



JTH HADLEY

JENNIFER L. WOLOWICZ  
Assistant Town Administrator  
Telephone (413) 538-5017  
Fax (413) 534-1041

116 Main Street, Suite 103, South Hadley, Massachusetts 01075-2896  
jwolowicz@southhadleyma.gov

## **Assistant Town Administrator Report**

August 24, 2015

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

Our summer interns are leaving us to get back to high school and go off to college. We want to thank Maeve Fitzgerald, Ally Craven and Nicole Casolari for all the good work that they did for us this summer and wish them luck in the school year ahead.

Maeve had a tour of Town Hall this summer as she worked in the Planning, Building, Assessors, Human Resources & Treasurer/Collector offices. Ally worked in the Town Administrator's office and Nicole worked in the Clerk's office.

We are continuing to advertise for the Local Inspector position for the Building Department as we have not had many applicants.

Due to a retirement at the DPW/Highway division we had an internal posting for a Senior Heavy Motorized Equipment Operator. Ed Beattie was selected for the position based on his experience and skill set. We wish Ed good luck in his new position and responsibilities.

In the world of facilities we have installed a dehumidifier in Room 1 of the basement at Town Hall to assist in keeping the room free of moisture. Shortly after it was installed we noticed a difference in the conference room. Also, the entryway flooring of Town Hall has been replaced and looks much better.

We have bids out on the street for the new three year diesel fuel and gasoline contracts.

Municibid has been helpful to us again as we sold an old Crown Victoria on the site for \$1,550. The total revenue from sales on Municibid for FY15 was \$11,044.00.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley