

# Memo

**To:** Board of Selectmen

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

**cc:** Griffin Harrington, Administrative Assistant

**Date:** October 16, 2025

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

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## Administrator

- On 9/3/2025 conducted a department head meeting with the Town's risk manager Debra Williams from MIIA.
- Participated in the final discussion for the updated Master plan for the Town.
- Held a quarterly discussion with the Town's IT partner Entre Technologies discussed upcoming infrastructure improvements needed to support the Town's IT functions.
- Walked through a possible site in Auburn for the new Central Massachusetts Regional 911 District.
- Interviewed candidates for the position of Animal Control Officer.
- Started the discussion with Tighe & Bond to get a budgetary quote for engineering services at the Senior Center related to the duct work project.
- Participated in a winter related procurement class hosted by the Office of the Inspector General.
- Issued a price solicitation request for auctioneer services for the Town's upcoming anticipated tax possession property auction.
- Worked with the Collins Center to kick off the Town's Personnel By-law / HR assessment.
- Participated in ongoing mediation at Quaboag Regional School District with the teacher's union.
- Worked with Town Counsel on the purchase and sales agreement for 38 Elm Street.
- Conducted a Finance Team meeting in anticipation of the upcoming STM on 11/20/2025 and the certification of this year's free cash.

Financial Departments

**Total Monthly Tax Collections as of 9/30/2025 are \$98,766.97**

- a) Real Estate \$64,976.65
- b) Personal Property \$22.14
- c) Motor Vehicle Excise \$22,067.06
- d) Interest and fees \$5,401.12
- e) Registry clears \$1,080.00
- f) Mobile Home Parks \$1,500.00
- g) MLC fees \$300.00
- h) Sewer Liens \$3,420.00