



JTH HADLEY

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## **Assistant Town Administrator Report**

September 23, 2016

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

We have completed the mapping retention program with King Information Systems. Departments are now able to access the database to search for a project map and/or building plans and the system will provide the number that was assigned to the document so that it can be found in the Records Room in a much faster time than previously. We are no longer looking for a needle in a haystack for documents, building plans & maps.

We requested quotes for a municipal building needs study to be completed. This is considered a professional service in the world of procurement but we like to make sure that we are getting the most competitive pricing for the firms.

Our new Activity & Volunteer Coordinator has been hired at the COA. Nancy Yesu began working with us last week and brings with her previous experience from another local COA.

We have re-advertised the Police Dispatcher position as the first round of interviews did not produce a viable candidate for the position. We will be conducting interviews next week.

Interviews were conducted for a part time Senior Clerk position in the Town Clerk's office. We are currently reviewing the results of the interviews.

Jackie Iskander, Payroll & Benefits Coordinator has been working diligently with Harpers to ensure that our time & attendance program is working properly. With all the union contracts and varied benefit allowances it is quite an undertaking to build the system to recognize each employee. We are targeting October to have our first live payroll with the hours being automatically generated into the system.

In the world of facilities we have received bids for the fire alarm system upgrade project at town hall and the apparent low bidder is working Fire District #1 to have design plans reviewed and approved.

The elevator has been out of service more than it has been in service over the last week and unfortunately we had an employee get stuck in it...thankfully I was able to hear her yelling "hello" and we were able to get her out relatively quickly. The RFP for the elevator upgrade will be advertised in the Central Register next week with bids due at the beginning of November.

And for anyone who has visited Town Hall in the last few weeks they have learned that we only have one public entrance open at this time due to the direction from Fire Chief Authier to close the other three entrances until we can have some mason work completed to ensure that they are not a hazard.

Maureen Cronin & Debbie Baldini have been active with the Wellness Committee activities. We have a team of 10 employees from town hall participating in the Fall Challenge with the Hampshire COG Wellness Initiative. They also have been purchasing healthy snacks for employees to enjoy and we have a jigsaw puzzle in the lunch room that has been quite a draw for employees. When they are heating a lunch up they work on the puzzle for a few minutes. Great ideas to help reduce stress for our employees!

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley