

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

July 30, 2018

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

Mount Holyoke College was our host for the July Professional Development Day. We learned about the history of the collaborative relationship between the Town of South Hadley & Mount Holyoke dating all the way back to the early 1800's. We took a walking tour of the campus to view the many areas that are open to the public and also became aware of the many opportunities available to our employees who would like enhance their knowledge & skills base.

We are very happy to announce that Sarah Gmeiner started July 9th as our Assistant Town Clerk. Sarah brings with her experience from working on the elections with us for the last several years.

A grant of \$1,000 has been awarded to the town Wellness Committee from the Hampshire County Group Insurance Trust for our health & wellness programs. This will be used by the Wellness Committee to provide opportunities to our employees about ways to enhance their physical & mental wellness. The Wellness Committee will be purchasing a membership to the Valley Bike Share program so that employees may utilize the e-bikes on their lunch or after work.

Our long standing Sealer of Weights & Measures Tom Kelleher has officially retired after many, many years of service to South Hadley. We are currently researching an inter-municipal agreement with Northampton to have these important services provided to us. We thank Tom for his wonderful service to our community!

We worked with the State Fire Marshall's office to ensure compliance for the town hall boiler by installing a remote shutdown switch outside the boiler room. This was a new regulation that was enacted into the Fire Code last year.

We have installed a camera and card access system to the employee entrance into the auditorium from the back parking lot. We are working out some kinks in the hardware and software but once this is functioning properly we will be able to set the door to lock automatically in the evening and unlock in the morning as an option or we will be able to keep it locked at all times and employees will use a keychain fob or their employee ID badge to access that entrance. This provides a higher security for the building and more importantly for our employees.

Michelle Parent, Employee Engagement Specialist, Viv Price, DPW Operations Manager and Lt. Bill Sowa recently conducted interviews for police officers to fill the three vacancies in our police department.

Following the recommendation from Civil Service we video and audio taped all the interviews should we have any appeals on the appointments.

Lt Chris Luscomb, Sharon Hart, Emergency Management Director and myself conducted internal interviews for the promotional process of a Sergeant on the South Hadley Police Department.

Due to the flood in the basement we have relocated Jaime Doolittle, IT Coordinator to a new permanent office in the lower level.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley