

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, September 13, 2023**

Attendees:

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

Administrative actions:

Clay called meeting to order at 12:32 pm.

O'Donnell moved to approve minutes of August 16th & 23rd, 2023. Motion seconded by Greene. Unanimously approved.

Recap Discussion from the Strategic Planning Retreat Held on September 7, 2023

The group discussed and reviewed the feedback and questions received from the attendees of the strategic planning retreat. They talked about making sure there is an explanation in the final report about how proposition 2 ½ works.

Update Regarding Town Efficiencies (KDL)

Las provided an update about some of the potential town efficiencies. She talked about sharing services with other communities, regionalizing services, consolidating tasks that might involve multiple departments, hours of operation, review fees & permits, and reorganize positions. She discussed trash & recycling changes, reviewing ambulance service & fees, financial analyst on recreation offerings, integrate town & school facilities department, review health insurance options, fueling all town vehicles at DPW garage, and servicing more vehicles at the DPW garage.

The group discussed identifying which potential items would have the most significant impact.

Review of Working Document and Assign Section to Budget Task Force Members

The group discussed reviewing the document for sections that are missing text and trying to start filling those sections in before the next meeting.

Future Activities

The task force members agreed to meet again on Wednesday September 20th, 2023.

Meeting adjourned at 1:45 pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair