

2018 Town Reports



Berlin, Mass.

IN MEMORIAM

WILLARD H. WHEELER

Town Clerk, Selectman,
School Committee, Finance Committee,
Berlin-Boylston Regional School Com.,
Industrial Development Financing Auth.,
Art & Historical Committee, South Berlin Postmaster

HENRY A. WHEELER

Selectman, Constable, Police Chief,
Cemetery Commissioner, Fire Fighter,
Rescue Squad, Deputy Tax Collector,
Inspector of Slaughter, Field Driver

ROGER E. WHEELER

Selectman, Fire Chief, Forest Warden,
Police Officer, Rescue Squad,
Conservation Commission,
Sesquicentennial Committee

FREDERICK R. WHEELER

Fire Fighter, Special Police,
Animal Inspector, Field Driver

RAY C. ELLIS

Finance Committee, War Memorial Committee

GEORGE C. CEDAR

Emergency Dispatcher, Meals on Wheels

LORRAINE A. CEDAR

Election Checker, Meals on Wheels

WILLIAM H. TERVO

Playground Commission

BARBARA A. HART

Council on Aging

Cover photo: New side entrance to the 1870 Town Hall.



Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2018**

Year	Popula	Voters	Taxes raised
1950	1,349	699	67,595
1960	1,742	891	172,419
1970	2,099	925	480,099
1980	2,215	1,248	1,108,835
1990	2,293	1,325	1,764,893
2000	2,380	1,641	3,649,576
2010	2,866	1,994	7,095,610
2019	3,141	2,333	11,358,709

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 2018

(One year terms unless otherwise noted)

Elected by Ballot

Moderator Barry W. Eager

Town Clerk

Eloise E. Salls Term expires 2020

Treasurer

Dennis A. Fearebay Term expires 2019

Collector of Taxes & Town Collector

Dennis A. Fearebay Term expires 2019
Voted to become appointed effective May 14, 2018,
appointed through June 30, 2019.

Selectmen

Christine Keefe, Chair Term expires 2019

Lisa Wysocki, V-Chair, CMRPC alt. Term expires 2020

Margaret Stone, Clerk Term expires 2021

Assessors

David G. Pierce Term expires 2019

Kevin Pond Term expires 2020

Beverly A. Wheeler (appt. 6/11) Term expires 2019

Constables

Robert V. Williams (res. 11/6) Term expires 2019

Timothy R. Pierce Term expires 2020

School Committee

Clifton O. LaPorte Term expires 2019

Edward S. Gault (res. 6/2) Term expires 2020

Susan F. Henry (appt. 6/11) Term expires 2019

Angela Yildiz, Chair Term expires 2021

Assabet Valley Regional Vocational Dis. Sch. Comm.

Linda G. Ryan Term expires 2022

Trustees of Trust Funds

Barry W. Eager Term expires 2019

Judith Christensen Term expires 2020

Jane L. Sawyer (res. 8/6) Term expires 2021

Cemetery Commissioners

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

Barry W. Eager Term expires 2020

Ruth A. Wheeler Term expires 2021

Library Trustees

Judith Rothbard Tate Term expires 2019

Charlene DiCalogero Term expires 2020

Sondra Murphy (appt. 6/11) Term expires 2019

Planning Board

Jay Teich Term expires 2019

Ronald L. Vavruska, Chair Term expires 2020

R. Thomas Sanford, Jr. Term expires 2021

Timothy H. Wheeler, CMRPC Term expires 2022

Janet W. Campbell Term expires 2023

Board of Health

Susan Reguera Term expires 2019

Paul D. Mikelk, Chair Term expires 2020

Robert L. Wheeler Term expires 2021

Appointed by the Board of Selectmen

(all terms end May 31, unless otherwise noted)

Board of Appeals

Linda G. Ryan, Chair Term expires Nov. 2021

Dennis Bartlett, Clerk Term expires Nov. 2021

Patricia Jackson Term expires Nov. 2019

James Royer Term expires Nov. 2020

Virginia Zukatynski Term expires Nov. 2020

Board of Appeals — Associate Members

Vacant Term expires Nov. 2021

Susan Roberts Term expires Nov. 2020

Registrars of Voters

Madeline P. McTague Term expires 2019

Ellen Swinconeck Term expires 2020

Margaret Klimaski Term expires 2021

Historical Commission

Madeline P. McTague Term expires 2019

Richard S. Wheeler Term expires 2020

Elaine Wickstrom Term expires 2020

Barry W. Eager Term expires 2021

June Miller Term expires 2021

Conservation Commission

Louise R. Janda Term expires 2019

John Aney Term expires 2019

Carol O'Connell Term expires 2020

Steven E. Beard Term expires 2020

Elizabeth Dichiaro Term expires 2021

Walter E. Bickford, Vice-Chair Term expires 2021

Carolyn MacDonald, Chair Term expires 2021

Accountant

June M. Poland Term expires 2021

Auditor Clifton Larson Allen

Superintendent of Roads & Facilities Dave Smith

Superintendent of Insect & Pest Control Dave Smith

Tree Warden (Keith Clemmer, Ret. 8/30/18) Dave Smith

Sexual Harassment Officers

Peg Stone, Dennis Fearebay

Town Counsel KP Law, P.C.

Special Town Counsel/Labor . Valerio Doninello & Hillman, LLC

Burial Agent & Veterans Graves Officer . George A. Pendergast

Field Driver Frederick R. Wheeler, Jr.

Agents to Issue Burial Permits

Eloise E. Salls, James H. Wheeler

Building Inspector Joseph Atchue

Alternate Building Inspector Tony Zahariadis

Inspector of Wires Henry Wheeler, Jr.

Assistant Inspector of Wires Peter Talvy, Dennis Monteiro

Gas & Plumbing Inspector Alphonse Roseberry

Assistant Gas & Plumbing Inspector Tom Soldi
3 Inspectors / Land Use Clerk Liane Leahy
ADA Coordinator Joseph Atchue
Veterans' Agent James Cabral

Town Report Committee

Barry Eager, Lorinda Fearebay, Lucy Ayers

Police

Police Chief Thomas E. Galvin, contract exp.

Sergeants Eric J. Schartner, Richard E. Gilchrest

Patrolmen

David A. Goulding, Carl A. Corriveau, Dean Bellville,
Timothy Andre, Nelson Perry, Kevin Trongone, Mitchell Rogers,
Matthew McRae

Regular Police

Kevin F. Pond, Michael Barry, Thomas Welch, Jr., Peter Kinnas,
Thomas Welch, Kevin M. Colomey, Shantel Smith, Michael
O'Malley, Kenneth Janda

Special Police

Howard H. Spaulding, Duncan R. Baum, John Geis, David
Centeno (appt. 12/12/2018)

Special Police Matron

Sharon McGowan, Pamela Agnew, Shantel Smith

Public Safety Administrative Assistant Sharon McGowan

Animal Control Officer Helen Roach

Fence Viewers James Royer, Susan Roberts

Measurer of Wood and Bark Walter E. Bickford

Fire & EMS Chief, Emergency Mgt. Director

Paul Zbikowski, contract exp. 6/30/2019

Data Systems Coordinator Thomas Galvin

Deputy Emergency Mgt. Director Kevin Colomey

Deputy Emergency Mgt. Director James Peltier

Forest Warden Paul Zbikowski, contract exp. 6/30/2019

Webmaster Garth Coleman

Trench Officers

Keith Clemmer Ret. 8/30/2018, James Spinney,
Joseph Atchue, Dave Smith

Nashoba Valley Regional Dispatch District Admin. Bd.

Christine Keefe, Lisa Wysocki, (alternate member)

Chief Procurement Officer Mary Arata

Council on Aging

George Pendergast, Chair Term expires 2019

Patricia H. Wheeler Term expires 2019

Frances Gill Term expires 2020

Lorinda Fearebay Term expires 2020

Kate Bliss Term expires 2021

Karen Schultz Term expires 2021

Beverly Baldwin Term expires 2021

Election Officials

Warden Dennis Fearebay

Clerk Jane Sawyer

Checkers

Judy Mills, Robert Guild, Mary Wheeler

Ballot Box Clerk Robert Wheeler

Tellers

Timothy H. Wheeler, Billie L. Bentzen, Lee S. Tabor, Jane Harvey,
Marsha Johnston, Susan Green, Christine Flynn, Lynda Nelson,
Kenneth Braun, Judy Christensen, Marshall Tate, Sue Reguera,
Steven Bradley, Fran Gill, Richard Batstone, Steve Beard, Robert
Guild, Jr., James H. Wheeler, Ornella Quinn, Mary Wheeler,
Linda Thomasino, Holly Parmenter, Jessica Meltzer, Beverly
Wheeler, Richard Mills, William Thomasino, Judy Mills, Noel
Rosenberg, Ronald Plutnicki, Mary Plutnicki, Robert Ottaviano,
Donna Ottaviano, Jill Christensen, Denise Davis, Setsuko Bradley,
Roger Bradley, Kathy Journeay, Judith Rothbard Tate, Katheryn
Hendrick, Valarie Chapman, Jill Foisy and William Foisy

Agricultural Commission

Frederick R. Wheeler, Jr., Term expires 2019

Patricia Jackson, Alt (res. 3/22) Term expires 2020

Debra Rolfe, Alt. Term expires 2020

James H. Wheeler, Alt. Term expires 2020

Carl Wickstrom Term expires 2020

Laura Busky Term expires 2020

Kevin Krazeski Term expires 2021

Michael Dalrymple Term expires 2021

Cultural Council

Sandra Lee Reardon, Mary Mikelk, Debra Rolfe, Jessica Meltzer,
Amanda Rodgers, Chair, Karen Gault (appt. 5/29), Stephen
Rolfe, Michael Jesse (M.J.) Stades

Recreation Committee

Valerie Muldoon Term expires 2019

Greg Tremelling Term expires 2020

Tammy Money Term expires 2021

Julie Lee Term expires 2021

Cable Access Committee

Patricia Anderson, Maureen Johnson (res. 5/17/18),
Roger Bradley (app. 1/29/18)

Cable Advisory Committee

Robert Fatta Term expires 2019

Richard Mariani Term expires 2019

Vacant Term expires 2020

Energy Committee

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

Housing Partnership

Eloise E. Salls Term expires 2019

Lynda P. Nelson Term expires 2020

Frances M. Gill Term expires 2021

Rowena "Trudy" B. Tervo Term expires 2021

Information Technology Committee

Michael Gaskin, Tim Pierce, Beth Brewer, Erik von Geldern
(appt. 9/10/18), Tom Galvin (res. 8/2018),
Garth Coleman (res. 10/18/18)

Investment Advisory Board

Dennis A. Fearebay, Eloise Salls, William F. Lowe, Jr.,
Kate Stacy (res. 10/25)

Town Barn Planning Committee

Dennis Bartlett, Paul Mikelk, Thomas Sanford, Keith Clemmer

Town Hall Advisory Committee

Evy Dueck, Robert McTague, Patricia Smith

Insurance Advisory Committee

David Goulding, *Chair*, Linda Checola, Eloise Salls,
Robert Hodge, highway rep. vacant, retiree rep. vacant

Town Management Study Committee

dissolved 10/15/2018, William Thomasino, Paul Mikelk,
Elizabeth Storrs, Tim Wheeler, Wayne Texeira

Personnel Committee

Thomas Bradley (appt. 8/6) Term expires 5/31/2019
Claire Pond (appt. 7/23) Term expires 5/31/2021
Jane Sawyer (appt. 8/6, res. 8/9) Term expires 5/31/2020

Office/Space Needs Subcommittee

Thomas Galvin, George Pendergast, David Smith,
Richard Smith, all appointed 11/26/2018

Earthwork Advisory Committee

Building Insp (appt. 11/26) Joseph Atchue,
Selectmen (appt. 11/26) Lynn Sallee
Selectmen Vacant
Conservation Commission (appt. 11/26) Steve Beard
Board of Health Vacant

Capital Planning Committee

Appt. by Moderator

Richard D. Smith 6/30/2019

Appt. by Selectmen

Vacant
John Solera 6/30/2020

Appt. by Planning Board

Anna Crane 6/30/2019

Appt. by Finance Committee, exofficio

Dave Westerling 6/30/2018

Rail Trail Advisory Committee

dissolved 8/27/2018, Kimberly Lorencic, Mary Mikelk, Mary Porter,
Chair, Susan Therrien, Thomas Bradley (appt. 4/30 res. 8/14)

Appointed by the School Committee

Berlin-Boylston Regional School Committee

Clifton O. LaPorte, *Chair* Term expires 2019
Edward S. Gault (res. 6/2) Term expires 2020
Susan F. Henry (appt. 6/11) Term expires 2019
Angela Yildiz Term expires 2021

Appointed by the Board of Health

Inspector of Animals Richarda S. Bridges-Roche

Appointed by the Selectmen and Planning Board

Economic Development Committee

Peter Hoffman, *Chair* Term expires 2019
Henry "Bud" Collins (app. 7/10/18) Term expires 2019
Nadine Ekstrom (res. 6/21/18) Term expires 2019
Patricia Concannon Term expires 2020
Cornelia Murphy, Paul Anderson Term expires 2021

Appointed by the Moderator

Finance Committee

Michael Ginzberg (app. 9/19/18) Term expires 6/30/2019
Buzz Harris Term expires 6/30/2020
David L. Westerling Term expires 6/30/2020
Stanley K. Rogalinski Term expires 6/30/2021
Vacant Term expires 6/30/2021

Appointed by the Town Clerk

James H. Wheeler, *Assistant* concurrent with term

Tax Title Custodian

Dennis A. Fearebay concurrent with term

Appointed by the Town Treasurer

Kate Stacy, (res. 10/25/18) concurrent with term

Appointed by the Fire Chief

Fire and EMS Department

Paul Zbikowski Chief
Courtney Shields Chaplain
James Peltier Deputy Chief
Joseph Guarnera Assistant Chief
David Lichwell Fire Marshall
Patricia Correia EMS Coordinator
Heidi Spinney Payroll Clerk

Anthony Alessi
Devin Blakely
Bridget Boyle
Frank Brewer
Daniel Burnell
Charles Butler
Kevin Colomey
James Concannon
Patricia Concannon
Shayne Cook
Peter Demers
Jamie Desautels
Michelle Deveau
Cullen Duhamel
Wesley Durrant III
Peter Fortin
Jonathan Gallardo
Brendon Gilchrest
Jaclyn Gilchrest
Kenneth Gilchrist
Francis Harrington

Brian Ingram
Eric Kavano
Jay Kersting
Steven Lazazzero
Kyle Lichwell
Brandon MacNeil
Benjamin Matthew
Richard McGowan
Sharon McGowan
Michaela Melone
Christopher Melone
Jeremy O'Connell
George Pendergast
Kevin Pond
Jason Roach
James Spinney
Daniel Sullivan
Bart Temple
Andrew Theve
Steven Walsh
Michael Wheeler

Chief Zbikowski submitted his resignation on December 26,
2018, effective March 1, 2019.

Proceedings at the Annual Town Meeting — May 7, 2018

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School on Monday, May 7, 2018, at 7:30 p.m. (session 1). Assistants were James H. Wheeler and Noel Rosenberg, as checkers, and Officer Kevin Pond. Cable television coverage was provided by William and Patricia Anderson, Roger Bradley, Brittany Blaney and Isabell Adams, audio/visual intern, and broadcast live and taped on Charter Channel 191. It was also recorded and made available a few days later via You Tube channel. <http://www.townofberlin.com/berlin-tv/>. Attorney Janelle M. Austin of Kopelman and Paige, P.C. served as Town Counsel for session 1. Barry W. Eager, Moderator, called the meeting to order at 7:35 p.m. There were approximately one hundred eighty (180) voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the Constable's return.

Articles 1 through 6. Voted unanimously to approve the motions as printed under Articles 1 through 6 of the warrant for this meeting.

Article 1. Voted unanimously that the Board of Selectmen, or any other Board having the proper authority, appoint all necessary Town Officers as may be provided for by statute or other authority and who are not required to be chosen by ballot.

Article 2. Voted unanimously that the various reports of officers and committees of the Town as contained in the annual town report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

Article 3. Voted unanimously to authorize the Treasurer, with the approval of the Selectmen, to borrow money in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges. The Finance Committee recommended this motion.

Article 4. Voted unanimously to fix the maximum amount that may be spent during Fiscal Year 2019 beginning July 1, 2018 for the revolving funds established under Article XX of the Town Bylaws for certain departments, boards, committees or officers in accordance with Mass. General Laws Chapter 44, Section 53E½, as follows:

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

The Finance Committee recommended this motion.

Article 5. Voted unanimously to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 8, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum not to exceed two thousand dollars (\$2,000) for Dutch Elm disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen. The Finance Committee recommended this motion.

Article 6. Voted unanimously to authorize payment of a salary of (\$50) to each member of the Berlin School Committee as provided by M.G.L. Ch. 71, §52 of the General Laws. The Finance Committee recommended this motion.

Article 7. There were no additional reports.

Article 8. GENERAL GOVERNMENT Voted unanimously to raise and appropriate the sum of \$1,021,194.00 to cover items 1-46 in the Finance Committee's FY 2018 Budget. During Session #2 (May 8, 2018), voted unanimously to change the total approved for General Government to \$1,020,194.00. Voted unanimously to change Line item 17, Treasurer Salary from \$44,378 to \$45,211 and Line item 18, Wages -Part Time from \$20,885 to \$22,290 and Line item 23, Expenses from \$15,060 to \$15,540 in the FY 2019 Finance Committee Budget, General Government: and Total General Government from \$1,017,476 to \$1,021,194. During Session #2 of the meeting this was reconsidered and the total amount was changed to \$1,020,194.00.

001	Moderator, Salary	50.00
002	Moderator, Expenses	85.00
003	Selectmen, Salary	3,609.00
004	Selectmen, Wages, PT	55,992.00
005	Selectmen, Expenses	18,290.00
006	Finance Comm. Expenses	275.00
007	Reserve Fund	90,000.00
008	Accountant, Salary	66,545.00
009	Accountant, Wages PT	32,597.00
010	Accountant, Expenses	8,580.00
011	Audit	30,000.00
012	Assessors, Salary	2,237.00
013	Assessors Asst., Salary	65,801.00
014	Assessors, Wages PT	63,934.00
015	Assessors, Expenses	42,294.00
016	Revaluation Expenses	2,500.00
017	Treasurer, Salary	45,211.00
018	Treasurer, Wages PT	22,290.00
019	Treasurer, Expenses	22,788.00
020	Collector, Salary	29,500.00
021	Collector, Incentive	0.00
023	Collector, Expenses	15,540.00
024	Legal Expenses	40,000.00
025	Personnel, Expenses	200.00
026	Tax Titles	12,000.00
027	Data Systems, Salary PT	2,963.00
028	Data Systems, Expenses	65,990.00
029	Clerk, Salary	30,000.00
030	PT Salary	11,669.00
031	Clerk, Expenses	2,390.00
032	Elections, Wages PT	3,200.00
033	Elections, Expenses	3,650.00
034	Registration, Salary	100.00
035	Registration, Wages PT	550.00
036	Registration, Expenses	95.00
037	Conservation Comm., Exp.	2,000.00
038	Planning Board, Expenses	1,000.00
039	Bd. Of Appeals, Expenses	600.00
040	Agricultural Comm.- Exp.	1,425.00
041	Public Buildings, Wages PT	21,624.00
042	Pub. Bldg., Expenses	86,870.00
043	Pub. Bldg., Electricity	60,000.00
044	Pub. Bldg., Fuel Oil	51,750.00
045	Pub. Bldg., Telephone	0.00
046	Town Report, Expenses	4,000.00
Total General Government		1,020,194.00

PUBLIC SAFETY Voted unanimously to raise and appropriate the sum of \$1,743,797.00 to cover items 47-64 in the Finance Committee's FY2019 Budget and to appropriate from the Inspector's Offset Receipts Account the sum of \$132,250.00 to the following line items: Item 55, Plumbing and Gas Inspector, Wages PT - \$80,000.00; Item 57, Electrical Inspector, Wages PT - \$52,250.00; and to appropriate from Highland Commons Public Safety Fund \$300,000.00 to Item 48, Police Wages FT and to appropriate from Rescue Squad Receipts Reserved for Appropriation the sum of \$100,000.00 to Item 51 Fire & EMS Wages FT/PT in the Finance Committee's FY2019 Budget.

047	Police, Salary	143,350.00
048	Police, Wages FT	764,687.00
049	Police, Wages PT	119,205.00
050	Police, Expenses	100,137.00
051	Fire & EMS FT/PT.	542,678.00
052	Fire Expenses	113,275.00
053	Bldg. Insp., Salary/Wages	110,558.00
054	Bldg. Insp., Expenses	20,680.00
055	Plum & Gas Insp. Wages PT	80,000.00
056	Plumbing & Gas, Expenses	1,200.00
057	Electrical Insp., Wages PT	52,250.00
058	Electrical Insp., Expenses	800.00
059	Animal Inspector, Salary	1,943.00
060	Animal Inspector, Expenses	925.00
061	Animal Control Officer, Salary	2,972.00
062	Animal Control Officer, Exp.	1,000.00
063	Communication - Wages	38,092.00
064	Communication, Expenses	182,295.00
Total Public Safety		2,276,047.00

EDUCATION Voted unanimously to raise and appropriate the sum of \$3,030,268.00 to cover item 65 in the Finance Committee's FY2019 Budget.

065	Berlin Memorial School	3,030,268.00
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PUBLIC WORKS / FACILITIES Voted unanimously to raise and appropriate the sum of \$667,559.00 to cover items 66-77 in the Finance Committee's FY2019 Budget and to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of \$90,000 to Item 75, Transfer Station Expenses, and to appropriate \$15,650 from General Cemetery Receipts and \$1,600 from Sale of Lots to Item 77 Cemetery Expenses in the Finance Committee's FY2019 Budget.

066	Highway, Salary	85,382.00
067	Highway, Wages FT	225,509.00
068	Highway Wages PT	8,749.00
069	Highway Expenses	122,320.00
070	Snow & Salt, FT OT	35,616.00
071	Snow & Salt, Wages PT	10,581.00
072	Snow & Salt, Expenses	85,000.00
073	Street Lights	9,600.00
074	Transfer Station, Wages PT	38,108.00
075	Transfer Station, Expenses	123,940.00
076	Cemetery, Wages PT	3,360.00
077	Cemetery, Expenses	26,644.00
Total Public Works		774,809.00

HUMAN SERVICES Voted unanimously to raise and appropriate the sum of \$85,315.00 to cover Items 78-89 in the Finance Committee's FY2019 Budget.

078	Board of Health, Salary	1,836.00
079	Board of Health, Wages PT	4,189.00
080	Board of Health, Expense	1,450.00
081	Nashoba Health	7,372.00
082	Nashoba Nursing	3,365.00
083	COA - Salary	20,000.00
084	COA PT Wages	10,868.00
085	Council on Aging, Expenses	12,625.00
086	Veterans, Salary	2,919.00
087	Veterans, Expenses	635.00
088	Veterans, Benefits	16,056.00
089	WHEAT Assessment	4,000.00
Total Human Services		85,315.00

CULTURE AND RECREATION Voted unanimously to raise and appropriate the sum of \$164,395.00 to cover Items 90-96 in the Finance Committee's FY2019 Budget.

090	Library, Wages PT	116,650.00
091	Library, Expenses	29,645.00
092	Recreation, Expenses	12,000.00
093	Cultural Council, Expenses	1,500.00
094	Historical Commission, Exp.	600.00
095	Memorial Day, Expenses	1,900.00
096	Festive Events, Expenses	2,100.00
Total Culture & Recreation		164,395.00

DEBT AND INTEREST Voted unanimously to raise and appropriate the sum of \$342,698.00 and to appropriate the sum of \$9,523.00 from Septic Loan Receipts Available for Appropriation to cover items 97-98 in the Finance Committee's FY2019 Budget.

097	Interest	60,698.00
098	Principal	291,523.00
Total Debt & Interest		352,221.00

INTERGOVERNMENTAL EXPENDITURES: CMRPC Voted unanimously to raise and appropriate \$782.00 to cover item 99 in the Finance Committee's FY2019 Budget. Voted unanimously to amend to the requested \$802 by voice vote. Motion made by Tim Wheeler

99	CMRPC	802.00
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ASSABET Voted unanimously to raise and appropriate the sum of \$435,650.00 to cover Items 100-101 in the Finance Committee's FY2019 Budget.

100	Assabet	359,443.00
101	Assabet Renovation	76,207.00

TAHANTO Voted unanimously to raise and appropriate the sum of \$3,158,680.00 to cover Items 102-103 in the Finance Committee FY2019 budget.

102	Tahanto	2,544,601.00
103	Tahanto Capital Assessment	614,079.00
Total Intergovernmental Expend.		3,595,132.00

MISC BENEFITS & INSURANCE Voted unanimously to raise and appropriate the sum of \$1,730,438.00 to cover Items 104-111 in the Finance Committee's FY2019 Budget.

104	Worcester Co. Retirement	461,279.00
105	Workers Compensation	42,400.00
106	Unemployment	20,000.00
107	Chap 32B Health Ins.	975,000.00
108	Police & Fire Sick & Acc Ins.	20,159.00
109	Sick Pay	37,100.00
110	Medicare	78,000.00
111	Property/Liability Ins.	96,500.00
Total Misc Benefits		1,730,438.00

Article 9. Voted unanimously to accept the sum of \$2,400 for Perpetual Care in the Cemeteries. The Finance committee recommends.

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

Article 11. Voted unanimously to transfer the sum of \$50.00 from the Anna Hunt Fund to the Library Account, and to further authorize the acceptance of any other monies from various sources to the Library Account. The Finance Committee recommended this motion.

Article 12. Voted to transfer from the Highland Commons Cultural Fund fifty thousand dollars (\$50,000) and to raise and appropriate the sum of sixty thousand dollars (\$60,000) to be expended under the direction of the Berlin School Committee, for the purpose of the replacement of the playground structures at the Berlin Memorial School and any costs related or incidental thereto, including all associated expenses. The Finance Committee recommended this motion.

Article 13. Voted unanimously to transfer from Free Cash thirty thousand dollars (\$30,000) for the purpose of upgrading or replacing the fire alarm panel, replacing smoke detectors and related improvements and any costs related or incidental thereto to enhance fire/safety within the Berlin Memorial School, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Articles 14. Voted to transfer from Free Cash one hundred and three thousand dollars (\$103,000) to make modifications to the interior and/or exterior of the building at Berlin Memorial School in order to provide safe access to the HVAC equipment above the ceiling in the Gymnasium and any cost related or incidental thereto, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 15. Voted unanimously to transfer from Free Cash sixteen thousand dollars (\$16,000) to purchase and install a water softener/filtration system in Berlin Memorial School and any costs related or incidental thereto, said sum to be expended by the School Committee. The Finance Committee recommended this motion.

Article 16. Voted to transfer from the Highland Commons Cultural Fund thirty thousand dollars (\$30,000) and raise and appropriate the sum of twenty thousand dollars (\$20,000), to be expended by the Board of Selectmen, for the construction of a Wellness Trail walking path and associated expenses at South Commons. The Finance Committee recommended this motion.

Article 17. Voted unanimously to transfer from Highland Commons Public Safety Fund forty thousand dollars (\$40,000) to purchase and equip a new police cruiser to replace the 2013 Ford Interceptor SUV, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 18. Voted to pass over Article 18. (Police radio equipment is grant eligible)

Article 19. Voted to appropriate one hundred and eighty thousand dollars (\$180,000) from Rescue Squad Receipts, transfer twenty thousand dollars (\$20,000) from the Highland Commons public safety fund; and raise and appropriate eighty thousand dollars (\$80,000) for the purpose of lease or purchase of an ambulance and related equipment, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 20. Voted unanimously to transfer from Highland Commons Public Safety Fund thirty nine thousand dollars (\$39,000) for the purpose of purchasing Fire/EMS Minor Equipment, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 21. Voted to pass over Article 21. (2nd Floor design/engineering plans over Public Safety)

Article 22. Voted unanimously to raise and appropriate one hundred and eighty thousand dollars (\$180,000) to purchase a combination dump truck and sander with plow and related equipment to replace the 2003 combination dump truck and sander with plow, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 23. Voted unanimously to raise and appropriate seventy thousand dollars (\$70,000) for the purchase of hot top to repair Town roads, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

The Moderator stepped down during Articles 24 and 36. Nominations were called for a temporary Moderator. Timothy H. Wheeler was nominated. He was elected unanimously.

Article 24. Voted unanimously to transfer from Free Cash fifteen thousand dollars (\$15,000) to repave driveways in the South Cemetery, said sum to be expended by the Cemetery Commissioners. The Finance Committee recommended this motion.

Article 25. Voted unanimously to transfer from Free Cash ten thousand dollars (\$10,000) to update the software in the Assessors' Office and associated costs, said sum to be expended by the Board of Assessors. The Finance Committee recommended this motion.

Article 26. Voted unanimously to transfer from Free Cash thirty five thousand five hundred dollars (\$35,500) to purchase Building Officials' Permitting/Inspectional Services software and associated costs, said sum to be expended by the Board of Selectmen. The Finance Committee recommended this motion.

Article 27. Voted unanimously to transfer from Free Cash twenty five thousand dollars (\$25,000) for the purpose of drilling and installing a new well and any costs related or incidental thereto to comply with the MA DEP Legal Regulations, said sum to be expended by the Library Trustees. The Finance Committee recommended this motion.

Article 28. Voted to transfer from Free Cash twenty five thousand dollars (\$25,000) for the purpose of funding a lighting consultant and the purchase and installation of streetlights and related equipment from National Grid and the conversion of existing streetlights to energy efficient and long lasting LED, same to be spent under the direction of the Board of Selectmen acting on the advice of the Energy Committee. The Finance Committee recommended this motion.

Article 29. Voted unanimously to pass over this article. (Energy conservation funding)

Article 30. Voted to amend the Town of Berlin General Bylaws by deleting Article XVI "Supplemental Water Supply" in its entirety and replace it with the new Article XVI "Supplemental Water Supply," as printed in Article 30 of the warrant for this meeting.

A.G. approved August 27, 2018.

Bond Proceeds: In order for the Town to deposit bond proceeds into a special account, the Town must comply with the requirements of G.L. c.44, §53G ½ otherwise into the Town's general account.

Water Supply Account: In order for the Town to deposit bond proceeds into a special account, the Town must comply with the requirements of G.L. c.44, §53G ½, otherwise into the Town's general account. The Town should consult closely with Town Counsel on this matter.

Article 31. Voted unanimously to transfer from Free Cash five thousand dollars (\$5,000) for the continued development of the Master Plan for the Town of Berlin, said sum to be expended by the Planning Board. The Finance Committee recommended this motion.

Article 32. The Moderator declared a 2/3's vote to amend the Town's Zoning By-law Section 541 Table of Home-Based Contracting Business by adding the word "registered" before the word "vehicle" in each of the three categories.

The Berlin Planning Board held a public hearing to consider Article 32 of the 2018 annual town meeting warrant on Monday May 7, 2018. At the Planning Board meeting on May 7, 2018 the Board voted 5 in favor 0 opposed to Article 32.

Article 33. A motion was made and seconded to amend the Zoning Bylaw Section 590 Large-Scale ground-mounted solar photovoltaic installations as described in Article 33 of the warrant for this meeting.

The Berlin Planning Board held a public hearing to consider Article 33 of the 2018. At the Planning Board meeting on May 7, 2018 the Board voted 2 in favor 2 opposed to Article 33.

It was voted to postpone action on the motion to Tuesday, May 8th after some discussion.

Article 34. Voted unanimously to close out the remaining balances in the special articles listed in Article 34 to the original funding sources as cited in the article. The Finance Committee recommended this motion.

Article 35. Voted unanimously to amend the Town of Berlin General By-laws, Article III "Legal Affairs", Section 3, by deleting the words "one thousand dollars" and replacing with the text "five thousand dollars".

Meeting adjourned at 10:13 pm. Two hundred twenty- two registered voters took part in this session.

Tuesday, May 8, 2018

As provided in the warrant the meeting reconvened on May 8, 2018. Judy Mills joined the check in table. Attorney Brian W. Riley of Kopelman and Page served as Town Counsel.

The meeting was called to order at 7:30 p.m. The Moderator stepped down and the temporary Moderator Timothy H. Wheeler stepped up to the podium for this article.

Article 36. Voted to accept the amended Berlin-Boylston Regional Agreement effecting the unification of the three existing school districts, to be effective July 1, 2019 as shown on the copy dated May 7, 2018 and filed with the Town Clerk; copies of which have been passed out this evening. This copy included modifications made after the warrant was printed.

AGREEMENT BETWEEN THE TOWNS OF BOYLSTON AND BERLIN, MASSACHUSETTS

WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT

EFFECTIVE JULY 1, 2019

This agreement is entered into pursuant to Chapter 71 of the Massachusetts General Laws (M.G.L.) as amended, between the towns of Boylston and Berlin, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The powers and duties of the regional school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes referred to as the Committee. The Committee shall consist of six members, three from each member town. All members shall serve until their successors are appointed and qualified.

(B) Transition Period

A transition period will be in place during January 1, 2019 through June 30, 2019.

1. Appointment and Organization of the Transition

Committee: Effective January 1, 2019, a six (6) member Regional Transition School Committee, (herein Transition Committee) will be established, and shall consist of the individuals on the current 6-12 regional school committee as of December 31, 2018. Said Transition Committee will be in place through the biennial election held in November of 2020.

- a. The Superintendent will post and call to order the first meeting of the Transition Committee at which time the Transition Committee will elect a Chair and Vice-Chair. At the same meeting or at any other meeting, the Committee shall appoint a Treasurer and a Secretary who may be the same person but who need not be members of the Transition Committee. The Transition Committee shall fix the time, place for its regular meetings, and provide for the calling of special meetings.
- b. Each member of the Transition Committee will have one (1) vote, which shall not be weighted.
- c. Any vacancies and/or expired terms that occur during the Transition Period will be filled by the remaining Transition Committee members.

2. Powers of the Transition Committee: During the Transition Period the Transition Committee shall possess all powers, subject to the availability of funds necessary for the exercise of such powers, necessary for the planning and implementation of the pre-K-12 District to be effective July 1, 2019, including but not limited to the following:

- a. The power to receive funds from the Commonwealth as well as appropriations, grants, and gifts from other sources. This is not intended to alter the fact that during the Transition Period other funds from the Commonwealth will continue to flow to the member towns and their individual school departments.
- b. The power to establish and adopt policies for the District.
- c. The power to employ a Superintendent, Treasurer, Business Manager and Director of Pupil Personnel Services, as well as the power to authorize the Superintendent to employ other personnel as needed.
- d. The power to contract for and/or purchase goods and services, as well as the power to enter into leases and other agreements with the member towns, collaboratives, vendors, and other agencies and parties, with all of these powers being able to be exercised on behalf of the District.
- e. The power to adopt budgets for the District for the Transition Period and for the first year of the District, and to assess the member towns for these budgets.
- f. The power to negotiate and to enter into collective bargaining agreements, which will take effect no sooner than the inception of the District.
- g. The power to appoint a Regional School Building Committee.
- h. The power to develop and adopt a strategic plan for the District.

- i. The power to appoint subcommittees.
 - j. The responsibility for transportation for the regular education students K through 12 commencing January 1, 2019.
 - k. The power to determine a name and logo for the District.
 - l. All the powers and duties conferred by law upon school committees in accordance with M.G.L. c. 71, § 16.
- 3. Coordination with Local School Committees:** With the exception of transportation, the Transition Committee's authority as described above relates to matters which are to be effective July 1, 2019. The current 6-12 District Committee, Berlin Committee, and Boylston Committee will continue to make decisions for their respective schools in regard to matters that are effective prior to June 30, 2019.
- 4. Continuation of Transition Committee:** Effective July 1, 2019 and until the next biennial state elections, the Transition Committee will exclusively make all decisions related to the District. The Transition Committee members will serve until the next biennial state election, and will assume full jurisdiction over the pre-K-12 District effective July 1, 2019.

(C) Election of Committee Members

At the first biennial election after July 1, 2019, all seats on the Transition Committee shall be considered vacant. Two (2) of the Boylston vacancies will be for a four (4) year term, and one (1) of the vacancies will be for a two (2) year term. One (1) of the Berlin vacancies will be for a four (4) year term, and two (2) of the vacancies will be for a two (2) year term. Thereafter, all positions will be for a four (4) year term. The members shall be sworn in the next business day after the biennial state election.

Thereafter, at the biennial state elections as the term of office of the Committee members expire, there shall be elected the required number of Committee members who are residents of the appropriate member town to serve for a term of four (4) years and thereafter until their respective successors have been duly elected and qualified pursuant to M.G.L. c. 71, § 14E(3), which provides for electing members with residency requirements in district-wide elections. Each elected member shall have one (1) vote, which shall not be weighted.

(D) Vacancies

If a vacancy occurs in the regional district school committee, the regional district school committee shall appoint a member to serve for the balance of the unexpired term.

(E) Organization

Promptly upon the appointment and qualification of the initial members and annually thereafter upon the appointment and qualification of successors, the Committee shall organize and choose by ballot a chairman from its own membership. At the same meeting or at any other meeting the Committee shall appoint a treasurer and a secretary who may be the same person but who need not be members of the Committee, choose such other officers as it deems advisable, determine the terms of office of its officers (except the chairman who shall be elected annually as provided above), and prescribe the powers and duties of any of its officers, fix the time and place for its regular meetings, and provide for the calling of special meetings.

(F) Powers and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this agreement, and such other additional powers and duties as are specified in Sections 16 to 16-I, inclusive, of Chapter 71 of the General Laws and any amendments thereof or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(G) Quorum

The quorum for the transaction of business shall be a majority of the Committee, but a number less than a majority may adjourn.

SECTION II: TYPE OF REGIONAL DISTRICT

Effective July 1, 2019, the regional school district, hereinafter sometimes referred to as District, shall be comprised of an elementary program, grades pre-Kindergarten through grade five; middle school program, grades six through eight; and a high school program, grades nine through twelve. The Committee is hereby authorized, in its discretion, to establish and maintain state-aided vocational education, acting as trustees therefor, in accordance with the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon.

SECTION III: LOCATION OF THE REGIONAL DISTRICT SCHOOLS

There shall be no less than one elementary school in each member town. Students in grades pre-Kindergarten through grade five shall attend school in their towns of residence, except in special cases as defined by the Committee.

The District middle and high school shall be located within the geographic limits of the District and within a radius of three miles from the intersection of Linden Street and the Boylston-Berlin boundary line.

Any new schools constructed within the District shall be located at a site or sites determined by the Committee. In order to close any school within the District, the process contained in Section X - Amendments must be followed. In the event that a new school building is being constructed to replace one of the current buildings, an amendment to the Regional Agreement is not required.

SECTION IV: LEASE OF SCHOOLS IN MEMBER TOWNS

(A) The Town of Berlin is hereby authorized to lease to the District all the premises and the building presently known as the Berlin Memorial School. The Town of Boylston is hereby authorized to lease to the District all the premises and the building presently known as the Boylston Elementary School. Each of the leases authorized above shall be for a term of twenty years and the term shall commence on the date when the Committee assumes jurisdiction over the pupils in the elementary schools. Each of the leases shall contain a provision or provisions for the extension of the term thereof for an additional term not in excess of twenty years, renewable at any time during the term, at the option of the Committee. Each of the towns of Berlin and Boylston shall separately charge the District rent in the amount of \$1.00 for each fiscal year commencing with the fiscal year next following the year in which the Committee assumes jurisdiction of the pupils in pre-kindergarten through grade five.

(B) Each of the leases shall contain provisions for shared use of the building with the Town for Town events and/or Town sanctioned events with priority being given to school events; and provisions authorizing the District to insure the building, and make emergency repairs, and ordinary repairs, as required. Plans to improve, alter or remodel the leased buildings will be subject to negotiations between the Committee and the building owner-of-record Town. The District will only be responsible for ordinary repairs up to \$5,000 for each separate repair. The Town that owns the building will be responsible for any additional amount beyond \$5,000, and will be assessed said amount through the process contained in Section V - Apportionment and Payment of Costs Incurred by the District.

(C) Each of the leases shall contain provisions for the local town to provide mowing, landscaping and snow removal services to the outdoor property of the leased buildings, with insurance for those services covered by the local town.

(D) Outstanding bond issue for the Berlin Memorial School is the responsibility of the Town of Berlin. Outstanding bond issue for the Boylston Elementary School is the responsibility of the Town of Boylston.

SECTION V: APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

(A) For the purpose of apportioning assessments, costs shall be divided into two categories: capital costs and operating costs.

(B) **Capital costs shall include** all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, restructuring, and adding to buildings, and the cost of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the costs of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions and related premises in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes or other obligations issued by the District to finance capital costs.

(C) **Operating costs shall include** all costs not included in capital costs as defined in Section V(B) but including interest on temporary notes issued by the District in anticipation of revenue. School transportation shall be provided to and from the District schools by the District for all resident eligible students as provided by law, and the cost thereof shall be apportioned to the member towns as an operating cost.

(D) Apportionment of Capital Costs

1. Grades 6-12

Capital costs shall be apportioned for a particular school fiscal year based on each member town's Running Average Percentage for that fiscal year. For the purpose of this section, the following terms shall be defined as set forth herein:

A member town's "Tahanto Enrollment Percentage" for a particular fiscal year is the number of that town's resident students enrolled in the regional school district, divided by the total number of resident students of member towns enrolled in the regional school district, each determined as of October 1 of the prior fiscal year.

A member town's "Foundation Enrollment Percentage" for a particular fiscal year is that town's Foundation Enrollment (as defined in MGL c. 70, s. 2, as it may be amended from time to time) as determined by the Massachusetts Department of Elementary and Secondary Education for the prior fiscal year, divided by the total Foundation Enrollment of all member towns for the prior fiscal year.

A member town's "Annual Average Percentage" for a particular fiscal year is the sum of its Tahanto Enrollment Percentage plus its Foundation Enrollment Percentage for that fiscal year, divided by two.

A member town's "Running Average Percentage" for a particular fiscal year is the sum of its Annual Average Percentage for that fiscal year plus its Annual Average Percentage for each of the three preceding fiscal years, divided by four.

2. Grades Pre-K-5

Capital costs related to District schools serving grades pre-K-5 shall be apportioned to the member town where the building is located.

(E) Apportionment of Operating Costs

The District shall apportion operating costs via the following process:

1. Each member will be assigned the minimum required local contribution to the District as determined by the Department of Elementary and Secondary Education.
2. Each member's share of that portion of the District's operating costs that exceeds the total required local contribution for all members is allocated via the following series of calculations:
 - a. The District budget will be separated into three parts: a Berlin Memorial School building budget, a Boylston Elementary School building budget and a Berlin-Boylston Middle-High School building budget. Each building's budget will be considered net of Chapter 70 Aid, Regional Transportation Aid, Grants and other District funds.
 - b. The District's Foundation Enrollment as reported to the state for the purpose of determining Chapter 70 for the given fiscal year will be segmented by town and age group (PreK-5 and 6-12).
 - c. An above minimum required local contribution for each building will be calculated by subtracting the building's portion of the minimum required local contribution from the building's budget as presented in (a.) above. The building's portion of the minimum local required contribution will be calculated as follows:
 - i. Each elementary school's portion of the minimum required local contribution will be determined by the member town's minimum required local contribution multiplied by the town's PreK-5 Foundation Enrollment divided by the town's total Foundation Enrollment.
 - ii. Berlin-Boylston Middle-High School's portion of the member towns' minimum required local contribution will be determined by calculating the sum of: each member town's minimum required local contribution multiplied by the town's 6-12 Foundation Enrollment divided by the town's total Foundation Enrollment.
- d. The above minimum required local contribution for each building will be apportioned as follows:
 - i. Each member town will be apportioned 100% of its local elementary school building's above minimum required local contribution.
 - ii. Each member town will be apportioned a percentage of Berlin-Boylston Middle-High School's above minimum required local contribution as determined by each town's average ratio of pupil enrollment (foundation enrollment) in grades six through twelve for the preceding five years. Each town's ratio of pupil enrollment (foundation enrollment) shall mean the ratio that each member town's pupil enrollment (foundation enrollment) in grades six through twelve bears to the total pupil enrollment (foundation enrollment) in grades six through twelve of all the member towns in grades six through twelve for that year on October 1. Average ratio of pupil enrollment shall mean the average of the annual ratios for each member town over the preceding five years.
 - iii. The average ratio of pupil enrollment above will be phased in over the first four years of the agreement, as follows:
 1. In FY20, the average of the annual ratios for each member town over the preceding two years will be used.
 2. In FY21, the average of the annual ratios for each member town over the preceding three years will be used.
 3. In FY22, the average of the annual ratios for each member town over the preceding four years will be used.
 4. In FY23 and in future years, the average of the annual ratios for each member town over the preceding five years will be used.
- e. Each member's minimum required local contribution shall be added to its total above minimum required local contribution to determine its Annual Operating Assessment.
- f. In the event of a district-wide meeting, the operating assessment will be calculated in accordance with the statutory method. Each member town will be required to meet its minimum local contribution. Any above minimum contribution required to meet the budget approved by the school committee will be apportioned to each member town consistent with the percentage of the above minimum contribution from each town in the most recent fiscal year. In the event that a district-wide vote occurs in preparation for the first fiscal year

of this amended regional agreement, Boylston will be allocated 48.18% and Berlin 51.82% of the above minimum contribution.

3. Apportionment of Funds/Revenue:

- a. Chapter 70 Aid and Regional Transportation Aid will each be applied to each school’s budget according to the formula contained in Appendix I.
- b. All grant and all other District funds shall be apportioned to school budgets by the District at the District’s discretion.

(F) Times of Payment of Apportioned Costs

Each member town shall pay to the District in each year its proportionate share, certified as provided in Section VI, of the capital and operating costs. Except as otherwise provided in Section VI, the annual share of each member town shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

July 1	16 2/3%
September 1	33 1/3%
November 1	50%
January 1	66 2/3%
March 1	83 1/3%
May 1	100%

The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word “year” or “fiscal year” as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.

SECTION VI: BUDGET

(A) Tentative Maintenance and Operating Budget

The principal of each school building shall submit to the Superintendent and the Committee a proposed budget for such school. Each such school building budget shall be prepared with the participation of a school council established as required by M.G.L. c. 71 § 59C. The principal shall certify to the Superintendent that such school council is established as required by M.G.L. c. 71, § 59C, that the council has participated in the preparation of the school building budget and that the budget is necessary and appropriate to implement the school improvement plan prepared pursuant to M.G.L. c. 71, s. 59C and the curriculum accommodation plan required by M.G.L. c.71, § 38Q1/2 and any other applicable requirements. The Committee shall consider the submitted proposed school building budgets in its preparation of a draft District budget and shall not act upon a draft District budget until it has considered input from

the school councils, school principals, the Superintendent and the public at a public meeting or regularly scheduled Committee meeting.

The said budget shall be in reasonable detail, including the amounts payable under the following classifications of expenses or such other reasonable detailed classifications as the Committee may determine to be necessary.

- 1. Administration
- 2. Instruction
- 3. Other School Services
- 4. Operation and Maintenance of Plant
- 5. Fixed Charges
- 6. Community Services
- 7. Acquisition of Fixed Assets
- 8. Debt Service and Debt Retirement
- 9. Programs with Other Districts

Copies of such tentative budget shall be mailed to the chairperson of the finance committee of each member town, within seven days from the time said tentative budget has been prepared and tentatively approved by the Committee.

(B) Final Maintenance and Operating Budget

Not later than forty-five (45) days prior to the first annual town meeting among the member towns, the Committee shall in each year adopt a maintenance and operating budget for the ensuing fiscal year, said budget to include debt and interest charges and any other current capital costs and shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section VIII. The amounts also apportioned for each member town shall, prior to thirty (30) days after the adoption of said budget preceding the fiscal year to which said budget relates, be certified by the District treasurer to the treasurers of the member towns and each member town shall appropriate the amounts so certified to it by a two-thirds vote of the member towns.

(C) In the event that any member town has its town meeting after May 15 of any year, then the Committee shall consider A and B in Section VI as if said meeting was to be held on May 14.

SECTION VII: INCURRING OF DEBT

Pursuant to M.G.L. c. 71, § 16(d), not later than seven (7) days after the date on which the Committee authorizes the incurring of debt, other than temporary debt in anticipation of revenue to be received from member towns, written notice of the date of said authorization, the sum authorized, and the general purpose or purposes for authorizing such debt, shall be given to the board of selectmen in each member town.

SECTION VIII: TRANSPORTATION

School transportation shall be provided by the District and the cost thereof shall be apportioned to the member towns as an operating cost.

SECTION IX: RETIREE COSTS

For those employees who retired from the Town of Boylston or the Town of Berlin prior to the effective date of this agreement, the employer's share of the applicable retiree health insurance premiums and pension will be paid for by the employer of record as of the date of retirement (i.e., the Town of Boylston or the Town of Berlin). If an employee worked for the Boylston Elementary School or Berlin Memorial School prior to the formation of the Pre-K - 12 region and subsequently retirees from the Pre-K - 12 region at a later date, the employer's share of the applicable retiree health insurance premiums and pension will be paid for by the District.

SECTION X: AMENDMENTS

(A) Limitation

This agreement may be amended from time to time in the manner hereinafter provided, but no amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this section shall prevent the admission of a new town or towns to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member town (which shall be acted upon as provided in Section XII), may be initiated by a majority vote of all the members of the Committee or by a petition signed by 10% of the registered voters of any one of the member towns. In the latter case, said petition shall contain at the end thereof a certification by the Town Clerk of such member town as the number of registered voters in said town according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said town and said petition shall be presented to the secretary of the Committee. In either case, the secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to amend this agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member

town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the amendment. Such amendment shall take effect upon its acceptance by all of the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, and approval of the Commissioner of Elementary and Secondary Education, hereinafter sometimes referred to as Commissioner.

SECTION XI: ADMISSION

By an amendment of this agreement adopted under and in accordance with Section X above, any other town or towns may be admitted to the District upon adoption as therein provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law as may be applicable, and such terms as may be set forth in such amendment. A new member town may only be admitted at the beginning of a fiscal year and only upon the approval of all member towns and the Commissioner, no later than the preceding December 31.

SECTION XII: WITHDRAWAL

(A) Limitations

The withdrawal of a member town from the District may be effected by an amendment to this agreement in the manner hereinafter provided by this section. Any member town seeking to withdraw shall, by vote at an annual or special town meeting, request the Committee to draw up an amendment to this agreement setting forth the terms by which such town may withdraw from the District, provided (1) that the town seeking to withdraw shall remain liable for any unpaid operating costs which have been certified by the District treasurer to the treasurer of the withdrawing town, including the full amount so certified for the year in which such withdrawal takes effect; (2) that said town shall remain liable to the District for its share of the Other Postemployment Benefits (OPEB) and/or pension liabilities; and (3) that said town shall remain liable to the District for its share of the indebtedness, other than temporary debt in anticipation of revenue, of the District outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness.

(B) Procedure

The clerk of the member town seeking to withdraw shall notify the Committee in writing that such town has voted to request the Committee to draw up an amendment to

the agreement (enclosing a certified copy of such vote). Thereupon, the Committee shall draw up an amendment to the agreement setting forth such terms of withdrawal, as it deems advisable, subject to the limitation contained in subsection XII(A). The secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen of each member town that the Committee has drawn up an amendment to the agreement providing for the withdrawal of a member town (enclosing a copy of such amendment). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the amendment. Such amendment shall take effect upon its acceptance by all the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, and subject to the Commissioner's approval. Any withdrawal may only take place at the end of a fiscal year and only upon the approval of all of the member towns and the Commissioner no later than the preceding December 31.

(C) Cessation of Terms of Office of Withdrawing Town's Members

Upon the effective date of withdrawal the terms of office of all members serving on the District Committee from the withdrawing town shall terminate and the total membership of the Committee shall be decreased accordingly.

(D) Apportionment of Capital Costs after Withdrawal

The withdrawing town's annual share of any future installment of principal and interest on obligations outstanding on the effective date of its withdrawal shall be fixed at the percentage prevailing for such town at the last annual apportionment made next prior to the effective date of the withdrawal. The remainder of any such installment after subtracting the shares of any town or towns which have withdrawn shall be apportioned to the remaining member towns in the manner provided in Section V(D).

(E) Payments of Certain Capital Costs Made by Withdrawing Town

Money received by the District from the withdrawing town for payment of funded indebtedness or interest thereon shall be used only for such purpose and until so used shall be deposited in trust in the name of the District with a Massachusetts bank or trust company having a combined capital and surplus of not less than \$5,000,000.

SECTION XIII: STUDENTS

(A) Students Entitled to Attend the Regional School District

The District schools shall accept all children who reside in the District. Children in grades kindergarten through five shall have the right to attend schools in their town of residence. Should parents/guardians of children in grades kindergarten through five wish to send their children to schools not in their town of residence (but within the District), intra-district choice may be made available contingent upon consistent with District policy. Intra-district choice requests shall be considered prior to allowing inter-district choice requests. The District policy will address the location of special education programs. Damage to the school building which would make a facility unusable for intended purposes would be the circumstance under which the Committee would make an exception. Additional exceptions may be made for specialized educational programs on the recommendation of the Superintendent and by majority vote of the Committee.

Any student residing in a member town who is desirous of attending a trade or vocational school outside the District shall have all the privileges of attending such a school as are now or may be hereafter provided for by law and the cost of tuition for attending such a school shall be borne by the town wherein the student resides.

(B) Permission to Certain Students to Attend High Schools Outside the District

At the discretion of the local school committee, any member town in which reside students who attend high school outside the District on a tuition basis at the time District school is opened may continue on a tuition basis such of those students who in ordinary course would be graduated within one year from the time the District school is opened.

(C) Admission of Pupils Residing Outside the District

The Committee may accept for enrollment in the District schools pupils from towns other than the member towns on a tuition basis and on such terms as it may determine.

SECTION XIV: EMPLOYMENT OF TEACHERS AND EXTENSION OF PROFESSIONAL TEACHER STATUS

All teachers in positions to be superseded by the establishment and operation of the Pre - K12 District shall be given preferred consideration for similar positions in the District Schools to the extent that such positions exist therein. Any such teacher who on the date of his/her contract of employment with the District has achieved Professional Teacher Status shall continue thereafter to serve on such basis.

SECTION XV: JURISDICTION

The establishment of the District shall not affect the obligation of the member towns to provide education in grades pre-Kindergarten through twelve, inclusive, until such time as the Committee shall assume jurisdiction.

SECTION XVI: ADVISORY BUILDING COMMITTEE

The Committee shall appoint an unpaid advisory building committee to consist of at least six persons, with equal representation from each member town to advise the Committee in matters pertaining to the planning and construction of the initial school building. Such advisory building committee shall be dissolved when the initial school building has been completed and accepted by the Committee.

APPENDIX I - APPORTIONMENT OF CHAPTER 70 AND REGIONAL TRANSPORTATION AID

Inputs to the formula:

- Total Chapter 70 Aid provided to the District (70AID)
- Regional Transportation Aid (71AID)
- Boylston Elementary School Foundation Enrollment (BOFE)
- Berlin Memorial School Foundation Enrollment (BMFE)
- Berlin-Boylston Middle-High School Foundation Enrollment (BBFE)
- Boylston Elementary Resident Enrollment (# of Boylston Resident students attending Boylston Elementary, in district) (BORE)
- Berlin Memorial Resident Enrollment (# of Berlin Resident students attending Berlin Elementary, in district) (BMRE)
- Berlin-Boylston Middle-High School Resident Enrollment (# of Berlin Resident students attending Berlin-Boylston Middle-High School in-district PLUS # of Boylston Resident students attending Berlin-Boylston Middle-High School in district) (BBRE)

Regional Transportation Aid

Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according the following formula:

Boylston Elementary:

$$71AID = BORE / (BORE + BMFE + BBRE)$$

Berlin Memorial:

$$71AID = BERE / (BORE + BMFE + BBRE)$$

Berlin-Boylston Middle-High School:

$$71AID = BBRE / (BORE + BBFE + BBRE)$$

Chapter 70 Aid

Chapter 70 Aid will be apportioned so that changes in Chapter 70 aid are closely correlated with changes in minimum local contributions.

Step 1 - Chapter 70 Aid for each school will be adjusted from the prior year Chapter 70 Aid for each school so that it changes by the same percentage as the percentage change in minimum local contribution for that school.

Step 2 - Any remaining difference between the Chapter 70 funding total from Step 1 and the Chapter 70 amount allotted by DESE will be apportioned by that building's relative foundation enrollment as a percentage of total foundation enrollment for the district.

Note: The first calculation in FY20 will use the Chapter 70 funding amounts from FY19 as the baseline; those FY19 amounts will be apportioned by DESE by school. In future years, with a modified Regionalization that includes the elementary schools, DESE will not break out the Town Chapter 70 funding; the amounts will need to be determined by Step 1 and Step 2.

For the purpose of the formula, foundation enrollment shall mean the enrollment reported to the state for the purpose of determining Chapter 70 for the given fiscal year, further broken down by school for the purpose of this formula via the following: if a person is the financial responsibility of the District and they are (or could/should be in the case of sending choice, tuition or out-of-district placement) a student of the relevant building, they are a part of the foundation enrollment for the building.

A resolution motion was presented but failed. A motion to vote Article 36 by paper ballot also failed. Town Clerk's note: The red-lined tracked changes have been changed to italic print.

The Moderator resumed his podium.

ARTICLE 37 - Voted that the Town hereby accept Massachusetts General Law Chapter 44B, Sections 3-to-7, inclusive, otherwise known as the Massachusetts Community Preservation Act, by approving a three (3) percent surcharge on real property commencing in Fiscal Year 2020 for the purposes permitted by said Act, and that the Town hereby accepts the following exemptions from such surcharge permitted under Section 3(e) of said Act: property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; \$100,000 of the value of each taxable parcel of residential real property; and \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in section 2A of said Chapter 59.

*Approved: State Election Nov 6, 2018

Question 4

Yes:976
No:.....726
Blanks: 58
Total:1760

ARTICLE 38 - Voted unanimously to authorize the Town Management Study Committee to continue planning modification to Town Government and the creation of a Town Administrator position to be presented at a future Town Meeting.

ARTICLE 33 - The article was taken up with the original motion on the floor.

It was voted to amend the motion on the floor by replacing it with the following:

I move to amend the Zoning Bylaw Section 590 Large-Scale ground mounted solar photovoltaic installations by adding a new Section 593 as described in Article 33 of the warrant for this meeting, and to amend Section 320 Table of Principal Use Regulations as described in Article 33 of the warrant for this meeting.

The new motion was approved by a Moderator declared two thirds vote (2/3's).

Voted unanimously to move the question.

A.G. approved August 27, 2018 with the following comment: The Town should be mindful of G.L. C. 40A, §3, in applying Article 33, and should ensure that the application of the new Section 593 does not result in an unreasonable regulation of solar energy systems. The Town should consult closely with Town Counsel on this matter.

ARTICLE 8 - Voted unanimously to reconsider the action taken on General Government under Article 8 to correct an error.

Voted unanimously to change the total approved for General Government to \$1,020,194.00.

ARTICLE 39 - Voted unanimously to adjourn this meeting to Monday, May 14, 2018 at 12 Noon at the Berlin Town Offices, 23 Linden Street, lower level, at which time and place the polls will be open for the election of Town officers under Article 39, and that following the announcement of the results of the election, this meeting be dissolved.

The meeting adjourned at 10:31 PM. One hundred seventy-nine (179) registered voters took part in this session. Two hundred seventy- three (273) total registered voters took part in the Annual Town Meeting. There are 2,257 total registered voters.

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

Proceedings at the Annual Town Election — May 14, 2018

According to legal notice the voters of the Town of Berlin met in the Town Offices for the Town Election on Monday, May 14, 2018. Notice to the voters and specimen ballots were posted as prescribed by law. The ballot box was examined and found empty and the keys delivered to Officer Shantel Smith. The polls were declared open by Warden Dennis A. Fearebay at 12:00 Noon and voting continued until 8 PM, when the polls were declared closed. Election workers were as follows: Clerk: Jane Sawyer; Ballot Box Clerk: Judith Mills; Checkers: Mary Wheeler and Robert Guild. Tellers: Steve Bradley, Jill Christensen, Judy Christensen, Marsha Johnston, Mary Wheeler, Richard Mills, Robert Guild and Judith Mills.

Check lists and registers on the ballot box showed that 532 votes had been cast.

Total regular ballots 2000. Total regular ballots cast 509; Spoiled ballot 1; Total absentee ballots 35; Total absentee ballots sent 24; Total absentee ballots cast 23; Total handicapped voters ballots 50; Total handicapped ballots cast 0; Total registered voters 2254.

Results of the balloting:

Moderator – One Year

Barry W. Eager	439
Blanks	90
Scattering	3
Total	532

Selectman – Three Years

Thomas Andrew	236
Margaret A. Stone	292
Blanks	4
Total	532

Assessor – Three Years

Blanks	522
Scattering	10
Total	532

Assabet Valley School Committee – Four Years

Linda G. Ryan	326
Heidi Pitard	173
Blanks	33
Total	532

School Committee – Three Years

Angela Yildiz	433
Blanks	98
Scattering	1
Total	532

Trustee of Trust Funds – Three Years

Jane Sawyer	6
Blanks	523
Scattering	2
Total	532

Cemetery Commissioner – Three Years

Ruth A. Wheeler	459
Blanks	71
Scattering	2
Total	532

Library Trustee – Three Years

Blanks	528
Scattering	4
Total	532

Planning Board – Five Years

Janet W. Campbell	446
Blanks	86
Total	532

Board of Health – Three Years

ROBERT L. WHEELER	452
Blanks	76
Scattering	4
Total	532

The Meeting adjourned at 10:25 p.m.

Dennis A. Fearebay, *Warden*

Jane Sawyer, *Clerk*

State Primary — September 4, 2018

Check lists and registers on the ballot box showed that 676 votes had been cast. Democratic ballots cast 433. Total Libertarian ballots cast 3. Total Republican ballots cast 240.

State Primary Recount — September 13, 2018

There were 433 Democratic ballots to be recounted for the Representative in Congress, Third District. There was a change: L'Italien lost one ballot and Trahan gained one ballot.

Jeffrey D. Ballinger	5	Daniel Arrigg Koh	75
Alexandra E. Chandler	35	Barbara A. L'Italien	75
Beej Das	0	Bopha Malone	1
Rufus Gifford	119	Juana B. Matias	35
Leonard H. Goulder	7	Lori Loureiro Trahan	70

Articles for the Special Town Meeting — October 15, 2018

Article 1. To see if the Town will vote to authorize the Selectmen to petition the Massachusetts Senate and House of Representatives in General Court to approve a Special Act titled “An Act Establishing a Board of Selectmen-Town Administrator Form of Government for the Town of Berlin” as printed below:

The full text of the act, as passed by the General Court and signed by the Governor starts on page 28 of this town report.

Article 2. To see if the Town will vote to transfer from available funds a sum not to exceed sixteen thousand dollars (\$16,000.00) for the purpose of engaging a consultant to assist the Town in the initial preparation of the hiring of a Town Administrator, said sum to be expended by the Board of Selectmen. (Town Management Study Committee)

Article 3. To see if the Town will vote to strike the following Section of APPENDIX I – APPORTIONMENT OF CHAPTER 70 AND REGIONAL TRANSPORTATION AID of the Berlin-Boylston Regional Agreement:

Regional Transportation Aid

Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according the following formula:

Boylston Elementary: $71AID = BORE / (BORE + BMFE + BBRE)$

Berlin Elementary: $71AID = BERE / (BORE + BMFE + BBRE)$

Berlin-Boylston Middle-High School: $71AID = BBRE / (BORE + BBFE + BBRE)$

and to replace said Section with the following language:

Regional Transportation Aid

Regional Transportation Aid shall be allocated its share of aid, based on its relative share of in-district students, according the following formula:

Boylston Elementary: $71AID = BORE / (BORE + BMRE + BBRE)$

Berlin Memorial: $71AID = BMRE / (BORE + BMRE + BBRE)$

Berlin-Boylston Middle-High School: $71AID = BBRE / (BORE + BMRE + BBRE)$

Or take any action relative thereto. (Berlin School Committee)

Article 4. To see if the Town will vote to transfer three thousand dollars (\$3,000.00) from FY19 Line budget Item 66 - Highway Salary, to FY19 budget item 68 - Highway PT Wages, or take any action relative thereto. (Board Selectmen)

Article 5. To see if the Town will vote to transfer twenty thousand dollars (\$20,000.00) from FY19 Line budget Item 83 COA Salary to FY19 budget item 84 COA PT Wages, or take any action relative thereto. (Board Selectmen)

Article 6. To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of fifteen thousand dollars (\$15,000.00) to fund the Town's portion of any grants received which require a matching contribution by the Town, said sum to be expended by the Board of Selectmen, or take any action relative thereto. (Board of Selectmen)

Article 7. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, nineteen thousand dollars (\$19,000.00) as a matching grant for the purpose of purchasing of new Self Contained Breathing Apparatus (SCBA) and related equipment, with expenditure dependent on the successful award of the corresponding federal grant for one hundred seventy thousand (\$170,000.00) or take any action relative thereto. (Fire/EMS Department)

Article 8. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, thirty thousand dollars (\$30,000.00) for the purpose of addition to the expense portion of the Fire & EMS Department budget; or take any action relative thereto. (Fire/EMS Department)

Article 9. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, a sum of twenty five thousand dollars (\$25,000.00) for the purpose of designing and engineering the finish out construction of the second floor of the Public Safety Facility; or take any action relative thereto. (Police and Fire/EMS Departments)

Article 10. To see if the Town will vote to amend the Town of Berlin General Bylaws by deleting both in their entirety: (1) Article XII “Earth Removal and Import”; and (2) Article XIX “Like Kind Soil”. In their place, create a new Article XXII “Earth Removal and Import” as follows:

The full text of this proposal is omitted as it was not approved by the Town Meeting

Article 11. To see if the Town of Berlin will vote to appropriate from the Peg Access & Cable Related Fund a sum of forty two thousand five hundred dollars (\$42,500.00) to be used in accordance with the PEG Access grant and M.G.L. Chapter 44, Section 53F3/4, said sum to be expended by the Cable Access Committee (Cable Access Committee).

Article 12. To see if the Town will vote to close out the following Special Article accounts in the total amount of forty thousand, one hundred twenty three dollars and thirty-eight cents (\$40,123.38):

See the list of accounts in the proceedings of this meeting.

To the stabilization fund, and/or transfer to another appropriation, and/or close out to the general fund, and/or to take any other action relative thereto. (Selectmen)

Article 13. To vote to see if the Town will adopt Massachusetts General Law Chapter 200A, Section 9A relative to the disposition of abandoned funds by the Town of Berlin, or take any other action relative thereto. (Treasurer/Collector)

Article 14. To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied. (Treasurer/Collector)

Article 15. A vote to see if the Town will adopt a bylaw allowing the Treasurer to deny local licenses and permits to any taxpayer who has neglected or refused to pay local taxes within two weeks of the official due date as allowed by changes made to M.G.L. Chapter 40, Section 57 in the Municipal Modernization Act. (Treasurer/Collector)

Article 16. To vote to see if the town will accept a bylaw effective December 1, 2018 that all fees collected and accrued by the by the Tax Collector pursuant to MGL Chapter 60 Section 15 since July 1, 2018 through November 31, 2018 and any fees collected and turned over to the Treasurer from Dec 1, 2018 forward shall not be reimbursed or credited to the Collector. (Treasurer/Collector)

Article 17. To see if the Town of Berlin will vote to accept M.G.L. c 64N, s.3, and impose a local sales tax upon the sale of recreational marijuana originating within the Town by a vendor at a rate of three percent (3%) of the gross receipts of the vendor from the sale of recreational marijuana, marijuana products, and marijuana edibles, said excise to take effect on the first day of the calendar quarter commencing at least thirty (30) days after such vote of Town Meeting, or take any action relative thereto. (Treasurer/Collector)

Article 18. To see if the Town will vote to amend the Zoning By-Laws by adding the following language to Article 14-Definitions:

- a. Marijuana Cultivator: an entity licensed to cultivate, process and package marijuana and to transfer marijuana to other marijuana establishments, but not to consumers.
- b. Marijuana Establishment: a Marijuana Cultivator, Marijuana Product Manufacturer, Marijuana Retailer, Independent Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed adult use marijuana-related business, or any combination thereof, except a Registered Marijuana Dispensary (RMD).
- c. Marijuana Product Manufacturer: an entity licensed to obtain manufacture, process and package marijuana and marijuana products, and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.
- d. Marijuana Retailer: an entity licensed to purchase and transport marijuana and marijuana products from Marijuana Establishments and to sell, or otherwise transfer marijuana and marijuana products to Marijuana Establishments and consumers.
- e. Marijuana Research Facility: means an entity licensed by the Cannabis Control Commission to engage in marijuana research projects.
- f. Marijuana Products: products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.
- g. Independent Testing Laboratory: an entity licensed by the Cannabis Control Commission to test marijuana and marijuana products, including certification for potency and the presence of contaminants.
- h. Registered Marijuana Dispensary (RMD): A use operated by an entity registered and approved by the Cannabis Control Commission in accordance with 935 CMR 501.00, and pursuant to all other applicable state laws and regulations, also to be known as a Medical Marijuana Treatment Center, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. An RMD shall explicitly include

facilities which cultivate and process medical marijuana, and which may also dispense and deliver medical marijuana and related products.

i. Marijuana Transporter: an entity with a fixed location that is licensed by the Cannabis Control Commission to purchase, obtain, and possess marijuana and marijuana products solely for the purpose of transporting, temporary storage, sale and distribution to marijuana establishments, but not to consumers.

and to add the following language as a new "Section 585 - Medical Marijuana and Adult Use Marijuana Establishments"

585.1 Purpose

(a) To provide for the placement of Marijuana Establishments and RMDs in appropriate places and under conditions in accordance with the provisions of Massachusetts General Law Chapters 94G and 94I.

(b) To minimize the adverse impacts of Marijuana Establishments and RMDs on adjacent properties, residential neighborhoods, schools and other places where children congregate, local historic districts, and other sensitive land uses.

(c) To regulate the siting, design, placement, security, safety, monitoring, modification, and discontinuance of Marijuana Establishments and RMDs.

585.2 Applicability

(a) No Marijuana Establishment or RMD shall be established except in compliance with the provisions of this Bylaw.

(b) If any provision of this Section or the application of any provision of this Bylaw is held invalid, the remainder of this Section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Section are severable.

585.3 General requirements and conditions for all Marijuana Establishments and RMDs

(a) The hours of operation of marijuana establishments shall be set by the Berlin Zoning Board of Appeals, the special permit granting authority.

(b) No Marijuana Establishment or RMD shall be located within 500 feet of the property boundary line of any lot in use as a public or private pre-school, primary or secondary school, junior college, college, licensed day-care center, church, library, park, playground, or other Marijuana Establishment or RMD. Distance shall be measured in a

straight line from the nearest point of the property boundary line in question to the nearest point of the property boundary line where the Marijuana Establishment or RMD will be located.

(c) On-site consumption of marijuana and marijuana products, as either a primary or accessory use, shall be prohibited at all Marijuana Establishments and RMDs unless permitted by a local ballot initiative process, as allowed by M.G.L. c.94G §3(b). The prohibition of on-site social consumption shall include private social clubs or any other establishment which allows for social consumption of marijuana or marijuana products on the premises, regardless of whether the product is sold to consumers on site.

(d) No Marijuana Establishment or RMD shall be located inside a building containing residential units, including transient housing such as motels and dormitories, or inside a movable or mobile structure such as a van or truck, with the exception of vehicles used in the licensed transportation of marijuana and marijuana products

(e) Marijuana Establishment or RMD shall be located within a permanent building and may not be located in a trailer, cargo container, or other similar nonpermanent, movable enclosure.

(f) Marijuana Retailers and RMDs engaged in retail dispensing of medical marijuana shall not be permitted to have drive-through service.

(g) No outside storage of marijuana, related supplies or promotional materials is permitted.

(h) All Marijuana Establishments and RMDs shall be ventilated in such a manner that no:

- a. Pesticides, insecticides, or other chemicals or products used in cultivation or processing are dispersed into the outside atmosphere.
- b. Odor from marijuana can be detected by a person with a normal sense of smell at the exterior of the Marijuana Establishment or RMD or at any adjoining use or property.

585.4 Special Permit and Site Plan Approval Requirements

A Marijuana Establishment or RMD shall only be allowed by special permit from the special permit granting authority in accordance with Section 1220 of the Zoning By-law and site plan approval in accordance with Section 1230 of the Zoning By-law, subject to the following statements, regulation, requirements, conditions and limitations.

1. No special permit for any Marijuana Establishment or RMD shall be issued without site plan approval first having been obtained from the special permit granting authority, as provided for in Section 1230 Site Plan Review. In addition to

the standards set forth herein, the site plan must meet all dimensional, parking, landscaping, and signage requirements within this Bylaw.

2. A special permit for a Marijuana Establishment or RMD shall be limited to one or more of the following uses that shall be prescribed by the special permit granting authority:

- a. Marijuana Cultivator
- b. Marijuana Product Manufacturer
- c. Marijuana Retailer
- d. Independent Testing Laboratory
- e. Marijuana Research Facility
- f. Marijuana Transporter
- g. Registered Marijuana Dispensary
- h. Any other type of licensed marijuana-related business

3. In addition to the application requirements set forth above, a special permit application for a Marijuana Establishment or RMD shall include the following:

- a. The name and address of owner(s) of the Marijuana Establishment or RMD
- b. Copies of all required provisional licenses or certificates of registration issued to the applicant by the Cannabis Control Commission and any other applicable regulatory agencies
- c. Evidence of the applicant's right to use the site of the Marijuana Establishment or RMD for the proposed use, such as a purchase and sale agreement, deed, owner's authorization, or lease
- d. A letter from the Town of Berlin Police Chief, or designee, acknowledging receipt and approval of the Marijuana Establishment or RMD security plan, including lighting, fencing, gate and alarms. The special permit granting authority shall only require submission of those portions of the security plan into the public record which are not otherwise confidential
- e. All Marijuana Cultivators and RMDs engaged in cultivation operations shall submit a resource use plan to the Planning Board outlining planned practices for use of energy, water, waste disposal and other common resources and to ensure there will be no undue damage to the natural environment. The Resource Plan, if applicable, shall include an electrical system overview, proposed energy demand and proposed electrical demand off-sets, ventilation system and air quality, proposed water system and utility demand.

f. The applicant shall submit a traffic circulation plan for the site to ensure the safe movement of pedestrian and/or vehicular traffic on site. A traffic impact and access study shall be required for all Marijuana Retailers and RMD retail operations. The study shall be based on standard traffic engineering guidelines developed by the Massachusetts Environmental Protection Act (MEPA). The Planning Board may waive the requirement of a traffic impact study if, in the opinion of the Planning Board, a traffic impact study is not necessary to ensure safe movement of pedestrian or vehicular traffic on site.

g. All application requirements for Site Plan Review as specified in Section 1230 of this By-Law shall apply unless certain requirements are waived by the special permit granting authority as non-applicable to the particular applicant.

4. Mandatory findings. All Site Plan review and Special Permit determinations shall be conducted on a case-by-case basis, taking into consideration (i) the particular form of Marijuana activity proposed; (ii) the site location (including proximity of abutters, schools, sensitive natural habitat or historic resources; (iii) traditional uses of the site and their similarity to or difference from the proposed activities; and (iv) the intensity of the proposed activities, including impacts on neighbors and the environment. The special permit granting authority shall not issue a special permit for a marijuana establishment unless it finds that:

- a. The Marijuana Establishment or RMD is designed to minimize any adverse impacts on abutters and other parties in interest, as defined in MGL c. 40A, Section 11.
- b. The applicant has satisfied all the conditions and requirements as set forth herein and has received a provisional certificate of registration or license from the Cannabis Control Commission.

5. A special permit granted under this section shall have a term limited to the duration of the applicant's ownership of the premises as a marijuana establishment. Special permits may be transferred only with the approval of the special permit granting authority in the form of an amendment to the special permit with all information required.

585.5 Abandonment or discontinuance of use.

1. A special permit shall lapse if not exercised within one year of issuance

2. A Marijuana Establishment or RMD shall be required to remove all material, plants, equipment and other paraphernalia within six months of ceasing operations.

Or take any action relative thereto. (Planning Board)

Article 19. To see if the Town will vote to amend the Zoning Bylaw by adding the following to Section 320 -
Table of Principal Use Regulations:

Commercial Uses	RA	MD	CV	C	LB	LI	ARC
Marijuana Establishments and other licensed marijuana-related business							
Marijuana Cultivator	N	N	N	N	SR	SR	N
Marijuana Product Manufacturer	N	N	N	N	SR	SR	N
Marijuana Retailer	N	N	N	N	SR	SR	N
Marijuana Research Facility	N	N	N	N	SR	SR	N
Independent Testing Facility	N	N	N	N	SR	SR	N
Registered Marijuana Dispensary	N	N	N	N	SR	SR	N
Marijuana Transporter	N	N	N	N	SR	SR	N
Any other type of licensed marijuana-related businesses	N	N	N	N	SR	SR	N

Or take any action relative thereto. (Planning Board)

Article 20. To see if the Town will vote to amend the Zoning Bylaw by adding the following to Section 320 -
Table of Principal Use Regulations:

Commercial Uses	RA	MD	CV	C	LB	LI	ARC
Marijuana Establishments and other licensed marijuana-related business							
Marijuana Cultivator	N	N	N	N	SR	SR	N
Marijuana Product Manufacturer	N	N	N	N	SR	SR	N
Marijuana Retailer	N	N	N	N	N	N	N
Marijuana Research Facility	N	N	N	N	SR	SR	N
Independent Testing Facility	N	N	N	N	SR	SR	N
Registered Marijuana Dispensary	N	N	N	N	N	N	N
Marijuana Transporter	N	N	N	N	SR	SR	N
Any other type of licensed marijuana-related businesses	N	N	N	N	SR	SR	N

Or take any action relative thereto. (Planning Board)

Article 21. To see if the Town will vote to amend the Zoning Bylaw by adding the following to Section 320 -
Table of Principal Use Regulations:

Commercial Uses	RA	MD	CV	C	LB	LI	ARC
Marijuana Establishments and other licensed marijuana-related business							
Marijuana Cultivator	N	N	N	N	N	N	N
Marijuana Product Manufacturer	N	N	N	N	N	N	N
Marijuana Retailer	N	N	N	N	N	N	N
Marijuana Research Facility	N	N	N	N	N	N	N
Independent Testing Facility	N	N	N	N	N	N	N
Registered Marijuana Dispensary	N	N	N	N	N	N	N
Marijuana Transporter	N	N	N	N	N	N	N
Any other type of licensed marijuana-related businesses	N	N	N	N	N	N	N

Or take any action relative thereto. (Planning Board)

Article 22. To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Article____ Marijuana Not Medically Prescribed Consistent with MGL Ch. 94G, Section 3(a)(2), all types of Marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all Marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Berlin.

Or take any other action thereon. (Citizens' Petition)

Article 23. To see if the Town will vote to amend the Zoning Bylaws of the Town of Berlin by adding a new Zoning Bylaw Article as follows:

Article____: Marijuana Not Medically Prescribed Consistent with MGL Ch. 94G, Section 3(a)(2), all types of Marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all Marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Berlin.

Or take any other action thereon. (Citizens' Petition)

Article 24. To request that the Selectmen place on the Ballot for an election during the next year the following question:

Ballot Question

Shall the Town prohibit the operation of all types of Marijuana establishments as defined in G.L. Ch. 94G, Section 1(j), including all Marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Berlin?

Or such other question that may be appropriate to approve the Bylaw stated above. (Citizens' Petition)

Proceedings at the Special Town Meeting — October 15, 2018

According to legal notice the voters of the Town of Berlin met in the Berlin Memorial School for the Special Town Meeting on Monday, October 15, 2018. Notice to the voters were posted as prescribed by law. Assistants were James H. Wheeler, Marsha Johnston and Noel Rosenberg as checkers and Police Officer Kevin Pond. Cable television coverage was provided by William and Patricia Anderson, Brittany Blaney and Roger Bradley. It was live and will also be recorded and available later via You Tube channel. www.townofberlin.com/berlin-tv/. Attorney Brian Mazer of KP Law served as Town Counsel. Barry W. Eager, Moderator called the meeting to order at 7:05 P.M. There were approximately 147 voters present. The Moderator waived the reading of the articles in the warrant. The Town Clerk then read the call of the meeting and the constable's return.

Article 1. Unanimously voted to authorize the Selectmen to petition the Massachusetts Senate and House of Representatives in General Court to approve a Special Act titled "An Act Establishing a Board of Selectmen-Town Administrator Form of Government for the Town of Berlin" as described in Article 1 of the warrant provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board

of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Board of Selectmen to approve such amendments.

Article 2. Unanimously voted to transfer from Free Cash the sum of sixteen thousand dollars (\$16,000.00) for the purpose of engaging a consultant to assist the Town in the initial preparation of the hiring of a Town Administrator, said sum to be expended by the Board of Selectmen.

Article 3. Unanimously voted to approve the amendment of the Berlin Boylston Regional School Agreement "Appendix I - Apportionment of Chapter 70- and Regional Transportation Aid" as described in Article 3 of the warrant.

Article 4. Unanimously voted to transfer three thousand dollars (\$3,000.00) from FY19 budget Line Item 66 - Highway Salary, to FY19 budget item 68 - Highway PT Wages.

Article 5. Unanimously voted to transfer twenty thousand dollars (\$20,000.00) from FY19 budget Line Item 83 COA Salary to FY19 budget item 84 COA PT Wages.

Article 6. Voted to transfer from Free Cash the sum of fifteen thousand dollars (\$15,000.00) to fund the Town's portion of any grants received which require a matching contribution by the Town, said sum to be expended by the Board of Selectmen.

Article 7. Voted to transfer from Highland Commons Public Safety Fund the sum of nineteen thousand dollars (\$19,000.00) as a matching grant for the purpose of purchasing of new Self Contained Breathing Apparatus (SCBA) and related equipment, provided, however, that no expenditure shall be made hereunder unless the Town is allocated a federal grant for such purposes in the amount of one hundred ninety thousand (\$190,000.00).

Article 8. Voted to transfer from Free Cash the sum of thirty thousand dollars (\$30,000.00) to supplement the amounts appropriated in the FY19 budget Line Item 52 Fire & EMS Department.

Article 9. Voted to pass over Article 9. (Public Safety- Dorm Space Design/Engineering)

Article 10. Unanimously voted to pass over Article 10. (Merge/Amend Earthworks & Like Kind Soil)

Article 11. Unanimously voted to appropriate from the Peg Access & Cable Related Fund created pursuant to the provisions of M.G.L. Chapter 44, Section 53F ¾ the sum of forty two thousand five hundred dollars (\$42,500.00) to be used in accordance with the PEG Access grant, said sum to be expended by the Cable Access Committee.

Article 12. Unanimously voted to close out the following Special Article accounts in the total amount of forty thousand, one hundred twenty three dollars and thirty-eight cents (\$40,123.38) and return Highland Commons mitigation funds to their original source (Highland Commons Public Safety \$106.23 and Highland Commons Cultural \$1,641.71) and return other balances to the

Stabilization Fund (\$38,375.44).

Article 13. Unanimously voted to adopt Massachusetts General Law Chapter 200A, Section 9A relative to the disposition of abandoned funds by the Town of Berlin.

Article 14. Unanimously voted to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

Article 15. Unanimously voted to amend Article XIII, §5(a) of the Town Bylaws to bring such bylaw into accord with the revisions to M.G.L. Chapter 40, Section 57 made by the Municipal Modernization Act, by inserting the underlined text and deleting the strikethrough text, as follows:

"The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application of an abatement of such tax or a pending petition before the appellate tax board.

Article 16. Unanimously voted to amend Article XIII of the Town Bylaws by adding Section 7 to provide as follows:

	Funding From	Article #	Fiscal Year	Special Article Purpose	Remaining Balance	Return to
a.	Free Cash	Art 9 STM	2015	Selectmen – Inspectors Tablets	\$6,000.00	General Fund
b.	Raise & Appropriate	Art 25	2016	Selectmen – Energy Audit Pub Safety, Municipal Building and BMS	\$25,000.00	General Fund
c.	Free Cash	Art 21	2013	1870 Town Hall Generator Repairs	\$1,850.50	General Fund
d.	Highland Commons Public Safety	Art 26	2018	Fire & EMS Hydraulic Rescue Tools	\$106.23	Highland Commons Public Safety
e.	Free Cash	Art 15	2018	BMS – Dishwasher Repair/Replacement	\$4,126.80	General Fund
f.	Highland Commons Cultural	Art 18	2018	BMS – Swing Set Mats	\$870.50	Highland Commons Cultural
g.	Free Cash	Art 24	2015	BMS – Parking Lot Repairs	\$1,398.14	General Fund
h.	Highland Commons Cultural	Art 29	2017	Library – Two Computer Carrels	\$771.21	Highland Commons Cultural

Effective December 1, 2018, all fees collected and accrued by the Tax Collector pursuant to MGL Chapter 60 Section 15 shall be deposited in the General Fund, provided, however, that any fees collected by the Tax Collector under said statute since July 1, 2018 through November 30, 2018 and any fees collected and turned over to the Treasurer from Dec 1, 2018 forward shall not be reimbursed or credited to the Collector.

Article 17. Voted to adopt Massachusetts General Law Chapter 64N, Section 3, to impose a local sales tax upon the sale of recreational marijuana originating within the Town by a vendor at a rate of three percent (3%) of the gross receipts of the vendor from the sale of recreational marijuana, marijuana products, and marijuana edibles, said excise to take effect on the first day of the calendar quarter commencing at least thirty (30) days after such vote of Town Meeting.

Article 18. Unanimously voted to amend the Berlin Zoning By-law Article 14 Definitions by adding new definitions related to Medical Marijuana and Marijuana Establishments and by creating a new Section 585 Medical Marijuana and Marijuana Establishments as described in Article 18 of the warrant for this meeting with the following amendments:

Definitions: Article 14 of the Berlin Zoning Bylaw items a, c and i, capitalize "marijuana establishments"

Section 585.1, b delete "and other places where children congregate, local historic districts"

Section 585.3, a add "acting as" after "Zoning Board of Appeals"

Section 585.3, a, 585.4, 4 and 584.4, 5 capitalize "Marijuana Establishments"

Section 585.4, 4 change "Site Plan" and "Special Permit" to lower case.

Section 585.4, 3, e and 585.4, 3, f change "Planning Board" to "Zoning Board of Appeals"

Section 585.4, 5 delete "with" in the last line and add "after submission of"

The Berlin Planning Board held a Public Hearing on October 9, 2018 to consider comments concerning Article 18 on the special Town Meeting Warrant, to be held on October 15, 2018.

At the Planning Board meeting held on Tuesday October 9, 2018 the Planning Board voted 4 in favor, 0 opposed to Article 18.

There was a motion to take up 22 now before Article 19. The motion was defeated.

Article 19. Voted to amend the Berlin Zoning By-Law Section 320 – Table of Principal Use Regulations, as described in Article 19 of the warrant.

Assisting with the hand count were Ray Dona, Amy Grenier, Judy Mills, Ken Braun and Piper Wysocki. They were sworn by the Moderator. The hand count was YES 113, NO 51 a 2/3's vote.

The Berlin Planning Board held a Public Hearing on October 9, 2018 to consider comments concerning Article 19 on the special Town Meeting Warrant, to be held on October 15, 2018.

At the Planning Board meeting held on Tuesday October 9, 2018 the Planning Board voted 4 in favor, 0 opposed to Article 19.

Article 20. Voted to pass over Article 20. (Moderately restrictive zoning use table for Marijuana)

Article 21. Voted to pass over Article 21. (Most Restrictive proposed zoning use tables for Marijuana)

Article 22. Motion failed after much discussion on Article 22. (Citizens' Petition for General By-law)

Article 23. Voted to pass over Article 23. (Citizens' Petition for Zoning Bylaw)

Article 24. Voted to pass over Article 24. (Citizens' Petition to request question on next ballot)

The meeting dissolved at 10:24 P.M. One Hundred ninety six voters took part in this meeting.

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

State Election — November 6, 2018

Total registered voters 2,341

Total ballots cast 1,760

Total early voting ballots cast 359

Total absentee ballots cast 81

Question 4: Berlin Community Preservation Act (CPA)

YES	976
NO	726
Blanks	58
Total	1760

Chapter 384 of the Acts of 2018
THE COMMONWEALTH OF MASSACHUSETTS
In the One Hundred and Ninetieth General Court

AN ACT ESTABLISHING A BOARD OF SELECTMEN-TOWN ADMINISTRATOR FORM OF GOVERNMENT FOR THE TOWN OF BERLIN.

Be it enacted by the Senate and House of Representatives in General court assembled, and by the authority of the same, as follows:

SECTION 1. As used in this act, the town of Berlin, shall hereafter be referred to as the town and shall be governed by this act. To the extent that this act conflicts with existing General Laws and special acts, this act shall govern.

SECTION 2. The executive powers of the town shall be vested in the board of selectmen, hereafter referred to as the board who shall have all the powers given to boards of selectmen by the General Laws, except as otherwise provided herein.

The board shall serve as the chief goal-setting and policy-making agency of the town. The duties and responsibilities for day-to-day management of the town shall be delegated to the town administrator, hereafter referred to as the administrator. The board shall act through the adoption of policy directives and guidelines, which shall be implemented by the administrator and the officers and employees appointed by, or pursuant to the authority of, the board: Individual members of the board shall not purport to represent the board or exercise the authority of the board, except when specifically authorized by the board.

The board shall:

- (1) promulgate rules and regulations; and issue interpretations in order to implement policies and to carry out its responsibilities under state law, town by-laws, and this act;
- (2) exercise, through the administrator, general supervision over all matters affecting the interests or welfare of the town;
- (3) appoint the department heads, town counsel and joint appointments, except: (i) those positions elected by the voters, (ii) those positions appointed by elected officials, and (iii) those positions appointed by the chief of the fire & EMS department of the town; provided, however, that the board may make appointments to temporary posts and committees the board creates for special purposes; provided, further, that the board may make appointments for any position not otherwise referenced in this paragraph; and provided, further, that the board may appoint any open position in the town, if the authorized appointing or hiring authority fails to fill a position within 90 days of a vacancy;

(4) have general administrative oversight of such boards, committees and commissions appointed jointly or severally by the board;

(5) serve as the licensing board and have responsibility over and authority for other quasi-judicial functions provided by the General Laws and the town by-laws;

(6) issue all town meeting warrants;

(7) review the annual proposed budget submitted by the administrator, make recommendations with respect to the annual proposed budget as the board deems advisable and present the budget and recommendations to the finance committee of the town for its review and recommendations;

(8) appoint an administrator who shall: (i) be a person with the executive and administrative qualifications, especially fitted by education, training and experience, to perform the duties of the office; and (ii) not have served in an elective office in the town for at least 12 months prior to appointment; provided, however, that the board may establish such additional qualifications as it deems necessary and appropriate; provided, further, that the identification and screening of appropriate candidates shall be coordinated by a hiring committee that includes both employees and residents of the town; provided, further, that the administrator shall not be required to be a resident of the town or the commonwealth at the time of appointment, nor at any time during the period of such service; provided, further, that the administrator shall not be subject to the personnel by-law of the town, except as referenced in the administrator's employment contract; and provided, further, that the board may reappoint the administrator;

(9) enter into an employment contract for a term of not more than 3 years with an administrator for salary, fringe benefits and other conditions of employment, including, but not limited to: severance pay, reimbursement for expenses incurred in the performance of the administrator's duties, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave;

(10) set the compensation for the administrator; provided, however, that the compensation set by the board shall not exceed an amount appropriated by the town meeting;

(11) designate a qualified person in the event of: (i) a temporary absence of the administrator for longer than 20 working days, (ii) in lieu of an appointee pursuant to clause 23 of the first paragraph of section 4 or (iii) in the event of a vacancy in the position, to serve as interim administrator,

provided, however, that the appointment of an acting administrator shall be for a period not to exceed 180 days, but 1 renewal may be voted by the board not to exceed a second 6 month period; and provided, further compensation for such person shall be set by the board, and

(12) suspend or remove the administrator, by a majority vote of the board, at any time, for cause following a formal procedure, including: (i) a written intent to suspend or dismiss, (ii) a written response and (iii) a public hearing; provided, however, that the public hearing shall be completed within 30 days after the issuance of a written intent to suspend or dismiss, in accordance with the terms of the administrator's contract.

SECTION 3. The administrator shall be the chief administrative officer and chief financial officer of the town and shall act as the agent for the board. The administrator shall be responsible to the board for coordinating and administering all town affairs under the jurisdiction of the board, and all functions and activities for which the office of town administrator is given authority, responsibility or control by this special act, by-law, town meeting vote, vote of the board or otherwise. The administrator's powers and duties shall include those outlined in sections 4 to 7, inclusive.

SECTION 4. The administrator shall supervise, manage and coordinate the day-to-day activities of all town departments and employees under the jurisdiction of the board and coordinate all activities of said departments with the activities of other departments under the jurisdiction of other elected officials, boards and commissions. The administrator shall:

- (1) consult and advise the board regarding the board's policies and implement those policies;
- (2) advise the board as to the needs of the town and recommend to the board, other elected town officers and agencies such measures requiring action by said board, other elected town officers and agencies or by the town meeting as the administrator may deem necessary or expedient. The administrator shall keep the board informed on issues affecting the administration and governance of the town, in a timely manner;
- (3) attend all meetings of the board, except when excused by the board chair; provided, however, that the absence of the administrator shall not prevent the board from meeting, and consult with and advise the board on all matters that come before the board;
- (4) attend all town meetings and advise the town meeting on all warrant articles within the jurisdiction of the board or the administrator;
- (5) attend finance committee meetings as necessary and keep the finance committee informed on all matters under

the jurisdiction of the administrator that come before the committee;

(6) manage, supervise and be responsible for the efficient administration of all departments, commissions, boards and offices under the jurisdiction of the board; provided, however, that the administrator shall not exercise any control over the discretionary power vested by statute in any such board, committee, commission or officer;

(7) supervise and direct the activities of the town's departments, boards, commissions and officers under the jurisdiction of the board on the effective date of this act and other departments, as may be assigned by general by-laws of the town or any general or special law, including this act; provided, however, that for this purpose, the administrator shall have authority to require the persons so elected, or their representatives, to meet with the administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town; provided, further, that the administrator shall have the right to attend and speak at any meeting of any multiple member body;

(8) reorganize, abolish, consolidate or establish a department or position under the administrator's authority for more efficient use of town resources, as the administrator deems appropriate, subject to the approval of the board before implementation, and to additional funding by town meeting as necessary;

(9) act as chief procurement officer for the town, in accordance with chapter 30B of the General Laws, and appoint such assistant procurement officers as provided in said chapter 30B; establish and enforce procurement policies and guidelines in accordance with applicable state laws; be responsible for purchasing all supplies, materials, services and equipment for the departments under the jurisdiction of the board; have the authority to award and sign contracts that do not exceed \$50,000, commonwealth highway contracts, and state and federal grants; provided, however, that a contract that exceeds \$50,000 shall require the approval of the board; provided further, that the administrator shall have the authority to sign a contract approved by the board on behalf of the town; and provided, further, that contracts and grants signed by the administrator shall be promptly reported, in writing, to the board;

(10) keep a full and complete inventory of all town property, both real and personal;

(11) administer the town's insurance policies, including claims settlement; provided, however, that all insurance contracts and claims settlements shall receive the approval of the board;

(12) manage and oversee the use, maintenance, repair, security and, with the approval of the board, regulate the

rental for all the town land and buildings that fall under the jurisdiction of the board, except for schools, libraries and lands held for conservation purposes; provided, however, that other municipal boards may request that the administrator coordinate the maintenance and repair of the land and buildings under their jurisdiction;

(13) work with town counsel, with the approval of the board, to prosecute, defend and settle all litigation for or against the town, subject to such appropriation as may be necessary to effect settlement, except litigation involving only the school department or its officers and employees;

(14) delegate, authorize or direct any employee appointed under the jurisdiction of the board to exercise any power, duty or responsibility which the administrator is authorized to exercise;

(15) be responsible for coordination of operational and strategic planning for the town;

(16) keep complete records of the office of the administrator and annually submit a full report of the operations of the office to the board, unless requested to do so more frequently by the board;

(17) respond to and coordinate local response to emergency situations in conjunction with public safety officers;

(18) establish and maintain positive community relations with local organizations, groups and residents and act as town liaison with local, state and federal agencies;

(19) receive and act on questions and complaints filed with the board or the administrator and inform the board of the status of the resolution as appropriate;

(20) serve as the board's public relations officer, including the preparation of news releases and acting as the board's spokesperson when so authorized;

(21) prepare for the board's review and approval the warrants for all town meetings, in conjunction with town counsel as necessary, including any related ballot questions, to ensure that they are proper and legal and that there are sufficient funds available for implementation;

(22) perform any other duties or tasks assigned by the board, assigned by the town meeting or mandated by applicable general or special laws; and

(23) designate, during a temporary absence, with the approval of the board, a qualified administrative employee or officer, except a board member, the town moderator, a member of the school committee or a member of the finance committee, to exercise the powers and perform the duties of the administrator for not more than 20 working days; provided, however, that the delegation shall be made in writing and shall be filed with the town clerk and the board; provided, further, that the powers and duties of this temporary or acting administrator shall be limited to

exercising the authority of the administrator with respect to matters not admitting of delay including making temporary, emergency appointments or designations to town office or employment but not to make permanent appointments or designations.

SECTION 5. The administrator shall exercise overall responsibility for human resources for the town including, but not limited to: authority for hiring, supervision, evaluation, discipline and removal of town employees under the jurisdiction of the board. The administrator shall:

(1) assist the personnel committee in the implementation and administration of the personnel by-laws of the town and salary and classification plan;

(2) coordinate the recruitment and screening of suitable candidates for consideration and appointment as department heads by vote of the board; provided, however, that the administrator shall provide the board with relevant material for the evaluation of not more than 5 candidates; provided, further, that if the board does not appoint any of the candidates, the administrator shall continue to present candidates until a candidate is appointed; and provided, further, that any department head may be removed by vote of the board after consultation with the administrator;

(3) appoint and remove individuals under the jurisdiction of the board except for department heads and town counsel, and except as may otherwise be provided by law; provided, however, that the administrator shall consult appropriately prior to appointing and provide notice to the board of the anticipated appointment and the terms and conditions of employment for the appointment which the board shall approve or disapprove within 14 days of the notice; provided, further, that a failure of the board to act within the 14 day period shall be deemed approval of the appointment and the terms and conditions thereof; and provided, further, that the termination or removal of positions so appointed shall be subject to the same appointment notice and approval requirements;

(4) assist all other hiring authorities in search, selection, and hiring processes for their direct reports;

(5) recommend individuals to the board for appointment to any open position in the town, if the authorized appointing or hiring authority fails to fill a position within 90 days of vacancy;

(6) be responsible for the supervision, management, evaluation and discipline of the other town employees under the jurisdiction of the board, the annual performance evaluations of the department heads and shall oversee the performance evaluation program conducted by the department heads for employees within their respective departments;

(7) act on behalf of the board in the grievance process pursuant to collective bargaining agreements; provided that the board may provide advice and guidelines to the administrator;

(8) administer the personnel by-law and collective bargaining agreements entered into by the town and work with the personnel committee to develop and implement personnel policies and procedures for all town employees, except the school department; provided, that with respect to the fire and EMS department, the authority granted to the administrator in this clause shall be subject to section 42 of chapter 48 of the General Laws;

(9) negotiate all collective bargaining agreements on behalf of the town, except the school department, with the approval of the board; provided, however, that the administrator may seek the assistance of counsel if the administrator deems it necessary to effect successful negotiations; and provided, further, that all final agreements shall be approved and executed by the board;

(10) establish compensation packages for all town employees under the jurisdiction of the administrator who are not subject to a collective bargaining agreement with the approval of the board and in conjunction with the personnel committee; provided, however, that such compensation shall not exceed the amount appropriated by town meeting and shall be subject to all applicable laws and by-laws; and

(11) have the power to inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.

SECTION 6. The administrator shall have the budgetary powers and responsibilities to:

(1) establish dates by which the proposed budget, revenue statement and tax rate estimate are to be submitted to the board;

(2) prepare and present annually to the board detailed budgetary estimates of amounts necessary for the administration of all town boards, officers, committees, divisions and departments in the ensuing fiscal year, including both capital and operating items, and upon approval by the board the administrator shall present a requested proposed budget to the finance committee;

(3) report on the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town together with an estimate of the necessary tax rate;

(4) submit annually to the board a 5 year capital improvements program, or the same as approved by a formal capital planning committee, including: (i) a list of all capital improvements and supporting data proposed to be undertaken during the next 5 years; (ii) cost estimates,

methods of financing and recommended time schedule; and (iii) the estimated annual cost of operating and maintaining any facility to be constructed or acquired;

(5) ensure that all operating and capital budgets under the direct control of the administrator are expended consistent with the relevant town meeting appropriation therefor; and coordinate with the governing bodies of departments not under the direct supervision of the administrator to ensure that their budgets are being expended consistent with law;

(6) approve all payroll and expense warrants for payment of town funds prepared by the town accountant in accordance with section 56 of chapter 41 of the General Laws, and advise the board of the same; in the event of a temporary absence of the administrator, the board shall approve such warrants;

(7) seek out, prepare, coordinate and file applications for state, federal and private grants; and

(8) ensure that the complete and full records of the financial activity of the town are maintained in accordance with state, federal laws and the town by-laws and render quarterly reports to the board, unless requested more frequently.

SECTION 7. The administrator shall have access to all municipal books, papers and documents or information necessary for the proper performance of the duties of the administrator. The administrator may, without notice, cause the affairs of any division or department under the administrator's supervision, or the conduct of any officer or employee thereof, to be examined.

SECTION 8. All laws, by-laws, votes, rules and regulations, whether enacted by authority of the town or any other authority, that are in force in the town on the effective date of this act and are not inconsistent with this act shall continue in full force and effect.

SECTION 9. No existing contract, action at law, suit in equity or other proceeding pending on the effective date of this act shall be affected by this act.

SECTION 10. This act shall not impair the rights or obligations of any person holding a town office or employed by the town on its effective date, except those duties assigned by this act to another officer or employer those duties that are subsequently assigned to another officer or employee pursuant to this act. No person who continues in the permanent full-time service or employment of the town shall forfeit their pay, grade or time in service as a result of this act.

SECTION 11. This act shall take effect upon its passage.

Passed to be enacted:

House of Representatives, December 31, 2018

Senate, December 31, 2018

Approved January 2, 2019 by Governor Charles D. Baker

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 2018. 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 visit www.townofberlin.com.

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

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

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

Voter Registration: State required registration sessions will be held prior to each town meeting and election. Mail-in voter registration forms are outside the Clerk's Town Office for your convenience. THINK AHEAD-PLAN AHEAD: If you need to have an absentee ballot, either you or a family member can apply for one. **Unless you vote absentee in the office, all absentee ballots must be mailed.** If you want to fax your request [978-838-0014], include the date, your legal name, voting address, a mail-to address, and your signature. If your absentee ballot is being sent, if you don't receive it within six (6) or seven (7) days, please notify me so another ballot can be sent. Please fill out and return the first ballot you receive. Only one ballot can be counted for any individual voter. Also, if it is not too much trouble, please notify me when you mail the ballot so I can give it six (6) or seven (7) days to receive it. If it gets lost or mislaid on the return trip, hopefully, there is still time to send and receive yet another ballot. If you are out of the country, a ballot can be emailed or faxed.

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

If you check off absentee for all elections this year and change address after the initial ballot unless you notify me, the ballots are sent to the address on record. For primary elections, if you are an unenrolled 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.

As of December 31, 2018, the dog revolving account had expenditures of \$408.39. In FY18, there were receipts of \$2,364.

FY2018 BOARD OF APPEALS APPLICATIONS:

1. Special Permit, 83 Coburn Rd., Robert Choate
2. Release of Funds, Sawyer Hill Condo Trust
3. Comprehensive Permit, 58 South St., The Capes, Mark Rhodes
4. Site Plan, 154 River Rd. W., Boundless Adventures
5. Special Permit, 245 River Rd. W., Marisa Eronson and Stephen Cardoso, Home-based contracting

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

Financial report for FY18	
Dog Licenses	\$2,112
Dog Fine Penalties	\$338
Clerk Receipts	\$2,334
Gas Storage Licenses	\$75
Planning Board Fees	\$225
Planning Board Subdivision Agency Fees	\$6,415
Board of Appeals Fees	\$625
Total Paid to Treasurer	\$12,124

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

Births Recorded through 2018

DATE	NAME	PARENTS
January 30	Ryan Alexander Brodeur	Stephen Earl & Melissa Ann (Silvestri) Brodeur
March 1	Abraham Stephen Rosseel	Luke James & Meghan Else (Ballard) Rosseel
March 18	Ava Rose Blair	Phillip James & Amy Christine (Parent) Blair
April 26	Emily Mae Bogigian	Michael George & Melinda Jacklyn (Pizzi) Bogigian
May 3	Landon Joseph Espie	Joseph William & Jill Marie Cacciatore-Espie
June 14	Sawyer Coletti Tatnall	Gregory Allen & Lindsay Coletti (Coletti) Tatnall
August 4	Cora Crystal LaPorte	Andrew Tucker LaPorte & Courtney Doherty Lewis
September 11	Camilla Clover Glumac	Jonathan & Tanya Michelle (Gilbreath) Glumac
October 1	Henry Gus Liebenow	Noah Gustave & Ashlee Patricia (Mayo) Liebenow
October 16	Ezra Daniel Fair	David Joel & Stephanie Danielle (Zakrzewski) Fair
November 4	Benjamin Thomas Tretiak	Nathan Patrick & Elizabeth Anne (Towle) Tretiak
November 21	Gianna Noelle Guilfoyle	Ryan Nicholas Guilfoyle & Alicia Lauren Cianciola
December 8	Kaia Noel Hanley	Patrick Edward Hanley & Christina (Tzovaras) Hanley
December 9	Annabelle Danielle Hardy	Kevin Charles & Alaina Danielle (Bexton) Hardy

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

Marriages Recorded through 2018

DATE	PLACE	PARTY A & PARTY B
February 12	Berlin	Suzanne June Lee Watkins & Steven Pierre-Louis of Berlin
April 4	Berlin	Jeanne Doyle of Worcester & Robert Vandy Williams of Berlin
May 6	Spencer	Kaitlyn Michelle Blais of Berlin & James Peter Letourneau, Seekonk
June 20	Topsfield	Heidi Marie Warren & Daniel Edward Schuler of Berlin
August 24	Berlin	Robert James Riley & Mary Elizabeth Hinton of Berlin
October 20	Paxton	Jannett Marie Chevevert of Florida & Marc Justin Aijala of Berlin
December 9	Boylston	Nicole Christine Napoleon & Nathan Richard Jaworski of Berlin

Deaths Recorded through 2018

DATE	NAME	ADDRESS	AGE
January 1	Edward Elton Rogers	272 West St.	77
January 12	Nancy Margaret (Reardon) Dirienzo	135 Pleasant St., 4-1	79
January 16	William H. Tervo Jr.	188 Gates Pond Rd.	83
January 19	Douglas Ferrell Heifner	160 West St.	68
January 22	Willard Hastings Wheeler	232 Pleasant St.	94
January 29	Richard W. Garceau	113 Dudley Rd.	84
March 3	Henry Adelbert Wheeler	39 Sawyer Hill Rd.	88
March 9	Frederick Roland Wheeler	92 Highland St.	90
April 1	Theresa A. (Boyer) Rochette	175 River Rd. W.	84
April 6	Roger E. Wheeler	66 South St.	92
April 7	Peter B. Zaleski	45 Brook Lane	76
April 9	Francis J. Kivior	11 Larkin Rd.	69
April 12	Eric S. Swanfeldt	192 Gates Pond Rd.	35
April 22	Erin G. (Tervo) Mojkowski	15 Peach Hill Rd.	53
April 25	Lorraine Anita (Bergeron) Cedar	240 Crosby Rd.	90
June 3	Arlene (Coute) Texeira	195 Gates Pond Rd.	85
June 12	George E. Hill	135 Pleasant St.	69
June 19	Shannon M. White	2 Ora Ave, Lebanon NH	41
June 29	Joseph Anthony Silvester	135 Pleasant St., 301 Rear	73
July 29	Rhanelle S. (Miles) Spaulding	163 South St.	68
September 18	Kenneth Charles McKenzie	207 South St.	92
October 9	George Charles Cedar	240 Crosby Rd.	91
October 20	Arlene May (Murphy) Mayo	76 Allen Rd.	85
November 21	Judith Lee (Kelsey) Kemble	8 Clarenan Rd.	83

Board of Selectmen

“One of the greatest purposes a man/woman can ever be indulged in is the positive evolution of self for the selfless service to humanity.” — Ufuoma Apoki

May 2018 saw a change to the Board of Selectmen (BOS). The board welcomed Peg Stone to her new position as Selectman for the Town of Berlin. The Board thanks Tom Andrew for his 15 years of service to the Town as a Selectman. Former Selectman Judy Booman continues on into her second year as a Senior Work Off employee to assist the Board of Selectmen’s office.

Below is a brief list of activities and events the Selectmen have been involved in:

The Board approved an ambulance write-off policy to assist residents of the Town who may need financial assistance. Applicants who need this assistance may submit a Hardship petition to the BOS. This was approved June 25, 2018. The Board has also drafted and approved new job descriptions for the Administrative Secretary, the 1870 Town Hall Manager, Treasurer/Collector and several other positions.

The month of January brings annual budget review from all The Town of Berlin Departments. The BOS would like to thank the departments for submitting their FY20 budgets on a timely basis.

The BOS and other Town Departments are pleased to be able to approve the use of town streets for the Millennium 5K “Jake’s Sake” on Sunday, May 19, 2019.

In February 2018, the Board invoiced Highland Commons \$448,875.36 for public safety mitigation costs which was timely paid and based on December 31, 2017 occupancy of 311,719 square feet. As of 2017, Highland Commons is obligated to make only annual public safety mitigation payments pursuant to its development agreement with the Town.

The Board endorsed and the May 2018 Annual Town Meeting approved two Highland Commons mitigation requests: (1) Selectmen/School Committee sponsored Berlin Memorial playground facility, and (2) Selectmen/Recreation Committee’s request for a Wellness Trail at South Common.

In May 2018, the Board awarded three 2018 Mabel Felton Marble scholarships for \$1,000 each to the following graduating seniors:

1. Victoria Cowell, Tahanto RHS
Framingham State University /Computer Science
2. Meaghan O’Day, Tahanto RHS
Worcester State University/Undeclared
3. Piper Wysocki, Homeschooled
Wellesley College /Physics

The Board thanks the continued generosity of Sylvia Marble in making this scholarship possible for Berlin’s young women.

Chairman Chris Keefe had continuing communication with the Northborough Town Administrator about S.A. Farm, located on Whitney Street in Northborough near the Berlin town line. The Board wrote a letter to submit to MassDEP in support of Northborough’s efforts to control the farm’s odor which has greatly affected residents in Berlin as well as Northborough as a result of the farm’s composting operations.

In July and August 2018, the Selectmen appointed Claire Pond and Thomas Bradley to two of three available seats on the Personnel Committee. The Committee hit the ground running and dove into a review of personnel policies and annual employee performance evaluations using a new format drafted and approved by the Selectmen. The Selectmen had served for several years as a de facto Personnel Committee but are most pleased that residents with interest and skills in the area have volunteered to serve in this critical capacity. The Selectmen are happy to welcome aboard Sue Therrien, who was appointed to fill the third committee vacancy in January 2019.

We want to thank Thomas Andrew for attending the Massachusetts Architectural Access Board (AAB) hearing in Boston on the Board’s behalf in July 2018. This was in regard to variances needed for the elevator project at the 1870 Town Hall in order to attain an occupancy permit. All went well and the 1870 Town Hall now has a full occupancy permit. We are still in the process of finishing the Historical Commission’s Curatorial Building beside the 1870 Town Hall. With a tight budget to finish the project, we are keeping a close eye on the costs. We thank the students and teachers of the Assabet Valley Regional Technical High School for helping to accomplish this.

In September the Board welcomed new Highway/Facilities Supt. David Smith, new Council on Aging Director Hollie Lucht, and new Assistant Tax Collector Brien Devaney to Town government.

In September, the Recreation Committee co-sponsored the Berlin Home Day event which has become a community-based organization. The event drew crowds of kids, town officials scarfing down apple pies (thanks to Selectman Peg Stone for being a sport and volunteering for the pie eating contest. Her outfit was the envy of all the other entries) and concluded with a spectacular fireworks finale after dusk.

The Board appointed volunteers to serve on a Town Buildings Use/Offices Space/Storage Needs Study Committee. This committee will look at all Town Buildings and their use. They will look into whether office spaces need to be reconfigured due to changes in personnel and the need for more storage. They will report back their findings to the Board of Selectmen.

In October, new Highway/Facilities Supt. David Smith and the Highway crew welcomed the public to tour the new Highway Facility at 112 West Street with food and refreshments. Meanwhile the old playground at Berlin Memorial School was demolished and workers quickly installed state-of-the-art play structures.

Chairman Chris Keefe and Paul Mikelk (Board of Health member) have been working with developer Mark Rhodes since last June on a land swap concept for the town to acquire the land at 58 South Street, now owned by Mr. Rhodes. In October the Selectmen invited Mr. Rhodes to a meeting to publicly discuss the Town's proposal to swap his land (the proposed "Capes of Berlin" housing project site) for land on River Road West ("Riverrun" land) which the Town has the opportunity to purchase for \$1.00 from Riverbridge LLC. Chairman Chris Keefe continues to work with Mr. Rhodes on possible options for acquiring 58 South St. on behalf of the Town.

We asked all departments for input on their budgetary needs and put together a running list to be used for Legislative funding requests. This year we were fortunate to have received funding through our legislators for two items: \$18,000 for a Utility Terrain Vehicle (UTV) requested by the Police and Fire Departments; and \$25,000 for a Community Garden water pump and irrigation system requested by the Agricultural Commission. We thank Senator Dean Tran and Representative Harold Naughton for their support.

The Town Management Study Committee continued its work by creating a Special Act for creating a Town Administrator position for Berlin's Town government. The Special Act was signed into law by Governor Baker on January 2, 2019. The Board has now undertaken the search to fill this position. Thank you to the Town Management Study Committee for successfully moving Berlin towards a Town Administrator form of government.

The Board voted not to renew our current Fire/EMS Chief's contract and have selected volunteers to assist on a Screening Committee to fill both the interim, and ultimately the permanent, chief posts. Chief Paul Zbikowski's resignation is effective on March 1, 2019.

After Governor Baker signed Berlin's petition to appoint and merge the Treasurer and Tax Collector offices into law in 2017 the Selectmen appointed currently-elected Treasurer Dennis Fearebay to fill the position of Tax Collector until July 1, 2019. A search will be done to result in an appointed Treasurer/Collector for Fiscal Year 2020. We thank Richard Sardell for his 17 years of service to the Town of Berlin as our elected Tax Collector.

The Board issued licenses in 2018 as follows:

Common Victuallers	17 (down 1 from 2017)
All Alcohol Restaurant	6 (up 1 from 2017)
Beer & Wine — Package Store	3
All Alcohol — Package Store	2
1-day Alcohol License	4 (up 1 from 2017)
Public Amusement	3
Auto. Amusement Devices	3
Sunday Entertainment	3
Entertainment	3
Motor Vehicle — Class I	3
Motor Vehicle — Class II	2
Motor Vehicle — Class III	1
Junk Dealers	1

The Board, along with the Massachusetts Department of Environmental Protection (MassDEP), are monitoring Maplewood Farm in its ongoing earth importation project with a process called an Administrative Consent Order (ACO).

The Board convened two simultaneous public hearings for our one available all-alcohol package store license at meetings in November and December 2018. The applicants were Highland Commons LQR and RWJ (doing business as The Wine Cellar at BJs). The Board voted to award the license to Highland Commons LQR, however RWJ has objected to the decision. The Board is in the process of dispute resolution with the ABCC (Alcoholic Beverages Control Commission).

The BOS has had two successful "Coffee Talk" Selectmen meetings (in November 2018 and January 2019). They have proven to be a wonderful opportunity to receive feedback directly from residents of the town. Thanks to these Coffee Talks, the Board has been able to work with Representative Naughton and Police Chief Tom Galvin in regard to street crossings and traffic concerns in the center of town. We have heard your feedback regarding the amount of trash throughout the town. As a result, we have partnered with the Conservation Committee to provide the large yellow trash-bags used for Earth Day to assist in keeping Berlin clean year-round. The BOS will continue to hold Coffee Talks each quarter. Thank you to those who have attended. We look forward to meeting with more town residents at our informal meetings.

Hollywood is knocking! Have you heard about major motion pictures and television shows being filmed nearby? This year the Town of Berlin was also in the spotlight when the Flat Penny Restaurant was used in an upcoming movie starring Daniel Craig. The Town benefited by creating a fee schedule for the use of Town facilities by film productions. In this case, our new Highway Facility's parking lot which was transformed into a hub for the caravan of film trucks tied to the shoot. The rental resulted in some found revenue for the town. The BOS has requested that the Economic

Development Committee take the lead and meet with potential movie studios and the Massachusetts Film Office to help showcase our beautiful, historic town.

Our volunteers never cease to amaze us. The Board has successfully re-established a fully-staffed Personnel Committee, created a new Earthworks Advisory Committee, and a Town Buildings Use/Office Space/Storage Needs Study Committee. Your support and time are more than appreciated.

In order to increase communication with several of our Departments, the BOS has voted to remove the role of liaison and now will receive monthly reports and in-person meetings with the four major Department Heads (Police, Fire/EMS, Highway, Building Inspector) on a monthly basis.

We want to hear from you! Send your comments by mail (Selectmen's Office, 23 Linden Street, Berlin, MA) or by email to selectmen@townofberlin.com. Follow the "Town of Berlin, MA" on Facebook, on Twitter @TownOfBerlinMA, or visit our website www.townofberlin.com. Our website remains in top form thanks to the care and effort of volunteer Garth Coleman. Look for a new format for the website to roll out this spring.

As always, we thank our public safety personnel, the dozens of volunteer committees, and all Town employees for their service. To residents of Berlin, thank you for your continued support. We look forward to FY20 when the Town moves forward with its first Town Administrator in place.

BOARD OF SELECTMEN

Christine Keefe
Lisa Wysocki
Margaret Stone

Police Department

Law enforcement has changed significantly over the years, but the one thing that remains the same is our commitment to providing the best possible service to our community. Our officers are highly motivated and trained professionals. Working in a trusted partnership with the community and problem solving are common interests we all share. As you can see by this report, 2018 was another busy year with just under 10,000 calls for service. The men and woman of the Town of Berlin Police Department worked tirelessly toward excellence while engaging in great service. This includes but is not limited to: uniformed patrol work, school programs, special investigations, and regional partnerships.

During the past year department was short handed as Officer Tim Andre was deployed to Cuba with the 772nd Military Police Company. Officer Andre returned to work in November after proudly serving our country. The deployment of Officer Andre not only impacted our police department, but our entire region. In addition to his duties with the Town of Berlin Officer Andre serves as a member of the Central Massachusetts Law Enforcement Councils (CEMLEC) SWAT team. CEMLEC is a regional law enforcement collaborative made up of 71 cities and towns in the central region of our state, providing specialized law enforcement services to all the member communities.

It is encouraging to see a decrease in traffic crashes during 2018. Throughout the year we have seen a continued decrease in crashes in what had been our most dangerous areas. Those areas including Gates Pond Rd. at Coolidge Rd and Marlborough Rd. at River Rd East have each shown reduced crashes in 2018. The department will continue to identify problem areas and work to make those areas safer in the future.

Berlin continues to be a community where citizens and police work together to ensure a safe and friendly environment for both residents and visitors. On behalf of the Berlin Police Department I would like to thank all citizens for their assistance and cooperation during the past year and encourage their continued commitment to assist the Police Department in crime prevention and safety.

Dial 911 to save a life, to report a fire, to report a crime or any other emergency.

Respectfully Submitted,
Thomas Galvin, *Chief of Police*

The Police Department logged 9826 calls for service in 2018. Below is a list of some of those calls:

911 Hang up	27	Harassment	9
Abandoned MV	7	Larceny	57
Accident Personal Injury	54	Mental Health	4
Accident Property Damage	120	Missing Person	3
Animal Calls	104	Motor Vehicle Complaint	115
Assault	2	Medical	264
Assist Other PD	101	Motor Vehicle Stop	2108
Breaking and Entering	9	Robbery	1
Building Check	3195	Road Hazards	56
Citation Speeding	518	Shoplifting	18
Criminal Complaints/Arrest	239	Radar Patrol	580
Disabled Motor Vehicle	189	Threats	7
Disabled Motor Vehicle	189	Suicide	3
Disturbance	22	Sex Offense	3
Fireworks	3	Stolen MV	7
Fire Department Assist	229	Warrants Served	8
Forcible Rape	2	Well Being Check	70
Found Property	22		

Summary of Traffic Crashes:

	2017	2018
Total number of Traffic Crashes	189	174
Fatal Accidents	0	1
Personal Injury Crash	52	54
Property Damage Crash	137	120

Chief of Police: Thomas Galvin

Sergeants: Eric Schartner, Richard Gilcrest

Specialists: Community Service Officer David Goulding, Detective Kevin Trongone

Fulltime Patrol Officers: Carl Corriveau, Dean Bellville, Timothy Andre, Mitchell Rogers, Matthew McRae

Part-time Patrol Officers: Kevin Pond, Michael Barry, Thomas Welch, Thomas Welch Jr., Peter Kinnas, Kevin Colomey, Shantel Smith, Michael O'Malley, Kenneth Janda, David Centeno, Chaplain

Special Police Officers: Howard "Buster" Spaulding, Duncan Baum, John Geis

Animal Control Officer: Helen Roach

Fire Prevention Division

The office of Fire Prevention and Inspectional services is responsible for performing Life Safety Inspections of churches, schools, public buildings, commercial properties, stores and restaurants. Other responsibilities include; issuing required permits, annual liquor license inspections, code enforcement, and fire alarm and fire suppression system inspections. This also includes new construction plan reviews of commercial, residential, subdivisions, and future proposed projects. With all the current projects approved for the next 3-5 years this office will be working with other department members to be trained in the process of conducting future inspections. They will receive some in house training and will also have to attend outside training provided by the state and other agencies to perform these inspections.

This team approach we started a year ago with the Building Department has made customer service better for areas where both Fire and Building codes need to be applied. This has proven to be a valuable asset. We are also attending night meetings like Planning, ZBA and other boards that require interaction from both Fire and Building Departments to help move these projects forward in a timely fashion. Through out the year we attend different training seminars by FCAM, FPAM, NFPA, and DFS for Fire Prevention, education and Inspections. We continue to attend monthly State Fire Prevention meetings which include

training updates to help with the state codes which constantly change every two years. We also have a new full time member who will be taking over the public education side and will be teaching fire safety to the public, schools and elderly. He will be taking his training in February of 2019. In the past year we participated in other events in town like touch-a-truck, Old Home Day, Fireworks, and a movie production that filmed in town.

This past year we had several major projects come to completion the 1870 Town Hall elevator, Highway Garage, Red Barn Coffee, Berlin Beer & Wine 2 new stores Solomon Pond Mall, 10 new homes and the Homewood suites hotel is almost complete. We will continue to provide the best service that we can to the residents, businesses, visitors and travelers to the Town of Berlin.

Permits Issued . . . 246 Meetings . . . 97 Inspection . . . 326
 Liquor 6 Details 17 Fire Drills 6

Respectfully submitted,
 David J. Lichwell, *Fire Marshal*

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

PERMITS	
Oil Burners (new)	7
Oil Burner (alt)	8
Sub Division review	3
Smoke & CO (26F, 261/2)	69
Blasting	3
Ansul suppression	2
Fire Alarm (residential)	3
Flammable storage	7
FP 290 storage	2
LP storage	39
Plan review (commercial)	9
Plan review (residential)	15
Sprinkler (alteration)	6
Commercial inspections	52

Oil Tank install	7
Oil Tank removal	4
Occupancy	1
21E Property assessment	1
Fire Alarm (com)	6
Transfer tank	10
Fire Pump install	1
Waste Container	27
Heater	2
Site review	3
Welding	5
Knox Boxes	6
Addresses	15
Assembly Inspections	8

Fire and EMS Department

Citizens of Berlin,

I am pleased to present to you the 2018 report of the Berlin Fire & EMS & Emergency Management Department. Below are some of the highlights from this past year:

1. We have added two full-time Firefighter/EMT positions that work 3 - 12 hour days on and 3 off, alternating seven days a week 6 a.m.-6 p.m. They work with a 12 hour per day per-diem FF/EMT position.
2. We had two members complete Firefighter I/II training at the Massachusetts State Firefighting Academy and are now Certified Firefighters. They are Andrew Theve and Steven Walsh.
3. We had 2 people pass their State/National Emergency Medical Technician certification exam. They are Steven Lazazzero and Michaela Melone.
4. We took delivery of a new ambulance in October and have kept the old one as a back-up. This vehicle was purchased 100% from ambulance billing receipts.
5. We received \$18,000 from the State for the purchase of a new U.T.V. which will be used for remote rescue and forest fires. This Vehicle will go into service in the Spring of 2019 after members of the Public Safety Team are trained in a program taught by the Massachusetts Environmental Police Department.

These are the current members of the Berlin Fire/EMS/Emergency Management Department:

- *Chief/EMT Paul Zbikowski 😊😊😊😊😊😊😊😊
- Chaplain Courtney Shields
- *Fire Marshal David Lichwell 😊😊😊😊😊😊😊😊

- Captain/EMT Anthony Alessi 😊😊😊😊😊😊😊😊
- Captain/EMT Jamie Desautels 😊😊😊😊😊😊😊😊
- FF/EMT Kevin Pond 😊😊😊😊😊😊😊😊
- FF/EMT James Spinney 😊😊😊😊😊😊😊😊
- MPO Brendon Gilchrest 😊😊
- FF/EMT Michael Wheeler 😊😊
- +FF/EMT Jeremy O'Connell 😊
- FF Kyle Lichwell 😊
- FF/EMT Daniel Sullivan 😊
- FF/EMT Thomas Deptula 😊
- FF/EMT Peter Fortin
- EMT Eric Kanavos
- FF/EMT Bart Temple
- EMT Cullen Duhamel
- EMT Jonathan Gallardo
- FF/EMT Courtney Koschoff
- Assistant Chief/EMT Patricia Correia 😊😊😊😊😊😊😊😊
- Clerk Heidi Spinney 😊😊
- Captain/EMT James Concannon 😊😊
- Lieutenant/EMT Jonathan Paulino 😊
- MPO Frank Brewer 😊😊😊😊😊😊😊😊
- FF/EMT Wesley Durant 😊😊😊😊😊😊😊😊
- +FF/EMT Richard McGowan 😊😊
- Kevin Colomey 😊😊
- FF/EMT Christopher Melone 😊
- +FF Brandon MacNeil 😊
- FF Peter Demers 😊
- EMT Michelle Deveau
- FF/EMT Jonathan Kersting
- EMT Shayne Cook
- FF Andrew Theve
- EMT Michaela Melone
- FF Francis Harrington

Auxiliary Members — C.E.R.T.

- George Pendergast 😊😊😊😊😊😊😊😊😊😊😊😊😊😊
- EMT Jaclyn Gilchrest 😊
- EMT Sharon McGowan — Admin. Asst. 😊
- Sara Peltier
- Trisha Concannon

Explorers

- Meghan Bowles
- Gavin Colby
- Sarah Cook
- Steven Peltier

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

Grants Applied for in 2018:

2018 MEMA EMPG Grant

3 Mobile Data Terminals.....	\$2,460
UTV (All Terrain Utility Vehicle).....	\$18,000

Volunteer Fire Assistance Grant

Portable Pump.....	\$2,000
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2017 Assistance to Firefighters Grant Staffing

2 Firefighters & 1 Per-Diem.....	\$407,787
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2017 Assistance to Firefighters Grant

Self Contained Breathing Apparatus.....	\$
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2018 Assistance to Firefighters Grant

Pumper/Tanker.....	\$440,000
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2018 Assistance to Firefighters Grant

Self Contained Breathing Apparatus.....	\$270,928
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Total Dollars Applied for..... \$1,141,175

Grants received this calendar year are as follows:

2018 MEMA EMPG Grant

3 Mobile Data Terminals.....	\$2,460
UTV (All Terrain Utility Vehicle).....	\$18,000

Volunteer Fire Assistance Grant

Portable Pump.....	\$2,000
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2017 Assistance to Firefighters Grant Staffing

2 Firefighters & 1 Per-Diem.....	<i>Not Funded</i>
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2017 Assistance to Firefighters Grant

Self Contained Breathing Apparatus.....	<i>Not Funded</i>
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2018 Assistance to Firefighters Grant

Pumper/Tanker.....	<i>Waiting</i>
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2018 Assistance to Firefighters Grant

Self Contained Breathing Apparatus.....	<i>Waiting</i>
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Total Dollars Awarded..... \$22,460

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

As I round out 3 years of service of what was originally going to be a 6 month interim position, I thank you the citizens and leadership of Berlin for your support. As I return to my retirement duties I do so knowing that the impacts I have made and the friendships gained have been nothing but positive. Having spent 36+ years working for the Town of Ashburnham Fire Department I never thought it possible to find another home and family. I did! All of the members of the Berlin Public Safety Departments have been just that over the last three years.

Respectfully submitted,
Paul J. Zbikowski, *Fire Chief*

Emergency Response Statistics

FIRE		EMS	
Building Fire	6	Cardiac	26
Cooking Fire (contained)	3	Respiratory	9
Vehicle	5	Burns	1
Road Freight or X-port Vehicle	2	Drugs/Alcohol/Overdose	9
Outside Fire – Mulch-Other	6	OB/GYN	0
Brush	5	Psychiatric/Suicidal	17
Rubbish	1	Stroke/Altered Mental Status	8
MVA w/Injury / EMS stat	54	Traumatic Injury MVA	72
MVA w/o Injury	24	Seizure	8
Search for Lost Person	1	Allergic reaction	1
LNG/LPG Gas Leak	2	Weakness/Syncope	16
Carbon Monoxide	1	Injury Non MVA	68
Electrical	4	Other Illness	65
Power Line Down	2	No Transport/Refusals/Lift Assist	46
Aircraft Stand-by	1	Total EMS Calls	346
Lock Out	1	*BLS Calls196 *ALS Requested Calls94 *ALS Unavailable Cancelled En-route30 *Life Flight1 *Mutual Aid Ambulance Received.....11 *Mutual Aid Ambulance Given.....14 *Overlapping/Back to Back Calls.....56 *Mutual Aid Fire Given.....21 *Mutual Aid Fire Received.....1 * <i>Not a Total Call Statistic</i>	
Water Problem	4		
Odor of Smoke/Smoke Scare	10		
Animal Problem	1		
Public Service	5		
Assist Police or other Agency	8		
Assist Invalid/Lift Assist	20		
Unauthorized Burning	4		
Cover Assignment	8		
Good Intent	6		
Dispatched-Cancelled Enroute	24		
Spill/Leak/Haz-Mat	9		
Structure Collapse	1		
Water Flooding Incident	2		
Storm Stand-By	2		
Service Call	17		
False Call	18		
Sprinkler System Malfunction	1		
Smoke Detector Malfunction	9		
CO Detector Malfunction	1		
Smoke Detector-Unintentional	34		
Alarm System-Unintentional	55		
Citizen Complaint	3		
Total Fire Calls	306		

5 Years:	2014	2015	2016	2017	2018
Fire:	232	268	270	284	306
EMS:	266	272	291	307	346
Combined:	498	540	561	591	652

Highway and Facilities

We started the year on a bad note as one of our employees slipped and fell off a truck during a snowstorm, injuring his ankle. With the help of other Town employees we were able to maintain a full staff during snow emergencies. There were several back to back storms early in January coupled with high winds, creating major drifting problems. The end of the month quieted down some, and we were able to do some tree and brush removal. At the same time the new Highway Building was well under construction and shaping up nicely.

February came and went with few storm-related issues, and we were able to catch up on equipment maintenance.

March arrived with several storms, and we were still down one full-time employee due to injury. The end of winter appeared near. Roadside brush removal was being done along with equipment maintenance.

In April and May we cleaned up from the winter, sweeping, raking and preparing to mow. We got back to full staff, but only for a few days, as one employee moved on.

Work was mostly mowing grass through summer into fall. Some roadside mowing and shoulder maintenance was done throughout the town. A new employee was hired, bring staff back to full strength. The Highway Building neared completion. The extremely rainy summer made for a difficult time to keep the fields mowed.

Superintendent Clemmer announced his retirement to take effect on August 30th. Field mowing, roadside mowing, catch

basin cleaning, patch of pavement and sweeping were ongoing.

The new Highway Building was completed and the new Superintendent hired on September 10th. We moved into our new facility at the end of September, as time allowed around the regular workload. Open house was held in October with a good turnout. Rain was the rule, one of the rainiest years on record.

As November came in, we were still setting up the new facility as time allowed. The first snowstorm of the season came on November 14th. We removed several hazard trees with the help of an outside contractor, as well as patching potholes.

With December came more rain! We received word that our new truck was at the truck body installer, and was to be ready for service soon.

This was a very active year with facilities maintenance. The Public Safety Building is beginning to show its age and is requiring considerable time to keep things going. The Library is having septic system issues and is going to need a new septic system. The 1870 Town Hall is now getting used regularly for functions for which it was intended, and seems to be working out nicely.

Respectfully submitted,
David Smith, *Superintendent*

Town Fleet

Police Department
2011 Ford Crown Victoria
2015 Ford Explorer
2016 Ford Explorer
2016 Ford F150
2018 Chevrolet Volt 1RG68
2019 Ford Explorer
2013 Haul Utility Trailer
Fire/EMS Department
1946 Ford Muster
1981 Mack Tanker
1996 Pierce Saber (Engine 2)
1998 Chevrolet Pickup
2004 Pierce Enforcer (Engine 3)
2008 Ford DRWSUP (Brush Truck)
2009 Ford E450 Ambulance
2012 Smeal (Engine 1)
2014 Ford Explorer
2016 Ford Expedition (Command Car)
2017 Spartan Aerial Ladder
2010 Carmate Trailer
2014 Carry on Trailer
Council on Aging
2005 Ford E350 Van

Highway Department
1962 Austen Grader
1976 International (catch basin cleaner)
1980 Elgin Pelame (sweeper)
1996 Vermeer (chipper)
1998 JCB (backhoe)
2000 Volvo LOTD (loader)
2004 International 7400
2004 International 7400
2006 Ford F550
2006 John Deere (compact tractor)
2007 Volvo (loader)
2010 Elgin (street sweeper)
2012 Ford F450 utility
2015 International (dump truck)
2016 Ford DRWSUP pickup
2019 International HV507
1997 Cross utility trailer
2000 Homemade utility trailer
2001 Homemade trailer
2005 Magnum utility trailer
2008 Asti mini trailer
2017 Equipment trailer M-DCFS02

Board of Health

This past year the Board of Health's (BOH) focus has been in dealing with the volatile recycling market. China was our biggest market for recycling (country wide). They stiffened cleanliness standards which almost immediately caused a huge backlog in the U.S. We have tracked down a few options on how to move recycling. For example, glass was once recycled in the form of bottles. Now glass is pulverized into a gravel like product that can be added to asphalt and concrete. It's not ideal economically, but it is still recycling - when dealing with disposable items, recycling should be our first thought.

Currently there has been a recycling rate of approximately 50%. Composting, food tin cans in the metal container, supporting the Boy Scouts with refundable recyclable bottles and cans, cardboard and paper recycling all help out bottom line in recycling and being as green as the town can be.

The BOH works with Nashoba Associated Boards of Health for professional services. Our agent, Bill Brookings, continues to handle the technical aspects of the BOH's work and provides sound insight.

We wish to thank the employees that help make the Transfer Station work. Also, the Highway Department, and all the volunteers at the Take It Or Leave It building who certainly help make the Transfer Station work.

The BOH works with the Darnell School so as to provide task orientated work for one of its disabled clients.

For the Board
Paul Mikelk, *Chairman*

Nashoba Associated Boards of Health

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Berlin. In addition to the day to day public health work conducted for Berlin we also provide the following services.

- Maintaining Nashoba’s internet web site to provide information for the public. (See nashoba.org)
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Berlin’s Board of Health. Included in the day to day work of Nashoba in 2018 were the following:

- Through membership in the Association Berlin benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Collaborated with Montachusett Home Care around elders at risk and other safety issues.
- Reviewed 38 Title 5 state mandated private Septic System Inspections for Berlin Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Berlin Board of Health for enforcement action.

By the Berlin Board of Health’s continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Town of Berlin Environmental Health Department Environmental Information Responses

Berlin Office (days) 112

The Nashoba sanitarian is available for the public at least twice a week on Tuesdays and Thursday mornings at the Berlin Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*

Food Service Licenses & Inspections 22

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected on an at risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of

food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Pool/Camp Inspections 4

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.000. Semi-public swimming pools are permitted and inspected in accordance with 105CMR435.00.

Housing & Nuisance Investigations 7

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications 19

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

Septic System Lot Tests 130

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications 10

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews 57

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications 26

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

Septic System Construction Inspections 50

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations 143

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

Well Permits 13

Water Quality / Well Consultations 86

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of

Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics / Animals Immunized26

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

Home Health Nursing Visits.....54

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits 4

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

Rehabilitative Therapy Visit..... .32

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Community Health Nursing

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

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).

- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 10 public clinics and 3 educational programs in your community; those clinics offered your citizens: blood pressure screening, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 4 health promotion/well-being/volunteer visits in your community.

We administered 37 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated	22
Confirmed.....	6
Communicable Disease Number of Cases	
Anaplasmosis	2
Group B Strep.....	1
Hepatitis A	1
Influenza	2

Dental Health Department

Examination, Cleaning & Fluoride — Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible	83
Students Participating	38
Referred to Dentist.....	3

Instruction — Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

Number of Programs	4
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Animal Inspector

Animals counts Inspections Town of Berlin:

Animal	Count
Chickens	439
Horses	275
Cows	25
Steers	10
Game Birds	20
Guinea hens	10
Goats	23
Sheep	12

Animal	Count
Alpacas	11
Llamas	3
Pigs	6
Turkeys	1
Rabbits	1
Donkey	5
Pony	10
Pigeons	100

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 animals.

There have been continuing complaints about dogs. Owners are in wooded trails with dogs off leads. This has caused numerous bites, animal to animal, and animal to human. Please keep your dog on a lead.

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.

Respectfully Submitted
Richarda (Sue) Roche, *Animal Inspector*

Quarantines

- 6 dogs bitten by wild animal and/or unknown source.
- 3 cats bitten by wild animal and/or unknown source.
- 2 dog bites to humans.
- 1 bat bite to human and dogs (results negative).

Notes

All barns inspected were well kept.

RABIES PROTOCOL — Management of dogs and cats exposed to wildlife

(Wolf Hybrids and other exotic pets are considered to be wild animals)

Exposure Category	If Dog or Cat is Currently or Not Currently Vaccinated	If Dog or Cat is Unvaccinated
Category 1 Direct contact with or visible bite from a confirmed rabid animal (includes eating viscera)	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster Immediately 3. Strict Confinement for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Euthanize, or, if owner unwilling: <ol style="list-style-type: none"> a. Vaccinate immediately b. Isolate for 3 months followed by 1 month Strict Confinement
Category 2 Direct contact with or visible bite from a suspect rabid animal which is unavailable for testing (includes eating viscera)	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster Immediately 3. Strict Confinement for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Euthanize, or, if owner unwilling: <ol style="list-style-type: none"> a. Vaccinate Immediately b. Strict Confinement for 4 months
Category 3 Wound of unknown origin suspected to be caused by another animal (e.g. cat abscesses)	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster Immediately 3. Strict Confinement for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Euthanize, or, if owner unwilling: <ol style="list-style-type: none"> a. Vaccinate Immediately b. Strict Confinement for 4 months
Category 4 Direct contact with or visible bite from a confirmed rabid animal (includes eating viscera)	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster Immediately 3. Strict Confinement for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Vaccinate Immediately 3. Strict Confinement for 4 months

- Always wear gloves when handling saliva-contaminated wounds or fur.
- Always advise owner of rabies risk.
- Veterinarians must inform the local animal inspector of any potential rabies contact cases seen at their offices.

1. "Not Currently Vaccinated" means there is proof that the animal has received a rabies vaccination at some point prior, but the duration that vaccine was good for has been exceeded.
2. "Unvaccinated" means the animal has never received a rabies vaccine, or the first shot was administered less than 28 days ago.
3. Dog or cat should be examined by a veterinarian to assure there are no wounds.

These documents were prepared by the Massachusetts Department of Agricultural Resources, Division of Animal Health (Revised: 8/1/16)

RABIES PROTOCOL — Management of dogs and cats exposed to other domestic animals

(Wolf Hybrids and other exotic pets are considered to be wild animals)

Exposure Category	Exposed Dog or Cat is Currently or Not Currently Vaccinated	Exposed Dog or Cat is Unvaccinated
Category 1 Visible bite or scratch from another domestic animal which has been identified and is available for quarantine	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Biting animal will be placed under strict confinement for 10 days 3. A) If biting animal is healthy at the end of 10 days, victim is not at risk for rabies 3. B) If biting animal begins to exhibit signs compatible with rabies, biting animal should be euthanized and submitted for rabies testing 4. A) If test results are negative, victim is not at risk for rabies 4. B) If test results are positive, <ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster victim immediately 3. Strict Confinement by owner for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Biting animal will be placed under strict confinement for 10 days 3. A) If biting animal is healthy at the end of 10 days, victim is not at risk for rabies — vaccinate victim 3. B) If biting animal begins to exhibit signs compatible with rabies, biting animal should be euthanized and submitted for rabies testing 4. A) If test results are negative, victim is not at risk for rabies — vaccinate victim 4. B) If test results are positive, <ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Euthanize, or Vaccinate immediately and Isolate for 3 months followed by 1 month Strict Confinement
Category 2 Visible bite or scratch from another domestic animal which has NOT been identified and is NOT available for quarantine	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Booster Immediately 3. Strict Confinement for 45 days 	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Vaccinate Immediately 3. Strict Confinement for 4 months
<ul style="list-style-type: none"> • Any non-domestic animal biting a human needs to be reported to the Department of Public Health • Do not vaccinate any dog or cat which is under a 10-day quarantine • Any animal euthanized while under a 10-day quarantine MUST be submitted for rabies testing • If most recent rabies vaccination was administered within 28 days, it is not necessary to booster <ol style="list-style-type: none"> 1. “Not Currently Vaccinated” means there is proof that the animal has received a rabies vaccination at some point prior, but the duration that vaccine was good for has been exceeded. 2. “Unvaccinated” means the animal has never received a rabies vaccine, or the first shot was administered less than 28 days ago. 3. Massachusetts Department of Public Health, Division of Epidemiology: (617) 983-6800 		

RABIES PROTOCOL — Management of dogs and cats which bite humans

(wolf hybrids and other exotic pets are considered to be wild animals)

Exposure Category	Vaccination Status of Exposing Animal Not Relevant to Recommendations
Category 1 Visible bite or scratch from a dog or cat, which has been identified and is available for quarantine	<ol style="list-style-type: none"> 1. Notify local director of health and local animal inspector 2. Biting animal will be placed under strict confinement for 10 days 3. A) If biting animal is healthy at the end of 10 days, victim is not at risk for rabies 3. B) If biting animal begins to exhibit signs compatible with rabies, biting animal should be euthanized and submitted for rabies testing 4. A) If test results are negative, victim is not at risk for rabies 4. B) If test results are positive, notify Massachusetts Department of Public Health, Division of Epidemiology
Category 2 Visible bite or scratch from a dog or cat, which has NOT been identified and is NOT available for quarantine	<ol style="list-style-type: none"> 1. Animal must be assumed to be rabid 2. Notify Massachusetts Department of Public Health, Division of Epidemiology 3. Notify local director of health and local animal inspector 4. Furnish local Animal Control with a description of the dog or cat and location where animal was last seen
<ul style="list-style-type: none"> • Domestic animals other than dogs or cats biting humans should be handled on a case by case basis Any non-domestic animal biting a human needs to be reported to the Department of Public Health • Do not vaccinate any dog or cat which is under a 10-day quarantine • Any animal euthanized while under a 10-day quarantine MUST be submitted for rabies testing <ol style="list-style-type: none"> 1. Massachusetts Department of Public Health, Division of Epidemiology: (617) 983-6800 2. Massachusetts Department of Agricultural Resources, Division of Animal Health: (617) 626-1810 	

Cemetery Commission

After getting the water system in operation at South Cemetery this year, an underground leak was discovered which put the system out of commission. We are sorry for the inconvenience. We plan to have it back in service for the 2019 season. That repair will include excavating across a driveway, which we want to complete before the planned repaving in that area.

We thank the Highway Department for removing a large, dead spruce tree from the South Cemetery.

We will be requesting purchase of a new Walker mower at the 2019 Town Meeting. This will replace two backup mowers over 20 years old. Our present Walker mower will become the backup, giving us two machines which are dependable and serviceable.

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

BURIALS		
Name	Lot/grave	Death date
Kathi Munyon	N-BB Row 1 gr 14	3/30/2005
Dennis Munyon	N-BB Row 1 gr 14	9/22/2016
Gene Brideau	N-FF Row 2 gr 42	1/14/2018
William Tervo	N-FF Row 2 gr 23	1/16/2018
Douglas Heifner	N-FF Row 4 gr 2	1/19/2018
Richard Garceau	N-FF Row 1 gr 30	1/29/2018
Henry A. Wheeler	S-383 gr 10	3/3/2018

Frederick Wheeler	N-B Row 1 gr 13	3/9/2018
Robert Pelletier	S-399 gr 9	4/2/2018
Roger E. Wheeler	S-247 gr 1	4/6/2018
Paul Hills	S-267 gr 8	4/6/2018
Francis C. Burke Jr	S-Row D gr 40	4/17/2018
Eleanor Zwicker	N-Q R 7 gr 12	4/19/2018
Erin Mojkowski	N-FF Row 2 gr 24	4/22/2018
Lorraine Cedar	S-392 gr 9	4/25/2018
Arlene Texeira	N-FF R 3 gr 6	6/3/2018
Rhanelle Spaulding	S-Row C gr 56	7/29/2018
Carl Ziegler	N-FF Row 1 gr 33	9/17/2018
Charles McKenzie	N-Q Wall gr 23	9/18/2018
Walter Munyon	N-BB Row 1 gr 13	9/28/2018
Barbara Hart	S-374 gr 6	10/1/2018
George Cedar	S-392 gr 10	10/9/2018
William Cullen	S-Row C gr 25	10/26/2018
Judith Kemble	S-Row A gr 46	11/21/2018

SALES	
Robert Swinconeck	N-BB R 1 gr 20
Brenna Ewing	S-38 grs 7, 8
Douglas Heifner	N-FF Row 4 grs 2, 3, 4
Jill Foisy	N-FF Row 3 gr 18

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

Building Commissioner

The following is a list of building permits issued from 7/1/17 through 6/30/18.

TYPE OF PERMIT	#	FEES	VALUE
New homes	17	44,283.90	4,797,425.00
Additions	4	3,214.00	355,900.00
Foundations	4	195.00	420,000.00
Garages/carports	5	3,738.50	401,500.00
Re-roof and siding	27	2,944.54	446,290.98
Sheds	3	260.00	19,500.00
Repairs/Alterations	52	6,959.09	804,791.39
Wood/Gas/Pellet Stoves	7	350.00	425.00
Pools	6	537.00	73,000.00
Porches & Decks	9	963.84	25,690.00
Barns	2	1,160.00	145,000.00
Signs	11	772.50	54,550.00
Sheet Metal	20	1,500.00	175,100.00
Demolitions	6	150.00	15,000.00
Solar Systems	13	3,908.91	433,303.69
Tents	7	250.00	0.00
Commercial Alterations	5	2,420.22	76,500.00
New Commercial	14	128,859.00	18,861,361.00
Occupancy/Safety Inspection	21	80.00	0.00
Antennas	3	200.00	20,000.00
Duplicate Cards	1	10.00	0.00
TOTALS	237	\$202,756.50	\$27,125,337.06

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

Inspector of Wires

The following is a list of electrical permits issued and fees collected from 7/1/17 through 6/30/18:

Residential Permits	124	\$8,631
Commercial Permits	46	\$12,965
TOTALS	170	\$21,596

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

Plumbing and Gas Inspector

The following is a list of plumbing and gas permits issued and fees collected from 7/1/17 through 6/30/18:

Plumbing Permits	62	\$50,094
Gas Permits	63	\$4,978
TOTALS	125	\$55,072

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

Planning Board

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

Legalized recreational marijuana manufacturing and sales became a reality in Massachusetts in 2018, requiring our town to decide whether and how to participate. Zoning is the primary mechanism for controlling what types of businesses may operate in Berlin and where they may be located.

The Planning Board held hearings on recreational marijuana ranging from a complete ban to restrictions to certain zoning locations in town. We developed definitions of types of marijuana businesses and three different principal use charts for the Town Meeting's consideration. The Town Meeting voted to adopt the least restrictive choice. A Citizen's Petition to ban all marijuana related businesses was also considered and rejected. As a result, marijuana research, cultivation, manufacturing, testing, transportation and retail sales business may be allowed in "Limited Business" and "Limited Industrial" zones in Berlin with a site plan approval and special permit. The location of these zones can be seen in the zoning map posted on the town's web site.

The Town Meeting, in 2017, approved an overlay district for a Senior Residential Development District (SRD) off Highland Street. In early 2018, the developer presented his site plan for review by the Planning Board and our technical consultant. This review resulted in several relatively minor revisions to the site plan which were accomplished and presented at a Public Hearing. The Public Hearing is continuing and is expected to be completed in early 2019, prior to a final decision by the Planning Board.

Later in the year, another developer came to the Board with a proposal to establish another SRD off River Road West. The Zoning By-Law requires any new development to include 15% affordable housing. The developer is seeking alternate ways

to meet the affordable housing requirement and the Planning Board is deliberating on whether another Senior Residential Development is in the best interest of the town. Discussions between the developer and the Planning Board are on-going.

At the 2018 Annual Town Meeting the Planning Board presented an article to allow large scale solar facilities on residential-agricultural land of at least 50 acres. An amount of land equivalent to the solar installation would have to be set aside to prevent future development. This article was passed and gives agricultural land owners an alternative to selling off land for house lots.

The Planning Board continues to explore zoning changes that would enable development of economical housing for purposes including allowing our residents to downsize while remaining in Berlin with their own home. Limited areas of higher density single family properties, duplexes and other currently unallowed uses have been discussed.

The Board continues to monitor development at Riverbridge and Highland Commons to assure adherence to the approved site plans. Construction of the 205 apartments at Riverbridge is expected to start in the first quarter of 2019.

The Board met with the Conservation Commission and the Recreation Commission to discuss an update to the Open Space and Recreation component of the Town Master Plan, a document that provides guidance for decision making and is required for certain state grants. A consultant was hired to review all the elements of the Master Plan and update changes to charts, maps and relevant information.

Three members of the Planning Board attended a one-day training session in Worcester to meet with counterparts from other towns and learn the latest laws, requirements and upcoming initiatives.

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

Zoning Board of Appeals

During 2018, the Berlin Zoning Board of Appeals held several hearings. One variance petition was heard; it was withdrawn by the petitioner. The Board granted the release of escrow funds associated with a comprehensive permit and revisited the approved comprehensive permit for omissions. The Board approved three special permits, two of which had associated site plans. One site plan for Boundless Adventures was approved by the Board.

The Board wishes to acknowledge the support of two individuals. Liane Leahy, Clerk for Inspectors and Land Use Boards, has provided much-needed organization to the Board's operation. Attorney Amy E. Kwesell of K-P Law provided the expertise needed to navigate the intricacies of affordable housing. We thank the Berlin Board of Selectmen for making these resources available to us.

During 2018, the Board welcomed Sue Roberts to its membership. Ms. Roberts was a former member of the Board, and her experience is a welcome addition.

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

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

Energy Committee

The Energy Committee was established as a requirement of the Town's participation in the Commonwealth's Green Community program. Our charter is to reduce the Town's energy consumption and promote conservation of water resources. We are working to reduce the Town's overall energy consumption by 20% relative to our baseline year of 2012.

Although we have not yet made our goal, we have made significant progress by using grant money to add insulation and weather seal town buildings, install building analytics software to better measure and control building mechanical systems, and conduct audits of the how the Town consumes energy.

Facility growth, like the new Town Barn; increased miles driven by Public safety due to additional patrols and emergency calls; and new services like the Council on Aging Bus require us to improve our efficiency at a pace greater than the growth in consumption. Secondly, the mechanical systems of Berlin Memorial School and Municipal office buildings have exceeded their expected service life and will need to be replaced soon. We are working with the Capital Planning committee to get these systems added to their five-year plan. The age of both buildings' roofs also prevents them from being candidates for roof-top solar.

By the time this annual town report is published the Town's old high-pressure sodium streetlights should be replaced with new energy efficient LEDs. In January, when this was written, we were about to start with the actual replacement of lights using \$25,000 approved at the 2018 Annual Town Meeting. We are well under budget and have a healthy reserve to address contingencies that may arise during

installation. Upon project completion we will receive an estimated \$7,500 in grants and rebates improving the economics of the project. Our committee chose streetlights that are full cutoff, have adjustability in the beam shape and light output, and support auto dimming. The light controllers know the date and turn the lamp on and off based on sunrise and sunset data. Additionally, they will reduce the output of the street light by 50% between 11 p.m. and sunrise. National Grid has not yet adopted a tariff to support this technology but the other major utility in Massachusetts (Eversource) has and we expect to receive savings in the future.

This spring, the Selectmen approved a long-term contract with Constellation Energy to provide 100% green energy for the Town's Municipal Energy Aggregation program. From November 2018 to November 2021 participants will pay a flat rate of \$0.10999 per kWh. For the winter of 2018-2019 that is a savings of about \$15 per month for the average household.

For the first time in three years Berlin has qualified to participated in the Green Community Competitive Grant Program. We are considering several different proposals for submission including additional LED lighting upgrades for Berlin Memorial School, public vehicle charging stations, building HVAC improvements, and training for Town employees. We will learn the grant recipients in the summer.

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

Library Trustees

The Berlin Public Library and its Staff, under Director Bob Hodge, continued to provide a valuable service to our community in 2018. The Library served as a resource for books, magazines, newspapers, DVDs, CDs, music and movies. It also offered computer access, copying and faxing. Membership in Central/Western Massachusetts Automated Resource Sharing, Inc., also known as C/W MARS, gave us access to materials in all member libraries in Central and Western MA. In addition, programs and activities geared to various age levels took place throughout the year.

2018 was special as it marked the Berlin Library Building's 90th Birthday! We held a joint celebration with The Berlin Art and Historical Society on the evening of October 27th at XIX Carter. It was a night filled with stories and memories. Many people answered the Library's call to contribute photos and other documents and artifacts relating to the Library's 90 year history at 23 Carter Street. Special thanks go to Susan Skoog, our former circulation services/library assistant, who used her archivist skills to create an interesting display of these artifacts and documents. We also thank Parker Rule, our former page, who put together a time line of the library history which was used in our Fall Newsletter. There was a surprise appearance by our state representative, Harold Naughton. He presented Bob Hodge with a proclamation signed by the governor in recognition of our 90 years of continuous operation and service to the town.

We celebrated the building's actual birthday during our regularly scheduled Saturday hours on December 8th with a party at the Library. Assabet Valley Vocational Technical School students made us a beautifully decorated birthday cake using the logo designed by our Trustee, Sondra Murphy. The Friends of the Library ("the Friends") contributed to a raffle item which was given away.

We once again thank the Friends for their continued support. They are invaluable partners without whom we could not offer our broad array of programming and services. They raised money through their used book sales and holiday basket sales as well as membership dues which paid for many of the children's programs, activities and events during the year. They continued funding the Library Pass Program which gives patrons reduced price passes to: Tower Hill Botanic Garden, The Russian Icon Museum, The Worcester Art Museum and the Ecotarium. This year they also helped to pay for expenses incurred in conjunction with our 90th Birthday Celebration. The Friends, and Pat and Mark Smith, in particular, served as our library landscapers and gardeners by maintaining our backyard Children's Garden, front door flower garden beds and seasonal pots. We thank them for beautifying our landscape.

Our monthly Tech Help Program continued in 2018. We wish to thank the Rule brothers, Parker, Davis and Chace, for their kindness and patience in educating the "technology challenged" adults in town.

We said goodbye to Youth Services Librarian Pam Chenevert in April and welcomed Sara Foster to that position in May. Our children's/youth programs continued to be well-attended this year, especially the Summer Reading Program. Sara continued meeting and planning activities with our Teen Advisory Board. She has brought new activities to our town youth including events with local authors. She has also expanded the use of social media with frequent postings on the Library's Facebook Page and e-mailings.

We gratefully acknowledge Karen Kowal's contribution in editing the Fall Library Newsletter and her skills in the circulation department. Her long tenure and wealth of information about books has made her the "go to" person for book recommendations.

We also wish to thank our Library pages: Mischka Altucher, Avery Meltzer, Katelyn Beirne and Gabrielle Mosher for their hard work throughout the year.

In order to move forward with our proposed renovation project, an Administrative Consent Order ("ACO") which mandates compliance with MA State Water and Septic regulations was signed by MA Department of Environmental Protection Officials and Berlin Town Selectmen. The ACO requires, among other things, periodic water testing, which has begun. The Library's septic system, not surprisingly, failed its required Title V inspection. Dave Smith, the Town's new Superintendent of Roads and Public Facilities, is looking at septic system options to comply with the requirements. Once in compliance, we will be ready to apply for a state library design/construction grant during the next cycle (2020/21).

To qualify for state aide, the Library had to expend 20% of its budget on materials and supplies. The Library once again met this goal.

The Library sponsored 130 children's programs and 16 adult programs in 2018!

The "library value calculator" from the American Library Association put the value of books, e-books, magazines, newspapers, CDs and DVDs borrowed by the patrons of the Berlin Public Library at more than \$340,356 in 2018.

Town appropriated funds in FY 2018: wages \$116,650, Expenses \$29,645.

Respectfully submitted by the Trustees
Judith Rothbard Tate, Charlene DiCalogero, Sondra Murphy

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

6/30/2018 expendable balances are given in Accountant's Report. The present low interest rates give us very little current income on the funds.

Respectfully submitted,
Barry Eager, Judy Christensen

Veterans' Services

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

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

This year the Veterans Office and the Town of Berlin assisted local veterans and their dependents with financial assistance. We are able to provide this service through the Massachusetts Department of Veterans' Affairs Chapter 115 program.

Sadly during the year The Town of Berlin lost the following Veterans.

World War II: Roger E. Wheeler, *US Army*, Willard Wheeler, *US Army*, George Cedar, *US Navy*, Kenneth McKenzie, *US Marines*, Robert D'Amico, *US Coast Guard*

Korea: Richard Garceau, *US Army*

Vietnam: Peter Zaleski, *US Navy*, George Hill, *US Army*, Francis Kivian, *US Navy*,

Erin (Tervo) Mojkowski, *US Marines*

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

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

1870 Town Hall

The 1870 Town Hall, an important cultural and historical building in our town center, has been open for community use since February 2007. The mission of the 1870 Town Hall is to serve the entire community by providing a reasonably self-sustaining venue for local art endeavors, enriching programs, community gatherings, and social events. Thanks to the support of the Town and Town Boards, we can now fully realize that part of the mission that speaks to “the entire community” through the newly completed addition (2018) that houses a new accessible entrance and full service elevator.

Funding came from a number of sources. We are grateful for the \$242,000 grant from the Massachusetts Cultural Facilities Fund, a program the Commonwealth of Massachusetts administers through a collaborative arrangement between MassDevelopment and the Massachusetts Cultural Council. The Committee also applied for and received a matching grant from the Town’s Highland Commons Cultural Fund. The Town meeting of May 2016 approved that use and added \$100,000 from free cash. A Special Town meeting approved additional funds of \$80,000 which was the shortfall necessary to accept the lowest construction bid. Special thanks to the carpentry and HVAC students at Assabet Valley Regional Technical High School who, under the supervision of Wayne Coulson and Michael Gilchrest, constructed the new Curatorial Storage building. The Town paid for materials and the students gained a valuable work experience.



Assabet Valley carpentry students working at the new curatorial building.

As the project came to a close, the 1870 Advisory Committee suggested to the Facilities Manager, Keith Clemmer that it would be advantageous to clean and seal the floors of the Grand Hall and platform upstairs before classes and events began and while waiting for final elevator inspections. With some individual donations combined with monies for facility maintenance we were able to complete that task. The building was reopened for public use on May 22.

The Advisory Committee created a budget with Dave Smith for fiscal year 2020. With greater accessibility, we are seeing increased usage and are projecting an annual income of \$20 - \$25,000 which will cover most of the building operating costs. From June to December 2018, 168 other events (classes, private rentals, contra dances, etc.) took place with 4,178 people in attendance. Total income for this time period was \$10,680.

Special thanks to our Town Hall Manager, Liane Leahy, who found temporary spaces for our renters during construction, sorted out the construction invoices, voluntarily reduced her hours to cut costs during the construction phase, and kept her good cheer during all of the unpredictable activity this past year. Her “behind the scenes work” was invaluable. Thanks also to our Building Custodian, Steve Bradley who painted the platform walls, fixed a ceiling at the back stairway and moved much of the furnishings out of the way of the builders, cleaned the areas, and then moved everything back.

We are very grateful to the Town for the support given to this project.

Respectfully submitted,
Evelyn Dueck, *Chair*, Bob McTague, Pat Smith

Council on Aging

The mission of the Council on Aging is "to enhance the quality of life of Seniors in the community by providing services which include nutrition, health screening, education and exercise programs that meet their needs."

Seniors, for our purpose, are residents 60 years old and over. These were our programs during 2018.

Nutrition: Through the Montachusett Opportunity Council, each Tuesday and Thursday, 3 meals are offered to each qualified elder, one hot, one cold and one frozen. Reports have been good about the quality of the meals. We could use more people to help deliver them though. Beverly Baldwin oversaw this program.

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

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

During July, town nurse Tamara Bedard RN, was available to consult with seniors about the medications they were taking. She would be glad to talk to any senior about their meds. Her phone is 978-772-3335 ext. 340

We have a supply of walkers, toilet extenders, bed rails, canes, grabbers, and shower chairs to loan out if you need them. Call Lori Fearebay at 978-804-8487 for assistance.

Exercise: Each Saturday Jenith Carpentier conducted an "Easy Does It Yoga for Seniors" and a "Balance and Fall Prevention Class". Jeff Cote' has been instructing us in Tai Chi, an ancient art that will improve your balance and reduce your stress level. The exercise programs are all open ended. You can join anytime. A \$2 donation is requested.

Education: The SOAR (Seniors Outreach Assisting Reading) program at Berlin Memorial School pairs seniors with children in grades 1-4. We either read or are read to by the children and it is great fun. Call Berlin Memorial School for more information 978-838-2417. The program usually starts in October, but substitutes are often needed.

The Powder House News is our main source to inform Seniors of what's happening. It will continue to be sent to senior households or on-line bi-monthly. Jan./Feb., March/April, May/June, July/August, Sept./Oct. and Nov./Dec.

Social: We sponsored and enjoyed several social gatherings: in May we had a Senior Picnic with barbequed chicken and sides at Northbrook II, in June we hosted a Volunteers' Lunch at Barbers Crossing and in December we had a holiday luncheon at First Parish Hall. Pat Wheeler and Beverly Baldwin made the delicious arrangements.

COA Bus: The COA Bus made over 600 transports of seniors to medical and other appointments and to go shopping. Occasional social events may also be scheduled. If you are interested in a ride or in becoming a driver call 978-838-2750.

Senior/Veterans Work-Off Program: The Work-off Program has now completed its third year. Eligible property owners and veterans may work a maximum of 125 hours during the fiscal year, earning credits to their tax bills for the following year. This year's participants earned \$11/hour for work completed during the period from July 1, 2017 through June 30, 2018.

The following departments requested assistance: Board of Selectmen (file management); Treasurer (office support); Building Inspector (filling); Police Dept. (office support); COA (drivers, dispatcher, office support, Work-Off Program Coordinator and Powder House News Editor); Fire Dept. (computer development); 1870 Town Hall, Library, Historical Comm., and Conservation Comm. (photography); Cable Access (videography); and Board of Health (miscellaneous repairs & painting at the Transfer Station). Twelve property owners participated in the program, working a total of 1,117.25 hours, and earning a total of \$ 12,289.75. The amount earned for each individual was applied as a payment to their FY19 tax bills.

COA Director: In September we welcomed our first Council on Aging Director, Hollie Lucht. We look forward to working with Hollie to make the Berlin COA available to all our Berlin seniors. She expects to add more outreach while keeping our current programs viable. Hollie has already visited most of the towns departments and has introduced two new programs; "Gifts for Seniors" and "Sponsor a Senior".

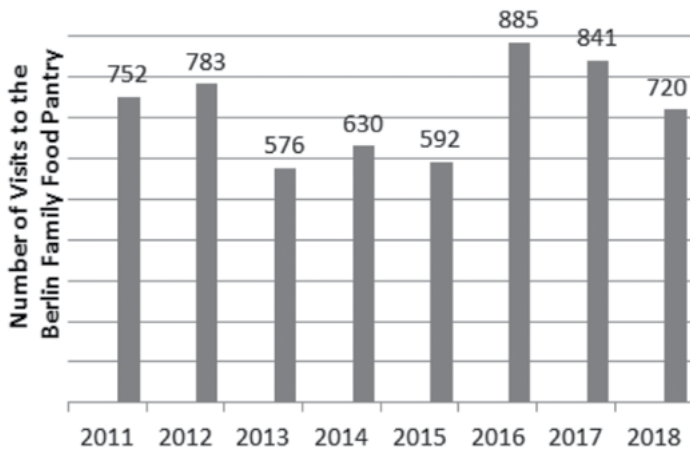
2018 COA Members: George Pendergast, *Chair*; Fran Gill, *secretary*; Pat Wheeler, *social outreach*, Lori Fearebay, *durable medical equipment*, Beverly Baldwin, *meals on wheels coordinator*, Karen Schulz and Kate Bliss, *senior advisors*. Selectwoman Lisa Wysocki is our representative from the Select Board.

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 2018, we served 23 families who made a total of 424 visits to the pantry, receiving food for a monthly average of 60 people a month. More than half of our families consist of one person and the majority are elderly. As Berlin continues to build more Senior Housing this trend will continue. Social Security has gone up only minimally in the past several years, while rent, food and health insurance have increased. Our clients are also encouraged to apply for food assistance at the WHEAT Pantry in Clinton if needed.

The chart below shows the number of visits from clients assisted by the Berlin Family Food Pantry since 2011.



We extend our thanks to our 35 volunteers and directors, the Town of Berlin for allowing us the use of space in the Town Office Building, and our neighbors who allow us to serve them. We receive donations of food and money from so many individuals and businesses, we cannot list them all, but we are very grateful for everything that is donated for our clients. Since the Pantry now has a dedicated Corporate Fundraiser; we have seen donations from corporations increase dramatically. Directly due to this effort, we were able to secure the donation of a new refrigerator and freezer from Hudson Appliance. They delivered the new units and even took away the old ones!

Our sixth Wine and Beer Tasting Fundraiser, sponsored by The Wine Cellar at BJ's, was very successful and a lot of fun. The venue was moved to the newly renovated 1870 Town Hall. Proceeds from the Wine and Beer Tasting are used to stock food items as they are needed. We have many people to thank for the success of this event, to mention just a few; Bud Freitas, general manager, and Mike Reardon, owner of The Wine Cellar at BJ's, went above and beyond to ensure a successful and wonderful evening. Thank you also to Stephanie Calocci, who

organized our raffles, the staff at the 1870 Town Hall, the Berlin Thursday Night Golf League for sponsoring our refreshments and Callahan Rentals for donating the pub tables. Pam Dona, Catherine Waugh and Fran Gill gave a touching tribute to the late Franny Burke for his loving care and service to the mission of the BFFP.

The Berlin Family Food Pantry is extremely fortunate to have the services of a dedicated volunteer, Catya Belfer, to maintain its website. The website has been updated and provides information about additional ways to monetarily contribute to the Pantry. We have a steady stream of monthly donors for PayPal. People seem to like the ease of donating online and it has been very successful. We were able to raise a substantial amount of funds from our spring online fundraiser to help with funds to purchase more meat for our clients, as one of our suppliers stopped donating.

In 2016 the Food Pantry began expanding its outreach to create a partnership with the Berlin Memorial School. Working with the school nurse, the Pantry instituted a nutrition program to provide food assistance to children over the weekends. During the 2017-2018 school year we assisted four families; the 2018-2019 school year has one family. In 2018 we added a mini food and toiletry pantry at Tahanto Regional Middle High School. We would like to see more children and their families using this program and we will continue to try and reach out to those who need it.

The current hours for the Food Pantry are Tuesday and Saturday from 11:30am to 1:30pm by appointment. We are located in Room 111 of the Town Office Building at 23 Linden Street. Volunteers are always welcome to help in the Pantry, to pick up donations, and to serve on the Board of Directors.

Our Board meetings are open to the public and are held on the second Thursday of January, April, July and Oct. at 7 p.m. in Room 221 of the Town Office Building. Interested persons may visit our website www.berlinfamilyfoodPantry.org, or as a link on the town web site. www.townofberlin.com. An application to use the Pantry, and/or to volunteer can be printed from either site, or you may pick up a copy at the Pantry during open hours. If you don't use a computer, call Fran at 978-838-2508 for more information.

Members of our 2018 Board of Directors were: Pamela Dona, Joe Gugliemino, James Holyoak, Mary Mikelk, Valerie Muldoon, Susan Reguera, Linda Thomasino and Catherine Waugh; Rich Mariani has offered his services to the Board as a dedicated fund raising coordinator. The dedicated founder of the BFFP, Fran Gill, continues to manage the pantry operations.

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

Cultural Council

During the application period in 2018, the Berlin Cultural Council (BCC) received twenty-one (21) applications for grants for funding in FY19. After a thorough review of each proposal, with emphasis on choosing the proposals that would benefit the greatest number of Berlin residents, the BCC selected sixteen (16) for funding.

The Massachusetts Cultural Council's allotment to the BCC for FY19 grants program was \$4500.00 and \$1500.00 was allocated from the Town of Berlin. Altogether the BCC was able to award \$6000.00 in grants. The chart below lists the successful proposals.

The Berlin Cultural Council welcomed several new members this year: M.J. Stades, Steve Rolfe, and Jessica Meltzer. We would like to thank them for stepping up to serve our town. The Cultural Council would welcome any Berlin resident who would be willing to join us on the Council.

Serving on the Berlin Cultural Council are are Karen Gault, Jessica Meltzer, Amanda Rodgers, and Steve Rolfe, M.J. Stades.

Respectfully submitted,
Amanda Rodgers, *Chairman*

#	Program	Applicant	Award
1	"Connections" An event with the Medium Gary McKinnstry	Senior Citizens of Berlin	\$250
2	Open Door Connections: Berlin	Discovery Museum	\$250
3	Cultural Access for the Visually Impaired	Audio Journal	\$300
4	Summer Brass Ensemble Workshop and Concert	Alan Johnson	\$300
5	Agricultural Presentation	Berlin Agricultural Commission	\$375
6	Adult Improv Workshops at 19 Carter	Meredith Charles	\$400
7	A Universe of Songs & Stories	Berlin Public Library	\$400
8	Night Lights Storytelling for Summer Reading	Berlin Public Library	\$400
9	Community Partnership Programs	River's Edge Arts Alliance	\$250
10	Protecting and Preserving Berlin's Indigenous Ceremonial Stone Landscape	Emily Volz	\$300
11	Summer Youth Band Workshop	Leslie Havens	\$500
12	To My Dearest: The Civil War Letters of George and Emily Ward	Senior Citizens of Berlin	\$400
13	A Celebration of Song: The Great American Songbook and Beyond	Berlin Public Library	\$400
14	Contact: The Magic of Communication	Berlin Memorial School LINK	\$300
15	Marty Kelley, Author & Illustrator	Berlin Memorial School LINK	\$500
16	Upstairs at 19 Carter Music Series	Seth Asser, 19 Carter	\$675

WHEAT Community Connections Clinton, Mass.

Berlin Statistics 2018

Number of all client visits using the Community Café	33
Number of all household visits to the Food Pantry	91
Number of household members using the Food Pantry	180
Percentage of Families needing Case Work Services	8%

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

- 43% adults (18-64)
- 42% seniors (65+)
- 15% children (0-17)

Recreation Committee

The charter of the Recreation Committee is "To plan and execute programs of recreation and leisure activities for people of all ages in the town." We always welcome suggestions and assistance from the members of the community on how we can better serve the town.

We would like to thank Rob MacKay for his numerous years on the Recreation Committee as a member and most recently, as Chairperson. Rob contributed to many projects over the years and remained diligent in the running of the Committee to ensure its success. We were sad to see him go and especially thank him for showing us the ropes and being patient the entire time. Thank you, Rob!

Our 2018 third annual Berlin Country Run brought out 62 5k runners and 11 fun runners! This could not have happened without our amazing sponsors: Plan Your Fete, Concannon Insurance Agency, Culley's Septic, Berlin General Store & Eatery, Mike Sawyer Contracting Inc., Pine Valley Farms and RJ Marshall Electric. Berlin Country Run committee would also like to thank the Berlin Police Department for all their support in keeping our runners safe on the roads. We are looking forward to putting together our 4th annual Berlin Country Race this year!

Wellness Trail

Recreation put forth a request for funding from the Town of Berlin and from the Highland Mitigations Cultural Fund at the Annual Town Meeting to construct a Wellness Trail around South Commons. The Wellness Trail was part of the original master plan and proposal for South Commons that was drawn up in 2000. Please refer to the documents at <http://www.townofberlin.com/boards-and-committees/recreation-committee/> for more information. The project went to bid in September and we did not receive the three bids needed. Project bids came in well over budget and we are currently revisiting the project parameters and heading back to the drawing board.

South Commons

Recreation continued to contract with a local landscaper to provide a maintenance program on the front field areas. We continue to rotate soccer fields and reseed and aerate areas that need improvement. Due to dry summers and lack of irrigation, the fields required more maintenance this year and Recreation spent \$11,867.68 to do so. Included in this cost is a new effort to minimize the goose droppings that plagued the fields for our youth sports programs. Goose Patrol was hired and redirected where the geese congregate with the use of dogs. This was a huge success and we saw a significant decrease in goose droppings. The full-size soccer

field in the back corner of the complex was re-opened in the spring for the 7/8 grade co-ed Berlin Youth Soccer Team after being reseeded and aerated the previous year. The fields remain available to our town programs during the year. Recreation, Berlin Soccer, and Berlin Baseball continue to work cooperatively on maintenance plans, equipment, and scheduling in order to keep South Commons busy and well organized.

Recreation is responsible for the ongoing maintenance of the children's playground and monitoring the playground for safety and upkeep. We brought in 90 yards of Engineered Wood Fiber (EWF) and we would like to thank the Highway Department for their assistance with spreading the EWF as well as the many volunteers that came down and did what machines could not get to. Thank you to John Mavretic for bringing down his small loader and helping with this project. The playground was inspected in October 2017 and several things were cited as deteriorating with age. The playground is almost 20 years old which is its approximate lifespan. A consultant reviewed the equipment and it was determined that the cost to do the repairs would be almost equal to that of replacing the structures given new playground guidelines and age. This will have to be seriously explored in the next year as a new playground will be costly and above what is allotted to recreation in its budget.

We also coordinated the repairs to the water fountain that is situated by the minor baseball field. The water fountain was inactive for many years and was corroded. Recreation paid for replacement parts and other repairs.

Recreation continues to co-sponsor the Fishing Derby and Berlin Home Day events.

The Snack Shack continues to run and be successful with Rick and Julie Lee still coordinating, stocking, and maintaining in the spring and fall seasons. Baseball added an additional shack by the Major fields and many have enjoyed its convenient location.

Town Sports

The following notes pertain to town sports programs currently offered in Berlin:

Soccer: Berlin Youth Soccer Association offers Fall and Spring soccer opportunities for all children of Berlin at an affordable cost regardless of prior soccer experience or level of play. Last fall, there were over 120 players who participated in Berlin Youth Soccer. On any given Saturday in the fall, the field was teeming with kids and parents who love the "beautiful game".

Teams are determined by grade and age as follows:

- Pre-K and K (U6) co-ed, where they have a 60 to 90-minute session on Saturday split between practice and games. Each session includes a combination of small sided games as well as fun activities emphasizing basic soccer skills.
- Grades 1 and 2, where they typically practice 1 day a week, with a game on Saturday. Currently, we are in a joint program with Clinton Youth Soccer and Boylston Youth Soccer.
- Grade 3/4 and above boys' and girls' teams. At this level, our teams are part of the Nashoba Valley Youth Soccer League (NVYSL). Practice is generally held twice a week and away games could be in any town within the league.

We are an organization run by Volunteers, from administration to coaches governed by Massachusetts Youth Soccer and the US Youth Soccer Association. We welcome you to join us in our soccer program for our children of Berlin. You can volunteer during the registration process for your child or you can contact the president. It is not necessary to have a child in the program, and soccer knowledge while helpful is not required! On the job training is provided!

Please visit our webpage at <http://www.berlinyouthsoccer.com> for additional information.

Berlin Youth Basketball: The Berlin Youth Basketball program continues to grow and be a huge success in Berlin. This year, we had over 100 boys and girls sign up for the program and entered 9 teams in the Nashoba Youth Basketball League for competitive games against Stow, Lancaster, Clinton, Bolton, and Harvard. We continue to offer an instructional kindergarten and combined first and second grade program, which has many youth volunteers in town co-coaching. Berlin Youth Basketball is proud of its players, coaches, and town recreation, who have shown an extreme loyalty to the program to make it successful and above all, fun for all involved. We send a special thanks to the staff at the Berlin Memorial School for their flexibility with the use of the gym, where we practice and play games every single day, from November through February. We donated \$150.00 to LINK, Inc, the Berlin Memorial School PTO, to purchase recess equipment. Additionally, we continued our "move up" program allowing kids at the end of the season to practice with the kids and hoop height that they will be playing in the following season. Berlin Youth Basketball also participates in Travel Basketball in grades 5 through 8 with Boylston and West Boylston. Many kids from Berlin play both recreation and travel ball, which is a Berlin Youth Basketball policy.

An exception is made for kids playing middle school basketball. Our website is www.BerlinBasketball.com.

Adult Basketball: Recreation currently sponsors Men's Basketball on Monday nights at the BMS gymnasium. Turn out continues to be very good.

Baseball/Softball: We typically see approximately 75 players sign up for Berlin Baseball. We start in town, coaching and game play at age 5, and the kids play for Berlin exclusively until age 9. We field around 4 teams in this division at the tee ball and coach pitch level.

Berlin Baseball has also joined forces with Boylston and West Boylston in the Little League Division. It gets more interesting as we join up with the Boylston teams. It is beneficial to have the kids start to know each other before High School even begins and great for social development in a new atmosphere. There are about 12 total teams in these divisions. Our website is www.berlinmassbaseball.com.

Mike Quirk, *President*

Rick Lee, *Vice-President*

Rick Lee, *Treasurer*

Jim Stevens, *Equipment Manager*

Suzanne Clisham, *Security Officer*

Finances

The Recreation Committee Revolving Account had an opening balance on 7/1/17 of \$29,687.84. During the year we received \$4,793.58 mostly from the usage fees associated with the athletic fields. From this account during the year around \$11,867.68 was spent on field and grounds maintenance. The 6/30/18 balance was \$22,613.74. Our annual budget from the Town of Berlin was increased on 06/01/18 to \$12,000.00 which was an increase of \$7,400.00 from the previous year.

Recreation Committee members:

Julie Lee, Tammy Money, Valerie Muldoon, Greg Tremelling

Rail Trail Advisory Committee

The RTAC submitted its final report and was dissolved by the Board of Selectmen on August 27, 2018. The Executive Summary of the report is published here. The full report can be found online at <http://www.townofberlin.com/wp-content/uploads/2018/09/Berlin-Rail-Trail-Advisory-Committee-Final-Report-to-Selectmen-June-2018.pdf>

Executive Summary In August of 2016, the Town of Berlin Selectmen commissioned the Berlin Rail Trail Advisory Committee (RTAC) in order to study and make recommendations relative to the development of a multi-use recreational path from Coburn Road to the Bolton/Hudson Town line as part of the Department of Conservation and Recreation's (DCR) proposed Wayside Rail Trail from Berlin to Waltham. The commissioning followed the May 3, 2016 vote on article 38 at the annual Town Meeting to establish a committee to explore the impact of the proposed Rail Trail on Berlin.

What is the Wayside Rail Trail? The rail trail is a proposal by Massachusetts Department of Conservation and Recreation (DCR) to develop the Mass Central Rail Trail - Wayside Branch (MCRT-WB) as a 10-foot wide and 23-mile long shared-use path through eight towns. The rail trail would be constructed within a 19-foot wide path development corridor within the existing 50- to 100-foot wide former Massachusetts Central Railroad right-of-way (ROW) now owned by the Massachusetts Bay Transit Authority (MBTA). DCR has secured a lease with the MBTA along the ROW that allows DCR to construct, manage and maintain a rail trail within the corridor and develop additional amenities outside of this corridor provided they do not conflict with other MBTA uses. During 2012, DCR delineated the path development corridor within the existing ROW and received approval from the MBTA for its use for the MCRT-WB project. This corridor largely follows and is centered on the existing single wide track, ties and ballast. The rail trail would extend from Coburn Road in Berlin to Beaver Street in Waltham. Once completed, the MCRT-WB would be managed by the DCR and maintained by either the DCR, municipalities through which it crosses, or through a cooperative agreement between DCR and the municipalities. The DCR has estimate development costs of the rail trail to be approximately \$1 million/linear mile. [1] The eight towns on the Wayside Trail, along with the length of the rail corridor for each community, are: 1) Berlin - 2.3 miles from Coburn Road to the Hudson line 2) Bolton - 100 feet 3) Hudson - 6.9 miles 4) Stow - 327 feet 5) Sudbury - 4.6 miles 6) Wayland - 3.0 miles 7) Weston - 3.0 miles 8. Waltham - 3.0 mile

Committee Activities Data gathering for this project took the form of researching existing literature, and engaging the community, Town Departments and committees, the DCR, and other towns along the proposed Wayside trail. The RTAC gathered feedback and information through the following activities: 1) The RTAC walked the proposed trail in Berlin with the Chief of Police and later with the Fire Chief to gain their perspectives on public safety aspects of the trail. 2) The RTAC spoke with the Town Highway about maintenance of the trail and associated parking areas. 3) The RTAC contacted representatives in each of the seven other communities along the Wayside Rail Trail: Bolton, Hudson, Stow, Sudbury, Wayland, Weston and Waltham to explore their view on development and track where they were in the process. 4) The RTAC invited Paul Jahnige, the Director of Greenways and Trails Program for the DCR, to meet the committee and answer questions from the committee and the public. This one and one-half hour meeting was recorded by the Berlin Cable Access Committee and is available on the Town website. Appendix B contains RTAC minutes of the meeting. 5) The RTAC held monthly public meetings beginning in September 2016, and organized one public forum for abutters and other community members, listened to and documented written and/or oral comments offered by members of the public. 6) The RTAC met with the Berlin Conservation Commission and the Berlin Recreation Committee to invite comments about the proposed Wayside Trail and passive recreation alternatives available in the Town of Berlin. 7) A RTAC member met with Dave Westerling of Berlin's Finance Committee to explore funding options for development of the Berlin portion of the Wayside Trail. 8) A RTAC member attended a DCR Wayside Rail Trail meeting on August 2, 2017 in Wayland. All towns along the Wayside Rail Trail were represented and each town provided an update as to their participation and/or involvement. 9) A RTAC member interviewed Pamela C. Marquis, the Right of Way Compliance Administrator for Massachusetts DOT/Highway Division (interview notes are contained in the Trail Construction Requirements section of the full report. Mrs. Marquis has been involved with the majority of rail trail construction in the state. Other RTAC research into the development of a non-motorized, multi-use path included: 1) Extensive online research into multi-use paths, including types of public uses and their frequency, commuting uses, costs of development and maintenance, crime and safety data, economic development, impact on property values, and active rail with trail considerations. 2) Potential financing sources were explored with multiple parties

contacted during the study. 3) Various state requirements in the design and construction of a rail trail including: the Massachusetts horizontal construction regulations (the building of roads and projects such as the rail trail), the Massachusetts Department of Transportation's (MassDOT) guidelines for design and construction multi-use paths, and the DCR's specific requirements were reviewed. Meeting minutes and key documents (e.g. MBTA lease with the DCR) can be found on the town's website at <http://www.mytowngovernment.org/01503> 6 The RTAC acknowledges the contributions of former RTAC members Maureen Johnson, Kimberly Lorencic and John Mavretic with appreciation for their service to the Town of Berlin.

Recommendations Having completed our study, the RTAC recommends the following: 1) At this time we recommend Berlin take no action to develop the Berlin section of the proposed Mass Central Rail Trail Wayside Branch. Berlin may wish to revisit development options if and when towns to the east, in particular, Hudson, Bolton and Sudbury, commit funds to the 25% design process with the DCR to develop their segments of the Trail. 2) Responsive to expressed public interest in enhanced opportunities for

passive recreation in the Town of Berlin, implement the following: a) Install a paved 7/8-mile multi-use trail around South Commons along the lines of the proposed design developed and recommended by Berlin Planning Committee in the town master plan and presented and approved at the 2018 Annual Town Meeting; b) Via better signage and maps (e.g., posted at trails or on-line, or printed) identifying trailheads and parking areas, improve public access to existing passive recreation areas on conservation lands held or managed in Berlin as a public or private conservation trust; c) Install sidewalks and bike lanes as opportunities arise in conjunction with Berlin's Complete Streets compact; and d) Engage with the communities and regional collaborators in the development of the Boston Worcester Air Line Trail (BWALT) a multi-use trail proposed to go from Framingham to Worcester, with side trails to Marlborough and Berlin utilizing the Aqueduct. This allows for access to points south in Marlborough and Northborough and west in Boylston and West Boylston along the southern end of Wachusett Reservoir.

Rail Trail Advisory Committee members:
Mary Porter, *Chair*; Mary Mikelk, *Clerk*; Sue Therrien

Housing Partnership

We continue to focus on maintaining and increasing our affordable housing stock as mandated by the state of Massachusetts.

We now have 119 units of affordable housing in our Subsidized Housing Inventory (SHI), giving us 10.06% SHI and in line with Massachusetts State guidelines.

- 40 units are at Northbrook Village — 135 Pleasant St.
- 40 units are at Northbrook Senior Limited Partnership — 135R Pleasant St.
- 2 units are at Whitney Estates — Alden Rd.
- 17 units are at Sawyer Hill LLC — Sawyer Hill LLC
- 8 units are at Green Acre — Dudley Rd.
- 8 units are at Berlin Woods — Dudley Rd.
- 4 units are DDS Group Homes

The addition of affordable duplex homes and/or of multiple rental units, such as proposed at Riverview will substantially increase our SHI. The state is also advising that at least 10% of all new affordable units have three or more bedrooms to accommodate families.

After the April 1, 2020 Federal Census is complete, all new housing constructed between 2010 and 2020 will be included. This number will set the new floor (or base) for the next ten years. Because there has been quite a bit of new construction we will continue to monitor the situation.

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

Cable Access Committee

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

We continue to serve the community, with a Bulletin Board on Channel 194 and all other live and taped programming broadcasting on Channel 191. We also carry Channel 192 which originates from Tahanto, with the school's news and events. We have added a link to the www.TownOfBerlin.com "BERLIN TV" menu which shows the upcoming Channel 191 broadcast schedule.

Coverage of key town meeting include: weekly Selectmen's Meetings, Tahanto/Regional and Berlin Memorial School Committee Meetings, Building Committee Meetings, and Budget hearings. We have teamed up with the Boylston Access Channel WBAC and share production costs on some of these meetings. We have added a popular cooking show series and are digitizing some of the old archive tape footage for airing. The live broadcasting and recording of Town Committee meetings and other events has continued over this last year. Our list of live broadcasts includes the Annual and Special Town Meeting, Historical Committee meetings and many other events of interest.

Our broadcasts are also available on-line via YouTube channels. You can link to the on-line content at www.townofberlin.com/berlin-tv/.

Cable Access holds meetings on the 4th Thursday of each month at 7 p.m. in the cable studio. If you would like to learn more please drop by or email CableAccess@TownofBerlin.com. If you have children who participate in either Tahanto or BMS, sporting or performing art events and are willing to record these events please contact us. We also would appreciate suggestions and notice of events which would make for good viewing.

There are additional opportunities on the committee. If you know of anybody interested in lending a hand please contact the Berlin Selectmen or Cable Access.

Any person who is interested in videoing town and school events, producing and editing programs write to: Cable Class, Box 5, 23 Linden St., Berlin, MA 01503 or email to: CableAccess@TownofBerlin.com. We want to remind all Berlin residents that our cable channels are a great way to strengthen a sense of community and that everyone should feel free to contribute ideas, or video footage for broadcast.

Although we do not garner any money from the town, we report on the money which we receive from Charter Communications subscribers by way of Charter Communications. The Cable Access Committee reports receipts for our revolving account for FY18 were \$27,586.50 and expenditures to date are \$10,448.

Respectfully submitted,
Patricia Anderson, *Chairman*
Roger Bradley, *Member*

Americans with Disabilities Act

The Town of Berlin does not discriminate on the basis of disability in access to or operation of its programs, services and activities. The Town of Berlin does not discriminate on the basis of disability in application, hiring and employment practices. The Town of Berlin has designated the following person to coordinate efforts to comply with

these requirements. Questions, requests for auxiliary aids and services or modifications of policies and practices, and complaints should be directed to: Joseph Atchue, ADA Coordinator, Town Offices, 23 Linden St., Berlin MA 01503. Phone 978-310-5915

Economic Development Committee

The Berlin Economic Development Committee (BEDC) met 12 times in 2018. The BEDC continued to focus on the vision created in 2017. In 2018, one member, Nadine Ekstrom, resigned and we welcomed new member, Bud Collins.

The BEDC had many notable guests who attended meetings and presented to the BEDC. Representatives from Highland Commons and Solomon Pond Mall attended and shared information about new tenants, prospective tenants moving in and out as well as their financial health. Both managers shared a positive outlook on their respective malls and while not being too specific, were optimistic about the future. Several other representatives from outside agencies also attended BEDC meetings and gave excellent presentations; Mass Development, the Small Business Administration, the Executive Office of Housing and Economic Development, 495/MetroWest Partnership and Homewood Suites Boston-Marlborough.

Many local businesses and committees also attended EDC meetings throughout the year. The Berlin Playground Committee, The Recreation Committee (regarding the Wellness trail), several local business owners, including the manager of the Berlin General Store, the Berlin Buildings Commissioner, a member of the School Committee, the Director of Financial Services at BBRSD and the Superintendent of Schools (regarding regionalization).

The General Manager of Cabela's attended, providing an update on his store and forecasts for the future. The Cabela's GM invited the BEDC and other Berlin Boards and Committees to use Cabela's store conference room for other Town meetings. In addition, the BEDC met with Rick Taintor, Master Planning Consultant, regarding Berlin's Master Plan. Other topics discussed were the meals and lodging tax, cannabis growth and sales, liquor licenses in Berlin, new business filings at the Clerk's office, the need for public electric car chargers in Berlin, the Berlin Board of Trade and the Fishing Derby.

The BEDC continues to become more involved with the business community and is working on increased social media exposure, submissions to the town newsletter as well as deploying an informative commerce and tourism website.

Respectfully submitted,
Peter Hoffman, *Chair*; Tricia Concannon, *Clerk*;
Paul Anderson, Bud Collins and Connie Murphy

Agricultural Commission

During the month of April, the Commission received an e-mail from the Selectmen's Office regarding a request from Senator Tran's office asking the town to prioritize requests for FY19 funding. The Commission responded by requesting \$25,000 for an artesian well and pump for the Community Garden. A letter dated October 22, 2018 was issued by the Selectmen's office to the state's Director of Government and Legislative Affairs requesting the release of the \$25,000 from the FY19 State Budget. As of this report, the funds have not been received but the Commission is cautiously optimistic that the funds shall be forthcoming.

At the Commission's August meeting, Mr. David Westerling, a member of the town's Capital Planning Committee, was in attendance and made a presentation regarding the re-purposing of the Old Highway Barn. One possible use of the Barn would be to restore it back to a carriage house and use it to house a Farm Museum. The Commission voted unanimously to support such an effort.

During the month of January, the Commission was awarded a \$200 Massachusetts Cultural Council Grant to support a lecture by Kathy Huckins on the subject of 'How to Think Like a Plant'. The lecture was well-received by those in attendance. In collaboration with the Conservation and Recreation Commissions, the Commission arranged for a tour of the 60,000 square-foot state-of-the-art greenhouse at Northbrook Greenhouses. The tour was open to the public on April 22, 2018.

Of the thirty plots available at the Community Garden eighteen plots were gardened by a total of fourteen gardeners including two new gardeners from neighboring towns. As the build-out of Riverbridge LLC proceeds and once an artesian well is installed to make it easier for gardeners to water their plots, the Commission believes more gardeners may utilize the Community Garden.

A Berlin resident attended the Commission's November meeting to express concerns they had with the Marijuana Zoning Bylaw approved at the October 2018 Special Town Meeting. The individual's principal concern had to do with the growing of marijuana as an agricultural crop. It was pointed out at the meeting that Chapter 40A and 128 of the General Laws of Massachusetts which provide for the legal definition of Commercial Agriculture in this state specifically excluded marijuana from the definitions and therefore, towns under Chapter 40 of the General Laws

of Massachusetts can pass bylaws to control the growing, distribution and zoning for this commercial activity.

Additionally, it was pointed out that the Cannabis Control Commission was established by the State Legislature to interpret the requirements of the State's Marijuana Law and to establish the necessary rules and regulations relating to growing and distribution of this controlled product.

Commission member, Patricia E. Jackson resigned from the Commission on February 13th for personal reasons. Thank you Patricia for serving on the Commission. On March 26th, the Selectmen at the recommendation of the Commission, appointed Debra M. Rolfe as a member of the Agricultural Commission. Debra has served as the Commission's Community Garden Manager for several years and continues to do so.

The Commission would like to thank the residents of Berlin for their continued support of the Community Garden and in particular the following individuals, Town Departments and Companies who made donations in support of the Community Garden.

- Edmund Marchant, President of Trinity Irrigation, Inc. for his donation of in-kind services at the garden
- The Highway Department for mowing the grass around the garden, providing piles of wood chips.
- Various garden members who volunteered their time to get the garden up and running in the spring and during the fall-cleanup effort.
- The Citizens of Berlin who made monetary contributions to the Community Garden's Donation Account.
- Town Clerk, Eloise E. Salls, for all of her assistance and for distributing the Community Garden Registration Forms to the residents of Berlin.
- Riverbridge North, LLC for their continued support of the Community Garden.

Respectfully submitted,

Carl R. Wickstrom, *Chairman*, Kevin Kraszeski, *Vice Chairman*,
Laura F. Busky, *Secretary/Treasurer*, Michael Dalrymple
Debra M. Rolfe, Frederick R. Wheeler, Jr., James H. Wheeler

Historical Commission

The Commission continues to be aided by the Berlin Art and Historical Society in most phases of its work. Volunteer workers and financial support from the Society are invaluable to our efforts.

Town Hall Elevator and Curatorial Building Project. The work at the Town Hall and the infrastructure to support the elevator was completed this year. Work by Assabet Valley Technical School students on our replacement curatorial storage building continued. The exterior finish was done. Interior work was done to a point where the rough electrical work could be done. The interior finish will be done early in 2019. Still to come will be final electrical work, HVAC, and painting inside and out. We hope to occupy the building in 2019. We are very pleased as the project develops. The school is doing a wonderful job. The project is also giving students a wide variety of experience in the building trades.

Another major move will come as the Town Historical Collection moves from its temporary quarters at the Town Offices to the new building. This is considerable work as material must be removed from shelves, the shelves and material moved, and then reassembled in the new location. All of this needs to be planned in order to avoid loss, damage or misplacement of collection items. We hope to find volunteers to help with the heavy work.

At year's end work had begun to rehang the pictures in Memorial Hall and bring that room back to its normal condition. Various things that were saved during the Town Hall work had been placed here. We are working to find suitable storage space for the materials that should be saved for possible re-use in the Town Hall when future changes are considered. We look forward to being open again with an exhibit in Memorial Hall on Memorial Day as in past years.

The Commission and Society are opening the Historical Room on the lower level of the Town Offices from 1-3 pm on Wednesdays in 2019. We do this to make information available to the people of the town. We plan to continue this in Memorial Hall or the Curatorial Building after our move.

Historical Collection. We have continued to work on items in the Collection. New archival quality storage boxes have been purchased and used to repack clothing and many other items for long-term preservation. Filing of photographs continues, particularly in the Ed Hopfman collection. An advantage of the collection moves is the reorganization of materials for more efficient storage. Records relating to the various objects are also being updated.

Martin Miller continues to help with copying of old photographs and recording the life of the town today. His help is an integral part of our work.

Bullard House. With all the construction next door, we have held back on our renovation work this year. Preparation has continued to be ready to move ahead in 2019 with the renovation of the bathroom and kitchen according to plans as previously developed. The Society may help with parts of the project which are unknowns, before we seek proposals in the coming year for most of this work.

Meanwhile, we have continued to reorganize and weed out both collection material and building materials with consideration of what is needed in the ongoing renovations of this historic building.

The old house will become our local museum when the requirements are satisfied for public opening.

Ed Sterling of Bolton gave an interesting talk on the Central Mass. Railroad at the Society's March meeting. This extended originally from Boston to Northampton. The local part was changed to go to Clinton during the construction of the Wachusett Reservoir. The Berlin station was located north of 8 Highland Street.

The Society members were hosted in the farmhouse at Indian Head Farm by Richard Wheeler in September. Photographs and memorabilia related to the farm and the village of South Berlin were shared on that occasion. It was a most interesting visit to an important Berlin home.

The passing bell was tolled as in past years.

We recognize The following Berlin residents who celebrated their 90th birthdays in 2018: Bert A. Brine, Lorraine A. Cedar, Juanita C. Ernst, Ernest R. Gaboury, Jeanette Gallivan, Audrey C. Goodwin, Catherine Masello, Frederick R. Wheeler, Norman J. Wheeler, and Ruth A. Wheeler.

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

Conservation Commission

The Conservation Commission is an agent of the Commonwealth of Massachusetts, responsible for administering the Wetlands Protection Act in Berlin to protect our water supply and environment. The Conservation Commission is also responsible for the acquisition and management of open space conservation land. The Conservation Commission meets the 1st and 3rd Wednesdays of every month at 7 p.m. in the Berlin Town Offices, Room 218. Commission members are Carolyn MacDonald (Chairman) Walter Bickford (Vice Chairman), Steve Beard, Louise Janda, Liz Dichiara, Carol O'Connell and John Aney. Any resident can join the Commission as an Associate and can contribute to, but not vote on, all Conservation Commission business.

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

Financial Position: After receipt of the annual \$50,000 Solomon Pond Mall payment, of which we have 6 left, there was \$280,204 in the Berlin Open Space Fund at the end of 2018. With all of the Highland Commons mitigation funds now in as well as the Solomon Pond Mall funding ending soon, we will be looking for additional sources of funding in the coming year and beyond. There was approximately \$7,620 in the Berlin Wetlands Protection Fund which is funded by applicants filing Notices of Intent (NOI's) and other filing fees as well as fines for violations of the Wetlands Protections Act.

We would like to thank the voters in town for passing the Community Preservation Act. This will be a continued source of funding for our land protection efforts.

2018 in review

Land Protection Efforts The Conservation Commission, acting either alone or working with Sudbury Valley Trustees will continue the goal of protecting open space in Berlin. We are currently working with SVT on purchasing the Wendler property on Peach Hill Road. This property is approximately 29 acres and backs up to other town owned conservation land, helping to protect an important wildlife corridor. For more information on all of our projects with Sudbury Valley Trustees 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, and important ecological parcels of land to help maintain the unique and rural character of our town and the integrity of our habitats.

In 2018 we finalized 2 major land protection efforts, the purchase of 96 acres along Lyman Road protecting a majority of the east face of Mt. Pisgah and the Conservation Restriction on Great Oak farm on Highland street protecting 40.39 acres of land for farm/agricultural use and provide passive recreation for the community. We celebrated the opening of the new trails and the dedication of the "Warren S. Oberg Overlook" with a ribbon cutting ceremony on October 16. New parking areas will be created for these properties in the spring of 2019, securing easy public access to both of the new areas. One on Lyman Rd for access to the new trails on Mt. Pisgah and the other on Sawyer Hill Rd. for access to the trails on Great Oak Farm.

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

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

Trails We continue to work on updating our trail maps in town. Extensive work was done this year by CC member John Aney and Dan Stimson of Sudbury Valley Trustees in the Mt. Pisgah area. New trails were added and marked on the Oberg part of the area as well as new trail markings and trail "clean up" of the existing system. New signage was also added to "rogue" trails to try to curtail trail users from ending up in neighbor's back yards. We will continue to work on marking, clearing and mapping additional trails on town conservation land in the coming year and beyond. The CC is also looking to create a citizen trails committee to work on

their own, with guidance from the CC, to continue to keep Berlin's trails in tip top shape. If you are interested, please contact any member or you can reach us through our town email, conservation@townofberlin.com, or Facebook page.

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

The Conservation Commission continues its membership with the SuAsCo CISMA (Cooperative Invasive Species Management Area) to learn about invasive plant species control strategies and pass that knowledge on to the community.

The Conservation Commission also continues to maintain the beautiful garden at the corner of Pleasant and Central Streets (Berlin Meadow, where we continue to enjoy our beehive that was donated by Berlin owned Summer Beez. The area continues to be used by "Hands onNature," an educational program run by Heather Simpson.

The CC has been involved in many community outreach efforts. This past year we, along with the Agricultural Commission had an opportunity to sponsor tours of Northbrook Greenhouse on Lancaster Road and a bird walk at the Lester Ross Dam. The walk was lead by our own Dave Burke and we were able to identify, by sight or sound, over 40 species of birds in just a very short time. We also participated in Earth Day, Berlin's roadside clean up day. We would like to thank James and Laurence Holyoak for helping to organize the event and letting us use the parking lot at Bridge Realty as a staging area for trash bag pick up and for providing snacks to volunteers.

We look forward to planning more activities to help promote and educate residents' knowledge and enjoyment of our unique community and its resources.

Other Conservation Commission Business:

- Attended to several NOI's and COC's (Certificates of Compliance)
- Worked with various other boards, at their meetings or ours, to give and receive input and work towards resolving issues as needed
- Worked with the Potus family and ZPT Solar on the process of gaining approvals for the 21 acre Solar farm that will be installed on Randall Rd. We will continue to work with the family in 2019 to secure the Conservation Restriction on the remaining portion of the property, as required in the Solar Farm by-law passed at the ATM last year.

- Continue to work with the owners of Riverbridge on the on-going development phases of the build out of the former Risi property in S. Berlin
- Work on permitting the new over 55 development on Highland Street
- Held several informal hearings with residents as to the impact of planned projects
- Oversaw and inspected several sites for proper erosion control measures pre-construction
- Worked with a homeowner on Linden Street on a culvert replacement project
- Worked with the Planning Board and the Recreation Committee to begin the process of updating our Open Space/Recreation Plan
- Worked to get a beautiful Glacial kettle hole on Gates Pond Road certified as a vernal pool. We hope to certify more vernal pools this coming spring, further protecting these valuable and unique habitats.
- Worked with the Board of Health to review the plans of several new/replacement septic systems in town
- Worked with the owners of Boundless Adventures in their efforts to build the aerial adventure park on the property on River Road West. There was extensive work done to correct erosion control issues on the property by way of site direction and monitoring.
- Attended workshops and participated in several webinars through the MACC (Massachusetts Association of Conservation Commissioners). We have found that these workshops and webinars have enhanced to our knowledge of and our ability to better implement the Wetlands Protection Act on behalf of the town
- Visited various conservation sites in town to monitor conditions, including possible encroachment issues
- The CC continues working with the Central Mass. Planning Commission to update zoning maps of the town to identify land that is protected and identify critical wildlife habitats that are in danger of development.
- We are working with a boy scout, who will be doing a project at Mt. Pisgah, to earn the rank of Eagle Scout

Continuing Projects and Goals

The Conservation Commission, along with administering the Massachusetts Wetlands Protection Act, will continue to strive to protect Open Space in Berlin emphasizing agricultural land, stream and wildlife habitat preservation.

Respectfully submitted,
Conservation Commission

Board of Assessors

The Assessors' primary duties are to determine the class and value of property for taxation fair and equitable as prescribed by Massachusetts General Laws and the Guidelines of the Commissioner of Revenue, and to keep accurate data on all real and personal property. We are also responsible for preparing motor vehicle excise data received from the Registry of Motor Vehicles to turn over to the tax collector for billing. We administer and process all exemptions for taxpayers who qualify for veterans, elderly, blind, hardships, deferrals and excise. Property inspections are conducted for abatement review, building permits, sales review and cyclical data inspections as required by Department of Revenue (DOR).

Cyclical data inspections are a requirement and a "best practice" recommendation of the DOR. This is an ongoing process of inspecting property to ensure that our records are accurate. Our process for notification is to send out postcards to give notice that we will be in the neighborhood. The data collector will go to your property and request an interior inspection. If no one is home, an exterior inspection will be done, and a notice left asking the homeowner to call to schedule an appointment. You may also call and schedule an appointment when you receive the postcard. We will try our best to make an appointment that is convenient for you and the staff. The next phase of cyclical inspections started in the fall of 2018, working south to north. We resume these inspections in the spring of 2019.

FY 2019: a review of sales from calendar year 2017 showed an increase in selling prices on average of 5.5%. There were 22 valid single-family sales and 23 valid condominium sales.

The average single family (101) assessment was \$418,908 with an average tax bill of \$6,300.38 compared to FY18 which was at \$395,200 with a tax bill of \$5,769.92 on average.

The residential percent of the levy limit 74.7% Residential (Res) and 25.3% Commercial, Industrial, Personal (CIP). The Board of Selectmen voted a 45% CIP shift, which changes the levy percentages to Res 63.3%, CIP 36.7%. The Excess Levy capacity was \$1,040,210.50.

Here are some interesting facts FY2019: New growth contributed \$259,621.

Bordering Town Tax Rates FY2019				
Municipality	Residential	Open Space	Commercial Industrial	Personal Property
Berlin	15.04	15.04	25.83	28.73
Bolton	20.47	0.00	20.47	20.47
Boylston	16.04	0.00	16.04	16.04
Clinton	15.93	0.00	28.20	28.20
Hudson	17.03	0.00	34.10	34.10
Marlborough	14.07	0.00	24.95	24.95
Northborough	17.15	0.00	17.15	17.15

As reported to the DOR the fiscal year 2019 property breakdown is as follows:

1241	Residential Class
60	Commercial Class
23	Industrial Class
49	Mixed Use
101	Chapter Land
152	Personal Property
1626	Total All Taxable Properties
165	Exempt Properties

Year		Residential Valuation	Commercial Valuation	Industrial Valuation	Personal Property	Total Town Value	Tax Rates
2008		454,972,525	121,714,210	9,752,600	9,888,080	596,327,415	11.2
2009		464,983,996	123,156,510	9,752,600	10,649,780	608,542,886	11.66
2010	Reval	419,829,150	118,624,830	9,549,600	11,297,920	559,301,500	13.37
2011		418,439,994	123,269,837	9,689,940	10,248,630	561,648,401	13.89/14.84*
2012		418,978,579	111,718,360	9,689,940	11,460,300	551,847,179	14.47/17.47*
2013		385,328,095	114,052,200	9,125,700	10,923,390	519,429,385	15.38/21.06/20.75**
2014	Reval	368,639,080	112,120,172	8,764,000	10,945,080	500,468,332	16.67/23.91/23.53**
2015	IntAdj	376,816,020	117,656,200	12,378,300	11,611,450	518,461,970	16.09/23.61/23.61**
2016	IntAdj	398,655,853	135,758,344	12,021,700	11,584,320	558,020,217	15.88/23.47/23.46**
2017	Reval	440,420,484	126,527,366	12,078,100	12,488,860	591,514,810	15.85/24.21/24.04**
2018	IntAdj	446,962,323	132,970,007	12,058,300	11,567,670	603,558,300	14.60/23.36/23.24**
2019	IntAdj	476,009,900	136,910,920	12,165,100	12,223,400	640,169,720	15.04/25.83/25/73**

*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/I/P.)

The Board granted 38 exemptions totaling \$39,411.25. The cutoff date for filing was changed to April 1, or three months after tax actual bills are mailed. Actual Tax Bills were mailed on Oct 16, 2018. The deadline for FY19 was Jan 16, 2019.

The Board receives excise tax commitments from the Registry of Motor Vehicles throughout the calendar year. For 2018 as of Jan 2019 we have received 6 commitments totaling \$532,782.70, and granted 111 abatements totaling \$9,106.38.

The Board members would like to thank Jill Foisy for many years of service and to wish her the best on her retirement. The Board also welcomes Joann Wynkoop to the Assessing Department. As always, we thank the staff for their outstanding commitment to serving the public with their knowledge and respect. We welcome any suggestions, and are always looking for ways to improve our communication with the taxpayers.

The Board wishes to thank Doug Coldwell for his term as an elected assessor. No one that took out papers for the open three-year term assessor position. In a joint meeting with the Selectmen & Assessors Beverly Wheeler was appointed for a one-year position. The Board welcomes Beverly to the Board.

Please visit the Assessors page on the Town website for information about Assessing.

Respectfully submitted,
Kevin Pond, *Chair*, David Pierce, Beverly Wheeler

Personnel Committee

The Personnel Committee was reinstated in 2018 with residents stepping in to volunteer their time assisting the Town with personnel issues.

During the past four months the tasks of the committee included the following:

- Oversight of the performance evaluation process
- Determining the fiscal year 2020 (FY20) compensation plan for Town employees. The consumer price index for Massachusetts and the Worcester areas as well as the MMPA compensation survey information for other towns in the State were reviewed. A recommendation of 2.25% for a cost of living adjustment (COLA) in FY20 (FY19 was 3.7%) was made to the Board of Selectmen (BOS) with no additional step increases for the year. Position classification spreadsheets were presented with compensation analysis tables for positions within the Town for BOS review. These recommendations were approved in November 2018.
- Review and approval of job descriptions, position postings and advertisement submissions for vacant positions.

Items for the coming year include:

- Community Compact grant process to assist the Town with "Best Practices" including: Wage and pay classifications, job descriptions, position grades and salary ranges as well as developing employee policies and procedures for personnel issues such as discrimination, sexual harassment, information technology use, drugs and alcohol, use of social media and town-owned vehicles and more

- Review, clarify and recommend any changes to Personnel By-Laws and Policies
- Evaluation of the New Hire and performance management process with recommendations for providing consistent application across employment of all positions within the Town
- Provide assistance as needed in the search for a Town Administrator, interim and permanent Fire Chief

The committee continues to get directives from the BOS, and our posted meetings are open to the public. We wish to thank the Board of Selectmen, Town managers, employees and volunteer board members who have assisted us and supported our committee's efforts to provide periodic guidance and advice on personnel issues. We look forward to hearing from our managers, employees, board members and our Town residents as we set our direction for the coming year.

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

Town of Berlin Personnel Classification Spreadsheet Fiscal Year 2019

Based on 2.25% cost of living increase									
Minimum (Minimum wage change: 1/1/19 \$12.00, 1/1/20 \$12.75)									
Grade	1	2	3	4	5	6	7	8	9
I	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Annual	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00
II	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.24	\$12.48	\$12.73	\$12.99
Annual	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$24,960.00	\$25,459.20	\$25,968.38	\$26,487.75	\$27,017.51
III	\$12.75	\$13.01	\$13.27	\$13.53	\$13.80	\$14.08	\$14.36	\$14.65	\$14.94
Annual	\$26,520.00	\$27,050.40	\$27,591.41	\$28,143.24	\$28,706.10	\$29,280.22	\$29,865.83	\$30,463.14	\$31,072.41
IV	\$14.64	\$14.99	\$15.32	\$15.65	\$15.99	\$16.39	\$16.74	\$17.13	\$17.53
Annual	\$30,451.20	\$31,179.20	\$31,865.60	\$32,552.00	\$33,259.20	\$34,091.20	\$34,819.20	\$35,630.40	\$36,462.40
V	\$17.59	\$17.97	\$18.37	\$18.78	\$19.20	\$19.65	\$20.09	\$20.54	\$21.01
Annual	\$36,587.20	\$37,377.60	\$38,209.60	\$39,062.40	\$39,936.00	\$40,872.00	\$41,787.20	\$42,723.20	\$43,700.80
VI	\$19.63	\$20.07	\$20.53	\$21.00	\$21.45	\$21.94	\$22.44	\$22.94	\$23.45
Annual	\$40,830.40	\$41,745.60	\$42,702.40	\$43,680.00	\$44,616.00	\$45,635.20	\$46,675.20	\$47,715.20	\$48,776.00
VII	\$21.98	\$22.46	\$22.98	\$23.49	\$24.04	\$24.57	\$25.12	\$25.69	\$26.26
Annual	\$45,718.40	\$46,716.80	\$47,798.40	\$48,859.20	\$50,003.20	\$51,105.60	\$52,249.60	\$53,435.20	\$54,620.80
VIII	\$24.90	\$25.46	\$26.03	\$26.62	\$27.23	\$27.85	\$28.47	\$29.11	\$29.74
Annual	\$51,792.00	\$52,956.80	\$54,142.40	\$55,369.60	\$56,638.40	\$57,928.00	\$59,217.60	\$60,548.80	\$61,859.20
IX	\$27.83	\$28.46	\$29.07	\$29.73	\$30.40	\$31.10	\$31.79	\$32.52	\$33.24
Annual	\$57,886.40	\$59,196.80	\$60,465.60	\$61,838.40	\$63,232.00	\$64,688.00	\$66,123.20	\$67,641.60	\$69,139.20
X	\$31.17	\$31.87	\$32.56	\$33.30	\$34.05	\$34.84	\$35.60	\$36.42	\$37.24
Annual	\$64,833.60	\$66,289.60	\$67,724.80	\$69,264.00	\$70,824.00	\$72,467.20	\$74,048.00	\$75,753.60	\$77,459.20

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien
 Amended/Approved January 31, 2019

Effective 7/1/19 to 12/31/19

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$12.00	\$12.00	\$12.24			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
\$24,960.00	\$24,960.00	\$25,459.20				COA Van Driver
\$13.25	\$13.51	\$13.78			Town Hall Secretary	
\$27,557.86	\$28,109.01	\$28,671.19				
\$15.24	\$15.54	\$15.85				
\$31,693.85	\$32,327.73	\$32,974.29				
\$17.89	\$18.30	\$18.70			Board of Health Clerk	Custodian
\$37,211.20	\$38,064.00	\$38,896.00				Transfer Station Attendant
\$21.46	\$21.96	\$22.45	Firefighter; EMT; EMS Corridnator; First Responder	Driver/Laborer	Assessors Clerk Inspector/Land Use Clerk COA Director	Library Assistant TransferStation Manager
\$44,636.80	\$45,676.80	\$46,696.00	Fire Admin. Clerk		1870 Town Hall Mgr	Sr. Transfer Station Attendant
\$23.99	\$24.53	\$25.09	Firefighter/EMT	Heavy Equipment Operator/Driver/ Laborer	Accountant Clerk Property Lister	Library Circ./Technical Services
\$49,899.20	\$51,022.40	\$52,187.20	Public Safety Admin Assistant		Assistant Town Clerk	Library Children's Services
\$26.84	\$27.46	\$28.07	Lieutenant	Heavy Equip. Op./ Driver/Laborer/Mech. Driver w/Class B License	Assistant to Assessor Assistant Treasurer	Library Assistant- Programs
\$55,827.20	\$57,116.80	\$58,385.60			Assistant Collector	
\$30.42	\$31.11	\$31.80	Captain	Master Heavy Equip.	Admin. Secretary	
\$63,273.60	\$64,708.80	\$66,144.00				
\$33.99	\$34.74	\$35.54	Assistant Chief Fire Marshall	Foreman-Operator/ Driver/Laborer/ Mechanic		Library Director
\$70,699.20	\$72,259.20	\$73,923.20				
\$38.07	\$38.92	\$39.84	Deputy Chief			Local Bldg Inspector
\$79,185.60	\$80,953.60	\$82,867.20				

Town of Berlin Personnel Classification Spreadsheet Fiscal Year 2019

Based on 2.25% cost of living increase									
Minimum (Minimum wage change: 1/1/19 \$12.00, 1/1/20 \$12.75)									
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Annual	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00
II	\$12.75	\$12.75	\$12.75	\$12.75	\$12.75	\$13.01	\$13.27	\$13.53	\$13.80
Annual	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$26,520.00	\$27,050.40	\$27,591.41	\$28,143.24	\$28,706.10
III	\$12.75	\$13.01	\$13.27	\$13.53	\$13.80	\$14.08	\$14.36	\$14.65	\$14.94
Annual	\$26,520.00	\$27,050.40	\$27,591.41	\$28,143.24	\$28,706.10	\$29,280.22	\$29,865.83	\$30,463.14	\$31,072.41
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Annual	\$36,587.20	\$37,377.60	\$38,209.60	\$39,062.40	\$39,936.00	\$40,872.00	\$41,787.20	\$42,723.20	\$43,700.80
VI	\$19.63	\$20.07	\$20.53	\$21.00	\$21.45	\$21.94	\$22.44	\$22.94	\$23.45
Annual	\$40,830.40	\$41,745.60	\$42,702.40	\$43,680.00	\$44,616.00	\$45,635.20	\$46,675.20	\$47,715.20	\$48,776.00
VII	\$21.98	\$22.46	\$22.98	\$23.49	\$24.04	\$24.57	\$25.12	\$25.69	\$26.26
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Annual	\$64,833.60	\$66,289.60	\$67,724.80	\$69,264.00	\$70,824.00	\$72,467.20	\$74,048.00	\$75,753.60	\$77,459.20

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien
Amended/Approved January 31, 2019

Effective 1/1/20 to 6/30/20

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$12.75	\$12.75	\$12.75			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
\$26,520.00	\$26,520.00	\$26,520.00				COA Van Driver
\$14.08	\$14.36	\$14.65			Town Hall Secretary	
\$29,280.22	\$29,865.83	\$30,463.14				
\$15.24	\$15.54	\$15.85				
\$31,693.85	\$32,327.73	\$32,974.29				
\$17.89	\$18.30	\$18.70			Board of Health Clerk	Custodian
\$37,211.20	\$38,064.00	\$38,896.00				Transfer Station Attendant
\$21.46	\$21.96	\$22.45	Firefighter; EMT; EMS Corridnator; First Responder	Driver/Laborer	Assessors Clerk Inspector/Land Use Clerk COA Director	Library Assistant TransferStation Manager
\$44,636.80	\$45,676.80	\$46,696.00	Fire Admin. Clerk		1870 Town Hall Mgr	Sr. Transfer Station Attendant
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\$49,899.20	\$51,022.40	\$52,187.20	Public Safety Admin Assistant		Assistant Town Clerk	Library Children's Services
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\$55,827.20	\$57,116.80	\$58,385.60			Assistant Collector	
\$30.42	\$31.11	\$31.80	Captain	Master Heavy Equip. Op./Driver/Laborer/ Mech.	Admin. Secretary	
\$63,273.60	\$64,708.80	\$66,144.00				
\$33.99	\$34.74	\$35.54	Assistant Chief Fire Marshall	Foreman-Operator/ Driver/Laborer/ Mechanic		Library Director
\$70,699.20	\$72,259.20	\$73,923.20				
\$38.07	\$38.92	\$39.84	Deputy Chief			Local Bldg Inspector
\$79,185.60	\$80,953.60	\$82,867.20				

Berlin School Department

School Committee

Clifton LaPorte; Susan Henry, Sec., Angela Yildiz, Chair.

Superintendent of Schools Jeffrey T. Zanghi

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

Berlin Memorial School Staff

John F. Campbell Principal
Judy Rapa Secretary
Ana Amaral School Nurse
Elizabeth Bennett Kindergarten
Michael Blain ELL Teacher
Julia Brodmerkle Grade 1
Jackie Bruss Instrumental Music
Linda Checola Psychologist
Kristen Collins Grade 4
Debra DeDoming After School Program
Jean Dellasanta Paraprofessional
Amy Donahoe Grade 2
Debra Draper Physical Education
Sandra Eckelman Library
Amanda Fallon Literacy Specialist
Joey Flournoy Title 1 Math Teacher
Jennifer Goodman Paraprofessional
Maureen Hurley BCBA
Mollie Langelier Speech/Language Pathologist
Debra Malo Paraprofessional
Dave McCarthy Computer Tech
Elizabeth McNulty Special Education
Michelle Murray Art
Christine O'Neill Paraprofessional
Cheryl Reilly Office/Recess Aide

Patricia Romer Grade 5
Maegan Rose Paraprofessional
Jennifer Rowe Technology Teacher
Brittany Sheikh Grade 5
Audrey Thompson Chorus/General Music
Lisa Torgensen Paraprofessional
Elizabeth Trudeau Occupational Therapist
Emily Tucker Paraprofessional
Melissa Tucker Grade 3
Debora Uliasz Grade 3
Judith Vaillancourt Special Education Coordinator
Jill Walton Kindergarten
Mary Whamond-Fortier SPED Teacher
Deborah Wheeler Paraprofessional
Sarah Whitehouse Grade 1
Stephanie Woodward Grade 2
Cafeteria Michele Baird, Manager, Lisa Tombollo
Head Custodian Tom Kilcoyne
Custodian Danny Adams

Berlin School Committee

"It is our mission to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace life-long learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies. We believe all children deserve a quality education that not only meets but exceeds standards."

The Berlin School Committee is grateful to the residents of Berlin for their continued support, interest, and commitment to the education of our students. This year we welcomed a new superintendent, Jeffery Zanghi, to our school in January. Edward Gault resigned from the school committee in May and Dr. Susan Henry was appointed in June. We are happy to have Mr. Zanghi and Dr. Henry aboard with their breadth of knowledge and expertise and we thank Mr. Gault for his time serving on the committee.

We are especially grateful for the support from the Berlin voters and the passage of an amended Regional agreement which allows Berlin Memorial School to become one of the schools in the Berlin-Boylston Regional School District along with Tahanto and Boylston Elementary School. The school committee is thrilled at the increased educational possibilities this will provide to our elementary students. The expanded regional school district goes into effect July 1, 2019. We thank our Director of Finance and Operations, Robert Conrey, who has been working throughout the year to help ensure a smooth transition from a municipal school district to a K-12 Regional school district. We also wish to thank the following Berlin residents who actively served on the Regionalization sub-committee by attending several meetings, and provided guidance, feedback, and extra assistance: Chris Keefe, Rich Wheatley, Linda Sallee, Mollee Langelier and Jay Teich. Lastly, we extend a great deal of thanks to the Chair of the sub-committee, Lorie Martiska, Boylston resident and Berlin-Boylston School Committee and Boylston School Committee member, for her unfailing leadership in helping us achieve this educational endeavor and significant milestone in our town's educational history.

The Moses Reed Tyler Scholarship enabled the Berlin School Committee to award 16 scholarships to institutions of higher learning for qualified Berlin residents in June 2018. The

School Committee is guided by the express intent of Moses Reed Tyler who stated that it was his desire to assist those students who are "earnest and industrious" and "who may not have the highest scholastic standing." Funds may be awarded to students who are seeking training in occupations or trades in addition to students desiring to go to college or institutions of higher learning. Moses Reed Tyler expressly stated "that assistance shall be given to those primarily who would not be able financially to secure that education which this fund will enable them to obtain, but such assistance may be extended as well to others who might with less difficulty procure such education, but to whom such aid will be of assistance." In total, \$15,900 was awarded with 6 students received \$1,500 scholarships, 8 students received \$750 scholarships, and an additional 2 students received \$450 scholarships. We are grateful for the legacy of Mr. Tyler and wish to thank Carol Young and Rich Mariani for serving on the Scholarship Sub-Committee with chair, Clifton LaPorte.

The installation of the new playgrounds at Berlin Memorial was completed in early autumn and the students were overjoyed. A significant amount of time, energy, and fundraising was given by the Playground Committee and Link to ensure this project came to fruition of which we are so grateful. As always, we appreciate the support of this and all school warrant articles passed by our Berlin community.

There were 16 posted Berlin School Committee meetings held during 2018. Attendance was as follows:

Edward Gault	5 meetings
Clifton LaPorte	16 meetings
Angela Yildiz	16 meetings
Susan Henry	8 meetings

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

Respectfully Submitted,
Angela Yildiz, *Chair*
Clifton LaPorte, *Vice Chair*
Susan Henry, *Secretary*

Berlin Memorial School

It is my pleasure to submit this report for 2018 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.”*

During the summer of 2018, with an eye towards becoming a fully regionalized school system, we developed a District-wide Five-Year District Improvement plan. This plan articulated four broad goals:

- to strengthen student achievement by advancing curriculum opportunities and updating alignment,
- to maintain and enhance the district’s comprehensive program of pupil personnel services,
- to maintain and enhance the district’s use of technology to support teaching, learning, and
- to address the needs of the district by creating a fiscally sound and responsible plan for budgeting and managing funds.

Each of these goals was then broken down into objectives and action steps.

During 2018 we focused a good deal of attention on our student progress in the math and science (STEM) areas of the curriculum. The addition of curriculum coaches for math and science provided a new level of expertise and support for teachers in these areas. In addition, the District undertook a pilot of new science materials designed to align with the new science standards that have been released. As a school we spent a good deal of time enhancing our work in English Language Arts by looking closely at the ELA standards and how we approach those standards in our teaching and assessment. We also implemented a new, standards-based report card in the fall of 2018.

Another area of focus in the District Improvement Plan is the enhancement of school-wide inclusive practices. The goal of inclusive practice is to ensure that all students are able to access the curriculum in a meaningful way. The Berlin Memorial staff have spent a good deal of time developing these skills through participation in conferences, in-service

training and grade-level conversations. By paying closer attention to student strengths and weaknesses, we hope to challenge all students to do their very best. We continue to make strides in our social-emotional programming as well, developing our PBIS program and expanding the implementation of the Caring Schools Community program we adopted in 2017.

Berlin Memorial students participated during 2018 in the on-line version of MCAS 2.0. Our students, who have consistent access to technology and on-line testing environments, no longer seem to struggle with taking these tests in an on-line format. Students met or exceeded state-wide averages on these assessments. We were very pleased to note especially strong performance by our Third-Grade students, and strong results over-all in Math and Science.

Under the guidance of Steve Pusateri, the District Facilities Manager, and with the support of the Berlin Community, we continued to make upgrades to the physical plant here at Berlin Memorial. Security systems were updated, kitchen equipment was repaired, and exterior features of the building were enhanced. Perhaps the biggest single enhancement to our school was the installation of new playground equipment over the summer. Supported by capital articles approved at Town Meeting and fundraising by LINK, the BMS parents group, our students have play structures that are both challenging and safe!

Berlin Memorial School is extremely grateful for the tremendous community support we continue to receive on behalf of our children. We would like to acknowledge our superintendent, Jeff Zanghi, the Berlin School Committee, and partnerships with the Berlin Police and Fire Departments, Recreation Department, Highway Department, Board of Selectmen, Historical Society, and Worcester County Sheriff’s Department. We also wish to thank our dedicated SOAR Readers, School Council members and LINK, Inc. parent volunteers for the countless hours of support they have provided to us this past year.

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

Berlin Memorial Budget Summary

Description	FY17 Actual	FY18 Actual	FY19 Budget
School Committee	3,729	6,050	4,150
Superintendent	58,070	53,039	61,990
Finance and Business	50,682	52,286	59,597
Human Resources/Benefits	10,666	10,916	11,223
Legal Services	9,000	9,000	9,000
District-Wide Technology	32,151	32,593	35,284
Curriculum	26,866	27,500	28,181
Pupil Personnel Services / Sped	45,999	50,988	53,457
School Building Leadership	139,660	144,296	149,647
Building Technology	30,237	30,867	46,713
Teachers / Specialists	1,249,462	1,337,993	1,365,832
Instructional Coordinators / Team Leaders	45,600	22,250	22,900
Medical / Therapeutic Services	58,337	82,827	77,143
Substitutes	18,570	32,819	43,300
Paraprofessionals	176,329	185,353	205,537
Library / Media Center	59,477	63,357	68,070
Professional Development Leadership	653	483	903
Professional Development	16,140	15,483	20,375
Instructional Materials	10,660	1,984	9,800
Other Instructional Materials	949	1,123	1,100
Instructional Equipment	14,486	25,364	13,900
General Supplies	60,082	6,853	7,200
Instructional Services	-	-	500
Classroom Instructional Technology	52,736	10,968	23,900
Instructional Software	3,950	2,806	4,600
Testing and Assessment	-	130	1,600
Psychological Services	75,599	123,870	130,347
Medical / Health Services	55,564	58,819	62,051
Transportation Services	150,185	148,396	151,725
Food Services	15,505	15,000	15,500
Other Student Activities	900	800	1,150
Custodial Services	109,204	132,429	137,449
Heating of Building	30,071	25,892	30,800
Utilities	43,479	64,305	60,900
Maintenance of Grounds	2,571	3,618	4,182
Maintenance of Building	34,454	44,543	33,770
Building Security	641	334	2,040
Maintenance of Equipment	46,217	30,128	26,006
Networking and Telecommunications	33,140	7,908	12,800
Employee Retirement Contribution	23,358	-	-
Rental / Lease of Building	9,639	9,927	10,600
Building Improvements	9,890	4,560	4,651
Tuitions to Mass. Public Schools	4,683	-	-
Tuitions to Private Schools	-	39,215	-
Tuitions to Collaboratives	-	7,966	15,651
TOTAL	2,866,772	2,893,509	3,030,268
Year over Year increase		0.93%	4.73%
School Choice \$ to Reduce the Budget	103,500	95,000	111,030

Boylston Elementary Summary

Description	FY17 Actual	FY18 Actual	FY19 Budget
1110 - School Committee	2,864	5,912	4,200
1210 - Superintendent	58,164	52,932	61,740
1410 - Finance and Business	48,879	52,245	58,572
1420 - Human Resources/Benefits	10,666	10,916	11,223
1430 - Legal Services	12,000	12,000	12,000
1450 - District-Wide Technology	32,176	32,643	35,284
2110 - Curriculum	26,866	27,500	28,181
2111 - Pupil Personnel Services / Sped	44,676	48,364	50,472
2210 - School Building Leadership	134,915	137,780	142,098
2250 - Building Technology	32,529	26,584	43,013
2305 - Classroom Teachers	1,100,972	1,342,580	1,487,512
2310 - Specialist Teachers	208,135		
2315 - Instructional Coordinators / Team Leaders	45,100	22,000	21,500
2320 - Medical / Therapeutic Services	44,559	56,619	63,273
2325 - Substitutes	75,149	77,168	41,000
2330 - Paraprofessionals	200,556	158,583	218,348
2340 - Library / Media Center	43,511	37,269	39,634
2351 - Professional Development Leadership	818	333	1,003
2357 - Professional Development	19,438	15,570	20,850
2410 - Instructional Materials	14,819	7,005	4,736
2415 - Other Instructional Materials	947	1,423	1,600
2420 - Instructional Equipment	14,760	25,286	14,036
2430 - General Supplies	10,659	5,992	6,000
2440 - Instructional Services	-		500
2451 - Classroom Instructional Technology	16,093	30,778	3,000
2455 - Instructional Software	1,684	2,627	4,000
2720 - Testing and Assessment	274	40	1,550
2800 - Psychological Services	79,185	103,309	112,114
3200 - Medical / Health Services	83,609	86,150	86,784
3300 - Transportation Services	145,289	183,084	186,456
3400 - Food Services	-		
3520 - Other Student Activities	550	550	550
4110 - Custodial Services	103,783	113,902	116,408
4120 - Heating of Building	32,548	21,742	32,625
4130 - Utilities	55,956	46,795	55,750
4210 - Maintenance of Grounds	1,927	3,889	3,978
4220 - Maintenance of Building	22,200	44,651	14,210
4225 - Building Security	480	623	330
4230 - Maintenance of Equipment	13,673	16,037	17,127
4400 - Networking and Telecommunications	32,939	7,804	10,935
7200 - Rental / Lease of Building	3,779	-	
9100 - Tuitions to Mass. Public Schools	35,354	22,915	18,800
9300 - Tuitions to Private Schools	21,778	33,999	52,899
TOTAL	2,834,258	2,875,599	3,084,291

Note: FY17 Actuals include \$40,000 in add'l funding approved at Town Meeting in May 2017.

Tahanto Budget Summary

Description	FY17 Actual	FY18 Actual	FY19 Budget
1110 - School Committee	19,326	21,587	16,742
1210 - Superintendent	121,883	107,831	124,530
1410 - Finance and Business	134,680	143,190	157,532
1420 - Human Resources/Benefits	26,378	27,047	27,443
1430 - Legal Services	20,295	19,789	20,000
1435 - Legal Settlements		10,000	
1450 - District-Wide Technology	65,000	69,586	71,454
2110 - Curriculum	53,732	54,974	56,361
2111 - Pupil Personnel Services / Sped	94,485	93,933	102,454
2210 - School Building Leadership	325,265	322,704	338,976
2250 - Building Technology	56,919	51,565	79,325
2305 - Teachers / Specialists	2,635,094	2,702,530	2,876,902
2315 - Instructional Coordinators / Team Leaders	102,101	104,486	111,412
2320 - Medical / Therapeutic Services	8,721	9,390	12,350
2325 - Substitutes	102,713	57,226	79,000
2330 - Paraprofessionals	220,431	318,017	326,038
2340 - Library / Media Center	83,978	87,443	89,399
2351 - Professional Development Leadership	559	478	524
2357 - Professional Development	36,639	33,037	29,850
2410 - Instructional Materials	27,694	27,595	30,758
2411 - Textbooks	5,145	11,256	31,711
2415 - Other Instructional Materials	6,296	6,031	6,293
2420 - Instructional Equipment	20,908	18,448	19,376
2430 - General Supplies	11,201	10,683	10,200
2440 - Instructional Services	-	-	500
2451 - Classroom Instructional Technology	13,253	9,558	39,500
2455 - Instructional Software	7,066	-	5,500
2710 - Guidance	148,819	162,323	176,172
2720 - Testing And Assessment	3,185	170	2,500
2800 - Psychological Services	62,827	83,351	114,532
3200 - Medical / Health Services	85,757	87,648	90,561
3300 - Transportation Services	330,493	371,928	406,704
3510 - Food Services	112,799	128,064	128,791
3520 - Other Student Activities	28,292	34,447	32,682
4110 - Custodial Services	262,440	261,594	255,103
4120 - Heating of Building	42,162	51,593	56,000
4130 - Utilities	167,739	156,898	183,800
4210 - Maintenance of Grounds	33,063	27,676	43,760
4220 - Maintenance of Building	56,145	51,140	53,004
4225 - Building Security	1,385	615	1,581
4230 - Maintenance of Equipment	23,793	22,960	30,333
4400 - Networking and Telecommunications	9,841	17,332	16,500
5100 - Employee Retirement Contribution	101,762	111,699	122,776
5200 - Employee Insurance	1,148,754	1,152,795	1,198,000
5250 - Retiree Insurance	126,254	122,599	144,000
5260 - Non-Employee Insurance	109,413	92,498	97,700
5350 - Rental / Lease of Building	19,277	19,855	20,600
9110 - Tuitions, School Choice	126,109	119,472	90,000
9120 - Tuitions, Charter Schools	213,017	238,007	180,000
9300 - Tuitions to Private Schools	644,854	583,790	316,124
9400 - Tuitions to Collaboratives	87,999	112,556	132,127
TOTAL	8,145,944	8,329,395	8,557,480

School Choice Balances

Berlin Memorial

FY17 Beginning	\$318,091
Revenue	\$127,711
Expense	\$103,500
FY17 Ending Balance	\$342,302

FY18 Beginning	\$342,302
Revenue	\$82,756
Expense	\$95,000
FY18 Ending Balance	\$330,058

FY19 Beginning	\$330,058
Anticipated Revenue	\$77,953
Anticipated Expense	\$85,000
FY19 Proj'd Ending Balance	\$323,011

Boylston Elementary

FY17 Beginning	\$255,690
Revenue	\$112,874
Expense	\$91,400
FY17 Ending Balance	\$277,164

FY18 Beginning	\$277,164
Revenue	\$74,318
Expense	\$93,919
FY18 Ending Balance	\$257,563

FY19 Beginning	\$257,563
Anticipated Revenue	\$69,040
Anticipated Expense	\$143,000
FY19 Proj'd Ending Balance	\$183,603

Regional District (Tahanto)

FY17 Beginning	\$1,165,000
Revenue	\$536,805
Expense	\$589,666
FY17 Ending Balance	\$1,112,139

FY18 Beginning	\$1,112,139
Revenue	\$451,199
Expense	\$650,000
FY18 Ending Balance	\$913,338

FY19 Beginning	\$913,338
Anticipated Revenue	\$445,000
Anticipated Expense	\$650,000
FY19 Proj'd Ending Balance	\$708,338

Assabet Valley Enrollments

Assabet Valley

Berlin	22 Students
Boylston	28 Students

Berlin-Boylston Public Schools Preliminary Enrollment — October 1, 2018

Grade	BERLIN MEMORIAL SCHOOL		BOYLSTON ELEMENTARY SCHOOL		Elementary Total
	BMS Resident	BMS Choice	BES Resident	BES Choice	
Pre-K Regular Ed	14	1	0	0	15
Pre-K Special Ed	5	0	0	0	5
TOTAL	19	1	0	0	20
Kindergarten	18	4	39	0	60
First	29	0	40	3	72
Second	25	3	33	5	66
Third	30	3	47	2	82
Fourth	20	2	41	2	65
Fifth	26	3	48	5	82
SUBTOTAL	148	15	247	17	427
Combined (w/o preschool)	163		264		
Combined (w/preschool)	183		264		447
+Out of District	2		3		5
TOTAL (w/o preschool)	165		267		432
TOTAL (w/preschool)	185		267		452

TAHANTO REGIONAL PRESCHOOL				
Grade	Berlin	Boylston	Other	TOTAL
Pre-K Regular Ed	2	18	2	22
Pre-K Special Ed	0	12	0	12
TOTAL	2	30	2	34

TAHANTO REGIONAL MIDDLE / HIGH SCHOOL				
Grade	Berlin	Boylston	Choice	TOTAL
Sixth	27	51	7	85
Seventh	34	58	4	96
Eighth	19	57	13	89
SUBTOTAL	80	166	24	270
Ninth	21	43	13	77
Tenth	14	52	14	80
Eleventh	21	39	14	74
Twelfth	22	46	13	81
SUBTOTAL	78	180	54	312
SUBTOTAL	158	346	82	582
+Out of District	7	5	0	12
TOTAL	165	351	78	594

K-12 ENROLLMENT (w/o preschool)					
Berlin Memorial	Boylston Elementary	Tahanto Regional	Total	Out of District	Grand Total
163	264	582	1009	17	1026

K-12 ENROLLMENT (w/ preschool)					
Berlin Memorial	Boylston Elementary	Tahanto Regional	Total	Out of District	Grand Total
183	264	616	1063	17	1080

Berlin-Boylston Regional School District

Regional/Union #60 School Committee

Clifton LaPorte, Chair; Lorie Martiska; Angela Yildiz; James Spencer, Secretary, Keith Lewis; Susan Henry

Student MemberRyan Botsaris

District Treasurer Joseph Meichelbeck

Superintendent of Schools..... Jeffrey Zanghi

Executive Assistant Kristi Turgeon

Director of Financial Services Robert Conry

Assistant to Financial Director Cheryl Sharon

Payroll/Benefits Specialist Wendy Hebert

Facilities Manager Steve Pusateri

Director of Pupil Personnel Services Karen Molnar

Administrative Assistant Michelle Mancini

Director of Curriculum/Grants Carol Costello

District Technology Coordinator Paul Mara

Network Admin/Computer Tech. David McCarthy

Tahanto Regional Middle/High School Staff

PrincipalDiane Tucceri

Assistant PrincipalSally Stukuls

Secretary to Principal..... Jane Lavelle

Building Secretary..... Sue Boudreau

Guidance SecretaryBeth Esposito

Natalie Adams.....English/Language Arts

Kathleen AngiuloParaprofessional

Daniel Ashman Health, Family Consumer Sci.

Beth Barry..... Social Studies

Deb Blais..... Preschool Aide

Nicholas Boudreau.....Physical Education

Sadie Burzenski-Silva..... World Language

Rebakah Cocks Math

Marijah Comesana..... Social Studies

Lisa ConnorParaprofessional

Christopher Covino Science

Kathy DerderianSpecial Educator

Peter DohertyEnglish

Danielle Erle.....Paraprofessional

Richard Eiermann..... Technology/Engineering

Jannel Fitzpatrick.....SPED Team Coordinator

Jessica Gallagher Tutor

Jeremiah Gallant..... Choral/Music

Karla Galuska..... Science

Danielle Gardner.....English

Francene Gleason..... Math

Joel Goulet Math

Lizbeth Gustavson ELL & Subject Area

Matthew Hager.....Special Educator

Kristin Hope..... Humanities

Laura Hovey..... Science

Diane Jardin..... Science

Jennifer KellyParaprofessional

Mary KellyParaprofessional

Carol Klein-Mack..... Art

Eileen MacQueen..... Early Childhood

Linda Maresca..... Library

Alexis Maynard.....English

Jacqueline McEvillyParaprofessional

Patrick Minihan..... Social Studies

Jane Mutti World Language

Kim Noel-YoungParaprofessional

Stephen Pacheco Social Studies

Jeffrey Peer..... Instrumental Band

Travis PerrettTechnology

Gregory Picariello... Guidance

Matthew Porcaro.....Math/Athletic Director

Dara RicciParaprofessional

Danielle RinkerParaprofessional

Ilene Rodman..... Guidance

Lindsay Roumelis Art

Renee SavoieParaprofessional

Emily Sequeira..... Preschool Aide

Janet Sequeira.....Nurse

Lisa Sequeira Science

Laura Settle..... Science

Wendy ShepardSpecial Educator

Carol StarasParaprofessional

Richard Starsiak, Jr.English

Lisa Storey School Adjustment Counselor/Social Worker

Wesley Swenson..... Math

Susan TollesParaprofessional

Kimberly Trainor.....Psychologist

Nicholas Wiedeman French

Kimberly Wells-Dufresne.....Language Arts

William WhiteheadEnglish

Keith Wolosz Math

Tannis Woods Physics/Chemistry

Wendy WoodsParaprofessional

Barbara Zaleski Speech/Language Pathologist

Katherine Zywień-FollettSpecial Education

Cafeteria..... Maryellen Fryburg, Food Service Director;
Linda Sokolowski, Lead Cook; Karla Correia; Denise Hughson;
Lorry LaVigne; Tammy Shepard; Emily Wheeler; Julie Wheeler
Custodial..... Rony Augustine, Sean Kilcoyne, Richard Noel

Berlin-Boylston Regional and Union #60 School Committees

The mission of the Berlin Boylston Public Schools is to support and challenge all students to achieve personal and academic excellence in a student-centered environment.

During 2018 the Committees have focused their energies on the following areas:

Superintendent

The Committees engaged with our new Superintendent as he: a) implemented his entry plan, b) developed a five-year plan for the schools in conjunction with the leadership team, c) worked with the principals as they developed their individual schools' school improvement plans and d) developed his own performance goals.

Regonalization

The Committees worked with the Regionalization Subcommittee as the subcommittee: a) finalized its rationale for full regionalization, b) gained Committees support, c) developed a marketing plan for informing stakeholders about the regionalization articles and d) implemented the written information materials, forums and other presentations.

Governance

The Committees continued working with MASC on developing good governance approaches. Specifically, the Committees engaged in a process that resulted in the Committees developing goals for the Committees for the 2018-2019 school year. These goals will guide the

It would not be exaggeration to say that 2018 was the most exciting and satisfying year in several years for the Committees. We began the year with a new Superintendent who has brought with him a vision for our schools and a plan for implementing that vision. The Regionalization Subcommittee brought forth a vision and plan for becoming a K-12 Regional School District and then formulated and implemented an educational and marketing plan to persuade the stakeholders that this plan would make us a stronger school system. And finally, the Committees took on the task of developing a vision for our schools and developing goals for implementing and supporting that vision. Committees' work and will be evaluated as to progress and relevance throughout the school year.

None of these achievements, however, would have been possible without the hard work and generosity of many members of the communities of Berlin and Boylston. From the teachers, students, staff, administration and community members who met with our new Superintendent in the spring to talk about their hopes and dreams for our schools to the community members who volunteered on the Regionalization Subcommittee and worked tirelessly informing and advocating for full regionalization the schools of Berlin and Boylston the Committee is grateful.

Members of the Committees are also very proud of the progress our students and schools have made throughout 2018. There are far too many achievements and benchmarks to list here and we encourage you to read the individual school and administrator reports in your annual town report as well as look at our school and District websites for more information.

Annual Member Attendance

There were fourteen(14) posted Regional/Union #60 School Committee meetings held during the calendar year 2018. Member attendance is as follows:

E. Gault	Berlin	5	Resigned 5/18
S. Henry	Berlin	6	Appointed 6/18
C. LaPorte	Berlin	14	
K. Lewis	Boylston	7	Elected 5/18
M. Lozoraitis	Boylston	3	Term Expired 5/18
L. Martiska	Boylston	11	
J. Spencer	Boylston	11	
A. Yildiz	Berlin	14	

Please note that the statistics above do not include member attendance at other committee (i.e. Policy Subcommittee, Personnel), ad hoc committee (i.e. S.C.Goals), subcommittee (i.e.Regionalization) or other meetings (i.e. Regionalization Forums).

Respectfully submitted,
Clifton O LaPorte Jr, *Chair*

Superintendent of Schools

My first year as Superintendent in the Berlin-Boylston Public Schools has been my sincere pleasure. In a short period of time, we have already made several ground-breaking improvements to the education that the students need, and, more importantly, deserve as they move through our system. From my Entry Plan findings, to our Five-Year District Improvement Plan, to a vote by both towns to fully regionalize the districts is committed to providing and enhancing educational opportunities to all of our students. The dedication to excellence that the administration and staff bring each and every day is to be applauded and is simply unmatched.

At the beginning of my tenure as Superintendent, I began doing research for my Entry Plan, speaking with administrators, staff, students, parents and other community members to get a feel for the strengths of the districts as well as areas in need of improvement. I began compiling the data and using this information to inform the direction of the Five Year District Improvement Plan.

The Five Year District Improvement Plan (available for full review at www.bbrsd.org/Page/1196) is a comprehensive roadmap of changes and improvements that the Administrative Leadership Team plans to institute between 2018 and 2023. It was unanimously approved by all three school committees in the fall of 2018. The Plan includes four (4) major goals: strengthening student achievement by fully aligning curriculum in both elementary schools; building a robust performing arts program; incorporating a STEM curriculum in all schools; maintaining our comprehensive Pupil Personnel Service level by creating equity in classrooms and extracurricular activities; increasing our abilities to provide social-emotional support to all students; enhancing our use of technology including a long-range goal of having a 1:1 chrome book/student ratio; introducing virtual reality as a tool for learning in each school; creating a fiscally sound and responsible plan for budgeting while continuing to address the needs of the districts; ensuring that we offer competitive pay and benefits to retain highly qualified staff; and, developing a summary of the financial impact of the District Improvement Plan.

We look forward to the future as one, fully-regionalized school district. At both the Berlin and Boylston Town Meetings in May, voters overwhelmingly agreed to support this historical change. The concept of regionalization has been a topic on and off the table for nearly 30 years, and will come to fruition on July 1, 2019 when the district officially

begins as one. A special thank you goes out to the members of the Regionalization Subcommittee who held many public forums to spread the facts about how regionalization would benefit the students of Berlin and Boylston, and to address questions and concerns.

At Tahanto Regional Middle/High School, the Class of 2018 graduated 83 students, with 88% furthering their education at a 4-year, 2-year or trade school, 11% entered the work force and 1% begin serving their country in our Nation's Armed Forces. I was proud to be able to personally wish these fine young men and women well as they journey through life.

Additionally, the Berlin-Boylston Public Schools hired 25 new staff members, including teachers in world language, physical education and music, as well as paraprofessional aides, and support staff including a new custodian, cafeteria workers, and a library aide. We said goodbye to three (3) long-term teachers at Tahanto: Peter Maki (37 years); Irene Barry (37 years); and Neil Greenwald (31 years). We wish them the best of luck in retirement and as they enjoy this new phase of their life.

Enrollment remained even over the last year, with 1,047 students enrolled in 2017 and 1,046 enrolled in 2018. We do anticipate some small growth in enrollment in the coming years, and intend to maintain our commitment to providing all of our students with a quality education.

The Berlin-Boylston Public Schools do not educate our students without the continuous support and partnership of community leaders, advocates, town officials, police and fire departments, parents and citizens. We are extremely grateful to all of you.

In closing, 2018 was a banner year for our schools and professionally, for me as well. It is with excitement and enthusiasm that I head in to 2019, optimistic that our achievements in 2018 will carry forth the future of the educational system in these two great towns and provide a meaningful, well-rounded education to our future leaders. Thank you, again, for the opportunity to serve as your Superintendent of Schools.

Respectfully submitted,
Jeffrey Zanghi
Superintendent of Schools

Department of Pupil Personnel Services

Special Education

During the 2018 calendar year, the Special Education Department of the Berlin-Boylston Schools provided ongoing supportive services to approximately 198 active students this year and evaluated 70 new students throughout the course of the year. Students receive assistance based on individual needs in academics, speech and language therapy, occupational therapy, physical therapy, counseling, applied behavioral analysis and transition services. According to Department of Education data, in 2018 each school served 87% or more of all students with special education services in full or partial inclusion.

In 2018, the District(s) focused on increasing social emotional learning and supports for students. The schools were able to reinstate the psychologist to a full-time position in each of the elementary schools and add a part time social worker at Tahanto. Working with the Curriculum Director, teachers at the elementary level also began a formal school wide social emotional curriculum, *Caring School Communities*. The district(s) also expanded its Positive Behavioral Interventions and Supports (PBIS) to the middle and high school levels with the D.E.E.R program.

The Special Education department has worked with school principals and staff to incorporate the MA Tiered System of Support for all students. This has helped to reduce the percentage of students needing special education services, while supporting all students to be successful in the classroom. The percentage of students receiving special education services in each district is now leveling off, with numbers closer to the state average of 17.7 %. The intervention blocks have benefitted all students, and fewer students are requiring specialized instruction.

Students with Disabilities	2014	2015	2016	2017	2018
Berlin	25.5	21.5	17.7	15.7	15.8
Boylston	13.9	12.1	9.6	10.2	13.3
Region	19.1	17.6	16.5	17.2	17.7

Both Berlin and Boylston run integrated Pre-Kindergarten programs for three and four-year olds. Boylston's program is combined with the Tahanto child development program at the high school. The integrated programs bring together students with special needs and their peers from the community. If students are referred for special education services, they are screened and evaluated to determine if they may have a disability, and, if found eligible, they may begin receiving services at age three. Our Child Find Outreach services provide parents who have concerns about their child an opportunity to request a screening, and if needed an evaluation. Parents and caregivers are encouraged to contact

the Pupil Personnel Office at 508-869-2837 ext. 1106 to arrange a screening for their child.

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

English Learners (EL students)

The number of English Learners in our schools in 2018 has also decreased slightly in Berlin and Boylston after a few years of steady increases.

EL percentage	2014	2015	2016	2017	2018
Berlin	2	2.7	4.9	5.3	4.4
Boylston	1.6	2.4	3	2.7	2.7
Region	0.9	1.6	1.2	1.2	1.9

We have a rich variety of students in our schools who speak a native language other than English. A majority of our EL students were born in the US and their families speak languages other than English, so students often begin school already knowing some English. Current students' native languages include: Albanian, Arabic, Cambodian, Chinese, German, Italian, Japanese, Khmer Polish, Portuguese, Russian, Serbo-Croatian, Spanish, Tagalong, Telugu, Twi and Urdu.

This year we completed an equity survey with parents which asked if their child had ever been discriminated against at school based on "race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, creed, disability, veteran status, genetic information, English proficiency, homelessness or any other class protected by state or federal law." We were happy to have 92.9% of parents respond that their child had not been the subject of discrimination, but continue to strive for 100%.

School Nurses

Annual vision, hearing and postural screenings were completed in each school last year. Our nurses also finished the district health manual and provide health education in the schools. Tahanto's school nurse worked with guidance counselors to complete the Screening, Brief Intervention, and Referral to Treatment (SBIRT) screenings, which is a confidential, evidence-based tool to screen students for high-risk behaviors, including substance abuse. Staff worked with students who were at risk to help them find support and resources.

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

Director of Curriculum & Grants

It is an honor to submit my annual report as Director of Curriculum & Grants for the Berlin-Boylston Public Schools, and to share with you our progress-to-date as well as new initiatives. We continue our commitment to providing all students with a well-rounded education that includes the strengthening of critical and creative thinking skills, an appreciation of the arts, a respect for self and others including the diversity that exists among people, cultures and nations, a responsibility to the environment, and an understanding of citizenship that extends to the local community and beyond. To accomplish our goals, we must continue to provide the best educational experiences for our students and for the staff members who bring learning into the classroom.

The development of our District Improvement Plan by the administrative team this past summer, opened the doors to targeted goals over the next five years and specific action steps each year. Through the formulation of this plan, a revised elementary standards-based report card, training in curriculum, and the resurgence of enthusiasm and interest for the performing arts became a reality. In addition, our districts' have added three new coaching positions to each building in the areas of science, mathematics and English Language Arts. These coaches come from within our schools and their responsibilities include professional development planning, as well as building expertise to support teaching and learning. All nine of our teacher-leaders continue in their regular positions and have added this important work to their profile.

Community partnerships have been essential to our curriculum department. To date, we have hosted both a summer and fall Berlin-Boylston Crisis Team meeting in an effort to bridge communication and collaboration among school and district administrators with Berlin and Boylston Police and Fire Department officials. Our gatherings afford all stakeholders the opportunity to discuss, plan and share ideas and methods to improve the safety and well-being

of our students and staff, and to ensure that the most effective and efficient system for responding to emergency and crisis situations is in place. In addition, we are grateful to our safety departments for their willingness to provide education to our students and staff through programs, training, and classroom presentations.

Parent and Community Partnerships have also been at the heart of our efforts to connect students to the endless possibilities that will be afforded to them during and beyond their school years. To that end, we are grateful to the team from Thermo-Fisher Scientific and their liaison, Michael Reale, a parent from Boylston, who provided our fifth grade students with the second annual KNEX challenge in June, parents from our three schools who planned and coordinated our annual spring S.T.E.M. Night for elementary schools, and for alumni like Jennifer Flanagan (TAH '11) who reached out to our science coaches and teachers on her holiday visit home, to share her love of science as a doctoral candidate in chemistry at the University of Texas - Austin, and the possibility of developing a K-12 virtual outreach project called "Fun With Chemistry" at our schools.

Likewise, we are excited about the shared connection among our school and town librarians who have create a consortium during our professional development days to share resources and, as they did in November, pay a visit to the Boylston Historical Society and learn from Nancy Filgate about the community and opportunities for students to access research information to support the new 2018 History & Social Science Frameworks obligations. It has been a pleasure to serve in the capacity of Director of Curriculum & Grants for the Berlin-Boylston School System and to engage with an outstanding and supportive community on behalf of our students.

Respectfully submitted,
Carol L. Costello

Technology Coordinator

2018 saw additional improvements and initiatives as well as updates and refinements to existing equipment and procedures that occurred within the school districts as related to technology. The school districts fully participated in MCAS 2.0 testing in grades three through eight. In addition, Tahanto grade ten students also participated in two MCAS 2.0 trials, as soon all MCAS exams will be given in an on-line format. The technology department continued to provide additional training for staff to administer the exams and worked tirelessly so that the student testing environment would be as flawless as possible. Given the moving target that was MCAS 2.0, we commend Mr. McCarthy for his diligence in preparing each of our schools. Ms. Rowe, the technology integration specialist at the elementary schools worked with the students to make sure they were prepared to use the technology for this important exam. We are diligently preparing for round three of MCAS 2.0 as the procedures and requirements are constantly evolving.

During 2018 we continued our work with our Digital Learning Initiative. The Digital Learning Initiative is our attempt to put technology in the hands of all our students in a "just in time" model. To that end we have continued to implement chromebook cart technology for grades three through ten, iPads carts for grades kindergarten through second and access to laptops or labs for grades eleven and twelve. Moving forward we hope this will be a sustainable model for our district schools. In 2018 we were able to complete the hardware portion at Boylston Elementary and complete middle school grades six through eight at Tahanto Regional as well as begin the high school grades by adding carts to the Science and Math areas. We continue to utilize funds from multiple areas including grants, donations and annual budget line-items to complete this work.

Throughout 2018 we continued to expand our use of Google Apps for Education, now call G Suite both administratively and in the classroom. Throughout 2018 teachers were given multiple opportunities to gain professional development in Google Apps, both in-house and outside of the district. Over thirty teachers participated in workshops on technology working to improve their professional craft. Our students continue to receive training at the elementary level through their technology class each week and we continue to see

expanded use by our teachers and students utilizing Google Drive and Google Classroom in order to communicate and collaborate.

In 2018 we also continued the task of updating aging infrastructure throughout the three districts and Central Office. We upgraded security systems at both elementary schools. We upgraded the firewall at Tahanto Middle/High in order to improve data throughput. We are in the process of updating the server at Central Office. We have updated servers at the elementary schools in order to provide virtualization of server functions. We have improved the Internet bandwidth at all three schools. We replaced outdated teacher laptops at Boylston Elementary and are in the process of doing the same at Tahanto.

Throughout 2018 we continued to make improvements and refinements to key areas. Throughout the Spring, Summer and Fall we worked on re-designing our elementary standards-based report cards to reflect the on-going changes to standards and curriculum. We continue to expand our use of technology in two of our main curriculum purchases, Reading Wonders and Envisions Math as well as moving to a digital version of our K-5 AIMSweb testing. In 2018 we continued to replace outdated SmartBoards with interactive projectors. We continue to improve our web presence in order to keep our students, parents and community members informed of the happenings of the Berlin-Boylston Public Schools. Late in the Fall of 2018 we were able to establish a partnership with Assabet Valley Technical High School to provide a student intern who provided additional technology hardware support for the districts. This is a partnership we hope will continue throughout the coming years.

As usual this report was not meant to be all inclusive, rather a highlight of the major areas we have worked on in 2018. We thank our two communities for their continued support as we move technology forward in the Berlin, Boylston and Berlin-Boylston school districts.

Respectfully submitted,
Paul Mara
District Technology Coordinator

Director of Financial Services

Organizational Update

Berlin-Boylston Public Schools is currently comprised of three separate school districts. Each school has a separate budget, and funds are not commingled or shared across districts. The separate districts will continue into FY19, but beginning in FY20 (July 1, 2019), the three districts will consolidate into a single pre-K to grade 12 regional school district. This organizational change was approved at the 2018 Town Meetings in Berlin and Boylston. Following is a summary of each budget.

Berlin Memorial School: The FY19 budget increased by 4.6% vs. FY18 from \$2,896,337 to \$3,030,268. Major drivers of the increase included the addition of two paraprofessional staff at an annual cost of \$48,000; a \$33,000 increase in Specialist salaries (Math and Reading) in the general fund, in significant part due to a reduction in available grant funds to defray these costs; and a staffing restructuring of the School Psychologist and Special Education Coordinator role that added \$21,000 to the budget.

Boylston Elementary School: The FY19 budget increased by 7.2% vs. FY18 from \$2,876,374 to \$3,084,291. While this may seem like a significant increase, following are a couple pieces of information to put this increase in context: 1) Even with this significant increase, the school's 5 year average annual budget growth rate from FY14 - FY19 is 1.35%; 2) The Boylston Elementary School was in the bottom 7% of the state of Massachusetts in FY17 in Per Pupil Expenditures per a report published by the MA Department of Elementary and Secondary Education. The district administration appreciates the support of town officials and taxpayers in

helping shore up some funding needs to restore the budget to a level that will meet the ongoing needs of students at Boylston Elementary.

There were some investments in staff that were the primary drivers of the increase. The school's Bridges Program commenced in FY19, and to run this program, a Severe Needs Special Education Teacher, and a paraprofessional were added to the budget. In addition, based on enrollment levels and increasing class sizes, a classroom teacher was added in first grade. The building principal and district administration will continue to monitor enrollments in the coming years, as new housing developments may impact future classroom enrollment.

Tahanto Regional Middle/High School: The FY19 budget increased by 2.6% vs. FY18 from \$8,337,821 to \$8,557,480. The primary drivers of this increase are contractual increases for teacher salaries, and the addition of 0.8 FTE for a School Social Worker. An additional factor was a reduction in the use of school choice reserves by \$91,000; with this reduction the district is still budgeting to spend down school choice by reserves by approximately \$200,000, as it will be offsetting its expense budget with \$650,000 in school choice funds, while bringing in \$450,000 in revenue related to the school choice students. The district is planning to continue to reduce the reliance on these funds over the coming years with a goal of balancing the school choice revenues and expenses so reserve levels are not spent down too much further.

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

Tahanto Regional Middle/High School

In 2018 Tahanto continued its mission to support and challenge students in achieving personal and academic excellence in a safe, collaborative, and student-centered environment. Tahanto welcomed 596 students across grades 6-12. New faculty and staff members included Nick Boudreau, Karla Correia, Jessica Gallagher, Renee Savoie, Julie Wheeler and Nick Wiedeman.

There were 28 recipients of the Abigail Adams Scholarship in the Class of 2019. These students receive free tuition at Massachusetts State Colleges and Universities. Tahanto had one student named a Commended Student in the 2019 National Merit Scholarship Program.

The Superintendent's Award for academic excellence went to John Allen of Boylston and the Principal's Award for outstanding leadership went to Kevin Bellino of Boylston. Eighty-eight percent of 2018 graduates are attending college, eleven percent entered the workforce and one percent entered the military.

The importance of providing learning opportunities beyond the classroom continued in April 2018, as Mr. Peer took 8 high school students to China for an 8 -day trip to experience the life and culture of this ancient country. They toured Beijing and Shanghai as well as visited Tahanto's sister school, the Fudan Experimental School. Students were immersed in the Chinese lifestyle and were able to gain an understanding of life as a Chinese student. The trip was a great success and the students enriched their lives with experiences that they will cherish all their lives.

Irene Barry led an educational language and culture trip to Quebec City. This included a scenic ferry trip into the City, visits to nearby snow park, museums, restaurants and a visit to a school where students learned a local sport called Kin-Ball. This was a wonderful opportunity for Tahanto students to experience another culture.

The girls' soccer team won the Mid-Wach E Girls Soccer League Championship and the Cross-County Boys team won the Mid-Wach E Boys Cross Country League Championship. National Signing Day was 11/14/18 and Abigail Grady committed to play Division I soccer at Colgate University.

As part of our new five -year District Improvement Plan, Tahanto's Drama Club has become active again and had its inaugural performance "A Seussified Christmas Carol" in December. Thirty- four students participated in the play as cast and crew members. Faculty and staff also lent a helping hand with set design, play rehearsal, sound and lights.

Social and emotional learning continued to be a focus of the learning environment at Tahanto in 2018. In June of

2018 Tahanto received a grant from the George & Sybil Fuller Foundation to join the SHINE Initiative, a Central Massachusetts-based non-profit dedicated to combating and destigmatizing mental health conditions in children, teens and young adults. The goal is to promote mental health and wellness at Tahanto through a series of varied programs. Among the events planned at Tahanto are a series of classroom conversations with students about causes, signs and symptoms of mental illness, how to ask for help, and how to be supportive caregivers. Students have formed a Student Wellness Advisory Team - known as SWAT in both the middle and high school levels. The mission of these clubs are to empower young people to address stigma by developing in -school activities and awareness campaigns that also promote self-care, positive coping mechanisms, and improved wellness.

Tahanto held a "Refresh Day" for all high school students this fall. In lieu of academic classes on this half-day, students attended four 45-minute workshops that they selected from 28 offerings. Offerings addressed a wide variety of student interest such as Aromatherapy, Pilates, Drumming Circles, Adult coloring, Pet Therapy and Nature Walks. Offerings were presented by school personnel and community partners such as MindSetGo and Dragonfly Wellness Center. Feedback from the students and faculty was overwhelmingly positive. Plans for a middle school Refresh Day are in the works for the Spring.

The New England Association of Schools and Colleges at its October meeting reviewed the Two-Year Progress Report of Tahanto Regional Middle/High School and continued our school's accreditation. The Committee was pleased of our progress, specifically the inclusion of the school-wide learning expectations into course content rubrics, the monitoring of the alignment of the written and taught curriculum through observations and use of Atlas, the use of the teacher evaluation process to ensure students are engaged in higher order thinking and problem-solving and the professional development provided on the targeted needs of the school.

Through continued support from the communities of Berlin and Boylston, Tahanto continues to provide its students with a challenging and supportive learning environment. All of us at Tahanto want to thank the communities, parents and students for their ongoing support.

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

2018-2019 Berlin Teachers' Salary Schedule (FY19)

Professional Experience	B	B+15	M/B+36*	M+15	M+30	M+45	M+60
0	\$50,051	\$51,342	\$52,632	\$54,750	\$56,852	\$58,840	\$60,899
1	\$52,136	\$53,442	\$54,750	\$56,852	\$58,970	\$61,034	\$63,172
2	\$54,216	\$55,534	\$56,852	\$58,970	\$61,060	\$63,197	\$65,412
3	\$56,534	\$57,828	\$59,125	\$61,197	\$63,263	\$65,475	\$67,766
4	\$58,564	\$60,221	\$61,880	\$63,936	\$65,993	\$68,301	\$70,692
5	\$60,609	\$62,619	\$64,624	\$66,695	\$68,753	\$71,159	\$73,650
6	\$63,332	\$65,699	\$68,070	\$70,137	\$72,198	\$74,720	\$77,334
7	\$65,388	\$68,097	\$70,807	\$72,877	\$74,949	\$77,569	\$80,285
8	\$67,416	\$70,489	\$73,562	\$75,633	\$77,681	\$80,399	\$83,215
9	\$69,458	\$72,888	\$76,318	\$78,376	\$81,130	\$83,967	\$86,911
10	\$71,510	\$75,291	\$79,073	\$81,818	\$84,561	\$87,522	\$90,586
11	\$73,548	\$78,021	\$82,493	\$85,258	\$87,999	\$91,079	\$94,266
11+	\$74,283	\$78,801	\$83,316	\$86,109	\$88,878	\$91,989	\$95,209

2018-2019 Boylston Teachers' Salary Schedule (FY19)

Professional Experience	B	M	M+15	M+30	M+45
0	\$45,490	\$48,393	\$50,129	\$51,876	\$53,612
1	\$47,518	\$50,427	\$52,163	\$53,904	\$55,644
2	\$49,544	\$52,449	\$54,199	\$55,933	\$57,678
3	\$52,449	\$55,352	\$57,090	\$58,840	\$60,582
4	\$55,136	\$58,496	\$60,307	\$62,134	\$63,971
5	\$57,274	\$60,925	\$62,745	\$64,587	\$66,412
6	\$60,271	\$64,587	\$66,413	\$68,271	\$70,111
7	\$62,426	\$67,039	\$68,878	\$70,735	\$72,557
8	\$64,587	\$69,509	\$71,341	\$73,183	\$75,041
9	\$66,413	\$71,954	\$73,801	\$76,196	\$78,728
10	\$68,579	\$74,431	\$76,872	\$79,326	\$81,807
11	\$72,090	\$78,986	\$81,488	\$83,995	\$86,507

2018-2019 Tahanto Teachers' Salary Schedule (FY19)

Professional Experience	Bachelor's	Master's	Master's+15	Master's+30	Master's+45	Master's+60 PhD
0	\$48,363	\$50,838	\$52,087	\$54,570	\$55,865	\$56,704
1	\$50,220	\$52,703	\$53,955	\$56,432	\$57,726	\$58,592
2	\$52,087	\$54,570	\$55,801	\$58,279	\$59,576	\$60,470
3	\$55,801	\$58,278	\$59,528	\$62,019	\$63,394	\$64,345
4	\$57,663	\$60,772	\$62,018	\$64,499	\$65,987	\$66,977
5	\$59,528	\$63,065	\$64,499	\$66,977	\$68,274	\$69,299
6	\$63,253	\$66,977	\$68,221	\$70,712	\$72,008	\$73,087
7	\$65,109	\$69,464	\$70,712	\$73,183	\$74,479	\$75,596
8	\$66,977	\$71,936	\$73,183	\$75,671	\$76,977	\$78,131
9	\$70,501	\$74,426	\$75,671	\$78,775	\$80,070	\$81,271
10	n/a	\$76,902	\$78,775	\$81,874	\$83,171	\$84,419
11	n/a	\$80,569	\$83,099	\$86,242	\$87,585	\$88,899

Collector of Taxes

FY2018 was the last year of an amazing career for former Tax Collector Richard Sardell, CMMC. He consistently kept the past due amounts extremely low, and contributed many years to the Capital Planning Committee in its earlier days. When I took over the reigns as the Appointed Tax Collector, an audit was required by state law to verify the Schedule of Collector's Receivables as of the end of FY2018. Their results are as follows:

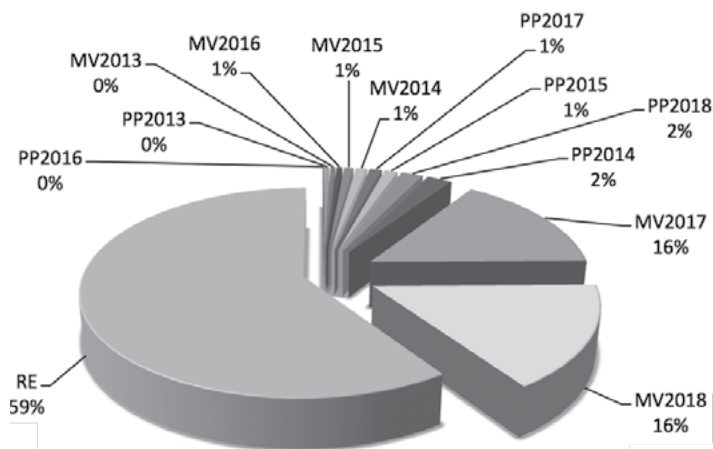
Receivable Type	Year	Outstanding Balance
Real Estate Taxes	2018	\$154,014.31

Personal Property Taxes	2013	1,015.52
Personal Property Taxes	2014	5,519.38
Personal Property Taxes	2015	2,873.78
Personal Property Taxes	2016	321.18
Personal Property Taxes	2017	2,663.74
Personal Property Taxes	2018	4,856.98
Sub-total Personal Property Taxes		17,250.58

Motor Vehicle Taxes	2013	1,027.71
Motor Vehicle Taxes	2014	2,509.38
Motor Vehicle Taxes	2015	2,076.35
Motor Vehicle Taxes	2016	1,263.14
Motor Vehicle Taxes	2017	4,010.45
Motor Vehicle Taxes	2018	40,793.05
Sub-total Motor Vehicle Taxes		51,680.08

Tax Collector's Accounts Receivable		\$222,944.97
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% of Uncollected by Category and Year



The above receivables as of 6/30/2018 were passed over to me and are now covered by a separate bond immediately purchased upon completion of the audit. A separate bond has been purchased to cover new FY2019 taxes committed to me by the Assessors. Since I am currently the elected Treasurer, performing both jobs, hiring an Assistant Tax Collector and Assistant Treasurer has given the town a year to set up what will be a single department under an appointed Treasurer/Collector in FY2020. Adding two part-time assistants and cross training them, I was immediately able to open up 5 days a week for tax collection because of the Assistant Collector, starting at 7 a.m. and closing at 1 p.m. Monday/Wednesday and Friday. My Assistant Treasurer is cross trained in Tax Collection and we both cover the office on Tuesday and Thursday from 7 a.m. until 2:30 p.m. During heavy payment periods, we will be open one night per week. These hours will be posted on our website.

If you are elderly, disabled or a veteran and are financially having problems paying your tax bills please contact the Assessors, Veteran's Agent or myself for assistance information that you may be qualified for. There is also a Senior and Veteran Work Off program that may help as well.

Respectfully Submitted,
 Dennis Fearebay, *Collector of Taxes*
 Brien Devaney, *Assistant Tax Collector*
 Stephen Price, *CMMC, CMMT, Assistant Treasurer*

Treasurer

Cash Flow

Cash flow in FY2018 continued to be excellent. Tax Collections were as good as they always were under the guidance of former Collector Richard Sardell (now retired.) No borrowing was required, internally or short-term in the market, to cover cash shortages. We continue (along with a shrinking number of communities) to bill our real estate and personnel property taxes semi-annually (twice a year). This method takes in large amounts of cash in October/November and April/May. The third influx of large amounts of cash is in the early spring (February/March) when the Registry of Motor Vehicles generates the annual automobile excise tax file. Subsequent excise tax bills from the Registry continue bi-monthly, generating a steady but reliable flow of funds every couple months.

The Commonwealth of MA changed their procedure for distributing Cherry Sheet funds from quarterly to monthly a couple years back. The policy change has helped all communities with cash flow. Berlin now has cash coming in each month in the \$58,000 range, helping to keep the coffers full. Our meal tax income has been tracking at approximately \$14,000 per quarter, an amount that will continue to rise as a few more restaurants open at Highland Commons and Riverbridge. Revenue of a 6% room tax from the hotel at Riverbridge will be heading our way in early 2019.

The discussion of quarterly billing to help cash flow rears its head up from time to time. Communities that invoice quarterly (majority in the state) claim cash flow is better, but in our case it would only be true if the tax rate was routinely set in November or later (that has happened only

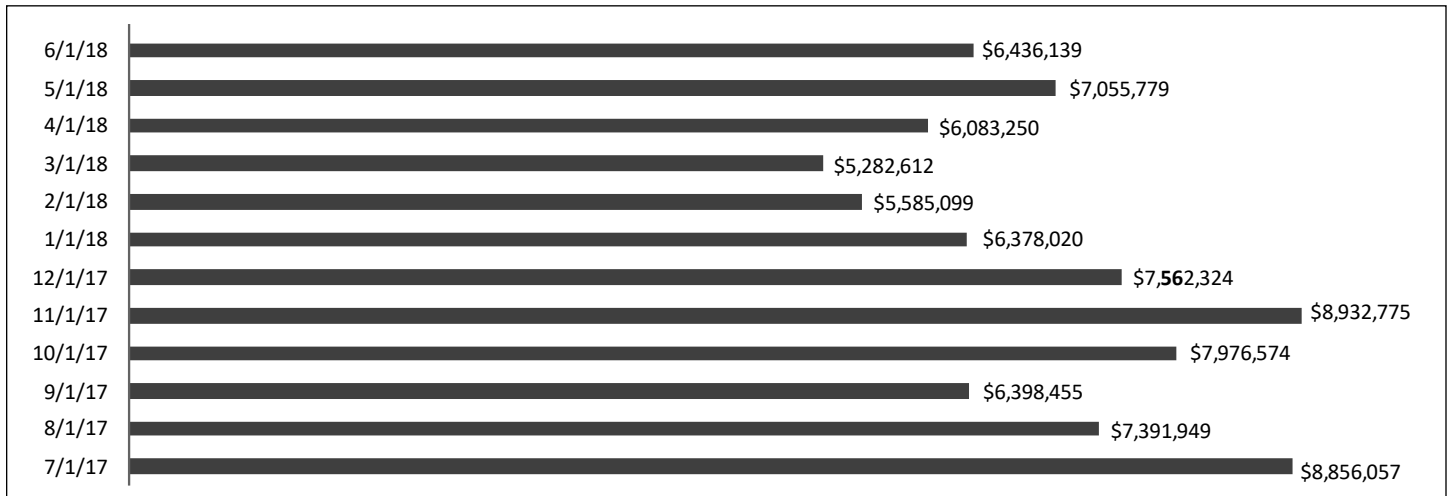
one time that I am aware of.) The option to invoice quarterly has some good points, including smaller payments for the taxpayer (1/4 vs. 1/2), and would allow the Assessors and Selectmen more time to set the tax rate. (That is because the first two quarterly tax bills are based on the prior year's tax rate and bills don't have to be delayed until tax rates are set. The first bills go out earlier in the fiscal year instead of the October 1 for semi-annual taxes. The Assessors, Accountant and Selectmen are always under tremendous pressure with semi-annual billing to pull the tax rates together in order to meet an October 1 mailing deadline.

The following four pages are the official "Proof of Cash" for FY2018 (pages 94-97). This is used for the monthly cash tie out with the Accountant, and the months of June (last month of a fiscal year) and July (first month of the following fiscal year) are much of the basis for the auditors during the annual audit of cash.

Investments

The town continued to receive routinely flat returns from investments early in FY2018, but in early calendar year 2018 I saw a steady increase in interest our funds were generating. I anticipate this trend to continue upwards over the next few years as a result of the president's financial policies and the current overall strength of the economy. The town continues to strictly honor the requirements of the Commonwealth of Massachusetts that requires municipal Treasurers to put safety first, liquidity second and return on investment third. We are limited to specific investment in a handful of stocks for our trust funds but not a vehicle I chose to use.

Total Cash Balance by Month for FY2018



One positive sign is the rate increase I am watching at the MMDT, an investment trust set up by the Commonwealth of Massachusetts. The Trust pools funds from municipalities across the state and invests them in fairly conservative ways. Prior to the recent recession the MMDT usually generated higher returns than most banks did. The MMDT is beginning to track higher again, a very positive sign, and the banks will have to follow that trend. It is ironic that this investment vehicle is sponsored by the state, because the fund(s) are not guaranteed or insured like funds we invest in banks. Municipalities are still not able to legally invest in Credit Unions, or any banks that are not registered to do banking in the state with some sort of legal address/location.

Now that interest rates are rising, I will re-activate the Investment Advisory Committee to review our investment policies, investment vehicles and rates of return. Many towns and cities use investment firms, and are once again placing funds in passbook accounts. (The Municipal Modernization Act now allows passbook investments up to three years instead of one. (One year was the law when I first became Treasurer.) I continue to require all banks we invest funds with to remain "Green" with our Veribank rating service and have no negative news coverage regarding possible fraud or mismanagement. Banks we currently have funds invested in are: Avidia Bank, Century Bank, Belmont Savings Bank, UniBank (our on-line payment provider and Financial Advisor) and Fidelity Bank of Leominster/Fitchburg. I will most likely shift bank funds back into the MMDT if they continue to out-perform the banks. Clinton Savings Bank remains our official town bank, and handles all the electronic support required for multi-bank wire support required by our payroll direct deposits, check processing and for our ever increasing volume of payable checks and daily deposits. Bottom line is that it appears investment returns in the near future will climb high enough so that investment funds generated are an important source for planning our annual budgets, something it has not been in recent years!

Payroll

Harpers Payroll continues to be our payroll provider and is still doing a great job. There were not many payroll law

changes this year generating internal projects or requiring additional staff training. The town is exempt from the new sick pay law for part time employees, choosing not to support it. The Town is also exempt but continues to support the Massachusetts minimum wage law, and continues to increase the annual minimum wage amounts that primarily affect library pages and senior/veteran work off employees. Harpers does continue having a problem tracking and reporting employee vacation, sick pay and personal day balances that are printed on their pay stubs. Tracking for ACA ("OBAMACARE") remains a challenge for all involved, but the four reports must legally go out on time and are subject to fines for every error found on their reports. MIIA/BCBS, our medical and dental provider, provide two of the reports, while Harpers Payroll generate the other two.

Borrowing

Part of the town's recent borrowing strategy was to start and complete the new Highway Barn while putting off the borrowing and debt payment until the final payment of the Public Safety/Town hall building was done in FY19. To accomplish that goal, the town took advantage of one of the new rules provided by the Municipal Modernization Act. This rule allows municipalities to do temporary borrowing (Bond Anticipation Note known as BANS) for up to ten years. This method requires interest payments to begin the first year, and in the third year debt payment equivalent to the principal (if we had done a permanent borrowing) must be made. The first payment we make in FY2020 will be somewhat higher due to delayed interest fees, but much of that can be covered by the balance of the premium left over after being used to pay borrowing costs.

In FY2018 we made our interest payment for the temp BAN on the amount required to pay for the highway barn and the ladder truck. In FY2019 we will do a permanent borrowing for the highway barn with a beginning debt/interest payment in FY2020 at which time we will split the ladder truck out into a separate BAN. The ladder truck is being paid back in a 5 year period. The highway barn will be for 20 years. The Highway Barn is being borrowed as a debt exclusion, and the ladder truck is being paid out of excess levy capacity.

During this fiscal year we had the following excludable debt:

Ballot Vote Date	Purpose	Date	Temp or Perm	Excludable	Reim. Adj.*	Net Excl. Debt
1/30/1999	Public Safety Bldg.	11/15/1999	P	181,500	1,684	\$179,816
5/10/2010	Tahanto Regional School	08/15/2012	P	555,276	5,633	\$549,643
5/09/2016	Highway Barn	11/01/2016	T	17,800	0	\$17,800
5/09/2017	Highway Barn	05/12/2017	T	10,292	0	\$10,292

	7/31/17 FY18	8/31/17 FY18	9/30/17 FY18	10/31/17 FY18
BEGINNING CASH BALANCE	\$10,300,571.95	\$8,856,056.59	\$7,391,949.14	\$6,398,455.27
+monthly cash receipts	\$672,989.40	\$553,927.21	\$223,167.64	\$2,385,241.17
-expenses	\$(1,826,243.04)	\$(2,015,365.90)	\$(1,226,085.04)	\$(951,939.95)
-refunds paid	\$(293,196.72)	\$(2,740.12)	\$(1,738.12)	\$(1,662.93)
-outstanding deposits	\$-	\$-	\$-	\$(26.00)
+prev. mo. O.S. deposits	\$-	\$-	\$-	\$-
-returned checks	\$(190.00)	\$(237.50)	\$-	\$(99.00)
-adjustments	\$2,125.00	\$308.86	\$11,161.65	\$146,605.00
Ending Cash Balance	\$8,856,056.59	\$7,391,949.14	\$6,398,455.27	\$7,976,573.56

STATEMENT BALANCES				
Depository (CSB) -88296	\$14,618.52	\$11,291.50	\$10,757.47	\$156,355.89
Investment Sweep (CSB) -9377	\$-	\$-	\$-	\$-
Rescue Squad (CSB) -9387	\$8,974.75	\$17,520.66	\$13,238.62	\$28,550.75
School Lunch (CSB) -5912	\$1,100.02	\$2,413.67	\$1,774.01	\$1,362.76
Student Activity (CSB) -0556	\$7,978.67	\$7,979.01	\$7,979.34	\$5,541.14
Stabilization Fund Acct (Avidia) -5200	\$168,409.37	\$168,445.13	\$168,479.75	\$168,515.53
Stabilization Fund Acct (Belmont Savings) -2412	\$198,131.82	\$198,241.23	\$198,347.17	\$198,456.70
Stabilization Fund Acct (Century Bank) -6126	\$216,872.28	\$216,918.33	\$216,964.38	\$217,008.97
Stabilization Fund Acct (CSB) -3596	\$145,349.63	\$145,392.84	\$145,434.67	\$145,477.91
Stabilization Fund Acct (Fidelity Bank) -1950	\$-	\$-	\$-	\$-
Stabilization Fund Acct (MMDT) -441	\$-	\$-	\$-	\$-
Treasurer's Account (Avidia) -8100	\$45,916.18	\$46,910.27	\$46,916.06	\$46,922.03
Treasurer's Account (Belmont Savings) -3034	\$1,202,982.81	\$553,612.38	\$553,908.22	\$554,214.09
Treasure's Account (CSB) -3562	\$6,963.74	\$694,209.78	\$24,376.72	\$2,728.39
Treasurer's Account (Century) -1820	\$1,351,800.94	\$952,060.57	\$952,262.72	\$952,458.39
Treasurer's Account (Fidelity Bank) -1970	\$20,209.14	\$20,216.01	\$20,222.66	\$20,229.53
Treasurer's Account (MMDT) -2164	\$56,736.11	\$56,848.67	\$56,909.83	\$56,973.68
UniBank Treasurers Account -8864	\$58,445.48	\$65,064.38	\$4,294.65	\$188,092.61
UniBank-Online Payment -5446	\$0.30	\$0.34	\$0.35	\$1.19
UniBank-TownClerk Online Payment -1663	\$0.02	\$0.02	\$0.02	\$0.02
UniBank-Berlin Memorial School -9743	\$0.05	\$0.05	\$0.08	\$0.12
UniBank -Online Permitting -4748	\$0.04	\$0.05	\$0.06	\$0.09
UniBank-Online BOH Payments-new 3/30/2015 -4748	\$0.01	\$0.01	\$0.01	\$0.01
UniBank -Online Fire Permitting - XX2898 New 12/31/16	\$0.03	\$0.03	\$0.03	\$0.03
Highway Barn Borrowing Fund New August 2016 (CSB) -1011	\$2,844,885.01	\$2,158,886.52	\$2,159,507.66	\$2,160,149.69
FireTruck Borrowing Fund new August 2016 (CSB) -1003	\$305,658.29	\$85.01	\$85.01	\$85.01

AGENCY ACCOUNTS				
Berlin Farms - Cermak (CSB) -7706	\$752.18	\$752.21	\$752.24	\$752.27
Berlin Villiage (Avidia) -8000	\$121.57	\$121.59	\$121.60	\$121.62
Capes of Berlin(CSB) -7918 New March 2017	\$3,500.70	\$3,500.85	\$3,500.99	\$3,501.14
Farm Lane Rhodes (Avidia) -7800	\$190.24	\$190.26	\$190.28	\$190.31
Green Acres (CSB) -7892	\$403.27	\$403.29	\$403.31	\$403.33
GrowingRoomPB (CSB) -1768	\$3,188.34	\$3,188.48	\$3,188.61	\$3,188.75
Hamlin - Summer Road (CSB) -0886	\$1,032.23	\$1,032.27	\$1,032.31	\$1,032.35
Highland Common Traffic (CSB) -3661	\$17,705.07	\$16,057.18	\$16,059.16	\$16,061.21
Highland Commons(Avidia) -0000	\$57.67	\$57.67	\$57.68	\$57.69
HighlandFireDetail (CSB) -3588	\$-	\$-	\$-	\$-
Indian Rock-(Avidia) -5300	\$1,991.05	\$1,991.30	\$1,991.55	\$1,991.80
Kendall Homes (Avidia)-Pleasant -5400	\$73.62	\$73.63	\$73.64	\$73.65
Northbrook Villiage II (CSB) -4860	\$5,016.73	\$5,016.94	\$5,017.15	\$5,017.36
Plastridge Sawyer Hill (CSB)New April 2017	\$5,468.29	\$5,468.99	\$5,469.66	\$5,470.36
River Run ZBA (CSB) -7936	\$5,514.69	\$5,514.92	\$5,515.15	\$5,515.38
River Run "B" (CSB) -0894	\$1,205.07	\$1,205.12	\$1,205.17	\$1,205.22
Whitney Road (Avidia) -0200	\$2,211.10	\$2,211.38	\$2,211.65	\$2,211.94

11/30/17 FY18	12/31/17 FY18	1/31/18 FY18	2/28/17 FY18	3/31/18 FY18	4/30/18 FY18	5/31/18 FY18	6/30/18 FY18
\$7,976,573.56	\$8,932,775.45	\$7,562,324.23	\$6,378,019.95	\$5,585,099.38	\$5,282,611.96	\$6,083,258.87	\$7,055,778.60
\$3,027,421.76	\$234,882.08	\$813,973.42	\$258,270.60	\$1,033,953.31	\$2,012,795.60	\$2,625,819.28	\$714,472.68
\$(1,913,695.79)	\$(1,604,664.46)	\$(1,875,302.82)	\$(1,042,508.19)	\$(1,460,507.42)	\$(1,208,323.82)	\$(1,638,193.18)	\$(1,326,354.33)
\$(3,694.38)	\$-	\$(766.14)	\$(212.95)	\$(1,524.17)	\$(1,124.37)	\$(12,244.36)	\$(4,915.49)
\$26.00	\$(335.60)	\$335.60	\$-	\$-	\$-	\$-	\$-
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$(6,863.67)	\$-	\$(4,296.78)	\$(155.00)	\$(980.00)	\$(2,700.50)	\$(6,103.01)	\$-
\$(146,992.03)	\$(333.24)	\$(118,247.56)	\$(8,315.03)	\$126,570.86	\$-	\$3,241.00	\$(2,842.00)
\$8,932,775.45	\$7,562,324.23	\$6,378,019.95	\$5,585,099.38	\$5,282,611.96	\$6,083,258.87	\$7,055,778.60	\$6,436,139.46

\$4,534.75	\$10,975.53	\$3.19	\$3,279.56	\$8,932.29	\$110,151.41	\$45,073.40	\$4,335.83
\$1,453,620.63	\$636,839.59	\$727,429.49	\$1,185,797.95	\$816,755.78	\$2,157,405.57	\$1,002,368.10	\$524,902.03
\$34,177.52	\$41,181.93	\$48,561.01	\$5,403.52	\$19,340.83	\$24,576.92	\$35,804.92	\$1,267.40
\$3,882.02	\$6,519.21	\$8,531.14	\$2,271.93	\$4,597.91	\$6,759.62	\$9,315.82	\$1,001.13
\$5,631.37	\$6,607.69	\$6,607.97	\$6,608.22	\$6,608.75	\$6,609.29	\$5,436.46	\$8,208.12
\$168,550.16	\$168,585.95	\$168,621.75	\$168,654.09	\$168,699.15	\$168,747.68	\$168,797.85	\$168,846.42
\$198,562.75	\$198,672.40	\$198,782.11	\$198,881.25	\$198,991.07	\$199,097.41	\$199,202.71	\$199,300.97
\$217,053.56	\$217,099.64	\$217,145.74	\$217,187.38	\$217,342.09	\$217,514.78	\$217,699.51	\$217,884.41
\$145,519.77	\$145,563.03	\$145,606.31	\$395,686.17	\$395,847.73	\$396,010.44	\$396,178.64	\$396,341.49
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$849,219.30	\$849,471.91	\$849,724.46	\$249,939.75	\$250,006.53	\$250,099.01	\$980,203.62	\$1,081,133.57
\$1,054,545.87	\$1,055,128.20	\$405,363.50	\$405,565.68	\$405,789.64	\$406,006.49	\$1,006,221.23	\$1,154,384.25
\$2,728.50	\$3,613.65	\$5,613.85	\$12,815.44	\$12,818.50	\$12,821.66	\$12,824.93	\$65,545.73
\$1,452,667.80	\$1,452,976.24	\$1,453,284.75	\$753,462.09	\$753,952.36	\$754,551.39	\$1,485,252.24	\$1,486,513.69
\$20,236.18	\$20,243.06	\$20,249.94	\$20,256.15	\$20,263.03	\$20,269.69	\$20,276.58	\$20,283.25
\$57,036.18	\$57,105.06	\$57,179.45	\$57,299.64	\$57,382.96	\$57,475.55	\$57,575.63	\$57,675.43
\$151,019.74	\$156,573.66	\$161,875.55	\$169,660.13	\$212,200.76	\$283,287.56	\$401,243.82	\$54,219.54
\$3.32	\$3.33	\$3.37	\$3.49	\$4.73	\$8.97	\$12.72	\$12.93
\$0.02	\$0.02	\$0.02	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
\$0.15	\$0.21	\$0.28	\$0.34	\$0.44	\$0.56	\$0.71	\$0.86
\$0.10	\$0.13	\$0.15	\$0.23	\$0.38	\$0.42	\$0.46	\$0.79
\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01
\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
\$2,160,771.19	\$1,582,641.45	\$948,117.94	\$675,430.66	\$675,706.44	\$454,251.92	\$454,444.86	\$454,631.66
\$85.01	\$-	\$-	\$-	\$-	\$-	\$-	\$-

\$752.30	\$752.33	\$752.36	\$752.39	\$752.45	\$752.51	\$752.57	\$752.63
\$121.63	\$121.65	\$121.66	\$121.68	\$121.70	\$121.73	\$121.75	\$121.78
\$3,501.28	\$3,501.43	\$3,501.58	\$4,284.90	\$4,285.24	\$4,285.59	\$4,285.95	\$4,286.30
\$190.33	\$190.36	\$190.38	\$190.40	\$190.44	\$190.48	\$190.52	\$190.56
\$403.35	\$403.37	\$403.39	\$403.41	\$403.44	\$403.47	\$403.50	\$403.53
\$3,188.88	\$3,189.02	\$3,189.16	\$3,189.28	\$3,189.53	\$3,189.79	\$3,190.06	\$3,190.32
\$1,032.39	\$1,032.43	\$1,032.47	\$1,032.51	\$1,032.59	\$1,032.67	\$1,032.76	\$1,032.84
\$16,063.19	\$16,065.24	\$16,067.29	\$14,681.87	\$14,685.37	\$14,688.99	\$14,692.73	\$14,696.35
\$57.70	\$57.70	\$57.71	\$57.72	\$57.73	\$57.74	\$57.75	\$57.76
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$1,992.05	\$1,992.30	\$1,992.56	\$1,992.79	\$1,993.15	\$1,993.56	\$1,993.98	\$1,994.39
\$73.65	\$73.66	\$73.67	\$73.68	\$73.70	\$73.71	\$73.73	\$73.74
\$5,017.57	\$5,017.78	\$5,017.99	\$5,018.18	\$5,018.58	\$5,018.99	\$5,019.42	\$5,019.83
\$5,471.03	\$5,471.73	\$5,472.43	\$186.63	\$186.65	\$186.67	\$186.69	\$186.71
\$5,515.61	\$5,515.84	\$5,516.07	\$5,516.28	\$5,516.72	\$5,517.17	\$5,517.64	\$5,518.09
\$1,205.27	\$1,205.32	\$1,205.37	\$2,544.97	\$2,545.17	\$2,545.38	\$2,545.60	\$2,545.81
\$0.13	\$-	\$-	\$-	\$-	\$-	\$-	\$-

	7/31/17 FY18	8/31/17 FY18	9/30/17 FY18	10/31/17 FY18
GRANTS				
Arts Lottery (CSB) -3737	\$3,662.57	\$3,162.71	\$2,662.83	\$2,412.94

TRUST FUND ACCOUNTS				
Cemetery (CSB) -3729	\$19,923.09	\$21,675.85	\$21,678.52	\$23,581.38
Cemetery (Avidia) -0300	\$115,487.34	\$115,511.86	\$115,535.60	\$115,560.14
Cemetery Perp Care (Avidia) -0400	\$24,256.54	\$23,271.39	\$23,274.26	\$23,277.22
Cemetery Big/John (Avidia) -0500	\$7,848.31	\$7,849.31	\$7,850.28	\$7,851.28
Charity Fund (MMDT) formerly Morse Bride -1266	\$5,349.68	\$5,355.57	\$5,361.27	\$5,367.26
Clock / World (MMDT) -1265	\$3,774.07	\$3,778.17	\$3,782.28	\$3,786.62
Sons of Union Vets (MMDT) Formerly Hartshorn -1269	\$1,518.35	\$1,519.90	\$1,521.46	\$1,523.22
Fosgate/Hunt (MMDT) -1267	\$1,910.09	\$1,912.26	\$1,914.36	\$1,916.53
Library (CSB) -3687	\$52,697.06	\$52,708.25	\$52,719.08	\$52,730.27
Mable F. Marble Schol. (CSB) -3695	\$4,019.56	\$3,019.72	\$3,019.84	\$3,019.97
Marion Hoffman Mem. (MMDT) -2189	\$843.77	\$794.70	\$795.60	\$796.53
Mary Keyes Highway (MMDT) - 988	\$7,685.55	\$7,693.99	\$7,702.30	\$7,710.99
Nancy Young (MMDT) -947	\$5,747.34	\$5,753.63	\$5,759.86	\$5,766.37
Open Space (CSB) -3604	\$21,653.87	\$21,656.63	\$21,659.30	\$21,662.06
Open Space (Belmont Savings) -2401	\$519,007.32	\$519,293.92	\$519,571.43	\$519,858.34
Open Space (Avidia) -0600	\$111,077.49	\$111,101.07	\$111,123.90	\$111,147.50
Total Ending Cash	\$8,856,056.59	\$7,391,949.14	\$6,398,455.27	\$7,976,573.56
Difference	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)

	7/31/16	8/31/16	9/30/16	10/31/16
CSB Investment	\$1,626,900.07	\$1,896,827.65	\$1,032,370.85	\$2,141,776.97
Town OS	\$(361,942.84)	\$(751,139.69)	\$(149,452.75)	\$(20,916.40)
Payroll OS,	\$(18,827.67)	\$(22,680.29)	\$(18,644.64)	\$(2,174.54)
Net Investment	\$1,246,129.56	\$1,123,007.67	\$864,273.46	\$2,118,686.03

Total Agency Avidia	\$4,645.25	\$2,654.53	\$2,654.85	\$2,655.21
Total Agency CSB	\$43,786.57	\$42,140.25	\$42,143.75	\$42,147.37
Total Grants CSB	\$3,662.57	\$3,162.71	\$2,662.83	\$2,412.94
Total Trust Fund Avidia	\$258,669.68	\$257,733.63	\$257,784.04	\$257,836.14
Total Trust Fund CSB	\$98,293.58	\$99,060.45	\$99,076.74	\$100,993.68
Total Trust Fund Belmont Savings	\$519,007.32	\$519,293.92	\$519,571.43	\$519,858.34
Total Trust Fund MMDT	\$26,828.85	\$28,799.52	\$28,828.68	\$28,859.32
Verify:	\$954,893.82	\$952,845.01	\$952,722.32	\$954,763.00
Verify:	\$954,893.82	\$952,845.01	\$952,722.32	\$954,763.00
Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00

11/30/17 FY18	12/31/17 FY18	1/31/18 FY18	2/28/17 FY18	3/31/18 FY18	4/30/18 FY18	5/31/18 FY18	6/30/18 FY18
\$2,413.04	\$1,613.12	\$6,013.31	\$5,013.51	\$5,013.91	\$5,014.32	\$5,014.75	\$5,015.16

\$23,584.29	\$23,587.29	\$23,590.30	\$21,942.88	\$21,948.11	\$21,953.52	\$21,959.11	\$22,164.54
\$115,583.88	\$115,608.43	\$115,632.98	\$115,655.15	\$115,686.05	\$115,719.34	\$115,753.74	\$115,787.04
\$23,280.09	\$23,283.06	\$23,286.02	\$23,288.70	\$23,292.95	\$23,297.73	\$23,302.68	\$24,107.53
\$7,852.25	\$7,853.25	\$7,854.25	\$7,855.15	\$7,856.58	\$7,858.20	\$7,859.87	\$7,861.48
\$5,373.21	\$5,379.70	\$5,386.73	\$5,393.36	\$5,401.19	\$5,409.90	\$5,419.31	\$5,428.73
\$3,790.82	\$3,795.35	\$3,800.30	\$3,805.00	\$3,810.52	\$3,816.70	\$3,823.34	\$3,829.96
\$1,525.02	\$1,526.88	\$1,528.82	\$1,530.78	\$1,533.01	\$1,535.42	\$1,538.21	\$1,540.91
\$1,918.63	\$1,920.97	\$1,923.45	\$1,875.69	\$1,878.40	\$1,881.41	\$1,884.80	\$1,888.10
\$52,741.11	\$52,752.31	\$52,763.51	\$52,773.63	\$52,790.69	\$52,808.05	\$52,825.99	\$52,843.36
\$3,020.09	\$3,020.22	\$1,020.30	\$1,020.34	\$1,020.42	\$1,020.50	\$1,020.59	\$1,020.67
\$797.43	\$798.36	\$799.29	\$800.29	\$801.53	\$802.73	\$804.13	\$805.63
\$7,719.41	\$7,728.73	\$7,738.83	\$7,748.34	\$7,759.61	\$7,772.12	\$7,785.72	\$7,799.14
\$5,772.67	\$5,779.66	\$5,787.20	\$5,794.26	\$5,802.68	\$5,812.05	\$5,822.25	\$5,832.34
\$21,664.73	\$21,667.49	\$21,670.25	\$130,142.52	\$130,195.66	\$199.24	\$199.26	\$229,799.50
\$520,136.15	\$520,423.37	\$520,710.75	\$520,970.46	\$521,258.14	\$151,352.16	\$151,432.21	\$3,850.10
\$111,170.34	\$111,193.95	\$111,217.56	\$111,238.89	\$111,268.61	\$111,300.62	\$111,333.71	\$10,005.06
\$8,932,775.45	\$7,562,324.23	\$6,378,019.95	\$5,585,099.38	\$5,282,611.96	\$6,083,258.87	\$7,055,778.60	\$6,436,139.46
\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)

11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17
\$1,625,994.83	\$723,673.92	\$765,242.73	\$1,204,507.02	\$1,091,318.77	\$2,190,261.63	\$1,070,301.25	\$648,495.48
\$(149,444.63)	\$(68,515.50)	\$(18,082.03)	\$(17,188.78)	\$(252,270.86)	\$(15,287.43)	\$(47,004.66)	\$(104,088.56)
\$(22,929.57)	\$(18,318.83)	\$(19,731.21)	\$(1,520.29)	\$(22,292.13)	\$(17,568.63)	\$(20,928.49)	\$(19,504.89)
\$1,453,620.63	\$636,839.59	\$727,429.49	\$1,185,797.95	\$816,755.78	\$2,157,405.57	\$1,002,368.10	\$524,902.03

\$443.44	\$443.37	\$443.42	\$443.48	\$443.57	\$443.66	\$443.75	\$2,438.23
\$42,150.87	\$42,154.49	\$42,158.11	\$37,610.42	\$37,615.74	\$37,621.23	\$37,626.92	\$37,632.41
\$2,413.04	\$1,613.12	\$6,013.31	\$5,013.51	\$5,013.91	\$5,014.32	\$5,014.75	\$5,015.16
\$257,886.56	\$257,938.69	\$257,990.81	\$258,037.89	\$258,104.19	\$258,175.89	\$258,250.00	\$157,761.11
\$101,010.22	\$101,027.31	\$99,044.36	\$205,879.37	\$205,954.88	\$75,981.31	\$76,004.95	\$305,828.07
\$520,136.15	\$520,423.37	\$520,710.75	\$520,970.46	\$521,258.14	\$151,352.16	\$151,432.21	\$3,850.10
\$28,889.24	\$28,921.95	\$28,957.18	\$28,940.51	\$28,980.09	\$29,023.89	\$29,071.74	\$27,124.81
\$952,929.52	\$952,522.30	\$955,317.94	\$1,056,895.64	\$1,057,370.52	\$557,612.46	\$557,844.32	\$539,649.89
\$952,929.52	\$952,522.30	\$955,317.94	\$1,056,895.64	\$1,057,370.52	\$557,612.46	\$557,844.32	\$539,649.89
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-	\$0.00

Note a few things.

- One, to save interest and to cover invoices as the highway barn was being build, I did two large BAN borrowings that totaled \$3,800,000. The first BAN in November 1 of 2016 also included an additional \$576,067 for the Ladder Truck with a plan in the future to spin it out as a separate BAN borrowing once the highway barn was ready to convert from a BAN to a permanent borrowing.
- Second, the "Reim adj." listed above is the annual amount the Accountant and BBRSD can apply against the annual amounts owed for the Public Safety Building and Regional High School as a result of the premiums yielded during the permanent borrowing process.
- Third, the final amount permanently borrowed for the Highway Barn in FY2019 yielded a premium that will provide a one-time reduction for the first payment when due in FY2020. (The premium the Regional School yielded on their additional and final borrowing in FY2019 was applied to reduce the total amount borrowed. Both methods are options allowed as a result of the Municipal Modernization Act)
- Fourth, during the borrowing in FY19 the ladder truck was broken out and a separate BAN with three years remaining was done. There are no premiums with this BAN. You will notice that the payments for the ladder truck do not show up in the debt exclusion report since payments will be made with funds from excess levy capacity and not as additional prop 2 ½ debt exclusion amounts.
- Fifth, the borrowed amounts do not reflect the true cost of these projects. The highway barn project cost over \$4,000,000, and the ladder truck cost more in the long run with funds provided from other sources and equipment trades. The elevator project also went over the original amounts provided when the project was approved, as did the new pellet furnace at Berlin Memorial School (fortunately, mostly covered with an additional grant from the School Building Authority.) Given so many projects went over the proposed amounts at Town Meeting, we may want to strive to do a better job finding the true cost prior to approving these projects.
- Sixth, as of this writing I don't anticipate any major borrowing in the near future, but the exception might be tied to needs of future capital plans, if any, or any movement to replace or upgrade the library. The Community Preservation Act also allows borrowing against future taxes and borrowing could technically be done for that purpose as well.

Tax Title

In fiscal year 2018, only a handful of tax titles were given to me by the Tax Collector. In recent years, more takings seem to include residences that are usually more difficult to manage than raw undeveloped land. So far, I have managed to set all of them up with payment plans. Payment plans are now a little more affordable thanks to the Municipal Modernization Act. Instead of two year plans with 16% interest, the taxpayer can now negotiate up to 5 years and 8% interest. With longer terms and lower interest options, it is easier for tax payers down on their luck stay in their homes with affordable payments. Don't be fooled by this news. Even with these new terms it can be difficult for a taxpayer to meet the terms. The payment plans are also fair to the taxpayers who meet their tax payment obligations. Some terms that pre-dated the Municipal Modernization Act remain in place including a required 25% down payment and the taxpayer stays current with future new taxes in the Tax Collectors' office. It is a good feeling when we can help folks stay in their homes and at the same time fair to those who do pay their taxes.

You should note that I frequently I challenge this statement: "Senior Citizens can't afford to stay in Berlin because of the tax rate." Granted, it seems that they can't until you are aware of many tax reduction programs available that should be discussed when age and income challenged have a hard time keeping up with payments. If qualified, and many are, there are programs including low income, veteran or deferred tax options. There is also a "work off program" that can provide tax reductions of over \$1,000. Don't be bashful or embarrassed: you worked your whole life to earn these rights and stay in your home. Simply contact the Assessors office and speak to them to see if you qualify for any of these programs. Feel free to contact me to discuss how the Deferred Taxes program works. Do not be afraid of deferred taxes. It is confused by many as a reverse mortgage plan but the opposite is true.

There is a possibility I will conduct an auction of tax title properties in the spring of 2019, but how many and which properties is yet to be determined. This is due to possible town uses, including savings buildable lots for future affordable housing programs, or possible development problems if sold, and conservation uses. Highway is also consulted in case the property might yield gravel or other fill to avoid purchase, or could be a storage area during projects to avoid long hauls to other areas of the town. (This is primarily important on the east side of Rte. 495.) One option of the Municipal Modernization Act allows towns to set up a revolving account and allows the Treasurer to put all Tax Title receipts in a revolving account to cover future Tax Title expenses. As of now, because the town

allows us a reasonable budget to manage tax title properties I don't feel this is necessary. Subject to review and it will be discussed by my staff from time to time.

As part of my commitment to keep residents informed about how tax money is spent, the following is a brief review of budget items and comparisons with other communities.

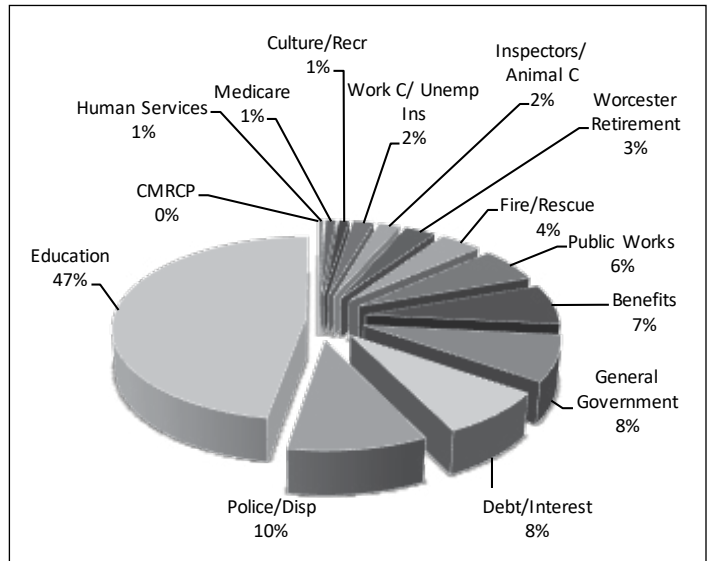
How we compare with other communities

The following are a handful of charts that are interesting to review, and tell a financial story with just a quick glance! Many are from the data kept on the state's data bank. Keep in mind data provided from the state data bank or even from Town of Berlin reports might not accurately reflect information for use for serious comparisons or data research. This is because municipalities can have departments and general ledger categories different than Berlins, and their demographics can skew the data as well. As the years have gone by, Berlin has occasionally changed department budgets and department responsibilities. For example, back in 2009 CMRCP and Worcester Regional Retirement were not a line item but an assessment FINCOM placed in the other expenses category for the recap. Another example is when a town with a smaller budget and population than Berlin's might have a larger public works budget. It could be because they perform functions like running a transfer station, or might maintain the cemeteries. It could also be that their land area is four or five times larger than Berlin's, and their total road length is much larger than Berlin's. In that case it might require more plowing, gas and repair budgets than Berlin.

One trick that I learned is in many cases, the easiest and most accurate method of doing a quick community comparison of data is just divide the total population into the budget item to get a "per resident" cost. Also keep in mind that tax rate information might be misleading because of percentage of state aid, large amounts of mitigation or other income from grants. Most other methods of comparison require more thorough research so don't always use the first figures you come up when doing a comparison of other communities. Follow up phone calls or emails to the other communities are usually required. The thing that makes most comparisons difficult for Berlin residents and town officials during their research is that we happen to have the smallest population (3,000 or so) between Boston and "the Quabbin area" (approximately the Brookfields.) Berlin's problem is that we have daytime populations to support that could easily top 15,000 to 20,000 and more. This is because public safety must support thousands of moving travelers in the malls and on Route 495 (day and night.) and police, fire and EMS are responsible for all of them.

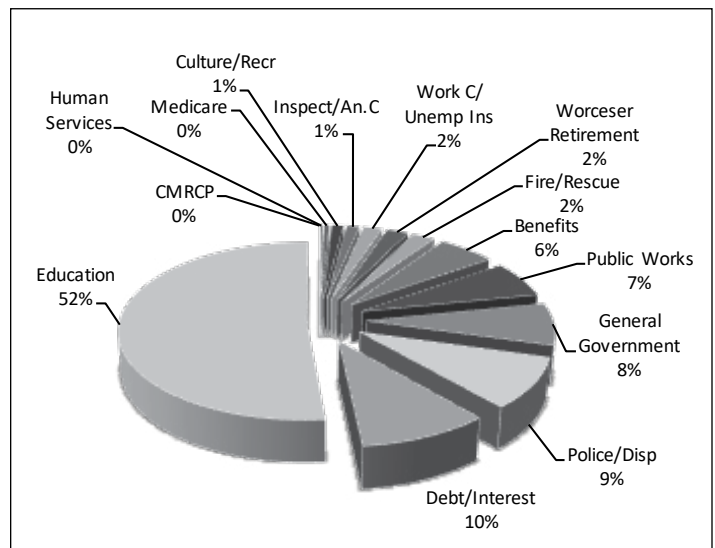
The following is a breakdown of the percentage of the budget by departments in FY2009.

Percentage of Budget by Department Fiscal 2009



The following is a breakdown of the percentage of the budget by departments 10 years later.

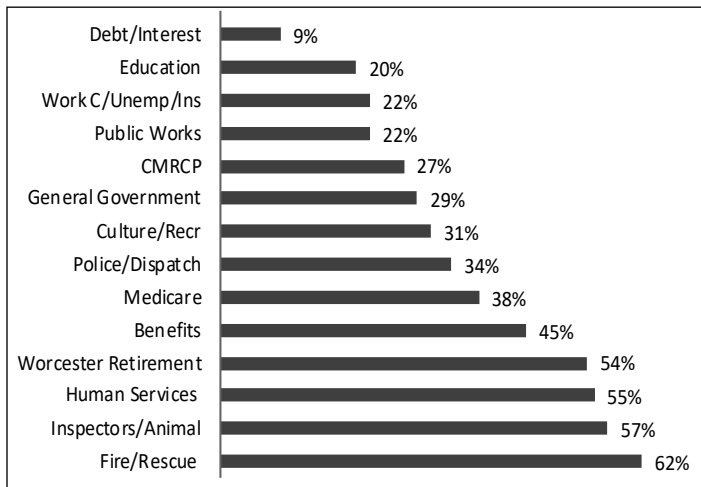
Percentage of Budget by Department Fiscal 2018



The above two charts represent the changes in our major expense categories as a percentage of the overall budget. This covers the 10 year span between 2009 and 2018. Notice Education was the largest major expense in FY2009, and it still remains the largest budget item in 2018.

The following chart shows the amount of budget increases by department in the same 10 year period:

Department Increases Between 2009 -2018



The largest increase is in the fire and rescue budget. This began when the departments were combined in 2017 and immediately increased to 12%. The FY2019 increase will show an even higher percentage given the addition of more full time staff. Just as an observation, when EMS and Fire were separate, and entirely paid on-call, the total calls in 2009 were 550, at a per call cost of \$358.85. Nine years later, the first year as a combined department under the fire department, there were 591 calls at an average call cost of \$751.91. The per call cost will only get worse in FY2019 and FY2020.

The second largest increase was in the inspectors offices which was brought about by adding a full time inspector and increasing staff support to primarily manage the many commercial projects. The Human Services department was also at the same rate of growth because they started paying staff to run the COA, and labor for driving the senior van.

Don't be fooled by this chart because what you don't see is the total dollar impact on the budget (and your wallet) of the larger departments. *I remember one year FINCOM (prior to this board) argued with a department against their 100% increase in budget request, at the same time the schools asked for 13% (and hoping to get 8%). FINCOM was sticking to their guns that a 100% increase was not reasonable. I pointed out to them the small department was trying to change their \$100 per year budget to \$200 for a good reason, with a \$100 impact on the tax payers. This is while the 13% increase for the school budget amounted to roughly \$200,000 that taxpayers would have had to cover. Think about it.*

The following charts are from the DOR data bank and are available for all taxpayers and town officials to access.

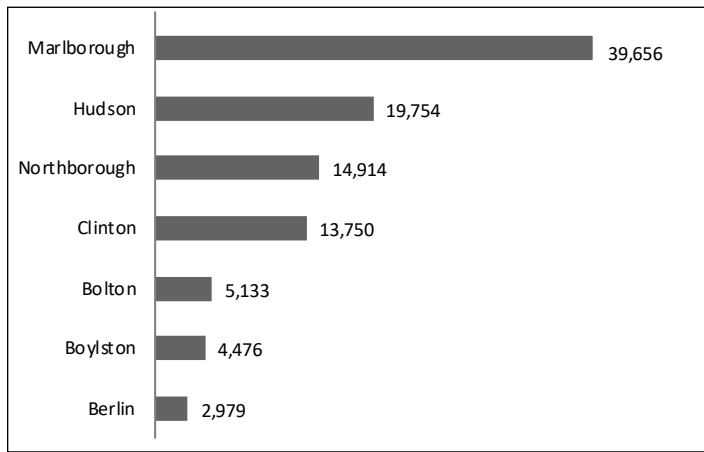
I review this data annually to get a snapshot of how Berlin is doing financially and as compared to other local communities. Our local neighbors share the same economic benefits of our region, handle traffic from major highways of a similar volume, and are evenly split between communities with high levels of commercial tax help and communities that rely primarily on residential taxes. This information can help us when used in conjunction with information like projected new growth, expenses to support the new growth and some of the economic financial dangers that lurk in the world. Sears possibly going under, empty space at Highland Commons and some of the issues with court cases regarding solar taxes along with a spike in population with the apartments at Riverbridge to name a few. The charts rely on data primarily before and up to FY2017. The Data Bank has not been updated yet to reflect FY2018. Review the following data and see if you can figure out:

- Which communities are and are not “commercial poor” and how does this affect the residential tax bills?
- Why does Berlin finish in the top of the list of average tax bills given all the mitigation and commercial relief that we receive?
- Why is our budget cost per resident so high? (To my knowledge only one person spotted it right away when I asked them in prior years!)
- Why is Clinton's percentage on the “Levy as a percentage of the budget” so low?
- Feel free to review and ask other questions about some of these numbers. If I can't answer them, I will get some of the smart folks that work here to get you an answer. Because some of the data available from the DOR can be dated information (census, budget years, etc.) the percentages could have changed with recent budget years, along with the new budgets presented by these communities for FY2020.

Population of communities (as of 2014 census totals).

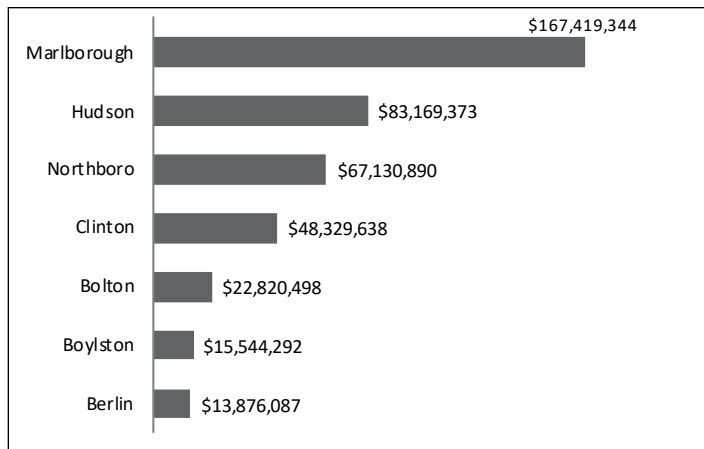
Note that some laws and rules vary based on the size of a community. Populations under 5,000 have many rules that are different that those with much larger populations. There is also a general assumption that many expenses are similar within each population groups of 5,000 increments. For example, you may need similar space requirements thus fairly similar capital dollars for a new town hall for a population of 3,000 as you might for a 4,000 population project. Once you hit a 6,000 to 10,000 population, town needs in that range would be similar but usually much more than those in the 5,000 and under group.

Population as of 2014



2017 Total Town Budgets from largest to smallest.

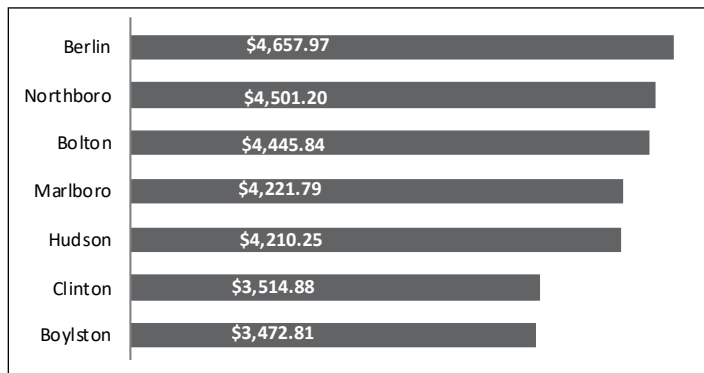
Total Budget 2017



The following is the **budget cost per resident**. This is a great way to get a fairly accurate estimate of how much is required in the budget to support the total resident count.

Keep in mind that the amounts behind this total can vary from community to community because of state aid percentages, mitigation funds, and debt burden plus demographic and

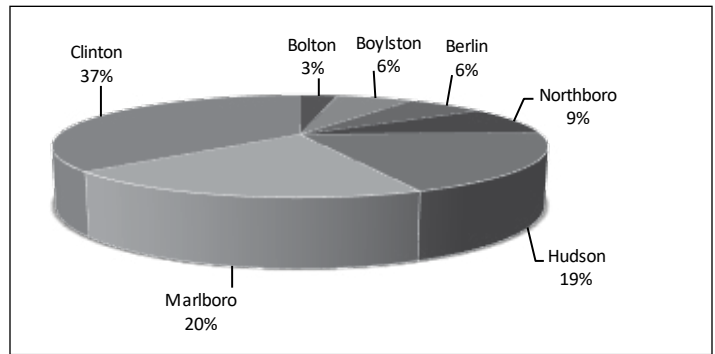
Budget Cost per Resident FY2017



land area, etc. It simply shows the total amount of budget the community has committed in supporting all operations at the individual resident level.

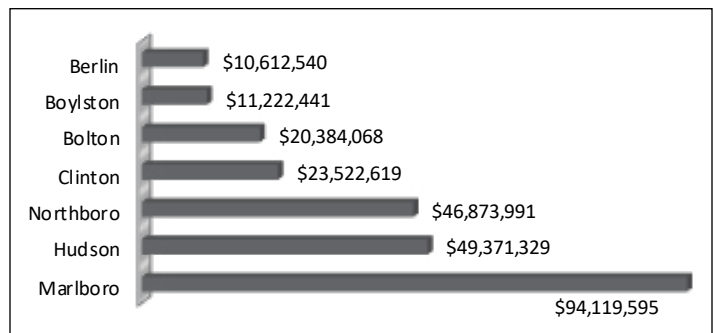
State aid as a percentage of a community's budget. Note that those communities with larger budgets and population seem to have a higher percentage of state aid. It usually ties into bad demographic numbers including but not limited to low income and poverty levels. The type of education challenges can also affect this number. State aid plays a very important part of helping communities take pressure off of their tax levy and overall budget. Note that Clinton received a very large amount of funds while Berlin and Bolton are at the opposite end for different reasons. Bolton demographics are higher in the income per household thus not driving demand for commercial income while Berlin has a large (and still growing) commercial base. Both communities are considered "Rich Towns," something that directly affects the amount of state aid provided.

State Aid as a Percentage of the Budget



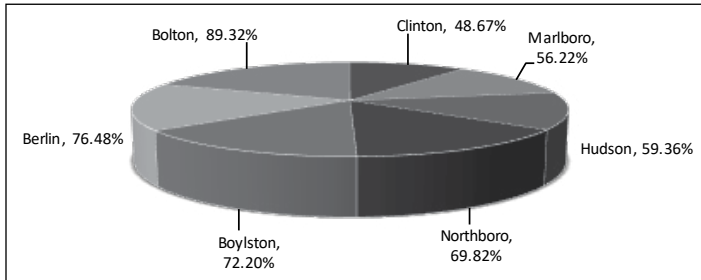
2017 Tax Levy is not the total amount of the budget but is the amount of the budget that is covered by levying taxes against all taxpayers.

Total Tax Levy 2017



Levy as a Percentage of the Budget. This is the amount taxpayers must pay to cover the portion of the budget not covered by other income including local receipts, fees, grants, and state aid, etc.

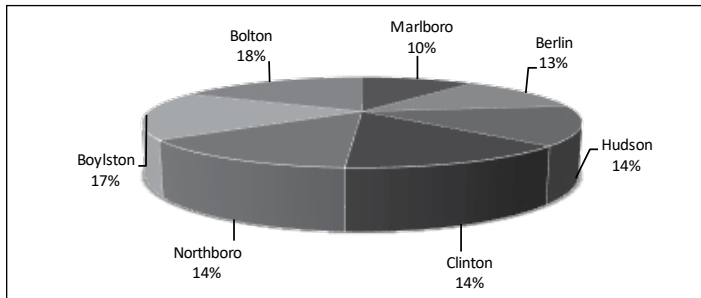
Tax Levy as a Percentage of the Budget



The levy can be “portioned out” at a different rate between the residential and commercial (business) taxpayers. The higher the commercial levy, the less is required from residential taxpayers. The lower number of commercial entities the higher the residential rate. Many communities levy the tax rate for commercial and residential at the same rate, while others split the rates with commercial tax payers who pay a higher rate, and in some cases a very high rate to the point of making the community non-business friendly.

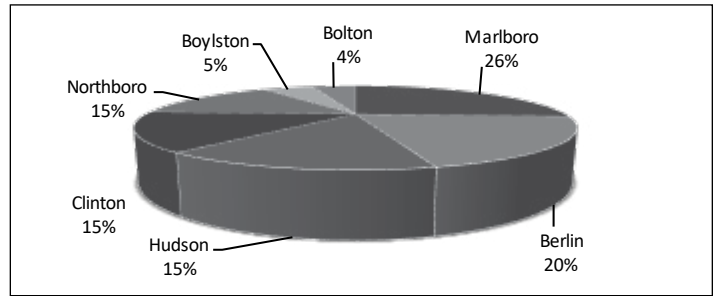
Total Residential/Open Space as a percentage of Levy. See above.

Residential/Open Space as a Percentage of Total Levy



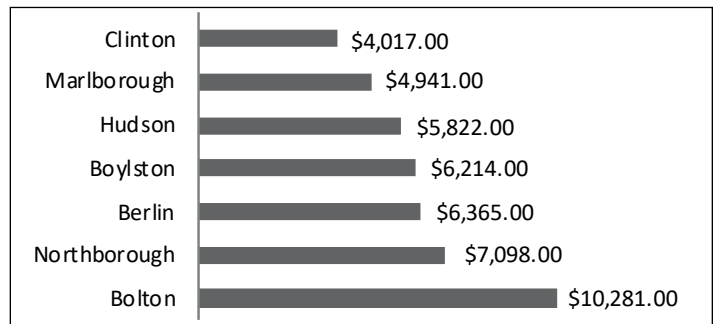
Total Commercial/Industrial/Personal Property as a percentage of Total Levy. Notice Berlin is right up there with Marlboro having a fairly high percentage of the budget paid for by commercial operations. This is a very healthy situation during good economic times, but when commercial operations hit a bad time, the residential rates go up. You always need to follow the news on how malls and individual companies are doing.

Commercial/Industrial/Personal Property as a Percentage of Total Levy



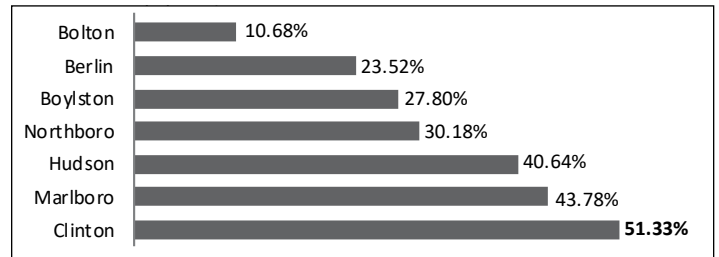
Average 2017 tax bills in the local communities vs. Berlin’s. Note that this is residential only.

2017 Average Single Family Tax Bill



Sources of revenue that reduces the amount needed for levy/tax bills.

2017 State Aid, Local Receipts and other Revenue



Feel free to contact me about any financial questions of the town you may have. As I say every year, these funds are your funds and you have the right to understand how your local government works, where funds and revenue come from and are spent. If I can’t answer a question, I will hunt down a local official to get an answer for you.

Respectfully yours,
Dennis Fearebay, *Treasurer*

Town Accountant

Town of Berlin Combined Balance Sheet June 30, 2018

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUP	TOTAL (MEMO ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	GENERAL LONG TERM DEBT	
ASSETS						
Cash & Investments	2,288,617.68	2,129,046.46	222,775.44	1,526,527.91		6,166,967.49
Petty Cash	20.00					20.00
Receivables:						
Personal Property Taxes	17,250.58					17,250.58
Real Estate Taxes	153,153.97					153,153.97
Tax Liens	127,521.66					127,521.66
Allowance for Abatements & Exemptions	(331,129.99)					(331,129.99)
Deferred Tax Receivable	90,224.82					90,224.82
Motor Vehicle Excise	51,680.08					51,680.08
Tax Foreclosures	782,473.55					782,473.55
Other Departmental	22,487.78	311,081.75		416,160.26		749,729.79
Due from Commonwealth of Mass		11,930.00				11,930.00
Due from Individual	0.02					0.02
Amounts to be provided for Bonds					190,459.00	190,459.00
TOTAL ASSETS	3,202,300.15	2,452,058.21	222,775.44	1,942,688.17	190,459.00	8,010,280.97
LIABILITIES AND FUND EQUITY						
LIABILITIES:						
Deferred Revenues						
Personal Property & Real Estate	(160,725.44)					(160,725.44)
Deferred Taxes	90,224.82					90,224.82
Tax Liens	127,521.66					127,521.66
Tax Foreclosure	782,473.55					782,473.55
Motor Vehicle Excise	51,680.08					51,680.08
Other Departmental	22,487.78	311,081.75		416,160.26		749,729.79
Accrued Payroll	145,060.52	17,152.09				162,212.61
Payroll withholdings	54,380.03					54,380.03
Due to Individual		400.00				400.00
Bonds and notes payable			4,264,067.00	126,075.00	190,459.00	4,580,601.00
TOTAL LIABILITIES	1,113,103.00	328,633.84	4,264,067.00	542,235.26	190,459.00	6,438,498.10
FUND BALANCE:						
Committed for Special Articles	453,873.63					453,873.63
Assigned for Encumbrances	155,600.44					155,600.44
Assigned for Special Purposes	264,500.00					264,500.00
Restricted for Special Purposes		2,123,424.37	(4,041,291.56)	1,400,452.91		(517,414.28)
Restricted for Debt Services	1,681.98					1,681.98
Unassigned Fund Balance	1,213,541.10					1,213,541.10
Unassigned FB for Unprovided Abatements						-
TOTAL FUND BALANCE	2,089,197.15	2,123,424.37	(4,041,291.56)	1,400,452.91	-	1,571,782.87
TOTAL LIABILITIES AND FUND EQUITY	3,202,300.15	2,452,058.21	222,775.44	1,942,688.17	190,459.00	8,010,280.97

Permanent borrowing not yet done on Capital Projects.

Town Accountant

General Funds Trial Balance as of June 30, 2018

ASSETS	
PETTY CASH	20.00
CASH - GENERAL UNRESTRICTED	2,288,617.68
PERSONAL PROPERTY 2013	1,015.52
PERSONAL PROPERTY 2014	5,519.38
PERSONAL PROPERTY 2015	2,873.78
PERSONAL PROPERTY 2016	321.18
PERSONAL PROPERTY 2017	2,663.74
PERSONAL PROPERTY 2018	4,856.98
REAL ESTATE 2018	153,153.97
ALLOW FOR ABATE & EXEMPTIONS 2013	-5,911.41
ALLOW FOR ABATE & EXEMPTIONS 2014	-14,434.53
ALLOW FOR ABATE & EXEMPTIONS 2017	-160,578.74
ALLOW FOR ABATE & EXEMPTIONS 2018	-92,402.10
TAX LIENS RECEIVABLE	127,521.66
REAL ESTATE DEFERRAL RECEIVABLE	90,224.82
MOTOR VEHICLE EXCISE RECEIVABLE 2013	1,027.71
MOTOR VEHICLE EXCISE RECEIVABLE 2014	2,509.38
MOTOR VEHICLE EXCISE RECEIVABLE 2015	2,076.35
MOTOR VEHICLE EXCISE RECEIVABLE 2016	1,263.14
MOTOR VEHICLE EXCISE RECEIVABLE 2017	4,010.45
MOTOR VEHICLE EXCISE RECEIVABLE 2017	40,793.05
POLICE ADMIN FEE RECEIVABLE	2,227.45
PROPERTY DAMAGE RECEIVABLE	9,601.38
FIRE DEPARTMENT RECEIVABLE	10,658.95
DUE FROM INDIVIDUAL - PAYROLL ISSUES	0.02
TAX FORECLOSURES	782,473.55
POLICE ADMIN FEE RECEIVABLE	2,808.78
PROPERTY DAMAGE RECEIVABLE	9,601.38
FIRE DEPARTMENT RECEIVABLE	10,658.95
DUE FROM INDIVIDUAL - PAYROLL ISSUES	3,431.15
TAX FORECLOSURES	782,473.55
	3,202,300.15

LIABILITIES	
ACCRUED PAYROLL	-145,060.52
PAYROLL TAX WITHHOLDINGS:	
WORCESTER REGIONAL RETIREMENT	146.58
TEACHERS RETIREMENT	-5,755.59
DEFERRED COMPENSATION	380.24
HEALTH INSURANCE	-42,821.37
LIFE INSURANCE	-83.49
RETIREES INSURANCE	-2,207.40
DENTAL INSURANCE	-3,637.38
AFLAC	-346.29
AFLAC 125	-55.33
RESERVES	
DEFERRED REVENUE - PROPERTY TAXES	160,725.44
DEFERRED REVENUE - REAL ESTATE DEFERRAL	-90,224.82
DEFERRED REVENUE - TAX LIENS	-127,521.66
DEFERRED REVENUE - TAX FORECLOSURE DEFERRAL	-782,473.55
DEFERRED REVENUE - MOTOR VEHICLE DEFERRAL	-51,680.08
DEFERRED REVENUE - PROPERTY DAMAGE DEFER	-9,601.38
DEFERRED REVENUE - FIRE RECEIVABLE DEFER	-10,658.95
DEFERRED REVENUE - POLICE ADMIN FEES	-2,227.45
FUND BALANCES	
FB COMMITTED FOR PY SPECIAL ARTICLES	-453,873.63
FB ASSIGNED FOR PY ENCUMBRANCES	-155,600.44
FB ASSIGNED FOR SPECIAL PURPOSES	-264,500.00
FB RESTRICTED FOR DEBT SERVICE	-1,681.98
UNASSIGNED FUND BALANCE	-1,213,541.10
	-3,202,300.15

Town Accountant

General Fund Revenue / Actual Revenue compared to Budgeted Revenue for the year ending June 30, 2018

NAME OF REVENUE	AMOUNT BUDGETED	AMOUNT RECEIVED	DIFFERENCE
PROPERTY TAXES			
Personal Property Taxes	\$268,832.65	\$267,555.72	(\$1,276.93)
Real Estate Taxes	\$9,896,733.78	\$9,548,687.02	(\$348,046.76)
TOTAL TAX LEVY	\$10,165,566.43	\$9,816,242.74	(\$349,323.69)

LOCAL RECEIPTS			
Tax Liens Redeemed	\$0.00	\$10,062.89	\$10,062.89
Motor Vehicle Excise	\$495,535.00	\$536,911.77	\$41,376.77
Meal & Hotel Excise	\$56,940.00	\$51,784.01	(\$5,155.99)
Int. on PP, RE & Excise	\$30,490.00	\$24,620.45	(\$5,869.55)
Interest on Tax Liens	\$0.00	\$5,604.91	\$5,604.91
Payments in Lieu of Taxes	\$67,520.00	\$67,521.93	\$1.93
Fees and Charges	\$32,075.00	\$17,425.01	(\$14,649.99)
Other Departmental	\$5,665.00	\$6,520.90	\$855.90
Licenses & Permits	\$245,715.00	\$148,500.05	(\$97,214.95)
Fines & Forfeits	\$27,640.00	\$38,881.53	\$11,241.53
Int. on Investments	\$18,795.00	\$22,986.51	\$4,191.51
Mass Health - Medicare assist reimbursement	\$15,464.00	\$24,659.22	\$9,195.22
Premium from School Refinancing	\$1,684.00	\$1,684.00	\$0.00
Other Misc. Revenue:			
Energy Charges	\$0.00	\$3,118.87	\$3,118.87
Ch61 & 61 A Recovery	\$0.00	\$19,400.34	\$19,400.34
Additional State funds	\$0.00	\$40.00	\$40.00
BBS/Carr Fraud claim insurance payment	\$0.00	\$100,000.00	\$100,000.00
DRAM Antitrust Lit Settlement	\$0.00	\$153.16	\$153.16
AMP Solar Group - Bonus Payment	\$0.00	\$22,400.00	\$22,400.00
Dec 08 MEMA Snow & Ice Storm	\$0.00	\$2,340.00	\$2,340.00
TOTAL LOCAL RECEIPTS:	\$997,523.00	\$1,104,615.55	\$107,092.55

STATE RECEIPTS			
Exemptions: VBS and Elderly	\$33,425.00	\$9,038.00	(\$24,387.00)
Chapter 70	\$454,305.00	\$454,305.00	\$0.00
Charter School - Town Reimbursement			\$0.00
Unrestricted General Government Aid	\$201,410.00	\$201,410.00	\$0.00
Veterans Benefits	\$7,949.00	\$8,546.00	\$597.00
TOTAL STATE NET RECEIPTS:	\$697,089.00	\$673,299.00	(\$23,790.00)

GRAND TOTALS			
Tax Levy	\$10,165,566.43	\$9,816,242.74	(\$349,323.69)
Local Receipts	\$997,523.00	\$1,104,615.55	\$107,092.55
State Receipts	\$697,089.00	\$673,299.00	(\$23,790.00)
Other Available Funds	\$566,073.00	\$579,404.03	\$13,331.03
Free Cash used in FY18 Budgets (From ATM & STM)	\$674,485.80	\$674,485.80	\$0.00
TOTAL FUNDS:	\$13,100,737.23	\$12,848,047.12	(\$252,690.11)

General Revenue totals all but Free Cash Usage	\$12,426,251.43	\$12,173,561.32	(\$252,690.11)
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Town Accountant

Open Special Articles as of June 30, 2018

ART. NO.	FISCAL YEAR	DEPARTMENT	PURPOSE OF ARTICLE	OPENING BALANCE 7/1/17	EXPENSES FY18	CLOSED OUT	ADDITIONS FY18	ENDING BALANCE 6/30/18
5STM	1997	122 Selectmen	Handicap	\$5,936.05	\$5,936.05			\$0.00
36	2008	122 Selectmen	Radio Base Stations Etc.	\$547.65	\$547.65			\$0.00
38	2008	122 Selectmen	Matching Grant Funds	\$3,442.78	\$571.87			\$2,870.91
30	2011	122 Selectmen	Curbing & Sidewalks Plan Center of Town	\$7,500.00	\$0.00			\$7,500.00
9	2015	122 Selectmen	Inspectors Tablets	\$6,000.00	\$0.00			\$6,000.00
2 STM	2016	122 Selectmen	Costs Associated with New Fire Chief	\$15,000.00	\$0.00			\$15,000.00
25	2016	122 Selectmen	Energy Audit PS & MB & BMS	\$25,000.00	\$0.00			\$25,000.00
1	2017	122 Selectmen	1870 T Hall Elevator	\$130,000.00	\$130,000.00			\$0.00
16	2017	122 Selectmen	Bullard House Renovations	\$54,204.74	\$0.00			\$54,204.74
36	2017	122 Selectmen	1870 Town Hall Elevator Project	\$461,486.00	\$388,900.48			\$72,585.52
29	2014	141 Assessors	Permit/Inspector Service Software	\$6,550.00	\$0.00			\$6,550.00
5	2015	145 Treasurer	Unpaid Federal & State Payroll W/holdings	\$12,201.65	\$0.00			\$12,201.65
27	2017	155 Data Systems	Assessment & Computers	\$1,512.79	\$1,270.24			\$242.55
48	2009	175 Planning Bd	Printing By-Laws	\$1,406.07	\$463.50			\$942.57
20	2011	175 Planning Bd	Printing By-Laws	\$2,000.00	\$0.00			\$2,000.00
35	2014	175 Planning Bd	Zoning By-Laws	\$2,000.00	\$0.00			\$2,000.00
33	2016	175 Planning Bd	Master Plan	\$532.21	\$0.00			\$532.21
31	2017	175 Planning Bd	Master Plan	\$5,000.00	\$0.00			\$5,000.00
37	2017	175 Planning Bd	Economic Development Comm	\$500.00	\$49.00			\$451.00
19	2018	175 Planning Bd	Master Plan	\$0.00	\$0.00		\$5,000.00	\$5,000.00
40	2008	192 Public Bldgs.	Weatherize and Windows T Hall	\$1,117.64	\$0.00			\$1,117.64
41	2008	192 Public Bldgs.	Painting Old Town Hall	\$2,500.00	\$0.00			\$2,500.00
4STM	2009	192 Public Bldgs.	Elevator 1870 Town All	\$11,829.53	\$11,829.53			\$0.00
6STM	2013	192 Public Bldgs.	Mun. Bldg. Roof Repairs	\$11,870.00	\$0.00			\$11,870.00
21	2013	192 Public Bldgs.	1870 Town Hall Generator Repairs	\$1,850.50	\$0.00			\$1,850.50
22	2013	192 Public Bldgs.	Painting of Mun. Bldg.	\$1,890.74	\$0.00			\$1,890.74
7	2015	192 Public Bldgs.	New Furnace for Mun.. Bldg.	\$4,149.78	\$0.00			\$4,149.78
33	2011	210 Police	Police Cruiser	\$217.00	\$0.00			\$217.00
22	2015	210 Police	Replacing 07 Cruiser	\$578.75	\$0.00			\$578.75
26	2016	210 Police	Replace 2010 Cruiser	\$242.20	\$0.00			\$242.20
18	2017	221 Fire & EMS	Personal Protection Equipment	\$0.40	\$0.40			\$0.00
26	2018	221 Fire & EMS	Hydraulic Rescue Tools	\$0.00	\$0.00		\$106.23	\$106.23
27	2016	296 Comm Center	Public Safety Radio System	\$4,873.64	\$1,332.35			\$3,541.29
25	2013	300 School	BMS Boiler Replacement	\$11,434.13	\$11,434.13			\$0.00
14	2014	300 School	BMS Roof Repairs	\$19,977.96	\$0.00			\$19,977.96
16	2014	300 School	BMS Exterior Bldg. Repair	\$3,725.00	\$0.00			\$3,725.00
24	2015	300 School	BMS Parking Lot Repairs	\$1,398.14	\$0.00			\$1,398.14
1 STM	2016	300 School	BMS Replace/Repair 1 Boiler	\$59,810.00	\$59,810.00			\$0.00
16	2016	300 School	BMS Redesigning Roof	\$16,248.62	\$0.00			\$16,248.62
19	2017	300 School	BMS Upgrade Security System	\$27,100.00	\$25,282.38			\$1,817.62
20	2017	300 School	BMS Sealing Exterior Windows & Vents	\$14,665.25	\$0.00			\$14,665.25
22	2017	300 School	BMS Int/Ext Door Repairs	\$6,610.40	\$6,610.40			\$0.00
23	2017	300 School	BMS Stair Treads and Hand Rail	\$5,800.00	\$0.00			\$5,800.00
24	2017	300 School	BMS Upgrade Fire System	\$466.78	\$0.00			\$466.78
13	2018	300 School	BMS Fire Cistern Tank & Shed	\$0.00	\$0.00		\$10,000.00	\$10,000.00
15	2018	300 School	BMS Dishwasher Repair/Replace	\$0.00	\$0.00		\$4,126.80	\$4,126.80
18	2018	300 School	BMS Swing Set Mats	\$0.00	\$0.00		\$870.50	\$870.50
5STM	2013	422 Highway	Highway Shed - Insurance Proceeds	\$8,610.76	\$0.00			\$8,610.76
16	2015	422 Highway	Replace 1999 Comb Truck	\$1,435.20	\$1,435.20			\$0.00
23	2016	422 Highway	Replacing 2004 Dump	\$731.20	\$0.00			\$731.20
29	2018	422 Highway	Hot Top & Related Equipment	\$0.00	\$0.00		\$42,200.14	\$42,200.14
20	2018	541 Council on Aging	Bus Repairs and Maintenance	\$0.00	\$0.00		\$3,280.87	\$3,280.87
21	2006	Library	Design & Engineering New Lib	\$14,775.00	\$0.00			\$14,775.00
47	2010	Library	Library Fascia and Paint	\$460.00	\$0.00			\$460.00
32	2011	Library	3 Air Conditioners	\$1,028.00	\$0.00			\$1,028.00
31	2016	Library	General Repairs to Library	\$2,774.50	\$0.00			\$2,774.50
28	2017	Library	General Repairs to Library	\$4,000.00	\$0.00			\$4,000.00
29	2017	Library	Two Computer Carrels - Library	\$771.21	\$0.00			\$771.21
30	2018	Library	Library Designs - Grant/Dep Approval	\$0.00	\$0.00		\$50,000.00	\$50,000.00
				\$983,762.27	\$645,473.18	\$0.00	\$115,584.54	\$453,873.63

Town Accountant

General Fund Expenses Fiscal Year 2018

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-114-0000-5113-5113-0000	Moderator Salary	50.00		50.00	-50.00		0.00
01-114-0000-5700-5700-0000	Moderator Expenses	85.00		85.00	-85.00		0.00
01-122-0000-5110-5110-0000	Selectmen Elected Salary	3,513.00		3,513.00	-3,513.00		0.00
01-122-0000-5114-5114-0000	Selectmen Wages Pt	53,305.00		53,305.00	-52,812.37		492.63
01-122-0000-5700-5700-0000	Selectmen Expenses	8,050.00		8,050.00	-3,265.97		4,784.03
01-131-0000-5700-5700-0000	Finance Committee Expenses	275.00		275.00	-160.00		115.00
01-132-0000-5781-5781-0000	Reserve Fund Transfers	90,000.00	-67,692.00	22,308.00			22,308.00
01-135-0000-5111-5111-0000	Accountant Salary	64,795.00		64,795.00	-64,795.00		0.00
01-135-0000-5114-5114-0000	Accountant Wages Pt	31,740.00		31,740.00	-31,739.05		0.95
01-135-0000-5700-5700-0000	Accountant Expenses	7,812.00		7,812.00	-7,321.41	-450.00	40.59
01-136-0000-5700-5700-0000	Audit	30,000.00		30,000.00	-29,500.00		500.00
01-141-0000-5110-5110-0000	Assessors Elected Salary	2,178.00		2,178.00	-2,178.00		0.00
01-141-0000-5113-5113-0000	Assessors Asst Salary	63,270.00		63,270.00	-63,270.00		0.00
01-141-0000-5114-5114-0000	Assessors Wages Pt	60,905.00		60,905.00	-50,960.01		9,944.99
01-141-0000-5700-5700-0000	Assessors Expenses	35,504.00		35,504.00	-25,944.79	-1,430.86	8,128.35
01-142-0000-5700-5700-0000	Revaluation Expenses	2,500.00		2,500.00	-2,500.00		0.00
01-145-0000-5110-5110-0000	Treasurer Elected Salary	43,211.00		43,211.00	-43,211.00		0.00
01-145-0000-5114-5114-0000	Treasurer Wages Pt	19,760.00		19,760.00	-19,435.52		324.48
01-145-0000-5700-5700-0000	Treasurer Expenses	25,467.00		25,467.00	-19,467.20		5,999.80
01-146-0000-5110-5110-0000	Collector Elected Salary	25,560.00		25,560.00	-25,560.00		0.00
01-146-0000-5110-5170-0000	Collector Incentive Pay	1,000.00		1,000.00	-1,000.00		0.00
01-146-0000-5700-5700-0000	Collector Expenses	15,060.00		15,060.00	-8,425.29		6,634.71
01-151-0000-5700-5200-0000	Town Counsel	30,000.00	19,093.00	49,093.00	-38,814.42	-10,278.01	0.57
01-152-0000-5700-5700-0000	Personnel Committee Expenses	5,200.00		5,200.00	-200.00		5,000.00
01-153-0000-5700-5200-0000	Tax Title Expenses	12,000.00		12,000.00	-3,107.76		8,892.24
01-155-0000-5113-5113-0000	Data System - Salary Pt	2,885.00		2,885.00	-2,885.00		0.00
01-155-0000-5700-5700-0000	Data System - Expenses	59,910.00		59,910.00	-53,696.24	-6,000.00	213.76
01-155-2018-0021-5700-0900	Art 21 New Phone System Town Offices	6,000.00		6,000.00	-6,000.00		0.00
01-161-0000-5110-5110-0000	Town Clerk Elected Salary	28,162.00		28,162.00	-28,162.00		0.00
01-161-0000-5113-5113-0000	Asst. Town Clerk Salary Pt	11,363.00		11,363.00	-11,363.00		0.00
01-161-0000-5700-5700-0000	Town Clerk Expenses	2,250.00		2,250.00	-1,332.08		917.92
01-162-0000-5114-5114-0000	Elections Wages Pt	3,200.00		3,200.00	-1,701.00		1,499.00
01-162-0000-5700-5700-0000	Elections Expenses	3,600.00		3,600.00	-2,286.90		1,313.10
01-163-0000-5113-5113-0000	Registration Salary	100.00		100.00	-100.00		0.00
01-163-0000-5114-5114-0000	Registration Wages Pt	550.00		550.00	-198.00		352.00
01-163-0000-5700-5700-0000	Registration Expense	85.00		85.00	-50.00		35.00
01-171-0000-5700-5700-0000	Conservation Committee Expenses	2,000.00		2,000.00	-1,730.01		269.99
01-171-2018-0007-5700-0900	Art 7 Stm Fy17 Unpaid Bills Carolyn Macdonald	55.00		55.00	-55.00		0.00
01-175-0000-5700-5700-0000	Planning Board Expenses	2,000.00		2,000.00	-286.42	-241.35	1,472.23
01-175-2018-0019-5700-0900	Art 19 Master Plan	5,000.00		5,000.00		-5,000.00	0.00
01-176-0000-5700-5700-0000	Board Of Appeals - Expense	600.00		600.00	-364.52		235.48
01-177-0000-5000-5700-0000	Agricultural Commission - Expense	1,550.00		1,550.00	-1,105.87	-78.00	366.13
01-192-0000-5114-5114-0000	Public Buildings Wages Pt	15,155.00	6,365.00	21,520.00	-21,431.01		88.99
01-192-0000-5211-5211-0000	Public Bldg - Electricity	60,000.00		60,000.00	-46,329.57		13,670.43
01-192-0000-5212-5212-0000	Public Bldg - Telephone	5,000.00		5,000.00	-2,743.74		2,256.26

Town Accountant

General Fund Expenses Fiscal Year 2018

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-192-0000-5411-5411-0000	Public Bldg - Fuel Oil	51,750.00		51,750.00	-38,232.55		13,517.45
01-192-0000-5700-5700-0000	Public Buildings Expenses	204,770.00		204,770.00	-177,210.51	-27,000.00	559.49
01-192-2018-0006-5700-0900	Art 6 Stm Fy17 Mouras Cleaning Unpaid Bills	530.80		530.80	-530.80		0.00
01-192-2018-0023-5700-0900	Art 23 Mun Bldg New Carpet & Cleaning	32,000.00		32,000.00	-32,000.00		0.00
01-195-0000-5700-5700-0000	Town Report Expenses	3,600.00	806.00	4,406.00	-4,405.17		0.83
01-210-0000-5111-5111-0000	Police Salary Ft	136,654.00		136,654.00	-136,654.00		0.00
01-210-0000-5112-5112-0000	Police Wages Ft	698,398.00	-50,000.00	648,398.00	-606,846.33		41,551.67
01-210-0000-5114-5114-0000	Police Wages Pt	116,071.00	50,000.00	166,071.00	-147,501.91		18,569.09
01-210-0000-5700-5700-0000	Police Expenses	96,537.00		96,537.00	-93,449.12	-2,550.00	537.88
01-210-2018-0024-5700-0900	Art 24 New Police Cruiser To Replace 2012	36,500.00		36,500.00	-36,500.00		0.00
01-221-0000-5111-5111-0000	Fire & Ems Salary Ft	150,800.00		150,800.00	-150,800.00		0.00
01-221-0000-5112-5112-0000	Fire & Ems Wages Ft	77,914.00		77,914.00	-77,171.33		742.67
01-221-0000-5114-5114-0000	Fire & Ems Wages Pt	193,964.00	13,400.00	207,364.00	-207,363.91		0.09
01-221-0000-5700-5700-0000	Fire & Ems Expenses	103,100.00	21,285.00	124,385.00	-118,096.85	-6,288.15	0.00
01-221-2018-0004-5700-0900	Art 4 Stm Fy16 Community Ambulance	6,095.00		6,095.00	-6,095.00		0.00
01-221-2018-0005-5700-0900	Art 5 Stm Fy17 Community Ambulance	9,805.00		9,805.00	-9,805.00		0.00
01-221-2018-0025-5700-0900	Art 25 Fire & Ems Minor Equipment	50,000.00		50,000.00	-50,000.00		0.00
01-221-2018-0026-5700-0900	Art 26 Hydraulic Rescue Tools	50,000.00		50,000.00	-49,893.77	-106.23	0.00
01-241-0000-5114-5114-0000	Building Inspector Wages Pt	113,363.00		113,363.00	-97,359.28		16,003.72
01-241-0000-5700-5700-0000	Building Inspector Expenses	5,230.00		5,230.00	-2,616.86		2,613.14
01-242-0000-5700-5700-0000	Plumbing & Gas Inspector Expenses	1,200.00		1,200.00	-278.50		921.50
01-243-0000-5700-5700-0000	Electrical Inspector Expenses	800.00		800.00			800.00
01-249-0000-5113-5113-0000	Animal Inspector Salary Pt	1,892.00		1,892.00	-1,892.00		0.00
01-249-0000-5700-5700-0000	Animal Inspector Expenses	925.00		925.00			925.00
01-292-0000-5113-5113-0000	Dog Officer Salary Pt	2,894.00		2,894.00	-2,894.00		0.00
01-292-0000-5700-5700-0000	Dog Officer Expenses	2,500.00		2,500.00	-45.00	-500.00	1,955.00
01-296-0000-5100-5100-0000	Communications Center Personnel	37,095.00		37,095.00	-34,840.00		2,255.00
01-296-0000-5700-5700-0000	Communications Expenses	166,500.00		166,500.00	-165,716.82	-501.00	282.18
01-300-0000-5000-5100-0000	Berlin Memorial School Personnel	2,370,886.81		2,370,886.81	-2,370,886.81		0.00
01-300-0000-5000-5700-0000	Berlin Memorial School Expenses	525,450.19		525,450.19	-450,531.45	-73,089.71	1,829.03
01-300-2018-0013-5700-0900	Art 13 Bms Fire Cistern Tank & Shed	10,000.00		10,000.00		-10,000.00	0.00
01-300-2018-0015-5700-0900	Art 15 Bms Dishwasher Repair/ Replacement	10,000.00		10,000.00	-5,873.20	-4,126.80	0.00
01-300-2018-0018-5700-0900	Art 18 Bms Swing Set Mats	3,500.00		3,500.00	-2,629.50	-870.50	0.00
01-422-0000-5111-5111-0000	Highway Salary Ft	81,511.00		81,511.00	-81,511.00		0.00
01-422-0000-5112-5112-0000	Highway Wages Ft	218,037.00		218,037.00	-201,669.22		16,367.78
01-422-0000-5114-5114-0000	Highway Wages Pt	9,163.00		9,163.00	-1,347.12		7,815.88
01-422-0000-5700-5700-0000	Highway Expenses	122,320.00		122,320.00	-109,032.54	-13,280.00	7.46
01-422-2018-0029-5700-0900	Art 28 Used Street Sweeper	50,000.00		50,000.00	-50,000.00		0.00
01-422-2018-0029-5700-0900	Art 29 Hot Top	80,000.00		80,000.00	-37,799.86	-42,200.14	0.00
01-423-0000-5112-5112-0000	Snow & Salt Overtime Wages	34,747.00	-16,087.98	18,659.02	-18,659.02		0.00
01-423-0000-5114-5114-0000	Snow & Salt Wages Pt	10,323.00	733.60	11,056.60	-11,056.60		0.00
01-423-0000-5700-5700-0000	Snow & Salt Expenses	85,000.00	53,754.38	138,754.38	-138,747.58		6.80
01-424-0000-5211-5211-0000	Street Lights	9,600.00	155.00	9,755.00	-9,058.60	-688.36	8.04
01-433-0000-5114-5114-0000	Transfer Station Wages Pt	35,925.00		35,925.00	-34,421.47		1,503.53
01-433-0000-5700-5700-0000	Transfer Station Expenses	33,940.00		33,940.00		-10500	23,440.00

Town Accountant

General Fund Expenses Fiscal Year 2018

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-491-0000-5000-5100-0000	Cemetery Salary Pt	3,360.00		3,360.00	-3,360.00		0.00
01-491-0000-5000-5700-0000	Cemetery Expenses	26,644.00	1,200.00	27,844.00	-25,531.13	-2,310.00	2.87
01-491-2018-0022-5700-0900	Art 22 South Cemetery Re-Paving	10,000.00		10,000.00	-10,000.00		0.00
01-510-0000-5110-5110-0000	Board of Health Elected Salary	1,800.00		1,800.00	-1,800.00		0.00
01-510-0000-5114-5114-0000	Board of Health Wages Pt	3,626.00		3,626.00	-3,520.86		105.14
01-510-0000-5700-5700-0000	Board of Health Expenses	1,450.00		1,450.00	-398.24		1,051.76
01-511-0000-5200-5200-0000	Nashoba Health	7,021.00		7,021.00	-7,020.92		0.08
01-522-0000-5200-5200-0000	Nashoba Nursing	3,205.00		3,205.00	-3,204.00		1.00
01-541-0000-5114-5114-0000	Council On Aging Wages Pt	6,000.00		6,000.00	-6,000.00		0.00
01-541-0000-5700-5700-0000	Council On Aging Expenses	10,885.00	415.00	11,300.00	-10,885.00	-415.00	0.00
01-541-2018-0020-5700-0900	Art 20 Council On Aging Bus Repair & Maintenance	5,000.00		5,000.00	-1,719.13	-3,280.87	0.00
01-543-0000-5113-5113-0000	Veterans Salary Pt	2,842.00		2,842.00	-2,842.00		0.00
01-543-0000-5700-5700-0000	Veterans Expenses	635.00		635.00	-109.09		525.91
01-543-0000-5780-5780-0000	Veterans Benefits	16,056.00		16,056.00	-6,730.21		9,325.79
01-599-0000-5000-5000-0000	Wheat Assesment	4,000.00		4,000.00	-4,000.00		0.00
01-610-0000-5114-5114-0000	Library Wages Pt	113,605.00		113,605.00	-109,131.24		4,473.76
01-610-0000-5700-5700-0000	Library Expenses	28,915.00		28,915.00	-28,915.00		0.00
01-610-2018-0030-5700-0900	Art 30 Library Designs - Grant/Dep Approval	50,000.00		50,000.00		-50,000.00	0.00
01-630-0000-5700-5700-0000	Recreation Expenses	4,600.00		4,600.00	-4,600.00		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	-14.96		585.04
01-692-0000-5700-5700-0000	Memorial Day Expenses	1,900.00		1,900.00	-1,900.00		0.00
01-694-0000-5700-5700-0000	Festive Events Expenses	2,100.00		2,100.00	-1,588.00		512.00
01-752-0000-5800-5800-0000	Interest Expense	44,554.00	5,165.00	49,719.00	-49,719.00		0.00
01-752-0000-5900-5900-0000	Principal Repayment On Debt	294,523.00	-5,165.00	289,358.00	-174,523.00		114,835.00
01-752-0000-5900-5963-0000	**Ban Paydown to Capital Spent from Principal	0.00		0.00	-112,000.00		-112,000.00
01-800-0000-5300-5320-0000	School Choice	3,200.00		3,200.00	-5,000.00		-1,800.00
01-800-0000-5600-5634-0000	Motor Vehicle Assessment	1,880.00		1,880.00	-1,880.00		0.00
01-800-0000-5600-5639-0000	Mosquito Control Assessment	34,957.00		34,957.00	-34,957.00		0.00
01-800-0000-5600-5640-0000	Air Pollution Assessment	1,102.00		1,102.00	-1,102.00		0.00
01-800-0000-5600-5641-0000	Central Mass Regional Planning Council	782.00		782.00	-781.21		0.79
01-800-0000-5600-5663-0000	Regional Transit Assessment	22.00		22.00	-22.00		0.00
01-835-0000-5300-5321-0000	Assabet Valley Regional Assessment	282,886.00		282,886.00	-282,886.00		0.00
01-835-0000-5300-5322-0000	Tahanto Regional Assessment	2,569,795.00		2,569,795.00	-2,569,795.00		0.00
01-835-0000-5900-5900-0000	Tahanto Capital Assessment	549,643.00		549,643.00	-549,643.00		0.00
01-835-0000-5900-5901-0000	Assabet Renovations	79,310.00		79,310.00	-79,310.00		0.00
01-911-0000-5200-5200-0000	Worcester Regional Retirement Assessment	419,681.00		419,681.00	-419,681.00		0.00
01-912-0000-5100-5170-0000	Workmens Compensation	42,400.00		42,400.00	-29,814.00		12,586.00
01-913-0000-5100-5170-0000	Unemployment Insurance	25,000.00	4,000.00	29,000.00	-24,054.34		4,945.66
01-914-0000-5100-5170-0000	Chapter 32B Health Insurance	925,000.00	-37,400.00	887,600.00	-887,377.35		222.65
01-916-0000-5200-5200-0000	Police & Fire Sickness and Accident Insurance	28,000.00		28,000.00	-26,878.00		1,122.00
01-919-0000-5100-5190-0000	Sick Pay Account	34,560.00		34,560.00	-21,005.82		13,554.18
01-920-0000-5100-5170-0000	Medicare	78,000.00	-1,000.00	77,000.00	-68,954.76		8,045.24
01-945-0000-5700-5740-0000	Property & Liabilities Insurance	86,528.00	973.00	87,501.00	-87,501.00		0.00
01-990-0000-0000-5000-0000	Transfer to Other Funds	250,000.00		250,000.00	-250,000.00		0.00
		12,939,562.80	0.00	12,939,562.80	-12,362,213.09	-271,184.98	306,164.73

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2018

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2017	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/18
	School Lunch:						
12-300-0000-0000-3590-0000	School Lunch	\$13,617.60		\$43,955.50		\$50,041.30	\$7,531.80
	Highway Improvements:						
13-422-0000-0000-3590-0000	Highway Improvements	(\$193,256.00)		\$193,256.00			\$0.00
	Receipts Reserved for Appropriation:						
14-000-3301-0000-3301-0000	Public Safety Highland Common	\$414,884.85		\$448,875.36	\$411,500.00		\$452,260.21
14-000-3302-0000-3301-0000	Capital Plan Highland Common	\$3,609.96					\$3,609.96
14-000-3303-0000-3301-0000	TNC Per-Ride Fund (tax on ride services)	\$0.00		\$353.60			\$353.60
14-232-3305-0000-3590-0000	Ambulance Fund Balance	\$292,927.79		\$143,064.06	\$100,000.00		\$335,991.85
	Ambulance Receivable \$310,221.41						
14-491-3301-0000-3590-0000	Cemetery General Receipts	\$13,900.00		\$18,150.00	\$13,900.00		\$18,150.00
14-491-3302-0000-3590-0000	Cemetery Sale of Lots	\$2,600.00		\$1,800.00	\$2,600.00		\$1,800.00
14-510-3304-0000-3590-0000	WPAT Loan Repayments	\$94,937.22		\$8,916.47	\$9,523.00		\$94,330.69
	Outstanding WPAT Betterments \$860.34						
14-698-3301-0000-3301-0000	PEG Access & Cable Related Fund		\$184,275.36				\$184,275.36
	Moved from Revolving Funds per M.G.L						
	Offset Receipts:						
15-242-3308-0000-3590-0000	Plumbing and Gas Inspector	\$0.00		\$53,996.94	\$2,699.83	\$51,297.11	\$0.00
15-243-3307-0000-3590-0000	Electrical Inspector	\$0.00		\$22,780.41	\$5,686.10	\$17,094.31	\$0.00
15-433-3309-0000-3590-0000	Transfer Station	\$0.00		\$92,371.83	\$3,561.61	\$88,810.22	\$0.00
	Revolving Funds:						
17-141-1707-0000-3590-0000	Assessors Maps Revolving Fund - closing	\$5,383.49				\$5,383.49	\$0.00
17-161-1708-0000-3590-0000	Town Clerks Dog Revolving Fund	\$11,687.38		\$1,085.00		\$408.39	\$12,363.99
17-171-1701-0000-3590-0000	Conservation Wetlands Protection Fund	\$8,315.47		\$1,250.00		\$3,796.00	\$5,769.47
17-192-1701-0000-3590-0000	Town Hall Revolving Fund	\$5,664.07		\$1,295.00			\$6,959.07
17-210-1705-0000-3590-0000	Police Special Law Enforcement Fund	\$2,448.96					\$2,448.96
17-241-1702-0000-3560-0000	Inspector Permitting Software	\$2,047.22		\$5,585.60		\$5,691.12	\$1,941.70
17-300-1701-0000-3590-0000	School Circuit Breaker	\$6,715.00		\$28,913.00		\$6,715.00	\$28,913.00
17-300-1703-0000-3590-0000	School Summer Reading Program	\$375.79				\$298.50	\$77.29
17-300-1704-0000-3590-0000	School Rental Revolving	\$1,906.29		\$1,350.00			\$3,256.29
17-300-1705-0000-3590-0000	Preschool Revolving	\$44,187.41		\$27,174.00		\$37,442.99	\$33,918.42
17-300-1706-0000-3590-0000	School Choice Fund	\$342,302.39		\$82,756.00		\$95,000.00	\$330,058.39
17-300-1708-0000-3590-0000	After School Revolving Fund	\$24,331.02		\$49,811.25		\$44,543.48	\$29,598.79
17-300-1709-0000-3590-0000	Nonresident & Foster Care Tuition	\$1,138.22					\$1,138.22
17-300-1711-0000-3560-0000	BMS Lost Books	\$344.13		\$46.92		\$200.00	\$191.05
17-610-1709-0000-3590-0000	Library Video Fines Fund	\$2,126.25		\$558.24		\$78.03	\$2,606.46
17-630-1701-0000-3590-0000	Recreation Fund	\$29,687.84		\$8,191.00		\$16,465.92	\$21,412.92
17-698-1705-0000-3560-0000	PEG Access & Cable Related Revolving	\$168,055.52		\$27,986.50	\$184,275.36	\$11,766.66	\$0.00
	Moved to Rec Res for Approp per M. G. L.						

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2018

	FUND NAME	BALANCE 7/1/2017	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/18
	Town Grants:						
18-122-1701-0000-3590-0000	EECBG - Federal Grant Thru State	\$102.37					\$102.37
18-122-1712-0000-3590-0000	DOER - Green Community Grant	(\$41,510.25)		\$61,605.50		\$16,206.00	\$3,889.25
18-162-1701-0000-3520-0000	Election Grant	\$0.00		\$1,170.00		\$1,170.00	\$0.00
18-192-1703-0000-3520-2017	Cultural Facilities Capital Grant	\$0.00		\$217,800.00		\$217,800.00	\$0.00
18-210-1711-0000-3590-0000	Police Bullet Proof Vest	\$0.00		\$405.00			\$405.00
18-221-1701-0000-3520-0000	Federal VFA Grant - Fire	(\$925.28)		\$925.28		\$2,000.00	(\$2,000.00)
18-221-1714-0000-3510-2017	Federal EMPG Grant - FFY2015	(\$2,460.00)		\$2,309.46		(\$150.54)	\$0.00
18-221-1714-0000-3520-2016	Federal EMPG Grant - FFY2016	(\$1,698.69)		\$2,460.00		\$761.31	\$0.00
18-221-1714-0000-3520-2017	Federal EMPG Grant - FFY2017	\$0.00		\$2,460.00		\$2,460.00	\$0.00
18-510-1702-0000-3590-0000	Public Health Emergency Response	\$5,560.06					\$5,560.06
18-510-1709-0000-3590-0000	Board of Health - Septic Loan Grant	\$46,791.76					\$46,791.76
18-510-1712-0000-3590-0000	Board of Health - WPAT Admin Grant	\$4,512.36					\$4,512.36
18-541-1702-0000-3590-0000	Council on Aging - Elderly Affairs Grant	\$0.00		\$6,906.00		\$6,906.00	\$0.00
18-610-1703-0000-3590-0000	Library LIG & MEG Grant	\$6,426.42		\$2,872.39		\$3,767.00	\$5,531.81
18-631-1701-0000-3590-0000	Arts Lottery Grant - Cultural Council	\$3,662.41		\$4,402.75		\$4,773.79	\$3,291.37
	School Grants:						
22-300-3501-0000-3590-2007	Health Grant 2007	\$687.53					\$687.53
22-300-3505-0000-3590-0000	Sped Early Childhood Grant	(\$1,384.92)		\$2,391.00		\$615.00	\$391.08
22-300-3507-0000-3590-0000	Big Yellow Bus Grant	\$0.00		\$400.00		\$400.00	\$0.00
22-300-3511-0000-3590-0000	Teachers Quality Grant - Federal	(\$309.18)		\$3,486.00		\$4,038.16	(\$861.34)
22-300-3512-0000-3590-0000	Sped Program Improvement Grant	\$700.00		(\$700.00)			\$0.00
22-300-3519-0000-3590-0000	Title I - Federal Grant	(\$12,613.00)		\$35,450.00		\$22,837.00	\$0.00
22-300-3522-0000-3590-2003	Small Rural School Grant - Federal	\$1,090.56		\$36,348.00		\$27,438.56	\$10,000.00
22-300-3525-0000-3590-0000	Sped Entitlement 94 142 Grant - Federal	(\$3,231.58)		\$48,006.00		\$44,289.30	\$485.12
22-300-3532-0000-3590-0000	Early Childhood Sped Improvement Grant	\$1,300.00				\$1,300.00	\$0.00
22-300-3533-0000-3520-0000	PD Revised Framework & Stand	\$2,000.00		(\$848.00)		\$1,152.00	\$0.00
22-300-3534-0000-3520-0000	Sapphire School Grant - Boiler	\$0.00		\$10,000.00		\$240,612.77	(\$230,612.77)
22-300-3535-0000-3510-0000	Title IV Federal Grant	\$0.00		\$555.00		\$555.00	\$0.00
22-300-3536-0000-3520-0000	Literacy Grant	\$0.00		\$7,455.00		\$6,452.94	\$1,002.06
	Capital Projects:						
30-000-0000-0000-3590-0000	School	\$5,141.03					\$5,141.03
31-000-0000-0000-3590-0000	Public Safety and Municipal Building	\$34.92					\$34.92
35-221-2017-0035-5700-0900	Ladder/Quint Truck (Fire & EMS)	\$428,466.00		\$0.00		\$428,466.00	\$0.00
	Temp Borrowing - Treasurer not doing perm.	\$576,067.00				\$112,000.00	\$464,067.00
36-422-2016-0021-5700-0900	Procurement for the New Highway Barn	\$115,170.79				\$40,727.30	\$74,443.49
36-422-2017-0033-5700-0900	New Highway Barn	\$2,544,434.00				\$2,401,278.00	\$143,156.00
	Temp Borrowing - not yet permanently BAN	\$3,800,000.00					\$3,800,000.00
	Gifts and Donations:						
40-000-3616-0000-3590-0000	Flag and Relief Fund	\$99.00					\$99.00
40-122-3500-0000-3590-0000	Selectmen - Clock Striking Fund	\$3,690.13		\$56.69			\$3,746.82
40-122-3501-0000-3590-0000	Selectmen - World War II Fund	\$79.91		\$3.23			\$83.14
40-122-3506-0000-3590-0000	Cultural Activities & Facilities	\$125,184.56			\$28,500.00		\$96,684.56

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2018

	FUND NAME	BALANCE 7/1/2017	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/18
	Gifts and Donations:						
40-141-3611-0000-3590-0000	Assessors Personnel - Mall	\$735.45					\$735.45
40-175-3601-0000-3590-0000	Planning Board - Affordable Housing	\$191,978.00					\$191,978.00
40-175-3602-0000-3590-0000	Senior/Affordable Housing - Highland Common	\$358,102.53					\$358,102.53
40-177-3601-0000-3590-0000	Community Garden Donations	\$1,324.50		\$325.00			\$1,649.50
40-192-3601-0000-3590-0000	Town Hall Repairs - Donations	\$83.90					\$83.90
40-192-3602-0000-3590-0000	1870 T Hall Elevator Project Donations	\$2,665.70					\$2,665.70
40-210-3608-0000-3590-0000	Police - Dare Donations	\$1,646.83					\$1,646.83
40-220-3601-0000-3590-0000	Fire - Donations	\$139.40					\$139.40
40-221-3601-0000-3580-0000	Fire & EMS Donations	\$100.00		\$8,340.00		\$3,745.93	\$4,694.07
40-300-3612-0000-3590-0000	School Donations	\$8,116.29		\$850.00			\$8,966.29
40-300-3614-0000-3590-0000	Student Activity Fund	\$7,978.32		\$5,296.73		\$5,066.93	\$8,208.12
40-422-3613-0000-3590-0000	Highway Donations	\$100.00					\$100.00
40-433-3600-0000-3590-0000	Board of Health Compost Bins	\$1,268.31					\$1,268.31
40-541-3618-0000-3590-0000	Council on Aging Donations	\$873.03		\$3,335.76		\$972.30	\$3,236.49
40-610-3609-0000-3590-0000	Library Donations	\$580.73		\$200.00		\$212.23	\$568.50
40-630-3601-0000-3280-0000	Recreation Wellness Trail Donations	\$0.00		\$10,000.00			\$10,000.00
40-691-3601-0000-3590-0000	Historical Comm. Donation	\$634.51					\$634.51
	Non - Expendable Trust Funds:						
82-001-3510-0000-3590-0000	Nancy Young - School	\$1,500.00					\$1,500.00
82-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$200.00					\$200.00
82-001-3512-0000-3590-0000	Anna Hunt - General	\$1,000.00					\$1,000.00
82-001-3513-0000-3590-0000	Charity Fund	\$3,461.00					\$3,461.00
82-422-3509-0000-3590-0000	Highway - Mary Keyes	\$2,449.03					\$2,449.03
82-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$162.65					\$162.65
82-491-3516-0000-3590-0000	Cemetery Flower Fund	\$7,562.87					\$7,562.87
82-491-3517-0000-3590-0000	Cemetery Perpetual Care Fund	\$158,096.54		\$3,200.00			\$161,296.54
82-610-3514-0000-3590-0000	Library	\$34,891.73					\$34,891.73
	Expendable Trust Funds:						
84-001-3511-0000-3590-0000	Nancy Young - School	\$4,241.16		\$91.18			\$4,332.34
84-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$370.98		\$6.81			\$377.79
84-001-3512-0000-3590-0000	Anna Hunt - General	\$336.96		\$23.35	\$50.00		\$310.31
84-001-3513-0000-3590-0000	Charity Fund	\$1,882.89		\$84.84			\$1,967.73
84-122-3518-0000-3590-0000	Selectmen - Mable Marble Scholarship	\$3,019.39		\$3,001.28		\$3,000.00	\$3,020.67
84-171-3519-0000-3590-0000	**Conservation - Open Space	\$628,946.89		\$430,948.77		\$944,396.00	\$115,499.66
84-300-3521-0000-3590-0000	School - Hoffman Fund	\$792.84		\$12.79			\$805.63
84-422-3509-0000-3590-0000	Highway - Mary Keyes	\$5,228.23		\$121.88			\$5,350.11
84-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$1,354.15		\$24.11			\$1,378.26
84-491-3517-0000-3590-0000	Cemetery - Flower and Perpetual Care	\$836.52		\$424.66			\$1,261.18
84-610-3514-0000-3590-0000	Library	\$17,794.14		\$157.49			\$17,951.63
	** Grant Anticipation Note \$ 126,075.00						
	** Solomon Pond Mit Receivable \$391,666.76						
	Stabilization Fund:						
85-000-0000-0000-3590-0000	Stabilization Fund	\$608,008.53	\$118,045.83	\$2,477.37			\$728,531.73

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2018

	FUND NAME	BALANCE 7/1/2017	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/18
	Agency Funds:						
89-122-0000-0000-2552-0000	Selectmen - Sullivan Hayes Expenses	\$150.00				\$150.00	\$0.00
89-146-0000-0000-2432-0000	Collector Demands	\$25.00		\$18,975.00		\$18,980.00	\$20.00
89-171-0000-0000-2551-2012	Conservation Comm - Berlin Farms	\$752.15		\$0.48			\$752.63
89-175-0000-0000-2555-0000	Planning Board - Highland Commons	\$57.66		\$0.10			\$57.76
89-175-0000-0000-2557-2005	Planning Board - Indian Rock Estates	\$1,990.80		\$3.59			\$1,994.39
89-175-0000-0000-2558-2006	Planning Board - Kendall Homes	\$73.61		\$0.13			\$73.74
89-175-0000-0000-2560-2004	Planning Board - Berlin Village	\$121.56		\$0.22			\$121.78
89-175-0000-0000-2561-2007	Planning Board - Farm Lane	\$190.21		\$0.35			\$190.56
89-175-0000-0000-2563-2009	Planning Board - Highland Common Traffic	\$17,702.81		\$30.69		\$3,037.15	\$14,696.35
89-175-0000-0000-2565-2011	Planning Board - Hamlin Summer Road	\$1,032.19		\$0.65			\$1,032.84
89-175-0000-0000-2566-2011	Planning Board - River Run	\$1,205.02		\$6,291.27		\$4,950.48	\$2,545.81
89-175-0000-0000-2567-2013	Planning Board - Growing Room Project	\$3,188.20		\$2.12			\$3,190.32
89-175-0000-0000-2570-2017	Planning Board - Plastride Sawyer Hill	\$1,292.31		\$5.09		\$1,110.69	\$186.71
89-176-0000-0000-2553-2011	Board of Appeals - Northbrook Village II	\$5,016.52		\$3.31			\$5,019.83
89-176-0000-0000-2554-2014	Board of Appeals - Green Acres Rhodes	\$403.25		\$0.28			\$403.53
89-176-0000-0000-2556-0000	Board of Appeals - The Capes of Berlin	\$3,500.55		\$7,402.59		\$6,616.84	\$4,286.30
89-176-0000-0000-2558-2004	Board of Appeals - Whitney Road	\$2,210.82		\$1.12		\$2,211.94	\$0.00
89-176-0000-0000-2559-2003	Board of Appeals - River Run	\$5,514.46		\$3.63			\$5,518.09
89-210-0000-0000-2021-0000	Police Detail	(\$7,799.75)		\$221,756.41		\$204,125.16	\$9,831.50
	Police Detail Receivable \$24,493.50						
89-210-0000-0000-2435-0000	Police Firearms Records Licenses - State	\$1,275.00		\$5,200.00		\$4,375.00	\$2,100.00
89-220-0000-0000-2022-0000	Fire Details	\$918.35		\$0.00			\$918.35
89-220-0000-0000-2023-0000	Fire - Highland Common	\$0.00		\$0.00			\$0.00
89-221-0000-0000-2022-0000	Fire & EMS Detail	\$180.00		\$7,605.00		\$7,425.00	\$360.00
	Long Term Debt:						
90-000-0000-0000-2700-0000	Bonds Payable	\$364,982.00				\$174,523.00	\$190,459.00

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

FY 17 Financial Statements have been successfully audited by CliftonLarsonAllen from Burlington, MA. Audited Financial Statements can be viewed by appointment in the

Accountant's office or on the Town Accountants web page.

FY 18 Financial Statements are in the process of being audited at the time of submission by CliftonLarsonAllen, Lexington, Ma.

FY 18 Combined Balance Sheet, Schedule A and all supporting documents have been received by the Department of Revenue. Documents can be viewed by appointment.

Free Cash has been Certified for FY18 - to be used in FY19 in the amount of \$264,000

Please visit the Town of Berlin's website for financial updates, forms, and viewable reports. The Audited Financials Reports and Auditors Reports can also be viewed when finalized.

If there is anything else you would like to see on the Accountant's website please let us know. (978) 838-0045 or Accountant@townofberlin.com or Acctclerk@townofberlin.com

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

Capital Planning Committee

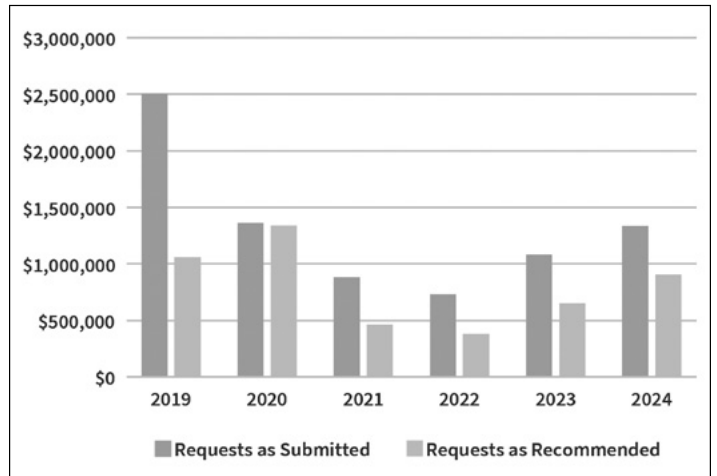
Mission Statement: The goal of the Berlin Capital Planning Committee is to provide a means of planning for necessary expenditures for maintenance, equipment and/or improvements of the capital assets and infrastructure of the Town of Berlin.

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

The Capital Planning Committee receives its authorization from Article XXI of the Town's Bylaws which states, "A Capital Planning Committee is hereby established (hereinafter "the Committee"). Its purpose will be to develop a Capital Improvement Plan (CIP), evaluate the financial effect of proposed expenditures and make recommendations for the priority and funding of items submitted for consideration. The Committee will consider capital expenditures, and extraordinary expenses. For purposes of this bylaw, capital expenditures are defined as the request for town funding of an item(s) that will be bonded over multiple years. For the purposes of this by-law, extraordinary expenses are defined as any request for town funding of capital or expense items submitted outside of the entity's operating budget in the form of an independent town meeting article(s). (ATM 2017, Art.35) (1)

In our first budget cycle we were faced with an extraordinary capital budget request for FY 2019 of \$2,422,300. While in subsequent years the requested amounts fell to as low as \$730,000. 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 a 5 year period. These changes are shown on the bar graph above.

CPC FY19 Capital Spending Recommendation



We expect additional cooperation from Department Heads and Committees as the Town becomes more familiar with long term capital planning. The lack of Town Capital Improvement Plan policies and an overall Town Financial Management Policy makes our Committee work difficult and we recommend a Town of Berlin Financial Management Policy to be undertaken as soon as the Selectmen and/or a Town Administrator take on the Task. The Capital Planning Committee is in the process of drafting it's Capital Improvement Plan policies and is willing to provide input to a Town Financial Management Policy as needed.

As called for in the Massachusetts Department of Revenue (DOR) Guidelines for Town Capital Improvement Plans, the Capital Planning Committee also began 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 was collected 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 building, land and fleet inventories will be the basis for asset condition inspections used as a tool for maintenance and repairs of town owned facilities. Rather than wait for emergency repairs that CPC feels that a regular check on routine maintenance and upkeep will provide cost savings in the long run. We look forward to working with the Energy Committee on long term energy cost savings and with the Inspectional Service Dept to complete maintenance inspections and upgrades on a timely basis.

Respectively submitted,
Anna Crane, John Solera, David Westerling, *Chair*

Finance Committee

Berlin's finances are in a strong position as we approach Fiscal Year 2020.

The town has achieved a AA+ credit rating which greatly decreases our borrowing costs. For that we can thank the diligence of Dennis Fearebay, the town Treasurer; June Poland, the town Accountant; and the work of the members of our new Capital Planning Committee. The Finance Committee has kept local property tax increases below the permitted 2.5% annual increase for five of the past six years (your taxes may have gone up more than that due to rising property values in town). Berlin has not seen a Proposition 2 ½ property tax rate override vote since the 1980's, and our residential property tax rates continue to be below the average of other cities and towns in the Commonwealth.

Two years ago we promised the taxpayers of Berlin that we would retire the debt on the Town Offices before incurring finance payments on the new Town Barn. We are pleased to let you know that the final payment on the municipal office building was made in Fiscal Year 2019, and that we will begin payments on the Barn in FY2020.

The Finance Committee would like to express its thanks to outgoing Fire/EMS Chief Paul Zbikowski for his careful evaluation of the town's fire fighting vehicles. Paul determined that we could reduce the total fire fleet by one vehicle and still have what we need to deal with fire protection and rescue in Berlin. Thus the new fire truck on this year's warrant will replace two vehicles in the current pool. That will permanently remove one large fire capital purchase from our future, and save us a great deal of money.

Starting this year the Finance Committee plans significant increases in our yearly contribution to the town's Stabilization Fund. This is our savings account held in trust against lean economic times. The national economy is currently in its longest period of expansion since the late 1940's, but this cannot last forever. We ask your support for a prudent effort to boost our savings during this time.

Buzz Harris,
Chair, Finance Committee

Reserve Fund Transfers for FY 2018

Starting Balance			\$90,000.00
Date	Transfer to	Transfer amount	Balance
09/20/17	Unemployment	\$4,000	\$86,000
03/14/18	Legal Expenses	\$11,000	\$75,000
03/14/18	Public Buildings Wages – PT	\$6,365	\$68,635
04/06/18	Fire/EMS Expenses	\$9,800	\$58,835
04/06/18	Fire/EMS Wages – PT	\$13,400	\$45,435
06/06/18	Town Report Expenses	\$806	\$44,629
06/13/18	Fire/EMS Expenses	\$6,500	\$38,129
06/13/18	Property & Liability Insurance	\$973	\$37,156
06/30/18	Council on Aging Expenses	\$415	\$36,741
06/30/18	Fire/EMS Expenses	\$1,485	\$35,256
06/30/18	Cemetery Expense	\$1,200	\$34,056
06/30/18	Street Lights Expense	\$155	\$33,901
06/30/18	Fire/EMS Expenses	\$3,500	\$30,401
06/30/18	Legal Expenses	\$8,093	\$22,308
Total Transfers		\$67,692	
Ending Balance			\$22,308

Finance Committee Budget Summary for Year Ending June 30, 2020

	FY19	FY20	Change %
REVENUE SOURCES			
Local Property Taxes	10,393,354	\$11,810,904	13.6%
Property Taxes on FY19 New Growth		309,621	N/A
State Aid	\$696,935	\$251,390	-63.9%
Local Receipts	\$862,757	\$1,011,303	17.2%
Offset Receipts	\$222,250	\$340,000	53.0%
Reserve Receipts	\$425,000	\$147,125	-65.4%
Total Income	\$12,600,296	\$13,870,343	10.1%
EXPENSES			
100 - GENERAL GOV'T	\$1,020,194	\$1,334,763	30.8%
200 - PUBLIC SAFETY	\$2,276,047	\$2,593,860	14.0%
400 - PUBLIC WORKS	\$774,809	\$813,077	4.9%
500 - HUMAN SERVICES	\$85,315	\$98,534	15.5%
600 - CULTURE & RECREATION	\$164,395	\$169,828	3.3%
700 - DEBT & INTEREST	\$352,221	\$527,001	49.6%
800 - INTERGOV'L EXP.	\$6,625,400	\$6,897,813	4.1%
900 - MISC. BENEFITS & INSURANCE	\$1,730,438	\$1,435,467	-17.0%
Total Expenses	\$13,028,819	\$13,870,343	6.5%
MAXIMUM BUDGET CALCULATIONS			
LEVY LIMIT FY2019		\$11,569,324	
Allowed 2.5% Increase		\$289,233	
NEW GROWTH		\$309,621	
SUBTOTAL		\$12,168,178	
STATE AID		\$251,390	
LOCAL RECEIPTS		\$1,011,303	
OFFSET RECEIPTS		\$340,000	
RCPTS AVAIL APP		\$147,125	
DEBT EXCLUSION		\$1,005,336	
SUBTOTAL		\$14,923,332	
LESS OBLIGATIONS		\$204,094	
Maximum Allowed FY19 Budget		\$14,719,238	
Proposed FY19 Budget		\$13,870,343	
Difference		\$848,895	

Sources of Funds Fiscal Year 2020

	Budget FY19	Budget FY20	% Change
STATE AID			
Abatements-Vets, Blind, Elderly-Sps	\$33,425	\$27,263	-18.4%
Lottery	\$ -	\$ -	N/A
Chapter 70 – School Aid	\$454,305	\$ -	-100.0%
Unrestricted General Aid	\$201,410	\$214,087	6.3%
Supplemental General Aid	\$ -	\$ -	N/A
Veterans Benefits	\$7,949	\$10,040	26.3%
Total State Aid	\$697,089	\$251,390	-63.9%
LOCAL RECEIPTS			
Tax Liens Redeemed	\$ -	\$ -	0.0%
Motor Vehicle Excise	\$536,911	\$536,000	-0.2%
Meals and Hotel Room Excise	\$51,784	\$75,000	44.8%
Interest on PP, RE & Excise	\$24,620	\$30,000	21.9%
In Lieu of Taxes	\$67,521	\$67,522	0.0%
Fees and Charges	\$17,445	\$25,000	43.3%
Other Departmental	\$9,620	\$6,781	-29.5%
Licenses and Permits	\$148,500	\$200,000	34.7%
Fines and Forfeits	\$38,880	\$53,000	36.3%
Interest on investments	\$22,986	\$18,000	-21.7%
Premium from School Refinancing	\$1,681	\$ -	-100.0%
Medicaid Reimbursement	\$24,659	\$ -	-100.0%
Total Local Receipts	\$944,607	\$1,011,303	7.1%
OFFSET RECEIPTS			
Transfer Station	\$90,000	\$88,000	-2.2%
Electric Inspector	\$52,250	\$100,000	91.4%
Plumbing/Gas Inspector	\$80,000	\$100,000	25.0%
FY19 Warrant Article Close Out	N/A	52,000	0.0%
Total Offset Receipts	\$222,250	\$340,000	53.0%
RESERVE RECEIPT			
	EST 4/18 Balance	Proposed Use	
Highland Commons Public Safety Fund	\$452,260	\$47,125	
Rescue Squad Receipts Fund	\$284,158	\$100,000	
Total Proposed Use of Reserve Receipts		\$147,125	
Estimated Obligations			
	FY18	FY20	
School Lunch	\$0	\$0	
Library	\$3,250	\$3,550	
State Charges	\$37,765	\$40,544	
Assessors Overlay	\$250,000	\$160,000	
School Choice	\$136,664	\$0	
REMEDIASST	\$0	\$0	
Total State Obligations	\$427,679	\$204,094	
**DEBT EXCLUSION			
Municipal Building	\$196,816	\$ -	
Tahanto Capital Assessment	\$555,534	\$612,571	
Highway Barn	\$28,092	\$392,765	
TOTAL	\$780,442	\$1,005,336	

Town of Berlin Fiscal Year 2019 Finance Committee Budget

Line Item	UMAS Account	Department	Town Approved FY19	Original Request FY20	% Increase Requested	Recommended FY20	Recommended Change %	Recommended Change \$\$\$
100 GENERAL GOVERNMENT								
1	114-5110	Moderator – Salary	\$50	\$50	0.0%	\$50	0.0%	\$ -
2	114-5700	Expenses	\$85	\$85	0.0%	\$85	0.0%	\$ -
3	122-5110	Selectmen – Salary	\$3,609	\$3,690	2.2%	\$3,690	2.2%	\$81
4	122-5112	Wages – FT		\$66,780	19.3%	\$66,780	19.3%	\$10,788
5	122-5114	Wages – PT	\$55,992	\$3,403	-81.4%	\$ -	-100.0%	\$ -
6	122-5700	Expenses	\$18,290	\$20,190	10.4%	\$18,290	0.0%	\$ -
7	123-5111	Town Admin – Salary	\$ -	\$150,000		\$150,000		\$150,000
8	123-5700	Expenses	\$ -	\$5,000		\$3,500		\$3,500
9	131-5700	Fin Com – Expenses	\$275	\$275	0.0%	\$275	0.0%	\$ -
10	132-5781	Reserve Fund	\$90,000	\$100,000	11.1%	\$95,000	5.6%	\$5,000
11	135-5111	Accountant – FT Salary	\$66,545	\$82,285	23.7%	\$82,285	23.7%	\$15,740
12	135-5114	Wages – PT	\$32,597	\$36,885	13.2%	\$36,885	13.2%	\$4,288
13	135-5700	Expenses	\$8,580	\$9,300	8.4%	\$9,300	8.4%	\$720
14	136-5700	Audit	\$30,000	\$31,000	3.3%	\$31,000	3.3%	\$1,000
15	141-5110	Assessor's – Salary	\$2,237	\$2,287	2.2%	\$2,287	2.2%	\$50
16	141-5113	Assistants – PT Salary	\$65,801	\$67,282	2.3%	\$67,282	2.3%	\$1,481
17	141-5114	Wages – PT	\$63,934	\$65,244	2.0%	\$65,244	2.0%	\$1,310
18	141-5700	Expenses	\$42,294	\$38,866	-8.1%	\$38,686	-8.5%	\$(3,608)
19	142-5000	Revaluation – Expenses	\$2,500	\$19,200	668.0%	\$19,200	668.0%	16,700
20	145-5111	Treasurer/Collector – Salary	\$53,211	\$75,920	42.7%	\$75,920	42.7%	\$22,709
21	145-5114	Wages – PT	\$43,790	\$44,907	2.6%	\$44,907	2.6%	\$1,117
22	145-5700	Expenses	\$38,328	\$49,940	30.3%	\$48,940	27.7%	\$10,612
23	151-5000	Legal Expenses	\$40,000	\$80,000	100.0%	\$65,000	62.5%	\$25,000
24	152-5700	Personnel – Expenses	\$200	\$5,200	2500.0%	\$5,200	2500.0%	\$5,000
25	153-5000	Tax Titles	\$12,000	\$20,000	66.7%	\$20,000	66.7%	\$8,000
26	155-5113	Data Systems – PT Salary	\$2,963	\$3,030	2.3%	\$3,030	2.3%	\$67
27	155-5700	Expenses	\$65,990	\$69,260	5.0%	\$69,260	5.0%	\$3,270
28	161-5110	Town Clerk – Salary	\$30,000	\$31,200	4.0%	\$31,200	4.0%	\$1,200
29	161-5113	PT Salary	\$11,669	\$12,756	9.3%	\$12,756	9.3%	\$1,087
30	161-5700	Expenses	\$2,390	\$2,245	-6.1%	\$2,245	-6.1%	\$(145)
31	162-5124	Elections – Wages PT	\$3,200	\$3,200	0.0%	\$3,200	0.0%	\$ -
32	162-5700	Expenses	\$3,650	\$3,700	1.4%	\$3,700	1.4%	\$50
33	163-5113	Registration – Salary	\$100	\$100	0.0%	\$100	0.0%	\$ -
34	163-5114	Wages – PT	\$550	\$550	0.0%	\$550	0.0%	\$ -
35	163-5700	Expenses	\$95	\$95	0.0%	\$95	0.0%	\$ -
36	171-5700	Conservation Com – Expenses	\$2,000	\$2,200	10.0%	\$2,200	10.0%	\$200
37	175-5700	Planning Board – Expenses	\$1,000	\$2,000	100.0%	\$2,000	100.0%	\$1,000
38	176-5114	Board of Appeals – Wages PT	\$ -	\$2,200	new item	\$2,200	new item	\$2,200
39	192-5700	Expenses	\$600	\$600	0.0%	\$600	0.0%	\$ -
40	177-5700	Agricultural Comm – Expenses	\$1,425	\$1,425	0.0%	\$1,425	0.0%	\$ -
41	192-5114	Public Bldgs – Wages PT	\$21,624	\$17,626	-18.5%	\$17,626	-18.5%	\$(3,998)
42	192-5700	Expenses	\$86,870	\$100,020	15.1%	\$99,770	14.8%	\$12,900
43	192-5212	Electricity	\$60,000	\$78,000	30.0%	\$78,000	30.0%	\$18,000
44	192-5211	Fuel Oil	\$51,750	\$50,000	-3.4%	\$50,000	-3.4%	\$(1,750)
45	195-5700	Town Report – Expenses	\$4,000	\$5,000	25.0%	\$5,000	25.0%	\$1,000
100 TOTAL GENERAL GOVERNMENT			\$1,020,194	\$1,362,996	33.6%	1,334,763	30.8%	\$314,569

Town of Berlin Fiscal Year 2019 Finance Committee Budget

Line Item	UMAS Account	Department	Town Approved FY19	Original Request FY20	% Increase Requested	Recommended FY20	Recommended Change %	Recommended Change \$\$\$
200 PUBLIC SAFETY								
46	210-5111	Police – Salary	\$143,350	\$147,650	3.0%	\$147,650	3.0%	\$4,300
47	210-5112	Wages – FT	\$764,687	\$802,415	4.9%	\$802,415	4.9%	\$37,728
48	210-5114	Wages – PT	\$119,205	\$123,004	3.2%	\$123,004	3.2%	\$3,799
49	210-5700	Expenses	\$100,137	\$105,658	5.5%	\$105,308	5.2%	\$5,171
50	221-5111	Fire & EMS – Salary FT	\$156,000	\$125,000	-19.9%	\$125,000	-19.9%	\$(31,000)
51	221-5112	Wages – FT	\$178,739	\$200,335	12.1%	\$197,335	10.4%	\$18,596
52	221-5114	Wages – PT	\$207,939	\$302,369	45.4%	\$301,369	44.9%	\$93,430
53	221-5700	Expenses	\$113,275	\$140,825	24.3%	\$139,825	23.4%	\$26,550
54	241-5114	Bldg Inspector – Salary	\$87,653	\$90,721	3.5%	\$90,721	3.5%	\$3,068
55	241-5112	Wages – FT	\$ -	\$40,494	new item	\$39,994	new item	\$39,994
56	241-5114	Wages – PT	\$22,905	\$28,287	23.5%	\$28,287	23.5%	\$ 5,382
57	241-5700	Expenses	\$20,680	\$29,230	41.3%	\$28,730	38.9%	\$8,050
58	242-5114	Plm&Gs Inspector – Wages PT	\$80,000	\$100,000	25.0%	\$100,000	25.0%	\$ 20,000
59	242-5700	Expenses	\$1,200	\$1,700	41.7%	\$1,200	0.0%	\$ -
60	243-5114	Elec Inspector – Wages PT	\$52,250	\$100,000	91.4%	\$100,000	91.4%	\$ 47,750
61	243-5700	Expenses	\$800	\$1,300	62.5%	\$800	0.0%	\$ -
62	249-5113	Animal Inspector – Salary	\$1,943	\$1,992	2.5%	\$1,992	2.5%	\$49
63	249-5700	Expenses	\$925	\$925	0.0%	\$925	0.0%	\$ -
64	292-5113	Animal Control Officer – Salary	\$2,972	\$ -	-100.0%	\$ -	-100.0%	\$(2,972)
65	292-5700	Expenses	\$1,000	\$18,000	1700.0%	\$18,000	1700.0%	\$17,000
66	296-5000	Communication – Wages/Exp	\$220,387	\$241,305	9.5%	\$241,305	9.5%	\$20,918
200 TOTAL PUBLIC SAFETY			\$2,276,047	\$2,601,210	14.3%	\$2,593,860	14%	\$317,813
400 PUBLIC WORKS/FACILITIES								
67	422-5111	Highway – Salary	\$85,382	\$81,800	-4.2%	\$81,800	-4.2%	\$(3,582)
68	422-5112	Wages – FT	\$225,509	\$229,460	1.8%	\$229,460	1.8%	\$3,951
69	422-5114	Wages – PT	\$8,749	\$12,806	46.4%	\$12,806	46.4%	\$4,057
70	422-5700	Expenses	\$122,320	\$141,850	16.0%	\$141,100	15.4%	\$18,780
71	423-5112	Snow & Salt – FT OT	\$35,616	\$36,428	2.3%	\$36,428	2.3%	\$812
72	423-5114	Wages – PT	\$10,581	\$13,566	28.2%	\$13,566	28.2%	\$2,985
73	423-5700	Expenses	\$85,000	\$85,000	0.0%	\$85,000	0.0%	\$ -
74	424-5211	Street Lights	\$9,600	\$9,600	0.0%	\$9,600	0.0%	\$ -
75	433-5114	Transfer Station – Wages PT	\$38,108	\$38,742	1.7%	\$38,742	1.7%	\$634
76	433-5700	Expenses	\$123,940	\$133,855	8.0%	\$132,855	7.2%	\$8,915
77	491-5113	Cemetery – PT Salary	\$3,360	\$3,360	0.0%	\$3,360	0.0%	\$ -
78	491-5700	Expenses	\$26,644	\$28,360	6.4%	\$28,360	6.4%	\$1,716
400 TOTAL PUBLIC WORKS			\$774,809	\$814,827	5.2%	\$813,077	4.9%	\$38,268
500 HUMAN SERVICES								
79	510-5110	Board of Health – Salary	\$1,836	\$1,878	2.3%	\$1,878	2.3%	\$42
80	510-5114	Wages – PT	\$4,189	\$4,283	2.2%	\$4,283	12.2%	\$94
81	510-5700	Expenses	\$1,450	\$1,450	0.0%	\$1,450	0.0%	\$ -

Line Item	UMAS Account	Department	Town Approved FY19	Original Request FY20	% Increase Requested	Recommended FY20	Recommended Change %	Recommended Change \$\$\$
82	511-5200	Nashoba Health	\$7,372	\$7,741	5.0%	\$7,741	5.0%	\$369
83	522-5200	Nashoba Nursing	\$3,365	\$3,533	5.0%	\$3,533	5.0%	\$168
84	541-5114	COA-Director PT Wages	\$20,000	\$20,000	0.0%	\$20,000	0.0%	\$ -
85	541-5114	PT Wage	\$10,868	\$28,592	163.1%	\$18,842	73.4%	\$7,974
86	541-5700	Expense	\$12,625	\$16,250	28.7%	\$12,625	0.0%	\$ -
87	543-5111	Veterans – Salary	\$2,919	\$7,866	169.5%	\$7,866	169.5%	\$4,947
88	543-5700	Expenses	\$635	\$260	-59.1%	\$260	-59.1%	\$(375)
89	543-5800	Benefits	\$16,056	\$16,056	0.0%	\$16,056	0.0%	\$ -
90	599-5200	Wheat – Assessment	\$4,000	\$4,000	0.0%	\$4,000	0.0%	\$ -
500 TOTAL HUMAN SERVICES			\$85,315	\$111,909	31.2%	\$98,534	15.5%	\$13,219
600 CULTURE AND RECREATION								
91	610-5114	Library – Wages PT	\$116,650	\$121,273	4.0%	\$120,773	3.5%	\$4,123
92	610-5700	Expenses	\$29,645	\$30,595	3.2%	\$30,445	2.7%	\$800
93	630-5700	Recreation – Expenses	\$12,000	\$12,760	6.3%	\$12,410	3.4%	\$410
94	631-5700	Cultural Council – Expenses	\$1,500	\$1,500	0.0%	\$1,500	0.0%	\$ -
95	691-5700	Historic Comm – Expenses	\$600	\$600	0.0%	\$600	0.0%	\$ -
96	692-5700	Memorial Day – Expense	\$1,900	\$2,000	5.3%	\$2,000	5.3%	\$100
97	694-5700	Festive Events – Expenses	\$2,100	\$2,100	0.0%	\$2,100	0.0%	\$ -
600 TOTAL CULTURE AND RECREATION			\$164,395	\$170,828	3.9%	\$169,828	3.3%	\$5,433
700 DEBT & INTEREST								
98	752-5800	Interest	\$60,698	\$211,789	248.9%	\$211,789	248.9%	\$151,091
99	752-5900	Principal	\$291,523	\$315,212	8.1%	\$315,212	8.1%	\$23,689
700 TOTAL DEBT & INTEREST			\$352,221	\$527,001	49.6%	\$527,001	49.6%	\$174,780
800 INTERGOV'TL EXPENDITURES								
100	800-5641	CMRPC	\$802	\$823	2.6%	\$823	2.6%	\$21
101	835-5321	Assabet Assessment	\$359,443	\$339,689	-5.5%	\$339,689	-5.5%	\$(19,754)
102	835-5901	Assabet Capital Assessment	\$76,207	\$74,200	-2.6%	\$74,200	-2.6%	\$(2,007)
103	835-5320	Berlin Memorial Assessment	\$3,030,268	\$3,203,995	5.7%	\$3,078,687	1.6%	\$48,419
104	835-5903	Berlin Mem Capital Assess.	new item	\$147,000	new item	\$52,000	new item	\$52,000
105	835-5322	Tahanto Assessment	\$2,544,601	\$2,739,843	7.7%	\$2,739,843	7.7%	\$195,242
106	835-5900	Tahanto Capital Assmnt	\$614,079	\$612,571	-0.2%	\$612,571	-0.2%	\$(1,508)
800 TOTAL INTERGOV'TL EXPENDITURES			\$6,625,400	\$7,118,121	7.4%	\$6,897,813	4.1%	\$272,413
900 MISC BENEFITS & INSURANCE								
107	911-5200	Worcester Regional Retirement	\$461,279	\$483,121	4.7%	\$483,121	4.7%	\$21,842
108	912-5200	Workers Comp	\$42,400	\$46,640	10.0%	\$46,640	10.0%	\$4,240
109	913-5200	Unemployment Insurance	\$20,000	\$20,000	0.0%	\$20,000	0.0%	\$ -
110	915-5175	Chap32B Insurance (Health/Dental,+)	\$975,000	\$674,780	-30.8%	\$674,780	-30.8%	\$(300,220)
111	916-5200	Police & Fire Sick & Acc Ins	\$20,159	\$21,772	8.0%	\$21,772	8.0%	\$ 1,613
112	919-5190	Sick Pay	\$37,100	\$38,000	2.4%	\$38,000	2.4%	\$900
113	920-5170	Medicare	\$78,000	\$45,004	-42.3%	\$45,004	-42.3%	\$(32,996)
114	945-5740	Property/Liability Insurance	\$96,500	\$106,150	10.0%	\$106,150	10.0%	\$9,650
900 TOTAL MISC BENEFITS & INSURANCE			\$1,730,438	\$1,435,467	-17.0%	\$1,435,467	-17.0%	\$(294,971)
TOTAL BUDGETS			\$13,028,819	\$14,142,359	8.5%	\$13,870,343	6.5%	\$ 841,524

Warrant Article Recommendations: 2019 Annual Town Meeting

#	Topic	Finance Committee Vote	Recommended Amount	Recommended Source
1	Snow and Salt Deficit	4-0	\$TBD	Free Cash
7	Special Education Reserve Fund at Berlin/Boylston Regional Schools	4-0	\$TBD	
12	Cable Access Committee PEG Spending	3-0	\$48,500	PEG Access and Cable Related Fund
13	Library Septic System DEP Compliance	3-0	\$100,000	Free Cash
14	Transfer Station Compactor	3-0	\$37,000	Free Cash
15	Cemetery Commission Mower	3-0	\$18,785	Free Cash
16	Council on Aging Software/Hardware	3-0	\$5,300	Free Cash
17	Highway Dept. Service Utility Truck	3-0	\$47,000	Free Cash
18	Highway Dept. Hot Top	3-0	\$70,000	Free Cash
19	Planning Board Master Plan	3-0	\$5,000	Free Cash
20	Fire/EMS Pumper Tanker	3-0	\$440,000	Highland Commons Public Safety Mitigation Fund
21	Fire/EMS Self-Contained Breathing Apparatus	4-0	\$75,000 \$15,000	Free Cash Highland Commons Public Safety Mitigation Fund
22	Fire/EMS Miscellaneous Equipment	3-0	\$50,000	Highland Commons Public Safety Mitigation Fund
23	Fire/EMS Unpaid Prior Year Bill	3-0	\$485.41	Free Cash
24	Fire/EMS Unpaid Prior Year Bill	4-0	\$1,193.53	Free Cash
25	Fire/EMS Unpaid Prior Year Bill	4-0	\$3,045.48	Free Cash
26	Fire/EMS Unpaid Prior Year Bill	4-0	\$215.00	Free Cash
27	Selectmen Unpaid Prior Year Bill	3-0	\$99.99	Free Cash
28	Police Cruiser	3-0	\$47,000	Highland Commons Public Safety Mitigation Fund
29	Police Tasers/Radios/Active Shooter Equipment	3-0	\$15,000	Highland Commons Public Safety Mitigation Fund
30	Stabilization Fund	4-0	\$125,000	Free Cash to the Stabilization Fund
31	Energy Committee Special Purpose Stabilization Fund	3-0		Recommends this action
32	Funding Energy Committee Special Purpose Stabilization Fund	3-0	\$4,087	Free Cash into the Energy Committee Special Purpose Stabilization Fund
34	Change Tax Collector Demand Fee	3-0		Recommends this action
37	Amend General By Law – Warrants; Annual Town Reports			Sponsored this amendment
40	Creation of Community Preservation Act Committee	3-0		Recommends this action
43	Conservation Commission Peach Hill Acquisition	3-0	\$130,000	Conservation Fund
44	Potas Solar Array PILOT Agreement	3-0		Recommends this action

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 Fire Chief. The chairs have been placed to allow good access to emergency exits. Placing chairs in aisles puts everyone's safety in jeopardy. In case of an emergency, please USE THE SIDE EXITS OF THE GYM.

Courtesy. It is important that everyone observe basic rules of courtesy. Please do not make comments to your neighbors when someone is speaking. The meeting will proceed more quickly if there is less confusion in the hall.

The meeting will be in better order if everyone is seated. This also facilitates accurate counts of votes. The meeting may be delayed if people do not take seats. If being seated creates a personal hardship, please speak to the Moderator.

Rules. The Town By-laws governing the conduct of town meeting are printed on the previous page. There are some state laws which govern the assembly. The Moderator also uses Town Meeting Time,

A parliamentary manual published by the Massachusetts Moderators' Association, as a reference for rules of order.

Motions and votes. All actions of the town meeting are taken pursuant to motions. We require a motion to be written out and given to the Moderator after it is read. A motion must be seconded to indicate that it is supported by more than one voter. Discussion follows the second.

Speaking in the meeting. Raise your hand or call out "Mr. Moderator" to be recognized. You must speak from a microphone in order that you can be heard by all. Please give your name and address when you start to speak before the meeting, even if the Moderator has identified you by name. Keep your comments directed to the issue on the floor. Be brief! Others want to speak and there are many pieces of business to consider. You will get better attention if people know that you will speak briefly and to the point.

Personalities. Berlin has a long tradition against making personal comments about other speakers. Do not characterize others negatively or indulge in name-calling. The Moderator may terminate your speaking.

Applause. Please DO NOT APPLAUD speakers during a debate. It draws out the length of the meeting. It can be intimidating to other voters. The appropriate way to show approval to a speaker is by voting in sympathy with his/her position on the issue being discussed.

Moving the question is asking that debate on an issue end and that we proceed to a vote on the motion under consideration. Since it takes away other voters' right to speak, it requires a two-thirds majority. In Berlin we have a tradition of not accepting a motion to the question from a vote that expresses an opinion

just before making the motion. If you want to move the question, that should be all that you say. The Moderator may refuse to take a motion to the question if there has not yet been a reasonable opportunity for debate.

Reconsideration. A motion to reconsider business previously done in the same town meeting may be made if something has changed since the action was taken, or if important information was not available at the time of the vote. A motion to reconsider is in order only if it is made by someone who voted with the prevailing side. It is not appropriate to reconsider an action just because your side did not prevail. In Berlin, we have a tradition against reconsideration, unless clear reasons demand it. It is helpful to discuss this with the Moderator prior to making the motion. When action has been taken on an important issue, and some voters have left the meeting thinking that the matter was concluded, the Moderator will protect the rights of those voters by refusing to accept a motion to reconsider. A new meeting can be called, with proper notice to all, if a change of the action is needed.

Voting is usually by voice vote, in order to save time. If the Moderator is uncertain of the outcome, he may call for a show of hands or a standing vote. If such a count ends in doubt, a paper ballot vote may be taken. State law requires a recorded vote in certain situations. In such cases the Moderator may call for a hand vote.

Paper ballots are customarily used on major issues, especially when emotions run high, in order that each voter can vote his/her own conscience and to assure an accurate vote. All voters are checked on the checklist as they enter the voting area. Checklists are divided alphabetically by streets.

After being checked through, you will be given a ballot marked yes and no. Tear the ballot along the perforation. Place the portion indicating your vote in the ballot box (coffee can.) Place the remaining portion in the wastebasket after the ballot box. All ballot pieces should remain in the voting area.

When you have voted, please leave the voting area. If people stop to talk nearby, it keeps others from getting through, creates confusion, and slows down the voting.

Several voters will be asked to assist with counting the ballots. When that process is completed, the Moderator will announce the results.

No absentee voting. There is no legal provision allowing absentee voting at a town meeting. As this is a deliberative assembly, the form of the motion can be changed on the floor and a voter might want to change his/her vote because of the change. It is also not legal to turn a town meeting into an election with longer voting hours. You must be present at the time of the voting to cast a vote.

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

To either of the Constables of the Town of Berlin in the County of Worcester:

Greetings: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the Berlin Memorial School in said Berlin on: (1) Monday, the sixth day of May, 2019, next, at 7:30 o'clock in the evening and on (2) Tuesday, the seventh day of May, 2019, next, at 7:30 o'clock in the evening, then and there to act on the following articles; or in relation thereto:

CURRENT FISCAL YEAR 2019, ENDING JUNE 30, 2019

PAYMENT OF SNOW & ICE DEFICIT SPENDING

ARTICLE 1 - To see if the Town will vote to transfer a sum of money from available funds to Line Item 72, Snow & Salt Expenses, in the Fiscal Year 2019 budget, or take any action relative thereto. (Selectmen) Finance Committee recommends a payment from Free Cash and in an amount to be finalized by the time of Annual Town Meeting for this purpose, 4-0.

Summary: This account was overspent for the winter 2018-2019. The Commonwealth allows for overspending in this account when required by the weather. The Town still needs to appropriate the difference.

UPCOMING FISCAL YEAR 2020, STARTING JULY 1, 2019

ARTICLE 2 - 6 MOVED TOGETHER AS PRINTED IN WARRANT

ARTICLE 2 - To see if the Town will vote to fill all vacancies and choose all necessary Town Officers, not required to be chosen by ballot; or take any action relative thereto.

Motion: I move that the Board of Selectmen, or any other Board having the proper authority, appoint all necessary Town Officers as may be provided for by statute or other authority and who are not required by law to be chosen by ballot.

ARTICLE 3 - To see what action the Town will take on the printed reports of the officers and committees of the Town for the year 2018; or take any action relative thereto.

Motion: I move that the various reports of officers and committees of the Town as contained in the annual town

report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

ARTICLE 4 - To see if the Town will vote to authorize the Treasurer, with the approval of the Selectmen, to borrow in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; or take any action relative thereto.

Motion: I move to authorize the Treasurer, with the approval of the Selectmen, to borrow money in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges.

ARTICLE 5 - To see if the Town will vote pursuant to Massachusetts General Law Chapter 44, Chapter 53E½, to establish annual expenditure limits for Fiscal Year 2020 for the following revolving funds listed in the Revolving Funds bylaw, Article XX of the General By-laws, as set forth below and, further, to eliminate the Permitting Software Revolving Fund by amending the chart set forth in Article XX, Section 1, to delete the entire row for said fund, and to close out any remaining monies to the General Fund;

Dog Licensing	\$600
Library Video Fines	\$1,000
Recreation	\$20,000
Town Hall	\$40,000

Or take any other action relative thereto. Note that neither the "Assessors Maps" nor "Permitting Software" revolving funds, as outlined in Article XX of the General By-Laws, are to be utilized in FY20, per the Board of Assessors and Building Inspector, respectively.

Motion: I move to fix the maximum amount that may be spent during Fiscal Year 2020 beginning on July 1, 2019 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 printed in Article 5 of the warrant for this Town Meeting

ARTICLE 6 - To see if the Town will vote to authorize the Selectmen to expend from the Highway Department Expense budget, as enacted under Article 9 of this Annual Town Meeting, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum not to exceed two thousand dollars (\$2,000) for Dutch Elm disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen; or take any action relative thereto. (Tree Warden)

Motion: I move to authorize the Selectmen to expend from the Highway Department Expense Budget, as enacted under Article 9 of this Annual Town Meeting, a sum not to exceed three hundred dollars (\$300) for insect and pest control and a sum not to exceed two thousand dollars (\$2,000) for Dutch Elm Disease control, provided that the Tree Warden shall request the expenditure of such funds of the Selectmen.

SPECIAL EDUCATION RESERVE FUND AT BERLIN-BOYLSTON REGIONAL SCHOOL DISTRICT

ARTICLE 7 - To see if the Town will vote to approve the establishment of a Special Education Reserve Fund at Berlin-Boylston Regional School District, as permitted by, and in accordance with MGL Chapter 40, Section 13E, to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. (Berlin School Committee) Finance Committee recommends, 4-0.

Summary: The regional school district is seeking to establish a reserve fund to be used in the event of extraordinary or unanticipated special education expenses. Use of funds requires approval of Regional School Committee as well as a majority (approval of both towns is needed in a two town region) of town governing bodies (Board of Selectmen). At this time (as part of the FY20 budget), the Regional School District is not seeking to fund this reserve; it anticipates requesting funding as part of the FY2021 budget process.

OUTSTANDING 2018 TOWN REPORTS

ARTICLE 8 - To hear and act on the reports of any outstanding committees, or take any action relative thereto.

FY20 BUDGET

ARTICLE 9 - To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds, or otherwise provide all necessary sums of money to defray the Town's expenses for the fiscal year beginning July 1, 2019 and

to determine the salaries of the Town Officers for that period, or take any action relative thereto.

CHAPTER 90 HIGHWAY FUNDING

ARTICLE 10 - To see if the Town will vote to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount certified by the Commonwealth of Massachusetts; or take any action relative thereto. (Highway Supt.)

LIBRARY ACCOUNT

ARTICLE 11 - To see if the Town will vote to transfer from available funds a sum of money from the Anna Hunt Trust Fund to the Library Account, and, further, to authorize the acceptance of any other monies from various sources, to the Library Account; or take any action relative thereto. (Library Trustees)

CABLE ACCESS COMMITTEE - P.E.G. SPENDING

ARTICLE 12 - To see if the Town of Berlin will vote to appropriate from the Peg Access & Cable Related Fund forty eight thousand five hundred dollars (\$48,500) to be used in accordance with the PEG Access grant and M.G.L. Chapter 44, Section 53F 3/4, said sum to be expended by the Cable Access Committee; or take any action relative thereto (Cable Access Committee). Finance Committee recommends appropriating \$48,500 from the PEG Access and Cable Related Fund for this purpose, 3-0.

Summary: To appropriate money from the PEG [Public, Educational, and Government Channels] Access & Cable Related Fund account to cover the cost related to the operations of Berlin Cable per the PEG Access agreement.

LIBRARY SEPTIC SYSTEM DEP COMPLIANCE

ARTICLE 13 - To see if the Town will vote to raise and appropriate and/or borrow or transfer from available funds the sum of one hundred thousand dollars (\$100,000) for the purpose of selecting, designing, engineering and/or installing a new Massachusetts Department of Environmental Protection compliant septic system at 23 Carter Street (Berlin Public Library) and any costs related or incidental thereto, with unexpended funds as of June 30, 2021 being returned to their funding source, or take any action relative thereto. (Library Trustees) Finance Committee recommends \$100,000 from Free Cash for this purpose, 3-0.

Summary: The Title V Inspection report submitted to the Berlin Board of Health regarding an inspection done on September 5, 2018 determined that the Library's current SDS (Sewage Disposal System) is in a state of failure. The CMR (Code of MA Regulations) requires that the system be upgraded by September 5, 2020.

TRANSFER STATION COMPACTOR

ARTICLE 14 – To see if the Town will vote to raise and appropriate or transfer from available funds thirty seven thousand dollars (\$37,000) for the purpose of purchase and installation of a stationary compactor for the transfer station and any costs related or incidental thereto, with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Board of Health) Finance Committee recommends \$37,000 from Free Cash for this purpose, 3-0.

Summary: Our existing “original” compactor has been in service for over 30 years. Repairs are becoming more frequent and we are in the territory that could see complete failure of the compactor. A sudden complete failure would cause a 2 to 3-month delay in getting a replacement. We have found that having two working compactors serves the Town the best.

CEMETERY COMMISSION - CEMETERY MOWER

ARTICLE 15 – To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide eighteen thousand seven hundred eighty five dollars (\$18,785) to purchase a new Walker mower, or its equivalent, and associated equipment for mowing the cemeteries, said sum to be expended by the Cemetery Commission, with unexpended funds as of June 30, 2020 being returned to their funding source, or take action relative thereto. (Cemetery Commission) Finance Committee recommends \$18,785 from Free Cash for this purpose, 3-0.

Summary: The Cemetery Department has nursed many years of service from its old mowers, only one of which is under 20 years old. That one will become our backup, and two old machines will be retired.

COUNCIL ON AGING SOFTWARE/HARDWARE

ARTICLE 16 – To see if the Town will vote to raise and appropriate, borrow or transfer from available funds five thousand three hundred dollars (\$5,300) for a scanner-assisted software application to better track data relating to Council on Aging services and programming, including any incidental and related costs, with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Council on Aging) Finance Committee recommends \$5,300 from Free Cash for this purpose, 3-0.

Summary: The COA seeks to obtain software to help reduce/eliminate paper records and increase the council's ability to track data and statistics on services provided and inventory related to but not limited to various programs such as: Meals on Wheels, transportation, automatic program registrations,

durable medical equipment inventory, donations, etc. as well as send automatic wellness check calls to participating seniors. The cost includes the software, two handheld scanners, and annual licensing fees.

HIGHWAY SERVICE UTILITY TRUCK

ARTICLE 17 – To see if the town will vote to raise and appropriate, borrow, or transfer from available funds forty seven thousand dollars (\$47,000) to purchase a service/utility, three-quarter ton utility body, four-wheel drive truck with plow and any costs incidental or related thereto; or take any action relative thereto. (Highway Supt.) Finance Committee recommends \$47,000 from Free Cash for this purpose, 3-0.

Summary: This truck will replace the current aged utility truck, allow the crew to have their tools aboard, but also provide for a more practical and efficient vehicle to drive for routine business.

HIGHWAY HOT TOP

ARTICLE 18 – To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds seventy thousand dollars (\$70,000) for the purchase of hot top to reclaim and resurface roadways, including any incidental and related costs; with unexpended funds as of June 30, 2021 being returned to their funding source, or take any action relative thereto. (Highway) Finance Committee recommends \$70,000 from Free Cash for this purpose, 3-0.

Summary: This money will be used in conjunction with our Chapter 90 money from the State to reclaim and resurface our deteriorating roadways.

PLANNING BOARD - MASTER PLAN

ARTICLE 19 – To see if the Town will vote to raise and appropriate, or borrow, or transfer from available funds five thousand dollars (\$5,000) for the continued development of the Master Plan for the Town of Berlin, said sum to be expended by the Planning Board; with unexpended funds as of June 30, 2024 being returned to their funding source, or take any action relative thereto. (Planning Board) Finance Committee recommends \$5,000 from Free Cash for this purpose, 3-0.

Summary: This article continues the process of completing one part of the Master Plan each year rather than one large effort every five years.

FIRE/EMS PUMPER TANKER

ARTICLE 20 – To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, four hundred and forty thousand dollars (\$440,000) for the purpose of acquiring and equipping a

Pumper/Tanker and related equipment, and trade in the current Engine 2 towards the purchase and decommission Tender 1; with unexpended funds as of June 30, 2020 being returned to their funding source; and authorize the Board of Selectmen to purchase said Pumper/Tanker, or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends \$440,000 from the Highland Commons Public Safety Mitigation Fund for this purpose, 3-0.

Summary: This article is to purchase a new Pumper/Tanker which will replace our 1997 Pumper and our 1981 Tanker. Both of these vehicles have exceeded their dependable life expectancy. By combining the two we will save the town over \$400,000 and reduce the fleet by one large vehicle thereby reducing our carbon footprint and reducing future maintenance costs. The Pierce Engine 2 will be traded in. The cab/chassis of Tender 1 is owned by the federal government and was open-term leased to us as surplus property with the proviso that it be returned to the federal government. The vacuum pump/water tank we own and will be removed from the chassis for sale, else scrap or other disposition.

FIRE/EMS SELF-CONTAINED BREATHING APPARATUS

ARTICLE 21 - To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, ninety thousand dollars (\$90,000) for the purpose of purchasing of new Self Contained Breathing Apparatus (SCBA) and related equipment; with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends \$75,000 from Free Cash and \$15,000 from the Highland Commons Public Safety Mitigation Fund for this purpose, 4-0.

Summary: This article is to replace our present SCBA which is more than 2 NFPA revision cycles out of compliance and 10+ years old. All but four of our current breathing apparatus are hand-me-downs from a neighboring department.

FIRE/EMS MISCELLANEOUS EQUIPMENT

ARTICLE 22 - To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, a fifty thousand dollars (\$50,000) for the purpose of purchasing Minor Departmental Equipment, with no singular item exceeding five thousand dollars (\$5,000) in value, with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends \$50,000 from the Highland Commons Public Safety Mitigation Fund for this purpose, 3-0.

Summary: This article is to fund our ongoing minor equipment replacement program. We purchase anything from protective clothing to helmets to hose and nozzles, etc.

FIRE/EMS UNPAID PRIOR YEAR BILL

ARTICLE 23 - To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow, or any combination thereof, four hundred eighty five dollars and forty one cents (\$485.41) for the purpose of paying an FY18 Invoice for Coastal Medical billing; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends no more than \$485.41 from Free Cash for this purpose, 3-0.

Summary: The bill was sent for payment after the end of the prior fiscal year.

FIRE/EMS UNPAID PRIOR YEAR BILL

ARTICLE 24 - To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow, or any combination thereof, one thousand one hundred ninety three dollars and fifty three cents (\$1,193.53) for the purpose of paying an FY18 Invoice for New England Fire Equipment & Apparatus Corp.; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends no more than \$1,193.53 from Free Cash for this purpose, 4-0.

Summary: The bill was sent for payment after the end of the prior fiscal year.

FIRE/EMS UNPAID PRIOR YEAR BILL

ARTICLE 25 - To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, or any combination thereof, three thousand forty five dollars and forty eight cents (\$3,045.48) for the purpose of paying an FY18 Invoice for Fire Tech & Safety of NE; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends no more than \$3,045.48 from Free Cash for this purpose, 4-0.

Summary: The bill was sent for payment after the end of the prior fiscal year.

FIRE/EMS UNPAID PRIOR YEAR BILL

ARTICLE 26 - To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow, or any combination thereof, two hundred fifteen dollars (\$215) for the purpose of paying a FY18 Invoice for UMass Memorial Health Care; or take any action relative thereto. (Fire/EMS Department) Finance Committee recommends no more than \$215.00 from Free Cash for this purpose, 4-0.

Summary: Bill was unpaid because of a clerical issue with new billing system, changes between Marlborough Hospital and UMass.

LIBRARY/WELL COMPLIANCE

ARTICLE 27 - To see if the Town will vote to raise and appropriate, borrow, and/or transfer from available funds ninety-nine dollars and ninety-nine cents (\$99.99) to cover unpaid prior year FY18 Selectmen expenses to reimburse Webmaster Garth Coleman for website subscriptions and maintenance expenses; or take any action relative thereto. (Board of Selectmen) Finance Committee recommends no more than \$99.99 from Free Cash for this purpose, 3-0.

Summary: The volunteer Webmaster submitted a reimbursement request after the end of the prior fiscal year. The sum was budgeted in FY18 but the funds were returned unspent to the General Fund at the end of Fiscal Year 2018. The Town has already received the benefit of his out-of-pocket expense which would be reimbursed upon passage of this article.

POLICE CRUISER

ARTICLE 28 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds forty seven thousand dollars (\$47,000) to purchase and equip a new police cruiser to replace the 2015 Ford Interceptor SUV, with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Police Chief) Finance Committee recommends \$47,000 from the Highland Commons Public Safety Mitigation Fund for this purpose, 3-0.

Summary: The current 2015 SUV is due for replacement as part of our public safety capital plan. The replacement vehicle may be one of Ford Motor Company's new Hybrid Police Interceptors. Ford is replacing the current interceptor SUV with a traditional hybrid as part of its 2020 model year. The hybrid vehicle should help reduce long term operating costs as less fuel will be used at times police vehicles are normally running to keep emergency equipment and systems operating.

POLICE RADIOS/TASERS/ACTIVE SHOOTER EQUIPMENT

ARTICLE 29 - To see if the Town will vote to raise and appropriate, and/or borrow, or transfer from available funds fifteen thousand dollars (\$15,000) to purchase police equipment, including portable radios, Tasers, and active shooter response equipment and any incidental costs, with unexpended funds as of June 30, 2020 being returned to their funding source, or take any action relative thereto. (Police Chief) Finance Committee recommends \$15,000 from the Highland Commons Public Safety Mitigation Fund for this purpose, 3-0.

Summary: The department lacks necessary equipment for proper response to possible active shooter/killer response. Upgrade and replace portable radios allowing proper communications with neighboring communities. Supply officer with less lethal force option to reduce potential for serious injury to officers and suspects. Purchase is part of the Public Safety Capital Plan.

STABILIZATION FUND

ARTICLE 30 - To see if the Town will vote to raise and appropriate or transfer from available funds one hundred and twenty five thousand dollars (\$125,000) to the Stabilization Fund; or take any action relative thereto. (Finance Committee) Finance Committee recommends transferring \$125,000 from Free Cash to the Stabilization Fund, 4-0.

Summary: This article seeks to transfer funds into the Town's Stabilization account in order to ensure that Berlin has a healthy "rainy day fund".

ENERGY COMMITTEE SPECIAL PURPOSE STABILIZATION FUND

ARTICLE 31 - To see if the Town will vote pursuant to the provisions of Massachusetts General Law Chapter 40, Section 5B, for the purpose of creating an Energy Committee Special Purpose Stabilization Fund to be used for the payment of project costs associated with action taken by the Town to meet the goals established by the Commonwealth's Green Community program; or take any action relative thereto. (Energy Committee) Finance Committee recommends this action, 3-0.

Summary: The Energy Committee is seeking to create a fund that will function as a savings account to pay for future projects designed to improve the Town's energy efficiency or conserve water in accordance with the goals established by the Massachusetts Green Community Program. Before Projects funded by money in the stabilization fund could begin, they would need to be approved by a Town Meeting vote.

FUNDING ENERGY COMMITTEE SPECIAL PURPOSE STABILIZATION FUND

ARTICLE 32 - To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide four thousand eighty seven dollars (\$4,087) to be placed into the Energy Committee Special Purpose Stabilization Fund; or take any action relative thereto. (Energy Committee) Finance Committee recommends \$4,087 from Free Cash into the Energy Committee Special Purpose Stabilization Fund, 3-0.

Summary: At the 2018 Annual Town Meeting, we elected to pass over Article 29 which was designed to collect funds raised by an adder to the Municipal Energy Aggregation

program. Because a fund was not established at that meeting, the money from the aggregation program was placed into the Town's General Fund. This article seeks to move the money that was already collected in 2018 out of the General Fund and into the Special Purpose Stabilization Fund established in Article 31 of this Meeting. There is no cost associated to taxpayers since this money is paid by participants in the Municipal Energy Aggregation program who take advantage of a lower rate than National Grid's standard offer.

THE FOLLOWING ARTICLES WILL BE TAKEN UP AT A SECOND SESSION ON TUESDAY, MAY 7, 2019 AT 7:30 P.M.

following disposition of any outstanding articles from the previous session.

WEAK FIRE CHIEF STATUTE

ARTICLE 33 - To see if the Town will vote to rescind its acceptance of the provisions of Massachusetts General Law Chapter 48, Section 42, the so called "Strong (Fire) Chief" statute as approved at the December 14, 2015 Special Town Meeting, Article 4, and, further vote to accept the provisions of Massachusetts General Law Chapter 48, Section 42A to provide for Selectmen oversight of the Fire/EMS Department as provided for in said statute, similar to the nature of the Selectmen's oversight of the Police Department, to take effect on July 1, 2019; or take any action relative thereto. (Board of Selectmen)

Summary: This article is to place a vote before the Town of Berlin to revoke acceptance of the "Strong Chief" law and vote to accept the "Weak Chief" statute.

CHANGE TAX COLLECTOR DEMAND FEE

ARTICLE 34 - To see if the Town will vote to charge for each written demand issued by the collector a fee of \$15 to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, effective as of July 1, 2019; or take any action relative thereto. (Tax Collector) Finance Committee recommends this action, 3-0.

Summary: A problem encountered by Tax Collectors is when excise tax payments are received late. Taxpayers have a one-day grace period for late payments. After that, a "demand fee" (currently \$10) is added and interest starts accruing. Only a handful of Collectors enforce this rule due to the amount of expense and work required to comply.

The dilemma is the cost of added workload created by late payers: returning the check, adding the demand and interest to the balance, and either generating a per diem interest fee or adding a 14-day interest fee for everyone. In practice, most communities accept payments up to two weeks later, and, as long as the demand and interest fees are \$15 or under, write-

off the demand, interest or both. Setting a \$15 dollar demand fee is a more efficient collection tool.

PLANNING BOARD - SENIOR RESIDENTIAL DEVELOPMENT

ARTICLE 35 - To see if the Town will vote to amend the Zoning By-Law Section 720 Senior Residential Development by eliminating 723.2(b) as shown below in strikethrough and changing 723.2(c) to 723.2(b) as shown below in strikethrough and bold type;; or take any action relative thereto.

723.2 Occupancy Restriction: The following provisions are intended to ensure that the dwelling units in an SRD are used as residences for persons of age 55 and older.

- (a) Each unit in an SRD shall be occupied by at least one person 55 years of age or older.
- ~~(b) Children under age 18 may not reside in a dwelling unit in an SRD for more than six (6) months in any nine (9) month period.~~
- (c) (b)** In the event of the death of the qualifying owner/ occupant(s) of a unit, or foreclosure or other involuntary transfer of a unit in an SRD, a two-year exemption shall be allowed for the transfer of the unit to another eligible household. (Planning Board)

Summary: This article eliminates a conflict in the Zoning By-Law. Section 730 requires all new developments of six or more units to have fifteen percent (15%) of the units be affordable. To be counted as affordable there cannot be an age restriction on children. This article will remove the under age 18 restriction for Senior Residential Developments.

NAME CHANGE: BOARD OF SELECTMEN to SELECT BOARD

ARTICLE 36 - To see if the Town will vote to amend the Town By-laws to substitute the term "Board of Selectmen" throughout with the term "Select Board" and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town By-laws, and, further, to insert the following in Article 1, Section 3, before the existing text thereof, the following:

For purposes of these bylaws, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board members" or "members of the select board", and said Select Board shall have all the powers and duties of a board of selectmen as set forth in the General Laws or any special act applicable to the Town.

Or take any action relative thereto. (Selectmen)

Summary: The Board of Selectmen was named when women were not allowed on the Board. The term ‘Select Board’ provides historical continuity while recognizing that this is no longer the case.

AMEND GENERAL BYLAW – WARRANTS; ANNUAL TOWN REPORTS

ARTICLE 37 – To see if the Town will vote to amend Town of Berlin General Bylaw Article II, “Town Meetings, the Warrants and the Town Reports,” by deleting Sections 3 and 12 in their entirety and inserting in place thereof the following new Sections 3 and 12 (with the italicized text representing the major changes); or take any other action related thereto.

Section 3. In accordance with Massachusetts General Law Chapter 39, Section 10, attested copies of the warrant for each Town Meeting shall be posted at the Town Offices, the 1870 Town Hall, and at the Post Office in the Town at least seven (7) days before the Annual Town Meeting, and at least fourteen (14) days before any Special Town Meeting. The Selectmen shall cause the warrant for the Annual Town Meeting *and the report of the Finance Committee to be printed and posted to the Town webpage.* At least five (5) days before the day fixed in the warrant for the Annual Town Meeting, the Selectmen shall cause to be delivered or mailed to each voting household in the Town a copy of the warrant for said meeting and the report of the Finance Committee. At least fourteen (14) days before the day fixed in the warrant for each Special Town Meeting, the Selectmen shall cause a copy of the articles in the warrant for said meeting to be mailed to each voting household in the town.

Section 12. The Selectmen shall cause *a copy of the Annual Town Report to be printed and posted on the Town website for public use with printed copies to be made available at the Town Offices.*

AMEND SNOW REMOVAL BY-LAW

ARTICLE 38 – To see if the Town will vote to amend the Town of Berlin General Bylaws by deleting Article VI “Public Roads, Ways and Places,” Section 4 in its entirety and replace it with the following:

Section 4. No snow or ice shall be deposited on any public street or sidewalk from any parking lot, business or residential driveway at any time. The penalty for violation of this by-law shall be one hundred dollars (\$100.00).

Or take any action relative thereto. (Selectmen)

Summary: The current snow removal by-law permits snow to be pushed into the street as long as a plow truck has not yet made a first pass during a storm. This creates a safety hazard. The amendment both stops that unsafe practice of creating impediments in the roadway for motorists, and serves to add a non-criminal disposition fee for violations of the by-law.

CONSERVATION COMM. – SINGLE-USE BAG BAN

ARTICLE 39 – To see if the Town will vote to amend the Town Bylaws by adding a Bylaw, to be consecutively numbered and titled “Single-Use Bag Ban,” for the reduction of plastic bags, as follows, and further to authorize the Town Clerk to assign an appropriate Article and Chapter number, and to make ministerial changes to numbering to bring such bylaw into accord with numbering system used in the Town Bylaws:

Section 1. Purpose and Intent

The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to solid waste collection- and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture.

The purpose of this bylaw is to eliminate the usage of thin-film single-use plastic bags by all retail establishments in the Town Berlin by January 1, 2020.

Section 2. Definitions

2.1 Checkout bag: A carryout bag provided by a store to a consumer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

2.2 Retail Establishment: Any commercial enterprise, that sells goods and/or services to the public including but not limited to grocery stores, pharmacies, bars, restaurants, markets, liquor stores, retail stores, and convenience stores., jewelry stores, and household goods stores; however, this does not include bazaars operated by nonprofit organizations or religious institutions.

2.3 Reusable checkout bag: A bag, with handles, made of, cloth, fabric or other durable machine-washable fabric materials, other than Polyethylene or Polyvinyl chloride that is specifically designed for multiple uses. It shall also be specifically designed and manufactured for a minimum of 175 uses and can carry 25 pounds over a distance of 300 feet.

2.4 Thin-film single-use plastic bags: Typically with plastic handles, these are bags with a thickness of 2.5 mils or less and are intended for single-use transport of purchased products.

Section 3. Use Regulations

3.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail establishments within the Town of Berlin.

3.2 Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are strongly encouraged to make reusable checkout bags available for sale to customers at a reasonable price.

3.3 Thin-filmed plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

Section 4. Enforcement Process

This bylaw shall be enforced by the Board of Selectmen, Town Administrator or their designee(s). The Board of Selectmen shall determine the inspection process to be followed, incorporating the process into other town duties as appropriate.

Any retail establishments distributing thin-film, single-use plastic bags in violation of this bylaw shall be subject to a non-criminal disposition fine as specified in Appendix A of the Regulations for Enforcement of Town Bylaws under Massachusetts General Laws Chapter 40, 21D and the Bylaw for Non-Criminal Disposition of Violations. Each day or portion thereof shall constitute a separate offense.

Any such fines shall be paid to the Town of Berlin.

Bylaw	1st Offense	2nd Offense	3rd & Subsequent
Plastic Bag Reduction Bylaw	Warning	\$50.00	\$200.00

Summary: Single use plastic bags checkout bags have significant impacts on the environment including roadside litter and are a burden on waste collection facilities. Up until recently we were able to at least recycle these bags but since the changes in the Transfer Stations ability to recycle these bags, we feel it is time to follow the lead of 90 plus communities in the Commonwealth that have taken this step. The Conservation Commission has been working with the Town of Hudson to create a single use plastic bag ban by-law. We feel that a joint effort between towns is important because of the shared shopping center at Highland Commons.

CREATION OF COMMUNITY PRESERVATION ACT COMMITTEE

ARTICLE 40 - To see if the Town will vote to create a new General Bylaw, to be consecutively numbered and titled "Community Preservation Act Committee," that would establish a Community Preservation Act Committee,

pursuant to Massachusetts General Law, Chapter 44B; and further to authorize the Town Clerk to assign an appropriate Article and Chapter number, and to make ministerial changes to numbering to bring such bylaw into accord with numbering system used in the Town Bylaws, or take any action relative thereto.

Section 1. Establishment

There is hereby established a Community Preservation Act Committee, consisting of seven (7) voting members pursuant to Massachusetts General Law Chapter 44B. The composition of the Committee, the appointment authority and the term of office for the Committee members shall be as follows:

- a. One member of the Planning Board (Massachusetts General Law Chapter 41, Section 81A) as designated by said Board for a term of three (3) years;
- b. One member of the Conservation Commission (Massachusetts General Law Chapter 40, Section 8C) as designated by said Commission for a term of three (3) years;
- c. One member of the Historical Commission (Massachusetts General Law Chapter 40, Section 8D) as designated by said Commission for a term of three (3) years;
- d. One member of the Recreation Committee (Massachusetts General Law Chapter 45, Section 2) as designated by said Committee for a term of three (3) years;
- e. One member of the Housing Partnership (Massachusetts General Law Chapter 121B, Section 3) as designated by said Partnership for a term of three (3) years; and
- f. Two at-large members appointed by the Board of Selectmen for a term of three (3) years each.

Any member of the Community Preservation Act Committee appointed by a commission, authority or board that made the original designation of appointment shall serve on the Community Preservation Act Committee so long as the member serves said commission, authority or board. Any vacancy on the Community Preservation Act Committee shall be filled by the commission, authority or board that designated the member who creates the vacancy by designating another member in accordance with the above for the unexpired term.

Should any of the designating authorities under this Chapter be no longer in existence for whatever reason, the appointment authority for that purpose shall become the responsibility of the Board of Selectmen.

Initial appointments to the Community Preservation Act Committee shall be for staggered terms as follows: Planning Board, Conservation Commission, and Historical Commission designees shall serve a three (3) year term; the Recreation Committee and the Housing Partnership shall serve a two (2) year term; the Board of Selectmen appointees shall serve a one (1) year term. All subsequent appointees will serve three (3) year terms as noted above, or for designations under paragraphs (a) through (e), until their service on the underlying board has ended. Any member of the Community Preservation Act Committee may be removed for cause after a hearing by their designating or appointing authority.

Section 2. Duties

1. The Community Preservation Act Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The committee shall consult with existing municipal boards, including the Board of Selectmen, the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Committee and the Housing Partnership, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation options and resources, notice of which shall be posted publicly and published for each of two (2) weeks preceding a hearing in a newspaper of general circulation in the Town and on the Town's website. The Committee may use its administrative funds, after proper appropriation, to pay such expenses.

2. The Community Preservation Act Committee shall design, implement and publicize an application process for those seeking grants from the Community Preservation Act Funds under the Committee's management. The Community Preservation Act Committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with Community Preservation Act Funds. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

3. The Community Preservation Act Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Act Fund to accomplish that specific purpose or recommended action to set aside for later spending funds for general purposes that are consistent with community preservation.

Section 3. Requirement for a quorum and cost estimates

The Community Preservation Act Committee shall not meet or conduct business without the presence of a quorum and shall keep a written record of its proceedings. A majority of the members of the Community Preservation Act Committee shall constitute a quorum. The Community Preservation Act Committee shall approve its actions by majority vote of the quorum. Recommendations to the Town Meeting shall include their anticipated costs.

Section 4. Amendments

The Community Preservation Act Committee shall, from time to time, review the administration of this By-law, making recommendations, as needed, for changes in the By-law and in administrative practice to improve the operations of the Community Preservation Act Committee. This Bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not be in conflict with Massachusetts General Law Chapter 44B.

Section 5. Severability

In case any section, paragraph or part of this chapter is, for any reason, declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

Section 6. Effective Date

Following Town Meeting approval of this bylaw, this Chapter shall take effect immediately upon approval by the Attorney General of the Commonwealth and compliance with all bylaw approval procedures under G.L. Chapter 40, Section 32. Each appointing authority shall have sixty (60) days after approval by the Attorney General to make their initial appointments.

Or take any action relative thereto. (Finance Committee)
Finance Committee recommends this action, 3-0.

Summary: This article would, if approved, create a Community Preservation Act Committee in Berlin that would solicit and evaluate grant proposals for the use of Community Preservation Act funds in the Town. The Community Preservation Act Committee would then recommend the approved grant applications to Town Meeting for final approval and funding.

2 TAX TITLE LAND PARCELS TO SELECTMEN

ARTICLE 41 – To see if the Town will vote to transfer the two (2) parcels of tax title land listed below from the care, custody and control of the Town’s Tax Title Custodian to the care, custody and control of the Berlin Board of Selectmen for general municipal purposes, including, without limitation, for roadway purposes; or take any action related thereto.

Map	Parcel	Acres	Address
12	11	6,970 sq. ft.	Dudley Road off RRW
12	12	21,780 sq. ft.	Dudley Road off RRW

All the above-listed parcels have been reviewed and agreed to by representatives of the Planning Board, Conservation Commission, Town Treasurer and Highway Superintendent. (Treasurer)

Summary: Parcels Lots 12-11 and 12-12 are part of the contiguous Dudley Road lots listed in Article 42 [below]. They are at a dead end, and currently used by Highway to safely turn around when plowing snow.

11 TAX TITLE LAND PARCELS TO CONSCOMM

ARTICLE 42 – To see if the Town will vote to transfer the eleven (11) parcels of tax title land listed below from the care, custody and control of the Town’s Tax Title Custodian to the care, custody and control of the Berlin Conservation Commission pursuant to the provisions of Massachusetts General Law Chapter 40, Section 8C for conservation and passive recreation purposes and to dedicate said parcels in perpetuity for such parcels subject to the provisions of Article 97 of the Amendments of the Massachusetts Constitution; or take any action related thereto.

Map	Parcel	Acres	Address
12	13	0.5	Dudley Road off River Road West
12	14	1.0	Dudley Road off River Road West
12	15	1.0	Dudley Road off River Road West
12	33	1.82	Dudley Road off River Road West
13	7	0.69	Boylston Road
19	27	3.63	Allen Road
21	26	2.92	Sawyer Hill Road (Hog Swamp)
26	06	4.36	Lancaster Road
20	15	41,419 sq. ft.	Baker Road
20	16	37,747 sq. ft.	Baker Road
20	17	32,260 sq. ft.	Baker Road

All the above-listed parcels have been reviewed and agreed to by representatives of the Planning Board, Conservation Commission, Town Treasurer and Highway Superintendent. (Treasurer)

Summary: As stated in the article, these lots were reviewed by the “tax title team” and determined to be lots not likely developable because of size, environmental problems or multiple failed perks. It was determined the best use was for it to be conservation land.

CONSERVATION COMMISSION – PEACH HILL ACQUISITION

ARTICLE 43 – To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift or eminent domain, certain property consisting of 30 acres, more or less, located off of Peach Hill Road and shown on Berlin Assessor’s Map 24 as Lots 6-1 and 13, for conservation purposes, which property shall be in the care, custody and control of the Berlin Conservation Commission under the provisions of Massachusetts General Laws Chapter 40, Section 8C, as it may hereafter be amended and other Massachusetts statutes relating to conservation, and to appropriate and transfer the sum of one hundred thirty thousand dollars (\$130,000) from the Conservation Fund to acquire said property and costs incidental or related thereto, and to authorize the Board of Selectmen and the Conservation Commission to apply for, accept and expend, on behalf of the Town of Berlin, any and all funds that may be provided by the Commonwealth of Massachusetts or other public or private sources to defray all or a portion of the costs of such acquisition, including, but not limited to, grants and/or reimbursement from the Commonwealth under Massachusetts General Laws Chapter 132A, Section 11 (the LAND grant program) and/or any others in any way connected with the scope of this Article; that said grants awards and/or reimbursements be placed in the Conservation Fund for other conservation purposes; and that the Board of Selectman and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Berlin to accomplish said purchase; and, further, to authorize the Board of Selectmen to grant a perpetual conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31-33, over said property to Sudbury Valley Trustees, Inc. or other qualified entity (Conservation Commission) Finance Committee recommends \$130,000 from the Conservation Fund for this purpose, 3-0.

Summary: The Town and the Conservation Commission have entered into an agreement with Sudbury Valley Trustees and the Wendler Family to purchase approximately 30 acres on Peach Hill Road. This land adds to existing conservation land in both Berlin and Bolton and helping to create an important wildlife corridor in town.

POTAS SOLAR ARRAY P.I.L.O.T. AGREEMENT

ARTICLE 44 - To see if the Town will vote to authorize the Board of Selectmen to negotiate and enter into a Tax Agreement for payments-in-lieu-of-taxes ("PILOT") pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, or any other enabling authority, in a form acceptable to the Board of Selectmen, between the Town of Berlin and Donald P. Potas and Marcia A. Potas, their successors, assignees or affiliates, on such terms and conditions and for such term not to exceed twenty (20) years, in an amount to be determined and upon terms and conditions as the Board shall deem in the best interest of the Town, for both real property and personal property associated with a ground-mounted solar photovoltaic facility to be located upon an approximately 21.26 acre subset of the whole 50 acre privately-owned land parcel (Assessor's Map 14.0/11, known and numbered as 344 Randall Road) upon which such facility is to be located, and further, to authorize the Board of Selectmen to take such action as many be necessary to carry out the vote taken hereunder and to take all actions necessary to implement such agreement; or take any other action relative thereto. (Board of Selectmen) Finance Committee recommends this action, 3-0.

Summary: Passage of this article would permit the Selectmen to negotiate in good faith with a solar power generation company on the payment of personal property tax obligation based on the project's full and fair cash valuation.

SENIOR RESIDENTIAL DEVELOPMENT OVERLAY DISTRICT

ARTICLE 45 - To see if the Town will vote to establish a Senior Residential Development Overlay District (Section 430, Town of Berlin Zoning) for a 29+/- acre parcel of land located on the northerly side of River Road West. This land is shown as Parcel 29 on Map 7 of the Town of Berlin Tax Map as revised through June 30, 2017. The parcel is owned by Worcester Sand and Gravel Co. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA ESTABLISHMENTS

ARTICLE 46 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed - All types of Marijuana establishments as defined in MGL Ch. 94G, Section 1(j), to include all marijuana cultivators, marijuana craft cultivator cooperatives, marijuana testing facilities, marijuana research facilities, marijuana product manufacturers, marijuana retailers, marijuana microbusinesses or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA RETAILERS

ARTICLE 47 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Retailers as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA MICROBUSINESSES

ARTICLE 48 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Microbusinesses as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA PRODUCT MANUFACTURERS

ARTICLE 49 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Product Manufacturers as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA RESEARCH FACILITIES

ARTICLE 50 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Research Facilities as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA TESTING LABORATORIES

ARTICLE 51 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Testing Laboratories as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA CRAFT CULTIVATORS

ARTICLE 52 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Craft Marijuana Cultivators Cooperatives as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BYLAW BAN OF ALL RECREATIONAL MARIJUANA CULTIVATORS

ARTICLE 53 - To see if the Town will vote to amend the General Bylaws of the Town of Berlin by adding a new General Bylaw Article as follows:

Marijuana Not Medically Prescribed. All types of Marijuana Cultivators as defined in MGL Ch. 94G, Section 1(j), shall be prohibited within the Town of Berlin. (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA ESTABLISHMENTS

ARTICLE 54 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana establishments as defined in G.L. Ch. 94G, Section 1(j), including all marijuana cultivators, marijuana craft cultivator cooperatives, marijuana testing facilities, marijuana research facilities, marijuana product manufacturers, marijuana retailers, marijuana microbusinesses or any other type of licensed marijuana-related businesses, in the town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA RETAILERS

ARTICLE 55 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Retailers as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA MICROBUSINESSES

ARTICLE 56 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Microbusinesses as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA PRODUCT MANUFACTURERS

ARTICLE 57 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Product Manufacturers as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA RESEARCH FACILITIES

ARTICLE 58 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Research Facilities as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA TESTING LABORATORIES

ARTICLE 59 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Testing Laboratories as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA CRAFT CULTIVATORS

ARTICLE 60 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Craft Marijuana Cultivator Cooperatives as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

BALLOT BAN OF ALL RECREATIONAL MARIJUANA CULTIVATORS

ARTICLE 61 - To request that the Selectmen place on the Ballot for an election during the next year the following question:

Shall the Town prohibit the operation of all types of Marijuana Cultivators as defined in MGL Ch. 94G, Section 1(j), within the Town of Berlin? (Citizens' Petition)

MAY 13, 2019 ANNUAL TOWN ELECTION

ARTICLE 62 - To meet at the Berlin Town Offices, 23 Linden Street, lower level, in said Berlin on Monday, May 13, 2019, between the hours of 12:00 noon and 8:00 p.m. to elect by ballot the following officers: Moderator for one year; Selectmen for three years; Assessor for three years; Assessor vacancy for two years; Constable for three years; School Committee for 3 years; School Committee vacancy One Year; Library Trustee for three years; Library Trustee vacancy for two years; Trustee of Trust Funds for three years; Trustee of Trust Funds vacancy for two years; Cemetery Commissioner for three years; Planning Board for five years; Board of Health for three years. (Town Clerk)

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

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this 8th day of April in the year of our Lord two thousand nineteen.

BOARD OF SELECTMEN

Christine Keefe, *Chairman*

Lisa Wysocki, *Vice Chairman*

Margaret Stone, *Clerk*

Town of Berlin Historical Dates

Part of Lancaster	1653-1738
Part of Bolton	1738-1784
Old Burying Ground given	1768
Incorporated as South Parish of Bolton	1778
First Meeting House raised	1779
Incorporated as the District of Berlin	1784
Additional land from Lancaster (Boylston Rd)	1790
Hearse House built	1805
Incorporated as the Town of Berlin	1812
Powder House built	1814
2nd Meeting House built (First Parish Church)	1826
First Town House built	1831
Center School lot (Town Offices) purchased	1835
Additional land purchased	1857/1916/1948
South Cemetery opened	1857
Additional land purchased	1909
West School built (Legion Hall)	1857
Land purchased	1865
Second Town Hall dedicated	1870
Kitchen/stage addition	1904
Elevator addition completed	2018
Hook and Ladder House built (Fire Museum)	1895
Finished inside	1928
Public Library built	1928
Town Barn acquired (built 1899)	1930
Town Dump opened	1931
Additional land purchased	1934/1953/1954
Transfer Station opened	1982
First Berlin Memorial School opened	1951
Addition completed	1953
Rebuilt for Town Offices	2000
Former Fire Station (West Street) built	1952
Addition built	1958
Second floor	1974
Saint Joseph's Church dedicated	1953
North Cemetery acquired	1962
Additional land purchased	1971
Tahanto Regional High School opened	1962
Second Tahanto RMHS opened	2013
South Commons purchased	1970
Tennis and basketball courts given	1971
Salt Shed built	1985
Casey Guilfoyle Play Area given	1999
New playground completed	2003
Assabet Valley Regional Vocational School opened	1973
Bullard House purchased (built ca. 1790)	1996
Second Berlin Memorial School opened	1999
Town Offices/Public Safety building opened	2000

Highway Dept. land purchase on West St.	2012
New town barn completed	2018

Conservation Lands

Tyler Conservation Area given	1971
Douglas Conservation Area given	1974
South/Jones corner conservation purchase	1978
Mount Pisgah conservation purchases	1981/1996
Devine Farm conservation purchase	2004
Webjo/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
Gates Pond area conservation purchases	2000/2003
Central/Pleasant corner conservation purchase	2003
Collins Road conservation area given	2004
Boylston Road railroad conservation purchase	2004
Crosby Road/North Brook conservation purchase	2007
Hog Swamp conservation area given	2007
River Road conservation purchase	2017
Great Oak Farm (Bentzen) conservation easement purchase	2018

Office Hours at the Town Offices

Selectmen's Administrative Secretary	
Window Hours	Mon.-Thurs 9-1
Accountant	Mon., Tues., Wed. 8-12; Thurs., Fri. by appt.
Assessors	Mon.-Thurs. 9-1
Building Department Window	Mon.-Fri. 8-1
Tax Collector	Mon., Wed., Fri. 7-1; Tues., Thurs. 7-2:30
Town Clerk	Tues, Thurs. 11-2; Wed. 7-9
Treasurer	Mon., Wed., Fri. 7-11:30; Tues., Thurs. 7-2:30
Veterans' Service Officer	Mon.- Thurs. 10-1 or by appt.

Find Berlin on the web at townofberlin.com

Telephone Numbers

FIRE	911
POLICE	911
AMBULANCE & RESCUE.....	911
When making an emergency call, be sure to give your NAME and STREET and HOUSE NUMBER where assistance is needed. Be sure that your message is understood before completing your call.	
Accountant, Ms. Poland	978 838-0045
Animal Inspector, Ms. Roche.....	978 838-2808
Assessors.....	978 838-2256
Board of Health.....	978 838-0214
Building Inspector, Mr. Atchue	978 838-0046
Cemetery Department, Mr. Pendergast	978 838-7310
Central Mass. Mosquito Control Project	508 393-3055
Dog Officer, Ms. Roach	508 568-1917
Fire & EMS Department, FIRE or AMBULANCE.....	911
Fire Station/Department Business.....	978 838-2444
Highway Dept., Town Barn, Mr. Smith	978 838-2898
Library, Mr. Hodge	978 838-2812
Nashoba Assoc. Boards of Health (in Ayer)	978 772-3338
Environmental Health (in Ayer).....	978 772-3335
Nursing Service (in Shirley)	978 425-6675
Plumbing & Gas Inspector, Mr. Roseberry.....	978 265-7421
Police Department	978 838-7355
Schools:	
Superintendent, Mr. Zanghi	508 869-2837
Special Education, Ms. Molnar	508 869-2837
Berlin Memorial School.....	978 838-2417
School Cafeteria, Ms. Dupuis.....	978 838-2844
School Nurse, Ms. Amaral	978 838-2214
Tahanto Regional High School.....	508 869-2333
Assabet Valley Regional Vocational High School ..	508 485-9430
Selectmen, Ms. Arata, Admin. Secretary	978 838-2442
Tax Collector, Mr. Fearebay	978 838-2765
Town Clerk, Ms. Salls.....	978 838-2931
Town Treasurer, Mr. Fearebay	978 838-0344
Transfer Station, Mr. Gemelli.....	978 838-0042
Veteran's Agent, Mr. Cabral.....	978 838-2560
W. H. E. A. T.	978 838-6349
Wire Inspector, Mr. Henry Wheeler	508 259-5010
For any other official or board not shown, call the Selectmen's Secretary	978 838-2442

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Board of Selectmen

23 Linden Street
Berlin, MA 01503

PRESORTED STANDARD
U.S. POSTAGE
ECRWSS
PAID
PERMIT NO. 3
BERLIN MA 01503

Please bring this report with you to the Annual Town Meeting.

Meetings of Town Boards are posted at the Town Clerk's Office,
Town Offices, 23 Linden Street and at MyTownGovernment.org/01503

Monday & Tuesday, May 6 & 7, 2019
ANNUAL TOWN MEETING
7:30 P.M.
Berlin Memorial School, 34 South Street

Monday, May 13, 2019
ANNUAL TOWN ELECTION
12 Noon to 8 P.M.
Berlin Town Offices, 23 Linden Street, lower level

Election parking behind the building for handicapped plate/placard ONLY!