

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

August 28, 2019

To: Selectboard
From: Jennifer L. Wolowicz, Deputy Town Administrator

King Information Systems was on site to perform the annual maintenance visit in our records room. They removed 16 boxes and marked them for destruction under the records retention laws. 40 new boxes of records were added to the inventory.

We have begun planning a remodel of the of the Selectboard meeting room to ensure that we have the appropriate number of seats available for our board & committees. This remodel is also focusing on making sure the room is compliant with the ADA guidelines.

The contractor prequalification submittals for Senior Center project were due this month. Colliers Project Leaders has stated that the quantity of submissions is what was expected. General contractors – 12, HVAC – 6, electrical – 9, plumbing – 7. The building committee will now begin the review of the submittals.

Recruitment efforts have been underway for various positions in the police department, library, COA and DPW.

Promotional interviews were conducted for Police Lieutenant by Chief Gundersen, Andy Rogers and myself. We were pleased to recommend Sgt David Gagne to the position.

We had the annual inspection of the boilers and we had no issues.

We sold a grasshopper lawnmower on Municibid for \$1700. We will be starting to concentrate on items in the senior center in preparation of the demolition of the building in November.

The state inspection of the elevator was completed and unfortunately we have a violation that needs to be corrected within 90 days in order to get a new inspection. The issue is water in the elevator pit, this is not news to us as it has happened in the past. We are researching a pump system that would take the water out of the elevator pit on a regular basis to help alleviate this issue in the future.

The annual inspection of the fire extinguishers in all municipal buildings on the town side was completed and they have been tagged compliant through next August.

The big news of the month was the unexpected visitor we had one morning. Prior to the building being opened to the public a school department employee informed me that she saw a bat flying around the second floor. In an effort to keep the employees safe they were told to leave the building and we closed the building to the public. This was done in order to allow the wildlife expert from Braman Pest time to arrive on site and do the work that he needed to capture the bat and remove it from the premises.

On this same day Matt Cowie, our new Facilities Manager / Health & Safety Coordinator was starting. It took Matt no time to get acquainted with the quirkiness of town hall once I told him we had a bat in the building. Matt jumped in to assist and handled this situation with ease. He has earned the nickname “batman” from a few of us. We are fortunate to have Matt on board with us and we look forward to working with him.

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley