

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

March 16, 2018

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

Interviews were conducted for the Media & Activities Coordinator position at the COA by Kristin Maher, Jaime Doolittle and Leslie Hennessey. We received three (3) applications and interviewed all of the candidates and Paris Brantley was the unanimous recommendation to the Town Administrator.

Congratulations to Kristin Maher who has moved to her new position of Executive Assistant to Administration. Due to this we have advertised for the Employee Engagement Specialist and interviews will be conducted next week.

The benefits fair planning is in full swing for April 6th. We have 13 vendors scheduled for that event and many are donating a raffle prize. This event is always fun and well attended by our employees.

Congratulations to Kevin Quesnel on being unanimously recommended for the position of Solid Waste Coordinator. We wish Kevin the best of luck with his new responsibilities.

Battle of the Badge blood drive planning is underway. The event will be held on Friday, May 11th in the Town Hall auditorium from 2:00 – 7:00. Donors will have a chance to choose SHPD, SHFD #1 or SHFD #2 to get credit for their donation. The American Red Cross has found that promoting a little healthy competition helps to increase the amount of donors.

Our Wellness Committee has joined with MIIA to host a free monthly luncheon for employees. This month's topic centers on staying healthy following a tragic loss.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley