



**TOWN OF WESTFORD  
BOARD OF SELECTMEN**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557



**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](http://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](http://www.westfordcat.org).

**Board of Selectmen  
Correspondence  
April 28, 2020**

**Incoming Correspondence:**

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

**Outgoing Correspondence:**

OC 01	4/14/20	Thank you letter to Jeffrey Long
OC 02	4/14/20	Thank you letter to Rose Silveria
OC 03	4/14/20	Thank you letter to Sandra Collins
OC 04	4/14/20	Thank you letter to Theresa Zak
OC 05	4/16/20	Request to the Division of Local Services to Approve an Emergency Expenditures and Borrowing Account
OC 06	4/17/20	Response to David C. Adams Relative to their Notice of Intent to Sell
OC 07	4/22/20	Thank you letter to Hidden Battles
OC 08	4/22/20	Thank you letter to MA National Guard
OC 09	4/22/20	Thank you letter to New England Coffee
OC 10	4/22/20	Thank you letter to Paul's Diner

*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](mailto:tmaa@westfordma.gov).*