

JENNIFER L. WOLOWICZ, Deputy Town Administrator

## Deputy Town Administrator Report

July 30, 2019

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

Our Wellness Committee has been awarded a \$1,000 grant for FY20 from the Hampshire County Group Insurance Trust. These will assist the committee in the promotion and planning of wellness activities for our employees.

We have been working with Dietz & Company Architects on the bid proposal for the repointing of town hall. This may be a phased project depending on the amount of the bids that are submitted.

With labor negotiations complete the DPW collective bargaining agreement for July 1, 2019 – June 30, 2022 has been integrated with the changes that were agreed upon. In the new contract we have successfully negotiated the installation of GPS systems in the most routinely driven DPW vehicles. This is a multi-faceted system that will provide some fairly in-depth functionality related to managed maintenance recalls, diagnostics & service alerts for our fleet of vehicles.

We have transitioned to a mobile drug testing system for our employees who hold a CDL license and are required to have random drug testing under the Department of Transportation guidelines. Previously employees who were randomly selected would have to leave the job site and travel to a medical facility out of town. With this new program the company comes to the DPW office and the testing is completed on site. This saves in employee down time which is always important as we work to meet the needs of the town.

Recruitment for the Facilities Manager/Municipal Safety Coordinator position has taken place and interviews were conducted of four candidates out of nine applicants. We hope to have the selected candidate on board in mid- August.

We have been recruiting for Emergency Dispatchers, Program Coordinator for the COA as well as a Library Assistant. Summer time can be a difficult time to recruit as many people are vacationing and not looking for a new job but we will continue to do our best in choosing the right candidates for the positions.

We have been planning for the October professional development day. We have asked employees for suggestions on ideas for that day and have received some good options to explore. This will be a full day session as we have decided to have three full days and skip the summer session moving forward.

Respectfully,

Jennifer L. Wolowicz  
Deputy Town Administrator, South Hadley