



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

March 30, 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; Tom Millias, BOS Rep; Kathy Ballerini, Member; Susan Vogt, Board Secretary

OTHERS PRESENT: Sandy Nolan; Charlie Seelig; Linda Cole

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

The following Change of Status Report was received:

Peter Hogan – Call FF EMT - Resignation

Approval of Minutes:

The Minutes of March 15, 2017 were approved with changes.

MOTION: by Ms. Ruxton to approve the minutes of March 15, 2017 with changes
SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

The Minutes of March 22, 2017 were approved with changes.

MOTION: by Ms. Ruxton to approve the minutes of March 22, 2017 with changes
SECOND: by Mr. Millias
UNANIMOUSLY VOTED

The Minutes of March 29, 2017 were approved.

MOTION: by Ms. Ruxton to approve the minutes of March 29, 2017 as written.
SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

The Board voted on the following Public Hearing items:

1. Revise Section 35-12 Membership:
- C) Notwithstanding the provisions of Subsection, A, in the event that there are only **two** appointed members on the Wage and Personnel Board, a member of the Board of Selectmen **or** a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such member is to be designated by their respective board.

MOTION: by Ms. Ruxton to revise Section 35-12, Letter C, of the Wage and Personnel By-law.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

2. Revise Section 35-17 Increases so that the employee evaluation ratings coincide with the ratings on the new evaluation form:
Above Average: Consistently fulfills job requirements and extends contributions beyond them; regularly meets and sometimes exceeds goals. Satisfactory: Consistently meets minimum job requirements but makes limited effort beyond them; adequate achievement of goals.

MOTION: by Ms. Ruxton to revise Section 35-17, Increases, of the Wage and Personnel By-law.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

3. Remove the merit award portion of the by-law Section 35.17, Increases, Letter C, Any employee who currently receives merit compensation will be “grandfathered” in.

MOTION: by Ms. Ruxton to remove the merit award Section 35-17, Increases, Letter C of the Wage and Personnel By-law.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

4. Increase the longevity award in the By-law. The Board discussed various amounts of increase and the following vote was taken.

MOTION: by Ms. Ballerini to revise the longevity portion of the Wage and Personnel By-law as follows:

35-21. Longevity.

- A. Effective July 1, 2007, a full-time/part-time employee who qualifies for the Plymouth County Retirement System, who has worked consistently without a break

in service due to resignation or termination will be paid longevity compensation on the anniversary of his/her employment hire date according to the following schedule:

Years of Full-Time Service Completed (20 to 40 hours per week)	Compensation (per year)	Years of Part-time Service Completed (under 20 hours per week)	Compensation (per year)
10 through 14 years	\$ 520.00	10 through 14 years	\$ 250.00
15 through 19 years	\$ 750.00	15 through 19 years	\$ 350.00
20 through 24 years	\$ 1,000.00	20 through 24 years	\$ 500.00
25 through 29 years	\$ 1,250.00	25 through 30 years	\$ 625.00
30 years and thereafter	\$1,500.00	30 years and thereafter	\$ 750.00

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

5. A memo from John Campbell, Chairman Municipal and School Building Committee dated November 18, 2016 requesting an annual stipend of \$1,200 for the Director of Building Maintenance Hydraulic License.

The Board is in agreement the employee should be compensated for classroom and licensing costs, however should not be receiving an annual stipend for possessing the license. This license requirement will be included in the new job description and as part of the reclassification study results.

MOTION: by Ms. Ruxton to deny the request from the Municipal and School Building Committee to award an annual \$1,200 stipend for a Hydraulic License for the Director of Building Maintenance.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

6. The Board discussed and voted on the following requests from the Fire Chief:

- A. The modification of Chapter 35 Section 17B of the By-law to read. Any employee who has been at the maximum step on his/her schedule for five years may, upon recommendation of their department head, be considered for a merit increase to be acted upon at the Annual Town Meeting. Said merit increase to be no more than 5% of the employee's base salary.

This request was denied as the Board voted to remove the merit portion in the Wage and Personnel By-law.

MOTION: by Ms. Ruxton to deny the request from the Fire Chief to amend the merit portion of the Wage and Personnel By-law

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

B. A 5% merit increase for Patricia Forrstrom.

This request was denied as the Board voted to remove the merit portion in the Wage and Personnel By-law.

MOTION: by Ms. Ruxton to deny the request from the Fire Chief to award a merit increase for Patricia Forrstrom.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

C. Modify Appendix a Group Extra C Extra Details to read “Extra Details to outside contractors (not town related details) are to be paid a two-hour minimum at an hourly rate of \$50.00 an hour. Details for the Town of Halifax shall be paid based upon the employee’s regular rate.

The Board is in agreement that this request should be included in the Article.

MOTION: by Ms. Ruxton to Modify Appendix a Group Extra C Extra Details to read “Extra Details to outside contractors (not town related details) are to be paid a two-hour minimum at an hourly rate of \$50.00 an hour. Details for the Town of Halifax shall be paid based upon the employee’s regular rate.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

D. Classify the position of Administrative Assistant to the Fire Chief at a Grade 7. After discussion, the Board voted to deny all requests for reclassifications received at the Public Hearing. They feel that the classification study being performed will not be completed in sufficient time to properly address all the reclassification requests that were received at the Public Hearing. Mr. Millias suggested that perhaps any recommendations can be brought forward for vote at a Special Town Meeting in September. Mr. Seelig said it was possible, but reminded the Board that department budgets need to be voted on at the ATM in May. Ms. Vogt will draft a memo to Department Heads letting them know of the Board’s decision.

MOTION: by Ms. Ruxton to deny all requests for reclassifications received at the Annual Public Hearing in January.

SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

7. A memo from the Board of Water Commissioners dated December 22, 2016 requesting the establishment of an on-call system for outside Water Department employees.

The Board would like to discuss this further with Mr. Swanson at the next meeting. They would also like to review the current job descriptions on file before making a decision. Ms. Vogt will schedule a meeting for April 4th with Mr. Swanson.

8. A memo from the Town Accountant dated December 28, 2016 requesting the establishment of a Human Resource Director position.

The Board discussed the proposed position with Ms. Cole and Ms. Nolan. It was stated that this position would be for a total of 28 hours at a Grade 10. Ms. Ruxton asked Ms. Cole how much time is currently spent on Human Resource duties. Ms. Cole estimates it is 60-65% on a regular basis. If the position were approved, 4 hours of her daily duties would remain in the Treasurer's office. This would also give the HR Manager time to focus on employee matters such as continuous education. The Board believes the position should be called Human Resource Manager.

MOTION: by Ms. Ballerini to recommend the establishment of a Human Resource Manager to be Classified as a Grade 10.
SECOND: by Mr. Millias
UNANIMOUSLY VOTED

9. The Board will recommend an across the board wage increase of 2% for all Wage and Personnel employees.

MOTION: by Ms. Ruxton to recommend a 2% across the board wage increase for all Wage and Personnel employees.
SECOND: by Ms. Ballerini
UNANIMOUSLY VOTED

Items for the next agenda:

Review of Draft Article
Classification Study Data
Keith Swanson – Water Dept. Superintendent

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:10 pm. The next regular meeting is scheduled for April 4, 2017 at 6:00 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary