

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, June 28, 2023**

Attendees:

Dan O'Donnell, Erika Kohl, Tom Clay, Kristen Las, Kristina Greene, Chris Chew, Shana Farnsworth, Valery Young, Vibhu Jain, Jenny Lin, Amy Lundquist

Administrative actions:

Clay called meeting to order at 12:35 pm

Working Session to Review, Develop, and Comment on Information Related to Budget Challenges and New Revenue for the Budget Task Force

Clay, Chew, Farnsworth, Kohl, and O'Donnell in attendance.

The Budget challenges and New Revenue group discussed several of the budget challenges and potential new revenues and created a projection worksheet to assist with planning and organizing/compiling the data. The group discussed potential new revenues and some of the pros and cons that could come with them. They discussed the idea of reaching out to communities that have implemented new revenues the Town is considering seeing what kind of impact they have had. Kohl discussed the planning and projections spreadsheet and talked about the timeline for several of the tasks. The group discussed reviewing the budget reserve and a potential increase to the reserve for future uncertainties.

Budget Task Force Meeting to Update All Members on the Progress of the Working Groups

All task force members joined the meeting to discuss the working groups progress.

Las said that the benchmarking group agreed to use the Dart plus list from DESE for the school, and for the municipal communities they decided to remove Wakefield and add Franklin and add Shrewsbury. Las discussed that with the benchmark communities they are looking at outliers, department structure, health insurance, and various services offered by the community. The group talked about a questionnaire to send to departments in town.

O'Donnell talked about the planning and projections spreadsheet. The group talked about the new revenue working list and discussed adding sale of land as an option.

Clay talked about having the task force be one of the topics at the Town strategic planning retreat meeting in September. The group discussed having a public information session on Monday July 24th in the evening.

Kohl discussed the planning and projections spreadsheet and talked about the timeline for the whole group.

Young showed a draft version of a feedback questionnaire for the task force web page. The group discussed some potential revisions to the feedback questionnaire.

Future Activities

The task force members agreed to meet again on Wednesday July 12, 2023.

Meeting adjourned at 2:18pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair