



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

**September 13, 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.; Susan Vogt, Board Secretary

OTHERS PRESENT: Rob Piccirilli, Building Inspector; Sandy Nolan, Town Accountant; Charlie Seelig; Town Administrator; Susan Lawless, Assistant Town Clerk; Claudia Noble-Cotten

The meeting was called to order at 6:35pm.

Ongoing Business: Job Description Review

The Board met with their 6:45 pm appointment – Rob Piccirilli, Building Inspector. Mr. Piccirilli attended at the request of the Board to review the job descriptions for his department employees. Mr. Piccirilli provided the Board with responsibilities and education/experience required for the positions. The Board will review the information and score the positions appropriately.

The Board will meet with the Library Director at the September 27th meeting. Ms. Vogt will schedule the appointment.

The Board met with their 7:15pm appointment – Claudia Noble-Cotten. Ms. Noble Cotten was in attendance to discuss her Talent Bank form expressing interest in joining the Wage and Personnel Board. Ms. Noble-Cotten provided the Board with her professional experience and is interest in volunteering for the Town. Ms. Ruxton and Ms. Roy then gave a brief explanation of the Board's duties and responsibilities. Ms. Noble-Cotten will meet with the Board of Selectmen at the September 25th meeting to discuss her appointment to the Board.

The following Change of Status forms were approved:

David Hathaway – Water Department – Length of Service increase – COC attached
Kathleen Garland – Treasurer/Collector Administrative Assistant – COC attached
Kerry Landers – COA Receptionist – Resignation
Richard Crespi, III – Permanent Intermittent Police Officer Trainee- New Hire

The following Certificate of Completion forms were received:

Keith Badore – Water Department
Holly Merry - Principal Assessor

New Business:

None

Correspondence:

A Talent Bank form from Adrienne McDougall was received.
A Talent Bank form from Kimberly King was received
A Talent Bank form from Claudia Noble-Cotten was received
A job posting for a part time summer laborer was received.
A budget status report from the Town Accountant’s office dated August 10, 2018 was received.
A budget status report from the Town Accountant’s office dated September 13, 2018 was received.
A memo from the Town Accountant requesting Authorized Signatures was received.
A job posting for the Finance Committee Secretary was received.
A job posting for the Police Chief was received.
A job posting for the COA Receptionist/Transportation Coordinator was received.

Minutes:

The minutes of August 7, 2018 were approved.

MOTION: by Ms. Roy to approve the minutes of August 7, 2018 as written.

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

Items for the next agenda:

Job description review
Reclassification study

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:40pm. The next meeting is scheduled for September 27, 2018 in the Selectmen’s Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary