



JTH HADLEY

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Assistant Town Administrator Report

July 17, 2015

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

We hosted our quarterly Professional Development Day at the South Hadley Public Library and the topic was “Staying off the Crazy Train”. Our speaker was Jean Haertl owner of Safety and Respect at Work, LLC. The training included customer service skills, interpersonal communication with co-workers as well tools to help yourself manage the many interactions we have throughout our workday. This session was extremely well received by our employees.

We have applied for a Municipal Energy Technical Assistance Grant through the Massachusetts Department of Energy Resources (DOER). If awarded the grant would assist us with issuance of a Request for Proposal (RFP), review those RFP’s returned from vendors and construct a contract for the work for the possibility of constructing solar panels arrays at Ledges Golf Club.

I attended a seminar on the new Massachusetts Earned Sick Time Law hosted by the Insurance Center of New England. Meghan Sullivan, our Labor Attorney from Sullivan & Hayes was the presenter. This law does not apply to municipalities unless Town Meeting takes a vote to accept the law and this is not recommended from Sullivan & Hayes as mostly all of our employees are members of collective bargaining agreements and already receive a similar benefit under their contract.

We have finished the reconfiguration of the employee parking lot in back of Town Hall and we have picked up 4 extra parking spaces which let me tell you will fill up fast once summer vacations are over.

We have a high school intern who started with us recently and she has already worked in the Planning, Building and Human Resources departments. Maeve Fitzgerald will be a junior at South Hadley High this September so hopefully she will stay on with us until she graduates.

We recently advertised for a temporary worker for clerical duties and Arleen Lussier was selected. She has already completed an assignment at the DPW and is now working in the office of the Treasurer/Collector.

The Building Department is currently advertising for a part time Local Inspector position. This position will work 20 hours a week over a 2 week period to provide assistance to the Building Commissioner in regards to the required inspections of building projects.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley