

## Human Resources Quarterly Report January – March 2026

### Human Resources/Safety and Wellness

- Successfully disputed an unemployment claim and its appeal.
- W-2's and ACA reporting were completed and sent out; W/C Audit completed.
- Updates were made to the Master Wage Workbook in preparation for the FY27 budget.
- OSHA 300 and 300A forms and completed, submitted, and posted in Town buildings.
- A safety audit was conducted by Maine Municipal Association at Public Safety.
- Wellness Activities included a Wellness Cookbook Library, a Mental Wellness Challenge, Lunch and Learns and Chair Massages.
- Submitted for the 2026 Wellness Grant. Received reimbursement for previous quarter.
- The *Employee Connection* and *Safety and Wellness* Newsletters were distributed in February and March.
- 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 three (3) new hires (Recreation Coordinator, Tax Collection Clerk and Building Maintenance Technician) this past quarter. We received 58 applications for four (4) positions. Interviews were conducted with 58 candidates.
- 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

#### Fiscal Year-to-Date Expenses/Donations

Direct general assistance provided:	07/01/25 – 06/30/26:	\$ 23,408.00
Food Pantry monetary donations:	07/01/25 – 06/30/26:	\$ 56,724.67
Food Pantry expenses:	07/01/25 – 06/30/26:	\$ 215.94

### Quarterly Activity

- We received twenty-four (24) applications for General Assistance; seven (7) applicants qualified for financial assistance; seventeen (17) were referred to Neighbor's Helping Neighbors for fuel 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 five hundred and fifteen (1,515) households were served through the Food Pantry; fourteen (14) were new clients.
- Fifty-eight (58) 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

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