



**Town of Halifax  
Wage and Personnel Board  
Halifax, Massachusetts 02338**

**April 26, 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; Kim Roy, BOS Rep.; Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

**OTHERS PRESENT:** Jean Gallant, Cathleen Drinan, Charlie Seelig, Sandy Nolan

The meeting was called to order at 6:38pm.

The meeting minutes of March 30, 2018 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes of March 30, 2018 as written.

**SECOND:** by Ms. Rossini

**UNANIMOUSLY VOTED**

The following Change of Status forms were approved:

Brian Kling – Animal Inspector – New Hire

The following Certificate of Completion forms were received:

Marie Coady – Library

**Correspondence received:**

The Board received and reviewed a Budget Status report dated April 10, 2018.

A job posting from the Building and Maintenance Department for seasonal summer help was received.

Ms. Roy advised that she has secured an intern to help with research for the reclassification study. Samantha Spencer is a student at Bridgewater State University. Her intern hours will be 9:00am-3:30pm on Tuesdays and Thursdays. Ms. Roy will be assisting Ms. Spencer and will accompany her to benchmark towns to help with compiling her research. She will have Ms. Spencer meet the Board at a future meeting.

The Board will reorganize at the July 12, 2018 meeting.

Ms. Ruxton asked what the Board's feelings were on the reclassifications that were voted approved and were placed on the Article for the Annual Town Meeting. Ms. Roy is not feeling ok with bringing some of the positions forward and not others that may also be entitled. Her belief is it will not pass at the Annual Town Meeting as it might not have the support needed. Charlie advised if the Board no longer wished to support the reclassifications, they could move to pass over or move to amend on Town Meeting floor. Ms. Roy advised she spoke to Mr. Piccirilli about the possibility of that happening and he was understanding of the situation. Ms. Drinan entered the meeting at that time and Ms. Roy invited her to join them as her position was going to be discussed as well. Ms. Roy let Ms. Drinan know that the Board is discussing the possibility of passing over the reclassifications and waiting until the study is thoroughly completed for all the Town employees. Ms. Roy, as she is new to the Board, briefly reviewed Mr. Jacob's reclassification reports including salary data. She was provided copies of the benchmark salary data as well as the Proposed Classification Plan Chart which she will review. The Board did not make a final decision this evening to pass over the reclassifications. The members will each compile information to bring to the next meeting which will reflect what will be presented on Town Meeting floor to the voters regarding each reclassification. It was determined Ms. Roy will present the across the board increase and reclassification portion of the Article at Town meeting. Ms. Roy will work on the figures provided from Ms. Vogt's research for her portion of the presentation.

The Board discussed they will need to review and approve the new job descriptions provided by Mr. Jacobs. They will meet with each Department Head to secure the approval of each employee's job description or modify them if needed. Once approved, they will replace the existing job descriptions.

**Items for the next agenda:**

- Review of reclassification article
- Job description review
- Reclassification study

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

It was unanimously voted to adjourn the meeting at 8:20pm. The next meeting is scheduled for May 10, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary