

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Tuesday, September 5, 2023**

Attendees:

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

Administrative actions:

Clay called the meeting to order at 12:33 pm.

Prepare for the Strategic Planning Retreat to be held at Kimball Farms on September 7, 2023

The group reviewed and discussed revisions to the opening speech that will be given at the beginning of the strategic planning retreat. They reviewed and discussed revisions to the handouts for the facilitators and for the handouts on the tables. The group talked about the future budget shortfalls the town will face and how to present that. They talked about reviewing the information on the website to ensure the additional support is available and accurate. They also talked about asking each table how they feel about the levels of service they receive. Lastly, they discussed going through the handout to highlight several areas for talking points for the facilitators to mention and are able to have discussions about within the timeframe.

Future Activities

The task force members agreed to meet again on Wednesday September 6th, 2023.

Meeting adjourned at 1:59pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair