

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

June 22, 2018

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

Recruitment has been keeping us busy. Interviews were conducted by Carlene Hamlin, Jaime Doolittle and myself for the Assistant Town Clerk position. We had twenty nine (29) applicants and interviewed four (4) candidates. Sarah Gmeiner will be stating with us on July 9th. Sarah has worked for us in the capacity as an election worker for several years and we are excited for her to join us in a full time role.

Interviews were conducted by Sergeant Mark Baran, Kim Ottomaniello and Michelle Parent for the Emergency Management Dispatcher vacancy. We had fifteen (15) applicants and interviewed three (3) candidates. Juliet Brown will be joining us in July and brings experience from working as a dispatcher for Mount Holyoke College.

Interviews were conducted by Joe Rodio, Michelle Parent and myself for the Youth Program Coordinator position at the Gaylord Branch. We had eleven (11) applicants and interviewed two (2) candidates. Bridget Kennedy will be starting with us in July and has experience from volunteering in the youth program at the Palmer Public Library.

We have also been working on the seasonal positions for the Recreation Department such as sports officials, camp counselors, coaches and general summer help.

Recruitment is a multi-step process beginning with identifying the need to replace a position, advertising, reviewing applicants, scheduling & conducting interviews, the offer/acceptance process and that is all before the employee starts on their first day when they will begin the onboarding process starting with the completion of all required new hire paperwork.

The end of the fiscal year is a very busy time in the payroll area as we must input changes to insurance premiums, open enrollment, union wage increases as well as employee time off accruals. I want to thank Michelle Parent for doing an outstanding job with this task in addition to all of her other regular duties!

We have completed the flooring work for the public entryways into Town Hall as well as a small painting project of the 1st floor elevator alcove.

The Planning & Conservation office had sound panels installed on the walls to lessen the echo in the room.

Beginning on February 1, 2019 the Department of Labor Standards (DLS) will enforce the newly enacted law governing municipal employee safety. We have begun to educate ourselves on how this will affect us and what requirements we will need to meet. TA Sullivan and I attended a workshop hosted by DLS titled Massachusetts Safety & Health Orientation for the Public Sector. We have also had meetings with our MIIA representative regarding this topic to ensure that we will be ready to meet the requirements.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley