

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, July 19, 2023**

Attendees:

Erika Kohl, Tom Clay, Kristen Las, Kristina Greene, Shana Farnsworth, Valery Young, Amy Lundquist

Administrative actions:

Clay called meeting to order at 12:33 pm.

Update from Benchmarking / Efficiency Working Group

Greene gave an update and talked about reaching out to department heads and narrowing down which communities the group will reach out to. Young talked about how for the school the group has been using the DESE information to help with comparing Westford data to other communities. The group discussed expanding on current list of efficiencies, and reaching out to departments to see if they have any feedback. They also talked about reviewing the report from 2004 to see if they can expand on any of the efficiencies outlined in the report.

Update from Budget Challenges / New Revenue Sources Working Group

Clay gave an update and talked about how the group has come up with dollarized ranges for each of the budget challenge items. He talked about having estimated ranges for new revenue opportunities along with their potential impact. Farnsworth talked about reviewing the fees for the ambulance enterprise. The group discussed reviewing all fees in town to make sure they are comparable to other communities. They also discussed the pay as you throw program and how it would help reduce the tipping fee cost for the town.

Prepare for the Public Forum on Monday, July 24, 2023

The group reviewed the presentation and talked about the presentation order. They made revisions to the presentation and included slides for suggestions and feedback. They also discussed including an impact range on the budget challenges. Lastly, they discussed adding benchmarking & efficiencies tab along with explanations and the process the group has chosen.

Discussion about Departmental and Municipal Interviews Towns


Las said that the departments have been sent questions and will be reaching out to comparable communities in the coming weeks.

Future Activities

The task force members agreed to meet again on Wednesday July 26, 2023.

Meeting adjourned at 1:52pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair