

**TOWN OF WESTFORD
BUDGET TASK FORCE
BENCHMARKING AND EFFICIENCY SUBCOMMITTEE**

MEETING MINUTES
Monday July 17, 2023
Location: Remote Meeting

Members Present: Kristina Greene, Kristen Las, Jenny Lin, Amy Lundquist, Valery Young
Members Absent: Vlbhu Jain
Guests Present: None

Greene has a list of tentative questions to ask peer communities and would like any feedback on what to ask in the interviews with counterparts. Plan is to interview Acton, Chelmsford, Reading, Westborough — communities that we compete with for home buyers, communities on Town and School market list, and that match us in population and per capita.

Greene then walked the members through her benchmarking analysis of town departments or services, including Recreation, Health, Council on Aging, Police, Fire, Ambulance, Dispatch, DPW, Trash and Recycling, Health Insurance. Greene explained her data collection methodology and explained many of the difficulties, stemming from the organizational and reporting differences between communities.

Members discussed each department's budgets and FTE count, how Westford compares, and what differences in services between the communities that could explain different expenses or staffing. Any potential areas for highlights or opportunities were noted for inclusion in the final report.

Las left the meeting at 1:30pm.

Young MOVED and Greene SECONDED to adjourn at 1:40pm. Approved unanimously.