



JTH HADLEY

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Assistant Town Administrator Report

October 16, 2015

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

I attended the Massachusetts Municipal Personnel Association (MMPA) Annual meeting and learned more about the Affordable Care Act (ACA), received a legislative update on proposed legislative bills such as Workplace Bullying, Public Records Law Reform as well as Other Post-Employment Benefits (OPEB). We also were updated on the MMPA's Policy Committee which is working on Best Practice Documents that would be shared with the members of the MMPA.

We are the recipient of the Hampshire COG Wellness Grant Award in the amount of \$800.00. A big thank you to Debbie Baldini & Maureen Cronin for their continued work on getting us healthier!

In keeping with the goal of Administration to review all vacancies we worked closely with Debbie Baldini, Treasurer/Collector to better understand the needs of her office over the last few months following the departure of the Assistant Clerk/Treasurer. To that end we have reorganized some responsibilities to better fit the needs of the office and Joan Germain, Assistant Collector took on the responsibilities of the Assistant Treasurer in addition to her regular duties of the Assistant Collector. We are excited for Joan as she begins her new role of Assistant Treasurer/Collector and wish her well with these new duties.

We welcomed Lori Vautrin to the Treasurer/Collector's office as a Senior Clerk and Paula Katz is back with us working in the Clerk's office.

The boiler project has been awarded to B-G Mechanical and will be getting underway fairly soon. Town Hall will be toasty warm this winter when the cold weather is upon us.

The ladies room on the 1st floor has reopened after a much needed facelift and we have had nothing but rave reviews about it from the staff!

We are currently advertising for a new Payroll & Benefits Coordinator as well as for a temporary Senior Clerk for Town Hall.

King Information Systems has started the records retention project and they should be onsite for the next month. This is Phase 1 of the project that was funded at annual town meeting in 2015.

On a personal note I celebrated 10 years with the Town of South Hadley this month!

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley