



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

November 29, 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, Sandy Nolan

The regular meeting was opened at 6:30pm.

The following Minutes were approved:

The minutes of November 1, 2017.

MOTION: by Ms. Ruxton to approve the minutes of November 1, 2017 as printed.

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The following Change of Status forms were received:

Keith Pontes – Call FF EMT – Length of Service Increase – COC attached

Abigail Dubrawski – Call FF EMT – New Hire

Evan McSherry – Call FF EMT – New Hire

Reid Broderick – Cal FF EMT – New Hire

The following Certificate of Completion forms were received:

Theresa Renaud – Regulatory

The reclassification study was discussed. Ms. Nolan provided the Board with a revised spreadsheet listing 6, 8 and 10 steps. A brief explanation followed. The Board discussed the information and it was determined they would like to move forward with an 8-step plan and also approve the Draft Classification Plan dated September 20, 2017 as proposed by Mr. Jacobs. Ms.

Nolan will revise the spreadsheet to reflect only the 8 step figures and send it to the Board prior to the next meeting. Mr. Seelig reported that 99% of the Wage and Personnel employees will benefit better under the new plan. The following vote was taken:

MOTION: by Ms. Ruxton to approve the Draft Classification Plan dated September 20, 2017.

SECOND: by Mr. Millias
UNANIMOUSLY VOTED

MOTION: by Mr. Millias to compile an 8-Step Wage Scale for Wage and Personnel employees to be presented at the Annual Town Meeting.

SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board met with their 7:00 pm appointment – Cesar Calouro – IT Specialist. Mr. Calouro provided the Board with his current job description as well as a copy of the proposed new description from Mr. Jacobs. He explained that his current position has grown from what the original description is. His new job description as proposed by Mr. Jacobs requires the position to hold a Bachelors or Associates degree. Mr. Calouro believes the work he is performing currently should be considered that of a Department Head. The Board did not agree with Mr. Calouro's assessment and explained that Mr. Seelig is his Department Head. Mr. Calouro asked if the Board would ever consider the position as that of a Department Head. The Board explained not at this time and if the matter were to be brought before them, it would need to be based on a recommendation. Mr. Calouro was under the impression he was "rated" as a Department Head in a prior Draft Compensation Plan. The Board reviewed all of the submitted plans and explained to Mr. Calouro that the IT Specialist was never rated at a Department Head level. Mr. Calouro thanked the Board for their time and expressed how satisfied he working in his position at the Town.

The Board reviewed the Public Hearing items they would like to bring forward at the meeting. Ms. Vogt will compile a list for Ms. Ruxton to present.

The following correspondence was received:

A job posting for the Building Inspector was received.

A Budget Status Report from the Assistant Town Accountant dated November 22, 2017 was received.

Items for the next agenda:

Reclassification study meeting with Department Heads

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:00pm. The next meeting is scheduled for December 13, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary