



JTH HADLEY

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## **Assistant Town Administrator Report**

October 24, 2016

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

Jackie Iskander, Payroll & Benefits Coordinator and myself attended the MMPA Annual Labor Relations Seminar. We learned about the importance of performing internal investigations properly, received an in-depth review of recent cases and decision in the labor relations arena. We also attended the session on the upcoming changes to the public records law.

Interviews were conducted for the Local Inspector position by Sharon Hart, Gail Chadwick and myself. Joseph Latronica will be starting with us in November and he brings with him many years of experience as a Building Commissioner.

We have hired Joanne Levesque as a Dispatcher in the Police Department and she brings experience from working in other communities.

We are accepting letters of interest for the position of Provisional Lieutenant and interviews will be conducted by Chief Parentela, Sharon Hart and myself.

The interviews for the part time position in the Town Clerk's office unfortunately did not yield a successful hire. We have re-advertised the position and will be looking to conduct interviews in mid-November.

Rhyan Belisle, Recruit Officer will begin at the Police Academy on November 7<sup>th</sup> and if all goes well will graduate in of May of 2017.

The remodel of the Accounting Department will begin at the end of the month with new paint and carpeting. We will then be moving upstairs to the Planning & Conservation offices.

With the snowflakes flying in the near future we will be conducting a test notification on Civic Ready to ensure that all employees are signed up to receive notifications of any changes to the work schedule.

We have had some regular maintenance being performed in the building and some not so regular maintenance. The boilers were inspected and given the A-OK for the cooler weather that is upon us, window A/C's have been removed, the ceiling fans in the auditorium were cleaned, the water bubbler on the first floor had to be replaced, we have had some electrical work completed in the building to accommodate some technological improvements that will be coming soon in the Selectboard Meeting Room as well as in the auditorium and last but not least the entrances received the seal of approval to reopen after the mason completed the patching that was needed.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley