

**WESTFORD SPECIAL SELECTBOARD MEETING  
TOWN OFFICE & ZOOM  
JULY 3rd, 2024**

**Present:**

Holly Delisle (Town Admin)	Maria Barden (Minute Clerk)	Bill Cleary (SB Chair)	
Casey Mathieu (SB Member)	Pat Haller (SB Member)	Deb Jorschick (SB Member)	Wendy Doane (SB Member)

**Guests:** *No guests.*

**EXECUTIVE SESSION: PERSONNEL**

Bill made a motion to find that premature public knowledge of matters relating to personnel would put the town at a significant disadvantage. Casey seconded. Motion passed 5-0

Bill made a motion to enter executive session for matters related to personnel at 7:45 a.m. and to invite Holly Delisle and Mark Letorney to attend. Casey seconded. Motion passed 5-0.

Bill motioned to exit executive session at 8:08a.m. Casey seconded. Motion passed 5-0.

No action was taken.

**The meeting was called to order at 8:08a.m. and was held in person and via Zoom.**

Bill called the meeting to order and thanked the public for their patience as the meeting was scheduled to begin at 8a.m. The executive session topic needed more time to consider. Bill introduced the meeting, then called for a motion to adjourn to a time and place certain. The public meeting will resume at 8:40a.m. Deb seconded. Motion passed 5-0.

Bill made a motion to find that premature public knowledge of matters relating to personnel would put the town at a significant disadvantage. Casey seconded. Motion passed 5-0

Bill made a motion to enter executive session for matters related to personnel at 7:45 a.m. and to invite Holly Delisle and Mark Letorney to attend. Casey seconded. Motion passed 5-0.

Bill motioned to exit executive session at 8:52a.m.

No action was taken.

**The meeting was called to order at 9:00a.m. and was held in person and via Zoom.**

**Changes to the agenda**

*No changes to the agenda.*

**Public Comment (Items not on the agenda)**

*No Public Comment.*

**SET MUNICIPAL TAX RATE**

**H. Delisle** created a spreadsheet with Ron Rodjenski (See attached.)

**H. Delisle** discusses the budget spreadsheet and what is included. There is a proposed \$50,000 unassigned fund balance use. While crafting the budget the Selectboard had indicated that it might be used to reduce the tax rate. Previously, they've separated the town and highway rates. For the time being Holly has split the unassigned fund balance use in half, \$25,000 to town and \$25,000 to highway.

**H. Delisle** discusses the only thing they can adjust is the unassigned fund balance of \$50,000. The State set the homestead rate for 2025 at \$1.7458 and non-homestead at \$1.8858.

**The SB** discusses the tax rate and their thoughts. They directed Holly to remove the \$50,000 to see what the rate would be. They discuss the difference in rate between keeping the \$50,000 and changing it to \$25,000, then taking the unassigned fund balance contribution out completely.

**The SB** discusses Holly being advised by Carl Rogers and others not to use unassigned fund balance to paydown the taxes because it may cause problems in the future.

**H. Delisle** discusses the better way to do it would be to set up a vote on town meeting day to have a tax stabilization reserve fund to put extra money aside for this.

**The SB** weighs the pros and cons of keeping \$50,000 or not; the SB comes to an agreement to not apply unassigned fund balance to reduce the tax rate.

\$0.7401 will be the tax rate without any influx from the general fund.

**Motions**

*B. Cleary motions to approve tax rate of 0.7401.*

*C. Mathieu Seconds, Motion passes 5-0.*

*Meeting Adjourned at 9:30 a.m.*

Respectfully Submitted,

Bill Cleary, Chair  
Selectboard

Maria Barden  
Minute Clerk

ADOPTED THIS 11 TH DAY OF JULY 2024.


**WESTFORD SELECTBOARD**

  
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William Cleary, Chair

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Patrick Haller

  
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Casey Mathieu

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Deb Sawyer Jorschick

  
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Wendy Doane