



**Town of Halifax
Wage and Personnel Board
Halifax, Massachusetts 02338**

**October 25, 2018
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, FINCOM Rep, Chair; Kim Roy, BOS Rep.; Claudia Noble-Cotten, Member; Susan Vogt, Board Secretary

OTHERS PRESENT: Jean Gallant, Library Director; Sandy Nolan, Town Accountant; Charlie Seelig; Town Administrator

The meeting was called to order at 6:36pm.

Approval of minutes:

The minutes of September 27, 2018 were approved as written:

MOTION: by Ms. Roy to approve the minutes of September 27, 2018 as written.

SECOND: by Ms. Ruxton

UNANIMOUSLY VOTED

The following Change of Status forms were approved:

Joanne Harris – Reference Librarian – Length of Service increase – COC attached

Richard Wright – Custodian – Length of Service increase – COC attached

Kathleen O'Neil – Water Department – Length of Service increase – COC attached

Kathleen Clark – Regulatory – New Hire

Holly Merry – Principal Assessor – Length of Service increase – COC submitted at last meeting

The following Certificate of Completion forms were received:

Rose Ruel – Library Associate

New Business:

None

Correspondence:

A job posting from the Recycling/Highway department was received.

A copy of an offer of employment letter for the FINCOM Secretary position was received from the Town Administrator.

A budget status report from the Assistant Town Accountant dated October 25, 2018 was received.

An email from Jean Gallant, Library Director dated October 19, 2018 was received.

Ms. Gallant was in attendance and wished to discuss the above referenced correspondence with the Board. She was particularly concerned with the Grievance Procedure that is currently in the By-Law. Ms. Gallant believes there should be a procedure in place to address inappropriate behavior by Town Hall employees toward one another. The Board explained that the Grievance Procedure listed is for any By-law infractions and that the Harassment Policy listed in the Employee Handbook would be the proper policy for those matters. Ms. Ruxton added that the EAP can be called in to help with issues like this as well. The Board will review the Harassment Policy and see if it should be revised any further and perhaps added to the By-law at the Annual Town Meeting. Ms. Nolan suggested Department Heads be trained in this area since there is no Human Resource Director position. Mr. Seelig asked the Board to think about who should be in authority if a harassment claim is brought forward by an employee. It could be the Wage and Personnel Board or the Board of Selectmen. This matter will be brought forward at the Public Hearing in January and discussed further. Ms. Gallant suggested perhaps the Wage and Personnel Board could have a liaison available to discuss matters such as harassment. She thanked the Board for their time

The Annual Public Hearing will take place on January 9, 2019. All items are to be submitted to the Board by December 26, 2018. Ms. Vogt will post the meeting and let Department Heads and Employees know.

Items for the next agenda:

By-Law review

Public Hearing items submitted by the Board

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:20 pm. The next meeting is scheduled for November 8, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary