



TOWN OF WESTFORD
PERSONNEL ADVISORY COMMITTEE
TOWN HALL
55 MAIN STREET
WESTFORD, MASSACHUSETTS 01886
Telephone (978) 399-2915 Fax (978) 399-2571

MEETING TIME: January 20, 2026 - 11:00 AM - Hybrid Meeting

TO: Personnel Advisory Committee

DATE: January 12, 2026

FROM: Pam Hicks, Director of Human Resources

RE: Notice of Meeting and Meeting Agenda

HYBRID MEETING:

Meeting To Be Held in Conference Room B at Town Hall & Via Zoom (link below)

MEETING AGENDA:

1. Recap of October 2025 Town Meeting.
2. Proposed Management Analyst Position – Review job description and Pay Band placement on the Pay Classification Plan.
3. Other issues/concerns not reasonably anticipated by the Chairs 48 hours prior to the meeting.
4. Adjourn.

Join Zoom Meeting:

<https://westfordma-gov.zoom.us/j/88294635558?pwd=tRWLgRqV6lzofAe8jV8Dzo8eqhJGDY.1>

Time: Jan 20, 2026 11:00 AM Eastern Time (US and Canada)

Meeting ID: 882 9463 5558

Passcode: 905347