



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

## **May 31, 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; Erika Rossini, Barbara Gaynor

The regular meeting was opened at 6:30 p.m.

Mr. Seelig requested that the Board meet in the Selectmen's Meeting Room when meetings take place. Ms. Vogt will post accordingly going forward.

The following Change of Status forms were received:

Melissa Traynor – Highway Department – Resignation

David Aronson – Library – Resignation

Linda McCarthy – Treasurer Office – Length of Service Increase COC attached

Brenda Fitzgerald – COA – Length of Service – COC attached Approved pending approved signature

The following Certificate of Completion forms were received:

Bridget Ricciarelli – Fire Department

Approval of minutes:

The Minutes of April 19, 2017 were reviewed.

**MOTION:** by Ms. Ruxton to approve the minutes of April 19, 2017 as printed.

**SECOND:** by Mr. Millias

**UNANIMOUSLY VOTED**

The Minutes of April 26, 2017 were reviewed.

MOTION: by Ms. Ruxton to approve the minutes of April 26, 2017 as printed.

SECOND: by Mr. Millias  
UNANIMOUSLY VOTED

Correspondence received:

A job posting for a reference librarian was received.

A job posting for a Highway Department Truck Driver was received.

A job posting for a Highway Department Administrative Assistant was received.

A Budget Status Report dated May 16, 2017 from the Town Accountant was received and reviewed.

A memo from the Selectmen's Assistant regarding reorganization of the Board of Selectmen was received.

Appointment 7:00 pm Library Trustees:

Present for the Appointment were:

Jean Gallant, Library Director; Maureen Thayer, Chair; Madeline Flood, Secretary; Ava Grimason, Co-Chair; Meredith Goodwin, Trustee; Ralph Goodwin, Trustee; Marie Coady, Assistant Library Director.

The Trustees thanked the Board for meeting with them and advised that Paul Delaney, Library Trustee was not in attendance this evening. The Trustees wished to discuss the current classification study that is being performed. Before the presentation began, Mr. Millias explained that the study is an ongoing process and no decisions have been made regarding any results.

The Trustees were questioning the following points awarded for the Adult Services Librarian, Reference Librarian, Children's Librarian and Technology Coordinator in the criteria of Education/Knowledge and Judgement. Ms. Gallant explained that points were awarded in these areas by Mr. Jacobs, but were then revised with points being reduced. It is the Trustees' opinion that additional points should be added which would place them in a Level III. (copy of proposal is attached). They also believe that the Library Assistant should be placed in a Level II position. This is also the case with the Assistant Library Director position which the Trustees believe should be a Level IV. Ms. Gallant advised she questioned Mr. Jacobs about the point ratings being lowered in these areas and he did not provide an explanation. The Wage and Personnel Board will be meeting with Mr. Jacobs on June 8<sup>th</sup> and will discuss this with him further. They are interested to see if this has taken place with other Wage and Personnel positions as well. Mr. Seelig requested copies of what the Trustees provided to the Board so he can forward them to Mr. Jacobs to review. The Trustees requested to meet again with the Wage and Personnel Board before they take any votes and make recommendations.

**Items for the next agenda:**

Meeting with Don Jacobs

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

It was unanimously voted to adjourn the meeting at 7:55pm. The next regular meeting is scheduled for June 8, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary