



JTH HADLEY

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## **Assistant Town Administrator Report**

March 23, 2016

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

We have been busy planning for our 3<sup>rd</sup> Annual Benefits Fair which is being held on Friday, April 8<sup>th</sup> from 10:00-2:00 in the Town Hall auditorium. All employees and spouses are invited to attend to learn more about the health, dental, life & other supplementary insurance offerings as well as retirement, flexible spending account, and deferred compensation plans that are available to them. As part of the Wellness Initiative, we will have Therapeutic Seated Massages and a Sun Screen Analyzer onsite for employees to take advantage of. I want to thank Jackie Iskander, Payroll & Benefits Coordinator for all her hard work on this event.

Joanne Trybus has announced her upcoming retirement effective for June of this year. We are advertising for the position and have created an interview panel which will consist of myself, Joe Rodio, Library Director and Eileen Burke, member of the COA Board of Directors.

Cory Ilnicky-Mercier & David Wells began employment with us on March 7<sup>th</sup> at the DPW and will be working in all divisions including Parks, Highway, Solid Waste as well as the WWTP. This is a new hybrid approach to staffing and the goal is to have less staff who are more versatile in their skill set so that they are able to work in all areas successfully. I want to thank Jim Reidy, DPW Superintendent for being open to this new approach to staffing.

We have several seasonal openings posted on our website for both Ledges, DPW and the Recreation Department. The positions range from camp counselor, summer creations staff, food & beverage workers, laborers etc.

All employment applicants are now being directed to our website to complete the online application when applying for an open position. This is a feature of Civic Plus that we are utilizing as many employers now only accept online applications. We are also able to utilize this function as a reporting method to download and export applicant information to share with department managers.

We hired James Falco as our Golf Coordinator for Ledges and he began with us this month. Jim brings many years of experience to us and we look forward to his contributions to the course this year.

We have completed the installation of the time & attendance units at all locations. We are working with Harpers Payroll to finalize our setup and will be kicking off the use of the new system in July with a pilot group from Town Hall. This will enable us to work out any kinks in the system before it is rolled out to all employees for use.

The preparation to move the Town Administrator office is in full swing and we expect to have that completed by the end of this month so that the remodel can begin for the new Inspectional Services area.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley