



JTH HADLEY

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Assistant Town Administrator Report

February 13, 2015

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

The two Library Assistant positions have been filled and the new employees started this month. Jody Bachelder was selected for one of the vacancies based on her extensive experience working in libraries including circulation desk customer service, readers' advisory services and working with children and teens. She possesses a "can do" attitude with a commitment to making the library a welcoming place for all ages. Also, Erin Pronovost was selected based on her previous experience as a volunteer at the South Hadley Public Library and her consistent interest in learning more about library service and taking on additional responsibilities.

I had the opportunity to attend the MMA Annual Meeting in January. This is a gathering of the municipal leaders throughout the state as well as many of the vendors that are used by municipalities. It is a great networking event as well. As I sat at the opening reception I was speaking with some of my peers about our new website and a woman behind me came over to introduce herself and asked if she could have her colleague contact me about CivicPlus as they are in the initial steps of choosing a new website vendor. I also attended a workshop titled Lessons and Landmines: Navigating Interviews and Internal Investigations which was very informative.

We have begun the design of the employee lunch room which will be located in the basement of Town Hall. We hope to have the work completed over the next few months.

We are continuing to look at the safety and security of our employees and the Town Hall. We are considering a plan that would decrease the amount of exterior access doors that will be open to the public. We have reached out to a few key stakeholders in the building to let them know of our intent and to hopefully alleviate any concerns they may have with the impending changes.

I have recently received my recertification as a Massachusetts Certified Public Purchasing Official (MCPPO). This recertification is required every three years and is attained by earning 25 credits through the classes that are offered by the Inspector General's office and attendance at the monthly Massachusetts Association of Public Purchasing Officials (MAPPO) meetings.

We are a year into using Harpers as our outside payroll provider and over that year we have made great strides with getting our employees enrolled in direct deposit. As of today all Town & SHELD employees have enrolled and the schools have less than 1/4 of what it had, which are mostly substitute teachers. We will continue to enroll employees on direct deposit in an effort to have 100% participation.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley