



JTH HADLEY

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Assistant Town Administrator Report

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

Even though the snow has been flying we have begun planning for the upcoming season at Ledges with our advertising efforts. The recruitment process for previous employees from the last season has been modified to allow previous employees to reapply for positions through a mini-application process.

We are installing the time & attendance unit at Ledges for all employees to begin using this upcoming season.

King Information Systems was onsite at the Police Department to begin the 2 day analysis of the department's records. We will have the analysis completed shortly and will receive a detailed report to determine the next steps. We also have personnel records that will be brought to Town Hall to be stored in the Human Resources area.

We have sold two old DPW vehicles on Municibid in the amounts of \$5,100.00 & \$3,700.00. Using Municibid opens the auction of the vehicles up to more bidders and produces a higher bid amount. We have several other vehicles and equipment that we will be posting for sale over the next month.

We partnered with the Springfield Thunderbirds for a South Hadley night and sold 30 tickets which were a combination of employees and residents.

The testing for the library employees on the new time & attendance system was pushed back due to technical difficulties. We will begin this testing over the next few weeks. We anticipate the testing period to be for two pay periods, the employees will record time on both the new electronic system and in the current manner to ensure that the proper hours are being reported for compensation.

The Civil Service list produced a roster of 7 candidates for the position of Police Officer. Chief Parentela will be reviewing the list to determine who is still looking for employment as some candidates are on multiple lists. We will schedule interviews within the next month to select two candidates for the Police Academy.

We will be starting the design of the Planning & Conservation office remodel soon. We are looking to combine the physical offices to provide better coverage for the office from the administrative staff as well as making better use of the space.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley