



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

## **February 28, 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; Tom Millias, BOS Rep.; Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

**OTHERS PRESENT:** Charlie Seelig, Sandy Nolan; Jean Gallant

The regular meeting was opened at 6:30pm.

Mr. Millias advised the Board that Ms. Roy will be the new Selectmen Liaison for the Wage and Personnel Board.

The following Minutes were approved:

The minutes of January 3, 2018 were approved.

**MOTION:** by Mr. Millias to approve the minutes of January 3, 2018 as printed.  
**SECOND:** by Ms. Rossini  
**UNANIMOUSLY VOTED**

The minutes of January 10, 2018 were approved. Ms. Ruxton noted the minutes should be revised stating she was "present from the board".

**MOTION:** by Ms. Ruxton to approve the minutes of January 10, 2018 with change.  
**SECOND:** by Ms. Rossini  
**UNANIMOUSLY VOTED**

The Annual Public Hearing minutes of January 10, 2018 were approved. Ms. Ruxton noted the minutes should be revised stating she was "present from the board".

**MOTION:** by Ms. Ruxton to approve the minutes of January 10, 2018 with change.  
**SECOND:** by Mr. Millias  
**UNANIMOUSLY VOTED**

The minutes of January 31, 2018 were approved.

MOTION: by Ms. Ruxton to approve the minutes of January 31, 2018 as printed.  
SECOND: by Mr. Millias  
UNANIMOUSLY VOTED

The minutes of February 7, 2018 were approved.

MOTION: by Mr. Millias to approve the minutes of February 7, 2018 as printed.  
SECOND: by Ms. Ruxton  
UNANIMOUSLY VOTED

The minutes of February 13, 2018 were approved.

MOTION: by Ms. Ruxton to approve the minutes of February 13, 2018 as printed.  
SECOND: by Ms. Rossini  
UNANIMOUSLY VOTED

The following Change of Status forms were received:

None

The following Certificate of Completion forms were received:

Linda Cole – Assistant Treasurer

The Board met with their 7:00 pm appointment – The Board of Water Commissioners. Mr. Swanson explained to the Board they are requesting their Administrative Assistant receive an increase from a Grade 6 step 1 to a Grade 6 step 4 effective after three months of employment. An updated job description was provided to the Wage and Personnel Board. This job description was approved by Mr. Swanson. Ms. Ruxton asked if the description was the same Ms. O’Neil received when she was hired. Ms. O’Neil explained it was basically the same but she added a few additional details to it. The Water Board believes she is an extremely qualified employee and has adapted to her position and duties quickly. Mr. Swanson explained she was not promised the increase after three months but did tell her they would try and get the increase approved. Mr. Clark wished to state that the additional funds would not be a burden to taxpayers and would not increase water rates. Mr. Millias added requests for increases in pay for new employees before their anniversary date need to be discussed and approved by the Wage and Personnel Board at the time of hiring. The Board will review the job description and vote on the matter at their next meeting. Ms. Vogt will put it on the agenda.

The Board reviewed the data compiled by Ms. Vogt regarding the positions for possible reclassification. The positions are: Building Inspector, Health Inspector, Recycling Coordinator (newly created position for current Recycling Administrative Assistant), Water Superintendent and Outreach Worker. Mr. Millias asked if the Building Inspector hours listed also included zoning enforcement as that is what a large portion of the Building Inspector's job is. Ms. Vogt reported that the Town of Lakeville included zoning enforcement but will clarify with the other benchmark towns. Mr. Millias provided data to the Board which listed proposed increases for each position except outreach worker. He proposed the Building Inspector to increase from a Grade 10 step 5/6 to a Grade 11, step 3, The Health Inspector to increase from a Grade 10 step 6 to a Grade 11, step 3, the Recycling Coordinator would increase from a Grade 6, step 6 to a Grade 7, step 5 and the Water Superintendent would stay at the current rate but given holiday pay for an increase of \$3554. Mr. Seelig explained that the Administrative Assistant at the Recycling Center became responsible for the Recycling Program because the Recycling Committee was no longer supervising it. Also, the Highway Surveyor at the time, Mr. Ralph Hayward and subsequently Mr. Badore, did not oversee it. It then became the Administrative Assistant's primary responsibility. Mr. Seelig did add that Mr. Steve Hayward is becoming more involved with the Recycling Department as he is adjusting to his position as Highway Surveyor.

The Board discussed Ms. Ruxton's proposed by-law language for vacation accrual credit for past employment. The Board will discuss and vote on the language at the next meeting. Ms. Ruxton asked the Board to consider the length of time that would need to be included in the by-law and suggested possibly 2 or 3 years. Ms. Rossini believes the language should read the employee would only be eligible for past time if they were laid off from employment, not if they chose to resign or were terminated.

Ms. Rossini suggested adding to the by-law that an employee who is laid off from a position be offered same position if it becomes available again, before it goes out to public posting. This item will be added to the Annual Public Hearing items for proposal next year.

The following correspondence was received:

A job posting for the Building Maintenance Department was received.

A budget status report from the Assistant Town Accountant dated February 13, 2018 was received.

A memo from Charlie Seelig dated February 22, 2018 requesting a pay rate be established for interns was received. This will be discussed at the 2019 Annual Public Hearing.

**Items for the next agenda:**

Review and discussion of proposed amendments to the wage and personnel by-law.

Review of possible reclassified positions.

Vote on Water Department Administrative Assistant step increase

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

It was unanimously voted to adjourn the meeting at 8:05pm. The next meeting is scheduled for March 7, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary