



---

# 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

---

October 2, 2015

## **September 2015 Monthly Update from the Human Resource Office**

### **Human Resource Manager:**

We have transitioned the majority of seasonal staff and are preparing for union negotiations.

### **Hiring:**

In September, we hired:

- 2 Full time Firefighter/EMTs
- 1 Crossing Guard
- Promoted 1 Officer to Lieutenant

We advertised for the following positions:

- Finance Clerk
- Per Diem Firefighter/EMT
- Recreation Gull Care Counselors
- Part time Fire Inspector
- Public Works Mechanic
- Director of Public Works

We wished Deputy Keith Babin and wonderful retirement this month. He made a big impact on this small town and will be very missed by coworkers and residents.

### **Benefits:**

The new plan year for the Flexible spending program began on September 1<sup>st</sup>.

### **Affordable Care Act (ACA):**

We have been working to ensure that the Town is compliant with the regulations of the Affordable Care Act. We are working closely with Maine Municipal Employees Health Trust, our benefit provider, to verify all coverage meets or exceeds the standards set in the Affordable Care Act. The information is required to be submitted to the Internal Revenue Service for the 2015 tax year. There have been many trainings, and webinars to ensure we are prepared and ready to file the necessary forms.

### **Training:**

We are working a setting up a training matrix to ensure all required safety trainings are completed timely.

During our Maine Municipal Association (MMA) Safety walk, we found that trainings are a rough spot for our departments. A list of required training from the Department of Labor and from Maine Municipal is on the matrix which is set up by department and position.

**Safety:**

We are working on the recommendation we received from the Department of Labor's Safety tour at the end of July. We are waiting on the recommendations from MMA to begin addressing those.

**Upcoming:**

- Wastewater Union negotiations
- Additional Affordable Care Act implementation
- Forming of a Wellness Committee for staff
- Meeting with the Safety Committee regarding all safety recommendations

Respectfully,

*Fran Beaulieu*

Human Resource Manager