



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

September 6, 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: Don Jacobs, Charlie Seelig, Jean Gallant; Sandy Nolan

The regular meeting was opened at 6:30pm.

The Board met with their 6:30 pm appointment Don Jacobs. Mr. Jacobs provided the Board with Proposed Salary Ranges to FY2018 Survey Data, Proposed Hiring Ranges to FY2018 Survey Data, and Town of Halifax Proposed Classification and Compensation Salary Range Schedule. An explanation for each spreadsheet was provided and discussion followed. The Board requested Mr. Jacobs provide a Draft Classification Schedule with 6, 8 and 10 steps for their review. The Board will meet with Mr. Jacobs at 6:30pm on September 20th to review the proposed schedule.

The following Minutes were approved:

The minutes of July 19, 2017 were reviewed.

MOTION: by Ms. Ruxton to approve the minutes of July 19, 2017 as printed.
SECOND: by Mr. Millias
UNANIMOUSLY VOTED

The minutes of August 2, 2017 were reviewed.

MOTION: by Ms. Ruxton to approve the minutes of August 2, 2017 as printed.
SECOND: by Mr. Millias
UNANIMOUSLY VOTED

The minutes of August 23, 2017 were reviewed.

MOTION: by Ms. Ruxton to approve the minutes of August 23, 2017 as printed.

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The following Change of Status forms were received:

Joy Firth – Communications Center – Retirement

Mathew Tucker – Communications Center – Termination of Position

James Malone – Communication Center – Termination of Position

Taylor St. Pierre – Library – Resignation

Derek Coveney – Fire EMT – Re evaluation of existing job

David Hathaway – Water Department – Length of Service Increase

The following Certificate of Completion forms were received:

David Hathaway – Water Department

Sandra Nolan – Accountant

Rob Piccirilli – Building Inspector

The following correspondence was received:

A job posting for a Water Department Administrative Assistant was received.

A job posting for a Reference Librarian was received.

Items for the next agenda:

6:30 pm appointment with Don Jacobs

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 5:45 pm. The next meeting is scheduled for September 20, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt

Board Secretary