



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

## **March 15, 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; Susan Vogt, Board Secretary

**NOT PRESENT FROM THE BOARD:** Kathy Ballerini, Member;

**OTHERS PRESENT:** Sandy Nolan, Town Accountant; Charlie Seelig, Town Administrator.

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

Approval of Minutes:

The minutes of March 8, 2017 were approved.

**MOTION:** by Ms. Ruxton to approve the minutes of March 8, 2017 as printed.

**SECOND:** by Mr. Millias

**UNANIMOUSLY VOTED**

A Budget Status Report dated March 15, 2017 was received and reviewed.

The Board briefly discussed the following Public Hearing Items:

- 1. The 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 does not believe that the \$1,200 stipend should be added to the By-law however Mr. Elliott should be allowed to receive reimbursement for the license and expense accrued to acquire the license. This is how it is handled in the Highway Department. They would like to review the Reclassification Plan to be sure that the salary data for the position reflects the requirement for the hoisting license. They will make a final determination and vote at a future meeting.

2. **The request from the Fire Chief 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.**

Ms. Vogt reminded the Board that the Chief is requesting the hourly amount because this is what the contract firefighters receive. The Board will vote on this at a future meeting.

3. 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 reviewed Attorney Gillman’s feedback on the matter. They will make a decision on this request at a future meeting when Ms. Ballerini is present

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

Ms. Vogt provided the Board with her research on the position. None of the “ten towns” employ a Human Resources Director. Two have Human Resource Clerks that have similar duties to the Halifax Assistant Treasurer with a similar pay rate. Ms. Ruxton questioned if the position were approved at Town Meeting and Ms. Cole received the position, who would become the Assistant Town Treasurer, as this is a statutory position? Mr. Millias stated that the Assistant Town Collector would also be given the position of Assistant Town Treasurer and no new hiring would occur. The Board would like to review the salary data from the Reclassification Plan and discuss this matter at a future meeting.

#### **Items for the next agenda:**

##### **Reclassification Plan meeting with Don Jacobs**

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

It was unanimously voted to adjourn the meeting at 730pm. The next regular meeting is scheduled for March 22, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt  
Board Secretary