



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

August 23, 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

The regular meeting was opened at 4:00pm.

The Board met with their 4:00 pm appointment Don Jacobs. Mr. Jacobs provided the Board with a revised Town of Halifax, MA Rating Chart. The Board discussed positions moved from a Grade Level III to a Grade Level IV. The positions were Administrative Assessor, Heavy Equipment Operator (Water), Water Treatment Operator, Outreach Coordinator and Recycling Coordinator. The Board reviewed the current job descriptions for these positions and agreed the Level 4 grade is where the positions should be. The position of Library Assistant was also reviewed as it was originally a Level 1 and is now a Level 2. Ms. Gallant explained the Library Assistant's duties and the Board reviewed the job description on file. They were in agreement that the position should be a Level 2. Ms. Vogt wished to remind the Board that Ms. Miller of the Water Department, and Mr. Calouro, IT Specialist requested to meet with the Board to discuss their current Grade Level assignments. The Board will be in touch with them with a meeting time at a later date. Mr. Jacobs will provide the Board with benchmark salary data and will also include data from local towns as well. The Board will meet with Mr. Jacobs on September 6, 2017 at 4:30pm.

The following Change of Status forms were received:

David Moore, Sealer of Weights and Measurer – New Hire
Holly Merry – Principal Assessor – New Hire
Robert Beary – Call FF/EMT B – New Hire

The following Certificate of Completion forms were received:

Gerry Elliott – Director of Bldg. Maintenance

Cathleen Drinan – BOH Agent

Margaret Selter – Administrative Assistant

The following correspondence was received:

The Board approved renewing the MMPA dues for FY18.

A budget status report dated July 26, 2017 was received.

Items for the next agenda:

4:30 pm appointment with Don Jacobs

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 5:40 pm. The next meeting is scheduled for September 6, 2017 at 4:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt

Board Secretary