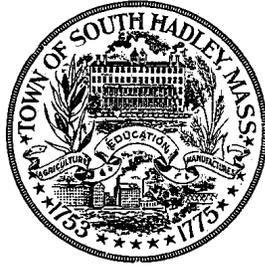


# TOWN OF SOUTH HADLEY



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**

August 23, 2017

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

We have completed the installation of the time & attendance units at the DPW locations. Jackie will begin training the employees over the next month with the goal to have this department live before the snow flies.

Summer is the time for King Information Systems to come in and conduct the annual maintenance of our Records Room. They will be onsite on August 30<sup>th</sup>. We are in our 3<sup>rd</sup> year with the system and it is working seamlessly. I want to thank all the employees who are actively thinking about the records in their offices throughout the year and making the appropriate decisions to move records into the storage area instead of keeping them in their office.

We had a visit from an employee of the Town of Hadley to view our Records Room and see the software that we use. She was very impressed with the system and will be recommending that Hadley look into a similar system.

Interviews were conducted for the Library Assistant positions and Kyle Boyd, Theadora Williams & Elizabeth Cook have been chosen to fill these part time positions.

We conducted interviews for the Building Commissioner position and Marc Guillemette was selected for the position. He had been on board with us since July in an Acting capacity and we are very pleased with his performance.

We received five quotes for the Old Firehouse Museum exterior painting project. The lowest most responsible bidder was Larochelle Construction from South Hadley with an amount of \$22,000.

We have begun the drafting of the RFP for the Town Hall partial roof replacement project. We hope to have this out on the street by the end of August with bids due in September.

The new conference room on the 2nd floor is complete with a meeting table and chairs. This will be very useful as we often run out of space to hold meetings in both internally during the day or at night with Boards & Committee meetings.

I want to thank Jackie Iskander for taking on the additional duties of Acting Assistant Treasurer/Collector. She has been doing a very good job of handling all of her main responsibilities as well as the added ones. This past week she attended the Treasurer/Collector school at UMASS Amherst and came away with more knowledge to assist her in the day to day tasks of that office.

The teamwork environment is very important in any organization and I am happy to observe employees actively reaching out and assisting each other when needed. This week alone we have had an employee from the Assessor's office providing coverage in the Clerk's office and the Accounting office is providing help to the Treasurer/Collector office.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley