



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

March 30, 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: Kathy O'Neil, Dick Clark, Keith Swanson, Kim Roy, Jean Gallant, Rob Piccirilli, Cathleen Drinan, Charlie Seelig, Sandy Nolan

The meeting was called to order at 12:04 pm.

The meeting minutes of February 28, 2018 were approved.

MOTION: by Mr. Millias to approve the minutes of February 28, 2018 as written.

SECOND: by Ms. Rossini

UNANIMOUSLY VOTED

The following Change of Status forms were approved:

Kerry Landers - COA Receptionist - Length of Service increase – COC attached

Kevin Heath - Fire Department - Temporary full time

Jean Gallant - Library Director - Length of Service increase – COC attached

Alana Snow - Secretary Regulatory - Length of Service increase - no certificate of Completion form was attached. Ms. Vogt will process the Change of Status when the form is received.

Steven Heath - Fire Department - Length of Service increase

Andrew Elliott Smith - Building and Maintenance – Permanent Position

The following Certificate of Completion forms were received:

Kendra Kelly – Secretary - Regulatory

The Board discussed the proposed items for their Article. Mr. Millias requested the Board go out of agenda order and asked to discuss the across the board wage increase for wage and personnel employees. Mr. Millias is proposing a 2% across the board increase and stated the amount would

be agreed to by the Finance Committee as the funds are available. Mr. Seelig added the Town has settled with some unions and are waiting on two. Ms. Ruxton added that the teachers also received 2%. After a brief discussion, the following vote was taken.

MOTION: by Mr. Millias to grant all non-union Wage and Personnel employees a 2% across the board increase.
SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

Upon conclusion of the vote, Mr. Millias announced he would be resigning from the Wage and Personnel Board immediately. He stated the Board of Selectmen had not yet voted on a replacement but could no longer continue as a member of this Board. Mr. Millias stayed for the remainder of the meeting as a Selectmen and sat with others in attendance.

The Board went on to discuss the remaining Public Hearing items.

Ms. Gallant does not wish to make any changes to the named library positions in the by-law. The items will not be included in the Wage and Personnel Article.

The reclassifications were discussed: Ms. Ruxton feels it is unfair to look at certain positions and not look at others. There are quite a few additional positions that are not in line and should be reclassified as well. She stated she is struggling with only bringing some of the positions forward for this year's Annual Town Meeting. Ms. Rossini was in agreement. Ms. Roy asked why the results of the study were not reviewed as of now and believes it is unfair to the employees who asked for their positions to be reviewed at the 2017 Wage and Personnel Annual Hearing. Ms. Rossini also added that according to the Finance Committee, the funds would not be available Fiscal Year 19 to fund any reclassified positions and that also affected their decision. Ms. Roy advised that it is the Wage and Personnel Board's responsibility to advocate for the employees. If the data from the benchmark towns reveal salaries are higher in those towns, the Board should discuss the possibility of a reclassification. It was suggested that perhaps the Board could recommend some needed reclassifications each fiscal year to have less of an impact on the tax rate. The Board then agreed to discuss the proposed reclassifications for this year. The benchmark data sheet provided from Ms. Vogt for the positions of Building Inspector, Health Agent, Water Superintendent, Outreach Worker, and Recycling Coordinator was provided for review. The data included salary and hours worked for each town.

The reclassification of the Inspector of Buildings was discussed. Mr. Piccirilli advised he is a certified Building Inspector with the State and other Building Inspectors from Benchmark towns may not have the same credentials. After review of the data and discussion, the following vote was taken:

MOTION: by Ms. Ruxton to reclassify the position of Inspector of Buildings/Building Commissioner from a Grade 10 to a Grade 11.
SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The reclassification of the Health Agent was discussed. After review of the benchmark salary data, the following vote was taken.

MOTION: by Ms. Ruxton to reclassify the position of Health Inspector from a Grade 10 to a Grade 11.
SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board discussed the reclassification for the Water Superintendent. Ms. Roy explained to the Board that Mr. Swanson had accepted a position for the Town of Hanson as a Lead Man and he would have been making a larger salary than that as the Town of Halifax Water Superintendent. Mr. Swanson added it was not because of the hourly rate but because of the health insurance contribution as Hanson is 80/20. Mr. Clark added that when the Water Superintendent position was posted, they received two applicants and they were not as qualified as Mr. Swanson. The Board discussed the Grade 12 rate listed in the By-law. Ms. Nolan explained if the Board voted for a proposed Grade 12 reclassification, it would have to be referenced as 12a which would not include holiday pay.

MOTION: by Ms. Ruxton to reclassify the position of Water Superintendent from a Grade 11 to a Grade 12a.
SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board discussed the creation of a Recycling Coordinator. Ms. Ruxton and Ms. Rossini do not believe the position should be created at this time. Mr. Seelig believes there is an injustice happening with the position and feels it should be created. The Administrative Assistant is performing tasks beyond her original job descriptions and he believes the position should be created. Ms. Rossini wished to add that the recycling coordination is the responsibility of the Highway Surveyor. She believes that because the Administrative Assistant is performing the duties is not her fault and the additional salary should not be passed on to taxpayers. Ms. Gallant wished to add that she thinks the position should be created and understands how it came to fruition as it has happened previously at the Library. Mr. Seelig requested that Mr. Hayward be invited to this afternoon's meeting to add his opinion. Mr. Hayward joined the meeting shortly after and the Board asked if he has ever viewed either the existing or proposed job description of the Recycling Administrative Assistant. He replied he has not reviewed the description. He stated that the Administrative Assistant does handle all recycling coordination, though he would like to become more involved in the future. He is contacted by her if there is any type of problem she cannot handle, but that is rare. Ms. Rossini asked if the new position was approved at the Annual Town Meeting and subsequently created would it need to be posted. Mr. Seelig replied it would not, it would basically be renaming and reclassifying the Recycling Administrative Assistant position. The Board thanked Mr. Hayward for joining them and the following vote was taken:

MOTION: by Ms. Ruxton to rename and reclassify the position Administrative Assistant Recycling – Grade 6 to Recycling Coordinator – Grade 7.
SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board is in agreement to revise the rate of Assistant Outreach Worker as this is a Grant funded position and has not been increased in many years.

MOTION: by Ms. Ruxton to revise the Assistant Outreach Worker hourly rate to \$15.54 per hour.

SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board made the following votes to the remainder of the Public Hearing items:

MOTION by Ms. Ruxton to: delete the following, Under Chapter 35, Section 27:

- C. Grandfather clause. Any regular full-time or part-time employee who is in his/her first year of employment with the Town of Halifax on or before July 1, 2003, will be granted a vacation accrual equivalent to the months of employment he/she has already completed following the two-month exclusion period to commence on July 1, 2003.

And

Add the following, Under Chapter 35, Section 27:

- C. A former employee who returns to service within two years from the date of separation from service due to lay off shall be credited with the length of service attained at the termination of his/her previous service, for the purpose of vacation accrual only. Any such employee who returns more than two years after the separation from service shall not receive vacation credit for the previous period of service

MOTION: by Ms. Ruxton Add the following to Appendix A -Section V: Classes and Rates – Group B, Police Department (Non-union Personnel)

Commercial details – greatest overtime rate for a patrol officer under the union contract.

Town details – overtime rate for a special police officer.

Add the following to Appendix A -Section V: Classes and Rates – Group C, Fire Department (Non-union Personnel)

Detail rate for call firefighters will be time and a half.

SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

The Board discussed the request of the Water Superintendent to increase the Administrative Assistant salary from a Grade 6, Step 1 to a Grade 6, Step 4. Ms. Ruxton and Ms. Rossini are in agreement that the request should not be granted as there was no approval by the Board for the increase prior to the employee being hired. They explained that in situations such as this, the Water Superintendent should have consulted the Board for approval before hiring the employee.

MOTION: by Ms. Ruxton to deny the request of the Water Superintendent to award a step increase to the Administrative Assistant.
SECOND: by Ms. Rossini
UNANIMOUSLY VOTED

Items for the next agenda:

Reorganization
Review of printed article

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 2:40pm. The next meeting is scheduled for April 5, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary