



**Town of Halifax
Wage and Personnel Board
499 Plymouth Street,
Halifax, Massachusetts 02338**

April 26, 2017 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, Chair; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

OTHERS PRESENT: Sandy Nolan; Charlie Seelig; Marie Coady; Linda Cole; Nate Coombe

The regular meeting was opened at 6:00 p.m.

Don Jacobs was in attendance to discuss his latest research on the reclassification study. He provided the Board with proposed salary ranges and explained the spreadsheet data. Ms. Ruxton questioned why position point ratings were changed from his initial findings. Mr. Jacobs explained he made changes to positions after consulting with employees to review job descriptions and also from feedback from Mr. Seelig. Mr. Jacobs is scheduled to meet with Department Heads on April 27, 2017 to receive their feedback on the employee point ratings. The Board also received a revised draft compensation plan broken into six grade levels. An explanation for each grade level was included. The Board would like to see the proposed wage scale broken down into steps instead of ranges. Mr. Jacobs will draft a proposed wage scale with steps and meet with the Board at a future meeting to review.

The following Change of Status forms were received:

Maria Bumpus – Library – Length of Service Increase
Arlanna Snow – Regulatory – New Hire

Correspondence received:

The Board received a memo from the Board of Selectmen advising they have accepted Ms. Ballerini's resignation.

Ms. Ruxton and Ms. Vogt approved the new Wage and Personnel secretary job description and signed the job description acknowledgement form to be returned to Mr. Jacobs.

Items for the next agenda:

Review Warrant Explanations

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 6:55pm. The next regular meeting is scheduled for May 3, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary