

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

March 25, 2019

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

Our new electronic bulletin boards have been installed in the town hall and we have received positive feedback from town hall visitors as well as from employees. This is not a new form of communication as many businesses use an electronic format in offices. We will continue to massage the information that we post to the board in order for it to be used in the most effective way possible. Thank you to Bob Smith for managing this project and to Kristin Maher for her willingness to take on a new task as she will be the primary person responsible for the postings.

I had an opportunity to attend the Future Managers Committee this month. This committee was formed through the MMMA and works closely with the MMMA staff & the Governor's office in an effort to find ways to grow the ranks of future public administrators as well as other key municipal positions. This has been identified as an important initiative due to the large numbers of town administrators nearing or at retirement age.

The planning for the annual benefits fair is in full swing as the date is fast approaching for April 19th. This is an opportunity for employees and spouses to learn about the many benefits afforded to them as a TOSH employee and also it coincides with open enrollment if there is a need to make a change to their selected benefits. Thank you to Michelle Parent, Kristin Maher and Gloria Congram for their collaborative efforts in planning this year's event.

We had our annual visit from Scanlon & Associates, our outside audit firm, to review our procurement and payroll files for compliance with the state & federal laws.

We have begun working with the Chief to prepare for police union negotiations as the current contract expires this June.

Planning for the community water forum scheduled for Saturday, April 27th is underway with the Superintendents of the two water districts as well as with the MWRA.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley