



JTH HADLEY

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Assistant Town Administrator Report

April 17, 2015

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

We want to thank Debbie Baldini & Maureen Cronin for taking the lead with the Wellness Committee. They had a great idea to have healthy snacks available to our employees as well as scheduling a nutritionist who came in and spoke to our employees about ways to make healthier eating choices. They also coordinated a weekly yoga class that is held at lunchtime and we have had about 10 participants each week. These are all being paid for from the wellness grant that we were awarded from the Hampshire COG.

Reise Harrington began work at the Waste Water Treatment Plant in the position of Senior Plant Attendant. Reise was hired based on our observations that he had a good knowledge of the processes followed and his initiative to take courses towards receiving the required licenses.

The new employee lunch room has been completed and we are very excited to have a space for our employees to get away from their desks during their lunchtime. This has been something that many employees have asked for over the years and it is a nice feeling to be able to provide the space.

Our Professional Development day was held on April 17th and the focus was Safety & Security. Trooper James Carmichael from the MSP joined us as well as Chief LaBrie and Lieutenant Jason Houle from SHFD #1. We learned about how to handle situations in the building that may involve an intruder, a fire and other general safety tips about how to protect ourselves and our buildings on a daily basis.

A fire drill of Town Hall was conducted by SHFD #1 and our employees responded well overall. We received comments from Lieutenant Jason Houle, Fire Inspector on what we could improve upon and will have another drill in the future.

I attended the 3 day Public Contracting Overview course hosted by the Inspector General's office. This is a course that is used for recertification credits for the recertification as a Massachusetts Certified Public Purchasing Official (MCPPO).

Julie attended the MMPA monthly meeting that was held in Framingham and the topics that were covered were the Affordable Care Act (ACA) as well as the Family Medical Leave Act (FMLA). These monthly meetings are a good resource for us to learn about the many areas that we deal with on a regular basis in the Human Resources Department.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley