

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## Deputy Town Administrator Report

December 30, 2019

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

I have been working with the DPW on a regular basis to address organizational matters, performance based evaluations, employee concerns, facility needs, staffing priorities and training needs.

We had the organizational/cleaning day for the Department of Public Works. The staff were enthusiastic about this day and we heard many positive comments training that Matt Cowie, Facilities Manager/Health & Safety Coordinator facilitated.

Verizon has completed install on the GPS units in the DPW vehicles and we will begin training on the features of the system beginning in January.

We have a personnel change occurring in our Cable TV Studio with the resignation of Bob Smith and the promotion of Dan Pease to Studio Manager. We wish Bob the best in his new adventure and look forward to working with Dan in his expanded role.

As we have many times before we took this staffing change as an opportunity to review our needs and will be moving forward with a combined effort of the Cable and Information Technology departments. This will be achieved by having a staff member supporting both Jaime Doolitte and Dan Pease as needed.

Matt Cowie and I spent some time reviewing CommBuys (State procurement site) about the ways that we are required to use it for our procurement advertising and also how the site can assist us to find state contracts.

Michelle Parent, Gloria Congram and I have been working collaboratively with the school department business office in a variety of areas to assist them during their transition with payroll, benefits, workers comp and unemployment just to name a few. We are very happy with the developing relationship with the new staff and will continue to explore areas where we may find some efficiencies.

Respectfully,

Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley