

MEMO

Date: May 14, 2021

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director



Re: Acceptance of Ed MacDonald Safety Enhancement Grant for Public Works Department

CC: Jay Reynolds, Public Works Director

The Public Works department received an award of \$867.10 from Ed MacDonald Safety Enhancement Grant for the purchase of a set of "dump loks". Maine Municipal Association Workers Compensation Fund provides the grant that and covers 2/3 of the purchase costs. The 1/3 cost plus any portion over the grant award is the Town's responsibility will be paid from the Public Works operating budget. The grant period is May 1, 2021 to May 1, 2022, but the purchase will be made immediately. Please note that in lieu of a formal letter of award, the email dated May 13, 2021 serves as their notice of award.

Please add the acceptance of this grant to the Council's next agenda.

I suggest the following Council order:

The Town accepts and appropriates an award of \$867.10 from Maine Municipal Association Workers Compensation Fund's Ed MacDonald Safety Enhancement Grant towards the purchase of a set of "dump loks". The grant will pay 2/3 of the purchase cost to the maximum of the grant award. Public Works Operating Budget is responsible for the local share. The grant period is May 1, 2021 to May 1, 2022.



Jay Reynolds <jay.reynolds@capeelizabeth.org>

Ed MacDonald Safety Enhancement Grant Application for Spring 2021

1 message

Safety Grants <safetygrants@memun.org>

Thu, May 13, 2021 at 8:26 AM

To: "jay.reynolds@capeelizabeth.org" <jay.reynolds@capeelizabeth.org>

Cc: "matthew.sturgis@capeelizabeth.org" <matthew.sturgis@capeelizabeth.org>

Dear Mr. Reynolds:

Thank you for your participation in the Ed MacDonald Safety Enhancement Grant Program and for your dedicated efforts to improve workplace safety. On behalf of the MMA Workers Compensation Fund, we are pleased to advise your grant request has been approved. This grant is to be used exclusively for purchasing the Dump-Loks, as stated in your application.

The grant will cover two-thirds of your cost up to, but not exceeding \$867.10.

When your purchase is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used by **May 1, 2022** or it will be withdrawn.

If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0143. Congratulations on your grant! Your interest in workplace safety is appreciated and we are glad the MMA Workers Compensation Fund could assist you with your safety efforts.

App: Spring- 21-001

Sincerely,

Robert Thomas

Loss Control Manager

Risk Management Services

Maine Municipal Association
60 Community Drive
Augusta, ME 04330
(207) 626-5583 x 2240

**TOWN OF CAPE ELIZABETH
PUBLIC WORKS DEPARTMENT**

10 Cooper Drive
Cape Elizabeth, ME 04107



Jay Reynolds
Public Works Director
(207) 799-4151
Fax: (207) 799-4426
jay.reynolds@capeelizabeth.org

To: Matthew Sturgis, Town Manager
John Quartararo, Finance Director

From: Jay Reynolds, Public Works Director

Date: May 14, 2021

Re: Acceptance of Grant from the Maine Municipal Association (MMA)

The Public Works Department applied for and received approval of grant funds from MMA. This grant is from the Ed MacDonald Safety Enhancement Grant program. The grant money is to cover two-thirds the cost of purchasing a new set of 'dump loks'. 'Dump loks' are utilized in the vehicle maintenance work area that provide additional safety measures when working under a dump truck (when the body of the truck is up). Below is a photo depicting dump loks when in use.

The total cost for this safety equipment is approximately \$1,400.00. The Public Works safety budget will be utilized to provide the one-third matching funds. The grant will cover up to a maximum of two-thirds, or a maximum of \$867.10.

Enclosed is MMA's notice to the Town, along with background information related to the safety program.

Please add the acceptance of this grant to the Council's next available agenda.
Please also consider the following language for a Council Order:

The Town accepts and appropriates an award of \$867.10 from the Maine Municipal Association Workers Compensation Fund's 'Ed MacDonald Safety Grant' towards the purchase of one set of dump loks.



Example of dump loks in use



The Ed MacDonald

Safety Enhancement Grant Program

PURPOSE

MMA's Risk Management Services is committed to helping current Workers' Compensation Fund members provide the tools necessary to implement safe work practices and build a solid risk management program. This is accomplished by helping members with financial incentives to purchase safety equipment that assist in reducing the severity or frequency of workplace injuries.

ELIGIBILITY

Only current Workers' Compensation Fund members are eligible to apply. The grants are awarded in Spring and Fall of each year. To be eligible for the Spring grant period, your application must be received *between September 16th and close of business April 15th*. To be eligible for the Fall grant period, your application must be received *between April 16th and by close of business September 15th*.

Total cost of the request amount must be a minimum of \$200. Grant request must be for single items or groups of related items. A few examples of single and related items grouped that do qualify:

Single Item Examples

- Trench Box
- Dump Loks
- Body Armor
(available for Police, EMS & Fire)

Related Items Grouped Examples

- Cones, Hi-Viz Vests, Stop/Slow Paddles (Traffic Control Equipment)
- Winches, Hoists & Gas Meters (Confined Space Safety Equipment)
- Body Harnesses & Lanyards (Fall Protection)

Items cannot be purchased until you are notified a grant has been awarded. Projects that receive funding from other grant programs or funding sources are not eligible for a Safety Grant.

AWARDS

Members are eligible for an award amount of 2/3 of the project cost up to \$2,000 maximum per application. Only one application can be submitted per grant period.

Items must be purchased by May 1st (Spring grant) or October 1st (Fall grant) of the following year. We reserve the right to review appropriate documentation of all expenses.

EVALUATION CRITERIA

Grant funds disbursed under this program are intended to purchase safety equipment or services that directly enhance the health and safety of employees. Any items considered as normal course of business or routine expenses such as repairs, maintenance, disposable personal protective equipment (i.e. hardhats, safety shoes, gloves or glasses) and etc. do not qualify.

Applications requesting items that directly enhance the safety of employees from severe or frequent workplace exposures and demonstrate a need to provide or replace non-existent or sub-standard equipment will be given priority. Applications that do not meet program guidelines will not be considered and awards are contingent on available funds.