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:
   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
      Approved 5-0

   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
    • 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: 
   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.
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<tr>
<th>Correspondence</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Incoming Correspondence:</strong></td>
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<tr>
<td>IC 01</td>
<td>4/13/20</td>
<td>Verizon Fios TV Programming Change</td>
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<tr>
<td>IC 02</td>
<td>4/17/20</td>
<td>Division of Local Services Approval for Request for Emergency Expenditures</td>
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<tr>
<td>IC 02</td>
<td>4/17/20</td>
<td>Borrowing Account</td>
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<td>IC 03</td>
<td>4/17/20</td>
<td>Letter from Keith Morris Relative to the 2020 Yearly Operational Plan for</td>
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<td>Pan Am Railways, Inc.</td>
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<td>IC 04</td>
<td>4/22/20</td>
<td>Xfinity Programming Changes</td>
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<td>IC 05</td>
<td>4/23/20</td>
<td>Verizon Fios TV Programming Change</td>
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<td><strong>Outgoing Correspondence:</strong></td>
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<tr>
<td>OC 01</td>
<td>4/14/20</td>
<td>Thank you letter to Jeffrey Long</td>
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<td>OC 02</td>
<td>4/14/20</td>
<td>Thank you letter to Rose Silveria</td>
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<td>OC 03</td>
<td>4/14/20</td>
<td>Thank you letter to Sandra Collins</td>
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<td>OC 04</td>
<td>4/14/20</td>
<td>Thank you letter to Theresa Zak</td>
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<tr>
<td>OC 05</td>
<td>4/16/20</td>
<td>Request to the Division of Local Services to Approve an Emergency Expenditures</td>
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<td>OC 06</td>
<td>4/17/20</td>
<td>Response to David C. Adams Relative to their Notice of Intent to Sell</td>
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<td>OC 07</td>
<td>4/22/20</td>
<td>Thank you letter to Hidden Battles</td>
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<td>OC 08</td>
<td>4/22/20</td>
<td>Thank you letter to MA National Guard</td>
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<td>OC 09</td>
<td>4/22/20</td>
<td>Thank you letter to New England Coffee</td>
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<tr>
<td>OC 10</td>
<td>4/22/20</td>
<td>Thank you letter to Paul's Diner</td>
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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.*