

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

April 27, 2018

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

Our 5th annual Benefits Fair was held in early April and we had over 50 employees/spouses attend. Kristin Maher, Maureen Cronin and Gloria Congram did an outstanding job coordinating this event. We had over 13 vendors and also had chair massages and a mobility tests. We had several raffle prizes for the attendees that were donated by the vendors who participated.

Michelle Parent started with us as our new Employee Engagement Specialist and in her first week has done a wonderful job of immersing herself into our systems and in fact tackled a few sensitive payroll matters within her first few days.

Donna Whiteley has been on board for a month as our new Treasurer/Collector and it seems as if she has always been here. Donna takes initiative and is well versed in her responsibilities. In her first few weeks she handled the issuance of the sewer bills without much prep time and we experienced no issues.

Paul Seifert started with us this week as the new Veterans Agent for the Veterans District. Paul brings many years of experience with him and he will be a great addition to the town hall staff.

We are coordinating with the American Red Cross to host a Battle of the Badges blood bank which is scheduled for Friday, May 11 from 2:00-7:00 in the town hall auditorium. We already have 20 donors registered for the event. If you are interested in participating please register at RedCrossBlood.org/RapidPass to make your appointment.

April 1, 2018 the Pregnant Workers Fairness Act went into effect and we worked with our labor attorney on crafting a policy for distribution to comply with the new law.

A plan for a permit application kiosk to be installed in the town hall hallway is being worked on and we hope to have that work completed by the end of the fiscal year. This will be a self-service kiosk where residents will be able to use the View Permit software to apply for various permits that are required.

We are in the process of our seasonal recruitments for the Ledges and the DPW. We have streamlined the process for people who have worked for us in a previous season and are looking to reapply this season.

Planning is underway to have the Pleasant Street entrance flooring and stair treads replaced. This is part to the ongoing effort to add enhancements to the town hall.

Recruitment for the Branch Librarian position at the Gaylord location was conducted and Lizzie Meier will be starting with us next week.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley