

Human Resources Quarterly Report

April – June 2026

Human Resources/Safety and Wellness

- Initiated preparations for collective bargaining with the Teamsters ahead of the June 2027 contract expiration.
- Researched changes that may affect the town policies and continued updating these policies.
- All deficiencies identified by the safety audit conducted by Maine Municipal Association at Public Safety in March 2026 were corrected.
- Wellness Activities included a Gardening Lunch and Learn and the Walking Club Challenge.
- The *Employee Connection* and *Safety and Wellness* Newsletters were distributed in March and June.
- Provided development opportunities as part of the succession plan including special projects, continuing education, cross-training, mentoring, etc.
- Responded to numerous requests for salary and benefit information; participated in several salary surveys; processed benefit changes and requests from mortgage companies.
- There were ten (10) new hires 2 Police Officers, 2 Truck Drivers, 1 Operator, 1 Landscape/Grounds Worker, 1 Custodian, 1 GA Administrator, 1 Food Pantry Coordinator, and 1 Planner) this past quarter. We received 46 applications and conducted interviews with twenty-three (23) candidates. Orientations for all new hires were completed.
- Exit interviews were conducted with four (4) employees.
- Counseled supervisors concerning personnel issues and responded to various policy questions from employees and Department Heads.

Social Services (General Assistance and the Food Pantry)

Fiscal Year-to-Date Expenses/Donations

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Direct general assistance provided:	07/01/25 – 06/30/26:	\$ 36,928.00
Food Pantry monetary donations:	07/01/25 – 06/30/26:	\$ 66,394.67
Food Pantry expenses:	07/01/25 – 06/30/26:	\$ 215.94

Quarterly Activity

- We received twenty-seven (27) applications for General Assistance; eleven (11) applicants qualified for financial assistance. These numbers do not include applications for Gorham.
- The Food Pantry has continued to successfully hold “Drive-Thru” pickups for Senior Citizens and families in Windham; and continues to partner with the RSU 14 on the Katahdin Project.
- One thousand two hundred and seven (1,207) households were served through the Food Pantry; twenty-three (23) were new clients.
- Seventy-two (72) community members visited the Clothes Closet, which is open 4 days per week.

In Progress/On-going

- Review/Rewrite of the Personnel Policy Handbook – in progress
- Submittals for Worker’s Compensation and Property and Casualty Claims – on-going
- Annual required trainings for all departments – on-going
- CDL random testing and preplacement physicals – on-going
- Approved additions and updated MSDSonline records – on-going