

# Memo

**To:** Board of Selectmen

**From:** James J. Ferrera, Town Administrator

**cc:** Griffin Harrington, Administrative Assistant

**Date:** November 3, 2025

**Re:** Monthly Departmental Report (October 2025)

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## Administrator

- Working with Sewer Commission Chair, Travis Baker, posted, interviewed and filled the position of Chief Operator at the Wastewater Treatment Plant. We welcome Scott Urban to the team!!
- On 10/9 held a press announcement to bring awareness to the upcoming public auction on 11/18 for tax possession properties.
- Worked with Capital Planning and Finance Committee on warrant articles for the upcoming Fall Special Town Meeting on 11/20.
- Along with the Police & Fire Chief, Lt., and Sgt. interviewed three candidates for the position of full-time patrol officer.
- Submitted a Community One Stop, Expression of Interest for Phase II of the Town's Zoning Bylaw update.
- Participated in two training courses put on by the Office of the Inspector General that counts towards MCPPO re-certification.
- Worked with CMRPC and Quaboag Regional School District on the submission of a new green communities grant for Warren Community Elementary School. If awarded this grant will focus on energy efficiencies around the school's building envelope.
- Attended the Fall STAM meeting in Bernardston where we received an update from the DOR.
- Appointed by the Board of Selectmen as the Town's Tax Title Custodian for its upcoming municipal auction.
- Worked with MA Architectural Access Board to pass a variance request for the inclined Wheelchair lift at the Shepard Municipal Building.

Financial Departments

- FY25 free cash was certified by the DOR on 10/22/2025 in the amount of \$1,080,621.00 which is \$314,985.00 less than anticipated because of a negative cash balance in Chapter 90 funds. The Highway Department did not submit for reimbursement from the State for road projects by the 9/30/2025 deadline having a direct impact on the Town's FY25 free cash calculation.

**Total Monthly Tax Collections as of 10/30/2025 are \$1,467,948.95**

- a) Real Estate \$1,346,477.78
- b) Personal Property \$75,003.67
- c) Motor Vehicle Excise \$25,800.99
- d) Interest and fees \$5,720.60
- e) Registry clears \$1,460.00
- f) Mobile Home Parks \$1,224.00
- g) MLC fees \$375.00
- h) Sewer Liens \$2,280.00
- i) Water Liens \$1,207.87
- j) Rollback Taxes \$8,399.04