MEETING AGENDA
Tuesday, April 28, 2020
7:00PM
Meeting will be held virtually- instructions are below

1. 7:00PM  Call to Order

2. 7:00PM  Pledge of Allegiance

3. 7:02PM  Public Hearing
Request for a change of directors on a M.G.L. c. 138, §12 All Alcohol Beverages Club License at the Franco-American Club, 55 West Prescott Street, to add Tyler Courtney and remove Dennis Courchaine, Tina Lamy and Martha Greenwood
– Randall Medley, Manager

4. 7:05PM  Public Hearing
Request for an alteration of licensed premises on a M.G.L. c. 138, §12 All Alcohol Beverages Package Store License at Sinina, Inc. d/b/a Craft Beer Cellar, 142 Littleton Road – Surekha Bajaj, Manager

5. 7:10PM  Public Hearing
Request to approve a M.G.L. c. 138, §15 Wine and Malt Package Store License at Big Apple Market & Deli, LLC d/b/a Big Apple Market & Deli, 294 Littleton Road – Ibrahim Abboud, Manager

6. 7:15PM  Update for the community on the COVID-19 situation and impact on residents of town operations during this period
   i. Consider any actions regarding Governor Baker’s announcements or new state legislation relative to COVID-19, including school and/or business openings or changes to social distancing
   ii. Review draft timeline of necessary financial appropriations as a result of the delayed March 28, 2020 Annual Town Meeting
   iii. Discuss holding a joint Board of Selectmen, School Committee, Finance Committee meeting on May 12
   iv. Update on town’s plans regarding holding the Annual Town Meeting and the Annual Town Election
   v. Consider alternatives to honor Memorial Day in light of the COVID-19 situation

7. 8:00PM  Old/New Business
   i. Announce results of the new community electric aggregation contract beginning January 2021 and discuss Good Energy’s answers to questions posted at the 4/14 Board of Selectmen Meeting – Eric Heideman, Assistant Town Manager
ii. Review of WestfordCAT’s Annual Meeting held on April 16, 2020 and consider their appeal to the Board of Selectmen’s intent to terminate the Memorandum of Understanding

8. 8:20PM **Consent Agenda- Requests to approve the following**

**Banner Requests:**

i. Event: Westford Academy Class of 2020  
   Applicant: Westford Education Foundation, Sarah Bischoff  
   Dates: Friday, May 29, 2020 to Monday, June 8, 2020  
   Location: First Parish Church

ii. Event: Annual Town Meeting on Saturday, June 20, 2020  
    Applicant: Donna Furman, League of Women Voters of Westford  
    Dates: Friday, June 12, 2020 to Monday, June 22, 2020  
    Location: First Parish Church

iii. Event: Annual Town Election on Tuesday, June 30, 2020  
    Applicant: Donna Furman, League of Women Voters of Westford  
    Dates: Tuesday, June 23, 2020 to Friday, July 3, 2020  
    Location: First Parish Church

9. 8:25PM **Minutes for Approval**

Regular Session – For Release
- April 7, 2020
- April 14, 2020

Executive Session – Not for Release:
- April 14, 2020

10. 8:30PM **Board Reports/Updates**

11. 8:35PM **Town Manager’s Report**

i. Request from the Highway Department to accept a donation of two Linden trees of 2.5” caliper from National Grid

ii. Request from the Fire Department to accept a grant from the Greater Lowell Community Foundation through its Center for Business Philanthropy partnership with NETSCOUT’S Heart of Giving Grant, in the amount of $2,500 for personal protective equipment for emergency medical services

iii. Request for approval of the following:
   a. Contracts:
      1. Lowell General Hospital for an Advanced Life Support Affiliation Agreement as requested by the Fire Department
      2. One-year contract extension with Cooling and Heating Specialists for preventative maintenance and emergency on-call services at the rate of $118 per hour, as requested by the Facilities Department
      3. One-year contract extension with FM Generator Inc. for preventative maintenance services in the amount of $7,425 as requested by the Facilities Department
4. One-year contract extension with Embree Elevator Services for preventative maintenance and emergency on-call services in the amount of $12,680 as requested by the Facilities Department

12. 8:40PM  Correspondence
13. 8:45PM  Adjournment

Options available to access the Board of Selectmen meeting remotely:

1. Register to watch the meeting through the GotoWebinar website at: https://attendee.gotowebinar.com/register/4668169436650788624. After registering, you will receive a confirmation email.

   There are basic instructions on how to use GoToWebinar available at: www.youtube.com/watch?v=IQ3Xwwgbd8Y.

2. WCAT will be broadcasting the meeting live on channels 9 (Comcast) and 34 (Verizon). They also will be streaming the video online. Please see their website for more details: www.westfordcat.org.
Board of Selectmen  
Correspondence  
April 28, 2020

**Incoming Correspondence:**

<table>
<thead>
<tr>
<th>IC 01</th>
<th>4/13/20</th>
<th>Verizon Fios TV Programming Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC 02</td>
<td>4/17/20</td>
<td>Division of Local Services Approval for Request for Emergency Expenditures and Borrowing Account</td>
</tr>
<tr>
<td>IC 03</td>
<td>4/17/20</td>
<td>Letter from Keith Morris Relative to the 2020 Yearly Operational Plan for Pan Am Railways, Inc.</td>
</tr>
<tr>
<td>IC 04</td>
<td>4/22/20</td>
<td>Xfinity Programming Changes</td>
</tr>
<tr>
<td>IC 05</td>
<td>4/23/20</td>
<td>Verizon Fios TV Programming Change</td>
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**Outgoing Correspondence:**

<table>
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<tr>
<th>OC 01</th>
<th>4/14/20</th>
<th>Thank you letter to Jeffrey Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC 02</td>
<td>4/14/20</td>
<td>Thank you letter to Rose Silveria</td>
</tr>
<tr>
<td>OC 03</td>
<td>4/14/20</td>
<td>Thank you letter to Sandra Collins</td>
</tr>
<tr>
<td>OC 04</td>
<td>4/14/20</td>
<td>Thank you letter to Theresa Zak</td>
</tr>
<tr>
<td>OC 05</td>
<td>4/16/20</td>
<td>Request to the Division of Local Services to Approve an Emergency Expenditures and Borrowing Account</td>
</tr>
<tr>
<td>OC 06</td>
<td>4/17/20</td>
<td>Response to David C. Adams Relative to their Notice of Intent to Sell</td>
</tr>
<tr>
<td>OC 07</td>
<td>4/22/20</td>
<td>Thank you letter to Hidden Battles</td>
</tr>
<tr>
<td>OC 08</td>
<td>4/22/20</td>
<td>Thank you letter to MA National Guard</td>
</tr>
<tr>
<td>OC 09</td>
<td>4/22/20</td>
<td>Thank you letter to New England Coffee</td>
</tr>
<tr>
<td>OC 10</td>
<td>4/22/20</td>
<td>Thank you letter to Paul's Diner</td>
</tr>
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*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to tmaa@westfordma.gov.*