

TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, May 31, 2023

I. Call to Order
1:02pm

II. Introductions

Tom Clay, Kristen Las, Dan O'Donnell, Valery Young, Erika Kohl, Kristina Greene, Jenny Lin, Shana Farnsworth, Dr. Chris Chew, Vibhu Jain, Amy Lundquist were in attendance and introduced themselves.

III. Officer Election

Officer roles were discussed; nominations would be tabled until the following meeting.

IV. Review of Charge

The Charge of the Task Force was reviewed. There are two main areas of concern: addressing the Town's commitment to competitive pay of which a gap has been identified and the increasing costs of waste management. A study is to be completed by October 1, 2023 to assist in the next fiscal year planning.

V. Review of Sample Documents

The town of Hingham's budget task force report was shared as an example. The report was discussed and the committee will review it and other examples to provide feedback about a potential outline/goals for Westford's report.

VI. Review Potential Comparable Communities

The report will include a benchmark comparison with other like communities to help better identify strengths and weaknesses within the budget. It was suggested we use external lists such as DART (District Analysis and Review Tools), that match our school profile with like communities as well as a similar compiled list of regional municipal communities. These reports will be available for the Task Force and comparable communities will be determined.

VII. Website Content

Transparency and communication to the community was discussed as a priority. A webpage and virtual suggestion box would be created.

VIII. Next Meeting

Wednesday June 7, 2023 at 12:30 virtually

Meeting Adjourned at 2:05pm

A full recording of this meeting is available online.

A handwritten signature in blue ink, appearing to read "Tom Clay".

Tom Clay, Budget Task Force Chair