

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

December 26, 2018

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

We attended a MIIA sponsored all day OSHA training to continue to educate us on the requirements that will be going into effect early 2019. To say it is daunting is putting it lightly and we are looking at all areas of our work areas and practices through a whole new lens.

Recruitment efforts have been underway for positions at the WWTP, Police Dispatch Center and the SHPL. We again are noticing a change in the amount of candidates applying for positions due to the growth in the local job market opportunities.

We have sold a retired cruiser on Municibid for \$1,050. and are currently advertising furniture items from town hall in preparation of the floor work in the hallways.

The side entryway to town hall on the police department side has been painted and we will be replacing the frosted glass on the interior double doors with clear glass for improved safety of our employees and visitors to town hall.

MMA annual meeting registrations have been processed for the Selectboard and other staff that are attending the annual conference in January.

We have been requesting quotes from vendors to prepare our ADA self-evaluation and transition plan. This is a federally required plan that will get us in compliance with certain provisions of the Americans with Disabilities Act and will provide people with disabilities an equal opportunity to participate in the mainstream of public life offered to all citizens. In addition, through the completion of this plan, the Town will be eligible to apply for state and federal funding to eliminate identified barriers.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley