

Human Resources Quarterly Report

July 1, 2024 – September 30, 2024

Human Resources/Safety and Wellness

- A \$3,000 Risk Reduction Grant with Maine Municipal Association was requested and granted for the purchase fifty-two (52) pairs of Electronic Muffs (hearing protection) that will be allocated to Police, Fire-Rescue and Public Works.
- Participated in several meetings as part of the Education and Training Advisory Board for Maine Municipal Association.
- Wellness activities included: the Walking Club Challenge, the Healthy Recipe Challenge, the Vaccine Clinic, and a Hydration Program for Public Works.
- Researched changes that may affect town policies and updated these policies.
- The *Safety and Wellness* Newsletter was distributed to employees in September.
- The *Employee Connection* Newsletter was distributed to employees in August.
- 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.
- One (1) Police Officer, two (2) AEMT/EMT/Paramedics, and one (1) Truck Driver/Laborer were filled.
- There were eight (8) job postings; fifteen (15) applications were received and reviewed; eight (8) were chosen for interviews; background checks were completed on final candidates; four (4) were hired and provided new hire orientation.
- 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

Direct general assistance provided:	07/01/24 – 06/30/25:	\$ 955.00
Food Pantry monetary donations:	07/01/24 – 06/30/25:	\$ 4,069.00
Food Pantry expenses:	07/01/24 – 06/30/25:	\$ 207.54

Quarterly Activity

- The Town received twenty-six (26) applications for General Assistance; three (3) applicants qualified for financial assistance. All three requested rental assistance.
- The Food Pantry has continued to successfully hold “Drive-Thru” pickups for Senior Citizens and families in Windham.
- The Food Pantry continues to partner with the RSU on the Katahdin Project.
- One thousand one hundred and forty-nine (1,149) households were served through the Food Pantry.
- Seventy-one (71) community members visited the Clothes Closet which is now open 4 days per week.

In Progress/On-going

- Data collection in preparation for union negotiations – in progress
- 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