



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

April 4, 2017 Meeting Minutes

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Tom Millias, BOS Rep; Kathy Ballerini, Member; Susan Vogt, Board Secretary

NOT PRESENT FROM THE BOARD: Diane Ruxton, Chair;

OTHERS PRESENT: Sandy Nolan; Charlie Seelig; Linda Cole

The regular meeting was opened at 6:30 p.m.

Approval of Minutes:

The Minutes of March 30, 2017 were approved.

MOTION: by Ms. Ballerini to approve the minutes of March 30, 2017

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The Board met with their 6:30pm appointment Keith Swanson, Water Superintendent. Mr. Swanson was invited to discuss his Public Hearing Request to establish an on-call stipend system for employees in his department. Ms. Vogt provided the Board with the job description on file for the Water Department Laborers, per the Board's request. Upon review of the job description it clearly states that a requirement for the position is "on call 7 days a week, 24 hours a day". The Board believes that since being on-call 24/7 is a requirement for the position when hired, a stipend should not be awarded for the employee to be available. The employees are paid for a minimum of 3 hours when they are called in after hours, so they are compensated for their time, when needed. Mr. Seelig suggested that Mr. Swanson consider building a stipend amount into the employee's regular pay rate, perhaps \$1.00 of \$1.50 per hour. This can be discussed when the classification study salary data is reviewed.

MOTION: by Ms. Ballerini to deny the Water Department's Public Hearing Request to establish an on-call stipend award system for the Water Department.

SECOND: by Mr. Millias

UNANIMOUSLY VOTED

The Board reviewed the Draft Article for the warrant and found no changes were required. Ms. Vogt will send a copy of the Article to Mr. Seelig for publication.

Items for the next agenda:

Classification Study Data

FINCOM feedback on W&P Recommendations

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:10 pm. The next regular meeting is scheduled for April 19, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary