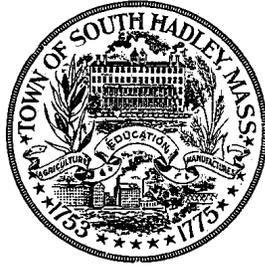


# TOWN OF SOUTH HADLEY



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## **Assistant Town Administrator Report**

November 20, 2017

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

King Information Systems will be starting an archival records project at the Police department. This project will assist the police department staff with proper records retention protocol.

Interviews were conducted for the two Senior Plant Attendant vacancies at the WWTP by myself, Viv Price and Jim Reidy.

We are planning to renovate the hallways at town hall and due to that we asked South Hadley Public Library Director Joe Rodio & Adult Services Librarian Desi Smelcer to review the materials on display in the first floor hallway of town hall. We received a report on the review and it included recommendations on where the historical valued items could be housed other than at town hall. The items would benefit from improved storage conditions and/or preservation treatment. Many of the items have been moved to the South Hadley Public Library's Local History Room.

We have about 15-20 bicycles that are surplus and we have been in contact with the non-profit Pedal Thru Youth about a possible donation. Pedal Thru Youth is a non-profit organization that donates bikes to children and families in need, to promote an active lifestyle.

Our own Danielle Stelma, Assistant Recreation Director was a dance instructor for Pathlight's Let's Dance project. Pathlight is an organization that is dedicated to serving individuals with an intellectual disability. The Let's Dance project was a night of dancing and celebration to support enrichment programs. Danielle instructed two couples in their dance performances and the event was truly inspirational for all who attended.

Courtney Hummel started with us at the beginning of the month as our new Administrative Assistant and is doing a great job. We are happy to have her with us.

We have been busy on the facilities side with various projects.

The exterior painting project at the Old Fire House Museum has been completed. Take a ride by to check it out.

We will have the roof contractor beginning to set up the staging area the week of Thanksgiving at town hall. The projected time line for the work is about 3 weeks to be complete.

A split system for heating and A/C is being installed in the Administration and Finance offices.

We have had the need to bring Braman Pest Control in due to some mice at town hall primarily in one office. We have had to close the Clerk's Office on occasion so that Braman can do the necessary work to ensure a clean working environment for the employees.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley