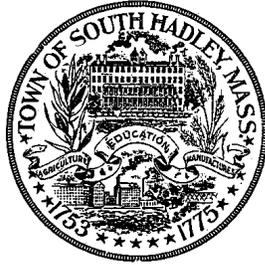


TOWN OF SOUTH HADLEY



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 13, 2014

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

Following a retirement from the Library some duties were reorganized and a new position titled Youth Library Program Coordinator was posted. We had two internal candidates and the interview committee which was comprised of myself, Joe Rodio, Library Director and Danielle Stelma, Assistant Recreation & Youth Commission Director were unanimous in our recommendation of Bethany Roberts. Bethany began her new duties on November 3rd and we wish her the best of luck.

The COA also had two retirements and duties have been distributed amongst other staff members as well as contracting with a vendor to provide for the custodial needs of the building. We have heard many positive comments from Joanne Trybus, COA Director in regards to this new way of handling custodial needs.

The message to Managers is that we need to continually look at each task & position to see if we can find efficiencies and I would like to commend Joe Rodio and Joanne Trybus for their enthusiastic & creative participation in this recent exercise with their staffing needs.

Julie Gentile, payroll & Benefits Coordinator & I attended the MMPA Labor Relations Conference in Boxborough and received a legislative update, another update on the Affordable Care Act (ACA), a review of recent labor relations cases as well as learning about collective bargaining negotiations. The ACA has been a standard topic at many of our seminars this past year and for good reason. We have a lot to learn and digest about this new law and will continue to stay on top of it in order to assure that we are in compliance. Kudos to Julie for her "excitement" about this subject matter!

We also attended the annual employer briefing hosted by our Labor Counsel Sullivan & Hayes. The theme of the briefing was "The Changing Workplace" and discussed topics such as "independent contractor" vs "employee status", legislation that was passed in 2014, changes to the FMLA & ADA & the new Domestic Leave law.

At last Everbridge has 100% participation from employees and just in time for "old man winter" to start dropping some snow. If we do have a weather event this system will be used to communicate any changes to our scheduled work day.

In the world of Facilities Management we have been busy with general maintenance as well as preventative maintenance. "I can see the light" has been heard a few times in Town Hall since we had the windows washed recently. From what we understand this has not been done in over 12 years so they definitely needed it.

We have also been working with a company that is evaluating the roofs of our buildings and a report will be coming soon.

Our fire alarm testing & inspection services vendor has changed for the Town Hall, Police, DPW & COA. Now we have the same vendor for these buildings which is the long term goal for most outside services that we require.

MunciBid has been busy again with the sale of the old PVTA van that was donated to the COA while we awaited the new van. It sold for \$3,600.00, not a bad return on an item that was donated to us and we used it for several months with a minimum investment for new seatbelts. Since July of this year we have sold \$9,810.00 worth of items through MunciBid and it doesn't cost us anything to post the items. Sounds like a "win win" to me!

We are anxiously awaiting the RFP deadline for the Bardwell Street & Canal Street properties and are hoping that the 3rd time will be a charm for these properties, since this is the 3rd time we have advertised them for sale.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley