



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

January 31, 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;

The meeting was opened at 6:30pm.

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

Mr. Seelig advised he spoke with Mr. Jacobs regarding the ongoing classification and compensation plan discussion. He reported Mr. Jacobs suggested that the Board could propose revised salary ranges for employees at this year's Annual Town Meeting and move forward with a grade and step plan in the future. This will give the Board more time to create a plan. Ms. Nolan provided the Board with a revised spreadsheet. She reported that with the way the spreadsheet appears 36 employees would be making less money than if they received a step plus 2% increase. She suggested after placing each employee in their appropriate range, awarding them a fixed dollar amount increase of \$1,000 rather than a percentage. Ms. Nolan will revise the spreadsheet to reflect the \$1,000 award and the Board will discuss this at their next meeting. Ms. Ruxton wished to add that it is possible the Finance Committee would not be in support of the new plan; however, they would like the Wage and Personnel to bring it forward at the Annual Town Meeting anyway.

Mr. Millias suggested that a change be made to the structure of the Wage and Personnel Board. He would like to have the Town Accountant, Town Treasurer, Representative of the Board and Selectmen, Representative of the Finance Committee, and a resident at large make up a Wage and Personnel Advisory Board. He is aware that the change could not take effect until next year as a change in the by-law would need to be proposed.

Items for the next agenda:

Working meeting to discuss classification and compensation data

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:00 pm. The next meeting is scheduled for February 7, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary