



JTH HADLEY

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Assistant Town Administrator Report

December 12, 2014

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

Julie Gentile and I attended the monthly MMPA in Dedham and the main agenda topic was Employee Recognition programs. They had a panel of speakers from other communities and from an Employee Assistance Program provider. It was interesting to learn about what other communities do to foster positive morale and we shared that we host the quarterly professional development days.

We have continued to reorganize duties at the library due to a retirement in October and have recently posted for two 15 hour a week positions. These positions will provide Joe Rodio with greater flexibility in providing coverage during the busiest public service hours at the library.

We had two retirements from the WWTP in the month of December. We reviewed the staffing and the responsibilities and have determined that we will only fill one position. Duties have been reorganized amongst existing staff and we are currently posting for a new Assistant Supervisor.

Proposals were received for the Canal Street & Bardwell Street RFP's. On Monday, November 24, 2014 the review panel which consisted of myself, Frank DeToma, Selectboard Member and Tony Judge, Redevelopment Authority Member reviewed the proposals. It was our unanimous recommendation that the Selectboard accept the proposals as meeting the RFP requirements and instruct the Town Administrator to meet with the proposer to determine the next steps for these properties.

The Board of Health office received a "facelift" recently and the renovation provides much needed privacy for the Director as well as provides a more professional appearance for the office in general.

We are in the process of designing an employee break room that will be located in the basement level of Town Hall. To begin this project a room was renovated next to the Veterans office that will now be used to store items that are used for emergency management situations and other supplies that the Health Department & Emergency Management Department require. We will now begin to move all the items from the previous room and will be able to start on the break room renovation after the first of the year.

We replaced the aging and damaged floor in the elevator recently and will be looking to use the same flooring material in the building entrances.

The United Way campaign is winding down and employees have been generous with their donations for this campaign year.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley