



JTH HADLEY

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## **Assistant Town Administrator Report**

December 19, 2017

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

Our new Employee Engagement Specialist will be starting at the end of the month. Kristin Maher will be supporting Jaime Doolittle and myself with a myriad of responsibilities from employee support, recruitment, social media postings, website maintenance as well as some new initiatives that we are looking to implement. We are looking forward to Kristin joining us.

We have installed motion sensors for the lights in the elevator alcoves and also in the back entrance that leads out to the employee parking lot.

The work has been completed on the split system for heating and A/C in the Administration and Finance offices. I am already hearing positive comments about the new system.

The town hall partial roof replacement project is still going on and they hope to be finished within the next couple of weeks.

We completed our 2018 United Way Campaign and submitted pledged donation forms for approximately \$700.00.

We have two new graduates of the WMASS Police Academy as of last Friday. Officer Corey Whelihan & Matthew Bosowicz will now start the 10 week Field Training Program within the SHPD.

After the first of the year we will be recruiting for a Solid Waste Coordinator at the DPW, a Social & Media Activities Coordinator at the COA and a Youth Services Coordinator at the Gaylord Branch Library.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley