



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@southhadleyma.gov

Assistant Town Administrator Report

November 29, 2016

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

Chief Parentela and I met with Bill Sullivan and Joe Pinzino from Cook & Company to review the Injured on Duty policies & procedures. This is a part of the onboarding process that we are providing Chief Parentela as he assumes his new duties.

We have had signs added to all the office doors to help better direct Town Hall visitors. We have received many compliments on the signs.

The remodel of the accounting suite has been completed and the staff is happy to be back in their regular environment. We will begin to plan the Planning & Conservation remodel after the first of the year.

Over the last few weeks we have had several incidents of unauthorized visitors in the building and unfortunately we have had to deal with the clean-up of the mess that they created, repairs to damage that was done and reporting of these events. We have been discussing the most efficient ways to decrease this type of activity whether it be security cameras, automatic locks on all entryways for when the building is closed for business but these both cost money. The most cost effective way to eliminate this type of unauthorized activity is to have the building open only for town related business.

Interviews were held for the Provisional Lieutenant position with myself, Chief Parentela and Sharon Hart. We were very impressed with the quality of the candidates and feel fortunate to have such dedicated professionals representing the Town of South Hadley.

Over 20 employees attended the Blood Pressure clinic that was hosted by Holyoke Medical Center at the South Hadley Public Library. This program is in line with our continued partnership with HMC and we will be hosting it quarterly. We received many positive comments from the employees who attended.

Interviews for the Senior Clerk position in the Town Clerk's office were conducted by myself, Carlene Hamlin, Laura Krutzler and Lori Vautrin.

Our Wellness Committee hosted a hike to the horse caves at the Notch with Richard Harris as their guide. It was enjoyed by all participants and they also visited Atkins for a healthy lunch afterwards.

The 2017 United Way campaign is underway and we hope to raise more than we did last year in employee contributions.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley