



JTH 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

March 20, 2017

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

We have completed the training for the library staff and they have begun using the automated time & attendance system. We are now focused on getting the COA employees trained on the system.

Chief Parentela and Sharon Hart are attending the Massachusetts Municipal Personnel Association (MMPA) program titled Supervisory Leadership Development Program for local government managers and employees. This is a 6 week course and it focuses on managing self, managing others, managing the work, and managing the system. It covers communication, team building, organization, delegation, coaching and performance management, labor relations, and supervising in a unionized environment.

We completed 4 successful auctions through Municibid for surplus DPW vehicles for a total revenue of \$10,715. I want to thank Viv Price for handling all of the transaction details for the sale of these vehicles.

Jackie Iskander has begun to work on centralizing the ordering of envelopes that are used by all of the town departments. We are also moving towards a standard envelope return address as we currently have several varieties used by the departments. This project will produce bulk pricing which will in turn be a savings for the town and provide a more streamline look for mail that is sent out from the town.

We have been working on the clean out of a tax title property and have contracted with a junk removal company. After the first day of work we had 5 ½ truckloads removed and the DPW also provided help with cleaning up the yard from the overflow of trash and debris that had been left by the previous owner. The clean out is at a standstill as we had a report of a raccoon being seen inside the property so now we are working with a pest control company. Once the raccoon has been removed we will have the contractor back onsite to complete the removal of the remaining items in the house.

Interviews were conducted for the two police officer vacancies by Chief Parentela, Lt Luscomb, Jackie Iskander and myself. We had 4 candidates in for interviews and hope to make a selection within the next week.

We have been drafting the job descriptions for the positions that would be created through the South Hadley Public Library agreement with the Gaylord Library. I want to thank Joe Rodio for his work on this project.

The renovation project to combine the Planning & Conservation offices is ready to begin and we expect this to take about two months to complete. At the end we will have one office for the Planning & Conservation staff members and the adjoining office will have the conference table and file cabinets.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley