

2020 Town Reports



Berlin, Mass.

IN MEMORIAM

GEORGE A. PENDERGAST

Library Trustee, Fire Engineer,
Rescue Squad, Cemetery Superintendent,
Tahanto Teacher, Council on Aging

WILFRED G. BEAUREGARD

Planning Board

WILLIAM J. LAVERTUE, JR.

Planning Board, Board of Appeals,
Housing Partnership

RICHARD S. WHEELER

Historical Commission, Assistant Town Clerk,
Election Official, Cultural Council

GORDON C. KNORR

Fire Fighter

PATRICIA M. GARVEY

Special Education Teacher

CAROLYN E. COTTER

Board of Appeals, Town Report Committee,
Sesquicentennial Queen

CONSTANCE M. BARTER

Council on Aging

JEAN E. GUILD

Election Official

Cover photo: Town Meeting 2020



Annual Reports of the Town Officers of the **TOWN OF BERLIN** MASSACHUSETTS for the year **2020**

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
2020	3,201	2,381	12,314,017

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 2020

(One year terms unless otherwise noted)

Elected by Ballot

Moderator Barry W. Eager

Town Clerk

Eloise E. Salls Term expires 2023

Select Board

Margaret Stone, Vice Ch. Term expires 2021

Christine Keefe, Ch. Term expires 2022

R. Scott Hawkins, Clerk Term expires 2023

Assessors

Beverly A. Wheeler. Term expires 2021

David G. Pierce (res. 9/18/20) Term expires 2022

Kevin Pond Term expires 2023

Roger Bradley (appt. 3/2021)

Constables

Kevin Pond Term expires 2022

Timothy R. Pierce Term expires 2023

Assabet Valley Regional Vocational Dis. Sch. Comm.

Linda G. Ryan Term expires 2022

Trustees of Trust Funds

Patricia Jackson. Term expires 2021

Barry W. Eager. Term expires 2022

Judith Christensen Term expires 2023

Cemetery Commissioners

Ruth A. Wheeler Term expires 2021

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

Barry W. Eager. Term expires 2023

Library Trustees

Lynette Wheeler Term expires 2021

Jean Mitchell (res. 3/2021)

Linda Yates, Clerk Term expires 2023

Beth Christensen (appt. 4/2021)

Planning Board

R. Thomas Sanford, Jr, Chairman. Term expires 2021

Timothy H. Wheeler, CMRPC Term expires 2022

Janet W. Campbell Term expires 2023

Jay Teich, Clerk Term expires 2024

Carolyn MacDonald. Term expires 2025

Board of Health

Robert L. Wheeler. Term expires 2021

Susan Reguera Term expires 2022

Paul D. Mikelk, Ch. Term expires 2023

Appointed by the Select Board

(all terms end May 31, unless otherwise noted)

Town Administrator

Margaret Nartowicz. contract expires 6/30/2022

Admin. Asst. to Town Administrator Mary Arata

Board of Appeals

Linda G. Ryan, Ch. Term expires Nov 30, 2021

Dennis Bartlett, Clerk. Term expires Nov 30, 2021

Patricia Jackson. Term expires Nov 30, 2022

Virginia Zukatynski. Term expires Nov 30, 2023

James Royer. Term expires Nov 30, 2024

Board of Appeals — Associate Members

Keith Soucy. Term expires Nov 30, 2021

Susan Roberts Term expires Nov 30, 2025

Registrars of Voters

Margaret Klimaski Term expires 2021

Robert McTague Term expires 2022

Ellen Swinconeck Term expires 2023

Historical Commission

Richard S. Wheeler (died 3/2020)

Barry W. Eager. Term expires 2021

June Miller Term expires 2021

Elaine Wickstrom Term expires 2023

Karen Chandler (res. 1/2021)

Conservation Commission

Elizabeth Dichiaro. Term expires 2021

Walter E. Bickford, Vice-Ch. Term expires 2021

Carolyn MacDonald. Term expires 2021

Louise R. Janda Term expires 2022

John Aney, Ch. Term expires 2022

Robin Berry (appt. 6/2020). Term expires 2023

Steven E. Beard Term expires 2023

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 Dave Smith

Sexual Harassment Officers Peg Stone, Dennis Fearebay

Town Counsel KP Law, P.C.

Special Town Counsel/Labor Valerio Dominello & Hillman, LLC

Burial Agent & Veterans Graves Officer .. George A. Pendergast
(died 8/1/2020), Barry Eager (Interim)

Field Driver. Frederick R. Wheeler, Jr.

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

Building Inspector Richard Hanks

Asst. Building Inspector (conditional) Thomas Doerr

Alternate Building Inspector Tony Zahariadis

Inspector of Wires Henry Wheeler, Jr.

Assistant Inspector of Wires Dennis Monteiro, Peter Talvy

Gas & Plumbing Inspector Alphonse Roseberry

Assistant Gas & Plumbing Inspector Tom Soldi

3 Inspectors / Land Use Clerk Liane Leahy

ADA Coordinator Margaret Nartowicz

Veterans' Agent James Cabral

Police

Police Chief* Thomas E. Galvin, (contract exp. 6/30/2021)

Sergeants* Eric J. Schartner, Richard E. Gilchrest

Patrolmen*

David A. Goulding, Carl A. Corriveau, Dean Bellville, Timothy Andre, Kevin Trongone, Matthew McRae, Jesse Reed

*Designated alcoholic beverages agents

Regular Police

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

Special Police

Howard H. Spaulding, Thomas Welch, Sr., Duncan R. Baum, John Geis

Special Police Matron

Sharon McGowan, Pamela Agnew, Shantel Smith Cuff

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, Forest Warden

P. Kenneth Clark, contract

Data Systems Coordinators

Margaret Nartowicz, Thomas Galvin

Deputy Emergency Mgt. Directorvacant

Webmaster (res. 10/2020)Garth Coleman

Trench OfficersJames Spinney, Dave Smith

Nashoba Valley Regional Dispatch District

Admin Board - Margaret Nartowicz

Finance Board - June Poland

Operations Board - Thomas Galvin, Kenneth Clark

Chief Procurement Officer Margaret Nartowicz

Financial Director Margaret Nartowicz

Treasurer/Collector of Taxes and Town Collector

Dennis A. Fearebay. Term expires 2021

Council on Aging

Frances Gill, (res. 5/5/20)

Rachel Boyer (appt. 11/2/20) Term expires 2021

Kate Bliss Term expires 2021

Karen Schultz. Term expires 2021

George Pendergast, Ch.(res. 2020) Term expires 2022

Patricia H. Wheeler Term expires 2022

Robert Blair. Term expires 2022

Lorinda Fearebay Term expires 2023

Wesley Durant, Jr. (appt. 10/5/20) Term expires 2023

Director Victoria Flynn, start 6/17/2020

Election Officials

WardenDennis 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, Marsha Johnston, Susan Green, Christine Flynn, Lynda Nelson, Kenneth Braun, Judy Christensen, Marshall Tate, Sue Reguera, Steven Bradley, Fran Gill, Steve Beard, Robert Guild, Jr., James H. Wheeler, 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, Judith Rothbard Tate, Katheryn Hendrick, Valarie Chapman, Jill Foisy, William Foisy, Tamar Amidon and Gary Clairmont

Agricultural Commission

Patricia Jackson, Alternate (res. 3/22)

Deborah Rolfe, Alternate Term expires 2021

James H. Wheeler, Alternate Term expires 2021

Carl Wickstrom Term expires 2023

Laura Busky Term expires 2023

Kevin Kraszeski Term expires 2021

Michael Dalrymple Term expires 2021

Frederick Wheeler, Jr. Term expires 2022

Cultural Council

Jessica Meltzer Term expires 2021

Karen Gault Term expires 2021

Michael Jesse (M.J.) Stades. Term expires 2021

Debra Rolfe. Term expires 2021

Sandra Lee Reardon Term expires 2021

Recreation Committee

Tammy Money (res 2020)

Jackie Marshall (res 2020)

Julie Lee. Term expires 2021

Kerri Brooks (appt. 2/1/21) Term expires 2023

Mark Adams (appt. 2/1/21). Term expires 2022

Cable Access Committee Patricia Anderson, Roger Bradley

Cable Advisory Committee

Robert Fatta Term expires 2022

Richard Mariani. Term expires 2022

Vacant Term expires 2023

Energy Committee

Eloise Salls

Jason Collier (appt. 10/2020)

Stephen Brodeur (appt. 10/2020)

Housing Partnership

Lynda P. Nelson Term expires 2020

Frances M. Gill (res. 2020)

Rowena "Trudy" B. Tervo Term expires 2021

Eloise Salls Term expires 2022

Insurance Advisory Committee (all expire 5/31/21)

David Goulding, Chair, Eloise Salls, Robert Hodge,

David Lichwell, Richard Hanks, Molly Reed, June Poland

Personnel Committee

Susan Therrien (appt.1/22/19) Term expires 5/31/23

Claire Pond (appt. 7/23) Term expires 5/31/21

Thomas Bradley Term expires 5/31/22

Earthwork Advisory Committee (all expire 5/31/21)

Select Board Lynn Sallee

Select Board (appt. 1/7/19) Michael Sawyer

Conservation Commission Steve Beard

Board of Health Paul Mikelk

BOH Alternate Robert Wheeler

Capital Planning Committee

Appt. by Moderator

Vacant 6/30/21

Appt. by Planning Board

Anna Crane 6/30/21

Appt. by Select Board

Eloise Salls (appt. 6/2020) 6/30/22

Janez Mavretic (appt. 10/2020) 6/30/22

Appt. by Finance Committee, exofficio

Michael Ginzberg (resigned)

Janet Lamy 6/30/21

1870 Town Hall Manager

Lisa Boettcher-Smith (appt. 3/2020, start 6/2020)

Appointed by the Planning Board

Economic Development Committee

Paul Anderson Term expires 2021

Geoff Green (appt. 5/2020) Term expires 2021

Jason Rowell Term expires 2023

Peter Hoffman, Ch. Term expires 2022

Vacant Term expires 2022

Community Preservation Act (CPA) Committee

Selectmen appt. at-large. . Michael Jesse (M.J.) Stades (6/30/24)

Selectmen appt. at-large. James Holyoak (6/30/24)

Planning Board. Timothy H. Wheeler (6/30/26)

Conservation Commission . . . Carolyn MacDonald (6/30/26)

Historical CommissionElain Wickstrom (6/30/26)

Recreation Committee. Julie Lee (6/30/25)

Select Board vote to create 8/3/2020

Traffic Safety Advisory Committee

Police Chief Thomas Galvin

Fire/EMS Chief Kenneth Clark

Highway Supt. David Smith

Building Commissioner Richard Hanks

Planning Board designee Tinothy Wheeler

Finance Committee designee Mary Potter

Capital Planning designee Anna Crane

Town Administrator Margaret Nartowicz

Vacancy

Appointed by the School Committee

Berlin-Boylston Regional School Committee

Clifton O. LaPorte Term expires 2023

Susan F. Henry Term expires 2022

Angela Yildiz Term expires 2021

Appointed by the Board of Health

Inspector of Animals Richarda Bridges-Roche

Appointed by the Moderator

Finance Committee

Janet Lamy Term expires 6/30/23

Mary Porter Term expires 6/30/21

Stanley K. Rogalinski Term expires 6/30/21

Michael Ginzberg (res. 11/18/20)

Scott Schultz Term expires 6/30/22

Julie Malik. Term expires 6/30/23

Appointed by the Town Clerk

Assistant Clerk James H. Wheeler, concurrent with term

Tax Title Custodian

Dennis A. Fearebay. concurrent with term

Appointed by the Treasurer/Collector

Assistant Treasurer Steven Price

Assistant Collector. Brian Devaney

Appointed by the Fire Chief

Fire and EMS Department

Chief. P. Kenneth Clark

Chaplain Courtney Shields

Deputy Chief Jamie Desautels

Fire Marshall David Lichwell

Firefighters:

Anthony Alessi, Frank Brewer, Kevin Benoit, Kevin Colomey, James Concannon, Fred Cummings, Jeff Cummings, Melanie Dadah, Peter Demers, Thomas Deptula, Michelle Deveau, Wesley Durant III, Peter Fortin, Jonathan Gallardo, Brendon Gilchrest, Francis Harrington, Kyle Lichwell, Benjamin Matthew, Andrew Maurice, Sharon McGowan, Christopher Melone, Jazmin Murillo, Jeremy O'Connell, Jonathan Paulino, James Spinney, Andrew Theve, Michael Wheeler

Results at the Presidential Primary - March 3, 2020 - Berlin, Mass.

Democratic:

PRESIDENTIAL PREFERENCE	
Deval Patrick	0
Amy Klobuchar	9
Elizabeth Warren	249
Michael Bennet	0
Michael R. Bloomberg	112
Tulsi Gabbard	10
Cory Booker	0
Julian Castro	0
Tom Steyer	0
Bernie Sanders	226
Joseph R. Biden	259
John K. Delaney	1
Andrew Yang	1
Pete Buttigieg	22
Marianne Williamson	0
No Preference	4
Scatterings	0
Blank	2

STATE COMMITTEE MAN	
Patrick G. Haverty	622
Scatterings	0
Blank	273

STATE COMMITTEE WOMAN	
Natalie Higgins	631
Scatterings	0
Blank	264

WARD COMMITTEE	
Group	311
Lisa J. Wysocki	200
Timothy A. Wysocki	133
Piper C. Wysocki	136
Mary Porter	206
David L. Westerling	159
Robert B. Blair	167
Clifton O. LaPorte, Jr.	162
Richard H. Kramer	156
Sophie A. Glasser	179
Carolyn M. MacDonald	191
Scatterings	0
Blank	225

Republican:

PRESIDENTIAL PREFERENCE	
William F. Weld	18
Joe Walsh	1
Donald J. Trump	151
Roque "Rocky" De La Fuente	3
No Preference	4
Mike Bloomberg	1
Scatterings	0
Blank	2

STATE COMMITTEE MAN	
Thomas F. Ardinger	137
Write-In	0
Blank	43

STATE COMMITTEE WOMAN	
Susan E. Smiley	131
Scatterings	0
Blank	49

WARD COMMITTEE	
Scatterings	4
Blank	178

Green-Rainbow:

PRESIDENTIAL PREFERENCE	
Dario Hunter	1
S. K.C. Moyowasifza-Curry	1
Kent Mesplay	0
Howard Hawkins	2
No Preference	2
Scatterings	1
Blank	0

STATE COMMITTEE MAN	
Scatterings	0
Blank	7

STATE COMMITTEE WOMAN	
Charlene R. DiCalogero	5
Scatterings	0
Blank	2

WARD COMMITTEE	
Scatterings	0
Blank	7

Libertarian:

PRESIDENTIAL PREFERENCE	
Arvin Vohra	1
Vermin Love Supreme	0
Jacob George Hornberger	0
Samuel Joseph Robb	0
Dan T.I.T. Behrman	0
Kimberly Margaret Ruff	0
Kenneth Reed Armstrong	0
Adam Kokesh	0
Jo Jorgensen	0
Max Abramson	0
No Preference	1
Bernie Sanders	1
Scatterings	0
Blank	0

STATE COMMITTEE MAN	
Scatterings	0
Blank	3

STATE COMMITTEE WOMAN	
Scatterings	0
Blank	3

WARD COMMITTEE	
Scatterings	0
Blank	3

Total Registered Voters. 2377
 Total Ballots Cast: 1085
 Total Democratic Ballots Cast 895
 Total Green Rainbow Ballots Cast 7
 Total Libertarian Ballots Cast 3
 Total Republican Ballots Cast 180

Proceedings at the Annual Town Meeting — June 22, 2020

According to legal notice the voters of the Town of Berlin met at the Berlin Memorial School in the field behind the school gym for the Annual Town Meeting on Monday, June 22, 2020 at 7:30 PM. Assistants were James H. Wheeler, Noel Rosenberg, Judy Mills, Amy Grenier and Robert McTague as checkers and Police Chief Thomas Galvin, Sergeant Eric Schartner and Officer Kevin Trongone. Cable television coverage was provided by Patricia Anderson, Roger Bradley, Brittany Blaney, Neil Tupper and Hailey Brinn and broadcast live on Charter channel 191. It will also be recorded and available in a few days later via you tube channel. <http://www.yownofberlin.com/berlin-tv/>. Janelle Austin of KP Law, PC was available by phone as Town Counsel. Barry W. Eager, Moderator, called the meeting to order at 7:30 p.m. There were approximately 70 voters present. The Moderator waived the reading of the articles in the warrant. and then read the call of the meeting and the constable's return.

This meeting was originally scheduled for May 4, 2020 but the Covid-19 pandemic forced the delay until Monday, June 22, 2020 with a rain date of Wednesday, June 24, 2020. At check-in all voters received a plastic bag containing, a pen, voter card to sign, a small hand sanitizer and a copy of the motions and the Town Administrators 2019 annual town report. Personal Protective gear was worn by all and 6' spacing of chairs between rows and aisles was observed. The microphone was wiped between speakers. Fire and EMS Chief P. Ken Clark, LT/EMT Jon Paulino and FF/EMT Mike Wheeler were assigned as the medical sector.

If a budget was not approved by June 30, 2020, all cities and towns and regional school districts must go to a 1/12th budget based on last year's numbers. A 1/12th Berlin budget had been submitted to the Department of Revenue for approval.

Articles 1 through 4 are 2019 Annual Town Meeting article re-votes

Articles 1 through 4. Unanimously voted to approve the motions under articles 1 through 4 as shown on the motion sheet for this meeting.

Article 1. Unanimously voted 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 I,

SECTION 3 of the By-laws, before the existing text thereof, the following:

For purposes of these by-laws, 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.

Approved by the Atty. General Oct.16, 2020

Article 2. Unanimously voted to amend the Town of Berlin General By-laws 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).

Approved by the Atty. General Oct.16, 2020

Article 3. Unanimously voted to amend the Town By-laws by adding a new Article XXIII - Single-Use Bag Ban for the reduction of plastic bags with SECTIONS 1 through 4 as described in Article 3 of the warrant for this meeting, except that the four paragraphs under SECTION 2 Definitions shall be consecutively numbered 2.1, 2.2, 2.3, and 2.4.

Approved by the Atty. General Oct.16, 2020

Article 4. Unanimously voted to amend the Town By-laws by creating a new General By-law ARTICLE XXIV - Community Preservation Act Committee that would establish a Community Preservation Act Committee pursuant to Massachusetts General Law, Chapter 44B with SECTIONS 1 through 6 as described in Article 4 of the warrant for this meeting. The Finance Committee recommended this motion.

Approved by the Atty. General Oct.16, 2020

* Approved : State Election Nov 6, 2018: YES 976; NO 726; Blanks 58; Total 1760.

Fiscal Year 2020, Ending June 30, 2020

Article 5. Unanimously voted to pass over Article 5. (payment of snow & ice deficit spending)

Article 6. Unanimously voted to amend the vote taken under Article 20 of the 2019 Annual Town Meeting, by

extending to June 30, 2021 the date by which money must be expended for the purpose of purchasing and equipping a new Fire/EMS Department pumper/tanker truck.

Article 7. Unanimously voted to amend the vote taken under Article 37 of the May 2016 Annual Town Meeting to create the Economic Development Committee, by changing the appointing authority to be exclusively the Planning Board and allowing the number of Committee members to be set by the Planning Board.

**Fiscal Year 2021 (July 1, 2020 thru June 30, 2021)
Articles 8 Through 13 to be Moved Together as Printed in Warrant**

Article 8-13. Unanimously voted to approve the motions as printed under Articles 8 through 13 of the Warrant for this meeting.

Article 8. Unanimously voted 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 9. Unanimously voted 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 10. Unanimously voted 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 11. Unanimously voted to fix the maximum amount that may be spent during Fiscal Year 2021 beginning on July 1, 2020 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 11 of the warrant for this meeting.

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

Article 12. Unanimously voted to authorize the Tree Warden to expend from the Highway Department Expense Budget, as enacted under Article 17 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.

Article 13. Unanimously voted to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount certified by the Commonwealth of Massachusetts.

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

Article 15. Unanimously voted to accept the Town Administrator's report.

Article 16. Unanimously voted to appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of **\$59,520** as a grant to be used for fiscal year 2021 operating purposes, and an additional **\$40,000** to fund the purchase and installation of audio and video equipment, and any costs related or incidental thereto, in meeting rooms located at the Town Offices, 23 Linden Street, in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said sum to be expended by the Cable Access Committee. The Finance Committee recommended this motion.

Article 17. GENERAL GOVERNMENT Unanimously voted to raise and appropriate the sum of **\$1,314,242** to fund items 1 through 49, to transfer from Assessors Overlay Surplus the sum of \$9,000 to item 22, and to transfer from Free Cash the sum of **\$140,000** to line item 12, as recommended by the Finance Committee for FY2021.

001	Moderator, Salary	50.00
002	Moderator, Expenses	85.00
003	Selectmen, Salary	3,690.00
004	Selectmen, Wages, FT	66,399.00
005	Selectmen, Wages, PT	0.00
006	Consulting	20,000.00
007	Selectmen, Expenses	8,290.00
008	Town Admin.-Salary	147,000.00
009	Expenses	3,500.00
010	Finance Comm. Expenses	175.00
011	Reserve Fund	95,000.00
012	Contingency (temporary)	140,000.00

013	Accountant, Salary	82,285.00
014	Accountant, Wages FT	0.00
015	Accountant, Wages PT	36,885.00
016	Accountant, Expenses	9,040.00
017	Audit	26,000.00
018	Assessors, Salary	2,287.00
019	Assessors Asst., PT Salary	67,282.00
020	Assessors, Wages PT	65,533.00
021	Assessors, Expenses	38,686.00
022	Revaluation Expenses	25,700.00
023	Treasurer/Collector, Salary	75,920.00
024	Wages PT	46,586.00
025	Incentive	
026	Expenses	48,640.00
027	Legal Expenses	50,000.00
028	Personnel-Expenses	200.00
029	Tax Titles	5,000.00
030	Data Systems, Salary PT	0.00
031	Data Systems, Expenses	86,059.00
032	Town Clerk, Salary	31,200.00
033	PT Salary	12,756.00
034	Clerk, Expenses	2,845.00
035	Elections, Wages PT	3,600.00
036	Elections, Expenses	4,100.00
037	Registration, Salary	100.00
038	Registration, Wages PT	550.00
039	Registration, Expenses	100.00
040	Conservation Comm., Exp.	2,000.00
041	Planning Board, Expenses	1,000.00
042	Bd. Of Appeals, Wages PT	0.00
043	Bd. Of Appeals, Expenses	500.00
044	Agricultural Comm.- Exp.	1,425.00
045	Public Buildings, Wages PT	19,004.00
046	Pub. Bldg., Expenses	100,770.00
047	Pub. Bldg., Electricity	78,000.00
048	Pub. Bldg., Fuel Oil	50,000.00
049	Town Report, Expenses	5,000.00
Total General Government		1,463,242.00

PUBLIC SAFETY Unanimously voted to raise and appropriate the sum of **\$2,163,848** to fund items 50 through 71, appropriate from the Highland Commons Public Safety Mitigation Receipts Reserved for Appropriation Account the sum of **\$204,152** to item 51 Police Wages-FT-\$146,628, and item 55 Fire & EMS Wages-FT-\$57,524, to appropriate from Rescue Squad Receipts Reserved for Appropriation the

sum of \$100,000 to item 55 Fire & EMS Wages-FT, and to appropriate from the Inspectors' Offset Receipts Account the sum of **\$200,000** to item 62 Plumbing & Gas Inspector Wages PT-\$100,000, and item 64 Electrical Inspector Wages PT-\$100,000, as recommended by the Finance Committee for FY2021.

050	Police, Salary	152,080.00
051	Police, Wages FT	845,981.00
052	Police, Wages PT	132,233.00
053	Police, Expenses	102,858.00
054	Fire & EMS, Salary FT	128,000.00
055	Wages FT	193,695.00
056	Wages PT	350,468.00
057	Expenses	144,910.00
058	Bldg. Insp., Salary	92,500.00
059	Bldg. Insp Wages FT	0.00
060	Wages PT	32,667.00
061	Expenses	26,696.00
062	Plumbing & Gas, Wages PT	100,000.00
063	Expenses	300.00
064	Electrical Insp., Wages PT	100,000.00
065	Electrical Insp., Expenses	600.00
066	Animal Inspector, Salary	1,992.00
067	Animal Inspector, Expenses	500.00
068	Animal Control Officer Salary	5,400.00
069	Expenses	2,000.00
070	Communication Wages.	41,907.00
071	Communication Expenses	213,213
Total Public Safety		2,668,000.00

PUBLIC WORKS Unanimously voted to raise and appropriate the sum of **\$714,675** to fund items 72 through 83, to appropriate from the Transfer Station Sticker and Recycling Offset Receipts Account the sum of **\$110,000** to item 81 Transfer Station Expenses, and to appropriate from General Cemetery Receipts the sum of **\$8,950** to item 83 Cemetery Expenses, as recommended by the Finance Committee for FY2021.

072	Highway, Salary	81,800.00
073	Highway, Wages FT	229,460.00
074	Highway Wages PT	14,246.00
075	Highway Expenses	143,920.00
076	Snow & Salt, FT OT	36,428.00
077	Snow & Salt, Wages PT	13,566.00
078	Snow & Salt, Expenses	85,000.00
079	Street Lights	9,600.00

080	Transfer Station, Wages PT	37,145.00
081	Transfer Station, Expenses	150,860.00
082	Cemetery, Wages PT	3,360.00
083	Cemetery, Expenses	28,240.00
Total Public Works		833,625.00

HUMAN SERVICES Unanimously voted to raise and appropriate the sum of **\$102,720** to fund items 84 through 95 in the Finance Committee's recommended FY2021 Budget.

084	Board of Health, Salary	1,878.00
085	Board of Health, Wages PT	5,600.00
086	Board of Health, Expense	1,200.00
087	Nashoba Health	8,128.00
088	Nashoba Nursing	3,710.00
089	COA, Director PT Wages	22,288.00
090	COA, PT Wages	24,165.00
091	Council on Aging, Expenses	12,625.00
092	Veterans, Salary	7,866.00
093	Veterans, Expenses	260.00
094	Veterans, Benefits	11,000.00
095	WHEAT Assessment	4,000.00
Total Human Services		102,720.00

CULTURE AND RECREATION Unanimously voted to raise and appropriate the sum of **\$171,928** to fund items 96 through 102 in the Finance Committee's recommended FY2021 Budget.

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

DEBT AND INTEREST Voted to raise and appropriate the sum of **\$315,530** to fund items 103 and 104, to appropriate from Septic Loan Receipts Available for Appropriation the sum of **\$4,350** to item 104 Principal, and to appropriate from the Highland Commons Public Safety Mitigation Receipts Reserved for Appropriation Account the sum of **\$235,601** to item 103 Interest-\$4,223 and item 104 Principal - \$231,378 for the payoff of the Fire Department Ladder Truck debt service, as recommended by the Finance Committee for FY2021.

103	Interest	131,998.00
104	Principal	423,483.00
Total Debt & Interest		555,481.00

INTERGOVERNMENTAL EXPENDITURES:

CMRPC Unanimously voted to raise and appropriate the sum of **\$842** to fund item 105 in the Finance Committee's recommended FY2021 Budget.

105	CMRPC	842.00
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ASSABET Unanimously voted to raise and appropriate the sum of **\$538,085** to fund items 106 and 107 in the Finance Committee's recommended FY2021 Budget.

106	Assabet Assessment	465,893
107	Assabet Capital Assessment	72,192

BERLIN MEMORIAL SCHOOL Unanimously voted to raise and appropriate the sum of **\$3,305,741** to fund items 108 and 109, and to transfer from the following prior Special Article appropriations, the sum of **\$94,000** to Item 109 Berlin Memorial Capital Assessment, as recommended by the Finance Committee for FY 2021 (and closing out the following:).

Article 14 of the 2019 Annual Town Meeting- BMS Int/Ext Bldg. Modifications \$51,000.00

Article 26 of the 2019 Annual Town Meeting-Permit/Inspection Software \$35,500.00

Article 30 of the 2011 Annual Town Meeting-Curbing and Sidewalks \$7,500.00

108	Berlin Memorial Assessment	3,304,741
109	Berlin Memorial Capital Assessment	95,000

TAHANTO Unanimously voted to raise and appropriate the sum of **\$3,199,955** to fund items 110 and 111, as recommended by the Finance Committee for FY 2021.

110	Tahanto Assessment	2,623,776
111	Tahanto Capital Assessment	576,179
Total Intergovernmental Expenditures		7,138,623

MISCELLANEOUS BENEFITS AND INSURANCE

Unanimously voted to raise and appropriate the sum of **\$1,510,010** to fund items 112 through 119 in the Finance Committee's recommended FY 2021 Budget.

112	Worcester Reg. Retirement	533,288.00
113	Workers Compensation	23,000.00
114	Unemployment	50,000.00
115	Chap 32B Health Ins.	703,357.00
116	Police & Fire Sick & Acc Ins.	22,861.00
117	Sick Pay	38,500.00
118	Medicare	45,004.00
119	Property/Liability Ins.	94,000.00
Total Misc Benefits		1,510,010.00
TOTAL BUDGET		14,443,629.00

Article 18. FISCAL YEAR 2021 CAPITAL BUDGET

Unanimously voted to appropriate from the Highland Commons Public Safety Mitigation Receipts Reserved for Appropriation Account the sum of **\$171,200** to fund items 1 through 4, and to transfer from Free Cash the sum of **\$205,000** to fund item 5, for the sum total **\$376,200** to fund items 1 through 5 in the Fiscal Year 2021 CAPITAL BUDGET as shown in Article 18 of the Warrant for this meeting, including acquisition, installation, equipping and other expenses incidental or related thereto, with all unexpended or unencumbered funds to return to their original funding sources effective June 30, 2021. The Finance Committee recommended this motion.

Item #	Dept	Project Title	Cost	Funding Source	Notes	Funding Expires	CPC Recommendation
1	Fire/EMS	SCBA Replacement Program	59,560	Highland Commons Public Safety Mitigation	This article is the second and final year of the SCBA	6/30/2021	Approved
2	Fire/EMS	Personal Protective Equipment	38,640	H.C.P.S.M.	Second round, life span of 10 years	6/30/2021	Approved
3	Police	Vehicle replacement	53,000	H.C.P.S.M.	Not cost effective to repair	6/30/2021	Approved
4	Police	Video/Security	20,000	H.C.P.S.M.	Safety/security & Liability	6/30/2021	Approved
5	Highway	23 Linden Parking Lot repair w/grant	205,000	Free Cash	230,000 total cost; state grant 100,000	6/30/2021	Approved
Total Request			376,200				

Article 19. ESTABLISHMENT OF CAPITAL STABILIZATION FUND

Moderator declared a 2/3 Vote to establish a special purpose capital stabilization fund pursuant to Massachusetts General Law Chapter 40, Section 5B, to be known as the Capital Stabilization Fund to be used for capital expenditures otherwise eligible to be funded by borrowing in accordance with the provisions of Massachusetts General Law Chapter 44, Sections 7 and 8, and to transfer from Free Cash the sum of **\$100**, and to transfer from the Highland Commons Capital Contribution Account the sum of **\$4,341.16**, for the **sum total \$4,441.16** to establish initial funding in the Capital Stabilization Fund. The Finance Committee recommended this motion.

Article 20. SPECIAL ARTICLE CLOSE-OUT Unanimously voted to close-out the remaining balances totaling **\$5,005.42** in the Special Article accounts identified in the table under Article 20 of the warrant for this meeting. The Finance Committee recommended this motion.

	Funding From	Article #	Fiscal Year	Special Article Purpose	Remaining Balance
a.	Assessors Overlay	Art 48	2009	Planning. Board. – printing By-laws	633.11
b.	Prior Art. From Free Cash	Art 7, STM	2015	Municipal Building – new furnace	4,149.78
c.	Free Cash	Art. 16	2014	BMS- Exterior Building Repairs	175.00
d.	Free Cash	Art 15	2019	BMS – Purchase/Install Water Softener/Filter	47.53

Article 21. JUNE 29, 2020 ANNUAL TOWN ELECTION

Unanimously voted to adjourn this meeting to Monday, June 29, 2020 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 21, and that following the announcement of the results of the election, this meeting be dissolved.

The meeting adjourned at 8:30 p.m. One Hundred four (104) registered voters took part in this meeting. There were 2,413 registered voters as of June 2, 2020 Open Voter Registration.

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

Results at the June 29th, 2020 Annual Town Election – Berlin, Mass.

Moderator – One Year

Barry W. Eager.....	409
Scatterings	2
Blanks	67
Total	478

Town Clerk – Three Years

Eloise E. Salls	440
Scatterings	0
Blanks	38
Total	478

Selectman – Three Years

R. Scott Hawkins.....	250
Mary Mikelk.....	226
Scatterings	0
Blanks	2
Total	478

Assessor – Three Years

Kevin F. Pond	428
Scatterings	0
Blanks	50
Total	478

Constable – Three Years

Tim Pierce.....	391
Scatterings	0
Blanks	87
Total	478

Library Trustee – Three Years

Linda Yates (write-in)	69
Audrey McNichols (write-in).....	5
Scatterings	3
Blanks	401
Total	478

Trustee of Trust Funds – Three Years

Judith A. Christensen.....	418
Scatterings	0
Blanks	60
Total	478

Cemetery Commissioner – Three Years

Barry W. Eager.....	404
Scatterings	1
Blanks	73
Total	478

Planning Board – Five Years

Carolyn MacDonald	395
Scatterings	3
Blanks	80
Total	478

Board of Health – Three Years

Paul D. Mikelk	421
Scatterings	1
Blanks	56
Total	478

2422 Total Registered Voters

478 Total Ballots Cast

September 1st, 2020 State Primary Results – Berlin, Mass.

DEMOCRATIC PARTY

Senator in Congress

Edward J. Markey	501
Joseph P. Kennedy, III	335
Scatterings	2
Blanks	3
Total	841

Representative in Congress

Lori Loureiro Trahan	719
Scatterings	1
Blanks	121
Total	841

Councillor

Paul M. DePalo	553
Padraic Rafferty	174
Scatterings	0
Blanks	114
Total	841

Senator in General Court

John J. Cronin	680
Scatterings	0
Blanks	161
Total	841

Representative in General Court

Meghan Kilcoyne	339
Ceylan Rowe	311
Alexandra W. Turner	132
Scatterings	0
Blanks	59
Total	841

Register of Probate

John B. Dolan, III	302
Kasia Wennerberg	404
Scatterings	0
Blanks	135
Total	841

REPUBLICAN PARTY

Senator in Congress

Shiva Ayyadurai	91
Kevin J. O'Connor	132
Scatterings	0
Blanks	5
Total	228

Representative in Congress

Rayla Campbell	3
Scatterings	7
Blanks	218
Total	228

Councillor

Scatterings	4
Blanks	224
Total	228

Senator in General Court

Dean A. Tran	210
Scatterings	0
Blanks	18
Total	228

Representative in General Court

Susan E. Smiley	203
Scatterings	2
Blanks	23
Total	228

Register of Probate

Stephanie K. Fattman	206
Scatterings	0
Blanks	22
Total	228

GREEN-RAINBOW PARTY

Senator in Congress

Scatterings	1
Blanks	4
Total	5

Representative in Congress

Scatterings	0
Blanks	5
Total	5

Councillor

Scatterings	0
Blanks	5
Total	5

Senator in General Court

Scatterings	2
Blanks	3
Total	5

Representative in General Court

Charlene R. DiCalogero	5
Scatterings	0
Blanks	0
Total	5

Register of Probate

Scatterings	0
Blanks	5
Total	5

LIBERTARIAN PARTY

Senator in Congress

Scatterings	2
Blanks	0
Total	2

Representative in Congress

Scatterings	1
Blanks	1
Total	2

Councillor

Scatterings	1
Blanks	1
Total	2

Senator in General Court

Scatterings	1
Blanks	1
Total	2

Representative in General Court

Scatterings	1
Blanks	1
Total	2

Register of Probate

Scatterings	1
Blanks	1
Total	2

State Primary, September 1, 2020

Total Registered Voters	2,465
Total Ballots Cast	1,076
Total Democratic Ballots Cast	841
Total Green Rainbow Ballots Cast	5
Total Libertarian Ballots Cast	2
Total Republican Ballots Cast	228

State Election, November 3, 2020

Total Registered Voters	2,564
Total Ballots Cast	2,277

Town Clerk

The office is open Tuesday and Thursday 11 am to 2 p.m. and Wednesday night 7-9 p.m. The phone number is (978) 838-2931, FAX (978) 838-0014 and email: TownClerk@TownofBerlin.com.

My appreciation is extended to those people who assisted with the elections and town meetings in 2020. I would like to note the passing of Jean Guild a long term election official. During regular hours I serve as Notary with appropriate identification. Justice of the Peace service requires an appointment.

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

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

Nashoba contracts for a dog and cat rabies clinic each spring. It was cancelled due to Covid.

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

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

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

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

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

FY2020 BOARD OF APPEALS APPLICATIONS:

1. Special Permit and Site Plan, 180 River Road West, Casa Investments. Withdrawn without prejudice
2. Appeal of Building Ins., 100 River Road W., Selvin E. Ruano Monroy. Denied
3. Site Plan, 100 River Road W., Selvin E. Ruano Monroy. Denied
4. Variance, 100 River Road W., Selvin E. Ruano Monroy. Denied
5. Special Permit, In-law apartment at 157 Lyman Rd, Benedict Alberts, Approved.
6. Special Permit. Medical Marijuana & Adult Marijuana Establishment, 64 Banner Road, C3 Berlin. LLC, Withdrawn without prejudice.
7. Site Plan, 100 River Road W., Selvin E. Ruano Monroy. Denied

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

Financial report for FY20.

Dog Licenses	1,485.00
Dog Fine Penalties	55.00
Clerk Receipts	2,289.00
Gas Storage Licenses	75.00
Planning Board Fees	9,782.71
Board of Appeals Fees	1,000.00
Total Paid to Treasurer	15,691.71

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

Legislative Delegation

Federal Representatives

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

317 Hart Senate Office Building,
Washington, D.C. 20510
(202) 224-4543
E-mail through web site:
www.warren.senate.gov/

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

255 Dirksen Office Building,
Washington, D.C. 20510
(202) 224-2742
E-mail through web site:
www.markey.senate.gov/

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

15 Union St, 4th Floor,
Lawrence, MA 01840
1616 Longworth House Office Building,
Washington, DC 20515
(202) 225-3411
E-mail through web site:
<https://trahan.house.gov/contact/>

State Representatives

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

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

Traffic Safety Advisory Committee

On August 3, 2020, the Select Board unanimously approved establishing a multi-departmental, collaborative approach to addressing safety concerns from both a human and an infrastructure perspective through the creation of a Traffic Safety Advisory Committee with the following mission, charge and composition.

Mission:

Assess ongoing traffic and pedestrian safety needs and prepare for transportation infrastructure projects through a multi-departmental approach of systematically and logically studying conditions and developing solutions to propose to the Select Board.

Charge:

Review traffic and pedestrian safety needs and opportunities for improvements by reviewing available data, funding and technical assistance programs, and resident feedback.

Evaluate and recommend to the Select Board solutions that could be implemented to create safer and more livable neighborhoods through:

- 1) measures to reduce traffic congestion, speeding and unnecessary traffic on neighborhood roads,
- 2) guidelines and regulations for street naming and house numbering, and
- 3) pedestrian access and safety improvements.

Composition:

The composition of the Traffic Safety Advisory Committee shall include the Police Chief, Highway Superintendent, Fire/EMS Chief, Building Commissioner, Town Administrator (non-voting), and one designee from the Planning Board, Capital Planning Committee, and Finance Committee (non-voting).

At its first meeting on September 17, 2020, the Committee organized and selected Chief Thomas Galvin as Chair. The Committee also met with the Riverbridge Fiscal Impact Study consultant regarding the district's traffic and public safety impacts, reviewed the Town's newly created Street Sign Request form and approval process, and discussed a potential one-month pilot project in the Village Center to be funded by a Massachusetts Department of Transportation (MassDOT) Shared Streets and Spaces grant.

MassDOT's Shared Streets and Spaces Grant program was established due to the COVID-19 pandemic to promote increased pedestrian and bicycle access to businesses and cultural facilities. Members felt this pilot project would be a logical first step toward developing similar projects identified in Berlin's Complete Streets Prioritization Plan.

The Town was awarded a Shared Streets and Spaces grant of \$39,288.99 to examine the feasibility of making Carter Street and Woodward Avenue one-way to add space for sidewalks, and adding pedestrian crossing safety measures on Central Street in the Village Center. The Committee then held a virtual community information session on October 20, 2020 to present an overview of the pilot project prior to its implementation.

With the pilot project's conclusion on December 5, 2020, the community was encouraged to submit written comments and suggestions and the Committee held a Shared Streets & Spaces community forum to provide an opportunity for the community to discuss the pros and cons of the project and ideas for future improvements. The pilot project itself received mixed reviews from the community, but many productive comments and suggestions were received that will help guide the Committee and the Town as it considers future traffic and pedestrian safety improvements. Email traffic concerns and comments to Chief Galvin at chiefgalvin.pd@townofberlin.com.

Traffic Safety Advisory Committee: Police Chief Thomas Galvin, *Chair*; Fire & EMS Chief Kenneth Clark; Building Commissioner Richard Hanks; Highway/Facilities Supt. David Smith; Planning Board designee Timothy Wheeler; Finance Committee designee Mary Porter (non-voting); Capital Planning Committee designee Anna Crane; and Town Administrator Margaret Nartowicz (non-voting).

Marriages Recorded through 2020

DATE	PLACE	PARTY A & PARTY B
January 30	Boston	Nancy Noemi Medina-Dominguez and David Hugh Ramsay of Berlin
February 18	Berlin	Gail Emma Terman and Micala Ann Godfrey of Berlin
July 31	Berlin	Lauren Mary Buchan and Kyle Nicholas Tucker of Berlin
September 6	Berlin	Jessica Lyn Carcieri and Daniel Joseph Donoghue IV of Berlin
September 10	West Boylston	Tiago Paulo Almeida Silva and Heather Marie Roman of Berlin
October 10	Berlin	Jody Lynn Smith, Jr. and Kathleen Edythe Brewer of Berlin
October 10	Berlin	Elizabeth W. Ruhl and James W. Royer of Berlin
October 17	Berlin	Stephanie Russel Cummings and Jeffrey Jason Carroll of Berlin
November 3	Berlin	Darshan Himanshubhai Shah and Krupa Mahendra Patel of Westborough

Births Recorded through 2020

DATE	NAME	PARENTS
February 12	Dunya Annes Bayou	Annes B. & Hanna A. (Astita) Bayou
February 16	Harrison Carter Smith	Brett Richard & Colleen Noelle (Gleason) Smith
February 20	Isla Quinn Nielsen	Lars Norman & Bethany Jean (LaGrant) Nielsen
February 28	Anna May Nelson	Christopher Frederick & Sarah Marie (Lyon) Nelson
April 21	Jackson Alexander Lucero	Osman & Jacqueline Andrea (Deleon) Lucero
April 28	Declan Henry Mitchell Johnson	Cody Mitchell & Jill Anne (Muldoon) Johnson
May 6	Theo Marcel Loiselle	James Thomas & Sarah Anne (Saliba) Loiselle
July 20	Christopher Steven Bucci	Matthew William Ryan & Chelsey Leigh (Chaousis) Bucci
July 24	Sophie Lucia Schur	Jacob Thomas & Kathryn Ann (Davis) Schur
September 2	Arthur Aime Rosseel	Luke James & Meghan Elise (Ballard) Rosseel
September 6	Elia Grace Cometa	Anthony James & Payton Ann (Curley) Cometa
September 10	Johann Otto Von Geldern	Erik Aldrich & Rebecca Jane (Sheldon) Von Geldern
September 14	Ainsley Rae Lucht	Jason Michael & Caitlyn Ann (Keefe) Lucht
September 25	Sullivan Dorothy Jude Kirby	Bryce Michael & Kylee Brooke (Gates) Kirby
September 30	Olive Terran Humpton	Tyler Lyle Humpton & Jenna Louise Barbieri
October 14	Nolan Mateo Ramsay	David Hugh & Nancy Noemi (Medina) Ramsay III

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

Deaths Recorded through 2020

DATE	NAME	ADDRESS	AGE
January 26	Gordan Charles Knorr	20 Walnut Street	94
February 15	Robert L. Lussier	135 Pleasant St, 12-5	77
March 20	Richard Seth Wheeler	232 Pleasant St.	67
April 11	Rose V. (Grigas) Sharon	135 Pleasant St.	97
April 27	Thelma Ruth (Seymour) Mitchell	220 Lancaster Rd.	93
May 7	Donald W. Freeman	15 Bigelow St.	84
May 17	Catherine Susan (White) Luby	29 Brook Lane	64
May 21	Richard Henry Hernandez	28 Brook Lane	89
May 30	Nellie M. (Murphy) Lord	12 Priest Rd.	93
June 6	Brian Christopher McManus	3 Larkin Rd.	61
June 9	Allan Clinton Johnson, Jr.	27 Brook Lane	98
July 1	Leonard Allan Rainville	115 Barnes Hill Rd.	79
July 7	Vivian Alice (Clogston) Wheeler	36 Dudley Rd.	85
July 14	Paul R. Tebo	135 Pleasant St.	77
July 23	Marguerite Helen (Cahoon) Root	291 Randall Rd.	86
August 1	George Anthony Pendergast	43 Peach Hill Rd.	76
August 3	Shalom Moriah McCord	92 Crosby Rd.	40
August 4	Christopher Patrick Maguire, Jr.	249 Randall Rd.	83
August 26	Helen Katherine (Williams) Johnson	27 Brook Lane	95
August 26	Valerie G. (Ferro) Risi	16 Whitney Rd.	93
September 9	Robert James Hughes	136 Pleasant St.	52
September 27	Constance M. (Ziegler) Barter	51 Allen Rd.	95
September 28	Thorburn, Carol Ann (Christensen)	163 West St.	79
October 3	Richard Frank Smith	16 Parker Rd	68.
October 10	Sylvia A. (Tervo) Wheeler	91 Pleasant St.	85
October 21	Steen Bentzen	227 Highland St.	87
November 3	Erby Pierre-Louis	209 Pleasant St.	33
November 6	Paul A. Germain	3 Lancaster Rd.	98
November 21	Kenneth Wyman Stahl	167 River Rd. W	69
November 30	Rosa Elvira (Galvez) Marrero	126 Lyman Rd.	78
December 3	Kathleen (Kiely) Macdonald	60 Gates Pond Rd.	66
December 8	Wilfred G. Beauregard	203 Crosby Rd.	94
December 9	Americo Texeira	195 Gates Pond Rd.	89
December 21	Margaret Kinosian	135 Pleasant St. 9-2	89
December 19	Jean Eleanor (Bradley) Guild	7 Central St.	94

Select Board

With the negotiations falling through with the Board's chosen candidate for Fire/EMS Chief at the beginning of 2020, the Board voted to file legislation for Interim Fire/EMS Chief Ken Clark to stay on past his 65th birthday in May of 2021. We are awaiting approval on this legislation. The Board will also be starting collective bargaining negotiations with a unit of Berlin Fire/EMS employees with the Intent to Organize.

With the December 2019 resignation of Hollie Lucht as our part time 1870 Town Hall Manager and our Council on Aging Director, the Board interviewed and voted to hire Lisa Boettcher-Smith for the position of 1870 Town Hall Manager and Victoria Flynn was chosen by the Board to fill the position of Council on Aging Director. Welcome Lisa and Victoria!

In February 2020, Highland Commons paid \$591,865.75 for public safety mitigation costs. Highland Commons is obligated to make annual public safety mitigation payments pursuant to its development agreement with the Town. Solomon Pond Mall is also obligated to pay \$50,000 annually to Conservation for another eight years.

On March 9th the Board had a liquor license violation hearing for the Flat Penny.

Following deliberation on each point, the Board found violations occurred with regard to all six (6) alleged violations:

1. Failing to list or identify an individual with a direct or indirect beneficial interest in the business on its application.
2. Filing one or more falsified applications, signed under pains of perjury with the Board.
3. Purchasing alcohol from an unauthorized vendor.
4. Unauthorized person purchasing alcohol for the business.
5. Unauthorized person acting as Manager.
6. Failure to timely notify Board and apply to change name of business.

The Board voted to revoke the alcohol license effective at close of business that day.

Pursuant to Governor Baker's Declaration of Emergency in the Commonwealth of Massachusetts on March 10th due to the outbreak of the Covid 19 virus and limiting the number of people that may gather in one place, all Boards and Committees began having virtual meetings. Many things would change due to Covid 19 and the governor's orders during 2020. Highway personnel began working staggered work schedules. Non-essential employees worked from

home during certain periods of the year. For everyone's health and safety the Select Board voted to postpone both the 2020 Annual Town Meeting to June 22 (held outside at Berlin Memorial School) and the Annual Town Election moved to June 29th. With the financial uncertainty due to the pandemic, Town Administrator (TA) Margaret Nartowicz recommended a spending freeze on expenses for FY21. She also asked to revise her FY21 contracted compensation rate to eliminate her Year 2 pay increase. The Board voted to accept her recommendation and her request, along with the same gesture from Department Heads to forgo their FY21 pay increases with much appreciation. The town received Coronavirus Relief funds through the federal CARES Act to purchase non-budgeted COVID-19 supplies and services. The Coronavirus Relief Fund pays 25% of COVID-related expenses eligible for 75% FEMA reimbursement, and 100% of qualified COVID-related expenditures not eligible for FEMA reimbursement.

In April Worcester Regional Transit Authority (WRTA) began procurement of a new Berlin Council on Aging (COA) Van on the Town's behalf (to be owned, run and operated by the Town of Berlin) via the previously allocated \$60,000 in FY20 state funding and with the \$1,708 required balance from the Berlin COA's Fiscal Year 2020 formula grant funding. The COA van arrived May 1st from WRTA and has definitely been an asset for many seniors who now have transportation access to medical appointments, pharmacies, and the grocery store.

In August the Board met with Highland Commons representatives about the liquor license for Highland Wine and Spirits. Since HC had settled with RWJ (the Wine Cellar within BJs) and Town Counsel recommended that there was no need for a new hearing, the Board voted to allow amendments to the HC application of 2 years ago and HC would refile with the ABCC for approval.

After receipt of Judith Kerr's generous \$3,000 donation to the Mabel Felton Marble Memorial Scholarship Fund, in June, the Board awarded the 2020 Mabel Felton Marble scholarships for \$1,500 each to two graduating seniors:

Abby Hyatt who intends to study Nursing at Salve Regina in Newport, RI and Natassja William Francisco who will be studying Sociology at U. of Massachusetts in Lowell. The Board thanks the continued generosity of Sylvia Marble and her niece, Judith Kerr, in making this memorial scholarship possible for the benefit of Berlin's young women.

We want to thank the community members who came and voted and shared their opinions on the articles and budget at the Annual 2020 Town Meeting. The meeting went very smoothly and probably set a record for the shortest Town

Meeting ever! As always, we appreciate our residents' support and participation in Town Meetings.

The Board is still trying to gauge the public's interest on continuing the direct mailing of the Annual Town Reports to all households.

After the election on June 29th the Board welcomed Scott Hawkins as our new Select Board member. We want to thank Lisa Wysocki for her service on the Board for the last three years.

The Select Board deliberated its FY21 Board Goals and Objectives and their relation to the TA's FY21 Goals and Objectives. Listed below are a few of the top priorities:

- Develop a plan for using an alternative energy source to offset town electricity costs at the Town Barn (Solar)
- Set up Funding/Preservation for our 40B Housing
- Investigate the need to make changes to the Riverbridge Development Agreement
- Assist with the Certificate of Occupancy/opening of the Bullard House
- Remediate potential tax taking properties of concern
- Review/Approve Draft Board & Committee Handbook

So far, the Board has been successful in receiving a Green Communities \$12,500 META grant for funding assistance with a solar PV project. We have applied for membership to the Assabet Affordable Housing Consortium to protect our Affordable Housing, put together a Committee to review the Riverbridge Agreement, and have assisted the Historical Commission in having a structural survey done on the Bullard House. Our TA is investigating the cost and what needs to be done in regard to potential tax takings such as the Tolman property and the Wheeler Dam. We have completed a draft of a Board and Committee handbook.

The following FY21 Legislative Funding Requests were sent to Senator Dean Tran and Representative Harold Naughton in July:

- South Street basketball/tennis court rehabilitation
- South Street Snack Shack rehab
- Town Offices Electric Vehicle Charging stations

In September the Board met with the Historical Commission for an update on the Bullard House structural integrity study, heating and AC for the Curatorial Building, and the commission's request for long term storage at the Town Offices and the Old Fire House on West Street. The Board voted unanimously to accept the Town Administrator's recommendation that the commission report back every two months (in person and/or in writing) and be granted only temporary storage at the Town Offices and the Old

Fire House through December 31, 2021. We have discussed the status of the Board's ongoing information request of the Historical Commission on (i) the effort to establish written policies and procedures related to the commission's operation, including parameters on what is included in the collection, (ii) the status of the Bullard House structural study/procurement. Installing the HVAC in the Curatorial Building is now complete. We are working on the Certificate of Occupancy for the Curatorial Building.

In September Riverbridge developers Christopher and Matthew Senie gave an update to the board and advised of a proposed townhouse development in the Riverbridge Village District on River Road West (now-vacant 3.7-acre lot; high \$300K range price per unit, 2-story & 2-bedroom units, land now under contract contingent on Town Meeting rezoning approval). With an ongoing Riverbridge Financial Impact Study in process the Board will be looking at the Riverbridge Development Agreement to see if any changes are warranted.

With the Community Compact grant funding from Fiscal Year 2019 we are in the process of working with consultant Alexandra "Sandy" Stapczynski of Human Resources Services, Inc. on a wage and salary classification plan, personnel policies and procedures, and employee job descriptions.

In October Police Chief Tom Galvin (Chair of the Traffic Safety Advisory Committee) provided a public overview of the Town's Shared Streets and Spaces Grant Pilot Program and draft efforts to calm traffic and create a safe and harmonious environment for pedestrians and bicyclists while improving traffic flow and parking in the triangle of Route 62/Central Street, Carter Street and Woodward Avenue. Our TA and the Board are still evaluating feedback from residents and what we have learned from this four-week trial project.

In October the Board accepted a notice of retirement for Fran Gill (founder of the Berlin Family Food Pantry) with a letter to Mrs. Gill and a proclamation to proclaim Thanksgiving Day 2020 as Fran Gill Day in the Town of Berlin for her tireless work to feed Berlin families in need and as founder of the Berlin Family Food Pantry.

Other 2020 Proclamations of appreciation were given:

- To the Town Clerk's Office for handling of all/numerous 2020 Elections
- To Village Power for their long running successful and most appreciated business
- The *Boston Post* Cane to recognize the oldest living Berlin resident:
 - (Posthumously) Paul A. Germain
 - Harold R. Lohr

The Board voted to apply for membership in the Assabet Housing Partnership in order to have assistance in keeping the Affordable Housing that we have worked so hard to achieve over the years.

A Special Town Meeting scheduled for December 5 was postponed due to the increased risk of COVID-19 and in light of the increased restrictions on public gatherings by Governor Charlie Baker.

After our TA's research and issuing a request for proposals (RFP) the Board chose Jill Gallant-Shaw of Cook & Co. of Marshfield, MA as our consultant for Town employee Health Insurance benefits. Jill's agency has guided many municipalities on researching health care plans for Town Employee Health Insurance benefits. We will be looking to the Insurance Advisory Committee for feedback and are hoping this will help provide the Town with more options to control the rising costs of healthcare while continuing to offer our employees competitive benefits.

The Board voted approval of a Host Community Agreement with C3, a proposed recreational marijuana retail store to operate within Berlin at 64 Banner Road. Negotiations are ongoing with cultivation facility Connect Wellness. We take the negotiation process of an HCA very seriously. They are very time consuming, but we want to make sure that we have the best interest of the Town in mind with any agreement.

The Board issued licenses in 2020 as follows:

Common Victuallers	16
All Alcohol Restaurant	7
Beer & Wine — Package Store	4
All Alcohol — Package Store	2
1-day Alcohol License	1
Public Amusement	3
Auto. Amusement Devices	3
Sunday Entertainment	3
Entertainment	3
Motor Vehicle — Class I	3
Motor Vehicle — Class II	1
Motor Vehicle — Class III	1
Junk Dealers	1
Special Event applications	0

We continue to monitor Maplewood Farm's ongoing earth importation project. The Town Administrator's research has shown that Maplewood Farm has entered into an Administrative Consent Order (ACO) with the Massachusetts Department of Environmental Protection (MassDEP) which delineates timelines and terms for the ongoing importation of earth to the Ball Hill location. After

hearing from concerned residents on the truck traffic, the Board sent a letter to legal counsel for Maplewood Farm regarding violation of settlement agreement, specifically trucking routes and times.

We had 5 Coffee Talk meetings with residents of Berlin in 2020. Some of the subjects we talked about were proposed primary use of the 1870 Town Hall, updates from Department Heads including (NVRDD) Nashoba Valley Regional Dispatch Director Ross Klun, updates from the Conservation Commission on the possible acquisition of the Lohrer property, updates on the Library septic project, logistics for the June 22nd Annual Town Meeting and June 29th Annual Town Election, ongoing traffic issue concerns, and a discussion with Police Chief Tom Galvin on systemic racism and police brutality. We also had COVID Updates provided by: Berlin Board of Health Chair Paul Mikelk, Jim Garreffo and William Brookings of Nashoba Associated Boards of Health, An overview of the Community Preservation Act Committee by Timothy Wheeler (Planning Board rep., CPA Committee), information on the Shared Streets & Spaces Pilot Project by Berlin Police Chief Thomas Galvin, and a Board Goals & Objectives Updates. We very much appreciate the feedback we receive from Berlin residents at these informal meetings.

In December the Board met with State Representative Harold Naughton for a General Legislative Update and to bid Naughton thanks and farewell upon his upcoming departure from office after 13 consecutive terms in the House of Representatives. The Board also met with State Senator Dean Tran for a legislative and Fiscal Year 2022 budget update. A Letter of thanks was read to each of them for all of their accomplishments for the Town of Berlin.

We want to hear from you — send your comments by mail or to selectmen@townofberlin.com. Follow the "Town of Berlin, MA" on Facebook, on Twitter @TownOfBerlinMA, or visit our website www.townofberlin.com.

As always, we thank our public safety personnel and all Town employees for their service, especially during this difficult year. Our dozens of volunteers on boards and committees never cease to amaze us. We want to especially thank Garth Coleman who has resigned as our Webmaster after over 8 years of service to the Town of Berlin.

Your support and time are more than appreciated.

To all of the residents of Berlin, thank you for your continued support.

SELECT BOARD
Christine Keefe
R. Scott Hawkins
Margaret Stone

Police Department

Chief of Police: Thomas Galvin

Sergeants: Eric Schartner, Richard Gilchrest

Specialists: Community Service Officer David Goulding, Detective Kevin Trongone

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

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

Special Police Officers:

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

Animal Control Officer: Helen Roach

Law enforcement has changed significantly over the years, but 2020 presented unique and unexpected challenges for our officers and officers nationwide. The COVID-19 Pandemic changed the perspective of policing on the local level. The mantra of Community Policing has permeated the profession for the last two decades, but as a response to COVID officers have pulled back from community interaction and engagement, limited proactive enforcement, and have been looked to as officers who enforce public health rules and initiatives. As you can see by this report, 2020 although challenging was also another busy year with over 11,000 calls for service. Through COVID the men and woman of the Town of Berlin Police Department worked tirelessly toward excellence although changing the way in which services were delivered.

COVID was not the only challenge of 2020. The killing of George Floyd, Breonna Taylor, and others at the hands of police departments across the country has spurred a renewed demand for social justice. Massachusetts, like many other states, has taken this seriously and created legislation to reduce the police use of force, increase oversight and accountability, and combat bias. Berlin is no different and our police officers must maintain the highest standards and treat people fairly and equally.

During the past year our department experienced staffing changes. This has not been an uncommon occurrence in recent years. During 2020 Officer Matthew McRae left to pursue a career with the Massachusetts State Police. Part Time Officer Thomas Welch, Jr. was promoted to full-time but chose to return to the fire service. As a result, the department completed an additional search and as of the end of the year a conditional offer has been made to the first full-time female police officer in the history of the Berlin Police Department, Molly Plante. Molly will officially become a member of the department after her academy graduation which begins in late April. A new part-time officer also joined the department in late 2020. Dylan Soldi of Clinton began his field training and will begin working on his own in early 2021.

The Police Department logged 11,117 calls for service in 2020. Below is a list of some of those calls:

911 Hang-up	82	Motor Vehicle Stop	818
Abandoned Motor Vehicle	3	Alarm Residential	32
Accident Personal Injury	32	Larceny	67
Accident Property Damage	80	Harassment /Threats	11
Animal Calls	80+	Criminal Complaints/Arrest	98
Assault	1	Property Damage	11
Accident Hit and Run	16	Trespass Order	11
Breaking and Entering	5	Unwanted Party	12
Domestic	17	Radar Patrol	534
Citation Speeding	205	Stolen MV	3
Disabled Motor Vehicle	112	Warrants Served	3
Disturbance	19	Well-Being Check	48
Fireworks	2	Neighbor Complaint	21
Runaway	2	Commercial Alarm	95
Missing Person	4	Traffic Citation	692

Traffic

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

2020 saw a decrease in crashes and an overall decrease in roadway traffic. Traffic is a major concern for the department and residents of Berlin, and the COVID-19 Pandemic has created some relief. Unfortunately, the reduction in traffic volume has led to an increase in risky driving behaviors and led to a series of more serious crashes. The Department has continued to work with the Planning Board, Highway Department, the newly formed Traffic Safety Advisory Committee, and Central Mass Regional Planning to become a part of the Commonwealth's Complete Streets program. The Commonwealth defines a "Complete Street" as one that provides safe and accessible options for all travel modes — walking, biking, transit and vehicles — and for people of all ages and abilities. Funding became available in late 2020 and the Town participated in the "Shared Streets" Program. Grant funding was utilized to conduct a traffic pilot in the center of town. For a four-week period, Carter Street and Woodward Avenue we set up as one-way streets and additional sidewalks and bike lanes were temporarily created. Feedback from the pilot will be used to drive other projects and has helped town leaders better understand the communities desire for traffic calming.

Animal Control

During 2020 a change to the town's animal control service was proposed. Through discussions with the Select Board and residents, the Town opted to forgo any proposed changes at this time. Long-time Animal Control Officer Helen Roach handled over 80 calls for service. Many of the calls were relayed to Helen through the police dispatch, but others called in directly to Helen from her vast network of contacts.

Dog	35+	Skunk	1	Fox/Coyote	2
Cat	5	Owl	1	Goat	2
Deer	5	Hawk	1	Sheep	2
Cow	10	Chicken	3	Turtle	1
Horse	10	Squirrel	1	Opossum	1
Moose	2	Bear	1	Bird	1
Donkey	3	Raccoon	3		

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 difficult 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*

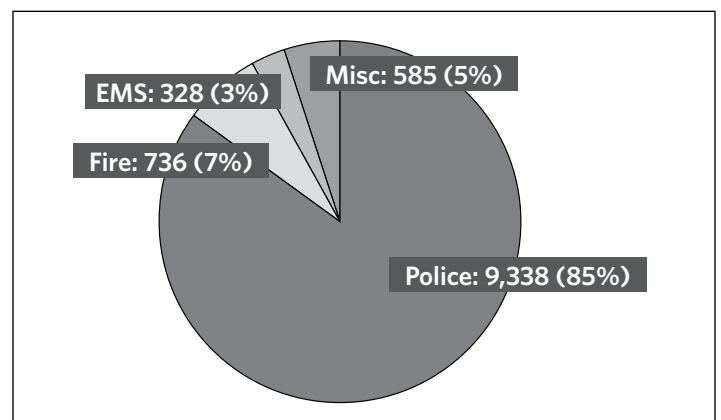
The Nashoba Valley Regional Dispatch District

The Nashoba Valley Regional Dispatch District (NVRDD) is the agency providing 9-1-1 call handling, emergency dispatch, and other vital communications and dispatch services to the citizens of the Town of Berlin along with six other communities. NVRDD was originally formed in 2011 when the communities of Devens, Harvard, Lancaster, and Lunenburg signed an agreement to consolidate their individual dispatch centers into a single larger operation located on Devens. The project to build the center, which was funded almost entirely by the Commonwealth, began operations on June 18, 2013. By regionalizing emergency 9-1-1 dispatch services, the four original communities benefited in two major ways that continue to hold true today: 1) Improved dispatch capabilities and services for the communities, and 2) Substantial cost savings.

Here at NVRDD, we have dedicated and hardworking public safety telecommunicators on duty 24 hours a day, every day, serving our member communities. These first of the first-responders provide the critical link between you and your local police, fire, and emergency medical services. While the focus is on handling emergencies, our staff also assist the public and our communities with other administrative and non-emergency dispatch tasks. NVRDD has more dispatchers and supervisors on duty to handle calls than any single community would. Having multiple dispatchers on duty allows us to deal with surges in activity and major incidents more effectively because we work as a team just like your local police officers, fire fighters, and emergency medical technicians or paramedics.

In 2020, our dispatchers processed just under 80,000 Calls for Service (CFS). Of those, nearly 11,000 were for the Town of Berlin. Each CFS represents one report entered into our Computer Aided Dispatch system by our dispatchers for the 9-1-1 calls we handle, the police, fire, or medical emergencies we dispatch, and the other duties we perform daily.

CY2020 Berlin CAD Stats



CFS numbers are a reflection of our activity and just how busy we are. In 2020, our dispatchers answered over 7,500 9-1-1 calls from across the seven communities we serve. More than 95% were answered in six seconds or less. Our staff also participated in well over 250 hours of training last year.

We operate newer, more reliable, or more advanced dispatch equipment than many local communities would. The communities NVRDD dispatches, including the Town of Berlin, are conservatively saving tens of thousands of dollars annually and often well over one hundred thousand dollars annually. Nearly all the capital improvements NVRDD has made since 2013, such as computer systems, software, telephones, radios, etc., have come at no cost to the town. Since opening in 2013, NVRDD has seen three other communities join our operation bringing the total to seven with a combined population served at over 43,000 residents. The Town of Berlin joined NVRDD in late 2015.

Town Administrator

It remains a tremendous honor and privilege to serve the Town of Berlin as your Town Administrator and to work each day with Berlin's talented and dedicated team of employees, the Select Board, many volunteer boards and committees, residents, and others. While there is much administrative progress to report on for calendar year 2020, the unprecedented challenges we've all experienced due to the Coronavirus pandemic will be forever engraved in our memories.

COVID-19 quickly changed our lives with a national public health emergency declaration on January 27, 2020, followed by an emergency declaration in Massachusetts on March 10th, a World Health Organization global pandemic declaration on March 11th, and a joint local public health emergency declaration by Berlin's Board of Health on March 17 and the Select Board on March 23rd.

Health care, education, businesses and commerce all had to pivot significantly in early 2020 to address COVID risks. Local government likewise had an obligation to protect the health and safety of its residents and employees, many of whom are at a higher risk for severe illness. I express sincere gratitude to our dedicated health care professionals and our front-line Fire/EMS and Police emergency responders who, despite facing constant health and safety risks during the COVID pandemic, have remained steadfast in their delivery of quality care.

Numerous Town departments, boards and committees, and our schools experienced significant challenges during the pandemic which they worked tirelessly to address. Our Fire/EMS, Police and Highway Department employees, and essential employees in the Treasurer/Collector and Accounting offices joined me in reporting to work every day from the outset of the pandemic to assure continuity of vital public health and safety, public works and financial operations. I thank you for your fortitude and dedication in getting the Town's work done amid the public health crisis. You responded valiantly to the unprecedented added workload, not the least of which involved complying with a host of new reporting requirements, developing both a reduced FY21 annual budget and a month-to-month budget after an initial pre-COVID FY21 budget had been nearly completed. The important contributions of other employees who were able to effectively work remotely to continue to provide services via email, telephone, US mail and lobby lock box were greatly appreciated.

The Town Clerk's Office and poll workers deserve special recognition for their efforts in responding to extreme challenges posed by COVID and early voting in the Town

Office building, voting by mail and in-person voting for four elections: March Presidential Primary, Annual Town Election held on the heels of the postponed June Annual Town Meeting, September State Primary, and November Presidential Election.

This crisis has taken an inconceivable toll on all of us. The number of adjustments and sacrifices we have collectively made in our personal and professional lives cannot be minimized. As we continue to navigate this pandemic, we each have an individual responsibility to abide by the advice and orders of health officials to continue our best efforts to keep ourselves and our families healthy and safe. Residents and other members of our community should be assured that we are doing our absolute best to keep you informed to the highest degree possible to provide up-to-date facts rather than hearsay, and to assist with preventative measures to work collectively to stem the spread.

Public communication to our community has presented challenges in 2020 despite the Town's website and presence on Facebook. The Town continues to strive to respond to matters brought to officials' attention. We remind our residents that non-official social media is helpful to keep in touch with neighbors, but the official source for Town news and information is the Town website at www.townofberlin.com and Town Facebook page www.facebook.com/BerlinMASS. We also strongly encourage all to sign up for CodeRED notifications administered by the Berlin Police Department. By providing us your best telephone, text and email contact information, we can reach you in times of crisis. Please enroll at www.townofberlin.com/public-safety/pages/sign-codered-notifications.

Municipal Vulnerability Planning (MVP) Designation —

In concert with the Central Massachusetts Regional Planning Commission (CMRPC), the Town assembled more than three dozen volunteer participants from Town, business, and social service sectors and at-large citizens to collaborate over three teleconferences to brainstorm on various ways the Town may be vulnerable to climate change from events such as flooding, drought, winter storms, and wind events. The Town is indebted to the collective insight of these collaborators. The group found specific risks to trees, dams, bridges, culverts, roads, and open space where damage could interrupt mobility, power and telecommunications, and where damage could cause threats to life and property. Berlin's resulting report and Climate Resiliency Plan were submitted to the Commonwealth of Massachusetts for MVP designation which now places the Town in a shovel-ready status for funding to address climate change risks.

ADA Self-Assessment & Transition Plan Completion —

In cooperation with CMRPC and in my capacity as the Town's Americans with Disabilities Act (ADA) Coordinator, I initiated the development and completion of Berlin's ADA Self-Assessment and Transition Plan which identifies existing barriers and contains recommended policies, practices, and programs. The Plan includes several recommendations such as providing auxiliary aids and services for effective communications with those with hearing or vision challenges and adding sidewalk curb ramps for individuals with mobility challenges. As part of this process, the Town adopted and distributed a Public Notice of ADA Policies and Procedures and an ADA Grievance Procedure, reviewed and updated policies, procedures, and practices, including job descriptions and hiring practices, and identified priority ADA improvements, their associated costs and estimated timeframes. The new ADA Self-Assessment and Transition Plan creates funding opportunities for future ADA projects.

Green Communities — With assistance from the Accounting Office and Energy Committee, the Town continues to reinforce Berlin's commitment to energy efficiency, reduced greenhouse gas emissions, and climate resiliency by proceeding with projects funded by grants from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA), Department of Energy Resources (DOER). The Town was designated as a Green Community (GC) in 2012 which, along with Berlin's 2020 MVP designation, has created funding opportunities to reduce fossil fuel dependency and assure a continued 'Green Vision' for future generations. 2020 GC projects included:

- \$66,100 for a light emitting diode (LED) interior and exterior lighting fixture retrofit project for the Berlin Memorial School, with the installation of LED lights and occupancy sensors in the gymnasium, stairways, performance stage, hallways and parking lot.
- \$12,500 awarded in November for third-party energy consulting through the DOER Municipal Energy Technical Assistance (META) Grant Program to explore solar photovoltaic (PV) options for the new Highway Facility at 112 West Street. A final report will include (1) evaluation of best location and size for a ground- or roof- mounted solar array, with expense versus return on investment timelines for either approach along with estimated annual clean energy benefits (kWh or MMBtu saved, clean energy kWh generated, etc.), and (2) a fully developed Request For Proposals (RFP) document for the Town's use to proceed with procuring the best solar option for the Highway Facility including system specifications, structural and other information, such that the project will attract well-established responsible proposers.

Best Practices Human Resources Study — A \$13,500 Commonwealth Community Compact (CCC) Best Practices grant funded the services of consultant Alexandra "Sandy" Stapczynski of Human Resources Services, Inc. to provide (1) an in depth review and update of the Town of Berlin Personnel Policies and Procedures which were last updated in 2012, (2) a review of and recommended updates to existing job descriptions, and (3) a Compensation and Classification study with market pay rate comparisons from thirteen similarly situated area communities to address pay equity and internal parity between grades and steps based on job duties. More than 30 employees participated by completing Performance Analysis Questionnaires to self-report on their job duties in consultation with their department heads. HRS conducted one-on-one interviews with employees and used the data to review and update job descriptions for uniformity of structure and completeness of duties, and to study duties against comparative communities, with recommended adjustments made to grades and steps accordingly. The Town contracted with HRS in January. A final work product was contemplated by June 30th, but COVID-19 presented several project challenges. A draft report was produced and preliminarily reviewed by the Select Board and Personnel Committee in August. Project completion is now anticipated in April 2021.

Cybersecurity — In November 2019, the Town entered into a Cybersecurity Awareness and Training Grant Program contract with the Massachusetts Executive Office of Technology Services & Security (EOTSS). The program launched for Town employees and officials in early 2020. This program was designed to (1) improve overall cybersecurity through comprehensive online end-user training, assessments, and threat simulation, (2) provide professional and personal benefits and an educational resource for Town employees, and (3) modify behaviors to reduce risk to the Town's computer network infrastructure.

The program established a baseline reading of each participant's cybersecurity knowledge with a 33-question CyberStrength Assessment questionnaire. This was followed by 35 different end-user training modules and quizzes over many weeks to help officials learn to identify and avoid cyber threats and embrace best practices to ensure network security in areas such as email security, phishing and spear phishing, ransomware, safe Web browsing and data handling, and social engineering scenarios.

Benefits Consultant — In October, the Town entered a 2-year contract with Cook & Company of Marshfield. As the Town's benefits consultant, Cook & Company will:

- Assist Town leaders with annual health benefit budget projections and renewal negotiations with the Town's health insurer, obtain competitive quotes and provide comparative cost & benefit analysis, review the Town's rating history and claims data, and identify specific cost drivers for improved outcomes and lower claims costs over time.
- Act as Town liaison in the administration of products and services provided by outside program vendors and third-party providers such as claims administrators, wellness programs, flexible spending plans, health reimbursement and health savings accounts, pharmacy programs, health/dental/ancillary/cafeteria plans.
- Assist with agreements, review billing and claims issues, monitor program results, efficacy and any return on investment, and assess short- and long- term goals to formulate a multi-year plan and benefit strategy for cost containment, and management ease of programs.
- Solicit, analyze and recommend competitive quotes from providers upon request, advise on legal changes impacting the health benefits program and reporting requirements, assist with health insurance issues during collective bargaining, and review active and retiree plan designs, rates and affordability measures in a Town contributory retiree health plan implementation analysis.

The Select Board voted in December to accept the provisions of Massachusetts General Law Chapter 32B Sections 21-23 as a first step in addressing cost savings objectives, as recommended by Cook & Company. To afford more time for investigation, the Board opted not to implement sweeping changes for FY22. Among the tasks to be completed is an actuarial Other Post-Employment Benefits (OPEB) baseline cost study and information from other qualified health insurance groups. Stakeholders including the Insurance Advisory Committee will be consulted throughout these investigations.

Policies and Procedures — Updating and creating uniform Town policies and procedures remains ongoing. General Town policies and procedures were adopted by the Select Board as noted throughout this report. Numerous COVID-19 public health emergency administrative policies and protocols were also developed and continually updated throughout 2020 to address public health and safety concerns and continuity of the Town's operations. These included disinfection and hygiene standards, remote work and meeting protocols, and workplace policies on COVID positivity, contact tracing, quarantine, testing, isolation,

return to work, and use of personal protective equipment and protective barriers.

Staying Connected — The Select Board adopted Official External Communications Guidelines for use by all Town boards and committees to communicate official Town of Berlin information by using platforms such as: Town of Berlin website www.townofberlin.com where visitors can also see webpages maintained by individual Town departments, boards and committees; Berlin Cable Access TV Video Bulletin Board (available to Charter Communications Cable TV subscribers); Berlin Facebook page www.facebook.com/berlinMASS. Multiple Town of Berlin departments also maintain their own official Facebook pages: Police, Fire/EMS, Highway, Council on Aging, 1870 Town Hall, Economic Development Committee, Conservation Commission, and Berlin Public Library. Other official communication methods/platforms include but are not limited to: the *Clinton Item* weekly newspaper, Berlin's CodeRED reverse 911 communications system used primarily for emergencies — Sign-up at: <https://www.townofberlin.com/public-safety/pages/sign-codered-notifications>, Berlin Highway Department's roadside lit message board, and the Council on Aging's Powderhouse News newsletter.

Massachusetts COVID-19 public health orders restricted in-person gatherings and allowed meetings of public bodies, other than Open Town Meetings, to be held remotely. Beginning in March 2020, Town boards and committees began posting their meetings on My Town Government www.MyTownGovernment.org/01503 with a Zoom platform (www.Zoom.us) meeting link and instructions, and holding virtual meetings on Zoom which allows public attendance by telephone, smart phone, and/or camera, and microphone-enabled tablets and computers. Zoom meetings have been recorded for playback both on Berlin Cable Access Television (available to Charter Communications Cable TV subscribers) and the Town of Berlin YouTube Channel. My sincere thanks go to Mary Arata, Administrative Assistant to the Town Administrator, Liane Leahy, Inspections and Land Use Clerk, and Brittany Blaney-Anderson, contracted Cable Access Director for the countless hours they spent scheduling, training, opening and hosting virtual meetings of Berlin's public bodies.

The My Town Government portal serves as the location for Town of Berlin boards and committees to post meeting agendas and approved meeting "minutes" or summaries of the actions taken at prior meetings. If meeting minutes for a particular board or committee are not uploaded to My Town Government, contact the Chair of that applicable board or committee for copies.

Tolman Brownfields Phase I & II — Fuss & O'Neill engineers conducted a Phase I Brownfield site study at the so-called Tolman property on Walnut Street through a contract with CMRPC. The property is in tax taking status; therefore, it is in the Town's interest to determine prior to taking the property whether hazardous soil remediation is required. All costs for the study were paid from a U.S. Environmental Protection Agency Brownfields grant awarded to CMRPC. A Phase II site study with more detailed soil evaluation is anticipated in the spring of 2021.

Recreational Marijuana — In 2020, the Select Board entered into Berlin's first Host Community Agreement (HCA) with C3 Industries of Michigan for a retail adult use marijuana facility. C3's application with the Massachusetts Cannabis Control Commission is pending subject to the outcome of the local special permit and site plan approval process. HCA negotiations with marijuana cultivation facility proponent Cannect Wellness were ongoing through 2020.

Procurements and Project Completion — In 2020 several new procurements were coordinated, and several projects previously procured by the Town or others for the Town were completed.

Former state legislators Senator Dean Tran and Representative Harold Naughton Jr. worked in prior years to fund various Berlin projects that came to successful procurements and completion in 2020.

First, through a state Department of Agriculture appropriation, \$25,000 was earmarked for the Berlin Agricultural Commission to install an artesian well, pump and to bring electricity to the Community Garden at 25 River Road West on land that is subject to a 99-year lease by the Riverbridge North developers. The completion of this project in 2020 resulted in a bountiful harvest with well irrigation for our resident farmers. The Town appreciates Riverbridge's support of the project, the assistance of the Highway and Inspectional Services Departments, and the dedication and work of the Agriculture Commission on driving the project forward.

The legislators also worked in tandem to secure \$60,000 to replace the old Council on Aging van. In 2020, a new state-of-the-art 12-passenger van equipped with adjustable and removable seating and a wheelchair lift arrived. The Town appreciates the assistance provided by the Worcester Regional Transit Authority in procuring the vehicle which is owned by the Town and operated by the Berlin Council on Aging. The new van is also equipped with a portable automated external defibrillator (AED) for treating people

experiencing sudden cardiac arrest. Our COA drivers are trained on its use as well as first aid and CPR, but also have been trained on COVID safety protocols. The COA van provides rides and mobility for our seniors who need a lift for grocery shopping, doctor visits and other essential trips.

The Historical Commission is nearing completion of its new Curatorial Building on Woodward Avenue. This replaces the former structure which was demolished in 2018 to make space for an elevator vestibule addition for the adjacent 1870 Town Hall. Upon issuance of a certificate of occupancy, the Commission will bring back artifacts temporarily stored in the basement of the Berlin Town Offices on Linden Street.

A 2020 structural survey of the Bullard House located in front of the Curatorial Building was completed by Squaw Hollow Restoration of Wales, MA. The survey provided an overall renovation estimate of between \$237,250 to \$297,500, and noted the importance of sealing the building exterior from the elements to prevent further interior damage. In late 2020 the Commission requested the Select Board's approval to fund weatherization of the building; specifically, new windows and doors. Other highlighted work includes \$95,000 worth of foundation work, \$18,500 to repair timbers and replace plywood subflooring, \$39,000 for vaulted ceiling and exterior wall repairs, \$11,000 worth of paint, \$35,000 for insulation, and an overall total of \$39,000 to \$99,000 for windows and doors.

Four bids were received for the decommissioning of the existing septic system and installation of a new septic system at the Berlin Public Library with work to be complete by end of May 2021. The project was guided on a volunteer basis by Project Manager and Berlin resident Evan Carloni of Innovative Septic Design, LLC. The Town is indebted to Evan for his services and coordination with the Board of Health, Nashoba Associated Boards of Health, Library, Highway and Facilities Department, Select Board and Town Administrator. When completed, the project will ensure that the Library can remain open and in full compliance with Massachusetts environmental health and safety laws.

Riverbridge Development Agreement Review/Fiscal Impact Study — As time has passed, the original intentions for the Riverbridge Development along River Road West have changed in response to market fluctuations for the developers. As such, the Town launched a fiscal impact study paid for by the developers to measure parity between the developers' interests and Town costs for public services and infrastructure.

The first of five \$100,000 annual Public Safety transitional mitigation payments to the Town was due on November 1, 2020 but was not made. The developer has requested a zoning change to convert a commercial parcel to allow for townhouse development. The Town has formed a working group composed of board and committee designees, the Town Administrator and department heads to ensure that any subsequent changes to the Riverbridge Development Agreement(s) and/or zoning fairly serve all parties.

New Hires — New hires this past year have included new 1870 Town Hall Manager Lisa Boettcher-Smith who hit the ground running despite difficult conditions for the function hall due to COVID. During the spring and early summer, several events and bookings were possible but as public health restrictions on gathering sizes tightened, Lisa pivoted by helping in other domains, tightening up rental contracts, and creating a marketing campaign that is set to launch as soon as public health conditions permit.

Victoria Smith was hired as the new Council on Aging Director on July 9. A social worker by education and experience, Victoria has been instrumental in providing support and assistance to the COA and Berlin's seniors with robust outreach and education campaigns, outfitting the new COA van which entered service as she arrived, hiring and training a new driver and keeping the van rolling throughout the COVID crisis with increased safety protocols. With funding from Coronavirus Relief funds, Victoria organized a December meals distribution program to our vulnerable residents. Victoria and the COA are also building a strengthened relationship with the Berlin Senior Citizens group. The COA and Berlin Seniors collaborated on a socially-distanced summer entertainment event on South Common and there is dialogue afoot for more programming partnerships henceforth. Strength in numbers!

The Highway Department has had some turnover this past year atop other challenges due to COVID which required split crews and social distancing while performing work, keeping up with roadways, trees, grounds, and facility maintenance.

The Cemetery Commission has suffered the loss of Superintendent George Pendergast, who passed in August. That workload has shifted primarily to Cemetery Commission Chair Barry Eager. The Cemetery Commission has also issued a request for quotes for cemetery grounds-keeping and maintenance services through June 30, 2021.

My second year in Berlin has been immensely challenging, yet productive and fulfilling. COVID has unquestionably changed the way we live and work, at least for a while longer. As I reflect on 2020, I believe that a communal sense of "being in this together" has helped many of us through this unprecedented year. I am extremely proud of Berlin's professional staff who have remained tirelessly dedicated to day-to-day public service; the Select Board's patience, understanding and commitment to the entire Town; board and committee volunteers who have withstood the vast changes in how they operate; and the residents of the Town of Berlin who may have experienced personal sacrifice, loss or loneliness during the COVID-19 pandemic, but who have remained resilient and determined to overcome these challenges. Together, we will come out of this stronger than before.

Yours in service,
Margaret Nartowicz, Town Administrator

Inspectional Services / Fire Prevention

The Office of Fire Prevention and Inspectional Services is responsible for performing a wide variety of Life Safety Inspections of churches, schools, public buildings, commercial properties, stores and restaurants. Additional responsibilities include: issuing permits, annual liquor license inspections, code enforcement, and a variety of inspections. Also included is an approval process for construction plan reviews of commercial, residential, fire alarm, sprinkler systems, site plans and subdivisions.

We also review future proposed projects so the developer can include what would be required if the project would be approved. Some of the other administrative duties performed by this department are the issuing of property addresses and coordinating new streets and roads with all of our Town agencies. We also review and approve as-needed all Building, Electrical, Gas, and Plumbing permits connected to other town departments through shared Viewpoint software platform to streamline the town's on-line permitting process.

With all the current projects approved for development over the next several years, this office has been training other department members the process of conducting fire inspections. Training has been provide both in-house as well as outside of the department, as required by the state to be certified to perform these inspections.

This has been a very trying year with the COVID-19 pandemic and with some of the health and safety restrictions put in place to be able to continue our daily business. We did have to halt some normal every day inspections as required by the state. We were able to put safeguards in place to be able to complete some of these inspections. For some of the inspections, for example, we needed to wear full personal protection equipment (PPE) which includes gloves, masks, and eye protection. We would also keep any contact with the public to a minimum to protect all parties during inspections.

Due to COVID-19 restrictions, we have not been able to work closely with the Town of Berlin Inspectors and other Departments

like in the past. We have had to adapt to conference calls, e-mails, and Zoom virtual meetings. Throughout the year, attendance at training seminars and monthly meetings put on by FCAM, FPAM, NFPA, and DFS for Fire Prevention Education has been very limited and when available have likewise been conducted virtually instead of in-person. These trainings are important so that we may stay up to date with both the Fire and Building Codes which are updated every two years. This has also helped with maintaining our continuing education and qualifications that are required to preform our duties.

This past year we had several major projects come to completion: The Rockwell Apartments with two hundred and four (204) units inside of seven buildings and including one maintenance building, one clubhouse and eighty (80) garages. There were several tenant fit-outs at Highland Commons including: Highland Wine & Spirits, the Fit Factory, and Acton Medical at Highland Commons. At the Solomon Pond Mall, the former Sears Automotive shop was converted into a COVID-19 Drive Through Testing Site, and within the main mall three (3) new stores opened. We had twelve (12) new homes constructed and inspected the new solar farm on Randall Road.

We have many projects that are at different stages of construction. There is a Food Wholesaler project (Banner Road), 4 of 5 houses are complete on a new Peach Hill Road subdivision, and a West Street five (5) home subdivision has completed its road work. A twelve (12) home South Street Subdivision is proposed, while road and site work continues on the sixty-six (66) unit Highland Street 55 & over senior subdivision. We also have proposed projects including Riverbridge's desired creation of Town Houses. Other commercial projects, renovations and single-family homes will undoubtedly be launched throughout the year. We will continue to provide the best service that we can to the residents and businesses within the boundaries of the Town of Berlin.

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

PERMITS & INSPECTIONS	
Oil Burners (new)	7
Oil Burner (alteration)	5
Sub Division review	3
Smoke & CO (26F, 26F1/2)	214
Blasting	3
Ansul suppression system	1
Fire Alarm (residential)	2
Flammable storage	6
FP 290 storage	3
LP storage	36
Plan review (commercial)	14
Plan review (residential)	12
Sprinkler (alteration)	8
Sprinkler (commercial)	6
Commercial inspections	13
Food Trucks	0
Details	21
Liquor Inspections	6
Elevator Testing	7
Permits Issued	414

Oil Tank install	8
Oil Tank removal	13
Occupancy	241
21E Property assessment	1
Fire Alarm (commercial)	17
Transfer tank	5
Fire Pump install	2
Waste Container	35
Heater	8
Site review	8
Welding	4
Knox Boxes (issued)	11
Sprinkler residential	209
Addresses (new)	301
Assembly Inspections	8
BDA Radio system	4
Fire Drills	4
Meetings	86
Inspections	1315

Fire / EMS Department

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

Incident Responses

We again had a very active year within our community and while assisting our neighboring mutual aid municipalities. The calendar year 2020 incident response data is included in this report for your review. The Berlin Fire & EMS Department responded to 881 emergency responses in calendar year 2020, a 24.8% increase from 2019. The frequency of multiple responses at the same time continues to develop as an operational challenge to our response system. Unfortunately, the number and severity of the responses to Route 495 remains a constant operational concern.

Personnel

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

We welcomed Firefighter/EMT-B Michael Wheeler as our new career firefighter in December of 2019. He has acclimated very quickly and has become an integral part of our team. Mike brings a vast and intimate knowledge of the Town of Berlin to efficiently serve the community. Mike also functions as the Departments primary Training Officer.

Firefighter/EMT Jazmin Murillo worked extremely hard attending classes on nights and weekends and passed the demanding FF I/II training (260 hours) at the Massachusetts Firefighting Academy to become a nationally certified Firefighter I/II. EMT Andrew Maurice is currently attending the FF I/II training.

Due to retirement and career changes, I would like to thank and honor the following individuals for their service to the community; FF/EMT Kevin Pond after forty-four years of service; FF/EMT Rich McGowan after fifteen years of service and EMT Eric Kanavos after five years of service. Our current roster of personnel reflects a collective three hundred and four (304) years of service to the Town of Berlin.

Last but not least, I wish to thank Public Safety Administrative Manager Sharon McGowan for the time and effort she provides to the organization on a daily basis. Her service is invaluable.

Operational Per Diem Program

The Town of Berlin should be very proud of the evening or "PM" Per Diem operational model. As of 01 July 2020, and through the valued support of the community, two PM Per Diem Shift(s) were enhanced daily from 1800 hours (6:00 PM) - 1900 hours (9:00 PM) to extend on-duty Fire and EMS coverage on a 24-hour, 7-days per week, and 365-days per year basis. The PM shift collectively provides eight thousand seven hundred and sixty (8,760) hours of yearly on-duty coverage for your community. Your continued support is appreciated. This critical coverage has allowed us to reduce the average contact time from the receipt of the incident response to patient contact by just under five minutes.

Community Engagement and Public Education Program(s)

Due to ongoing COVID precautions, we were unable to welcome our tiny visitors for a second consecutive year from the Berlin Memorial School kindergarten. We so looked forward to hosting students and staff for a tour of the firehouse, a safety presentation, and engaging our youthful residents. We look forward to resuming this fun and informative event as soon as circumstances permit.

Certified Infant Car Seat installer FF Michael Wheeler has assisted nine local families to insure safe and proper installation of infant and child car seats. An installation appointment can be scheduled by calling Administrative Manager Sharon McGowan at 978-838-7355.

The Fire Department was gearing up to provide community CPR classes on a monthly basis. Unfortunately, due to COVID, we were unable to provide this training program as anticipated. We will reinstitute this important community engagement program as soon as conditions allow.

Residential and Commercial Inspections

The Fire Prevention Office in 2020 conducted 534 inspections and issued 244 permits, a very significant increase of 54.3% when compared to our 2019 inspectional activity. There are many factors that drive these numbers. A detailed report from the Fire Prevention Office is included with this report. I would like to again thank the continued support and collaborative effort displayed on a daily basis with Building Commissioner Richard Hanks and Alternate Building Inspector Tom Doerr who work very close with our Fire Marshal David Lichwell to make our residential dwellings, school and commercial buildings safe for our residents, students and school staff. I hope everyone understands the importance of this core function to your community.

Emergency Management and Severe Weather Events (SWE's)

We continue to experience severe weather events and your Berlin Emergency Management Group is poised to proactively plan and react to these SWE's. A collaboration has been established between the Fire & EMS Department, Police

Department, Town Administrator, Highway Department, Board of Health, and other town agencies to share pre-event data and information. This proactive approach insures a planned and successful outcome for these events. We will continue to be proactive and share with you severe weather and seasonal specific safety and preparation information through a variety of the media outlets available in our community.

Grants

The department again diligently and aggressively spent many hours applying for grants.

- We were awarded a grant from the Massachusetts Department of Fire Services (DFS) to purchase gloves and hoods.
- We applied for and received a Federal Emergency Management Agency (FEMA) Grants Programs Directorate's Assistance to Firefighters Grant Program – COVID-19 Supplemental (AFG-S) award. The award was in the amount of \$13,547.94 to purchase equipment and PPE supplies directly related to the COVID-19 pandemic response.
- We applied for and received two Massachusetts Emergency Management Agency (MEMA) Emergency Management Preparedness Grants (EMPG) awards totaling \$3,995.00. This funding will be utilized to enhance the capability and technology in Emergency Operations Center (EOC) and training room located in the lower level of the Town Hall.
- We are currently in the application period for two additional grant awards. One is a FEMA FY20 Assistance to Firefighters Grants (AFG) application to replace aging hose and related equipment. The other is a DFS Safety Grant, again, to replace hose and related equipment.

Capital Vehicle Status and Replacement Schedule

The yearly review, inspection and certification of our mobile capital assets was coordinated by Lt. Jon Paulino and completed by respective third-party agencies. I am pleased to report that all of our equipment passed inspection and certification. The Department is currently attempting to replace a 1998 pickup truck received initially from a Federal surplus vehicle program. I ask for your support to replace this vital vehicle.

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

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

Respectfully,

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

Berlin Fire Department Roster of Personnel as of April 15, 2021

FIRE	Years of Service
Fire Chief / EMD P. Kenneth Clark #*	2
Deputy Chief Jamie Desautels **	5
Captain Anthony Alessi **	14
Captain James Concannon **	11
Lieutenant Jonathan Paulino #**	7
FF Michael Wheeler #**	14
Fire Marshal David Lichwell #*	35
Chaplain Courtney Shields	4
FF Frank Brewer *	38
FF James Spinney **	31
FF Fred Cummings	25
FF Wesley Durant **	17
FF Brendan Gilchrist *	16
FF Kevin Colomey **	12
EMT Ben Matthew **	11
FF Jeremy O'Connell **	10
FF Chris Melone **	8
FF Kyle Lichwell **	7
Administrative Manager Sharon McGowan **	6
FF Michelle Deveau **	6
FF Peter Fortin **	6
FF Peter Demers *	3
FF Andrew Theve *	2
FF Jonathan Gallardo**	2
FF Francis Harrington *	2
FF Thomas Deptula **	2
FF Jeff Cummings	1
FF Melanie Dadah ***	1
FF Jazmin Murillo **	1
FF Kevin Benoit	1
EMT Andrew Maurice **	1
Total	301

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

Calendar Year 2020

Situation Type	# of Incidents	%
Not Reported	1	0.1
100 Fire, other	5	0.6
111 Building fire	3	0.3
113 Cooking fires, confined to container	1	0.1
114 Chimney or flue fire, confined to chimney	1	0.1
118 Trash or Rubbish fire, contained	1	0.1
130 Mobile property (vehicle) fire	2	0.2
131 Passenger vehicle fire	7	0.8
132 Road freight or transport vehicle fire	2	.2
138 Off-road vehicle or heavy equipment fire	1	0.1
140 Natural vegetation fire, other	1	0.1
141 Forest, woods or wildland fire	1	0.1
142 Brush, or brush and grass mixture fire	4	0.5
150 Dumpster or other outside trash receptacle fire	1	.1
160 Special outside fire, other	2	0.2
162 Outside equipment fire	1	0.1
170 Cultivated vegetation, crop fire	1	0.1
300 Rescue, EMS incident	1	0.1
311 Medical assists, assist EMS crew	8	0.9
320 Emergency medical service incident	15	1.7
321 EMS call, excluding vehicle accident	257	29.2
322 Motor vehicle accident with injuries	33	3.7
323 Motor vehicle/pedestrian accident	1	.1
324 Motor vehicle accident with no injuries	18	2.0
340 Search for lost person, other	2	0.2
350 Extrication, rescue, other	2	0.2
360 Water & Ice Related Rescue, other	1	0.1
362 Ice rescue	1	0.1
411 Gasoline or other flammable liquid spill	2	0.2
412 Gas leak (natural gas or LPG)	5	0.6
413 Oil or other combustible gas spill	1	0.1
420 Toxic condition, other	1	0.1
424 Carbon monoxide incident	1	0.1
440 Electrical wiring/equipment problem	3	0.3
442 Overheated motor	1	0.1
444 Power line down	14	1.6
445 Arcing, shorted electrical equipment	1	0.1
461 Building or structure weakened or collapsed	2	0.2
500 Service Call, other	5	0.6
5001 Officer Call – service call, other	1	0.1
510 Person in distress	1	0.1
511 Lock-out	1	0.1
520 Water problem	2	0.2
531 Smoke or odor removal	3	0.3

Situation Type	# of Incidents	%
550 Public service assistance, other	308	35.0
551 Assist police or other governmental agency	12	1.4
553 Public service	4	0.5
554 Assist invalid	1	0.1
561 Unauthorized burning	6	0.7
571 Cover assignment, standby, move up	2	0.2
600 Good intent call, other	5	0.6
611 Dispatched & canceled enroute	10	1.1
621 Wrong location	2	0.2
622 No incident found on arrival at dispatch	1	0.1
651 Smoke scare, odor of smoke	6	0.7
653 Smoke from barbecue, tar kettle	2	0.2
700 False alarm or false call, other	3	0.4
714 Central station, malicious false alarm	1	0.1
730 System malfunction, other	4	0.5
731 Sprinkler system activation due to malfunction	2	0.2
732 Extinguishing system activation due to malfunction	1	0.1
733 Local alarm system, malicious false alarm	1	0.1
7331 Smoke detector system activation due to malfunction	17	1.9
734 Heat detector activation due to malfunction	2	0.2
735 Alarm system sounded due to malfunction	12	1.4
736A CO detector activation due to malfunction	3	0.3
740 Unintentional transmission of alarm	2	0.2
741 Sprinkler activation, no fire – unintentional	1	0.1
742 Extinguishing system activation	1	0.1
743 Smoke detector activation, no fire – unintentional	18	2.0
744 Detector activation, no fire – unintentional	6	0.7
745 Alarm system activation, no fire – unintentional	27	3.1
746 Carbon monoxide detector activation, no CO present	1	.1
911 Citizen complaint	1	0.1
Total for all incidents	881	100.0

Highway and Facilities

The year began, as it seems, as they all do - either in the middle of a snow event or cleaning up after one. We had a fair amount of freezing/rain events during the winter months which makes road treatment very challenging. Our new approach of pre-treating roads with brine solution before icing events has proven to be an environmentally-friendly way to decrease manpower and materials used while increasing motorist safety during icing events.

Between plowing and treating, we mobilized for twenty-three (23) separate winter road maintenance events. Potholes were patched as needed and there were many due to the unusual amount of rain/freeze events which caused roads to heave and pavement to split.

The Highway Department's involvement with the cooperative education program with Keefe Regional Technical School in Framingham is ongoing. Our first Keefe Tech co-op student, Aidan Shepard, stayed on with us throughout the summer and well into the fall as a part time employee. We are all very happy and excited to see where this enterprising young man's career path takes him, knowing we had a major part in shaping it.

Tree removal is still a major concern as many trees have been killed by gypsy moth infestation. This invasive pest consumes new leaves in the spring, causes trees to lose leaves, harms the tree's ability to sustain itself, causes branches to drop and jeopardizes a tree's ability to survive. We spent 10 days with a contractor removing as many compromised limbs and trees as we could throughout Town.

There were several high wind events throughout the year that added an additional challenge for us to face as many "live" trees were damaged. Downed trees and limbs caused several road closures for short periods of time. Additionally, the high winds blew part of the roof off of the "chicken shed" and the salt barn off South Street.

While routine truck and equipment maintenance is always needed, there were no major repairs required on any equipment. As the fleet ages we are predicting the imminent need for replacing some pieces of equipment.

In fair weather, roadside and field mowing occupies a large portion of our summer months, as well as catch basin cleaning, roads and roadside maintenance, edging and sweeping. Culverts on Randall and Gates Pond Roads were replaced due to rusting and breaching of old corrugated steel pipes and infrastructure. Traffic stop lines and arrows were repainted along our roadways as well as the center lines and fog lines.

The Conservation parking area on Ball Hill was reworked and regraded for additional parking to accommodate the increase in activity. We also placed barriers to the access

to Conservation property on Lancaster Road to prevent vehicles from entering the road.

Covid-19 presented a major challenge for us as mandatory restrictions were put into place that greatly affected our department. The crew was split up for a period of time to reduce the potential of spreading the disease between them. Fortunately, we made it through the end of the Winter and the rest of the year with no issues. Hopefully the future fares well for us as well. Plexiglas style dividers were purchased and put in place in all offices; electrostatic sprayers were purchased to decontaminate offices and Town vehicles.

The power for the Community Garden on River Road West was installed to run the newly-installed water pump system. The Highway Dept assisted by digging trenches to keep project costs down before National Grid and electricians made the necessary connections. The Highway Department also assisted the Transfer Station with various tasks throughout the year.

CSX fixed a few of the grade crossings (finally) which also involved Highway Department coordination. Maintenance of Town Buildings is ongoing with projects afoot and/or completed in 2020 such as the Library septic replacement project, end-of-life patches and repairs for the aged Town Office HVAC unit, and working with the Historical Commission on bringing heat to the new Curatorial Building behind the Bullard House on Woodward Avenue.

The Highway Department assisted with setting up for the outdoor 2020 Annual Town Meeting, held on the basketball court and playing fields behind Berlin Memorial School. Due to COVID, measuring out and placing appropriately placed seating was performed by the department in concert with BMS staff - thank you for your assistance in this endeavor and we may be back again in 2021.

We also assisted with the removal of asphalt so the School could repave the Basketball Court. Two employees left the Department at the end of the Summer leaving us short staffed until the end of October which brings us back into Winter operations with the first plowable storm on October 30th with another on December 5th, and we are now facing the third plowable event for December 17th. Hopefully this will be the last one prior to the new year!

The department assisted with an experimental traffic pattern change in the Village that involved Carter and Woodward Streets, as well as the addition of flashing crosswalk signs. This was part of a 4-week pilot program funded with grant money. We will see what next year brings us!

Respectfully submitted,
David Smith, *Highway/Facilities Superintendent*

Vehicle Fleet (as of Jan. 27, 2021)

Cemetery
1986 Homemade - Trailer
Council on Aging
2020 Ford - Transit 350 Wagon
Fire/EMS Department
1946 Ford - Muster
1981 Mack - Tank
1996 Pierce - Saber Series
1998 Chevrolet - Pickup
2004 Pierce - Enforcer
2008 Ford - Drwsup
2009 Ford - Ambulance
2010 Carmate - Trailer
2012 Smeal - Fire Truck
2014 Carry On - Trailer
2014 Ford - Explorer
2016 Ford - Expedition
2017 Spartan - Aerial Ladder
2017 Ford - F450 Ambulance
2018 Kubota - Rtv-X1100

Highway Department
1962 Austin - Grader
1976 International - Loadster
1980 Elgin - Pelame
1996 Vermeer - Chipper
1997 Cross - Utility Trailer
1998 Jcb - Backhoe
2000 Homemade - Utility
2000 Volvo - Ltod
2001 Homemade - Trailer
2004 International - 7400
2004 International - 7400
2005 Magnum - Utility Trailer
2006 Ford - F550
2006 John Deere - Compact Tractor
2007 Volvo - Loader
2008 Asti - Mini Trailer
2010 Elgin - Street Sweeper
2012 Ford - F450 Utility
2015 International - Dump Truck

2016 Ford - Drwsup Pickup
2017 Equipment Trailer - M-Dcfs02
2019 International - Hv507
2019 Cross - Utility Trailer
2019 Chevrolet - Silverado
Police Department
2013 Haul - Utility Trailer
2016 Ford - Explorer
2016 Ford - F150
2018 Chevrolet - Volt 1Rg68
2019 Ford - Explorer
2020 Ford - Explorer
2020 Ford - Explorer Police

Board of Health

COVID-19 has dominated this past year, as you all know. The virus has inserted itself into everyone's life in one way or another. Keeping up with new information, government protocols and orders, and sorting through sometimes confusing and rapidly-changing information have been at the top of BOH "to do" lists.

The value of belonging to the Nashoba Associated Boards of Health has never been greater. Their overall guidance and participation in dealing with the multiple facets of COVID-19 has been most important. Our ability to address mask complaints and workplace protocol complaints has been largely spearheaded by Nashoba personnel, with support from the Board of Health.

The normal business of wells, septic systems (new and repaired/replaced), and various licenses, etc. has continued without issue.

This past year has seen some stabilization in the trash and recycling industries. Adjustments had to be made in sticker costs and various fees, yet Berlin still offers one of the lowest per capita costs for household trash and recycling in the area.

The Take It or Leave It operation at the Transfer Station was closed down early in the pandemic. We are hopeful to reopen later in 2021.

The Board would like to thank the Highway Department for their continued assistance at the Transfer Station. Contact us at boardofhealth@townofberlin.com or visit our webpage: <https://www.townofberlin.com/board-health>.

BOARD OF HEALTH: Paul Mikelk, *Chairman*; Susan Reguera; Robert Wheeler

Nashoba Associated Boards of Health

Nashoba Associated Boards of Health continues to serve the Berlin Board of Health in meeting the challenges of environmental and public health needs in your community. Shortly after the beginning of the year the Board was tasked with responding to the emerging COVID-19 pandemic and as your Health Agent our staff adjusted to provide the needed responses as listed below.

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

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

Included in highlights of 2020 are the following:

Environmental Health Department

The Nashoba Sanitarian is available in the Berlin office and as Town Hall have re-opened we have returned to office hours as needed.

Food Service Licenses & Inspections 13

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

Recreational Permitting and Inspections..... 3

This offices licenses, inspects and responds to complaints for recreational camps for children, bathing beaching and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis. Many camps didn't open and most town beach did not open due to the required operating COVID-19 standards.

Housing & Nuisance Investigations 13

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

Title 5 related work — On-site Sewage Disposal

Application for soil testing 22

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

Tests performed 66

(perc tests and soil evaluation holed witnessed)

Applications for sewage disposal plans filed 10

Sewage disposal system plans reviewed.....21

Sewage disposal system permits issued20

New construction18

Existing construction 2

Sewage disposal system inspections 26

Sewage disposal system consultations 41

Private Well related services

Nashoba sanitarian witnesses soil evaluations, deep hole

Well Permits issued 14

Water Quality / Well Construction 53

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

Rabies Clinics / Animals Immunized

Due to COVID-19, clinics were not held in 2020.

Nashoba Nursing Service & Hospice

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.

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

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

Nursing Visits 118
Rehabilitative Therapy Visit 97

Community Health Nursing

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

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

- We conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- We served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State’s response to the pandemic.
- We instructed individuals who tested positive and those who were close contact on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- We worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We facilitated the State’s involvement in clusters at long term care facilities.
- We worked with the school nurses in the District to provide information, offer advice and supporting contact tracing in the schools.
- We are available to collaborate with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures and actions which may be necessary to address these exposures.
- Conducted flu clinics in each community to address the State’s requirement for school age children and make vaccinations available to everyone.
 - We administered 114 flu shots through our annual clinics.
- We started planning to hold COVID-19 vaccine 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.

Communicable Disease Number of Cases:

Hepatitis C	1
Human Granulocytic Anaplasmosis.....	1
Influenza	7
Lyme Disease.....	10
SARS Co-V 2 (COVID-19).....	88

Dental Health Department

Due the challenges presented by COVID-19 the Dental Program was suspended in March.

Animal Inspector

Animals counts Inspections Town of Berlin:

Animal	Count 2019	Count 2018
Chickens	288	439
Horses	228	275
Cows	11	25
Steers	6	10
Game Birds	20	20
Guinea Hens	17	10
Goats	9	23
Sheep	6	12
Alpacas	25	11
Llamas	2	3
Pigs	2	6
Turkeys	1	1
Rabbits	1	1
Donkeys	3	5
Ponies	6	10
Pigeons	100	100

This was a light year for inspection and quarantines due to the COVID-19 virus! By order of Michael Cahill, Director of the Division of Animal Health, I was advised to forego barn inspections and any education seminars I usually attend.

In March I had 2 quarantines with dog bites to their human owners. In April there was one incident of a dog bruising a pedestrian. In July I responded to a situation of improper care of 3 horses on Lancaster Road; the owner immediately cleaned and fixed their stalls and secured proper veterinarian care for their animals.

In December I was called again to the Lancaster Road property. My judgment at this time was that the owner was not capable of proper care of the horses. The Animal Rescue League of Boston was called. The matter was settled.

The other complaints I am receiving are from residences that own free range chickens! Free range chickens can be exposed to harm. Chickens can damage lawns; chickens attract wild animals. Please do your research before you decide to own chickens.

BERLIN is a Right to Farm community, rich with many farms and farm animals. Since I did not do a farm report in 2020 due to COVID-19, I am submitting last year's barn count. This barn report may be useful for any new resident to our community to have a perspective on the number of farm animals we have in our community.

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

Cemetery Commission

George Pendergast, our Cemetery Superintendent for the past 35 years, passed away in August, still on the job. George's long service to this department speaks for itself. He was very dedicated to the care of our cemeteries. He was instrumental in a number of improvements and had others he was advocating to the end. This was, of course, only one of his services to Berlin, which included 50+ years in Fire and Rescue, recent years on Council on Aging, and his career as a Tahanto Teacher.

Since his passing, the Commissioners have taken over his duties on an interim basis. We hope to employ a new superintendent in 2021.

The Highway Department crew replaced the roof on the equipment shed at North Cemetery. We provided materials from our FY2020 expense budget. We thank Mr. Smith and the Select Board for making this possible.

We have requested additional funds in FY2022 to be used with some previously appropriated, to complete the drives in the South Cemetery most in need of resurfacing.

The number of items placed on graves as remembrances has increased considerably in recent years. In order that we can maintain the grounds efficiently, we request that all items, including flowers, be placed in a single location on the lot, normally at the main monument. If need be, Cemetery staff will place them there.

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

We ask that all decorations from the winter be removed by April 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
Richard Osborne	S Lot 332 gr 1	10/23/15
Norman J. Wheeler	S Lot 285E gr 8	10/4/19
Gordon C. Knorr	S Lot 243, gr 6	1/26/20
Everett H. Martin	S Lot 35 gr 8	4/21/20
Margaret Correa	N B R2 gr 19	4/23/20
Dean F. Squier	N Q R3 gr 5	5/9/20
Gael S. French	N FF R4 gr 13	6/1/20
Leonard A. Rainville	N Q Wall, gr 1	7/1/20
Valerie G. Risi	S Lot 316 gr 2	8/26/20
Constance M. Barter	S Lot 329 gr 8	9/27/20
Robert Purchase	N B R3 gr 17	9/27/20
Sylvia Ann Wheeler	N Q R3 gr 23	10/10/20
Steen Bentzen	N FF R4 g 43	10/21/20
Judith Sawyer Wilson	S Lot 267W gr 4	11/20/20
William J. Lavertue Jr	S Lot 379E gr 10	11/28/20
Wilfred G. Beauregard	N FF R1 gr 25	12/8/20
Americo Texeira	N FF R3 gr 5	12/9/20

SALES	
David Taylor	N FF Row 3 gr 19
Jennifer Butler	N FF Row 3 gr 20
Glenn French	N FF Row 4 gr 13
Robert Fillios	N FF Row 3 gr 35-38
Kim Shute	S Lot 332 gr 1 & 2
Carole A. Meers	S Lot 341 gr 1 & 10
Robin Meadows	S Lot 379E gr 9 & 10

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

Inspector of Wires

The following is a list of electrical permits issued and fees collected from January 1, 2020 through December 30, 2020:

Residential Permits	74	\$8,950
Commercial Permits	47	\$8,014
TOTALS	121	\$16,964

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 January 1, 2020 through December 30, 2020:

Residential Gas Permits	57	\$4,075
Commercial Gas Permits	3	\$700
Residential Plumbing Permits	39	\$4,550
Commercial Plumbing Permits	8	\$1,945
TOTALS	107	\$11,270

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

Building Department

The Building Department has had a challenging year, as has everyone else with the COVID-19 pandemic. Although being closed for walk-in services, the office is still staffed daily Monday through Thursdays. We are available by appointment if your needs cannot be taken care of by email or phone. Sometimes this may mean meeting clients in the parking lot for social distancing purposes.

Through the online permitting software, builders and residents alike have the ability to obtain building, wiring, plumbing and gas permits from the convenience of their office or home and permit applications can be filed any time of day or night at your leisure.

Most inspection are still done in person, however at the discretion of the inspector, some inspections are being done remotely though face chat, video and photographs.

This year saw the completion of the 204-units of the Rockwell Apartments at Riverbridge. This project took approximately 20 months from beginning to completion. I would like to thank Inspector Tom Doerr. Tom was the lead inspector on the project, attending job site meetings and covering most inspections. Tom did an excellent job making sure that these apartments were built in compliance with the building codes and keeping me abreast of issues as they arose.

Upcoming for 2021 will be a new 66-unit, 55+ housing project off of Highland Street. This project is known as the Highland Ridge Condos and consists of three new roads named Wheeler Hill Road, Spofford Road and Campbell Road. The homes will be duplex style along with a clubhouse on site.

Also new for this year is a 5-lot subdivision off of West Street. The new road will be Pollard Road. These are slated as single-family residences.

I would like to thank both Plumbing and Gas Inspector Al Roseberry and Wiring Inspector Henry Wheeler for their hard work and dedication. They too have been very busy this year completing final inspections at the Rockwell Apartment Complex. They have both done a terrific job making sure that permits are getting issued and inspections are getting done on a timely manner to help keep the economy moving forward.

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

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

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

The following is a list of building permits issued from January 1, 2020 through December 31, 2020.

TYPE OF PERMIT	#	FEES	VALUE
New Home	6	\$17,840	\$1,790,000
Addition (in-law apt)	1	\$1,000	\$100,000
Accessory Building (garage, pool house, barn)	4	\$4,215	\$351,500
Alteration/Renovation/Repair	30	\$10,364	\$604,304
Demolition	4	\$415	\$5,000
Foundation	1	\$350	\$35,000
Chimney	1	\$150	\$3,250
Deck/Porch/Gazebo	15	\$2,830	\$211,748
Fence	0	0	0
Retaining Wall	0	0	0
Roofing	17	\$10,820	\$1,061,117
Shed	1	\$150	\$12,500
Siding	5	\$1,700	\$167,013
Sign	4	\$439	\$43,902
Solar Panel	7	\$1,989	\$216,913
Swimming Pool	5	\$450	\$136,500
Temporary Structure (trailers)	0	0	0
Tent/Canopy/Awning	3	\$205	\$17,577
Weatherization	7	\$454	\$34,226
Window/Door	22	\$2,893	\$281,107
Wireless Communication	1	\$300	\$30,000
Wood/Pellet Stove	6	\$300	\$27,600
Sheet Metal	13	\$2,980	\$368,853
Other	2	\$125	0
Commercial Alteration	6	\$7,350	\$735,000
Commercial New	0	0	0
Commercial Change of Use	1	\$200	\$9,999
Safety Inspections	8	\$300	0
TOTAL	170	\$67,549	\$6,231,859

Respectfully submitted,
Richard Hanks, *Building Commissioner*

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 for larger projects located in overlay districts. Town-wide zoning changes must be approved by voters at a Town Meeting. A Master Plan for the Town is used to set the goals for planning decisions, and the Board is responsible for coordinating much of the writing and updating of that document.

We frequently review plans that are presented to us for conformance to zoning and subdivision bylaws. This year, we discussed potential uses of for-sale properties on River Road and Central Street, as well as a parcel accessed from Bigelow Road in Hudson, that would require zoning changes; none have proceeded so far.

The 26-acre Riverbridge mixed use development on Berlin's south side is nearing completion. The project was first permitted in 2009 as a mixed use "Village Overlay District." Plans changed over several years as the owners adapted to the current market and asked the Town to accommodate new directions. By the beginning of 2020, the development included a 110 room hotel (Homewood Suites), day care center, fuel station, package store and deli. During 2020, 205 apartments (The Rockwell) were completed and by year-end, these were more than 50% occupied.

Two remaining pads were planned to accommodate restaurants but have not attracted buyers and now remain undeveloped. In September, the owners began meeting with the Planning Board to discuss re-zoning to allow building townhomes (for sale) on the site in front of the Rockwell apartments. A zoning change for this would require a Town Meeting vote.

With the Riverbridge project near completion, the Planning Board commissioned an economic impact study to compare the actual to planned financial impact of the project on the Town and to recommend some changes to the current agreement between the parties. Highlighted in the study were:

- Overall, taxes paid by the development are slightly more than the expenses incurred by the Town to support it, with an expectation of 22-37 children to be enrolled in our schools each year.
- The requirement for Riverbridge to maintain its own ambulance service is being reconsidered. Adding staff and vehicles to the Town's current service is a potential alternative.
- Traffic generated by the development appears to be less than the original model predicted.
- The developer has indicated an interest in renegotiation of some mitigation requirements provided in the agreement based on reduced impact to the Town.
- The traffic study highlighted deficiencies in the River Road bridge and South/Pleasant street intersections (unrelated to the new development's traffic) that should be addressed by the proponent in the coming years.

The study can be downloaded from the Planning Board documents on the town web site.

After many years of dedicated service as Planning Board member and chairman, Ron Vavruska did not seek re-election in 2020. Ron discovered the Board 17 years ago when asking for help with a zoning issue. He recognized an opportunity to contribute to Town management and joined our team, eventually becoming chairman, where he kept our board meetings organized and productive while contributing to plans and decisions. We thank him and wish him well.

We welcome Carolyn MacDonald to our Board after her election in July. Carolyn brings her experience as member and chairperson of Berlin's Conservation Commission.

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

Zoning Board of Appeals

During 2020, the Berlin Zoning Board of Appeals acted upon several petitions brought before it. The Board granted two special permits, a site plan, a dimensional variance, and an amendment to increase the number of bedrooms in a Chapter 40B comprehensive permit. The Board denied an appeal of a Building Inspector's determination and made a technical revision to a previous decision for affordable unit assessments in a Chapter 40B comprehensive permit.

From March until December, the Berlin Zoning Board of Appeals held virtual meetings monthly. The only hearing held during this timeframe was an appeal of a Building Inspector's determination. This hearing was held on advice of counsel. All other petitions before the Board were postponed under Chapter 53 of the Acts of 2020. The Board resumed holding hearings in a virtual venue in December.

This was a challenging year for all town boards. No one knew in March 2020 how long the impact of the COVID-19 virus would last, but no one expected our altered way of doing business would still be with us in 2021. We have all adapted of necessity. The Board looks forward to a time when we can hold our meetings in an open public forum at Town Offices.

The Board wishes to express its appreciation for the assistance and counsel of individuals and other town boards during this trying time. We thank Liane Leahy for her flexibility and diligence during this year. She has guided us through the world of virtual meetings and provided the technical support needed for our webinars. The Board of Health, the Planning Board, the Conservation Commission, and our Building Commissioner have been instrumental in supplying needed information to the Zoning Board of Appeals. Attorney Amy E. Kwesell of K-P Law has kept us abreast of the ever-changing rules of operation and provided the expertise needed to navigate its intricacies. We thank the Berlin Select Board for making this resource available to us.

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

Energy Committee

The Berlin Energy Committee works with Town boards and departments to meet goals set by the Green Community Act of 2008. We monitor energy consumption of town buildings, vehicles, and equipment; secure grants for energy efficiency projects; and assist the Select Board with determining electric rates for the Town's municipal aggregation program.

Due to the resignation of several committee members during 2019, the committee went without formal representation until new Energy Committee membership was reestablished in October 2020. We intend to continue the charge of tracking the town's energy and fuel usage data for the Green Communities, along with evaluating a host of other items that have been brought to our attention.

There is much work for us to do through this coming year, and the new committee is committed to getting up to speed as quickly as possible. A couple areas we are actively

pursuing are working alongside Berlin Memorial School for potential funding to replace the school's roof, installation of another round of LEDs at BMS, investigating the possibility of an EV charger at the Town Offices, and we are actively pursuing requests for alternate energy to reduce electrical costs for the Town Barn.

There are currently two open positions within the Energy Committee. If you wish to join us please go to the Town's website (<http://townofberlin.com>) to download an application.

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

Library Trustees

This year proved to be a different kind of year for the library. Due to Covid19 the library was entirely closed from the end of March until the middle of June. In June the library began offering curbside pickup of all lending materials and will continue with this option until it is deemed safe to reopen. The library has also offered virtual programming during this time. While circulation was down, 16,394 items from last years 19,444 items, we did have increase in new cardholders as well as a lot of over the phone renewals.

We are incredibly lucky to have such a wonderful staff that continued to work from home while the library was closed to ensure we would be ready to reopen. We would like to thank Director Bob Hodge, Karen Kowal, Youth Services Librarian Sara Foster, Katie Lopez, and our library pages Katelyn Beirne, Lindsey Kuniewich, Avery Meltzer, and Nathan Rider for all their hard work throughout the year.

The trustees are very grateful to all the town officials that helped us work through this unprecedented time. We are very appreciative of the hard work and help to navigate having our meetings held virtually.

The trustees met with library director Robert Hodge virtually for our regularly scheduled monthly meetings. Discussions included updates on work the staff was completing remotely, other library updates and reopening plans. When the septic is completed, we hope to begin more detailed discussions regarding updates to the interior of the building to make it more handicapped accessible.

The long-range planning committee met and discussed our long-range plan. A survey was created and conducted. The results can be found on the libraries website. We would like to thank the LRP committee members and others involved for their input on creating a long-range plan and all their help creating the survey.

The Friends of the Library continues to be a valuable part of our library. They had a few outdoor meetings to plan fundraising opportunities when their regular meetings stopped happening due to Covid19. They did continue to fundraise with their annual garden tour June 20, 2020 as well as with their annual holiday basket sale. They were not able to host the book/bake sales as they have in the past. The garden tour and holiday basket fundraising were both highly successful. We remain appreciative of all their support.

The "library value calculator" from the American Library Association put the value of books, e-books, newspapers, magazines, CDs, & DVDs borrowed by library patrons at more than \$276,145.00.

Town appropriated funds in FY2020: wages \$122,823; expenses \$32,095.

Respectfully submitted by the Trustees
Lynette Wheeler, Linda Yates, Jean Mitchell

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
6/30/2020 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, *Chair*; Judy Christensen; Patricia Jackson. *Clerk*

Council on Aging

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

Seniors, for our purpose, are residents 60 years old and over. These were our programs during 2019.

Goodbyes: The COA lost a former member and Chair this year. George Pendergast passed away on August first.. George’s passion for the town and particularly its seniors continues to be felt. The COA also lost a former member who relocated from town in 2020. Frances “Fran” Gill is also sorely missed and has a long legacy of service to the town through both the COA and as the founder of the Berlin Family Food Pantry.

Hellos: The Council on Aging has undergone several changes throughout the calendar year. Our council has welcomed new members Wesley “Wes” Durant Jr. and Rachel Boyer. We are excited to see what the future holds. The COA welcomed a new director, Victoria Flynn, who started in July.

Outreach: Due to COVID-19, many scheduled events were postponed to ensure elder safety. Instead, the COA shifted gears and started check-in calls to all Berlin Seniors which will continue throughout the new year. Throughout the year, the Council on Aging has worked diligently to connect with Berlin seniors. Check-in calls were completed by 31 people (both COA members and at-large volunteers) in early spring as well as in December. The check-in calls will continue into 2021. The COA was also involved in providing emergency guidance and assistance to residents of Northbrook Village II who were displaced at the outset of the pandemic by a water break in the complex.

Masks were made by generous volunteers and about 150 were distributed to Berlin residents. Updates to the COA Facebook page have been made to provide additional information to residents. “Like” the COA on Facebook by visiting <https://www.facebook.com> and then search for “Berlin, MA Council on Aging”.

In December 2020, the Council on Aging received a grant from the Commonwealth of Massachusetts to bring aid to vulnerable populations in relation to our mission. The COA was able to successfully distribute 165 meals to 97 families. Village Cafe and Pizza along with the Berlin General Store graciously cooked and delivered the meals. The General Store also gave each household small bags of pantry staples that could be used. The Council is looking to see if future meals can be provided to its residents.

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

Screening: The Nashoba Associated Boards of Health completed the free flu shot clinic at the end of October. It was a successful day helping residents of all ages get vaccinated. The Council worked with local residents to distribute homemade masks to Berlin residents during the spring. The Council of Aging has a supply of walkers, toilet extenders, bed rails, canes, grabbers, and shower chairs to loan out and/or give out if you need them. Please call the COA at 978-838-2750 or Lori Fearebay at 978-804-8487 for assistance and for scheduling a donation of items.

Exercise: Each Saturday, Sharon Santora conducted an “Easy Does It Yoga for Seniors” and a “Balance and Fall Prevention Class”. Jeff Cote has instructed residents with Tai Chi, an ancient art that will improve your balance and reduce your stress level. The exercise programs are all open ended. You can join anytime. A \$2 donation is requested. Classes were suspended in March due to COVID-19. Yoga classes resumed in September and Tai-Chi had a couple of classes in October. The COA will continue to offer these classes while maintaining state and local COVID guidelines. Starting at the end of year, yoga will be done virtually through Zoom until COVID restrictions ease. Watch our COA classes on both Berlin Cable Television and on our the COA recordings located on the Town of Berlin’s YouTube Channel: <https://www.youtube.com/user/townofberlintv>.

Education and Social Events: Unfortunately, due to COVID-19, in-person social events were limited. In concert with the Berlin Senior Citizens, we did squeeze in one great gathering of socially-distanced seniors for a performance at the South Commons gazebo featuring singer/storyteller Jackson Gillman in September. Zoom meetings were held to provide information regarding SHINE counseling and Medicare Fraud awareness. Continued webinars will continue into 2021 while maintaining COVID social distancing practices.

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

The PowderHouse News is committed to bring town updates to seniors as well as information regarding COA and town official members. If you would like to receive the PowderHouse News and are not currently getting them, please call 978-838-2750. Past editions are also accessible through our web page: <https://www.townofberlin.com/council-aging/pages/powder-house-news>.

COA Van: The COA acquired a new 2020 Ford Transit Van in May. While COA van services were suspended in March due to COVID-19, van services were reinstated in August. Since August, the van has made over 103 transports of seniors to medical and other necessity appointments. Due to COVID-19, riders must remain masked at all times, seated in the back of the van, and complete both a temperature check and a COVID risk-screening before riding in the van. If you are interested in a ride, or in becoming a driver, call 978-838-2750. Please call 48 hours ahead of time to coordinate a ride.

Work-Off Program: The FY20 Work-Off Program ended on June 30, 2020. The program allows for eligible senior citizens and veteran property owners to work a maximum of 125 hours during the fiscal year, earning credits towards their tax bills for the following fiscal year. This year's participants earned \$12/hour for work completed during the period from July 1, 2019 through December 31, 2019 and \$12.75/hour for work completed during the period from January 1, 2020 through June 30, 2020. Effective January 1, 2021, that rate increased to \$13.50/hour.

The following departments requested Work-Off Program assistance: Select Board (file management); Treasurer/Collector (office support); Building Inspector (filing); COA (dispatcher, office support, and Work-Off Program Coordinator); Cable Access (videography); Police Dept. (computer support and web page updates); and Highway Dept. (office support).

Six property owners completed the program, working a total of 506 hours, and earning a total of \$6,216.38. Another participant dropped out of the program in November, forfeiting any earned credits due to a move out of Berlin. The amount earned by each individual who completed the program was applied as a payment to their FY21 tax bills.

The FY21 Program began on July 1, 2020. There are currently six participants who have applied for the program and are assigned to projects. Two applicants are unassigned at this time but we are hoping to have them assigned to projects in the future. As of December 31, 2020, the assigned participants have worked a total of 191.5 hours and earned credits in the amount of \$2,008.15.

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

Senior Tax Write Off Coordinator: Margaret (Peggy) Sardell

COA Director: Victoria Flynn

Veterans' Services

The Veteran Services office is located on the second floor within the Berlin Town Office Building at 23 Linden Street, Berlin. Office hours are Monday through Thursday from 10 a.m. to Noon, and by appointment. To arrange an appointment, please call 978-838-2560. You may also email 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:

Wilfred Beauregard, *US Navy*
Gordon Knorr, *US Army*
Allan Johnson Jr., *US Army Air Corp*

US Coast Guard:

George Pendergast

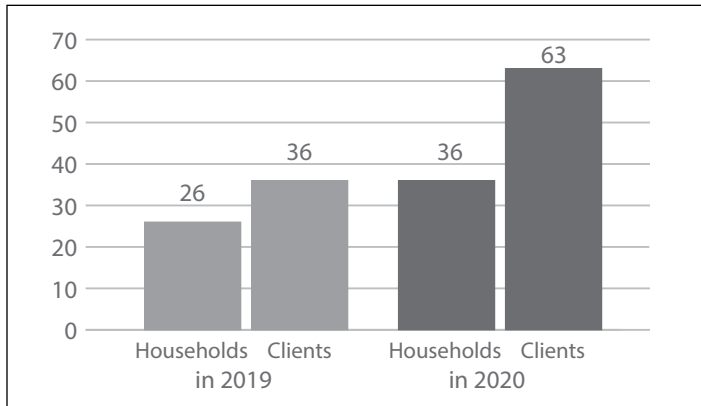
In closing, I would like to thank the Select Board, Town Administrator Margaret Nartowicz and all Town officials for their support.

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

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 2020, the Food Pantry served a total of 36 households comprised of 63 clients. As the COVID-19 Pandemic continues, the Pantry has noticed a marked increase in clientele. Our clients also have access for food assistance at the WHEAT Pantry in Clinton if needed.



We extend our thanks to our volunteers and directors, the Town of Berlin for allowing us the use of space in the Town Office Building, and our neighbors who allow us to serve them. We receive monetary donations as well as food from so many individuals and businesses, we cannot list them all, but we are incredibly grateful for everything that is donated for our clients.

The current hours for the Food Pantry are Tuesday and Saturday from 9:00 am to 2:00 pm by appointment. The Pantry is located in Room 111 of the Town Office Building at 23 Linden Street. Donations of non-perishable food items are always and gladly accepted on the pantry's shelving which is located just inside the front doors of the Town Office building.

We have increased visibility in the community so that residents know we are there to help during economic stress brought on by dealing with the COVID-19 Pandemic. Due to the vulnerability of some of our clients that are housebound or without family nearby, we increased what we provided so that they may remain safe and healthy. The Pantry has temporarily waived income requirements until the COVID-19 Pandemic is over as many are in need sooner than financial documentation is available. Please contact the Pantry at 774-245-8320 for further information or to make an appointment.

The Pantry was not open for in-person shopping from March through August, and during that time volunteers would call our clients to take their shopping list and pack it for them. The order would be placed outside the door to the Pantry for pick-up at a designated time. For our clients who don't drive, their

orders were delivered to their door by a volunteer. A plan was developed for limited access once the Pantry was allowed to open its doors in September. While much preparation was put in to ensuring a safe environment, some clients preferred to have their groceries packed for pick up. We continued to deliver to those that needed it.

Our Pantry Manager and one of the original founders of the Pantry, Fran Gill, retired in October. The Board of Directors would like to thank her sincerely for her volunteerism and dedication in ensuring that the Pantry was run efficiently and with kindness. The Town of Berlin declared Thanksgiving, November 26th, 2020 as "Fran Gill Day" to acknowledge the generosity of her time and service to the community.

The Pantry's new Manager is longtime volunteer Mary Mikelk, who was previously the Assistant Treasurer. Mary is passionate and accommodating in assisting our residents that we serve and their different needs during the COVID-19 Pandemic. With Mary moving into the Pantry Manager position, we welcomed new board member Sondra Pendergast as Assistant Treasurer.

As the pandemic continues, the Pantry has seen a dramatic increase in clients, and larger families. Our major fund raiser, the Wine and Beer Tasting, had to be canceled for 2020 and we appealed to the Community to consider making a donation for the price of a ticket to assist with funding. We continue to thank and appreciate all who regularly donate to the Pantry either monetarily or with items to stock the Pantry. We needed the support this year more than ever.

We provided a record number of 37 Thanksgiving meals. For the holiday season, many of our generous corporate and individual donors not only donated monies but also entire dinners as well as toys for the families that we serve who have children. We truly are neighbors helping neighbors.

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

Please visit www.berlinfamilyfoodpantry.org for more information on the Pantry. "Like" us on Facebook at "Berlin Family Food Pantry – Berlin MA".

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

Respectfully submitted,
Linda Thomasino, *Board Secretary*

Cultural Council

The COVID-19 pandemic has produced an unprecedented level of complications to our lives in the past year. These complications have been acutely felt in arts, education, and entertainment related endeavours. In the previous fiscal year, the Berlin Cultural Council (BCC) provided funds to 18 separate grants, but quite a number of them were not able to run under their original parameters. Where possible we have worked with grant recipients to provide extensions and/or approve a change in the nature of the program, such as moving to online delivery. Of the money from our FY2020 allotment from the town, \$1,100.00 was not paid out to grantees due to the inability to run their programs due to COVID-19 restrictions with funds reverted back to the town.

During the application period in 2020, the BCC received 13 applications for grants for funding in FY2021. Owing to

the complications caused by COVID-19 our grant cycle was delayed by the Mass Cultural Council (MCC) and as of this writing we are still reviewing these applications. In reviewing these applications, we emphasize choosing proposals that would benefit the greatest number of Berlin residents. The MCC's allotment to the BCC for FY2021 grants programming was \$4,900.00 and \$1,500.00 was allocated from the Town of Berlin.

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

Respectfully submitted,
Berlin Cultural Council:

Karen Gault, Jessica Meltzer, Sandra Reardon, Debra Rolfe,
and M.J. Stades, *Chairman*

WHEAT Community Connections, Clinton, Mass.

What a trying year it's been for so many impacted by hunger, unemployment, and the need for human services! We at WHEAT appreciate the ongoing support provided by our 10 member communities, including the Town of Berlin, which provides significant funding for our mission.

The COVID-19 pandemic has provided challenges to overcome. WHEAT Café weekday lunches and dinners are packed "to-go" instead of eaten in our dining room; masks are required to enter our Hidden Treasures Thrift Store. Direct counseling services are in great demand. Despite these challenges, we've seen a tremendous outpouring of community donation and volunteerism. We are grateful to all involved.

This year, the Town of Berlin invited WHEAT to participate in its Municipal Vulnerability Preparedness Program, in collaboration with the Central Massachusetts Regional Planning Council. WHEAT was honored to be called upon to assist the Town in this initiative.

The Town of Berlin provided WHEAT with a \$4,000 assessment in Fiscal Year 2021 and we wish to assure you that it is money well spent. As you can well imagine, finances are very tight not only for our clientele, but also for WHEAT as we continue providing food, home goods and direct services during these unprecedented times.

WHEAT's direct services include: providing groceries, hot meals, pet food, household items through our thrift store, as well as case management services to assist with SNAP applications and recertifications, unemployment filings, employment listings, housing applications as well as overall

information and referral services. Seasonal Programs include: Tools for School Backpack Program, Feed-A-Family Thanksgiving Program, and Hope for the Holidays Toy Program.

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

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

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

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

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

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

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.

Thank You

The Recreation Committee would like to extend gratitude to Tammy Money and Jackie Marshall for their willingness to volunteer on this committee. While we are sad to see you go, we are grateful for all your time, energy and efforts. Without volunteers, things simply don't happen. Volunteering takes time. As Elizabeth Andrews said, “volunteers do not necessarily have time, they have heart.” The town is fortunate to have had both you ladies on board.

Current Members

Currently three members make up this five-member committee: Julie Lee, Keri Lewis and Mark Adams. Once things normalize, we will return to fulfilling our charter. In the meantime, we will be exploring programs and opportunities that can provide recreational activities to members of the community, while maintaining safe measures.

This past year the town Recreation Committee and the fulfillment of its charter were significantly disrupted due to the COVID-19 pandemic.

Youth Sports

While our youth sports programs are independent of Recreation, we do work in close partnership with all program directors to ensure the fields and gymnasium are safe and playable for all youth athletes. Last year youth sports programs were nearly all cancelled due to the pandemic.

- The soccer program worked very hard to provide a safe and healthy fall and spring season for the community youth, while adhering to all COVID-19 regulations and restrictions. Recreation thanks the entire soccer program for their dedication to continued play and commitment to player, coach, and spectator safety.
- The spring baseball/softball program also worked very hard to provide the youth a memorable spring season, despite the pandemic. Recreation would like to thank the baseball and softball program for their dedication to continued play and commitment to player, coach, and spectator safety.

- The basketball program was cancelled due to the pandemic

Responsibilities

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

Our program responsibilities include providing recreational programming for community member of all ages. We are excited to start working on community activities as early as this spring, including pickle ball, outdoor group fitness classes, pickup soccer, softball, kickball, and basketball games, live music, and more.

Recreation Committee sponsors

Recreation sponsors a men's basketball free play which runs on Monday nights, as well as the annual fishing derby which takes place in April. Neither basketball nor the fishing derby took place this year due to the pandemic.

Goose Patrol

We continue to humanely treat the removal of the Canadian geese on the property. Recreation contracts with Two Working Dogs and spends annually \$600.00 for this service.

Trash Removal

We continue to contract with Hudson Disposal for trash removal on the property. This year we spent \$1,138.00 for this service, which is significantly lower than our budgeted amount due to the closing of the fields during the pandemic and the limited sporting season.

Portable Toilets

We continue to contract with Chase Portable Toilets. From the end of April through the end of November we have three portable toilet units on the property: one at the gazebo, one near the playground, and one on the back playing field. We do provide one ADA-compliant unit and 2 standard units.

Field Maintenance

The Recreation Committee continues to contract with TruGreen to rebuild our recreational playing fields. The pandemic delayed the work but we are expected to be back on track by spring. This year we spent a total of \$4,738.00, although we were expected to spend \$10,004.00.

Projects

The proposed South Commons Wellness Trail project has been terminated. We are disappointed it was not able to be brought to fruition, but are hopeful, with the acceptance of the Community Preservation Act, Recreation will be able to develop projects that will be of great service to the entire community. Ten percent (10%) of the monies raised from CPA are distributed to open space, including recreational services.

Recreation sees a dire need to redo the basketball and tennis courts. In addition to these courts, we would also like to add a pickleball court. Pickleball is becoming an increasingly popular activity for seniors, as it is low-impact on knees and joints. We are always looking for ideas and suggestions from community members. We can be reached via email recreation@townofberlin.com.

Finances

The Recreation General Fund had an opening balance of \$12,400 .00, which is the amount we were appropriated for Fiscal Year 2021. When this went to print, we had a closing balance of \$10,495.00. Due to the pandemic our field maintenance expenses, portable toilet expenses, and trash removal expenses dropped significantly as the services were not being provided. In a normal year we expend the entire appropriated amount. This year was very different due to the pandemic.

The Recreation Revolving Account had an opening balance of \$23,070.87. During the year we received a generous donation of \$300.00 from men's basketball. The current balance is \$23,370.87.

The Recreation Committee always welcomes ideas and suggestions from community members. We are looking for two members to join this committee to help develop the Recreation Committee charter. Many hands make light work.

RECREATION COMMITTEE: Julie Lee, Kerri Brooks and Mark Adams

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, and Patricia Anderson. Our Station Manager is Brittany Blaney.

Berlin Cable Access continues to serve the community, with a Bulletin Board on Charter Channel 194 and all other live and recorded programming broadcasting on Charter Channel 191. We also carry Charter Channel 192 which originates from Tahanto, with the school's news and events.

In line with our goals, public meeting coverage widely expanded in 2020. In 2019, Berlin Cable Access covered meetings of 7 different boards and committees totaling 121 meetings for the year. In 2020, 21 different boards and committees were covered, a 200% increase. Additionally, 252 meetings were covered in 2020, an increase of over 108%.

Beyond extensive meeting coverage, Berlin Cable Access also featured local programs and events held by the Council on Aging, the Historical Society, Berlin Memorial School, 19 Carter and the 1870 Town Hall. All current programming is available online at www.youtube.com/user/townofberlintv. Additionally, we are continually uploading archived programs from over 29 years of Public Access Television in Berlin.

Berlin Cable Access strives to keep the residents of Berlin educated, informed, and entertained via local, relevant, and quality programming. If you are interested in contributing to our efforts or have feedback, please join us for one of

our monthly meetings, or contact us via email at CableAccess@TownofBerlin.com or mail us at Cable Access, Box 5, 23 Linden St, Berlin, MA 01503.

Cable Access holds meetings on the 4th Thursday of each month. Please refer to www.mytowngovernment.org/01503 for the most up to date meeting postings and information. There are additional opportunities on the committee. If you know of anyone interested in lending a hand, please contact the Berlin Select Board or Cable Access Committee. Any person interested in recording town and school events, producing or editing programs is urged to contact us.

We want to remind all Berlin residents that our cable channels are a great way to strengthen a sense of community and that everyone is welcome to contribute ideas, photographs, or video footage for broadcast. Although Cable Access does not receive any funding through the town or tax dollars, we do report on the money which we receive from Charter Communications subscribers by way of Charter Communications. The Cable Access Committee reports receipts for our revolving account for FY20 were \$30,387.66 and expenditures for FY20 were \$24,263.79.

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

Economic Development Committee

The BEDC met 10 times between July 2019 and June 2020. Meetings were attended by various guests and invited representatives from outside agencies who spoke about economic development opportunities available to businesses in Berlin and regionally. Those representatives included Mr. Kevin Kuros, Regional Director for Central Massachusetts of the Massachusetts Office of Business Development; Mr. Chris McDermott, Public Affairs Manager, North Central Massachusetts Chamber of Commerce; Ms. Ceylan Rowe, candidate for Massachusetts House of Representatives, and Mr. Jim Giammarino, Metrowest Chamber of Commerce to name a few.

During BEDC meetings, some topics discussed throughout the year included potential cannabis commerce (cultivation and sales), liquor licenses in Berlin, new business filings at the Clerk's office, refinement and management of the Berlin e-commerce database, sponsorship of "Welcome to Berlin" signs, and alerting local businesses about programs to help them mitigate the economic effects of the novel COVID-19 virus. The BEDC also continued its regular communication with representatives of Highland Commons, Solomon Pond

Mall and Riverbridge Village about their financial health, tenant occupancy and other activity. The BEDC continues to strive to become more involved with the local business community, is working to increase social media exposure, as well as continually update the BEDC information on the Berlin town websites to keep the community informed.

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

Contact us at edc@townofberlin.com, visit our webpage: www.townofberlin.com/economic-development-committee, and please attend our meetings.

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

Housing Partnership

We wish to acknowledge the departure from town of one of the Housing Partnership founders Fran Gill. We continue to focus on maintaining and increasing our affordable housing stock as mandated by the state of Massachusetts.

After the 2020 Federal census, all new housing constructed between 2010 and 2020 will be included and a new base number will be issued and used for the next ten years for the Subsidized Housing Inventory.

We now have 201 units of affordable housing in our Subsidized Housing Inventory (SHI), giving us 16.99% 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 — 135 Pleasant St. Rear
- 2 units are at Whitney Estates — Alden Rd.
- 15 units are at Sawyer Hill LLC — Village Lane and Village Road
- 8 units are at Green Acres — Dudley Rd.
- 8 units are at Berlin Woods — Dudley Rd.
- 2 units are DDS Group Homes

- 84 units at The Rockwell — Tyler Rd., Newsome Rd., Bassett Rd. (formerly Risi Flats)

We are allowed by law to count all 84 rentals at The Rockwell although only 22 rentals are affordable.

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

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

We need new members to help with the task of affordable housing especially with the 10% monies earmarked by the Community Preservation Act which the town accepted.

We are looking into joining the Assabet Regional Housing Consortium Intermunicipal group next year. They have professional resources that we desperately need so we don't lose affordable units when they are being sold. We only have 60 days to find and process a new affordable buyer. We have lost about four units at this time.

Respectfully submitted,
Eloise Salls, Lynda Nelson, Trudy Tervo

Community Preservation Act Committee

The Community Preservation Act (CPA) Committee is pleased to make its first Annual Report to the Town of Berlin.

Berlin voters accepted the Community Preservation Act at the May 7, 2018, Annual Town Meeting, and subsequently ratified local acceptance of the Act by ballot vote at the November 6, 2018, State Election. A bylaw establishing Berlin's Community Preservation Committee was approved at the May 9, 2019, Annual Town Meeting and again at the June 22, 2020, Annual Town Meeting. On October 16, 2020, the Attorney General's Office approved the bylaw, permitting the permanent seating of a Community Preservation Act (CPA) Committee.

The CPA Committee is responsible for three key tasks:

- Developing a Community Preservation Plan;
- Reviewing and recommending community preservation projects; and
- Keeping records and reporting on the community preservation budget.

Berlin's acceptance of the Act includes a 3% property tax surcharge and exempts 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. It also exempts \$100,000 of the value of each taxable parcel of residential real property, each taxable parcel of class three commercial property, and each class four industrial property.

As a result of accepting the Community Preservation Act, the Town has established a local Community Preservation Fund in which the property tax surcharges and matching revenues from the Commonwealth of Massachusetts are deposited.

This funding can be used by the Town to address core community preservation concerns:

- Protecting farm land and forests from future development;
- Acquiring and preserving land for conservation and recreation;
- Restoring and preserving historic properties; and
- Helping meet local families' housing needs.

The Act requires that at least 10% of the monies raised be distributed to each of three primary categories:

- Open space (including recreational purposes);
- Historic preservation; and
- Community housing.

At the discretion of the Community Preservation Act Committee and subject to the approval of Town Meeting, the remaining 70% of the funds may be used in the following ways:

- Allocated to any one or a combination of the primary categories;
- Placed in a Budgeted Reserve Fund for allocation at a later time; and

- Placed in a fund for administrative needs of the Community Preservation Act Committee (no more than 5%).

In February of 2021, the Committee will submit its Fiscal Year 2022 Budget.

In the fall of 2021, the Committee will accept applications from various town boards, committees and interest groups for the possible utilization of the funds. The Committee will then review the proposals and vote to recommend certain projects for approval at the 2022 Annual Town Meeting. (Allowable Purposes for the funds are explained in more detail in the attached Chart.)

In Fiscal Year 2021, Berlin raised \$290,392 from the 3% property tax surcharge. Since the Town voted a 3% surcharge, it also received matching funding in each of the State's funding rounds:

1st round	\$83,129
2nd round	\$69,440
3rd round	\$44,972

for a total match of \$197,541 or a 68% match of the amount we raised. The grand total of local and state funding is \$487,933.00

The Committee looks forward to working with town boards, committees and interest groups in developing a responsive and transparent process for the equitable distribution of these funds to benefit all Berlin citizens.

Members of the Community Preservation Act Committee are:

James Holyoak - at-large, appointed by Select Board

Julie Lee - Recreation Committee

Carolyn MacDonald - Conservation Commission

MJ Stades - at-large, appointed by Select Board

Eloise Salls - Housing Partnership - (non-voting member)

Timothy Wheeler - Planning Board

Elaine Wickstrom - Historical Commission

COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008)	Yes		Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable				Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Agricultural Commission

The Commission has previously reported that on January 8, 2019 it was advised by the Select Board that \$25,000 was received from the Massachusetts Department of Conservation and Resources for use by the Commission to install an irrigation system at the Community Garden.

With this funding, the Commission has installed a 505' well and pump, the garden shed was outfitted with the necessary electrical wiring components, a new water tank was installed, at no cost to the town - the National Grid installed an electrical pole on the east side of River Road West and our Highway Department dug a trench from the pole to the shed and an electrical contractor installed conduit and wiring to the shed. A seasonal water line the length of the garden with faucets was installed by the Commission with the help from gardener, Charles Sauta and friends.

The new pressurized irrigation system allows gardeners to water their plots with hoses and has made the garden more productive.

With the above projects completed, the Commission had a balance of funds remaining in the amount of \$4,822.41 from the \$25,000 state funds.

In June of 2020, the Commission requested our Town Administrator to contact the state and request authorization to use the remaining funds for additional projects at the Community Garden. On July 29th, the Commission received word that the state had granted the use of the remaining funds. The funds will be used for the following projects:

- The 20 to 25-year-old Community Garden shed was in desperate need of new siding. Texture 111 sheets are being added to the shed exterior and as of this report, the task is nearly complete.
- As our population ages, the Commission has recognized the need for additional raised beds at the Community Garden. The Commission will have six additional raised beds in place for the 2021 growing season.
- To aid in the productivity of the garden by keeping wildlife out of the garden, the Commission will have in place by the 2021 growing season, a seasonal fence with gates around the perimeter of the garden.

The two 550-gallon water tanks from the original irrigation system were declared surplus and were removed by and given to the Highway Department for their use. The Commission has also declared the solar pump system as surplus and is available to any town Commission, Board or Department for their use.

Of the 30 plots available at the Community Garden, 18 plots and 4 raised beds were utilized. Five gardeners from neighboring towns also participated. As in the past, some of the

gardeners were able to donate their surplus fresh vegetables to the Berlin Family Food Pantry. In recognition of the difficult time many of our fellow neighbors are experiencing due to the Covid-19 pandemic, the Commission at its October 2020 meeting unanimously approved waiving of Community Garden plot fees for individual/families that participate in the Berlin Family Food Pantry if they want to grow vegetables during the 2021 growing season. As renters continue to occupy the 200+ apartments of the Rockwell complex that is within walking distance to the Community Garden, the Commission anticipates that more garden plots will be used in the coming season and we have therefore, expanded the garden square footage.

Utilizing Massachusetts Cultural Council Grant funds, the Commission sponsored a program for May 2, 2020 by naturalist and landscaper John Root on the topic of "Attracting Birds, Butterflies and Other Beneficials". However, due to the Covid 19 pandemic, this program was cancelled.

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

- Edmund Marchant, President of Trinity Irrigation, Inc. for his donation of in-kind services at the garden
- The Highway Department for digging the trench for the electrical service to the garden shed, mowing the grass around the garden, providing piles of wood chips and for winterizing the irrigation system.
- Various garden members who volunteered their time to get the garden up and running in the spring and during the fall-cleanup effort.
- The Citizens of Berlin who made monetary contributions to the Community Garden's Donation Account.
- Town Clerk, Eloise E. Salls, for all of her assistance and for distributing the Community Garden Registration Forms to the residents of Berlin.
- Town Administrator, Margaret Nartowicz and Administrative Secretary, Mary Arata for their assistance with the procurements associated with the State grant for the irrigation project at the Community Garden.
- 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

We continue to do the work of the Commission with the assistance of the Berlin Art and Historical Society, both financial and physical through its volunteers.

We note the passing of Richard S. Wheeler, a commissioner for the past seven years. He gave many hours of dedicated labor as well as the commitment to meetings and planning. He was a sparkplug as President of the Society, producing two wonderful 19th Century balls at the Town Hall and two dramatic presentations of Berlin history. Much of this was based on source material saved by his family relating especially to South Berlin. Rich also spearheaded significant renovations at the Bullard House, resulting in structural replacement in the back of the building and the creation of our future entrance room. The north end of the house was repaired and resided by his labors. We miss his thoughtful counsel on many matters.

We thank Karen Chandler for her service as a commissioner over the past two years. Other personal commitments led to her resignation in January of 2021. We need new members to fill current vacancies. Associate members can also help with our work.

The **Pandemic** stopped the Society from holding its regular programs, like so many other community activities. This has been a considerable disruption of society as we know it. Masks and social distancing are the rule. We have been fortunate that modern technology has provided the Zoom meeting, which has kept town government and many businesses functioning. Many have remained in their homes much of the time, especially those with respiratory and other serious health conditions.

Curatorial Building Covid-19 prevented Assabet Valley from installing the HVAC unit as planned. We were finally able to have this work done commercially in December, thanks in part to a private donation. We have begun moving collection material from the Town Offices, though the smoke detectors remain to be installed and connected to the Town Hall fire alarm. We look forward to having full use of this building to store and safeguard the Town Historical Collection on site with the Bullard House and Town Hall, where we customarily mount exhibits.

Bullard House New faces on the Commission and in town government led us to commission a new structural survey of the building. This was completed in December and will be used to inform continued renovation and restoration of the

building. First will come a tightening of the building's shell with additional storm windows and doors, etc. Fortunately much of the historic wood framing remains in good condition. Foundation work and some sill replacement will be prioritized going forward.

Historical Collection Much has been done during our sojourn at the Town Offices to order and store collection material in archival materials. Though our open hours ceased when Covid-19 restrictions came, we have been able to continue working there. While most of the Collection will go to the new Curatorial Building, some of the larger items and material not requiring a controlled environment will go to storage on the second floor of the former Fire Station on West Street. We thank the Select Board for making space available there. We also have a considerable amount of collection material in the Bullard House, which will be moved to the other two locations to facilitate renovation work there.

Demolition Delay The house at 200 Crosby Road was approved for a significant partial demolition. This house from 1887 replaced an early farmhouse which had been destroyed by fire. It had been renovated and added to by multiple previous owners. The plans for the current work included preservation of the 1887 façade, keeping the historic face to the street. A couple of interior architectural fragments were given to the Town Collection.

The somewhat deteriorated barn at 240 Crosby Road was approved for demolition, in favor of a similar sized addition to the 1850 main house, making it more commodious for modern living. Hopefully this will ensure the continued preservation of the primary building on the property.

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

The following celebrated 90th birthdays in 2020: Rosemarie Clark, Doris Freitas, Dorothy Germain, Gordon Holyoak, Arthur Lamy, William Lowe, Dorothy Peterson, and Barbara Tatarunas.

Respectfully submitted,
Barry Eager, *Chair*; June Miller, *Clerk*; Elaine Wickstrom,
CPAC representative

Conservation Commission

The Conservation Commission is an agent of the Commonwealth of Massachusetts, responsible for administering the Wetlands Protection Act in Berlin to protect our water supply and environment. The Conservation Commission is also responsible for the acquisition and management of open space conservation land. The Conservation Commission members are appointed by the Select Board. The Commission meets the 1st and 3rd Wednesdays of every month at 7:00 PM in the Berlin Town Offices, Room 218, though this year we met via Zoom Webinar from April 18th until the end of the year. Commission members are John Aney (Chairman), Steve Beard, Walter Bickford, Liz Dichiara, Louise Janda, Carolyn MacDonald, and Robin Berry, who joined the Commission on June 17th. Carol O'Connor stepped down this year. Our Associate Member is Holly Kennedy-Degruttola. Any resident can join the Commission as an Associate and can contribute to, but not vote on, all Conservation Commission business.

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

Financial Position

As of the end of the Fiscal Year, June 30, 2020, there was \$187,051.77 in the Berlin Open Space Fund, there was \$11,091.97 in the Berlin Wetlands Protection Fund (which is funded by applicants filing Notices of Intent (NOI's) and other filing fees), and \$469.33 in the Annual Budget Fund. Our annual mitigation payment of \$50,000 from the Solomon Pond Mall will be arriving late this year, after December 31st. We have 4 remaining payments after we receive this one.

Land Protection Efforts

The Conservation Commission, acting either alone or with Sudbury Valley Trustees (SVT), continued with the goal of protecting open space in Berlin. 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, important ecological parcels of land and agricultural land to help maintain the unique and rural character of our town and the integrity of our habitats.

With the assistance of SVT, the Commission was able to purchase 29.5 acres of land between Peach Hill Road and Lancaster Road for conservation. This purchase is contiguous with parcels of conserved land in Bolton and Berlin, and thus provides a large corridor of protected woodland in the north of town. This area has been named the Peach Hill Conservation area. Also, the Commission is in the process of negotiating the details of a Conservation Restriction for 49 acres of land off of Highland Street, adjacent to the new Highland Ridge development.

Conservation Land Management

The Commission 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, fires and the painting of graffiti. We would like to thank the Berlin Police Department for enforcement successes to date.

Trails

A new trail, the Mountain Laurel Trail, was opened through the newly acquired Peach Hill Conservation Area. The trail is about one mile in length and connects the Fyfeshire Trail in northern Berlin and Bolton to the parking area on Lancaster Road for the Forty Caves Conservation Area. Multiple volunteers assisted with the efforts to mark, clear, and blaze the trail. Additionally, we continue to work on updating our trail maps in town. The Commission has started to create a trail maintenance interest group; if you would like to be part of this, please contact any member or you can reach us through our town email, conservation@townofberlin.com, or our Facebook page: <https://www.facebook.com/berlinconcom>.

Community Outreach

The Conservation Commission continues to use its Facebook page “Berlin Conservation Commission” to help share information 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 MACC (Massachusetts Association of Conservation Commissions), as well as our close collaboration with Sudbury Valley Trustees. The Conservation Commission also continues to maintain the beautiful garden at the corner of Pleasant and Central Streets (Berlin Meadow). The Berlin Meadow area continues to be used by “Hands on Nature,” an educational program run in the summer by Heather Simpson.

Despite the pandemic, the Commission was able to be involved in a number of community outreach efforts. We helped to coordinate two Earth Day Town wide clean ups this year, on April 11th and October 24th, and we are grateful for the wonderful assistance that so many volunteers provided. The Commission also assisted another local boy scout achieve the rank of Eagle Scout.

We look forward to planning more activities in 2021 to help educate and promote residents’ knowledge and enjoyment of our unique community and its resources.

Official Business

Despite the pandemic, and despite that our meetings were held via Zoom Webinar from April 18th onward, the Commission was able to proceed with all necessary official business, and was able to issue permits and rulings within normal timelines. We held eight Notice of Intent hearings; several of these hearings needed to be held over two or more meeting dates. We issued eight Order of Conditions approvals and two Order of Condition denials. We also issued one Amended Order of Condition. We held two Request for Determination of Applicability public meetings (as opposed to public hearings). We issued one Emergency Certification for a culvert repair. We issued two Certificate of Completions, and one Partial Certificate of Completion. And finally, the Commission had to issue five Enforcement Orders in 2020 because of violations of the Wetlands Protection Act; two of these Enforcement Orders are ongoing.

Other Conservation Commission Business:

- Worked with various other boards, at their meetings or ours, to give and receive input and work towards resolving issues as needed.
- Continue to work with the owners of Riverbridge on the on-going development phases of the build out of the former Risi property in South Berlin
- Oversaw and inspected multiple sites for proper erosion control measures pre-construction.
- Reviewed the inspection efforts of a contracted wetlands scientist, who monitored two large construction projects in town.
- Participated in the Town’s MVP training.
- 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 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

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:

John Aney, *Chair*; Steve Beard; Walter Bickford; Liz Dichiara; Louise Janda; Carolyn MacDonald; Robin Berry, and Holly Kennedy-Degruttola.

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. These phases will be ongoing until FY2026.

FY 2021: was a revaluation year. The next revaluation will be FY2026. This puts us on the Quinquennial (five-year) cycle that the Division of Local Services has adopted. A review of sales from calendar year 2019 showed an increase in selling prices on average of 2%. There were 20 valid single-family sales and 13 valid condominium sales.

Here are some interesting facts FY2021:

Bordering Town Tax Rates FY2021				
Municipality	Residential	Open Space	Commercial Industrial	Personal Property
Berlin	15.58	15.58	25.95	25.82
Bolton	20.86	0.00	20.83	20.86
Boylston	16.98	0.00	16.98	16.98
Clinton	15.94	0.00	27.10	27.10
Hudson	16.59	0.00	33.16	33.16
Marlborough	13.80	0.00	24.47	24.47
Northborough	17.12	0.00	17.12	17.12

As reported to the DOR the fiscal year 2021 property breakdown is as follows:

1268	Residential Class
51	Commercial Class
21	Industrial Class
44	Mixed Use
99	Chapter Land
152	Personal Property
1634	Total All Taxable Properties
170	Exempt Properties

The FY21 average single family (101) assessment was \$443,147 with an average tax bill of \$6,912.85 compared to FY20 which was \$430,147 with an average tax bill of \$6,300.38.

Year		Residential Valuation	Commercial Valuation	Industrial Valuation	Personal Property	Total Town Value	Tax Rates
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**
2020	IntAdj	495,179,057	137,023,943	11,788,000	12,327,970	658,582,981	15.79/27.84/27.67**
2021	Reval	522,470,094	135,304,835	12,597,500	19,338,474	691,735,342	15.58/25.95/25.82**

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

The residential percent of the levy limit was 75.83% Residential (Res) and 21.37% Commercial, Industrial, Personal (CI), Personal Property 2.80%. The Select Board voted an 86% CIP shift, which changes the levy percentages to Res 65.43%, CI 30.57% and Personal Property 4.05. The Excess Levy capacity was \$1,072,476.95.

The Board receives excise tax commitments from the Registry of Motor Vehicles throughout the calendar year. For 2020 as of December 31, 2020 we have received 6 commitments totaling \$573,949.20 and granted 85 abatements totaling \$15,108.08

David Pierce resigned from the Board, the Board thanks David for his many years of service to the Town and this Board.

2020...the year of the Pandemic, as the Town took precaution and shut down to the non-essential employees and the public, our staff stepped up to the plate. The staff used their personal at home equipment to work from home, and was able to complete the revaluation, and keep the office on track.

As always, we thank the staff for their outstanding commitment to serving the public with their knowledge and respect. Looking to FY22, we are watching for any effect the Pandemic may have on the market, both residential and commercial. We welcome any suggestions, and are always looking for ways to improve our communication with the taxpayers.

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

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

Personnel Committee

The Personnel Committee worked closely with the Town Administrator throughout the past year. Although the COVID-19 virus set people and plans astray, our Town Administrator and Town employees worked diligently to set up Zoom meetings for our Committee as well as the many groups that meet for the Town so that we could continue our work and agenda for the year.

The work of the Committee included:

- Oversight of the Town employee performance evaluation process.
- Determined the Fiscal Year 2022 (FY22) compensation program for Town employees. This included review of the consumer price index for Massachusetts and the Worcester geographical areas as well as the Massachusetts Municipal Personnel Association compensation information for other towns in the State. A recommendation was made to the Select Board to budget a cost-of-living adjustment (COLA) for Town employees of 2% in 2022. (The Town, like many towns in the State and Country, decided not to provide a cost-of-living adjustment (COLA) of 1.5% for Town employees in FY21 due to level-funding of expenses based on the unknown financial impact of the coronavirus.)
- Worked with the HR Consultant, Town Administrator and the Select Board to develop a formal wage and position classification plan with job descriptions, position grades and salary ranges for all Town employee positions. The study information is being refined and reviewed before final presentation and recommendations are made.

- Recommended market adjustments for the last half of FY21 for positions that were being paid substantially under the market rates for comparable jobs.
- Reviewed many job descriptions, position postings and advertisement submissions for vacant positions.
- Participated in various recruitment efforts and interview processes as needed.

Items on the agenda for the coming year include:

- Review and make recommendations on the information contained in the final wage and position classification study from the HR Consultant.
- Work with the HR Consultant to review, clarify and recommend changes to Personnel By-Laws and Policies for the Town.

The Personnel Committee wishes to thank the Town Administrator, Select Board, 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 continue our work with the Town as we set our direction for the coming year.

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

Town of Berlin Position Classification Spreadsheet Fiscal Year 2022

Based on 2% cost of living increase									
Minimum (Minimum wage change: 1/1/21 \$13.50, 1/1/22 \$14.25)									
Grade	1	2	3	4	5	6	7	8	9
I	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50
Annual	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00
II	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.50	\$13.80	\$14.08
Annual	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,080.00	\$28,704.00	\$29,286.40
III	\$13.50	\$13.50	\$13.50	\$13.80	\$14.08	\$14.36	\$14.65	\$14.94	\$15.24
Annual	\$28,080.00	\$28,080.00	\$28,080.00	\$28,704.00	\$29,286.40	\$29,868.80	\$30,472.00	\$31,075.20	\$31,699.20
IV	\$14.93	\$15.29	\$15.63	\$15.96	\$16.31	\$16.72	\$17.07	\$17.47	\$17.88
Annual	\$31,054.40	\$31,803.20	\$32,510.40	\$33,196.80	\$33,924.80	\$34,777.60	\$35,505.60	\$36,337.60	\$37,190.40
V	\$17.94	\$18.33	\$18.74	\$19.16	\$19.58	\$20.04	\$20.49	\$20.95	\$21.43
Annual	\$37,315.20	\$38,126.40	\$38,979.20	\$39,852.80	\$40,726.40	\$41,683.20	\$42,619.20	\$43,576.00	\$44,574.40
VI	\$20.02	\$20.47	\$20.94	\$21.42	\$21.88	\$22.38	\$22.89	\$23.40	\$23.92
Annual	\$41,641.60	\$42,577.60	\$43,555.20	\$44,553.60	\$45,510.40	\$46,550.40	\$47,611.20	\$48,672.00	\$49,753.60
VII	\$22.42	\$22.91	\$23.44	\$23.96	\$24.52	\$25.06	\$25.62	\$26.20	\$26.79
Annual	\$46,633.60	\$47,652.80	\$48,755.20	\$49,836.80	\$51,001.60	\$52,124.80	\$53,289.60	\$54,496.00	\$55,723.20
VIII	\$25.40	\$25.97	\$26.55	\$27.15	\$27.77	\$28.41	\$29.04	\$29.69	\$30.33
Annual	\$52,832.00	\$54,017.60	\$55,224.00	\$56,472.00	\$57,761.60	\$59,092.80	\$60,403.20	\$61,755.20	\$63,086.40
IX	\$28.39	\$29.03	\$29.65	\$30.32	\$31.01	\$31.72	\$32.43	\$33.17	\$33.90
Annual	\$59,051.20	\$60,382.40	\$61,672.00	\$63,065.60	\$64,500.80	\$65,977.60	\$67,454.40	\$68,993.60	\$70,512.00
X	\$31.79	\$32.51	\$33.21	\$33.97	\$34.73	\$35.54	\$36.31	\$37.15	\$37.98
Annual	\$66,123.20	\$67,620.80	\$69,076.80	\$70,657.60	\$72,238.40	\$73,923.20	\$75,524.80	\$77,272.00	\$78,998.40

Personnel Committee, Claire Pond, Thomas Bradley, Susan Therrien

Effective 7/1/21 to 12/30/21

			PUBLIC SAFETY	HIGHWAY	ADMIN	OTHERS
Maximum						
10	11	12				
\$13.50	\$13.50	\$13.50			Treasurer File Clerk	Library Page Cable Video Prod. Asst.
\$28,080.00	\$28,080.00	\$28,080.00				
\$14.36	\$14.65	\$14.94			Town Hall Secretary	
\$29,868.80	\$30,472.00	\$31,081.44				
\$15.54	\$15.85	\$16.17				
\$32,323.20	\$32,968.00	\$33,633.60				
\$18.25	\$18.67	\$19.07				Custodian
\$37,960.00	\$38,833.60	\$39,665.60				Transfer Station Attendant COA Van Driver
\$21.89	\$22.40	\$22.90	Firefighter; EMT; EMS Coordinator; First Responder	Driver/Laborer	Assessors Clerk Inspector/Land Use Clerk Board of Health Clerk	Library Assistant Transfer Station Manager
\$45,531.20	\$46,592.00	\$47,632.00	Fire Admin. Clerk		1870 Town Hall Mgr	Sr. Transfer Station Attendant
\$24.35	\$24.90	\$25.47	Firefighter/EMT	Heavy Equipment Operator/Driver/Laborer	Accountant Clerk Property Lister	Library Circ./Technical Services
\$50,648.00	\$51,792.00	\$52,977.60	Public Safety Admin Assistant		Assistant Town Clerk	Library Children's Services
\$27.38	\$28.01	\$28.63	Lieutenant	Heavy Equip. Op./ Driver/ Laborer/Mech. Driver w/ Class B License	Assistant to Assessor Assistant Treasurer	Library Assistant- Programs
\$56,950.40	\$58,260.80	\$59,550.40			Assistant Collector	
\$31.03	\$31.73	\$32.44	Captain	Master Heavy Equip. Op./Driver/ Laborer/ Mech.	Admin. Secretary	
\$64,542.40	\$65,998.40	\$67,475.20				
\$34.67	\$35.43	\$36.25	Assistant Chief Fire Marshall	Foreman-Operator/ Driver/ Laborer/ Mechanic	COA Director	
\$72,113.60	\$73,694.40	\$75,400.00				
\$38.83	\$39.70	\$40.64	Deputy Chief			Local Bldg Inspector
\$80,766.40	\$82,576.00	\$84,531.20				Library Director

Berlin-Boylston Regional Transition School Committee

Mission & Vision Statement:

Berlin-Boylston Regional School District

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

Our Vision: The Berlin-Boylston Public Schools will create a challenging learning environment to ensure that all students exhibit continuous improvement and pursue personal excellence and become active, engaged, independent learners and decision makers. As an inclusive school community, instruction will be provided in a caring, safe and healthy learning environment, responsive to each student, in collaboration with families and the community.

It is our privilege to present the 2020 Berlin-Boylston Regional School Committee annual report. The members of this board, along with our supportive community, continue to maximize each dollar invested in our schools and the children they support. As we move into 2021 with an amazing staff and leadership in Superintendent Jeff Zanghi, we are confident in our ongoing goals to provide a quality education and school experience.

Organization

This year, our committee was led by Chair James Spencer, Vice Chair Dr. Susan Henry and Recording Secretary Keith Lewis. Our Policy Subcommittee was chaired by Dr. Henry and included Clif LaPorte. Other subcommittees were: Evaluation - Dr. Henry and Lori Hart; Personnel - James Spencer and Angela Yildiz; Goals - James Spencer, Lori Hart, Keith Lewis, and Angela Yildiz.

School Committee Goals

At the beginning of each school year, our committee establishes annual goals. These goals are established in response to our annual self-evaluation conducted by the Evaluation Subcommittee at the end of the academic year. The focus goals for the 2020-21 school year centered on increased community communication and creating a new committee member on-boarding process. During the 2019-20 school year, the school committee achieved its goal of standardizing the superintendent evaluation process which created a smooth system, including guides, and timelines, which can be replicated in following years and helps ensure a respectful and productive working relationship between the superintendent and school committee.

Delayed Election

Due to a missed submission deadline for our school committee members to be elected in the state biennial election of Nov. 2020, as specified in the regional school district agreement, the election of committee members was delayed until May 2021 where all seats will be up for election. Following the 2021 spring election, the Berlin-Boylston Regional Transition School

Committee will be formally abolished and the Berlin-Boylston Regional School Committee will be established, thereby completing the regional transition period. The terms of two members from Boylston and one member from Berlin shall expire at the 2024 biennial state election, and one member from Boylston and two members from Berlin shall expire at the 2022 biennial state election, in each case after the election and qualification of their respective successors. Thereafter, all members shall be elected for four-year terms in accordance with the regional school district agreement. A home rule petition was submitted to the state legislature to allow for the needed change in the election cycle. We thank the town clerks, town administrators, and Clif LaPorte for their assistance in addressing this matter.

Impact of COVID Pandemic

Clearly, the pandemic left no one untouched and we are grateful for the leadership of the administrative team, the resilience of our teachers and the support of our parents to help ensure our students continued to learn in 2020. The administrative team worked tirelessly all summer to prepare for various scenarios in the fall, whether it be students fully remote, fully in person, or a hybrid (of some remote and some in-person learning each week). The school committee approved the hybrid model for the start of the academic year. Due to the CARES Act, PPE and other COVID-related supplies were procured for each building and new, rigorous cleaning routines were established. Every student who needed to borrow a Chromebook from their school for remote learning days was provided one, thanks to Verizon and our Technology Coordinator, Paul Mara. The few families that needed internet access were supplied that, as well. Meals were available for pick up during the school closures in the spring and continued for students during remote learning days in the fall; in addition, due to federal funding, school lunches were free for all students beginning in the fall. The pandemic also had our administrative team and teachers paying special attention to students' mental health needs with focused professional development in this area; staff was also provided 10 days of professional development prior to students returning in the fall, during which staff strived to adequately prepare for the year ahead. The results have been commendable with principals reporting gains in student learning and, as of this writing, no student-to-student transmission of Covid-19 occurring in any of our schools.

The Moses Reed Tyler Scholarship enabled the school committee to award 10 academic scholarships to institutions of higher learning for qualified Berlin residents in June of 2020. The fund allowed \$17,000 to be distributed to seven students who each received \$2,000 scholarships and three students who each received \$1,000 scholarships. The committee remains grateful for the legacy of Mr. Tyler and to Dr. Henry, Carol Young and Rich Mariani for serving on the Scholarship Subcommittee.

During our December meeting, we said goodbye to Clif LaPorte. Clif spent six amazing years on the committee and left as an extremely valued and respected member of the committee. During his time on committee, he was responsible for many contributions but none more important than his time as chair during the 2018 District Regionalization project. Clif represented the town of Berlin and this committee with unwavering integrity and professionalism.

In 2020, the Berlin-Boylston Regional Transition School Committee held 17 posted meetings. Attendance for these meetings is listed below.

Member	Town	Attendance	Note
Clifton LaPorte	Berlin	17	
Dr. Susan Henry	Berlin	16	
Angela Yildiz	Berlin	17	
Jim Spencer	Boylston	15	
Lori Hart	Boylston	15	Appointed Feb. 11
Keith Lewis	Boylston	17	

Student Population

In the 2020-21 school year, we saw an anticipated 1061 students enroll districtwide including pre-school.

K-12 ENROLLMENT (w/o preschool)					
Berlin Memorial	Boylston Elementary	Tahanto Regional	Total	Out-of-District	Grand Total
179	278	557	1,014	11	1,025

PK-12 ENROLLMENT					
Berlin Memorial/ Berlin PK	Boylston Elementary	Tahanto Regional/ TPK	Total	Out-of-District	Grand Total
191	278	579	1,048	13	1,061

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

Community Support

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

The Boylston Education Foundation (BEF), Boylston Parent Teacher Organization (PTO), Tahanto Parent Teacher Organization (PTO), Berlin LINK, and Special Education Parent Advisory Council (SEPAC) continue to provide fundraising

activities and community enrichment programs. Their work goes beyond funds. Their commitments and ongoing efforts to work together as groups during these unprecedented times continue to shine.

Financial

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

The school administration recommended, and the committee voted to approve, a preliminary FY2022 budget of \$18,063,563, an estimated increase of 5.2% over FY2021. As noted above, this amount is subject to change as the budget process continues through the next five months and substantial budget components like Chapter 70 funding, school choice numbers, insurance and energy costs, and other contracts are finalized.

Looking Forward

In spite of the global pandemic, we are pleased to be able to provide a strong elementary and secondary education and an extraordinary school experience for our students. We are thankful to have amazing participation, support, patience, and dedication from the entire team of teachers, administrators, parents, town residents, and of course, our students. With your help, we will continue to move our district forward.

Respectfully submitted,

James Spencer, *Chair, Berlin-Boylston Regional Transition School Committee*; Dr. Susan Henry, *Vice Chair, Berlin-Boylston Regional Transition School Committee*; Keith Lewis, *Secretary, Berlin-Boylston Regional Transition School Committee*; Clifton LaPorte; Angela Yildiz, Lori-Anne Hart

Superintendent of Schools

One thing that is certain about 2020: it was an unforgettable year full of unprecedented hurdles, emotional and physical struggles, and unfathomable scenarios. But other, more positive things are also true about this year: the students, families, and staff of the Berlin-Boylston Regional School District proved that their perseverance, tenacity, and resiliency can see them through even a global pandemic.

Most of 2020 was a year of uncertainties in which the BBRSD Leadership Team learned to navigate a whole new facet of education, which no one would have ever imagined. What was thought would be a temporary closure of schools, turned out to be a crash course in remote learning for the remainder of the school year. And while the spring did not turn out to bear the educational experience our students expected, we did learn from it.

Despite the challenges the end of the 2019-2020 school year presented, graduation at Tahanto was held as planned on Sunday, May 31, 2020. Students arrived with their immediate family members in groups of 10. Graduates and their families were very appreciative of this alternative, and we were happy to oblige. Many thanks go out to the Boylston public access channel, especially Brittany Blaney, and to Tahanto teacher, Joel Goulet, for putting together a video of this special day for our graduates and their families.

During the summer of 2020, I, along with the dedicated Leadership Team, at the direction of the Department of Elementary and Secondary Education (DESE), spent days upon days formulating three very specific learning models for the 2020-2021 school year, including a fully remote model, a hybrid learning model, and a fully in-person model, which were all approved by our School Committee.

School started later than normal in the BBRSD (September 10) and we began the school year in using the hybrid model. Two cohorts were established with Cohort A attending in-person classes on Mondays and Tuesdays, while Cohort B students attend in-person on Thursday and Friday. Wednesday is a remote learning day for all students. While nothing can replace full-time inperson learning, our hybrid model has been very successful in giving students much needed face time with teachers and friends while keeping everyone safe.

We continued to monitor COVID numbers while expanding student learning time in late 2020. Teachers continue to find creative ways to connect with students and provide them with the topnotch education citizens have come to expect from both of our fine towns.

The Berlin-Boylston Regional School District looks forward to returning a sense of normalcy to our students and staff as 2021 approaches and we can't wait until we can all be together again.

Respectfully submitted,
Jeffrey Zanghi
Superintendent of Schools

Department of Teaching & Learning

It is an honor to submit my annual report on behalf of the Berlin-Boylston Regional School District. In these challenging times, we continue our commitment to providing the best educational experiences possible for our students, and we are grateful for the staff members who bring learning into the classroom, whether in person or remotely. Since March 2020, our school community has experienced the full effects of COVID-19. As a result, much of our spring and all of our summer was dedicated to planning a fall return to school. Partnering with staff and parents, the Administration created a Re-Entry Plan that served to guide decision-making around teaching and learning in the midst of the pandemic.

In the end, the selection of a hybrid model, in which our student population attended school in person two days a week and participated in remote, asynchronous learning for 2-3 days, was put in place. The model has enabled us to have direct contact with all students who chose to return, for a dedicated two-day period of time, and opened the doors to our most vulnerable students for four in-person classroom days per week. In addition, approximately 61 students K-5 and 24 students 6-12, chose to attend school remotely as of fall 2020. We offered those services through in-district staff for grades K-5 and through a remote learning platform in grades 6-12.

Several grants made available through state and federal funding including the ESSER grant, CvRF School Reopening Grant, and Remote Learning Technology Essentials Grant have afforded the District an opportunity to provide much needed technology, services and resources to students and staff.

During the summer of 2018, the Berlin-Boylston Administrative Leadership Team developed a Five-Year District Improvement Plan that included targeted goals and specific action steps to be met annually. Through the formulation of this plan, our specific focus areas have ranged from STEM (Science, Technology, Engineering, and Mathematics) to the arts, and equitable access to education for all students. In 2019, Computer Science was introduced at the high school and advanced placement levels. In 2020,

the Systemic Change to Improve Equity in Computer Science Project grant enabled us to add a course for all seventh graders. Next year, Computer Science will be added to the eighth-grade curriculum, and we are confident that within the next few years our elementary students will also have an opportunity to learn basic Computer Science skills and concepts. In conjunction with these efforts, and as a way to oversee the progress of this initiative, several administrators, parents in the S.T.E.M. field, and designated staff members participate in a monthly District Computer Science Advisory Committee through the Educational Development Center, Inc., in collaboration with the MA Department of Education and UMASS-Boston.

In response to the newly revised MA History and Social Sciences Framework and related MA DESE requirements, the first eighth grade-wide Civics Project was launched this past year with a focus on Environmental Science. The project assignment culminated in a recommendation by the students for a water filling station dispenser within the Tahanto Regional Middle/High School to replace the use of plastic water bottles. Funds made available for the station have also served to meet the replacement needs of bubbler accessibility due to the pandemic. Moving forward, high school students will be required to complete individual or small group civics projects for the first time this year.

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

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

Director of Finance and Operations

Business Office Update

The past year has been a uniquely challenging year, to say the least. The Business Office has worked to meet the needs of students, staff on a variety of fronts, to help the schools respond to the many challenges presented by the COVID-19 pandemic.

To re-open schools, the district strived to adhere to the guidelines issued by the Department of Elementary and Secondary Education (DESE). Part of that effort was focused on meeting health and safety guidelines. Personal protective equipment (masks, gloves, et al.) was competitively procured by the business office, in coordination with school nurses and the Pupil Services Director, Karen Molnar. Disinfecting equipment and supplies were researched by Facilities Manager, Steve Pusateri, and eventually procured, so that each building could be disinfected nightly in an effective and efficient manner, via electro-static backpack sprayers that were deployed at each school. Specific sanitizers were researched and sourced for food service that are citrus-based, certified as effective against COVID-19, and safe on food borne surfaces. Tents were purchased to provide outside “fresh-air” instructional spaces where students and staff could take breaks from wearing masks.

Transportation carried its own set of challenges, with specific rules and guidelines issued by DESE. Entirely new bus routes were created for each bus, with two sets of routes for each bus, for Cohort A (Mon-Tues), and Cohort B (Thurs-Fri). Routes were monitored to maintain ridership levels below the permissible maximum of 25 (or more in some cases if siblings shared a seat). A modified pick-up and drop-off traffic flow was introduced at Boylston Elementary School, and in coordination with Principal Thompson and thanks to the efforts of Highway Dept. Supervisor, Steve Mero, modifications were made to the driveway extension behind the school in a limited time frame to make that possible.

Navigating the personnel and human resource challenges presented by the pandemic was a big challenge for school districts across the state, and ours was no different. I worked closely with the Superintendent and legal counsel on these issues. Concerns related to health and safety were raised, and were addressed by working with staff to understand concerns, specific risks, and making accommodations and modifications where feasible and appropriate. The FFCRA Act was passed by Congress it enabled staff with children whose school or child care facility was closed during the Fall to receive paid leave for these situations, up to twelve weeks. With substitute teachers in short supply, and in high demand, it was critical to minimize these situations,

and work with teaching staff to maximize their availability and to ensure students continued to have highly qualified instructional staff leading them in the classroom. Through collaboration with the impacted teachers, creative solutions were developed that enabled several teachers to teach in person that otherwise would not have been able to do so on a daily basis.

Funds were needed to finance the incremental expenses related to items above that were incurred due to COVID-19. The district applied for and received various grants to help fund these costs.

The School Re-opening grant, a federal grant offered through DESE, provided \$211,050 and was used to pay for PPE, facilities related costs for disinfecting and cleaning, and technology costs for Chromebooks and software licenses to facilitate remote learning. The CARES grant provided \$24,380 in funding, and its primary focus is to pay for tutors and instructional support. The Remote Learning Technology Essentials grant (\$7,766) was a competitive grant that the district was awarded, and it provided internet hot spots for low-income students without internet access, with left-over funds applied to purchase additional Chromebooks. A competitive FEMA grant was also obtained in the amount of \$17,483, which was used to pay for a portion of the PPE and sanitizing costs. One additional competitive grant was obtained via the district’s health insurance provider, MIIA, and the district received \$7,000 to use for the purchase of HEPA air purifiers. The elementary schools have older Univent HVAC systems and during the winter when windows can’t be left open, this was done to increase air filtration in elementary school classrooms and reduce the risk of transmission of COVID-19 (and other communicable air-borne viruses). All of these grants were vital to enabling the district to prepare the schools for reopening, and sustain and support the schools through the first half of the school year.

Berlin Memorial School: The FY20 budget was \$3,521,410. Two months of health insurance premiums were paid by the towns in FY20, and were rolled into the school budget in FY21. These costs were added to the prior year budget to arrive at a restated/normalized FY20 budget of \$3,586,273. The reason for adding these items is to facilitate an apples-to-apples comparison with FY20 school budgets; and there is a corresponding reduction to the municipal budget for these costs. The FY21 approved budget is \$3,809,212, which is an increase of \$222,939, or 6.2%, above the FY20 normalized budget. The main drivers of the increase are an additional classroom teacher (the graduating 5th graders were an unusually small cohort with a single classroom, but

they moved up to Tahanto and the incoming kindergarten class had a larger enrollment. The remainder of the increase is mainly attributed to contractual salary increases, as well as a reduction in the use of school choice funds.

Boylston Elementary School: The FY20 budget was \$3,683,116. Two months of health insurance premiums were paid by the towns in FY20, and were rolled into the school budget in FY21. These costs were added to the prior year budget to arrive at a restated/normalized FY20 budget of \$3,733,725. The reason for adding these items is to facilitate an apple to apple comparison with FY20 school budgets; and there is a corresponding reduction to the municipal budget for these costs. The FY21 approved budget is \$4,109,390, which is an increase of \$375,665, or 10.1%, above the FY20 normalized budget. The main drivers of the increase were: \$126,000 in contractual increases (steps and lanes, plus the final phase of adjustment to bring Boylston teachers into parity with the regional pay scale); \$79,000 for an additional classroom teacher, and \$75,000 for special education and foster transportation costs, and \$68,000 for

two additional paraprofessionals to meet needs outlined in special education students IEP's.

Tahanto Regional Middle/High School: The Tahanto budget was not affected by transition costs, thus the year over year budget comparison is straightforward. FY21 budget increased by 1.1% vs. FY20, from \$9,151,812 to \$9,249,951. The primary drivers of this increase were as follows: \$156,000 in contractual pay increases (steps and lanes, plus 1.5% cost of living increase), \$119,000 for health care and retirements assessment increases, \$75,000 due to the reduction of school choice usage (which has the impact of increasing the use of general funds for teacher salaries), \$38,000 due to increased transportation costs, and \$17,000 for curriculum and technology replacement. These increases were significantly offset by a \$354K reduction in out of district tuitions.

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

Technology Coordinator

As one can imagine, COVID-19 had a huge impact upon our learning community, no more so than in the area of technology. In March during, with the beginning of school closures, our focus was on trying to help families in our two towns have access to a digital device that would be able to access the school's curriculum. In the Spring we prepared and distributed just under 100 Chromebooks to families for this purpose. At the same time, we prepared training for both our teachers and our parents so that all would feel comfortable in accessing school work. For most students and staff in February of 2020 the word Zoom was an unknown. We have had to change that in a short period of time and adapt to technology use, especially at younger grades, faster and smarter. I would also like to add here that through a very generous donation from a Boylston resident we were able to purchase an additional 30 Chromebooks as well as purchase parts to repair another 30 Chromebooks.

In the Summer, the technology department prepared as if school would not be in-person in the Fall and thus began to prepare the much larger number of devices that would be needed to access Google Classroom and other on-line learning tools at all grade levels. Luckily, we planned ahead, as Chromebooks were in short supply this past year as the global need for devices far outweighed the current inventory. Districts that were late in making the move saw expected ship dates on orders into December of 2020 and beyond. In the end we distributed 763 Chromebooks across the three schools.

COVID-19 also impacted other plans that the technology department had in place. For example, we have had to put on hold plans to replace interactive whiteboards. First, as we could not get vendors in to test various replacement models nor have them tested in the classrooms as they require students and staff to be touching the board, something that can't happen in a COVID-safe environment. Second, we had to reallocate resources to ensure we had the number of devices needed to supply all of our students. Lastly, COVID-19 not only brought about the need for these personal devices, but also made their daily use paramount to our students' learning. Where in the past a repair on a Chromebook might not be needed over a few days or even a week as typically classrooms could borrow from adjoining rooms if needed, now that repair/replacement has to happen quickly so students do not miss out on learning time and also to ensure the COVID-safe practice of not sharing devices is in place. To that end we hired an additional technology support position which is 80% dedicated to the maintenance and upkeep of the Chromebook fleet.

As usual this report was not meant to be all inclusive, rather a highlight of the major areas we have worked on in 2020. We thank our two communities for their continued support as we move technology forward in the Berlin-Boylston Regional School District.

Respectfully submitted,
Paul Mara, *District Technology Coordinator*

Department of Pupil Personnel Services

2020 was a year of constant change, and we are thankful for all of the work our staff and families did to support our students as the global Pandemic was declared on March 11, 2020. Throughout the challenging months that followed, the sometimes-daily changes in routines and procedures took their toll on everyone. In spite of this, teachers and families worked together to create a new vision for our schools, and students continued to grow academically.

Special Education

In the early days of school closure, the special education staff worked closely with individual students to help them use new technologies effectively, often learning how to use them at the same time as their students. The Special Education staff worked together with families to ensure all students had access to education, and found new and creative ways to engage students.

During the 2019/20 school year, the Special Education Department of the Berlin-Boylston Regional School District provided supportive services to approximately two hundred and forty students. Most of these services were provided within the public school setting, where students receive assistance based on individual needs in academics, speech and language skills, occupational therapy, physical therapy, counseling, applied behavioral analysis and transition services. Thirteen students with more significant needs continue to attend other programs provided by area collaboratives and private placements, and three of these students graduated this year. The percentage of district students receiving special education services in the Berlin-Boylston District was 16.7% in 2020.

English Learners (EL)

The Berlin-Boylston Schools has a slowly growing population of English Language learners, representing 2.3% of our students in 2020. These students speak a wide variety of languages, with Portuguese being the most prevalent language. Other native languages of our students include Albanian, Arabic, Chinese, Farsi, German, Japanese, Polish, Russian, Serbo-Croatian, Spanish, Tagalog/Filipino, Telugu, and Urdu.

Eligible students receive English Language services provided by a certified English Language teacher, either within their classroom or through pull-out services. In January of each year, EL students participate in the state ACCESS tests to determine their English proficiency and overall proficiency levels. Once students meet the state's minimum threshold for English proficiency on these tests, they are released from direct English Learner services, and their progress continues to be monitored for another four years.

School Nurses

The school nurses have had a busy year, both caring for students in school, and researching and training staff and families about COVID-19. The nurses have been involved in planning from the beginning, and have helped the district to plan for the safety of our students. Since our return to in-person learning, the nurses have been busy with students, working with the Board of Health, and assisting with contact tracing. They worked with the administration to make sure the District has strong safety measures in place, and those measures are being followed. At this writing we are seeing the positive results of this work. Although we have had cases of COVID in each school, we are not currently seeing any transmission between students in the school.

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

Tahanto Regional Middle/High School

This year Tahanto welcomed 564 students across grades 6-12. New faculty members included Michelle Murray and Shannon McGinty in the Art Department and Laura Banas in the Special Education Department. Lauren Staples joined us as the new Food Services Director for the District.

There were 25 recipients of the Abigail Adams Scholarship in the Class of 2021. These students receive free tuition at Massachusetts State Colleges and Universities. Tahanto had one student named a Commended Student in the 2021 National Merit Scholarship Program: Rachel Donoghue of Berlin.

The Superintendent's Award for academic excellence went to Nikolai Rogalinski and the Principal's Award for outstanding leadership went to Ryan Botsaris. Eighty seven percent of 2020 graduates are attending college, ten percent entered the workforce and three percent entered the military. The COVID pandemic has clearly impacted our percentages as it has forced many students to make different choices.

Tahanto's Drama Club performed a one-act play in December written by students Gretchen Munter and Leah Withers titled "Dress Rehearsal". The Club was just a few days away from performing a two-act play written by students Eve LeBlanc and Maureen Flanagan, titled "Another Greek . . . Tragedy?" when the school closed on March 13, 2020 due to the pandemic. Our Art Department continues with very creative and beautiful work. The teachers put together this video to showcase the talented students we have. Please take a look by clicking on this link: <https://youtu.be/xrx3MpsM5rs>

Some highlights from our Band include having Nolan Slate and Joshua Cranford pass their auditions to be accepted into the Central District Jazz Ensemble. Nolan and Joshua were then invited to audition for the All State Level. Nolan passed the audition and was accepted into the All State Jazz Ensemble. Finally, Nolan was invited to audition at the National Level and he was accepted into the National Association of Music Educators National Jazz Ensemble. This is an amazing accomplishment for Nolan and the Tahanto community is very excited to have him be a part of it. The High School Jazz Band performed in the MAJE Jazz Festival, featuring music written by Nolan Slate and received a Silver Medal right before the pandemic hit. William Cranford was accepted into the Junior Central District Orchestra, but unfortunately it was cancelled due to COVID.

The High School Student Council put together food baskets for Tahanto families for Thanksgiving as well as for the Berlin and Boylston food pantries. Paige Money was elected in the Spring to serve on the Central District of Massachusetts

Association of Student Councils for Publicity Coordinator for the 2020-2021 school year. Student Council ran a virtual 6th grade orientation this summer. Our members participated monthly in a state-wide leadership speaker series. Elsa Keefe helped create and update a Tahanto Student Council Facebook page as a way to share information in another platform with parents and students.

Tahanto Girls' Soccer became League Champions as well as our Cheerleading Squad. The banners are proudly displayed in our gymnasium.

The National Honor Society recognizes students for their achievements in scholarship, leadership, service, and character. The Tahanto chapter aims to give back to our school and the greater community through fundraising and acts of service and kindness. In the 2019-20 school year Tahanto's chapter of NHS raised money for various charities including the American Foundation for Suicide Prevention, Breast Friends Connection, Home Base, Worcester Animal Rescue League and Boston's Children's Hospital through monthly Café sales. Other events including Reading Day at BES, sending holiday cards to Berlin/Boylston Senior Citizens, gift donations for the Council on Aging in Berlin as well as mask making and donations in the Spring. Also, after several years hosting the Red Cross Blood Drive in Tahanto's gym, the NHS held their last Blood Drive in November 2019. The Red Cross will no longer offer Blood Drives in this area.

In spite of the pandemic and remote learning, Graduation was held as planned on Sunday, May 31, 2020. Students arrived with their immediate family members in groups of 10. Graduates drove to the side of the building where a tent was set up, and one graduate at a time was greeted and congratulated by Ms. Tucceri and then proceeded down a balloon lined walkway to receive their diploma as family members looked on. The graduate would return to the car, and drive to the front of the building where a photographer was set up to take their picture. Graduates and their families were very appreciative of this alternative. A ceremony that usually lasts ninety minutes, took about eight hours — worth every extra second so our graduates could still have their day. Many thanks go out to the Boylston public access channel, especially Brittany Blaney, and to Tahanto's telecommunications teacher, Joel Goulet, for putting together a video of this special day for our graduates and their families.

Respectfully submitted,
Diane Tucceri, *Principal*

Boylston Elementary School

At BES, our mission is to support and challenge all students to achieve personal and academic excellence in a student-centered environment. Over the years we have expanded our programming and incorporated practices to reach this mission. One of our main focuses this year has been on health/safety and adapting to a new form of teaching and learning. For the first third of the year, we have focused on a hybrid model with students attending in-person learning two days each week on a rotation while simultaneously supporting fully remote students. Students and staff had to adjust to new procedures throughout their day developed to limit the possible spread of germs.

Beginning March of the last school year, the school, along with the rest of the nation's schools, began to learn how to deal with a global pandemic. We entered the summer, armed with this experience and new knowledge to develop models for the return to school that addressed both the academic needs created by the spring closure and also the safety measures required to keep everyone healthy. A district-wide team collaborated to develop three separate plans; full return, hybrid, full remote. The school committee worked with Central Office and teacher leadership to determine that the hybrid model was the most appropriate for our school in the Fall.

Students were divided into three groups; two cohorts would attend school twice weekly and the third would remain solely remote. To ensure fully remote students access to quality instruction and similar experiences, the Bridge program was formulated. This allowed students to complete the same "asynchronous" assignments as their peers in the hybrid model, followed up with four thirtyminute "synchronous" lessons twice each week. Students in the hybrid model followed the same trajectory with their "synchronous" sessions coming twice weekly in the building.

To accommodate the students and the social distance guidelines from the CDC and the state, new arrival and dismissal procedures were put into place, movement through the building was limited, lunch procedures changed as did recess expectations. All students and staff were required to wear masks and multiple mask breaks were built into the school day. Additional cleaning and disinfecting took place routinely throughout the day.

Despite these changes, we continued to build on our successes while moving forward into year three of our five-year District Improvement Plan. STEM continues to be an area of focus as we incorporate Science and Math Coaches into our building and have an eye on the future as we explore virtual-reality tools to enhance our instruction. Our plan includes the deep work of addressing and exploring standards in all of our content areas but specifically this year in science and civics education.

In the spring of 2020, Boylston Elementary, and the state of Massachusetts, did not participate in the online Massachusetts Comprehensive Assessment System (MCAS) due to school closure. Instead, we derive the impact of this closure by looking at building based assessments. While significant regression was expected, students overall showed tremendous resiliency and the efforts teachers made in the spring remote period allowed students, overall, to maintain skills. BES is grateful for the remarkable support of our community. We would like to recognize the efforts of our Superintendent Jeff Zanghi, the members of the Boylston School Committee, and our partnership with the Boylston Police and Fire Departments. We would also like to thank the Boylston Parent Teacher Organization, Boylston Educational Foundation, and all of our parent volunteers for the countless hours of support they provide us each year. This year, even more than past years, we must acknowledge the efforts, patience and support of our students and families. Only through our collaboration were our students able to learn and grow.

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

Berlin Memorial School

It is my pleasure to submit this report for 2020 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.”

Here at Berlin Memorial School we began 2020 focused on the improvement goals outlined in our District Five Year plan, with an emphasis on advancing curriculum opportunities and updating alignment, as well as enhancing the district’s use of technology to support teaching and learning. In January of 2020 we administered mid-year assessments and were very pleased with the growth we saw in our students. Then on March 13, 2020, we learned that school (and most other things) was to close down. We thought that this would be for a few weeks, but as we know now, school was done for the rest of the academic year.

After a short time to transition, teachers and parents and students worked together to create opportunities for virtual learning. Even our youngest preschool students participated in on-line learning opportunities. The internet became our way of maintaining connection with each other, and a vehicle for learning as we moved through springtime and the end of the 2019-20 school year. Some end-of-year events were held virtually, such as Fifth Grade Recognition, while other events — field trips, for example — were postponed indefinitely. Through it all, members of the BMS community supported each other and made the best of the situation.

A great deal of time and effort was put forth over the summer of 2020 as teachers, parents and administrators all attempted to generate a plan for Fall, 2020. At the direction of the Department of Elementary and Secondary Education, the District developed three distinct plans for return to school. The first was a “full” return in which all students return to school full time for in-person learning. The second option was a “hybrid” model, in which students were divided into cohorts which would allow for appropriate social distancing. Cohort A would attend school on Monday and Tuesday, Cohort B would attend on Thursday and Friday. A third cohort would be fully remote and not return to in-person learning. The third model was to have all students learn in a fully remote setting.

In August, 2020 the decision was made to return to school in the “hybrid” model. New arrival and dismissal procedures were put into place, lunch and recess procedures were changed to reflect CDC guidelines. All students and staff were required to wear masks and multiple mask breaks were built into the school day. Additional cleaning and disinfecting took place routinely throughout the day. With cases of COVID rising throughout Massachusetts, it is anticipated that we will continue in this mode for the foreseeable future.

In the spring of 2020, Berlin Memorial School, and the state of Massachusetts, did not participate in the online Massachusetts Comprehensive Assessment System (MCAS) due to school closure. I am pleased to note, however, that despite the challenges presented this year, students continue to make academic progress. A comparison of Aimsweb scores (a standardized assessment in use at BMS for several years) from Winter of 2020 to Fall of 2020 showed that literacy scores remained on track, and that while we say some decline in math scores, the path to improvement was clear. The over-all resiliency of student performance is a testament to the hard work of teachers and families and a strong commitment to education.

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, Select Board, 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*

Treasurer / Collector

Major FY2020 Departmental Challenges

FY2020 was a challenging year for the Treasure/Collector offices. As a member of the Administrative Financial Team (AFT), time was spent estimating tax income that might result from the economic impact of COVID. The AFT also worked on monthly FY2021 budgets since it was uncertain if the state would finalize their budgets and Berlin could have a town meeting prior to the end of the fiscal year. The mailing of FY21 tax bills was delayed awaiting the tax rate being finalized. Cash flow problems normally follow late tax bills but we were able to avoid borrowing internally from our stabilization fund.

All members of my staff are classified as high risk for COVID but were deemed essential employees and they rallied to keep the offices running as smoothly as possible. The loss of in-person tax payments, a preferred method of payment for many taxpayers, added to some communication issues that were time consuming. The incredible amount of real estate sales and refinancing generated quite a few time-consuming municipal lien certificates. Additionally, the division of taxes paid at real estate closings is usually confusing for the buyers and sellers and that confusion generates many phone calls as the amounts owed are ironed out between the parties. A large volume of town hall correspondence, including that for election activity and tax payments, kept me busy monitoring the front lobby drop box and directing envelopes and packages to the proper departments.

The staff dealt with major software issues involving the computation of Community Preservation Act (CPA) interest. We had to resolve issues created by our outdated tax collection software. This included extending later due dates for real estate, personal property and automobile excise taxes, as allowed by the state. Despite all this, tax collection amounts were as high as prior years. Thanks go to Edith Brewer, Brien Devaney and Stephen Price for keeping the ship afloat and managing our ever-increasing work volume in the Treasurer and Collector offices. Special thanks to Bob Conry of the Berlin Boylston Regional Schools for helping both Berlin and Boylston avoid major cash flow problems with a modified payment schedule for our capital assessments.

The following are short overviews from both departments.

Cash Flow

Cash flow remained better than expected and no internal borrowing was required from the Stabilization Account. A healthy Stabilization Account should remain a priority budget goal at Town Meeting in case cash flow problems arise in the future. Voters should seriously consider funding the Capital Stabilization Account as much as reasonably possible to help mitigate future borrowing costs for large cost items. Although cash flow remained good, one alarming effect of COVID was felt in the Tax Title area that I will discuss later in this report. Remember that many of our larger tax payers were in bankruptcy status at the end of FY20, and that status could easily affect Berlin's cash flow in the near future if their payments should dry up.

Debt and Interest

Berlin now has extremely low debt service compared to the majority of other municipalities. Other than our portion of the Tahanto capital expense, our local debt balance is under \$4,000,000. We owe long term debt on our new highway barn. We will pay off the remaining Massachusetts Water Pollution Abatement Trust (WPAT) septic loan in fiscal year 2023 (funds used for homeowners with failed septic systems.)

In FY20 short term debt remained on the books for the ladder truck at just under \$250,000. Berlin successfully took advantage of the change made in the Municipal Modernization Act regarding the use of BANs (Bond Anticipation Notes) to build the highway barn earlier than it normally would have been. (Finance Officials made a promise to tax payers that we would not borrow for the Highway Barn until the remaining debt for the Municipal Building was paid off which occurred June of Fiscal Year 2019. The use of BAN borrowing allowed us to take a few years before permanently borrowing for the Highway Barn. Borrowing interest rates remained mostly under 3% in FY2020 (but as low as 1 ½%). Unless the new administration changes policies, interest rates are expected to remain low for a couple more years. One offsetting effect of the current borrowing environment, however, has spiked generation premiums as high as 10% of the borrowing costs!

Payroll and Personnel

FY2020 was the first year we were fully-relieved of obligations associated with Berlin Memorial Elementary School-associated payroll and benefits management following the full regionalization of the Berlin-Boylston Regional School District. All school personnel transitioned from the Town to the BBRSD by the end of August 2019. We will continue to feel a financial impact for school personnel earnings in the Worcester Regional Retirement System for a short period of time for actuarial reasons. School personnel who retired prior to full district regionalization will continue to impact WRRS expenses for Berlin.

Our payroll system was upgraded to a new version by Harpers Payroll called Millenium at no additional expense. A little bit of re-training was required but was implemented without a hitch. We were not exempt from the start of email fraud involving direct deposits, and had to implement a policy of requiring in-person only employee authorization before permitting any direct deposit and other changes on an employee's behalf. Widespread fraud is being perpetrated against state and municipal governments at alarming frequency including: unemployment fraud, real estate title fraud and employee loan verification to name a few. Even Zoom meetings are not safe from people logging in to cause disruption and confusion. Just about every bank and vendor has secure mail requiring extensive password lists and multiple step entries.

Investments

Not a lot changed overall in FY2020 as far as return on investments. For a while there was a rally where the Massachusetts Municipal Depository Trust (MMDT) started paying interest over 1%, and banks were slowly but steadily upping their interest rates (but still under 1%). That came to a halt after COVID hit and banks slowly started dropping their interest rates on almost a monthly basis. No one seems to be sure when rates will rally again and interest income is a decent factor in the revenue budget. We continue to follow the state and Massachusetts Collector and Treasurer Association (MCTA) mandate for municipal investments: Safety first, Liquidity second, and Return on Investment third. Most tax receipts are sent out to four consistently better-performing banks (Century, Avidia, UniBank and People's United Bank) and returned via wire as expenses and payroll drain down in the local depository. The MMDT is not FDIC insured, but is sponsored by the Commonwealth of MA and is used for investments by the Town of Berlin and most municipalities, school systems, water and fire districts in the state. Though not insured and with some risk,

it is used by agencies of the Commonwealth of MA and is run more conservatively than many other states. Clinton Savings bank continues to be our primary bank, being local for employee use, the center distribution hub for employee direct deposits, and is the central (and more secured) bank for all ACH and Wire transfers.

I faithfully follow and subscribe to the color-coded VERIBANC Rating Service and keep up to date with tracking the financial stability of the banks the Town uses. The banks categorized as "Green" have the lowest risk and highest record of financial stability. If a bank is reclassified as "Yellow", research is required to decide whether or not to keep Town funds in said bank. If a bank is classified as "Red", Town funds would be moved out immediately (most Treasurers would not let it get that far in the first place). Many of the Banks used by the Town of Berlin are commonly used by Massachusetts municipalities with a couple specializing in Government Banking advisory services.

Benefits

Benefit expenses continue to rise. This is primarily an industry problem, but the town has a quality plan considered rich and not financially sustainable. Plans are underway to change the benefit program in FY2022 or FY2023 to generate savings the following fiscal year. With the transition of teachers from the Town to the Regional School employee headcount, it has become more challenging to find carriers that offer affordable plans that could meet our goals. We budgeted for the use of a benefits consultant in FY2021 to help guide the way, and feel confident that changes can be made during Fiscal Year 2022 for the potential for relief in Fiscal Year 2023. We continue to be one of only a handful of municipalities (under 5) that don't offer a retirement plan for retirees, and have put that on the table as a second future goal for the consultant once the primary current goal of realizing savings is met. We have also hired an actuary to do a financial cost study for the second phase.

Proof of Cash

The proof of cash for FY2020 is included in this report. If you have any questions regarding this document feel free to call me anytime.

The following four pages are the entire 2020 fiscal year "Proof of Cash" sheet that gets tied out with the Town Accountant every month. The auditors used the last month of the year (June/2020) and the first month of the next fiscal year (July/2020) for the bulk of their annual cash audit. The audit must be completed no later than end of February in the following year for debt service purposes.

PROOF OF CASH	7/31/19 FY20	8/31/19 FY20	9/30/19 FY20	10/31/19 FY20
BEGINNING CASH BALANCE	\$7,563,701.86	\$5,129,215.87	\$4,678,085.57	\$3,241,284.07
+monthly cash receipts	\$301,878.02	\$243,089.66	\$187,288.13	\$234,097.02
-expenses	\$(2,647,499.76)	\$(788,264.90)	\$(1,613,216.43)	\$(2,316,059.63)
-refunds paid	\$(644.18)	\$-	\$-	\$(736.09)
-outstanding deposits	\$-	\$-	\$-	\$-
+prev.mo. O.S. deposits	\$-	\$-	\$-	\$-
-returned checks	\$(270.00)	\$(302.40)	\$-	\$-
-adjustments	\$(87,950.07)	\$94,347.34	\$(10,873.20)	\$1,448,893.35
Ending Cash Balance	\$5,129,215.87	\$4,678,085.57	\$3,241,284.07	\$2,607,478.72

STATEMENT BALANCES				
Depository (CSB) 8296	\$8,794.63	\$4,035.02	\$12,446.69	\$1,524.56
Investment Sweep (CSB) 9377	\$-	\$-	\$-	\$-
Rescue Squad (CSB) 9387	\$22,312.51	\$11,117.26	\$28,347.66	\$4,005.41
School Lunch (CSB) 5912	\$36.70	\$36.70	\$-	\$-
Student Activity (CSB)	\$6,094.23	\$5,632.29	\$5,632.75	\$5,633.23
Stabilization Fund (Avidia) 5200	\$169,488.78	\$169,539.17	\$169,587.95	\$169,638.37
Stabilization Fund (Peoples formerly Belmont Savings) 2412	\$202,095.94	\$202,329.96	\$202,555.64	\$202,759.62
Stabilization Fund Acct (Century Bank) 6126	\$221,705.36	\$222,106.25	\$222,447.02	\$222,805.98
Stabilization Fund Acct (CSB) 3596	\$469,086.25	\$469,285.49	\$469,478.39	\$469,677.80
Energy Stabilization (CSB) 0250	\$-	\$-	\$-	\$4,087.19
Treasurer's Account (Avidia) 8100	\$1,082,289.16	\$1,082,702.88	\$82,839.09	\$82,856.68
Treasurer's Account (Peoples frmly Belmont Savings) 3034	\$566,459.77	\$567,107.29	\$567,739.84	\$2,797.91
Treasurer's Account (CSB) 3562	\$39,700.36	\$2,986.67	\$5,782.93	\$4,928.11
Treasurer's Account no fee (CSB) 4195 new Dec	\$-	\$-	\$-	\$-
Treasurer's Account (Century) 1820	\$971,886.46	\$473,287.68	\$23,520.67	\$23,558.62
Treasurer's Account (Fidelity Bank) 1970	\$20,371.45	\$20,378.37	\$20,385.07	\$20,392.00
Treasurer's Account (MMDT) 2164	\$59,393.16	\$59,511.34	\$59,622.80	\$59,728.79
UniBank Treasurer's Account 8864	\$2,608.61	\$4,307.34	\$6,527.58	\$131,691.18
UniBank - Online Payment 5446	\$0.35	\$0.41	\$0.47	\$0.47
UniBank - TownClerk Online Payment 1663	\$0.01	\$0.01	\$0.02	\$0.02
UniBank - Berlin Memorial School 9743	\$0.25	\$0.25	\$-	\$-
Inspector Fee Stripe - new 1/24/2019 7779	\$0.07	\$0.09	\$0.15	\$0.19
Community Preservation 2166	\$0.01	\$0.01	\$0.01	\$0.01

AGENCY ACCOUNTS				
Berlin Farms - Cermak (CSB) 7706	\$753.41	\$753.47	\$753.53	\$753.59
Berlin Villiage (Avidia) 8000	\$122.11	\$122.13	\$122.16	\$122.18
Capes of Berlin(CSB) 7918	\$4,290.91	\$4,291.27	\$4,291.62	\$4,291.98
Farm Lane Rhodes (Avidia) 7800	\$191.07	\$191.11	\$191.15	\$191.19
Green Acres (CSB) 7892	\$403.92	\$403.95	\$403.98	\$404.01
GrowingRoomPB (CSB) 1768	\$3,193.76	\$3,194.03	\$3,194.29	\$3,194.56
Hamlin Summer Road (CSB)	\$1,033.96	\$1,034.05	\$1,034.13	\$1,034.22
Highland Common Traffic (CSB) 3661	\$14,744.27	\$14,748.03	\$14,751.67	\$14,755.43
Highland Commons(Avidia) 0000	\$57.92	\$57.93	\$57.94	\$57.96
Indian Rock - (Avidia) 5300	\$1,999.81	\$2,000.23	\$2,000.64	\$2,001.07
Indian Farm - (CSB) xx4203 new DEC	\$-	\$-	\$-	\$-
Kane (CSB) xx1309	\$1,150.12	\$1,150.22	\$1,150.31	\$1,150.41
Kendall Homes (Avidia) - Pleasant 5400	\$73.94	\$73.96	\$73.97	\$73.99
Northbrook Villiage II (CSB) 4860	\$5,025.30	\$5,025.73	\$5,026.14	\$5,026.57
Peach Hill 8413 New Feb 2019	\$2,718.76	\$2,718.99	\$2,719.21	\$2,719.44
Plastridge Sawyer Hill (CSB)New April 2017	\$186.97	\$186.99	\$187.01	\$187.03
River Run ZBA (CSB)7936	\$5,524.07	\$5,524.54	\$5,524.99	\$5,525.46
River Run "B" (CSB) 0894	\$2,548.61	\$2,548.83	\$2,549.04	\$2,549.26
West Street Crossing (CSB) 1861	\$1,129.70	\$1,129.80	\$1,129.89	\$1,129.99
ZPT Energy POTAS (CSB) 1853	\$10,002.80	\$10,005.35	\$10,007.82	\$10,010.37

11/30/19 FY20	12/31/19 FY20	1/31/20 FY20	2/28/20 FY20	3/31/20 FY20	4/30/20 FY20	5/31/20 FY20	6/30/20 FY20
\$2,607,478.72	\$2,966,087.93	\$6,916,424.84	\$5,553,309.58	\$4,135,395.86	\$4,421,673.05	\$7,592,689.78	\$7,625,997.73
\$2,328,122.48	\$4,408,390.60	\$188,276.59	\$190,932.89	\$1,102,478.65	\$4,144,261.07	\$1,495,607.18	\$1,339,662.02
\$(528,220.41)	\$(412,087.50)	\$(1,596,507.69)	\$(1,607,874.29)	\$(812,177.96)	\$(972,681.66)	\$(1,455,160.44)	\$(424,487.35)
\$(1,746.99)	\$-	\$(71.98)	\$(4,536.85)	\$-	\$(2,142.48)	\$(2,541.57)	\$(20,601.30)
\$-	\$-		\$-	\$-	\$-	\$-	\$-
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$-	\$(875.00)	\$-	\$-	\$-	\$(96.95)	\$(4,597.22)	\$-
\$(1,439,545.87)	\$(45,091.19)	\$45,187.82	\$3,564.53	\$(4,023.50)	\$1,676.75	\$-	\$105.00
\$2,966,087.93	\$6,916,424.84	\$5,553,309.58	\$4,135,395.86	\$4,421,673.05	\$7,592,689.78	\$7,625,997.73	\$8,520,676.10

\$6.15	\$26,408.24	\$1,861.54	\$1,195.64	\$3.83	\$371,152.50	\$370,110.51	\$25,056.76
\$-	\$4,641,881.83	\$1,080,065.40	\$529,975.88	\$883,500.83	\$3,415,586.72	\$1,662,141.82	\$2,767,297.81
\$26,920.20	\$35,947.55	\$57,176.27	\$79,069.31	\$92,419.12	\$114,529.55	\$135,132.75	\$150,109.54
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$0.28	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$9,660.64	\$169,709.52	\$169,759.98	\$169,807.19	\$169,857.67	\$169,906.54	\$169,957.06	\$170,005.95
\$202,927.23	\$203,112.34	\$203,291.33	\$203,453.14	\$203,549.44	\$203,582.81	\$203,615.07	\$203,650.68
\$22,969.06	\$223,298.93	\$223,661.34	\$223,969.33	\$224,282.03	\$224,484.25	\$224,693.40	\$224,851.49
\$33.54	\$469,896.60	\$599,187.05	\$599,424.48	\$599,652.17	\$595,760.17	\$595,952.28	\$596,098.84
\$4,087.53	\$4,087.88	\$4,088.23	\$4,088.55	\$4,088.90	\$4,089.24	\$4,089.55	\$4,089.72
\$82,873.71	\$82,891.31	\$1,083,202.96	\$633,568.12	\$633,810.31	\$634,044.77	\$1,434,326.60	\$1,434,857.20
\$2,800.22	\$2,802.78	\$2,805.25	\$2,807.48	\$2,808.57	\$2,808.67	\$2,808.76	\$2,808.85
\$1,823.09	\$1,823.24	\$1,823.39	\$1,823.53	\$1,823.68	\$1,823.83	\$1,823.97	\$1,824.04
\$-	\$860.48	\$3,927.72	\$5,449.07	\$6,498.77	\$3,650.62	\$236.68	\$24,017.34
\$23,594.64	\$23,629.55	\$1,024,897.40	\$576,198.08	\$577,002.56	\$577,522.80	\$1,378,157.05	\$1,379,126.66
\$20,398.71	\$20,405.64	\$20,412.55	\$20,419.02	\$20,424.76	\$20,428.94	\$20,433.26	\$20,437.44
\$59,821.77	\$59,916.45	\$60,059.82	\$60,145.04	\$60,215.10	\$60,259.26	\$60,291.54	\$60,313.16
\$68,625.78	\$211,239.20	\$216,288.81	\$222,069.56	\$279,718.75	\$442,483.65	\$586,970.88	\$648,956.73
\$0.84	\$1.62	\$1.68	\$1.92	\$3.31	\$3.81	\$4.61	\$4.72
\$0.02	\$0.02	\$0.03	\$0.04	\$0.04	\$0.05	\$0.06	\$0.06
\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$0.22	\$0.27	\$0.30	\$0.30	\$0.32	\$0.33	\$0.35	\$0.36
\$47,878.62	\$137,956.31	\$143,342.87	\$144,230.61	\$145,002.70	\$234,777.10	\$256,316.53	\$288,122.04

\$753.65	\$753.71	\$753.77	\$753.83	\$753.89	\$753.95	\$754.01	\$754.04
\$122.21	\$122.24	\$122.26	\$122.29	\$122.31	\$122.34	\$122.36	\$122.39
\$4,292.33	\$4,292.69	\$11,793.22	\$11,796.02	\$11,798.50	\$10,521.76	\$10,523.37	\$10,524.23
\$191.23	\$191.27	\$191.31	\$191.35	\$191.39	\$191.43	\$191.47	\$191.51
\$404.04	\$404.07	\$404.10	\$404.13	\$404.16	\$404.19	\$404.22	\$404.24
\$3,194.82	\$3,195.09	\$3,195.36	\$3,195.61	\$3,195.88	\$3,196.14	\$3,196.38	\$3,196.51
\$1,034.31	\$1,034.40	\$1,034.49	\$1,034.57	\$1,034.66	\$1,034.74	\$1,034.82	\$1,034.86
\$14,759.07	\$14,762.83	\$14,766.58	\$14,770.09	\$14,773.20	\$14,775.62	\$14,777.88	\$14,779.09
\$57.97	\$57.98	\$57.99	\$58.01	\$58.02	\$58.03	\$58.04	\$58.05
\$2,001.48	\$2,001.91	\$2,002.33	\$2,002.73	\$2,003.15	\$2,003.57	\$2,003.99	\$2,004.40
\$-	\$1,750.11	\$1,750.26	\$1,750.40	\$1,750.55	\$1,750.69	\$1,750.82	\$1,750.89
\$1,150.50	\$1,150.60	\$373.33	\$373.36	\$373.39	\$373.42	\$373.45	\$373.47
\$74.00	\$74.02	\$74.03	\$74.05	\$74.07	\$74.08	\$74.10	\$74.11
\$5,026.98	\$5,027.41	\$5,027.84	\$5,028.24	\$5,028.67	\$5,029.08	\$5,029.46	\$5,029.67
\$2,719.66	\$2,719.89	\$2,720.12	\$2,720.34	\$2,720.57	\$2,720.79	\$2,721.00	\$2,721.11
\$187.05	\$187.07	\$187.09	\$187.11	\$187.13	\$187.15	\$187.17	\$187.19
\$5,525.91	\$5,526.38	\$5,526.85	\$5,527.29	\$5,527.76	\$5,528.21	\$5,528.63	\$5,528.86
\$2,549.47	\$2,549.69	\$2,549.91	\$2,550.11	\$2,550.33	\$2,550.54	\$2,550.74	\$2,550.84
\$1,130.08	\$1,130.18	\$991.96	\$992.04	\$992.12	\$992.20	\$992.28	\$992.32
\$10,012.84	\$10,015.39	\$10,017.94	\$10,020.32	\$10,022.43	\$10,024.07	\$10,025.60	\$10,026.42

	7/31/19 FY20	8/31/19 FY20	9/30/19 FY20	10/31/19 FY20
Arts Lottery (CSB) 3737	\$3,295.19	\$3,909.49	\$3,909.81	\$3,910.14
TRUST FUND ACCOUNTS				
Cemetery (CSB) 3729	\$22,236.81	\$22,242.48	\$22,247.97	\$22,253.64
Cemetery (Avidia) 0300	\$119,187.87	\$119,223.30	\$119,257.60	\$119,293.06
Cemetery Perp Care (Avidia) 0400	\$24,173.00	\$24,178.13	\$24,183.10	\$24,188.24
Cemetery Big/John (Avidia) 0500	\$7,882.83	\$7,884.51	\$7,886.13	\$7,887.80
Charity Fund (MMDT) formerly Morse Bride 1266	\$5,576.33	\$5,587.42	\$5,597.88	\$5,607.85
Clock / World (MMDT) 1265	\$3,933.76	\$3,941.56	\$3,948.95	\$3,955.98
Sons of Union Vets (MMDT) Formerly Hartshorn 1269	\$1,582.16	\$1,585.26	\$1,588.19	\$1,590.98
Fosgate/Hunt (MMDT) 1267	\$1,889.37	\$1,893.09	\$1,896.63	\$1,900.01
Library (CSB) 3687	\$53,073.20	\$53,091.23	\$53,108.69	\$53,126.74
Mable F. Marble Schol. (CSB) 3695	\$5,223.80	\$5,224.24	\$5,224.67	\$5,225.11
Marion Hoffman Mem. (MMDT) 2189	\$727.45	\$729.00	\$730.39	\$731.63
Mary Keyes Highway (MMDT) 988	\$8,010.96	\$8,026.95	\$8,041.98	\$8,056.30
Nancy Young (MMDT) 947	\$5,990.87	\$6,002.81	\$6,014.08	\$6,024.79
Open Space (CSB) 3604	\$267,196.79	\$267,310.28	\$267,420.16	\$267,533.75
Open Space (Peoples formerly Belmont Savings) 2401	\$3,901.15	\$3,908.61	\$3,912.97	\$3,916.91
Open Space (Avidia) 0600	\$7,947.32	\$7,949.01	\$7,950.65	\$7,952.33
Total Ending Cash	\$5,129,215.87	\$4,678,085.57	\$3,241,284.07	\$2,607,478.72
Difference	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)
	7/31/19	8/31/19	9/30/19	10/31/19
CSB Investment	\$778,030.82	\$942,232.87	\$911,862.72	\$762,435.69
Town OS	\$(70,279.69)	\$(135,026.04)	\$(129,264.93)	\$(139,394.48)
Payroll OS	\$(17,839.59)	\$(21,333.72)	\$(16,317.79)	\$(19,982.60)
Net Investment	\$689,911.54	\$785,873.11	\$766,280.00	\$603,058.61
Total Agency Avidia	\$2,444.85	\$2,445.36	\$2,445.86	\$2,446.39
Total Agency CSB	\$52,706.56	\$52,715.25	\$52,723.63	\$52,732.32
Total Grants CSB	\$3,295.19	\$3,909.49	\$3,909.81	\$3,910.14
Total Trust Fund Avidia	\$159,191.02	\$159,234.95	\$159,277.48	\$159,321.43
Total Trust Fund CSB	\$347,730.60	\$347,868.23	\$348,001.49	\$348,139.24
Total Trust Fund Peoples (formerly Belmont Savings)	\$3,901.15	\$3,908.61	\$3,912.97	\$3,916.91
Total Trust Fund MMDT	\$27,710.90	\$27,766.09	\$27,818.10	\$27,867.54
Verify:	\$596,980.27	\$597,847.98	\$598,089.34	\$598,333.97
Verify:	\$596,980.27	\$597,847.98	\$598,089.34	\$598,333.97
Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00

11/30/19 FY20	12/31/19 FY20	1/31/20 FY20	2/28/20 FY20	3/31/20 FY20	4/30/20 FY20	5/31/20 FY20	6/30/20 FY20
\$3,910.46	\$3,910.79	\$3,911.12	\$3,911.43	\$3,911.76	\$5,012.13	\$5,012.51	\$5,012.72
\$22,259.13	\$22,264.80	\$25,612.91	\$25,619.00	\$25,624.39	\$26,428.67	\$26,432.71	\$26,434.88
\$119,327.38	\$119,362.86	\$119,398.34	\$119,431.55	\$119,467.06	\$119,501.43	\$119,536.96	\$119,571.35
\$24,193.21	\$24,198.35	\$24,203.48	\$24,208.29	\$24,213.43	\$24,218.41	\$24,223.55	\$24,228.53
\$7,889.42	\$7,891.10	\$7,892.78	\$7,894.34	\$7,896.02	\$7,897.64	\$7,899.32	\$7,900.94
\$5,616.57	\$5,625.44	\$5,634.20	\$5,642.21	\$5,648.79	\$5,652.96	\$5,655.98	\$5,658.03
\$3,962.14	\$3,968.37	\$3,974.56	\$3,980.17	\$3,984.78	\$3,987.70	\$3,989.87	\$3,991.35
\$1,593.38	\$1,595.86	\$1,598.34	\$1,600.66	\$1,602.56	\$1,603.71	\$1,604.58	\$1,605.18
\$1,903.01	\$1,906.11	\$1,859.12	\$1,861.73	\$1,863.93	\$1,865.30	\$1,866.29	\$1,866.91
\$53,144.21	\$53,162.27	\$53,180.28	\$53,197.14	\$53,212.84	\$53,225.93	\$53,238.58	\$53,247.31
\$5,225.54	\$5,225.98	\$4,226.42	\$4,226.75	\$4,227.11	\$2,227.36	\$5,227.71	\$5,227.92
\$732.83	\$734.07	\$735.31	\$736.47	\$737.30	\$737.87	\$738.21	\$738.51
\$8,068.89	\$8,081.64	\$8,094.26	\$8,105.75	\$8,115.16	\$8,121.13	\$8,125.49	\$8,128.45
\$6,034.14	\$6,043.73	\$6,053.15	\$6,061.75	\$6,068.81	\$6,073.27	\$6,076.52	\$6,078.66
\$267,643.72	\$267,757.40	\$315,656.12	\$315,781.20	\$174,981.61	\$175,054.44	\$175,110.89	\$175,153.96
\$3,920.15	\$3,923.72	\$3,927.18	\$3,930.31	\$3,931.84	\$3,931.97	\$3,932.10	\$3,932.23
\$7,953.97	\$7,955.66	\$7,957.35	\$7,958.93	\$7,960.62	\$7,962.25	\$7,963.94	\$7,965.58
\$2,966,087.93	\$6,916,424.84	\$5,553,309.58	\$4,135,395.86	\$4,421,673.05	\$7,592,689.78	\$7,625,997.73	\$8,520,676.10
\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$(0.00)	\$-	\$(0.00)
11/30/19	12/31/19	1/31/20	2/28/20	3/31/20	4/30/20	5/31/20	6/30/20
\$2,005,630.16	\$4,669,348.77	\$1,152,813.37	\$667,031.07	\$927,991.35	\$3,558,783.52	\$1,794,055.25	\$2,796,600.26
\$(196,512.05)	\$(27,288.36)	\$(52,280.49)	\$(119,896.09)	\$(27,705.61)	\$(122,058.12)	\$(131,206.05)	\$(28,861.57)
\$(16,018.18)	\$(178.58)	\$(20,467.48)	\$(17,159.10)	\$(16,784.91)	\$(21,138.68)	\$(707.38)	\$(440.88)
\$1,793,099.93	\$4,641,881.83	\$1,080,065.40	\$529,975.88	\$883,500.83	\$3,415,586.72	\$1,662,141.82	\$2,767,297.81
\$2,446.89	\$2,447.42	\$2,447.92	\$2,448.43	\$2,448.94	\$2,449.45	\$2,449.96	\$2,450.46
\$52,740.71	\$54,499.51	\$61,092.82	\$61,103.46	\$61,113.24	\$59,842.55	\$59,849.83	\$59,853.74
\$3,910.46	\$3,910.79	\$3,911.12	\$3,911.43	\$3,911.76	\$5,012.13	\$5,012.51	\$5,012.72
\$159,363.98	\$159,407.97	\$159,451.95	\$159,493.11	\$159,537.13	\$159,579.73	\$159,623.77	\$159,666.40
\$348,272.60	\$348,410.45	\$398,675.73	\$398,824.09	\$258,045.95	\$256,936.40	\$260,009.89	\$260,064.07
\$3,920.15	\$3,923.72	\$3,927.18	\$3,930.31	\$3,931.84	\$3,931.97	\$3,932.10	\$3,932.23
\$27,910.96	\$27,955.22	\$27,948.94	\$27,988.74	\$28,021.33	\$28,041.94	\$28,056.94	\$28,067.09
\$598,565.75	\$600,555.08	\$657,455.66	\$657,699.57	\$517,010.19	\$515,794.17	\$518,935.00	\$519,046.71
\$598,565.75	\$600,555.08	\$657,455.66	\$657,699.57	\$517,010.19	\$515,794.17	\$518,935.00	\$519,046.71
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-	\$0.00

Tax Collections

As mentioned above, tax revenue was stable through Fiscal Year 2020 despite the vast economic disturbances brought on by the pandemic last spring. These economic disruptions continue through the current fiscal year. Unfortunately, and for the first time I can recall, the majority of tax titles (14) that came about from FY2020 nonpayment of taxes involved mostly residents in distress rather than mere non-payment of taxes on vacant land. This year's tax titles included elderly taxpayers with medical problems, unemployed taxpayers, as well as tricky estate and probate matters.

As mentioned in prior reports and public venues, our tax team goes out of its way to help everyone possible. Unfortunately, to protect the town's collective interests, properties must be timely-placed in tax title status. When that happens, the team works with taxpayers as much as possible to help owners keep their property. Often taxpayers are referred to the Board of Assessors Office to see if any sort of tax exemption, abatement or deferral is available. Payment plans are also an option, but they can be difficult for already financially-strapped taxpayers.

Keep in mind that many licenses and permits might not be issued (or may be pulled) if taxes are not current. Our team works closely with the Select Board, Town Administrator, Building Commissioner and Fire Departments to keep all informed on past due accounts and any updates on resolution.

We strongly advise that anyone in a position of considering reverse mortgages should consider deferred taxes instead if qualified. Deferred taxes are a much safer method to affordably stay in a home without the major risk of losing a home to banks and investors, some of which are predatory. Deferred taxes permit a homeowner to delay payment up to 50% of the value of your house and until the owner either sells the property or passes away. The only perceived drawback is quite similar, however, to a reverse mortgage: heirs receive the balance of the property value once it is sold or the deferred taxes are paid to the Town.

Employee earnings

Compiled statements of individual employee earnings are compiled by the Treasurer office and posted online each calendar year. Keep in mind that the earnings per person and per position may not reflect an individual's actual Town earnings where they hold multiple positions, are emergency responders who can augment their pay by performing police and fire details, or may be paid on a basis of a special project performed.

In Conclusion

Remember, the funds managed are your funds, the taxpayers. I or my staff would be glad to answer any financial or tax question or refer to you the proper person, board or department who should have the correct information or data. Our team continues to strive for great customer service. Unfortunately, due to physical and software challenges as well as COVID restrictions, we may need to return calls the following day. We accept tax payment via mail (P.O. Box 41, Berlin, MA 01503), locked drop box in the outer lobby of the public safety/town offices building, and online via the Town of Berlin web site at <https://www.townofberlin.com/> via the Unibank online payment system.

STAY SAFE!

Regards,
Dennis Fearebay, *Treasurer/Collector, MMCT*
Stephen Price, *Assistant Treasurer/Collector*
Brien Devaney, *Assistant Tax Collector*
Edith Brewer, *File Clerk*

Town Accountant

Combined Balance Sheet – All Fund Types and Account Groups as of June 30, 2020 (unaudited)

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUPS	TOTALS
ASSETS	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	LONG-TERM DEBT	(MEMORANDUM ONLY)
Cash & cash equivalents	3,762,428.63	2,772,680.03	5,175.95	1,718,487.75		8,258,772.36
Receivables:						
Personal property taxes	15,629.62					15,629.62
Real estate taxes	217,637.96					217,637.96
Deferred taxes	42,933.56					42,933.56
Allowance for abatements and exemptions	(436,411.34)					(436,411.34)
Tax liens	145,757.12					145,757.12
Tax foreclosures	782,874.24					782,874.24
Motor vehicle excise	68,450.48					68,450.48
Departmental	18,334.28			27,158.50		45,492.78
Other receivables	43.78	272,000.61		291,666.76		563,711.15
Due from other governments						0.00
Amounts to be provided - payment of bonds					3,616,413.00	3,616,413.00
TOTAL ASSETS	4,617,678.33	3,044,680.64	5,175.95	2,037,313.01	3,616,413.00	13,321,260.93

LIABILITIES AND FUND EQUITY						
LIABILITIES:						
Accrued payroll and withholdings	41,621.57	27,533.64				69,155.21
Agency Funds				72,052.63		72,052.63
Deferred revenue:						
Real and personal property taxes	(203,143.76)					(203,143.76)
Deferred taxes	42,933.56					42,933.56
Tax liens	145,757.12					145,757.12
Tax foreclosures	782,874.24					782,874.24
Motor vehicle excise	68,450.48					68,450.48
Departmental	18,334.28			27,158.50		45,492.78
Other receivables		272,000.61		291,666.76		563,667.37
Bond Anticipation Note			231,378.00			231,378.00
Bonds payable					3,616,413.00	3,616,413.00
TOTAL LIABILITIES	896,827.49	299,534.25	231,378.00	390,877.89	3,616,413.00	5,435,030.63
FUND EQUITY:						
Reserved for encumbrances	83,674.18					83,674.18
Reserved for expenditures	354,100.00					354,100.00
Reserved for continuing appropriations	1,084,910.62					1,084,910.62
Reserved for appropriation deficit	(1,266.05)					(1,266.05)
Undesignated fund balance	2,199,432.09	2,745,146.39	(226,202.05)	1,646,435.12		6,364,811.55
TOTAL FUND EQUITY	3,720,850.84	2,745,146.39	(226,202.05)	1,646,435.12	0.00	7,886,230.30
TOTAL LIABILITIES AND FUND EQUITY	4,617,678.33	3,044,680.64	5,175.95	2,037,313.01	3,616,413.00	13,321,260.93

Town Accountant

General Funds Trial Balance as of June 30, 2020

ASSETS	
Petty Cash	20.00
Cash - General Unrestricted	3,762,408.63
Personal Property 2013	1,015.52
Personal Property 2014	753.68
Personal Property 2015	405.38
Personal Property 2016	99.48
Personal Property 2017	852.08
Personal Property 2018	2,115.46
Personal Property 2019	2,589.12
Personal Property 2020	7,798.90
Real Estate 2020	217,637.96
Allow for Abate & Exemptions 2013	-1,411.41
Allow for Abate & Exemptions 2014	-787.23
Allow for Abate & Exemptions 2015	-2,955.94
Allow for Abate & Exemptions 2016	-245.57
Allow for Abate & Exemptions 2017	-150,286.66
Allow for Abate & Exemptions 2018	-89,448.18
Allow for Abate & Exemptions 2019	-97,575.12
Allow for Abate & Exemptions 2020	-93,701.23
Tax Liens Receivable	145,757.12
Real Estate Deferral Receivable	42,933.56
Motor Vehicle Excise Receivable 2013	993.33
Motor Vehicle Excise Receivable 2014	1,668.76
Motor Vehicle Excise Receivable 2015	1,672.29
Motor Vehicle Excise Receivable 2016	639.48
Motor Vehicle Excise Receivable 2017	923.13
Motor Vehicle Excise Receivable 2018	1,434.47
Motor Vehicle Excise Receivable 2019	4,841.95
Motor Vehicle Excise Receivable 2019	56,277.07
Police Admin Fee Receivable	3,073.95
Property Damage Receivable	4,601.38
Fire Department Receivable	10,658.95
Due from Individual - Payroll Issues	43.78
Tax Foreclosures	782,874.24
	4,617,678.33

LIABILITIES	
Accrued Payroll	-3,003.60
Payroll Tax Withholdings:	
Worcester Regional Retirement	146.58
Teachers Retirement	-463.24
Deferred Compensation	380.24
Health Insurance	-32,236.19
Life Insurance	-53.82
Retirees Insurance	-2,991.86
Dental Insurance	-3,124.64
Aflac	-280.98
Aflac 125	-11.10
Colonial Life Insurance	17.04
RESERVES	
Deferred Revenue - Property Taxes	203,143.76
Deferred Revenue - Real Estate Deferral	-42,933.56
Deferred Revenue - Tax Liens	-145,757.12
Deferred Revenue - Tax Foreclosure Deferral	-782,874.24
Deferred Revenue - Motor Vehicle Deferral	-68,450.48
Deferred Revenue - Property Damage Defer	-4,601.38
Deferred Revenue - Fire Receivable Defer	-10,658.95
Deferred Revenue - Police Admin Fees	-3,073.95
FUND BALANCES	
FB Committed for PY Special Articles	-1,084,910.62
FB Assigned for PY Encumbrances	-83,674.18
FB Assigned for Special Purposes	-354,100.00
FB Restricted for Debt Service	0.00
Unassigned Fund Balance	-2,199,432.09
FB Unassigned for Appropriation Deficits	1,266.05
	-4,617,678.33

Town Accountant

General Fund Revenue / Actual Revenue compared to Budgeted Revenue for the year ending June 30, 2020

NAME OF REVENUE	AMOUNT BUDGETED	AMOUNT RECEIVED	DIFFERENCE
PROPERTY TAXES			
Personal Property Taxes	\$341,114.93	\$344,771.90	\$3,656.97
Real Estate Taxes	\$11,972,902.31	\$11,790,474.70	(\$182,427.61)
TOTAL TAX LEVY	\$12,314,017.24	\$12,135,246.60	(\$178,770.64)
LOCAL RECEIPTS			
Tax Liens Redeemed	\$0.00	\$8,106.43	\$8,106.43
Motor Vehicle Excise	\$535,455.00	\$562,391.47	\$26,936.47
Meal Tax Excise	\$50,080.00	\$71,050.61	\$20,970.61
Hotel Tax Excise	\$32,000.00	\$95,176.01	\$63,176.01
Int. on PP, RE & Excise	\$29,500.00	\$19,989.65	(\$9,510.35)
Interest on Tax Liens	\$0.00	\$1,635.99	\$1,635.99
Payments in Lieu of Taxes	\$69,613.00	\$77,145.63	\$7,532.63
Fees and Charges	\$15,005.00	\$19,150.05	\$4,145.05
Other Departmental	\$26,225.00	\$19,604.72	(\$6,620.28)
Licenses & Permits	\$222,065.00	\$129,142.83	(\$92,922.17)
Fines & Forfeits	\$28,100.00	\$18,147.80	(\$9,952.20)
Int. on Investments	\$38,515.00	\$29,339.54	(\$9,175.46)
Other Misc. Revenue:			
Energy Charges	\$0.00	\$10,407.02	\$10,407.02
Ch61 & 61 A Recovery	\$0.00	\$48,659.09	\$48,659.09
Deferred Real Estate Recovery	\$0.00	\$50,756.64	\$50,756.64
Deferred RE Interest	\$0.00	\$45,772.75	\$45,772.75
CO-OP Reimbursement for FY19 Student	\$0.00	\$1,008.00	\$1,008.00
National Grid St Light Refund	\$0.00	\$5,728.00	\$5,728.00
MAPC Street Light Reimb	\$0.00	\$4,197.88	\$4,197.88
Cable Franchise Fee	\$0.00	\$397.00	\$397.00
Prior year closeouts	\$0.00	\$810.84	\$810.84
Close out unapprop/unused Offset Receipts	\$0.00	\$34,196.49	\$34,196.49
Close out of Dog Fund Revolving non-renewal	\$0.00	\$13,331.42	\$13,331.42
Property Damage Receipts	\$0.00	\$983.04	\$983.04
TOTAL LOCAL RECEIPTS:	\$1,046,558.00	\$1,267,128.90	\$220,570.90
STATE RECEIPTS			
Mass Health - Medicaid	\$0.00	\$12,289.88	\$12,289.88
Exemptions: VBS and Elderly	\$27,263.00	\$8,032.00	(\$19,231.00)
Chapter 70	\$0.00	\$0.00	\$0.00
Charter School/School Choice - Town Reimbursement	\$0.00	\$0.00	\$0.00
Unrestricted General Government Aid	\$214,087.00	\$214,087.00	\$0.00
Veterans Benefits	\$10,040.00	\$7,448.00	(\$2,592.00)
Additional Assistance - FY20 Homeless - School	\$0.00	\$411.00	\$411.00
TOTAL STATE NET RECEIPTS:	\$251,390.00	\$242,267.88	(\$9,122.12)
GRAND TOTALS			
Tax Levy	\$12,314,017.24	\$12,135,246.60	(\$178,770.64)
Local Receipts	\$1,046,558.00	\$1,267,128.90	\$220,570.90
State Receipts	\$251,390.00	\$242,267.88	(\$9,122.12)
Other Available Funds	\$686,223.00	\$686,223.00	\$0.00
Amount used from prior year speical article	\$52,000.00	\$52,000.00	\$0.00
Free Cash used in FY20 Budgets (From ATM & STM)	\$492,211.41	\$492,211.41	\$0.00
TOTAL FUNDS:	\$14,842,399.65	\$14,875,077.79	\$32,678.14
General Revenue totals all but Free Cash Usage	\$14,298,188.24	\$14,330,866.38	\$32,678.14

Town Accountant

Open Special Articles as of June 30, 2020

ART. NO.	FISCAL YEAR	DEPARTMENT	PURPOSE OF ARTICLE	OPENING BALANCE 7/1/19	EXPENSES FY20	CLOSED OUT	ADDITIONS FY20	ENDING BALANCE 6/30/20
38	2008	122 Select Board	Matching Grant Funds	\$2,870.91	\$0.00			\$2,870.91
30	2011	122 Select Board	Curbing & Sidewalks Plan Center of Town	\$7,500.00	\$0.00			\$7,500.00
16	2017	122 Select Board	Bullard House Renovations	\$54,204.74	\$0.00			\$54,204.74
36	2017	122 Select Board	1870 Town Hall Elevator Project	\$3,215.81	\$0.00			\$3,215.81
2 STM	2019	122 Select Board	Town Administrator Consultant	\$2,020.50	\$0.00			\$2,020.50
6 STM	2019	122 Select Board	Matching Grant Funds	\$15,000.00	\$0.00			\$15,000.00
28	2019	122 Select Board	Street Light Consult Purchase & Install	\$9,724.00	\$5,338.00			\$4,386.00
27	2017	155 Data Systems	Assessment & Computers	\$242.55	\$0.00			\$242.55
48	2009	175 Planning Bd	Printing By-Laws	\$633.11	\$0.00			\$633.11
20	2011	175 Planning Bd	Printing By-Laws	\$2,000.00	\$0.00			\$2,000.00
35	2014	175 Planning Bd	Zoning By-Laws	\$2,000.00	\$0.00			\$2,000.00
31	2017	175 Planning Bd	Master Plan	\$2,132.21	\$0.00			\$2,132.21
37	2017	175 Planning Bd	Economic Development Comm	\$147.12	\$0.00			\$147.12
19	2018	175 Planning Bd	Master Plan	\$5,000.00	\$0.00			\$5,000.00
31	2019	175 Planning Bd	Master Plan	\$5,000.00	\$0.00			\$5,000.00
19	2020	175 Planning Bd	Master Plan - FC 2024	\$0.00	\$0.00		\$5,000.00	\$5,000.00
6STM	2013	192 Public Bldgs.	Mun. Bldg. Roof Repairs	\$11,870.00	\$6,036.21			\$5,833.79
7	2015	192 Public Bldgs.	New Furnace for Mun. Bldg.	\$4,149.78	\$0.00			\$4,149.78
7 STM	2019	221 Fire & EMS	Matching Grant Funds SCBA & Related Equip	\$19,000.00	\$0.00			\$19,000.00
20	2019	221 Fire & EMS	Minor Equipment	\$16,723.69	\$1,753.00			\$14,970.69
20	2020	221 Fire & EMS	Pumper Truck - HCPS 2021	\$0.00	\$0.00		\$333,356.00	\$333,356.00
22	2020	221 Fire & EMS	Minor Equipment - HCPS 2020	\$0.00	\$0.00		\$43,032.50	\$43,032.50
26	2019	241 Bldg. Insp.	Permitting/Inspections Software	\$35,500.00	\$0.00			\$35,500.00
27	2016	296 Comm Center	Public Safety Radio System	\$3,541.29	\$3,451.29			\$90.00
16	2014	300 School	BMS Exterior Bldg. Repair	\$175.00	\$0.00			\$175.00
16	2016	300 School	BMS Redesigning Roof	\$16,248.62	\$1,238.63			\$15,009.99
20	2017	300 School	BMS Sealing Exterior Windows & Vents	\$12,515.25	\$0.00			\$12,515.25
13	2018	300 School	BMS Fire Cistern Tank & Shed	\$9,775.00	\$0.00			\$9,775.00
14	2019	300 School	BMS Int/Ext Bldg. Modifications	\$103,000.00	\$0.00	52,000.00 Transferred		\$51,000.00
15	2019	300 School	GMS Purchase/Install Water Soft/Filter	\$47.53	\$0.00			\$47.53
5STM	2013	422 Highway	Highway Shed - Insurance Proceeds	\$8,610.76	\$0.00			\$8,610.76
29	2018	422 Highway	Hot Top & Related Equipment	\$42,200.14	\$25,363.20			\$16,836.94
23	2019	422 Highway	Hot Top	\$70,000.00	\$0.00			\$70,000.00
18	2020	422 Highway	Hot Top - FC 2021	\$0.00	\$0.00		\$70,000.00	\$70,000.00
22	2019	423 Snow & Ice	Dump Truck / Sander w/Plow	\$3,140.13	\$0.00			\$3,140.13
24	2019	491 Cemetery	Repaving South Cemetery Driveway	\$15,000.00	\$0.00			\$15,000.00
20	2018	541 Council on Aging	Bus Repairs and Maintenance	\$2,779.91	\$2,118.26			\$661.65
21	2006	610 Library	Design & Engineering New Lib	\$14,775.00	\$0.00			\$14,775.00
47	2010	610 Library	Library Fascia and Paint	\$460.00	\$460.00			\$0.00
31	2016	610 Library	General Repairs to Library	\$2,074.35	\$449.99			\$1,624.36
28	2017	610 Library	General Repairs to Library	\$4,000.00	\$0.00			\$4,000.00
30	2018	610 Library	Library Designs - Grant/Dep Approval	\$50,000.00	\$0.00			\$50,000.00
27	2019	610 Library	Library Well Drilling Install and Related	\$25,000.00	\$0.00			\$25,000.00
13	2020	610 Library	Septic System - FC 2021	\$0.00	\$0.00		\$99,453.30	\$99,453.30
16	2019	630 Recreation	Wellness Trail at South Common	\$50,000.00	\$0.00			\$50,000.00
				\$632,277.40	\$46,208.58	\$52,000.00	\$550,841.80	\$1,084,910.62

Town Accountant

General Fund Expenses Fiscal Year 2020

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	0.00		85.00
01-122-0000-5110-5110-0000	Select Board Elected Salary	3,690.00		3,690.00	-3,690.00		0.00
01-122-0000-5112-5112-0000	Select Board Wages Ft	66,780.00		66,780.00	-66,398.40		381.60
01-122-0000-5700-5700-0000	Select Board Expenses	18,290.00		18,290.00	-6,862.97		11,427.03
01-122-2020-0027-5700-0900	ART 27 FY18 Webmaster Farth Coleman Unpaid Bill	99.99		99.99	-99.99		0.00
01-123-0000-5111-5111-0000	Town Administrator Salary	150,000.00		150,000.00	-142,880.71		7,119.29
01-123-0000-5700-5700-0000	Town Administrator Expenses	3,500.00		3,500.00	-2,431.34		1,068.66
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	95,000.00	-35,182.94	59,817.06	0.00		59,817.06
01-135-0000-5111-5111-0000	Accountant Salary	82,285.00		82,285.00	-82,285.00		0.00
01-135-0000-5114-5114-0000	Accountant Wages Pt	36,885.00		36,885.00	-36,874.97		10.03
01-135-0000-5700-5700-0000	Accountant Expenses	9,300.00		9,300.00	-6,205.49	-1018.00	2,076.51
01-136-0000-5700-5700-0000	Audit	31,000.00		31,000.00	-30,000.00		1,000.00
01-141-0000-5110-5110-0000	Assessors Elected Salary	2,287.00		2,287.00	-2,286.99		0.01
01-141-0000-5113-5113-0000	Assessors Asst Salary	67,282.00		67,282.00	-67,282.00		0.00
01-141-0000-5114-5114-0000	Assessors Wages Pt	65,244.00	0.57	65,244.57	-65,244.57		0.00
01-141-0000-5700-5700-0000	Assessors Expenses	38,686.00		38,686.00	-21,655.54	-400.00	16,630.46
01-142-0000-5700-5700-0000	Revaluation Expenses	19,200.00		19,200.00	-16,304.89	-800.00	2,095.11
01-145-0000-5111-5111-0000	Treasurer/Collector Salary	75,920.00		75,920.00	-64,646.80		11,273.20
01-145-0000-5114-5114-0000	Treasurer/Collector Wages Pt	44,907.00		44,907.00	-41,289.60		3,617.40
01-145-0000-5700-5700-0000	Treasurer/Collector Expenses	48,940.00		48,940.00	-31,533.79	-290.00	17,116.21
01-151-0000-5700-5200-0000	Legal Expenses	65,000.00		65,000.00	-44,657.23	-5,000.00	15,342.77
01-152-0000-5700-5700-0000	Personnel Committee Expenses	5,200.00		5,200.00	-225.00		4,975.00
01-153-0000-5700-5200-0000	Tax Title Expenses	20,000.00		20,000.00	-1,812.00		18,188.00
01-155-0000-5113-5113-0000	Data System Salary Pt	3,030.00		3,030.00	-3,030.00		0.00
01-155-0000-5700-5700-0000	Data System Expenses	69,260.00	117.37	69,377.37	-69,211.19	-166.18	0.00
01-161-0000-5110-5110-0000	Town Clerk Elected Salary	31,200.00		31,200.00	-31,200.00		0.00
01-161-0000-5113-5113-0000	Asst. Town Clerk Salary Pt	12,756.00		12,756.00	-12,756.00		0.00
01-161-0000-5700-5700-0000	Town Clerk Expenses	2,245.00		2,245.00	-1,362.35	-150	732.65
01-162-0000-5114-5114-0000	Elections Wages Pt	3,200.00		3,200.00	-1,536.69		1,663.31
01-162-0000-5700-5700-0000	Elections Expenses	3,700.00		3,700.00	-2,128.90		1,571.10
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	0.00		550.00
01-163-0000-5700-5700-0000	Registration Expenses	95.00		95.00	0.00		95.00
01-171-0000-5700-5700-0000	Conservation Committee Expenses	2,200.00		2,200.00	-1,730.67		469.33
01-175-0000-5700-5700-0000	Planning Board Expenses	2,000.00		2,000.00	-113.60		1,886.40
01-175-2020-0019-5700-0900	ART 19 Plan Bd Master Plan - FC2024	5,000.00		5,000.00	0.00	-5,000.00	0.00
01-176-0000-5114-5114-0000	Board Of Appeals Wages Pt	2,200.00	675.00	2,875.00	-2,637.88		237.12
01-176-0000-5700-5700-0000	Board Of Appeals Expenses	600.00		600.00	-55.05		544.95
01-177-0000-5000-5700-0000	Agricultural Commission Expenses	1,425.00		1,425.00	-593.50		831.50
01-192-0000-5114-5114-0000	Public Buildings Wages Pt	17,626.00		17,626.00	-17,249.52		376.48
01-192-0000-5211-5211-0000	Public Bldg - Electricity	78,000.00		78,000.00	-66,572.97		11,427.03
01-192-0000-5411-5411-0000	Public Bldg - Fuel Oil	50,000.00		50,000.00	-43,765.91		6,234.09
01-192-0000-5700-5700-0000	Public Buildings Expenses	99,770.00		99,770.00	-90,488.87	-1,000.00	8,281.13
01-195-0000-5700-5700-0000	Town Report Expenses	5,000.00		5,000.00	-3,964.57		1,035.43

Town Accountant

General Fund Expenses Fiscal Year 2020

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-210-0000-5111-5111-0000	Police Salary Ft	147,650.00		147,650.00	-147,650.00		0.00
01-210-0000-5112-5112-0000	Police Wages Ft	802,415.00		802,415.00	-742,550.68		59,864.32
01-210-0000-5114-5114-0000	Police Wages Pt	123,004.00		123,004.00	-112,893.22		10,110.78
01-210-0000-5700-5700-0000	Police Expenses	105,308.00		105,308.00	-89,429.15	-4,500.00	11,378.85
01-210-2020-0028-5700-0900	ART 28 Police Cruiser - HCPS 2020	47,000.00		47,000.00	-47,000.00		0.00
01-210-2020-0029-5700-0900	ART 29 Police Equipment/Radio/Tasers-HCPS 2020	15,000.00		15,000.00	-15,000.00		0.00
01-221-0000-5111-5111-0000	Fire & EMS Salary Ft	125,000.00		125,000.00	-112,391.44		12,608.56
01-221-0000-5112-5112-0000	Fire & EMS Wages Ft	197,335.00		197,335.00	-178,616.58		18,718.42
01-221-0000-5114-5114-0000	Fire & EMS Wages Pt	301,369.00		301,369.00	-261,585.56		39,783.44
01-221-0000-5700-5700-0000	Fire & EMS Expenses	139,825.00		139,825.00	-137,143.30	-2,000.00	681.70
01-221-2020-0020-5700-0900	ART 20 Fire & EMS Pumper Tanker-HCPS 2020	440,000.00		440,000.00	-106,644.00	-333,356.00	0.00
01-221-2020-0021-5700-0900	ART 21 Fire & EMS SCBA - FC75 Hcps 15 2020	90,000.00		90,000.00	-89,540.00		460.00
01-221-2020-0022-5700-0900	ART 22 Fire & EMS Minor Equipment-HCPS 2020	50,000.00		50,000.00	-6,967.50	-43,032.50	0.00
01-221-2020-0023-5700-0900	ART 23 FY18 Coastal Unpaid Bills	485.41		485.41	-485.41		0.00
01-221-2020-0024-5700-0900	ART 24 FY18 Ne Fire Equipment Unpaid Bill	1,193.53		1,193.53	-1,193.53		0.00
01-221-2020-0025-5700-0900	ART 25 FY18 Fire Tech & Safety Unpaid Bill	3,045.48		3,045.48	-3,045.48		0.00
01-221-2020-0026-5700-0900	ART 26 FF18 Umass Memorial Health Care Unpaid Bill	215.00		215.00	-215.00		0.00
01-241-0000-5111-5111-0000	Building Inspector Salary Ft	90,721.00		90,721.00	-58,573.20		32,147.80
01-241-0000-5112-5112-0000	Building Inspector Wages Ft	39,994.00		39,994.00	0.00		39,994.00
01-241-0000-5114-5114-0000	Building Inspector Wages Pt	28,287.00	16,825.00	45,112.00	-42,233.68		2,878.32
01-241-0000-5700-5700-0000	Building Inspector Expenses	28,730.00		28,730.00	-17,862.52	-200.00	10,667.48
01-242-0000-5700-5700-0000	Plumbing & Gas Inspector Expenses	1,200.00		1,200.00	-214.00		986.00
01-243-0000-5700-5700-0000	Electrical Inspector Expenses	800.00		800.00	-237.00		563.00
01-249-0000-5113-5113-0000	Animal Inspector Salary Pt	1,992.00		1,992.00	-1,992.00		0.00
01-249-0000-5700-5700-0000	Animal Inspector Expenses	925.00		925.00	0.00		925.00
01-292-0000-5113-5113-0000	Animal Control Officer Salary Pt	0.00	5,400.00	5,400.00	-5,400.00		0.00
01-292-0000-5700-5700-0000	Animal Control Officer Expenses	18,000.00		18,000.00	-1,009.50		16,990.50
01-296-0000-5100-5100-0000	Communications Center Wages	44,510.00		44,510.00	-42,066.72		2,443.28
01-296-0000-5700-5700-0000	Communications Expenses	196,795.00		196,795.00	-185,982.62		10,812.38
01-422-0000-5111-5111-0000	Highway Salary Ft	81,800.00		81,800.00	-81,800.00		0.00
01-422-0000-5112-5112-0000	Highway Wages Ft	229,460.00	1,000.00	230,460.00	-230,456.93		3.07
01-422-0000-5114-5114-0000	Highway Wages Pt	12,806.00		12,806.00	-12,806.00		0.00
01-422-0000-5700-5700-0000	Highway Expenses	141,100.00	-2,406.93	138,693.07	-108,559.89	-5,000.00	25,133.18
01-422-2020-0017-5700-0900	Highway Service Utility Truck - FC 2020	47,000.00		47,000.00	-47,000.00		0.00
01-422-2020-0018-5700-0900	ART 18 Hot Top - FC 2021	70,000.00		70,000.00	0.00	-70,000.00	0.00
01-423-0000-5112-5112-0000	Snow & Salt Overtime Wages	36,428.00	-16,770.93	19,657.07	-19,657.07		0.00
01-423-0000-5114-5114-0000	Snow & Salt Wages Pt	13,566.00	-8,562.66	5,003.34	-5,003.34		0.00
01-423-0000-5700-5700-0000	Snow & Salt Expenses	85,000.00	26,740.52	111,740.52	-111,740.52		0.00
01-424-0000-5211-5211-0000	Street Lights	9,600.00		9,600.00	-1,792.00		7,808.00
01-433-0000-5114-5114-0000	Transfer Station Wages Pt	38,742.00		38,742.00	-34,892.71		3,849.29
01-433-0000-5700-5700-0000	Transfer Station Expenses	44,855.00	12,165.00	57,020.00	-36,910.19	-9000	11,109.81
01-433-2020-0014-5700-0900	ART 14 Compactor - FC 2020	37,000.00		37,000.00	-28,700.00		8,300.00
01-491-0000-5000-5100-0000	Cemetery Salary Pt	3,360.00		3,360.00	-3,360.00		0.00

Town Accountant

General Fund Expenses Fiscal Year 2020

ACCOUNT NUMBER	DEPARTMENT	BUDGETED	TRANS-FERRED	TOTAL AVAILABLE	EXPENSES	ENCUM-BERED	UNUSED BALANCES
01-491-0000-5000-5700-0000	Cemetery Expenses	28,360.00		28,360.00	-20,547.71	-4,000.00	3,812.29
01-491-2020-0015-5700-0900	ART 15 Cemetery Mower - FC 2020	18,785.00		18,785.00	-18,785.00		0.00
01-510-0000-5110-5110-0000	Board of Health Elected Salary	1,878.00		1,878.00	-1,878.00		0.00
01-510-0000-5114-5114-0000	Board of Health Wages Pt	4,283.00		4,283.00	-4,154.10		128.90
01-510-0000-5700-5700-0000	Board of Health Expenses	1,450.00		1,450.00	-156.85	-10	1,283.15
01-511-0000-5200-5200-0000	Nashoba Health	7,741.00		7,741.00	-7,740.56		0.44
01-522-0000-5200-5200-0000	Nashoba Nursing	3,533.00		3,533.00	-3,532.40		0.60
01-541-0000-5114-5114-0000	Council on Aging Wages Pt	38,842.00		38,842.00	-16,590.60		22,251.40
01-541-0000-5700-5700-0000	Council on Aging Expenses	12,625.00		12,625.00	-7,503.38	-40.00	5,081.62
01-541-2020-0016-5700-0900	COA Soft/Hardware - FC 2020	5,300.00		5,300.00	0.00		5,300.00
01-543-0000-5113-5113-0000	Veterans Salary Pt	7,866.00		7,866.00	-7,866.00		0.00
01-543-0000-5700-5700-0000	Veterans Expenses	260.00		260.00	-106.08		153.92
01-543-0000-5780-5780-0000	Veterans Benefits	16,056.00		16,056.00	-7,148.95		8,907.05
01-599-0000-5000-5000-0000	Wheat Assessment	4,000.00		4,000.00	-4,000.00		0.00
01-610-0000-5114-5114-0000	Library Wages Pt	120,773.00		120,773.00	-109,199.11		11,573.89
01-610-0000-5700-5700-0000	Library Expenses	30,495.00		30,495.00	-25,009.89		5,485.11
01-610-2020-0013-5700-0900	ART 13 Septic System - FC 2021	100,000.00		100,000.00	-546.70	-99,453.30	0.00
01-630-0000-5700-5700-0000	Recreation Expenses	12,410.00		12,410.00	-12,074.00		336.00
01-631-0000-5000-5700-0000	Cultural Council - Expenses	1,500.00		1,500.00	-400.00		1,100.00
01-691-0000-5700-5700-0000	Historical Committee Expenses	600.00		600.00	0.00		600.00
01-692-0000-5700-5700-0000	Memorial Day Expenses	2,000.00		2,000.00	-440.75		1,559.25
01-694-0000-5700-5700-0000	Festive Events Expenses	2,100.00		2,100.00	-413.19		1,686.81
01-752-0000-5800-5800-0000	Interest Expense	211,789.00		211,789.00	-211,788.04		0.96
01-752-0000-5900-5900-0000	Principal Repayment on Debt	199,523.00		199,523.00	-199,523.00		0.00
01-752-0000-5900-5963-0000	**BAN Paydown to Capital spent from Principal	115,689.00		115,689.00	-115,689.00		0.00
01-800-0000-5600-5634-0000	Motor Vehicle Assessment	2,220.00		2,220.00	-1,880.00		340.00
01-800-0000-5600-5639-0000	Mosquito Control Assessment	37,535.00		37,535.00	-37,572.00		-37.00
01-800-0000-5600-5640-0000	Air Pollution Assessment	1,129.00		1,129.00	-1,129.00		0.00
01-800-0000-5600-5641-0000	Central Mass Regional Planning Council	823.00		823.00	-820.74		2.26
01-835-0000-5300-5321-0000	Assabet Valley Regional Assessment	339,689.00		339,689.00	-339,689.00		0.00
01-835-0000-5300-5322-0000	Tahanto Regional Assessment	2,739,843.00		2,739,843.00	-2,739,843.00		0.00
01-835-0000-5300-5322-2020	Tahanto Capital Assessment	612,571.00		612,571.00	-612,571.00		0.00
01-835-0000-5300-5323-0000	Berlin Memorial Assessment	3,078,687.00		3,078,687.00	-3,078,687.00		0.00
01-835-0000-5300-5323-2020	Berlin Memorial Capital Assessment	52,000.00		52,000.00	-52,000.00		0.00
01-835-0000-5900-5901-0000	Assabet Valley Capital Assessment	74,200.00		74,200.00	-74,200.00		0.00
01-911-0000-5200-5200-0000	Worcester Regional Retirement Assessment	483,121.00		483,121.00	-483,121.00		0.00
01-912-0000-5100-5170-0000	Workmens Compensation	46,640.00		46,640.00	-18,800.00		27,840.00
01-913-0000-5100-5170-0000	Unemployment Insurance	20,000.00		20,000.00	0.00	-2,000.00	18,000.00
01-914-0000-5100-5170-0000	Chapter 32B Health Insurance	674,780.00		674,780.00	-563,636.45	-48100	63,043.55
01-916-0000-5200-5200-0000	Police & Fire Sickness and Accident Insurance	21,772.00		21,772.00	-19,930.00		1,842.00
01-919-0000-5100-5190-0000	Sick Pay Account	38,000.00		38,000.00	-30,130.98		7,869.02
01-920-0000-5100-5170-0000	Medicare	45,004.00		45,004.00	-43,139.19		1,864.81
01-945-0000-5700-5740-0000	Property & Liabilities Insurance	106,150.00		106,150.00	-72,631.00		33,519.00
01-990-0000-0000-5000-000	Transfer to other Funds	129,087.00		129,087.00	-129,087.00		0.00
		14,682,488.41	0.00	14,682,488.41	-13,287,936.36	-634,515.98	760,036.07

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2020

ACCOUNT NUMBER	FUND NAME	BALANCE 7/1/2019	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/20
	School Lunch:						
12-300-0000-0000-3590-0000	School Lunch	\$3,762.73		\$1.85		\$3,764.58	\$0.00
	Highway Improvements:						
13-422-0000-0000-3590-0000	Highway Improvements	\$0.00		\$0.00		\$0.00	\$0.00
	Receipts Reserved for Appropriation:						
14-000-3301-0000-3301-0000	Public Safety Highland Common	\$614,312.39		\$591,865.75	\$567,000.00		\$639,178.14
14-000-3302-0000-3301-0000	Capital Plan Highland Common	\$4,341.16		\$0.00			\$4,341.16
14-000-3303-0000-3301-0000	TNC Per-Ride Fund (tax on ride services)	\$855.20		\$680.40			\$1,535.60
14-145-3301-0000-3296-0000	Reduction of Future Excluded Debt	\$23,017.60		\$0.00			\$23,017.60
14-232-3305-0000-3590-0000	Ambulance Fund Balance	\$251,526.89		\$244,440.37	\$100,000.00		\$395,967.26
	Ambulance Receivable \$266,648.85						
14-491-3301-0000-3590-0000	Cemetery General Receipts	\$10,800.00		\$8,150.00	\$9,050.00		\$9,900.00
14-491-3302-0000-3590-0000	Cemetery Sale of Lots	\$900.00		\$700.00	\$600.00		\$1,000.00
14-510-3304-0000-3590-0000	WPAT Loan Repayments	\$95,444.43		\$9,167.01	\$9,523.00		\$95,088.44
	Outstanding WPAT Betterments \$1,720.70						
14-698-3301-0000-3301-0000	PEG Access & Cable Related Fund	\$191,903.49		\$30,387.66	\$24,263.79		\$198,027.36
	Offset Receipts:						
15-242-3308-0000-3590-0000	Plumbing and Gas Inspector	\$0.00		\$78,730.00	\$3,936.50	\$74,793.50	\$0.00
15-243-3307-0000-3590-0000	Electrical Inspector	\$0.00		\$57,514.57	\$14,378.64	\$43,135.93	\$0.00
15-433-3309-0000-3590-0000	Transfer Station	\$0.00		\$103,085.46	\$15,881.35	\$87,204.11	\$0.00
	Revolving Funds:						
17-161-1708-0000-3590-0000	Town Clerks Dog Revolving Fund	\$13,108.24		\$740.50	\$13,331.42	\$517.32	(\$0.00)
17-171-1701-0000-3590-0000	Conservation Wetlands Protection Fund	\$8,481.97		\$2,610.00			\$11,091.97
17-192-1701-0000-3590-0000	Town Hall Revolving Fund	\$16,674.22		\$8,560.00		\$11,016.75	\$14,217.47
17-210-1705-0000-3590-0000	Police Special Law Enforcement Fund	\$2,610.46					\$2,610.46
17-300-1701-0000-3590-0000	School Circuit Breaker	\$646.00				\$646.00	\$0.00
17-300-1703-0000-3590-0000	School Summer Reading Program	\$77.29				\$77.29	\$0.00
17-300-1704-0000-3590-0000	School Rental Revolving	\$4,061.29				\$4,061.29	\$0.00
17-300-1705-0000-3590-0000	Preschool Revolving	\$16,209.38		\$160.00		\$16,369.38	\$0.00
17-300-1706-0000-3590-0000	School Choice Fund	\$408,898.39				\$408,898.39	\$0.00
17-300-1708-0000-3590-0000	After School Revolving Fund	\$28,099.19				\$28,099.19	\$0.00
17-610-1709-0000-3590-0000	Library Video Fines Fund	\$3,072.47		\$368.48		\$750.00	\$2,690.95
17-630-1701-0000-3590-0000	Recreation Fund	\$20,149.22		\$4,076.00		\$1,154.35	\$23,070.87

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2020

	FUND NAME	BALANCE 7/1/2019	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/20
	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	\$0.00		\$17,408.75		\$66,010.00	(\$48,601.25)
18-123-1701-0000-3520-2020	MVP Planning Grant - TA	\$0.00		\$20,000.00		\$10,000.00	\$10,000.00
18-123-1702-0000-3520-2020	ADA Self Evaluation State Grant	\$0.00				\$24,000.00	(\$24,000.00)
18-123-1703-0000-3520-2020	COVID 19 Grant	\$0.00		\$30,000.00		\$18,699.32	\$11,300.68
18-152-1712-0000-3520-0000	Community Compact - HR Grant	\$8,500.00		\$5,000.00		\$4,500.00	\$9,000.00
18-155-1702-0000-3520-0000	Community Compact - IT Grant	\$6,825.18				\$6,825.18	\$0.00
18-162-1701-0000-3520-0000	Election Grant	\$0.00		\$503.31		\$503.31	\$0.00
18-175-1701-0000-3520-0000	Complete Streets - Plan Bd	\$0.00		\$12,289.58		\$12,289.58	\$0.00
18-177-1701-0000-3520-0000	Community Garden Well & Pump Grant	\$12,385.00				\$7,562.59	\$4,822.41
18-210-1711-0000-3590-0000	Police Bullet Proof Vest	\$405.00				\$4,599.05	(\$4,194.05)
18-210-1712-0000-3520-0000	Police Medbox Grant	\$0.00		\$650.00			\$650.00
18-221-1701-0000-3520-0000	Federal VFA Grant - Fire	(\$2,000.00)		\$2,000.00			\$0.00
18-221-1702-0000-3510-0000	Federal Fire Safe Grant	\$1,000.00					\$1,000.00
18-221-1704-0000-3520-0000	State Firefighter Turnout Gear Grant	\$0.00		\$2,610.00		\$2,610.00	\$0.00
18-221-1705-0000-3510-2020	Care Act Relief - US Stimulus	\$0.00		\$2,033.73			\$2,033.73
18-422-1704-0000-3590-0000	Highway Intern Grant Program	\$0.00		\$3,943.97		\$6,321.14	(\$2,377.17)
18-510-1702-0000-3590-0000	Public Health Emergency Response	\$5,560.06					\$5,560.06
18-510-1709-0000-3590-0000	Board of Health - Septic Loan Grant	\$46,791.76					\$46,791.76
18-510-1712-0000-3590-0000	Board of Health - WPAT Admin Grant	\$4,512.36					\$4,512.36
18-541-1702-0000-3590-0000	Council on Aging - Elderly Affairs Grant	\$0.00		\$8,544.00		\$8,544.00	\$0.00
18-610-1703-0000-3590-0000	Library LIG & MEG Grant	\$5,408.38		\$3,695.18		\$3,785.15	\$5,318.41
18-631-1701-0000-3590-0000	Arts Lottery Grant - Cultural Council	\$3,908.91		\$4,803.81		\$3,711.00	\$5,001.72
	School Grants:						
22-300-3525-0000-3590-0000	Sped Entitlement 94 142 Grant - Federal	\$1,262.12		(\$1,262.12)			\$0.00
22-300-3536-0000-3520-0000	Literacy Grant	\$1,847.48				\$1,847.48	\$0.00
	Community Preservation Fund:						
	2020 CPA Receivable \$3,631.06						
24-000-0000-0000-3241-0000	CPA - Open Space	\$0.00		\$28,690.43			\$28,690.43
24-000-0000-0000-3242-0000	CPA - Historical Resources	\$0.00		\$28,690.43			\$28,690.43
24-000-0000-0000-3243-0000	CPA - Affordable Housing	\$0.00		\$28,690.43			\$28,690.43
24-000-0000-0000-3590-0000	CPA - Fund Balance	\$0.00		\$200,833.05			\$200,833.05
	Capital Projects:						
30-000-0000-0000-3590-0000	School	\$5,141.03					\$5,141.03
31-000-0000-0000-3590-0000	Public Safety and Municipal Building	\$34.92					\$34.92
35-221-2017-0035-5700-0900	Ladder/Quint Truck (Fire & EMS)	\$0.00					\$0.00
	Temp Borrowing - Treasurer not doing perm.	\$347,067.00				\$115,689.00	\$231,378.00

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2020

	FUND NAME	BALANCE 7/1/2019	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/20
	Gifts and Donations:						
40-000-3616-0000-3590-0000	Flag and Relief Fund	\$99.00					\$99.00
40-122-3500-0000-3590-0000	Select Board - Clock Striking Fund	\$3,837.06		\$62.44			\$3,899.50
40-122-3501-0000-3590-0000	Select Board - World War II Fund	\$88.29		\$3.56			\$91.85
40-122-3506-0000-3590-0000	Cultural Activities & Facilities	\$24,593.05					\$24,593.05
40-141-3611-0000-3590-0000	Assessors Personnel - Mall	\$735.45				\$469.00	\$266.45
40-175-3601-0000-3590-0000	Planning Board - Affordable Housing	\$191,478.00					\$191,478.00
40-175-3602-0000-3590-0000	Senior/Affordable Housing - Highland Common	\$358,102.53					\$358,102.53
40-177-3601-0000-3590-0000	Community Garden Donations	\$1,932.50		\$380.00		\$357.49	\$1,955.01
40-210-3604-0000-3590-0000	Police - Radios	\$0.00		\$350,000.00			\$350,000.00
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	\$7,899.07		\$10,125.00			\$18,024.07
40-241-3301-0000-3280-0000	Riverbridge PT Bldg Inspector	\$31,176.00		\$31,176.00		\$11,325.72	\$51,026.28
40-300-3612-0000-3590-0000	School Donations	\$7,514.50				\$7,514.50	\$0.00
40-300-3614-0000-3590-0000	Student Activity Fund	\$6,091.05		(\$5,628.62)		\$462.43	\$0.00
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		\$43.00			\$1,311.31
40-541-3618-0000-3590-0000	Council on Aging Donations	\$5,185.98		\$1,365.30		\$1,128.83	\$5,422.45
40-610-3609-0000-3590-0000	Library Donations	\$568.50		\$225.00			\$793.50
40-691-3601-0000-3590-0000	Historical Comm. Donation	\$634.51					\$634.51
	Non - Expendable Trust Funds:						
82-001-3509-0000-3590-0000	Mary Keyes - Highway Fund	\$2,449.03					\$2,449.03
82-001-3510-0000-3590-0000	Nancy Young - School	\$1,500.00					\$1,500.00
82-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$200.00					\$200.00
82-001-3512-0000-3590-0000	Anna Hunt - General	\$1,000.00					\$1,000.00
82-001-3513-0000-3590-0000	Charity Fund	\$3,461.00					\$3,461.00
82-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$162.65					\$162.65
82-491-3516-0000-3590-0000	Cemetery Flower Fund	\$7,562.87					\$7,562.87
82-491-3517-0000-3590-0000	Cemetery Perpetual Care Fund	\$164,096.54		\$4,800.00			\$168,896.54
82-610-3514-0000-3590-0000	Library	\$34,891.73					\$34,891.73
	Expendable Trust Funds:						
84-001-3509-4000-4820-0000	Mary Keyes - Highway	\$5,544.91		\$134.51			\$5,679.42
84-001-3511-0000-3590-0000	Nancy Young - School	\$4,478.11		\$100.55			\$4,578.66
84-001-3511-0000-3590-0000	Ella Fosgate - Memorial Fund	\$385.66		\$5.27			\$390.93
84-001-3512-0000-3590-0000	Anna Hunt - General	\$299.68		\$26.30	\$50.00		\$275.98
84-001-3513-0000-3590-0000	Charity Fund	\$2,103.46		\$93.57			\$2,197.03
84-122-3518-0000-3590-0000	Selectmen - Mable Marble Scholarship	\$4,023.44		\$4,204.48		\$3,000.00	\$5,227.92
84-171-3519-0000-3590-0000	**Conservation - Open Space	\$278,927.87		\$57,631.67		\$149,507.77	\$187,051.77
84-300-3521-0000-3590-0000	School - Hoffman Fund	\$725.90		\$12.61			\$738.51
84-491-3515-0000-3590-0000	Cemetery - Hartshorn-Sons of Union Vets	\$1,416.10		\$26.43			\$1,442.53
84-491-3517-0000-3590-0000	Cemetery - Flower and Perpetual Care	\$1,773.20		\$560.69		\$657.60	\$1,676.29
84-610-3514-0000-3590-0000	Library	\$18,163.44		\$192.14			\$18,355.58
	** Solomon Pond Mit Receivable \$291,666.76						

Town Accountant

Special Fund Activity for the Fiscal Year Ending June 30, 2020

	FUND NAME	BALANCE 7/1/2019	TRANSFER INTO	RECEIPTS	TRANSFER FROM	EXPENSES	BALANCE 6/30/20
	Stabilization Fund:						
85-000-0000-0000-3590-0000	Stabilization Fund	\$1,061,481.13	\$125,000.00	\$8,125.83			\$1,194,606.96
	Energy Committee Stabilization Fund	\$0.00	\$4,087.00	\$2.72			\$4,089.72
	Agency Funds:						
89-171-0000-0000-2551-2012	Conservation Comm - Berlin Farms	\$753.35		\$0.69			\$754.04
89-175-0000-0000-2555-0000	Planning Board - Highland Commons	\$57.91		\$0.14			\$58.05
89-175-0000-0000-2557-2005	Planning Board - Indian Rock Estates	\$1,999.38		\$5.02			\$2,004.40
89-175-0000-0000-2558-2006	Planning Board - Kendall Homes	\$73.93		\$0.18			\$74.11
89-175-0000-0000-2560-2004	Planning Board - Berlin Village	\$122.08		\$0.31			\$122.39
89-175-0000-0000-2561-2007	Planning Board - Farm Lane	\$191.03		\$0.48			\$191.51
89-175-0000-0000-2563-2009	Planning Board - Highland Common Traffic	\$14,740.51		\$38.58			\$14,779.09
89-175-0000-0000-2565-2011	Planning Board - Hamlin Summer Road	\$1,033.87		\$0.99			\$1,034.86
89-175-0000-0000-2566-2011	Planning Board - River Run	\$2,548.39		\$2.45			\$2,550.84
89-175-0000-0000-2567-2013	Planning Board - Growing Room Project	\$3,193.49		\$3.02			\$3,196.51
89-175-0000-0000-2570-2017	Planning Board - Plastride Sawyer Hill	\$186.95		\$0.24			\$187.19
89-175-0000-0000-2571-2019	Planning Board - West St Crossing	\$1,129.60		\$7,583.74		\$8,713.14	\$0.20
89-175-0000-0000-2572-2019	Planning Board - Highland Senior Housing	\$0.70					\$0.70
89-175-0000-0000-2573-2019	Planning Board - Peach Hill Rd - Rhodes	\$2,718.53		\$2.58			\$2,721.11
89-175-0000-0000-2574-2019	Planning Board - Kane Subdivision	\$1,150.02		\$0.81		\$777.36	\$373.47
89-175-0000-0000-2575-2020	Planning Board - Indian Farms Estate	\$0.00		\$1,750.89			\$1,750.89
89-176-0000-0000-2553-2011	Board of Appeals - Northbrook Village II	\$5,024.87		\$4.80			\$5,029.67
89-176-0000-0000-2554-2014	Board of Appeals - Green Acres Rhodes	\$403.89		\$0.35			\$404.24
89-176-0000-0000-2556-0000	Board of Appeals - The Capes of Berlin	\$4,290.55		\$7,512.24		\$1,278.56	\$10,524.23
89-176-0000-0000-2557-2019	Board of Appeals - ZPT Energy - Potas	\$10,000.25		\$26.17			\$10,026.42
89-176-0000-0000-2559-2003	Board of Appeals - River Run	\$5,523.60		\$5.26			\$5,528.86
89-210-0000-0000-2021-0000	Police Detail	\$11,004.00		\$183,671.00		\$187,508.50	\$7,166.50
	Police Detail Receivable \$27,158.50						
89-210-0000-0000-2435-0000	Police Firearms Records Licenses - State	\$1,437.50		\$6,225.00		\$6,087.50	\$1,575.00
89-220-0000-0000-2022-0000	Fire Details	\$918.35		\$0.00			\$918.35
89-221-0000-0000-2022-0000	Fire & EMS Detail	\$540.00		\$2,340.00		\$1,800.00	\$1,080.00
	Long Term Debt:			New Bond		Repayment	
90-000-0000-0000-2700-0000	Bonds Payable	\$3,815,936.00				\$199,523.00	\$3,616,413.00

- GASB34 — All town asset's over \$5,000.00 are being recorded using The Asset Manager Software.
- FY 19 Financial Statements have been successfully audited by CliftonLarsonAllen from Burlington, Mass. Audited Financial Statements can be viewed by appointment in the Accountant's office or on the Town Accountants web page.
- FY 20 Financial Statements are in the process of being audited at the time of submission by CliftonLarsonAllen, Lexington, Mass.
- FY 20 Combined Balance Sheet, Schedule A and all supporting documents have been received by the Department of Revenue. Documents can be viewed by appointment.
- Free Cash Certified in FY20 — to be used in FY2 in the amount of \$354,100.00. Free Cash Certified from FY20 balance sheet is \$1,756,358.00.
- Berlin Memorial School was regionalized and all outstanding funds were turned over to the Region.
- Please visit the Town of Berlin's website for financial updates, forms, and viewable reports. The Audited Financials Reports and Auditors Reports can also be viewed when finalized. If there is anything else you would like to see on the Accountant's website please let us know.
978-838-0045 or Accountant@townofberlin.com or Acctclerk@townofberlin.com

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

Capital Improvement Planning Committee

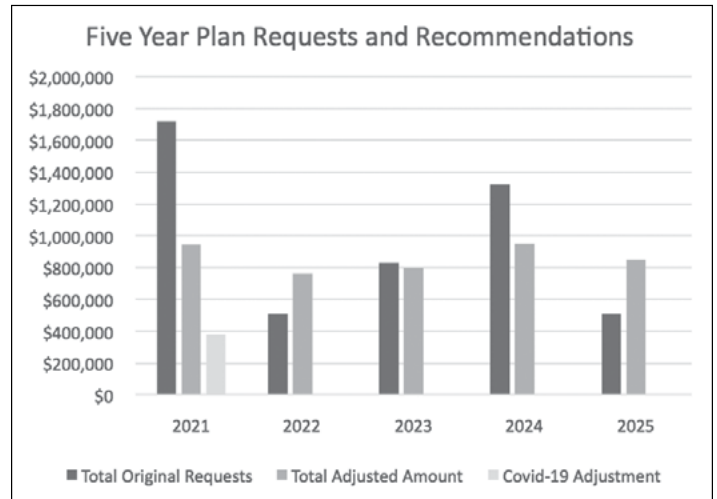
In November CIPC prepared a five-year capital plan request for officers, department heads, boards, committees, and inter/intra-municipal entities to identify capital requests for the next five years (FY 2021-2025). In December we conducted meetings to review requests and produced a list of capital requests by year. The goal is to level the spending by adjusting the year in which the capital spending is to occur and to eliminate any unnecessary or duplicative requests. Other mechanisms to reduce expenditures include postponing spending until all possible sources of alternative funding such as state and federal grants, adoption of Community Preservation Act provisions, and/or sources of private donations are evaluated.

In the 2020 budget cycle, we were faced with a total of capital budget requests for FY 2021 of \$1,722,761. In the subsequent five years plans, FY 2021-2025, these requested amounts fell to as low as \$507,000. Throughout the budget preparation months, we worked with Department Heads and Committees to rearrange these requests, filter them for priorities and tried to balance the requests over the 5-year period. Given a goal of \$1,000,000 in spending by the Finance Committee, we adjusted the five-year plan to accommodate, arriving at a total of recommended spending of \$945,801. These recommendations were then shared with the Select Board and the Finance Committee. Due to uncertainty caused by the COVID-19 pandemic, spending recommendations were further reduced prior to Annual Town Meeting, with a final approved FY2021 total expenditure of \$376,200.

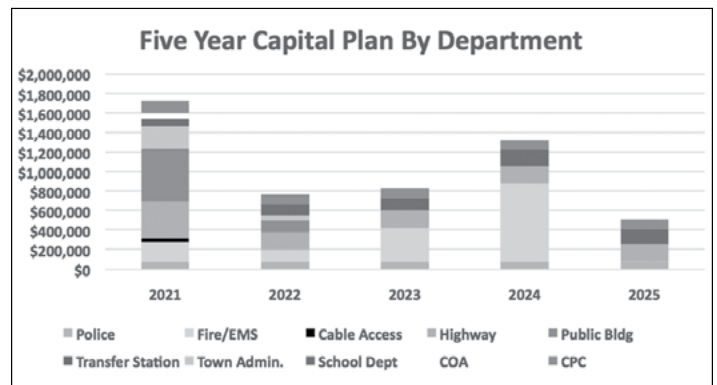
As called for in the Massachusetts Department of Revenue (DOR) Guidelines for Town Capital Improvement Plans, the Capital Improvement Planning Committee continues to collect data for a Town of Berlin Asset Inventory. This inventory will be a vital part of the Berlin's asset management program. Data is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

Respectively submitted,
Capital Improvement Planning Committee:
Anna Crane, *Chair*; John Solera, *Vice Chair*; Eloise Salls, *Clerk*;
John Mavretic, and Michael Ginzberg, *Finance Committee*
Designee - NonVoting

Five Year Plan Requests and Recommendations



Five Year Capital Plan By Department



Dept	2020	2021	2022	2023	2024
Police	\$73,000	\$74,000	\$75,000	\$76,000	\$77,000
Fire/EMS	\$200,995	\$121,000	\$345,000	\$800,000	\$0
Cable Access	\$40,000	\$0	\$0	\$0	\$0
Highway	\$380,000	\$180,000	\$180,000	\$180,000	\$180,000
Public Bldg	\$527,000	\$125,000	\$0	\$0	\$0
Transfer Station	\$12,165	\$0	\$0	\$0	\$0
Town Admin.	\$235,601	\$50,000	\$0	\$0	\$0
School Dept	\$69,000	\$115,000	\$130,000	\$165,000	\$150,000
COA	\$60,000	\$0	\$0	\$0	\$0
CPC	\$125,000	\$100,000	\$100,000	\$100,000	\$100,000
Total	\$1,722,761	\$765,000	\$830,000	\$1,321,000	\$507,000

Finance Committee

A special note: In view of the continuing effect of the COVID-19 Virus pandemic, the Finance Committee expects revenues to the Town of Berlin during FY2022 to be below historic levels in certain categories; notably meals and room taxes and offset receipts. The Town Administrative Finance team has responded by taking timely and appropriate measures to contain expenses and maintain operations within the FY2021 budget.

At this time, the Finance Committee is revising recommendations for a FY2022 budget with the goal to maintain town spending level in most areas at or below FY2021. The Finance Committee anticipates property tax revenue to be raised from existing taxpayers under this budget to be within the 2.5% Levy Limit and, to the extent permitted under legal and contractual obligations, expenditures will remain level with FY2021. In view of financial disruptions arising from the COVID-19 Virus pandemic, the Finance Committee anticipates our recommendations will continue to change as we gain clarity as to the impact of this crisis on Town finances between the time of this writing and the Annual Town Meeting.

Notable Items in FY2022 Recommended Budget

Regional School District — Both the Berlin/Boylston Regional School District and Assabet have proposed increases in their FY2022 budgets. The increase at Assabet is due to increased enrollment of students from Berlin over FY2021. The three primary drivers for the increases at BBRSD are negotiated contractual pay increases, special education programming and special education regional transportation. BBRSD has refinanced the bond for the Tahanto building, generating budgeted savings over the life of the bond that will reduce overall costs to the town. Capital Assessments are down for both Berlin Elementary and Tahanto as some projects are delayed until the COVID-19 crisis abates. Assabet, Berlin Memorial and Tahanto School Assessments and Capital Assessments are presented as separate line items. All State Chapter 70 and 30B funds now are paid directly to the School Districts rather than the Town.

Public Safety — Police and Fire Departments anticipate increased service requests as Riverbridge apartments increase occupancy. The ongoing Fire & EMS Department transition to professional services is reflected in budgeted expenses. A portion of public safety mitigation funds are allocated to fund personnel costs in support of this transition.

Data Systems — The Town computer systems upgrade from a Windows 7 system to Windows 10 system is moving towards completion in FY22. The Treasurer is moving to the VADAR Systems software the Accountant uses which will greatly streamline the relationship between those two departments.

Stabilization Fund — The Finance Committee continues to support allocation of prudent funds into the stabilization fund.

Summary

It has been another challenging year for the Town of Berlin in FY2021 as Administrative Finance Team headed by the Town Administrator has enforced town-wide cost containment across the board due to the recent public health crisis. This action has kept the Town in a strong financial position, able to fund the majority of requested departmental budgets for FY2022 while increasing free cash even with reduced revenues.

The Town budget continues to expand as more and more is demanded of all departments, but particularly public safety officials, due to constant development. More staff and more staff hours are required to service our growing town. The school budgets continue to grow as well as previously noted. BBRSD was asked to keep increases to 2.5% over FY2021 but was unable to do so for the reasons noted above.

One thing is clear: budgets cannot continue to grow at rates they have over the last 5 years or so. About 30% of our revenue is derived from commercial/retail sources. We may face revenue shortfalls in the coming years given current economic trends. While unpalatable, we could and may need to exercise some of our unused levy capacity and sharply raise residential property taxes without a Prop 2 ½ override in order to fund this ever-growing town budget.

We may have to face some hard choices. Step and cost of living increases need to be scrutinized much more carefully going forward for all paid town officials and by those responsible for other large sections of the budget—most notably the schools. The town has hired a consultant to examine key town positions to determine appropriate rates of pay for a town our size offering the level of services we provide and more importantly should provide. Some market rate adjustments may be needed for certain positions now below market rate, while other positions are above market rate for a town our size and may need to be renegotiated on the next contract period.

Stanley K. Rogalinski, *Chair*
Berlin Finance Committee

Finance Committee Budget Summary for Year Ending June 30, 2022

	FY21 Actual	FY22 Proposed	Change %
REVENUE SOURCES			
Local Property Taxes Used	\$12,374,417	\$12,680,693	2.5%
Property Taxes: New Growth	\$200,000	\$200,000	0.0%
State Aid	\$201,268	\$241,869	20.2%
Local Receipts	\$856,555	\$800,000	-6.6%
Offset Receipts	\$310,000	\$285,000	-8.1%
Reserve Receipts	\$553,053	\$322,508	-41.7%
Other Revenue Sources	\$243,000	\$130,000	-46.5%
LESS OBLIGATIONS	\$(294,663)	\$(296,617)	0.7%
Total Income	\$14,443,629	\$14,363,453	-0.6%
EXPENSES			
100- GENERAL GOVERNMENT	\$1,463,242	\$1,419,155	-3.0%
200 - PUBLIC SAFETY	\$2,668,000	\$2,628,772	-1.5%
400 - PUBLIC WORKS	\$833,625	\$834,064	0.1%
500 - HUMAN SERVICES	\$102,720	\$114,520	11.5%
600 - CULTURE & RECREATION	\$171,928	\$176,516	2.7%
700 - DEBT & INTEREST	\$555,481	\$312,583	-43.7%
800 - INTERGOVERNMENTAL EXP.	\$7,138,623	\$7,387,553	3.5%
900 - MISC. BENEFITS & INSURANCE	\$1,510,010	\$1,490,290	-1.3%
Total Expenses	\$14,443,629	\$14,363,453	-0.6%
MAXIMUM BUDGET CALCULATIONS			
LEVY LIMIT (prior FY)	\$12,072,601	\$12,672,100	
Allowed 2.5% Increase	\$301,815	\$316,802	
NEW GROWTH	\$200,000	\$200,000	
Add DEBT EXCLUSION	\$893,954	\$829,252	
SUBTOTAL	\$13,468,370	\$14,018,154	
STATE AID	\$201,268	\$241,869	
LOCAL RECEIPTS	\$856,555	\$800,000	
OFFSET RECEIPTS	\$310,000	\$285,000	
RECEIPTS AVAILABLE FOR APPROP	\$553,053	\$322,508	
OTHER REVENUE SOURCES	\$243,000	\$130,000	
SUBTOTAL	\$15,632,246	\$15,797,531	
LESS OBLIGATIONS	\$(294,663)	\$(296,617)	
Maximum Allowed FY22 Budget	\$15,337,583	\$15,500,914	
Proposed FY22 Budget	\$14,443,629	\$14,363,453	
Difference	\$893,954	\$1,137,461	

Sources of Funds Fiscal Year 2022

	Budget FY21	Budget FY22	% Change
STATE AID			
Abatements-Vets, Blind, Elderly-Sps	\$19,887	\$16,361	-17.7%
Chapter 70 - School Aid	\$-	\$-	
Unrestricted General Aid	\$169,903	\$214,087	26.0%
Supplemental General Aid	\$-	\$-	
Veterans Benefits	\$7,545	\$6,701	-11.2%
Public Library Offset Receipts	\$ 3,933	\$4,720	20.0%
Total State Aid	\$201,268	\$241,869	20.2%
LOCAL RECEIPTS			
Motor Vehicle Excise	\$504,355	\$500,000	-0.9%
Meals and Hotel Room Excise	\$65,000	\$40,000	-38.5%
Interest on PP,RE & Excise	\$20,300	\$20,300	0.0%
In Lieu of Taxes	\$77,000	\$77,000	0.0%
Fees and Charges	\$14,500	\$14,500	0.0%
Other Departmental	\$12,000	\$12,000	0.0%
Licenses and Permits	\$120,000	\$92,800	-22.7%
Fines and Forfeits	\$21,000	\$21,000	0.0%
Interest on investments	\$22,400	\$22,400	0.0%
Total Local Receipts	\$856,555	\$800,000	-6.6%
OTHER REVENUE SOURCES			
Assessors Overlay Surplus	\$9,000	\$-	-100.0%
Prior Capital Article Closeouts	\$94,000	\$ -	-100.0%
Free Cash for Contingency & BMS Capital	\$140,000	\$118,000	-15.7%
Affordable Housing Account		\$12,000	
Total Other Revenue Sources	\$243,000	\$130,000	-46.5%
OFFSET RECEIPTS			
TRANSFER STATION	\$110,000	\$120,000	9.1%
ELECTRIC INSPECTOR	\$100,000	\$100,000	0.0%
PLUMBING/GAS INSPECTOR	\$100,000	\$65,000	-35.0%
Total Offset Receipts	\$310,000	\$285,000	-8.1%
RESERVE RECEIPT			
Highland Commons Public Safety Fund	\$439,753	\$210,000	-52.2%
Rescue Squad Receipts Fund	\$100,000	\$100,000	0.0%
Water Pollution Abatement Trust (WPAT)	\$4,350	\$4,308	-1.0%
Cemetery Receipts	\$8,950	\$8,200	-8.4%
Total Proposed Use of Reserve Receipts	\$553,053	\$322,508	-41.7%
Estimated Obligations			
LIBRARY	\$3,933	\$4,720	20.0%
STATE CHARGES	\$40,730	\$41,897	2.9%
ASSESSORS OVERLAY	\$250,000	\$250,000	0.0%
Total State Obligations	\$294,663	\$296,617	0.7%
**DEBT EXCLUSION			
Municipal Building	\$-	\$-	
Tahanto Capital Assessment	\$576,179	\$520,977	-9.6%
Highway Barn	\$317,775	\$308,275	-3.0%
TOTAL	\$893,954	\$829,252	-7.2%

FY22 Finance Committee Recommended Budget

Line Item	UMAS Account	Department	Town Approved FY21	Original Request FY22	\$ Increase Requested	Recommended FY22	Recommended Change \$	Recommended Change %
100 GENERAL GOVERNMENT								
1	114-5110	Moderator-Salary	\$50	\$50	\$-	\$50	\$-	0.0%
2	114-5700	Expenses	\$85	\$85	\$-	\$85	\$-	0.0%
3	122-5110	Selectmen-Salary	\$3,690	\$3,690	\$-	\$3,690	\$-	0.0%
4	122-5112	Wages-FT	\$66,399	\$66,399	\$-	\$67,735	\$1,336	2.0%
5	122-5200	Consulting	\$20,000	\$20,000	\$-	\$20,000	\$-	0.0%
6	122-5700	Expenses	\$8,290	\$8,250	\$(40)	\$5,250	\$(3,040)	-36.7%
7	123-5111	Town Administrator-Salary	\$147,000	\$150,000	\$3,000	\$150,000	\$3,000	-2.0%
8	123-5700	Expenses	\$3,500	\$3,415	\$(85)	\$3,415	\$(85)	-2.4%
9	131-5700	Fin Com-Expenses	\$175	\$175	\$-	\$175	\$-	0.0%
10	132-5781	Reserve Fund	\$95,000	\$95,000	\$-	\$95,000	\$-	0.0%
11	132-5782	Contingency Line Item (temporary)	\$140,000	\$-	\$(140,000)	\$89,243	\$(50,757)	-36.3
12	135-5111	Accountant-FT Salary	\$82,285	\$82,285	\$-	\$83,931	\$1,646	2.0%
13	135-5114	Wages-PT	\$36,885	\$36,885	\$-	\$40,249	\$3,364	9.1%
14	135-5700	Expenses	\$9,040	\$9,040	\$-	\$9,040	\$-	0.0%
15	136-5700	Audit	\$26,000	\$26,000	\$-	\$26,000	\$-	0.0%
16	141-5110	Assessors-Salary	\$2,287	\$2,287	\$-	\$2,334	\$47	2.1%
17	141-5113	Assistants: PT Salary	\$67,282	\$67,282	\$-	\$68,628	\$1,346	2.0%
18	141-5114	Wages-PT	\$65,533	\$64,971	\$(562)	\$66,279	\$746	1.1%
19	141-5700	Expenses	\$38,686	\$38,686	\$-	\$38,686	\$-	0.0%
20	142-5000	Revaluation-Expenses	\$25,700	\$28,920	\$3,220	\$28,920	\$3,220	12.5%
21	145-5111	Treasurer/Collector-Salary	\$75,920	\$75,920	\$-	\$77,439	\$1,519	2.0%
22	145-5114	Wages - PT	\$46,586	\$46,862	\$276	\$47,747	\$1,161	2.5%
23	145-5170	Incentive		\$1,000	\$1,000	\$1,000	\$1,000	
24	145-5700	Expenses	\$48,640	\$39,696	\$(8,944)	\$39,696	\$(8,944)	-18.4%
25	151-5700	Legal Expenses	\$50,000	\$50,000	\$-	\$50,000	\$-	0.0%
26	152-5700	Personnel-Expenses	\$200	\$225	\$25	\$225	\$25	12.5%
27	153-5000	Tax Titles	\$5,000	\$5,000	\$-	\$5,000	\$-	0.0%
28	155-5113	Data Systems- PT Salary	\$-	\$-	\$-			
29	155-5700	Expenses	\$89,059	\$85,100	\$(959)	\$85,100	\$(959)	-1.1%
30	161-5110	Town Clerk-Salary	\$31,200	\$31,200	\$-	\$31,824	\$624	2.0%
31	161-5113	PT Salary	\$12,756	\$12,756	\$-	\$13,011	\$255	2.0%
32	161-5700	Expenses	\$2,845	\$2,845	\$-	\$2,845	\$-	0.0%
33	162-5124	Elections-Wages PT	\$3,600	\$1,995	\$(1,605)	\$1,995	\$(1,605)	-44.6%
34	162-5700	Expenses	\$4,100	\$4,100	\$-	\$4,100	\$-	0.0%
35	163-5113	Registration-Salary	\$100	\$100	\$-	\$100	\$-	0.0%
36	163-5114	Wages-PT	\$550	\$449	\$(101)	\$449	\$(101)	-18.4%
37	163-5700	Expenses	\$100	\$95	\$(5)	\$95	\$(5)	-5.0%
38	171-5700	Conservation Com-Expenses	\$2,000	\$2,000	\$-	\$2,000	\$-	0.0%
39	175-5700	Planning Board-Expenses	\$1,000	\$1,000	\$-	\$1,000	\$-	0.0%
40	176-5114	Board of Appeals-Wages PT	\$-	\$-	\$-			
41	176-5700	Expenses	\$500	\$500	\$-	\$500	\$-	0.0%
42	177-5700	Agricultural Comm-Expenses	\$1,425	\$1,330	\$(95)	\$1,330	\$(95)	-6.7%
43	192-5114	Public Bldgs: Wages PT	\$19,004	\$19,003	\$(1)	\$19,382	\$378	2.0%
44	192-5700	Expenses	\$100,770	\$100,607	\$(163)	\$100,607	\$(163)	-0.2%
45	192-5211	Electricity	\$78,000	\$80,000	\$2,000	\$80,000	\$2,000	2.6%
46	192-5212	Fuel Oil	\$50,000	\$50,000	\$-	\$50,000	\$-	0.0%
47	195-5700	Town Report-Expenses	\$5,000	\$5,000	\$-	\$5,000	\$-	0.0%
100 TOTAL GENERAL GOVERNMENT			\$1,463,242	\$1,320,203	\$(143,039)	\$1,419,155	\$(44,087)	-3.0%

FY22 Finance Committee Recommended Budget

Line Item	UMAS Account	Department	Town Approved FY21	Original Request FY22	\$ Increase Requested	Recommended FY22	Recommended Change \$	Recommended Change %
200 PUBLIC SAFETY								
48	210-5111	Police-Salary	\$152,080	\$147,650	\$ (4,430)	\$150,603	\$ (1,477)	-1.0%
49	210-5112	Wages - FT	\$845,981	\$845,829	\$ (152)	\$845,829	\$ (152)	0.0%
50	210-5114	Wages - PT	\$132,233	\$132,233	\$-	\$132,233	\$-	0.0%
51	210-5700	Expenses	\$102,858	\$100,512	\$ (2,346)	\$100,512	\$ (2,346)	-2.3%
52	221-5111	Fire & EMS- Salary FT	\$128,000	\$128,983	\$983	\$128,000	\$-	0.0%
53	221-5112	Wages - FT	\$193,695	\$192,087	\$ (1,608)	\$192,087	\$ (1,608)	-0.8%
54	221-5114	Wages - PT	\$350,468	\$350,468	\$-	\$350,468	\$-	0.0%
55	221-5700	Expenses	\$144,910	\$144,910	\$-	\$144,910	\$-	0.0%
56	241-5111	Building Inspector-Salary	\$92,500	\$92,500	\$-	\$94,350	\$1,850	2.0%
57	241-5112	Wages - FT	\$-	\$-	\$-			
58	241-5114	Wages - PT	\$32,667	\$30,198	\$ (2,469)	\$30,084	\$ (1,863)	-5.7%
59	241-5700	Expenses	\$26,696	\$26,696	\$-	\$26,696	\$-	0.0%
60	242-5114	Plumbing & Gas Inspector-Wages PT	\$100,000	\$65,000	\$ (35,000)	\$65,000	\$ (35,000)	-35.0%
61	242-5700	Expenses	\$300	\$300	\$-	\$300	\$-	0.0%
62	243-5114	Electrical Inspector-Wages PT	\$100,000	\$100,000	\$-	\$100,000	\$-	0.0%
63	243-5700	Expenses	\$600	\$600	\$-	\$600	\$-	0.0%
64	249-5113	Animal Inspector-Salary	\$1,992	\$1,992	\$-	\$2,032	\$40	2.0%
65	249-5700	Expenses	\$500	\$500	\$-	\$500	\$-	0.0%
66	292-5113	Animal Control Officer-Salary	\$5,400	\$5,400	\$-	\$5,508	\$108	2.0%
67	292-5700	Expenses	\$2,000	\$1,820	\$ (180)	\$1,820	\$ (180)	-9.0%
68	296-5112	Communications-Wages	\$41,907	\$41,907	\$-	\$44,425	\$2,818	6.7%
69	296-5700	Communications-Expenses	\$213,213	\$210,825	\$ (2,388)	\$211,795	\$ (1,418)	-0.7%
200 TOTAL PUBLIC SAFETY			\$2,668,000	\$2,620,410	\$ (47,590)	\$2,628,772	\$ (39,228)	-1.5%
400 PUBLIC WORKS								
70	422-5111	Highway-Salary	\$81,800	\$83,436	\$1,636	\$83,436	\$1,636	2.0%
71	422-5112	Wages FT	\$229,460	\$226,761	\$ (2,699)	\$226,761	\$ (2,699)	-1.2%
72	422-5114	Wages - PT	\$14,246	\$30,531	\$16,285	\$30,531	\$16,285	114.3%
73	422-5700	Expenses	\$143,920	\$143,920	\$-	\$143,920	\$-	0.0%
74	423-5112	Snow & Ice - FT OT	\$36,428	\$35,881	\$ (547)	\$35,881	\$ (547)	-1.5%
75	423-5114	Wages-PT	\$13,566	\$15,118	\$1,552	\$15,118	\$1,552	11.4%
76	423-5700	Expenses	\$85,000	\$85,000	\$-	\$85,000	\$-	0.0%
77	424-5211	Street Lights	\$9,600	\$9,000	\$ (600)	\$9,000	\$ (600)	-6.3%
78	433-5114	Transfer Station-Wages PT	\$37,145	\$37,889	\$744	\$37,889	\$744	2.0%
79	433-5700	Expenses	\$150,860	\$150,860	\$-	\$150,860	\$-	0.0%
80	491-5113	Cemetery-PT Salary	\$3,360	\$3,428	\$68	\$3,428	\$68	2.0%
81	491-5700	Expenses	\$28,240	\$12,240	\$ (16,000)	\$12,240	\$ (16,000)	-56.7%
400 TOTAL PUBLIC WORKS			\$833,625	\$834,064	\$439	\$834,064	\$439	0.1%

FY22 Finance Committee Recommended Budget

Line Item	UMAS Account	Department	Town Approved FY21	Original Request FY22	\$ Increase Requested	Recommended FY22	Recommended Change \$	Recommended Change %
500 HUMAN SERVICES								
82	510-5110	Board of Health-Salary	\$1,878	\$1,878	\$-	\$1,914	\$36	1.9%
83	510-5114	Wages-PT	\$5,600	\$5,992	\$392	\$5,992	\$392	7.0%
84	510-5700	Expenses	\$1,200	\$1,000	\$(200)	\$1,000	\$(200)	-16.7%
85	511-5200	Nashoba Health	\$8,128	\$8,535	\$407	\$8,535	\$407	5.0%
86	522-5200	Nashoba Nursing	\$3,710	\$3,896	\$186	\$3,896	\$186	5.0%
87	541-5114	COA-Director PT Wages	\$22,288	\$28,987	\$6,699	\$28,987	\$6,699	30.1%
88	541-5114	Wages - PT	\$24,165	\$24,648	\$483	\$24,648	\$483	2.0%
89	541-5700	Expense	\$12,625	\$12,625	\$-	\$12,625	\$-	0.0%
90	543-5111	Veterans-Salary	\$7,866	\$8,658	\$792	\$8,658	\$792	10.1%
91	543-5700	Expenses	\$260	\$265	\$5	\$265	\$5	1.9%
92	543-5800	Benefits	\$11,000	\$11,000	\$-	\$11,000	\$-	0.0%
93	599-5200	Community Social Services	\$4,000	\$7,000	\$3,000	\$7,000	\$3,000	75.0%
500 TOTAL HUMAN SERVICES			\$102,720	\$114,484	\$11,764	\$114,520	\$11,800	11.5%
600 CULTURE AND RECREATION								
94	610-5114	Library-Wages PT	\$122,823	\$127,411	\$4,588	\$127,411	\$4,588	3.7%
95	610-5700	Expenses	\$32,095	\$32,095	\$-	\$32,095	\$-	0.0%
96	630-5700	Recreation-Expenses	\$12,410	\$12,410	\$-	\$12,410	\$-	0.0%
97	631-5700	Cultural Council -Expenses	\$1,500	\$1,500	\$-	\$1,500	\$-	0.0%
98	691-5700	Historic Comm- Expenses	\$600	\$600	\$-	\$600	\$-	0.0%
99	692-5700	Memorial Day-Expense	\$2,000	\$2,000	\$-	\$2,000	\$-	0.0%
100	694-5700	Festive Events - Expenses	\$500	\$500	\$-	\$500	\$-	0.0%
600 TOTAL CULTURE AND RECREATION			\$171,928	\$176,516	\$4,588	\$176,516	\$4,588	2.7%
700 DEBT & INTEREST								
101	752-5800	Interest	\$131,998	\$118,275	\$(13,723)	\$118,275	\$(13,723)	-10.4%
102	752-5900	Principal	\$423,483	\$192,154	\$(231,329)	\$194,308	\$(229,175)	-54.1%
700 TOTAL DEBT & INTEREST			\$555,481	\$310,429	\$(245,052)	\$312,583	\$(242,898)	-43.7%
800 INTERGOVERNMENTAL EXPENDITURES								
103	800-5641	CMRPC	\$842	\$863	\$21	\$863	\$21	2.5%
104	NEW-temp	Assabet Reg Housing Consortium	\$-	\$12,000	\$12,000	\$12,000	\$12,000	
105	835-5321	Assabet Assessment	\$465,893	\$479,103	\$13,210	\$479,103	\$13,210	2.8%
106	835-5901	Assabet Capital Assessment	\$72,192	\$70,185	\$(2,007)	\$70,185	\$(2,007)	-2.8%
107	835-5320	Berlin Memorial Assessment	\$3,304,741	\$3,443,613	\$138,872	\$3,443,613	\$138,872	4.2%
108	835-5903	Berlin Mem Capital Assmnt	\$95,000	\$68,000	\$(27,000)	\$68,000	\$(27,000)	-28.4%
109	835-5322	Tahanto Assessment	\$2,623,776	\$2,796,602	\$172,826	\$2,792,812	\$169,036	6.4%
110	835-5900	Tahanto Capital Assmnt	\$576,179	\$520,977	\$(55,202)	\$520,977	\$(55,202)	-9.6%
800 TOTAL INTERGOVERNMENTAL			\$7,138,623	\$7,391,343	\$252,720	\$7,387,553	\$248,930	3.5%
900 MISC BENEFITS & INSURANCE								
111	911-5200	Worcester Regional Retirement	\$533,288	\$551,425	\$18,137	\$551,425	\$18,137	3.4%
112	912-5200	Workers Comp	\$23,000	\$23,000	\$-	\$23,000	\$-	0.0%
113	913-5200	Unemployment Insurance	\$50,000	\$50,000	\$-	\$50,000	\$-	0.0%
114	915-5175	Chap32B Insurance (Health/Dental,+)	\$703,357	\$665,000	\$(38,357)	\$665,000	\$(38,357)	-5.5%
115	916-5200	Police & Fire Sick & Acc Ins	\$22,861	\$22,861	\$-	\$22,861	\$-	0.0%
116	919-5190	Sick Pay	\$38,500	\$39,000	\$500	\$39,000	\$500	1.3%
117	920-5170	Medicare	\$45,004	\$45,004	\$-	\$45,004	\$-	0.0%
118	945-5740	Property/Liability Insurance	\$94,000	\$94,000	\$-	\$94,000	\$-	0.0%
900 TOTAL MISC BENEFITS & INSURANCE			\$1,510,010	\$1,490,290	\$(19,720)	\$1,490,290	\$(19,720)	-1.3%
TOTAL BUDGETS			\$14,443,629	\$14,257,739	\$(185,890)	\$14,363,453	\$(80,176)	-0.6%

Financial Terms

from Glossary of Financial Terms by the Massachusetts Department of Revenue

Abatement A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge or special assessment imposed by a governmental unit.

Available Funds Balance in the various fund types that represent non-recurring revenue sources. Under sound practice they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs. Examples of available funds are free cash, stabilization fund, and overlay surplus.

Capital Assets All tangible property used in the operation of government which is not easily converted into cash, and has a useful life extending beyond a single financial period. Include land and land improvements, infrastructures such as roads, bridges, easements, buildings, vehicles, machinery and equipment.

Capital Improvement Plan A blueprint for planning a community's capital expenditures that comprises an annual capital budget and five-year capital program. It coordinates community planning, fiscal capacity and physical development.

Chapter 70 School Aid Chapter 70 refers to the school funding formula created under the Education Reform act of 1993 by which state aid is distributed to help establish educational equity among municipal and regional school districts.

Chapter 90 Highway Funds State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of Mass. General Law Chapter 90.

Cherry Sheets Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, town and regional school districts of the next fiscal year's state aid and assessments.

Debt Exclusion An action taken by a community through a simple majority referendum vote to raise the funds necessary to pay debt service cost for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Excess and Deficiency Amount by which cash accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The regional school committee must apply certified amounts exceeding 5% of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Excess Levy Capacity The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the board of selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.

Fiscal Year Since 1974, the state and municipalities have operated on a budget cycle that begins on July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends.

Free Cash Remaining, unrestricted funds from operations of the previous fiscal year including the unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the recap sheet, and unspent amount in budget line-items.

General Fund The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

Levy The amount a community raised through the property tax. The levy can be any amount up to the levy limit, which is reestablished every year under Proposition 2½ provisions.

Levy Ceiling A levy ceiling is one of two types of levy (tax) restrictions by Proposition 2½. In any year the real and personal property taxes imposed may not exceed 2½% of the full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion debt exclusions or special exclusion.

Levy Limit A levy limit is one of two types of levy (tax) restrictions imposed by Proposition 2½. The real and personal property taxes imposed by a city or town may only grow each year by 2½% of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital exclusion, a debt exclusion or a special exclusion.

Local Receipts Locally generated revenues, other than real & personal property taxes. Examples are motor vehicle excise, investment income, fees, rentals and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

New Growth The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year.

Non-recurring Revenue Source A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

Offset Receipts A local option that allows estimated receipts of a particular department to be earmarked for use of the department and appropriated to offset its operating budget.

Overlay An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.

Overlay Surplus Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred to this account. Overlay surplus may be appropriated for any lawful purpose.

Override A vote by a community at an election for permanently increase the levy limit.

Receipts Reserved for Appropriation Proceeds that are earmarked by law and placed in a separate account for appropriation for particular purposes.

Reserve Fund An amount set aside annually in the town budget to provide a funding source for unforeseen expenditures. The finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures.

Stabilization Fund A fund used to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. A 2/3s vote of town meeting is required to appropriate money from the stabilization fund.

Tax Rate The amount of property tax stated in terms of a unit of the municipal tax base; for example \$14.80 per \$1,000 of assessed valuation of taxable real and personal property

Tax Rate Recapitulation Sheet (Recap Sheet) A document filed by a town with the Dept. of Revenue in order to set a property tax rate. It shows all estimated revenues and actual appropriations that affect the property tax rate.

Valuation (100 percent) The legal requirement is that a community's assessed value on property must reflect its market, or full and fair cash value.

Town By-laws Governing the Conduct of Town Meeting

Article II

Section 4. At any town meeting held for the transaction of town business, no person whose name is not on the list of voters shall be admitted to the floor of the Hall, except press reporters and invited guests within the discretion of the Moderator. It shall be the special duty of the police and the town tellers to enforce this By-law by use of the check list, but the same shall not apply to the State election, primaries or meetings for the election of town officers. The Moderator shall determine the bounds of the floor of the hall.

Section 5. Articles for the warrant shall be acted upon in the order in which they stand, except that the Moderator may upon request and for reasons stated, entertain the motion to take up an article out of this regular order.

Section 6. No motion, the effect of which would be to dissolve a town meeting, shall be in order until every article in the warrant has been acted upon, but this shall not preclude the postponement of action on, or consideration of, any article to an adjournment of the meeting to a stated time.

When a question is before the meeting, the following motion, namely; to adjourn; to lay on the table; for the previous question; to postpone to a time certain; to commit, recommit or refer; to amend; to postpone indefinitely; shall be received and shall have precedence in the foregoing order; and the first three shall be decided without debate..

Section 7. All votes on motions shall be taken in the first instance by a voice vote; if the Moderator be in doubt he may call for a standing vote; if the Moderator be still in doubt or if the vote as declared by the Moderator be immediately questioned by seven of the voters present, the vote shall be taken by a "yes" or "no" ballot. Nothing in this section shall be construed to prevent the taking of a vote by ballot in the first instance if a motion to that effect shall be duly made and carried by a majority of the voters present and voting thereon. The Moderator may call for a vote by show of hands or a standing vote in cases where a recorded vote is required by statute or the Attorney General of the Commonwealth.

All votes on the appropriation of money in excess of ten thousand dollars shall be taken in the first instance by ballot as above provided, unless said appropriation shall be recommended or approved by the Finance Committee.

All votes to rezone land shall be taken in the first instance by ballot as above provided.

The Moderator may declare a two-thirds vote of a town meeting without recording a count of all votes when the Moderator has no doubt of the two-thirds majority. Such a declaration of the Moderator shall be open to challenge by seven voters as provided in the first paragraph of this section.

Section 8. The Moderator may decline to put motions obviously frivolous or tending to disorder. A motion shall be presented in writing if the Moderator requests. The Moderator shall be governed in his rulings by the provisions of these articles.

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

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

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

Article V — Duties of the FINANCE COMMITTEE

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

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

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

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

Berlin Town Meeting

Public Safety. You are requested not to move any chairs without the permission of the Moderator or the Fire Chief. The chairs have been placed to provide for social distancing in response to the COVID 19 pandemic. Masks must be worn as required by state guidelines. In case of an emergency, please USE THE SIDE EXITS OF THE GYM.

Courtesy. It is important that everyone observe basic rules of courtesy. Please do not make comments to your neighbors when someone is speaking. The meeting will proceed more quickly if there is less confusion in the hall.

The meeting will be in better order if everyone is seated. This also facilitates accurate counts of votes. The meeting may be delayed if people do not take seats. If being seated creates a personal hardship, please speak to the Moderator.

Rules. The Town By-laws governing the conduct of town meeting are printed on the previous page. There are some state laws which govern the assembly. The Moderator also uses Town Meeting Time, A parliamentary manual published by the Massachusetts Moderators' Association, as a reference for rules of order.

Motions and votes. All actions of the town meeting are taken pursuant to motions. We require a motion to be written out and given to the Moderator after it is read. A motion must be seconded to indicate that it is supported by more than one voter. Discussion follows the second.

Speaking in the meeting. Raise your hand or call out "Mr. Moderator" to be recognized. You must speak from a microphone in order that you can be heard by all. Please give your name and address when you start to speak before the meeting, even if the Moderator has identified you by name. Keep your comments directed to the issue on the floor. Be brief! Others want to speak and there are many pieces of business to consider. You will get better attention if people know that you will speak briefly and to the point.

Personalities. Berlin has a long tradition against making personal comments about other speakers. Do not characterize others negatively or indulge in name-calling. The Moderator may terminate your speaking.

Applause. Please DO NOT APPLAUD speakers during a debate. It draws out the length of the meeting. It can be intimidating to other voters. The appropriate way to show approval to a speaker is by voting in sympathy with his/her position on the issue being discussed.

Moving the question is asking that debate on an issue end and that we proceed to a vote on the motion under consideration. Since it takes away other voters' right to speak, it requires a two-thirds majority. In Berlin we have a tradition of not accepting a motion to the question from a vote that expresses an opinion

just before making the motion. If you want to move the question, that should be all that you say. The Moderator may refuse to take a motion to the question if there has not yet been a reasonable opportunity for debate.

Reconsideration. A motion to reconsider business previously done in the same town meeting may be made if something has changed since the action was taken, or if important information was not available at the time of the vote. A motion to reconsider is in order only if it is made by someone who voted with the prevailing side. It is not appropriate to reconsider an action just because your side did not prevail. In Berlin, we have a tradition against reconsideration, unless clear reasons demand it. It is helpful to discuss this with the Moderator prior to making the motion. When action has been taken on an important issue, and some voters have left the meeting thinking that the matter was concluded, the Moderator will protect the rights of those voters by refusing to accept a motion to reconsider. A new meeting can be called, with proper notice to all, if a change of the action is needed.

Voting is usually by voice vote, in order to save time. If the Moderator is uncertain of the outcome, he may call for a show of hands or a standing vote. If such a count ends in doubt, a paper ballot vote may be taken. State law requires a recorded vote in certain situations. In such cases the Moderator may call for a hand vote.

Paper ballots are customarily used on major issues, especially when emotions run high, in order that each voter can vote his/her own conscience and to assure an accurate vote. All voters are checked on the checklist as they enter the voting area. Checklists are divided alphabetically by streets.

After being checked through, you will be given a ballot marked yes and no. Tear the ballot along the perforation. Place the portion indicating your vote in the ballot box (coffee can.) Place the remaining portion in the wastebasket after the ballot box. All ballot pieces should remain in the voting area.

When you have voted, please leave the voting area. If people stop to talk nearby, it keeps others from getting through, creates confusion, and slows down the voting.

Several voters will be asked to assist with counting the ballots. When that process is completed, the Moderator will announce the results.

No absentee voting. There is no legal provision allowing absentee voting at a town meeting. As this is a deliberative assembly, the form of the motion can be changed on the floor and a voter might want to change his/her vote because of the change. It is also not legal to turn a town meeting into an election with longer voting hours. You must be present at the time of the voting to cast a vote.

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

To the Constable 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, 34 South Street, in said Berlin on **SATURDAY, the FIFTEENTH DAY OF MAY, 2021, next, at 1:00 o'clock in the afternoon**, then and there to act on the following articles; or in relation thereto:

*** CURRENT FISCAL YEAR 2021 ENDING JUNE 30, 2021 ***

FIRE/EMS PUMPER TANKER AND 23 LINDEN STREET PARKING LOT REPAIR SUNSET CLAUSE EXTENSION

ARTICLE 1: To see if the Town will vote to amend the vote originally taken under Article 20 of the 2019 Annual Town Meeting, and extended under Article 6 of the 2020 Annual Town Meeting, to further extend until June 30, 2022 the date by which money must be expended for the purpose of purchasing and equipping a new Fire and EMS Department pumper/tanker truck, and to amend the vote taken under Article 18 (Item 5) of the 2020 Annual Town Meeting by extending until June 30, 2022 the date by which money must be expended for the purpose of repairing and repaving the Town Office and Public Safety parking lot, or take any action relative thereto. (Fire and EMS Department/Town Administrator)

Finance Committee recommends this article. Vote 5-0.

Summary: A vote to extend the June 30, 2021 sunset clause voted under Article 20 of the 2019 Annual Town Meeting and extended under Article 6 of the 2020 Annual Town Meeting, and to extend the June 30, 2021 sunset clause for the Town Offices and Public Safety parking lot project voted under Article 18 of the 2020 Annual Town Meeting, is required. A purchase contract for the fire apparatus has been executed but assembly and delivery will not be completed by June 30, 2021, nor will completion of the parking lot project.

SPECIAL LEGISLATION AUTHORIZING THE FIRE AND EMS CHIEF TO SERVE BEYOND AGE 65

ARTICLE 2: To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation allowing Paul Kenneth Clark, the Berlin Fire and

EMS Chief, notwithstanding the provisions of any general or special law to the contrary, to serve in or be reappointed to such position until May 5, 2026, the date of his retirement, or the date on which he is relieved of his duties by the Berlin Select Board, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of such position. The Select Board may, at the expense of Paul Kenneth Clark, require him to be examined by an impartial physician designated by the Select Board to determine such capability. No further deductions shall be made from the regular compensation of Paul Kenneth Clark under chapter 32 of the General Laws for any service performed subsequent to reaching age 65 and upon retirement Paul Kenneth Clark shall receive a superannuation retirement allowance equal to that to which he would have been entitled had he retired upon reaching age 65; provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Select Board approves amendments to the bill prior to enactment by the General Court, and to authorize the Select Board to approve such amendments which shall be within the scope of the general public objectives of the petition, or take any action relative thereto. (Select Board)

Summary: Special legislation is required for fire service members to extend employment beyond age 65. Chief Clark will have attained age 65 on May 5, 2021. The Select Board and Fire and EMS Chief Ken Clark are both interested in continuing his employment with the Town of Berlin through Fiscal Year 2022 (until June 30, 2022).

TAX COLLECTIONS SOFTWARE CONVERSION

ARTICLE 3: To see if the Town will vote to transfer from available funds **thirty-two thousand dollars (\$32,000)** for the purpose of purchase and conversion expenses for a new state of the art Tax and Financial Software Package, including acquisition, installation and equipping and other expenses incidental or related thereto, or take any action relative thereto. (Treasurer/Collector)

Finance Committee recommends \$32,000 from Free Cash. Vote 5-0.

Summary: The Point software package is quite old and no longer meets some of the requirements of current tax collection rules. It currently requires multiple software packages and manual steps to move data from Assessors, to Collections, to Tax Title, and through to the Accountants General Ledger system. The new software fully integrates all

departments, eliminates manual processes, allows up to 9 users at a time, is Cloud-based, and upgrades the current Tax Title management from an Excel spreadsheet process to a fully integrated one. Employee efficiency, error reduction and better customer service will be the result.

COMMUNITY PRESERVATION ACT FISCAL YEAR 2021 ANNUAL BUDGET

ARTICLE 4: To see if the Town will vote to transfer/reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Act Committee for community preservation projects and other expenses in fiscal year 2021, with each item to be considered a separate appropriation:

Reserves:

From FY 2021 revenues

for Historic Resources Reserve 48,793.30

From FY 2021 revenues

for Community Housing Reserve 48,793.30

From FY 2021 revenues

for Open Space Reserve 48,793.30

Or take any action relative thereto. (Community Preservation Committee)

Finance Committee recommends \$146,379.90 from Community Preservation Fund revenues for the required FY21 CPA reserves. Vote 5-0.

Summary: In 2018, the Town of Berlin voted to adopt the Community Preservation Act (CPA) which established a 3% property tax surcharge to be spent only towards statutorily permitted purposes. These include the acquisition and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation or restoration of open space and community housing that is acquired or created with CPA funds. The CPA surcharge has been collected since Fiscal Year 2020 in Berlin. This article satisfies the CPA requirement that at least ten percent (10%) of the \$487,933 projected amount collected in Fiscal Year 2021 be allocated to each of the three (3) statutory reserves.

SPECIAL ARTICLE CLOSE-OUT

ARTICLE 5: To see if the Town will vote to close out the remaining balances in the following Special Article accounts to the identified sources from which each of the articles were funded, and/or transfer to another appropriation or the General Fund, and/or to take any other action relative thereto. (Select Board/Accountant)

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

Finance Committee recommends \$105,460.98 to be closed out to the original funding sources and notes unspent funds from Raise & Appropriate and Free Cash to be closed out to the General Fund. Vote 5-0.

Summary: The purpose of this article is to close out unspent special article accounts after the completion of a purchase or project.

BULLARD HOUSE RENOVATIONS EXPANDED ARTICLE SCOPE

ARTICLE 6: To see if the Town will vote to amend Article 16 of the May 2, 2016 Annual Town Meeting, to expand the scope of said article to include "for the purpose of renovation work for the Bullard House", to include "design, surveys and engineering", or take any action relative thereto. (Town Accountant)

Summary: Town Meeting voted in 2016 to approve the use of Highland Commons Cultural funds to do some renovations of the Bullard House. This is a housekeeping article to expand the purpose of the article to include design, survey and engineering work associated with the renovations.

FISCAL YEAR 2021 CAPITAL BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of **eight hundred nineteen thousand one hundred thirty-nine dollars (\$819,139)** for the purpose of funding the Fiscal Year 2021 CAPITAL BUDGET as recommended by the Capital Planning Committee, including acquisition, installation and equipping and other expenses incidental or related thereto, and Capital Stabilization

funding, for the fiscal year beginning July 1, 2020, with all unexpended or unencumbered funds for Items #1 and 2 returned to their original funding source effective June 30, 2023, and for Items #3, 4, 6 and 7 returned to their original funding sources effective June 30, 2022, or take any action relative thereto. (Capital Planning Committee)

Finance Committee recommends \$720,000 from Free Cash and \$99,139 from the Highland Commons Public Safety Mitigation Fund for the FY21 Capital Budget. Vote 5-0.

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

***** UPCOMING FISCAL YEAR 2022
(JULY 1, 2021 THRU JUNE 30, 2022) *****

**ARTICLES 8 THROUGH 14 TO BE MOVED
TOGETHER AS PRINTED IN WARRANT**

ARTICLE 8: 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 Select Board, or any other Board having the proper authority, appoint all necessary Town Officers as may be provided for by statute or other authority and who are not required by law to be chosen by ballot.

ARTICLE 9: To see what action the Town will take on the printed reports of the officers and committees of the Town for the Year 2020, or take any action relative thereto.

Motion: I move that the various reports of officers and committees of the Town as contained in the 2020 Annual Town Report be accepted by the Town, but without imposing any personal liability on any individuals who are officers of any board for the action taken hereby.

ARTICLE 10: To see if the Town will vote to authorize the Treasurer, with the approval of the Select Board, to borrow in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or take any action relative thereto.

Motion: I move to authorize the Treasurer, with the approval of the Select Board, to borrow money in anticipation of reimbursement to the Town by the Massachusetts Department of Transportation for the repair of roads and bridges.

ARTICLE 11: To see if the Town will vote pursuant to Massachusetts General Law Chapter 44, Chapter 53E½, to establish annual expenditure limits for Fiscal Year 2022 for the following revolving funds listed in the Revolving Funds by-law, Article XX of the General By-laws, as set forth below:

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

Or take any other action relative thereto.

Finance Committee recommends this article. Vote 5-0.

Motion: I move to fix the maximum amount that may be spent during Fiscal Year 2022 beginning on July 1, 2021 for the revolving funds established under Article XX of the Town General By-laws for certain departments, boards, committees or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, as printed in Article 11 of the warrant for this meeting.

ARTICLE 12: To see if the Town will vote to authorize the Tree Warden to expend from the Highway Department Expense budget, as enacted under Article 18 of this Annual Town Meeting, a sum not to exceed **three hundred dollars (\$300)** for insect and pest control and a sum 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 Select Board, or take any action relative thereto.

Finance Committee recommends this article. Vote 5-0.

Motion: I move to authorize the Tree Warden to expend from the Highway Department Expense Budget, as enacted under Article 18 of this Annual Town Meeting, a sum **three hundred dollars (\$300)** for insect and pest control and a sum **two thousand dollars (\$2,000)** for Dutch Elm Disease control, provided that the Tree Warden shall request the expenditure of such funds of the Select Board.

ARTICLE 13: 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.

Finance Committee recommends this article. Vote 5-0.

Motion: I move to appropriate the apportionment of Chapter 90 Transportation Bond Issue monies in the amount certified by the Commonwealth of Massachusetts.

ARTICLE 14: To see if the Town will vote to authorize the Select Board, in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to solicit and award contracts for terms exceeding three (3) years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board, as appropriate, or take any action relative thereto. (Select Board)

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

OUTSTANDING 2020 TOWN REPORTS

ARTICLE 15: To hear and act on any reports not included in the printed 2020 Annual Town Report, or take any action relative thereto.

CABLE ACCESS COMMITTEE – P.E.G. SPENDING

ARTICLE 16: To see if the Town of Berlin will vote to appropriate from the Public, Educational, and Government (P.E.G.) Access & Cable Related Fund the sum of fifty-nine thousand five hundred twenty dollars (\$59,520) as a grant to be used for Fiscal Year 2022 operating purposes, and an additional forty thousand dollars (\$40,000) to fund the purchase and installation of audio and video equipment, and any costs related or incidental thereto, in meeting rooms located at the Town Offices, 23 Linden Street, in accordance with the P.E.G. Access grant and Massachusetts General Law Chapter 44, Section 53F 3/4, said sums to be expended by the Cable Access Committee; or take any action relative thereto. (Cable Access Committee)

Finance Committee recommends \$99,520 from the P.E.G. Access & Cable Related Fund for FY22 Cable Access Operating, equipment purchase, and installation. Vote 5-0.

Summary: To appropriate money from the Public, Educational, and Government Access & Cable Related Fund account to cover the cost of goods and services related to the operations of Berlin Cable, per the P.E.G. Access agreement.

COMMUNITY PRESERVATION ACT
FISCAL YEAR 2022 BUDGET

ARTICLE 17: To see if the Town will vote to appropriate or transfer/reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Act Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2022, with each item to be considered a separate appropriation:

Appropriations:	
From FY 2022 estimated revenues	
for Committee Administrative Expenses	24,233.35
From FY 2022 estimated revenues	
for Budgeted Reserve	315,033.55
Reserves:	
From FY 2022 estimated revenues	
for Historic Resources Reserve	48,466.70
From FY 2022 estimated revenues	
for Community Housing Reserve	48,466.70
From FY 2022 estimated revenues	
for Open Space Reserve.	48,466.70
Or take any action relative thereto. (Community Preservation Committee)	

Finance Committee recommends \$339,266.90 from CPA FY22 estimated revenues for FY22 Appropriations and \$145,400.10 from CPA FY22 estimated revenues for FY22 CPA Reserves. Vote 5-0.

FISCAL YEAR 2022 BUDGET

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of two thousand dollars (\$2,000) to fund a portion of the purchase and installation of three (3) ‘Welcome to Berlin’ roadside signs, said funds to be expended by the Planning Board, or take any action relative thereto. (Economic Development Committee)

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

‘WELCOME TO BERLIN’ ROADSIDE SIGNS

ARTICLE 19: To see if the Town will vote to transfer from Free Cash the sum of two thousand dollars (\$2,000) to fund a portion of the purchase and installation of three (3) ‘Welcome to Berlin’ roadside signs, said funds to be expended by the Planning Board, or take any action relative thereto. (Economic Development Committee)

Finance Committee recommends \$2,000 from Free Cash. Vote 5-0.

Summary: The EDC wishes to place the three (3) welcome signs in targeted spots in town (locations not yet determined). The requested amount constitutes partial funding, with the remainder to be funded by local businesses through sponsorships.

CEMETERY DRIVEWAY PAVING

ARTICLE 20: To see if the Town will vote to transfer from Free Cash the sum of fifteen thousand dollars (\$15,000) to pave driveways in the cemeteries, with unexpended or unencumbered funds returned to their original funding source effective June 30, 2023, or take any action relative thereto. (Board of Cemetery Commissioners)

Finance Committee recommends \$15,000 from Free Cash. Vote 5-0.

Summary: This appropriation will be used with an existing one to complete resurfacing needed at the South Cemetery. If any of this remains, it will be used on the main drive in the North Cemetery, which is not paved. This will make that drive more usable in bad weather. Highway Department will help with this work to make efficient use of town resources.

ESTABLISH TAX TITLE REVOLVING FUND

ARTICLE 21: To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 60, Section 15B for the purpose of establishing a Tax Title Collection Revolving Fund for the Treasurer/Collector, or take any action relative thereto. (Treasurer/Collector)

Finance Committee recommends establishment of Tax Title Revolving Fund. Vote 5-0.

Summary: This article allows for a gradual build-up of available funds in a revolving account that over time will eliminate the tax title line-item in the budget. It lowers the potential of the Treasurer using his/her option of adding basic expense items to the recap after the budget has been approved by Town Meeting. Tax Title expense requirements can be difficult to project and may fall short of what is required for court fees, auction fees and legal fees. Payments from this account are made at the discretion of the Treasurer but an annual report to the Select Board is mandatory. It is funded only by expenses recovered by the Treasurer through property redemption. Recovered taxes and the interest earned by the fund continue to go to the General Fund. Only qualified expense items approved by the Department of Revenue go into the tax title revolving fund.

ENERGY COMMITTEE SPECIAL PURPOSE STABILIZATION FUNDING

ARTICLE 22: To see if the Town will vote to transfer from Free Cash **ten thousand four hundred seven dollars (\$10,407)** from receipts generated by the Town's Municipal Energy Aggregation program adders in fiscal year 2020, to the Energy Committee Special Purpose Stabilization Fund established under Article 31 of the May 6, 2019 Annual Town Meeting, and to see if the Town will vote to accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of future municipal energy aggregation adder receipts to the Energy Committee Special Purpose Stabilization Fund established under G.L. c. 40, Section 5B to be effective for the fiscal year beginning July 1, 2020 for the purpose of paying for future projects designed to improve the Town's energy efficiency or water conservation in accordance with the goals established by Massachusetts Green Communities Program, or take any action relative thereto. (Energy Committee)

Finance Committee recommends \$10,407 from Free Cash and continued funding from Municipal Energy Aggregation program adder receipts effective July 1, 2020 without further appropriation. Vote 5-0.

Summary: The 2019 Annual Town Meeting voted to transfer \$4,087 from Free Cash generated in 2018 by the

Municipal Energy Aggregation program adders to the Energy Committee Special Purpose Stabilization Fund. This article seeks to transfer to the Special Purpose Stabilization Fund the amount generated by the adders and deposited to the General Fund in fiscal year 2020 and provide recurring funding from future program adders without further appropriation for the purposes described in the article.

MOVEABLE RADAR SPEED LIMIT SIGNS

ARTICLE 23: To see if the Town will vote to transfer from Highland Commons Public Safety Mitigation funds, the sum of **twelve thousand dollars (\$12,000)** to purchase moveable radar speed limit signs, including acquisition, installation and equipping and other expenses incidental or related thereto, to be placed on various public ways in the Town from time-to-time by the Berlin Police Department, or take any action relative thereto. (Police Chief/Traffic Safety Advisory Committee)

Finance Committee recommends \$12,000 from Highland Commons Public Safety Mitigation funds. Vote 5-0.

Summary: Following the Fall 2020 Shared Streets and Spaces pilot project in the Village Center, feedback from residents supported the acquisition and placement of radar speed limit signs to enhance driver awareness and reduce traffic speeds. This article will fund up to four (4) rechargeable, moveable radar speed limit signs.

ADVANCED LIFE SUPPORT SERVICE FEASIBILITY STUDY

ARTICLE 24: To see if the Town will vote to transfer from Highland Commons Public Safety Mitigation funds or other available funds, the sum of **seventeen thousand five hundred dollars (\$17,500)** to conduct an independent analysis to determine the feasibility of establishing Advanced Life Support (ALS) level service in the Town of Berlin, and to study local and regional service options as well as the short and long-term costs associated with ALS service enhancements, or take any action relative thereto. (Fire and EMS Chief/Select Board)

Finance Committee recommends \$17,500 from Highland Commons Public Safety Mitigation funds. Vote 5-0.

Summary: The Town of Berlin Fire and EMS department currently provides Basic-level Emergency Medical Service and pays outside Advanced Life Support (ALS) providers for their responses to Berlin. This study would 1) determine the need to expand services in the Town to ALS-level services, 2) examine all options with respect to local and/or regional ALS service delivery, and 3) analyze all short and long-term costs associated with expanding to ALS service.

PARKING ENFORCEMENT

ARTICLE 25: To see if the town will vote to accept the provisions of Chapter 90 Section 20A of the Massachusetts General Laws, or take any action relative thereto. (Police Chief)

Chapter 90 MOTOR VEHICLES AND AIRCRAFT

Section 20A PARKING REGULATIONS; VIOLATIONS; NOTICE TO APPEAR; FAILURE TO APPEAR; ADJUDICATION BY MAIL

Section 20A. In any city or town accepting the provisions of this section, each city manager in a city having a Plan D or E form of charter or the mayor with the approval of the city council or board of aldermen in any other city or the town council or board of selectmen of a town shall designate or appoint a parking clerk, who may also perform other municipal functions except police functions. The parking clerk shall be directly responsible to said city manager, mayor, town council or board of selectmen and shall supervise and coordinate the processing of parking notices in such city or town. The parking clerk shall have the authority, subject to the approval of the city manager or mayor in a city or town manager or board of selectmen in a town, to hire or designate such personnel and organize such divisions as he may deem necessary or contract, by competitive bidding, for such services subject to appropriation to carry out the provisions of this section.

It shall be the duty of any police officer, except in cities and towns subject to the provisions of section twenty A1/2, who takes cognizance of a violation of any provision of any rule, regulation, order, ordinance or by-law regulating the parking of motor vehicles established by any city or town, forthwith to give to the offender a notice to appear before the parking clerk of the city or town wherein the violation occurred at any time during regular office hours, not later than twenty-one days after the time of said violation.

Said notice must be made in triplicate and one copy shall be affixed securely to the motor vehicle and shall contain, but shall not be limited to, the following information: the make, color, registration number and state of issuance of said registration number of the vehicle involved, the date, time and place of the violation, the specific violation charged and, if a meter violation, the number of said meter, the name and badge number of the officer and his division, a schedule of established fines, instructions for the return of the notice and a notice which reads as follows: This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon the written request of the registered owner. Failure to obey this notice within twenty-one days after the date of violation may result in the non-renewal of

the license to drive and the certificate of registration of the registered owner.

Whenever it is not possible to deliver a copy of said notice to the offender at the time and place of the violation by affixing it to the motor vehicle, said copy shall be sent by the officer, or by his commanding officer or any person authorized by said commanding officer, in the case of a violation involving a motor vehicle registered under the laws of this commonwealth, within five days of the offense, and in the case of any motor vehicle registered under the laws of another state or country, within ten days thereof, exclusive, in either case, of Sundays and holidays, to the address of the registrant of the motor vehicle registered under the laws of this commonwealth, in the records of the registry of motor vehicles, or, in the case of a motor vehicle registered under the laws of another state or country, in the records of the official in such state or country having charge of the registration of such motor vehicle. Such notice mailed by the officer, his commanding officer, or the person so authorized, to the last address of such registrant as appearing as aforesaid, shall be deemed as sufficient notice, and a certificate of the officer or person so mailing such notice that it has been mailed in accordance with this section shall be deemed prima facie evidence thereof and shall be admissible in any judicial or administrative proceeding as to the facts contained therein. At or before the completion of each tour of duty the officer shall give to his commanding officer those copies of each notice of such a violation taken cognizance of during such tour which have not already been delivered or mailed by him as aforesaid. Said commanding officer shall retain and safely preserve one of such copies and shall, at a time not later than the end of the second business day of the city or town after said delivery or mailing, deliver another of such copies to the parking clerk before whom the offender has been notified to appear. The parking clerk shall maintain a docket of all such notices to appear.

Any person notified to appear before the parking clerk, as provided herein, may appear before such parking clerk or his designee and confess the offense charged, either personally or through an agent duly authorized in writing or by mailing to such parking clerk the notice and the fine provided herein, such payment to be made only by postal note, money order or check made out to the parking clerk. If it is the first violation subject to this section committed by such person in a particular city or town in the calendar year, the parking clerk shall dismiss the charge without the payment of any fine; if it is the second, third or fourth violation so committed in such city or town in the calendar year, payment to the parking clerk of a fine of five dollars for each such violation shall operate as a final disposition of the case; and if it is the

fifth or subsequent violation so committed in such city or town in the calendar year, payment to the parking clerk of a fine of ten dollars for each such violation shall operate as a final disposition of the case; provided, however, that the provisions of this sentence shall not apply to any violation subject to this section committed in any city or town wherein the city council or board of aldermen, town council, board of selectmen, or traffic commission or traffic director having authority to promulgate traffic rules shall have established by municipal rule, regulation, ordinance or by-law a schedule of fines for such violations. The schedule of fines shall be uniform for the same offense committed in the same zone or district, if any, and shall not exceed \$25 if paid within 21 days, \$35 if paid thereafter but before the parking clerk reports to the registrar as provided below, and \$50 if paid thereafter; provided, however, that the fine for the violation of parking a motor vehicle within a posted bus stop shall be \$100. Notice affixed to a motor vehicle as provided in this section shall be deemed a sufficient notice, and a certificate of the officer affixing such notice that it has been affixed thereto, in accordance with this section, shall be deemed prima facie evidence thereof and shall be admissible in any judicial or administrative proceeding as to the facts contained therein. Whenever it becomes necessary to ascertain whether a person owning two or more motor vehicles is chargeable as such owner with a first, second, third, fourth, fifth or subsequent violation hereunder, such question shall, in the case of vehicles singly registered, be determined separately with respect to the particular vehicle involved in such violation and, in the case of vehicles subject to section five, with respect to the particular number plate or plates used on the vehicle involved in such violation at the time thereof.

Should any person notified to appear hereunder fail to appear and, if a fine is provided hereunder, to pay the same, or having appeared desire not to avail himself of the benefits of the procedure established by this section, the parking clerk shall forthwith schedule the matter before a person hereafter referred to as a hearing officer, said hearing officer to be the parking clerk of the city or town wherein the violation occurred or such other person or persons as the parking clerk may designate. Written notice of the date, time and place of said hearing shall be sent by first-class mail to the registered owner. Said hearing shall be informal, the rules of evidence shall not apply and the decision of the hearing officer shall be final subject to judicial review as provided by section fourteen of chapter thirty A.

If any person fails to appear in accordance with said notice, the parking clerk shall notify the registrar of motor vehicles who shall place the matter on record and, upon receipt of two or more such notices, shall not renew the license to

operate a motor vehicle of the registered owner of the vehicle or the registration of said vehicle until after notice from the parking clerk that all such matters have been disposed of in accordance with law. Upon such notification to the registrar, an additional twenty dollar charge, payable to the registrar of motor vehicles, shall be assessed against the registered owner of said vehicle. It shall be the duty of the parking clerk to notify the registrar forthwith that such case has been disposed of in accordance with law, provided however, that a certified receipt of full and final payment from the parking clerk of the city or town in which the violation occurred shall also serve as legal notice to the registrar that said violation has been so disposed of. The notice to appear provided herein shall be printed in such form as the registrar of motor vehicles may approve. The parking clerk shall distribute such notices to the commanding officer of the police department of the city or town upon request, and shall take a receipt therefor. The registrar shall approve such other forms as he deems appropriate to implement this section, and said forms shall be printed and used by the cities and towns.

If any person shall have failed to appear in accordance with five or more said notices, notwithstanding any notification to the registrar, the parking clerk may notify the chief of police or director of traffic or parking of said city or town that the vehicle involved in said multiple violations shall be removed and stored, or otherwise immobilized by a mechanical device, at the expense of the registered owner of said vehicle until such time as the matter has been disposed of in accordance with law.

As used in this section, the words "motor vehicle" shall, so far as apt, include trailer, semi-trailer and semi-trailer unit.

The provisions of this section shall apply to violations of rules and regulations relative to the use of parking areas subject to the control of the county commissioners adjacent to or abutting county buildings, and county commissioners are hereby authorized to make said rules and regulations.

Any person notified to appear before the parking clerk, as provided herein, without waiving his right to a hearing before the parking clerk or hearing officer as provided by this section, and also without waiving judicial review as provided by section fourteen of chapter thirty A, may challenge the validity of the parking violation notice and receive a review and disposition of the violation from the parking clerk or a hearing officer by mail. The alleged parking violator may, upon receipt of the notice to appear, send a signed statement explaining his objections to the violation notice as well as signed statements from witnesses, police officers, government officials and any other relevant parties. Photographs, diagrams, maps and other documents may

also be sent with the statements. Any such statements or materials sent to the parking clerk for review shall have attached the persons' name and address as well as the ticket number and the date of the violation. The parking clerk or hearing officer shall, within twenty-one days of receipt of said material, review the material and dismiss or uphold the violation and notify, by mail, the alleged violator of the disposition of the hearing. If the outcome of the hearing is against the alleged violator, the parking clerk or hearing officer shall explain the reasons for the outcome on the notice. Such review and disposition handled by mail shall be informal, the rules of evidence shall not apply, and the decision of the parking clerk shall be final subject to any hearing provisions provided by this section or to judicial review as provided by section fourteen of chapter thirty A. Each parking violation issued shall carry a statement explaining the procedure to adjudicate the violation by mail.

Finance Committee recommends this article. Vote 5-0.

Summary: The Town of Berlin currently lacks the ability to enforce parking violations. Existing areas of town have posted no parking areas but little can be done to enforce the postings or future postings that may be deemed necessary. Additionally, Berlin currently has no means of ticketing violators for parking violations. Development activity in recent years has created parking issues and challenges within the community. Acceptance of this provision of the law along with rules and regulations to be adopted by the Select Board will provide the community with a legal mechanism to address parking issues.

PARKING ENFORCEMENT — REMOVAL

ARTICLE 26: To see if the Town will vote to accept the provisions of Chapter 40 Section 22D of the Massachusetts General Laws, or take any action relative thereto. (Police Chief)

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS Section 22D VEHICLES PARKED IN VIOLATION OF LAW; REMOVAL

Section 22D. In a city or town which accepts this section, as hereinafter provided, the city council or board of selectmen, or if, in any city or town, some other board or commission is empowered to establish traffic regulations, such other board or commission, may adopt, amend, alter or repeal rules and regulations, with such limitations, if any, as may be deemed proper, authorizing the chief officer of the police department or such sergeants or other officers of higher rank in the police department as he may from time to time designate, to remove, to some convenient place through the agency of a person or persons in the employ of the police department

or by an independent contractor selected in accordance with law, by-law, or ordinance, on the basis of competitive bids, any vehicle parked or standing on any part of any way under the control of the municipality in such a manner as to obstruct any curb ramp designed for use by handicapped persons as means of egress to a street or public way, or to occupy or obstruct any parking space reserved for a vehicle used by a disabled veteran or handicapped person whose vehicle bears the distinguishing license plate, or displays the special parking identification plate authorized by section two of chapter ninety, or bears the official identification of a handicapped person issued by any other state, or any Canadian Province, or to impede in any way the removal or plowing of snow or ice or in violation of any rule or regulation which prohibits the parking or standing of all vehicles on such ways or portions thereof at such time and recites that whoever violates it shall be liable to charges for the removal and storage of the vehicles as well as subject to punishment by fine. Vehicles owned by the commonwealth or a political subdivision thereof or by the United States or any instrumentality thereof or registered by a member of a foreign diplomatic corps or by a foreign consular officer who is not a citizen of the United States and bearing a distinctive number plate or otherwise conspicuously marked as so owned or registered, shall not, however, be subject to such removal. Regulations and such signs as may be necessary shall be subject to the provisions of section two of chapter eighty-five. Liability may be imposed for the reasonable cost of such removal, and for the storage charges, if any, resulting therefrom, upon the owner of such vehicle; provided, however, that the liability so imposed for removal shall not exceed the maximum rate established by the department of telecommunications and energy under authority of section six B of chapter one hundred and fifty-nine B, and that the liability so imposed for storage shall not exceed the maximum rate established under the provisions of section six B of chapter one hundred and fifty-nine B. Neither the removal nor storage of a vehicle under the provisions of this section shall be deemed to be services rendered or work performed by the municipality or the police department of such municipality. The contractor shall be liable to the owner of such vehicle for any damage caused to it arising out of negligence in the course of such removal and storage. This section shall take effect in a city having a Plan D or Plan E charter by the affirmative vote of a majority of all the members of the city council, and, in the case of other cities by vote of the city council, subject to the provisions of the charter, and in a town by vote of a town meeting. Acceptance may be revoked in like manner at any time after the expiration of one year from the date of acceptance. The provisions of this section shall not apply to the city of Boston.

Summary: If this Article is approved a mechanism for the towing of vehicles may be needed to enforce certain violations. The Select Board would have authority to establish parking enforcement rules and regulations. Towing may be required if vehicles block handicapped ramp access, impede snow removal, impede safe passage on the roadway, etc.

ZONING BYLAWS

ARTICLE 27: To see if the Town will amend the Zoning Bylaw, Section 540, Home Based Contracting Business by adding a new 540.10: "The business must be owned and operated by a resident of the dwelling.", or take any action relative thereto. (Planning Board)

Summary: This change would require a Home Based Contracting Business owner in the Residential Agricultural District to reside on the property.

ARTICLE 28: To see if the Town will amend the Zoning Bylaw, Section 541, Table of Home Based Contracting Business, by adding "as registered with the RMV" after every instance where "GVW" appears, or take any action relative thereto. (Planning Board)

Summary: This change would clarify the means of determining Gross Vehicle Weight for vehicles operating as part of a Home Based Contracting Business.

ARTICLE 29: To see if the Town will amend the Zoning Bylaw, Section 510, "In-Law Apartments, 512 Maximum size by adding "including any proposed addition or modification" after "total floor area.", or take any action relative thereto. (Planning Board)

Summary: This change would allow any proposed square footage to be included in the calculation for total floor area of a dwelling in which an in-law apartment is proposed.

ARTICLE 30: To see if the Town will vote to amend the Zoning Bylaw Section 710, Common Driveways, by adding a new Section 716.8 "Any change or structural addition or modification beyond general maintenance in the location, width, length, height or material composition of a common driveway affecting its accessibility by users or emergency vehicles or re-directing water run-off must be approved by the Berlin Planning Board. If, at the discretion of the Planning Board, it is determined that the modification is substantial, a public hearing will be required, or take any action relative thereto. (Planning Board)

Summary: This change would allow the Planning Board to review modifications to a common driveway that are proposed after the initial layout has been accepted and provides for a public hearing if the change is deemed substantial.

ARTICLE 31: To see if the Town will vote to amend the Zoning Bylaw Section 585.4 Medical Marijuana and Adult Use Marijuana Establishments by adding a new Section "585.4, 6 No more than two (2) Retail Marijuana Establishments shall be permitted at any given time.", or take any action relative thereto. (Planning Board)

Summary: This change would set a limit on the number of Retail Marijuana Establishments allowed in the Town.

ARTICLE 32: To see if the Town will amend the Zoning Bylaw, Section 320, Table of Principal Use Regulations, by deleting the current table entry for "Residential Care Facility for not more than six patients", and replacing it with the following, or take any action relative thereto. (Planning Board)

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

Summary: This change would allow Residential Care Facilities for not more than six patients in the Limited Business District and require a special permit in the Residential and Agricultural or Multiple Dwelling Districts.

*** THE FOLLOWING ARTICLES SHALL BE ACTED UPON AT THE ANNUAL TOWN MEETING SESSION OF MONDAY, MAY 17, 2021 ***

WETLANDS PROTECTION BYLAW

ARTICLE 33: To see if the Town will vote to create a new General Bylaw, to be consecutively numbered and titled "Wetlands Protection Bylaw" for the protection of wetlands, water resources, flood prone areas, and adjoining upland areas in the Town of Berlin, 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 by-law into accord with the numbering system in the current Town Bylaws, or take any action relative thereto. (Conservation Commission)

I. Purpose

The purpose of this bylaw is to protect the wetlands, water resources, flood prone areas, and adjoining upland areas in the Town of Berlin by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative effect on resource area values, including but not limited to the following: public or private water supply, groundwater supply, flood control, erosion and sedimentation control, storm damage prevention, water quality, prevention and control of pollution, fisheries, wildlife habitat, rare species habitat including rare plant and animal species, agriculture, aquaculture, and recreation values, deemed

important to the community (collectively, the “resource area values protected by this bylaw”).

This bylaw is intended to utilize the Home Rule authority of this municipality so as to protect the resource areas under the Wetlands Protection Act (G.L. Ch.131 §40; the Act) to a greater degree, to protect additional resource areas beyond the Act recognized by the Town as significant, to protect all resource areas for their additional values beyond those recognized in the Act, and to impose in local regulations and permits additional standards and procedures stricter than those of the Act and regulations thereunder (310 CMR 10.00), subject, however, to the rights and benefits accorded to agricultural uses and structures of all kinds under the laws of the Commonwealth and other relevant bylaws of the Town of Berlin.

II. Jurisdiction

Except as permitted by the Conservation Commission no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas: any freshwater wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds, beaches, and lands under water bodies; intermittent streams, brooks and creeks; lands adjoining these resource areas out to a distance of 100 feet, known as the buffer zone; perennial rivers, streams, brooks and creeks; lands adjoining these resource areas out to a distance of 200 feet, known as the riverfront area; (collectively the “resource areas protected by this bylaw”).

The Commission shall presume that all areas meeting the definition of “vernal pools” under SIX of this bylaw, including the adjacent area, perform essential habitat functions. This presumption may be overcome only by the presentation of credible evidence which, in the judgment of the Commission, demonstrates that the basin or depression does not provide essential habitat functions. Any formal evaluation should be performed by an individual who at least meets the qualifications under the wildlife habitat section of the Wetlands Protection Act regulations.

Isolated Lands Subject to Flooding (ILSF) that do not meet criteria as ponds or vernal pools (see definition section) do not fall under the jurisdiction of this bylaw.

No Disturb Zone: The portion of a buffer zone extending 25 feet from the resource area or other wetland (existing in the buffer zone itself) is designated as a “No Disturb Zone.” Vegetation in the No Disturb Zone shall not be cut or trimmed in any manner. Prohibited activities within the No Disturb Zone include, but are not limited to, grading, landscaping, planting, harvesting, mowing, vegetation clearing, cutting, trimming, filling, depositing of any materials

(including yard waste and construction debris) composting, excavating, construction, fencing and installation of roads, driveways and walkways. Notwithstanding the foregoing, property that is already developed within the No Disturb Zone as of the time of passage of this Bylaw may be maintained in its current state; no substantial alterations to pre-existing property may be made without the submission of a permit to the Conservation Commission. Regarding new activities and notwithstanding the above, the Commission may allow certain regulated activities or structures in a No Disturb Zone or a buffer Zone where the applicant demonstrates that no practicable alternative exists to the proposed activity. Additionally, the removal of the well-known invasive plant species Oriental Bittersweet (*Celastrus Orbiculatus*) may be removed from the No Disturb Zone without application for a permit. Other invasive plant species may also be removed from the No Disturb Zone after consultation with the Conservation Commission.

The jurisdiction of this bylaw shall not extend to uses and structures of agriculture that enjoy the rights and privileges of laws and regulations of the Commonwealth governing agriculture, including work performed for normal maintenance or improvement of land in agricultural or aquacultural uses as defined by the Wetlands Protection Act regulations, found at 310 CMR 10.04. The exemptions afforded to agricultural activities as described in 310 CMR Section 10.04 shall be allowed in the 25 feet No Disturb Zone.

III. Exemptions and Exceptions

The applications and permits required by this bylaw shall not be required for work performed for normal maintenance or improvement of land in agricultural and aquacultural use as defined by the Wetlands Protection Act regulations at 310 CMR 10.04.

The applications and permits required by this bylaw shall not be required for maintaining, repairing, or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph, or other telecommunication services, provided that written notice has been given to the Conservation Commission prior to commencement of work, and provided that the work conforms to any performance standards and design specifications in regulations adopted by the Commission.

The applications and permits required by this bylaw shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the Commonwealth or a political subdivision thereof; provided that advance

notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement; provided that the Commission or its agent certifies the work as an emergency project; provided that the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and provided that within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided by this bylaw. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

Other than stated in this bylaw, the exceptions provided in the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations (310 CMR 10.00) shall not apply under this bylaw.

IV. Applications and Fees

Written application shall be filed with the Conservation Commission to perform activities affecting resource areas protected by this bylaw. The permit application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw. No activities shall commence without receiving and complying with a permit issued pursuant to this bylaw.

The Commission in an appropriate case may accept as the application and plans under this bylaw any application and plans filed under the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations (310 CMR 10.00), but the Commission is not obliged to do so.

Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may in writing request a determination from the Commission. Such a Request for Determination of Applicability (RDA) or Abbreviated Notice of Resource Area Delineation (ANRAD) filed under the Act shall include information and plans as are deemed necessary by the Commission.

At the time of an application, the applicant shall pay a filing fee specified in regulations of the Commission. The fee is in addition to that required by the Wetlands Protection Act and regulations.

Pursuant to G.L. Ch. 44 §53G and regulations promulgated by the Commission, the Commission may impose reasonable fees upon applicants for the purpose of securing outside consultants including engineers, wetlands scientists, wildlife biologists or other experts in order to aid in the review of

proposed projects. Such funds shall be deposited with the town treasurer, who shall create an account specifically for this purpose. Additional consultant fees may be requested where the requisite review is more expensive than originally calculated or where new information requires additional consultant services.

Only costs relating to consultant work done in connection with a project for which a consultant fee has been collected shall be paid from this account, and expenditures may be made at the sole discretion of the Commission. Any consultant hired under this provision shall be selected by, and report exclusively to, the Commission. The Commission shall provide applicants with written notice of the selection of a consultant, identifying the consultant, the amount of the fee to be charged to the applicant, and a request for payment of that fee. Notice shall be deemed to have been given on the date it is mailed or delivered. The applicant may withdraw the application or request within five (5) business days of the date notice is given without incurring any costs or expenses.

The entire fee must be received before the initiation of consulting services. Failure by the applicant to pay the requested consultant fee within ten (10) business days of the request for payment shall be cause for the Commission to declare the application administratively incomplete and deny the permit without prejudice, except in the case of an appeal. The Commission shall inform the applicant and Department of Environmental Protection (DEP) of such a decision in writing.

The applicant may appeal the selection of an outside consultant to the select board, who may disqualify the consultant only on the grounds that the consultant has a conflict of interest or is not properly qualified. The minimum qualifications shall consist of either an educational degree or three or more years of practice in the field at issue, or a related field. The applicant shall make such an appeal in writing, and must be received within ten (10) business days of the date that request for consultant fees was made by the Commission. Such appeal shall extend the applicable time limits for action upon the application.

V. Notice and Hearings

Any person filing a Notice of Intent with the Conservation Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 100 feet of the property line of the applicant, including any in another municipality or across a body of water. The notice

shall state a brief description of the project or other proposal and the date of any Commission hearing or meeting date if known. The notice to abutters also shall include a copy of the application or request, with plans, or shall state where copies may be examined and obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When a person requesting a determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Commission to the owner as well as to the person making the request.

The Commission shall conduct a public hearing on any permit application with written notice given at the expense of the applicant, at least five business days prior to the hearing, in a newspaper of general circulation in the municipality. The Commission shall commence the public hearing within 21 days from receipt of a completed permit application unless an extension is authorized in writing by the applicant. The Commission shall have authority to continue the hearing to a specific date announced at the hearing, for reasons stated at the hearing, which may include the need for additional information from the applicant or others as deemed necessary by the Commission in its discretion.

The Commission shall issue its permit, other order or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant. The Commission in an appropriate case may combine its hearing under this bylaw with the hearing conducted under the Wetlands Protection Act (G.L. Ch.131 §40) and regulations (310 CMR 10.00).

VI. Permits and Conditions

If the Conservation Commission, after a public hearing, determines that the activities which are subject to the permit application, or the land and water uses which will result therefrom, are likely to have a significant individual or cumulative effect on the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. The Commission shall take into account the extent to which the applicant has avoided, minimized and mitigated any such effect. The Commission also shall take into account any loss, degradation, isolation, and replacement or replication of such protected resource areas elsewhere in the community and the watershed, resulting from past activities, whether permitted, unpermitted or exempt, and foreseeable future activities.

If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect said resource area values, and all activities shall be conducted in accordance with those conditions. Where no

conditions are adequate to protect said resource area values, the Commission is empowered to deny a permit for failure to meet the requirements of this bylaw. It may also deny a permit: for failure to submit necessary information and plans requested by the Commission; for failure to comply with the procedures, design specifications, performance standards, and other requirements in regulations of the Commission; or for failure to avoid, minimize or mitigate unacceptable significant or cumulative effects upon the resource area values protected by this bylaw. Due consideration shall be given to any demonstrated hardship on the applicant by reason of denial, as presented at the public hearing. The Commission may waive specifically identified and requested procedures, design specifications, performance standards, or other requirements set forth in its regulations, provided that: the Commission finds in writing after said public hearing that there are no reasonable conditions or alternatives that would allow the proposed activity to proceed in compliance with said regulations; that avoidance, minimization and mitigation have been employed to the maximum extent feasible; and that the waiver is necessary to accommodate an overriding public interest or to avoid a decision that so restricts the use of the property as to constitute an unconstitutional taking without compensation.

In reviewing activities within the buffer zone, the Commission shall presume the buffer zone is important to the protection of other resource areas because activities undertaken in close proximity have a high likelihood of adverse impact, either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater recharge, poor water quality, and loss of wildlife habitat.

In reviewing activities within the riverfront area, the Commission shall presume the riverfront area is important to all the resource area values unless demonstrated otherwise, and no permit issued hereunder shall permit any activities unless the applicant, in addition to meeting the otherwise applicable requirements of this bylaw, has proved by a preponderance of the evidence that (1) there is no practicable alternative to the proposed project with less adverse effects, and that (2) such activities, including proposed mitigation measures, will have no significant adverse impact on the areas or values protected by this bylaw. The Commission shall regard as practicable an alternative which is reasonably available and capable of being done after taking into consideration the proposed property use, overall project purpose (e.g., residential, institutional, commercial, or industrial), logistics, existing technology, costs of the alternatives, and overall project costs.

To prevent resource area loss, the Commission shall require applicants to avoid alteration wherever feasible; to minimize alteration; and, where alteration is unavoidable and has been minimized, to provide full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation, but only with specific plans, professional design, proper safeguards, adequate security, and professional monitoring and reporting to assure success, because of the high likelihood of failure of replication.

The Commission may require a wildlife habitat study of the project area, to be paid for by the applicant, whenever it deems appropriate, regardless the type of resource area or the amount or type of alteration proposed. The decision shall be based upon the Commission's estimation of the importance of the habitat area considering (but not limited to) such factors as proximity to other areas suitable for wildlife, importance of wildlife "corridors" in the area, or actual or possible presence of rare plant or animal species in the area. The work shall be performed by an individual who at least meets the qualifications set out in the wildlife habitat section of the Wetlands Protection Act regulations (310 CMR 10.60).

A permit, Determination of Applicability (DOA), or Order of Resource Area Delineation (ORAD) shall expire three years from the date of issuance. Any permit may be renewed once for an additional one-year period, provided that a request for a renewal is received in writing by the Commission prior to expiration. Notwithstanding the above, a permit may identify requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all present and future owners of the land.

For good cause the Commission may revoke any permit, DOA, or ORAD or any other order, determination or other decision issued under this bylaw after notice to the holder, the public, abutters, and town boards, pursuant to §V and §VI, and after a public hearing.

Amendments to permits, DOAs, or ORADs shall be handled in the manner set out in the Wetlands Protection Act regulations and policies thereunder.

The Commission in an appropriate case may combine the decision issued under this bylaw with the permit, DOA, ORAD, or Certificate of Compliance (COC) issued under the Wetlands Protection Act and regulations.

No work proposed in any application shall be undertaken until the permit, or ORAD issued by the Commission with respect to such work has been recorded in the registry of deeds or, if the land affected is registered land, in the registry section of the land court for the district wherein the land lies,

and until the holder of the permit certifies in writing to the Commission that the document has been recorded. If the applicant fails to perform such recording, the Commission may record the documents itself and require the Applicant to furnish the recording fee therefore, either at the time of recording or as a condition precedent to the issuance of a COC.

VII. Regulations

After public notice and public hearing, the Conservation Commission shall promulgate rules and regulations to effectuate the purposes of this bylaw, effective when voted and filed with the town clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this bylaw. At a minimum these regulations shall reiterate the terms defined in this bylaw, define additional terms not inconsistent with the bylaw, and impose filing and consultant fees.

VIII. Definitions

The following definitions shall apply in the interpretation and implementation of this bylaw.

The term "agriculture" shall refer to the definition as provided by G.L. Ch. 128 §1A.

The term "alter" shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:

- A. Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind
- B. Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics
- C. Drainage, or other disturbance of water level or water table
- D. Dumping, discharging, or filling with any material which may degrade water quality
- E. Placing of fill, or removal of material, which would alter elevation
- F. Driving of piles, erection, expansion or repair of buildings, or structures of any kind
- G. Placing of obstructions or objects in water
- H. Destruction of plant life including cutting or trimming of trees and shrubs
- I. Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters

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- J. Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or groundwater
- K. Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.

The term “bank” shall include the land area which normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

The term “person” shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town bylaws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representatives, agents, or assigns.

The term “pond” shall follow the definition of 310 CMR 10.04, that is the area must contain water year-round, and have a surface area of at least 10,000 square feet.

The term “rare species” shall include, without limitation, all vertebrate and invertebrate animals and all plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless whether the site in which they occur has been previously identified by the Division.

The term “vernal pool” shall include, in addition to scientific definitions found in the regulations under the Wetlands Protection Act, any confined basin or depression not occurring in existing lawns, gardens, landscaped areas or driveways which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile or other vernal pool community species, regardless of whether the site has been certified by the Massachusetts Division of Fisheries and Wildlife. The boundary of the resource area for vernal pools shall be the mean annual high-water line defining the depression.

Except as otherwise provided in this bylaw or in associated regulations of the Conservation Commission, the definitions of terms and the procedures in this bylaw shall be as set forth in the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations (310 CMR 10.00).

IX. Enforcement

No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas protected by this bylaw, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this bylaw.

The Commission shall have authority to enforce this bylaw, its regulations, and permits issued thereunder by letters, phone calls, electronic communication and other informal methods, violation notices, non-criminal citations under G.L. Ch. 40 §21D, and civil and criminal court actions. Any person who violates provisions of this bylaw may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.

Upon request of the Commission, the Select Board and town counsel shall take legal action for enforcement under civil law. Upon request of the Commission, the chief of police shall take legal action for enforcement under criminal law.

Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in enforcement.

Any person who violates any provision of this bylaw, or regulations, permits, or administrative orders issued thereunder, shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations, permits, or administrative orders violated shall constitute a separate offense.

As an alternative to criminal prosecution in a specific case, the Commission may issue citations with specific penalties pursuant to the non-criminal disposition procedure set forth in G.L. Ch. 40 §21D.

X. Burden of Proof

The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the permit application will not have unacceptable significant or cumulative effect upon the resource area values protected by this bylaw. Failure to provide adequate evidence to the Conservation Commission supporting this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

XI. Appeals

A decision of the Conservation Commission pursuant to this Bylaw shall be reviewable in the superior court in accordance with G.L. Ch. 249 §4.

OR

Any applicant, owner, abutter or other party in interest aggrieved by an order of the Conservation Commission based on this bylaw may, within ten (10) days of the issuance of said order, request that the matter be settled through a mediation process conducted by a qualified environmental professional. The environmental profession must be mutually agreed upon by the aggrieved party and the Conservation Commission, and must be a disinterested party. The cost of this mediation process will be split equally between the aggrieved party and the Conservation Commission. The mediator will render a decision within thirty (30) days of the commencement of the mediation process unless the mediator requests additional information not in control of either party. Any party may refuse to participate in or may withdraw from the mediation proceeding at any time, and no settlement agreement shall be effective unless signed by all parties whose cooperation is necessary to its implementation. If no agreement to mediate is recorded within the said ten (10) days, or for any reason mediation is abandoned before consummation, then the applicant, owner, abutter or party in interest may appeal to the Superior Court in the usual course as defined above.

XII. Relation to the Wetlands Protection Act

This bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, independent of the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations (310 CMR 10.00) thereunder. It is the intention of this bylaw that the purposes, jurisdiction, authority, exemptions, regulations, specifications, standards, and other requirements shall be interpreted and administered as stricter than those under the Wetlands Protection Act and regulations.

XIII. Severability

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit, approval or determination which previously has been issued.

Summary: This bylaw is designed to supplement the Massachusetts Wetlands Protection Act and Regulations. Our municipal bylaw would strengthen protection of specific wetland resources and allow the Commission to better administer and regulate both State law and Berlin bylaws. Although the Bylaw seems long, much of the language duplicates by necessity the language of the Wetlands Protection Act and Regulations. I have included a list of the salient aspects of the bylaw that supplement the State law and Regulations.

CITIZEN PETITIONS

The Finance Committee plans to comment on citizen petition Articles 34 through 38 at Town Meeting.

Riverbridge Townhouses Requested Zoning Bylaw Amendment

ARTICLE 34: To see if the Town will vote to amend the Town of Berlin Zoning By-law as follows:

- a. Replace Sections 455.2 and 455.3 with the following new section 455.2: "In order to ensure a mix of uses within a Mixed Use Village, no less than 25% of the total Floor Area of all uses within the Mixed Use Village shall be Commercial Space."
- b. Amend the Table in Section 456.3 by:
 - i. changing the "Residential" subsection heading to "Residential — Apartment Dwellings, CCRC Independent Living Units, Assisted Living Units"; and by adding the word "Apartment" before each word "Dwelling" within this subsection.
 - ii. adding a new subsection entitled "Townhomes", and inserting "Maximum number of Townhomes -30 (see Note 5)".
 - iii. adding a new Note 5 as follows: "If approved by the Planning Board during VO Site Plan Approval, up to 30,000 square feet of Commercial space may be substituted with Townhomes at the rate of 1,000 square feet of Commercial space per Townhome."
 - iv. adding a new column for Townhomes under the section entitled "Building Height" and adding within this column "Maximum Building Height - 32 feet"; "Maximum Building Height if fully sprinklered - 32 feet".
- c. Add a new Section 458.5 as follows: "At least ten percent (10%) the Townhomes shall qualify for inclusion in the Town's SHI. These units shall be affordable as "moderate income", as defined in such Section 730."
- d. Add the following new definition to Article 14: "Dwelling, Apartment - Any dwelling unit within a building containing more than two units where the dwelling units are connected by an interior corridor."
- e. Add the following new definition to Article 14: "Townhome - A dwelling that has two levels and which is attached to a similar dwelling by a shared wall."
- f. Or to take such other action thereon.

Comment: These changes would allow the Planning Board in Site Plan Review to convert up to 30,000 square feet of commercial space at Riverbridge to up to 30 2-bedroom townhomes.

Riverbridge Townhouses Requested Development Agreement Modification

ARTICLE 35: To see if the Town will vote to authorize the Select Board to enter into a Third Modification of Development Agreement with Riverbridge as follows:

1. **Residential Units at Riverbridge** Sections 1.5 and 1.6 of the Agreement, as altered by paragraphs 1 and 2 of the First Modification, are deleted and the following paragraphs are substituted: "1.5. The residential components of the Project shall include, in the aggregate, no more than 235 dwellings and a total of 390 bedrooms. All dwellings shall be limited to a maximum of two bedrooms each."; "1.6.- Omitted".
2. **Affordable Housing at Riverbridge** A new Section 1.9.1 is added after Section 1.9 as follows: "Notwithstanding any provision of Sections 1.7; 1.8 and 1.9 to the contrary, the following is agreed with regard to the particular lot at Riverbridge known as Assessors' Map 3, Lot 13 at 65 River Road West (a presently vacant piece of land between the existing Village Café (3 Bassett Road) and Growing Room Daycare center (71 River Road West), which has thereon the old liquor store):

"So long as allowed under the Zoning By-laws, Riverbridge or a successor may develop the parcel known as Map 3, Lot 13 with up to 30 two-bedroom, two story Townhomes, if the Planning Board allows during site plan review such Townhomes in place of yet to be developed commercial space at a ratio of 1 Townhome to 1,000 square feet of eliminated commercial space. The Parties agree that ten percent of any such Townhomes developed on this parcel shall be offered at rates considered by the State to be affordable under the provisions of M. G. L. Chapter 40B and the regulations enacted thereunder, and as prescribed in Section 458.5 of the Zoning By-laws. These affordable units are in addition the 84 credited affordable units located on Map 3, Lot 13-2."

Or to take any other action relative thereto.

Comment: These changes would allow the Planning Board in Site Plan Review to convert up to 30,000 square feet of commercial space at Riverbridge to up to 30 2-bedroom townhomes.

Riverbridge Drive-throughs Requested Zoning Bylaw Amendment

ARTICLE 36: To see if the Town will vote to amend the Town of Berlin Zoning By-law Article 454.2 by replacing the last sentence with the following: "A Mixed-Use Village may include drive-up facilities for banks, pharmacies, and other retail and service uses, and for a maximum of two (2) food establishments."

Or take any other action relative thereto.

Comment: This change would allow up to two food related drive up windows at Riverbridge. It is the intention that one will be constructed at the Dunkin Donuts within the Shell gas station, the other at the Village Café.

Riverbridge — Requested Special Legislation for additional off-premise (Section 15) all alcohol license

ARTICLE 37: To see if the Town will vote to authorize the Select Board to petition the General Court authorizing the Board to issue an off-premises alcoholic beverages license to Berlin Liquors LLC for use only at the Riverbridge Mixed-Use Village in South Berlin.

Or take any other action relative thereto.

Comment: This article would allow the Town to have a total of three full liquor store licenses, one restricted to use only at the Riverbridge Mixed-Use Village in South Berlin. Presently, the Town, based on population, is allowed a total of two liquor store licenses.

Riverbridge Requested additional proposed Development Agreement Modifications

ARTICLE 38: To see if the Town will vote to authorize the Select Board to enter into one or several further modifications of the Development Agreement with Riverbridge during a period of one (1) year following the date of the vote on this article, to affect any, some or all of the following changes to the agreement.

1. **Public Safety Mitigation** Payment Section 14.4 is modified as follows: The \$500,000 public safety mitigation payments (presently \$100,000 per year over five years) shall be made in one payment on the date on which all or any part of the parcel at Riverbridge identified as Assessors' Map 3, Lot 13 is sold to any party, but in no event later than 2 years from the date of the vote on this article. The acceleration from 5 annual payments to one shall be adjusted to the net present value, as determined by the Town Treasurer in his sole discretion.

2. **River Run** The time frame for the exercise by the Town of its option to purchase Lot 6B at River Run (Assessors' Map 7 Lot 28) under Section 14.7 for \$1.00, as modified by the First and Second Modifications of the Agreement is extended to four (4) years from the date of the vote approving this article. If the Select Board and Planning Board both agree, the Town may apply this option to any lots or areas of the River Run property offered by Riverbridge (Assessors' Map 7 Lots 28 and 28-7), so long as the area to be conveyed to the Town is not smaller in area than eight (8) acres, of which no fewer than 5 acres shall be free of wetlands. The Select Board may accept a deed to property at River Run if deeded at any time within the option period.

3. **Open Space Mitigation** At the election of the Select Board, the Town is authorized to accept a permanent easement from The Riverbridge Association, Inc. for a pedestrian access easement allowing access to the now constructed canoe launch on the Assabet River (Assessors' Map 3, Lot 12-3) from the Town's lot identified as Assessors' Map 3 Lot 12-1.

4. **Other Modifications Favoring the Town** The Select Board may, at any time within 1 year of the approval of this article, agree to and incorporate into any modification of the Agreement any other terms it determines are beneficial to the Town, including accepting deeds to other easements as might benefit the Town, so long as any such further terms do not grant any new material rights to Riverbridge.

Or to take such other action thereon.

Comment: These changes would allow the Select Board to negotiate and execute modifications of the Development Agreement with Riverbridge as the mixed-use project is completed.

MAY 24, 2021 ANNUAL TOWN ELECTION

ARTICLE 39: To meet at the Berlin Town Offices, 23 Linden Street, lower level, in said Berlin on Monday, May 24, 2021, between the hours of 12:00 noon and 8:00 p.m. to elect by ballot the following officers: Moderator for one year; Select Board member for three years; Assessor for three years; Assessor for one year; Library Trustee for three years; Library Trustee for one year; Trustee of Trust Funds for three years; Cemetery Commissioner for three years; Planning Board member for five years; Board of Health member for three years.

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 fifth day of April in the year of our Lord two thousand twenty-one.

BERLIN SELECT BOARD
Christine Keefe, *Chair*
Margaret Stone, *Vice Chair*
R. Scott Hawkins, *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
 New Curatorial Building completed 2020
Second Berlin Memorial School opened 1999
Town Offices/Public Safety building opened 2000
Highway Dept. land purchase on West St. 2012
 New Highway building completed 2018

Conservation Lands

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

Telephone Numbers

FIRE	911
POLICE	911
AMBULANCE & RESCUE	911
When making an emergency call, be sure to give your NAME, STREET, HOUSE NUMBER, and the NATURE of YOUR EMERGENCY. Be sure that your message is understood before concluding your call. In some instances, the dispatchers may request that you remain on the line until help arrives.	
Accountant, June Poland	978 838-0045
Animal Inspector/Board of Health, Sue Roche...	978 838-2808
Assessors, Director Molly Reed	978 838-2256
Board of Health, Clerk Donna Taylor	978 838-0214
Building Commissioner, Richard Hanks	978 838-0046
Cemetery Dept., Barry Eager	978-838-2502
Central Mass. Mosquito Control Project	508 393-3055
COA Director, Victoria Flynn	978-838-2750
Animal Control/Dog Officer, Helen Roach	508 568-1917
Fire & EMS Department, FIRE or AMBULANCE	911
Fire Station/Department Business	978 838-2444
Highway/Facilities Supt., David Smith	978 838-2898
Library Director, Robert Hodge	978 838-2812
Nashoba Assoc. Boards of Health (in Ayer)	978 772-3338
Environmental Health/Title 5, William Brookings ...	ext. 304
Public Health Nurse, Tamara Bedard, RN	ext. 340
Plumbing & Gas Inspector, Al Roseberry	978 265-7421
Police Department, Chief Thomas Galvin	978 838-7355
Berlin-Boylston Regional School District:	
Superintendent, Jeffrey Zanghi	508 869-2837
Special Education Director, Karen Molnar ...	508 869-2837
Berlin Memorial School	978 838-2417
School Secretary, Judy Rapa	978 838-2417
School Nurse, Anna Amaral, RN	978 838-2214
Tahanto Regional HS, Principal Diane Tucceri .	508 869-2333
Assabet Valley Regional Vocational High School	
Supt. Ernest Houle	508-263-9602
Select Board Office, Mary Arata,	
Admin. Assist. to the Town Administrator.....	978 838-2442
Tax Collector, Dennis Fearebay	978 838-2765
Town Administrator, Margaret Nartowicz	978-310-5919
Town Clerk, Eloise Salls	978 838-2931
Town Treasurer, Dennis Fearebay	978 838-0344
Transfer Station Manager, Peter Gemelli	978 838-0042
Veteran's Agent, James Cabral	978 838-2560
W. H. E. A. T. (Clinton)	978 365-6340
Wire Inspector, Henry Wheeler, Jr.	508 259-5010
For any other official or board not shown,	
call the Select Board Office for assistance.....	978 838-2442
FAX to Town Offices	978-838-0014

Office Hours at the Town Offices

Select Board Office
Window Hours (Room 206) Mon.-Thur. 10-2
Accountant (Room 221) Mon., Fri. 8-3; Wed. 8-12,
..... Tues., Thur. by appt.
Assessors (Room 215) Mon.-Thur. 9-1
Building Dept. Window (Room 216) Mon.-Thur. 8-10;
Inspections Tues. & Thur. 8-1 and by appt
Police/Fire Window Mon.- Fri. 9-5
Tax Collector (Room 213) Mon.-Thur. 8-4:30, Fri. 8-1
Town Administrator (Room 209) . . Mon.-Thur. 8-4:30, Fri. 8-12
Town Clerk (Room 202) Tues., Thur. 11-2; Wed. 7-9
Treasurer (Room 211) Mon.-Thur. 8-4:30, Fri. 8-1
Veterans' Service Officer (Room 206) Mon.- Thur. 10-12 or by appt.

Email

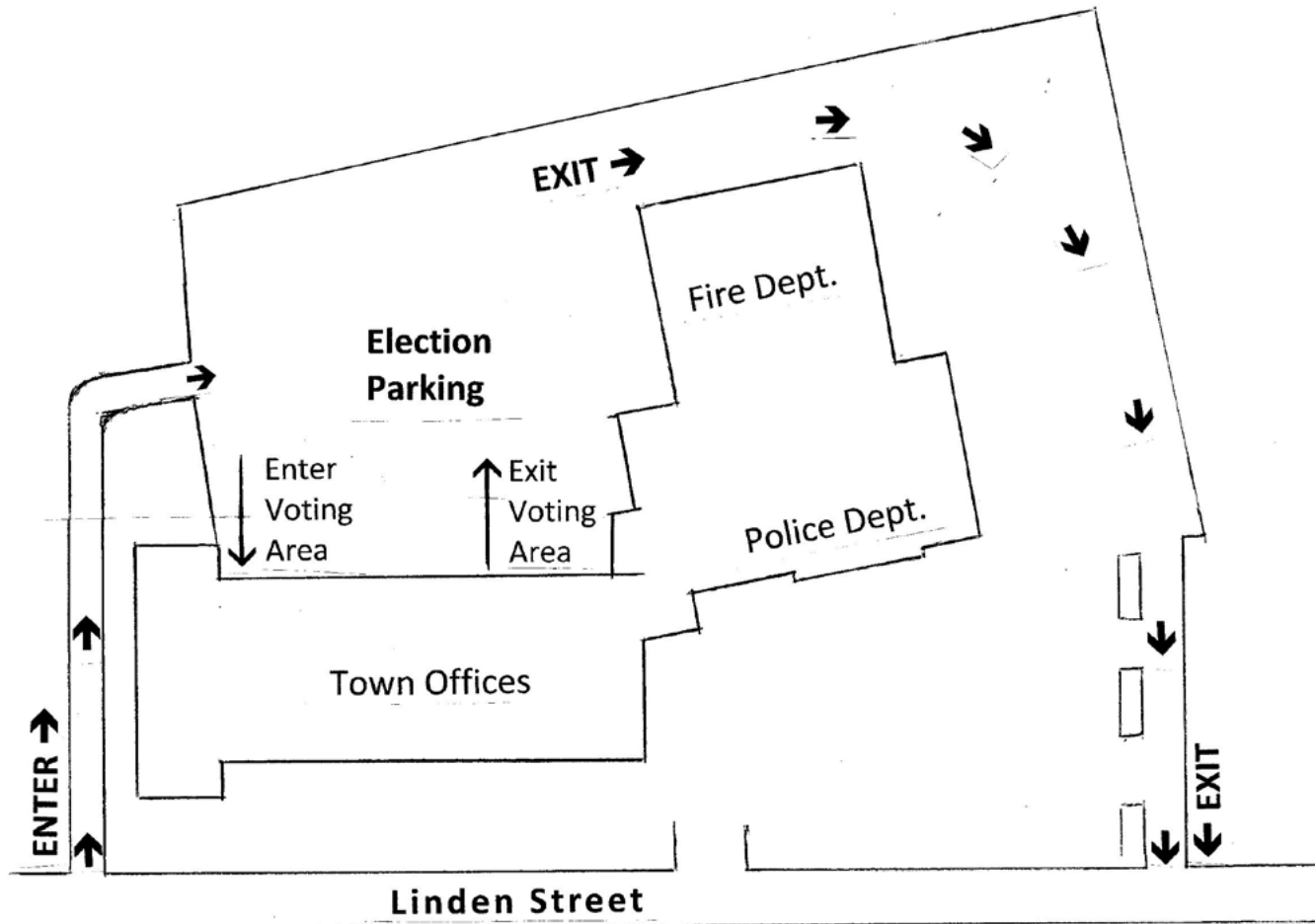
1870 Town Hall berlin1870townhall@gmail.com
Accountant accountant@townofberlin.com
Animal Control/Dog Officer berlindogoff@gmail.com
Assessors assessors@townofberlin.com
Board of Health boardofhealth@townofberlin.com
Building Commissioner buildinginsp@townofberlin.com
Cable Access Committee/TV.. cableaccess@townofberlin.com
Cemetery Dept..... cemetery@ townofberlin.com
Conservation Commission... conservation@townofberlin.com
Council on Aging coa@townofberlin.com
Council on Aging Director coadirector@ townofberlin.com
Economic Development Committee edc@townofberlin.com
Energy Committee energycomm@townofberlin.com
Fire Chief..... firechief@townofberlin.com
Fire Marshall fireprevention@townofberlin
Highway highway@townofberlin.com
Ploice Chief chiefgalvin.pd@townofberlin.com
Select Board Members select-board@townofberlin.com
Select Board Office..... selectmen@townofberlin.com
Tax Collector collector@ townofberlin.com
Town Administrator..... townadmin@townofberlin.com
Town Clerk townclerk@ townofberlin.com
Town Treasurer treasurer@ townofberlin.com
Veteran's Agent veteranservices@ townofberlin.com

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Berlin Town Election — Monday, May 24, 2021



Due to the COVID-19 Pandemic, different arrangements have been planned to reduce personal contact for both voters and workers during the election. Voters' cars will please enter through the entrance at the west end of the building and park in back. Separate entrance and exit of the building will be provided. After voting, cars will exit around the fire and police stations and out to the street.

Voters are encouraged to vote absentee, again to cut down on personal contact.

Applications for absentee ballots are available through the Town Clerk's office 978-838-2931 or TownClerk@townofberlin.com

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Notes

Select Board

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

ANNUAL TOWN MEETING

Saturday, May 15, 2021 at 1:00 P.M.

Monday, May 27, 2021 at 6:30 P.M.

Tuesday, May 27, 2021 at 6:30 P.M. (if needed)

Berlin Memorial School, 34 South Street

Face coverings required

ANNUAL TOWN ELECTION

Monday, May 24, 2021 from 12 Noon to 8 P.M.

Berlin Town Offices, 23 Linden Street, lower level