

Human Resources Quarterly Report

April – June 2025

Human Resources/Safety and Wellness

- We received a Safety Grant in the amount of \$2,939.79 for 21 Class 3 Hi-Viz Jackets for the Department of Public Works.
- Participated in meetings as part of the Education and Training Advisory Board for Maine Municipal Association.
- Negotiations with the IAFF Local 495 and the Town were productive and successful. The contract was ratified by the Town Council in May 2025.
- Wellness Activities were launched: Chair Massages, Lunch & Learns, and Raffle Walk Program.
- Researched changes that may affect the town policies and continued updating these policies.
- The Summer *Safety and Wellness* Newsletter was distributed to employees in 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 six (6) new hires (2 truck drivers, 1 grounds worker, 2 seasonal grounds workers and 1 FF/EMT=B) this past quarter. We received six (6) truck driver/laborer applications and four (4) FF applications. Interviews were conducted with all applicants.
- There was one promotion in Fire-Rescue (Captain) and one in Public Works (Ops Manager).
- 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:	\$ 18,879.00
Food Pantry monetary donations:	07/01/24 – 06/30/25:	\$ 47,775.60
Food Pantry expenses:	07/01/24 – 06/30/25:	\$ 415.08

Quarterly Activity

- The Town received nineteen (19) applications for General Assistance; nine (9) applicants qualified for financial assistance. All nine (9) received 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 three hundred and eighty (1,380) households were served through the Food Pantry.
- Eighty-eight (88) community members visited the Clothes Closet, which is open 4 days per week.

In Progress/On-going

- Data collection, preparation and negotiations Police Union – 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