



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

## **February 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; 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.

### **Approval of Minutes:**

The minutes of December 21, 2016 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes dated December 21, 2016 as printed.  
**SECOND:** by Mr. Millias  
**UNANIMOUSLY VOTED**

The minutes of January 10, 2017 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes dated January 10, 2017 as printed.  
**SECOND:** by Ms. Ballerini  
**UNANIMOUSLY VOTED**

The minutes of January 11, 2017 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes dated January 11, 2017 as printed.  
**SECOND:** by Ms. Ballerini  
**UNANIMOUSLY VOTED**

The minutes of January 18, 2017 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes dated January 18, 2017 as printed.  
**SECOND:** by Mr. Millias  
**UNANIMOUSLY VOTED**

The Board reviewed the following Change of Status Forms:

Dillon Riley – Call FF EMT – Length of Service increase  
Keith Pontes – Call FF EMT – New Hire

The following certificate of Completion forms were received:

Richard Ferguson – Fire Department  
Shamus Ricciarelli – Fire Department

The following correspondence was received:

A memo from Karen Trudeau, Principal Assessor was received. Ms. Trudeau explained that she has hired a candidate for the vacant Administrative Assistant position and would like to offer a starting wage rate of a Grade 6, Step 2 or 3 instead of the customary Step 1. The memo explained that the candidate has many years of prior experience in an assessor's office and is an exceptional candidate. The Board would like to meet with Ms. Trudeau at the February 15<sup>th</sup> Wage and Personnel meeting to discuss this further.

The Board met with their 7:00 pm appointment Gerry Elliott – Director of Building Maintenance

Mr. Elliott discussed his proposed public hearing submission which requested a stipend of \$1,200 annually be awarded to him for receiving a hoisting license. Mr. Elliott explained that he obtained the license in April and is the only employee in the Building Maintenance Department to hold one. He added that he recently learned the state requires by law that anyone operating the department hoist should hold a license. Mr. Elliott believes he should be awarded the annual stipend as he attended the course as well as paid for the license on his own. The cost of the license was approximately \$500. The Board asked if any other Town employees receive a stipend for a hoisting license. Ms. Nolan advised that some highway and water department employees have a license but they are not give stipends. Mr. Elliott stated that no one else in his department will be operating the hoist nor will anyone be obtaining a license. Mr. Millias asked if a stipend is approved for Mr. Elliott's license would employees in other departments who currently hold the same license also be eligible for a stipend? Mr. Seelig believes that if one employee receives a stipend for a hoisting license it is possible that all the employees who hold this license could be eligible, if using a hoist is a job requirement. The Board will discuss this further and let Mr. Elliott know of their decision.

The Board met with their 7:30 pm appointment – Sandy Nolan - Present for the appointment were Sandra Nolan, Linda Cole, Pam Adduci, Barbara Gaynor, Susan Lawless, Jean Pitts. Ms. Nolan was invited to discuss her Public Hearing proposal for the establishment of a Human Resources Director. She proposed the position as a Grade 10 for 24 hours per week office time with an additional 2 hours per week for evening meetings – 26 weekly hours' total.

Ms. Cole provided the Board with a current job description for the Assistant Treasurer position as well as a proposed breakdown of what duties she believes the Human Resource Director

would perform that the Assistant Treasurer is currently doing. Ms. Cole explained that she currently works 28 hours per week as the Assistant Treasurer and she is doing 60% H/R work, 40% Assistant Treasurer work. If the Assistant Treasurer duties were transferred to an H/R Director, 4 of the 28 hours would remain in the Treasurer's office. Ms. Adduci explained these duties would be absorbed by the current employees, no additional hiring would be needed. Ms. Nolan explained that if the position is assigned a Grade 10 the difference in cost would be \$7,500 which includes expense budget. Ms. Ruxton asked if Ms. Cole or Ms. Nolan checked to see if the benchmark Towns employ and H/R Director. Ms. Cole replied that it is mixed and done differently in each town. Ms. Nolan feels that an H/R Director is needed, to help with employee matters like reviews, interviews, exit interviews and that more employees are retiring as well. Ms. Nolan requested that the proposed Human Resources Director job description be reviewed by the Independent Consultant. The Board will discuss this further at a future meeting. They will let Ms. Nolan know of their decision.

**Items for the next agenda:**

- Principal Assessor meeting
- Fire Chief meeting
- Library Trustee meeting
- Public Hearing items

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

It was unanimously voted to adjourn the meeting at 8:00pm. The next regular meeting is scheduled for February 15, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt  
Board Secretary