



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

**September 27, 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.; Claudia Noble-Cotten, Member; Susan Vogt, Board Secretary

OTHERS PRESENT: Jean Gallant, Library Director; Sandy Nolan, Town Accountant; Susan Lawless, Assistant Town Clerk; Erika Rossini

The meeting was called to order at 5:00 pm.

The Board welcomed their newest member, Claudia Noble-Cotten and thanked her for her willingness to volunteer.

Ongoing Business: Job Description Review

The Board met with their 5:00 pm appointment – Jean Gallant – Library Director. Ms. Gallant attended at the request of the Board to review the job descriptions for her department employees. Ms. Gallant provided the Board with responsibilities and education/experience required for the positions. She also explained the Assistant Library Director position is not actually a position in itself. It is intended to be awarded to an existing member of library staff who, in addition to their daily duties, will cover for the Library Director when she is away from her position for an extended period. A brief explanation followed as to why the position was created. Ms. Gallant noted two of the benchmark towns have an Assistant Library Director. The current Assistant Library Director works 25 hours per week in her daily position. Ms. Gallant also believes that the Library Technician position should be higher than its' current grade, which is a Grade 4. The Board will review the information and score the positions appropriately.

It was decided by the Board once the positions have been scored and leveled, a meeting with all Department Heads and employees will take place advising what Grades each position falls in.

The following Change of Status forms were approved:

Renee Kanash – COA Transportation – New Hire

Gavin Doherty – Fire Department – Resignation
Kendra Kelly – Regulatory - Resignation

New Business:

None

Correspondence:

None

Minutes:

The minutes of September 13, 2018 were approved.

MOTION: by Ms. Roy to approve the minutes of September 13, 2018 as written.

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

Ms. Roy will not attend the October 11th meeting. Ms. Ruxton and Ms. Noble-Cotton will review the By-law and discuss proposed Board Public Hearing items.

Items for the next agenda:

By-Law review
Public Hearing items submitted by the Board

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 6:45 pm. The next meeting is scheduled for October 11, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary