

**TOWN OF WESTFORD
BUDGET TASK FORCE MINUTES
Wednesday, August 23, 2023**

Attendees:

Dan O'Donnell, Erika Kohl, Kristina Greene, Chris Chew, Shana Farnsworth, Valery Young, Vibhu Jain, Jenny Lin

Administrative actions:

Young called meeting to order at 12:32 pm.

Greene moved to approve minutes of August 8, 2023. Motion seconded by O'Donnell. Approved 7-0-1; Kohl abstained.

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

The group reviewed and discussed the strategic planning retreat plan. They discussed removing the school feasibility study from the budget challenges list since it's a capital item. They talked about the general limitations of municipal budgeting including state aid, local revenue, and taxation. They discussed creating a graphic showing the allocation of new growth and the overall budget allocation among town departments and school department. Lastly, they talked about using DESE information to show the school's allocation of the budget and compared it to other market communities DESE data.

Update from Budget Challenges / New Revenue Sources Working Group

Kohl and O'Donnell gave an update on the Monte Carlo tool and discussed some of the various scenarios for each of the budget challenges. The group talked about formatting the data to show a summary of the budget challenges so it's easier for the public to understand.

Update from Benchmarking / Efficiency Working Group

Young provided an update and talked about having discussion with the school leadership group.

Review Input Received from the Public

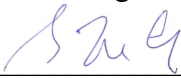
Kohl presented the feedback from the public and created a summary of the comments. The group reviewed the public feedback and discussed going through the comments and seeing if any additional research is needed on the topics.

Future Activities

The task force members agreed to meet again on Wednesday August 30th, 2023.

Meeting adjourned at 1:58 pm.

A full recording of the meeting is available online.



Tom Clay, Budget Task Force Chair