

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## Deputy Town Administrator Report

July 31, 2020

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

This is my first report since March and I would be remiss if I didn't mention the dedicated work & commitment of our employees. Over the last 4 months we have had to learn to navigate a new way of working & living during a pandemic. Never did I think I would be experiencing this and after 25 plus years of a career with a focus on human resources I can truly say this has been one of the most challenging times. One of the roles of human resources is to provide a solid foundation of employee policies for the organization as well as providing a safe working environment for all employees. I have had many employees reach out to thank us for the policies and clear direction on how to move about their locations in order to keep themselves and co-workers safe during this time.

We have been working with Matt Cowie & Chris Bouchard on developing a process for the town to accept large and/or bulky deliveries to one central location. Even before the pandemic we had encountered difficulties with deliveries to town hall and now with the building remaining closed to the public we have realized a need. We hope to have a plan in place by the end of August.

Administration has been working closely with Carlene Hamlin to support her and her team to ensure that the election process under a pandemic can be as smooth as possible. Carlene has made a concerted effort to stay in contact with her peers at the local level as well as the state and it shows with the knowledge that she shares with us on this ever changing landscape.

In order to continue to protect our employees we have drafted a policy with the assistance of our town counsel regarding out of state travel during the pandemic. The policy was approved by the Selectboard on July 21<sup>st</sup> and has been distributed to all employees.

An interview panel was convened to conduct interviews for a promotional opportunity for Sergeant for the South Hadley Police. Chief Gundersen, Melissa Couture-Ribold and myself were on the panel and we had two internal candidates for the position. We are happy to congratulate Sergeant Doug Percy on his well-deserved promotion.

We have a hiring freeze in place with the exception of essential positions and recently advertised for a dispatcher for the police department. A sign of the difficult job market was highlighted as we received 179 initial responses to our Indeed advertisement and 56 candidates completed our full employment application.

What we have all learned so far during this pandemic and will continue to find comfort in is the fact that we are all going through this together.

Stay healthy!

Respectfully,  
Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley