

Minutes of the Westford Town Common Committee- DRAFT

Dec. 9, 2025

Call to order at 9:55 AM. Present: Lori Johnson, Suzie Kearns, Susan Schmidt, Carol Winfield (Winter Festival), Caroline Brown (Historical Society)

Changes to agenda: none

Minutes of meeting of 6/3/25 were approved.

Modifications to the Common Use Policy, including review of current:

- Discussed and approved change to item #4 to state: "Events must be over by dark between the dates of April 1st and October 31st. Events must be over by 7:30 PM between the dates of November 1st and March 31st. Town sponsored events may have flexibility regarding ending time. For all events, noise must be kept to a minimum. Please respect the neighboring residents."

Reviewed list of requests for events on the Westford Town Common, which can be approved by agreement of the Town Clerk and the Town Common Committee without direct approval by the Selectboard.

- Changed "Town Clerk" to "Town Administrator"
- Changed permitted times of events to times stated above.

Use of Inflatables on the Common

- Reviewed a draft of Addendum to the Westford Common Use Policy, addressing the inclusion of inflatables.
- Added "Rental Agreement" statement to #2.
- Concerns were expressed regarding liability to the town of Westford and the inadequacy of a 2 million dollar insurance policy if there were a serious injury to a child.
- Voted to accept the Addendum only if the Selectboard ultimately decides to approve the use of inflatables on the Common. The Common Committee recommends against allowing the use of inflatables on the Common.
- Lori Johnson will submit the draft of the Addendum to the Westford Common Use Policy to the Selectboard along with a statement composed by the Committee.

Upcoming events on the Common:

1. Westford Winter Festival:

- Carol Winfield discussed proposed events on the Common for the January Festival.
- Discussed location of events and the use of tent canopies on the Common.
- The committee recommended the use of sandbags to anchor the canopies, and also approved the use of stakes, which is consistent with the Common Use Policy for canopies on the Common. Stakes must have a maximum penetration of 8 inches or less.

2. Historical Society, 250th Anniversary of the signing of the Declaration of Independence

- Caroline Brown presented proposed events on the Common including a Revolutionary War encampment and a speaker at the Red Brick Meeting house.
- Events will take place July 25th-July26. The Common will be reserved for the Historical Society for these dates.

3. Vast Trail

- Committee members discussed issues associated with allowing a VAST trail to run the length of the Common.
- Lori Johnson made a motion that the Common Committee respectfully request that the Selectboard does not allow a VAST trail on the Common. This was seconded with all in favor. The primary reason is safety along with several additional reasons to be detailed in a separate statement.
- Suzie Kearns made a motion that Lori present the statement to the Selectboard. This was seconded with all in favor.

4. Wedding on the Common, end of May: an application was approved by the Selectboard.

Disposition of Common Committee corn hole, jenga

- We will contact the Rec department to see if they want them.

Communications, Correspondence: none

Public comment: none

Meeting adjourned: 11:50 AM