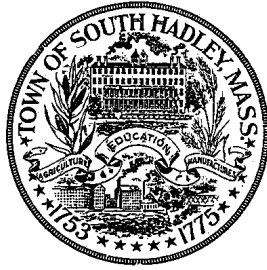


TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

October 26, 2017

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

The October Professional Development Day was based around the topic of cross cultural competence and the presenter was well versed in the subject matter. The employees who attended participated in some group exercises to shine a light on how although we may seem different we are more alike than we know. This presentation was well received by all who attended.

Anne Capra has been appointed as the Conservation Administrator/Planner. She is doing a great job of working with the other departments and is already involved in projects.

I attended a training session titled Preventing and Addressing Workplace Discrimination hosted by MIIA. This was presented by MCAD and the learning objectives included learning about Massachusetts discrimination law, the importance of internal policies, the role of Human Resources in preventing and addressing discrimination in the workplace and the role of MCAD.

We have awarded the contract for the town hall partial roof replacement work to J.D. Rivet in the amount of \$90,290. The work is expected to start over the next few weeks and hoping that we can continue with this unseasonable weather to provide for a quick project with no weather delays.

The contractors have been working at the Old Firehouse Museum on the painting project. As we suspected this project included not just painting as some carpentry repairs were needed in order to properly apply the paint. This project should be completed by early November.

We began advertising for the Assistant to Administration position and have received twelve applications. In an effort to not lose qualified candidates to other employers we began interviews this week with myself, Jackie Iskander and Gail Chadwick. We interviewed four candidates and recommended two for a 2nd interview with Mike Sullivan.

We began advertising for the Employee Engagement Specialist position and have received ten applications. Interviews will be conducted by Jackie Iskander, Jaime Doolittle and Marc Guillemette and they will recommend candidates to me for a 2nd interview.

We are working with Recreation and the School Department to plan a South Hadley Thunderbirds hockey night. This will be advertised for employees as well as the residents of town. It is always a fun event.

Town Hall employees participated in a food drive for Neighbors Helping Neighbors and we collected 6 bags of food for them.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley