



JTH HADLEY

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## **Assistant Town Administrator Report**

August 17, 2016

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

King Information Systems has completed the second phase of the records retention program that began last fall. We now have all offices in Town Hall on the database system with records stored in the Records Room. We also were able to receive permission from the Secretary of State's Public Records Division to destroy records and Valley Green Shredding completed this service for us at no charge. This is such an important part of the annual maintenance program that we will be adhering to.



Interviews for the Senior Clerk position at the DPW were completed by Jim Reidy, Viv Price and myself. We interviewed three (3) candidates and the unanimous recommended was for Kellie Lempke who has been working for us in a temporary status since March in the position.

Police Chief Interviews were conducted by Bill Sutton, Mark Dubois, Maynard Police Chief and myself. We interviewed four (4) candidates and have been reviewing the results of the interviews with the Town Administrator.

I had the honor to speak at Loomis Village for the Women in the Workplace series and truly enjoyed the time I spent there. The residents were very engaging and were knowledgeable of the happenings in and around South Hadley.

The fire extinguishers at all buildings received their annual inspection from Fire Control Systems. This is a group purchase contract that we participate in with the Hampshire COG.

We are currently advertising for a part time Senior Clerk in the Town Clerk's office and for the Activity & Volunteer Coordinator at the COA. We hope to conduct interviews over the next month.

The RFP for the Town Hall Fire Alarm system has been publicly advertised and we have had eleven (11) contractors request documents. The bids are due at the end of the month.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley