



JTH HADLEY

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## **Assistant Town Administrator Report**

September 18, 2015

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

We have advertised for a Senior Clerk in the Treasurer/Collector's office and we received 10 applications. Interviews have been conducted by myself, Debbie Baldini, Treasurer/Collector and Bill Sutton, Town Accountant. We are hoping to make a final decision within the next week.

The Town received 4 bids for the Town Hall boiler project and they are being reviewed and qualified. We understand that we may also qualify for a Mass/Save rebate on the project so that is good news! We hope to have a contract awarded in the next week to ensure that we are toasty warm when the snow starts flying.

We held the interviews for the Local Inspector position and David Gardner was the unanimous choice of myself, Charlene Baiardi, Building Commissioner and Richard Harris, Town Planner. We are excited that David has joined our team and look forward to working with him.

Our quarterly Professional Development day focused on the website and we had a representative from Civic Plus in attendance. The employees learned about the many features of the website that will assist them with their work.

We will begin the much needed remodel of the 1<sup>st</sup> floor ladies bathroom on Monday, September 21 and expect for the project to take about two weeks. During that time we will be practicing our wellness activities by walking up to the 2<sup>nd</sup> floor.

We offered discounted Big E tickets to our employees this year and we sold 30 tickets. We also offered Six Flags tickets and we continue to have discounted tickets for the Tower Theater available as well.

We participated in a webinar titled Local Government Social Media Training and one of the speakers was the Communication Director for the City of Malden. This was an informative session and in the future we hope to use some of the tips that were provided.

We had some tree work done in the parking lot to remove a tree that was unhealthy and also trim up some branches that were hanging low over the parking spaces.

Bill Sutton, Town Accountant and Charlene Baiardi, Building Commissioner attended their first session of the Massachusetts Municipal Personnel Association (MMPA) titled Supervisory Leadership Development Program for local government managers and employees. This is a six-day 18 hour training program designed to enhance knowledge, skills and abilities needed for effective supervision. The interactive learning opportunity is for municipal employees interested in developing or strengthening their supervisory and management skills. The course will focus on managing self, managing others, managing the work, and managing the system. It will cover communication, team building, organization, delegation, coaching and performance management, labor relations, and supervising in a unionized environment.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley