

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

October 31, 2019

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

I had the opportunity to attend the MMMA Boot Camp for Managers conference. Topics included communications with residents, managing HR drama, top ten budgeting tips for managers and basic municipal management.

We were happy to host the WMASS HR group at the library for our meeting this month. We had representatives from Pittsfield, Chicopee, Westfield, Amherst and Northampton. Topics included combined town/school HR departments, First Amendment audits, security measures taken by communities to protect employees at work and trainings for employees.

We have been conducting the recruitment for the Director of Public Works position and have interviews scheduled for November.

We have begun advertising has begun for the part time Project Coordinator position that will be based out of the Department of Public Works.

Our professional development was a full day with trainings on public records law, conflict of interest, how to plan for retirement, goal setting & reaching resolutions and how to be a resilient leader.

Valley Green records was on site this month to conduct the destruction of records that were tagged through the annual record maintenance audit.

We have begun to have conversations about the possibility of contracting out the exterior maintenance of the schools similar to what we have done at the library since it opened.

I am working closely with Viv Price, Acting Director of Public Works to ensure that the performance based evaluation (PBE) process is followed for the members in the collective bargaining unit.

King Information Systems was on site to continue working on integrating the plans from the building department into the records room.

We have completed the stair treads replacement project with the stairs going up to the 2nd floor. We have made great progress with the renovations at town hall and it is always nice when I hear residents commenting how nice the town hall looks.

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley