

TOWN OF HALIFAX

Annual Town Meeting
Quorum 100

May 13, 2013

As Voted
Present 127
Guests 11

HALIFAX ELEMENTARY SCHOOL

Moderator John Bruno called the meeting to order at 7:40 p.m. Town Clerk Barbara J. Gaynor read the Call to the Meeting which was followed by the Pledge of Allegiance. Chairman of the Board of Selectmen, Kim Roy spoke as did Chairman of the Finance Committee Gordon C. Andrews, Principal Assessor Suzan Duggan and Superintendent of Silver Lake, John Tuffy.

ARTICLE 1 Vote to hear and act on the reports of the Town Officers and Committees.

Board of Selectmen – Kim Roy

Passed Unanimously

John Bruno moved to suspend the Annual Town Meeting and take up the continuance of Special Town Meeting dated April 8, 2013. Passed Unanimously. We adjourned at 7:52 p.m.

We reconvened at 8:03 p.m.

John Bruno moved to suspend the Annual Town Meeting and take up the Special Town Meeting of May 13, 2013. Passed Unanimously. We adjourned at 8:05 p.m.

We reconvened at 8:45 p.m.

ARTICLE 2 Voted to amend the Wage and Personnel By-Law as recommended by the Wage and Personnel Board.

- 1) Recommend the Sealer of Weights and Measures salary be increased to \$2,300.

Passed Unanimously

- 2) In Chapter 35, Section 17 - Increases, replace the following:

- B. Performance evaluations for all employees must be conducted annually in writing and a Certificate of Completion must be provided to the Wage and Personnel Board.

With the following:

- B. Performance evaluations for all employees must be conducted annually in writing and a Certificate of Completion must be provided to the Wage and Personnel Board. All original performance evaluations are to be forwarded to the Treasurer's Office to be kept in the employee's Personnel file.

Passed Unanimously

- 3) In Chapter 35, Section 17 - Increases, remove the following:

- D. Employees with a 5th step in their wage scale move to that step only after one full year at Step 4 and a written recommendation for the move from the Department Head or appointing authority and the approval of the Wage and Personnel Board.

Passed Unanimously

- 4) In Chapter 35, Section 18 - Promotions; Change of Position, remove the following:

- C. Employees with steps in their wage scale may move to the last step in their grade only after one full year from their anniversary date at the next-to-last step in that grade and a written recommendation for the move from the Department Head or appointing authority and the approval of the Wage and Personnel Board.

And add the following:

- D. If the appointing authority for a position approves the temporary appointment or hire of an interim employee for the following positions, Town Administrator, Police Chief, Fire Chief, Principal Assessor, Town Accountant, Water Superintendent, Inspector of Buildings, Library Director, Head Maintenance Custodian, Health Agent, COA Director, Highway Surveyor, Town Clerk, Town Treasurer/Collector, the salary for that interim employee shall be 10% less than the elected official salary, or 10% less than the Step 1 of the Grade for that non-elected position.

- E. Existing reclassified positions do not need reposting due to reclassification.

Passed Unanimously

- 5) In Chapter 35, Section 21.3 - Mileage Reimbursement, replace the following:

Mileage reimbursement for private vehicles used by Town employees while on Town business shall be the standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes set by the Internal Revenue Service (IRS). The mileage reimbursement rate shall be the IRS rate in effect on the date the mileage costs were incurred.

With the following:

Mileage reimbursement for private vehicles used by Town employees while on Town business shall be the standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes set by the Internal Revenue Service (IRS). The mileage reimbursement rate shall be the IRS rate in effect on the date the mileage costs were incurred. The number of miles is calculated using the distance shown on a recognized map service (i.e. MapQuest), from the employee's residence or the employment address, to the training/meeting site, whichever creates a shorter distance.

Passed Unanimously

- 6) In Chapter 35, Section 22.1 Grades, Grade 4, replace the following:

(4) Dog Officer.

With the following:

(4) Animal Control Officer

Passed Unanimously

- 7) In Chapter 35, Section 27-A, Vacation Leave, replace the following:

(1) For less than one full year of service, an employee must work two full calendar months to be eligible to receive his/her

accrual. Vacation accrual will commence on the first day of the month following two full calendar months of employment.

With the following:

- (1) For less than one full year of service, an employee must work two full calendar months to be eligible to use his/her accrual.

Passed Unanimously

- 8) In Chapter 35, Appendix A, Section V - Classes and Rates, Group B. Police Department (Non-Union Personnel), replace the following:

Chief's Clothing Allowance	\$700 Annually
Special Duty Officer	Same rate as Permanent Intermittent Patrolman
Police Matron	Same rate as Full-Time Dispatcher

Any POLICE MATRON who has left her place of employment after having completed work on her regular shift who is called back to work shall be paid for all hours worked with a minimum guarantee of three (3) hours pay for each instance of call-back, except where the call-back hours run into the employee's next regular shift, in which case the employee will be paid for all hours worked with no three (3) hour guarantee.

With the following:

Chief's Clothing Allowance	\$700 Annually
Special Duty Officer	\$21.85 per hour
Police Matron	\$16.01 per hour

Any POLICE MATRON who has left her place of employment after having completed work on her regular shift who is called back to work shall be paid for all hours worked with a minimum guarantee of three (3) hours pay for each instance of call-back, except where the call-back hours run into the employee's next regular shift, in which case the employee will be paid for all hours worked with no three (3) hour guarantee. Any Police Matron who is currently employed in another position at a higher rate of pay within the Town

of Halifax shall receive their regular grade and step wage rate.
Police Matrons are not eligible for step increases.

Passed Unanimously

- 9) In Chapter 35, Appendix A, Section V – Classes and Rates, Group D. Other Public Safety, replace the following:

Dispatcher-Trainee	Massachusetts minimum wage
Part-Time Civilian Dispatcher	Same rate as full-time Civilian Dispatcher

Any PART-TIME DISPATCHER who is required to work more than 10 consecutive hours in any 24 hour period will be paid T ½ for all hours worked beyond 8 hours if, and only if, they receive less than 4 hours notice of the requirement that they continue working into the next shift.

With the following:

Dispatcher-Trainee	Massachusetts minimum wage
Part-Time Civilian Dispatcher	See Wage Scale in Appendix A, Grades and Steps

Any PART-TIME DISPATCHER who is required to work more than 10 consecutive hours in any 24 hour period will be paid time and one-half for all hours worked beyond 8 hours if, and only if, they receive less than 4 hours notice of the requirement that they continue working into the next shift.

Passed Unanimously

- 10) In Chapter 35, Appendix A, Grades and Steps, after Administrative and Clerical and before Fire Department add the following:

Communications Department – Part Time Dispatchers					
	Step 1	Step 2	Step 3	Step 4	Step 5
Part Time Dispatchers	\$16.01	\$16.61	\$17.21	\$18.21	\$18.76

There shall be a shift differential for Part Time Dispatchers working 4:00 p.m. to 12:00 midnight and 12:00 midnight to 8:00 a.m. of \$1.00 per hour.

Passed Unanimously

- 11) In Chapter 35, Section 22.1 J(3) – Grades, Unclassified, Fire Department, replace the following:
- (3) Fire Department
- (a) Full-Time Captain (collective bargaining).
 - (b) Full-time Fire Fighter/Emergency Medical Technician (collective bargaining).
 - (c) Call Deputy Chief.*
 - (d) Call Captain.*
 - (e) Call Lieutenant.*
 - (f) Call Emergency Medical Technician. EMT*
 - (g) Call Emergency Medical Technician – Intermediate. EMT-I*
 - (h) Call Emergency Medical Technician – Paramedic. EMT-P*
 - (i) Call Firefighter.*
- *Note: Indicates positions exempt from the Fair Labor Standards Act.

With the following:

- (3) Fire Department
- (a) Full-Time Captain (excluded – contract)
 - (b) Full-Time Fire Fighter/Emergency Medical Technical (excluded – contract)
 - (c) Call Fire Fighter
 - (d) Call Fire Fighter EMT (Emergency Medical Technician)
 - (e) Call Fire Fighter EMT-I (EMT-Intermediate)
 - (f) Call Fire Fighter EMT-P (EMT-Paramedic)
 - (g) Call Lieutenant
 - (h) Call Lieutenant EMT (Emergency Medical Technician)
 - (i) Call Lieutenant EMT-I (EMT-Intermediate)
 - (j) Call Lieutenant EMT-P (EMT-Paramedic)
 - (k) Call Captain
 - (l) Call Captain EMT (Emergency Medical Technician)
 - (m) Call Captain EMT-I (EMT-Intermediate)
 - (n) Call Captain EMT-P (EMT-Paramedic)
 - (o) Call Deputy Chief

- (p) Call Deputy Chief EMT (Emergency Medical Technician)
- (q) Call Deputy Chief EMT-I (EMT-Intermediate)
- (r) Call Deputy Chief EMT-P (EMT-Paramedic)

Passed Unanimously

- 12) In Chapter 35, Appendix A, Grades and Steps, Fire Department, replace the following:

Fire Department

Call Deputy Chief Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

From: \$19.03 \$20.26 \$21.56 \$22.26 \$23.67 \$24.39

To: \$19.41 \$20.67 \$21.99 \$22.71 \$24.14 \$24.88

Call Captain Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

From: \$16.91 \$17.89 \$18.95 \$20.05 \$21.19 \$21.84

To: \$17.25 \$18.25 \$19.33 \$20.45 \$21.61 \$22.28

Call Lieutenant Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

New Section \$16.25 \$17.25 \$18.25 \$19.25 \$20.25 \$21.25

Call Firefighter Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

From: \$15.37 \$16.40 \$17.03 \$17.92 \$18.88 \$19.44

To: \$15.68 \$16.73 \$17.37 \$18.28 \$19.26 \$19.83

Section for EMT-A has been deleted

Call EMT* Step 1 Step 2 Step 3 Step 4

From: \$18.74 \$19.50 \$20.32 \$20.93

To: \$19.11 \$19.89 \$20.73 \$21.35

**This section was previously EMT-D*

Call EMT-I Step 1 Step 2 Step 3 Step 4

From: \$19.32 \$20.12 \$20.94 \$21.58

To: \$19.71 \$20.52 \$21.36 \$22.01

Call EMT-P Step 1 Step 2 Step 3 Step 4

From: \$19.99 \$20.85 \$21.72 \$22.37

To: \$20.39 \$21.27 \$22.15 \$22.82

Sections for Call Scuba Diver and CPR Instructor have been deleted

With the following:

Any employee of the Fire Department as of June 30, 2013 whose wage rate would be lowered by the Grades and Steps schedule for the Fire Department to go into effect on July 1, 2013 shall have his or her wage rate frozen unless there is a general across-the-board wage increase for employees covered under the Wage and Personnel By-Law in which case the wage rate shall be increased by the same percentage as for all other employees.

Fire Department

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Call Firefighter	\$16.73	\$17.23	\$17.75	\$18.28
Call Firefighter EMT	\$18.07	\$18.61	\$19.17	\$19.74
Call Firefighter EMT-I	\$18.40	\$18.96	\$19.52	\$20.11
Call Firefighter EMT-P	\$18.82	\$19.39	\$19.97	\$20.57

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Call Lieutenant	\$18.10	\$18.64	\$19.20	\$19.78
Call Lieutenant EMT	\$19.55	\$20.13	\$20.74	\$21.36
Call Lieutenant EMT-I	\$19.91	\$20.51	\$21.12	\$21.76
Call Lieutenant EMT-P	\$20.36	\$20.97	\$21.60	\$22.25

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Call Captain	\$19.59	\$20.18	\$20.78	\$21.41
Call Captain EMT	\$21.16	\$21.79	\$22.45	\$23.12
Call Captain EMT-I	\$21.55	\$22.20	\$22.86	\$23.55
Call Captain EMT-P	\$22.04	\$22.70	\$23.38	\$24.08

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Call Deputy Chief	\$21.51	\$22.16	\$22.82	\$23.51
Call Deputy Chief EMT	\$23.23	\$23.93	\$24.65	\$25.39
Call Deputy Chief EMT-I	\$23.66	\$24.37	\$25.11	\$25.86
Call Deputy Chief EMT-P	\$24.20	\$24.93	\$25.68	\$26.45

Passed Unanimously

13) Amend SECTION V CLASSES AND RATES AS FOLLOWS:

To:	\$71,193.00	\$72,737.00	\$74,315.00	\$75,929.00	\$77,578.00	\$79,905.00
Holiday	\$3,282.00	\$3,350.00	\$3,424.00	\$3,499.00	\$3,572.00	\$3,679.00
Grand Total	\$74,475.00	\$76,087.00	\$77,739.00	\$79,428.00	\$81,150.00	\$83,584.00

GRADE 14	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$76,582.00	\$78,144.00	\$79,740.00	\$81,368.00	\$83,027.00	\$85,518.00
	\$1,148.73	\$1,172.16	\$1,196.10	\$1,220.52	\$1,245.41	\$1,282.77
To:	\$77,731.00	\$79,317.00	\$80,937.00	\$82,589.00	\$84,273.00	\$86,801.00

Grade "U"
Unclassified

**Administrative and
Fiscal**

Registrar of Voters	From	\$12.23	To	\$12.41
Collection Workers	From	\$11.75	To	\$11.93
Assessing Lister	From	\$11.72	To	\$11.90
Water Inspector	From	\$33.62	To	\$34.12
Parsons Agent	From	\$13,557.00	To	\$13,761.00
Parsons Service Officer	From	\$0.00	To	\$0.00
Assistant Building Inspector	From	\$1,951.00	To	\$1,981.00

Police Department

Special Duty Officers	From	\$21.85	To	\$22.17
Police Matron	From	\$16.01	To	\$16.25

**Communications
Department**

Shift Time Patchers	Step 1	Step 2	Step 3	Step 4	Step 5
From	16.01	16.61	17.21	18.21	18.76
To	16.25	16.86	17.47	18.48	19.04

Grade "U"
Unclassified cont'd

<u>e Department</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
II Firefighter	From	\$16.73	\$17.23	\$17.75	\$18.28
	To	\$16.98	\$17.49	\$18.02	\$18.56
II Firefighter EMT	From	\$18.07	\$18.61	\$19.17	\$19.74
	To	\$18.34	\$18.89	\$19.46	\$20.04
II Firefighter IT-I	From	\$18.40	\$18.96	\$19.52	\$20.11
	To	\$18.68	\$19.24	\$19.82	\$20.41
II Firefighter IT-P	From	\$18.82	\$19.39	\$19.97	\$20.57
	To	\$19.10	\$19.68	\$20.27	\$20.87
		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
II Lieutenant	From	\$18.10	\$18.64	\$19.20	\$19.78
	To	\$18.37	\$18.92	\$19.49	\$20.08
II Lieutenant EMT	From	\$19.55	\$20.13	\$20.74	\$21.36
	To	\$19.84	\$20.44	\$21.05	\$21.68
II Lieutenant IT-I	From	\$19.91	\$20.51	\$21.12	\$21.76
	To	\$20.21	\$20.81	\$21.44	\$22.08
II Lieutenant IT-P	From	\$20.36	\$20.97	\$21.60	\$22.25
	To	\$20.67	\$21.29	\$21.93	\$22.58
		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
II Captain	From	\$19.59	\$20.18	\$20.78	\$21.41
	To	\$19.88	\$20.48	\$21.09	\$21.73
II Captain EMT	From	\$21.16	\$21.79	\$22.45	\$23.12
	To	\$21.47	\$22.12	\$22.78	\$23.47
II Captain EMT-I	From	\$21.55	\$22.20	\$22.86	\$23.55
	To	\$21.87	\$22.53	\$23.20	\$23.90

II Captain EMT-P	From	\$22.04	\$22.70	\$23.38	\$24.08
	To	\$22.37	\$23.04	\$23.73	\$24.44

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
II Deputy Chief	From	\$21.51	\$22.16	\$22.82	\$23.51
	To	\$21.84	\$22.49	\$23.17	\$23.86

II Deputy Chief IT	From	\$23.23	\$23.93	\$24.65	\$25.39
	To	\$23.58	\$24.29	\$25.02	\$25.77

II Deputy Chief IT-I	From	\$23.66	\$24.37	\$25.11	\$25.86
	To	\$24.02	\$24.74	\$25.48	\$26.25

II Deputy Chief IT-P	From	\$24.20	\$24.93	\$25.68	\$26.45
	To	\$24.57	\$25.30	\$26.06	\$26.84

arks & Recreation

Director/Instructor - 2	From	\$18.77	To	\$19.05
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Supervisor	From	\$14.90	To	\$15.12
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Assistant/Instructor 1	From	\$10.50	To	\$10.66
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Life Guard	From	\$13.80	To	\$14.01
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Aide/Helper	MA Minimum Wage
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Recycling Laborer/ Heavy Equipment Operator	From	\$21.08	To	\$21.40
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Cemetery Superintendent	From	\$10,001.00	To	\$10,152.00
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Inspector of Animals	From	\$2,814.00	To	\$2,857.00
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Sealer of Weights and Measures	From	\$2,300.00	To	\$2,335.00
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Passed

ARTICLE 3 Voted to determine the salaries of several elective Town Officers, July 1, 2013 to June 30, 2014 or take any action thereon:

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Moderator	\$200	\$200	\$200	\$200
Town Clerk	\$35,487	\$36,020	\$36,741	\$37,293
Selectmen (ea)	\$1,500	\$1,500	\$1,500	\$1,500
Treasurer-Collector	\$60,798	\$61,710	\$62,945	\$63,890
Assessors (ea)	\$1,500	\$1,500	\$1,500	\$1,500
Highway Surveyor	\$64,501	\$65,469	\$66,779	\$67,781

Proposed by the Finance Committee – Gordon C. Andrews

Passed

ARTICLE 4 Operating Budget.

To determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses to the Town, including debts and interest or take any action thereon.

(SEE NEXT PAGES)

Proposed by the Finance Committee – Gordon C. Andrews