



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

**MEETING AGENDA**

Friday, June 16, 2023

12:30 PM

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

[https://westfordma.gov.zoom.us/webinar/register/WN\\_uZnQAJ6tTqm77mp8mj-bOg](https://westfordma.gov.zoom.us/webinar/register/WN_uZnQAJ6tTqm77mp8mj-bOg)

1. 12:30 PM **Call to Order**
2. 12:32 PM **Approval of Minutes – June 7, 2023**
3. 12:35 PM **Review Potential Comparable Communities**
4. 12:45 PM **Review Proposed Changes to Outline of Report**
5. 1:00 PM Review Draft Timeline proposed by Staff
  - i. Discuss questionnaire, department interviews, updates to Boards and Committees, and Public Forums
6. 1:20 PM **Review Structure of the Budget Task Force Website**
7. 1:25 PM **Next Steps**
  - i. Schedule next meeting dates
8. 1:30 PM **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 [tmaa@westfordma.gov](mailto:tmaa@westfordma.gov)*