

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

November 30, 2019

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

Interviews were held for the Director of Public Works position. We received eight applications, scheduled five interviews and ultimately four candidates were interviewed as we did have a candidate withdraw. At this time we did not find a candidate with the appropriate personnel management, communication and leadership skills to lead our Department of Public Works into the future. We have suspended the search until after the first of the year and are using this time to evaluate the department, staff and responsibilities in order to make informed decisions moving forward.

I have been spending time at the DPW in an effort to immerse myself in the operation to be able to assist in the transition we are in as well as to provide me with more information that will be useful when the search is reopened for the Director of Public Works.

We have scheduled an organizational/cleaning day for the Department of Public Works to be held on Friday, December 6th. The DPW will be closed for business that day and all staff will be participating as well as viewing training videos on ladder safety. Matt Cowie, Facilities Manager / Health & Safety Coordinator will be assisting us on this day.

I had the opportunity to attend the Mass Municipal Managers fall conference and it was a wonderful opportunity to engage with my peers as well as learn about equity, inclusion and community engagement. Professional development with colleagues is such an important part of our work lives.

Michelle Parent, Human Resources/Payroll Manager has been diligently working on the recruitment for the library, wwtp and the police dept.

Administration has been working with Jaime Doolittle, IT Coordinator to define the technology areas where we could benefit from contracting with an outside IT vendor. We will be interviewing IT vendors in early December.

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley