

**TOWN OF WESTFORD  
BUDGET TASK FORCE MINUTES  
Wednesday, August 30, 2023**

**Attendees:**

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

**Administrative actions:**

Young called 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 the prompt questions for the retreat. Discussed revisions to the questions. Discussed asking the attendees on their thoughts on the level of services the town provides and if there are any areas they think should be increased or reduced.

Chew talked about some of the potential consequences the schools would face without a budget increase such as increased class sizes, increased fees, reduced class offerings, staff reductions, reduced support interventions, and reduced extracurricular activities.

Las talked about some of the impacts the town side would face without a budget increase. Some potential impacts for public safety could be reduced staff, fewer police patrols, ambulance services could see increased call times. Senior services and social workers time could be reduced. Library hours/staffing could be reduced. DPW services could be impacted, and capital projects might be postponed. Potential reduction in trash services.

Group discussed consolidating the town and school potential impacts and including them on the handout for the retreat. Talked about including benchmarking data for the town departments and DESE benchmarking data for the schools on the handout to show how Westford compares to other communities.

**Discuss Next Public Presentations**

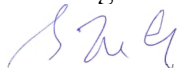
Group discussed having a second public forum in October.

**Future Activities**

The task force members agreed to meet again on Tuesday September 5, 2023.

Meeting adjourned at 1:34pm.

A full recording of the meeting is available online.

  
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Tom Clay, Budget Task Force Chair