)
  - Attending training with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
  - PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
  - Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials
  - Maintaining and improving upon the NABH website to keep info relevant and accessible. Maintaining agency social media to reach more people in district with current, relevant and seasonal public health information.
  - Organizing events to facilitate the exchange of information such as a Spring Wellness Festival and the first regional informal local board of health gathering.

---

## Board of Health

The covid 19 storm has largely abated, but the BOH still recommends due diligence to one's health, including testing, vaccinations, and avoiding problem exposures.

Septic repairs, new systems and well placements are continually before the Board for review. The Board holds fast with Title V regulations and our own regulations particularly when it is involving new construction. Public hearings are held when variances are requested. BOH meetings are typically zoom, however in person meetings are held when any difficult or challenging subjects arises.

Nashoba Ass. BOH (NABH) remain an integral partner proving professional nursing services, sanitation and inspectional food services.

We would like to thank our Highway department, Take it or Leave it volunteers and all town hall departments that assist us.

Berlin Board Of Health  
Paul Mikelk, *Chairman*; Susan Reguera; Robert Wheeler

---

# Animal Inspector

## Animals counts Inspections Town of Berlin:

| Animal     | Count 2022 | Count 2021 |
|------------|------------|------------|
| Alpacas    | 22         | 23         |
| Chickens   | 401        | 336        |
| Cows       | 3          | 34         |
| Donkeys    | 4          | 2          |
| Game Birds | 17         | 23         |
| Goats      | 22         | 40         |
| Horses     | 151        | 209        |
| Llama      | 1          | 0          |
| Ox         | 1          | 0          |
| Pigeons    | 100        | 79         |
| Pigs       | 3          | 3          |
| Ponies     | 20         | 4          |
| Sheep      | 7          | 5          |
| Steers     | 7          | 7          |
| Waterfowls | 15         | 0          |

## Quarantines

1. 2 Dog bite from an unknown animal
2. 2 Cat bite by an unknown animal

## Complaint

Gates Pond Road — Dog threatening a runner

## Free-range Chickens

Please beware if you let your chickens free range in your yard:

1. Chickens must be confined to your yard at all times.
2. Free range chickens are susceptible to being killed by foxes, hawks, coyotes, or neighborhood dogs.
3. There is an increase in stray cats and dogs.

## Reviews

Inspections are conducted annually from September to December. Forty-nine (49) properties were inspected this year! 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  
(978) 838-2808  
[r.s.b.roche@charter.net](mailto:r.s.b.roche@charter.net)

---

## Americans with Disabilities (ADA) Act Coordinator

The Town of Berlin applied for ADA grant funding in Fall 2022. Berlin received \$8,000 to help make the town buildings ADA-compliant. The Town Offices are undergoing some changes and will be the main location where this funding will be used. Work is scheduled to be completed by the end of June 2023 unless other designated.

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:

Victoria Flynn, LICSW, COA and Social Services Director  
ADA Coordinator, Town Offices, 23 Linden St., Berlin MA 01503  
Phone 978-838-2750 or [coadirector@townofberlin.com](mailto:coadirector@townofberlin.com)

---

## 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:** The COA wants to say hello to all of our new senior residents throughout Berlin. Please feel free to reach out to us at 978-838-2750 if you have any questions.

**Outreach:** The COA worked with numerous residents in town regarding information for COVID-19. The COA helped to distribute COVID tests through pick-ups and mailbox drop-offs. In February, the COA worked with Board of Health, Social Services and Public Safety distributed tests in person and by delivery through a clinic. We were able to help people get scheduled for various vaccine appointments as well. 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 twice in 2022. Chef Du Jour continues servicing 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 111 meals to 57 families in March and 92 meals to 46 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](mailto:coadirector@townofberlin.com).

Farmer market coupons were distributed to 2 senior families this summer for additional support. Coupons should be available again next summer to eligible seniors and low-income families.

**Health Screenings:** The Council’s work with NABOH to help get residents scheduled for COVID and flu vaccines. The blood pressure clinics continue at the COA Meeting Room 118 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. The COA has seen an increase in DME requests, so we ask for as much notice as possible regarding the loan of equipment.

**Exercise:** Each Saturday, Sharon Santoro 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 per class attended. Yoga classes were virtual earlier this year. Yoga is being offered in person at the COA Room 118 and virtually. Tai-Chi is on Tuesday afternoons in person at Room 118 and virtually. To get information for virtual attendance, please check out [www.townofberlin.com/council-aging](http://www.townofberlin.com/council-aging). Please check out the Town of Berlin’s YouTube Channel: <https://www.youtube.com/user/townofberlintv> for past videos.

**Education and Social Events:** The COA has been collaborating more with the Berlin Seniors to provide various entertainment and events for Berlin. Gloucester based Seacoast Stompers ensemble performed Swing and Dixieland music at the South Street Commons on May 15th. We were entertained by Lynne McKinney Lydick to a performance of Abby Kelley Foster on June 12th at the South Street Commons. The third annual Twinkle Tour was a smaller but successful venture, Judy Mills provided transportation to our seniors wanting to partake in the festivities. The 2022 Twinkle Tour winners were Julie and Rick Lee. The COA is looking forward to co-sponsoring more entertainment to our Berliners.

**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 will be published through Clinton Offset starting in the March/April 2023 issue. The PowderHouse News is committed to bring town updates to seniors as well as information regarding COA and town official members. The PowderHouse News will continue to be mailed to all senior households. 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 service has fully resumed in 2022. Van services continue operating on weekdays by appointment. Due to COVID-19 and other safety precautions, 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-19 procedures are being followed.

**Senior/Veterans 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. Participants in the fiscal year 2022 program earned \$13.50/hour for work completed during the period from July 1, 2021 through December 31, 2021 and \$14.25/hour for work completed during the period from January 1, 2022 through June 30, 2022.

The following departments requested assistance: Assessors (file management); Building Inspector (file management);

COA (dispatcher, office support, Work-Off Program Coordinator and Arts and Crafts); Highway Dept. (office support, janitorial services and truck maintenance); Cemetery Comm. (data archiving and file management); Town Administrator (Town Report preparation); Police Dept. (file management) and Town Clerk (office support).

Eight property owners completed the program, working a total of 607 1/2 hours, and earning a total of \$7,828.52. The amount earned by each participant was applied as a credit to their FY23 tax bills.

The FY23 Program began on July 1, 2022. There are currently seven participants who have been assigned to projects and are currently working. As of December 31, 2022, the assigned participants have worked a total of 359.5 hours and earned credits in the amount of \$5,122.87.

There are also six applicants who are expected to begin work in early 2023.

**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

Berlin's Social Services Department's is here to address any health, mental health, or social needs of its residents. Social Services are available to everyone, regardless of age, gender, sexual orientation, socioeconomic status, race, culture, or ethnicity.

In 2022, Social Services started dealing with various calls and visits. Social services have been able to help out residents with public housing, fuel assistance and social security applications/follow up. Social services department is pending SHINE training to continue helping residents more in-depth with Medicare and Medicaid open enrollment.

In February, Berlin Board of Health, Council on Aging, Public Safety and Social Services organized a drive-thru COVID-19 test pickup clinic. Between delivery and pickups, we were able to distribute about 80 tests on one day. Continued COVID-19 test distribution was done through Board of Health, Council on Aging and Social Services.

During the summer, Berlin COA and Social Services had a bachelor's level intern, Emily Champa. Emily was able to work to provide feedback and give guidance to addressing issues that school age kids and teens are facing today.

One focus of programming in 2023 is aimed to address mental health awareness for Berlin's younger residents.

In late September, a social services office opened in public safety, outside of both police and fire departments. Time will be split between COA and Social Services offices. Social Services have been collaborating with both the police and fire departments, completing follow up to calls and going on-scene when necessary.

The biggest Social Services project of 2022 is working with UMASS Boston Gerontology Institute to create a community needs survey for Berlin. The survey is planned to be released in February 2023 with final results coming in May/June 2023.

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](mailto: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*

---

## Zoning Board of Appeals

During the calendar year 2022, The Berlin Zoning Board of Appeals held several hearings. All meetings and hearings of the Board during 2022 were by way of ZOOM webinar.

During 2022, The Board considered several petitions. One petition was rejected for a failure to meet the requirements outlined in the Berlin Zoning By-law. Three petitions were withdrawn by the petitioner during the hearing process. One petition was denied due to the petitioner's failure to appear. Three petitions were granted. Approved petitions include a variance at 272 West Street, a special permit at 32-34 Autumn Ridge Road, and a special permit at 263 West Street.

The Board has attempted to share information with the Planning Board and Conservation Commission by having a member of the ZBA Board attend their meetings. 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 from other Town boards have assisted

the Berlin Zoning Board of Appeals in its work. Liaisons Chris Keefe of the Select Board, Louise Janda of the Conservation Commission, and Tim Wheeler of the Planning Board have attended many of our meetings. Attorney Amy E. Kwesell of K-P Law has provided legal advice, and Liane Leahy has provided support of the Board in multiple ways and has 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.

Respectfully submitted by the Board,  
Lynn Ryan, *Chair*; James Royer, *Vice-chair*;  
Dennis Bartlett, *Clerk*; Patricia Jackson; Virginia Zukatynski;  
Suzanna Roberts; Keith Soucy

---

## Energy Committee

The Energy Committee is pleased to report that in 2022 we are now very close to meeting the goal set in 2012 when Berlin became a Green Community of reducing the Town's energy consumption by 20%. Progress has been slow, and at times gains have been offset by increased energy consumption required to support new services and development. We are exploring ways to reduce gas and diesel use without disrupting Town operations to achieve this important milestone.

Longer term we would like to partner with the Capital Planning and Finance Committees to put in place a sustainable plan to replace building HVAC systems that are nearing the end of their engineered service life. The Central Massachusetts Regional planning assistance. The Green Communities grant program is encouraging the Commonwealth's Planning Commission (CMRPC) has offered to help us to apply for grants designed to help municipalities implement green building solutions with

engineering and cities and towns to adopt heat pump solutions for heating and cooling buildings. We look forward to learning more about how these technologies may help the Town of Berlin.

In closing, we'd like to encourage everyone to consider the Town of Berlin's Community Choice Energy Program. Especially during the winter of 2022-23, our negotiated rate of \$0.12167 per kWh is highly competitive and a small fraction of your bill will return to the Town to fund energy initiatives.

Respectfully submitted,  
Tim Wysocki, *Chair*; Eloise Salls, *Clerk*;  
Jason Collier, *Member*



---

## Library Trustees

This year we were back to business fully after having covid restrictions the last two years. The library was able to hold in person and virtual programs. The American Red Cross babysitting course was brought back this year as well. Circulation increased again this year from 17,132 items to 18,606 items.

We would like to thank our staff for all their hard work, Library Director Bob Hodge, Karen Kowal, Victorya Dube, Youth Services Librarian Sara Foster, our library pages Charles Rule and Ellie Meltzer.

The library director and the trustees continued to meet virtually for monthly meetings, discussing the library staffing changes, new programs, collaborations with other local libraries and continue to discuss the library's space and accessibility issues, including meeting with MBLC representatives to go over the concerns about the library's ability to meet the future needs of the community, as well as the current needs of those patrons who are disabled.

The Friends of the Library group has been meeting regularly and was able to bring back the garden tour this year! They also held their annual holiday basket sale fundraiser. We are incredibly grateful to our friends group and appreciate all they do for our library.

The "library value calculator" from the American Library Association put the value of books, ebooks, newspapers, magazines, cd's and dvd's borrowed by patrons at more than \$360,279.00.

Town appropriated funds for FY2022: wages-\$134,379.00 ; expenses-\$33,090.00

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    |

6/30/2022 expendable balances are given in Accountant's Report. Due to low interest rates, income on the funds accrues slowly.

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

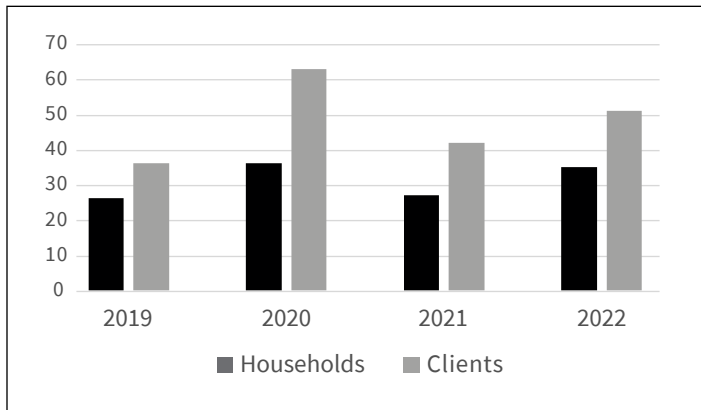
---

## 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 2022, the Food Pantry served a total of 35 households comprising of 51 clients. As inflation continues to rise, 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.

### Berlin Family Food Pantry Usage Chart



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 also would like to thank our donors whose generosity keeps the Pantry well stocked for our clients. The Pantry is truly an organization of neighbors-helping-neighbors. If you are interested in volunteering, we are currently in need of more board members. Please contact us at 774-245-8320 for more information.

In an effort to streamline Pantry Operations, in December a new operating model was introduced. This is currently on a trial basis and will be refined as needed. We will no longer be open for Tuesday distribution and for the trial period, all distribution will be made on Saturdays only. We will be open four Saturdays a month and any month with a fifth Saturday we will not be open. New shopping lists have been made for clients who will be shopping monthly, in person or by phone. This new model will also utilize the time of our volunteers more efficiently.

Once again in October 2022, the Chairperson and Pantry Manager gave an informational presentation to 28 student nurses (twice as many as last year!) and two administrators from Fitchburg State University 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.

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

In January we regretfully accepted the resignation of James Holyoke, Vice-Chair; which leaves a vacant position on the Board that needs to be filled. We thank him for all his help and support that he gave during his term.

Please visit [www.berlinfamilyfoodpantry.org](http://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

The Housing Partnership meets on an as needed basis. There were no meetings during the calendar year 2022.

We have joined the Assabet Regional Housing Consortium which is made up of Bolton, Boxborough Devens, Harvard, Hudson, Lancaster, Littleton and Stow. A housing trust was voted at the annual town meeting. The trust will have the 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. That is still the dqw3.

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 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 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 which will be effective in 2023.

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

---

## Economic Development Committee

The BEDC met four times between July 2021 and June 2022. Meetings were attended by various guests and representatives from outside agencies who spoke about economic development opportunities available to businesses in Berlin and regionally.

During BEDC meetings, some topics discussed throughout the year included new business filings, refinement and management of the Berlin e-commerce database, sponsorship of "Welcome to Berlin" signs and alerting local businesses about economic development programs to help mitigate the economic effects of the COVID-19 virus. The BEDC also continued its regular communication with representatives of Highland Commons, Cabela's, Solomon Pond Mall (SPM) and Riverbridge Village about their financial health, tenant occupancy and other activity. The BEDC continues to strive to become more involved with the local business community and is working to increase social media exposure, as well as continually update the BEDC information on the Berlin town websites to keep the community informed.

Additionally, the BEDC was asked to consider and weigh in on an application to temporarily stage construction machinery and materials at SPM. Our recommendation to the Planning Board was 3-1 in favor. Ultimately, the proponent withdrew its application prior to final review by the Planning Board and Select Board.

In summary, we continue to invite local businesses and residents to attend our meetings to help the BEDC focus on and meet its long-term vision established by the Planning Board in 2017 and to support the BEDC's mission: "To assist in improving Berlin's economic viability by helping to attract, retain and grow businesses while maintaining the town's rural character and sense of community."

Contact us at [edc@townofberlin.com](mailto:edc@townofberlin.com), visit our webpage: [www.townofberlin.com/economicdevelopment-committee](http://www.townofberlin.com/economicdevelopment-committee), and please attend our meetings.

Respectfully submitted,  
Peter Hoffman, *Chair*; Paul Anderson; Geoff Green;  
Jason Rowell

---

## WHEAT Community Connections, Clinton, Mass.

We thought we'd be putting COVID-19 behind us, but the high cost of items such as food, fuel, utilities, and housing continued to bring another trying year for so many impacted by hunger, low paying jobs, mental health issues and the need for human services! WHEAT continues to appreciate the ongoing support provided by our member communities, including the Town of Berlin, which provides funding for our mission.

WHEAT's Community Café weekday lunches and dinners continued to be packed "to-go". We deliver lunches to all housing authorities in the towns of Berlin, Bolton, Clinton, Lancaster and Sterling. Additional lunches and dinners can be picked up at WHEAT. We are planning to open up indoor dining again sometime this year but need to work out the logistics given the volume we're serving now and the new schedule we'll need from our sponsors once opened. Our food pantry converted over to 100% self-serve allowing our clients to shop at WHEAT the same way they do in a grocery store. Direct case management services remained in high demand as did vouchers for household items through our thrift store, Hidden Treasures. Despite these challenges, the tremendous outpouring of community donations, volunteerism and additional community partnerships 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 2022, and we wish to assure you that it is money well spent. WHEAT delivers fresh meals to the residents of Northbrook Village. Meals are made, packaged and distributed Monday through Friday by volunteers. We also continue to provide one week's+ of groceries to residents from our self-serve indoor food pantry and offer an Outdoor Marketplace so residents can access various food items donated in abundance. Clients continue to be screened for SNAP, fuel assistance and Mass Health eligibility through the case management process so they don't fall through the cracks. As you can well imagine, finances continue to be 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 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](http://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  
Monday, Tuesday, Wednesday, Thursday from 10 a.m.-1 p.m.  
Thursday from 4:30 - 6 p.m.

Donations welcome of: non-perishable food, garden-grown and store bought 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., 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 2021 vs. 2022**

|   | 2021 | 2022 |
|---|------|------|
| Total Café lunches and dinners served*    | 256  | 2899 |
| All household visits to the Food Pantry   | 63   | 61   |
| # household members using the Food Pantry | 136  | 129  |
| New households                            | 7    | 7    |
| New people                                | 18   | 17   |
| % Families needing Case Work Services**   | 2.5% | 1.5% |

\*We didn't start delivering lunches to Northbrook Village until November, 2021  
 \*\*SNAP benefits (Food stamps), Mass Health, Fuel Assistance, Senior Whole Health Care, Referral Services

**The breakdown of the Food Pantry users are:**

| Client Age Breakdown | 2021 | 2022 |
|----------------------|------|------|
| Ages 0 – 4           | 2    | 1    |
| Ages 5 – 17          | 34   | 30   |
| Ages 18 – 64         | 57   | 58   |
| Ages 65 up           | 43   | 40   |

\*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 |

**Worcester County Food Bank Network Data Collection System  
 WHEAT Community Cupboard Report**

|   | 2020<br>Berlin's Totals | 2020<br>WHEAT's Totals | 2021<br>Berlin's Totals | 2021<br>WHEAT's Totals | 2022<br>Berlin's Totals | 2022<br>WHEAT's Totals |
|---|-------------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|
| <b>Food Pantry Services</b>                   |                         |                        |                         |                        |                         |                        |
| Total household visits to the food pantry     | 48                      | 4073                   | 63                      | 3497                   | 61                      | 3894                   |
| Total household members using the food pantry | 98                      | 8886                   | 136                     | 8742                   | 129                     | 10149                  |
| New households                                | 5                       | 694                    | 7                       | 591                    | 9                       | 678                    |
| New people                                    | 12                      | 1562                   | 18                      | 1418                   | 25                      | 3894                   |
| <b>Client Age Breakdown</b>                   |                         |                        |                         |                        |                         |                        |
| Ages 0 - 4                                    | 4                       | 381                    | 2                       | 374                    | 1                       | 449                    |
| Ages 5 - 17                                   | 13                      | 2043                   | 34                      | 1918                   | 30                      | 2213                   |
| Ages 18 - 64                                  | 60                      | 4261                   | 57                      | 4252                   | 58                      | 5347                   |
| Ages 65 up                                    | 21                      | 2201                   | 43                      | 2198                   | 40                      | 2140                   |
| Café meals*:                                  | 22                      | 57,315                 | 22                      | 60,617                 | 2,899                   | 58,296                 |
| Case management numbers:                      | 2%                      |                        | 2.50%                   |                        | 1.50%                   |                        |

\*We started delivering meals to residents of the Northbrook Village Apartments on 11/29/21 Monday through Friday. In Dec 2021, we delivered 219.

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 still a volunteer committee, comprised of five community members. While we all strive to provide recreational programming for community members, we are limited as to what we can achieve since we do not have a paid recreation director. Without this important position the program opportunities for our community members remain limited and we will continue to fail in fulfilling our charter.

## Current Members

Julie Lee, *Chair*  
Felicia Lowe, *Vice Chair*  
Mark Adams  
Kerri Brooks  
Beth Christensen  
Robert Holmes

## 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 four, 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.

## 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, field maintenance, and portable toilets. We open the commons for public access end of March through November, although residents are open to use the grounds all year. Opening the grounds includes placements of portable toilets and trash receptacles, getting the playing fields safe and playable, and weeding the playground.

**Goose Patrol:** Annually we manage the Canadian Geese flocks that continue to raise their young on our recreational 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. Berlin Highway Department manages 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.

**Portable Toilets:** From the end of April through the end of November we have four portable toilet units on the property: one at the gazebo, one near the playground, one on the back playing field, and one 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 \$3,600.00.

**Field Maintenance:** The Recreation Committee continues to work with Trugreen for the maintenance and repair of the South Commons Recreational turf. The grounds do not have irrigation, and without a consistent water supply to the greens we are at the mercy of mother nature to provide that moisture. Unforeseen weather conditions will require more expensive treatments. To just maintain the 8 acreage grounds the company fertilizes three times a year, applies weed control two-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 run between \$12,450.00 - \$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 continue to contracting with Trugreen to rebuild areas of the grounds to make them more level to play on. We are currently in phase two of this project, which will include a leveling of the fields at the front of the property near the South Street. Phase one was a rebuild of the back playing field.

## Projects

**Little League baseball field conversion:** The Recreation Committee, in partnership with the Berlin Baseball Program, converted its 50 ft. little league baseball field to a 70 ft. little league baseball field. This was done so the Recreation Committee can rent the field to prospective AAU baseball teams and JR Babe Ruth baseball.

**Baseball Scoreboard:** Our little league baseball field now has its own electronic scoreboard! This project was funded with CPA money.

**Baseball announcement booth:** With the use of CPA funds, the Recreation Committee, in partnership with the Berlin Baseball Program, is constructing an announcement booth to be used by the little league baseball program for all home games.

**Basketball/Tennis/Pickleball courts update:** This project has finally gone out to bid, after a very long project halt. Things outside of the Recreation Committee's control significantly delayed the bidding process, but we are happy to now have the project out to bid. We are hoping to have this project completed by the end of June.

## Programs/community activities:

Because we are a volunteer run committee the programming we offer is limited, but we do recognize the need for strong and consistent programming for all community members. We hope the town leadership team will help support this pursuit. The Recreation Committee runs and/or helps support the following:

- Men's basketball: Monday nights @ BMS
- Fitness Classes: Mon, Weds, Fri, 5:45 and 8:30 am and Sat 6:30 @ 1870 Town Hall
- Halloween Fest: Sunday afternoon in October
- Christmas in Berlin: Craft activities for the event
- Easter egg hunt community event with Hoppy the bunny!
- Movie nights

## Finances

The recreation general fund had an opening balance of \$14,100.00, which is the amount we receive for the year from the town budget.

As of when this document went to print we have a balance of \$9,950.00. A significant amount of these funds will be used to pay Trugreen this spring season. In a normal year we expend the entire appropriated amount, and have to pull from our revolving account to cover additional expenses. Our annual maintenance expenses far exceed our annual budget, due in large part to the annual maintenance and rebuild of the South Commons grounds. We are anticipating higher increases this year due to inflation.

The Recreation Committee's revolving account had an opening balance of \$12,842.00. During the year we received \$3,959.00 in donations, program fees and field usage fees. We paid out a total of \$7,222.00 in field upgrades and program instructor fees. Our remaining balance is \$9,574.00

We are very excited to start offering recreational programming to the members of the community. The Recreation Committee always welcomes ideas and suggestions from community members. We can be reached through email at: [recreation@townofberlin.com](mailto:recreation@townofberlin.com)

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

---

## Cable Access Committee

We would like to begin by thanking our staff, producers, local organization leaders, department heads, Board/Committee members, town employees, and residents for another year of quality productions. Without your involvement and cooperation, our success would not be possible.

Berlin Cable Access continues to serve the town and its residents with Government Programming on Charter Channel 194, Public Programming on Charter Channel 191, and all of its programming on the town's YouTube channel, <https://www.youtube.com/@TownofBerlinMA>. We also carry Charter Channel 192 which originates from Tahanto Regional High School which broadcasts programming created by students.

In line with our goals, comprehensive public meeting coverage continued in 2022. In the past year, we covered, edited, and aired on Charter Cable and posted on our YouTube Channel 320 local government meetings. Additionally, we created 32 Original Programs: 16 Council on Aging programs, 6 Berlin Memorial Concerts and Events, and 4 Historical Society Presentations. Other noteworthy programs included Veterans Discussion, the Chief of Police Swearing in Ceremony, 2 Candidate Forums, Memorial Day Services, and a Fire & EMS Open House. 5 of our programs were also livestreamed.

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 contact us via email at [CableAccess@TownofBerlin.com](mailto:CableAccess@TownofBerlin.com) or mail us at Cable Access, Box 5, 23 Linden St, Berlin, MA 01503. The Committee is currently in need of members, if you or anyone you know is interested in lending a hand, please contact the Berlin Select Board or Cable Access Committee.

Any person interested in producing, recording or editing programs, is urged to contact us. Training and equipment are available. 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 FY22 were \$73,502.39 and expenditures for FY22 were \$48,056.63.

Cable Access Committee  
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](mailto:veteranservices@townofberlin.com).

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

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

Andre Pelletier, *US Navy*  
David Pierce, *US Army Korea*  
David McCarthy, *US Air Force Vietnam*  
Raymond Hoy, *US Navy Vietnam*  
Robert Walsh, *US Army Korea*  
Bert Brine, *US Army WW 11*  
Kevin Kraszeski, *US Army*  
Norman Rainville, *US Air Force*  
Gerald Blanchard, *US Army Afghanistan*  
Lee Mungeam, *US Navy WW11*

In closing, I would like to thank Jim Cabral for his years of service to the Veterans of the Town of Berlin, the Board of Selectmen, Town Administrator Kristen Rubin, and all town officials for their support.

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



---

## Community Preservation Act Committee

In 2022, the Community Preservation Act Committee (CPAC) worked to strengthen the procedures by which we review and recommend projects for inclusion on the Town Meeting Warrant for approval by the voters. We also worked to ensure that our application process requested greater detail from project proponents, and we developed a more realistic schedule for the submission of project proposals to provide a more effective use of the CPAC's time.

In the current fiscal year, the fees generated by the CPA surcharge were \$305,849 and the State match, in the initial funding round, was \$238,133, with a supplemental distribution of \$65,496, for a total State match of \$303,629, a match of over 99%. Berlin's decision to participate in the CPA at a local surcharge rate of 3% has made a significant impact on our State match. Fewer than 10% of the towns and cities in the Commonwealth that participate in CPA receive matches of a greater percentage.

Up to 5% of CPA funds may be used to assist in the management of the program. The CPAC voted to expend some of these administrative funds to hire an Administrative Assistant. In August, Maureen Adema was hired as the CPAC, Administrative Assistant. Maureen has significant experience working in other municipalities and is familiar with the operation of the CPA. She has initiated a number of improvements to assist the CPAC in operating more efficiently. Her presence in the Town Offices has resulted in stronger lines of communication with the Town Accountant and the Town Administrator.

The CPAC is required to update the Community Preservation Plan annually. The Plan was completed in December and is available on the CPAC page of the Town's website. The objective of the Plan is to outline the goals of the prime interest groups that benefit from the expenditure of CPA funds: Community Housing, Historic Preservation and Open Space and Recreation.

The 2022 projects and land purchases that benefited from Town Meeting approval for CPA funding are:

- The installation of an Electronic Scoreboard and Announcer's Booth at the primary baseball field at South Common. The proponent was the Recreation Committee, \$20,000 of CPA funds was approved for the project.
- The Historic Commission's work at the Bullard House has progressed with the addition of \$100,000 in CPA funds used to hire architectural and engineering consultants needed to apply for State matching grants to continue the renovation and restoration of the property.

- The acquisition of the land surrounding Horseshoe Pond at the junction of Lyman Road and Linden Street was achieved by Town Meeting's approval to allocate CPA funds for the support of the acquisition. Articles for \$490,000 in 2021 and \$350,000 in 2022 were approved by voters to move forward with the purchase of this 100-acre parcel. The Conservation Commission used the funds to work with the Sudbury Valley Trustees to apply for several State grants.

A key objective of the CPAC is to leverage CPA funds to win grants and matches. The acquisition of the land surrounding Horseshoe Pond is a perfect example of this objective. The Town received confirmation in July that \$874,268 was awarded to assist with the acquisition of the land surrounding Horseshoe Pond via the State's Municipal Vulnerability Preparedness Program. The grant money will be returned to the CPA funding accounts for use in other Town projects.

Local funds generated for CPA use have been matched by the State, exceeding 99% in the past two years. The State match has almost doubled the revenue available for projects that support the CPA initiatives: *Community Housing, Historic Preservation and Open Space and Recreation*. Town projects framed within these initiatives add to the quality of life in Berlin. The CPA will continue to support projects that enhance the Town of Berlin and look forward to working with Town boards, committees and interest groups in developing use of CPA to benefit all Berlin residents.

The CPAC would like to thank the following for their support and contributions to CPAC in 2022, Margaret Nartowicz, Town Administrator (retired), Kristen Rubin, Town Administrator, June Poland, Town Accountant, and Mary Arata, Administrative Assistant to the Town Administrator. We would also like to acknowledge the support and contribution of James Holyoak, At-large Representative and Elaine Wickstrom, Historical Commission Representative for their time on the CPAC. Additionally, the CPAC would like to express a special thank you and great gratitude to June Miller, Interim Historical Commission Representative, who was instrumental in creation of the Community Preservation Plan.

Respectfully submitted,

Timothy Wheeler, *Chairman, Planning Board Representative*  
Carolyn MacDonald, *Clerk, Conservation Commission*  
Julie Lee, *Recreation Committee Representative*  
Eloise Salls, *Housing Partnership Representative*  
M.J. Stades, *Member at Large*  
Wayne Texeira, *Member at Large*

---

## Agricultural Commission

It is with profound sadness to have to report that our friend and Commission member, Kevin Kraszeski, passed away on August 17, 2022 at the age of 72. Kevin was the Vice Chairman since 2006. He was always willing to lend a helping hand and contributed greatly to the Commission and the Community. He will be missed by many.

In the Commission's 2022 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 \$592.14. During this reporting period, the Commission used the funds plus an additional \$107.86 for a total of \$700 to pay a Doerr Construction invoice for the re-shingling and associated maintenance task of the Community Garden shed roof. The re-roofing task was completed on October 13, 2022 and the funds remaining in the state grant are now zero.

During the 2022 growing season, the Community Garden had more participants than ever. Specifically, 38 gardeners participated... ten of whom were from surrounding towns. Many gardeners gave back to the Berlin 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 were:

- A Town of Berlin Community Preservation Act Committee updated Application was submitted by the Commission for a permanent fence and gates for the Community Garden
- The Commission submitted a MIIA Health Benefits Trust Wellness Grant for additional enhancements at the Community Garden but unfortunately, the grant was denied.
- The Commission sponsored a Zoom presentation by John Root on the subject of "Attracting Birds, Butterflies and other Beneficials" through the use of a Berlin Cultural Council Grant.

- The Commission recommended the appointment of and the Select Board approved our newest member of the Commission, Shane C. Wheeler.
- The Commission appointed Debra M. Rolfe as the Commission's Vice Chair.

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:

- The anonymous donor who generously donated a new 10 HP Rear-Tine Garden Tiller (having a retail price of \$2,699) for use at the Community Garden.
- 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, *Chair*; Debra M. Rolfe, *Vice Chair/Community Garden Manger*; Laura F. Busky, *Secretary/Treasurer*; , Michael Dalrymple; James H. Wheeler;  
Shane C. Wheeler

# Cultural Council

In contrast the past two years, the COVID-19 pandemic has been less of a feature to our efforts. We have had no requests for extensions as we had had in these past years and the grants we had previously granted extensions to have since been able to complete their programs. While we would hesitate to call the pandemic over when it comes to the arts, education, and entertainment we are seeing a further return to normalcy.

We have seen a widely divergent number of grant requests and total money requested in the past three fiscal years. For FY2021 the Berlin Cultural Council (BCC) received 13 applications for grant funding with a total request amount of \$6935.00, considerably less than has been usual. For FY2022, the BCC received 23 applications for grant funding with a total request amount of \$16115.00, far exceeding requests from past years. For FY2023, the BCC received 21 applications for grant funding with a total request amount of \$13112.00. This last figure is likely more reflective of what we can expect in subsequent years if nothing major changes.

The Mass Cultural Council's (MCC) allotment to the BCC for FY2023 grants program was \$5500.00 and \$1500.00 was allocated from the Town of Berlin giving us \$7000.00 to award in grant monies for FY2023.

In reviewing these applications we emphasized choosing proposals that would benefit the greatest number of Berlin residents. Compared to last year we were forced into fewer difficult choices on which grants to support, nevertheless we were forced to pass over some worthy grants that would have likely been funded had our budget been somewhat higher.

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

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

## FY 2023 Grants

| Grant   | Applicant   | Award   |
|---|---|---------|
| Berlin Has Talent   | Berlin Senior Citizens Association                        | \$400   |
| Follow the Cannon: Clara Barton's Civil War Letters                 | Lynne McKenney Lydick                                     | \$600   |
| Fruit Flies Like a Banana – Young Audiences Arts for Learning       | Berlin Memorial School                                    | \$1,000 |
| Interactive Summer Reading Performance for Families                 | Diane Edgecomb  | \$500   |
| Johnny Cash – Songs & Stories                                       | Matt York   | \$500   |
| Korean Spirit and Cultural Promotion Project – Lotus Flower Lantern | Town of Berlin  | \$500   |
| Lift Every Voice and Sing Show                                      | Mary Jo D. Maichack                                       | \$500   |
| Maker Space Build Along: Artful Mechanisms                          | Jay Mankita   | \$500   |
| Music Therapy   | Virginia Thurston Healing Garden, Inc.                    | \$300   |
| Outdoor Summer Music Series   | Old Methodist Episcopal Church of Berlin, Inc.            | \$800   |
| Shine at Tahanto  | Berlin-Boylston Special Education Parent Advisory Council | \$500   |
| The Pineapple Project   | Town of Berlin  | \$500   |
| Welcome the “HonkyTonk Piano Man”                                   | Berlin Senior Citizens Association                        | \$400   |

---

# Historical Commission

## **The Historical Commission has enjoyed a busy and productive year.**

Our Community Preservation Act funding has allowed us to engage in a Bullard House Master Plan with Architect Daniel Barton. Dan is known to many of us for his conceptual work on the 1870 Town Hall elevator project and his accessible addition design for the Old Methodist Episcopal Church now known as 19 Carter. CPA funding has also allowed us to begin digitization of our Town Historical Collection, an important step in making the material culture we are storing and protecting more easily accessible to the community for programming and research.

We thank the people of Berlin for supporting historic preservation and the work of the Historical Commission.

## **Master Planning for the Bullard House**

Our master plan is all encompassing and envisions what the future will be and look like for our Bullard House museum of local history. The mentoring and oversight of Architect Dan Barton have been invaluable; expeditious planning could not have been undertaken without his professional expertise. Our master plan not only establishes a work flow for necessary preservation and rehabilitation of the structure, it acknowledges and celebrates a building's context, in this case our historic Center Village. The 1870 Town Hall, Powder House of 1814, the Old Burying Ground and the soon-to-be restored Hearse House, the Meetinghouse of First Parish Church and community gathering place 19 Carter, all historically significant, are integrated with the village's nineteenth century residential and commercial buildings as well as its conservation land and a summer garden.

It also envisions programming and activities that will contribute to the appreciation and enjoyment of our cultural heritage, energizing the Center Village and the community at large. In a world where technology has compressed time and our ability to respond thoughtfully, understanding our history hands-on gives us a sense of place that grounds and centers us.

Funding sources, a necessary planning component, will be researched and tracked. We are already working on the preliminary steps to apply for an MHC Round 30 MPPF (Massachusetts Preservation Projects Funding) grant to match a portion of our CPA funding for structural rehabilitation.

A dropbox was set up containing all manner of resources for team members.

Ongoing communication is integral to the success of any project. We are working on providing venues and

social media platforms that bring everyone along as steps are taken to begin the actual work of preserving and rehabilitating the structure. Janet Woodward, with the technical expertise of James Wheeler, has launched a Bullard House blog on our Historical Commission webpage (see Town of Berlin website). Please have a look. We welcome your feedback.

## **Bullard House**

Highland Commons Cultural Mitigation Fund (awarded to the Bullard House in 2017) was utilized to have a new cellar stairway fabricated and installed by Preservation Carpenter Tim Wohlhueter of Squaw Hollow Restoration. This was completed early in the year to provide accessibility to the basement. The condition of the stairway's predecessor was unsafe and beyond repair.

Monies from this fund also replaced the threshold at the front door of the Bullard House. Necessitated by the previous fall's sill replacement project, a white oak threshold, customized to the irregularities of a historic building, was milled and installed by Ford B. Ogden of Architectural Housewrights in Lancaster.

Commission members succeeded in preparing the interior of the Bullard House for structural rehabilitation by sorting and packing its contents for relocation. Items included in this process were period clothing and furniture, salvaged materials from local historic houses, family ephemera and photographs, as well as Berlin Art and Historical Society display and program materials. Our grateful thanks to Berlin's Highway Department who expertly moved these Bullard House collections at year's end, a task we could never have accomplished without their help.

Structural issues in the Bullard House, with particular attention to its foundation, were evaluated by Thomas Lamb, Senior Engineer from TF Moran Structural Engineers in November and our eagerly awaited report has just been made available at the time of this writing. A discussion of the presented options will soon be scheduled.

## **Town Historical Collection**

Funded by CPA monies, two early inventories of accessioned Collection items completed in the late 1960's and early 1970's were scanned by *EverPresent* in Newton, MA this spring. The digitization of these hand written lists will allow the originals to be more accessible as well as being protected from overhandling. A suitable platform to make these lists available for programming and research is under consideration and a goal for 2023.

Part two of the digitization project, the imaging of high priority artifacts in the Town Historical Collection was

---

accomplished during the summer. Custodian of our Town Collection, Barry Eager selected twenty-five items to be photographed by professional photographer Mark Mendoza from Littleton who specializes in product photography. These items were staged in Grand Hall (1870 Town Hall) for the photo shoot. We certainly appreciated the 1870's elevator for managing some of the artifact transport!

We now have digital images that Barry is captioning and our goal is to upload them onto the Commission's webpage for online viewing.

Among notable donations this year is an outstanding collection of Hartshorn bottles, posters, trade cards and advertisements, generous gifts to the Town by Ronald Ackley.

The Commission is delighted to have the help of Karen Belauskas who came to us in July as a senior work off employee. She has been a willing and capable assistant in our curatorial building helping Barry to accession items into the Collection.

**The Berlin Art and Historical Society** is the Historical Commission's hands-on partner. We thank Society Director Jane Sawyer for volunteering time at the curatorial building. Jane's lifelong acquaintance with Berlin people and places often adds valuable information to our Collection. We also thank Society Vice-President Edith Brewer for helping us once again to order and deliver archival supplies and for many hours this year and in past years preparing donated period clothing to be accessioned.

Society member Bob McTague offered his technical expertise to coordinate Architect Dan Barton's remote attendance via FaceTime with our structural engineer's onsite visit in November. Providing the means for the Commission to communicate in real time with ongoing questions and commentary from both architect and engineer was invaluable. Thank you, Bob.

In February, the Commission co-sponsored with the Berlin Art and Historical Society, Very,Very Valentine, an interactive program that engaged participants in fashioning hand-made valentines and enjoying a display of historical valentines from members' collections and our own Town Collection. A history of early valentine manufacturing in Worcester was offered as well as on line viewing of the Worcester Historical Museum's valentine archive. We thank Society members Pamela Dona and Catherine Waugh for creating and organizing this program.

A Mostly Vintage November yard sale was also a joint effort of the Commission and Society which contributed almost a thousand dollars to the Society's Building Fund. The camaraderie and hard work of Society and

Commission members, as well as volunteer friends, made for a most successful day and afforded an outreach venue that furthered the visibility and understanding of local preservation activities.

We are proud of and grateful for the accomplishments of the Society's Hearse House Building Committee. The restored and reconstructed timbers of the Hearse House were returned to Berlin from the Squaw Hollow Restoration LLC worksite, organized piece by piece by their location on the building and then stored in a weathertight container. By the end of the fall, all timbers had been test fitted and now await re-erection. An agreement to transfer ownership to the Town upon re-erection and to identify the terms of its maintenance has been drafted. It is anticipated that we will view its complete restoration to the Old Burying Ground in 2023.

### **Demolition Delay**

Under the Demolition Delay By-Law, the Historical Commission reviews demolition permit applications for buildings over fifty years old. Historical significance is considered as well as the need for a site visit and documentation. If declared historically significant with appropriate public support, a demolition delay of up to six months can be imposed.

Structures at the following locations were declared not historically significant: a red metal shed at 100 River Road West, the dwelling at 92 Gates Pond Road which was consumed by fire, a concrete block garage adjacent to 64 Walnut Street and the garage at 92 Highland Street.

We thank Carl and Elaine Wickstrom for serving on the Commission. Carl drafted statements of work for Squaw Hollow Restoration projects and preliminary timelines for our planned MHC MPPF matching grant application. Elaine served the Commission in many ways ... representing the Commission on the Community Preservation Act Committee, tracking Commission finances and working on Collection materials. She also provided oversight for the Bullard House sill replacement by Kronenberger and Sons and for Squaw Hollow Restoration projects.

The passing bell was tolled as in years past.

Congratulations to the following who celebrated 90th birthdays in 2022: Howard W. Birch, Catherine A. Dilling, June M. Kunst, Doris M. Lowe, Raymond J. Reardon, Jr., Anna A. Renzoni, and Doris A. Shortt.

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

---

# 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 the 1st and 3rd Wednesdays of every month at 7:00 PM in the Berlin Town Offices, Room 218. The Commission members stayed steady through the year and are Louise Janda, Walter Bickford, Robin Berry, Aj Moses, Kyle Tucker and Holly Kennedy De Gruttola with Carolyn MacDonald as Chair. Mattie VandenBoom is our part-time Conservation Agent.

The public is invited to attend any meeting. 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](mailto:conservation@townofberlin.com) for more information.

## Financial Position

As of the end of the Fiscal Year, June 30, 2022, there was \$282,006.65 in the Berlin Open Space Fund, most of which has now been spent on the Horseshoe Pond purchase. \$12,173.59 in the Berlin Wetlands Protection Fund (which is funded by applicants filing Notices of Intent [NOIs] and other filing fees), and \$76.33 in the Annual Budget Fund. 2022 was a busy year for the Conservation Commission.

## 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 web site at [www.svtweb.org](http://www.svtweb.org). While some of these conservation

opportunities take years to develop and finalize, we remain committed to protecting open space, wetlands, important ecological parcels of land and agricultural land to help maintain the unique and rural character of our town and the integrity of habitats in Berlin.

With the assistance of SVT and CPA funds, the Commission completed the acquisition of the final large piece of land in the Mt. Pisgah recreation area. Called Horseshoe Pond, this purchase was the result of many, many years of effort on the part of the Commission and SVT. We also applied for and received a reimbursement grant for this purchase which will bring a large portion of the \$1.15 million purchase price back to the CPA fund. The grant came from the Commonwealth of Massachusetts' Municipal Vulnerability Preparedness Program which helps communities deal with climate change. An open house was held on April 23rd, a trail hike on April 30th to show what an amazing piece of property this is, and a public informational session was also held for the purchase.

We also spent many meetings with the developer of Highland Ridge to find a way to conserve the land around the outer edges of the development, while the state continues to work through the backlog of Conservation Restrictions. Once again, SVT has helped us out and will accept the property in early 2023 as a donation. They will co-hold the CR with the town when that is completed by the state.

The Commission also accepted as a donation two parcels from Ledle Inc. in the Gates Pond Rd area.

## Conservation Land Management

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

## Trails

Berlin's conservation land has seen a marked increase in use over the past few years as well as an increase in misuse. In 2022 we had 7 site visits to inspect damage done in the 40 Caves area by ATVs and motorized dirt bikes. Trail cameras have been installed to get detailed information on who the offenders are. We have also had several incidents of vandalism at 40 Caves. CC member Aj Moses has been

---

the CC liaison to SVT on this issue. Keeping this area safe for passive recreation will continue to be a goal in the coming years. Kyle Tucker, head of our Trails Subcommittee, has responded to several reports of trees down on trails around town. If you are interested in volunteering you can contact Kyle or any other member of the CC through email, [conservation@townofberlin.com](mailto:conservation@townofberlin.com).

### **Community Outreach**

Once again, the CC helped to coordinate the Earth Day town-wide cleanup on April 23rd. Many thanks to Laurence Holyoak, whose continued dedication to this event helps make it such a success every year! Also thanks to Bridge Realty, Hudson Disposal, the Berlin Highway Department, and all the volunteers for their continued efforts and support.

This year we were honored to host a presentation by Ann Ribbens titled “The Plastic Pollution Crisis” at one of our meetings and again in a community forum setting for the public. The presentation, which Ann worked to develop with a group for the Sierra Club, gave a comprehensive overview of the problems of plastic for us and our planet and some realistic solutions. The presentation was filmed and can be found on the Town of Berlin YouTube page.

Residents can post photos and stories of their encounters with Berlin’s diverse wildlife and use of our trails on our Facebook page “Berlin Conservation Commission.” Trail maps can be found on the CC page of the town website along with links to forms to file for work done within the wetlands buffer zone.

The Berlin Meadow area continues to be used by “Hands on Nature,” an educational program run by Heather Simpson

### **Official Business**

The CC had 4 Notice of Intent hearings, with 3 resulting in Orders of Conditions. We held 3 Requests for Determination of Applicability public meetings (as opposed to public hearings). We issued 4 Certificates of Compliance, 2 Enforcement Orders and one Abbreviated Request for a Determination of Resource Area Delineation. Two Enforcement Orders still remain unresolved from prior years. We also worked on 2 Conservation Restrictions.

### **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 a contracted monitor for the Highland Ridge project.
- Attended workshops and participated in several webinars through the MACC (Massachusetts Association of Conservation Commissioners) and other organizations. We have found these workshops and webinars help enhance our knowledge and our ability to better implement the Wetlands Protection Act on behalf of the town.
- Worked with the property owner and Highway Dept to fence around the parking area for Mt. Pisgah on Linden St.
- Reviewed several annual monitoring reports from SVT that were done on co-held CRs in town.
- Approved a request to hold a small wedding ceremony at Berlin Meadow.
- Started work to revamp the Berlin Meadow garden as a pollinator garden with a focus on native plants.
- Met with several groups to discuss uses for 299 South St.
- Applied for a grant to develop a forestry management plan for the Eager and Caira parcels to promote bird habitat.
- Worked with the Highway Dept. to find a safer rodenticide for town buildings to protect birds of prey.

### **Continuing Projects and Goals**

The Conservation Commission, along with administering the Massachusetts Wetlands Protection Act, will continue to work 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 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 Department of Local Services (DLS).

Cyclical data inspections are a requirement and a "best practice" recommendation of the DLS. 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 FY2023:

| Bordering Town Tax Rates FY2023 |             |            |                       |                   |
|---------------------------------|-------------|------------|-----------------------|-------------------|
| Municipality                    | Residential | Open Space | Commercial Industrial | Personal Property |
| Berlin                          | 13.84       | 13.84      | 23.49                 | 23.34             |
| Bolton                          | 17.50       | 0          | 17.50                 | 14.50             |
| Boylston                        | 14.40       | 0          | 14.40                 | 14.40             |
| Clinton                         | 13.37       | 0          | 22.42                 | 22.42             |
| Hudson                          | 14.60       | 0          | 28.88                 | 28.88             |
| Marlborough                     | 11.54       | 0          | 20.32                 | 20.32             |
| Northborough                    | 14.79       | 0          | 14.79                 | 14.79             |

As reported to the DOR the fiscal year 2023 property breakdown is as follows:

|      |                              |
|------|------------------------------|
| 1352 | Residential Class            |
| 51   | Commercial Class             |
| 22   | Industrial Class             |
| 38   | Mixed Use                    |
| 99   | Chapter Land                 |
| 151  | Personal Property            |
| 1713 | Total All Taxable Properties |
| 170  | Exempt Properties            |

| Year |         | Residential Valuation | Commercial Valuation | Industrial Valuation | Personal Property | Total Town Value | Tax Rates           |
|------|---------|-----------------------|----------------------|----------------------|-------------------|------------------|---------------------|
| 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** |
| 2023 | Int Adj | 693,798,858           | 118,394,779          | 12,657,200           | 21,30,890         | 846,161,427      | 13.84/23.49/23.34** |

\*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 FY23 average single family (101) assessment was \$558,500 with an average tax bill of \$7,729.64 compared to FY22 which was \$460,700 with an average tax bill of \$7,200.74.

The residential percent of the levy limit was 81.95% Residential & Open Space (Res & OS), 15.50% Commercial & Industrial (CI), and Personal Property (PP) 2.55%. The Select Board voted an 89% CIP shift, which changes the levy percentages to Res & OS 72.97%, CI 23.25% and PP 3.78%. The Excess Levy capacity was \$1,298,644.48.

The Board of Assessors granted 29 exemptions totaling \$33,785.09. Senior Work Off - 8 participants totaling \$7,828.52. Actual Tax Bills were mailed on Nov 21, 2022.

The Board receives excise tax commitments from the Registry of Motor Vehicles throughout the calendar year. For 2022 as of December 31, 2022 we have received 6 commitments totaling 4496 excise bills, bringing in \$646,563.24 in taxes. We have issued 80 abatements totaling \$11,778.09.

The Board would like to wish a happy retirement to Jack Mullahy. Jack had been the Board's long time cyclical data collector. Jack informed us this fall that he is hanging up his tape measure. Best wishes for retirement.

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 Committee has appreciated and benefited from the constant support of both the past and present Town Administrator, but we would be remiss to not mention the 'above and beyond' support we received from the Town Accountant, June Poland, throughout the year.

### 2022 Accomplishments:

- The Committee thanks resident Tom Bradley for his service on the committee. Although, the Committee lost Tom, the Town did not. He is now is a member of our Highway Department.
- After a two-year process, the Committee, with assistance from the Town Administrator and Town Accountant, completed the review and revision of all employee policies. The final revision of the revised Employee Policy Manual was forwarded to our Select Board for review.
- The Committee determined the fiscal year 2024 compensation plan for Town employees. This included a review of the consumer price index as well as compensation information from comparable Massachusetts municipalities. A recommendation was made to the Select Board to budget a cost-of-living adjustment (COLA) for Town employees of 2.5%.

### Items on the agenda for the upcoming year include:

- Due to Town growth and departments that are experiencing increased or new governmental regulations along with required paperwork, the Committee will assess and consider additional needed support with new positions or extended hours for various departments.

Our committee looks forward to continue our work in 2023, and we ask any residents wishing to share input or concerns please join us for our meetings.

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

# Town of Berlin Position Classification Spreadsheet Fiscal Year 2024

| Based on 2.5% cost of living increase |             |             |             |             |             |             |             |             |             |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Minimum wage \$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     | \$15.38     | \$15.62     | \$15.93     |
| Annual                                | \$31,200.00 | \$31,200.00 | \$31,200.00 | \$31,200.00 | \$31,200.00 | \$31,200.00 | \$31,990.40 | \$32,489.60 | \$33,134.40 |
| IV                                    | \$15.61     | \$15.99     | \$16.34     | \$16.69     | \$17.06     | \$17.48     | \$17.85     | \$18.27     | \$18.70     |
| Annual                                | \$32,468.80 | \$33,259.20 | \$33,987.20 | \$34,715.20 | \$35,484.80 | \$36,358.40 | \$37,128.00 | \$38,001.60 | \$38,896.00 |
| V                                     | \$18.76     | \$19.17     | \$19.59     | \$20.03     | \$20.47     | \$20.95     | \$21.42     | \$21.90     | \$22.41     |
| Annual                                | \$39,020.80 | \$39,873.60 | \$40,747.20 | \$41,662.40 | \$42,577.60 | \$43,576.00 | \$44,553.60 | \$45,552.00 | \$46,612.80 |
| VI                                    | \$20.93     | \$21.40     | \$21.89     | \$22.40     | \$22.88     | \$23.40     | \$23.93     | \$24.47     | \$25.01     |
| Annual                                | \$43,534.40 | \$44,512.00 | \$45,531.20 | \$46,592.00 | \$47,590.40 | \$48,672.00 | \$49,774.40 | \$50,897.60 | \$52,020.80 |
| VII                                   | \$23.44     | \$23.95     | \$24.51     | \$25.05     | \$25.64     | \$26.20     | \$26.78     | \$27.39     | \$28.01     |
| Annual                                | \$48,755.20 | \$49,816.00 | \$50,980.80 | \$52,104.00 | \$53,331.20 | \$54,496.00 | \$55,702.40 | \$56,971.20 | \$58,260.80 |
| VIII                                  | \$26.56     | \$27.15     | \$27.76     | \$28.38     | \$29.04     | \$29.70     | \$30.36     | \$31.04     | \$31.71     |
| Annual                                | \$55,244.80 | \$56,472.00 | \$57,740.80 | \$59,030.40 | \$60,403.20 | \$61,776.00 | \$63,148.80 | \$64,563.20 | \$65,956.80 |
| IX                                    | \$29.68     | \$30.35     | \$31.00     | \$31.70     | \$32.42     | \$33.16     | \$33.91     | \$34.68     | \$35.44     |
| Annual                                | \$61,734.40 | \$63,128.00 | \$64,480.00 | \$65,936.00 | \$67,433.60 | \$68,972.80 | \$70,532.80 | \$72,134.40 | \$73,715.20 |
| X                                     | \$33.24     | \$33.99     | \$34.72     | \$35.52     | \$36.31     | \$37.16     | \$37.97     | \$38.84     | \$39.71     |
| Annual                                | \$69,139.20 | \$70,699.20 | \$72,217.60 | \$73,881.60 | \$75,524.80 | \$77,292.80 | \$78,977.60 | \$80,787.20 | \$82,596.80 |

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien

# Effective 7/1/23 to 6/30/24

|             |             |             | PUBLIC SAFETY  | HIGHWAY   | ADMIN   | OTHERS   |
|-------------|-------------|-------------|--|---|---|--|
| Maximum     |             |             |  |   |   |  |
| 10          | 11          | 12          |  |   |   |  |
| \$15.00     | \$15.00     | \$15.00     |  |   | Treasurer File Clerk  | Library Page<br>Cable Video Prod. Asst.  |
| \$31,200.00 | \$31,200.00 | \$31,200.00 |  |   |   |  |
| \$15.00     | \$15.00     | \$15.62     |  |   | Town Hall Secretary   |  |
| \$31,200.00 | \$31,200.00 | \$32,489.60 |  |   |   |  |
| \$16.25     | \$16.57     | \$16.90     |  |   |   |  |
| \$33,800.00 | \$34,465.60 | \$35,152.00 |  |   |   |  |
| \$19.09     | \$19.52     | \$19.94     |  | Summer Seasonal   |   | Custodian<br>COA Van Driver<br>Transfer Station<br>Attendant                       |
| \$39,707.20 | \$40,601.60 | \$41,475.20 |  |   |   |  |
| \$22.89     | \$23.42     | \$23.94     | Firefighter<br>EMT<br>EMS Coordinator<br>First Responder | Driver/Laborer  | Assessors Clerk<br>1870 Town Hall Mgr   | Library Assistant<br>Transfer Station Manager<br>Sr. Transfer Station<br>Attendant |
| \$47,611.20 | \$48,713.60 | \$49,795.20 |  |   |   |  |
| \$25.58     | \$26.16     | \$26.75     | Firefighter/EMT  | Heavy Equip. Op./<br>Driver/Laborer                                       | Accountant Clerk<br>Property Lister<br>Board of Health Clerk<br>Assistant Town Clerk                              | Library Circ./<br>Technical Services<br>Library Children's<br>Services             |
| \$53,206.40 | \$54,412.80 | \$55,640.00 |  |   |   |  |
| \$28.63     | \$29.28     | \$29.93     | Lieutenant<br>Public Safety Admin                        | Heavy Equip. Op./<br>Driver/Laborer/Mech.<br>Driver w/ Class B<br>License | Assistant to Assessor<br>Assistant Treasurer<br>Assistant to Acct.<br>Assistant Collector<br>Inspector/Land Clerk | Library Assistant-<br>Programs<br>CPC Assistant                                    |
| \$59,550.40 | \$60,902.40 | \$62,254.40 |  |   |   |  |
| \$32.44     | \$33.17     | \$33.92     | Captain  | Master Heavy Equip.<br>Op./Driver/ Laborer/<br>Mech.                      | Admin. Secretary  | Conservation Agent   |
| \$67,475.20 | \$68,993.60 | \$70,553.60 |  |   |   |  |
| \$36.24     | \$37.04     | \$37.90     | Assistant Chief<br>Fire Marshall                         | Foreman-Operator/<br>Driver/Laborer/<br>Mechanic                          | COA Director  |  |
| \$75,379.20 | \$77,043.20 | \$78,832.00 |  |   |   |  |
| \$40.60     | \$41.50     | \$42.49     | Deputy Chief   |   |   | Local Bldg Inspector<br>Library Director   |
| \$84,448.00 | \$86,320.00 | \$88,379.20 |  |   |   |  |

---

# Berlin-Boylston Regional School Committee

## Mission & Vision Statement:

### Berlin-Boylston Regional School District

*Our Mission:* To support and challenge all students to achieve personal and academic excellence in a student-centered environment.

*Our Vision:* 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.

It is our privilege to present the 2022 Berlin-Boylston Regional School Committee annual report. The members of this board, along with our supportive community, continue to maximize each dollar invested in our schools and the children they support. As we move into 2023 with an amazing staff and leadership in Acting Superintendent Carol Costello, we are confident in our ongoing goals to provide a quality education and school experience.

## Organization

This year, our committee was first led by Chair Dr. Susan Henry, and then by Chair Lori-Anne Hart who assumed the Chair position after Dr. Susan Henry resigned in January, 2022. Michael Totman became Chair after a committee vote during the first meeting following the November 2022 election. Meagan Grill assumed the Vice Chair position in February, and members were Asst. Treasurer Michael Totman, Adam Wilbur who also served as District Clerk, and Julie Lee. Robert Holmes was appointed in June 2022. After the election Jessica Degliaberti joined the committee.

Subcommittees have gone through a transition period this year. Earlier in the year our Policy Subcommittee was chaired by Dr. Henry, then by Lori-Anne Hart after taking over Chair duties. The Policy Subcommittee included Michael Totman. Other subcommittees were: Evaluation - Dr. Henry and Lori-Anne Hart; Goals - Lori-Anne Hart and Election - Adam Wilbur and Michael Totman.

As of December 13, 2022 the subcommittees are:

- A. Budget, Facilities, and Safety — Chair Meagan Grill, member Julie Lee
- B. Student Success and Technology — Chair Michael Totman, members Robert Holmes, Jessica Degliaberti
- C. Policy, Personnel, Negotiations and School Committee Effectiveness — Chair Lori-Anne Hart, members Robert Holmes, Michael Totman
- D. Superintendent Evaluation — Chair Lori-Anne Hart, members Meagan Grill, Jessica Degliaberti

## School Committee Goals

At the beginning of each school year, our committee establishes annual goals. These goals are established in response to our annual self-evaluation conducted by the Evaluation Subcommittee at the end of the academic year. The focus goals for the 2021-22 school year centered on the work necessary to hold the first regional school committee election as well as increased community communication.

## Regional Election

Due to a missed submission deadline for our school committee members to be elected in the state biennial election of Nov. 2020, as specified in the regional school district agreement, the election of committee members was delayed until November 2022, when all seats were up for election. Following the 2022 November election, the Berlin-Boylston Regional Transition School Committee was formally abolished and the Berlin-Boylston Regional School Committee was established, thereby completing the regional transition period. The terms of two members from Boylston and one member from Berlin shall expire at the 2026 biennial state election, and one member from Boylston and two members from Berlin shall expire at the 2024 biennial state election, in each case after the election and qualification of their respective successors. Thereafter, all members shall be elected for four-year terms in accordance with the regional school district agreement. We thank the town clerks, town administrators, member and District Clerk Adam Wilbur and Election Subcommittee member Michael Totman for their assistance in addressing this matter.

## November 2022 Regional School Committee Election Results:

Berlin Four Year Term: Michael Totman  
Berlin Two Year Term: Julie Lee  
Berlin Two Year Term: Robert Holmes  
Boylston Four Year Term: Lori-Anne Hart  
Boylston Four Year Term: Jessica Degliaberti  
Boylston Two Year Term: Meagan Grill

After the election Michael Totman was appointed Chair by a committee member vote.

## Principals

Both Boylston Elementary school and Tahanto are led by interim principals. A search for permanent principals will begin in early 2023.

## Superintendent

In June 2022 Superintendent Zanghi announced his plan to retire in June 2023. The committee then had several discussions about a succession plan. Assistant Superintendent Carol Costello was appointed by unanimous vote in October 2022 to become the next Superintendent after Mr. Zanghi's retirement.

Chair Hart continued to have conversations with Mr. Zanghi about a smooth succession plan and the committee met with Mr. Zanghi to discuss this plan. On December 6, 2022

the committee voted to place Mr. Zanghi on leave beginning January 1, 2023 in order to effect a smooth transition to Mrs. Costello becoming Superintendent on July 1, 2023. After a contentious meeting and additional outbursts the committee met in emergency session on December 8, 2022 and voted to place Mr. Zanghi on leave effective immediately and named Carol Costello as Acting Superintendent.

The Moses Reed Tyler Scholarship enabled the school committee to award 11 academic scholarships to institutions of higher learning for qualified Berlin residents in June of 2022. The fund allowed \$20,050 to be distributed to seven students who each received \$2,300 scholarships, one student who received \$1,400 scholarships and three awards of \$850. The committee remains grateful for the legacy of Mr. Tyler and to Dr. Henry, Carol Young and Rich Mariani for serving on the Scholarship Subcommittee.

In 2022, the Berlin-Boylston Regional School Committee held 17 posted meetings. Robert Holmes was appointed in June 2022 while Jessica Degliaberti was elected during the November 2022 election. All other members had been members prior to January 1, 2022. Attendance for these meetings is listed below.

**Attendance**

| Member              | Town     | Attendance | Note                                       |
|---------------------|----------|------------|--|
| Michael Totman      | Berlin   | 18         | Elected in Nov. 2022 Election              |
| Dr. Susan Henry     | Berlin   | 1          | Resigned January 2022                      |
| Julie Lee           | Berlin   | 17         | Elected in Nov. 2022 Election              |
| Robert Holmes       | Berlin   | 11         | Appointed: June 2022<br>Elected: Nov. 2022 |
| Adam Wilbur         | Boylston | 13         | Term ended Nov. 2022                       |
| Lori-Anne Hart      | Boylston | 18         | Elected in Nov. 2022 Election              |
| Meagan Grill        | Boylston | 17         | Elected in Nov. 2022 Election              |
| Jessica Degliaberti | Boylston | 5          | Elected in Nov. 2022 Election              |

**Student Population**

In the last year, we saw 1099 students enroll districtwide including pre-school. This is a 2.6% increase over last year and is 3.4% higher than the last pre-COVID year of 2019.

Both towns continue to see robust growth in residential housing, and with additional housing comes a higher student population. The committee is beginning to discuss necessary changes as our population grows and our recently approved District Improvement Plan and budget request reflect some of these ideas, specifically the need for additional teaching and support staff.

The committee and school administration remain very conservative in recommending and approving additional school choice slots to ensure a balance between maintaining target class sizes and taking advantage of potential school choice revenue, while avoiding the need for additional staffing.

**Community Support**

The committee, the school administration, teachers, staff and students greatly appreciate the continued strong support and commitment provided by the residents of Boylston and Berlin for our public schools. As we know, the fabric of the community is built in our youth and the community’s sustained generosity and support allow us to develop great kids.

The Boylston Education Foundation (BEF), Boylston Parent Teacher Organization (PTO), Tahanto Parent Teacher Organization (PTO), Berlin LINK, and Special Education Parent Advisory Council (SEPAC) continue to provide fundraising activities and community enrichment programs. Their work goes beyond funds. Their commitments and ongoing efforts to work together as groups during these unprecedented times continue to shine.

**Financial**

The committee and school administration want to highlight the successful collaboration between the school district, the Boylston and Berlin Boards of Selectmen, Finance Committees and Town Administrators, who worked together to achieve a budget that is affordable for our towns and meets the educational needs of our students. We look forward to building on this collaborative effort in the coming years.

The school administration recommended, and the committee voted to approve, a preliminary FY2023 budget of \$18,928,875, an estimated increase of 6.8% over FY2022. As noted above, this amount is subject to change as the budget process continues through the next five months and substantial budget components like Chapter 70 funding, school choice numbers, insurance and energy costs, and other contracts are finalized.

**Looking Forward**

We are looking forward to entering a new phase in our District. With our first regional election behind us we have a true committee elected by the residents we serve. We have a monumental task ahead of us as we begin a new chapter with a new Superintendent while we attempt to return to pre-COVID normalcy in our schools. With a growing population, we have growing needs within our schools. We have an ambitious but righteous plan on how to move our District forward to provide an exceptional education to our students to prepare them for the challenges they’ll face in an ever-changing 21st Century landscape.

Respectfully submitted,  
 Michael Totman, *Chair*; Meagan Grill, *Vice Chair*;  
 Lori-Anne Hart, *District Clerk*; Julie Lee; Robert Holmes;  
 Jessica Degliaberti

---

## Acting Superintendent of Schools

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

### Transitions and Transformation

Between January 2021 and December 2022, the Berlin-Boylston Regional School District experienced numerous and unprecedented amounts of change that have led us to re-think, re-imagine, and re-dedicate ourselves to our vision of our three schools for the future. Our leadership changed hands during this period with new members joining our School Committee in the fall of 2022, and the departure of Superintendent Jeffrey T. Zanghi in December 2022. Tahanto Principal Diane Tucceri retired in June 2022, and Boylston Elementary School principal Alfred "Ace" Thompson also departed the district in June 2022. We wish them well, and thank them for their service to our district.

These positions were filled with interim principals, including Sally Stukuls and Kara Ford at Tahanto Regional Middle/High School, and Dawn-Marie Ayles at Boylston Elementary School, who will continue to lead our schools until the end of the 2022-2023 school year. The hiring process for permanent positions in these areas will have taken place in the winter/spring of 2023, prior to Town Meeting, and our new leaders will step into their places for the start of the school year on July 1, 2023.

Other new hires at our district level in 2022-2023 include Jannel Fitzpatrick, Director of Pupil Personnel Services, Nancy Konisky, Director of Finance and Operations, Stephanie Woodward, Elementary Literacy Coach, Daniel Ayala, Facilities Manager, and Brenda Bachant, Assistant to the Assistant Superintendent for Teaching & Learning.

During the summer of 2022, the District Leadership Team met to discuss and plan for the future of our schools on behalf of our children PreK-12. We asked questions that brought to the surface topics around who we are, what we want for our future, and why the answers to these questions are important to all of us in our two communities of Berlin and Boylston. Blending three separate schools, separate

cultures, and two towns together into one collective vision for the future during the past four years became the impetus for the development of our three-year District Improvement Plan. In this plan, we have clearly articulated the needs in our school district as well as the purpose and costs that accompany them. (You can find the District Improvement Plan on our website at: [www.bbrsd.org](http://www.bbrsd.org)).

The District Improvement Plan outlines both the needs in *all three of our schools*, and at each of our levels from elementary to middle/high school. We want to be able to: give our students an educational experience that broadens their knowledge and prepares them for their future including college and careers that include the trades; create engaging learning environments open to exploration, critical thinking, and problem-solving; ensure that our schools are physically, emotionally and socially safe spaces to learn and grow as individuals and within a microcosm of society, and; welcome new families who have chosen to live in our two communities and carry on the roles and responsibilities of good citizenship and stewardship of our land, as others who have lived here for generations have done.

On a practical level, with enrollment climbing by 15% (24 students) at Berlin Memorial School in FY22 and by 16% (38 students) at Boylston Elementary School, we are constantly monitoring the resources we will need to educate our students so that each child has what they need to be a successful and well-rounded learner. At Tahanto Regional Middle/High School, enrollment numbers paint a very different picture. In FY22, we experienced a 4% decrease (20 students), leading us to question why so many students leave our school at the end of their eighth grade year. These factors are among those that weigh into our plan and into the continuous discussions we have with one another, with our families and with our towns.

In closing, we are deeply appreciative of the support for our public schools that we receive in the Berlin-Boylston Regional School District, and invite our broader community to join with us as we continue to grow learners who are prepared for their future in this ever-changing world.

Respectfully submitted,  
Carol L. Costello, *Acting Superintendent of Schools*

---

# Director of Finance and Operations BBRSD Business Office

## Business Office Update

The COVID-19 Pandemic has continued to leave us with challenges. The most unpredictable obstacle that we faced was the nationwide labor shortage. This labor shortage made it impossible to have a full staff within the departments of school bus transportation, student support and food services. Our dedicated administration, faculty and staff continued to support our students and went above and beyond to ensure that our students still received a high quality education.

## Transportation

Our school bus provider, NRT, along with our district worked jointly in ensuring that every school bus route was covered, even with minimum drivers available. Unfortunately, it hasn't always been convenient for parents, but most importantly, the students were transported to and from school safely.

## Food Service

The USDA continued to offer free breakfast and lunches throughout this past school year. The volume of breakfast and lunches increased dramatically. Even with less food service workers available, the commitment that was provided by our food service department, and our Food Service Director, Lauren Staples, made it possible for students to have nutritional meals available to them.

## Grants

ESSER II and ESSER III were grants that were received due to the COVID 19 Pandemic and the remaining funds continued over to the FY22 school year. These grants gave us the opportunity to meet needs that arose from the pandemic. These needs ranged from the mental health and the well-being of our students to additional services that were offered through programs to help meet our students educational needs.

## Budget Summary

The table below summarizes the FY22 budget and the main drivers of its increases from the FY21 budget.

|             | Berlin Memorial | Boylston Elementary | Tahanto MS-HS |
|-------------|-----------------|---------------------|---------------|
| FY21 Budget | \$3,809,212     | \$4,109,390         | \$9,249,951   |
| FY22 Budget | \$3,958,496     | \$4,325,652         | \$9,646,221   |
| \$ Increase | \$149,284       | \$216,262           | \$396,270     |
| % Increase  | 4%              | 5%                  | 4%            |

**Berlin Memorial Elementary:** The FY22 budget was \$3,958,496, with an increase of \$149,284 at 4% above the FY21 budget. The drivers for this increase was due to an additional Literacy/ELA Coach, and level service increases.

**Boylston Elementary:** The FY22 budget was \$4,325,652, with an increase of \$216,262 at 5% above the FY21 budget. The drivers for this increase were due to an additional Literacy/ELA Coach and level service increases.

**Tahanto Regional Middle/High:** The FY22 budget was \$9,646,221, which had an increase of \$396,270 at 4% above the FY21 budget. The drivers for this increase were due to an additional Adjustment Counselor, and level service increases.

Respectfully submitted,

Nancy J. Konisky, *Director of Finance and Operations*

## Berlin Memorial FY22 Budget Summary

| Description   | FY22 Actual | (Original) FY22 Budget |
|---|-------------|------------------------|
| 1110 School Committee                               | 4,448       | 4,300                  |
| 1210 Superintendent Expenses                        | 67,636      | 66,980                 |
| 1230 District Wide Administration                   | 34,821      | 35,962                 |
| 1410 Finance and Business                           | 57,442      | 64,554                 |
| 1420 Human Resources/ Payroll                       | 15,292      | 14,674                 |
| 1430 Legal Services                                 | 9,000       | 9,000                  |
| 1450 District Admin Technology                      | 2,322       | 900                    |
| 2110 Curriculum                                     | 39,671      | 35,038                 |
| 2111 Pupil Services                                 | 53,010      | 58,735                 |
| 2120 Instructional Coordinators                     | 32,913      | 38,856                 |
| 2210 Principal Other Expenses                       | 157,817     | 159,608                |
| 2250 Administrative Technology                      | 12,327      | 17,858                 |
| 2305 Teachers/Specialists                           | 1,492,669   | 1,514,323              |
| 2320 Medical Therapeutic Services                   | 191,927     | 205,485                |
| 2324 Long Term Substitutes                          | 22,902      | 44,300                 |
| 2325 Short Term Substitutes                         | 17,978      | 273,779                |
| 2330 Para Professionals                             | 264,232     | 24,477                 |
| 2340 Library  | 24,910      | 34,653                 |
| 2354 Professional Development Coaches               | 6,666       | 21,656                 |
| 2356 Professional Development Expenses              | 12,553      | 1,456                  |
| 2358 Professional Development In Service            | 1,978       | 13,566                 |
| 2410 Other Instruction Materials                    | 13,058      | 7,700                  |
| 2415 Library  | 1,354       | 33,150                 |
| 2420 Instructional Equipment                        | 11,256      | 6,600                  |
| 2430 General Supplies                               | 8,519       | 1,700                  |
| 2451 Instructional Technology                       | 8,353       | 101,359                |
| 2453 Instructional Technology Equipment HW Supplies | 1,083       | 72,841                 |
| 2455 Instructional Technology Software              | 2,542       | 142,483                |
| 2720 Testing/Assessment                             | 328         |                        |
| 2800 Psychology                                     | 97,511      | 1,376                  |
| 3200 Medical/Health Services                        | 93,903      | 132,332                |
| 3300 Transportation                                 | 230,300     | 32,658                 |
| 3520 Student Activity                               | 776         | 57,603                 |
| 4110 Custodial Services                             | 135,649     | 4,438                  |
| 4120 Heating  | 27,464      | 46,865                 |
| 4130 Utilities                                      | 46,630      | 2,165                  |
| 4210 Maintenance of Grounds                         | 11,892      | 11,963                 |
| 4220 Maintenance of Buildings                       | 90,341      |                        |
| 4225 Building Security                              | 616         | 51,344                 |
| 4230 Maintenance of Equipment                       | 7,187       | 55,784                 |
| 4400 Technology Infrastructure Support              | 22,644      | 430,991                |
| 4450 Technology Infrastructure                      | 12,581      | 13,522                 |
| 5100 Employee Benefits Retirement                   | 54,308      | 9,235                  |
| 5200 Employee Insurance Active                      | 403,194     | 36,427                 |
| 5250 Employee Insurance Retired                     | 20,676      | 11,000                 |
| 5260 Property and Workers Comp Insurance            | 32,742      | 4,800                  |
| 5350 Maintenance of Buildings                       | 11,174      | 25,000                 |
| 9000 SPED Reserve Contribution                      | 25,000      | 10,000                 |
| 9110 School Choice Tuition                          | 45,010      |                        |
| 9400 SPED Tuition Collaborative                     | 19,890      | 15,000                 |



## Boylston Elementary FY22 Budget Summary

|      | Description                                    | FY22 Actual |
|------|--|-------------|
| 1110 | School Committee                               | 3,719       |
| 1210 | Superintendent Expenses                        | 67,541      |
| 1230 | District Wide Administration                   | 34,751      |
| 1410 | Finance and Business                           | 57,442      |
| 1420 | Human Resources/ Payroll                       | 15,564      |
| 1430 | Legal Services                                 | 9,000       |
| 1450 | District Admin Technology                      | 2,310       |
| 2110 | Curriculum                                     | 39,671      |
| 2111 | Pupil Services                                 | 53,157      |
| 2120 | Instructional Coordinators                     | 32,656      |
| 2210 | Principal Other Expenses                       | 158,522     |
| 2250 | Administrative Technology                      | 11,931      |
| 2305 | Teachers/Specialists                           | 1,714,499   |
| 2320 | Medical Therapeutic Services                   | 187,978     |
| 2324 | Long Term Substitutes                          | 2,796       |
| 2325 | Short Term Substitutes                         | 29,660      |
| 2330 | Para Professionals                             | 326,406     |
| 2340 | Library  | 50,588      |
| 2354 | Professional Development Coaches               | 16,066      |
| 2356 | Professional Development Expenses              | 8,356       |
| 2358 | Professional Development In Service            | 1,870       |
| 2410 | Other Instruction Materials                    | 21,101      |
| 2415 | Library  | 2,009       |
| 2420 | Instructional Equipment                        | 11,370      |
| 2430 | General Supplies                               | 8,235       |
| 2451 | Instructional Technology                       | 5,539       |
| 2453 | Instructional Technology Equipment HW Supplies | 2,507       |
| 2455 | Instructional Technology Software              | 2,542       |
| 2720 | Testing/Assessment                             | 1,467       |
| 2800 | Psychology                                     | 85,404      |
| 3200 | Medical/Health Services                        | 102,630     |
| 3300 | Transportation                                 | 186,753     |
| 3520 | Student Activity                               | 776         |
| 4110 | Custodial Services                             | 127,462     |
| 4130 | Utilities                                      | 71,915      |
| 4210 | Maintenance of Grounds                         | 8,186       |
| 4220 | Maintenance of Buildings                       | 44,810      |
| 4225 | Building Security                              | 2,202       |
| 4230 | Maintenance of Equipment                       | 2,954       |
| 4400 | Technology Infrastructure Support              | 22,659      |
| 4450 | Technology Infrastructure                      | 16,169      |
| 5100 | Employee Benefits Retirement                   | 89,448      |
| 5200 | Employee Insurance Active                      | 529,556     |
| 5250 | Employee Insurance Retired                     | 44,653      |
| 5260 | Property and Workers Comp Insurance            | 34,299      |
| 9000 | SPED Reserve Contribution                      | 25,000      |
| 9110 | School Choice Tuition                          | 25,944      |
| 9120 | Tuitions, Charter Schools                      | 17,850      |
| 9400 | SPED Tuition Collaborative                     | 7,729       |

# Tahanto Middle School/High School FY22 Budget Summary

| Description   | FY22 Actual | (Original) FY22 Budget |
|---|-------------|------------------------|
| 1110 School Committee                               | 6,255       | 5,850                  |
| 1210 Superintendent Expenses                        | 133,326     | 134,177                |
| 1230 District Wide Administration                   | 82,111      | 84,532                 |
| 1410 Finance and Business                           | 140,703     | 165,057                |
| 1420 Human Resources/ Payroll                       | 32,443      | 31,048                 |
| 1430 Legal Services                                 | 18,000      | 20,000                 |
| 1450 District Admin Technology                      | 4,731       | 1,600                  |
| 2110 Curriculum                                     | 78,051      | 69,976                 |
| 2111 Pupil Services                                 | 108,010     | 110,531                |
| 2120 Instructional Coordinators                     | 118,472     | 120,161                |
| 2210 Principal Other Expenses                       | 348,547     | 356,149                |
| 2250 Administrative Technology                      | 23,783      | 26,185                 |
| 2305 Teachers/Specialists                           | 3,361,593   | 3,180,111              |
| 2320 Medical Therapeutic Services                   | 127,877     | 122,348                |
| 2324 Long Term Substitutes                          | 9,200       | 81,000                 |
| 2325 Short Term Substitutes                         | 49,960      | 324,796                |
| 2330 Para Professionals                             | 343,437     | 96,949                 |
| 2340 Library  | 83,594      | 7,200                  |
| 2345 Instructional Technology                       | 1,700       | 48,524                 |
| 2354 Professional Development Coaches               | 17,647      | 71,030                 |
| 2356 Professional Development Expenses              | 23,137      | 7,922                  |
| 2358 Professional Development In Service            | 3,741       | 21,055                 |
| 2410 Other Instruction Materials                    | 69,873      | 10,800                 |
| 2415 Library  | 4,848       | 500                    |
| 2420 Instructional Equipment                        | 15,108      | 61,710                 |
| 2430 General Supplies                               | 7,866       | 6,000                  |
| 2440 Field Trip                                     | 1,000       | 209,247                |
| 2451 Instructional Technology                       | 78,218      | 2,652                  |
| 2453 Instructional Technology Equipment HW Supplies | 5,589       | 158,505                |
| 2455 Instructional Technology Software              | 8,891       | 97,275                 |
| 2710 Guidance                                       | 199,634     | 603,866                |
| 2720 Testing/Assessment                             | 2,399       |                        |
| 2800 Psychology                                     | 157,209     | 149,394                |
| 3200 Medical/Health Services                        | 127,513     | 39,748                 |
| 3300 Transportation                                 | 442,906     | 264,489                |
| 3510 Athletics                                      | 140,538     | 62,526                 |
| 3520 Student Activity                               | 38,753      | 189,366                |
| 4110 Custodial Services                             | 275,082     | 44,565                 |
| 4120 Heating  | 53,286      | 68,107                 |
| 4130 Utilities                                      | 187,144     | 1,678                  |
| 4210 Maintenance of Grounds                         | 45,380      | 7,271                  |
| 4220 Maintenance of Buildings                       | 90,409      | 96,498                 |
| 4225 Building Security                              | 12,551      | 178,769                |
| 4230 Maintenance of Equipment                       | 11,629      | 1,131,212              |
| 4400 Technology Infrastructure Support              | 45,271      | 180,684                |
| 4450 Technology Infrastructure                      | 43,428      | 93,690                 |
| 5100 Employee Benefits Retirement                   | 175,700     | 107,336                |
| 5200 Employee Insurance Active                      | 1,029,861   | 22,000                 |
| 5250 Employee Insurance Retired                     | 284,834     |                        |
| 5260 Property and Workers Comp Insurance            | 101,321     | 170,000                |
| 5350 Maintenance of Buildings                       | 22,350      | 205,050                |
| 9100 SPED Tuition Public School                     | 17,773      | 163,869                |
| 9110 School Choice Tuition                          | 139,256     | 233,213                |
| 9120 Tuitions, Charter Schools                      | 222,105     | 9,646,221              |
| 9300 SPED Tuition Private School                    | \$ 264,471  |                        |
| 9400 SPED Tuition Collaborative                     | 207,707     |                        |

# Department of Pupil Personnel Services

It is an honor to submit an annual report on behalf of the Berlin-Boylston Regional School District. In a time of ongoing change, we remain committed to providing equitable and excellent educational experiences for all of our students.

| DESE data as of 12/1/2022                | First Language Not English | English Language Learner | Students with Disabilities | High Needs | Economically disadvantaged |
|--|----------------------------|--------------------------|----------------------------|------------|----------------------------|
| Berlin-Boylston Regional School District | 12.9%                      | 2.5%                     | 17.0%                      | 30.4%      | 16.3%                      |

In January 2022, following ten years of service to, Karen Molnar retired as the district’s Pupil Personnel Services Director. Jannel Fitzpatrick, a member of the Berlin-Boylston staff since 2010, was hired for the Director role and worked closely with Karen Molnar to ensure the transition was smooth for students, families and staff.

The Pandemic continued to influence change within the Pupil Personnel Department. As did most school districts in 2022, Berlin-Boylston experienced higher staff turnover rates than in previous years. Pupil Personnel Services welcomed new nurses, paraprofessionals and special education teachers to the district due to this turnover. At the time of this report, we continue our efforts to stabilize the district’s nursing staff in all three buildings by recruiting and maintaining the Float Nurse position.

Covid-19 testing and monitoring requirements in our schools changed considerably last year. Contact Tracing and Test and Stay programs were discontinued by early 2022 and replaced with At-Home Testing programs. The At-Home Testing program was discontinued summer of 2022. We currently offer a Symptomatic Testing program for staff and students in our schools.

We built upon the expansion of district-wide mental-health supports for our students by adding an additional counselor at Tahanto. Tahanto also implemented the STAG program to help students return to school after prolonged absences. By the end of 2022, we celebrated a return to the school buildings by the remaining students who previously needed specialized in-home programs due to medical issues and Covid-19.

Our English Language Learner community continues to grow. New students who need English Language services have moved into the district, and other students have successfully passed the state Access tests and no longer need services. Portuguese continues to be the most prevalent home language. Additional languages spoken in the homes of our multi-lingual families are Albanian, Arabic, Bulgarian, Chinese(Mandarin), Farsi, French, German, Gujarati, Hindi, Italian, Japanese, Kannada, Khmer, Korean, Macedonian, Pashto, Persian, Polish, Romanian, Russian, Spanish, Telugu, Thai, Twi, Ukrainian, and Urdu.

Respectfully submitted,  
 Jannel Fitzpatrick, *Director of Pupil Personnel Services*

---

## Technology Coordinator

What began as a necessity in 2020 due to COVID-19, became the backbone of how we utilize technology throughout the district. Teachers and students having access to 1:1 devices, without having to reserve or schedule for said devices, making the use of technology more seamless in everyday instruction has come to be the norm for our district. These devices, predominantly Chromebooks for students, allow our teachers to access on-line support materials that many of our paid curriculum materials include. These on-line resources provide teacher the opportunity to differentiate lessons for their students, for example providing practice of skill for those students that may be struggling with a concept while at the same time providing challenge problems for those students that have already mastered the basics.

As was reported last year this implies that a large portion of our resources was spent upgrading and maintaining our fleet of Chromebooks and teacher laptops. We continued to maintain a supply of “spare” device at each school, so that as students had technical issues or failure of a device one could be easily swapped out while we repaired or replaced the non-functioning Chromebook. With the importance of these devices tied to the success of on-line learning we continue to dedicated a majority of a full-time technician to the task of maintaining these 1:1 devices.

A majority of our Summer work again revolved around 1:1 devices. Re-inventory of all our Chromebooks and redistributing them into charging carts to be ready for the first day of the 2022-23 school year. We also prepared an additional one hundred and seventy Chromebooks, that were purchase through the use of Emergency Connectivity Fund Grant we were awarded late in 2021, to replace devices that had reached end-of-life.

A new phone system, replacing an aging system at Boylston Elementary, was installed in August in time for the start of the new school year. The new system allows for greater control of communications in the building as well as provide easier access to communications in emergency situations.

During the Summer of 2022 we also updated two of the three remaining computer labs in the district. In June we replaced the desktops in Tahanto’s Library with laptops along with a half-dozen larger LCD monitors that can be used for the Middle School coding classes. In August we replaced the desktops in the Computer Applications Lab at Tahanto.

In the Fall we rolled out 1:1 devices for all students in grades 1-12. These were in carts in the elementary schools and individual devices for the Middle/High School. We introduced a device insurance program at Tahanto as well, so parents had the option to pay a fee to insure their child’s Chromebook.

As is always the case, this report was not meant to be all inclusive, rather a highlight of the major areas we have worked on in 2022. We thank our two communities for their continued support as we move technology forward in the Berlin-Boylston Regional School District.

Respectfully Submitted,  
Paul Mara, *District Technology Coordinator*

---

# Tahanto Regional Middle/High School

This year Tahanto welcomed 532 students across grades 6-12 and 6 new faculty and staff members. Ms. Diane Tucceri retired from her role as Principal of Tahanto after many years in the summer of 2022 and as a result, Ms. Sally-Ann L. Stukuls was appointed the role as Interim Principal while our School Adjustment Counselor, Ms. Kara Ford, was appointed as Interim Assistant Principal for the 2022-2023 school year. Below are just a few of our amazing accomplishments in 2022.

## Class of 2022

The Superintendent's Award for academic excellence went to Jordan Money and the Principal's Award for outstanding leadership went to Caden Cogswell. Seventy one percent of 2022 graduates are attending four year colleges, fifteen percent are attending two year colleges, fourteen percent entered the workforce and just one student entered the military.

## Academic Highlights

- On October 13, 2021, eighty-eight Sophomores and Juniors participated in the successful administration of the PSAT. That marked the first time that many students had to sit for hours for testing.
- The NMSQT of this exam stands for National Merit Scholarship Qualifying Test. Eligible Juniors can earn this award based upon their test scores. Three seniors qualified as Commended Scholars due to their success on last year's PSAT/NMSQT. Congratulations to Julian Baldwin, Jack Campbell, and Joshua Cranford!
- Carter Nosek, Class of 2022, has been selected as a College Board National Recognition Program awardee. He earned the National Rural and Small Town Recognition Award because of his academic achievements in school and outstanding performance on the PSAT/NMSQT® and/or AP® Exams. He accomplished this milestone during an immensely demanding period of his high school career. How wonderful to be able to share this great news — congratulations Carter!
- The National Merit Scholarship Program determined that Luke Valleli, Class of 2022, could move on to Finalist standing in its competition for National Merit Scholarship awards. This is a tremendous recognition; congratulations Luke!
- Nearly 150 Advanced Placement exams in 13 different subjects were administered to Tahanto students. Students who sit for these exams have the opportunity to earn college credit based upon their exam scores.
- During the Academic Awards Ceremony last spring, 21 students in the Class of 2023 were presented with College Book Awards. These students were recognized for their hard work, involvement and commitment to the school and community.

## Some Class of 2022 Statistics

- The Counseling Office processed 449 college application transcripts this year.
- 66 seniors applied to 157 different postsecondary institutions.
- Nearly 40% of seniors applied to college Early Action or Early Decision.
- 9 early applications were Deferred into the Regular Application rounds.
- A record number of 34 applications were returned with a Waitlist decision.
- UMass Amherst (29), UVM (17), and UNH (16) saw the largest number of Tahanto applications.
- Northeastern (12) was the top private school application recipient.
- The most common final choices for Tahanto Seniors in the Class of 2022 were Quinsigamond Community College (9), UMA Amherst (4), and UNH (4).
- 71% of the graduates are off to 4-year colleges.
- 56% will continue their education in-state, while 44% will do so out-of-state.
- 15% of the graduates are off to 2-year colleges.
- 7% of the graduates are off to career education, apprenticeships, or other training programs.
- 7% of the graduates are joining the workforce.

Congratulations to each of the 74 graduates of Tahanto's Class of 2022!

We also held four different career panels for all sophomores and juniors where guests came in to share their education and employment journeys in a variety of fields with our students.

Over 50 Colleges had Admissions Representatives come to Tahanto to speak directly with our students about their particular postsecondary institutions.

We held a panel for Juniors and their parents on the college admissions process. This included six different colleges of varying size, competitiveness and price.

## Fine and Performing Arts

In May, the Tahanto drama club put on Jack the Ripper: Monster of Whitechapel including 25 students from grades 6 to 11 both on and off stage. Students were involved in set design and construction, lighting, costuming, and performing the 90-minute straight play with both drama and humor in equal measure.

---

In June, Tahanto's Art students put on a showcase of their work for the annual art show. 6th, 7th, and 8th grade art classes, as well as high school Art 1, Art 2, Ceramics 1, Ceramics 2, Independent Art, and Painting all had work on display. The Art department invited students, families, friends, and community members to view the exhibition.

### **Student Council**

2022 was a busy year for STUCO as they:

- Coordinated and ran 6th Grade Orientation before school started
- Helped coordinate and run First Day of School events for students
- Ran Fall, Winter and Spring spirit weeks, lunch games, and pep rallies
- Coordinated Deck the Halls competition amongst the grades
- Coordinated High School Stall Day fundraiser for charity
- Coordinated the 12 Days of Staff Appreciation
- Coordinated and assisted with the Haunted Hallway/Fall Festival/Bonfire that was coordinated with the art and music departments during an after-school community event
- Ran the first indoor homecoming dance since 2019
- Ran a Thanksgiving Food Drive and created baskets for Tahanto families
- Ran (and won) the second annual Clothing Drive competition with West Boylston High School
- Attended Fall conference at Worcester Tech High School
- Attended Officershop leadership conference at Middleboro High School
- Attended MASC State Conference at Worcester State University
- Created Valentine's Day cards for veterans
- Participated in a modified Polar Plunge for Special Olympics during February vacation
- Coordinated a Penny Wars fundraiser
- Participated in a hike on Mt. Wachusett for Walk for Hunger's virtual event
- Students helped volunteer with Carnival and Library events at elementary schools as well
- Collaborated with other clubs for Refresh Day
- Student Council students assisted with graduation

### **National Honor Society**

Junior National Honor Society has completed two collections for the Sterling Animal Shelter, one in the spring and one in the fall. In addition, they raised \$210.39 for Pennies for Patients which goes to patients with leukemia. They also raised \$128.13 for the citizens of Ukraine.

As for the National Honor Society, in the spring of 2022 there was a Community reading day at BES and BMS, Cafe for a cause raised money for Boston Children's Hospital, Make a Wish, The Breast Friends Connection, Malaria Consortium and Virtual Valentines Day Cards sent to students and staff.

In the fall 2022 there was selling t-shirts for the Matthew John Phillips Scholarship at Harvest Fest, babysitting offered at Parent Conference night, Cafe for a Cause to support Veterans Inc., and the Breast Friends Connection, as well as a Blood Drive in November and Christmas Cards sent to Seniors in the Berlin/Boylston Community.

### **Athletics**

As we wrap up the year of 2022, Tahanto would like to reflect on all of the success we had during our sports seasons! We would like to recognize every team for their hard work and dedication throughout the year and recognize a few teams for their outstanding achievements.

- Boys Basketball: The Boys Varsity Basketball team finished their season with a winning record, as well as qualifying for the state tournament.
- Girls Basketball: The Girls Varsity Basketball Team made school history, being the first Girls Varsity Basketball team ever at Tahanto to win their League. They also made a run in the State tournament.
- Girls Lacrosse: The Girls Varsity Lacrosse Team had a great season, finishing second in the league, and making a run in the state tournament.
- Boys Baseball: The Boys Varsity Baseball Team had an awesome season, winning their league and the Central MA title, and also making an appearance in the state tournament.
- Girls Softball: The Girls Varsity Softball Team had a successful season, and advanced to the state tournament.
- Girls Soccer: The Girls Varsity Soccer Team made school history after making it to the Final Four of the state tournament. They also won their League for the 6th consecutive year.
- Boys Soccer: The Boys Varsity Soccer Team won their league for the second year in a row, and also made it to the state tournament.
- Boys Football: The Boys Varsity Football Team made school history by winning the first State Championship of any team at Tahanto. They were also seeded number 1 going into the tournament.

Congratulations to all of our sports teams here at Tahanto!

Respectfully submitted,  
Sally-Ann L. Stukuls, *Interim 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. We continue to expand our programming and incorporate practices to reach this mission. In the summer of 2022, BES had a change in leadership with the departure of Mr. Ace Thompson. This resulted in an interim position for principal of BES for the school year 2022 -2023 with a full principal search to be conducted in the beginning of 2023.

In the spring of 2022, Boylston Elementary again participated in the online Massachusetts Comprehensive Assessment System (MCAS). The MCAS testing was held in a typical fashion with two days of testing per subject per grade level. We continue to use the knowledge gained from the results of the state testing to inform our instruction. 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 achievement.

In addition to examining trends in testing results there have been some additional changes at Boylston Elementary. The overall enrollment grew by 12% for the school year 2022-2023. There were also many hiring decisions that needed to be made close to the beginning of the school year including two classroom teachers, a school psychologist, and a number of paraprofessionals. This influx in hiring allowed the BES team to reset and refocus on all areas of our day, including social emotional goals. We reintroduced “Be Safe, Be Respectful & Be Responsible” with all students and staff. We reviewed expectations in common areas of our building which has allowed students to feel secure. The staff created a “Zen Den” area near the counseling office for students to use strategies to regulate themselves during the school day.

Safety has been a priority at Boylston Elementary School this year. Fire drills and evacuation drills have been rehearsed so that in the case of an emergency students and staff know exactly what to do. Students are led through scenarios using age appropriate language which helps them feel knowledgeable in the case of an actual emergency.

One of our main academic focuses this year has been on early literacy instruction. In the Fall of 2022, we welcomed a Literacy Coach to Boylston Elementary School, a shared position with Berlin Memorial School. This position has allowed classroom teachers to have access to coaching support in the areas of reading instruction, which compliments new literacy programs that are in place.

Through professional development and consistent coaching we continue to leverage the Science of Reading to implement Heggerty, Foundations, and Making Meaning in grades K through 2. In grades 3-5 we use HMH for English language arts. Professional development days have been heavily focused on this implementation and, as a result, are giving teachers the confidence to dig deep into the data gathered and take a hard look at how we do what we do with the lens of what works for students and what doesn't.

Boylston Elementary School continues to be thankful for the support of the community. We would like to recognize the efforts of our Superintendent, 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,  
Dawn-Marie Ayles,  
*Interim Principal, Boylston Elementary School*

---

## Berlin Memorial School

It is my pleasure to submit this report for 2022 on behalf of the Berlin Memorial School, where we remain committed to our mission statement, which is, “to empower each student to achieve personal excellence by fostering respect, responsibility and resourcefulness with the support of the entire school community.”

As 2022 began, we had returned to full-time in-person learning. Although COVID continued to impact attendance of both children and adults, the wide-spread availability of vaccinations and the on-going use of mitigation factors allowed us to continue to meet the needs of our students in person. We were delighted in the Spring of 2022 to return to traditional events with full community participation, including our Memorial Day Program, Field Day, and Fifth Grade Recognition.

Spring of 2022 saw a return to traditional MCAS testing for our students in grades three through five. We saw declines in scores similar to – but not as deep as – the declines across the commonwealth. As a school, 63% of our students met or exceeded the expectations for English-Language Arts, while the state percentage was 41%. Our scores in Mathematics actually improved from last year. As a school, 64% of our students met or exceeded the expectations for Mathematics, while the state percentage was 39%. I would be remiss if I did not take a moment to recognize that outstanding results for our third grade Math group — 88% of BMS third grade students met or exceeded the expectations on the 2022 Math MCAS. No elementary grade in our District has ever had that level of achievement!

Berlin Memorial School welcomed 223 students in Preschool through Grade Five back in August of 2022. That is an average class size of 17 students. While we continue to see the lingering effects of the pandemic — both academic and social-emotional — our students arrived ready to learn. Beginning of the year assessment helped us to identify students still in need of remediation as well as which

students were ready for a new challenge. We continue to work to strike a balance between “catch up” work, and grade level appropriate learning. Stephanie Woodward, a long-time teacher here at Berlin Memorial, assumed the role of District-wide Literacy Coach in order to support teacher efforts to improve instruction. Joey Flournoy continues as our District-wide Math Coach.

We continue to meet as District leaders to review and enhance our school-wide safety plans. Although school continues to be the safest place for children to be, events around the country compel us to think through how we would handle various situations, from violence on school grounds to weather-related emergencies, we are working as a District to identify our planning strengths and weaknesses and find ways to improve. We are very fortunate to have the active participation of our Town EMS staff as we do this important work

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 out-going Superintendent, Jeff Zanghi, as well as our Acting Superintendent, Carol Costello (former principal of Berlin Memorial), the Berlin-Boylston Regional 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*



# Capital Improvement Planning Committee

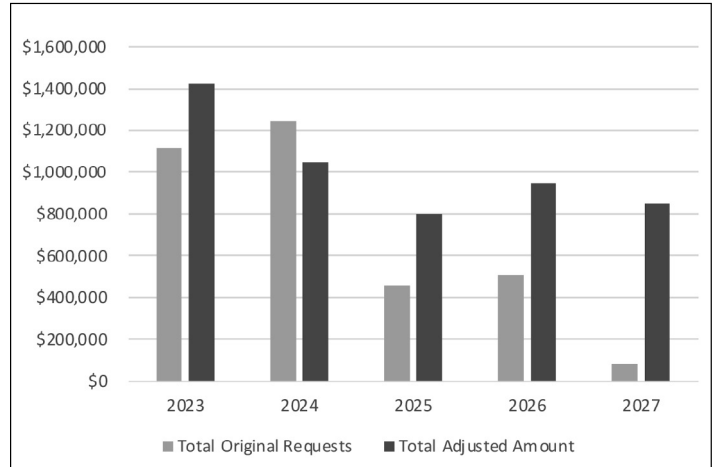
In November CIPC prepared a five-year capital plan request for officers, department heads, boards, committees, and inter/intra-municipal entities to identify capital requests for the next five years (FY 2023-2027). In December we conducted meetings to review requests and produced a list of capital requests 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 2022 budget cycle, we were faced with a total of capital budget requests for FY 2023 of \$1,114,555. In the subsequent five years plans, FY 2023-2027, 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 through free cash guidelines as established by the Finance Committee, and assisted by funding of Community Preservation, we were able to approve all requested items. These recommendations were then shared with the Board of Selectmen and the Finance Committee.

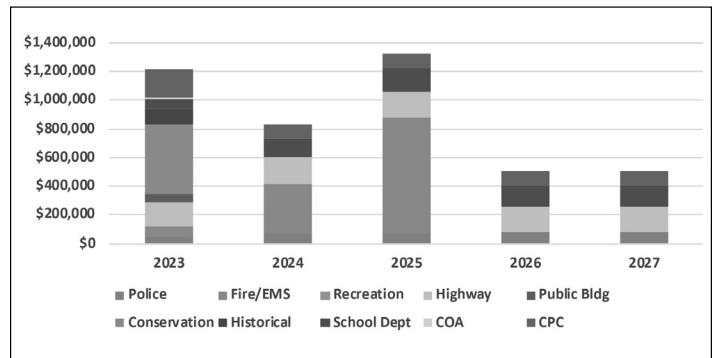
As called for in the Massachusetts Department of Revenue (DOR) Guidelines for Town Capital Improvement Plans, the Capital Improvement Planning Committee continues to collect data for a Town of Berlin Asset Inventory. This inventory will be a vital part of the Berlin's asset management program. Data is 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           | 2023               | 2024             | 2025               | 2026             | 2027             |
|----------------|--------------------|------------------|--------------------|------------------|------------------|
| Police         | \$54,641           | \$75,000         | \$76,000           | \$77,000         | \$78,000         |
| Fire/EMS       | \$75,365           | \$345,000        | \$800,000          | \$0              | \$0              |
| Planning Board | \$5,000            | \$0              | \$0                | \$0              | \$0              |
| Highway        | \$165,000          | \$180,000        | \$180,000          | \$180,000        | \$180,000        |
| Public Bldg    | \$128,500          | \$0              | \$0                | \$0              | \$0              |
| Conservation   | \$660,000          | \$0              | \$0                | \$0              | \$0              |
| Historical     | \$100,000          | \$0              | \$0                | \$0              | \$0              |
| School Dept    | \$68,000           | \$130,000        | \$165,000          | \$150,000        | \$150,000        |
| COA            | \$0                | \$10,000         | \$0                | \$0              | \$0              |
| CPC            | \$197,614          | \$125,000        | \$100,000          | \$100,000        | \$100,000        |
| <b>Total</b>   | <b>\$1,424,120</b> | <b>\$865,000</b> | <b>\$1,321,000</b> | <b>\$507,000</b> | <b>\$508,000</b> |

---

## Treasurer / Collector

After almost 21 years this is my last annual report as I am retired as of February 3rd 2023. Your new Treasurer/Collector is Paul Redmond, who has extensive experience with both municipal software and Treasurer/Collector operations. I am confident Paul will continue to make changes that make our processes more efficient and usher in changes needed to continue moving Berlin forward into the future while honoring our past history.

The following worksheet named ProofOfCash is published directly from the fiscal year 2022 master file also named ProofOfCash. This file is a critical part of the Treasurer/Collector position that is used daily, weekly and monthly for tying out the many income and expense transactions with the Town Accountant. It is used in the annual report for all tax payers and for our annual certification by our outside auditors. When all is completed and signed off by the Accountant, Treasurer, the Select Board and the Auditors, it becomes critical data used to report the town's financial health to those investors lending us funds when the town issues bonds for loans. Due to fairly recent changes, 10% of a town's bond rating is calculated using the financial reporting and management practices and checks and balances done by the Town Accountant, Treasurer, the Assessors. They also analyze the management of those funds by our Select Board, Town Administrator, and probably more importantly the hard work done by the watchful and detailed review by our Finance Committee. Town meeting use of our funds are also part of a lenders review.

### **The following is a quick overview of where we stand financially at the end of fiscal year 2022:**

Berlin continues to have excellent cash flow due primarily as a result of the excellent receivable collections for real estate and motor vehicle bills. We traditionally receive excellent annual audits do in part because of my staff and my effort along with the excellent effort and skill of the Town Accountant and her Assistant. One threat to cash flow at the beginning of each fiscal year is the continued skyrocketing school budget costs, that decreases the amount of available cash required by the schools July one each fiscal year. Something needs to be done to make our schools more affordable. Tax Collections also continue to match or exceed the tax collection rates of many other communities.

The following is a list of gross earnings by every employee paid in Calendar year 2022. The amounts presented are gross payroll, along with the amount of overtime included in the gross. Keep in mind there are many different types of pay categories, incentives, and multi-department pay that can distort gross pay and not an exact reflection of how much an employee make in their primary department or position.

Berlin's current debt is extremely low compared to most communities, and quite honestly an enviable position many of those communities wish they had. We do, however, need to go cautiously financially in the near future (FY24) since the current economy is fragile, commercial values continue dropping (and the tax loss passed directly over to residential tax bills.) Traditionally, in prior years the cost of housing from Route 495 to Boston was always much higher than communities west of Route 495. This is becoming less and less true, with high home values rising rapidly and becoming more and more difficult to afford as far out as the Worcester area. Long term this makes residential housing a great investment, but it has made it much more difficult for many taxpayers to keep up with the increased taxes regionally. The financial team continues to make every attempt to keep tax bills consistent, the goal being a gradual residential annual increase year-over-year. This method avoids what is sometimes referred to as the yo-yo affect (tax bill drop one year, followed by a large increase the next.) Add this with the current declining commercial values just adds more fuel to the fire trying to keeping taxes under control.

We continue to pay a huge "make-up" bill each year to the Worcester Regional Retirement System in addition to what should be our normal assessment for our current employees. This is primarily the result of poor prior investments. As an example, the normal amount the town needs to support our current employee census for FY2024 should be \$224,101. The "make up" amount, however, adds another \$451,904 to the amount due. Due to the current low interest on investments, most communities chose to take a discount and pay a lower amount on July 1 of each fiscal year. This extra fee at Worcester Retirement is projected to increase each year substantially until the WRRS auditors predict it starts to drop sometime after 2032 or 2033 and will no longer be required to be assessed to participating communities. It is a large amount of taxpayer funds other communities plan on repurposing and use it for funding the long-term costs of their employee retirement plan (and increase supportable OPEB requirements.) This is an option Berlin could use by repurposing all or some of the expected decrease to easily fully fund the long term OPEB requirements if a benefit retirement plan is approved by voters in the near future.

As I mention every year, the DOR has a great site with almost all financial information required for cost comparisons between Berlin and specific communities or state averages (log into: <https://www.mass.gov/municipal-databank-data-analytics-including-cherry-sheets>). I caution you these simple comparisons are often not accurate for both category research or used for town meeting purposes.

| Name                    | Cost Center | Department Code | Department            | YTD Gross    | YTD Base     | YTD OT      |
|-------------------------|-------------|-----------------|-----------------------|--------------|--------------|-------------|
| Adema, Maureen G        | 141         | 141             | Assessors             | \$21,771.20  | \$21,771.20  |             |
| Alessi, Anthony         | 221         | 221             | Fire                  | \$8,887.15   | \$8,887.15   |             |
| Alphen, Elizabeth A     | 541         | 541             | Council on Aging      | \$3,737.11   | \$3,737.11   |             |
| Andre, Timothy J        | 210         | 210             | Police                | \$116,058.06 | \$99,275.66  | \$31,199.72 |
| Arata, Mary             | 122         | 122             | Selectmen             | \$68,130.40  | \$67,400.50  |             |
| Baker, Richard L        | 221         | 221             | Fire                  | \$40.84      | \$40.84      |             |
| Barry, Michael          | 210         | 210             | Police                | \$10,551.13  | \$8,414.54   | \$344.94    |
| Bartlett, Dennis        | 423         | 423             | Snow and Salt         | \$1,390.83   | \$1,390.83   |             |
| Bellville, Dean         | 210         | 210             | Police                | \$89,105.57  | \$73,965.10  | \$6,895.50  |
| Benoit, Kevin J         | 221         | 221             | Fire                  | \$10,831.84  | \$10,831.84  |             |
| Bowdoin, Jon M          | 541         | 541             | Council on Aging      | \$10,709.58  | \$10,709.58  |             |
| Bradley, Roger L        | 141         | 141             | Assessors             | \$1,829.28   | \$1,829.28   | \$121.13    |
| Bradley, Thomas G       | 422         | 422             | Highway               | \$27,989.94  | \$27,258.78  | \$1,568.78  |
| Bratton, David J        | 700         | 700             | WorkOffEmployee       | \$1,697.25   | \$1,697.25   |             |
| Brescia, Jacob A        | 210         | 210             | Police                | \$11,216.00  | \$11,216.00  |             |
| Brewer, Edith A         | 145         | 145             | Treasurer/Collector   | \$1,707.00   | \$1,707.00   |             |
| Brewer, Frank           | 221         | 221             | Fire                  | \$3,168.33   | \$3,168.33   |             |
| Bridges-Roche, Richarda | 249         | 249             | Animal Inspector      | \$2,052.52   | \$2,052.52   |             |
| Cabral, Brendon B       | 422         | 422             | Highway               | \$28,387.80  | \$27,910.95  | \$615.75    |
| Centeno, David          | 210         | 210             | Police                | \$8,980.81   | \$4,491.80   |             |
| Clark, Paul K           | 221         | 221             | Fire                  | \$127,504.00 | \$126,278.00 |             |
| Clemmer, Dylan A        | 422         | 422             | Highway               | \$15,942.14  | \$15,918.51  | \$3,960.51  |
| Colomey, Kevin          | 210         | 210             | Police                | \$44,527.42  | \$41,377.30  | \$965.60    |
| Concannon, James        | 221         | 221             | Fire                  | \$225.45     | \$225.45     |             |
| Corriveau Carl          | 210         | 210             | Police                | \$95,943.55  | \$78,522.60  | \$6,121.06  |
| Crossman, Adam F        | 422         | 422             | Highway               | \$5,973.58   | \$5,417.22   | \$119.22    |
| Cuff, Shantel           | 210         | 210             | Police                | \$6,275.50   | \$5,555.10   | \$173.96    |
| Cummings, Fred          | 422         | 422             | Highway               | \$86,602.76  | \$86,031.59  |             |
| Cummings, Jeffrey A     | 221         | 221             | Fire                  | \$2,837.83   | \$2,837.83   |             |
| Cushion, Daniel A       | 243         | 243             | Electrical Inspectors | \$550.00     | \$550.00     |             |
| Dadah, Melanie I        | 221         | 221             | Fire                  | \$42.38      | \$42.38      |             |
| Deptula, Thomas J       | 221         | 221             | Fire                  | \$31,230.87  | \$31,230.87  |             |
| Desautels, Jamie B      | 221         | 221             | Fire                  | \$585.58     | \$585.58     |             |
| Devaney, Brien M        | 145         | 145             | Treasurer/Collector   | \$18,014.84  | \$18,014.84  |             |
| Deveau, Michelle        | 221         | 221             | Fire                  | \$41,185.29  | \$41,185.29  | \$17.66     |
| Doerr, Thomas M         | 241         | 241             | Building Inspector    | \$1,215.41   | \$1,215.41   |             |
| Dube, Victorya M        | 610         | 610             | Library               | \$4,113.83   | \$4,113.83   |             |
| Durant, Wesley          | 221         | 221             | Fire                  | \$23,344.30  | \$23,344.30  |             |
| Eager, Barry            | 114         | 114             | Moderator             | \$50.00      | \$50.00      |             |
| Ellam, Elizabeth H      | 162         | 162             | Elections             | \$199.50     | \$199.50     |             |
| Fearebay, Dennis        | 145         | 145             | Treasurer/Collector   | \$79,861.88  | \$77,861.88  |             |
| Fearebay, Lorinda B     | 700         | 700             | WorkOffEmployee       | \$1,011.75   | \$1,011.75   |             |
| Flynn, Victoria M       | 541         | 541             | Council on Aging      | \$68,053.07  | \$68,053.07  |             |
| Fortin, Peter F         | 221         | 221             | Fire                  | \$84,495.45  | \$83,955.45  | \$1,645.50  |
| Foster, Sara M          | 610         | 610             | Library               | \$21,084.82  | \$21,031.18  |             |
| Gallardo, Jonathan A    | 221         | 221             | Fire                  | \$9,919.76   | \$9,919.76   |             |
| Geis, John              | 210         | 210             | Police                | \$54,350.75  |              |             |

| Name                  | Cost Center | Department Code | Department            | YTD Gross    | YTD Base    | YTD OT      |
|-----------------------|-------------|-----------------|-----------------------|--------------|-------------|-------------|
| Geldart, Douglas C    | 433         | 433             | Transfer Station      | \$6,165.34   | \$6,165.34  |             |
| Gemelli, Peter        | 433         | 433             | Transfer Station      | \$26,086.04  | \$25,805.72 |             |
| Gilcrest, Richard     | 210         | 210             | Police                | \$122,347.29 | \$95,858.17 | \$14,837.65 |
| Goulding, David       | 210         | 210             | Police                | \$91,174.71  | \$67,662.78 | \$1,832.72  |
| Grenier, Amy S        | 135         | 135             | Accountant            | \$47,187.86  | \$46,071.72 | \$304.03    |
| Grenier, Diane J      | 700         | 700             | WorkOffEmployee       | \$60.75      | \$60.75     |             |
| Guild, Robert H       | 162         | 162             | Elections             | \$256.50     | \$256.50    |             |
| Hanks, Richard D      | 241         | 241             | Building Inspector    | \$99,101.21  | \$94,114.10 |             |
| Harrington, Francis J | 221         | 221             | Fire                  | \$197.71     | \$197.71    |             |
| Hawkins, R Scott      | 122         | 122             | Selectmen             | \$1,230.00   | \$1,230.00  |             |
| Hodge, Robert         | 610         | 610             | Library               | \$68,156.42  | \$68,043.86 |             |
| Hottle, Carolyn A     | 610         | 610             | Library               | \$4,288.02   | \$4,288.02  |             |
| Janda, Kenneth L      | 210         | 210             | Police                | \$41,576.09  | \$11,049.30 |             |
| Keefe, Christine E    | 122         | 122             | Selectmen             | \$1,230.00   | \$1,230.00  |             |
| Kinnas, Peter         | 210         | 210             | Police                | \$10,989.83  | \$4,323.37  |             |
| Kowal, Karen          | 610         | 610             | Library               | \$22,868.12  | \$22,868.12 |             |
| Ladou, Christopher W  | 210         | 210             | Police                | \$80,513.90  | \$67,677.07 | \$19,243.56 |
| LaPan, Mark E         | 423         | 423             | Snow and Salt         | \$781.56     | \$781.56    |             |
| Leahy, Liane          | 241         | 241             | Building Inspector    | \$25,376.80  | \$25,334.40 |             |
| Lefebvre, Neil E      | 210         | 210             | Police                | \$7,128.46   | \$6,955.98  |             |
| Lichwell, David       | 221         | 221             | Fire                  | \$49,496.91  | \$42,099.24 | \$1,445.94  |
| Lichwell, Kyle        | 221         | 221             | Fire                  | \$57,885.63  | \$56,112.51 | \$5,413.70  |
| Matthew, Benjamin H   | 221         | 221             | Fire                  | \$1,265.73   | \$1,265.73  |             |
| Maurice, Andrew M     | 221         | 221             | Fire                  | \$20,968.20  | \$20,968.20 |             |
| Melone, Christopher J | 221         | 221             | Fire                  | \$3,166.57   | \$3,166.57  |             |
| Meltzer, Eleanore R   | 610         | 610             | Library               | \$299.25     | \$299.25    |             |
| Mikelk, Paul D        | 510         | 510             | Board of Health       | \$638.00     | \$638.00    |             |
| Miller, June W        | 700         | 700             | WorkOffEmployee       | \$1,078.88   | \$1,078.88  |             |
| Mills, Judith M       | 162         | 162             | Elections             | \$655.50     | \$655.50    |             |
| Monteiro Dennis C     | 243         | 243             | Electrical Inspectors | \$27,644.38  | \$27,644.38 |             |
| Morrison, Robert H    | 700         | 700             | WorkOffEmployee       | \$302.63     | \$302.63    |             |
| Murillo, Jazmin       | 221         | 221             | Fire                  | \$11,194.74  | \$11,194.74 |             |
| Nartowicz, Margaret Z | 123         | 123             | Town Administrator    | \$89,703.39  | \$78,783.85 |             |
| Nelson, Lynda         | 700         | 700             | WorkOffEmployee       | \$935.63     | \$935.63    |             |
| O'Connell, Jeremy     | 221         | 221             | Fire                  | \$7,931.09   | \$7,931.09  |             |
| O'Malley, Michael J   | 210         | 210             | Police                | \$8,499.72   | \$6,077.00  |             |
| Paulino, Jonathan     | 221         | 221             | Fire                  | \$69,995.54  | \$67,375.94 | \$12,247.82 |
| Pendergast, Sondra    | 192         | 192             | Municipal Buildings   | \$7,520.48   | \$7,520.48  |             |
| Pitard, Trent R       | 422         | 422             | Highway               | \$3,330.48   | \$3,330.48  |             |
| Plante, Molly E       | 210         | 210             | Police                | \$94,543.71  | \$80,224.78 | \$21,870.94 |
| Poland, June          | 135         | 135             | Accountant            | \$94,805.48  | \$94,680.48 |             |
| Pond, Kevin           | 141         | 141             | Assessors             | \$1,781.89   | \$781.89    |             |
| Poulin, Kenneth J     | 242         | 242             | Plumbing Inspectors   | \$1,450.00   | \$1,450.00  |             |
| Price, Stephen W      | 145         | 145             | Treasurer/Collector   | \$22,974.57  | \$22,974.57 |             |
| Reed, Jesse C         | 210         | 210             | Police                | \$22,980.62  | \$18,749.28 | \$533.52    |
| Reed, Molly K         | 141         | 141             | Assessors             | \$72,482.43  | \$72,482.43 |             |
| Reguera, Sue          | 510         | 510             | Board of Health       | \$709.25     | \$709.25    |             |

| Name                  | Cost Center | Department Code | Department            | YTD Gross             | YTD Base              | YTD OT              |
|-----------------------|-------------|-----------------|-----------------------|-----------------------|-----------------------|---------------------|
| Rider, Nathan G       | 610         | 610             | Library               | \$199.50              | \$199.50              |                     |
| Roach, Helen          | 292         | 292             | Dog Officer           | \$5,554.25            | \$5,554.25            |                     |
| Rodgers, John M       | 700         | 700             | WorkOffEmployee       | \$1,068.75            | \$1,068.75            |                     |
| Roseberry, Alphonse   | 242         | 242             | Plumbing Inspectors   | \$24,439.12           | \$24,439.12           |                     |
| Roy, Jack A           | 422         | 422             | Highway               | \$3,734.45            | \$3,734.45            |                     |
| Rubin, Kristen L      | 123         | 123             | Town Administrator    | \$38,084.40           | \$38,084.40           |                     |
| Rule, Charles M       | 610         | 610             | Library               | \$1,152.75            | \$1,152.75            |                     |
| Salls, Eloise         | 161         | 161             | Town Clerk            | \$35,088.82           | \$35,088.82           |                     |
| Sardell, Margaret     | 700         | 700             | WorkOffEmployee       | \$1,715.63            | \$1,715.63            |                     |
| Sawyer, Jane L        | 162         | 162             | Elections             | \$826.50              | \$826.50              |                     |
| Schartner, Eric       | 210         | 210             | Police                | \$133,848.67          | \$132,648.67          |                     |
| Sharon, Tom           | 433         | 433             | Transfer Station      | \$4,758.82            | \$4,758.82            |                     |
| Shea, Christopher J   | 210         | 210             | Police                | \$1,000.19            | \$958.58              |                     |
| Shepard, Jonathan P   | 243         | 243             | Electrical Inspectors | \$300.00              | \$300.00              |                     |
| Soldi, Dylan T        | 210         | 210             | Police                | \$53,756.35           | \$43,297.46           | \$7,392.04          |
| Spinney, James        | 422         | 422             | Highway               | \$83,429.77           | \$82,317.23           | \$10,541.57         |
| Stearns, Brian D      | 543         | 543             | Veterans Agent        | \$8,892.00            | \$8,892.00            |                     |
| Stone, Margaret A     | 122         | 122             | Selectmen             | \$1,230.00            | \$1,230.00            |                     |
| Teixeira, Matthew R   | 422         | 422             | Highway               | \$35,567.63           | \$35,430.23           | \$6,747.83          |
| Theve, Andrew R       | 221         | 221             | Fire                  | \$10,360.49           | \$10,328.19           |                     |
| Traylor, Donna        | 510         | 510             | Board of Health       | \$12,229.55           | \$12,199.29           |                     |
| Trongone, Kevin       | 210         | 210             | Police                | \$109,808.12          | \$91,592.73           | \$22,341.33         |
| VandenBoom, Mattie S  | 171         | 171             | Conservation          | \$10,997.84           | \$10,997.84           |                     |
| Vianna, Abigail L     | 296         | 296             | Dispatch              | \$46,927.20           | \$46,927.20           |                     |
| Wheeler, Beverly A    | 141         | 141             | Assessors             | \$924.39              | \$924.39              |                     |
| Wheeler, James        | 161         | 161             | Town Clerk            | \$14,798.26           | \$14,798.26           |                     |
| Wheeler, Mary C       | 162         | 162             | Elections             | \$826.50              | \$826.50              |                     |
| Wheeler, Michael      | 221         | 221             | Fire                  | \$9,874.14            | \$7,632.84            | \$631.56            |
| Wheeler, Robert L     | 510         | 510             | Board of Health       | \$638.00              | \$638.00              |                     |
| Willwerth, Philip D   | 433         | 433             | Transfer Station      | \$308.16              | \$308.16              |                     |
| Wynkoop, Joann B      | 141         | 141             | Assessors             | \$32,119.58           | \$31,826.56           |                     |
| <b>Total Payroll:</b> |             |                 |                       | <b>\$3,268,801.49</b> | <b>\$2,962,389.32</b> | <b>\$147,933.82</b> |

For most analysis you need to peel back further into the state data to get a true understanding of other town's finances and structural organization before making rash and incorrect conclusions. Government finances are extremely complicated for even those of us that live with it every day. There is, however, one number in all this data that paints the most accurate picture of costs, and see if you can find it somewhere in all the data available.

You must never forget that town officials work for you, the taxpayer. A taxpayer should at least get a general understanding of how town finances work to better understand what is talked about and voted on at Town Meeting. Feel free to contact any town official including my replacement if you have questions about anything related to town finances — after all, they are your funds that town officials

are hired or elected to manage for you! If any of us don't have the answer, we can direct you to some that does.

Regards,  
Dennis Fearebay, *Treasurer/Collector, CMMT, CMMC*;  
Stephen Price, *Assistant Treasurer*; Brien Devaney, *Assistant Tax Collector*; Edith Brewer, *Filing Clerk (now retired)*

*Every penny of taxpayer dollars is tracked on the multiple spreadsheets in the master ProofOfCash: internally for the Treasurer to balance with his Tax Office; for all funds coming in; all funds invested; all checks and ACH/Wire payments sent out covering all payable debt; and to balance with the cash totals of the Town Accountant. If you have any questions about any of the items or procedures feel free to call or stop by the office. The following is the most important spreadsheet of the many contained in the master ProofOfCash file maintained in the Treasurer's Office:*

| <b>PROOF OF CASH</b>          | <b>7/31/21<br/>FY22</b> | <b>8/31/21<br/>FY22</b> | <b>9/30/21<br/>FY22</b> | <b>10/31/21<br/>FY22</b> |
|-------------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| <b>BEGINNING CASH BALANCE</b> | <b>\$9,982,821.69</b>   | <b>\$8,108,030.52</b>   | <b>\$8,104,791.40</b>   | <b>\$6,456,084.85</b>    |
| +monthly cash receipts        | \$770,069.68            | \$563,755.34            | \$275,217.24            | \$468,496.06             |
| -expenses                     | \$(2,703,514.48)        | \$(564,905.92)          | \$(2,173,341.00)        | \$(1,584,573.68)         |
| -refunds paid                 | \$(200.72)              | \$-                     | \$(3,681.15)            | \$(468.55)               |
| -outstanding deposits         | \$(39.00)               |                         | \$-                     | \$-                      |
| +prev.mo. O.S. deposits       | \$-                     | \$39.00                 | \$-                     | \$-                      |
| -returned checks              | \$(449.64)              | \$(2,919.55)            | \$-                     | \$-                      |
| -adjustments                  | \$59,342.99             | \$792.01                | \$253,098.36            | \$(253,546.50)           |
| <b>Ending Cash Balance</b>    | <b>\$8,108,030.52</b>   | <b>\$8,104,791.40</b>   | <b>\$6,456,084.85</b>   | <b>\$5,085,992.18</b>    |

| <b>STATEMENT BALANCES</b>                               |                |                |                |              |
|---|----------------|----------------|----------------|--------------|
| Depository (CSB) -8296                                  | \$0.78         | \$0.22         | \$6,324.82     | \$0.40       |
| Investment Sweep (CSB) -9377                            | \$-            | \$-            | \$-            | \$-          |
| Rescue Squad (CSB) -9387                                | \$102,032.41   | \$118,598.38   | \$29,163.89    | \$26,735.55  |
| Stabilization Fund Acct (Avidia) -5200                  | \$170,262.55   | \$170,277.01   | \$170,291.01   | \$170,305.47 |
| Stabilization Fund Acct (PeoplesBank) new 9/2021        | \$-            | \$-            | \$204,038.32   | \$204,070.75 |
| Stabilization Fund Acct (Peoples U. form Belmont) -2412 | \$204,002.55   | \$204,020.43   | \$-            | \$-          |
| Stabilization Fund Acct (Eastern (form. Century) -6126  | \$225,669.39   | \$225,687.94   | \$225,706.49   | \$225,725.65 |
| Stabilization Fund Acct (CSB) -3596                     | \$597,378.02   | \$612,465.04   | \$612,540.55   | \$612,618.59 |
| Energy Stabilization (CSB) -0250                        | \$26,463.02    | \$28,421.71    | \$30,164.44    | \$30,167.00  |
| Capital Stabilization (CSB) -4961                       | \$4,445.13     | \$141,963.39   | \$141,969.22   | \$141,975.25 |
| Public Safety Stabilization - New June 2022             |                | \$-            | \$-            | \$-          |
| Treasurer's Account (Avidia) -8100                      | \$1,388,332.32 | \$1,388,509.20 | \$788,606.42   | \$788,706.89 |
| Treasurer's Account (PeoplesBank) new Sept 2021         | \$-            | \$-            | \$6,744.68     | \$6,745.48   |
| Treasurer's Account (Peoples U. form. Bemont) -3034     | \$2,810.07     | \$2,810.17     | \$3.23         | \$3.23       |
| Treasure's Account (CSB) -3562                          | \$1,825.04     | \$1,825.12     | \$1,825.20     | \$1,825.28   |
| Treasurer Account no fee (CSB) xx4195 new Dec           | \$18,143.60    | \$8,211.10     | \$15,567.52    | \$23,810.22  |
| Treasurer's Account (Century) -1820                     | \$2,783,819.97 | \$2,784,048.77 | \$2,184,248.01 | \$784,372.15 |
| Treasurer's Account (Fidelity Bank) -1970               | \$20,482.67    | \$20,485.28    | \$20,487.80    | \$20,490.41  |
| Treasurer's Account (MMDT) -2164                        | \$61,681.88    | \$61,736.86    | \$61,741.53    | \$61,746.38  |
| UniBank Treasurers Account -8864                        | \$413,417.65   | \$425,432.29   | \$56,292.49    | \$78,132.29  |
| UniBank-Online Payment -5446                            | \$7.68         | \$7.74         | \$7.75         | \$7.76       |
| UniBank-TownClerk Online Payment -1663                  | \$0.07         | \$0.07         | \$0.07         | \$0.07       |
| Inspector Fee Stripe - new 1/24/2019 -7779              | \$0.70         | \$0.73         | \$0.77         | \$0.82       |
| Community Preservation -2166                            | \$774,528.82   | \$775,117.53   | \$775,375.61   | \$783,480.11 |

| <b>AGENCY ACCOUNTS</b>                        |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
| Berlin Farms - Cermak (CSB) -7706             | \$754.43    | \$754.46    | \$754.49    | \$754.52    |
| Berlin Villiage (Avidia) -8000                | \$122.50    | \$122.51    | \$122.51    | \$122.52    |
| Capes of Berlin(CSB) 800657918 New March 2017 | \$4,341.28  | \$4,341.46  | \$4,341.64  | \$4,341.82  |
| Farm Lane Rhodes (Avidia) -7800               | \$191.69    | \$191.70    | \$191.71    | \$191.72    |
| GrowingRoomPB (CSB) -1768                     | \$3,198.27  | \$3,198.41  | \$3,198.54  | \$3,198.68  |
| Hamlin Summer Road (CSB)                      | \$1,035.38  | \$1,035.42  | \$1,035.46  | \$1,035.50  |
| Highland Common Traffic (CSB) -3661           | \$14,793.71 | \$14,794.34 | \$14,794.95 | \$14,795.58 |
| Highland Commons (Avidia) -0000               | \$58.11     | \$58.11     | \$58.11     | \$58.12     |
| Highland Ridge Conserv. New 4/15 -8172        |             |             |             |             |
| Indian Rock - (Avidia) -5300                  | \$2,006.27  | \$2,006.35  | \$2,006.44  | \$2,006.52  |
| Indian Farm - (CSB) -4203 new DEC             | \$1,751.80  | \$1,751.87  | \$1,751.94  | \$1,752.01  |
| Kane (CSB) -1309                              | \$373.72    | \$373.74    | \$373.76    | \$373.78    |
| Kendall Homes (Avidia) - Pleasant -5400       | \$74.18     | \$74.19     | \$74.19     | \$74.19     |

| 11/30/21<br>FY22       | 12/31/21<br>FY22       | 1/31/22<br>FY22       | 2/28/22<br>FY22       | 3/31/22<br>FY22       | 4/30/22<br>FY22        | 5/31/22<br>FY22        | 6/30/22<br>FY22        |
|------------------------|------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|
| <b>\$5,085,992.18</b>  | <b>\$11,012,282.26</b> | <b>\$9,769,415.53</b> | <b>\$9,533,146.53</b> | <b>\$7,936,563.51</b> | <b>\$8,663,086.14</b>  | <b>\$10,983,981.50</b> | <b>\$12,946,738.93</b> |
| \$6,422,066.63         | \$521,108.70           | \$105,730.79          | \$118,144.17          | \$1,247,132.36        | \$2,952,185.58         | \$3,749,223.59         | \$397,884.57           |
| \$(494,489.35)         | \$(1,755,067.41)       | \$(341,941.50)        | \$(1,707,892.37)      | \$(521,485.47)        | \$(1,621,525.02)       | \$(770,213.08)         | \$(630,865.97)         |
| \$(1,372.20)           | \$(8,428.02)           | \$(63.29)             | \$(4,898.00)          | \$-                   | \$(3,363.38)           | \$(15,554.32)          | \$(3,320.72)           |
| \$-                    | \$-                    | \$-                   | \$-                   | \$-                   | \$-                    | \$-                    | \$-                    |
| \$-                    | \$-                    | \$-                   | \$-                   | 0                     | \$-                    | \$-                    | \$-                    |
| \$(140.00)             | \$(475.00)             | \$-                   | \$-                   | \$(270.51)            | \$(3,755.99)           | \$(4,309.16)           | \$(217.14)             |
| \$225.00               | \$(5.00)               | \$5.00                | \$(1,936.82)          | \$1,146.25            | \$997,354.17           | \$(996,389.60)         | \$119,601.75           |
| <b>\$11,012,282.26</b> | <b>\$9,769,415.53</b>  | <b>\$9,533,146.53</b> | <b>\$7,936,563.51</b> | <b>\$8,663,086.14</b> | <b>\$10,983,981.50</b> | <b>\$12,946,738.93</b> | <b>\$12,829,821.42</b> |

|                |                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| \$7.54         | \$0.36         | \$3,983.72     | \$0.07         | \$1.70         | \$575,479.04   | \$32,198.45    | \$0.30         |
| \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            |
| \$37,492.29    | \$55,279.25    | \$65,464.89    | \$79,672.33    | \$100,076.01   | \$110,825.65   | \$123,750.12   | \$142,821.05   |
| \$170,312.47   | \$170,319.70   | \$170,326.94   | \$170,333.47   | \$170,340.71   | \$170,347.71   | \$170,354.94   | \$170,361.94   |
| \$429,881.48   | \$429,972.77   | \$430,064.07   | \$430,146.56   | \$430,237.90   | \$430,323.37   | \$430,417.70   | \$430,506.15   |
| \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            |
| \$1.86         | \$1.86         | \$1.86         | \$1.86         | \$1.86         | \$1.86         | \$1.86         | \$1.86         |
| \$612,694.12   | \$612,772.18   | \$612,850.25   | \$612,920.77   | \$612,998.86   | \$613,074.44   | \$613,152.55   | \$613,228.15   |
| \$33,444.61    | \$33,447.45    | \$33,450.29    | \$33,452.86    | \$33,455.70    | \$33,458.45    | \$33,461.29    | \$52,919.59    |
| \$141,981.08   | \$141,987.11   | \$141,993.14   | \$141,998.59   | \$142,004.62   | \$142,010.46   | \$142,016.49   | \$142,022.33   |
| \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$1,016,757.14 |
| \$788,771.72   | \$788,838.72   | \$788,905.71   | \$788,966.24   | \$789,033.25   | \$789,098.10   | \$789,165.12   | \$789,229.99   |
| \$706,876.33   | \$707,026.44   | \$707,176.58   | \$707,312.22   | \$707,462.42   | \$707,602.96   | \$707,758.07   | \$707,903.51   |
| \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            | \$-            |
| \$1,825.36     | \$1,825.44     | \$1,825.52     | \$1,825.59     | \$1,825.67     | \$1,825.75     | \$1,825.83     | \$1,825.91     |
| \$31,849.46    | \$38,117.36    | \$44,658.11    | \$53,392.80    | \$71,731.61    | \$25,006.77    | \$32,913.30    | \$46,180.99    |
| \$4.53         | \$4.53         | \$4.53         | \$4.53         | \$4.53         | \$4.53         | \$4.53         | \$4.53         |
| \$20,492.93    | \$20,495.54    | \$20,498.15    | \$20,500.51    | \$20,503.12    | \$20,505.65    | \$20,508.26    | \$20,510.79    |
| \$61,751.47    | \$61,758.05    | \$61,765.07    | \$61,772.18    | \$61,788.14    | \$61,812.51    | \$61,859.08    | \$61,924.76    |
| \$511,190.62   | \$570,998.38   | \$581,635.10   | \$591,107.25   | \$669,182.84   | \$864,729.72   | \$1,127,036.86 | \$1,137,354.00 |
| \$7.92         | \$7.95         | \$7.96         | \$7.98         | \$8.01         | \$8.13         | \$8.28         | \$8.30         |
| \$0.07         | \$0.07         | \$0.07         | \$0.07         | \$0.07         | \$0.07         | \$0.07         | \$0.07         |
| \$0.87         | \$0.91         | \$0.94         | \$0.96         | \$1.02         | \$1.08         | \$1.13         | \$1.19         |
| \$1,206,520.32 | \$1,211,519.81 | \$1,211,770.06 | \$1,212,592.38 | \$1,213,249.82 | \$1,276,060.44 | \$1,358,972.21 | \$1,360,866.49 |

|             |             |             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| \$754.55    | \$754.58    | \$754.61    | \$754.64    | \$754.67    | \$754.70    | \$754.73    | \$754.76    |
| \$122.52    | \$122.53    | \$122.53    | \$122.54    | \$122.54    | \$122.55    | \$122.55    | \$122.56    |
| \$4,342.00  | \$4,342.18  | \$4,342.36  | \$4,342.53  | \$4,342.71  | \$4,342.89  | \$4,343.07  | \$4,343.25  |
| \$191.72    | \$191.73    | \$191.74    | \$191.75    | \$191.75    | \$191.76    | \$191.77    | \$191.78    |
| \$3,198.81  | \$3,198.95  | \$3,199.09  | \$3,199.21  | \$3,199.35  | \$3,199.48  | \$3,199.62  | \$3,199.75  |
| \$1,035.54  | \$1,035.58  | \$1,035.62  | \$1,035.66  | \$1,035.70  | \$1,035.74  | \$1,035.78  | \$1,035.82  |
| \$14,796.19 | \$14,796.82 | \$14,797.45 | \$14,798.02 | \$14,798.65 | \$14,799.26 | \$14,799.89 | \$14,800.50 |
| \$58.12     | \$58.12     | \$58.12     | \$58.13     | \$58.13     | \$58.13     | \$58.13     | \$58.14     |
|             |             |             | \$-         | \$-         | \$2,500.05  | \$2,500.16  | \$2,500.26  |
| \$2,006.60  | \$2,006.69  | \$2,006.77  | \$2,006.85  | \$2,006.94  | \$2,007.02  | \$2,007.10  | \$2,007.19  |
| \$1,752.08  | \$1,747.15  | \$1,752.22  | \$1,752.29  | \$1,752.36  | \$1,752.43  | \$1,752.50  | \$1,752.57  |
| \$373.80    | \$373.82    | \$373.84    | \$373.85    | \$373.87    | \$373.89    | \$373.91    | \$373.93    |
| \$74.20     | \$74.20     | \$74.20     | \$74.21     | \$74.21     | \$74.21     | \$74.22     | \$74.22     |

| <b>PROOF OF CASH</b>                                | <b>7/31/21<br/>FY22</b> | <b>8/31/21<br/>FY22</b> | <b>9/30/21<br/>FY22</b> | <b>10/31/21<br/>FY22</b> |
|---|-------------------------|-------------------------|-------------------------|--------------------------|
| C3 Ind. Marijuana Host *1861 new August 2021        | \$-                     | \$3,560.09              | \$3,560.24              | \$3,560.39               |
| Northbrook Villiage II (CSB) -4860 closed Jan 2022  | \$5,032.38              | \$5,032.59              | \$5,032.80              | \$5,033.01               |
| Peach Hill -8413 New Feb 2019                       | \$2,722.61              | \$2,722.73              | \$2,722.84              | \$2,722.96               |
| Plastridge Sawyer Hill (CSB) New April 2017         | \$187.41                | \$187.42                | \$187.43                | \$187.44                 |
| Rhodes-Baum Subdivision New April 2021 -2567        | \$800.44                | \$800.47                | \$800.50                | \$800.53                 |
| River Run ZBA (CSB) -7936 Closed March 2022         | \$5,531.83              | \$5,532.06              | \$5,532.29              | \$5,532.52               |
| River Run "B" (CSB) -0894                           | \$2,552.22              | \$2,552.33              | \$2,552.43              | \$2,552.54               |
| West Street Crossing (CSB) -1861 closed August 2021 | \$992.84                | \$-                     | \$-                     | \$-                      |
| ZPT Energy POTAS (CSB) -1853                        | \$10,036.33             | \$10,036.76             | \$10,037.17             | \$10,037.60              |
| Arts Lottery (CSB) -3737                            | \$6,159.58              | \$6,159.84              | \$6,160.09              | \$6,160.35               |

| <b>TRUST FUND ACCOUNTS</b>                         |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Cemetery (CSB) -3729                               | \$27,363.64           | \$26,515.93           | \$26,518.11           | \$26,520.36           |
| Cemetery (Avidia) -0300                            | \$120,551.98          | \$120,562.22          | \$120,572.13          | \$120,582.37          |
| Cemetery Perp Care (Avidia) -0400                  | \$31,902.53           | \$31,903.88           | \$31,905.19           | \$31,906.55           |
| Cemetery Big/John (Avidia) -0500                   | \$7,908.30            | \$7,908.63            | \$7,908.96            | \$7,909.29            |
| Charity Fund (MMDT) formerly Morse Bride -1266     | \$4,468.66            | \$4,468.97            | \$4,469.27            | \$4,469.58            |
| Clock / World (MMDT) -1265                         | \$3,999.18            | \$3,999.49            | \$3,999.79            | \$4,000.10            |
| Sons of Union Vets (MMDT) Formerly Hartshorn -1269 | \$1,608.48            | \$1,608.48            | \$1,608.48            | \$1,608.48            |
| Fosgate/Hunt (MMDT) -1267                          | \$1,870.81            | \$1,870.84            | \$1,870.84            | \$1,870.84            |
| Library (CSB) -3687                                | \$53,330.78           | \$53,335.31           | \$53,339.69           | \$53,344.22           |
| Mable F. Marble Schol. (CSB) -3695                 | \$5,230.36            | \$5,230.58            | \$5,230.79            | \$5,231.01            |
| Marion Hoffman Mem. (MMDT) -2189                   | \$689.28              | \$639.28              | \$639.28              | \$639.28              |
| Mary Keyes Highway (MMDT) -988                     | \$8,144.32            | \$8,144.94            | \$8,145.54            | \$8,146.16            |
| Nancy Young (MMDT) -947                            | \$6,090.73            | \$6,091.35            | \$6,091.86            | \$6,092.46            |
| Open Space (CSB) -3604                             | \$225,003.80          | \$225,032.47          | \$228,994.53          | \$229,023.71          |
| Open Space (Peoples) -2401 closed                  | \$3,933.93            | \$3,934.07            | \$-                   | \$-                   |
| Open Space (Avidia) -0600                          | \$7,972.99            | \$7,973.33            | \$7,973.66            | \$7,974.00            |
| <b>Total Ending Cash</b>                           | <b>\$8,108,030.52</b> | <b>\$8,104,791.40</b> | <b>\$6,456,084.85</b> | <b>\$5,085,992.18</b> |
| Difference   | \$(0.00)              | \$(0.00)              | \$(0.00)              | \$0.00                |

|                |                |               |               |               |
|----------------|----------------|---------------|---------------|---------------|
| CSB Investment | \$1,045,473.86 | \$580,092.04  | \$615,474.36  | \$658,428.18  |
| Town OS        | \$(284,175.70) | \$(18,848.63) | \$(43,612.29) | \$(92,074.90) |
| Payroll OS     | \$(21,358.71)  | \$(577.61)    | \$(21,434.69) | \$(15,891.56) |
| Net Investment | \$739,939.45   | \$560,665.80  | \$550,427.38  | \$550,461.72  |

|   |              |              |              |              |
|---|--------------|--------------|--------------|--------------|
| Total Agency Avidia                                 | \$2,452.75   | \$2,452.86   | \$2,452.96   | \$2,453.07   |
| Total Agency CSB                                    | \$54,104.65  | \$56,674.15  | \$56,676.48  | \$56,678.88  |
| Total Grants CSB                                    | \$6,159.58   | \$6,159.84   | \$6,160.09   | \$6,160.35   |
| Total Trust Fund Avidia                             | \$168,335.80 | \$168,348.06 | \$168,359.94 | \$168,372.21 |
| Total Trust Fund CSB                                | \$310,928.58 | \$310,114.29 | \$314,083.12 | \$314,119.30 |
| Total Trust Fund Peoples (formerly Belmont Savings) | \$3,933.93   | \$3,934.07   | \$-          | \$-          |
| Total Trust Fund MMDT                               | \$26,871.46  | \$26,823.35  | \$26,825.06  | \$26,826.90  |
| Verify:   | \$572,786.75 | \$574,506.62 | \$574,557.65 | \$574,610.71 |
| Verify:   | \$572,786.75 | \$574,506.62 | \$574,557.65 | \$574,610.71 |
| Adjustments:  | \$-          | \$-          | \$-          | \$-          |



| 11/30/21<br>FY22 | 12/31/21<br>FY22 | 1/31/22<br>FY22 | 2/28/22<br>FY22 | 3/31/22<br>FY22 | 4/30/22<br>FY22 | 5/31/22<br>FY22 | 6/30/22<br>FY22 |
|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| \$3,560.54       | \$3,560.69       | \$3,560.84      | \$3,560.98      | \$3,561.13      | \$3,561.28      | \$3,561.43      | \$3,561.58      |
| \$5,033.22       | \$5,033.43       | \$5,033.64      | \$-             | \$-             | \$-             |                 | \$-             |
| \$2,723.07       | \$2,723.19       | \$2,723.31      | \$2,723.41      | \$2,723.53      | \$2,723.64      | \$2,723.76      | \$2,723.87      |
| \$187.45         | \$187.46         | \$187.47        | \$187.48        | \$187.49        | \$187.50        | \$187.51        | \$187.52        |
| \$800.56         | \$800.59         | \$800.62        | \$800.65        | \$800.68        | \$800.71        | \$800.74        | \$800.77        |
| \$5,532.75       | \$5,532.98       | \$5,533.21      | \$5,533.42      | \$0.10          | \$-             |                 | \$-             |
| \$2,552.64       | \$2,552.75       | \$2,552.86      | \$2,552.96      | \$2,553.07      | \$2,553.17      | \$2,553.28      | \$2,553.38      |
| \$-              | \$-              | \$-             | \$-             | \$-             | \$-             |                 | \$-             |
| \$10,038.01      | \$10,038.44      | \$10,038.87     | \$10,039.26     | \$10,039.69     | \$10,040.10     | \$10,040.53     | \$10,040.94     |
| \$6,160.60       | \$6,160.86       | \$6,161.12      | \$6,161.36      | \$6,161.62      | \$6,161.87      | \$6,162.13      | \$6,687.39      |

|                        |                       |                       |                       |                       |                        |                        |                        |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|
| \$26,522.54            | \$26,524.79           | \$26,527.04           | \$26,529.08           | \$26,531.33           | \$26,533.51            | \$26,535.76            | \$28,487.99            |
| \$120,587.33           | \$120,592.45          | \$120,597.57          | \$120,602.20          | \$120,607.32          | \$120,612.28           | \$120,617.40           | \$120,622.35           |
| \$31,907.86            | \$31,909.21           | \$31,910.57           | \$31,911.79           | \$31,913.15           | \$31,914.46            | \$31,915.82            | \$31,917.13            |
| \$7,909.62             | \$7,909.95            | \$7,910.29            | \$7,910.59            | \$7,910.93            | \$7,911.25             | \$7,911.59             | \$7,911.91             |
| \$4,469.88             | \$4,470.42            | \$4,471.04            | \$4,471.60            | \$4,472.74            | \$4,474.54             | \$4,477.89             | \$4,482.66             |
| \$4,000.40             | \$4,000.71            | \$4,001.03            | \$4,001.58            | \$4,002.61            | \$4,004.14             | \$4,007.12             | \$4,011.34             |
| \$1,608.48             | \$1,608.73            | \$1,609.04            | \$1,609.32            | \$1,609.77            | \$1,610.37             | \$1,611.54             | \$1,613.33             |
| \$1,871.10             | \$1,871.41            | \$1,871.72            | \$1,872.00            | \$1,872.46            | \$1,873.19             | \$1,874.62             | \$1,876.59             |
| \$53,348.60            | \$53,353.13           | \$53,357.66           | \$53,361.75           | \$53,366.28           | \$53,370.67            | \$53,375.20            | \$53,379.59            |
| \$5,231.22             | \$5,231.44            | \$5,231.66            | \$5,231.86            | \$5,232.08            | \$5,232.30             | \$5,232.52             | \$6,232.75             |
| \$639.28               | \$639.28              | \$639.28              | \$639.28              | \$639.43              | \$639.73               | \$640.27               | \$641.01               |
| \$8,146.76             | \$8,147.66            | \$8,148.59            | \$8,149.48            | \$8,151.57            | \$8,154.77             | \$8,160.91             | \$8,169.59             |
| \$6,093.06             | \$6,093.68            | \$6,094.30            | \$6,094.98            | \$6,096.54            | \$6,098.97             | \$6,103.59             | \$6,110.06             |
| \$229,051.95           | \$229,081.13          | \$229,110.32          | \$229,136.68          | \$229,165.87          | \$229,194.13           | \$229,223.33           | \$274,671.41           |
| \$-                    | \$-                   | \$-                   | \$-                   | \$-                   | \$-                    | \$-                    | \$-                    |
| \$7,974.33             | \$7,974.66            | \$7,975.00            | \$7,975.31            | \$7,975.65            | \$7,975.98             | \$7,976.31             | \$7,976.64             |
| <b>\$11,012,282.26</b> | <b>\$9,769,415.53</b> | <b>\$9,533,146.53</b> | <b>\$7,936,563.51</b> | <b>\$8,663,086.14</b> | <b>\$10,983,981.50</b> | <b>\$12,946,738.93</b> | <b>\$12,829,821.42</b> |
| \$0.00                 | \$0.00                | \$0.00                | \$0.00                | \$0.00                | \$(0.00)               | \$0.00                 | \$(0.00)               |

|                |                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| \$5,703,374.48 | \$4,578,094.71 | \$4,122,293.47 | \$2,518,839.26 | \$3,134,337.64 | \$4,646,042.49 | \$6,934,776.00 | \$5,593,910.11 |
| \$(20,575.85)  | \$(207,358.70) | \$(39,952.36)  | \$(42,082.60)  | \$(39,964.18)  | \$(35,521.18)  | \$(200,076.22) | \$(53,743.93)  |
| \$(280.80)     | \$(20,395.75)  | \$(333.14)     | \$(15,969.07)  | \$(19,481.10)  | \$(15,557.17)  | \$(273.67)     | \$(20,648.33)  |
| \$5,682,517.83 | \$4,350,340.26 | \$4,082,007.97 | \$2,460,787.59 | \$3,074,892.36 | \$4,594,964.14 | \$6,734,426.11 | \$5,519,517.85 |

|              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| \$2,453.16   | \$2,453.27   | \$2,453.36   | \$2,453.48   | \$2,453.57   | \$2,453.67   | \$2,453.77   | \$2,453.89   |
| \$56,681.21  | \$56,678.61  | \$56,686.01  | \$51,654.36  | \$46,123.00  | \$48,624.84  | \$48,626.91  | \$48,628.90  |
| \$6,160.60   | \$6,160.86   | \$6,161.12   | \$6,161.36   | \$6,161.62   | \$6,161.87   | \$6,162.13   | \$6,687.39   |
| \$168,379.14 | \$168,386.27 | \$168,393.43 | \$168,399.89 | \$168,407.05 | \$168,413.97 | \$168,421.12 | \$168,428.03 |
| \$314,154.31 | \$314,190.49 | \$314,226.68 | \$314,259.37 | \$314,295.56 | \$314,330.61 | \$314,366.81 | \$362,771.74 |
| \$-          | \$-          | \$-          | \$-          | \$-          | \$-          | \$-          | \$-          |
| \$26,828.96  | \$26,831.89  | \$26,835.00  | \$26,838.24  | \$26,845.12  | \$26,855.71  | \$26,875.94  | \$26,904.58  |
| \$574,657.38 | \$574,701.39 | \$574,755.60 | \$569,766.70 | \$564,285.92 | \$566,840.67 | \$566,906.68 | \$615,874.53 |
| \$574,657.38 | \$574,701.39 | \$574,755.60 | \$569,766.70 | \$564,285.92 | \$566,840.67 | \$566,906.68 | \$615,874.53 |
| \$-          | \$-          | \$-          | \$-          | \$-          | \$-          | \$-          | \$-          |

# Town Accountant

## Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2022 (unaudited)

|   | GOVERNMENTAL FUND TYPES |                     |                  | FIDUCIARY FUND TYPES | ACCOUNT GROUPS      | TOTALS               |
|---|-------------------------|---------------------|------------------|----------------------|---------------------|----------------------|
|   | GENERAL                 | SPECIAL REVENUE     | CAPITAL PROJECTS | TRUST AND AGENCY     | LONG-TERM DEBT      | (MEMORANDUM ONLY)    |
| <b>ASSETS</b>                             |                         |                     |                  |                      |                     |                      |
| Cash & cash equivalents                   | 5,842,560.57            | 3,688,665.22        | 5,175.95         | 3,054,739.01         |                     | 12,591,140.75        |
| Receivables:                              |                         |                     |                  |                      |                     |                      |
| Personal property taxes                   | 68,978.55               |                     |                  |                      |                     | 68,978.55            |
| Real estate / CPA taxes                   | 125,831.22              | 3,096.40            |                  |                      |                     | 128,927.62           |
| Deferred taxes                            | 7,799.25                |                     |                  |                      |                     | 7,799.25             |
| Allowance for abatements and exemptions   | (475,924.69)            |                     |                  |                      |                     | (475,924.69)         |
| Tax liens                                 | 101,094.32              | 1,187.71            |                  |                      |                     | 102,282.03           |
| Tax foreclosures                          | 782,874.24              |                     |                  |                      |                     | 782,874.24           |
| Motor vehicle excise                      | 81,255.65               |                     |                  |                      |                     | 81,255.65            |
| Departmental                              | 2,577.72                |                     |                  | 35,221.28            |                     | 37,799.00            |
| Other receivables                         |                         | 322,039.78          |                  | 191,666.76           |                     | 513,706.54           |
| Prepaid - 99 year lease                   | 88.00                   |                     |                  |                      |                     | 88.00                |
| Due to/from Treasurer adjustments         | 21,485.87               |                     |                  |                      |                     | 21,485.87            |
| Amounts to be provided - payment of bonds |                         |                     |                  |                      | 3,230,000.00        | 3,230,000.00         |
| <b>TOTAL ASSETS</b>                       | <b>6,558,620.70</b>     | <b>4,014,989.11</b> | <b>5,175.95</b>  | <b>3,281,627.05</b>  | <b>3,230,000.00</b> | <b>17,090,412.81</b> |

| LIABILITIES AND FUND EQUITY              |                     |                     |                 |                     |                     |                      |
|--|---------------------|---------------------|-----------------|---------------------|---------------------|----------------------|
| <b>LIABILITIES:</b>                      |                     |                     |                 |                     |                     |                      |
| Accrued payroll                          | 61,623.24           | 6,612.37            |                 |                     |                     | 68,235.61            |
| Payroll withholdings                     | 20,708.95           |                     |                 |                     |                     | 20,708.95            |
| Deferred revenue:                        |                     |                     |                 |                     |                     |                      |
| Real and personal property taxes         | (281,114.92)        | 3,096.40            |                 |                     |                     | (278,018.52)         |
| Deferred taxes                           | 7,799.25            |                     |                 |                     |                     | 7,799.25             |
| Tax liens                                | 101,094.32          | 1,187.71            |                 |                     |                     | 102,282.03           |
| Tax foreclosures                         | 782,874.24          |                     |                 |                     |                     | 782,874.24           |
| Motor vehicle excise                     | 81,255.65           |                     |                 |                     |                     | 81,255.65            |
| Departmental                             | 2,577.72            |                     |                 | 35,221.28           |                     | 37,799.00            |
| Other receivables                        |                     | 322,039.78          |                 | 191,666.76          |                     | 513,706.54           |
| Agency Funds                             |                     |                     |                 | 53,066.30           |                     | 53,066.30            |
| Bonds payable                            |                     |                     |                 |                     | 3,230,000.00        | 3,230,000.00         |
| <b>TOTAL LIABILITIES</b>                 | <b>776,818.45</b>   | <b>332,936.26</b>   | <b>0.00</b>     | <b>279,954.34</b>   | <b>3,230,000.00</b> | <b>4,619,709.05</b>  |
| <b>FUND EQUITY:</b>                      |                     |                     |                 |                     |                     |                      |
| Reserved for encumbrances                | 146,907.93          |                     |                 |                     |                     | 146,907.93           |
| Reserved for expenditures                | 693,766.00          | 998,224.25          |                 |                     |                     | 1,691,990.25         |
| Reserved for continuing appropriations   | 1,336,737.06        |                     |                 |                     |                     | 1,336,737.06         |
| Reserved for prepaid expenses            | 88.00               |                     |                 |                     |                     | 88.00                |
| Undesignated fund balance                | 3,604,303.26        | 2,683,828.60        | 5,175.95        | 3,001,672.71        |                     | 9,294,980.52         |
| <b>TOTAL FUND EQUITY</b>                 | <b>5,781,802.25</b> | <b>3,682,052.85</b> | <b>5,175.95</b> | <b>3,001,672.71</b> | <b>0.00</b>         | <b>12,470,703.76</b> |
| <b>TOTAL LIABILITIES AND FUND EQUITY</b> | <b>6,558,620.70</b> | <b>4,014,989.11</b> | <b>5,175.95</b> | <b>3,281,627.05</b> | <b>3,230,000.00</b> | <b>17,090,412.81</b> |

# Town Accountant

## General Funds Trial Balance as of June 30, 2022

| <b>ASSETS</b>                        |                     |
|--------------------------------------|---------------------|
| Petty Cash                           | 20.00               |
| Cash - General Unrestricted          | 5,842,540.57        |
| Personal Property 2018               | 313.28              |
| Personal Property 2019               | 1,258.36            |
| Personal Property 2020               | 1,487.87            |
| Personal Property 2021               | 49,676.92           |
| Personal Property 2022               | 16,242.12           |
| Real Estate 2021                     | 21.10               |
| Real Estate 2022                     | 125,810.12          |
| 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    | -222,268.77         |
| Allow For Abate & Exemptions 2022    | -239,046.87         |
| Tax Liens Receivable                 | 101,094.32          |
| Real Estate Deferral Receivable      | 7,799.25            |
| 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 | 623.12              |
| Motor Vehicle Excise Receivable 2019 | 1,041.45            |
| Motor Vehicle Excise Receivable 2020 | 2,178.72            |
| Motor Vehicle Excise Receivable 2021 | 9,312.33            |
| Motor Vehicle Excise Receivable 2022 | 63,026.79           |
| Police Admin Fee Receivable          | 2,577.72            |
| Due From Municipalities              | 21,485.87           |
| Prepaid Expenses - Lease             | 88.00               |
| Tax Foreclosures                     | 782,874.24          |
| Property Damage Receivable           | 4,601.38            |
| Fire Department Receivable           | 10,658.95           |
| Due From Individual - Payroll Issues | 43.78               |
| <b>Tax Foreclosures</b>              | <b>782,874.24</b>   |
|                                      | <b>6,558,620.70</b> |

| <b>LIABILITIES</b>                          |                      |
|---|----------------------|
| Accrued Payroll                             | -61,623.24           |
| Payroll Withholdings:                       |                      |
| Health Insurance                            | -17,936.07           |
| Life Insurance                              | -45.54               |
| Retirees Insurance                          | -1,084.20            |
| Dental Insurance                            | -1,421.91            |
| Aflac                                       | -30.30               |
| Aflac 125                                   | -11.10               |
| Vision Insurance                            | -179.83              |
|   |                      |
|   |                      |
|   |                      |
|   |                      |
|   |                      |
| <b>RESERVES</b>                             |                      |
| Deferred Revenue - Property Taxes           | 281,114.92           |
| Deferred Revenue - Real Estate Deferral     | -7,799.25            |
| Deferred Revenue - Tax Liens                | -101,094.32          |
| Deferred Revenue - Tax Foreclosure Deferral | -782,874.24          |
| Deferred Revenue - Motor Vehicle Deferral   | -81,255.65           |
| Deferred Revenue - Police Admin Fees        | -2,577.72            |
|   |                      |
|   |                      |
|   |                      |
|   |                      |
| <b>FUND BALANCES</b>                        |                      |
| FB Committed For Py Special Articles        | -1,336,737.06        |
| FB Assigned For Py Encumbrances             | -146,907.93          |
| FB Assigned For Special Purposes            | -693,766.00          |
| FB Restricted For Prepaid Lease             | -88.00               |
| Unassigned Fund Balance                     | -3,604,303.26        |
|   |                      |
|   |                      |
|   |                      |
|   |                      |
|   | <b>-6,558,620.70</b> |

# Town Accountant

## General Fund Revenue / Actual Revenue compared to Budgeted Revenue for the year ending June 30, 2022

| NAME OF REVENUE                               | AMOUNT BUDGETED        | AMOUNT RECEIVED        | DIFFERENCE          |
|---|------------------------|------------------------|---------------------|
| <b>PROPERTY TAXES</b>                         |                        |                        |                     |
| Personal Property Taxes                       | \$549,891.86           | \$563,126.16           | \$13,234.30         |
| Real Estate Taxes                             | \$12,357,079.66        | \$12,480,221.67        | \$123,142.01        |
| <b>TOTAL TAX LEVY</b>                         | <b>\$12,906,971.52</b> | <b>\$13,043,347.83</b> | <b>\$136,376.31</b> |
| <b>LOCAL RECEIPTS</b>                         |                        |                        |                     |
| Motor Vehicle Excise                          | \$500,000.00           | \$690,475.52           | \$190,475.52        |
| Meal Tax Excise                               | \$34,000.00            | \$40,990.66            | \$6,990.66          |
| Hotel Tax Excise                              | \$6,000.00             | \$263,246.10           | \$257,246.10        |
| Int. on PP, RE & Excise                       | \$20,300.00            | \$37,013.02            | \$16,713.02         |
| Payments in Lieu of Taxes                     | \$77,000.00            | \$82,640.87            | \$5,640.87          |
| Fees and Charges                              | \$14,500.00            | \$27,390.23            | \$12,890.23         |
| Other Departmental                            | \$12,000.00            | \$30,633.96            | \$18,633.96         |
|   | \$0.00                 | \$189,863.47           | \$189,863.47        |
| Licenses & Permits                            | \$92,800.00            | \$40,962.00            | (\$51,838.00)       |
| Fines & Forfeits                              | \$21,000.00            | \$24,464.25            | \$3,464.25          |
| Int. on Investments                           | \$22,400.00            | \$30,418.50            | \$8,018.50          |
| Other Misc. Revenue:                          |                        |                        |                     |
| Tax Liens Redeemed                            | \$0.00                 | \$57,324.75            | \$57,324.75         |
| Tax Liens Interest                            | \$0.00                 | \$4,115.49             | \$4,115.49          |
| Deferred RE Interest                          | \$0.00                 | \$218.30               | \$218.30            |
| Boston Business Payroll Service Restitution   | \$0.00                 | \$7,057.74             | \$7,057.74          |
| Sale of 1998 Chevy Fire Truck                 | \$0.00                 | \$5,600.00             | \$5,600.00          |
| FY20 Assrs Exempt/Vet Etc due                 | \$0.00                 | \$14,414.00            | \$14,414.00         |
| Highway John Deere prior year refund          | \$0.00                 | \$27.03                | \$27.03             |
| Reimb for COVID sick pay                      | \$0.00                 | \$3,825.48             | \$3,825.48          |
| Charter yearly user fees                      | \$0.00                 | \$393.50               | \$393.50            |
| <b>TOTAL LOCAL RECEIPTS:</b>                  | <b>\$800,000.00</b>    | <b>\$1,551,074.87</b>  | <b>\$751,074.87</b> |
| <b>STATE RECEIPTS</b>                         |                        |                        |                     |
| Exemptions: VBS and Elderly                   | \$16,361.00            | \$31,208.00            | \$14,847.00         |
| Unrestricted General Government Aid           | \$221,580.00           | \$221,580.00           | \$0.00              |
| Veterans Benefits                             | \$6,701.00             | \$6,945.00             | \$244.00            |
| <b>TOTAL STATE GROSS RECEIPTS:</b>            | <b>\$244,642.00</b>    | <b>\$259,733.00</b>    | <b>\$15,091.00</b>  |
| <b>GRAND TOTALS</b>                           |                        |                        |                     |
| Tax Levy                                      | \$12,906,971.52        | \$13,043,347.83        | \$136,376.31        |
| Local Receipts                                | \$800,000.00           | \$1,551,074.87         | \$751,074.87        |
| State Receipts                                | \$244,642.00           | \$259,733.00           | \$15,091.00         |
| Other Available Funds - Offset receipts extra | \$734,008.00           | \$779,780.79           | \$45,772.79         |
| <b>TOTAL FUNDS:</b>                           | <b>\$14,685,621.52</b> | <b>\$15,633,936.49</b> | <b>\$948,314.97</b> |

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, 2022

| ART. NO. | FISCAL YEAR | DEPARTMENT        | PURPOSE OF ARTICLE                        | OPENING BALANCE 7/1/21 | EXPENSES FY22       | CLOSED OUT         | ADDITIONS FY22      | ENDING BALANCE 6/30/22 |
|----------|-------------|-------------------|---|------------------------|---------------------|--------------------|---------------------|------------------------|
| 16       | 2017        | 122 Selectmen     | Bullard House Renovations                 | \$45,704.74            | \$33,910.00         |                    |                     | \$11,794.74            |
| 6 STM    | 2019        | 122 Selectmen     | Matching Grant Funds                      | \$15,000.00            | \$0.00              |                    |                     | \$15,000.00            |
| 28       | 2019        | 122 Selectmen     | Street Light Consult Purchase & Install   | \$4,117.00             | \$0.00              |                    |                     | \$4,117.00             |
| 20       | 2011        | 175 Planning Bd   | Printing By-Laws                          | \$2,000.00             | \$0.00              | \$2,000.00         |                     | \$0.00                 |
| 35       | 2014        | 175 Planning Bd   | Zoning By-Laws                            | \$2,000.00             | \$0.00              | \$2,000.00         |                     | \$0.00                 |
| 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           |                     | \$0.00                 |
| 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             |
| 19       | 2022        | 175 Planning Bd   | Welcome to Berlin Signs                   | \$0.00                 | \$0.00              |                    | \$2,000.00          | \$2,000.00             |
| 6STM     | 2013        | 192 Public Bldgs. | Mun. Bldg. Roof Repairs                   | \$5,833.79             | \$0.00              | \$5,833.79         |                     | \$0.00                 |
| 7-1      | 2021        | 192 Public Bldgs. | Town Office Air Handler FC23              | \$60,000.00            | \$0.00              |                    |                     | \$60,000.00            |
| 7-2      | 2021        | 192 Public Bldgs. | Town Office EPDM Roof Repair FC23         | \$200,000.00           | \$0.00              |                    |                     | \$200,000.00           |
| 7-1STM   | 2022        | 192 Public Bldgs. | Town Office Air Handler FC23              | \$0.00                 | \$0.00              |                    | \$40,000.00         | \$40,000.00            |
| 7-2STM   | 2022        | 192 Public Bldgs. | Old Fire Station Roof FC23                | \$0.00                 | \$0.00              |                    | \$28,500.00         | \$28,500.00            |
| 7-3      | 2021        | 210 Police        | Police Cruiser HCPS22                     | \$51,382.00            | \$51,382.00         |                    |                     | \$0.00                 |
| 18-4     | 2021        | 210 Police        | Police Video Security HCPS21              | \$409.43               | \$409.43            |                    |                     | \$0.00                 |
| 20       | 2019        | 221 Fire & EMS    | Minor Equipment                           | \$14,970.69            | \$14,886.76         | \$83.93            |                     | \$0.00                 |
| 20       | 2020        | 221 Fire & EMS    | Pumper Truck-HCPS 2022 - Outstanding bill | \$333,356.00           | \$330,343.37        |                    |                     | \$3,012.63             |
| 7-4      | 2021        | F221 Fire & EMS   | Fire Car 2 Replacement HCPS22             | \$47,757.00            | \$47,756.99         | \$0.01             |                     | \$0.00                 |
| 7-3STM   | 2022        | 221 Fire & EMS    | Ambulance Replacement 2009 RR23           | \$0.00                 | \$0.00              |                    | \$320,000.00        | \$320,000.00           |
| 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            |
| 7-5      | 2021        | 422 Highway       | Hot Top                                   | \$80,000.00            | \$0.00              |                    |                     | \$80,000.00            |
| 7-6      | 2021        | 422 Highway       | Highway Loader FC22                       | \$540.00               | \$540.00            |                    |                     | \$0.00                 |
| 7-7      | 2021        | 422 Highway       | Highway Wood Chipper FC22 - ordered       | \$80,000.00            | \$0.00              |                    |                     | \$80,000.00            |
| 18-5     | 2021        | 422 Highway       | MBPS Parking Lot and Misc. FC none        | \$204,902.00           | \$44,893.59         |                    |                     | \$160,008.41           |
| 7-4STM   | 2022        | 422 Highway       | Hot Top FC none                           | \$0.00                 | \$0.00              |                    | \$70,000.00         | \$70,000.00            |
| 24       | 2019        | 491 Cemetery      | Repaving South Cemetery Driveway          | \$15,000.00            | \$0.00              |                    |                     | \$15,000.00            |
| 20       | 2022        | 491 Cemetery      | Cemetery Paving FC23                      | \$0.00                 | \$0.00              |                    | \$15,000.00         | \$15,000.00            |
| 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             | \$674.99            |                    |                     | \$949.37               |
| 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        |                     | \$0.00                 |
| 7-5STM   | 2022        | 630 Recreation    | Court Upgrades HCCM23                     | \$0.00                 | \$0.00              |                    | \$50,000.00         | \$50,000.00            |
|          |             |                   |   | <b>\$1,371,099.04</b>  | <b>\$524,797.13</b> | <b>\$35,064.85</b> | <b>\$525,500.00</b> | <b>\$1,336,737.06</b>  |

## Town Accountant General Fund Expenses Fiscal Year 2022

| ACCOUNT NUMBER              | DEPARTMENT  | BUDGETED   | TRANS-FERRED | TOTAL AVAILABLE | EXPENSES    | ENCUM-BERED | UNUSED BALANCES |
|-----------------------------|---|------------|--------------|-----------------|-------------|-------------|-----------------|
| 01-114-0000-5113-5113-0000  | Moderator Salary                                    | 50.00      |              | 50.00           | -50.00      |             | 0.00            |
| 01-114-0000-5700-5700-0000  | Moderator Expenses                                  | 85.00      |              | 85.00           |             |             | 85.00           |
| 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                               | 67,735.00  |              | 67,735.00       | -67,734.72  |             | 0.28            |
| 01-122-0000-57000-5200-0000 | Select Board Consulting                             | 20,000.00  | 11,500.00    | 31,500.00       | -22,555.05  | -5,500.00   | 3,444.95        |
| 01-122-0000-5700-5700-0000  | Select Board Expenses                               | 5,250.00   | 1,000.00     | 6,250.00        | -5,684.62   |             | 565.38          |
| 01-123-0000-5111-5111-0000  | Town Administrator Salary                           | 150,000.00 |              | 150,000.00      | -150,000.00 |             | 0.00            |
| 01-123-0000-5700-5700-0000  | Town Administrator Expenses                         | 3,415.00   |              | 3,415.00        | -3,326.77   |             | 88.23           |
| 01-123-2022-0024-5700-0900  | ART 24 ALS Service Feasibility Study \$1,005 Closed | 17,500.00  |              | 17,500.00       | -17,500.00  |             | 0.00            |
| 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  | -14,436.00   | 80,564.00       |             |             | 80,564.00       |
| 01-132-0000-5782-5782-0000  | Contingency Fund                                    | 89,243.00  |              | 89,243.00       | -912.74     | -88,330.26  | 0.00            |
| 01-135-0000-5111-5111-0000  | Accountant Salary                                   | 83,931.00  |              | 83,931.00       | -83,931.00  |             | 0.00            |
| 01-135-0000-5114-5114-0000  | Accountant Wages Pt                                 | 40,249.00  | 1,275.00     | 41,524.00       | -41,522.27  |             | 1.73            |
| 01-135-0000-5700-5700-0000  | Accountant Expenses                                 | 9,040.00   |              | 9,040.00        | -8,529.60   |             | 510.40          |
| 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                            | 2,334.00   |              | 2,334.00        | -2,334.00   |             | 0.00            |
| 01-141-0000-5113-5113-0000  | Assessors Asst Salary                               | 68,628.00  |              | 68,628.00       | -68,628.00  |             | 0.00            |
| 01-141-0000-5114-5114-0000  | Assessors Wages Pt                                  | 66,279.00  |              | 66,279.00       | -51,990.79  |             | 14,288.21       |
| 01-141-0000-5700-5700-0000  | Assessors Expenses                                  | 38,686.00  |              | 38,686.00       | -31,679.97  |             | 7,006.03        |
| 01-142-0000-5700-5700-0000  | Revaluation Expenses                                | 28,920.00  |              | 28,920.00       | -26,460.22  | -600.00     | 1,859.78        |
| 01-145-0000-5111-5111-0000  | Treasurer/Collector Salary                          | 77,439.00  |              | 77,439.00       | -77,439.00  |             | 0.00            |
| 01-145-0000-5111-5170-0000  | Treasurer/Collector Incentive Pay                   | 1,000.00   |              | 1,000.00        | -1,000.00   |             | 0.00            |
| 01-145-0000-5114-5114-0000  | Treasurer/Collector Wages Pt                        | 47,747.00  |              | 47,747.00       | -44,381.21  |             | 3,365.79        |
| 01-145-0000-5700-5700-0000  | Treasurer/Collector Expenses                        | 39,696.00  |              | 39,696.00       | -29,081.35  | -2,000.00   | 8,614.65        |
| 01-151-0000-5700-5200-0000  | Legal Expenses                                      | 50,000.00  |              | 50,000.00       | -40,844.85  | -9,155.00   | 0.15            |
| 01-152-0000-5700-5700-0000  | Personnel Committee Expenses                        | 225.00     |              | 225.00          | -225.00     |             | 0.00            |
| 01-153-0000-5700-5200-0000  | Tax Title Expenses                                  | 5,000.00   |              | 5,000.00        | -3,378.75   |             | 1,621.25        |
| 01-155-0000-5700-5700-0000  | Data System Expenses                                | 85,100.00  |              | 85,100.00       | -70,952.71  | -1,000.00   | 13,147.29       |
| 01-161-0000-5110-5110-0000  | Town Clerk Elected Salary                           | 31,824.00  |              | 31,824.00       | -31,824.00  |             | 0.00            |
| 01-161-0000-5113-5113-0000  | Asst. Town Clerk Salary Pt                          | 13,011.00  |              | 13,011.00       | -13,010.97  |             | 0.03            |
| 01-161-0000-5700-5700-0000  | Town Clerk Expenses                                 | 2,845.00   | 1,500.00     | 4,345.00        | -4,300.94   |             | 44.06           |
| 01-162-0000-5114-5114-0000  | Elections Wages Pt                                  | 1,995.00   |              | 1,995.00        | -726.75     |             | 1,268.25        |
| 01-162-0000-5700-5700-0000  | Elections Expenses                                  | 4,100.00   |              | 4,100.00        | -1,835.65   | -2,000.00   | 264.35          |
| 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                               | 449.00     |              | 449.00          | -94.50      |             | 354.50          |
| 01-163-0000-5700-5700-0000  | Registration Expenses                               | 95.00      |              | 95.00           |             |             | 95.00           |
| 01-171-0000-5700-5700-0000  | Conservation Committee Expenses                     | 2,000.00   |              | 2,000.00        | -1,923.66   |             | 76.34           |
| 01-175-0000-5700-5700-0000  | Planning Board Expenses                             | 1,000.00   |              | 1,000.00        | -88.66      | -900.00     | 11.34           |
| 01-175-2022-0019-5700-0900  | ART 19 Plan Bd Welcome to Berlin Rd                 | 2,000.00   |              | 2,000.00        |             | -2,000.00   | 0.00            |
| 01-176-0000-5700-5700-0000  | Board Of Appeals Expenses                           | 500.00     |              | 500.00          | -7.70       |             | 492.30          |
| 01-177-0000-5000-5700-0000  | Agricultural Commission Expenses                    | 1,330.00   |              | 1,330.00        | -1,309.35   |             | 20.65           |

# Town Accountant

## General Fund Expenses Fiscal Year 2022

| ACCOUNT NUMBER             | DEPARTMENT                                     | BUDGETED   | TRANS-FERRED | TOTAL AVAILABLE | EXPENSES    | ENCUM-BERED | UNUSED BALANCES |
|----------------------------|--|------------|--------------|-----------------|-------------|-------------|-----------------|
| 01-192-0000-5114-5114-0000 | Public Buildings Wages Pt                      | 19,382.00  |              | 19,382.00       | -5,220.96   |             | 14,161.04       |
| 01-192-0000-5211-5211-0000 | Public Bldg - Electricity                      | 80,000.00  |              | 80,000.00       | -64,714.22  |             | 15,285.78       |
| 01-192-0000-5411-5411-0000 | Public Bldg - Fuel Oil                         | 50,000.00  |              | 50,000.00       | -42,967.54  |             | 7,032.46        |
| 01-192-0000-5700-5700-0000 | Public Buildings Expenses                      | 100,607.00 |              | 100,607.00      | -81,918.23  | -2,000.00   | 16,688.77       |
| 01-192-2022-0701-5801-0900 | ART 7-1 Stm Town Office Air Handler            | 40,000.00  |              | 40,000.00       |             | -40,000.00  | 0.00            |
| 01-192-2022-0702-5801-0900 | ART 7-2 Stm Old Fire Station Roof FC23         | 28,500.00  |              | 28,500.00       |             | -28,500.00  | 0.00            |
| 01-195-0000-5700-5700-0000 | Town Report Expenses                           | 5,000.00   |              | 5,000.00        | -5,000.00   |             | 0.00            |
| 01-210-0000-5111-5111-0000 | Police Salary Ft                               | 150,603.00 | -8,100.00    | 142,503.00      | -142,448.08 |             | 54.92           |
| 01-210-0000-5112-5112-0000 | Police Wages Ft                                | 845,829.00 | -4,000.00    | 841,829.00      | -746,960.23 |             | 94,868.77       |
| 01-210-0000-5114-5114-0000 | Police Wages Pt                                | 132,233.00 | 15,706.00    | 147,939.00      | -147,939.00 |             | 0.00            |
| 01-210-0000-5700-5700-0000 | Police Expenses                                | 100,512.00 | -80.92       | 100,431.08      | -92,412.25  | -8,000.00   | 18.83           |
| 01-210-2022-0001-5700-0900 | ART 1 Atm Police Unpaid UMass Memo             | 0.00       | 80.92        | 80.92           | -80.92      |             | 0.00            |
| 01-210-2022-0023-5700-0900 | ART 23 Police Portable Radar Sign Closed \$527 | 12,000.00  |              | 12,000.00       | -12,000.00  |             | 0.00            |
| 01-221-0000-5111-5111-0000 | Fire & Ems Salary Ft                           | 128,000.00 |              | 128,000.00      | -127,994.40 |             | 5.60            |
| 01-221-0000-5112-5112-0000 | Fire & Ems Wages Ft                            | 192,087.00 |              | 192,087.00      | -188,130.95 |             | 3,956.05        |
| 01-221-0000-5114-5114-0000 | Fire & Ems Wages Pt                            | 350,468.00 | -17,277.00   | 333,191.00      | -318,163.40 |             | 15,027.60       |
| 01-221-0000-5700-5700-0000 | Fire & Ems Expenses                            | 144,910.00 | 17,277.00    | 162,187.00      | -147,699.08 | -14,400.00  | 87.92           |
| 01-221-2022-0703-5800-0900 | ART 7-3 Stm Ambulance Replace 2009             | 320,000.00 |              | 320,000.00      |             | -320,000.00 | 0.00            |
| 01-241-0000-5111-5111-0000 | Building Inspector Salary Ft                   | 94,350.00  |              | 94,350.00       | -93,665.50  |             | 684.50          |
| 01-241-0000-5114-5114-0000 | Building Inspector Wages Pt                    | 30,804.00  |              | 30,804.00       | -25,107.60  |             | 5,696.40        |
| 01-241-0000-5700-5700-0000 | Building Inspector Expenses                    | 26,696.00  |              | 26,696.00       | -16,634.76  |             | 10,061.24       |
| 01-242-0000-5700-5700-0000 | Plumbing & Gas Inspector Expenses              | 300.00     |              | 300.00          | -300.00     |             | 0.00            |
| 01-243-0000-5700-5700-0000 | Electrical Inspector Expenses                  | 600.00     |              | 600.00          | -75.00      |             | 525.00          |
| 01-249-0000-5113-5113-0000 | Animal Inspector Salary Pt                     | 2,032.00   |              | 2,032.00        | -2,032.00   |             | 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               | 5,508.00   |              | 5,508.00        | -5,508.00   |             | 0.00            |
| 01-292-0000-5700-5700-0000 | Animal Control Officer Expenses                | 1,820.00   |              | 1,820.00        | -487.43     | -500.00     | 832.57          |
| 01-296-0000-5100-5100-0000 | Communications Center Wages                    | 44,725.00  |              | 44,725.00       | -37,925.76  |             | 6,799.24        |
| 01-296-0000-5700-5700-0000 | Communications Expenses                        | 211,795.00 |              | 211,795.00      | -207,873.12 |             | 3,921.88        |
| 01-422-0000-5111-5111-0000 | Highway Salary Ft                              | 83,436.00  |              | 83,436.00       | -60,546.80  |             | 22,889.20       |
| 01-422-0000-5112-5112-0000 | Highway Wages Ft                               | 226,761.00 |              | 226,761.00      | -180,591.43 |             | 46,169.57       |
| 01-422-0000-5114-5114-0000 | Highway Wages Pt                               | 30,531.00  |              | 30,531.00       | -6,439.32   |             | 24,091.68       |
| 01-422-0000-5700-5700-0000 | Highway Expenses                               | 143,920.00 |              | 143,920.00      | -117,054.72 | -10,000.00  | 16,865.28       |
| 01-422-2022-0704-5801-0900 | ART 7-4 Stm Hot Top FC None                    | 70,000.00  |              | 70,000.00       |             | -70,000.00  | 0.00            |
| 01-423-0000-5112-5112-0000 | Snow & Salt Overtime Wages                     | 35,881.00  |              | 35,881.00       | -21,751.83  |             | 14,129.17       |
| 01-423-0000-5114-5114-0000 | Snow & Salt Wages Pt                           | 15,118.00  |              | 15,118.00       | -8,336.89   |             | 6,781.11        |
| 01-423-0000-5700-5700-0000 | Snow & Salt Expenses                           | 135,000.00 |              | 135,000.00      | -132,201.38 |             | 2,798.62        |
| 01-424-0000-5211-5211-0000 | Street Lights                                  | 9,000.00   |              | 9,000.00        | -2,767.46   |             | 6,232.54        |
| 01-433-0000-5114-5114-0000 | Transfer Station Wages Pt                      | 37,889.00  |              | 37,889.00       | -33,708.42  |             | 4,180.58        |
| 01-433-0000-5700-5700-0000 | Transfer Station Expenses                      | 30,860.00  |              | 30,860.00       |             |             | 30,860.00       |
| 01-491-0000-5000-5700-0000 | Cemetery Expenses                              | 15,668.00  |              | 15,668.00       | -11,301.42  |             | 4,366.58        |
| 01-491-2022-0020-5700-0900 | ART 20 Cemetery Paving FC23                    | 15,000.00  |              | 15,000.00       |             | -15,000.00  | 0.00            |

# Town Accountant

## General Fund Expenses Fiscal Year 2022

| ACCOUNT NUMBER             | DEPARTMENT                                      | BUDGETED             | TRANS-FERRED | TOTAL AVAILABLE      | EXPENSES              | ENCUM-BERED        | UNUSED BALANCES   |
|----------------------------|---|----------------------|--------------|----------------------|-----------------------|--------------------|-------------------|
| 01-510-0000-5110-5110-0000 | Board of Health Elected Salary                  | 1,914.00             |              | 1,914.00             | -1,914.00             |                    | 0.00              |
| 01-510-0000-5114-5114-0000 | Board of Health Wages Pt                        | 5,992.00             | 55.00        | 6,047.00             | -6,044.89             |                    | 2.11              |
| 01-510-0000-5700-5700-0000 | Board of Health Expenses                        | 1,000.00             |              | 1,000.00             | -69.28                |                    | 930.72            |
| 01-511-0000-5200-5200-0000 | Nashoba Health                                  | 8,535.00             |              | 8,535.00             | -8,533.96             |                    | 1.04              |
| 01-522-0000-5200-5200-0000 | Nashoba Nursing                                 | 3,896.00             |              | 3,896.00             | -3,894.48             |                    | 1.52              |
| 01-541-0000-5114-5114-0000 | Council on Aging Wages Pt                       | 53,635.00            |              | 53,635.00            | -39,030.91            |                    | 14,604.09         |
| 01-541-0000-5700-5700-0000 | Council on Aging Expenses                       | 12,625.00            |              | 12,625.00            | -12,568.21            |                    | 56.79             |
| 01-543-0000-5113-5113-0000 | Veterans Salary Pt                              | 8,658.00             |              | 8,658.00             | -8,658.00             |                    | 0.00              |
| 01-543-0000-5700-5700-0000 | Veterans Expenses                               | 265.00               |              | 265.00               | -178.76               |                    | 86.24             |
| 01-543-0000-5780-5780-0000 | Veterans Benefits                               | 11,000.00            | 8,000.00     | 19,000.00            | -17,083.35            |                    | 1,916.65          |
| 01-599-0000-5000-5000-0000 | Community Social Service                        | 7,000.00             |              | 7,000.00             | -4,000.00             |                    | 3,000.00          |
| 01-610-0000-5114-5114-0000 | Library Wages Pt                                | 127,411.00           |              | 127,411.00           | -119,581.51           |                    | 7,829.49          |
| 01-610-0000-5700-5700-0000 | Library Expenses                                | 32,095.00            |              | 32,095.00            | -31,572.33            | -522.67            | 0.00              |
| 01-630-0000-5700-5700-0000 | Recreation Expenses                             | 12,410.00            |              | 12,410.00            | -12,397.50            |                    | 12.50             |
| 01-630-2022-0705-5801-0900 | ART 7-5 Stm Recreation Court Upgrade            | 50,000.00            |              | 50,000.00            |                       | -50,000.00         | 0.00              |
| 01-631-0000-5000-5700-0000 | Cultural Council - Expenses                     | 1,500.00             |              | 1,500.00             | -1,500.00             |                    | 0.00              |
| 01-691-0000-5700-5700-0000 | Historical Committee Expenses                   | 600.00               |              | 600.00               | -600.00               |                    | 0.00              |
| 01-692-0000-5700-5700-0000 | Memorial Day Expenses                           | 2,000.00             |              | 2,000.00             | -1,266.25             |                    | 733.75            |
| 01-694-0000-5700-5700-0000 | Festive Events Expenses                         | 500.00               |              | 500.00               |                       |                    | 500.00            |
| 01-752-0000-5800-5800-0000 | Interest Expense                                | 118,275.00           |              | 118,275.00           | -118,275.00           |                    | 0.00              |
| 01-752-0000-5900-5900-0000 | Principal Repayment on Debt                     | 194,308.00           |              | 194,308.00           | -194,308.00           |                    | 0.00              |
| 01-800-0000-5600-5634-0000 | Motor Vehicle Assessment                        | 2,120.00             |              | 2,120.00             | -2,120.00             |                    | 0.00              |
| 01-800-0000-5600-5639-0000 | Mosquito Control Assessment                     | 38,573.00            |              | 38,573.00            | -38,573.00            |                    | 0.00              |
| 01-800-0000-5600-5640-0000 | Air Pollution Assessment                        | 1,201.00             |              | 1,201.00             | -1,201.00             |                    | 0.00              |
| 01-800-0000-5600-5641-0000 | Central Mass Regional Planning Council          | 863.00               |              | 863.00               | -862.29               |                    | 0.71              |
| 01-835-0000-5300-5321-0000 | Assabet Valley Regional Assessment              | 479,103.00           |              | 479,103.00           | -479,103.00           |                    | 0.00              |
| 01-835-0000-5300-5322-0000 | Tahanto Regional Assessment                     | 2,792,812.00         |              | 2,792,812.00         | -2,792,811.00         |                    | 1.00              |
| 01-835-0000-5300-5322-2020 | Tahanto Capital Assessment                      | 504,146.00           |              | 504,146.00           | -504,146.00           |                    | 0.00              |
| 01-835-0000-5300-5323-0000 | Berlin Memorial Assessment                      | 3,443,613.00         |              | 3,443,613.00         | -3,443,613.00         |                    | 0.00              |
| 01-835-0000-5300-5323-2020 | Berlin Memorial Capital Assessment              | 68,000.00            |              | 68,000.00            | -68,000.00            |                    | 0.00              |
| 01-835-0000-5900-5901-0000 | Assabet Valley Capital Assessment               | 70,185.00            |              | 70,185.00            | -70,185.00            |                    | 0.00              |
| 01-840-0000-5700-5700-0000 | Assabet Regional Housing Consortium             | 12,000.00            |              | 12,000.00            | -450.00               | -2000.00           | 9,550.00          |
| 01-911-0000-5200-5200-0000 | Worcester Regional Retirement Assessment        | 551,425.00           |              | 551,425.00           | -551,425.00           |                    | 0.00              |
| 01-912-0000-5100-5170-0000 | Workmens Compensation                           | 23,000.00            |              | 23,000.00            | -20,905.00            |                    | 2,095.00          |
| 01-913-0000-5100-5170-0000 | Unemployment Insurance                          | 50,000.00            | -12,500.00   | 37,500.00            |                       |                    | 37,500.00         |
| 01-914-0000-5100-5170-0000 | Chapter 32b Health Insurance                    | 665,000.00           |              | 665,000.00           | -479,339.97           |                    | 185,660.03        |
| 01-916-0000-5200-5200-0000 | Police & Fire Sickness and Accident Insurance   | 22,861.00            |              | 22,861.00            | -19,828.00            |                    | 3,033.00          |
| 01-919-0000-5100-5190-0000 | Sick Pay Account                                | 39,000.00            |              | 39,000.00            | -29,067.74            |                    | 9,932.26          |
| 01-920-0000-5100-5170-0000 | Medicare  | 45,004.00            |              | 45,004.00            | -40,638.66            |                    | 4,365.34          |
| 01-945-0000-5700-5740-0000 | Property & Liabilities Insurance                | 94,000.00            |              | 94,000.00            | -86,739.00            |                    | 7,261.00          |
| 01-990-0000-0000-5000-000  | Transfer To Other Funds - Energy Stabilization  | 0.00                 |              | 0.00                 | -10,407.00            |                    | -10,407.00        |
| 01-990-0000-0000-5000-000  | Transfer To Other Funds - Capital Stabilization | 125,100.00           |              | 125,100.00           | -125,100.00           |                    | 0.00              |
|                            |   |                      |              |                      |                       |                    |                   |
|                            |   | <b>14,708,516.00</b> | <b>0.00</b>  | <b>14,708,516.00</b> | <b>-13,244,063.99</b> | <b>-672,407.93</b> | <b>792,044.08</b> |



# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2022

| ACCOUNT NUMBER             | FUND NAME                                   | BALANCE<br>7/1/2021 | TRANSFER<br>INTO | RECEIPTS      | TRANSFER<br>FROM | EXPENSES     | BALANCE<br>6/30/22 |
|----------------------------|---|---------------------|------------------|---------------|------------------|--------------|--------------------|
|                            | <b>HIGHWAY IMPROVEMENTS:</b>                |                     |                  |               |                  |              |                    |
| 13-422-0000-0000-3590-0000 | Highway Improvements                        | \$0.00              |                  | \$0.00        |                  | \$1,365.00   | (\$1,365.00)       |
|                            | <b>RECEIPTS RESERVED FOR APPROPRIATION:</b> |                     |                  |               |                  |              |                    |
| 14-000-3301-0000-3301-0000 | Public Safety Highland Common               | \$575,949.72        |                  |               | \$575,949.72     |              | \$0.00             |
| 14-000-3303-0000-3301-0000 | TNC Per-Ride Fund (tax on ride services)    | \$1,881.80          |                  | \$326.10      |                  |              | \$2,207.90         |
| 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                      | \$481,076.33        |                  | \$231,039.40  | \$420,000.00     |              | \$292,115.73       |
|                            | Ambulance Receivable \$322,039.78           |                     |                  |               |                  |              |                    |
| 14-491-3301-0000-3590-0000 | Cemetery General Receipts                   | \$11,550.00         |                  | \$11,050.00   | \$6,000.00       |              | \$16,600.00        |
| 14-491-3302-0000-3590-0000 | Cemetery Sale of Lots                       | \$3,200.00          |                  | \$800.00      | \$2,200.00       |              | \$1,800.00         |
| 14-510-3304-0000-3590-0000 | WPAT Loan Repayments                        | \$99,663.42         |                  | \$6,425.63    | \$4,308.00       |              | \$101,781.05       |
|                            | Outstanding WPAT Betterments \$0.00         |                     |                  |               |                  |              |                    |
| 14-698-3301-0000-3301-0000 | PEG Access & Cable Related Fund             | \$174,728.52        |                  | \$73,502.39   | \$48,056.63      |              | \$200,174.28       |
| 14-698-3301-0000-3301-0000 | PEG Access & Cable Related Fund             | \$198,027.36        |                  | \$31,907.04   | \$55,205.88      |              | \$174,728.52       |
|                            | <b>OFFSET RECEIPTS:</b>                     |                     |                  |               |                  |              |                    |
| 15-242-3308-0000-3590-0000 | Plumbing and Gas Inspector                  | \$0.00              |                  | \$25,070.00   | \$1,253.50       | \$23,816.50  | \$0.00             |
| 15-243-3307-0000-3590-0000 | Electrical Inspector                        | \$0.00              |                  | \$31,727.50   | \$7,931.87       | \$23,795.63  | \$0.00             |
| 15-433-3309-0000-3590-0000 | Transfer Station                            | \$0.00              |                  | \$150,461.98  | \$36,587.42      | \$113,874.56 | \$0.00             |
|                            | <b>REVOLVING FUNDS:</b>                     |                     |                  |               |                  |              |                    |
| 17-145-1701-0000-3560-0000 | Tax Title Collection Revolving Fund         | \$0.00              |                  | \$2,445.44    |                  | \$945.00     | \$1,500.44         |
| 17-171-1701-0000-3590-0000 | Conservation Wetlands Protection Fund       | \$11,695.47         |                  | \$1,700.00    |                  | \$1,221.88   | \$12,173.59        |
| 17-192-1701-0000-3590-0000 | Town Hall Revolving Fund                    | \$10,234.15         |                  | \$6,255.00    |                  | \$6,371.66   | \$10,117.49        |
| 17-210-1705-0000-3590-0000 | Police Special Law Enforcement Fund         | \$2,110.46          |                  |               |                  |              | \$2,110.46         |
| 17-221-1701-0000-3560-0000 | Fire & EMS Insurance Reimbursement          | \$0.00              |                  | \$3,374.11    |                  | \$3,174.00   | \$200.11           |
| 17-610-1709-0000-3590-0000 | Library Video Fines Fund                    | \$2,695.86          |                  | \$152.08      |                  |              | \$2,847.94         |
| 17-630-1701-0000-3590-0000 | Recreation Donation Fund                    | \$23,370.87         |                  | \$6,633.00    |                  | \$17,088.56  | \$12,915.31        |
|                            | <b>TOWN GRANTS</b>                          | \$77.29             |                  |               |                  | \$77.29      | \$0.00             |
| 18-122-1701-0000-3590-0000 | EECBG - Federal Grant Thru State            | \$102.37            |                  |               |                  |              | \$102.37           |
| 18-123-1703-0000-3520-2020 | COVID 19 Grant                              | \$50,467.18         |                  | (\$50,352.18) |                  | \$115.00     | \$0.00             |
| 18-123-1704-0000-3520-2021 | Shared Streets and Spaces Grant             | \$2,781.82          |                  | (\$817.59)    |                  |              | \$1,964.23         |
| 18-123-1705-0000-3510-0000 | ARPA - CLFRF Grant                          | \$0.00              |                  | \$484,229.07  |                  | \$24,354.64  | \$459,874.43       |
| 18-123-1706-0000-3520-0000 | DOER - META State Grant                     | \$0.00              |                  |               |                  | \$2,320.00   | (\$2,320.00)       |
| 18-177-1701-0000-3520-0000 | Community Garden Well & Pump Grant          | \$592.14            |                  |               |                  |              | \$592.14           |
| 18-210-1712-0000-3520-0000 | Police Medbox Grant                         | \$650.00            |                  | \$1,300.00    |                  |              | \$1,950.00         |
| 18-210-1713-0000-3510-2021 | Federal Police Body Cameras                 | (\$17,052.50)       |                  | \$17,052.50   |                  |              | \$0.00             |
| 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           | \$779.61            |                  |               |                  | \$2,720.74   | (\$1,941.13)       |
| 18-221-1707-0000-3520-2021 | FF Safety Equip/Hose Grant                  | \$0.00              |                  | \$9,894.00    |                  | \$9,894.00   | \$0.00             |
| 18-221-1708-0000-3520-2022 | State Fire AED Reimb Grant                  | \$0.00              |                  | \$1,942.00    |                  |              | \$1,942.00         |

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2022

| ACCOUNT NUMBER             | FUND NAME                                      | BALANCE<br>7/1/2021 | TRANSFER<br>INTO | RECEIPTS     | TRANSFER<br>FROM | EXPENSES    | BALANCE<br>6/30/22 |
|----------------------------|--|---------------------|------------------|--------------|------------------|-------------|--------------------|
|                            | <b>TOWN GRANTS Continued:</b>                  |                     |                  |              |                  |             |                    |
| 18-221-1709-0000-3510-2020 | FEMA FY2020 AFG Hose & Nozzle Grant            | \$0.00              |                  |              |                  | \$40,281.70 | (\$40,281.70)      |
| 18-221-1714-0000-3510-2019 | Federal Fire - EMPG FY19 Grant                 | (\$628.72)          |                  |              |                  |             | (\$628.72)         |
| 18-221-1714-0000-3510-2021 | Federal Fire - EMPG FY21 Grant                 | \$0.00              |                  |              |                  | \$2,700.00  | (\$2,700.00)       |
| 18-422-1704-0000-3590-0000 | Highway Intern Grant Program                   | \$30.00             |                  |              |                  |             | \$30.00            |
| 18-422-1705-0000-3520-0000 | Small Town Housing - Parking Lot PS & MB Grant | \$24,963.06         |                  | \$75,000.00  |                  | \$99,963.06 | \$0.00             |
| 18-422-1706-0000-3520-0000 | Mun Regional - Bucket Truck                    | \$178,000.00        |                  |              |                  |             | \$178,000.00       |
| 18-510-1702-0000-3590-0000 | Public Health Emergency Response               | \$5,560.06          |                  |              |                  | \$5,560.06  | \$0.00             |
| 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       | \$8,544.00          |                  | \$8,544.00   |                  |             | \$17,088.00        |
| 18-543-1702-0000-3520-2022 | Veterans Cost of Living Funds                  | \$0.00              |                  | \$1,896.00   |                  | \$948.00    | \$948.00           |
| 18-610-1703-0000-3590-0000 | Library LIG & MEG Grant                        | \$5,963.27          |                  | \$5,014.30   |                  | \$3,092.00  | \$7,885.57         |
| 18-631-1701-0000-3590-0000 | Cultural Council Grant                         | \$6,279.32          |                  | \$5,003.07   |                  | \$5,745.00  | \$5,537.39         |
|                            | <b>COMMUNITY PRESERVATION FUND:</b>            |                     |                  |              |                  |             |                    |
|                            | CPA - Tax Liens Receivable \$1187.71           |                     |                  |              |                  |             |                    |
|                            | 2021 CPA Receivable \$ (.02)                   |                     |                  |              |                  |             |                    |
|                            | 2022 CPA Receivable \$3,096.42                 |                     |                  |              |                  |             |                    |
| 24-000-0000-0000-3240-0000 | CPA - Fund Balance Res for Approved Projects   | \$0.00              | \$998,224.25     |              |                  |             | \$998,224.25       |
| 24-000-0000-0000-3241-0000 | CPA - Open Space/Recreation                    | \$77,483.73         | \$48,466.70      |              | \$77,483.73      |             | \$48,466.70        |
| 24-000-0000-0000-3242-0000 | CPA - Historical Resources                     | \$77,483.73         | \$48,466.70      |              | \$77,483.73      |             | \$48,466.70        |
| 24-000-0000-0000-3243-0000 | CPA - Affordable Housing                       | \$77,483.73         | \$48,466.70      |              |                  |             | \$125,950.43       |
| 24-000-0000-0000-3590-0000 | CPA - Fund Balance                             | \$528,723.28        |                  | \$593,620.04 | \$988,656.89     | \$2,250.00  | \$131,436.43       |
|                            | <b>CAPITAL PROJECTS:</b>                       |                     |                  |              |                  |             |                    |
| 30-000-0000-0000-3590-0000 | School   | \$5,141.03          |                  |              |                  |             | \$5,141.03         |
| 31-000-0000-0000-3590-0000 | Public Safety and Municipal Building           | \$34.92             |                  |              |                  |             | \$34.92            |
|                            | <b>GIFTS AND DONATIONS:</b>                    |                     |                  |              |                  |             |                    |
| 40-122-3500-0000-3590-0000 | Selectmen - Clock Striking Fund                | \$3,906.61          |                  | \$11.77      |                  |             | \$3,918.38         |
| 40-122-3501-0000-3590-0000 | Selectmen - World War II Fund                  | \$92.26             |                  | \$0.70       |                  |             | \$92.96            |
| 40-122-3506-0000-3590-0000 | Cultural Activities & Facilities               | \$54,593.05         |                  |              | \$50,000.00      |             | \$4,593.05         |
| 40-171-1701-0000-3280-0000 | Conservation Donation                          | \$0.00              |                  | \$3,500.00   |                  | \$255.00    | \$3,245.00         |
| 40-175-3601-0000-3590-0000 | Planning Board - Affordable Housing            | \$191,478.00        |                  |              | \$12,000.00      |             | \$179,478.00       |
| 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                     | \$2,886.61          |                  | \$1,290.00   |                  | \$438.94    | \$3,737.67         |
| 40-210-3604-0000-3590-0000 | Police - Radios                                | \$344,421.08        |                  |              |                  |             | \$344,421.08       |
| 40-210-3608-0000-3590-0000 | Police - Dare Donations                        | \$1,846.83          |                  |              |                  |             | \$1,846.83         |
| 40-220-3601-0000-3590-0000 | Fire - Donations                               | \$139.40            |                  |              |                  |             | \$139.40           |
| 40-221-3601-0000-3580-0000 | Fire & EMS Donations                           | \$11,122.23         |                  | \$775.00     |                  | \$2,185.14  | \$9,712.09         |
| 40-241-3301-0000-3280-0000 | Riverbridge PT Bldg Inspector                  | \$46,939.68         |                  |              |                  |             | \$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                   | \$1,443.31          |                  | \$42.00      |                  |             | \$1,485.31         |
| 40-541-3618-0000-3590-0000 | Council on Aging Donations                     | \$6,981.45          |                  | \$1,060.00   |                  |             | \$8,041.45         |
| 40-610-3609-0000-3590-0000 | Library Donations                              | \$1,043.50          |                  | \$1,295.00   |                  |             | \$2,338.50         |
| 40-691-3601-0000-3590-0000 | Historical Comm. Donation                      | \$649.55            |                  | \$100.00     |                  | \$10.47     | \$739.08           |

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2022

| ACCOUNT NUMBER             | FUND NAME                                      | BALANCE<br>7/1/2021 | TRANSFER<br>INTO | RECEIPTS    | TRANSFER<br>FROM | EXPENSES   | BALANCE<br>6/30/22 |
|----------------------------|--|---------------------|------------------|-------------|------------------|------------|--------------------|
|                            | <b>NON - EXPENDABLE TRUST FUNDS:</b>           |                     |                  |             |                  |            |                    |
| 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                   | \$177,696.54        |                  | \$3,200.00  |                  |            | \$180,896.54       |
| 82-610-3514-0000-3590-0000 | Library  | \$34,891.73         |                  |             |                  |            | \$34,891.73        |
|                            | <b>EXPENDABLE TRUST FUNDS:</b>                 |                     |                  |             |                  |            |                    |
| 84-001-3509-4000-4820-0000 | Mary Keyes - Highway                           | \$5,694.67          |                  | \$25.89     |                  |            | \$5,720.56         |
| 84-001-3511-0000-3590-0000 | Nancy Young - School                           | \$4,590.11          |                  | \$19.95     |                  |            | \$4,610.06         |
| 84-001-3511-0000-3590-0000 | Ella Fosgate - Memorial Fund                   | \$391.54            |                  | \$1.00      |                  |            | \$392.54           |
| 84-001-3512-0000-3590-0000 | Anna Hunt - General                            | \$279.07            |                  | \$4.98      |                  |            | \$284.05           |
| 84-001-3513-0000-3590-0000 | Charity Fund                                   | \$1,007.35          |                  | \$14.31     |                  |            | \$1,021.66         |
| 84-122-3518-0000-3590-0000 | Selectmen - Mable Marble Scholarship           | \$5,230.14          |                  | \$3,002.61  |                  | \$2,000.00 | \$6,232.75         |
| 84-171-3519-0000-3590-0000 | **Conservation - Open Space                    | \$236,881.59        |                  | \$50,348.51 |                  | \$5,192.99 | \$282,037.11       |
| 84-300-3521-0000-3590-0000 | School - Hoffman Fund                          | \$639.28            |                  | \$1.73      |                  | \$95.88    | \$545.13           |
| 84-491-3515-0000-3590-0000 | Cemetery - Hartshorn-Sons of Union Vets        | \$1,445.83          |                  | \$4.85      |                  |            | \$1,450.68         |
| 84-491-3517-0000-3590-0000 | Cemetery - Flower and Perpetual Care           | \$1,952.78          |                  | \$127.19    |                  |            | \$2,079.97         |
| 84-610-3514-0000-3590-0000 | Library  | \$18,434.52         |                  | \$53.34     |                  |            | \$18,487.86        |
|                            | ** Solomon Pond Mit Receivable<br>\$191,666.76 |                     |                  |             |                  |            |                    |
|                            | <b>STABILIZATION FUNDS:</b>                    |                     |                  |             |                  |            |                    |
| 85-000-0000-0000-3590-0000 | Stabilization Fund - General                   | \$1,212,195.38      |                  | \$1,902.72  |                  |            | \$1,214,098.10     |
| 85-000-1320-0000-3280-2021 | Capital Stabilization Fund                     | \$141,960.19        |                  | \$62.14     |                  |            | \$142,022.33       |
| 85-000-1321-0000-3580-2022 | Public Safety Stabilization Fund               | \$0.00              | \$1,002,364.72   | \$32,008.36 |                  |            | \$1,034,373.08     |
| 85-122-0000-0000-3580-2020 | Energy Committee Stabilization Fund            | \$25,600.67         | \$10,407.00      | \$20,185.34 |                  |            | \$56,193.01        |
|                            | <b>AGENCY FUNDS:</b>                           |                     |                  |             |                  |            |                    |
| 89-123-0000-0000-2550-2021 | TA - C3 Industries Marijuana Host Deposit      | \$3,560.00          |                  | \$1.58      |                  |            | \$3,561.58         |
| 89-171-0000-0000-2551-2012 | Conservation - Berlin Farms                    | \$754.40            |                  | \$0.36      |                  |            | \$754.76           |
| 89-171-0000-0000-2553-2022 | Conservation - Highland Ridge                  | \$0.00              |                  | \$2,500.26  |                  |            | \$2,500.26         |
| 89-175-0000-0000-2555-0000 | Planning Board - Highland Commons              | \$58.11             |                  | \$0.03      |                  |            | \$58.14            |
| 89-175-0000-0000-2557-2005 | Planning Board - Indian Rock Estates           | \$2,006.18          |                  | \$1.01      |                  |            | \$2,007.19         |
| 89-175-0000-0000-2558-2006 | Planning Board - Kendall Homes                 | \$74.18             |                  | \$0.04      |                  |            | \$74.22            |
| 89-175-0000-0000-2560-2004 | Planning Board - Berlin Village                | \$122.50            |                  | \$0.06      |                  |            | \$122.56           |
| 89-175-0000-0000-2561-2007 | Planning Board - Farm Lane                     | \$191.68            |                  | \$0.10      |                  |            | \$191.78           |
| 89-175-0000-0000-2563-2009 | Planning Board - Highland Common Traffic       | \$14,793.08         |                  | \$7.42      |                  |            | \$14,800.50        |
| 89-175-0000-0000-2565-2011 | Planning Board - Hamlin Summer Road            | \$1,035.34          |                  | \$0.48      |                  |            | \$1,035.82         |
| 89-175-0000-0000-2566-2011 | Planning Board - River Run                     | \$2,552.11          |                  | \$1.27      |                  |            | \$2,553.38         |
| 89-175-0000-0000-2567-2013 | Planning Board - Growing Room Project          | \$3,198.13          |                  | \$1.62      |                  |            | \$3,199.75         |
| 89-175-0000-0000-2570-2017 | Planning Board - Plastride Sawyer Hill         | \$187.40            |                  | \$0.12      |                  |            | \$187.52           |
| 89-175-0000-0000-2571-2019 | Planning Board - West St Crossing              | \$0.20              |                  | \$0.04      |                  |            | \$0.24             |
| 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        | \$2,722.49          |                  | \$1.38      |                  |            | \$2,723.87         |

# Town Accountant

## Special Fund Activity for the Fiscal Year Ending June 30, 2022

| ACCOUNT NUMBER             | FUND NAME                                | BALANCE<br>7/1/2021 | TRANSFER<br>INTO | RECEIPTS     | TRANSFER<br>FROM | EXPENSES     | BALANCE<br>6/30/22 |
|----------------------------|--|---------------------|------------------|--------------|------------------|--------------|--------------------|
|                            | <b>AGENCY FUNDS Continued:</b>           |                     |                  |              |                  |              |                    |
| 89-175-0000-0000-2574-2019 | Planning Board - Kane Subdivision        | \$373.70            |                  | \$0.23       |                  |              | \$373.93           |
| 89-175-0000-0000-2575-2020 | Planning Board - Indian Farms Estate     | \$1,751.73          |                  | \$0.84       |                  |              | \$1,752.57         |
| 89-175-0000-0000-2576-2021 | Planning Board - Rhodes-Baum Subdivision | \$800.41            |                  | \$0.36       |                  |              | \$800.77           |
| 89-176-0000-0000-2553-2011 | Board of Appeals - Northbrook Village II | \$5,032.17          |                  | (\$5,032.17) |                  |              | \$0.00             |
| 89-176-0000-0000-2556-0000 | Board of Appeals - The Capes of Berlin   | \$4,341.10          |                  | \$2.15       |                  |              | \$4,343.25         |
| 89-176-0000-0000-2557-2019 | Board of Appeals - ZPT Energy - Potas    | \$10,035.90         |                  | \$5.04       |                  |              | \$10,040.94        |
| 89-176-0000-0000-2559-2003 | Board of Appeals - River Run             | \$5,531.60          |                  | (\$5,531.60) |                  |              | \$0.00             |
| 89-210-0000-0000-2021-0000 | Police Detail                            | \$11,284.50         |                  | \$134,324.20 |                  | \$146,821.98 | (\$1,213.28)       |
|                            | Police Detail Receivable \$35,221.28     |                     |                  |              |                  |              | \$0.00             |
| 89-210-0000-0000-2435-0000 | Police Firearms Records Licenses - State | \$1,275.00          |                  | \$5,275.00   |                  | \$4,812.50   | \$1,737.50         |
| 89-220-0000-0000-2022-0000 | Fire Details                             | \$918.35            |                  |              |                  |              | \$918.35           |
| 89-221-0000-0000-2022-0000 | Fire & EMS Detail                        | \$540.00            |                  | \$1,147.50   |                  | \$1,147.50   | \$540.00           |
|                            | <b>LONG TERM DEBT:</b>                   |                     |                  | New Bond     |                  | Repayment    |                    |
| 90-000-0000-0000-2700-0000 | Bonds Payable                            | \$3,424,308.00      |                  |              |                  | \$194,308.00 | \$3,230,000.00     |

- GASB34 - All town asset's over \$5,000.00 are being recorded using The Asset Manager Software.
- FY 21 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 22 Financial Statements will be audited as soon as Auditors are chosen.
- FY 22 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 FY22 — to be used in FY22 in the amount of \$188,500 and \$693,766 will be used in FY23.  
\$1,232,370 was closed out to seed the FY23 Free Cash.
- Free Cash Certified from FY2 balance sheet has not yet been certified as of the time of Town Report Submission.

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*

---

# 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 Historical Dates

|  |                |   |           |
|--|----------------|---|-----------|
| Part of Lancaster . . . . .                            | 1653-1738      | Assabet Valley Regional Vocational School opened. . . . . | 1973      |
| Part of Bolton . . . . .                               | 1738-1784      | Bullard House purchased (built ca. 1790). . . . .         | 1996      |
| Old Burying Ground given. . . . .                      | 1768           | New Curatorial Building completed. . . . .                | 2021      |
| Incorporated as South Parish of Bolton . . . . .       | 1778           | Second Berlin Memorial School opened . . . . .            | 1999      |
| First Meeting House raised . . . . .                   | 1779           | Town Offices/Public Safety building opened . . . . .      | 2000      |
| Incorporated as the District of Berlin. . . . .        | 1784           | Highway Dept. land purchase on West St. . . . .           | 2012      |
| Additional land from Lancaster (Boylston Rd). . . . .  | 1790           | New Highway building completed. . . . .                   | 2018      |
| Hearse House built by Town . . . . .                   | 1805           | <b>Conservation Lands</b>                                 |           |
| Incorporated as the Town of Berlin. . . . .            | 1812           | Tyler Conservation Area given. . . . .                    | 1971      |
| Powder House built . . . . .                           | 1814           | Douglas Conservation Area given. . . . .                  | 1974      |
| 2nd Meeting House built (First Parish Church). . . . . | 1826           | South/Jones corner conservation purchase. . . . .         | 1978      |
| First Town House built . . . . .                       | 1831           | Mount Pisgah conservation purchases . . . . .             | 1981/1996 |
| Center School lot (Town Offices) purchased . . . . .   | 1835           | Devine Farm conservation purchase . . . . .               | 2004      |
| Additional land purchased . . . . .                    | 1857/1916/1948 | Webjo/Oberg conservation purchase . . . . .               | 2018      |
| South Cemetery opened . . . . .                        | 1857           | Dingley Conservation Area given . . . . .                 | 1984      |
| Additional land purchased. . . . .                     | 1909           | MacAlister Conservation Area given. . . . .               | 1986      |
| West School built (Legion Hall) . . . . .              | 1857           | Forty Caves Conservation Area given . . . . .             | 1992      |
| Land purchased . . . . .                               | 1865           | Musche Woods conservation purchase. . . . .               | 1998      |
| Second Town Hall dedicated . . . . .                   | 1870           | Ciesluk conservation purchase. . . . .                    | 2017      |
| Kitchen/stage addition. . . . .                        | 1904           | Musche Conservation Area (Lancaster Rd) given . . . . .   | 1996      |
| Elevator addition completed . . . . .                  | 2018           | Ball Hill Road conservation purchase. . . . .             | 1996      |
| Hook and Ladder House built (Fire Museum). . . . .     | 1895           | Eager Woods conservation purchase . . . . .               | 2012      |
| Finished inside . . . . .                              | 1928           | Snake Hill Conservation Area purchase . . . . .           | 1997      |
| Public Library built . . . . .                         | 1928           | Clark land (Coburn Rd) conservation purchase. . . . .     | 1998      |
| Town Barn acquired (built 1899). . . . .               | 1930           | Belleview Rd/Priest Rd conservation purchase . . . . .    | 2000      |
| Town Dump opened. . . . .                              | 1931           | Lancaster Rd/Peach Hill Rd conservation purchase. . . . . | 2001      |
| Additional land purchased. . . . .                     | 1934/1953/1954 | Collins Road conservation area given . . . . .            | 2004      |
| Transfer Station opened . . . . .                      | 1982           | Peach Hill conservation area purchase. . . . .            | 2020      |
| First Berlin Memorial School opened. . . . .           | 1951           | Gates Pond area conservation purchases . . . . .          | 2000/2003 |
| Addition completed. . . . .                            | 1953           | Central/Pleasant corner conservation purchase. . . . .    | 2003      |
| Rebuilt for Town Offices. . . . .                      | 2000           | Boylston Road railroad conservation purchase . . . . .    | 2004      |
| Former Fire Station (West Street) built. . . . .       | 1952           | Crosby Road/North Brook conservation purchase. . . . .    | 2007      |
| Addition built . . . . .                               | 1958           | Hog Swamp conservation area given. . . . .                | 2007      |
| Second floor . . . . .                                 | 1974           | Riverview Conservation Area purchase. . . . .             | 2017      |
| Saint Joseph's Church dedicated. . . . .               | 1953           | Great Oak Farm (Bentzen) easement purchase . . . . .      | 2018      |
| North Cemetery acquired . . . . .                      | 1962           | 11 Tax Title lands transferred by Town Meeting. . . . .   | 2019      |
| Additional land purchased. . . . .                     | 1971           | Peach Hill Road conservation purchase. . . . .            | 2019      |
| Tahanto Regional High School opened . . . . .          | 1962           | Horseshoe Pond area conservation purchase . . . . .       | 2022      |
| 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           |   |           |



## 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 Office–June Poland, Amy Grenier .. 978-838-0045  
 Animal Inspector/Board of Health, Sue Roche... 978-838-2808  
 Assessors Staff–Molly Reed (Dir),  
 Joanne Wynkoop, Maureen Adema..... 978-838-2256  
 Board of Health–Administrator Donna Traylor... 978-838-0214  
 Building Commissioner Office–Richard Hanks,  
 Liane Leahy ..... 978-838-0046  
 Cemetery Dept.–Robert Guild (Supt.),  
 Barry Eager (Chair) ..... 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, Victorya Dube .. 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, Carol Costello ..... 508-869-2837 x1111  
 Special Education Dir., Janel Fitzpatrick . 508-869-2837 x1106  
 Berlin Memorial School ..... 978-838-2417  
 Principal John Campbell, Secretary Judy Rapa . 978-838-2417  
 School Nurse, Ana Amaral, BSN, RN, NCSN . 978-838-2214  
 Tahanto Regional High School  
 Principal Diane Tucceri..... 508-869-2333 x2300  
 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 Office–Paul Redmond, Brien Devaney . 978-838-2765  
 Town Administrator, Kristen Rubin ..... 978-310-5919  
 Town Clerk Office–Eloise Salls, James Wheeler.. 978-838-2931  
 Town Hall (1870) Manager, Sondra Pendergast.. 978-310-5922  
 Treasurer Office–Paul Redmond, Stephen Pierce.. 978-838-0344  
 Transfer Station Manager, Stanley Rogalinski... 978-838-0042  
 Veterans Services–Brian Stearns, James Cabral.. 978-838-2560  
 W. H. E. A. T. (Clinton) ..... 508 370-4943  
 For any other official or board not shown. .... 978-838-2442  
 FAX to Town Offices ..... 978-838-0014

## Window Office Hours at Town Offices

Select Board Office (Rm 206)..... Mon–Fri 9am–5:30pm  
 Accountant (Rm 221) ..... Mon–Fri 8–3  
 Assessors (Rm 215)..... Mon–Thur 9–1  
 Board of Health (Rm 216)..... Tue & Thur 8–9am  
 Building Dept. (Rm 216) . . . Mon–Thur 9–2; Inspections by appt  
 Police/Fire Lobby ..... Mon–Fri 9–5  
 Treasurer (Room 211)/Tax Collector (Rm 213) . . . . Mon–Fri 7–5  
 Town Administrator (Rm 204) . . . Mon–Friday 9–5:30 & by appt  
 Town Clerk (Rm 202) ..... Tues & Thur 11–2; Wed 7–9  
 Veterans’ Service Officer (Rm 213) . . Mon–Thur 10am–Noon & by appt

## Email

1870 Town Hall ..... berlin1870townhall@gmail.com  
 Accountant ..... accountant@townofberlin.com  
 Agriculture Commission..... agriculture@townofberlin.com  
 Animal Control/Dog Officer ..... berlingdogoff@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 ..... planningboard@townofberlin.com  
 Plumbing Inspector ..... plumbinginsp@townofberlin.com  
 Recreation Committee ..... recreation@townofberlin.com  
 Select Board Membership . . . .select-board@townofberlin.com  
 Select Board Office Staff Only....selectmen@townofberlin.com  
 Tax Collector ..... taxcollector@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

Find Berlin on the web at [www.townofberlin.com](http://www.townofberlin.com)  
 Follow the Town of Berlin Facebook @BerlinMass



# TOWN OF BERLIN – VOLUNTEER APPLICATION FORM

- Submit completed forms & any associated documents to the Berlin Select Board’s Office: **EMAIL preferred [selectmen@townofberlin.com](mailto: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](http://www.TownOfBerlin.com) and read meeting minutes posted on [www.MyTownGovernment.org/01503](http://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 &amp; 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.***

---

# Index

|  |       |   |     |
|--|-------|---|-----|
| Accountant . . . . .                                       | 88    | Legislative Delegation . . . . .                    | 18  |
| Agricultural Commission . . . . .                          | 56    | Library Trustees . . . . .                          | 47  |
| Americans with Disabilities (ADA) Act . . . . .            | 43    | Marriages . . . . .                                 | 21  |
| Animal Inspector . . . . .                                 | 43    | Nashoba Associated Boards of Health . . . . .       | 40  |
| Berlin Boylston Regional School District . . . . .         | 66-78 | Nashoba Valley Regional Dispatch District . . . . . | 26  |
| Births . . . . .   | 19    | Personnel Committee . . . . .                       | 63  |
| Board of Assessors . . . . .                               | 62    | Planning Board . . . . .                            | 36  |
| Board of Health . . . . .                                  | 42    | Police Department . . . . .                         | 25  |
| Building Department . . . . .                              | 38    | Position Classification Spreadsheet . . . . .       | 64  |
| Cable Access Committee . . . . .                           | 54    | Proceedings at the Annual Town Meeting . . . . .    | 5   |
| Capital Improvement Planning Committee . . . . .           | 79    | Recreation Committee . . . . .                      | 52  |
| Cemetery Commission . . . . .                              | 39    | Results at the Annual Town Election . . . . .       | 14  |
| Community Preservation Act Committee . . . . .             | 55    | Select Board . . . . .                              | 22  |
| Conservation Committee . . . . .                           | 60    | Social Services . . . . .                           | 45  |
| Council on Aging . . . . .                                 | 44    | Telephone Numbers/Office Hours/Email . . . . .      | 103 |
| Cultural Council . . . . .                                 | 57    | Town Administrator . . . . .                        | 27  |
| Deaths . . . . .   | 20    | Town By-Laws . . . . .                              | 100 |
| Economic Development Committee . . . . .                   | 49    | Town Clerk . . . . .                                | 17  |
| Energy Committee . . . . .                                 | 46    | Town Meeting Information . . . . .                  | 101 |
| Family Food Pantry . . . . .                               | 48    | Town Officers . . . . .                             | 2   |
| Financial Terms . . . . .                                  | 99    | Town Vehicle Fleet . . . . .                        | 35  |
| Fire and EMS Department . . . . .                          | 30    | Traffic Safety Advisory Committee . . . . .         | 24  |
| Fire Prevention/ Inspectional Services . . . . .           | 33    | Treasurer/ Collector . . . . .                      | 80  |
| Highway and Facilities . . . . .                           | 34    | Trustees of Trust Funds . . . . .                   | 47  |
| Historical Commission . . . . .                            | 58    | Veterans' Services . . . . .                        | 54  |
| Historical Dates . . . . .                                 | 102   | WHEAT Community Connections . . . . .               | 50  |
| Housing Partnership . . . . .                              | 49    | Zoning Board of Appeals . . . . .                   | 46  |
| Inspectional Services/ Electrical/ Plumbing/ Gas . . . . . | 39    |   |     |





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 1, 2023, 7:30 P.M.

Berlin Memorial School, 34 South Street

**ANNUAL TOWN ELECTION**

Monday, May 8, 2023 from 12 Noon to 8 P.M.

Berlin Town Offices, 23 Linden Street, Lower Level