

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, July 26, 2023**

Attendees:

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

Administrative actions:

Clay called the meeting to order at 12:33 pm.

Review Public Input from the Public Forum on Monday, July 24, 2023

The group discussed some of the feedback received from the open forum. They also reflected on the forum presentation and how to alter the presentation format for the Select Board, School Committee, and Finance Committee update. They discussed potentially advertising the meetings on different platforms to try and reach more of the public and receive more feedback.

Update from Benchmarking / Efficiency Working Group

Greene discussed how the working group has been reaching out to departments and starting to gather information. She is working with departments to have them review similar departments in benchmark communities. Clay discussed that a question to include for the public is what level of service do they want when comparing to the benchmarking communities. Young talked about scheduling some interviews and follow ups with employees at the schools.

Update from Budget Challenges / New Revenue Sources Working Group

Clay discussed how the working group has almost finished coming up with the dollar values for new revenues and coming up with estimates for the budget challenges. O'Donnell talked about how the health insurance, union contracts, solid waste & recycling, and school contracts are pending items the group is trying to put dollarized amounts to.

Review Action Items for Draft Schedule

Group reviewed the schedule and discussed releasing some of the draft work from the subcommittees to show the progress so far.

Future Activities

Group talked about the presentation format for the strategic retreat and breaking up into small groups to have discussions with the public. Group talked about recruiting a couple additional people to assist with presenting at the strategic retreat.

The task force members agreed to meet again on Wednesday August 8th, 2023.

Meeting adjourned at 1:34pm.

A full recording of the meeting is available online.

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

Tom Clay, Budget Task Force Chair