

Job Connection

HELPING YOU FIND HELP

The South Hadley Fire District No. 2 Water Department is seeking applicants for the position of **Administrative Assistant**
South Hadley Fire District No. 2 Water Department
24 Woodbridge St., South Hadley MA

SUMMARY OF POSITION RESPONSIBILITIES:

Coordinates and manages the activities of the Water Department. Performs highly skilled administrative and clerical duties to ensure effective and efficient operations. The Administrative Assistant exercises leadership, independent judgment and initiative in the administration and execution of the Department's services. The Administrative Assistant works under the direct supervision of the Superintendent and is overseen by the Water Commissioners.

GENERAL DUTIES:

- Provides administrative support to Water Superintendent, Board of Water Commissioners, including word and data processing, filing, copying, scanning, and handling correspondence
- Frequently interacts with members of the general public, federal, state and/or local government officials, and Town employees
- Coordinates and assists with projects relating to personnel management, Department operations, and other areas
- Plans, coordinates, and calendars meetings and events
- Posts and attends all Board meetings; takes, prepares and distributes meeting minutes
- Acts as a liaison to other Town Departments, State Officials, Town Counsel and Engineers
- Maintains Department records
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment, or refer to appropriate individual(s)
- Periodic bank deposits and monthly account balancing with the Clerk/Treasurer
- Assist Water Superintendent in preparing and managing department needs
- Prepare, review and mail bi-monthly water bills
- Update and maintain utility billing database
- Process all demand bills, shut off notices and final readings
- Process and track all department payroll and accounts payable warrants
- Process, track, and file all other fees associated with the Water Department needs
- Completes periodic report required by state and federal governments and regulatory agencies
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, state and federal agencies, contractors, vendors and/or the public
- Operates & maintains meter reading and processing equipment
- Routinely schedules jobs and keeps the daily work calendar up to date
- Performs work as required or assigned by the Superintendent or their designee

KEY ATTRIBUTES:

- Excellent communication skills, both oral and written
- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations, essential
- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently and keep work area neat and clean
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation are essential
- Operates standard office equipment, including a computer, Printers, Copier, etc.
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law, Public Procurement laws
- Proficiency in typing, basic word processing, spreadsheet, presentation and database software (such as MS Word and Excel).
- Specialized software related to functional areas such as Water Utility Billing Software, Meter Reading Software, etc.

EDUCATION AND EXPERIENCE/OTHER REQUIREMENTS:

- High School diploma or G.E.D. required
 - Two (2) years of experience in relevant position (i.e., administrative assistant, office manager, or similar experience), and knowledge of general office procedures (e.g., correspondence, scheduling, filing) and previous experience in municipal government preferred.
- This is a full-time position M-F from 7am to 3pm.
 Starting pay is \$24.00 an hour and is negotiable depending on experience.
Applications and resumes will be accepted until Friday, May 29, 2026. Please submit to 20 Woodbridge Street, South Hadley MA 01075 ATTN: Tim Cauley or Tcauley@shdistrict2.org
 South Hadley Fire District No. 2 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status.

OBITUARY

Maya Elizabeth Piercey

2013-2026

Our sweet, precious Maya passed away on April 9, 2026, at the tender age of 12. She was an extraordinarily happy child who loved everyone she met, delighted in learning new skills, found joy in life's simplest pleasures, and eagerly shared her happiness with others.



After Maya's birth, her family learned that she had two rare syndromes, Prader-Willi Syndrome and Kabuki Syndrome. These syndromes came with many challenges and delays, but Maya was always up to the challenge. She felt pride in her accomplishments and wanted to make others proud and happy. She loved people and communicated with them through her smile, her voice and words, sign language, or her AAC device, which she used with remarkable skill. She loved her family, her dog, music, and her many doctors, nurses, therapists, teachers, and tutors. She loved her many stuffed animal toys and puppets, especially Elmo, Quack-Quack, Moo and Moo-Moo, Baa-Baa, and Llama.

Maya loved learning and developing new skills. Through her happy determination and desire to celebrate with those teaching her, she learned much more than doctors and educators thought she ever would. She loved to read, spell, make art, and count, work with Play-Doh, and ride her tricycle. While some thought she would never walk, her parents knew that Maya would prove them wrong—and she did, at six years old.

Maya loved books and had

a large, worn-out library of well-loved books. Her favorite was her sister Katelyn's creation, Quack-Quack and Maya Go to Six Flags. She had an especially close relationship with Katelyn, who would do exercise videos, make Tik-Toks, do makeup, and introduce her to the things that teens and tweens were doing.

Maya found joy in everyday life and brought that joy to everyone she interacted with. Whether laughing with her parents, stopping to hug neighbors when riding her tricycle, proudly showing people at church that she finished her smoothie, or celebrating an accomplishment with her teachers or therapists, Maya taught everyone to celebrate every small happy moment together.

Maya was doing so well, her family believed they would have her for many years. However, in December 2024, she caught RSV and suddenly went into septic shock. She spent 14 of the last 16 months of her life in the ICU at Boston Children's Hospital. Despite everything, Maya continued to fight for every gain and milestone with determination and courage. She never gave up, and we never gave up on her. Unfortunately, we learned that even superheroes can lose their battles.

Maya's family will be forever grateful that Heavenly Father entrusted this precious soul to them for 12 beautiful years. Those who wish to honor Maya's life can smile more, do kind things for others, donate blood, and consider becoming an organ

DEATH NOTICE

Piercey, Maya Elizabeth
 Died April 9, 2026
 Celebration of Life
 May 30 at 11 a.m.
 Church of Jesus Christ of Latter-Day Saints,
 23 Brigham Lane, Amherst

The Sentinel
OBITUARY POLICY

Turley Publications offers two types of obituaries. One is a free, brief **Death Notice** listing the name of deceased, date of death and funeral date and place. The other is a **Paid Obituary**, costing \$275, which allows families to publish extended death notice information of their own choice (with a word limit of up to 500 words) and may include a photograph.

Death Notices & Paid Obituaries should be submitted through a funeral home to: obits@turley.com.

Exceptions will be made only when the family provides a death certificate and must be pre-paid.

donor. Maya is survived by her parents, David and Andrea Piercey, and her sisters, Katelyn and Lauren.

A celebration of Maya's life will be held Saturday, May 30, at 11 a.m. at the Church of Jesus Christ of Latter-Day Saints, 23 Brigham Lane, Amherst. Memories and condolences can be shared on her memorial page: <https://olpinmortuary.com/obituaries/maya-piercey>.

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PUBLIC NOTICE

SALE OF MOTOR VEHICLE

This ad is pursuant to MA Gen. Law Ch. 255, Sec. 39A as of May 29, 2026 the following motor vehicle will be for sale to satisfy a garage keeper's lien:

Vehicle: 2011 Kia Sorento
 Vin #: 5XYKT3A12BG112000
 Color: Gray
 LKO: Sugelis Reyes
 Address: 83 Pleasant Street
 Ware, MA 01082

Relentless Towing
 Belchertown, MA
 413-530-3804

05/14, 05/21, 05/28/2026

Please check the accuracy of your legal notice prior to submission (i.e., date, time, spelling). Also, be sure the requested publication date coincides with the purpose of the notice, or as the law demands. Thank you.

BUSINESS & SERVICE DIRECTORY

<p align="center">AUTO BODY</p> <p>REECE AUTO BODY Complete Auto Body, Paint & Repair, auto glass, computerized paint matching, also routine car maintenance. Free estimates. Old Springfield Rd., Belchertown. 413-323-6664.</p>	<p align="center">GUNSMITH</p> <p>SWIFT RIVER GUNWORKS Full service full time gunsmith. 40 Years experience. Located at 450 State St., Belchertown. 413-658-5690</p>	<p align="center">INSURANCE</p> <p>BELL & HUDSON INSURANCE AGENCY INC., 19 North Main St., Belchertown, MA 01007. Tel. 413-323-9611, 800-894-9591. Fax 413-323-6117. Home, auto, life, commercial, group health.</p>	<p align="center">ROOFING</p> <p>ROBERTS ROOFS CO., INC. Trusted name since 1982. Commercial, industrial, residential. Specializing in shingles, slate copper work, historical restoration, flat roofing. Snow Removal. Fully licensed. Free estimates. 413-283-4395 www.robertsroofsinc.com</p>
<p align="center">COMPUTERS</p> <p>ALIX & SONS COMPUTER CENTER. PC/Macs, Laptops, Screen Repairs. New Computer Sales and Accessories, PC Diagnostic Repairs and Upgrades, On Site Work, Home or Office. 40 Daniel Shays Highway. 413-323-1122. John Alix, Owner.</p>	<p align="center">HAIRDRESSER</p> <p>COUNTRY STYLIST, 171 Federal St., Belchertown. 413-323-6012. Great cuts for men and women. A full service hair salon. Open Tue-Sat., evening hours available.</p>	<p align="center">OUTDOOR POWER EQUIPMENT</p> <p>BOYDEN & PERRON INC. Sales and service, Toro, Wheel Horse, Scag, Jonsered, Residential and Commercial. 41 South Whitney St., Amherst, since 1956. Call today. 253-7358.</p>	<p align="center">WELDING</p> <p>AMHERST WELDING, INC. Snow plows, sanders, sales & service, hydraulic hoses & repairs, trailer hitches, trailer repairs, welding, fabrication, lawnmower repairs. 330 Harkness Rd., Amherst. 413-253-4867</p>

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