



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

October 18, 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: Don Jacobs, Charlie Seelig, Sandy Nolan

The regular meeting was opened at 6:30pm.

The Board met with their 6:30 pm appointment – Gerry Elliott – Director of Building Maintenance. Mr. Elliott explained he is in the process of replacing a maintenance custodian and has been interviewing for the position. The position was posted in July for 14 days. He received 9 resumes. He provided the Board with a copy of the job posting as well as a memo explaining his request. Of the 9 resumes received, two applicants had maintenance experience which Mr. Elliot believes is needed for the position. Mr. Elliott has a candidate he would like to offer the position to, however he was told by the applicant that a starting salary of a Grade 4, Step 1 was too low. Mr. Elliot is requesting the applicant be hired at a Grade 4, Step 5. Currently the duties are being performed by summer help and a part time worker while the position is vacant. Ms. Rossini asked why the position was only posted for two weeks and believes it should have been posted for a longer period of time. Mr. Elliot replied that interviewing is a time-consuming task and to post longer would mean he would need to interview applicants for the posted period of time. He offered to post the position again if the Board requested. Ms. Ruxton is concerned that hiring a new employee at a step 5 would put them a step under what the other maintenance custodian who has been there for many years is making. It was pointed out by Mr. Elliott that the applicant is being compensated for experience he is bringing to the position if he were hired at a Step 5. He requested that the applicant start at a Step 5 and move to a Step 6 in 6 months. The Board is not in favor of the 6-month increase. After a brief discussion, the following vote was taken:

MOTION: by Ms. Ruxton that the Maintenance Custodian be hired at a starting rate of a Grade 4, Step 5

SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The following Minutes were approved:

The minutes of September 20, 2017.

MOTION: by Ms. Ruxton to approve the minutes of September 20, 2017 as printed.

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The following Change of Status forms were received:

Kathleen O'Neil – Water Department – Administrative Assistant – New Hire

Jayne Pierce – Fire Department – Length of Service Increase

William Palma – Full time Paramedic – Change to Call LT Paramedic

The following Certificate of Completion forms were received:

Rose Ruel -Library -

The following correspondence was received:

A Budget Status Report from the Town Accountant dated October 11, 2017 was received and reviewed.

A job posting for a Reference Librarian was received.

A memo from the Town Clerk regarding Open Meeting Laws was received.

The Board discussed the reclassification study. Don Jacobs was in attendance to discuss his research with the Board. Ms. Nolan provided the Board with two spreadsheets: Payroll Proposal for FY19 and a Grade/Step – Level/Step comparison data sheet. It reflected it would cost taxpayers an additional \$21,703.68 if the proposal was approved at the Annual Town Meeting. This amount is over what a 2% COLA would have cost taxpayers so the total increase would be \$67,139.30. The Board reviewed the data and requested Ms. Nolan revise the spreadsheets to reflect salary amounts without longevity figures included. They would also like a spreadsheet prepared for FY18 and FY20. Ms. Nolan will send the revised spreadsheet to the Board prior to the next meeting. The Board would like to schedule an informational meeting with the Department Heads, Don Jacobs and themselves for November 7th at 2:00pm. Ms. Vogt will contact Mr. Seelig so he can schedule the meeting with the Department Heads.

November meeting dates will be: November 1st 6:30pm, November 7th, 2:00pm and November 29th, 6:30pm.

Items for the next agenda:

Reclassification study

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:00pm. The next meeting is scheduled for November 1, 2017 at 6:30 pm in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary