

Human Resources Quarterly Report

January – March 2025

Human Resources/Safety and Wellness

- Preparations were completed for the submission of a new \$3,000 safety grant in April.
- Participated in meetings as part of the Education and Training Advisory Board for Maine Municipal Association.
- W-2's and ACA reporting were completed and sent out.
- Updates were made to the Master Wage Workbook in preparation of the 2025-2026 budget.
- Completed preparations to launch new wellness activities: Chair Massages, Lunch & Learns, and Raffle Walk Program.
- OSHA 300 and 300A forms and completed, submitted, and posted in Town buildings.
- Researched changes that may affect the town policies and continued updating these policies.
- The *Safety and Wellness* Newsletter was distributed to employees in March.
- The *Employee Connection* Newsletter was distributed to employees in February.
- 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 (2 truck drivers and 1 seasonal grounds worker) this past quarter. We received six (6) truck driver/laborer applications. Interviews were conducted with all applicants.
- Promotional interviews were conducted for Fire-Rescue Captain (3) and Police Sargent (6).
- 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:	\$ 12,899.00
Food Pantry monetary donations:	07/01/24 – 06/30/25:	\$ 38,173.00
Food Pantry expenses:	07/01/24 – 06/30/25:	\$ 207.54

Quarterly Activity

- The Town received nine (9) applications for General Assistance; all 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 two hundred and eighty-two (1,282) households were served through the Food Pantry.
- Seventy (70) community members visited the Clothes Closet, which is open 4 days per week.

In Progress/On-going

- Data collection, preparation and negotiations for Fire-Rescue and Police Unions – 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