

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## **Deputy Town Administrator Report**

January 31, 2020

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

The IRS has released a new W- 4 form beginning in 2020. The new design reduces the form's complexity and increases the transparency and accuracy of the withholding system. While it uses the same underlying information as the old design, it replaces complicated worksheets with more straightforward questions that make accurate withholding easier for employees.

The Director of Public Works position has been re-advertised with a close date for applications in early February. We plan to conduct interviews by mid-month. In the meantime, Viv Price has been serving as Acting Director and we thank him for his efforts. I continue to spend time at the DPW meeting with staff to conduct their performance based evaluations as well as assisting where needed with operational oversight.

Our first professional development day for 2020 was a full day of internal presentations by staff. We learned about the Federal Census 2020, Master Plan/Open Space & Recreation Plan and we did a breakout session with four groups of employees tasked with coming up with an idea on how to collaborate with other departments. This produced ideas on hosting orientations with new employees to explain where services are delivered from in town, safety awareness for facilities, sharing department initiatives with peers on a more regular basis and creating a central census tracking depository for departments to use when applying for grants.

We received notice from the Department of Labor Standards that next year we will be required to report for the 2020 calendar year all occupational injuries and illnesses. This is part of the new state mandated OSHA requirements.

I had the opportunity to attend the MMA Annual Meeting and attended a workshop titled Strategies for Recruiting Awesome Employees.

Respectfully,

Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley