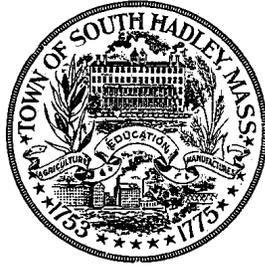


TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

June 26, 2017

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

Chief Parentela completed his training with Sullivan & Hayes this month. The topics included a thorough review of the collective bargaining agreement, discipline pursuant to the Civil Service Laws, and laws related to the topics contained in the CBA as well as diversity and discrimination topics.

We have completed the final sales of the vehicles from the DPW through Municibid with a total revenue to the general fund of \$29,842.15. I want to thank Viv Price, DPW Operations Manager for all of his help with this project.

Interviews were completed for the positions at the Gaylord Library and we have begun the new hire process for Ted McCoy, Branch Librarian, Emily Gallik, Youth Program Coordinator and Anna Garvin, Library Assistant.

Nicole Casolari is back for the summer working in the Clerk's office and unfortunately this will be her last summer with us. She has graduated college and accepted a teaching position at South Hadley High School.

We will be participating in the Civil Service Exam for the Lieutenant position that will be held in September of this year.

Interviews were conducted for the position of Dispatcher and the interview panel recommended Elaine Guan.

We are coming up on the final weeks of employment for Debbie Baldini, Treasurer/Collector and Joan Germain, Assistant Treasurer/Collector. We wish them both the best on their retirements and thank them for the many years of service.

Janice Stone has submitted her retirement intentions and will be with us until July 7th. We wish her the best and thank her for her years of service.

Lorraine Ensor is retiring on June 29th from the South Hadley Public Library after 50 years of service! That is quite an accomplishment and we wish her the best and thank her for her many years of service to the Library.

With the retirements in several departments administration has been reviewing the positions and the needs of the offices to make informed decision on how we should proceed with staffing moving forward.

The elevator update project is moving along nicely and we hope to have that completed over the next week.

The remodel of the former Conservation office has started and is on target to be completed by mid-July. This office will become the file storage and conference room for Planning & Conservation.

The fire alarm update project is at a point of significant completion and the company that designed the system conducted a test and all worked as it should.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley