

JENNIFER L. WOLOWICZ, Assistant Town Administrator

## Assistant Town Administrator Report

August 27, 2018

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

Michele Parent, Employee Engagement Specialist, Jaime Doolittle, IT Coordinator and myself attended a webinar sponsored by MIIA, titled E-Learning Center. MIIA has partnered with LocalGovU to provide free educational training sessions to our staff including safety, productivity, sexual harassment, defensive driving and more. We will be working on introducing these courses to our staff and our goal is to incorporate the sessions into the goals created for our Performance Based Evaluations.

We completed recruitment for our new Building Commissioner and we welcomed back David Gardner who previously worked as our Local Inspector. David has since received his required certifications to be a Building Commissioner and we look forward to having him on board.

We will be wishing Doris Leclair a happy retirement as she leaves us at the end of August. Doris has provided administrative support to our Health, Selectboard, Planning & Conservation offices over the years.

We are recruiting for the Emergency Dispatcher positions for the Police Department yet again. These positions are becoming a challenge to fill due to the competition from other agencies.

King Information Systems was in for our annual maintenance of the records room. We had 31 boxes pulled for destruction and we inserted 29 new boxes into the inventory. We will be sending in the required from to the Secretary of State for receive authorization to have the records destroyed.

We had the annual boiler inspection completed by B-G Mechanical for the town hall boilers. All is well and we are ready for the winter chills.

I worked with a member of the Senior Center Building Committee to fine tune the draft of the RFQ for OPM services for the building of the new senior center. We have advertised in the Central Register and the local newspaper with responses due in late September.

Maeve Fitzgerald, our summer intern for Administration has gone back to college for the fall. We want to thank her for her contributions and wish her a great year at school.

Aviva North completed her internship with the Planning & Conservation department. Over her 8 weeks with us she assisted Anne Capra with the Baseline Document Reports and Land Management Plans for all of our conservation properties. We wish her the best when she starts back at Mount Holyoke.

The Planning & Conservation department has volunteers working on the BATTERY Brook Stream Team field work this month as well.

We have completed the integration of the new union contract language for Unit A & B and they are ready for signature by the union and the Selectboard.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley