

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

September 27, 2019

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

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

In an effort to provide a safe environment for our staff members and visitors to town hall we have installed panic buttons in most of the offices & meeting rooms. These devices provide an alert to the police department when activated and the hope is we never have to use the system. Thank you to Bob Smith & Matt Cowie for overseeing this important project.

Michelle Parent has been working on compiling a large amount of historic payroll information for an audit that is being conducted on our workers compensation account.

We received authorization from the Secretary of State to destroy the records that were pulled from our annual records retention audit. We have scheduled the destruction for October.

Michelle Parent & I had the opportunity to attend the annual fall conference for the Massachusetts Municipal Human Resources association. Topics included legislative updates, pay equity law, managing the HR and Union relationship in changing times, discipline & investigations and building cultures that empowers employees.

Recruitment is ongoing for vacancies at the COA, WWTP and Library.

I had the opportunity to attend the monthly meeting for the Massachusetts Municipal Managers Association. Topics included the costing out of union contracts, legislative update, overview of the Joint Labor- Management Committee and how to prepare for dispute resolution.

Municipibid has been busy this month with items being sold from the council on aging as they prepare to vacate the building. Thank you to Matt Cowie for taking on this special project.

We have had meetings with Jim Reidy each week to prepare for the upcoming transition focusing on projects, staffing, equipment and other miscellaneous items. We have also begun the recruitment process for the Director of Public Works. The job description has been revised and we have started to advertise both internally and externally.

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley