



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

June 14, 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, Marie Coady, Jean Gallant, Maureen Thayer, Madeline Flood, . Don Jacobs

The regular meeting was opened at 6:10 p.m.

The Board met with their 6:00 pm appointment, Don Jacobs. Mr. Jacobs reviewed his memo dated May 26, 2017. It was explained that he revised the Classification Plan Characteristic Chart to include five grade levels instead of the originally proposed six. The memo referenced meetings that took place between himself and department heads and reflected requests and reasons for changes in the classification of several positions. The positions are: Assistant Town Accountant, Library Associates (5), Administrative Assistant to the Fire Chief, Assistant Town Clerk, Van Driver, Administrative Assessor, Administrative Assistant/Recycling Coordinator. The recommendations (agree or disagree) for a change of each position were included in the memo (copy attached). The Board will review the revised Draft Classification Plan and will discuss this further at the next meeting. They will schedule a future meeting with Don after review. Mr. Seelig will send out the revised plan to department heads and ask for their feedback. The feedback is due back to the Board by June 27th. Ms. Ruxton asked if anyone in attendance had any questions. Those in attendance would like to review the material and will present questions at a later date if needed.

Ms. Gallant provided the Board with detailed background information for her Library Associates with regard to their point ratings in the study. The Board will review the information and discuss it at their next meeting.

The following Change of Status forms were received:

Susan Lawless, Asst. Town Clerk, Length of Service Increase
Noreen Callahan, ACO, Length of Service Increase
Bridget Ricciarelli – Call FF, EMT, Length of Service Increase
Angelina Basile – Office Intern, Hired

Correspondence received:

A memo from the Town Accountant with the attached FY18 pay scale was received.
A memo from the Town Accountant with regard to End of Year Cut Off and Carryover Procedures was received
A memo from the Assistant Town Treasurer was received with recommendations of policy additions for the handbook. Ms. Vogt will revise the handbook for future distribution.

**Items for the next agenda:
Reclassification Plan**

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:00 pm. The next regular meeting is scheduled for June 21, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary