



PERSONNEL COMMITTEE MEETING

September 16, 2025

4pm

Meeting Minutes

ITEM 1 Call to Order

Committee Chair and Councilor William Emheiser called the meeting to order at 4:06PM with Councilors Scott Whiting and Norman Belanger also present. Councilor Doris Ortiz was absent and excused from this meeting. Also present were Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), Shelly Gibson (Deputy Director of HR), and Sarah Hulbert (Administrative Assistant). Several other employees were also present.

ITEM 2 Approval of Minutes

Councilor Belanger made a motion to approve the minutes from June 26, 2025. Councilor Whiting seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.d Non-Union Employee Survey Re: City Hall Hours

There has been a request from City Council that staff evaluate and consider updating City Hall hours so that they are more consistent. The Human Resources team was hoping to gather information from employees impacted by this decision, with questions about impact and additional considerations. Diana stated that it is likely there will be substantial responses from employees given how much people care about this topic. The hope is also that employees speak with their Department Head about any flexibility needed and have discussions about how the full department may be impacted.

Councilor Whiting inquired about the section of the survey titled 'impacts on personal life' and suggested putting those questions into a shared section and then all that data would be together. He also emphasized that the survey should reiterate there are no plans to remove the 4-day work week but to standardize the hours for City Hall. Councilor Belanger agreed to the latter comment.

Councilor Emheiser expressed caution around open-ended questions given that all that data may not be able to be honored (i.e. *how satisfied are you with the current schedule* may not need to be included if it's likely that changes will be made regardless).

The City Manager stated that staff wanted to give some options for Council to consider. Council would be weighing in on the hours for City Hall, but the City Manager determines when staff should be working.

Councilor Emheiser suggested that DH's talk with their staff to build consensus about how to move forward and determine next steps for Council versus sending a survey to all staff.

Councilor Belanger said that people want to be asked. Councilor Whiting agreed and wanted to get the temperature on how staff are currently feeling. A staff

member asked if the survey would inform the final decision, and members of the committee admitted it will likely be a person-by-person response.

Overall, it was suggested to shorten the survey overall.

Councilor Belanger made a motion to administer the survey after it has been abbreviated. Councilor Whiting seconded the motion. The motion was approved unanimously.

3.a

WCSIP – Worker’s Compensation Safety Incentive Program Update

This agenda item is largely an update and thank you to everyone that helped with policies and procedures regarding workers’ compensation. The City has reached the 3rd tier of compliance and will now receive a 10% discount on its workers’ comp bill.

Councilor Emheiser inquired about preferred providers and HR staff explained that these are those that evaluate workplace injuries (for Biddeford, Workwell).

3.b

Substance Abuse Policy Update

Daniel shared that previously, there were separate policies for Public Works and Non-Union employees, so this version is both updated and designed to create consistency for all City employees. It has also been approved and is included in the most recently approved Public Works Supervisor CBA.

Councilor Belanger made a motion to approve the updated policy. Councilor Whiting seconded the motion. The motion was approved unanimously.

3.c

Request for RFP re: Wage Study

Diana explained the need for Personnel to approve the groundwork needed to create an RFP. Some additional work will need to be done regarding Department Head positions ahead of time.

Councilor Belanger affirmed the importance of this study given how outdated the most previous one was – he said it was definitely needed. Councilor Whiting recommended securing a budget source down the line so that there is money to pay for this service. Councilor Emheiser stated that Council will need to work with the City Manager and the Chief Operating Officer regarding funding sources and putting out an RFP will not preclude Council from being involved in the next steps.

Councilor Belanger made a motion to approve the updated policy. Councilor Whiting seconded the motion. The motion was approved unanimously.

ITEM 4

Other Business

Diana gave an update on the Director of Economic Planning & Development hiring process. The pool has been narrowed down to 4 individuals who will begin interviewing and they hope to make an offer in early October.

ITEM 5

Adjourn

Councilor Emheiser adjourned the meeting at 4:44 PM.

Personnel Committee Members:

Councilor William Emhiser, Chair

Councilor Norman Belanger

Councilor Doris Ortiz
Councilor Scott Whiting