



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

March 29, 2017 Meeting Minutes

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, Chair; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

NOT PRESENT FROM THE BOARD: Kathy Ballerini, Member

OTHERS PRESENT: Sandy Nolan; Charlie Seelig; Marie Coady; Linda Cole; Jean Gallant; Kim Roy; Don Jacobs.

The regular meeting was opened at 6:00 p.m.

Don Jacobs of DI Jacobs Consulting was present to discuss provide the Board with his Proposed Classification Plan Characteristic Chart as well at the Rating Chart. Copies were provided to all in attendance. Mr. Jacobs received all the Benchmark salary data from the ten towns and will be able to complete the salary information once the Board has approved the rating chart. He advised he can create a Grade/Step plan similar to what is in place now, or a Range plan with high and low ranges listed. The Grade/Step plan will have fewer steps than what is in place now. The Board would like to look over the Ratings and will let Mr. Jacobs know if they feel any changes should be made. They would like to meet with him next week to go over the salary information and at that time will decide if the information can be brought forward at the Annual Town Meeting in May. The Board is concerned that there will not be enough time for the study to be completed properly due to their article being due to the BOS next week. Mr. Jacobs advised he has not met with Department Heads to review the employee job descriptions so the Rating Chart could possibly change. He stated he did not believe he needed to meet with all the Department Heads so the meetings should not take a large amount of time.

Items for the next agenda:

Reclassification Plan – 6:00pm meeting with Don Jacobs.

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:20 pm. The next regular meeting is scheduled for March 30, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary