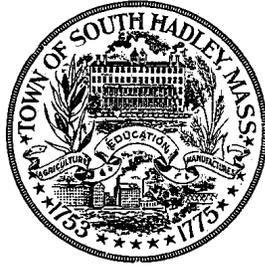


TOWN OF SOUTH HADLEY



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

September 25, 2017

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

We had our annual maintenance visit from King Information Systems to update the Records Room contents. Twenty-six (26) boxes were removed from the archives and set aside for destruction. Thirty-nine (39) new boxes were added to the active inventory. Boxes were reviewed, labeled, re-boxed, and adjusted as needed and the database was updated and revised as necessary. We have submitted a copy of the RMU-2 Application for Destruction Permission form to the State for approval.

The contract for the Old Firehouse Museum exterior painting project has been awarded and work will begin this month.

Interviews for the Conservation Administrator position will be conducted this week by Richard Harris, Director of Planning & Conservation, Sharon Hart, Public Health Director and myself. We hope to have a recommendation to the Town Administrator by the end of the month.

Jackie Iskander, Acting Assistant Treasurer/Collector and I attended the first ever 2 day fall conference sponsored by the Massachusetts Municipal Personnel Association (MMPA). Topics included communications and negotiations in contract strategies, classification and compensation, discipline with public employees, trends in performance review process, future of municipal health insurance, essential HR policies as well as a legislative update and a session on employee engagement and changing the workplace culture.

I attended a training titled Social Media in the Workplace hosted by the law firm of Bowditch & Dewey. This is an ever growing subject in regards to policy and acceptable uses by employees.

We had a visit from representatives from the Town of Worthington to view our Records Room and see the software that we use. They were very impressed with the system and will be recommending that Worthington look into a similar system.

The new branding/logo project is coming along nicely and we have been working on providing feedback to the graphic designer on the layout of the letterhead template and business cards.

We have the Town Hall partial roof replacement bid available for contractors and we will be accepting bids in October. The goal is to have a contract awarded by the end of October so that the work can be completed before the snow flies.

Town Hall employees are participating in a food drive to support the Neighbors Helping Neighbors (NHN) food pantry. We are collecting items through this month and will deliver to the pantry in early October.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley