



JTH HADLEY

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Assistant Town Administrator Report

May 13, 2016

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

Interviews for the COA Director position were completed by Joe Rodio, Library Director, Eileen Burke, member of the COA Board of Directors and myself. We interviewed four (4) candidates and recommended two (2) finalists to the Town Administrator for a final interview. We are pleased to welcome Leslie Hennessey as our new Director for the Council on Aging. Leslie has many years of experience with the Visiting Nurses Association as well as having existing connections with WestMass Eldercare & the Greater Springfield Senior Services.

We have begun our test group for the time & attendance system with three employees at town hall. They are clocking in and out at the time clock or through the website at their desks. This is a good way for us to learn how the system works and to make changes before we go live with all town hall employees in July. Thank you to Laura Krutzler, Maureen Cronin and Claudia Frappier for helping us out with this.

Tis the season for temporary employment hiring for DPW, Ledges and Recreation. The Human Resources staff has been busy with scheduling/conducting interviews, reference checks and new hire paperwork. All former seasonal employees have to reapply and be interviewed. This is an important part of the recruitment process for all employees of the town.

Jackie Iskander, Payroll & Benefits Coordinator has been busy with the open enrollment process assisting employees with changes to plans and with enrolling them in additional benefits. Overall we have had over 30 enrollment/changes to plans.

The Inspectional Services staff is settling nicely into their new home which is clean, bright and much roomier. The new desks will be delivered over the next few weeks. We are using a cluster desk for the Wiring, Plumbing and Assistant Building Inspector as they are not here all day and this option does not take up as much space as having individual desks for each person.

The renovation of the new Administration office has begun and will hopefully be completed by early June. A thank you to Laura Krutzler for her patience with her temporary office space.

We have begun the planning for the FY17 facilities projects and one of the areas we will be focusing on will be the Planning & Conservation offices. Richard Harris, Town Planner has already begun the process of looking through the many, many files in the office to determine what needs to be stored in the records room and what can be requested for destruction from the Secretary of State.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley