

Human Resources Quarterly Report July – September 2025

Human Resources/Safety and Wellness

- Submitted a request for a Safety Grant for two fire safe cabinets for Parks and Recreation.
- Negotiations between the Maine Association of Police and the Town were successful. The contract was ratified by the Town Council in September 2025.
- Completed a compensation study for the Department of Public Works.
- Wellness Activities included Mason Jar Meals, Snow Snacks, Walk to Win Challenge, and a Nutrition Challenge.
- MMA Risk Management identified some areas that needed some attention from their visit in June. These action items are being mitigated by Public Works.
- Developed a more formal “work flow” for On-Boarding new employees and workplace injuries. .
- The *Employee Connection* and *Safety and Wellness* Newsletters was distributed in August and September.
- 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.
- A Training Matrix was developed to use at Orientation for new employees.
- There were two (2) new hires (Youth Services Coordinator and CEO) this past quarter. We received 171 applications for eight (8) positions. Interviews were conducted with 34 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:	\$ 3,200.00
Food Pantry monetary donations:	07/01/25 – 06/30/26:	\$ 12,437.40
Food Pantry expenses:	07/01/25 – 06/30/26:	\$ 0.00

Quarterly Activity

- We received thirty-two (32) applications for General Assistance; twelve (12) applicants qualified for financial assistance. All four (4) received rental assistance. This includes applications for the Town of 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 on the Katahdin Project.
- One thousand five hundred and seventy-four (1,574) households were served through the Food Pantry; Fifty-four (54) were new clients.
- Ninety-one (91) 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