



Town of Old Orchard Beach

Human Resources
OOB Town Hall
1 Portland Avenue
OOB, ME 04064

Fran Beaulieu
Telephone: (207) 934-5714 Ext. 1532
Fax: (207) 934-0755
Email: fbeaulieu@oobmaine.com

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February 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

Negotiations are in process with the Fire Dept. and the newly formed Teamster Unit for Town Hall clerical and maintenance. The Teamster contract is progressing slowly and it will be some time before we have a signed agreement.

Due to multiple snow events, the kitchen is a little behind schedule but we are hoping to get back on track shortly. We are undergoing a little renovation in Town Hall. The kitchen/break area is going through a remodel. Employees in Town Hall have spent the last month or two voting on wall colors, cabinet colors, counter tops, flooring, changes to the space (location of internal mailboxes), and changing the restroom into a storage area. There will be a new table that is a better fit for the space. This will be a space for the employees and designed by the employees. The bathroom fixtures have been removed and plumbing capped. The walls are now a lemon yellow and the flooring is being installed. A big thank you to Andy Chute and Dennis Poisson from Public Works, they are doing a great job!



Began to working on the FY18 budgets for wages and benefits.

Hiring:

We have hired Melissa Pratt for the administrative opening in the Planning/Code offices. She brings a variety of experience and we are excited to have her on board.

Letters have been sent to seasonal staff to see who would like to return for the 2017 summer season.

We advertised for the following positions:

- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer
- Reserve Police Officers
- Summer Camp Junior Counselors
- Summer Camp Senior Counselors
- Summer Camp Coordinators
- Beach Cleaners
- Ballpark Help
- Public Works Seasonal Laborer

Safety:

The Safety Committee met on 2/24/17 to review accidents from 10/2016-2/2017. We discussed ways to prevent these accidents from recurring. We are looking at ways to combine training days to make the most out of a session.

Training:

We are looking to combine many of the necessary trainings into a day so all departments can attend the session they need.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns. We are looking to set up quarterly wellness lunch & learns.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Budget preparation
- Seasonal hiring begins

Respectfully,

Fran Beaulieu

Human Resource Manager