



TOWN OF WESTFORD
BOARD OF SELECTMEN

TOWN HALL
55 Main Street

WESTFORD, MA 01886

Telephone (978) 692-5501 Fax (978) 399-2557



Action Taken

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*
Approved 5-0
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*
Approved 5-0
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*
Approved 5-0
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
 - **Town Manager Ross and town staff are considering options on how to safely reopen municipal buildings to the public when the current restrictions are lifted**
 - **Town Manager Ross informed the BoS that the Board of Health is seeking input relative to making it mandatory that the public wear masks in any public or commercial building in Westford. The selectmen agree residents should be wearing masks in public, however, they have concerns with making it mandatory including enforcement**
 - **Selectman Hazelton asked for clarification on why the Board of Health closed the skate park and are disallowing tennis at public courts**

- ii. Review draft timeline of necessary financial appropriations as a result of the delayed March 28, 2020 Annual Town Meeting
Selectman Kost announced a Capital Planning Committee meeting will be held on 5/4 to consider changes to their initial recommendations
- iii. Discuss holding a joint Board of Selectmen, School Committee, Finance Committee meeting on May 12
The BoS support a joint meeting to be held on May 12 to discuss the transfer of funds
- iv. Update on town's plans regarding holding the Annual Town Meeting and the Annual Town Election
Town Manager Ross expressed concerns with safely holding a Town Meeting. Town staff and officials are considering all options. The Annual Town Election planning is underway, and the board would like an outline of the plan at their meeting on 5/12
- v. Consider alternatives to honor Memorial Day in light of the COVID-19 situation
The board supported Veterans Service Officer Ryan Cobleigh creating a video and broadcasting it on WestfordCAT, instead of the normal observance to comply with social distancing guidelines. Selectman Hazelton suggested the possibility of someone playing taps on Town Common with WestfordCAT filming it

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*
Assistant Town Manager Heideman announced that the town recently participated in a bid solicitation process, along with 26 other municipalities, to secure a new community electric aggregation contract, which will become effective in January 2021. He announced that that base electric rate will be \$0.10385 per KWH and that the town's default rate will be \$0.10708, which includes 10% additional renewable energy, as voted by the BOS. He mentioned that residents will have the option to opt-down to the base rate or to opt-up to 50% or 100% additional renewable energy. Public notices will be sent out shortly
- 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
Voted 5-0 to rescind the letter of termination

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

- Approved 5-0** {
- 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**

Approved 5-0

Regular Session – For Release

- April 7, 2020
- April 14, 2020

Approved 5-0 Executive Session – Not for Release:

- April 14, 2020

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

- **Selectman Almeida announced town staff has been helping out with preparing to open the Westford Community Garden and the garden will open in a few weeks. As food security has been a concern, gardeners are eager to get started and are grateful for the board supporting the opening of the garden, as well as the town staff who have been helping with all of the opening steps. Parks and Grounds Supervisor Jon Revis has devised a hands-free way to open the gates and is working on a hands-free way to operate the water spickets**
- **Selectman Almeida announced there will be a joint executive session with the School Committee on 5/5**
- **Resident Emily Teller announced that although the Bruce Freeman Rail Trail is open, the Acton Board of Health closed the North Acton and Nara Park parking lots to access the rail trail**

11. 8:35PM **Town Manager’s Report**

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

Approved 5-0

- 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

Approved 5-0

- 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

Town Manager Ross announced the town has received so many donations from residents and businesses for our public safety departments related to COVID-19, and we are so appreciative of these generous gifts

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:

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.