

**TOWN OF WESTFORD  
BUDGET TASK FORCE MINUTES  
Wednesday, September 27, 2023**

**Attendees:**

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

**Administrative actions:**

Clay called meeting to order at 12:32 pm.

Greene moved to approve minutes of August 30, 2023. Motion seconded by O'Donnell. Approved 8-0-1; Chew abstained.

**Review of Working Document and Assign Responsibilities and Deadlines**

The group discussed the new trash and recycling bid they received that could potentially save the town a significant amount of money and would need to revise the report with the new information. Talked about including a recommendation to look into reducing the amount of waste. Discussed including an explanation of what capital is and how it impacts the budget and mentioning the capital planning committee in the report. Discussed the guiding tenets for the Task Force and writing them based on the methods the group chose. Group reviewed the completed parts of the draft document and talked about potential revisions to the sections. Discussed budget impacts and efficiencies and what should be included. Discussed which areas need additional information and who will work on them. Talked about including a bar chart showing the town's property tax and state aid revenue and comparing it to benchmark communities.

**Plan for October 18<sup>th</sup> Presentation to Select Board, School Committee, and Finance Committee**


The group discussed the best location to hold the presentation at either Millennium or Stonybrook auditorium. Discussed continuing to work on the report and to meet next week and discuss the presentation plan.

**Future Activities**

The task force members agreed to meet again on Wednesday October 4<sup>th</sup>, 2023.

Meeting adjourned at 1:58 pm.

A full recording of the meeting is available online.

  
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Tom Clay, Budget Task Force Chair