



**TOWN OF WESTFORD  
TOWN and SCHOOL SAFETY TASK FORCE**

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

**MEETING AGENDA**

Wednesday, January 23, 2019

10:00 AM

Front Training Room

Fletcher 1 Fire Station

65 Boston Road

1. 10:00 AM **Approve December 19, 2018 & January 4, 2019 meeting minutes**
2. 10:05 AM **Assign primary contacts for town and school to work with Guidepost**
3. 10:10 AM **Meet with Guidepost to discuss scope of work and wellness/mental health included in the Town and School Facilities and Procedures Security Risk Assessment Request for Proposals**
4. 10:40 AM **Discuss adjustments to timeline for deliverables**
  - a. Preliminary assessment report to task force
  - b. Target date for presentation to joint boards
  - c. Final report due
  - d. Presentation to task force
  - e. Presentation to Board of Selectmen/Schools
5. 11:00 AM **Set up next meeting date**
6. 11:05 AM **Other business**
7. 11:10 AM **Adjournment**