



TOWN OF WESTFORD
Budget Task Force
TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Wednesday, May 31, 2023

1:00 PM

Meeting will be held virtually, link to access the meeting is below:

<https://westfordma-gov.zoom.us/j/89527594987>

1. 1:00 PM **Call to Order**
2. 1:02PM **Introductions**
3. 1:05PM **Election of Chair, Vice Chair and Clerk**
4. 1:10PM **Review Charge of the Budget Task Force**
5. 1:15PM **Review Sample Documents**
6. 1:30PM **Review Potential Comparable Committees**
7. 1:40PM **Discuss Website Content**
8. 1:50PM **Next Steps**
 - i. Outline of process moving forward
 - ii. Schedule next meeting date
9. 2:00PM **Adjournment**

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to totmaa@westfordma.gov