

**TOWN OF WESTFORD
BUDGET TASK FORCE
BENCHMARKING AND EFFICIENCY SUBCOMMITTEE
MINUTES
Wednesday, June 28, 2023**

Attendees:

Kristen Las, Kristina Greene, Valery Young, Vibhu Jain, Jenny Lin, Amy Lundquist

Administrative actions:

Ms. Las called meeting to order at 12:35PM.

Ms. Greene reported that she has been looking at the data on benchmark budgets for the past two weeks. She has a list of general budget questions for Westford:

- All Utility costs across entire budget
- All maintenance costs across all departments
- All vehicle maintenance costs across all departments
- Total number of custodians
- Comprehensive list of grants by Departments – Accounting?
- Fees
- Revolving accounts
- General fund for recreation
- Ambulance – how is that broken out by Town? – Cost to the General fund over time
- History of funds that have been written off for resident ambulance usage
- Regionalizing Veteran’s Services

Mr. Jain showed visual data based upon Ms. Greene’s spreadsheets.

Ms. Lundquist reported she has been working on a spreadsheet of hours Library's, Senior Centers and Town Halls are open.

She provided a list of Questions for Departments

- Are there services that your department provides that is unique that is not often provided in other communities.
- Are there services that we do not provide, and other communities are providing?
- Are there areas where your dept could cut costs and what would that look like?
- Are there areas where you could increase service and what would that look like?
- Suggestions for regionalization
- Any high costs coming in the future

Mr. Jain stated he would be helping Ms. Li on the visual data charts

Ms. Las stated she was working on comparison data regarding Health Insurance budgets and offerings

The Sub Committee joined the full task force at 1:30PM

A full recording of the meeting is available online.

Handwritten signature of Kristen D. Las in blue ink.

Kristen Las, Town Manager