



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

## **January 3, 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:** Tom Millias, BOS Rep; Erika Rossini, Member; Susan Vogt, Board Secretary

**NOT PRESENT FROM THE BOARD:** Diane Ruxton, Chair

**OTHERS PRESENT:** Charlie Seelig, Sandy Nolan

The regular meeting was opened at 6:30pm.

The following Minutes were approved:

The minutes of November 29, 2017.

**MOTION:** by Ms. Rossini to approve the minutes of November 29, 2017 as printed.

**SECOND:** by Mr. Millias

**UNANIMOUSLY VOTED**

The following Change of Status forms were received:

Irma Vasel – Selectmen Secretary – Length of Service increase

Robert Beary – Call FF EMT – Resignation

Michelle McRae – Full Time Student Officer – Police Department

Scott Materna – Building Maintenance – Director in Training

The following Certificate of Completion forms were received:

Antoinette Ross – Police Department

Correspondence received:

A budget status report from the Assistant Town Accountant dated December 30, 2017 was received and reviewed.

A Statistical Summary Sheet dated January 2, 2018 was received and reviewed.

A memo from Charlie Seelig dated November 29 2017 regarding Budget Form and Submission Process was received. Ms. Vogt will complete the necessary paperwork and distribute to the appropriate departments.

The Board met with their 6:45pm appointment – Gerry Elliott – Director of Building Maintenance. Mr. Elliott presented the Board with an application and resume for the candidate he requests to hire as his replacement. He asked the Board sign a Change of Status with a start hiring rate of a Grade 10, Step 1. Mr. Elliott explained that it would be a temporary rate during the training process. After February 1<sup>st</sup>, Mr. Elliott would like the candidate to receive an increase to a Step 5. Mr. Elliott feels the candidate is very well qualified and should receive the higher compensation. The candidate is a licensed electrician. Mr. Elliott had 17 applicants for the position, 8 were interviewed and 4 were finalists. Mr. Millias added he knows the candidate and feels he is an excellent choice based on his experience and knowledge of the job. Ms. Rossini requested to discuss the matter after the Annual Public Hearing on January 10<sup>th</sup>, when all board members will be present. Mr. Elliott thanked the Board for their time and looks forward to speaking with them at the meeting next week.

The Board discussed the classification and compensation survey. Ms. Nolan provided the Board with a revised spreadsheet for their review. They will discuss the matter further at the next regular Wage and Personnel meeting when all Board members are in attendance.

**Items for the next agenda:**

Annual Public Hearing January 10<sup>th</sup> at 6:30pm.

Meeting with Gerry Elliott to discuss new hire.

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

It was unanimously voted to adjourn the meeting at 7:25 pm. The next meeting is scheduled for January 10, 2018 in the Great Hall.

Respectfully submitted,

Susan Vogt  
Board Secretary