



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

August 2, 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: Charlie Seelig,

The regular meeting was opened at 4:00pm.

The Board met with their 4:00pm appointment John Shiavone from the Board of Assessors. Present for 4:00pm appointment were Sandy Nolan and Barbara Gaynor. Mr. Millias attended the appointment as a representative of the Board of Selectmen. Mr. Shiavone advised that Holly Merry was the successful candidate for the vacant Principal Assessor position. Background was provided on Ms. Merry's experience. She also served on the Halifax Board of Assessors. The Board of Assessors is requesting that Ms. Merry's starting wage be a Grade 10, Step 4. Mr. Shiavone advised that Ms. Merry is employed by the Town of Kingston as Assistant Assessor. Her current salary for the Town of Kingston is higher than what a Grade 10, Step 4 position equates to. After a brief discussion, the following vote was taken:

MOTION: by Ms. Ruxton to approve the starting salary for Holly Merry to be Grade 10, Step 4
SECOND: by Ms. Rossini
VOTED

The appointment concluded at 4:15 pm. The Board then started the posted working meeting. Mr. Seelig and Mr. Millias provided the Board with a copy of a proposed Rating Chart. Mr. Seelig and Mr. Millias explained the new chart was based on feedback given to Mr. Jacobs from Mr. Seelig, Mr. Millias and Ms. Nolan. The Board reviewed each level position on the chart and would like to review job descriptions on file for the following: Library Assistant, Administrative Assistant – Recycling, Outreach Coordinator. The Board would like to post for a "Working meeting" on August 16th at 4:00pm. They do not want to meet with Mr. Jacobs until they have reviewed the job descriptions of those listed.

The following Change of Status forms were received:

Kathy Garland – Collector’s Office – Promotion
Marc McGarry – Fire - Length of Service Increase
Karyn Thompson – Administrative assistant – Transfer

The following Certificate of Completion forms were received:

Barbara Brenton – COA Director

The following correspondence was received:

A budget status report from the Town Accountant was received and reviewed.

A memo from the Treasurer/Collector was received. Ms. Adduci advised that with the departure of Ms. Thompson and Ms. Garland’s promotion to that position, she will not be hiring a Secretary 2 and will absorb those hours with the remaining employees in her department.

Items for the next agenda:

Working meeting

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 5:35pm. The next meeting is scheduled for August 16, 2017 at 4:00 pm in the Selectmen’s Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary