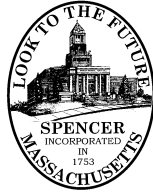


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
SEWER COMMISSION

FRANCIS X. WHITE, CHAIRMAN
LAWRENCE H. DUFAULT, CLERK
MICHAEL J. MERCADANTE, MEMBER

JAMES T. LAPLANTE, JR., SUPERINTENDENT



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Minutes of Meeting held April 30, 2020

Meeting of the Board of Sewer Commissioners held at the McCourt Hall (Autoconference),
Spencer, MA. (Reports are on file at the Utilities & Facilities Office)

Members present: Francis "Frank" White
Lawrence "Larry" Dufault

Sewer staff present: James Laplante, Jr., Supt.
Debra Graves, Sr. Clerk

Meeting was called to order at 4:02pm.

Covid-19 Departmental Response:

List of precautionary measures that Sewer Plant have taken to help lessen the possibility of exposure to the staff:

- Purchases N95's & ½ face respirators with cartridges, face shield.
- Always stock soap, hand sanitizer and nitrile gloves.
- Order 1 case of individual hand sanitizer bottles and surface sanitizer spray. Also, order 4 hand sanitizer stations with refills, these will be deployed at different buildings around the facility.
- No one is allowed in the buildings other than staff.
- Assigned individual pens for log entry.
- Implemented break rotation to keep social distancing.
- Assigned individual work trucks.
- Have directed staff to increase PPE in certain areas of facility that could have greater potential to exposure in the waste stream.
- Also, reached out N. Brookfield Sewer Dept. to form a collaborative to assist each other if there are issues that arise from the Covid-19.
- Split rotation: discuss splitting crew up every other week, but there is only crew of 4 have been social distancing. Larry motion not to go with split rotation, second by Frank, all in favor.
- Also, WWTP Upgrade Engineering Service Bid as been extend to May 7, 2020.

Waving Sewer late fees:

- Public Sector Law watch or listen to the proceeding live and must be allowed to also participate remotely. Section 12 allows the town to waive the penalty for late payment. Sewer Commissioners discuss waving Sewer late fee for April quarters bills. Larry motion to waive sewer fees for the fourth quarter. Second by Frank, all in favor.

Meeting Adjourned at 4:21pm motion by Larry, seconded by Frank and all in favor.

The Board voted and approved minutes on 6/17/20