

Memo

To: Board of Selectmen

From: James J. Ferrera, Town Administrator

cc: Karen Dusty, Administrative Assistant

Date: May 8, 2025

Re: Monthly Departmental Report (April 2025)

Administrator

- Participated in budget meetings with the Finance and Capital Planning Committee.
- Held a department head meeting on April 2, 2025, with our MIIA risk manager.
- Continued contract negotiations with the Quaboag Regional School District Teachers Union and the Warren Police Patrolman's Association.
- Worked with the Finance Committee to finalize the FY26 budget, with **zero free cash being used to offset the budget.**
- Finalized and posted the Annual Town Meeting warrant with the Board of Selectmen.
- Weatherization and insulation project is completed at the Shepard Building and the Senior Center.
- Heat Pumps were installed at the Senior Center.
- A contract was awarded to JJS Universal Construction Company for the upcoming roof replacement project at the Senior Center, project to start Mid-May.
- Was elected Vice-Chair of the Central Massachusetts Regional Emergency Communication Center Administrative Board by my fellow Town Administrators.
- The computer replacement project is complete.
- Kicked off our first Public Safety Complex informational meeting on April 17th at Quaboag.
- Attended the Easter Egg hunt at Lucey Stone Park as well as a First Responder Luncheon at Quaboag.
- Participated in a Fraud Awareness training sponsored by the Inspector General's Office.

Financial Departments

- 94% of FY25 Real Estate taxes have been collected.
- 99.5% of FY25 Personal Property Taxes have been collected.

Total Monthly Tax Collections as of 4/30/2025 are \$1,730,930.35

- a) Real Estate \$1,485,971.60
- b) Personal Property \$175,246.72
- c) Motor Vehicle Excise \$58,193.41
- d) Interest and fees \$6,128.67
- e) Sewer liens \$2,295.89
- f) Registry clears \$1,080.00
- g) Mobile Home Parks \$1,536.00
- h) MLC fees \$475.00
- i) Water liens \$3.06

Treasurer's Office

MARCH 2025			
	● Collected \$203,148 in Sewer Payments		
	● Processed \$177,529 in departmental turnovers		
	● Onboarded 3 new employees		
Beginning Cash Balance - 02/01		\$	8,772,963
+ Cash Receipts (Inflows)		\$	2,212,694
- Warrants Funded (Outflows)		\$	(2,032,043)
Ending Cash Balance - 02/28		\$	8,953,614
APRIL 2025			
	● Completed and filed 1st Qtr Payroll Tax Return		
	● Collected 81,320 in Sewer Payments		
	● Processed \$155,126 in departmental turnovers		
	● Onboarded 1 new employees		
Beginning Cash Balance - 03/01		\$	8,953,614
+ Cash Receipts (Inflows)		\$	1,053,419
- Warrants Funded (Outflows)		\$	(905,343)
Ending Cash Balance - 03/31		\$	9,101,690