

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

February 26, 2018

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

We hosted a blood pressure clinic in collaboration with Holyoke Medical Center for employees on Valentine's Day. We had approximately 16 employees participate not only from town hall but from other outside departments as well. All employees who participated were entered into a drawing for movie tickets to Tower Theaters.

Interviews for the Solid Waste Coordinator position were conducted by Kristin Maher, Jim Reidy and Sharon Hart. We received four (4) applications and interviewed three (3) due to a candidate declining an interview.

W-2's for 2017 were produced by Harpers Payroll and distributed to employees.

We sold a treadmill from the COA that was no longer being used and received \$215.00 for it through the auction on Municibid.

King Information Systems was onsite for about a week working with the Planning/Conservation maps and plans. The physical files have all been added to the filing system in the records room and the database has been updated. We have come so far in a few short years in regards to our filing of records for the town. This provides an efficient way for employees to access files when necessary and also brought all the records into one central physical location. This program has proved to be definitely worth the investment.

Interviews were conducted for the Gaylord Library Youth Program Coordinator position by Kristin Maher, Joe Rodio and Jennifer Picard. We had three (3) applicants who were interviewed and Diane Ramsay was the unanimous recommendation of the interview panel.

Amelia Quimby is in her final year at Mount Holyoke College as a Gender Studies major. Amelia is working with us as an intern in the Clerk's office for the rest of the spring semester. She is a wonderful addition to town hall.

We recently partnered with Pedal Thru Youth (PTY), which is a local 501(c)3 organization that promotes an active and healthy lifestyle among youths by donating bikes and helmets to low-income, or needy families. PTY partners with local charities, law enforcement, and public schools to serve local communities. We donated 20 bicycles that had been deemed surplus through the police department impound process.

In accordance with MGL Ch 31, Sec 67 we have submitted our annual list of civil service positions to the state. MGL Chapter 31, Section 67 requires each municipal Appointing Authority to file with the Human Resources Division an annual list of all staff employed in Civil Service positions in any department. This list must contain the names of all those individuals employed as of January 2nd of each reporting year to be submitted on or before March 1st of each year.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley