



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

**August 7, 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.; Susan Vogt, Board Secretary

**OTHERS PRESENT:** Scott Materna, Director of Building Maintenance; Sandy Nolan, Town Accountant

The meeting was called to order at 6:35pm.

Ongoing Business: Job Description Review

The Board met with their 6:45 pm appointment – Scott Materna, Director of Building Maintenance. Mr. Materna attended at the request of the Board to review the job descriptions for his department employees. Mr. Materna provided the Board with responsibilities and education/experience required for the positions. He added his department is responsible for the maintenance of 14 buildings as well as the town beaches. He currently has two full and two part time employees in his department. Mr. Materna did not provide information for the position of Administrative Assistant as she reports directly to the Building and Maintenance Committee. They will schedule a meeting with the Building and Maintenance Committee to discuss the Administrative Assistant position in the future. The Board will review the information and score the positions appropriately.

The Building Inspector was not in attendance for the scheduled 7:15 pm meeting. Ms. Vogt will reschedule his appointment for the August 23<sup>rd</sup> meeting. The Library Director will also be invited to discuss her employee job descriptions.

The following Change of Status forms were approved:

Kendra Kelly – Fire Department Administrative Assistant – New Hire  
Kevin Heath – Fire Fighter EMT-B – Length of Service increase

The following Certificate of Completion forms were received:  
Barbara Brenton – COA Director

**New Business:**

None

**Correspondence:**

The Board approved the MMPA dues renewal invoice. Ms. Vogt will forward the invoice to the Town Accountant for processing.

A revised job description dated July 25, 2018 for the Assistant Town Clerk was received from the Town Clerk.

A memo dated August 7, 2018 from the Town Clerk's office confirming the Board's meeting day and time was received.

A memo from the Board of Selectmen's office dated July 11, 2018 was received advising Ms. Rossini's resignation was accepted.

A job posting for a part time summer laborer was received.

A budget status report from the Town Accountant's office dated July 17, 2018 was received.

The meeting minutes of July 9, 2018 were approved.

MOTION: by Ms. Ruxton to approve the minutes of July 9, 2018 as written.

SECOND: by Ms. Roy  
UNANIMOUSLY VOTED

The meeting minutes of June 14, 2018 were approved.

MOTION: by Ms. Ruxton to approve the minutes of June 14, 2018 as written.

SECOND: by Ms. Roy  
UNANIMOUSLY VOTED

**Items for the next agenda:**

Job description review  
Reclassification study

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

It was unanimously voted to adjourn the meeting at 7:20pm. The next meeting is scheduled for August 23, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary