

**TOWN OF WESTFORD  
BUDGET TASK FORCE MINUTES  
Wednesday, October 18, 2023**

**Attendees:**

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

**Administrative actions:**

Clay called meeting to order at 12:32 pm.

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

The group discussed some of the initial feedback they've received since releasing the report. They talked about the presentation order and who will be presenting each slide. The group reviewed each slide and made revisions and added additional information where necessary.

**Reflections on the Budget Task Force Process**

The group talked about how to inform the public about the budget challenges the town will be facing in the coming years, and it was discussed that the group could have additional meetings or make short informative videos to help inform the public. The group decided to wait and see what the other committees/boards suggest at the meeting tonight for their future tasks.

Young moved to approve minutes of October 11<sup>th</sup>, 2023. Motion seconded by O'Donnell. Approved unanimously.

**Future Activities**

The task force members agreed to meet again on Wednesday October 25<sup>th</sup>, 2023.

Meeting adjourned at 1:37pm.

A full recording of the meeting is available online.



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Tom Clay, Budget Task Force Chair