

**TOWN OF WESTFORD  
BUDGET TASK FORCE MINUTES  
Friday, June 16, 2023**

**Attendees:**

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

**Administrative actions:**

Clay called meeting to order at 12:33.

Greene moved to approve minutes of June 7, 2023. Motion seconded by Farnsworth.

Unanimous approval.

**Review Potential Comparable Communities**

The Task Force discussed setting the benchmark for the school using DART (District Analysis and Review Tools) and a separate benchmark set for the town using the town's long-used group of the similar and adjacent communities. Clay talked about ensuring there is a rationale behind our selected benchmark towns whatever they end up being. The Task Force will review the proposed list and discuss further in the next meeting.

**Review Proposed Changes to Outline of Report**

Kohl discussed her suggested modifications to the outline of the report. The Task Force approved of the modifications and agreed that as work continues modifications can continue to be made if needed.

**Review Draft Timeline**

O'Donnell discussed potential future weekly meeting along with other relevant financial dates pertaining to the budget process. The Task Force discussed having multiple public forums to hear feedback and any questions. They also discussed setting up a virtual drop box/survey for additional feedback.

**Review Structure of the Budget Task Force Website**

Clay talked about the contents and information on the Task Force webpage, and the Task Force will continue to add/update the content.

**Next Steps**

Clay discussed creating small working groups to work on the following areas:

1. Benchmarking – How/why the benchmark group was selected.
2. Efficiencies – Identify areas that can be made more efficient; discuss with departments.
3. Budget Challenges – Identify factors and costs behind some of the upcoming challenges.
4. Impacts – What it would like if the challenges were to be funded in the budget.
5. New Revenue Sources- Identify new revenue sources and potential uses.

The Task force will review the proposed groups and discuss further in the next meeting.

**Future Activities**

The task force members agreed to meet again on Wednesday June 21, 2023.

Meeting adjourned at 1:31pm.

A full recording of the meeting is available online.

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

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Tom Clay, Budget Task Force Chair