



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

**MEETING AGENDA**

Tuesday, September 5, 2023  
12:30 PM

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

[https://westfordma.gov.zoom.us/webinar/register/WN\\_ZQuyRsXPQKaI4W3CINp50Q](https://westfordma.gov.zoom.us/webinar/register/WN_ZQuyRsXPQKaI4W3CINp50Q)

1. 12:30 PM **Call to Order**
2. 12:32 PM **Prepare for the Strategic Planning Retreat to be held at Kimball Farms on September 7, 2023**
3. 1:25 PM **Update from Benchmarking / Efficiency Working Group**  
Review Potential Efficiencies
4. 1:35 PM **Update from Budget Challenges / New Revenue Sources Working Group**
5. 1:45 PM **Review Action Items for Draft Schedule**
6. 1:55 PM **Schedule Future Meetings**
7. 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).*