



JTH HADLEY

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Assistant Town Administrator Report

April 24, 2017

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

Interviews were conducted for the Police Dispatcher vacancy. We scheduled 5 candidates for interviews, 2 cancelled the day of and 1 was a no show so we ended up with only 2 interviews being conducted. We hope to make a decision within the next week.

The interviews for Ledges have continued and we have several employees who returned from last season. The course opened on Monday, April 10th to a much smoother start as compared to last year. Andy Rogers, James Falco, Jimmy Hampton and Lee Bourdon were all smiles and they weren't even out golfing.

The electrical work for the fire alarm system replacement at Town Hall has begun in earnest. The company has been onsite since April 3rd and are making very good progress. As you can imagine working in an existing building while business is being conducted can be somewhat of a delicate dance to try and not have too many disturbances. The contractor worked on Patriots Day as we were closed for business so that allowed them a full day of access to all areas of the building.

Our 4th annual Benefits Fair was held in early April and we had over 50 employees/spouses attend. Jackie Iskander and Gloria Congram did an outstanding job coordinating this event. We had over 12 vendors and also had chair massages, hand grip strength tests and a display on how to pack a healthy lunch. We had several raffle prizes for the attendees that were donated by the vendors who participated.

We are getting close to the completion date for the remodel of the old Planning office. Once the remodel is done the office will become the Planning & Conservation office with all staff in one area.

We have sold 4 more surplus vehicles/machinery on Municibid for a total revenue of \$7,227.15. Overall we have generated over \$27,000 in revenue to the general fund since January.

The clean out of 16 Ludlow Road continues with another 5 more truck loads removed and two mattresses. They also discovered another fridge full of food in the basement. At this time the DPW will remove the remainder of the items which are several paint cans that the contractor is not able to remove.

We have begun advertising for the Gaylord Branch Library positions and several applications have been coming in daily.

Our April Professional Development Day was well received by our employees. We had speakers in from Holyoke Medical Center. They spoke about the importance of working as a team as opposed to working in a group or individual environment. We also learned the signs of a stroke and what we can do to assist our bodies in becoming healthier.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley