



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

January 10, 2017 Meeting Minutes

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, Chair; Kathy Ballerini, Member; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

ALSO PRESENT: Sandra Nolan, Town Accountant; Charlie Seelig, Town Administrator

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

The Board reviewed the following Change of Status Forms:

Heather Donnelly, Regulatory Secretary, New Hire
Matthew Riggins, Communications Center, Position is now regional
James Malone, Communications Center, Position is now regional
Kevin Doane, Communications Center, Position is now regional
Christopher Sirois, Communications Center, Position is now regional
Emily Morey, Communications Center, Position is now regional
Marion O'Donnell, Communications Center, Position is now regional
Lynette Toohey Library Assistant, Length of Service increase
Judy Sheppard, COA Receptionist, Length of Service increase

The following correspondence was received:

A memo from the BOH listing the meeting dates for 2017 was received.

Ms. Vogt provided the Board with the proposals to be presented at the Public Hearing on January 11th. Due to the fact that there were numerous requests for reclassification of positions, Mr. Seelig suggested the Board put a placeholder in the warrant and consider hiring an independent consultant to perform a classification study for all non-union employees and elected officials. Mr. Seelig will put together a RFP to send out to firms. Once the proposals are received, FINCOM will need to be presented with the information and can issue a reserve fund transfer to fund the study if they are in agreement it should be performed. Mr. Seelig believes the work can be completed in time for the printing of the warrant, which is the first week of April.

The Board approved the Wage and Personnel Budget – Clerical and Expense for FY2018. This will be forwarded to the Town Accountant and FINCOM for approval.

Items for the next agenda:
Public Hearing items

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:40 pm. The next regular meeting is scheduled for January 18, 2017 at 6:30 pm in the Kitchen. The Annual Public Hearing will take place on January 11, 2017.

Respectfully submitted,

Susan Vogt
Board Secretary