

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

February 25, 2019

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

We are working with MIIA, our property & liability insurer, to be the host confined space training which will be held at the South Hadley Public Library & hot works training that will be held at Mount Holyoke College in March.

We have been working with Chief Gundersen on procedures for IOD, surplus auctions items, recruitment, property & liability and civil service.

We have been working with MIIA to coordinating playscapes inspections for all of our parks that have playscapes in advance of them opening in the warmer weather.

I had the opportunity to attend a Women Leading Government session which is hosted by the MMA. This was a well-attended event and the speakers were from various law firms that work with municipalities on the topic of negotiating in/for/through your life.

Split systems for heating & AC have been installed in the health, human resources, information technology and veterans offices.

We have awarded a contract for the design of the dog park to Berkshire Design Group and a project kick off meeting was held to discuss timeline and deliverables.

The hallway floor replacement project on the first floor has been completed.

The new basement conference room flooring project has been completed as well as the lighting upgrade.

Our employees from town hall, library, COA & DPW collected food for “souper” bowl and we donated many bags of items to the Neighbors Helping Neighbors.

We have begun planning for the April professional development day. This will be a full day of trainings for our employees as we will not be hosting a half-day session in July.

Our Wellness Committee worked with Holyoke Medical Center to host a blood pressure clinic at town hall for employees on Valentine's Day. This was attended by 9 employees and is one of the many ways that we collaborate with HMC.

We had a furry visitor, a squirrel, in town hall making himself comfortable in the Superintendent's office. I am pretty sure he was looking to see about getting his children enrolled in classes. He has since been relocated back into the great outdoors.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley