

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## Deputy Town Administrator Report

June 30, 2019

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

We hosted the Battle of the Badges blood drive in the town hall auditorium. I want to thank Maureen Cronin, Wellness Committee for organizing and overseeing this important event. We collected 20 units at the drive. The PD beat the FD 13-7. Since blood can be used in one of three ways, platelets, plasma & red cells theoretically 60 individual's lives can be positively affected through your efforts. On the other hand one person in a critical accident can use up to 10 units of blood.

As part of the Town Hall Wellness grant, the Wellness Committee has purchased a membership for Valley Bike Share for town hall employees. This allows 1 rider up to a 45 minute ride. Anything over 45 minutes will be a charge. The fob can be used multiple times in a day - just not more than 1 bike at a time. Many of our employees are diligent in getting their steps in so this is an additional way for the employees to stay active & healthy.

We have been working with Leslie Hennessey, COA Director on the staffing reductions due to the outsourcing of the nutrition program. All the employees who were laid off have been instructed to contact WMASS ElderCare to apply for employment as a meals driver.

We have successfully transitioned to new TPA's for workers compensation and injured on duty claims effective July 1<sup>st</sup>. Kickoff meetings were held with MIIA and Chief Gundersen as well as with Claims Strategies.

We have distributed our annual BUY Recycled policy to all departments. This policy states that when purchasing products for the town offices, we endeavor to order those products which have recycled content and/or are environmentally preferable whenever practicable.

Michelle Parent, Human Resources/Payroll Manager and I attended the quarterly WMASS Human Resources meeting with HR representatives from Easthampton, West Springfield, Holyoke, Amherst and Northampton. It is a great resource for all of us to share information about our industry and to learn about what other communities are doing.

We have begun the recruitment process for the new Facilities Manager/Municipal Safety Coordinator position. We have received nine applications and will begin the application review process shortly with a goal to schedule interviews in the next few weeks.

Chief Gundersen and I have been working on the civil service recruitment procedures for new police officers as well as a promotional interview process for Sergeant and Lieutenant.

We have completed the sale of a 2011 Crown Vic on MunicBid for \$1275.00. I want to thank Viv Price, DPW Operations Manager for his great work on reducing the amount of clutter at the DPW through these auctions of surplus items.

Respectfully,

Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley