

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

March 31, 2020

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

We conducted interviews for the Director of Public Works position and unanimously recommended a well suited candidate to the Town Administrator for appointment.

Michelle Parent, Human Resources/Payroll Manager participated in a webinar focused on CORI and Criminal History Background Checks for Public Entities. This provided an overview of the current requirements that municipalities must follow.

Michelle Parent, Human Resources/Payroll Manager and Joe Rodio, Library Director participated in a webinar on Homeless Residents: Preventing Conflict and Problems.

Town Administrator Sullivan and I met with Gina Willette and Mike Slater to discuss a better option for the old US flags to be disposed of instead of using a residential mailbox at the transfer station. They brought some good ideas and we are confident that a new drop off area will be come to fruition soon with their assistance.

Over this last month it was discovered that we have 10 dead animals in a freezer for over a year up at the DPW. This includes 9 road kills, which this is the required protocol until they can be brought to an incinerator out of town and although that storing part of the process is being followed properly the disposal to the incinerator has not been timely. Also, not in our protocol was the storage of a deceased household animal which was being held in the freezer. We are addressing all of these matters with the appropriate staff and will provide additional training and information for the employees to understand the proper steps to take in these situations.

A term that we are all too familiar with now is COVID 19. The last few weeks have felt like months for so many and we are staying positive & hopeful that our family, friends, co-workers and neighbors stay healthy during this unprecedented time. We have been working in a reduced public contact environment over the last few weeks and it has proven to be challenging at times yet we are all learning and adapting to the many other ways that we can service the residents of South Hadley. We have been promoting our online platforms for bill payments, permit applications, dog license renewals as well as general information that the public may be seeking.

We also have been moving to a remote working capacity for many of our departments with a staggered schedule of time in the offices. We have rolled out an online training academy for all of our employees to assist them in areas that they feel that they need more knowledge in. Employees have access to the trainings online at any time of the day. We receive a notification of completion of trainings for all sessions.

Also, we have had preliminary discussions about how we may have to shift staffing if key departments are seriously hampered by employees not being available to work. We will continue to work with staff to explore out of the box ideas on how to continue to provide the essential services to the community while at the same time protecting our employees and doing our part to slow the spread.

Stay healthy!

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley