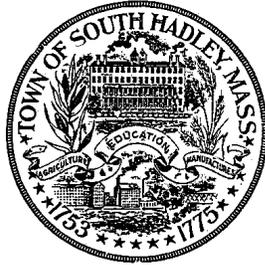


TOWN OF SOUTH HADLEY



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Assistant Town Administrator Report

May 24, 2017

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

We have two college interns working in the Planning & Conservation office this summer. Ryan Williams is a recent graduate from UMASS with a degree in Political Science and Alice Simmons is a rising senior at Mount Holyoke College in the field of Environmental Studies.

Our high school intern Maeve Fitzgerald has started back with us again for the summer. She will be graduating from South Hadley High School in June and will be attending Fairfield University in September.

Khadeejah Abbasi is completing 7th 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. Khadeejah was very helpful at the Annual Town Meeting as she assisted with checking in the Town Meeting Members.

Mac Mailhott will begin as our new Animal Control Officer beginning in June. This will be a huge help to Sharon Hart, Public Health Director as she has been filling in for the last several months. This time of the year we do seem to have more business in this area as well so we are happy that Mac decided to take on this role in his retirement.

We have begun advertising for the Dispatcher vacancy again due to the selected candidate not accepting the position. Interviews will be conducted within the next several weeks.

The advertisements for the new positions for the Gaylord Branch Library resulted in over 50 applicants for the positions of Branch Librarian, Youth Coordinator and Library Assistant. Interviews are beginning this week and will continue in June.

We have completed the training for the time & attendance system with the Council on Aging employees and they have begun using the system. We will now concentrate on the DPW locations.

The remodel of the new Planning & Conservation office is complete and the staff is getting used to the new space.

Our long awaited elevator upgrade project began this week and will continue for the next several weeks and the fire alarm upgrade project is close to being completed.

The employees at Ledges have begun using time & attendance to track their work hours. I was at the course recently for interviews and observed several of the employees walking in and swiping their ID badge as if it was something they had always done. It is nice to see employees embrace a new technology without reservations.

Mike Sullivan and I had a wrap up meeting with Chief Parentela and Sharon Hart about the Supervisory Leadership Development Program that they attended over the last several months. They were both very pleased with the program and felt that it provided them with valuable tools for their role as a manager.

Our new Home Meals on Wheels driver Siri Lewis began work with us at the Council on Aging. Siri had previously volunteered for us and also worked as a poll worker for the elections.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley