



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

## **November 1, 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 October 18, 2017.

**MOTION:** by Ms. Millias to approve the minutes of October 18, 2017 as printed.

**SECOND:** by Mrs. Ruxton  
**UNANIMOUSLY VOTED**

The following Change of Status forms were received:

Frank Sullivan – COA Van Driver – Length of service increase – COC attached

Christine Tompkins – Van Driver – Length of Service increase – COC attached

Judy Sheppard – Receptionist – Retirement

Joanne Harris – Reference Librarian – New Hire

Stacey Beshers – Children's Librarian – Length of Service increase – COC attached

Richard Wright – Custodian – Length of Service increase – COC attached

The Board will conduct the Annual Public Hearing on January 10, 2018 in the Great Hall. Ms. Vogt will send a memo to Department Heads letting them know. The Board will put together a list of items they would like to bring forward at the hearing.

The following correspondence was received:

The Board received a request from Kathy O'Neil, the newly hired Administrative Assistant at the Water Department. Ms. O'Neil is requesting she receive longevity and vacation credit for past service to be prorated based on hours of service. She was employed part time by the Town in August of 1999 through July of 2009. The total hours of service over that period were 6,274 which would equal three full time years. The Board discussed Ms. O'Neil's request and they agreed that Ms. O'Neil left the employ of the Town of Halifax almost nine years ago. Board members felt too long of a period had gone by since she was employed by the Town and will not grant her request. The By-law states you cannot ask for past credit for longevity but does not reference anything in the vacation portion. The Board would like to revise this portion of the By-law and will mention this at the Annual Public Hearing. Ms. Vogt will let Ms. O'Neil know of the Board's vote.

MOTION: By Ms. Ruxton to deny the request of Ms. O'Neil to receive longevity and vacation credit for past service.

SECOND: By Ms. Rossini  
UNANIMOUSLY VOTED

The reclassification study was discussed. Ms. Nolan provided the Board with a revised spreadsheet. A brief discussion followed and it was determined Ms. Nolan will revise the spreadsheet with hourly rates for distribution and discussion at the Department Head meeting on November 7<sup>th</sup>. She believes it will be clearer for the Department Heads to review if the hourly rates are listed rather than annual salaries. Ms. Rossini asked if perhaps the increases could be larger in the beginning and end of the wage scale and less with the steps in between. Ms. Nolan reported that 1/3 of the Wage and Personnel employees will receive a larger increase than 2% if the revised wage scale was approved at the ATM.

#### **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 7:10pm. The next meeting is scheduled for November 7, 2017 at 2:00 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary