

Memo

To: Board of Selectmen

From: James J. Ferrera, Town Administrator

cc: Griffin Harrington, Administrative Assistant

Date: February 12, 2026

Re: Monthly Departmental Report (January 2026)

Administrator

- Conducted a departmental head meeting on 1/6/2026 to discuss the FY27 budget process and the progress being made on the Town's new website.
- Successfully negotiated an employment agreement with Tammy Martin, the Town's new Accountant.
- Worked with Tecton Architects & H2M Architects on the scope of services for the assessment to Fire Station "A" and 968 Main Street. Both firms now have signed contracts with the Town so that these important projects can move forward.
- Continuing to work with Tighe & Bond on HVAC improvements (Duct work) to the Senior Center.
- Received my new three-year MCPPO designation from the Office of the Inspector General.
- Attended and participated in Connect 351, MMA Annual Conference in Boston.
- Met with all departments individually regarding their FY27 budget. Also started the discussion on potential warrant articles.
- On 1/17 attended the 250th anniversary of the Knox Trail at the Springfield Armory, Warren is a Knox Trail community.
- Participated in the 150th year celebration of the Warren Public Library.
- Continuing to work with the Board of Assessors on filling the position of Assistant Assessor.
- On 1/21 attended the monthly Central MA Regional 911 District Administrative Board meeting.

Total Monthly Tax Collections as of 1/31/2026 are \$813,737.00

- a) Real Estate \$660,266.95
- b) Personal Property \$108,877.85
- c) Motor Vehicle Excise \$9,577.66
- d) Interest and fees \$7,141.54
- e) Registry clears \$1,200.00
- f) Mobile Home Parks \$1,500.00
- g) MLC fees \$225.00
- h) Sewer Liens \$24,948.00

Board of Health

- Issued and Submitted 8 Plumbing and 3 Gas Permits
- Received 2 Perc Test applications
- Issued 3 Septic Installers Permits for the year
- Received 2 applications for Septic Plan reviews/Installations
- Currently we have 7 housing complaints open
- Body art regulations (done by Health Inspector- in review process with lawyer)
- Well regulations (done by Health Inspector- in review process with lawyer)
- Health Inspector is working with the tobacco coalition regarding Tobacco Regulations
- Received a new food establishment plan review (in review with Health Inspector)
- Change in Title V agents
- Monthly meeting was held on January 20th
- Received funds for our RDP Grant
- Working on RDP Survey & Spending report
- Finalizing the Scope of Work for SMRP Grants
 - Moving forward with Universal Waste Shed only
- Revising the Contracted Health Inspector job description to get posted in February