



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

## **July 5, 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:** Marie Coady, Jean Gallant, John Shiavone, Maureen Thayer

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

The following Change of Status forms were received:

Jason Crowley – Recycling and Solid Waste – Length of Service increase – COC attached  
Cesar Calouro – IT Technician – Length of Service increase – COC attached  
Deborah Dean – Administrative Assessor – Length of Service increase – COC attached  
Alexander Desharnis – Custodian – New Hire  
Martin Egan – Custodian – New Hire

The following Certificate of Completion forms were received:

Karyn Thompson – Administrative Assistant - Assessor  
Brenda Pettingil – Building Maintenance

Mr. Millias advised the Board that Ms. Thompson has been awarded the position of Administrative Assistant in the Highway Department. Ms. Adduci does not intend on hiring a new employee for the vacant Administrative Assistant position in the Collector's office. She will be restructuring hours and work responsibilities to the existing employees.

Approval of minutes:

The Minutes of June 21, 2017 were reviewed.

MOTION: by Ms. Ruxton to approve the minutes of June 21, 2017 as printed.

SECOND: by Mr. Millias  
UNANIMOUSLY VOTED

Correspondence received:

A job posting for the Building and maintenance department was received.

A memo from the Planning Board dated June 16, 2017 regarding reorganization was received

A memo from the Board of Selectmen dated June 13, 2017 regarding carry over of vacation time for Mr. Seelig was received.

A memo from the Board of Selectmen dated June 28, 2017 regarding the appointment of Erika Rossini to the Wage and Personnel Board was received.

A job posting for the Sealer of Weights and Measures was received.

Forwarded emails from Charlie Seelig:

From Marie Coady dated June 28<sup>th</sup> regarding the reclassification study “questions for Don Jacobs and the Wage and Personnel Board”

From Maureen Thayer dated July 5, 2017 regarding the reclassification study.

From Jean Gallant dated July 5, 2017 regarding “wage and personnel feedback”

From Cathy Miller dated June 28<sup>th</sup> regarding the Water Department Administrative Assistant position/reclassification.

From Marie Coady dated June 30, 2017 regarding the Human Resource position and classification study.

From Marie Coady dated June 29, 2017 regarding the Town of Sterling Classification Study

An email from Charlie Seelig dated June 26, 2017 alerting the Board of a Department Head meeting with Don Jacobs to take place on July 6<sup>th</sup>.

The Board discussed the reclassification study. Mr. Millias reported he had a meeting with Ms. Gallant, Library Director. Ms. Gallant expressed her concern with the change in library staff point ratings that occurred. She felt Mr. Jacobs did not provide her with a clear explanation as to why the ratings were changed. She also is not in agreement with the changes made to the library staff's job descriptions and has not approved the new job descriptions. The Board discussed the process in which the new job descriptions were prepared by Mr. Jacobs. They would like to “take a step back” and review all the current wage and personnel job descriptions on file. They will then compare each job description to the new ones prepared by Mr. Jacobs. The Board will then meet with each Department Head individually and discuss any changes to employee job descriptions. The Board is aware this will take time, but they want to be sure the process is done correctly and fairly. Ms. Vogt will send electronic versions of the current job descriptions on file and she will request Mr. Jacobs do the same. The Board will also postpone the scheduled July 19<sup>th</sup> appointment with Mr. Jacobs. Ms. Thayer of the Library Trustee Board wished to thank the Wage and Personnel Board for the time they are taking on the entire process. The Board is in agreement that the Human Resource position should be removed and not be part of the study going forward.

Mr. Shiavone advised that Karen Trudeau, Tax Assessor has resigned from her position. The position will be posted and the Board of Assessors will begin interviews immediately for a replacement.

**Items for the next agenda:**

Reclassification Study  
Evaluation update

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

It was unanimously voted to adjourn the meeting at 7:22 pm. The next regular meeting is scheduled for July 19, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary