



JTH HADLEY

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## **Assistant Town Administrator Report**

January 22, 2017

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

Lucas Prickett & Demetrios Godfrey started at the WWTP and Marie Muir is our new employee in the Town Clerk's office.

We are planning our annual Benefits Fair for Friday, April 7th in the Town Hall auditorium. We will have representatives from BCBS, Delta Dental, Hampshire County Retirement, Aflac, SMART Plan & Hampshire County Group Insurance Trust.

W-2's have been produced by Harpers Payroll and distributed to employees.

Our Professional Development day focused on the changes to the Public Records Law that went into effect earlier this month. Attorney's Matt Feher & Bob Ritchie provided our employees with a greater understanding of the changes and our responsibilities when receiving a public records request.

We are scheduled to begin a testing period with the library employees on the new time & attendance system. 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.

We have called for a Civil Service list in order to fill two vacancies in the Police Department.

We have begun using MunicBid again to dispose of 12 vehicles that are no longer in use by the DPW. This has proven to be a better way to auction off the surplus vehicles and provides a greater reach to perspective bidders.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley