



JTH HADLEY

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Assistant Town Administrator Report

December 15, 2015

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

Interviews were conducted for the part time Senior Clerk position in the Town Clerk's office by Carlene Hamlin, Town Clerk, Laura Krutzler, Administrative Secretary, Jackie Iskander, Payroll & Benefits Coordinator and myself. We received fifteen (15) resumes and interviewed four (4) candidates. Of the candidates interviewed we all felt that one stood out due to his personality, technological skills and demeanor. Stephen Gonnevillie began with us on December 14th and he has already begun to be a great compliment to our staff.

The annual United Way campaign is in full swing and we hope to increase our donations from last year's tally of \$1,784.00. Many people benefit from these donations and every little bit helps.

Jackie Iskander, Payroll & Benefits Coordinator and I attended the Harpers Payroll Services Year End Forum and learned a lot more about what we need to do to be ready for the ACA year end reporting. We are dependent on the Hampshire County Group Insurance Trust for the bulk of the information that we need to load into Harpers to meet the compliance deadline of January 15th.

Our Wellness Committee has been busy teaching us about the affects of sugar on our bodies with a display in the hallway illustrating what too much sugar intake can do to us. The catchy saying on the display table is "look & see what sugar can do to you". Any small step in educating our employees about their health & wellness is a positive step in the right direction.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley