



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

February 13, 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; Tom Millias, BOS Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

OTHERS PRESENT: Charlie Seelig, Sandy Nolan; Kim Roy

The meeting was opened at 5:00 pm.

This was a working meeting to discuss the classification and compensation plan proposal.

Ms. Nolan provided the Board with two spreadsheets for their review. Ms. Ruxton advised that she believes the Finance Committee will not support the \$1,000 proposed award to all wage and personnel employees and may possibly not support an across the board wage increase. This is based on the financial outlook for the Town in the next Fiscal year. After a brief discussion the Board is in agreement that it would be best not to bring the proposed classification and compensation plan forward at the Annual Town Meeting. They would prefer to take the time to establish it thoroughly during the next fiscal year and propose it at the May 2019 Town Meeting. The Board would still like to discuss several positions for possible reclassification at this time. This is based on the benchmark feedback Mr. Jacobs provided in the study as well as the requests that were received at the Wage and Personnel Public Hearing in 2017. The positions are Water Superintendent, Board of Health Agent, Building Inspector, Outreach Worker, Recycling Coordinator. Ms. Vogt will contact the benchmark towns and compile salary data for the Board's review.

The following correspondence was received:

A memo from the Water Department requesting their Administrator Assistant be awarded an increase from a Grade 6 step 1 to Grade 6, step 4. The Board will be meeting with the Water Department at their February 28th meeting to discuss this further, per the Water Department's request.

The following Change of Status forms were received:

George Acevich – Van Driver – Length of Service increase – COC attached

The following Certificate of Completion forms were received:

Steven Heath – Fire Department

Items for the next agenda:

Review and discussion of proposed amendments to the wage and personnel by-law.

Review of possible reclassified positions.

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 6:30pm. The next meeting is scheduled for February 28, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary