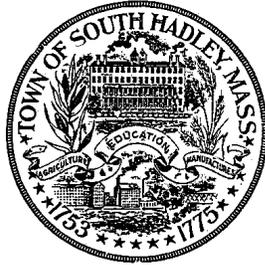


TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

July 19, 2017

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

We received a wellness grant from the Hampshire County Group Insurance Trust in the amount of \$900.00. I want to thank Maureen Cronin, Jackie Iskander & Jennifer Jernigan who make up the Wellness Committee for their work on the grant application and for planning the activities for the employees.

I want to thank Sharon Hart & Jennifer Jernigan for hosting Khadeejah Abbasi in the Health Department helping them with some filing. Khadeeja is beginning 8th grade at the Michael E. Smith Middle School. Khadeejah is a member of the Tiger Honor Society. Each student is required to earn community service hours and Khadeejah is earning hers by observing and helping out in Town Hall.

We hosted our July Professional Development Day at the South Hadley Public Library. Our employees received an overview of the property & liability coverage that we have through MIIA which included the trainings and grants that are available to assist us in reducing our annual premium. We also had a representative from the All One Health which is our Employee Assistance Program. The topic was Overcoming Departmental Divisions: Repairing Relations and Communications between Departments. This was an interactive segment and the employees responded favorably.

We are currently advertising for part time Library Assistant positions at the South Hadley Public Library. These vacancies are due to a retirement at the SHPL with our continued focus of reviewing the responsibilities of a position and making sure we are not filling a position just to fill. With these part time positions we are able to have more available hours to staff the SHPL rather than replacing it with a full time employee.

We have also started advertising for the Building Commissioner and Conservation Administrator position and we have two qualified individuals working in acting capacities at this time. We will be conducting interviews next week for the Building Commissioner position with the goal of sending a recommendation to the Town Administrator by August 1st.

We have registered Richard Harris & Melissa Couture in the Supervisory Leadership Development Program (SLDP) beginning in September.

Lt Luscomb, Andy Rogers, Jackie Iskander and Carlene Hamlin attended a training hosted by the Massachusetts Commission Against Discrimination (MCAD). The topic of the training was Preventing and Addressing Workplace Discrimination.

The elevator project has been successfully completed and we are up and running again.

The Old Firehouse Museum exterior painting project is currently out for advertisement and we will be accepting written quotes for the work on August 14th. The goal for the project is to have it completed by November 1st. We are anticipating that additional carpentry work may have to be done aside from the painting project as the building does have some deterioration.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley