



Town of Old Orchard Beach

Human Resources
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January 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.

The ACA tax forms 1095-Bs went out earlier than required by the IRS. I assisted the Finance Department with 1099s and W2s. Those were all sent out early as well.

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.

We said a couple of farewells in January. Deputy Chief Tim DeLuca resigned to take a position of Chief for the Houlton ME Police Department. We wish him well on his new chapter. Suzanne Makoge, Administrative Assistant for the Police Department, has retired. She is looking forward to a new adventure. We wish her the best. Suzanne will be stopping in to help train the person stepping into the position, and we are grateful for her assistance.

Hiring:

The Police Department Administrative Assistant position has been filled. Kathy Smith, from the Planning/Code office has moved to fill the position at the Police Department. Kathy has been in the Planning/Code office since she began with the Town and was ready for a new challenge.

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
- Administrative Support for Planning/Code

Safety:

Louise Reid, Assistant Town Manager and I took a trip to Augusta to review the citations from the Department of Labor safety tour. All the hard work from the departments and employees resulted in all but one citation being reduced approximately 90%! We were given some great advice to follow for future tours and forms to use to unify our procedures.

Training:

It is time to begin many of the required annual training videos. A list will be sent to the departments soon.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns.

Upcoming:

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

Respectfully,

Fran Beaulieu

Human Resource Manager