



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, October 4, 2023

12:30 PM

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

[https://westfordma-gov.zoom.us/webinar/register/WN\\_3emvHwgRSjmsw0zfaqUXYw](https://westfordma-gov.zoom.us/webinar/register/WN_3emvHwgRSjmsw0zfaqUXYw)

1. 12:30 PM **Call to Order**
2. 12:32 PM **Approval of Minutes**  
July 17, 2023 Benchmarking & Efficiency Working Group  
September 5, 2023  
September 6, 2023  
September 13, 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).*