

**WESTFORD SPECIAL SELECTBOARD MEETING
TOWN OFFICE & ZOOM
NOVEMBER 19, 2024**

Present: Bill Cleary
Casey Mathieu
Pat Haller

Holly Delisle
Deb Jorschick

Guests: *No guests.*

The meeting was called to order at 9:05 a.m. The meeting 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.

Budget Workshop

Holly introduced the draft budget and explained the format for the Selectboard members who had not been through a Westford budget process before. Bill requested to begin with the projected revenues. Holly explained the changes projected for FY26 which included an increase in the Delinquent Taxes section and a reduction in the Planning & Zoning section. An overall decrease of 1.95% is projected in this initial review.

Holly reviewed the draft expense budget next. She explained that this is a first draft using the specific requests that the boards, commissions, departments & organizations requested with no changes. Expenses in the Administration section are increasing overall due to inflation, Salary adjustments and an increase to the Admin Capital Reserve Fund. Other notable increases were in the Planning & Zoning section to reflect changes in personnel, and Town Office Building & Property due to an expected increase in the town mowing contract after it goes to bid in FY26. An overall increase in expenses for Administration is projected at 2.20% after this first review.

Highway expenditures are projected to increase by 5.50% overall in this first review due primarily to an increase in capital fund appropriations for paving, salary adjustments, a new truck to be purchased in FY26, and increased equipment repair costs.

The Selectboard determined several adjustments to salary increases and donations & miscellaneous.

The initial overall budget is projected to increase by 4.55% after adjustments that were made during this first round of review.

Meeting Adjourned at 10:59 a.m.

Respectfully Submitted,


Bill Cleary, Chair
Selectboard

ADOPTED THIS 5 TH DAY OF DECEMBER 2024.


WESTFORD SELECTBOARD



William Cleary, Chair




Patrick Haller



Casey Mathieu



Deb Sawyer Jorschick



Wendy Doane