

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

October 1, 2018

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

The Wellness Committee has coordinated a weekly Weight Watchers meeting that is held at the COA on Friday at noontime. We have about 30 employees and COA participants who attend and support each other each week.

We are busy with recruitment, a Senior Clerk in the Planning & Conservation office due a retirement. As well as for two library postings, the Gaylord Youth Coordinator and a Library Assistant at the main library. The police department has had a dispatcher vacancy that is also being advertised.

A significant recruitment process that is currently taking place is to fill the Chief of Police position. Chief Parentela has notified us of his retirement effective January 4, 2019.

Colleen Bogonovich is a student at Anna Maria College pursuing a degree in social work and she is interning with Paul Seifert, Veterans Agent both here and in Easthampton.

Michelle Parent, Employee Engagement Specialist offered discount tickets to the Big E for our employees. We sold out of the tickets in record time so we were not surprised to hear they broke attendance records this year.

We had another meeting with MIIA to discuss safety procedures in general for the town but also to focus on the new OSHA requirements that municipalities are now falling under. We are still learning about the responsibilities for the reporting and oversight of this new law and are already registered for an additional training in December.

We completed the flooring project in the first floor elevator alcove. At this time you will notice that all entrances have been completed as well and our focus will now be on the hallways.

We solicited proposals for the Owners Project Manager for the senior center project. We have received six proposals and the review panel will begin their work of reviewing the proposals.

We received permission from the Secretary of State to destroy the 31 boxes of records that were pulled during our annual maintenance of the records room.

We have completed the annual fire extinguishers inspections at town hall.

The elevator at town hall failed inspection by the state due to water being present in the pit. We are required to have the water removed and have the rusted pit steel and hoistway steel needs to be painted. We are working on getting this rectified and are pretty sure it is due to the flood that we experienced in the basement in late July.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley