



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

## **February 7, 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, Chair, FINCOM Rep; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

**NOT PRESENT FROM THE BOARD:** Erika Rossini; Member

**OTHERS PRESENT:** Charlie Seelig, Sandy Nolan; Jean Gallant

The regular meeting was opened at 6:30pm.

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

Ms. Nolan provided the Board with a revised spreadsheet. She reported to the Board that perhaps at this time it would be better to submit ranges for employee salaries at the Annual Town Meeting rather than compile a grade and step plan. She believes long term employees will benefit more if salaries are done this way. If employees are placed a grade step plan, some will benefit more than others. Mr. Millias suggested looking at each individual employee salary and placing them in the range based on Mr. Jacob's data. Each employee would then be awarded a flat dollar amount for an increase. The Board will need to decide how to award increases to unclassified employees. If this proposal were to be approved at the Annual Town Meeting, all increases would be effective on July 1<sup>st</sup>, not on the employee's anniversary.

The following Change of Status forms were received:

Scott Materna – Building Maintenance – New Hire – removed from Training Position  
Andrew Elliott Smith – Building and Maintenance – New Hire  
Dorothy Lamoureux – Administrative Assistant Assessors – Length of Service Increase

### **Items for the next agenda:**

Working meeting to discuss classification and compensation data  
Correspondence

Change of Status

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

It was unanimously voted to adjourn the meeting at 7:45 pm. The next meeting is scheduled for February 13, 2018 in the Kitchen.

Respectfully submitted,

Susan Vogt  
Board Secretary