

# Memo

**To:** Board of Selectmen  
**From:** James J. Ferrera, Town Administrator  
**cc:** Griffin Harrington, Administrative Assistant  
**Date:** December 18, 2025  
**Re:** Monthly Departmental Report (November 2025)

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## Administrator

- Conducted a department head / board chair meeting on 11/4 to go over the Fall Special Town meeting warrant and the upcoming public auction of 14 Town owned properties.
- Participated with the Police Chief in an injured-on duty training that was put on by MIIA on 11/5.
- Met with Sean Harper from MIIA to go over the Town's property and casualty coverages.
- Attended the annual Fire Department awards banquet at the Hitchcock Tavern on 11/15.
- Appointed by the Board of Selectmen as the Tax Title Custodian for the public auction of 14 Town owned properties on 11/18.
- Chaired an administrative board meeting on 11/7 for the Central Massachusetts Regional 911 District.
- Participated in a discussion at the WARE business association and beyond monthly meeting on 11/19 to bring more attention to the Town.
- Prepared the Fall Special Town meeting warrant which consisted of 28 articles.
- Issued bid documents for the Inclined Wheelchair Replacement Project at the Shepard Building, bids are due back by 1:00pm on 12/11.

## Financial Departments

- On 11/18 the Town held a public auction of 14 Town owned properties that were acquired through the tax title foreclosure process. These properties have been

sitting on the Town's books for several years. The Town was able to sell 12 of the 14

- properties and recover \$320,000.00. These properties are now back on the tax rolls.
- The financial team worked to prepare for the Fall Special Town meeting that was held on 11/20. We had a total of 28 warrant articles, of which 22 were financial.

**Total Monthly Tax Collections as of 11/30/2025 are \$465,450.10**

- a) Real Estate \$377,454.53
- b) Personal Property \$54,120.79
- c) Motor Vehicle Excise \$11,725.17
- d) Interest and fees \$8,521.75
- e) Registry clears \$1,260.00
- f) Mobile Home Parks \$1,500.00
- g) MLC fees \$125.00
- h) Sewer Liens \$8,188.06
- i) Water Liens \$2,554.80

Town Clerk

- Last month was full of all thing's elections and Town Meeting! During the Month the office took in 350-400 petitions for the State Elections of 2026 and 2028. They all had to be certified individually and returned to their respective headquarters. The office also prepped for and had our Fall Town Meeting. All the results were completed, passed out, and the two By-Law packets have been sent to the AG's office for approval. All figures have been entered into gateway for the setting of the annual Tax Rate.

Board of Health

- Issued and Submitted 5 Plumbing and 3 Gas Permits.
- Issued 2 Perc Test applications.
- Issued 1 new Septic Installers Permit.
- Issued 1 Well Permit.
- Issued 4 Septic Installation Permits.
- Currently have 7 housing complaints open.
- Monthly meeting was held on November 18<sup>th</sup>.
- The board and Jessica along with our Regional Health Inspector attended the MHOA conference in Springfield on the 5th, 6th and 7th.
- New food establishment submitted paperwork on 10/29; not a complete application, let them know they need to submit menu, was informed no longer is moving forward with said establishment and a new applicant came in to inquire about the process.

- Held a Household Hazardous waste day at the North Brookfield Transfer station partnering with a North Brookfield BOH who organized the event along with a few surrounding towns.
- Took part in an All-Hazards Public Health Emergency Response Framework TTX exercise with CERT, Fire Chief and Police Chief.
- Submitted the Situation Manual template after the TTX. After action report will be worked on next month and submitted to the Region 2 Public Health Emergency Preparedness coalition (PHEP).
- BOH was awarded grant funding from Mass DEP SMRP program in the amount of \$6,600 we have also been awarded \$8,000 for drop-off equipment for a Glass Container and \$5,000 for a Universal Waste Shed.
- Created a Sustainable Purchasing Policy for the SMRP/RDP grant, (buy recycled policy needs to be updated to become an Environmentally Preferable Products Procurement program (EPP) for the SMRP grant).
- Continuing to create a new document for New Food Establishment Plan Review.
- Discussed and amended the current Sidewalk Bylaws – will be in process to the selectmen in coming months.
- Discussed and created final copy of Right to Farm by law – will be in process to the selectmen in coming months.
- Discussion was initiated for Body Art regulations and will be created and presented to the Board in a hearing in January.
- Discussion was initiated to implement Private well regulations and will be presented to the Board in a hearing in January.