

Human Resources Quarterly Report October - December 2025

Human Resources/Safety and Wellness

- Granted the MMA Safety Grant for two fire safe cabinets for Parks and Recreation; reimbursement submitted 12/29/25.
- Completed compensation studies for two positions.
- Wellness Activities included Warm Mason Jar Meals, the Nutrition Challenge and Poke for Perks (incentive for receiving a flu shot).
- The 2026 Wellness Schedule and Calendar were completed.
- The *Employee Connection* and *Safety and Wellness* Newsletters were distributed in November and December.
- 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 eight (8) new hires (2 Truck Driver/Laborers, Mechanic, Town Clerk, Assistant Town Manager, and 3 FF EMTs) this past quarter. We received 83 applications for eight (8) positions. Interviews were conducted with 29 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

Direct general assistance provided:	07/01/25 – 06/30/26:	\$ 13,254.00
Food Pantry monetary donations:	07/01/25 – 06/30/26:	\$ 48,532.17
Food Pantry expenses:	07/01/25 – 06/30/26:	\$ 0.00

Quarterly Activity

- We received forty-three (43) applications for General Assistance; seven (7) applicants qualified for financial assistance; thirty-six (36) 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 hundred and forty-seven (147) citizens received Thanksgiving baskets and fifty-seven (57) received Christmas meals from the Food Pantry.
- One thousand three hundred and seventy-one (1,371) households were served through the Food Pantry; forty-two (42) were new clients.
- Eighty-eight (88) 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