

Memo

To: Board of Selectmen

From: James J. Ferrera, Town Administrator

cc: Madeline Witaszek, Interim Administrative Assistant

Date: March 12, 2026

Re: Monthly Departmental Report (February 2026)

Administrator

- Conducted a departmental head meeting on 2/4/2026 to discuss the FY27 budget process and the progress being made on the Town's new website.
- Participated in a Department of Revenue workshop on Financial Forecasting.
- Held an all-staff training on preventing sexual harassment and discrimination in the workplace. This training was conducted by KP Law.
- Started negotiations with Police Chief on a new successor agreement.
- Chaired the first meeting with the Special Task Force on Insurance Premiums.
- Attended the monthly meeting of the administrative board of the Central Massachusetts Regional Emergency Communication Center where we are working on the FY27 budget and contract negotiations with the Union and administrative staff.
- On February 19th we had a successful launch of the new Town website. The new website allows you to report a pothole or streetlight outage.
- Met with all departments individually regarding their FY27 budget. Also started the discussion on warrant articles for both the Special and Annual Town Meetings.
- On Friday, February 20th we held a project kickoff meeting with Jeff McElravy from Tecton Architects for the building assessment at 968 Main Street.
- Continuing to work with Tighe & Bond on the duct work assessment and contract documents at the Senior Center so that this project can go out to bid soon.
- Welcomed our new Town Accountant, Tammy Martin back and completed the transition process.
- Posted for the position of Executive Assistant to the TA and Selectboard.

Total Monthly Tax Collections as of 2/27/2026 are \$1,850,029.48

- a) Real Estate \$1,524,729.66
- b) Personal Property \$85,241.11
- c) Motor Vehicle Excise \$131,926.79
- d) Interest and fees \$5,495.94
- e) Registry clears \$1,460.00
- f) Mobile Home Parks \$1,500.00
- g) MLC fees \$350.00
- h) Sewer Liens \$95,570.76
- i) Water Liens \$3,755.22

Town Clerk

- February was very busy with Nomination Papers being available.
- Nomination papers are due back by Tuesday, March 17, 2026.
- The office has been very busy with dog licenses...In the last two months. The office licensed approximately 200 dog licenses just in February alone.
- Finalized the Annual Town Report.