

JENNIFER L. WOLOWICZ, Assistant Town Administrator

## Assistant Town Administrator Report

January 24, 2018

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

Kristin Maher our new Employee Engagement Specialist has been on board since the end of December. She has been learning a lot about the Human Resources & IT responsibilities that she will be working on. She has already begun planning a blood drive for the spring and is working on the annual benefits fair. We are very happy to have her on staff with us.

We sold two golf utility carts that had previously been used by the DPW on Municibid this month for \$320.00. In the spring we will be auctioning off more surplus items from the DPW. Next month we will be posting a treadmill that is no longer used by the COA.

I had the opportunity to attend the Massachusetts Municipal Associations Annual Meeting & trade show. I visited with many of the vendors we use for services and also gained knowledge from the workshops that were presented. I spoke with the President of Municibid and he commented that South Hadley uses the site quite frequently and in 4 years we have returned \$62,212.15 back to the general fund from the sales.

We have begun advertising for the Solid Waste Coordinator position at the DPW. This has been sent to local publications as well as being posted on the job page of the Mass Municipal Association website.

The Gaylord Memorial Library is losing two of the three employees for that site. We have begun the advertising for the Youth Librarian vacancy and will be starting the search for the Branch Librarian in February.

Also being advertised now is the new part time position of Media & Activities Coordinator at the COA.

We hosted our first Professional Development Day for 2018 with a program on Cultural Sensitivity presented by AllOne Health. Also, Spiros Hatiras, President & CEO, Holyoke Medical Center attended & updated us on what's new with HMC and talked about the many ways South Hadley integrates with HMC.

We recently completed a replacement of the flooring and stair treads at the side entrance on the PD side of the building.

Also, the partial roof replacement project has been completed all while working through the cold weather and when I would speak to the roofers they didn't seem to mind at all!

Our Wellness Committee has been busy planning an employee event for Valentine's Day which will be hosted by Holyoke Medical Center.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley