

TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

January 20, 2015

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

The United Way Campaign has ended and South Hadley employees are contributing \$1784.00 over the next year through payroll deductions and one time donations that our employees pledged. Every little bit helps and we are thankful to the employees for contributing each year.

We advertised for a part time Library Assistant position and we had quite a large response with 61 resumes being submitted for consideration. We are filling two positions so it was nice to have a large pool of candidates to choose from for interviews. The two part time positions will be for 15 hours a week and this will enable more flexibility for the staffing coverage at the Library and also benefit the Town financially since these positions would not be eligible for benefits.

Shawn Flaherty has been promoted from Senior Plant Attendant to the Assistant Supervisor for the Waste Water Treatment Plant. This position was vacant due to a retirement and Shawn has several years of experience from other communities with some of those years in supervisory roles. He holds a Grade VII Waste Water Treatment Operator Certification License and the requirement for this position is a Grade VI. Shawn presented himself well during the interview. He is personable and has a calm demeanor, enjoys working in a team environment, possesses a thirst for learning as was evidenced by the initiative he took to obtain the licenses under his previous employer even when it was not a requirement of his position.

Our January Professional Development Day was held on January 9th and our focus was on fiscal policies. We had a presentation from Bill Sutton and Debbie Baldini on the different policies that we have in place and this served as a good refresher on the proper steps to follow for the daily financial work that is done by so many of our employees. We also had our external auditor Tom Scanlon as a presenter and he spoke about fraud in the municipal workplace, ways it can be detected and safeguards to have in place to hopefully prevent it from happening.

Training for the new website has been underway and we are all very excited about this new platform that we will be using to keep our community informed about South Hadley. We have some added features

that we did not have available to us in our old website such as the online employment application submittal, an intranet for employees and a module called request tracker for facilities maintenance to name a few.

We held a Winter Lunch on January 16th for our employees in lieu of the holiday lunch that was normally held in December. The auditorium was filled with the aroma of chili, macaroni & cheese, clam chowder, kielbasa, lazy pierogi, pepperoni bread just to name a few...employees took turns having lunch so offices always had coverage and many employees from the School Department participated as well.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley