

2023 Town Reports



Berlin, Mass.

IN MEMORIAM

JUDITH A. CHRISTENSEN

Trustee of Trust Funds
Election Official

ERIC W. COOLIDGE

Finance Committee

BARBARA H. KRACHARDT

School Teacher
Cultural Council

MARYANNE ROSEBERRY MACLEOD

Gas Line Study Committee

STEPHEN C. WASH

Fire Dept. Auxiliary

This year our cover art is the new courts at South Common, funded using Community Preservation Act and ARPA funds.



Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2023**

| 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

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Town Officers 2023

(One year terms unless otherwise noted)

Elected by Ballot

Moderator

Barry W. Eager Term expires 2025

Town Clerk

Eloise E. Salls Term expires 2026

Select Board

Christine Keefe (Chair) Term expires 2025

Margaret Stone Term expires 2024

R. Scott Hawkins (Clerk) Term expires 2026

Assessors

Beverly A. Wheeler Term expires 2024

Roger Bradley Term expires 2025

Kevin Pond Term expires 2026

Constables

Kevin Colomey (appt. 6/5/2023) Term expires 2026

Kevin Pond Term expires 2025

Assabet Valley Regional Vocational District School Comm.

Linda G. Ryan Term expires 2026

Trustees of Trust Funds

Patricia Jackson Term expires 2024

Barry W. Eager Term expires 2025

Jennifer Pike Term expires 2026

Cemetery Commissioners

Brenna Ewing Term expires 2024

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

Barry W. Eager Term expires 2026

Library Trustees

Lynette Wheeler (Chair) Term expires 2024

Beth Christensen Term expires 2025

Susan Skoog Term expires 2026

Planning Board

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

Thomas Andrew (jointly appt 8/8/2022) Term expires 2028

Board of Health

Robert L. Wheeler Term expires 2024

Susan Reguera Term expires 2025

Paul D. Mikelk (Chair) Term expires 2023

Appointed by the Board of Selectmen

All terms end May 31, unless otherwise noted

Ada Coordinator and Financial Director

COA Director Victoria Flynn-Sankaran Contract expires June 30, 2025

Town Report Volunteer Lori Fearebay

Board of Appeals

James Royer Term expires Nov 30, 2024

Linda G. Ryan (Chair) Term expires Nov 30, 2025

Dennis Bartlett (Clerk) Term expires Nov 30, 2026

Susan Roberts Term expires Nov 30, 2025

Virginia Zukatynski Term expires Nov 30, 2028

Board of Appeals-Associate Members

Keith Soucy Term expires Nov 30, 2026

Patricia Jackson Term expires Nov 30, 2027

Registrars of Voters

Margaret Klimaski Term expires 2024

Robert McTague Term expires 2025

Ellen Swinconeck Term expires 2026

Historical Commission

Barry W. Eager Term expires 2024

June Miller, Ch. Term expires 2024

Janet Woodward Term expires 2025

Eleanor Bergen Term expires 2026

Lucy Ayers Term expires 2026

Conservation Commission

Walter E. Bickford (Vice-Chair) Term expires 2024

Carolyn MacDonald (Chair) Term expires 2024

Kyle Tucker Term expires 2025

Louise R. Janda Term expires 2025

Holly Kennedy-DeGrutola Term expires 2026

Robin Ann Berry Term expires 2026

Adrian "AJ" Moses, Jr. Term expires June 30, 2025

Conservation Agent

Mattie Vanderbloom June 30, 2024

Accountant

June M. Poland Term expires 2024

Auditor Roselli, Clark and Associates

Superintendent of Roads & Facilities Fred Cummings

Superintendent of Insect & Pest Control Fred Cummings

Tree Warden Fred Cummings

Sexual Harassment Officer Peg Stone

Town Counsel Petrini & Associates, Framingham, Mass

Special Town Counsel/Labor Valerio Doninello & Hillman, LLC

Burial Agent & Veterans Graves Officer Robert Guild, Jr.

Field Driver Shane Wheeler

Agent to Issue Burial Permits Eloise E. Salls, James H. Wheeler

Building InspectorRichard Hanks
Asst. Building InspectorAnastasios (Tony) V. Zahariadis
Electrical Inspector Dennis Monteiro
Alt. Electrical Inspector Jonathan Shepard
Gas & Plumbing Inspector Alphonse Roseberry
Asst. Gas & Plumbing Inspector Ken Poulin, Jr.
3 Inspectors/Land Use Clerk Liane Leahy
ADA CoordinatorVictoria Flynn-Sankaran
Veterans' Agent James Cabral, Brien Sterns
Police*
Police ChiefEric J. Schartner, appt. to Nov. 29, 2025
Sergeants Richard E. Gilchrest, David A. Goulding
Patrolmen* ... Carl A. Corriveau, Dean Bellville, Timothy Andre,
Kevin Trongone, Jacob Brescia, Christopher LaDou, Jesse
Reed, Molly Plante (res. 5/23)
Regular Police Michael Barry, Peter Kinnas,
Kevin M. Colomey, Shantel Cuff, Michael O'Malley,
Kenneth Janda, David Centeno, Dylan Soldi, Neil Lefebvre
*Designated alcoholic beverages agents
Public Safety Administrative Asst. Abigail Vianna
Animal Control OfficerPhyllis Tower
Fence Viewers Susan Roberts, James Royer
Measurer of Wood and Bark Walter E. Bickford
Fire & EMS Chief and DirectorMichael McQuellan
Forest Warden contract
Data Systems Coordinator vacant
Deputy Emergency Mgt. Director Kevin Colomey
Trench Officer James Spinney
Nashoba Valley Regional Dispatch District
Admin Bd. Kristin Rubin, Christine Keefe (alt)
Terms exp. 6/30/2024
Operations Bd. Eric J. Schartner (primary), Michael McQuillen (alt.)
Finance Bd. June M. Poland (primary), Vacant (alt.)
Chief Procurement Officer Kristin Rubin
WRTA Advisory Bd. Robert Blair, Term expires 2024
Treasurer/Collector of Taxes & Town Collector
Paul Redmond Term expires 2025
CORI Officer (non PD) Term expires 2024
Council on Aging
Rachel Boyer Term expires 2024
Kate Bliss Term expires 2024
Karen Schultz Term expires 2024
Patricia H. Wheeler (Co-chair) Term expires 2025
Robert Blair (Chair) Term expires 2025
Lorinda Fearebay Term expires 2026
Linda Robinson (appt. 12/11/23) Term expires 2026
Director Victoria Flynn-Sankaran . Contract expires 6/30/2024

Election Officials

Warden Timothy Wysocki
Clerk. Jane Sawyer
Checkers Robert Guild, Judy Mills, Mary Wheeler
Ballot Box Clerk Robert Wheeler
Tellers. Tamar Amidon, Roger Bradley, Setsuko Bradley,
Steve Beard, Kenneth Braun, Valarie Chapman, Jill Christensen,
Gary Clairmont, Christine Flynn, Susan Green, Robert Guild, Jr.,
Katheryn Hendrick, Marsha Johnston, Jessica Meltzer, Judy Mills,
Richard Mills, Lynda Nelson, Holly Parmenter, Sue Reguera,
Noel Rosenberg, Judith Rothbard Tate, Marshall Tate, Linda
Thomasino, Linda Thomasino, William Thomasino, Beverly
Wheeler, James H. Wheeler, Mary Wheeler, Timothy H. Wheeler

Agricultural Commission

Debra Rolfe Term expires 2024
Shane Wheeler Term expires 2024
Michael Dalrymple Term expires 2024
Eric Baum Term expires 2024
James H. Wheeler (Chair) Term expires 2025
Laura Busky Term expires 2026

Cultural Council

Jessica Meltzer Term expires 2024
Michael Jesse (M.J.) Stades Term expires 2024
Debra Rolfe Term expires 2024
Sandra Lee Reardon Term expires 2024
Christopher Christensen, Jr. (appt. 9/25) ... Term expires 2024

Recreation Committee

Julie Lee Term expires May 21, 2024
Felicia Lowe Term expires May 21, 2024
Beth Christensen Term expires May 21, 2025
Mark Adams Term expires May 21, 2025
Kerri Brooks Term expires May 21, 2026

Cable Access Committee Roger Bradley, Term expires 2024
2 Vacancies

Cable Advisory Committee .. Richard Mariani, Term expires 2025
2 Vacancies

Energy Committee

Eloise E. Salls Term expires 2024
Timothy Wysocki Term expires 2024
Amy Grenier Term expires 2024

Housing Partnership

Rowena "Trudy" B. Tervo Term expires 2024
Eloise E. Salls Term expires 2025
Lynda P. Nelson Term expires 2026

Insurance Advisory Committee

David Goulding, (Chair) Term expires 2023
Eloise E. Salls Term expires 2023
Robert Hodge Term expires 2023
Richard Hanks Term expires 2023
June M. Poland Term expires 2023
Molly K. Reed (Retiree position) Term expires 2023

Personnel Committee

Claire Pond Term expires 2024
Vacant Term expires 2025
Susan Therrien Term expires 2026

Earthwork Advisory Committee. All expire 5/31/2023
Selectmen Robert Wheeler
Selectmen Michael Sawyer
Conservation Commission Holly Kennedy-DeGruttola
Board of Health Paul Mikell

Capital Planning Committee

Appt. by Moderator Stephen Clark, 6/30/2025
Appt. by Planning Bd Anna Crane, Indefinite
Appt. by Selectmen Eloise E. Salls, 6/30/2025
Appt. by Selectmen John Mavretic, 6/30/2025
Appt. by Finance Comm, exofficio Julie Matic, Indefinite

1870 Town Hall Manager

Sondra Pendergast Term expires 6/30/2024

Appointed by the Planning Board**Economic Development Committee**

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

Traffic Safety Advisory Committee. .all terms expire 6/30/2024

Police Chief. Eric J. Schartner (Chair)
Fire/EMS Chief Michael McQuillen
Highway Supt./Facilities Super. Fred Cummings
Planning Board designee. Timothy H. Wheeler
Finance Committee designee. Mary E. Porter
Capital Planning designee. Anna C. Crane
Town Administrator Kristin Rubin
At-Large Community Member Vacant

Community Preservation Act (CPA) Committee

Select Board appt. at-large . . Michael Jesse (MJ) Stades 6/30/2025
Select Board, appt at-large Wayne Texeira, 6/30/2025
Recreation Committee. Julie Lee, 6/30/2025
Housing Partnership. Eloise E. Salls, 6/30/2025
Planning Board. Timothy H. Wheeler, 6/30/2026
Conservation Commission . . . Carolyn MacDonald, 6/30/2026
Historical Comm. Eleanor Bergen, 6/30/2026

Municipal Affordable Housing Trust (MAHT)

Selectmen, 3 yr. term R. Scott Hawkins, expires 5/31/2024
At large, 3 yr. term . . . Lisa Wysocki (Chair), expires 5/31/2026
At large, 2 yr. term Lauren Kukla, expires 5/31/2025
At large, 2 yr. term Kathryn (Kate) Hendrick, 5/31/2025
At large, 1 yr .term. Elizaberh Storrs, 6/30/2024

Appointed by the Board of Health

Inspector of Animals Richarda S. Bridges-Roche

Appointed by the Moderator**Finance Committee**

Mary Porter Term expires 6/30/2024
Stanley K. Rogalinski (res 2/9/23) . . . Term expires 6/30/2024
Clifford LaPorte. Term expires 6/30/2024
Scott Schultz (Chair) Term expires 6/30/2025
Julie Malik Term expires 6/30/2026

Appointed by the Town Clerk

James H. Wheeler Assistant, concurrent with term

Tax Title Custodian Paul Redmond**Appointed by the Town Treasurer and Collector**

concurrent with term

Steven Price (res. 10/13/23) Asst. Treasurer
Brian Devaney (res. 10/13/23) Asst. Collector
Cathy Murphy (appt. 10/10/23) Asst. Treasurer, Tax Collector

Appointed by the Fire Chief**Fire & Ems Department**

Chief. Michael McQuillen
Chaplain Courtney Shields
Fire Prevention. Jon Paulino
Administrative Assistant Abigail Vianna
Firefighters Anthony Alessi (Captain),
Richard Baker, Kevin Benoit, Frank Brewer, Kevin Colomey
(Lieutenant), Fred Cummings (Lieutenant), Jeffrey Cummings,
Liam Cushman, Peter Demers, Thomas Deptula, Michelle
Deveau, Peter Fortin, Jonathan Gallardo, Travis Gardner,
Fran Harrington, Kyle Lichwell, Benjamin Matthew, Andrew
Maurice, Chris Melone, Jazmin Murillo, Jeremy O'Connell
(Lieutenant), Howard Priest, James Spinney, Andrew Theve

Proceedings at the Annual Town Meeting — May 1, 2023

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, May 1, 2023 at 7:30 p.m. Assistants were James H. Wheeler and Tim Wysocki overseeing the electronic voting system. Mary Wheeler, Debra Towle and Amy Grenier as checkers and Police Chief Eric Schartner and Officer Kevin Pond. Cable television coverage was provided by Brittany Blaney, 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 of KP Law, PC served as Town Counsel.

Barry W. Eager, Moderator, called the meeting to order at 7:33 p.m. There were approximately 183 voters present. There were 2,790 registered voters. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable's return.

The Moderator 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 178 to NO 5** to approve the rule.

Select Board Chair R. Scott Hawkins, opening comments to the Annual Town Meeting

The Berlin Select Board publicly thanks:

Fire Chief Michael McQuillen

Police Chief Eric Schartner

Highway Superintendent Fred Cummings,

And ALL of our Highway & Public Safety Personnel who responded to the series of emergencies that occurred last month.

Thank you — each and every day — for all that you do to keep Berlin safe.

Regarding the fatal house explosion on April 14th, we express our greatest thanks to very special neighbors on Pleasant Street.

These individuals ran directly into the blast zone to locate the sole survivor and lift the shattered house frame off her.

Their brave acts allowed Berlin Police Officer Molly Plante to swiftly carry the surviving victim to safety... Just moments before the second and third explosions leveled the structure.

To our neighbors on Pleasant Street — AND OFFICER MOLLY PLANTE — The Town of Berlin is forever grateful for your selfless acts.

Finally, we remember our cherished friend — Judy Christensen — who lost her life in the disaster.

Judy is deeply missed by all. Thank you.

CURRENT FISCAL YEAR 2023 Ending June 30, 2023

ARTICLE 1: Voted YES 175, NO 5 to transfer \$1,000 from Free Cash for the payment of the following unpaid prior years' expenses for Michael Barry, FY 20 & FY21 Armorer Stipend. The Finance Committee recommended this motion 4-0.

ARTICLE 2: Voted YES 169 to NO 7 to remove the sunset clauses by which monies must be expended on the following Town Meeting articles

ATM FY21 Article 7-1: Town Office Air Handler Replacement, ATM FY21 Article 7-2: Town Office EPDM Roof Replacement; STM FY22, Article 7-1: Town Office Air Handler Replacement (additional funding);

STM FY22 Article 7-2 Old Fire Station Roof;

STM FY22 Article 7-3 Ambulance Replacing 2009

STM FY22 Article 7-5 Recreation Court Upgrades;

ATM FY22 Article 20 Cemetery Paving.

The Finance Committee recommended this motion 4-0.

ARTICLE 3: Voted YES 181 to NO 10 to transfer \$114,000 in ambulance receipts reserved for appropriation to Article 7 of the November 8, 2021 Special Town Meeting for the purchase and equipping of an ambulance to be spent under the direction of the Fire & EMS Chief. The Finance Committee recommended this motion 4-0.

ARTICLE 4: YES 177 NO 20 to transfer \$114,000 in ambulance receipts reserved for appropriation to Article 7 of the November 8, 2021 Special Town Meeting for the purchase and equipping of an ambulance to be spent under the direction of the Fire & EMS Chief. The Finance Committee recommended this motion 4-0.

ARTICLE 5: YES 154 NO 40 to authorize the Select Board to convey a perpetual historic preservation restriction encumbering the Bullard House and a portion of the Bullard House land located at 4 Woodward Avenue, Berlin, and identified by the Board of Assessors as Parcel 10.3-15-0 to the Commonwealth of Massachusetts, acting by and through the Massachusetts Historical Commission on such terms and conditions, and for such consideration, as the Select Board deems appropriate, said portion of the parcel to include the land around the Bullard House itself, but not the land occupied by other buildings and structures on the site. Meets the 2/3's vote requirement.

ARTICLE 6: Voted YES 167 NO 18 to authorize the Select Board, the Board of Assessors and the Town Administrator to negotiate and execute payments in lieu of tax agreements on behalf of the town for all solar and wind-powered energy systems and co-located energy storage systems pursuant to the provisions of Mass. General Laws Chapter 59, Section 5, Clause 45th, and further, to authorize said authorized officer to take such other action as may be necessary to implement such agreements.

ARTICLE 7: Voted YES 183 NO 15 to authorize the Select Board to enter into a power purchase agreement for the purchase of electricity and/or solar credits, a lease agreement and, pursuant to Mass General Laws Chapter 59, Section 5, Clause 45th, an agreement for payments in lieu of taxes at 112 West St., each for a term of 20 or more years from the date of commencement of commercial operations of the solar energy system, and each on such terms and conditions, and for such consideration, as the Select Board deems in the best interests of the Town; and to authorize the Select Board to lease said property, and to grant such access, utility, and other easements in, on, over and under said property and any continuous Town property as may be necessary or convenient to access, construct, operate, and maintain such solar energy system; and to authorize the Select Board to take all actions necessary in connection therewith and as may be necessary to implement such agreements.

ARTICLE 8: Voted unanimously to pass over this article. Ongoing discussion over acquisition or disposition of River Run Parcel 6 B.

ARTICLE 9: Voted YES 188 NO 6 The article as written and to transfer from Free Cash seventeen thousand five hundred and eighty-seven dollars and sixty-seven cents (\$17,587.67) to establish initial funding in said account, and further to accept the last paragraph of Massachusetts General Law Chapter 40, Section 5B and dedicate, without further appropriation, all Opioid Settlement receipts received on or after July 1, 2023, to the Opioid Settlement Stabilization Fund. The Finance Committee recommended this motion 4-0. This was a 96% vote, requirement was 2/3's.

ARTICLE 10: Voted YES 153 NO 3 to transfer and reserve unallocated Community Preservation Fund revenues from FY 2022 as written in the warrant. The Finance Committee recommended this motion. 4-0.

ARTICLE 11: Voted YES 117 NO 84 to appropriate \$45,000 from the Fund Balance Reserved for Open Space for Fiscal Year 2023 for the acquisition of materials and installation of a fence at the Community Garden as written in the warrant. The Finance Committee recommended this motion. 4-0.

There was a motion to call the question which shuts off discussion. **Voted YES 178 NO 13**

UPCOMING FISCAL YEAR 2024 (July 1, 2023 thru June 30, 2024)

ARTICLE 12: YES 148 NO 14 to raise and appropriate \$1,542,136 to fund items 1 through 45, as recommended by the Finance Committee for FY 2024.

| 100 General Government | | | |
|------------------------|----------|-------------------------------|---------|
| 001 | 114-5110 | Moderator – Salary | 50 |
| 002 | 114-5700 | Expenses | 85 |
| 003 | 122-5110 | Select Board – Stipend | 3,861 |
| 004 | 122-5112 | Wages FT | 70,819 |
| 005 | 122-5200 | Consulting | 20,500 |
| 006 | 122-5700 | Expenses | 8,508 |
| 007 | 123-5111 | Town Administrator – Salary | 144,000 |
| 008 | 123-5700 | Expenses | 3,965 |
| 009 | 131-5700 | Finance Committee- Expenses | 180 |
| 010 | 132-5781 | Reserve Fund | 110,000 |
| 011 | 135-5111 | Accountant Salary | 96,342 |
| 012 | 135-5112 | Wages FT | 51,613 |
| 013 | 135-5700 | Expenses | 10,936 |
| 014 | 136-5700 | Audit | 20,000 |
| 015 | 141-5110 | Assessor – Elected Salary | 2,441 |
| 016 | 141-5113 | Assistant – PT Salary | 78,925 |
| 017 | 141-5114 | Wages PT | 69,897 |
| 018 | 141-5700 | Expenses | 54,567 |
| 019 | 142-5000 | Revaluation Expenses | 17,300 |
| 020 | 145-5111 | Treasurer/Collector-Salary | 92,250 |
| 021 | 145-5114 | Wages PT | 49,872 |
| 022 | 145-5170 | Incentive | 1,000 |
| 023 | 145-5700 | Expenses | 50,756 |
| 024 | 151-5700 | Legal – Expenses | 75,000 |
| 025 | 152-5700 | Personnel – Expenses | 250 |
| 026 | 153-5000 | Tax Title – Expenses | 15,000 |
| 027 | 155-5700 | Data Systems – Expenses | 103,388 |
| 028 | 161-5110 | Town Clerk – Salary | 40,000 |
| 029 | 161-5114 | Wages-PT | 16,692 |
| 030 | 161-5700 | Expenses | 3,420 |
| 031 | 162-5124 | Elections – Wages PT | 5,000 |
| 032 | 162-5700 | Expenses | 5,700 |
| 033 | 163-5113 | Registration | 100 |
| 034 | 163-5114 | Wages PT | 600 |
| 035 | 163-5700 | Expenses | 150 |
| 036 | 171-5114 | Conservation Comm. – Wages PT | 12,081 |
| 037 | 171-5700 | Conservation Expenses | 2,000 |
| 038 | 171-5700 | Planning Board – Expenses | 1,000 |
| 039 | 176-5700 | Zoning Bd. Of Appeals – Exp. | 500 |
| 040 | 176-5700 | Agricultural Comm. – Expenses | 1,375 |
| 041 | 192-5700 | Public Buildings – Expenses | 111,418 |

| | | | |
|---------------------------------|----------|-------------------------------|---------------------|
| 042 | 102-5701 | Repairs (Town owned property) | 10,000 |
| 043 | 192-5211 | Electricity | 80,000 |
| 044 | 192-5212 | Fuel Oil | 97,010 |
| 045 | 195-5700 | Town Report – Expenses | 3,585 |
| Total General Government | | | 1,378,799.00 |

ARTICLE 12: Public Safety. Voted YES 166 NO 20

to raise and appropriate \$2,259,989 to fund items 46 through 64, transfer from the Public Safety Special Stabilization Fund \$262,297 to item 47 Police Wages-FT and to appropriate from Ambulance Receipts Reserved for Appropriation \$100,000 to item 51 Fire & EMS Wages-FT, for the sum total \$2,622,286. The Finance Committee recommended this motion for FY2024. Passed with required 2/3's vote.

| 200 Public Safety | | | |
|----------------------------|----------|-------------------------------|------------------|
| 046 | 210-5111 | Police-Salary | 139,052 |
| 047 | 210-5112 | Wages FT | 922,916 |
| 048 | 210-5114 | Wages PT | 141,822 |
| 049 | 210-5700 | Expenses | 118,577 |
| 050 | 221-5111 | Fire & EMS – Salary | 151,875 |
| 051 | 221-5112 | Wages FT | 194,917 |
| 052 | 221-5114 | Wages PT | 350,629 |
| 053 | 221-5700 | Expenses | 153,964 |
| 054 | 241-5111 | Bldg. Insp. – Salary | 98,643 |
| 055 | 241-5114 | Wages PT | 34,799 |
| 056 | 241-5700 | Expenses | 26,821 |
| 057 | 242-5700 | Plumbing & Gas Insp.-Expenses | 300 |
| 058 | 243-5700 | Elec. Insp. – Expenses | 600 |
| 059 | 249-5113 | Animal Insp. – Salary | 2,125 |
| 060 | 249-5700 | Expenses | 500 |
| 061 | 292-5113 | Animal Control Officer-Salary | 5,760 |
| 062 | 292-5700 | Expenses | 1,820 |
| 063 | 296-5112 | Communications-Wages FT | 49,816 |
| 064 | 296-5700 | Expenses | 227,350 |
| Total Public Safety | | | 2,622,286 |

ARTICLE 12: Public Works/Facilities. Voted YES 175 NO 11

to raise and appropriate \$781,448 to fund items 65 through 75, to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of \$4,615 to item 73 Transfer Station Wages-PT and the sum of \$120,000 to item 74 Transfer Station Expenses, and to appropriate the sum of \$12,450 from General Cemetery Receipts and the sum of \$1,100 from Sale of Lots to item 75 Cemetery Expenses, for the sum total \$919,613. The Finance Committee recommended this motion for FY2024.

| | | | |
|---------------------------|----------|-----------------------------|----------------|
| 065 | 422-5111 | Highway-Salary | 88,959 |
| 066 | 422-5112 | Wages FT | 286,897 |
| 067 | 422-5114 | Wages PT | 25,937 |
| 068 | 422-5700 | Expenses | 146,680 |
| 069 | 423-5112 | Snow & Ice – FT OT | 45,567 |
| 070 | 423-5114 | Wages PT | 11,790 |
| 071 | 423-5700 | Expenses | 89,600 |
| 072 | 424-5211 | Street Lights | 9,225 |
| 073 | 433-5114 | Transfer Station – Wages PT | 44,509 |
| 074 | 433-5700 | Expenses | 154,390 |
| 075 | 491-5700 | Cemetery-Expenses | 16,059 |
| Total Public Works | | | 919,613 |

ARTICLE 12: Human Services. Voted YES 170 NO 15

to raise and appropriate \$126,958 to fund items 76 through 87 as recommended by the Finance Committee for FY2024.

| | | | |
|-----------------------------|----------|------------------------------|----------------|
| 076 | 510-5110 | Board of Health-Salary | 2,004 |
| 077 | 510-5114 | Wages PT | 6,831 |
| 078 | 510-5700 | Expenses | 1,000 |
| 079 | 511-5200 | Nashoba Health | 10,592 |
| 080 | 522-5200 | Nashoba Nursing | 4,855 |
| 081 | 541-5112 | COA/Social Services Wages FT | 34,383 |
| 082 | 541-5114 | Wages PT | 25,248 |
| 083 | 541-5700 | Expense | 17,341 |
| 084 | 543-5111 | Veterans Salary | 9,354 |
| 085 | 543-5700 | Expenses | 350 |
| 086 | 543-5800 | Benefits | 11,000 |
| 087 | 599-5200 | Community Social Services | 4,000 |
| Total Human Services | | | 126,958 |

ARTICLE 12: Culture and Recreation. Voted YES 178 NO 14

to raise and appropriate \$193,529 to fund items 88 through 94 as recommended by the Finance Committee for FY2024.

| | | | |
|---------------------------------------|----------|---------------------------|----------------|
| 088 | 610-5114 | Library-Wages PT | 137,864 |
| 089 | 610-5700 | Expenses | 34,000 |
| 090 | 630-5700 | Recreation-Expenses | 17,550 |
| 091 | 631-5700 | Cultural Council-Expenses | 1,500 |
| 092 | 691-5700 | Historic Comm.-Expenses | 615 |
| 093 | 692-5700 | Memorial Day-Expenses | 2,000 |
| 094 | 694-5700 | Festive Events-Expenses | --- |
| Total Culture & Recreation | | | 193,529 |

ARTICLE 12: Debt & Interest. Voted YES 159 NO 10

to raise and appropriate \$291,175 to fund items 95 and 96 as recommended by the Finance Committee for FY2024.

| | | | |
|----------------------------------|----------|-----------|----------------|
| 095 | 752-5800 | Interest | 101,175 |
| 096 | 752-5900 | Principal | 190,000 |
| Total Debt & Interest | | | 291,175 |

ARTICLE 12: Intergovernmental Expenditures.

Voted YES 166 NO 15 to raise and appropriate \$974 to fund item 97 as recommended by the Finance Committee for FY2024.

| | | | |
|-----|----------|-------|-----|
| 097 | 800-5641 | CMRPC | 974 |
|-----|----------|-------|-----|

ARTICLE 12: Intergovernmental Expenditures.**Voted YES 166 NO 15**

to appropriate from the Affordable Housing Account \$7,000 to fund item 98 as recommended by the Finance Committee for FY2024.

| | | | |
|-----|----------|----------------------------|-------|
| 098 | 840-5700 | Assabet Reg. Housing Cons. | 7,000 |
|-----|----------|----------------------------|-------|

Intergovernmental Expenditures. Voted YES 158 NO 19

to raise and appropriate \$771,568 to fund item 99 and 100 as recommended by the Finance Committee for FY2024.

| | | | |
|-----|----------|----------------------------|---------|
| 099 | 835-5321 | Assabet Assessment | 705,398 |
| 100 | 835-5901 | Assabet Capital Assessment | 66,170 |

Intergovernmental Expenditures. Voted YES 149 NO 23

to raise and appropriate \$3,924,434 and to transfer from Free Cash 382,715 to fund item 101 and to transfer from Free Cash \$468,410 to fund item 102 Berlin Memorial Capital Assessment as recommended by the Finance Committee for FY2024 as follows:

| | | | |
|-----|----------|---------------------------------|-----------|
| 101 | 835-5320 | Berlin Memorial Assessment | 4,307,149 |
| 102 | 835-5903 | Berlin Memorial Capital Assess. | 468,410 |

Intergovernmental Expenditures. Voted YES 158 NO 19

to raise and appropriate \$3,649,133 to fund items 103 and 105 and to transfer from Free Cash \$211,599 to fund item 104 Tahanto Capital Assessment as recommended by the Finance Committee for FY2024 as follows:

| | | | |
|-----|----------|-------------------------|-----------|
| 103 | 835-5322 | Tahanto Assessment | 3,206,381 |
| 104 | 835-5900 | Tahanto Capital Assess. | 211,599 |
| 105 | 835-5902 | Tahanto Debt Repayment | 442,752 |

ARTICLE 12: Misc. Benefits & Insurance

Voted YES 144 NO 13 to raise and appropriate \$1,672,236 to fund items 106 through 113 as recommended by the Finance Committee for FY2024.

| | | | |
|--|----------|---------------------------------|------------------|
| 106 | 911-5200 | Worcester Regional Retirement | 664,381 |
| 107 | 912-5200 | Workers Comp | 23,000 |
| 108 | 912-5200 | Unemployment Insurance | 35,000 |
| 109 | 915-5175 | Ch. 32B Ins. (Health & Dental+) | 734,825 |
| 110 | 916-5200 | Police & Fire Sick & Acc Ins. | 25,200 |
| 111 | 919-5190 | Sick Pay | 40,775 |
| 112 | 920-5170 | Medicare | 48,000 |
| 113 | 945-5170 | Property / Liability Ins. | 101,055 |
| Total Misc. Benefits & Ins. | | | 1,672,236 |

ARTICLE 13: Voted YES 142 NO 19 to transfer \$911,898 from Free Cash and \$880,000 from Public Safety Stabilization to fund the Fiscal Year 2024 Capital Improvement Plan budget for the projects/items, as printed in Article 13 of the warrant for this meeting, recommended by the Capital Planning Committee, as listed: as recommended by the Finance Committee for FY2024.

| # | Dept | Item | Amount | Source |
|--------------|-----------------|--|------------------|------------------------------|
| 1. | Berlin Memorial | BMS Capital | 468,410 | Free Cash |
| 2. | Tahanto | Tahanto Capital | 211,599 | Free Cash |
| 3. | Board of Health | Replace retaining wall at Transfer Station | 25,000 | Free Cash |
| 4. | Highway | Replace 2013 Mower | 10,500 | Free Cash |
| 5. | Highway | Town Offices Façade Repairs & Painting | 15,873 | Free Cash |
| 6. | Highway | Town Offices Flooring Replacement | 28,000 | Free Cash |
| 7. | Fire/EMS | AED (Defibrillator) Replacement- 6 units | 14,898 | Free Cash |
| 8. | Fire/EMS | Personal Protective Equip. (PPE) – 5 sets | 36,806 | Free Cash |
| 9. | Fire/EMS | Fire Pumper Engine (\$880,000) | 880,000 | Public. Safety Stabilization |
| 10. | Police | Replace (2) TriBand Radios | 7,144 | Free Cash |
| 11. | Police | Mobile Data Terminal (MDT) Replacement 2 | 13,505 | Free Cash |
| 12. | Police | Replace 2016 Chief's Vehicle- Chevy Tahoe | 45,163 | Free Cash |
| 13. | Cable Access | Server Replacement | 35,000 | Free Cash |
| Total | | | 1,791,898 | |

Voted both Berlin Memorial capital plan, Line item 102 for 468,410; Tahanto capital plan Line item 104 for 211,599. The balance which should have been voted of the Capital Plan was 231,889 from Free Cash. Accountant will correct.

ARTICLE 14: Voted YES 121 NO 2 to appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of \$78,640 as a grant to be used for Fiscal Year 2024 operating purposes in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said sums to be expended by the Cable Access Committee. The Finance Committee recommended this motion for FY2024.

ARTICLE 15: YES 122 NO 2 pursuant to Massachusetts General Law Chapter 44, Chapter 53E ½, to establish a revolving fund for Bucket Truck Expenses and to amend the table under Article XX of the Town of Berlin's General Bylaws by inserting said revolving funds:

| Title | Source of Receipts and Use of Funds | Authority to Expend | Spending Limit |
|-----------------------|---|---------------------|----------------|
| Bucket Truck Expenses | Receipts: Fees for use of regional bucket truck Uses: Expenses associated with operating the bucket truck; maintenance, repairs, fees, gas, permits | Highway Department | 20,000 |

The Finance Committee recommended this motion for FY2024

ARTICLE 16: Voted YES 117 NO 6 to fix the maximum amount that may be spent during Fiscal Year 2024 beginning on July 1, 2023 for the revolving funds established under Article XX of the Town General By-laws for certain departments, boards, committees or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, as written in the warrant. The Finance Committee recommended this motion for FY2024.

ARTICLE 17: Voted YES 108 NO 3 to appropriate from Free Cash the sum of \$7,057.75, as required by the Boston Business Services (BBS) Payroll Fraud restitution settlement, to the Massachusetts Interlocal Insurance Agency (MIIA). The Finance Committee recommended this motion for FY2024

ARTICLE 18: YES 113 NO 2 to accept MGL Chapter 59, §5, Clause 17E regarding adjusted asset limits as written in the warrant.

ARTICLE 19: Voted YES 112 NO 4 to adjust income and asset limits set forth in MGL. Chapter 59, §5, Clause 41D.

ARTICLE 20: Voted YES 110 NO 4 to approve the FY24 Community Preservation Act budget as written in the warrant. The Finance Committee recommended this motion for FY2024.

ARTICLE 21: Voted YES 92 NO 18 to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, 6.5 acres of the parcel of land located at 72 Carter Street for open space purposes, the care, custody and control of which shall be held by the Conservation Commission pursuant to F.L. C. 40, §8C, and appropriate and transfer \$125,000 from the FY2023 CPA Budgeted Reserve to fund said acquisition and costs related thereto, and, further, authorize the Select Board to grant or reserve a conservation restriction on said parcel under GL c. 184, §§31-33, as required by GL C. 44B, §12(a), as written in the warrant.

ARTICLE 22: Voted YES 90 NO 21 to appropriate and transfer \$150,000 from the CPA FY23 Budgeted Reserve for the South Common Pavilion project as written in the warrant. The Finance Committee recommended this motion for FY2024.

ARTICLE 23: Voted YES 87 NO 5 to transfer \$307,729 from Free Cash to the General Stabilization account. The Finance Committee recommended this motion for FY2024

ARTICLE 24: Voted YES 89 NO 9 to amend the Town of Berlin Zoning District Map as written in the warrant. This was a 90.8% vote meeting the 2/3's requirement.

The Berlin Planning Board held a Public Hearing on April 11, 2023, to consider comments concerning Article 24 on the Annual Town meeting Warrant, to be held on May 1, 2023.

At the Planning Board meeting also held on Tuesday April 11, 2023, the Planning Board voted 3 in favor, 0 opposed to Article 24.

ARTICLE 25: Voted YES 73 NO 23 to accept Gibbs Road as a public way and authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee to and/or public way and other easements and approve Article 25 as written in the warrant.

At the Planning Board meeting held on Monday May 1, 2023, the Planning Board voted 5 in favor, 0 opposed to support Article 25.

ARTICLE 26: Voted YES 73 NO 20 to accept Pollard Road as a public way and authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee to and/or public way and other easements and approve Article 26 as written in the warrant.

At the Planning Board meeting held on Monday May 1, 2023, the Planning Board voted 5 in favor, 0 opposed to Article 26.

ARTICLE 27: Voted unanimously to adjourn this meeting to Monday, May 8, 2023 at 12 noon at the Berlin Town Offices, 23 Linden Street, lower level, at which time and place the polls will be open for the election of town officers under Article 27, and that following the announcement of the results of the election, this meeting be dissolved.

The meeting adjourned at 10:30 PM. Two hundred thirteen (213) registered voters took part in this meeting. There were 2,790 registered voters as of April 21, 2023 Open Voter Registration.

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

Proceedings at the Annual Town Election - May 8, 2023

According to legal notice the voters of the Town of Berlin met in the Town Offices for the Town Election on Monday, May 8, 2023. Notice to the voters and specimen ballots were posted as prescribed by law. The ballot box was examined and found empty and the keys delivered to Police Chief Eric Schartner and at 5 PM Officer John Geis took over until the end. The polls were declared open by Warden Timothy Wysocki at 12:00 Noon and voting continued until 8 PM, when the polls were declared closed. Election workers were as follows: Clerk: Jane Sawyer; Ballot Box Clerk: Mary Wheeler; Checkers: Debra Towle Judith Mills, Noel Rosenberg, Elizabeth Storrs, Robert McTague:

Tellers: Lynda Nelson, Mary Wheeler, Beverly Wheeler, Judy Mills, Tim Wysocki, Lisa Wysocki, Mary Arata, Jessica Meltzer, Richard Mills.

Check lists and registers on the ballot box showed that 286 votes had been cast.

Total regular ballots 2,000. Total regular ballots cast 127; Total absentee and early voting ballots 400; Total absentee ballots sent 370; Total absentee cast 1 /early voting ballots cast 159; Total handicapped voters' ballots 50; Total handicapped ballots cast 0; Total registered voters 2,785.

Results of the balloting:

Moderator - One Year

Barry W. Eager 255
Blanks 31
Scattering 0
Total 286

Town Clerk - Three Years

Eloise E. Salls 271
Blanks 15
Scattering 0
Total 286

Select Board member - Three Years

R. Scott Hawkins 259
Blanks 26
Scattering 1
Total 286

Assessor - Three Years

Kevin F. Pond 261
Blanks 25
Scattering 0
Total 286

Constable - Three Years

(Failure to vote)
Blanks 272
Scattering 14
Total 286

Trustee of Trust Funds - Three Years

Jennifer Pike (write in) 94
Blanks 187
Scattering 5
Total 286

Cemetery Commissioner - Three Years

Barry W. Eager 256
Blanks 30
Scattering 0
Total 286

Library Trustee - Three Years

Susan Skoog (write in) 98
Blanks 178
Scattering 10
Total 286

Planning Board - Five Years

Thomas Andrew 238
Blanks 47
Scattering 1
Total 286

Board of Health - Three Years

Paul D. Mikelk 251
Blanks 34
Scattering 1
Total 286

The Meeting adjourned at 9:58 PM.

Timothy Wysocki, *Warden*
Jane Sawyer, *Clerk*

Town Clerk

The office is open Tuesday and Thursday 11 a.m. 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 2023. During regular hours I serve as Notary with appropriate identification. Justice of the Peace service requires an appointment.

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

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

Nashoba contracts for a dog and cat rabies clinic each spring, dog licenses can be purchased at the same time, suspended under COVID.

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

Voter Registration: State required registration sessions will be held prior to each town meeting and election.

Unless you vote absentee in the office, all absentee ballots must be mailed. If you want to fax your request (978-838-0014), include the date, your legal name, voting address, a mail-to address, and your signature. If your absentee ballot is being sent and you don't receive it within six (6) or seven (7) days, please notify me so another ballot can be sent. Please fill out and return the first ballot you receive. Only one ballot can be counted for any individual voter. Also, if it is not too much trouble, please notify me when you mail the ballot so I can give it six (6) or seven (7) days to receive it. If it gets lost or mislaid on the return trip, hopefully, there is still time to send and receive yet another ballot. If you are out of the country, a ballot can be emailed or faxed.

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

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

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

FY2023 BOARD OF APPEALS APPLICATIONS:

1. Variance from side-lot setback, 100 Carter St., Alan Roseberry, Dynamic fire, approved
2. Site Plan, 100 Carter St., Alan Roseberry, Dynamic fire, approved
3. Special Permit, 100 Carter St., Alan Roseberry, Dynamic fire, approved
4. Site Plan, 275 Central St, Mike Yerardi, approved
5. Variance, 10 Bigelow Rd, Kathleen Adams approved.
6. Site Plan, 10 Bigelow Rd, Kathleen Adams, approved
7. Special Permit, Home based construction permit renewal, 83 Coburn Rd, approved
8. Variance, garage, 8 Highland St., Mary Porter, approved
9. Variance, Old Burying Ground, Hearse House, approved
10. Special Permit, 339 Old Central St., car wash and detailing business, denied
11. Site Plan, 339 Old Central St., car wash and detailing business, denied
12. Special Permit, 107 Coburn Rd, Jeff Curtis, Home based Contracting Business
13. Appeal Building Inspectors turn down letter for a car wash, 339 Old Central, SJV Investments, denied
14. Special Permit, In-law apartment, 203 Crosby Rd., Kevin & Kasey Toto, approved
15. Site Plan, Special Permit approved and Variance denied, 107 Coburn Rd., Jeff Curtis, Culley's Septic, Inc (CSI).

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/

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/

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, Room 507
Boston, MA 02133
(617) 722-1544
robyn.kennedy@masenate.gov

Representative Meghan Kilcoyne (D)
12th Worcester District
24 Beacon Street, Room 136
Boston, MA 02133
(617) 722-2460
meghan.kilcoyne@mahouse.gov

Marriages Recorded through 2023

| DATE | PLACE | PARTY A & PARTY B |
|--------------|------------|--|
| April 15 | Braintree | Joshua Howard Pitard of Berlin & Kaylee Salls of Douglas |
| April 29 | Gloucester | Ashley Kelly & Anietie Uko of Berlin |
| May 20 | Danvers | Ryan Charles Buff & Julie Lynn Spack of Berlin |
| June 17 | Berlin | Michelle Denise Scott & Brian Alfred Jacques of Berlin |
| June 21 | Berlin | Susan Roberts & Paul Bozoian of Berlin |
| July 15 | Falmouth | Patrick Richard Brisbois & Kelsey Elizabeth Jewett of Berlin |
| July 29 | Boylston | Jerry Silletti & Natalie Parslow of Berlin |
| August 1 | Berlin | Alan Henry Voloshin & Ana Lucia Rosas Jimenez of Berlin |
| August 15 | Berlin | Samantha Anne Hulbert & Nicholas Scott Farland of Berlin |
| August 16 | Berlin | Jaimie Allen Christensen-Dubois & Jessica Erin Wheeler of Berlin |
| August 26 | Sutton | Matthew Scott Weatherbee of Worcester & Emma Jane Pendergast of Berlin |
| September 8 | Amherst | Alekxis Catherine Rojee & Cory Robert Mackay of Berlin |
| September 9 | Berlin | Hannah Bea Andrew & Charles Dow Williamson of Jeffersonville, VT |
| September 15 | Leominster | Maurice Brassard of Leominster & Julie Drummond of Berlin |
| October 7 | Mashpee | Amy Waller & Sean Thomas of Grover Beach, CA |
| December 31 | Berlin | Michael Joseph Jagger & Samantha Jara Say of Berlin |

Births Recorded through 2023

| DATE | NAME | PARENTS |
|--------------|--------------------------|--|
| January 1 | Arthur William Lindholm | Katherine Rose Dempsey & Paul Edward Lindholm |
| January 14 | Taim Hakwati Rawan | Alhakawati & Ahmed Alhakawati |
| January 23 | Daphne Grace Martin | Stephanie Eleni (Bayides) & Joshua Eli Martin |
| February 16 | Orion Henry Koenig Menne | Sondra Justine Koenig (Murphy) & Christopher Allan Menne |
| February 21 | Isabella Amorim | Priscila (Garcia) & Douglas Washington Amorim |
| March 16 | Stella Cavalcante | Raquel Cabrera Cavalcante & Carlos Eduardo Cavalcante |
| March 17 | Kennedy Michelle Green | Danielle Elyse (Grunbaum Green & Justin Rollin Green |
| April 5 | Emma Lorraine Matthew | Michaella Lorraine (Nisbet) & Benjamin Harold Matthew |
| June 8 | Natalia Marie Ramsay | Nancy Noemi (Medina) & David Hugh Ramsay III |
| June 19 | Austin Lars Nielsen | Bethany Jean (LaGrant) & Lars Norman Nielsen |
| July 9 | Nickels Sanyal Hjerpe | Shefali Maria Sanyal & Erik David Hjerpe |
| July 13 | Daniel Joseph Donoghue V | Jessica Lyn (Carcieri) & Daniel Joseph Donoghue IV |
| August 2 | Summer Mae Spoljaric | Alexandra (Carroll) & David Robert Spoljaric |
| September 11 | Luciano Giorgio II | Ronja (Ullsperger) & Luciano Giorgio |
| September 29 | Benjamin Thomas Hunter | Jennifer Elizabeth (Navaroli) & Frederick David Hunter |
| September 29 | Chloe Brooke Fox | Lauren Jessica (Goode) & Paul Gerard Fox Jr. |
| November 12 | Sofia Saia Dragoni | Maja (Smedemark Margulies) & Nicholas Michael Dragoni |
| November 12 | Luca Prokhorov | Victoria Grigoryeva & Alexei Prokhorov |
| December 9 | Benjamin Rone Kastner | Allison (Dinitto) & Joshua Steven Kastner |

Deaths Recorded through 2023

| DATE | NAME | ADDRESS | AGE |
|--------------|-------------------------------|-----------------------------|-----|
| January 2 | Edward Lester Anderson, Jr. | 144 Coburn Rd. | 64 |
| January 28 | Francis Maurice Curtis | 107 Coburn Rd. | 82 |
| March 2 | Elizabeth Ann (Morodan) Edds | 12 Maynard Rd. | 88 |
| March 2 | Stephen Charles Wash | 312 Randall Rd. | 81 |
| March 15 | Robert Martin Smith | 57 Wheeler Hill Rd. | 86 |
| April 14 | Judith Ann (Ross) Christensen | 71 Pleasant St. | 79 |
| May 21 | Janet Alma Latham | 51 Village Court | 79 |
| June 11 | Karen Ann (Wheeler) Baum | 128 Highland St. | 72 |
| July 16 | Charlotte (Grace) MacArthur | 84 Summer Rd. | 87 |
| July 28 | Roger Kenneth Pierce | 135 Pleasant St., #110 | 81 |
| August 4 | Alan M. Peterson | 52 Marlboro Rd. | 76 |
| August 4 | Mark S. Coolidge | 135 Pleasant St., | 66 |
| August 19 | Mary Anne Wormuth | 119 Sawyer Hill Rd. | 88 |
| August 23 | Donald Coletti | 207A Linden St. | 79 |
| September 23 | William C. Davis | 28 Sawyer Hill Rd. | 77 |
| September 29 | Fred Newell Halfpenny | 103 Pleasant St. | 83 |
| October 4 | Conrad Thomas Rainville | 115 Barnes Hill Rd. | 86 |
| October 11 | John Rodney Andrews | 135 Pleasant St., Bldg. 4-1 | 96 |
| October 12 | Natalie A. Lombardy | 276 Randall Rd. | 73 |
| December 13 | Cheryl L. (Pfrommer) Bashian | 412 Sawyer Hill Rd. | 62 |

Select Board

The Select Board would like to complement our department heads and our Town Administrator Kristen Ruben, for the very cohesive working relationship we have. The Department Heads give excellent public service and provide their teams with invaluable leadership. Please read all their annual town reports.

The Select Board executed an agreement with the Berlin Art and Historical Society to transfer ownership of the Hearse House to the Town at no cost once it is restored and relocated to the OLD BURIAL GROUND. The Agreement requires the Society to preserve and maintain the Hearse House for a period of at least twenty years and that the building will be covered under the Town's insurance.

In 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. Welcome, Chief McQuillen!

The Board resumed in-person meetings in April. We were working on creating a hybrid meeting room so that residents can still access our meetings live from home through the Zoom format. The new hybrid meeting format is expected to be utilized starting at the beginning of 2024.

The ceremonial Boston Post Cane honors are given to the oldest living Berlin resident of at least the prior five years. Currently, the recipient is lifelong resident Evelina Ramelli, who was awarded this prestigious award in November of 2023 when she was 94 years old.

Kristen has a list of 31 goals that she has been working on through 2023. She has done an outstanding job of accomplishing 13 of those goals and has 2 additional goals that are approximately 80% accomplished. In a summary of Kristen's evaluation (in April) after 6 months of employment, the Board rated her 4.0 on a 5-point scale, with no 1's or 2's in any area on any review. She has learned a lot in her six short months here in Berlin. We look forward to many more productive years.

The Select Board, in appreciation and recognition of retiring Library Director Robert "Bob" Hodge, issued a Proclamation that April 29, 2023, be deemed "Bob Hodge Day".

Bob was the Library Director for 10 years and ushered in many improvements and long-range plans for our Library. Bob was also at the helm of the 90th birthday celebration of our beloved library and served on the Health Insurance Advisory Committee as well. For all you did for our Town Bob, the Select Board, along with the residents of Berlin, thank you, and wish you the best retirement one can have.

In May, the Select Board approved the "Welcome To Berlin sponsored by the Solomon Pond Mall" sign near the Community Garden. Thanks to Peter Hoffman the Chair, and the members of our Economic Development Committee (EDC) for working on this with the Solomon Pond Mall.

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 carefully read their annual reports to understand the missions and projects they are working on.

The Town has successfully concluded negotiations on a new 3-year contract with Berlin Firefighters Union Local 5298 of the International Association of Fire Fighters (I.A.F.F. Fire/EMS Union). Contracts are online at <https://www.townofberlin.com/town-administrator/pages/contracts-involving-town-berlin>.

Act (ARPA) federal COVID-19 relief allotment: *Update:

| | |
|------------------|---|
| \$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) |
| \$113,500 | Inflation increased the cost for purchase of a new Fire/EMS Ambulance 6A *To be spent out of ambulance receipts reserved |
| \$493,619 | Total authorized through Calendar Year 2023 |

The Board issued licenses in Calendar Year 2023 in the quantity listed below:

| | | | |
|-----------------------------|----|---------------------------|---|
| Common Victuallers | 10 | Sunday Entertainment | 5 |
| All Alcohol Restaurant | 6 | Entertainment | 9 |
| Beer & Wine – Package Store | 3 | Motor Vehicle – Class I | 1 |
| All Alcohol – Package Store | 4 | Motor Vehicle – Class II | 2 |
| 1-day Alcohol License | 33 | Motor Vehicle – Class III | 1 |
| Public Amusement | 2 | Junk Dealers | 2 |
| Auto. Amusement Devices | 2 | | |

With the help of our Representative Meg Kilcoyne and Senator Robyn Kennedy the Town was able to acquire Special Legislation for 2 additional All Alcohol Licenses that were finally approved on July 18, 2023. These licenses were required to be tied to specific locations and were a change of category from Beer/Wine/Malt to All-Alcohol. To show our support for Local businesses and hopefully grow the tax base, the Board chose to give these licenses to the Wine Cellar at Highland Commons and Berlin Liquors at Riverbridge.

The Board reports the following legal actions involving the Town and their resolution, if any, over Calendar Year 2023:

1. 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).
2. 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 – an ongoing matter (Town representation by Town’s insurer MIIA).
3. Opioid Litigation — Participation in Class Action Lawsuits regarding the Opioid Epidemic. Settlements expected from these lawsuits will provide the Town with funds to be used in drug prevention and education as well as other purposes allowed under the settlement. Companies

named in the class action are McKesson, Cardinal Health and AmerisourceBergen (“Distributors”), Janssen Pharmaceuticals, Inc. (“Janssen”), Allergan Finance, LLC and Allergan Limited (“Allergan”), Teva Pharmaceutical Industries Ltd. (“Teva”), Walmart Inc. (“Walmart”), CVS Health Corporation and CVS Pharmacy (“CVS”), and Walgreens Co. (“Walgreens”).an ongoing matter — (Town representation by Class Action Attorneys BrownGreer PLC)

4. Highland Ridge v. Berlin Conservation Commission Motion for a Preliminary Injunction. The Developer was issued a Cease & Desist by the Conservation Commission for noncompliance of an Order of Condition, The Developer filed the Motion to stop the enforcement allowed by the Cease & Desist Order. (Town representation by Town Counsel Petrini & Associates, P.C.)
5. Town of Boylston v. John Niedzialkosky, et al. This is a Tax Lien matter filed by the Town of Boylston. The Town of Berlin was notified because a portion of the property may rest in Berlin., (Town representation by Town Counsel (Louison, Costello, Condon & Pfaff, LLP)

We are proud to announce the names of the 2023 Mabel Felton Marble Memorial Scholarship recipients: Morgan Schultz, Mia Kondylis, and Amanda Bergman. Thank you to Judith Kerr and Sylvia Marble for their gracious scholarship for young women furthering their education.

The Board shared a Declaration at their meeting of May 22 for Carl Wickstrom Day in Berlin upon Carl’s retirement from the Agricultural Commission. We thank him for his dedication to the Commission since its inception in 2006.

In May, the Board also appointed a new Animal Control Officer, Phyllis Tower. Her contact information is on the Town’s website.

We appointed new Legal Counsel Petrini and Associates to represent the Town as of July 1, 2023.

In consultation with the Conservation Committee, the Board has been considering a potential lease of conservation lands on Rattlesnake Hill/Mt. Pisgah by Verizon for a cell phone tower.

Thanks to the efforts of our Representative Meg Kilcoyne, we have accepted \$100k State Earmark to use towards a feasibility study for the Rail Trail in Berlin. The Conservation Commission will most likely be bringing this to the next Annual Town Meeting.

After dissolution of the Earthworks Committee, we are working on amending the Earthworks By-law to review soil import/export permits.

The Town hired Bureau Veritas to undertake a facilities Study to assess all town buildings and South Commons. The study includes an energy audit, conditions assessment, building maintenance plan, and space need analysis. The study is underway and expected to be completed in Spring 2024.

We are pleased to report that our Building Commissioner Richard Hanks will continue working for the Town of Berlin. He will be in the office 3 days a week and can be contacted Monday through Friday by email or phone.

The Select Board appointed Catherine Murphy as our Assistant Treasurer/Collector in October. Welcome Cathy!

In January, after many weeks and many people giving time to update the Personnel Policy Manual, the Select Board took a vote to approve.

2023 New Policies: Use of Public Buildings Policy, Revised Ambulance Collections Policy, Sale of Alcohol on Town Property Policy, One Day Special Liquor License Policy, and Use of Town Sign Policy. One of the Board's favorite policies to work on was the Comfort Dog Policy as our police department recently acquired a new 4-legged officer. He's a very cute black lab named Jax who was sworn in on December 11th.

Also, in December the Select Board had a special presentation honoring the Christensen House Explosion Rescuers. Many thanks to the very brave residents and Public Safety employees who came together to help save lives. Our hearts go out to the Christensen family for their loss due to this terrible event.

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 gifts which will benefit public safety on behalf of the town and area communities.

The Solomon Pond Mall had a Grand Opening on August 31st to celebrate 6 new retailers and eateries (with hopefully more to come!) Peter Hoffman (EDC) and Select Board Chair Christine Keefe were in attendance to represent Berlin.

It was our pleasure to license the Solomon Pond Mall Summer Outdoor Series this year. The Flip Circus was awarded an Entertainment license at the mall from June 15th to the 19th. The "Thursday Summer Nights at the Solomon Pond Mall" was awarded an Entertainment license for June 1st through August 31st for having live/recorded music. The Board also licensed the "Thursday Summer Nights"

at the Mall for 1 Day Beer and Wine Liquor Licenses for every Thursday night June 1st through July 27th. Two of the featured breweries were Lost Shoe Brewery and Roasting Company of Marlboro and Dirigible Brewery of Littleton.

We were also pleased to give a 1-day alcohol license to Clover Road Brewing Company for several Saturdays during the apple picking season at Berlin Orchard.

We want to thank Mary Arata for her dedication to the job of Administrative Assistant to the Select Board and then eventually the Administrative Assistant to the Town Administrator. She was employed by the Town of Berlin for 10 years and always cared so much about the residents and the Town as if Berlin was her hometown. We wish you the best in your new job, Mary!

We are pleased to welcome our new Administrative Assistant to the Town Administrator, Dee Green. She comes to us from the Town of Oxford where she worked previously. Welcome, Dee!

The Select Board is continuing to have quarterly "Coffee Talk" get-togethers to hear the concerns, feedback, and questions from the community and to do our best to keep residents informed on what the Select Board is working on. Keeping the Town informed is a key goal of your Select Board, please consider attending meetings. There is more information at mytowngovernment.com/01503 for dates and times of our meetings and always feel free to email us collectively at selectboard@townofberlin.com.

For several years we have been working on a 4th and final modification to the Riverbridge Agreement. We hope to bring this as a warrant article to the Annual Town Meeting this year.

We are also hoping to bring you an article on the warrant for (Other Post Employment Benefits) OPEB which the Insurance Advisory Committee (IAC) has been working on for several years now. This was brought to a recent Select Board meeting as a warrant proposal for the next Annual Town Meeting.

Additional items our Town Administrator has been working on on our behalf are the required one-dollar Berlin Memorial School lease between the Town and the Regional School District and the power purchase Agreement and Lease for the Highway Facility Rooftop Solar Array.

It is an honor and a privilege to work together as your Select Board. We collectively thank you for the opportunity to serve our beloved community in our charming small town.

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

Police Department

Chief of Police: Eric J. Schartner (1996)

Sergeants: Richard Gilchrest (2000), Timothy Andre (2015)

Specialists: Community Service Officer Sergeant David Goulding (1999), Detective Kevin Trongone (2014)

Full-time Patrol Officers: Carl Corriveau (2006), Dean Bellville (2014), Jacob Brescia (2022), Scott Davis (2023), Thomas McDonald (2023), Alex Lima (2023)

Part-time Patrol Officers: Michael Barry (1999), Christopher Shea (2023), Peter Kinnas (2011), Kevin Colomey (2014), Shantel Cuff (2014), Kenneth Janda (2017), Dylan Soldi (2020), Neil Lefebvre (2021)

Animal Control Officer: Phylis Tower

In the past year we have been grateful to all our officers and employees for their dedication and support of our community. We saw a year, once again, of a changing roster of the Police Department. Jacob Brescia finished the academy in March of 2023, Scott Davis transferred over to our department after spending 15 years a firefighter/paramedic in a nearby community. Officer Davis is also on our regional SWAT TEAM CEMLEC as a Medic. We hired two more individuals to fill vacancies created over the year, Alex Lima and Thomas McDonald who have been in the Police Academy since November and will be on the road after their graduation early May '24.

Another addition came to our department in November of 2023. Jax, a Chocolate English Lab joined the force. Sgt. Richard Gilchrest brought forward a proposal in early 2023 to bring a "Comfort Dog" to Berlin PD. Funds from a civil forfeiture account that has sat idle for many years made it possible to purchase Jax as well as outfit one of the cars in our fleet with the appropriate kennel and sensors needed to have a dog in a cruiser. The two will be in training and provide much needed support related to traumatic incidents now and in the future. Jax made an appearance in Concord NH in November supporting those who were involved in a traumatic event.

A third Sergeant was made this past year, Tim Andre who has been working with us since 2015 was promoted after a promotional process. He is currently assigned to the overnight shift as a supervisor and has been working on updating our Policy and Procedure Manual.

We received a generous donation from The Stevens Family Foundation in support of starting a new "Drone Unit." With the donation we were able to buy a police cruiser outfitted with all the equipment needed to successfully operate a Drone Unit in the Town of Berlin. We currently have one licensed operator and several more are in training to obtain their licenses. All costs are covered by the donation and

we cannot thank Brian and Kathy Stevens enough for their support and commitment to a safer Berlin.

The department has been working on its Policy and Procedure Manual. Our hope is to become an "Accredited" Department soon. We continue to train to POST (Peace Officers Standards and Training) level and by June 30th, 2024 all officers will be POST Certified in accordance with new state regulations. We are committed to training and providing the residents of Berlin with the best officers possible to safeguard our community and those who visit. Without the support of our residents this would not be possible.

The Police Department logged 13184 calls for service in 2023. Below is a list of some of those calls:

| | | | |
|-----------------------------|-------|--------------------------|-----|
| 911 Hang-Up | 169 | Abandoned Hit & Run | 4 |
| Accident Hit & Run | 24 | Accident Personal Injury | 90 |
| Alarm Residential | 31 | Animal Calls | 135 |
| Breaking & Entering | 4 | Commercial Alarms | 107 |
| Criminal Complaints/Arrests | 165 | Disabled Motor Vehicle | 108 |
| Disturbance | 50 | Domestic | 12 |
| Fireworks | 1 | Harassment/Threats | 14 |
| Larceny | 54 | Missing Person | 4 |
| Motor Vehicle Stop | 1,343 | Neighbor Complaint | 31 |
| Radar Patrol | 1,034 | Runaway | 1 |
| Stolen Motor Vehicle | 4 | Traffic Citation | 752 |
| Trespass Order | 4 | Unwanted Party | 4 |
| Warrants Served | 4 | Well-Being Check | 59 |

Traffic

| | 2021 | 2022 | 2023 |
|---------------------------------|------|------|------|
| Total number of Traffic Crashes | 185 | 194 | 219 |
| Fatal Accidents | 0 | 0 | 0 |
| Personal Injury Crash | 80 | 66 | 90 |
| Property Damage Crash | 105 | 66 | 119 |

2023 has seen an increase in crashes and an overall increase in roadway traffic. Above is a three-year (3) statistic. Traffic is a major concern for the department and residents of Berlin and we encourage people to attend the Traffic Safety Advisory Committee meetings for any concerns or suggestions. Our officers spent a lot of time with traffic enforcement this past year conducting 1034 radar operations and issuing 752 citations 591 verbal warnings.

Animal Control Officer

Animal Control Officer Phylis Tower handled over 135 calls for service. All of the calls were relayed to Phylis through the police dispatch.

| | | | | | |
|---------|----|----------|---|---------|---|
| Bobcat | 1 | Donkey | 4 | Pig | 1 |
| Cat | 4 | Falcon | 2 | Poosum | 1 |
| Chicken | 1 | Fox | 1 | Raccoon | 7 |
| Cow | 2 | Goat | 2 | Rooster | 1 |
| Coyote | 2 | Goose | 1 | Sheep | 2 |
| Deer | 2 | Hawk | 1 | Swan | 1 |
| Dog | 68 | Horse(s) | 9 | Turtle | 2 |

Berlin is an amazing community; we enjoy working with the public daily and the support we receive from the community and the boards is incredible. We all strive to make Berlin the safest and best place to live in the Commonwealth.

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

The Nashoba Valley Regional Dispatch District

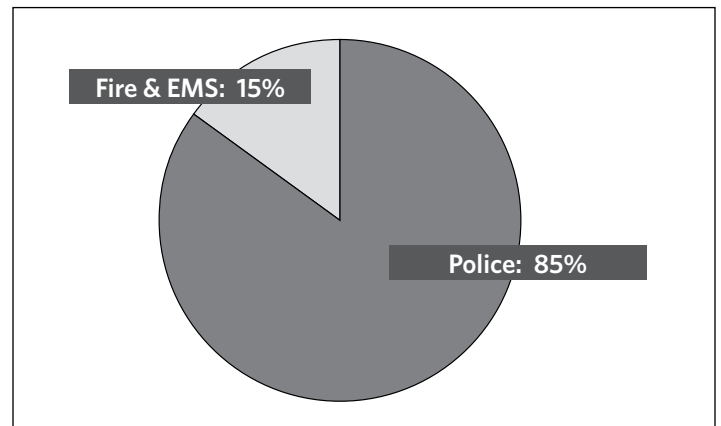
The Nashoba Valley Regional Dispatch District (NVRDD) is a Regional Emergency Communications Center (RECC) located in Devens, MA. NVRDD serves as the 9-1-1 public safety answering point and dispatch center for Police, Fire and EMS for the communities of Berlin, Bolton, Boxborough, Devens, Department of Defense, Harvard, Lancaster and Lunenburg. NVRDD provides dispatch services for 15 Different Agencies:

7 Fire Departments and 8 Police Departments. In 2023 NVRDD processed 18,428 911 Calls, 58,884 Business Line/Routine Calls, and 85,027 CAD Entries.

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 41,000 residents and thousands more visitors to the orchards, farms, businesses and attractions within its seven service communities. NVRDD's staff are highly skilled in call-handling and dispatching, and are all able to perform both functions simultaneously.

NVRDD operates with an authorized total staff of 18 employees, where 14 are directly assigned to the RECC Operations and 4 are assigned to administration. All operations personnel have a minimum training level of

Town of Berlin Calls for Service 2023



APCO Public Safety Telecommunicator (PST), PowerPhone Emergency Medical Dispatcher (EMD), PowerPhone Law Enforcement Dispatcher (LED), PowerPhone Fire Service Dispatcher (FSD), NG-911 Equipment Training, CPR at the BLS Level, ICS 100, 200, 700 and 800. New employees receive an average on-the-job training of four months before being allowed to perform on their own.

Town Administrator

I want to thank the Select Board, departments, boards, and committees for their continued support over the past year as we worked together on various initiatives in support of the Berlin community. Without your commitment and dedication to the Town, we would not be able to serve our residents and continue to make Berlin the wonderful place it is.

Personnel

The Town faced some significant personnel changes again in 2023 with the retirement of Town Assessor Molly Reed and the departure of long time Administrative Assistant to the Town Administrator Mary Arata. I wish them all the best in their next adventures.

New employees hired by the Town in 2023 include:

- Christopher O’Clair. Highway Laborer
- Cathy Murphy Assistant Treasurer/Collector
- Dawn LaFontaine . Administrative Assessor
- Diane “Dee” Green . Administrative Assistant to the Town Administrator
- Timothy Andrew . . . Promotion to Police Sergeant
- Stephen Nadeau . . . Part Time Plow Driver
- Michael Arata Seasonal Landscaper
- Phylis Tower Animal Control Officer
- Linda Berisha Director of Assessing
- Scott Davis Police Officer
- Amy Spencer Transfer Station Attendant
- Ken Patton Building Maintenance Operator/Laborer (new position supervising the indoor and outdoor upkeep, repair and maintenance of town buildings and facilities)
- Russell Baker Council on Aging Van Driver
- Jax. Police Department Comfort Dog

Town Administration worked closely with the Personnel Committee over the past year to finalize the new Employee Policy Manual which was adopted in October. We also worked on a reorganization of the Treasurer/Collector’s office from one full time Treasurer/Collector, a part time Assistant Treasurer and a part time Assistant Collector to a full time Treasurer/Collector and a full time Assistant Treasurer/Collector to increase and improve service for residents by proving all day office coverage and full cross training in all areas of the office.

The Insurance Advisory Committee (IAC) worked diligently to develop a retiree health insurance policy, actuarial study and funding plan to present to the Select Board in early 2024.

With the support of the Select Board, the Town of Berlin hired new legal counsel for all non-personnel related matters. Heather White with Petrini and Associates, a reputable boutique municipal firm which focuses on a few smaller cities and towns in Massachusetts, became Berlin’s new Town Counsel effective July 1st. This saved the Town money and brought more personalized service. The Town continued to utilize Valerio, Dominello & Hillman as legal counsel for personnel matters.

Finance

The Select Board, based on data from the Board of Assessors, set the Fiscal Year 2024 (July 1, 2023, through June 30, 2024) tax rates as follows:

- \$12.75/thousand for residential and open space properties
- \$25.45/thousand for commercial and industrial properties
- \$25.27/thousand on personal property

Berlin set an FY24 budget of \$16,401,050 with \$14,034,632, in revenues raised through taxation and the balance of \$2,366,418 coming from other small revenue sources including local receipts and State aid. Berlin continues to use less than the maximum allowed amount of taxation, known as the levy limit, to fund its annual operating budget.

FY24 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 FY25 Budget Process, departments were directed to submit budgets reflecting a level services expense budget, showing increases only in instances where additional funding was required due to fixed, nondiscretionary costs. The Personnel Committee approved a 2% 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:

1. \$93,005 for a part time Social Services Director for (3) years (ending June 30, 2024)
2. \$3,000 for a special audit (complete)
3. \$30,000 for a Berlin Community Needs Survey (complete)
4. \$1,000 for Town Offices File Cleanup (in progress)
5. \$30,000 towards the cost of the air handling system for the Town Offices (complete)
6. \$25,000 for weatherization at the Highway Garage (in progress)
7. \$150,000 for design/engineering work for various road projects (in progress)
8. \$75,000 for a Municipal Buildings facilities study (in progress)
9. \$1,500 to the Recreation Committee to start a summer camp program (summer 2024)
10. \$30,000 towards the cost of the Recreation Court Reconstruction project (complete)
11. \$30,000 to replace two servers at the Municipal Offices (complete)
12. \$148,000 for completing the upstairs floor at the Public Safety complex (preliminary design complete)
13. \$5,000 for digitization of records
14. \$10,000 for upgrades to the town's website
15. \$180,000 for new playground equipment at South Commons
16. \$50,000 to demo the brown barn at South Commons and put in a paved parking lot
17. \$55,452 for improvements to the 1870 Town Hall and Bullard House (in progress)
18. \$52,000 to purchase a 2023 cruiser (complete)

ARPA funds must be appropriated by December 31, 2024 and expended by December 31, 2026. To date, all funds have been appropriated and just over \$200,000 in funds have been expended.

Policies & Procedures

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

- Ambulance Collections Policy (revised)
- Building Use Policy
- Comfort Dog Policy
- One Day Special Liquor License Policy
- Sale of Alcohol on Town Owned Property
- Use of Town Sign

Grants Awarded

- Health Vending Machine for Municipal Offices (\$5,000 grants)
- Grant for a 4 hour/week shared Housing Coordinator through the Central Mass Regional Planning Commission to assist with affordable housing matters
- Digital Literacy Grant for internet training and devices for seniors (\$35,000)
- State FoRRRwd Grant for dynamic speed feedback and school zone speed limit sign assemblies
- Complete Street Grant to improve pedestrian safety and connectivity within and around the center of town including sidewalks, ADA compliant access ramps, and bike racks (\$500,000). This is the first time the Town has applied for this grant.
- Municipal Fiber Grant through Berlin Boylston Regional School District, part of which will run fiber from Tahanto to Berlin Memorial and the Municipal Offices using utility poles which will significantly improve communications.
- Grant for an HVAC evaluation for the municipal offices (\$8,500)
- Rail Trail State earmark (\$100,000)
- Hazard Mitigation Plan Five Year Update grant (\$30,000)

Key Accomplishments

- Installed a new air handler for the Municipal Offices.
- Completed a community survey regarding aging in place in Berlin.
- Completed work under an \$8,000 grant from the Mass Office of Disabilities for various ADA upgrades to the Municipal Offices including electric door openers and moving items to appropriate heights.
- Completed the hybrid meeting room upgrades for two meeting rooms at the Municipal Offices.
- Negotiated and signed a new three-year contract with the Fire Union
- Reconstructed the courts at South Commons with tennis, basketball and pickleball courts
- Replaced the roof at the town offices
- Hired a consulting firm to undertake a facilities study of town owned properties and kicked off the study this fall
- Hired Roselli, Clark & Associates to provide audit services for the Town's FY22, FY23 and FY24 audits.
- Completed the Community Garden Fence project
- Completed the FY22 town audit with no findings and minimal procedural recommendations
- Purchased 6.82 acres of land at 72 Carter Street for conservation purposes using \$125,000 in Community Preservation Act (CPA) funding as approved at May 2023 Town Meeting.
- Completed FY23 evaluations of all nonunion employees, including Department Heads
- Continued work on the Highway Garage rooftop solar project, slated for completion in early 2024.
- Transferred several large town accounts totaling approximately \$4M to a high yield savings account, thereby earning the town an additional over \$150,000 in interest per year.
- Held fall COVID and flu shot clinics
- Contracted with Language Link to provide phone translation services 24/7 in 240 languages on an as needed basis for public safety and any other department in need of these services.
- Opted in to the MassDevelopment PACE program which provides low interest financing via public private partnership to large commercial property owners for energy efficient roof upgrades. The Town will now be eligible to work with property owners to apply for funding in the next program cycle.

Upcoming Projects

- Radio communications project
- Rail Trail feasibility study
- Flooring replacement project at the public safety complex
- Regional shared Animal Control/Inspector services
- Electronic voting machines
- Crack sealing and cold planing of various roads
- Five-year update to the Town's Hazard Mitigation Plan
- Soil bylaw revisions
- South Commons Pavilion
- Update to the Town's Classification & Compensation Plan

Town Administrator reports are available online: <https://www.townofberlin.com/town-administrator/pages/town-administrator-reports>. I encourage residents to review these reports to 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. I want to hear about what is important to you.

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

Fire / EMS Department

It is with great pleasure that I submit the town report for the Berlin Fire & EMS Department as the Fire Chief and Emergency Management Director for the Town of Berlin. I came to Berlin in March of 2023 with over 30 years of experience as a firefighter/paramedic, working my way through the ranks to chief. Although I have worked for large communities, I prefer smaller ones where I can forge meaningful relationships with residents. I chose Berlin for that reason and have thoroughly enjoyed meeting many of the residents. Everyone has been kind and welcoming and I truly appreciate it and thank you for your thoughtfulness. I look forward to getting to know more of you and welcome you to stop by the fire station anytime to introduce yourself, meet myself and the employees, ask questions and share your thoughts.

Incident Responses

Attached is the incident response data that show the activity that the department responded to in calendar year 2023. It was an active year with a 4% increase in overall call volume over from the previous year. The Berlin Fire & EMS Department responded to 767 calls for service. During 2023, the number of times that 2 or more calls were occurring at the same time was at 10% of the time. Our acuity, or severity of the calls seems to be increasing. We had several residential house fires, a large wildland fire on Mount Pisgah and several train derailments, with one train car catching fire. Interstate 495 had several large accidents within our jurisdiction resulting in multiple injuries, entrapment, and large vehicles to contend with. 2023 saw the tragic loss of Judith Christensen, a staple and shining light in our community, during the house explosion and fire that occurred on April 14th. The Fire & EMS Department responded and performed valiantly as many members knew the family and were friends with Judy. This weighs on each of them as they perform their duties. I would also be remiss if I didn't mention the heroes from our community that helped save Jill Christensen from the building that morning. Robert Wheeler, Jonathan Golas, Brian Clemmer, Dylan Clemmer and Berlin Police Officer Molly Plante all risked their lives to save a neighbor. Thank you for going above and beyond.

Personnel

Your Fire & EMS Department is staffed as a combination department, meaning that we have both fulltime and call personnel working side by side. The majority of the department is a call staff with two (2) fulltime staff working a rotating schedule and one (1) Lieutenant who over sees the Fire Prevention division of the department working Monday through Thursday. Including myself, there are 23 members that make up the roster of the Fire & EMS Department. We strive to staff two (2) Firefighter/EMT's 24 hours a day seven (7) days a week to respond with an ambulance or piece of fire apparatus when a 911 call is made. Through our per diem program and call department, we accomplish this goal as often as we can, with nights and weekends being our typical times when we don't have the staffing of two (2) on duty. The fire service in general is a changing profession as we see a decline in the amount of people that are interested in becoming a call firefighter. This is a trend that is not only occurring here in the northeast, but is nationwide. As our current call staff shrinks due to retirements and life changes, our challenge is to recruit and retain new firefighters. It takes us just over a year to train a new firefighter and EMT to be ready to respond and handle emergency calls. This will be something we will continue to deal with and evolve over time as our service and responsibilities change and grow. We see a decline every year in our department as recruitment drops off. It is my priority to provide a quick, efficient and professional response as quickly as possible whenever our services are requested.

Without our current staff of employee's dedication to responding to emergencies and training, our readiness and response would not be where it is today. Each month, every employee participates in training, and certain mandated education programs set forth by the state. This allows for your Fire & EMS department to be prepared for any emergency or challenge that may arise. Our department is only as good as its members, and they demonstrate everyday their commitment and professionalism to the residents and visitors of Berlin. You should be proud of their accomplishments as they are trained in emergency medical response, hazardous materials mitigation, technical rescue, structural and wildland firefighting, electrical emergencies just to mention a few. Our newest level of training involves active shooter or hostile event responses, otherwise known as ASHER events. Our world is ever changing in the emergency services.

Community Engagement and Public Education Program(s)

Our community outreach program has picked up as the department has been more involved in the community. Our Home Safety Evaluation program has taken off and been very receptive by those who have used it. This visit is a no cost appointment where one of our fire prevention and safety

members goes through your residence to check smoke detectors, carbon monoxide (CO) detectors, fire extinguishers and other safety items in the home. We make recommendation specific to each home and will assist with replacing batteries or smoke detectors if possible. Recommendations are left, but are not required to be done. Our Public Education employee, Firefighter Michelle Deveau, has been out in the schools and at the library to read with children and educate them through the S.A.F.E. (Student Awareness of Fire Education) Program that has provided monies and materials through grants that are given to us through the Department of Fire Services. We are expanding the program for FY 24 by incorporating a Senior S.A.F.E program that will target assisting our elderly population in town. If you have any questions about any of our home inspections or fire safety programs, I encourage you to call the station and speak with Administrative Assistant Abby Vianna at 978-838-7355 who will direct your call to the right person.

Vehicles and Apparatus

Our fleet of apparatus stands ready to respond at moment's notice and is kept up by your staff here at the department. Minor repairs and maintenance are performed in house by the duty staff. The larger maintenance items on the motors and pumps are performed by those that are certified and licensed to work on the trucks. Each year the ambulances are inspected by the State to meet the requirements to provide emergency medical care, the fire engines have their pumps serviced and certified and the aerial ladder is inspected and tested to meet the UL requirements for operation. This means each year we know our emergency fleet is up to standards and ready to perform at any emergency that may arise. Due to the supply chain issues and back log of municipalities ordering replacement apparatus, a long delay exists on new emergency apparatus orders. The ambulance that was ordered a year and half ago should be completed by the end of calendar year 2024. The fire truck that was ordered last year will not arrive until the fall of 2024.

In closing I wish to say that I am proud to lead such a dedicated and hard-working group of employees. I want to thank my staff for their dedication, the Select Board and Town Administrator for their support and for the partnership that exists with the Police Department, Highway Department and all of the Department Heads as we work as a team handling the day-to-day activities and emergencies that befall the town. A thank you to the residents that continue to support the fire & EMS Department, I cannot tell you how much a small act of kindness such as a homemade cookie or hot cup of coffee means to one of us after fighting a fire all night or dealing with a tragic accident or EMS call. Sometimes it is what keeps us going at the end of the day. Thank you!

Berlin Fire & EMS Department Roster of Personnel

| FIRE | Years of Service |
|---|------------------|
| Fire Chief / EMD Michael McQuillen #*** | 1 |
| Lieutenant Jonathan Paulino #** | 10 |
| Captain Anthony Alessi ** | 17 |
| FF Kyle Lichwell #** | 10 |
| FF Peter Fortin #** | 9 |
| | |
| Lieutenant Kevin Colomey ** | 15 |
| Lieutenant Fred Cummings* | 28 |
| Lieutenant Jeremy O'Connell*** | 13 |
| | |
| FF Frank Brewer * | 41 |
| FF James Spinney ** | 34 |
| EMT Ben Matthew | 14 |
| FF Chris Melone ** | 11 |
| FF Michelle Deveau ** | 9 |
| FF Peter Demers * | 6 |
| FF Andrew Theve ** | 5 |
| FF Jonathan Gallardo ** | 5 |
| FF Francis Harrington * | 5 |
| FF Thomas Deptula ** | 5 |
| FF Jazmin Murillo ** | 5 |
| FF Kevin Benoit * | 5 |
| FF Andrew Maurice ** | 5 |
| FF Jeff Cummings * | 5 |
| FF Richard Baker ** | 5 |
| Total | 258 |

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

Calendar Year 2023

| Situation Type | # of Incidents | % |
|---|----------------|------|
| Fire, Other | 1 | 0.1 |
| Building Fire | 5 | 0.7 |
| Cooking Fire, Confined to Container | 2 | 0.3 |
| Chimney or Flue Fire, Confined to Chimney or Flue | 1 | 0.1 |
| Passenger Vehicle Fire | 3 | 0.4 |
| Rail, Vehicle Fire | 1 | 0.1 |
| Natural Vegetation Fire, Other | 4 | 0.5 |
| Forest, Woods or Wildland Fire | 3 | 0.4 |
| Brush or Brush-And-Grass Mixture Fire | 5 | 0.7 |
| Grass Fire | 2 | 0.3 |
| Dumpster or other Outside Trash Receptacle Fire | 1 | 0.1 |
| Chemical Reaction Rupture of Process Vessel | 1 | 0.1 |
| Excessive Heat, Scorch Burns with No Ignition | 1 | 0.1 |
| Medical Assist, Assist EMS Crews | 3 | 0.4 |
| Emergency Medical Service Incident, Other | 7 | 0.9 |
| EMS Call, Excluding Vehicle Accident w/ Injury | 377 | 49.2 |
| Motor Vehicle Accident with Injuries | 71 | 9.2 |
| Motor Vehicle/Pedestrian Accident (MV PED) | 1 | 0.1 |
| Motor Vehicle Accident with No Injuries | 21 | 2.8 |
| Search for Lost Person | 3 | 0.4 |
| Search for Person on Land | 2 | 0.3 |
| Search for Person Underground | 1 | 0.1 |
| Extrication of Victim(s) from Vehicle | 1 | 0.1 |
| Removal of Victim(s) from Stalled Elevator | 2 | 0.3 |
| Hazardous Condition, Other | 3 | 0.4 |
| Combustible/Flammable Gas/Liquid Condition, Other | 2 | 0.3 |
| Gasoline or Other Flammable Liquid Spill | 3 | 0.4 |
| Gas Leak (Natural Gas or LPG) | 9 | 1.2 |
| Carbon Monoxide Incident | 2 | 0.3 |
| Electrical Wiring/Equipment Problem, Other | 2 | 0.3 |
| Overheated Motor | 1 | 0.1 |
| Power Line Down | 4 | 0.5 |
| Arcing, Shorted Electrical Equipment | 1 | 0.1 |
| Building or Structure Weakened or Collapsed | 1 | 0.1 |
| Service Call, Other | 3 | 0.4 |
| Officer Call – Service Call, Other | 2 | 0.3 |
| Lock-Out | 1 | 0.1 |
| Water Problem, Other | 3 | 0.4 |
| Water Evacuation | 1 | 0.1 |
| Smoke or Odor Removal | 1 | 0.1 |
| 6001 Officer call, good intent, other | 1 | 0.1 |

| Situation Type | # of Incidents | % |
|--|----------------|--------------|
| Animal Rescue | 1 | 0.1 |
| Public Service Assistance, Other | 11 | 1.4 |
| Assist Police or Other Governmental Agency | 21 | 2.8 |
| Assist Invalid | 3 | 0.4 |
| Unauthorized Burning | 5 | 0.7 |
| Cover Assignment, Standby, Move up | 1 | 0.1 |
| Good Intent Call, Other | 13 | 1.7 |
| Officer Call – Good Intent Call, Other | 3 | 0.4 |
| Dispatched & Canceled En Route | 20 | 2.6 |
| Officer call – Dispatched & Canceled En Route | 1 | 0.1 |
| Wrong Location | 1 | 0.1 |
| No Incident Found on Arrival at Dispatch Address | 2 | 0.3 |
| Officer Call – Authorized Controlled Burning | 1 | 0.1 |
| Smoke Scare, Odor of Smoke | 6 | 0.8 |
| Officer Call – Hazmat with No Hazmat | 1 | 0.1 |
| False Alarm or False Call, Other | 2 | 0.3 |
| System Malfunction, Other | 4 | 0.5 |
| Smoke Detector Activation Due to Malfunction | 17 | 2.1 |
| Heat Detectors Activation Due to Malfunction | 5 | 0.5 |
| Alarm System Sounded Due to Malfunction | 34 | 4.5 |
| CO Detector Activation Due to Malfunction | 3 | 0.4 |
| Carbon Monoxide Activation Due to Malfunction | 1 | 0.1 |
| Unintentional Transmission of Alarm, Other | 4 | 0.4 |
| Sprinkler Activation, No Fire – Unintentional | 1 | 0.1 |
| Smoke Detector Activation, No fire – Unintentional | 11 | 1.4 |
| Detector Activation, No Fire– Unintentional | 1 | 0.1 |
| Alarm System Activation, No Fire – Unintentional | 30 | 3.9 |
| Carbon Monoxide Detector Activation, No CO | 4 | 0.5 |
| Lightning Strike (No Fire) | 2 | 0.3 |
| Total for all incidents | 767 | 100.0 |

Respectfully,
 Michael McQuillen, *Fire Chief /*
Emergency Management Director

Fire Prevention / Inspectional Services

It is with great pleasure that I submit to you the 2023 yearly report from the Office of Fire Prevention for the Berlin Fire and EMS Department.

The office of Fire Prevention is tasked with many responsibilities including code enforcement, permitting, inspections, residential and commercial plan review as well as community risk reduction just to name a few. This year was busy yet again with many simultaneous projects in different phases of completion. Ensuring that projects meet code is a daunting task which includes not only the review of submitted plans but also periodic inspections to ensure that the working being conducted is code compliant.

This year it was identified that many residents in the community would benefit from a program that would inspect, and change out expired or non compliant smoke and carbon monoxide detectors. With this came the "Home Safety Inspections" program. We have seen a growing interest in the program and have been able to engage with the community in a different light. Your Firefighters have met some amazing people while conducting these inspections and have been able to identify and correct life safety concerns within resident's homes. We hope that this program will continue to evolve as it moves forward, and continue to grow in interest within the community. If you would like to schedule a Home Safety Inspection, please email the Fire Prevention Office: Fireprevention@townofberlin.com or call 978-838-2444 ext.1223

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

| Permits & Inspections | |
|---|------------|
| 26f Smoke Detectors and 26f1/2 Carbon Monoxide Alarms | 84 |
| Blasting | 1 |
| Miscellaneous Permits | 6 |
| Suppression System Install (Gas/Ansul) | 1 |
| Fire Alarm Installation Commercial | 5 |
| Fire Alarm Install / Review/ Final Inspection | 10 |
| Flammable/ Combustible Storage | 2 |
| Liquefied Petroleum Storage | 41 |
| Oil Burner New Install | 2 |
| Oil Burner Alterations | 3 |
| Plan Review Commercial | 4 |
| Plan Review Residential | 11 |
| Sprinkler Install/ Plan Review | 3 |
| Sprinkler Install Commercial | 2 |
| Residential Sprinkler Alteration | 3 |
| Sprinkler Shut Down/ Repair | 1 |
| Oil Tank Install | 9 |
| Oil Tank Removal | 14 |
| Certificate of Occupancy Commercial | 8 |
| Welding/ Cutting (Hot Works) | 1 |
| Dumpster Storage | 16 |
| Permits Issued | 257 |
| Inspections | 683 |
| Home Safety Inspections | 27 |

Highway and Facilities

This year I believe was a good year for our department with minor staff changes and weather challenges. There was a total of 20 snow/ice events from January 6th to March 14th. Throughout the year we continued with hazard tree removals as time allowed and were able to accomplish 80 complete trees and several large leaders. National Grid contracted Northern Tree Service to come into town in the early Spring and started removing over 103 trees along their transmission lines which is a program they run every 5 years. This was a major cost savings for the town. In February we were brought to full staffing with the hiring of Chris O'Clair. Chris came to us with 16 years' experience with the Town of Hudson. Unfortunately, we lost an employee to the Town of Westborough at the beginning of July. We continue to utilize the Senior/Veteran work off program with 2 qualified individuals both of which are a tremendous help in and around our shop.

I'm happy to say that after 6 years we have started back on track with our CH90 road projects. The town received \$141,106 from the Winter Recovery Assistance Program through Mass DOT which allowed us to use some of those funds to overlay Brigham Road and the upper portion of Jones Road. The Highland/Randall Road resurfacing project which received state approval in 2022 was completed this summer. Before the work began the crew replaced two aged culvert pipes. Between the two roads, 7,500 feet was reclaimed and paved which was completed for less than the anticipated amount. Our goal this year is to get approval for work on Peach Hill and Lower Sawyer Hill. As we don't receive as much funding as neighboring communities and the ever-changing cost of asphalt we are limited as to how far we can go. Our state aid funds are also able to be used for bridge maintenance/repair which is why I have set aside \$200,000 as the cost of materials continues to rise for the replacement of the South Street bridge which was closed in October due to reaching the critical stage. Although we will be applying for the construction stage of the Small Bridge Grant, I don't believe it will cover the entire cost.

Throughout the year our department hosted and attended several training opportunities through Baystate Roads. The material learned strengthens each employee's ability to

perform their job functions in a safer and more confident manner. Within the first couple of weeks of the school opening, the town received free of charge two new speed feedback signs from the state which were installed. CSX kept us busy with the multiple crossing closures as they laid out a continuous 1/4 mile of new rail track that was going to be used for their upgrade. Later in the year there was a 2nd derailment off of Allen Road in which the response company unloaded equipment in the street causing a few thousand dollars' worth of damage all of which has been repaired with the help of their claims department. The crazy monsoon rain storms were probably our biggest challenge as they created so many washouts in areas we had never had before and continued to feed the grass. We had two seasonal employees helping with the care and maintenance of the cemeteries and areas we mow. However, we still have to supplement them with full-time employees as the grass never stopped growing. By doing this we were not able to accomplish all the projects we wanted to get done. When hurricane Lee blew through town in September, we were fortunate not to have any damage the day of the event, unlike our neighbors. Our turn came the proceeding night as there was a wind shear that came across from Crosby Road to South Street causing several large leaders and a tree top to break off closing one of the streets.

As we oversee the public buildings, the slate roof and gutters at the 1870 town hall had repair work done along with a new fire alarm panel installed. The five-year DEP sanitary survey was completed at the library which yielded 4 minor deficiencies which were all corrected. The Municipal Building finally received its new roof and the replacement of the main roof top unit. In early November we hired Ken Patton as a Building Maintenance Operator to fill the open position from the employee that left in July.

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

Vehicle Fleet (through February 22, 2023)

| Cemetery |
|-----------------------------------|
| 1986 Homemade – Trailer |
| Council on Aging |
| 2020 Ford – Transit 350 Wagon |
| Fire/EMS |
| 1946 Ford – Muster |
| 2004 Pierce – Enforcer |
| 2008 Ford – Drwsup |
| 2009 Ford – Ambulance |
| 2010 Carmate – Trailer |
| 2012 Smeal – Fire Truck |
| 2014 Carry On – Trailer |
| 2016 Ford – Expedition |
| 2017 Spartan – Aerial Ladder |
| 2017 Ford – F450 Ambulance |
| 2018 Kubota – RTV-X1100 |
| 2021 Freightliner – Pumper/Tanker |
| 2022 Chevy Tahoe |

| Highway |
|-----------------------------------|
| 1962 Austin – Grader |
| 1976 International – Loadster |
| 1996 Vermeer – Chipper |
| 1997 Cross – Utility Trailer |
| 1998 JCB – Backhoe |
| 2000 Homemade – Utility |
| 2000 Volvo – L70D |
| 2001 Homemade – Trailer |
| 2004 International – 7400 |
| 2004 International – 7400 |
| 2005 Magnum – Utility Trailer |
| 2006 Ford – F550 |
| 2006 John Deere – Compact Tractor |
| 2007 Volvo – Loader |
| 2008 Asti – Mini Trailer |
| 2010 Elgin – Street Sweeper |
| 2012 Ford – F450 Utility |
| 2015 International – Dump Truck |
| 2016 Ford – DRWSUP Pickup |
| 2017 Equipment Trailer – M-DCFS02 |
| 2019 International – HV507 |
| 2019 Cross – Utility Trailer |
| 2019 Chevrolet – Silverado |

| 2021 Volvo – Wheel Loader |
|----------------------------------|
| 2021 Wanco – Message Trailer |
| 2022 Bandit – Brush Chipper |
| 2023 Freightliner – Bucket Truck |
| Police |
| 2013 Haul – Utility Trailer |
| 2018 Chevrolet – Volt 1RG68 |
| 2019 Ford – Explorer |
| 2020 Ford – Explorer |
| 2020 Ford – Explorer |
| 2021 Ford – Explorer |
| 2022 Ford – Explorer |
| 2023 Chevrolet – Tahoe |
| 2023 Chevrolet – Tahoe |

Traffic Safety Advisory Committee

The Traffic Safety Advisory Committee continues its efforts to coordinate the communication between the many departments impacted by traffic and highway related maintenance and safety issues.

The TSAC has been working on traffic solutions for the increased numbers of vehicles we see daily, especially with the Rte 495/290 construction that went on all year and slated to end late spring of 2024. MassDOT was more than willing to work with us throughout the summer attempting traffic mitigations on the highway as well as speed signs for Pleasant Street.

Carter Street was addressed several times throughout the year. We have placed speed signs in that area to assist with controlling speeding traffic.

We have received many sign requests and have been able to fulfill those requests working with the DPW and residents.

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

The Central Massachusetts Regional Planning Commission is still actively working with the Town of Berlin in coordinating road/infrastructure projects

DPW improvement projects to roadways made great progress this year, paving areas that were well overdue to attention. Paving will continue through the next fiscal year to address some roads with issues. South Street bridge was closed due to failing infrastructure and are hopeful the replacement project will be done before September 2024.

Respectfully submitted,
Police Chief Eric Schartner, *Chair*
Highway Superintendent Fred Cummings, *Vice-Chair*
Fire/EMS Chief Michael McQuillen
Anna Crane, Timothy H. Wheeler,
non-voting members Mary Porter and
Town Administrator Kristen Rubin

Planning Board

The Planning Board's role is to guide development of land, buildings, and businesses in Berlin primarily through 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 their properties within existing zoning ("ANRs"). 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.

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. The first step was to collect information about the properties, uses, owners, and opportunities. This was incorporated in a presentation to interested residents at a public meeting in January at the 1870 Town Hall.

The goal was to contemplate a town center of the future, imagining what types of residences, businesses, public buildings and aesthetic/recreational features we might develop as properties change ownership over the years. We identified some goals and many of the hurdles to overcome — zoning, water and sewer, parking, "walkability" and most importantly generating support among residents for the vision.

The presentation is posted on the town web site; the project is continuing.

Acquisition of Town Center Land

A 7.5 acre property at 72 Carter Street was offered to the town in January, in advance of a public sale. The Board explored a variety of ways for the town to acquire part of all of the property to create at least one affordable home. Ultimately, we approved division of the property between the existing house and an unbuildable back lot that was acquired by the town for \$125K for conservation. With one more similar land acquisition, a walking trail could be built to connect the new Highland Ridge senior homes with the town center without walking on Highland Street.

Zoning change requests

The broker representing 180 River Road, a 29 acre former gravel pit, met with the Board in April to request rezoning the property from Limited Business to Agricultural / Residential. In the many years that the property has been for sale, very

few buyers have shown interest and their proposals have not meet the town's requirements or have never materialized. The Board requested a plan to review.

During the year, we continued to work on the three housing options most wanted by participants in two recent surveys — senior, workforce and starter homes. In October a builder proposed a 30 unit single family home project on the River Road property to meet some of those needs. The Board collaborated to develop a plan with input from abutters, school leaders, and others while surfacing the many challenges, particularly in meeting an "affordable" cost goal.

Since that time, a citizen's warrant article has been filed to allow residents to vote at Town Meeting in May '24 to re-zone the property to agricultural/residential which would allow 5-10 single family homes to be built.

Digital Municipal Signs

In May the Board began discussing changes to our bylaw regarding municipal signs. Communication of information about town and school events has become challenging with the decline of newspapers, and Berlin Memorial School has been without a sign since a hurricane destroyed it more than 5 years ago.

Jay presented a draft bylaw change that would allow remotely programmable digital signs for both the BMS school and the Town Center. During the year, the Board debated the details, with the goal of informing residents without detracting from the rural character of the town. The resulting bylaw change was placed on the warrant for a Town Meeting vote in May '24.

Other activities

The Board also reviewed and endorsed the transfer of two new roads — Pollard and Gibbs to the town, transferred a number of town owned properties from AR to ARC to restrict building on them, and followed new legislation and developments related to the types of housing that are needed but underrepresented in our town and others across the state.

The Board holds public meetings twice per month and encourages informal discussions with owners and developers to review their plans for conformance with our zoning bylaw.

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

Building Department

I am pleased to submit the 2023 annual report of the Inspectional Services Department.

The Building Department has had another busy year. Construction activity remains strong.

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 your leisure.

Moving along for 2024, Highland Ridge Condos is nearly 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 is completing the last house. This project was for 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 have done a terrific job making sure that permits are getting issued and inspections are getting done in a timely manner to help keep projects moving forward.

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

The Building Department interprets and enforces the Building Codes for the safety of the public. A building permit is required to make this process effective. Submittal of an application and building plans for review and approval provide the Commissioner and the inspection team an opportunity to check for Code compliance prior to the start of a project. All work is subject to inspections.

Some commonly overlooked items that require building permits are siding, roofing, swimming pools, 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 the yearly report of activities of the Building Department for 2023

Building Permits for Calendar Year 2023

| TYPE OF PERMIT | # | FEES | VALUE |
|--------------------------------|------------|---------------------|-----------------------|
| New Construction | 5 | \$18,000.00 | \$1,260,000.00 |
| Addition | 11 | \$12,090.00 | \$1,002,202.00 |
| Accessory Building | 5 | \$7,782.50 | \$750,000.00 |
| Alteration/Renovation/Repair | 49 | \$16,967.51 | \$1,546,774.80 |
| Chimney | 0 | - | - |
| Deck/Porch/Gazebo | 17 | \$3,278.91 | \$312,390.06 |
| Demolition | 1 | \$150.00 | \$4,998.00 |
| Fence | 0 | - | - |
| Foundation | 0 | - | - |
| Retaining Wall | 0 | - | - |
| Roofing | 23 | \$5,888.14 | \$567,480.00 |
| Shed | 0 | - | - |
| Siding | 4 | \$2,221.55 | \$195,632.34 |
| Sign | 6 | \$566.15 | \$52,615.00 |
| Solar Panel | 30 | \$16,004.17 | \$1,297,439.33 |
| Sprinkler/Cistern | 12 | \$1,616.00 | \$45,300.00 |
| Suppression System | 0 | - | - |
| Swimming Pool | 5 | \$450.00 | \$268,975.00 |
| Temporary Structure (trailers) | 0 | - | - |
| Tent/Canopy/Awning | 6 | \$450.00 | \$8,511.00 |
| Weatherization | 21 | \$1,210.66 | \$100,027.23 |
| Window/Door | 16 | \$1,933.70 | \$185,831.36 |
| Wireless Communication | 1 | \$528.20 | \$52,820.00 |
| Wood/Pellet Stove | 5 | \$250.00 | \$36,938.73 |
| Sheet Metal | 20 | \$3,455.00 | \$345,500.00 |
| Mechanical | 13 | \$3,210.49 | \$320,549.00 |
| Change of Use | 0 | - | - |
| Occupancy | 6 | \$250.00 | \$500.00 |
| Other | 6 | \$568.24 | \$53,323.88 |
| Commercial Alteration | 9 | \$9,748.65 | \$919,864.94 |
| Commercial New | 0 | - | - |
| Safety Inspections | 4 | \$200.00 | - |
| TOTALS | 275 | \$106,819.87 | \$9,327,672.67 |

Respectfully submitted,
Richard Hanks, *Building Commissioner*

Electrical Inspector

The following is a list of electrical permits issued and fees collected from January 1, 2023 through December 31, 2023:

| | | |
|---------------------|------------|--------------------|
| Residential Permits | 174 | \$24,335.00 |
| Commercial Permits | 26 | \$8,335.25 |
| TOTALS | 200 | \$32,670.25 |

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, 2023 through December 31, 2023:

| | | |
|------------------------------|------------|--------------------|
| Residential Gas Permits | 104 | \$8,515.00 |
| Commercial Gas Permits | 5 | \$600.00 |
| Residential Plumbing Permits | 126 | \$14,570.00 |
| Commercial Plumbing Permits | 5 | \$1,190.00 |
| TOTALS | 240 | \$24,875.00 |

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

Cemetery Commission

The entrance to the North Cemetery was paved as part of a large contract for town paving. Our planned repaving of drives in the South Cemetery will be done as the multi-year contract work continues. We thank the Highway Department for their leadership in getting this work done.

We have had help from volunteers over the years in planting the Cemetery flowers at Memorial time. We hope to expand efforts to improve the cemeteries with volunteers both in care of the grounds and the preservation of gravestones.

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

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

| SALES | |
|-----------------------|-------------------|
| Joan A. Wash | N FF Row 5 g11&12 |
| Nancy Anderson | N FF Row4 g14&15 |
| James & Mary Beaugard | N BB Row1 g30 |
| Martin & June Miller | BB Row1 g9 |
| Paul & Cheryl White | N BB Row1 g7&8 |

| BURIALS | | |
|-----------------------|----------------|------------|
| Name | Lot/grave | Death date |
| Mary G. Wheeler | S Lot 318 g6b | 2/7/2015 |
| Elmer M. Wheeler | S Lot 318 g6a | 4/8/2022 |
| Diane M. Coldwell | S Lot 312 g8 | 3/8/2022 |
| Herbert J. Tufts | N BB Row1 g31a | 11/27/2022 |
| Sandra C. Tufts | N BB Row1 g31b | 12/6/2022 |
| Edward L. Anderson | N FF Row4 g14 | 1/2/2023 |
| Maryanne MacLeod | S RowB g47 | 1/16/2023 |
| Stephen C. Wash | N FFRow5 g12 | 3/2/2023 |
| Russell E. Tobine | N Q Row4 g13 | 3/8/2023 |
| Judith A. Christensen | S Lot 166 g9a | 4/14/2023 |
| Karen A. Baum | N BB Row1 g39 | 6/11/2023 |
| Kevin D. Tyler | S Lot303 g9a | 6/6/2023 |
| Doris A. Shortt | S Lot285W g3 | 6/8/2023 |
| Barbara H. Krackhardt | S Lot306 g1a | 7/10/2023 |
| Mark S. Coolidge | S Lot289 g4a | 8/4/2023 |
| Fred N. Halfpenny | N FF Row2 g7 | 9/19/2023 |
| William C. Davis | S RowD g21 | (/23/2023 |
| Eric W. Coolidge | S Lot249W Gr3 | 8/14/2023 |
| Conrad T. Rainville | N Q wall g3C | 8/4/2023 |

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

Nashoba Associated Boards of Health

Nashoba Associated Boards of Health continues to serve the Town of Berlin and the Berlin Board of Health in meeting the challenges of environmental and public health needs in your community. The Nashoba Associated Boards of Health is a regional health district whose members, including the Town of Havard and the Berlin Board of Health, are members. The health District is governed by the elected Board of Health members from member communities and meet quarterly to conduct the District business.

- Our public health nursing staff returned to pre-pandemic activities while working with our Public Health Educator to provide public health education programs to our communities.
- It is with great sadness that we needed to close the Nashoba Nursing Service and Hospice, our VNA, primarily due to the difficulty obtaining and retaining nursing staff; the service ended in June.
- 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 have been able to bring on another Health Agent to improve our service to the communities.

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 has regular hours in the Berlin Town Hall to serve Berlin residents and work with Town Hall staff.

Food Service Licensing and Inspections.30

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

Recreational Permitting and Inspections. 3

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

Housing & Nuisance Investigations 7

This office inspects dwelling units for compliance with the State Sanitary Code upon compliant and prior to occupancy. We issue orders to take 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 17 applications for soil testing (testing necessary for the design of a sewage disposal systems) and witnessed 119 tests performed (perc tests and soil evaluation holes).

We received 14 applications for sewage disposal systems and reviewed 155 plans for new and replacement systems.

Our office prepared 20 sewage disposal system permits for the Board’s review and approval: 7 for new construction and 13 for the replacement of failed systems.

We conducted 59 inspections during the construction of sewage disposal systems.

We reviewed 44 Title 5 inspection reports and we were available to provide consultation to your residents on matters relating to sewage disposal systems.

Private Well related services

Private wells are regulated by local regulations, and we issued 6 well permits for new and replacement private water supply wells. We reviewed water quality and quantity reports and interpreted the results for your residents.

Rabies Clinics / Animals Immunized

Clinics were held in a handful of communities in cooperation with local veterinarians; clinics were open to the residents of all member communities.

Nashoba Nursing Service & Hospice

It was with great sadness that we closed the Nashoba Nursing Service and Hospice at the end of June 2023.

Community Health Nursing

Nashoba’s Community Health Nursing program provides an essential public health service to it 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 local boards of health to identify and manage clusters of disease/exposures in the District.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support.
- Working with the Health Agents in our member communities to assist individuals in unsafe living situations, our goal is to improve their living conditions.

Communicable Disease Number of Cases investigated:

| | |
|---|----|
| Influenza | 11 |
| Salmonella | 3 |
| Shigellosis | 2 |
| Shiga Toxin Producing E. Coli | 1 |
| SARS-CoV-2 (COVID-19) | 48 |

The Nashoba nursing staff provided monitoring and guidance to 167 travelers and residents throughout the District testing positive for TB infection (not contagious) this calendar year, and have also been managing 3 active TB cases in the District since Spring/Summer 2023 (monitoring continues 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, dog bites etc.) in a variety of ways including:

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 and continue to be offered throughout the District. Nashoba nursing staff conducted 134 total clinics this year, including 4 clinics in Berlin. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. District wide 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 1,564 flu shots to community members, including 60 Berlin residents.
- The nurses are available for and 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. We made 3 home visits.
- 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 provided Grief Support groups after the closing of Nashoba Nursing Service and Hospice.

- Nashoba staff attend and regularly participate in collaborative meetings, trainings, 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 2023

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 and the work of the Nashoba Associated Boards of Health’s (NABH) Public Health Nursing and Environmental Health departments. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, providing educational opportunities across the District with a social determinants of health (SDOH) lens, advocating for improved resource access and health equity in the region, and partnering with a variety of community-based organizations. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team – Public Health 101, Brain Health & Stroke Prevention, etc.
- Serving an overseeing administrative role during annual flu clinics.
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder, mental health.
- Providing public and written testimony to advocate for public health-related resources in the region.
- 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. Continuing to identify ways to diversify communication methods to reach as many community members as possible.
- Building and maintaining relationships with a broad range of 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.

- Attending trainings 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.
- Attended “Grantmakers” training and oriented to grant application process
- Became certified in Mental Health First Aid for Adults.
- 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 NABH website to keep info relevant and accessible. Maintaining and expanding upon a robust, in-depth Resources page on the website.
- Organizing events to facilitate the exchange of information such as networking events for Council on Aging and Outreach Workers and local Boards of Health and learning events including a district-wide Mental Health Learning Collaborative.
- Maintaining agency social media to reach people in district with current, relevant and seasonal public health information

Animal Inspector

Animals counts Inspections Town of Berlin:

| Animal | Count 2023 |
|-------------|------------|
| Alpacas | 12 |
| Chickens | 571 |
| Cows | 2 |
| Donkeys | 11 |
| Game Birds | 9 |
| Goats | 9 |
| Guinea Hens | 37 |
| Horses | 201 |
| Llama | 13 |
| Pigeons | 50 |
| Pigs | 6 |
| Ponies | 8 |
| Rabbits | 2 |
| Sheep | 15 |
| Steers | 6 |
| Turkeys | 4 |
| Guinea Hens | 37 |

Quarantines

1. 6 Dogs bitten by wild animal and/or unknown source
2. 3 Cats bitten by wild animal and/or unknown source
3. 1 Dog bite to humans
4. 8 investigations prompted by complaints

Notes

All barns inspected were well kept.

Farm animal owner, if you find yourself unable to properly care for your animals due to reasons known to you, please

ask for help and notify Town of Berlin. We will advise you on options and steer you to the best care for the animal.

Poultry Owners

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

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, *Animal Inspector*

At this time I want to announce that I will be retiring from my position of Animal Inspector. It was a pleasure to serve this community. This position let me to experience the beauty of a farm community. It let me experience joy, sadness with the loss of a animal and marveled at the care of And dedication of farms and stable owners. I will miss you all. Blessings Sue Roche

Board of Health

Septic system repair and systems for new construction along with potable water wells are standard fodder for the BOH. The Board holds fast with Title IV and our own Town Regulations when dealing with these matters. Public hearings are always held when any variances are requested. Meetings are generally on Zoom, with in person meetings held when matters are challenging and/or complicated.

It was a positive and transitional year at the Transfer Station (TS). In early January 2023, the existing staff resigned en masse, over work related issues and management directives. With the sudden resignations, two members of the BOH, who were able, volunteered their personal time to keep the TS operating smoothly until new staff came on board during February and March.

With the new staff's emphasis on service and financial awareness, we are now recycling more than ever, including new avenues of revenue via such items as textiles, car batteries, electrical wire and cords, and deposit bottles and cans. Additionally our new staff makes an effort to answer disposal questions and explain the complexities and requirements of recycling.

The BOH applied for and was awarded a DEP Grant (\$10,000) for purposes of buying a closed container for handling mattresses and box springs - both banned by DEP from trash disposal. When stored dry, they are periodically picked up by a recycler who breaks them down into recyclable components. The DEP grant was awarded based on the success of our other existing recycling efforts.

The Take It Or Leave It (TIOLI) continues to be popular and useful. Our dedicated volunteers do a terrific job of managing the many items that arrive, keeping a "fresh" look to things. Two storage containers were added to this area that now allow us to take in useful furniture in good condition. We have also partnered with Fresh Start (in Hudson) that helps needy families get settled by providing a variety of needed household items (furniture, dishes, etc). We are pleased to be able to help to them via our TIOLI. Berlin residents (TS stickered) always get first opportunity.

To help control costs of trash disposal and recycling (yes, there are costs associated with recycling but more favorable than trash disposal). Residents are asked to do the following: Start composting, recyclables must be rinsed and clean, be aware of unnecessary packaging when purchasing items- look for alternatives, and think about, and find ways to repurpose unwanted items. Just because you are done with an item, could it be useful to someone else? Or used in a different way? There are many ideas on line. By helping to keep the TS budget down, you are helping our earth.

The Town of Berlin and the BOH are strongly supported by the Nashoba Associated Boards of Health in all matters water and septic. In addition, areas such as food service, housing issues, professional nursing services, and various permits are led by NABH with their in house expertise.

The BOH sincerely thanks Berlin Highway for their ongoing assistance at the TS that we could not do without. In addition, virtually all of our Municipal Town Staff who at one time or another help the BOH during the year are sincerely appreciated.

Berlin Board of Health

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

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 has a new member; we are thrilled to have Linda Robinson on our council. We have also added Russell Baker as one of our COA van drivers.

The COA also 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.

Social Media: 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 2023. 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 a total of 232 meals to 70 families between January, June and October grab and go events.

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.

Farmer market coupons were initially distributed to 10 senior families this summer for additional support. Due to overwhelming demand, an additional 5 coupons were received and distributed to senior families. Coupons should be available again next summer to eligible seniors and low-income families.

Suzanne Roberts from Berlin Farms did do a presentation for the COA regarding HIP and SNAP benefits. This presentation complimented the nutrition focus of the COA.

Health Screenings and Outreach: The Council’s work with NABOH to help get residents scheduled for COVID and flu vaccines. In October, the COA worked with Northbrook II and Community Health Connections to host a COVID clinic where 15 people received boosters.

The NABOH has started offering grief sessions at the Town Offices once monthly. 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. 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.

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 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 “SAIL” (Stay Active and Independent for Life). On Tuesdays, 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. Please check out the Town of Berlin’s YouTube Channel: <https://www.youtube.com/user/townofberlintv> for past videos.

Social Events: The COA has been working to continue to provide educational programs for our residents. In September, Lisa Farnham from Blue Cross Blue Shield provided a Medicare basics webinar to residents. The COA is planning additional webinars with Blue Cross in 2024.

We are continuing to work with Stephanie Woodward at Berlin Memorial School to help get senior readers. If you are interested in being a senior reader, please reach out to Stephanie at swoodward@bbrsd.org.

In May, a May Day basket event was held at Northbrook I. May Day baskets were distributed out to those on Meals on Wheels recipients. We had another local resident make cookies for Meals on Wheels recipients for the end of the holidays.

UMASS Study: February, the residents of Berlin were given the opportunity to complete a community needs survey facilitated from UMASS Boston. Senior households were mailed out paper copies of the survey while non-senior households could complete it by link.

Residents overwhelmingly reported that they want to remain in Berlin into their senior years. Most Berliners want more communication between COA and other town departments to residents. If residents would like to read the full report, you can visit townofberlin.com/council_on_aging and click on Aging in Place Assessment.

Local News: The Powder House News is our main source to inform seniors of what's happening. It continued 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 has been published through Clinton Offset starting in the March/April 2023 issue. The Powder House News is committed to bring town updates to seniors as well as information regarding COA and town official members. The Powder House News will continue to be mailed to all senior households. If you would like to receive the Powder House 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 undergone a few changes in 2023. We are currently operating 3 days weekly (Tuesday-Thursday). Van services continue operating 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.

SHINE: The COA Director has completed SHINE training and certification, providing a much-needed service for the residents of Berlin. SHINE (Serving the Health Insurance Needs of Everyone) helps people get some health insurance information regarding Medicare, Medicaid and other public benefits. During the year, 8 residents received SHINE counseling. SHINE appointments can be made by calling 978-838-2750 or by emailing coadirector@townofberlin.com.

Future Programming: The Berlin COA received a grant to have Senior Digital Literacy classes for our residents. We are asking for residents to keep notice for upcoming classes and equipment. We are working to get technology for seniors to borrow from the library as well as create content for seniors to learn and understand technology pros and cons.

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 2023 program earned \$14.25/hour for work completed during the period from July 1, 2022 through December 31, 2022 and \$15.00/hour for work completed during the period from January 1, 2023 through June 30, 2023.

The following departments requested assistance: Assessors (file management); Building Inspector (file management and data base creation); COA (dispatcher, Work-Off Program Coordinator, ADA bldg. updates); Highway Dept. (office support, custodial services, landscaping services, small projects); Historical Comm. (data archiving and file management); Town Administrator (Town Report preparation); Police Dept. (file management); Town Clerk (office support).

Ten property owners completed the program, working a total of 853.75 hours, and earning a total of \$12,536.63. The amount earned by each participant was applied as a credit to their FY24 tax bills.

The FY24 Program began on July 1, 2023. There are currently nine participants who have been assigned to projects and are currently working. As of December 31, 2023, the assigned participants have worked a total of 358.05 hours and earned credits in the amount of \$5,369.81. There is also one applicant who has not been assigned to a project as yet.

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

Senior Tax Write Off Coordinator: Margaret (Peggy) Sardell

COA and Social Services Director: Victoria Flynn-Sankaran

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 2023, Social Services had various calls and visits with Berlin residents. Social services have been able to help out residents with caregiving support, public benefits including public housing, farmer market coupons, fuel assistance and health insurance questions.

In January, there was a virtual stress survival guide workshop that was hosted by Families for Depression Awareness. We had a few participants get some additional support and cues to help out our teens.

In February, the Town of Berlin participated in the Community Needs Assessment that was completed by UMASS Boston. There were 519 survey participants that provided much needed feedback regarding what Berlin residents want. The UMASS Boston team held a review of the findings in September. If you are interested in reading the full report, you can check out the [townofberlin.com/council_on_aging](https://www.townofberlin.com/council_on_aging) website and click on the Aging in Place Assessment.

Between March and May 2023, the COA/SS Director completed SHINE training to continue helping residents more in-depth with Medicare and Medicaid open enrollment. SHINE (Serving the Health Insurance Needs of Everyone) allows for people to get additional information and help for Medicare, Medicaid and other public benefits. During Open Enrollment, Berlin was able to seek services directly in town.

We are aware that there is a shortage of home care services in the Berlin area. Unfortunately, Nashoba Nursing has closed its doors late in 2023.

Starting in the fall, the Nashoba Associated Boards of Health is offering a grief support group monthly at town offices for all residents. We hope that you join and get some additional support.

Please do not suffer in silence. If you or someone you know is having a tough time, please encourage them to reach out. I can be reached at 978-838-2750 or at coadirector@townofberlin.com. Social Services does have a town webpage that is full of resources as well: <https://www.townofberlin.com/social-services>.

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

Affordable Housing Trust

The Berlin Affordable Housing Trust (BAHT) was adopted at the 2022 ATM for the preservation and creation of affordable housing in the Town of Berlin. It is governed by five Trustees in accordance with Mass. General Laws Chapter 44, Section 55C and the authority granted by Town Meeting. With the passage of the Community Preservation Act, funds are now generated that can be used to support the housing needs of low-and-moderate income households. The creation of this Trust provides for the effective use of these CPA funds and all other funds previously collected for this purpose.

The BAHT organizing meeting was held on March 29, 2023. Over the past several months, we have been gathering information to determine how to best promote our mission. Both Metro West Collaborative Development, the Town's partner for the Assabet Regional Housing Consortium, and Habitat Humanity North Central provided us with presentations regarding the potential roles they can play, and we hope to have opportunities to partner with them going forward.

This fall CMRPC (Central MA Regional Planning Commission) successfully completed their search for a Regional Housing Coordinator Berlin will share with several surrounding communities. The BAHT welcomes Jasifa Chowdhury who will be providing administrative assistance to further our efforts. We appreciate the Town supporting the Trust's mission by providing this important resource.

After much discussion, the BAHT chose to focus on two projects in the upcoming year. To address the creation of affordable housing stock, we have been working with Habit for Humanity North Central to review existing tax title properties to determine their viability for a community affordable build. Additionally, following the example of other CPA communities, we hope to partner with a non-profit to create an Affordable Housing Down Payment Assistance program. This program would assist those who could afford a mortgage but have difficulty funding an adequate down payment, increasing the available applicant pool and incentivizing potential buyers. We hope these projects will be attainable first steps in creating a portfolio of ongoing projects to support the BAHT mission.

Finally, the Trust would like to extend our deep appreciation to Eloise Salls and Tim Wheeler. Both have been invaluable resources. Their historical knowledge and work to support affordable housing efforts in our community cannot be overstated.

Respectfully submitted,
Scott Hawkins, Kathryn Hendricks, Lauren Kukla,
Beth Storrs, Lisa Wysocki

Zoning Board of Appeals

During the calendar year 2023, The Berlin Zoning Board of Appeals held several hearings. All meetings and hearings of the Board during 2023 were held by way of ZOOM webinar.

During 2023, The Board considered several petitions. Multiple petition types for the same address were combined in the same hearing. The following is a list of the dispositions by type made by the Board.

| TYPE | APPROVED | DENIED |
|---|----------|--------|
| Special Permits | 4 | 1 |
| Site Plans | 4 | 1 |
| Variances | 4 | 1 |
| Appeal of the Building Commissioner's Determination | 0 | 1 |

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, and Board of Health 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 kept lines of communication open among the boards. Attorney Amy E. Kwezell of K-P Law provided legal advice, and she will be missed as we transition to a new legal firm. Going forward, The Board will be working with our new counsel from Petrini & Associates, P.C. of Framingham as needed. And last, and perhaps most importantly, the Board wishes to express its appreciation of Liane Leahy, Administrative Assistant to Inspectors & Land-use Boards, for her support and guidance.

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

Library Trustees

The Berlin Public Library saw changes to our staff and board members in 2023. We would like to thank Robert Hodge for his 10 dedicated years of service as Library Director, and welcome Victorya Dube into the role. Our new Library Assistant, Sam Garrity, joined the staff in June, and a new Page, Kaitlyn Deptula, started in November. Karen Kowal and Sara Foster have continued to serve as our Cataloging Librarian and Youth Services Librarian, as have our Pages Chase Rule and Ellie Meltzer.

We also thank Linda Yates for her years of service on the Board of Trustees and welcome Susan Skoog onto the Board. The Trustees and director continued to meet in person to discuss staffing changes, library programs, and begin outlining the process to create a new strategic plan.

In 2023, library users checked out 9,365 books, DVDs, audiobooks, museum passes, and more from the library. In additions, users checked out 6,656 e-books and e-audiobooks. The Library Value Calculator from the American Library Association puts the value of all materials circulated by the library and the programs provided in 2023 at more than \$316,000.

Thanks to support from the Berlin Cultural Council and the Friends of the Berlin Public Library, we were able to continue offering programs to Berlin residents of all ages.

Some program highlights include, a paint night, music performances by Mister Vic and Matt York, a presentation about the Lizzie Borden trial, and our summer reading program for children.

The Friends of the Library continue to support library services and programs with funds raised from their membership fees, book sales, and holiday basket sales. The Friends provide passes to the EcoTarium, Museum of Russian Icons, Tower Hill Botanic Gardens, and Worcester Art Museum. This year they also provided funds that allowed the Library to acquire Brainfuse HelpNow, a virtual tutoring platform. We were also able to begin offering monthly "Take and Make" art kits thanks to the Friends. We are very grateful for the group's hard work in support of our library. Anybody who would like to be more involved with the library is always welcome to join the Friends of the Library.

Town appropriated funds for FY23- wages- \$134,379; expenses-\$33,090.

Respectfully submitted by the Trustees,
Victorya Dube, *Library Director*
Lynette Wheeler, Beth Christensen, Susan Skoog

Economic Development Committee

The BEDC met three times in Fiscal Year 2023. Meetings were attended by various guests and representatives from the community and outside agencies.

EDC Member attendees included Peter Hoffman, Paul Anderson, Geoffrey Green, and Jason Rowell. Corinne Gustafson was introduced on June 26, 2023, approved by the EDC, the Planning Board and the Berlin Select Board and subsequently sworn in by Eloise Salls, Town Clerk shortly thereafter.

Invited Guests included Tom Sanford, Chairperson of Berlin Planning Board (PB); Tim Wheeler, PB Member; Lynne Foster, Cabela's Store Manager; Liz Kelley, Solomon Pond Mall, Mall Manager; Tom Miles, Regional VP for Pacific (East Coast mall properties); Keith Leonard, Highland Liquors Owner; Carol deOliveira, Stevens Family Foundation <https://thestevenfamilyfoundation.org>; Benderson representative for Highland Commons; Marjorie Numan, LL Bean Store Manager; Matt Senie, Riverbridge Partner; Dave Pelletier, National Lumber DM; and Scott Hawkins, Berlin Selectboard Chairperson.

Discussions included the proposed temporary contractor yard at Solomon Pond Mall which was supported by the EDC. The application was ultimately withdrawn. Additionally "Welcome to Berlin" sponsored signs were discussed and implemented. The first sign was initially discussed with Cabela's, then Solomon Pond Mall expressed interest, the sign was designed and location agreed upon and was installed June 2023. The sponsor of the second sign is under discussion, the location has been agreed upon as near the Berlin Animal Hospital on Rt 62.

Further discussion on the Solomon Pond mall continued; Retail likely to be retained as one element. Possible alternate additional uses include residential, entertainment, medical (lifestyle, physical therapy) to strengthen/complement retail. The primary focus of redevelopment plans is the former Sears structure (163,500 sq ft) but may also include portions of the Solomon Pond Mall. Pacific is leaning toward residential with perhaps mixed use such as retail also included. The new LL Bean Store grand opening was reported as successful, and LL Bean has great interest in local programs and is looking forward to interacting with local schools in Spring.

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 as updated) 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, visit our webpage: www.townofberlin.com/economic-development-committee, and please attend our meetings.

Respectfully submitted,
Peter Hoffman, *Chair*; Dr. Paul Anderson; Jason Rowell;
Geoffrey Green; and Corinne Gustafson

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 |

6/30/2023 expendable balances are given in Accountant's Report. With the increase in interest rates, some change in accounts is anticipated in 2024.

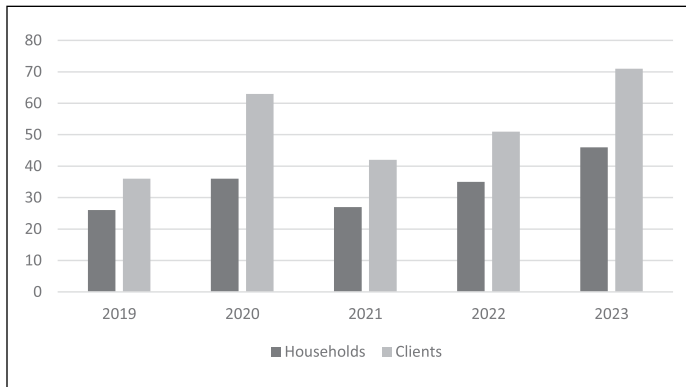
Respectfully submitted,
Barry Eager, *Chair*

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 2023, the Food Pantry served a total of 46 households consisting of 71 clients. Since 2019, this indicates a 70% increase in households and a 92% increase in clients. Our clients also have access to 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 and volunteers to assist with calling clients to take their order, packing and delivery. Please contact us at 774-245-8320 for more information.

In an effort to continue to streamline Pantry Operations, in September 2023, a new operating model was introduced. The Pantry will now be open only on the first and third Saturday of the month. Our clients will still have the options of shopping in-person, picking up their pre-packed order or having their order delivered if needed. They still have the choice of accessing the pantry once or twice a month. In person shopping and pickup appointments are scheduled in 15-minute increments to accommodate the increase in the number of clients we will be helping each Saturday.

Due to the rising cost of groceries, our client shopping lists were revised several times to accommodate our growing client base. We continue to make adjustments when needed.

We receive generous food collections from community groups including the local churches, schools, teen clubs, and housing groups. We appreciate the community's loyalty in supporting the Pantry. Our Coordinator of Corporate Donations has also successfully secured monetary and gift card contributions from local and larger companies which helps tremendously in our efforts.

The Board welcomed two new members at large: Rev. Misty-Dawn Shelly and Terry Linnell. Elizabeth Alberts, was voted in to fill the open Board position of Assistant Chair.

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

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

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

Respectfully submitted,
Linda Thomasino, *Board Secretary*

Housing Partnership

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

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

The Town has thankfully voted a Housing Trust to follow through on affordable housing issues.

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

- 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. Those affordable housing units with occupancy permits will be submitted to DHCD by the Select Board in order to be included on the SHI list. This process will be the same for Wilson Road.

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 E. Salls

Energy Committee

The Energy Committee continues to make progress towards our Green Community goal of reducing energy consumption by 20% compared to our 2011 baseline year. The greatest opportunity for improvement is to reduce consumption of gasoline and diesel by Town vehicles. We are taking advantage of a National Grid program that provides research and recommendations of fuel-efficient vehicles for all departments. We are actively encouraging the purchase of new hybrid and battery electric vehicles whenever feasible.

We were able to fund a portion of the ongoing survey of the Town's properties allowing us to gain valuable information on energy infrastructure such as heating and cooling equipment. Partnering with other committees, boards, and officials on this survey allowed us to avoid any duplication of effort and avoided unnecessary spending. We hope to

use the data collected to achieve our long-held goal of the creation of a comprehensive plan for the retirement and replacement of inefficient infrastructure as it reaches the end of its service lifetime.

In 2023 we welcomed Amy Grenier to the Committee as our newest member after Jason Collier stepped down. We would like to thank Jason for his work on the Energy Committee and for serving as a former Chair of this committee.

Respectfully submitted,
Tim Wysocki, *Chair*; Eloise E. Salls, *Clerk*;
Amy Grenier, *Member*

WHEAT Community Connections, Clinton, Mass.

Despite continued hopes of moving past COVID-19, the persistent challenges of high living costs have made the past year especially difficult for marginalized and low-income individuals and families. The skyrocketing prices of food, fuel, utilities, and housing have exacerbated issues of hunger, low-paying jobs, mental health struggles, and the urgent need for human services. WHEAT deeply appreciates the continued support from our member communities, such as the Town of Berlin, whose funding sustains our vital mission.

Throughout this trying period, WHEAT's Community Café has continued to serve packed "to-go" meals, delivering to housing authorities in multiple towns including those located on Pleasant Street. We re-opened indoor dining, but the response has been very low. We haven't had more than 11 people sit down and dine with us since April. Our food pantry's transition to 100% self-serve has empowered clients, and the demand for direct case management services and vouchers for household items through our thrift store, Hidden Treasures, has remained high.

Despite these hurdles, the incredible generosity of community donations, volunteerism, and partnerships has enabled us to assist countless individuals in need. The \$4,000 assessment from the Town of Berlin in Fiscal Year 2023 has been crucial, supporting initiatives like delivering fresh meals to Northbrook Village residents and providing groceries through our indoor food pantry and Outdoor Marketplace. financial assistance screening ensures clients receive vital support to navigate challenges such as SNAP, fuel assistance, and Mass Health eligibility.

Given the ongoing financial strain on our clientele, it's more imperative than ever for WHEAT to continue providing essential services, including groceries, hot meals, pet food, household items, alongside comprehensive case management services. Our commitment to assisting with SNAP applications, unemployment filings, housing applications, and providing information and referral services remains unwavering. Additionally, our seasonal programs, including the Tools for School Backpack Program, Feed-A-Family Thanksgiving Program, and Hope for the Holidays Toy Program, offer crucial support during challenging times.

Wheat Services at 272 High Street, Clinton, Mass. Include:

WHEAT Community Cupboard: Call 508-370-4943
Monday, Tuesday, and Thursday from 10 a.m.-1:30 p.m.
Thursday from 3 - 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, Dine-in, and delivery to housing authorities in 5 towns
Lunches from 12:30 - 1:30 p.m.
Dinners from 5 - 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 by appointment.

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 508-370-4941
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 a hidden treasure! All proceeds support our food programs. Donation drop-off during open hours; delivery or pick up for small fee (call for details).

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

| | 2022 Berlin's Totals | 2022 WHEAT's Totals | 2023 Berlin's Totals | 2023 WHEAT's Totals |
|---|-------------------------|------------------------|-------------------------|------------------------|
| Food Pantry Services | | | | |
| Total household visits to the food pantry | 61 | 3,894 | 50 | 4,720 |
| Total household members using the food pantry | 129 | 10,149 | 105 | 12,899 |
| New Households | | | | |
| New households | 9 | 678 | 11 | 815 |
| New people | 25 | 3,894 | 28 | 2,085 |
| Client Age Breakdown | | | | |
| Ages 0 - 4 | 1 | 449 | 8 | 872 |
| Ages 5 - 17 | 30 | 2,213 | 13 | 2,664 |
| Ages 18 - 64 | 58 | 5,347 | 58 | 7,163 |
| Ages 65 up | 40 | 2,140 | 26 | 2,200 |
| Café meals*: | | | | |
| | 2,899 | 58,296 | 3,213 | 62,266 |
| Case management numbers: | | | | |
| | 1.50% | | 2.50% | |

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

Go to our webpage at www.uwotc.org/WHEAT or connect with us on our Facebook page at WHEATCC (WHEAT Community Connections).

Respectfully submitted,
 Jodi Breidel, *North County Regional Director*
 WHEAT Clinton Community Connections
 A direct service of the United Way of Tri-County.

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 or Jim Cabral at veteranservices@townofberlin.com.

The purpose of the Veterans Services Department is to assist eligible veterans and their dependents in procuring financial assistance information and other benefits that they may be entitled to. This year the Veterans Office and The Town of Berlin assisted local Veterans and their dependents with financial assistance. We are able to provide this service through the Massachusetts Department of Veterans' Affairs Chapter 115 program.

Sadly, during the year 2023, The Town of Berlin lost the following Veterans:

Janet Latham, *US Army Vietnam*
 Fred Halfpenny, *US Air Force*
 Andrew Rodney, *US ARMY WW11*

In closing, I would like to thank the Board of Selectmen, Town Administrator Kristen Rubin, and all town officials for their support of our Veteran Community.

Respectfully submitted,
 Brian Stearns, *Veterans' Services Director*

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 5 member volunteer committee. 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.

Current Members

Julie Lee, *Chair*

Felicia Lowe, *Co-Chair*

Mark Adams

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, fall and 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.

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.

Goose Patrol: We continue to humanely manage the Canadian Geese flocks that continue to raise their young on our recreational grounds. For the past many 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 this expense is \$800.00.

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 managed trash removal from April through December this fiscal year. The Recreation Committee would like to extend a thank you to the highway department for taking on this job. Next fiscal year the committee intends to budget for this service.

Portable Toilets: From the end of April through the end of November we place 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 rental expense was \$4,320.00

Field Maintenance: The Recreation Committee continues to try to fiscally manage 9.6 acres of turf maintenance with very limited funding. The annual scope of work expense far exceeds our annual budget and we continue to struggle to adequately maintain the fields. This past year the fields were in deplorable condition for the youth soccer program. Too much moisture caused a fungus on a large portion of the turf in the back. The front fields suffered from lack of treatment also and our soccer program was playing on very little grass turf.

Recreation, soccer, and baseball created a maintenance plan moving forward to be able to successfully maintain these fields. A proposed CPA funded rebuild project that includes irrigation is something we hope comes to fruition.

We currently continue to work with Trugreen for the maintenance of the commons. 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. The field usage fees we collect each year from any program renting the space is allocated toward this expense. Our Trugreen annual expense **will be** \$16,785.00 for 2 fertilization treatments, 2 aerate and seeding treatments, and grub and weed preventative.

In Progress Projects

1. Town Playground (ARPA funded): Recreation is in the process of selecting a new town playground design. The existing playground, located near the baseball field, is decades old and the play structures have worn down and are not able to be repaired. Recreation applied for ARPA funds for a new playground in the existing footprint. We were awarded \$180k for this project and expect to start this project this summer. Between now and when we go out to BID we take to task the fun and difficult job of selecting play structures that will meet the play needs of all the young children in our community, including inclusive equipment and surface area.

2. Pavillion (CPA funded): Last town meeting the pavillion project was approved by town residents. After thoughtful discussions with and suggestions by many community groups, we have decided to move the pavillion location from school side to the other side of the property. This movement does require town floor approval. We will speak about this on town floor. If this gets approved the project construction will take place this summer.

3. Volleyball Court area (Rec funded): The current volleyball court area located across from the town playground will be updated this spring. New poles have been previously secured and we intend on edging, filling more sand, securing a net and leaving a bin of balls for people to use.

Completed Projects

1. Pickleball and tennis courts (CPA funded): The town pickleball and tennis courts were completed this summer and are used frequently in the good weather. We have even seen community members on the courts in January! Four pickleball courts sit on top of two tennis courts. Currently there is no reservation to play, but groups can reach out to the Recreation Committee if they wish to reserve the fee for an event or fundraiser.

2. Basketball courts (CPA funded): The town basketball court was completed this summer and this is in constant use in the good weather by members of the community.

3. Picnic tables (Rec and Sports funded): The youth sports programs and the Recreation Committee purchased four hand built picnic tables for the grounds. These tables were built by town resident, Shane Wheeler.

Events (Rec funded)

Throughout the year, the Recreation Committee helps sponsor and/or run community events. This past year the committee has participated in community movie nights, Halloween/fall fest, Easter egg hunt, and winter holiday in Berlin.

Programs (Rec funded)

We continue to slowly offer programming for community members, despite being without a director or a software to do this. This year we focused on wellness and offered yoga classes and weekly adult strength and conditioning classes. We also offered a summer soccer program and a basketball program for kids.

Finances

The recreation general fund had an opening balance of \$17,550.00, which is the amount we are appropriated for the year from the town budget.

In a normal year we expend the entire appropriated amount and have to pull from our donations/revolving account to cover additional expenses. Our annual expenses far exceed our annual budget, due in large part to the annual maintenance of the South Commons grounds.

The recreation revolving account had an opening balance of \$13,423.00. This account is used to manage program fees and expenses and help offset any additional maintenance fees that our general budget cannot fund.

We are very excited to start work on a master plan for the South Commons recreational grounds. We intend to have this plan completed this fiscal year. By next year we will have a new town playground, a pavillion, and hopefully level and safe playing fields with irrigation. Stay tuned for details. The Recreation Committee always welcomes ideas and suggestions from community members. We can be reached through email at: recreation@townofberlin.com

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

Community Preservation Act Committee

In 2023, 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 communication to project proponents on eligible criteria, next steps and anticipated explanations that may be required to receive a CPAC recommendation at Town Meeting.

In 2023, the CPAC recommended two projects and one land purchase for funding at the Town Meeting:

| | |
|--|-----------|
| Community Garden Fence | \$ 45,000 |
| Pavilion at South Common | \$150,000 |
| 72 Carter Street-Land Purchase | \$125,000 |

All three projects received approval for the use of Community Preservation Act (CPA) funds. The CPA allows Berlin to preserve our community character by funding projects that benefit the protection of open space, the development of affordable housing, the support of historical preservation and the advancement of recreational uses.

The FY23 fees generated by the CPA surcharge were \$319,659. The State match whose revenue is generated from fees at the Registry of Deeds was \$303,639, a match of over 99%. Only 15 Towns received a State match as great as ours. Berlin's decision to participate in the CPA at a local surcharge rate of 3% has made a significant impact on our State match.

The below table recaps the CPA funding.

| Fiscal Year | Surcharge Collected by Town | CPA Trust Fund Distribution | Match Percentage |
|---------------|-----------------------------|-----------------------------|--------------------|
| FY20 | \$290,392 | 0 | — |
| FY21 | \$281,250 | \$197,541 | 68% |
| FY22 | \$305,549 | \$281,250 | 100% |
| FY23 | \$319,659 | \$303,629 | 99% |
| Totals | \$1,196,850 | \$782,420 | \$1,979,270 |

The CPAC may also request that Town Meeting fund up to 5% of the total CPA revenue for CPAC administrative expenses at the discretion of the CPAC. Examples of such expenses are public hearing notices, legal opinions, land appraisals, Community Preservation Coalition annual dues, and staff support for coordination and administration of CPAC work. These expenses are appropriated annually, and any unused expense funds are returned to the Undesignated Community Preservation Fund.

In 2023, three CPA projects and one land acquisitions were completed.

- The installation of an electronic scoreboard for the Berlin Little League Baseball Field.
- The South Commons Basketball, Tennis and Pickleball Courts
- The installation of the Community Garden Fence
- The purchase of 6 acres of land at 72 Carter Street

The chart below shares the Community Preservation Act funded projects and land acquisitions.

In 2023, the Town also received the reimbursement funds from the State's MVP Grant, that was awarded in 2022.

Community Preservation Funded Projects Status

| Category | Name of Project | Project Description | Applicant | Funding Amt. | Project Status |
|------------|--|---|-------------------------|------------------------|--|
| Historic | Bullard House | Rehabilitation of foundation and drainage and architectural, design and engineering | Historical Commission | \$100,000 | In Progress |
| Historic | Records & Artifacts Imaging | Professional Imaging of high priority artifacts and records | Historical Commission | \$5,000 | Part One Complete Part Two In Progress |
| Recreation | Tennis, Pickleball and Basketball Courts At South Common | Reconstruction and Repair of courts | Recreation Committee | \$100,000 | Complete |
| Recreation | Baseball Field Announcer Booth and Scoreboard South Common | Improvements to Baseball Field, Scoreboard and Announcer's Booth | Recreation Committee | \$20,000 | Scoreboard Complete Announcer Booth On Hold |
| Open Space | Horseshoe Pond Land Acquisition | Purchase of Protected Conservation Land | Conservation Commission | \$490,000 \$350,000 | Complete |
| Historic | Bullard House | Structural rehabilitation, architectural, design and engineering | Historical Commission | \$100,000 | Not Started |
| Open Space | Community Garden Fence | Protective Fence for Community Garden | Agricultural Commission | \$45,000 | Complete |
| Recreation | Pavilion at South Common | Structure to provide shelter and shade | Recreation Committee | \$150,000 | Not Started |
| Open Space | 72 Carter Street Land Purchase | Purchase Open Space in Town Center | Conservation Commission | \$125,000 | Complete |

The grant reimbursed the funds used in the purchase of 100 acres at the corner of Lyman Road and Linden Street known as Horseshoe Pond.

The CPAC will continue to support projects that enhance the Town of Berlin, and we look forward to working with Town boards, committees and interest groups in developing the use of CPA funds to benefit all Berlin residents.

The CPAC would like to thank the following for their support and contributions to CPAC in 2023, Kristen Rubin, Town Administrator, June Poland, Town Accountant, Mary Arata, Administrative Assistant to the Town Administrator and Maureen Adema, CPAC Administrative Assistant.

Most importantly, the Committee would like to thank the people of Berlin for their generous support of our town and community.

Respectfully submitted,
Timothy Wheeler, *Chairman, Planning Board Representative*
Wayne Texeira, *Vice Chair Citizen At-Large Select Board Appointee*
Carolyn MacDonald, *Clerk, Conservation Commission*
Ellie Bergen, *Historical Commission*
Julie Lee, *Recreation Committee Representative*
Eloise E. Salls, *Housing Partnership Representative*
M.J. Stades, *Citizen At-Large Select Board Appointee*

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.

In line with our goals, comprehensive public meeting coverage continued in 2023. In the past year, we covered, edited, and aired on Charter Cable and posted on our YouTube Channel 295 local government meetings. Additionally, we created 30 Original Programs: 8 Council on Aging programs, 8 Berlin Memorial Concerts and Events, and 4 Historical Society Presentations. Other noteworthy programs included Memorial Day Ceremonies, "Hear Their Names" Veterans Day Program, and Holidays in Berlin.

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 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 FY23 were \$35,177.51 and expenditures for FY23 were \$39,424.67.

Cable Access Committee
Roger Bradley;
Brittnay Blaney, *Station Manager*

Agricultural Commission

We want to thank Carl Wickstrom, who served as Chair of the Agricultural Commission from its inception in 2005 until he retired in May of 2023. During his time as Chair, Carl oversaw numerous projects that supported local agriculture here in Town, ranging from forums with informative speakers, to the establishment of a vibrant community garden. We are grateful for Carl's contributions and wish him the best as he continues to support local growers and gardeners with an extensive array of annual and perennial plants at his farm, Golden Skep.

The Commission would also like to thank the residents of Berlin for their support of the new fence that was installed at the Community Garden this year. With use of a grant from the Community Preservation Act Committee, we were able to construct a fence that fully encloses the entirety of the Garden, as well as its supporting infrastructure. This will help protect the produce and property of both gardeners and the Town from damage and theft for years to come.

We are excited to report that the Community Garden continues to thrive, with more participants than ever before. During the 2023 growing season, the Community Garden was especially well attended, with considerable participation from local residents, and growing involvement from neighboring communities. A total of 38 plots and 10 raised beds were tended by 40 families this season, with 8 coming from surrounding towns.

The beneficial reach of the Community Garden was extended by gardeners who donated fresh produce to the Veterans food pantry in Northborough.

Additional activities the Commission undertook in 2023:

- Appointment of Eric Baum as the newest member of the Agricultural Commission
- Installation of security cameras at the Community Garden
- Installation of an additional raised bed at the Community Garden
- Increasing the height of two raised beds to a level that better accommodates a broader range of gardeners

- Planting and maintenance of native plants to attract native endangered bees and butterflies, as well as other beneficial insects, at the Community Garden

The Commission would like to extend a special thanks to the following:

- The residents of Berlin for your continued support of local agriculture in all of its many forms
- The Highway Department for mowing the grass around the garden, providing piles of wood chips, rockpile removal and for winterizing the irrigation system
- Garden members who volunteered their time to get the garden up and running in the spring and during the fall-cleanup effort
- 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
- Those who made monetary contributions to the Community Garden's Donation Account.
- Help from the Berlin resident who repaired the Garden's wheelbarrow as well as several tools
- The Community Preservation Act Committee, as well as the other Town boards and committees that assisted in procuring funds to construct the new fence at the Community Garden, as well as the residents of Berlin for voting to support the fence
- Golden Skep Farm for its donation of perennials to be planted in Spring 2024
- Balance Rock Farm for assistance in procuring loam and compost for the Community Garden
- Cordelia's Farm for donation of winter rye

Respectfully submitted,

James H. Wheeler, *Chair*;

Debra M. Rolfe, *Vice Chair/Community Garden Manger*;

Laura F. Busky, *Secretary/Treasurer*;

Michael Dalrymple; Shane C. Wheeler; Eric Baum

Cultural Council

Another year has gone by with some sense of normalcy returning after the complications of a couple years during the height of the COVID-19 pandemic. Only one grant we had awarded for the previous fiscal year did not run and the reasons for that were unrelated to the pandemic. Furthermore, while the Council appreciates the continued option for meetings on the Zoom platform, we have been pleased to be in the position to start conducting meetings again in person. We would like to extend a special thank you to Max for taping those meetings and assisting when the lights in the room kept turning off during one of those meetings.

These past few years have seen a great deal of fluctuation in the number of grant requests we have received and the total money requested. It appears that we are now back to a more stable pattern. For FY2024 the Berlin Cultural Council (BCC) received 26 applications for grant funding with a total request amount of \$14565.00. This is an increase from FY2023 which saw 21 applications for grant funding with a total request amount of \$13112.00. These still remain less though than \$16115.00 worth of requests we had for FY2022.

The Mass Cultural Council's (MCC) allotment to the BCC for FY2024 grants program was \$5500.00 and \$1500.00 was allocated from the Town of Berlin. This is the first time, in at least the last several years, that our allocation from the state has not been an increase on the previous year. That said, the fact that one of the grants we awarded for the last fiscal year was not able to complete their program, meant we had an additional \$400.00 for use this year making our total budget \$7400.00 for grant awards in FY2024.

We ultimately approved 18 of the 26 grant requests submitted to us, though in most cases we were unable to award the full amount requested. In reviewing the grants, we prioritized those taking place in or near Berlin. We also endeavored to ensure variety in program content and variety in the demographics served by this content. Grants applications that demonstrated a plan for operating at less than full funding were also given preference over those that lacked such a contingency.

Though we work to ensure our efforts provide the greatest benefit to the greatest number of Berlin residents, the wide disparity between our budget and the amount requested of us is once again a growing challenge for the council. Some worthy grants were unfortunately rejected simply because we lack the funding to be able to support them, and number of others are funded at levels lower than we would have liked.

In closing we would also like to thank our newest member Christopher Christensen Jr. for stepping up to fill the vacancy created by the end of Karen Szklany's term after years of dedicated service to the Cultural Council. As always, we welcome any Berlin resident who would wish to join us on the Council. This is particularly important this year as two of our members will be reaching the six consecutive year limit imposed by the MCC, and we are required to have a minimum of five active members.

Respectfully submitted,
Christopher Christensen Jr., Jessica Meltzer,
Sandra Reardon, Debra Rolfe, and M.J. Stades, *Chairman*

FY 2024 Grants

| Grant | Applicant | Award |
|---|--|-------|
| 88th Regional Exhibition of Art & Craft | Fitchburg Art Museum, Inc. | \$200 |
| Adult Improv Workshops | Meredith Charles | \$500 |
| Angora Wool Fiber Spinning and Wild Food Foraging Programs at Berlin Public Library | Lindsay Sprague | \$350 |
| Copper Bookmark Workshop | Heather M. Beck | \$445 |
| Generations of Fun: An Inter-Generational Performance | Davis R. Bates III | \$450 |
| Harmonious Healing: Empowering Resilience through Music Therapy | Virginia Thurston Healing Garden, Inc. | \$300 |
| Japanese Folktales & Origami for Families | Japanese Folktales & Origami for Families | \$450 |
| "Let's Go Eco Show!" for Berlin Library Summer Reading | Diane Edgecomb | \$450 |
| Meet the Honky Tonk Piano Man | Berlin Senior Citizens Association | \$250 |
| Musical Baseball Show | Howard Newman | \$375 |
| Nashoba Symphonic Band | Nashoba Symphonic Band | \$200 |
| Outdoor Summer Concert Series | Old Methodist Episcopal Church of Berlin, Inc. | \$750 |
| Painting with Pati Part 2 | Berlin Senior Citizens Association | \$500 |
| Pop-Up Art School: Acrylic Paint Night | Town of Berlin | \$375 |
| Reiki Infused Sound Bath | Gina Cranford | \$400 |
| Senior Watch Party | Berlin Senior Citizens Association | \$350 |
| Stories from the Neighbors | LINK Incorporated | \$680 |
| Wildlife Balloon Twisting Workshop | Ed the Wizard | \$375 |

Historical Commission

Bullard House

The Historical Commission accomplished much in 2023 to move structural rehabilitation and septic issues forward at the Bullard House and we expect to see the visible results of this careful planning in 2024.

- A TFMoran structural engineering proposal to rehabilitate the **foundation and drainage issues in the “deep cellar”** of the building was evaluated and accepted. Procurement documents will be forthcoming.

To prepare for this work, the furnace, oil tank and ductwork must be relocated from the cellar. We thank Plumbing Inspector, Al Roseberry for estimating the cost of this removal and for his advice and site visits that have helped us to understand septic and drainage issues.

- Options for **alternatives to our heating system with attention also to cooling** have been sought. We thank Lars Nielsen from Viking Mechanical and Paul Maney from Northboro Oil who took the time to meet with us at the Bullard House and offer their observations.
- A **Title 5 inspection** was conducted by Roger E. Wheeler and Sons, Inc. demonstrating that the Bullard House was in full compliance. Because of the close proximity of 3 Linden Street to our existing septic tank, a water test was performed at that location. The change in building use from residence to small museum necessitated an investigation into the feasibility of an additional septic tank. A septic tank plan has been submitted by David E. Ross Associates for review by the Board of Health. We anticipate the installation of this additional tank in 2024.

Commission members and Architect Dan Barton exhaustively explored multiple options for an **accessible entrance and accessible parking** for the Bullard House. A decision was made to retain the accessible entrance on the east side of the Bullard House and to use the parking area adjacent to the 1870 Town Hall with appropriate ramping that connects to the house’s accessible east entrance.

- A proposal from **Hancock Associates** of Marlboro has been accepted to complete **survey work that comprehensively informs drainage issues for both the 1870 Town Hall and the Bullard House** that impact the parking area and shared driveway as well as the Bullard House itself. ARPA monies will help to cover part of the cost that will benefit both buildings and finally result in designated accessible parking.
- We were fortunate to have two willing and capable volunteers to take measurements of **“existing conditions”** at the Bullard House, Timothy Wheeler and Kevin Pond.

Their good and careful work was welcomed by Nikki Fletcher at Mangel Architects who assisted Architect Dan Barton in this final part of Master Planning. Grateful thanks to Timothy and Kevin who stepped in to take over a task that would have created additional work and expense for the Commission. **Members will work together to markup enlarged drawings of these “existing conditions” with our comments and desired placement of fixtures, restorative/rehabilitative work and exhibit spaces.**

- At the May 2023 Annual Town Meeting, residents approved the Commission’s warrant article to place a **Historic Preservation Restriction on the Bullard House**. This is a **requirement for a Massachusetts Historical Commission MPPF grant**. We appreciate the Town’s support which will allow us to move forward with the preparation of this matching grant application.

And finally, we are grateful to Fred Cummings and the Highway Department for removing backyard debris after volunteer clean-ups and for continuing to maintain the lawn area at the Bullard House.

Town Historical Collection

Our work-off employee Karen Belauskas continues to assist our Custodian of the Town Collection, Barry Eager. We are fortunate to have Karen’s willing and capable hands to help Barry preserve collection items with appropriate storage containers and enclosures and use our Past Perfect software for listing and accessioning.

June Miller and Barry are available at the Curatorial Building on Wednesday afternoons 2:00-4:00 pm. We encourage visitors to call ahead with research and donation questions so we can be better prepared to help.

Website and social media outreach

Lucy Ayers was appointed to the Commission early in the year allowing us to function as a five-member team. Lucy’s background in website design filled an important void in the work of the Commission. She has expanded the Commission’s webpage on the Town website allowing many of the Town Collection’s newly digitized artifact images to become accessible to the public and has added a helpful and informative menu that includes Demolition Delay activity. <https://TownofBerlin.com/historical-commission>

Berlin Art and Historical Society member Mary Redington produced an exceptional website for the Society this year. Because the Society partners with the Commission in so many of its activities, we are indebted to Mary whose skills and enthusiasm created a much needed social media presence.

We continue to be grateful to Society member Rebecca von Geldern who maintains and administers the Society's Facebook page. Thank you, Rebecca, for making this first foray into social media a few years back that fosters popular interest in historic preservation.

Demolition Delay

The Commission held three Demolition Delay hearings this year.

The old house at 136 Central Street, having been declared historically significant because of the survival of its interior features from the first decade of the 19th century, was not declared preferably preserved because of severe electrical damage suffered in the recent past. The Commission toured the site and has been given permission to salvage features and take documentary photographs once the dwelling has been cleared out for demolition.

Having also been declared historically significant, separate hearings were held for the farmhouse at 39 Sawyer Hill Road and the English barn on that property.

Generations of the Wheeler family, who farmed and brought up their families at this site, participated widely in town government and community affairs. The farmhouse was declared preferably preserved and a six-month delay imposed to document the site and explore options for its preservation. We thank Marty Miller for a complete photographic series of all the building exteriors at the site.

The early English barn circa 1815 was not declared preferably preserved because of its unsafe and deteriorated condition. Owners will salvage early timbers for incorporation into a new building and have provided a series of interior documentary photographs.

Hop House

Berlin has a rare survivor from hop cultivation in the 19th century, the hop house at 36 Sawyer Hill Road. Walter Bickford and June met with owner Bud Haworth to encourage him to preserve this exceptional landmark. With the owner's permission, Walter cleared brush that had grown up around the structure and persuaded National Grid to remove a large tree limb that endangered it. We extend our grateful thanks to Walter for his advocacy and hands-on work to aid in its preservation.

The hop house has shown some recent deterioration that was not present six years ago when Willard Wheeler spoke to June about its importance and took her there to see it up close. The interior has not been documented as it continues to be used for storage, but we have a series of fine exterior

photographs from 2017 taken by Marty Miller and recent images that show Walter's clean-up work and its present condition.

It is the Commission's hope that we can offer assistance and encouragement that will help stabilize the Hop House on Sawyer Hill Road. It is likely the most important surviving agricultural feature on the Berlin landscape.

Hearse House

Although now owned by the Berlin Art and Historical Society, the preservation of the 1805 Hearse House is a high priority for the Historical Commission. It is our earliest surviving structure originally in town ownership and one of a very few surviving hearse houses in Massachusetts. The Hearse House Building Committee presented both a history and a project update at 19 Carter in January which was recorded by Berlin Cable. Competitive pricing for building materials was obtained in the early months of the year. In June, Berlin's building inspector informed the Committee that because the Hearse House had been removed from the Old Burying Ground in excess of two years, a past variance would need to be re-approved by the ZBA for its relocation. HHBC member Bob Blair completed the application and all the due diligence requirements. In July, a presentation was made to the ZBA and at the end of August, a variance was approved for its relocation to the Old Burying Ground. Unfortunately, Preservation Carpenter Tim Wolhueter was unavailable to continue work on the project at that time. The Committee hopes to begin re-erection at the Old Burying Ground during the spring of 2024.

The Commission gratefully acknowledges the hard and careful work to preserve this special little building from our town's early history. Thank you to the Society's HHBC Committee members Mary Redington, Bob Blair and Rebecca von Geldern.

The passing bell was tolled as in years past.

Congratulations to Wesley H. Durant, Jr, William J. Howes and Dolores C. Jenkins who celebrated 90th birthdays in 2023.

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

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

Financial Position

As of the end of the Fiscal Year, June 30, 2024, there was \$6,870.34 in the Berlin Open Space Fund, \$14,566.09 in the Berlin Wetlands Protection Fund (which is funded by applicants filing Notices of Intent [NOIs] and other filing fees), and \$575.42 in the Annual Budget Fund.

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. 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.

This year, with the use of CPA funds, the Commission completed the acquisition of approximately 13 acres of land in Berlin Center. The conserved land was divided from the house lot that is 72 Carter St, and is about half of Powder House Hill. We are grateful to the Badeau family for working with the town to ensure the preservation of this important open space. As part of the Conservation Restriction that will be placed on the property, there will be an allowed use of a well, should there be a need for additional water in the village center.

SVT has accepted the property surrounding the Highland Ridge development 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, a parcel of land off of Dudley Rd from Rhodes Construction. Unfortunately, because of a conflict of interest, the Select Board did not accept the donation on behalf of the town.

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. The 40 Caves Conservation area continues to be where we have the most trouble.

We are very excited about a long term project that we started this year. A Monitoring Avian Productivity and Survivorship (M.A.P.S.) bird banding station was started by Mattie VandenBoom in Eager Woods. This station joins a network of stations throughout North America that all follow a standardized procedure for collecting data. The collected data is used to estimate important demographics of a variety of bird species. This project dovetails with a Forest Stewardship Plan that we are developing for Eager Woods to enhance the property for bird habitat. The plan will be funded by a grant that we received from the state. Mattie's work will give us a before and after data of the bird population in the area.

Trails

In 2023 the Commission began working with a trails group in Northboro to develop and approve a plan to replace and/or repair several bridges at Mt. Pisgah. The bridges are in areas that are in both towns and we look forward to working together in 2024 on the repairs. If you are interested in volunteering to work on any of the trails in town, you can contact the Conservation Commission through email at conservation@townofberlin.com.

Community Outreach

This year the Conservation Commission dedicated a Memorial Bench at Berlin Meadow in memory of Judy Christensen. She was an avid gardener and valued member of the community. Her sudden passing in April left a void in Berlin. We hope the bench will offer a place to reflect on her memory for years to come.

As we have done in years past, the CC helped to coordinate the Earth Day town-wide cleanup in April. Plastic water bottles, nip bottles and other alcoholic beverage containers are the most widely found trash on the sides of the roads. Many thanks to Bridge Realty for letting us use their parking lot as a check in point for people to get their bags and street assignments as well as some snacks! This event would not be the success that it is without the volunteers from the Berlin Highway Department, the Berlin Police Department, and of course, the residents who show up year after year, to help keep Berlin beautiful.

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

The Commission is also working with officials at Tahanto to start an internship program.

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.

Official Business

The CC had five Notice of Intent hearings, with all of them resulting in Orders of Conditions. We held one Requests for Determination of Applicability public meeting (as opposed to a public hearing). We issued one Certificate of Compliance, two Enforcement Orders, one Order of Resource Area Delineation and one Emergency Certificate. One Enforcement Order still remains unresolved from prior years. We also continued working on two Conservation Restrictions. Due to the record rainfall Berlin received starting in June of 2023, the Commission was very busy working with several properties to bring those sites into compliance, especially The Homes at Highland Ridge. We will continue to monitor the site in 2024.

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 and reviewed several annual monitoring reports from SVT to inspect/monitor conditions, including possible encroachment issues.
- Voted to adopt MGL Ch. 44 §53G allowing the CC to collect fees from the applicant to hire outside consultants.
- Reviewed many inspection reports submitted by a contracted monitor for the Highland Ridge project.
- Several members attended workshops and webinars through the MACC (Massachusetts Association of Conservation Commissioners) and other organizations. Mattie finished her MACC certification this year.
- Reviewed several annual monitoring reports from SVT that were done on co-held CRs in town.
- Continued our work to revamp the Berlin Meadow garden as a pollinator garden with a focus on native plants.
- Continued working with property owner to obtain funding to decommission Wheeler Pond Dam.
- Worked with the Select Board to see if there is a way to install a Verizon Cell tower on Rattlesnake Hill.
- Consulted with several boards regarding the environmental damage from the april brush fire on MT. Pisgah
- Worked with CSX to ensure proper cleanup of an enormous amount of debris that was dumped along the tracks after a train derailment between Allen Road and North Brook.

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 Berry, Walter Bickford, Louise Janda,
Holly Kennedy-DeGruttola, Carolyn MacDonald,
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 FY2024:

| Bordering Town Tax Rates FY2024 | | | | |
|---------------------------------|-------------|------------|-----------------------|-------------------|
| Municipality | Residential | Open Space | Commercial Industrial | Personal Property |
| Berlin | 12.75 | 12.75 | 25.45 | 25.27 |
| Bolton | 16.26 | 0 | 16.26 | 16.26 |
| Boylston | 13.81 | 0 | 13.81 | 13.81 |
| Clinton | 13.14 | 0 | 21.81 | 21.81 |
| Hudson | 14.00 | 0 | 27.50 | 27.50 |
| Marlborough | 10.24 | 0 | 17.66 | 17.66 |
| Northborough | 14.28 | 0 | 14.28 | 14.28 |

As reported to the DOR the fiscal year 2024 property breakdown is as follows:

| | |
|------|------------------------------|
| 1390 | 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 |

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

| Year | | Residential Valuation | Commercial Valuation | Industrial Valuation | Personal Property | Total Town Value | Tax Rates |
|------|---------|-----------------------|----------------------|----------------------|-------------------|------------------|---------------------|
| 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** |
| 2024 | Int Adj | 818,616,128 | 106,746,093 | 12,782,100 | 23,012,740 | 963,080,533 | 12.75/25/45/25/27** |

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

The FY24 average single family (101) assessment was \$653,500 with an average tax bill of \$8,332.12 compared to FY23 which was \$558,500 with an average tax bill of \$7,729.64. Small commercial exemptions eligible parcels 27 totaling \$21,801.81

The residential percent of the levy limit was 84.99% Residential & Open Space (Res & OS), 15.15% Commercial & Industrial (CI), and Personal Property (PP) 2.55%. The Select Board voted an 86.97% CIP shift, which changes the levy percentages to Res & OS 74.21%, CI 22.25% and PP 4.13%.

The Board of Assessors granted 23 exemptions totaling \$23,300.00. Senior Work Off - 9 participants totaling \$12,536.63. Actual Tax Bills were mailed on Nov 10, 2023.

The Board receives excise tax commitments from the Registry of Motor Vehicles throughout the calendar year. For 2023 as of December 31, 2023 we have received 6 commitments totaling 4067 excise bills, bringing in \$714,081.87 in taxes. We have issued 70 abatements totaling \$10,752.46.

The Board would like to wish a happy retirement to Molly Reed. Molly had been the Assessing Director for eight years. Best wishes for retirement.

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

Respectfully submitted
by the Berlin Board of Assessors

Personnel Committee

The Berlin Personnel Committee meets regularly, and we welcome any Town residents and/or Town employees to attend our meetings.

We continue to review job descriptions, position vacancies and job postings as they arise as well as to make recommendations for revisions and/or updating as needed.

After many months of working diligently with our previous Town Administrator and Town Accountant, and then having our current Town Administrator, Kristen Rubin, tie up the loose ends with us; we are very proud and pleased to have completed the EMPLOYEE POLICY MANUAL.

This policy manual has been updated and distributed to all employees.

We look forward to working with our Town committees, employees and residents during the coming year.

Respectfully submitted,
Claire Pond and Sue Therrien

Berlin-Boylston Regional Transition 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 2023 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 2024 with an amazing staff and leadership in Superintendent Carol Costello, we are confident in our ongoing goals to provide a quality education and school experience.

Organization

This year, the Committee was first led by Chair Michael Totman, and then by Chair Meagan Grill who assumed the Chair position after the annual election for Chair held in November. Meagan Grill began the year as Vice Chair, but after the November election, Julie Lee assumed the Vice Chair position. Members were Lori-Anne Hart who also served as District Clerk, Jessica Degliaberti and Robert Holmes. In January, Robert Holmes resigned, and Lisa Mair joined the Committee in March.

Subcommittees have gone through a transition period this year. Earlier in the year our Policy Subcommittee was chaired by Lori-Anne Hart, but Michael Totman took over as Chair in December. With the resignation of Robert Holmes and the addition of Lisa Mair, Jessica Degliaberti became the Chair of the Student Success Subcommittee and Lisa Mair became a member. After Meagan Grill became Chair of the Committee in November, she left the Superintendent Evaluation Subcommittee.

As of December 31, 2023 the subcommittees are:

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

Principals and Curriculum Directors

During 2023, the district was fortunate enough to hire two wonderful principals. Cynthia Sykes stepped in as Principal of Boylston Elementary School in July and Lisa Sequeira took over at Tahanto in July as well. The district hired two assistant principals in July for Tahanto; Richard Cameron and Renee Legendre. John Campbell continues to run Berlin Memorial School in addition to taking over as Curriculum Director for grades K-5. Sally Stukuls became the Curriculum Director for grades 6-12.

Superintendent

Superintendent Carol Costello began 2023 as the Acting Superintendent of the District, after the abrupt departure of Superintendent Zanghi in December of 2022. In July, Ms. Costello officially took over as Superintendent of Schools for the Berlin-Boylston Regional School District. Ms. Costello presented the Committee with three robust goals in September for the 2023-2024 school year. She plans to grow her new administrative team with a focus on instructional leadership, spend more time in the community working with the various outreach organizations and work with her mentor to deepen her knowledge of regional school systems and budget processes.

Principals

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

Scholarships

The Moses Reed Tyler Scholarship enabled the School Committee to award 9 academic scholarships to institutions of higher learning for qualified Berlin residents in June of 2023. The fund allowed \$20,552 to be distributed evenly to all nine students who each received \$2,284. The Committee remains grateful for the legacy of Mr. Tyler and to Julie Lee for serving as the liaison between both committees, as well as John Campbell, Carol Young and Rich Mariani for serving on the Scholarship Subcommittee.

Meetings and Attendance

In 2023, the Berlin-Boylston Regional School Committee held 16 posted meetings. Lisa Mair was appointed in March 2023 after the resignation of Robert Holmes in January. All other members had been members prior to January 1, 2023. Attendance for these meetings is listed below.

| Member | Town | Attendance | Note |
|---------------------|----------|------------|-----------------------|
| Jessica Degliaberti | Boylston | 16 | |
| Meagan Grill | Boylston | 16 | |
| Julie Lee | Berlin | 16 | |
| Michael Totman | Berlin | 16 | |
| Lori-Anne Hart | Boylston | 14 | |
| Lisa Mair | Berlin | 14 | Appointed March, 2023 |
| Robert Holmes | Berlin | 1 | Resigned Jan, 2023 |

Student Population

In the last year, we saw 1,112 students enroll districtwide including pre-school. This is a 1.2% increase over last year and is 5.6% higher than enrollment during the 2021-2022 school year.

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. Our 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 collaboration efforts 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. For the first time in many years, the budget put forth by the School Committee was higher than the budget recommended by the town Finance Committee. As a result, there was a strong turnout at town meetings so residents could voice support and concerns about the school budget. The School Committee budget passed with greater than a 2/3 majority.

The school administration is still working on the FY 2025 budget and the Committee plans to review the preliminary budget on February 27th, 2024. The administration and Committee opted to hold off on reviewing the budget until February as substantial budget components like Chapter 70 funding, school choice numbers, insurance and energy costs, and other contracts are yet to be finalized.

Looking Forward

Last year was filled with significant change for the BBRSD. We welcomed a new Superintendent, two new Principals, two new Assistant Principals, two new Curriculum Directors, a new School Committee member, as well as multiple new teachers and staff. In the upcoming year we are first and foremost focusing on providing an excellent academic experience for our students, by working with the towns and to build a budget that will allow growth and improvement, as well as reviewing current policies to make sure we are centered on equity and accountability. We are hoping to make some significant facility improvements during 2024 as well. The Committee will continue to work closely with Superintendent Costello to achieve these goals.

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

Superintendent of Schools

It is an honor to submit my annual report on behalf of the Berlin-Boylston Regional School District. In these challenging times, we remain committed to providing an excellent education to all of our students. We are grateful to the staff members who bring quality teaching and learning experiences into our classrooms each day, and to the parents and community members who support us in our roles.

Continued Transitions and Transformation

The hiring of new administrators throughout the Berlin-Boylston Regional School District has brought a sense of revitalization and rejuvenation to our schools and community. In the summer of 2023, we welcomed Ms. Lisa Sequeira into the role of Tahanto Regional Middle/High School Principal. Ms. Sequeira previously served as a classroom science teacher and Science Department Chair at Tahanto. She was joined by Mr. Richard Cameron as an assistant principal, and Mrs. Renee Legendre as assistant principal. Boylston Elementary School welcomed Mrs. Cinthia Sykes as their new principal. Ms. Sally Stukuls, the former assistant principal and interim principal at Tahanto, became the new Director of Curriculum and Grants for grades 6-12. Mr. John Campbell, veteran principal at Berlin Memorial School, assumed the responsibility of Elementary Curriculum Coordinator in addition to his current role. Each of these educators bring to the table a history of demonstrated strong leadership and shared values. In turn, we are collectively working together to strengthen culture. Our motto: "Better together. Stronger together."

Envisioning the Future

As we prepare our students to move on from the Berlin-Boylston Regional School District to college, careers, and their adult life, we must continuously ask ourselves as educators, what skills and strategies they will need to become productive citizens in today's world and for the future. This fall, volunteers from our staff, students, administration, parents and community members joined together to develop A Portrait of a Graduate, representing our collective vision for the 21st century skills, character traits, and social-emotional competencies that students will need to be successful in these critical areas of life. The work of this committee continues into the spring of 2024, with the intention of launching our district vision of a Portrait of a Graduate and preparing for the development of a district-wide Strategic Plan during the 2024-2025 school year.

Enrollment Updates

We are continuously monitoring our enrollment numbers at each of the three schools as our communities continue to grow. Between October 2022 and October 2023, Berlin Memorial School saw a 1% increase (2 students); Boylston Elementary School saw no increase; and Tahanto Regional Middle/High School had a 7% (39 students) increase.

In closing, we remain deeply appreciative of the continued support for our public schools 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, *Superintendent of Schools*

Director of Finance and Operations BBRSD Business Office

Business Office Update

Throughout this year, the persistent labor shortage nationwide posed ongoing challenges. While there were signs of improvement in transportation and food services starting in July 2023, filling positions in student services remained difficult. Despite these challenges, we are grateful for our committed administration, faculty, and staff who went above and beyond to support our students, ensuring they received a high-quality education.

In the realm of food service, the USDA continued its initiative of providing free breakfast and lunches. Thanks to the efforts of our Food Service Director, nutritional meals remained accessible to students.

| | Berlin Memorial | Boylston Elementary | Tahanto MS-HS |
|--------------------|-----------------|---------------------|---------------|
| FY22 Budget | \$3,958,496 | \$4,325,652 | \$9,646,221 |
| FY23 Budget | \$4,182,505 | \$4,797,548 | \$10,127,558 |
| \$ Increase | \$224,009 | \$444,896 | \$481,337 |
| % Increase | 6% | 10% | 5% |

Berlin Memorial Elementary: The FY23 budget was \$4,182,505, reflecting a \$224,009 increase, 6% higher than the FY22 budget. The key contributors include a rise in Out-Of-District Tuition and Transportation costs by \$163,000, the addition of a Literacy/ELA Coach for \$59,000 and Level Service Increases.

Boylston Elementary: The FY23 budget was \$4,797,548, reflecting a \$444,896 increase, 10% higher than the FY22 budget. The key contributors include a rise in Out-of-District Tuition and Transportation costs by \$201,000, the addition of a Math Coach for \$48,000, a Literacy/ELA Coach for \$53,000, and a \$79,000 increase for Health Care Plan benefit costs, along with Level Service Increases.

Tahanto Regional Middle/High School: The FY23 budget was \$10,127,558, reflecting a \$481,337 increase, 5% above the FY22 budget. The key contributors were \$17,000 for Entry Access/Security Improvements, \$15,000 for HVAC RTU Motor Replacements and Level Service Increases.

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

Department of Pupil Personnel Services

Submitting an annual report for the Berlin-Boylston Regional School District is an honor. We remain committed to providing equitable and excellent educational experiences for all our students..

| Berlin-Boylston Regional School District | First Language Not English | English Language Learner | Students with Disabilities | Economically disadvantaged | High Needs |
|--|----------------------------|--------------------------|----------------------------|----------------------------|------------|
| DESE data as of 1/1/2024 | 12.8% | 2.8% | 18.2% | 17.4% | 32.2% |

Although improved from 2022, In 2023, Berlin-Boylston and other school communities continued to experience higher staff turnover rates than in pre-pandemic years. Pupil Personnel Services welcomed Board-Certified Behavior Analysts (BCBAs), adjustment counselors, paraprofessionals, special education teachers, and a special education coordinator to the district in 2023.

COVID-19 testing and monitoring requirements in our schools changed considerably in 2023. All related programs have been discontinued, including Contact Tracing, Test and Stay, At-Home Testing, and Symptomatic Testing programs for students and staff.

District-wide mental health support for our students remains a priority area. Each school has a full-time School Psychologist. Boylston Elementary School has a part-time Adjustment Counselor, and Tahanto has a full-time and part-time Adjustment Counselor and two School Counselors. In 2023 the district added a second BCBA to support our students and schools. Family Success Partnership (FSP) services are available through the district when families and students require innovative, collaborative, and preventative wraparound services for student success.

Our community of multilingual learners continues to thrive. 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 multilingual 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*

Director of Curriculum and Grants, Grades 6-12

Grants

Grants that have been awarded to the Berlin-Boylston Regional School District this year were the ESSA Title I, IIA, and IV grants that award funds from DESE. Title I services provide students with literacy or math support, fund online professional development to staff through companies such as Massachusetts Partnership for Youth, Primary Source, and The Art of Education, and also fund consultant work.

We have also earned grant funds to pay for monthly healthy snack delivery for staff at all three schools, grants to support our computer science curriculum work, and a donation from Unibank to help fund our Portrait of a Graduate Initiative. Several other grant applications have been applied for and are currently awaiting approval.

Professional Development

We have had several full and early release professional development sessions for all staff that have provided them with strategies for instruction in the classroom. Among these offerings include: scaffolding, data analysis and curriculum development. Educators have also had the opportunity for training in AI (Artificial Intelligence) in the classroom, using the MA Department of Education's new IEP (Individualized Education Plan) forms, using ATLAS Rubicon as a repository for curriculum, Safety Care Training, meeting students' needs through the MA Tiered System of Supports (MTSS), Foundations training, Movement for students, and working with English Learners.

Curriculum Review

Tahanto Regional Middle/High School is currently reviewing the English department curriculum and examining samples for new textbooks to be purchased next year. The counseling department has been working toward the implementation of a Social-Emotional Learning curriculum. With the introduction of a new health curriculum frameworks released from the Department of Elementary & Secondary Education this past fall, we have started to review the updated standards as we prepare to incorporate them into the current curriculum moving forward.

Wellness Committee

The Wellness Committee has been meeting monthly to revise our existing wellness policy. We have had the pleasure of working in collaboration with DESE and Framingham State University professors and coaches to develop a thorough policy which will be completed by spring 2024.

Scheduling Committee

The Scheduling committee has been meeting monthly to look at various scheduling models in an effort to overcome scheduling obstacles that are typical in small middle/high schools where staff is shared between the middle and high school. Efforts are being made to make the schedule easier to read, to provide more time for staff collaboration, to provide support to students in need, and to align with our developing Job Shadow and Internship Program scheduled to begin in the fall of 2024.

Respectfully submitted,
Sally-Ann Stukuls,
Director of Curriculum and Grants, Grades 6-12

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 the teacher with the opportunity to differentiate lessons for their students by providing the practice of a skill for those students that may be struggling with a concept while also providing challenge problems for those students that have already mastered the basics.

As part of the FY24 budget, our towns provided capital money for us to continue to maintain and improve our current inventory of 1:1 devices. The capital articles allowed us to purchase and prepare 90 Chromebooks for Berlin Memorial School, 105 Chromebooks for Boylston Elementary and 120 Chromebooks and 85 laptops for Tahanto Regional.

A majority of our Summer work again revolved around 1:1 devices including the re-inventory of all our Chromebooks and redistribution of them into charging carts at the elementary level, and preparing new Chromebooks for distribution for the incoming sixth grade at Tahanto. We also prepped the 85 laptops for use at the high school. As part of the capital request, new copy machines were installed and configured at all three schools. These newer machines allow for better tracking of printing/copying costs.

A new phone system, replacing an aging system at Central Office, 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 providing easier access to communications in emergency situations. Greater access to voicemail was also added with the new system. Work on a new District website has begun and will be completed in early 2024.

In the Engineering/Tech Lab at Tahanto, two new 3D printers were installed and configured in December. These devices allow the technology teaching staff to create real-time prototypes across the various technology courses. We again thank our two towns for supporting these initiatives through capital funding special articles.

Jet Engine Parts Prototypes from Engineering Club In the Spring of 2023 we worked with the Town of Boylston to submit a grant proposal as part of the Community Compact Municipal Fiber Grant. In June, the town received notice that it had been awarded \$335,000 in grant funding. As part of this grant, our four buildings, three schools and Central Office, will be connected via fiber. We currently rely on virtual connections between our schools. This work will allow an actual physical connection for our network. Work began in August. At the time of this report, the wiring between Tahanto Regional and Central Office has been completed, as has most of the run between Tahanto and Boylston Elementary. This project will be ongoing throughout the Spring of 2024.

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 2023. 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*

Berlin Memorial School

It is my pleasure to submit this report for 2023 on behalf of the Berlin Memorial School, where we remain committed our mission statement, which is, “to empowering each student to achieve personal excellence by fostering respect, responsibility and resourcefulness with the support of the entire of entire school community.”

As 2023 began we had fully returned to “normal” schooling. Our traditional community events, such as the Veterans Day program, the Grade One Patriotic program, our end of year Memorial Day program and Fifth Grade Recognition all enjoyed large audiences. It is always a delight to have the broader Berlin community join us for celebrations!

Our grades three through five students participated in annual MCAS testing in 2023. These standardized tests, administered across the Commonwealth, are one way for us to look at progress over time. Our results this year were very strong. In English/Language Arts, for example, state-wide score increased by a mere 2.4%, the number of students at Berlin Memorial who scored “Meets/Exceeds” went up 20.6%. We had similarly strong results in Mathematics. Upon return from COVID in 2021, Berlin Memorial had 49% of Third - Fifth graders score “Meets/Exceeds” on the Mathematics MCAS assessment. In 2023 that number rose to 61% — an increase of 24.9%.

We have been pleased to note that the various “independent” groups that rate schools (mostly for real estate purposes) have rated Berlin Memorial School very highly. The site “SchoolDigger.com” for example, rates BMS as the 83rd best elementary school in Massachusetts (out of 920 schools)! The website Niche rates us an A for academics! And finally, the Massachusetts Department of Elementary and Secondary gives us an Accountability Percentile of 84, which indicates that overall our school performs better than 83% of elementary and middle schools statewide!

In May of 2023 we resumed the tradition of sending students to Nature’s Classroom. Due to the hard work of many parents, the students were able to attend at a greatly reduced cost. The program was outstanding, and we look forward to attending again in 2024.

Berlin Memorial School welcomed 216 students in Preschool through Grade Five back in August of 2023. That is an average class size of 17 students. Beginning of the year assessment helped us to identify students in need of remediation as well as which students were ready of a new challenge. Our focus now is on challenging all students to grow and develop, both as learners and as members of our school community. Our work in social-emotional learning, relying on our Caring Schools curriculum, is just one example of how we approach this issue.

In August the pump that runs our fire suppression system experienced an electrical failure and was damaged beyond repair. Due to supply chain issues, we learned that a new pump would take several months to arrive. Although the fire alarm system was unaffected, a decision was made to place a fire detail at the school anytime it was occupied to ensure everyone’s safety.

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, Carol Costello, 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 LINK 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*

Tahanto Regional Middle/High School

Tahanto welcomed 568 students across grades 6-12 and 11 new faculty and staff members at the start of the 2023-2024 academic year. On July 1, 2023, Lisa Sequeira began her role as Principal and Richard Cameron began his role as Assistant Principal. In August of 2023, the District welcomed Renee Legendre as Tahanto's second Assistant Principal. The year began strongly with the theme of 'Better Together'. The new administrative team continues to build on the strong foundation of educational excellence which is the hallmark of Tahanto. The following information illustrates the highlights of the many wonderful accomplishments in 2023.

National Recognition

In September of 2023, it was announced that Tahanto Regional Middle High School in the Berlin-Boylston Regional School District was designated as an Exemplary High Performing National Blue Ribbon School for 2023 by the U.S. Secretary of Education, Miguel Cardona. Tahanto was one of three hundred fifty three schools in the nation and one of seven schools from Massachusetts to be recognized in 2023. This is a tremendous achievement and honor for students, faculty, staff and community members.

Class of 2022

The Superintendent's Award for academic excellence went to Lauren Wattu, who was honored earlier this year at the Worcester County Superintendent's Association's Annual Scholars Luncheon Ceremony for 2023. The Principal's Award was awarded to Alexis German this June on Graduation Sunday. Seventy nine percent of 2023 graduates are attending four year colleges, eight percent are attending two year colleges, five percent entered the workforce, another five percent will be continuing with career and technical training and three percent will be participating in gap year programs. Congratulations to each of the 61 graduates of Tahanto's Class of 2023!

Academic Highlights

During May 2023, nearly 150 Advanced Placement exams in 11 different subjects were administered to Tahanto students in grades 10-12. Students who sat for these exams have the opportunity to earn college credit based upon their exam scores, which become available in July. During the Academic Awards Ceremony in May, 26 students in the Class of 2024 were presented with College Book Awards. These students were recognized for their hard work, leadership, and commitment to the school and community.

In November 2023, 23 students were recipients of the John and Abigail Adams Scholarships based on their high academic achievement on the MCAS exams. This is a great achievement for which these students should be very proud.

Athletics

Tahanto continues to have a strong and competitive athletic program. The 2023 winter sport highlights included the girls and boys basketball teams competing in the state tournament and Jess Forbes making the Telegram and Gazette Basketball Super Team while also becoming a 1,000 point scorer. Spring highlights included our softball team competing in the final four and our girls lacrosse team earning the league title for the first time ever! In the fall of 2023, both our boys and girls varsity soccer teams, as well as the field hockey team, made it to the state tournaments. The football team won the state title, again! Tahanto athletes comprised a significant portion of the West Boylston Lions Football team which won the Division 8 MIIA Football Championship over Carver with a final score of 41-7!

Respectfully submitted,
Lisa Sequeira, *Principal*

Capital Improvement Planning Committee

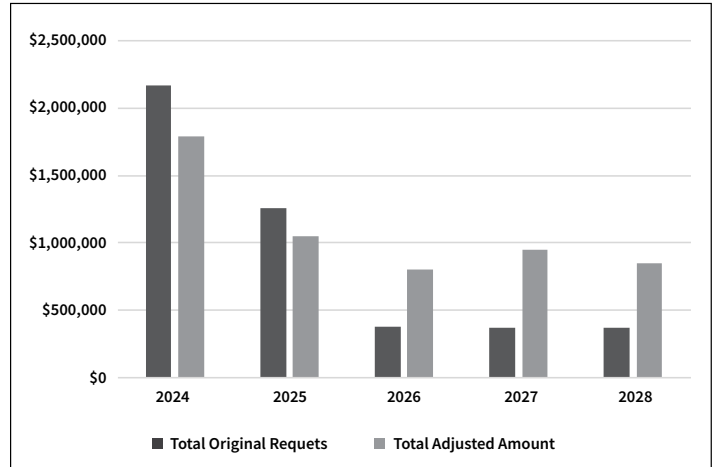
In November CIPC prepared a five-year capital plan request for officers, department heads, boards, committees, and inter/intra-municipal entities to identify capital requests for the next five years (FY 2024-2028). In December we conducted meetings to review requests and produced a list of capital requests 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 2023 budget cycle, we were faced with a total of capital budget requests for FY 2024 of \$2,168,569. In the subsequent five years plans, FY 2024-2028, these requested amounts fell to as low as \$377,000. 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 most requested items. These recommendations were then shared with the Board of Selectmen and the Finance Committee.

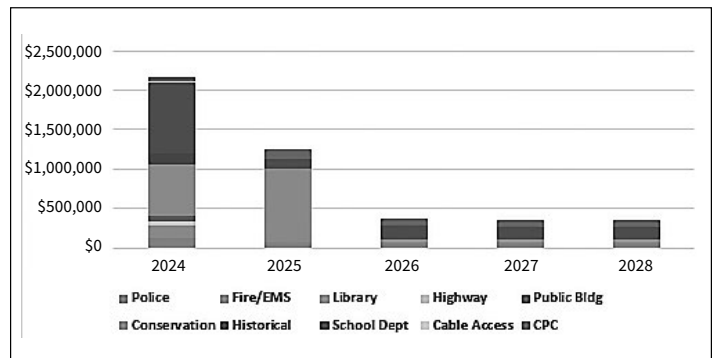
As called for in the Massachusetts Department of Revenue (DOR) Guidelines for Town Capital Improvement Plans, the Capital Improvement Planning Committee continues to collect data for a Town of Berlin Asset Inventory. This inventory will be a vital part of the Berlin's asset management program. Data is 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,
 Anna Crane, *Chair*; Eloise E. Salls, *Clerk*; John Mavretic; and Janet Lamy, *FinCom Designee - NonVoting*

Five Year Plan Requests and Recommendations



Five Year Capital Plan By Department



| Dept | 2024 | 2025 | 2026 | 2027 | 2028 |
|--------------|--------------------|--------------------|------------------|------------------|------------------|
| Police | \$119,856 | \$75,000 | \$76,000 | \$77,000 | \$78,000 |
| Fire/EMS | \$166,608 | \$924,806 | \$36,806 | \$36,806 | \$36,806 |
| Library | \$5,000 | \$0 | \$0 | \$0 | \$0 |
| Highway | \$43,333 | \$0 | \$0 | \$0 | \$0 |
| Public Bldg | \$70,873 | \$0 | \$0 | \$0 | \$0 |
| Conservation | \$660,000 | \$0 | \$0 | \$0 | \$0 |
| Historical | \$130,000 | \$0 | \$0 | \$0 | \$0 |
| School Dept | \$899,399 | \$130,000 | \$165,000 | \$150,000 | \$150,000 |
| Cable Access | \$28,500 | \$0 | \$0 | \$0 | \$0 |
| CPC | \$45,000 | \$125,000 | \$100,000 | \$100,000 | \$100,000 |
| Total | \$2,168,569 | \$1,254,806 | \$377,806 | \$363,806 | \$363,806 |

Treasurer / Collector

For those of you who I haven't met yet, my name is Paul Redmond and I am the Treasurer/Collector here in Berlin. I started in February of 2023 and it has been a productive year. First and foremost, I would like to thank Dennis Fearebay for his help and advice during the transition before his retirement. I would also like to thank Stephen Price and Brien Devaney for their hard work during my first year here. After much deliberation and research, an office reorganization added the position of a full-time Assistant Treasurer/Collector. We were very lucky to be able to add Cathy Murphy to our team as the Assistant Treasurer/Collector. Cathy has many years of municipal experience and has been a tremendous asset both to me and the Town as a whole.

This year has been very busy for the Treasurer/Collector, as I have tried to acclimate myself to the Town of Berlin, along with reviewing internal policies and procedures, with a view towards the future. I have enjoyed getting to know all of the Town employees, board members, and residents. One of the main objectives I had was to strengthen the Town's overall financial portfolio. By researching interest rates, I was able to move some Town funds to higher-yield bank accounts, while still keeping an eye on the safety and liquidity of said funds. Interest rates seem to be on the rise, so the Town should be able to continue bringing in a solid return on its investment.

Below you will see a census of gross earnings by every employee paid in the calendar year 2023. Please note that many different types of pay categories, incentives, and multi-department wages make up gross earnings and do not truly reflect how much an employee makes in their primary position. You will also see the Treasurer's Year-End Cash Report that is submitted to the Department of Revenue. This report helps both the Town and the Department of Revenue put together the tax recap, which ultimately created the yearly tax rate.

In closing, please feel free to contact the Treasurer/Collector's office with any questions or concerns you may have.

Paul Redmond, *Treasurer/Collector*

Cathy Murphy, *Assistant Treasurer/Collector*

| Name | Department | Department Code | YTD Gross | YTD Base | YTD OT |
|----------------------------|---------------------|-----------------|--------------|-------------|-------------|
| Adema, Maureen G | CPA | 172 | \$37,624.70 | \$37,491.10 | \$133.60 |
| Albano, Anthony R | Transfer Station | 433 | \$712.80 | \$712.80 | \$- |
| Alessi, Anthony | Fire | 221 | \$18,852.26 | \$18,852.26 | \$- |
| Alphen, Elizabeth A | Council on Aging | 541 | \$5,010.18 | \$5,010.18 | \$- |
| Andre, Timothy J | Police | 210 | \$136,361.39 | \$86,959.47 | \$49,401.92 |
| Arata, Mary | Selectmen | 122 | \$58,175.28 | \$58,175.28 | \$- |
| Arata, Michael | Highway | 422 | \$3,694.96 | \$3,694.96 | \$- |
| Baker, Richard L | Fire | 221 | \$4,252.43 | \$4,252.43 | \$- |
| Baker, Russell E | Highway | 422 | \$767.56 | \$767.56 | \$- |
| Barry, Michael | Police | 210 | \$5,392.63 | \$5,392.63 | \$- |
| Bartlett, Dennis | Snow and Salt | 423 | \$728.46 | \$728.46 | \$- |
| Belauskas, Karen A | Senior Workoff | 700 | \$1,799.25 | \$1,799.25 | \$- |
| Bellville, Dean | Police | 210 | \$82,373.05 | \$81,529.45 | \$843.60 |
| Benoit, Kevin J | Fire | 221 | \$23,975.76 | \$23,975.76 | \$- |
| Berisha, Linda | Assessors | 141 | \$23,076.90 | \$23,076.90 | \$- |
| Bowdoin, Jon M | Council on Aging | 541 | \$5,616.65 | \$5,616.65 | \$- |
| Bradley, Roger L | Assessors | 141 | \$2,896.76 | \$2,896.76 | \$- |
| Bradley, Thomas G | Highway | 422 | \$68,669.29 | \$59,098.33 | \$9,570.96 |
| Bradley, Edward | Transfer Station | 433 | \$4,210.11 | \$4,210.11 | \$- |
| Bratton, David J | Senior Workoff | 700 | \$1,828.50 | \$1,828.50 | \$- |
| Brescia, Jacob A | Police | 210 | \$117,410.69 | \$76,967.96 | \$40,442.73 |
| Brewer, Frank | Fire | 221 | \$4,183.61 | \$4,183.61 | \$- |
| Bridges-Roche, Richarda | Animal Inspector | 249 | \$2,390.15 | \$2,390.15 | \$- |
| Cabral, Brendon B | Highway | 422 | \$28,621.31 | \$25,997.38 | \$2,623.93 |
| Clark, Paul K | Fire | 221 | \$18,144.80 | \$18,144.80 | \$- |
| Colomey, Kevin | Police | 210 | \$59,072.23 | \$58,567.51 | \$504.72 |
| Corriveau, Carl | Police | 210 | \$89,575.77 | \$80,835.90 | \$8,739.87 |
| Crossman, Adam F | Highway | 422 | \$64,318.35 | \$58,893.65 | \$5,424.70 |
| Cuff, Shantel | Police | 210 | \$2,809.48 | \$2,809.48 | \$- |
| Cummings, Fred | Highway | 422 | \$94,401.96 | \$94,401.96 | \$- |
| Cummings, Jeffrey A | Fire | 221 | \$9,541.32 | \$9,541.32 | \$- |
| Davis, Scott R | Police | 210 | \$8,671.62 | \$7,777.62 | \$894.00 |
| Deptula, Thomas J | Fire | 221 | \$34,493.17 | \$34,493.17 | \$- |
| Deptula, Kaitlyn Michelle | Library | 610 | \$270.00 | \$270.00 | \$- |
| Devaney, Brien M | Treasurer/Collector | 145 | \$15,340.50 | \$15,340.50 | \$- |
| Deveau, Michelle | Fire | 221 | \$57,602.15 | \$57,354.91 | \$247.24 |
| Doerr, Thomas M | Building Inspector | 241 | \$856.26 | \$856.26 | \$- |
| Dube, Victorya M | Library | 610 | \$44,110.86 | \$44,110.86 | \$- |
| Durant, Wesley | Fire | 221 | \$14,186.27 | \$14,186.27 | \$- |
| Eager, Barry | Moderator | 114 | \$50.00 | \$50.00 | \$- |
| Fearebay, Dennis | Treasurer/Collector | 145 | \$14,865.01 | \$14,865.01 | \$- |
| Fearebay, Lorinda B | Senior Workoff | 700 | \$990.00 | \$990.00 | \$- |
| Flynn-Sankaran, Victoria M | Council on Aging | 541 | \$69,636.65 | \$69,636.65 | \$- |

| Name | Department | Department Code | YTD Gross | YTD Base | YTD OT |
|------------------------|----------------------|-----------------|--------------|--------------|-------------|
| Fortin, Peter F | Fire | 221 | \$71,721.61 | \$54,358.18 | \$17,363.43 |
| Foster, Sara M | Library | 610 | \$21,752.12 | \$21,752.12 | \$- |
| Gallardo, Jonathan A | Fire | 221 | \$5,359.07 | \$5,359.07 | \$- |
| Garrity, Samantha V | Library | 610 | \$5,126.26 | \$5,126.26 | \$- |
| Geis, John | Police | 210 | \$10,514.00 | \$10,514.00 | \$- |
| Geldart, Douglas C | Transfer Station | 433 | \$797.72 | \$797.72 | \$- |
| Gemelli, Peter | Transfer Station | 433 | \$5,454.56 | \$5,454.56 | \$- |
| Gilcrest, Richard | Police | 210 | \$137,871.52 | \$109,236.92 | \$28,634.60 |
| Goulding, David | Police | 210 | \$96,388.12 | \$96,199.24 | \$188.88 |
| Green, Diane | Selectmen | 122 | \$15,748.20 | \$15,748.20 | \$- |
| Grenier, Amy | Accounting | 135 | \$49,605.30 | \$48,649.62 | \$955.68 |
| Hanks, Richard D | Building Inspector | 241 | \$102,386.80 | \$102,386.80 | \$- |
| Harrington, Francis J | Fire | 221 | \$352.70 | \$352.70 | \$- |
| Hawkins, R Scott | Selectmen | 122 | \$1,255.00 | \$1,255.00 | \$- |
| Hodge, Robert | Library | 610 | \$24,993.91 | \$24,993.91 | \$- |
| Janda, Kenneth L | Police | 210 | \$56,392.67 | \$56,380.79 | \$11.88 |
| Keefe, Christine E | Selectmen | 122 | \$1,255.00 | \$1,255.00 | \$- |
| Kinnas, Peter | Police | 210 | \$21,799.75 | \$21,799.75 | \$- |
| Kowal, Karen | Library | 610 | \$22,123.12 | \$22,123.12 | \$- |
| Ladou, Christopher W | Police | 210 | \$72,282.94 | \$49,452.90 | \$22,830.04 |
| LaPan, Mark E | Snow and Salt | 423 | \$541.66 | \$541.66 | \$- |
| Leahy, Liane | Building Inspector | 241 | \$26,017.60 | \$26,017.60 | \$- |
| Lefebvre, Neil E | Police | 210 | \$11,764.39 | \$11,764.39 | \$- |
| Lichwell, David | Fire | 221 | \$4,845.43 | \$4,845.43 | \$- |
| Lichwell, Kyle | Fire | 221 | \$79,919.30 | \$64,048.08 | \$15,871.22 |
| Lima, Alex C | Police | 210 | \$5,748.00 | \$5,748.00 | \$- |
| Matthew, Benjamin H | Fire | 221 | \$1,602.31 | \$1,602.31 | \$- |
| Maurice, Andrew M | Fire | 221 | \$27,227.00 | \$27,227.00 | \$- |
| McDonald, Thomas J | Police | 210 | \$5,748.00 | \$5,748.00 | \$- |
| McQuillen, Michael A | Fire | 221 | \$129,798.00 | \$129,798.00 | \$- |
| Melone, Christopher J | Fire | 221 | \$2,197.35 | \$2,197.35 | \$- |
| Meltzer, Eleanore R | Library | 610 | \$1,828.50 | \$1,828.50 | \$- |
| Mikelk, Paul D | Board of Health | 510 | \$651.00 | \$651.00 | \$- |
| Miller, June W | Senior Workoff | 700 | \$1,566.19 | \$1,566.19 | \$- |
| Mills, Judith M | Elections | 162 | \$135.00 | \$135.00 | \$- |
| Monteiro, Dennis C | Electrical Inspector | 243 | \$20,042.97 | \$20,042.97 | \$- |
| Morrison, Robert H | Senior Workoff | 700 | \$149.25 | \$149.25 | \$- |
| Murillo, Jazmin | Fire | 221 | \$1,904.32 | \$1,904.32 | \$- |
| Murphy, Catherine A | Treasurer/Collector | 145 | \$10,982.56 | \$10,982.56 | \$- |
| Nadeau, Stephen P | Snow and Salt | 423 | \$549.54 | \$549.54 | \$- |
| Nelson, Lynda | Senior Workoff | 700 | \$1,113.75 | \$1,113.75 | \$- |
| O'Clair, Christopher R | Highway | 422 | \$50,682.61 | \$45,359.77 | \$5,322.84 |
| O'Connell, Jeremy | Fire | 221 | \$10,585.18 | \$10,585.18 | \$- |
| Patton, Kenneth V | Highway | 422 | \$4,492.80 | \$4,492.80 | \$- |

| Name | Department | Department Code | YTD Gross | YTD Base | YTD OT |
|-----------------------|----------------------|-----------------|-----------------------|-----------------------|---------------------|
| Paulino, Jonathan | Fire | 221 | \$81,229.68 | \$67,790.75 | \$13,438.93 |
| Pendergast, Sondra | Municipal Buildings | 192 | \$9,143.56 | \$9,143.56 | \$- |
| Plante, Molly E | Police | 210 | \$37,538.83 | \$32,808.41 | \$4,730.42 |
| Poland, June | Accounting | 135 | \$94,007.20 | \$94,007.20 | \$- |
| Pond, Kevin | Assessors | 141 | \$3,428.11 | \$3,428.11 | \$- |
| Poulin, Kenneth J | Plumbing Inspectors | 242 | \$800.00 | \$800.00 | \$- |
| Price, Stephen W | Treasurer/Collector | 145 | \$17,214.81 | \$17,214.81 | \$- |
| Redmond, Paul P | Treasurer/Collector | 145 | \$82,668.79 | \$82,668.79 | \$- |
| Reed, Molly K | Assessors | 141 | \$49,433.63 | \$49,433.63 | \$- |
| Reguera, Sue | Board of Health | 510 | \$651.00 | \$651.00 | \$- |
| Roach, Helen | Dog Officer | 292 | \$2,341.25 | \$2,341.25 | \$- |
| Rogalinski, Stanley K | Transfer Station | 433 | \$20,824.89 | \$20,824.89 | \$- |
| Roseberry, Alphonse | Plumbing Inspectors | 242 | \$18,588.77 | \$18,588.77 | \$- |
| Rubin, Kristen L | Town Administrator | 123 | \$141,644.00 | \$141,644.00 | \$- |
| Rule, Charles M | Library | 610 | \$1,168.50 | \$1,168.50 | \$- |
| Salls, Eloise | Town Clerk | 161 | \$39,449.54 | \$39,449.54 | \$- |
| Sardell, Margaret | Senior Workoff | 700 | \$1,823.44 | \$1,823.44 | \$- |
| Sawyer, Jane L | Elections | 162 | \$195.00 | \$195.00 | \$- |
| Schartner, Eric | Police | 210 | \$137,679.13 | \$137,679.13 | \$- |
| Sharon, Tom | Transfer Station | 433 | \$577.22 | \$577.22 | \$- |
| Shea, Christopher J | Police | 210 | \$585.68 | \$585.68 | \$- |
| Shepard, Jonathan P | Electrical Inspector | 243 | \$3,150.00 | \$3,150.00 | \$- |
| Soldi, Dylan T | Police | 210 | \$51,875.27 | \$43,197.01 | \$8,678.26 |
| Spencer, Amy E | Transfer Station | 433 | \$1,680.84 | \$1,680.84 | \$- |
| Spinney, James | Highway | 422 | \$82,938.93 | \$76,106.64 | \$6,832.29 |
| Stearns, Brian D | Veterans Agent | 543 | \$8,577.50 | \$8,577.50 | \$- |
| Stone, Margaret A | Selectmen | 122 | \$1,255.00 | \$1,255.00 | \$- |
| Theve, Andrew R | Fire | 221 | \$8,809.40 | \$8,809.40 | \$- |
| Tower, Phyllis A | Dog Officer | 292 | \$2,868.25 | \$2,868.25 | \$- |
| Traylor, Donna | Board of Health | 510 | \$8,118.38 | \$8,118.38 | \$- |
| Trongone, Kevin | Police | 210 | \$115,020.47 | \$84,112.14 | \$30,908.33 |
| VandenBoom, Mattie S | Conservation | 171 | \$12,059.28 | \$12,059.28 | \$- |
| Vianna, Abigail L | Dispatch | 296 | \$48,649.60 | \$48,649.60 | \$- |
| Wheeler, Robert L | Board of Health | 510 | \$651.00 | \$651.00 | \$- |
| Wheeler, James | Town Clerk | 161 | \$14,404.38 | \$14,404.38 | \$- |
| Wheeler, Mary C | Elections | 162 | \$195.00 | \$195.00 | \$- |
| Wheeler, Beverly A | Assessors | 141 | \$823.76 | \$823.76 | \$- |
| Wiseman, Kara T | Highway | 422 | \$2,218.48 | \$2,218.48 | \$- |
| Wynkoop, Joann B | Assessors | 141 | \$32,457.57 | \$32,457.57 | \$- |
| Zukatynski, Virginia | Council on Aging | 541 | \$127.50 | \$127.50 | \$- |
| Total Payroll | | | \$3,497,707.80 | \$3,223,113.73 | \$274,594.07 |

Treasurer's Year-End Cash Report for the year ending June, 30, 2023

| Collateral'd Y or N | Financial Institution | Purpose | Interest Rate | Balance | Sub-Total |
|--|-----------------------|------------------------------|---------------|------------------------|----------------|
| PART I: A. CASH AND CHECKS IN OFFICE | | | | | |
| | — | — | — | — | — |
| B. NON - INTEREST BEARING CHECKING ACCOUNTS | | | | | |
| N | Clinton Savings Bank | Payroll | N/A | 0.00 | |
| N | Clinton Savings Bank | Payables | N/A | 0.00 | |
| N | Clinton Savings Bank | Depository | 0.05 | 8,451.76 | 0.00 |
| | | | N/A | | \$8,451.76 |
| C. INTEREST BEARING CHECKING ACCOUNTS | | | | | |
| Y | Clinton Savings Bank | Investment (Sweep) | 0.8 | 5,456,800.17 | |
| Y | Clinton Savings Bank | Rescue Squad | 0.15 | 126,790.82 | |
| | | | | | \$5,583,590.99 |
| D. LIQUID INVESTMENTS | | | | | |
| Y | Avidia Bank | Stabilization | 0.05 | 368,486.12 | |
| Y | PeoplesBank | Stabilization | 0.15 | 431,583.77 | |
| Y | Clinton Savings Bank | Stabilization | 0.15 | 614,148.70 | |
| Y | Clinton Savings Bank | Energy Stabilization | 0.1 | 77,290.16 | |
| Y | Clinton Savings Bank | Capital Stabilization | 0.05 | 339,708.43 | |
| Y | Clinton Savings Bank | Public Safety Stabilization | 0.15 | 1,530,765.11 | |
| Y | Avidia Bank | Treasurer's Account | 0.1 | 592,634.88 | |
| Y | PeoplesBank | Treasurer's Account | 0.15 | 709,675.47 | |
| Y | Clinton Savings Bank | Treasurer's Account | 0.05 | 1,826.86 | |
| Y | Clinton Savings Bank | No Fee – Treasurer's Account | 0.05 | 69,951.01 | |
| Y | Fidelity Bank | Treasurer's Account | 0.15 | 20,541.54 | |
| Y | UniBank | Loan Account | 0.07 | 535,792.75 | |
| Y | UniBank | Town Online Payment | 0.07 | 1,172,758.50 | |
| Y | UniBank | Town Clerk Online Payment | 0.07 | 1,040.72 | |
| Y | Clinton Savings Bank | Inspector's Stripe | 0.05 | 58,807.31 | |
| Y | Avidia Bank | Agency | 0.05 | 2,455.86 | |
| Y | Clinton Savings Bank | Agency | 0.05 | 52,879.09 | |
| N | MMDT | Treasurer's Account | 1.29 | 64,636.11 | |
| Y | Clinton Savings Bank | CPA | 0.05 | 1,938,880.90 | |
| Y | Newburyport Bank | Treasurer's Account | 4.2 | 768,189.56 | |
| | | | | | \$9,352,052.85 |
| E. TERM INVESTMENTS | | | | | |
| | U.S. Treasury | | | | |
| | Repurchase | | | | |
| | Other | | | | |
| | | | | | 0.00 |
| F. TRUST FUNDS | | | | | |
| Y | Clinton Savings Bank | Grants | 0.05 | 4,890.03 | |
| N | MMDT | Grants | 0.00 | 0.00 | |
| Y | Avidia Bank | Trust Funds | 0.05 | 168,601.83 | |
| Y | Clinton Savings Bank | Trust Funds | 0.15 | 103,500.55 | |
| N | MMDT | Trust Funds | 1.29 | 27,797.24 | |
| | | | | | \$304,789.65 |
| PART I TOTAL: ALL CASH AND INVESTMENTS | | | | \$15,248,885.25 | |

Town Accountant

Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2023 (unaudited)

| | GOVERNMENTAL FUND TYPES | | | FIDUCIARY FUND TYPES | ACCOUNT GROUPS | TOTALS |
|---|-------------------------|---------------------|------------------|----------------------|---------------------|----------------------|
| | GENERAL | SPECIAL REVENUE | CAPITAL PROJECTS | TRUST AND AGENCY | LONG-TERM DEBT | (MEMORANDUM ONLY) |
| ASSETS | | | | | | |
| Cash & cash equivalents | 6,430,631.64 | 4,747,017.14 | 5,175.95 | 3,707,425.52 | | 14,890,250.25 |
| Receivables: | | | | | | |
| Personal property taxes | 76,892.20 | | | | | 76,892.20 |
| Real estate / CPA taxes | 195,982.68 | 4,275.09 | | | | 200,257.77 |
| Deferred taxes | 21,032.11 | | | | | 21,032.11 |
| Allowance for abatements and exemptions | (779,930.46) | | | | | (779,930.46) |
| Tax liens | 83,490.59 | 823.70 | | | | 84,314.29 |
| Tax foreclosures | 782,874.24 | | | | | 782,874.24 |
| Motor vehicle excise | 73,922.54 | | | | | 73,922.54 |
| Departmental | 3,603.58 | 338,430.11 | | 49,921.49 | | 391,955.18 |
| Other receivables | | | | 141,666.76 | | 141,666.76 |
| Prepaid - 99 year lease | 87.00 | | | | | 87.00 |
| Due from other municipalities | 21,485.87 | | | | | 21,485.87 |
| Amounts to be provided - payment of bonds | | | | | 3,040,000.00 | 3,040,000.00 |
| TOTAL ASSETS | 6,910,071.99 | 5,090,546.04 | 5,175.95 | 3,899,013.77 | 3,040,000.00 | 18,944,807.75 |

| LIABILITIES AND FUND EQUITY | | | | | | |
|--|---------------------|---------------------|-----------------|---------------------|---------------------|----------------------|
| LIABILITIES: | | | | | | |
| Accrued payroll | 468.25 | | | | | 68,235.61 |
| Payroll withholdings | 20,260.44 | | | | | 20,708.95 |
| Deferred revenue: | | | | | | |
| Real and personal property taxes | (507,055.58) | | | | | (507,055.58) |
| Community Preservation Account | | 4,275.09 | | | | 4,275.09 |
| Deferred taxes | 21,032.11 | | | | | 21,032.11 |
| Tax liens | 83,490.59 | 823.70 | | | | 84,314.29 |
| Tax foreclosures | 782,874.24 | | | | | 782,874.24 |
| Motor vehicle excise | 73,922.54 | | | | | 73,922.54 |
| Departmental | 3,603.58 | | | 49,921.49 | | 53,525.07 |
| Other receivables | | 338,430.11 | | 141,666.76 | | 480,096.87 |
| Agency Funds | | | | 38,997.88 | | 38,997.88 |
| Bonds payable | | | | | 3,040,000.00 | 3,040,000.00 |
| TOTAL LIABILITIES | 478,596.17 | 343,528.90 | 0.00 | 230,586.13 | 3,040,000.00 | 4,092,711.20 |
| FUND EQUITY: | | | | | | |
| Reserved for encumbrances | 153,662.27 | | | | | 153,662.27 |
| Reserved for expenditures | 2,289,408.75 | | | | | 2,289,408.75 |
| Reserved for continuing appropriations | 1,389,502.09 | | | | | 1,389,502.09 |
| Reserved for debt service | | 23,017.60 | 5,175.95 | | | 28,193.55 |
| Reserved for prepaid expenses | 87.00 | | | | | 87.00 |
| Undesignated fund balance | 2,598,815.71 | 4,723,999.54 | | 3,668,427.64 | | 10,991,242.89 |
| TOTAL FUND EQUITY | 6,431,475.82 | 4,747,017.14 | 5,175.95 | 3,668,427.64 | 0.00 | 14,852,096.55 |
| TOTAL LIABILITIES AND FUND EQUITY | 6,910,071.99 | 5,090,546.04 | 5,175.95 | 3,899,013.77 | 3,040,000.00 | 18,944,807.75 |

Town Accountant

General Fund Revenue / Actual Revenue compared to Budgeted Revenue for the year ending June 30, 2023

| NAME OF REVENUE | AMOUNT BUDGETED | AMOUNT RECEIVED | DIFFERENCE |
|--|------------------------|------------------------|-----------------------|
| PROPERTY TAXES | | | |
| Personal Property Taxes | \$497,396.17 | \$484,923.57 | (\$12,472.60) |
| Real Estate Taxes | \$12,660,903.88 | \$12,489,671.98 | (\$171,231.90) |
| TOTAL TAX LEVY | \$13,158,300.05 | \$12,974,595.55 | (\$183,704.50) |
| LOCAL RECEIPTS | | | |
| 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 |
| Building Permits | \$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: | | | |
| Extended Polling Funds | \$0.00 | \$727.50 | \$727.50 |
| FY23 Early Voting | \$0.00 | \$939.96 | \$939.96 |
| Bridge Academy SFY2023 | \$0.00 | \$9,000.00 | \$9,000.00 |
| Tax Liens Redeemed | \$0.00 | \$41,512.42 | \$41,512.42 |
| Tax Liens Interest | \$0.00 | \$11,572.37 | \$11,572.37 |
| Deferred RE Interest | \$0.00 | \$1,095.62 | \$1,095.62 |
| Sale of 1995 Pierce Fire Truck | \$0.00 | \$9,000.00 | \$9,000.00 |
| Sale of 2014 Explorer | \$0.00 | \$1,200.00 | \$1,200.00 |
| Solomon Pond Mall Mitigation - Open Space | \$0.00 | \$50,000.00 | \$50,000.00 |
| Sale of Fire-EMS Thermal Cameras | \$0.00 | \$650.00 | \$650.00 |
| Sale of Motorola Pagers | \$0.00 | \$240.00 | \$240.00 |
| Charter yearly user fees | \$0.00 | \$354.50 | \$354.50 |
| Opioid Settlement Funds - to be transferred to Stabilization | \$0.00 | \$17,587.67 | \$17,587.67 |
| Property Damage Receipt | \$0.00 | \$455.00 | \$455.00 |
| TOTAL LOCAL RECEIPTS: | \$1,196,575.00 | \$1,586,971.26 | \$390,396.26 |
| STATE RECEIPTS | | | |
| Exemptions: VBS and Elderly | \$13,175.00 | \$1,004.00 | (\$12,171.00) |
| Unrestricted General Government Aid | \$233,545.00 | \$233,545.00 | \$0.00 |
| Veterans Benefits | \$8,861.00 | \$13,586.00 | \$4,725.00 |
| TOTAL STATE GROSS RECEIPTS: | \$255,581.00 | \$248,135.00 | (\$7,446.00) |
| GRAND TOTALS | | | |
| Tax Levy | \$13,158,300.05 | \$12,974,595.55 | (\$183,704.50) |
| Local Receipts | \$1,196,575.00 | \$1,586,971.26 | \$390,396.26 |
| State Receipts | \$255,581.00 | \$248,135.00 | (\$7,446.00) |
| Other Available Funds - Offset receipts extra | \$508,855.00 | \$638,847.80 | \$129,992.80 |
| TOTAL FUNDS: | \$15,119,311.05 | \$15,448,549.61 | \$329,238.56 |

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, 2023

| ART. NO. | FISCAL YEAR | DEPARTMENT | PURPOSE OF ARTICLE | OPENING BALANCE 7/1/22 | EXPENSES FY23 | CLOSED OUT | ADDITIONS FY23 | ENDING BALANCE 6/30/23 |
|----------|-------------|-------------------|---|------------------------|---------------------|--------------------|---------------------|------------------------|
| 16 | 2017 | 122 Selectmen | Bullard House Renovations | \$11,794.74 | \$0.00 | | | \$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 |
| 31 | 2017 | 175 Planning Bd | Master Plan | \$2,132.21 | \$2,132.21 | | | \$0.00 |
| 19 | 2018 | 175 Planning Bd | Master Plan | \$5,000.00 | \$5,000.00 | | | \$0.00 |
| 31 | 2019 | 175 Planning Bd | Master Plan | \$5,000.00 | \$4,217.79 | | | \$782.21 |
| 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 | \$2,000.00 | \$0.00 | | | \$2,000.00 |
| 19-6 | 2023 | 175 Planning Bd | Master Plan - FC | \$0.00 | \$0.00 | | \$5,000.00 | \$5,000.00 |
| 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 | \$40,000.00 | \$0.00 | | | \$40,000.00 |
| 7-2STM | 2022 | 192 Public Bldgs. | Old Fire Station Roof FC23 | \$28,500.00 | \$0.00 | | | \$28,500.00 |
| 1 | 2023 | 210 Police | FY20 & FY21 Michael Barry Armorer Stipend | \$0.00 | \$0.00 | | \$1,000.00 | \$1,000.00 |
| 25 | 2023 | 210 Police | Police Bridge Training - 2 years | \$0.00 | \$0.00 | | \$28,506.80 | \$28,506.80 |
| 25 | 2023 | 210 Police | Police Bridge Expenses - 2 years | \$0.00 | \$0.00 | | \$3,797.00 | \$3,797.00 |
| 20 | 2020 | 221 Fire & EMS | Pumper Truck-HCPS 2022 - Outstanding bill | \$3,012.63 | \$828.21 | | | \$2,184.42 |
| 7-3STM | 2022 | 221 Fire & EMS | Ambulance Replacement 2009 RR23 | \$320,000.00 | \$21,738.35 | | | \$298,261.65 |
| 4 | 2023 | 221 Fire & EMS | Ambulance Replacement 6A-1 Add Funds -RR | \$0.00 | \$0.00 | | \$114,000.00 | \$114,000.00 |
| 19-1 | 2023 | 221 Fire & EMS | Fire/EMS Command Care Replace - PS | \$0.00 | \$0.00 | | \$24.47 | \$24.47 |
| 19-2 | 2023 | F221 Fire & EMS | Fire/EMS Airbag & Equipment - PS | \$0.00 | \$0.00 | | \$45.00 | \$45.00 |
| 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 | \$969.23 | | | \$15,867.71 |
| 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 |
| 7-7 | 2021 | 422 Highway | Highway Wood Chipper FC22 - ordered | \$80,000.00 | \$79,237.00 | \$763.00 | | \$0.00 |
| 18-5 | 2021 | 422 Highway | MBPS Parking Lot and Misc. FC none | \$160,008.41 | \$9,935.00 | | | \$150,073.41 |
| 7-4STM | 2022 | 422 Highway | Hot Top FC none | \$70,000.00 | \$0.00 | | | \$70,000.00 |
| 19-4 | 2023 | 422 Highway | Hot Top FC | \$0.00 | \$0.00 | | \$80,000.00 | \$80,000.00 |
| 19-5 | 2023 | 422 Highway | Highway One Ton (06 Replacement) FC | \$0.00 | \$0.00 | | \$161.92 | \$161.92 |
| 24 | 2019 | 491 Cemetery | Repaving South Cemetery Driveway | \$15,000.00 | \$0.00 | | | \$15,000.00 |
| 20 | 2022 | 491 Cemetery | Cemetery Paving FC23 | \$15,000.00 | \$0.00 | | | \$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 | \$949.37 | \$949.37 | | | \$0.00 |
| 28 | 2017 | 610 Library | General Repairs to Library | \$4,000.00 | \$4,000.00 | | | \$0.00 |
| 30 | 2018 | 610 Library | Library Designs - Grant/Dep Approval | \$50,000.00 | \$0.00 | \$50,000.00 | | \$0.00 |
| 7-5STM | 2022 | 630 Recreation | Court Upgrades HCCM23 | \$50,000.00 | \$0.00 | | | \$50,000.00 |
| | | | | \$1,336,737.06 | \$129,007.16 | \$50,763.00 | \$232,535.19 | \$1,389,502.09 |

Town Accountant

General Fund Expenses Fiscal Year 2023

| 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 | 3,765.00 | | 3,765.00 | -3,765.00 | | 0.00 |
| 01-122-0000-5114-5114-0000 | Select Board Wages | 69,092.00 | | 69,092.00 | -69,091.92 | | 0.08 |
| 01-122-0000-57000-5200-0000 | Select Board Consulting | 20,000.00 | 26,800.00 | 46,800.00 | -37,185.00 | -5,000.00 | 4,615.00 |
| 01-122-0000-5700-5700-0000 | Select Board Expenses | 5,250.00 | 3,000.00 | 8,250.00 | -6,878.63 | | 1,371.37 |
| 01-123-0000-5111-5111-0000 | Town Administrator Salary | 150,000.00 | | 150,000.00 | -127,073.54 | | 22,926.46 |
| 01-123-0000-5700-5700-0000 | Town Administrator Expenses | 3,415.00 | | 3,415.00 | -2,000.35 | | 1,414.65 |
| 01-131-0000-5700-5700-0000 | Finance Committee Expenses | 175.00 | | 175.00 | -163.00 | | 12.00 |
| 01-132-0000-5781-5781-0000 | Reserve Fund Transfers | 145,000.00 | -74,951.50 | 70,048.50 | | | 70,048.50 |
| 01-135-0000-5111-5111-0000 | Accountant Salary | 92,155.00 | | 92,155.00 | -92,155.00 | | 0.00 |
| 01-135-0000-5112-5112-0000 | Accountant Wages Ft | 48,440.00 | | 48,440.00 | -48,370.16 | | 69.84 |
| 01-135-0000-5700-5700-0000 | Accountant Expenses | 9,889.00 | | 9,889.00 | -8,815.48 | -300.00 | 773.52 |
| 01-136-0000-5700-5700-0000 | Audit | 26,000.00 | -6,000.00 | 20,000.00 | -20,000.00 | | 0.00 |
| 01-141-0000-5110-5110-0000 | Assessors Elected Salary | 2,381.00 | | 2,381.00 | -2,380.98 | | 0.02 |
| 01-141-0000-5113-5113-0000 | Assessors Asst Salary | 77,000.00 | | 77,000.00 | -77,000.00 | | 0.00 |
| 01-141-0000-5114-5114-0000 | Assessors Wages Pt | 67,249.00 | | 67,249.00 | -67,096.51 | | 152.49 |
| 01-141-0000-5700-5700-0000 | Assessors Expenses | 48,050.00 | | 48,050.00 | -43,277.25 | -3,895.00 | 877.75 |
| 01-142-0000-5700-5700-0000 | Revaluation Expenses | 14,700.00 | | 14,700.00 | -12,675.00 | | 2,025.00 |
| 01-145-0000-5111-5111-0000 | Treasurer/Collector Salary | 78,988.00 | 12,440.00 | 91,428.00 | -91,424.67 | | 3.33 |
| 01-145-0000-5111-5170-0000 | Treasurer/Collector Incentive Pay | 1,000.00 | | 1,000.00 | -583.34 | | 416.66 |
| 01-145-0000-5114-5114-0000 | Treasurer/Collector Wages Pt | 48,853.00 | | 48,853.00 | -41,699.30 | | 7,153.70 |
| 01-145-0000-5700-5700-0000 | Treasurer/Collector Expenses | 35,116.00 | 7,500.00 | 42,616.00 | -39,743.89 | -2,800.00 | 72.11 |
| 01-151-0000-5700-5200-0000 | Legal Expenses | 50,000.00 | 75,000.00 | 125,000.00 | -116,612.17 | -8,000.00 | 387.83 |
| 01-152-0000-5700-5700-0000 | Personnel Committee Expenses | 250.00 | | 250.00 | -225.00 | | 25.00 |
| 01-153-0000-5700-5200-0000 | Tax Title Expenses | 10,000.00 | | 10,000.00 | -6,438.00 | | 3,562.00 |
| 01-155-0000-5700-5700-0000 | Data System Expenses | 86,956.00 | | 86,956.00 | -72,417.50 | -4,500.00 | 10,038.50 |
| 01-161-0000-5110-5110-0000 | Town Clerk Elected Salary | 38,896.00 | | 38,896.00 | -38,896.00 | | 0.00 |
| 01-161-0000-5114-5114-0000 | Town Clerk Wages Pt | 15,925.00 | | 15,925.00 | -13,346.96 | | 2,578.04 |
| 01-161-0000-5700-5700-0000 | Town Clerk Expenses | 3,020.00 | | 3,020.00 | -2,904.20 | | 115.80 |
| 01-162-0000-5114-5114-0000 | Elections Wages Pt | 4,396.00 | 757.00 | 5,153.00 | -5,152.48 | | 0.52 |
| 01-162-0000-5700-5700-0000 | Elections Expenses | 4,150.00 | 1,000.00 | 5,150.00 | -5,065.06 | | 84.94 |
| 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 | 511.00 | | 511.00 | -280.72 | | 230.28 |
| 01-163-0000-5700-5700-0000 | Registration Expenses | 100.00 | | 100.00 | | | 100.00 |
| 01-171-0000-5114-5114-0000 | Conservation Committee Wages Pt | 11,786.00 | | 11,786.00 | -11,558.64 | | 227.36 |
| 01-171-0000-5700-5700-0000 | Conservation Committee Expenses | 2,000.00 | | 2,000.00 | -1,324.58 | -675.42 | 0.00 |
| 01-171-2023-0023-5801-0900 | Art23 Atm Linden/Lyman Land Purchase - Fc | 50,000.00 | | 50,000.00 | -22,288.00 | | 27,712.00 |
| 01-175-0000-5700-5700-0000 | Planning Board Expenses | 1,000.00 | | 1,000.00 | -743.10 | | 256.90 |
| 01-175-2023-1906-5700-0900 | Art19-6 Plan Bd Master Plan - Fc | 5,000.00 | | 5,000.00 | | -5,000.00 | 0.00 |
| 01-176-0000-5700-5700-0000 | Board Of Appeals Expenses | 500.00 | | 500.00 | -213.00 | | 287.00 |
| 01-177-0000-5000-5700-0000 | Agricultural Commission Expenses | 1,350.00 | | 1,350.00 | -1,305.08 | -44.92 | 0.00 |

Town Accountant

General Fund Expenses Fiscal Year 2023

| ACCOUNT NUMBER | DEPARTMENT | BUDGETED | TRANS-FERRED | TOTAL AVAILABLE | EXPENSES | ENCUM-BERED | UNUSED BALANCES |
|----------------------------|--|------------|--------------|-----------------|-------------|-------------|-----------------|
| 01-192-0000-5211-5211-0000 | Public Bldg - Electricity | 80,000.00 | | 80,000.00 | -65,095.75 | -4,000.00 | 10,904.25 |
| 01-192-0000-5411-5411-0000 | Public Bldg - Fuel Oil | 59,000.00 | 6,000.00 | 65,000.00 | -62,994.79 | | 2,005.21 |
| 01-192-0000-5700-5700-0000 | Public Buildings Expenses | 108,706.00 | 10,000.00 | 118,706.00 | -114,580.73 | -4,000.00 | 125.27 |
| 01-195-0000-5700-5700-0000 | Town Report Expenses | 3,500.00 | | 3,500.00 | -1,995.36 | | 1,504.64 |
| 01-210-0000-5111-5111-0000 | Police Salary Ft | 135,660.00 | | 135,660.00 | -135,660.00 | | 0.00 |
| 01-210-0000-5112-5112-0000 | Police Wages Ft | 869,028.00 | | 869,028.00 | -808,505.38 | | 60,522.62 |
| 01-210-0000-5114-5114-0000 | Police Wages Pt | 137,875.00 | | 137,875.00 | -84,495.62 | | 53,379.38 |
| 01-210-0000-5700-5700-0000 | Police Expenses | 109,362.00 | 7,894.50 | 117,256.50 | -102,501.95 | -14,754.55 | 0.00 |
| 01-210-2023-0001-5100-0900 | Art 1 Fy20 & Fy 21 Michael Barry Armorer Stipend | 1,000.00 | | 1,000.00 | | -1,000.00 | 0.00 |
| 01-210-2023-0025-5100-0900 | Art 25 Police Bridge Training - 2 Years | 37,000.00 | | 37,000.00 | -8,493.20 | -28,506.80 | 0.00 |
| 01-210-2023-0025-5700-0900 | Art 25 Police Bridge Expenses - 2 Years | 8,000.00 | | 8,000.00 | -4,203.00 | -3,797.00 | 0.00 |
| 01-210-2023-1903-5800-0900 | Art 19-3 Police Cruiser Replace Car 5 | 54,641.00 | | 54,641.00 | -54,641.00 | | 0.00 |
| 01-221-0000-5111-5111-0000 | Fire & Ems Salary Ft | 128,981.00 | 8,700.00 | 137,681.00 | -137,623.20 | | 57.80 |
| 01-221-0000-5112-5112-0000 | Fire & Ems Wages Ft | 206,382.00 | | 206,382.00 | -186,590.67 | | 19,791.33 |
| 01-221-0000-5114-5114-0000 | Fire & Ems Wages Pt | 350,629.00 | -31,000.00 | 319,629.00 | -248,443.66 | | 71,185.34 |
| 01-221-0000-5700-5700-0000 | Fire & Ems Expenses | 150,210.00 | 31,000.00 | 181,210.00 | -155,087.89 | -26,100.00 | 22.11 |
| 01-221-2023-0004-5700-0900 | Art 4 Ambulance 6a-1 Adtl Funds - Rr | 114,000.00 | | 114,000.00 | | -114,000.00 | 0.00 |
| 01-221-2023-1901-5800-0900 | Art 19-1 Fire/Ems Command Car Replacement - Ps | 60,000.00 | | 60,000.00 | -59,975.53 | -24.47 | 0.00 |
| 01-221-2023-1902-5700-0900 | Art 19-2 Fire/Ems Airbag & Equipment | 15,364.00 | | 15,364.00 | -15,319.00 | -45.00 | 0.00 |
| 01-241-0000-5111-5111-0000 | Building Inspector Salary Ft | 96,237.00 | | 96,237.00 | -96,237.00 | | 0.00 |
| 01-241-0000-5114-5114-0000 | Building Inspector Wages Pt | 32,769.00 | | 32,769.00 | -25,417.60 | | 7,351.40 |
| 01-241-0000-5700-5700-0000 | Building Inspector Expenses | 26,696.00 | | 26,696.00 | -17,881.83 | -8,800.00 | 14.17 |
| 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 | -20.00 | | 580.00 |
| 01-249-0000-5113-5113-0000 | Animal Inspector Salary Pt | 2,073.00 | | 2,073.00 | -2,073.00 | | 0.00 |
| 01-249-0000-5700-5700-0000 | Animal Inspector Expenses | 500.00 | | 500.00 | -213.38 | | 286.62 |
| 01-292-0000-5113-5113-0000 | Animal Control Officer Salary Pt | 5,619.00 | | 5,619.00 | -5,619.00 | | 0.00 |
| 01-292-0000-5700-5700-0000 | Animal Control Officer Expenses | 1,820.00 | | 1,820.00 | -319.00 | | 1,501.00 |
| 01-296-0000-5100-5100-0000 | Communications Center Wages | 47,753.00 | | 47,753.00 | -47,752.56 | | 0.44 |
| 01-296-0000-5700-5700-0000 | Communications Expenses | 216,901.00 | | 216,901.00 | -210,021.24 | -6,000.00 | 879.76 |
| 01-422-0000-5111-5111-0000 | Highway Salary Ft | 85,105.00 | | 85,105.00 | -85,105.00 | | 0.00 |
| 01-422-0000-5112-5112-0000 | Highway Wages Ft | 281,049.00 | | 281,049.00 | -230,526.17 | | 50,522.83 |
| 01-422-0000-5114-5114-0000 | Highway Wages Pt | 24,790.00 | | 24,790.00 | -12,690.82 | | 12,099.18 |
| 01-422-0000-5700-5700-0000 | Highway Expenses | 143,920.00 | | 143,920.00 | -122,261.44 | -20,000.00 | 1,658.56 |
| 01-422-2023-1904-5700-0900 | Art 19-4 Highway Hot Top - Fc | 80,000.00 | | 80,000.00 | 0.00 | -80,000.00 | 0.00 |
| 01-422-2023-1905-5800-0900 | Art 19-5 Highway One Tone (06rep) | 85,000.00 | | 85,000.00 | -84,838.08 | -161.92 | 0.00 |
| 01-423-0000-5112-5112-0000 | Snow & Salt Overtime Wages | 44,473.00 | | 44,473.00 | -24,407.20 | | 20,065.80 |
| 01-423-0000-5114-5114-0000 | Snow & Salt Wages Pt | 11,502.00 | -3,000.00 | 8,502.00 | -2,957.08 | | 5,544.92 |
| 01-423-0000-5700-5700-0000 | Snow & Salt Expenses | 87,500.00 | 3,000.00 | 90,500.00 | -90,299.92 | | 200.08 |
| 01-424-0000-5211-5211-0000 | Street Lights | 9,000.00 | | 9,000.00 | -3,589.39 | | 5,410.61 |
| 01-433-0000-5114-5114-0000 | Transfer Station Wages Pt | 38,848.00 | | 38,848.00 | -35,138.51 | | 3,709.49 |
| 01-433-0000-5700-5700-0000 | Transfer Station Expenses | 30,920.00 | | 30,920.00 | -5,043.22 | -25,000.00 | 876.78 |
| 01-491-0000-5000-5700-0000 | Cemetery Expenses | 15,668.00 | | 15,668.00 | -10,552.01 | -2,000.00 | 3,115.99 |

Town Accountant

General Fund Expenses Fiscal Year 2023

| ACCOUNT NUMBER | DEPARTMENT | BUDGETED | TRANS-FERRED | TOTAL AVAILABLE | EXPENSES | ENCUM-BERED | UNUSED BALANCES |
|----------------------------|---|---------------|--------------|-----------------|----------------|-------------|-----------------|
| 01-510-0000-5110-5110-0000 | Board Of Health Elected Salary | 1,953.00 | | 1,953.00 | -1,953.00 | | 0.00 |
| 01-510-0000-5114-5114-0000 | Board Of Health Wages Pt | 6,515.00 | | 6,515.00 | -4,687.56 | | 1,827.44 |
| 01-510-0000-5700-5700-0000 | Board Of Health Expenses | 1,000.00 | | 1,000.00 | | | 1,000.00 |
| 01-511-0000-5200-5200-0000 | Nashoba Health | 9,853.00 | | 9,853.00 | -9,852.96 | | 0.04 |
| 01-522-0000-5200-5200-0000 | Nashoba Nursing | 4,516.00 | | 4,516.00 | -4,515.96 | | 0.04 |
| 01-541-0000-5112-5112-0000 | Council On Aging Wages Ft | 33,544.00 | | 33,544.00 | -33,543.12 | | 0.88 |
| 01-541-0000-5114-5114-0000 | Council On Aging Wages Pt | 24,625.00 | -2,500.00 | 22,125.00 | -14,093.48 | | 8,031.52 |
| 01-541-0000-5700-5700-0000 | Council On Aging Expenses | 14,186.00 | 2,500.00 | 16,686.00 | -15,887.81 | -350.00 | 448.19 |
| 01-543-0000-5113-5113-0000 | Veterans Salary Pt | 9,126.00 | | 9,126.00 | -9,126.00 | | 0.00 |
| 01-543-0000-5700-5700-0000 | Veterans Expenses | 300.00 | | 300.00 | | | 300.00 |
| 01-543-0000-5780-5780-0000 | Veterans Benefits | 11,000.00 | 4,500.00 | 15,500.00 | -14,280.90 | | 1,219.10 |
| 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 | 134,379.00 | | 134,379.00 | -123,140.51 | | 11,238.49 |
| 01-610-0000-5700-5700-0000 | Library Expenses | 33,090.00 | | 33,090.00 | -32,510.12 | -579.88 | 0.00 |
| 01-630-0000-5700-5700-0000 | Recreation Expenses | 14,410.00 | | 14,410.00 | -14,410.00 | | 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 | -580.23 | | 19.77 |
| 01-692-0000-5700-5700-0000 | Memorial Day Expenses | 2,000.00 | | 2,000.00 | -1,888.69 | | 111.31 |
| 01-694-0000-5700-5700-0000 | Festive Events Expenses | 500.00 | | 500.00 | | | 500.00 |
| 01-752-0000-5800-5800-0000 | Interest Expense | 108,775.00 | | 108,775.00 | -108,775.00 | | 0.00 |
| 01-752-0000-5900-5900-0000 | Principal Repayment On Debt | 190,000.00 | | 190,000.00 | -190,000.00 | | 0.00 |
| 01-800-0000-5600-5634-0000 | Motor Vehicle Assessment | 2,120.00 | | 2,120.00 | -1,980.00 | | 140.00 |
| 01-800-0000-5600-5639-0000 | Mosquito Control Assessment | 39,549.00 | | 39,549.00 | -39,549.00 | | 0.00 |
| 01-800-0000-5600-5640-0000 | Air Pollution Assessment | 1,204.00 | | 1,204.00 | -1,204.00 | | 0.00 |
| 01-800-0000-5600-5641-0000 | Central Mass Regional Planning Council | 951.00 | | 951.00 | -950.14 | | 0.86 |
| 01-835-0000-5300-5321-0000 | Assabet Valley Regional Assessment | 581,420.00 | | 581,420.00 | -546,259.00 | | 35,161.00 |
| 01-835-0000-5300-5322-0000 | Tahanto Regional Assessment | 2,942,997.00 | | 2,942,997.00 | -2,942,997.00 | | 0.00 |
| 01-835-0000-5300-5322-2020 | Tahanto Capital Assessment | 518,341.00 | | 518,341.00 | -518,341.00 | | 0.00 |
| 01-835-0000-5300-5323-0000 | Berlin Memorial Assessment | 3,598,326.00 | | 3,598,326.00 | -3,598,326.00 | | 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 | 68,177.00 | | 68,177.00 | -68,177.00 | | 0.00 |
| 01-840-0000-5700-5700-0000 | Assabet Regional Housing Consortium | 12,000.00 | | 12,000.00 | -11,137.50 | -862.50 | 0.00 |
| 01-911-0000-5200-5200-0000 | Worcester Regional Retirement Assessment | 605,652.00 | | 605,652.00 | -605,652.00 | | 0.00 |
| 01-912-0000-5100-5170-0000 | Workmens Compensation | 25,300.00 | | 25,300.00 | -21,069.00 | | 4,231.00 |
| 01-913-0000-5100-5170-0000 | Unemployment Insurance | 25,000.00 | 22,000.00 | 47,000.00 | -30,540.42 | -16,000.00 | 459.58 |
| 01-914-0000-5100-5170-0000 | Chapter 32b Health Insurance | 665,000.00 | -110,640.00 | 554,360.00 | -541,336.30 | | 13,023.70 |
| 01-916-0000-5200-5200-0000 | Police & Fire Sickness And Accident Insurance | 24,000.00 | | 24,000.00 | -20,059.00 | | 3,941.00 |
| 01-919-0000-5100-5190-0000 | Sick Pay Account | 39,780.00 | 6,000.00 | 45,780.00 | -32,301.62 | | 13,478.38 |
| 01-920-0000-5100-5170-0000 | Medicare | 45,900.00 | | 45,900.00 | -44,572.18 | | 1,327.82 |
| 01-945-0000-5700-5740-0000 | Property & Liabilities Insurance | 103,400.00 | | 103,400.00 | -88,766.00 | | 14,634.00 |
| 01-990-0000-0000-5000-000 | Transfer To Other Funds - Stabilization Funds From FC | 0.00 | | 0.00 | -412,815.67 | | -412,815.67 |
| | | | | | | | |
| | | 15,206,963.00 | 0.00 | 15,206,963.00 | -14,628,547.86 | -386,197.46 | 192,217.68 |

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2023

| ACCOUNT NUMBER | FUND NAME | BALANCE 7/1/2022 | TRANSFER INTO | RECEIPTS | TRANSFER FROM | EXPENSES | BALANCE 6/30/23 |
|----------------------------|--|---------------------|------------------|--------------|------------------|--------------|--------------------|
| | HIGHWAY IMPROVEMENTS: | | | | | | |
| 13-422-0000-0000-3590-0000 | Highway Improvements | (\$1,365.00) | | \$0.00 | | \$14,092.50 | (\$15,457.50) |
| | RECEIPTS RESERVED FOR APPROPRIATION: | | | | | | |
| 14-000-3303-0000-3301-0000 | TNC Per-Ride Fund (tax on ride services) | \$2,207.90 | | \$467.00 | | | \$2,674.90 |
| 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 | \$292,115.73 | | \$222,940.31 | \$214,000.00 | | \$301,056.04 |
| | Ambulance Receivable \$338,430.11 | | | | | | |
| 14-491-3301-0000-3590-0000 | Cemetery General Receipts | \$16,600.00 | | \$10,400.00 | \$10,450.00 | | \$16,550.00 |
| 14-491-3302-0000-3590-0000 | Cemetery Sale of Lots | \$1,800.00 | | \$1,700.00 | \$1,400.00 | | \$2,100.00 |
| 14-510-3304-0000-3590-0000 | WPAT Loan Repayments - can be reused w/approp | \$101,781.05 | | \$4,777.22 | | | \$106,558.27 |
| 14-698-3301-0000-3301-0000 | PEG Access & Cable Related Fund | \$200,174.28 | | \$35,177.51 | | \$39,424.67 | \$195,927.12 |
| | OFFSET RECEIPTS: | | | | | | |
| 15-242-3308-0000-3590-0000 | Plumbing and Gas Inspector-moved to revolving fund | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 15-243-3307-0000-3590-0000 | Electrical Inspector-moved to revolving funds | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 15-433-3309-0000-3590-0000 | Transfer Station | \$0.00 | | \$138,226.96 | \$15,992.80 | \$122,234.16 | \$0.00 |
| | REVOLVING FUNDS: | | | | | | |
| 17-145-1701-0000-3560-0000 | Tax Title Collection Revolving Fund | \$1,500.44 | | \$5,940.74 | | \$585.00 | \$6,856.18 |
| 17-171-1701-0000-3590-0000 | Conservation Wetlands Protection Fund | \$12,173.59 | | \$2,392.50 | | | \$14,566.09 |
| 17-192-1701-0000-3590-0000 | Town Hall Revolving Fund | \$10,117.49 | | \$10,897.50 | | \$10,454.65 | \$10,560.34 |
| 17-192-1702-0000-3590-0000 | Public Building Insurance Reimbursement | \$0.00 | | \$5,615.45 | | | \$5,615.45 |
| 17-210-1705-0000-3590-0000 | Police Special Law Enforcement Fund | \$2,110.46 | | \$10,850.00 | | | \$12,960.46 |
| 17-221-1701-0000-3560-0000 | Fire & EMS Insurance Reimbursement | \$200.11 | | | | | \$200.11 |
| 17-242-1701-0000-3560-0000 | Plumbing & Gas Inspector Revolving Fund | \$0.00 | | \$31,017.50 | | \$20,707.24 | \$10,310.26 |
| 17-243-1701-0000-3560-0000 | Electrical Inspector Revolving Fund | \$0.00 | | \$28,361.21 | | \$19,158.74 | \$9,202.47 |
| 17-422-1701-0000-3590-0000 | Highway Insurance Reimbursement | \$0.00 | | \$2,893.82 | | \$2,646.32 | \$247.50 |
| 17-610-1709-0000-3590-0000 | Library Video Fines Fund | \$2,847.94 | | \$172.17 | | \$326.50 | \$2,693.61 |
| 17-630-1701-0000-3590-0000 | Recreation Donation Fund | \$12,915.31 | | \$10,205.00 | | \$8,980.41 | \$14,139.90 |
| | TOWN GRANTS | \$77.29 | | | | \$77.29 | \$0.00 |
| 18-122-1701-0000-3590-0000 | EECBG - Federal Grant Thru State | \$102.37 | | | | | \$102.37 |
| 18-123-1704-0000-3520-2021 | Shared Streets and Spaces Grant | \$1,964.23 | | | | \$1,964.23 | \$0.00 |
| 18-123-1705-0000-3510-0000 | ARPA - CLFRF Grant | \$459,874.43 | | \$484,229.07 | | \$51,108.50 | \$892,995.00 |
| 18-123-1706-0000-3520-0000 | DOER - META State Grant | (\$2,320.00) | | \$3,640.00 | | \$1,320.00 | \$0.00 |
| 18-123-1707-0000-3520-0000 | FY23 ADA Improvement Grant | \$0.00 | | | | \$8,000.00 | (\$8,000.00) |
| 18-171-1703-0000-3520-2023 | FY23 MVP Action Grant - Horseshoe Pond | \$0.00 | | \$867,712.00 | | \$867,712.00 | \$0.00 |
| 18-177-1701-0000-3520-0000 | Community Garden Well & Pump Grant | \$592.14 | | | | \$592.14 | \$0.00 |
| 18-210-1712-0000-3520-0000 | Police Medbox Grant | \$1,950.00 | | \$1,300.00 | | | \$3,250.00 |
| 18-221-1702-0000-3510-0000 | Federal Fire Safe Grant | \$1,000.00 | | | | \$130.06 | \$869.94 |
| 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 | (\$1,941.13) | | \$2,720.74 | | \$628.72 | \$150.89 |
| 18-221-1708-0000-3520-2022 | State Fire AED Reimb Grant | \$1,942.00 | | | | \$1,942.00 | \$0.00 |
| 18-221-1709-0000-3510-2020 | FEMA FY2020 AFG Hose & Nozzle Grant | (\$40,281.70) | | \$43,820.67 | | \$5,567.82 | (\$2,028.85) |

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2023

| ACCOUNT NUMBER | FUND NAME | BALANCE 7/1/2022 | TRANSFER INTO | RECEIPTS | TRANSFER FROM | EXPENSES | BALANCE 6/30/23 |
|----------------------------|---|---------------------|------------------|--------------|------------------|--------------|--------------------|
| | TOWN GRANTS Continued: | | | | | | |
| 18-221-1710-0000-3510-2022 | Federal Fire Radio EMW2021FG11822 | \$0.00 | | \$203,334.21 | | \$226,858.54 | (\$23,524.33) |
| 18-221-1711-0000-3520-2023 | 2023 Firefighter Equipment Grant | \$0.00 | | | | \$5,335.21 | (\$5,335.21) |
| 18-221-1712-0000-3520-2023 | State Fire Safe Grant FY23 | \$0.00 | | \$1,500.00 | | | \$1,500.00 |
| 18-221-1714-0000-3510-2019 | Federal Fire - EMPG FY19 Grant | (\$628.72) | | | | \$904.75 | (\$1,533.47) |
| 18-221-1714-0000-3510-2021 | Federal Fire - EMPG FY21 Grant | (\$2,700.00) | | \$2,700.00 | | | \$0.00 |
| 18-422-1704-0000-3590-0000 | Highway Intern Grant Program | \$30.00 | | | | | \$30.00 |
| 18-422-1706-0000-3520-0000 | Mun Regional - Bucket Truck | \$178,000.00 | | | | \$178,000.00 | \$0.00 |
| 18-422-1707-0000-3520-0000 | Highway WRAP - Winter Recover Assist Prog | \$0.00 | | \$141,106.17 | | \$74,887.57 | \$66,218.60 |
| 18-433-1701-0000-3520-0000 | RDP-Recycling Divided Program | \$0.00 | | \$980.00 | | \$980.00 | \$0.00 |
| 18-433-1702-0000-3520-0000 | SMRP-Mattress Container Grant | \$0.00 | | \$10,000.00 | | \$10,000.00 | \$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 | | | | \$315.00 | \$4,197.36 |
| 18-541-1702-0000-3590-0000 | Council on Aging - Elderly Affairs Grant | \$17,088.00 | | \$14,472.00 | | \$1,163.22 | \$30,396.78 |
| 18-543-1702-0000-3520-2022 | Veterans Cost of Living Funds | \$948.00 | | (\$948.00) | | | \$0.00 |
| 18-610-1703-0000-3590-0000 | Library LIG & MEG Grant | \$7,885.57 | | \$5,873.68 | | \$3,197.00 | \$10,562.25 |
| 18-631-1701-0000-3590-0000 | Cultural Council Grant | \$5,537.39 | | \$5,502.64 | | \$6,692.00 | \$4,348.03 |

| | | | | | | | |
|----------------------------|--|--------------|--------------|--------------|--------------|-------------|----------------|
| | COMMUNITY PRESERVATION FUND: | | | | | | |
| | CPA - Tax Liens Receivable \$823.7 | | | | | | |
| | 2021 CPA Receivable \$ (.02) | | | | | | |
| | 2023 CPA Receivable \$4275.11 | | | | | | |
| 24-000-0000-0000-3240-0000 | CPA - Fund Balance Res for Approved Projects | \$998,224.25 | \$486,275.75 | | \$840,000.00 | \$23,811.40 | \$620,688.60 |
| 24-000-0000-0000-3241-0000 | CPA - Open Space/Recreation | \$48,466.70 | \$73,245.30 | | \$111,275.75 | | \$10,436.25 |
| 24-000-0000-0000-3242-0000 | CPA - Historical Resources | \$48,466.70 | \$73,245.30 | | \$100,000.00 | | \$21,712.00 |
| 24-000-0000-0000-3243-0000 | CPA - Affordable Housing | \$125,950.43 | \$73,245.30 | | | | \$199,195.73 |
| 24-000-0000-0000-3590-0000 | CPA - Fund Balance | \$131,436.43 | \$840,000.00 | \$623,496.94 | \$494,735.90 | \$13,705.41 | \$1,086,492.06 |

| | | | | | | | |
|----------------------------|--|--------------|---------------------|--------------|-------------------------|--|--|
| | 'CPA - OPEN APPROVED PROJECTS | | | | Ending Bal - 6/30/23 | | |
| 24-171-2022-0008-5801-0900 | Art 8 STM Linden/Lyman Land Purchase | \$490,000.00 | Grant Reimbursed | | | | |
| 24-171-2023-0023-5801-0900 | Art 23 ATM Linden/Lyman Land Purchase | \$350,000.00 | Grant Reimbursed | | | | |
| 24-171-2024-0021-5700-0900 | Art 21 72 Carter Street Purchase | FY24 | | \$125,000.00 | | | |
| 24-177-2023-0011-5700-0900 | Art 11 Commnity Garden Fence | \$45,000.00 | | \$45,000.00 | | | |
| 24-630-2022-0011-5801-0900 | Art 11 STM Basketball & Tennis Courts | \$100,000.00 | (\$54.94) | \$99,945.06 | | | |
| 24-630-2022-0012-5801-0900 | Art 12 STM Announcement Booth & Scoreboard | \$20,000.00 | (\$9,850.00) | \$10,150.00 | | | |
| 24-630-2024-0022-5700-0900 | Art 22 South Common Pavilion | FY24 | | \$150,000.00 | | | |
| 24-691-2022-0009-5801-0900 | Art 9 STM Bullard House Foundation Drain/Base | \$100,000.00 | | \$100,000.00 | | | |
| 24-691-2022-0010-5702-0900 | Art 10 STM High Priority Artifact Imaging | \$4,500.00 | (\$2,500.00) | \$2,000.00 | | | |
| 24-691-2023-0022-5801-0900 | Art 22 ATM Bullard House Engineering & Design | \$100,000.00 | (\$11,406.46) | \$88,593.54 | | | |
| | | | | \$620,688.60 | | | |

| | | | | | | | |
|----------------------------|--------------------------------------|------------|--|--|--|--|------------|
| | CAPITAL PROJECTS: | | | | | | |
| 30-000-0000-0000-3590-0000 | School | \$5,141.03 | | | | | \$5,141.03 |
| 31-000-0000-0000-3590-0000 | Public Safety and Municipal Building | \$34.92 | | | | | \$34.92 |

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2023

| ACCOUNT NUMBER | FUND NAME | BALANCE 7/1/2022 | TRANSFER INTO | RECEIPTS | TRANSFER FROM | EXPENSES | BALANCE 6/30/23 |
|----------------------------|---|---------------------|------------------|--------------|------------------|-------------|--------------------|
| | GIFTS AND DONATIONS: | | | | | | |
| 40-122-3500-0000-3590-0000 | Selectmen - Clock Striking Fund | \$3,918.38 | | \$154.77 | | | \$4,073.15 |
| 40-122-3501-0000-3590-0000 | Selectmen - World War II Fund | \$92.96 | | \$7.88 | | | \$100.84 |
| 40-122-3506-0000-3590-0000 | Cultural Activities & Facilities | \$4,593.05 | \$25,000.00 | | | | \$29,593.05 |
| 40-171-1701-0000-3280-0000 | Conservation Donation | \$3,245.00 | | | | \$429.80 | \$2,815.20 |
| 40-175-3601-0000-3590-0000 | Planning Board - Affordable Housing | \$179,478.00 | \$8,412.50 | | \$17,350.00 | | \$170,540.50 |
| 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 | \$3,737.67 | | \$1,570.00 | | \$776.79 | \$4,530.88 |
| 40-210-3602-0000-3280-2023 | Police Drone Unit Donation | \$0.00 | | \$102,272.00 | | \$22,680.00 | \$79,592.00 |
| 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 | | | | \$585.00 | \$1,261.83 |
| 40-220-3601-0000-3590-0000 | Fire - Donations | \$139.40 | | | | | \$139.40 |
| 40-221-3601-0000-3580-0000 | Fire & EMS Donations | \$9,712.09 | | \$400.00 | | \$1,728.00 | \$8,384.09 |
| 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 | \$1,485.31 | | \$268.00 | | | \$1,753.31 |
| 40-541-3600-0000-3280-0000 | Council on Aging - Powderhouse News | \$0.00 | | \$1,300.00 | | \$660.00 | \$640.00 |
| 40-541-3618-0000-3590-0000 | Council on Aging Donations | \$8,041.45 | | \$2,766.00 | | \$400.00 | \$10,407.45 |
| 40-610-3609-0000-3590-0000 | Library Donations | \$2,338.50 | | \$60.00 | | \$843.72 | \$1,554.78 |
| 40-691-3601-0000-3590-0000 | Historical Comm. Donation | \$739.08 | | | | | \$739.08 |

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|----------------------------|---|--------------|--|------------|--|--|--------------|
| | NON - EXPENDABLE TRUST FUNDS: | | | | | | |
| 82-001-3509-0000-3590-0000 | Mary Keyes - Highway Fund | \$2,449.03 | | | | | \$2,449.03 |
| 82-001-3510-0000-3590-0000 | Nancy Young - School | \$1,500.00 | | | | | \$1,500.00 |
| 82-001-3511-0000-3590-0000 | Ella Fosgate - Memorial Fund | \$200.00 | | | | | \$200.00 |
| 82-001-3512-0000-3590-0000 | Anna Hunt - General | \$1,000.00 | | | | | \$1,000.00 |
| 82-001-3513-0000-3590-0000 | Charity Fund | \$3,461.00 | | | | | \$3,461.00 |
| 82-491-3515-0000-3590-0000 | Cemetery - Hartshorn-Sons of Union Vets | \$162.65 | | | | | \$162.65 |
| 82-491-3516-0000-3590-0000 | Cemetery Flower Fund | \$7,562.87 | | | | | \$7,562.87 |
| 82-491-3517-0000-3590-0000 | Cemetery Perpetual Care Fund | \$180,896.54 | | \$6,800.00 | | | \$187,696.54 |
| 82-610-3514-0000-3590-0000 | Library | \$34,891.73 | | | | | \$34,891.73 |

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|----------------------------|--|--------------|--|------------|--|--------------|-------------|
| | EXPENDABLE TRUST FUNDS: | | | | | | |
| 84-001-3509-4000-4820-0000 | Mary Keyes - Highway | \$5,720.56 | | \$331.46 | | | \$6,052.02 |
| 84-001-3511-0000-3590-0000 | Nancy Young - School | \$4,610.06 | | \$247.67 | | | \$4,857.73 |
| 84-001-3511-0000-3590-0000 | Ella Fosgate - Memorial Fund | \$392.54 | | \$12.73 | | | \$405.27 |
| 84-001-3512-0000-3590-0000 | Anna Hunt - General | \$284.05 | | \$63.52 | | | \$347.57 |
| 84-001-3513-0000-3590-0000 | Charity Fund | \$1,021.66 | | \$181.97 | | | \$1,203.63 |
| 84-122-3518-0000-3590-0000 | Selectmen - Mable Marble Scholarship | \$6,232.75 | | \$3,003.09 | | \$3,500.00 | \$5,735.84 |
| 84-171-3519-0000-3590-0000 | **Conservation - Open Space | \$282,037.11 | | \$541.09 | | \$275,707.86 | \$6,870.34 |
| 84-300-3521-0000-3590-0000 | School - Hoffman Fund | \$545.13 | | \$19.34 | | | \$564.47 |
| 84-491-3515-0000-3590-0000 | Cemetery - Hartshorn-Sons of Union Vets | \$1,450.68 | | \$65.08 | | | \$1,515.76 |
| 84-491-3517-0000-3590-0000 | Cemetery - Flower and Perpetual Care | \$2,079.97 | | \$196.96 | | | \$2,276.93 |
| 84-610-3514-0000-3590-0000 | Library | \$18,487.86 | | \$53.41 | | | \$18,541.27 |
| | **Solomon Pond Mit Receivable \$141,666.76 | | | | | | |

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2023

| ACCOUNT NUMBER | FUND NAME | BALANCE 7/1/2022 | TRANSFER INTO | RECEIPTS | TRANSFER FROM | EXPENSES | BALANCE 6/30/23 |
|----------------------------|--------------------------------------|---------------------|------------------|-------------|------------------|----------|--------------------|
| | STABILIZATION FUNDS: | | | | | | |
| 85-000-0000-0000-3590-0000 | Stabilization Fund - General | \$1,214,098.10 | \$197,614.00 | \$2,508.35 | | | \$1,414,220.45 |
| 85-000-1320-0000-3280-2021 | Capital Stabilization Fund | \$142,022.33 | \$197,614.00 | \$72.10 | | | \$339,708.43 |
| 85-000-1321-0000-3580-2022 | Public Safety Stabilization Fund | \$1,034,373.08 | \$880,192.29 | \$1,204.74 | \$385,005.00 | | \$1,530,765.11 |
| 85-122-0000-0000-3580-2020 | Energy Committee Stabilization Fund | \$56,193.01 | | \$22,658.32 | | | \$78,851.33 |
| 85-123-1320-0000-3580-2023 | Opioid Settlement Stabilization Fund | \$0.00 | \$17,587.67 | | | | \$17,587.67 |

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|----------------------------|---|--------------|--|--------------|--|--------------|---------------|
| | AGENCY FUNDS: | | | | | | |
| 89-123-0000-0000-2550-2021 | TA - C3 Industries Marijuana Host Deposit | \$3,561.58 | | \$1.79 | | | \$3,563.37 |
| 89-171-0000-0000-2551-2012 | Conservation - Berlin Farms | \$754.76 | | \$0.36 | | | \$755.12 |
| 89-171-0000-0000-2553-2022 | Conservation - Highland Ridge | \$2,500.26 | | \$1.27 | | | \$2,501.53 |
| 89-175-0000-0000-2555-0000 | Planning Board - Highland Commons | \$58.14 | | \$0.04 | | | \$58.18 |
| 89-175-0000-0000-2557-2005 | Planning Board - Indian Rock Estates | \$2,007.19 | | \$1.62 | | | \$2,008.81 |
| 89-175-0000-0000-2558-2006 | Planning Board - Kendall Homes | \$74.22 | | \$0.06 | | | \$74.28 |
| 89-175-0000-0000-2560-2004 | Planning Board - Berlin Village | \$122.56 | | \$0.10 | | | \$122.66 |
| 89-175-0000-0000-2561-2007 | Planning Board - Farm Lane | \$191.78 | | \$0.15 | | | \$191.93 |
| 89-175-0000-0000-2563-2009 | Planning Board - Highland Common Traffic | \$14,800.50 | | \$7.42 | | | \$14,807.92 |
| 89-175-0000-0000-2565-2011 | Planning Board - Hamlin Summer Road | \$1,035.82 | | \$0.48 | | | \$1,036.30 |
| 89-175-0000-0000-2566-2011 | Planning Board - River Run | \$2,553.38 | | \$1.27 | | | \$2,554.65 |
| 89-175-0000-0000-2567-2013 | Planning Board - Growing Room Project | \$3,199.75 | | \$1.62 | | | \$3,201.37 |
| 89-175-0000-0000-2570-2017 | Planning Board - Plastride Sawyer Hill | \$187.52 | | \$0.12 | | | \$187.64 |
| 89-175-0000-0000-2571-2019 | Planning Board - West St Crossing | \$0.24 | | | | | \$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 | \$2,723.87 | | \$1.38 | | | \$2,725.25 |
| 89-175-0000-0000-2574-2019 | Planning Board - Kane Subdivision | \$373.93 | | \$0.22 | | | \$374.15 |
| 89-175-0000-0000-2575-2020 | Planning Board - Indian Farms Estate | \$1,752.57 | | \$0.84 | | | \$1,753.41 |
| 89-175-0000-0000-2576-2021 | Planning Board - Rhodes-Baum Subdivision | \$800.77 | | \$0.36 | | | \$801.13 |
| 89-176-0000-0000-2556-0000 | Board of Appeals - The Capes of Berlin | \$4,343.25 | | \$2.15 | | | \$4,345.40 |
| 89-176-0000-0000-2557-2019 | Board of Appeals - ZPT Energy - Potas | \$10,040.94 | | \$5.04 | | | \$10,045.98 |
| 89-210-0000-0000-2021-0000 | Police Detail | (\$1,213.28) | | \$106,194.16 | | \$121,168.12 | (\$16,187.24) |
| | Police Detail Receivable \$49,921.49 | | | | | | \$0.00 |
| 89-210-0000-0000-2435-0000 | Police Firearms Records Licenses - State | \$1,737.50 | | \$5,886.11 | | \$6,329.86 | \$1,293.75 |
| 89-220-0000-0000-2022-0000 | Fire Details | \$918.35 | | | | | \$918.35 |
| 89-221-0000-0000-2022-0000 | Fire & EMS Detail | \$540.00 | | \$7,556.40 | | \$6,233.40 | \$1,863.00 |
| 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 |

| | | | | | | | |
|----------------------------|------------------------|----------------|--|----------|--|--------------|----------------|
| | LONG TERM DEBT: | | | New Bond | | Repayment | |
| 90-000-0000-0000-2700-0000 | Bonds Payable | \$3,230,000.00 | | | | \$190,000.00 | \$3,040,000.00 |

- GASB34 - All town asset's over \$5,000.00 are being recorded using The Asset Manager Software.
- FY 22 Financial Statements have been successfully audited by Roselli, Clark & Associates, CPAs from Woburn. Audited Financial Statements can be viewed by appointment in the Accountant's office or on the Town Accountants web page.
- FY 23 Financial Statements will be audited by Roselli, Clark & Associates again this year.
- FY 23 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 from FY23 balance sheet has been certified at \$1,777,874.00.

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 |
| Part of Bolton | 1738-1784 |
| Old Burying Ground given | 1768 |
| Incorporated as South Parish of Bolton | 1778 |
| First Meeting House raised | 1779 |
| Incorporated as the District of Berlin | 1784 |
| Additional land from Lancaster (Boylston Rd) | 1790 |
| Hearse House built by Town | 1805 |
| Incorporated as the Town of Berlin | 1812 |
| Powder House built | 1814 |
| 2nd Meeting House built (First Parish Church) | 1826 |
| First Town House built | 1831 |
| Center School lot (Town Offices) purchased | 1835 |
| Additional land purchased | 1857/1916/1948 |
| South Cemetery opened | 1857 |
| Additional land purchased | 1909 |
| West School built (Legion Hall) | 1857 |
| Land purchased | 1865 |
| Second Town Hall dedicated | 1870 |
| Kitchen/stage addition | 1904 |
| Elevator addition completed | 2018 |
| Hook and Ladder House built (Fire Museum) | 1895 |
| Finished inside | 1928 |
| Public Library built | 1928 |
| Town Barn acquired (built 1899) | 1930 |
| Town Dump opened | 1931 |
| Additional land purchased | 1934/1953/1954 |
| Transfer Station opened | 1982 |
| First Berlin Memorial School opened | 1951 |
| Addition completed | 1953 |
| Rebuilt for Town Offices | 2000 |
| Former Fire Station (West Street) built | 1952 |
| Addition built | 1958 |
| Second floor | 1974 |
| Saint Joseph's Church dedicated | 1953 |
| North Cemetery acquired | 1962 |
| Additional land purchased | 1971 |
| Tahanto Regional High School opened | 1962 |
| Second Tahanto RMHS opened | 2013 |
| South Commons purchased | 1970 |
| Tennis and basketball courts given | 1971 |
| Salt Shed built | 1985 |
| Casey Guilfoyle Play Area given | 1999 |
| New playground completed | 2003 |

| | |
|--|------|
| Assabet Valley Regional Vocational School opened | 1973 |
| Bullard House purchased (built ca. 1790) | 1996 |
| New Curatorial Building completed | 2021 |
| Second Berlin Memorial School opened | 1999 |
| Town Offices/Public Safety building opened | 2000 |
| Highway Dept. land purchase on West St. | 2012 |
| New Highway building completed | 2018 |

Conservation Lands

| | |
|--|-----------|
| Tyler Conservation Area given | 1971 |
| Douglas Conservation Area given | 1974 |
| South/Jones corner conservation purchase | 1978 |
| Mount Pisgah conservation purchases | 1981/1996 |
| Devine Farm conservation purchase | 2004 |
| Webjo/Oberg conservation purchase | 2018 |
| Dingley Conservation Area given | 1984 |
| MacAlister Conservation Area given | 1986 |
| Forty Caves Conservation Area given | 1992 |
| Musche Woods conservation purchase | 1998 |
| Ciesluk conservation purchase | 2017 |
| Musche Conservation Area (Lancaster Rd) given | 1996 |
| Ball Hill Road conservation purchase | 1996 |
| Eager Woods conservation purchase | 2012 |
| Snake Hill Conservation Area purchase | 1997 |
| Clark land (Coburn Rd) conservation purchase | 1998 |
| Bellevue Rd/Priest Rd conservation purchase | 2000 |
| Lancaster Rd/Peach Hill Rd conservation purchase | 2001 |
| Collins Road conservation area given | 2004 |
| Peach Hill conservation area purchase | 2020 |
| Gates Pond area conservation purchases | 2000/2003 |
| Central/Pleasant corner conservation purchase | 2003 |
| Boylston Road railroad conservation purchase | 2004 |
| Crosby Road/North Brook conservation purchase | 2007 |
| Hog Swamp conservation area given | 2007 |
| Riverview Conservation Area purchase | 2017 |
| Great Oak Farm (Bentzen) easement purchase | 2018 |
| 11 Tax Title lands transferred by Town Meeting | 2019 |
| Peach Hill Road conservation purchase | 2019 |
| Horseshoe Pond area conservation purchase | 2022 |
| Powder House Hill (Badeau) conservation purchase | 2023 |

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 | 978-838-0045 |
| Animal Inspector/Board of Health..... | 978-838-2808 |
| Assessor's Office | 978-838-2256 |
| Board of Health..... | 978-838-0214 |
| Building Commissioner Office..... | 978-838-0046 |
| Cemetery Department | 978-838-2502 |
| Central Mass. Mosquito Control Project | 508-393-3055 |
| Council on Aging/Social Services Director | 978-838-2750 |
| Animal Control/Dog Officer (call dispatch) | 978-772-1900 |
| Fire & EMS Department, FIRE or AMBULANCE..... | 911 |
| Fire Station/Department Business..... | 978-838-2444 |
| Fire Prevention | 978-838-2444 |
| Highway/Facilities | 978-838-2898 |
| Library | 978-838-2812 |
| Nashoba Assoc. Boards of Health (in Ayer) | 978-772-3338 |
| Environmental Health/Title 5..... | ext. 304 |
| Public Health Nurse | ext. 340 |
| Plumbing & Gas Inspector | 978-265-7421 |
| Police Department | 978-838-7355 |
| School Districts | |
| Berlin-Boylston Regional School District | |
| Superintendent's Office..... | 508-869-2837 x1111 |
| Special Education Director | 508-869-2837 x1106 |
| Berlin Memorial School | 978-838-2417 |
| Principal 's Office..... | 978-838-2417 |
| School Nurse | 978-838-2214 |
| Tahanto Regional HS..... | 508-869-2333 x 2300 |
| Assabet Valley Regional Vocational High School | |
| Superintendent's Office..... | 508-263-9602 |
| Select Board & Town Administrator Offices..... | 978-838-2442 |
| Treasurer/Collector Office..... | 978-838-2765 |
| Town Clerk's Office | 978-838-2931 |
| Town Hall (1870) | 978-310-5922 |
| Transfer Station..... | 978-838-0042 |
| Veterans Services..... | 978-838-2560 |
| W. H. E. A. T. (Clinton) | 508-370-4943 |
| For any other official or board not shown, call the Select Board Office for assistance..... 978-838-2442 | |
| FAX to Town Offices | 978-838-0014 |

Window Office Hours at Town Offices

| | |
|--|----------------------------------|
| Select Board Office (Rm 206)..... | Mon-Fri 9-5:30 |
| Accountant (Rm 226)..... | Mon-Fri 8-3 |
| Assessors (Rm 215)..... | Mon-Thurs 9-1 |
| Board of Health (Rm 216)..... | Tues & Thurs 8-9am |
| Building Dept. (Rm 216) | Mon-Wed 9-1; Inspections by appt |
| Police/Fire Lobby | Mon- Fri 9-5 |
| Treasurer/Collector (Rm 213)..... | Mon-Fri 8:30-5 |
| Town Administrator (Rm 206) | Mon-Fri 9-5:30 & by appt |
| Town Clerk (Rm 202) | Tues & Thurs 11-2; Wed 7-9 |
| Veterans' Service Officer (Rm 213) | Mon-Thurs 10-Noon & by appt |

Email

| | |
|--|----------------------------------|
| 1870 Town Hall | berlin1870townhall@gmail.com |
| Accountant | accountant@townofberlin.com |
| Agriculture Commission..... | agriculture@townofberlin.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 Members..... | coa@townofberlin.com |
| COA/Social Services Director. . | coadirector@townofberlin.com |
| Economic Development Committee | edc@townofberlin.com |
| Energy Committee | energycomm@townofberlin.com |
| Fire Chief..... | firechief@townofberlin.com |
| Fire Prevention..... | 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 |

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 Follow the Town of Berlin Facebook @BerlinMass

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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 6, 2024, 7:30 P.M.

Berlin Memorial School, 34 South Street

ANNUAL TOWN ELECTION

Monday, May 13, 2024 from 12 Noon to 8 P.M.

Berlin Town Offices, 23 Linden Street, Lower Level