



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 27, 2023

12:30 PM

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

[https://westfordma-gov.zoom.us/webinar/register/WN\\_zg2f44PSRXClc6L5sV7E1A](https://westfordma-gov.zoom.us/webinar/register/WN_zg2f44PSRXClc6L5sV7E1A)

1. 12:30 PM **Call to Order**
2. 12:32 PM **Approval of Minutes**  
July 17, 2023 Benchmarking & Efficiency Working Group  
August 30, 2023
3. 12:35 PM **Review of Working Document and Assign Responsibilities and Deadlines**
4. 1:10 PM **Plan for October 18<sup>th</sup> Presentation to Select Board, School Committee, and Finance Committee**
5. 1:20 PM **Review Action Items for Draft Schedule**
6. 1:25 PM **Schedule Future Meetings**
7. 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).*

*Town of Westford*

*All members of the public are invited to a Zoom meeting.*

*When: Sep 27, 2023 12:30 PM Eastern Time (US and Canada)*

*Topic: Budget Task Force*

*Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet:*

*[https://westfordma-gov.zoom.us/webinar/register/WN\\_zg2f44PSRXC1c6L5sV7E1A](https://westfordma-gov.zoom.us/webinar/register/WN_zg2f44PSRXC1c6L5sV7E1A)*

*Registration requires only that you provide a name and E-mail address.*

*After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.*

*Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>.*

*Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT, or by the Town.*

*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).*