

JENNIFER L. WOLOWICZ, Assistant Town Administrator

## **Assistant Town Administrator Report**

January 31, 2019

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

We have awarded a contract to Center for Living & Working (CLW) for the ADA Self-Evaluation & Transition Plan and the work will be completed over the next 8 months. Jim Mazik will be working on this project as a consultant for CLW.

The quotes for the dog park design are due February 1<sup>st</sup> and we have had eight companies take out the solicitation.

Michelle Parent completed our ACA entry ahead of the extended deadline and this was no small task. During the process she learned many ways to make the process much more efficient for next year.

Our January professional development day focused on the conflict of interest law and the presenter was David Giannotti, Chief, Public Education and Communications Division of the State Ethics Commission. We had a very large turnout for this session with representatives from SHELD as well as Water District #1.

I had the opportunity to attend the MMA Annual Meeting and attended a workshop titled #MeToo in Town Hall: Creating a Safe, Respectful Workplace as well as Succession Planning Tips to Achieve Unity through Diversity.

I was a guest speaker for the Suffolk/MMA Local Government Certificate Program to provide the students with a view into the day in the life of municipal HR. They were all very engaged and enjoyed the presentation.

Governor Baker has reappointed me to the Massachusetts Water Resources Authority Board of Directors.

The formal swearing in for Chief Gundersen went off without a hitch although we could have used a larger room due to the large attendance. We have been working on Chief Gundersen's onboarding and getting her familiar with the South Hadley specifics of payroll, recruitment, IOD, weather protocol, civil service, procurement and many other areas. Chief has had some time to observe the SHPD and one of

those observations in her words is that our officers “truly care about the community”, although I already knew that it was nice to hear it from Chief Gundersen.

The hallway floor replacement project is ongoing. The front hallway was completed over the long weekend and the side hallway will be completed in February.

Kristin Maher did a super job on organizing the key box that we now have mounted in the Administration office. It is amazing how many keys can accumulate through the years without someone knowing what it opens. We are well on our way to having all of the doors keyed to a master that is held by Administration for any emergencies.

We have been working on the remodel of the old IT office that sustained water damage from the pipe backup. We will be painting, installing a new floor and upgrading the lights.

We installed some very cool decals of our logo on the double doors leading into the back entrance. We are very happy with how these came out & the frosted glass was switched out to clear glass per a safety recommendation for the building & for improved safety of our employees and visitors to town hall.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley