

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, October 4, 2023**

Attendees:

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

Administrative actions:

Clay called meeting to order at 12:31 pm.

Young moved to approve benchmarking & efficiency working group minutes of July 17th, 2023. Motion seconded by Greene. Unanimously approved.

O'Donnell moved to approve minutes of September 5th, 6th, & 13th, 2023. Motion seconded by Greene. Approved 9-0-1, Kohl abstained.

Review of Working Document and Assign Responsibilities and Deadlines

The group reviewed the executive summary that is a one-page document highlighting some of the key results and recommendations and discussed revisions. Talked about the guiding tenants and amending them to be more in line with the fact driven approach the group took. Discussed going through the whole document in the next day or two and seeing if there are any comments or suggestions that should be added.

Plan for October 18th Presentation to Select Board, School Committee, and Finance Committee

Talked about having a 12-15 slide presentation that highlights some of the key results and recommendations of the report. Talked about including a reflection of the work from the task force and mentioning the review of fees and ensuring vendors are notified of our bids should be an ongoing practice.

Future Activities

The task force members agreed to meet again on Wednesday October 11th, 2023.

Meeting adjourned at 1:13pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair