

Brunswick Sewer District

10 PINE TREE ROAD
BRUNSWICK, MAINE 04011
bsd@brunswicksewer.org

TELEPHONE (207) 729-0148

FAX (207) 729-0149

SAFETY COMMITTEE MEETING MINUTES OF SEPTEMBER 22, 2020

Present: Rob Pontau, Wes Wharff, Dan Munsey, Jennifer Nicholson, Erik Walling and Bonnie Shippen.

Call to Order: The meeting was called to order at 8:34 a.m. Eastern Standard Time on Tuesday September 22, 2020 at the Administrative Building of the Brunswick Sewer District, 10 Pine Tree Road, Brunswick, Maine.

Minutes: The members reviewed the minutes of the July 22, 2020 Safety meeting. Jen Nicholson made a motion to accept the minutes. Erik Walling seconded the motion. The motion was approved. (5-0) with Bonnie Shippen abstaining.

Old Business:

- a) PPE: Wes noted he was still having difficulties getting N95 masks. Dan noted that the fire station was able to get a grant for them and not sure if the District could do the same. Jen noted that they occasionally use the N95 masks.
- b) Covid-19 Contracts: It was noted that we can use U.S. Healthworks for testing. Wes suggested that if someone is exposed or becomes sick, they should be sent home with pay. This also applies if someone is notified by contact tracing, they should stay home. Dan noted that Maine Health sends their employees home with pay and agrees the District should do the same. It was noted that Admin staff can do most of their work from home and they should be paid. The members discussed travel and that a policy needs to be put in place, so the employee knows before traveling what is expected to return to work. There was concern that if an employee has a fever or is not feeling well, they may not say anything in fear of being sent home to use sick time. Wes and Jen noted that their staff has begun to do volunteer temperature checks. Rob said he will leave it to the supervisor's discretion regarding sending someone home and Lenny and Rob will make the final decision regarding payment.

Wes Wharff left the meeting at 9:14 a.m.

Rob noted for travel purposes we should continue to follow CDC guidelines. If someone needs to stay home for quarantining, supervisors should provide things the employee can do from home. All traveling should be worked out with their supervisor ahead of time and determination will be on a case by case basis. The members discussed travel between Thanksgiving and Christmas. Rob has suggested shutting down between Christmas and New Years for traveling and family visits. He needs to request this from the Board before deciding.

After discussing the Covid-19 contracts Rob Pontau noted he would take the information to the Board for a policy. Erik Walling made a motion that if an employee shows up sick, the supervisor sends them home with assigned tasks to do at home and the District provides testing. Also recommended shutting down from Christmas to New Years for travel and family visits with staff following CDC guidelines for travel. Dan Munsey seconded the motion. The motion was approved. (5-0)

Review of Accidents:

There are no accidents or near misses to report. It was noted that the Water Street Station generator has been fixed and all issues have been rectified.

New Business:

- a) Wellness Program: Rob noted that MMA has a 3-tier level for workers comp. We are currently under tier 2 which gives us a 7.9% discount on workers comp annually. Dan asked if being a smoke free workplace would give a higher reduction? Rob said he would provide information to workers comp.

Rob thought about putting funds aside for those that want to join a gym but noted that would require a policy, which would become a benefit. He suggested extra ½ hour lunch on Wednesdays to do an activity.

Dan Munsey made a motion to work with Rob on a volunteer wellness program for the employees. Erik Walling seconded the motion. The motion was approved. (5-0)

- b) Safety Glasses: Rob believed this was left up to the GM to approve. The policy currently states a 50% reimbursement with no cap. Rob believes changes would go under the benefit policy. Rob stated he would make a recommendation to increase it to 75%.

Dan Munsey made a motion for Rob to make a recommendation to increase the safety glasses reimbursement to 75%. Erik Walling seconded the motion. The motion was approved. (5-0).

- c) Temperature Checks: This was previously discussed. Supervisors will continue to do this under a volunteer basis.
- d) Pandemic Operations Plan: Jen prepared an Operations Plan and Rob reviewed it. Rob said he will have Lenny look at it and adopt the Plan at the next meeting after reviewing the Plan.
- e) Grants: It was noted that we can submit anytime for a grant but can't purchase the item until after it is approved. Erik said that Collections has a confined space meter that needs replacing and he will see if they can do it for the next grant. Jen noted that she had one in her budget but has not purchased it.

Agenda Items for Next Meeting:

There was no discussion for an Agenda.

Next Meeting:

The next meeting will be held on October 6, 2020 at 8:30 a.m.

Rob Pontau made a motion to adjourn the meeting. Erik Walling seconded the motion. The motion was unanimously approved (5-0). The meeting was adjourned at 9:58 a.m.