



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

September 20, 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; Erika Rossini, Member; Susan Vogt, Board Secretary

OTHERS PRESENT: Don Jacobs, Charlie Seelig, Sandy Nolan

The regular meeting was opened at 6:30pm.

The Board met with their 6:30 pm appointment Don Jacobs. Mr. Jacobs provided the Board with Draft Classification and Employee Compensation Plan spreadsheets containing 6, 8 and 10 equal steps. Also provided was a revised Classification Plan, and an updated Proposed Salary, Hiring and Market Equity Ranges to FY 2018 Survey Data Proposed Salary Ranges. An explanation for each spreadsheet was provided and discussion followed. It is the Board's opinion that the 8 Step Compensation Plan should be used as no employee would be at their top step. The Board would like to see a spreadsheet as to where each employee would currently be on the proposed 8 step plan. The Board would also like to know how much of a cost increase the proposed "reclassified" rates would cost the Town. Ms. Nolan will provide the data to the Board at the next meeting. At that time the Board will review each employee's salary and adjust any data if needed.

The following Minutes were approved:

The minutes of September 6, 2017.

MOTION: by Ms. Ruxton to approve the minutes of September 6, 2017 as printed.

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The following Change of Status forms were received:

Rob Piccirilli – Building Inspector – Length of Service Increase

The following Certificate of Completion forms were received:

Jean Pitts – Assistant Town Accountant

The following correspondence was received:

A Budget Status Report from the Assistant Town Accountant dated September 12, 2017 was received and reviewed.

A memo from the Town Accountant regarding Authorized Signatures on File was received and signed.

Items for the next agenda:

Reclassification study

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:15pm. The next meeting is scheduled for October 4, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary