

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## Deputy Town Administrator Report

September 29, 2020

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

September brought back the start of the school year for many of our employee's families. Whether that school is remote or hybrid we have recognized that this will be a challenging time for our employees. In our continued effort to support employees during this unprecedented time we have worked with many to adjust work schedules to provide the flexibility needed to be present at home and at work. So far we have had all positive outcomes on both the school & work fronts in my discussions with these employees.

Our annual records room maintenance visit was performed by King Information Systems in a socially distant manner. We have added 19 boxes to the room & online database as well as have 11 boxes labeled for destruction. This ongoing annual maintenance keeps our public records organized to provide for more efficiencies when staff are researching a project.

We have virtually met with the new AFSCME representative that will represent the DPW, Unit A & Unit B on the town side. Our previous representative has retired and we wish her well. We look forward to a collaborative working relationship and we were pleased to hear that her conversations with union staff have told her that we are being very flexible & providing safe working conditions for our staff during this pandemic.

Some town hall staff will be assisting the Clerk's office with election prep for the November mail in ballots that need to be mailed out to residents requesting the vote by mail option. If the recent Primary is any indicator we will be sending out a very good amount.

The Director of Public Works and I held a virtual bid opening for the tree work contract. We solicited bids per the Comm Buys state bid list requirements and sent out to five companies. We received one bid from Northern Tree Service and a contract was recommended and approved by the Town Administrator.

We continue to have discussions on how to best provide diversity, equity & inclusion trainings to our staff in order to enhance their interactions with co-workers, residents, vendors and visitors to our community. The Town Administrator and I have been working on a multi part virtual program that we hope to roll out to staff over the next few months. One of the goals will be to provide ways to recognize how cultural socialization informs our values, biases & worldviews.

We have finally received the monthly unemployment bills dating back to March and are working our way through the reconciliation of the 6 months of claims. We as many employers had some employees be the victims of a fraudulent claim. We were able to assist our employees with the steps on how to work with unemployment to get it cleared. This will take some time for both the town & school side and the state has provided us with a longer than normal turnaround time for payment.

Stay healthy!

Respectfully,

Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley