



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

## **January 18, 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; Kathy Ballerini, Member; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

**ALSO PRESENT:** Sandra Nolan, Town Accountant; Charlie Seelig, Town Administrator

The regular meeting was opened at 6:30 p.m.

No Change of Status or Certificate of Completion forms were received.

The Board met with their 7:00pm appointment Keith Swanson – Water Department Superintendent.

Mr. Swanson discussed his submitted public hearing request to provide a stipend for an on-call water department employees. He explained it would be for 148 hours per week and there would not be one specific employee who would be on call. There are 3 certified employees for the treatment plant and one employee for distribution. The water department operator/laborers would each have the responsibility to be on call at one time. Mr. Swanson explained that other towns are paying more to on call employees. Mr. Seelig would like to reach out to Town Counsel to be sure that this would be an available to Water Department employees and would not pertain to other departments as well. Mr. Seelig will get in touch with the attorney and provide feedback to the Board. The Board would like Ms. Vogt to reach out to comparable towns to see if they provide a stipend or have an on-call system.

Mr. Seelig updated the Board on the proposals received for the Classification Study. He received two so far and hopes to have a few more. FINCOM will have the opportunity to review the information on Monday. Mr. Seelig requested that Wage and Personnel post a meeting for Monday as well so they can discuss the matter at the FINCOM meeting, if needed. Ms. Vogt will also post a meeting for Wednesday, January 25<sup>th</sup>, in case the Board will need to have an additional meeting.

Ms. Ruxton asked if there was any feedback from W&P employees with regard to doing away with the merit increase. Ms. Nolan advised she has had no feedback at all.

The Board would like to meet with Gerry Elliot and Sandra Nolan at the next meeting to discuss their Hearing proposals. Ms. Vogt will schedule the meetings.

**Items for the next agenda:**  
Public Hearing items

**Executive Session (none at this time)**

It was unanimously voted to adjourn the meeting at 7:17 pm. The next regular meeting is scheduled for February 1, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt  
Board Secretary