



**Town of Halifax  
Wage and Personnel Board  
Halifax, Massachusetts 02338**

**May 10, 2018  
Meeting Minutes**

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Selectmen's Meeting Room, 499 Plymouth Street, Halifax, Massachusetts.

**PRESENT FROM THE BOARD:** Diane Ruxton, FINCOM Rep, Chair; Kim Roy, BOS Rep.; Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

**OTHERS PRESENT:** Jean Gallant, Charlie Seelig, Sandy Nolan

The meeting was called to order at 6:30pm.

The meeting minutes of April 26, 2018 will be revised and reviewed at the next meeting.

The following Change of Status forms were approved:

Maria Bumpus – Library – Length of service increase – COC attached

**Correspondence received:**

The Board received and reviewed a Budget status report dated April 30, 2018.

**New Business:**

Ms. Roy introduced the Board to Samantha Spencer who will be assisting them with research as an intern. Ms. Spencer will be working on Tuesday and Thursdays from 9:00am to 3:30pm. The Board welcomed Ms. Spencer and are looking forward to working with her.

The Board reviewed Ms. Roy's and Ms. Ruxton's presentations to be presented at the Annual Town Meeting. Ms. Roy analyzed the benchmark town salary data figures provided by Ms. Vogt. Ms. Vassel has also been contacting benchmark towns researching what their annual non-union wage increase was.

The Board would like to meet with Department Heads to review the proposed employee job descriptions received from Mr. Jacobs. The Library Director will be the first Department Head they will be meeting with. Mr. Seelig will forward all of Mr. Jacob's electronic job descriptions to Ms. Vogt for distribution. The Board will decide which departments to meet next at the May 24<sup>th</sup> meeting. Ms. Vogt will send the proposed and current job descriptions to Ms. Gallant.

The Board will revise the Employee Handbook adding the Pregnant Workers Fairness Act. Ms. Vogt will send Ms. Cole an updated electronic copy.

**Items for the next agenda:**

Job description review  
Reclassification study

**Executive Session (none at this time)**

It was unanimously voted to adjourn the meeting at 7:54pm. The next meeting is scheduled for May 24, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary