



JTH HADLEY

JENNIFER L. WOLOWICZ
Assistant Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

116 Main Street, Suite 103, South Hadley, Massachusetts 01075-2896
jwolowicz@southhadley.ma.gov

Assistant Town Administrator Report

July 18, 2016

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

We will be installing motion lights in the elevator alcoves, basement hallway & the new records room. We spend a lot of time walking the building at the end of the day shutting lights off so this will help with that as well as keep our electricity costs down.

The remodel of the new Administration office has been completed and I would like to thank Mike and Laura for their patience with this project. Planning for the Accounting office remodel is underway now and will not be as large of a project as it includes more painting and carpet replacement.

The Toth Property demo project has been awarded to Jay-Mor Enterprises and we expect work to begin over the next few weeks. We are familiar with Jay-Mor's work as they have done work for us in the past with no issues.

We had a successful Professional Development Day with speakers from Valley Shredding, General Code, King Information Systems as well as Mutual Support Consultants. The subjects covered updates on the projects with King Information and General Code, best practices for shredding documents to be compliant with the Written Information Security Policy as well as "municipal hoarding" and how we can do a better job at making decisions to keep or discard an item.

A thank you to Maureen Cronin & Debbie Baldini for their continued work with the Wellness Committee. We were awarded an \$800.00 wellness grant from the COG to use in FY17. We look forward to seeing the activities that Maureen & Debbie have planned for us in an effort to keep us healthy.

Recruitment has been keeping us busy this year with vacancies at the COA, Police, DPW & Ledges. We currently have advertisements out, interviews scheduled and resumes to review for all of these departments.

King Information Systems is back for Phase II of our records retention project. They will be here for about 2 weeks this time and will return next month for the mapping phase of the project.

A Request for Proposal has been drafted and will be put on the street in late July for prices on a new fire alarm system at town hall. We are also working on a request for repairs to the elevator at town hall.

We are in the first week of employees at town hall using the new webtime system by either swiping on the unit in the hallway or using the clock in feature on the website. We have had some hiccups with the system and that is why we are concurrently tracking the time the old fashioned way as well. We hope to be moving away from the paper tracking over the next few pay periods.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley