

# Memo

**To:** Board of Selectmen  
**From:** James J. Ferrera, Town Administrator  
**cc:** Griffin Harrington, Administrative Assistant  
**Date:** January 8, 2026  
**Re:** Monthly Departmental Report (December 2025)

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## Administrator

- Conducted a departmental meeting with the Town's risk manager MIIA on 12/3/2025.
- On 12/11/2025 we had our bid opening for the Shepard Building inclined wheelchair lift replacement project. We had one bidder, Diversified Construction Services, LLC at \$148,422.00.
- Successfully negotiated the inclined wheelchair lift bid to \$109,000.00.
- All properties that were sold at last month's public auction successfully closed and the Town has officially recovered \$320,000.00.
- On 12/15/2025 held a project kick off meeting with Tighe & Bond for the air duct replacement project at the Senior Center.
- Completed and passed my MCPPO recertification exam and training.
- Onboarded two new staff for the Highway Department. One full-time Heavy Equipment Operator and one part-time Laborer.
- Participated in Central Massachusetts Regional 911 District December meeting and press announcement welcoming six new communities in the district.
- Met with the Secretary of the Executive Office of Housing and Livable Communities Ed Augustus at the Warren Housing Authority and also toured the West Warren Wright's Mills complex with him discussing the importance of development and housing needs for the Town.

## Financial Departments

- On 12/4/2025 the Board of Selectmen conducted a Tax Classification public hearing with the Board of Assessors for the purpose of determining the tax allocation among property classes.
- On 12/9/2025 DOR set the Town's FY26 Tax Rate at \$14.74 per thousand.
- On 12/29/2025 all residential and commercial property tax bills were mailed.

**Total Monthly Tax Collections as of 12/31/2025 are \$70,148.94**

- a) Real Estate \$41,747.21
- b) Personal Property \$144.02
- c) Motor Vehicle Excise \$12,660.72
- d) Interest and fees \$7,213.67
- e) Registry clears \$1,300.00
- f) Mobile Home Parks \$2,664.00
- g) MLC fees \$300.00
- h) Sewer Liens \$4,119.32

**Board of Health**

- Issued and Submitted 8 Plumbing and 4 Gas Permits
- 1 Perc Test application
- Issued 1 Well Permit
- Currently we have 8 housing complaints open
- Monthly our monthly meeting on December 16<sup>th</sup>.
- Document for New Food Establishment Plan Review active.
- Body art regulations (still in progress)
- Well regulations (still in progress)
- Discussion of Tessa taking over bed bottom inspections from Felix – Current Title V agent.
- Residential Kitchen reminder sent out to the active Residential Kitchen in town.
- Submitted the After-Action report from our November Public Health Emergency Response Framework TTX.
- Submitted the (2) Checklists for Drop Off Equipment Grant Award to DEP.
- Received the Grant Scope of work forms for the 2 Drop Off Equipment Grant awards – awaiting signatures to send back to DEP.
- Submitted the Grant Scope of Work to DEP for the SMRP Grant.