



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, September 13, 2023

12:30 PM

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

[https://westfordma-gov.zoom.us/webinar/register/WN\\_MkxaCfHTRqKI7gbCcJvDDQ](https://westfordma-gov.zoom.us/webinar/register/WN_MkxaCfHTRqKI7gbCcJvDDQ)

1. 12:30 PM **Call to Order**
2. 12:32 PM **Approval of Minutes**  
August 16, 2023  
August 23, 2023
3. 12:32 PM **Recap Discussion from the Strategic Planning Retreat Held on September 7, 2023**
4. 1:00 PM **Update Regarding Town Efficiencies (KDL)**
5. 1:10 PM **Review of Working Document and Assign Section to Budget Task Force Members**
6. 1:45 PM **Review Action Items for Draft Schedule**
7. 1:55 PM **Schedule Future Meetings**
8. 2:00 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).*